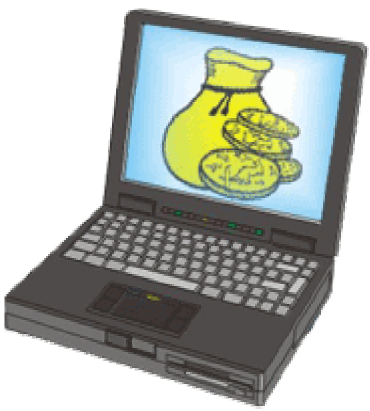
CashNET

Pawnbroker
&
Secondhand Dealers
System



Contents

Getting Started

Upon starting CashNET you will be prompted for a PIN (Fig 1.0), if you have just installed it, enter the administration override pin (OVR) and click OK.

Fig 1.0 – The Login Panel

This will then bring to the main screen (Fig 1.1).

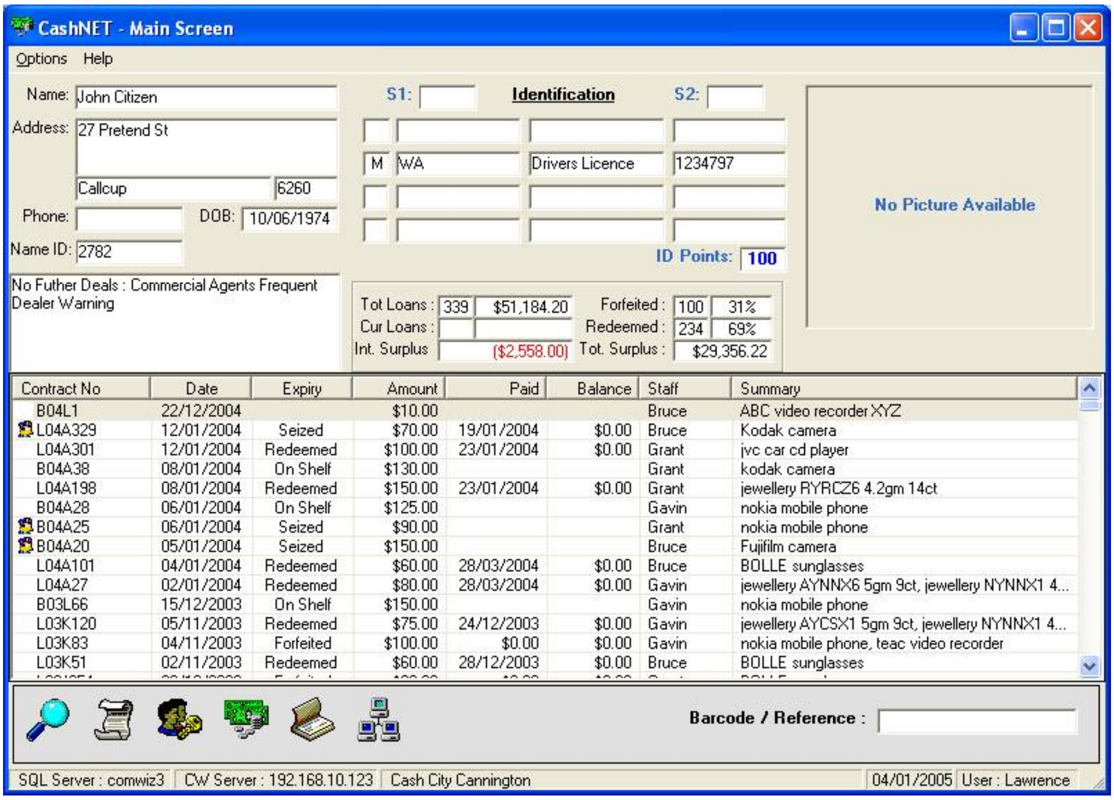


Fig 1.1 – CashNET Main Screen

Before Beginning

Please note that before continuing through this manual you should first setup your company's 'Licence Details' (see pg 13) and add yourself as an employee (see pg 16).

Adding a Customer

Before adding a customer, you should perform a search on the customer name. This is done to avoid creating duplicate customers in the database. To perform a search, click the search button (the magnifying glass image) and the Search screen will appear.

This panel allows you to search on Name, Contract, Property and Jewellery Details using the tabs in the centre of the screen (Fig 1.2).

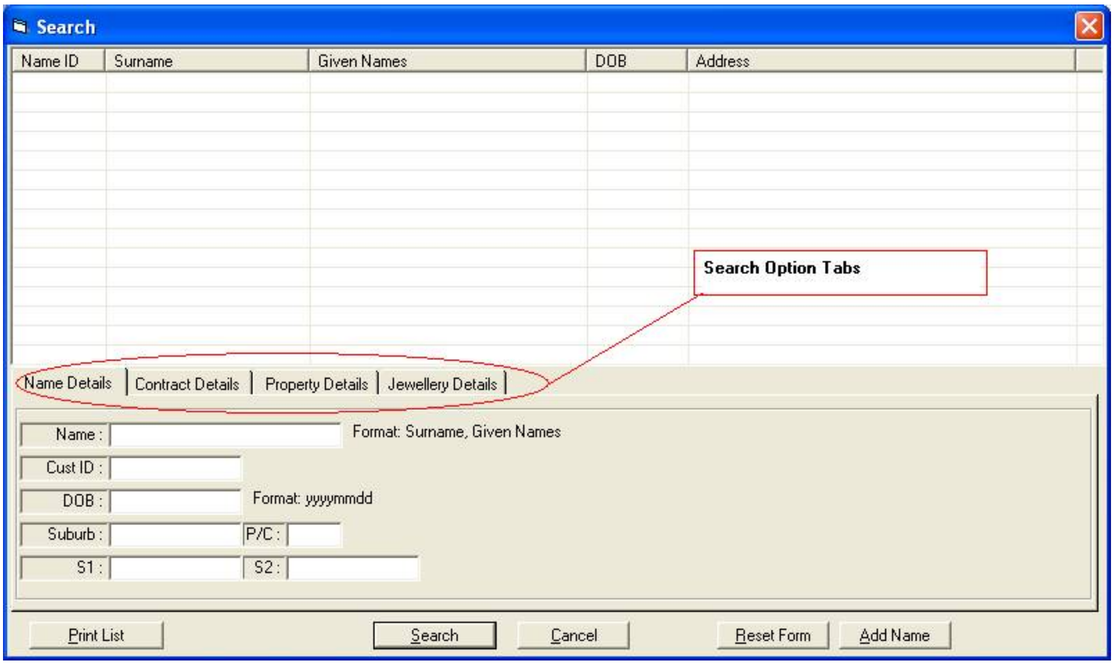


Fig 1.2 – Search Screen

The default tab is 'Name Details'. Enter the customer's name you want to add in the 'Name' field (Use the format 'Surname, Given Names') and click the 'Search' button.

If the customer name is displayed in the list on the top of the form, simply double click on their name and you will be returned to the main screen with the customers details displayed. If no name is displayed in the search results list then they aren't in the database. Click the 'Add Name' button. You will be prompted to enter the customers surname, first name and date of birth, after you enter their details, click 'OK' and the 'Name Details' screen will appear (Fig 1.3).

