Africa's Gift To The World!

Wanda POS

ADMINISTRATOR'S GUIDE

Fonyuy T. Isidore

iDempiere
Open Source ERP System

Wanda POS
Africa's Gift To The World
1.0

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IT Kamer Company Ltd.

Wanda POS

Administrator's Guide

Wanda POS

Administrator's Guide

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Tuesday, 23rd September 2014

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Administrator's Guide Authorization Memorandum

I have carefully assessed the Administrator's Guide for Wanda POS. This document has been completed in accordance with the appropriate requirements.

MANAGEMENT CERTIFICATION – please check the appropriate statement

___________ The document is accepted

___________ The document is accepted pending the changes noted

___________ The document is not accepted

X	X
Redhuan D. Oon Project Guru	Dr. Ing Stanley Mungwe Project Leader / Manager

Revision sheet

Release No.	***Date***	***Revision Description***
Rev. 0	Monday, September 23, 2014	Start administrator's Guide
Rev. 1	Wednesday, October 14, 2014	Integration with iDempiere
Rev. 2	Wednesday, October 22, 2014	Wanda Documentatjion

System requirements

Minimum system requirements

Java Runtime Environment [JRE1.6]

Recommended requirements

Java Runtime Environment [JRE 1.8 or higher]

iDempiere

POS Integration Plugin for iDempiere

Downloading the Software

Just in case you don’t have the software yet and want to download it.

Visit the Wanda POS source forge page by clicking on the link below.

Wanda POS Source forge page

Or download directly by clicking on the download link below.

Click to download Wanda POS

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1. GENERAL INFORMATION

a. System Overview

Wanda POS is a Point of Sale. It keeps track of all cash coming into or going out of a business by monitoring purchase of supplies and raw materials and sales of finished products. This system is extensible and suitable for all sorts of businesses, be them restaurants, stores, malls or supermarkets. It can be configured to meet the particular needs of the business in question.

b. Product References

Reference	*Description*	*Link*
Wanda POS Support	For users who seek support on certain issues concerning Wanda POS	http://wandaapos.com/support.html
Wanda POS Download	Link to download the latest version of Wanda POS	http://sourceforge.net/projects/wandaposdapos/files/latest/download?source=files
Wanda POS Developers Support	For developers who are interested in working on Wanda POS	http://wiki.idempiere.org/Cm:Cameroon
Support Libraries for Wanda POS	For other libraries needed for smooth operation of Wanda POS	http://sourceforge.net/projects/wandaposdapos/files/
Wanda POS Site	For users who want to visit the Wanda POS website	http://www.wandaapos.com
Wanda POS wiki	For those who want to meet the real gurus behind the success of Wanda POS	http://sourceforge.net/p/wandaposdapos/wiki/Home/

c. Authorized Use Permission

Wanda POS is a free and open source project. It is governed by the GNU Public license. As such, anybody is free to copy any part or all of the code and modify as they please. However, whatever development made as such must be uploaded and made open source for the world to benefit from.

d. Points of Contact

i. Help Desk

Contact Name	*Contact Type*	*Department*	*Telephone*	*E-mail/Web*
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Fonyuy Taryuni Isidore	Developer, Support & Documentation	Software Engineering	77952965	Isidore@itkamer.com

ii. Coordination

This is a point of sale. Hence, Wanda POS on its own not perform any accounting operation. To get this ability to perform various accounting tasks [such as tracking profits and losses and providing business/managerial advice and predictions] Wanda POS works hand-in-glove with iDempiere. IDempiere is an ERP system which Wanda POS uses to be able to perform accounting operations.

e. Acronyms and Abbreviations

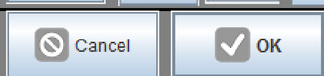
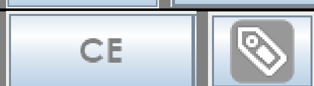
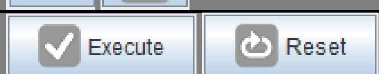
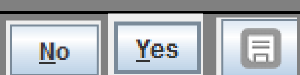
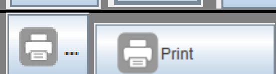
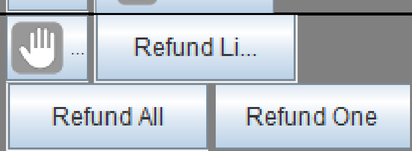
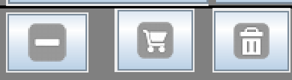
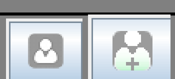
Abbreviation / Acronym	***Meaning***
POS – Point Of Sale	Software system that tracks all inflow and outflow of cash, how the cash moves, by whom, where, when etc.
ERP – Enterprise Resource Planning	Planning all financial resources well ahead of time. Takes care of all financial calculations, predictions based on present data and does all the accounting.
FOSS – Free and Open Source Software	Software that you can obtain free of charge and also have unlimited access to its source code. Governed by the GNU public license. E.g. iDempiere, OpenBravo POS, Wanda POS, VLC etc.

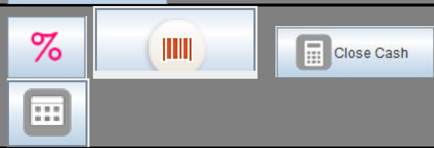
f. Document Conventions

Convention	***Explanation***
Bold	Buttons and links that appear the same as shown in the demo
[This is a comment]	Any text that appears within square bracket is an aside, a comment or an explanation of the preceding concept.

New chapter	This is the font for all new chapters.
Main heading	This is a main heading.
Sub – heading	This is a sub-heading.
Example	This is an example.
Aside	This is an aside.

g. Buttons and Icons

Button Name	*Button Display*	*Button Usage*
Asterisk **Plus** **Equal** **Minus**		Use these to perform special operations on the currently open ticket
Cancel **OK**		Cancel is used to abort an ongoing operation. OK is used to effect it.
CE **Attributes**		CE is used to clear a text field for new input. Attributes is used to display the properties of an item.
Edit **Search**		Edit pops up a window for edit. Search opens a filter window.
Execute **Reset**		Execute displays items that fulfill the specified conditions. Reset enforces default values.
Exit **Logout**		Exit closes your session. Logout brings you back to the welcome screen.
NO, Yes **Save**		No denies an option. Yes accepts it. Save saves changes.
Print		Print instructs the printer to print the current receipt.
Refund		Refund opens the refund window. Refund one refunds one unit of an item, refund line refunds all units, refund all refunds all items.
Remove **New Sale** **Drop Sale**		Remove drops an item from a ticket. New sale starts a new entry. Drop sale discards the current ticket from the ticket display.
Customers **New Customer**		Displays a customer list filter. New customer adds a new customer
Take all **Take one** **Send one** **Send all**		Used to split a bill, transfering items from one part to the other. Take all moves all units from right to left, Take one moves one unit from right to left, Send one moves one unit from left to right, Send all moves all units from left to right.
Calculator		Use calculator buttons to specify the number of units of a particular item you want

<table>
<tr><td></td><td>
</td><td></td></tr>
<tr><td>Others</td><td>
</td><td></td></tr>
</table>

h. Wanda Documentation

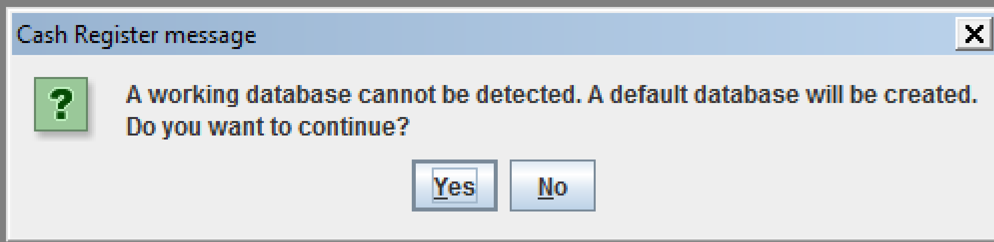
The documentation of Wanda POS comprises the documents listed below

- Wanda POS Installation Guide
- Wanda POS User's Guide
- Wanda POS Administrator's Guide
- Wanda POS Implementer's Guide
- Wanda POS Quick Start Guide

2. GETTING STARTED

Logging On

When you launch Wanda POS for the first time you will receive a message prompting you to create a database. Just click on Yes and let the software handle the database creation.



With subsequent launches your screen will be similar to the one shown below.

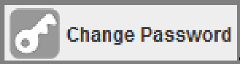
User Access Levels

There are four types of users who have different access levels.

- **Guest:** Any user in this category is able to place an order by raising a new ticket.
- **Employee:** Added to the abilities of a Guest user, any user in this category is able to Edit sales and make/record payments. They can also change their password.
- **Manager:** Added to the abilities of an Employee, any user in this category is able to manage customers, close cash, view closed cash, manage stock and manage sales.
- **Administrator:** Added to the abilities of a Manager, any user in this category is able to do maintenance, configurations and printer settings.

NB: *When you log in your information is displayed on the bottom right corner of the screen*

Changing User ID and Password

To change passwords a user must login to their account. On the system panel [left side of the screen], click on 

.

Exit System

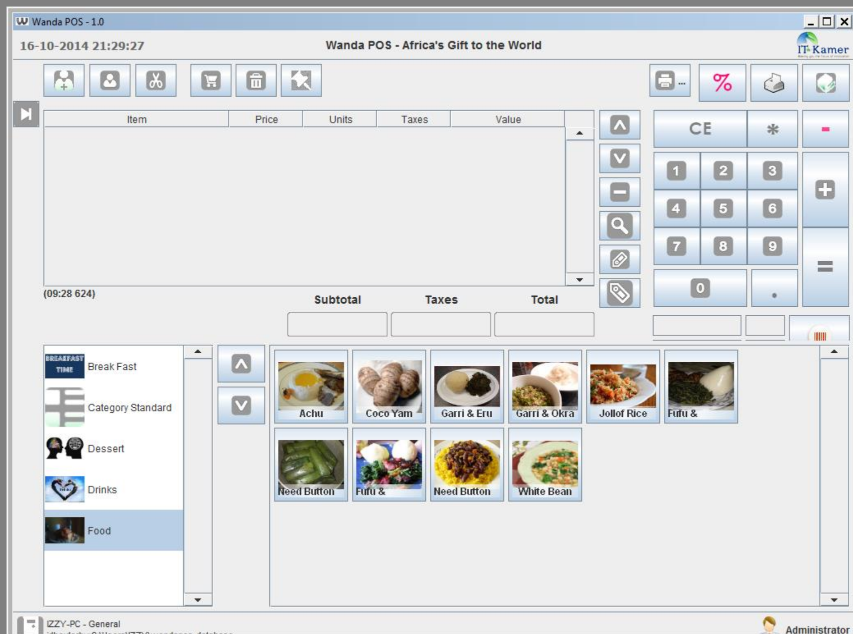
Click on 

to get back to the welcome screen. It's in the System panel on the left side of the screen. Click on 

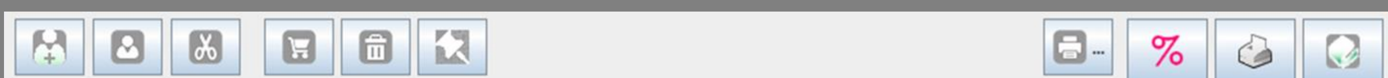
to exit the system. It's at the bottom right corner of the window.

3. USING THE SYSTEM

Quick Tour

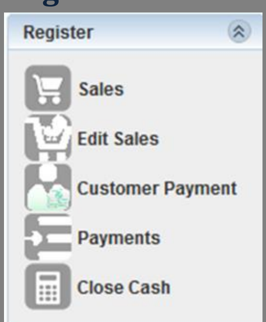


Horizontal Menu

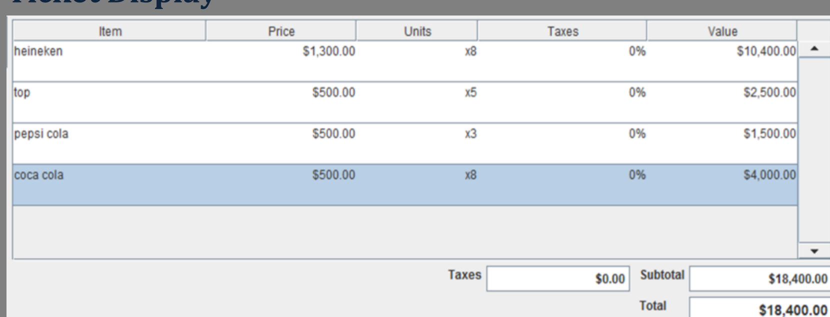


Vertical Menu

Register Panel

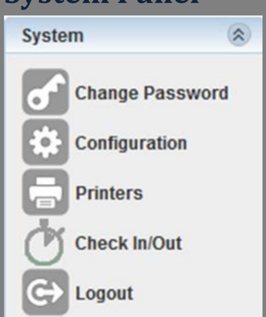


Ticket Display

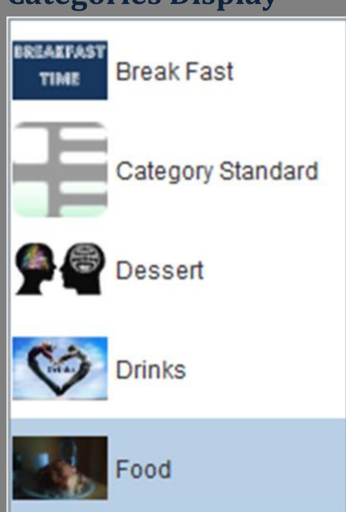


Calculator

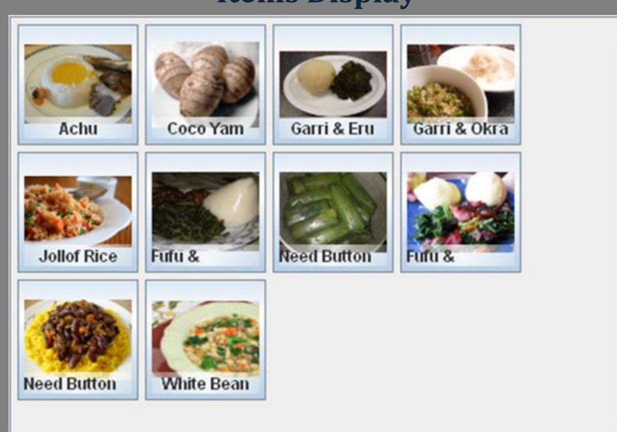
System Panel



Categories Display



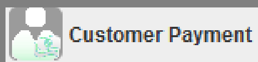
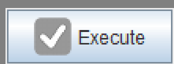
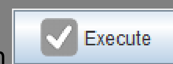
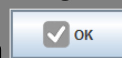
Items Display



NB: This user guide will be approached from a user access level perspective. I.e. For any feature or functionality under demonstration, we illustrate using a user with the minimum access levels required.

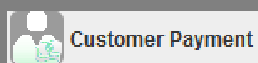
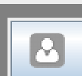
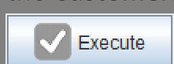
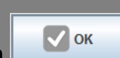
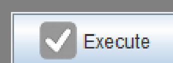
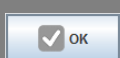
Viewing customer information

To view customer information proceed as follows

- Click on  in the **Register** panel
- Click on the **Customers** button  on the display that shows up
- Click on  to list all customers OR
- On the pop up window use the text fields labeled **Tax ID**, **Search key** or **Name**, or a combination of them to filter out the particular customer you're looking for, then click on 
- From the list select the customer's name and click on .

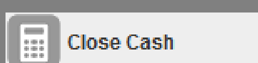
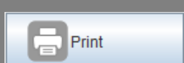
Example: Viewing customer information

Let's display information about the customer named Izzy, whose search key is i.

- Click on customers  in the **Register** panel
- Click on the **Customers** button  on the display that shows up
- Click on  to list all customers, select Izzy from the list and click on  OR
- On the pop up window type **i** in the text field labeled **Search key** and click on , then select Izzy from the list and click on .

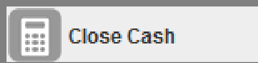
Closing Cash

To the cash over a specified period of time proceed as shown below.

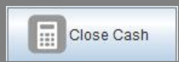
- Click on  located on the **Register** panel to the left of the display.
- Click on  [located at the bottom left corner of your window], then click on .

Example: Closing Cash

Let's say we want to close the cash from August 20th, 2014 to October 20th, 2014. Follow the guidelines below to do this

- Click on 

located on the Main panel to the left of the display. *1
- Click on 

[located at the bottom right corner of your window], then click on 

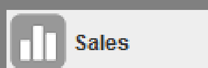
.

