Business Management System
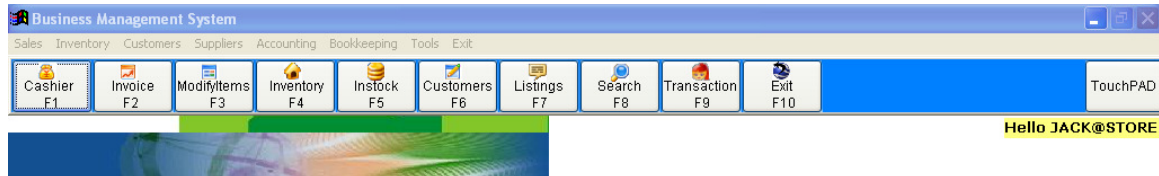

Card Transaction Services Inc.

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Developed by: Card Transaction Services Inc.

250 Cochrane Drive, Unit 5, Markham, Ont. Canada

Tel: (905) -513-7088

Website: http://www.cardtransac.com

1. Install the software

1) Where to get the software

We provide a free demo version of BMS.
Go to http://bms.cardtransac.com/bms/BMSsetup.exe download it. Or contact us to ask for an installation CD. Log on to http://easypos.life2fun.info to get more information.

2) Installation

We provide two methods to install BMS, a) installation through a CD; b) installation through a downloaded program BMS.EXE. Either method a) or b), it will take two steps to complete the installation.
First, install the demo version.
Second, run the BMS, and click [Activate] button to activate it to become a full version.
● If you install BMS from the installation CD, please follow the installation guide README.TXT in the CD.
● If you download the software from our website, you can just simply double click the BMSsetup.EXE you downloaded, and then follow the instruction to install it. An installation window appears as below:
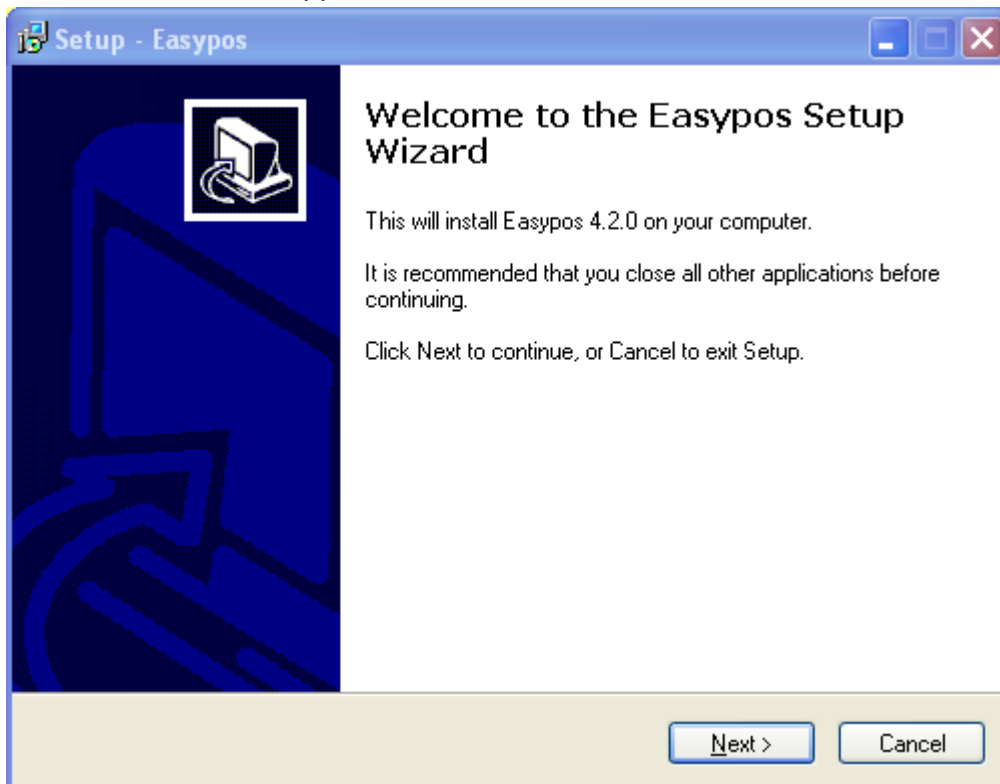
3) How to get the activation code

Contact us to buy an Activation Code or buy it online at:
http://bms.cardtransac.com/BMS.htm or click the [Register] button in the demo version of BMS as below:
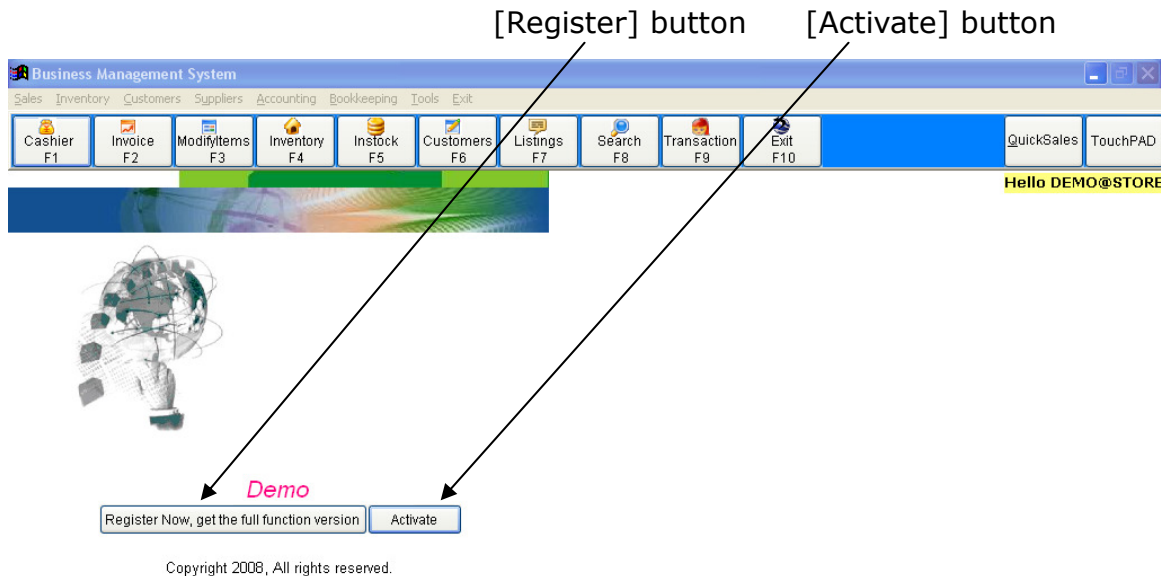
4) Activate the software

After you have bought an Activation Code, you will receive an email that includes a file like ***activexxxx.zip*** (xxxx should be 4 digits) or an activation key. To activate the software BMS, run the BMS demo version and simply click [Activate] button, and then activate over Internet or provide where the activexxxx.zip stored path. Click [ok], everything will have been done. When you restart BMS, a new full version will appear in front of you.

5) Set up a remote environment

The BMS is designed for not only running in a single computer, but also with multi store and multi cashier networking via Internet/Intranet. If you want BMS to run on Internet, you have to set up a remote environment. That includes the conditions,

a) A server connecting to Internet with a static IP address or a domain name which can be accessed over Internet, or have a hosting of SQL server.

b) Install a Database in the server, such as MySQL, MS SQL Server, Oracle, or etc. and its ODBC interface in your client computer. For the detail of Database server installation, please consult for the Database administrator.

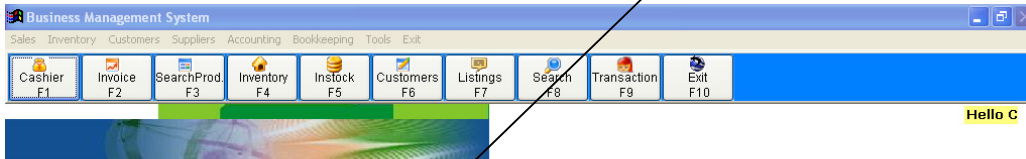c) Have a database account with the privilege to access a created database and set up an ODBC DSN in your client computer.

(Ask the Database Administrator to prepare for all these things)

2. System Functions Overview

• Getting start
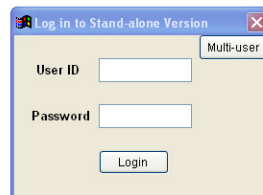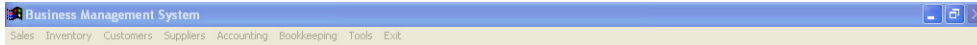
• After log in

Your company's name

Tangency Solution

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Stand-alone

System Men Overview
Sales
    Cashier
        Start Sales
        Cashier In
        Cashier Out
        Drawer Records
    Cancel Invoices
    Produce Invoices
    Reprint Existing Invoices
    Transaction History
    Sales Analysis
    Sales Report
        Items Sales Report
        Operator Sales Report
        Location Sales Report
        Period Sales Report
        Sales/Purchase Report
        Category Sales Report
        Cashier Closing Report
        Cashier Current Report
Inventory
    Inventory Items Check-in
    Items Check-in Revising
    Show Inventory Status
    Print Inventory Status
    Items Coding
    Items Pricing
    Modify Items
    Modify Category
Customers
    New Customers
    Customer Listings
    Search Customers
Suppliers
    New Suppliers
    Supplier Listings
    Search Suppliers
Accounting
    Accounts Receivable

Accounts Payable
Cust. Pymt. Pending List
Invo. Pymt. Pending List
Gift Card Issuance
Bookkeeping
Manual Bookkeeping
Batch Close
History Records
Print Statement
Tools
New/Edit Connection
Switch System
System synchronizing
User Management
Backup Database
Restore Database
Export data to Excel
Items
Customers
Suppliers
Invoices
Check for updates
Configuration
Global Parameters
Local Parameters
Change Password
Achievement
Achieve Sale Data
Retrieve Achieves
Restore to Factory Defaults
License Refresh
Exit
About
Logout
Quit