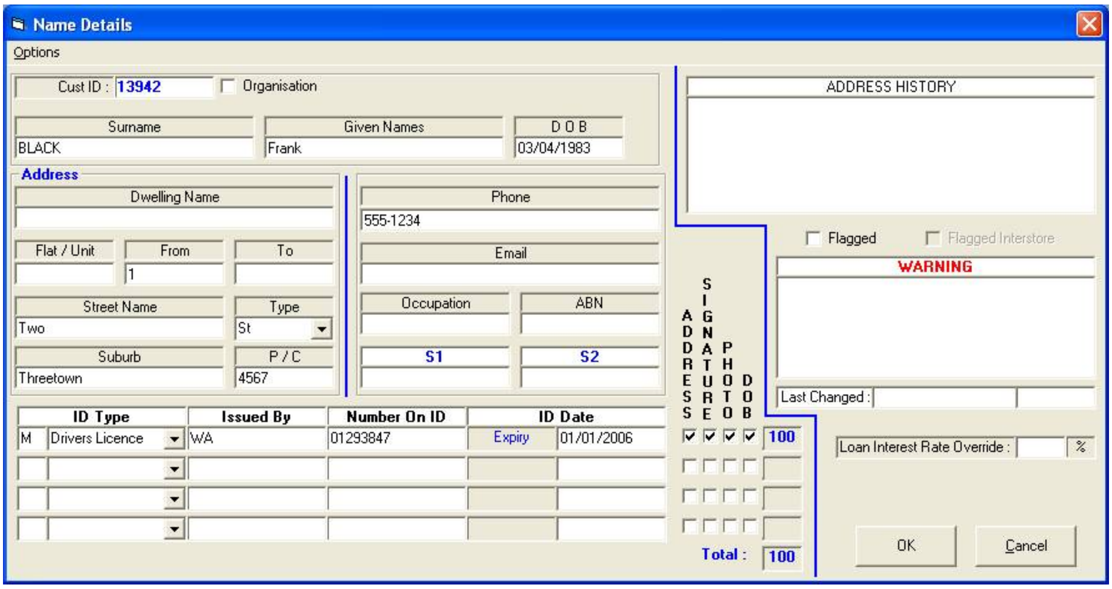


Fig 1.3 – Name Details

Once here, simply fill in the rest of their details, including identification, and click the 'OK' button. This will return you to the main screen with the customer details displayed.

Performing a Transaction

To perform a transaction (Buy/Loan/Buy Back/Consign), click the 'New Transaction' Button (The Scroll Document on the main screen). This will open the 'Transaction Details' Panel (Fig 1.4).

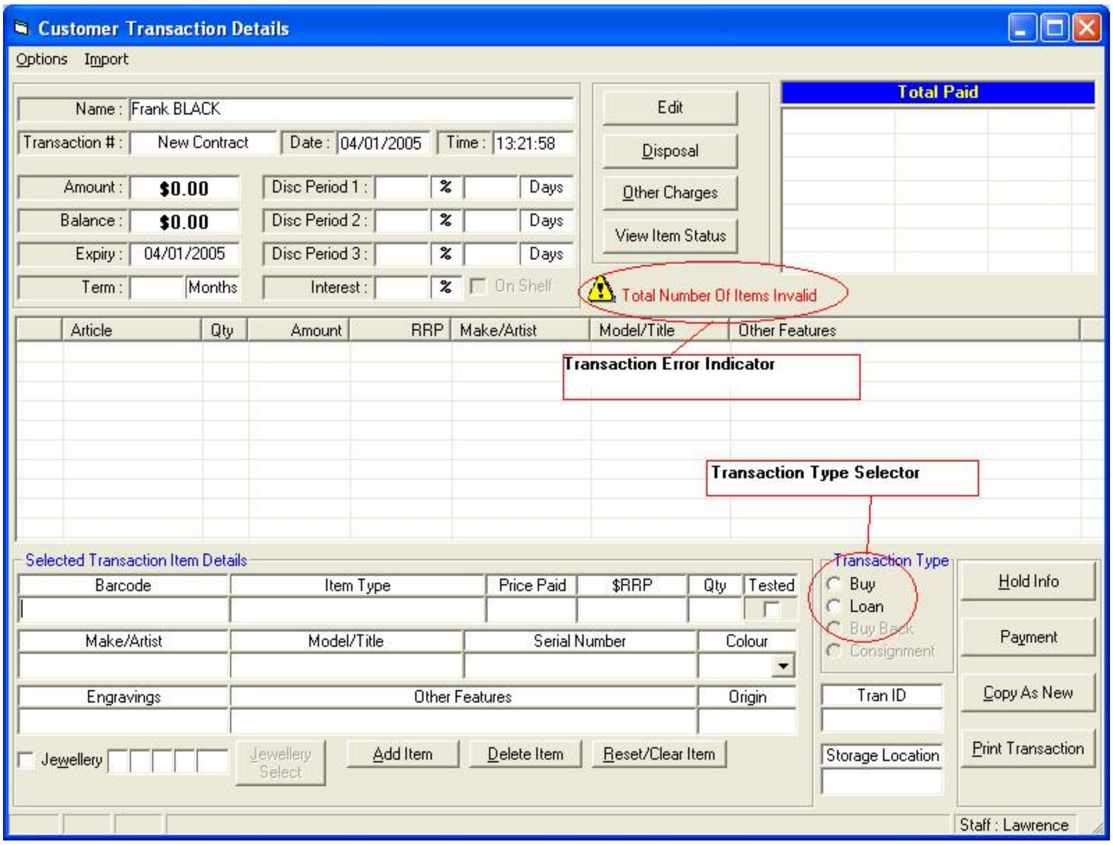


Fig 1.4 – Transaction Details

You will notice the 'Transaction Error Indicator' is immediately displayed with the error 'Total Number of Items Invalid'; this is because there are no items added to the transaction yet. As you complete the transaction, this indicator will inform you of any errors you have made as you go.

From here you can enter each items details in the 'Selected Transaction Item Details' section at the bottom of the panel. After you have all the details correct for the item you are going to add, click the 'Add Item' button. When you have all the items entered and are ready to complete the transaction, use the transaction type selector (Fig 1.4) to select Buy/Loan/Buy Back/Consign and the balance, expiry and other fields will be filled in automatically from settings in your Licence Details (see pg 13). Then simply click 'Print Transaction' and the transaction is complete.

Redeeming a Loan

To redeem a loan (from the main screen), double click on the loan you wish to redeem, and click the payment button. The Payment processing panel will appear (Fig 1.7).

