

# Ostendo

by Development-X Limited



## POINT OF SALE



- ◆ Multi-Site Point of Sale Locations
- ◆ Raising Retail Orders with Pickup or Delivery options
- ◆ Raising Workshop Orders
- ◆ Raising and maintaining Lay-by Orders
- ◆ Interactive data entry options by User
- ◆ Cash-Drops covering Office Drops and Expenses
- ◆ End Of Day accounting functions



SOLUTION MANAGEMENT

Software sales, implementation, training and support

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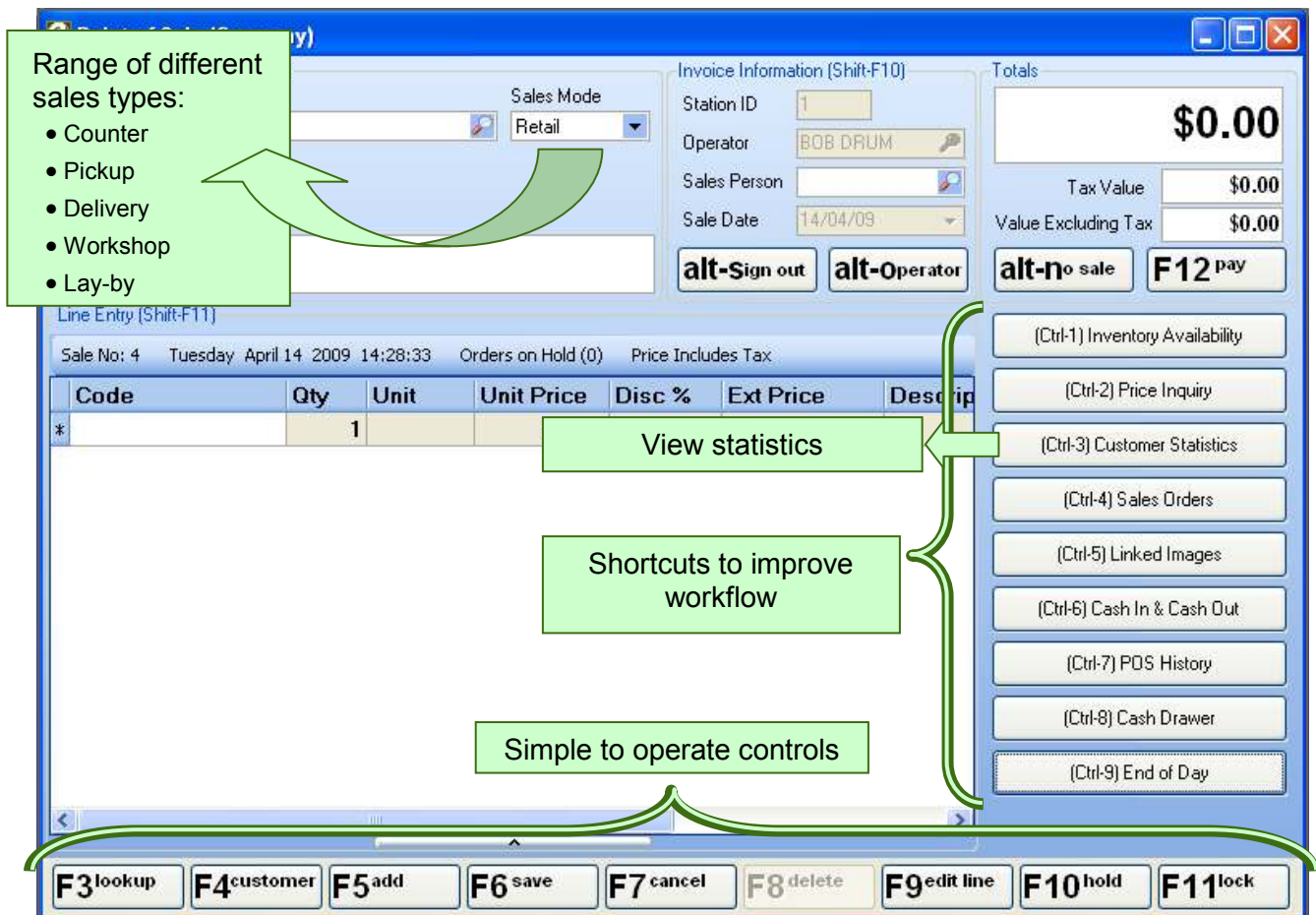
**Ostendo  
Partner**

