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The Power to control

RETAIL & HOSPITALITY POINT OF SALE SOLUTIONS  
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# USER MANUAL

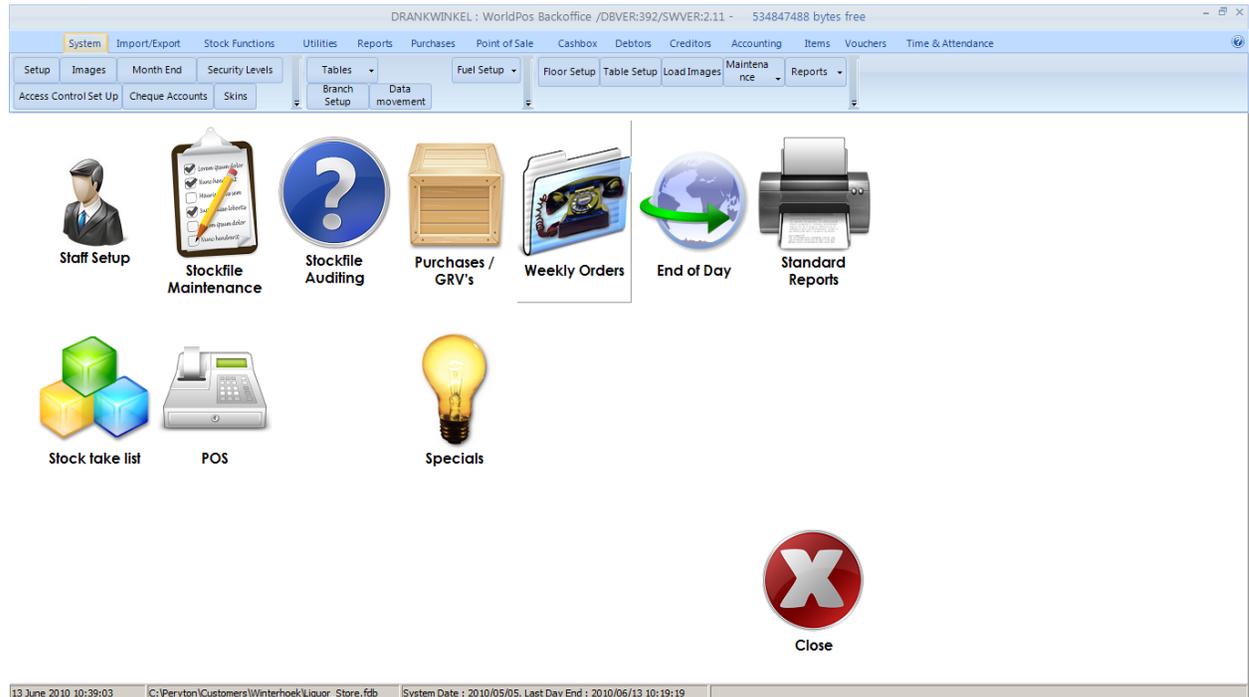
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**Backoffice Operation Manual**

## THE BACKOFFICE

The POS system depends on the Backoffice, it's where everything gets configured to suit your needs.



**Staff Setup:** Add staff to the POS system and their permission levels

**Stockfile Maintenance:** Create and maintain your stock

**Stockfile Auditing:** Check your stock usage

**Purch/GRV:** To perform Goods Received Functions

**Weekly Orders:** To generate Orders

**End of Day:** Cashup and cashoff your tills and waiters

**Standard Reports:** To run a multitude of standard reports. There are many more reports under the specific drop down tabs.

**Stock take:** count your stock and make adjustments to Stock, Average Cost Price and Selling Prices manually

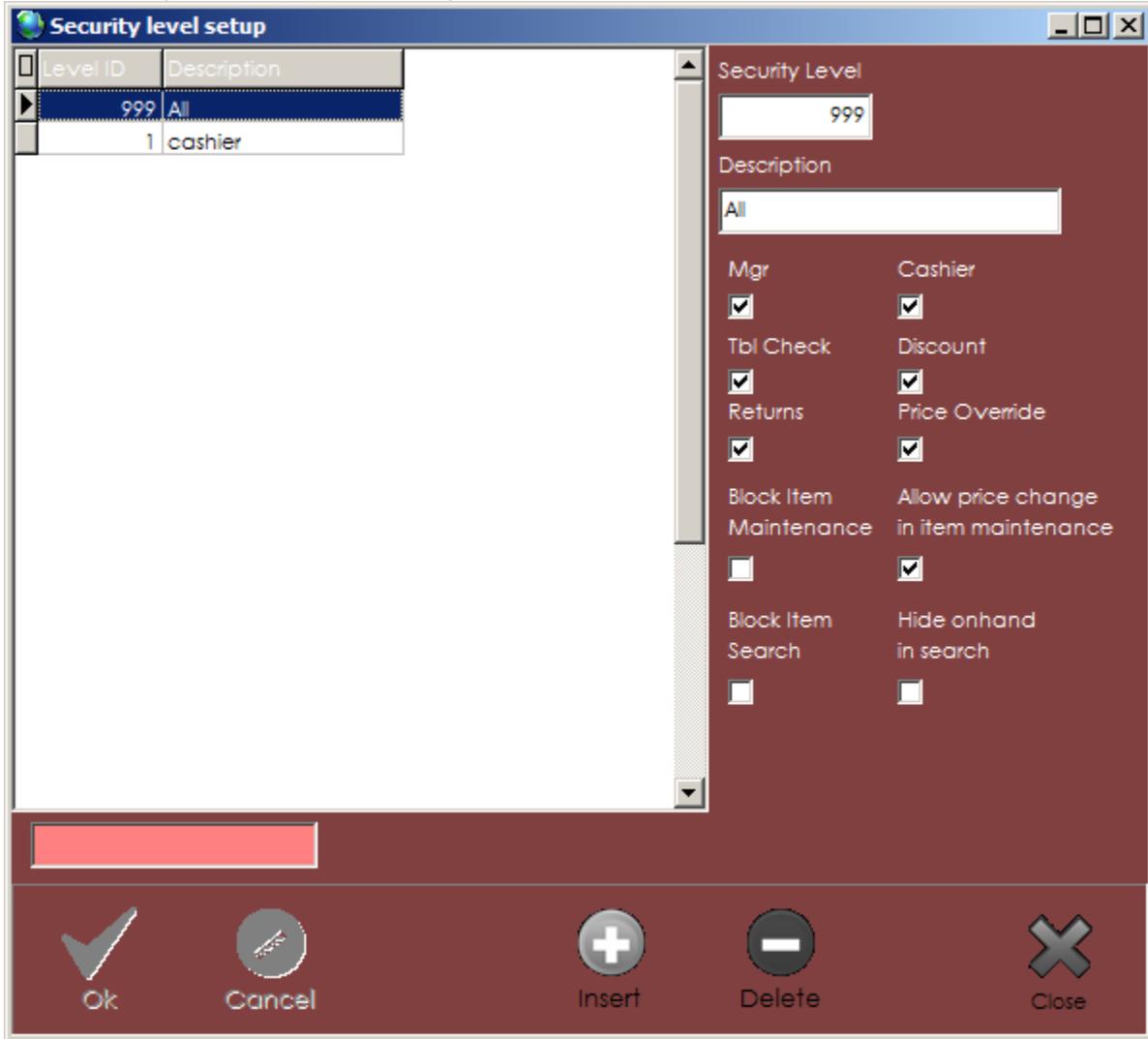
**POS:** Directs you to the Point of Sale interface

**Specials:** To setup and review automated specials

Choose any terminal number you want, and click accept. Your new terminal will be created if not already taken.

**Staff Setup  
Security Level Setup**

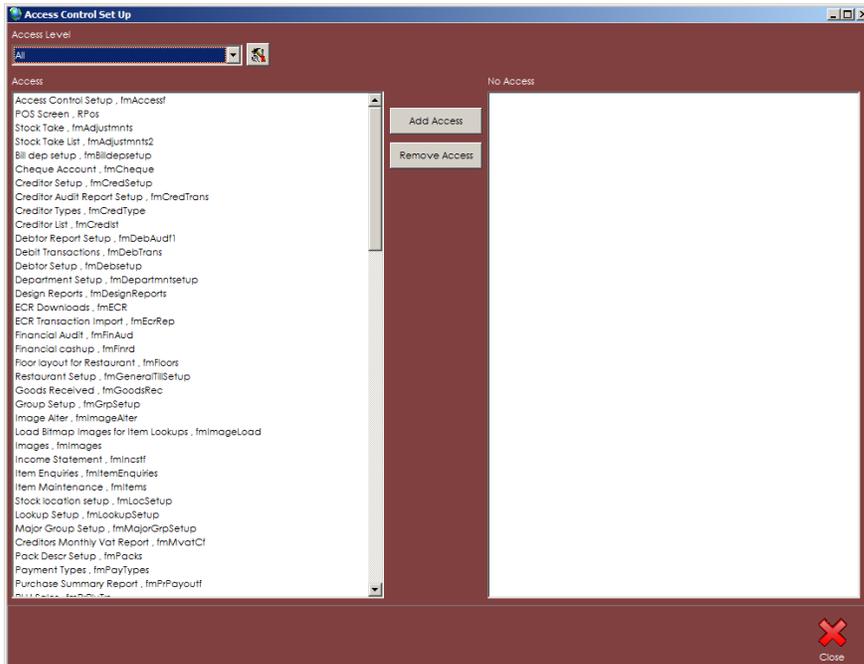
Select the Systems Tab > Security Levels Tab



- Create the Desired Levels by selecting the Insert Button then
- Define a Security Level Between 1 – 999 with 1 being the lowest level.
- Give it a name
- Select the basic options you want to assign to this level
- Say OK when done.

## Staff Access Control Setup

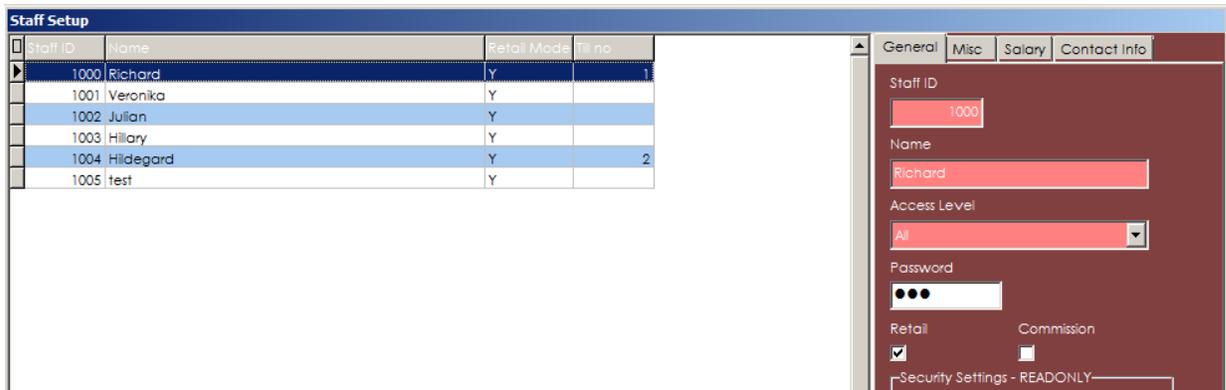
### Select the Systems Tab > Access Control Tab



Here you can further limit the individual screens that the staff member may access. However the global settings in the Security level setup is usually adequate

## Staff Setup

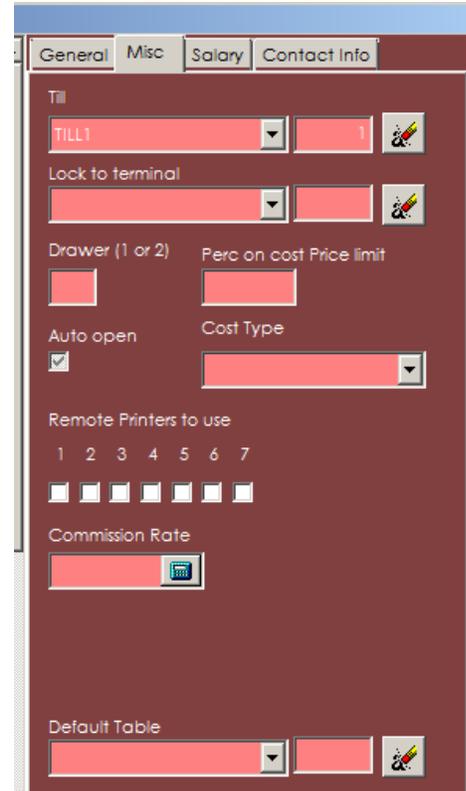
### Select the Staff Setup Icon in the Back Office



**Retail:** If the till should be able to cash off without the cashier being cashed off first.

**MISC TAB:**

- On the till dropdown menu, select a till what the selected employee will be working on.
- To lock the staff member to a certain till, select the required till under the "lock to terminal" dropdown menu.
- Specify the drawer that the staff member will be using, normally this value is 1.If not, then the drawer will kick open once a transaction is finished.
- Check the printers ( 1 - 7 ) that the staff will use to print receipts etc.
- Check the "Auto open" checkbox if the waiter wants his table to be automatically opened.( Restaurant Environment)
- Specify in percentage what discount an staff member is allowed to give. This is only applicable if u have the "Discount" block checked on the General tab.
- In the Cost Type text box, specify on which cost type the above percentage should be calculated.
- Tick the Block Item Maintenance check-box to block this staff member from using Item Maintenance
- Commission rate: Input the commission rate in percentage, if the commission checkbox is checked.



