

// Mamut Point of Sale

Introduction to Mamut Point of Sale

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News in Mamut Point of Sale version 3.5

Improved discount functionality

In version 3.5 the discount functionality has been improved. A new **Discount** button in the sales window allows you to enter discounts to the sum of the sale. This discount can either be entered as a percentage or as a fixed sum.

In addition, order discounts in % on customers in Mamut Business Software are now transferred to Mamut Point of Sale. Those are displayed in the new field **Order discount (%)** in the customer card. If you create a new customer in Mamut Point of Sale, you now have the possibility to assign the customer a discount using that field.

Additional possibilities with payment terminal integration

A new setting allows you to automatically start the reconciliation of your payment terminal as soon as the End of Day procedure is complete. You are able to activate this feature by selecting the check box **Initiate reconciliation in payment terminal after End of Day** under **Administration - Options - End of day procedure**.

In addition, if your payment terminal does not have an integrated printer, it is also possible to print the reports generated by your payment terminal through your report printer in Mamut Point of Sale. You are able to do so by clicking the button **Print** next to **Print reports from the payment terminal** under **Administration - Options - Hardware**.



Note! In order to use this functionality, you need to have a compatible payment terminal integration.

Improved user friendliness in product list




A new icon is now available on every product line to provide you with another alternative when entering products.

Mamut Point of Sale

Mamut Point of Sale is a complete, user-friendly and advanced point of sale solution which seamlessly integrates with Mamut's financial solutions and is easily installed in your business.

Integration with Mamut's accounting systems

The system interacts with your Mamut Business Software database without you needing to make a large number of changes to the settings there. However, you will need to make sure that you have an up-to-date version of Mamut Business Software installed.

 **Note!** See also section "Points to consider before you get started" for information on rounding, payment forms and more.

Synchronisation

You routinely link up to your Mamut Business Software system so that all necessary information can be retrieved from the database. From your Mamut Business Software database, the system imports products, prices, payment terms and more. In the same way, Mamut Point of Sale exports all sales entry data to the Mamut Business Software database.

The system does not need to be connected to the Mamut Business Software database at all times, but has to be linked up during certain situations, for instance when synchronising the customer and product register. This ensures that your business operations are secured, even if your Mamut Business Software database is installed elsewhere or is part of a bigger network.

Easy installation

The first-time setup of the system is made easy by the first-time startup wizard. In addition, you can also configure the system in a separate settings window. As system administrator you can also ensure the system is secure, both in the form of user administration and through backup routines.

Registration of sales and payments

Sales and payments are easily registered on a user-friendly screen, and the system accommodates a customer display. The products are entered via user-defined shortcut keys, a barcode reader or by inserting them manually from the product register. The receipt of payments can be handled in several ways. The customer may pay cash or by card. It may also be the case that a customer has a **Gift voucher** or a **Credit note** and should be getting money back from you; or that a customer pays in a foreign currency. The customer may also possibly use a combination of any of these payment methods.

Park sales

You are able to park a sale in case a customer is not able to pay after you registered all the products in point of sale. Afterwards, this sale can easily be retrieved, edited and paid. A list of parked sales provides you with detailed information about all registered parked sales. At the end of the day, when running the End of day procedure, all of the parked sales that have not been paid will be deleted.

Returns

You can register returned goods and print credit notes, pay out the amount in cash or directly to the credit card.

Discounts

You can give discounts and change the unit prices of products. When you register a sale for a certain customer and then create an invoice, that person's price, which is registered in your accounting system, will be applied.

Detailed product information and stock levels

You can view details about a product with information on e.g. VAT, weight, volume and cost price. You can also access accurate information on stock levels. If you have entered the same product several times, the product lines can be merged on the registration screen and on the receipt.

Anonymous sales with maximum amount limit or sales registration for registered customers

By default, sales are registered against an unknown customer, the **Cash customer**. You can specify a maximum amount limit for such anonymous sales so that the sale cannot be registered if the total amount due exceeds this limit. The customer register is regularly imported from your Mamut Business Software database, allowing you to register sales against already registered customers. This also allows you to see detailed customer information.

Invoicing

Regular cash register sales are usually registered without entering specific information about the customer and the sale will be transferred to the Mamut Business Software database at once. However, you can also register the sale to a specific customer, e.g. if you later would like to invoice the customer for the sale. Sales that are to be invoiced will be transferred to the order register in Mamut Business Software. Invoices set up in Mamut Point of Sale will only be created in Mamut Business Software during the End of Day procedures and the invoices must be printed from Mamut Business Software and not from Mamut Point of Sale.

Creating new customer from the point of sale

You can create new customers in Mamut Point of Sale. These are exported to Mamut Business Software, so that you can invoice from there.

Withdrawals from/deposits into the cash register

You can also make cash withdrawals and deposits from/to the cash drawer. The idea is that you can fill up or empty the cash drawer as needed, or reimburse expenses.

Reconciliations

There are two wizards for reconciling the till: The **Cash register reconciliation** counts the contents of the cash drawer for sales made since the previous Cash register reconciliation up to a user-specified date/time. The **End of day procedures** transfer the sales to the accounting system and update the stock levels.

Touch screen

All functions connected to sales registration, with the exception of customer or product search, can be carried out with a touch screen. You can set up the system so that your products are categorised and allocated different shortcut keys on the screen. These shortcuts can also be grouped any way you like. You can also use the system with a regular screen, of course.

Printers for receipts and reports

You can connect receipt printers and even print out system reports from these, or you can select that reports should be printed on a separate printer. You can also print gift vouchers and credit notes directly from the system.

Customised receipt printouts

You can edit the receipt printouts so that they include information about VAT, the cash register operator's name or identification and user-defined texts.

Reports

The systems offers a number of reports that can help you to get an overview of the turnovers for the different users, turnover distributed over the hours of the sales day(s) and sales that have not been settled as well as reports connected to the reconciliation routines. In the administration window you can view status information with key figures.

User access

You can manage the access for the different users so that you control who can run the End of day procedures or give discounts. Users are automatically logged off the system to offer you the best possible security.

Training mode

You can start the system in training mode in order to familiarise yourself with the program. In training mode all 'sales' are registered in an example database as well as the continuous use report (journal memory). Start the program in training mode via the Start menu in Windows. Under the Mamut Point of Sale program group, select **Mamut Point of Sale Training Mode**.

DataTools

The program uses tools for maintaining databases, called DataTools. The program is installed together with program files and can be started from there (MDataTools.exe). You can also start DataTools from the Start menu in Windows under the Mamut Point of Sale program group.

System Requirements

To see a full overview of the system requirements and recommendations, go to www.mamut.co.uk/system.

Definitions of words and expressions used in the program

Completed sale: This is a sale that has been paid for or an invoice was created.

Counted sale: This is a sale that has been paid for and was included in a cash register reconciliation.

Accounting system: Mamut Business Software contains a number of data that is routinely transferred to the point of sales. The program is referred to as the accounting system as opposed to Mamut Point of Sale, which has its own database on the point of sales.

Super user: A super user is a user of the program, who has access to all functionality contained in the system.

System administrator: A system administrator often has access to functions the ordinary user has not, such as backups, user administration and more. In Mamut Business Software, a user can be given a pre-defined set of access rights called **System administrator**. This gives access to those functions the software suppliers assumes to be most relevant for a system administrator.

PLU: PLU is a user-defined number for a product that works in the same way as the EAN code, but does not follow its standards.

End of day procedure/ End of Day: The end of day procedure is the term used in the program for the function that concludes a series of sales. The End of day procedure takes places at a chosen point in time. A sales entry must be included in a Cash register reconciliation in order to be included in the End of day procedure.

Training mode: You can start the system in training mode if you want to practise using the program or are training staff. In the training mode everything is registered in an example database. To start the program in training mode, select **Mamut Point of Sale Training Mode** from the Windows Start menu. It will be obvious when you are entering the program in training mode.

Continuous use/Journal memory: Continuous use refers to all printouts, changes in price, till openings, and log ins/outs performed within the program. This information is stored within the system and can later be printed as a report.

X Daily Report and Z Daily Report: Mamut Point of Sale includes a number of reports. The **X Daily Report** and **Z Daily Report** compile sales registrations during different periods. The Z Daily Report contains all sales entries registered between two End of Day procedures. The X Daily Report compiles entries made in the program since the last Z Daily Report. In the program's report module, the Z Daily Report is called **End of Day Procedure (Z Daily Report)** and is used when performing an End of Day procedure.

Getting Started

Installation and first-time startup

The installation is done step-by-step through a wizard and once completed will take you directly to another wizard for the first-time startup.



Note! Mamut Point of Sale must be installed by a distributor.

Settings

Certain settings are required and you will be taken through a wizard the first time you start the program. Additionally, there are also a number of customisation options. Read more about this under "Settings".

Sales registration

This part will help you to get to know the main sales registration window. The window can be customised to display buttons for products that you sell a lot of. Read more about this under "Sales registration".

Cash register reconciliation and End of day procedures

The cash register reconciliation and End of day procedures should be quick and efficient. All users should know how to reconcile the cash register and maybe how to carry out the End of day procedures as well. By default the system is set up so that it assumes that these should be carried out in a single process, however, you can divide them in the settings, if you prefer. Read more about this under "About daily routines".

Updating products and customers

Mamut Point of Sale is based on the Product register in Mamut Business Software and the products are imported during the first-time startup. Later, this function is used to import the product register and customer register from the accounting system (Mamut Business Software) in addition to updating the forms of payment. This function should be run routinely by clicking **Administration - Update Products and Customers**. Read more about this under "Updating products and customers".

Training mode

You can start the system in training mode if you want to practise using the program or are training staff. In the training mode everything is registered in an example database. To start the program in training mode, select **Mamut Point of Sale Training Mode** from the Windows Start menu. It will be obvious when you are entering the program in training mode.

Before you get started

Mamut Business Software Version

You require an up-to-date version of your Mamut Business Software program. Install the latest DVD you received or download the latest update from the web: www.mamut.com. You need to know the location where your Mamut Business Software database is installed so that you enter or confirm the right path to the database for connection to Mamut Point of Sale. Mamut Business Software must be installed and the first-time startup wizard completed on the same computer as the one running Mamut Point of Sale. Afterwards, you are able to release one user licence through **Help - About - Manage Licence Information - Installed computers**.

Payment Terms

In your Mamut Business Software database, you must register a **Payment term** with the description **POS sales**. You can register the payment term by clicking **View - Settings - Company - Properties register - Payment terms**. The form of payment must be **Cash**. Please make sure that the **Available on the web** box is not ticked. Under **Advanced**, select the option **Post to Customer & Supplier Ledger**.



Note! Check that the box for **Cash** is not selected under the **Advanced** settings of the payment term.

Rounding

You must create a rounding product in Mamut Business Software and select this in the Mamut Point of Sale settings. The product must also be linked to the warehouse you are using for Mamut Point of Sale.

If you select a rounding that differs from the standard (0.01) in the **Payment Methods**, the difference that occurs will be posted to an N/C in your balance sheet. To be able to carry out the correct rounding you need to select a rounding product. This product has to be set up in your accounting system and match the following requirements:

- The product has to be active: Select **No** in the **Inactive** field under the **Miscellaneous** tab.
- The product needs to be linked to the warehouse which is used with your point of sale system but must not update the stock: The box for **Update stock** under the **Warehouse** tab should not be ticked.
- The product has to be free of VAT: Select **None** in the VAT fields.
- The product needs to be linked to the N/C for rounding in your balance sheet: Select the correct account under the **Settings** tab.

If you do not already have such a product set up in your accounting system you will need to create it there. Once you have done so, you can go to **Administration - Update Products and Customers** in the point of sale system to import the new product, so that you can select it in under **Administration - Options - End Of Day Procedure**.

Microsoft® SQL Server®

The program uses an SQL database. If you do not have a 2005 or 2008 R2 version of the Microsoft® SQL Server® already, the installation wizard will install Microsoft® SQL Server® Express 2005, a free version. You need to be connected to the Internet in order for the download to be successful.



Note! If Mamut Point of Sale is not installed on the same computer as the SQL Server used by your Mamut Business Software installation, and the computer is included in a work group, you must activate the Guest Account on the computer running the Mamut Business Software installation and add it to the SQL Server as an administrator.

