

# SmartPro POS USER MANUAL

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## ONE: INTRODUCTION

### 1.1: WHAT IS SmartPro POS?

SmartPro POS is a local made Point Of Sale (**POS**) and Stock Management System for small to Midsize Businesses to handle Sales, Purchasing and Inventory Management and Control.

SmartPro POS can scan barcodes, accept cash and credit sales, print cash receipt and customer invoices as well. It is made to fit Tanzanian business model and environment.

#### 1.1.1: VERSION

SmartPro POS is system which is updated timely as per business environment changes. This is version 2 Product

#### 1.1.2: SYSTEM COMPATIBILITY

SmartPro 2.0 POS, is a Standalone software which runs on all Windows 32 bit Operating Systems, This means, the **software** can run on WIN XP, WINDOWS VISTA, WINDOWS 7 and WINDOWS 8 compatibly.

### 1.2: SYSTEM SECURITY

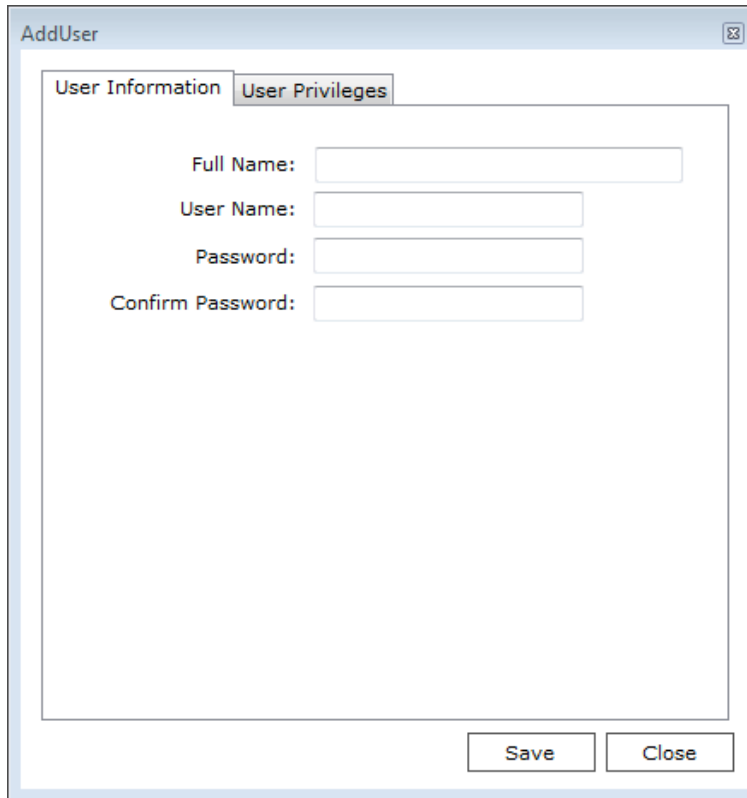
### 1.3: SYSTEM SUPPORT

### 1.4: ADVANTAGES OF USING SmartPro POS

- 1) SmartPro POS helps to inform you how much stock you have. It also tells you whether you have enough stock for sales or you need to order more.
- 2) SmartPro POS reduces human errors. Constantly monitoring the levels of inventory means you can update your system and therefore update your financial records with how much you have tied up in stock to sell.
- 3) SmartPro POS tells you a story about your business. Unless you have records of quantities you bought, quantities you've sold and quantities you hold, you won't know what sells well, what doesn't and how you can change this to grow your business.

## TWO: START USING SYSTEM

### 2.1: CREATE NEW USER



The image shows a software dialog box titled "AddUser". It contains two tabs: "User Information" and "User Privileges". The "User Information" tab is currently selected. Inside this tab, there are four text input fields arranged vertically, each preceded by a label: "Full Name:", "User Name:", "Password:", and "Confirm Password:". At the bottom right of the dialog box, there are two buttons: "Save" and "Close".

Full Name:

User Name:

Password:

Confirm Password:

Save Close

**AddUser**

User Information | **User Privileges**

Setup | Purchases | Sales | Accounts | Reminders | Reports

**Features**

- ☐ Manage Company Details
- ☐ Manage Suppliers
- ☐ Manage Locations
- ☐ Manage Accounts
- ☐ Manage Units
- ☐ Manage Stock Category
- ☐ Manage Stock Bin
- ☐ Manage Stock Items
- ☐ Manage Users

[Check All](#)  
[Uncheck All](#)

Save Close


## 2.2: LOGIN/SIGN IN

Here is where the created user can login by entering the correct user name and password

*Sign in to SmartPro*

**User Name:**

**Password:**

 **Sign In**

*Create New User*

## 2.3:HOME PAGE

This is the first window after successful login.

The user can start accessing the system in either of the following Setup, Purchase, Sales, Remainder, Accounts & Report.



## THREE: SET-UP

For the first time in using the system, the administrator should have to setup the system to suit the purposes of use for the company.

