

Build 55

Update Details:

** Enhancements

- * [IP-140] - Automatic Email of Account Payments - Email Subject Line shows "Payment"
- * [IP-1426] - Support for Sale Type printing on Table/Hold Print Sales
- * [IP-1551] - Schedules - Ability to modify the POS number that Processes the Schedule
- * [IP-1614] - Dashboard Pie Chart displays percentages
- * [IP-1656] - Gift Voucher Balance recorded to the Journal
- * [IP-1663] - Reservations Report - increased font size for greater readability
- * [IP-1694] - Open Stock Item as Instruction allows Force Selling Price functionality
- * [IP-1709] - Banking Report: XREPORT with LOCATION tag
- * [IP-1845] - Customer Invoice - Total Ex label changed to Subtotal
- * [IP-1850] - Table Details - Auto Select Priced Instructions when Parent Item is selected
- * [IP-1883] - Waive Tender Surcharge Threshold
- * [IP-1885] - Option to Disable Gaming Points Accrual on a Promotion
- * [IP-1889] - User-Defined Options - support for On-Screen Keyboard functionality
- * [IP-1904] - Yes/No Option - Print POS Description on Receipts
- * [IP-1939] - Bill Print - Option to show Single Surcharge Percent
- * [IP-1950] - Gift Voucher Report with drill-down transactions - Added running total column
- * [IP-1952] - Raffle Tickets show Customer Name and Code
- * [IP-1989] - Journal Enquiry to Stock Item Sales - Ability to Create Shortcut
- * [IP-2029] - Ability to encode Customer into QR Code on Receipts
- * [IP-2039] - Table Details - Reorder Items Function
- * [IP-2049] - Stock Item Search function - Default Search Type option
- * [IP-2050] - Stock Item Search function on POS Grids
- * [IP-2064] - Allow Waste Mode functionality when performing a Sale
- * [IP-2071] - Ideal Webit - Support for Add Stock Notes as Text option
- * [IP-2075] - Purchase Orders - Option to show Stock Code next to Description
- * [IP-2077] - Activity Log entry for Replayed Transaction
- * [IP-2081] - Export Stock Sales - option to Filter by Site
- * [IP-2090] - Pending Sales Address recorded in Journal History when finalized (User-Defined)
- * [IP-2092] - Westpac Group Eftpos - Support for Pinpad Surcharging
- * [IP-2096] - Show POS Description on BackOffice and POS Screen Captions
- * [IP-2097] - Supplier Selection on Promotion Details by Item Report
- * [IP-2103] - Unit Cost field on Purchase Orders - allow entry of extra digit
- * [IP-2104] - Stock Item Search - support for Chinese Character searching
- * [IP-2108] - Support for Vault Eftpos 4.0 API
- * [IP-2109] - Support for Yield Percentage Attributes
- * [IP-2110] - Yes/No Option for Master Accounts to Accumulate Points from Sub-Accounts
- * [IP-2113] - User-Defined Option - INDIARECEIPTSPLITTAX
- * [IP-2114] - Range Programming allows bulk changes of Large Stock Notes data
- * [IP-2122] - Table Details - Instruction Items Indented for greater readability
- * [IP-2134] - USA and Canada Regions split into separate options
- * [IP-2137] - Westpac Group Eftpos - Support for MOTO Transactions
- * [IP-2148] - Import Stock Items supports importing Supplier Quantity Type/Sell Quantity
- * [IP-2150] - Stock Valuation Report - Summary option enabled for Department/Sales Category Groupings
- * [IP-2158] - Synchronize Sales utility - option to synchronize all sales from one terminal
- * [IP-2173] - Ebet Gaming - Till ID 5588 Functionality for Void Mode transactions
- * [IP-2179] - Dynamic Screen Tab Functionality
- * [IP-2181] - Dashboard - Last 7 Days/Previous 7 Days and This Month/Last Month Charts

Back Office

Activity Log entry for Replayed Transaction

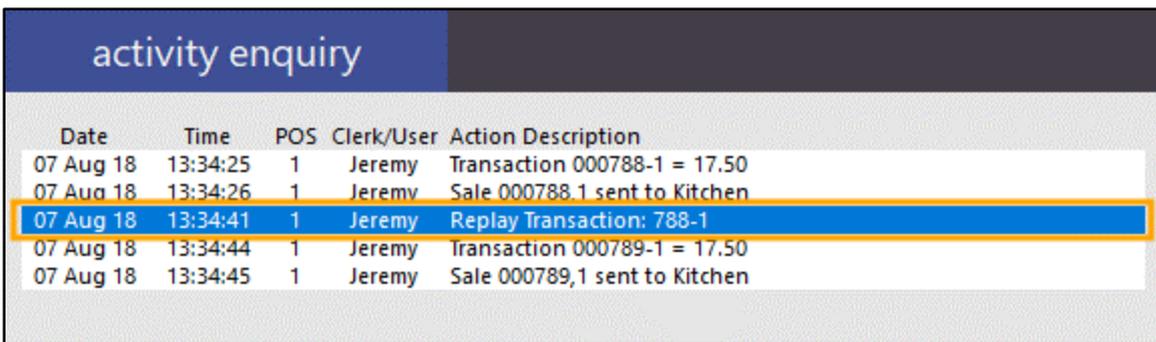
This feature adds logging to Idealpos Activity Log to indicate whether a transaction completed in POS was a new transaction or a replayed transaction. Previously, Idealpos did not show whether or not a transaction was replayed. "Replay Transaction: [Transaction No]-[POS Number]" will now appear in the Activity Log section of the Idealpos Back Office screen as well as in the Enquiry > Activity Log section. Transaction No will show the Transaction Number and the POS Number will show the number of the POS terminal (e.g. Replay Transaction: 788-1)

