VIN Store User Manual

Disclaimer and Non - Disclosure

About this guide

This guide has been written for user of VIN Store who are responsible for overseeing their company's usage of VIN store. It provides detailed, step-by-step guidance on how to set up and use VIN store.
This guide also contains help for people who are sale representative with guidance on how they can use the VIN store.

Vinculum
Sell Faster. Anywhere

1.1 Introduction

The **VIN Store** is the place where a retail transaction is completed. At VIN store, the merchant calculates the amount owed by the customer, indicates that amount, may prepare an invoice for the customer, and indicates the options for the customer to make payment. It is also the point at which a customer makes a payment to the merchant in exchange for goods or after provision of a service.
VIN Store include features for additional functionality, such as inventory management, CRM, financials, or warehousing.

1.1 Login VIN Store

1. To start with VIN Store, go to http://dynamicpos.vinculumgroup.net/WebApp/ .
2. Enter the login ID and password.

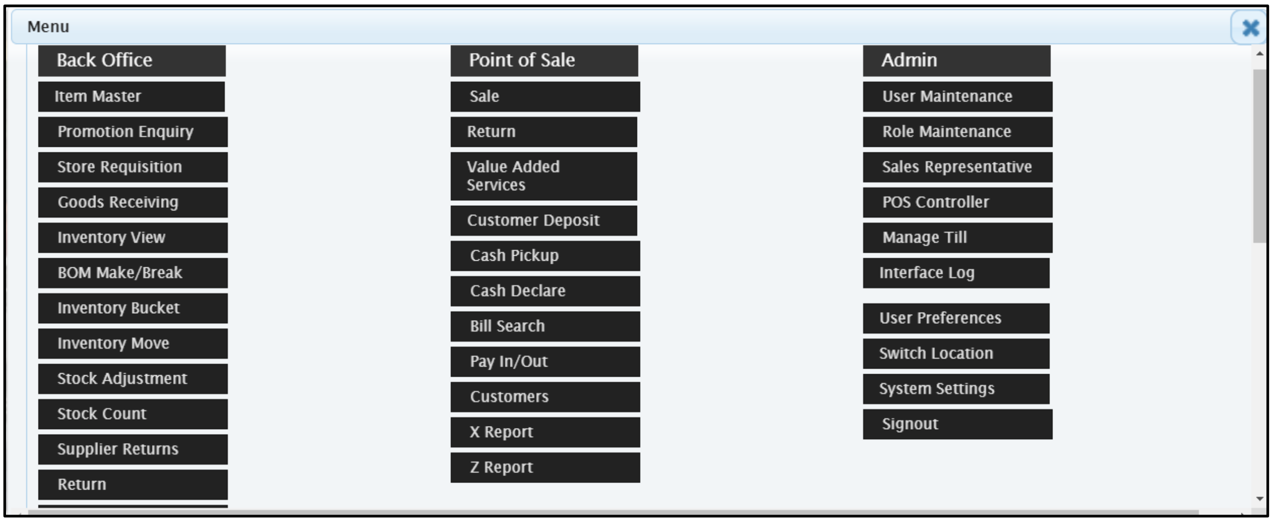
Note: Account will be locked if the user exceeds the limit

2. VIN Store Homepage

After logging into VIN Store, the user advance to the homepage. User can check the username, store code and till name. Menu bar of VIN Store is at the bottom of the page. There are two types of menu in VIN Store homepage.

- **VIN Store Menu:** It consists of all the functionalities and features of VIN Store. It is further divided into three types:
  - **Back office:** In this section, user can check various reports and details of product.
  - **Admin:** In this section, user can check and update the roles of the user.
  - **Point of sale:** This section is used by sales representative. It contains the menu for the sales representative.
- **Global Menu:** It consists of all the important functionalities and feature of VIN Store.

1. To explore the menus, click  , present in the left corner of the page.



3. Back Office Menu

This module consists of all the menus for sales and products. VIN Store offered multiple options for sales and products. Following are the options present in VIN Store.

3.1 Item Master

This section provides information of all the product registered in VIN Store. It has two parts **SKU search** and **SKU details**.

3.1.1 SKU Search

In this section, user can search different product using different criteria. Enter the required details and click **'Search'**.

- **SKU Code:** Stock Keeping Unit code of the product.
- **SKU Description:** Description of the product.
- **SKU Status:** There are three status of SKU
  - **Active**
  - **Discontinued**
  - **Inactive**
- **Classification:** The products are classified into five categories:
  - **Normal**
  - **Style**
  - **Variant**
  - **BOM**
  - **Prepack**
- **Category:** Division of the product in VIN Store.
- **Purchasable:** If the product is in purchasable state or not
- **Saleable:** If the product is in saleable state or not.
- **SKU Short Name:** Short name of the product.

Note: User can enter any entry and search the product.

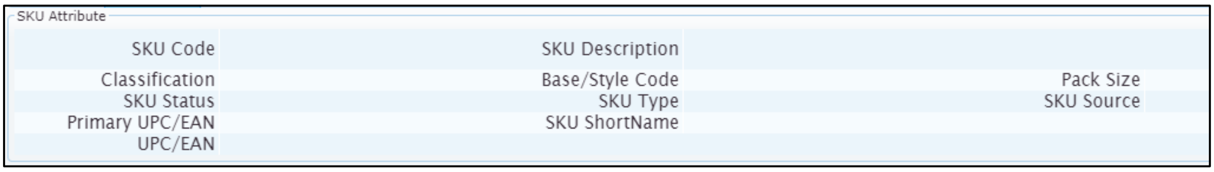
Once the user, search the product they can check the following information:

- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Name of the product.
- **Status:** Status of the product.
- **Classification:** Classification category of the product.
- **Primary Supplier:** Name of the primary supplier of the product.
- **Manufacturer:** Name of the manufacturer of the product.
- **Brand:** Name of the brand of the product.
- **UOM:** Measurement unit of the product.

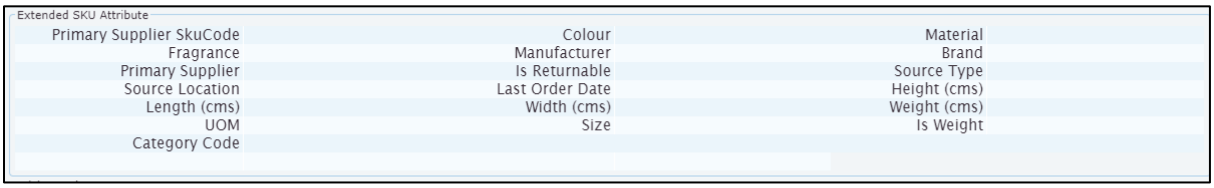
- **Pack size:** Size of the packet.
- **Purchasable:** If the product is in purchasable state.
- **Saleable:** If the product is in saleable state.
- **Primary Barcode:** Primary barcode of the product.
- **Selling Price:** Selling price of the product.
- **Level 4:**
- **Level 3:**
- **Category:** Category of the product.
- **Subcategory:** Subcategory of the product.

3.1.2 SKU Details

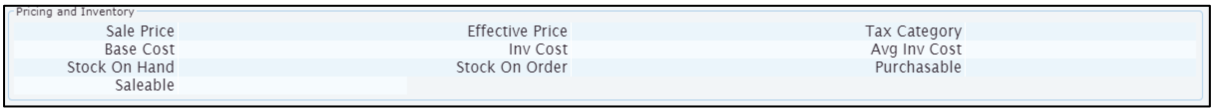
In this section, user can check the details of a product. User can check the following details of a product:



- **SKU Code:** Stock Keeping Unit code of the product.
- **SKU Description:** Description of the product.
- **Classification:** The products are classified into five categories:
  - **Normal**
  - **Style**
  - **Variant**
  - **BOM**
  - **Prepack**
- **Base/Style code:** Base/ Style code of the product.
- **Pack Size:** Size of the packet of the product.
- **SKU Status:** There are three status of SKU
  - **Active**
  - **Discontinued**
  - **Inactive**
- **SKU Type:** Type of SKU.
- **SKU Source:** Source of the product.
- **Primary UPC:** UPC stands for Universal Product code. It also known as barcode.
- **SKU Short name:** Short name of the product.
- **UPC/EAN:** Universal Product Code/ European Article Number



- **Primary Supplier SKU code:** Name of the supplier who supplies the product.
- **Colour:** Colour of the product.
- **Material:** Material of which the product is made.
- **Fragrance:** Fragrance of the product.
- **Manufacturer:** Manufacturer of the product.
- **Brand:** Brand of the product.
- **Primary Supplier:** Name of the primary supplier of the product.
- **Is Returnable:** If the product is returnable or not.
- **Source Type**
- **Source Location:** Source location of the product.
- **Last order date:** Date in which the product was last ordered.
- **Height:** Height of the product in centimeters.
- **Length:** Length of the product in centimeters.
- **Width:** Width of the product in centimeters.
- **Weight:** Weight of the product in grams.
- **UOM:** Unit of measurement of the product.
- **Size:** Size of the product.
- **Is Weight:** If the product is weighted or not.
- **Category code:** Code of the category.



- **Sale Price:** Sale price of the product.
- **Effective Price:** Selling price of the product.
- **Tax Category:** Category of tax in which the product falls.
- **Base cost:** Base cost of the product.
- **Inv Cost:** Inventory Cost.
- **Avg Inv Cost:** Average cost of inventory on hand.
- **Stock on Hand:** No of products in the stock.
- **Stock on Order:** No. of products in order.
- **Purchasable:** If the product is in purchasable condition or not.
- **Saleable:** If the product is in saleable condition or not.

3.2 Promotion Enquiry

In this module, user can check or enter the promotional code that are available in VIN Store. There are two sections:

- Sales Promotion Enquiry
- Supplier Promotion Enquiry

3.2.1 Sales Promotion Enquiry

This section contains the promotional codes for the sales. User can search multiple promotion codes using different criteria.

3.2.1.1 Search Promotion Code

Enter the required details and click **'Search'**.

- **Promo Key:** Promotion code of the product.
- **Description:** Description of the promotion code
- **Status:** There are three status of promo codes:
    - **Cancelled:** If the promo code is cancelled.
    - **Confirmed:** If the promo code is confirmed.
    - **Pending Confirmation:** If the promo code is awaiting from confirmation.
- **Created Date:** Date in which the promo code is created.
- **Active Date:** Duration in which the promo code is active.
- **Promo Type:** These are the following types of promo code:
    - **Basket**
    - **Bill Buster**
    - **Line**
    - **Mix and Match**
    - **PWD**
    - **Senior Citizen**
    - **VAS**
    - **Volume**
    - **Zero Rated**

3.2.1.2 Sales Promotion Info

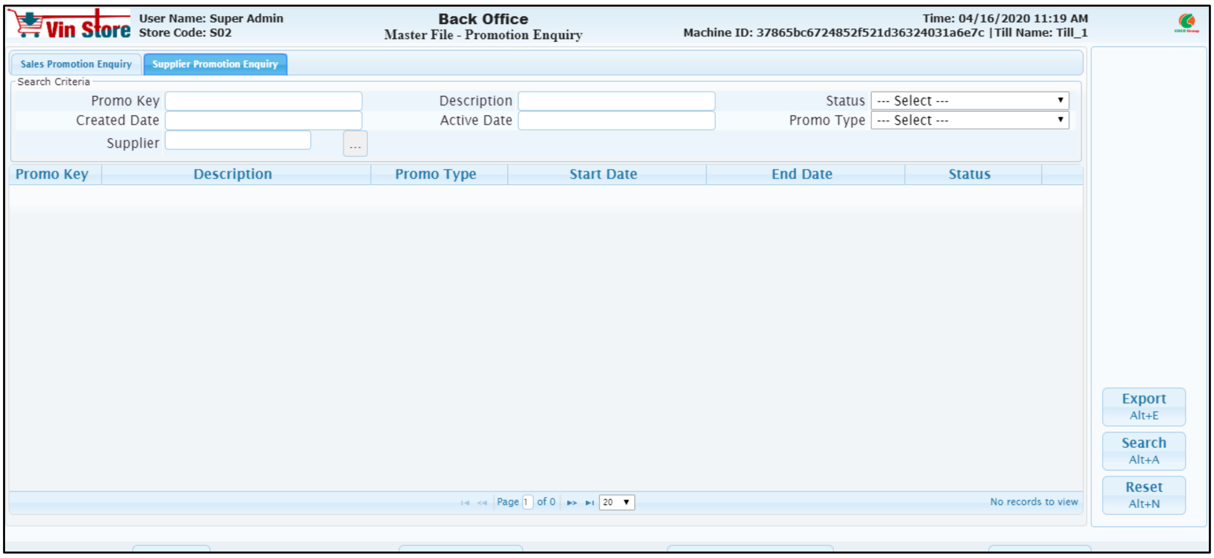
Sales Promotion Info provide different kind of information about the sales promotions. These are the following information available:

- **Promo Key:** Promotion key.
- **Description: Name** of the product.
- **Promo Type:** Type of the promotion.
- **Start Date:** Date in which promotion is activated.
- **End Date:** Date in which promotion is deactivated.
- **Status:** Status of the promotion.

Sale promotion information has four categories:

- **Buy & Get Lines:** Tagline for buy and get.
- **Tier:**
- **Exclusion:** Condition on which the promotion is excluded.
- **Promotion Date:** Date and time of the promotion.

3.2.2 Supplier Promotion Enquiry



- **Promo Key:** Promotion code of the product.
- **Description:** Description of the promotion code
- **Status:** There are three status of promo codes:
  - **Cancelled:** If the promo code is cancelled.
  - **Confirmed:** If the promo code is confirmed.
  - **Pending Confirmation:** If the promo code is awaiting from confirmation.
- **Created Date:** Date in which the promo code is created.
- **Active Date:** Duration in which the promo code is active.
- **Promo Type:** These are the following types of promo code
  - **Basket**
  - **Bill Buster**
  - **Line**
  - **Mix and Match**
  - **PWD**
  - **Senior Citizen**
  - **VAS**
- **Supplier:** Name of the supplier needs to be picked from the pick list.

3.3 Store Requisition

This module consists of two parts i.e. store requisition and PO details.

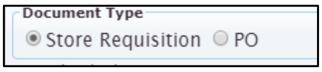
- **Store Requisition:** Store requisition are formal demand by the user for goods and services.
- **PO Details:** PO stands for Purchase order and user can check their details.

3.3.1 Store Requisition/ PO Search

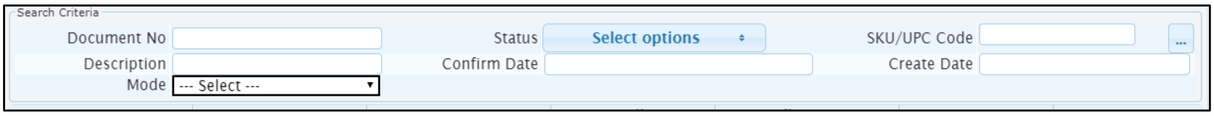
In this section, user can search document of store requisition and PO details.

3.3.1.1 Store Requisition

1. Select **Store Requisition** from the document type.



2. Enter the details in search criteria and click **'Search'**.



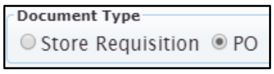
- **Document No:** Document number of the store requisition.
- **Status:** There are three status of the document:
  - **Cancelled:** If the store requisition is cancelled.
  - **Confirmed:** If the store requisition is confirmed.
  - **Created:** If the store requisition is created
- **SKU/UPC Code:** Store Keeping Unit code or Universal Product Code of the product
- **Description:** Name of store requisition.
- **Confirm Date:** Date in which store requisition is confirmed.
- **Create Date:** Date in which store requisition is created.
- **Mode:** There are two types of mode:
  - **ARS**
  - **Manual**

After searching the PO, user can check the following details:

- **Document No:** Unique number of the document.
- **Document Type:** Type of the document.
- **Status:** Status of the PO.
- **Supplier:** Name of the supplier.
- **Confirm date:** Confirm date of the PO.
- **PO Amount:** Amount of the PO.
- **Create Date:** Date of creation of selected PO.

3.3.1.2 Purchase Order (PO)

1. Select **PO** from the document type.



2. Enter the details in search criteria and click **'Search'**.

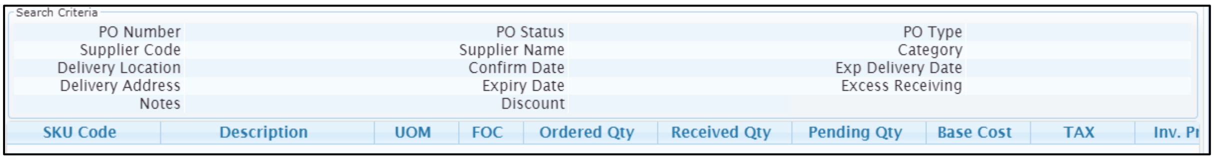
- **Document No:** Document number of the store requisition.
- **Status:** Select the status from the drop-down box. There are 12 status of the document:
    - **Cancelled:** If the purchase order is cancelled.
    - **Confirmed:** If the purchase order is confirmed.
    - **Created:** If the purchase order is created.
    - **Released:** If the purchase order is released.
    - **Closed:** If the purchase order is closed.
    - **Expired:** If the purchase order is expired.
    - **Partially Confirmed:** If the purchase order is partially confirmed.
    - **Partially Received:** If the purchase order is partially received.
    - **Received:** If the purchase order is received.
    - **Reconfirmed:** If the purchase order is reconfirmed.
    - **Reopen:** If the purchase order is reopened.
    - **Short Closed:** If the purchase order is shortly closed.
- **Category:** Category of the product.
- **Supplier Code:** Unique code of the supplier.
- **Supplier Name:** Name of the supplier.
- **SKU/UPC Code:** Stock Keeping Unit or Universal Product Code of the product.
- **Description:** Name of the purchase order.
- **Confirm Date:** Date in which the purchase order is confirmed.

After searching the PO, user can check the following details:

- **Document No:** Unique number of the document.
- **Document Type:** Type of the document.
- **Status:** Status of the PO.
- **Supplier:** Name of the supplier.
- **Confirm date:** Confirm date of the PO.
- **PO Amount:** Amount of the PO.

3.3.2 PO Details

PO stand for Purchase Order. VIN Store allows the user to check all the details of any PO. These are the following information that the user can check.



- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Name of the product

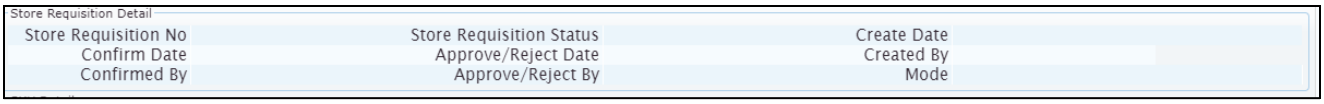
- **UOM:** Unit of measurement of the product.
- **FOC:** Free of charge.
- **Ordered Qty:** Number of quantities that are ordered.
- **Received Qty:** Number of quantities that are received.
- **Pending Qty:** Number of quantities that are pending.
- **Base Cost:** Base cost of the product.
- **Tax:** Total tax imposed on the product.
- **Inv. Price:** Total value of Invoice payable.

3.3.3 Store Requisition

In this section, user can check the details of store requisition and SKU details.

3.3.3.1 Store Requisition Details

This part consists the details of store requisition. These are the following details user can check under this part:

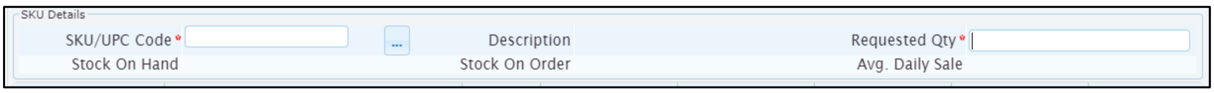


- **Store Requisition No.:** Unique number Store Requisition
- **Store Requisition Status:** There are three status of the document:
  - **Cancelled:** If the store requisition is cancelled.
  - **Confirmed:** If the store requisition is confirmed.
  - **Created:** If the store requisition is created.
- **Create Date:** Date in which the store requisition is created.
- **Confirm Date:** Date in which the store requisition is confirmed.
- **Approve/ Reject Date:** Date in which the store requisition in approved or rejected.
- **Created By:** Name of the user who created store requisition.
- **Confirmed By:** Name of the user who confirmed store requisition.
- **Approve/ Reject By:** Name of the user who approved/ rejected store requisition
- **Mode:** There are two types of mode:
  - **ARS**
  - **Manual**

3.3.3.2 SKU details

This part consists of the detail of a product.

2. Enter the required detail and click **'Search'**.



- **SKU/UPC Code:** Stock Keeping Unit code of the product.

- **Description:** Enter the description of the product.
- **Requested Qty:** Enter the number of quantities requested.
- **Stock on hand:** Number of stocks on hand.
- **Stock on order:** Number of stocks ordered.
- **Avg. Daily sale:** Number of quantities sold daily.

Once the user search the product, they can check the following details:

- **SKU code:** Stock Keeping Unit code of the product.
- **Description:** Name of the product.
- **Pack Size:** Dimensions of the product
- **Stock on hand:** Number of quantities in stock.
- **Stock on order:** Number of quantities in order.
- **Avg. Daily Sale:** Number of quantities sold daily.
- **Requested Qty:** Number of quantities requested.
- **Approved Qty:** Number of quantities approved.

3.4 Goods Receiving

This section deals with goods receive in VIN Store. There are two categories in this section

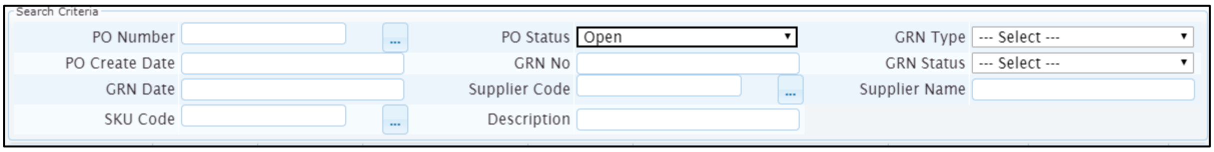
- GRN Enquiry
- GRN Create/Edit

3.4.1 GRN Enquiry

GRN stands for Goods receiving number.

A GRN is created against an issued purchase order. When a GRN is created for an item, any pending item quantity for an approved indent request will be automatically issued.

3. Enter the required details and click '**Search**'.



- **PO Number:** Unique purchase order number.
- **PO Status:** Select the status from the drop-down box. There are 12 types of PO Status:
  - **Cancelled**
  - **Confirmed**
  - **Open**
  - **Closed**
  - **Released**
  - **Expired**
  - **Partially Confirmed**
  - **Partially Received**

  - **Received**
  - **Reconfirmed**
  - **Reopen**
  - **Short Closed**
- **GRN Type:** Select the GRN type from the drop-down box. There are two types of GRN
  - **With PO**
  - **Without PO**
- **PO Create Date:** Select the date in which PO was created.
- **GRN No:** Unique no of GRN.
- **GRN Status:** Select the GRN status from the drop-down box. There are three types of GRN status
  - **Cancelled**
  - **Confirmed**
  - **Pending Confirmation**
- **GRN Date:** Select the date in GRN is created.
- **Supplier Code:** Unique code of the supplier.
- **Supplier Name:** Name of the supplier.
- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product.

Once the user search the required good, they can check the following details:

- **GRN No.:** Unique number of GRN
- **GRN Date:** Date in which GRN is created
- **GRN Type:** There are two types GRN:
  - **With PO**
  - **Without PO**
- **GRN Status:** They are three status of GRN:
  - **Cancelled**
  - **Confirmed**
  - **Pending Confirmation**
- **GRN Qty:** Quantities of goods received.
- **Supplier:** Name of the supplier
- **PO Number:** Purchase order number
- **External PO code:** External Purchase order number
- **Reference No:** Reference number of GRN
- **PO Status:** Purchase order status
- **PO Amount:** Purchase order amount
- **Invoice No.:** Invoice number of the goods received.

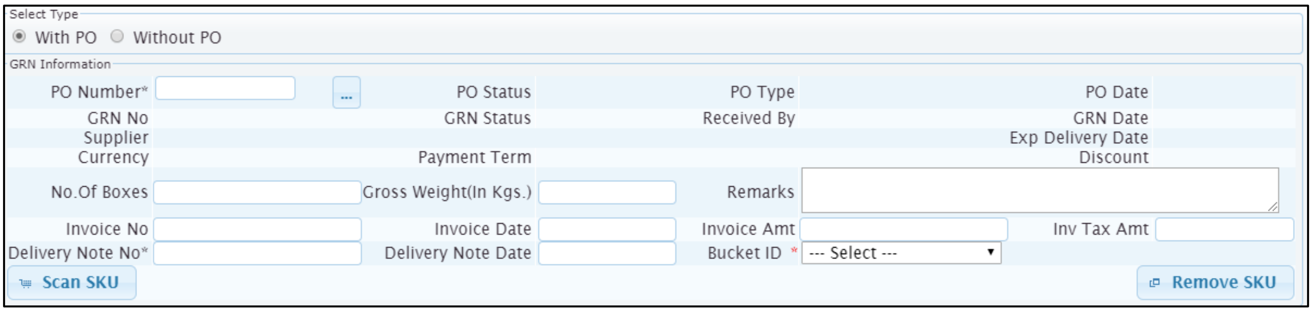
3.4.1.1 Export GRN Enquiry

4. Click **'Export'** to export details of GRN enquiry in **excel** format.

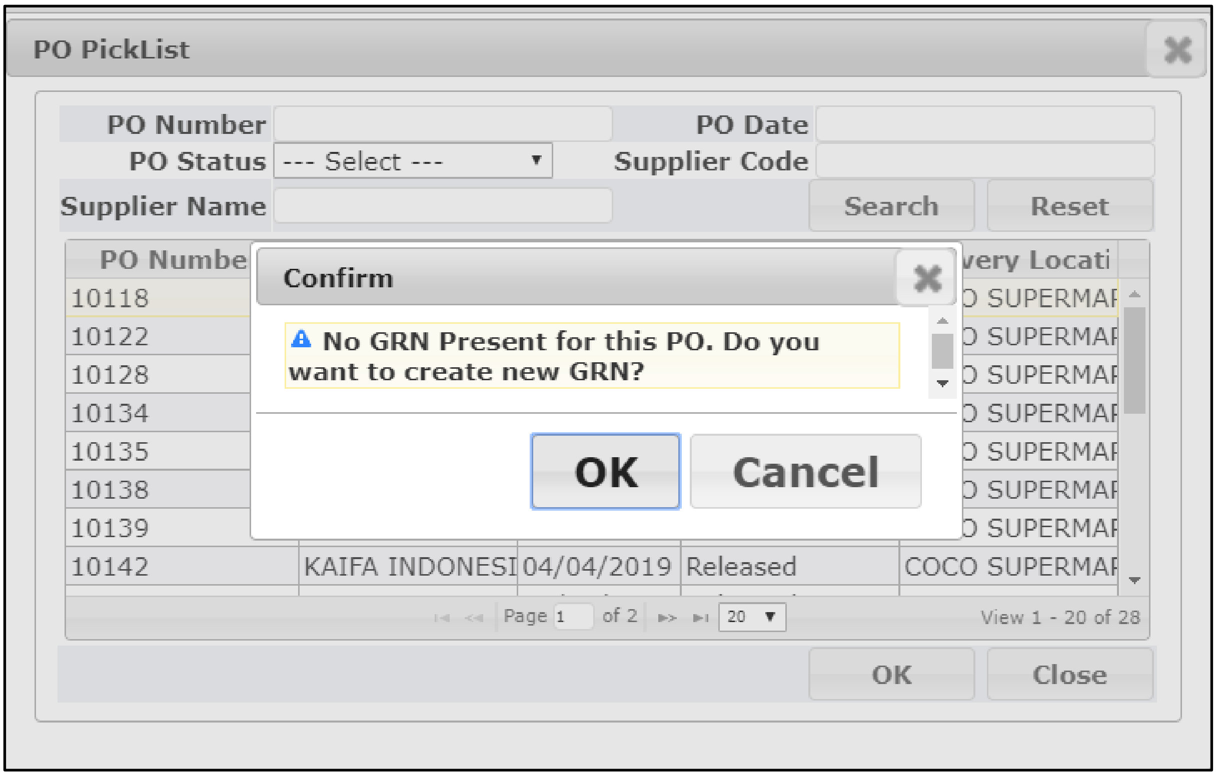
3.4.2 GRN Create/Edit

In this section, user can create new GRN or edit the old ones. User can create

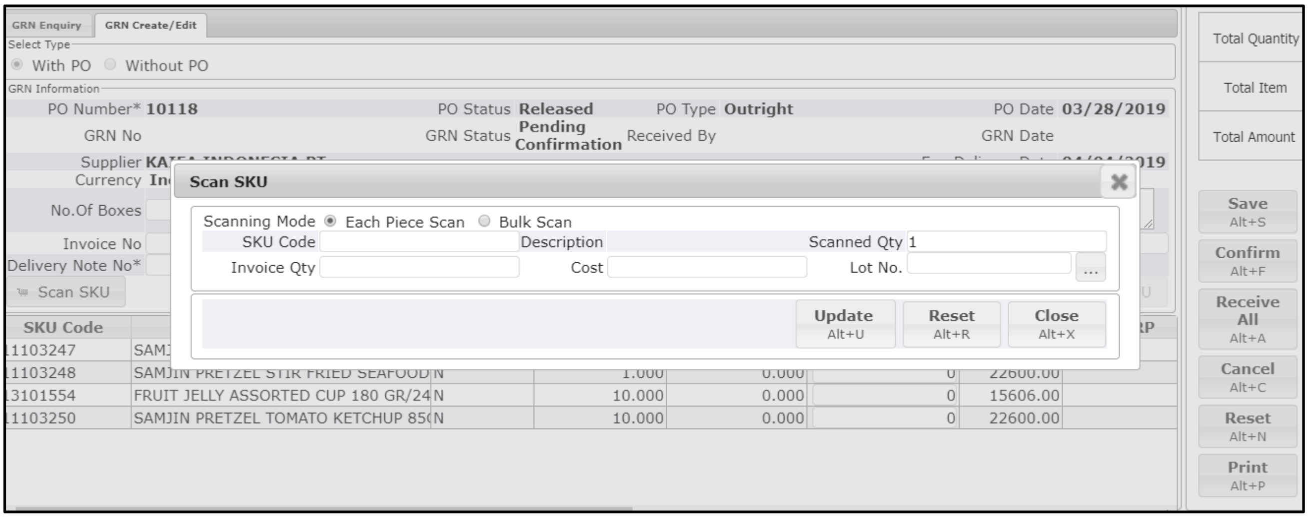
With PO GRN



1. Click on Goods Receiving in Back Office menu.
2. Open GRN Create/edit tab
3. Select the radio button 'With PO'.
4. Select PO number against which receiving has to be done. SKUs present in Purchase Order are displayed in the grid

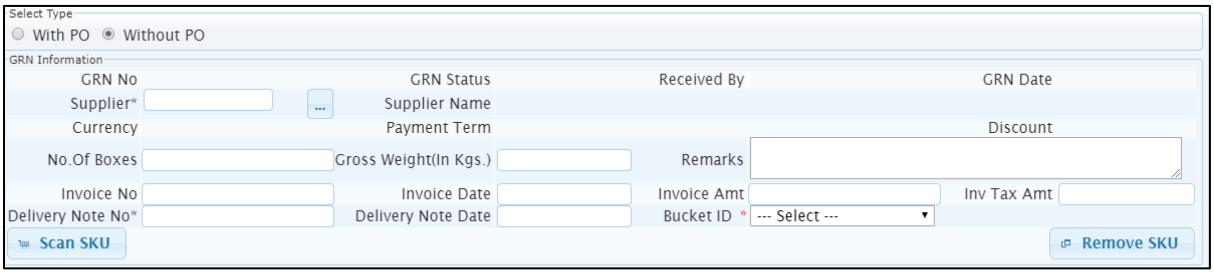


5. Select an existing GRN with 'Pending Confirmation' status or create a new GRN as shown in figure above.
6. Select Bucket Id. Select Good Bucket for receiving else the stock will not be saleable. While receiving damaged goods select bad bucket.
7. User can scan the barcode/SKU code of received good. User can perform each piece scan or bulk scan. In bulk scan, user will directly enter the scanned quantity.
8. User can manually enter the received quantity in the grid.
9. To receive all the quantities, click on 'Receive All' button.

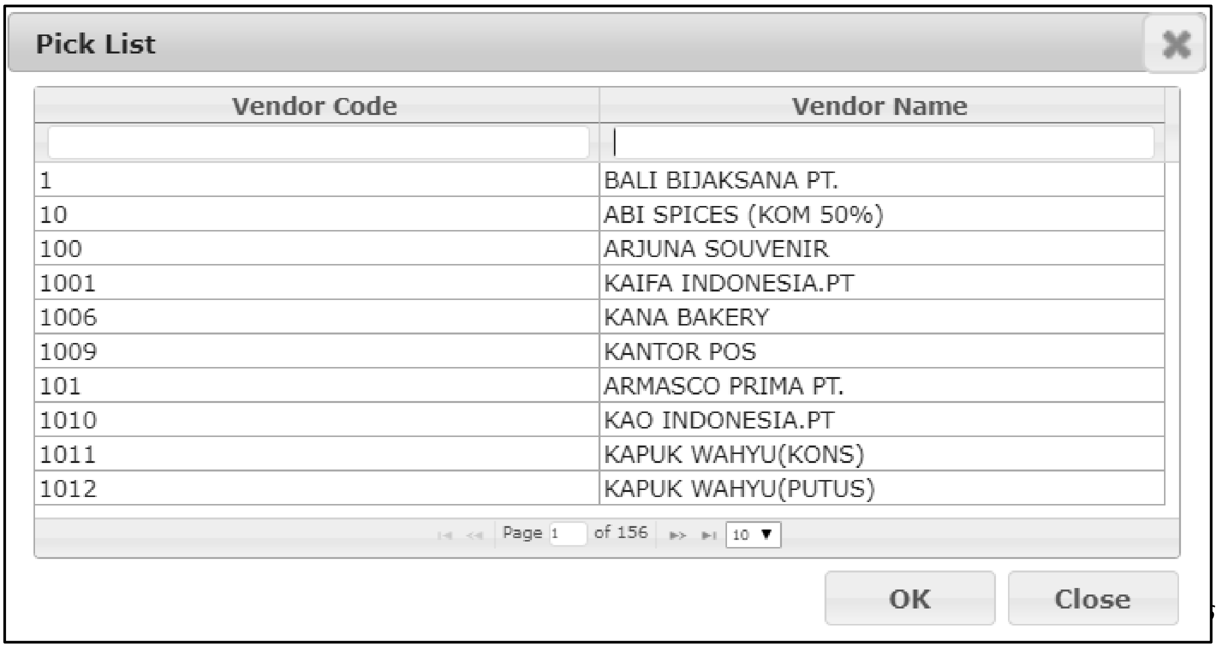


10. Enter Invoice No. or Delivery Note No. (Mandatory). Other like number of boxes, weight can be used to capture additional information.
11. Click on save button and then click on Confirm button to confirm the GRN.
12. To Cancel the GRN, click on cancel button. GRN can only be cancelled if it has not been confirmed yet.
13. Click on 'Reset' button to reset the values in the fields.
14. GRN Receipt can be printed after clicking save button. Save and confirm button will be visible to user based on rights.

