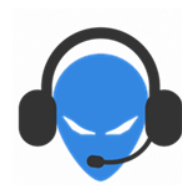




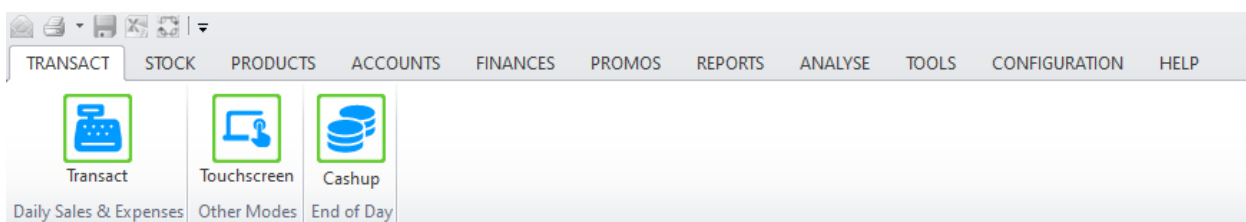
Technology From another World

ALIEN WARP[∞] HELP FILES



TRANSACTION MENU_transact

TRANSACTION MENU



Transactions in this menu can include rental transactions, multi-payment method transactions, service transactions and lay-buy transactions.

Transaction Menu Abbreviations

Disc% - Discount Percentage

OH - On Hand

Qty - Quantity

Pic - Picture

Ser# - Service

Client Cat - Client Category

Internet Connection Icon

Alien WARP is a live system; however, it can operate on a local database during no internet connection times to continue with business management tasks and transactions until the internet connection is active again automatically update transactions from the local database, and perform version updates and archiving tasks to configure new data with your network profile.

