MYBOS Retail Billing Guides

Following guides that describe how to set up, configure, or use MYBOS Retail Billing Software.

Guide Contents

Contents

Chapter 1: Initial Steps

These Guides will get you started, providing information on how to manage point of sales and users, set initial setups and preferences you will initially use. (You can always add more or change later.)

1.1 Setup

1.1.1 MYBOS Accounting Setup

Activate the following Modules in MYBOS Accounting Software (Server or Cloud Edition) from customize and settings.

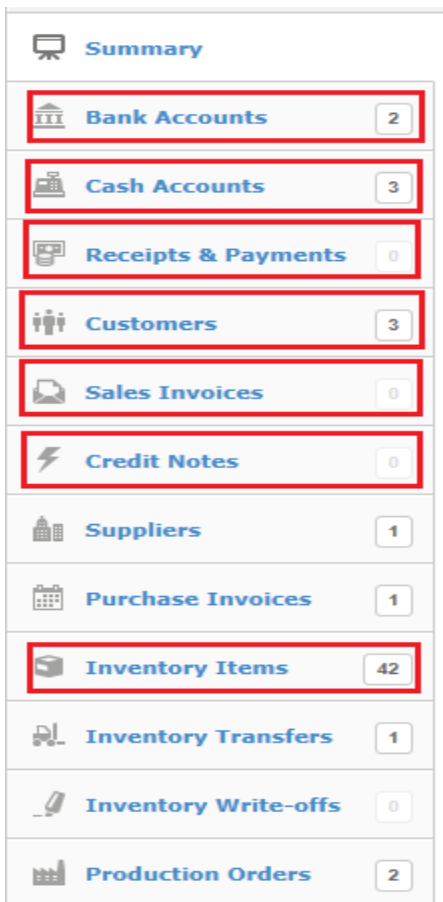
Activate following modules from Customize:

1. **Bank Accounts** *(create at least one bank account in this module).*
2. **Cash Accounts** *(create at least one cash account in this module).*
3. **Receipts & Payments.**
4. **Customers** *(create at least one customer in this module).*
5. **Sales Invoice.**
6. **Credit Note.**
7. **Inventory Items** *(you should import/sync inventory items to retail billing add-on from MYBOS Accounting Software).*

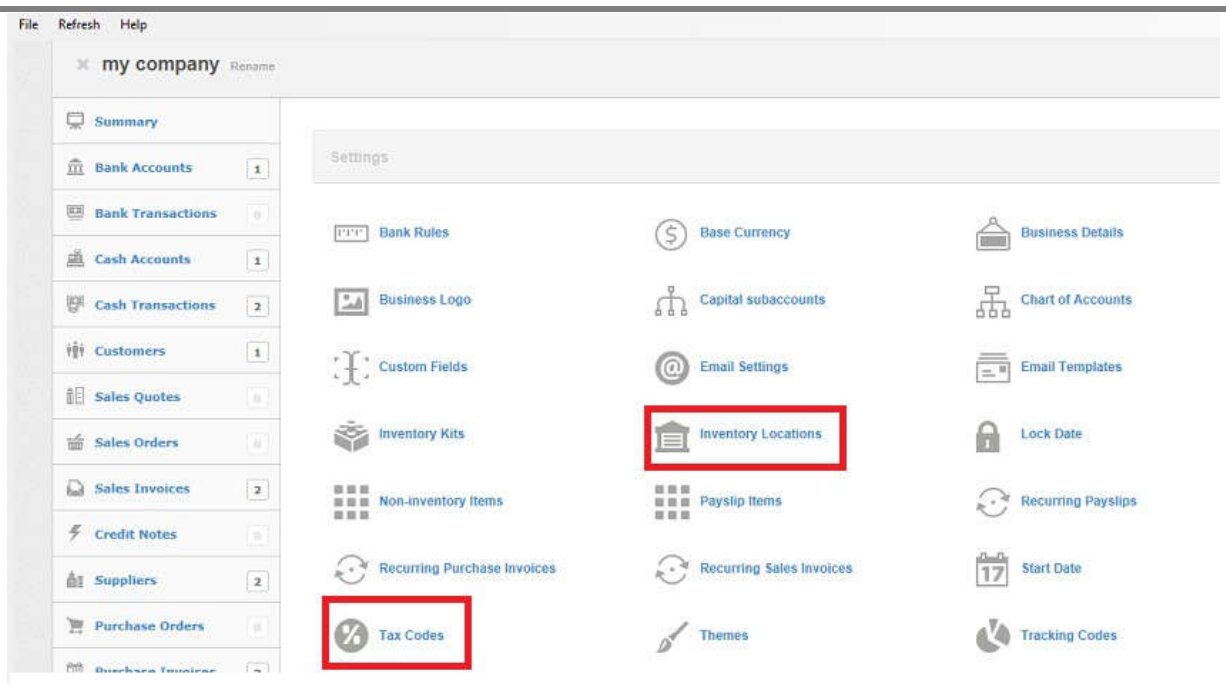
Create following from Settings:

8. **Tax Code** *(create at least one **custom tax code** in this module).*
9. **Inventory Location** *(create at least one location in this module).*

Activate from Customize



Create From Settings

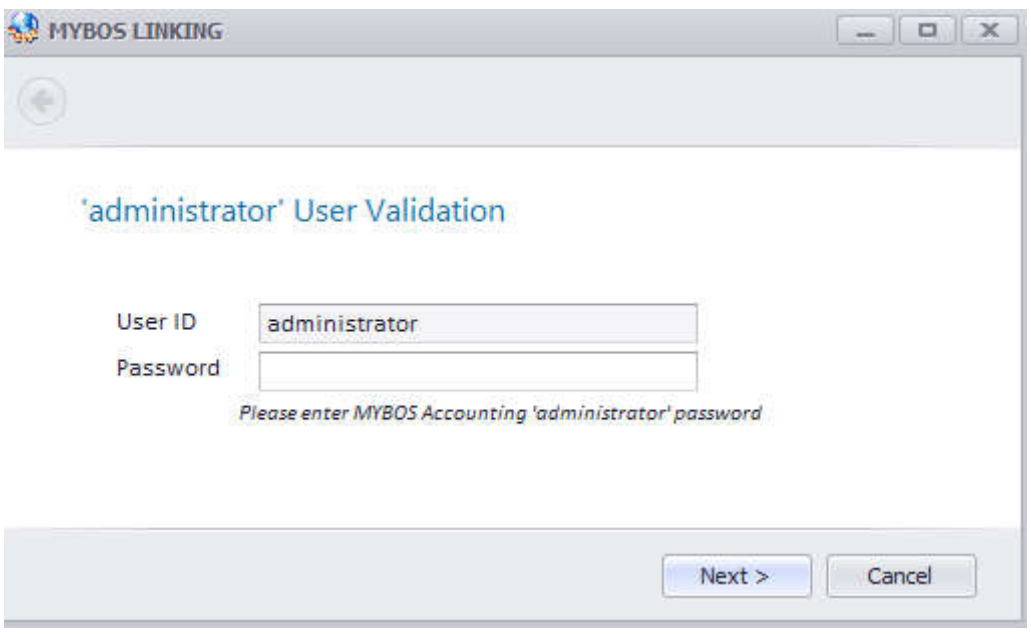


1.1.2 MYBOS Retail Billing Setup

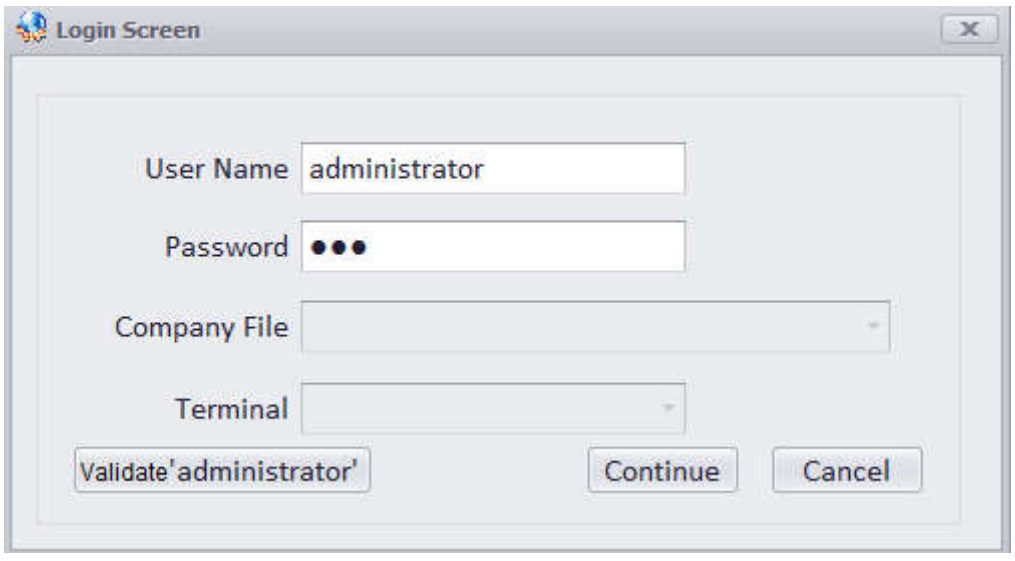
- Click on MYBOS Retail Billing icon on your desktop.

Important!

- You should have an **administrator** user **password** in MYBOS Accounting to use MYBOS Retail Billing add-on.
- Validate the **administrator** user **password** in MYBOS Retail Billing **initially** to login to the system.
- You should validate the **"administrator"** user password again, if you change the password in MYBOS Accounting.



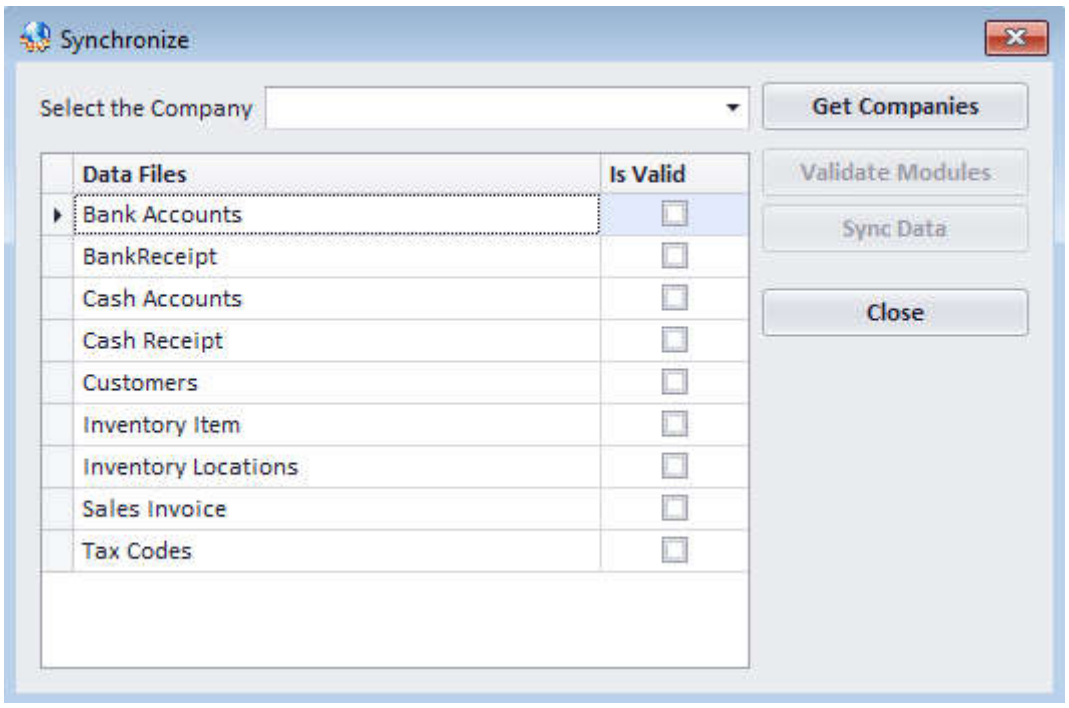
- Enter User ID **administrator** and password.
- Click on **Continue** button.



