

Pre Owned Extension

The WinSTORE Pre-Owned extension enables separate and reportable tracking of both purchasing and sales of pre-owned (second hand) product. In general terms, there are three steps or components to managing second hand product.

1. Purchasing product from customers – Second hand product must be held, by law, for a period of time, with specific reporting ability, prior to being received into stock and subsequently sold.
2. Receiving products into stock – Similar to the addition of new stock to WinSTORE, although tracked separately by the use of dedicated category and supplier settings.
3. Selling the pre-owned product – Handled the same as selling any product in your store.

Once the extension has been purchased and activated, a number of new administration settings become available and must be set. Most of these settings control what happens when a product is being purchased from a customer, e.g.: What ID must be shown, how buy prices are calculated, how and if dockets are printed, what happens with unknown or unidentified titles.

Extension Settings (See Fig. 1)

Pre Owned Title – The name you give to the extension that will appear on reports etc.

Generate Barcode – Creates a valid and unique barcode for second hand product.

Print Price Labels – When enabled, will print specially formatted price labels after receiving items.

Separate Customer Category – If enabled, requires all customers that you purchase items from to be in a separate customer category from normal account/sales customers, even if this requires a customer to be entered twice.

Customer Category/Dept – Enter the customer category code that is to be used for customer accounts that you purchase products from. Note: Only needed if “Separate Customer Category” is enabled.

Customer ID Required – If enabled, the customer selling you goods must present a form of government issued identification. These can be a drivers licence, passport or proof of age card. WinSTORE will require that the document number be recorded.

Confirm Customer Address – If enabled, the operator will be prompted to check and confirm any previously entered address details against a presented document. Accepted identification documents will need to be pre-entered into WinSTORE (ALT A – Admin, F6 – POS, F7 – Reason Codes)

Check Customer Signature – If enabled, staff will be prompted to check and confirm the customer signature against the presented document if lot dockets are set to be printed.

Capture Birth Date – If enabled, WinSTORE will check that a birth date is stored on the customer account, if not the operator will be prompted for it.

Capture How Heard – If enabled, staff will be prompted to select from a list of how the customer heard that second hand product can be purchased. These need to be pre-entered before use (ALT A – Admin, F6 – POS, F7 – Reason Codes).

The screenshot shows the 'System Extensions' window with the 'Pre Owned' tab selected. The settings are organized into two columns. The left column contains: 'Pre Owned Title' (text box with 'Second Hand'), 'Generate Barcode' (checkbox checked), 'Print Price Labels' (checkbox checked), 'Separate Customer Category' (checkbox checked), 'Customer Category / Dept' (text box with 'PRE'), 'Customer ID Required' (checkbox checked), 'Confirm Customer Address' (checkbox checked), 'Check Customer Signature' (checkbox checked), 'Capture Birth Date / ABN' (checkbox checked), 'Capture How Heard' (checkbox checked), 'Print Lot Dockets' (checkbox checked), 'Use POP not CSH A/Summary' (checkbox unchecked), 'Purchase Document Style' (radio buttons: Docket, Report, Ask - Ask is selected), 'Customer Receipt Content' (radio buttons: Detail, Summary, Ask - Ask is selected), 'Days To Hold Lots' (spin box with '1'), and 'Dealer Licence Number' (text box with 'RES123456'). The right column contains: 'Credit Note Premium' (text box with '10.00'), 'Lot Maximum' (text box with '300.00'), 'New Price %' (text box with '15.00'), 'Pre Owned Price %' (text box with '25.00'), 'Purchase Price Rounding' (radio buttons: None, Down, Up, Nearest - Nearest is selected), 'Round Point' (spin box with '10' and radio buttons: Actual, Multiple - Multiple is selected), 'Unknown Items' (radio buttons: Reject, Capture, Identify, Ask - Ask is selected), 'Items per Lot' (spin box with '30'), 'Items per Lot Docket' (spin box with '30'), 'Day Count for Sales Calc' (spin box with '30'), 'Branch' (spin box with '0'), and 'Lot Prefix Code' (text box with 'PL'). At the bottom right are 'OK' and 'Exit' buttons.

