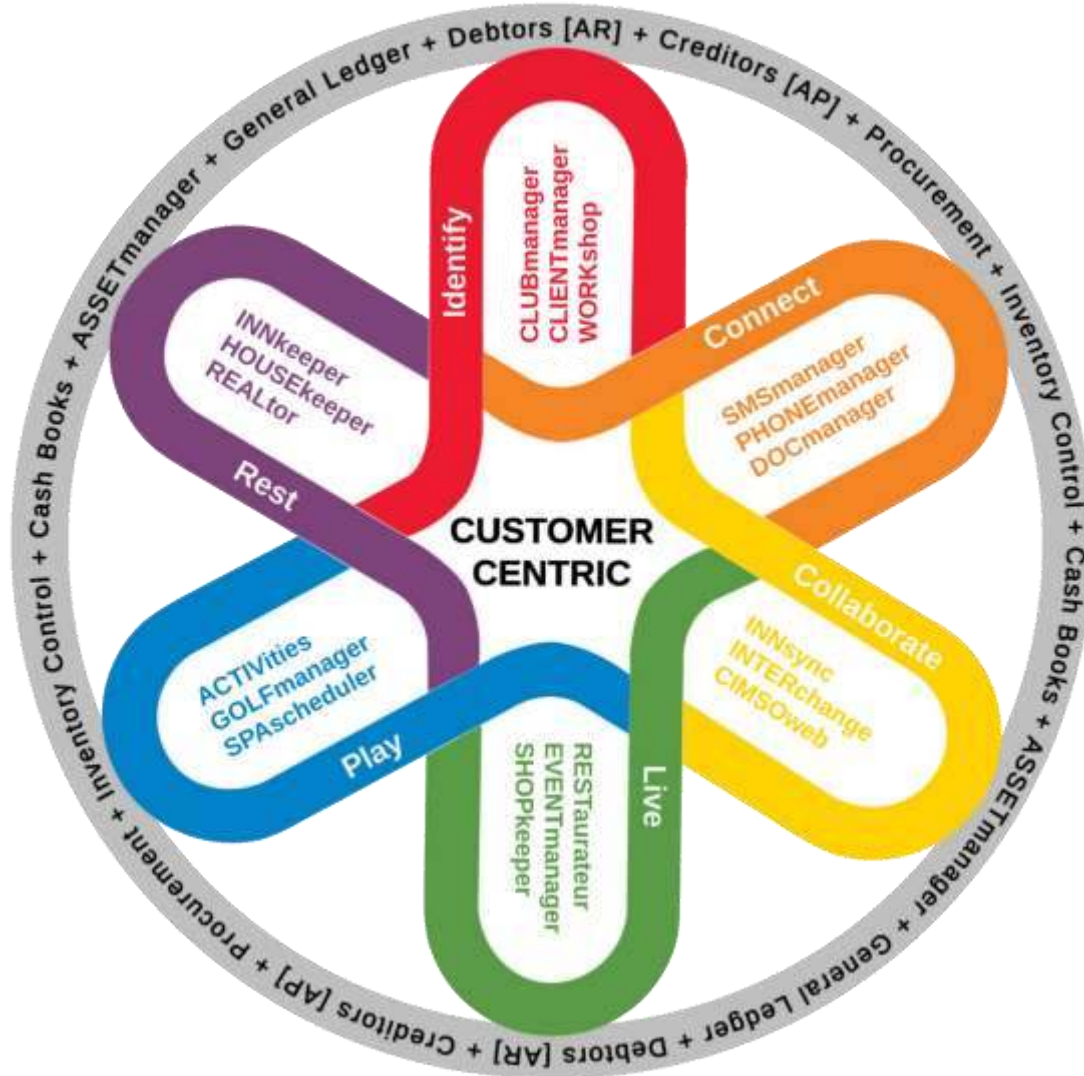


The Debtor's Payment [DPA] Process Manual

What Is A Payment?

