



CARA GUNA SISTEM P.O.S

Point Of Sale

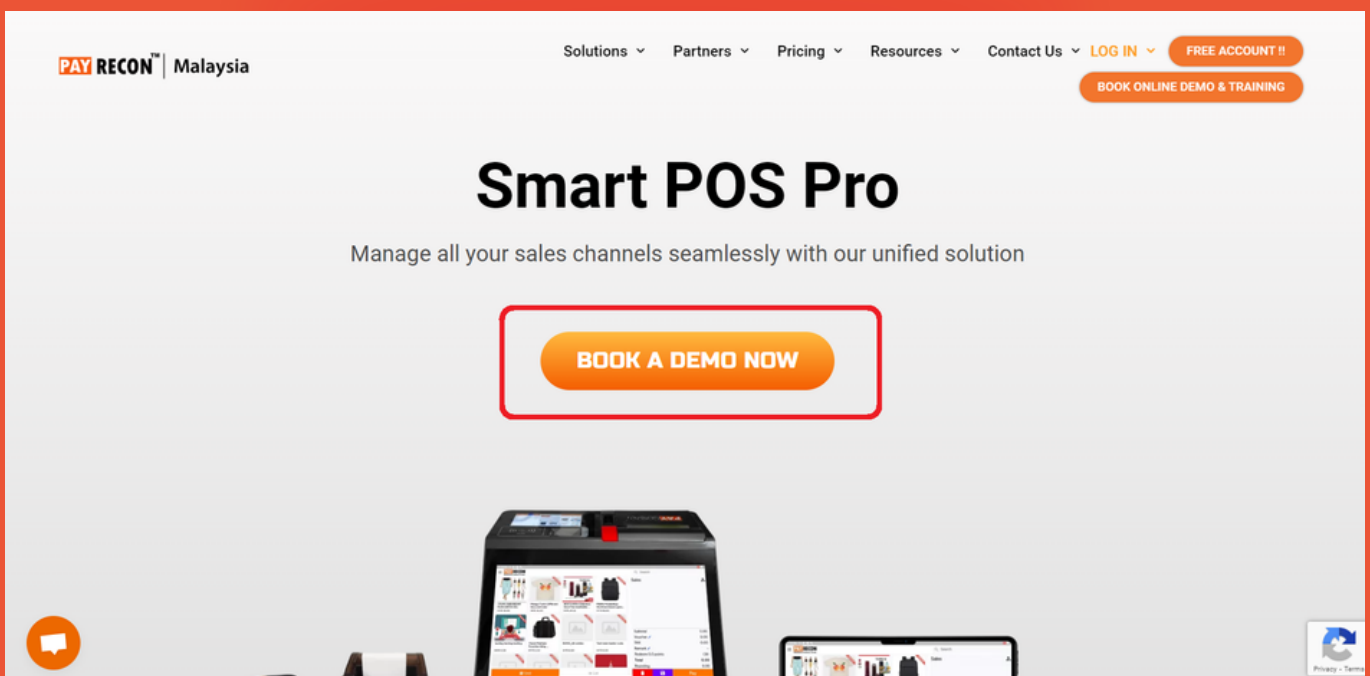


Makluman.

Pastikan anda **guna tablet** sepanjang mengikuti tutorial ini.

Jika anda **perlu bantuan** sepanjang mengikuti tutorial ini, sila pergi ke link berikut dan **klik butang 'Book A Demo'** seperti dalam gambar di bawah...

<https://www.payrecon.my/point-of-sale-system-pos/>



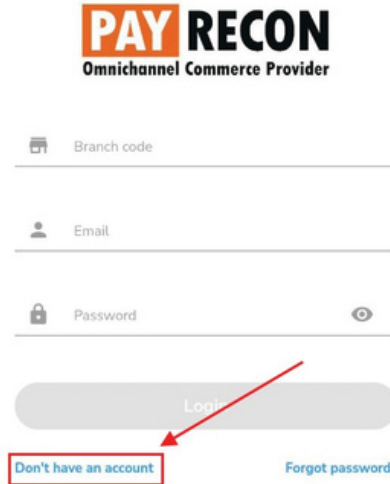
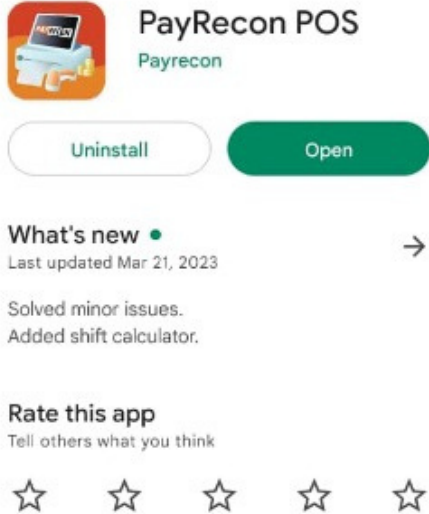
The screenshot shows the PayRecon Malaysia website. The header includes the logo 'PAY RECON | Malaysia' on the left and navigation links for 'Solutions', 'Partners', 'Pricing', 'Resources', and 'Contact Us' in the center. On the right, there are buttons for 'LOG IN', 'FREE ACCOUNT !!', and 'BOOK ONLINE DEMO & TRAINING'. The main heading is 'Smart POS Pro' with the tagline 'Manage all your sales channels seamlessly with our unified solution'. A prominent orange button labeled 'BOOK A DEMO NOW' is highlighted with a red border. Below the text, there is an image of a tablet displaying the POS interface, with a laptop and a smartphone also showing the interface. A chat icon is visible in the bottom left corner, and a privacy/terms icon is in the bottom right corner.

SMART POS V2 TUTORIAL

REGISTER ACCOUNT

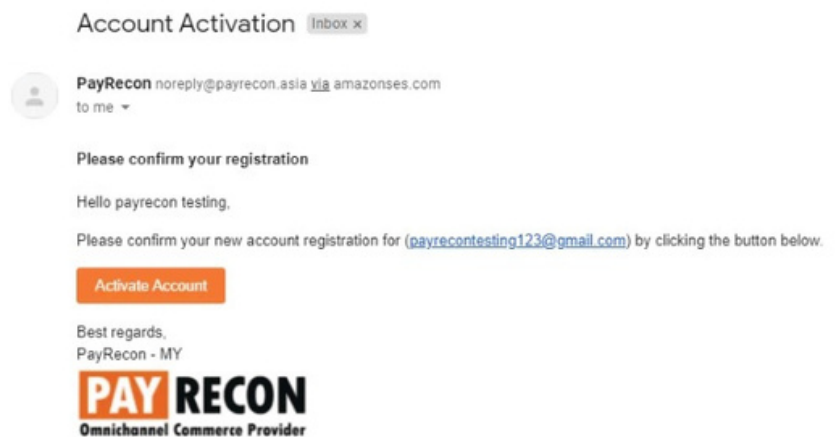
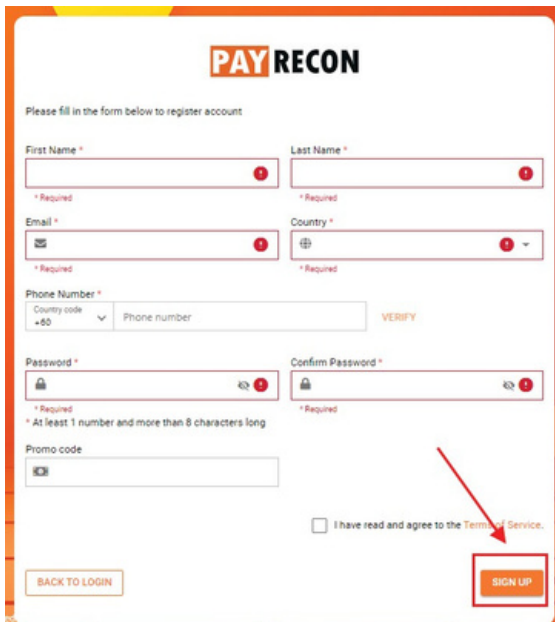
1) You could find our Smart Pos by searching in Google Play store.

2) But before start using the pos system, please make sure you have a payrecon account to get start. If you don't have the account, kindly sign up a new account by clicking the button shown as below.

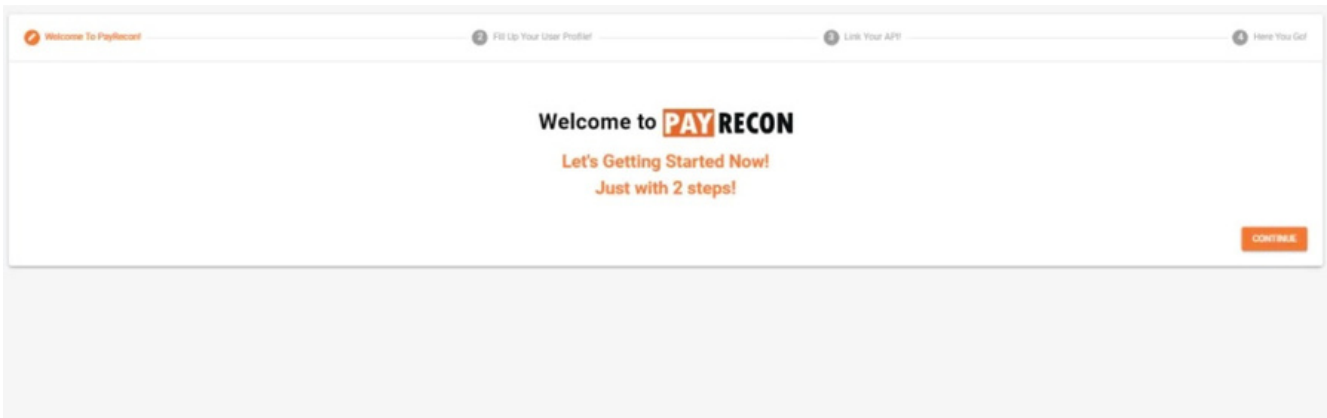


3) Filled in all your detail and press sign up.

4) You will receive an email after you pressing the signup button, active the account from the email that system sent you and login into payrecon.



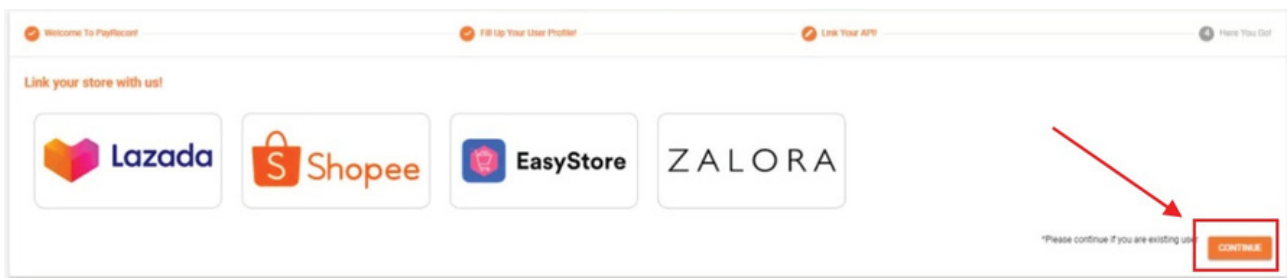
5) After log in to payrecon, follow the steps to start your business!