The screenshot shows a software window titled 'System Setup'. On the left is a sidebar menu with options: 'Company Details', 'Company Locations', 'Suppliers', 'Expenses Accounts', 'Base unit of measure', 'Stock Categories', 'Stock Bin', 'Stock Items', and 'Users Management'. The 'Company Details' option is selected. The main area of the window is titled 'Company Details' and contains the following fields: 'Company Details:' with the value 'KARIAKOO SUPERMARKET', 'TIN #:' with '144-361-267', 'VRN #:' with '000000', and 'Address:' with 'P.O.BOX 745', 'TEL.0272541113', and 'USA-RIVER'. There is a checkbox labeled 'VAT Chargable?' which is checked. Below it is a 'VAT Percentage:' field with the value '0'. At the bottom right are 'Apply' and 'Close' buttons.

## 3.1 SYSTEM SETUP

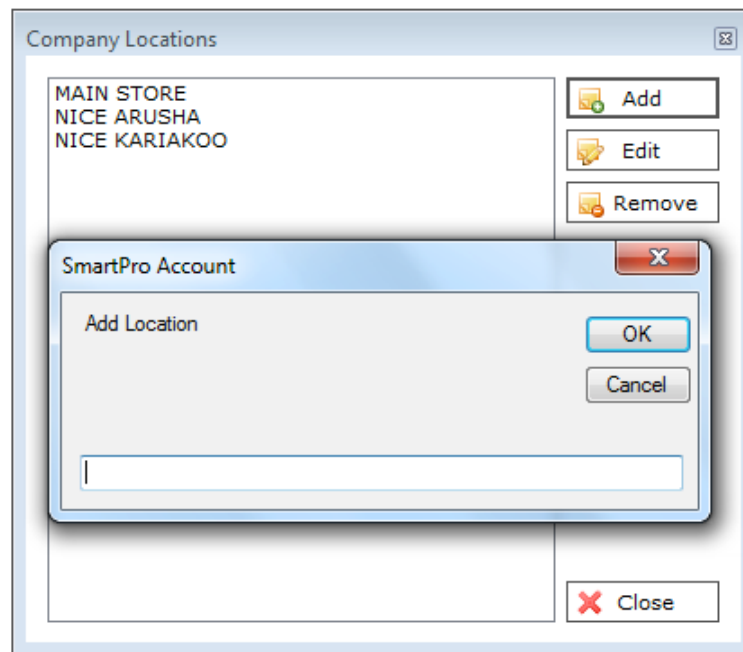
### 3.1.1: COMPANY DETAILS:

Here is where you put your company information

- Address, Company Name, TIN No, VRN.

### 3.1.2: COMPANY LOCATIONS

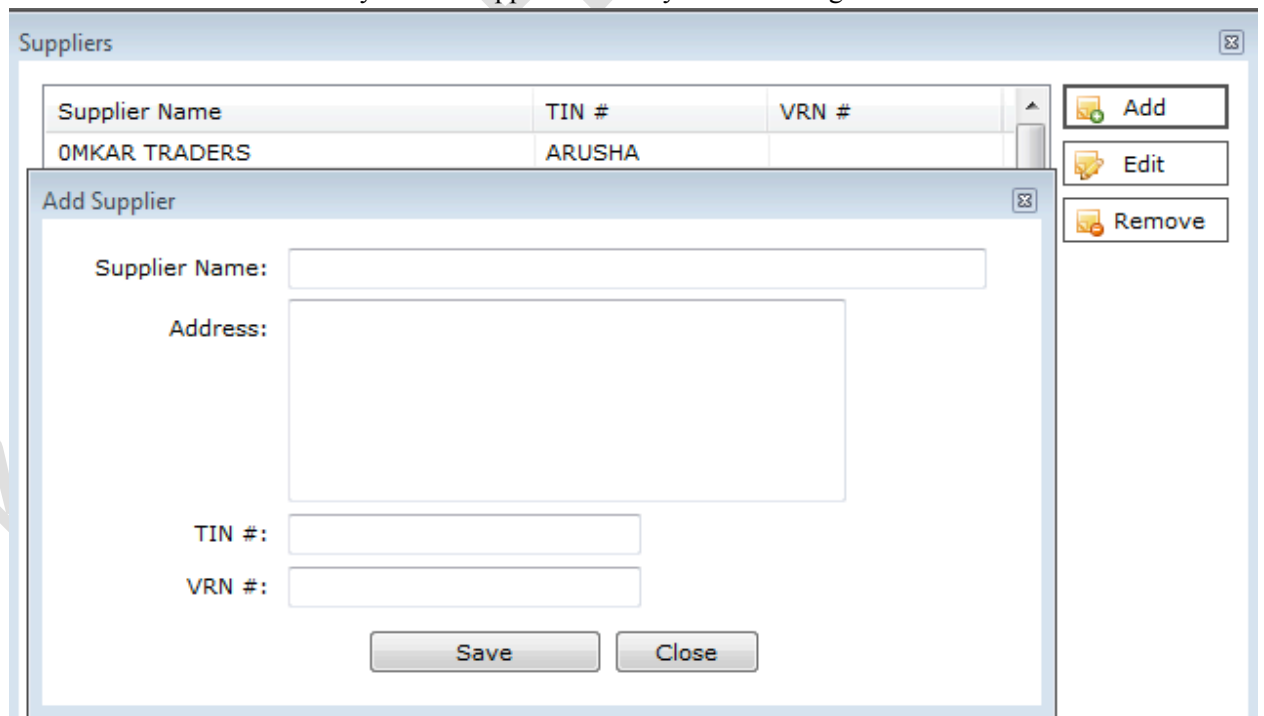
Here is where you state Company Branches, if the company has branches.