- Once you successfully login. **Company File** drop down will be activated.
- This will display **companies** you have created in MYBOS Accounting.
- Now **Continue** button will change to **Login**.
- Select the company you like to use.
- Click on the **Login** button.

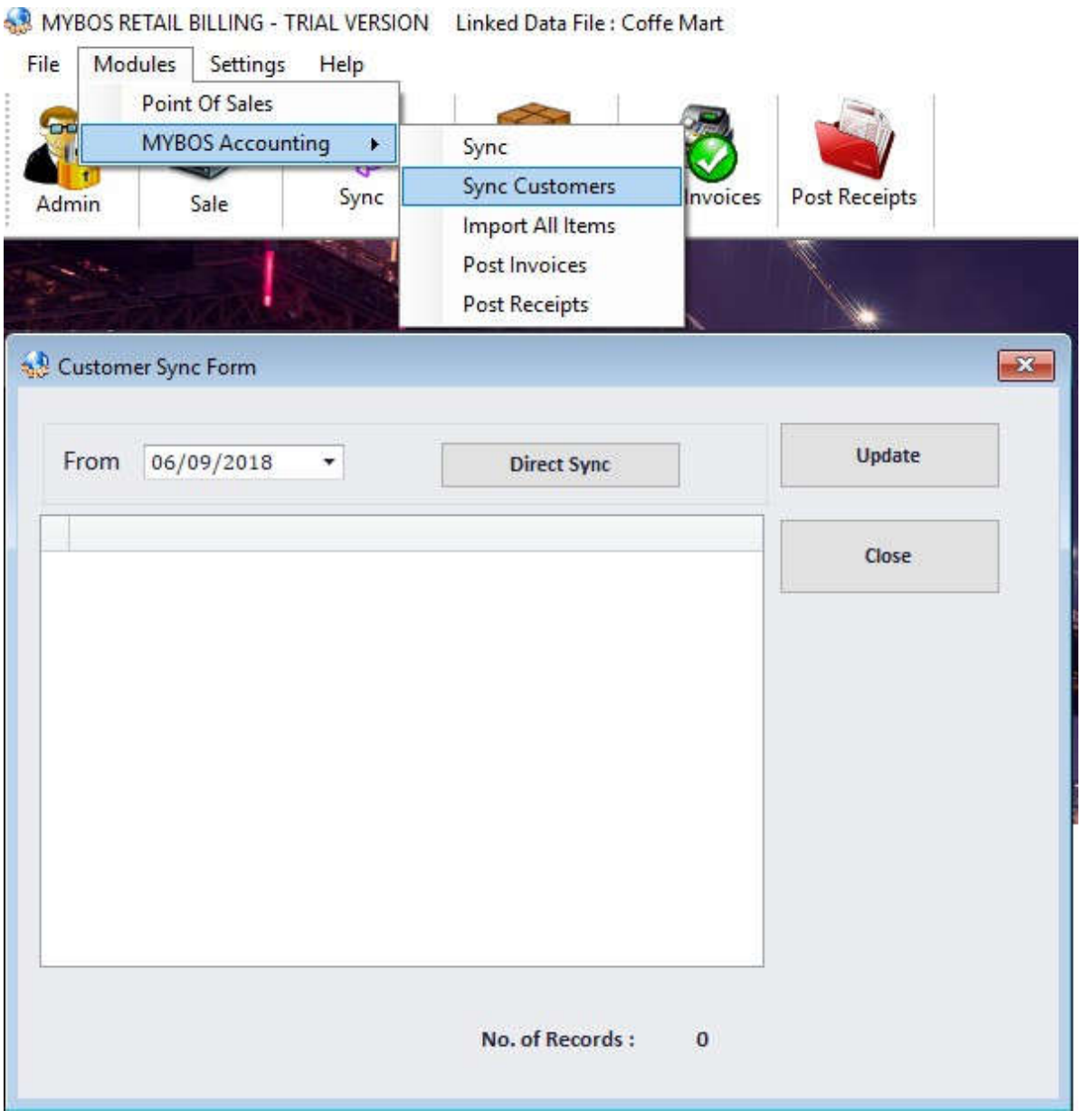
1.1.3 Validate Modules and Sync Data

- Now **Validate Modules** button will be activated.
- Select the correct company you want to validate from "Select Company" drop down menu.
- Click on the **Validate Modules** button.
- If you activated the required modules in MYBOS Accounting, you will get a success message.
- Click on the **Sync Data** button.
- Now all your Bank Account, Cash Account, Inventory Location, Tax data in MYBOS Accounting will be synchronized to MYBOS Retail Billing.



1.1.4 Sync Customers

- Go to Modules menu -> MYBOS Accounting.
- Click on the **Sync Customer** button.
- Now you will see a pop up screen to sync customers from MYBOS Accounting.
- Select the date **From** you want to sync customers and click on Direct Sync button.
- Click on the update button.
- Click the Close button to exit the screen.



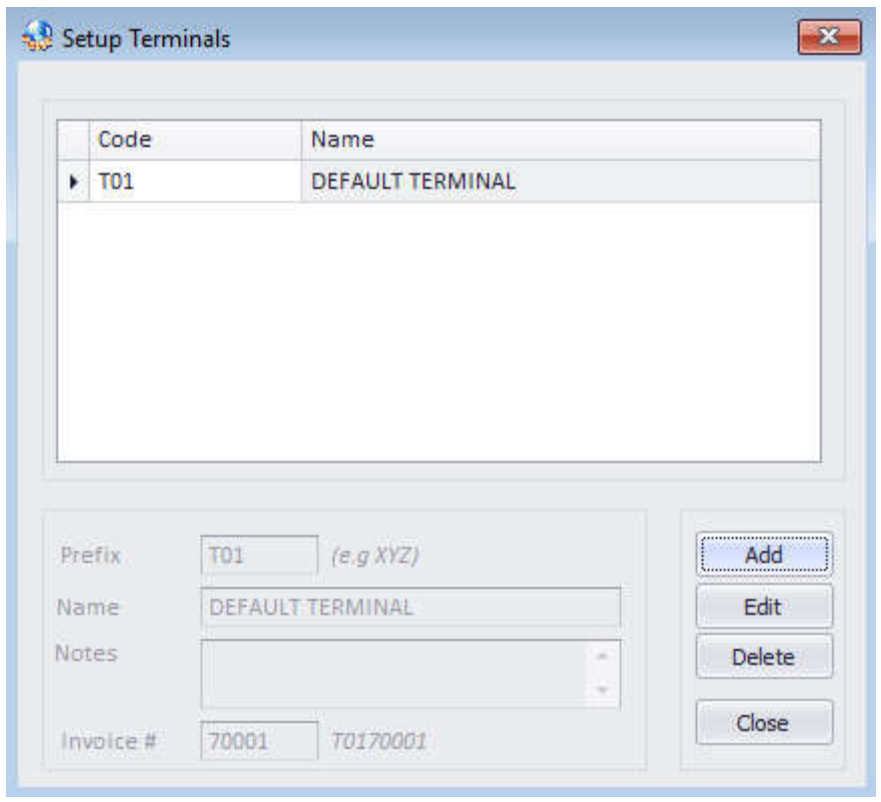
1.1.5 Settings

Go to settings menu and setup the following: *Only "**administrator**" user can do the following settings.*

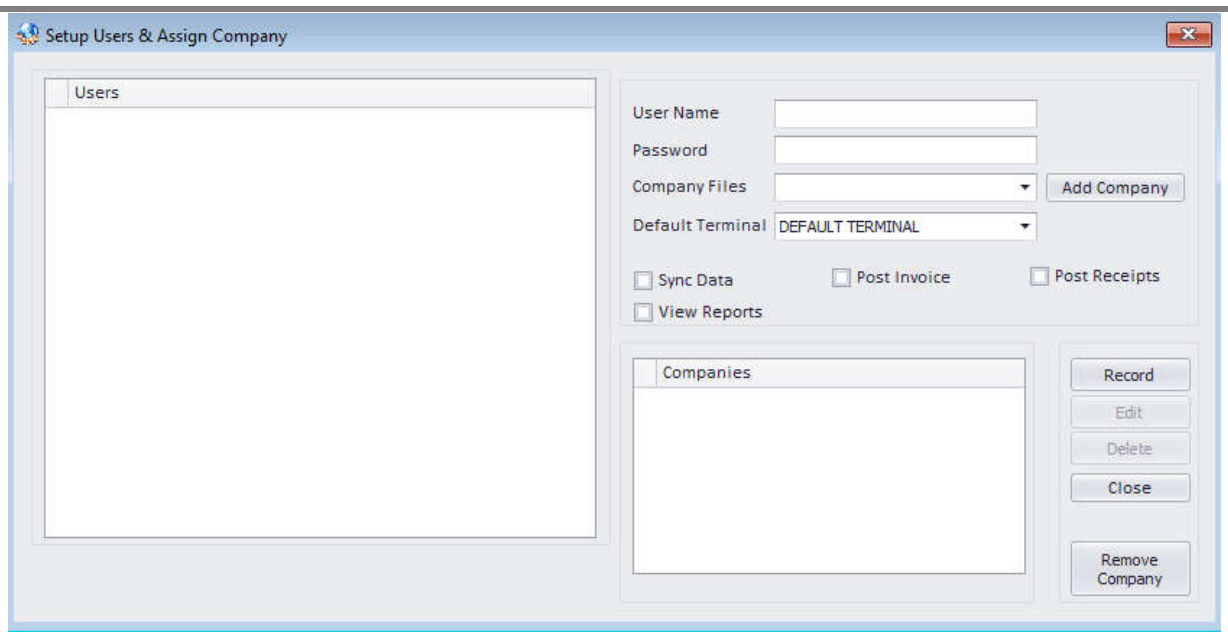
- Setup Terminals (Unique Invoice number sequence).
- Setup Users and Assign Company.
- Setup Default Accounts (Cash & Bank).
- Setup Billing Message.
- Setup Salesperson.
- Setup Preferences.

Setup Terminal
This screen allows you to setup terminal **invoice number** for MYBOS Retail Billing. User should use the assigned terminal or select a terminal name when login to the system.
- Click on Add button and enter terminal Prefix with 3 digits.
- Enter Terminal name *(POS Invoice Number)*.
- Enter any starting invoice sequence number, if you like.
- Click on Save button to update.

Note: You should create unique terminal numbers for each company, even if you have multi-location. Make sure you select the correct Terminal Name when you login



Setup Users and Assign Company
This screen allows you to create users for Retail Billing and assign company(s) for these users.
- Click on Add button and enter username/password.
- Add company(s) to this user, where this user can login and enter sales.
- Select the default terminal for this user.
- If you wish to provide Sync Data, Post Invoices, Receipts and View Reports just tick the relevant options for the user.

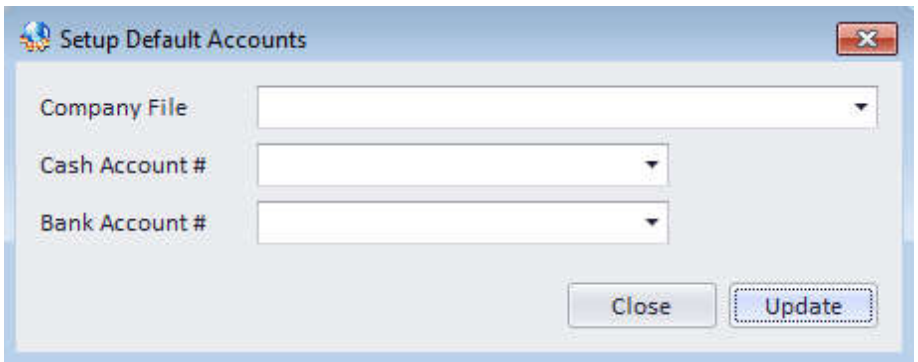


Setup Default Accounts

This screen allows you to setup default cash and bank accounts for selected company from accounting system. You should do this setup to post receipts to accounting system.