6) Fill up your user profile and click continue.

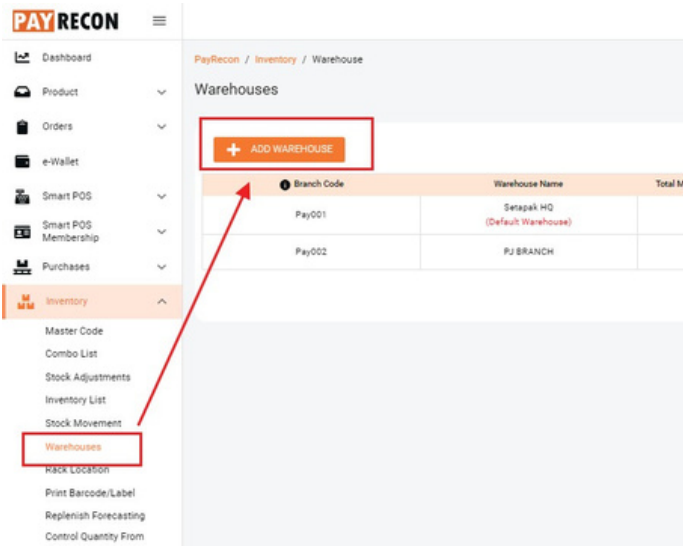
A screenshot of the "Fill Up Your User Profile" form. The form is divided into several sections. The "Personal Information" section includes fields for First Name (filled with "payrecon"), Last Name (filled with "testing"), Gender (dropdown menu with "none" selected), and Phone (empty field with a red error icon and the text "*Required"). The "Country" dropdown menu is set to "Malaysia". The "Company Details" section includes fields for Company Name, Company Contact Number, Company Address (with a rich text editor toolbar), Company City, Company State, Company Postcode, SST Reg. No., and Company Email. A red "CONTINUE" button is located at the bottom right of the form.

7) Then just click the continue button if you want to proceed for POS system only.



8) Next, you gonna need a warehouse to control your stock and manage your POS system product. Go to Inventory > Warehouse > Add Warehouse.

9) Fill in the warehouse detail. The Branch Code must be filled in as it is needed when you login to Smart Pos System.



The 'Add Warehouse' form contains the following fields:

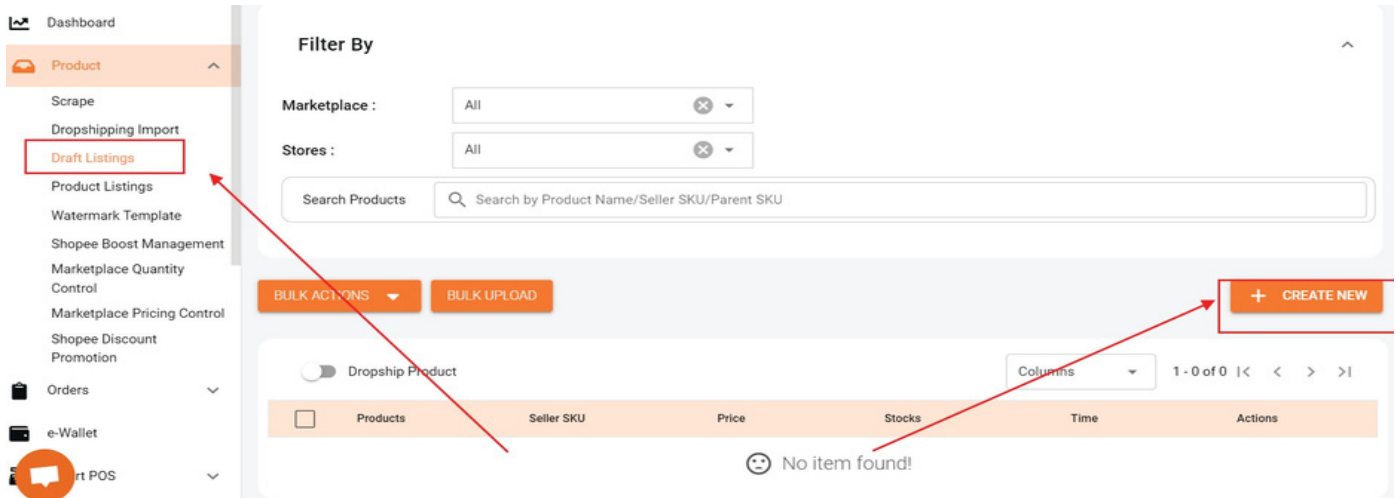
- Branch Code
- Warehouse Name
- Manager
- Phone
- Location

At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

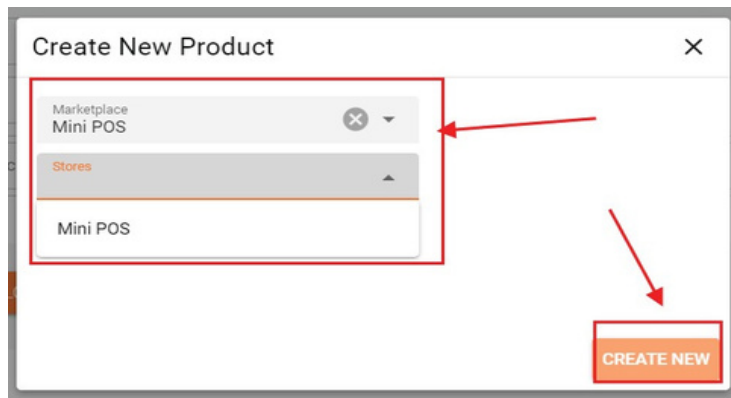
SMART POS V2 TUTORIAL

CREATE PRODUCT

1) Now you had ready and can start to create product for your smart pos system. To create product. Kindly go to Product > Draft Listing > Create New

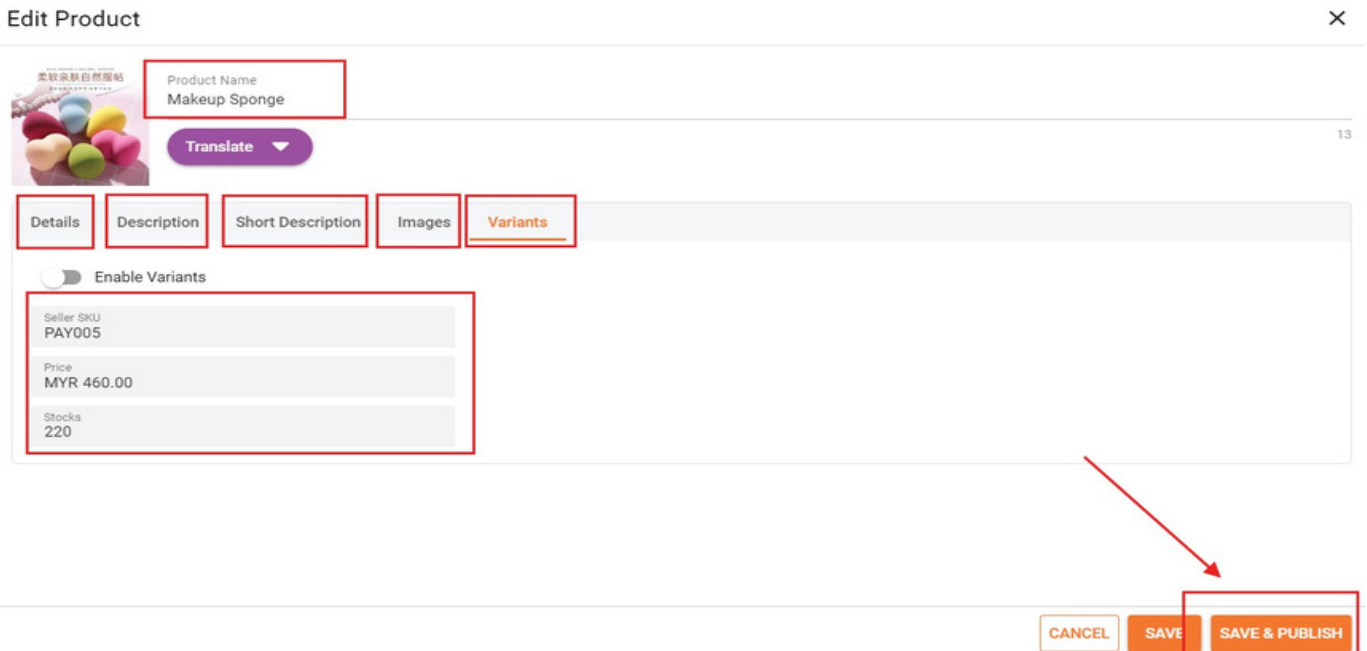


2) Then, select the marketplace and store name, and press create new.



3) Fill in all the information for your product, then press save & publish.

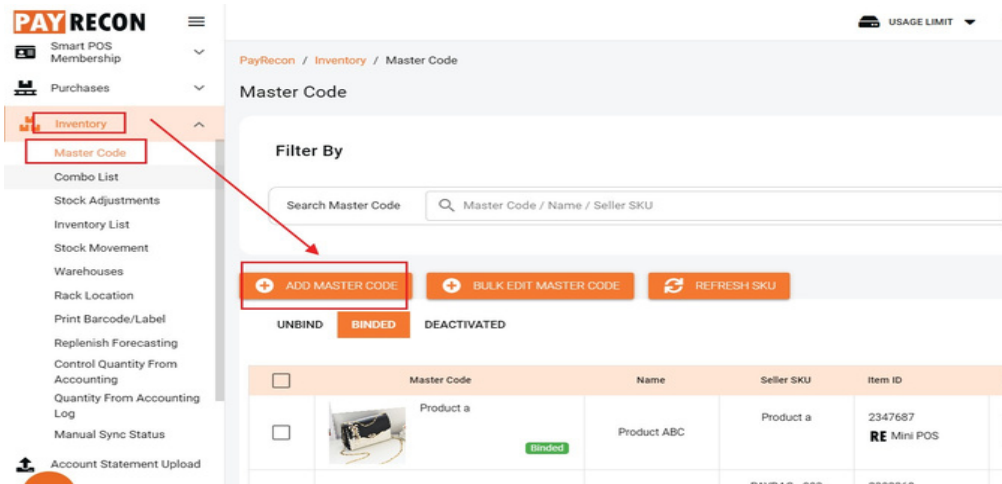
Now, your product is created and you have to create mastercode and inventory quantity for your pos system.