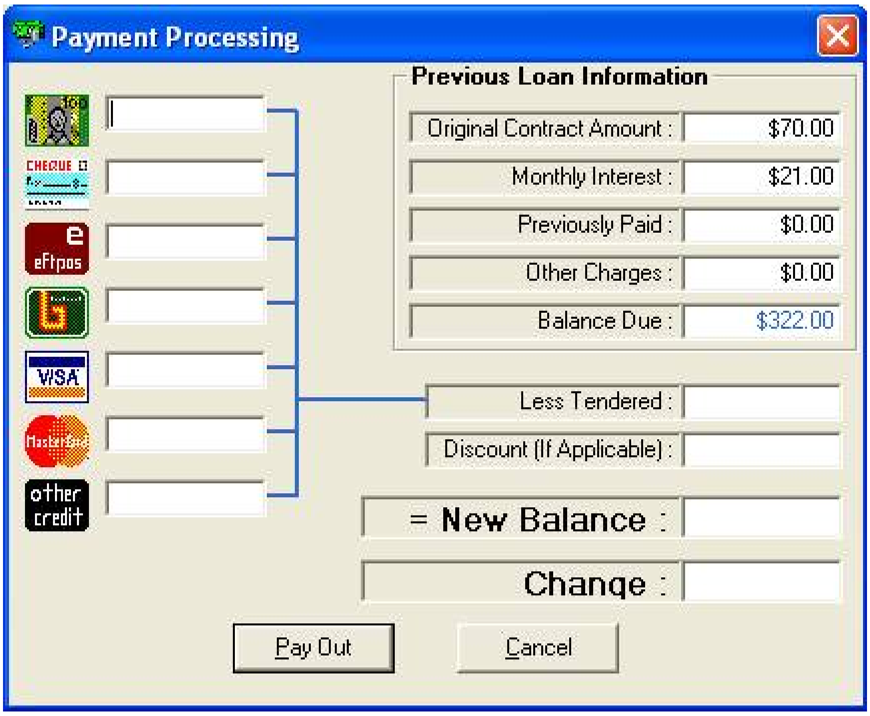


Fig 1.7 – Loan Payment Screen

Once at the loan payment screen, you will notice the balance (including any other charges) has been calculated. Simply enter the amount you are receiving in the appropriate box on the left (cash, visa etc) and click the ‘Pay Out’ button. This will flag the loan as disposed by redemption.

Holds / Extensions

Putting a hold on a loan will stop it from becoming overdue. To achieve this, from the main screen, you simply double click on the loan that you wish to redeem, this will bring up the Transaction Details Panel (Fig 1.4). Then from here, you click the 'Hold Info' button and the 'Follow Up / Hold Information' Screen will appear (Fig 1.8).

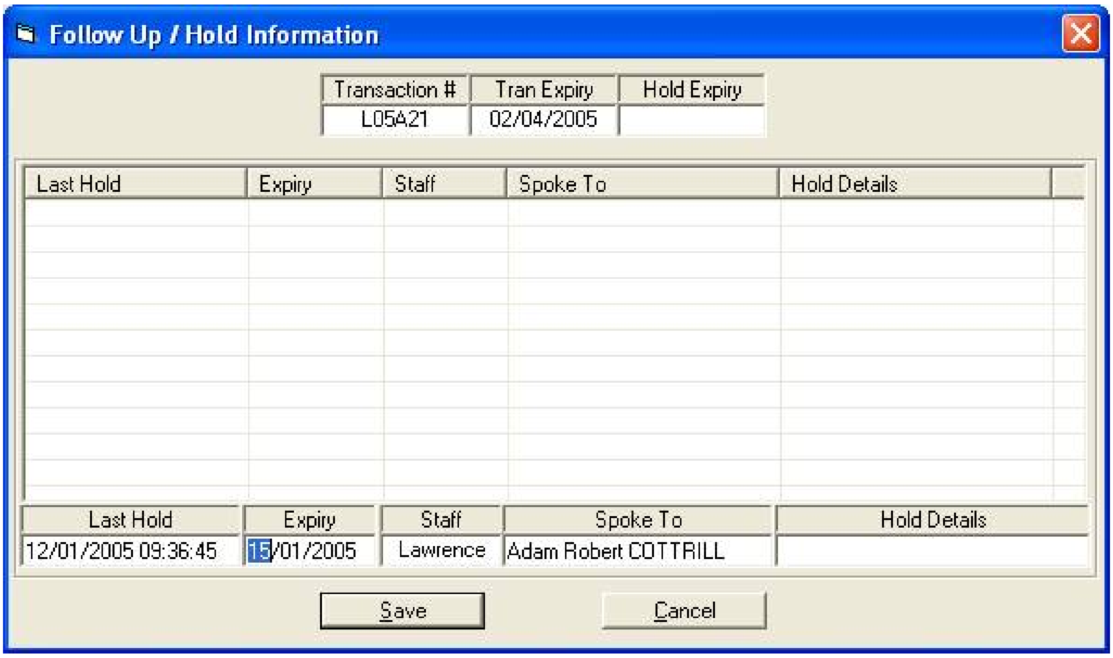


Fig 1.8 – The Hold Info Panel

Once here, click the 'Add New' Button. You will notice that the 'Add New' button has now changed to a 'Save' button. Today's date will automatically be inserted into the 'Expiry' field, as an indicator of the correct format. Change this to the required date, enter the name of the person who requested the hold, add any relevant notes and click the 'Save' button.

This will return you to the Transaction Details Screen, and you will notice that the Hold date is displayed at the bottom of the panel (Fig 1.9).

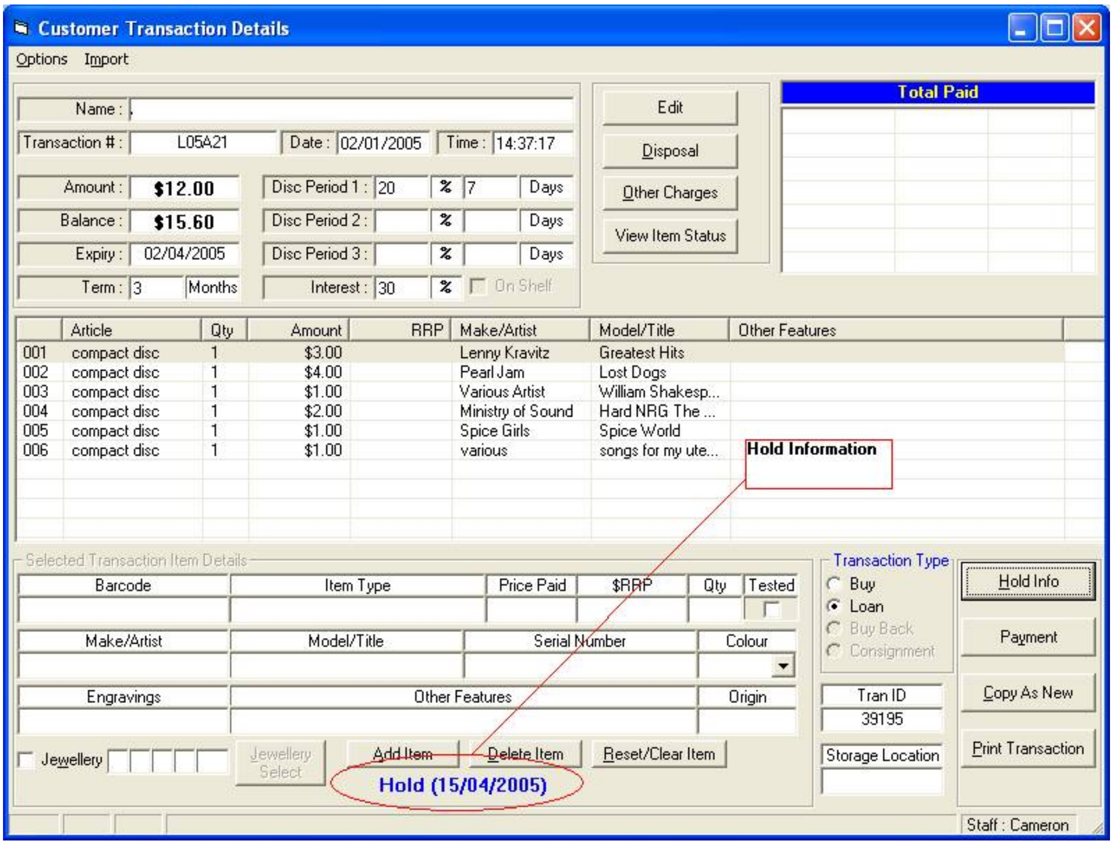


Fig 1.9 – The Hold date is displayed on the transaction footer

Stock Control

Stock Control includes three sections, General Stock Control, Overdue Stock Administration & Stocktake.