*1
Check below for details on how to use the clock

Using the clock

Viewing Closed Cash

Usually we use the clock to set specific time frames over which we want to perform an action or get a report. To do this we'll use the example of a cash-by-user sales report. Let's say we want to get a report of all the cash that came in starting from the 3rd of April 2000, at 09:47 AM to this present moment.

- Click on 

in the **Administration** panel to the left your window.
- Under the Reports section click on 

.
- Click on the clock button  near the text field labeled **Start date**.
- Click on the number 

on the calendar on the left side of the pop up window.
- Use the Previous Month  and Next Month  buttons to select the appropriate month.
  - If we're in a month before April [i.e. January, February or March] click on the Next Month button  till you get to April.
  - If we're in a month after April [i.e. May, June, July, August, September, October, November or December] click on the Previous Month button  till you get to April
  - If we're in April, then we're good. Just skip this step.
- Use the Previous Year button  and Next Year button  buttons to select the appropriate year.
  - Click on the Previous Year button  till you get to the year 2000.
  - If we were in a year before 2000 you would use the Next Year button  instead.
  - If we were in the year 2000 you would have to skip this step because you wouldn't have to worry.
- Use the buttons to the right of the clock on the right side of this pop up window to locate the time. Next Hour 

adds an hour, Next Quarter 

adds a quarter of an hour [15

*2
In the design of Wanda POS, for consistency reasons and to avoid unnecessary arguments, it is assumed that 12:00 AM is at mid-night

minutes] and Next Minute > 0:01 adds a minute, while Previous Minute < 0:01 reduces a minute, Previous Quarter < 0:15 reduces a quarter of an hour [15 minutes] and Previous Hour « 1:00 reduces an hour from the current time on the clock. For this demo I will assume that the time displayed on the clock is 12:00 AM [mid-night *2] and we want to set the start time to 09:47 AM.

- To get there from mid-night we have to go up. Click on Next Hour » 1:00 till the clock shows 9:00 AM.
- Click on Next Quarter > 0:15 till the clock shows 9:45 AM.
- Then click on Next Minute > 0:01 till the clock shows 9:47 AM.
- That's our start time. Click on OK to set this as the start time.
- Click on the clock button near the text field labeled **End date.**
- Click on Today to select the current time *3 as the end date, then click on OK.
- Click on Execute to display the report over the set period of time.

*3 If you are using Wanda POS uses offline it uses the timestamp from your computer as the current time. On a network [online] Wanda POS uses the time from the server.

Example: Viewing Closed Cash

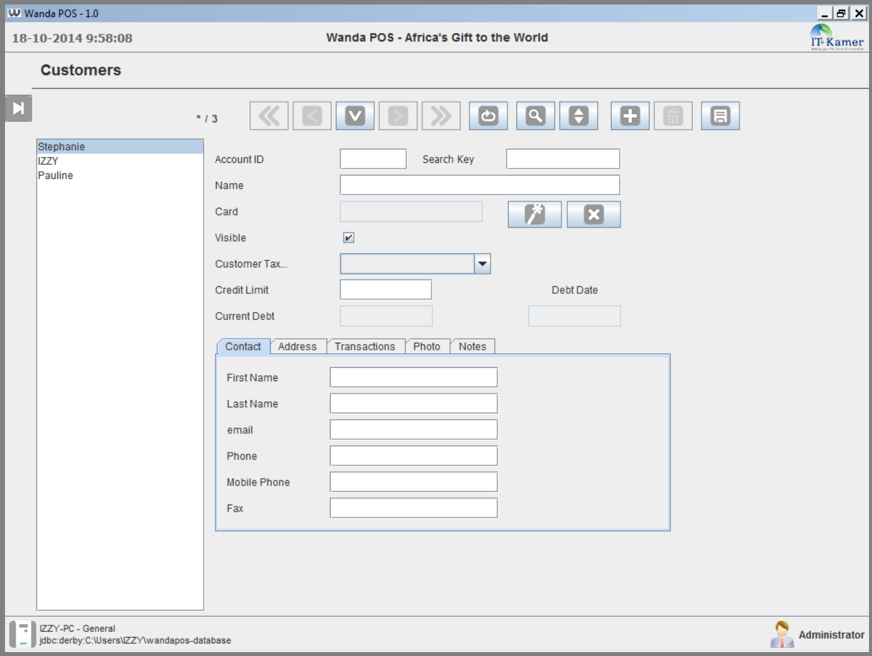
Let's say we want a report on all cash closed from 20th April 2012 at 9:00 AM to 30th September 24, 2014 at 10:00 PM.

- Click on Sales in the **Administration** panel to the left your window.
- Under the Reports section click on Cash Closed.
- Use the clock to set the start date to 20th April 2012 and start time to 9:00 AM.
- Use the clock to set the end date to 30th September 24, 2014 and end time to 10:00 PM.
- Click on Execute to display all cash closed within the specified time frame.

Adding New Customers

There are two ways to go about it: from the **Sales** window OR from the **Administration** panel.

- Click on Sales in the **Register** panel, and then click on the New Customer button button at the top left corner of your window. OR
- Click on Customers in the **Administration** panel on the left side of your window and then click on Customers. Either one should lead you to the same display.

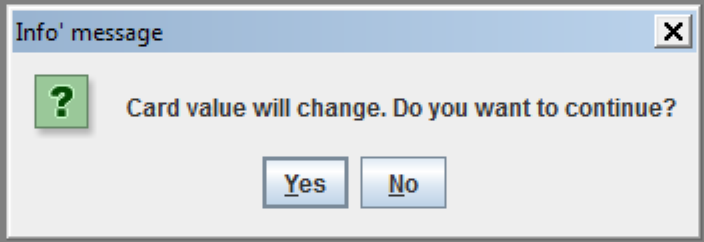


- The new window displayed contains a list of all customers currently on the system. Click on the **New** button  to clear the screen and start creating a new customer.
- Provide a **Search key**, **Name** and **Max debt** for the customer, then fill in the rest of the information.
- If your business allows the use of cards you can provide a card number for the customer by clicking on **Create Key**  beside the text field labeled **card.** If you want to, you can remove the key by clicking on **Clear Key** .
- If for some reason you don't want this customer's name to be visible in search fields you can toggle visibility by unchecking the check box labeled **Visible** .

Example: Adding New Customers

Let's add a new customer with name Red1.

- The new window displayed contains a list of all customers currently on the system. Click on the **New** button  to clear the screen and start creating a new customer.
- Provide a Tax ID for the user e.g. Malaysia619.
- We want it to be possible for someone to search **r** and find this user. In the text field labeled Search key put in the letter **r**.
- In the text field labeled Name put in the name Red1.
- Click on the **Edit** button  beside the text field labeled **card.**
- A confirmation dialog box pops up.



- Select Yes to change the card value. If you want to remove the card value click on clear key beside and select Yes.
- Click on the drop down menu labeled **Customer tax category** and select the appropriate tax category from the drop down list.
- Let's assume we can trust this customer and allow him to burrow items to a maximum of $10000. In the text field labeled **Max debt** and type in the amount 10000.
- For the **First name** type in Redhuan and for the **Last name** type in Oon.
- For the **E-mail** type in red1@red1.org.
- For the **Phone** type in (+237) 76 78 15 54.
- Click on the **Location/Address** tab and type in Malingo for **Address line 1**.
- Type in 237 for the **Postal code**, Buea for **City**, South West for the **Region** and Cameroon for the **Country**.
- Click on the **Notes** tab and write something to describe the user *e.g. FOSS ERP Guru who is an open source advocate.* Then click on the Save button to the save the changes.

Adding Stock

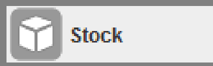
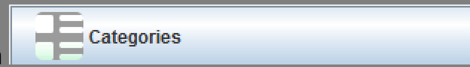
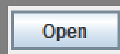
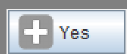
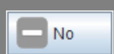
Adding Product Categories

To add a new category,

- Click on Stock in the **Administration** panel of on the left side of your window.
- In the **Maintenance** section click on Categories. A list of all present categories is displayed.
- Click on **Add New** to clear the screen for a new category.
- In the text field labeled **Name**, provide a name for the category.
- If you want this to be a sub-category under another category click on the drop down menu labeled Category and select the category you want to place it under.
- If you have a representative image of the types of products in this category you can add it.

Example: Adding Product Categories

Let's create a category for drinks

- Click on  in the **Administration** panel of on the left side of your window.
- In the **Maintenance** section click on . A list of all present categories is displayed.
- Click on **Add New**  to clear the screen for a new category.
- In the text field labeled **Name**, type in the name Drinks.
    - We can make this a sub-category under Refreshments. However, we'll have to create the Refreshments category first.
- Let's provide an image for this category. Click on the **Images** button . Use the pop up window to navigate the picture you want to use. Once you find the picture on disk, select the picture and click on . Use **Zoom Out**  [to add] and **Zoom In**  [to reduce] to adjust the size of the picture to your satisfaction. In case you don't want the picture anymore you can remove it by clicking on **Remove Picture** .
- Click on  to allow the category to be displayed on the catalog when queried OR  to stop it from being displayed.

Customer Tax Categories

To add a new Tax customer category

- Click on  in the **Administration** panel of on the left side of your window.
- In the **Point Of Sale** section click on . A list of all present categories is displayed.
- Click on **Add New**  to clear the screen for a new category.
- Give a name for the category.
- Click on the Save button  to save.

Example: Customer Tax Categories

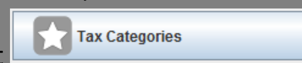
Let's create a new customer tax category and call it Global Taxes.

- Click on  in the **Administration** panel of on the left side of your window.
- In the **Point Of Sale** section click on . A list of all present categories is displayed.
- Click on **Add New**  to clear the screen for a new category.

- In the text field labeled **Name**, type in Global Taxes.
- Click on the Save button  to save.

Tax Categories

- Click on 

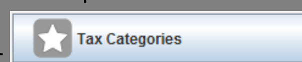
 in the **Administration** panel.
- From the **Point Of Sale** section display select 

- Click on the **New** button  to clear the screen for a new entry.
- Give a name for the category.
- Click on the Save button  to save.

Example: Tax Categories

Let’s create a new customer tax category and call it Standard Taxes.

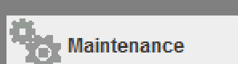
- Click on 

 in the **Administration** panel.
- From the **Point Of Sale** section display select 

- Click on the **New** button  to clear the screen for a new entry.
- In the text field labeled **Name**, type in Standard Taxes.
- Click on the Save button  to save.

Taxes

To add a new tax,

- Click on 

 in the **Administration** panel.
- From the **Point Of Sale** section of the display select 

.
- Click on the **New** button  to clear the screen for a new entry.
- Provide a name for the tax.
- Use the drop down menu called **Tax category** to select a category for the tax.
- Use the drop down menu called **Customer Tax category** to specify a customer category for the tax.
- Enter the tax rate.
- Click on the Save button  to save.

Example: Taxes

Let’s add a new tax and call it VAT which we intend to make a Standard tax and Global tax effective 4 hours from now.

- Click on 

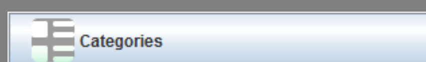
in the **Administration** panel.
- From the **Point Of Sale** section of the display select 

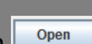
.
- Click on the **New** button  to clear the screen for a new entry.
- In the text field labeled **Name**, type in the name VAT.
- Click on the drop down menu labeled **Tax category.** From the list of tax categories displayed select **Standard taxes** [which we created earlier].
- Click on the drop down menu labeled **Customer tax category.** From the list of customer tax categories displayed select **Global taxes** [which we created earlier].
- Enter the tax rate, 1.25
- Click on the Save button  to save.

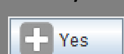
Adding a new category

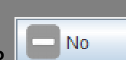
To add a new category of products proceed as follows

- Click on 

in the **Administration** panel.
- Click on 

. A list of all present categories of products is displayed.
- Click on the **New** button  to clear the screen for a new entry.
- Provide a name for the category.
- If you have an image that depicts the variety of products in this category you can upload it as follows.
    - Click on the **images** button .
    - Use the pop up window to navigate to the location [on disk] where you have the image stored.
    - Once you find the image, click on 

to upload it.
- Click on 

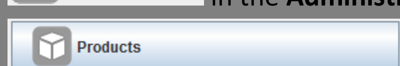
to allow this category to appear on the display OR 

to stop it from appearing.
- Click on  to register this new category.

Adding a new product

To add a new product proceed as shown below

- Click on 

in the **Administration** panel.
- Click on 

. A list of all present products is displayed.
- Click on the **New** button  to clear the screen for a new entry.

- Provide a name for the product.
- If you have an image that depicts the product you can upload it as follows.
  - Click on the **images** button .
  - Use the pop up window to navigate to the location [on disk] where you have the image stored.
  - Once you find the image, click on Open to upload it.

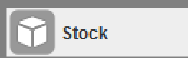
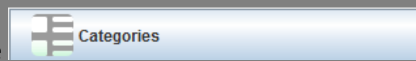
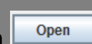
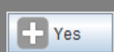
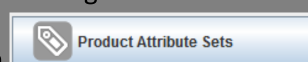
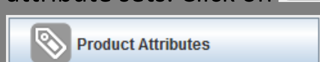
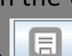
Adding attributes to products

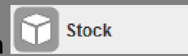
- Click on Stock in the **Administration** panel.
- Use the buttons Product Attributes, Product Attribute Sets, Attribute values and Product Attribute use to specify attributes for products.
- There is no better way to illustrate this than the use of an example. Please follow the example below.

Example: Adding Sub-categories, products and attributes to products

Let's say our business also deals with the sale of drinks. We want to sell different kinds of drinks and each of these drinks have specific properties that differentiate them and we want our customers to have access to this information. E. g. consider the picture below

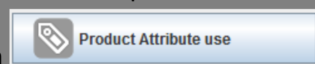
Hush up let's make the necessary entries. First we'll create a category called drinks, which will comprise 3 sub-categories; Wine, Guinness and Booster. We'll create the attributes and finish by creating the products placing them in the categories and giving them the attributes.

- Click on  in the **Administration** panel.
- Click on the , then click on the **New** button  to clear the screen for a new entry.
- In the text field labeled **Name** type in the word Drinks.
- If you have an image of a drink you can upload it as follows.
    - Click on the **images** button .
    - Use the pop up window to navigate to the location [on disk] where you have the image stored.
    - Once you find the image, click on  to upload it.
- Click on  to add it to the catalog, then click on  to save.
- Repeat the process to add 3 other categories; Wine, Guinness and Booster. To make them sub-categories there's just one extra thing you have to do.
    - When creating each of them click on the drop down menu labeled **Category** and, from the drop down list, select the category called Drinks which we just created above.
- To add the attributes we'll start by creating attribute sets. Click on in the **Administration** panel, then click on .
- Click on the **New** button  to clear the screen for a new entry.
- In the text field labeled **Name** type in the word Red wine [this will be the name of the attribute we shall attach to Red wine], then click on the Save button  to save.
- Repeat the process to add attribute sets for white wine, Guinness smooth, big guinness, small guinness, whisky cola and pina colada.
- Now we'll add product attributes to each of these. To add the attributes we'll start by creating attribute sets. Click on in the **Administration** panel, then click on .
- Click on the drop down menu labeled Product attribute and select red wine from the drop down list, then click on the **New** button  to clear the screen for a new entry.
- In the text field labeled **Value** type in the words Red wine [this will be one of the attributes Red wine], then click on the **Save** button  to save.
- Do the same for the Hot and Frozen tastes of red wine, then also do for all the Cold and Hot tastes of all the other drinks shown on the chart above.

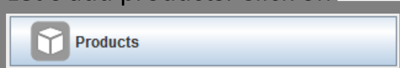
- We'll now give attribute values to these. That's what will be displayed on the customers ticket when they make their order. To do this, click on 

in the **Administration** panel, then click on 

.
- Click on the **New** button  to clear the screen for a new entry.
- In the text field labeled **Name** type in the word Red wine - Cold [this will be the name of the attribute we shall attach to Red wine], then click on the **Save** button  to save.
- Do the same for the hot and frozen tastes of red wine. Then, select a different product attribute [Guinness smooth, Small Guinness, Djino cocktail etc.] and add their own attribute values until you've gone through for all of them.
- Now let's attach these attribute values to our products. To do this, click on 

in the **Administration** panel, then click on 

.
- Click on the **New** button  to clear the screen for a new entry.
- In the text field labeled **Order** type in a number e.g. 1, click on the drop down menu labeled **Product attribute** and select an attribute. then click on the **Save** button  to save.
- Click on the **New** button  to clear the screen for another new entry. Enter a different number for **Order** and select a different **Product attribute**.
- Repeat the process till you have exhausted all product attributes. Then select a different attributes set and do the same for all its attributes, till all product attributes of all product sets are exhausted.
- Let's add products. Click on 

in the **Administration** panel, then click on 

.
- Click on the **New** button  to clear the screen for a new entry.
- Enter the words Red Wine in the text field labeled **Name**. Also, enter the number 1 in the text field labeled **Reference**, same for the text field labeled **Barcode** [*4].
- Enter the buy price [price at which you buy a product] and sell price [price at which you sell].
- Click on the drop down menu labeled **Tax category** and select a tax category from the drop down list. If you don't intend to place any taxes on this, select **Tax Exempt**.
- For the category select **Wine** [Red wine is a drink, but it's also a wine and all wines are drinks. That's why we're not putting it under drinks.]
- For the attributes select **Red Wine**.
- If you have a photo for red wine you can upload it. To do that, follow the steps shown earlier. Once you're done click on the **Save** button  to save. Follow the same steps to add all the products shown on the chart above.

