ALIEN WARP∞ HELP FILES

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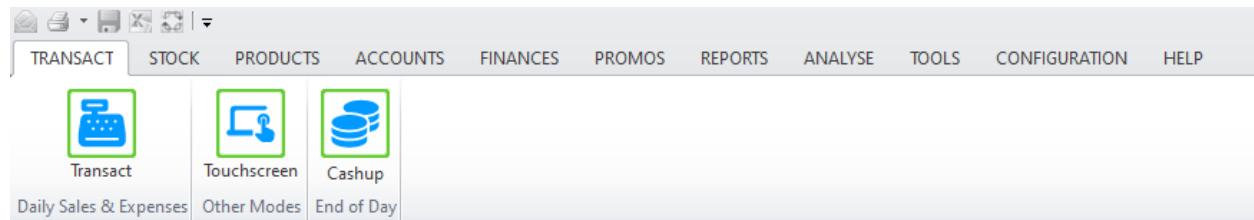
Transactions in this menu can include rental transactions, multi-payment method transactions, service transactions and lay-buy transactions.

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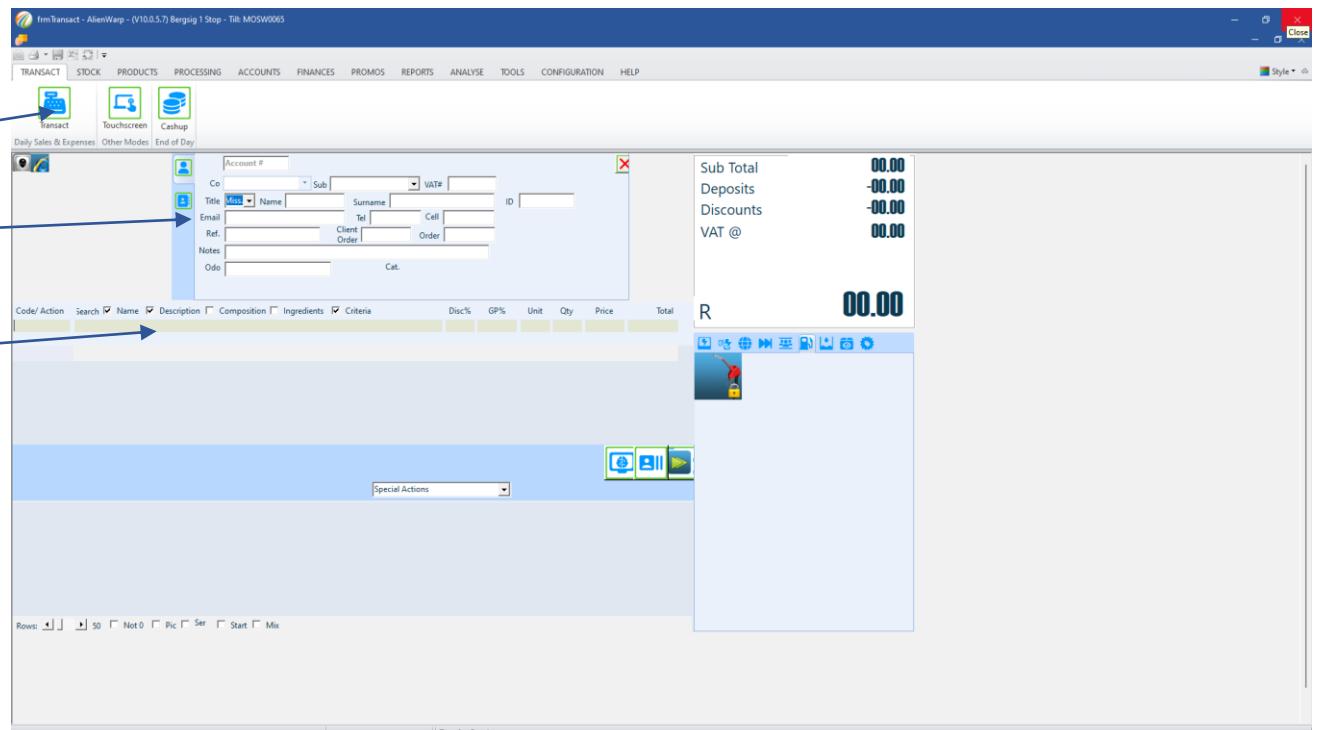
2.) Adding a new customer to your database – simply type in the customer's Title, Name, Surname, Cell phone number, and Email address into the respective fields.

