Smart-Acc Solutions Sdn Bhd
(company Registration 624898-T)
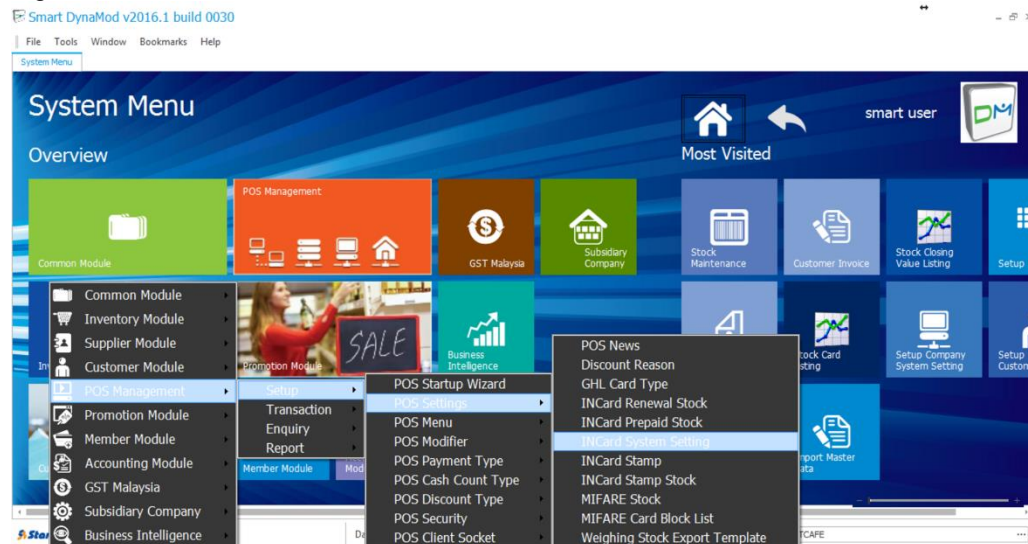
Written By : Richard Tai

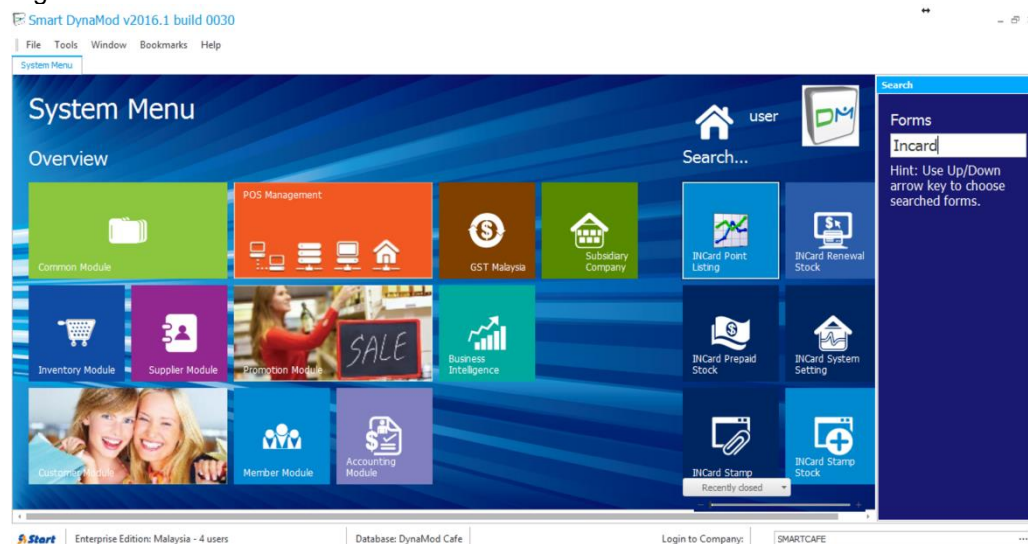**How To Setup Incard In Dynamod**

1.   Incard System Setting

i.   Go to [Start] – [POS Management] – [Setup] – [POS Settings] – [INCard System Setting] (Fig. 1)

