



Checkout Handbook

Getting Started

Introduction

Welcome to Checkout, the fun and easy to use point of sale application for the Mac. This manual contains two main sections. The first part consists of three tutorials that will get you acquainted with Checkout. The second part explains how Checkout's bookkeeping Features work.

For a quick visual introduction, watch the Quicktours on www.checkoutapp.com. If you prefer to learn about Checkout at your own tempo, the tutorials in this manual will get you up to speed.

Both the tutorials and the Quicktours show you how to:

- Setup your store
- Use Checkout on a day-to-day basis
- Fine-tune and manage your store

More documentation and other ways to get assistance can be found on the Support section of www.checkoutapp.com.

Enjoy!

Installing Checkout

Insert the CD or double-click the downloaded Checkout disk image and drag the Checkout icon to your Applications folder. After that, simply double-click the Checkout icon to get started.



Please make sure you run Checkout from your Applications folder or any other place on your harddrive. If you run Checkout from the CD or the disk image, Checkout's automatic update feature will not work correctly. Installing Checkout

Index

Tutorials	5
Store Setup	6
Daily Usage	10
Creating and Editing Orders	10
Advanced Order Editing	13
Invoicing	16
Finding Your Way	18
Store Management	20
Bookkeeping	27
Extras	35
Your Notes	36

Tutorials

Store Setup

This tutorial will guide you through the process of setting up your own store in Checkout. When you first launch Checkout a Welcome screen appears. Click the Create New Store button to get started.

Store Creation

After clicking the **Create New Store** button, the Setup Assistant opens. Most of your information is already entered. Choose your username, currency and tax system wisely, these cannot be changed afterwards. Everything else may be altered later in the Store and Employees panes of the Store Manager. See the ‘Store Management’ tutorial on page 20 for details on how to do this.

▲ *The selected currency unit, tax system and your user name cannot be changed after creating your store.*

Checkout detects your system-wide currency settings. Verify that the shown currency unit and tax system are correct. To change the currency unit for your store, click the pencil button and choose the preferred currency unit in the Formats tab of the System Preferences pane that opens.

After entering your user name and, optionally, a password, hit **Create**. The Login window will appear in a few seconds.

Login

Simply type your username and password in the proper fields and click **Login**. The next few paragraphs will guide you through three simple steps to customize your store to your needs. We will use the buttons provided in the Getting Started window that opened next to the main window.

Invoice Setup

The first step is to setup the template used for printing invoices and other items. Click Setting up your Invoice Template in the Getting Started window to open the Template pane of the Store Manager. Everything you enter here appears on all printed invoices and orders. To specify a logo click **Select Image**, select your image file in the dialog that appears and click **Open**. Enter your store address and, if desired, a footer in the corresponding fields. The footer is a good place to inform customers about your return policy or bank account.

The third tutorial covers the Store Manager in more detail and shows you where to find the Template pane and other covered interfaces when you next need them.

Tax Configuration

Use the second button, Configuring Taxes in the Getting Started window to open the Taxes pane of the Store Manager. Every tax rate you define can be assigned to products individually and will be printed separately on invoices. Click the **+** button at the lower left corner of the pane to enter a new tax rate. Enter a name, eg. 'County' or 'State' and a percentage. For more information on how taxes are handled in Checkout see the 'Taxes' section on page 32.

Creating Products

Click on the third button, Creating Products to open the Products pane of the Store Manager. You can add new products by clicking on the **+** button at the lower left corner. A sheet will open to enter the required product properties. The product code has to contain at least three characters and must be unique. After entering the retail price and the value for the product click the **Create** button. For more information about pricing check the 'Fixed Value Pricing' section on page 29.

After the product has been created you are free to assign some additional properties to it.

If you want to record a serial number for each sold unit, check the **Product needs serial number** checkbox. When a product is temporarily unavailable, check the **Sell Stop** box. That way the product can no longer be added to orders until you disable the sell stop. In the **Brand** drop-down menu you can either enter a new or select an earlier added brand. If the product has a barcode, you can scan it right into the **Barcode** field to facilitate quickly adding the product to orders with a barcode scanner later on. Use the **Description** field to add a description or notes about the product that are shown and searchable from the main interface of Checkout.