To replay a transaction, go to: POS Screen > Journal Enquiry > Select Journal > Replay Transaction > Tender the Transaction

After a transaction has been replayed, a Replay Transaction entry will be logged in the Activity Log.

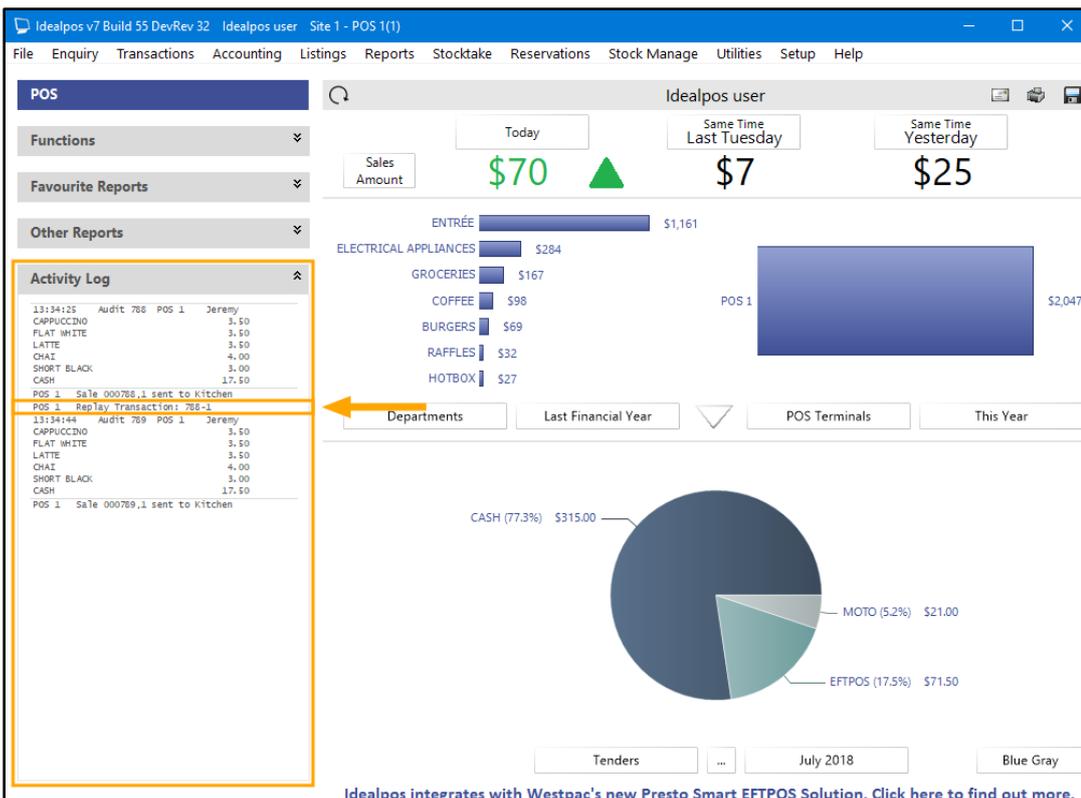
To view the Activity Log, go to: Enquiry > Activity Log.

An entry showing "Replay Transaction" will be displayed as per the below example:



Date	Time	POS	Clerk/User	Action Description
07 Aug 18	13:34:25	1	Jeremy	Transaction 000788-1 = 17.50
07 Aug 18	13:34:26	1	Jeremy	Sale 000788,1 sent to Kitchen
07 Aug 18	13:34:41	1	Jeremy	Replay Transaction: 788-1
07 Aug 18	13:34:44	1	Jeremy	Transaction 000789-1 = 17.50
07 Aug 18	13:34:45	1	Jeremy	Sale 000789,1 sent to Kitchen

In addition, the Replay Transaction will also be displayed in the Activity Log section of the main Idealpos Back Office Screen as illustrated below:



The screenshot shows the Idealpos Back Office interface. On the left, the 'Activity Log' window is open, displaying a list of transactions. The entry 'POS 1 | Replay Transaction: 788-1' is highlighted with a yellow box. The main screen shows a dashboard with sales amounts, departmental bar charts, and a pie chart for payment methods.