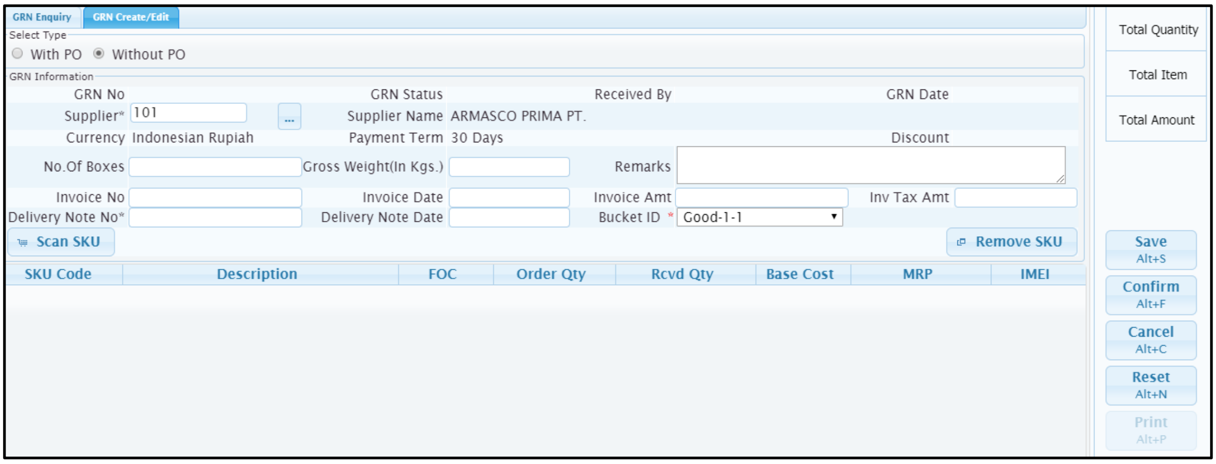
Without PO GRN:



1. Select Supplier from the pick list.



2. Currency and Payment terms are displayed.
3. Select Bucket Id. It can be good or bad.



grid and received quantity will keep on increasing.

5. GRN cost will be calculated based on unit cost while receiving the item.
6. Click on save button and then click on Confirm button to confirm the GRN.
7. To Cancel the GRN, click on cancel button. GRN can only be cancelled if it has not been confirmed yet.

GRN Receipt can be generated after clicking save button. Save and confirm button will be visible to users based on rights.

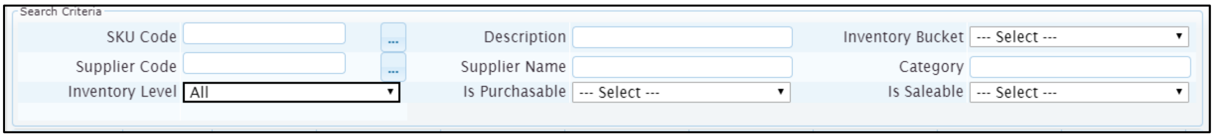
3.5 Inventory View

Inventory is the goods and material that is used to do business. There are three parts of this section:

- Inventory View
- Inventory View by lots
- Inventory view by Serial No

3.5.1 Inventory View

5. Enter the required details and click **'Search'**.



- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product
- **Inventory Bucket:** Select the inventory bucket from the drop-down list.

- **Supplier Code:** Unique code of the supplier
- **Supplier Name:** Name of the supplier
- **Category:** Category of the product
- **Inventory Level:** Select the inventory level from the drop-down box list.
- **Is Purchasable:** Select if the product in purchasable or not
- **Is Saleable:** Select if the product is saleable or not

These are the following information user can check about the inventory in this part:

- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description on the product.
- **Size:** Size of the product.
- **SOH:** Number of stocks in hand.
- **Inventory Bucket:**
- **On order Qty:** Number of quantities in order.
- **Color:** Color of the product.
- **Style**
- **Level 4**
- **Level 3**
- **Sub category:** Sub category of the product.
- **Category:** Category of the product.

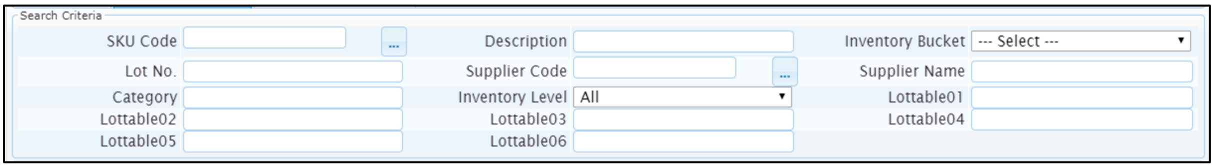
3.5.1.1 Export Inventory Details

6. Click **'Export'** to export details of inventory details in **excel** format.

3.5.2 Inventory View by Lots

User can search inventory by using lots details.

7. Enter the required details and click **'Search'**.



- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product
- **Inventory Bucket:** Select the inventory bucket from the drop-down list.
- **Lot No:** Unique code of the lots.
- **Supplier Code:** Unique code of the supplier.
- **Supplier Name:** Name of the supplier.
- **Category:** Category of the product
- **Inventory Level:** Select the inventory level from the drop-down box list.
  - **Lottable01:** 1St lot of inventory in the SKU.
  - **Lottable02 :** 2nd lot of inventory in the SKU.

- **Lottable03 :** 3rd lot of inventory in the SKU.
- **Lottable04 :** 4th lot of inventory in the SKU.
- **Lottable05 :** 5th lot of inventory in the SKU.
- **Lottable06 :** 6th lot of inventory in the SKU.

In this section, user can check the following details of the inventory.

- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description on the product
- **UOM:** Size of the products.
- **SOH:** Stock on hand
- **On order Qty:** Stock in order
- **Inventory bucket:** Type of inventory bucket
- **Lot No.:** Unique code of lot
  - **Lottable 01:** 1St lot of inventory in the SKU.
  - **Lottable02 :** 2nd lot of inventory in the SKU.
  - **Lottable03 :** 3rd lot of inventory in the SKU.
  - **Lottable04 :** 4th lot of inventory in the SKU.
  - **Lottable05 :** 5th lot of inventory in the SKU.
  - **Lottable06 :** 6th lot of inventory in the SKU.
- **Color:** Color of the product
- **Style:** Style code of the product
- **Level 4:**
- **Level 3:**
- **Sub category:** Sub category of the product
- **Category:** Category of the product

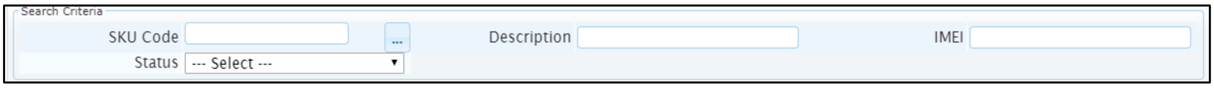
3.5.2.1 Export Inventory Details

8. Click **'Export'** to download inventory details in excel format.

3.5.3 Inventory view by Serial No

In this section, user can search the inventory by using serial number.

9. Enter the required details and click **'Search'**.



- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product
- **IMEI:** IMEI code of the product
- **Status:** Select the status from the drop-down box. There are three status of product
  - **Out**
  - **In process**

- **Completed**

Once the user search the required inventory, they can check the following details:

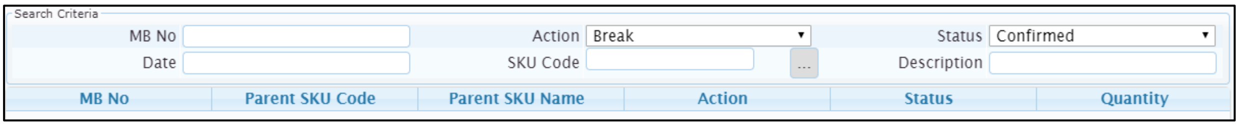
- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product
- **IMEI 1:** Primary IMEI code of the product
- **IMEI 2:** Secondary IMEI code of the product
- **IMEI 3:** Tertiary IMEI code of the product
- **Status:** There are three status of the product:
  - **Out**
  - **In process**
  - **Completed**
- **Updated Date:** Date in which the product was last updated.

3.5.3.1 Export Inventory Details

10. Click **'Export'** to download inventory details in excel format.

3.6 BOM Make/Break

Make/Break Enquiry



Search Criteria

MB No | Action: Break | Status: Confirmed

Date | SKU Code | ... | Description

MB No	Parent SKU Code	Parent SKU Name	Action	Status	Quantity

Make/Break Create/Edit

Create/Edit

MB No | Created By | Status

Document Type

Make | Break

Create/Edit

SKU Code | ... | Description | Quantity

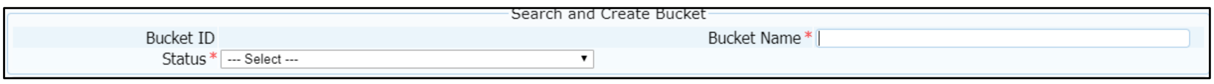
Child SKU

SKU Code	Description	Ratio	SOH	Required Qty

3.7 Inventory Bucket

In this section, user can create new bucket.

1. Click **'Add New'.**
2. Enter the required details:



Search and Create Bucket

Bucket ID | Bucket Name *

Status * --- Select ---

- **Bucket Name:** Name of the bucket.
- **Status:** Status of the bucket. There are two type status:
  - **Active**
  - **Inactive**

3. Click **'Save'.**

Note: Once the Inventory bucket is created bucket ID is created automatically.

3.8 Inventory Move

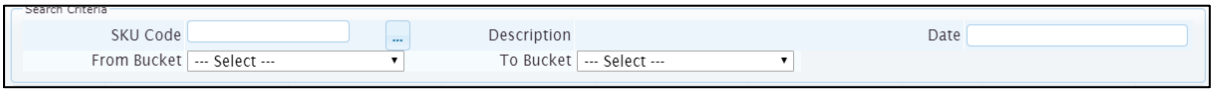
In this section, user can move product from one inventory to another. This section has the following three parts.

- Inventory Move Enquiry
- Inventory Move
- Import

3.8.1 Inventory Move Enquiry

User can check the details of the product which are moved from one bucket to another bucket.

11. Enter the required details and click **'Search'**.



- **SKU Code:** Stock Keeping Unit code of the product
- **Date:** Date in which product is moved.
- **From Bucket:** Name of the bucket from which it is moved.
- **To Bucket:** Name of the bucket to which it is moved.

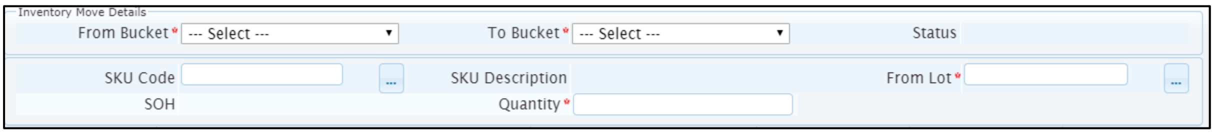
Once the user search the required inventory, they can check the following details:

- **Txn Id:** Transaction ID of the product.
- **SKU Code:** Stock Keeping Unit code of the product.
- **SKU Description:** Name of the product.
- **Date:** Date in which product is moved.
- **From Bucket:** Name of the bucket from which it is moved.
- **To Bucket:** Name of the bucket to which it is moved.
- **Lot No:** Unique number of the Lot.
- **QTY:** Number of products that were moved.
- **Status:** Status of the movement from one bucket to another.
- **User:** Name of the user who made the inventory move.

3.8.2 Inventory Move

User can move product from one bucket to another as per the requirement.

12. Enter the required details and click **'Add'**.



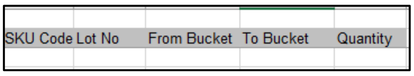
- **From Bucket:** Select the bucket from which the product is moved from the drop-down box.
- **To Bucket:** Select the bucket to which the product it is moved from the drop-down box.
- **SKU Code:** Stock Keeping Unit code of the product.
- **From Lot:** Lot number from which the product is to move.
- **Quantity:** Number of products.
- Click on save

3.8.3 Import

If the user is required to move multiple products into multiple buckets then instead of moving product one at time, they can import the details and upload in VIN Store directly.

1. Download the **Inventory Move Template**.

2. Enter the required details and save it.



   - **SKU Code:** Stock Keeping Unit code of the product
   - **Lot No:** Lot number from which the product is to move.
   - **From Bucket:** Select the bucket from which the product is moved from the drop-down box.
   - **To Bucket:** Select the bucket to which the product it is moved from the drop-down box.
   - **Quantity:** Number of products
3. Click Upload File and click **'Import'**.

Once the user search the required inventory, they can check the following details:

- **Seq No:** Sequence number.
- **Import File name:** Name of the excel file that is imported.
- **SKU Code:** Stock Keeping Unit code of the product.
- **Status:** Status of the movement from one bucket to another.
- **Remark:** Any remark from system.
- **From Bucket:** Name of the bucket from which it is moved.
- **To Bucket:** Name of the bucket to which it is moved.

3.8.3.1 Export Inventory move details

13. Click **'Export'** to download inventory move details in excel format.

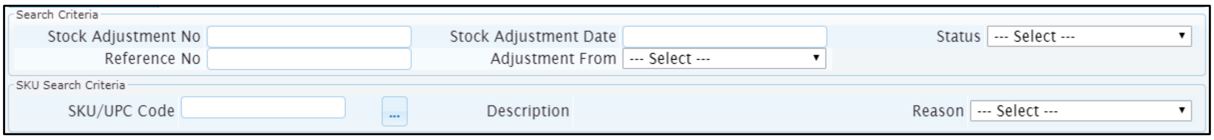
3.9 Stock Adjustment

A stock adjustment is used to adjust stock for any reason.

3.9.1 Stock Adjustment Search

User can search the stocks available in VIN Store.

➢ Enter the required details and click **'Search'**.



- **Stock Adjustment No:** Stock adjustment number
- **Stock Adjustment Date:** Date in which stock adjustment is created.
- **Status:** Status of the stock. There are four types of status in VIN Store.
  - **Cancelled**
  - **Confirmed**
  - **New**
  - **Pending Confirmation**
- **Reference No:** Reference number of the stock adjustment.
- **Adjustment From:**
- **SKU/UPC Code:** SKU code of the product that are adjusted.
- **Reason:** Reason for the stock adjustment. There are multiple reasons in VIN Store.

Note: User can enter any entry and search the product.

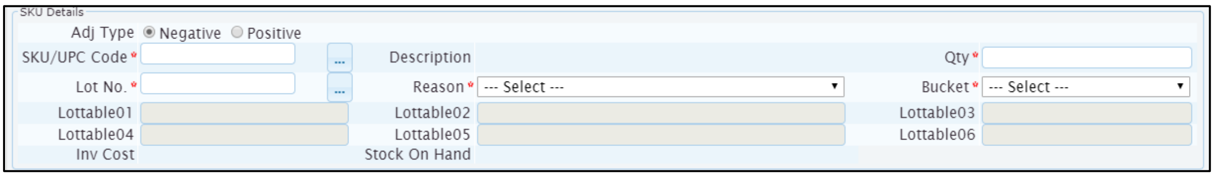
3.9.2 Stock Adjustment Create/Edit

User can create or edit stock adjustment.

3.9.2.1 Create Stock Adjustment

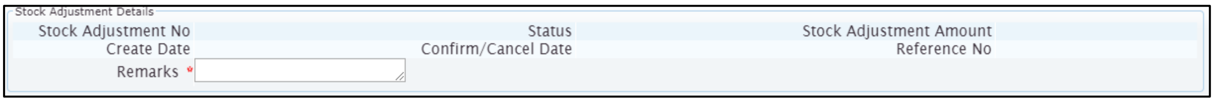
User can create new stock adjustment.

1. Enter the required details:



- **Adj Type:** Select the type of adjustment
  - **Positive**
  - **Negative**
- **SKU/UPC Code:** Select SKU/ UPC code of the product.
- **Qty: Enter** quantity of product to be adjusted.
- **Lot No:** Unique code of the lot.
- **Reason:** Select the reason for stock adjustment from the drop-down box.

- **Bucket:** Select the bucket from the drop-down box.



- **Remark:** Remark for stock adjustment.

2. Click **'Save'** and then **'Confirm'**.

Once the stock adjustment is created, user can check the following information:

- **Adj Type:** There are two type adjustment in VIN Store:
  - **Positive**
  - **Negative**
- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product.
- **Adjusted Qty:** Quantities of product that are adjusted.
- **Book stock:** Number of the stock that are booked
- **Inv Cost:** The Cost of the inventory which includes all of the expenses related to holding and storing unsold goods.
- **Bucket:** Name of the bucket.
- **IMEI:** IMEI code of the product.
- **Adjustment Reason:** Reason for the adjustment.
- **Lot no:** Unique code of the lot.

3.9.3 Import

In this section, user can import stock adjustment details.

1. Click **'Download Template'**.

Note: The template will be download into excel format.

2. Enter the required details in the template and save it.

LocCode	Adjustment Type	SKU Code	Adjusted Qty	Adjustment Reason	Bucket	Lot No

Lottable01	Lottable02(MM/DD/YYYY)	Lottable03(MM/DD/YYYY)	Lottable04(MM/DD/YYYY)	Lottable05	Lottable06

- **LocCode:** Unique code for the location under consideration.
- **Adjustment Type:** Select the type of adjustment
  - **Positive**
  - **Negative**
- **SKU code:** Stock Keeping Unit code of the product.
- **Adjusted Qty:** Quantity of product that are adjusted
- **Adjustment Reason:** Select the reason for stock adjustment from the drop-down box.
- **Bucket:** Select the bucket for stock adjustment from the drop-down box.

- **Lot No:** Unique code of the lot.
- **Lottable01 :** 1St lot of inventory in the SKU.
- **Lottable02 :** 2nd lot of inventory in the SKU.
- **Lottable03 :** 3rd lot of inventory in the SKU.
- **Lottable04 :** 4th lot of inventory in the SKU.
- **Lottable05 :** 5 lot of inventory in the SKU.
- **Lottable06 :** 6th lot of inventory in the SKU.

3. Click 

and click **'Import'**.

3.10 Stock Count

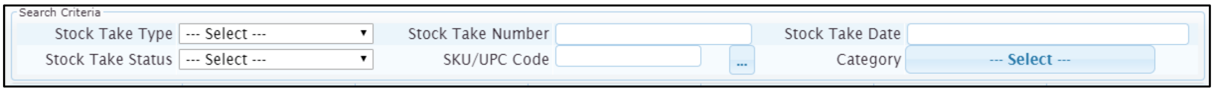
Stock count is the physical verification of the quantities and condition of items held in an inventory or warehouse. There are two parts in this section.

- Stock Take Enquiry
- Stock Take Create/Edit

3.10.1 Stock Take Enquiry

In this section, user can enquire about the stocks.

- Enter the required details and click **'Search'**.



- **Stock Take Type:** Select the type of stock take from the drop-down box. There are two types of stock take
  - **Full**
  - **Partial**
- **Stock Take Number:** Unique number of the stock take
- **Stock Take date:** Date in which stock take is created.
- **Stock Take Status:** Select the stock take status from the drop-down box. There are six types of status in stock take:
  - **Pending Confirmation**
  - **Cancelled**
  - **Confirmed**
  - **Initiated**
  - **Partial Posted**
  - **Posted**
- **SKU/UPC Code:** SKU/UPC code of the product.
- **Category:** Select the category from the drop-down box.

In this part, user can check the following details of the stock take:

- **Stock Take Number:** Unique ID of the stock take.
- **Stock Take Date:** Date in which stock take is created.
- **Stock Take Type:** There are two types of stock take.

  - **Full**
  - **Partial**
- **Status:** There are six **types** of status in stock take:
  - **Pending Confirmation**
  - **Cancelled**
  - **Confirmed**
  - **Initiated**
  - **Partial Posted**
  - **Posted**
- **Category:** Category of the product.
- **Sub Category:** Sub category of the product.
- **Brand:** Name of the brand of product.

3.10.2 Stock Take Create/Edit

In this part, user can create new stock take or edit the old one. Once the stock is created, user can check the following detail:

- **SKU Code:** Stock Keeping Unit code of the product.
- **Category:** Category of the product.
- **Description:** Description of the product.
- **Lot No.:** Lot number of the product.
- **Bucket:** Name of the bucket.
- **Book Stock:** Number of the stock that are booked.
- **Phy Qty:** the quantity of every item in stock counted.
- **IMEI:** IMEI number of the product.
- **Adjusted Qty:** Number of products that are adjusted.
- **Avg Cost:** Average cost of the stock on Hand
- **Lottable:**

3.10.2.1 Create Stock Take

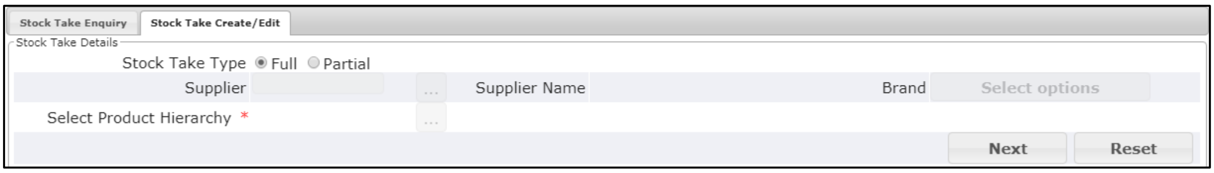
There are two types of stock take

- Full – For all Items available at the location
- Partial – For Selected category (L1), subcategory (L2), segment (L3) etc. or brand

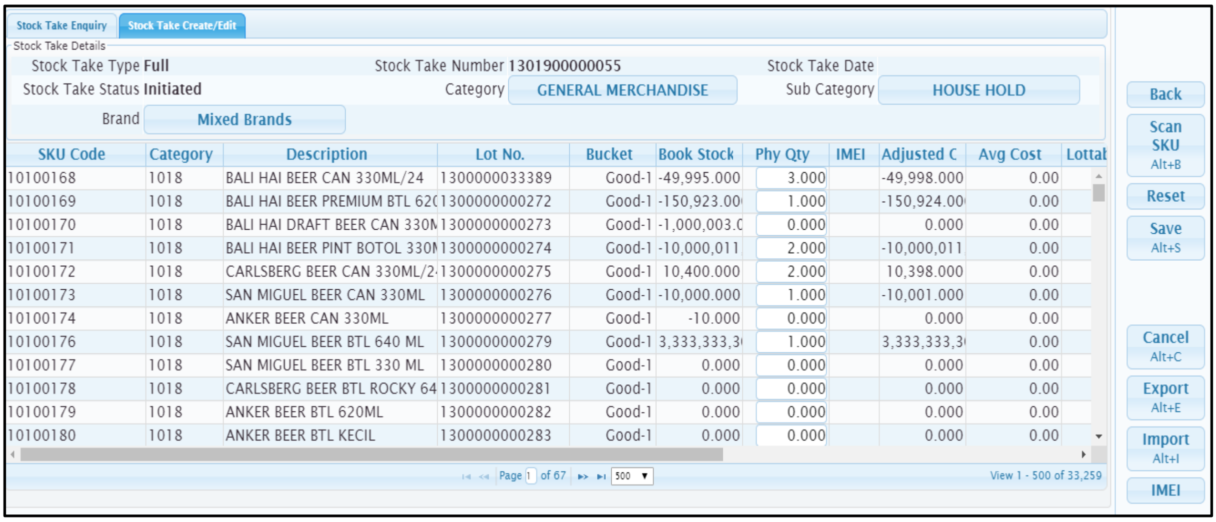
1. Select the type of stock take (Full or Partial)
2. If Stock Count Type is full, then click on Next button.
3. If Stock Count Type is Partial then select the supplier, category or brand of the product, if stock and click on **'Next'** button.

- **Supplier:** Select the supplier of the product from the drop-down box. Based on supplier code supplier name will be fetched.
- **Product Hierarchy:** Select the labels of the product from the hierarchy.
- **Brand:** Select the brand from of the product from the drop-down box.

Note: At a time only one full stock can be initiated and multiple Partial, but if same item is part of another partial stock count, it cannot be initiated. If full stock count is initiated, then partial stock count cannot be initiated.



4. List of all the SKUs is displayed in the result grid.
5. Click on 'Initiate' button. Full type stock count is initiated.



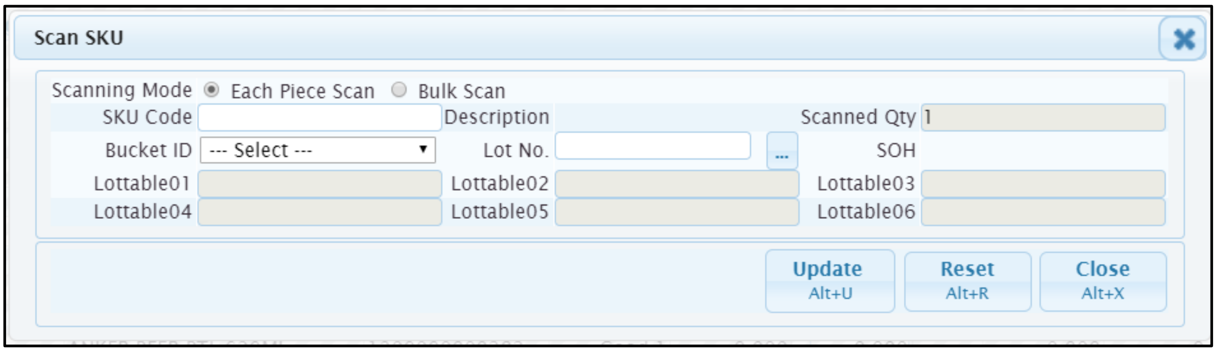
6. Stock count is initiated all inventory transactions will be freeze.

   Note - If "Full Stock Count" is initiated, then inventory transactions of all items mapped to store should be frozen. If Partial Stock Count is initiated, then inventory transactions of items for which Stock Count has been initiated should be frozen.

7. Start scanning physical quantity.

➢ **Physical quantity can be updated in three ways:-**

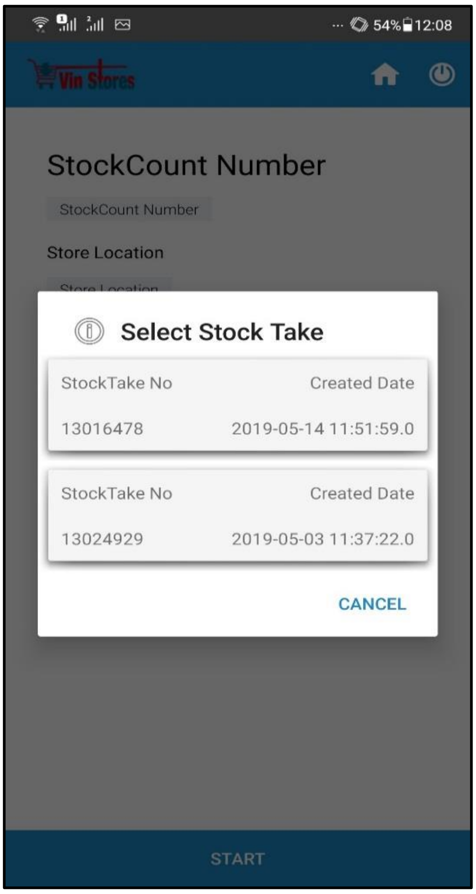
- User can export the list of SKU on which Stock Count has to be performed manually by clicking on 'Export' button. User can then update physical quantity of all the SKUs in the sheet and click on 'Import' button to import the sheet to so that quantity is updated in the physical quantity.
- User can scan the item through store web application by clicking on 'Scan SKU' button.



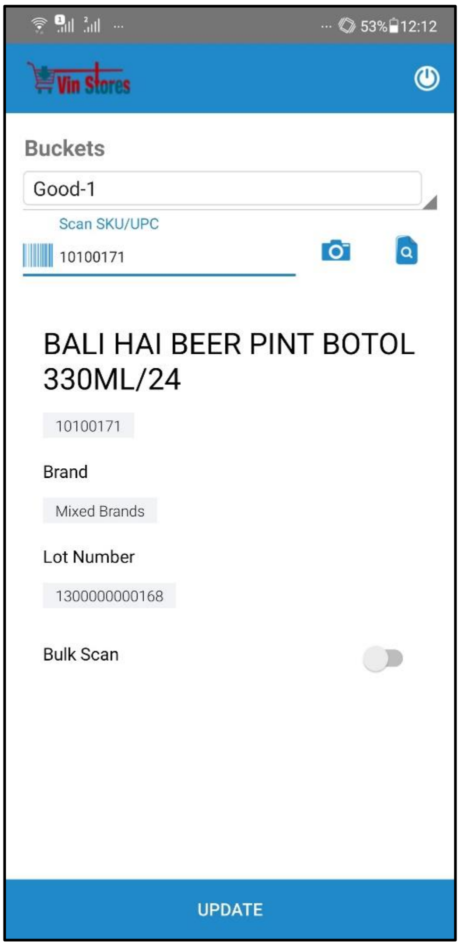
- By default, Each-piece scan is selected. If user wants to perform bulk-scan then “Bulk Scan” option should be selected. User can modify the quantity and Click on Update button. If user selects ‘Each Piece Scan’ then quantity will be updated automatically on scanning.

Note: If multiple users have logged into Vin Store application and are scanning the same SKU, then total quantity scanned by all users is merged and reflected as physical quantity.

- Whenever first unit of an article will be scanned the row in the “Stock Count” grid in web application will be highlighted.
- While performing Stock Count Customer facing transactions like Sales and Returns can take place. System will account for the sales that happen during Stock Take.
- Whenever Stock Take is initiated, “Booked Stock” is fixed. Its value does not change until Stock Take is completed and inventory is posted.
- Whenever Stock take will be initiated its time stamp will be recorded. “Booked Quantity” of all the items that are counted in that Stock Count will freeze. For any item, the time stamp of time when its first unit is counted will be recorded.
- Any Sales that take place between Stock Take initiation time and first unit count time will be displayed in Sales to Adjust and will be automatically adjusted in Variance (Difference between Booked Stock and Physical Stock).
- Any Sales that happen after the first unit has been counted till Stock Count is posted will be displayed in “Sales Difference” field. It will be on user discretion to adjust or not adjust sales difference in the Variance.
- Physical quantity can be changed until “Stock Count” is confirmed but inventory will be posted only when “Stock Count” is posted. Store person can change physical quantity to adjust “Sales Difference”.
- User can scan the item on Stock Count Mobile application.
- User can access the stock count app to scan items only if Stock count is initiated.
- If multiple partial stock counts have been initiated, then user will get a prompt to select the Stock Count.



- On selecting the Stock Count, user is redirected Scan SKU screen.



- By default, Each-piece scan is selected. If user wants to perform bulk-scan then “Bulk Scan” option should be selected. User can modify the quantity and Click on Update button.
- Quantity cannot be modified from android application. Updated quantity can be seen on Vin Store web application.

8. On updating physical quantity against all SKUs, click on save button.
9. On clicking ‘Save’ button ‘Confirm’ button will be enabled.
10. Click on ‘Confirm’ button to confirm inventory details. If physical inventory is not filled against any SKU then by default it is set to 0.
Note: Physical quantity field cannot be changed after Confirm button has been clicked

11. To cancel any existing Stock Count click on “Cancel” button.
12. ‘Post’ button is enabled after clicking on “Confirm” button.
13. Click on ‘Post’ to post the inventory changes in the system. Inventory of all SKUs will get updated and this change cannot be reverted.
14. Click on Export to print reports generated after completing Stock Count.

3.10.2.2 Edit Stock Take

➢ Search the Stock take and click on stock take number.

Note: Follow the instruction Stock Take Enquiry to search stock take number.