To assign tax rates to a product, check the corresponding checkboxes next to **Taxes** under the Pricing section.

Repeat this process if you want to add more products, or close the Store Manager window to proceed to the next step. You can always come back here later to add, modify or delete products.

Adding Stock

Click the fourth button, Adding Stock in the Getting Started window to open Checkout's Incoming Products window. Whenever you receive fresh stock from your suppliers, the Incoming Products window is where you register receiving it. Get started by dragging a product from the products list on the right onto the empty Received Goods table. Double-click the numbers in the # column in the table to edit the received quantities. Use the **Price** column to enter the actual price you paid for each product.

For later reference, you can add a supplier name and reference in the corresponding fields above the Received Goods table. Hit the **Submit** button to add the list of Received Products to your stock. To learn more about the way Checkout handles adding stock at specific prices see the 'Stock' section on page 28.

To review previous Receipts, click the filing cabinet button in the toolbar of the Incoming Products window and double-click any receipt in the list to view it.

Daily Usage

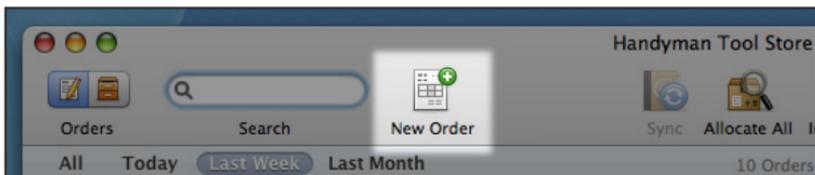
This tutorial will guide you through Checkout's most relevant features related to selling products and interacting with clients. We will use the Example Store for this tutorial, so you can experiment freely with the store's content.

Click the Start with the Example Store button in the Welcome Screen. If the Welcome Screen is not shown, log out of your store by closing the main window and select Show Welcome Screen from the Window menu. We will start by creating and editing orders and quotes, to proceed with fulfilling invoices and registering payments. Finally, finding your way through previous orders, invoices, payments and other related information will be covered.

Creating and Editing Orders

Creating Orders

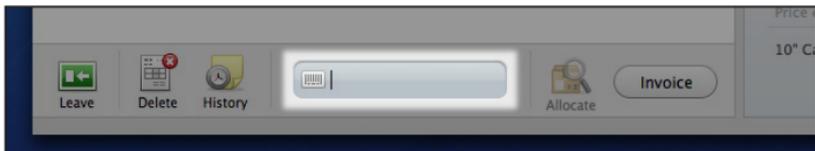
Checkout is designed to make handling your sales as easy and fast as possible. After entering the Example Store, Checkout's main window opens. On the left hand side it shows the Order List. The right hand side is switchable between two tabs. The first tab offers an overview of your products and the second one shows a list of your clients. We will learn how to use each of these in the following sections.



For now click the **New Order** button in the toolbar to create a new order.

Adding Products

To add products to an order, drag them from the product list on the right to the empty Order View on the left, or simply double-click them. To add products with a barcode scanner, click in the Scan Area in the Lower Toolbar and start scanning. To edit the quantity of any product on your order, double-click the number in the # column for that product. Continue reading to find out more about the options available while editing an order.



Discounts

To give a discount on a product, double-click the 0 under the % column for that product and enter the wanted discount percentage.

Tax Free Sales

To make an order tax free, uncheck the **Tax** checkbox. This will prevent taxes to be charged, shown on the resulting invoice or registered in your bookkeeping. See the 'Taxes' section on page 32 for more details..

Assigning Orders to Clients

An order is anonymous by default. You can assign an order to a client by dragging any client from the **Clients** tab on the right side anywhere onto the Order View. To add a new client, click the **+** symbol to the left of the Search Clients field in the **Clients** tab. When leaving a quote or an unfulfilled order in the store database, Checkout requires you to assign it to a client for later referral.

Allocating

Before the order can be invoiced, the ordered products have to be allocated to the order. Notice the green, yellow or red bullets in the leftmost column. These show to what extent products are freely available from stock. By clicking the **Allocate** button in the Lower Toolbar, free stock is allocated to the order for as far as possible. To adjust allocation manually, edit the column directly to the right of the **#** column.