- Select the company file.
- Select cash and bank account.
- Click Update button.

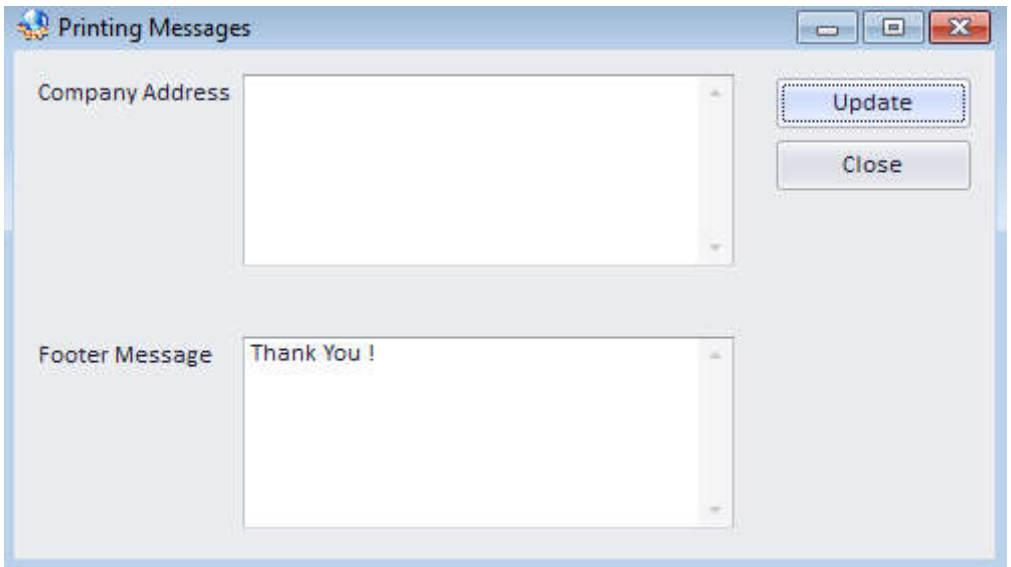
Note: You must re-set the default cash and bank accounts again, if you sync data again.



Setup Billing Message

This screen allows you to enter docket receipt printing header and footer info.

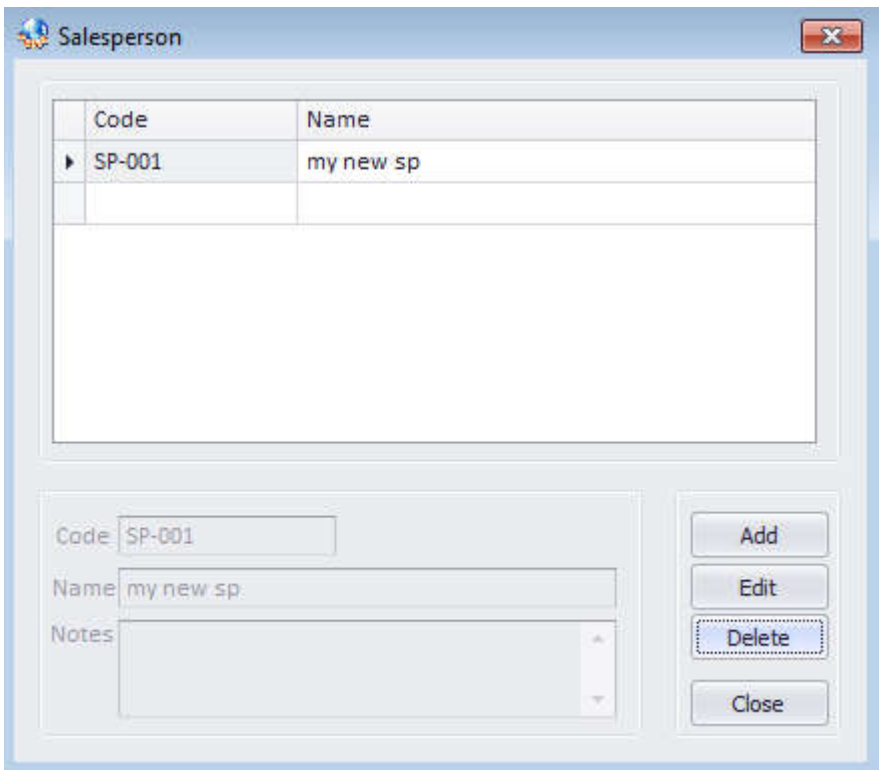
- Enter your company address and footer message.
- Click Update button.



Setup Salesperson

This screen allows you to create salesperson for POS screen.

- Click on Add button and enter salesperson code and name.
- Click on Save button to update.
- Click on Save button to update.



Setup Preferences

Company Settings

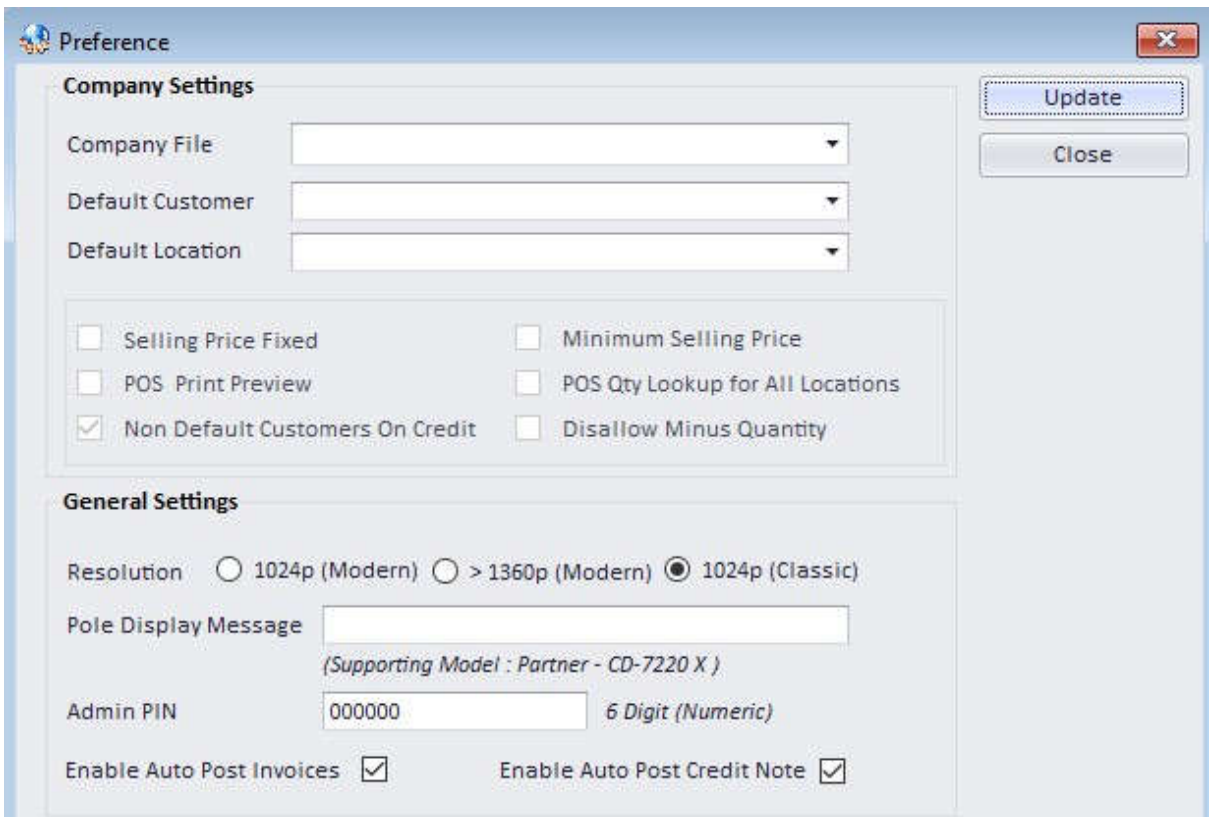
- **Default Customer:** This screen allows you to setup a default customer.
- **Default Location:** This screen allows you to setup a default location.
- **Selling Price Fixed:** Set selling price fixed during sales.
- **Minimum Selling Price:** Restrict not to sell below minimum selling price during sales.
- **POS Qty Lookup for all locations:** During point of sales it shows qty on hand for other locations as well.
- **POS Print Preview:** Show preview before print.
- **Non Default Customers On Credit:** Except default customer make all other customers as credit customers.
- **Disallow Minus Quantity:** This will disallow to sell minus qty of an item.

General Settings

- **Resolution:** You can change POS screen resolution/POS screen look theme.
- **Pole Display message:** Enter your preferred text.
- **Admin PIN:** By providing a pin number, you can allow sell minus qty during point of sales.
- **Enable Auto Post Invoices:** If tick this option, all your invoices auto posted to MYBOS Accounting.
- **Enable Auto Post Credit Note:** If tick this option, all your credit notes and cash refunds auto posted to MYBOS Accounting.

Now Setup Your Preferences:

- Select the correct company file.
- Select and tick your **company and general** preferences.
- Click update button.

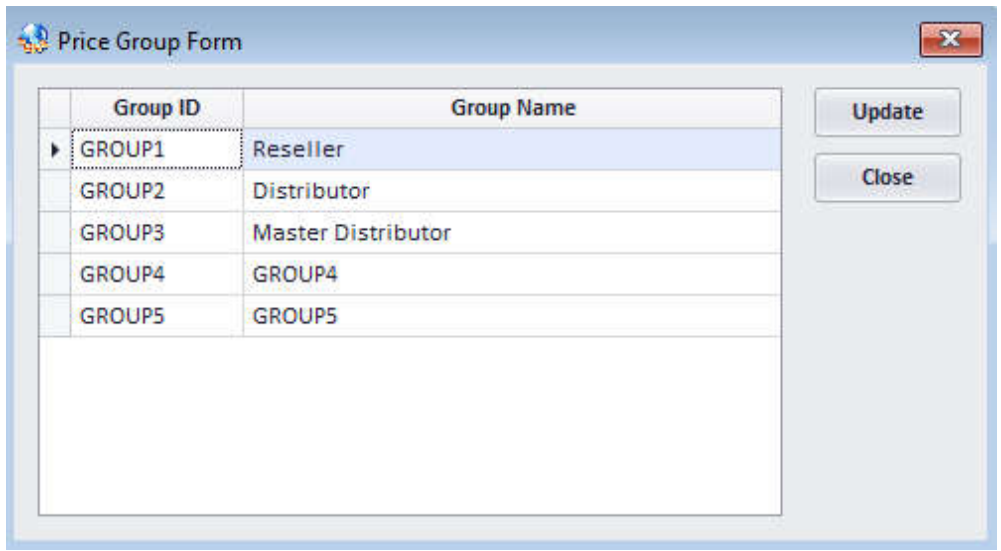


Note: If you enable Auto Post Invoices & Credit Note, please make sure that your internet is connected and working, if you use MYBOS Accounting On Cloud.

Setup Price Group Name (Optional)

System allows you to create six item pricing groups. Here you can change the group name as you wish.

