

Under Construction

This page is under construction We apologise for any inconvenience

Neotechnology Business Systems Amicus File Sales Customers Products Suppliers Help amicus **Transactions** Make a Sale Receive a Payment O Credits & Reversals O Quotes & Orders Administration Customers Suppliers O Stock Control Reports Search ■ Customer ○ Supplier ○ Item GO O Log Out

Frequently Asked Questions

Submit feedback on this topic

Glossary Item Box

In this section you can find the answers to the following frequently asked questions;

- How do I display my ABN on receipts?
- How do I make Amicus automatically set the "Amount Tendered" value to the sale total?
- How do I launch the remote support application?
- How do I update my Business Details?
- How do I reprint an old Till Balance?

How do I display my ABN on receipts?

Submit feedback on this topic

Glossary Item Box

In Australia, it is a requirement by law to include your Australian Business Number (ABN) on all invoices and receipts. To insert this number, please run Amicus and then from the main screen, follow the following steps;

Once you have inserted your ABN, you can alter the way in which it is displayed by carrying out the following steps;

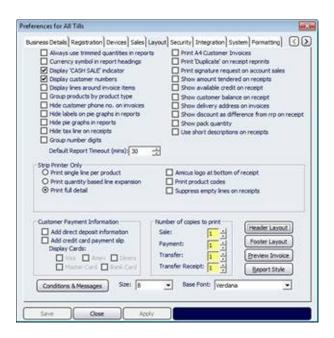
Click on "File"

Click on "Preferences"

Click on "All Registers"

Open tab page "Layout"

Click on "Header Layout"



Check the checkbox "Display A.B.N."

Click on "Save"

Click on "Close"

Click on "Close"

How do I launch the remote support application?

Submit feedback on this topic

Glossary Item Box

When remote support is required from Neotechnology you need to be connected to the internet. There are two ways to launch the remote support tool:

1. Start Amicus

2.

Click on "Help"

Click on "Launch Remote Support"

Go to your desktop

Click on "Start"

Click on "Computer"

Double click on your C: drive (mostly "Local Disk")

Double click on "Program Files"

Double click on "Amicus"

Double click on "AmicusRemoteSupport"

Double click on "AmicusRemoteSupport" (Blue Icon)

You will need to provide the ID and Password, printed in blue, to your dealers support desk to allow a remote support session begin.

How do I make Amicus automatically set the "Amount Tendered" value to the sale total?

Submit feedback on this topic

Glossary Item Box

Start Amicus

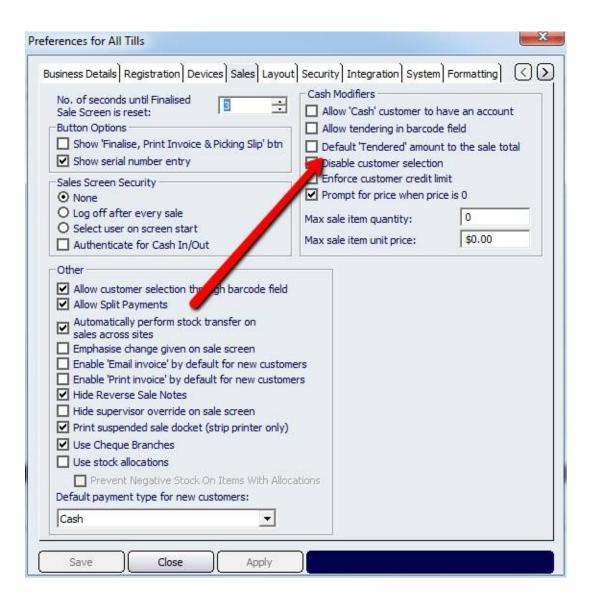
Click on "File"

Click on "Preferences"

Click on "All Registers"

Open tab page "Sales"

Check the checkbox "Default 'Tendered' amount to the sale total"



Click on "Save"

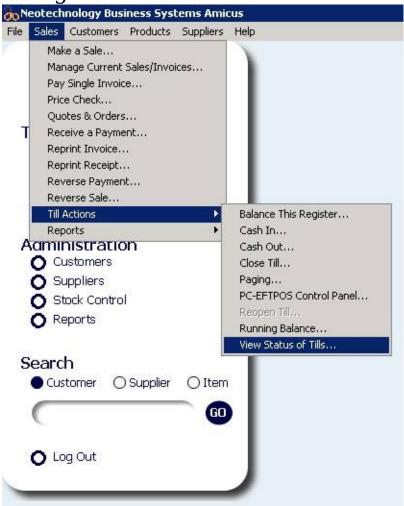
How do I update my Business Details?

