# BNODY

# Point Of Sale

## User Manual

بنودي

BNODY.COM

# Contents


Login:.....6
Starting Amount:.....8
Create invoice .....8
Select / Add products.....8
Method 1: .....8
Method 2 (Using a barcode scanner):.....9
Method 3 (Search option):.....10
View invoice:.....11
Add Customer .....11
Payment methods.....13
Cash Payment: .....13
Credit Payment: .....15
Card Payment / STCpay:.....16
Billing Styles .....16
Sales Return .....19
Hold invoice .....20
Drawer handling.....22
Start drawer / End drawer .....23
Deposit and Withdraw .....24
Settings .....26
General Settings.....26
Billing options .....29
Printer settings.....31
Pair Printer .....31
Sales Agent Switching .....32

Other functions .....32
Reboot Terminal .....33
Post Bills .....33
Logout .....33
Help .....34
Short keys .....34

# Bnody POS

Bnody Point of Sale is an advanced programming answer for improving and managing all your business operations related to point of sale, and for simplifying crucial daily business operations with greater proficiency.

BNODY POS serves as the central component for your business, it covers each part of Point of Sale operations from invoice creating with different payment methods and different billing styles to invoice printing, invoice return, drawer handling and much more.

Main features of Bnody POS are:

- Bnody POS is compatible with any device.
- Bnody POS is based on a smart user-friendly interface that any company can use without difficulty. Because it's extremely flexible, secure and friendly, you can configure Bnody POS to meet your precise needs.
- Bnody POS keeps on working even if your connection is lost. Although an internet connection is necessary to start the Point of Sale, it will still be functioning even when your internet connection is lost.
- Bnody POS supports Barcode Nomenclatures, which determine the mapping and interpretation of the encoded information. You can configure your own barcode structure by giving measurements. Make a rule and print bar code labels easily from our print barcode setup.
- You can add discounts that will be applied to all the items in a customer's basket or to particular items only.
- Add can add notes that will be shown on your customer's receipts to let them know about care guidelines, special offers and discounts.

# BNODY

# Point Of Sale

## User Manual

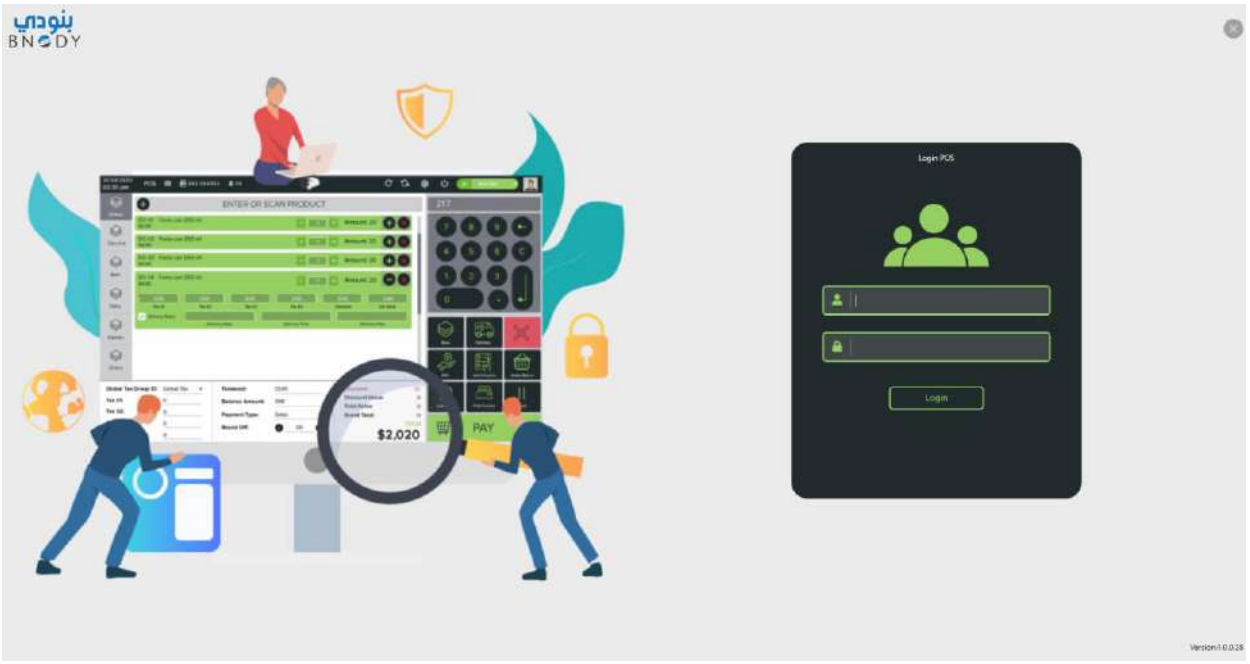
In the user manual we will see how you can easily get all these benefits from bnody POS.

**Let's Start:**

## Login:

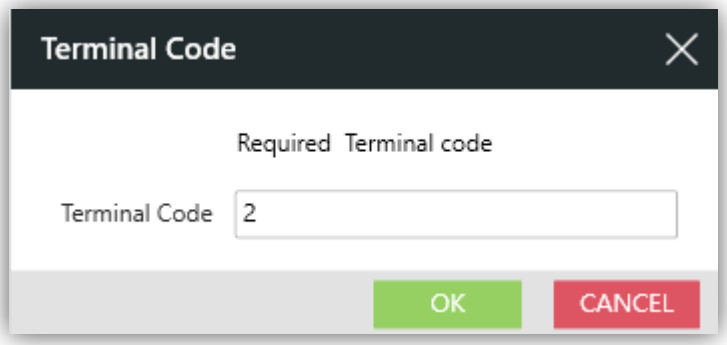
To begin using Bnody Point Of Sale application. Click on Bnody icon on your desktop to login,

This window will appear on your screen.

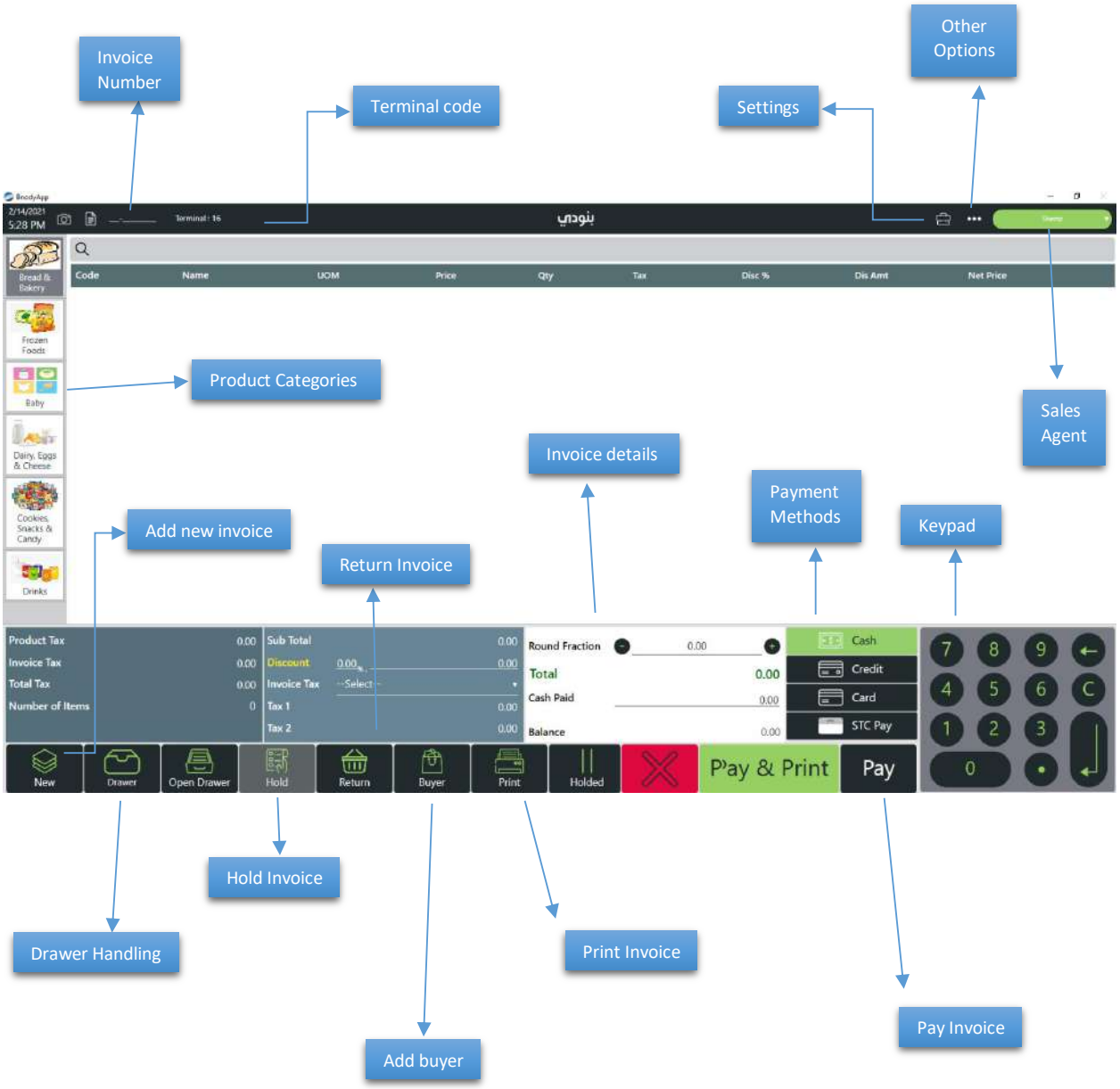



Enter your username and password here and press Login.