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.
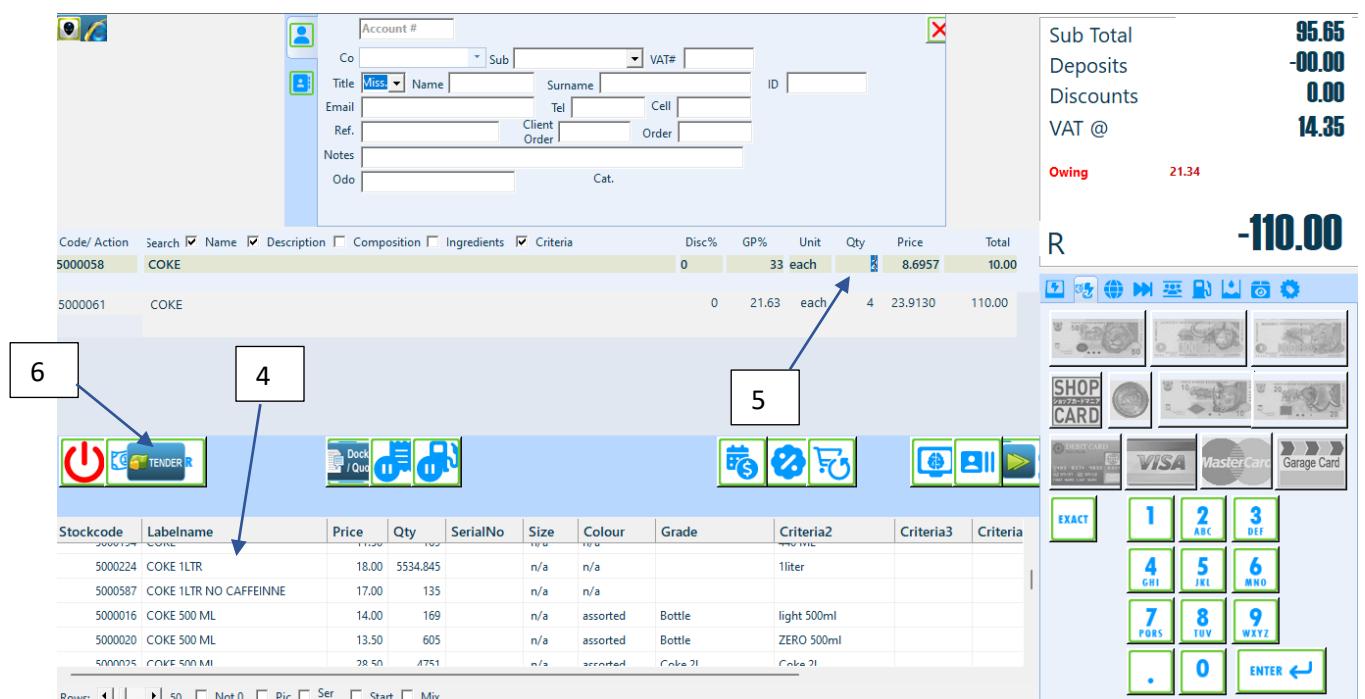
4.) Enter the starting letters of the series of the stock item or stock range, choose the correct item and press enter.

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.

7.) Enter the amount of cash tendered into the "Cash" block and press Enter.

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".