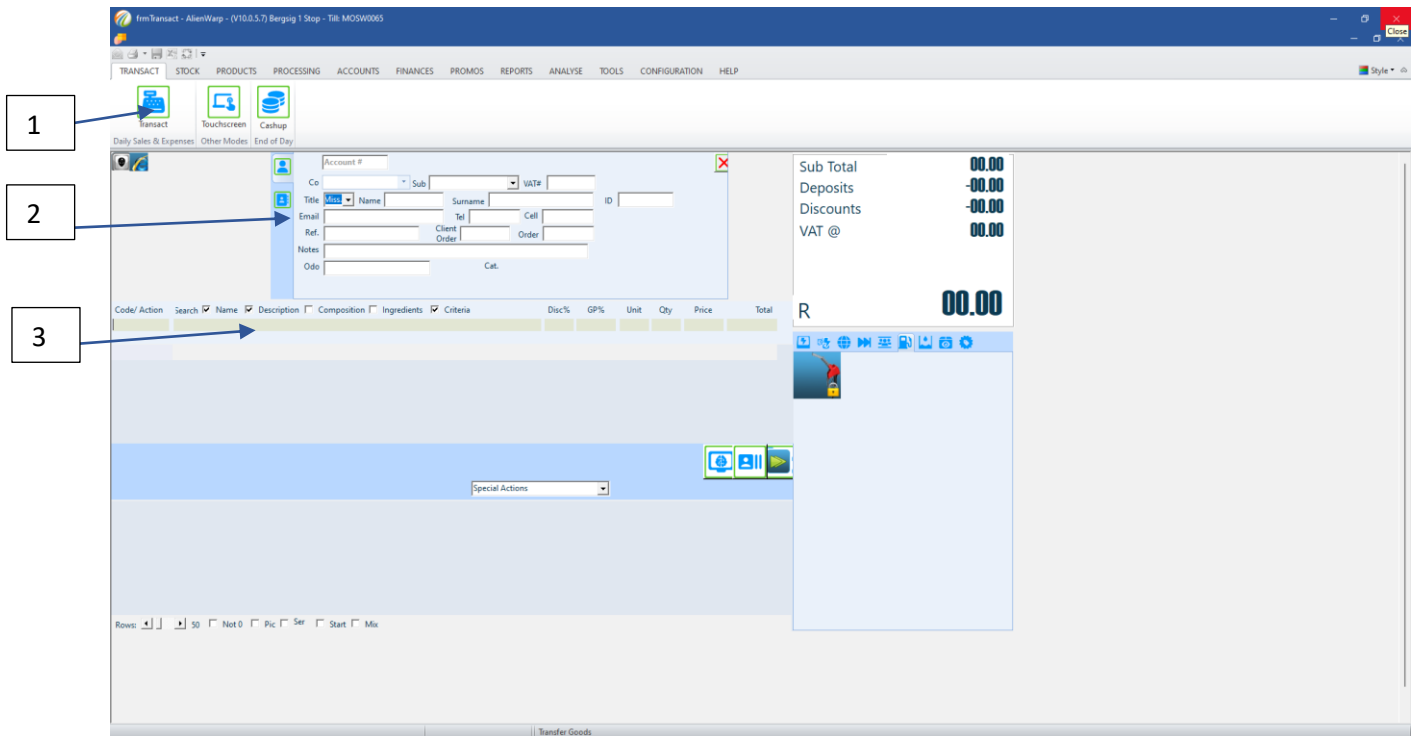


Transact module

- **Daily Sales & Expenses**
- **Other Modes**
- **End of Day**

How to process a Cash Sale and capture a new Customer's contact details

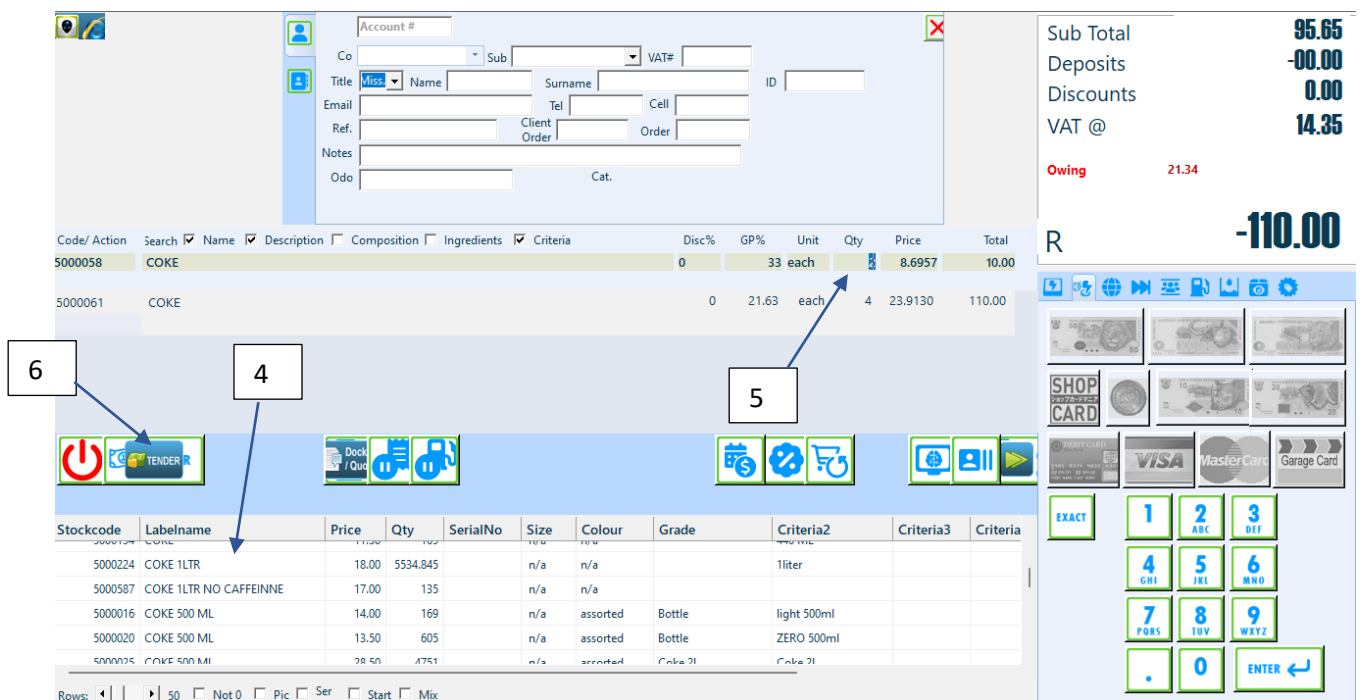
1.) Open the Alien Software and click on the Transact button situated on the menu bar.



2.) Adding a new customer to your database – simply type in the customer’s Title, Name, Surname, Cell phone number, and Email address into the respective fields.

Click on the address action icon button to enter the delivery address where the purchased goods need to be delivered.

3.) If there is no barcode scanner, search by entering the first few letters of the product description and pressing enter.



- 4.) Enter the starting letters of the series of the stock item or stock range, choose the correct item and press enter.
- 5.) Enter the quantity and press Enter again.
- 6.) Once you have completed the adding process, press F4 or click on the Tender action icon button.

Date: 2024/06/28 12:41:15

Cash

Promos/ Deposits 0.00

Vouchers 0.00

E-Payments 0.00

Owing

R 110.00

- 7.) Enter the amount of cash tendered into the “Cash” block and press Enter.

Admin (Support) Select Printer

Stockcode	Labelname	Price	Qty	SerialNo	Size	Colour	Grade	Criteria2	Criteria3	Criteria
5000224	COKE 1LTR	18.00	5534.845		n/a	n/a		1liter		
5000587	COKE 1LTR NO CAFFEINNE	17.00	135		n/a	n/a				
5000016	COKE 500 ML	14.00	169		n/a	assorted	Bottle	light 500ml		

- 8.) Ensure the salesperson’s name is chosen correctly from the drop-down menu.
- 9.) Select your printer option e.g. Do not print, Print to PDF, Receipt printer etc.
- 10.) Click on the “Complete Tender” action button.
- 11.) If the tendered amount is more than the balance owing, the amount for change will reflect when you click on “Complete Tender”.

Account #

Co Sub VAT#

Title Miss Name Surname ID

Email Tel Cell

Ref. Client Order

Notes Odo Cat.

11

Date: 2024/06/28 12:54:31

Cash 130.00

Promos/ Deposits 0.00

Vouchers

E-Payments

Change

R -9.00

SHOP CARD

VISA MasterCard Garage Card

EXACT

1 2 3

4 5 6

7 8 9

. 0 ENTER

Code/ Action Search Name Description Composition Ingredients Criteria Disc GP% Unit Qty Price Total

Code/ Action	Search	Name	Description	Composition	Ingredients	Criteria	Disc	GP%	Unit	Qty	Price	Total
5000624		CAPPY BURST ORANGE	COKE				0	13.50	each	2	4.3478	10.00
5000577		COCA-COLA TIN	400ml				0	23.03	each	6	10.8696	75.00
16500053		SASKO BROWN BREAD					0	23.89	each	2	18.0000	36.00