When you click login, the software will ask you for a terminal code, type your terminal code and press "OK".




This window will appear when you log in successfully.

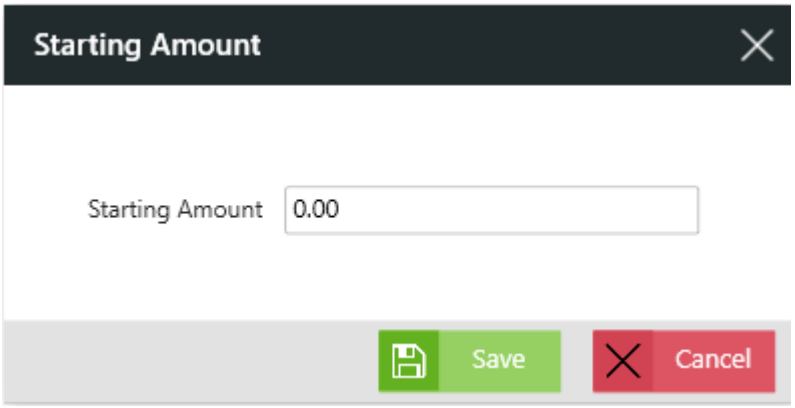



***Bnody POS User Interface***

The user interface of Bnody POS is very smart, simple, user-friendly and easy to understand.

## Starting Amount:

After the login process is complete, you have to enter “Starting Amount in the drawer” before any transaction. This popup will appear on your screen when you will start making your first transaction.




Write down Starting amount in it. If there is no money in your drawer at the moment, write Zero ‘0’, otherwise enter the amount and then press “Save”.

# Create invoice

Now we will see how to create sales invoice in Bnody POS.

## Select / Add products

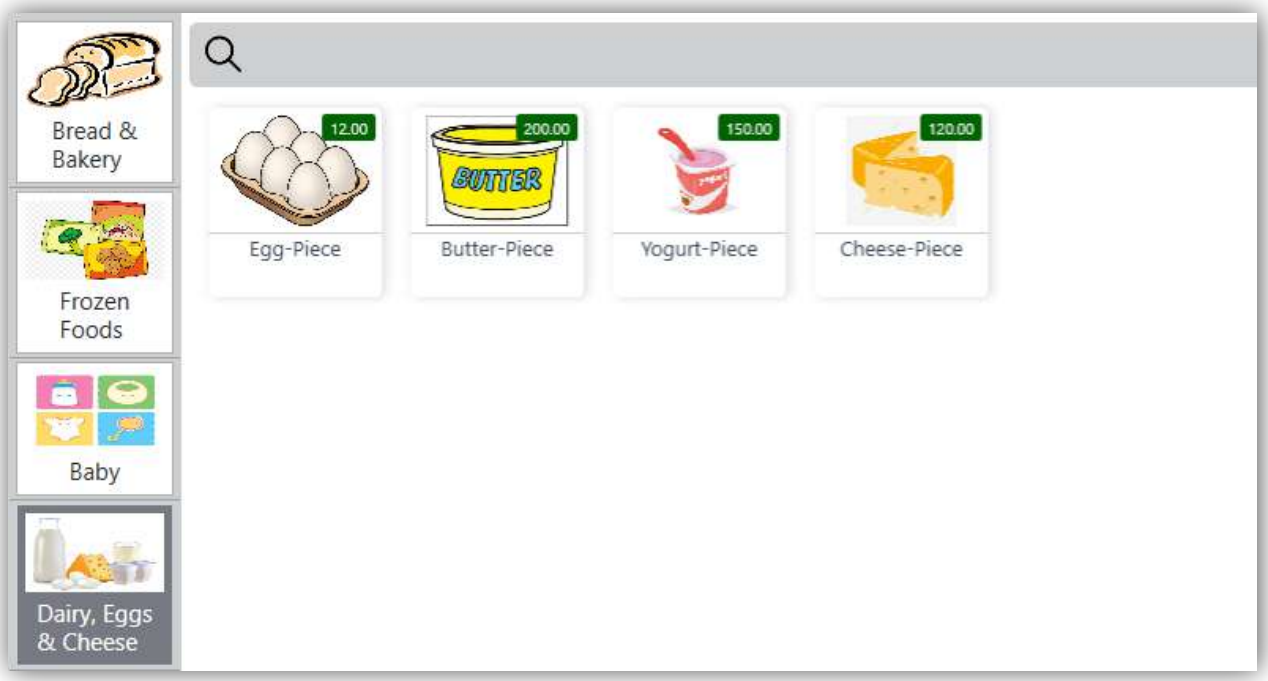
To create a sales invoice, let's first look at how to add products. You can add products in different ways according to your convenience. Like:

- By manually selecting products from categories.
- By using a barcode scanner.
- Or by searching using search option.

Now let's see all these in detail.

## Method 1:

POS shows your products in different categories. As you can see in this picture.



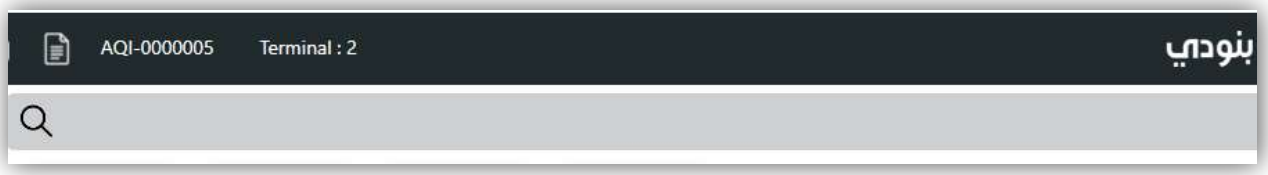

Select category of the product you want. All products included in this category will appear on your screen.

Now click on your desired product/products to add them into invoice.

## Method 2 (Using a barcode scanner):

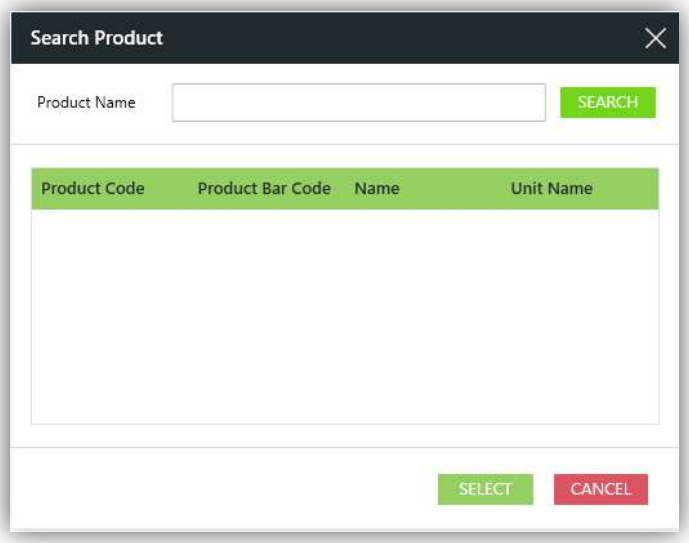
Bnody POS have a feature to add products into invoice via barcode scanner. Scan the product's barcode which you want to add into invoice with barcode scanner, the product will be added automatically to the invoice.

Instead of barcode scanner, you can also enter barcode manually. To do this, click on search bar, type Barcode or Product code from keypad and press Enter.

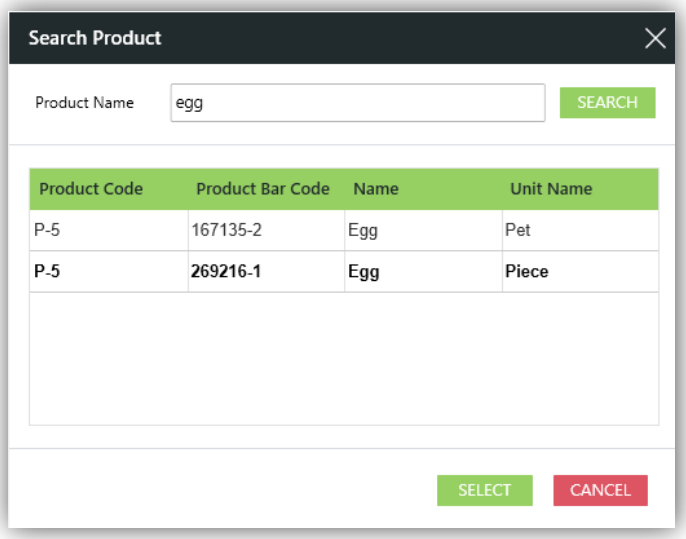



## Method 3 (Search option):

You can also use search option for searching specific products. Click the Search icon to view this window on the screen.




- Write down name of your product or some components of its name.
- Click Search.
- Then choose the product from the list.
- And then click “SELECT” to add that product into invoice.