A Payment is what we receive from a Debtor, a person who has account agreement to pay within certain time span



CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet

- Menu
- Administration
- Golfer
- ActivityScheduler
- SpaScheduler
- Restaurateur
- ShopKeeper
- AssetManager
- WebRes
- InnSync
- Fax Server
- Phoneman
- TimeKeeper
- Configuration
- EXEUP
- Close Menu
- Exit Menu

ShopKeeper

SHOPkeeper

V4.1.7(201114) 806470a

User Interface Language
English (United Kingdom)

Database
CIMSODemo_V417 on vmserver

Location
MAIN Imperial Palace Rooms

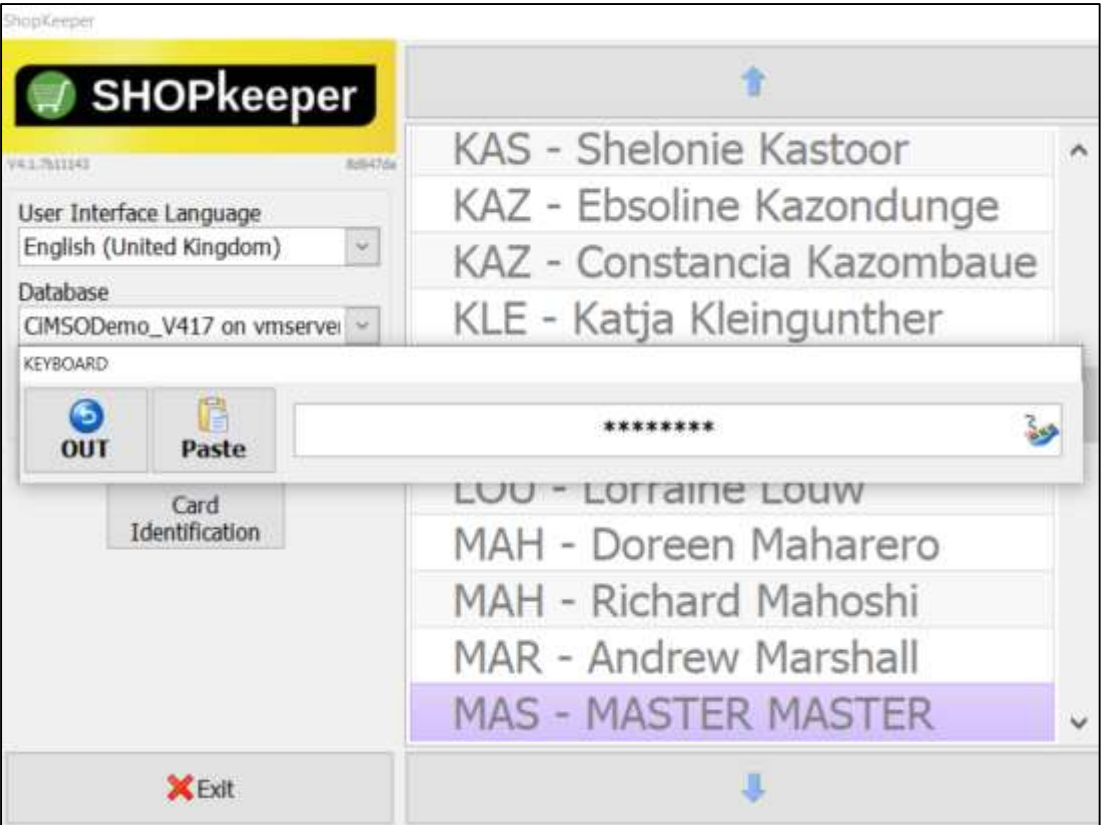
Card Identification

Exit

- KAS - Shelonie Kastoor
- KAZ - Ebsoline Kazondunge
- KAZ - Constanica Kazombaue
- KLE - Katja Kleingunther
- LER - Cheryl leRoux
- LIN - Khin Thet Su
- LOU - Lorraine Louw
- MAH - Doreen Maharero
- MAH - Richard Mahoshi
- MAR - Andrew Marshall
- MAS - MASTER MASTER**

Start your **CiMSO Menu**, select the **RESTaurateur**. Select your given **Login ID**