The 'Company Locations' window displays a list of locations: MAIN STORE, NICE ARUSHA, and NICE KARIAKOO. To the right of the list are buttons for 'Add', 'Edit', and 'Remove'. An 'Add Location' dialog box is open in the foreground, featuring a text input field and 'OK' and 'Cancel' buttons. The 'Close' button is visible at the bottom right of the main window.

### 3.1.3: SUPPLIERS

Here is where you Add suppliers whom you are dealing with.



The 'Suppliers' window contains a table with the following data:

Supplier Name	TIN #	VRN #
OMKAR TRADERS	ARUSHA	

To the right of the table are buttons for 'Add', 'Edit', and 'Remove'. An 'Add Supplier' dialog box is open in the foreground, with fields for 'Supplier Name', 'Address', 'TIN #', and 'VRN #'. It includes 'Save' and 'Close' buttons at the bottom.

### 3.1.4: EXPENSE ACCOUNT

Here is where you add the accounts which you use as expenses.  
- Fuel, Electricity, Stationary, Transport etc...

The 'Expenses Accounts' window displays a table with two columns: 'Account Name' and 'Account Code'. The table contains two entries: '012 car fuel' and '114 electricity'. To the right of the table are three buttons: 'Add', 'Edit', and 'Remove'. An 'Add Expenses Account' dialog box is open in the foreground, featuring input fields for 'Account Name' and 'Account Code', and 'Save' and 'Close' buttons.

Account Name	Account Code
012	car fuel
114	electricity

### 3.1.5: BASE UNIT OF MEASURE

Here is where you add base unit of measure, these are the units which are used in various products.

- Peace, Tin, Box, Bottle, Pc, Gallon, Kg, Lt. etc....

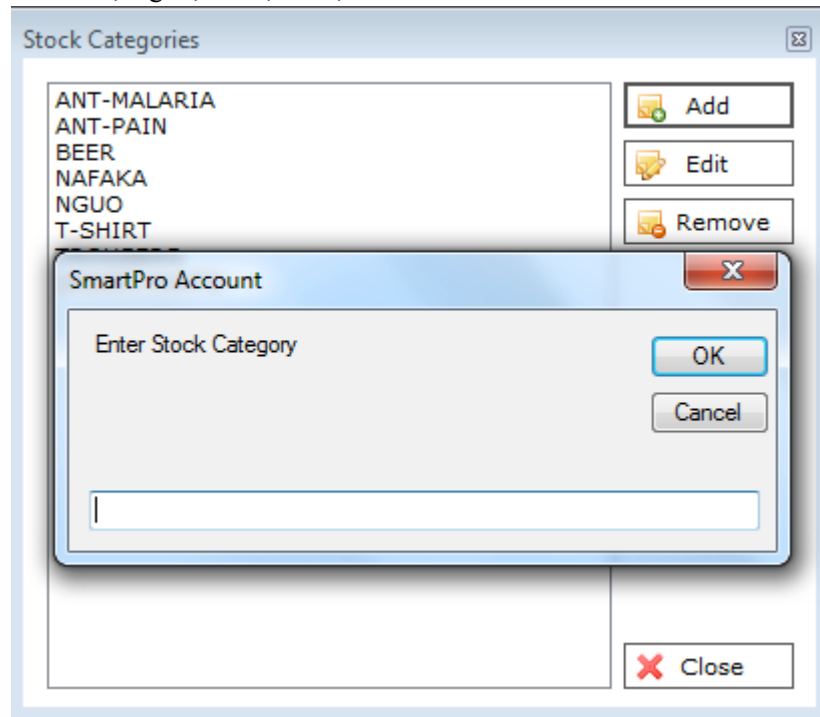
The 'Base unit of measure' window displays a list of units: BAG, BOTTLE, BOX, BURKET, CARTON, CRATE, and GALLON. To the right of the list are three buttons: 'Add', 'Edit', and 'Remove'. A 'SmartPro Account' dialog box is open in the foreground, featuring a text input field labeled 'Enter Unit Measure' and 'OK' and 'Cancel' buttons. A 'Close' button is also visible at the bottom right of the main window.

### 3.1.6: STOCK CATEGORIES



Here is where you define your stock according to the categories.