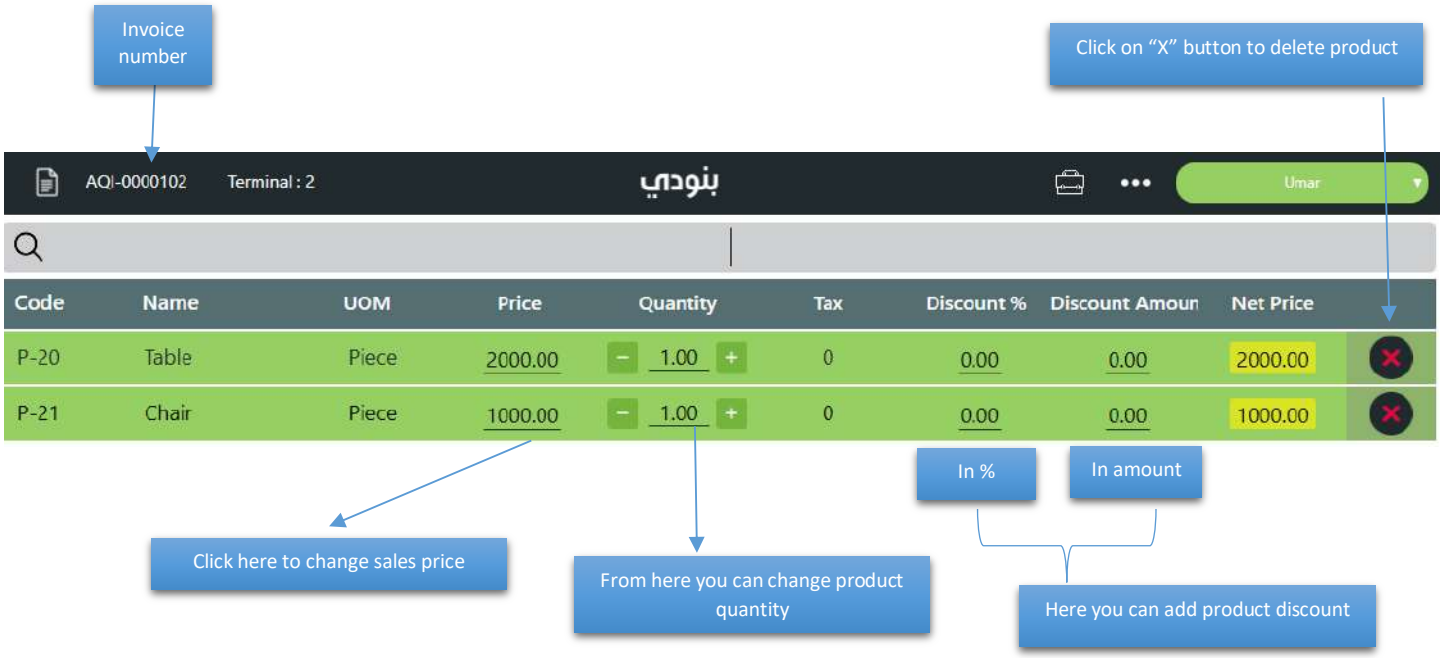
## View invoice:

To see invoice click on invoice number (from top left side of screen).

All the important information about your selected items can be seen here. Such as quantity, UOM, price, taxes and discounts on products, etc.

Also here you can:

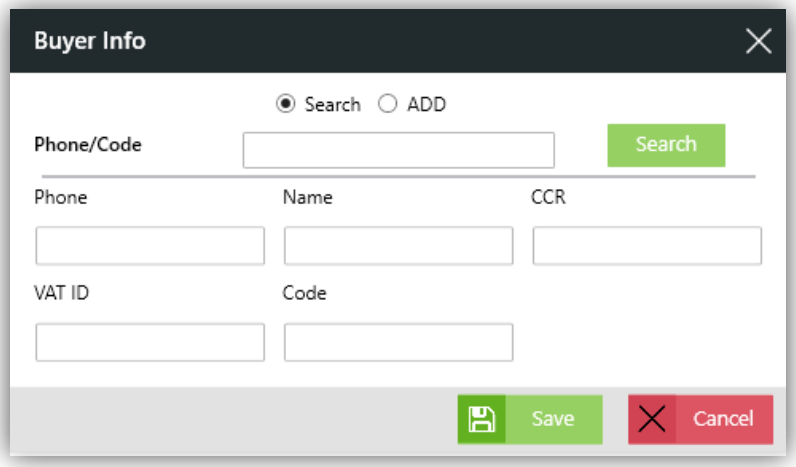
- Change products quantity.
- Mention discount percentage / amount.
- And can delete any product.
- POS shows the sales price defined on website, but you can change it from POS too.



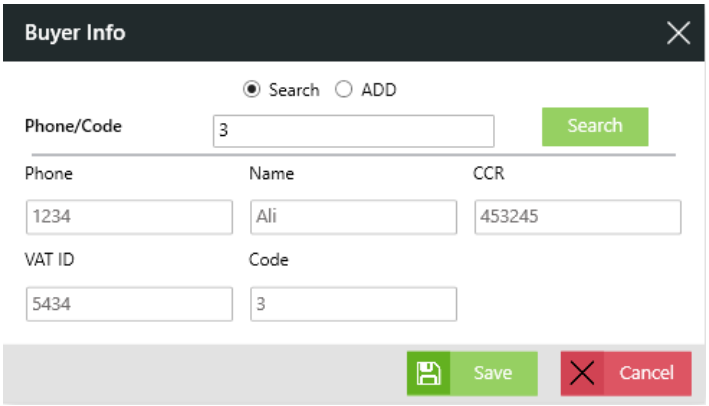

## Add Customer

To add information about the consumer / buyer to the invoice, click "Buyer".

This popup will appear.



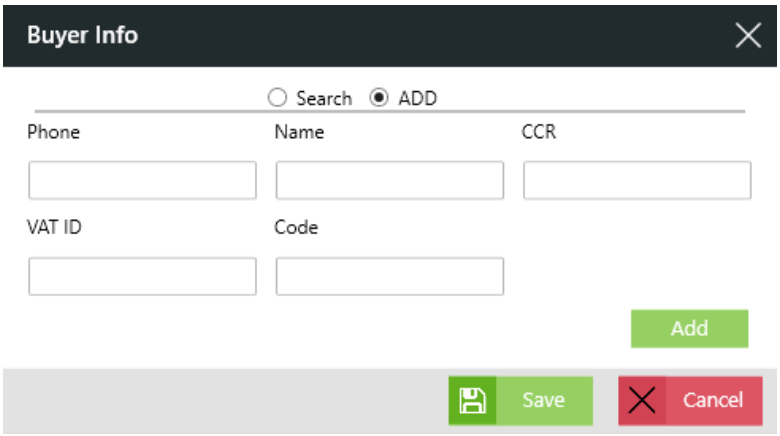

If you have already added buyer information, type Buyer code or Buyer Phone number in the search bar and click “Search”. Buyer's detail will appear.




Now press “Save”. This buyer will be added.

You can also add a new buyer, for that you have to:

- Select “Add”
- Write down the name of new buyer, phone number, CCR and VAT ID.
- Click “Add” buton.
- And then click “Save”.



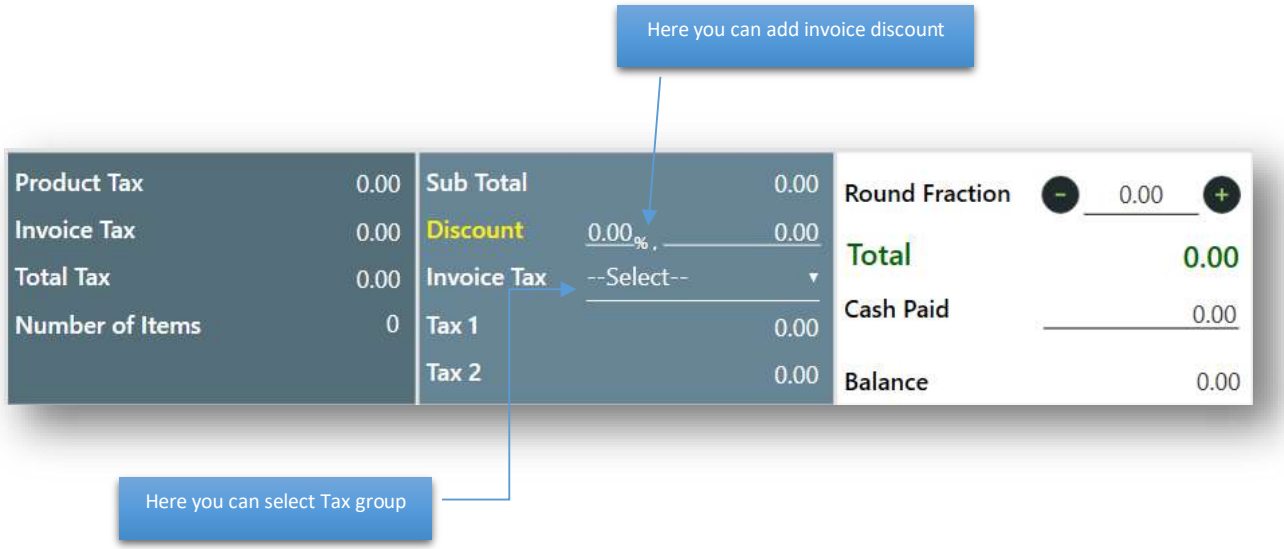
# Payment methods

Bnody POS offers you to use various payment methods, such as Cash, Credit, Card and STC payments.

Now let's see all these in detail.

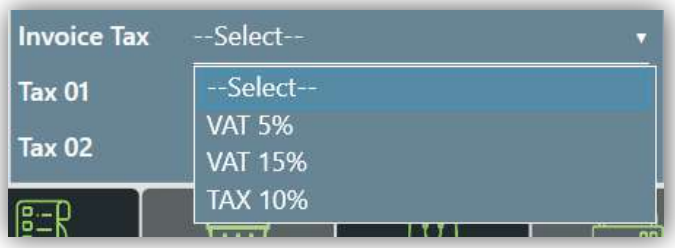
## Cash Payment:

After creating an invoice, you can see all the related information like Sub Total (It is the total amount before invoice tax and discount), Number of items in invoice, Taxes, and Discounts etc. in the boxes below.




- You can also add here **Invoice discount** in the form of percentage or fix amount. (Invoice or bill discount is that discount that will be applied to all the items in a customer's basket)
- And you can also add here **invoice tax**/taxes.