Fig. 1

Or you can just type "INCard" at the System Menu screen and all icons related to INCard will appear (Fig. 2) and select "INCard System Setting"
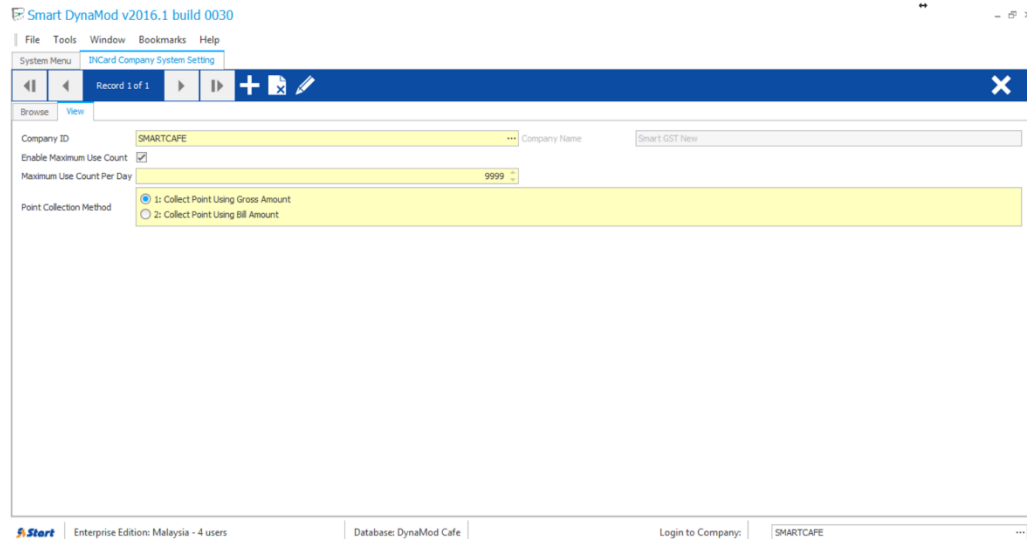
Fig. 2

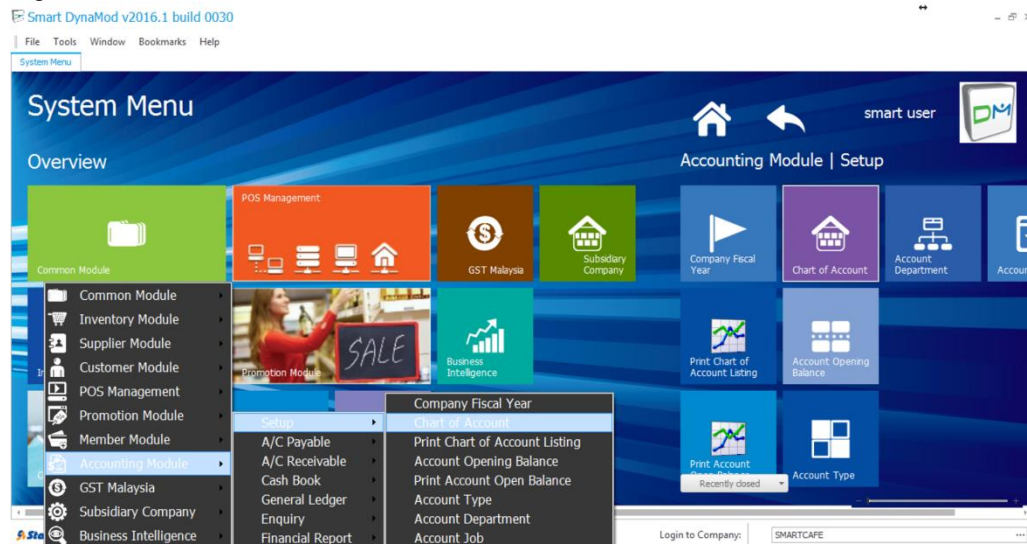ii. Click on [+] to create an INCard setting (Fig. 3). Picture shown are the recommended settings.