***4**
The Barcode and the Reference must be numbers. They must each be unique, but must necessarily be the same. i.e. if a product has barcode 1 no other product can have barcode 1, but any product can have reference 1. If a product has reference 1 no other product can have reference 1.

4. REPORTING

Customer Reports

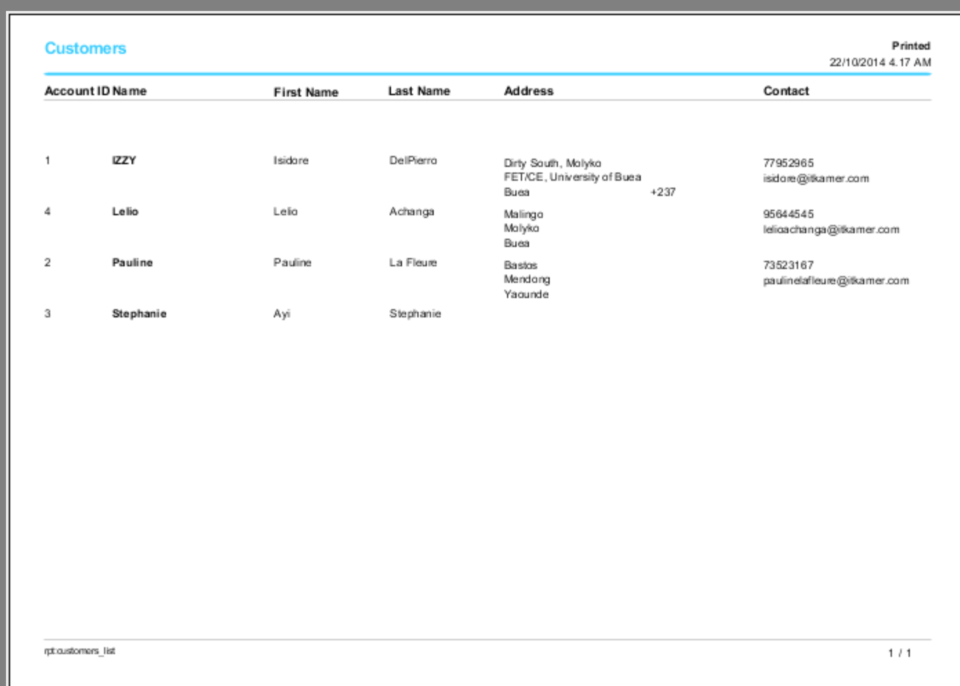
At times we may want to know who our customers are, where they live, how much they owe, how much they're allowed to owe, payment deadlines etc. You can get this info for all customers or for a particular customer.

Reports for all customers

- Click on Customers in the **Administration** panel on the left.
- In the **Reports** section, click on Customers List.
- Click on Run Report to generate the report for all customers.

Example, Reports for all customers

- Click on Customers in the **Administration** panel on the left.
- In the **Reports** section, click on Customers List.
- Click on Run Report to generate the report for all customers.



Customers

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Account ID	Name	First Name	Last Name	Address	Contact
1	IZZY	Isidore	DelPierro	Dirty South, Molyko FET/CE, University of Buea Buea +237	77952965 isidore@itkamer.com
4	Lelio	Lelio	Achanga	Malingo Molyko Buea	95644545 lelioachanga@itkamer.com
2	Pauline	Pauline	La Fleure	Bastos Mendong Yaounde	73523167 paulinelafleure@itkamer.com
3	Stephanie	Ayi	Stephanie		

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Reports for a particular customer

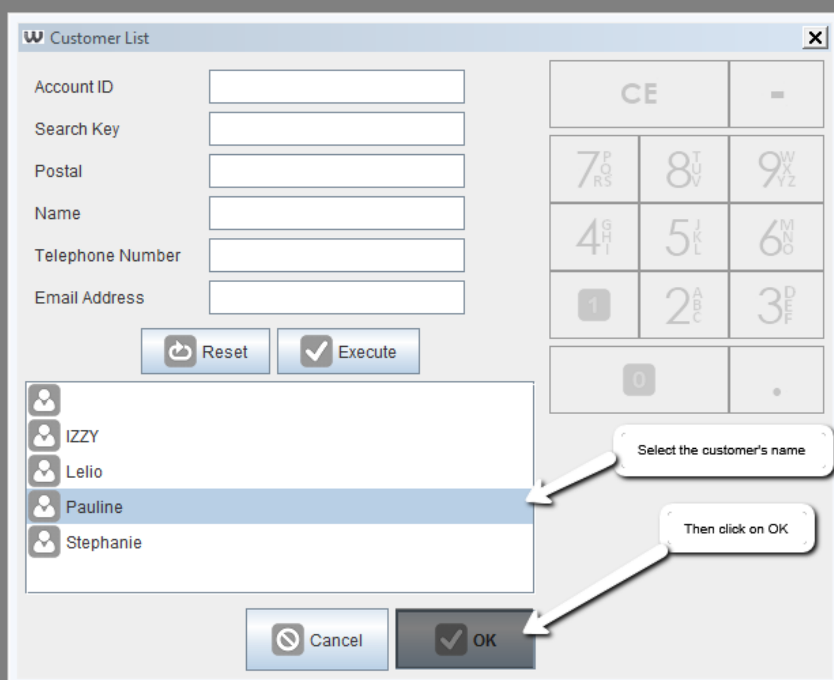
- Click on Customers in the **Administration** panel on the left.
- In the **Reports** section, click on Customers List.
- Click on the **customer list** button to the right of the text field labeled **Customer**.
- Use the pop window to pick out the particular customer you're searching for.
- Click on Execute, select the customer's name, then click on OK.

- Then click on Run Report.

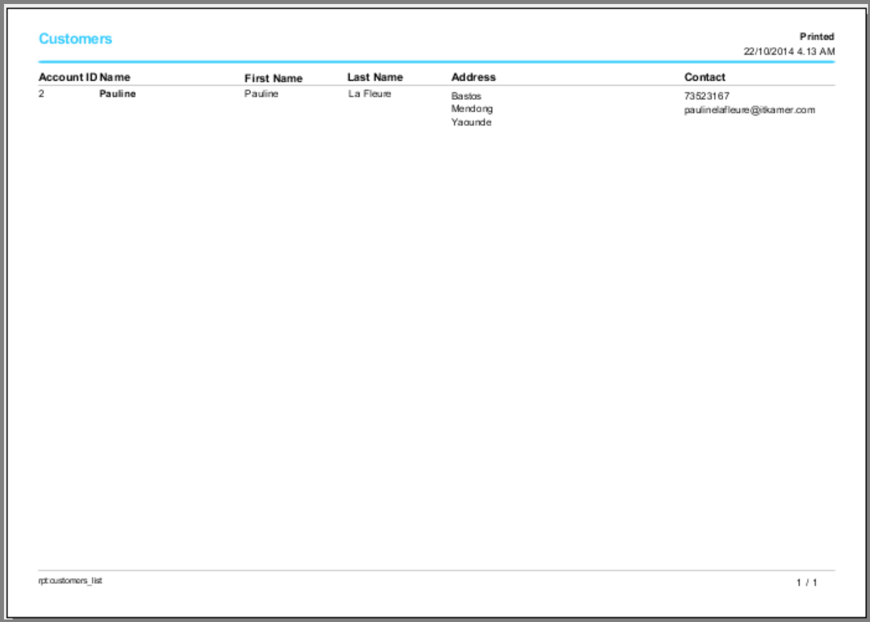
Example, Reports for a particular customer

Let's say we want reports on a customer named Pauline.

- Click on Customers in the **Administration** panel on the left.
- In the **Reports** section, click on Customers List.
- Click on the **customer list** button to the right of the text field labeled **Customer**.
- Enter the customer's TaxID, Search key, Name or a combination of them. In our case I'll just enter p for the search key.
- Click on Execute. [This filters out all customers with a search key that starts with p].
- Click on the customer's name [in our case I've clicked on Pauline].
- Then click on OK to single out the customer.



- Then click on Execute report to display a report on this particular customer [Pauline].



Customers

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Account ID	Name	First Name	Last Name	Address	Contact
2	**Pauline**	Pauline	La Fleure	Bastos Mendong Yaounde	73523167 paulinelafleure@itkamer.com

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NB: Use the tools in the toolbar to customize the view or size of the display. You can also print of export to a specific document format.

Customer Debtors

Every now and then customers will fail to meet their payment deadlines. It's very easy to know who has and who hasn't met their deadlines. You must not go through every customer report to know who hasn't.

- Click on Customers in the **Administration** panel on the left side of the window.
- Under the reports section click on Customer Debtors.
- Click on Run Report. A list of all customers is displayed alongside their account ID, address and current debt.

Customers Dairy

At time we just want to look at the general picture. In-flow and out-flow of cash, payments, tickets etc. Customers diary is the place for this.

- Click on Customers in the **Administration** panel.
- Under the reports section click on Customers Diary.
- Set the appropriate filters: customer, start date and/or end date.
- Click on Run Report to display the report.

Example, Customers Dairy

Let's say we want a report of all Pauline's financial activities from September 7, 2013 at 12:47 AM to this present moment.

- Click on Customers in the **Administration** panel.
- Under the reports section click on Customers Diary.
- Click on the Customer button to the right of the text field labeled Customer.
- On the pop up window enter the Tax ID, Search key and/or name of the customer you're searching for.[in our case it's Pauline, so I'll just enter p for the search key].
- Click on Execute. In case you made a mistake click on Reset to filter all over.
- This on the customer's name , then click on OK.
- Click on the calendar to the right of the text field named Start date.
- Set the date to September 7, 2014 and the time to 12:47, then click on OK.
- Click on the calendar to the right of the text field labeled End date.
- Click on Today, then click on OK.
- Click on Run Report to display the output.

Stock Reports

Products reports

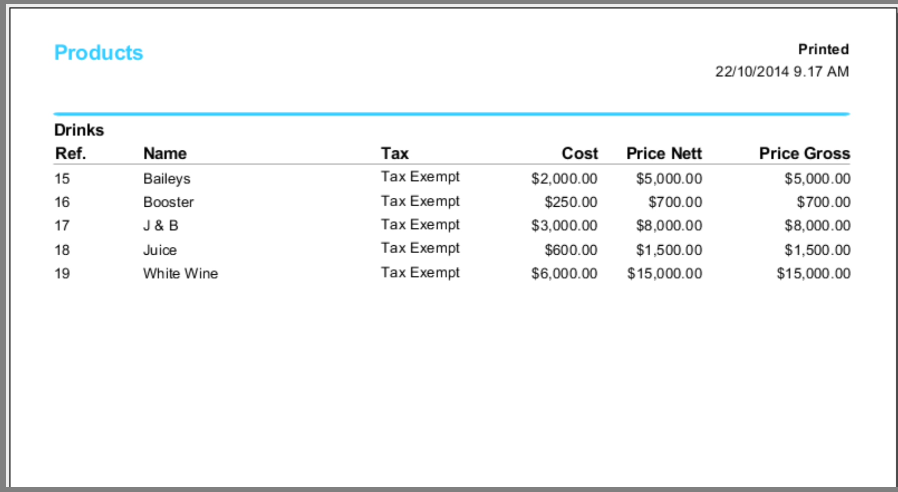
At times you want to know exactly what products you have and in what amounts, or what products satisfy a certain constraint or set of constraints. This is how to go about it.

- Click on Stock in the **Administration** panel on the left side of your window.
- In the reports section of the new window click on Products.
- Click on Run Report to list all products in stock OR
- Use the form above the display to set the appropriate constraints and then click on Run Report.

Example, Products reports

Let's say we want a list of all drinks sold for $500 or greater. Proceed as follows

- Click on Stock in the **Administration** panel on the left side of your window.
- In the reports section of the new window click on Products.
- Click on the drop down menu labeled **Category** and select **Drinks** from the drop down list.
- Click on the drop down menu labeled **Sell Price** and select **Greater or equal** from the drop down list. In the text field beneath it type in the amount 500.
- Use the form above the display to set the appropriate constraints and then click on Run Report.



Products

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Drinks

Ref.	Name	Tax	Cost	Price Nett	Price Gross
15	Baileys	Tax Exempt	$2,000.00	$5,000.00	$5,000.00
16	Booster	Tax Exempt	$250.00	$700.00	$700.00
17	J & B	Tax Exempt	$3,000.00	$8,000.00	$8,000.00
18	Juice	Tax Exempt	$600.00	$1,500.00	$1,500.00
19	White Wine	Tax Exempt	$6,000.00	$15,000.00	$15,000.00

Current Inventory

To get your current inventory proceed as shown below.

- Click on Stock in the **Administration** panel on the left side of your window.
- In the reports section of the new window click on Inventory.
- Click on Run Report to list all products in stock OR
- Use the form above the display to set the appropriate constraints and then click on Run Report.

Inventory: Location and Category

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Break Fast

Ref.	Name / Cost Value		Retail Value	Minimum	Maximum Volume	Units Cost
20	Bread & Tea			0	0	-8
	$0.00	($0.00)	$0.00	($0.00)	-0	($0.00)
3	Spaghetti			0	0	-2
	$200.00	($400.00)	$500.00	($1,000.00)	-0	($0.00)

Dessert

Ref.	Name / Cost Value		Retail Value	Minimum	Maximum Volume	Units Cost
11	Barbecue			0	0	-4
	$450.00	($1,800.00)	$1,000.00	($4,000.00)	-0	($0.00)
12	Salad			0	0	-11
	$350.00	($3,850.00)	$700.00	($7,700.00)	-0	($0.00)
13	Spag Salad			0	0	-9
	$350.00	($3,150.00)	$700.00	($6,300.00)	-0	($0.00)

Drinks

Ref.	Name / Cost Value		Retail Value	Minimum	Maximum Volume	Units Cost
15	Baileys			0	0	-1
	$2,000.00	($2,000.00)	$5,000.00	($5,000.00)	-0	($0.00)
16	Booster			0	0	-12
	$250.00	($3,000.00)	$700.00	($8,400.00)	-0	($0.00)
17	J & B			0	0	-3
	$3,000.00	($9,000.00)	$8,000.00	($24,000.00)	-0	($0.00)
18	Juice			0	0	-2
	$600.00	($1,200.00)	$1,500.00	($3,000.00)	-0	($0.00)
19	White Wine			0	0	-6
	$6,000.00	($36,000.00)	$15,000.00	($90,000.00)	-0	($0.00)

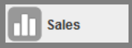
Food

Ref.	Name / Cost Value		Retail Value	Minimum	Maximum Volume	Units Cost
1	Achu			0	0	-8
	$500.00	($4,000.00)	$1,000.00	($8,000.00)	-0	($0.00)
2	Coco Yam			0	0	-2
	$400.00	($800.00)	$1,000.00	($2,000.00)	-0	($0.00)
4	Garri & Eru			0	0	-11
	$400.00	($4,400.00)	$1,000.00	($11,000.00)	-0	($0.00)
8	Jollof Rice			0	0	-5
	$400.00	($2,000.00)	$1,000.00	($5,000.00)	-0	($0.00)
5	Koki-Koki & Fufu			0	0	-9
	$400.00	($3,600.00)	$1,000.00	($9,000.00)	-0	($0.00)
7	Kwacoco			0	0	-5
	$400.00	($2,000.00)	$1,000.00	($5,000.00)	-0	($0.00)

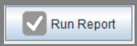
iptinventory 1 / 2

Sales Reports

Category Sales

- Click on 

 in the **Administration** panel on the left.
- In the Reports section click on 

.
- Use the calendar to set the Start Date and End Date for the report.
- Click on 

 to display the report for the set time period.