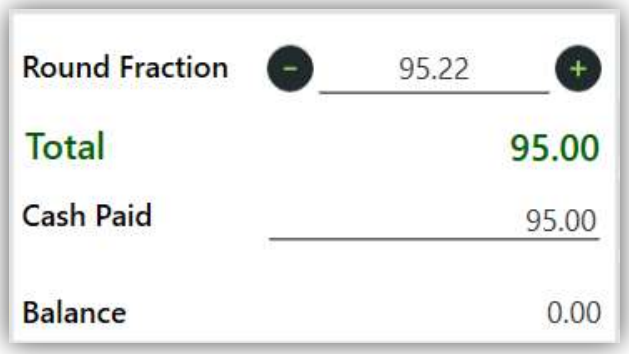
- You can’t define taxes on POS. To define taxes and tax groups, visit your domain from bnody's website where you can apply taxes in two ways, for individual products and for full invoice.
- On website you can add one or 2 taxes to a “Tax Group”. And then you can apply these tax groups from POS. To do this, click on "--Select--" next to the invoice tax, a dropdown list of all tax groups will appear.




From here, select the tax group you want to apply. The amount of taxes will be calculated automatically and displayed below.

- Here in this Image you can see the total amount is 95.22, you can **round off** this amount to nearest number like 95 or 96 by pressing (-) and (+) buttons.

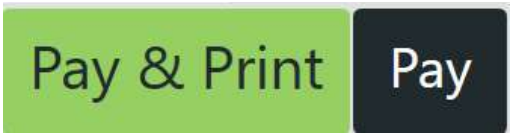
Have a look on this image.



Now we will discuss about what is **Cash Paid** and **Balance**.

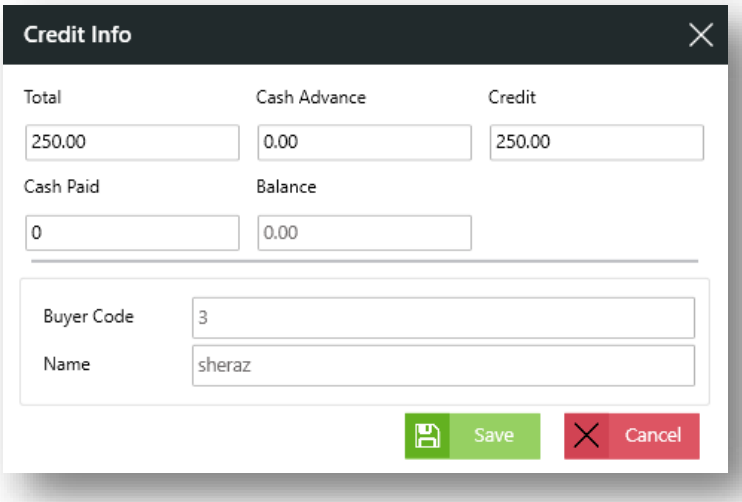
Let's take an example, if your customer has made a purchase of 95 dollars from you (As in above mentioned example). And he gives you a $ 100 note, then you will write $ 100 in the Cash Paid box. In this case the Balance Amount box will show $ 5. This $ 5 is the amount that you now have to return to the customer.

Now for Cash payment just press “Pay” button. And if you want to print it too, press “Pay & Print” button.




## Credit Payment:

In case of credit payment, first select the buyer, and then click Credit. This popup will appear.



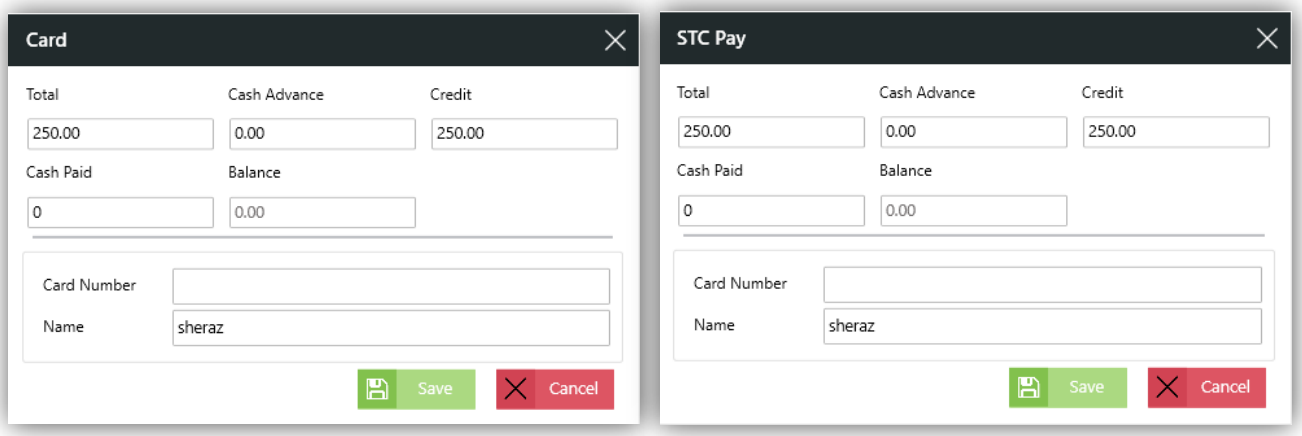

| | |
|---|---|
| **Total** | Total amount of invoice. |
| **Cash Advance** | If buyer is also paying some cash amount in advance, write down it in Cash Advance. |

| | |
|---|---|
| **Credit** | It is credit amount that's to be paid by the buyer. It is = Total - Cash Advance. |
| **Cash Paid** | Cash paid by customer, It may be more than Cash Advance. |
| **Balance** | Difference between Cash Advance and Cash Paid. |

If buyer is paying some cash amount in advance, write down it, also write cash paid. Then click on save. And if buyer is not paying any cash advance, then just click Save button.

## Card Payment / STCpay:

Click Card / STCpay for Card payment / STCpay. This popup will appear.




Fill in the boxes as we discussed in credit case and also write down Card Number (Credit card number or STC pay card number). And then click on Save.

## Billing Styles

You can choose any of these three different Billing Styles.

16/02/2021 01:36:57 PM

**********

VAT12345876

AQI-0000013

**********

| | |
|---|---|
| **Egg-Piece** | **144.00** |
| **@ 12.00 x 12.00** | |
| **Butter-Piece** | **200.00** |
| **@ 200.00 x 1.00** | |
| **Yogurt-Piece** | **150.00** |
| **@ 150.00 x 1.00** | |
| **Cheese-Piece** | **120.00** |
| **@ 120.00 x 1.00** | |
| Item Quantity<br>كمية الاصناف | 15.00 |
| **Total**<br>**الاجمالى** | **614.00** |
| Cash Paid<br>النقدية المدفوعة | 614.00 |
| ******* | |
| Net Amount<br>المبلغ قبل الضريبه | 614.00 |
| Round Off<br>تقريبي | 0.00 |

**********

| Sale type | Sales Agent | Terminal |
|---|---|---|
| Sales - Cash | Umar | 2 |

**********

| Buyer Code | Buyer Name | Buyer Phone |
|---|---|---|
| 3 | Ali | 1234 |
| Buyer VAT | Buyer CCR | |
| 5434 | 453245 | |

**********

***Bill Style 1***

16/02/2021 03:40:40 PM

**********

VAT12345876

AQI-0000025

**********

| اسم | السعر | كمية | الاجمالى |
|---|---|---|---|
| **Egg-Piece** | **144.00** | **12.00** | **144.00** |
| **Butter-Piece** | **200.00** | **1.00** | **200.00** |
| **Yogurt-Piece** | **150.00** | **1.00** | **150.00** |
| **Cheese-Piece** | **120.00** | **1.00** | **120.00** |
| 15.00 | كمية الاصناف | Item Quantity | |
| **614.00** | **الاجمالى** | **Total** | |
| 614.00 | النقدية المدفوعة | Cash Paid | |
| | ******* | | |
| 614.00 | المبلغ قبل الضريبه | Net Amount | |
| 0.00 | تقريبي | Round Off | |