General Stock Control

General Stock Control allows you to search on stock and perform stock maintenance/manually adjust stock properties (Fig 1.5).

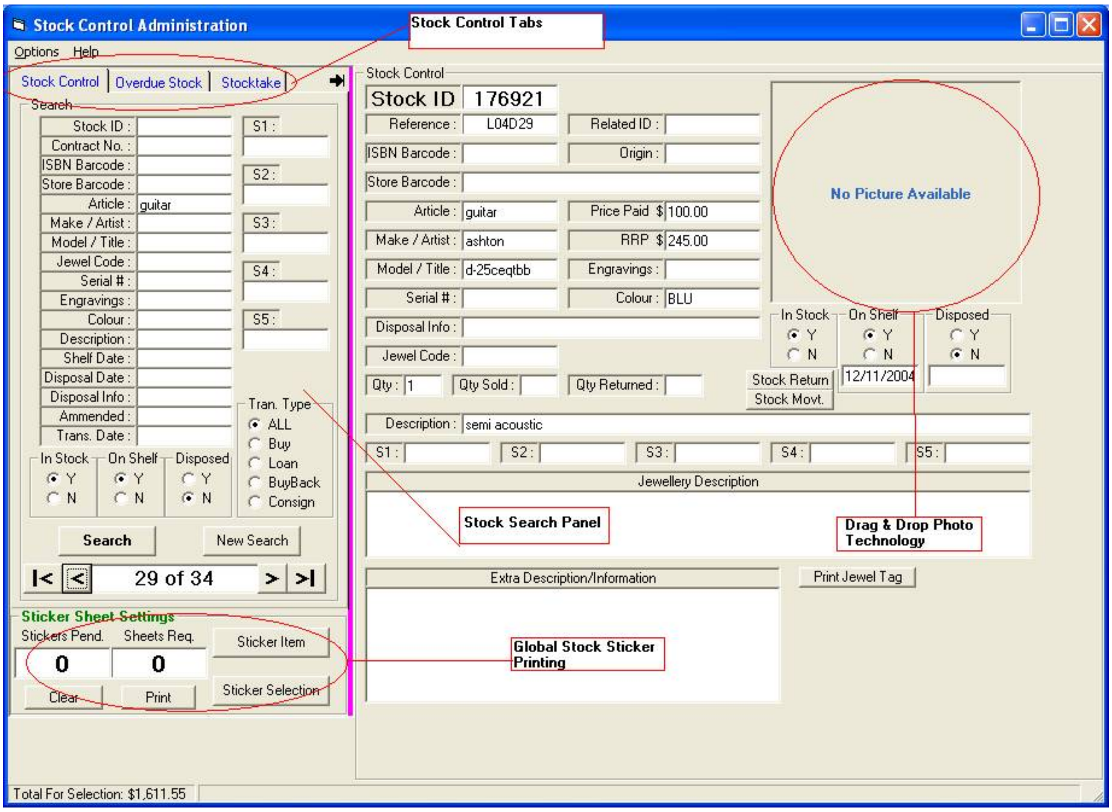


Fig 1.5 – Stock Control Administration

The Stock Control tabs at the top left of the panel allow you to switch between the different stock control modes, allowing you to edit stock, book overdue stock onto shelf, perform stocktake functions and print product stickers simultaneously.

The search panel allows various types of stock editing, including search by transaction date, shelf date, disposal date, shelf status and many more. It's even possible to attach a photo to a particular stock item, simply drag the image file over the 'No Picture Available' label, and the 'drag & drop' feature will automatically attach the image to that stock item.

Overdue Stock Administration

The Overdue Stock Panel allows you to move expired transactions onto the retail shelf for sale (Fig 1.6).

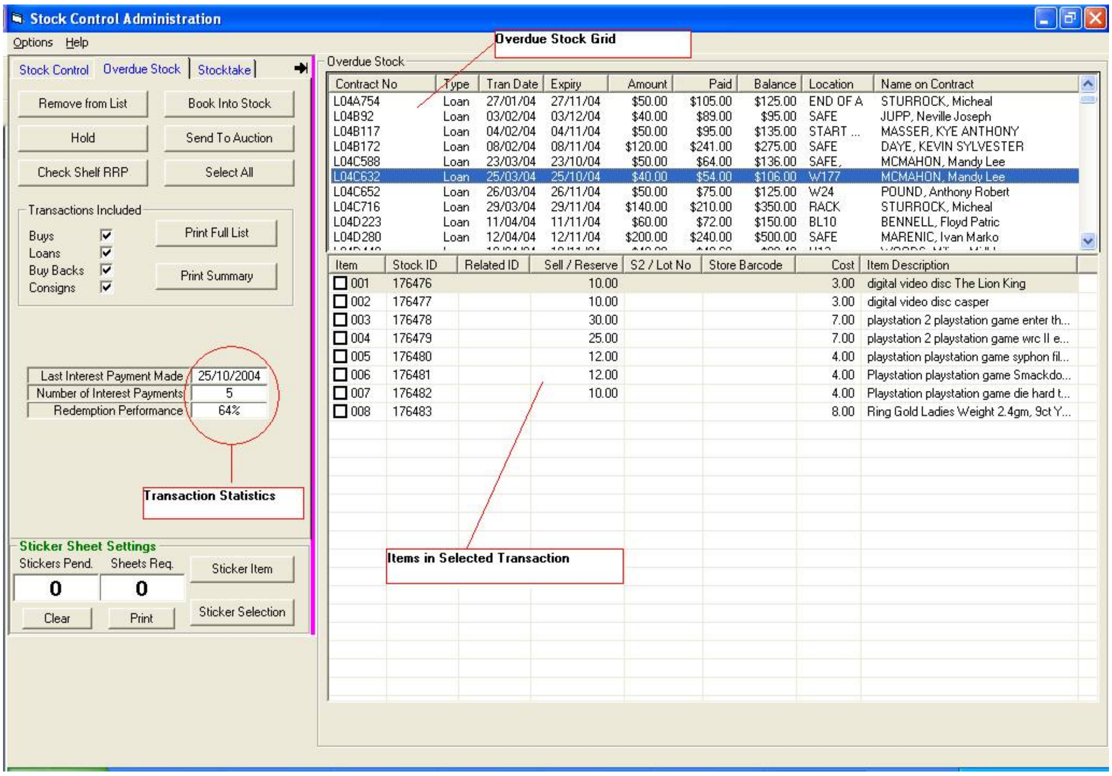


Fig 1.6 – Overdue Stock Administration

As you go through each transaction in the Overdue Stock Grid, simply enter your Sell/Reserve Price and Click the 'Book into Stock' button. The panel also contains transaction statistics, which may help you decide whether or not to put the transaction on the retail floor, based on the customer's redemption percentage (how often they pick up their goods), number of interest payments made and the date of the last interest payment.