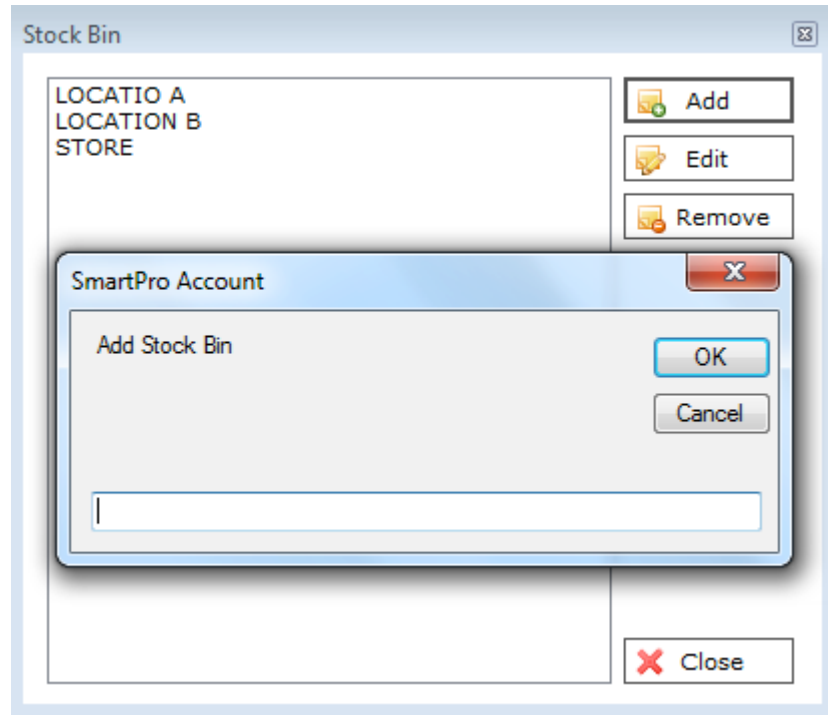
- Nafaka, Nguo, Soda, Beer, etc...



### 3.1.7: STOCK BIN:

Here is where you define the location where your stock/product will be arranged. The stock/product is arranged by categories and the bin defined where the stock is allocated.

- Location A, Location B, Upstairs etc...



### 3.1.8: STOCK ITEMS:

Here is where you state all you products information. The Name of Product, in which Bin the product is allocated, Unit of Measure, Size/Number of Product accumulatively in the unit, Re-order Level

(Re-order Level - *This is minimum amount of the product remaining in stock before you order the other product*)

*The product can be in singly item or in pack (bundle) eg. Milk can be in single boxes (as individual) or can be in pack as accumulation of number of single boxes (like Carton).*

Stock Items

Stock Category: ANT-PAIN

Item Name	Bin	Pack Unit	Pack Size	Re-order L...
PARACETAMOL	LOCATION B	BAG	1000	2

Add Stock Item

Item Name:

Item Code:  *Item Code*  *Pack Code*

Size:

Bin:

Category:

Pack Size:

Pack Unit:

Item Unit:

Re-order Level:  *Re-order Qty*  *Re-order type*

Save Close

Add Edit Remove

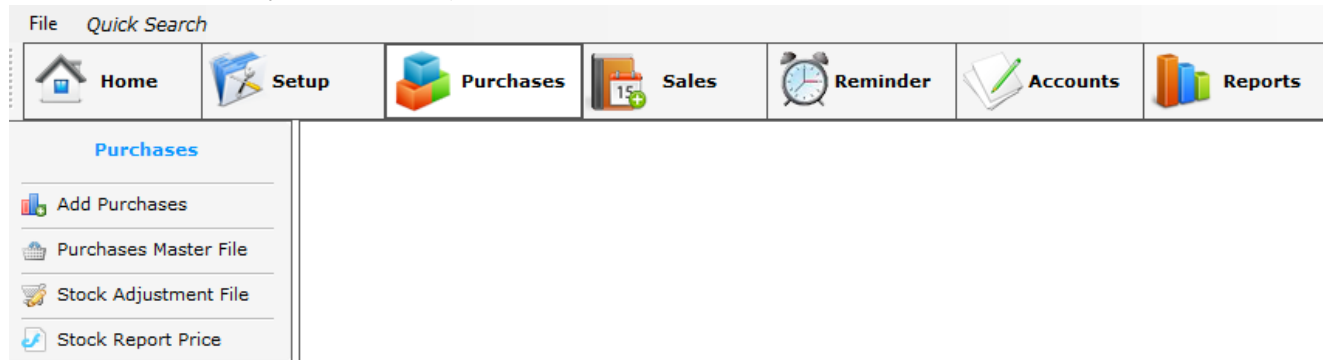
### 3.1.9: USER MANAGEMENT:

Here is where you create user and give the user the level of accessing the system (User information and User Privileges).

You can group the users according to their activities (the level of accessing the system). *"Who should do what"* (Refer to Create New User)

## FOUR: PURCHASES

Here is where you put your information/record to the product which you have purchased (From the Wholesale/Industry/Manufacturer).



### 4.1: ADD PURCHASES

**Item List:**

This is the item you purchased; these lists of items are the ones which you have added previously (*Refer Stock Item*).

**Supplier Name:**

This is the supplier whom you purchase the product.

Here you will find the list of suppliers who have already added (*Refer to Add Supplier*), also you can add (*by typing in the field Supplier Name*) the supplier who is not in the list (*not added before*).

**Date:**

this is the date you purchased the product. By default it displays the system date. The system allows changing the date

**Location:**

This is branch of your office which you purchased the product for. This list of branches is the one you added previously. (*Refer to Add Location*)

**Ref. No.:**

This is Reference Number is the receipt number of the product you purchased.