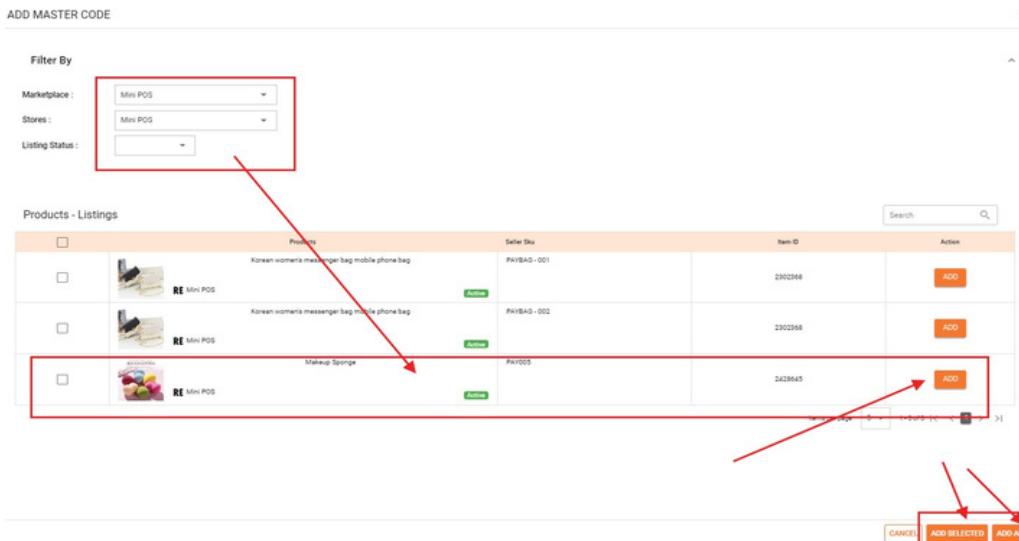
SMART POS V2 TUTORIAL

CREATE MASTERCODE & STOCK ADJUSTMENT

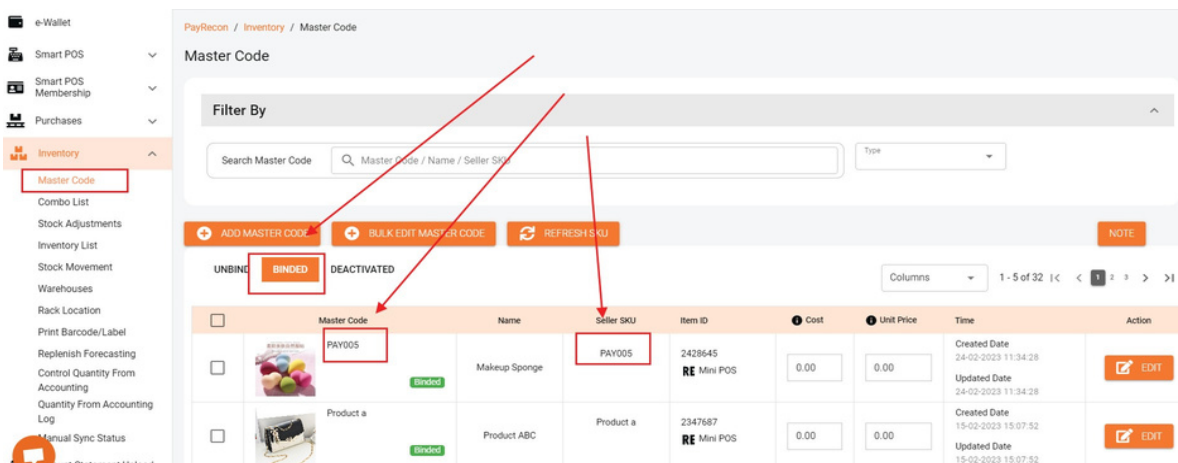
1) To control your stock inventory, you MUST completed adding product first. After adding the product, only can do inventory. Kindly go to Inventory > Mastercode > Add Mastercode.



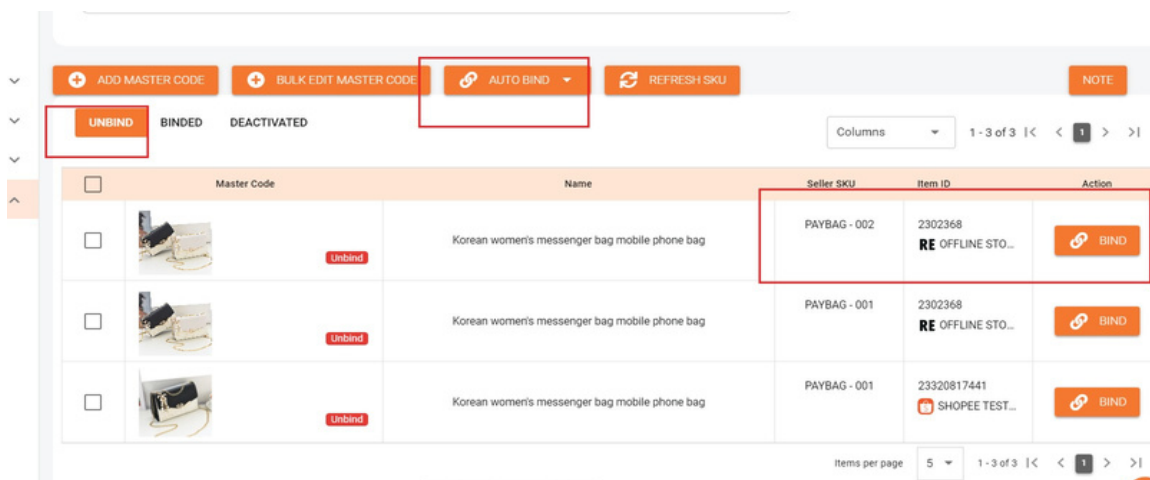
2) Then select your marketplace and store, the list below will show the store product that you can do stock control. Press the "Add" button for the product you want to add, or press "Add All" to add all the product in your store.



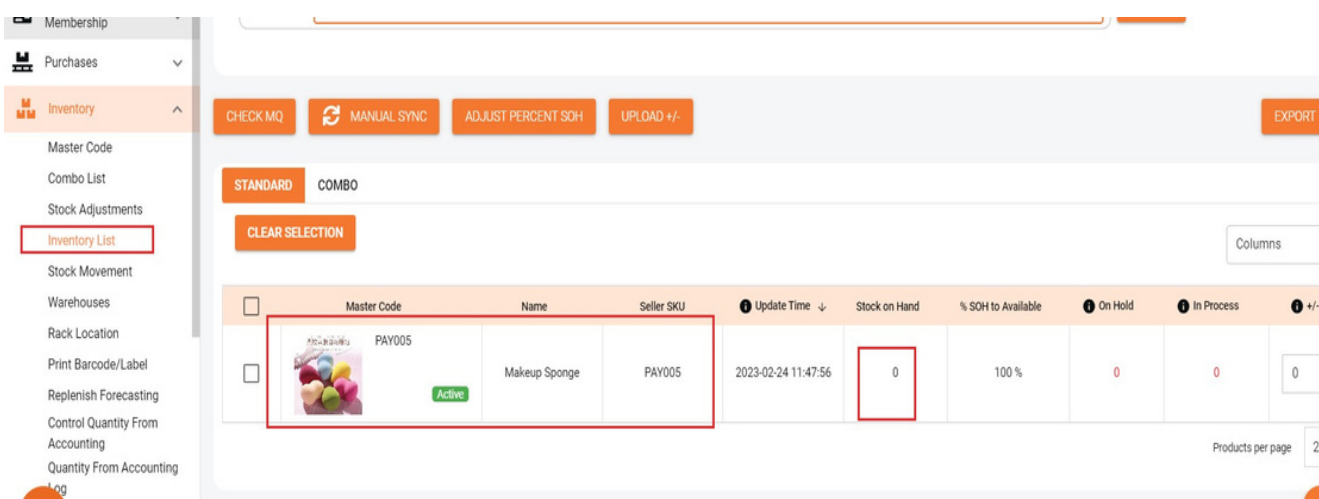
3) The product that first time adding mastercode, system will help you automatically binded the product. The mastercode will follow the Seller SKU of your product. If the product Mastercode is not correct, you could press the "Edit" button in Action row.



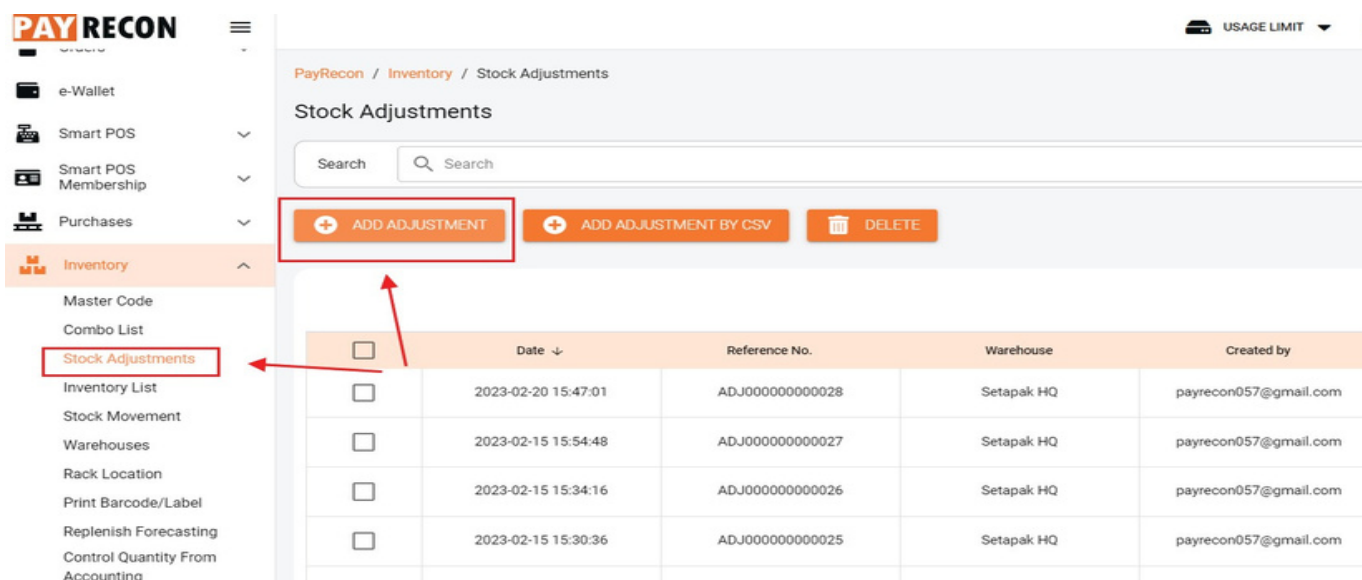
4) If your product is in the unbind section, you could use the Autobind function if your seller SKU & Mastercode are same. If your seller SKU is not same with Mastercode, then you have to press the bind button and key in your correct Mastercode.



5) After adding the mastercode, you will be able to check your stock quantity in your inventory list. Because this is your first time set-up, so the system won't have the data of your stock.



6) To add the stock quantity, kindly go to Inventory > Stock Adjustment > Add Adjustment.



7) Fill in the mastercode of your product and key in the quantity of your product, then click confirm & Sync. Now you may check your inventory list again, the quantity will be updated.

