

# RETAIL Point of Sales

**Entersoft Retail®**

Users & Implementation Guide

## Identity

|                  |               |
|------------------|---------------|
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## IMPLEMENTATION EXAMPLE

In this unit will be in shortly presented the functionality of RETAIL application by using as working model the default parameterization and the template document forms included to the application.



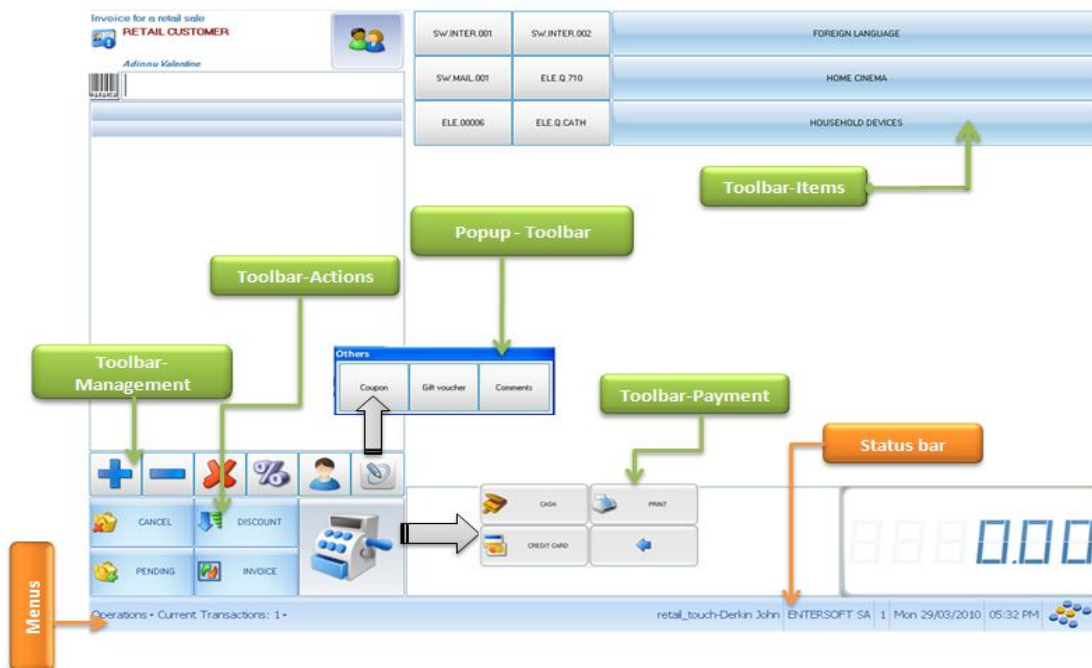
For the preparation of the particular implementation example, the below steps must be followed:

- (1) EBS Installation. The installed version must necessarily be .NET 3.5 and not earlier of 3.12.0.0. As for the data base it must be used the one accompanying 3.8.12.0 version or after than this.
- (2) Installation of customization. For the installation of the necessary customization, we copy all content of ESRetail\DemoTemplateScreens area in EBS area of execution.

IN order to activate RETAIL APPLICATION we call the ESRetail.exe file and we define the user password to the presented screen (*the user password has been given in our example is 1234 number*). By pressing enter or  button, user data confirmation and login to application will occur. By pressing the  button, the user will be transferred to a full connection data screen that can be also used. The latest screen is used only in cases where for any reason application login through the main login screen is not feasible.

## WORK ENVIRONMENT

By logging in to the application the work station is automatically taken up from the **main registration screen**, this is the screen of the new Sales Retail Receipt registration and the **status line** is fulfilled through the «Operations» and «Current Transactions» menus.



Through the options found in **Operations** menu are given the functionalities of application exit, representation of logging screen or minimizing of application window as well as the information regarding the identification and application connection data. By selecting the «Menu» option, will be given the functionality of accessing additional application operations whereas by selecting the “New Receipt” option the working area will be covered from the Retail Receipt registration screen. Finally, by selecting the «Cancel transaction» option the user may close the “current” registration screen.

The **Current Transactions** menu is directly connected with the new document entry functionality by holding another one «On hold». Through this menu we can have an indication as to the number of in progress (open) transactions and also the functionality of alternation among these depending on the transaction we are cable of completing at a point in time.

## SALES RETAIL RECEIPT

The new Receipt registration form has the necessary header data fulfilled (type/document series/customer) and the items area empty. The items entry to the Receipt is accomplished through the appropriate buttons found in items-toolbar. The pressing of items toolbar buttons leads to the alternative item searching/selection methods.

- ✓ **DIRECT ITEM SELECTION.** THE PRESSING OF THIS FORMAT BUTTON (EG «SW.INTER.001» button) results to particular item direct selection.
- ✓ **SELECTION THROUGH GROUP.** The pressing of this button form may lead to new items toolbar presence (eg. Button «FOREIGN LANGUAGES»), in new toolbar presence with sub-groups (eg.. button «HOME CINEMA») or to items list presence (eg. button «HOUSEHOLD DEVICES»).

For sales quantity increase of an item included to the Receipt, we focus to this item line and press the  button «Quantity increase». The pressing of this button, will result to quantity increase per measurement unit. The same logic applies to  button «Quantity decrease».

Interference to Receipt items **discounts** is accomplished through the pressing of suitable toolbar-management buttons. All the modification values/discounts commands are underlined to user privileges control. In the case where application user does not possess the particular privilege, it will be needed confirmation of the action from the user possessing this privilege. The available editing buttons to values/discounts are:

- ✓ **LINE DISCOUNT.** Pressing of  button «Line Discount» is only accomplished through the selected line and results to the presence of the dialog where the user can enter the desired discount. The discount can be defined as percentage or value or even to occur from calculation based on the desired payable amount for the line. In any case, by pressing the Accept button, the new discount is added to the existing discount of the selected line.

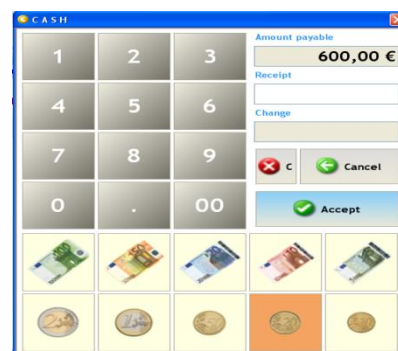
- ✓ **DISCOUNT ON TOTAL.** The pressing of  button «Discount on total» results to the presence of the dialog where the user can enter the desired discount. The discount can be defined as percentage or value or even to occur from calculation based on the desired payable amount for the Receipt. In any case, by pressing the Accept button, the new discount is added to the existing discount of each document lines.

If for any reason the user wishes to delete an item included to the receipt, he must focus on this item and by using the toolbar-management button to press the  «Delete line» button. The line deletion command will go through user privileges control. In the case where the application user does not possess the particular privilege, then the action must be confirmed from a user possessing this privilege.

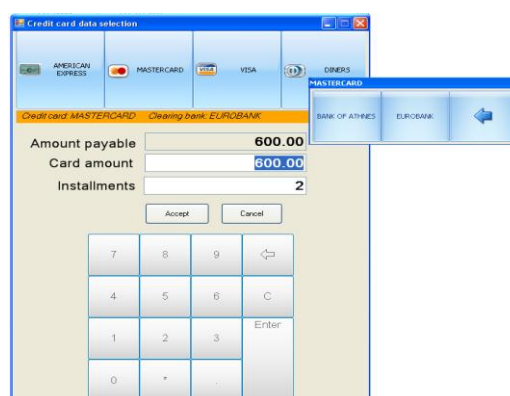
Finally, the pressing of  «Others...» button from toolbar-management will result to the presentation of a new pop up toolbar and through which is given the functionality of accessing additional commands such as the one of **coupons** or **gift voucher** data insertion, the **notes/comments** insertion and the presentation of a dialog enabling the direct **searching of retail sale price** of an item. At this point and suggesting that there is no need for further modifications of the particular Receipt, the user may continue to payment data clarification.

By pressing the  «Payment» button, the user is transferred to payment-toolbar. The pressing of this toolbar buttons leads to one of the above alternative Receipt payment methods.

- ✓ **CASH.** The  «Cash Receipt» button will result to a dialog presence used for the insertion of the cash amount received. The fulfilling of the received amount can be accomplished either through the direct insertion of the amount or by simply focusing on “Payable Amount” field and in this way the receipt field is automatically completed with the total of the payable amount. After the completion of the amount received and by pressing the acceptance button, the Receipt will be updated with the particular settlement amount.



- ✓ **CREDIT CARD.** The pressing of  «Credit Card» button will result to a dialog presence used for the insertion of the necessary credit card data to which the Receipt will be charged. Initially, by pressing the appropriate buttons, is firstly defined the card type (VISA, DINERS etc) and secondly the credit card bank (biller). Continuously, in the case we want the full payment of the Receipt via the particular credit card charge, we must move to “Card Amount” field and to complete the desired charge amount. Finally, by pressing the Accept button, the receipt will be updated with the particular amount paid.




If for any reason we want to delete the payment transaction, we select it and from toolbar-management, we press the “Delete Line” button.

After the definition of the receipt payment methods are completed and in order to continue with its **issue**, we press the  «Completion» button. The button is initially activates the control of the agreement between the amount paid and the value of the receipt where in the case of two amounts mismatching, it will appear a message of prohibiting the entry of the receipt. In the case were no mismatching is found, the receipt processes of save and print are activated. After the end of the printing and for user information reasons, it appears a dialog containing transactions'' summary data.

| Summary transaction                                                                                     |              |      |                             |
|---------------------------------------------------------------------------------------------------------|--------------|------|-----------------------------|
| No                                                                                                      | ΑΓΛΑ-Α-00005 | Date | 29 / 03 / 2010 17 : 43 : 43 |
| Amount payable                                                                                          |              |      | 768,90 €                    |
| Receipt                                                                                                 |              |      | 768,90 €                    |
|  Cash                  |              | €    |                             |
|  Cards                 | 768,90       | €    |                             |
|  Gift vouchers         |              | €    |                             |
| Balance to be paid                                                                                      |              |      |                             |
| Change                                                                                                  |              |      |                             |
| <div>  ACCEPT </div> |              |      |                             |

In the case where it has not occur full coverage of the Receipt amount, the pressing of  «Completion» button will result to the presence of the amount received in cash, definition dialog.

## SPECIFIED CUSTOMER

Usually, the issue of Sales Retail Receipt is accomplished through the general customer “Retail Customer”. However, in the case we want to retain detail data for the customers issuing receipts, we must either select an existing customer or a new “specified” customer. In order to define the specified customer we enter the  «Search trade acct.» button of the toolbar-actions, and the customer’s management list screen appears. In the case we want to select an existing customer we use one of the search methods described below:

- ✓ **SEARCH BY NAME.** In order to reveal particular customer/customers based on name, in “Full Name” field, we define an appropriate part of customers’ Full name and we enter the search button.
- ✓ **SEARCH BASED ON OTHER DATA.** In order to reveal particular customer/customers based on other than the available selection data (*T.R.N, Telephone number, Club Card*), we select the desired data, we partially or fully complete the search wording and we press the search button.