Fig. 1

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Print Lot Dockets – If enabled, will print a docket to attach to goods for the holding period after purchasing from a customer.

Use POP not CSH A/Summary – If enabled, when you purchase goods from a customer, the cash taken from the till for the pre-owned purchase uses the tender type POP (Pre Owned Purchase) rather than cash and is reported as such in the End of Day activity summary.

Purchase Document Style – Controls if WinSTORE will print the purchase document that the customer is required to sign, on the docket printer or as an A4 report. Printing as an A4 report allows for extra report header and footer message to be printed.

Customer Receipt Content – Detail provides an itemised printout of the goods purchased. Summary will provide a summarised total of the goods purchased.

Days To Hold Lots – Set this to the minimum number of days you are required to hold pre-owned purchases before allowing the goods to be sold. A warning message will be displayed if you attempt to release a pre-owned lot within this number of days.

Dealer Licence Number & Branch – Enter your Second Hand dealer license number here and Branch number if required.

Credit Note Premium – This percentage is added to the calculated buy price as a bonus if the customer (seller) agrees to receive a credit note as payment for the goods rather than cash.

Lot Maximum – The maximum dollar amount allowed for one pre-owned purchase (lot) from a customer.

New Price % - Calculates the purchase price you are willing to pay based on the retail price set on the stock file for a new copy of the same product. This is a global setting that can be overridden but settings on each category.

Pre Owned Price % - Calculates the purchase price you are willing to pay based on the retail price set on the stock file for a second hand copy of the same product. This is a global setting that can be overridden but settings on each category.

Purchase Price Rounding & Round Point – Controls how WinSTORE will handle price rounding for pre-owned purchases.

Unknown Items – Controls how WinSTORE handles items that it cannot match to an existing stock item.

- Reject – Does not allow purchase of items not already in the stock file
- Capture – Forces the capture of a catalogue number, category and price only. Other details can be entered when the lot is released and added to the stock file.
- Identify – Forces the capture of all product details at the time of the pre-owned purchase transaction.
- Ask – Prompts for you to Identify or Reject the item.

Items Per Lot – Sets the maximum number of items allowed per lot purchase.

Items Per Lot Docket – Sets a maximum number of items to print on a lot docket. If the number of items is exceeded then extra dockets are printed.

Day Count for Sales Calc – Number of previous days sales history to display when purchasing items.

Lot Prefix Code – A category code to be used for identifying a pre-owned lot. This needs to be pre-setup in your WinSTORE Category Codes (ALT A – Admin, F7 – Stock, F2 – Categories).

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Additional settings to be configured in WinSTORE

Sundry Codes

The WinSTORE pre-owned extension uses sundry codes for the various identification documents types you accept as well as any “How Heard” methods you would like to record.

Access the settings screen (ALT A, F6, F7) (See Fig. 2)

Type – Set the sundry code type to Document or How Heard depending on the code you are adding.

Code – Internal code used by WinSTORE. Can be up to 6 characters

Description – Full text description you will see during transactions.

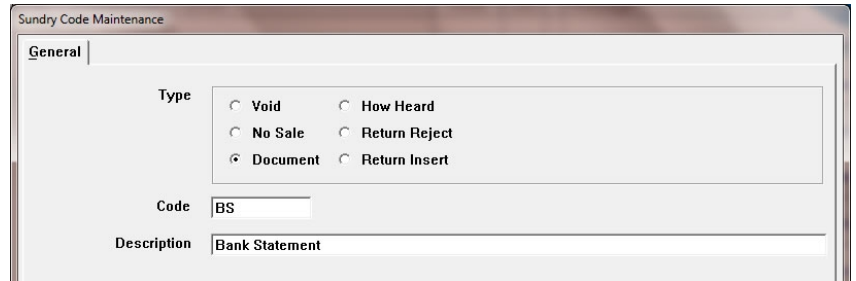


Fig. 2

Supplier Code

The pre-owned extension requires that a supplier be added that will be assigned to all second hand products that will be sold.