Stocktake

The stocktake panel allows you to check all of the stock on your retail floor against what the computer reports you have, and correct any mistakes (See Stocktake HowTo Document).

Licence Details

The Licence Details wizard holds your entire program 'Personal Settings'. You can reach this panel from than main screen by clicking on the options menu and choosing 'Licence Details'. Once here, to edit the details, click the 'Unlock' Button (Fig 2.0). If you have an 'Admin Password' set then you will be prompted for it.

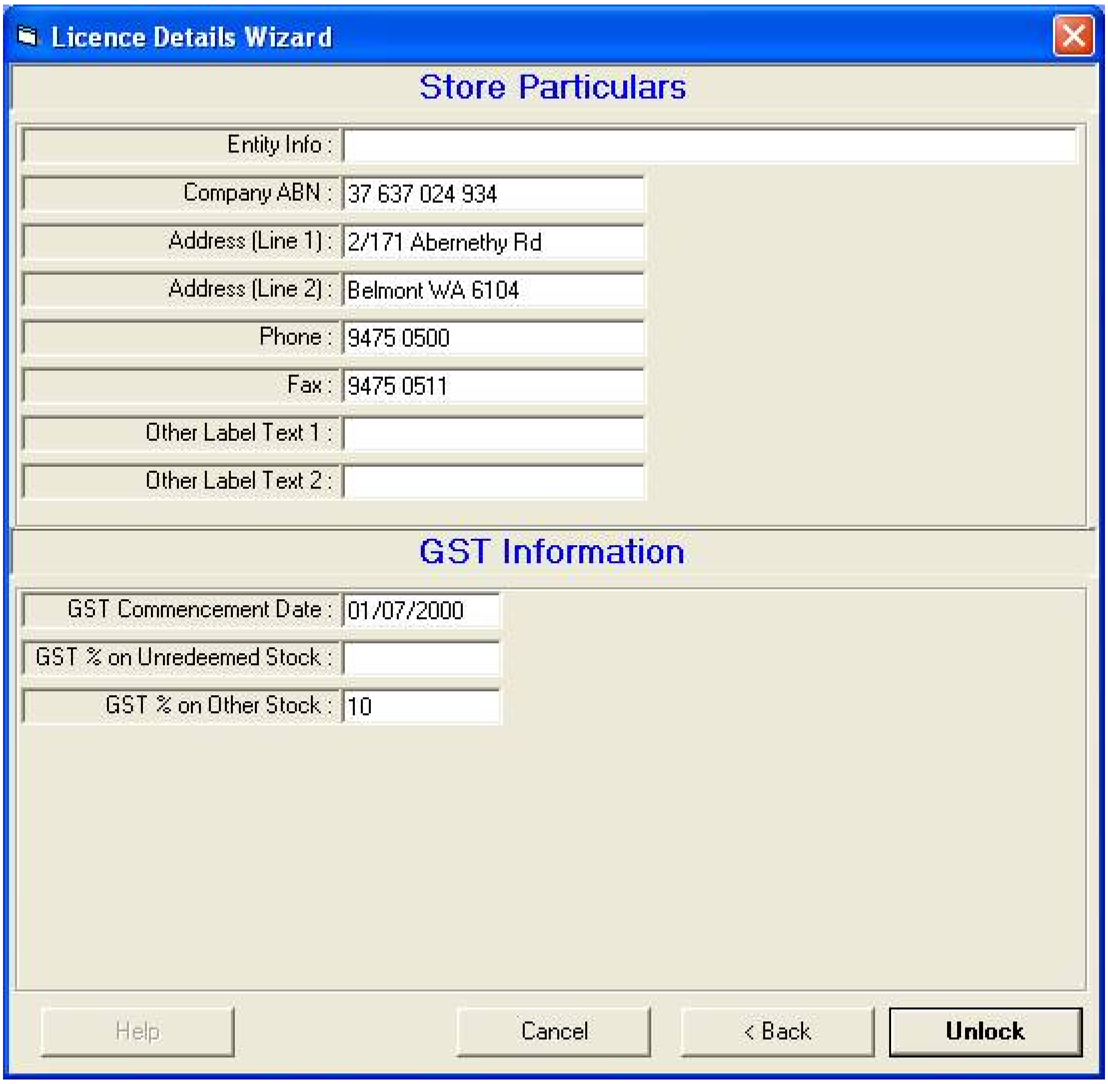


Fig 2.0 – The Licence Details Panel

The first Licence Details panel includes the following fields:

- Entity Info – Additional company letterhead information
- Company ABN – Australian Business Registration Number
- Address (Line 1) – Company Address Information
- Address (Line 2) – Company Address Information
- Phone – Company Phone Number
- Fax – Company Facsimile Number
- Other Label Text 1 – Customisable Label for Transaction Ticket
- Other Label Text 2 – Customisable Label for Transaction Ticket
- GST Commencement Date – GST introduction date
- GST % on unredeemed stock – GST percent to claim on loans
- GST % on other stock – GST percent to claim on buys