3. Operation guide

1) Sales
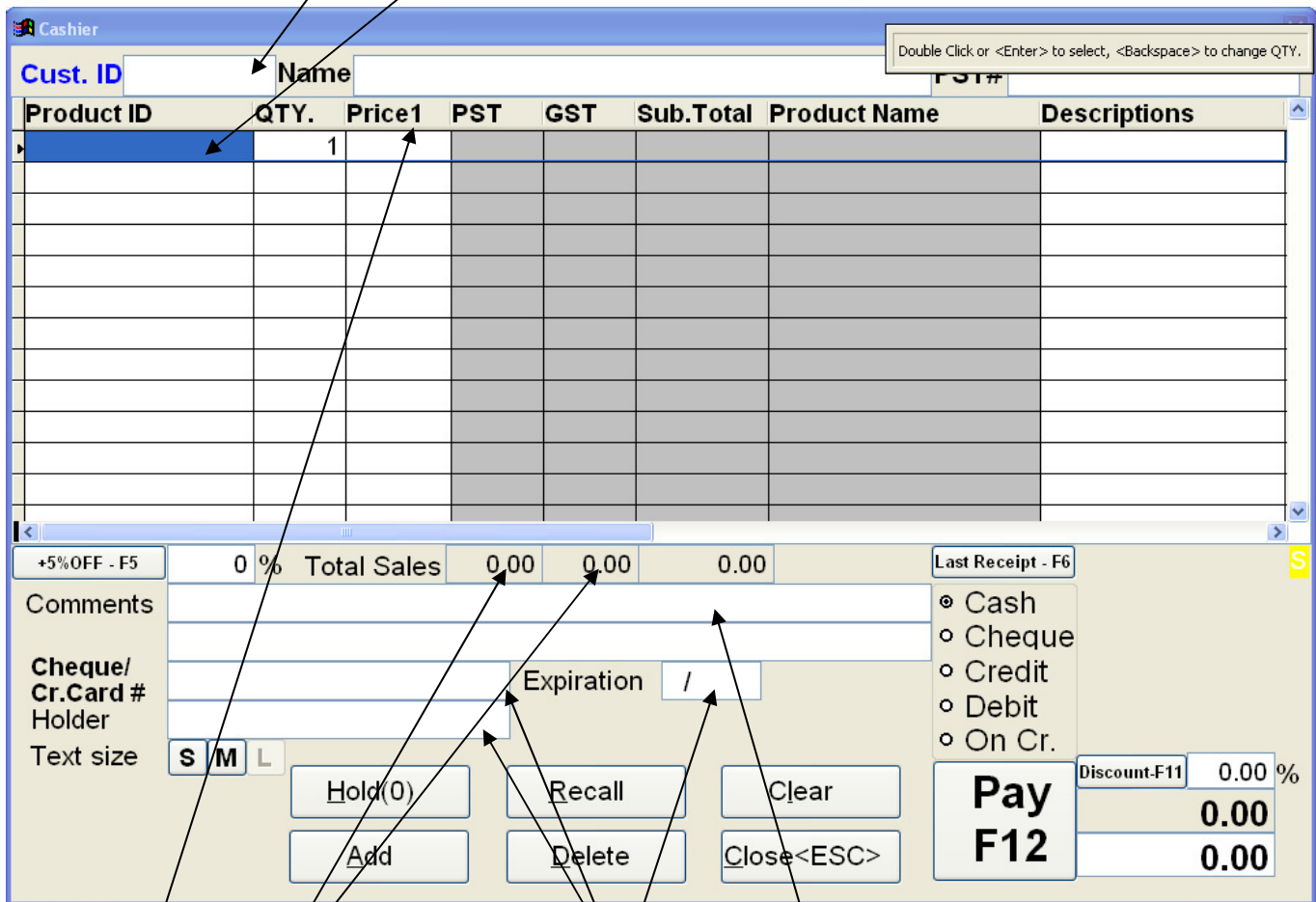
BMS supports three kinds of interface for selling items.

• Cashier (Start Sales F1)

a) Standard

Enter a customer ID or double click or <Enter> will pop up a window to select a customer

Enter a product code is being sold through keyboard or barcode scanner, or double click or <Enter> will pop up a window to select a product

The comments will appear on the invoice

Collection of credit card information if customer pays by credit card

Double click will set to 0, and double click again will restore to the original value

Click to use another price

b) Touch Screen

c) Supermarket (<Delete>+<Backspace>)

2009-03-06 12:44:54	ADMIN@STORE	0 Discount : 0%
1 INK ROLLER IR-90/91/92	12.00	Welcome to Local Supermarket
1 EPSON TM-U220D; Printer - Black	360.00	
1		

GP
[1] EPSON TM-U220D; Printer - Black

Item Code -- key-in

PST	29.76
GST	18.60
Total	420.36

Provided by CTS. TEL: 905-513-7088

<Example for a Supermarket>

After log in the BMS, if the cashier hasn't entered the opening amount, a message box pops up:

Prompt [10]

You have not yet entered the opening amounts today. Do it now?

Yes   No
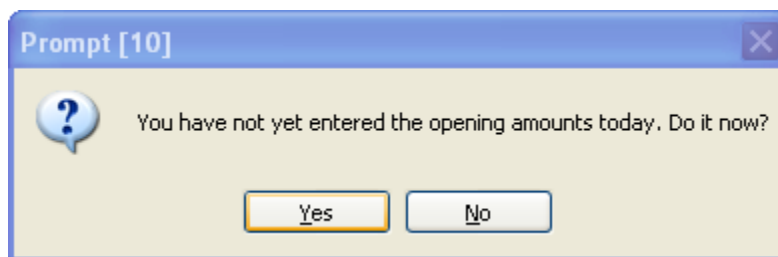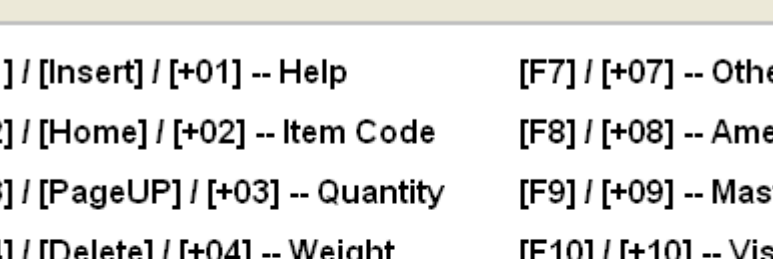
* Usually click [Yes] at the beginning of a shift for the cashier

Click [Yes] to enter the open amount. And then enter to the selling screen:

S 2009-10-02 16:23:54 　　　　DEMO@STORE 　　RF PST GST 0 Discount : 0%

Welcome

Selling item window

Current item

Item Code -- key-in

Quantity/Weight Input Box

Code/Price Input Box

PST	0.00
GST	0.00
Total	0.00

1、Cashier operating instructions

a) *F1(+01): For Help, the Help window pops up*
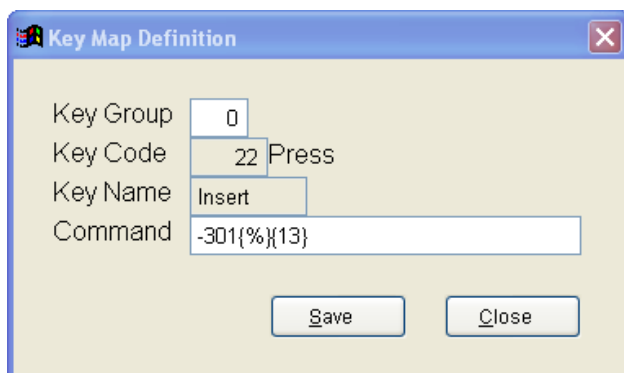
Help

[F1] / [Insert] / [+01] -- Help 　　　　[F7] / [+07] -- OtherCR

[F2] / [Home] / [+02] -- Item Code 　　[F8] / [+08] -- Amex

[F3] / [PageUP] / [+03] -- Quantity 　　[F9] / [+09] -- Master

[F4] / [Delete] / [+04] -- Weight 　　　[F10] / [+10] -- Visa

[F5] / [End] / [+05] -- Customer 　　　[F11] / [+11] -- Debit

[F6] / [PageDown] / [+06] -- Clear 　　[F12] / [+12] -- Cash

OK

b) *F2(+02): Code/Price input. Whenever press F2 on the selling screen, return to the Code/Price input status, the Code/Price Input Box turns yellow, system waits for scanning bar code or keying in code or price.*

c) *F3(+03): Quantity input. Whenever press F3 on the selling screen, return to the Quantity input status, the Quantity/Weight Input Box turns yellow, system waits for inputting quantity.*

d) *F4(+04): Weight pick up/input. Whenever press F4 on the selling screen, system picks up the weight if there is something on the scale. If nothing on the scale, return to the Weight input status, the Quantity/Weight Input Box turns yellow, system waits for keying in weight.*

e) *F5(+05): Customer input. Whenever press F5 on the selling screen, return to the customer input status, the Code/Price Input Box turns yellow, system waits for inputting customer information. Press F5 one more time to print the last receipt.*

f) *Clear the Selling Item Window. Whenever press F6 on the selling screen, the Selling Item Window is cleared.*

g) *F7(+07): Pay by other credit card.*

h) *F8(+08): Pay by Amex credit card*

i) *F9(+09): Pay by Master credit card*

j) *F10(+10): Pay by Visa credit card*

k) *F11(+11): Pay by debit card*

l) *F12(+12): Pay by cash*

m) *+20 to +29 set the Key Map group*

n) *+30 pop up a Key Map definition box*

* Command can be input to the Code/Price box directly. And also can be assigned to a shortcut key.

