OWNER ENABLEMENT GUIDE

Run IntelliVision
from first sign-in to year-end

A practical operating handbook for retail and supermarket owners - including solo operators who do every role themselves.

PREPARED FOR **Owners and managers**	OPERATING MODEL **Offline-first, owner-controlled**
COVERS **Daily, monthly, VAT and year-end**	VERSION **2026.08.22-1**

THE OWNER'S OPERATING LOOP

01	02	03	04	05	06
SET UP	OPEN	TRADE	CONTROL	CLOSE	REVIEW

> **Start here:** After sign-in, My Business is the owner's working home. The Point of Sale runs the day; Financial Statements and VAT201 explain the period.

Use this guide online

Open My Business > Owner Tutorial for direct screen links and a progress checklist.

1. First-time setup

Complete this once for the business and repeat only when the legal, tax or operating profile changes.

01 Create the owner account

Create the login on the main business device. Returning owners sign in and continue from My Business.

SCREEN **Sign in / Create New Business**

02 Complete Business Setup

Confirm the business name, country, currency, language, tax registration, industry and team model. A solo owner can run every operational screen.

SCREEN **My Business > Business Setup**

03 Build the product catalogue

For each stocked product enter a selling price, cost price, tax class, barcode where used and opening quantity.

SCREEN **My Business > Stock**

04 Create the first protected backup

Back up after setup and keep a copy away from the till device. Repeat after major imports or configuration changes.

SCREEN **My Business > System Health > Encrypted Backup**

> **Critical COGS rule:** Selling price produces revenue; cost price produces cost of goods sold. If a product cost is missing, gross profit will be wrong.

First-time acceptance check

- Business name and operating country are correct.
- Currency, language and tax registration match the real business.
- Every resale product has a cost price and opening quantity.
- The first restorable backup is stored away from the till device.

2. Daily opening

Start the day with a controlled float, current stock and only the devices that are actually connected.

1. Open Cash-up & Shifts and record the physical opening float.
2. Review low stock and receive any delivered goods through Buying.
3. Capture the supplier invoice with its real date, tax treatment and amount.
4. Confirm printer, drawer, payment terminal and camera status only where those devices are used.
5. Open the Retail Till and confirm the correct business, currency and shift.

SCREEN **My Business > Cash-up & Shifts / Stock / Buying / Suppliers & Expenses / Point of Sale**

> **Solo owner:** You do not need a cashier profile. The owner can open the float, sell, receive stock, close the shift and review the accounts.

> **Connection truth:** Cash works locally. A card or QR tender must remain unavailable until a real provider or terminal is verified as connected.

3. Sell, receipt and return

The Point of Sale is the main screen during trading hours.

01 Add the items

Scan the barcode or tap the product. Check quantity, discounts and total before tender.

SCREEN **My Business > Point of Sale**

02 Choose the real tender

Use cash for a local cash sale. Use card or QR only when a verified provider is connected and confirms the transaction.

03 Complete and issue the receipt

A completed sale records the order, line items and payment, deducts stock and posts the accounting entries together.

04 Process a return against the original sale

Use the till's return/refund workflow. A valid return reverses the accounting and restores resaleable stock. Do not create a negative sale by hand.

05 Use debtor accounts only for approved credit

Create the customer, terms and credit limit, then use Customer Accounts for statements, ageing and settlement.

SCREEN **My Business > Customer Accounts**

> **Atomic sale:** Order, items, payment, stock and the ledger are written as one transaction. If one part fails, the sale is rejected instead of leaving a partial record.

4. Stock, buying and gross profit

Good stock records are what make the P&L useful.

01 Order or receive stock

Use Buying for replenishment, purchase orders and goods received. Confirm quantity and unit cost from the supplier document.

SCREEN **My Business > Buying**

02 Capture the supplier bill

Record the supplier, document date, tax treatment and correct stock or expense account. Record payment only when money actually leaves the business.

SCREEN **My Business > Suppliers & Expenses**

03 Watch quantities and margins

Use Stock for quantity, barcode, selling price and cost maintenance. Investigate negative or unexpected quantities immediately.

SCREEN **My Business > Stock**

04 Check COGS before trusting profit

If revenue exists but COGS is zero, repair missing product costs or stock-receipt data before accepting gross profit.

SCREEN **My Business > Financial Statements**

How one stocked sale should flow

- Revenue and output tax are credited from the sale.
- Cash, bank or the approved customer account is debited for the tender.
- Cost of goods sold is debited using the stored product cost.
- Inventory is credited and physical quantity is reduced.

> **Do not force a match:** Correct the source product, receipt or supplier record. Never edit sales merely to make a dashboard or cash count look right.

5. Daily close and weekly control

Close the shift first; then use the dashboard to understand what happened.

01 Review the owner dashboard

Check today's sales, order count, tender split, top item and low stock. Dashboard values come from recorded transactions.

SCREEN **My Business > Back to Dashboard**

02 Count the drawer blind

Enter the physical cash before viewing the expected amount. Record the reason for any over or short result.

SCREEN **My Business > Cash-up & Shifts**

03 Close the shift

Confirm the count and close the shift only after the difference has been reviewed.

04 Back up meaningful changes

Create an archive after major stock work, a period close or configuration changes, and store it off-device.

SCREEN **My Business > Backups & Export / System Health**

Weekly owner review

- Low-stock and unusual inventory movements
- Supplier balances and unpaid customer accounts
- Cash-up over/short exceptions
- Backup recency and System Health
- Staff access and unused accounts, if staff are enabled

6. Monthly, VAT and year-end

Use a cadence: daily work stays light while formal review happens at the right time.

Cadence	Owner action	Primary screen
Daily	Open float, sell, receive stock, review dashboard, blind cash-up	POS / Cash-up / Dashboard
Weekly	Low stock, suppliers, debtors, variances, backup and health	My Business
Monthly	P&L, balance sheet, cash flow, trial balance, GL, AP and AR	Financial Statements
VAT period	Review output/input tax, lock after review, file externally, record settlement	VAT201
Year-end	Stocktake, close shifts, reconcile, review 12 months, export and archive	Reports / Export

Monthly close

1. Select the month in Financial Statements.
2. Review P&L, balance sheet, cash flow, trial balance and general ledger.
3. Review accounts payable and receivable, and investigate stale balances.
4. Investigate zero COGS, unusual losses and any unreconciled balance before moving on.

SCREEN **My Business > Financial Statements**

VAT period

1. Review output tax, input tax and the underlying transactions.
2. Correct product tax classes or source documents before locking the period.
3. Lock only after owner/accountant review.
4. Transfer the approved figures to the official filing portal yourself.
5. Record the real settlement only after payment or refund confirmation.

> **VAT boundary:** IntelliVision prepares figures and maintains a period trail. It does not submit, approve or pay a statutory return for you.

7. Year-end and recovery

Finish the year with complete evidence that an owner or accountant can trace.

1. Complete a physical stocktake and correct documented differences.
2. Close all open shifts and review unresolved cash variances.
3. Reconcile cash, bank, supplier and customer-control balances.
4. Review all 12 months and investigate outliers before export.
5. Export the ledger, trial balance and supporting records required by the accountant.
6. Create a final protected backup and test that the archive can be opened before storing it safely.

SCREEN **Financial Statements / VAT201 / Backups & Export / System Health**

> **Recovery rule:** Offline operation protects trading from an internet outage; it does not protect a lost or damaged device. Keep current restorable backups away from the till.

When to stop and investigate

- Revenue exists but COGS is zero.
- The cash-up differs and no reason has been recorded.
- A card or QR payment appears complete without a verified connection.
- A VAT period does not agree with its transaction support.
- The backup is old, missing or cannot be opened.

8. Owner screen map

Keep this final page as the quick reference after you know the flow.

Owner need	Screen	When to use it
Working home	My Business	After every sign-in
Sell and return	Point of Sale	Throughout the trading day
Owner snapshot	Retail Dashboard	During and at end of day
Drawer and shift	Cash-up & Shifts	Open and close daily
Products and quantity	Stock	Setup and ongoing control
Ordering and receiving	Buying	When replenishing stock
Bills and operating costs	Suppliers & Expenses	As documents arrive
P&L and accounting	Financial Statements	Monthly and year-end
Tax period	VAT201	Each configured VAT period
Recovery and checks	Backups / System Health	Weekly and before major changes

Need deeper detail: Open My Business > Manual for the full system reference. Open My Business > Owner Tutorial for the guided online checklist and direct screen buttons.

INTELLIVISION

Your business stays under your control.