Licence Details Page 1

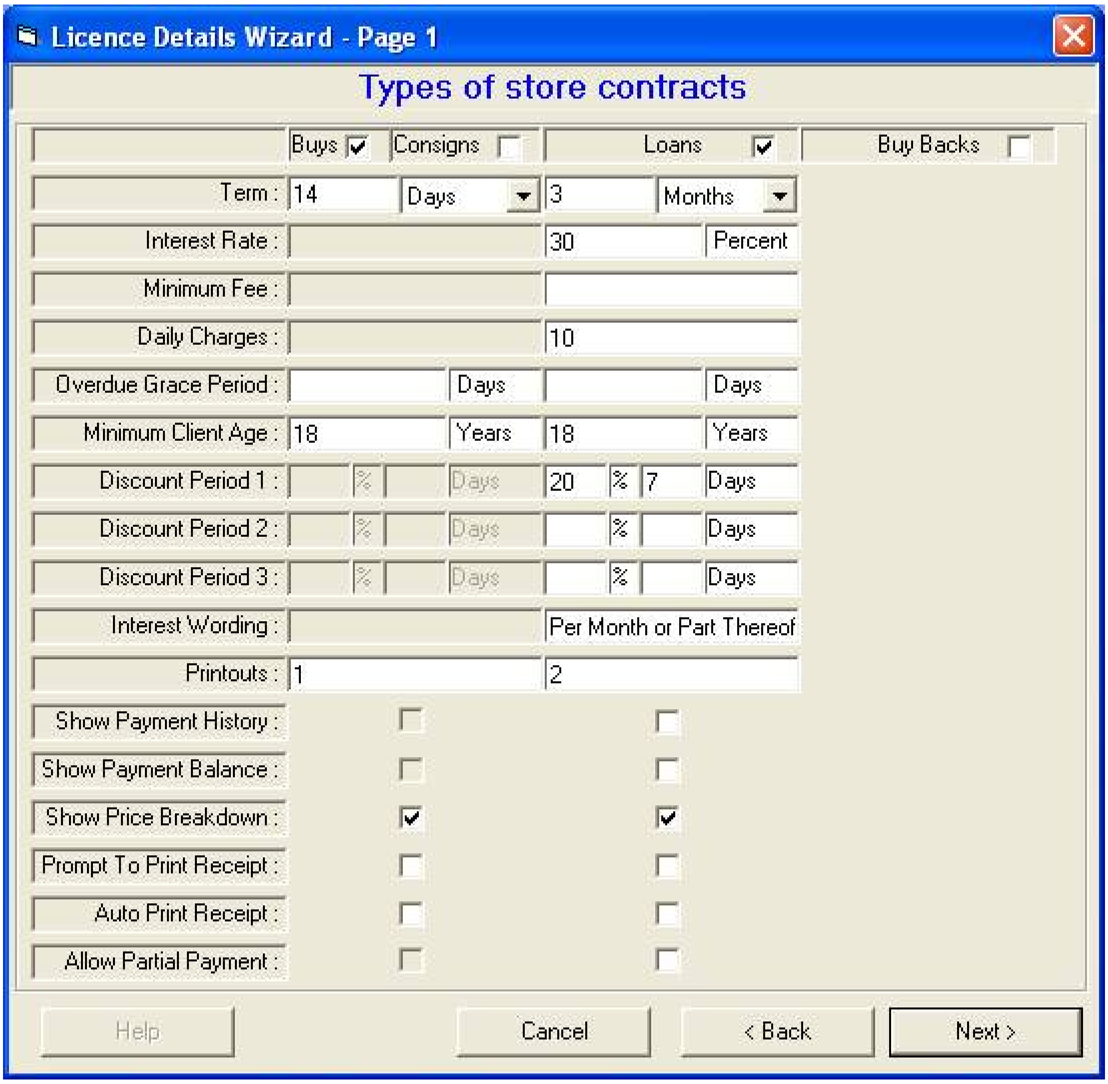


Fig 2.1 – The Licence Details Panel – Page 1

- Term – The term of the transaction
- Interest Rate – The percentage of interest charged
- Minimum Fee – The Minimum charge when collecting a transaction
- Daily Charges – A daily fee or storage charge
- Overdue Grace Period – The number of days after the transaction expiry before the transaction will show on the overdue list
- Minimum Client Age – The minimum age a client must be to loan/sell goods
- Discount Period (1 - 3) – An optional discount structure for early transaction redemption
- Interest Wording – The editable wording for interest payments
- Printouts – The number of transaction tickets to print
- Show Payment History – Show list of payments made towards loan on receipt
- Show Payment Balance – Show total payments made towards loan on receipt
- Show Price Breakdown – Show the price paid for each item on a transaction

- Prompt to Print Receipt – Prompt the user to print a receipt when a payment is made
- Auto Print Receipt – automatically print a receipt when a payment is made (this option will disable the 'Prompt to Print Receipt' option)
- Allow Partial Payment – Allow partial interest payment to extend a loan

Licence Details Page 2

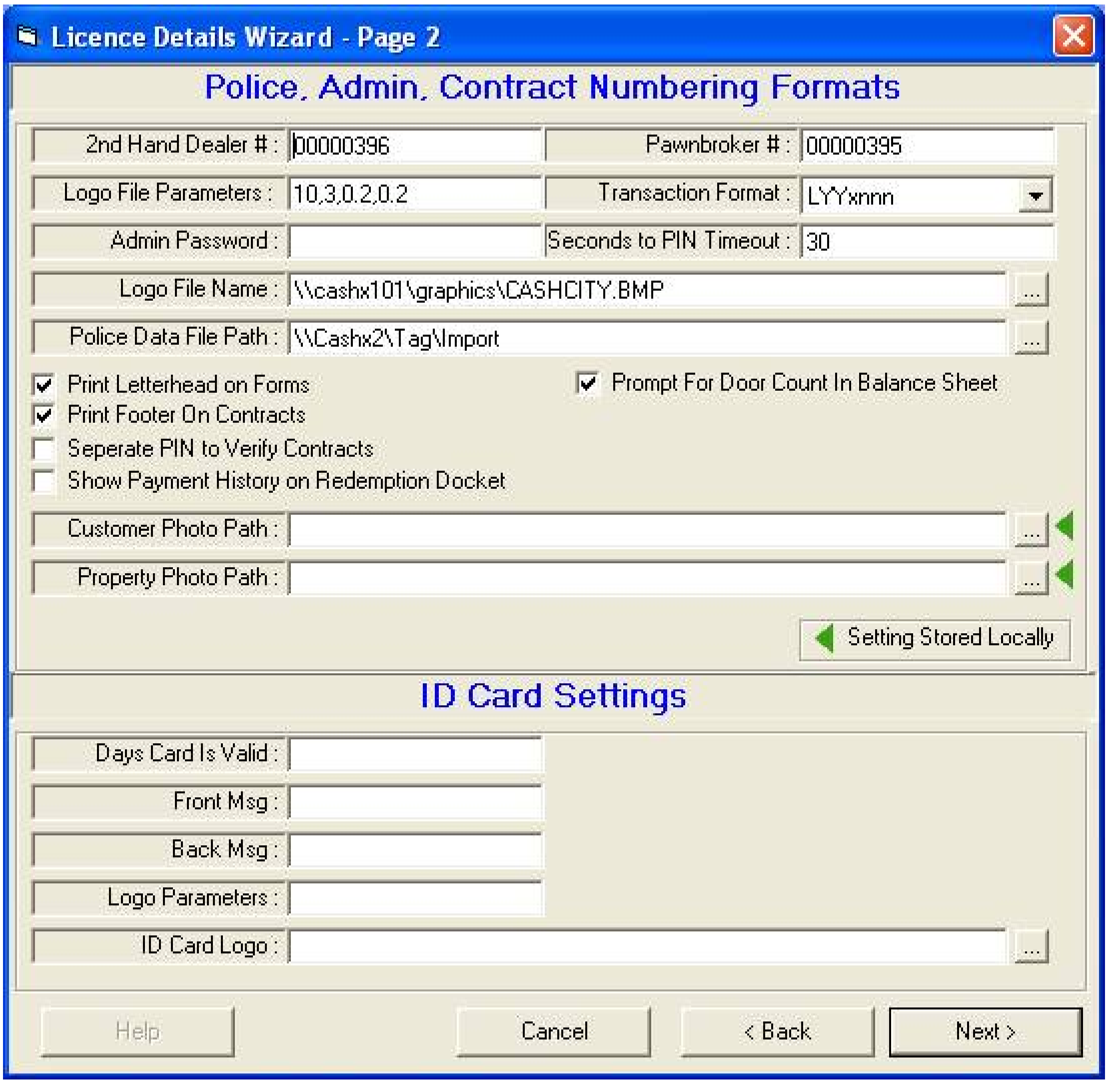


Fig 2.2 – The Licence Details Panel – Page 2

- 2nd Hand Dealer # - Secondhand dealer registration number
- Pawnbroker # - Pawnbroker registration number
- Logo File Parameters – Format (X, Y, Scale X, Scale Y) Used for positioning logo image on printouts
- Transaction Format – Transaction Number format options
- Admin Password – Optional password for secure areas (Administration / Licence Details etc)
- Seconds to PIN Timeout – How many seconds of inactivity before the login screen displays
- Logo File Name – Location of the printout logo file
- Police Data File Path – Path to export police data
- Print Letterhead on Forms – Option to print or leave off the company letterhead