[illegible]

By being in customers catalogue and in order to select one, we are focusing on him and by pressing the accept button we return to Receipt from having completed the replacement of receipt general customer with the chosen specified customer.



- The replacement of general customer of the receipt with the specified customer can be accomplished at any stage during document entry without any entered data being lost.
- The replacement of receipts' general customer will result to the automatic application of the agreed «Commercial terms» of the specified customer.

If we wish to undertake **new customer** entry, depending on customer nature, we enter one of the buttons “Individual” or “Company” and the screen of customer data completion appears. For the transfer between form fields next/previous, right/left, we use the related arrows. The searching of the fields being noted with the search from list notification, the desired value occurs by defining the wording partially and pressing the search button. After the completion of the necessary data and by pressing the acceptance buttons, we return to Receipt form by having completed the customer entry and at the same time having the general customer if the receipt replaced.

#### TRANSACTION ON HOLD

If for any reason, we need to proceed to new receipt entry and having the current receipt in “On hold” status we press the  «On hold » button of toolbar-actions. The pressing of this button results to the coverage of the current receipt with a new entry receipt screen and to the increase of the open transactions, in one more. Through the «Current Transactions» menu is given the alteration between two “open” receipts, functionality.



In the case where there are more than one opened transactions and in order the application to notify us (attention) for this situation, the “Current Transactions” menu is properly colorized.

#### CANCELLATION OF THE TRANSACTION

If for any reason, we need to proceed to Receipt entry cancellation, we need to press the  « Cancel » button of toolbar-actions. Pressing of this button will result to not receipt entry. The cancellation of the transaction command undergoes to user privilege control. In the case where application user does not possess the particular privilege, it will be needed confirmation of the action from the user possessing this privilege.

#### SALES INVOICE

The process of Sales Invoice issue is activated through the Retail Sales Receipt form from  «Invoice» button of toolbar-actions. The process of invoice issue is basically similar with the one of Receipt issue. In the next unit we will only describe the differentiated points of the process.

Initially, by entering the «Invoice», button we define our desire for Invoice issue and by positively answering to the appearing confirmation message, the type of the document is about to be entered is automatically altered from Sales Retail Receipt to Sales Invoice. Continually and regarding that the **definition of specified customer** is compulsory for the issue of the



invoice, we press the « Search trade acct. » button, and the customers management screen appears. From this screen, we continue to customer selection (existing or new) (see unit *Sales Retail Receipt/Specified Customer*). After the customer is defined, we move to items entry, in Payment data and finally to Invoice issue.



- Invoice issue can be accomplished at any entry stage without any of the entered data to be lost.
- During Invoice issue is accomplished a data completion control for the customer included to the invoice. In the case where data are incomplete, by pressing the « Search trade acct » button, we are transferred to customers management screen. From this point and by pressing the «Display» button, we present the register of the particular customer. After data completion has finished, and by pressing the acceptance buttons, we return to Invoice form and we proceed to the invoice issue.
- During Sales Invoice issue, the control for the agreement between amount paid and Invoice amount is not activated.

## RECEIPT

The process of Receipt Issue is activated through the call of the «New receipt» option of the «Operations» menu. The new Receipt entry form has all necessary header data already completed (*type/ document series*) and the Amount received area, empty.

Initially, and in order to define the customer, we enter the « Search trade acct » button of toolbar-actions and the customer management screen appears.

CASH RECEIPT (FROM CUSTOMERS)

Series A No 00001 Euro 200000

FRUIT VEG

| Liquidity ac. | Name                   | Account no. | Bank | Curr. | Value    |
|---------------|------------------------|-------------|------|-------|----------|
| Cash-1        | Central Cashier's Desk |             |      | EUR   | 2.000... |
|               |                        |             |      |       | 2.000... |

Enter: IK 2 from 1

Buttons: +, X, COMMENT, PRINT, EXIT

As long as the customer is defined (as explained in previous unit), and by pressing the «Receipt in cash» button, it will appear the **amount received** dialog box. We fulfill the desired amount and by pressing the accept button, we update the Receipt. If for any reason we want to alter the amount received we must firstly delete the already entered amount by using the «Delete Line» button and afterwards to continue to new amount entry.

In order to enter any **notes/comments** on the Receipt, we press the «Header Transition Field» button. The pressing of this button will result to the presence of the entering comment dialog.

Finally, in order to proceed to Receipt issue, we press the «Save» button. This button activates the receipt save and print processes. After the printing completion, by pressing the «Exit» button, we close the Receipt entry screen and we return to new Retail Receipt.

## DAY CLOSURE

All the options concerning day closure are called from «Cash Register Operations» menu. Initially, and in order to produce the value of X day from fiscal printer, we call the **Print X cash register** option. Continuing and in order to accomplish fiscal printer data comparison with the respective application data, we call the **Control X cash register** option.

| Sales              |           | Cancellations/Alterations |           | Discounts          |        | Receivables |
|--------------------|-----------|---------------------------|-----------|--------------------|--------|-------------|
| Num. Trade account | 13        |                           |           |                    |        |             |
| Net value          | 17.782.02 | Invalid transactions      |           | Of total discounts | 0.00   | 20,470.24   |
| VAT value          | 3.378.58  | Cancelled transactions    |           | Line discounts     | 672.58 |             |
| Discount           | 0.00      | Items changes             |           | Gift vouchers      |        |             |
| Total value        | 21.160.60 | Deleted items             |           |                    |        |             |
| 19%                |           | 9%                        |           | 0%                 |        |             |
|                    |           |                           | 17.782.04 |                    |        |             |
|                    |           |                           | 3.378.56  |                    |        |             |



In order history log of transaction cancellation, item change and item deletion, to be kept the appropriate RETAIL application parameterization is required. (see unit *Parameterization of Retail application/ Entries Management*)

After confirming fiscal printer data agreement with application data, by calling the **Print Z cash register** option, we proceed to day Z generation from our fiscal printer. Finally, and in order to entry data of day Z in Retail application we call the **Z numbering recording** selection where a data entry window, appears. If the Z numbering recording has occurred, the entry window will appear having these data completed. At this point we can proceed to data correction, if necessary.



- In order day Z and X generation from fiscal printer to be feasible, the appropriate parameterization of Retail application is needed. (see unit *Retail application Parameterization /Fiscal Printer Files*)
- In the case were the X or Z generated file already exists, the application will inform us with the relevant message and the new file generation process is interrupted.

## PARAMETERIZATION/ BACK OFFICE

This unit will present only back office parameterization issues determining the correct operation of RETAIL application.

### USERS

As far as application users are concerned, attention should be given to the following areas.

- ✓ **INFORMATION LEVEL.** If we want to reassure that a user will not have the capability of contemporary login to the application from many workstations, we will need to activate the «Prohibition of reentrance to Logged in user » option.
- ✓ **COMPANIES/BRANCHES.** If we want to make users' login process to the application, simpler, we need to make sure that the user belongs only to one branch.
- ✓ **PASSWORD.** If we want to make user confirmation process easier, we need to have activated the identification functionality through a Identification Password.

### PAYMENT METHODS

The available payment methods of a document issued from RETAIL application are cash, credit card and the adjustment of the advance payment.

The appropriate parameterization of the payment methods per cases are as follows:

- ✓ **CASH.** Payment Method of **Payment** type with zero % amount payable and null to account field, in order the cash account to be able to differ depending on the branch from which the receipt is issued. The definition of the desired liquidity account is achieved on document series basis (area «*Liquidity accounts*», column « *Automatic payment* »).
- ✓ **ADVANCE PAYMENT.** Payment method of **Forecast** type with % amount payable and null to account field, in order the cash account to be able to differ depending on the branch from which the receipt is issued. The definition of the desired liquidity account is achieved on document series basis (area «*Liquidity accounts*», column « *Automatic forecast* »).
- ✓ **CREDIT CARD.** Payment method of **Credit Card** type with % amount payable and null to account field, in order the cash account to be able to differ depending on the type/bank of credit card and the branch from which the receipt is issued. The definition of the desired liquidity account is enhanced through the appropriate parameterization of the "Credit Card" entity.



In order to activate the capability of payment through credit card, there must be at least one payment method of "Credit Card" type and data of at least on credit card type to be correctly defined into the system.

### CREDIT CARDS

Via the appropriate credit cards parameterization, the system will be able to define **the one and only liquidity account** when the user enters the credit card type and the bank. In order to activate this functionality we need to follow the below process.

We initially define the desired credit card types and for each credit card type we define the bank/banks with which we co-operate. Continuing, we define the maximum number of installments that corresponds to each bank and the corresponding liquidity account. Finally, and only when the liquidity account is differentiated per branch, we complete the branch information in bank register.



- During banks definition of a credit card, a prohibition control for bank entries of similar “Bank” and “Branch” data is accomplished.
- Bank registration having empty the branch information is “translated” as “for all branches” from the system.

Through credit cards appropriate parameterization is given the functionality of **toolbar-credit cards** configuration. The **toolbar-credit cards** are included to the window appearing from RETAIL application when the “Credit Card” command is used. The elements related with this functionality can be either defined on credit card type level or bank.

- ✓ **SELECTABLE.** Through this field are underlined transactions that we want to be included to the toolbar.
- ✓ **POSITION SELECTION.** In this field is defined the desired view position of the particular transaction, in toolbar. As smaller the defined number is, the more “left” the transaction placed.
- ✓ **ICON.** In this field we can define a representative for the transaction icon (e.g. *Credit card logo or bank logo*)

### BANK NOTES - COINS

Through the appropriate parameterization of Bank Notes-Coins transaction, is given the functionality of **receipt in cash** screen configuration to enterprises special needs. In more particularly, is given a functionality of the following data definition.

- ✓ **AVAILABLE.** Through this field are underlined the transactions that we wish to be included to the screen.
- ✓ **S/N.** In this field is defined the desired sorting of the particular transaction. The smaller the defined number the more “left” will the transaction be placed to the screen.
- ✓ **ICON.** In this field is defined the representative icon for the transaction.



The paper money-coins transactions are differentiated per coin. In the case that you have transactions in different coins you should properly configure the paper money-coins transactions set for each of these coins.

### SPECIAL ACCOUNTS

A presupposition for the use of the functionality concerning **Gift Vouchers** is the existence of special account of “Discount” type that will possess the following characteristics.

|                        |                         |
|------------------------|-------------------------|
| Type                   | <b>Discount</b>         |
| Concerns Gift Vouchers | <b>Yes</b>              |
| Depending on           | <b>Document</b>         |
| Discount Format        | <b>Stand alone line</b> |
| Amount Type            | <b>Value</b>            |

### STOCK ITEM

Given the fact that RETAIL application is mainly a sales documents issuing tool, special attention must be given when completing item **Commercial data** (*wholesale price/ retail, discounts etc*). Caution is also demanded in parameterization of item measurement unit. Especially in the case that we dealing with items for which we want the sales quantity to be questioned, we must ensure that in items’ measurement unit the option «Application by user selection» has been activated. The activation of the particular option in combination with the «AutoDisplayQuantities»parameter activation of ES00RetailDocuments file will result to automatic window presence of entering sales quantity.