Access the settings screen (ALT A, F7, F3) (See Fig. 3)

The minimum supplier information required to be entered is Code, Name, Short Name and check the Pre Owned setting.

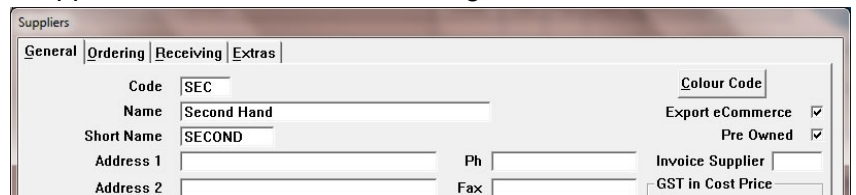


Fig. 3

Category Codes

Dedicated pre-owned categories need to be created for each category of product that you will be purchasing and selling as second hand product.

Access the settings screen (ALT A, F7, F2) (See Fig. 4)



Refer to the Operation – Stock Manual for more information on the basics of creating stock categories.

Create category codes for any type of product you will be selling as pre-owned product. Examples of categories you might add;

- SC – Second Hand CD's
- SD – Second Hand DVD's
- SS – Second Hand Singles
- SV – Second Hand Vinyl

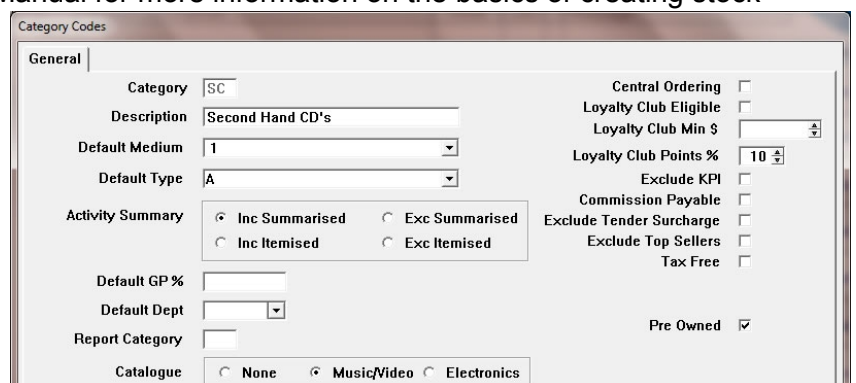


Fig. 4

Check the Pre Owned setting on any category that you add for pre-owned stock.

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Category Linking

Each pre-owned category that is added will need to be linked to the corresponding “new product” category. Category specific can be set to override the global settings set in the Pre Owned extension settings.

Edit the “new product” category; go to the Pre Owned tab. (See Fig. 5)

Pricing Method: Retail % – Calculates the buy price of a second hand item based on a percentage of the current retail price of a matched product (if it exists).

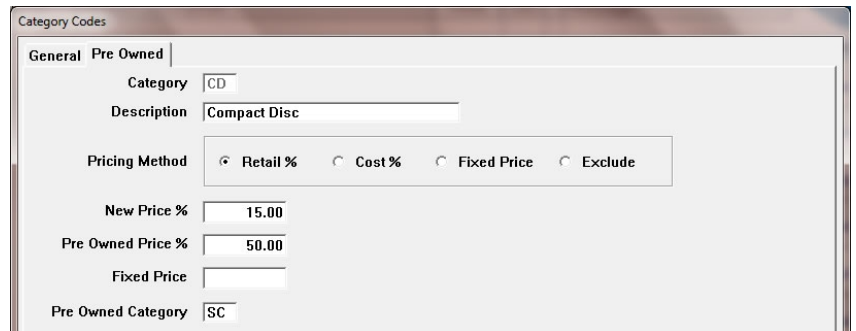


Fig. 5

Pricing Method: Cost % – Calculates the buy price of a second hand item based on a percentage of the current average cost of a matched product (if it exists).