Anonymous							Seconds
•	#	☒	Code	Name	%	Price	T
●	1	0	BPHAMMER <input type="button" value="Allocate"/>	Ball Pein Hammer	0	€ 15,00	€ 15
●	5	4	SDRIVER... <input type="button" value="Allocate"/>	Screwdriver Set	0	€ 18,00	€ 90
●	10	10	NAIL <input type="button" value="Allocate"/>	Nail	0	€ 3,00	€ 30

Products can only be allocated to one order at a time and you can only allocate products up to the amount of available stock.

Totals

There are two different columns of totals at the bottom of the Order View. The left hand one shows the totals for just the allocated products and the one on the right shows the total for all ordered products. The totals that appear on your invoice will be identical to those in the left column. Unallocated products will not be invoiced and are left on the remaining order.



Subtotal:	€ 102,00	€ 135,00
<input checked="" type="checkbox"/> Tax:	€ 8,42	€ 11,14
	€ 110,42	€ 146,14

The screenshot shows a totals table with two columns of monetary values. The left column shows the subtotal for allocated products (€ 102,00) and the total including tax (€ 110,42). The right column shows the subtotal for all ordered products (€ 135,00) and the total including tax (€ 146,14). The tax is indicated by a checked checkbox. To the right of the table, there is a list of products including 'Torx Scre', 'Trimmin', and 'Nail NAIL I', with 'Price in: €' and 'Price ex: €' labels.

Serial Numbers

Some products may require a serial number before they can be invoiced, as we have seen while adding products to your assortment. (see: 'Creating Products' on page 8) Checkout will automatically show a Serial pop-up window to scan or type the serial numbers once you invoice a product with a serial number.

Advanced Order Editing

Backorders

When you take an order by phone or don't have all the ordered products in stock, it can be stored in the database for later. To leave an order in the database, click the **Leave** button in the Lower Toolbar when you're done editing it. You'll notice that it's not possible to leave an Anonymous order. You will have to either assign it to a client or delete it. See the 'Orders and Invoices' section on page 31 for more details.

Orders remain in the Order List until they are invoiced in full or deleted.

Allocate all

Whenever you receive fresh stock, the **Allocate All** button in the Main Toolbar lets you automatically allocate all of your free stock to outstanding orders. Afterwards

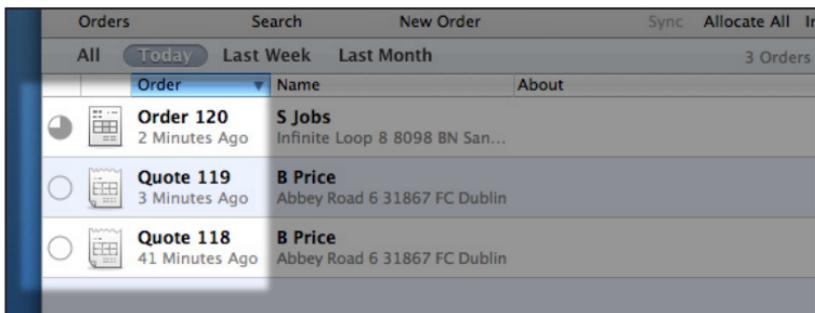


	Order 113 2 Days Ago	N Phillips Brewster Avenue 5 27108 J...	
	Order 112 3 Days Ago	Bob Bauer Rozengracht 30 7203 GH B...	Mail with more information
	Order 110 1 Day Ago	Harry Bell Garden Street 18 87987 LO...	
	Order 109 2 Days Ago	George Baker Valley Road 66 II 51886 AG ...	Keep till tomorrow
	Quote 108 3 Days Ago	John Hall El Camino Road 53 10472 X	

you are presented with a list of all orders that have received allocation. The small circle in front of each order in the Order List indicates how many of its products are allocated to it. Fully allocated orders are indicated by a green check mark.

Quoting

To create a quote, simply check the **Quote** checkbox while editing an order. Quotes can not be allocated and the products on them are not taken into account when calculating the needed amount for each product. See the 'Products' section on page 21 for more information about needed amounts.