Sales Amounts:

- Today: \$70
- Last Tuesday: \$7
- Yesterday: \$25

Departmental Sales:

- ENTRÉE: \$1,161
- ELECTRICAL APPLIANCES: \$284
- GROCERIES: \$167
- COFFEE: \$98
- BURGERS: \$69
- RAFFLES: \$32
- HOTBOX: \$27
- POS 1: \$2,047

Payment Methods (Pie Chart):

- CASH (77.3%): \$315.00
- MOTO (5.2%): \$21.00
- EFTPOS (17.5%): \$71.50

Footer: Idealpos integrates with Westpac's new Presto Smart EFTPOS Solution. Click here to find out more.

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Dashboard – Last 7 Days/Previous 7 Days and This Month/Last Month Charts

This function re-instates the ability to show the Last 7 Days/Previous 7 Days and This Month/Last Month on the Idealpos Back Office Dashboard.

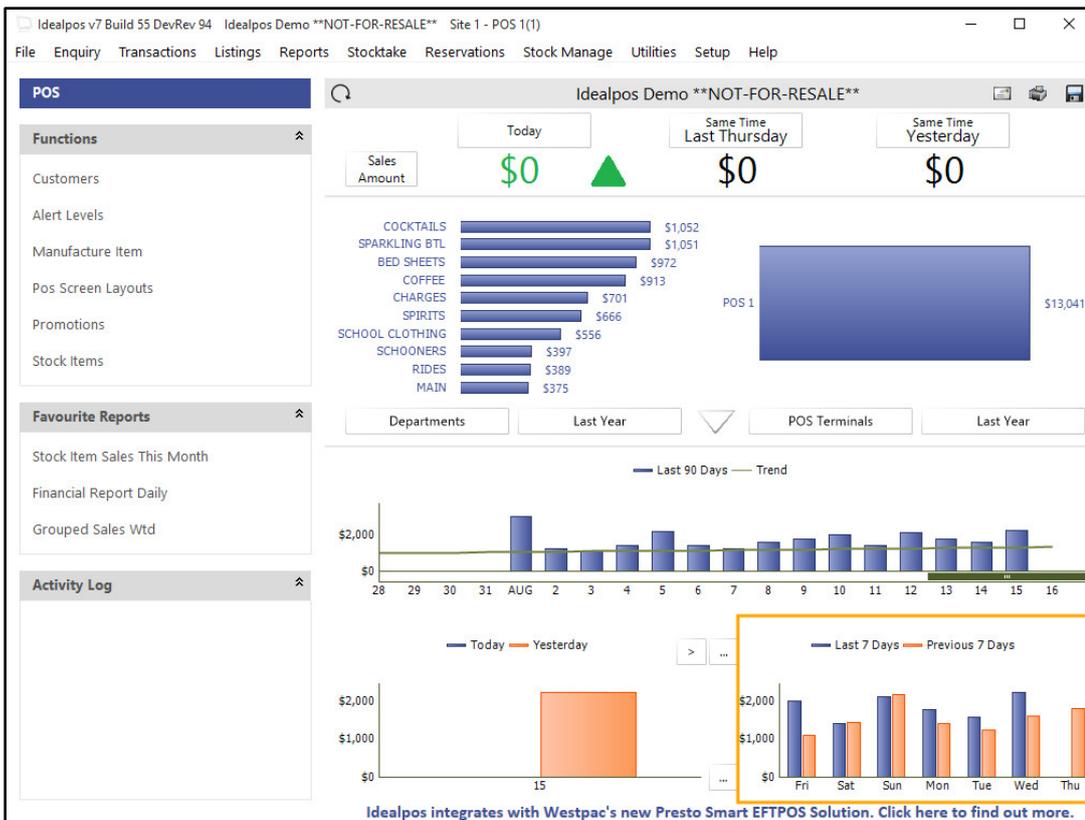
To use this function, go to: Idealpos > Dashboard

The Pie Chart may be displayed by default.