Add Adjustment ✕

Warehouse: Setapak HQ

+ Add or Scan Master Code

| Master Code | Name | Initial Quantity | Adjustment | New Quantity | Delete |
|-------------|---------------|------------------|------------|--------------|--------|
| PAY005 | Makeup Sponge | 0 | 30 | 30 | |

Remark

CANCEL CONFIRM CONFIRM & SYNC

8) Now you may check your inventory list again, the quantity will be updated.

e-Wallet Smart POS Smart POS Membership Purchases **Inventory** Master Code Combo List Stock Adjustments **Inventory List** Stock Movement Warehouses Rack Location Print Barcode/Label Replenish Forecasting

Status: ALL **ACTIVE** DEACTIVE

Search:

CHECK MQ MANUAL SYNC ADJUST PERCENT SOH UPLOAD +/-

STANDARD COMBO CLEAR SELECTION

| | Master Code | Name | Seller SKU | Update Time | Stock on Hand | % SOH to Available |
|--------------------------|----------------------------|---------------|------------|---------------------|---------------|--------------------|
| <input type="checkbox"/> | PAY005 Active | Makeup Sponge | PAY005 | 2023-02-24 12:28:23 | 30 | 100 % |

9) The product that you have create stock control will have a "standard" logo below your seller sku in the product listing section.

Product Scrape Dropshipping Import Draft Listings **Product Listings** Watermark Template Shopee Boost Management Marketplace Quantity Control Marketplace Pricing Control Shopee Discount Promotion Orders e-Wallet Smart POS

Search Products:

BULK ACTIONS BULK UPLOAD (SMART POS)

ALL (31) ACTIVE (31) Dropship Product

| Products | Seller SKU | Price | Sto |
|---|------------------------------------|------------|-----|
| <input type="checkbox"/> Makeup Sponge OFFLINE STORE Active Variant (1) | PAY005 Standard | MYR 460.00 | 30 |
| <input type="checkbox"/> Product ABC OFFLINE STORE Active Variant (1) | Product a Standard | MYR 500.00 | 10 |

SMART POS V2 TUTORIAL

PRICE & WHOLESALE SETTING

1) Now you have done for the mastercode and inventory stock. To set up the price for your product, kindly go to the mastercode and filled in the unit price column. After setting the price, the price will be shown in your pos system as well.

| Master Code | Name | Seller SKU | Item ID | Cost | Unit Price | Time | Action |
|-------------|---|------------|-------------|--------|------------|--|--------|
| Product x | Product ABC | Product x | 2347687 | 0.00 | 500.00 | Created Date: 18-03-2023 15:07:52 Updated Date: 27-03-2023 12:29:39 | EDIT |
| PAYBAG-001 | Korean woman's messenger bag mobile phone bag...Black | PAYBAG-001 | 23320817441 | 800.00 | 1400.00 | Created Date: 31-01-2023 10:43:53 Updated Date: 17-03-2023 16:29:39 | EDIT |
| PAYBAG-002 | Korean woman's messenger bag mobile phone bag...White | PAYBAG-002 | 23320817441 | 800.00 | 1400.00 | Created Date: 31-01-2023 10:43:53 Updated Date: 28-02-2023 14:37:37 | EDIT |
| PAYBAG-003 | Korean woman's messenger bag mobile phone bag...Red | PAYBAG-003 | 23320817441 | 800.00 | 500.00 | Created Date: 31-01-2023 10:43:53 Updated Date: 28-02-2023 09:51:13 | EDIT |

2) Beside than setting a standard price, you also could create a wholesale price for all of your customer. (If your account have this function.)

To setup the wholesale price, kindly go to Inventory > Wholesale Pricing. Select the product you want and click "Wholesale Price" button.

| Master Code | Name | Seller SKU | Unit Price | Action |
|----------------|--|----------------|------------|-----------------|
| Product x | Product ABC | Product x | 500.00 | WHOLESALE PRICE |
| PAYBAG-001 | Korean woman's messenger bag mobile phone bag...Black | PAYBAG-001 | 1400.00 | WHOLESALE PRICE |
| PAYBAG-002 | Korean woman's messenger bag mobile phone bag...White | PAYBAG-002 | 1400.00 | WHOLESALE PRICE |
| PAYBAG-003 | Korean woman's messenger bag mobile phone bag...Red | PAYBAG-003 | 500.00 | WHOLESALE PRICE |
| PAY101-L-BLACK | T-Shirt Sulem Proton RIZ R3 Race Rally Research Limited Baju Lelaki Motorsport Populer Cotton Embroidery Jahit Tee | PAY101-L-BLACK | 888.00 | WHOLESALE PRICE |
| PAY101-L-GREY | T-Shirt Sulem Proton RIZ R3 Race Rally Research Limited Baju Lelaki Motorsport Populer Cotton Embroidery Jahit Tee | PAY101-L-GREY | 888.00 | WHOLESALE PRICE |

3) You could add up to 5 tier of the wholesale price for your product, after done filled in. Press save.

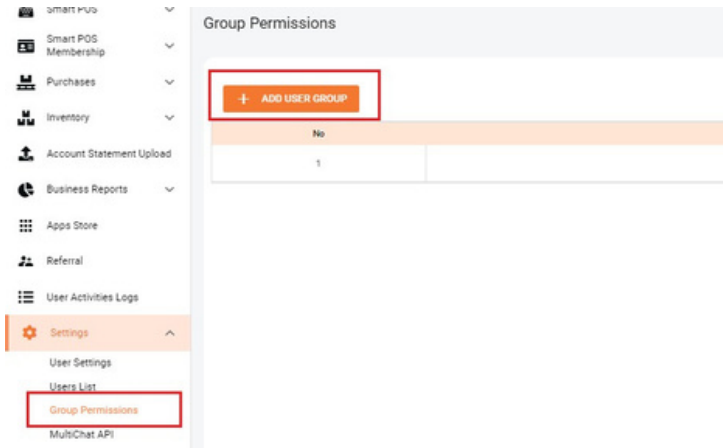
| No | Minimum Quantity | Maximum Quantity | Unit Price | Delete |
|--------------|------------------|------------------|------------|--------|
| Price Tier 1 | 0 | 0 | 0 | X |
| Price Tier 2 | 1 | 0 | 0 | X |
| Price Tier 3 | 1 | 0 | 0 | X |

CANCEL SAVE

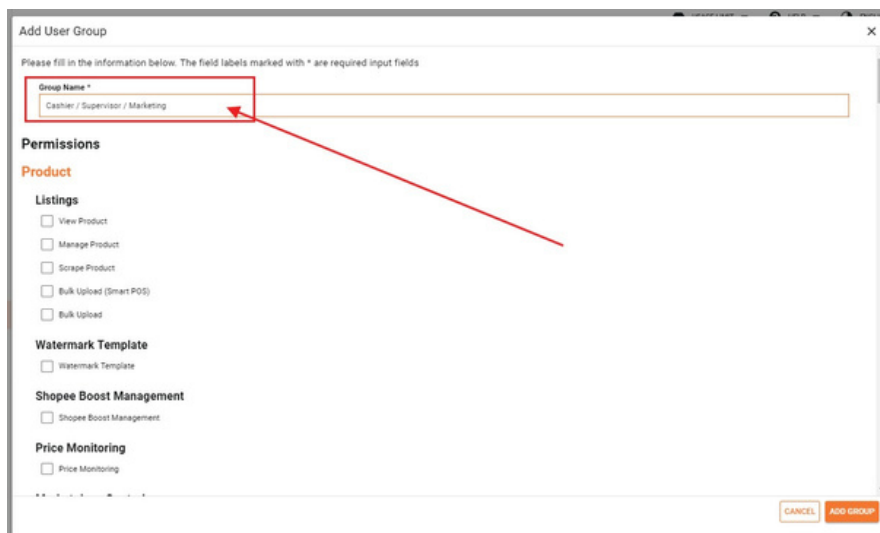
SMART POS V2 TUTORIAL

CREATE USER / CASHIER

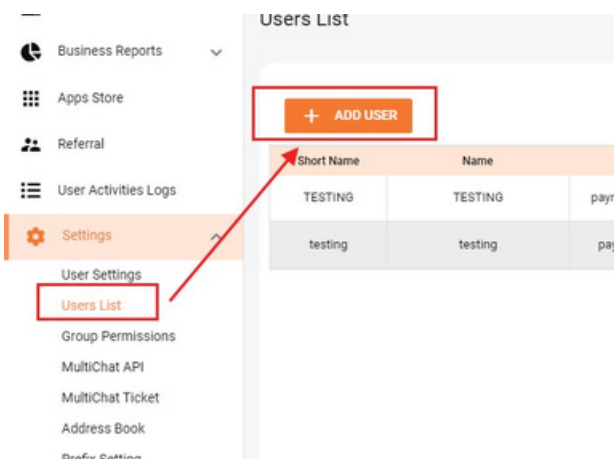
1) To create more user for your Pos System, you have to create a group permission first. Kindly go to the Setting > Group Permission > Add User's Group.



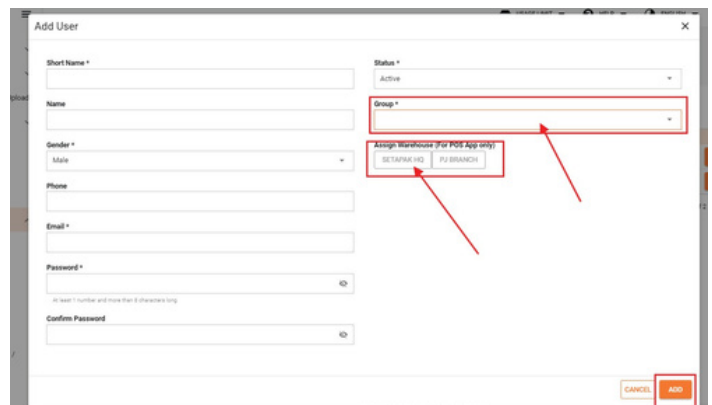
2) You could set the role for your user by key in the group name, and tick the permission that this group person can access, after done, press add group.



3) Next, go to Setting > User Lists > Add User



4) You could assign the group that you just created to the user and you also can select the store that this user can login into. After done, press add. Now your staff can login into their user account.



SMART POS V2 TUTORIAL

LOGIN POS SYSTEM

1) You could just login your account using the payrecon V2 account, while for the Branch Code, you could find it in your V2 Payrecon warehouse section. Kindly go to Inventory > Warehouse. The branch code is at the first column. If you have multiple warehouse, kindly key in the correct branch code that you want to connect into the smart pos system.

PAY RECON
Omnichannel Commerce Provider

Branch code
Email
Password
Login

Don't have an account

membership
Purchases
Inventory
Master Code
Combo List
Stock Adjustments
Inventory List
Stock Movement
Warehouses
Rack Location
Print Barcode/Label
Replenish Forecasting
Control Quantity From Accounting
Quantity From Accounting
Log

Warehouses

+ ADD WAREHOUSE

| Branch Code |
|-------------|
| Pay001 |
| Pay002 |

2) For the first time login and every shift changing, you will have to key in the cash amount in your smart pos to continue your daily business. After key in, press submit to start your daily shift.

Specify cash amount at the beginning of the shift

Amount
MYR 0.00

Submit

3) After submit the starting cash amount, you may start your business by clicking the "Sales page".