The purchase can be in Singly Item or Pack

**Item Code:**

Select the type of purchase you have done.

This is the code of item, it displays automatically when are you select the item in the list.

**Item Purchased Details:**

Qty - Quantity of product purchased

Price - This is the unit price of the product

Total - This is the result of Product purchased with the Unit Price.

**This is out calculated**

**Sales Price:**

Here you put your selling price. Also, selling price can be either per Pack or per Singly item.

**Add Purchases**

Item List: Supplier Name:

Date: Wednesday, April 16, Location: MAIN STORE, Ref No:

☐ Retail ☒ Wholesale

Item Code:

Item Purchased Details

Qty: Price: Total:

Wholesale Price Retail Price

Sales Price: Insert

Items Purchased

Item Name	Item Code	P. Unit	Qty	Price	Total

Edit Remove

Purchases Mode: Total:

Options >>> X Save Purchases

After filling all information in the fields, then click **Insert** as to allow the Item Purchased Details

After clicking **Insert**, the item purchased will list down. The system allows to **Edit** or to **Remove** the Items from the list. (*Select the item then Edit or Remove*)

You should select the Mode of Payment you have done, by stating either you purchased by CASH or by CREDIT. The system displays **Total** amount of all items (products) from the list.

Save the Purchase as finishing the process of Adding Purchase in the System. You can also deny the process by closing without saving by clicking Red Cross Mark (X)

**Options:** this button gives you the easy link to the Quick Search (*Searching Item and update the its information/details*) and Quick Sales (*Searching Add Sales Window*) options

Quick Search

Item Name: he Search

Item Name	Item Code	Qty
HEINEKEN	HEIN-R	456

Change Price Add Stock Item Crates Control  
Purchase Stock Adjust Stock Reset Stock

Location: LEGANGA SUPERRMARKET  
 Customer Name:  
 Invoice No:  
 Purchases Unit:  
 Qty:  
 Price:  
 Total:  
 Sales Price: Wholesale Price Retail Price

Insert

Purchases Sales

Month: April Year: 2014

Date	Supplier	Invoice No	Unit	Qty	Price	Total
01/Apr/2014	ANNE INVESTMENT	323245	Wholesale	10	66000	660000

Add Purchases

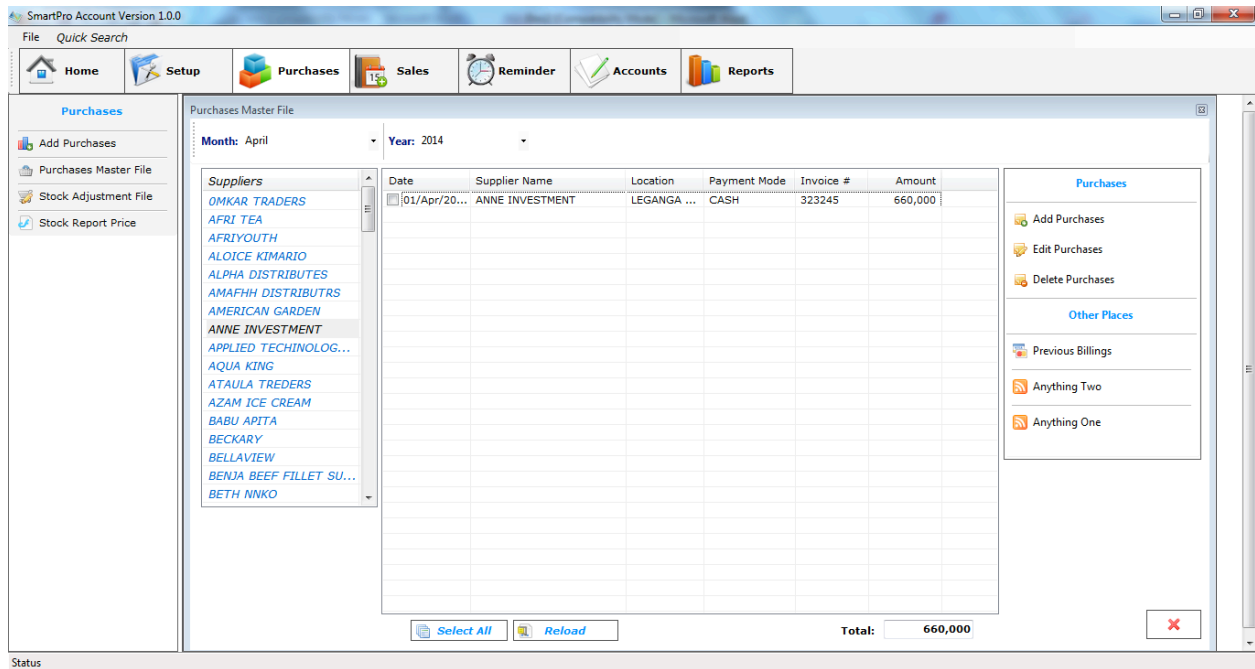
Daily Empties Master File Stock Transfer Item Details Adjusted / Transferred X

#### 4.2: PURCHASE MASTER FILE

This is the window shows all purchases you have done with respective Supplier and total amount. You can organize the information by Month or Year.