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.
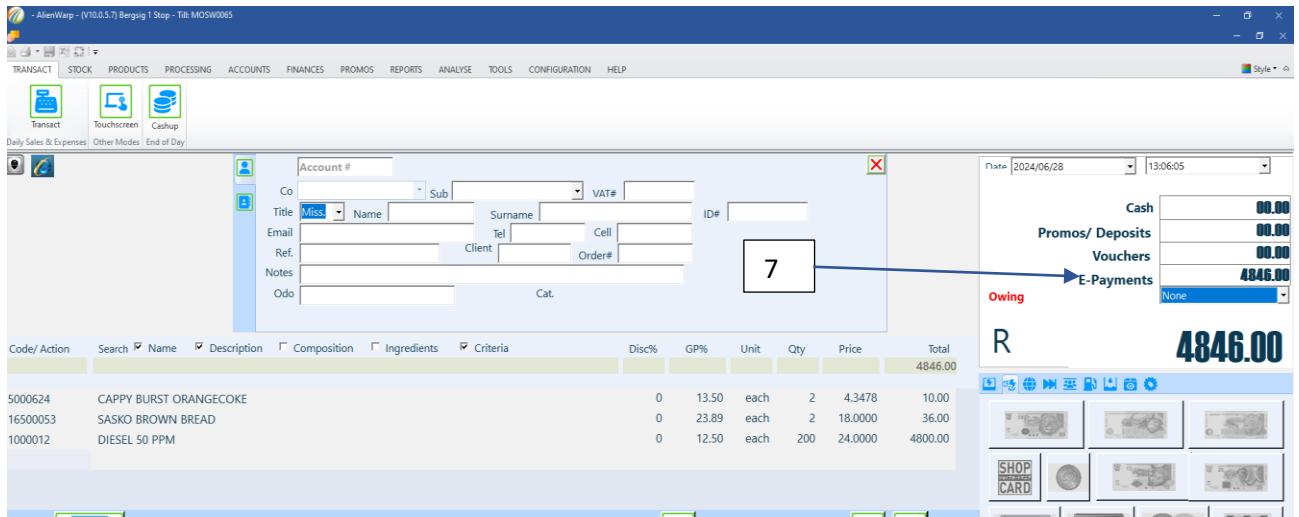
8) Press enter again and a list of available card / E-payment options will be displayed. Then select the one you want to use.
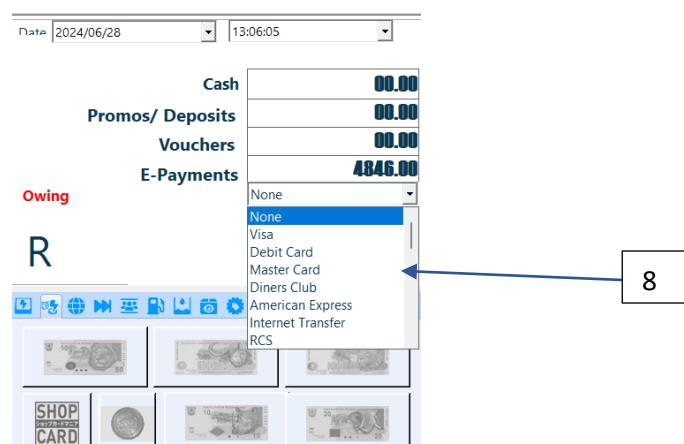
Now follow same procedure as for cash transaction.
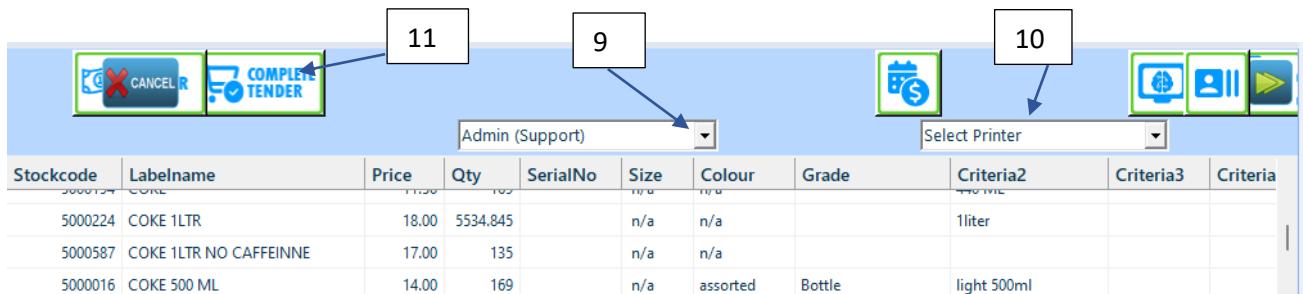
9) Ensure the Sales Person's name is chosen correctly from the drop-down menu.

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
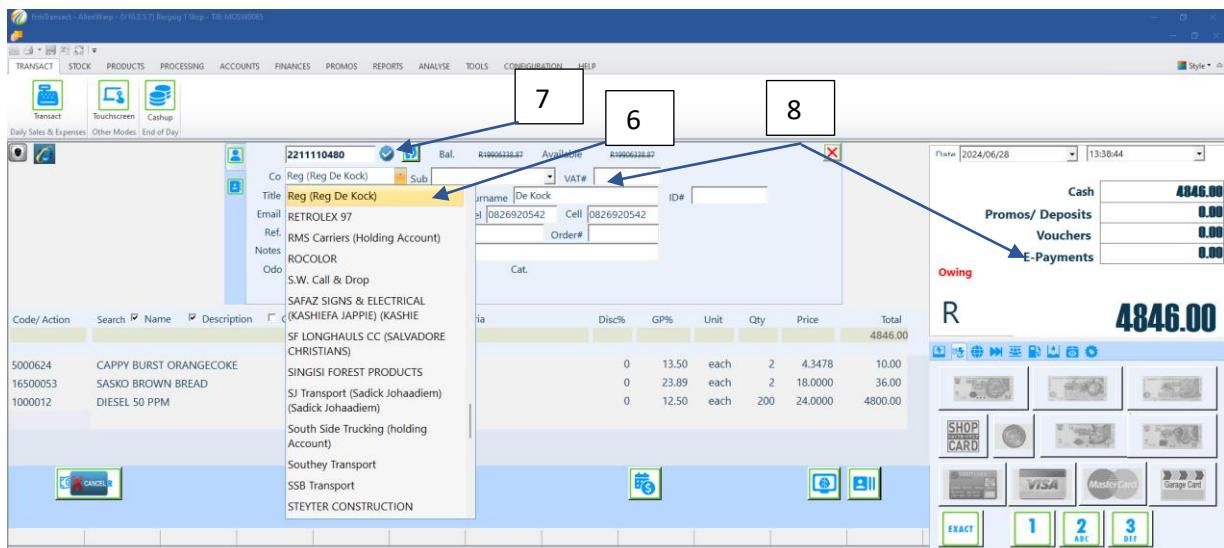
8) Once selected, the details of the account will be displayed and the sale can be done the same way as a cash or card transaction up to Item "E-Payments" list.