The screenshot shows a software interface for managing orders. At the top, there are navigation buttons: 'Orders', 'Search', 'New Order', 'Sync', 'Allocate All', and 'In'. Below this is a filter bar with 'All', 'Today', 'Last Week', and 'Last Month' tabs, and a '3 Orders' indicator. The main table has columns for 'Order', 'Name', and 'About'. The 'Order' column contains icons and status indicators: a grey circle with a calendar icon for orders, and a white circle with a calendar icon for quotes. The first row is 'Order 120' (S Jobs) with a grey circle icon, '2 Minutes Ago', and address 'Infinite Loop 8 8098 BN San...'. The second row is 'Quote 119' (B Price) with a white circle icon, '3 Minutes Ago', and address 'Abbey Road 6 31867 FC Dublin'. The third row is 'Quote 118' (B Price) with a white circle icon, '41 Minutes Ago', and address 'Abbey Road 6 31867 FC Dublin'.

Order	Name	About
 Order 120 2 Minutes Ago	S Jobs Infinite Loop 8 8098 BN San...	
 Quote 119 3 Minutes Ago	B Price Abbey Road 6 31867 FC Dublin	
 Quote 118 41 Minutes Ago	B Price Abbey Road 6 31867 FC Dublin	

Similar to orders, you must assign a client to a quote before the quote can be left in the database. (see: 'Assigning Orders to Clients' on page 12) Stored quotes can be found in the Order List and can be distinguished from orders thanks to their different appearance.

Business Orders

When you need more control over your order or want to review its gross margin, check the **Business** checkbox in the Order View. A new **Margin** column is shown in the product table and the total margin for the order will be displayed next to the checkbox. You can also edit prices directly in a business order. Simply doubleclick the **Price** field for any ordered product to adjust it.

To learn more about the way Checkout calculates margins and how pricing works in its bookkeeping, see the ‘Fixed Value Pricing’ section on page 29.

Invoicing

Creating Invoices

After allocating, click the Invoice button in the Lower Toolbar to create an invoice.

 *Invoices only contain the allocated products of an order.*

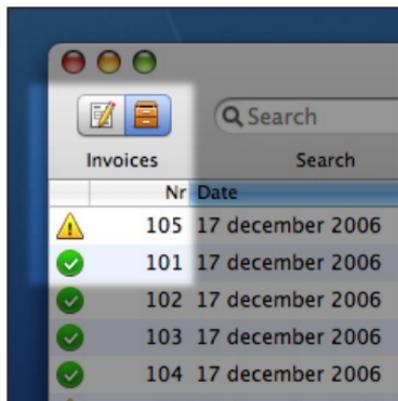
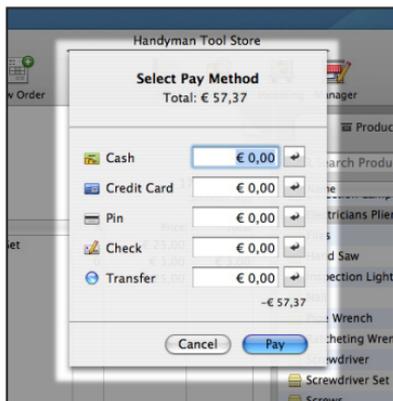
If there is anything wrong with the resulting invoice, it can be credited it by creating a return order and invoicing that order as well. For more information on return orders, please see the ‘Orders and Invoices’ section on page 21.

 *Invoices can not be altered after their creation.*

After clicking Invoice the Invoice View is shown. To print the invoice, use the **Print** button in the lower toolbar. To learn how payments work in Checkout, see the next paragraph.

Payments

To register a payment, click the **Pay** button in the Lower Toolbar of the Invoice View. The Select Pay Method window appears. Simply fill out the received amount in the field next to the right payment method and hit the **Pay** button in the window. You can specify various payment methods simultaneously or hit one of the arrow buttons to fill it up. The total invoiced amount is shown at the top of the payment window, at the bottom it shows the remaining unassigned amount.



Unpaid and partially paid invoices are marked with an exclamation mark in the Invoice List. To show the Invoice List, click on the filing cabinet button in the far left of the toolbar.

To review an invoice simply double-click it from the Invoice List. To view a list of previous payments for an invoice, hit the **History** button in the lower toolbar. To learn how to find your way in Checkout, like quickly drilling down to the invoice you are looking for, please see the following section.

Finding Your Way

You will soon have huge amounts of invoices, orders, products and clients in your store database. Checkout is equipped with a few tools that make finding what you are looking for as efficient and hassle-free as possible.