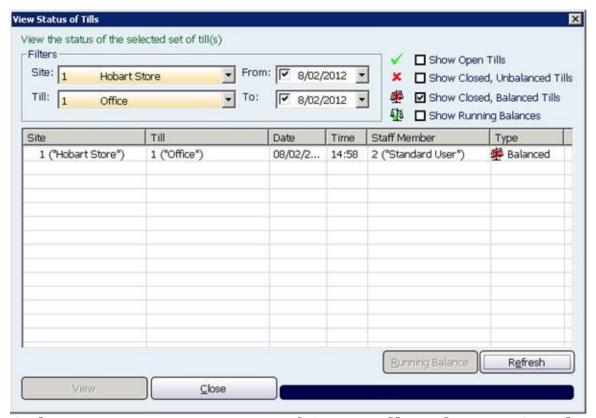
Submit feedback on this topic

Glossary Item Box

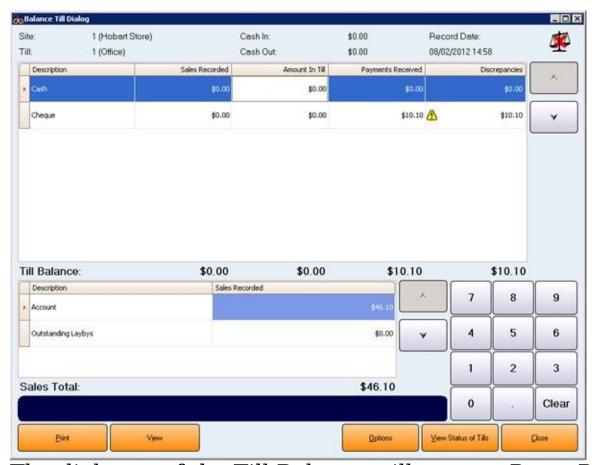
```
    Start Amicus
    Click on "File"
    Click on "Preferences"
    Click on "All Registers"
    Open tab page "Business Details" (should be selected by default)
    Put in/update your details in the textboxes
    Click on "Save"
```

How to reprint an old Till balance printout Navigate to Sales > Till Actions > View Status of Tills.





Select your parameters of Site, Till and From/To dates. Tick the 'Show Closed, Balanced Tills' checkbox. Press Refresh. A list of results matching those criteria should appear. Select the result that you want to print, and click View.



The dialogue of the Till Balance will appear. Press Print for the Report to be printed again.

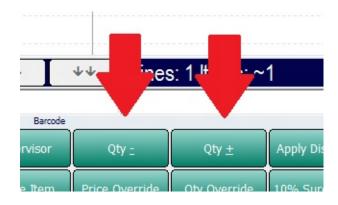
Changing the quantity of sale items

There are 3 methods of changing quantity of sale items:

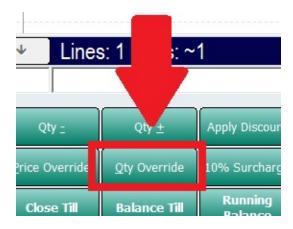
1.) Scan/add the product again. This will increment the item by 1.00.

2.)

Use the **Qty** + and **Qty** - buttons. Highlight the product you want to change the quantity of (so the entire line turns orange) and press **Qty** + or **Qty** – for the quantity to raise or lower respectively by 1.00 unit.



3.)
Use the **Qty Override** button.



Highlight the product you want to change the quantity of (so the entire line turns orange) and press **Qty Override**. The Override Quantity dialog will appear, with the current quantity highlighted.



Either type in the new quantity with your keyboard or with the virtual keypad on the right of the screen. With the virtual keypad, the arrow buttons will increase or decrease the Qty by 1.00 unit.

The dialog will also display the current quantity and total before the change, and what your total will be after your change.

See also

•

The **Sale: Qty Multiplier** keymap will display a dialog which will allow you to declare the quantity for the next scanned product. For more information please see the <u>Keymaps</u> article.

•

The **Toggle Selected Sale Item Quantity Sign** will 'reverse' the quantity of the currently selected product. For instance, if you have an item with a quantity of 5 selected, and press the **Toggle Selected Sale Item Quantity Sign** keymap, the quantity will change to -5 (negative 5). If you have an item of -3 selected and press it, the quantity will change to 3. For more information please see the <u>Keymaps</u> article.