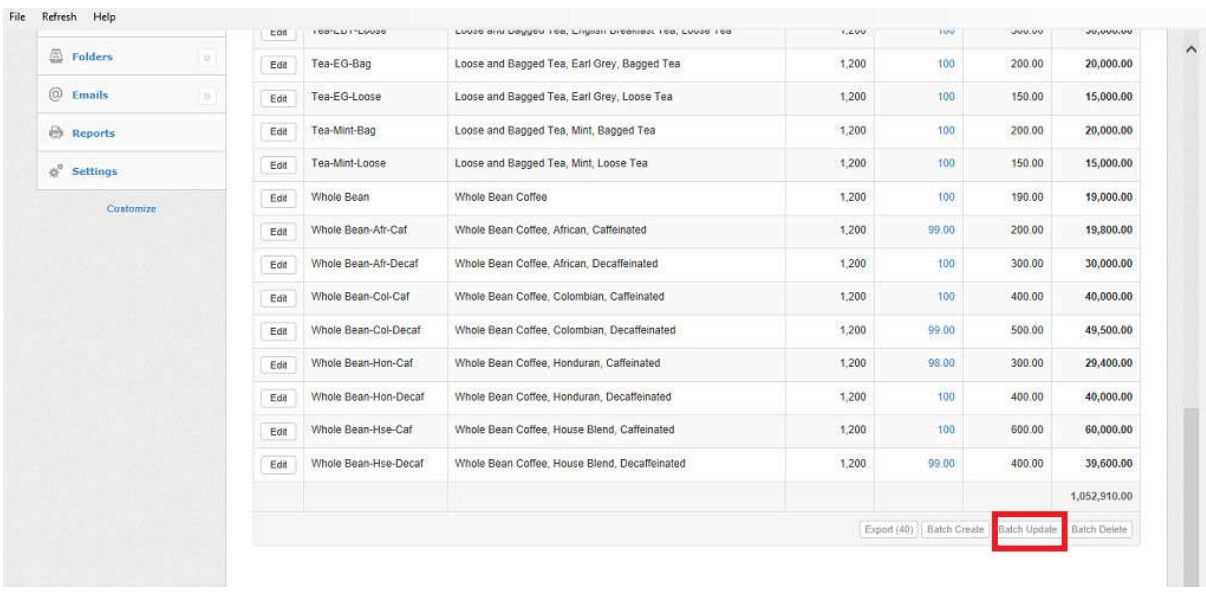
- Click on Group Name.
- Change the Name as you wish.
- Update and close the form.



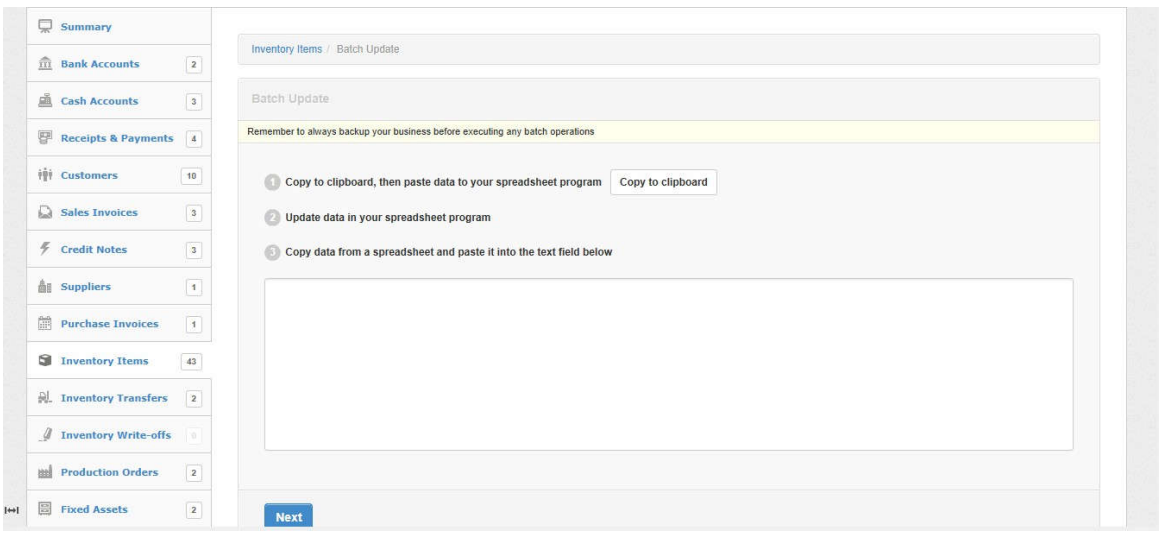
1.1.6 Import & Sync Inventory Items

You need to import Inventory Items from MYBOS Accounting to use this add-on. **All your inventory items should have code.**

- Go to MYBOS Accounting -> **Inventory Items**.
- Go to the bottom of the screen and on your right you see a small button called **"Batch Update"**.

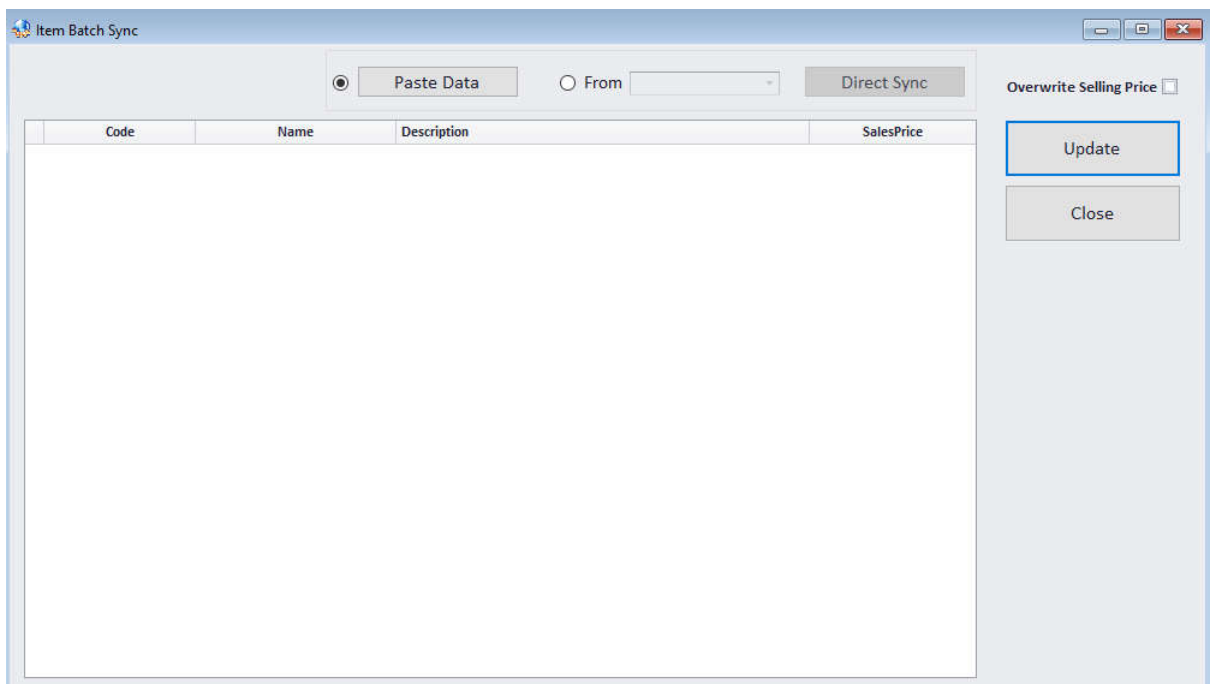


- Click on the "Batch Update" button.
- Click on Copy to clipboard.



- Go to Retail Billing -> Click "Import Items" icon.
- Click **"Paste item Data"** button to sync item data to MYBOS Retail Billing.
- By Ticking **"Overwrite Selling Price"** on top right will overwrite already updated items selling price in Retail Billing. See Set

Selling Price



- Now you will see all your items on the screen. You must first copy from MYBOS Accounting and then click "Paste Item Data", else you will get an error message.
- You can also direct sync items from the accounting system by selecting the **from date** (it is recommended you use auto sync after you import all your items initially to MYBOS Retail Billing, if you have more items).
- Click **"Update"** button to import inventory items to MYBOS Retail Billing.

Note: If you make any changes to Inventory Items in MYBOS Accounting such as create new item, edit name, etc, then you should re-do the above task again. You can edit selling price from Retail Billing system as well. See Set Item Details.

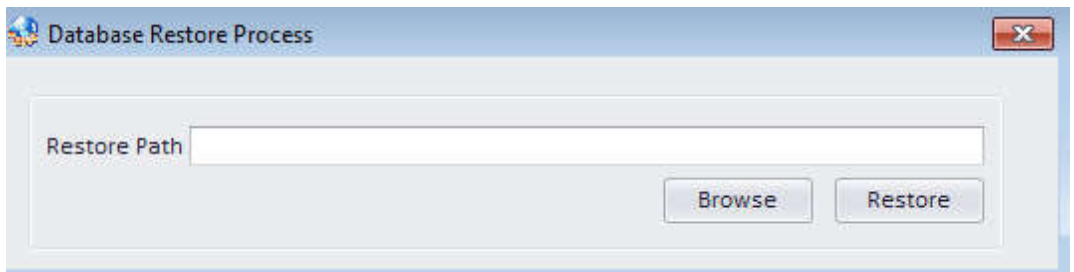
1.1.7 Backup and Restore Data File

You can backup and restore your Retail Billing database from **File Menu**. **Backup**

- Click on backup link from File menu.
- Browse the path you like to backup and provide a **name.**
- Click on **Backup button.**
- Your database will be backed up with the extension **.bak**

Restore

- Click on Restore link from file menu.
- Browse the path you saved the backup file.
- Click on Restore button.

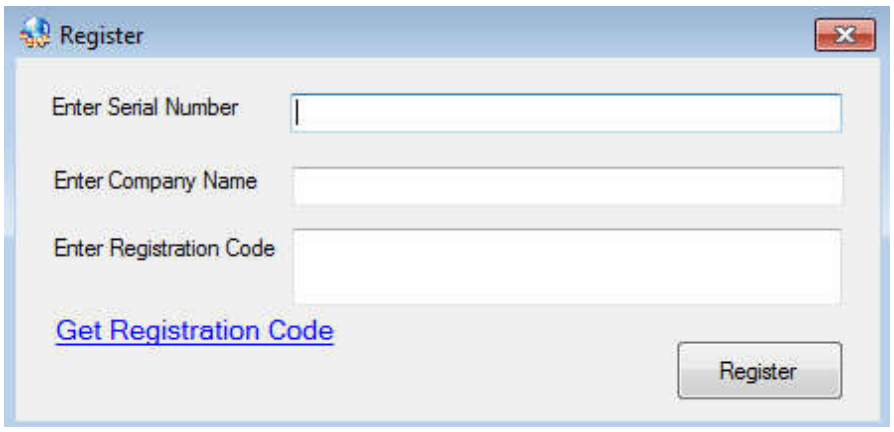


Important Note: Make sure all Retail Billing POS users should be logged out when you do the above tasks. Only "administrator" user can do the above tasks.

1.1.8 Software Registration

Following is your registration screen for MYBOS Retail Billing.