Access

You should give some thought as to who should have access to Mamut Point of Sale. Users must be registered in Mamut Business Software first. In the first instance, you should enter any 4-digit PIN-code for yourself. You need to remember this PIN-code when you start the program. For example, only the Super user has access to the End of day procedures. In the access settings you can determine who should be allowed to give discounts through the point of sale and who should be allowed to see the gross margin and create invoices. Read more about this under "User and security".

Hardware

Is the hardware ready for use? In the Settings window you enter the cash drawer, customer display, receipt printer and more. The system will then let you choose the receipt printer, which is installed on the machine by the point of sales, for example. Both the cash drawer and customer display are set up in the same way as a printer driver.

Complete and updated system requirements and recommendations can be found here: www.mamut.uk/system.

Company Information on Receipt Printouts

You can include company name, address or other information on the receipt printouts by clicking **Administration - Options - Receipt**. Enter the relevant information in the fields **Text above product lines** and **Text below product lines and summary**.

Warehouse

From which warehouse are you selling the goods? If you have more than one warehouse registered in Mamut Business Software you will need to select a warehouse during the installation process. Mamut Point of Sale is based on the product register in Mamut Business Software. The products are imported during the first-time startup and routinely later on. Only products without a **Serial number**, **Consignment** or **Expiry date** can be

transferred. The products will also need to be linked to the warehouse from which the products are being sold - even if they are not stock items.

Stock levels are updated during the End of day procedures. You can also configure the system to update the stock levels more often, manually, if you prefer. Read more about this in the section "Options, End of day procedure".

Accounting

Forms of payment for Cash, Bank card/Credit card and possible gift vouchers need to be linked to N/Cs in the Chart of Accounts in Mamut Business Software. The system automatically suggests N/Cs, but if you require special N/Cs, these must be created in Mamut Business Software first.

Routines for Cash Register Reconciliation

Do you use a cash register that is shared by several users or does every user have his/her own cash drawer? If you operate with separate cash drawers and cash register reconciliation per user, you need to enter this before you start. Alternatively, in the settings for **End of Day Procedure**, you can select that **End of Day always follows Cash register reconciliation** so that once a cash register has been reconciled, this will automatically start End of Day procedure. You should also set up denominations that work best for the system you use for bank deposits, before the first Cash register reconciliation. Maybe you also need a denomination for **Cash withdrawals** and **Cash deposits**. Read more about this in the "Options" chapter.

Shortcut Keys for Regularly Sold Products

Which products would you like to be available via shortcut keys? Usually, you select the best-selling products via the point of sales for this. You can define up to 16 products with shortcut keys in the registration window so that they register in just one click/hit of a button. The remaining products can be accessed via the **Products** button. Read more about this in the section "Options, Sales entry".

In addition to the shortcut keys, there are a number of customisation choices in the Mamut Point of Sale options. We recommend that you familiarise yourself with these.



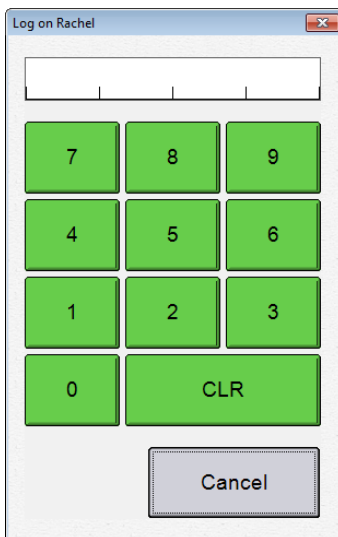
Tip! You can also refer to the 'Installation-checklist' section further on.

Logging onto Mamut Point of Sale

The Log on screen displays every time the system is started or after a user has logged out. None of the functions in the system will be available before you have logged on. The window is also used to exit the application.

How to log on


1. Click the button with your user name.
2. Enter your **PIN-code**. The PIN-code consists of 4 digits. If you make a mistake you can click/press **CLR** to remove the entry, or **Cancel**.



 *You will be logged in and the main sales registration window will be displayed.*

PIN-code: If it is the first time a user logs into the system, or the first logging in after the PIN-code was changed by the administrator, the PIN-code needs to be entered. You will also need to repeat the PIN-code before logging into the system.

Read more about PIN-codes in the section "PIN-code in Mamut Point of Sale".

 **Note!** If you have forgotten your PIN-code you will need to contact the system administrator, who can create a new PIN-code.

Log out: Select **Log out** to log your user ID off the system.


Exit: Clicking on **Exit** will close the entire Mamut Point of Sale. This button can be used for closing the program before you have logged in, or after you have logged out. This is the only way to exit the program.

Sales, Payments, Return and Invoices

Sales

All processes connected to the registration of a sale are started from the same window. The window can be operated from the cash register - either through a touch screen, with a regular keyboard or through a combination of the two.

The registration window can be configured, e.g. by assigning shortcut keys. This is done in the **Options, Sales entry** window in the **Administration** area. The window can also be customised for every user under **Administration - Users and Security**.

 **Tip!** You can activate the automatic logout feature if you wish to be logged out automatically from the system after every sales registration. This is a useful feature if you only rarely register sales and wish to prevent unauthorised people from accessing the data in your point of sale system. Read more in the section "Other Settings" below.

The sales process consists of 3 main stages:

- **Select customer** and **Enter products**. These two processes can be completed in the order you wish.
- **Receiving payment** or **Creating an invoice**. Invoices need to be printed from Mamut Business Software later.
- **Returned goods registration**. This can be done at any stage of the process.

In addition, sales can be parked and then retrieved. Read more in the section "Parking sales".

More information about the sales registration can be found in the section "Registering a sale" below.

Every registered sale in the point of sale system can have one of the following statuses:

- Complete.
- Counted, but not updated in the warehouse.
- Counted and Updated in the warehouse. This only applies for systems that include functionality for a separate stock update.
- Not counted, but updated in the warehouse. This only applies for systems that include functionality for a separate stock update.
- Included in End of Day.

Kontantkunde

Customer	Products
Administration	Log out

OSLO, bureau	1	267.60	20.00 %	267.60
AKKIRA, table	1	320.40	20.00 %	320.40
OSLO, table	1	582.80	20.00 %	582.80

AKKIRA, bureau
AKKIRA, table
OSLO, table
OSLO, bureau
OSLO, chair
STOKKE, bureau
STOKKE, chair
STOKKE, table

7 8 9 X
4 5 6 Del
1 2 3 Enter
0 . <

Discount Cancel Park Total 4 1,773.60 Cash Drawer Payment

Mamut Point of Sale

Registering a sale

When registering a sale, you have several options with regards to product quantity, unit price, discounts etc (depending on your access rights). When you have entered the product/-s in the main sales registration window, click the product line you want to edit in order to open a product window.

AKKA, table

Quantity: 1

Unit price: 800.50 £

Discount: 0.00 %

Total: 800.50 £

☐ Return ☒ Update stock levels

Cancel OK

Free text:
Matching chairs available

7 8 9 <
4 5 6
1 2 3 Enter
0 .

13.08

Quantity

To enter more than one of the same product you can either enter the number before you add the product or click on the sales line and change the quantity afterwards. If you are using shortcut keys, you can click on the quantity first or click on the shortcut key several times to change the quantity.

Unit Price and Discount

You can click/press on a sales line in the registration window to open a more detailed window. From this window you can change the quantity and, if your access allows this, also change the price or enter a discount.

The system administrator decides who has access to this function via **Administration - Users and Security**.

Free Text

By clicking a sales line you can also enter a descriptive text about the product in the **Free Text** field. The information you enter is displayed on the receipt beneath the product line. The text is synchronised with your Mamut Business Software system, where it can be found by opening the sales and invoicing register and clicking the **Order line text** button in the **Product Lines** tab. If you have selected to merge the product lines containing the same product, price and discount, the text will not be displayed in Mamut Business Software.



Please note that you can retrieve more information about a product from this window by clicking on the three-dotted button. Read more about this in the section "Product information" below.

Example: Standard cash customer, cash payment

1. Click on/press or scan in the product/products the customer is purchasing.
2. Click on the **Payment** button.
3. Click on **Cash**.
4. Enter the amount the customer is paying in the **Cash** field.
5. Click on/press **Receipt** and return any change the customer may be due.
6. Click **Close** to complete the sale.



The system is ready for a new sales registration.

You can read more about receiving payment in the section "Receiving payment in the cash register" below.



Tip! You can activate the automatic logout feature if you wish to be logged out automatically from the system after every sales registration. This is a useful feature if you only rarely register sales and wish to prevent unauthorised people from accessing the data in your point of sale system. Read more in the section "Other Settings" below.

Entering goods

All sales need to include at least one order line. For every product entered, an order line is created and showing in the main sales entry screen. You can enter goods in a number of different ways:

- Scanning the EAN code with a barcode reader. The product is entered into an order line with a quantity of 1.
- Enter the EAN/PLU on the number keyboard and press Enter. The order for searching the product register for the entered number is as follows: Product number, EAN number, Supplier's product number. The product is entered into an order line with a quantity of 1.
- Press/click the shortcut keys. One click on the shortcut key adds a new order line with a quantity of 1 of the selected product. The shortcut keys are set up under the settings Administration - Options - Sales Entry.
- Press/click the Products button. This will open the Select product window. When the user has highlighted a product and presses/clicks Select the product is entered as an order line and the user will be taken back to the main window.

Regardless of which method you use to insert an order line, you will be able to specify the quantity in which the item will be sold. You can enter the quantity via the on-screen number pad or the keyboard.

If you enter a non-existing product number, the product list opens so that you may find the product here.

If you insert an item several times, you can choose to display the accumulated quantity on one order line, or if you wish to display all items as a separate order line. This setting can be found by clicking **Administration - Options - Sales Entry**.

An order line can be edited after it has been inserted. This includes changes to the quantity, unit price and discount percentage. You can edit an order line by pressing/clicking on it, which will open a product window, where you can make the necessary changes. In the same window, you can also add a text about the item in the field **Free text**. The text will be displayed on the receipt beneath the product line. It is not possible to edit product names in Mamut Point of Sale.

Read more about this in the section "Registering a sale" above.

If you have entered a product by mistake, you can remove it by clicking on the **Del** key. You can cancel an entire sale by clicking on the **Cancel** button in the sales registration window.

It is not possible to overwrite VAT codes for a product.

Selecting a customer

Press/click on the **Customer** button in the main window. This will open the **Select Customer** window, containing a list of customers.



Note! All sales need to have a customer. A default customer is pre-defined in the settings and will be used unless you enter a different one. You can select a customer at any stage of the sales registration, right up until you commence the payment process.

How to select a customer

You are able to select a customer by double clicking on the customer or by selecting the customer and then clicking **Select**. Once you have selected the corresponding customer, click **Close** to proceed entering a sale.

How to search the list

To search for a specific customer, type in a name or the start of the customer's name in the text search field.

You are also able to use the parameter %, meaning includes, when searching for customer names. When using the parameter %, only the customers name including the entered criteria will be displayed in the list. For example, if you enter %r in the search field, only customer names containing an "r" will be displayed.

How to sort the list

By default the customer list is sorted by customer name. You are able to change how the list is sorted by clicking on one of the columns heading. The list will then be sorted by the selected heading. The sorting order can be ascending or descending, depending on if you click once or twice on the heading.

Creating a new customer

If your customer does not exist already, you can create a new customer by clicking **New**.

More information

Clicking/pressing the **More information** button will display detailed information about a customer. The fields here cannot be edited. From this window you are also able to retrieve orders and pay invoices from your accounting system. You are able to do so by clicking on the corresponding buttons.

Import

If your system is in contact with your accounting system, you can import newly created contacts directly by clicking on **Import**. This will update the contact list of your point of sale system.

The customer card

The customer card gathers information about the customers you registered in Mamut Business Software. This information cannot be edited in Mamut Point of Sale.

To access a customer card, click on **Customer** in the main screen and in the list that opens, select a customer and click **More information...**

In addition to contact data, the customer card includes the **customer number, id, company register number, VAT registration number, status and category**.