## CUSTOMER

As far as the customer is concerned, special attention must be given when completing the following data.

- ✓ **CODE.** In order new customer entry from Retail application to be feasible, customer code must be defined as automatically produced.
- ✓ **PAYMENT METHOD.** As far as RETAIL CUSTOMER is concerned, it must be a defined a payment method including all three payment methods (Payment, Forecast, Credit card). As far as the “named” customer is concerned, it is suggested that this field is empty in order any of the three alternative payment methods to able to be used..
- ✓ **CUSTOMER LOGIN CREDENTIALS.** In the case of invoice issue where the document is referred to “named” customer, a control of the necessary customer login credentials, is accomplished. These data are: Name, TRN, Tax Office, profession, Street/Number and telephone number. You must ensure that these data are correctly completed.

## DOCUMENTS

For the issue of **Sales Retail Receipt** from Retail application must be used a document type similar to the Invoice of Retail Sales (International ID ES.12000.02). Attention must be given to the following parameterization fields of this document type.

- ✓ **DEFAULT TRAD ACCT.** RETAIL CUSTOMER must be defined as the default. In order the functionality of documents type use also during Receipt issue to “named” customer to be available, the “preserved” option must be deactivated.
- ✓ **AUTOMATIC FORECAST.** This option must be deactivated. In this way the Receipt issue prohibition when the payable amount is not fully paid, can be ensured.
- ✓ **CHECK BALANCE IS FILLED OUT.** This option must be activated. In this way the Receipt issue prohibition when the payable amount is not fully paid, can be ensured.
- ✓ **ACTIVATE RETURN POLICY.** In the case we want to prohibit an item return for which purchase has not previously occurred. This option must be activated.
- ✓ **AUTOMATIC PACKING LINES.** In the case we want the multiple entries of the same item to be packed into one line with theirs total quantity. This option must be activated.
- ✓ **PAYMENT TERMS.** There must be at least defined RETAIL CUSTOMER payment methods. At the same time the options «Automatically displayed» and «Automatic amount suggestion» must be deactivated to all payment terms. In this way is ensures the functionality of the Receipt payment through any of the three alternative payment methods or through a combination.
- ✓ **CHECK RECEIVED AMOUNT IS FILLED OUT.** This option must be activated. In this way, in cases of full payment with cash, Receipt issue process is significantly simplified.
- ✓ **USER PRIVILEGES CONTROL.** In the case we want to set a user group under control and the “suspicious” editing to a Receipt, we must move to document series concerning Retail application, and to remove particular privileges from this group (*price/discount management, deletion of item's line/and item's alteration, cancellation of document entry*).
- ✓ **LIQUIDITY ACCOUNTS.** We must be transferred to documents series and to define the desired liquidity account of Automatic forecast and Automatic payment. In this way is ensured the dedifferentiation of liquidity account depending on the branch that the receipt is issued.
- ✓ **PRINT SETTINGS.** We must move to documents series concerning Retail application and to activate the Report call by defining the proper values and the other print parameters.

For Sales Invoice issue from Retail application, it must be used one document type of Sales Invoice - Quantity & Value (International ID ES.12000.01/ ES.RO.12600.01) format. A presupposition for the correct operation of the application

is the Payment Terms and the Taxes/ Charges that will be defined to this document type, to be the same with these defined to Sales Retail Receipt document type.



The particular restriction has been established in order the process call of immediate transition from Sales Retail Receipt entry screen to Sales invoice entry screen, to be feasible.

As far as the remaining parameterization of Sales Invoice elements are concerned, the same things as to Sales Retail Receipt applies. The only exception is that in Sales Invoice, the Default Trade acct field must be empty and the Check balance is filled out, can be activated.

For Receipt issue, it is the Cash Receipt document type (International ID ES.21000.01) that must be used from Retail application. Special attention must be given to the following parameterization area of this document type.

- ✓ **LIQUIDITY ACCOUNTS.** We need to be transferred to documents series and to define the desired liquidity account of automatic payment. In this way the differentiation of liquidity account depending on the branch from which the Receipt is issued, is ensured.
- ✓ **PRINT SETTINGS.** We must move to documents series concerning Retail application and to activate the Report call by defining the proper values and the other print parameters.

## BOOK MEASURES

A presupposition considering data correctness presented by Retail application control tools, (e.g. *Scroller Control of X cash register*) is the participation of the document types (used for sales documents issue) to one of the Book Measures.

## PARAMETERIZATION/ RETAIL

In Retail parameterization level, is given the functionality of documents definition that we want to be issued from the application and also the functionality of working environment full adjustment in order to meet the needs of an installation or of a work station.

The parameterization files accompanying the application are installed to ESRetail area. The settings concerning the total of the installation must occur to the CSRetail files, whereas these concerning a particular work station must occur to ESNoSync\CSRetail area of this particular work station.



We suggest, for an installation improved management/ control the Προτείνουμε, για λόγους καλλίτερης CSRetail files to contain the total of the parameters whereas the ESNoSync\CSRetail files to contain only these parameters concerning the particular work station. The application will proceed to the «merge» of these parameterization files. During merging the work station settings override all the others.

### AVAILABLE DOCUMENTS

The definition of the total available documents and parameters is accomplished to **ES00RetailDocuments** parameterization file. Each of the file «transactions» concern a particular document type, whereas the fields of a transaction can be categorized to these determining document behavior and to these determining the layout format. Finally, to these that are exclusively related with the personalization of a user working environment.

#### BEHAVIOR

##### ID

The identification code of a transaction. For each file transaction must be defined a suggested number for better management of the installation. This code will be unique in installation level.

##### DocClass

Document category. The available values are 0-Trade documents 1-Cash, 2- Transit and 3-Adjustment.

##### DocTypeCode

Document type. For the definition is used the International code of document type. (e.g. *ES.12000.02 for Sales Retail document type*).



The parameterization file must only contain one transaction per document type.

##### DocSeries

Documents series that will be used to ON-Line operation for the issue of documents of this type.



During the completion of this field, you must give attention in not-latin/latin characters use in order to ensure the congruency of field content with an existent document series.

##### DocSeriesOffline

Documents series that will be used to OFF-Line operation for the issue of documents of this type



During the completion of this field, you must give attention in not-latin/latin characters use in order to ensure the congruency of field content with an existent document series..

##### DocCancelingSeries

Documents series that will be used to ON-Line operation for the issue of cancelling document of this type.



During the completion of this field, you must give attention in not-latin/latin characters use in order to ensure the congruency of field content with an existent document series.

Documents series that will be used to ON-Line operation for the issue of cancelling document of this type.



During the completion of this field, you must give attention in not-latin/latin characters use in order to ensure the congruency of field content with an existent document series.

---

### IsInvoice

Through this field is underlined the transaction that we want to be used during the transition from Sales Retail Receipt entry screen to Sales invoice entry screen. In order to underline this transaction we define the value True to this field.



In the parameterization file must be found only one transaction having the value True to this field.

---

### IsRetail

Through this field is underlined the transaction concerning Sales Retail Receipt. In order to underline this transaction we define the value True to this field



In the parameterization file must be found only one transaction having the value True to this field.

---

### AutoDisplayQuantities

Through this field we can define if we desire the functionality of sales quantity definition through automatic window presence. In the parameterization file must be found only one transaction having the value True to this field.

---

### AskPriceForZeroPriceLine

Through this field we can define the sales price definition through automatic window presence while entering an item of zero value. For the activation of the above functionality we must define the True value to this field.



In order the user to be protected from entering mistakes the application will not enter (register) a document line if in the appearing window will press the accept button without having enter the sales value first.

---

### TransactionOverview

Through this field we can define whether we want the presence of the window contains the summary of transaction data when document issue is completed. For the activation of the particular functionality we need to define the True value to this field.



Activate the particular functionality only to trade documents and only to a document series that has the document print process activated.

---

### TransactionOverviewAutoCloseInSec

Through this field we define whether we want the presence of the window contains the summary of transaction data after a predetermined time range. For the activation of the particular functionality we define to this field the number of seconds for which the window we want to remain open.



By defining the zero value, the window remains open until the user decides to close it.

## FORM LAYOUT

### FormID

The form that will be used as document entry screen of this type. For the definition is used to code of dynamic entry form (e.g. *ESFIDocumentCash\_RTL\_DEF* for *Cash Receipt document type*)



The form defined here overrides the one that has been defined to the corresponding field of documents type.

### Layout

The layouts that will be used from documents entry form of this type. The definition must be of GridID=LayoutName format, where GridID is the identification number of Profile type and LayoutName is the file name of layout (e.g. *0=1M-ES.12000.02\_TC* for *layout definition concerns stock items lines*). The multiple layouts definition is accomplished by using the semicolon symbol as other profiles separator (e.g. *0=1M-ES.12000.02\_TC; 8=1R-ES.12000.02\_TC* for *layout definition concerns stock items lines* and the payment terms lines respectively). The identification number of the available profile types are:

|                      |                       |
|----------------------|-----------------------|
| 0 Stock Items        | 5 Trade Accounts      |
| 1 Generic items      | 6 Special Accounts    |
| 2 Fixed Assets       | 7 Stock Items Content |
| 3 Liquidity Accounts | 8 Payment Terms       |
| 4 Notes              | 9 Processing Items    |



The layouts defined here override these that have been defined to related fields of document type.

## WORKING ENVIRONMENT

### IsTransaction

Through this field are underlined the transactions that we want to be placed to the menu «Current Transactions». For this placement activation we define the value True to this field.

### IsMenuAvailable

Through this field are underlined the transactions that we want to be placed to the menu «Operations». For this placement activation we define the value True to this field.

### MenuCaption

The wording of the particular transaction to the «Operations» menu. For the transactions that have been placed to «Operations» menu, completion of this field is necessary.

### MenuOrder

The order presence of the particular transaction to the «Operations» menu. The smaller the defined number is the more “low” is the transaction placement to the menu.

## HARDWARE THROUGH TOUCH

All operations are supported in touch screen environment and to environment the use of keyboard is provided. The environment definition where the application will operate is accomplished to **USER\_INTERACTION** parameter of **ES00RetailParams** file.

```
<ES00RetailParams>
...
<ES00RetailParam>
  <Code>USER_INTERACTION</Code>
  <Value>0</Value>
</ES00RetailParam>
...
<ES00RetailParams>
```

With 0, the user uses ESRetail through Touch Screen  
With 1, the user uses ESRetail through Keyboard

## LOGIN SCREEN

The main login screen requests the completion of login user identification data. The alternative user identification methods are through the simple definition of password or through code and password. The definition of the preferable identification method used is accomplished to **ES\_LOGIN\_MODE** parameter of **ES00RetailParams** file.

```
<ES00RetailParams>
...
<ES00RetailParam>
  <Code>ES_LOGIN_MODE</Code>
  <Value>1</Value>
</ES00RetailParam>
...
<ES00RetailParams>
```

With 0 the user will be authenticated based on Username and Password  
With 1 will be authenticated based on Key on save

In order application login (through main screen) to be feasible, the following presuppositions must be in force.