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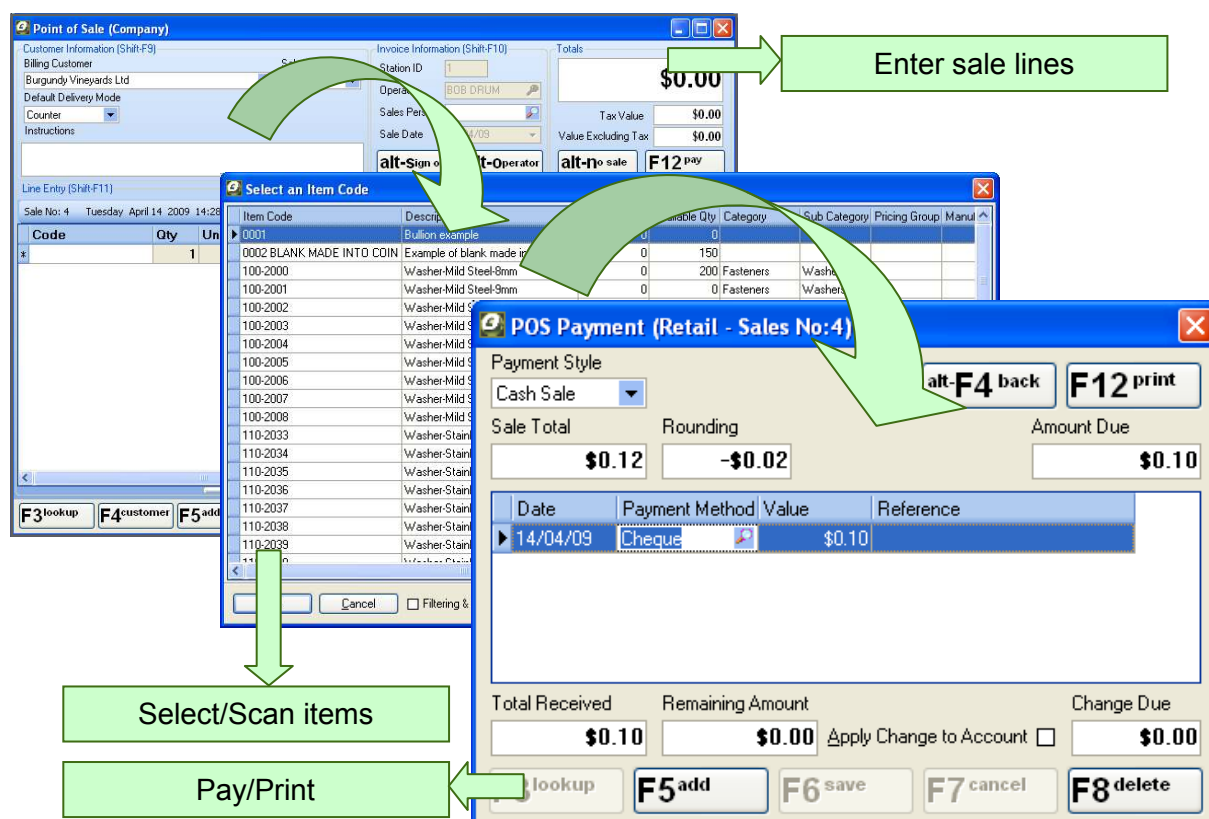
# INTRODUCTION

Ostendo provides a point of sale solution that is:

- **Simple:** It has a user friendly and efficient layout to enter sales.
- **Powerful:** It includes multi-site point of sale locations and automatically generates point of sale statistics with multiple levels of detail.
- **Flexible:** It covers a wide range of different order types including retail counter sales, retail pickup orders, delivery orders, workshop orders, and lay-by orders.



# ENTERING SALES



**Entering sales** is a breeze. The screen has large buttons which are labelled clearly with their keyboard shortcuts and names.

Adding lines to the sale is can be done by scanning an item's barcode, or selecting an item from inventory. Quick keys include:

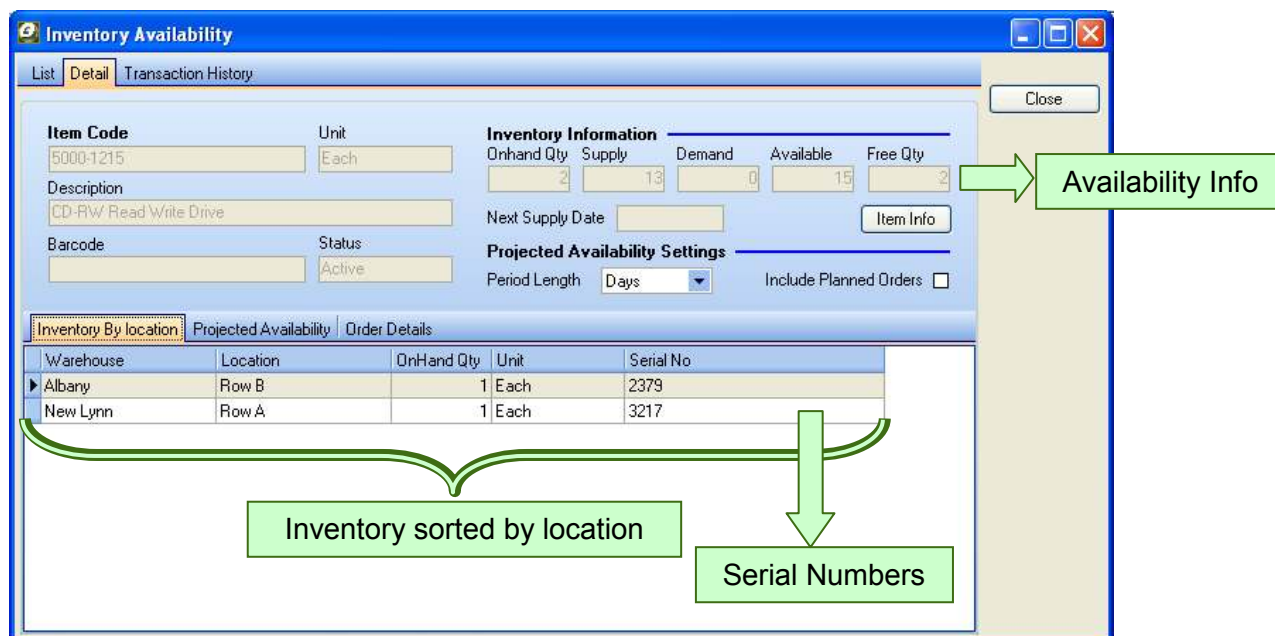
F3—Lookup Item	F7—Cancel	F12—Pay
F4—Lookup Customer	F8—Delete	Alt-S—Sign Out
F5—Add Line	F9—Edit Line	Alt-O—Switch Operator
F6—Save	F10—Hold	Alt-N—No Sale
	F11—Lock	

Common tasks like quickly switching sales operators, putting a sale on hold, cancelling a sale, locking the screen and changing customer information are all available at the touch of a button. Frequently used instructions can be stored and recalled for easy access.

**Lay-by and workshop** sales can be handled by selecting the appropriate Sales Mode from the dropdown box and then typing in the relevant dates and references. This allows for flexibility of sales types without a significantly different workflow.



# INVENTORY



**Inventory levels** are available from the shortcut button on the point of sale screen. Inventory can be sorted by warehouse and location, with information on serial numbers.

The inventory screen can also display more detailed information on inventory availability, such as supply, demand and quantity on hand. It can also display projected inventory availability.

**Serial numbers** are handled automatically by the point of sale system. When a serial-tracked item is added to a point of sale transaction, Ostendo will ask which serial number to use, and provide a searchable list of serial numbers. It ensures that the quantities are correct for a serial-tracked item.

**Warranties** are automatically added to the system where applicable when a point of sale transaction is completed. These can be reviewed using the Warranty List menu in Ostendo, which shows the time and detail of coverage, etc.



# VIEWING SALES INFORMATION

The screenshot displays three main windows from the Ostendo POS system:

- Ostendo - DEMO [POS - Hourly Sales by Day]:** A bar chart showing hourly sales data. The y-axis represents sales amount from \$0.00 to \$1,600.00. The x-axis shows time slots from 12pm to 3pm. A callout box labeled "Export data" points to the "Export" menu option. Another callout box labeled "Multiple levels of detail" points to the "Data Levels" filter, which is set to "SiteName Company StationID 1 OperatorName BOB DRUM SaleDate 14/04/09 Data".
- POS Layby Sheet:** A detailed report for "Sale No: 2" from "Solution Management Limited". It includes customer information, order details, and a table of items.
 

Code	Description	Unit	Qty	Unit Price	Ext Price
WAGON-2189	Standard Green Wagon	Each	1	\$813.45	\$813.45
- POS History:** A searchable table of sales transactions.
 

Date	Time	Site Name	Station ID	Sale Number	Invoice Numbr	Customer	Sales Total A
04/03/09	12:05 p.m.	Company	1	1	500046	Azure Prod...	\$723.07 B
04/03/09	12:36 p.m.	Company	1	2	500047	Cash Sale...	\$813.45 B
14/04/09	10:21 a.m.	Company	1	3	500048	Cash Sale...	\$207.00 B
14/04/09	10:41 a.m.	Company	1	4	500049	Cash Sale...	\$0.12 B
15/04/09	11:05 a.m.	Company	1	6	500050	Cash Sale...	\$1,068.75 B

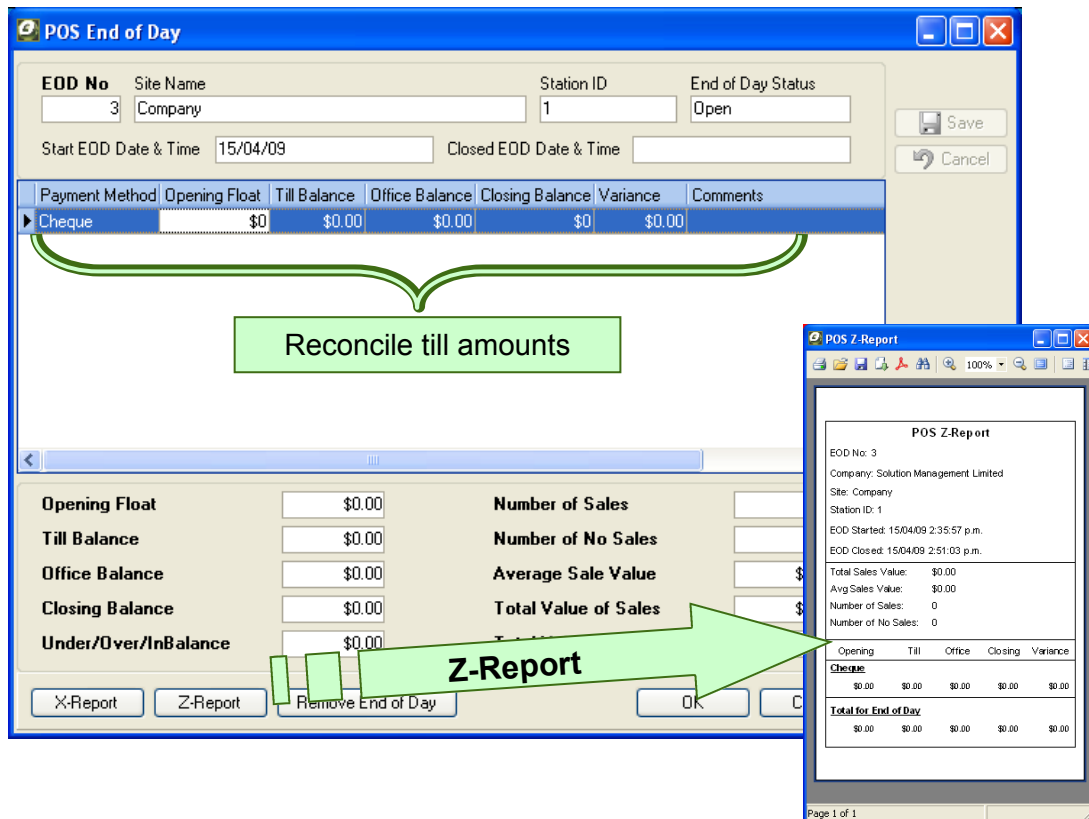
Callout boxes highlight "Reporting functionality" for the POS Layby Sheet and "Searchable History" for the POS History window.

**Viewing sales information** from Ostendo's point of sale system makes it easy to review business performance.

Ostendo's point of sale system can analyse daily sale statistics at multiple levels of detail, including for specific sites, stations and employees over different date and time ranges. The charts & analysis reports can be customised to suit your data needs. The data from sales information can then be printed or exported into a variety of formats, including html, xml, xls, and csv.



# END OF DAY



**End of Day** runs through the process required at the end of day or end of shift. The screen presents:

- a calculated closing balance
- payments
- cash receipts and issues
- and office drops.

Users then enter the amounts found in the till for reconciliation purposes. The process includes the ability to print an X-Report that shows the opening and closing balances for the day — this is for information purposes only. After the End of Day amounts are reconciled, there is a Z-Report that can be printed, which both displays the information and posts the point of sale transactions.

**Cash drop outs** (withdrawals from the till) and **pay outs** (using the till as 'petty cash') can be entered quickly from the point of sale screen over the course of the day (using ctrl-6). These will show up when processing the end of day.