- Print Footer on Contracts – Option to print extra details on the bottom of the contract
- Separate PIN to Verify Contracts – Option to have the deal checked by another staff member before the transaction is printed
- Show Payment History on Redemption Docket – Option to show details from each payment on the redemption docket
- Prompt for Door Count in Balance Sheet – Prompt staff to enter door count when counting/balancing tills
- Customer Photo Path – Path to storage location of customer photos
- Property Photo Path – Path to storage location of stock photos

ID card Settings

- Days Card is Valid – How long until the card expires
- Front Msg – Message on the front of the card
- Back Msg – Message on the back of the card
- Logo Parameters – Format (X, Y, Scale X, Scale Y) Used for positioning logo image on ID Cards
- ID Card Logo – Location of ID Card logo

Licence Details Page 3

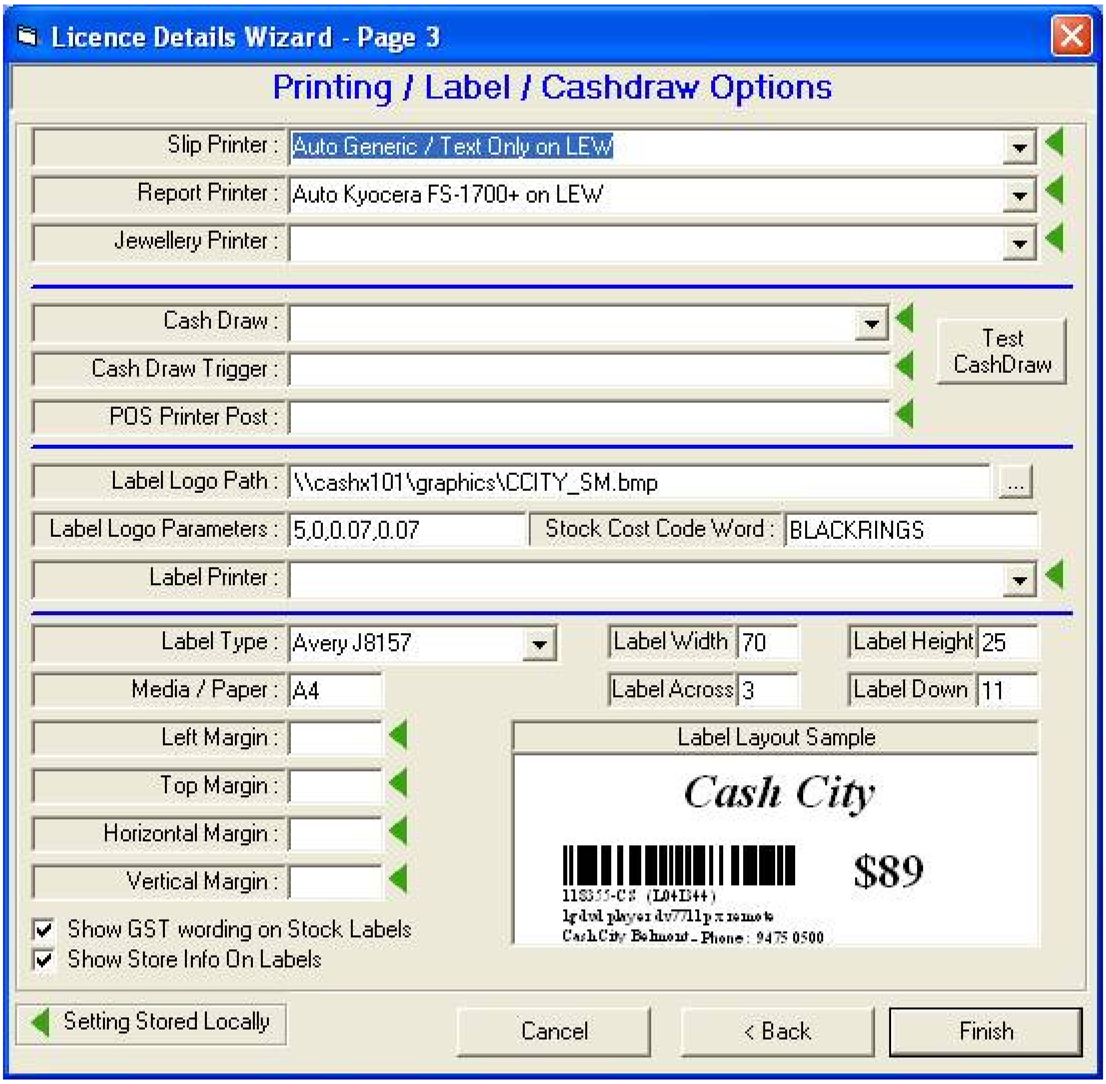


Fig 2.3 – The Licence Details Panel – Page 3

- Slip Printer – Thermal Receipt Printer
- Report Printer – A4 printer that reports will be printed on
- Jewellery Printer – Optional Jewellery barcode printer

- Cash Draw – Cash Draw Connection
- Cash Draw Trigger – Cash Draw Release Trigger
- POS Printer Post – Optional commands to be sent to Slip printer after print
- Label Logo Path – Location of the Stock Label Logo
- Label Logo Parameters - Format (X, Y, Scale X, Scale Y) Used for positioning logo image on Stock Labels
- Stock Cost Code Word – 10 Letter word that no characters repeat (ie MAKEPROFIT). This is printed on the stock sticker to know the cost price straight away. M represents 1, A represents 2 and so on.
- Label Printer – A4 printer that will print stock stickers
- Label Type – Default label types with preset settings
- Media / Paper – Paper size
- Left Margin – margin where labels will begin printing
- Top Margin – margin where stickers will begin printing
- Horizontal Margin – Space between each label
- Vertical Margin – Space between each label
- Label Width – Width of each label
- Label Height – Height of each label
- Label Across – Number of labels across
- Label Down – Number of labels down
- Show GST Wording on Stock Labels – Option to show GST wording on labels
- Show Store Info on Labels – Option to show store contact information on labels

Administration Panel

YTD Figures

Upon entering the 'Administration' Panel, your Year to Date Figures are available, to calculate, just click the 'Calculate Year To Date' button (Fig 2.4)