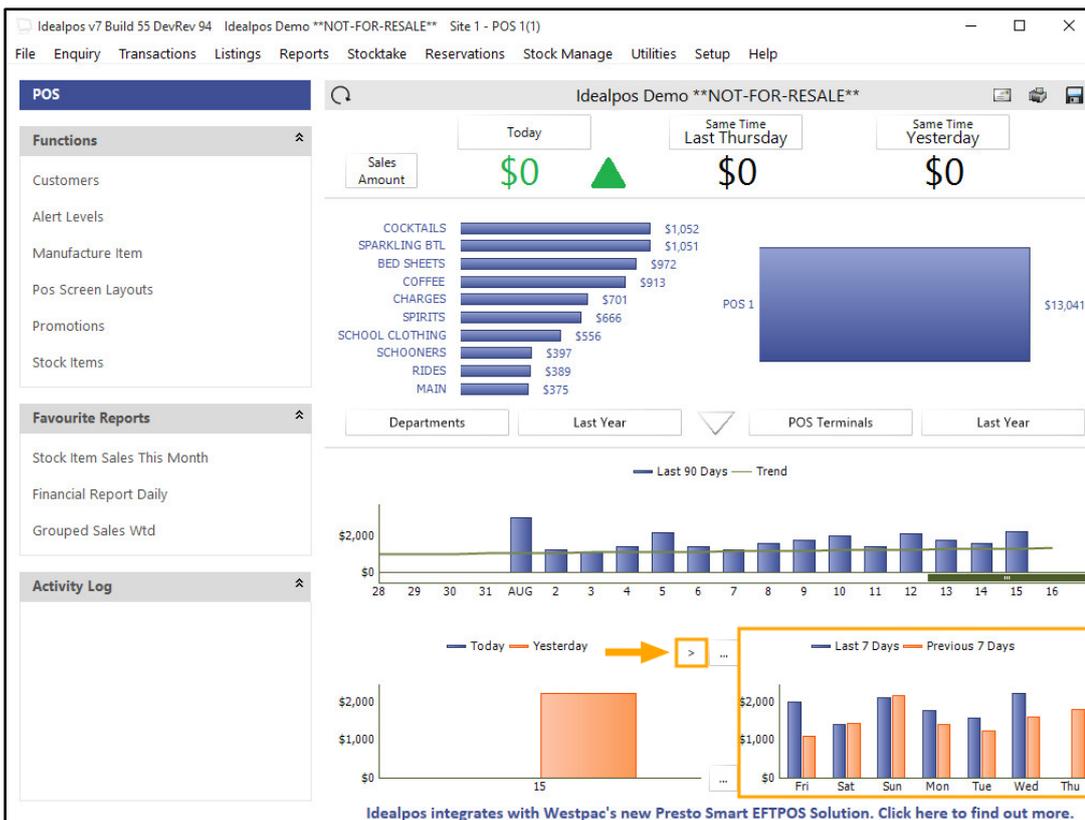
To view the other available charts, press the button that contains three dots (...) towards the bottom of the Back Office Dashboard screen as indicated below:

The screenshot shows the Idealpos POS dashboard interface. At the top, there are navigation tabs for 'Today', 'Same Time Last Thursday', and 'Same Time Yesterday'. Below these, the 'Sales Amount' is displayed as '\$0' with a green upward arrow. The dashboard features a horizontal bar chart for 'POS 1' showing sales for various departments: COCKTAILS (\$1,052), SPARKLING BTL (\$1,051), BED SHEETS (\$972), COFFEE (\$913), CHARGES (\$701), SPIRITS (\$666), SCHOOL CLOTHING (\$556), SCHOONERS (\$397), RIDES (\$389), and MAIN (\$375). Below the bar chart, there are buttons for 'Departments', 'Last Year', 'POS Terminals', and 'Last Year'. The main part of the dashboard is a pie chart showing sales categories: BEVERAGE (43.8%, \$5,717.10), FOOD (20.5%, \$2,675.34), RETAIL (13.0%, \$1,690.38), SERVICES (8.3%, \$1,078.00), MEMBERSHIPS (5.4%, \$701.00), ADMISSIONS (5.4%, \$703.00), and GROCERIES (3.7%, \$476.57). At the bottom of the pie chart, there are buttons for 'Sales Categories', a button with three dots (...), 'Last Year', and 'Vibrant Pastel'. A yellow box highlights the three dots button. At the very bottom, there is a footer text: 'Idealpos integrates with Westpac's new Presto Smart EFTPOS Solution. Click here to find out more.'

Further charts will be displayed.



To toggle the Charts on the Dashboard, press the ">" arrow button and the next available Chart will be displayed. Press the ">" arrow button until you see the "Last 7 Days/Previous 7 Days" chart.



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The value for each bar on the chart can be displayed by hovering the mouse cursor over the bar.



The style of chart can also be toggled by pressing the button that contains three dots (...) towards the centre of the Back Office Dashboard screen as indicated below:

The screenshot shows the Idealpos POS software interface. The dashboard includes a menu on the left with sections for Functions, Favourite Reports, and Activity Log. The main area displays sales data for 'Today', 'Same Time Last Thursday', and 'Same Time Yesterday', all showing \$0. A horizontal bar chart shows sales by item, with COCKTAILS at \$1,052 and SPARKLING BTL at \$1,051. A line chart shows sales for the last 90 days with a trend line. A toggle button with three dots (...) is highlighted, which opens a secondary chart comparing 'Last 7 Days' and 'Previous 7 Days' sales.