**SALARY TAB:**

- Under Pay Frequency, specify how the staff member will be paid. Hourly (H) or Daily (D)
- Then specify the rate at which he will be paid for the period selected above.  Specify the overtime rate for that period.

**CONTACT INFO**

Enter the staff sember’s contact info here.

## STOCKFILE MAINTENANCE

Select the Stockfile Maintenance Icon in the Back Office

Here you create items, manage and maintain your stock.

The following screen will appear and you need to select a stock location to work with.

To add a new item, press insert and when done select OK

To search for an item select the magnifying glass icon next to the PLU field search by Description, Lookup Group, Department, Barcode Etc.

### □ Descriptive Info:

**Description:** The item's name

**Stock Location:** This is where the item will be stored; this needs to be set up first. Setup Stock location

**PLU No:** This is a unique number given to the item, it must be a 13 digit numerical Number.

**Scan No:** If the item has a barcode, it must be specified here, to generate a barcode from the PLU number, click on the globe button. If you have one description but want to link a number of different barcodes to it you select the Tools Button next to the globe. Here you can add as many barcodes to be linked to the item as you wish.

**PLU Class:** Specify from the drop-down list whether this item is:

**M = Main stock:** If the item controls the stock.

**N = Non-franchise:** Is an item that is not included in the standard sales turnover. Its

not calculated as a part of the turnover

**P = Portion:** a Portion of a main stock item

**R = Report:** Does not control stock. It only reports sales information about a main stock item.

**Type:** Is this item a Purchase item, Selling item, or both.

**Onhand:** Shows how much stock is available at the moment in the stock location.

### □ Selling Price: (If the item is marked as an empty this price has no effect)

**Excl Selling Price:** VAT Exclusive Selling Price.

**VAT Amount:** Shows the Vat amount in ZAR.

**Incl Selling Price:** Vat Inclusive Selling Price.

## STOCKFILE MAINTENANCE Pricing

The screenshot shows the 'Pricing' tab selected. The 'Mark Up & Gross Profit' section has 'Method' set to 'N'. Below it, 'AVG' and 'LAST' rows show 'MarkUp %' at 0.00, 'GP %' at 0.00, and 'Profit' at -5.26. The 'Price Levels' section contains a table with columns 'Description', 'Markup Perc', 'Price Level', and 'Selling Price'. The 'wholesale' row is selected. The 'Cost Price & Vat' section shows 'List Cost', 'Avg Cost', and 'Last Cost' all at 5.26, and 'Item Vat Rate' at 14. The 'Cost Price INCL VAT' section shows 'List Cost', 'Avg Cost', and 'Last Cost' all at 6.00.

### Mark Up & Gross Profit

**Method:** The cost price to use for automated selling price adjustments with GRV's

**AVE Markup%:** Shows the markup % based on Average Cost Price.

**AVE GP%:** Shows the GP % based on Average Cost Price.

**AVE Profit%:** Shows the Profit Value based on Average Cost Price.

**LAST Markup%:** Shows the markup % based on Last Cost Price.

**LAST GP%:** Shows the GP % based on Last Cost Price.

**LAST Profit%:** Shows the Profit Value based on Last Cost Price.

### □ Cost Price & Vat

**List Cost:** List Cost Price Ex VAT (If the Item is marked as an Empty this is the price that the customer will pay if they sell it back to you)

**Avg Cost:** Avg Cost Price Ex VAT

**Last Cost:** Last Cost Price Ex VAT (If the Item is marked as an Empty this is the price that the your supplier will pay you if you GRV it vack to them)

### □ Cost Price INCL VAT

**List Cost:** List Cost Price INCL VAT

**Avg Cost:** Avg Cost Price INCL VAT

**Last Cost:** Last Cost Price INCL VAT

□ **Price Levels:** This allows you to set up multiple price levels and link these unique prices to each item.

**Mark up Perc:** Allows you to set the price level Mark Up%.

**Sell Incl:** Allows you to set the Selling Price Includng VAT.

**GP Perc:** Allows you to set the price level GP%

**Sell Excl:** Allows you to set the Selling Price Excluding VAT.

Use the Tools button to create new Privece Levels

Use the > < to move the price levels from available to active.

**PACKAGING AND FLAGS**

□ **Packaging**

**Description:** Define the Pack Description for counting purposes. To set up the Descriptions use the Tools Button next to the drop down box.

**Pack Size:** The amount of units in the package. This is the amount that will be taken off when sold.

**Main Stock PLU:** This is the Main Stock Item that will be taken from Stock if the Item is linked to it. To search for an Item select the Magnifying glass icon next to it.

**Shelf Life(days):**How long the item can be on a shelf before it gets old

□ **Purchase Quantities:**

**Purchase Quantities:** This is Purchase Unit Size i.e. you purchase Black Label Cans in a Purchase Quantity of 24.

**Minimum Level:** This is the minimum level that you would like to have on your floor at all times.

**Lt Qty:** Not used in South Africa.

**Max Level:** This is the level that will be reorded to if automated ordering is used based on supplier stock levels.

□ **Flags:**

**On POS terminal:** Select if this item must be shown on the POS screen.

**Weight PLU:** Select if this item must be sold via its weight.

**Get weight from scale:** Select if this item's weight gets drawn from a scale and not the barcode.

**Serial Numbers:** If this item has serial numbers, select this checkbox.

**Pre-prod:** Select if this item is produced before its sold

**Cash only:** Select if the item can ONLY be sold with cash as payment.

**Ask detail on POS:** When purchased, the system will ask information regarding the item

**Print Item:** Select if this item should be printed on the invoice slip.

**Stock Item:** Select if this is a stock item, if so, then it will be displayed on the stock sheets.

**Auto Trf:** Select of the Item needs to be transferred on production.

**Empty:** Select if this is an empty bottle or crate.

**Scale Item:** Select this if the item's barcode must be printed on the scale.

**Glob Disc?:** Select if global discount should be calculated on this item when purchased.

**Voucher:** Select if this item is a voucher

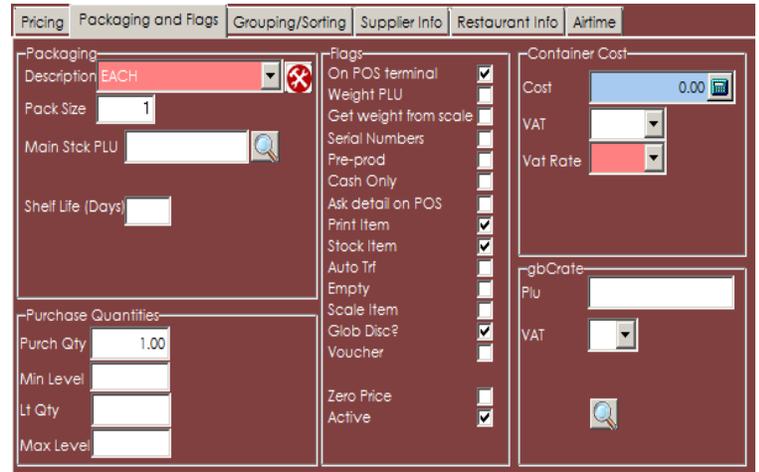
**Zero Price:** If the item is meant to have a zero price.

**Active:** If the item is currently an active item.

□ **GB Crate:**

**Crate PLU:** Here you specify the PLU number of a crate item you want this item to be linked with.

**Crate Purchase VAT:** I(inclusive) or E(exclusive) of vat



## GROUPING/SORTING

- Major Group:** Specify the Major Group this item belongs to.
- Group:** Specify the Group this item belongs to
- Department:** Specify the Department this item belongs to.
- Pay Out Dept:** Specify the Pay Out Department this item belongs to.
- Bill Print Dep:** Specify the Bill Print Department this item belongs to.
- Lookup Group:** Specify the Lookup Group this item belongs to
- Bin Location:** Specify the Bin Location this item should use.
- Balance Sheet Catagory:** Balance Sheet Category.

Click the button next to each to go to relevant Setup screen.  
Click the Erazor button to remove the field.

## SUPPLIER INFO

Once the Suppliers have been setup in Creditor Setup they will appear in the lefr box for selection. Use the > < buttons to add or remove suppliers for this item.

- Supplier Code:** Allows you to enter the relevant Supplier Code for this Item by Suplier.

This will allow you to use the relevant supplier codes when doing a Goods Received speeding op the process.

## RESTAURANT INFO

- **Prep Instructions:** This allows you to setup and manager the kitchen preparation instructions as well as link them to an item.
- **Full Weight:** Allows you to enter the Full weight of a bottle for weight stock takes in a bar or restaurant..
- **Empty Weight:** Allows you to enter the Empty weight of a bottle for weight stock takes in a bar or restaurant..
- **Full Weight:** Allows you to enter the Full weight of a bottle for weight stock takes in a bar or restaurant..
- **Order Printer:** Allows you to to select which remote printer the item prints out on when ordered (Bar, Kitchen, Prep Location etc.).
- **Load Image:** Allows you to to select an image to appear on the Restaurant Point of Sale Interface for ordering the item.
- **Transfer Info:** This is used to setup the location and transfer quantity quantities to be used in a bar environment. I.e. Bottles are kept in the Store Room and are filled to the Bar during the course of the day and need to be automatically converted into tots for sale and stocktake in the Bar.

**This is set up automatically when using the Fill Wizard.**

**Transfer Location:** Where the Item is going to be transferred from (Store Location)

**Transfer PLU:** The PLU number of the item being transferred (The PLU in the Store and the PLU in the BAR need to be the same.

**Transfer Qty.:** What the conversion ratio is between the store and the bar. (i.e. 1 bottle on the store is converted into 28 thots in the bar)

- **Prep Instructions:** This allows you to setup and manager the kitchen preparation instructions as well as link them to an item. (3 Step Process)
  - Group Setup:** This allows you to create the name of the instruction that you will later link to an item.
  - Instruction Setup:** This allows you to select the Group Name you have just created and generate the instructions.
  - Instruction Setup:** This allows you to select the Group Name you have just created and generate the instructions.

### Group Setup

Select Insert, then give the Group a Name and mark the group as a repeat instruction or not by selecting the check box. Select OK and repeat as nessesary.

## Instruction Setup

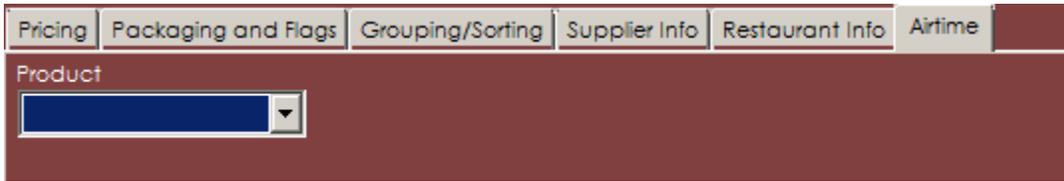
PREPINSTR	PREPINSTRID	PRINTITEM	SELLINGINCL	UNITS	RKPDEST
CHIPS	1	N			1
BAKED POTATO	2	N			2

- Prep Instr Group:** The Group Name you will be working with.  
All the created Prep Instruction Groups will be displayed in the first drop-down list. Choose the one you want to set up from the list.  
Next to this you need to select the location the instructions are going to be in. In the second drop-down list, choose the stock location in which this Prep Instruction should be set up in. This is particularly important if the prep instruction is going to be linked to a PLU number.
- Normal Prep Instruction:** Here you Create the Instruction. (i.e. Well Done, Medium, etc.)
- Print on Receipt:** Select Yes if you want this to print on the customer's invoice when he receives the bill.
- Printer:** Select the printer/s that this To finish the instruction
- Prep Instructions Linked to a PLU:** Here you select the PLU if it an item that needs to carry costs and contribute to the Stock Control. I.e. if a customer has the choice of either a coke or a fanta, etc... that has to be drawn from stock  
Click the **PLU Search** button, select the PLU number the prep instruction should be linked to. You can change the prep instruction's description to anything else, it does not need to be the same as the PLU description.
- Units:** How many of the PLU selected must be removed from Stock.
- Selling Price:** What the Selling price for this needs to be, this will automatically be inserted.  
After you specified all the Prep Instruction's information, click Accept. It will be displayed in the list beneath the information.
- Edit:** To edit the Instruction, click on it in the list and then click Edit. After you made the changes, click Accept again. To delete an existing prep instruction, click on it in the list and then click Delete beneath the list.

### Link Prep Instr to Item

- Go to the Item and select the instruction name to be linked to the item and accept. You can add as many Prep Instructions to an item as you need.
- Specify in which order the instructions must be displayed.
- Click Accept to add the prep instruction to the list (link it to this item). You can link as many prep instructions as you like.