- ✓ IN data base connection file (*ESDBDef*) must have been defined only one database. Alternatively, in the case where more than one databases have been defined, you need to define the “retail” data base to **RETAIL\_DATABASE\_ID** parameter of **ES00RetailParams** file.
- ✓ The login user must belong to only one branch.
- ✓ In the case of login through User Password, you need to have defined and activated the Password of login user.

In order application login through the main login screen to be feasible, the following presuppositions must be fulfilled.

- ✓ In connection file with the data base (*ESDBDef*) must be defined only one data base
- ✓ The login user must belong only to one branch.
- ✓ Especially in the case of application entry through the use of password, the password must have been defined and activated.



- WE suggest choosing the identification method through password and a simple number combination to be used.
- By pressing the «Additional». Button of the main screen we are transferred to the full connection data login screen. It is only used when login through the main login screen is not feasible.

## WORKING ENVIRONMENT

While entering the application the working environment is taken up from “main entry” screen. The definition of the document type that we want to give main screen functionality is accomplished through the **START\_UP\_DOCUMENT\_ID** parameter of **ES00RetailParams** file.



AS the main entry screen must be defined this document type that is mostly used from application users.

```
<ES00RetailParams>
...
<ES00RetailParam>
  <Code>START_UP_DOCUMENT_ID</Code>
  <Value>1</Value>
</ES00RetailParam>
...
</ES00RetailParams>
```

With 1, the identification code of an entry  
With 0, the ID value from the file **ES00RetailDocuments**

In order to improve the design of the work station we have the functionality of presenting a photo as font in document lines entry area. In order to activate this functionality

- ✓ The **SHOW\_WATERMARK** parameter of **ES00RetailParams** file must have the True value.
- ✓ In the CSConfig area to exist a photo file with the RetailWatermark.jpg name.

## MENUS

The **RETAIL** application contains 3 menus of which the content is defined in parameterization level. The parameterization of the «Operations» menu and «Current Transactions», is accomplished through a setting of **ES00RetailDocuments** file whereas the structure and the content of full menu is determined through a Shortcuts file.

### OPERATIONS MENU

From “Operations” menu selections, only these concerning new document entry form call, are subject to parameterization. The addition or deletion of such a selection, is achieved by defining to **IsMenuAvailable** parameter of **ES00RetailDocuments** file, the True or False value, respectively. The definition of selection and position placement of the wording to the menu is accomplished to **MenuCaption/ MenuOrder** parameters of the same file.



- Do not forget to add to “Operations” menu the option that will concern the main entry screen call. In the case where the user has asked for main screen closure, through this option, the screen will re-appear.
- In the case where Sales retail receipt has been added as the main entry screen, you do not need to add the Sales Invoice call to the menu. You may entry the invoice through transition from Sales retail receipt screen.

### CURRENT TRANSACTIONS MENU

The addition or deletion of available document types to “Current Transactions” menu is achieved by defining the Value True or False respectively, to **IsTransaction** parameter of **ES00RetailDocuments** file.



- Do not forget to present to “Current Transactions” menu, the documents type concerning the main entry screen.

## FULL MENU

The shortcuts file definition that we want to constitute the full application menu is accomplished to **ES\_RIBBON** parameter of **ES00RetailParams** file.

```
<ES00RetailParams>
...
<ES00RetailParam>
  <Code>ES_RIBBON</Code>
  <Value>ESRetailStoreMenuStructure.xml</Value>
</ES00RetailParam>
...
</ES00RetailParam>
```

*The file name of ESRetail menu.*



All the alternative shortcuts files must be placed to CSRetail area. If we want to differentiate the full menu of a work station we must initially create to CSRetail area a new shortcuts file. Continuing we must be transferred to ES00RetailParams file of ESNoSync\CSRetail area and to define the name of the new shortcuts file to **ES\_Ribbon** parameter.

## CUSTOMERS MANAGEMENT SCREEN

Through the parameterization of **ES00RetailParams** file is given the functionality of setting the parameters concerning customers' management screen. The **AUTO\_ENABLE\_KEYBOARD** parameter settles the keyboard presence method whereas the parameters **TRADEACC\_PHYSICAL\_FORM\_ID** and **TRADEACC\_LEGAL\_FORM\_ID** settle the form that will be used as entry/display screen of customer data for customer/individual or customer/company.

```
<ES00RetailParams>
...
<ES00RetailParam>
  <Code>TRADEACC_PHYSICAL_FORM_ID</Code>
  <Value>ESFICustomer RTL Physical QCK</Value>
</ES00RetailParam>
<ES00RetailParam>
  <Code>TRADEACC_LEGAL_FORM_ID</Code>
  <Value>ESFICustomer RTL Legal QCK</Value>
</ES00RetailParam>
<ES00RetailParam>
  <Code>AUTO_ENABLE_KEYBOARD</Code>
  <Value>True</Value>
</ES00RetailParam>
...
</ES00RetailParams>
```

*True Automatic  
False By user selection*



The presence of customers' management screen is accomplished through the «Search Trade acct» command.

## STATUS LINE

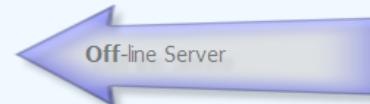
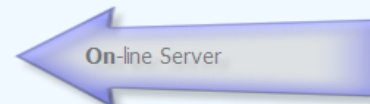
From the information found in Status Line, only these concerning counters in relation to the “performance” of a particular work station, can be parameterized. For these counters presence, the parameter **STATISTICS\_COUNTERS\_ENABLED** of **ES00RetailParams** file must possess the value True. In order to initiate the counters, we must press double click in status line area where the company name appears. Finally, and in order to have the updated counters information, we can just press double click on these. The information provided by the counters is:

| COUNTER | EXPLANATION                            |
|---------|----------------------------------------|
| DOC     | Number Of Sales Documents              |
| LN      | Sales Documents Lines Number           |
| AVG     | Average Saving Time Of Sales Documents |
| TRC     | Total Remote Calls                     |
| DIFF    | Remote Calls Delta                     |

## OFFLINE OPERATION

The offline functionality is given via the proper parameterization of the available server' definitions file of the application (*ESClientConnect*).

```
<ESClientHostInfo>
  <Host>MAT-PC</Host>
  <PortNumber>8099</PortNumber>
  <AppServerDescr>MAT-PC</AppServerDescr>
  <AppServerID>MAT-PC</AppServerID>
  <Offline>MAT-MOB</Offline>
</ESClientHostInfo>
<ESClientHostInfo>
  <Host>MAT-MOB</Host>
  <PortNumber>8199</PortNumber>
  <AppServerDescr>MAT-MOB</AppServerDescr>
  <AppServerID>MAT-MOB</AppServerID>
  <Offline></Offline>
</ESClientHostInfo>
```



In order to activate the transition functionality from online to offline operation, the following presuppositions must be fulfilled:

- ✓ Two application servers to be defined and one of these to be defined as the others offline.
- ✓ The data base code defined to connection file (*ESDBDef*) to be the same for both online/ offline data base.
- ✓ Offline documents series to be defined for each of the available documents

Through the *ES00RetailParams* parameterization file is given the functionality of defining the usual operational way of the RETAIL operation. The definition is accomplished to **RETAIL\_APPLICATION\_SERVER** parameter and the available options are:

- 0 **ON-Line** with the capability of transition to offline after user selection. The transition is accomplished by entering to the application the corresponding button of login screen.
- 1 **OFF-Line** with the capability of transition to online after user selection. The transition is accomplished by entering to the application the corresponding button of login screen.
- 2 **ON-Line** without to be given to the user the capability of transition to offline.
- 3 **OFF-Line** without to be given to the user the capability of transition to online.

If during **On-Line** operation connection with the Head offices is interrupted, the application will immediately inform us for the failed connection. Through the **ASK\_BEFORE\_SWITCH\_TO\_OFFLINE\_SERVER** parameter of **ES00RetailParams** file, we can choose the desired transition method from online to offline operation. The available options are:

- True** Transition with message question addressed to the user.
- False** Automatic transition and presence of informative message

## ENTRIES MANAGEMENT

In order the user to be protected from entry mistakes, there is a number of parameters in **ES00RetailParams** file concerning the entries control. In order a control to be activated, we need to define to the appropriate parameter the desired limit. TH available controls are:

| PARAMETER                          | EXPLANATION                              |
|------------------------------------|------------------------------------------|
| MAX_DOC_STOCKLINE_QUANTITY         | Maximum quantity per line                |
| MAX_DOC_STOCKLINE_PRICE            | Maximum measurement unit                 |
| MAX_DOC_STOCKLINE_DISCOUNT_PERCENT | Maximum line percentage discount         |
| MAX_DOC_STOCKLINE_DISCOUNT_VALUE   | Maximum line value discount              |
| MAX_DOC_STOCKLINE_TOTALVALUE       | Maximum total line value                 |
| MAX_DOC_STOCKLINES_ALLOWED         | Maximum document lines number            |
| MAX_DOC_HEADER_TOTALVALUE          | Maximum document total value             |
| MAX_DOC_AMOUNT_RECEIPT_IN_CASH     | Maximum received amount in cash          |
| MAX_DOC_AMOUNT_RECEIPT_IN_CARD     | Maximum received amount with credit card |

Through the **USER\_ACTIONS\_LOGGING\_ENABLED** parameter of **ES00RetailParams** file, the history log recording actions process as well as the document entry cancellation, the document line deletion and the sales quantity minimizing, are activated. In order to activate the particular process we define the True value to this parameter.

For compatibility reasons with fiscal printers that reject the zero value document lines, is given the activation functionality of a mechanism of total line value to 0, 01 euro, automatic adjustment. In order the particular mechanism to be activated, the following presuppositions must be enforced.

- ✓ The **DOC\_ZERO\_STOCKLINES\_HANDLING\_ENABLED** parameter of **ES00RetailParams** file to have the True value.
- ✓ Discount of 100% to be defined by the user
- ✓ Discount definition to be defined either via “Line Discount” command or through “Discount on total” command.

## FISCAL PRINTER FILES

In order X and Z printings generation from fiscal printer, to become feasible, the following actions must be followed.

- ✓ A txt file containing print commands of X and another containing Z commands to exist in CSConfig area. These files must have the XReport.txt and ZReport.txt names respectively
- ✓ The saving area of X and Z to be defined as well as the desired name for these. These definitions are accomplished to the related parameters of **ES00RetailParams** file.

| PARAMETER           | EXPLANATION                   |
|---------------------|-------------------------------|
| PATH_FOR_TAXMACHINE | Files saving area             |
| XREPORT_OUTPUT_FILE | File name related to report X |
| ZREPORT_OUTPUT_FILE | File name related to report Z |

## SCREEN DESIGN TOOL

Through the screen design toolbar we have the functionality of a registration screen full adjustment when is needed. In this unit will be explained all elements of registration form and continuing through the Retail Receipt example we will especially focus to toolbars and we will give detailed guidelines as to their design methods and parameterization. At the end of this unit you may find a table containing the total of the available commands that can be called from a registration form.



During screen design you must take into consideration the screen analysis (usual screen analysis is 1024 X 768) and to properly set the properties concerning form size.