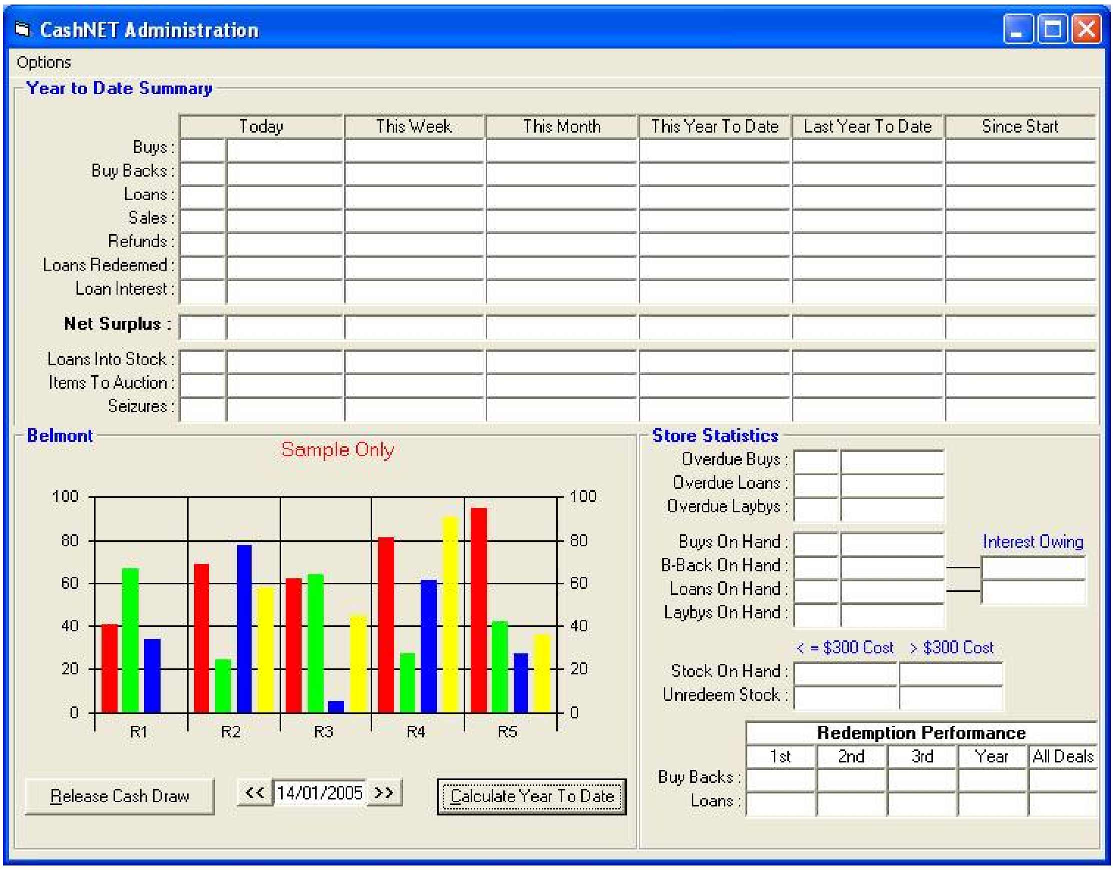


Fig 2.4 – The Administration Panel

Your Stock Figures are also calculated and displayed in the bottom right-hand corner of the panel.

Reports

The Administration reports cover all aspects of the retail business. To access the administration reports (from the Administration Panel), click the 'Options' menu and choose 'Reports'. Simply choose which report to print, choose the dates that you want to see, and click print.

Sale, Layby, and Refund Wording

From the Administration panel you can access the Wording Panel. Choose Options and the wording you wish to edit (Loan, Buy, and Redemption etc.). This wording will appear on your Receipts. Once you have edited the wording to your satisfaction, click OK, it's that simple.

Employee PIN Security

The Employee PIN Security panel (Fig 2.5) is where you Add, Delete and modify employee details.

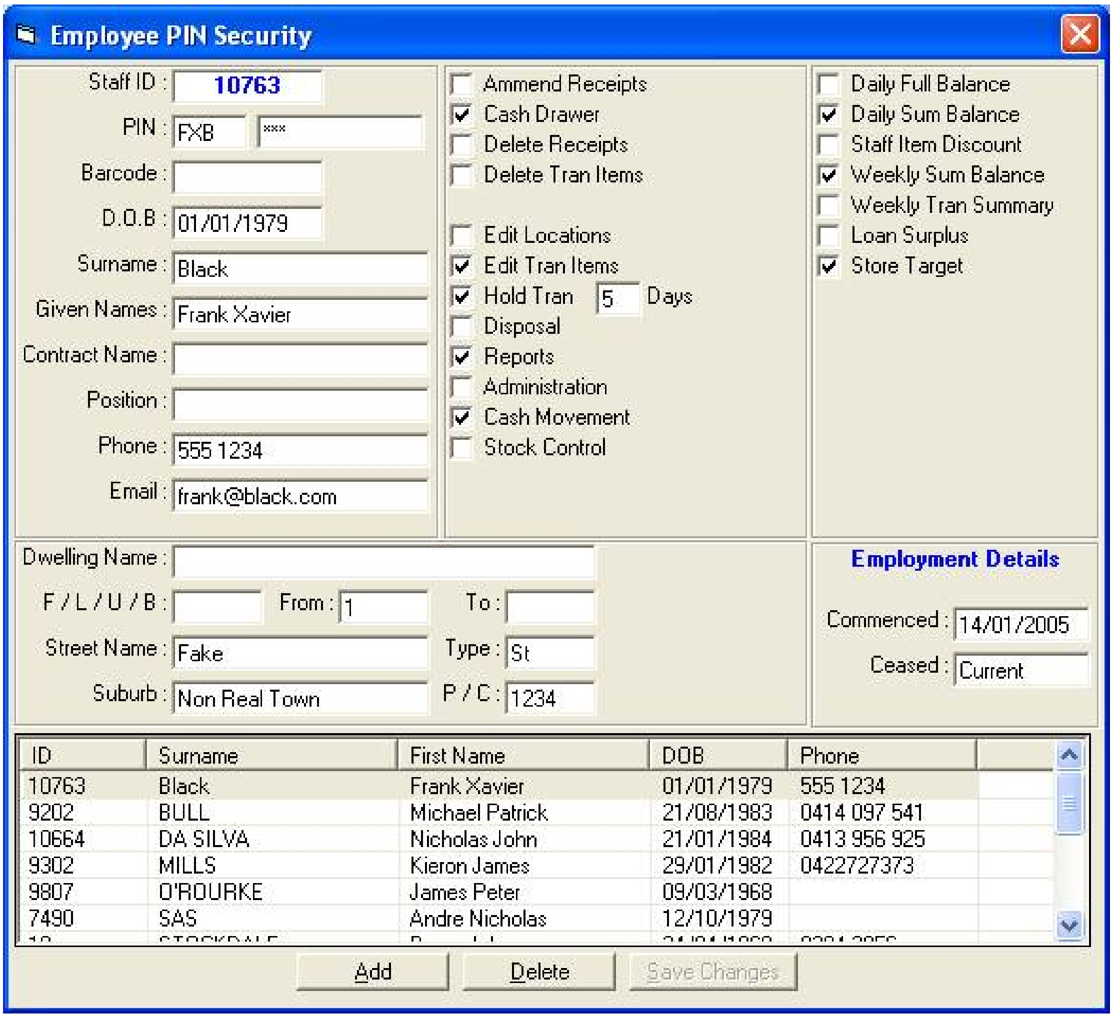


Fig 2.5 – The Employee PIN Security Panel

Add / Edit an Employee

To add an employee, simply click the 'Add' button, you will be prompted to enter the new employee's Name ID (is they are already in the customer database) and then their surname. Once you have done that, you will be prompted to enter a PIN for them.
Then you will see their name appear in the grid at the bottom of the panel. To enter the rest of their details, simply select them in the grid. Their details will now be available for editing in the fields at the top of the form.

Setting PIN Security

Their security rights will also be displayed on the right hand side of the form, initially, they will have no rights at all. Assign them the rights that are applicable to what they will be doing and either click the 'Save Changes' Button or select another employee to save the changes.

Deleting an Employee

To delete an employee, simply select their name in the grid and click the delete button. When an employee is deleted, their ‘Ceased Employment’ field will be set to the date they were deleted.

Hopefully this manual has helped you getting started with CashNET. If you have any further questions, comments or suggestions, please don't hesitate to contact us.

Phone:	(08) 9250 - 6088
Web:	www.comwiz.net.au
Email:	sales@comwiz.net.au

Thank you for your ongoing support.

The ComWiz 32Bit Development Team.