Command format:<tax(1 digit)><category(sys define)><price><Enter>

2、 *Selling procedure*

-- Scan to pick the item.

. When a "DU" sounds from the scanner and a "DU" sounds from the computer, that means the item is successfully picked up to sell.

. When no "DU" sounds from the scanner or no "Du" sounds from computer, that means could not pick up the item. Must scan again.

. When a "DU" sounds from the scanner and 3 "DU" sounds from the computer, that means the item is not in database. Must manually input code or price to sell.

. When a "DU" sound from the scanner and 2 "DU" sounds from the computer, that means the bar code is duplicated. An item list window pops up. Select one from them.

-- Key in the item code to sell
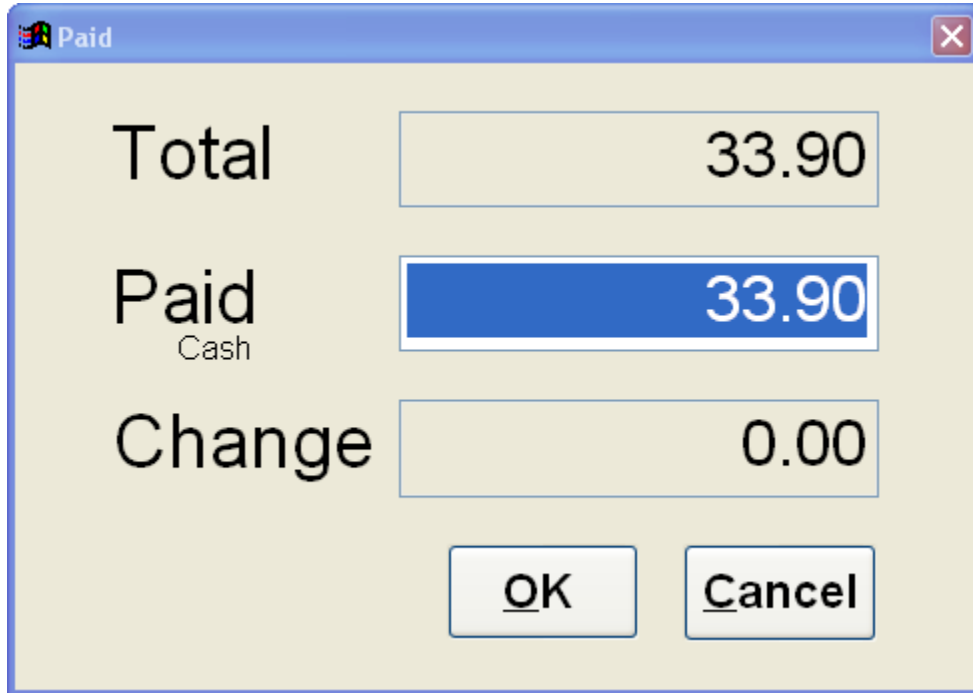
. Same as above except no sound from the scanner.

-- Directly input price to sell

. Press [←] to turn on PST or press [→] to turn on GST if applicable, input price, and then press a department key ([Insert], [Home], [PageUp],[Delete], [End], or [PageDown]).

. After successfully pick up an item, if it needs weighting, press F4 to pick the weight.

. After all items are input to the Selling Item Window, press one of the function key from [F7] to [F12] to make an assigned payment, a payment window pops up,

Click [OK] to complete. The receipt is printed out and the cash drawer opened.

3、 *Change/Refund/Void an item*

1) *If the item is the last one on the selling lists, Press [F3] to change quantity to 0(Void) or any other number.*

2) *If the item is not the last one on the selling lists, scan or key in to pick up an item on the selling screen, press [F3] to change the quantity to a deducted number (minus).*

3) *Quick Refund/Void one item*

   Press [/] on the Code/Price Input Box, scan or key in the item code.

4、Take a break

If the cashier wants to leave the cash drawer temporarily, press [ESC], a message box pops up:
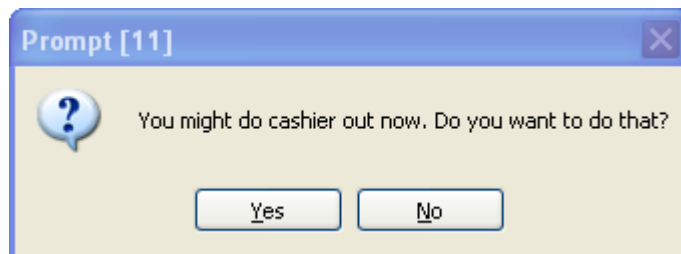
Usually click [No] if the cashier is not off duty. And then the log in box shows up.

5、Re-log in

When the cashier comes back, input the User ID and Password to re-log in, it shows the system main window,

*Press **[Delete][Backspace]** to enter the selling screen again.*
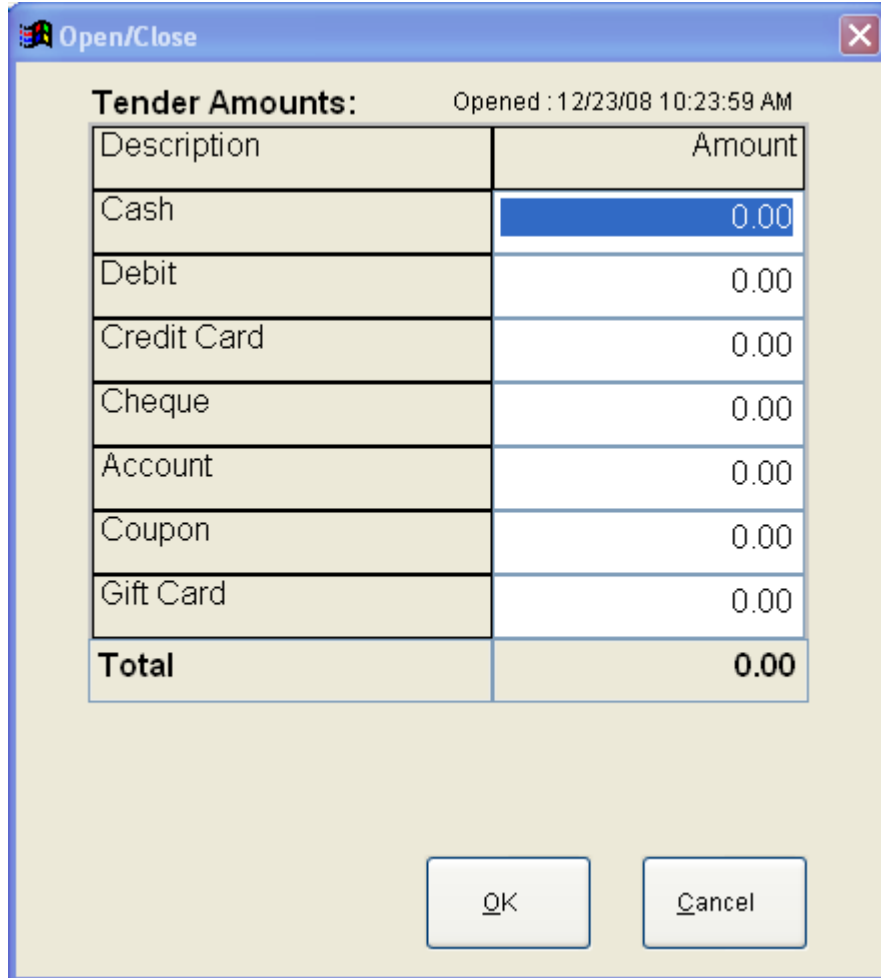
6、Exit System

Press [ESC] to exit the selling screen, the cashier out message box pops up. Usually press [Yes] if off duty, and then press [ESC] again to exit to Microsoft Windows desktop.
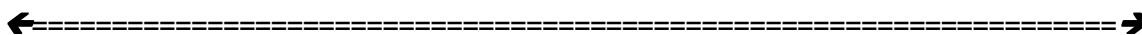
● **Cashier In**

At the beginning of daily sales, the cashier must open the drawer and enter the amount of opening balance.

● **Cashier Out**

At the end of day, the cashier must enter the amount of closing balance.
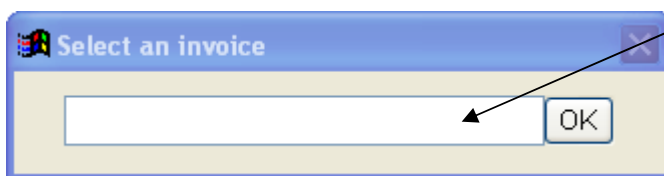
● **Drawer Record**

Display the records of the cash drawer's open/close.

● **Cancel Invoices**
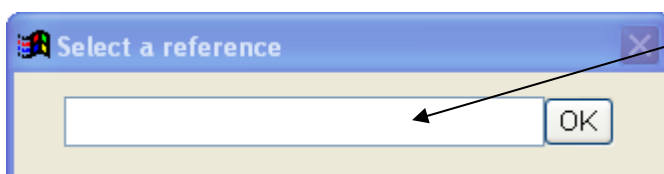
Double click or <Enter> to select an invoice which will be canceled

● **Produce Invoices**
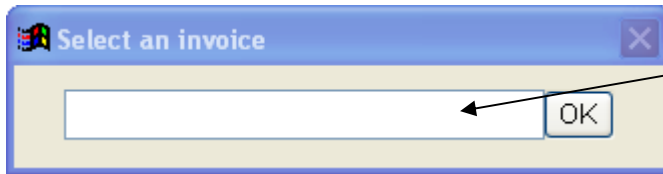
Double click or <Enter> to select a transaction which has not been invoiced

● Reprint Existing Invoices

Double click or <Enter> to select an existed Invoice which will be print out

● Transaction History

Display the transaction records, Click [Detail] button to display details and can reprint the receipt.

