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## Preparing your current Dos system, for your upcoming Pos Browser install.

It is advisable before proceeding to firstly do a backup and keep this backup in a safe place, if you are going to complete the following steps over many days then please complete a new backup each time before you start to work in the area.

A clean and correct database is **VITAL**, and will save much time and confusion in your upcoming Pos Browser conversion.

It is highly recommended that the time is taken to perform the following tasks prior to your install, this saves valuable installation time which in turn gives you more learning time.

If you have any concerns or questions regarding the following steps please feel free to contact Pos Support at [Support@possolutions.com.au](mailto:Support@possolutions.com.au) or by phone on 03 9532 2733.

We look forward to helping you achieve the best Pos Browser conversion possible.

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# Preparing your Customers

- Highlighting Unused Customers.
- Removing unwanted Customers.
- Making sure your current customer details are correct.

## *Step 1 Highlighting Unused Customers.*

The best way to do this is to look at accounts where there has been no movement in X amount of days, the system can generate a report called 'Non Active accounts'.

*From the main menu:*

*#01 Customers*

*#23 report section*

*#32 Non active accounts*

In there insert a date that is applicable to you, we recommend one year but you may like to look at only using 8 months page down and press 'Y' when the report is displayed press 'P' to print this report.

## *Step 2 Removing unwanted Customers.*

The report generated in step 1 outlines all non active accounts, you now have the opportunity to go through and delete the customers from the system that are no longer required.

*\*\*You may decide to keep many customers that have an outstanding balance on there account if you are trying to recover outstanding moneys\*\**

*From the main menu:*

*#01 Customers*

*#01 Customer Maintenance*

Using the report you generated in step 1 select 'D' for delete, insert the customer code located in the first column of the report press enter make sure it is the correct customer then page down and select details correct 'Y'. This will now completely delete the customer from your system.

**Repeat the above procedure for all customers that you wish to remove from your system.**

## *Step 3 Making sure your current customer details are correct.*

It is very important to make sure that your current customer orders and sequences are correct before conversion.

*From the main menu:*

*#01 Customers*

*#34 Bulk Update answer 'Y' when prompted*

*#15 Check Customer Data*

Make sure attempt to repair is set to 'N' then enter 'Y' next to Proceed.

This report will list all issues with customer standing orders stop starts and sequences press 'P' to print this report. Please take NO notice of the Stat Totals on this report.

Using this report in *example 1d* you will now be able to resolve any issues that may have been outlined on customer accounts.

## Example 1d

Report				
(603)	23			Round Alloc
(906)	BATTIS	Publ	Stop/Start 1 0	
(650)	COLEMA3B	Stat	Total -3.20	
(1054)	CROWE.3Q	Stat	Total -9.90	Sun Seq
(17)	DAVIS	Stat	Total -15.60	
(16)	FINNEN	Stat	Total -4.40	
(1613)	GREIG	Stat	Total -3.20	
(1748)	MACKLI	Stat	Total -9.89	
(1470)	MILLARBM	Stat	Total -7.99	
(393)	MUIR			Stop/Start
(907)	POWER.E0	Publ	Stop/Start 1 0	
(1830)	ROBERTEB	Stat	Total -10.70	
(908)	VICTOR	Publ	Stop/Start 1 0	
No listed 8				

From the main menu:

#01 Customers

#12 Payment and Transaction entry

Clear any information that may be in the code box. Insert the customer account number located in the first column of the report see *example 1d* and press the UP arrow to display the customer.

### USING THE REPORT

When you see the word Round Alloc on the report this means that the customer has standing orders for papers that are not allocated to rounds

**Rectify this by allocating a round to the customer.**

When you see the word Sun Seq on the report this means that the customer has standing orders for papers that are not sequenced correctly on to a Sunday round

**Rectify this by correctly sequencing the customers Sunday papers.**

When you see the word Stop/Start on the report this means that the customer has an incorrect Stop/Start date on there account this could be either an account stop or start that is incorrect or a paper stop or start that is incorrect

**Rectify this by checking the Stop/Start dates and deleting or correctly setting them where applicable.**

#Note After removing and correcting all customers it is advisable to now complete a re-index in your normal manner.

## Preparing your Subagents

- Sequencing subagent Orders and merging duplicate Magazine orders.
- Generating an Order report.
- Removing unwanted Paper Orders.
- Removing unwanted Magazine Orders.