9) From the e-payment drop down, select "Shop Card'
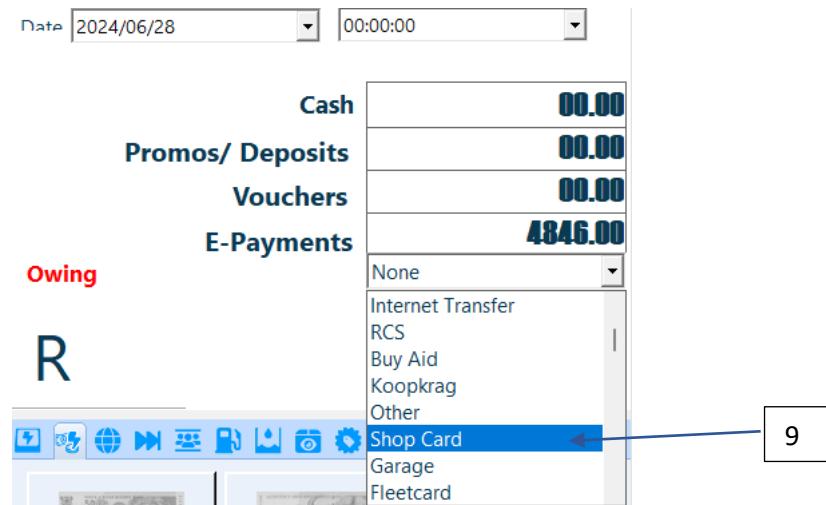
Continue with the next steps as per cash or card sales.
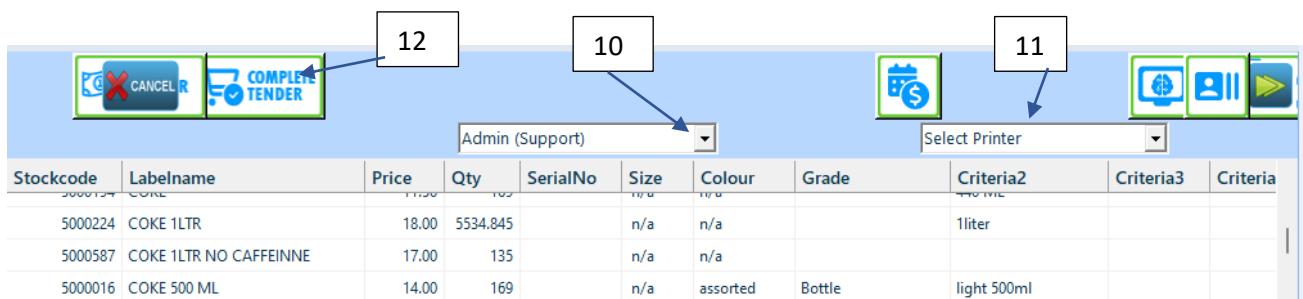
10) Ensure the Sales Person's name is chosen correctly from the drop-down menu.
11) Select your printer option e.g. Do not print, Print to PDF, Receipt printer etc
12) Press "Complete Tender" button.

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.

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.

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.

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.

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.