Admin (Support) Print to Receipt Printer

Stockcode	Labelname	Price	Qty	SerialNo	Size	Colour	Grade	Criteria2	Criteria3	Criteria4	Criteria5
16500178	1/2 BREAD	9.00	454		n/a	n/a		Home Made Bread			
16500053	SASKO BROWN BREAD	18.00	1430		n/a	assorted				0	
18500128	SLICE OF BREAD	3.50	182		n/a	n/a					

Rows: 50 Not 0 Pic Ser Start Mix

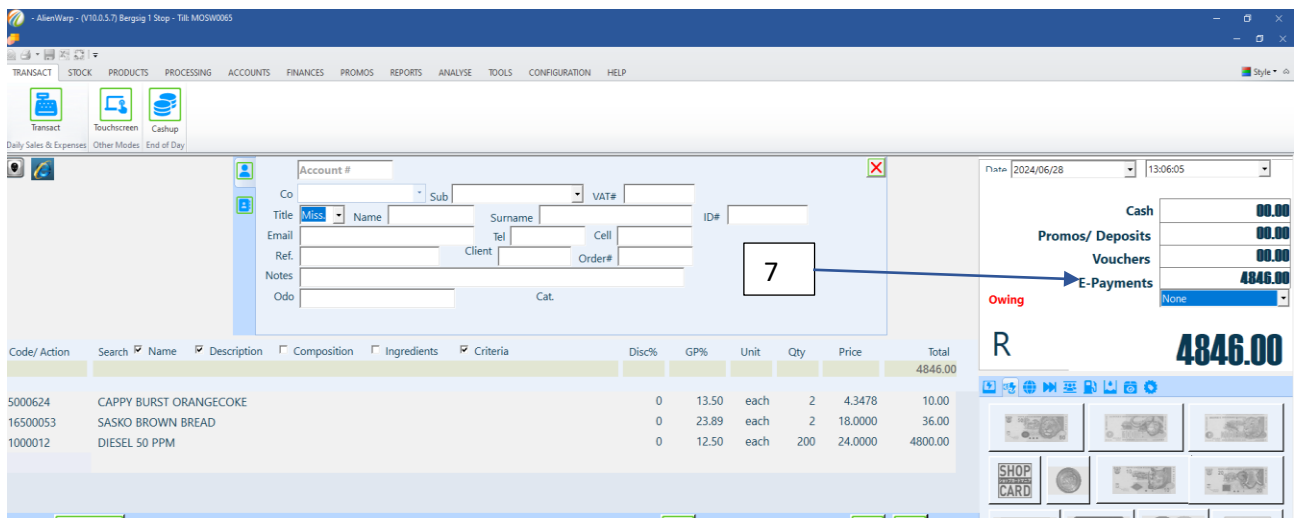
USEFUL TIPS:

- If you need to see the last transaction or reprint the last receipt, click on the “Special Actions” drop-down menu and select “Reprint last Receipt/Quote”.
- F12 Shortcut (last 10 sales) - view previous invoices/sales. Why is this useful – you can identify the appropriate Invoice number from an earlier date for reprinting (select the “Special Actions” drop-down menu, select “Reprint Receipt/Quote” and enter the appropriate Document/Invoice number).

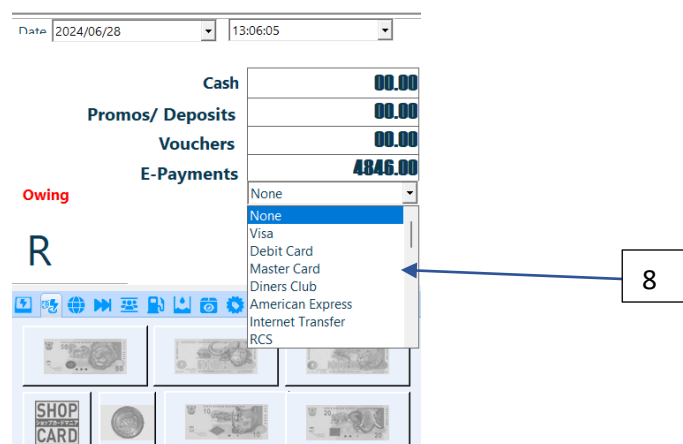
How to Process a Credit Card Sale

Follow the same process as for a cash sale up steps nr (1-6)

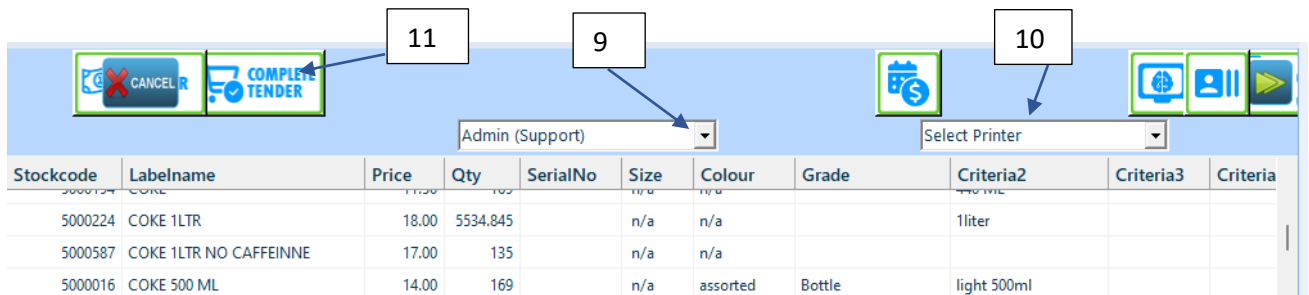
7) Press Enter twice – the cursor will be in the E-Payments block ie. Credit, Visa, Debit card and Shopcard.