**********

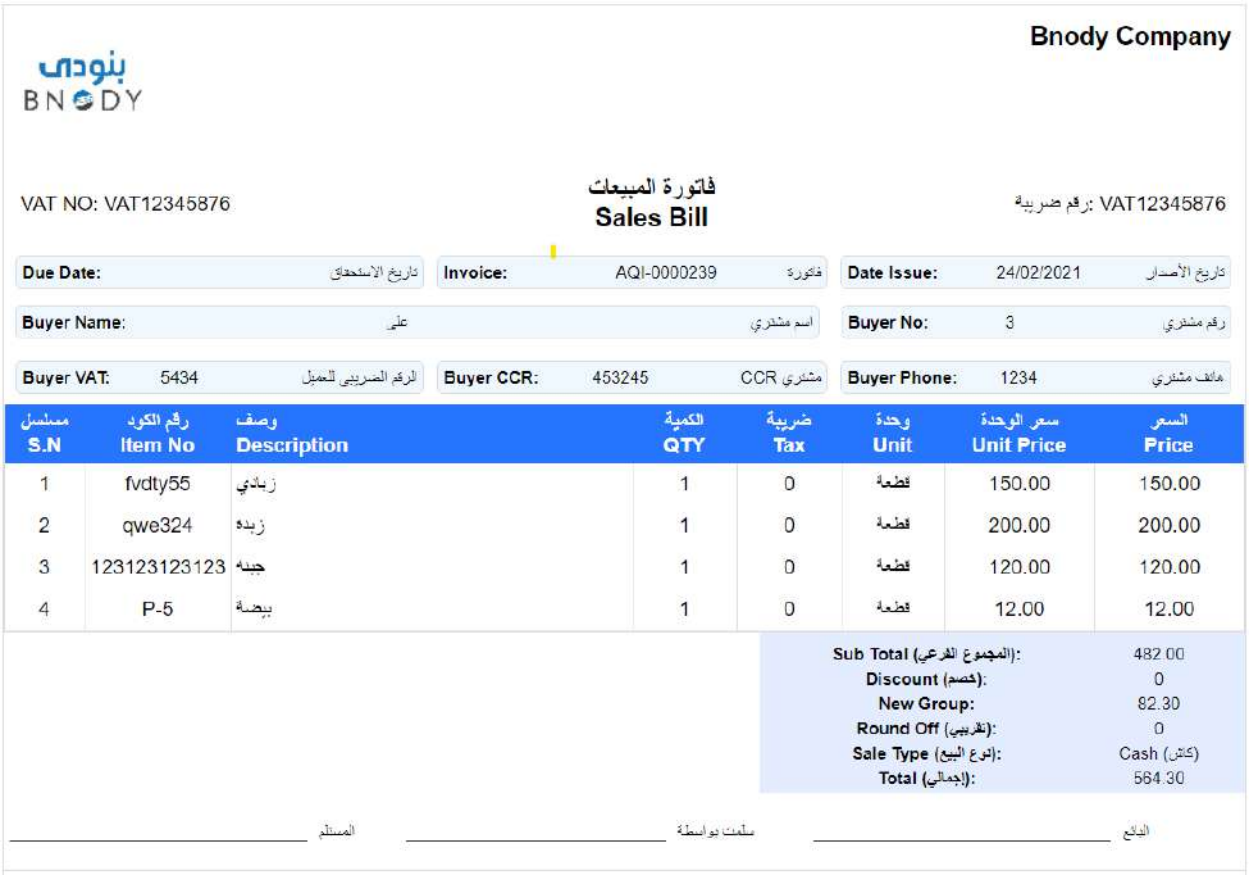
| Terminal | Sales Agent | Sale type |
|---|---|---|
| 2 | Umar | Sales - Cash |

**********

| Buyer Phone | Buyer Name | Buyer Code |
|---|---|---|
| 1234 | Ali | 3 |
| | Buyer CCR | Buyer VAT |
| | 453245 | 5434 |

**********

***Bill Style 2***



Bnody Company

بنودى
BNODY

VAT NO: VAT12345876

فاتورة المبيعات
Sales Bill

رقم ضريبة: VAT12345876

| | | | | | |
|---|---|---|---|---|---|
| Due Date: | تاريخ الاستحقاق | Invoice: AQI-0000239 | فاتورة | Date Issue: 24/02/2021 | تاريخ الأصدار |
| Buyer Name: | علي | | اسم مشتري | Buyer No: 3 | رقم مشتري |
| Buyer VAT: 5434 | الرقم الضريبي للعميل | Buyer CCR: 453245 | مشتري CCR | Buyer Phone: 1234 | هاتف مشتري |

| مسلسل S.N | رقم الكود Item No | وصف Description | الكمية QTY | ضريبة Tax | وحدة Unit | سعر الوحدة Unit Price | السعر Price |
|---|---|---|---|---|---|---|---|
| 1 | fvdty55 | زبادي | 1 | 0 | قطعة | 150.00 | 150.00 |
| 2 | qwe324 | زبده | 1 | 0 | قطعة | 200.00 | 200.00 |
| 3 | 123123123123 | جبنه | 1 | 0 | قطعة | 120.00 | 120.00 |
| 4 | P-5 | بيضة | 1 | 0 | قطعة | 12.00 | 12.00 |

| | |
|---|---|
| Sub Total (المجموع الفرعي): | 482.00 |
| Discount (خصم): | 0 |
| New Group: | 82.30 |
| Round Off (تقريبي): | 0 |
| Sale Type (نوع البيع): | Cash (كاش) |
| Total (إجمالي): | 564.30 |

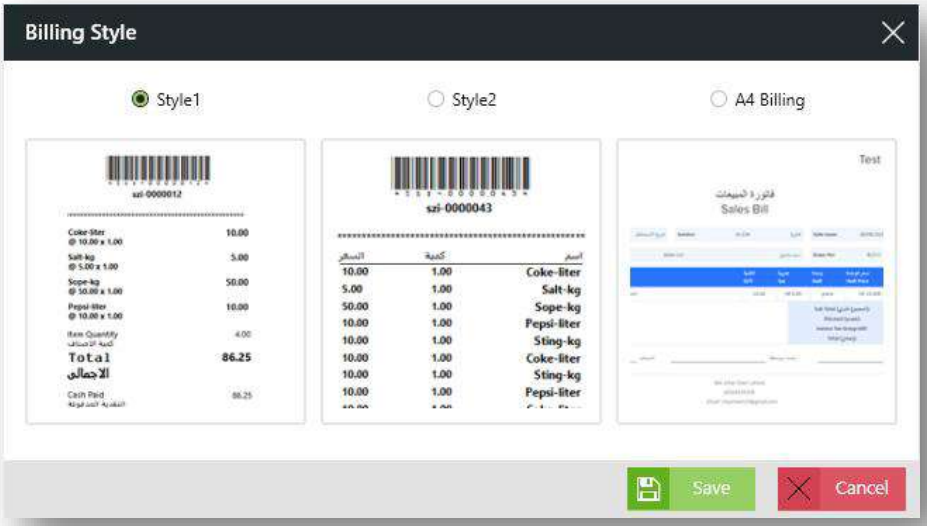
المستلم _____ سلمت بواسطة _____ البائع _____

## *Bill Style 3 (A4)*

To change billing style, click this icon on the top right side of the screen.

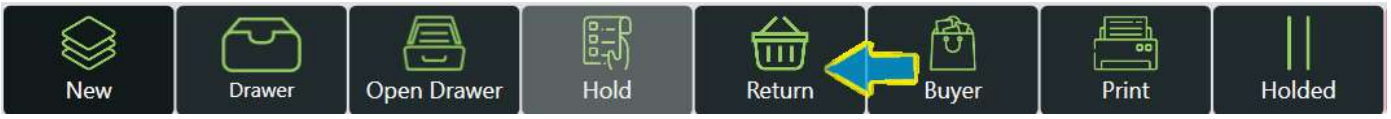
And then click Billing style from dropdown list.

This window will appear. You can choose any of these styles.

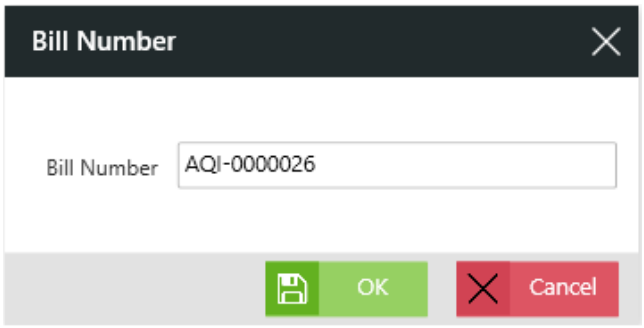



## Sales Return

Press Return button to return Sales.




This popup will appear.



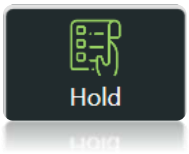

Enter here invoice number that you want to return. And press OK. The show / hide box will appear on the top left side of the screen.

Click on this show / hide box and it will appear like this.

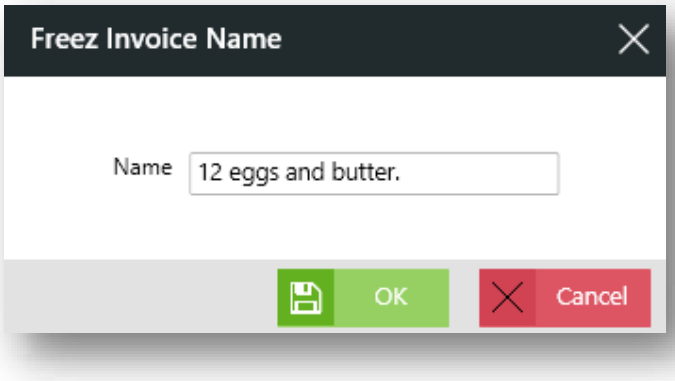
Now click on product/ products that you need to return. Or you can click Select All button, if you want to return full invoice. The invoice will open for return. If quantity of a particular product is more than one in the invoice, you can decrease its quantity return bill. Now after Selecting your desired products and quantity, click “Pay” or “Pay & Print”, the invoice will be returned.

## Hold invoice

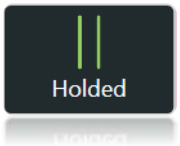
After making an invoice you can also hold/freeze it for future use. For it, after making an invoice, click on Hold button.



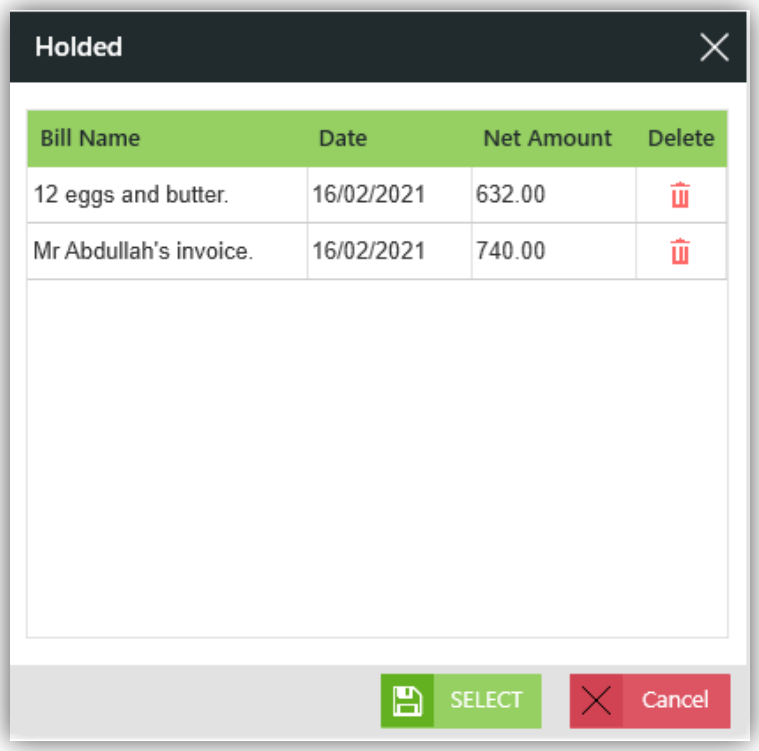

This pop up will open.