- Menu
- Administration
- Golfer
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- SpaScheduler
- Restaurateur
- ShopKeeper
- AssetManager
- WebRes
- InnSync
- Fax Server
- Phoneman
- TimeKeeper
- Configuration
- EXEUP
- Close Menu
- Exit Menu



Type in your **Password**; and enter

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SHOPkeeper

Quantity: 1 Barcode:

Tender Amount:

Cashier: **MASTER MASTER** Representative: **{None Selected}**

Client: **{None Selected}** Member Points:

Walk In: **0** In House: **0** Nationality: **{Not Specified}**

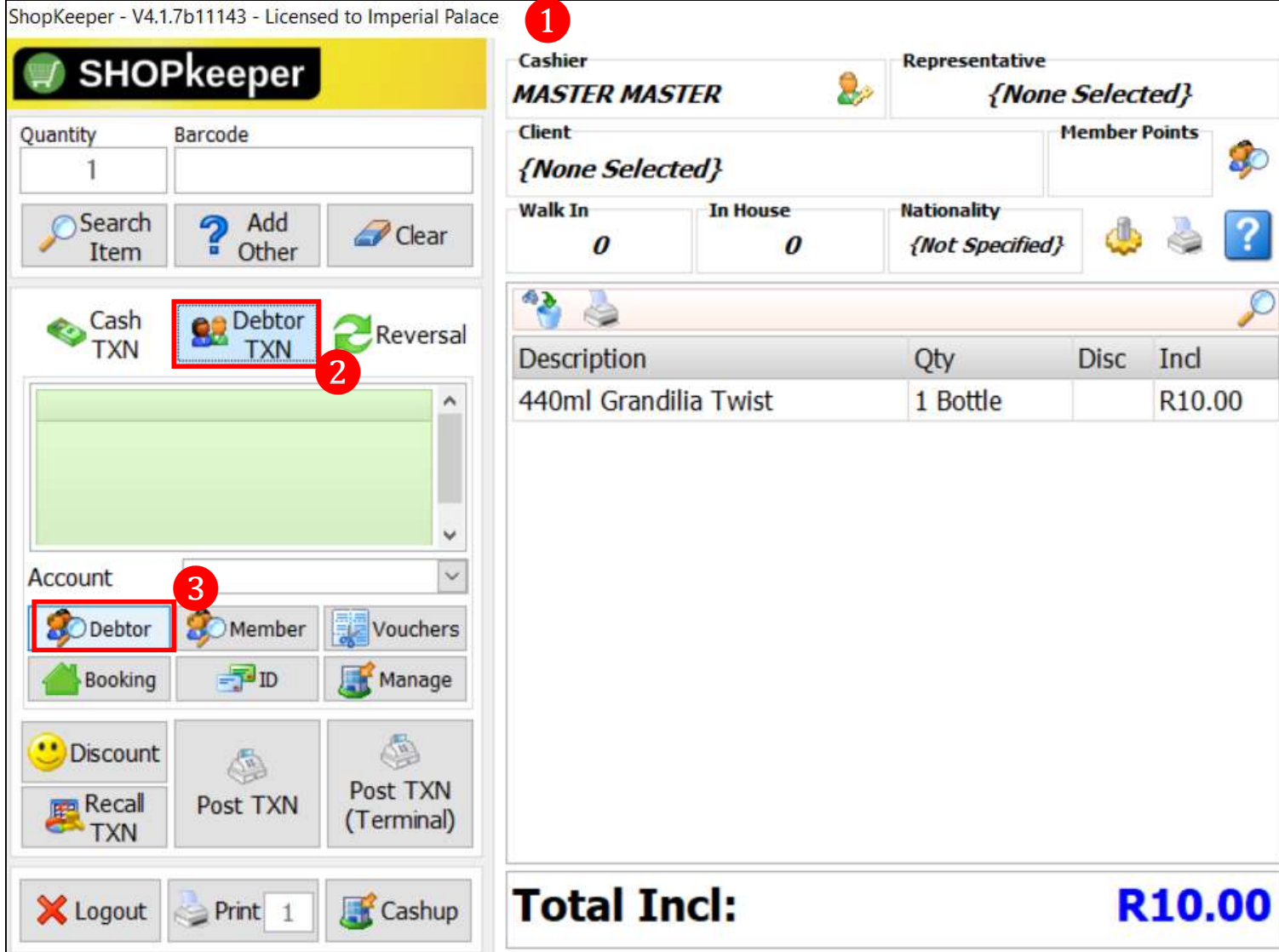
Description	Qty	Disc	Incl
-------------	-----	------	------