8) Press enter again and a list of available card / E-payment options will be displayed. Then select the one you want to use.



Now follow same procedure as for cash transaction.



- 9) Ensure the Sales Person's name is chosen correctly from the drop-down menu.
- 10) Select your printer option e.g. Do not print, Print to PDF, Receipt printer etc.
- 11) Press "Complete Tender" button.

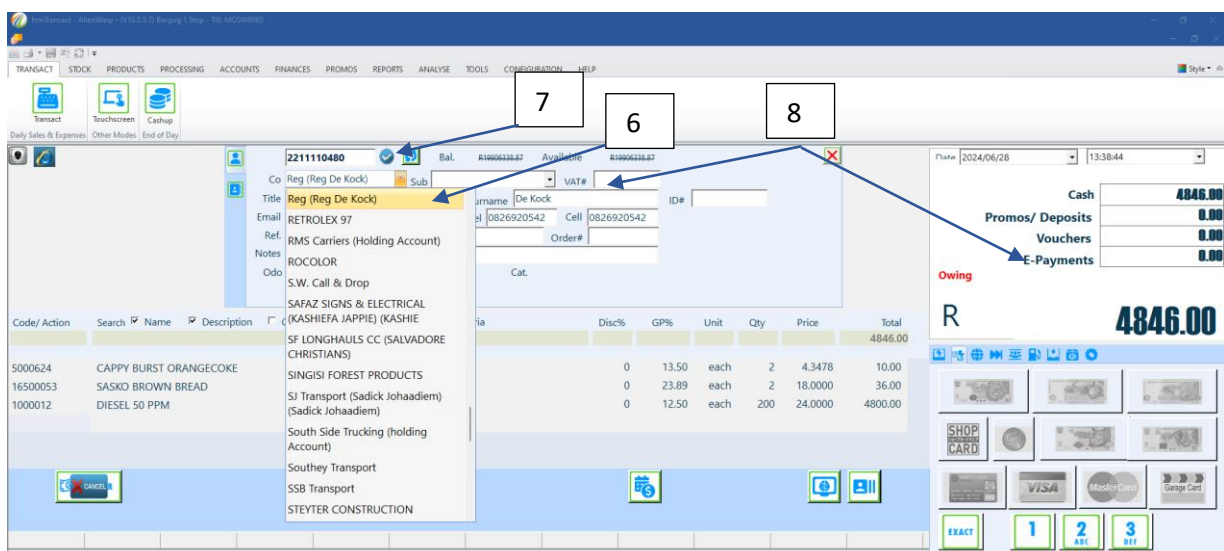
USEFUL TIPS:

- If you need to see the last transaction or reprint the last receipt, click on the "Special Actions" drop down menu and select "Reprint last Receipt/Quote".
- F12 Shortcut (last 10 sales) - view previous invoices/sales. Why is this useful – you can identify the appropriate Invoice number from an earlier date for reprinting (select "Special Actions" drop down menu, select "Reprint Receipt/Quote" and enter the appropriate Doc/Invoice number).

How to Process an Account Sale.

Follow process for cash or card sale steps (1-6)

- 7) Then enter the account number or search for the account on the "Company Drop down" tab



- 8) Once selected, the details of the account will be displayed and the sale can be done the same way as a cash or card transaction up to Item "E-Payments" list.
- 9) From the e-payment drop down, select "Shop Card"

Date: 2024/06/28 00:00:00

Cash	00.00
Promos/ Deposits	00.00
Vouchers	00.00
E-Payments	4846.00

Owing

R

None

Internet Transfer

RCS

Buy Aid

Koopkrug

Other

Shop Card

Garage

Fleetcard

9

Continue with the next steps as per cash or card sales.

12

10

11

Admin (Support)

Select Printer

Stockcode	Labelname	Price	Qty	SerialNo	Size	Colour	Grade	Criteria2	Criteria3	Criteria
5000224	COKE 1LTR	18.00	5534.845		n/a	n/a		1liter		
5000587	COKE 1LTR NO CAFFEINNE	17.00	135		n/a	n/a				
5000016	COKE 500 ML	14.00	169		n/a	assorted	Bottle	light 500ml		

10) Ensure the Sales Person's name is chosen correctly from the drop-down menu.

11) Select your printer option e.g. Do not print, Print to PDF, Receipt printer etc

12) Press "Complete Tender" button.

USEFUL TIPS:

- If you need to see the last transaction or reprint the last receipt, click on the "Special Actions" drop down menu and select "Reprint last Receipt/Quote".
- F12 Shortcut (last 10 sales) - view previous invoices/sales. Why is this useful – you can identify the appropriate Invoice number from an earlier date for reprinting (select "Special Actions" drop down menu, select "Reprint Receipt/Quote" and enter the appropriate Doc/Invoice number).

How to Process a Discount on a Sale

There are 3 ways to give a Discount.

- 1) Percentage Line Discount (per item only): - Select the item you wish to discount. - Type in the % discount you wish to give (Admin password may be required. Click the Tender button and complete the sale.

Odo

Cat.

Code/ Action	Search <input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Composition	<input type="checkbox"/> Ingredients	<input checked="" type="checkbox"/> Criteria	Disc%	GP%	Unit	Qty	Price	Total
2000033	DIESEL 50 PPM					0	40.91	each	1	22.0000	22.00

1

1

- 2) Price value including VAT (per item only): Select the item you wish to discount. - Insert the new price (which includes VAT) into the Price block (not the Total block) and ADD an "i" after the value e.g. "10i" Click the "Tender" button and complete the sale.