**AIRTIME**



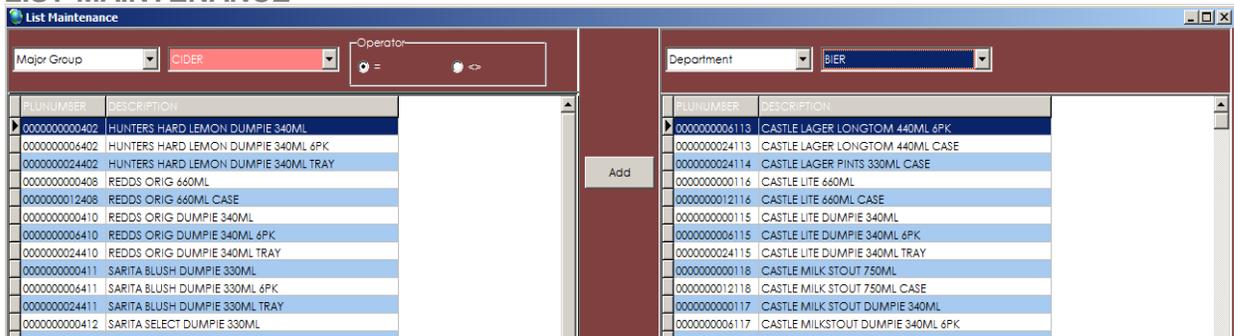
Allows you to select the Airtime products from an intergrated database for sale through the point of sale system.

**STOCKFILE MAINTENANCE TOOLS**

- Production Maint:** is used to set up recopies.
- Print Lable:** This allows you to print lables for the items at any stage.
- Copy price:** Allows you to copy the price and Item to another Location.
- First:** Takes you to the 1<sup>st</sup> item in the database.
- First:** Takes you to the last item in the database.
- <:** Moves one item back in the Database.
- >** Moves one item forward in the Database.
- Copy:** Allows you to copy the all the PLU's details to another location Location
- Copy PLU:** Allows you to copy the all the PLU's details to another PLU number in the SAME Location
- List Maint:** Used to edit the lookups groups for your stock such as moving items to different groups.
- Create Fill:** Used to create a "Fill" from a Store Location to the Sales Floor (Bar) and set up the Quantities to transfer.



**LIST MAINTENANCE**



- List Maint:** Used to edit the lookups groups for your stock such as moving items to different groups.

In the Left select to Groups, Departments etc. that you want to work with.

On the Right select the Group, Departments etc that you want to move the items to.

Select the ADD button to move or copy to the Group, Departments etc.

Multiple items can be selected by holding down the Control button on the keyboard and selecting the items with the mouse, just like in Microsoft Exls..

List maintenance is just an easier and faster way for moving your stock to different groups.

# CREDITORS

**CREDITORS SETUP:**

Select Creditors>, Creditor Setup>

To add a new creditor, click on the insert button.

- Account:** Fill in the account name for example: ( all001)
- Company:** Fill in the company's name.
- Contact:** Fill in the contact person's name that works at the company
- Address:** Fill in the street address of the company.
- Telephone:** Fill in the contact numbers of your creditors.
- Our Account:** Fill in your account number in connection with your creditors.
- Fax:** Fill in your creditors fax number.
- Email:** Fill in your creditors Email address.
- Term:** Click on the dropdown box and select the period of time in which your creditor will be paid
- GRV List:**
- Credit Limit:** Fill in the max amount of credit that your creditor allows you.
- Discount:** Fill in the amount of discount that you are able to get from that creditor if any.
- Creditor Type:** Next to the creditor type box, there is a tool button, click on it and a screen will open where you can create different types of creditors.
- Vat number:** Fill in the vat number.

**CREDITORS TRANSACTIONS:**  
**Select Creditors>, Creditor Transactions>**

In the creditor Transaction window you will see all the creditors you created in creditor setup and keep track of all your transactions.

You can do all the manual creditor management transactions by using the fields below:

- Date & time:** The date & time you paid your creditor.
- Reference No:** Fill in your reference number.
- Order No:** Fill in your order number.
- Transaction code:** Choose the appropriate code from the drop down menu.
- Vat rate:** Input the correct rate.
- Amount Excl:** Input amount excluding the vat.
- Amount Incl:** Input the amount including the vat.
- Vat Amount:** Input the vat amount.
- Pay/Cheque Reference**

If you click on the post button after all the appropriate boxes have been filled in the creditor and all the information will appear in the list below.

You can also select Creditor histories by selecting the month end periods, All, Current, or Select the period you want to work with.

**CREDITORS MONTHEND:**

**Select Creditors>, End of Month>**

Here you can select the end of month date and after selecting RUN it will perform the month end process.

In the event that you find that you need to still capture a GRV or a payment etc. to a creditor and you have already run a monthend, you can delete a monthend.

**Select Creditors>, Delete month end>**

Once you have done the necessary adjustments you can rerun the monthend.

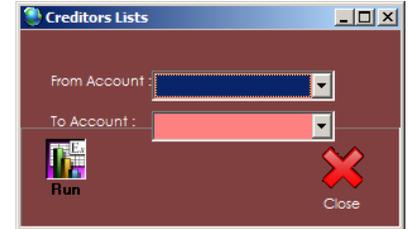
**Select Creditors>, Redo Creditors Month End>**

**CREDITORS REPORTS:**

**Creditor List**

**Select Creditors>, Reports> List Creditors**

: In this window you can list your creditors in a report form that can be printed. Select From to Accounts and RUN.

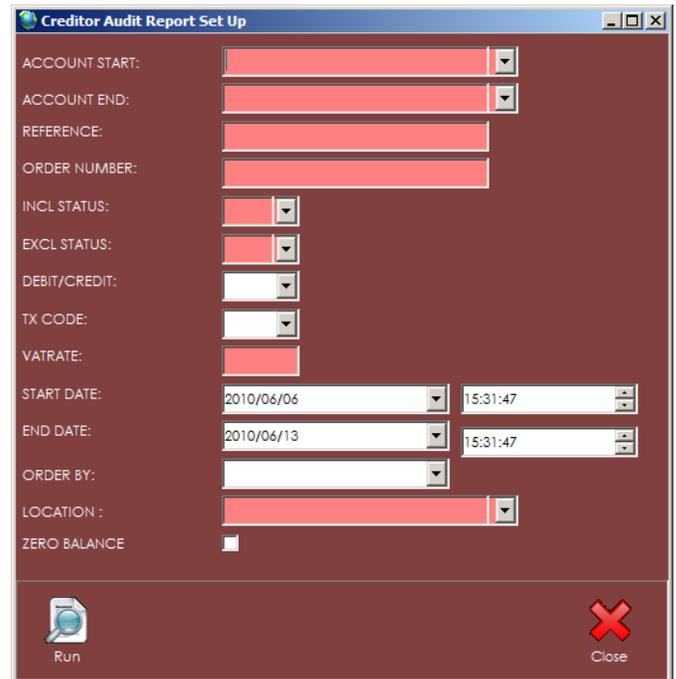


**CREDITORS AGE ANALYSIS:**

**Select Creditors>, Reports> Creditors Age Analysis**

In this window you can setup a complete report of creditors and summarize all your transactions.

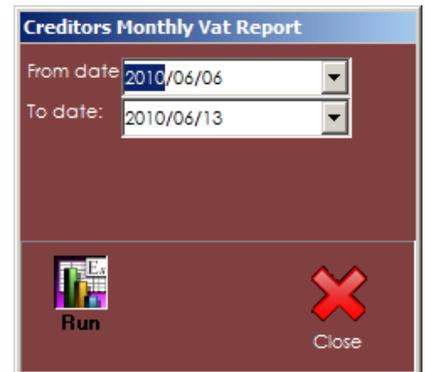
- Account start:** Enter The start of a account.
- Account end:** Enter the end of a account.
- Reference:** Enter the reference number.
- Order number:** Enter the order number.
- Incl status:** Enter the including status.
- Excl Status:** Enter the excluding status.
- Debit/Credit:** Choose debit or credit.
- TX code:** Enter the tax code.
- Vat rate:** Enter the vat rate.
- Start date:** Enter the start date.
- Order by:** Enter the means of which you ordered.
- Location:** Enter the location
- Zero balance:** Include those with Zero Balances or not.



**CREDITORS VAT REPORT:**

**Select Creditors>, Reports> Creditors Vat:** In this window you will be able to see a summary of the monthly vat of a creditor.

- Enter the start and end date , click run, a printable summary of your monthly VAT will appear.



**CREDITORS PURCHASE SUMMARY:**  
**Select Creditors>, Reports> Purchase Summary**

- Start date:** Enter the start date.
  - End date:** Enter the end date.
  - Location:** Enter the location.
- Click on Run to view the report.

**CREDITORS AUDIT REPORT:**  
**Select Creditors>, Reports> Purchase Audit**

- Account start:** Enter the account start.
  - Account end:** Enter the account end.
  - Reference:** Enter the reference number.
  - Order number:** Enter the order number.
  - Incl status:** Enter the including status.
  - Excl status:** Enter the excluding status.
  - Start date:** Enter the start date.
  - End date:** Enter the end date.
  - Order by:** Enter the means of which you ordered by.
  - Location:** Enter the location.
  - Zero balance:** Click on the zero balance if applicable.
- Click on the button to view a printable Creditors audit report .

**CREDITOR/SUPPLIER PERFORMANCE:**  
**Select Creditors>, Reports> Supplier Performance**

- Account start:** Enter the account start.
- Account end:** Enter the account end.
- Reference:** Enter the reference number.
- Order number:** Enter the order number.
- Incl status:** Enter the including status.
- Excl status:** Enter the excluding status.
- Debit/Credit:** Choose between debit or credit.
- Tx code:** Enter the tax code
- Vat rate:** Enter the vat rate.
- Start date:** Enter the start date.
- End date:** Enter the end date.
- Order by:** Enter means of which was ordered by.
- Location:** Enter the location.
- Zero balance:** Click on the zero balance if applicable.

Click on the run button to view a printable Supplier performance report.

**DISCOUNT TYPE SUMMARY:**

Select Creditors>, Reports> Discount Type

- Account start:** Enter the account start.
  - Account end:** Enter the account end.
  - Reference:** Enter the reference number.
  - Order number:** Enter the order number.
  - Incl status:** Enter the including status.
  - Excl status:** Enter the excluding status.
  - Debit/Credit:** Choose between debit or credit.
  - Tx code:** Enter the tax code
  - Vat rate:** Enter the vat rate.
  - Start date:** Enter the start date.
  - End date:** Enter the end date.
  - Order by:** Enter means of which was ordered by.
  - Location:** Enter the location.
  - Zero balance:** Click on the zero balance if applicable.
- Click on the run button to view a printable summary of the discount type.

**GRV RETURNS SUMMARY:**

Select Creditors>, Reports> GRV Returns Summary

- Account start:** Enter the account start.
  - Account end:** Enter the account end.
  - Reference:** Enter the reference number.
  - Order number:** Enter the order number.
  - Incl status:** Enter the including status.
  - Excl status:** Enter the excluding status.
  - Debit/Credit:** Choose between debit or credit.
  - Tx code:** Enter the tax code
  - Vat rate:** Enter the vat rate.
  - Start date:** Enter the start date.
  - End date:** Enter the end date.
  - Order by:** Enter means of which was ordered by.
  - Location:** Enter the location.
  - Zero balance:** Click on the zero balance if applicable.
- Click on the run button to view a printable report on the GRV return summary.

**SUPPLIER RE-ORDER REPORT:**

Select Creditors>, Reports> Supplier Reorder Report

- Account start:** Enter the account start.
  - Account end:** Enter the account end.
  - Reference:** Enter the reference number.
  - Order number:** Enter the order number.
  - Incl status:** Enter the including status.
  - Excl status:** Enter the excluding status.
  - Debit/Credit:** Choose between debit or credit.
  - Tx code:** Enter the tax code
  - Vat rate:** Enter the vat rate.
  - Start date:** Enter the start date.
  - End date:** Enter the end date.
  - Order by:** Enter means of which was ordered by.
  - Location:** Enter the location.
  - Zero balance:** Click on the zero balance if applicable.
- Click on the Run button to view a printable Supplier re-order report.

CREDITOR/SUPPLIER plu:



In the supplier plu window you can input new stock from a certain supplier and search for other stock from that supplier. In this window you can manage your suppliers and the stock they supply to you, you are also able to search for stock from a certain supplier and print a report of it.

- Stock location:** input a location where the stock is being held for example (store room or sales floor)
- Supplier code:** Enter the supplier code
- Stock PLU:** Enter the stock plu and if you click on the downward pointing button next to it all the stock with their details will be shown

On the bottom of the screen there is a sort by panel and if you tick them the stock will be sorted and place in order for example By plu number, description and by supplier plu number.