Amicus

How to override prices at sale time

See Also Submit feedback on this topic

<u>Key Areas</u> > <u>Sales</u> > <u>Common Tasks & Practical 'How To' Guides</u> > How to override prices at sale time

Glossary Item Box

Introduction

No matter which type of sale screen you are using, each contains the same feature for overriding prices. Please note that the screen shot used below is of the Touch Sales Screen, but the customer controls appear the same in each sale screen. Depending on the hardware that your system uses, such as a mouse, keyboard, or touch screen, will affect the way these steps are performed, so please select the option that best matches your systems configuration

- Pre Condition The process described below assumes that the sales screen has already been opened and is in its default state. In this state the sale screen will always refer to the cash customer
- **Step 1** Scan a product into the sale. The price override button becomes available once the sale contains a product
- **Option 1** Click the **Price Override** button (shown below). This will open the Override Price And/Or Quantity dialogue.
- **Option 2** If you have a keyboard installed, you can also use the keyboard shortcut **Alt + P** to start a price override.



Figure : The price override button on the touch sale screen, located below the product entry controls

 Step 2 - Navigating the Override Price And/Or Quantity dialogue

After clicking the **Price Override** button, the override price dialogue appears. The dialog will already have the product's current price selected. The dialogue shows the product, current price, quantity and total, and provides inputs for adjusting price or quantity. Simply type in a new price, using either a keyboard or the virtual keypad on the right of the dialog. You may also override quantity on this screen if you wish.

Override Price and/or Quantity		$\gamma / \gamma \gamma$			X
SAMPLE PRODUCT 8	3				
Current Price and Qua	ntity————		1	+	-
\$18.00	00 T	otal \$18.00	7	8	9
Price Qty					
New Price and Quantit	у		4	5	6
\$18.00	00 T	otal \$18.00	1	2	3
Price Qty				\equiv	Class
			0		Clear
ОК		Close		Y	es/OK

Figure : The price override screen

Introduction

The following trouble shooting guides relate to the Sales area.

Issue:

Decimal place in incorrect spot on sale screen and receipts in fuel module

Solution:

Amicus calculates the price per litre from the total cost divided by the quantity. So if the quantity value from the pump is incorrect it will affect the price per as well.

You can determine where the decimal place goes in C:\Enabler\enbconfig.exe -> Pumps tab -> display formats. For instance, if the quantity was 1.918 when it should have been 19.18 and the price per litre was 12.39 instead of 1.239, you can fix this by changing the quantity display format from 0.000 to 0.00.

Issue:

When scanning an item, the wrong price appears, or it prompts you for a price when it already has one

Solution:

This usually occurs in a shop setup with a back office till(s) and front ones; and it's usually caused by a system time difference between the two, so the price is being updated at time X and the item is being scanned at time Y. Make sure all tills have the exact same system time.

Issue:

When scanning an item, the wrong price appears, or it prompts you for a price when it already has one

Solution:

This usually occurs in a shop setup with a back office till(s)

See <u>Trouble Shooting</u> for

and front ones; and it's usually caused by a system time difference between the two, so the price is being updated at time X and the item is being scanned at time Y. Make sure all tills have the exact same system time.

other trouble shooting advice.

Introduction

The following trouble shooting guides relate to the Devices area.

Issue:

'An error occurred while running this report' error message

Solution:

Amicus expects datetime formats to be dd-mm-yyyy, but if your regional settings (found in control panel - regional settings) make the date show in mm-dd-yyyy format, then the report won't run under some circumstances.

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See <u>Irour</u>	<u>ole Shooting</u> for other	trouble shooting a	auvice.	

Introduction

The following trouble shooting guides relate to the Reports area.

Issue:

Barcode Scanner Not Entering Barcode, Also Making Different Noise

Solution:

If your barcode scanner is on, but not scanning barcodes into the system, and also making a different noise during scanning, then trace the cable from it to the terminal. Unplug the USB cable, wait 5 seconds, then plug it back in again.

See <u>Trouble Shooting</u> for other trouble shooting advice.