Total Incl: R0.00

Navigation: The Debtor's Payment [DPA] Process

- 1 ShopKeeper POS window
- 2 Select the Debtor TXN button

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1 ShopKeeper POS window

2 Select the Debtor TXN button

3 Select the Debtor button

Quantity	Barcode
1	

Search Item | Add Other | Clear

Cash TXN | **Debtor TXN** | Reversal

Description	Qty	Disc	Incl
440ml Grandilia Twist	1 Bottle		R10.00

Account: Debtor | Member | Vouchers | Booking | ID | Manage | Discount | Recall TXN | Post TXN | Post TXN (Terminal)

Logout | Print 1 | Cashup

Total Incl: R10.00

Navigation: The Debtor's Payment [DPA] Process

- 1 ShopKeeper POS window
- 2 Select the Debtor TXN button
- 3 Select the Debtor button

1 Create a new client

Similar Existing Records

Type	Client Code	Main Member	Member Number	ID / Passport Number	Member Join Date	Surname	First Name	Given Name / Alias	Initials
M	RRWE0006	[MAIN]	RRWE0006		19 Nov 2019	Weste	Damon		D
M	RRWE0007	[MAIN]				Weste	Hella		H
M	RRWE0008	RRWTRA0005				Weste	Cassidy		C
M	WEST0003	[MAIN]	Sdfgt	A13028952	1 Jul 2019	Weste	Mkado		M
M	WEST0020	[MAIN]				Weste	s		S
M	WEST0021	RRWEST0003				Weste	Miranda		M
M	WEST0022	[MAIN]	STD4567	8010075015090	19 Nov 2019	Weste	Dominica	Dominica	D

3

Remarks: Requests Meat, Salad, fruit platter and drinks to be in the room upon check in.

Statuses: DEB Debtor, CRED Creditor, MEMACT Active Member, DEBTOR Debtor

New Client Details

2 Surname: weste

First Name: [Empty]

Employer: [Empty]

Contact Details

Membership Details

Addresses

4 Select Existing Client

The Debtor's Payment [DPA] Process: Linking the Client Profile

- 1 Create A New Client window
- 2 Fast-Search: type in the name / surname of the required client profile
- 3 Locate & Select: select to highlight the required profile
- 4 Select the **Select Existing Client** button

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1

Cashier: **MASTER MASTER** Representative: **{None Selected}**

Client: **Rayne Of Talent** Member Points: **452.00**

Walk In: **0** In House: **0** Nationality: **South Africa**

Quantity: 1 Barcode: []

Search Item Add Other Clear

Cash TXN **2** Debtor TXN Reversal

3 Rayne Of Talent
16 Helderberg Road
Stuart's Hill
Somerset West
Western Cape
7130

Account: [4298386] Rayne Of T

Debtor Member Vouchers
Booking ID **4** Manage

Discount Recall TXN Post TXN Post TXN (Terminal)

Logout Print 1 Cashup

Description	Qty	Disc	Incl
440ml Grandilia Twist	1 Bottle		R10.00

Total Incl: R10.00

The Debtor's Payment [DPA] Process:
Linking the Client Profile

- 1** ShopKeeper POS window
- 2** Debtor TXN button
- 3** The Selected Client Profile
- 4** Select the **Manage** button

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1 SHOPkeeper

Quantity: 1, Barcode: []

Search Item, Add Other, Clear

Cash TXN, **2** Debtor TXN, Reversal

3 Rayne Of Taler
16 Helderberg Road
Stuart's Hill
Somerset West
Western Cape
7130

Account: [4298386] Rayne Of T

Debtor, Member, Vouchers, Booking, ID, **4** Manage

Discount, Recall TXN, Post TXN, Post TXN (Terminal)