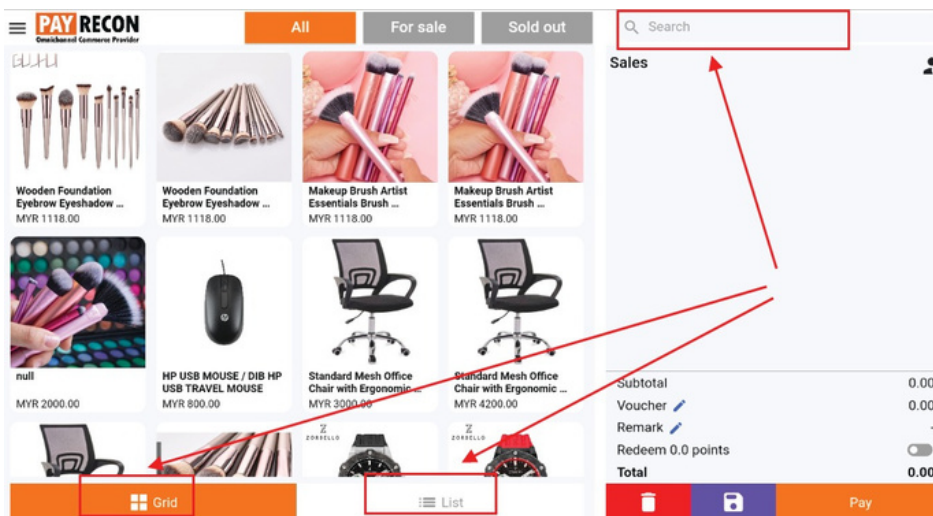
| | |
|-----------------------------|----------------------|
| Shift Open By | ██████████@gmail.com |
| Shift Beginning | 29/03/2023 10:20 AM |
| Starting Cash | MYR 100.00 |
| Cash Payments | MYR 0.00 |
| Refunds in Cash | MYR 0.00 |
| Expected cash amount | MYR 100.00 |

Sales page Close shift

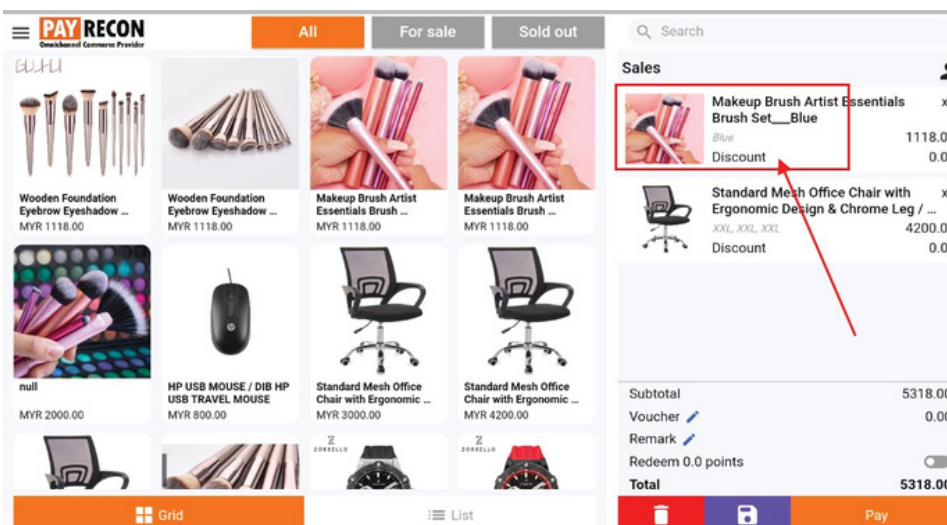
SMART POS V2 TUTORIAL

CHECKOUT, DISCOUNT, VOUCHER

1) They are 3 ways to select the product that customer want for checkout. You could press the search bar to key in Manually or clicking the product at the left panel. The panel can be changed into Grid view or List view.



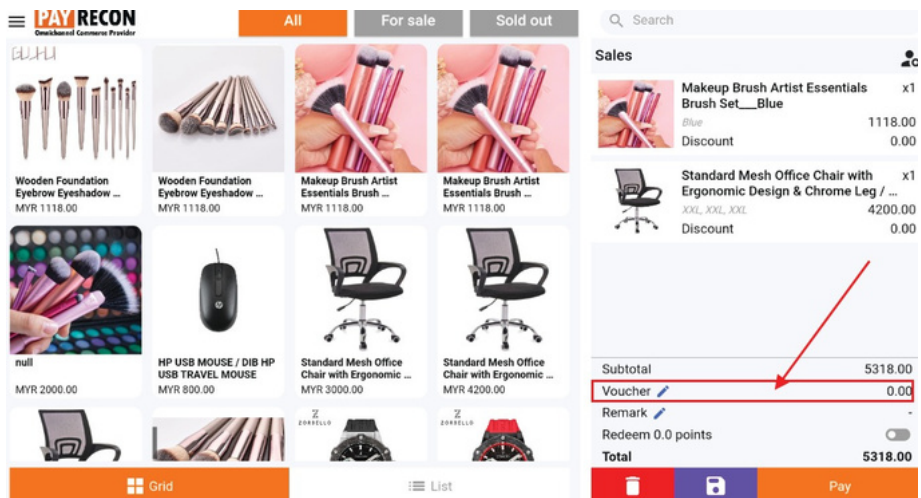
2) After selecting the product, you also could edit single product price discount or product quantity by pressing the product in the sales list.



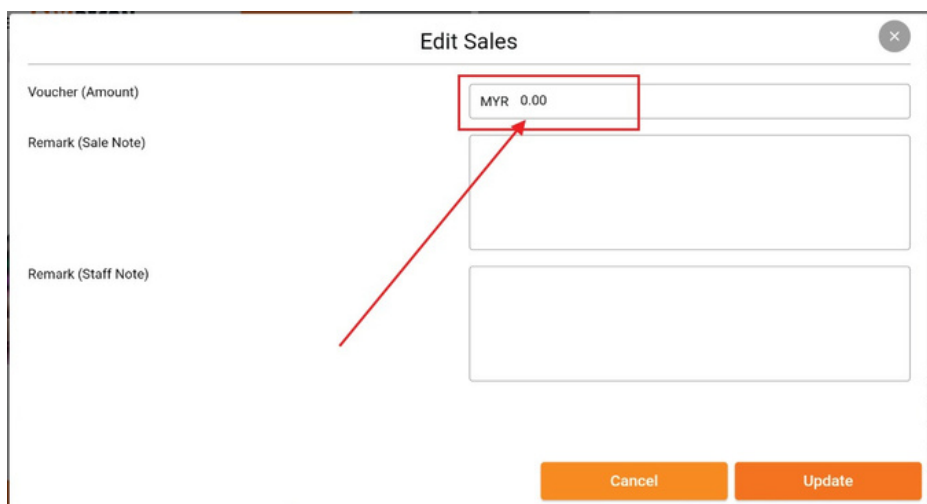
3) Kindly fill in the quantity, the discount type and the discount value you want to offer to customer. Then press "Update" button.

The screenshot shows the 'Product Sales' dialog box. The product is 'Makeup Brush Artist Essentials Brush Set__Blue' with a unit price of MYR 1118.00. The quantity is set to 1. The discount type is set to 'Percentage' and the discount value is MYR 0.00. The subtotal is MYR 1118.00. At the bottom, there are two buttons: 'Cancel' and 'Update'. Red boxes and numbers 1, 2, 3, and 4 highlight the quantity field, the discount type buttons, the discount value field, and the 'Update' button, respectively.

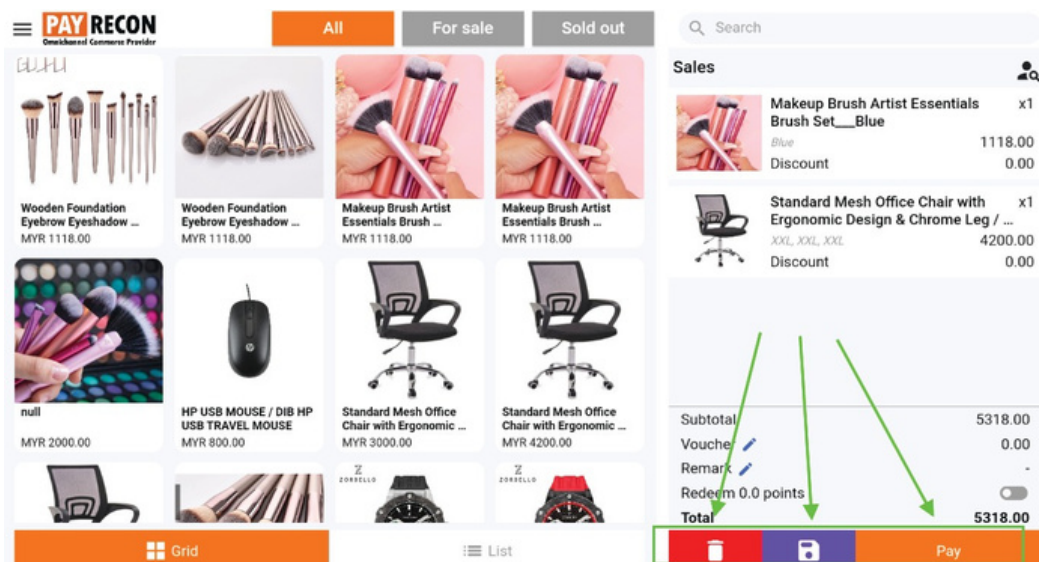
4) If you don't want to make product discount, you also can adjust the discount for the whole orders. Press the voucher button.



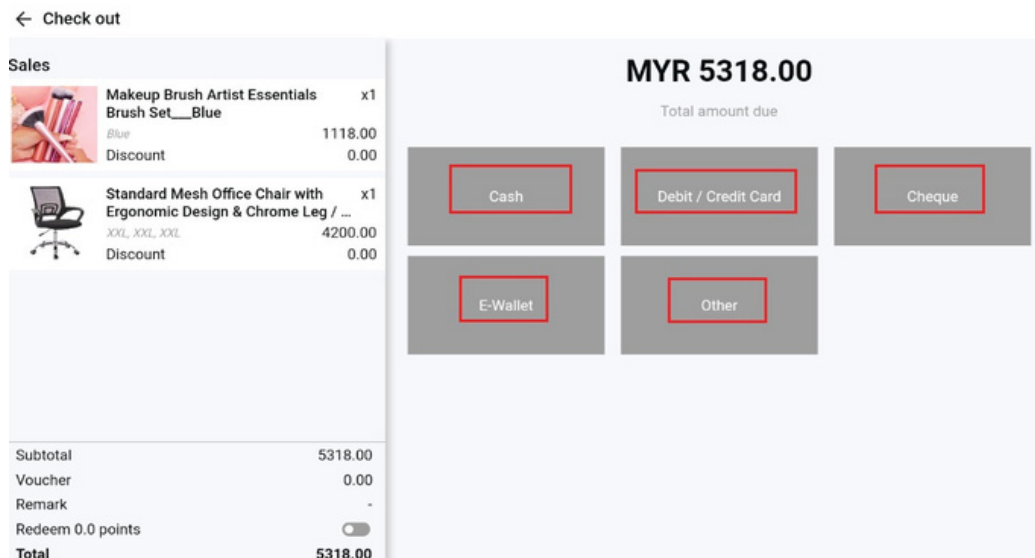
5) Insert the voucher discount for this order and press "update". You also can make a remark for this order.