Fig. 3

2. Create INCard Account Codes

i. Go to [Start] – [Accounting Module] – [Setup] – [Chart Of Account] (Fig. 4)
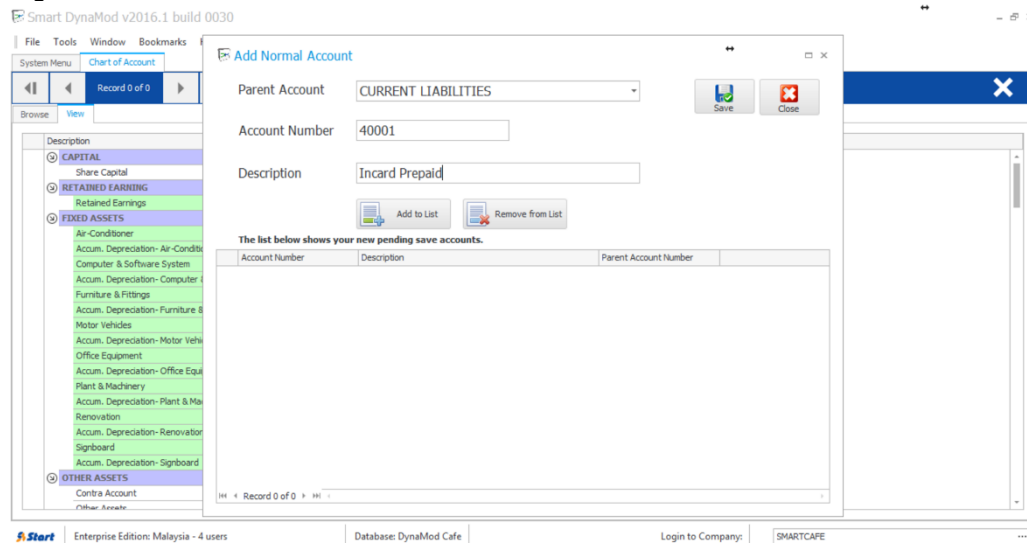
Fig. 4

ii.   Create 5 new account codes for INcard as below: -

Fig. 5

Parent Account	Account Number	Description
Current Liabilities	40001	INCard Prepaid
Current Liabilities	40001R	INCard Prepaid Return
Current Liabilities	40002	INCard Points
SALES	50031	INCard Sales
SALES	50031R	INCard Sales Return

3.   Create INCard Payment Type For Touch Series POS

i.   Go to [Start] – [POS Management] – [Setup] – [POS Payment Type] – [Payment Type]
     (Fig. 6)

Fig. 6
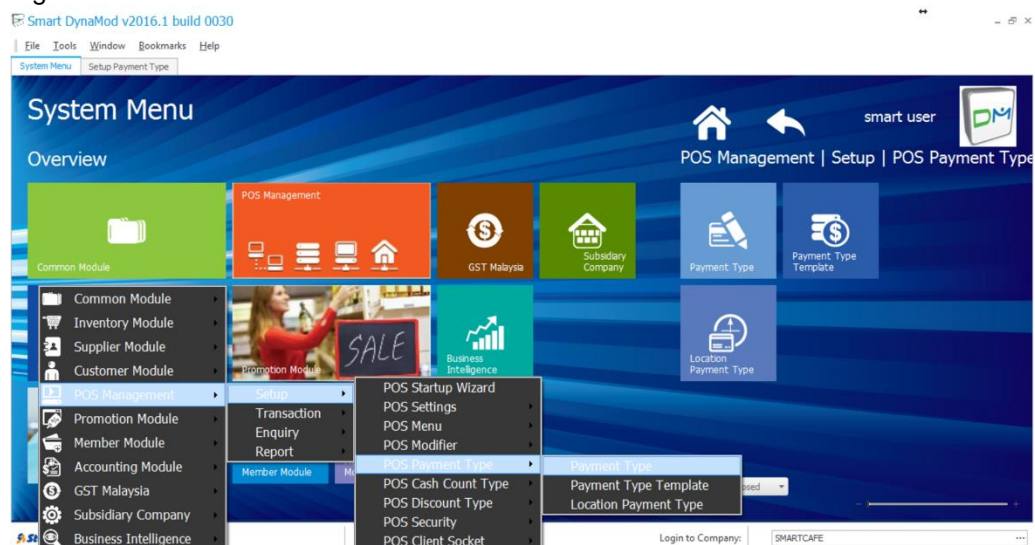
ii.   Create 2 INcard Payment Type as below: -

Fig. 7

Code	Description	Payment Type
INCARD PRE	INCard Prepaid	INCard Prepaid
INCARD PTS	INCard Points	INCard Points

Once you save, a screen will prompt to setup GL mapping. Click "Yes" and a [Setup Company GL Mapping for Payment Collection] screen will appear (Fig. 8). Click (+) to add the mapping. Select the payment code just created and key in the correct Account Number created in Chart Of Accounts.