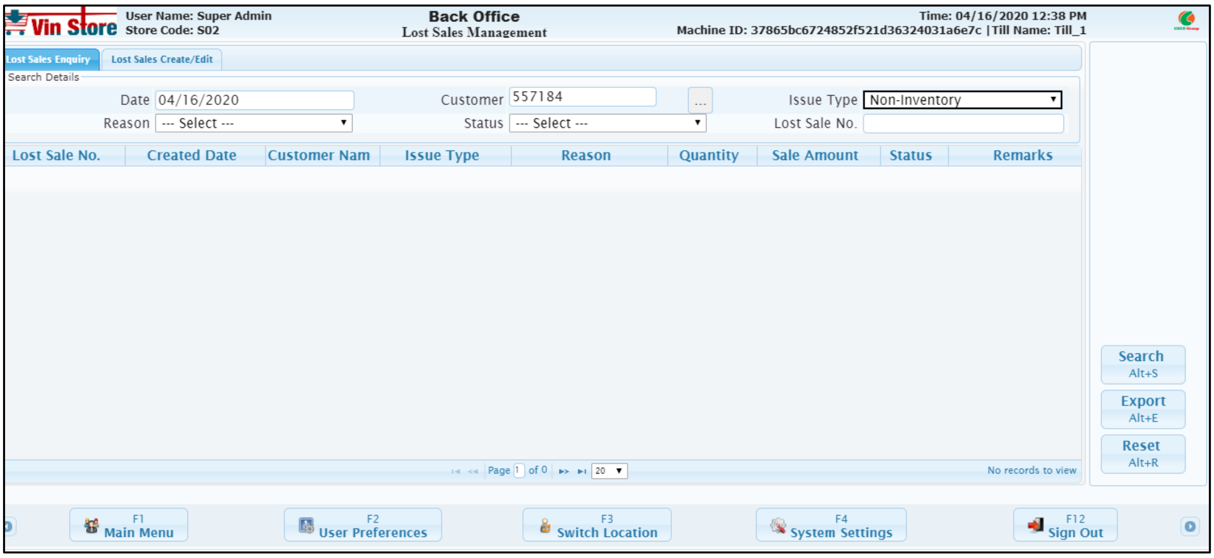
3.11 Lost Sales management

This section contains the details of lost sales and its management in VinStore. In this section, user can search or create/edit the lost sales.

3.11.1 Lost sales Enquiry

In this section, user can enquire about the lost sales.

- Enter the required details and click **'Search'**.



- Today's date will be selected as default and all the transactions of that date will be displayed automatically on the lost sales enquiry page.
- Future date will not be allowed in Date filter.
- At least one field of search criteria should have value to search the records.
- **Issue Type**: A drop down will display with options "Inventory" & "Non-Inventory"
- **Reason:** A drop down will display with Reasons
- Reason will vary on issue type
- If the Issue type is Inventory, then sub-reasons can be
    a. Color not available
    b. Size not available
    c. Item not available
- **Lost Sale No**: This will be system generated upon creation of lost sale and same can be searched with this field.

3.11.1 Lost sales Create/Edit

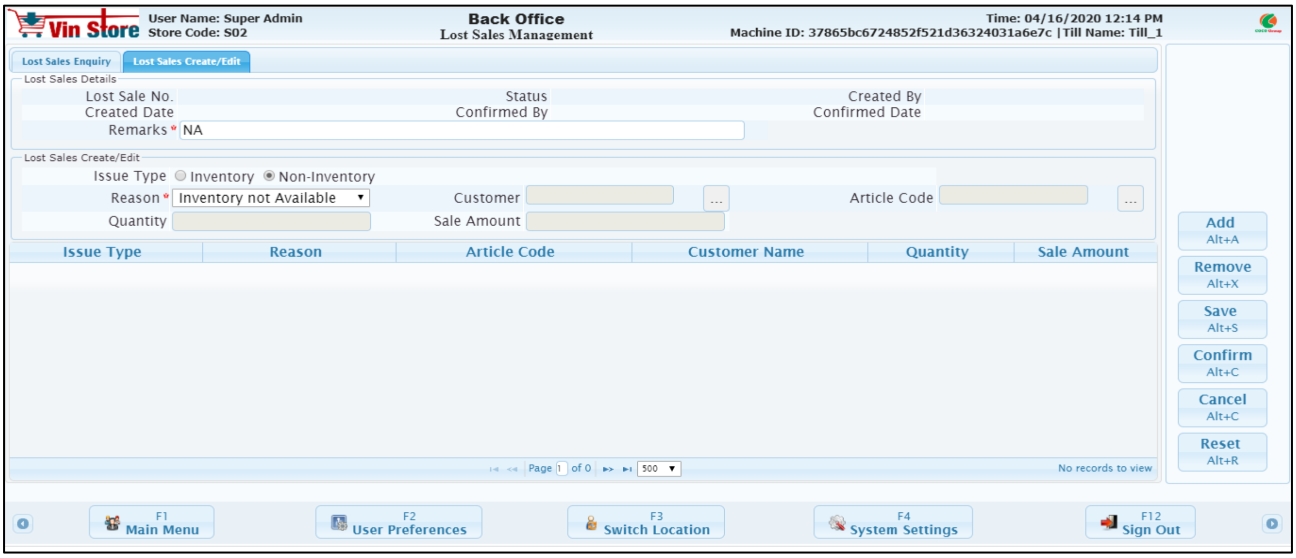
3.11.1.1 Create Non-Inventory Type Lost sales

- Choose Non-Inventory Radio Button.
- Select one of the following reasons from the drop down.

a. Inventory not available

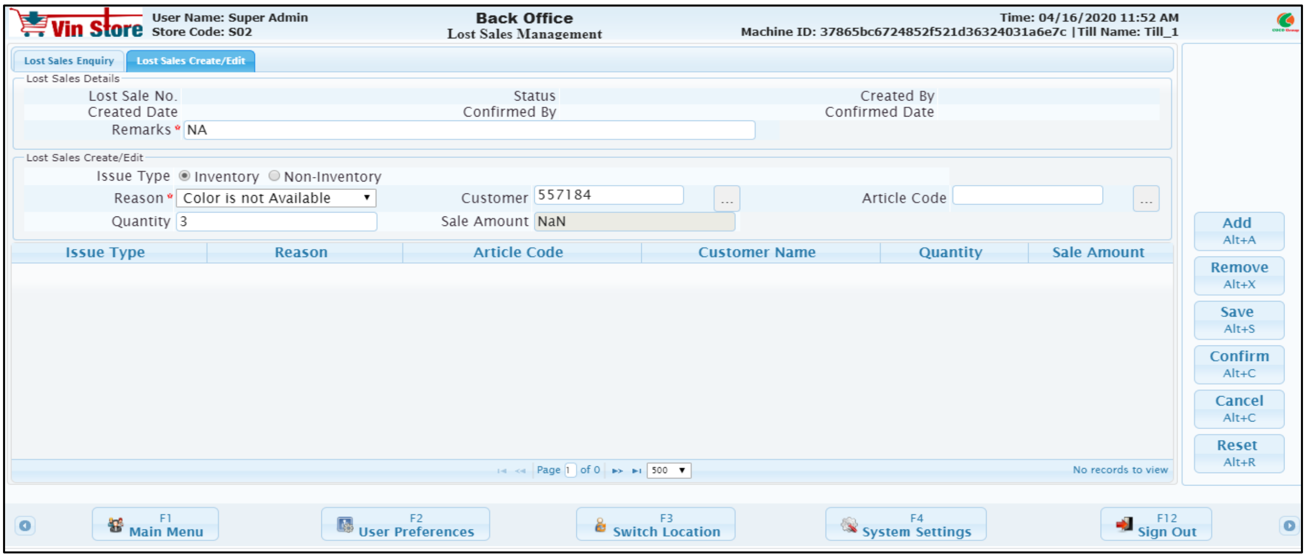
b. Inventory Shortage.

- Customer, Article Code, Quantity and Sales Amount is disabled for Issue Type – Non-Inventory
- Entering remarks manually is mandatory.
- Add lines in grid by clicking 'Add' button.
- 'Remove' will remove lines from grid.
- Save & Confirm the transaction.



3.11.1.2 Create Inventory Type Lost sales

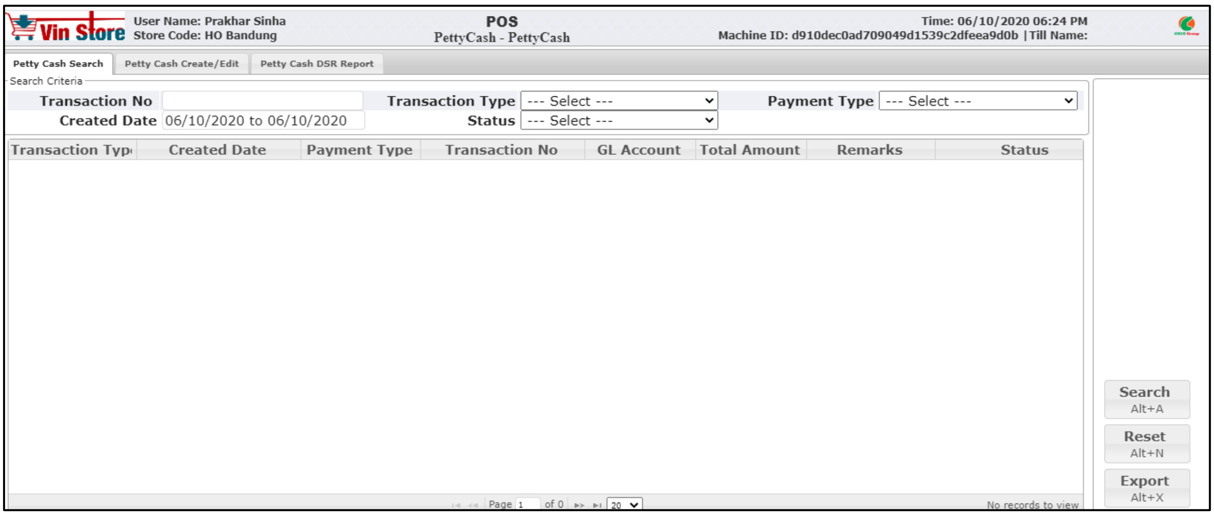
- Choose Inventory Radio Button.
- Select one of the following reasons from the drop down.
  - **a. Color not available**
  - **b. Size not available**
  - **c. Item not available**
  - **d. Design not available**
- Customer and Article code are picked from the respective pick list.
- Amount of Quantity to be manually entered.
- Manually entering remarks is mandatory.
- Add lines in grid by clicking 'Add' button.
- 'Remove' will remove lines from grid.
- Save & Confirm the transaction.



3.12 Petty cash management

3.12.1 Petty Cash Search

➢ Enter the required details and click **'Search'**.

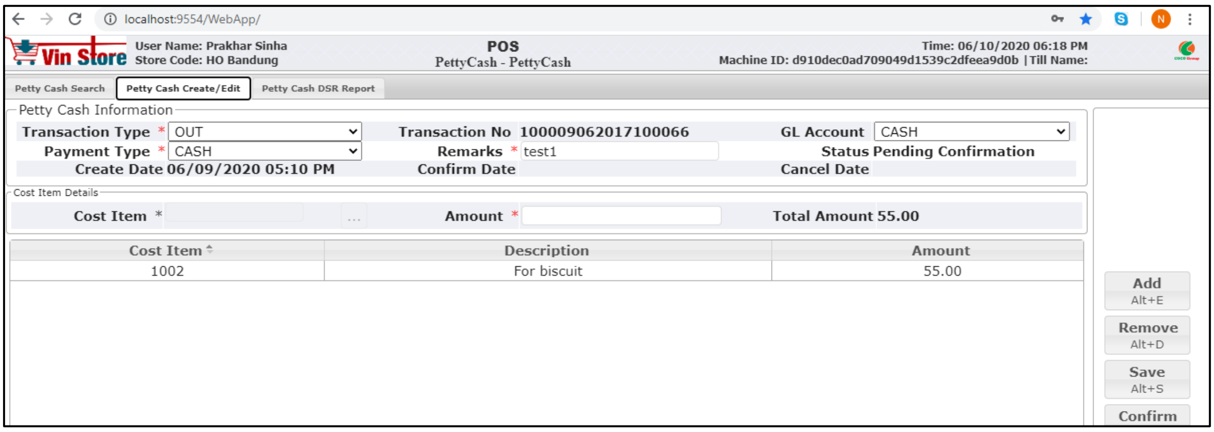


Existing Petty Cash Management transaction are enquired using following parameters.

- Today's date will be selected as default and all the transactions of that date will be displayed automatically on the petty cash enquiry page.
- **Transaction No**: Transaction No is system generated.
- **Transaction Type**: A drop down will display with option "In" and "Out".
- **Date Range**: Future date will not be allowed.
- **Payment Type**: A drop down will display with option "Cash" and "Transfer".
- Search result by clicking 'Search' button.
- Export data in excel by clicking export button.
- Reset will clear searched or selected data.

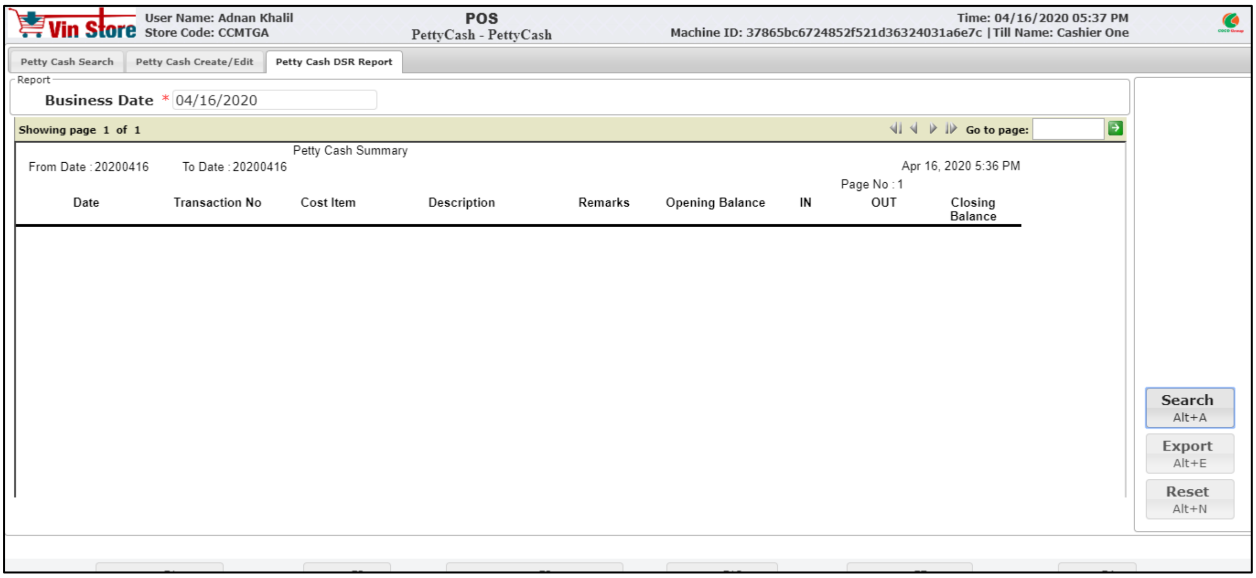
3.12.2 Petty cash Create/Edit

In this part, user can create new petty cash record or edit the old one with the following details:



- **Transaction Type**: Select Transaction type, these will be In/Out in drop down.
- GL Account will be applicable to get money from reg/head office to store (store opening)
- Payment Type will be Cash.
- Enter Remarks.
- Select cost item, enter amount.
- On Add, selected items will be added to grid.
- Transaction No. is generated as soon as user clicks on save after adding cost item details to grid. Transaction No. is system Generated.
- Total Amount will be auto calculated on save and displayed on screen. It will be sum of amount.
- Save & Confirm.

3.12.3 Petty cash Report

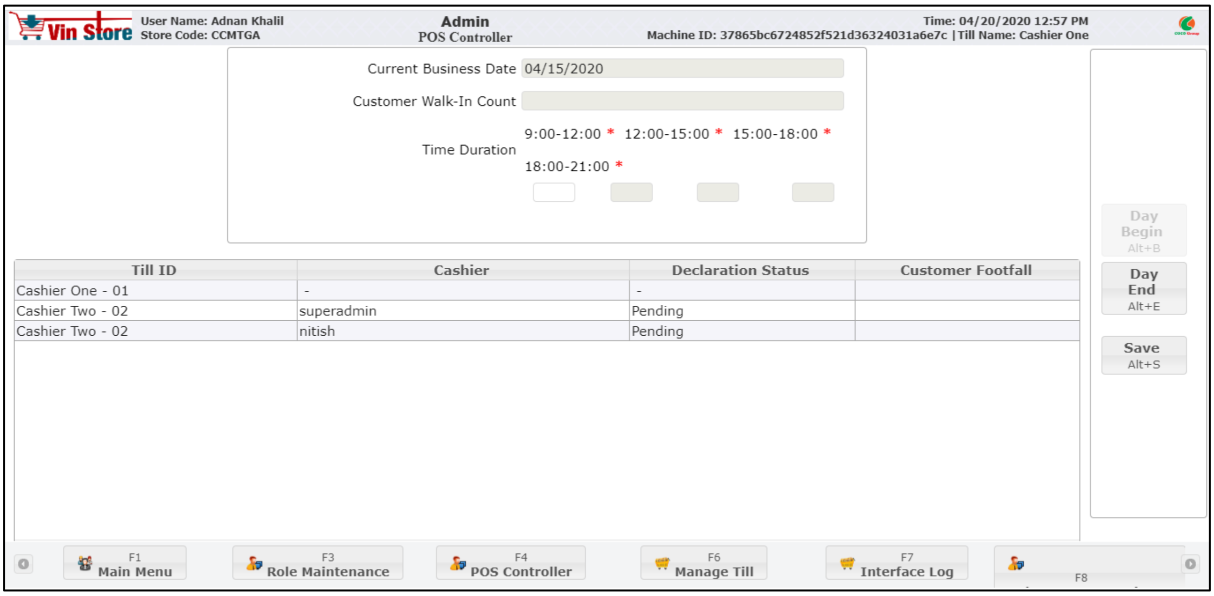


- A Petty Cash DSR Report will be generated. The format of report is as shown in the screenshot.
- Report screen search filter will be **From Date** (date range will be standard and future date will not be allowed).
- User can check the following details in the report.

- **Date:** User selected date for report generation
- **Transaction Number:** System generated transaction number while creating petty cash record
- **Cost Item:** Store location/ regional cost centre based on payment type.
- **Description:** transaction specific.
- **Remarks:** transaction specific.
- **Opening balance:** opening balance before petty cash transaction is created for the particular business date.
- **IN:** Transaction type
- **OUT:** Transaction Type
- **Closing balance:** closing balance after petty cash transaction is created and petty cash is closed.
- On Export, A report will be exported.

3.13 Sales Conversion

- This section contains the procedure for Sales Conversion which is the ratio of number of orders to the customer footfall.



- Customer footfall is recorded at a time interval on the POS Controller menu.
- Time duration has four slots, 9-12, 12-3, 3-6, 6-9.
- The value entered by the user must be an integer in the range 0 to 99999999...up to 10 digits.

- User can change the values in time duration field at any point of time before Day End is done.
- User is not prompted to perform Day End unless walk-in count for all time slots entry is made.
- User must save the entry made at the time slots every time.

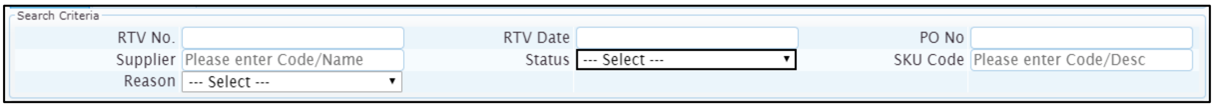
3.14 Supplier Returns

This section contains the details of supplies that are return to vendors. In this section, user can search or create/edit the supplier.

3.14.1 RTV Search

RTV stands for Return to Vendor.

- Enter the required details and click **'Search'**.



- **RTV No:** Unique ID of the RTV.
- **RTV Date:** Date in which RTV is created.
- **PO No:** Purchase order number of the product that are to be returned.
- **Supplier:** Name of the supplier to whom the product to be returned.
- **Status:** There are 13 type of status in RTV.
  - **Cancelled**
  - **Confirmed**
  - **Partially shipped**
  - **Pending Confirmation**
  - **Allocated**
  - **Closed**
  - **Delivered**
  - **Delivery Created**
  - **Packed**
  - **Part Picked**
  - **Pick Complete**
  - **Shipped & Returned**
  - **Shipped Complete**
- **SKU Code:** Stock Keeping Unit code of the product.
- **Reason:** Select the reason from the drop-down box. There are 15 options for reason are available.
  - **Deflated**
  - **Deformed**
  - **Dented**
  - **Expired**
  - **Leak**
  - **Loose Pack**
  - **Near Expiry**

- **Old Packaging**
- **Open Pack**
- **Phase out**
- **Product Recall**
- **Consignment leftover**
- **Damage Return**
- **Non-Moving inventory**
- **Return Against PO**

User can check the following information once the RTV is searched.

- **RTV No.:** Unique ID of the RTV.
- **Supplier:** Name of the supplier to whom the product to be returned.
- **RTV Date:** Date in which RTV is created.
- **Status:** Status of the RTV
- **PO No:** Purchase order number of the product.
- **RTV Amount:** Amount of the product which are to be returned.

3.14.2 RTV Create

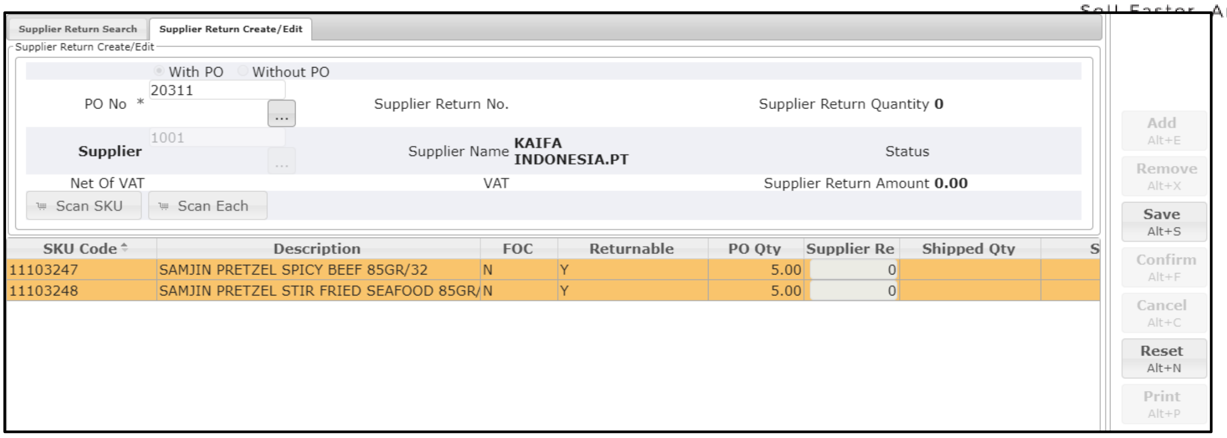
User can create or edit RTV under this section. User can create RTV with PO or without PO.

3.14.2.1 Create With PO

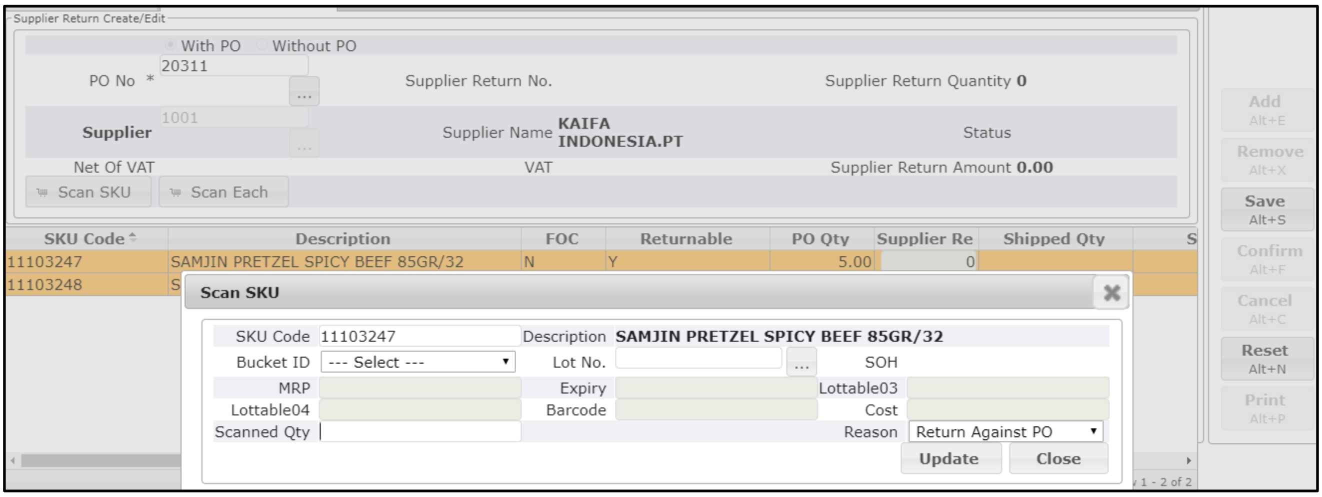
In this part, user can create RTV when they have purchase order number.

1. Select PO Number from the Pick List.

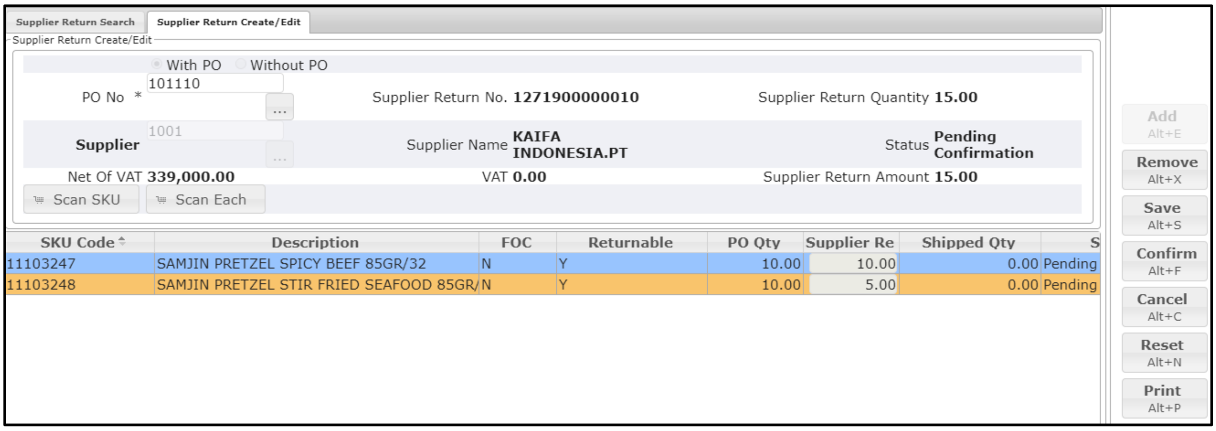
2. PO Details and SKU details are displayed on the screen.



3. Click on 'Scan SKU' button to perform bulk scan or 'Scan Each' button to perform one by one scan.



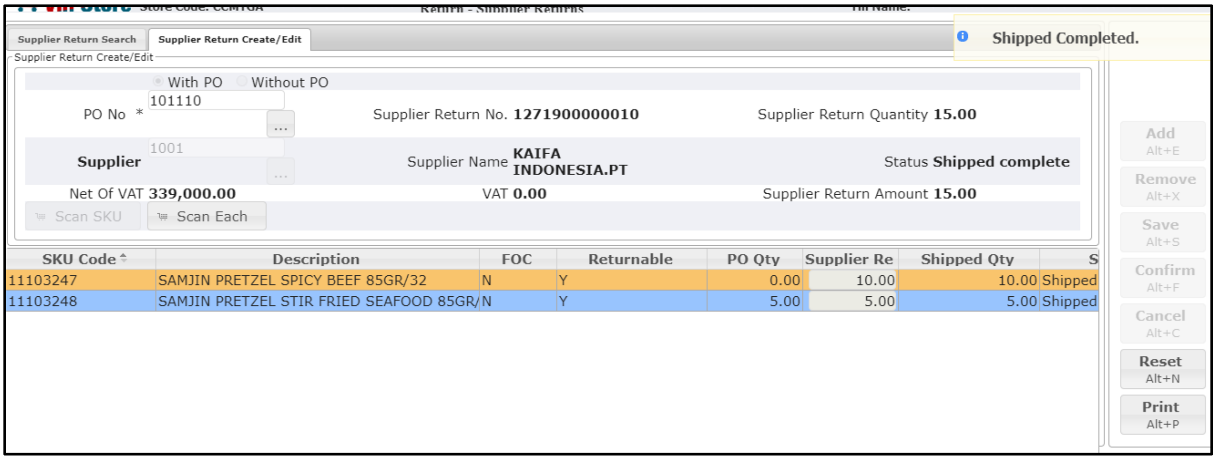
4. Select Bucket ID – Good or bad, enter quantity and click Update button.
5. Click on save button.



6. Click on Cancel button to cancel the return.

Note: User can cancel the return only if it has not been confirmed. (

7. Click on 'Confirm' button to confirm the return.



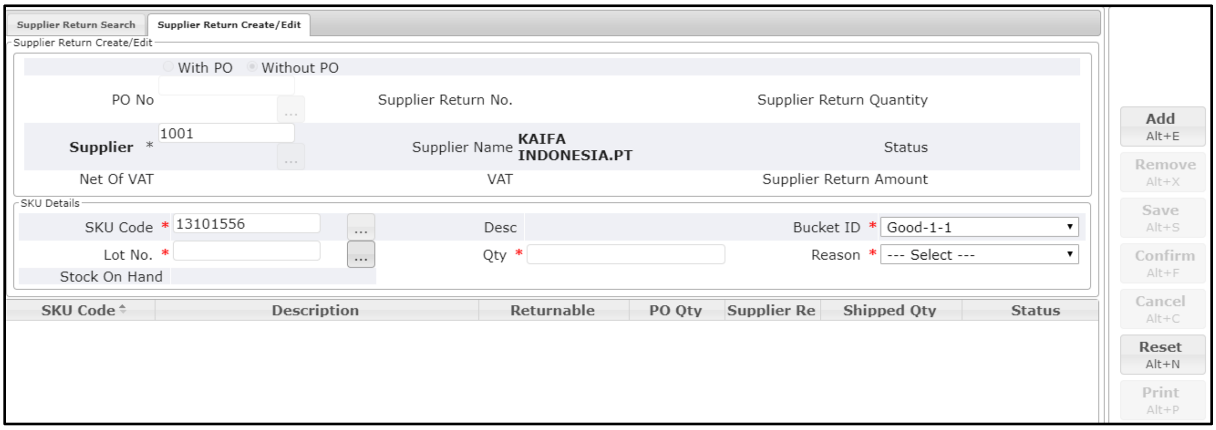
10. Click on 'Print' button to print the receipt.

3.14.2.2 Create Without PO

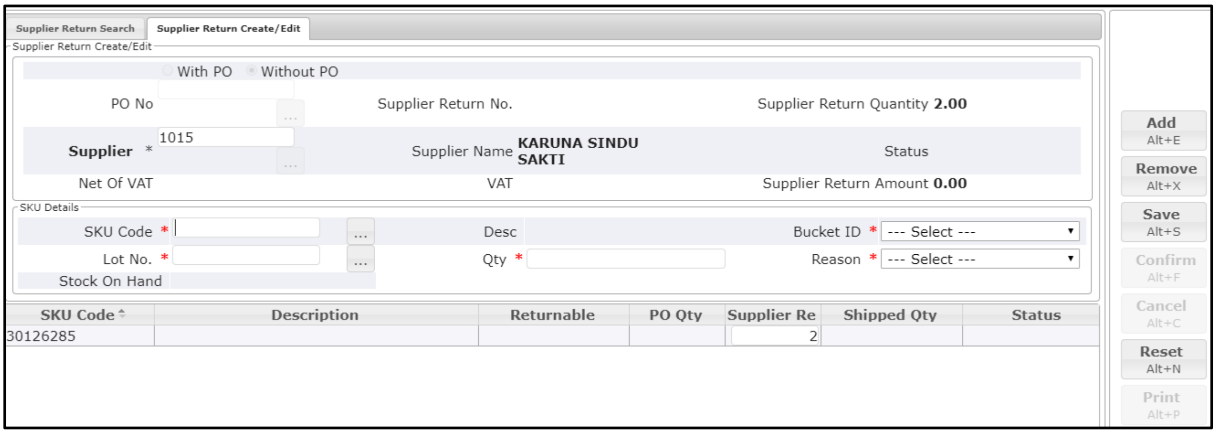
In this part, user can create RTV when they don't have purchase order number.

1. Select Supplier from the pick list

2. Select SKU from the picklist. SKU can be searched by SKU code and description.



3. Select Bucket Id. Enter Quantity and Reason.
4. Click on Add button.



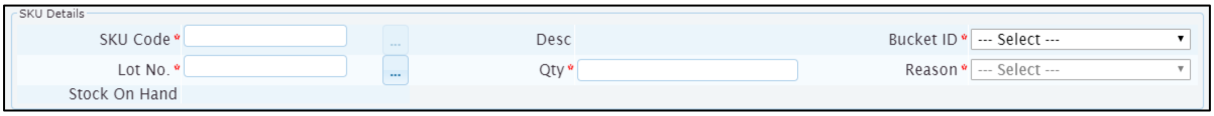
5. Click on save button.
6. Click on Confirm button to confirm the return.

3.14.3 RTV Edit

1. Search the RTV and click on RTV number.

Note: Follow the instruction RTV Search to search RTV.

2. Click RTV create/edit to edit the details.
3. Edit the required details and click **'Save'.**



- **SKU Code:** Stock Keeping Unit code of the product.
- **Bucket ID:** Select the Bucket ID from the drop-down box.
- **Lot No:** Lot number of the product.
- **Qty:** Number of quantities that need to be return.
- **Reason:** Select the reason from the drop-down box.

3.15 Stock Transfer

In this section, user can search stock from one location to another. User can check the following details:

- **STN Search:** User can search stock transfer number
- **STN Request:** User can search the stock transfer request details
- **STN Ship:** User can check the details of shipping of stock transfer.
- **STN Receiving:** User can check the details of receiving of stock transfer.

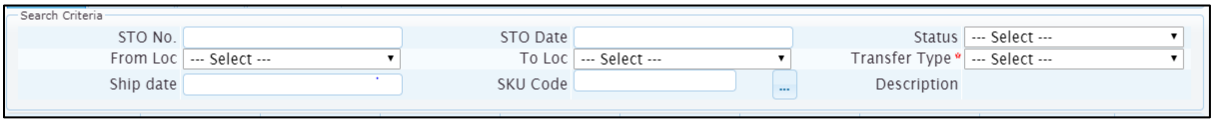
3.15.1 STN Search

In this section, user can search and export the stock details.