# DEBTORS

## DEBTORS SETUP:

### Debtors> Debtors Setup

This is where you will setup the information about a debtor. By clicking on debtor setup, the next screen will appear

- Account:** this is an account number, generated internally for a debtor. For a new account, a new account number will be typed into this box. By clicking on one of the accounts which already have been generated, the information for this debtor will be filled into the screen. This will allow you to edit an existing debtor. Fifty alphanumeric characters are allowed for the account number.
- Company:** Enter the name of the company.
- Contact Info:** Enter the contact person, telephone no's, fax, Vat no, the agreed credit limit, ID/Passport, birthday (optional), Address and Email.
- Lay-by Account:** Check if this is a lay-by account.
- Receipt layout:** Choose a lay out, click on edit to alter the layout for this debtor.
- Weekly account:** If this is a weekly account, if checked the terms will change to reflect this.
- Terms:** In the box you will choose the agree terms on which the debtor will pay the account. By Clicking on the down arrow, the period options will be displayed to choose from, for example 30, 60 and 90 days
- Surcharge:** this will allow you to automatically add a percentage to the purchase value of a customer. Whatever percentage fill into this box, will be calculated and posted into the debtors account
- Debtor Type:** this will allow you to group specific debtors for reporting purposes. By clicking on the toolbox, the next screen will appear. This will allow you to add, save and delete a debtor type
- Price Level:**
- % on Cost Price:**
- Cost Type:**
- Sale Location:** The stock location used for this debtor
- Revolving credit:**
- Disc Levels:** The levels of discount, will open up a new window for you to create levels
- Statement:** Allows you to view or print the Debtors statement

## DEBTORS TRANSACTIONS

### Debtors> Debtors Transactions

- This is where all transaction information for a debtor will be displayed.
- Transactions can also be done in this screen.

- Please note that account (000000) is called a cash account.
- It is already set up in the software and all cash transactions done in the point of sale screen. will be locked under cash sales in the debtors transactions.
- By clicking on debtor transactions, the next screen will appear.
- Date, Time:** This is the date and time, the transaction was done
- Reference:** This is the reference number that you can prefer to, for ordering purposes.  
When a transaction was done in the point of sale screen, the invoice number will be posted as a reference number
- Order No:** When a physical order was supplied for the purchase, the order number will be typed into this box
- TX Code:** The transaction code will allow you to choose the various types of transactions you would like to do. By clicking on the down arrow as shown in the diagram above the following options will displayed
- PM = Payment:** This is the payment for an outstanding balance
- CN = Credit Note:** This is when a credit is past on an outstanding balance
- JD = Journal debit:** By passing a journal debit, it will allow you to add a monitory value to the outstanding balance. (Debit)
- JC = Journal credit:** When a journal credit is past, a monitory value will be removed from the account. (Credit)
- IN = Invoice:** When a sale is done, it is called an invoice
- DS = Discount:** This is when a monitory value discount is past
- IT = Interest:** This is when interest is past on an overdue outstanding balance
- Vat rate:** By clicking on the down arrow it will allow you to choose between 14% and 0% VAT
- Amount excl:** The amount excluding the VAT
- Amount Incl:** The amount including the VAT

- VAT Amount:** The VAT amount will be displayed in this box. This value is part of the transaction amount, and will be automatically been calculated

Returns	Transaction Month	Start	End	120+	120	90	60	30	TOTAL
46389	<input checked="" type="radio"/> Current <input type="radio"/> Selected <input type="radio"/> All	2009/06/30	2009/07/31	0	0	0	0	0	0
46406		2009/05/31	2009/06/30	0	0	0	0	0	0
		2009/04/30	2009/05/31	0	0	0	0	0	0
		2009/04/01	2009/04/30	0	0	0	0	0	0
		2009/03/31	2009/04/01	0	0	0	0	0	0

- Every time a month end is done the information for, that period will be stored
- The system will automatically remember the start date and the end date for that period
- Up to twelve transaction periods will be stored
- By clicking on one of these periods, the transactions for that period will be displayed in the transaction-storing field
- This will allow you to view or reprint one of these transactions by double clicking on one of the transaction lines

**DEBTORS REPORTS**

Select> Debtors> Debtors Reports>

> **Debtor Report List:** Enter the appropriate data according to your needs into this window, and click Run (The same as for the Creditors Reports)

Select> > **Debtors Monthly VAT:** Here you can view or Print your debtors monthly VAT report Enter the need information into this window and click on Run (The same as for the Creditors Reports)

Select> **Debtor Age Analysis:** Upon startup, it will ask you to do Monthly debtors. Click either yes or no, depending on your needs.

Enter the need information into this window and click on Run. (The same as for the Creditors Reports)

Select> **Debtor Audit:** Enter the need information into this window and click on Run. (The same as for the Creditors Reports)

Select> **Debtor Statements:** Upon startup, it will ask you to do Monthly Statements. Click either yes or no, depending on your needs.

Enter the need information into this window and click on Run. (The same as for the Creditors Reports)

Select> **Debtor Snapshots:** Enter the need information into this window and click on Run. (The same as for the Creditors Reports)

Select> **Debtor Age Analysis and Snapshot:** Enter the need information into this window and click on Run. (The same as for the Creditors Reports)

Select> **Deleted Debtors:** This will display a preview of debtors deleted during a certain period you selected. (The same as for the Creditors Reports)

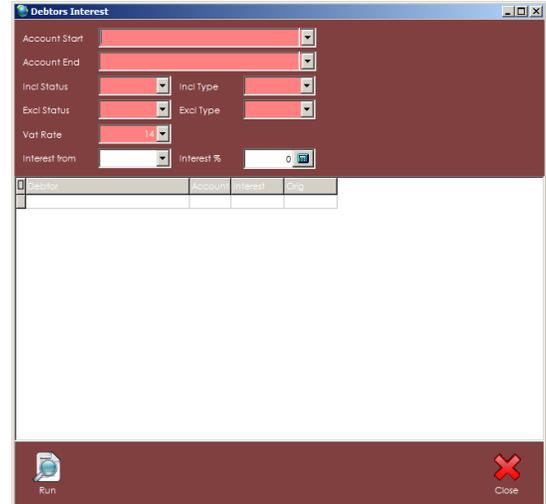
Select> **Item Sales:** Enter the need information into this window and click on Run. (The same as for the Creditors Reports)

Select> **Loyalty Reports:** Enter the need information into this window and click on Run. (The same as for the Creditors Reports)

**DEBTORS INTREST**

Select> Debtors> Debtors Interest>

- Here you can calculate and insert a Debtors Interest Rate on money owed over a certain period
- By clicking on Debtors Interest the following screen will appear
- Account Start:** Choose the account to start at
- Account End:** Choose the account to stop at
- Incl status:**
- Incl Type:**
- Excl Status:**
- Excl Type:**
- Vat Rate :** Choose the vat rate
- Interest From:**
- Interest %:** Enter the percentage interest to add



**DEBTORS MONTHEND**

Select> Debtors> Debtors Month End>

- Here you can view the list of your Debtors as well as a breakdown of all the amounts
- By clicking on Debtors Month End, the following screen will be displayed

**REDO DEBTORS MONTHEND**

Select> Debtors> Debtors Month End>

- Here you can view the list of your Debtors as well as a breakdown of all the amounts
- By clicking on Debtors Month End, the following screen will be displayed

**DEBTORS WEEK END**

Select> Debtors> Debtors Week End>

- Here you can view the list of your Debtors as well as a breakdown of all the amounts
- By clicking on Debtors Week End, the following screen will be displayed

**REDO DEBTORS WEEKEND**

Select> Debtors> Redo Debtors Week End>

- Here you can view the list of your Debtors as well as a breakdown of all the amounts
- By clicking on Debtors Week End, the following screen will be displayed

# PURCHASES

**PURCHASES:**

Select> Purchases> Purchases / GRV's>

- Purchases are used when delivered stock is purchased into the software (stock received from supplier)GRV: Goods Received Voucher

Or Select the



Purchases / GRV's

- By clicking on Purchase button the following screen will appear:

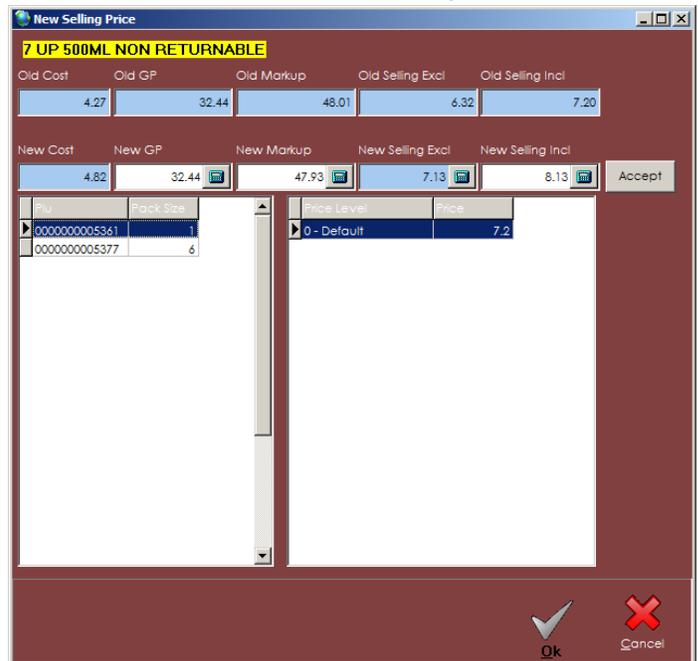
- Account:** This is the internal account generated by you in creditor setup. Click the Magnifying Glass (Search Icon) to see a list of all the creditors (suppliers), if creditor does not exist, Select the Tools Icon next to the field to create a new creditor (see creditor setup). This is a shortcut to creditor setup
- Order No:** This is a number generated in the software in weekly orders or it could be a arbitrary no from a supplier delivery note.
- Invoice Ref No:** Enter the suppliers invoice number, in this block type in the invoice no on the supplier's invoice. Only one No can be used for a supplier.  
The software will allow you to store or recall an unfinished GRV. To store an unfinished GRV just click on the close button.  
To recall an unfinished GRV click the Magnifying Glass (Search Icon) next to ref no to display a list of unfinished GRV's. Choose from list of unfinished GRV's by Double Clicking on the line.  
To delete an unfinished GRV, select from list and click on Delete unfinished GRV Button.
- GRV Date:** This is the delivered invoice date
- Inv Amount:** The total invoice amount including VAT must be typed into this box, the software will automatically check if total amount of GRV and this amount matches, if not it will give you a warning.
- To Purchase a Stock Item:** Type in the PLU Number, Supplier Code, Barcode No, or click

the Magnifying Glass (Search Icon) next to. Press tab to move to next box, the selected item's description will be displayed in item description box.

- ❑ **Purch Size:** This is the amount of items in a box or holder supplied by creditor (for instance cold drinks: 1 lt, twelve per case. The twelve will be your purchase size and if you are purchasing ten cases the ten will be your qty packages the software will automatically put 120 items into stock). If you change the purchase size from the default value a screen will be displayed with a warning - **Choose if you want to update the database or not.**
- ❑ **VAT:** By clicking on the dropdown list, the software will allow you to select I: inclusive and E: exclusive. This will be determined by the creditor invoice. If the amounts on the invoice is inclusive you will select I and if the amounts are exclusive you will select E
- ❑ **VAT Rate:** By clicking on the dropdown screen it will allow you to choose between 0 or 14%, according to government VAT regulations per item purchased.
- ❑ **Unit Cost:** The last purchased price for this item will be displayed in this box, if the cost has changed, type new cost into this box, if pack size is more than one the cost will be per pack size and if the pack size is one the cost will be per unit. If you change the unit cost a screen will be displayed with a warning - **Choose whether you want to update the list cost or not.**
- ❑ **Disc %:** This will allow a percentage discount per item, type the percentage discount received from supplier into this box Qty packages:  
Type the qty of units or packages into this box, which will be determined by purchase size Total: This is the total value for this item purchased, if your supplier invoice does not have a unit cost, by typing all the other information and total amount the system will automatically calculate the unit cost. Once all the information for this item has been typed in and you are satisfied that the information is correct, click on accept.

- ❑ **Update Selling Price:** If you select to update the Cost Price and the Item is not lasted to auto price adjust, the system will ask you if you want to adjust the Selling Price.

- The System will show you your old Selling Prices as well as your markup's and GP's for all items associated with the main Stock PLU.
- The System will recommend the selling price based on the retaining the Same Markup and GP%'s.
- You will be able to overid the price for all the items (Sixpacks, Singles, Cases etc.)
- Accept Each Items Adjustement and Finally Select OK to commit.



- ❑ **Repete for all items on the invoice.**
- ❑ **Global discount:** If all the items on the invoice have the same discount, a global discount can be done. Now you can enter the % discount or the amount of discount, including or Excluding VAT.
- ❑ **Surcharge:** Is for additional costs (delivery fee etc.) to add to the GRV.

- **Accept the Invoice:** This will bring up the following Screen:  
Here you can select the payment method  
Or Don't Pay if it needs to be assigned to the account.

Select Continue to post.