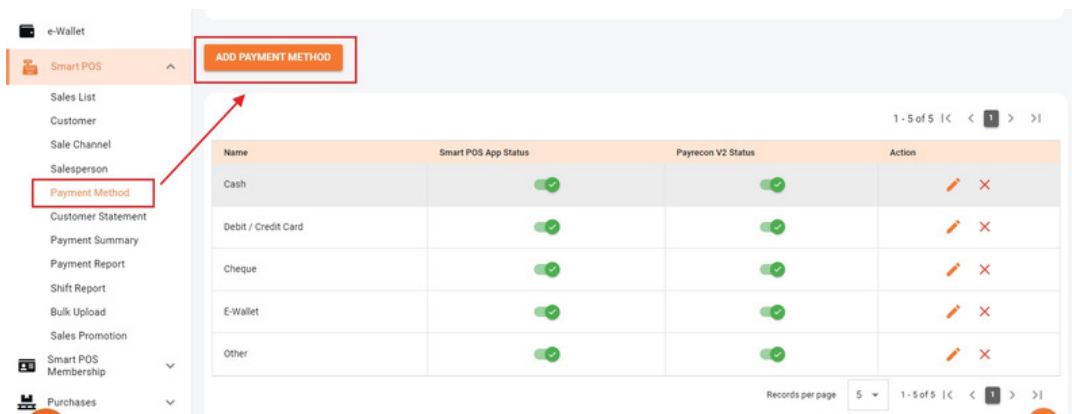
6) Lastly, press the Pay button for checkout or press the save button for later checkout. If the order not correct or you would like to discard it, just press the trash bin button and the order will be deleted.



7) Select the payment method and it's done.



8) You could setup your payment method at the Payrecon V2 Website. Kindly go to Smart Pos > Payment Method > Add Payment Method.

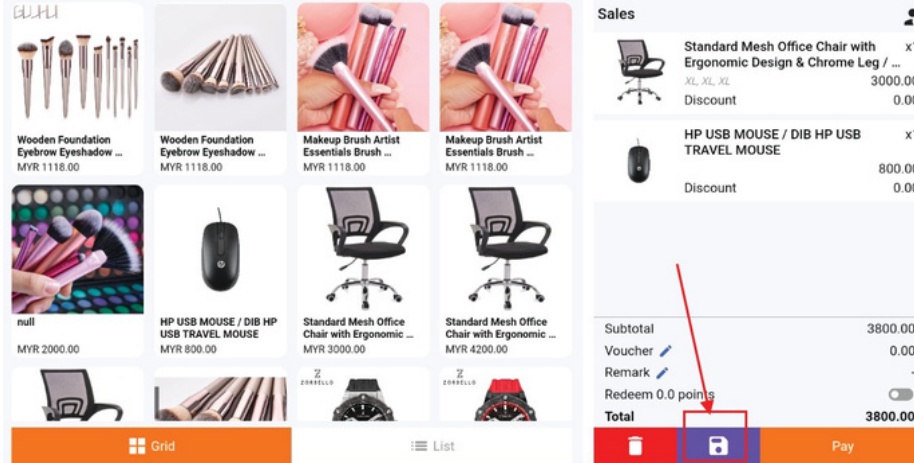


SMART POS V2 TUTORIAL

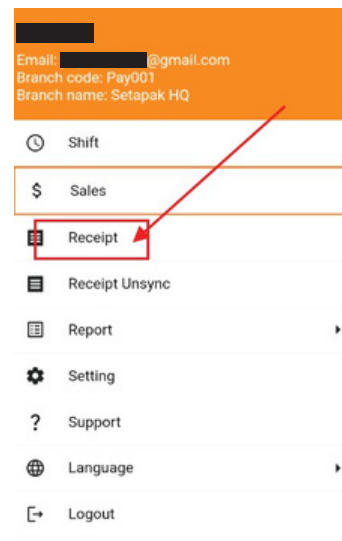
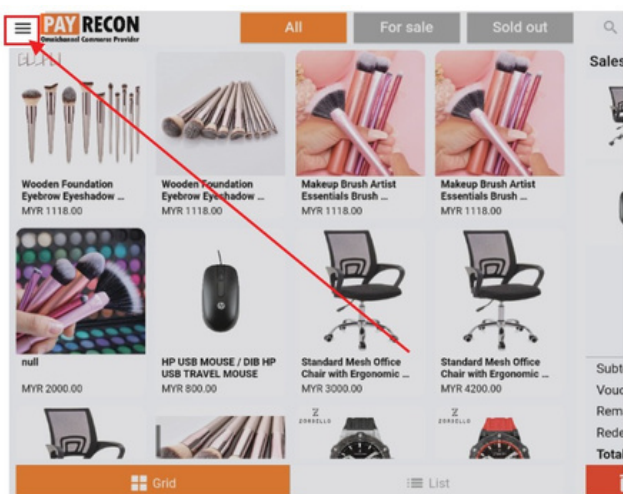
PRE-ORDER / RESERVE CUSTOMER

In our payrecon pos system, you could create pre-order order first, or phone call order first to reserve the stock for customer. After customer come, then you only press checkout.

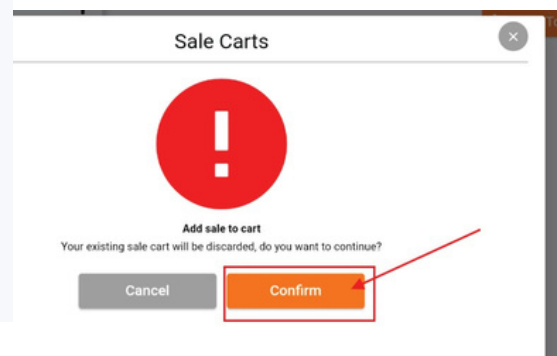
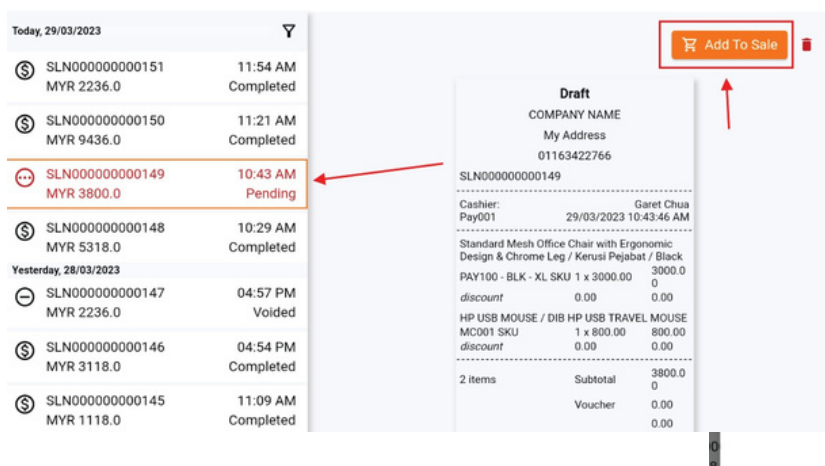
1) Press the item that customer want as usual, fill in the discount or voucher if have. Then at the checkout section, press the save button.



2) After saving the orders, click the top left corner button. 3) Then press the receipt button.



4) You will see the order in the pending status, and the receipt status will also be written in draft. If you wish to proceed and checkout the pending orders, just press the "Add to Sale" button, then "confirm".



5) The system will show the order that you had create previously, then click "Pay" for checkout and select the payment method to complete the orders.

The screenshot displays the PAY RECON e-commerce interface. At the top, there are navigation tabs for 'All', 'For sale', and 'Sold out', along with a search bar. The main area is a grid of product listings. On the right side, there is a 'Sales' summary section.

Product Grid:

- Wooden Foundation Eyebrow Eyeshadow ... MYR 1118.00
- Wooden Foundation Eyebrow Eyeshadow ... MYR 1118.00
- Makeup Brush Artist Essentials Brush ... MYR 1118.00
- Makeup Brush Artist Essentials Brush ... MYR 1118.00
- null MYR 2000.00
- HP USB MOUSE / DIB HP USB TRAVEL MOUSE MYR 800.00
- Standard Mesh Office Chair with Ergonomic ... MYR 3000.00
- Standard Mesh Office Chair with Ergonomic ... MYR 4200.00
- ZORRELLLO watch MYR 300.00
- ZORRELLLO watch MYR 300.00

Sales Summary:

| Sales | | WALK-IN |
|--|--------------------------|----------------|
| Standard Mesh Office Chair with Ergonomic Design & Chrome Leg / ... <i>XL, XL, XL</i> | x1 | 3000.00 |
| Discount | | 0.00 |
| HP USB MOUSE / DIB HP USB TRAVEL MOUSE | x1 | 800.00 |
| Discount | | 0.00 |
| Subtotal | | 3800.00 |
| Voucher | | 0.00 |
| Remark | | |
| Redeem 0.0 points | <input type="checkbox"/> | |
| Total | | 3800.00 |

At the bottom, there are three buttons: 'Grid', 'List', and 'Pay'.

SMART POS V2 TUTORIAL

REGISTER CUSTOMER / MEMBER

1) To add/ register customer account in your pos system, click the icon beside the Sales and you will see customer list. Then click the button at beside the search bar.

The screenshot shows the 'Sales' section of the Smart POS V2 interface. A red arrow points to the 'Sales' icon (1). Below the 'Sales' section, there are two product cards: 'Wooden Foundation Eyebrow Eyeshadow Brus...' (MYR 1118.00) and 'Makeup Brush Artist Essentials Brush Set__Red' (MYR 1118.00). A 'Customer List' modal is open, showing a search bar and a table of recent customers. A red arrow points to the 'Add Customer' button (2) in the top right corner of the modal.

| Name | Email | Phone no | Point |
|------------------|---------------------|-------------|-------|
| Recent Customers | | | |
| Walk-In | walk_in@walk_in.com | 000-0000000 | 0.0 |
| Jack | | 0129989998 | 0.0 |
| Ryan | | 0127786578 | 0.0 |
| CASH | CASH@GMAIL.COM | 9018230949 | 0.0 |
| Boy boy | | 0129887789 | 0.0 |
| A | | | |
| Ali | | 0123334876 | 0.0 |
| B | | | |
| Boy boy | | 0129887789 | 0.0 |

2) Fill in the customer name, email address, contact and address, then press the add button.

The 'Add Customer' form is shown with the following fields and buttons:

- Name:
- Email address:
- Contact Number:
- Address Line 1:
- Address Line 2:
- Buttons: Cancel, Add

SMART POS V2 TUTORIAL

CREATE MEMBERSHIP TIERS

1) To create the membership rewards, kindly go to Smartpos Membership > Level List, you could create one tier list or more tier list in this section. Now, press the add level button.

| Name | Order Point | Order Amount | Redemption Point | Redemption Amount | Actions |
|---------|-------------|--------------|------------------|-------------------|---------|
| Iron | 1 | 10.00 | 30 | 1.00 | |
| Bronze | 2 | 10.00 | 30 | 1.00 | |
| Silver | 3 | 10.00 | 30 | 1.00 | |
| Gold | 5 | 10.00 | 30 | 1.00 | |
| Emerald | 5 | 10.00 | 30 | 1.00 | |

2) Fill in all the information and press submit.