#Note make sure that no one is using anything to do with Subagents before proceeding with any of the steps listed below.

## Step 1 Sequencing subagent Orders and merging duplicate Magazine orders.

From the main menu:

#02 Subagent

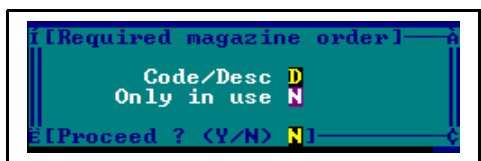
Select the current week

#33 Bulk Update answer 'Y' when prompted

#6 Sort Magazines

On this screen set the options as per *example 1e* then page down and select details correct 'Y', this will sequence your Magazines in to alphabetical order and merge any duplicated orders that subagents may have.

### Example 1e



## Step 2 Generating an Order report.

From the main menu:

#02 Subagent

Select the current week

#11 Print Orders Form

On this screen leave all options as they are then page down and select details correct 'Y', this will display the Orders report press 'P' to print this report.

**This report will be used in conjunction with the following step's 3 and 4.**

## Step 3 Removing unwanted Paper Orders.

From the main menu:

#02 Subagent

Select the current week

#4 Paper Orders and Delivery

Insert the Paper code and press enter, match the correct Paper and press enter.

Taking care to make sure you are working on the correct Subagent remove any order quantities that exist, then page down and select details correct 'Y' this will have removed the standing Paper orders.

**Repeat the above procedure for all Paper orders that you wish to remove from your Subagent system.**

## Step 4 Removing unwanted Magazine Orders.

From the main menu:

#02 Subagent

Select the current week

#6 Daily Orders and Extras

**PRESS THE F3 BUTTON** to change to magazine orders

Insert the Subagent code and press enter, match the correct Subagent and press enter. You will be prompted to select a day just press enter.

On this screen your Magazines will be listed in Numerical then Alphabetical order. You will note that there may be more than one page of Magazines, also that there will be Magazines that have standing orders and some that have no current standing orders see *example 1g*.

Example 1g

SUBAGENT STANDING ORDER Magazine											
Code TOP		Name TOP TOWN		Magazine page 1				Week Ending 21/03/04			
Date Saturday		20/03/04		Next →				[Enter to continue]			
Code	Order	Extra	Recv	Code	Order	Extra	Recv	Code	Order	Extra	Recv
4X4TRAD	2			HOMEBA	2			PICTPR	10		
AUSTLA	10			HOUSGAR	2			PLAYBOYU			
AUSTMO				INSIOU				PLAYAUS	3		
AUSTMOT	2			INSPBA				POST	2		
AUSTWO	20			JUSTMOT	8			RALP	5		
BETHOM	2			LIUERID	5			RUGBLE 1			
CLEO	3			NEWIDEA	7		7	SEXT	4		
COSMOPO	3			NEWJEEK				SHE			
DANCTR				NEWWOMA	3			SMASHIT	2		
DEALWHE	2			PENTAUS	3		3	STREMAC	6		
DOLLY	2			PENTICO 1	3			TAKES	6		6
DOLLYSPE				PENTLET	3			THATS	12		12
FAMICIR	1			PENTLIM	3			TRADPO	5		
FHM				PENTPL	5		5	TRADPO 4	6		6
FHM AU	10			PENTUSA				TRADPO 1	5		5
GIRLPEN2	4			PEOP	10		10	TUWEEK	3		3
HAIRTH				PICTHOM	3			UNIQCA	4		
HOME				PICT	20		20	WHATON			

[F3 - Paper] [F6 - Scheduled Magazines]

Select the page by pressing enter then use the F4 DELETE option to remove any unwanted Magazines then page down and select details correct Y this will now have removed the standing order. (If there are multiple pages of Magazine orders you will need to repeat the above procedure for each page of orders per Subagent)

**Repeat the above procedure for all Magazine orders that you wish to remove from your Subagent system.**

#Note After removing and correcting all subagents repeat step 1 and it is advisable to then complete a re-index in the normal manner.

## Preparing your Stock System

- Delete old Stock Prior to a date.
- Making sure Stock is in the correct Department.
- Merging Duplicate Stock Items.
- Repairing Stock Magazine links.

The procedures relating to stock are best performed after hours when there is no one using the system, please make sure a backup is performed prior to starting any of the steps below.