### ENTITY FIELDS

The tree «Entity fields» includes, in first level, all entity's fields that a registration form, manages (trade document). Especially for connection fields with a zoom table (eg. Payment Method) or connection with another entity (eg. Trade Account). In second level includes all fields of the connected table/entity.

In order to display in our form one of the entity's fields, we must firstly click on the place that we want to appear and after we select it from the fields list we can transfer it to this place by double click. Modification of field position or size is achieved through the buttons found in «Location Data» whereas modifications concerning layout format and field behavior are achieved from «Field Properties» page. Finally, if for any reason we want to remove a field from the form, we select it from «structure» page, we press the «Delete» button.



There are entity fields that seeking special management. It is possible for these fields to also appear to the «Special fields» tree (eg. *Document number*). In the case we want to display any of these fields to our form, its selection must occur from «Special Fields» tree.

### SPECIAL FIELDS

The «Special Fields» tree includes fields refers to the related with the entity tables and some fields of special type. Later to this unit is described special fields use method with exemption of «Toolbar εκτέλεσης commands» special type field described to «Toolbars» Unit.

- ✓ **RELATED TABLE.** In fields of this type the only setting that we need to do is the toolbar actions presence or not. This setting is accomplished by defining to the «Toolbar Visible» property, the desired value. For these fields parameterization and the layout format of the transactions list we follow the process concerning scrollers parameterization.
- ✓ **ICON.** It does not activate any application operation. It is only used in cases that we want to enrich the form with an icon. The definition of the icon that we want to present is accomplished through the «Index» property.
- ✓ **KEYBOARD CONTROL** It is used in cases that we want the form to also include a numbering keyboard. Given the fact that the Retail application «knows» when there is a need of keyboard display and it dynamically presents it, the use of the field must be avoided.
- ✓ **DIGITAL CONTROL** Is a non editable field and is only used in cases where we want to display a numbering field with the «digital» number format. The definition of this field is accomplished to «BindingPath» property and must be of TABLE.FIELD. format



Let's say for example that we want to put a digital control that will present the total receipt value. We add to our form the new field and in BindingPath property we define the ESFIDocumentTrade.PayableAmount value.

- ✓ **BINDABLE LABEL.** Is a non editable field which is used in cases that we need to insert a title in a forms' area. This field has a number of properties concerning the layout setting. (*Back & Fore color, Font Size etc*) The wording definition that we want to present is accomplished in «Text» property.



If for instance, we want to put above from the document lines area a title shown to the picture. We add to the form the title of bindable label type and we properly set its layout format.

Field of bindable label is used in cases where we want to present an entity field by also giving some formation characteristics. The way of definition as to the entity field presence differs depending on whether we want to present a field of the main entity or a field of a related entity. In the first case the definition is accomplished in «BindingPath» property and must be of TABLE.FIELD format. In the second case we use the «LinkFieldChild» property in order to define the connection field and finally the «LinkFieldParent» property to define the field from the related entry we want to present.



Lets say for example that we want to present the customers' second name in the form shown in the picture. We add to the form a field of bindable label type. In LinkFieldChild property we define the fTradeAccountGID value and in LinkFieldParent property the value Name. Finally, we undertake the desired settings for the information layout format.

- ✓ **STOCK ITEM ENTRY.** This field is used as searching area of the item that is about be inserted. In this case there is not a capability of the item definition in a document lines level. (το σχέδιο γραμμών είναι not editable ) this field existence in documents entry form, is necessary.
- ✓ **ITEMS'S PHOTO PRESENTATION.** This field is used in cases that we want to present to a form area, a photo regarding the item corresponds to current document line.
- ✓ **CURRENT LINE ITEM LABEL.** This field is used in cases that we want to present in a form area the data of the selected document line in a preview format.
- ✓ **HTML CONTROL.** This field is used in cases that we want to present in a form area, a photo (e.g. company logo). The photo definition is defined in «URL» property.

**Document Lines**

| NO | Item | Description | MU |
|----|------|-------------|----|
|    |      |             |    |

BackColor ☐ White

BindingPath

BorderStyle ☐ None

CustomFormat

Font ☐ Microsoft Sans Serif; 9,75pt;

ForeColor ☐ DarkRed

LineBackColor1 ☐ DarkGray

LineBackColor2 ☐ Gainsboro

LinkFieldChild

LinkFieldParent Description

RepositoryImageIndex ☐ -1

Text **Document Lines**

TextAlign BottomLeft

VisibleLine ☐ True

Invoice for a retail sale

NETWORK SYSTEMS LTD

LineBackColor1 ☐ White

LineBackColor2 ☐ WindowFrame

LinkFieldChild fTradeAccountGID

LinkFieldParent Name

RepositoryImageIndex ☐ -1

Text ☐ MiddleLeft

VisibleLine ☐ False

## TOOLBARS

The toolbar is a field of special type that has been defined in order to embrace to its environment a number of execution programmed commands buttons.

For **toolbar addition** in our form, we initially select the section at which we want to appear and we set the section dimensions according to the total area that the toolbar we wish to cover. Continuing we place the special field «Toolbar commands execution» to this section.



If we want the size of the buttons to remain stable independently of the screen analysis, we should place the toolbar into a stable weight of column/line.

The next step is the definition of the **buttons number** that the particular toolbar will embrace. In order to go through this definition we select the toolbar and by pressing right click, we present the actions menu. When calling the «Add actions panel» the definition window of toolbar properties is automatically presented. The number of buttons definition is accomplished by editing to number of fields value columns/lines.

At this point we are ready to continue to the **toolbar buttons** addition process. The pressing of a button will always result to the available commands activation. Some of the commands have predetermined functionality whereas other are parametric and theirs functionality is determined during toolbar addition process. It follows an example of button addition process of predetermined functionality.



### Buttons addition of predetermined functionality

Suggesting that we want to create a toolbar containing shift buttons and line deletion button. In the «Actions type» field of toolbar properties definition we select the Document Actions value. From the available actions list we select the



Move up, Move down and Line deletion and by pressing the “Add” button we add them to the toolbar (multiple commands selection is achieved through the *Ctrl + click* și *Shift + click, buttons combination*). The buttons placement area is automatically taken based on the order appear on the list. If we want to remove a button we must select it and remove it to its new position. In addition, if we want to change any of the properties concerning button layout format (e.g. *font*) we select it from toolbar properties definition window and we go through the necessary modifications. In order these alterations to become visible we press the “Update” button whereas if we want to be applied to all toolbar buttons we press the « Update all» button. Finally if we want to change the size of a button we need to select it and to adjust its width / height and press the «Update» button.

The exact same procedure is followed for any predetermined functionality button. Let’s see in more detail the process of ‘parametric’ buttons addition.



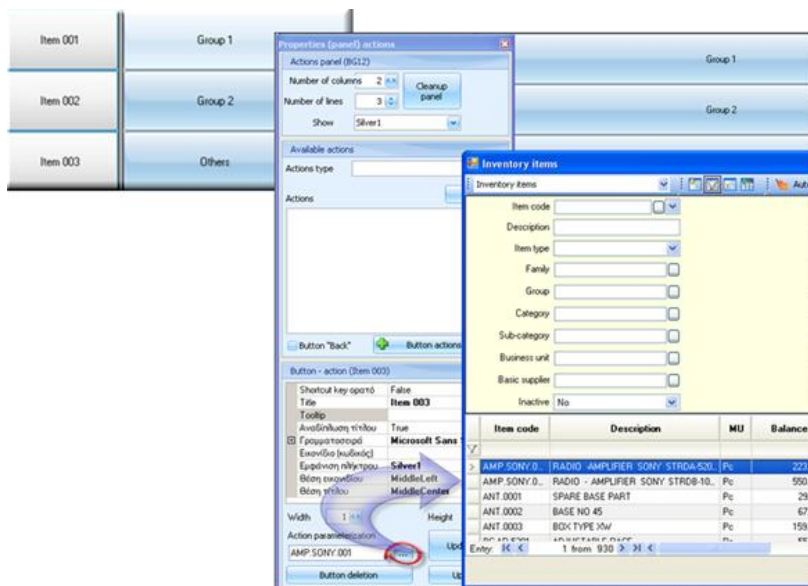
### Toolbar-Items

Suggesting that we want to implement through toolbar an items selection process based on the following specifications.

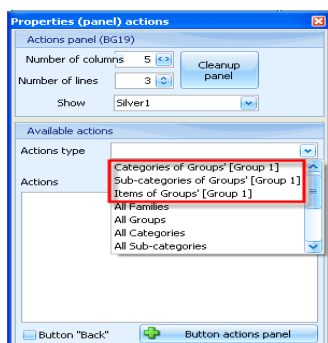
- (1) The items ITEM 001, ITEM 002 and ITEM 003 are «popular» and thus directly access must be given to the user.
- (2) For all items, the access must be given through predetermined tree based on theirs group/category. The items of OTHERS group are exempted and theirs selection will occur from a list.
- (3) For 001 GROUP categories are not defined whereas GROUP 002 is divided into CATEGORY 001 and CATEGORY 002

For the implementation of the particular process (items selection), we initially add two toolbars to our form. The first will accommodate buttons concerning items of immediate access and the buttons concerning items groups.

For the addition of immediate access buttons to **item**, we select from “Item actions” **General** the **Item** command and by pressing three times the “Add” button, we add three new buttons to our toolbar. Continuing and in order to connect the first item with ITEM 001, we select the button and we are transferred to “Action parameterization” property where we select item code. In order to define an item in an easier way we can press the search button and by displaying the items list to select it from there. Finally, in order to name the button we are transferred to “Title” property” where we define a representative wording (eg. Items’ description) and we press the “Update” button. The exact same process is followed for the other two buttons of immediate access to items.



At this point, the items buttons parameterization is completed. Pressing of these buttons will result to item line insertion. For buttons addition concerning **items groups** we select from “Actions type” **All groups**, the groups GROUP 001, GROUP 002 and OTHER and we add them to our toolbar. At this point, the items buttons parameterization related to OTHER group is completed. Pressing of these buttons will result to the display of the list containing items of OTHER group.



Based on the specifications, the pressing of the button concerning 001 GROUP must lead to the new toolbar that will contain **all items** of this **group**. In order to define the new toolbar presentation area, we initially press the Ctrl + GROUP 001 buttons combination and after the available toolbar-areas of the form are revealed, we click to the desired toolbar area. After this and by opening the window defining toolbar properties, we can see that three new action types have been added related to GROUP 001 exclusively. After selecting the **Items of Group [GROUP001]** value, a commands list of all group items will be displayed.

By selecting all and by pressing the “Add” button, we add them to the connected with GROUP 001 button, toolbar. Because the buttons addition has occurred through “named” items, these items connection with the related items already exists. At this point, the items buttons parameterization related to GROUP 001 is completed. Pressing of this button will result to the display of a new toolbar with access buttons to Group items.

Finally, based on our specifications the pressing of the button concerning GROUP 002 must lead to a new toolbar that will contain the **categories** of this group.