Through this window you can also **Add**, **Edit** as well as **Delete** the Purchases.

You can exit from the window by clicking Red Cross Mark (X)

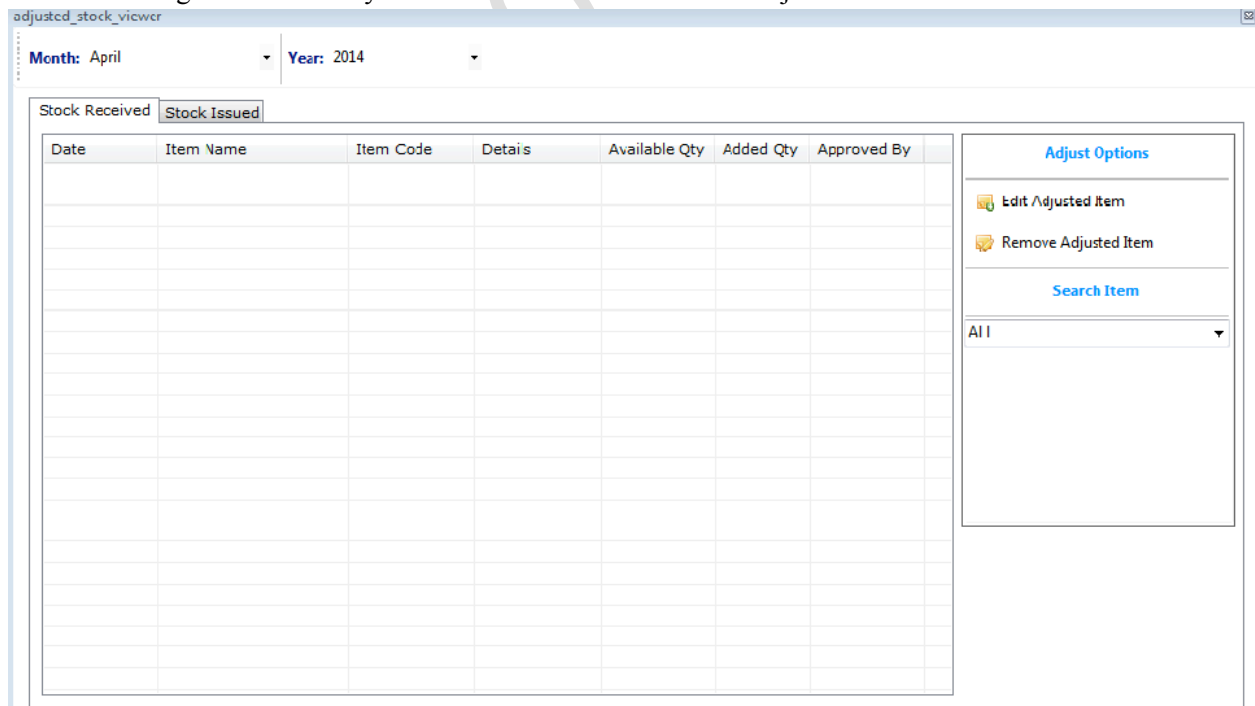


### 4.3: STOCK ADJUSTMENT FILE

This is the window shows stock Received and Issued.

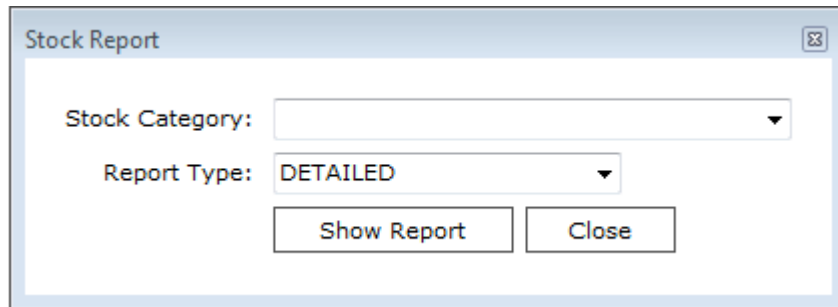
You can organize the information by Month or Year.