Payment Method

Cash Box

Cheque/EFT Ref

Till

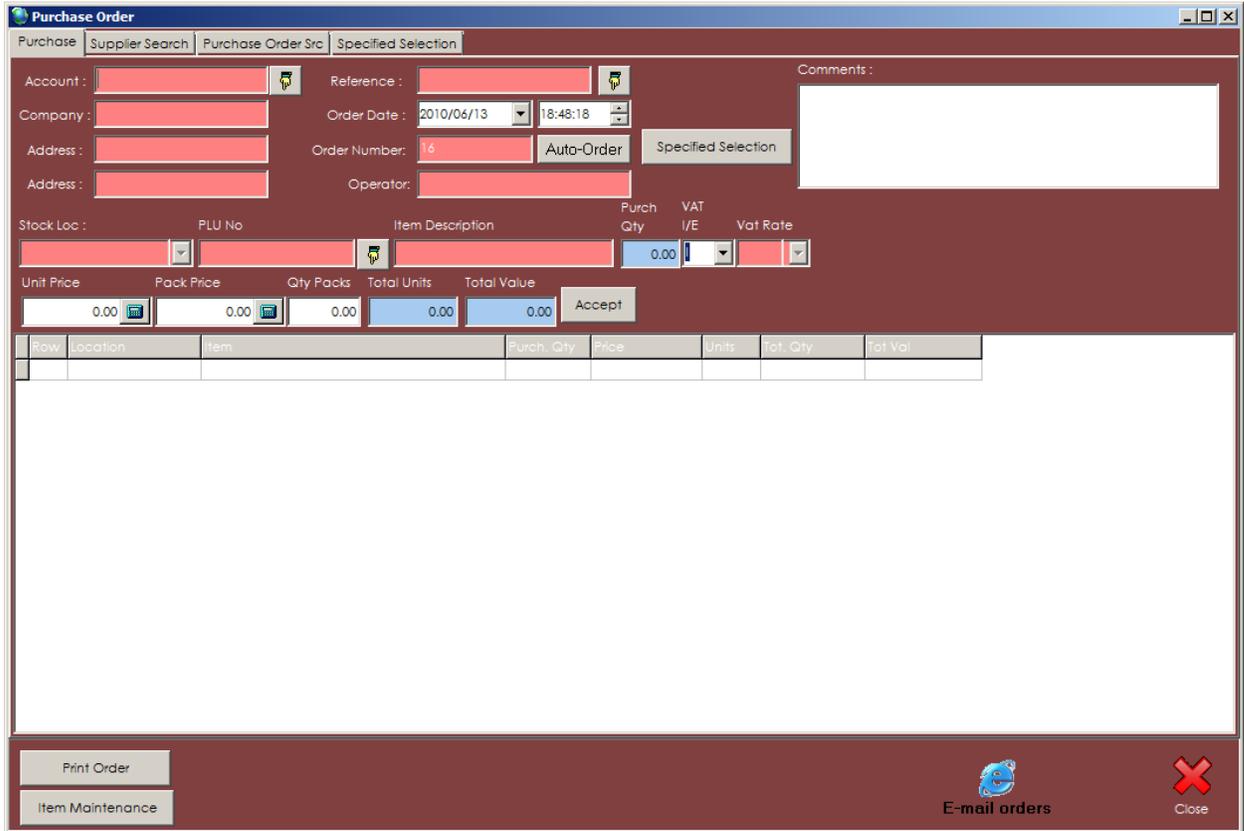
Dont pay

Continue

Cancel

- **Print:** The print button will allow you to print a finished GRV.  
Select the appropriate Invoice number. To print click on the printer icon Accept Invoice:  
Once all the items has been purchased and you are satisfied it is correct click on accept invoice, the software will now compare the invoice amount and the invoice total to warn for an discrepancy.
- **Load From File:** This is to load a GRV from a file.Select the File and run.
- **Stockfile Maintenance:** This is a shortcut to the Stockfile Maintenance in case you need to create a new item. (See Stockfile Maintenance)
- **Click on Pay off a Purchase To Pay a Supplier.**

**PURCHASE ORDER:**  
**Select> Purchases> Purchases Order>**



Purch Order will be used to order stock from suppliers, almost like an order form.

**Account:** Select the supplier from a list when clicking on the hand

**Company:** This will be filled in automatically when a supplier is selected.

**Address:** This will be filled in automatically when a supplier is selected.

**Reference:** Select a reference number by clicking on the hand

**Order date:** Select the date when it must be ordered

**Stock location:** Select where the item is that you want to order from the supplier.

**PLU number:** Click on the hand to select an item from the currently selected stock location.

**Description:** The description of the currently selected stock item will be displayed.

**Purch QTY:** This will automatically be entered for you

**VAT I/E:** Specify whether the item is Inclusive or Exclusive of VAT.

**VAT rate:** By default, this should be left at 14%.

**Unit price:** The price per unit

**Pack Price:** The price of the whole pack

**Qty Packs:** How many packs were ordered

**Supplier Search Tab:** If configured, a list of suppliers will be displayed under the Supplier Search Tab. In many cases where hundreds of suppliers are used this function can come in handy.

**Purchase Order Src:** Here you can search of outstanding orders by supplier or Order No.

**Select from:** From where do you want to search.

**Where search by:** This depends on what you chose on the first option.

**Load Grid:** Displays your selection

**Sort by:** Select according what group or department you want the results to be sorted

**Purchase Report:**

**Select> Purchases> Purchases Report>**

Path: Purchases, purchases report

This is used to generate a report depending on your selection.

**Report type:** Select the desired report you want

**Start Date:** Select the date from where the report must be run.

**End Date:** Up to what date must the report run.

**Item:** Click on the hand, and select a stock item you want the report to run on.

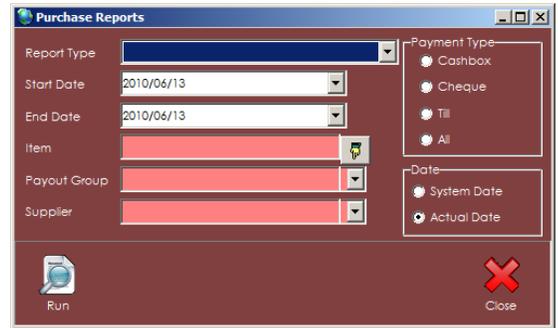
**Payout Group:** Select a Payout group from the list, if applicable

**Supplier:** Select the supplier of the stock item from the list, if applicable

**Payment Type:** Click on a checkbox to filter out the report according to its payment type

**Date:** Use the system date (date according to AllPos) or actual date (date listed at the bottom right of the screen)

Click Run to generate the report.



**Pay Supplier:**

**Select> Purchases> Pay Supplier>**

The wizard will help you to pay a supplier.

Select whether you want to pay off a Supplier or an Invoice, then click Next and follow the prompts.

After selecting all the invoices that must be paid, click on Close.



Select how you will be paying the supplier, Cash Box, Cheque/EFT or through your Till

Click on Finished, if asked to update items, click Yes.

# **BACK OFFICE POINT OF SALE MANAGEMENT FUNCTIONS**

**SALES**

Select>Point of Sale>Sales>

This takes you to the Point of Sale Interface

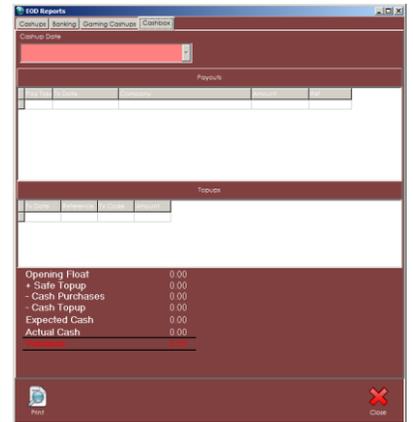


**POS**

**CASH BOX**

Select>Point of Sale>Cash Box>

Here you can review all aspects regding Payouts made and still to make as well as balance the cashbox



Select>Point of Sale>Manager>Previous EOD Reports:

In this window you will be able to view and edit previous End of Days and banking done.



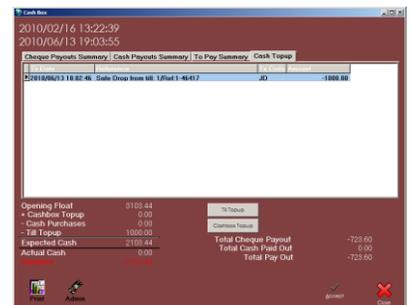
Select>Point of Sale>Manager>Cashups:

**Till:** Select the desired till from the drop down menu.

**Cashup date:** Select the appropriate date of prior EOD from the drop down menu.

Select>Point of Sale>Manager>Banking:

**Banking date:** Select an appropriate banking date from drop down menu.

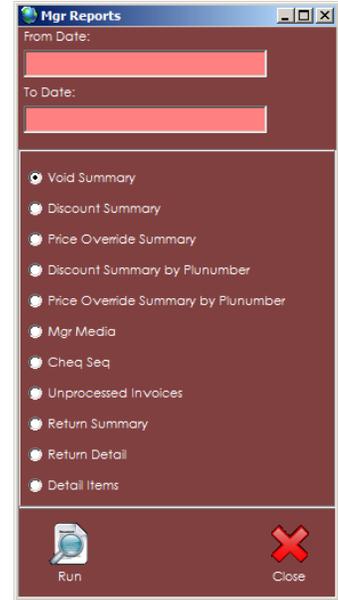


**Manager Reports:**

**Select>Point of Sale>Manager>Manager Reports:**

In this window you will be able to view reports of all the sub categories listed below.

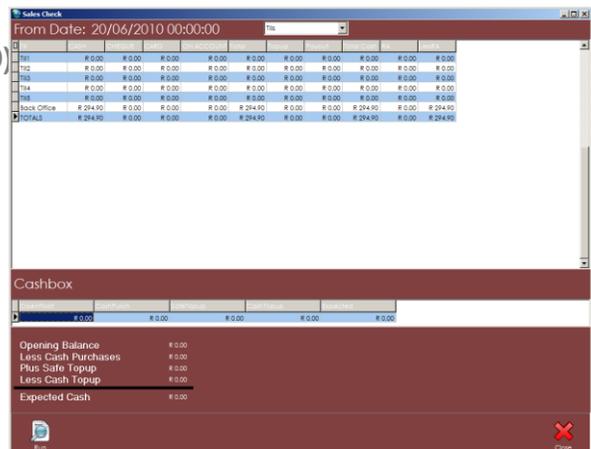
- From date:** Enter the from date.
  - To date:** Enter the to date.
  - Void summary:** Click on void summary if you want to view a report of all your voids.
  - Discount summary:** Click on discount summary if you want to view a report of your discounts.
  - Price override summary:** Click price override summary if you want to view a report of your price overrides.
  - Discount summary by PLU number:** Click on discount summary by PLU number if you want to view a report of discount by PLU number.
  - Price override summary by PLU numbers:** Click on price override summary by PLU number if you want to view a report of price override by PLU number.
  - Manager media:** Click on manager media if you want to view a report of all your manager media.
  - Cheque sequence:** Click on Cheque sequence if you want to view a report of all your Cheque sequence.
  - Unprocessed invoices:** Click on unprocessed invoices if you want to view a report of all your unprocessed invoices.
  - Return summary:** Click on return summary if you want to view a report of all your returns.
  - Return detail:** Click on return detail if you want to view a report of all your returns details.
- Click on the run button to view a printable report of the item you selected.



**Sales check (F9):**

**Select>Point of Sale>Manager>Sales Check (F9)**

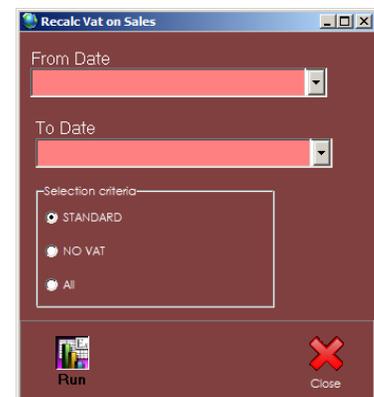
In this window you will be able view all the sale and the totals of all the tills for that certain day.



**Select>Vat Recalculate on sales:**

In this window you will be able to recalculate your vat on previous sales.

- From date:** Enter from date.
- To date:** Enter to date.
- Selection criteria:** Select between standard, no vat or all.



**REPORTS:**

**Select>ReportsStandard Reports:**

**Standard Reports:**

Standard Reports will give you an summary of all your Stock, Best sellers/worst sellers, stock take, recipes, portions etc..

Its a good way to keep track of what's going on in your business. It can be set up to filter out unwanted information and only give the information what you really need.

**Report:** Select the report from the list that you want to run

**Stock location:** Select in what stock location the report must be run.

**Start plu:** Select from what plu the report must be run, leave blank if the report must contain all stock

**End plu:** Select to what plu the report must be run, leave blank if the report must contain all stock

**Incl major groups:** What major groups must be included, leave blank to include all major groups

**Excl major groups:** What major groups must not be included, leave blank to include all major groups

**Incl grps:** What groups must be included, leave blank to include all groups

**Excl grps:** What groups must not be included, leave blank to include all groups

**Incl dept:** What departments must be included, leave blank to include all departments

**Excl dept:** What departments must not be included, leave blank to include all departments

**Incl sub dept:** What sub departments must be included, leave blank to include all sub departments

**Excl sub dept:** What sub departments must not be included, leave blank to include all sub departments

**Inc bin loc:** What bin locations must be included, leave blank to include all bin locations

**Excl bin loc:** What bin locations must not be included, leave blank to include all bin locations

**Price level:**

**Sort:** Sort according to what, plu, description etc.. Leave blank for default sorting

**Plu type:** What plu's must be displayed, purch, sell or purch/sell, leave blank to include everything

**Plu class:** specify what class must only be shown, leave blank to include all classes

**Zero onhand:** select the tickbox if the zero onhand items must be shown on the report.

**Stock item:** select the tickbox if the stock items must be shown, or not.

**Start date:** From when do you want the report to run

**End date:** Until when must it be run

**Select>Reports>Custom Reports:**

Custom reports will be used when you want to have more detail on a report, or if the Standard reports is not sufficient to your needs. These will need to be set up by your supplier.