Item Sales Data:

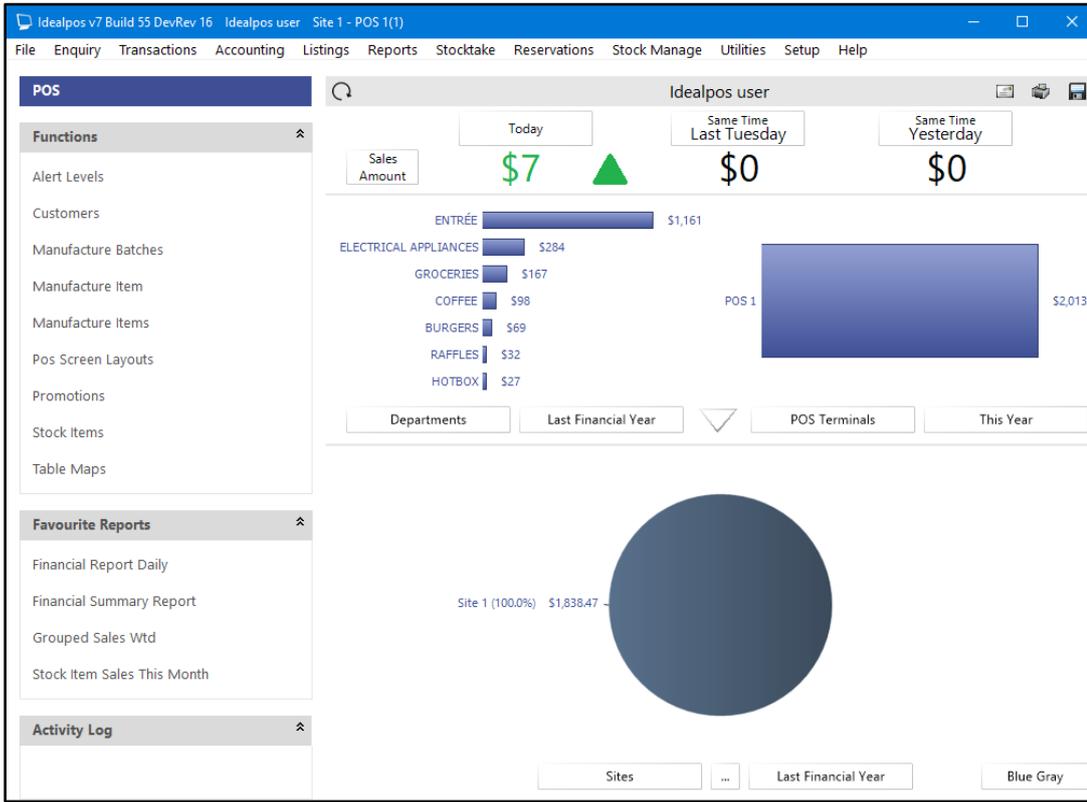
Item	Sales Amount
COCKTAILS	\$1,052
SPARKLING BTL	\$1,051
BED SHEETS	\$972
COFFEE	\$913
CHARGES	\$701
SPIRITS	\$666
SCHOOL CLOTHING	\$556
SCHOONERS	\$397
RIDES	\$389
MAIN	\$375

Idealpos integrates with Westpac's new Presto Smart EFTPOS Solution. [Click here to find out more.](#)

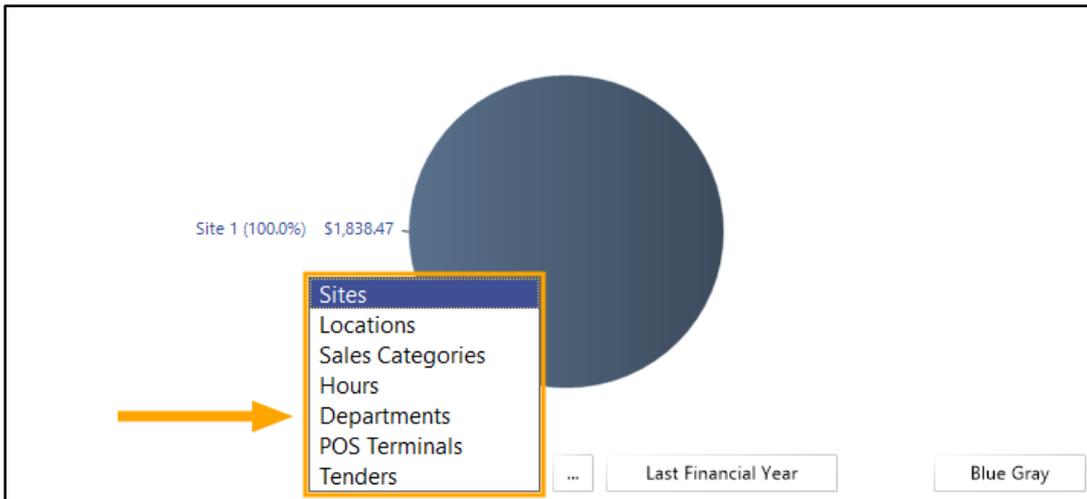
Dashboard Pie Chart displays percentages

Idealpos has been updated to show percentages on the Dashboard Pie Charts which are displayed on the main Idealpos Back Office screen. There is no configuration required to enable this feature and is enabled by default.