Category Sales

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Period: Oct 22, 2013 - Oct 22, 2014

Category	Qty	Gross	Net	Tax	Total
Drinks	24	$130,400.00	$130,400.00	$0.00	$130,400.00
Food	55	$55,000.00	$55,000.00	$0.00	$55,000.00
Break Fast	8	$1,000.00	$1,012.00	$0.00	$1,012.00
Dessert	24	$18,000.00	$18,000.00	$0.00	$18,000.00
				Grand Total	**$204,412.00**

Product Sales

To get a product sales report,

- Click on Sales in the **Administration** panel on the left.
- In the Reports section click on Product Sales: Product.
- Use the calendar to set the Start Date and End Date for the report.
- Click on Run Report to display the report for the set time period.

5. DRAWING CHARTS

Product sales charts

This gives a graphical representation of how much of each product that satisfied a specified constraint (or set of constraints) was sold over a specified period of time.

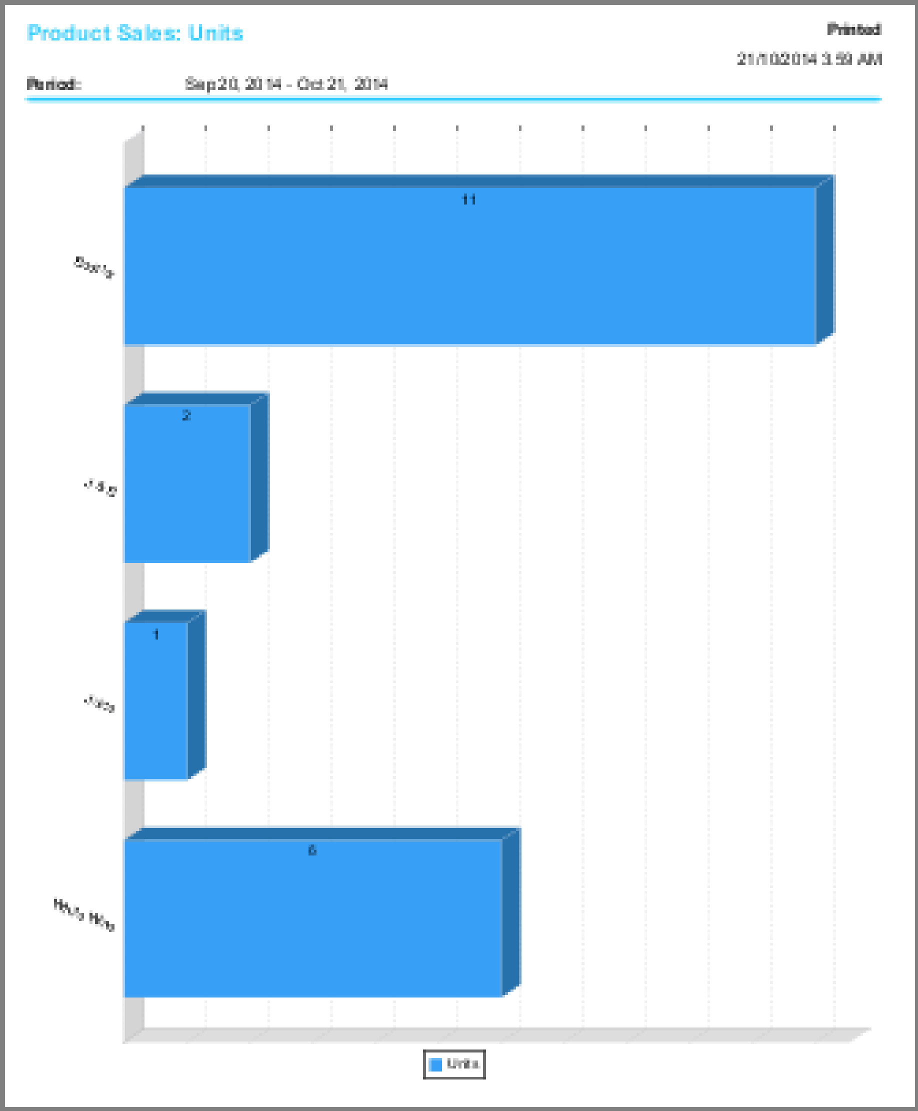
- Click on Sales in the **Administration** panel on the left part of your window.
- In the **Charts** section of the window displayed click on Product Sales.
- Use the clock to set the boundaries of the period under consideration and the form below it to set the appropriate constraints.
- Once the boundaries and constraints are set click on Run Report.

Example, Product sales charts

Let's say we want to know how much of each drink was sold for $500 or greater from 1:00 PM of Saturday, September 20, 2014 to this very moment.

- Click on Sales in the **Administration** panel on the left part of your window.
- In the **Charts** section of the window displayed click on Product Sales.
- Click on the calendar beside the text field labeled **Start Date**, and then use the clock to set the date to September 20, 2014 and time to 1:00 PM *5.
- Click on the calendar to the right of the text field labeled **End Date**, click on Today and then click on OK.
- In the section just below the clock [the section labeled '**By Form**']. Click on the drop down menu labeled **Category** and select **Drinks** from the drop down list. Select **Distinct** from the drop down list labeled **Name**.
- Select **Greater or equal** from the drop down list labeled **Sell Price**. Click on the text field below it and type in the amount 500.
- Click on Run Report to display the appropriate chart.

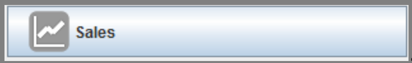
*5 *Check above for details on how to use the clock.*

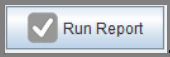


Sales charts

This gives a graphical representation of the sales made for each category of products over a specified period of time.

- Click on 

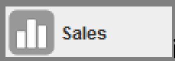
in the **Administration** panel on the left part of your window.
- In the **Charts** section of the window displayed click on 

.
- Use the clock to set the boundaries of the period under consideration and the form below it to set the appropriate constraints.
- Once the boundaries are set click on 

.

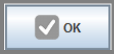
Example, Sales charts

Let’s say we want a graphical representation of sales made for each category of products from 1:00 PM of Saturday, September 20, 2014 to this very moment.

- Click on 

in the **Administration** panel on the left part of your window.
- In the **Charts** section of the window displayed click on 

.
- Click on the calendar beside the text field labeled **Start Date**, and then use the clock to set the date to September 20, 2014 and time to 1:00 PM *5.
- Click on the calendar to the right of the text field labeled **End Date**, click on 

and then click on 

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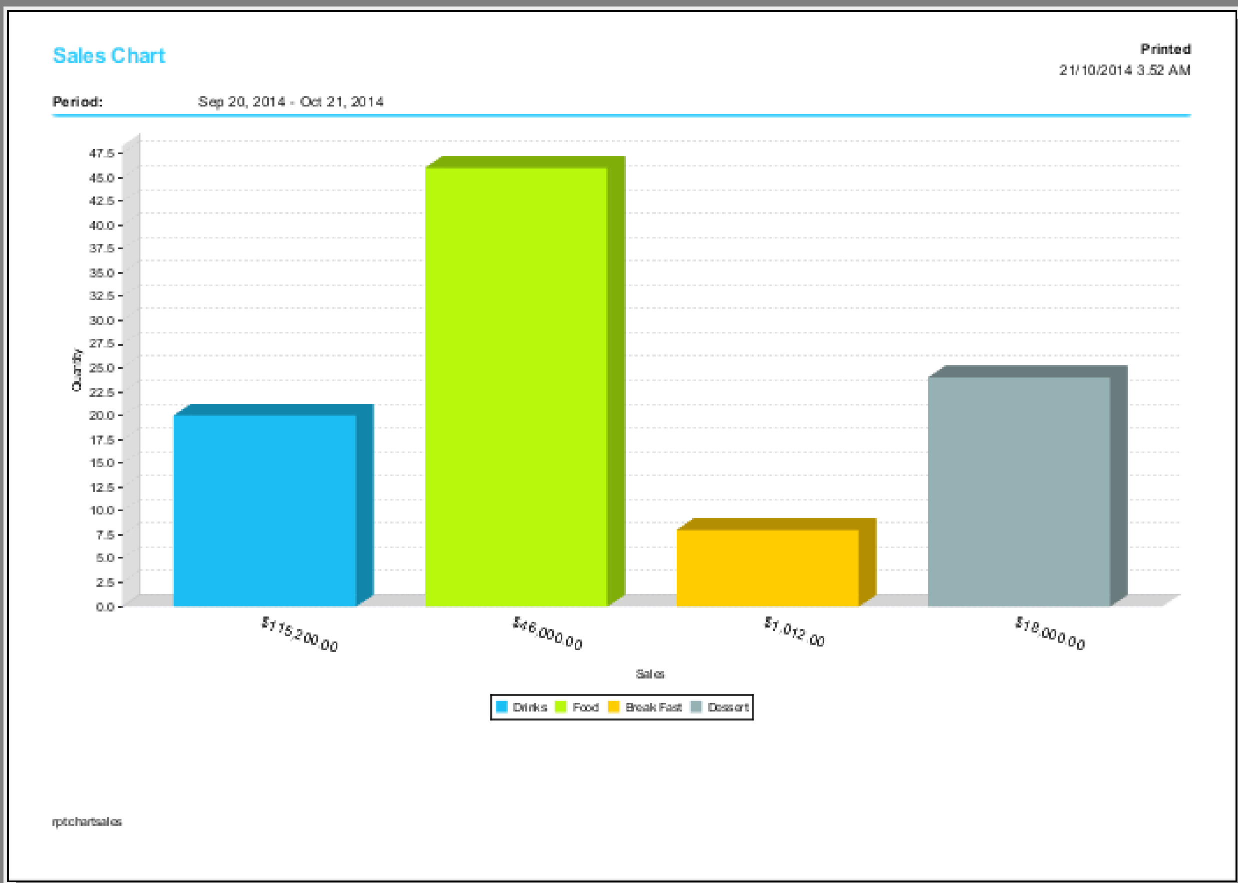
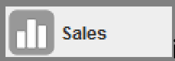
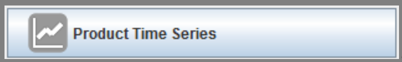
*5 *Check above for details on how to use the clock.*



Product time series charts

This gives information about the sales of products which satisfy a specified constraint over a specified period of time.

- Click on 

in the **Administration** panel on the left part of your window.
- In the **Charts** section of the window displayed click on 

.

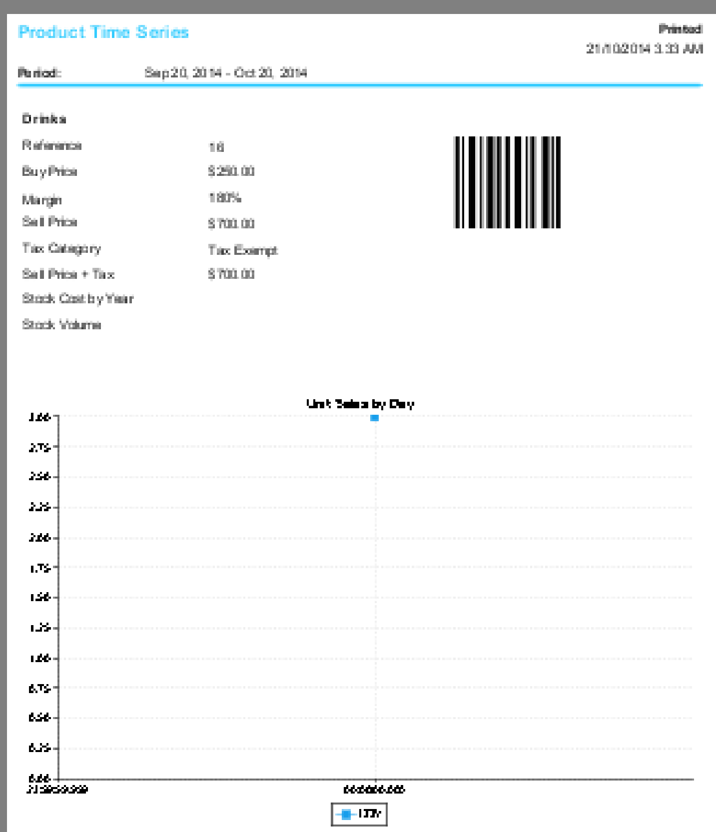
- Use the clock to set the boundaries of the period under consideration and the form below it to set the appropriate constraints.
- Once the boundaries are set click on Run Report.

Example, Product time series charts

Let's say we want information about drinks that were sold for $500 or greater from 1:00 PM of Saturday, September 20, 2014 to this very moment.

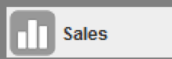
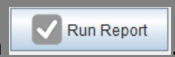
- Click on Sales in the **Administration** panel on the left part of your window.
- In the **Charts** section of the window displayed click on Product Time Series.
- Click on the calendar beside the text field labeled **Start Date**, and then use the clock to set the date to September 20, 2014 and time to 1:00 PM *5.
- Click on the calendar to the right of the text field labeled **End Date**, click on Today and then click on OK.
- In the section just below the clock [the section labeled '**By Form**']. Click on the drop down menu labeled **Category** and select **Drinks** from the drop down list. Select **Distinct** from the drop down list labeled **Name**.
- Select **Greater or equal** from the drop down list labeled **Sell Price**. Click on the text field below it and type in the amount 500.
- Click on Run Report to display the appropriate chart.

*5 *Check above for details on how to use the clock.*



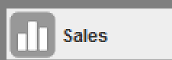
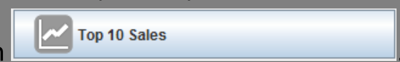
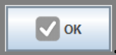
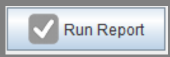
Top 10 sales charts

This gives a graphical display of the top 10 most sold products. On the display a distinction is made total sales (taxes included), taxes and net sales (without taxes). To get this display proceed as follows.

- Click on  in the **Administration** panel on the left part of your window.
- In the **Charts** section of the window displayed click on .
- Use the clock to set the boundaries of the period under consideration.
- Once the boundaries are set click on .

Example, Top 10 sales charts

Let's say we want to see the top 10 products sold from 1:00 PM of Saturday, September 20, 2014 to this very moment.

- Click on  in the **Administration** panel on the left part of your window.
- In the **Charts** section of the window displayed click on .
- Click on the calendar beside the text field labeled **Start Date**, and then use the clock to set the date to September 20, 2014 and time to 1:00 PM *5.
- Click on the calendar to the right of the text field labeled **End Date**, click on  and then click on .
- Click on  to display the appropriate chart.

Top 10 Sales

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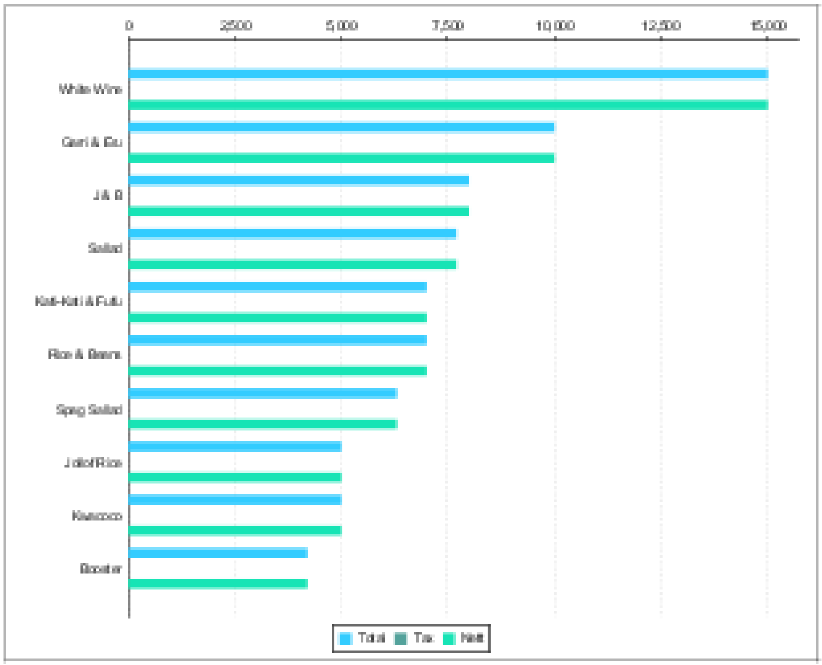
Period: Sep 19, 2014 - Oct 21, 2014

	Units	Buy	Sell	Nett	Tax	Total
White Wine	1	$ 6,000.00	$15,000.0	$ 15,000.00	$0.00	$15,000.00
Garri & Eu	10	$ 400.00	$1,000.00	$ 10,000.00	$0.00	$10,000.00
J & B	1	$ 3,000.00	$8,000.00	$8,000.00	$0.00	$8,000.00
Salad	11	$ 350.00	$700.00	$7,700.00	$0.00	$7,700.00
Kati-Kati & Fufu	7	$ 400.00	$1,000.00	$7,000.00	$0.00	$7,000.00
Rice & Beans	7	$ 250.00	$1,000.00	$7,000.00	$0.00	$7,000.00
Spag Salad	9	$ 350.00	$700.00	$6,300.00	$0.00	$6,300.00
Jollof Rice	5	$ 400.00	$1,000.00	$5,000.00	$0.00	$5,000.00
Kwacoco	5	$ 400.00	$1,000.00	$5,000.00	$0.00	$5,000.00
Booster	6	$ 250.00	$700.00	$4,200.00	$0.00	$4,200.00

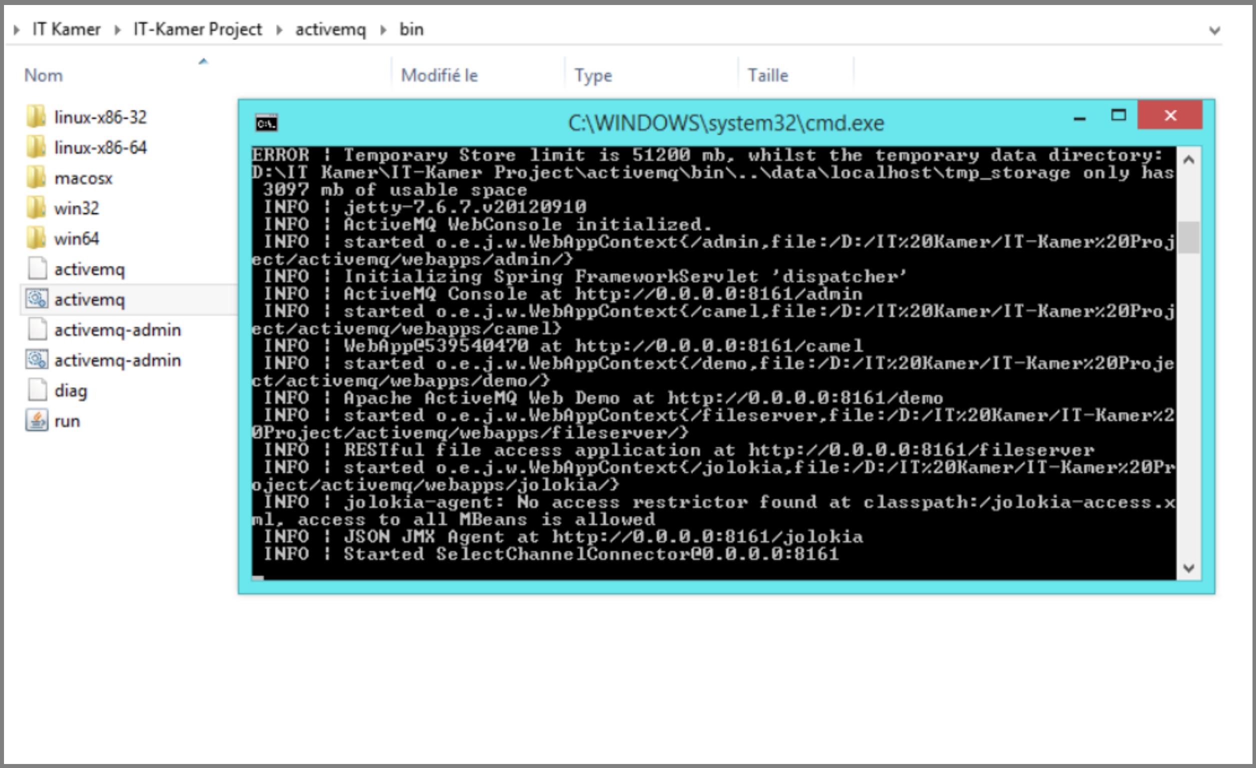


6. POS INTEGRATION

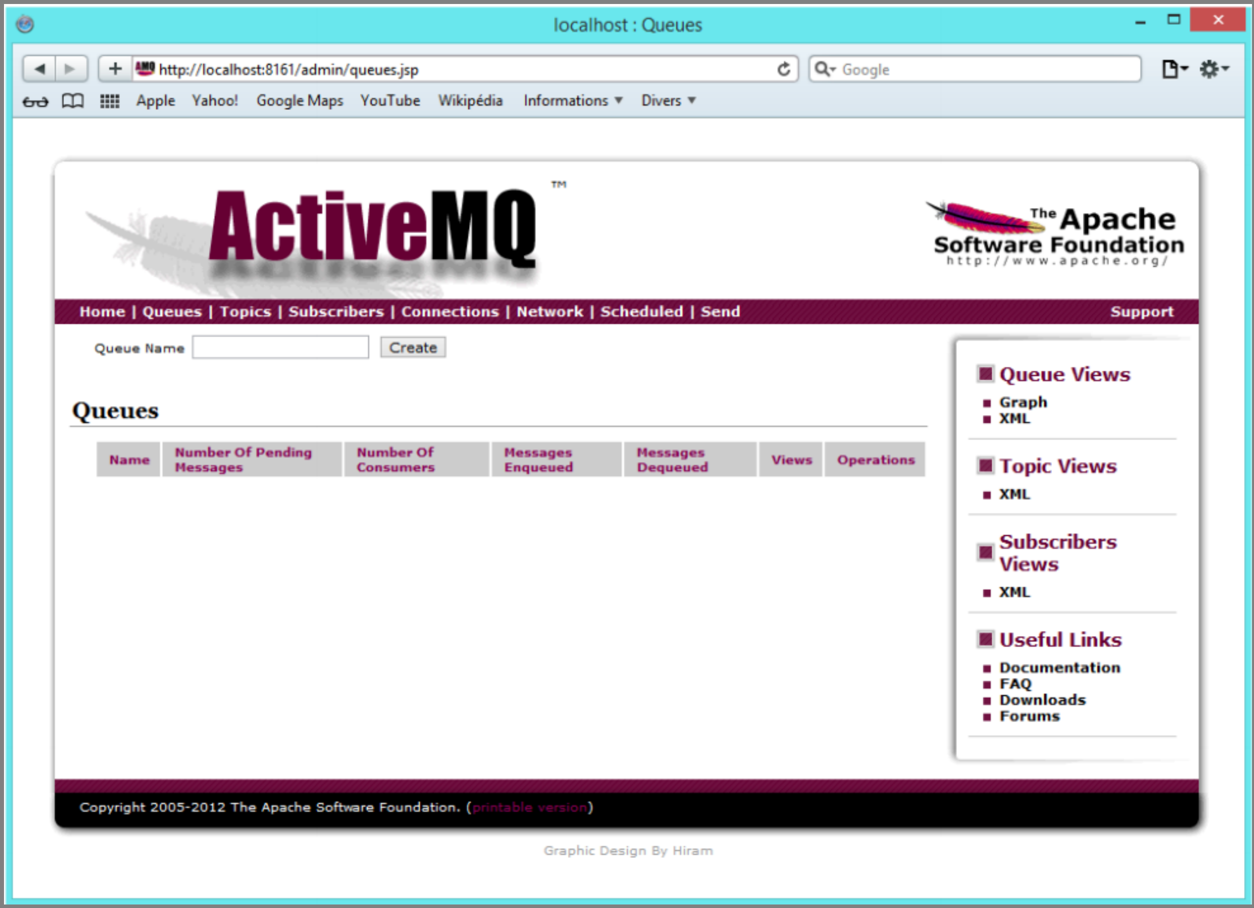
Wanda POS integration with iDempiere is very useful for businesses with different parts that have to put up with asynchronous communication for data retrieval and synchronization. This asynchronous communication is made possible by the use of a middle server, the ActiveMQ service. As such, this section of the Administrator's Guide is written with the assumption that you have iDempiere installed and have the ActiveMQ service running properly. Screen shots are taken from the demo done on a windows machine, but if you're using a different operating system you'll be just fine.

NB: For more information on using iDempiere [best ERP system in the world], visit …

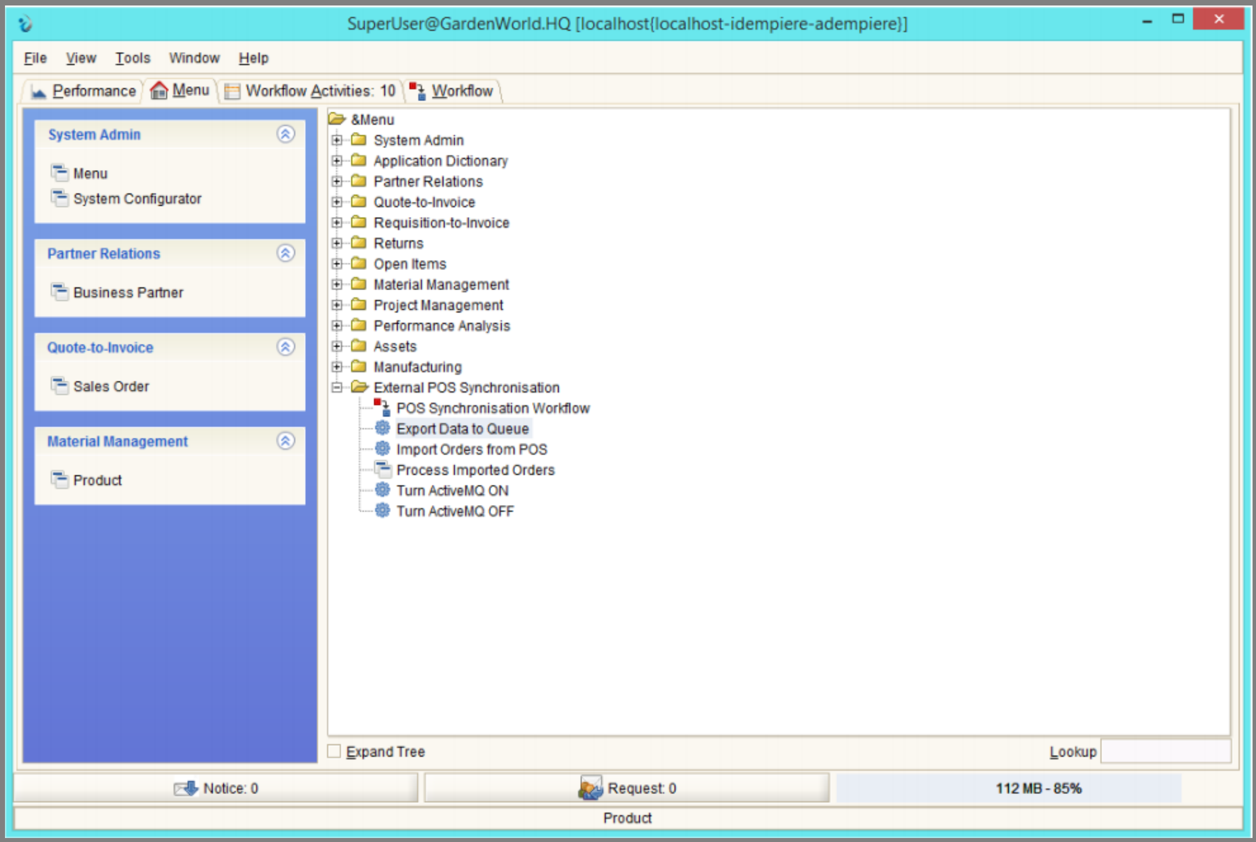
First we have to start up the ActiveMQ middle server.



When you first start, as you see, there are no messages sent to ActiveMQ.

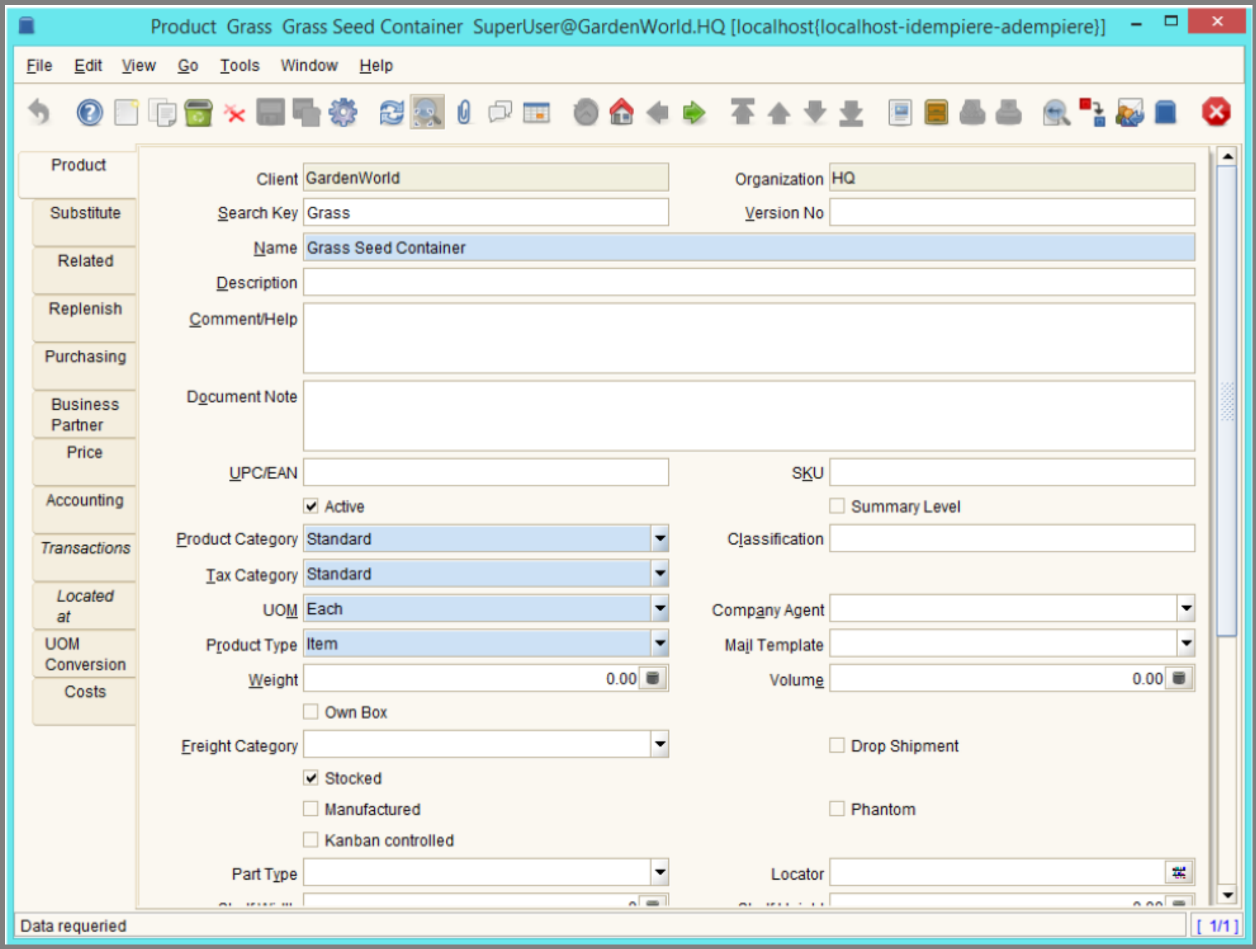


Now we switch to iDempiere where we have the POS Integration plugin installed already. Open up the menu tree “External POS Integration.” It contains all the processes and windows necessary for synchronization with Wanda POS.



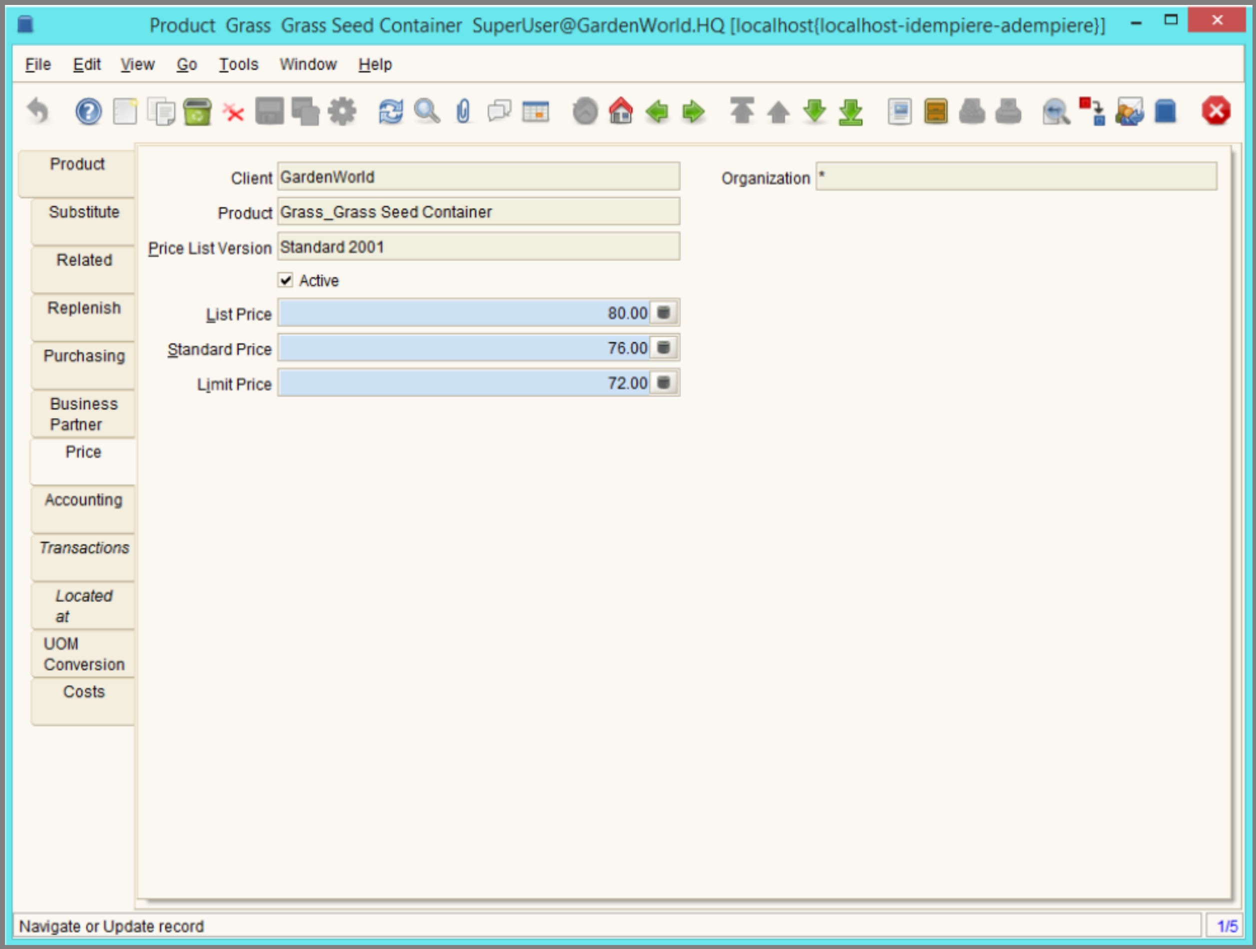
For the purpose of this demo we've added a new product on iDempiere ERP, with product info shown below.

- Name: "Grass Seed Container"
- Product Category: "Standard"
- Tax Category: "Standard"



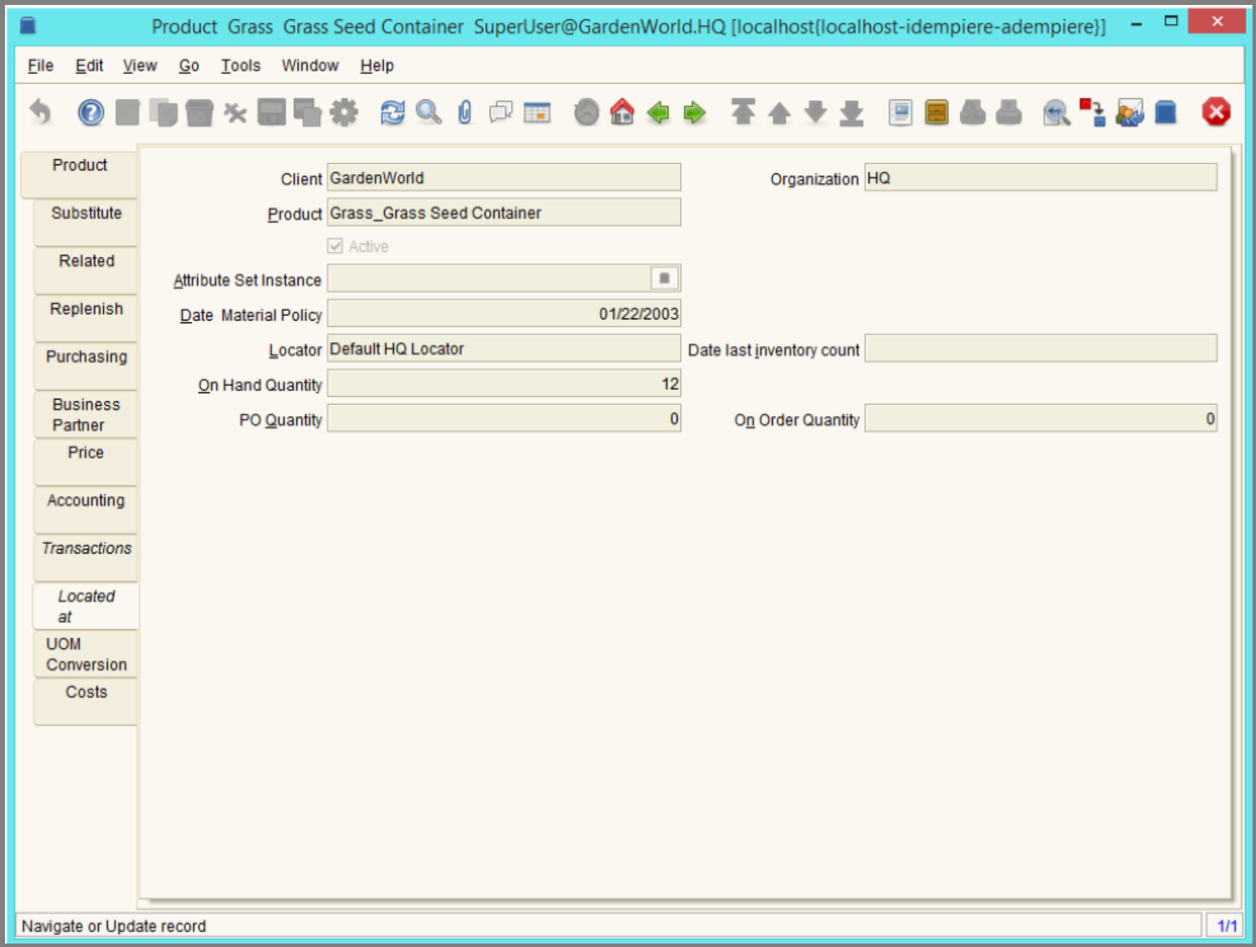
For this product we've also added a price list with info shown below

- List price: "80.00"
- Standard price: "75.00"
- Limit price: "72.00"

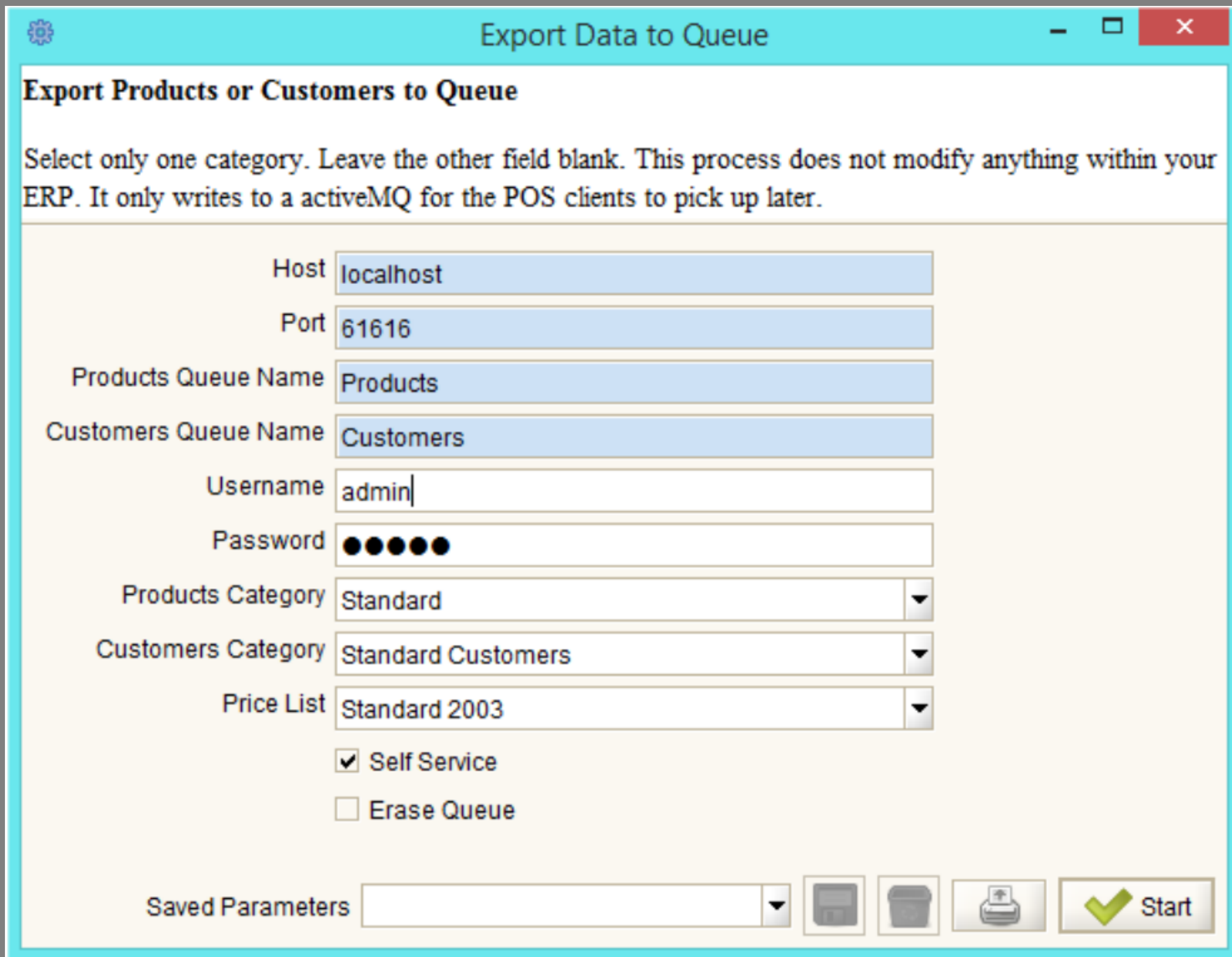


Let's assume we have 12 units of this product in stock at HQ. So we'll set 'quantity in hand' for this product to 12.

NB: The 12 units of this product we have are in the HQ stock. So when we synchronize with Wanda POS, we'll only be able to do so with the Wanda POS station for which POS Locator Name is "HQ."



On the 'External POS Synchronization' tree, click on the process named "Export Data To Queue." The window shown below pops up.



We'll use this to provide the necessary information that will enable us synchronize with the particular Wanda POS station we're targeting [in our case, "HQ"].

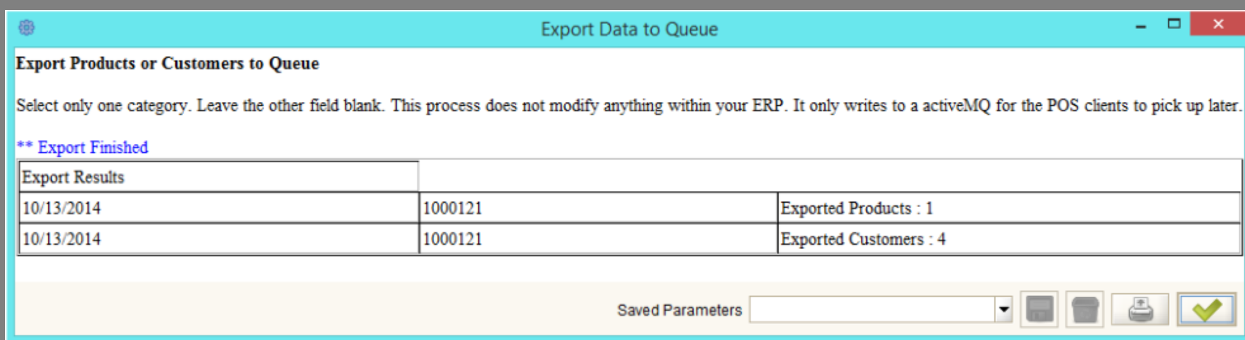
- Host: localhost
  - *The host to which ActiveMQ is currently listening. We're doing this demo on our local machine, so we've set the host to "localhost." Your case may be different if you're not testing on a local machine.*
- Port: 61616
  - *The port to which the ActiveMQ server listens.*
- Products Queue Name: Products
  - *This is the queue name in ActiveMQ to which the process will send the products during synchronization* *5.
- Customers Queue Name: Products
  - *This is the queue name in ActiveMQ to which the process will send customers during synchronization* *5.
- Username: admin
  - *This is the username for the ActiveMQ server.*
- Password: *******
  - *This is the password for the ActiveMQ server.*

*5 *The value must be the same as the value in the file* ***wandapos.properties.***

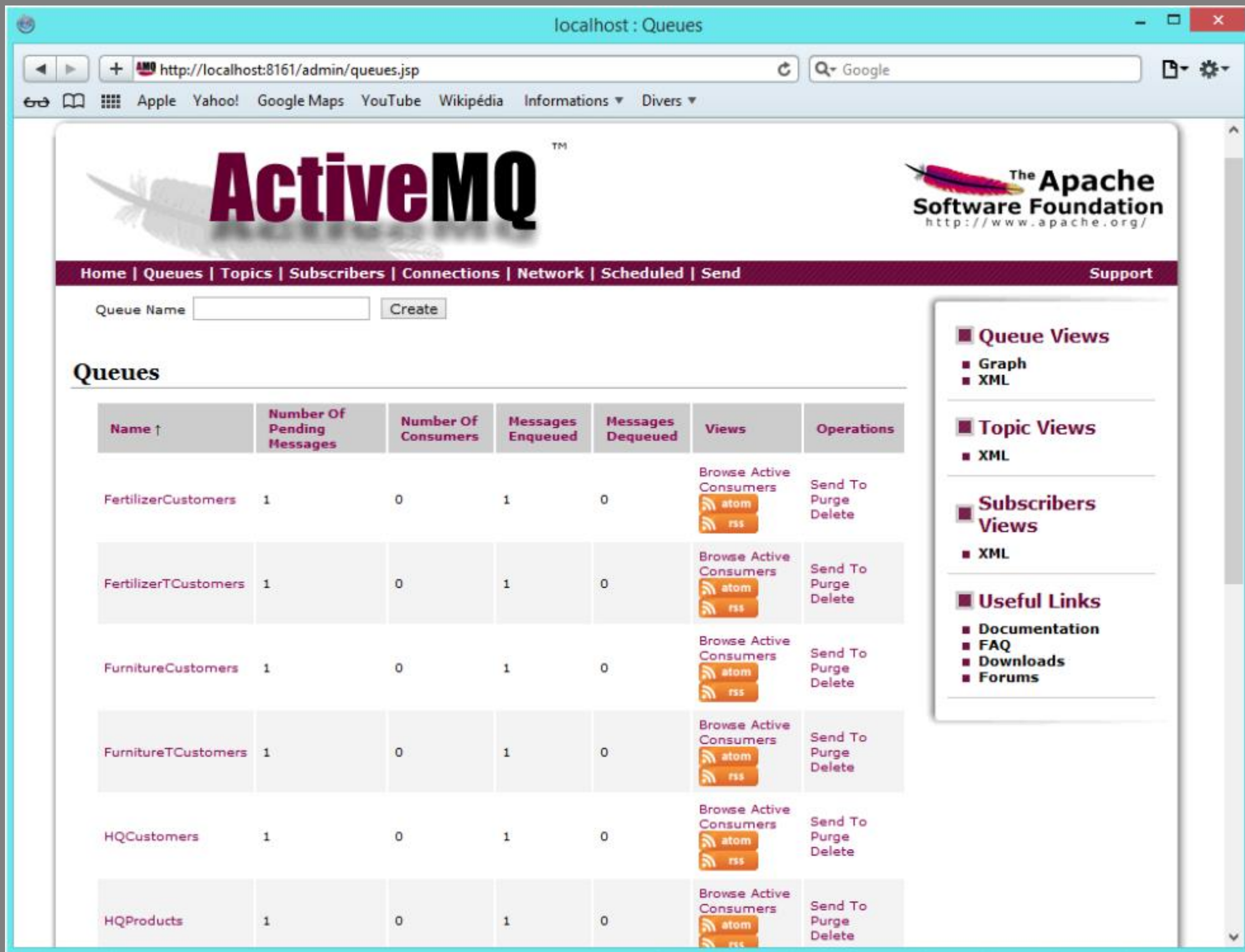
- Product Category: Standard
    - ~ *This is the product category for the product we want to synchronize.*
- Customer Category: “Standard Customers”
    - ~ *This is the customer category for the product we want to synchronize.*
- Price List: “Standard 2003”
    - ~ *This is the price list for the product we want to synchronize.*

NB: This process exports products per POS Locator Name (Organisation / Station). i.e. if you are exporting 20 products for 5 different Wanda POS stations, they will be exported in 5 different queues (each indicating the number of products exported for that particular station) in ActiveMQ.

When all information is correctly entered, click on start. After synchronization you’ll see a confirmation window similar to the one shown below.



Once you see the window shown above, switch to the ActiveMQ server. You’ll see a new message sent. All products in all stations are sent to ActiveMQ, but only the Wanda POS station you targeted (i.e. pos = HQ) can synchronize products and customers in the queues targetted. In our case, it’s “HQ.”

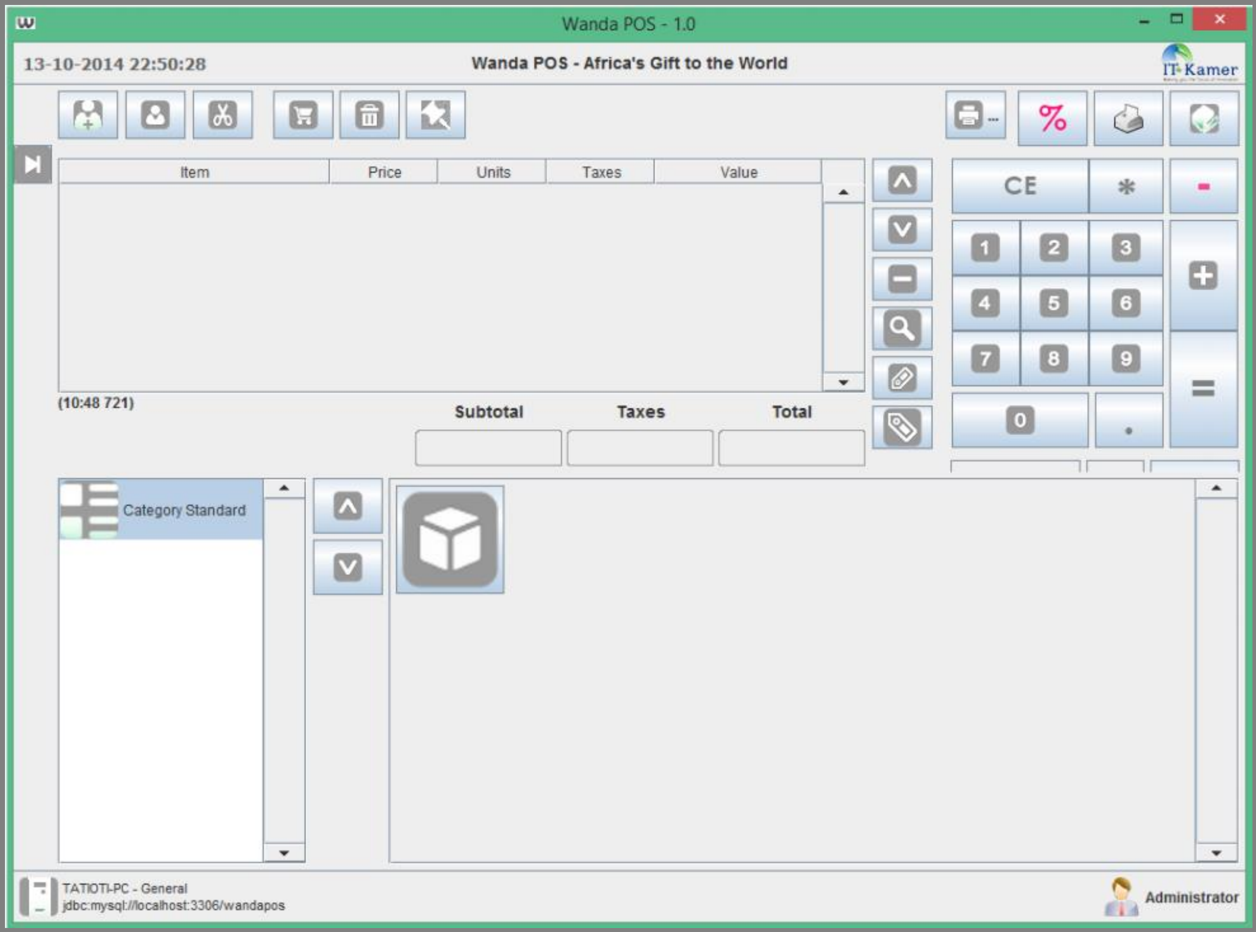


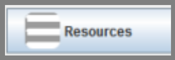
Note: The key used to identify each Wanda POS station is "POS Name Locator" (pos key in wandapos.properties file)

As such, when you synchronize, you have to be sure of the following

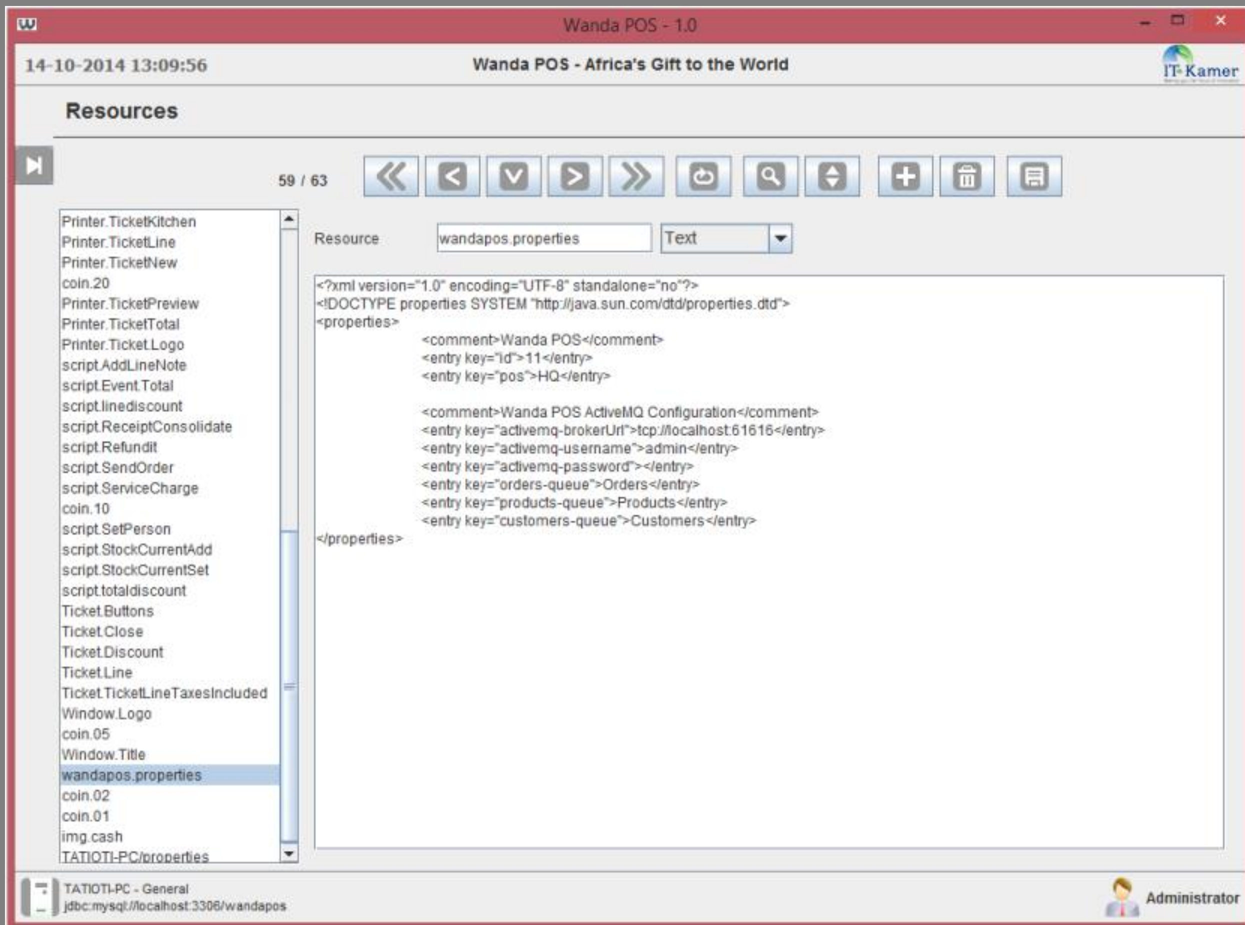
- Customers and Products Queue Names must be the same in both Wanda POS and iDempiere.
- POS Name (**<entry key="pos">HQ</entry> in wandapos.properties**) must match one organization in iDempiere ERP.

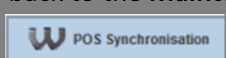
Now it's time to lunch Wanda POS. When you lunch Wanda POS for the first time, as you can see below, there is only one category: "Category Standard" which has one product.



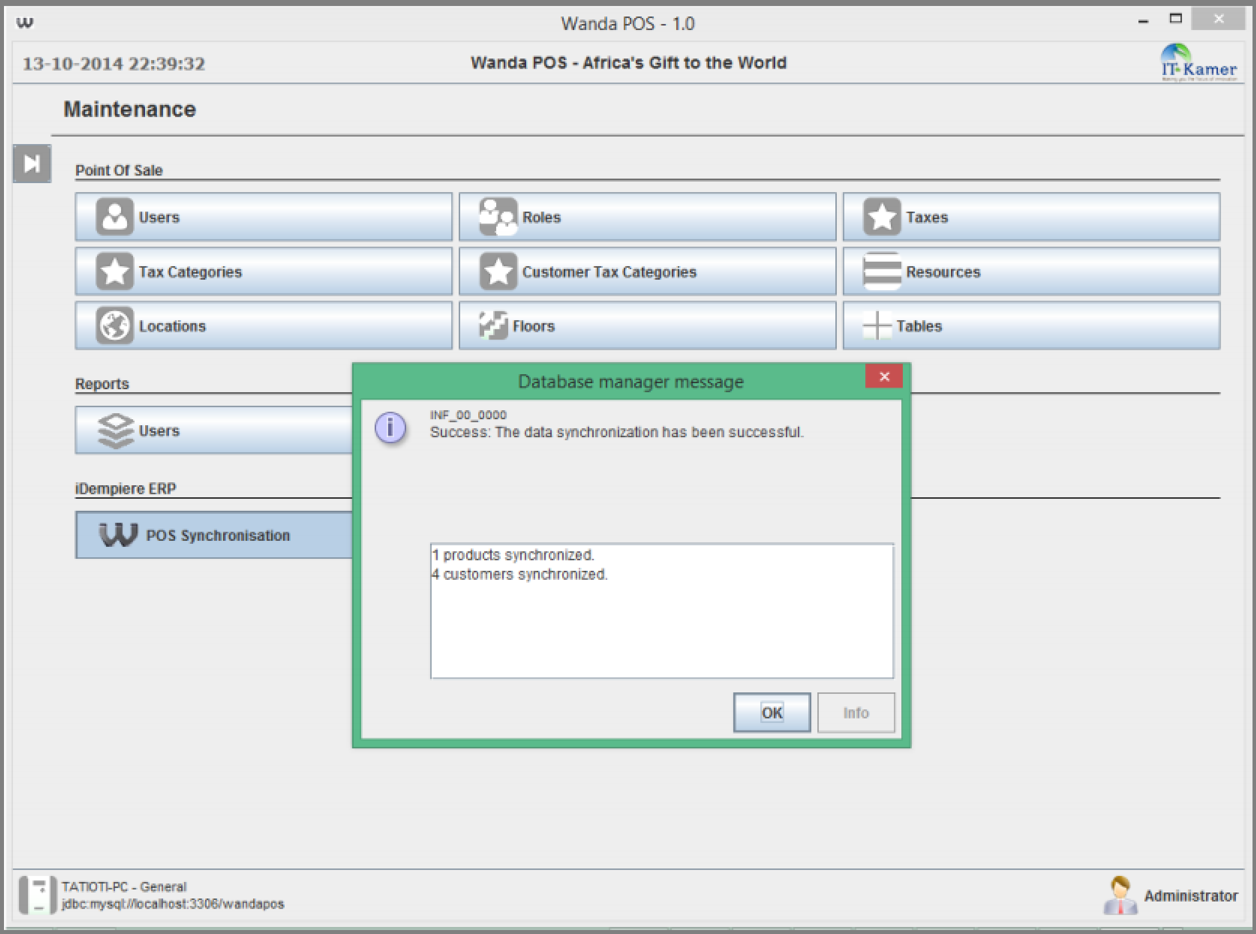
Click on **Maintenance** in the **Administration** panel on the left side of the window, then click on 

. Scroll down and select the resource named wandapos.properties. You have to modify this file according to the ActiveMQ server configuration, queue name (Products and Customers) you set when exporting the data from iDempiere.

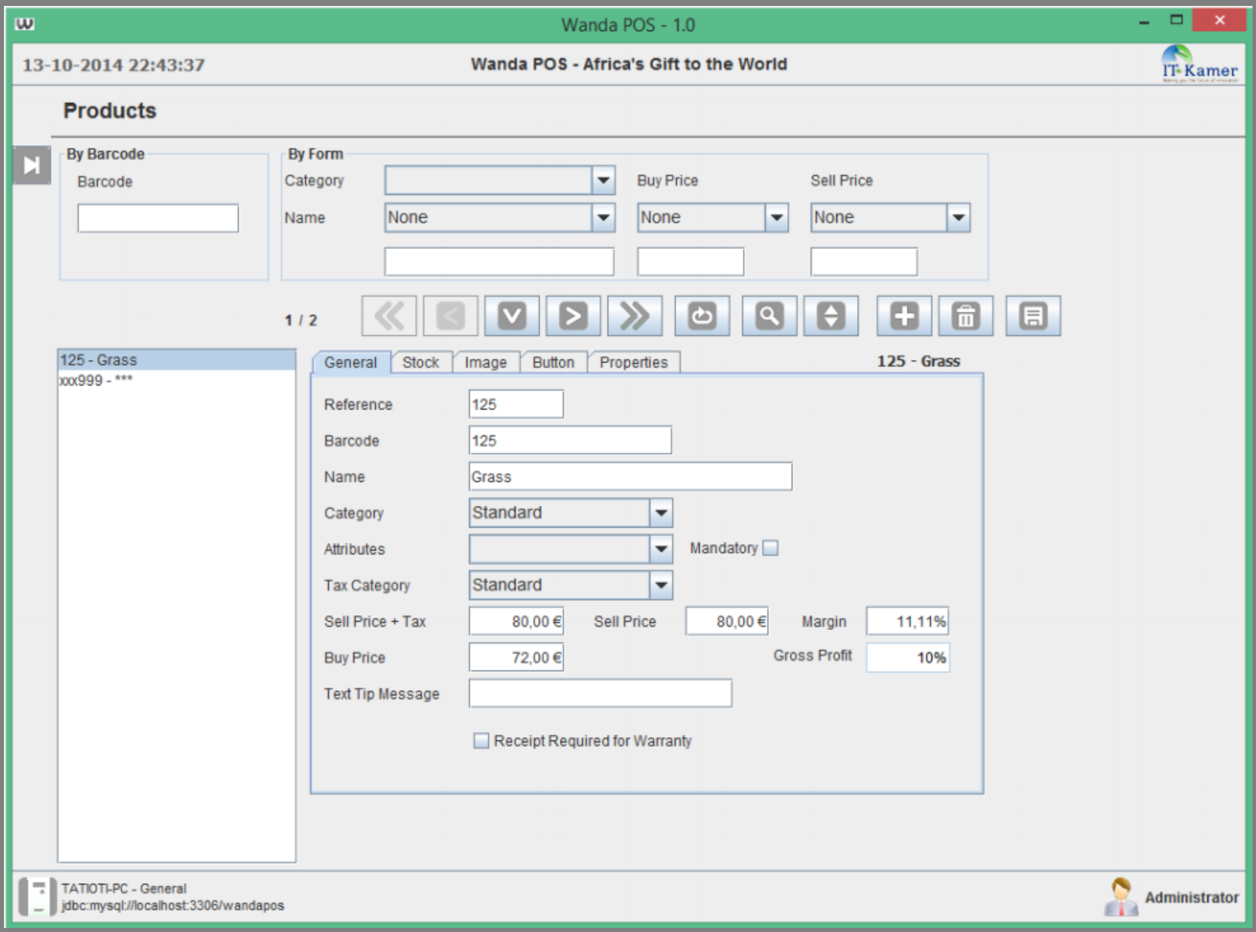


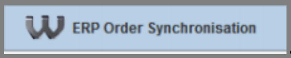
Go back to the **Maintenance** menu [in the **Administration** panel on the left side of the window] and click on 

. The database manager responds after a few seconds and we have a pop up window displaying information about the imported data.

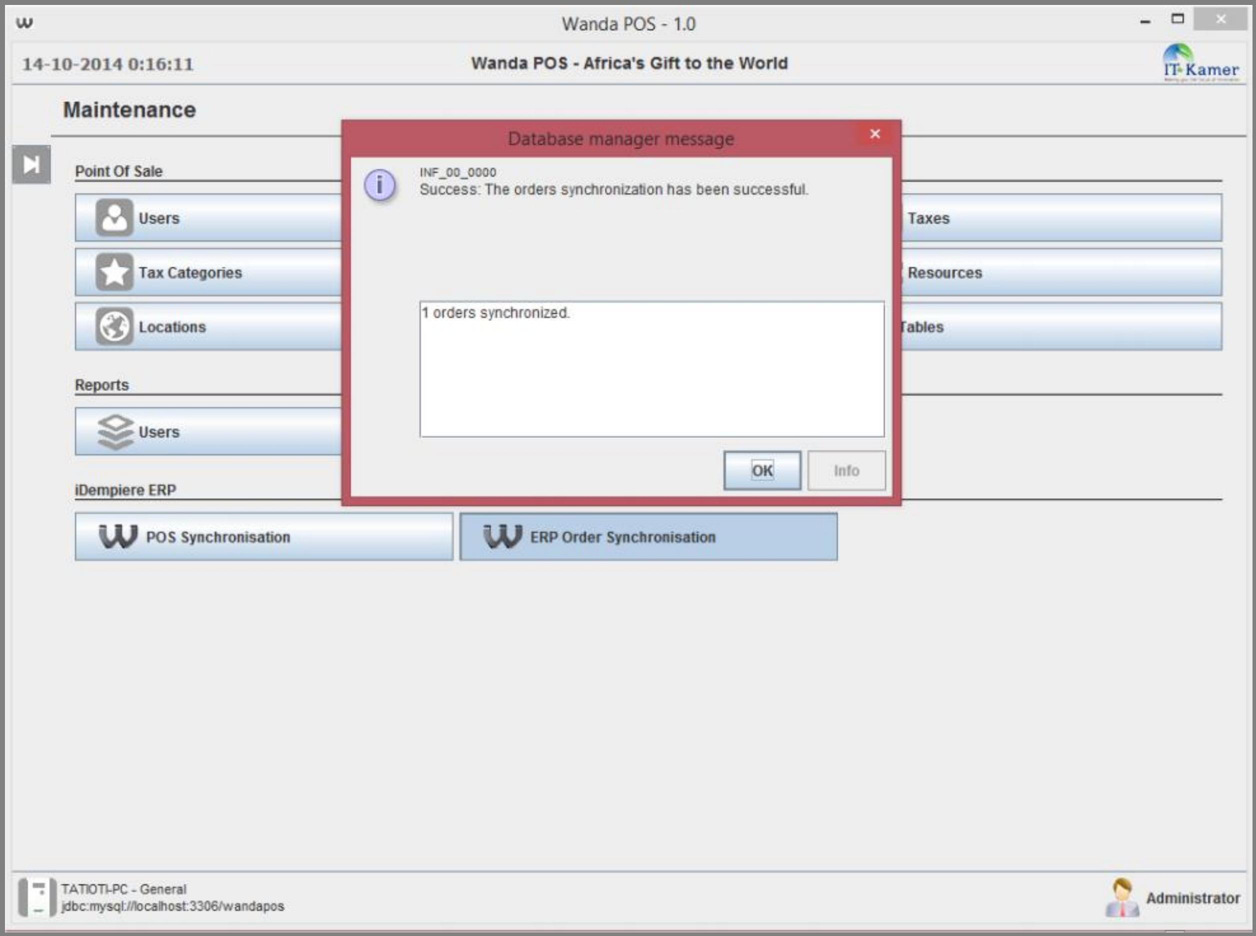


Go back to the **Maintenance** menu and click on **Products**. [Remember that initially we had just one category: "Category Standard", with one product]. After synchronization we see extra categories and products which have been imported as a result of the synchronization.

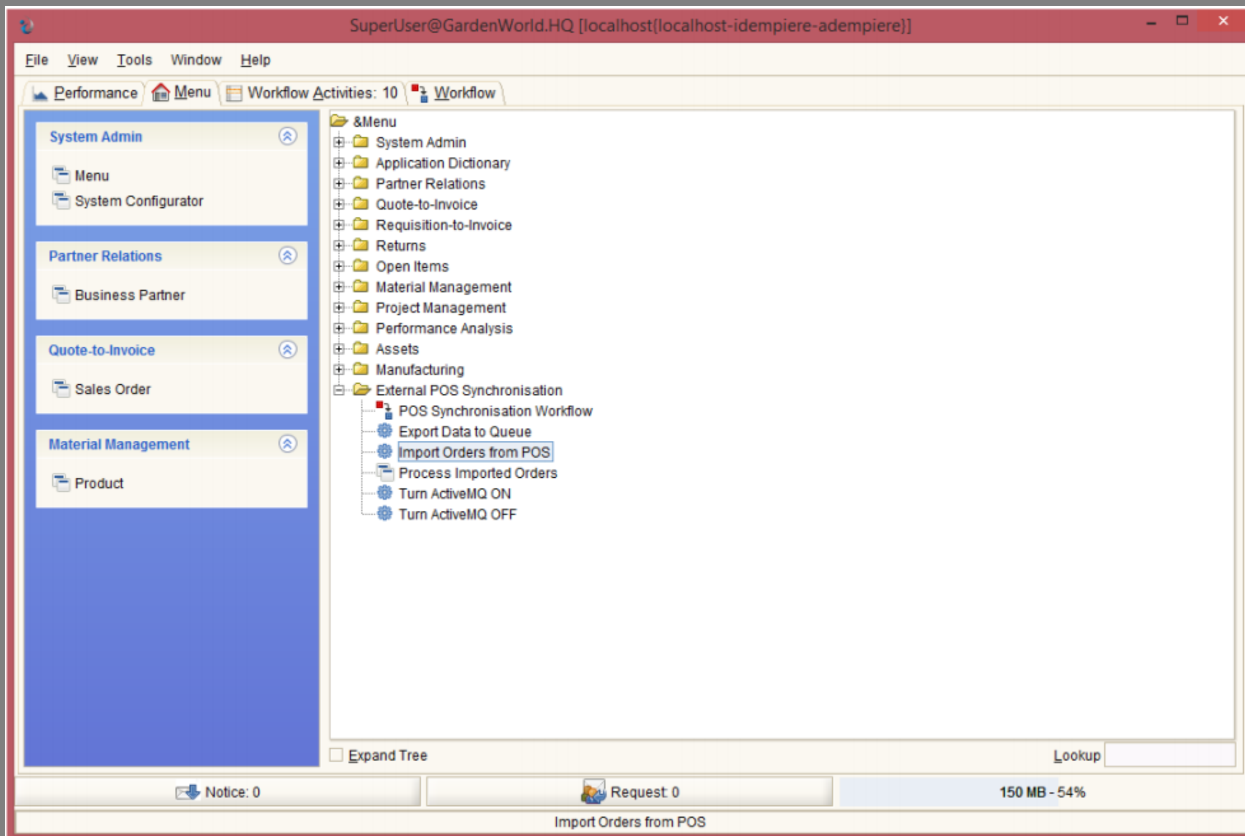


Click on the Sales button on the Main panel. Make an order or a couple of orders [we'll use this as a demo for synchronizing orders back to iDempiere] as shown in the User's Guide. Once you're done making the order(s) click once again on the Maintenance button in the Administration panel on the left side of your window. Then click on 

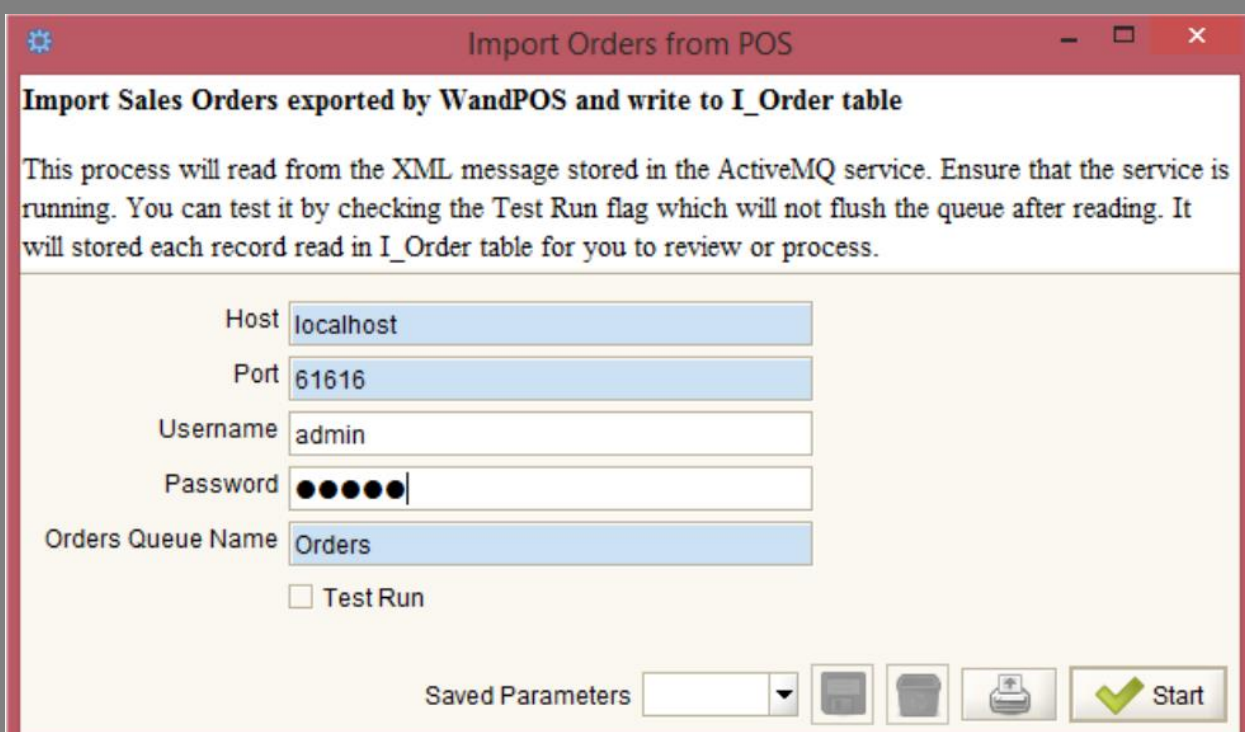
. A few seconds later you'll get a confirmation similar to the one below.



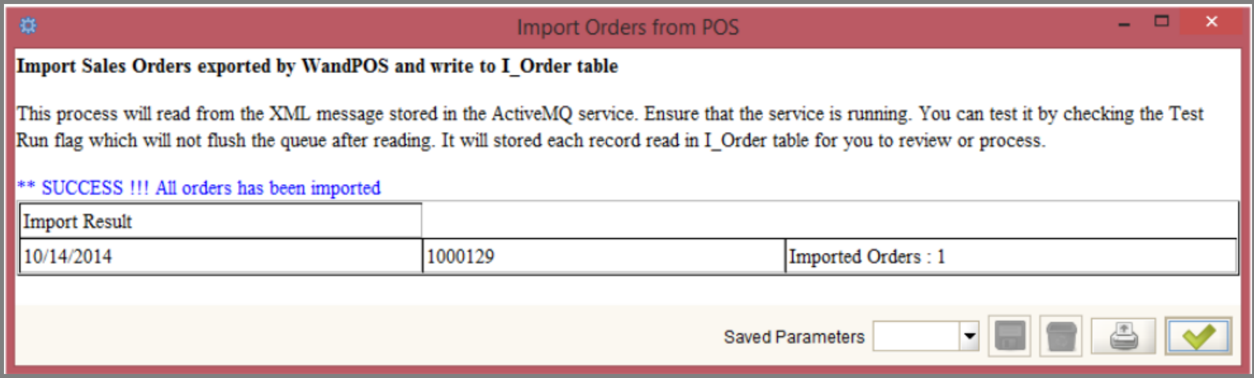
Back in iDempiere ERP, click on the process "Import Orders from POS". You'll see a screen like the one below.



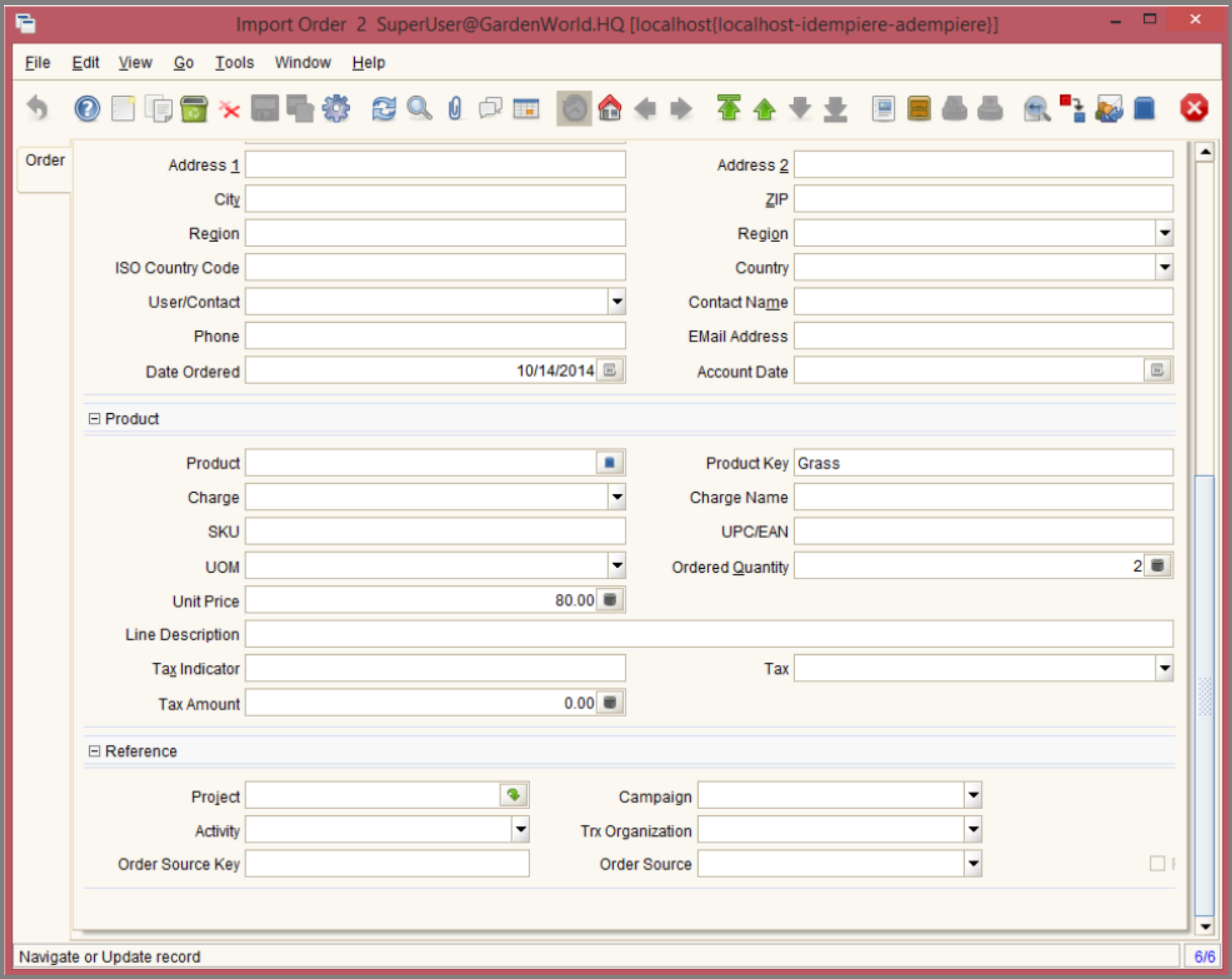
Fill in the appropriate information and click on **Start**.



After a few seconds you should get a confirmation similar to the one in the screen shot below.



In the **External POS Synchronization** tree click on the process named "**Process Imported Orders.**" You'll see a pop up similar to that shown below. Click on the drop down arrow in the toolbar. Notice that there orders information has changed as a result of the import from Wanda POS.



Special thanks to Redhuan D. Oon for his original idea about integrating aDempiere with Openbravo POS.