**Select>Reports>End of Period Report:**

End of Periods is used when want to view a report within a specific period, such as a week or a few days. It can then be setup to send the report automatically to headoffice for evaluation.

**Click on insert**

**ID:** A unique number will be generated for each report

**Description:** Give a proper description that you will be familiar with.

**Preset:** Select a preset from the drop-down box, what do you want a report off?

**From date:** Specify From what date the report must be run.

**To date:** Specify Up to what date the report must be run

**Email:** Enter the email address if the person that will be receiving this report, this will be the headoffice in most cases. Please take note that an email account must be set up in Outlook or Outlook Express in order for this function to work.

Mark the checkboxes that you will need a report of at the bottom right and click Run.

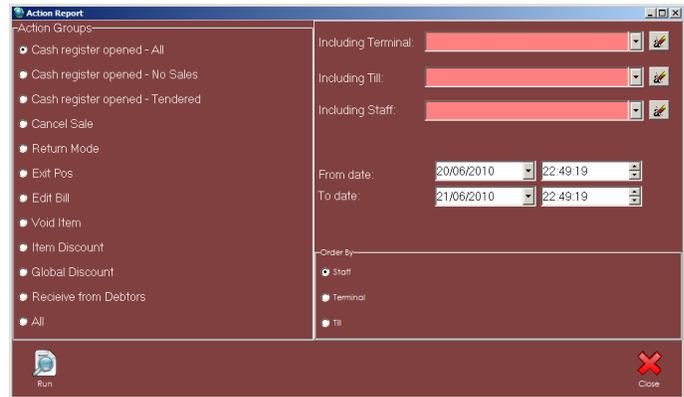
Other Reports:

## Action Reports

### Select>Reports>Other Reports>Action Report

Action reports will give you a detailed summary about what has been done on the POS system, and by who.

- Including Till:** Select what tills must be included within the report.
- Including Terminal:** Select what terminals must be included in the report.
- Including Staff:** Select what staff must be included in the report, if it only applies to certain staff
- From date:** From when the report must be run
- To date:** Up to when the report must be run
- Order by:** Staff, Terminal or Till



Select the report you want to run from the left hand side:

**Cash register opened -ALL-** Displays when the cash register was opened

**Cash register opened- NO SALES-** Displays when the cash register was opened when No Sale has been clicked.

**Cash register opened- TENDERED-** Displays when the cash register was opened when a transaction was made.

**Cancel sale-** Displays a summary of when Cancel sale has been done on the tills

**Return mode-** Displays a summary, when Return mode has been activated on the tills.

**Exit POS-** Displays a summary, when a cashier or manager exited the POS system.

**Edit Bill-** Displays a summary of all the Bills that has been edited

**Void item:** Displays a summary of all the voids done

**Item discount-** Displays a summary of all the discounts made on items

**Global discount:** Displays a summary of all the Global discounts made on a bill.

**Received from Debtors:** Displays a summary of all the money received from debtors

When all changes has been done, click on Run

#### System log:

System log report shows what changes has been made to the system, such as staff changes added items etc. It can be very useful if u suspect an employee did something to your POS.

#### Cheque history:

Cheque history will open up a window showing all your Cheque.

#### VAT Report:

Will show a summary of the VAT payable, you will only see figures when transactions were made on the system.

#### Waiter list:

Waiter list will show you a summary of all the waiters, their commission ( if any ) , telephone numbers and ID number.

#### Bookings:

Will display a list of all bookings made.

#### Non numeric PLU:

Will display a list of all NON-numeric PLU's, if any

**VAT analysis:**

Shows a report of the total VAT incl and excl.  
Total VAT payable, and refundable.

**Items changed:**

Displays a list of the items that has changed, such as prices. The PLU number will be displayed along with the date and time the change was made.

**POS REPORTS**

**Select>Point of Sale>Reports>PLU sales report:**

In this window you will be able to view a short summary of your PLU sales.

- Terminal name:** Select the appropriate terminal name from the drop down menu.
- Cashier:** Enter the appropriate cashier ID.
- Consolidated:** Click the check box if you want all the terminals to be read, thus giving you one amount.
- From date:** Enter the from date.
- To date:** Enter the to date.
- Including groups:** Select the groups you want to include from the drop down menu, you can include multiple groups.
- Excluding groups:** Select the groups you want to exclude from the drop down menu.
- Including departments:** Select the departments you want to include from the drop down menu, you can include multiple departments.
- Excluding departments:** Select the departments you want to exclude from the drop down menu.
- Summary:** Click on the summary check box to view a summary.
- Quick preview:** Click on the quick preview check box to view a quick preview.

**Financial daily report:**

**Select>Point of Sale>Reports>Financial daily report**

In this window you will be able to view a summary of your daily financial status.

- Terminal name:** Select the appropriate terminal name from the drop down menu.
- Consolidated:** Click on the consolidated check box if you want all the terminals to be consolidated.
- From date:** Enter the from date.
- To date:** Enter the to date.
- Quick preview:** Click in the quick preview check box if you want to view a quick preview.
- Tools button:** If you click on the tools button the last cashup will be deleted.

**Financial audit report:**

**Select>Point of Sale>Reports>Financial audit report**

In this window you will be able to create a financial audit report on any till and cashier.

- Terminal:** Select a terminal from the drop down menu:
- Cashier:** Enter the cashiers id.
- Start date:** Enter the start date.
- End date:** Enter the end date.

**Hourly trading:**

**Select>Point of Sale>Reports>Hourly trading**

In this window you will be able to see a summary of your hourly trading.

**From date:** Enter the from date.

**To date:** Enter the to date.

Click on the Run button to view the report.

**Invoice audit:**

**Select>Point of Sale>Reports>Invoice Audit**

In this window you will be able to view a printable summary of your invoices.

**Including major groups:** Select the appropriate major groups that you want to include from the drop down menu.

**Excluding major groups:** Select the appropriate major groups that you want to exclude from the drop down menu.

**Including groups:** Select the appropriate groups that you want to include from the drop down menu.

**Excluding groups:** Select the appropriate major groups that you want to exclude from the drop down menu.

**Including departments:** Select the appropriate departments that you want to include from the drop down menu.

**Excluding departments:** Select the appropriate departments that you want to exclude from the drop down menu.

**Including payout departments:** Select the appropriate payout departments that you want to include from the drop down menu.

**Excluding payout departments:** Select the appropriate payout departments that you want to exclude from the drop down menu.

**Including payment types:** Select the appropriate payment types that you want to include from the drop down menu.

**Excluding payment types:** Select the appropriate payment types that you want to exclude from the drop down menu.

**Including stock locations:** Select the appropriate stock locations that you want to include from the drop down menu.

**Excluding stock locations:** Select the appropriate stock locations that you want to exclude from the drop down menu.

**From date:** Enter the from date.

**To date:** Enter the to date.

**Summary:** Click in the summary check box if you want to see a short summary.

**Preview:** Click in the preview check box if you want to see a printable preview.

Note that in all of the drop down menus multiple groups or department can also be selected.

**Monthly Turnover:**

**Select>Point of Sale>Reports>Monthly Turnover**

In this window you will be able to view a printable summary of your monthly turnover.

**Till:** Select an appropriate till from the drop down menu.

**All tills:** Click in the check box if you want to use all the tills.

**Start Cashup:** Select the appropriate start cashup from the drop down menu.

**End Cashup:** Select the appropriate end cashup date from the drop down menu.

Click on the print button and the monthly turnover will be printed.

**Waiter cashups-period:**

In this window you will be able to view a printable summary of your waiter cashups.

**To date:** Enter from date.

**From date:** Enter to date.

Click on run to view a printable report of the waiters cashups.

**Wastage reports:**

In this window you will be able view a printable summary of the wastage.

**From date:** Enter the from date.

**To date:** Enter the to date.

Click on run to view the printable wastage report.

**Alcohol liter sales:**

In this window you will be able to view a printable summary of your alcohol per liter sales.

**From date:** Enter the from date.

**To date:** Enter the to date.

Click on Run to view the printable alcohol liter sales report.

**PLU sales audit:**

**From date:** Enter the from date.

**To date:** Enter the to date.

Click on Run to view the printable PLU sales audit report.

**IMPORT / EXPORT:**

Select>Import/Export>

**Export Debtors:** Export your debtors to a file that can be imported with pastel

**Export Creditors:** Export your creditors to a file that can be imported with pastel

**Export Transactions:** Export your transactions to a file that can be imported with pastel

**Export Cashbook:** Export your Cashbook to a file that can be imported with pastel

**EXPORT:**

Select>Import/Export>Configure export:

**Export ID:** An unique number needs to be put here if not already generated.

**Description:** Name of the export

**Separator:**

**Table:** Select from the list what table must be exported

**Filters:**

**Headers:**

**Execute:** Execute a program after export

**Params:** Command line parameters

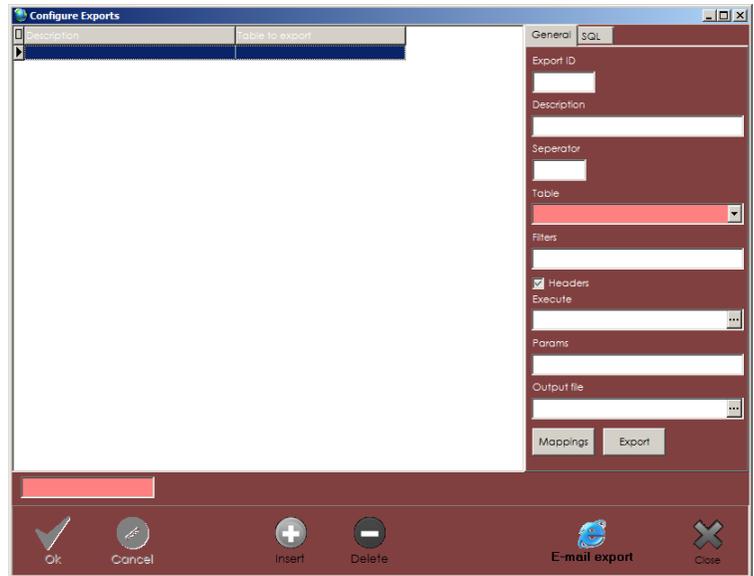
**Output file:** Rename output file

**Mappings:**

**Export:** Click this button to export

**Export to scale:** This will export your stock to a scale

**Export to transfer:** Use this utility to export the stock and transfer it manually.



**EOD export**

Select>Import/Export>EOD export

**EOD export:** Export your End of Day (EOD) , select the appropriate dates and click Ok.

Select>Import>Import stock from Excel: Import stock from an excel spreadsheet.

Select>Import>Import>Import stock from existing database: Import stock from an existing Worldpos database.

**Scanning Import**

Select>Import/Export>Scanning Import: This allows you to compare stock with an existing Database.

## **STOCK FUNCTIONS**

**Select> Stock Functions>Recalc Portion cost:** Recalculates the portion cost if changes were made and not updating on the stock lists.

**Select> Stock Functions>Stock Reconcile:** Checks adjustments made and edits stock onhand according to the adjustment made.

Enter the From date, click Ok, Enter the To date

**Select> Stock Functions>Recalc Stock onhand:** Recalculates the stock onhand if not updating on your stock lists. When asked for a location, depending on your setup, by default its 1.

**Select> Stock Functions>Recalc Stock costs:** Recalculates the stock costs, similar to stock onhand but redoes the costs.

**Select> Stock Functions>Move stock offpacks:**

**1. Calculate single selling price from largest pack:** Calculates the single selling price from a large pack, if any available.

**2. Calculate Purchase Qty from largest pack:** Calculate purchase quantity from largest pack, if any available.

**Select> Stock Functions>Multiple Main stock links:** Shows a report of all items that are linked more than once to a main stock item.

**Select> Stock Functions>Incorrect Main stock links:** Shows a report of all items that are incorrectly linked to the main stock.

## **UTILITIES**

**Select>Utilities> End of Day Date**

This will be used to manually set up an End of day date, edit your existing one, or even delete it.

# **BACK OFFICE END OF DAY PROCEDURES**



**END OF DAY: CASHBOX**

For those of you with accounting brains, AllPos uses an imprest petty cash system. This means that the petty cash is restored

Using the cashbox is very similar to making payouts from a till. The only difference is that the cash box is refilled during day end, and your till is refilled during the course of the day by customers who pay cash.