Give it a name and click OK. The invoice will be holded.

To retrieve holded invoices, Click Holded button.  To view all the holded/ freezed invoices on your screen.



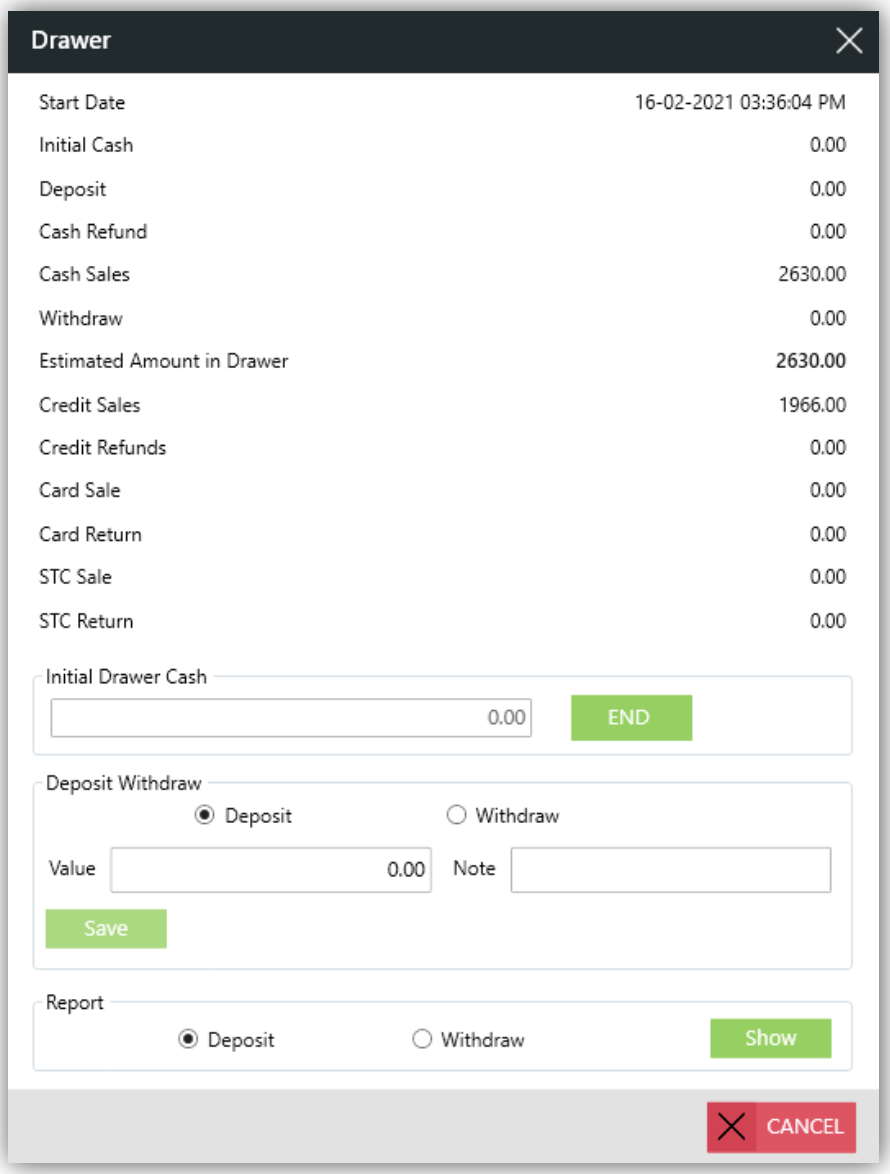



Then choose the invoice from the list and press “SELECT”. Invoice will be recovered.

# Drawer handling

Click on Drawer for Drawer handling.

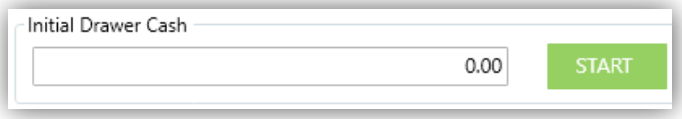
This screen will appear.



Here you can also view the full report of drawer. Here is an explanation of some more parts of it:

## Start drawer / End drawer

To start drawer, just write down starting amount in “Initial Drawer Cash” box and then press START button.




After starting the drawer, all transactions you do will be the part of drawer report.

You can print this report on end drawer. For it, press “END” button.

And then press SAVE.

**Drawer Report**
**تقرير صندوق النقدية**

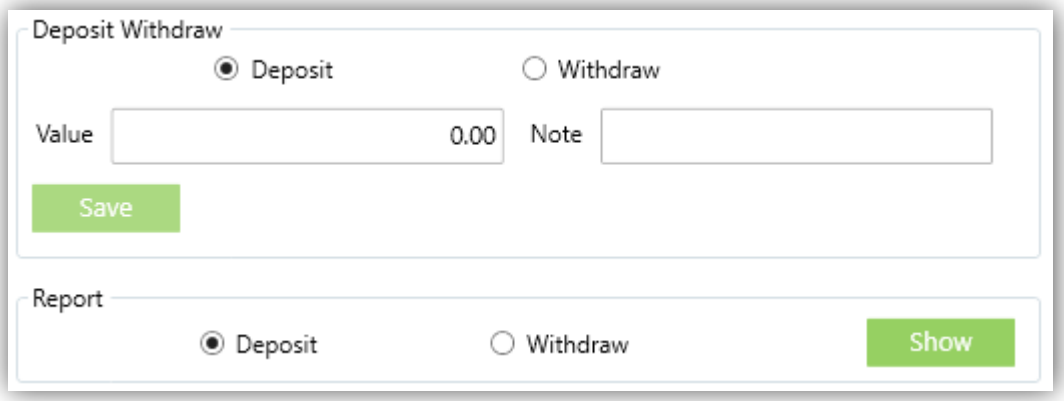
| | | |
|---|---|---|
| Sales Agent | وكيل المبيعات | Umar |
| Terminal | كاونتر | 2 |
| Start Invoice Number | رقم فاتورة البداية | AQI-0000035 |
| End Invoice Number | رقم الفاتورة النهائية | AQI-0000037 |
| Start Date | تاريخ البدء | 17-02-2021 09:51:17 AM |
| End Date | تاريخ الانتهاء | 17-02-2021 09:57:02 AM |
| Duration | المدة الزمنية | 0:05:45 |

| | | |
|---|---|---|
| Initial Cash | النقد الأولي | 0.00 |
| Cash Sales | مبيعات الصندوق | 8,445.00 |
| Cash Refund | عوائد نقدية | 0.00 |
| Cash Deposit | ايداع نقدي | 0.00 |
| Cash WithDraw | سحب نقدي | 0.00 |
| **Estimated Amount in Drawer** **المبلغ المقدر في الدرج** | | **8,445.00** |
| Real Amount in Drawer المبلغ الحقيقي في الدرج | | 0.00 |
| Difference Amount مقدار الفرق | | 8,445.00 |
| Total Items Sold اجمالي الكميات المباعة | | 7.00 |
| Total Items Sold Amount قيمة الكميات المباعة | | 14,845.00 |
| Total Services sold اجمالي الخدمات المباعة | | 0.00 |
| Total Services Sold Amount قيمة الخدمات المباعه | | 0.00 |
| Total Sales Before VAT إجمالي المبيعات قبل ضريبة القيمة المضافة | | 14,845.00 |
| VAT Amount قيمة الضريبة | | 0.00 |
| Total Sales After VAT إجمالي المبيعات بعد ضريبة القيمة المضافة | | 14,845.00 |
| Total Discount إجمالي الخصم | | 0.00 |
| Total Sales After Discount إجمالي المبيعات بعد الخصم | | 14,845.00 |
| Total Round Off Difference مجموع جولة قبالة الفرق | | 0.00 |

| | | |
|---|---|---|
| Cash Sales | مبيعات الصندوق | 8,445.00 |
| Cash Refund | عوائد نقدية | 0.00 |
| Credit Sales | مبيعات اجلة | 6,400.00 |
| Credit Refunds | المبالغ المستردة الدائنة | 0.00 |
| Card Sale | بطاقة البيع | 0.00 |
| Card Return | رد البطاقة | 0.00 |
| STC Sale | بيع STC | 0.00 |
| STC Return | عودة STC | 0.00 |
| **Total** | **الاجمالي** | **14,845.00** |

## Deposit and Withdraw

To deposit amount into drawer, just click Deposit.



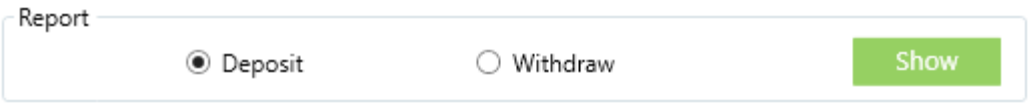

Write down amount in “Value” box. If you want to explain anything about the deposit, add notes that will be shown on your deposit report. And then click “Save” button. The amount will be deposited and you will get deposit report.