In order to define the new toolbar presentation area, we initially press the Ctrl + GROUP 002 buttons combination and after the available toolbar-areas of the form are revealed, we select (by clicking) the same toolbar-area that we previously placed the toolbar contain items of GROUP 001. (A toolbar area may accommodate more than one toolbars) After this definition and by opening the window defining toolbar properties, we can see that three action types concerning exclusively GROUP 002, have been added. By selecting the value **Group Categories [GROUP 002]**, this

group categories, will be displayed to command list CATEGORY 001 and CATEGORY 002). We select both and we add them to the connected with a button GROUP 002 toolbar. The next step is the appropriate parameterization of the CATEGORY buttons in order their pressing to lead to a new toolbar containing all items of the particular Group/Category. In order to achieve this button parameterization we follow the exact same process of GROUP 001 button parameterization. At this point, the items buttons parameterization related to GROUP 002 is completed. Pressing of this button will result to the display of a new toolbar with access buttons to items of the particular category.



For buttons behavior simulation «GROUP 001» and «GROUP 002» in form designer environment we press the Ctrl + corresponding button, combination.



#### Toolbar-Actions & Payment

Suggesting that we want to implement two toolbars where one of them to include the cancellation buttons of the transaction and transition to Invoice (*toolbar-actions*) and the other one to include all buttons concerning the payment (*toolbar-payment*). Suggesting that the available area of our form demands the projection of the two toolbars, in the same toolbar-area.

We add a new toolbar to our form and we place the «Cancel/ New» and «Invoice» commands. Based on our specifications we must add an additional button to the toolbar where by pressing it, will lead to toolbar-payment.

This button addition is accomplished by pressing the  **Button actions panel** selection. In our new button, we give the «PAYMENT» name and in order to define the display area of toolbar-payment, we initially press the Ctrl +PAYMENT buttons combination and after the available toolbar-areas presence, by clicking, we select the same toolbar-area with the one of the toolbar-actions. Pressing of the PAYMENT button results to toolbar-payment presence.

The next step is the toolbar-payment parameterization. Due to the fact that the two toolbars are covering, the first thing we should take care is to give the returning functionality from toolbar-payment to toolbar-actions. In order to achieve this, we place the  **Button "Back"** button in one of the toolbar-payment positions. Continuing we add to toolbar-payment the « Receipt in cash », «Credit card » και «Completion» commands. The parameterization of toolbar-payment is completed at this point.



For buttons behavior simulation «button actions panel» and «Button Back» in form design environment, we press the Ctrl + corresponding button combination.



#### Popup Toolbar-Additional Actions

Suggesting that we want to give the functionality to the user of having the access to items value search commands, to item returns and to notes/comments recording, on a document. Also suggesting that these commands use is rare and for this reason we don't want to incur the main toolbar-management with a separate button for each of them but we want to place a popup toolbar instead.

Based on our specifications we need to add to toolbar-management an additional; button where its pressing will result to popup toolbar presence that will contain the additional commands. Addition of this button is accomplished by pressing the  **Button actions panel** selection from definition window of toolbar properties. We give the «Additional...»name to our button and we call the « Add Actions Form », selection from button actions menu in order to give the popup toolbar presence functionality. We place the «Value Search», «Returned Item» and «Headers' field Modification» to popup toolbar. At this point completed the parameterization of «Additional...» button. Pressing of this button will result to popup toolbar presence with the defined commands.

## AVAILABLE COMMANDS

## TOOLBAR-ITEMS

## DIRECT ITEM SELECTION

**SORTING** General/ Item

**DESCRIPTION** Pressing of this button will result to direct selection of the particular item.

**SETTING** For defining the item that is about to be selected, we are transferred to «Action parameterization» property and define the code of the desired item.

## ITEM SELECTION THROUGH GROUP

**SORTING** All ... Families, Groups, Categories, Sub-categories

**DESCRIPTION** This button does not have predetermined functionality. Through the related setting it may result to items list display, toolbar with sub-groups display or items toolbar display (see toolbar-items design example)



By defining to the « Action parameterization» property number 7, the button obtains the functionality of reverse line insertion. In this way we have the reverse item entry functionality given through the items list selection.

## ITEM SELECTION FROM SCROLLER

**SORTING** Document actions/ Item Selection

**DESCRIPTION** Pressing of this button will result to particular items list presentation. Item selection from the list, is achieved by focusing to the desired item and by pressing the accept button.

**SETTING** Data definition of the list that is about to be presented, is accomplished to «Action parameterization» property. We define the area and the code of the desired list and the column name concerning the field based on which the item selection will be accomplished. The vertical line symbol (|) will be used as a separator of the side data. For instance, the definition of `ESMMStockItem|ESMMStockItem_Def|Code` format means that, items list presentation (`ESMMStockItem`) that is used by the default scroller (`ESMMStockItem_Def`) and item code (`Code`), we want to be used as selection field.

## ITEM SELECTION TROUGH CODE

**SORTING** Document Actions/ Item Code Typing

**DESCRIPTION** Pressing of this button will result to the presentation of the desired item code typing window. By pressing the accept button, the item will be entered to current document.

## RETURN OF ITEM/ 1

**SORTING** Document Actions/ Returned Item

**DESCRIPTION** Pressing of this button is only allowed to a selected line and will result to lines' "sign" reverse.



Though the appropriate parameterization it is given the functionality of an items' return prohibition when this item has not been purchased yet.

## RETURN OF ITEM/ 2

**SORTING** General/ Item

**DESCRIPTION** Pressing of this button will result to the particular "to be returned item", direct selection.

**SETTING** In order to the item that is about to be returned, we are transferred to «Action parameterization» and we define the item code and the reverse line code. The vertical line symbol (|) must be used as the two parameters separator. For instance, the definition of SW.INTER.001|7 format means that we want to insert a document line of the SW.INTER.001 return item.

## TOOLBAR-MANAGEMENT

### LINE SELECTION

**SORTING** Document Actions/ Move Up and Move Down

**DESCRIPTION** The shift buttons are used as line selection mean in cases where the line selection functionality through touch, is not available



If you choose to select the particular line selection method, you should include the move up and down buttons to the toolbar.

### LINE SHIFT

**SORTING** Document Actions/ Line Shift Down and Line Shift Up

**DESCRIPTION** The line shift buttons are activated only on a selected line and result to a position shift up or down compared to the current.



In order line shift buttons use to be more feasible, lines must be sorted based on line s/n.

### SHIFT TO FIELDS

**SORTING** Document Forms/ Previous and Next control

**DESCRIPTION** The shift buttons between fields are used as a mean of field selection in cases where the through touch functionality is not available.



If you select the particular field selection method, do not forget to include the Shift to fields' button (to previous, to next) to the toolbar.

### SHIFT TO PAGES

**SORTING** Document Forms/ Previous and Next page

**DESCRIPTION** The buttons to pages are activated only to areas that have more than one page which further results to shift between pages.

### FOCUS ON ITEM SEARCH FIELD

**SORTING** Document Actions/ Shift to retail item search control

**DESCRIPTION** Pressing of this button will result to forms' cursor placement concerning items search.

### LINE DELETION

**SORTING** Document Actions/ / Line Deletion

**DESCRIPTION** Pressing of this button is only accomplished on a selected line and results to line deletion.



- Through Retail application proper parameterization each line deletion is recorded to history log. (see *Retail parameterization unit/ Entries Management*)
- The action undergoes to user privileges control. In the case where application user does not have the particular privilege, action confirmation is requested from the user possessing this privilege.

### QUANTITY INCREASE/DECREASE

**SORTING** Document Actions/ Quantity Increase and Decrease

**DESCRIPTION** Pressing of increase and decrease quantity buttons only occurs on a selected line and result to line quantity alteration on a stable step.

**SETTING** For defining the desired step, we are transferred to «Action Parameterization» property and we define the suitable number. For instance, by defining number 5 we will have increase in sales quantity per 5 measurement units each time the button is pressed.



- If you choose to use the particular way for sales quantity modification, do not forget to insert the increase/decrease quantity button.
- When sales quantity becomes null through decrease quantity action, document line will be automatically deleted.
- Through the appropriate parameterization, every sales quantity decrease is recorded to history log. (see unit Retail parameterization/Entries Management)

#### QUANTITY TYPING

**SORTING** Document Actions/ / Quantity Modification

**DESCRIPTION** Pressing of this button only occurs on a selected line and results to typing window presence where the desired quantity is being typed.



- When sales quantity becomes null through decrease quantity action, document line will be automatically deleted.
- Through the appropriate parameterization, every sales quantity decrease is recorded to history log. (see unit Retail parameterization/Entries Management)

#### COPY LINE

**SORTING** Document Actions/ / Copy item line

**DESCRIPTION** Pressing of this button only occurs on a selected line and results to new line insertion as an exact copy of the selected one. This method can be used as an alternative method of sales quantity “increase” In combination with Packing lines action we achieve the exact same result.

#### Packing lines

**SORTING** Document Actions/ / Packing Lines

**DESCRIPTION** A call of this action will result to packing lines of the same item to a new one containing the total quantity of all lines.



In documents where the automatic packing lines selection is activated, this button display would be supererogation.

#### PRICE ALTERATION

**SORTING** Document Actions/ / Price Alteration

**DESCRIPTION** Pressing of this button only occurs on a selected line and results to the presence of the desired measurement unit typing window. By pressing the acceptance button, the line will be updated with the new unit price.



The action undergoes to user privileges control. In the case where application user does not have the particular privilege, action confirmation is requested from the user possessing this privilege.

#### LINE DISCOUNT/ 1

**SORTING** Document Actions/ / LINE DISCOUNT (value)

**DESCRIPTION** Pressing of this button only occurs on a selected line and results to the presence of the desired discount value typing window. By pressing the acceptance button, the new discount is added to the existing discount of the selected line.



The action undergoes to user privileges control. In the case where application user does not have the particular privilege, action confirmation is requested from the user possessing this privilege.

#### LINE DISCOUNT / 2

**SORTING** Document Actions/ / LINE DISCOUNT (on percentage)

**DESCRIPTION** Pressing of this button only occurs on a selected line and results to the presence of the desired discount percentage typing window. By pressing the acceptance button, the new discount is added to the existing discount of the selected line.



The action undergoes to user privileges control. In the case where application user does not have the particular privilege, action confirmation is requested from the user possessing this privilege.

#### LINE DISCOUNT / 3

**SORTING** Document Actions/ / LINE DISCOUNT (payable amount)

**DESCRIPTION** Pressing of this button only occurs on a selected line and results to the presence of the desired payable amount typing window. By pressing the acceptance button, the new discount is added to the existing discount of the selected line.



The action undergoes to user privileges control. In the case where application user does not have the particular privilege, action confirmation is requested from the user possessing this privilege.

#### LINE DISCOUNT / 4

**SORTING** Document Actions/ / LINE DISCOUNT

**DESCRIPTION** Pressing of this button only occurs on a selected line and results to the presence of the desired discount typing window. The discount can be either defined as a value or a percentage or even to occur from calculation based on desired line payable amount. By pressing the acceptance button, the new discount is added to the existing discount of the selected line.