## Step 1 Delete old Stock Prior to a date

From the main menu:

#15 Stock system

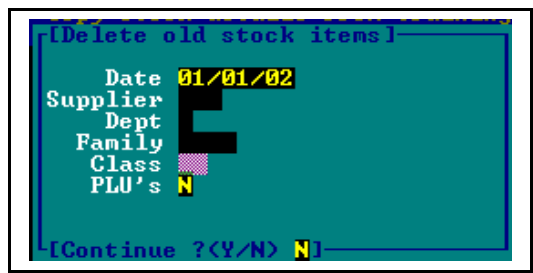
#32 Bulk Update Section insert 'Y' when prompted

#35 Next Page

#4 Delete old items Prior to a date

You can specify your own date, however we suggest that you remove anything prior to a 2 year period that has not had any stock received history.

The option for PLU's please set this to 'N' page down and select details correct 'Y'.



At the end of this procedure it is important that you complete a full re-index in your normal manner.

## Step 2 Making sure Stock is in the correct Department.

Over time many Newsagents find that stock is located in the incorrect sales Department. If you find after running the reports below that your data is in very good shape and just needs some minor adjustments, then it may be easier for you to change the affected stock items in stock maintenance. Alternatively follow all the steps below to correctly set your stock.

From the main menu:

#15 Stock system

#28 Enquiry/Report section

#20 Stock Report

On this screen ONLY insert the department and then page down and select details correct

This report can be viewed or printed at your decision by pressing 'P'

#Note it is advisable to do EVERY DEPARTMENT from A-Z and a-z.

Using this report view the stock items that are located in this department, if you find that there are incorrect stock items in the department then take note of the supplier the stock is associated too, is this supplier supposed to be in this department?

If not then follow the steps outlined below to move stock from **ONE** Department to another.

## Bulk Update

From the main menu:

#15 Stock system

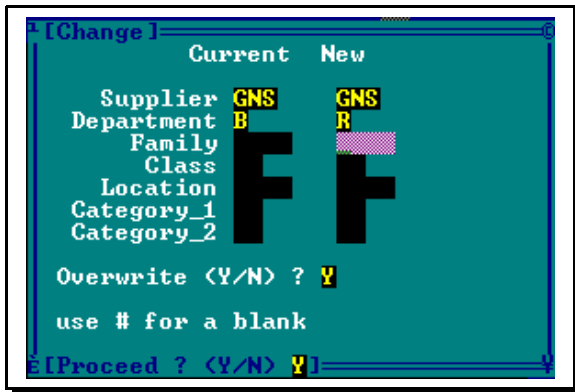
#32 Bulk Update Section insert 'Y' when prompted

#9 Change Department, Family, Class

There are 2 sections of this Bulk Update you will only be using BOTH sections.

Example 1i: If you found Stationary from GNS located in department B for books that should be in another department say R, and you also have Stationary from GNS in the department S for Stationary department that you do not wish to affect. You would insert under the Current heading column on the Supplier GNS and under the Department B then under the NEW heading column on the Supplier GNS and under the Department R the correct department R see *example 1i* then page down and select details correct 'Y'.

### Example 1i



#Note repeat Bulk Update Two as many times as required rectifying this situation.

#Note After removing and correcting all stock it is advisable to now complete a re-index in your normal manner.

## Step 3 Merging Duplicate Stock Items.

This section will allow you to merge stock items in to one and keep the stock items history and details, we recommend that all Magazine stock items are merged to create one unique stock item for each magazine.

From the main menu:

#15 Stock system

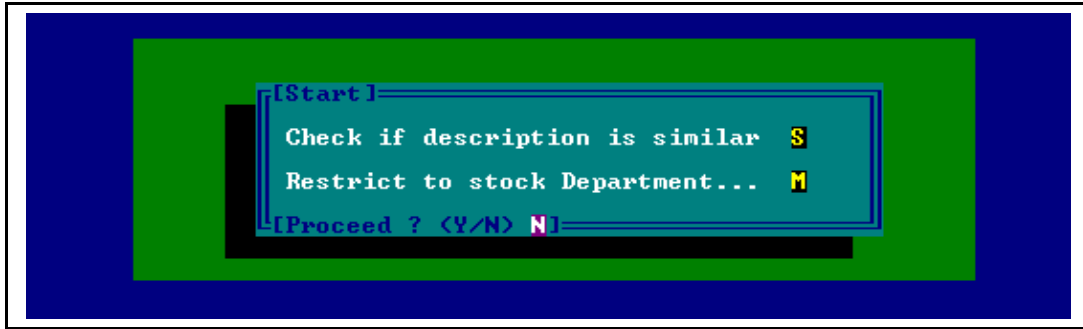
#31 Duplicate stock section

#1 Start (on this screen select 'Y' to start the process.)