Logout, Print 1, Cashup

Payment

Discount Percentage: 0, Account Balance: R7 345.10

Discount Amount: R0.00, **5** Pay Amount: R7 345.10

6 Cash, Credit Card, Cheque, Voucher, Debit Order, Direct Deposit, Travellers Cheque, Other, Forex / Split, Member Points, Debit Card, Internet Transfer

Tender Amount: []

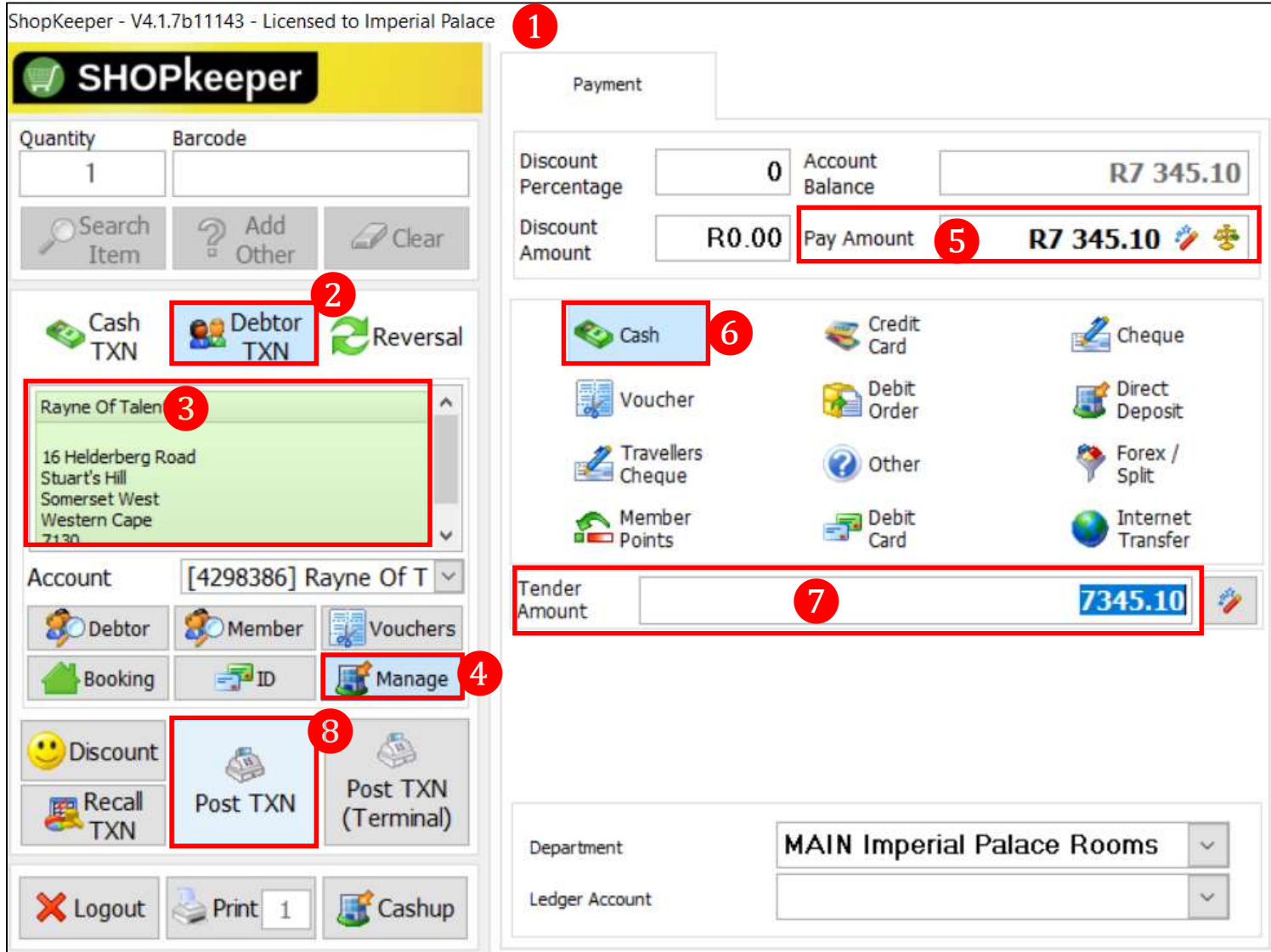
Department: MAIN Imperial Palace Rooms

Ledger Account: []