And similarly for withdraw, Just click Withdraw, and then write down its amount and notes and press Save.

***Withdraw Report***

***Deposit Report***

For complete report of all deposits/ withdraws, select Deposit/ Withdraw respectively from Report.




And press "Show" button.

***Deposits Report***

**Deposit** **الوديعة**

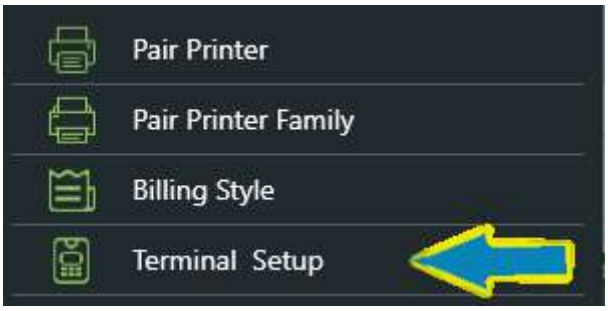
| Time زمن | Note ملحوظة | Value القيمة |
|---|---|---|
| 17-02-2021 12:12:19 PM | | 100.00 |
| 17-02-2021 12:36:11 PM | | 120.00 |
| 17-02-2021 12:36:18 PM | | 300.00 |
| **Total** | **520.00** | **الاجمالى** |
| Sales Agent | Umar | وكيل المبيعات |
| Terminal | 2 | كاونتر |
| Date | 17-02-2021 12:12:19 PM | التاريخ |

**Signature** _____

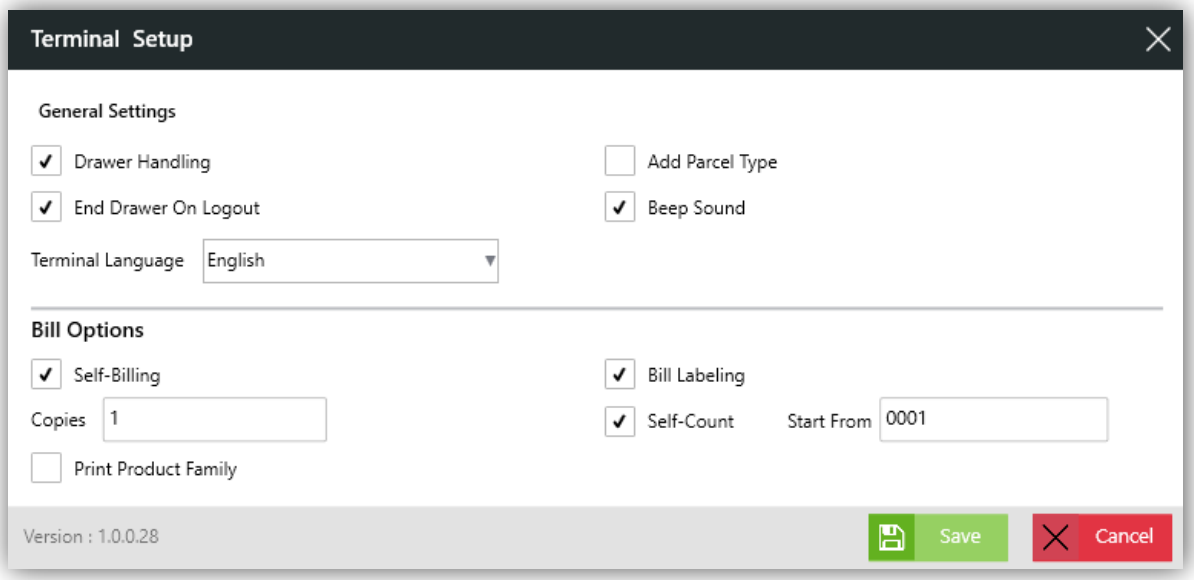
# Settings

For settings, click this icon on the top right side of the screen.

And then click Terminal Setup from dropdown list.




This window will appear.




It has two parts, General Settings and Bill Options, which are explained below.

## General Settings

**Drawer Handling**

Activate this checkbox. If you want to generate drawer report, all transactions you do will be the part of this drawer report. And if you do not want to create a drawer report, uncheck "Drawer Handling".

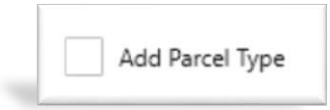
**End Drawer on Logout**

If you activate this checkbox, then on every logout the drawer will be ended and drawer report will be printed. And if this checkbox is unchecked, then drawer will not be ended on logout.

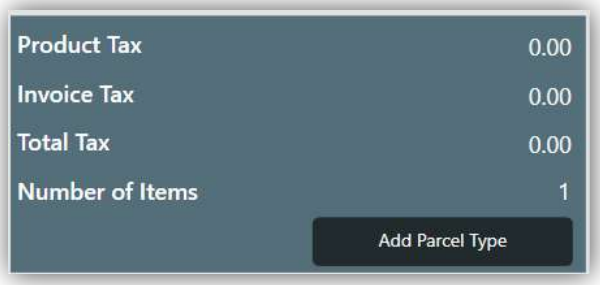
**Terminal Language**

Bnody POS is now available in English and Arabic languages. You have option to select English or العربية from here.

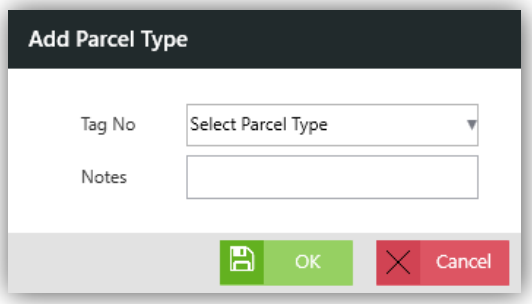
**Add Parcel Type**



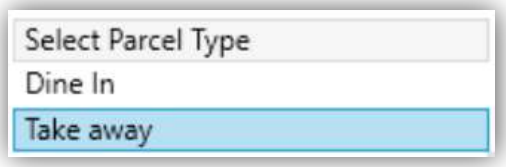

If you activate this checkbox, “Add Parcel Type” button will be shown on the bottom left side of the screen.




This popup will appear when you click Add parcel Type button.




Here you have two options, “Dine in” and “Take away”.




Select "Dine in" or "Take away", and if you have to explain something important, write it in notes and then click “OK”. When the invoice is printed, the parcel type will appear on it.

If you don’t want to add parcel type, uncheck this checkbox.

18/02/2021 12:34:19 PM

**Take away**

VAT12345876

AQI-0000068

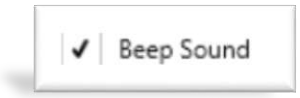
| اسم | السعر | كمية | الاجمالى |
|---|---|---|---|
| Egg-Pet | 260.00 | 2.00 | 260.00 |

| | | |
|---|---|---|
| Item Quantity | كمية الاصناف | 2.00 |
| **Total** | **الاجمالى** | **260.00** |
| Cash Paid | النقدية المدفوعة | 260.00 |
| Net Amount | ******* المبلغ قبل الضريبه | 260.00 |
| Round Off | تقريبي | 0.00 |

| Sale type | Sales Agent | Termina |
|---|---|---|
| Sales - Cash | Umar | 2 |

***Invoice with parcel type “Take away”***

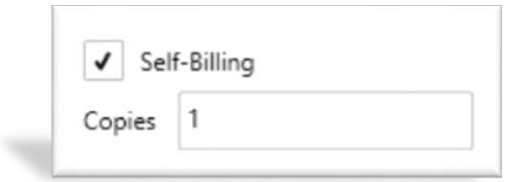
**Beep Sound**




Beep sound on adding products into invoice, you can turn it on or off.

## Billing options

**Self-Billing**




If you uncheck it, the invoice will be saved in the system but will not be printed. And if you need to print the invoice, activate it.

Now if you want to take only one print of each invoice, type 1 in the text box of “Copies”, and if you need to print more copies, write down their number here and click “Save”. Copies of the invoice will be printed according to the number you specified.

**Print product family**

Activate it to print invoices of products from different product families separately.

**Bill labeling**

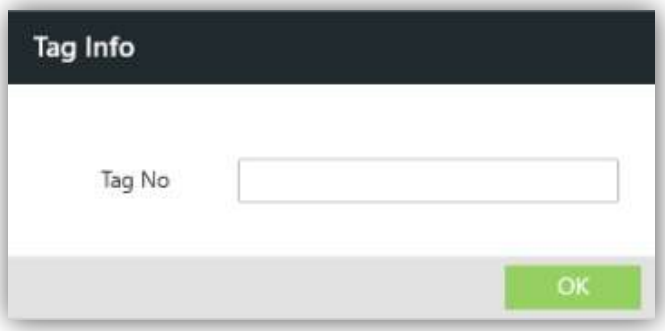
You can put a label/Tag on top of the invoice by activating this checkbox.

**Self-Count**

After activating “Bill labeling”, you have two options.

This label will be system generated if you activate “Self-Count” checkbox as well, and in this case the system will number the invoices in a sequence, beginning from the number you type in in “Start from”.

If you want to write this label manually, uncheck “Self-Count”. In this case, whenever you create an invoice, this popup will appear in front of you, and you will have to enter the label / tag number in it manually.