Amicus

Services

See Also Submit feedback on this topic

<u>Preferences</u> > Services

Amicus

Diagnostic Tool

See Also Submit feedback on this topic

<u>Configuration & Maintenance</u> > Maintenance > Miscellaneous Tasks > Diagnostic Tool

Glossary Item Box

Introduction

The Diagnostic Tool is used to analyse issues that may occur rarely when running Amicus, that are outside Neotechnology's ability to control. It can be used in some cases to correct some common types of issues automatically without the need to contact Amicus support. If the issue cannot be fixed automatically, it provides important information to aid dealers in fixing the problem manually. If you encounter errors making or working with sales, payments or products, it is strongly advised to run the diagnostic tool before contacting support.

How To Access This Screen

You can access the diagnostic tool through the Amicus file menu under **Help** > **Diagnostic Tool...**



Figure: Accessing the diagnostic tool through the Amicus file menu

How To Use This Screen

Once the diagnostic tool is open, click the **Run** button to begin the analysis. The may take some time, depending on how large your Amicus system is. When analysis is complete, the tool will show which, if any, faults were found. If faults have been found, the **Repair** button becomes available. By default, all detected faults will be selected for repair. You may manually select specific faults if you wish, and use the **Select All/None** check box if multiple faults are found. Click **Repair** to allow Amicus to attempt to repair the selected faults.

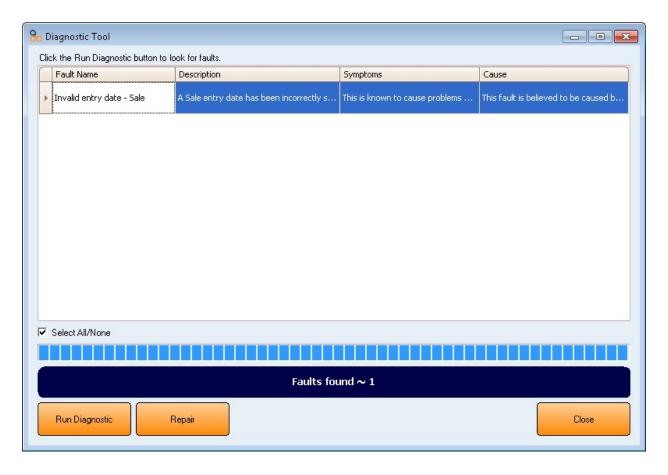


Figure: Diagnostic Tool showing a found fault

Configuration Requirements

• None.

Additional Preferences / Information

• None.



Amicus

Glossary

 $\underline{Submit}\,\underline{feedback}\,\,on\,\,this\,\,topic$

Glossary Item Box

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

A

A.B.N. Australian Business Number

Accounting Category

A grouping schema used to link a product to a specific account.

Accounts Payable

Suppliers

Accounts Receivable

Customers

Activity Type

Add

Creates a record with the currently entered data.

Add Loyalty

Clicking this button will manually adjust the loyalty points by 1.

Adjustment Name

This refers to the type of price adjustment that the record has. For example this can be a decrease or increase in the retail price of the product based on a percentage or dollar amount.

Adjustment Type

The adjustment to stock, i.e. out of date, loss due to theft, increases due to shipments/returns, etc.

All

This will show all of the records that have met the filter parameters.

Amount

The quantity or value of a transaction or balance.

Apply

Applies the changes that has been made but does not exit the dialog.

As At

The time and date to calculate the results upon, i.e. the results are calculated from this date backwards to the beginning of time or the most recent stocktake.

Auto Prompt Entry

This feature gives you the capability to enter information into NBS Amicus more quickly than would otherwise be possible. For details about how to take advantage of this function, refer to Auto Prompt

Average Discount Percentage

This is calculated by totalling the discount fields for a specific discount type and then dividing by the amount of times the discount occured.

Back

Select this button to display the previous screen.

Bank Account

Company or Customer bank account bsb/number.

Barcode

The scanable code for a product, up to fifty (50) characters. Note that the EAN standard for bar codes only uses numeric characters (0-9) while other bar coding standards allow for alpha characters (a-z, A-Z). Barcodes containing special characters such as underscore (_), star (*), hash (#), etc, may cause scanning errors and are best avoided. When a barcode is entered a sample barcode is generated and displayed.

Base Sell Price

The price you sell the each product unit for, less any adjustments.

Base Sell Price (including GST)

The price you sell the each product unit for, less any adjustments and including the GST onto the price.

Book Cost Price

The origional value of the asset.

Book Cost Price (ex GST)

The original value of an assest, exluding any GST

Book Cost Price (inc GST)

The original value of an assest, including GST

Browse

Opens the Browse dialogue to select an item.