3.15.1.1 Search STN

In this section user can search STN details.

14. Enter the required details and click **'Search'**.



- **STO No:** Unique ID of the Stock Transfer Order Number.
- **STO Date:** Date in which Stock Transfer Order is created.
- **Status:** Select the status of the STO from the drop-down box. There are 10 status of STO:
    - **Shipment Pending**
    - **Cancelled**
    - **Closed**
    - **Confirmed**
    - **Delivered**
    - **Force Closed**
    - **Partially Received**
    - **Partially Shipped**
    - **Pending Confirmation**
    - **Shipped Complete**
- **From Loc.** Select the location from which the stock needs to move.
- **To Loc.** Select the location to which the stock needs to move.
- **Transfer Type:** Select the type of STO from drop-down box. There are two types of STO
    - **Normal**
    - **Return**
- **Ship Date:** Date in which the stock is shipped.
- **SKU Code:** Stock Keeping Unit code of the product that need to be transfer.

User can check the following details once they search the stock transfer number.

- **STO No:** Unique ID of the Stock Transfer Order Number.
- **STO Date:** Date in which Stock Transfer Order is created.
- **STO Type:** There are two types of STO
    - **Normal**
    - **Return**
- **From Loc.** Location from which the stock needs to move.
- **To Loc.** Location to which the stock needs to move.
- **Status:** There are 10 status of STO:
    - **Shipment Pending**

- **Cancelled**
- **Closed**
- **Confirmed**
- **Delivered**
- **Force Closed**
- **Partially Received**
- **Partially Shipped**
- **Pending Confirmation**
- **Shipped Complete**

- **Transfer Qty:** No of quantities that need to be transferred.
- **GRN Qty:** Number of goods received
- **GRN No:** Unique ID of the Goods receiving.
- **Ship Date:** Date in which the stock is shipped.

3.15.1.2 Export STN

In this section, user can export the STN details.

15. Click **'Export'** to export the details of STN.

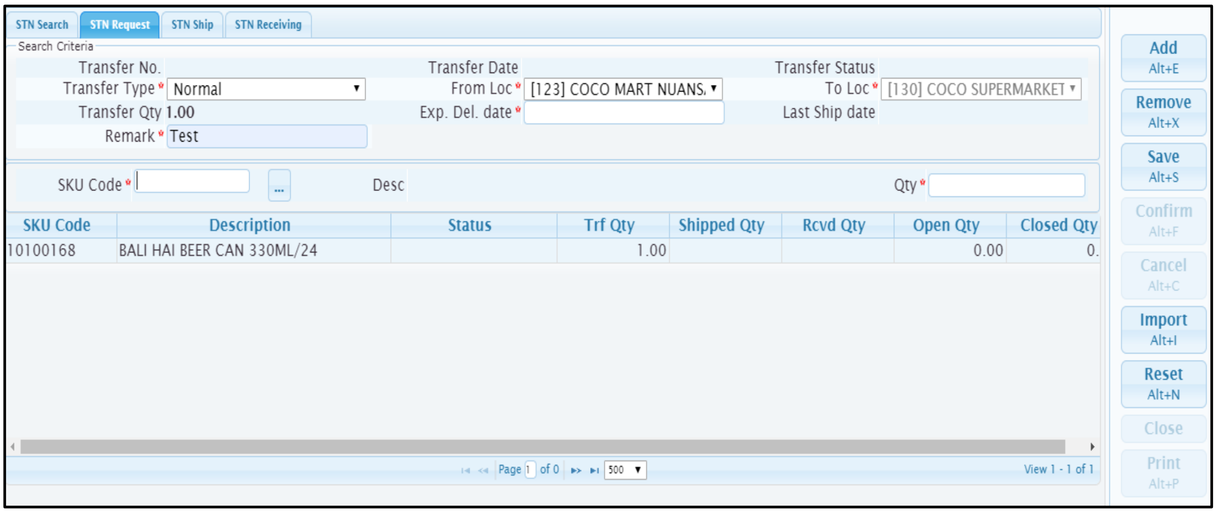
3.15.2 STN Request

In this section, user can add, remove and import STN details.

3.15.2.1 Create New STN

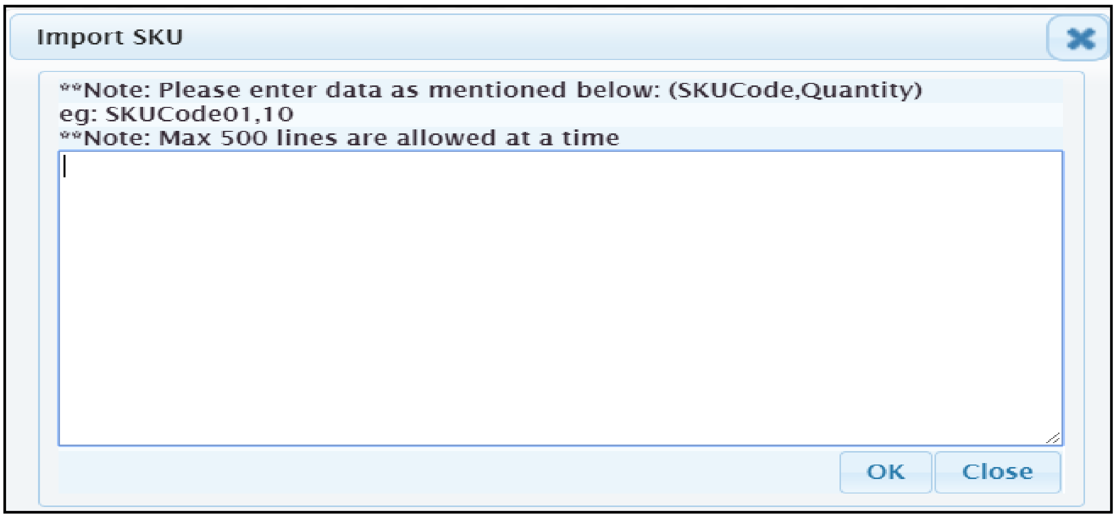
User can create new STN.

16. Enter the required details.



- **Transfer Type:** Select the type of transfer from the drop-down box.
- If Transfer Type is 'Normal' then 'To Location' is automatically populated as Store location. Select 'From' location. If transfer type is Return then 'From Location' is set as store location.
- **From Loc:** Select the location from which the stock needs to be transfer
- **To Loc :** Select the location to which the stock needs to be transfer.
- **Exp. Del. Date:** Select Expected delivery date of the stock transfer.

- **Remark:** Remarks for transfer.
- **SKU Code:** Stock Keeping Unit code of the product**.** Select SKU from the pick list and enter quantity. Click on 'Add' button.
- **Qty:** Number of products that need to be transfer.
- SKUs can also be added using Import option. Click on 'Import' button. Enter SKU codes in format (SKU code, Quantity). The SKUs will get added to the list.

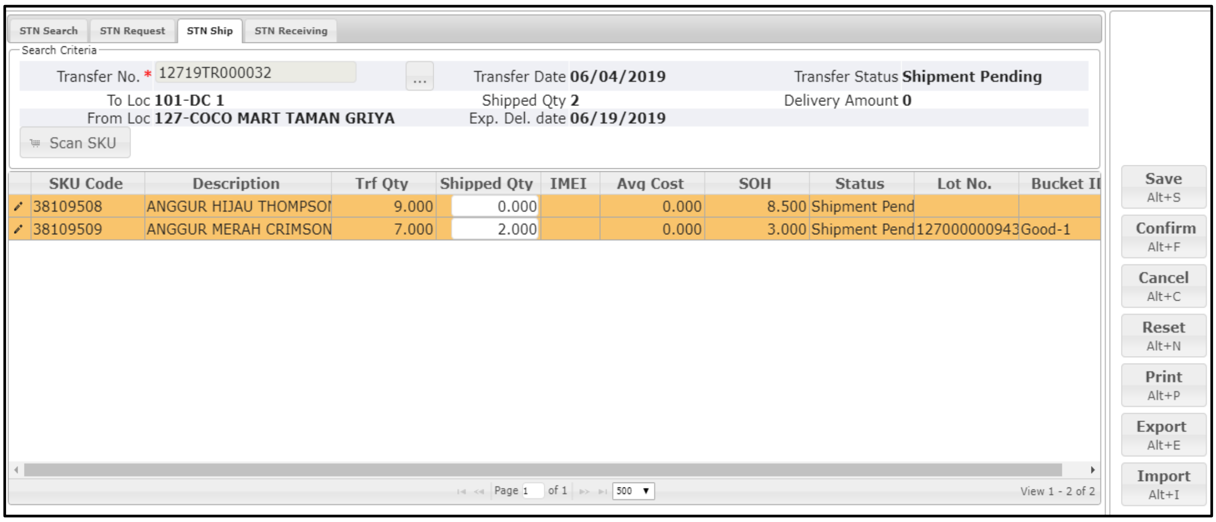


- To delete a SKU from the grid, select the SKU line and click on 'Remove' button.
- Click on 'Save' button to save Stock transfer request details.
- To cancel the created Stock Transfer Request, click on 'Cancel' button.
- Click on 'Confirm' button to confirm the Store Transfer Request.
- Click on 'Print' button to print stock transfer receipt.

3.15.3 STN Ship

In this section, user can add the stocks which needs to be shipped.

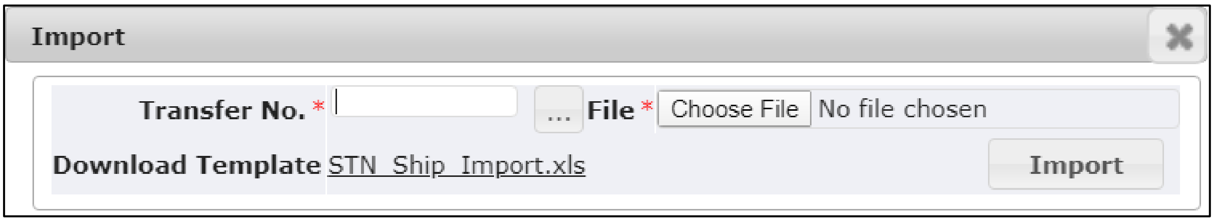
17. Enter the transfer number and click **'Confirm'**.



Once the shipment is confirmed, user can check the following details:

- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product.
- **Transfer Qty:** Transfer quantity of the product.
- **Shipped Qty:** Shipping quantity of the product.
- **IMEI:** IMEI number of the product.
- **Avg Cost:** Average cost of the product.
- **SOH:** Stock in hand of the product.
- **Status:** Status of the shipment product.
- **Lot no:** Unique ID of the lot no.
- **Lottable01 :** 1St lot of inventory in the SKU.
- **Lottable02 :** 2nd lot of inventory in the SKU.
- **Lottable03 :** 3rd lot of inventory in the SKU.
- **Lottable04 :** 4th lot of inventory in the SKU.
- **Lottable05 :** 5 lot of inventory in the SKU.
- **Lottable06 :** 6th lot of inventory in the SKU.
- **Bucket ID:** Unique ID of the bucket.

- Select Transfer No. from the pick list. All the details of Transfer Order gets displayed on the screen.
- Click on ‘Scan SKU’ button and enter SKU code and click Update. User can scan the barcode and shipped quantity will be updated.
- Click on ‘Save’ button to save Stock transfer shipment details.
- Click on ‘Confirm’ button to confirm Stock transfer shipment details.
- Click on ‘Print’ to print shipment detail.
- Click on ‘Cancel ’button to cancel stock transfer shipment.
- Click on ‘Reset’ to clear selected data.
- **Import Stock Transfer Shipment:** Click on ‘Import’. Download the template, fill required data and upload file.



- Export data in excel by clicking on export button.

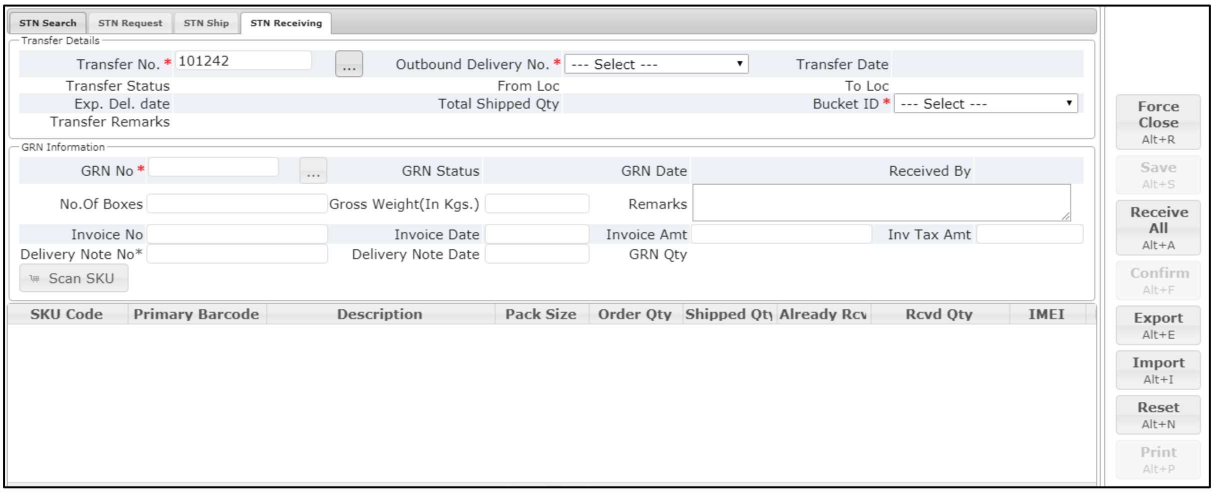
3.15.4 STN Receiving

In this section, user can create, import and export stock receiving

3.15.4.1 Create STN Receiving

User can create new STN receiving.

1. Select the transfer number.



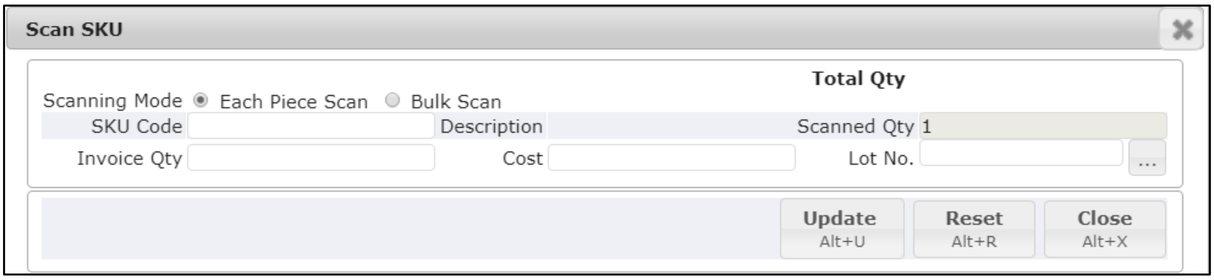
2. For receiving, user has to create a new GRN or select an existing GRN from the pick list.
3. To create new GRN, click on Create GRN button or select an existing GRN from the pick list with status "Pending Confirmation" and click on OK. GRN details will be displayed in the grid.
   Note: If there is any GRN in open state, then system prompts – "Open GRN exists" when Transfer No. is selected.

4. Select Outbound Delivery No from the drop-down box.
   Note: Once user enter the Outbound Delivery No; Transfer Date, Transfer Status, From Loc, To Loc, Exp. Del. Date, Total Shipped Qty are automatically updated.

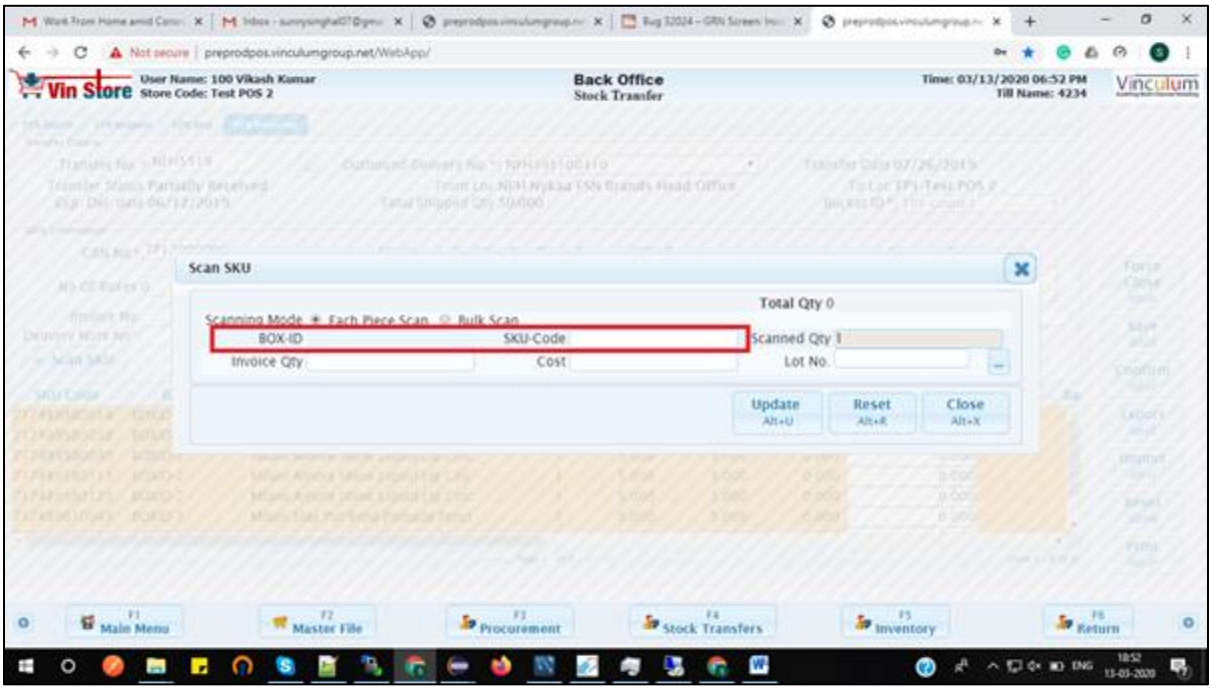
5. Select the Bucket ID from the drop-down box.
6. Enter the required details.
   - **GRN No:** Unique ID of GRN.
   - **No of Boxes:** No of boxes of the product.
   - **Gross Weight:** Gross weight of the product.

- **Remarks:** Enter remarks for the return.
- **Invoice No:** Enter the invoice number of the product.
- **Invoice Date:** Enter the date in which invoice was create.
- **Invoice Amount:** Enter the amount mentioned in the invoice
- **Inv. Tax Amt:** Enter the amount deducted in tax.
- **Delivery Note No:** Enter the unique ID of the delivery note.
- **Delivery Note Date:** Enter the date in which delivery note was create.

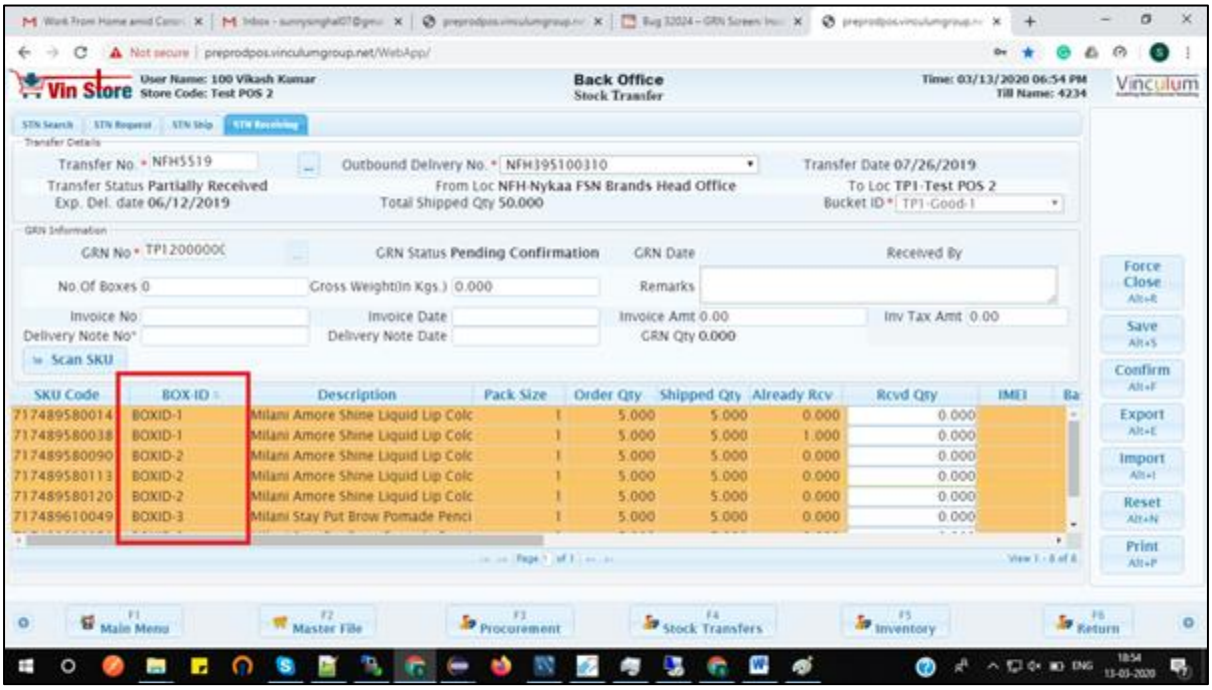
7. User can scan the barcode of the SKU or click on Scan SKU button and perform each piece scan or bulk scan and click on save button.



8. To receive all the quantities, click on 'Receive All' button.
9. Click on 'Save' button to save Stock transfer shipment details.
10. Click on 'Confirm' button to confirm Stock transfer shipment details.
11. Click on 'Print' to print shipment detail.
12. Click on 'Cancel 'button to cancel stock transfer shipment.
13. Click on 'Reset' to clear selected data.
14. Box level receiving can also be done on STN receiving.



- Box level information will be loaded in grid.
- Scan SKU.



Once the STN receive is created, user can check the following details:

- **SKU code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product.
- **Pack Size:** Size of the packet.
- **Order Qty:** Quantity of product that is ordered.
- **Shipped Qty:** Quantity of product that is shipped
- **Already Rcvd:** No of product that they already received.
- **Rcvd Qty:** No of product that is to receive
- **IMEI:** IMEI number of the product.
- **Base Cost:** Base cost of the product.
- **MRP:** Maximum retail price of the product
- **Lot No:** Unique ID of the lot
- **Lottable01 :** 1St lot of inventory in the SKU.
- **Lottable02 :** 2nd lot of inventory in the SKU.
- **Lottable03 :** 3rd lot of inventory in the SKU.
- **Lottable04 :** 4th lot of inventory in the SKU.
- **Lottable05 :** 5 lot of inventory in the SKU.
- **Lottable06 :** 6th lot of inventory in the SKU.

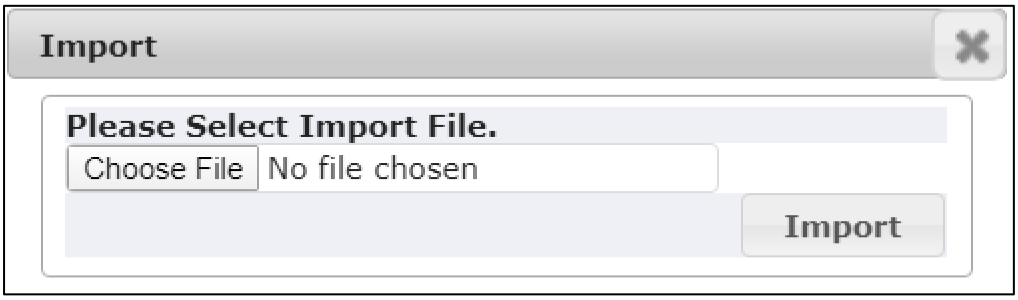
3.15.4.2 Export STN Receiving Detail

18. Click **'Export'** to export details of STN receiving in **excel** format.

3.15.4.3 Import STN Receiving Detail

❖ To import the receiving details, enter transfer number or select from the pick list. Click on export button. A template will be downloaded.

❖ Enter receiving details in template and click on Import button. Then Save SKU details and confirm.



3.16 Repack

Repack is a process in which a big package is divided into different small package and then sold in small package. User can create and search repack request.

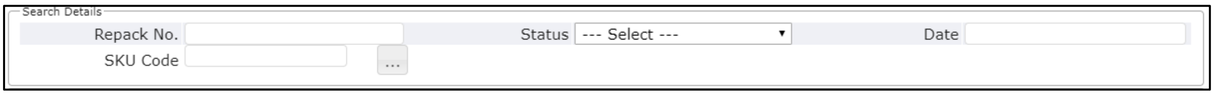
3.16.1 Repack Enquiry

Repack enquiry let the user to search and check the details of any repack request. This section provide following information of repack details:

- **Repack No:** Repack request number
- **Status:** Status of the request. There are two types of status in VIN retail:
    - **Confirmed**
    - **Pending Confirmation**
- **Created Date:** Date in which the repack request was create.
- **Confirmed by:** Name of the person who confirmed the request.
- **Confirmed Date:** Date in which the repack request is confirmed.

3.16.1.1 Search Repack

19. Enter the required details and click **'Search'**.



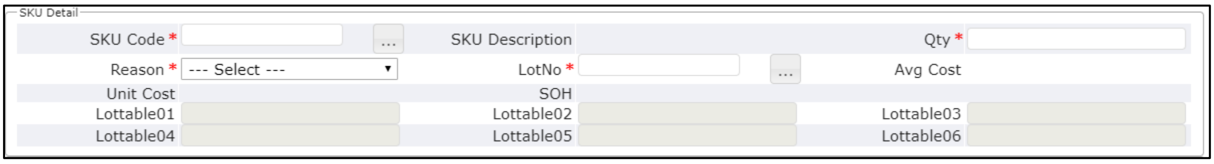
- **Repack No.:** Repack request number.
- **Status:** Status of the repack request
- **Date:** Date in which the repack request is created.
- **SKU Code:** SKU code of the product for which repack request is created.

3.16.2 Repack Create/Edit

User can create or edit repack request in this section.

3.16.2.1 Create Repack Request

1. Enter the required details.

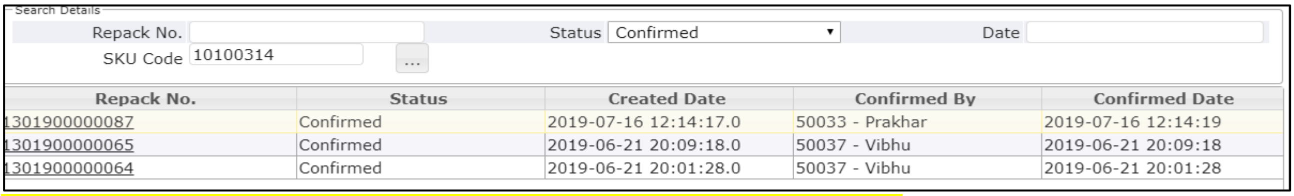


- **SKU Code:** SKU code of the product
- **Qty:** Quantity of the product to be repack
- **Reason:** There are 2 reason available in VIN Store to repack:
    - **Stock In**
    - **Stock Out**
- **Lot No:** Lot number of the product.

2. Click '**Add**'.
3. Click **'Confirm'.**

3.16.2.2 Edit Repack Request

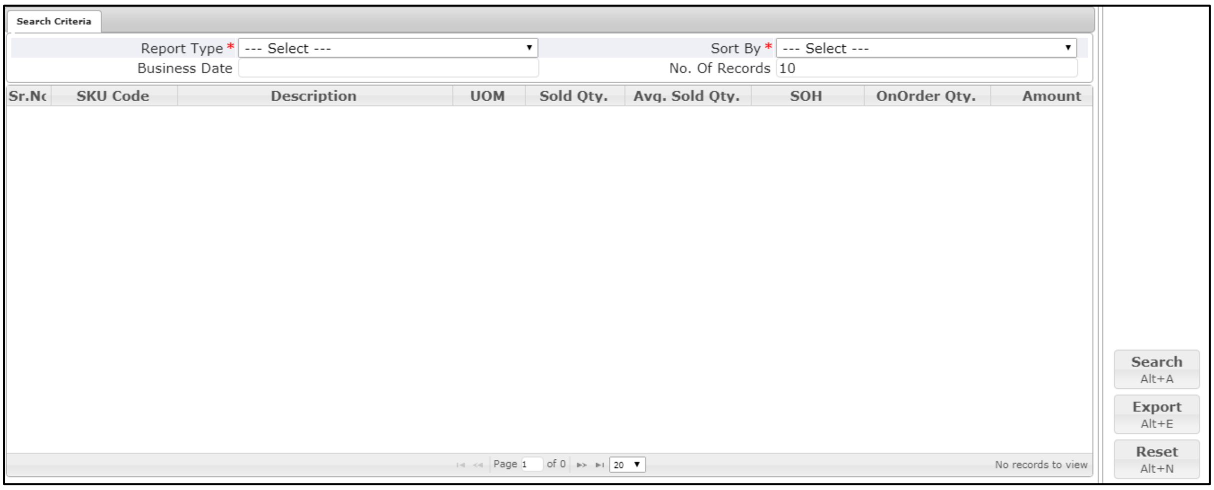
1. Search the repack request and click on repack number.



Note: Follow the instruction Search Repack to search repack number.

3.17 SKU Report

In this section, user can check and export SKU reports.



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3.17.1 Search SKU Report

User can search the SKU report as per the requirement.

1. Select the report type from the drop-down box. There are three types of report:
    - Least Selling
    - Top Returned
    - Top Selling
    - Highest SSR
    - Lowest SSR
2. Select 'Sort By' from the drop-down box. Product can be sorted in two different way:
    - Quantity
    - Value
3. Enter the business date from which user wants the report.
4. Enter the number of records users want to check.
5. Click **'Search'**.

Once the user search the report, they can check the following information:

- **SKU Code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product.
- **UOM:** If there is unit of measurement.
- **Sold Qty:** Number of products that are sold.
- **Avg. Sold Qty:** Average number of products sold.
- **SOH:** No of stock on hand.
- **On Order Qty:** No of products that are ordered.
- **Amount:** Amount of each product.
- **SSR**

3.17.2 Export SKU Report

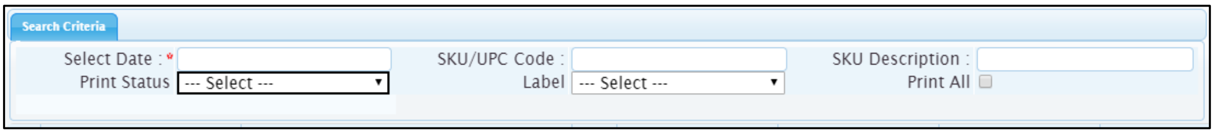
20. Click **'Export'** to export details of SKU report in **excel** format.

3.18 Label Printing

In this section, user can check the details of label printing and print label.

3.18.1 Search Label Printing

21. Enter the required details and click **'Search'**



- **Select Date:** Enter the date in which print label was created.
- **SKU/UPC Code:** Stock Keeping Unit code of the product.
- **SKU Description:** Enter description of the product
- **Print Status:** Select the status of the print from the drop-down box. There are two type status:
    - **Open**

- **Printed**
- **Label:** Select the labels of the print from the drop-down box. There are two type of labels:
  - **Shelf label**
  - **Item Label**
- **Print All:** Check if user want to print all the label.

3.18.2 Print Label

- Search the label and click on **'Label Print'**.

Note: Follow the instruction Search Label Printing to search the label.

3.19 Price Override Report

In this section, user can check the history of price change.

3.19.1.1 Search Price Override Report

22. Select the business date and click **'Search'**.

Once the user search the product, they can check the following details:

- **Date:** Date in which the price is changed.
- **Order Number:** Order number in which the price is changed.
- **Invoice Number:** Invoice number in which the price is changed.
- **SKU Code:** Stock Keeping Unit code of the product.
- **SKU Name:** Name of the product.
- **Quantity:** Quantity of the product.
- **MRP:** Maximum retail price of the product.
- **Price Change from:** Initial cost of the product.
- **Price changed to:** Cost of product after the change.
- **Reason:** Reason for the change of price.
- **Comments:** Any comments the user mentioned.
- **Sale Person:** Name of the sale representative who override the price.

3.19.1.2 Export Price Override Report

In this section, user can export the price override report in excel format.

23. Click **'Export'** to export the details of price override report.

3.20 Inventory Ledger

An inventory ledger is the record that tracks all inventory transaction. In this section, user can search and export inventory detail.

3.20.1 Search Inventory Ledger

In this part, user can search the inventory records.

24. Enter the required details and click **'Search'**.

- **Select Date:** Select the date from which user want the records
- **SKU Code:** Stock Keeping Unit code of the product.
- **SKU Description:** Description of the product.

Once the user search the product, they can check the following details:

- **Date:** Date in which inventory ledger is created.
- **SKU code:** Stock Keeping Unit code of the product.
- **Description:** Description of inventory ledger
- **Opening Stock:** Quantity of stock in the inventory at the beginning.
- **Opening WAC:** Weighted average cost of the inventory at the beginning.
- **GRN Qty:** Quantity of goods received at the point of receipt of stock mentioned on GRN.
- **Transfer Out Qty:** Quantity of goods transferred out of the inventory.
- **Transfer In Qty:** Quantity of goods transferred in to the inventory.
- **RTV Qty:** Quantity of inventory items returned to Vendor
- **Negative adjustment:** Adjustments made to the inventory to account for theft, loss, breakages in the amount or number of items received.
- **Positive adjustment:** Adjustments made to the inventory to account for the deliberate or accidental increase in the amount or number of items received.
- **Sale Qty:** Quantity of stock in the inventory sold.
- **Customer Return Qty:** Quantity of the stock returned back from the customer.
- **Closing Stock:** Quantity of stock in the inventory at the end of the period.
- **Closing WAC:** Weighted average cost of the inventory at the end of the period.