**SETTING** The definition of button behavior is accomplished to «Action Parameterization» property and the provided parameterization functionalities are:

- (1) Setting of discount way of definition that we want to be the default (value, percentage or as payable amount)
- (2) We define whether we want the default way of definition to be Binding or not
- (3) As all definitions separator should be used the vertical line symbol (|). For instance, definition of, 2|True format means that we desire discount definition to exclusively occur through percentage discount use.



The action undergoes to user privileges control. In the case where application user does not have the particular privilege, action confirmation is requested from the user possessing this privilege.

#### DISCOUNT ON TOTAL

**SORTING** Document actions/ Discount On Total

**DESCRIPTION** Pressing of this button will result the presence of the desired discount typing window. The discount can be defined as percentage or value or even to occur from calculation of the payable amount on Receipt Total. In any case by pressing the accept button, the new discount is added to the existing discount of each document lines.

**SETTING** The definition of button behavior is accomplished to «Action parameterization» property and are given the following parameterization functionalities:

- (1) Setting method of the desired default discount definition (*as value, as percentage or payable amount*)
- (4) We define whether we want the default way of definition to be Binding or not. As all definitions separator should be used the vertical line symbol (|). For instance, definition of, 2|True format means that we desire discount definition to exclusively occur through percentage discount use.



The action undergoes to user privileges control. In the case where application user does not have the particular privilege, action confirmation is requested from the user possessing this privilege.

## COUPON

**SORTING** Document actions / Coupon

**DESCRIPTION** Pressing of this button only occurs on a selected line and results to the presence of the desired definition window of coupon code and value. By pressing the acceptance button the selected line will be “connected” with the coupon code and the update of the desired line discount value with the coupon value. When pressing of the «Coupon» button occurs on the already connected with coupon line, the line will be cleared from coupon data.

**SETTING** Line fields’ definition to which coupon data we want to be saved, is accomplished to “Action Parameterization” property. As field for coupon code can be used any of the free user defined fields of text type (*Comment 1-5*), whereas for the value must be used one out of the four line fields concerning discount value (*Discount value 1-3, Discount gross value*). As two fields separator should be used the vertical line symbol (|). For instance, the definition of Discount3Value|StringField2 format indicates that we desire the save of coupon code to “Comment 2” field and value save to “Value Discount 3”.



- You should be careful in order line field that will be used as coupons data save fields not to be used for other installation implementation needs. The line connection with coupon process is only used when the two save fields are “clear”.
- The coupon value cannot exceed the net value of the connected line.
- If coupon data definition is accomplished through barcode use and the coupon is “valid”, the coupon value is automatically fulfilled and editing is not allowed by the user.

## Gift Voucher

**SORTING** Document Actions/ Gift Voucher

**DESCRIPTION** Pressing of this button only occurs on a selected line and results to issuer, number and value definition window of gift check. By pressing the accept button, document value will be decreased by the gift voucher value through the inserted transaction of a special account (the special account must be of discount type). When the pressing of the “Gift Voucher” button will occur to a document containing gift checks, a management gift checks list appears.

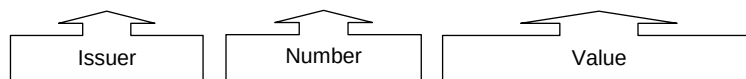
**SETTING** The definition of button behavior is accomplished to «Action parameterization» and the given functionalities are::

- (1) Set of data behavior appearing to gift voucher entry window. We define if we want simple data presentation or completion to be compulsory.
- (2) Field definition where gift voucher data will be saved. For the issuer and gift check number, any of the fields of special account line of text type, can be used. For the value, is the “Total” field (*CurrencyTotalValue*) that must be used.
- (3) Special account definition concerning the particular gift voucher (for special account parameterization see the Back Office Parameterization/Special Accounts, unit).

It is important that all three gift voucher data (issuer, number, value) are defined. As side definitions separator, the vertical line symbol (|) should be used.



Suggesting that we want to set the gift check button in such a way so in window of data definition to appear only the number/ amount fields of the gift check and completion to be optional. Suggesting that the special account concerning the particular gift check has the GIF1 code. For this definition we are transferred to «Action Parameterization» and we enter the definition of NO|NO|UDFString1|YES|NO|UDFString2|YES|YES|CurrencyTotalValue|GIF1 format.



In the case we have gift checks where we want to define a different behavior; we must implement a different button for each of these.

#### HEADERS' FIELD MODIFICATION

|                    |                                                                                                                                                                                                                                            |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SORTING</b>     | Document Actions/ Headers' Field Modification                                                                                                                                                                                              |
| <b>DESCRIPTION</b> | Pressing of this button results to the presence of typing window content to the desired header field.                                                                                                                                      |
| <b>SETTING</b>     | For the definition of the desired field, we are transferred to «Action Parameterization» property and we define the field name. For instance, ADComments value definition will result to comment typing window presence, for the document. |



From the total fields of document header, we can use only these of “text” or “number” type.

#### TOOLBAR-PAYMENT

##### CASH

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SORTING</b>     | Document Actions/ Receipt In Cash                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DESCRIPTION</b> | Pressing of this button results to the presence of a window used to define the received in cash amount. You can directly complete the amount, if you want to achieve full coverage of the payable amount you should focus to “Payable Amount” field and the Receipt field will be automatically completed with the total of payable amount. After received amount completion, and by pressing the accept button, the document will be updated with the particular Settlement amount. |

##### CARD

|                    |                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SORTING</b>     | Document Actions/ Credit Card                                                                                                                                                                                                                                                                                                                                            |
| <b>DESCRIPTION</b> | Pressing of this button results to the presence of a typing window used to define the compulsory credit card data regarding the charge of the current document. Initially, by pressing the appropriate buttons we define the card type and the bank of transaction. We finally define the desired payable amount to be paid through card and we press the accept button. |



Button definition that we want to be presented, for credit cards document types and for the available per bank type, is accomplished through appropriate application parameterization.

#### CREDIT CARD APPROVAL

|                    |                                                                                                                                                                  |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SORTING</b>     | Document Actions/ Application approval of a transaction through credit card.                                                                                     |
| <b>DESCRIPTION</b> | Pressing of this button only occurs on a selected payment line of “Credit Card” type and results to approval procedure activation of the particular transaction. |

**ADVANCE PAYMENT / 1**

**SORTING** Document Actions/ Advance payment

**DESCRIPTION** Pressing of this button results to a list presence containing all the “open” advance payments. In the case where there is only one open advance payment, automatic offset of the open receipt amount with the corresponding advance payment amount, will occur.



This button is active only in the case a named customer and when the customer has an “open” advance payment.

**ADVANCE PAYMENT / 2**

**SORTING** Document Actions / Credit amount

**DESCRIPTION** Through this button automatic offset of the open receipt amount with the corresponding advance payment amount, will occur.



This button is active only in the case a named customer and when the customer has an “open” advance payment.

**BALANCE TO BE PAID**

**SORTING** Document Actions / Transaction Summary

**DESCRIPTION** Pressing of this button results to the presence of transaction summary data window in order to get immediate information for the up to date received amount and for the amount is about to be received. By pressing the button of acceptance we return to the current document and we continue the data entry process.

**TOOLBAR-ACTIONS****SEARCH CUSTOMER/ 1**

**SORTING** Document Actions / Search trade acct.

**DESCRIPTION** Pressing of this button results to the presence of customers management screen. Through this screen we can select an existing customer, edit existing customer data and finally insert a new customer.



Do not forget to include this button to the toolbar. Especially in the case of invoice issue where the definition of a named customer is compulsory, this button is necessary.

**SEARCH CUSTOMER / 2**

**SORTING** Document Actions / Search trade account based on club card

**DESCRIPTION** By defining the full card code and by pressing the accept button, will occur document update with the customer corresponding to particular card code. By defining a part of card code and by pressing the accept button results to the presence of customers management screen where we can proceed to particular customer search based on his full name.

**ON HOLD TRANSACTION**

**SORTING** Document Actions / On hold-New

**DESCRIPTION** Pressing of this button will result to the opening of a new document entry screen by keeping on hold all the documents that are under entry.



Do not forget to include this button to the toolbar. In Retail application environment the contemporary management of two documents of the same type will be easily and fast achieved.

**CURRENT TRANSACTION CANCELLATION/ 1**

**SORTING** Document Actions / Cancellation-New

**DESCRIPTION** Pressing of this button will result to current document not entry. In the case where the transaction that we want to cancel, is the only open transaction, then contemporarily with the cancellation, will occur new Retail Sales Receipt opening.



- Do not forget to include this button to the toolbar. In Retail application environment, document not issue, will be easily and fast achieved.
- Through the appropriate parameterization, each sale cancellation is recorded to history log.
- The action undergoes to user privileges control. The action undergoes to user privileges control. In the case where application user does not have the particular privilege, action confirmation is requested from the user possessing this privilege.

**CURRENT TRANSACTION CANCELLATION / 2**

**SORTING** Register Forms/ Cancellation

**DESCRIPTION** Pressing of this button will result to current document not entry.



The action undergoes to user privileges control. The action undergoes to user privileges control. In the case where application user does not have the particular privilege, action confirmation is requested from the user possessing this privilege.

**SEARCH ITEM PRICE**

**SORTING** Document Actions / Search Price

**DESCRIPTION** Pressing of this button will result to search items screen presence in order to directly get the information as to an items' retail sale price. The search of the desired item is accomplished through it code. After searching the desired item and by pressing the "add" button we can enter the item to the current document.

**TRANSITION TO INVOICE**

**SORTING** Document Actions / Invoice

**DESCRIPTION** Pressing of this button is accomplished from Retail Sales Receipt form and results to document nature alteration from receipt to invoice. At the same time the rest of the form areas except these covered from toolbars, will be adjusted to the settings, concerning the invoice.



- Invoice issue can be asked at any entry stage of a receipt without any of the entered date to be lost (items, payment data, etc).
- The reverse functionality, of turning document nature from invoice to receipt, is not supported. In the case where such a need appears, the Invoice must be "cancelled" and a new Receipt to be entered.

**DOCUMENT ISSUE/ 1**

**SORTING** Document Actions / Completion

**DESCRIPTION** Pressing of this button will result to current document save process activation. After save successful completion the document closes automatically and follows a new document entry screen



With document issue, all controls are contemporarily activated (eg Check balance is filled out) and the side actions (eg. *forecasts creation or a full payment with cash, document print*) that have been defined to type/series of the document to be saved.

**DOCUMENT ISSUE / 2**

**SORTING** Document Actions / Print

**DESCRIPTION** Pressing of this button will result to current document save process activation. After save successful completion the document remains open until «Close form » is asked from the user.



With document issue, all controls are contemporarily activated (eg Check balance is filled out) and the side actions (eg. *forecasts creation*) that have been defined to type/series of the document to be saved.

#### DOCUMENT ISSUE / 3

**SORTING** Document Actions/ Save

**DESCRIPTION** Pressing of this button will result to current document save process activation. After save successful completion the document remains open until « Close form » is asked from the user.



With document issue, all controls are contemporarily activated (eg Check balance is filled out) and the side actions (eg. *forecasts creation, document print*) that have been defined to type/series of the document to be saved.