Through this window you can **Edit** as well as **Remove** Adjusted Item



#### 4.4: STOCK REPORT PRICE

This is for stock category report

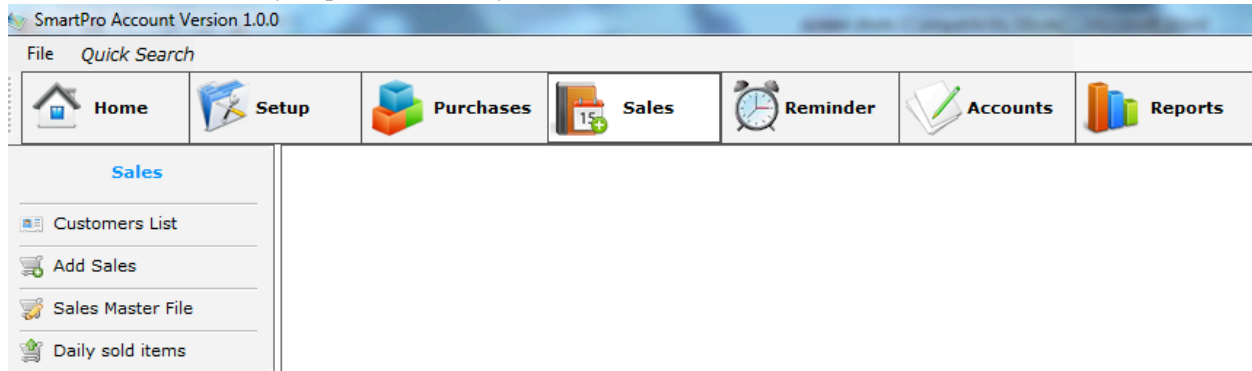


The image shows a screenshot of a software window titled "Stock Report". Inside the window, there are two dropdown menus. The first is labeled "Stock Category:" and is currently empty. The second is labeled "Report Type:" and is set to "DETAILED". Below these dropdowns are two buttons: "Show Report" and "Close". The window has a standard Windows-style title bar with a close button in the top right corner.



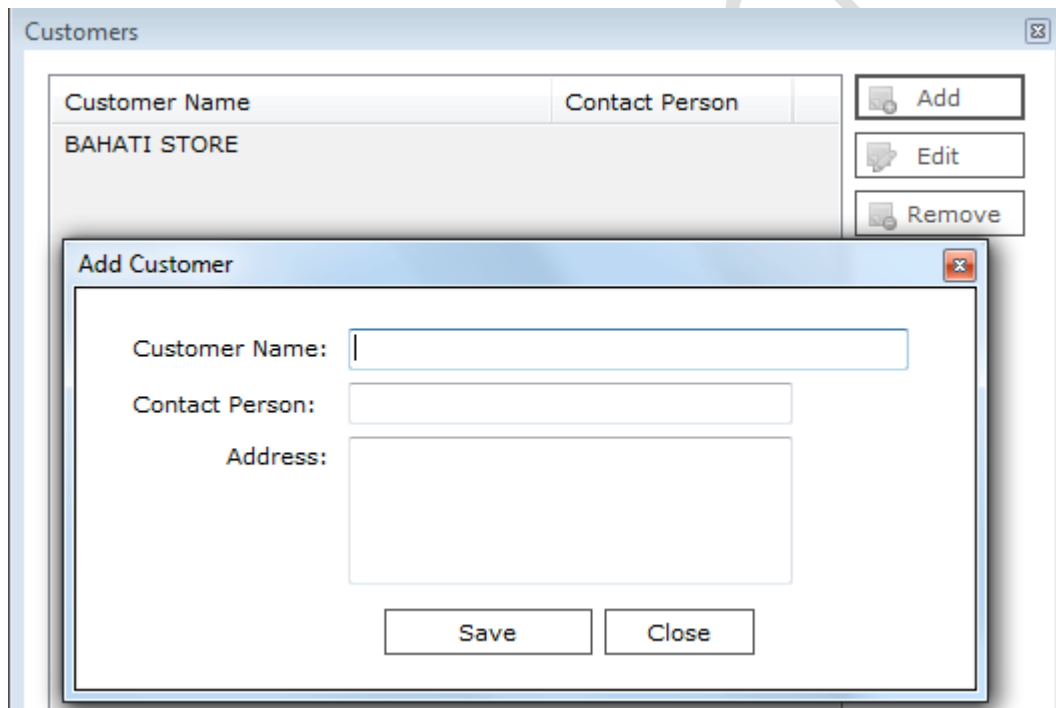
## FIVE: SALES

Here is where you put records of your sales;-



### 5.1: CUSTOMER LIST

Here you **Create** new customers, **Edit** and **Delete** the existing Customers. (*Customer – these are the ones whom you sale items to them*)



### 5.2: ADD SALES

Here is where you process the sales;-

*You can use barcode scanner or manual entry to process the selling.*

- By Using Manual
  - Select the item you want to sell from the item list.

- Select the customer name if the customer exists in the system, otherwise you can type customer name manually
- The system provides the invoice number automatically.
- The sales can be done by Singly item or Pack.
- The system displays quantity is in stock.
- Put the quantity you want to sell. Automatically the selling will display (*Refer to Add Purchase*) and the system calculates the **Total**
- If the item has discount you can enter discount amount
- The products sold are listed below.
- You can **Edit** or **Remove** the sales before printing the receipt.

You should select the Mode of Sale you have done, by stating either you sale by CASH, CREDIT or CHEQUE by. The system displays **Total** amount of all items (products) sold from the list.

- By using barcode

Use barcode scanners to manage your inventory more quickly and accurately. SmartPro POS is compatible with most barcode scanners you can plug into your computer. This can be used simply by scanning the product instead of using the keyboard during the selling.

**Options:** this button gives you the easy link to the Quick Search (*Searching Item and update its information/details*) and Quick Purchase (*Searching Add Purchase Window*) options.