Searching

Use the **Search** field in the toolbar to search orders and invoices by keyword. Keywords can be anything related to a client or part of a product's name, code or serial number. The search fields in the **Clients** and **Products** tabs, allow you to search the corresponding lists by keyword.

Filter Bar

The Filter Bar, only used in the Order List, lets you constrain the list of visible orders for the sake of clarity. By default Checkout opens with a list of every order created during the last week.

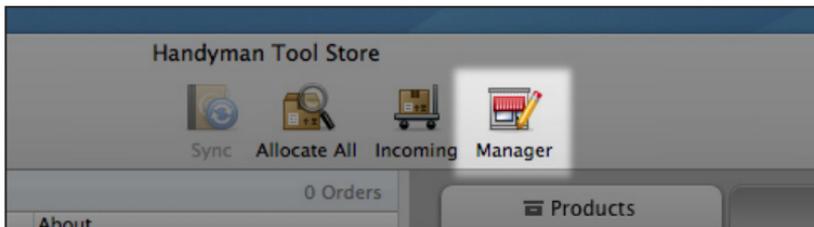
History

The last thing this tutorial will cover is a way to see what happened to an order or invoice over time. Whenever an order is created or modified, or a payment is

registered for an invoice, Checkout records an event in the history for that order or invoice. When you click the **History** button in the lower toolbar, all previous events are shown. The **Notes** field can be used for events like logging a phone call or anything else you might want to store, related to an order or invoice. The contents of the **Notes** field are also shown in the Order List.

Store Management

The Store Manager allows you to supervise and control your store. It contains seven different panes. We will cover each of them from this section. Most of the functionality of the Store Manager panes has already been covered in the previous sections. The remaining features are covered in this section. Launch the Store Manager by clicking on the **Manager** icon in the toolbar.



Store Pane

The first pane in the Store Manager is the Store pane. You can change the name of your store in the Store Name field. Changing the name of your store will affect your invoices

If you need to sometimes leave your Mac unattended, consider switching on the automatic logout option. This will offer some additional security by automatically logging you out of your store after the specified period of inactivity.

To receive feature enhancements and bug fixes for Checkout, make sure the **Check for updates** option is switched on. Please consider enabling the **Include anonymous system profile** option, it helps us to identify technical needs and to improve our software.

Employees

To add an employee to the list, click the **+** at the lower left corner of the pane. Usernames and passwords are case sensitive. It is recommended to keep usernames short and easy to enter. More details about the employee, like their real name, can be entered after you click **Create**. If you want the employee to have access to the Store Manager, enable the **Manager** checkbox. Managers are also the only users who can use the Import Products tool and sync with the Address Book.



Products

The basic functionality of the Products pane creating products is covered in the first tutorial. (see: 'Creating Products' on page 8) We will cover the more advanced functionality here. To edit the value of a specific product, click the pencil button next to the **Value** field and change the value in the sheet that

appears. To perform a stock correction, click the pencil next to the **Stock** field and provide the stock difference and an explanation for later reference in the sheet that appears. For more information on how Checkout handles these changes in its bookkeeping see the 'Cost Matching' section on page 30.

The screenshot displays a software interface with a product list on the left and a detailed view of a product on the right. The product list includes items like Pipe Wrench, Ratcheting Wrench Set, Screwdriver, etc. The detailed view shows pricing (Value: € 15,00, Price: € 20,00, Total: € 21,65), taxes (State 7%, County 1.25%), stock status (checked 'This product has stock'), current stock (14), on order (8), and needed (4). A magnifying glass icon is next to the 'On Order' field.

The **On Order** field shows the amount of each product that is currently listed on an Order. Clicking the magnifying glass next to the **Needed** field opens the list of all orders which contain the product in the main window of Checkout.

The **Minimum** field can be used to set the minimal amount of stock you want to keep for each product. This value is especially useful for fast moving products and products with long delivery times.

The **Needed** field shows the total quantity you need to order from suppliers to fulfill all orders while maintaining the **Minimum** amount. An overview of all products and their stock and needed quantities is shown in the **Stock** report. Please see the next section for more information about reports.