Fig. 8

iii.   Next, go to [Start] – [POS Management] – [Setup] – [POS Payment Type] – [Payment Type Template] (Fig. 9). Select "Default Payment Tempplate" and Click [Edit] to insert the 2 new Payment Type as shown in Fig. 9.

Fig. 9

*Please note that the display in POS would be 4 codes per row.
If uncheck visible, then POS would not able to see the button and will leave a blank space on the screen.
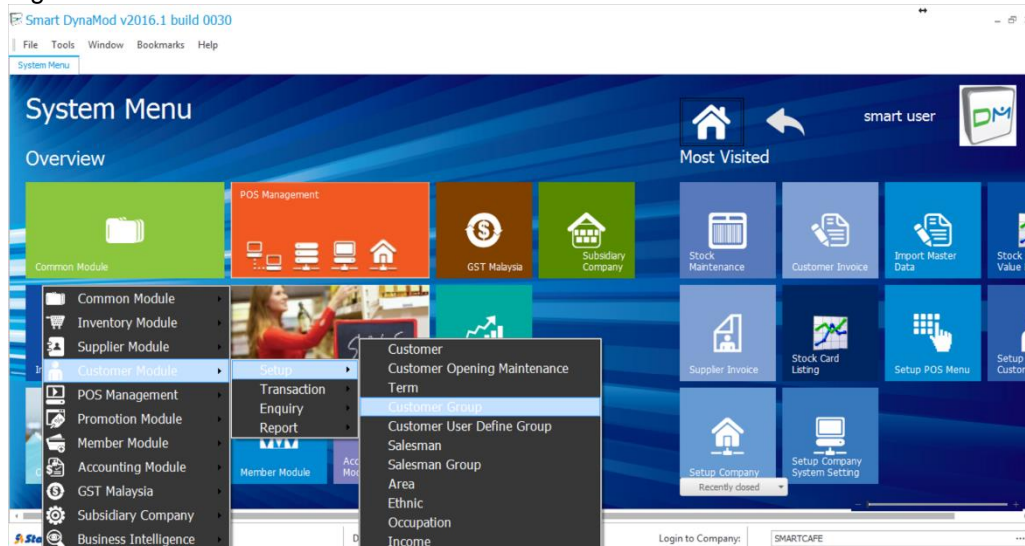
4. Create "INCard" Customer Group

This is for the purpose to download all existing INCard members into Dynamod database
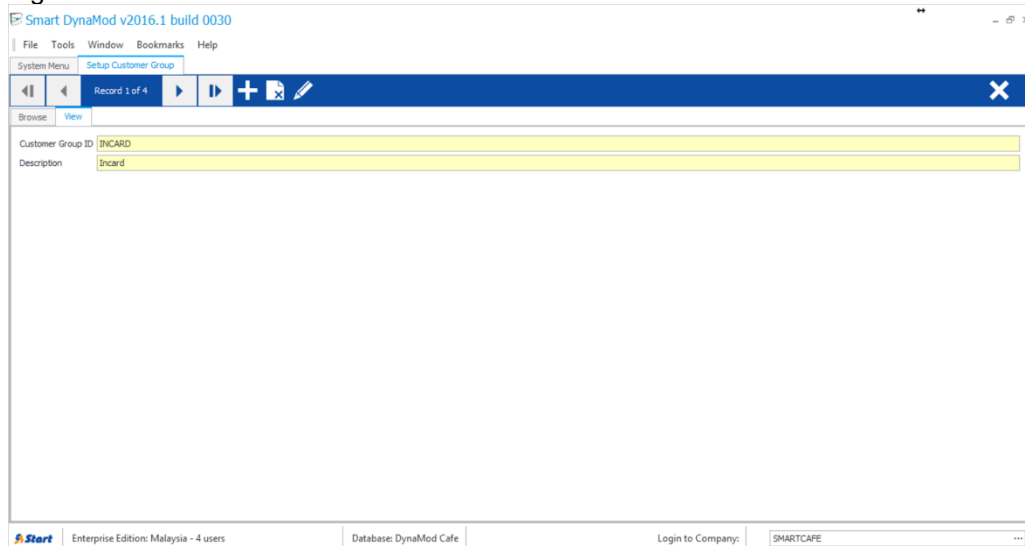
    i.   Go to [Start] – [Customer Module] – [Setup] – [Customer Group] (Fig. 10)