BSB

Bank State Branch number

Calling

A customer has picked up the pump and is ready to start filling.

Cash Type

The cash pick up or drop off type, i.e. safe drop, float pickup, morning float, petty cash, EFTPOS cash, etc.

Clear

Clears all screen fields (leaving data already saved to NBS Amicus).

Close

Closes the displayed dialogue/screen

Code

The Product Code

Colour

Colour (Color) of the displayed item.

Comment

User defined comment relating to the record.

Component

A product which is part of a larger set. The set makes up another single product, i.e. drinks, cake & chocolate are components of a hamper.

Component Code

Component Product Code, see Product Code.

Contact

A customers account may be a company, the Contact is the primary person to contact for that business.

Copy Order

This will copy the order into a newly created order & set the new order status to entry.

Cost

Cost is the price of the item when recieved from the supplier and input a stock receipt in to amicus.

i.e. you recieve x items for \$3 and input a stock reciept for that amount. The cost at sale is \$3 per item.

Cost (ex GST)

The amount paid for a product from the supplier before GST.

Cost (inc GST)

The amount paid for a product to the supplier, including the GST calculation.

Count

The number of records found.

Creditors

Suppliers

Current Sell Price

The Base Sell Price including any current pricing rule adjustments.

Customer

The name of the customer for which the report is based on.

Customer Account

Customer account number.

Customer Group

A group which can contain any type of customers which you seem demable to group together, i.e. truck drivers, regulars, VIPs, etc.

Customer Name

The customers full name.

Customer Number

Unique customer identification number

Customer Range

Filters the available results by either e customers ID number or name.

Customers

The people and businesses whom you sell products to and who owe you money

Cycle Time

Time it takes to change images.

\mathbf{D}

Database

Information stored by NBS Amicus

Date and Time

The time and date when the record took affect

Date changed

This field is automatically populated by NBS Amicus when an item is entered or modified.

Date Entered

This is the date on which the transactions were entered into NBS Amicus.

Date Ordered

This refers to the date on which the order took place. Only orders that match the date specified will be shown.

Date Range

Period of time from the start date untill the end date

Date Range

The date time period between the start and end dates.

Date Supplied

Refers to the date on which the goods were

supplied to the customer.

Debtors

Customers

Default Area

The area that is automatically selected when a table service order is created. The default area tends to be the most widely used area within the business.

Delete

Removes the currently selected record from NBS Amicus.

Delivery Type

Type of delivery; Either a **Drive-off**, **Test Delivery** or **Other** type. The delivery of type **Other** will also include any notes related to the delivery, i.e. pump 4 leaked

Department

The department within your company where the product is sold, i.e. toys, auto shop, fashion, sea food, etc.

Department Code

A Departments identification number

Deposit

Money given during the processing of the hire to ensure that the product is returned in good condition.

Description

Long description of the product up to 512 characters long.

discount

The percentage amount that has been reduced off the RPP

discount per

The difference between the RRP of a product and the price for which that product was sold (Sell Price)

discount type

Shows which type of discount was used during the sale

Due Date

The date when the product is meant to be returned.

E

Edit

Allows the currently selected record to be edited.

Enabled

Enable/disable referenced item or device.

End All Previous Price Changes

Select this checkbox to override any previous conditions for the record.

End Date Time

The date & time when the record finishes.

entry date time

Refers to both the date and time at which the record was produced

Entry Date TimeEntry Date Time

Unlike the Start Date Time, which indicates the date a record starts, the Entry Date Time is the date the record was created.

ex GST

Excluding TAX.

\mathbf{F}

FiFo

First in First out

filling

The fuel pump is in operation.

Filter by last name

The filter by last name field allows you to only show the details of the customers that are within the From and To fields.

Find

Searches for items that match the entered data.

Finish

End the process, operation or action.

Fixed

Setting the hire frequency to fixed means that the hire does not have a return date. The product is hired out for as long as the customer needs it without any overdue fees.

Font

Type of text.

Font Colour

Colour of the displayed text.

Font Size

Text size.

Gradient Colour

Colours displayed on the notifications bar

Grand Total

The total of all units costs, purchases, payment method amounts, etc. i.e. a report may list several customers account payments, each customer is a unit and will have a total, this total is the sub-total, the grand total is all the sub-totals.

GST

Goods and Services Tax, NBS Amicus calculates the GST as one eleventh (1/11) of the cost including GST to four (4) decimal places, so occasionally the rounding of the GST amount may vary by one cent from the amount displayed on supplier documentation.

H

Help

Opens the NBS Amicus Help document.

Hide Column

Hide/Show the desired column.

Hire Date

The date on which the hire took place.

Hire Fee

The cost of the hire (this does not include the deposit)

Historical Worth

The Historical Worth is similar to \$\$Worth\$\$, its the number of the items in stock by the most recently submitted cost instead of most recently recieved cost. i.e. you may recieve an item then sell it before its stock reciept is created.

Example;

When using \$\$FiFo\$\$

Sunday you recieve 10 items for \$4 per item and put in a stock reciept, the total cost is \$40 with a total worth of \$40.

then you recieve another 10 items at a cost of \$5 and submitt a stock receipt, then you will have 20

items at a total worth of \$100 (at \$5 each) and a total cost of \$40 + \$50 = \$90.

On Monday you recieve an additional 10 items at a \$6, with out submitting a stock reciept at the time. On tuesday we sold 25 items. At this stage NBA AMicus will believe the cost to be \$5 per item and records the sale item cost at \$5 per item.

On wednesday we submitt the stock reciept for the 10 items at the cost price of \$6 each.

Note: the sale records are not modified.

If a report is run for the period from Sunday untill Thurday, we will have the following results;

When calculating by cost the total will be, \$40 (for the first 10) + \$50 (for the second 10) + \$25 (5x\$5) (for 5 of the last 10), the cost is taken directly form the sale item record. When calculating by worth total will be , \$60 (for

When calculating by worth total will be , \$60 (for the first 10) + \$60 (for the second 10) + \$30 (5x\$6) (for 5 of the last 10),

When calculating by historical worth, the total will be, \$50 (for the first 10) + \$50 (for the second 10) + \$25 (5x\$5) (for 5 of the last 10),

This shows that the worth is calculated from the last recieved cost, while the Historical Worth is calculated from the last submitted cost.

Ignore Cash Customer

If checked will not add the Cash Customer to the report

Ignore Payments Made At Time Of Sale

Ignores payments that occurred when the products were payed for at the time they were sold.

Ignore Stock Level

Figures given ignore the current stock level when calculated.

Ignore X

Ignores the x item when calculating results for the report, i.e. ignore sales would leave sales statistics out of the report.

Image Path

Location of an image or folder containing images.

Import

Opens the items importing wizard allowing for importation of records.

Import File Items

Allows you to import products stored in a .csv file. refer to CSV importing for further information.

inc GST

Including TAX

Include Stock as Components

Allows the stock that is a component sof another to be marked in the report.

Includes inactive staff members

Includes inactive staff members, i.e. team members who have left from the business.

Items

products

L

LiFo

Last in First Out

Location

Location with in a site. Usefull for large warehouse stores.

Log On

Individual user entering a security password or other method to access NBS Amicus using their individual account

Log Out

individual user closes their personal access to NBS Amicus whilst not actually exiting the NBS Amicus program

Loyalty Points

Loyalty points are accumuated by customers purchasing goods that generate customer loyalty points. These points can then be used to generate vouchers that can be redeemed.

\mathbf{M}

Main Menu

The white menu on the left hand side of the screen. This menu includes sub-menus for Transactions, Administration, Search and Log Out

Manufacturer

The person(s) or company who created the product.

Menu bar

The menu bar running across the top of each of the NBS Amicus screens. It includes sub-menus for File, Sales, Customers, Products, Suppliers and Help

Merge

Opens the merge dialogue.

Min. Purchase

For the discount to take effect, the sum must be at least this much.

Monthly Period

Displays the amount for a given period in a monthly basis; the current month, 1 month previous to the current, 2 month previous to the current and 3+ months to the current month.

N

Navigational Arrows

< and >, allow you to respectively scroll forwards and backwards through the items on the screen one record at a time. To quickly find the first or last items record, click either the |< or >| key respectively. These buttons appear at the bottom of all **Add/Edit** dialog tabs providing access to all products, customers, suppliers, etc.

Next

Display the next dialogue.

Notes

Displays any notes that have been made in relation to the record.

Now

The time and date at this immediate moment.

number of sales

Refers to the total number of sales where a specific discount type has been used.

Number of Units Sold

The amount of units that have been sold where a discount type has been used.

0

On Single Line

Displays results for reports on a single line. Allows for easy exporting of rows to external programs such as Excel.

Open

An open order is one that has not been paid for.

Open Product Dialogue

Opens the add/edit product dialogue.

Order By

list the results in a given order, generally either in assending or decending by alphabetical or numberical order.

Order Quote Number

Unique reference, invoice, order, transaction or quotation identification number.

Overdue

A product is overdue if its return date is after the due date.

Pack Qty

The number of packs. Example; a piece count of 24 per pack, 3 pack qty gives a qty of 3x24=72 individual products. Pack Qty, Piece Count & Qty are intertwined, i.e. changing one will automatically update the other two, i.e. if you enter a quantity that will split a pack, the Piece Count & Pack Qty will be adjusted to the exact number of items required so the pack cant be split.

Pack Size

The number of items per pack.

Payment Method

How the product have been payed for, i.e. cash, cheque, customer credit/account, manual credit card, EFTPOS, etc.

Payment Number

The payment number.

Period Qty

Number of periods per annum.

Period Type

Daily, Weekly, Monthly, Quarterly or Yearly.

Piece Count

The number peices in a pack, i.e. a 6 pack contains 6 individual products. Pack Qty, Piece Count & Qty

are intertwined, i.e. changing one will automatically update the other two, i.e. if you enter a quantity that will split a pack, the Piece Count & Pack Qty will be adjusted to the exact number of items required so the pack cant be split.

Points per

This field refers to the amount of loyalty points that each of the products have accumulated for the customer.

Preferred Stock Level

Level of stock that you should be contained at any one location to satisfy demand.

Pre-Sale

The customer has hung up the pump and is ready to purchase fuel.

Price Per Unit

The price for each unit (e.g. days, hours) of the hire.

Print

Prints the record/invoice/order to the default printer.

Print Preview

Opens the record/invoice/order report.

Product

The things, whether physical or a service, that you sell to customers.

Product Code

A unique code of up to fifty (50) characters. Used to identify the product or service within NBS Amicus.

Product Code Range

Only products that are within the parameters specified will be displayed

Product Group

A group which can contain any type of products which you would like to group together. Product groups are commonly used for price rules and reports. NBS Fuel requires product groups to flag wetstock for special cases. Hospitality would list common menu items under under product groups, i.e. drinks, mains, deserts, etc. Price rules can also be applied to all the products within a product group.

Product Pad

The product pad is located on the sales screen and encompasses all the buttons on the left hand side of this screen.

Profit

The amount of revinue after expenses.

Q

Qty

Quantity or number of items.

Qty On Hand

The amount of stock that is available in your business.

R

Receipted

A receipted order is one that has been processed and paid for.

Reference

A reference number or note used to link references, i.e. invoice numbers to payment numbers.

Reference Number

This number is automatically populated by Amicus that gives the contract a unique number that is used as a reference for the contract

Refresh

Updates the details displayed on the screen at any time.

Remove

Deletes the record from the database.

Reorder Stock Level

Level of stock to order repeatedly to boost the stock level to that of the preferred stock level.

Return Date

The date on which the product was returned.

ReturShelf Label

Displays the Print Labels & Barcodes dialog where

shelf labels based on the entered product information may be printed.

Role

Access rights available to a staff member.

RRP

Recommended Retail Price is the Base Sell Price including GST

Sale Number

Sale or purchase number

Save

Saves the information and exits the screen.

Searching By

Displays the name & initials search for using the Starting with a character or Containing a word.

Select a Starting Letter

Allow the filtering of results by the first character in either the Surname, First Name or Company.

Select Search Text

Allow the filtering of results by a full word, including Surname, First Name and/or Company.

Sell Price

The Base Sell Price including all adjustments.

Server

The computer that is storing the shared data for the individual terminals

Shift

A rotational working shift.

Short Description

Short version of the Description

Site

The site name where the item is located.

Site Group

The group that the site is apart of

Size

An items size. Typically used for fashion products, i.e. Boys Small, Girls Large.

Size Type

An items size type. Typically used for fashion products.

Sort By

Method of sorting listed results, either numerarically or alphabetically acending or decending.

stacked

A sale that was in pre-sale that has been pushed back due to another active sale taking place on the same fuel pump.

Staff ID

Staff members identification number

Staff Member

Member of staff who performed the action.

Start

The time when the products price was introduced to Amicus

Start Date Time

The initial date & item of the record

Status

The availability of the selected item or the stage a process is up to.