Reports

Checkout comes with a selection of easy to understand reports. Select the report you want to view from the top left corner of the Reports pane. Some reports let you set a start and end date for the displayed data in the **Start:** end **End:** fields. To print a report select **Print** under the **File** menu. To export the raw data of a report, use the **Export** button in the top right hand corner.

Bookkeeping

The Bookkeeping pane shows a simplified version of all recorded transactions. You can specify the period you want to review with the **Start:** end **End:** fields. To quickly drill down to the transaction you are looking for, just type some keywords in the **Filter** field. To export your bookkeeping records in their full glory, use the **Export** button in the top right corner and choose the Journal layout in the sheet that appears.

Taxes

In the Taxes pane, you can specify as many tax rates as needed. In most U.S. states you'll need to specify both a county and a state sales tax. In most European countries, you'll specify the different value added tax rates that apply to different types of products. If the tax rates in your legislation are altered you can simply update the percentages in the Taxes pane.

Template

The last pane in the Store Manager is the Template pane. Most of its functionality is covered in the first tutorial. (see: 'Invoice Setup' on page 7) Click the **Edit Paper Margins...** button to open a sheet where you can set the paper margins for your orders and invoices. This is especially useful if you want to print your invoices and orders on existing stationary.

Bookkeeping

Bookkeeping

Checkout automatically records all of your store's day to day transactions. While the Bookkeeping pane in the Store Manager shows a simplified view of your records, the full monty can be exported in a double-entry bookkeeping layout for your accountant's or your pleasure. Below we will introduce you to the bookkeeping concepts that Checkout uses.

Products

There are two main types of products in Checkout, stocked and stockless products. Besides using them to invoice services, stockless products can be used to handle things like shipping costs and discounts. To make a fixed price discount available in your store, create a stockless product, set its **Value** to zero and its **Price** to the negative of how high you want the discount to be.

If you want to surcharge actual shipping costs to your clients, the easiest way is to create a stockless product, with both its **Price** and **Value** at zero. To charge the shipping costs, simply add the product, check the **Business** box in your order and change the price of the product to the actual shipping costs.

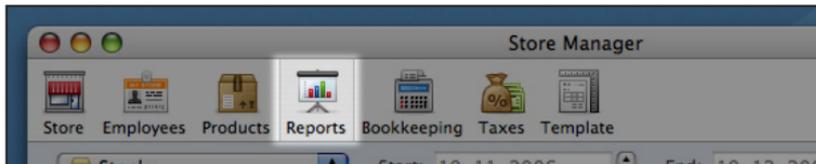
Stock

Stock can be added to Checkout in three different ways. The first and foremost way is by submitting a Received Goods list in the Incoming interface. When a product is added through the Incoming interface, it is booked from the

'Suppliers' bookkeeping account to the 'Stock' bookkeeping account. The second way to increment stock is by using a stock correction. When you do this, a profit is recorded for each added product. The third way is by invoicing an order with negative product quantities, this will decrement your 'Sales' bookkeeping account.

⚠ *Always add received products from suppliers through the Incoming interface to maintain consistent bookkeeping records*

To get an overview of the current value of your stock and to review the needed amounts for each product, see the Stock report in the Reports pane of the Store Manager. The **Stock * Value** column gives you an impressions of how much the stocked products are worth to your business. In most legislations, you will need to use the **Price * Value** column when filing your taxes. When you want to do a manual recount of your stock, see the Assortment report. After writing down all found flaws on a printed copy, correct the stock with the pencil button next to the **Stock** field for each product.



Fixed Value Pricing

When you create products you are asked to enter their value as well as their

price. The most important use of this value is to show salespeople the gross margin on products and orders in the main interface of Checkout. Another use of this field is that it lets you buy the same product from multiple suppliers at different prices, while treating the entire stock of the product identically. The third and foremost use of fixed values is enabling you to track profits and losses over every transaction a product makes to, in and from your store. To learn how Checkout handles these transactions, please see the following paragraph.

Cost Matching

When new products are added to your stock through the Incoming interface, a transaction is recorded. Even when you receive the products for a different price than their set value, they are still added to your stock for their value. The price difference is recorded under the 'Stock Valuation' bookkeeping account. This lets you track which part of your profit can be accounted to smart purchasing.