**Cash payment:** here you enter the cash from the customer, then the system calculate the difference of Cash payment and Total

- **Save Sales** as finishing the process of Adding Sales in the System. You can also deny the process by closing without saving by clicking Red Cross Mark (**X**) **Close Form**

**Add Sales**

**Item List:** **Customer Name:** CASH SALES

Date: Wednesday, A ▾

Invoice No. 31 

Branch: MAIN STORE ▾

☒ **Retail** ☐ **Wholesale**


**Item Code:**

Qty:

Price:

Discount:



Total:



**Insert**

**Items Purchased**

Item Name	Item Code	P. Unit	Qty	Price	Discount	Total


 **Edit**  **Remove** **Total:**

**Payment Mode:** CASH ▾ **Cash Payment:**

**Cheque No:** 0 **Total:**

☐ **Print Invoice** ☐ **Print Receipt**

**Options >>>**


**Save Sales**

### 5.3: SALES MASTER FILE

This is the window shows all Sales you have done with respective Customer and the total amount. You can organize the information by Month or Year.

Through this window you can also **Add**, **Edit** as well as **Delete** the Sales.

*NB: Sometimes you are on sales Master File and you want to Receive Payments from your Customer you don't have to go to accounts then credit payments and Receive Payments but you can simply add Payments by clicking Payment Button, likewise the same features in the Purchases Master File*

You can exit from the window by clicking Red Cross Mark (X)

SmartPro Account Version 1.0.0

File Quick Search

Home Setup Purchases Sales Reminder Accounts Reports

**Sales**

Customers List  
Add Sales  
Sales Master File  
Daily sold items

Sales Book

Month: April Year: 2014

Customers	Date	Customer Name	Time	P. Mode	Invoice #	Amount
BAHATI STORE						

Customer Credit Balance

Total: 0

Sales

Add New Sales  
Edit Sales  
Delete Sales

Other Places

Payment  
Re-print Invoice  
Daily statement report

April, 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: 16/Apr/2014

Status

## 5.4: DAILY SOLD ITEMS

This window shows the items sold at a day.

SmartPro Account Version 1.0.0

File Quick Search

Home Setup Purchases Sales Reminder Accounts Reports

**Sales**

Customers List  
Add Sales  
Sales Master File  
Daily sold items

Sold Items

Branch: LEGANGA SUPERMARKET

Item Name	Item Code	P. Unit	Qty	Price	Discount	Total	Invoice #
-----------	-----------	---------	-----	-------	----------	-------	-----------

Update Selected

Total: 0

Sales

Add New Sales  
Edit Sales  
Delete Sales

Other Places

Payment  
View Invoice  
Daily statement report

April, 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: 16/Apr/2014

Status

## SIX: REMEINDER

The system allows the user to sign some issues as remainder, these like Expired Items, and Items out of Stock

### 6.1: EXPIRED ITEMS

The screenshot shows a software window titled "Expired Items". Inside the window, there is a table with the following columns: "Item Name", "Batch No", "Expire Date", and "Qty". The table is currently empty. To the right of the table, there is a sidebar with the heading "Payments". Under this heading, there are three buttons: "Add Payment", "Edit Payment", and "Delete Payment". Each button has a small icon next to it. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

## SEVEN: ACCOUNTS

## 7.1: DEBT COLLECTIONS

[illegible]

Add Payment

Date: Wednesday, A ▼

Branch: MAIN STORE ▼

Customer Name: ▼

Payment Method: ▼

Cheque No:

Amount:

Save

Close

## 7.2: CREDIT PAYMENTS

Credit Payments

Month: April Year: 2014

Date	Customer Name	Payment Mode	Cheque No	Amount
<div><div>Add Payment</div><div><div>Date: Wednesday, A</div><div>Customer Name: <input type="text"/></div><div>PaymentMode: <input type="text"/></div><div>Cheque No. <input type="text"/></div><div>Amount: <input type="text"/></div><div><div>Save</div><div>Close</div></div></div></div>				

Payments

- Add Payment
- Edit Payment
- Delete Payment

## 7.3: EXPENSES BOOK

Expenses

Month: April Year: 2014

Date	Descriptions	Account	Reference #	Amount
<div><div>Add Expense</div><div><div>Date: Wednesday, April 16, 2014</div><div>Branch: MAIN STORE</div><div>Descriptions: <input type="text"/></div><div>Account: <input type="text"/></div><div>Reference No. <input type="text"/></div><div>Amount: <input type="text"/></div><div><div>Save</div><div>Close</div></div></div></div>				

Expenses

- Add Expense
- Edit Expense
- Delete Expenses

## EIGHT: REPORTS

Smart Pro as other system, it produces various reports.

These reports are from Sales, Purchases, Stock, and Other Areas

<b>Sales Reports</b>
» Stock sales report
» Daily sales report
» General Sales Report
» Sales and profit report
» Customer Report
<b>Purchases Reports</b>
» All Purchases Report
» Suppliers Report
<b>Stock Reports</b>
» Stock Report
» Stock Report Detailed
» Itemized Stock Report ▼
<b>Other Reports</b>
» Expenses Report
» Debtors Report
» Creditors Report
» Debit Collection Report
× Income Statement Report