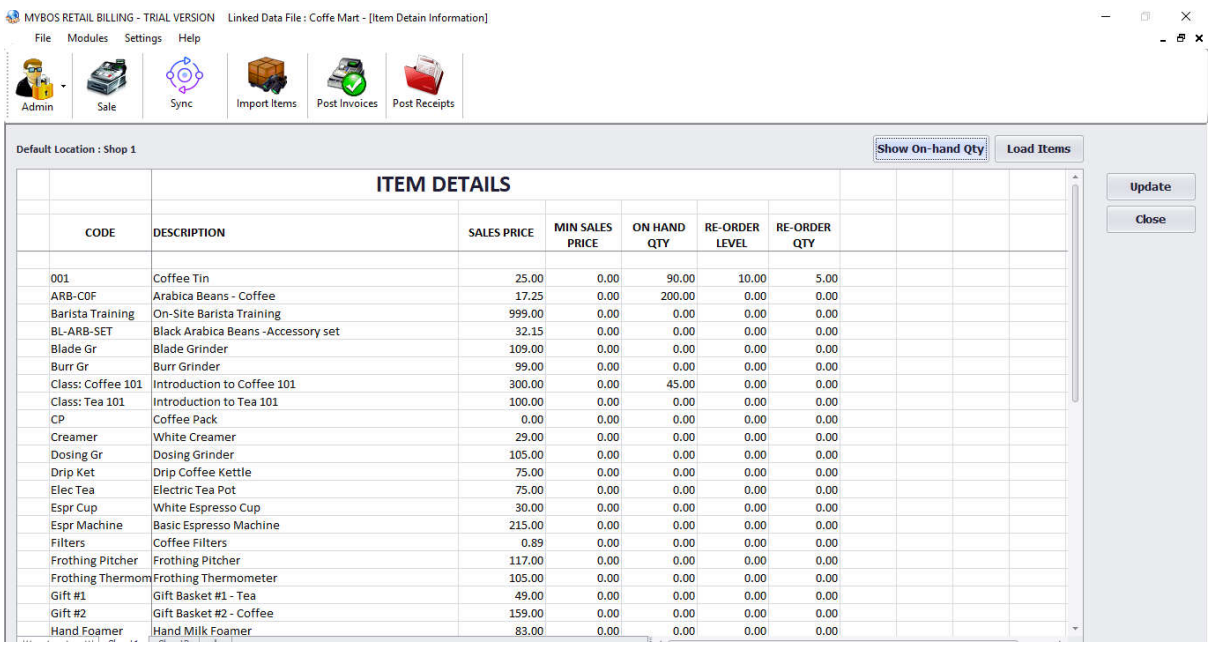
- Enter the provided details and click on Register button.
- Once registered validate your "administrator" user password with MYBOS Server or Cloud edition you have purchased.
- Follow Step 1 and Step 2 to reconfigure to your live data.



1.2 Set Item Details

Retail Billing allows you to edit selling price, enter minimum sales price, enter reorder level and qty of **imported items**. *This can be edited only by administrator user.*

- Go to Admin icon.
- Click on drop down menu.
- Click on **Set Item Details.**



CODE	DESCRIPTION	SALES PRICE	MIN SALES PRICE	ON HAND QTY	RE-ORDER LEVEL	RE-ORDER QTY
001	Coffee Tin	25.00	0.00	90.00	10.00	5.00
ARB-COF	Arabica Beans - Coffee	17.25	0.00	200.00	0.00	0.00
Barista Training	On-Site Barista Training	999.00	0.00	0.00	0.00	0.00
BL-ARB-SET	Black Arabica Beans -Accessory set	32.15	0.00	0.00	0.00	0.00
Blade Gr	Blade Grinder	109.00	0.00	0.00	0.00	0.00
Burr Gr	Burr Grinder	99.00	0.00	0.00	0.00	0.00
Class: Coffee 101	Introduction to Coffee 101	300.00	0.00	45.00	0.00	0.00
Class: Tea 101	Introduction to Tea 101	100.00	0.00	0.00	0.00	0.00
CP	Coffee Pack	0.00	0.00	0.00	0.00	0.00
Creamer	White Creamer	29.00	0.00	0.00	0.00	0.00
Dosing Gr	Dosing Grinder	105.00	0.00	0.00	0.00	0.00
Drip Ket	Drip Coffee Kettle	75.00	0.00	0.00	0.00	0.00
Elec Tea	Electric Tea Pot	75.00	0.00	0.00	0.00	0.00
Espr Cup	White Espresso Cup	30.00	0.00	0.00	0.00	0.00
Espr Machine	Basic Espresso Machine	215.00	0.00	0.00	0.00	0.00
Filters	Coffee Filters	0.89	0.00	0.00	0.00	0.00
Frothing Pitcher	Frothing Pitcher	117.00	0.00	0.00	0.00	0.00
Frothing Thermom	Frothing Thermometer	105.00	0.00	0.00	0.00	0.00
Gift #1	Gift Basket #1 - Tea	49.00	0.00	0.00	0.00	0.00
Gift #2	Gift Basket #2 - Coffee	159.00	0.00	0.00	0.00	0.00
Hand Foamer	Hand Milk Foamer	83.00	0.00	0.00	0.00	0.00

- Click on load items.

- It will load all items you imported from accounting system.

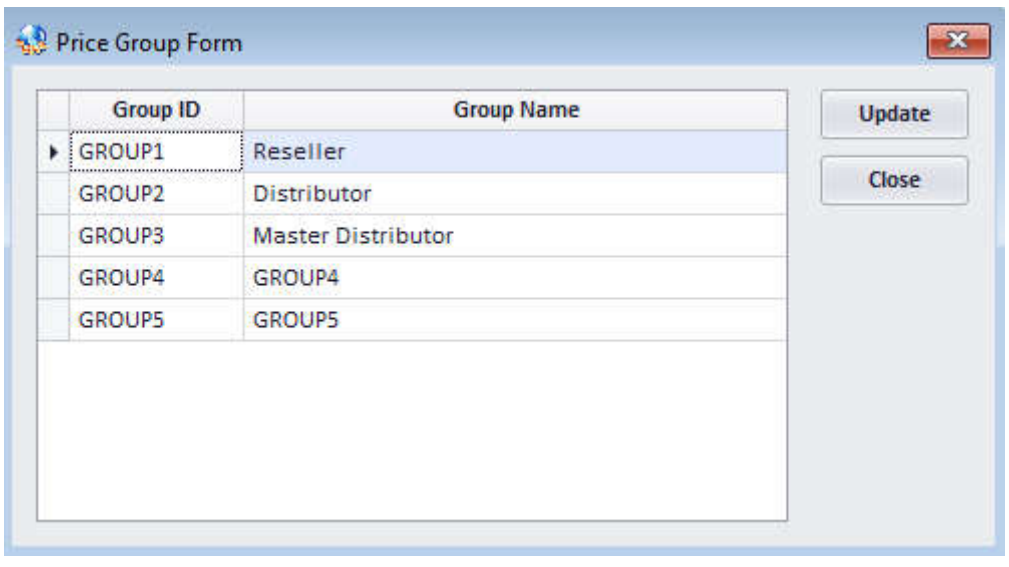
- If you want to view the default location qty on hand, then click on Show On-hand Qty.
- Make the necessary changes to the items, such as price change, min price, re-order setup.
- Click on update button and close the window.

1.3 Price Matrix

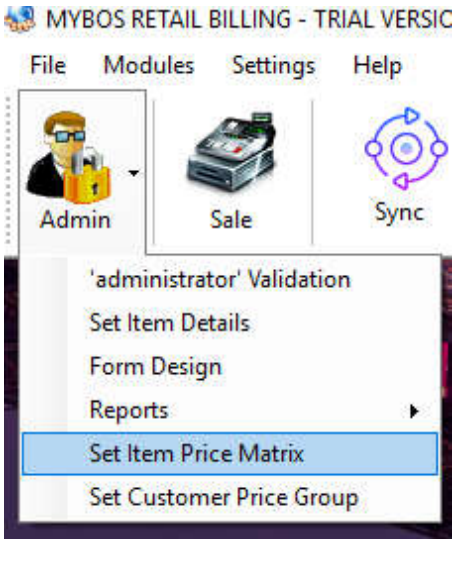
Retail Billing allows you to set multiple price matrix for an item.

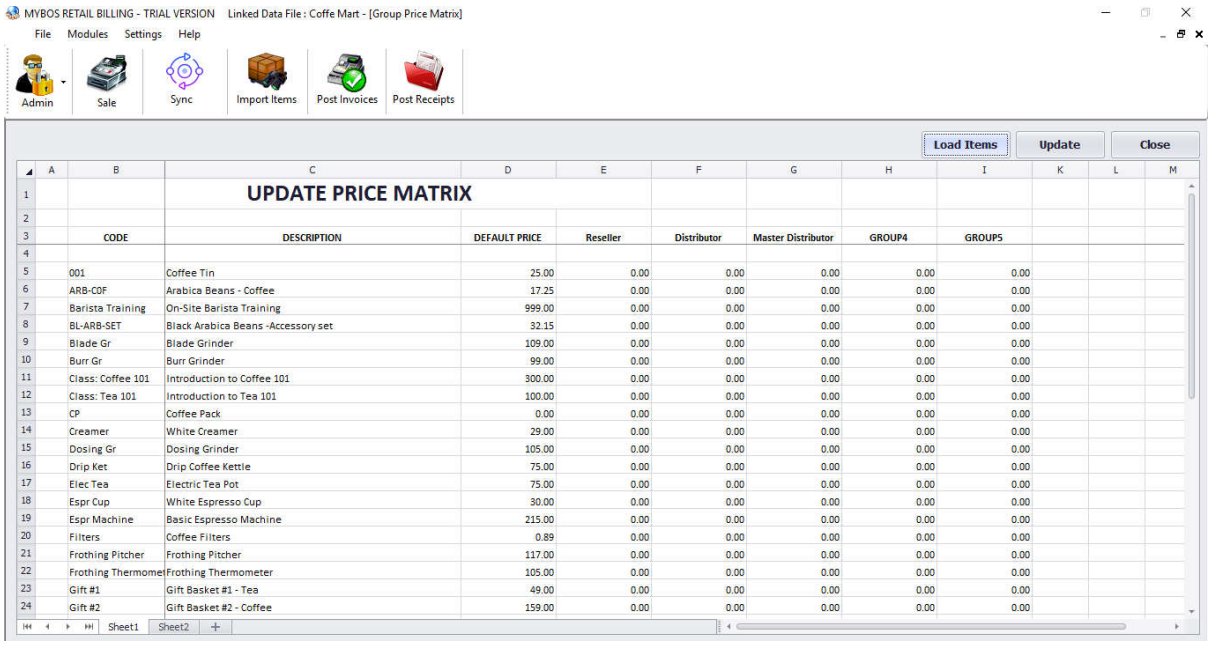
Step 1:
Go to Settings Menu -> Setup Price Group Name
System allows you to create six item pricing groups. Here you can change the group name as you wish.

- Click on Group Name.
- Change the Name as you wish.
- Update and close the form.