Odo

Cat.

Code/ Action	Search <input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Composition	<input type="checkbox"/> Ingredients	<input checked="" type="checkbox"/> Criteria	Disc%	GP%	Unit	Qty	Price	Total
2000033	DIESEL 50 PPM					0	40.91	each	1	22.0000	22.00

2

2

- 3) Bulk discount on total invoice (ie includes VAT) - Once all items have been added to the sale, click the "Discount" button - Type the discount percentage into the % block and click Enter. Then Click the "Tender" button and complete the sale.

<

3

USEFUL TIPS:

- The Cancel button will stop the Tender process ie you can add more items to the current sale list etc.
- The Quit button will cancel the current sale in its entirety ie all sale items will have to be rung up again.

How to Split Payment Methods on a Single Invoice

Use the same process as in cash/ card / account transaction up to item (7)

- 7) Then enter the amount of cash tendered into the "Cash" window and press Enter.

Date: 2024/07/01 12:53:00

Cash	170.00
Promos/ Deposits	0.00
Vouchers	
E-Payments	0.00

Owing

P 100.00

7

- 8) Now press enter until you get to E-payments to charge the balance. Select the specific Card or the Shop card. If the balance is to be put onto an account, first search for the account nr or name, then complete sale.

Date: 2024/07/01 12:53:00

Cash	170.00
Promos/ Deposits	0.00
Vouchers	0.00
E-Payments	100.00

Owing

P

8

None

None

Visa

Debit Card

Master Card

Diners Club

American Express

Internet Transfer

RCS

- 9) Ensure the Sales Person's name is chosen correctly from the drop-down menu.

11

9

10

CANCEL

COMPLETE TENDER

Admin (Support)

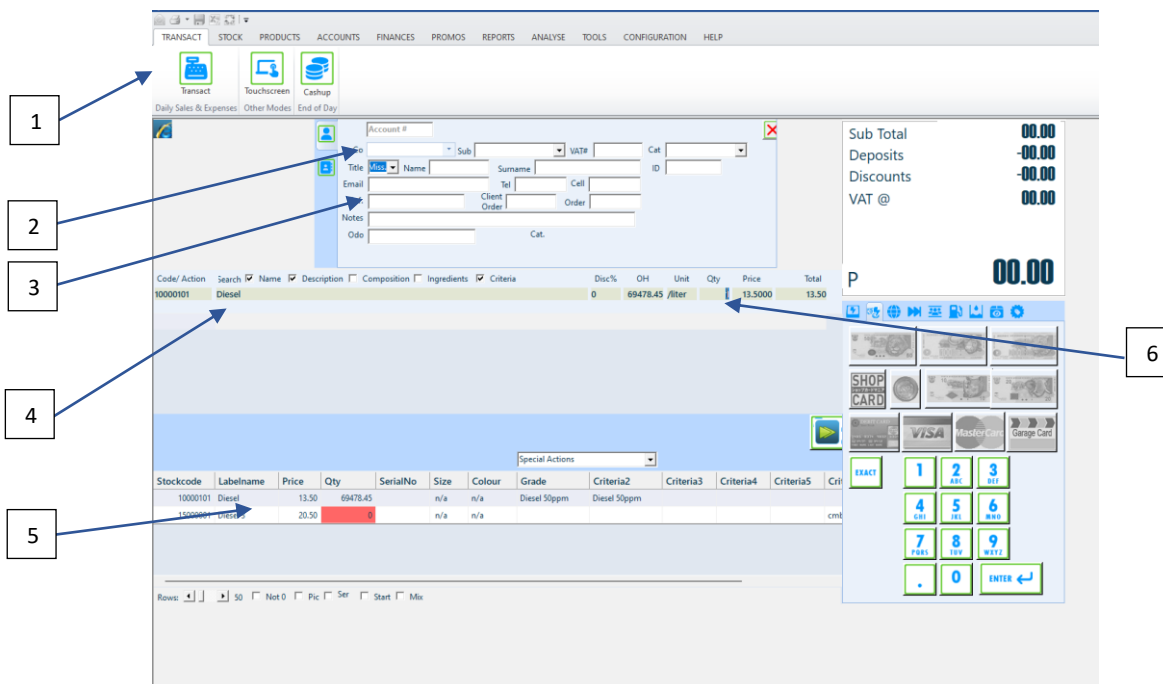
Select Printer

Stockcode	Labelname	Price	Qty	SerialNo	Size	Colour	Grade	Criteria2	Criteria3	Criteria
5000224	COKE 1LTR	18.00	5534.845		n/a	n/a		1liter		
5000587	COKE 1LTR NO CAFFEINNE	17.00	135		n/a	n/a				
5000016	COKE 500 ML	14.00	169		n/a	assorted	Bottle	light 500ml		

