RBS Systems Specialist Co.
Point of Sale, Accounts Receivable, Accounts Payable, and Inventory System

GUIDE FOR DUMMIES

The following steps are dependent on user constraints set by the system administrator.

A. Setup Contact Maintenance

1. Double Click on Contact Maintenance Main Menu Icon.
2. Click on the "New" button or Ctrl+N on your keyboard.
3. Type the necessary information such as Contact Name, Address, Tel. No., Contact Type (whether Supplier or Customer or Both), etc... Click on "Save" button or Ctrl+S on your keyboard.
4. To Edit, Select a Record and Click on "Edit" button or Ctrl+E on your keyboard, change desired information to edit and Click on "Save" button or Ctrl+S on your keyboard.
5. To Delete, Select a Record and Click on "Delete" button or Shift+Del on your keyboard.

B. Setup Unit Maintenance

- Double Click on Unit Maintenance Main Menu Icon.
- Click on the "New" button or Ctrl+N on your keyboard.
- Type the Unit Description. Click on "Save" button or Ctrl+S on your keyboard.
- To Edit, Select a Record and Click on "Edit" button or Ctrl+E on your keyboard, change desired information to edit and Click on "Save" button or Ctrl+S on your keyboard.
- To Delete, Select a Record and Click on "Delete" button or Shift+Del on your keyboard.

C. Setup Category Maintenance

- Double Click on Category Maintenance Main Menu Icon.
- Click on the "New" button or Ctrl+N on your keyboard.
- Type the Category Description. Click on "Save" button or Ctrl+S on your keyboard.
- To Edit, Select a Record and Click on "Edit" button or Ctrl+E on your keyboard, change desired information to edit and Click on "Save" button or Ctrl+S on your keyboard.
- To Delete, Select a Record and Click on "Delete" button or Shift+Del on your keyboard.

D. Setup Product Maintenance

1. Double Click on Product Maintenance Main Menu Icon.
2. Click on the "New" button or Ctrl+N on your keyboard.
3. Type the necessary information such as Item Code, Description, Category, Major Supplier, Cost Price, Selling Price, Wholesale Price, etc... Click on "Save" button or Ctrl+S on your keyboard.
4. To Edit, Select a Record and Click on "Edit" button or Ctrl+E on your keyboard, change desired information to edit and Click on "Save" button or Ctrl+S on your keyboard.
5. To Delete, Select a Record and Click on "Delete" button or Shift+Del on your keyboard.

E. Purchase Order Entry

- *This serves as your stock in for your inventory to increase the balance of your inventory on hand automatically.*

1. Double Click on Purchase Order Main Menu Icon.
2. New Window will Appear, showing a grid of purchase transactions.
3. Click on the "New" button or Ctrl+N on your keyboard.
4. Type the necessary information such as P.O. No., P.O. Date, Supplier, Remarks.
5. To Add an Order, click on "Add Item" button.
6. New Window will Appear. This will guide you of your item purchases.
7. To Edit an Order, click on "Edit Item" button. And change desired changes.
8. To Remove an Order, Click on "Remove Item" button.
9. When order is done, Click on "Save" button or Ctrl+S on your keyboard to save the particular purchase order transaction.
10. To Edit a Purchase Order, Select a Record and Click on "Edit" button or Ctrl+E on your keyboard, change desired information to edit and Click on "Save" button or Ctrl+S on your keyboard.
11. To Delete, Select a Record and Click on "Delete" button or Shift+Del on your keyboard.

F. Sales Order Entry

- *This serves as your delivery receipt to a customer. This also serves as your stock out for your inventory to decrease the balance of your inventory on hand automatically.*

1. Double Click on Sales Order Main Menu Icon.
2. New Window will Appear, showing a grid of sales transactions.

3. Click on the “New” button or Ctrl+N on your keyboard.

4. Type the necessary information such as Ref. No., Ref. Date, Customer, Remarks.

5. To Add an Order, click on “Add Item” button.

6. New Window will Appear. This will guide your sales order entry.

7. To Edit an Order, click on “Edit Item” button. And change desired changes.

8. To Remove an Order, Click on “Remove Item” button.

9. When order is done, Click on “Save” button or Ctrl+S on your keyboard to save the particular purchase order transaction.

10. To Edit a Sales Order, Select a Record and Click on “Edit” button or Ctrl+E on your keyboard, change desired information to edit and Click on “Save” button or Ctrl+S on your keyboard.

11. To Delete, Select a Record and Click on “Delete” button or Shift+Del on your keyboard.

G. Payment Receipt Entry

- *This serves as payment module to deduct or pay-out an Accounts Receivable corresponding to sales orders from your customers.*

1. Double Click on Payment Receipt Entry Main Menu Icon.

2. New Window will Appear, showing a grid of payment transactions.

3. Click on the “New” button or Ctrl+N on your keyboard.

4. Type the necessary information such as Payment No., Pay Date, Customer, and Remarks.

5. To Add a Payment, click on “Add D.R.” button.

6. New Window will Appear. This will show all the outstanding or unpaid delivery receipt of the customer selected, you can add as many outstanding receipts to a particular payment transaction.

7. To Edit a Payment, click on “Edit D.R.” button. And change desired changes.

8. To Remove a Payment, Click on “Remove D.R.” button.

9. When payment is done, Click on “Save” button or Ctrl+S on your keyboard to save the particular payment transaction.

10. To Delete, Select a Record and Click on “Delete” button or Shift+Del on your keyboard.

H. Disbursement Entry

- *This serves as disbursing module to deduct or pay-out an Accounts Payable corresponding to purchase orders to your suppliers. This will issue a check and voucher to your supplier, you can also disburse in cash. This will also serve as your expense entry module, direct expenses that are not accounts payable such as telephone bill, electric bill, rental, etc…*

1. Double Click on Disbursement Entry Main Menu Icon.
2. New Window will Appear, showing a grid of disbursement transactions.
3. Click on the "New" button or Ctrl+N on your keyboard.
4. Type the necessary information such as Voucher No., Voucher Date, Payee, and Remarks.
5. To Add Payables, click on "Add Payables" button.
   - New Window will Appear. This will show all the outstanding or unpaid purchase order to your suppliers; you can add as many outstanding payables to a particular disbursement transaction.
6. To Add Expenses, click on "Add Expenses" button.
   - New Window will Appear. This will guide to input your expenses; you can add as many expenses to a particular disbursement transaction.
7. To Edit a Disbursement, click on "Edit Payment" button. And change desired changes.
8. To Remove a Disbursement, Click on "Remove Entry" button.
9. To Add a Check Detail, click on "Add Cheque" button.
10. New Window will Appear, this will guide you to input your check details. If the particular transaction is a cash transaction then Check the "Cash Payment" option.
11. When disbursement is done, Click on "Save" button or Ctrl+S on your keyboard to save the particular disbursement transaction.
12. To Delete, Select a Record and Click on "Delete" button or Shift+Del on your keyboard.