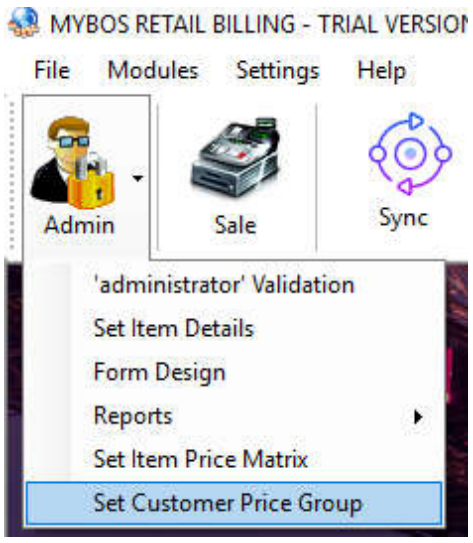
Step 2:
Go to Admin Icon Menu -> Set Item Price Matrix

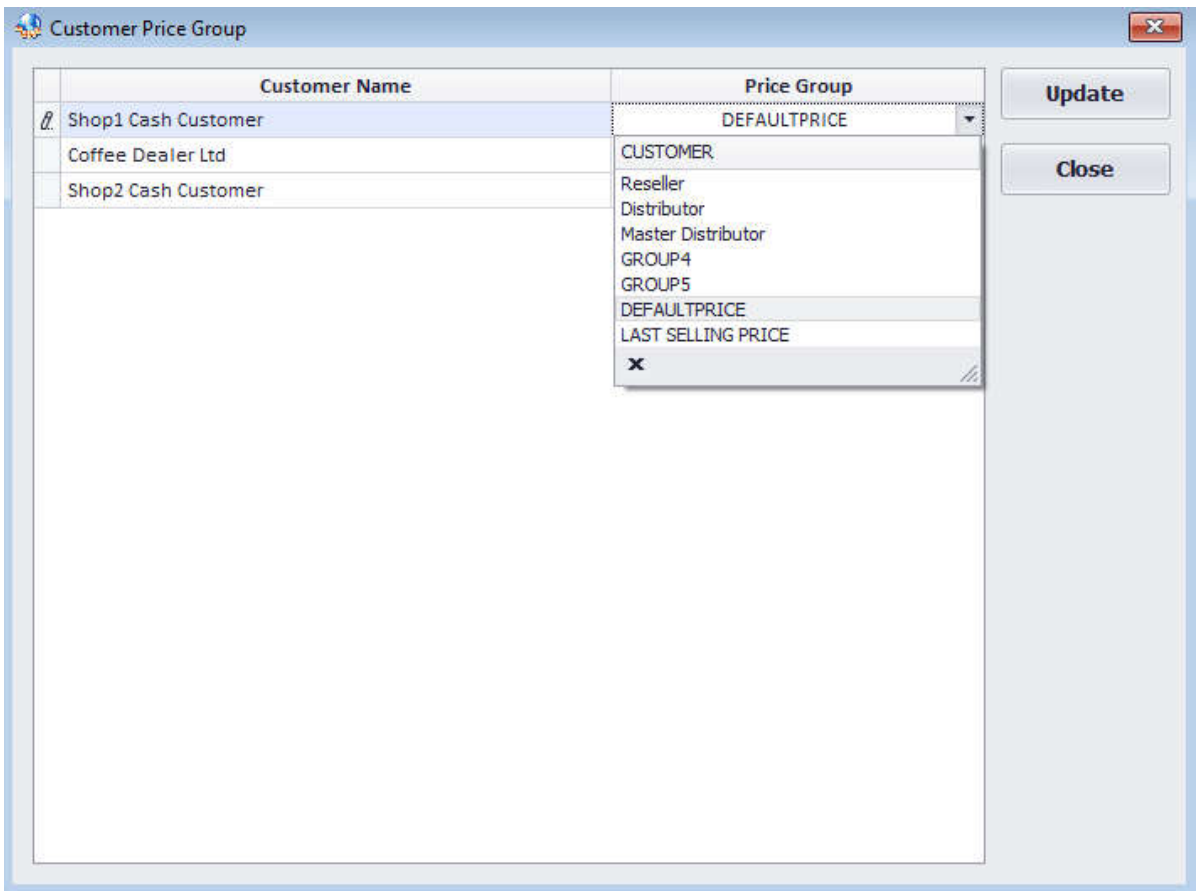




- Click on Load Items.
- Now you can update price for each group.
- Update and close the form.

Step 3
Go to Admin Icon Menu -> Set Customer Price Group



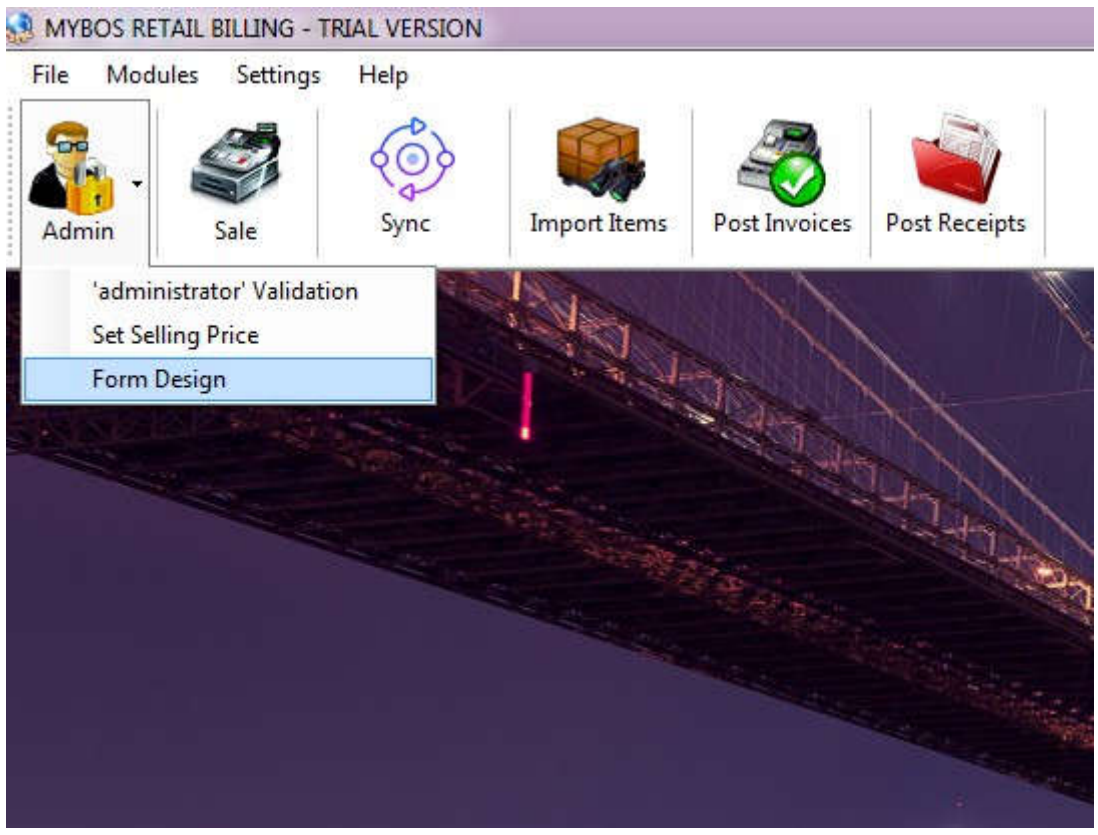


- Click on Price Group drop down list.
- Select the group you like to assign to a particular client.
- Update and close the form.
- In addition to 5 group price you get two additional prices **Default & Last Selling Price**. If you assign **Last Selling Price** as a price group for a client, then it will auto pick the price you assign on POS screen, next time when you invoice this client for that particular item.

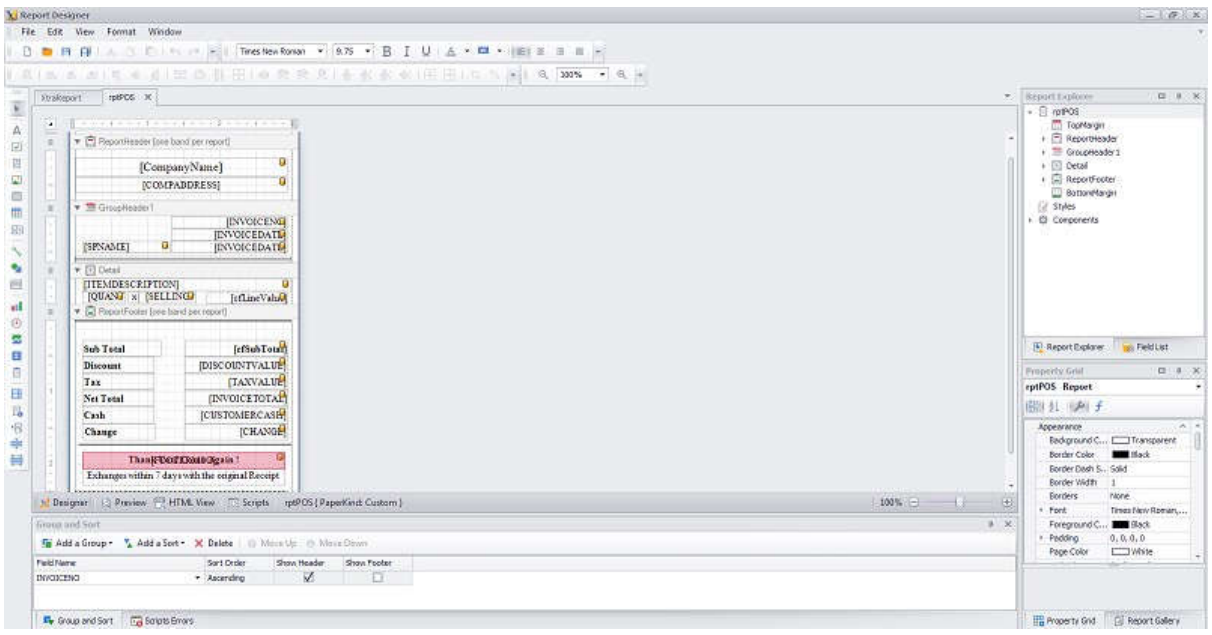
1.4 Form Design

In Retail Billing you can design your own **sales/receipt form** according to your printer size and specification. *Only "administrator" user can do this task.*

- Got to Admin drop down list.
- Select and click on **Form Design.**



- Click on **Open.**
- Select the default form **rptPOS.repx** from **Forms Folder**.
- Design the form according to your specification.
- Do not to delete any fields from default form! just **hide the field from properties -> Visible -> No**, if you do not want certain fields to display, while printing. e.g Tax field.
- Once done **Save** and overwrite the existing file.
- If you make any mistake, you can still copy/paste the backup rptPOS.repx file from the backup folder to Forms folder and re-do the task again.



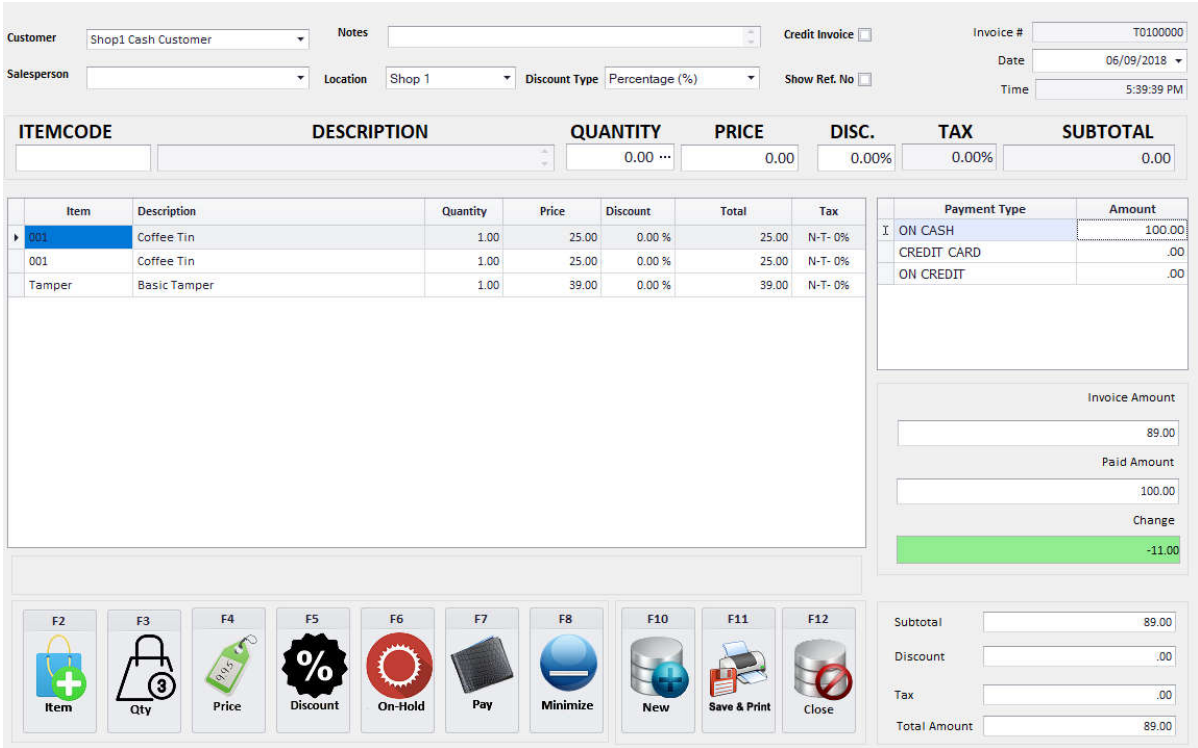
Important Note: Do not re-name the file name or delete any fields.