## #2 Automatic Calculation

Screen *example 1j* indicates the need to set the 2 options Check if the description is similar, answer 'S' for similar, Restrict to Stock Department set this to 'M' for Magazines then page down and select details correct 'Y'. This will then create a report that will list all the duplicate stock items, which have same barcode\supplier code or have a similar description in the title. You will need to print this report as it will be used in the steps outlined below.

### Example 1j



The report printed will display 2 stock items together and at the left hand side corner of each double has a line number which relates to those 2 items.

It is advisable to go through the report and highlight each double that you do **NOT** wish to merge. Keep in mind that the bottom item of the double will merge into the top item keeping all the top item's details such as price, supplier code, etc.

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MAINTENANCE IS THE MOST IMPORTANT STEP IN MERGING DUPLICATE STOCK ITEMS. ALWAYS MAKE SURE YOU GO THROUGH THIS STEP CAREFULLY.

## #4 Maintenance

Press 'D' for delete and insert the line number which refers to the double you wish to remove from the merging list. Delete the entries that you do not wish to merge that you have highlighted in the report. All the items that you haven't removed via deleting will be merged.

---

WE STRONGLY SUGGEST THAT YOU MAKE A BACKUP AND RUN THE MERGE ON THE MASTER COMPUTER WHEN YOUR STORE IS CLOSED.

## #6 Merge

On this screen answer 'Y'

This will merge all the doubles together, keeping both items history and placing it on the top item.

After the Merge is completed you will be required to complete a full re-index .



#Note If you have more than 2 copies of a particular item then this procedure will need to be repeated.

### Step 4 Repairing Stock Magazine links.

From the main menu:

#15 Stock system

#32 Bulk Update section insert 'Y' when prompted

#19 Check and Repair Stock/Mag Links

You will need to set the option to 'Y' as per example 1k then page down and select details correct 'Y'.

#### Example 1k



#Note if an error report appears at the end of running this procedure, REPEAT the above steps till the repair returns to the Bulk Update menu.

## Preparing your Creditors

- Producing a list of Creditors to delete.
- Checking stock prior to deleting creditors.
- Moving stock from one Creditor to another and deleting stock.
- Deleting Creditors

Please note the steps below must be followed in order.

### Step 1 Producing a list of Creditors to delete

From the main menu:

#3 Creditors (Suppliers)

#1 Creditor Maintenance

At the bottom of the screen press 'P' for print, this will produce a report that lists all your creditors. Once on the screen press 'P' for print again and it will print to your A4 printer. Scan thru this report and highlight all creditors that you wish to delete.

## *Step 2 Checking stock prior to deleting creditors.*

You will be using the report you created in step 1, to find if there are any stock items associated to the creditors you wish to delete.

*From the main menu:*

*#15 Stock system*

*#28 Enquiry/Report section*

*#20 Stock Report*

On this screen ONLY insert the code of the creditor and then page down and select details correct 'Y'. Repeat the above procedure to check if there are any stock items associated to any Creditors that you wish to delete.

# Note if a report is generated of ANY stock items associated to the Creditor you will need to complete the next step 3 before deleting any Creditors. If there are NO stock items associated to the creditor you wish to delete then continue to step 4.

## *Step 3 Moving stock from one Creditor to another and deleting stock.*

Because a stock item can NOT legally exist in the system with no supplier or supplier code you must move the existing stock from one supplier to another supplier. If you wish to keep the stock item in your system, you need to move the stock to a supplier that you are going to keep for example:

You currently have stock from the Creditor ROA this stock is also supplied by GNS you are going to delete the ROA Creditor, this will leave the ROA supplier code in your system on the stock item with NO Creditor. This will cause errors on the stock in stock maintenance to overcome this;

*From the main menu:*

*#15 Stock system*

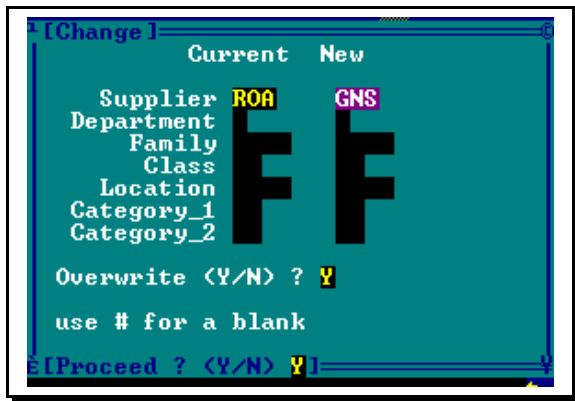
*#32 Bulk Update Section insert 'Y' when prompted*