Stock

Products

Stock Level

Number of that product currently on shelf, in storage at any one site and/or to be ordered.

Stocktake

A full count of all products & services currently in stock.

Storage Location

The site where extra stock is located.

Storage Type

The required way a product is stored, i.e. cold store for frozen goods.

Sub Department

The Sud-Department within a Department where the product is sold, ie. childrens clothing, womens shoes and mens socks could be a sub-department under the fashion department.

Sub-Department

The Sub-Department within a Department where the product is sold, ie. childrens clothing, womens

shoes and mens socks could be a sub-department under the fashion department.

Submit

Submits the record to be processed.

Sub-Total

The total of a units costs, purchases, amounts, etc. i.e. a report may list several customers account payments, each customer is a unit and will have a total, this total is the sub-total of the all the units combined.

Summary

Short description or abstract of the given report.

Supplier

The person(s) or company who supplies the products.

Supplier Code

Unique code used in NBS Amicus to identify a supplier.

Suppliers

The people and businesses whom you buy products from and whom you owe money to

Tab

Commonly used computer storage mechanism. Given the large amount of information that NBS Amicus needs to store and access, it is not always possible to store all the required information on single screens. In those situations, additional screens are used, and each of those screens can be accessed by respectively clicking its tab – a tab is a small identifier located just under the title bar of a screen

Tank

The fuel tank identification number or name.

Tax

Government fees & charges.

Taxed

Defined of a product sale has had Tax applied.

Terminal

An individual cash register

Till

The till name / number / ID

Time From

Only shows the records that start from this time

Time Interval

The interval in which the time is to be segmented by, i.e. x happens every y times in z days.

Time Slot

Makes the multibuy price changes apply to the time slot that you choose.

Time To

Only shows records that occur up to this time

Toolbar

The menu bar running across the top of each of the NBS Amicus screens. It includes sub-menus for File, Sales, Customers, Products, Suppliers and Help

total discount

Calculated by adding up the each of the **Discount Types** total discount columns.

total RRP

Calculated by adding up the **RRP** column for each **Discount Type**.

total sell price

The total amount for which a product was sold for.

total sell price

Calculated by adding each of the **Discount Types** total sell price columns.

Trading Status

Notifies of the status of the product, i.e. instock,

out of stock, etc.

Transaction Number

Number identifying the transaction where the product was sold.

Transaction Type

The transaction performed, i.e. sale, refund, TIll opened/closed, log on/off, etc.

Transfer State

Unsubmitted, Transferred, Completed, Partly Received, Ready to Complete

\mathbf{U}

Units sold

The amount of times the product has been sold.

${f V}$

Value

sell price of the total purchase including Tax and any price adjustments.

View

View the invoice/order/report/record

Volume

The amount of x in litres.

W

Water Mark

Path of the image displayed under the main content.

Worth

The worth is the number of the items in stock by the most recently recieved \$\$cost\$\$.

i.e. you receive 4 items at a cost of \$2 and put in a stock receipt for that cost, then recieve 2 items at a cost of \$5 and put in a stock receipt at theat cost.

Using \$\$FiFo\$\$,

The total cost is \$8 (4x\$2) (for the first 4 items) plus \$10 (2x\$5) (for the second 2 items) = \$18,

The total worth is \$20 (4x\$5) (for the first 4) plus \$10 (2x\$5) (for the second 2 items) = \$30,

Using \$\$LiFo\$\$,

The total cost is \$8 (4x\$2) (for the first 4 items) plus \$10 (2x\$5) (for the second 2 items) = \$18,

The total worth is \$8 (4x\$2) (for the first 4) plus \$4 (2x\$2) (for the second 2 items) = \$12,

Z

zero variance

No difference between the Recommended Retail Price and the Sell Price.

Amicus

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Submit feedback on this topic

Glossary Item Box

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Transactions

Make a Sale

Receive a Payment
Credits & Reversals
Quotes & Orders





Amicus

Add and Edit Payment Types

See Also Submit feedback on this topic

<u>Configuration and Maintenance</u> > Add and Edit Payment Types

New Topic (Press Shift-Enter to insert a line break. Press Enter to add a paragraph return.)







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Create and Edit Purchase Orders
See Also Submit feedback on this topic

Glossary Item Box

Create & Edit Purchase Orders

See Also

<u>Creating a Purchase OrderEditing Purchase Orders</u>









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