The Debtor's Payment [DPA] Process:
Linking the Client Profile

- 1** ShopKeeper POS window
- 2** Debtor TXN button
- 3** The Selected Client Profile
- 4** Select the **Manage** button
- 5** **Payment – Pay Amount:** current outstanding on the account
- 6** Select the **Form Of Payment**

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1 ShopKeeper POS window

2 Debtor TXN button

3 The Selected Client Profile

4 Select the **Manage** button

5 **Payment – Pay Amount:** current outstanding on the account

6 Select the **Form Of Payment**

7 **Tender Amount:** type in the amount the client is paying on their account

8 Select the **Post TXN** button

Note: Cash payments may need change, a change window will open if change is required. Credit / Debit cards may require a TXN reference

The Debtor's Payment [DPA] Process:
Linking the Client Profile

- 1** ShopKeeper POS window
- 2** Debtor TXN button
- 3** The Selected Client Profile
- 4** Select the **Manage** button
- 5** **Payment – Pay Amount:** current outstanding on the account
- 6** Select the **Form Of Payment**
- 7** **Tender Amount:** type in the amount the client is paying on their account
- 8** Select the **Post TXN** button

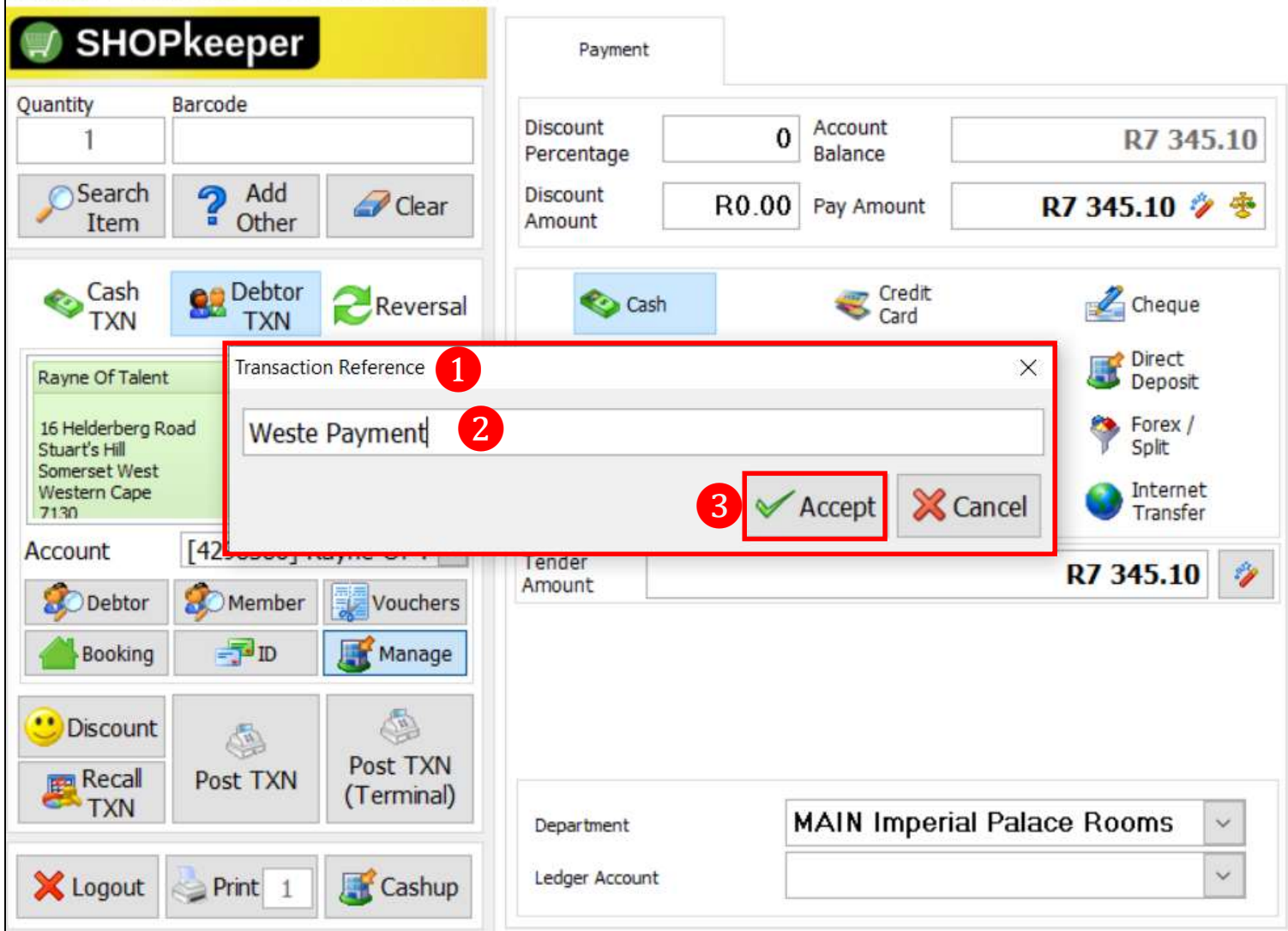
Note: Cash payments may need change, a change window will open if change is required. Credit / Debit cards may require a TXN reference