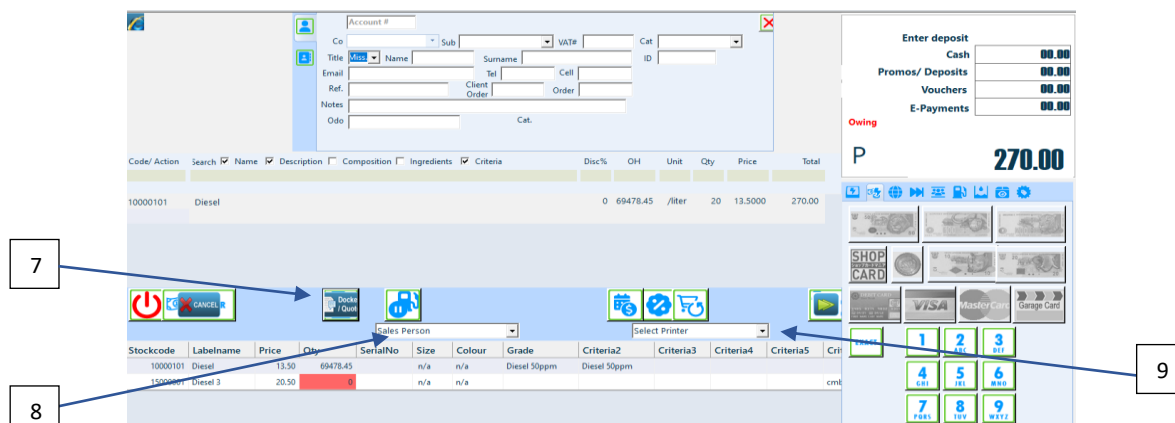
- 10) Select printer and
- 11) Complete tender

How to Process a Quotation

- 1) Open the Alien Software and click on the Transact button situated on the menu bar.
- 2) If the quotation is for an Existing Customer already on your database, then type the first letters of their name in the Name block and press Enter.
 - a. Search and click on the appropriate name and press Enter.
- 3) If the quote is for a New Customer – simply type in the new Customer's Title, Name, Surname, Cell phone and Email address into the respective field.
- 4) Search for the product you want to quote on, and;
- 5) select from the full list available,
- 6) Enter quantity and enter.



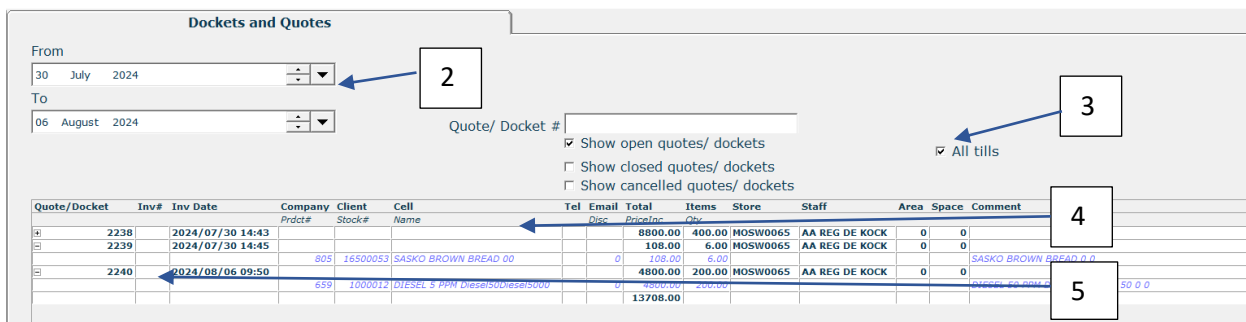
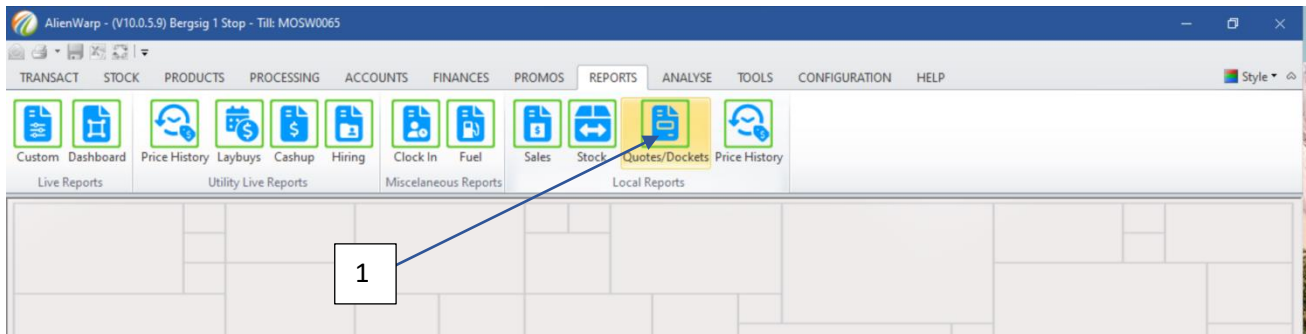
- 7) Click on the Quote/Docket button.



- 8) Ensure that the correct staff name is reflected.
- 9) Select print option and click the "Print Button" to complete the quotation.

How to tender an accepted quotation:

To find the original quotation you need to retrieve it from the stored local reports. Click on the **Reports module button** and **“Quote/Docket” under Local reports**.



- 1) Click the Quotes / Dockets button in the Local Reports group under the Reports module.
- 2) Select a date range for when the quotation was originally processed.
- 3) Ensure that Open Quotes and All Tills blocks are ticked then press the run button.
- 4) A list of all open quotations will be displayed as confirmation.
- 5) Remember the quote number you want to finalize **and return to the Transact Module**.
- 6) In the transact screen select “Load Quote / Docket” from the special actions dropdown.
- 7) Select the store from which the Quote originated on the list on the next screen.

Account # []

Co [] s [] VAT# []

Title **Miss.** Name [] Surname []

Email [] Tel [] Cell []

Ref. [] Client Order# [] Our Order# []

Notes []

Odo []

Code/ Action Search ☒ Name ☒ Description ☐ Composition ☐ Ingredients ☒ Criteria Disc%

7 **Select Store**

MOSW -Bersig Service Station

MOSS -Mosh Belville

6 **Load Quote/ Docket**

- 8) A text box will be displayed where you type in the Quote number you memorized in the “Reports” screen – See (5) above. Then press enter on the keyboard.