● **Sales Analysis**

Analyze the sales speed and the inventory situation in a specific period, and print out the report.

● **Sales Report**

Enter a period to report

Items Sales Report – report the sales volumes sort by items
Operator Sales Report – report the sales volumes sort by operator
Location Sales Report - report the sales volumes sort by location
Period Sales Report – report the sales volumes ort by date
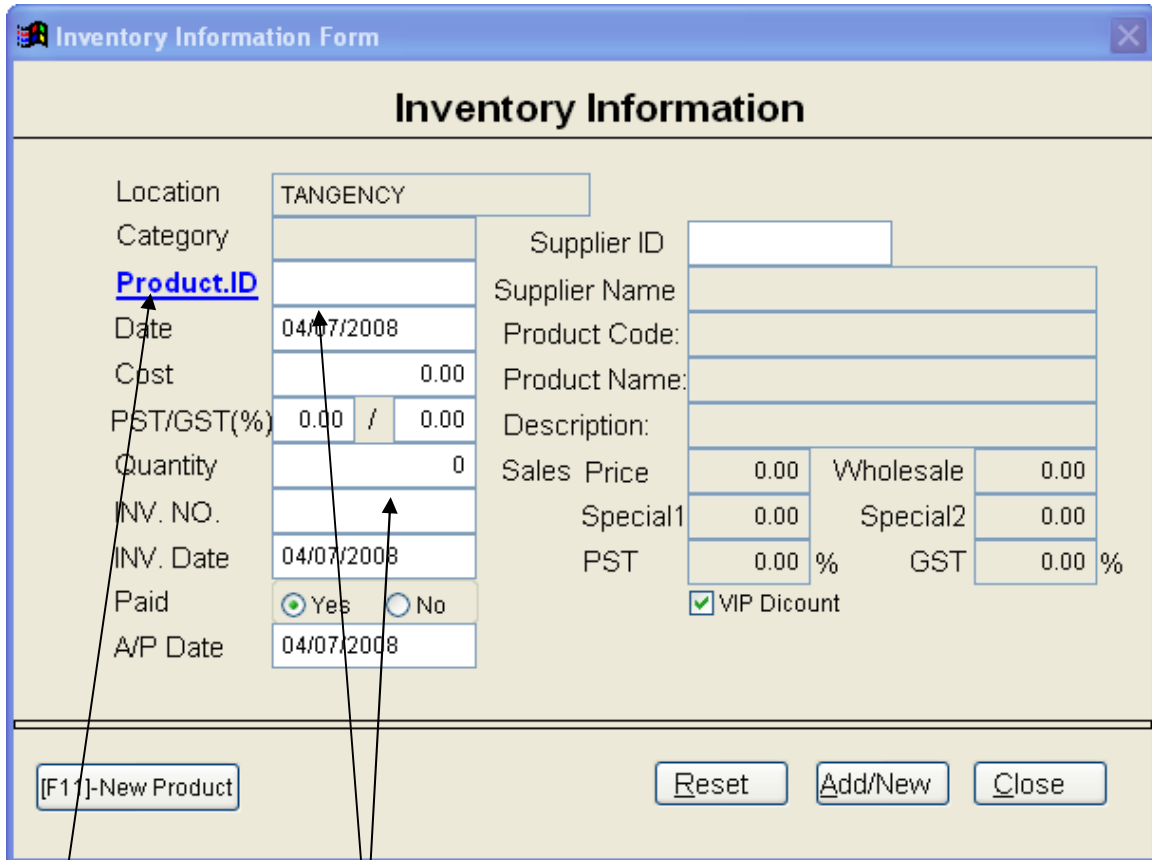
2) Inventory Management

● Inventory Items Check-in

Inventory Information Form

Inventory Information

Location TANGENCY
Category
Supplier ID

Product.ID
Supplier Name

Date 04/07/2008
Product Code:

Cost 0.00
Product Name:

PST/GST(%) 0.00 / 0.00
Description:

Quantity 0
Sales Price 0.00   Wholesale 0.00

INV. NO.
Special1 0.00   Special2 0.00

INV. Date 04/07/2008
PST 0.00 %   GST 0.00 %

Paid ⊙ Yes ○ No
☑ VIP Dicount

A/P Date 04/07/2008

[F11]-New Product

Reset   Add/New   Close

Enter data directly or double click to select a value from the pop-up window

Double click if it is a new item, then the more products' information can be input.

● **Items Check-in Revising**

You may high light a record to display detail, edit, or delete.

● **Show Inventory Status**

Choose a location of the inventory from the box as below
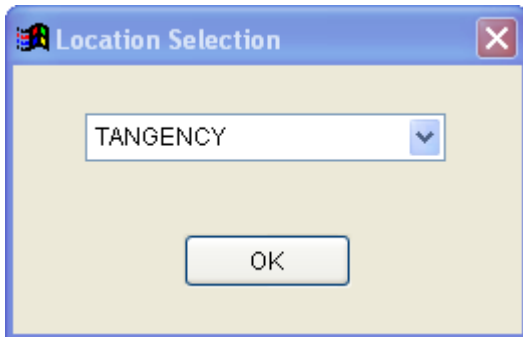
And then it will show you the in-stock situation as below
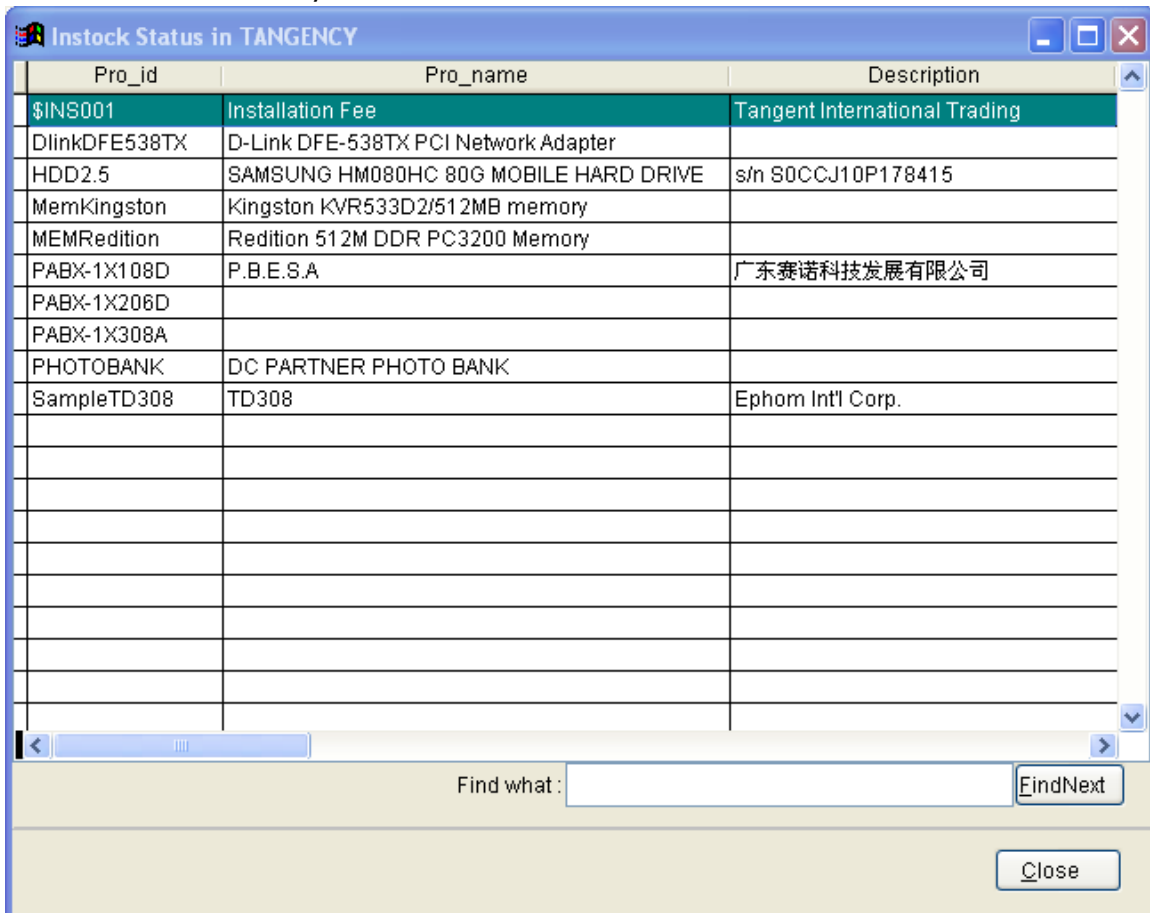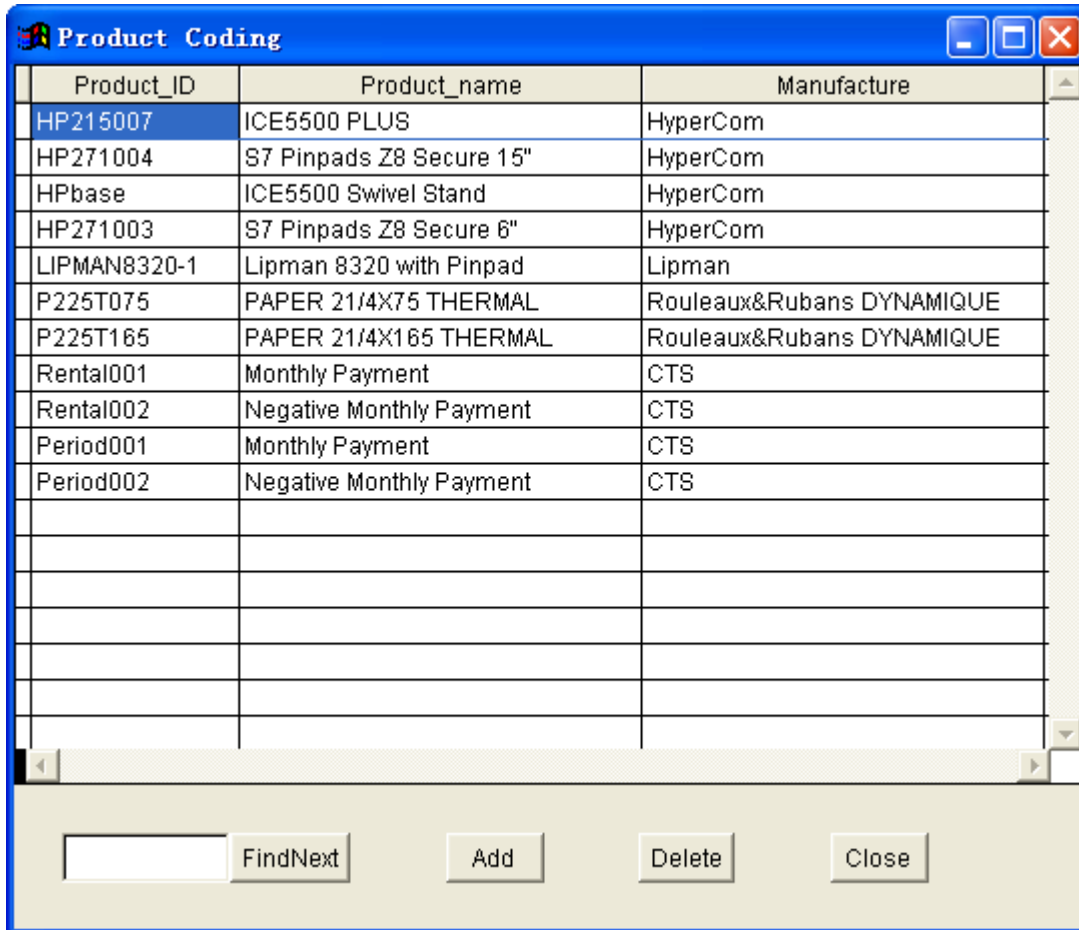
● **Print Inventory Status**

Print out the in stock situation in report format

• Items Coding

Code for each item which can be entered directly or by barcode scanner

Note: In case of the prefix of Product ID is **$** sign, that means this product's quantity is countless, for example, services, installation fee, unlimited copy of software, and etc. Once you code it, no need to check in the product any more.

● Items Pricing

You can set a unit price and PST/GST rate for each item. Also you can set them in batch depends on you assign the rules such as setting a relation between unit price and capital.

● Modify Items

Input the barcode, product ID, and any information of an item, and find out and display the detail.
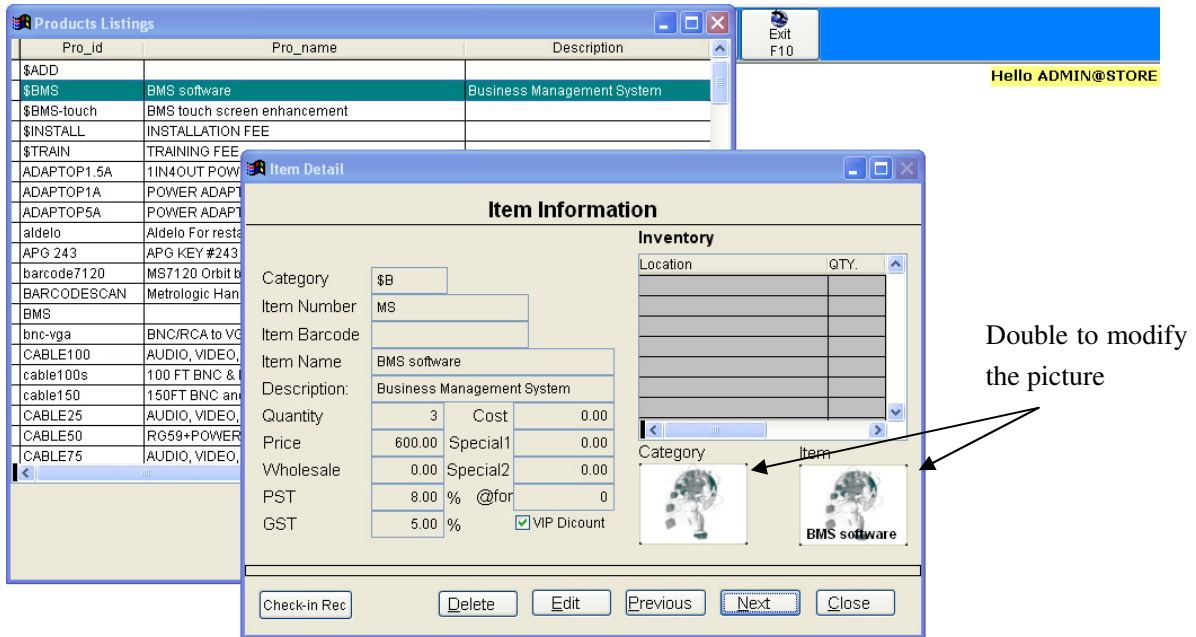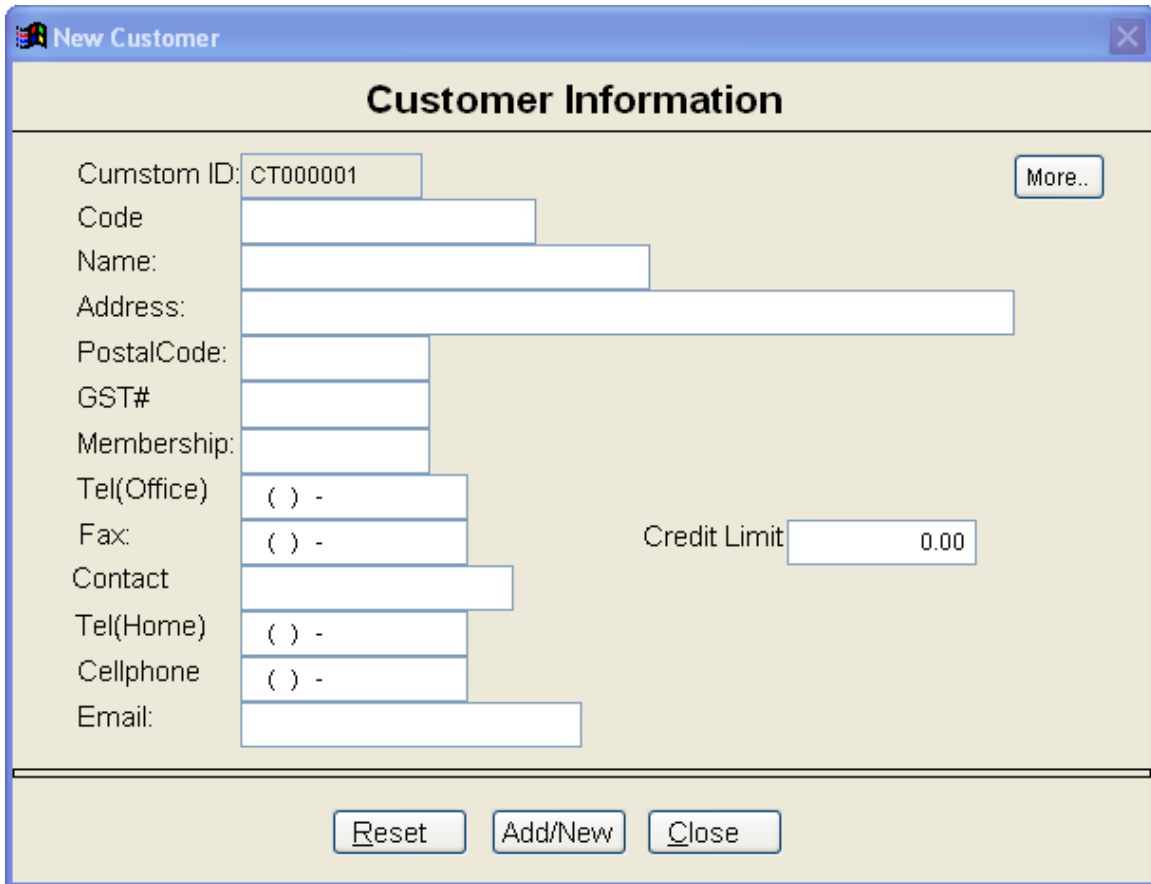
Double to modify the picture

● Modify Category

3) Customers Management

● New Customers
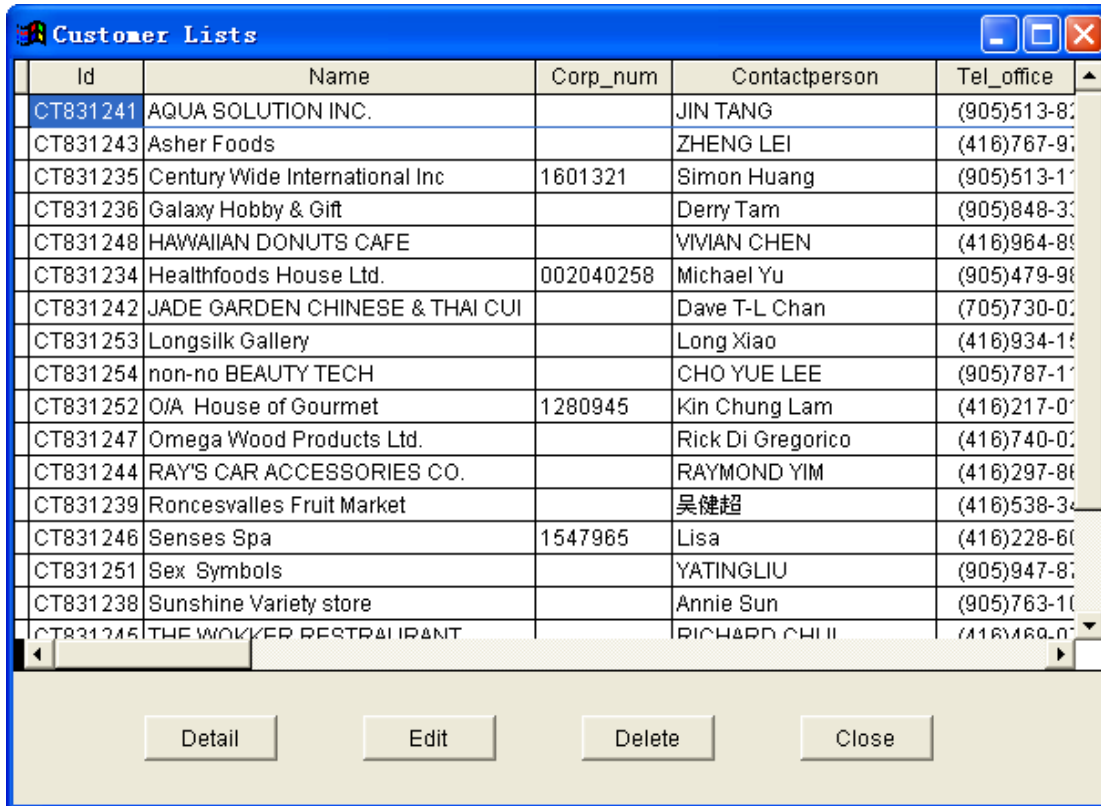
New Customer

Customer Information

Cumstom ID:	CT000001
Code	
Name:	
Address:	
PostalCode:	
GST#	
Membership:	
Tel(Office)	( ) -
Fax:	( ) -
Contact	
Tel(Home)	( ) -
Cellphone	( ) -
Email:	

More..

Credit Limit   0.00

Reset   Add/New   Close

● **Display Customers**

You may high light a customer record to display detail, edit, or delete.

● **Search Customers**

Search a keyword from the customer database and display the details
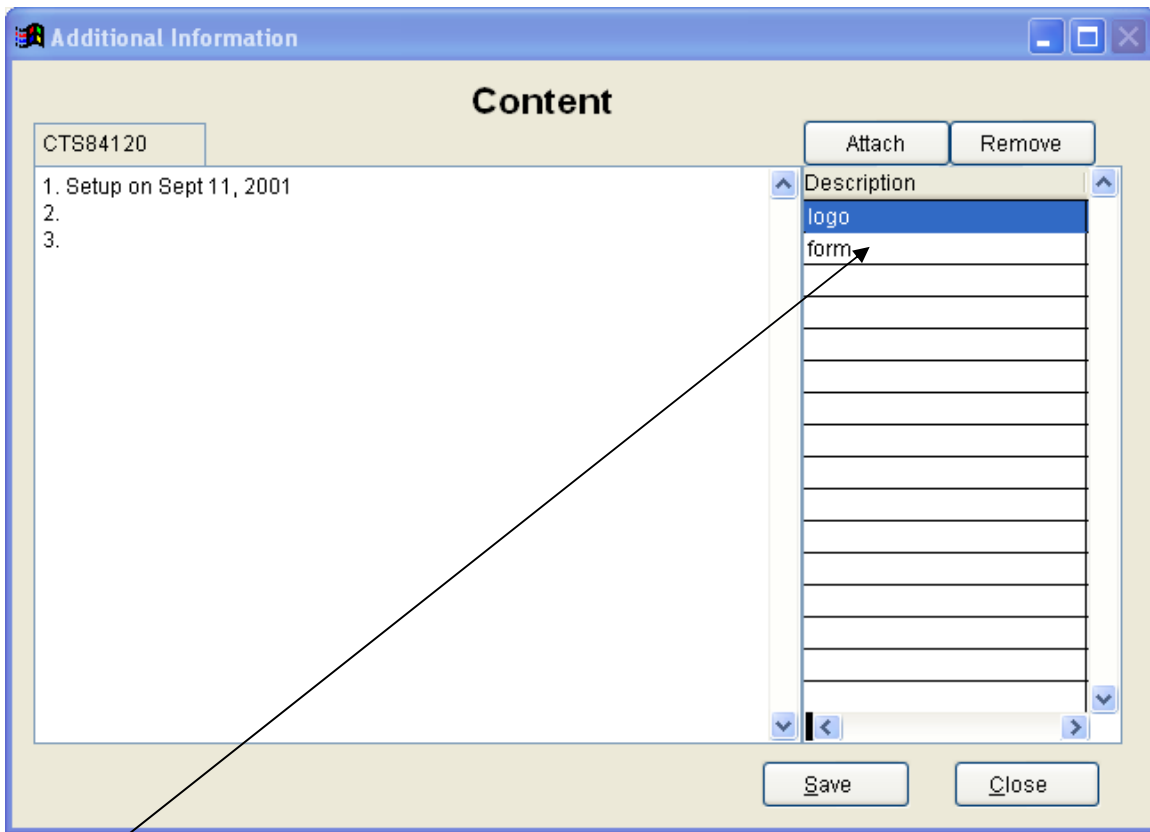
Show more information about the customer as below

Show the purchase record of the customer
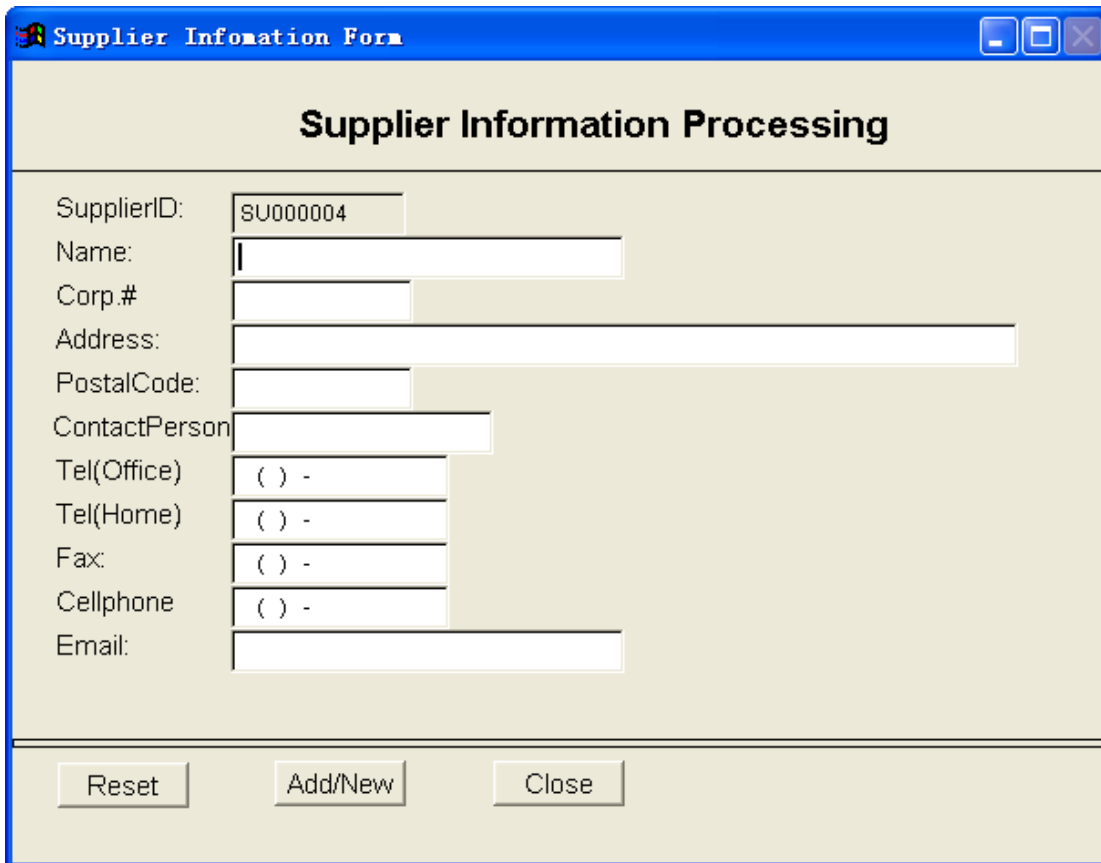
. More customer information

Attachment can be any type of file, such as PDF, DOC, JPG and etc. Double click to open it.

4) Suppliers Management

● New Suppliers

Supplier Information Form

Supplier Information Processing

Field	Value
SupplierID:	SU000004
Name:	
Corp.#	
Address:	
PostalCode:	
ContactPerson	
Tel(Office)	( ) -
Tel(Home)	( ) -
Fax:	( ) -
Cellphone	( ) -
Email:	

Reset   Add/New   Close

● **Display Supplier**

You may high light a customer record to display detail, edit, or delete.
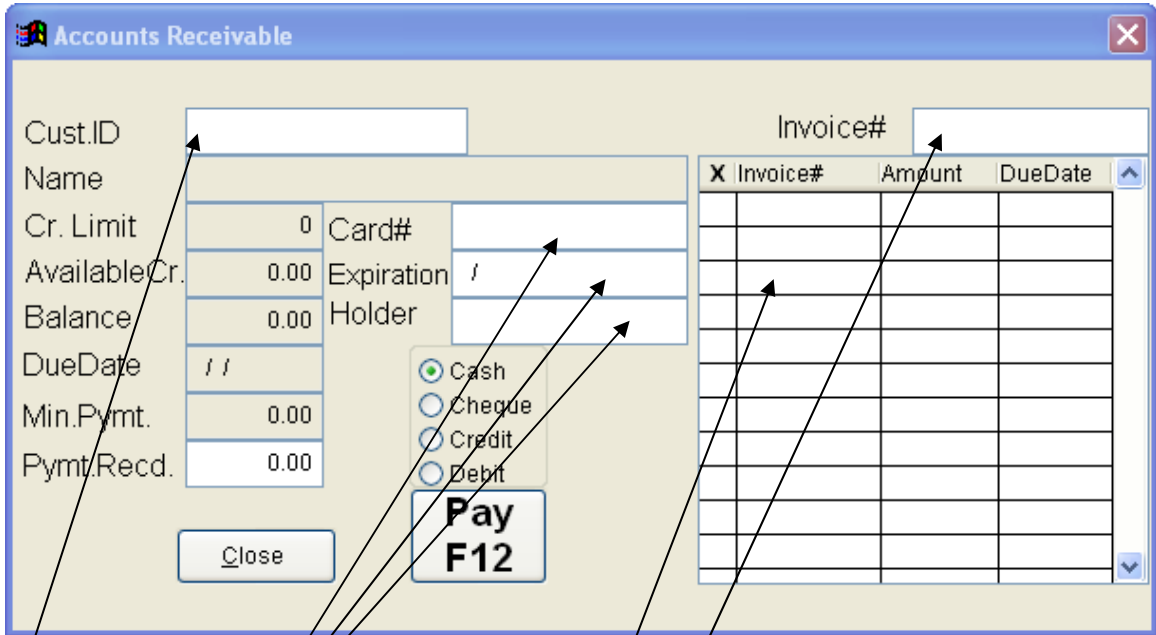

● **Search Suppliers**

Search a keyword from the supplier database and display the detail

5) Bill Management

● Accounts Receivable

Double click to pop up a window in which displays all the customers who still have unpaid bill.

Double click to pop up a window in which display the unpaid invoices

Collection of credit card information if the customer pays by credit card

Here displays the unpaid invoices relevant to the customer to be selected.

● Accounts Payable
Print out all invoices we have to pay for
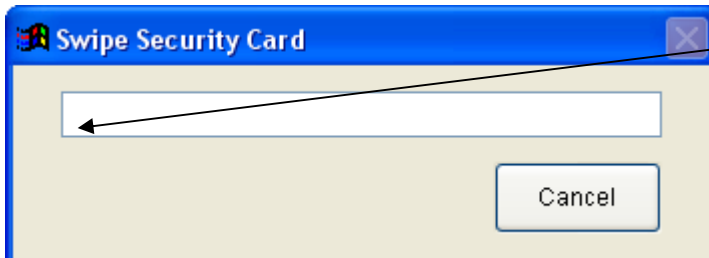
● Cust. Pymt. Pending Lists
Print out all customers who still have unpaid bill

● Invo. Pymt. Pending Lists
Print out all unpaid invoices from customers

● Gift Card Issuance

Type the security code or swipe the card

6)Bookkeeping
●Manual Bookkeeping

Manually input the data of deposit, withdraw, account receivable, and account payable.

Choose a type of currency, $ is default, stands for the native currency.

If choose Other, it will require input a code of currency, no more than three letters, for example, EUR.
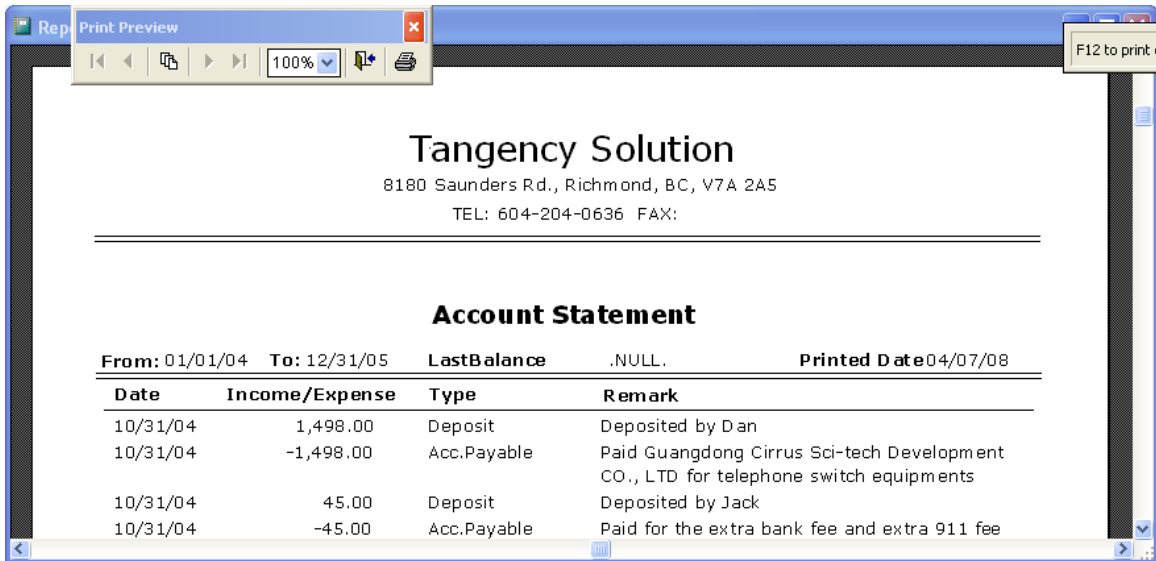
●**Batch Close**
System automatically does the batch close for the sales situation.

●**History Records**
Display the bookkeeping records.

No	Date	Typename	Type	In_out	Remark
1	10/31/04	Deposit	1	1498.00	Deposited by Dan
2	10/31/04	Acc.Payable	4	-1498.00	Paid the telephone switch contract
3	10/31/04	Deposit	1	45.00	Deposited by Jack
4	10/31/04	Acc.Payable	4	-45.00	Paid the extra bank charge and extra 91
5	10/31/04	Deposit	1	78.00	Deposited by Dan
6	10/31/04	Acc.Payable	4	-78.00	Paid customs handling charge

FindNext   Close

● **Print Statement**
Print an account statement.

Input the period of wanted statement to print

Started Date 10/12/2004
End Date 11/11/2004
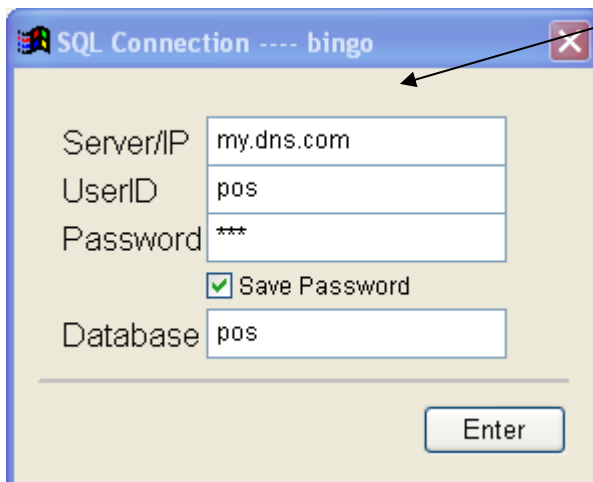Enter

Looks like this:
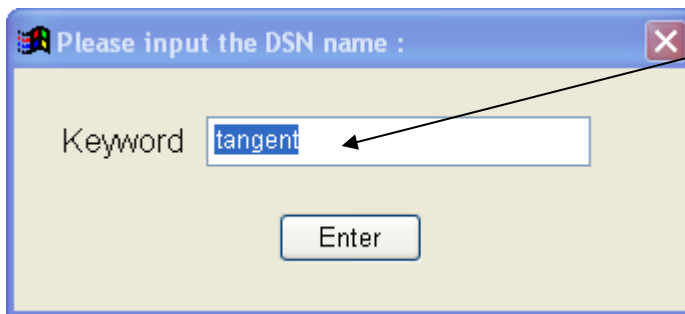
7) Tools

• Switch System

Switch the system between Remote database version and Local database version. If switch to Remote version, system will ask the DSN (Data Source Name) as below that is an ODBC name set up by Operating System administrator.

The default value is the last switching name. If empty this field, the operation system box will appear to ask the DSN.

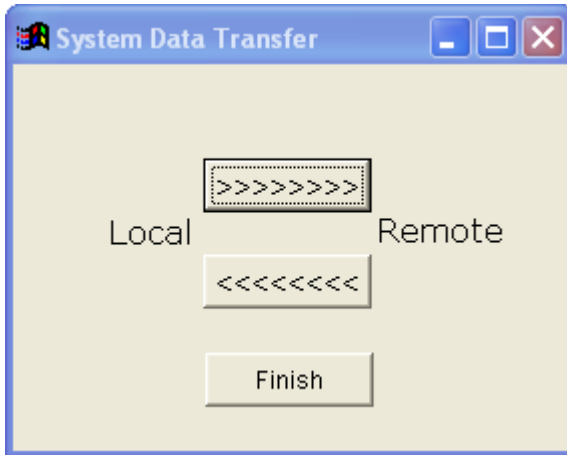After click the Enter button, a box pops up as blow:
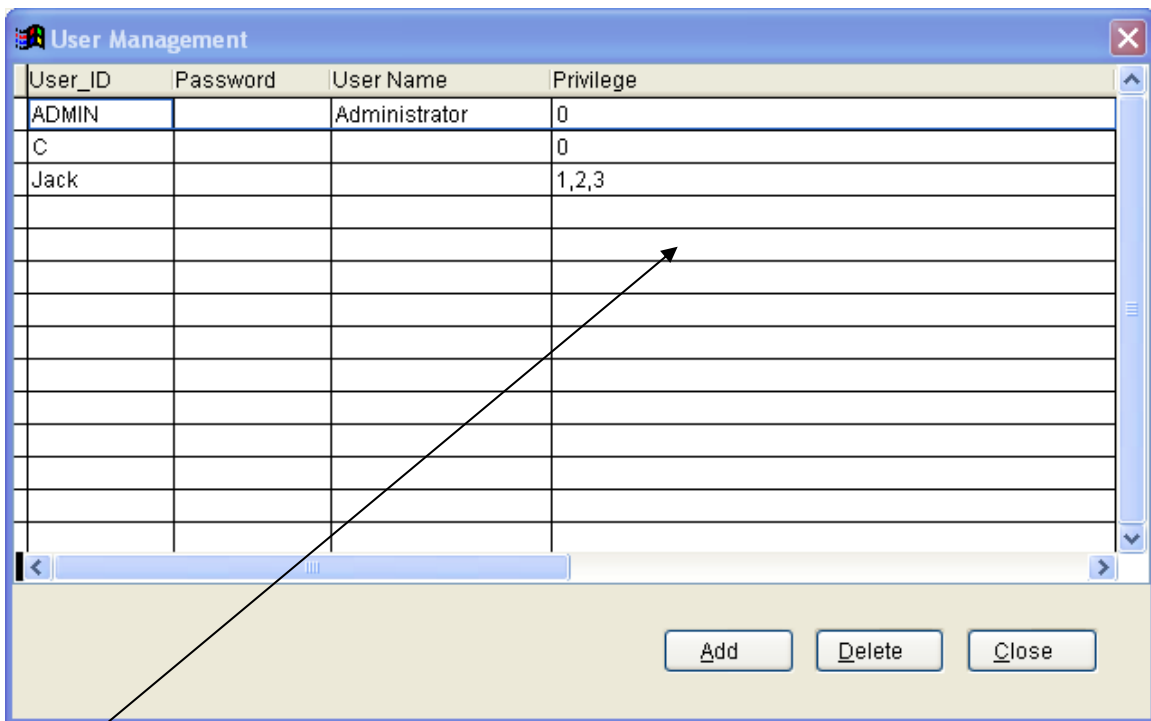

The database server's IP/Domain

Default value of UserID, Password, and Database is the last remote connection, those are issued by the database administrator.

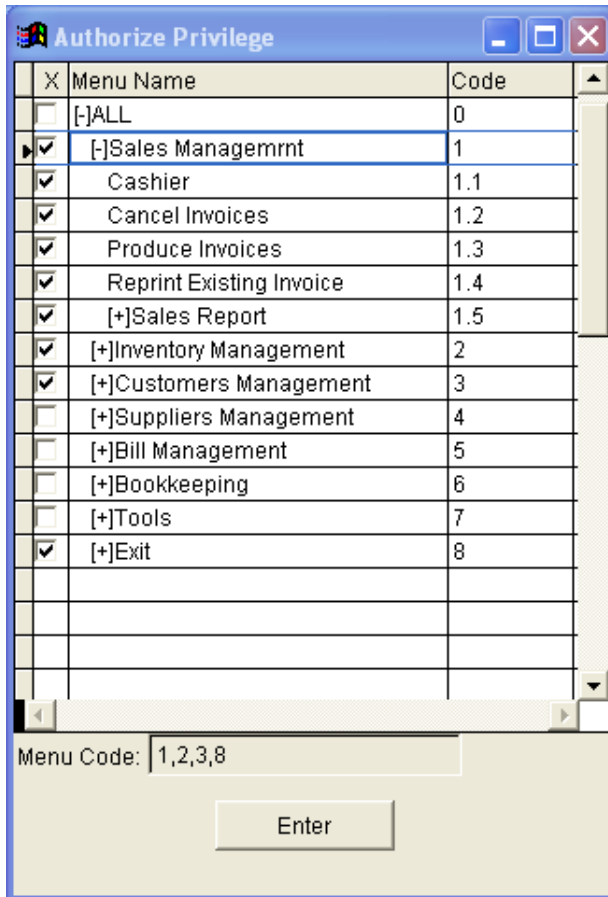● **System Synchronizing**

Transfer all data between MySQL database and File database. The box will appear as below.

● **User Management**

Input the privilege code here or double click to lead a box pops up as below,

Click [+] to expand the subfunctions and click the check box to select the function. The menu code may be generated.

● **Backup Database**
Back the data from the computer. If the data is in the remote server, you must synchronize from the server in advance, and then do backup.

● **Restore Database**
Restore the data to the computer
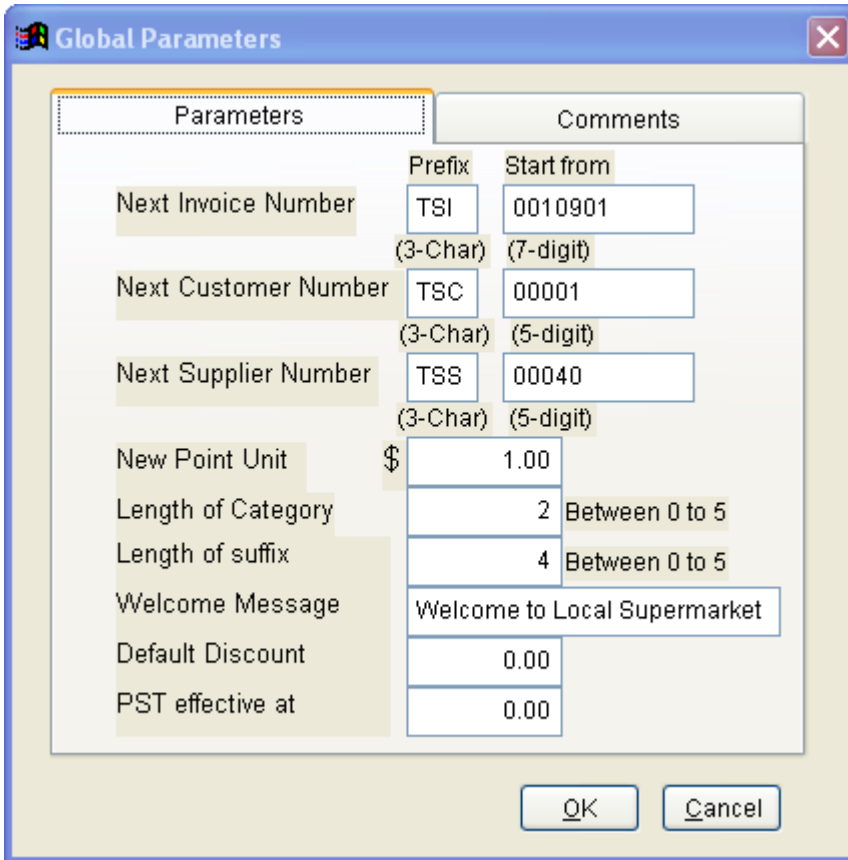
● **Export Data to Excel**
Export Items, Customers, Suppliers, and Invoices information to an Excel file.

● **Check for updates**
Check the updates from the website. It will show you the current version and the latest version. You can download the latest one to update the application.

● **Configuration**
Set up the basic parameter including Global Parameters and Local Parameters.
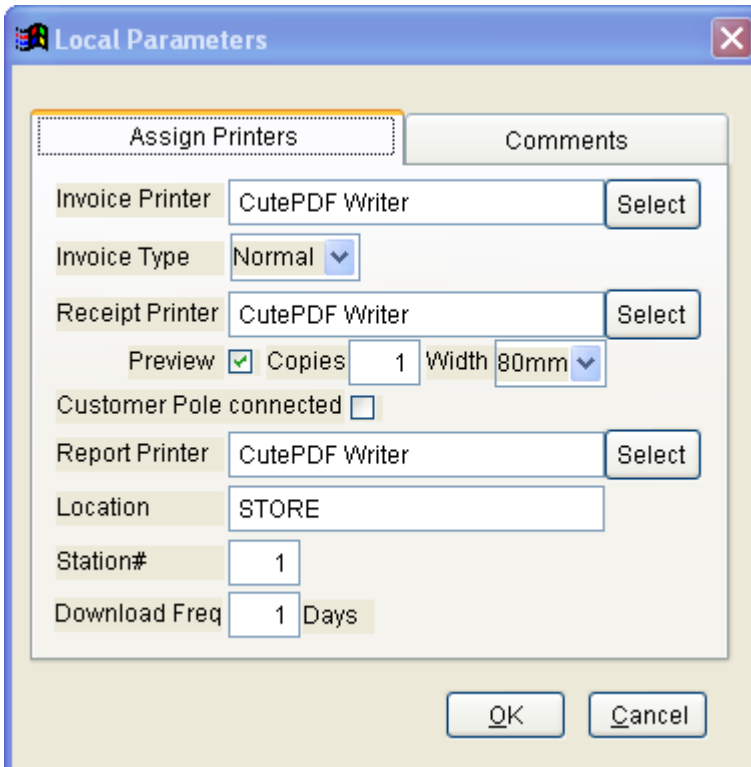
Global Parameters
It looks like this, and the Comments page can input the comments that will be printed on the invoice and receipt over company-wide.

Local Parameters It looks like this, and the Comments page can input the comments that will be printed on the invoice and receipt only in that specific location.

● **Change Password**

Change the password of the current user

● **Achievement**

   Achieve Sale Data

As the time goes by for using the system, the database will grow bigger and bigger. It costs more and more resources and slows down the performance of the system. To achieve the sale data and save to an external storage is strongly recommended.

   Retrieve Achieves

System provides a function to access the achieved data.

● **Restore to Factory Defaults**

All data in the system will be cleared. The system returns to the factory default.

● **License Refresh**

Download the license and refresh it.

8) Exit

● **About**

It will show as below

Click here to get the system up to date. Internet connection is required.

● **Logout**

Log out the user

● **Quit**

Exit the system