Go to the main Idealpos Back Office screen.

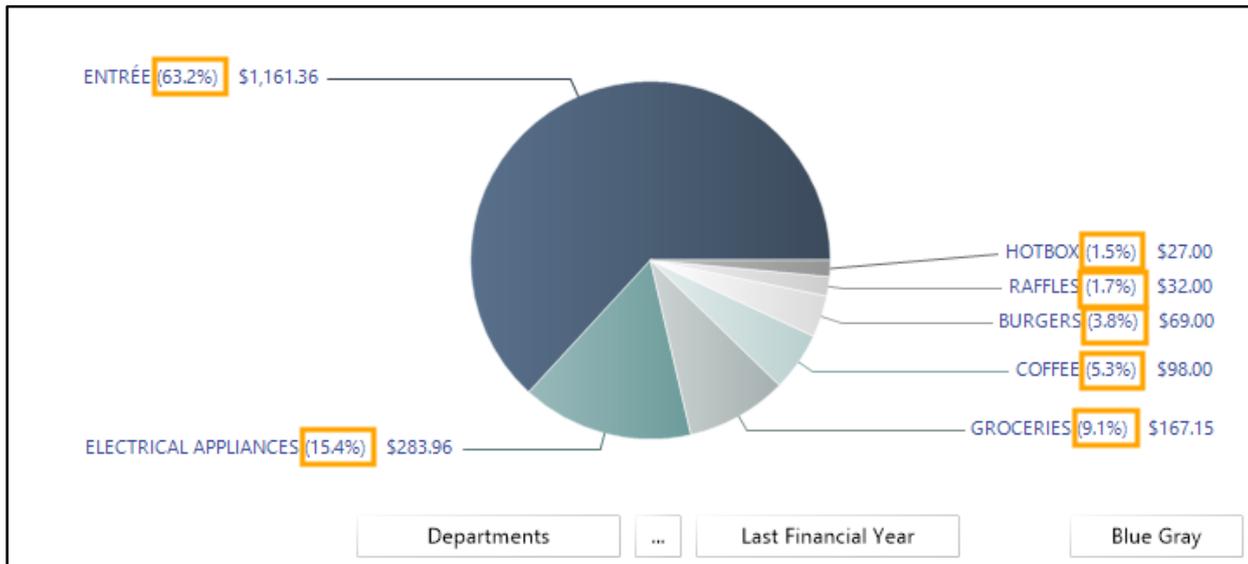


Click on the Sites button at the bottom of the screen, then select the type of data that you want to view as a Pie Chart.

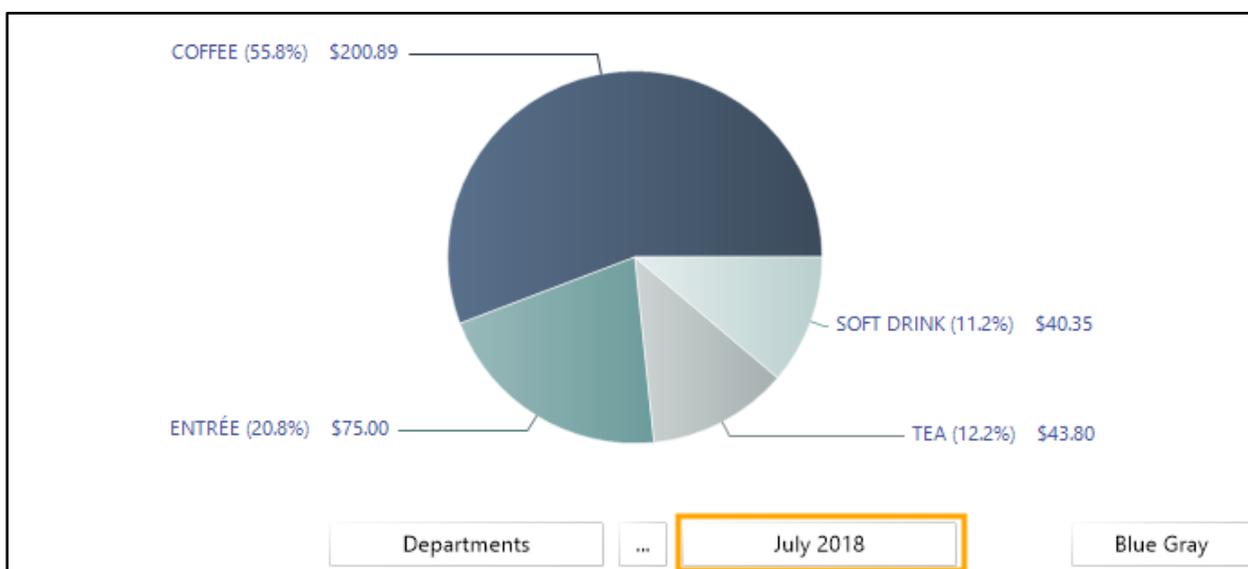
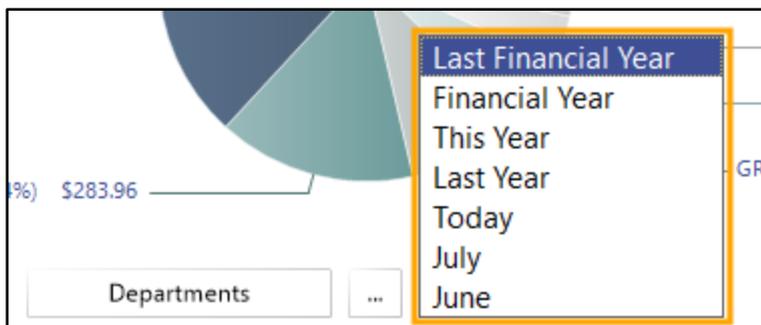