Pricing Method: Fixed Price – All second hand purchases of items in this category are at a fixed buy price.

Pricing Method: Exclude – All items purchased within this category are not matched to existing stock file and must be entered manually.

New Price % - Same as the extension default, but specifically for this category. If left blank the extension default setting will be used.

Pre Owned Price % - Same as the extension default, but specifically for this category. If left blank the extension default setting will be used.

Fixed Price – The fixed buy price for items of this category if the Pricing Method above is set to fixed price.

Pre Owned Category – Enter the pre-owned category that you created. The category entered will be used by WinSTORE when creating stock items for purchased pre-owned items.

Lot Purchase Headers & Footers

If you have set the “Purchase Document Style” to report, or select report if the setting is set to ask, WinSTORE will print customisable header and footer information on the report.

Access the setting screen (ALT A, F6, F9) (See Fig. 6)



Refer to the Admin – POS Codes manual for further information on adding Transaction Conditions.

Note: Each text line will only fit 85 characters on an A4 page, including spaces.

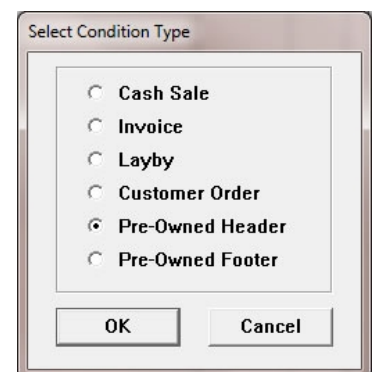


Fig. 6

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Buying Pre Owned Product

Access the Pre Owned menu, ALT T, F10 (See Fig. 7).

Individual Item entry

Enter items onto the Purchase screen using the normal POS methods.



Refer to the Operation – Sales manual for item input methods.

The Stock file and catalogue will be searched to find product details of the item entered. If a match is found the buy price will be calculated based on your extension defaults or category defaults, if entered. Two extra lines will appear on the purchase screen when you enter items (See Fig. 8).

Type	Product Id	Product Description	Price	Qty
PO_P	2703635	LA ROUX/LA ROUX	3.50	1
	New Stock	SOH 0 30 Days 0 MAY 08 Price 22.99		
	Second Hand	N/A		

Fig. 8

The first line contains information for a matching “New Stock” item and displays the current SOH, the sales quantity for the period set in the extension default, the month and year that the item was acquired and the current retail price. The second line displays the same information, if a pre owned stock item exists. You can alter the buy price from what is calculated using the F10 price override function.

Bulk Item Purchase

A bulk purchase can also be processed if a bulk price has been negotiated and agreed. Individual items can then be entered when adding the items to stock.

On the Purchase screen enter BP (See Fig. 9).

Select the category on the incoming items that will need to be matched to. E.g. CD (not SC).

Enter the Qty and Item Price. WinSTORE will calculate the Total Price.

The dialog box titled "Bulk Stock Purchase" contains the following fields and buttons:

- Category: CD (dropdown menu)
- Qty: 25 (spin box)
- Item Price: 2.50 (text box)
- Total Price: 62.50 (text box)
- OK button
- Cancel button

Fig. 9

If other category items are also being purchased, enter BP again to select another category.

Completing Purchase

Once all items have been entered press + to complete the transaction.

WinSTORE will prompt for you to select the method of payment to the customer. The window will display cash and calculated credit note value for you. Select Cash or Credit Note.

Select an existing customer or add a new one. Note: If the extension setting for separate customer category is enabled then WinSTORE will only display a list of customers from the specified category.