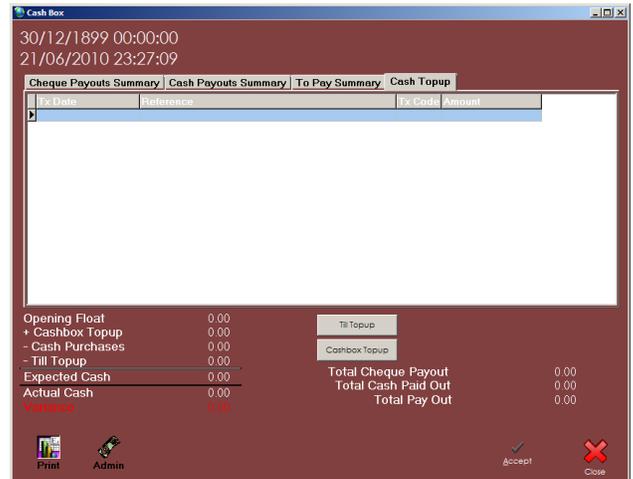
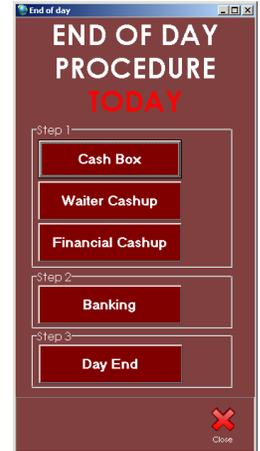
When finalizing a GRV, select “Cash Box” as the payment method, as shown below

This will record the payment as coming out of the Cash Box.

When doing your day end, make sure that you now include the “Cash Box” step in your procedure by clicking on the highlighted button.

The first time you do cash box, your opening float will be 0.00, but this will be corrected when we do today’s banking. The other option is that today on banking we can define an opening float for tomorrow’s cashbox, and then tomorrow we can start using the cashbox.

Click on “Admin” to do a declaration of all the cash in the cashbox.



Once you have entered all the cash in the cash box, click “Accept”. Petty cash screen should now look like this.

Once you are happy with the amounts displayed, click the “Accept” button. This will close the cashbox off for the day, and print out a cashbox cashup sheet (similar to a financial cashup sheet).

Proceed with your cashup as normal, until you get to the banking step. Remember to enter your new float into the cashbox.



The system will automatically determine how much cash to bank based on how much cash you are putting into Cash Box.

From here on you continue with your day end as normal.

**END OF DAY: FINANCIAL CASHUP**

**Detailed Cashup**

- The financial cash up is used to cash up the tills
- By clicking on financial cashup the following screen will appear



**INSTRUCTIONS**

- Choose a till from the dropdown list, or check consolidated to do cash up of all the tills. The From Date will be the date of the previous Cashup The To Date will be the present date and time To view without printing, check Quick Preview and select Read To print transaction for the day, click Read Quick Preview must be unchecked

- To delete a Financial Cashup for the specified date, select a Terminal Name and click next to From Date

**To Continue, click Reset**

- The following screen will appear
- Enter the value of money received from cashier here Enter the value for Cheques, cards, vouchers etc. Enter the float of the till
- To Finish click on Accept



**END OF DAY: BANKING**

- By clicking on Banking the following screen will appear

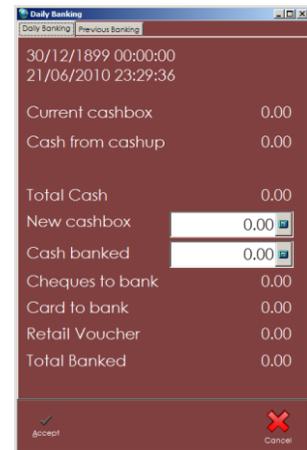
**INSTRUCTIONS**

- Show the money that can be banked (money in the cashbox)
- Enter a value for either New Cashbox or Cash banked and the other will adjust accordingly
- The New cashbox will be the opening float after Cashup is finished
- Click Accept to continue

**To view previous banking**

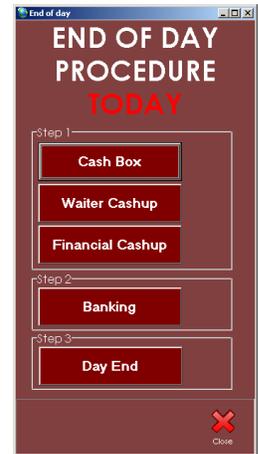
- Click on the previous banking tab
- The following screen will appear

- To return, click on Cancel



**END OF DAY: DAY END**

- When all the steps are done, just click on Day End
- When this screen appears, the day end is complete



# **SETTING UP GROUPS AND DEPARTMENTS**

## **MAJOR GROUPS**

**Select >System>Tables>Major Groups:**

Major groups is the main group that a specific item falls under. The most common major groups DRINKS and FOOD, both of them are different from each other in various ways.

To add a Major Group, click on Insert, fill in any unique ID.

Give the group a proper description, and select if it must be shown in the restaurant or not.

## **GROUPS**

**Select >System>Tables>Groups**

Groups will separate the items into smaller groupings, for example, if you have the major group Food, then under Groups you will have, Sea food, Grills, Chicken, cold foods etc.

To add a Group, click on Insert, fill in any unique ID.

Give the group an proper description and specify under what major group it will fall under.

## **DEPARTMENTS**

**Select >System>Tables>Departments:**

Departments will form the next step in your group structure.

Click Insert to add a new department, give it an unique Dpt Num,

Give it a description,

Specify under what group it will fall under.

Vat rate: Standard (14%) or No Vat

Mark as negative department or not,

Markup percentage: Specify the profit margin on the selected department

## **LOOKUP GROUPS**

**Select >System>Tables>Lookup Groups:**

Lookup groups will be the last group in the structure.

Click Insert to add a new

lookup group. Specify any unique number if not already generated.

Enter a description,

Under Ranking Method, Specify how the items must be shown.

Then select under what major group this lookup group belongs to.

## **BIN LOCATION**

**Select >System>Tables>Bin Locations:**

Bin Locations are used for keeping track of the amount of stock on a certain shelf or rack.

There can be multiple stock items in the same bin.

Click Insert, Enter a bin loc number and description.

## **PAYOUT GROUP**

**Select >System>Tables>Payout grp setup:**

The pay out department allows you to create groups equal to the ledger accounts in a ledger, so that you can create a trial balance for reporting purposes.

Click Insert, Enter PayOut Dept ID

Give the Payout Dept a description,

Select whether its a (G)ross or (N)et.

**Budget:** The predated cost percentage

Exp Group: The export group will be entered here

## **CASES & EMPTIES**



65 Park Lane Sandown Sandton 2196  
 (Reg. No. 1998/006375/06)  
 VAT Reg. No. 4160180495

**CUSTOMER COP**

Sold to: 0090582242  
 [Redacted]  
 [Redacted]  
 [Redacted]

Ship to: 0090582242  
 [Redacted]  
 [Redacted]  
 [Redacted]

**Tax Invoice**  
 Order and Payment terms  
 SEV: if invoice paid by 21/05/08, discount of 2.0% appl  
 Returned and credited empties may be deducted.  
 Payment Method EFT  
 Customer VAT No: ZA401 [Redacted]  
 Liquor Licence No: ECP 121  
 Issuing Plant: SAB Perseverance Depot

Date: 14/05/2008  
 Account No: 000014483  
 Customer banking ref: 0110270001000  
 Customer Order No: CINDY  
 Invoice No: 9502676847  
 SAB Order No: 0007388129  
 Delivery No: 0002887645  
 Shipment No: 0001773989  
 Rose Plant: SAB Perseverance Depot  
 48 Kohler Street, Perseverance  
 Fax No: (041)463-1033  
 Orders tel no: (041)401-4200  
 Acc Queries:  
 Accounting Clerk: Riaan Killian

Prod Cod	Description	Del Qty	UOM	Unit Price	Beer Value	Unit Deposit	Deposit Value	Total value
85021	Carling Black Label 750ml RB	198	CS	68.02	13,467.96	19.12	3,785.76	17,253.72
85736	CBL 330ml CAN	2	CS	79.95	159.90	0.00	0.00	159.90
85023	Carling Black Label 340ml NRB	5	CS	83.18	249.54	0.00	0.00	249.54
85251	BF Mango A 660ml RB	2	CS	74.64	149.28	20.18	40.36	229.64
85728	Castle 330ml CAN	5	CS	79.95	399.75	0.00	0.00	399.75
85721	Castle 440ml CAN	1	CS	105.08	105.08	0.00	0.00	105.08
85901	Castle Lager 750ml RB	66	CS	68.02	4,489.32	19.12	1,261.92	5,751.24
85061	Castle Lite 660ml RB	3	CS	73.94	221.82	20.18	60.54	282.36
85063	Castle Lite 340ml NRB	2	CS	93.40	186.80	0.00	0.00	186.80
85011	Hansa Pilsener 750ml RB	66	CS	68.02	4,489.32	19.12	1,261.92	5,751.24
85557	Hansa Pilsener 330ml RB	7	CS	79.76	494.90	28.60	200.20	695.10
85556	Carling Black Label 330ml RB	7	CS	76.70	494.90	28.60	200.20	695.10
85555	Castle Lager 330ml RB	7	CS	76.70	494.90	28.60	200.20	695.10
85861	Redd's 660ml RB: Proso	22	CS	77.70	1,709.40	20.18	443.96	2,153.36
<b>Sub Total</b>		<b>391</b>			<b>27,152.87</b>		<b>7,455.06</b>	<b>34,607.93</b>

Prod Cod	Description	Return Code	Del Qty	UOM	Unit Price	Beer Value	Unit Deposit	Deposit Value	Total value
98011	84CR: 750ml RB Quart Plastic BrEMP		225-	CS	0.00	0.00	19.12	4,302.00-	4,302.00-
98117	84DR: 330ml RB Uno Plastic DBrEMP		13-	CS	0.00	0.00	28.60	371.80-	371.80-
98014	84CR: 660ml RB Dava Plastic BrEMP		8-	CS	0.00	0.00	20.18	121.08-	121.08-
98017	88CR:MLRB MIX PLAS RED EMP		1-	CS	0.00	0.00	20.18	20.18-	20.18-
<b>Sub Total</b>			<b>245-</b>			<b>0.00</b>		<b>4,815.06-</b>	<b>4,815.06-</b>
<b>Delivered / Returned Sub Total</b>						<b>27,152.87</b>		<b>2,640.00</b>	<b>29,792.87</b>

We will setup empties based on the above invoice

Create a single Black Label selling item. List/Last/Avg cost is the cost of the beer item as it stands on your shelf. So in other words it is content + bottle (but not crate).

Deposit Value = R19.12 excl VAT. / R21.80 incl. VAT. This is 12 bottles + crate.  
 Crate Value = R11 incl. VAT OR +/-R9.65 excl VAT  
 12 Bottles = R10.80 incl. VAT  
 1 Bottle = R0.90 incl. VAT OR +/-R 0.79 excl VAT

bottles      crate      content      bottle +

content

12 incl vat	R 10.80	R 11.00	R 77.54	
12 excl vat	R 9.47	R 9.65	R 68.02	
1 excl vat	R 0.79		R 5.67	R 6.46

So, the cost of one bottle of beer as it stands on the shelf is as R6.46 excl VAT. This will be our list/last/avg cost, and container cost will be R0.79 excl VAT

The screenshot shows the 'Stockfile Maintenance' window for 'LAGER QUART SINGLE'. The 'Descriptive Info' section includes Stock Location (Wellwede), PLU Class (M), Type (3), and Onhand (12.00). The 'Selling Price' section shows Excl. Selling Price (8.51), VAT Amount (1.19), and Incl. Selling Price (9.70). The 'Mark Up & Gross Profit' section shows Method (N), MarkUp % (16.08), GP % (13.85), and Profit (1.18). The 'Price Levels' table shows Price 1 with Sell Incl, GP Perc, and Sell Excl. The 'Cost Price & Vat' section shows List Cost (7.33), Avg Cost (7.33), Last Cost (7.33), and Item Vat Rate (14). The 'Cost Price INCL VAT' section shows List Cost (8.36), Avg Cost (8.36), and Last Cost (8.36).