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The screenshot displays the SHOPkeeper software interface. At the top left, the SHOPkeeper logo is visible. The main area shows a payment screen with a total of R7 345.10. A 'Confirm Post' dialog box is overlaid on the screen, asking 'Are you sure you want to post this transaction?'. The 'Yes' button is highlighted with a red box. The background shows a payment screen with a total of R7 345.10. The interface includes various buttons for navigation and actions, such as 'Search Item', 'Add Other', 'Clear', 'Cash TXN', 'Debtor TXN', 'Cheque', 'Direct Deposit', 'Forex / Split', 'Internet Transfer', 'Discount', 'Recall TXN', 'Post TXN', 'Post TXN (Terminal)', 'Logout', 'Print', and 'Cashup'. The 'Department' is set to 'MAIN Imperial Palace Rooms' and the 'Ledger Account' is empty.

The **Confirm Posted** window, confirming the process of the transaction. Select **Yes** to Proceed

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Payment

Discount Percentage: 0 Account Balance: R7 345.10

Discount Amount: R0.00 Pay Amount: R7 345.10

Cash TXN Debtor TXN Reversal

Cash Credit Card Cheque

Direct Deposit

Forex / Split

Internet Transfer

Transaction Reference

Weste Payment

Accept Cancel

Account: [42-0500] Rayne Of Talent

Debtor Member Vouchers

Booking ID Manage

Discount Post TXN Post TXN (Terminal)