Level Name : Name of the tier

Point Advance : Point that needed to level up into this tier

Order Point : Point that customer receive for each order amount.

Order Amount : To get the point, this amount that customer need to reach.

Redemption Point : Points that needs for every amount exchange.

Redemption Amount : How many amount can the point redeem.

Example :

- Every RM10 purchase, customer receive 1 point.
- Every 30 points, customer can redeem RM1.00.
- If customer purchase RM50, he get 5 points.
- If customer Redeem 90point, he will get RM3 discount.

Edit Level [X]

Level Name
Iron

Point Advance
100

Order Point
1

Order Amount
10.00

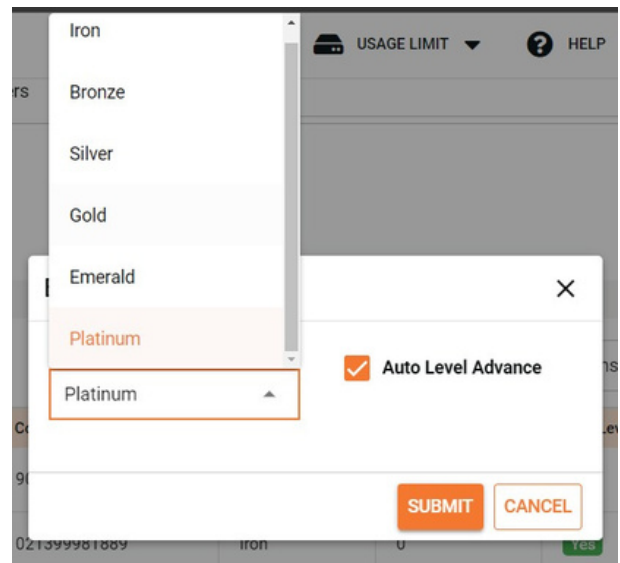
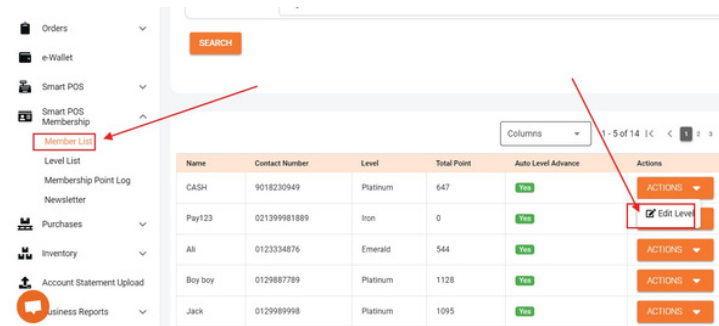
Redemption Point
30

Redemption Amount
1.00

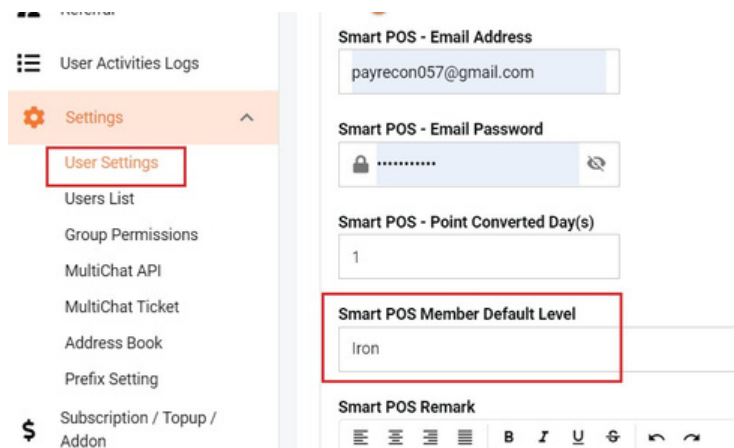
SUBMIT **CANCEL**

3) To apply tier to customer, Kindly go to Smartpos Membership > member list. Select the customer you want and click the action button.

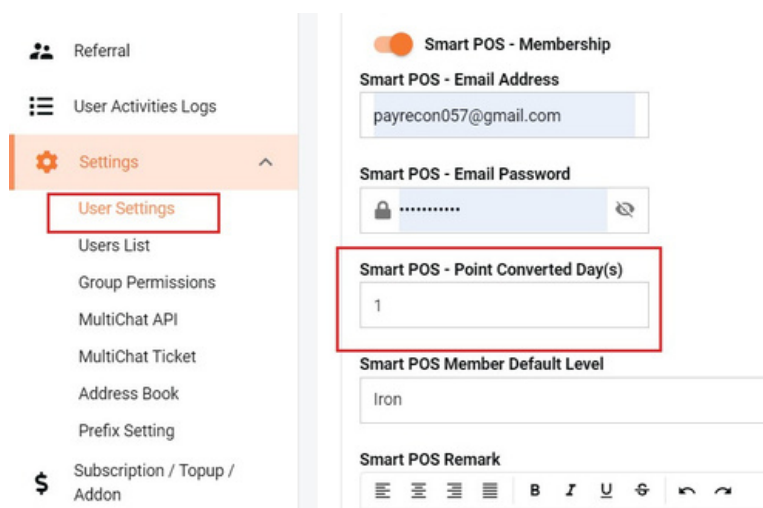
4) Select the tier for the customer and click submit.



5) Or you could set a default level to all customer once they register as a customer.



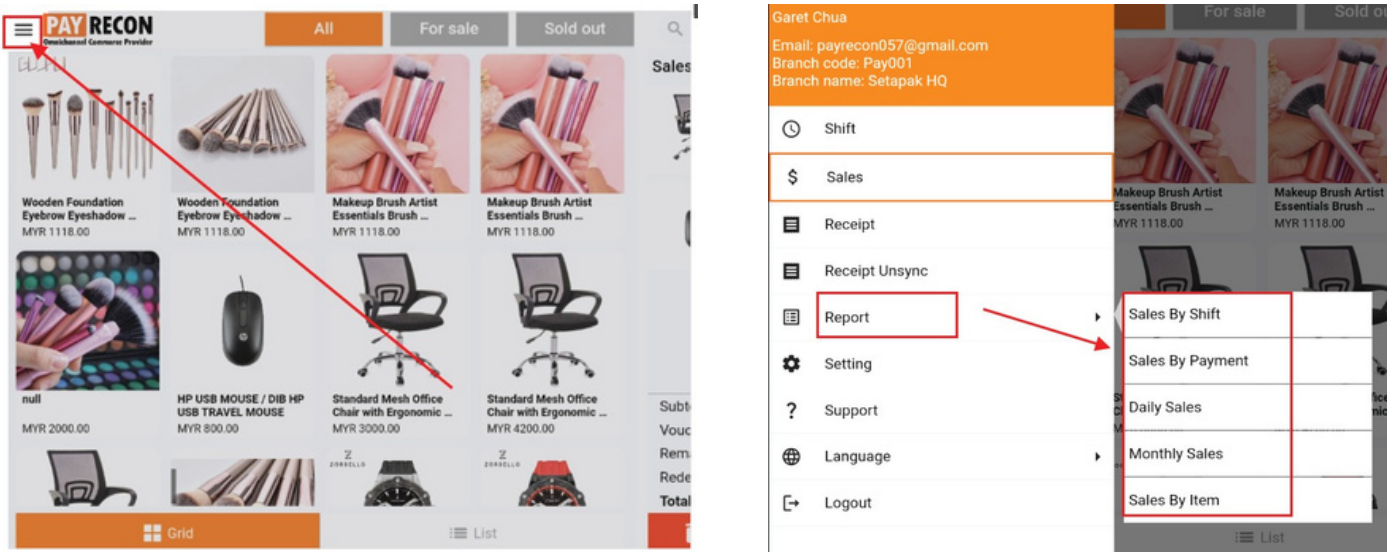
6) The customer will receive the point after 1 day of the sales. However, if you wish your customer to use the point after a certain period of time, you could edit it at the setting Section. Kindly go to Setting > User Setting > System Setting. Check the Smart Pos section and change the date.



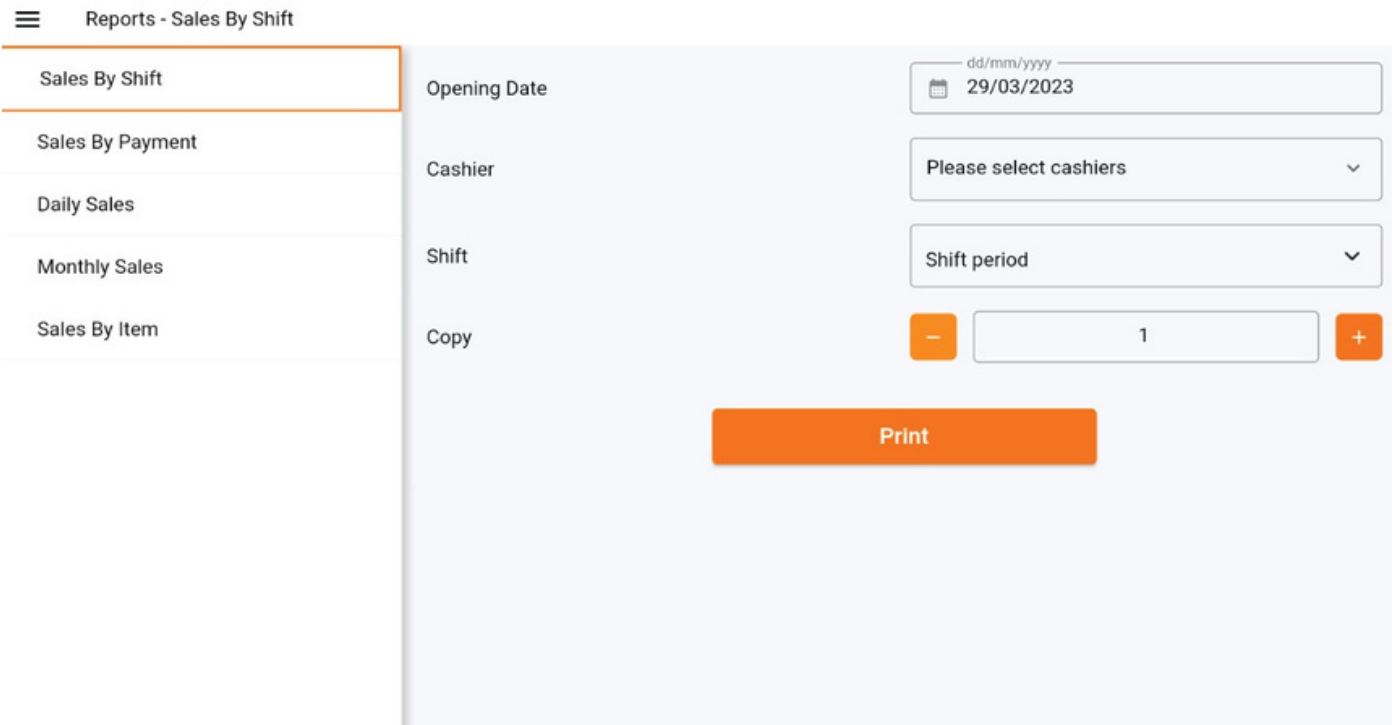
SMART POS V2 TUTORIAL

REPORT

1) To check the report, press the top left button to see the menu. Then press the report button.