3.21 Discount Report

This section consist of detail of discount. There are two categories in this section:

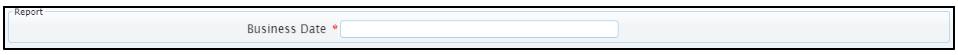
- Detailed Discount Report
- Aggregated Discount Report

3.21.1 Detail Discount Report

In this part, user can check the details of the discount. User can search and export the coupon details as per the requirement.

3.21.1.1 Search Report

25. Select the business date and click **'Search'**.



Once the user search the report, they can check the following details:

- **Invoice No:** Unique Number of the invoice in which discount is offered.
- **Order No:** Order number in which discount is offered.
- **Date:** Date in which the discount is offered.
- **SKU:** Stock Keeping Unit code in which discount is offered.
- **SKU Name:** Name of the product in which discount is offered.
- **Order Qty:** Number of products in the order.
- **Brand:** Name of the brand in which discount is offer.
- **MRP:** Maximum Retail Price of the product.
- **Display Price:** Display price of the product.
- **Sales Price:** Sales price of the product after the discount.
- **Line Item discount:** Discount in the single item.
- **Line Item discount Name:** Name of the discount that is offered in the item.
- **Order Discount:** Total discount in the order.
- **Order Discount Name:** Name of the discount in the order.
- **Reward Points**
- **Reason for Price update:** Reason for the price updates.
- **Comments from Price update:** Comments mentioned while updating the price.
- **Line Coupon Code:** Code for the line coupon.
- **Line coupon amount:** Amount deducted after applying the coupon.
- **Order coupon code:** Coupon for the order coupon.
- **Order coupon amount:** Amount deducted after applying the coupon.
- **Price Parity**
- **Sale Rep. Name:** Name of the cashier.
- **Loyalty Discount:** The amount in currency form discounted for a particular transaction.
- **Loyalty Points Burn:** The number of loyalty points used to make payment for a particular transaction.

3.21.1.2 Export Coupon Report

26. Click **'Export'** to export details of coupon report in **excel** format.

3.21.2 Aggregated Discount Report

In this report user can check Business Information Report (BIR) discount. User can search and export the coupon details as per the requirement.

3.21.2.1 Search Report

1. Enter the business date.
2. Select the till name from the drop-down box and click **'Search'**.

Once the user search the report, they can check the following details:

- **Date Range:** Range of date in the report was created.
- **Print Date:** Date in which the report is printed.
- **Business Name:** Name of the business.
- **Store Name:** Name of the store.
- **VAT REG TIN:** Registered TIN of VAT.
- **POS Terminal Number:** Terminal number of Point of sales.
- **Serial Number:** Serial Number of BIR.
- **Machine Number:**
- **Business Date:** Date in which they did business.
- **Ctrl#:**
- **Discount:** There are two type of discounts.
    - **Senior Citizen Disc:** Discount given to senior citizen
        - **5%:**
        - **20%:**
    - **PWD Disc:**
        - **5%:**
        - **20%:**
- **Cashback Amt**
- **Buyback Amt**

3.21.2.2 Export Coupon Report

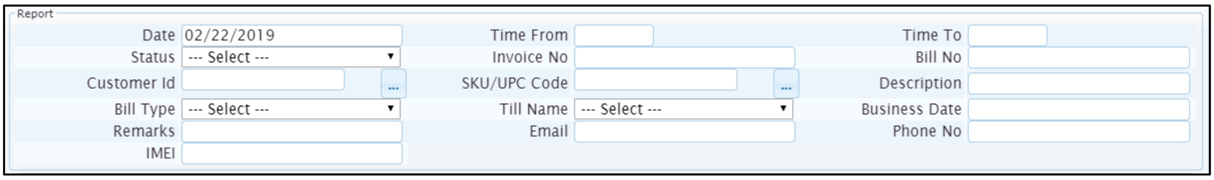
27. Click **'Export'** to export details of BIR discount report in **excel** format.

3.22 Bill Search

In this section, user can check the bills and their details. User can check and export the bill, and sales reports.

3.22.1 Bill Search

28. Enter the required details and click **'Search'.**



- **Date:** Enter the date from which bill to be searched.
- **Time From:** Select the time to start from.
- **Time To:** Select the time when it ends.
- **Status:** Select the status of the bill from the drop-down box. There are different status
    - **Cancel**
    - **Hold**
    - **Invoiced**

- **Pending**
- **Returned**
- **Void**

- **Invoice No:** Invoice number of the bill.
- **Bill No:** Unique number of the bill.
- **Customer Id:** Unique ID of the customer.
- **SKU/UPC Code:** Stock Keeping Unit code of the product.
- **Description:** Description of the product
- **Bill Type:** Select the type of bill from the drop-down box.
  - **Services**
  - **Customer Return**
  - **Sales**
- **Till Name:** Select the till name from the drop-down box.
- **Business Date:** Select the date of the business.
- **Remarks:** Remarks, if required.
- **Email:** Registered e-mail ID of the customer.
- **Phone No:** Registered phone number of the customer.
- **IMEI:** IMEI number of the product.

Once the user searched the bill, they can check following details:

- **Action:** There are two type actions: Print and Email
- **Invoice No:** Invoice number mentioned in the bill.
- **Bill no:** Unique Number of the bill.
- **Bill date:** Date in which bill was created.
- **Customer:** Name of the customer for which bill is created.
- **Customer Email ID:** Email ID of the customer.
- **Customer Phone No:** Phone number of the customer
- **Bill Amount:** Amount mentioned in the bill.
- **Sales Rep. Name:** Name of the sales representative.
- **Conv Fee:** Convenience fees for the service or sales.
- **Net Amount:** Net amount to be paid by the customer.
- **Business Date:** Date in which the business is carried out.
- **Bill Type:** There are three types of bill:
  - **Services**
  - **Customer Return**
  - **Sales**
- **Bill Status:** There are different status
  - **Cancel**
  - **Hold**
  - **Invoiced**
  - **Pending**
  - **Returned**
  - **Void**
- **Remarks:** Enter the remarks
- **IMEI:** IMEI number of the product.

* **GST Tin No:** GSTIN refers to GST Identification Number assigned to every GST registered dealer.

3.22.2 Export Bill

In this section, user can export the bill in **excel** format.

29. Click **'Export'** to export the details of bill.

3.23 Z Report

In this section, user can check different type of report.

* **Z Report Search**
* **Sale Report**
* **Consolidated Sales Report**
* **Service Transaction Report**
* **Sales Text File**
* **Activity Log**
* **E-Journal**

3.23.1 Z Report Search

Z report provide summary of all VIN Store transactions till a Business date. It includes all sales/return, opening float and other transactions for all cashiers. The report data is saved in the system and can be reprinted if required.

1. Enter the required details and click **'Search'**.

* **Business Date:** Select the business date from the drop-down box.
* **Till Name:** Select the name of the till from the drop-down box.

User can check the following details in Z Report:

* **Business Date:** Selected Date
* **Till No:** Unique number of the Till
* **First Invoice**
* **Last Invoice**
* **Prev. GT:** Previous Gross Total
* **Curr. GT:** Current Gross Total.
* **New GT:** New Gross Total
* **Prev. GT Discount:** Previous Gross Total Discount
* **Current GT Discount:** Current Gross Total Discount
* **New GT Discount:** New Gross Total Discount
* **VAT Sales:** Consumption Tax added on the value added to the goods at the point of sale.

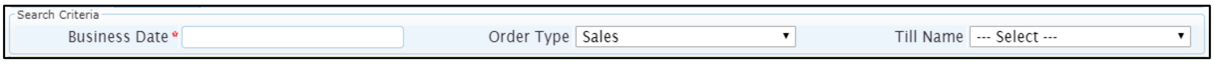
- **Zero Rated Sales:** goods that are taxable at the rate of 0%.
- **VAT Exempt Sale:** Sale which are exempted from VAT.
- **VAT:** Value added Tax.

3.23.2 Sales Report

VIN Store creates sales report. User can check those reports and export if required.

3.23.2.1 Search Sales Report

30. Enter the required details and click **'Search'**.



- **Business Date:** Select the business date.
- **Order Type:** Select the type of order from the drop-down box. There are two types of order
  - **Sales**
  - **Service**
- **Till name:** Select the till name from the drop-down box.

In sales report user can check the following details:

- **Date Range**
- **Print Date**
- **Business Name**
- **Store Name**
- **VAT REG TIN**
- **Grand Total**

3.23.2.2 Export Sales Report

31. Search the report and click **'Export'**.

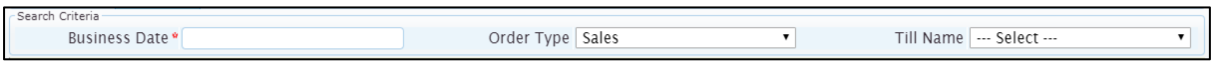
Note: Follow the instruction Search Report to search Sales report.

3.23.3 Consolidated Sales Report

In this section, user can check the consolidated sales report.

3.23.3.1 Search Consolidated Sales Report

1. Enter the required details and click **'Search'**.



- **Business Date:** Select the business date.
- **Order Type:** Select the type of order from the drop-down box. There are two types of order
  - **Sales**
  - **Service**
- **Till name:** Select the till name from the drop-down box.

3.23.3.2 Export Consolidated Sales Report

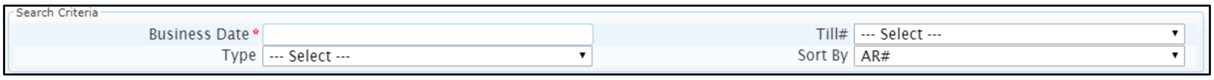
32. Search the report and click **'Export'**.

Note: Follow the instruction Search Report to search Sales report.

3.23.4 Service Transaction Report

In this section, user can check the detailed transaction report.

33. Enter the required details and click **'Search'**.

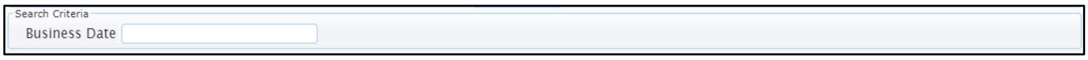


- **Business Date:** Select the business date.
- **Order Type:** Select the type of order from the drop-down box. There are two types of order
  - **Sales**
  - **Service**
- **Till name:** Select the till name from the drop-down box.
- **Sort By:** Select the sort type.

3.23.5 Sales Text File

In this section, user can export the sales text.

34. Enter the required details and click **'Search'**.

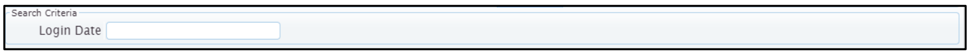


- **Business Date:** Select the business date.

3.23.6 Activity Log

In this section, user can check the login activity of VIN Store.

35. Enter the required details and click **'Search'**.



- **Login Date:** Select the login date.

User can check the following details:

- **Log ID:** Serial number of the session.
- **Session ID:** Unique ID of the session.
- **User ID:** Unique ID of the user
- **Login Date Time:** Time and date of the login
- **Last access Date Time:** Date and time of the logout
- **IP Address:** Detail of the IP address

3.23.7 E-Journal

In this section, user can export the E-journals as per the requirement.

36. Enter the required details and click **'Export**.

- **Business Date:** Select the business date.
- **Till name:** Select the till name from the drop-down box.

3.24 RTV Report

In this section, user can check the return to vendor report. They can search and export the reports.

3.24.1 Search Report

➢ Enter the required details and click **'Search'**.

- **Report Date:** Date in which report is created.
- **Report Category:** Select the report category from the drop-down box.
- **Report Manufacture:** Select the report manufacture from the drop-down box.
- **Supplier Code:** Select the supplier code from the drop-down box.

User can check the following details once they search RTV report:

- **Item Code:** Unique code of the product.
- **Item Description:** Description of the product.
- **Return Quantity:** No of items to be returned.
- **Return Amount:** Total cost of the returned items.

3.24.2 Export Report

In this section, user can export the bill.

37. Search the report and click **'Export'**.

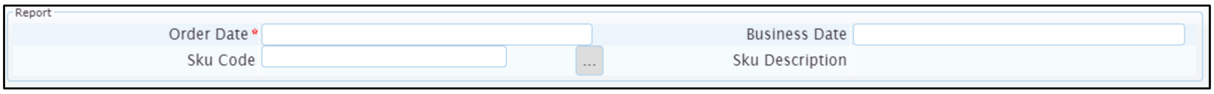
Note: Follow the instruction Search Report to search RTV report.

3.25 Item Sales Report

In this section, user can check and export the details of item that are sold.

3.25.1 Search Report

38. Enter the required details and click **'Search'.**



- **Order Date:** Select the date in which order was placed from the drop-down box.
- **Business Date:** Select the business date from the drop-down box.
- **SKU Code:** Stock Keeping Unit code of the product.

User can check the following details once the user search the report:

- **S. No:** Serial number of the order.
- **SKU Code:** Stock Keeping Unit code of the product.
- **SKU Name:** Name of the product.
- **Qty Sold:** No. of the product that are sold.
- **Line Amount:** Total cost of the products.
- **Invoice No:** Unique ID of the invoice.
- **Cashier:** Name of the cashier

3.25.2 Export Report

In this section, user can export the item sales report.

39. Search the report and click **'Export'**.

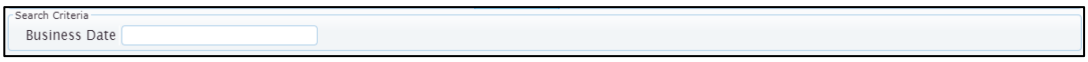
Note: Follow the instruction Search Report to search item sales report.

3.26 Cashier Score Card Report

In this section, user can check and export the details cashier's transaction.

3.26.1 Search Report

40. Enter the required details and click **'Search'**.



- **Business Date:** Select the business date.

User can check the following details once the user search the report:

- **Cashier:** Name of the cashier.
- **Amount:** Total amount of the product that the cashier sold.
- **Invoice and Void Transaction:** Total number of valid and invalid transactions.
- **Void Transaction:** Total number of invalid transactions.
- **Cancelled Transaction:** Total number of cancelled transactions.

3.26.2 Export Report

In this section, user can export the cashier scorecard report.

41. Search the report and click **'Export'**.

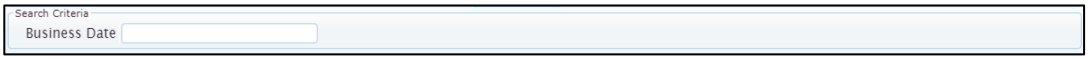
Note: Follow the instruction Search Report to search cashier scorecard report.

3.27 Branch Score Card Report

In this section, user can search and export the details of branch score card report.

3.27.1 Search Report

42. Enter the required details and click **'Search'**.



- **Business Date:** Select the business date.

User can check the following details once the user search the report:

- **Sales:** Number of sales from that branch.
- **No. of transaction:** Number of transactions from that branch.
- **Avg transaction size:** Average size of the transactions.
- **Food Sales:** Number of food sales
- **General Merchandise:** Number of the general merchandise sold.
- **Food Category:** Number of items under food category that are sold.
- **Non-food category:** Number of items under non-food category that are sold.
- **No. of out of stock items:** Number of items that are out of stock.

3.27.2 Export Report

In this section, user can export the branch scorecard report.

43. Search the report and click **'Export'**.

Note: Follow the instruction Search Report to search branch scorecard report.

3.28 Sales Associate Report

In this section, user can check and export the details of sales associate reports.

3.28.1 Search Report

44. Enter the required details and click **'Search'**.

- **From Date:** Select the date from which user want to check the report.
- **Sales Associate:** Select the sale associate from the drop-down box.

User can check the following details once the user search the report:

- **Associate:** Name of the sale associate
- **# Of Sales:** No of sales
- **Units:** Total unit of product sold by the associate.
- **Disc $:** Discounted amount in dollars for the transaction.
- **Amount:** Total amount of product sold by the associate
- **Avg unit per transaction:** Number of units sold to the number of sales undertaken
- **Avg transaction Value:** Total value of the transaction to the number of sales undertaken.

3.28.2 Export Report

In this section, user can export the sales associate report.

45. Search the report and click **'Export'**.

Note: Follow the instruction Search Report to search sales associate report.

3.29 Tender Wise Report

In this section, user can check and export the reports tender wise. There are two types in which user can check and export the reports

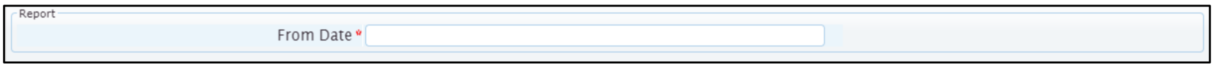
- **In Detail:** Under detail tender wise report user can check the following details:
  - **Business Date:** Date in which the business start.
  - **Invoice No:** Unique ID of the invoice.
  - **Order Type:** Type of the order.
  - **Cashier:** Name of the cashier.
  - **Cash Sale:** Amount of sale in cash.
  - **Cash Return:** Amount to return in cash.
  - **Credit:** Amount credited
  - **Debit:** Amount debited
  - **Gift Voucher:** Amount added with the gift voucher
  - **Loyalty:** Amount added corresponding to loyalty points
  - **Store Credit sale:** Total Sale done with Store Credit

- **Store Credit Return:**
- **Total:** Total amount
- **Cashier Name:** Name of the cashier.
- **Till ID:** Unique ID of the till.

- **In Summary:** Under summary tender wise report user can check the following details:
  - **Business Date:** Date in which the business start.
  - **Cashier:** Name of the cashier.
  - **Cash Sale:** Amount of sale in cash.
  - **Cash Return:** Amount to return in cash.
  - **Credit:** Amount credited
  - **Debit:** Amount debited
  - **Gift Voucher:** Amount added with the gift voucher
  - **Loyalty:** Amount added corresponding to loyalty points
  - **Store Credit sale:** Total Sale done with Store Credit
  - **Store Credit Return:**
  - **COD:** Cash on delivery
  - **Total:** Total amount
  - **Total Revenue:** Total Revenue generated from the sale.
  - **Total Collectable:**

3.29.1 Search Report

1. Enter the required details and click **'Search'**.

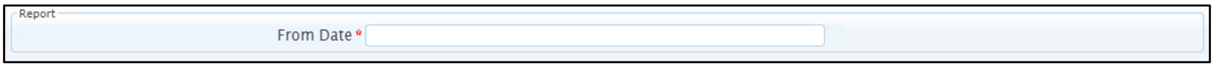


- **From Date:** Select the date from which user want to check the report

2. Select the type of detail.
   - **Summary**
   - **Detail**

3.29.2 Export Detail

➢ Enter the required details and click **'Export Detail'**.-//



- **From Date:** Select the date from which user want to export the report

3.30 Daily Sales Report

In this section, user can check the daily sale report. Daily sales report is of three type

- Item DSR Report
- Payment DSR Report

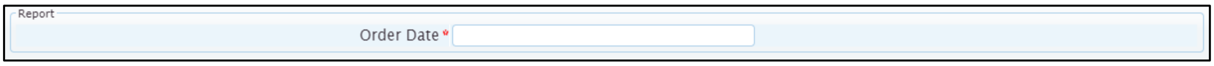
- Brand DSR Report

3.30.1 Item DSR Report

Item DSR report provides report based on items. User can check and export the details of the report.

3.30.1.1 Search Item DSR Report

- Enter the required details and click **'Search'**.



- **Order Date:** Select the date from which user want to check the report

User can check the following details once the user search the report:

- **Order No:** Unique number of the order.
- **SKU Code:** Stock Keeping Unit code of the product.
- **SKU Description:** Name of the product.
- **Category:** Category in which the product belong.
- **Brand:** Name of the brand.
- **Location:** Name of the Location where the sales happened.
- **Quantity:** No of quantity of the product.
- **Sale Price:** Sale price of the product
- **Line Total:** calculated amount for a particular line item after unit cost and quantity is entered.
- **Sale Person:** Name of the sale executive.
- **Customer Name:** Name of the customer.

3.30.1.2 Export Item DSR Report

In this section, user can export the item DSR report.

46. Search the report and click **'Export'**.

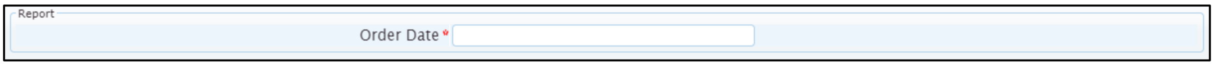
Note: Follow the instruction Search Item DSR Report to search item DSR report.

3.30.2 Brand DSR Report

Brand DSR reports provide report based on the product brand.

3.30.2.1 Search Brand DSR Report

- Enter the required details and click **'Search'**.



- **Order Date:** Select the date from which user want to check the report

User can check the following details once the user search the report:

- **Date**
- **Brand Name**
- **Revenue on SP**
- **Qty**

3.30.2.2 Export Brand DSR Report

In this section, user can export the brand DSR report.

47. Search the report and click **'Export'**.

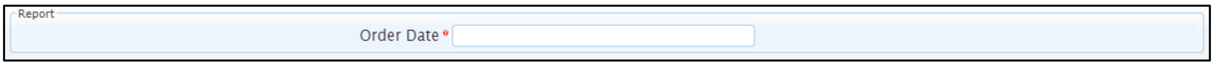
Note: Follow the instruction Search Brand DSR Report to search brand DSR report.

3.30.3 Payment DSR Report

Payment DSR reports provide report based on the payment method and amount paid.

3.30.3.1 Search Payment DSR Report

- Enter the required details and click **'Search'**.



- **Order Date:** Select the date from which user want to check the report

User can check the following details once the user search the report:

- **Order No:** Unique ID of the order.
- **Invoice No:** Unique ID of the invoice.
- **Order Date:** Date in which order is placed.
- **Order Amount:** Total cost of the order.
- **Order Qty:** Total quantity of product in the order.
- **Cash:** Amount paid in cash
- **Credit:** Amount paid through credit card.
- **Debit:** Amount paid through debit card.
- **Wechat:**
- **Loyalty:**
- **Voucher:**
- **Gift voucher:**
- **Store Credit:** Document offered by a store to a customer who returns an item not eligible for a refund. It can be used to buy other goods at the store.
- **Location Name**
- **Sale Person:** Name of the sale executive
- **Customer Name:** Name of the customer

3.30.3.2 Export Payment DSR Report

In this section, user can export the payment DSR report.

48. Search the report and click **'Export'**.

Note: Follow the instruction Search Payment DSR Report to search payment DSR report.

3.31 Bill Wise Report

In this section, user can check report bill wise. The reports are of two types: summary and details.

- **Summary Report**

In summary report user can check the following information.

- **Order no:** Unique No of the order.
- **Invoice no:** Unique No. of the invoice.
- **Order Type:** Type of the order.
- **Business Date:** Date in which they did business
- **Order Date:** Date in which order is placed
- **Customer Name:** Name of the customer.
- **Email:** Email ID of the customer.
- **Phone:** Phone number of the customer
- **Quantity:** Number of products in the bill.
- **Original Invoice No. for return:**
- **Return Qty:** No. of product to be returned.
- **Cash:** Amount paid in cash.
- **Credit:** Amount paid through credit card.
- **Debit:** Amount paid through debit card.
- **Voucher**
- **Store credit:** Document offered by a store to a customer who returns an item not eligible for a refund. It can be used to buy other goods at the store.
- **Loyalty**
- **Unclaimed Store credit**
- **Unclaimed Voucher**
- **Sales Associate Name**
- **Value at MRP:** Maximum Retail Price of the product.
- **Selling Price:** Selling price of the product.
- **Store Credit Note no**
- **Discount:** Total discount on the product.
- **Final bill amount:** Final amount to be paid.
- **Total Tax:** Total tax paid for the product
- **Voucher no**
- **Original Invoice No CN issue**
- **CGST Amount:** Amount paid to central GST
- **SGST Amount:** Amount paid to State GST.
- **Special Discount Applied:** Any special discount if applied.

- **Remark:** Any remark, if available.

- **Detail Report**

In detail report user can check the following information.

- **Line No:**
- **Order No:** Unique number of the order.
- **Invoice No:** Unique number of the invoice.
- **Order Type:** Type of the order.
- **Business Date:** Date in which they did business.
- **Quantity:** Number of products in the report.
- **Original Order No for Return:**
- **Return Qty:** Number of products to be returned.
- **SKU Code:** Unique code of the product.
- **IMEI:** IMEI number of the product.
- **HSN Code:** Harmonized System of Nomenclature code of the product.
- **Style**
- **SKU Description:** Name of the product.
- **Category:** Category of the product.
- **Sub-category:** Sub- category of the product.
- **Size:** Size of the product.
- **Color:** Color of the product.
- **MRP:** Maximum Retail Price of the product.
- **Selling price:** Selling price of the product.
- **Value at MRP:** Amount mentioned in the MRP.
- **Discount**
- **Item Price**
- **Total Tax:** Total tax to be paid for the product.
- **CGST%:** Percentage of CGST.
- **CGST:** Amount to be paid to CGST.
- **SGST%:** Percentage of SGST.
- **SGST:** Amount to be paid to SGST.
- **Price Override used:**

3.31.1 Search Report

1. Enter the date and click **'Search'**.
2. Select the type of report.
   - Summary
   - Details

3.31.2 Export Summary

49. Click **'Export Summary'** to download the reports in summary format.

3.31.3 Export Detail

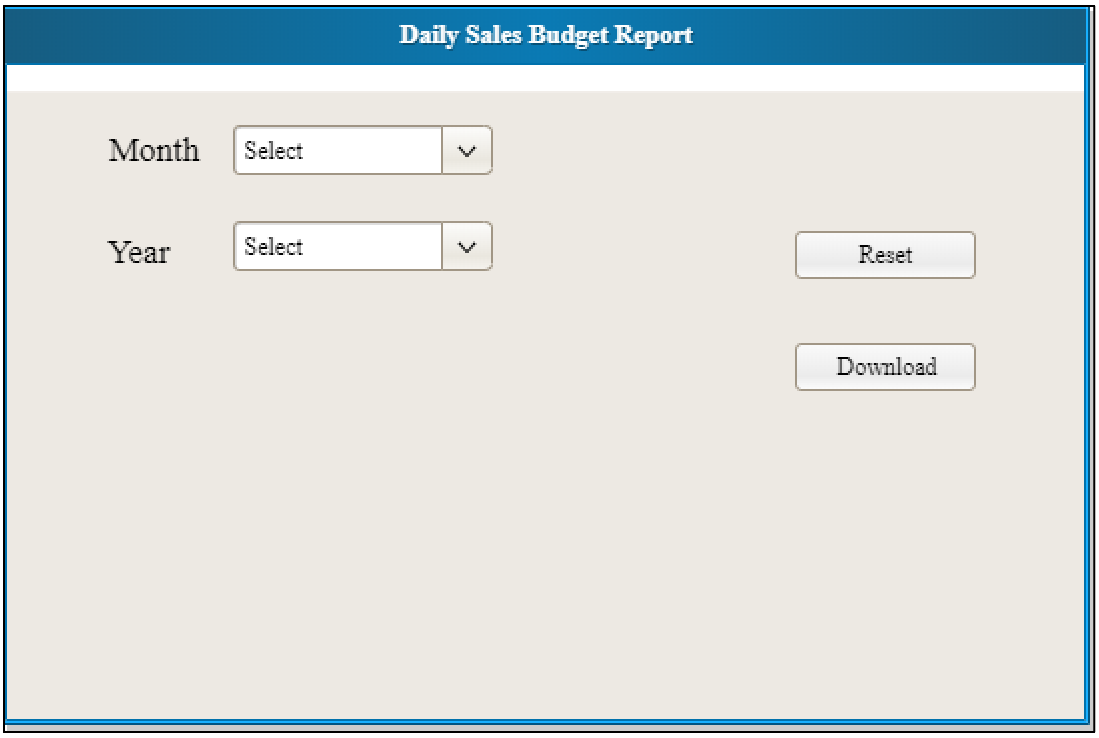
50. Click **'Export Detail'** to download the reports in detail format.

3.32 Endless Aisle Report

3.33 MIS Report

3.34 Sales Budget Report

- This module used to compare the planned sales with actual sales. A new sales budget will be uploaded in e-Retail at start of financial year. A read-only view of Daily Sales Budget will be visible to store users at their respective stores. Stores will only be able to view the budget. They cannot make any changes in the budget.



- Select month and year and download sales budget report.
- This report will be same as eRetail sales budget report.

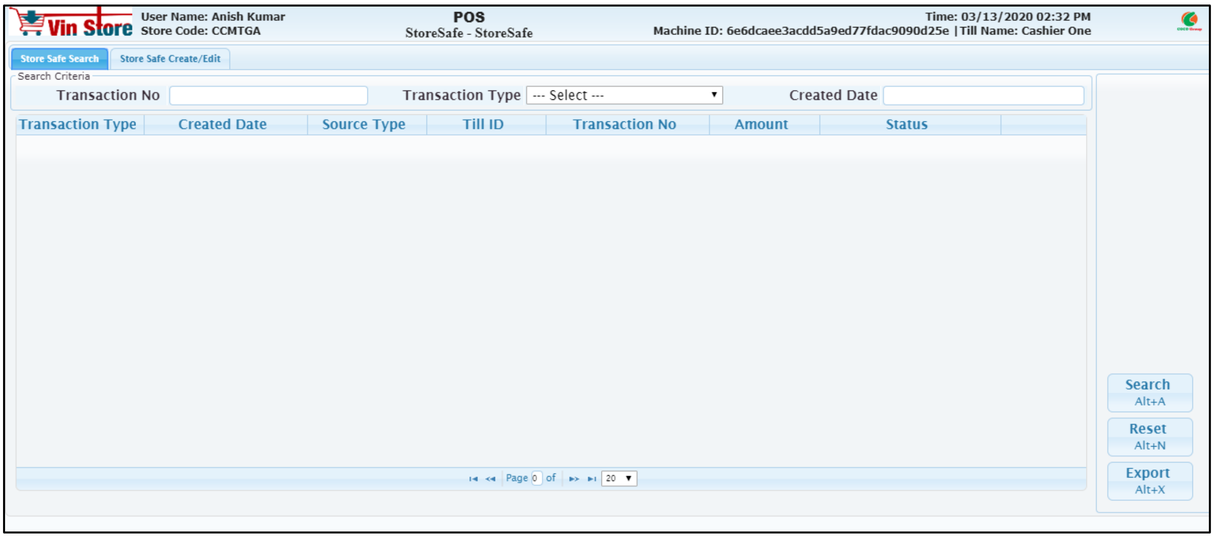
3.35 Store Safe

Store Safe is an entity to manage transactions on store.

- Pay in to store safe (VIN store manually, auto send to SAP)
- Cash transfer from safe to till
- Pay out from till to store safe
- Store safe to bank

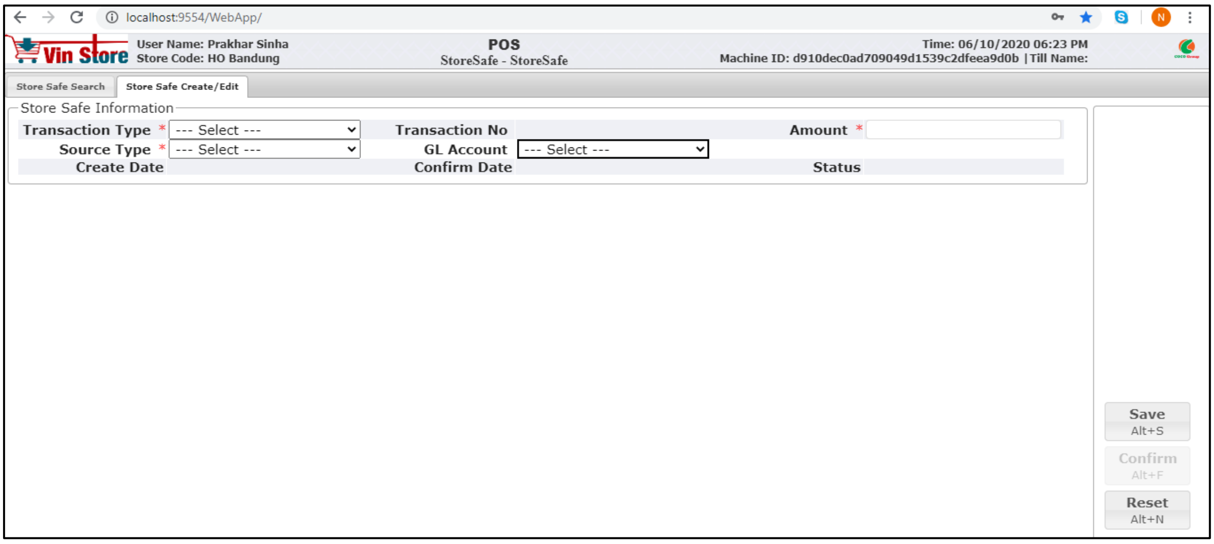
3.35.1 Store Safe Enquiry

- Transaction No (This will be system generated on creation and same can be searched with this field)
- Transaction Type (A drop down will display with options “In” & “Out”)
- Create Date (Similar pick list as any of back office screen, refer GRN. Future date will not be allowed in Date filter)
- Status (Confirmed and Pending Confirmation)
- Search store safe transaction with given search field.
- ‘Search’ will give the result as per search conditions.
- ‘Reset’ will clear the data of searched field as well as grid.
- ‘Export’ will export the search result in an excel report.



3.35.2 Store Safe Create/Edit

- Store Safe will be captured for two transaction type. (In and Out).
- Source Type would be “Bank” and “Till”.
- Store safe transaction will be send to VineRetail then to SAP.
- Select transaction type
- Enter amount
- Select source type
- Select Till Id
- Then Save store safe transaction and confirm

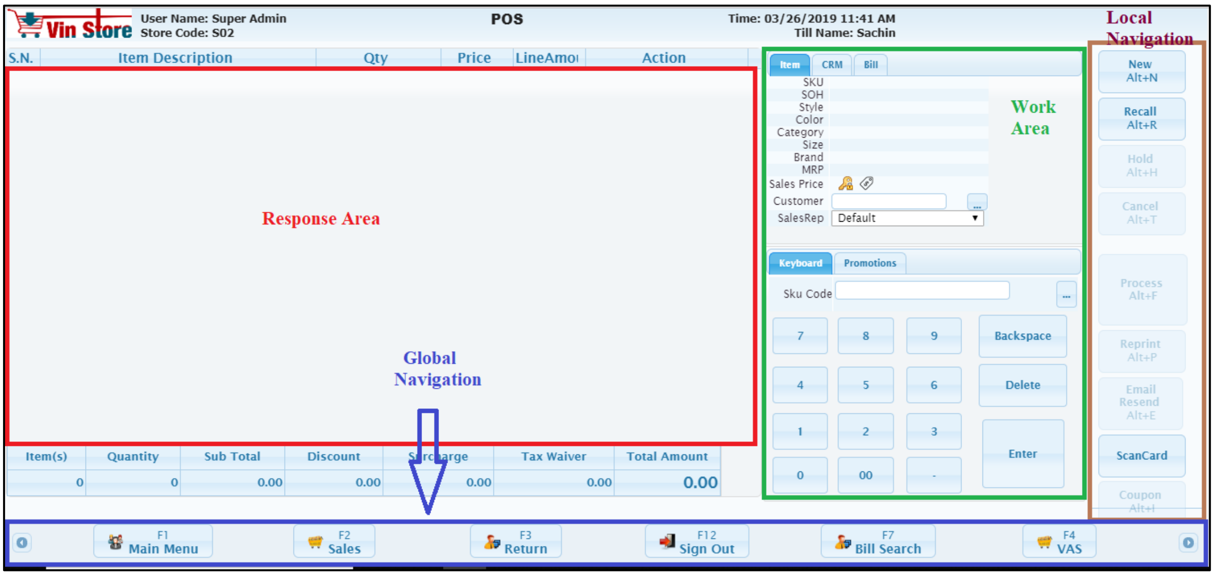


4. Point of Sale

This module describe the details of screen used by sales representative.

4.1 Sale

A transaction is an interaction with a customer in which merchandise is exchanged for a tender of
Value. All transactions begin from the Sales option. Cashier performs operations like billing, promotions, CRM, Loyalty etc.



- **Response Area:** This area contains the following information of the product:
    - **Item description:** It contains the name of the product.
    - **QTY:** It contains the number of quantities of the product.
    - **Price:** Maximum Retail Price of the product.
    - **Line Amount:** Sale price of the product.
    - **Action:** It contains different option available for the product:
        - **Home Delivery**

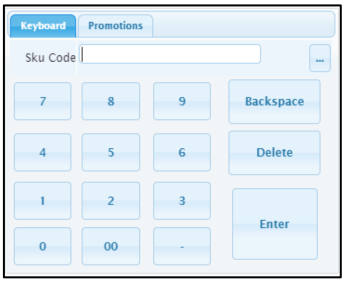
- Link Line wise sales representative
  - **Add Coupons**
  - **View Lot**
  - **Delete**
- **Work Area:** In this area sales representative can add product by entering the SKU number of the products. This area can be divided into three parts:
  - **Item:** It contains different information of the product.
  - **CRM:** It contains details of the customer.
  - **Bill:** It contains details of the bill
- **Local Navigation:** This area consist of different options available during the transaction.
- **Global Navigation:** This area consists of different option and functionalities available in VIN Store.

4.1.1 Create transaction

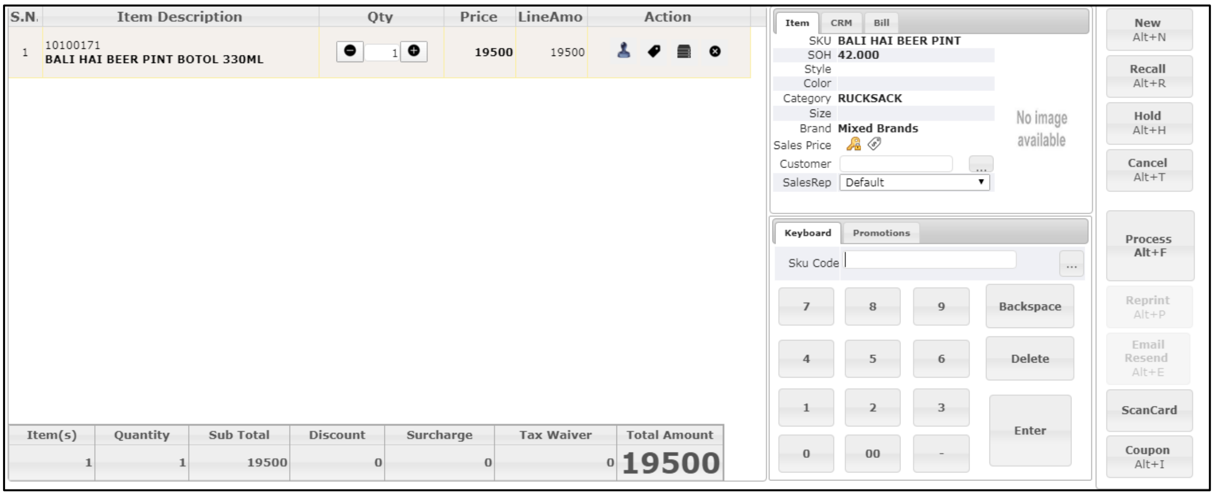
This part contains the steps to create a new transaction.

1. Cashier can select the product for Sales in following ways :
   • Input SKU code /Barcode
   • Search SKU by SKU Description/ Barcode
   • Scan SKU Barcode

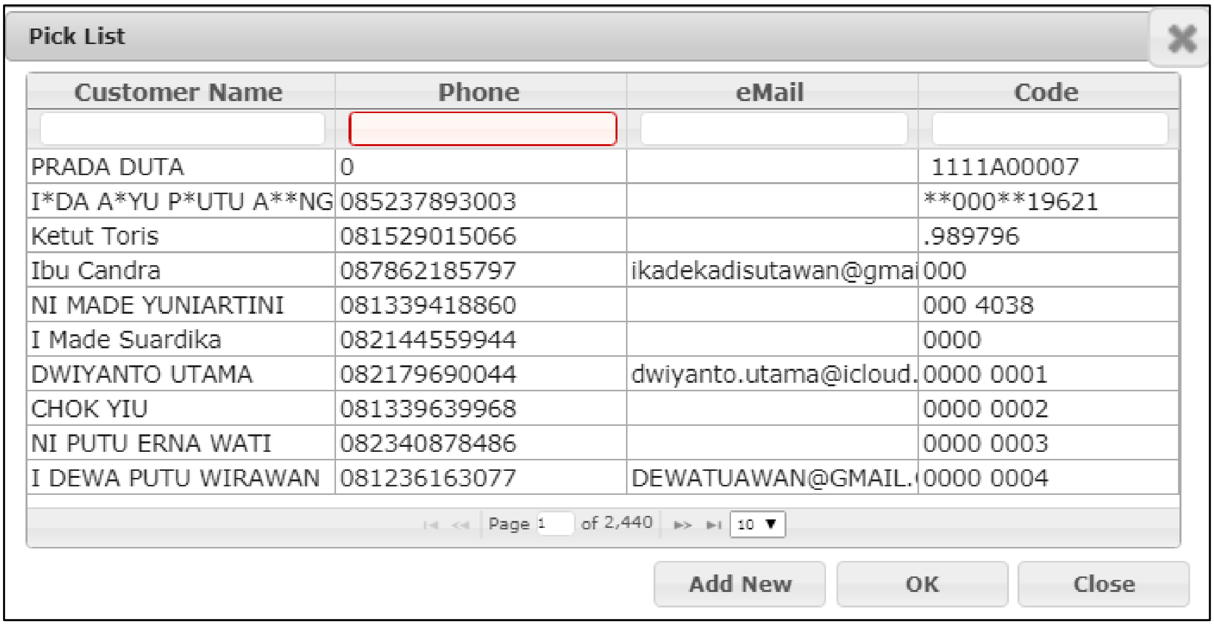
   1. Go to Sales screen.
   2. Enter the SKU code/Scan Barcode/Search SKU code of the product and click **'Enter'**.
   3. Pick list appears to search barcode.



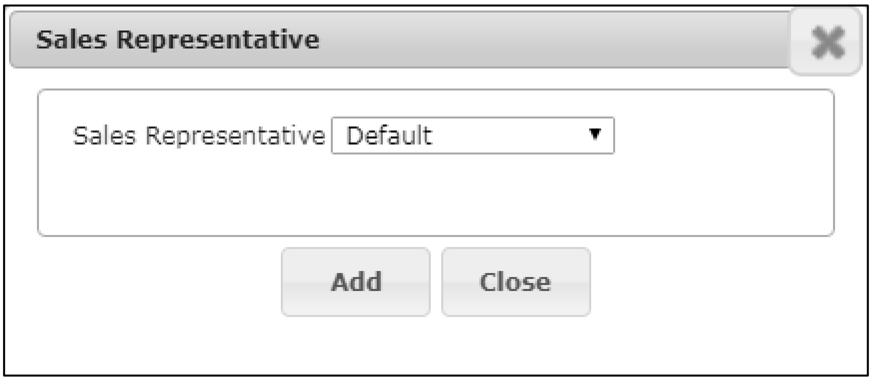
   4. Select the product and click on **'OK'**.
   5. Repeat Step **1** and **2** to add more items.



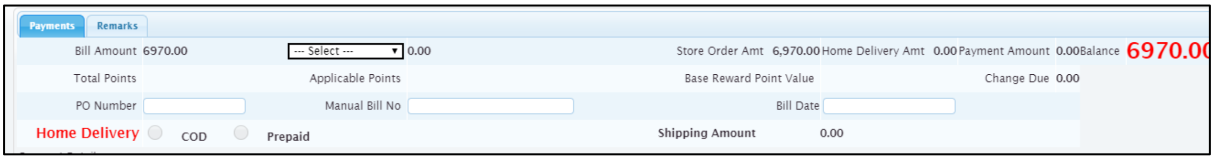
6. Enter the customer code OR a new customer can be added by clicking on Add new button.



7. Click **'OK'.**
8. Link sales representative line wise or order wise by selecting from the drop-down box.
9. To link line wise sales representative > click on  in "Action". A popup gets open.

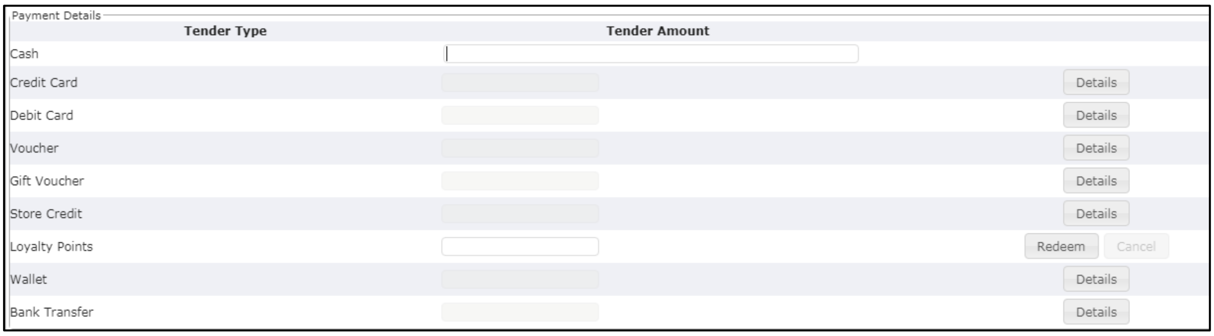


10. Select sales representative and click on ‘Add’.
11. To link order wise sales representative. Select sales representative from the drop down.
12. Click on ‘Process’.
13. Enter the required details:



- **PO Number:** Enter the purchase order number of the product if required.
- **Manual Bill No:** Enter the manual bill number if required.
- **Bill Date:** Select the date in which the bill generated if required.
- **Home delivery:** Select COD or Prepaid for home delivery.

14. Select the Tender type. There are different tender type available in VIN Store.
- Click **‘Details’** and **‘Redeem’** to user other payment options except cash.



- **Cash:** Enter the amount paid in cash.
- **Credit Card:** Enter the required details and click **‘Add’**.

  - **Card No:** Enter credit card number.
  - **Customer Name:** Enter the name mentioned in the card.

- **Card Type:** Select the type of card. VIN Store use three types of card:
  - **American Express**
  - **Visa**
  - **Master**
- **Expiry Date:** Select the expiry date from the drop-down box.
- **Approval Code:** Enter the approval code.
- **Amount Paid:** Enter the amount to be paid.

- **Debit Card:** Enter the required details and click **'Add'**.

- **Card No:** Enter debit card number.
- **Customer Name:** Enter the name mentioned in the card.
- **Card Type:** Select the type of card. VIN Store use three types of card:
  - **American Express**
  - **Visa**
  - **Master**
- **Expiry Date:** Select the expiry date from the drop-down box.
- **Approval Code:** Enter the approval code.
- **Amount Paid:** Enter the amount to be paid.

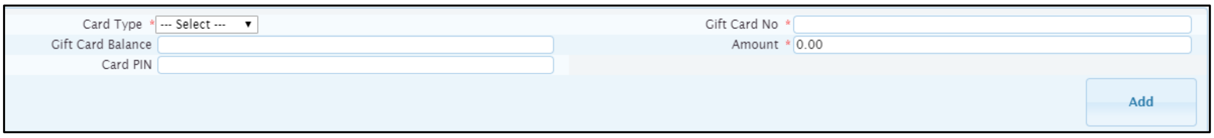
- **Voucher:** Enter the required details and click **'Add'**.

- **Voucher No:** Enter the voucher number.
- **Voucher Amount:** Enter the voucher amount.
- **Voucher Type:** Select the type of voucher from the drop-down box.

- **Gift card:** VIN store let the sales representative to use different kind of gift cards. Physical and E-gift card are the two types of cards used in VIN store.

- **Physical card:** VIN Store let the sales representative to sale and redeem the physical gift card. To redeem the physical card the sale representatives, need to scan the card. The card owner can pay partial payment by using these physical cards.

- **E-gift card:** VIN store let the sales representative to redeem the E-gift card. The user need to enter the pin to redeem the points.



- Enter the required details and click **'Add'**.
    - **Card Type:** Select the card type from the drop-down box.
        - **E-card**
        - **Physical card**
    - **Gift Card No:** Enter the gift card number.
    - **Gift Card Balance:** Enter the gift card balance.
    - **Amount:** Enter the amount to be paid through gift card.
    - **Card Pin:** Enter the gift card pin.

- **Store Credit:** Enter the required details and click **'Add'**.

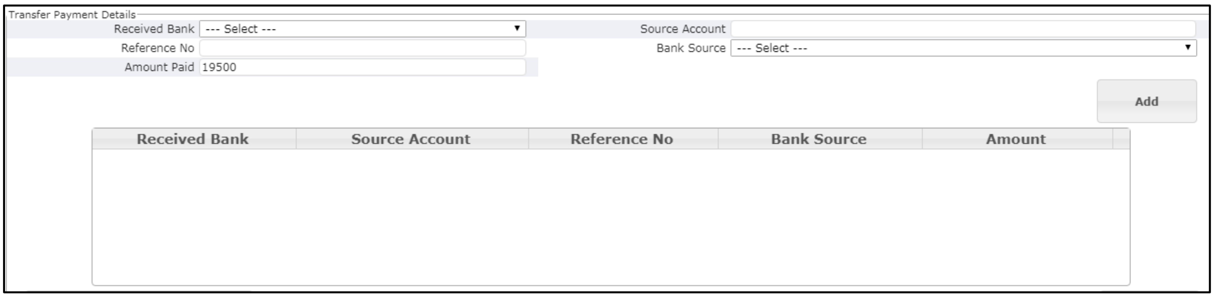
    - **Store Credit Code:** Enter the unique credit store code of the customer.
    - **Amount:** Enter the amount to be paid through store credit.

- **Loyalty Points:** Click **'Redeem Now'** to redeem the loyalty points.
- **Wallet:** There are three types of wallet available in VIN Store.

    1. Select the type of wallet and enter the required details.

    - **Wallet Type:** Select the wallet type from the drop-down box.
        - **Alipay**
        - **Mobikwik**
        - **Paytm**
    - **Amount:** Enter the amount to be paid
    - **Ref No.:** Enter the reference number of the Alipay
    - **Mobile number:** Enter the linked mobile number of the customer

- **Bank Transfer:** Enter the required details and click **'OK'**.



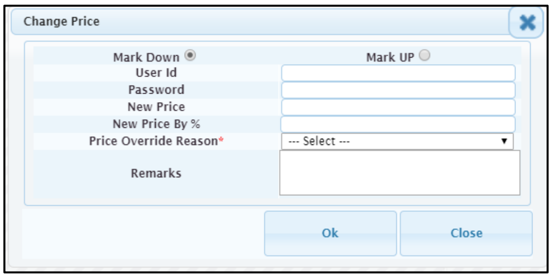
- **Received Bank:** Select from drop down.
- **Source Account:** Enter account number.
- **Reference Number:** Enter reference number.
- **Bank Source:** Select from drop down.
- **Amount Paid:** Total amount to be paid through Bank Transfer.

15. Click **'Confirm Payment'.** Bill will be generated.

4.1.1.1 Change Price

VIN Store allows the sales representative to change the price.

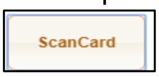
1. Click  in the work area.
2. Enter the required details and click **'Ok'**.



- **Mark down or Mark up:** Select mark down for decrease in price and mark up for increase in price.
- **User ID:** Enter the login ID of the sale representative.
- **Password:** Enter the password.
- **New Price:** Enter the new price of the product
- **New price by%:** Enter the difference percentage of the old and new price.
- **Price Override reason:** Select the reason for the override price from the drop-down box.
- **Remarks:** Enter any remark, if required.

4.1.1.2 Checking balance in Gift card

VIN store let the sales representative to check the balance

1. Click 

.

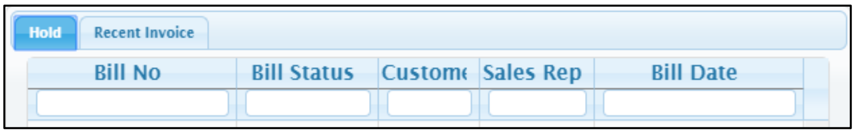
2. Enter the gift card number.
3. Click **‘Find’**.

4.1.2 Recall Transaction

VIN Store offer the user to recall the hold transaction.

4. Click **‘Recall’**.

   New dialog box containing the hold transaction.
5. User can search the bill or recall the bill from recent invoice.



- To search the bills, enter Bill No, Bill Status, customer, Sale Rep or Bill date.
- Click recent invoice and scroll down to search the bills.

Once the sales representative recall the required bill, user can do the needful.

4.1.3 Hold Transaction

VIN Store allow the sales representative to hold any transaction at any time.

- Click **‘Hold’** anytime during creation of a transaction.

4.1.4 Cancel Transaction

VIN Store allow the sales representative to cancel any transaction at any time.

- Click **‘Cancel’** anytime during creation of a transaction.

4.1.5 Reprint Bill

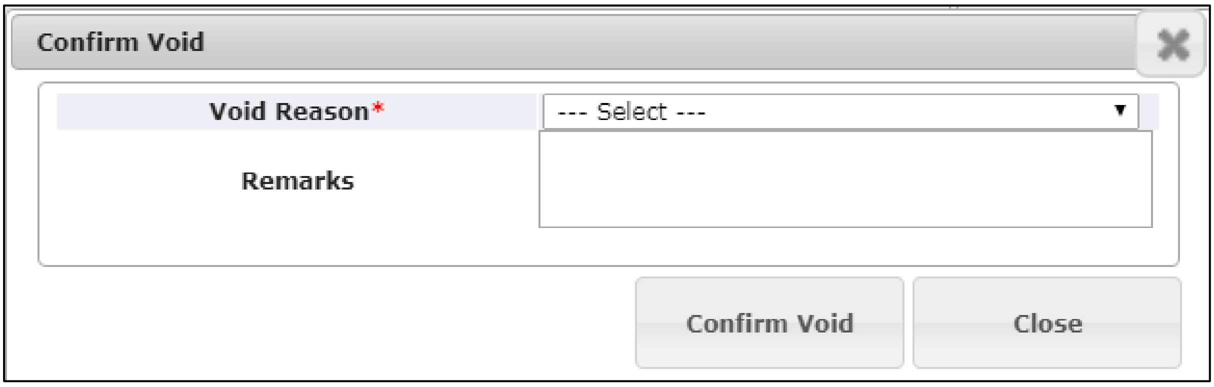
It gets active on successful completion of sales transaction and allows user to reprint sales receipt on Recall of Invoice transaction or from Bill Search.

4.1.6 Email Resend

It gets active on successful completion of sales transaction and allows user to resend sales receipt on registered email on Recall of Invoice transaction or from Bill Search.

4.1.7 Void Transaction

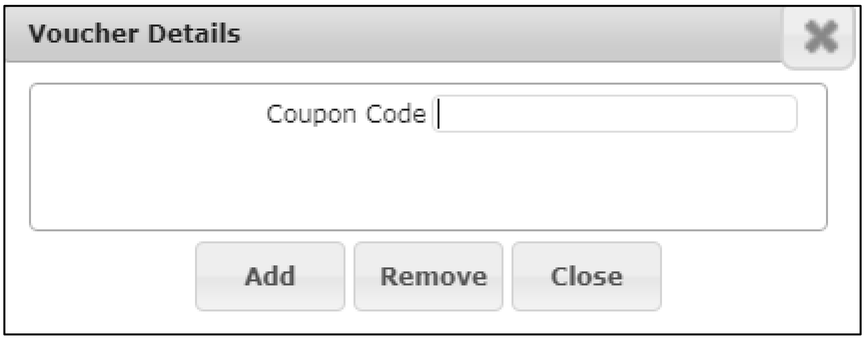
- Open invoiced transaction from Bill Search. Only same business date invoiced can be void. Select void reason and confirm.



4.1.8 Coupon

Coupon can be applied by clicking on coupon. There is two option to apply coupon ‘Line’ and ‘Bill’.

- To apply line level coupon: Click on  in action.



- Enter coupon code and Add.
- To apply bill level coupon: Click on coupon button and add.

4.1.9 Endless Aisle Orders

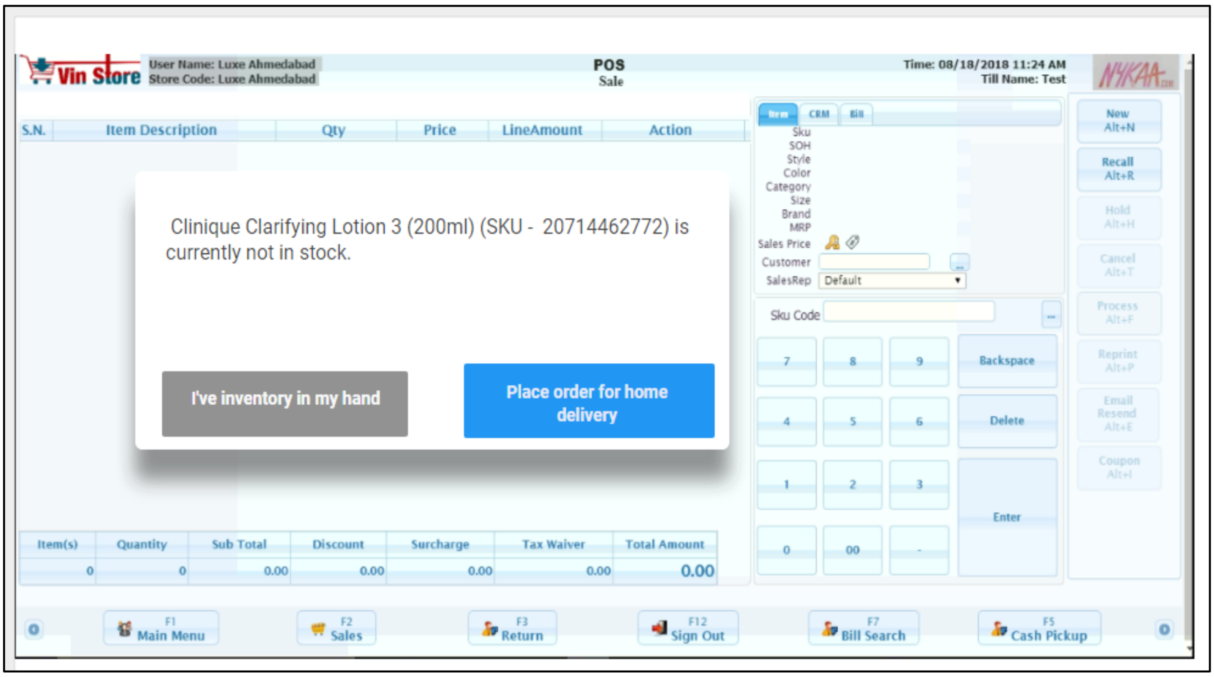
- Endless aisle is a term used to describe a marketing and sales technique by which retailers are able to provide in-store customers with the opportunity to order products that are either not normally sold in the store or that are currently out of stock. These products can then be shipped directly to customers’ homes or to the store for future pickup.

  Possible scenarios –
  - Inventory of product is present in store
  - Inventory of product is not present in store

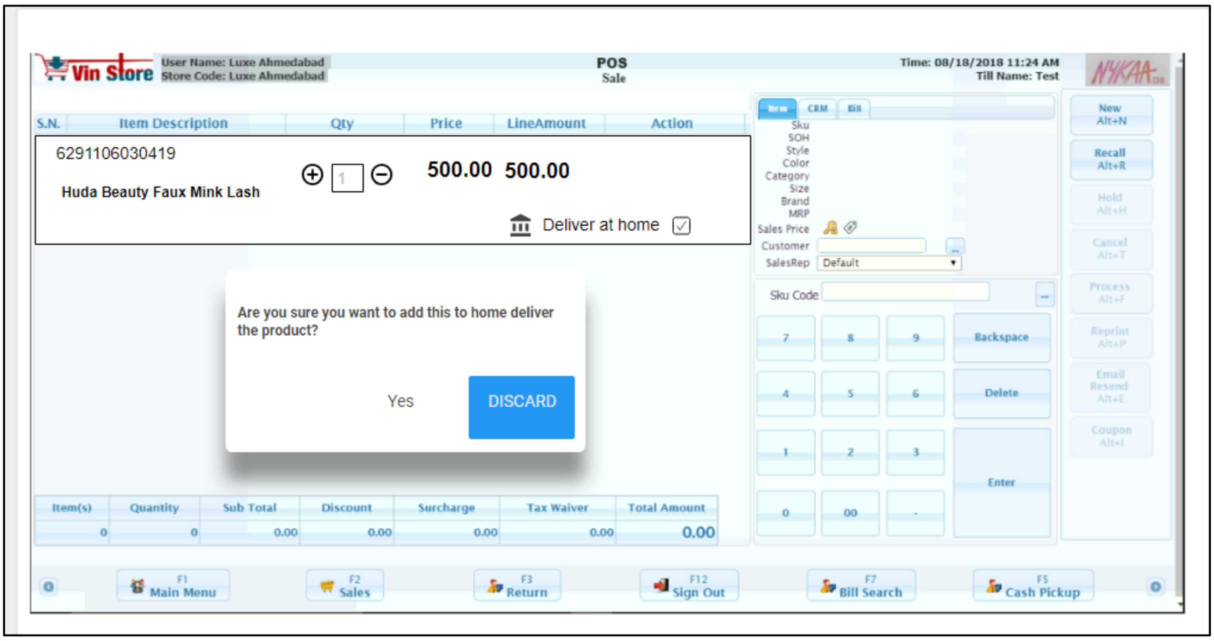
- It allows business to fulfill orders from warehouse in case stock is not present in the store. It is mandatory to link customer with home delivery orders.

- **Process steps :**

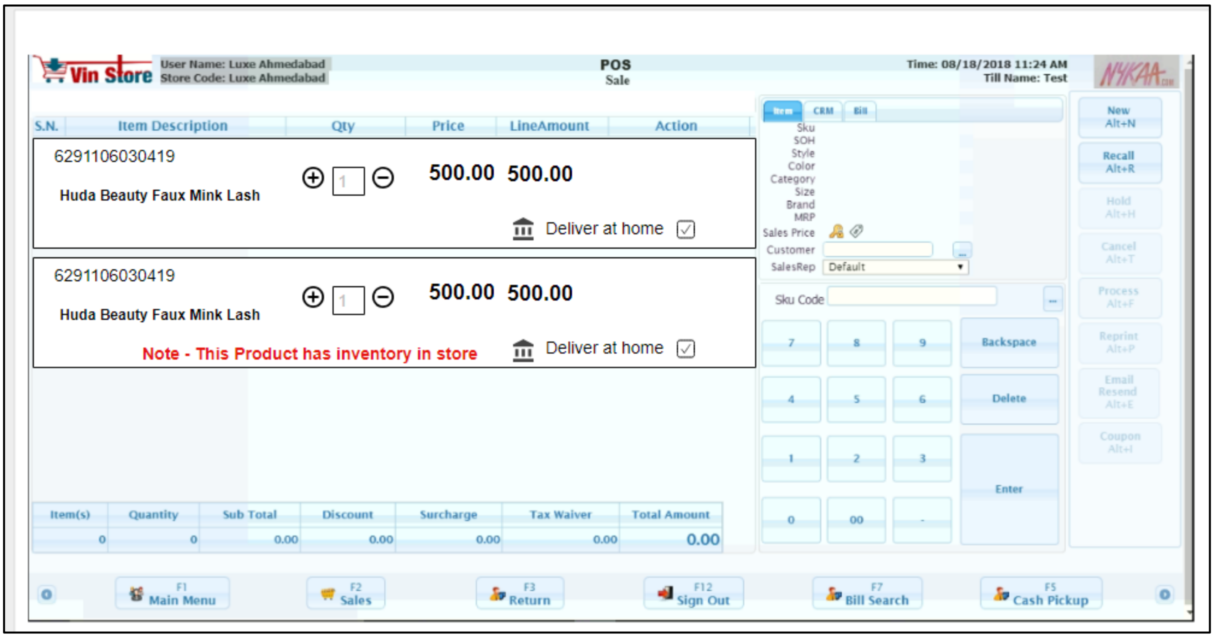
1. In case user scans a product/searches a product which doesn't have inventory in store, they will be given a message with below two options, if user selects home delivery product will be home delivered and in case user selects "I've inventory in my hand", negative billing will happen.



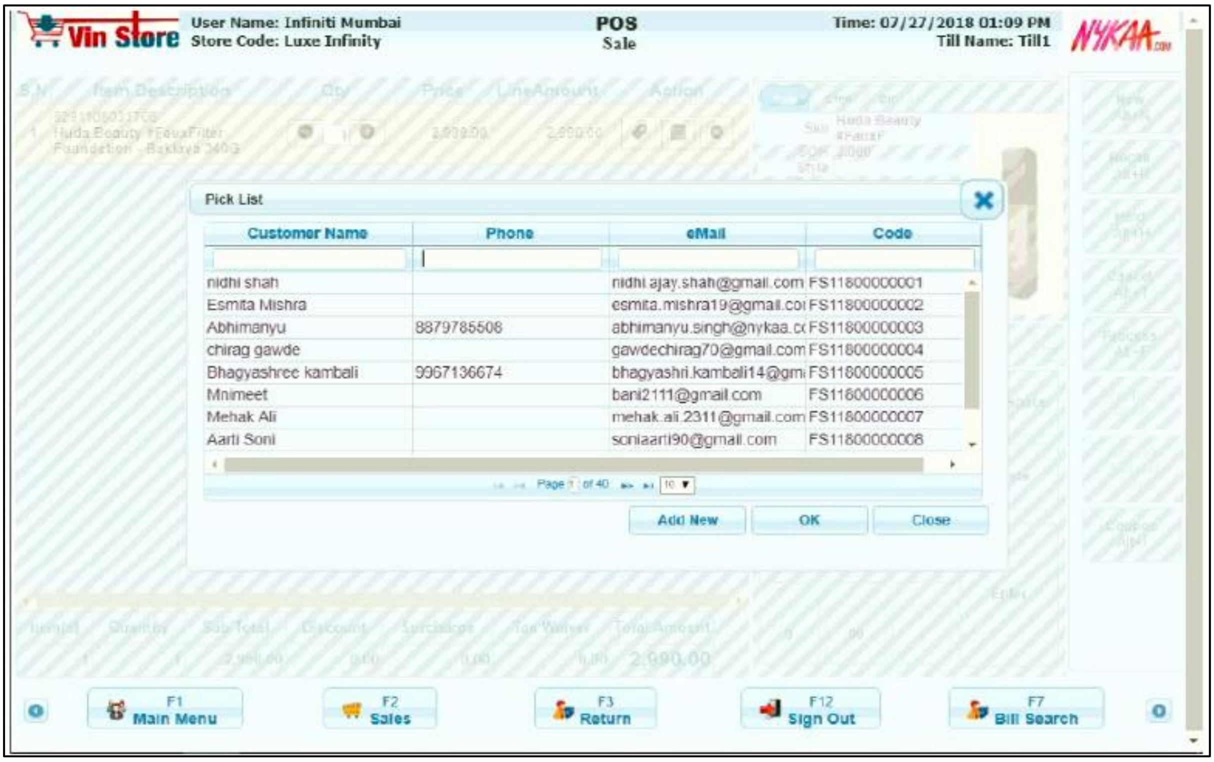
2. In case user selects a product to be Home delivered from Sales screen, they will be given a pop up confirmation for the same.



3. In case user selects a product which has positive SOH in store, they will be given highlight for the same as shown below.