Select an identification type and enter the document number (See Fig. 10).

Licence and Passport are pre-set in WinSTORE. Other ID will display a list with other document types that were added to the Sundry codes.

The dialog box titled "Confirmation" contains the following text and buttons:

- GOVERNMENT ISSUED ID REQUIRED
- Select ID type
- Licence button
- Passport button
- Other ID button

Fig. 10



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F1 Help

F2 Purchase

F3 View Lots

F4 Lot Analysis

F5 Police Report

F10 Price Override

F12 Back>>

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If you select Passport as the ID type you will also have to select a secondary document type to confirm the address details.

After you have entered the Licence ID or selected Other ID you will be prompted to confirm the customer address matches the ID provided (See Fig.11).

If the extension setting for birth date capture is enabled and no birth date is stored on the customer account, WinSTORE will prompt for it.

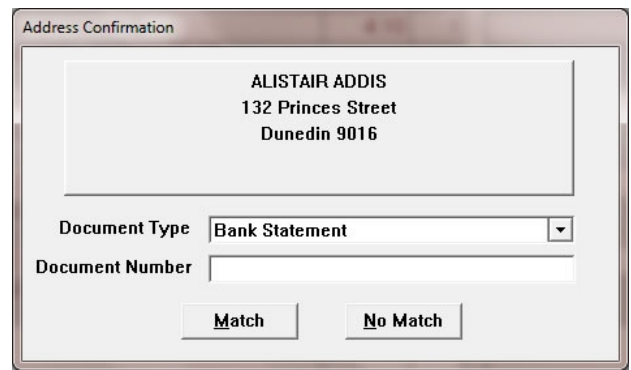
A screenshot of the 'Address Confirmation' dialog box in WinSTORE. It displays the address 'ALISTAIR ADDIS, 132 Princes Street, Dunedin 9016'. Below the address, there is a 'Document Type' dropdown menu set to 'Bank Statement' and an empty 'Document Number' field. At the bottom, there are two buttons: 'Match' and 'No Match'.

Fig. 11

If the extension setting for “Capture How Heard” is enabled in the extension, WinSTORE will prompt for the operator to select from the previously added “How Heard” sundry codes.

A lot report will then print for the customer to sign. Verify the customer’s signature with their identification and file the document for the legally required length of time.

If signature is verified a docket will print to be handed to the customer and a lot storage docket will also print to be kept with the purchase goods until you are able to process the goods to your stock file.

Processing Lots

Once a pre-owned lot has been held for the required amount of time they must be processed to add them to the WinSTORE stock file for resale. Refer to the Second hand Dealers and Pawnbrokers Act documentation available at www.justice.govt.nz.

Press F3 – View Lots from the Pre Owned menu.

Highlight the required lot and click Process (ALT P). All items in the purchase lot will be displayed on the Release screen (See Fig.12).

Link - All items in the purchase lot will now need to be linked to your stock file. Highlight a line and click Link (ALT L). Scan the barcode of the product. If WinSTORE is able to identify the item you will be prompted to select the pre-owned category of the product. Edit any details required on the stock record for the item and click OK. The line will turn green and the transaction type will change to PO_L.

Discard – If you decide that an item is not appropriate to be sold in your store, you can click Discard (ALT D) to remove the item from the purchase lot.