Fig. 10

    ii.   Click (+) and create a [Customer Group ID) "INCARD" as shown in Fig. 11.
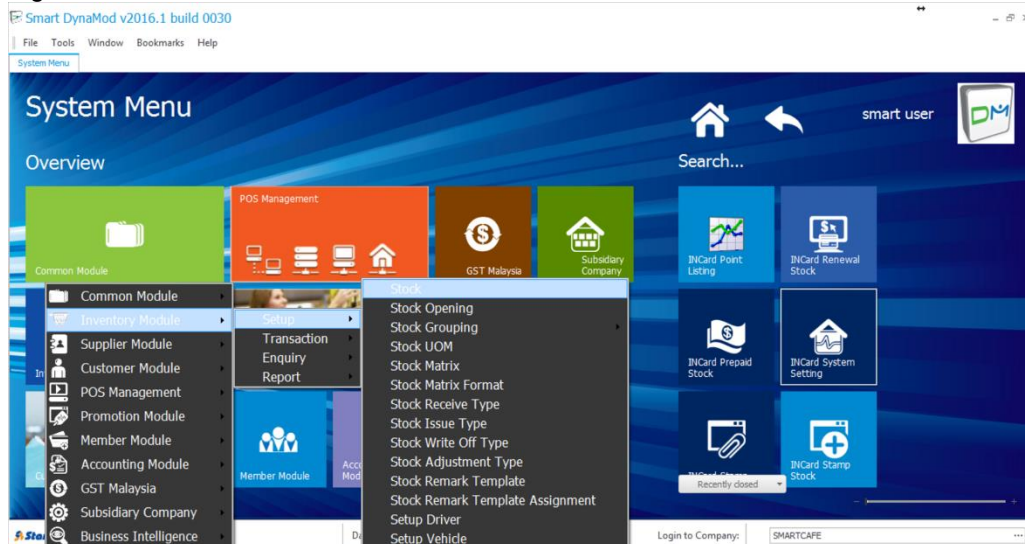
Fig. 11

5. Preparing INCard Items for POS Transactions

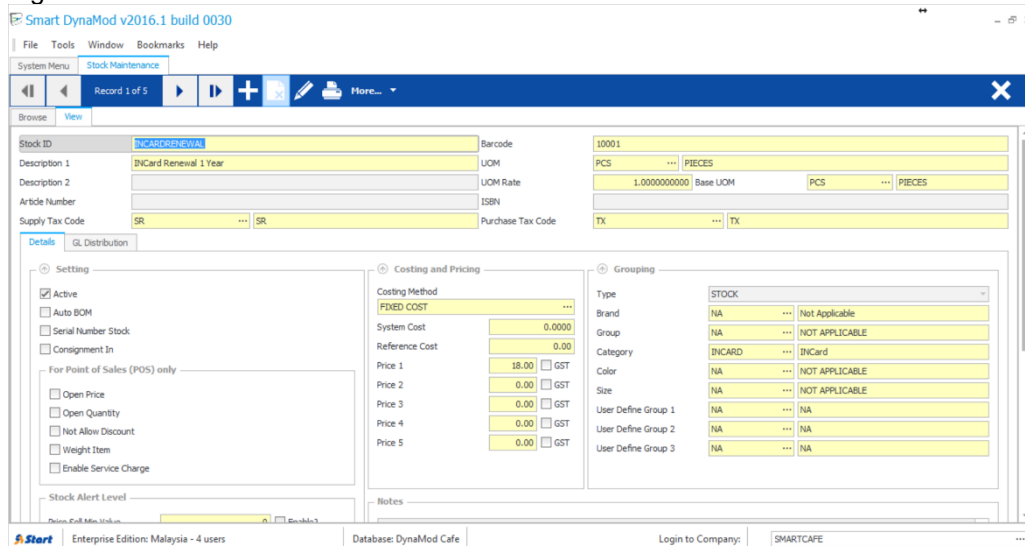This is for the purpose to enable POS to perform INCard Renewal and Top-Up credit.

i.   Go to [Start] – [Inventory Module] – [Setup] – [Stock] (Fig. 12)

Fig. 12

ii.   Click (+) to add the following items for INCard (Fig. 13) as shown below.

Fig. 13

StockID	Barcode	Description	Price1
INCARDRENEWAL	10001	INCard Renewal 1 Year	18.00
INCARDTOPUP100	10002	Incard Top Up RM100	100.00

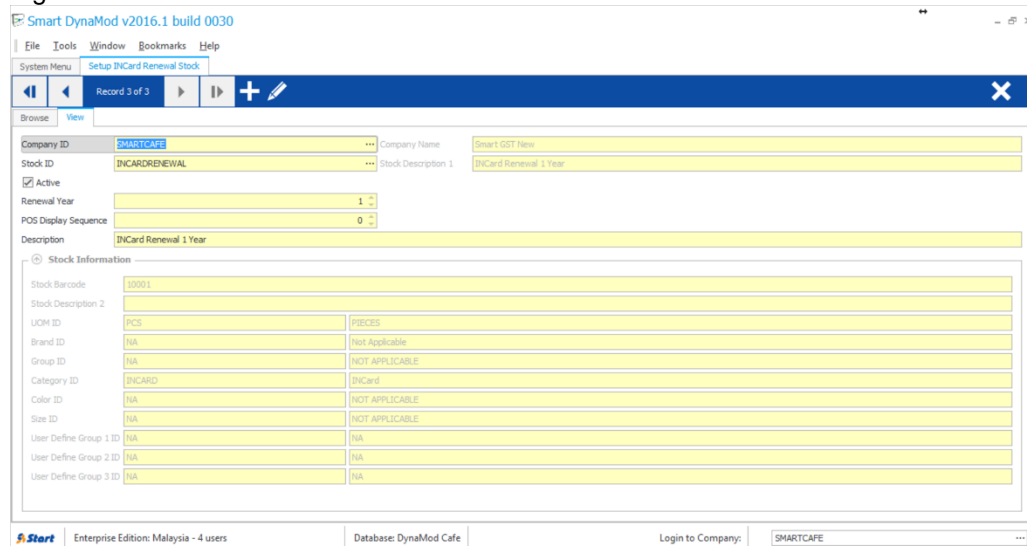## 6. Setting INCard Renewal Item For Touch Series POS Transactions

i. Go to [Start] – [POS Mannagement] – [Setup] – [POS Settings] – [INCard Renewal Stock] (Fig. 14)

Fig. 14
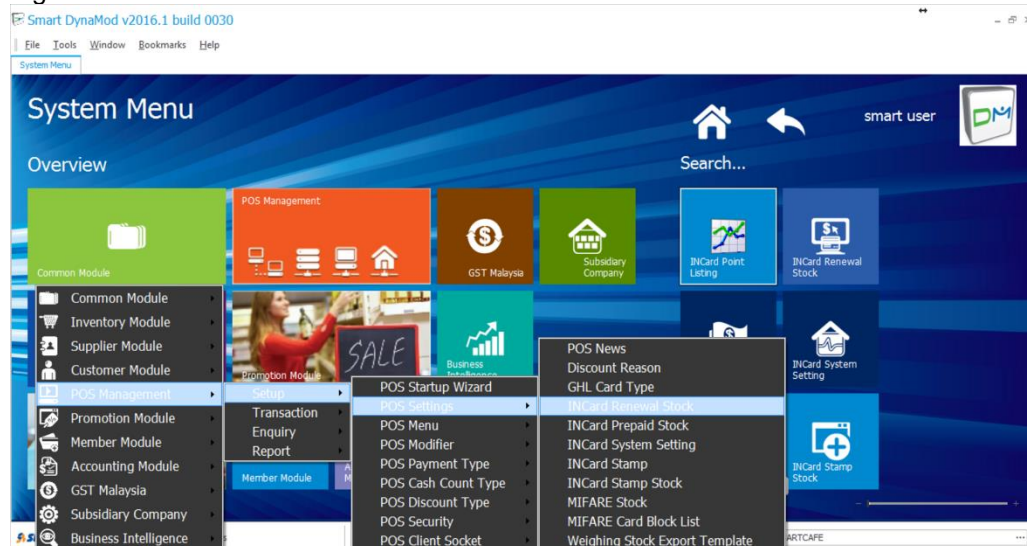
ii. Click (+) to add the INCard Renewal item created just now as shown in Fig. 15.