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

| 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.
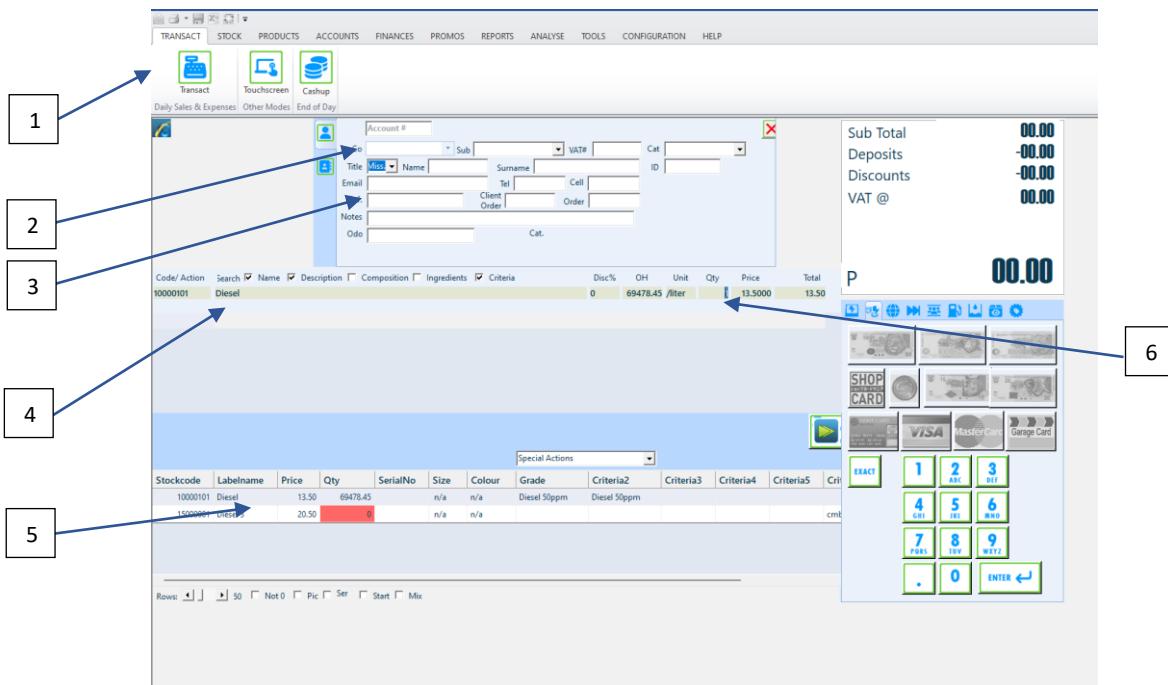
7) Click on the Quote/Docket button.
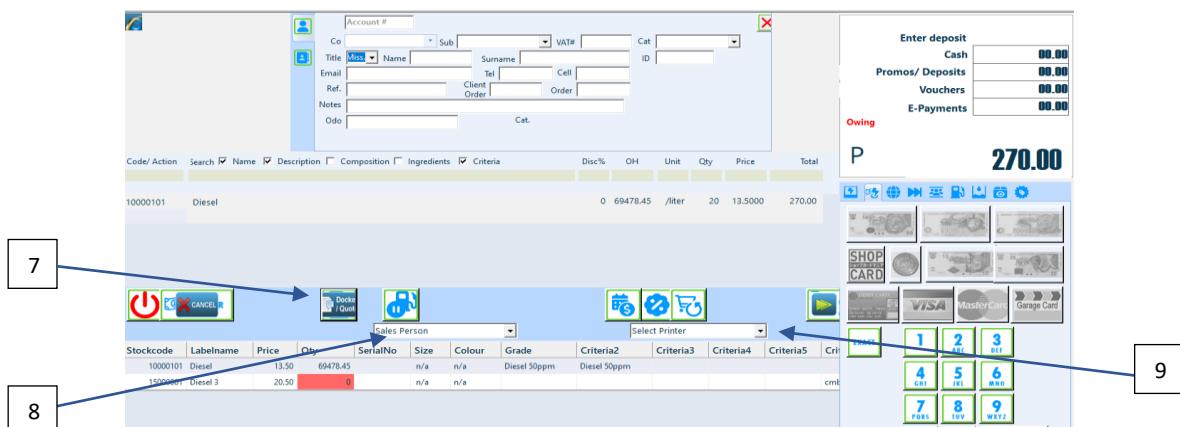
8) Ensure that the correct staff name is reflected.
9) Select print option and click the "Print Button" to complete the quotation.

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.**
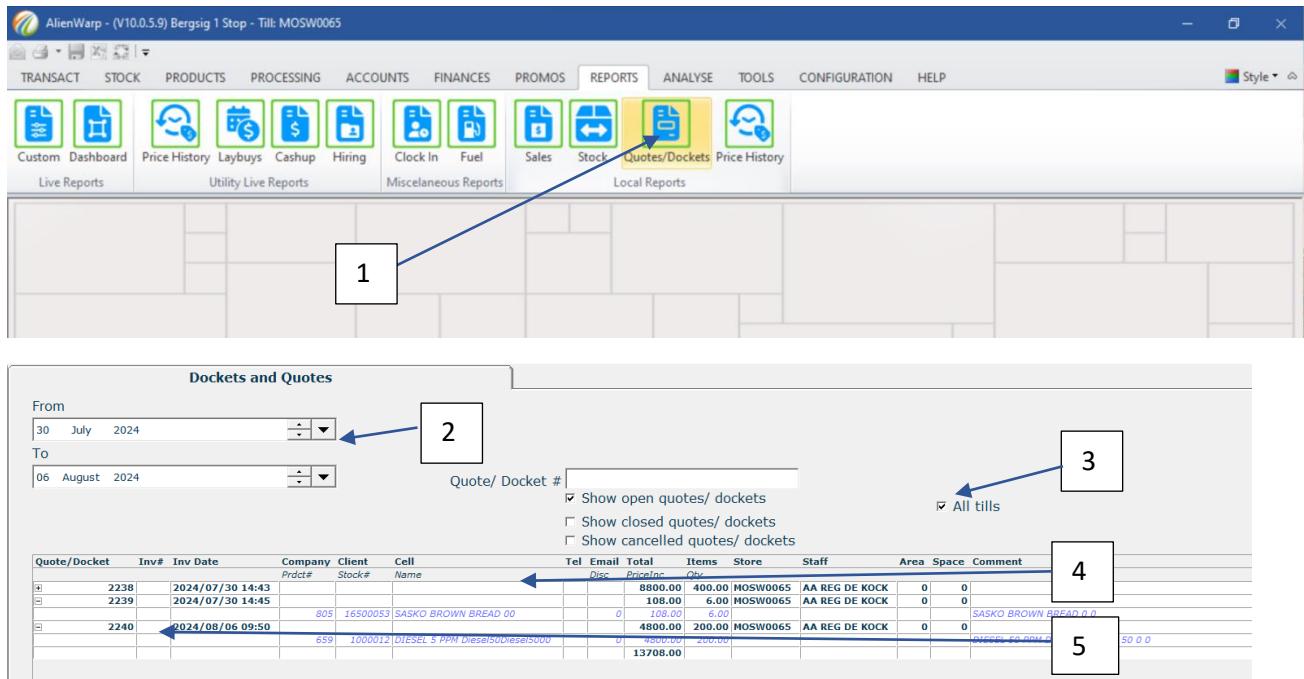
1) Click the Quotes / Dockets button in the Local Reports group under the Reports module.
2) Select a date range for when the quotation was originally processed.
3) Ensure that Open Quotes and All Tills blocks are ticked then press the run button.
4) A list of all open quotations will be displayed as 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.

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.

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.

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.

How to Park a Sale

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

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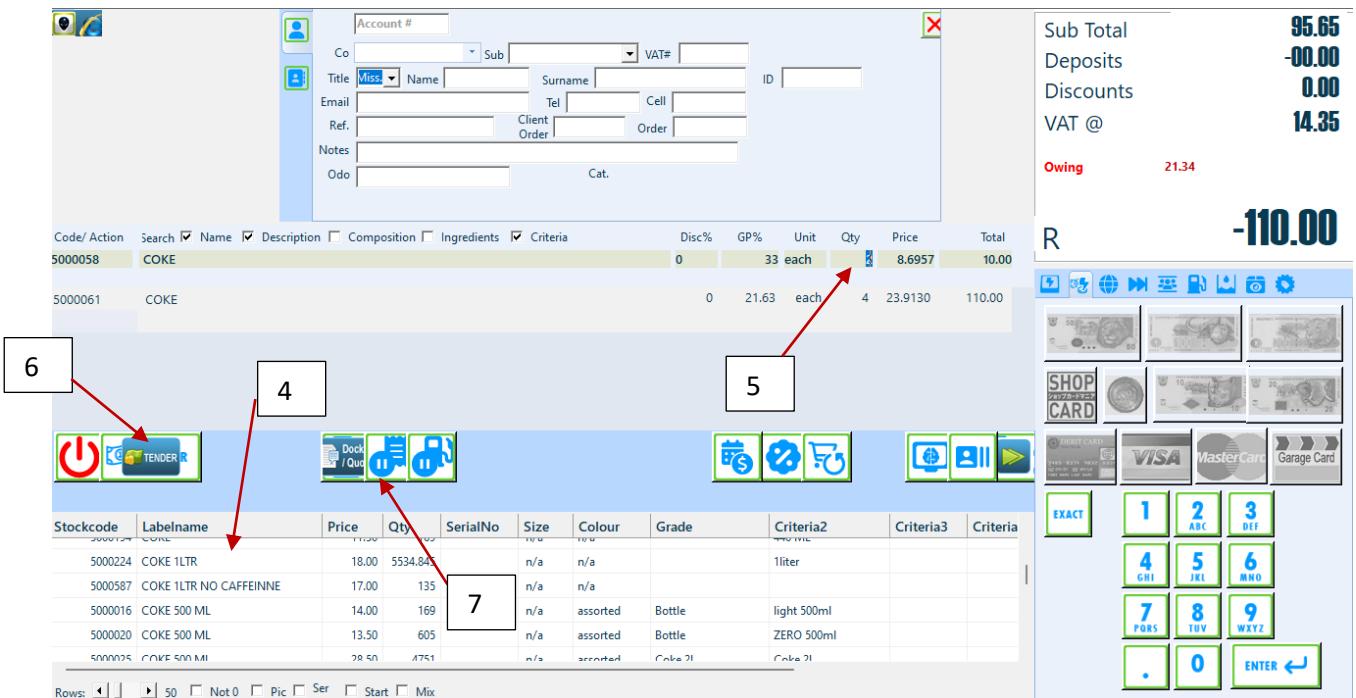
15.) The entire range of stock with those letters will appear. Now choose the correct item and press enter

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.
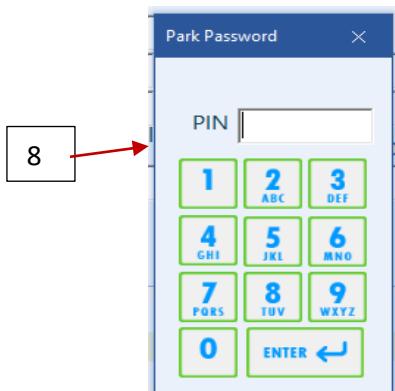

19.) A PIN popup block will appear for you to type in a unique, numeric 4 digit key. This key This key prevents the table being accessed accidently and will be needed to retrieve the Sale at a later stage, so make it easy to remember e.g.

    a.   First parked sale for Cashier 1 - PIN = *1001*

    b.   Second parked sale for Cashier 1 - PIN = *1002*

   c.   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.
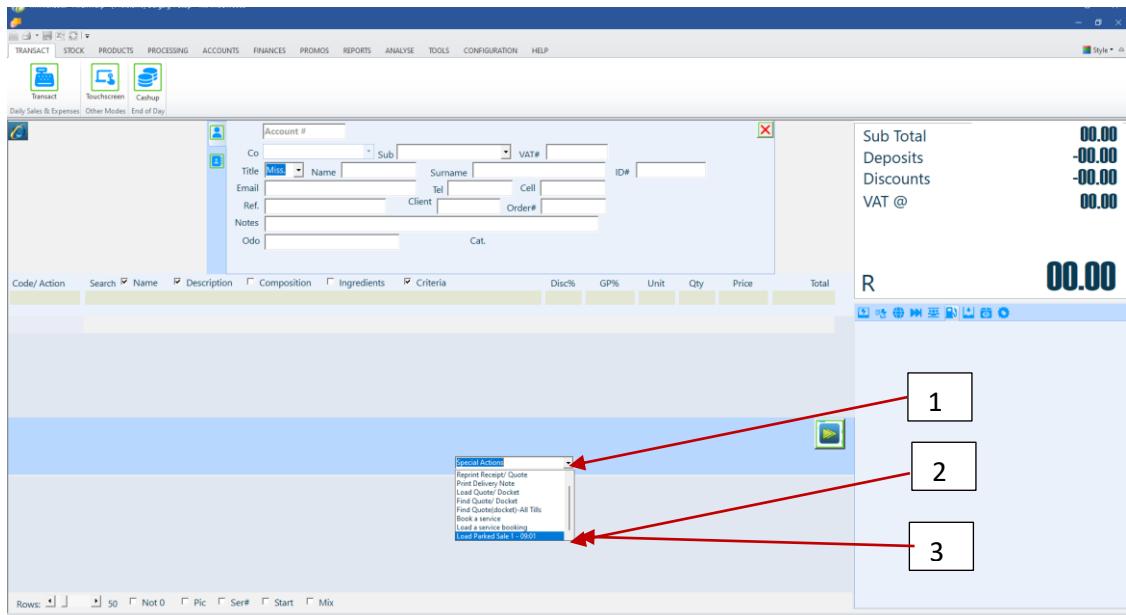
3.) Click on the Sale and Press the Enter button.
4.) A block will appear. Enter the same unique key and press Enter.
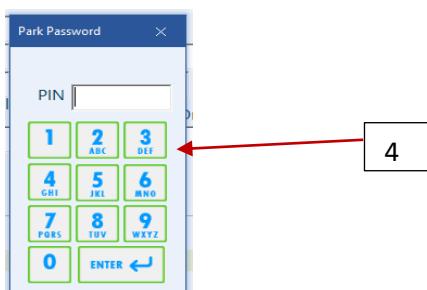
5.) The sale will appear and will be ready for Tendering.
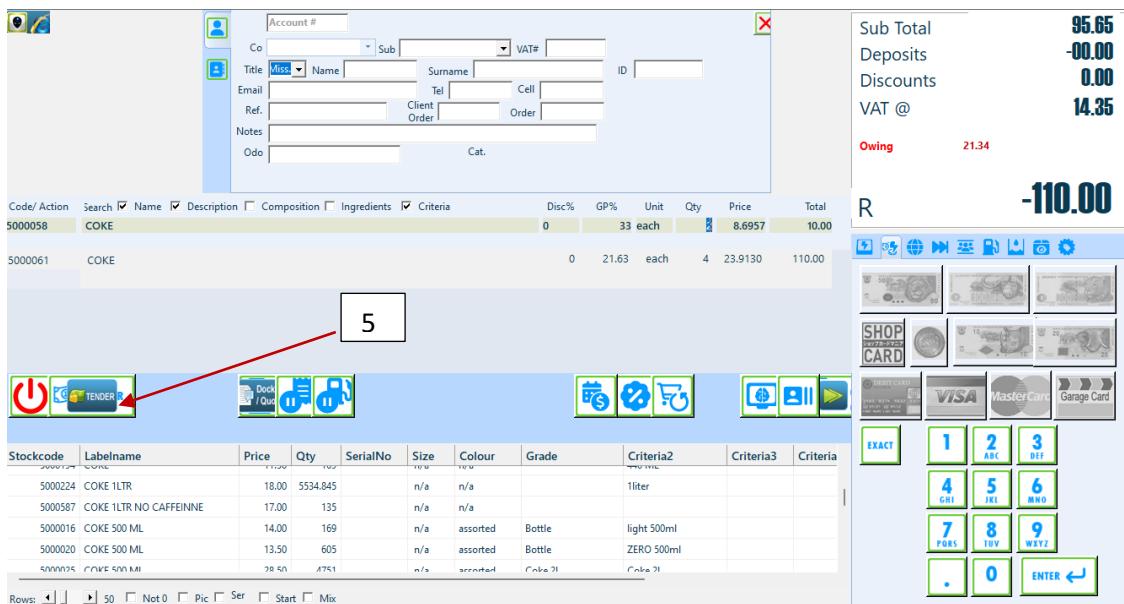
Please ensure that the Sales Persons name is chosen correctly from the drop-down menu
Select your printer options e.g. print to PDF, receipt printer etc
Press "Complete Tender"

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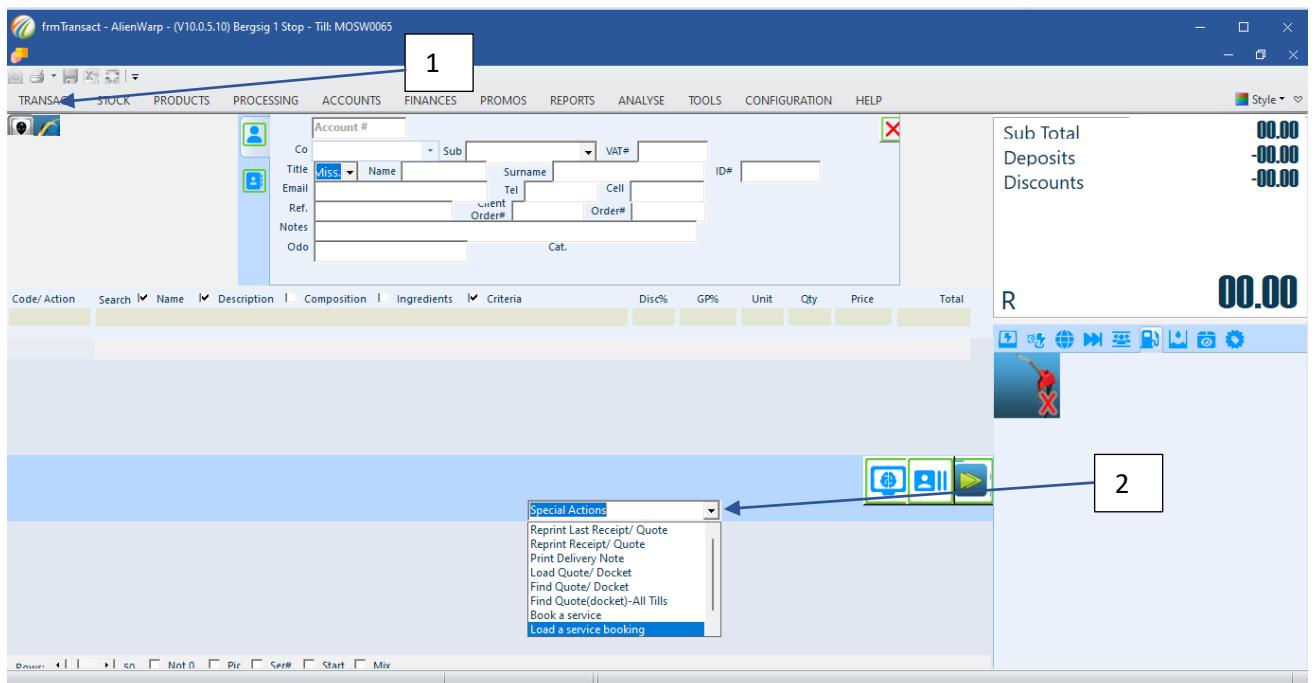
23.) Enter the invoice number of the item being returned and click Enter.

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

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

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

27.) Tender / complete the transaction
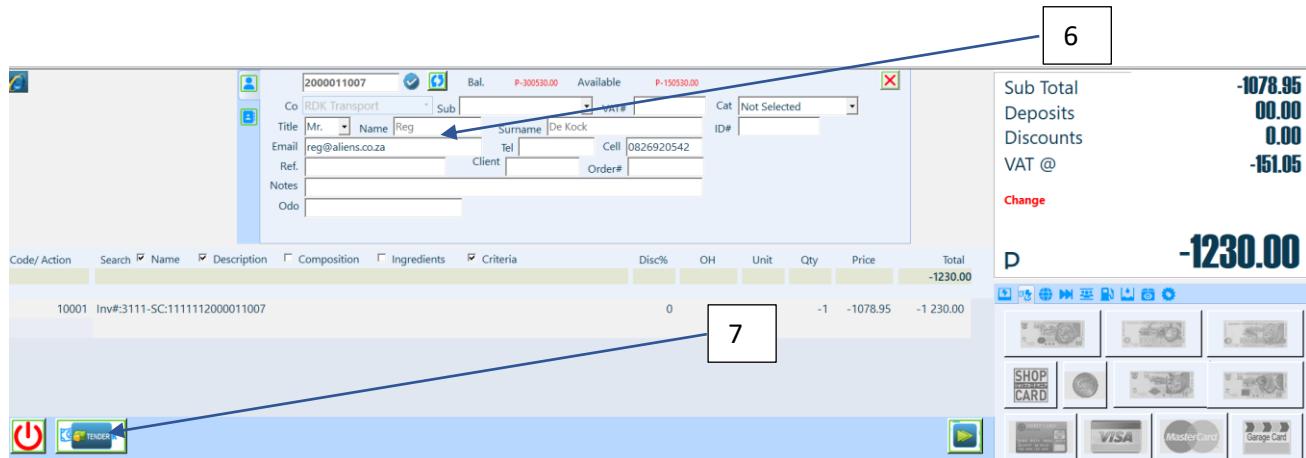
7.1) Client wants to exchange goods.

      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
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