

Retail Management Systems – Store Operation

Course Detail

Course Outline Module 1: Store Operations Overview

This chapter provides a general overview of the RMS SO application. The functionality and capabilities of the SO components are introduced with an explanation of the features and benefits of a server-based database.

Lessons

- Store Operations Overview
- Store Operations Components
- Concept of a Database Server

After completing this chapter, students will be able to:

- Briefly describe the components of SO.
- Understand the advantages of using a server-based database (SQL Server/SQL Express) rather than a file-based database.

Module 2: Store Operations Manager

This chapter demonstrates how SO Manager handles back-office functions and activities. Store Operations Manager performs a variety of managerial tasks such as creating and printing purchase orders, entering new inventory items, and viewing/printing reports. Wizards and an efficient user interface allow merchants to accomplish complex tasks while operating in a secure environment.

Lessons

- Manager Navigation
- Database Setup Procedures
- Store Wide Parameters
- Defining Departments and Categories
- Defining Sales Taxes
- Entering Suppliers Information
- Defining Item Messages
- Defining Discounts
- Entering and Defining Items
- Defining Account Types
- Defining Cashiers
- Defining Sale Reps
- Defining Currencies
- Defining Tender Types
- Defining Reason Codes
- Defining Shipping Carriers
- Defining Receipt Formats

- Defining Pole Displays
- Defining Register Configurations
- Inventory Transfers
- Purchase Orders
- Opening/Closing Batches
- Printing Statements
- Creating Labels
- Using Reports

Module 3: Using Store Operations Point of Sale

This chapter focuses on using the Store Operations POS program to process sales transactions at the cash register. You can also process sales quotes, work orders, layaways, back orders, returns, and voids. The following topics explain POS software features, in addition to providing guidelines and ideas about how you can use them in your business.

Lessons

- Navigation in the POS Program
- POS function Keys
- Logging on to the POS Screen
- Performing Sales Transactions
- Opening/Closing your Drawer
- Printing X Report
- Printing Z Report
- Creating Quotes, Orders, Back Orders, Returns, and Layaways
- Customizing Buttons

Module 4: Administrative Tasks and Integration Options

This chapter discusses the more advanced features and tasks in Store Operations, typically reserved for the Administrator or manager of the system.

Lessons

- Security Setups
- Offline Server mode
- Import Utility
- Upgrading
- Integrations