*#9 Change Department, Family, Class*

There are 2 sections of this Bulk Update you will be using BOTH sections. In the Current column insert the Creditor the stock is currently associated too for this example ROA, and in the New column insert the Creditor you are going to move the stock too for this example GNS see *example 11*. Then page down and select details correct 'Y'.

**Repeat the above procedure for any Creditor who has stock you wish to keep.**

**Example 11**



If you wish to delete the stock completely from your system that is associated to the Creditor you are going to remove then follow these steps.

*From the main menu:*

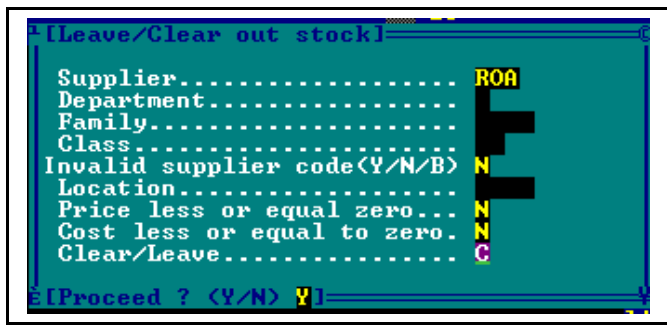
*#15 Stock system*

*#32 Bulk Update Section insert 'Y' when prompted*

*#13 Leave or clear out stock*

In there insert the Creditor whose stock you wish to delete and page down details correct 'Y' as per example 1m

**Example 1m**



**Step 4 Deleting Creditors**

*From the main menu:*

*#3 Creditors (Suppliers)*

*#1 Creditor Maintenance*

At the bottom of the screen press 'D' for Delete insert the Creditor code then press enter if you are prompted that the Creditor has an active Balance press enter then page down and press 'Y' to delete the Creditor. *Repeat the above procedure for all Creditors you wish to delete.*

#Note after deleting all Creditors it is advisable to now complete a re-index in your normal manner.

**Preparing your papers**

- Removing unwanted papers.
- Checking paper details

- Linking Master Newspapers to Stock items.
- Correctly setting Special offers

### *Step 1 Removing unwanted papers.*

*From the main menu:*

*#3 Updating System Section*

*#2 Paper Maintenance*

At the bottom of the screen press 'P' for print, this will produce a report that lists all your papers. When the report appears on the screen press 'P' for print again and it will print to your A4 printer.

Using this report you can now remove any unwanted papers.

In Paper Maintenance press 'D' for delete and insert the paper code press enter then page down details correct 'Y'.

#Note if any message appears notifying you that the paper has customer deliveries, then please continue with the following the steps.

