# JM POS Manual

JM International,Inc



## 4. Vendors

#### Vendor Info

						Register
Type in the input	t word					
endor Name			TaxID		Account#	
ame	First Name :	Middle Name :	Last Na	me:		
illing Address	Find zip					
treet :		City :	State :	Zip :	Country :	
hipping Addres	ss 🔲 Same as Billin	g Address Find zip 🚺				
treet :		City :	State :	7ip :	Country :	
ustomer Billing	a Info					
referred ayment Method	- Italian - Ital	÷				
erms	1	•				
referred elivery Method		7				
ontact Info						
mail	Î					
hone						
lobile		- 1				
ax						
ther						
'ebsite	http://					
ax ther 'ebsite	http://					
-						

#### Vendor Info

Enter the Vendor information.

\*Vendor means all customers who can purchase item or sell item.

#### TIP

You can also list the Vendor name as Utilities or Expenses so you can review the history of expenses used easily at a later time.



### Vendor Searching

? Vendor Search		Ve	endors > Vendor Search
Tune in the search word			Search
Type in the search word	K Users are recommended to search by Ve	endor name. More time is required for searches with bro	ad search conditions.
/endor Name	K Users are recommended to search by Ve	endor name. More time is required for searches with bro Phone	ad search conditions.

You can find the vendor information with customer's name, address, phone number, etc.

#### Purchase Bill

/endor Search (Name/Phon	e/Mobile)		ind			
Vendor Information						Register
/endor Name		Phone		Mobile		
Jame 📃		Email		Fax		
Address						
Purchase Information						
ayment Method			Purchase Date			
erms	•		Due Date			
⁄lemo						
vlemo Purchase Items	New Item					
demo Purchase Items Add Items I3	New Item					
Aemo Purchase Items Add Items II Cost :	New Item	smount :			Add	
vlemo Purchase Items Add Items II Cost :	New Item	umount :		Items	Add Amount	
Vemo Purchase Items Add Items II Cost :	New Item	smount :		Items	Add Amount Tax Amount	
vlemo Purchase Items Add Items II Cost :	New Item	mount :		Items Total	Add Amount Tax Amount	
Vemo Purchase Items Add Items II Cost :	New Item	Smount :		ltems Total	Add Amount Tax Amount	
Viemo Purchase Items Add Items IF Cost :	New Item	amount : Register		items Total	Add Amount Tax Amount	



Vendor Search (Na	ne/Phone/Mobile)		Find	Search for the Vendor, Start the purchase
Payment				Input the payment
Payment Method		Pay Amount		method and click "Paid".

#### Тір

The tax is automatically marked, if you are not charging tax to a customer you need to delete the tax before you click the "SAVE" button.

\* All the information will be saved when you click "Add".

\*\* In the ADD ITEM section, you can enter the product item number or product name

#### Purchase Bill Screen

	Btill					Vend	ors > Purchase
endor Search	(Name/Phone/Mobile	9)		Find			
vendor Inform	nation P	urchase No:PB1110	0004		1	Save 🔽 Dele	te Print
/endor Name	Test		Phone	(773) 999-7845	Mobile	9	
lame	test admin		Email	admin@test,com	Fax		
ddress	4001 W Dovon Ave	e Chicago IL 60646					
<sup>p</sup> urchase Info	ormation			75 X. 263X			
ayment Method	d .			Purchase Date	10/11	0/2011 🔲	
erms		-		Due Date			
lemo Purchase Iter	ms	New Item					
femo Purchase Iter Add Items <b>(3</b>	ns	New Item					
femo Purchase Iter Add Items 🕼	ms Cost :	New Item	mount :			Add	
femo Purchase Iter Add Items <b>E</b>	ms tost: Cost: Item No	New Item Q'ty : A Descripti	mount :	On Hand	Cost	Add Q'ty	Amount
Purchase Iter Add Items <b>()</b> No	ms Cost : <u>Item No</u> <u>100-103-103</u>	New Item Q'ty : A Descripti iPhone 3GS	mount: on LCD	On Hand -9	<b>Cost</b> 21.99	Add Qʻty 9	<b>Amount</b> 197.91
Purchase Iter Add Items @ No	ms Cost : <u>Item No</u> 100-103-103	New Item Q'ty : A Descripti iPhone 3GS	mount : on LCD	On Hand -9	Cost 21.99	Add Oʻty 9 ams Amount	Amount 197.91 197.9

Payment			
Payment Method	<ul> <li>Pay Amount</li> </ul>	t 216,71 Pay O	К
New Item Wi	hen there is a nev th the "NEW ITEM	v item, you can en " button.	nter item information
rchase Bill I	List	the day of the second	You can check all
e in the search word			search purchases.
ase Date 🛛 🔲 ~	Vendor	Purchase No	📕 Тір
			When you input the Vendor name, you check all purchases made.
AY BILLS AY BILLS P In the search word ase NO ase Date 02/12/2012  ~ 04/12/2012	Vendor Name Paid Date	Vendors >	All purchased search invoices can be verified.
y Bills ay Bills e In the search word ase No ase Date 02/12/2012 • ~ 04/12/2012	Vendor Name	Vendors >	All purchased invoices can be verified.
y Bills av Bills e in the search word ase No ase Date 02/12/2012 - ~ 04/12/2012 Tip en viewing the ur S.	Vendor Name Paid Date	Vendors > Payment All Payment All	All purchased invoices can be verified. all unpaid purchase

- \* You can find a specific bill with the "Paid Date" by typing in a specific date.
- \*Same function exists with "Receive payment" under by "Customers"



## Paid data screen

? P	ay Bills						v	/endors > Pay Bi
• Тур	e in the searct	n word					٩	Search 📃 🗾 Excel
Purct	nase No 🗌			Vendor Name				
Purch	nase Date 🛛 🛛	9/18/2011 🔲 ~ [11,	/17/2011 🛛 💼	Paid Date	09/01/2011 🛅 -	- 10/31/2011 🛛 💼	Payment A	I 🔻
Res	sult of search	count: 3			Ratio of	width 100% 🔽 F	Rows per page	100 rows 🖌
No	Purchase No	p Purchase Date	Paid Date	Vendor Name	Full Name	Original Amount	Paid Amount	Due Amount
ৰ 👘	PB11100009	10/11/2011	10/11/2011	JM International, Inc.	Peter Lee	24.08	24.08	0
2	PB11100008	10/10/2011	10/10/2011	STORE CUSTOMER		104.02	104.02	0
3	PB11100001	10/09/2011	10/09/2011	Test	test admin	229.40	100.02	129.38