Chapter 2: Daily Tasks

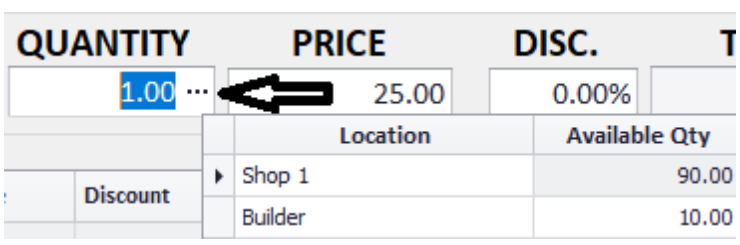
Once you have established the settings in MYBOS Retail Billing - Point of Sales, the most important daily tasks are entering sales, receipts payments and manage returns.

Retail Billing POS screen allows you to enter sales and receive payments instantly.

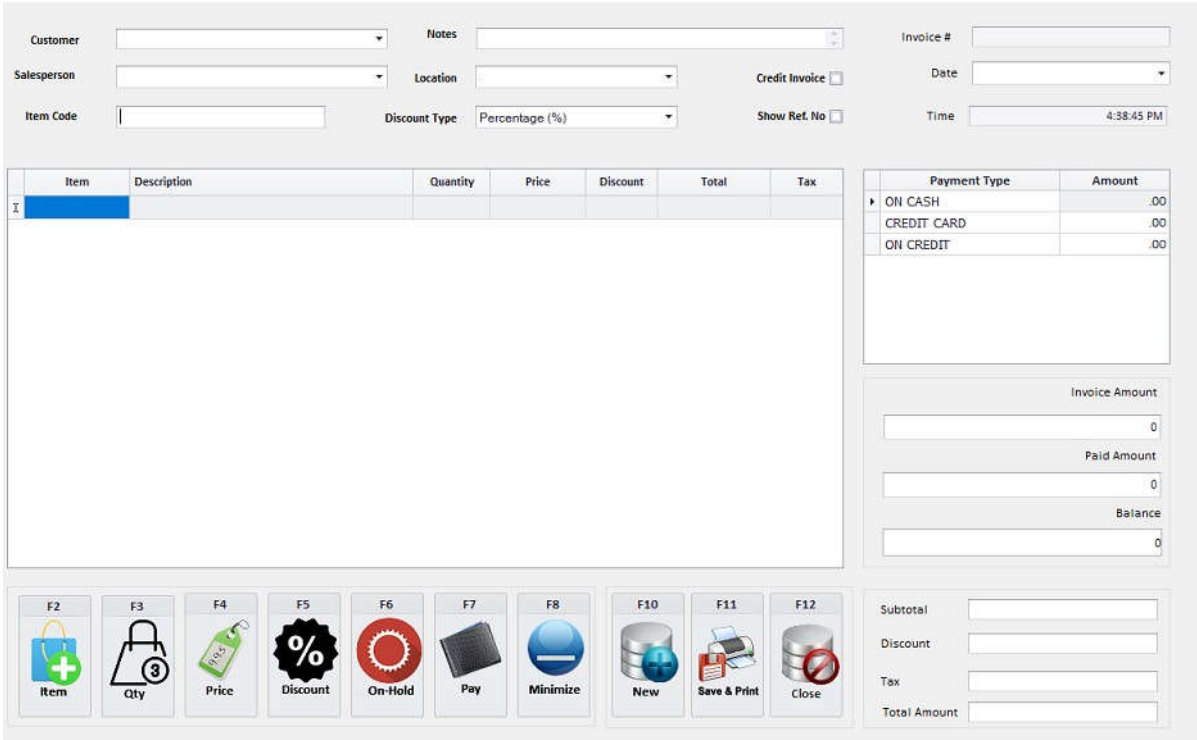
2.1 Create Point of Sales Invoices
- Classic Screen



- Click on **Sales Icon.**
- Press **F10** key or click **New** icon to start entering sales *(You need to do this only once, unless you exit sales screen).*
- Select Customer, Salesperson and Location. You can set a default customer and location through **Settings -> Preferences.**
- Select **Discount Type**, if you provide line discount (*You must select the discount type before you start entering items to grid).*
- Enter your item code on **ITEMCODE** field, if the code is correct it will move **QTY** field Press else you will see a ***search pop up*** screen to search the item.
- Use **Tab and Enter keys** to move around the **Item Code, Qty, Price and Discount fields.**
- You can update the item to the grid from any field by just clicking **Ctrl + Enter button**.
- If you use **barcode scanner**, just scan the item from **Item Code** and it will auto add to the grid.
- Press **F7** key to update payment. Press **Tab** and arrow key to move between payment type.
- If you provide 100% credit invoice for a client, then tick **Credit Invoice** and this will post 100% credit invoice to MYBOS Accounting.
- If you want add addition information on line items such as serial number, warranty, etc, then press **F9 key**. Tick Show Ref No to show on grid.
- Click **F11** key to **save and print.** If you want to save only without printing, then press Shift + F11 key.
- **On-hold** function will allow you to pause active sales screen and move to a new sales.
- You can also lookup qty availability while entering items to the grid by clicking the lookup screen. *see screen below.*



- Modern Screen



- Click on **Sales Icon.**
- Press **F10** key or click **New** icon to start entering sales *(You need to do this only once, unless you exit sales screen).*
- Select Customer, Salesperson and Location. You can set a default customer and location through **Settings -> Preferences.**
- Select **Discount Type**, if you provide line discount (*You must select the discount type before you start entering items to grid).*
- Press **F2** key and you will see a ***search pop up*** screen.
- Search Item and press the **Tab** Key, then press **Enter** key to update Item on to the grid.
- If you use **barcode scanner**, just scan the item from **Item Code** and it will auto add to the grid.
- Now you can update Qty, Discount, Price if needed by selecting the function key mentioned on the icon.
- Press **F7** key to update payment. Press **Tab** and arrow key to move between payment type.
- If you provide 100% credit invoice for a client, then tick **Credit Invoice** and this will post only credit invoice to MYBOS Accounting.
- If you want add addition information on line items such as serial number, warranty, etc, then press **F9 key**. Tick Show Ref No to show on grid.
- Click **F11** key to **save and print.** If you want to save only without printing, then press **Shift + F11 Key.**

*Note: **On-hold** function will allow you to pause active sales screen and move to a new sales.*

Keyboard Function Keys!

F2 *- Select Item* ***F3*** *- Enter Qty* ***F4*** *- Enter Price*
F5 *- Enter Discount*
F6 *- On-Hold*
F7 *- Pay*
F8 *- Minimize Screen*
F9 *- Ref No*
F10 *- New Sales*
F11 *- Save and Print*
Shift + F11 *- Save Only*
Ctr + Enter *- insert to grid (Classic Screen)*
F12 or esc *- Close Sales Screen*

2.2 Post Invoices

- You should sync (post) invoices manually to MYBOS Accounting to update inventory and other transactions in MYBOS Accounting, if **Auto Post Invoices** is not enabled under Preferences -> General Settings.

Important Note:

✓*You should be connected to internet, if you are using the **cloud edition** while you are doing this task.*

✓*MYBOS Accounting software should be running on your server, if you are using the **server edition** while you are doing this task.*

- Click on Post Invoices icon.
- Select the records range you like to post.
- Verify and Post data to MYBOS Accounting.

2.3 Post Receipts

You should sync (post) receipts manually to MYBOS Accounting to update cashbook and other transactions in MYBOS Accounting.

Important Note:

✓*You should be connected to internet, if you are using the **cloud edition** while you are doing this task.*
✓*MYBOS Accounting software should be running on your server, if you are using the **server edition** while you are doing this task.*

- Click on Post Receipts icon.
- Select the records range you like to post.
- Verify and Post data to MYBOS Accounting.

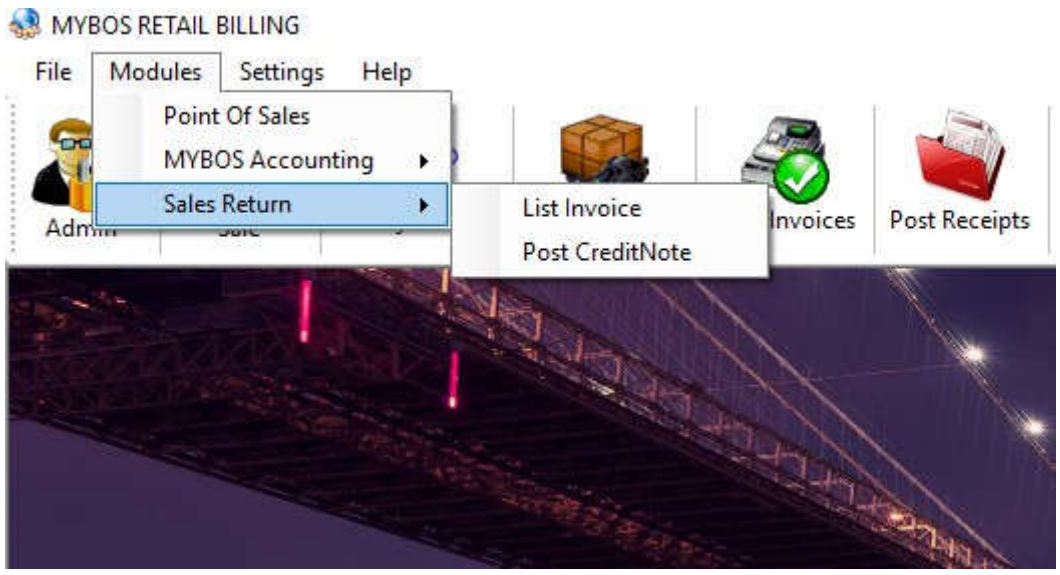
Note: You must first post invoices, then receipts to MYBOS Accounting.

2.4 Sales Return and Refund

A sales return (credit note) records the return of goods by a customer or a credit adjustment (refund) to a customer's account for goods or services previously invoiced. It makes all necessary corrections to inventory and income accounts. A credit note does not record actual payment of money to the customer, but only adjusts the customer's balance in Accounts receivable.