If the customer has a discount in percentage registered in Mamut Business Software, this will show in the field **Order discount (%)**. Read more about discounts in the section About discounts.

The button **Pay invoices** allows you to retrieve all of the unpaid invoices for the corresponding customer from Mamut Business Software. Read more about this in the section About payment of invoices retrieved from the accounting system.

The button **Retrieve orders** allows you to retrieve all of the unprocessed orders for the corresponding customer, that have not been paid since the last End of day procedure, from Mamut Business Software. You are then able to process these orders through Mamut Point of Sale. Read more about this in the section About retrieved orders from the accounting system.

Selecting a product

The **Select product** window is opened during the sales registration when you click on the **Products** button. The window can be used to insert a sales line with a product or it can be used to find more detailed information about a product.

If the setting for **Use product groups to choose product** is active, the **Product groups** window will open first.

How to select a product



You are able to select a product by double clicking the corresponding product line, clicking on the green icon in the corresponding product line or by selecting a product line and clicking **Add**.

To change the quantity of the product, click on the corresponding product line and enter the desired amount. Once you have registered all of the products, click **Close** to proceed with the payment.

In addition, if you use product groups for selecting products, you are able to go back to the last level of product groups from the product list. This is done through the arrow button placed on the product list.

How to search in the list

You can search in the window by entering a keyword. You can also choose which column to search by, by clicking on the column heading.

You are also able to use the parameter %, meaning includes, when searching for product names. When using the parameter %, only the product name including the entered criteria will be displayed in the list. For example, if you enter %r in the search field, only product names containing an "r" will be displayed.

How to sort the list

By default the product list is sorted by product name. You are able to change how the list is sorted by clicking on one of the column headings. The list will then be sorted by the selected heading. The sorting order can be ascending or descending, depending on if you click once or twice on the heading.

More information

If you would like more information about a product, you can highlight it in the list and click on **More information**.

Import

If your system is in contact with your accounting system you can import newly created products directly by clicking on **Import**. This will update the product list of your point of sale.

Product information - More detailed information about the product

When you register a sale you can find more detailed product information from the **Select product** window. The information here is updated every time you update your products. Click on **More information** to see detailed product information.

Stock levels

The stock levels are not shown when you open the window but you can click on the **Click to view stock** window to retrieve the current levels directly from the accounting system. This requires that you have access to the machine where the accounting system is installed from your point of sales. You will then be given access to up-to-date information about the stock levels for the warehouse selected in the settings. If several locations are being used, you will be shown the total quantity still available.

About discounts

In Mamut Point of Sale you have the possibility to apply discounts to the sales you enter.



Note! Be aware that in order to be able to apply discounts, you need to be provided with access to the functionality by the Super user. Access is provided by clicking **Administration - Users and Security** and then double-clicking the corresponding user.

Types of discounts

You are able to apply three different types of discounts to your sales: **discount to a sales line**, **discount to the sum of the sale** and **default discount in % of order total for a customer**.

Discount to a sales line

You are able to apply a discount to a sales line. This is done by selecting the sales line and manually entering a value in the **Discount** field. The value is a percentage and you are able to see the final product price next to **Total**. Alternatively, you can edit the product price directly in the **Unit price** field.

You are able to combine this discount with a discount on the total sales sum and with order discounts in % on customers.

Discount to the sum of the sale

You are able to apply a discount to the sum of a sale. You can either apply a discount in percentage or a fixed sum. You do so by clicking on the **Discount** button in the main screen. In the window that opens you are able to register the discount in the field for percentage or for fixed sum.

In the lower right corner of the main screen the sales sum before and after the discount, as well as the discount amount are displayed.

Discount to the sale of the sum can be combined with additional discounts to sales lines.

Default discount in % of order total for a customer

Default discounts in % of order total for a customer are inherited from Mamut Business Software and cannot be edited in the customer card in Mamut Point of Sale. The percentage discount you have assigned to an specific customer is automatically deducted from the price of an order. This discount can manually be overwritten or deleted by clicking on the **Discount** button in the main screen. You are then able to edit the percentage or to enter a fixed sum.

The total price and the final price with the discount are displayed in the lower right corner of the main screen.

Discount to an specific customer can be combined with additional discounts on sales lines.

This discount is registered in the **Settings** tab in the contact management register in Mamut Business Software which can be accessed by clicking **View - Contacts - Contact Management**. Click the **Customer** button and enter the **Order discount in %**.

Reports

The report **Overview over price changes** displays a list of products that have changed price during the sale and includes the ordinary and the new price. More information about reports in the section **Reports** in the **Administration and Settings** chapter.

Processing discounts to the sum of the sale to Mamut Business Software

When transferring your sales to Mamut Business Software, discounts on sum of the sale (both in percentage or fixed sum) are recalculated as percentage discount on each of the sales lines in the sale. This is because discounts to the sum of the sale do not exist in Mamut Business Software. Note that this recalculation might cause small discrepancies that will be posted as rounding product lines.

For the same reason, when retrieving orders with discounts from Mamut Business Software, the discount will be displayed per sales line in Mamut Point of Sale and not to the sum of the sale.

Parking sales

You are able to park sales. This allows you to, for example, help other customers if one customer is not able to pay immediately after their products have been registered in the cash register.

A detailed list of all parked sales is available under the button **Parked**. At the end of the day, when running the End of day procedure, all of the parked sales that have not been paid will be deleted.

The possibility of parking sales is enabled by default. However, if you do not want to use this functionality, you can disable it by unselecting the check box **Park sales** in the Sales Entry tab Options.



Note! This functionality is not available for orders or invoices retrieved from Mamut Business Software.

How to park a sale

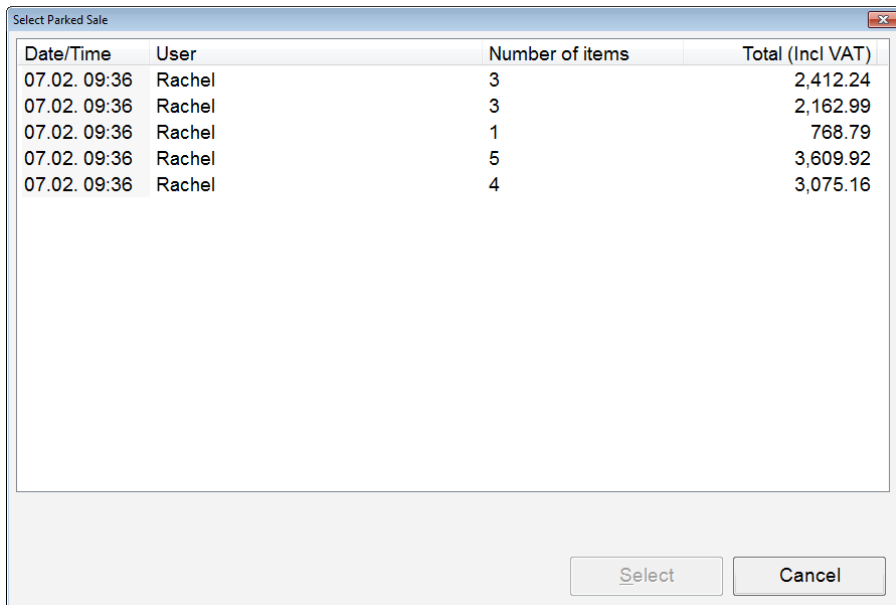
1. Register the product lines as a regular sale.
2. Click **Park**.



The sale has now been parked and stored temporarily in the system. The window for entering sales is now cleared.

How to retrieve and pay a parked sale

1. Click on **Parked**.
2. Double click on the corresponding sale in the window or click **Select**.



Date/Time	User	Number of items	Total (Incl VAT)
07.02. 09:36	Rachel	3	2,412.24
07.02. 09:36	Rachel	3	2,162.99
07.02. 09:36	Rachel	1	768.79
07.02. 09:36	Rachel	5	3,609.92
07.02. 09:36	Rachel	4	3,075.16

3. Add additional products, if desired.
4. Click on **Payment** and proceed as you would for a normal sale.



The sale has now been completed.

Payment

When you have entered all the order lines you are ready to receive payment by clicking/pressing the **Payment** button to start the payment procedure.



Note! The system checks whether the sale is above the limit set for cash customer sales. If the sale is above this amount and the sale is not registered toward a customer you will receive a message to make you aware of this. The customer will then have to be created.

You will see the total amount and a button for every available payment form. Throughout the process you will see a field displaying the amount due, showing the difference between the total amount of payment received and the total outstanding amount for the current sale. You can freely split the payment between the various payment forms.

When the total received exceeds the total for the sale, the field will become positive and you can print the **Receipt** to conclude the sale.

You can choose whether the system should show a separate window for the amount of change due after the payment has been entered. This is done under Options, Sales entry.

Prices

Prices are imported together with other product information when you update the products from the accounting system. The system administrator decides whether a user should have access to changing prices and/or giving discounts during a sale under the Users and Security administration area.



Tip! If you would like to give a discount on the total sales amount, you need to create a product for this. The final discount is thus given by entering that product and entering a unit price (negative) amounting to the amount of discount.

Payment forms

The payment forms available are defined under **Administration - Options - Payment forms**, where the payment forms for credit card, gift voucher and credit note are defined as well. Read more in the section "Options".

Receiving payment in the cash register



Tip! You can activate the automatic logout feature if you wish to be logged out automatically from the system after every sales registration. This is a useful feature if you only rarely register sales and wish to prevent unauthorised people from accessing the data in your point of sale system. Read more in the section Other Settings below.

How to handle payments at the cash register

1. Register the sale.
2. Click/press on **Payment**.
3. Select the payment form.
4. Enter the amount.
5. Select **Receipt**.



By default, a window showing the change due back to the customer displays and the receipt is printed.



Tip! The receipt printout can be edited so that it displays a user-defined text. This text can be defined under **Administration - Options - Receipt**. Read more about this in the Settings section.

Receipt Copies

You can at any time print a copy of a receipt printed via the system. Go to **Administration - Reports** and select **Receipt copy** from the list of reports. Read more about printing receipt copies in the section Printing a receipt copy.

About payment terminal integration

Mamut Point of Sale supports full integration with payment terminals. Using an integration together with Mamut Point of Sale means that you do not need to carry out any manual operation on the payment terminal.



Note! The Mamut Support Centre does not provide support for issues related to payment terminals. For these kinds of questions, you have to get in contact with your payment terminal provider.

Requirements

In order to use this functionality you need to have third party integration for your payment terminal. Contact your Mamut Point of Sale supplier for more information.

Settings

In order to start using this functionality, you need to apply certain settings in Mamut Point of Sale. Under **Administration - Options - Hardware** you need to select the check box **Payment terminal connected** and then select the corresponding payment terminal in the drop down list **Connected payment terminal**. Click the **Settings** button to define the correct settings for your terminal.

In order to check that the payment terminal is connected and working properly, click **Test**.

Additional possibilities with payment terminals

You have the possibility to start the reconciliation of your payment terminal automatically after the End of day procedure is completed in Mamut Point of Sale. You enable this functionality by selecting the check box **Initiate reconciliation in payment terminal after End of Day** under **Administration - Options - End of day procedure**.

In addition, if your payment terminal does not have an integrated printer, you are able to print the reports generated by your payment terminal through your report printer by clicking **Print** next to **Print reports from the payment terminal** under **Administration - Options - Hardware**.

Printing a receipt copy

You can print a copy of a receipt from a previously registered sale.

How to print a receipt copy

1. Click **Administration - Reports** and select the report **Receipt copy**.
2. Select **Printer** from the **Medium** drop-down list.
3. Click **Print**.
4. Enter the **Receipt ID** and click **OK**.



The receipt copy is now being printed.

Cash Deposits and Withdrawals

Cash deposits

This is a function for registering the deposit of cash into the cash drawer. You use this function when depositing change into the cash drawer, for example. Registered deposits will show in the next End of day procedure.

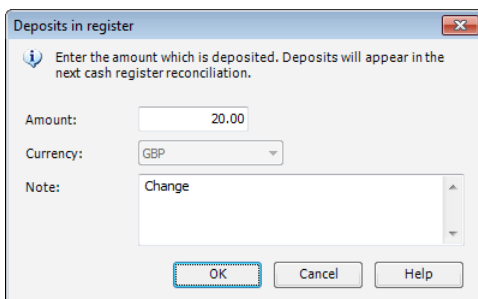
Cash withdrawals

This is a function for registering the withdrawal of cash from the cash drawer. You use this function when removing notes from the cash drawer, for example. Registered withdrawals will show in the next End of day procedure.