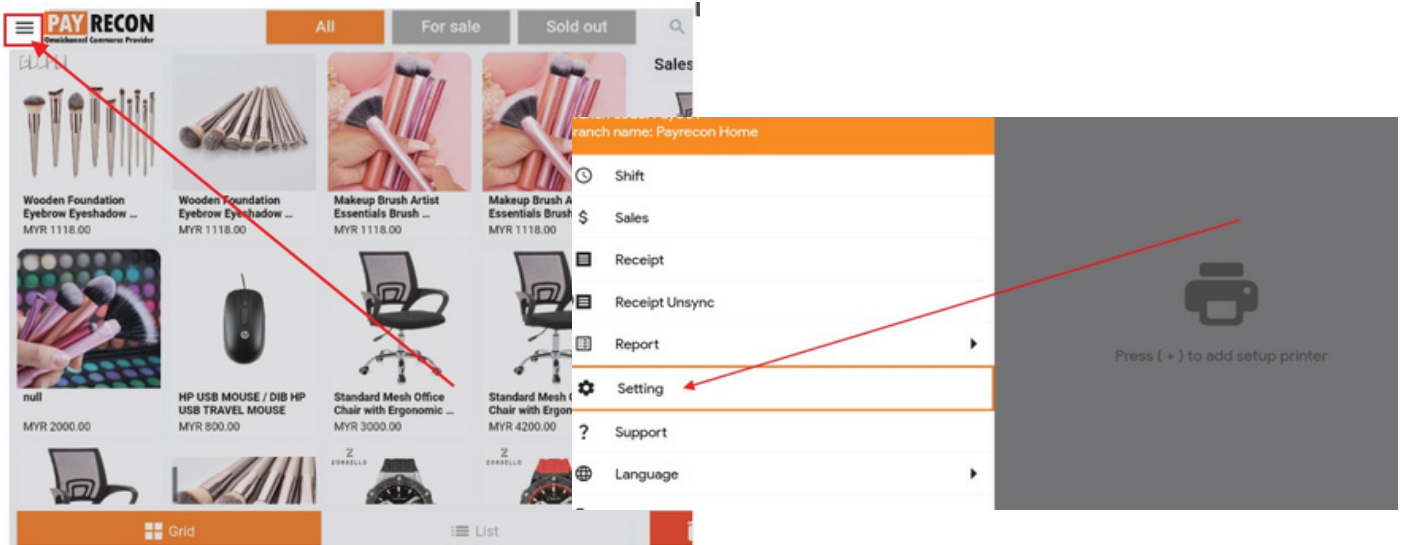
2) You could check the report in Shift format, Payment format, Daily Sales, Monthly Sales & Sales by item. Select the format you want and click print.



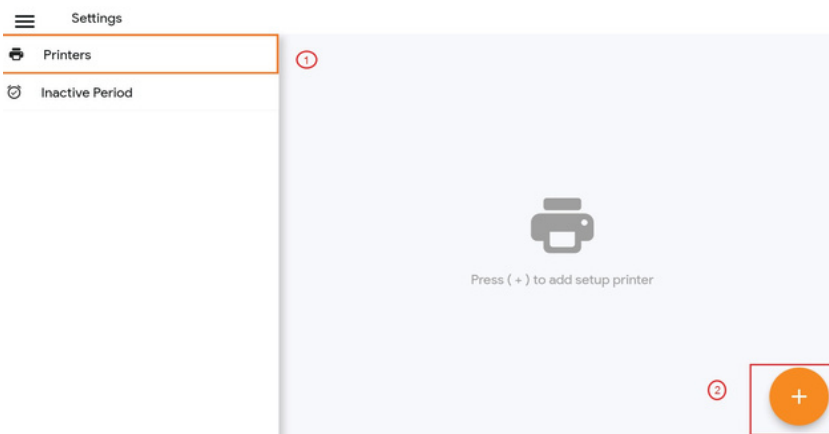
SMART POS V2 TUTORIAL

PRINTERS & LOCK SCREEN SETTING

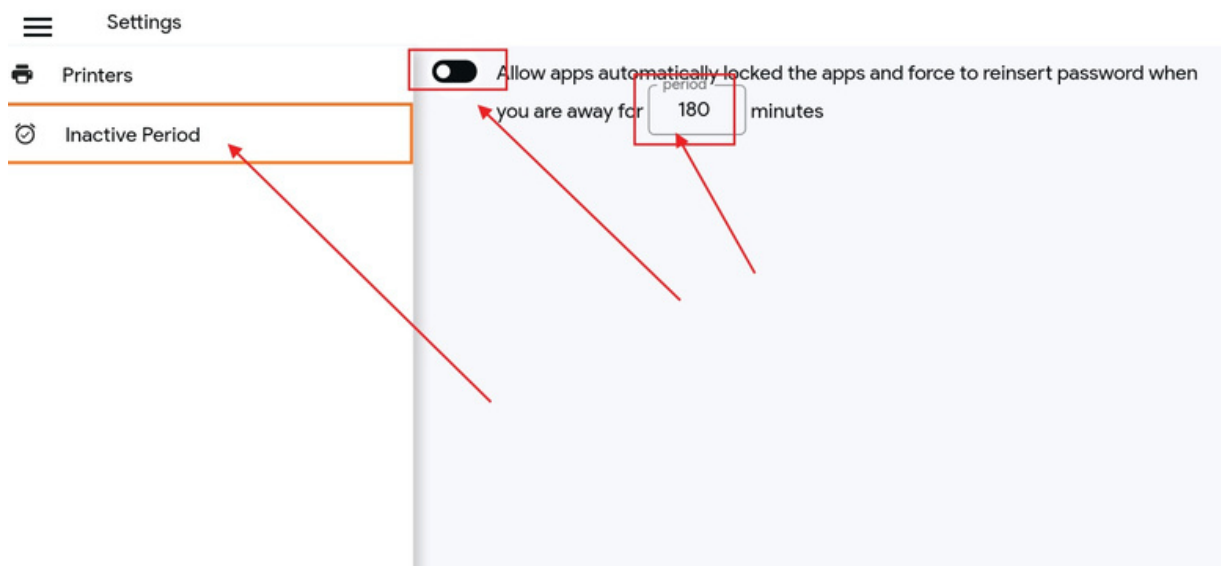
1) To access the printers & Screen Lock setting, kindly click the top left button, then click the setting button.



2) For the printers, press the "+" button to add the printer.



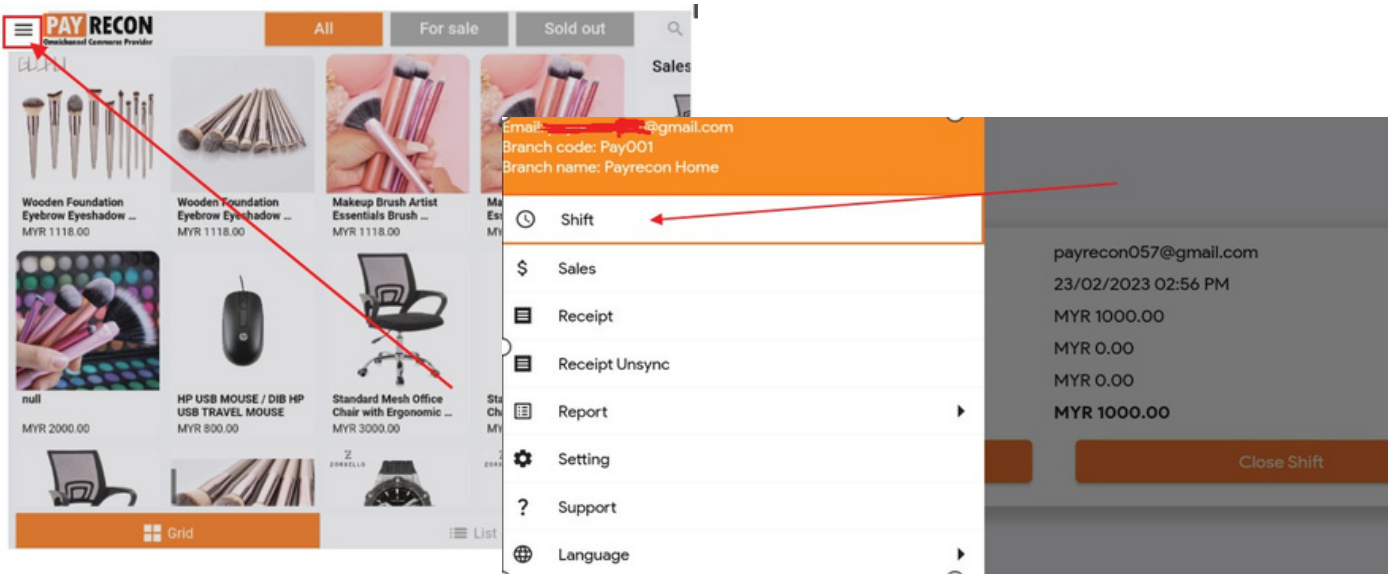
3) To set the lock screen, click the "inactive period" button and you will see the setting, press the active button and set the time for lock screen.



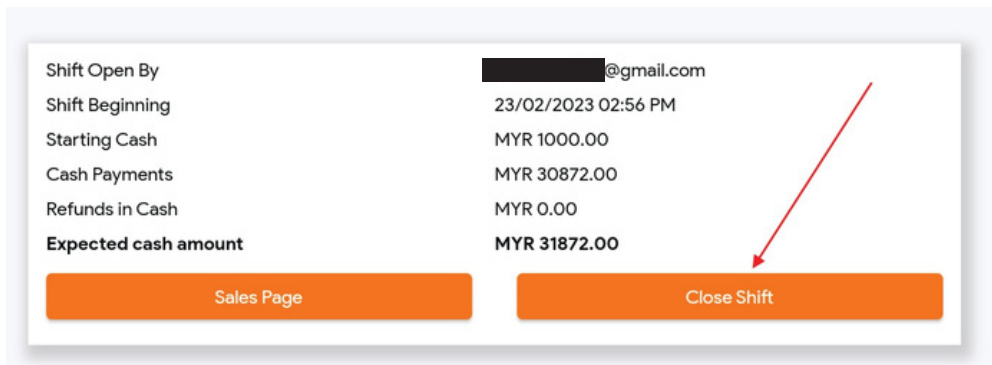
SMART POS V2 TUTORIAL

CLOSE SHIFT

1) To close shift, click the top left button and press Shift.



2) Then press the close shift button.



3) Calculate your cash amount in your Pos machine, and filled in the amount. Then press close shift and its done.