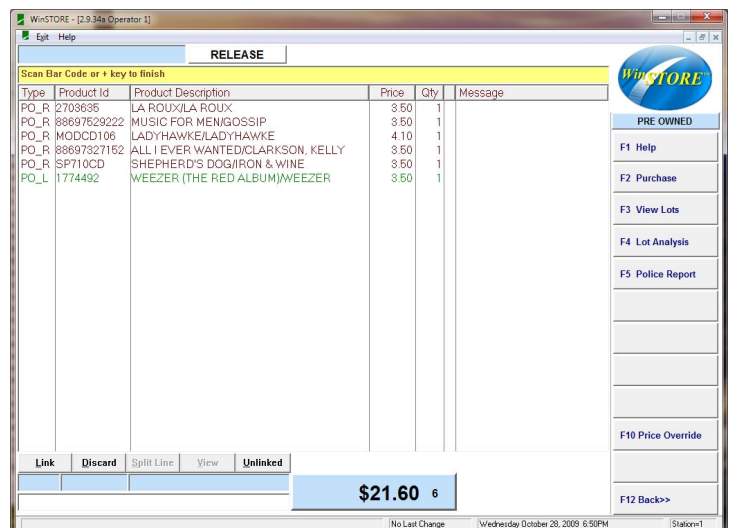
A screenshot of the WinSTORE 'RELEASE' screen. It shows a table with columns: Type, Product Id, Product Description, Price, Qty, and Message. The table contains several rows of data, including items like 'LA ROUX/LA ROUX', 'MUSIC FOR MENGOSSIP', 'LADY HAWKE/LADY HAWKE', 'ALL I EVER WANTED/CLARKSON, KELLY', 'SHEPHERD'S DOG/IRON & WINE', and 'WEEZER (THE RED ALBUM)/WEEZER'. At the bottom, there are buttons for 'Link', 'Discard', 'Split Line', 'View', and 'Unlinked'. A total price of '\$21.60' is displayed. On the right side, there is a 'PRE OWNED' menu with options: F1 Help, F2 Purchase, F3 View Lots, F4 Lot Analysis, F5 Police Report, F10 Price Override, and F12 Back>>.

Fig. 12

Split Line – If you are working with a Bulk purchase lot, highlight the “Bulk Purchase” line on the screen and click Split Line (ALT S). This will separate the single line of multiple units into multiple lines with 1 unit each. You can then use the link function to add the item details and link to your stock file.

View – Once an item is linked to your stock file, clicking View (ALT V) on the line will display the new product stock card of the item, if one exists.

Unlinked – Clicking Unlinked (ALT U) will hide any line already linked from the display.

Once all lines have been linked you can then press + to process

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Police Report (See Fig.13)

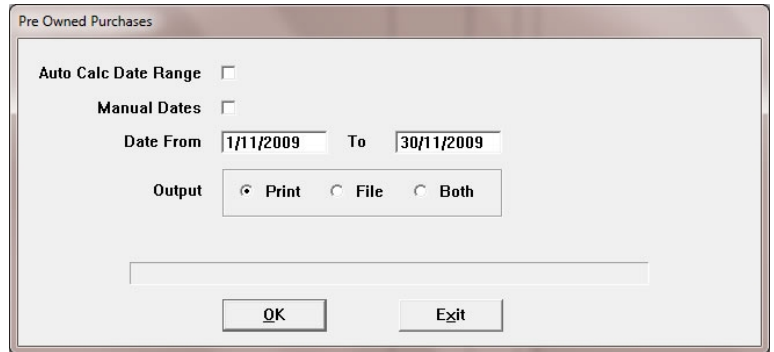
Pre-owned purchase reports can be run at anytime. The report can be printed or exported to a CSV file.

Auto Calc Date Range – When checked the report will detect the last run date of the report as the Date From.

Manual Dates – If checked then the Date From and To fields can have any valid date range entered. If unchecked you can select from a list of pre defined date ranges.

Date From & To – The dates that the report will be generated for.

Output – Sets the output method for the report.



The screenshot shows a window titled "Pre Owned Purchases". Inside, there are two checkboxes: "Auto Calc Date Range" and "Manual Dates", both of which are currently unchecked. Below the "Manual Dates" checkbox, there are two date input fields: "Date From" with the value "1/11/2009" and "To" with the value "30/11/2009". Below these fields is an "Output" section with three radio buttons: "Print" (which is selected), "File", and "Both". At the bottom of the window are two buttons: "OK" and "Exit".

Fig. 13