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After selecting the type of data, the pie chart will be updated to reflect the selection. Each portion of the pie chart will be shown as a percentage of the overall chart.



The desired Period can also be selected to show data on the pie chart to reflect the period selected. Click on the 'Last Financial Year' text to display the list of available periods, then select the period to view the pie chart data for that period



Dynamic Screen Tab Functionality

This function changes the behaviour of navigating between screen tabs in Idealpos. Previously, navigating between screen tabs required the user to click on the required tab. After this change, hovering the mouse cursor over a screen tab will switch to that tab.

This functionality has been enabled on the following screens:

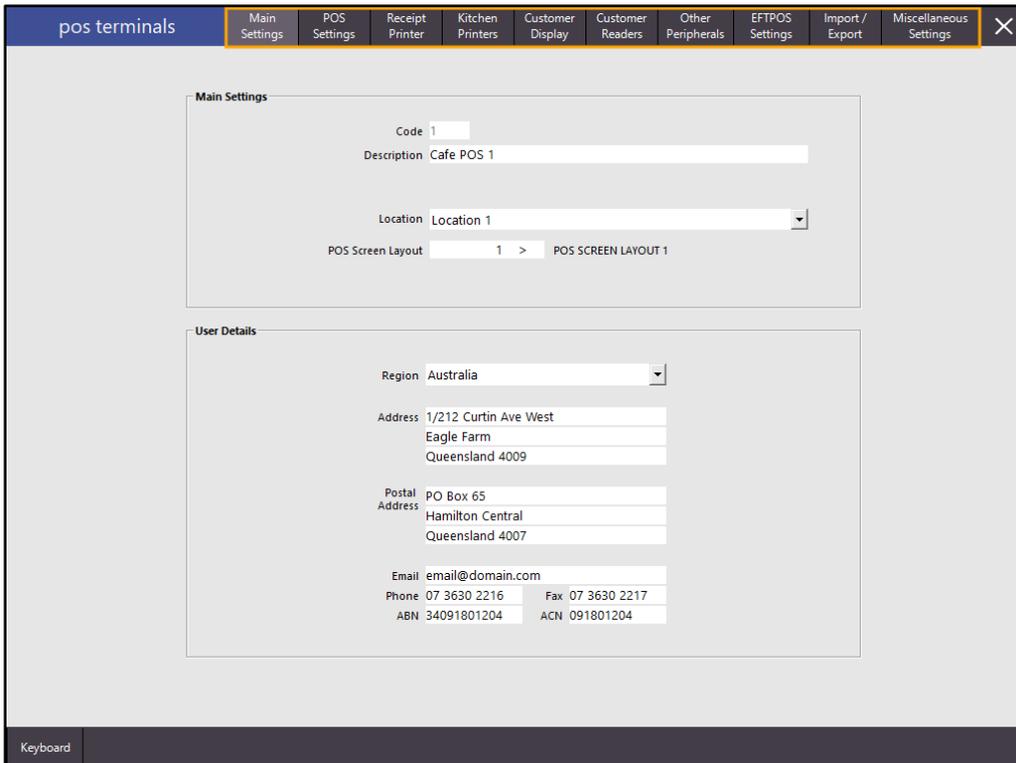
- Yes/No Options
- POS Options
- Global Options

To access this function on the Yes/No Options screen, go to: Setup > Yes/No Options
Hover the mouse cursor over any of the tabs at the top of the screen (Clerks, Confirmation, etc.) and the screen will dynamically update to reflect the settings available for the tab which the mouse cursor is hovering over.