21/02/2021 03:08:08 PM

0003

12345

asi-0000044

| اسم | السعر | كمية | الاجمالى |
|---|---|---|---|
| Test group | 700.00 | 1.00 | 700.00 |

| | | |
|---|---|---|
| Item Quantity | كمية الاصناف | 1.00 |
| Total | الاجمالى | 700.00 |
| Cash Paid | النقدية المدفوعة | 700.00 |
| Net Amount | المبلغ قبل الضريبه | 700.00 |
| Round Off | تقريبي | 0.00 |

| Sale type | Sales Agent | Terminal |
|---|---|---|
| Sales - Cash | Sheraz | 16 |

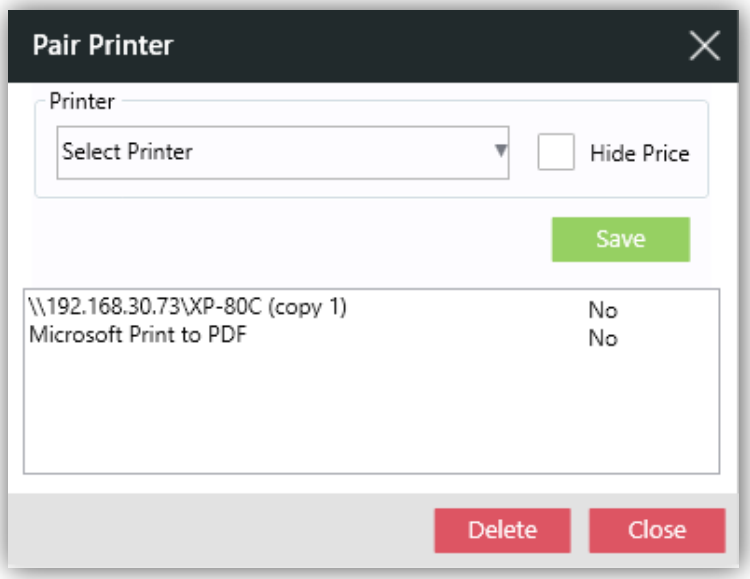
***Invoice with label “0003”***

## Printer settings

For printer settings, click this icon . Here in dropdown list, there are two options for printer settings, Pair printer and Pair Printer family. The explanation of which is as follows.

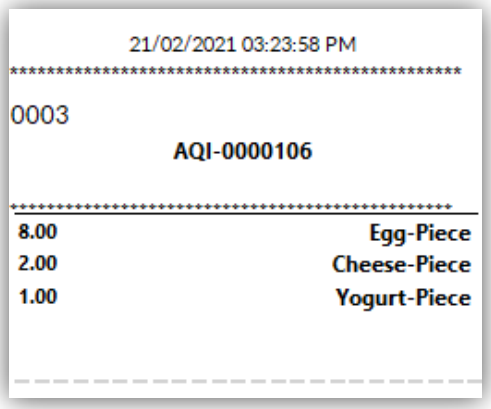
## Pair Printer

Here you can set up your printer from which you want to print your invoices. To do this, select your printer by clicking on “Select Printer” and then press the “Save” button. And if you want to delete some printer, select it and click “Delete”.



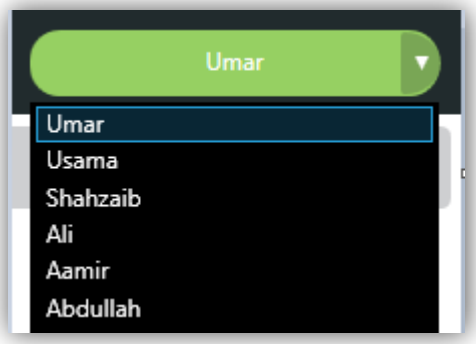

If you don’t want to show price on some specific printer, you can activate “Hide Price” check.

*Invoice without price*




## Sales Agent Switching

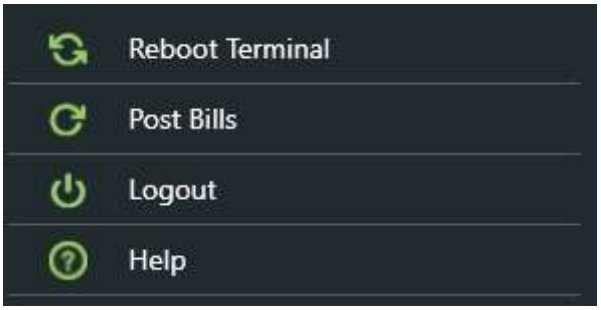
With sales agent switching option, you can switch from one sales agent to another. To do this, click on the green button, then a drop down list of all sales agents will appear. You can choose any of these sales agents.




## Other functions

Click on this three dots icon on the top right side of the screen.

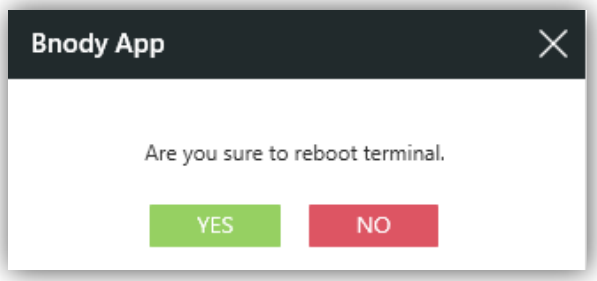
This dropdown list will appear.




Here are four important options, let's now talk about them.

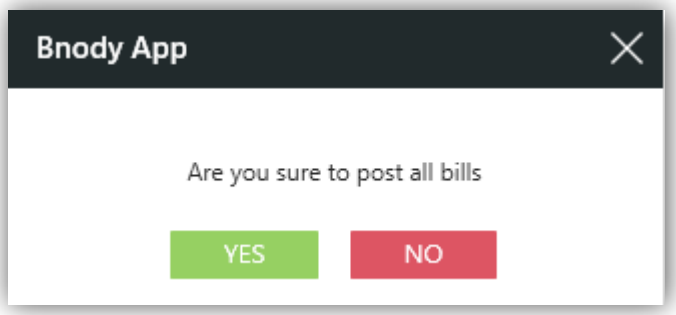
## Reboot Terminal

You can reboot your terminal to get the latest settings, changes and updates from the web. For example, if you've added a new product, or have updated some existing product, or you've defined a new tax group, or changed user settings, or if there is any other update like this, you should reboot the terminal.




## Post Bills

Click here to post all your bills / invoices on the web. So that they can be part of your financial reports and procurement reports.

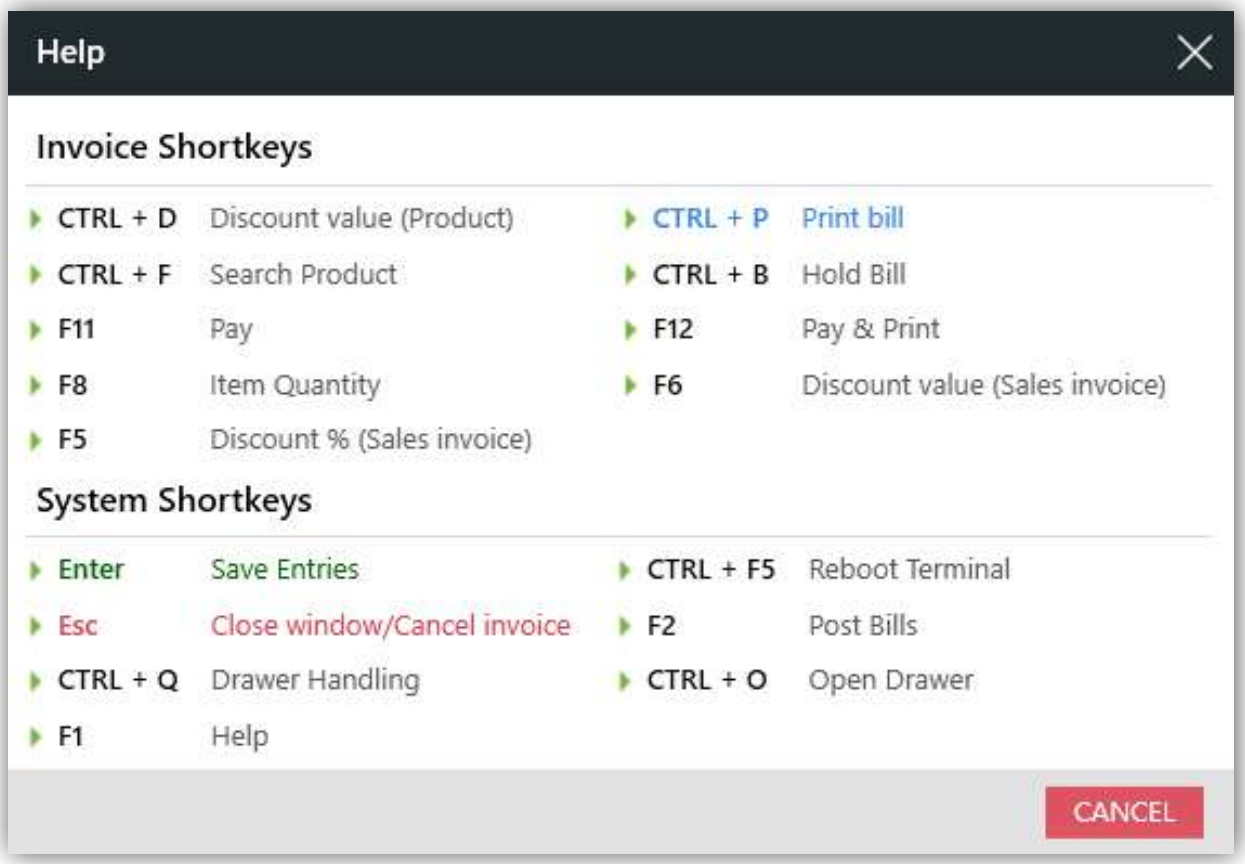



## Logout

Click here to logout from POS.

## Help

Click here for help.

## Short keys

Using short keys makes you more efficient at doing certain tasks on your computer. It increases productivity and saves your time.
Some useful keyboard short keys that you can use in Bnody POS are: