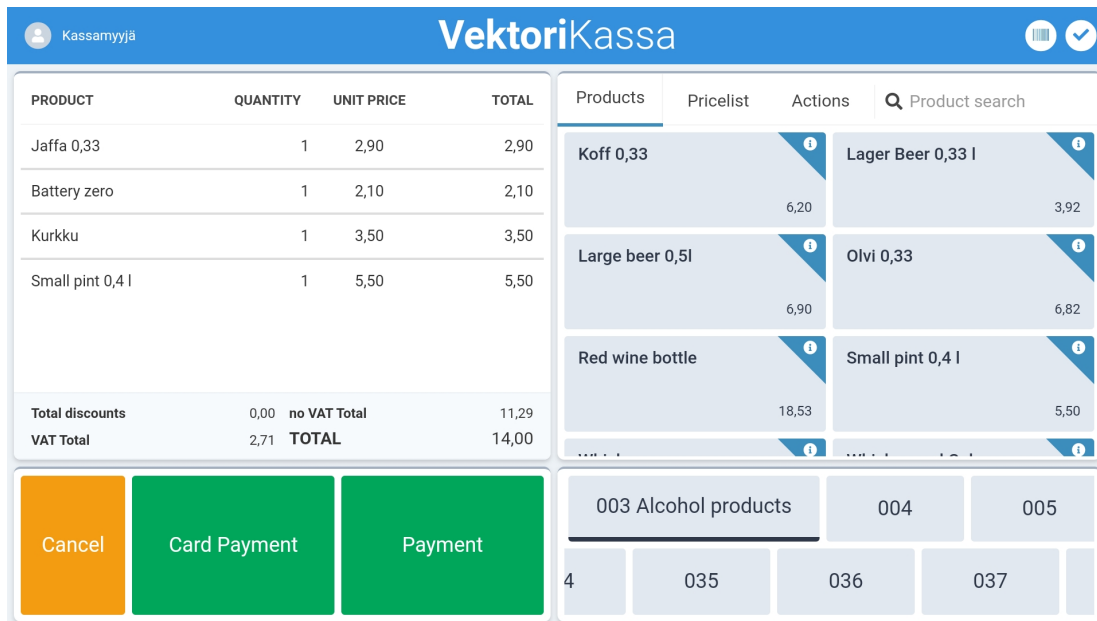


## Quickstart Guide

### Setting up Vektori Kassa and Vektori Cloud



#### What do you need for a Vektori Kassa?

1. Cash register device
  - Android or iPhone mobile phone, or
  - Android or iPad tablet, or
  - Chromebook computer, or
  - Separate device, like Sunmi, which has the app pre-installed or it's downloaded from cloud
2. Cash register application
  - Downloaded from the app store to your device
  - Apple App Store and Google Play: Vektori Kassa
  - If the Vektori Kassa app can be installed on your device from the app store, your device is most likely compatible
  - Can be pre-installed or downloaded to your device
3. Vektori Cloud service
  - Cash register control center for one or more cash registers
  - Sales monitoring, product management, inventory management, reporting, etc.
4. Payment terminal
  - Separate terminal, or integrated with the Vektori Kassa
  - Certain integrated payment terminals also act as receipt printer
5. Peripherals
  - Cash drawer, receipt printer, barcode scanner...

#### Support service

In the event of any problems, please as a first step, contact the dealer who supplied the Vektori Kassa.

- Support Service is open on weekdays from 10 am to 4 pm
- E-mail, standard: [support@vektori.fi](mailto:support@vektori.fi) (free)
- Phone, priority: 0200 19111 (1,98 € /min)

## 1. Register to the Vektori Cloud service

You have received an email invitation to register as a user to the Vektori Cloud service. If you can't find the invitation, first check your email spam folder. If you can't find the invitation, contact our support.

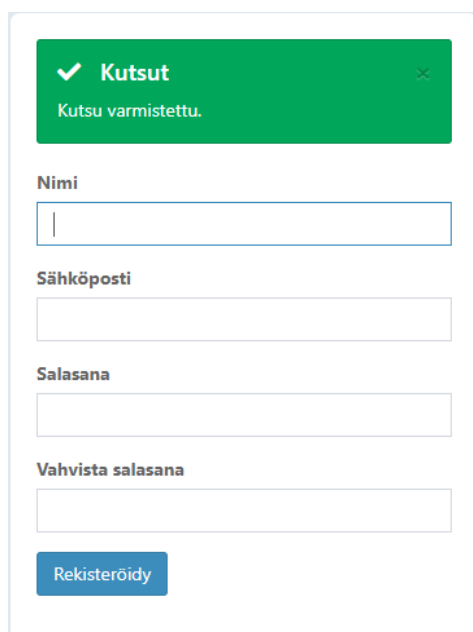
Vektori-Demo

To register, click the **Register** button in the email invitation.

Hi!

You have been invited to join **Vektori-Demo**. To get started, register new account by using button below.

Register



Insert all information requested at the registration form and finally click the **Register** button.

After Registration you have logged in to the Vektori cloud service.

Please note that usernames are private.

As an administrator you can invite other coworkers from **User Administration** -> **Users** -> **Invite user** (not available in Minikassa-version).

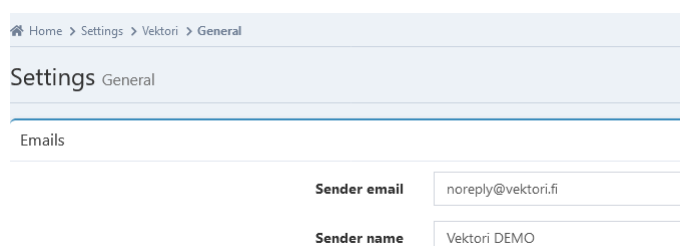
Only personnel who use the cash register do not need usernames to the cloud service.

You need usernames to personnel who add and edit products, manage stocks, view sales reports etc. If you wish you can invite users to the cloud service for example as accountants.

## 2. Company settings

The service is preconfigured, please check and adjust the following settings to match the information used in your business.

### 2.1 General settings



From the left of the menu select **Settings** -> **Vektori** -> **General**

Insert email and name of the sender, which is visible in the emails that are sent to customers (for example cash receipts that are sent via email). Finally click the **Update** button.

You can also use [noreply@vektori.fi](mailto:noreply@vektori.fi) as the sender address.

## 2.2 Company details

Home > Settings > Company > Company Details

Company Company Details

Basic details

*Name	NettiTieto Oy
Business ID	1562751-9
Address	PL 23
Postal code	70100
City	KUOPIO
Phone	0441234567
Email	noreply@vektori.fi

From the left menu select **Settings** -> **Company** -> **Company Details**

Insert companies basic details and finally select the **Update** button.

## 3. Accounting accounts

The service is preconfigured with some default accounting accounts. Please check and adjust the following settings to match the needs of your accounting. **You need to agree with your accountant/accountants about the use of the accounts and about naming them**, so the information will log correctly to the Reports.

In addition to the **default accounts**, the service allows you to **define sales accounts (Sales and Sales 0 % VAT) for tracking sales for the product, product group and VAT**. If sales accounts are defined in different places, their processing order is following:

1. Product
2. Product Group
3. VAT sales account
4. Default accounting account

More information regarding the accounting accounts can be found in the **Vektori Kassa and Cloud Service -guide**.

## 4. Kassa-settings

### 4.1. General kassa-settings

Home > Settings > Kassa > General

Settings Kassa

Company

Business date starts	08:00
Business date ends	20:00

Receipt settings

Receipt top sentence	DEMO Volttikatu 4, 70700 Kuopio NettiTieto Oy, 1562751-9 Avoinna sopimuksen mukaan
Receipt bottom sentence	Kiitos käynnistä, tervetuloa uudelleen! www.vektori.fi

From the left menu select **Settings** -> **Kassa** -> **General**

Insert information that is printed onto the top and bottom sections of the receipt. Finally click the **Update** button.

Notice, that according to law receipts that are sent to customers has to include following information:

- Traders name, contact information and business identity code
- The date of issue the receipt (automatically)
- Identification number of the receipt (automatically)
- Number of sold items and type (automatically)
- Completed payment and VAT by tax rates (automatically)

### 4.2. Clerks

A clerk means a cashier, a person who uses the cash register program, who is not a user of the cloud service.

In the Service there is **one Clerk by default**, which uses default PIN-code **4262**. (Minikassa only has one clerk)

Changing the PIN-code or adding a new clerk is detailed in the **Vektori Kassa and Cloud Service -guide**.

## 5. Product Groups and Products

Items sold in Kassa are managed via Vektori cloud service.

### 5.1. Adding Product Group

From the left menu select **Catalog** -> **Product Groups** -> **New Product Group**

Insert name of the Product Group. If the Product group is a subgroup, you need to select the main group for it from the drop down menu. Finally click the **Save** button. Added product groups are automatically visible in the cash register program.

### 5.2. Adding a Product

From the menu select **Products** -> **New Product**

Insert following necessary information (marked with \*) for the product:

- Name
- Product code
- Sale product, if the product is sold via the cash register
- Sales unit
- Tax rate
- Price

Finally click the **Save** button

*Tip: You can add a product as 0 priced (free priced product), please notice that the product needs a correct tax rate. When the product is made by this method the cash register program asks the price individually when sold, you can use this for the products that you don't want to add into the product register.*

## 6. Setting up Vektori Kassa -software

Following procedures are made at the cash register device: a phone, a tablet or a Chromebook computer.

First you need to download the cash register software from the app store:

- Apple App Store: Vektori Kassa
- Google Play: Vektori Kassa

### VektoriKassa

You can try the application using the demo mode or log in to your Vektori workspace.

Sign in

DEMO

Start the software and click the **Sign in** button

### VektoriKassa

Sign-in

Insert your workspace's url

workspace-url .vektori.fi

Continue

No workspace? [Create Vektori workspace](#)

### VektoriKassa

Sign-in to **kassa.vektori.fi**

Insert your workspace email and password

Email



Password



Sign in

At the Sign-in screen insert Vektori -cloud workspace-url and click **Continue** button. Workspace url is the same address that you use as the cloud service url. For example if cloud service url is companyname.vektori.fi, input **companyname** into the textbox.

Insert your username and password into the Vektori cloud service (the same ones that you used when you registered into the cloud service), click the **Sign in** button.

## VektoriKassa

Please give a name to this terminal

Create

Give a unique name for your cash register, for example Volttikatu Shop.

## VektoriKassa

If necessary, connect the terminal to an warehouse

Confirm

If you use Stock control, choose a warehouse, where the products sold from this cash register are reduced automatically and click the **Confirm** button.

See Section 8 for more information on setting up Stock control.

## VektoriKassa



PIN



Type your PIN-code to open the register

7

8

9

4

5

6

1

2

3

0

Clear

Finally input cashiers PIN-code to open the cash register. **Default PIN-code is 4262.**

### 7. Connecting a Payment Terminal



You can use any payment terminal of any provider you want as a separate terminal (amount of payment is added to the payment terminal separately).

Following instructions apply to payment terminals that are compatible and possible to integrate to the cash register program. Benefits of using integrated card payment terminal:

- Cash register controls the payment terminal, the sum that is paid transfers automatically to the payment terminal from the cash register
- Only one receipt for the customer
- Refunds will happen in an effortless manner
- Specific payment terminal models act as a cash register printers, including for cash payments

In the cash register program select -> **Settings** -> **General**

From the **Selected payment terminal** select the provider of the payment terminal and from the **Payment terminals identifier** select the payment terminal, that is to be connected to the cash register and click **Save** button. Only one payment terminal can be connected to the one cash register.

If either the payment and/or the printer is not found, the  button on the right upper corner will change to  and starts to blink, in case this happens, please check that the devices are paired correctly and that they are switched on and working properly otherwise - you may also press the **Reconnect** button from that view.

Specific payment terminal models act as cash register printers, including for cash payments. If the payment terminal has a receipt printer already, introduce it by selecting the same settings from the **Payment terminal** tab to the **Printer** tab.

## 8. Stock control (additional service)

If you have stock control in use as well, check the following minimum settings from the cloud service.

### 8.1. Adding a Stock

Add a stock by selecting **Settings** -> **Stock control** -> **New stock** -button.

Input name for the stock and click **Save** button.

### 8.2. General settings

Choose **default stock**, where all sales from the cash register are reduced automatically. You also need to insert an email address for low stock quantity alerts. Finally click the **Save** button.

The screenshot shows the 'General Stock Control' settings page. The breadcrumb trail is 'Home > Settings > Stock Control > General'. The page title is 'General Stock Control'. The settings are organized into sections:

- Defaults:** Warehouse is set to 'Päävarasto'.
- Default Texts:** Referral is set to 'missing products:'.
- Low stock quantity alert:** Email is set to 'info@vektori.fi'.
- Features:** Batch Control is turned off.

At the bottom right, there is an 'Update' button.

### 8.3. Adding a product to stock

To add a product to the stock you need to click **Products** -> **New Product** button from the left menu. You also need to insert following information:

- Name
- Product code
- Sale product, if the product is sold via cash register
- Stock control, so the product is in stock control
- Sales unit
- Stock unit
- Counting unit
- Buying unit
- Stock quantity
- Select tax rate for the product
- Tax inc./Tax excl. price
- Tax free buying price

The screenshot shows the 'New Product' form. The breadcrumb trail is 'Home > Settings > Catalog > Products > New Product'. The page title is 'New Product'. The form fields are:

- Name \***: Testproduct
- Product Group**: Testgroup
- Product code \***: 119998
- EAN-code**: (empty)
- Description**: (empty text area)
- Sale product**:
- Stock control**:
- Buying unit \***: KPL
- Stock unit \***: KPL
- Counting unit**: (empty)
- Sales unit \***: KPL
- Stock quantity**: (empty)
- Tax \***: 24%
- Price (tax excl.) \***: 50
- Price (tax inc.) \***: 62,00
- Buying price**: 0,00

At the bottom left, there is a 'Save' button.



## 9. Adding a Price List (additional service)

Pre-created price lists enable cash register sales of the products with different prices in different situations.

To add a price list you need to click **Pricelists** -> **New Pricelist** button from the left menu.

Home > Settings > Catalog > Pricelists > New Pricelist

### New Pricelist

Details

**Name \***

**Description**

Products

 x ▾

Name	Tax	RRP (tax excl.)	RRP (tax inc.)	Price (tax excl.)	Price (tax inc.)	Actions
Acer Aspire A-4413	24,00	701,10	869,36	669	829,56	
Acer Switch A-1248	24,00	963,40	1194,62	889	1102,36	
Apple iPhone 4	24,00	975,80	1209,99	779	965,96	

For the price list you need to insert Name, products that include into the price list and price for the product. Finally click the **Save** button.