Registering cash deposits

How to register a cash deposit into the cash drawer

1. Click on **Administration**.
2. Click on **Cash Deposit**.
3. Enter the **Amount**.
4. Enter the **Currency**, if needed. This field is only available if you have activated several currencies under **Options, General**.
5. Enter a description of the deposit in the **Note** field if you would like to give some information about the reason for this deposit.



The withdrawal is registered under your user ID and will show in the next End of day procedure.

Registering cash withdrawals

How to register a cash withdrawal from the cash drawer

1. Click on **Administration**.
2. Click on **Cash withdrawal**.
3. Enter the **Amount**.
4. Select the **Currency** if required. This field will only be available if you have selected to use different currencies under **Options, General**.
5. Enter a reason for the withdrawal in the **Note** field if you want to give more information about the withdrawal.



The withdrawal is registered under your user ID and will be included in the next End of day procedure.



Tip! You can print the report List of cash withdrawals and/or deposits in order to get an overview of all cash withdrawals and deposits.

Invoices

If your settings permit this, you can create an invoice for a sale instead of receiving payment on the spot. This requires that the sale is registered to a customer other than the default cash customer.



Note! The system administrator decides which users should be allowed to create invoices under the Users and Security administration area.

An invoice is created with the values that have been entered for this payment form.



Note! The invoice is not printed out but transferred to the accounting system the next time the End of day procedure is initiated or at the next stock level update. The system prints out a pro forma invoice that the customers can take with them right there and then. The invoice from the point of sale system can then be found as an unprocessed order in the accounting system and has to be processed and invoiced from there.

You cannot use batch invoicing for Point of Sale sales when processing them in the accounting system, even if this has been selected.

Creating an invoice

In order to allow a customer to buy on credit and invoice them later, you need to select a customer when entering the sale.

How to create an invoice

1. Select **Customer** in order to choose or browse for a customer. You can do so by selecting the **Name** column heading and then typing in the customer name in the search field.
2. Double-click on a customer to include them in the sale.
3. Finish registering the sale.
4. Select **Payment**.
5. Select **Invoice**. This option will not be available if no customer was selected.
6. Select a **Collection period** and click **OK**.



The invoice can be printed from the accounting system after the End of Day procedure or after Update stock levels. The delivery and invoicing of the order has to be processed in Mamut Business Software.

Creating a new customer

You can create a new customer from the point of sale. These will be transferred to the accounting system immediately so that you can invoice from there.

How to create a new customer

1. Click on **Customer** in the sales registration window.
2. Select **New customer**.
3. Enter the customer information. The system requires that you at least enter a customer name.
4. Select **OK**.



The customer is saved and transferred to the accounting system. Once the customer has been transferred you can register sales for this customer in Mamut Point of Sale.

If your system is not connected to the accounting system, you will be notified of this in a pop-up message. The customer will be created on a temporary basis, but you cannot register any sales until the customer has been transferred to the accounting system.

If you create a customer in the accounting system they will be transferred to Mamut Point of Sale as part of the next **Update Products and Customers** function. You can read more about this in the section 'About daily routines'.

Returning goods

If you have sufficient access rights, you can register return of goods. The system administrator chooses which users should have such access in the Users and Security settings.

Goods are highlighted for return in the window to show details about a product line. You can access this window by clicking on a product line in the sales window or by clicking **F8** in the sales window when a product line is selected.

The warehouse will usually be updated with the number of returned goods. By making use of the **F8** key you can select not to update the warehouse. This has to be done for every product line.



Tip! It is also possible to click <X> <Number of returned goods> <Enter> and requires that you use the keyboard. This option may be appropriate if you do not want to update the warehouse.

When customers return goods, you are able to pay them back in cash, though a credit note or directly to their credit card. Go to **Administration - Options - Payment Methods** to select the cash and card payment methods when returning goods. Read more in the section "Options, Payment methods".

How to return goods

1. Register the product line as you would for a normal sales entry.
2. Click or press the product line.
3. Select the check box **Return**.
4. Click **OK**.
5. Click the **Return** button in the bottom right corner of the sales registration window.
6. Select the payment method in the window that opens.
7. Click **Close**.



The customer will be reimbursed in the selected payment form.



Tip! You can also return several product lines.

Orders and invoices retrieved from the accounting system

About retrieved orders from the accounting system

You are able to retrieve orders from Mamut Business Software and process them in Mamut Point of Sale. In order to retrieve orders, the following criteria must be fulfilled:

- Mamut Point of Sale must have a connection with the Mamut Business Software database.
- The customer, as well as the products in the order, must exist in Mamut Point of Sale.
- All the products included in the order must be linked to the warehouse that the system is selling products from.
- The order cannot contain product bundles.
- The order must be registered in the same currency as the one in your company database.

The retrieval is done through the **Retrieve orders** button placed in the corresponding customer window in Mamut Point of Sale. When clicking on this button the system will retrieve all of the unprocessed orders of the corresponding customer that has not been paid since the last End of day procedure.

You are only able to work with one order at a time. Once you have selected an order, all the product lines included will be displayed on the screen as normal product lines. You have the possibility to edit the order, by adding other product lines or modifying, for example, the price.



Note! In case the unprocessed order is altered in Mamut Business Software after the payment in Mamut Point of Sale and before you run the End of day procedure, a new order will be created and invoiced through the End of day procedure. The order in Mamut Business Software will remain as an unprocessed order.

Users must be given access to this functionality through the User Settings window.

Processing orders retrieved from the accounting system

How to process orders retrieved from the accounting system

1. Click on the **Customer** button.
2. Click on the name of the customer you would like to process an order for.
3. Click **More information**.
4. Click **Retrieve orders**.
5. Choose the corresponding order and click **Select**.
6. If necessary, make changes to the order, such as changes in price or add additional product lines.
7. Click on **Payment**.
8. Select the payment form.
9. Enter the amount.
10. Select **Receipt**.



The order has been paid. By default, a window showing the change is displayed and the receipt is printed.

About payment of invoices retrieved from the accounting system

You are able to retrieve invoices from Mamut Business Software into Mamut Point of Sale. Note that in order to retrieve invoices, Mamut Point of Sale must have a connection with the Mamut Business Software database.



Note! It is not possible to pay invoices that are registered with a foreign currency.

The retrieval is done through the **Pay invoices** button placed in the corresponding customer window in Mamut Point of Sale. When clicking on this button the system will retrieve all of the invoices of the corresponding customer that have not been paid.

You are able to pay one invoice at a time. When selecting an invoice, it is not possible to alter it. Note that the order payment will not be handled as a Mamut Point of Sale sale, but as a money transaction. In Mamut Business Software the corresponding journal will be updated during the End of day procedure.

Users must be given access to this functionality through the User Settings window.

Through the Reports window you are able to generate a copy of the printed invoice. You are able to do so by clicking on the **Paid invoice, copy of receipt** report. In addition, the report **Payment of invoices** provides you with an overview of all of the invoices that have been retrieved from Mamut Business Software and paid in Mamut Point of Sale.

Receiving payment for invoices retrieved from the accounting system

How to process invoices retrieved from the accounting system

1. Click on the **Customer** button.
2. Click on the name of the customer you would like to process an order for.
3. Click **More information**.
4. Click **Pay invoices**.
5. Choose the corresponding invoice and click **Select**.
6. Click on **Payment**.
7. Select the payment form.
8. Enter the amount.
9. Select **Receipt**.



The invoice has now been paid. By default, a window showing the change is displayed and the receipt is printed.

Shortcut keys in the sales window

Button	Function	Description
F1	Help	Opens the help file.
F2	Payment/ Copy receipt/ Credit Note	These shortcut keys correspond to a button in the Sales entry window that changes name and function depending on the sale: If there are no registered sales lines and the user has registered a sale since last logging on, the key is called Copy receipt and is used to print a receipt for the last completed sale. If the total for a sale is positive and sales lines have been registered, the key is called Payment and is used to initiate the payment procedure. If the sales total is negative, the key is called Credit Note and the returns window opens.
F3	Cash drawer	Opens the cash drawer if it is integrated.
F4	Cancel	Cancels the sale by removing the sale lines. If a registered customer was chosen, they will be removed from the sale and replaced with the default customer for cash sales.
F5	Product list	Opens the Select products window from where you can add products to a sale or look up more detailed product information.
F6	Customer list	Opens the Select customer window from which you can link a sale to a customer.
F8	Change line	Use to change the quantity or add a discount to a single sales line. You can also click on the sales line directly to open this edit window.
F10	Log out	Logs the user off the system and directs the system to the logon screen. If a sale had been started at the time of logging off, a message will pop up asking you whether you want to cancel the current sale and log off or not log off after all.
F11	Administration	Corresponds to the Administration button, which opens the Administration window where all administrative tasks are carried out. Only users with access to one or more of the administration functions can open this window. For other users the button will not be visible. If you have started a sale when clicking this button, a message will pop up asking you whether you wish to cancel the sale. You will need to either cancel the sale or complete it before you can open the administration window.
Shift+F1 Shift+F2 Etc.	Products	Corresponds to the shortcut keys for products if these were assigned under Options - Sales Entry . Shift + F1 adds the product from the first shortcut key. Find out more about the product shortcut keys in the section "Options, Sales entry".

Cash Register and Daily Procedures

Cash register reconciliation wizard

How to reconcile the cash register

1. Click on **Administration**.
2. Click on **Cash register reconciliation**. The wizard will then open.
3. Click **Next**.
4. Enter the date and time for the sales to be included. By default the current point in time is selected.
5. Enter the **Requested amount in register after reconciliation**. Usually, a business will have a certain cash amount remain in the cash register as change for the following day.
6. Click **Next**.
7. Enter the amount from your cash register distributed across the various denominations.

The denominations that will show depend on the settings defined under **Options, Cash register reconciliation**.

8. Check that the **Amount counted** matches your numbers.
9. Click on **Next**.
10. Check the summary. If you wish, you can print reports that show the distribution of the sales per sales person/payment form.
11. Select whether the system should continue directly to the End of day procedure wizard. This option will not be available if the settings for **End of Day always follows Cash register reconciliation** has been activated under **Options, End Of Day Procedure**.
12. Click **Finish**.



The Cash register reconciliation has been registered and the End of day procedure will start up automatically (if the setting for this has been defined).

End of day procedure wizard

How to carry out an End of day procedure

1. Start the End of day procedure wizard and click **Next**. The End of day either starts directly or following a Cash register reconciliation, or it can be commenced via **Administration, End of day procedure**. This is controlled by the settings under **Options, End of day procedure**.
2. Choose which cash register reconciliation(s) should be included by selecting them from the list.
3. Click **Next**. The procedure is being checked.
4. Click **Finish**.


 *The End of day procedure is complete.*

Updating stock levels

How to update stock levels

1. Click on **Administration**.
2. Click on **Update stock level**.
3. Click **Next** in the information window that opens. (The window may have been removed from display in the wizard during a previous run).
4. Select the date and time for the sales to be included. By default, the current point of time is selected.
5. Click **Next**.
6. Check the transfer information and click **Close** to finish.

 *The stock levels are updated.*

 **Note!** The wizard is only available if it is turned on under **Options, End of day procedure**. The routine can be made available to specific users under **Administration, Users and Security**.

Updating products and customers

Mamut Point of Sale is based on the Product register of Mamut Business Software. The products are imported during the first-time startup. After the first-time startup this function is used to import the Product and Customer registers from Mamut Business Software and updates the forms of payments as well. This function should be used routinely.

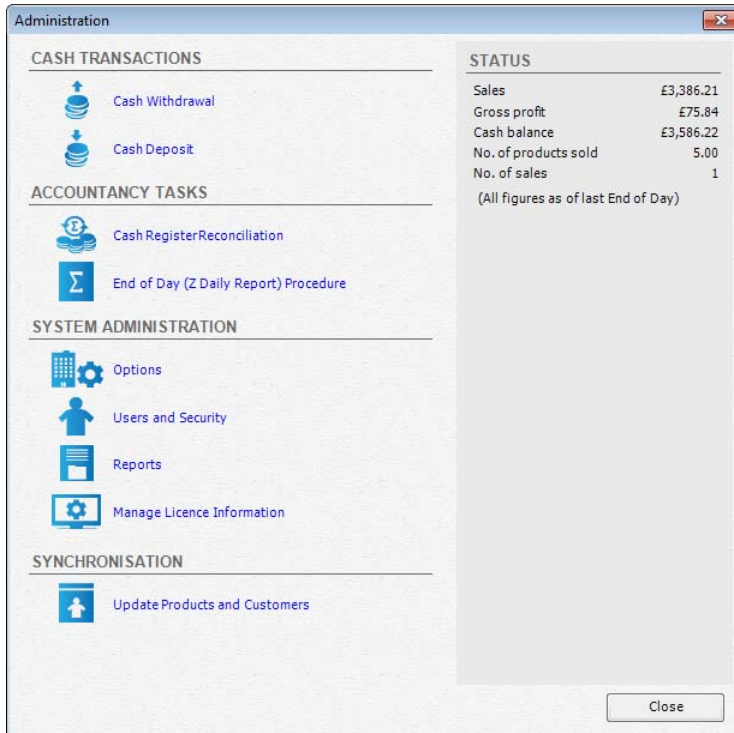
Only active products will be transferred. The program cannot handle the transfer of serial number or consignment products or products with a sell-by-date. The products will also need to be linked to the warehouse from which the point of sales sells products - even if they are not stock items.



Tip! It is possible to control the update of core data through commands, e.g. that an update takes place once a day. Command-line based database administration requires a good knowledge of data. You can read more about command-line based database administration in the help file.

Administration and Settings

Select the **Administration** button to go to Mamut Point of Sale administration area. Only users with access to one or more of the functions can open this window.



Note! In the above paragraphs you can read more about **cash transactions**, **accountancy tasks** and **synchronisation**. Below you can read more about **administrative tasks**.

Status

The Status fields give an overview of the key figures since the last End of day procedure.

About daily routines

Cash register reconciliation

At the cash register registration, the cash register contents are counted for sales that took place between the last reconciliation and a chosen point in time since then. The cash register reconciliation is started from the **Administration** area. If you have not activated the **End of Day always follows Cash register reconciliation** function under **Options, End of day procedure** you can carry out several cash register reconciliations for every End of day procedure.

End of day procedure (Z Daily Report)

End of day procedure is the function for closing a series of sales in a point of sales. The End of day procedure is undertaken at a certain point in time. In order for a sale to be included in the End of day procedure, it has to have been part of a Cash register reconciliation.

The End of Day procedure is initiated from the **Administration** area or automatically after the completion of the Cash register reconciliation if this settings was activate under **Options - End of day procedure**. Only Super users have access to this function.

As part of this process, the stock levels will be updated in the accounting system.

Following the End of day procedure orders are delivered and invoiced. This means that the End of day procedure cannot contain part-completed sales orders, but all orders need to be completed.

If a manual stock count has been done, the sales orders from that stock update will be deleted from the accounting system and a new sales order will be created, which includes all sales up to time of the current End of day procedure.

To carry out the End of day procedure the system needs to be connected to the Mamut Business Software database.



Note! The End of day procedure (Z Daily Report) contains information about all sales entries registered between two End of Day procedures.

Updating stock levels

This function forms part of the End of day procedure but you can also choose to open it and update your stock manually. The function is only available if you have selected the option **Show 'Update stock levels'** under **Administration - Options - End of Day Procedure**.

Updating products and customers

Mamut Point of Sale is based on the Product register in Mamut Business Software. The products are imported during the first-time startup. This function can be used later on to import updated information from the Product and Contact register in the accounting system (Mamut Business Software) and will also update the payment forms. The function should be run routinely.

Only active products will be transferred. You cannot transfer products with serial numbers, consignments or expiry dates. The products also have to be linked to the warehouse, which the point of sales is selling products from - even if some of these products may not be stock items.

Settings

Options, General

The screenshot shows the 'Options' dialog box with the 'General' tab selected. The fields are as follows:

- Server and Instance: RAQUELP\MAMUT
- System Database: System001
- Company database name: myShop
- Mamut API: 15.2.9766
- Currency: GBP
- Currency description on receipt: £
- Warehouse for sales: Default warehouse
- Customer for cash sales: 1 (30000) Cash customer
- ☒ Payment in foreign currencies allowed
- Foreign currency: DKK
- Exchange rate: 1.0000
- Ratio 'GBP' to 'DKK' in exchange rate: 1
- Currency description on receipt:

Buttons: Test Connection..., OK, Cancel, Help

Server and Instance: This is entered during the first-time startup. The field can be edited, should the database have moved. You must not change to a different database.

System Database: The field displays the system database to which Mamut Point of Sale is connected. The value in the field cannot be changed.



Tip! In Mamut Business Software you can identify the system database by clicking **View - Settings - Other Settings - Other Programs**.

Company database name: This is entered during the first-time startup. The name cannot be changed.

Mamut API: This field displays the Mamut Business Software version you are using. This information might be helpful when you are for example contacting support.

Currency: Is retrieved from the selected company database.

Currency description on receipt: Applies to the company's main currency. Enter GBP, for example.

Warehouse for sales: This is entered during the first-time startup. The field cannot be edited if there are sales that are not transferred and included on the End of day procedure. If you change the warehouse, the product list will update automatically afterwards.

Customer for cash sales: This is entered automatically during the first-time startup. You can change it by clicking on the Search icon, which will open the customer list. It is important that the customer selected does not have settings for batch invoicing or rounding activated in the contact card.

Payment in foreign currencies allowed: You can use a foreign currency. If you activate this option, you can select the currency under denomination and for payment forms.

Foreign currency: Here, you select the foreign currency. The currency has to be created in the accounting system. In this example, the foreign currency is EUR.

Exchange rate: Enter the exchange rate for the foreign currency.

Ratio <GBP> to <EUR> in exchange rate: For example, **1**. Enters the number of units corresponding to the exchange rate from the above field. In the illustration below, the exchange rate is 1.4726.

Currency symbol on receipt: Applies to foreign currency. Enter an example for the currency symbol. (\$, £, € ...) , or similar.

Options, Cash register reconciliation

On the **Cash Register Reconciliation** tab you will find all settings pertaining to the reconciliation feature in Mamut Point of Sale. The settings are accessed by clicking **Administration - Options - Cash Register Reconciliation**.

Name	Curr...	Factor
50	GBP	50
20	GBP	20
10	GBP	10
5	GBP	5
Cash amount	GBP	1

Standard amount in register after recon.

☒ The company has separate cash drawers and reconciliations for each user

☒ Show 'Estimated balance' and 'Discrepancy' at Reconciliation

OK Cancel Help

Standard amount in register after recon.: The amount entered here will be suggested as the amount to remain in the cash register after the Cash register reconciliation.

The company has separate cash drawers and reconciliations for each user: This setting ensures that no more than one user can register sales against a cash drawer or under the same cash register reconciliation. If there are registered sales that are not included in a cash register reconciliation, no other user will be able to log on if this setting is activated. Thus, you need to undertake a new cash register reconciliation before a new user can enter any sales.

Show 'Estimated balance' and 'Discrepancy' at Reconciliation: This is optional. Some users wish to see the estimated balance or discrepancy when the cash register is being reconciled, whereas others may prefer that the person undertaking the cash register reconciliation should not see the estimated amount of money to be found in the cash register.

The Denomination Window



Click **New** or **Edit** in order to create a new or edit an existing denomination. The system also has a number of pre-defined denominations.

Name: Enter a descriptive name of the denomination.


Amount: A denomination can be something other than a monetary unit with set amounts. For example, if you accept payment with gift vouchers for varying amounts, you can create a denomination called "Gift voucher" and define **Denomination value presents: Amount**.

Count: Select this alternative if you want to define the value of the denomination as a number.

Factor: This option lets you define if the Count should be multiplied with a factor in order to calculate the total amount due. In the example image above, a denomination for a £20 note has been added. One note is worth 20 pounds. You cannot enter a number lower than 1.

Currency: Here you can enter the company's currency or foreign currency, if one has been entered as **Foreign currency** under **Administration - Options - General**.

How to add a denomination:

1. Go to **Administration - Options - Cash register reconciliation**.
2.  Click **New**.
3. Enter a name, e.g. 20.
4. Select **Amount** or **Count** and possibly a **Factor**.
5. Click **OK**.



You can now start using the denomination.



Tip! A number of businesses allow their employees to register **Cash withdrawals** against a receipt. To control these, you can register withdrawals as a denomination. This way the user will see withdrawals as a denomination during the cash register reconciliation, and can register the amounts on the receipts in a separate field for this.

Options, Sales entry

On the **Sales Entry** tab, you will find all settings relating to the sales entry process in Mamut Point of Sale. The settings can be accessed via **Administration - Options - Sales Entry**.

Options

General | Receipt | End of Day Procedure | Payment Methods | Cash Register Reconciliation | **Sales Entry** | Hardware

If the same product is used multiple times per sale
Merge product lines: **Never**

Product list
☒ Use product groups to choose product
☒ Use search function for product selection

Maximum sales total for anonymous sales
Total amount: 9000.00

Show in list with order lines
☒ Show prices including VAT
☒ Show column for unit prices
 Decimals for quantity: 0
 VAT code: VAT rate

Close sale
☒ Show window with 'Change' at completion of sale
☐ Print credit note when returning goods
☒ Park sales

Account number: 2102 - Other Creditors

Shortcut keys

AKKA, chair	AKKA, table
OSLO, chair	OSLO, table
STOKKE, c...	STOKKE, ta...

OK Cancel Help

Entry of the same product multiple times

Merge product lines: Select which method you want to use for displaying sales of multiple units of the same product. For example, if you click twice on a shortcut key or bar code reader, the products will show on one line with a quantity of 2 if you have selected options **Always** or **When products are registered after each other** here.

Product list

Use product groups to choose product: When you click/press the **Product** button a window opens from which you can find the required product. Selecting this option will organise the products with buttons for product groups, the same way they are organised in your accounting system. If you do not select this setting, the product list opens instead.

Use search function for product selection: Activates a search bar in the **Select product** window which can be used when registering sales. The search bar is active when the window is opened.

Maximum sales total for anonymous sales

Total amount: A number of businesses wish, or are required by law, to have a maximum limit for sales to anonymous customers. After this limit is reached, sales need to be allocated to a registered customer. This option lets you set the maximum sales amount. Selecting 0,00 will inactivate the function.

Show in list with order lines

Show prices including VAT: The setting lets you choose whether to display the prices in the sales window with or without VAT.

Show column for unit prices: By default, the system displays a separate column for the unit price. You can turn this function off here.

Decimals for quantity: If you sell products in less than full units you can specify the number of decimals here.

VAT code: If you do not want to display the VAT code in the sales window you can select **Not shown**.

Close sale

Show window with 'Change' at completion of sale: Payment concludes the sale. By default, a separate window will show information regarding how much change the customer is due. This window has to be closed manually. You can select not to show it, in which case the system will take you directly to a new sale. The amount the customer is due is shown in the payment window, and in the customer display, if connected.

Print credit note when returning goods: Credit notes can be printed automatically when handling a return. If the setting is active, you will also need to select an account to define where money owed to customers in the form of credit notes, should be posted. The account is retrieved from the control account in the accounting system.

Park sales: Enables the possibility of parking a sale. After parking a sale, it can easily be retrieved and paid. This setting is activated by default.

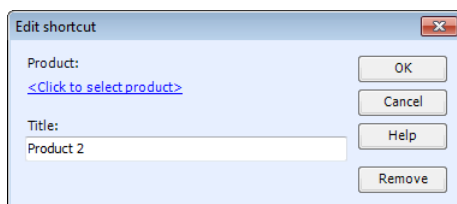
Shortcut keys

Here you can decide on up to 16 shortcut keys for sales entry. Click on a key to enter a product for the shortcut key. If you have longer product names you should shorten the name so that the text will fit on the shortcut key. The size of the keys in the Sales Entry window will vary according to how many shortcut keys you have assigned:

- If you have fewer than 5 shortcuts the keys will cover the width of four smallest keys (number pad) and each key will fit a maximum of 20 characters.
- If you have between 5 and 8 assigned shortcuts the key width will be that of two of the smallest keys and each key will fit a maximum of 10 characters.
- If you have between 9 and 16 assigned shortcuts the keys will have room for a maximum of 6 characters.

How to add a shortcut key:

1. Click **Administration - Options - Sales Entry**.
2. Click on one of the blue rectangles to the right in the window.



The 'Edit shortcut' dialog box contains the following fields and buttons:

- Product:** A text field containing the text '<Click to select product>'.
- Title:** A text field containing the text 'Product 2'.
- Buttons:** OK, Cancel, Help, and Remove.

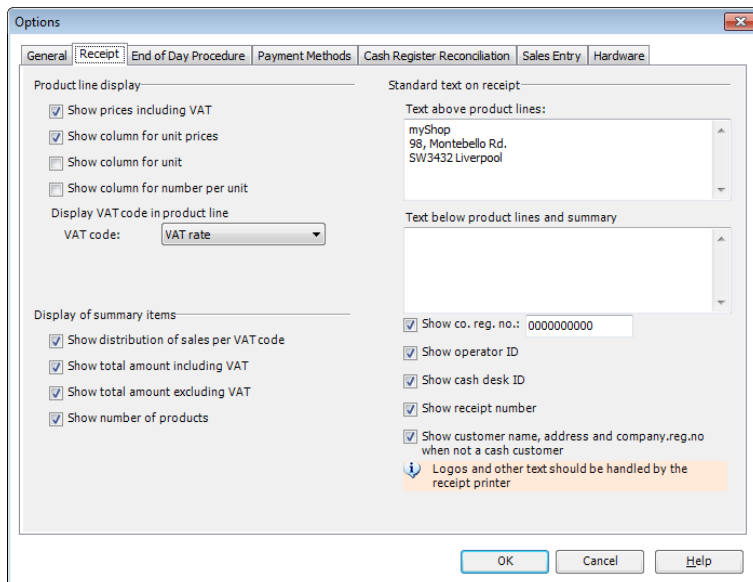
3. In the **Edit shortcut** window, click link **Click to select product**.
4. Select a product from the list and click **Select**.
5. Click **OK**.



The shortcut key will be added to the right of the main sales registration window.

Options, Receipt

The tab lets you define the settings for the content on your receipts.



The 'Options' dialog box, 'Receipt' tab, contains the following settings:

- Product line display:**
 - ☒ Show prices including VAT
 - ☒ Show column for unit prices
 - ☐ Show column for unit
 - ☐ Show column for number per unit
 - Display VAT code in product line: VAT code: **VAT rate**
- Display of summary items:**
 - ☒ Show distribution of sales per VAT code
 - ☒ Show total amount including VAT
 - ☒ Show total amount excluding VAT
 - ☒ Show number of products
- Standard text on receipt:**
 - Text above product lines: myShop, 98, Montebello Rd., SW3432 Liverpool
 - Text below product lines and summary: (Empty text area)
- Other settings:**
 - ☒ Show co. reg. no.: 0000000000
 - ☒ Show operator ID
 - ☒ Show cash desk ID
 - ☒ Show receipt number
 - ☒ Show customer name, address and company.reg.no when not a cash customer
 - Logos and other text should be handled by the receipt printer

Product line display: Select the columns you want to include on the receipt.

Display of summary items: If you are VAT-liable you should show totals both including and excluding of VAT, and also show the distribution of the sales total over the different VAT codes.

Standard text on receipt

Text above product lines/Text below product lines and summary: Enter the text that you would like displayed above and below the product lines on your receipts. Many use the receipt as a tool for informing customers about campaigns, opening hours or similar. It is not possible to format the text.

Show co. reg. no.: Enter your company's registration number. This field is not mandatory.

Show operator ID: Every user's ID is printed on the receipts. Activate this function by ticking the box. The ID for each user is selected under **Administration - Users and Security**.

Show cash desk ID: Select this option to include the name/ID of the work station on the receipt.

Show receipt number: This function is activated by default.

Show customer name, address and co.reg.no when not a cash customer: If you register a sale for a specific customer, the system will print the customer information on the receipt. If you do not want this, you can turn off the function here.



Note! Please beware that there are a number of legal requirements a receipt needs to fulfil. We recommend that you do not change the default settings here without ensuring that you are still complying with the regulations.

Options, Payment methods

The Payment methods are transferred from the accounting system during the first-time startup and later as part of the **Update Products and Customers** feature. The payment method settings can be accessed by clicking **Administration - Options - Payment Methods**.

In Mamut Point of Sale, you can change, delete and create new payment forms. Forms of payments imported from Mamut Business Software cannot be edited in Mamut Point of Sale; they need to be edited in the accounting system and then imported by clicking **Administration - Update Products and Customers**.

The system handles credit card payments. The system registers the amount so that you can keep track of how much has been paid with the different payment methods at the cash register reconciliation/end of day procedure, so that they are allocated to the right account when the end of day procedure is posted in the accounting system.

Cash as payment method for change and return: Use the drop-down list to select which cash payment method you would like to use when giving change back to customers or when refunding the amount of a return. This list shows all of the payment methods that have cash as type of payment.

Card as payment method for return: Select this check box if you wish to refund customers directly to their credit card when they are returning goods. This list shows all the payment methods that have card as type of payment.

Print credit note as change when paying with credit note: Selecting this box will allow you to specify the remaining amount of the credit note in the receipt when a customer is paying with a credit note and not spending the entire amount of the credit note.

Print gift voucher as change when paying with gift voucher: Selecting this box will allow you to specify the remaining amount of the gift voucher in the receipt when a customer is paying with a gift voucher and not spending the entire amount of the gift voucher.

Payment Method Window



Click the **New** button in order to create a new payment method or select an existing payment method from the list and then click **Edit**.

Name: Enter the name of the payment method.

Type: There are 4 different types of payment: **Cash**, **Card**, **Gift Voucher** and **Credit note**. In addition to type, you also need to enter the default value for the account number. There are separate control accounts in the accounting system with connected accounts for each of the four types. A payment form is also used for invoices, but this one cannot be edited.

Currency: Select currency. The field is only active if you have selected to use several currencies in the **General** tab.

Account number: The form of payment is linked to an account in the chart of accounts.

Rounding to closest: For all payment methods, the amount will by default be rounded to the nearest penny (0,01). This applies even if you are using a different rounding figure in Company settings for Contact management in the accounting system. You need to create a rounding product in your accounting system. Read more about this in the section "Options, End of day procedure".

Show at sales completion: All payment forms are shown in the window for the completion of a sale, unless they have not been selected for **Show at sales completion**. You can also edit this field for payment forms you imported from the accounting system.

Image: You can link images to the payment forms. These images will show in the payment window. If you would like to add your own images you can save them in the **Images** folder in the program folder where the system is installed.

Options, End of day procedure

Department on End of Day journal entry

If you are using departments in your accounting system you can select here which of these the End of day procedure will be posted to. The journal is a summary journal and can only belong to one department.

Cash register no.

If you are using Mamut Point of Sale in a multi-user environment, the cash register no. drop-down list helps you to identify the different cash registers, for example, when running the End of day procedure. The number you select here will be displayed in your accounting system both in the Details column of the Journal list as well as in the description field of the corresponding entry. For example, if you select cash register no. 3, the description field of the entry will start by PC3. You are allowed to have up to 5 cash registers in one multi-user environment.

The cash register number selected here is also displayed in the Manage Licence Information window.



Note! You need to restart Mamut Point of Sale for the change to take effect.

Merge product lines

The setting defines whether the product lines will be merged during transfer to the accounting system.

The screenshot shows the 'Options' dialog box with the 'End of Day Procedure' tab selected. The settings are as follows:

- Department on End of Day journal entry:** Department1
- Rounding product on order:** 100000 Rounding
- Cash register no.:** 1
- Merge product lines:** Never
- ☒ End of Day always follows Cash register reconciliation
- ☒ Show 'Update stock levels' in Administration
- N/C for reconciliation discrepancies:** 4909 - Rounding
- N/C for posting bank deposits:** 1200 - Bank Current Account
- These accounts are control accounts in the accounting system** (highlighted in orange)
- ☒ Initiate reconciliation in payment terminal after End of Day
- In order to use this functionality, you need to have a compatible payment terminal integration.** (highlighted in orange)

Buttons at the bottom: OK, Cancel, Help.

End of Day always follows Cash register reconciliation

Selecting this box will start the End of day procedure automatically after the Cash register reconciliation is complete, and it will not be possible to carry out the Cash register reconciliation without also initiating the End of day procedure. You cannot activate this function if you have selected that **The company has separate cash drawers and reconciliations for each user** under **Administration - Options - Cash Register Reconciliation**.

Show 'Update stock levels' in Administration

The stock levels are updated as part of the End of day procedure. If you would like to update the stock levels manually, you can activate this possibility here. You will then be given an option in the **Administration** window allowing you to update the stock levels manually.

N/C for reconciliation discrepancies

The account selected for posting discrepancies is displayed in the drop-down list. You cannot edit the account from this window but will need to do so in Mamut Business Software. You can then use the **Update products and customers** function if you need to update these.

N/C for posting bank deposits

The account selected for bank deposits is displayed in the drop-down list. You cannot edit the account from this window but will need to do so in Mamut Business Software. You can then use the **Update products and customers** function if you need to update these.

Initiate reconciliation in payment terminal after End of Day

If you select this box, the reconciliation of your payment terminal will automatically start right after the End of Day procedure is finished in Mamut Point of Sale. This means that you do not need to perform any manual operation to reconcile your payment terminal.

Note that in order to use this functionality, you need a compatible payment terminal.

Rounding product on order

If you select a rounding different from the standard rounding (0.01) in the **Payment methods**, the difference will be posted to an account in your accounting system. In order to carry out a correct rounding you will need to select a rounding product, to which the differences can be posted. This product must be registered in the product register in Mamut Business Software and the following requirements must be fulfilled:

- The product must be active: Select No in the Inactive field under the Miscellaneous tab.
- The product must be linked to the warehouse used by Mamut Point of Sale, but should not update stock levels: The box for Update stock in the Warehouse tab must be un-ticked.
- The product must be free of VAT: Select None in the VAT fields.
- The product must be linked to the account for rounding in Accounting: Select the correct account from the Settings tab.

If you do not already have such a product in your accounting system, you must first create it. After that you can select **Administration - Update Products and Customers** in the point of sales system, to import the product into Mamut Point of Sale.

Options, Hardware

Here you will find all settings for the hardware you have integrated with Mamut Point of Sale.



Note! Some of the functions are not available for all versions of the program.

Options

General | Receipt | End of Day Procedure | Payment Methods | Cash Register Reconciliation | Sales Entry | **Hardware**

☒ **Cash drawer connected**
 Connected printer: Microsoft XPS Document Writer [Test]
 Code sequence:

☒ **Customer display connected**
 Connected printer: Microsoft XPS Document Writer [Test]
 Default text in customer display:
 Line 1: New customer
 Line 2: Mamut Point of Sale

Receipt printer: Microsoft XPS Document Writer [Test]

Report printer: Microsoft XPS Document Writer [Test]

☒ **Payment terminal connected**
 Connected payment terminal: NETS generic terminal (BAXI) [Test] [Settings]
 Print reports from payment terminal on report printer in Mamut Point of Sale [Print]

In order to use this functionality, you need to have a compatible payment terminal integration.

[OK] [Cancel] [Help]

Cash drawer connected: Select this setting if the program opens a cash drawer when concluding a sales entry.

Connected printer: The drop-down list will show a list of the printers installed on your computer. Click the **Test** button in order to test the connection to the selected printer.

Code sequence: Enter the code for opening the cash drawer here. Refer to the specifications for your cash drawer for further information.

Receipt printer: The drop-down list will show a list of the printers installed on your computer. If your system does not contain support for receipt printers, or no printer is specified, all receipts will be printed on A4-paper on a regular printer. Click the **Test** button in order to test the connection to the selected printer.

Report printer: The drop-down list will show a list of the printers installed on your computer. Click the **Test** button in order to test the connection to the selected printer.

Payment terminal connected: Select this check box in case you wish to use a payment terminal in connection to your cash register.



Note! In order to use this functionality you need to have a third party integration for your payment terminal. You need to get in contact with your Mamut Point of Sale supplier in order to find out which payment terminals are supported.

Connected payment terminal: The drop-down list will display a list of all of the payment terminals that are connected. Click the **Test** button in order to test the connection to the selected payment terminal. Click on the **Settings** button to enter further details.

Settings: By clicking this button you are able to define the corresponding settings. Select the values that apply for your payment terminal. You are able to check if the connection is working by clicking on **Detect**.

Print reports from the payment terminal: By clicking on **Print** you are able to print all reports generated by your payment terminal through the printer you selected as your report printer.

Customer display connected: Select this option if you are using a customer display with your point of sale. The customer display can be selected in the same way as a printer from the drop-down list **Connected printer** (below) if it has been installed correctly.

Connected printer: The drop-down list displays the installed device. Click the **Test** button in order to test the connection and display the software name and version number.

Default text in customer display: If you have successfully connected a customer display, you can enter two lines of text that will be displayed in the display.

Users and Security

Mamut Point of Sale allows user access based on pre-defined positions, which can be customised to a certain degree. A user is allocated a position and through this is given access to a set of functions. The settings are accessed by clicking **Administration - Users and Security**.

Get users from accounting system: Click this button to open a list of users registered in Mamut Business Software who have not been transferred to Mamut Point of Sale. You can import these and allocate them positions so that they will be given access to Mamut Point of Sale.



Edit: Select the user in the list and click on the **Edit** button to open the **User settings** window.


Position

No access: No access to Mamut Point of Sale.

Sales person: The user can register sales.

Sales person, expanded: The user can register sales, perform cash withdrawals and deposits, cash register reconciliations, import products and customers and update stock levels.

Super user: Same access as for **Sales person, expanded** plus access to the End of day procedure, users/security, options and reports.

 **Note!** By default, users are created without access, so the Super user will need to define positions before the users can log onto the system. It will not be possible to close the window if none of the users has been made Super user.

Access

Show margin: Applies to sales registrations.

Price change: Gives the user access to changing the unit price at sales entry.

Give discounts: Gives the user access to adding discount percentages at sales entry.

Create invoices: Gives the user access to creating invoices in Mamut Point of Sale, that can be printed from the accounting system later.

Pay invoices from the accounting system: Gives the user access to pay invoices retrieved from the accounting system.

Retrieve orders from the accounting system: Gives the user access to retrieve orders from the accounting system, edit them and pay them.

Return of goods: Gives the user the possibility to offer the customer the alternative to return goods and pay them back in the selected payment form.

Profile

Location of numeric keyboard: Here, you can customise the screen for left- and right-handed users so that the numeric keypad is either placed to the left or the right of the screen.

ID on receipt: The text you enter here will show on sales receipts that user has entered if you selected that the seller's ID should show under **Administration - Options - Receipt - Show operator ID**.

Reset PIN

Here, you allocate a new PIN-code to users, who need a new one. A random code will be created, which you will have to note down and pass on to the affected user. The Super user will always need to do this for a new user as well as for users, who are being given to the cash register. Read more about PIN-codes in Mamut Point of Sale in the section "PIN-code in Mamut Point of Sale" below.

 **Mamut Online Backup:** Mamut Online Backup allows you to perform secure and efficient backup and to distribute your files safely in an easy, user-friendly way! Mamut Online Backup is easy to use and encrypted backups are taken continuously while the user is connected to the Internet. The service does not replace your backups from within the program, but can help you to store the backup copy you are taking through the program's own function for this in a secure manner. Find out more about this service at www.mamut.co.uk/onlinebackup.

PIN-code in Mamut Point of Sale

The first time a user is given access to Mamut Point of Sale, a random PIN-code is generated to be used as a one-off. The Super user needs to pass this on to the user.

The first time a user logs on after the Super user has given him/her access or reset the PIN, the recipient needs to change the PIN-code.

If the user is not a Super user and enters the wrong PIN-code three times in a row, the text field will show a message to **Contact Super user** and the field for entering the PIN-code will be blocked. The user will then need to get a Super user to log on and reset the PIN-code before this user can attempt logging on again. The user needs to click on **Cancel**.

If the user is a Super user and enters the wrong PIN-code three times in a row, the text field will show the message **Enter Mamut password**. The user will then have to enter his/her password for their Mamut Business Software via the keypad. If it is correct, the user will be logged on. After that, a new PIN-code needs to be entered.



Note! The setting for **the company has separate cash drawers and reconciliations for each user** can lead to a user not being able to log on. This setting ensures that no more than one user can register sales against a cash drawer or under the same cash register reconciliation. If there are registered sales that are not included in a cash register reconciliation, no other user will be able to log on if this setting is activated. Thus, you need to undertake a new cash register reconciliation before a new user can enter any sales.

Taking a backup copy

This functionality takes a backup copy of your database or restores a previously taken backup on your machine.

How to take a backup

1. Start **Mamut Data Tools** in the Mamut Point of Sale program group via the Windows Start menu.
2. Log on with your PIN-code.
3. Select **Backup**.
4. Click **Finish**.




A backup with the default description is created in the pre-selected location.

The pre-selected location will be the location you saved the last backup to.



Tip! Start yourself on a set routing of backup taking and remember to note down where you have saved your backup.

 **Note!** The DataTools application contains its own help files. Press [F1] or click the help button in DataTools.

Restoring the system from a backup copy


In order to start the restoration of a backup you have to be the system administrator in the accounting system. The restoration is being handled by a wizard. All users have to be logged off for the restoration to work.

How to restore a backup

1. Start the **Mamut Data Tools** from the Windows Start menu.
2. Log on with your PIN-code.
3. Select **Restore** and click on **Next**.
4. Find the location where the current backup file is saved. The system will find the most recent backup copy for you.
5. Enter the **Password** if required, and click on **Next**.
6. Check the information you are shown and click **Next**.
7. Read the warning and indicate that you have read it. Click **Finish**.



The system is restored to how it was when the backup was taken.

 **Note!** The DataTools application contains its own help files. Press [F1] or click the help button in DataTools.

Reports

You find the reports in the **Administration** area. You need to be a Super user in order to have access to the reports; the system administrator can define access rights under Users and Security.

It is recommended that you find out which reports are available. Highlight a report to see a brief outline its content.

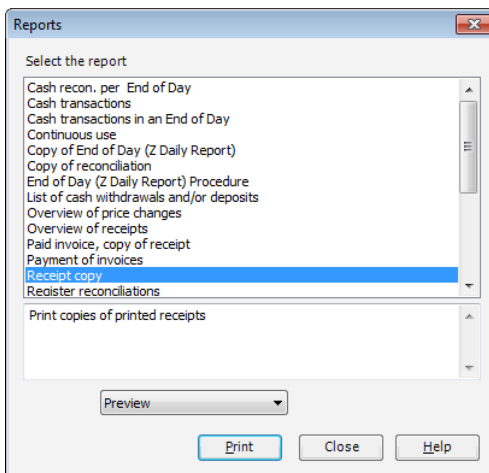
You can choose whether to send a report directly to print or whether to preview it on your screen in the Medium drop-down list at the bottom of the report window. The reports are configured in such a way that they can be printed on a receipt printer.

It is not possible to set up user-defined reports.

How to print a report

How to print a report

1. In the main screen, click **Administration - Reports**.



2. In the Reports window, select a report and choose if you want to print to **Printer** or **Preview**.

3. Click **Print**.

Please note that, depending on which report you choose to print, you will be able to define different parameters for the report, for example: date intervals, End of Day ID, Receipt ID, etc.



The report will now be printed to the medium specified in the Medium drop-down list.

Manage Licence Information

The **Manage Licence Information** window, which you can access via the Administration window, allows you to administrate the cash registers connected to your Mamut Business Software installation. It provides you with an overview of all of the cash registers within your network and includes information such as name, cash register number and status of the cash registers. The cash register number is the one selected in the corresponding drop-down list in the End of day procedure tab in Options.

Through the Manage Licence Information window you are able to set a cash register as active or inactive. You can do so by selecting or deselecting the **Active** check box next to the corresponding cash register.



Note! You are able to switch cash registers and set them as active/inactive a limited amount of times.

Command-line based administration

DataTools: DataTools contains functionality for the administration of databases based on an SQL-server. Examples of included functionality are backups, backup restorations, check and repair of the database, connecting to and disconnecting from a database and viewing database information. The program is installed together with program files and can be started from there (MDataTools.exe). You can start DataTools from the Windows Start menu under the Mamut Point of Sale program group.

DataTools can be used as a separate program or started from within other Mamut applications. To support this, DataTools can also be started based on command-lines. The program is installed automatically during the installation of a Mamut installation that works with DataTools.

Automated synchronisation of core data with the accounting system:

In **Mamut Point of Sale** you can additionally set up the automated synchronisation of different core data. The function is called POSSYNC.EXE and can be found in the Mamut Point of Sale program folder. This function can be set up to automatically synchronise core data with the Mamut database. The registers that can be synchronised are the following:

- Currency (-f)
- Users (-u)
- Products (-p)
- Customers (-c)
- Payment terms (-m)
- All of the above mentioned (-a)



Tip! You can see the commands that are available for this function by opening Windows Command Prompt, browsing to the program folder and typing in <POSSYNC -?>



Note! The DataTools application contains its own help files. Press [F1] or click the help button in DataTools.

Other Settings

Automatic Logout

By activating the automatic logout feature, you can set up the system to log you out automatically when completing a sale. This is a useful feature if you only rarely register sales and wish to prevent unauthorised people from accessing the data in your point of sale system.

How to activate automatic logout

1. Find the location of the Mamut Point of Sale folder. The location will depend on your Windows version:

Windows XP®: C:\Documents and Settings\All Users\Public Mamut.

Windows Vista® and Windows 7®: C:\Users\Public\Public Mamut.

2. Within the Mamut Point of Sale folder, right-click the file **settings.config** and open it with **Notepad**.
3. Change the line `<add key="AutoLogOff" value="False" />` to `<add key="AutoLogOff" value="True" />`
4. Save and close the file.
5. Restart Mamut Point of Sale in order to execute the change.



You will now be logged out automatically the next time you complete a sales registration.

Installation and First Time Start-up

Installing Mamut Point of Sale

The installation of Mamut Point of Sale is handled through a wizard. You need to accept the user agreement and choose where you want to install the program. A shortcut to the program will be created in the Window Start menu.



Note! Mamut Point of Sale must be installed by a distributor.

The program uses a SQL database. If you do not already have SQL Server 2005 or 2008 R2 version installed, the installation wizard will install a free version of Microsoft® SQL Server® Express 2005. You will need to be connected to the Internet in order for the download to be successful.



Note! If Mamut Point of Sale is not installed on the same computer as the SQL Server used by your Mamut Business Software installation - and the computer is included in a work group - you must activate the Guest Account on the computer running the Mamut Business Software installation and add it to the SQL Server as an administrator.

Please note that the download may take some time.

Installation - checklist

You can use this list before and during the installation to make sure that everything is carried out properly.

Preparations before the installation

	Description	More information	Done
1	Does the hardware fulfil the system requirements?	http://www.mamut.com/system/	
2	Is Windows XP SP2 installed? (only for Windows XP users)		
	Download and install from Microsoft	Microsoft	
3	Install the driver for the hardware	Wasp Technologies J2 Retail Solutions	

Mamut Business Software

	Description	More information	Done
4	Create payment forms for cash register sales	Before you get started in this document	
5	Create and check rounding product	Before you get started in this document	
6	Download updated licence for Mamut Business Software		
7	Do you need to create new users? Create new users in Mamut Business Software		

Mamut Point of Sale

	Description	More information	Done
	Install Mamut Point of Sale	Installation of Mamut Point of Sale in this document	
	Start Mamut Point of Sale and complete the first-time startup wizard.	First-time startup in this document	
	Enter the rounding product under Options, End of day procedure	Options, End of day procedure in this document	

If you have a test database installed or would like to remove an installation to start from scratch, you can do the following:

How to remove a Mamut Point of Sale database



Tip! If you prefer, you can use the .bat file instead - there, the below commands are pre-entered.

1. Close all occurrences of Mamut Point of Sale.
2. Download the file https://cdl.mamut.com/BIN/Support/POS_Bat_files/Scratch.zip. Remember where you are storing the file.
3. Un-zip resetpos.exe from the .zip file you downloaded.
4. In Windows, select **Start - Run**, write 'cmd' and click **OK**.
5. In the window opening, navigate to the folder where you have stored the resetpos.exe.
6. Type in resetpos 'server=(local)\Mamut;integrated security=sspi;database=mamutpos;'
If you have run the program in Training modus you also need to type in:
resetpos 'server=(local)\Mamut;integrated security=sspi;database=mamutpostest;'
7. Start Mamut Point of Sale.



The program will now start with the first-time startup wizard.

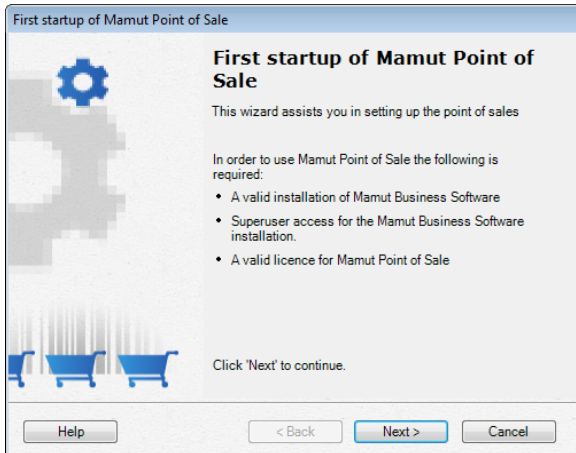


Note! The commands above require that Mamut Point of Sale is installed locally on the same machine that you're running resetpos from.

First time Start-up

Introduction

You can start the program via the Windows Start menu.



The first time you start up the program a wizard helps you to create the most important settings that the system requires in order to function properly. This wizard is initiated every time the system starts up and will appear until you have completed the entire process, i.e. if you click **Cancel** at any stage of the wizard, it will re-open the next time you start up the program.

During the course of the wizard you will be asked to enter information such as which users will have access to the point of sale system. These need to be created in the accounting system first, if this had not been done already.

You will also enter accounts for posting cash or card payments, and potentially payments by gift voucher. Therefore, it is recommended to think about this before starting the wizard.



Tip! When starting the program for the first time, the company name and address are imported from Mamut Business Software to Mamut Point of Sale and stored in the field **Text above product lines** in the settings: **Administration - Options - Receipt**.

Connect Mamut Point of Sale to the accounting system

Enter the name of the server where the accounting system's database is located. By default the program will search your local machine.

Please enter an **Instance** name. Using an instance is optional but by default the program will look for a MAMUT instance.

Once you have entered the server and instance, click on **Connect**. The program will now try to connect to the server and retrieve a list of system databases. The system database will be displayed in the list in the lower half of the window.

Select one of the system databases and click **Continue**.

Select company database

Many users have several company databases installed in their accounting system. If this applies to you, you need to select which company database the point of sale system should be linked to.

Id	Name
1	myShop

You will not be able to progress forward with the wizard before you have made this selection.

User information

The user name and password you enter have to be the same as the ones you are using for the accounting system. The PIN-code has to consist of 4 digits and will be your personal code. You need to remember this code and you may want to write it down or save it in a secure place. You will be set up as a Super user in the point of sales system. At a later stage of the wizard, you can allocate access rights to other users that are registered in the accounting system.

When you click **Next** the system will import the core data from the accounting system.

This operation may take some time.

If there is no customer named **Cash customer** already, one will be created automatically. This will be the default customer in the point of sales system if the customer's name is not known or registered.

First startup of Mamut Point of Sale

User information
Log on to the accounting system and choose a PIN-code

Enter username and password for accounting system

Username:
Rachel

Password:
.....

PIN:
....

Repeat PIN:
....

The 4 digit PIN-code is required for logging on to the point of sale.

Help < Back Next > Cancel

User access

Here, you select which users will be given access to the point of sale system. Only users, who already exist in the accounting system, are available for selection.

Access for several users


Click **Edit** if you would like to manage access for the different users that are being displayed. Your own user identity will now be displayed as a Super user. To avoid you being 'locked out' of the system, this cannot be changed. By default, all other users will not have been given access, but this is something you can change.

The system contains pre-defined positions, which you can select from the drop-down list. You can click on **Details** to see which access rights are allocated to the various positions. Please note that this is merely an information window. The functions that are marked in the list are those open for the position; they cannot be edited.

However, you can change some details per user. Under **Access** you will see some check boxes where you can e.g. decide whether a user should be able to carry out a **Price change** or **Create invoices**.

PIN-code

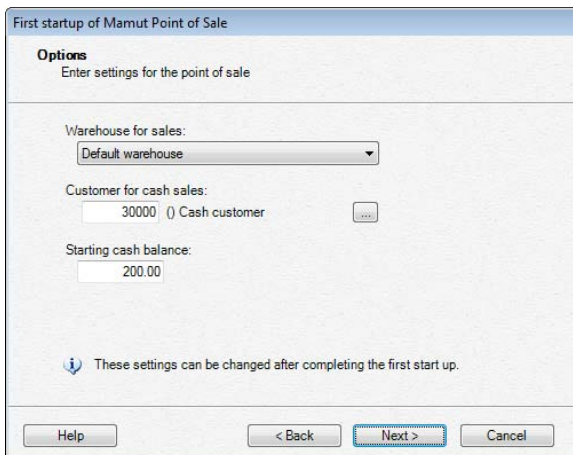
The first time a user is given access, a random PIN-code for one-off use is calculated. You need to give this code to the user; note it down and pass it on to the user.

 **Tip!** The Super user can also manage the user access rights from the settings inside the system later on.

Options

Warehouse for sales

If you operate several warehouses it is important that you enter the correct warehouse here. The wizard will let you choose from the warehouse or warehouses that are registered in your accounting system.




First startup of Mamut Point of Sale

Options
Enter settings for the point of sale

Warehouse for sales:
Default warehouse

Customer for cash sales:
30000 () Cash customer Search


Starting cash balance:
200.00

 These settings can be changed after completing the first start up.

Help < Back Next > Cancel

Customer for cash sales

Cash sales can be registered without knowing the customer's name. The system will have automatically created a customer, called **Cash customer**, if one did not exist already. This customer will be suggested as the regular cash customer and will, if nothing else has been entered, become the default customer for all cash sales in the point of sales system.

 If required, you can also enter a different customer by clicking on the **Search** button.

Starting cash balance

Here, you enter the balance for the cash register content. Remember that this balance will need to match the amount posted in the accounting system.

Hardware settings

Here, you are able to set the settings for the hardware that is to be used with the point of sales system.



Note! Certain functions may not be available for all versions of the program.

Receipt printer

The drop-down menu will show a list of printers that are installed on the PC. If the system does not contain support for a receipt printer, or if no printer is selected, all receipts will be printed on A4 paper on a regular printer.

First startup of Mamut Point of Sale

Hardware settings
Configure the hardware linked to the point of sale

Receipt printer
Microsoft XPS Document Writer

Report printer
Microsoft XPS Document Writer

☒ Customer display connected
Microsoft XPS Document Writer

☒ Cash drawer connected
Microsoft XPS Document Writer

Code sequence to open cash drawer
[Text Field]

Help < Back Next > Cancel

Report printer

The drop-down menu will show a list of all printers installed on the PC.

Customer display connected

Tick this box if you are using a customer display with your point of sale. The customer display will be available for selection as a printer (driver) in the drop-down list if it has been installed correctly.

Cash drawer connected

Setting for how the system should handle the cash drawer at the close of a sale. Select the appropriate driver routine.

Code sequence to open cash drawer

Here, you enter the code required for opening the cash drawer. See the specification for your cash drawer for further information.

Payment methods

You will be able to receive payments in your point of sales in different ways. Each of these payment methods needs to be connected to the accounting system in that they have an account set up in the Chart of accounts, which has to be entered here. The system will suggest accounts, but you can overwrite these in this window.

If you are not using **Gift vouchers**, you can let this field remain un-checked.

First startup of Mamut Point of Sale


Payment Methods
Payment methods are the methods used by customer for paying for the sales.


Select the payment methods applicable to the point of sale.

☒ **Cash**
Nominal Code for posting cash: 1231 - Cash Clearing a

☒ **Card**
Nominal code for posting card payments: 1250 - Credit Card Rec

☒ **Gift voucher**
Nominal code for gift vouchers: 2102 - Other Creditors

 Payment methods will be updated from the accounting system

 Additional payment methods can be entered upon completion of the 1st startup.

Help < Back Next > Cancel

You can start using or edit these accounts under Options later.

If you have an accounting system with invoicing functionality, the payment method for invoicing will be automatically retrieved from the system.

Confirm settings

Before the wizard for the first-time startup is done you will be given an overview of the settings you have made. You need to confirm these by clicking **Next**.

The screenshot shows a dialog box titled "First startup of Mamut Point of Sale" with a sub-header "Confirm settings". Below the sub-header is the instruction "Confirm the chosen settings before they are saved in the point of sale".

There are two text input fields:

- "Path to company database:" with the value "RAQUELP\MAMUT, System0001, Client00010001".
- "Company database name:" with the value "myShop".

Below these fields is a warning icon (yellow triangle with an exclamation mark) and the text "Warning: The database connection cannot be changed".

There is a section titled "Overview of settings:" containing a list of settings:

- Customer for POS sales: 30000
- Warehouse for POS sales: Default warehouse
- Starting balance: £200.00
- Receipt printer: (None)
- Report printer: (None)

At the bottom of the dialog box, there is a text instruction: "Click 'Next' to save the settings and complete the setup." and four buttons: "Help", "< Back", "Next >", and "Cancel".



Note! If you click **Cancel** now you will have to follow the wizard from step 1 again later. If you complete the wizard it will not open up again later. You will then be able to make changes to the settings in the Settings window.

Finally, you finish the wizard. You will then automatically be logged into the point of sales system. You can select to **Open window for other settings** if you would like to go through the other settings at once.



Note! It is recommended that you select **Open window for other settings**, so that you can go through the remainder of the settings at once. You should at least enter a product for rounding on orders under the **End of day procedure** tab. This product has to be created in the accounting system. Find out more about this under Options, End of day procedure.

Otherwise the start window in the system will be the window for sales registration.

New Version

At regular intervals, Mamut launches updates for Mamut Point of Sale. We recommend that our customers update to the most recent version. When updates have been made available, you will receive information about how to proceed as well as what is new in the program.



Note! It is recommended that updates of Mamut Point of Sale are installed by a distributor.

Requirements for updating

In order to update Mamut Point of Sale, you need:

- Minimum Mamut Business Software version 15.0 (both local program files and database).
- A valid licence for Mamut Point of Sale.

You should make sure that your computer conforms to the current system requirements before installing. This information is available on the Internet: www.mamut.co.uk/system.

Please keep in mind that the update procedure may take some time.

Updating to a new version

In order to update to a new version, you first need to download the update files, run the installation wizard and then run the update wizard.

How to update to a new version

1. Download the update files.
2. Start the installation wizard by double clicking on the file Setup.exe you downloaded.
3. Follow the instructions in the installation wizard until you complete it.
4. Start the update wizard by double clicking on the Mamut Point of Sale icon or the MBSPoS.exe file.
5. Click **Next** to run the wizard.
6. Select your user from the drop-down list and enter your PIN code.
7. Complete the wizard.



The update is complete. You can now start using the program.

Founded in 1994, Mamut (OSE "MAMUT") is a leading European provider of complete, integrated software solutions and internet services for SME's. Mamut offers complete and user-friendly solutions at the best value for money, integrating CRM, sales force, logistics, accounting, e-Commerce, domains, email, web hosting and security. More than 400,000 European customers simplify their daily business with solutions from Mamut. Further information about Mamut and the company's products can be found at www.mamut.co.uk

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A company in