MOSW -Bersig Service Station Quote# [] 8 **Load Quote/ Docket**

- 9) The quote will be loaded in the transact screen with all details of the quote. You now only need to tender or cancel the quotation.

TRANSACTION STOCK PRODUCTS ACCOUNTS FINANCES PROMOS REPORTS ANALYSE TOOLS CONFIGURATION HELP

2000011011 Bal. P-77031.00 Available P-67031.00

Co Alden Sub VAT# [] Cat Agent

Title Mr. Name AJ Surname Moll ID []

Email [] Tel [] Cell 083

Ref. [] Client [] Order []

Notes []

Odo []

Code/ Action Search ☒ Name ☒ Description ☐ Composition ☐ Ingredients ☒ Criteria Disc% OH Unit Qty Price Total

10000101 Diesel 50PPM 0.146434.00 /liter 10 13.5000 135.00

9 **TENDER**

Sub Total **135.00**

Deposits **-00.00**

Discounts **0.00**

VAT @ **0.00**

Owing **-135.00**

SHOP CARD

VISA MasterCard Garage Card

How to tender a return:

- 10) You cannot return goods without an invoice number, select the return goods in the special actions dropdown.
- 11) Enter the invoice number with the goods you would like to return in full or specific line items by selecting all or specific line items.
- 12) Select done to return to the transaction screen then select tender to finalize the transaction.

Qty	Disc	Price	Vat	Total	Cash	vchr	Ivchr	Card	C/Type
1	0	438.60	61.40	500.00	0.00	0.00	0.00	500.00	Internet Transfer
				500.00					

How to Park a Sale

- 12.) Open the Alien Software and click on the Transact button situated on the menu bar.

1. Transact button in the menu bar.

2. Customer information form fields: Title, Name, Surname, Email, Ref, Notes, Odo.

3. Special Actions dropdown menu.

- 13.) Adding a new customer to your database – simply type in the customer's Title, Name, Surname, Cell phone number and Email address into the respective fields.
- 14.) If there is no bar code scanner, search by entering the first few letters of the product description and press Enter.

Account # [] Co [] Sub [] VAT# []

Title Miss Name [] Surname [] ID []

Email [] Tel [] Cell []

Ref. [] Client Order [] Order []

Notes [] Odo [] Cat. []

Code/ Action	Search	Name	Description	Composition	Ingredients	Criteria	Disc%	GP%	Unit	Qty	Price	Total
5000058		COKE					0		33 each	8.6957	10.00	
5000061		COKE					0	21.63	each	4	23.9130	110.00

Stockcode	Labelname	Price	Qty	SerialNo	Size	Colour	Grade	Criteria2	Criteria3	Criteria
5000124	COKE	11.50	100	5534845	n/a	n/a		1liter		
5000224	COKE 1LTR	18.00	5534845		n/a	n/a				
5000587	COKE 1LTR NO CAFFEINNE	17.00	135		n/a	n/a				
5000016	COKE 500 ML	14.00	169		n/a	assorted	Bottle	light 500ml		
5000020	COKE 500 ML	13.50	605		n/a	assorted	Bottle	ZERO 500ml		
5000035	COKE 500 ML	28.50	4751		n/a	assorted	Coke 2l	Coke 2l		

Rows: 1 50 Not 0 Pic Ser Start Mix

Sub Total 95.65
Deposits -00.00
Discounts 0.00
VAT @ 14.35
Owing 21.34
R -110.00

Buttons: TENDER, Dock, F4, F5, F6, F7, F8, F9, F10, F11, F12, VISA, MasterCard, Garage Card, EXACT, 1-9, 0, ENTER

15.)The entire range of stock with those letters will appear. Now choose the correct item and press enter

16.)Enter the quantity and press Enter again.

17.)Once you have completed the adding process press F4 or click or the Tender button.

18.)If at this point you wish to Park the sale, simply click the Park button.

Park Password

PIN []

Buttons: 1-9, 0, ENTER

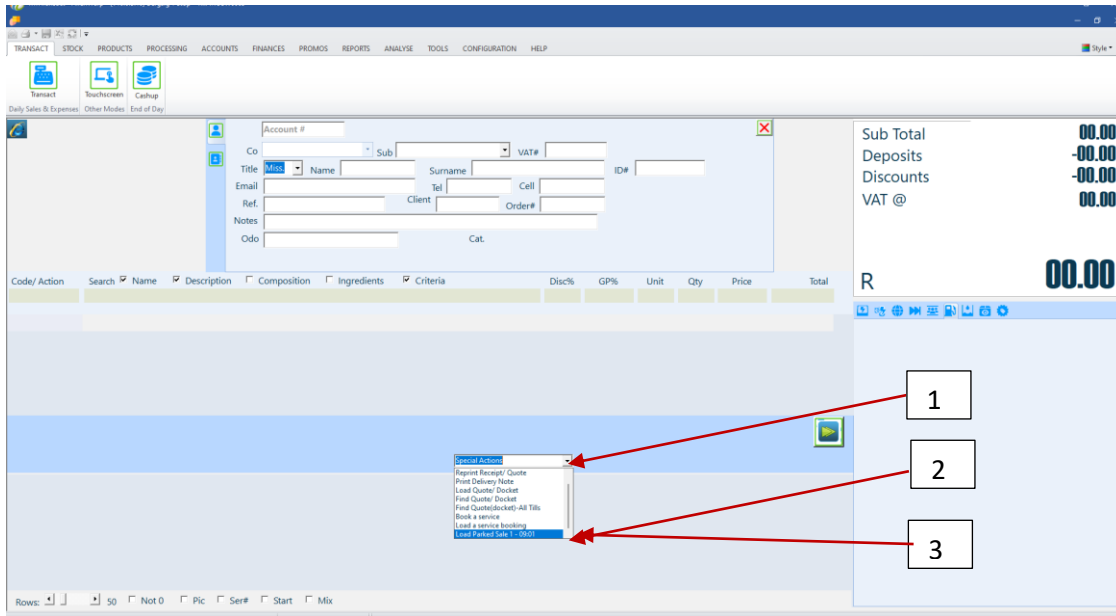
19.)A PIN popup block will appear for you to type in a unique, numeric 4 digit key. This key This key prevents the table being accessed accidentally and will be needed to retrieve the Sale at a later stage, so make it easy to remember e.g.