Something similar happens when you sell a product. The products are booked from your stock at their set value to the 'COGS Stock' (Cost of Goods Sold) bookkeeping account. At the same time the total amount of the Invoice, split up over the 'Sales' and 'Tax Due' accounts is booked to the 'Debtors' bookkeeping account. This makes it easy to see how much profit was made at checkout. This profit is always ascribed to the employee who created the original order. For an overview of day to day sales and their recorded gross margin, see the Turnover report. To see sales performance per employee, see the Employees report.

Sales of stockless products are recorded in similar way. They are booked from the 'Non-Stock' bookkeeping account to the 'COGS Non-Stock' bookkeeping account.

Whenever you change the value of a product in the Products pane of the Store Manager, a third type of transaction is recorded. When you lower a product's value because it has devaluated in real life, the loss in value is booked from the 'Stock' account to the 'Stock Valuation' account. This way you're able to track exactly how much money you lost by keeping stock for a specific product.

Sometimes products are lost or damaged beyond fitness for sale. When you edit your stock in the Products pane of the Store Manager, the lost value is booked from the 'Stock' to the 'Stock Difference' accounts. This way you can easily deduce how much profit you have made from mysteriously appearing products in your stockroom, or of course loss from mysteriously disappeared ones. The same thing happens when you delete a stocked product from your assortment.

Orders and Invoices

All sales in Checkout start with the creation of an order. To facilitate quick, over the counter sales, Checkout lets you create anonymous orders and invoices. Whenever you want to leave an order in the store database, it must be assigned to a client. One of the advantages of creating personalized invoices, even when you fulfill orders immediately, is that it lets you easily review a client's purchase history.

Invoices can not be altered after they have been created. If you find that there's something wrong with an invoice, use the **Return** button to create a return order which lets you create a new invoice that credits the old one.

Return orders contain all of the products that are listed on the invoice you created them from, with identical prices, discounts and if applicable, serial numbers.

Payments

After creating an invoice, the outstanding payment is booked to the 'Accounts Receivable' bookkeeping account. When you enter a payment in the Select Pay Method sheet, the paid amount is transferred to the bookkeeping account that corresponds with the used payment method.

▲ *Sales and profits are not recorded when an invoice is paid, but when products are invoiced.*

The Payments report shows daily totals for each payment method, to let you easily check for deficits. For an overview of all due payments sorted by client, see the Pending Invoices report.

Taxes

Checkout supports both Sales tax and VAT (Value Added Tax) systems. The most import difference between these two systems is that under a value added tax system, taxes paid to suppliers are recorded. These taxes will appear on the 'Tax Claimable' bookkeeping accounts in your records. When your store operates under a sales tax system, no taxes are shown or recorded in the 'Incoming' interface.

Checkout creates separate 'Tax Due' bookkeeping accounts for each taxrate you defined. Whenever you update the percentage for a given taxrate in the Taxes pane of the Store Manager and you perform a bookkeeping export that overlaps the tax change, both tax rates will be represented individually in the resulting export file.

Why bookkeeping is fun

Keeping your books is a chore and something most of us don't look forward to. If you understand the concepts and follow the guidelines stated above, Checkout will take most of the hassle out of your hands. Just hit **Export** every now and then and send the result to your accountant. You still have to keep records elsewhere to track expenses and revenues that are unrelated to purchasing and selling products. The great bulk of your bookkeeping work will be handled by Checkout.

Extras

Made By Sofa in Amsterdam

© Copyright 2006 madebysofa BV. All rights reserved

Nothing in this publication may be copied without prior written permission from madebysofa, with the exclusion of fair use.

We have done our utmost best to make this handbook as good as possible and hope you'll get a lot from it. madebysofa is not liable in any way for errors that may be present in this publication.

madebysofa, the madebysofa logo and the Checkout logo are trademarks of madebysofa BV. Other mentioned product and company names may be trademarks of their respective companies.

Other products are mentioned for informational purposes. The mentioning of other products does not imply that madebysofa recommends the mentioned product. madebysofa is not liable in any way for the performance of and compatibility with mentioned products.

We hope you enjoy Checkout!

madebysofa BV
Rozengracht 241 - I
1016 SX Amsterdam
The Netherlands

info@madebysofa.com

www.checkoutapp.com

Point of Sale for Mac