*From the main menu:*

*#1 Customers*

*#34 Bulk Update Section answer 'Y' when prompted*

*#35 Next Page*

*#20 Clear invalid publication orders*

Please note the details on this screen of the bulk update

On this screen Page down details correct Y

### *Step 2 Checking paper details*

*From the main menu:*

*#3 Updating System Section*

*#2 Paper Maintenance*

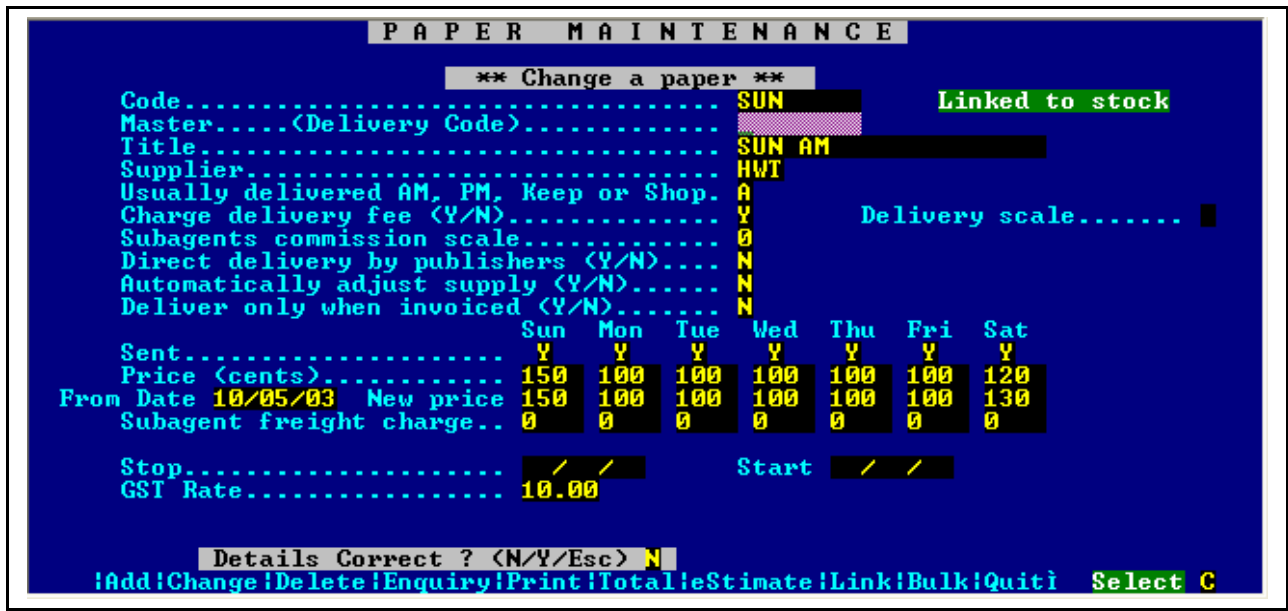
At the bottom of the screen press 'C' for change and press enter.

You will be using the List you produced in step #1 Insert the paper code of the first paper and press enter.

Things to check are:

- ✓ The correct Supplier
- ✓ The correct day of delivery is selected
- ✓ The correct upcoming stop start dates (*where applicable*)

Make changes where required and then page down and save the changes.



### step 3 Linking Master Newspapers to Stock items.

Following on from step 2 when you page down and save the changes you made/checked in step 2, you should be prompted with the Link paper to stock screen.

You must insert a barcode for the paper on all days it is delivered see *example 1a*.

If the paper does not have a barcode you will need to make a UNIQUE one. It will need to be 13 numbers in length for example: 9800000000001 and then increment the last number of the barcode each time you need to make one.

#### Example 1a

Barcodes		
Sunday	9771038342011	<6140> HERALD-SUN
Monday	9771038343216	<7564> HERALD-SUN - MONDAY
Tuesday	9771038343223	<7561> HERALD-SUN - TUESDAY
Wednesday	9771038343230	<7526> HERALD-SUN - WEDNESDAY
Thursday	9771038343247	<7556> HERALD-SUN - THURSDAY
Friday	9771038343254	<11624> HERALD-SUN - FRIDAY
Saturday	9771038343261	<5916> HERALD-SUN - SATURDAY

If there was no barcode on a particular day then it normally means there was no stock item for this paper. In this case a screen will appear when you try to save the new barcode details see *example 1b*.

You will need to make sure the Family is correct normally 2500 and the Sales Department is the same as your Newspaper department. Set all other details accordingly and save these details.

#### Example 1b

(New Stock Item)

Family **2500**  
 Class **HW**  
 GST **10.00**  
 Sales department **M**  
 Supply frequency **N**  
 Return style **F**  
 Less margin % **25.00**

[Details correct ? <Y/N> **N**]

# Note if a barcode is not inserted in each Master paper on the correct day of delivery then it will not be imported into the Pos Browser.

# Note If there is no link the orders will not be inserted into the customers after conversion. You do not need to link special offers.

### Step 4 Correctly setting Special offers

From the main menu:

#3 Updating System Section

#2 Paper Maintenance

At the bottom of the screen press 'C' for change and press enter.

You will be using the List you produced in step #1 Insert the Special Offer paper code and press enter.

Things to check are:

- Make sure all branch papers have a link to the Master Paper, see *example 1c*
- Also you need to check the details outlined in Step 2

#### Example 1c

```

PAPER MAINTENANCE
** Change a paper **
Code.....A52
Master.....(Delivery Code).....AGE
Title.....AGE 7 DAYS 52 WEEKS
Supplier.....SYM
Usually delivered AM, PM, Keep or Shop. A
```

#Note After removing and correcting all papers it is advisable to now complete a re-index in your normal manner.