- First parked sale for Cashier 1 - PIN = 1001
- Second parked sale for Cashier 1 - PIN = 1002
- First parked sale for Cashier 2 – PIN = 2001

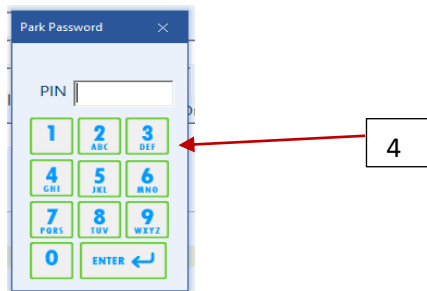
20.)Press the Enter button and you will be returned to a clean transact screen, thereby enabling you to process your next Sale.

To recall the Sale

- 1.) Click on the Special Actions drop down menu.
- 2.) Scroll to the bottom, where the Parked sale number will reflect.



- 3.) Click on the Sale and Press the Enter button.
- 4.) A block will appear. Enter the same unique key and press Enter.



5.) The sale will appear and will be ready for Tendering.

Customer Form:

Account # [] Co [] Sub [] VAT# [] ID# []

Title [Miss] Name [] Surname []

Email [] Tel [] Cell []

Ref. [] Client Order [] Order []

Notes []

Odo [] Cat. []

Summary Panel:

Sub Total 95.65

Deposits -00.00

Discounts 0.00

VAT @ 14.35

Owing 21.34

R -110.00

Product List:

Code/ Action	Search	Name	Description	Composition	Ingredients	Criteria	Disc%	GP%	Unit	Qty	Price	Total
5000058		COKE					0		33 each	8.6957	10.00	
5000061		COKE					0	21.63	each	4	23.9130	110.00

Toolbar: [TENDER] [Docket/Quote] [Print] [Fax] [Email] [Web] [Barcode] [Calculator] [Help]

Stockcode | Labelname | Price | Qty | SerialNo | Size | Colour | Grade | Criteria2 | Criteria3 | Criteria

5000224	COKE 1LTR	18.00	5534.845		n/a	n/a		1liter		
5000587	COKE 1LTR NO CAFFEINE	17.00	135		n/a	n/a				
5000016	COKE 500 ML	14.00	169		n/a	assorted	Bottle	light 500ml		
5000020	COKE 500 ML	13.50	605		n/a	assorted	Bottle	ZERO 500ml		
5000035	COKE 500 ML	28.50	1751		n/a	assorted	Coke 2l	Coke 2l		

Rows: 50 [] Not 0 [] Pic [] Ser [] Start [] Mix []

Please ensure that the Sales Persons name is chosen correctly from the drop-down menu
 Select your printer options e.g. print to PDF, receipt printer etc
 Press "Complete Tender"

How to Process a Return

21.) Open the Alien Software and click on the Transact button situated on the menu bar.

22.) Click on the "Special Actions" drop down menu and choose "Return Goods".

Menu Bar: TRANSACTIONS STOCK PRODUCTS PROCESSING ACCOUNTS FINANCES PROMOS REPORTS ANALYSE TOOLS CONFIGURATION HELP

Customer Form:

Account # [] Co [] Sub [] VAT# [] ID# []

Title [Miss] Name [] Surname []

Email [] Tel [] Cell []

Ref. [] Client Order [] Order# []

Notes []

Odo [] Cat. []

Summary Panel:

Sub Total 00.00

Deposits -00.00

Discounts -00.00

R 00.00

Special Actions Dropdown:

- Reprint Last Receipt/ Quote
- Reprint Receipt/ Quote
- Print Delivery Note
- Load Quote/ Docket
- Find Quote/ Docket
- Find Quote(docket)-All Tills
- Book a service
- Load a service booking

23.) Enter the invoice number of the item being returned and click Enter.

24.) Click on the item(s) that need to be returned.

25.) Click the RETURN SELECT button or RETURN ALL button.

Return Goods

Doc#

3

4

5

6

26.) The client details of the return transaction will be displayed.

27.) Tender / complete the transaction

Return Goods

Doc#

6

7

7.1) Client wants to exchange goods.

7.1.1 Scan or search for the new item and quantity.

7.1.2 Click "Tender" and process new sale as per usual (the returned goods value will be deducted from the new Tender value).

7.2 Client wants cash back

7.2.1 Click on Tender.

7.2.2 In the Cash block, type in the value you will return.

7.2.3 Click Enter.

Date

2024/07/08

12:29:18

Cash	1000.00
Promos/ Deposits	0.00
Vouchers	
E-Payments	

Change

P

-230.00

7.1
++++++.