➢ When user clicks on **Process** , as default they will be asked to add customer, as shown below –

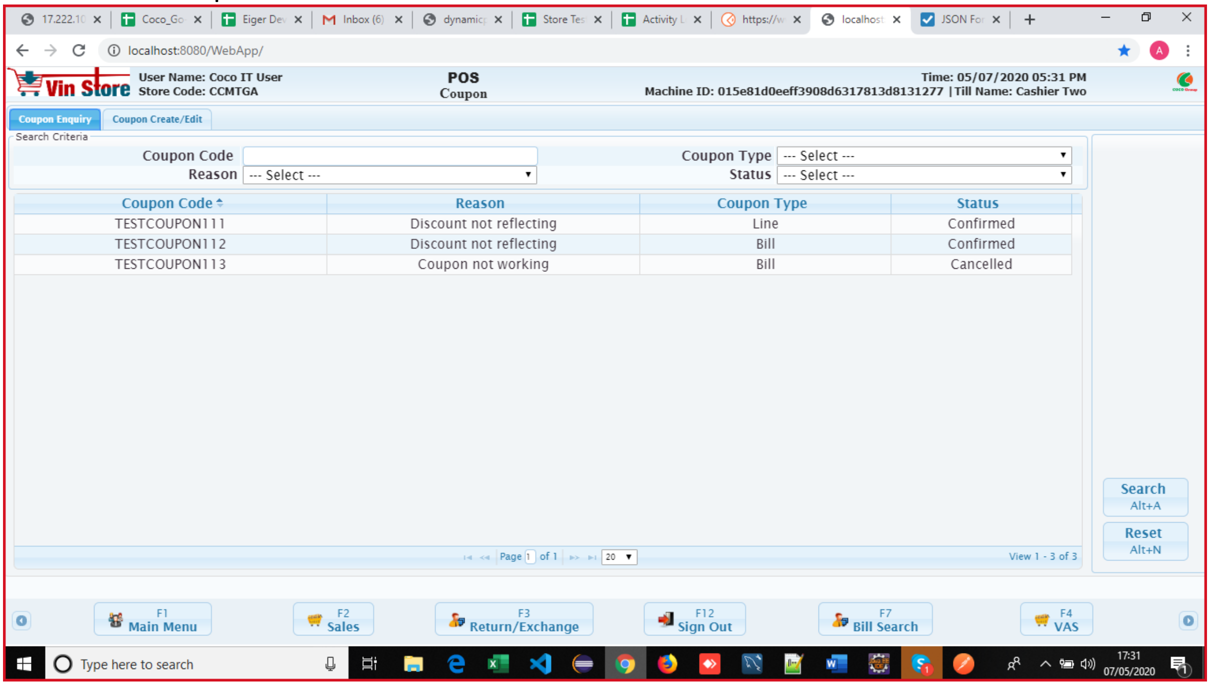


- ➢ Once the customer has been selected, from the above pick list, a select/add new address screen will be opened.
- ➢ On this user will have the option to select the saved address of the customer or create a new address?
- ➢ Based on the method of home delivery payment i.e. Pay Now or COD, Payment will be processed. In case of COD, transaction will be done at 0 amount. In case of Pay Now multiple tender will be used to process same as normal sales.

4.1.10 Manual Discount

This part explain how to apply manual discounts while billing in VinStore. User can create manual discount from Coupon module on VIN store.

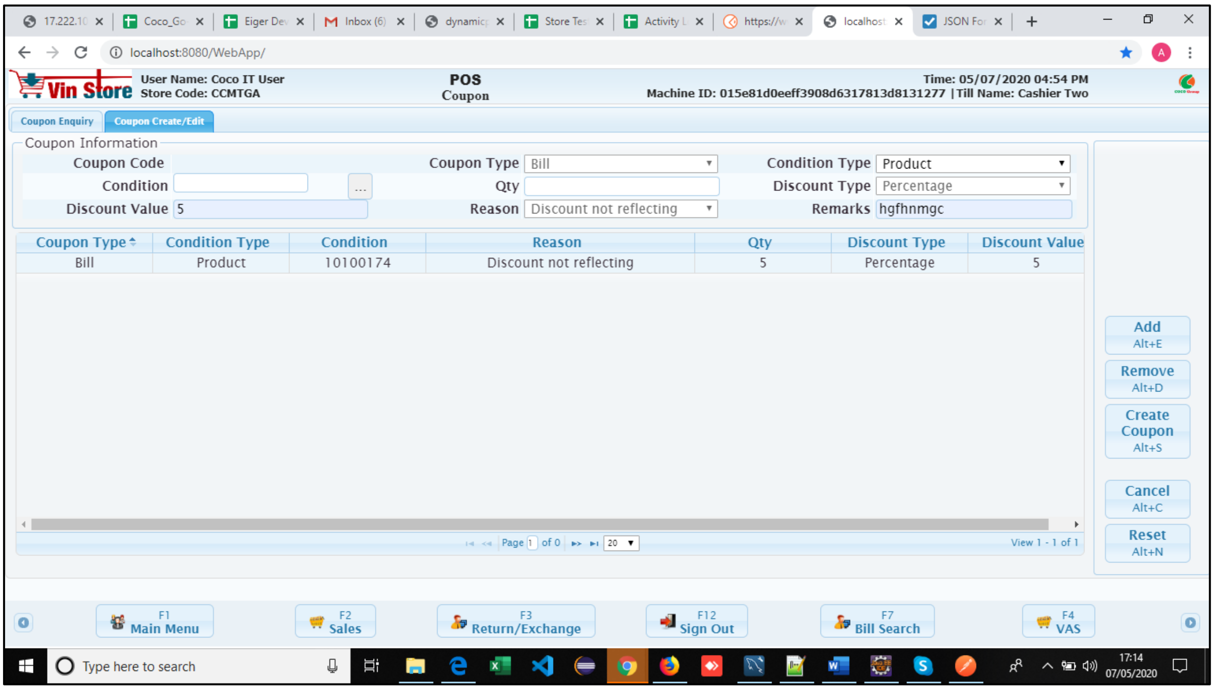
- **Coupon Enquiry**
- Enter required detail and click on 'Search'



- **Coupon Code:** This is system generated code.
- **Coupon Type:** Type will be 'Line' or 'Bill'.
- **Reason:** Reasons for manual discount.
- **Status:** These will be 'Confirmed' Or 'Cancelled'.
- Search will give the result
- Reset will clear selected or searched data from screen.

- **Coupon Create/Edit**

Enter required fields and create coupon.



- Select Coupon Type ‘Line’ or ‘bill’.
- **Condition Type:** Select condition type. Options will be ‘Product’, ‘Category’ and ‘Brand’.
- **Condition:** Based on condition type selection, a pick list will be opened in condition field.
- **Quantity:** Enter quantity.
- **Discount Type:** select discount type ‘Percentage’ or ‘Fixed Value’.
- **Discount Value:** Enter discount value.
- **Select reason and enter remarks.**
- On Add, selected conditions will be added in grid.
- On Remove, selected line will be remove from grid.
- **Create Coupon**: On clicking create coupon, coupon code will be generated.
- On cancel, coupon will be cancelled.
- On reset, data will be cleared.

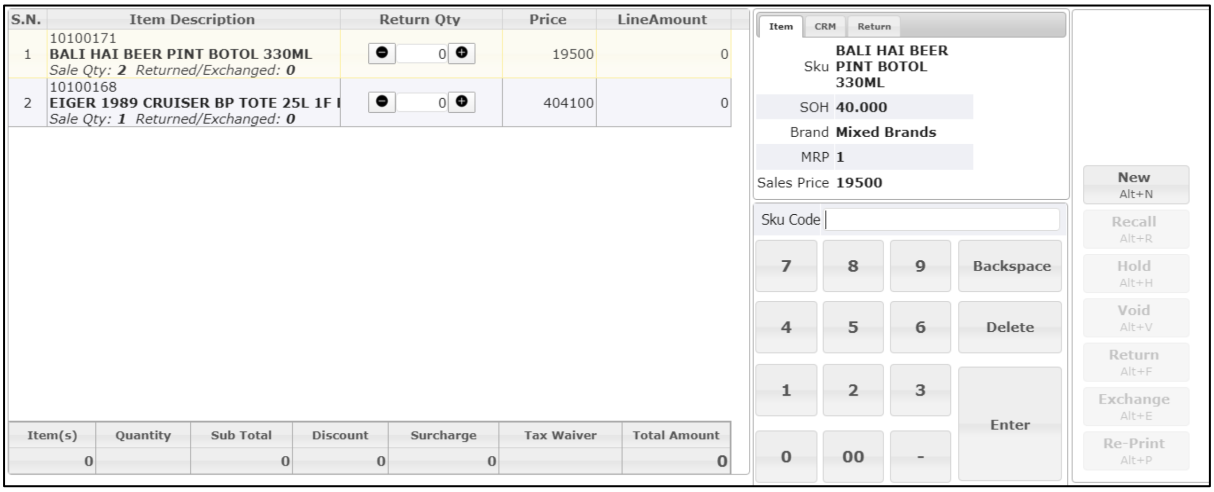
4.2 Return/Exchange

Return enables the customer to return merchandise for an exchange, refund, or store credit (Depending upon the store policy).

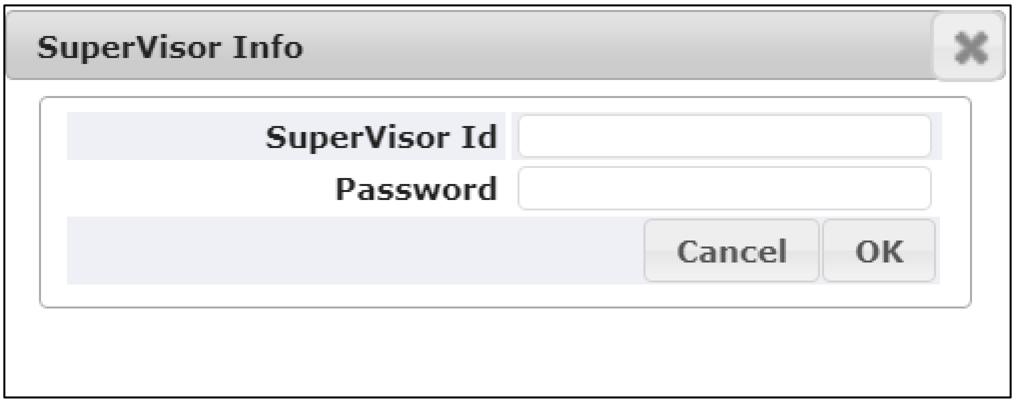
4.2.1 Create Return

Return can be done based on return policy.

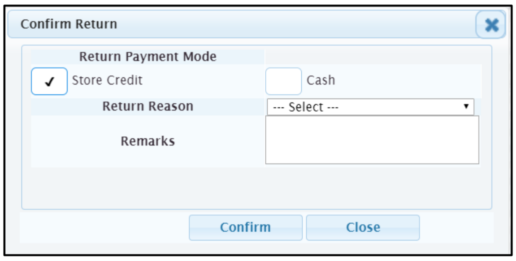
1. Enter/scan the invoice number in the work area and click **‘Enter’.**



2. Enter return quantity. 'Return" button will be enabled.
3. Click **'Return'.** A popup gets open to enter supervisor info.



4. Enter supervisor credentials and click 'ok'. A confirm return popup gets open.
5. Enter the required details and click **'Confirm'**. Return bill will be generated.

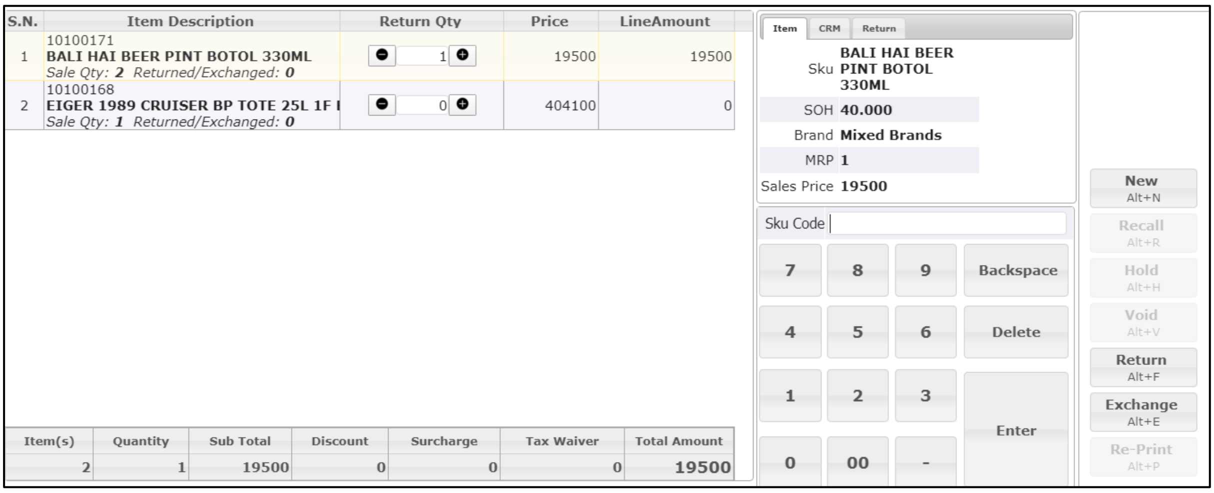


- **Return Payment Mode:** Select the mode of return payment. VIN Store provide two options:
  - **Store Credit**
  - **Cash**
- **Return Reason:** Select the reason for the return.
- **Remark:** Enter remark, if required.

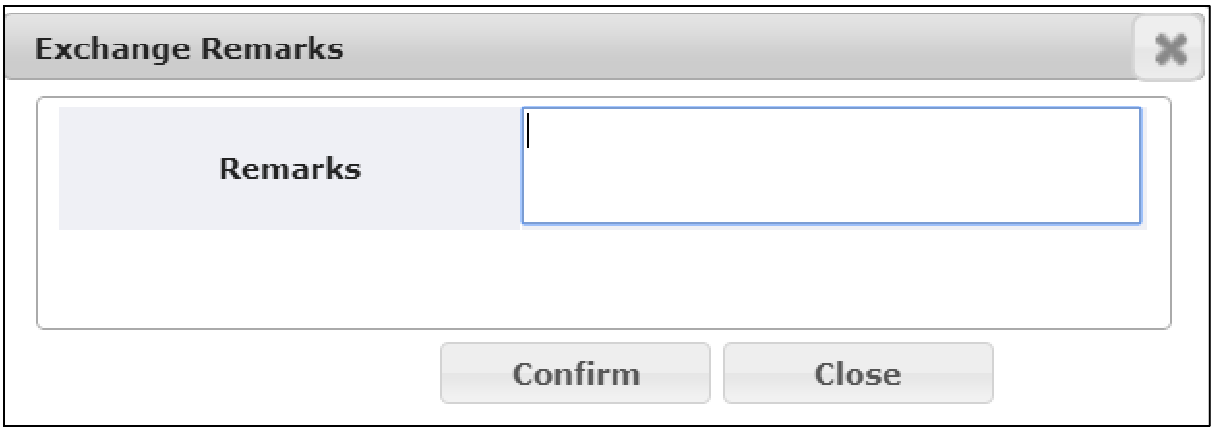
4.2.2 Create Exchange

For exchange transactions, store credit will not be generated, user should be able to process in same transaction.

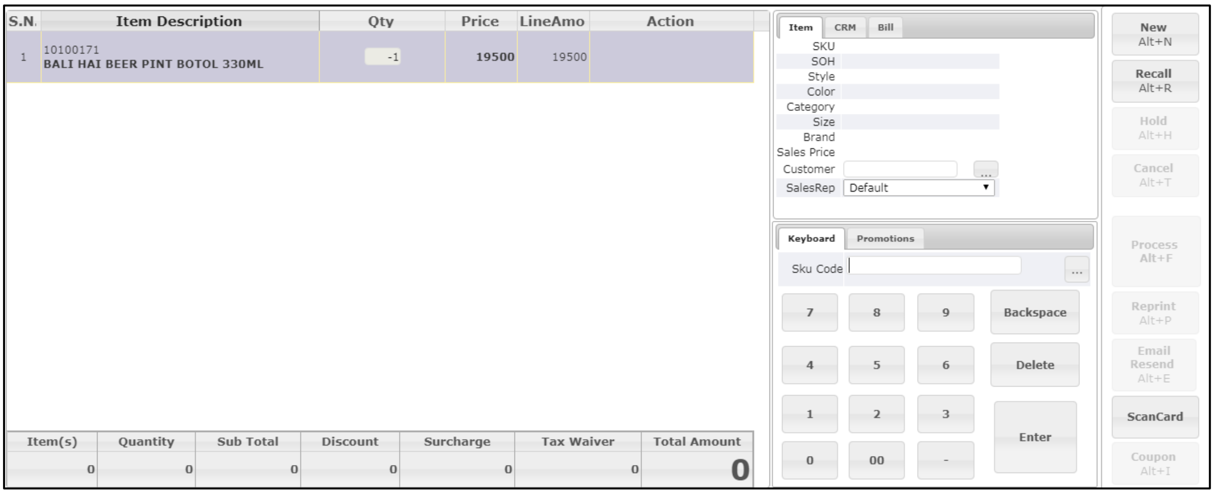
- ➢ Enter or Scan invoice number.



- ➢ Enter exchange quantity and click on **'Exchange'.**
- ➢ Enter remarks and confirm.



- ➢ It will redirect to sale screen. Follow the same process as **'Sale'** and generate bill for exchange.



4.3 Value Added Service

VAS (Value added service) links delivery items to a packing instruction and contains details from within the delivery and packaging specification. Through VAS one can inform warehouse employees about the work they have to perform, and with which products. You can also use VAS orders to log work that is done.

4.4 Customer Deposit

VIN Store allows the user to deposit money in their store account.

4.4.1 Deposit Search

Sales representative can search deposit by using different criteria.

2. Enter the required details and click **'Search'**.

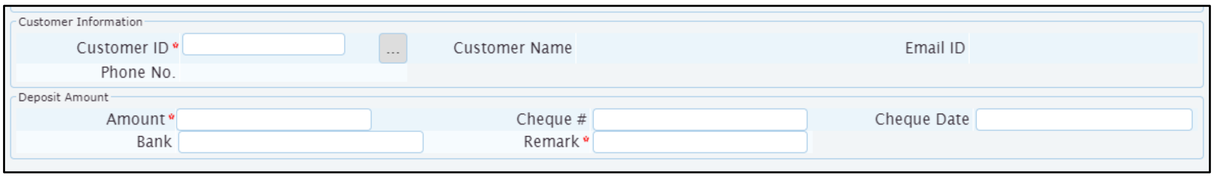
- **Deposit #:** Unique ID of the deposit.
- **Store Credit #:** Unique ID for document offered by the store to a customer who returns an item not eligible for a refund.
- **Status:** Select the status of the deposit. There are four status in VIN Store
  - **Void:** If the deposit is illegal or void.
  - **Cancelled:** If the deposit is cancelled.
  - **Confirmed:** If the deposit is confirmed.
  - **Saved:** If the deposit is saved.
- **Customer ID:** Unique ID of the customer
- **Customer Name:** Name of the customer
- **Email ID:** Registered Email ID of the customer
- **Phone No.:** Registered phone number of the user
- **Date:** Date in which customer deposit the money.

Note: Sales representative can search deposit by entering any one detail.

4.4.2 Deposit Create/ Edit

Sales representative can deposit money of customer.

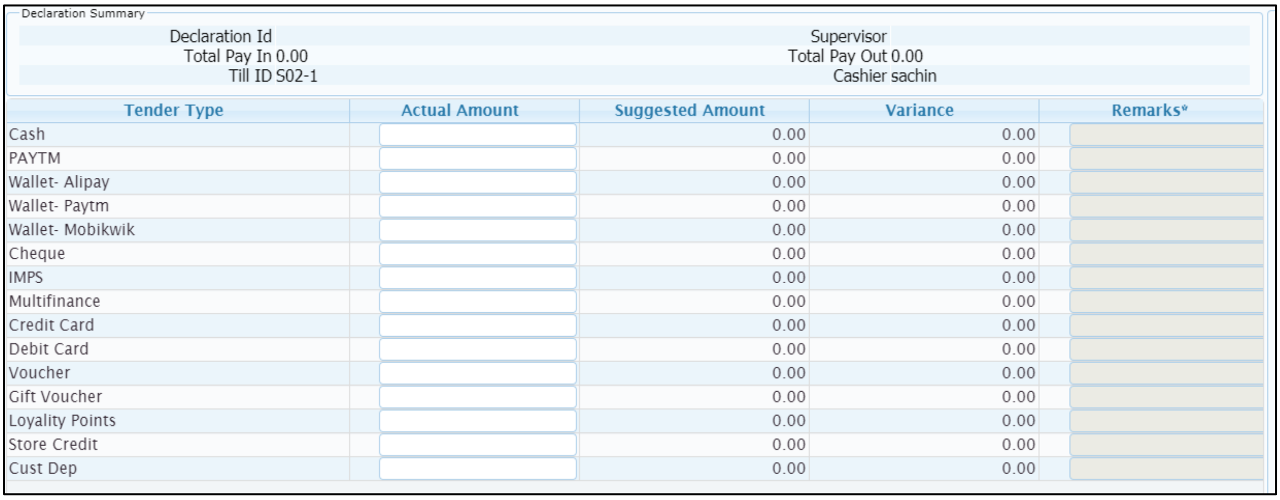
3. Enter the required details and click **'Confirm'**.



- **Customer ID:** Unique ID of the customer.
- **Amount**: Amount deposited by the customer.
- **Cheque#:** Cheque number provided by the customer.
- **Cheque Date:** Date in which the cheque will be cleared.
- **Bank:** Name of the bank
- **Remark:** Enter the required remark.

4.5 Cash Declare

- In this section, sales representative can declare all day tender.
- Select Cashier and till.
- Enter the collected amount and save.
- X report will be generated once cash declaration is done.



Declaration Summary

Declaration Id | Supervisor
Total Pay In 0.00 | Total Pay Out 0.00
Till ID S02-1 | Cashier sachin

Tender Type	Actual Amount	Suggested Amount	Variance	Remarks*
Cash		0.00	0.00	
PAYTM		0.00	0.00	
Wallet- Alipay		0.00	0.00	
Wallet- Paytm		0.00	0.00	
Wallet- Mobikwik		0.00	0.00	
Cheque		0.00	0.00	
IMPS		0.00	0.00	
Multifinance		0.00	0.00	
Credit Card		0.00	0.00	
Debit Card		0.00	0.00	
Voucher		0.00	0.00	
Gift Voucher		0.00	0.00	
Loyality Points		0.00	0.00	
Store Credit		0.00	0.00	
Cust Dep		0.00	0.00	

4.6 Bill Search

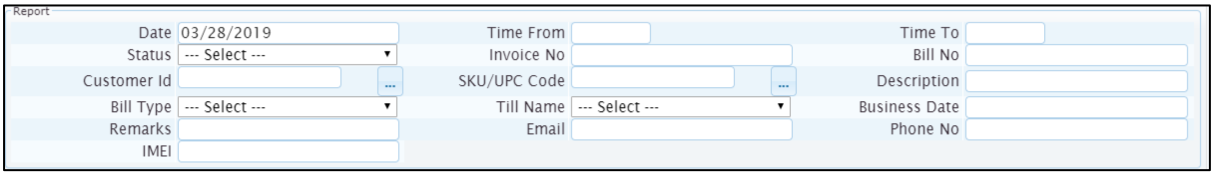
VIN Store let sales representative to search any bill in last three years. Sales Representative and check the following details:

- **Action**
- **Invoice number:** Unique number of the invoice

- **Bill No:** Unique number of the bill.
- **Bill Date:** Date in which bill was generated.
- **Customer:** Name of the customer
- **Customer Email ID:** Registered email ID of the customer.
- **Customer Phone no:** Registered phone number of the customer.
- **Bill Amount:** Total Bill amount mentioned in the bill.
- **Sales Rep. Name:** Name of the sale representative.
- **Conv Fees:** Total Convenience fees, if charged.
- **Net Amount:** Net amount of the product.
- **Business date:** Selected Business date.
- **Bill Type:** Type of bill
- **Bill Status:** Status of the bill
- **Remark:** Remark, if any
- **IMEI:** IMEI number of the product.

4.6.1 Search Bill

4. Enter the required details and click **'Search'**.



- **Date:** Date or duration on which the bill is generated
- **Time from:** Starting date of the bill search
- **Time to:** End date of the bill search
- **Status:** Status of the bill
- **Invoice No:** Unique number of the invoice.
- **Bill no:** Unique number of the bill
- **Customer ID:** Unique ID of the customer
- **SKU/UPC Code:** Unique code of the product
- **Description:** Description of the product
- **Bill type:** Select the type of bill from the drop-down box.
- **Till Name:** Select the till name from the drop-down box.
- **Business Date:** Date in which bill is created.
- **Remark:** Remark, if there was any
- **Email:** Registered email ID of the customer.
- **Phone No:** Registered phone number of the customer.
- **IMEI:** IMEI number of the product.

4.6.2 Export Bill

VIN Store allows the sales representative to export the bill details.

- Search the bill and click **'Export'**.

Note: Follow the instruction Search Bill to search bill.

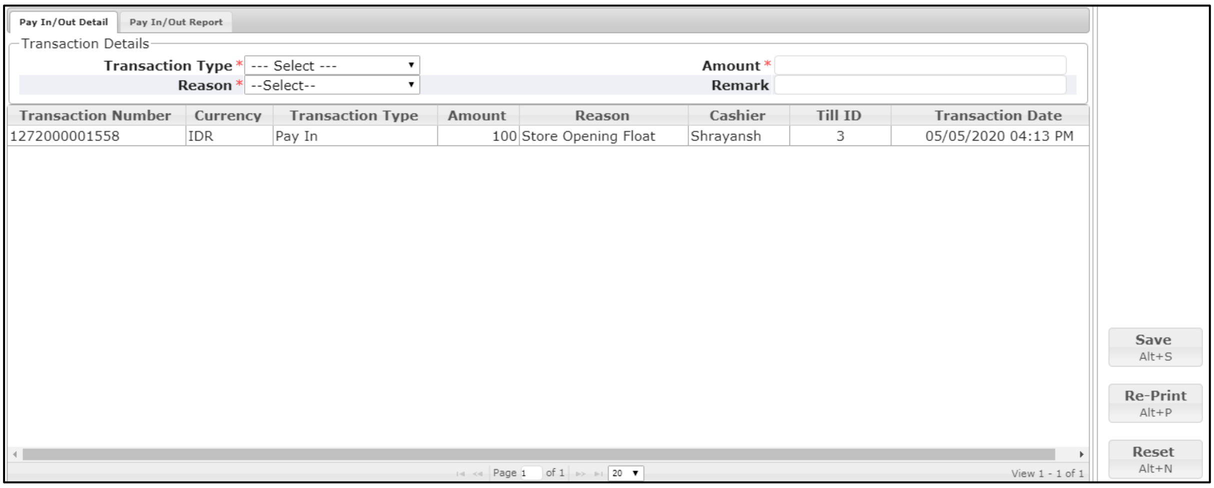
4.7 Pay In/Out

Cashier might need some floating amount at any point in the business day which can be either provided by the supervisor or cashier at other tills. This can be managed in the system.

- **Transaction Type:** There are two type of transaction:
    - **Pay in**
    - **Pay out**
- In Pay in, amount will be added in the Cash drawer and in Pay out, amount will be reduced from Cash drawer which has impact during Cash Declaration. Supervisor credentials will used to validate pay-out by the cashier.
- **Amount:** Amount that was transact.
- **Reason:** Reason for the transaction.
- **Remark:** To enter remarks.

4.7.1 Create Transaction

5. Enter the required details and click **'Save'**.



- **Transaction Type:** Select the type of transaction from the drop-down box. There are two types of transaction in VIN Store.
    - **Pay In**
    - **Pay Out**
- **Amount:** Enter the transaction amount
- **Reason:** Select the reason for transaction from the drop-down box.
- **Remark:** Enter remark, if available.
- **Click on Save.** A receipt will be generated.
- **Re-Print:** To re-print receipt.
- **Reset:** Reset will clear all selected data from screen.

4.8 Customer

In this section, sales representative can check, add, and edit the customer details.

4.8.1 Search Customer

Sales Representative can check the following details of the customer in this section:

- **Customer ID**
- **Customer Name**
- **e-Mail**
- **Phone**
- **Last Purchase Date**
- **Last bill amount**

6. Enter the required details and click **'Search'**.

- **Customer ID:** Enter the ID of the customer.
- **Customer Name:** Name of the customer.
- **E-Mail:** Register email id of the customer
- **Phone:** Registered phone number of the customer.
- **Created Date:** Date in which customer was added.

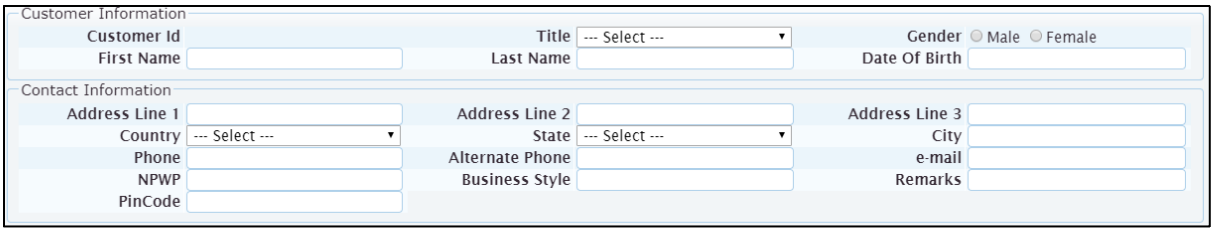
4.8.2 Edit Customer

➢ Search the customer and click on **'Customer Name'**.
Note: Follow the instruction Search Bill to search bill.

User can edit all the information of the customer.

4.8.3 Add Customer

7. Enter the required details and click **'Save'.**



- **Title:** Select the title from the drop-down box. There are four titles in VIN Store:
  - **Dr**
  - **Mr**
  - **Mrs**
  - **Miss**

- **Gender:** Select the gender.
- **First Name:** Enter the first name of the customer.
- **Last name:** Enter the last name of the customer.
- **Address line 1:** Enter the address of the customer.
- **Address Line 2:** Continue the address of the customer.
- **Address Line 3:** Continue the address of the customer.
- **Country:** Select the country from which the customer belongs.
- **State:** Select the state from which the customer belongs.
- **City:** Enter the name of the city.
- **Phone:** Enter the phone number of the customer.
- **Alternate Phone:** Alternate phone number of the customer.
- **e-Mail:** Email ID of the customer
- **NPWP:** set of number given to taxpayer (both individual and entity) for personal identification in carrying out their taxation rights and obligations.
- **Business Style:** Enter the style of the business.
- **Remark:** Enter remark if required.
- **Pin code:** Enter the pin code of the place where customer resides.

4.9 X Report

X report provides a summary of all VIN Store transactions for a cashier shift. It includes all sales/return, opening float and other VIN Store transactions. The report data is saved in the system and can be reprinted if required.

4.9.1 Search Report

➢ Enter the required details and click **'Search'**.

- **Business Date:** Date in which the cashier did the business.
- **Cashier:** Name of the cashier.

Store Location Name

X Report

Date	22-10-2018 08:46
Business Date	22-10-2018
Cashier	cashier id
Approved by	supervisor
Till ID	Till ID - Till Description

Transaction Summary

Total Sales:	85
Total Quantity:	182
Total Pay In	1000
Total Pay Out	0

Payment Summary

	Actual Amount	Variance
Cash	500000	-2000
Credit Card	9000	0
Debit Card	0	0
Vouchers	60000	1000
Bank Transfer	0	0
Ovopay	0	0

4.10 Z Report

Refer to Report-Z Report.

5. Admin

This module consists of all the menus for administrator. VIN Store offered multiple options for administrator. Following are the options offered by VIN Store.

5.1 User Maintenance

In this section, user can check, add and edit user details.

5.1.1 Search User

➢ Enter the required details and click **'Search'**.

User Id		User Name		Role	--- Select ---
Location	--- Select ---	User Type	--- Select ---	Status	--- Select ---
Designation	--- Select ---	Gender	--- Select ---		

- **User Id:** Enter the user ID.
- **User Name:** Enter the user name.
- **Role:** Select the role from the drop-down box.
- **Location:** Select the location from the drop-down box.
- **User Type:** Select the user type from the drop-down box. There are two type of user:
    - **Permanent**
    - **Temporary**
- **Status:** Select the status from the drop-down box. There are four type of status in VIN Store:

- **Active**
- **Inactive**
- **Locked**
- **Deleted**

- **Designation:** Select the designation from the drop-down box. There are seven type of designation in VIN Store:
    - **Assistant Manager**
    - **Company Administrator**
    - **Kepala Konter**
    - **Manager**
    - **Operator**
    - **Supervisor**
    - **Supervisor Area**
- **Gender:** Select the gender from the drop-down box.

User can check the following details of the required user:

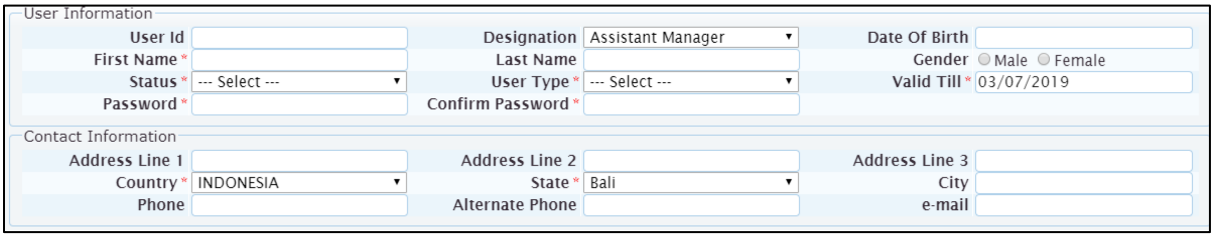
- **User ID:** Unique ID of the user.
- **User name:** Name of the user.
- **Contact:** Contact number of the user.
- **Email:** Registered Email ID of the user.
- **Status:** Status of the user.
- **Last Login:** Date and time of the last login.

5.1.2 Create User/ Edit

In this section, user can create new users and reset their password.

5.1.2.1 Create user

➢ Enter the required detail and click **'Save'**.