Recall TXN Print 1 Cashup

Logout

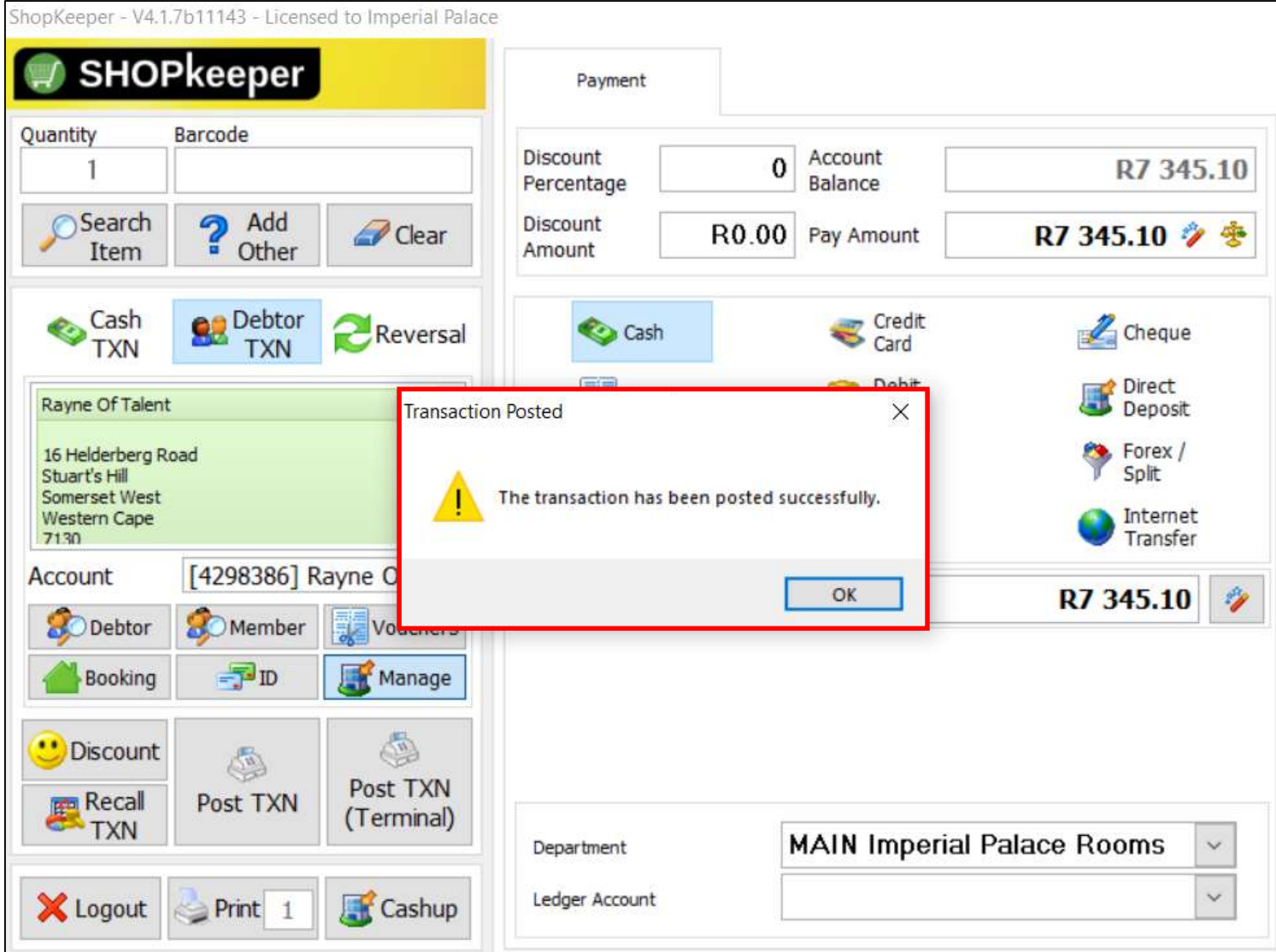
Department: MAIN Imperial Palace Rooms

Ledger Account:

The Debtor's Payment [DPA] Process:
Linking the Client Profile

- 1 Transaction Reference window
- 2 Type in the Reference
- 3 Select the **Accept** button

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The screenshot displays the SHOPkeeper software interface. A central window titled "Transaction Posted" is highlighted with a red border. The message inside the window reads: "The transaction has been posted successfully." with an "OK" button below it. The background interface shows a "Payment" section with fields for "Discount Percentage" (0), "Account Balance" (R7 345.10), "Discount Amount" (R0.00), and "Pay Amount" (R7 345.10). Below this, there are icons for various payment methods: Cash, Credit Card, Cheque, Direct Deposit, Forex / Split, and Internet Transfer. The "Cash" icon is selected. The interface also shows a customer profile for "Rayne Of Talent" with address "16 Helderberg Road, Stuart's Hill, Somerset West, Western Cape, 7130". The account number is "[4298386] Rayne O". At the bottom, there are buttons for "Logout", "Print" (1), and "Cashup".

The **Transaction Posted** window, confirming the transaction was successful

Thank you!