#### DOCUMENT ISSUE / 4

**SORTING** Register Forms/ Accept

**DESCRIPTION** Pressing of this button will result to current document save process activation. After save successful completion the document closes automatically



With document issue, all controls are contemporarily activated (eg Check balance is filled out) and the side actions (eg. *forecasts creation, document print*) that have been defined to type/series of the document to be saved.

#### ISSUE OF CANCELLING NOTE

**SORTING** Document Actions/ Last document cancellation

**DESCRIPTION** Pressing of this button will result to last Retail Sales Receipt cancellation process activation that has been issued for the particular workstation.



The presupposition in order the issue of cancelling note to be feasible is to define a canceling series for all available retail documents of the application.

#### CLOSE FORM

**SORTING** Register Forms/ Close form

**DESCRIPTION** Pressing of this button will result to the activation of the exit process from current documents entry screen. In the case where form closing is asked while we are found in a not “empty” document, a confirmation message regarding the exit will appear.

#### RE-PRINTING DOCUMENT

**SORTING** Document Actions/ Printing of not printed documents

**DESCRIPTION** Pressing of this button will result to the presence of a list containing all not printed Retail Sales Receipts that have been issued from the particular workstation. By pressing the accept button all listed documents will be printed.

**SETTING** By moving to «Action parameterization» property and by defining the RETAIL or INVOICE wording, we can define to appear the list with the not printed Retail Sales Receipts or Sales Invoices.

#### PRINT X

**SORTING** Document Actions/ Print day X

**DESCRIPTION** Pressing of this button will result to the activation of the file generation process concerning print X. In the case where the particular file has been already produced, an error message appears.

**PRINT Z**

**SORTING** Document Actions/ Print day Z

**DESCRIPTION** Pressing of this button will result to the activation of the file generation process concerning print Z. In the case where the particular file has been already produced, an error message appears.

**Z NUMBER ENTRY**

**SORTING** Document Actions / Z Number Entry

**DESCRIPTION** Pressing of this button will result to the presence of Z data typing window that has been printed from our fiscal printer. By pressing the accept button, data of day Z are saved to (*ESFIRreportZReg*) application table. If a Z number entry for the current date already exists, pressing of this button results to a window presence, having all data completed. The user may go through changes.



- In order the user to avoid editing Z data that have been finalized, we need to define the desired days number to « Number of past entries that allows Z data alteration» company parameter.
- If Z of the day is taken while we found to OFF-Line operation, application (through synchronization process) will update the head offices with the entered data.

**OPEN DRAWER**

**SORTING** Document Actions/ Open Drawer

**DESCRIPTION**

**RESTART SYSTEM**

**SORTING** Register Forms / Restart System

**DESCRIPTION** Pressing of this button results to system restart. It is obvious that the use of the particular command must occur only special occasions.

**SYSTEM TERMINATION**

**SORTING** Register Forms / System termination

**DESCRIPTION** Pressing of this button results to System termination. It is obvious that the use of the particular command must occur only special occasions.

**GENERAL ACTION**

**SORTING** General/ General Action

**DESCRIPTION**

**ENTITY GENERAL ACTION**

**SORTING** General / Entity General Action

**DESCRIPTION**



**OTHER COMMANDS/ DOCUMENT ACTIONS**

*There is no point for these commands to be used to a touch screen environment*

**CUSTOMER DATA ALTERATION**

This command call results to customer data management form presence.

**TAXATION ANALYSIS**

This command call results to the presence of the document value per VAT category analysis screen.

**ITEM SUMMARY**

This command call is accomplished through an items' selected line and results to the presence of « Item/ Trade account audit view » report for the particular item.

**ITEM AVAILABILITY**

This command call is accomplished through an items' selected line and results to the presence of a screen containing the full items' balances.

**ITEMS**

This command call results to focusing, from any form area to the area concerning items lines.

**FIXED ASSETS**

This command call results to focusing, from any form area to the area concerning fixed asset lines.

**SETTLEMENT**

This command call results to focusing, from any form area to the area concerning settlement terms

**SPECIAL ACCOUNTS**

This command call results to focusing, from any form area to the area concerning special accounts

**ALTERATION BETWEEN STOCK ITEMS AND SPECIAL ACCOUNTS**

This command call results to transition from the form area with items lines to special accounts area and reversely. In order this reversal between the two areas to be feasible, we should have focus to one of these first.

**ALTERATION BETWEEN STOCK ITEMS AND SETTLEMENT TERMS**

This command call results to transition from the form area with items lines to settlement terms area and reversely. In order this reversal between the two areas to be feasible, we should have focus to one of these first.

**IMPORT LINES FROM EXTERNAL SOURCE**

This command call results to the presence of the file selection window, where document lines are saved and we want to be inserted to the document.

**IMPORT LINES FROM CLIPBOARD**

This command call results to document lines entry through the copy from clipboard process. In order lines entry to be feasible (by using this process) it must be consistency between the lines that are about to be copied and the available document lines.

**APPLY PAYMENT METHOD**

This command call results to the calculation of data concerning document payment in full based on the “rules” described to payment method.

**APPLY INVOICING POLICY**

This command call results to the application of the “rules” described to customer invoicing policy, into the document.

---

**SHOW TRANSITIONS**

This command is only available on a saved document and results to screen presence of graphic illustration of the particular document evolution stages.

---

**REFERENCE DOCUMENTS**

This command is only available on a saved document and results to list presence containing the documents from which the particular document was generated.

---

**ORIGINATION LOG**

This command is only available on a saved document and results to list presence containing the documents from which the particular document was generated.

---

**TRANSITION LOG**

This command is only available on a saved document and results to list presence containing the documents to which the particular document has been transformed.

---

**SHOW TRANSITIONS**

This command is only available on a saved document and results to screen presence of graphic illustration of the particular document evolution stages.

---

**TRADE ACCOUNT REGISTER**

This command is only available on a document where the trade account has been fulfilled and results to the presence of detailed transactions register for the particular trade account.

---

**TRADE ACCOUNT FINANCIAL OVERVIEW**

This command is only available on a document where the trade account has been fulfilled and results to the presence of the trade account financial data screen.

---

**LEDGER ENTRY**

This command call results to the ledger entries presences that are related to the particular document.

---

**NEW TRADE ACCOUNT**

This command call results to the activation of new trade account insertion process.

---

**NEW CONTACT**

This command is only available on a document where the trade account has been fulfilled and results to the activation of new person insertion process as a contact to the particular trade account.

---

**FULL LINE**

This command call is only available on a selected line and results to the presence of lines' full data screen.

---

**PREVIOUS MOVEMENTS**

This command call is only available on a selected line and results to the presence of detailed entries screen concerning the particular item/trade account.

---

**TECHNICAL CHARACTERISTICS**

This command call is only available on a selected line and results to the presence of items' additional properties screen.

---

**FORECASTS ESTIMATION**

This command call results to automatic forecast entries insertion for document not settled amount.

---

**ITEM PHOTO**

This command is only available on a selected line and results to the presence of catalogue item photo screen that corresponds to the particular item.

---

#### **ACCOUNTS MATCHING**

This command call results to accounts matching management screen, concerning the particular document.

---

#### **LINE INTERJECTION**

This command is only available on a selected item line and results to the addition of a new empty line on an upper position compared to the current.

---

#### **SAVE LAYOUT**

This command call results to the save of the focused area layout.

---

#### **PUBLISH LAYOUT**

This command call results to the activation of layout copy process from the workstation (client) to application server.

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#### **PRICELIST USE APPLICATION**

This command call is only available on a selected item line and results to window presence containing reasoning data (based on customer pricelist) for the particular line values/discounts.

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#### **FORWARD UPDATE STATUS**

This command is only available on a saved document and results to document status alteration process activation.

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#### **ADD RELEVANT ITEMS**

This command call is only available on a selected item and results to a list presence containing related items. By selecting the desired item and by pressing the accept button, the particular item is inserted to the document.

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#### **ITEM REPLACEMENT FROM EQUIVALENT**

This command call is only available on a selected item and results to a list presence containing related items. By selecting the desired item and by pressing the accept button, the current item is replaced with the new.

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## USEFUL ADVICES

**ENTRIES PROTECTION****ITEM WITHOUT VALUE**

In order to protect the user from entering into a document an item with zero value, we need to activate the AskPriceForZeroPriceLine parameter of ES00RetailDocuments file.

**ITEM- GIFT**

Some fiscal printers reject document lines that are of zero value. For these installations and in order to ensure the item-gift entry functionality (discount 100%), we need to activate the DOC\_ZERO\_STOCKLINES\_HANDLING\_ENABLED parameter of ES00RetailParams file.

**MAXIMUM DISCOUNT PERCENTAGE**

In order to protect the user from entering a discount greater or equal of 100%, we define to the MAX\_DOC\_STOCKLINE\_DISCOUNT\_PERCENT parameter of ES00RetailParams file, the allowed discount percentage (eg. 99).

**SALES CONFUTATION CONTROL****SIMPLE RECORDING**

If we want a simple recording on users' history log actions that are related with sale "confutation" (*quantity reduction, entry cancellation*), we need to activate the USER\_ACTIONS\_LOGGING\_ENABLED parameter of ES00RetailParams file.

**OBTAIN PRIVILEGE**

If we desire user full control to actions related with sales «confutation», we need to be transferred to the particular user documents series and to obtain the related privilege (*line deletion, entry cancellation*). Thus, in order a confutation sale action to be accomplished, confirmation is demanded from the user having the particular privilege while the action is recorded to history log.

**DISCOUNTS CONTROL****OBTAIN PRIVILEGE**

If we want the user full control on actions related to discounts high, we need to be transferred to particular user documents series and to obtain Values/Discounts privilege management. In this way for an editing action to discounts, action confirmation from the user having the particular privilege is demanded. The action will be recorded to history log.

**MAXIMUM DISCOUNT PERCENTAGE**

In order the user to be prohibited for entering a discount entry which is greater from a particular percentage, we define to the MAX\_DOC\_STOCKLINE\_DISCOUNT\_PERCENT parameter of ES00RetailParams file the allowed discount percentage (eg. 5). At the same time we need to ensure that from all the commands concerning discount entry, that only the «line discount (percentage)» command to be able to be called through our form.

**EASIER QUANTITY DEFINITION****QUESTIONED QUANTITY**

When we are managing items where we want the sales quantity to be questioned, we need to ensure that tAv in items' measurement unit the «Εφαρμογή με επιλογή από το χρήστη» option is activation of the particular option in

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combination with AutoDisplayQuantities parameter activation of ES00RetailDocuments file, results to sales quantity automatic window presence.

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#### STEP INCREASE QUANTITY

If sale quantity has a stable step (e.g. 2, 4 etc ), it is preferable to use to our form the «quantity increase» command when defining sale quantity and to also define the desired step.

### BARCODE SCANNER USE

#### PROTECTION FROM SCANNING IN WRONG AREA

In order to protect the user from scanning to wrong form areas, it is preferable to complete values to ES00RetailParams file parameters that concern the maximum values

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#### DIRECT MOVEMENT TO SCANNING AREA

In order this functionality to be feasible, it is preferable that for the «Shift to retail item search control» command, a shortcut has been set. This is extremely useful in cases where the focusing with touch on the scanning area functionality, is not available.

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