Fig. 15

Note:
The renewal item, once saved, cannot be deleted. If the wrong stock had been chosen, then [Edit] and marked this item as non-active.
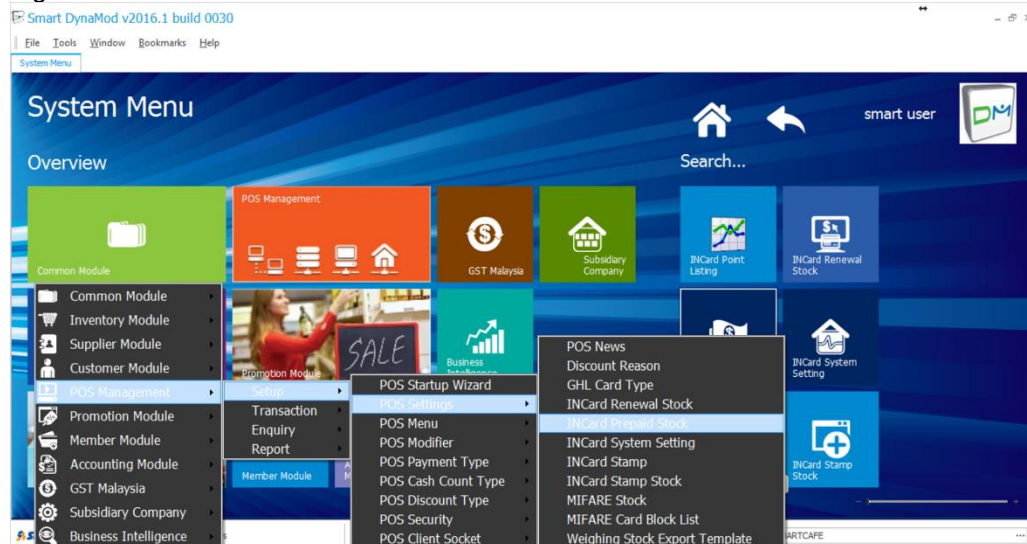
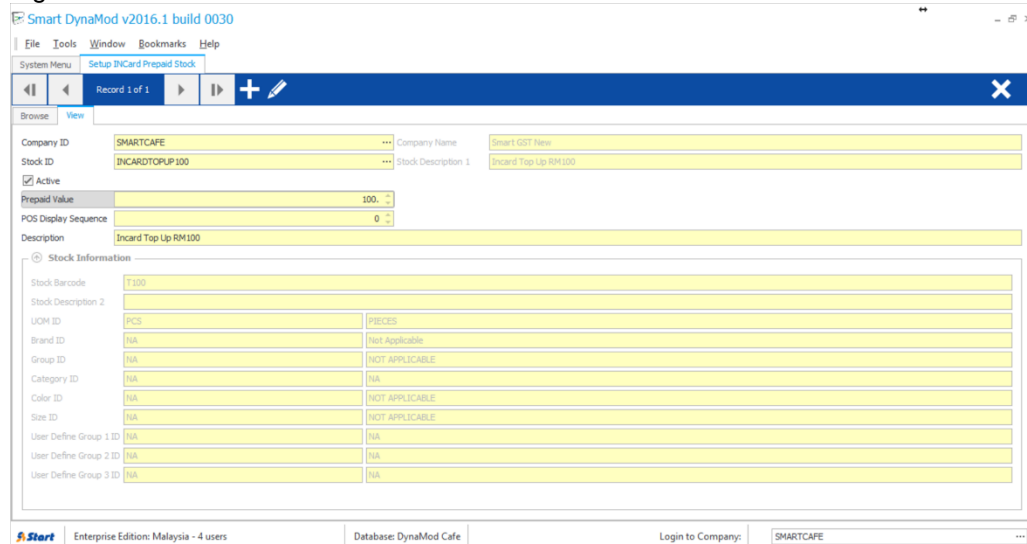## 7. Setting INCard Top-Up Item For Touch Series POS Transactions

i.   Go to [Start] – [POS Mannagement] – [Setup] – [POS Settings] – [INCard Prepaid Stock] (Fig. 16)

Fig. 16

ii. Click (+) to add the INCard Prepaid Stock created just now as shown in Fig. 17.

Fig. 17

Note:
The prepaid item, once saved, cannot be deleted. If the wrong stock had been chosen, then [Edit] and marked this item as non-active.