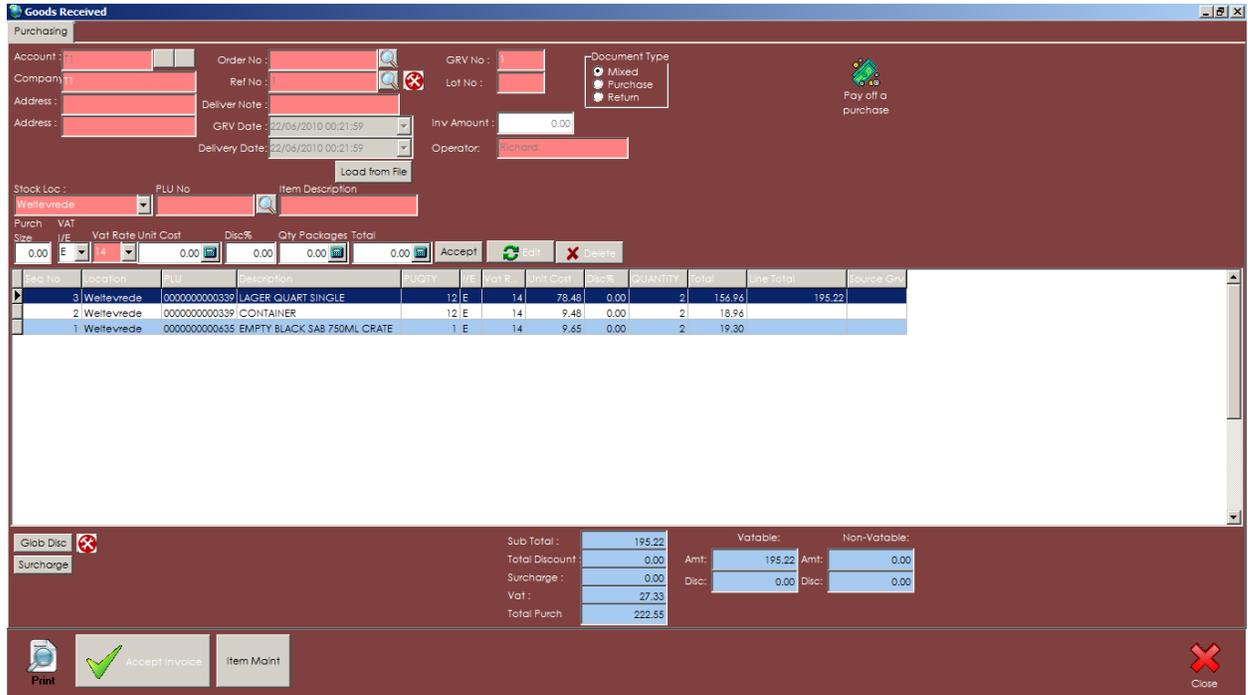
and container cost will be R0.79 excl VAT

The screenshot shows the 'Stockfile Maintenance' window for 'LAGER QUART SINGLE' with the 'Packaging and Flags' tab selected. The 'Packaging' section shows Description (EACH), Pack Size (1), and Shelf Life (Days). The 'Purchase Quantities' section shows Purch Qty (12.00), Min Level (0.00), Lt Qty, and Max Level (0.00). The 'Flags' section includes checkboxes for On POS terminal, Weight PLU, Get weight from scale, Serial Numbers, Pre-prod, Cash Only, Ask detail on POS, Print Item, Stock Item, Auto Trf, Empty, Scale Item, Glob Disc?, Voucher, Zero Price, and Active. The 'Container Cost' section shows Cost (0.79), VAT (E), and Vat Rate (14). The 'gbCrate' section shows Plu (0000000000635) and VAT (E), with a search result for 'EMPTY BLACK SAB 750ML CRATE'.

Set "Purchase Quantity" to 12. This means that we purchase them in batches of 12 (or 24 for dumps).

Add the crate info for when doing GRV's. This is under the packaging section. When you purchase in plu 1307, the system will automatically purchase in crates as well. Crate Purchase vat determines whether crate must be shown as vat inclusive or exclusive on invoice

When we do a GRV for this beer item, you ONLY enter the code of the beer item into the GRV (PLU 339 in this case). The bottles and crate are linked automatically.



When selling a case item, you will create a separate plu, which has a recipe on it. In the recipe, you will link 12x single Black label, and 1x Beer crate 750ml. Please note that you must NEVER purchase in the case code, but always the single code. Purchasing in the incorrect item can upset costs. To make sure that you don't purchase in incorrect items, always set the non-purchase items type as "SELL". This will prevent them from being shown on GRV

Empties

- 1) Create your bottle item that the customer returns over the counter. Bear in mind that when the customer brings in a bottle, you are effectively buying it from him, so the amount you pay him is List Cost + VAT. If you give the customer R0.60 for a bottle, then the list cost must be R0.5263 excl VAT.

- 2) Make sure the following check boxes are checked.
  - “On POS terminal”,
  - “Empty”,
  - “Print Item”,
  - “Stock Item”,
  - “Active”
- 3) Link the item to a dept that is marked as negative
- 4) When you ring up this code, the system automatically puts one of this item into stock and makes the transaction pay out the cost + vat
- 5) You can have a different selling price so that you can actually make a profit on the item when you sell it back to SAB. When you do a GRV and sell this item back to SAB, make sure that the quantity on GRV is negative. This will then put the selling price into GRV instead of the cost price, and will take the bottles out of stock.

# STOCK MANAGEMENT

**STOCK TAKE:**



**Stock take list**

Select the stock location where you want the stock counted.

Select what departments you want to count, or select All bins to count all at once.

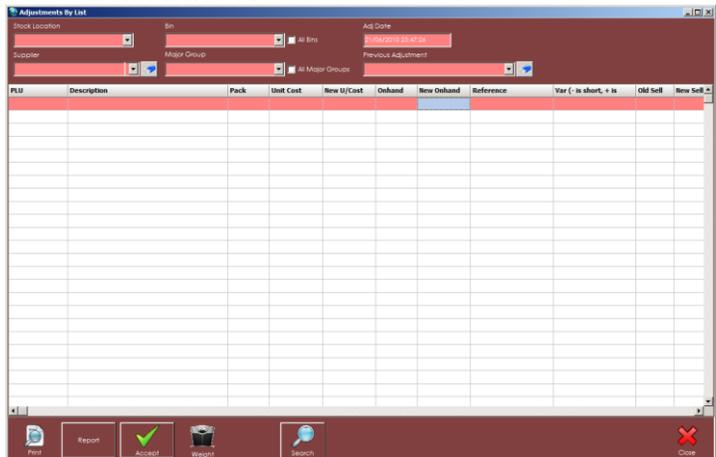
Select what major groups must be done first, or select All Major groups to count all at once.

If set, select the supplier of the product, to do a stock take according to your suppliers.

A list of all your items will show depending on what groups was selected, to edit the stock, you will

need to change the new onhand if there's any stock missing or new stock has been added. When done, click accept to accept the changes made and update the database. It might ask you for a manager password.

In this screen you can also adjust the New Cost Price Excl VAT this will adjust the Average Cost Price Only. New Selling Price Including VAT.



**TRANSFER STOCK:**

**Select>Items>Transfer Stock**

Lets you transfer stock between your stock locations

**Transfers**

From Location :  Transfer# :

To Location :  Date :

Reference :

From PLU	Description	To PLU	Xfr Qty (Conv)	Description	Quantity	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="button" value="Accept"/>
TRANSDET	FROMLOC	FROMPLU	DESCRIPTI	TOLOCID	TOPLU	QUANTITY
						TOVALUE
						REF

**From location:** From which stock location

**To location:** To which stock location

**Reference:**

**From PLU:** From what PLU

**To PLU:** To what PLU

**xfr Qty:**

**Description:** Description of the currently selected PLU will be displayed here

**Quantity:** The amounts you want to transfer

**Transfer #**

**Date:**

## **SETTING UP RECEPIES**

**SETTING UP RECIPES:**

Select>Items>Production>Recipes Or Select>Production Maintenance from the Stockfile Maintenance Screen

- Create your groceries list in item maintenance:** This means that for every item used in a recipe you will have to create a product in item maintenance
- Create your recipe items:** E.g. chicken pie, boerewors, hamburger and chips
- Link condiments to recipe:** This is the bit that everyone wants to know how to do
- Select your production item (Boerewors/Chicken pie/2 Piece thigh and chips):**

**Click “maintenance” in the “production” block**

**Select the location and plu of your condiments:** Also enter how much is used, and what waste % (if any) is applicable.

**Close the production maintenance screen:** Do this after you have added all the Singredients.

**Pre-Production:** If this item is pre-produced (pies, wors, cakes) then you can mark it as a “PRE-PROD” item in page 1, item maintenance. With this the stock is deducted as the product is produced. This is prior to

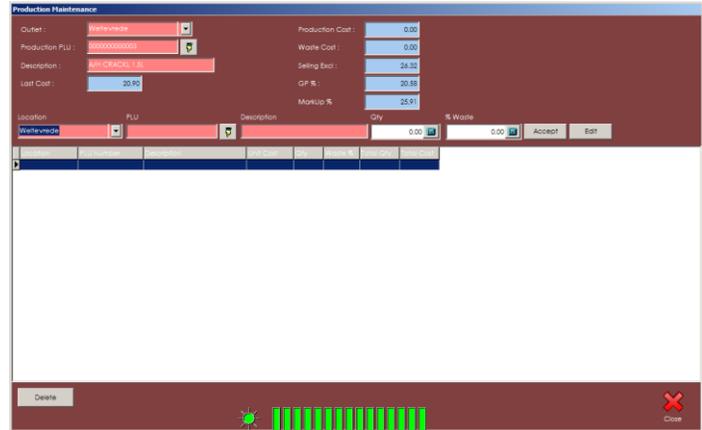
**Normal production:** If “PRE-PROD” is not selected; items (hamburgers, steaks, etc) will deduct stock as they are sold.

**Pre production items can be pre-produced using the following steps:**

Items -> production -> Pre-production

- Select your product you want to pre-produce
- Enter the quantity to produce

The system will warn if there is not enough of a certain condiment to make the requested amount of items. Once it is pre-produced it will take all the ingredients out of stock, and put the produced item into stock.



# INCOME STATEMENT

**SETTING UP AND USING THE INCOME STATEMENT**

**Step 1 - Configuring Payout Department**

The first step is to configure your Payout Departments. This is done via system -> tables -> payout grp setup. Below is a sample screen shot

**Field definitions:**

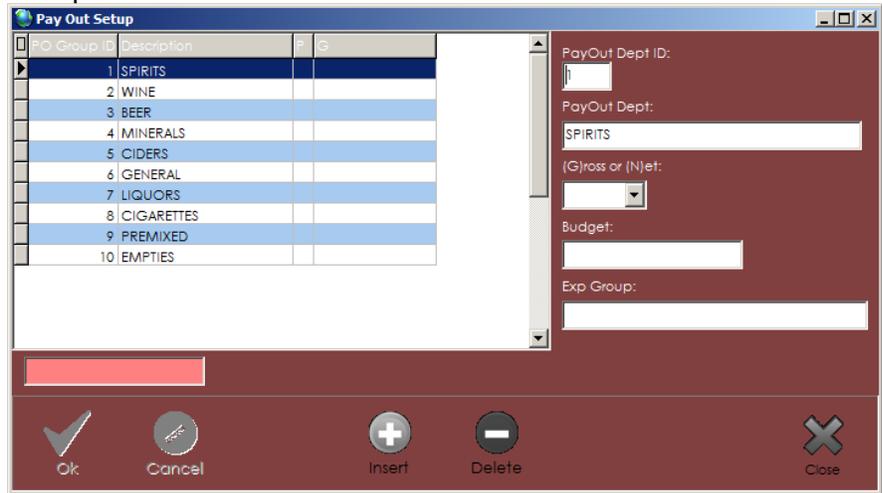
**Payout Dept:** Are the name of the department that the items are going to be linked to

**(G)ross departments** are for items that have a direct influence of cost of sales (COS). These are normally stock items.

**(N)ett departments:** Are for non-direct COS items, like rent, telephone, fuel, wages, etc

Budget is the COS % that you would normally allow for this department. E.g.: If “beers” COS is normally 9% of our turnover, then we would put 9% in the budget field

**Exp Group:** Is a consolidation that all the departments fall under on the income statement



**Step 2 – Setting up items**

You need to link your items in item maintenance to the payout departments that you have created. You can do this item by item, or by using the list maintenance function.

**Step 3 – Using the income statement**

Once you have linked all your items to the correct payout departments, the next step is to start using the income statement. The income statement needs 2 sets of data. An opening stock and a closing stock figure.

To generate your opening stock you will do a stock take. Once you have accepted your stock take do the following in AllPos Backoffice. Income statement -> build stock file. This generates a snapshot of your stock holding and stores it for future use.

Now we need a closing stock figure as well. The normal period for income statement generation in the hospitality environment is 7 days. So, next cycle, after we have done our stock take, we go Income statement -> build stock file.

This will generate us a closing stock. Please remember that today’s closing stock is tomorrow’s opening stock, so every cycle you must “build stock file”.

To view the income statement for a specific period, go “Income statement -> income statement”. Select a start date and end date. The system will then generate a grid showing all the raw data. To view the income statement in an accounting format click “Print”. If you wish, the system will print a list of variances for the selected time period as well. Below is an example income statement cover sheet, as well as the detail sheet that shows the departmental breakdown.

# **TIME AND ATTENDANCE**

**TIME AND ATTENDANCE:**

**Select>Time and Attendance>Reports**

**Reports:** In this window you will be able to view a printable summary of all your staff's working hours and shifts.

- Summary:** In this drop down list you can choose between a hours or a daily summary.
- From date:** From what date must the summary run
- To date:** Till when must the summary run
- Staff:** Choose a staff member.
- Date option:** Choose between the system date or the actual date. Click on the run button to view a printable summary of a staff member's time and attendance.
- Show logged on users:** In this window you will be able to enter work times and update your staff members work times. In the window you will see a short summary of your staff and their work times.

**Select> Edit Times.**

This is for when staff have not logged in or out and you need to rectify the times.

- Step 1:** Enter the appropriate staff members name and click next.
- Step 2:** Enter the times of your staff member and the in and out dates. Click on next and you are finished.
- Wage and salary:** In this window you can view a summary of your staff's working hours, and export them.
- From Date:** Enter the date from which you want the summary to begin
- To Date:** Enter the to date.
- Preview:** If you click on the preview button, you will be able to view the summary.
- Export:** If you click on the export button, you will be able to export the summary into a Microsoft Excel file.
- Edit times:** In this window you will be able to edit the times of a staff member. Click on the insert button to insert a new time for a staff member, click on the delete button to delete a certain time.
- Click on insert**
- Time in:** Enter the time in.
- Time out:** Enter the time out.