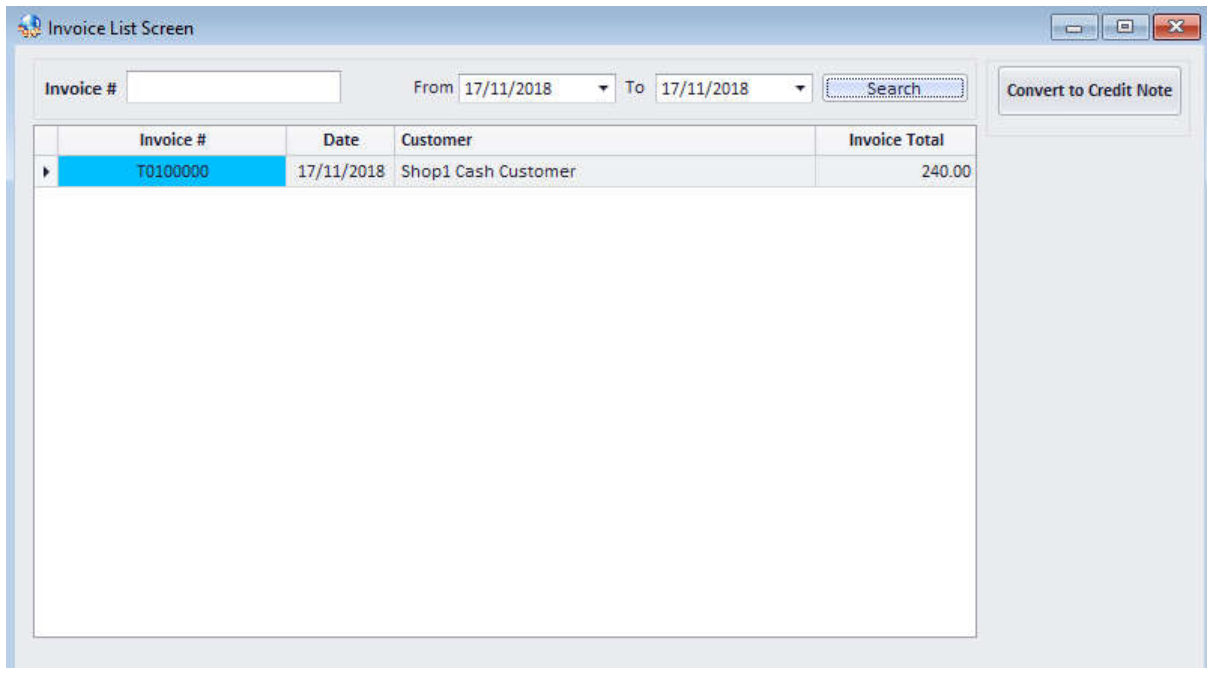
Step1

Go to Modules -> Sales Return -> List Invoice



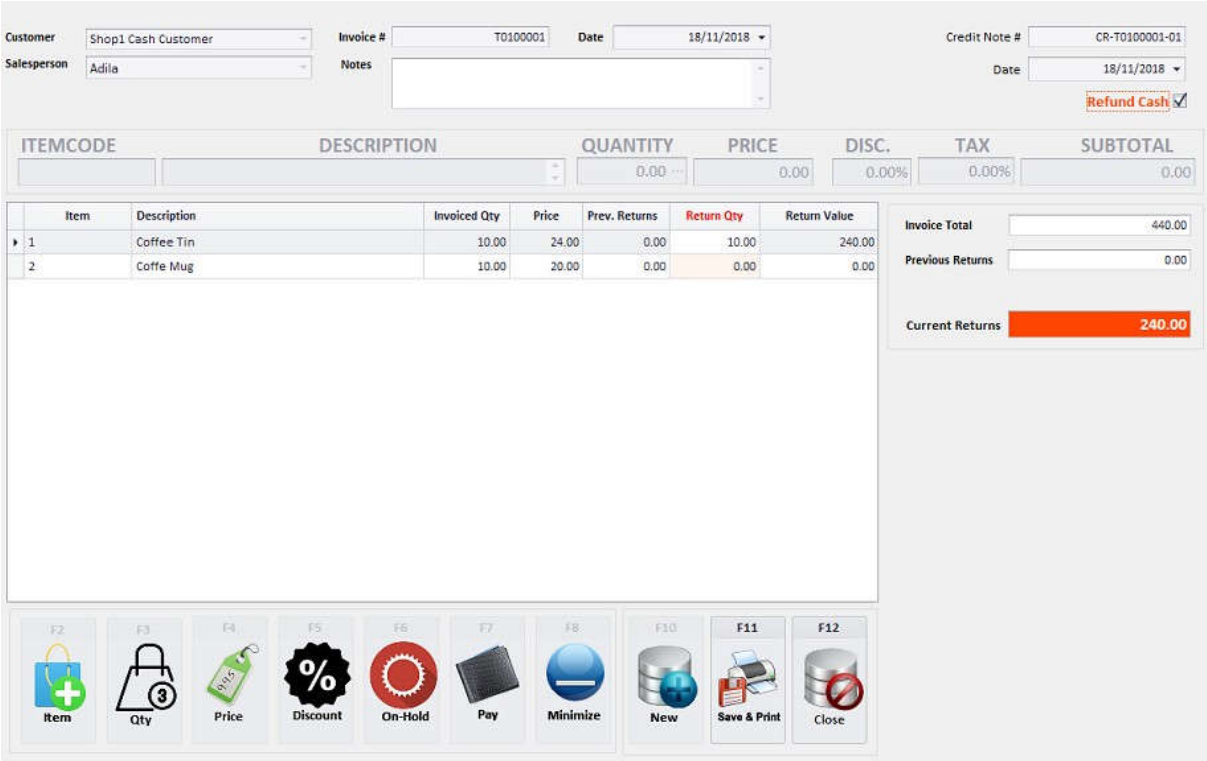
Step 2

- Click on List Invoice
- Following screen will pop up.
- Select the relevant invoice and click on **Convert to Credit Note**.



Step 3

- Following screen will pop up.
- On **Return Qty** column enter the qty returned.
- If you are refunding cash, tick the **Refund Cash**.
- Click Save and Print button to update.



If auto post is not ticked in preferences, post the entries manually to the accounting system.

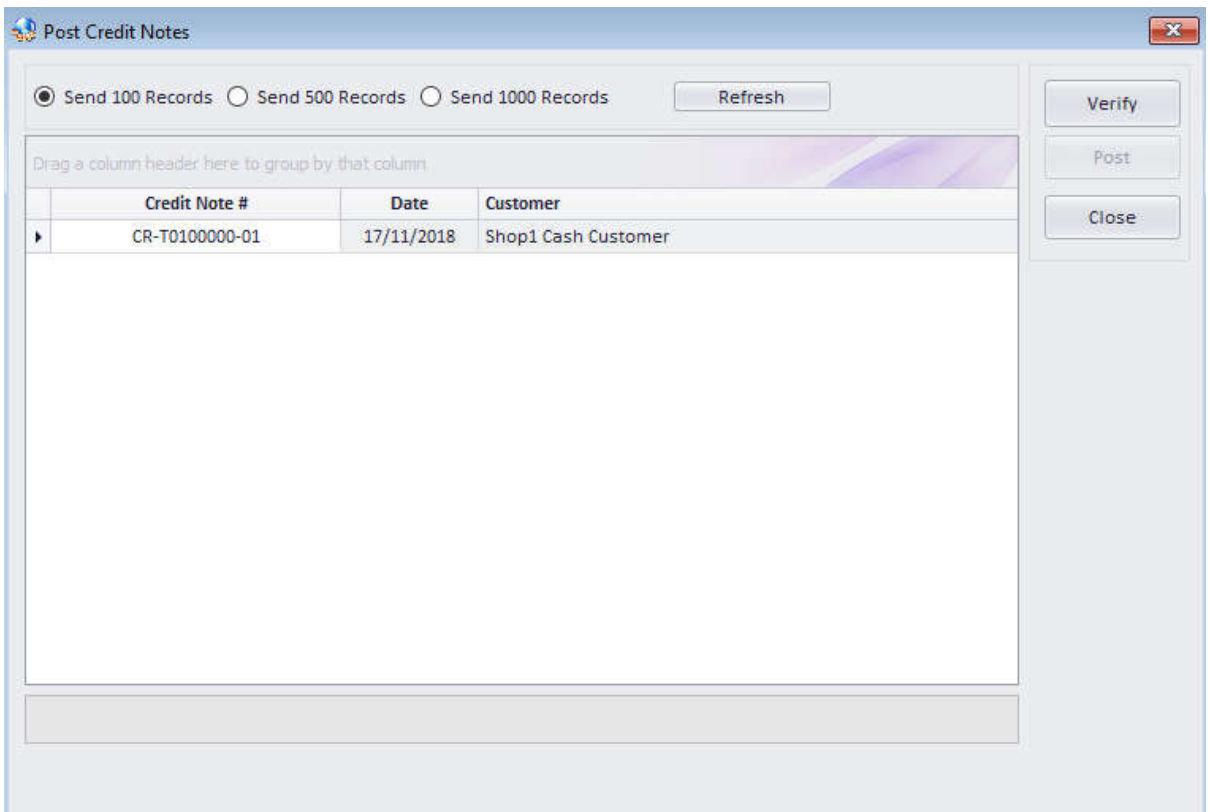
Important Note:

✓*You should be connected to internet, if you are using the* ***cloud edition*** *while you are doing this task.*

✓*MYBOS Accounting software should be running on your server, if you are using the* ***server edition*** *while you are doing this task.*

Steps

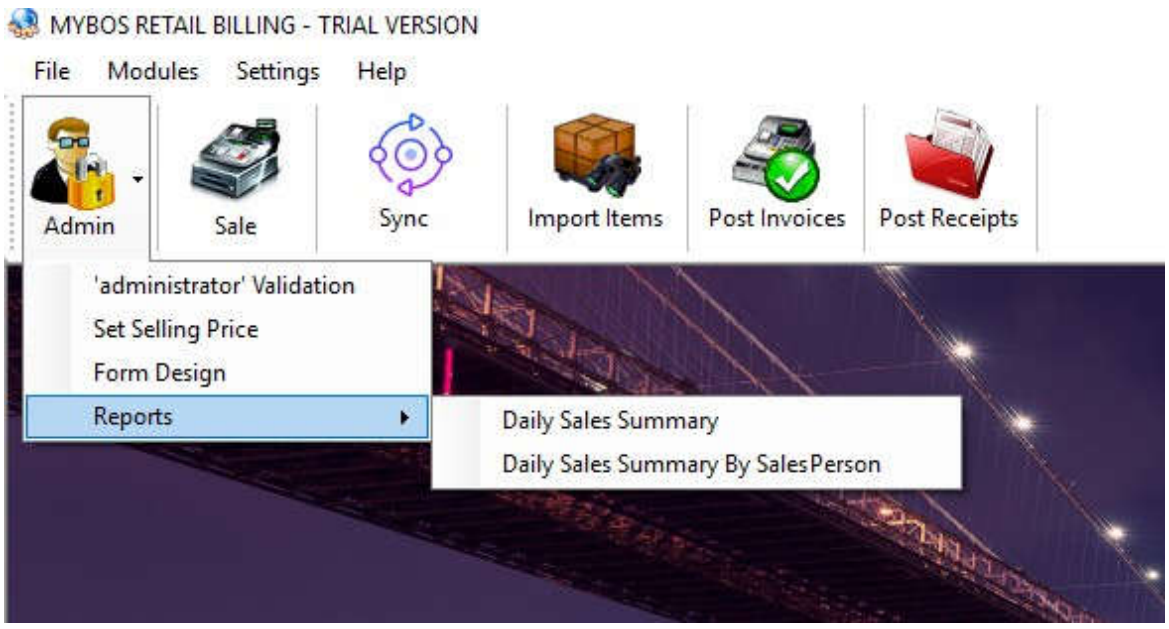
- Go to Modules -> Sales Return -> Post Credit Note
- Verify and Post.



2.5 Reports

In Retail Billing you can generate few basic reports and all other reports can be generated from MYBOS Accounting, once you sync sales invoices and receipts.

- Got to Admin drop down list.
- Select and click on **Reports.**
- Select the relevant report you want generate.
- Select your preferred date range and click print.


MYBOS RETAIL BILLING - TRIAL VERSION
File
Modules
Settings
Help
Admin
Sale
Sync
Import Items
Post Invoices
Post Receipts
'administrator' Validation
Set Selling Price
Form Design
Reports
Daily Sales Summary
Daily Sales Summary By SalesPerson