User Information

User Id		Designation	Assistant Manager	Date Of Birth	
First Name *		Last Name		Gender	Male Female
Status *	--- Select ---	User Type *	--- Select ---	Valid Till *	03/07/2019
Password *		Confirm Password *			

Contact Information

Address Line 1		Address Line 2		Address Line 3	
Country *	INDONESIA	State *	Bali	City	
Phone		Alternate Phone		e-mail	

- **User ID:** Enter the unique user ID of the user.
- **Designation:** Select the designation from the drop-down box. There are seven type of designation in VIN Store:
    - **Assistant Manager**
    - **Company Administrator**
    - **Kepala Konter**
    - **Manager**
    - **Operator**
    - **Supervisor**

- Supervisor Area
- **Date of Birth:** Select the date of birth of the user.
- **First Name:** Enter the first name of the user.
- **Last Name:** Enter the last name of the user.
- **Gender:** Select the gender of the user
- **Status:** Select the status of the user from the drop-down box. There are four type of status in VIN Store:
  - **Active**
  - **Inactive**
  - **Locked**
  - **Deleted**
- **User Type:** Select the user type from the drop-down box.
  - **Permanent**
  - **Temporary**
- **Valid Till:** Select the date till which the user is valid.
- **Password:** Enter the required password.
- **Confirm Password:** Enter the confirm password.
- **Address Line 1:** Enter the communication address of the user.
- **Address Line 2:** Continue entering the communication address of the user.
- **Address Line 3:** Continue entering the communication address of the user.
- **Country:** Select the country from the drop-down box.
- **State:** Select the state from the drop-down box.
- **City:** Enter the name of the city
- **Phone:** Enter the phone number of the user.
- **Alternate Phone:** Enter the alternate phone number of the user.
- **e-Mail:** Enter the email address of the user.

5.1.2.2 Reset Password

In this section, user can reset the password.

1. Click **'Reset Password'**.

New dialog box appears.

2. Enter the required details and click **'Save'**
   - **Password:** Enter the new password.
   - **Confirm Password:** Enter the new password and confirm it.

5.1.2.3 Unlock User

5.2 Role Maintenance

In this section, user can create new roles and edit the details of the old roles.

5.2.1 Add Roles

1. Click **'Add New'**.
2. Enter the name of the role in **Description** and check **Is active** if the role is active.

3. Add the duties for the role and click **'Save'**.

5.2.2 Search Roles

➢ Enter the required details and click **'Search'**.

- **Description:** Enter the name of the role.

5.2.3 Edit Roles

1. Search the required role.
   Note: Follow the instruction Search Roles to search the required role.
2. Double click in it and add or remove the required duties.
3. Click **'Save'**.

5.3 Sales Representative

In this section, user can search and add new sales representative.

5.3.1 Search Sales Representative

User can search different sales representative as per the requirement.

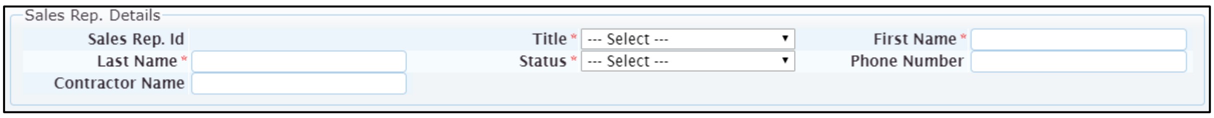
➢ Enter the required details and click **'Search'**.

- **Sales Rep. Id:** Unique ID of the sales representative.
- **Sales Rep. Name:** Name of the sales representative.
- **Status:** Select the status from the drop-down box. There are two types of status:
  - **Active**
  - **Inactive**

5.3.2 Sales Representative Create/Edit

User can create new sales representative as per the requirement.

➢ Enter the required details and click **'Save'**.



- **Title:** Select the title of the customer representative. There are four titles:
  - **Dr.**

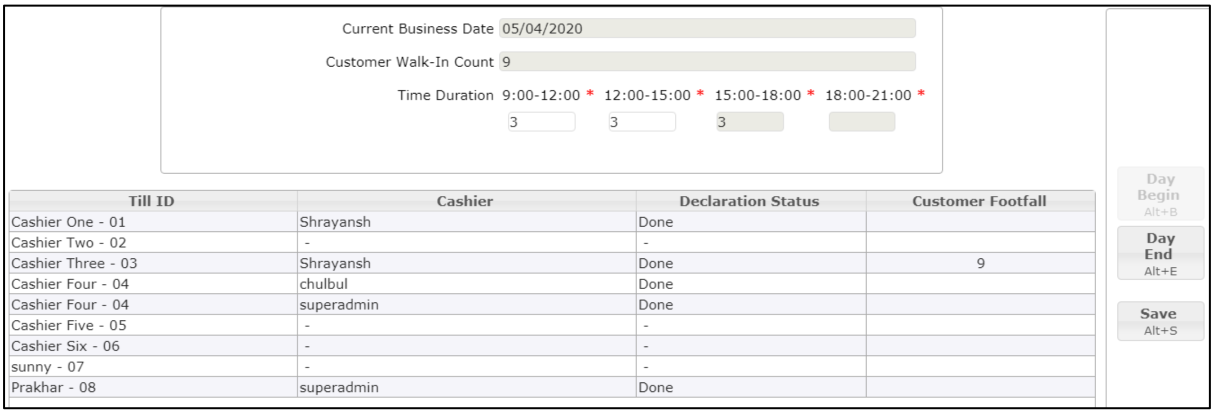
- **Mr.**
- **Mrs.**
- **Miss**

- **First Name:** Enter the first name of the customer representative.
- **Last Name:** Enter the first name of the customer representative.
- **Status:** Select the status from the drop-down box. There are two types of status:
  - **Active**
  - **Inactive**
- **Phone Number:** Enter the phone number of the customer representative.
- **Contractor Name:** Enter the name of the contractor.

5.4 VIN Store Controller

In this section, user can day begin and day end by the user and update the declaration of the cashier.

➢ Go to the Admin > POS Controller



5.4.1 Day Begin

Select current business date and click on 'Day Begin'

5.4.2 Day End

System will not accept sales and return transactions after day end. This can be done by performing cash declaration on all tills by all cashiers and the ending the day by clicking on 'Day End'

- **Customer footfall:** Enter the number of customer walk-in in the store as per time duration and save.

Till ID	Cashier	Declaration Status	Customer Footfall
Cashier One - 01	Shrayansh	Done	

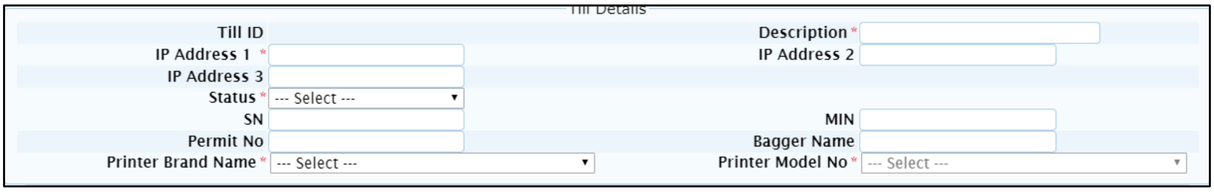
- **Till ID:** Unique ID of the till.
- **Cashier:** Cashier name based on till id.

- **Declaration Status:** Select the declaration will display as per cash declaration of the day.
- **Customer Footfall:** Total number of customer walk-in the store.

5.5 Manage Till

A till is a cash drawer assigned to an employee during their shift to take payments. In this section, user can add new till member.

➢ Enter the required details and click **'Save'**.

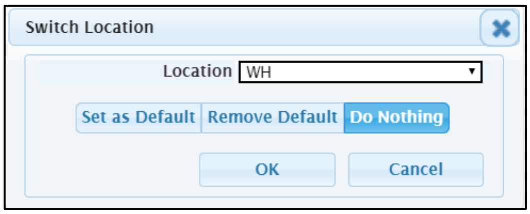


- **Description:** Enter the name of the till.
- **IP Address 1:** Enter the primary IP address
- **IP Address 2:** Enter the secondary IP address
- **IP Address 3:**
- **Status:** Select the status from the drop-down box. There are two types of status:
    - **Active**
    - **Inactive**
- **SN:**
- **Min:**
- **Permit No:**
- **Bagger Name:**
- **Printer Brand Name:**
- **Printer Model No:**

5.6 Switch Location

In this section, user can set or remove default location.

1. Select the location and choose from the following information:



- **Set as Default:** It set the location as default.
- **Remove Default:** It remove the location from default.
- **Do nothing:** To do nothing

2. Click **'Ok'**.

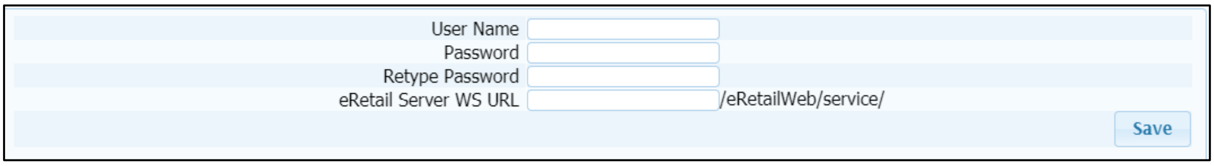
5.7 System Setting

In this section, user can change the setting of their account. It contains the following options:

5.7.1 E-Retail WS credential

User can change the user name, password, and E-Retail Server URL.

- Enter the required details and click **'Save'**.

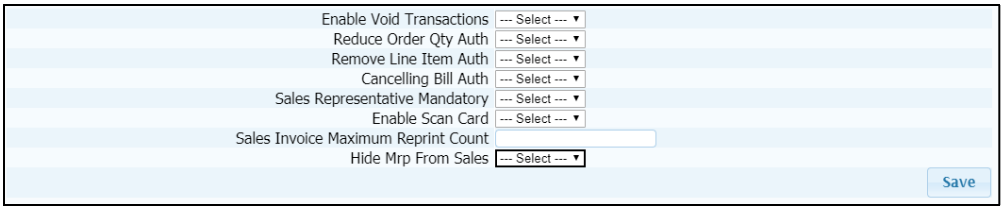


- **User Name:** Enter the user name
- **Password:** Enter the password
- **Retype Password:** Enter the password again
- **eRetail Server WS URL:** Enter the E-Retail Server URL.

5.7.2 Order Settings

User can change the setting of the order. User can allow or prevent the following:

- Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

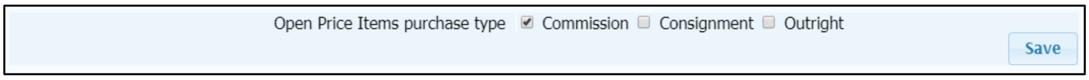


- **Enable Void Transactions:** Allow invalid transactions.
- **Reduce Order Qty Auth:** Allow reduce order quantity authentication.
- **Remove Line Item Auth:** Allow remove line item authentication.
- **Cancelling Bill Auth:** Allow bill cancellation authentication
- **Sales Representative Mandatory:** Allow or disable the sales representative mention in the sales screen.
- **Enable Scan Card:** Enable scan credit/debit card.
- **Sales Invoice Maximum Reprint Count:** Enter maximum number of sale invoice reprint.
- **Hide MRP from sales:** Allow hiding of MRP from sales.

5.7.3 Open Price Items Settings

User can select the open price items. VIN Store provide three type open price items.

- Select from the following option and click **'Save'**.



- **Commission**
- **Consignment**
- **Outright**

5.7.4 Default Currency

User can select the default currency as per the requirement.

1. Select from the following option from the drop-down box.
2. Select **'Yes'** or **'No'** for showing foreign currency while payment.
3. Click **'Save'.**

5.7.5 Check Stock on Hand for Sales

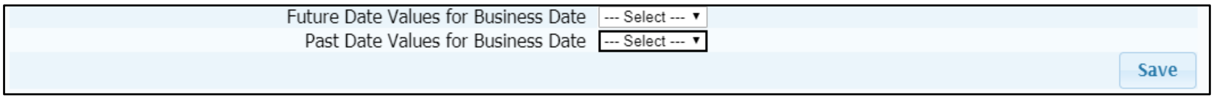
VIN Store allow the user to check stock on hand for sales.

- Select from the following option and click **'Save'**.

5.7.6 Business Date Value Settings

User can select the date value for business both in past and future.

- Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

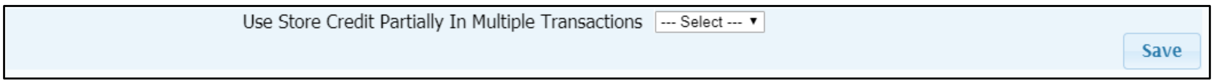


- Select the number of days.

5.7.7 Store Credit Settings

User can select if the cashier can use store credit in multiple transaction.

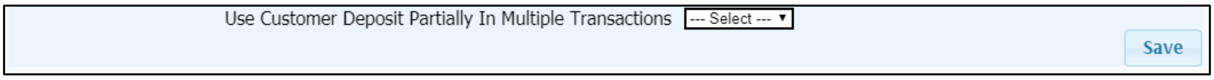
- Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.



5.7.8 Customer Deposit Settings

User can select if the customer can use customer deposit in multiple transaction.

- Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.



5.7.9 VAS Helpline Number

User can add value added service helpline number.

5.7.9.1 Add VAS Helpline Number

1. Click **'Add New'**.
2. Enter the required details and click **'Save'**.

- **Operator:** Enter the Name of the VAS operator.
- **Helpline No:** Enter the registered helpline number of the VAS operator.

5.7.10 ID Document

User can add ID document and select for whom the document is applicable.

5.7.10.1 Add ID Document

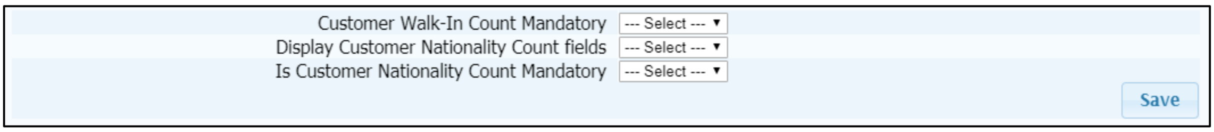
1. Click **'Add New'**.
2. Enter the required details and click **'Save'**.

- **Document ID:** Enter the document ID
- **Applicable for:** Select from the drop-down box for whom it is applicable for. There are three options available in VIN Store:
  - **Senior Citizen**
  - **PWD**
  - **Zero Rated**

5.7.11 Customer Walk-In Count Settings

User can make settings about the customer count.

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.



- **Customer Walk-In Count Mandatory:**
- **Display Customer Nationality Count Field:**

- **Is Customer Nationality Count Mandatory:**

5.7.12 Gift Receipt Settings

User can enable or disable gift receipt.

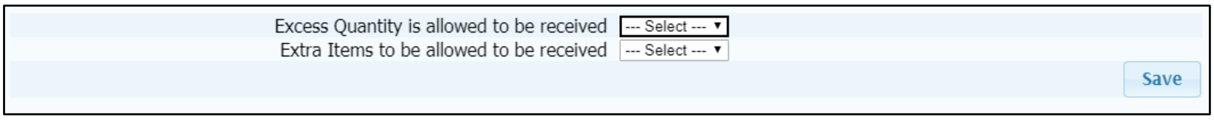
➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

- **Enable Gift Receipt:** To enable gift receipt.

5.7.13 Stock Transfer Receiving Settings

User can allow or deny the transfer excess quantity or extra items.

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.



- **Excess Quantity is allowed to be received:** Let the user allow to receive in excess quantity.
- **Extra Items to be allowed to be received:** Let the user allow to receive extra items.

5.7.14 Manage Lottable

User can allow to either manage lot or not by selecting 'Yes' or 'No' from the drop-down list and clicking save.

5.7.15 Check Parity Settings

User can allow or deny check parity.

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

- **Check Price Parity:** User can check the parity of the price.

5.7.16 Check Lottable MRP

User can all enable or disable check Lottable MRP.

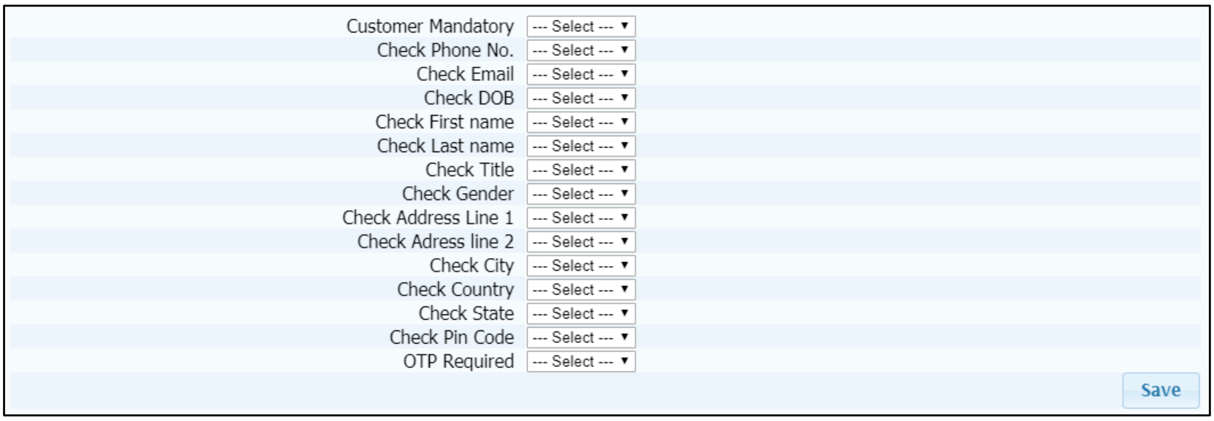
➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

- **Check Lottable MRP:** User can check the lottable MRP.

5.7.17 Customer Settings

VIN Store User can edit the setting for the customer.

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

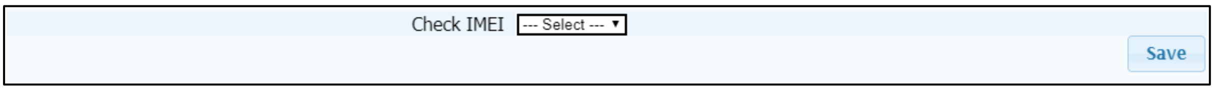


- **Customer Mandatory:** If customer's detail is required.
- **Check Phone No.:** If customer's phone is required.
- **Check Email:** If customer's email ID is required.
- **Check DOB:** If customer's DOB is required.
- **Check First name:** If customer's first name is required.
- **Check Last name:** If customer's last name is required.
- **Check Title:** If customer's title is required.
- **Check Gender:** If customer's gender is required.
- **Check Address Line 1:** If customer's address is required.
- **Check Address Line 2:** If customer's address is required.
- **Check City:** If customer's city is required.
- **Check Country:** If customer's country is required.
- **Check State:** If customer's state is required.
- **Check Pin Code:** If customer's pin code is required.
- **OTP Required:** If sending OTP is required.

5.7.18 IMEI Settings

User can enable or disable checking of **IMEI**(International Mobile Equipment Identity).

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

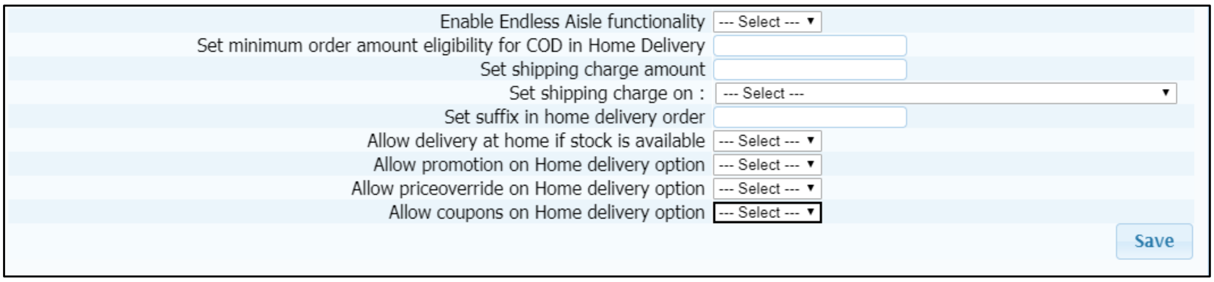


- **Check IMEI:**

5.7.19 Enable Aisle Settings

User can enable or disable aisle setting and edit its setting.

➢ Enter the required requirement and click **'Save'**.



- **Enable Endless Aisle functionality:** Select **'Yes'** or **'No'** from the drop-down box to enable endless aisle functionality.
- **Set minimum order amount eligibility for COD in Home delivery:** Enter the minimum order amount eligibility for COD in home delivery.
- **Set Shipping charge amount:** Enter the amount charge for shipping.
- **Set Shipping Charge on:** Select from the drop-down box for which shipping charge is applicable. There are three options available:
  - **Both**
  - **Prepaid**
  - **COD**
- **Set suffix in home delivery order:** Enter suffix for home delivery order.
- **Allow delivery at home if stock is available:** Select **'Yes'** or **'No'** from the drop-down box to allow home delivery if stock is available.
- **Allow promotion on Home delivery option:** Select **'Yes'** or **'No'** from the drop-down box if promotion is allowed during home delivery.
- **Allow price override on Home option:** Select **'Yes'** or **'No'** from the drop-down box if price over ride is allowed when it is home delivery.
- **Allow coupon on Home delivery option:** Select **'Yes'** or **'No'** from the drop-down box if coupons are allowed when home delivery option is selected.

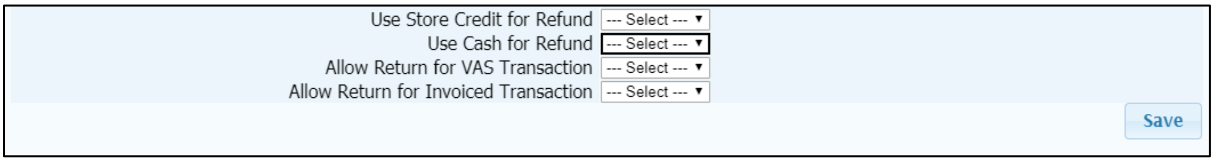
5.7.20 Switch Language

User can choose the required language from the list of language displayed in this section.

5.7.21 Return Settings

User can edit the setting for the product to be returned.

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

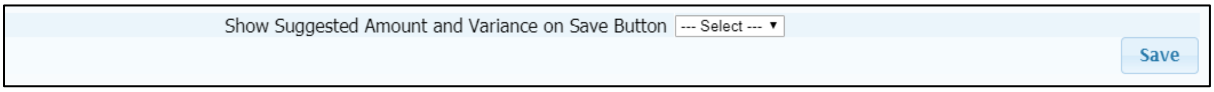


- **Use Store Credit for Refund:**
- **Use Cash for Refund:**
- **Allow Return for VAS Transaction:**
- **Allow Return For Invoiced Transaction:**

5.7.22 Cash Declare Settings

User can enable or disable cash declaration setting when the user click on the save option.

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

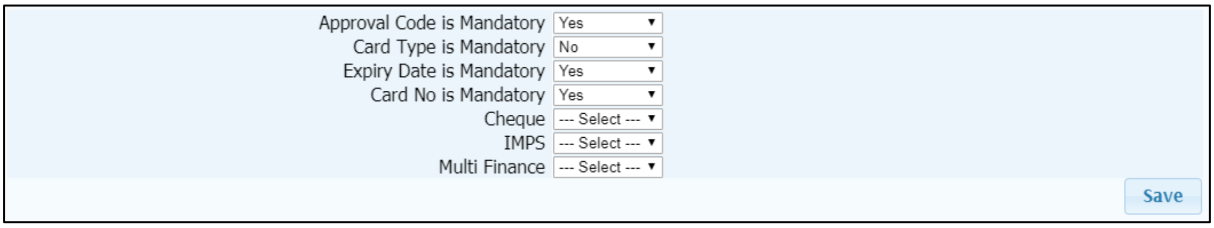


- **Show Suggested Amount and Variance on Save Button:**

5.7.23 Tender Settings

User can edit tender setting. VIN Store offer multiple tendering option.

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

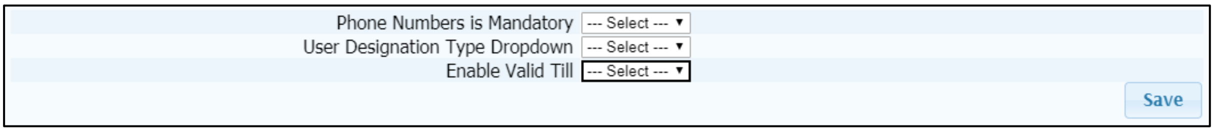


- **Approval Code in Mandatory:** If approval code is required.
- **Card Type is Mandatory:** If card type is mandatory.
- **Expiry Date is Mandatory:** If expiry date is mandatory.
- **Card No is mandatory:** If card number is mandatory.
- **Cheque:** If customer can pay through cheque.
- **IMPS:** If customer can pay through IMPS.
- **Multi Finance:** If customer can pay through different finance options.

5.7.24 User Settings

User can edit multiple setting for user.

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

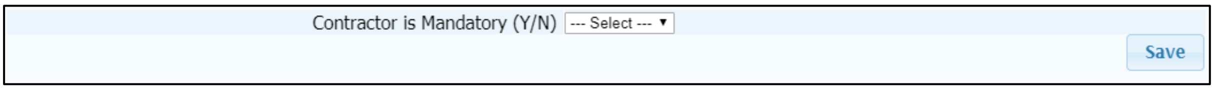


- **Phone Number is Mandatory:** If the user phone number is mandatory.
- **User Designation Type Dropdown:** If user designation type is required or not.
- **Enable Valid Till:** If enable valid till.

5.7.25 Sales Representative Configuration

User can select if contractor in mandatory or not.

- Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

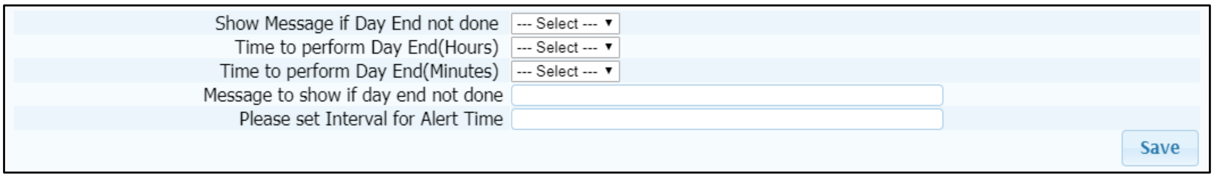


- **Contractor is Mandatory:** If contractor is mandatory.

5.7.26 Notification Settings

User can edit the notification settings.

- Select and enter the required requirement and click **'Save'**.



- **Show Message if Day End not done:** Select **'Yes'** or **'No'** to select if user want to display the message that Day End not done.
- **Time to perform Day End (Hours):** Select **'Yes'** or **'No'** to select if
- **Time to perform Day End (Minutes):**
- **Message to show if day end not done:**
- **Please set Interval for Alert Time:**

5.7.27 Label Settings

User can check the setting of labels.

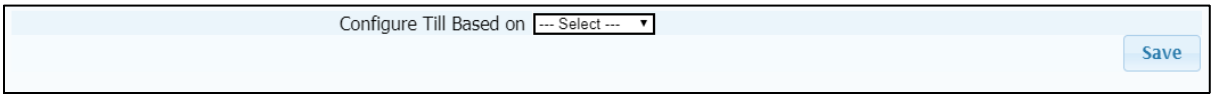
- Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

- **Hide Item Base Cost:** If base cost of the item to be hide.

5.7.28 Manage Till

User can choose from which till can be configured.

➢ Select the required requirement and click **‘Save’**.



- **Configure Till Based on:** Select from the drop-down box from which till is to be configured. There are two option available in VIN Store.
    - **IP Address**
    - **Mac Address**

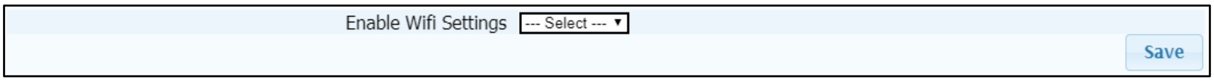
5.7.29 Weighted SKU Barcode settings

- Code Type:
- Prefix:
- PLU Index:
- Weight/price index:
- Check Digit:

5.7.30 Enable Wifi Settings

User can edit Wifi settings.

➢ Select **‘Yes’** or **‘No’** from the drop-down box and click **‘Save’**.



- **Enable Wifi Setting:** It will enable the system to use wifi.

5.7.31 Invoice Settings

User can edit the formats of the following:

- Sales Invoice No format
- Return Invoice No format
- Pulsa VAS Invoice No format
- Pulsa Listrik Vas Invoice No format

5.7.31.1 Sales Invoice No format

User can edit the format of sales invoice number.

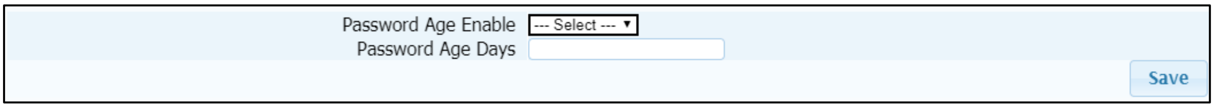
1. Click **‘Edit’**.

Setup Format will appear.

5.7.32 Password Age

User can check if the password should have age and determine the age of the password.

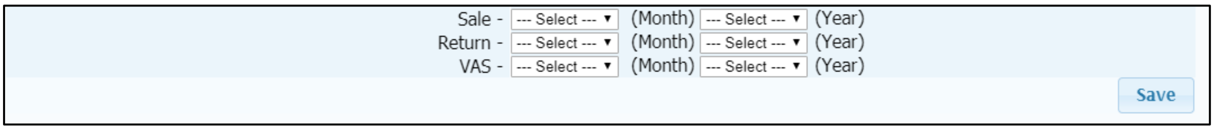
- Select and enter the required requirement and click **'Save'**.



- **Password Age Enable:** Select **'Yes'** or **'No'** to select if user want to enable password age.
- **Password Age Days:** Enter the number of days for password age.

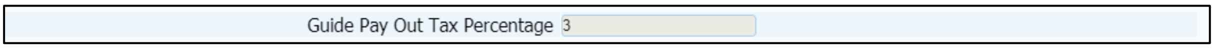
5.7.33 Reset Counter Settings

User can reset sale, return and VAS date of the system through this screen.



5.7.34 Report

User can check the tax percentage for guide pay out.

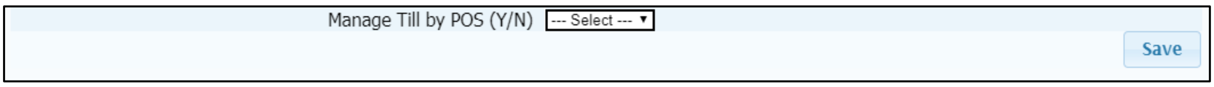


- **Guide Pay Out Tax Percentage**

5.7.35 Till Managed by VIN Store

User can determine if till is managed by VIN Store or not.

- Select **'Yes'** or **'No'** from the drop-down box and click **'Save'**.

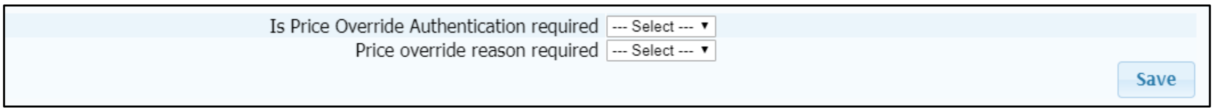


- **Manage Till by POS:**

5.7.36 Price Override User Auth

User can determine if user is authorized to override the price.

- Select **'Yes'** or **'No'** from the drop-down box and click **'Save'.**

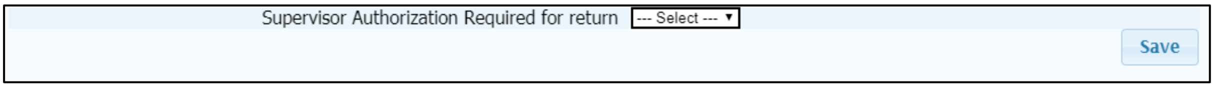


- **Is Price Override Authentication required:** If user can override price.
- **Price Override reason required:** If user needs to provide reason for the price override.

5.7.37 Supervisor Authorization Required for return

User can determine if for return supervisor authorization is required or not.

➢ Select **'Yes'** or **'No'** from the drop-down box and click **'Save'.**

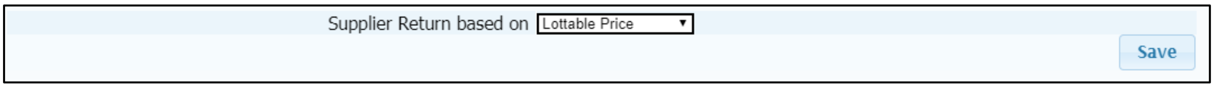


- **Supervisor Authorization Required for return:** If supervisor authorization is required for any return.

5.7.38 supplierReturnSettings

User can select one of the following options from the drop down.

- Lottable Price.
- Last PO Cost.
- Last Received Cost.
- WAC.

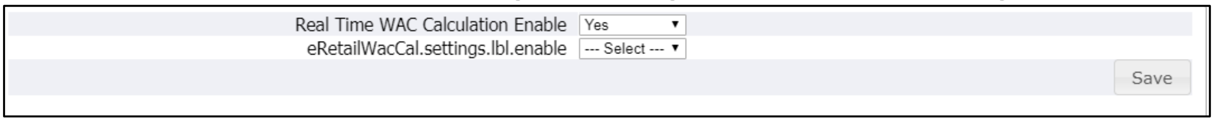


5.7.39 Store Requisition Settings

User can edit ADS Calculation through this screen.

5.7.40 Real Time WAC Calculation.

User can enable the real time WAC(weighted average cost) calculation through this window.



5.7.41 Validate SOH Settings.

User can enable the stock on hand validation through this window.

5.7.42 RTV Tax calculation settings.

RTV (Return to vendor) Tax could be enabled through this Window.