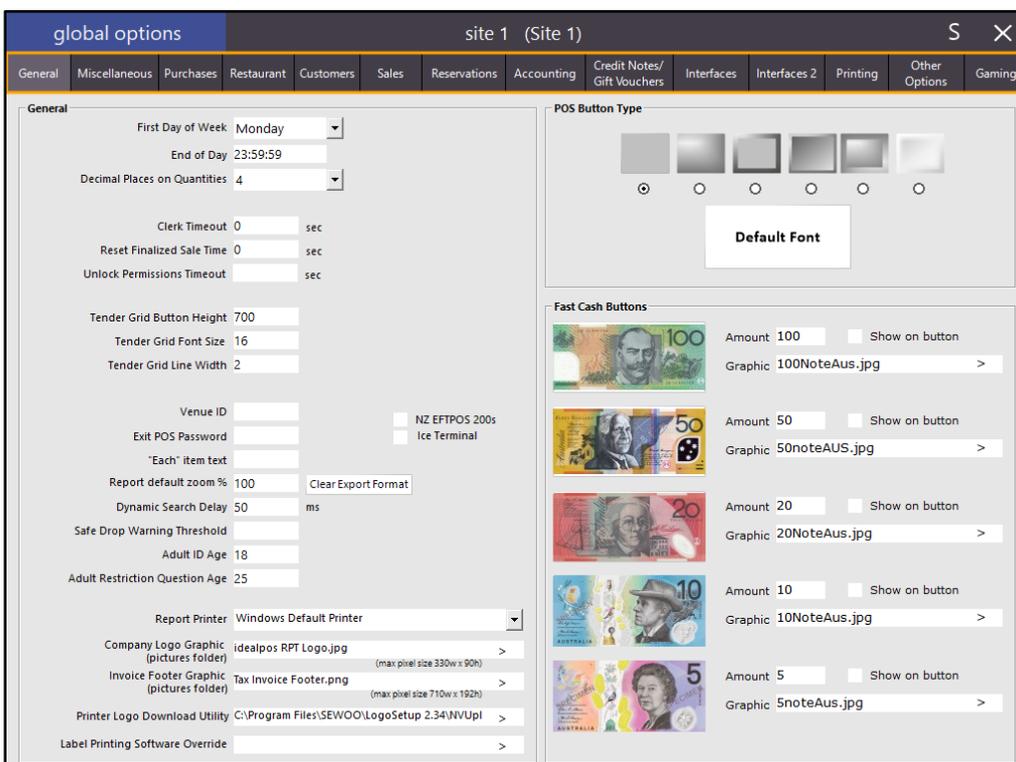
	ALL	1	4
CLERKS			
1 Abbreviate Clerk Names			
2 Allow Cash Drawer open on Float Entry	✓		
3 Allow Float Entry for each Shift			
4 Check Clerks if Stock Item/Customer not found			
5 Clerk Sales can be linked to specific locations	✓		
6 Compulsory Clerk			
7 Delay Cash Declaration Count			
8 Do Cash Declarations for each Clerk			
9 Dynamically assign Employee Login Codes			
10 Each sale applies to one Clerk only			
11 Employee Log inhibits Clerk Log onto Sale			
12 Employee to Choose Drawer when logging in			
13 Employees use Hourly Rate instead of Commission			
14 End of Shift docket Only Shows Counted Amounts			
15 End of Shift logs Clerk off sale	✓		
16 Inhibit Breaks for Employees			
17 Inhibit Cash Declaration Screen on End of Shift			
18 Mask Clerk	✓		
19 Overlapping Clerks	✓		
20 Print Docket when Employee Logs Out			
21 Require Clerk Entry on Table Map			
22 Select Dynamic Employees with Grid			

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To access this function on the POS Options screen, go to: Setup > POS Terminals > Select a terminal > Modify
Hover the mouse cursor over any of the tabs at the top of the screen (Main Settings, POS Settings, etc.) and the screen will dynamically update to reflect the settings available for the tab which the mouse cursor is hovering over.



To access this function on the Global Settings screen, go to: Setup > Global Options
Hover the mouse cursor over any of the tabs at the top of the screen (General, Miscellaneous, etc.) and the screen will dynamically update to reflect the settings available for the tab which the mouse cursor is hovering over.



Show POS Description on BackOffice and POS Screen Captions

This function implements the display of the POS Description on the BackOffice screen as well as POS Screen Captions. The POS Description is always displayed on the BackOffice screen and there is no configuration required to enable this function.

To view the POS Description on the Back Office screen, ensure that the POS screen is closed and ensure the main BackOffice screen is opened. The POS Description is displayed on the title bar of the Idealpos main screen.

The format/order of the details displayed on the title bar are:

Idealpos v7 Build [Build Number] [Trading Name] [Site Name] – [POS Description] [POS Number]

The Trading Name is retrieved from the Licence.

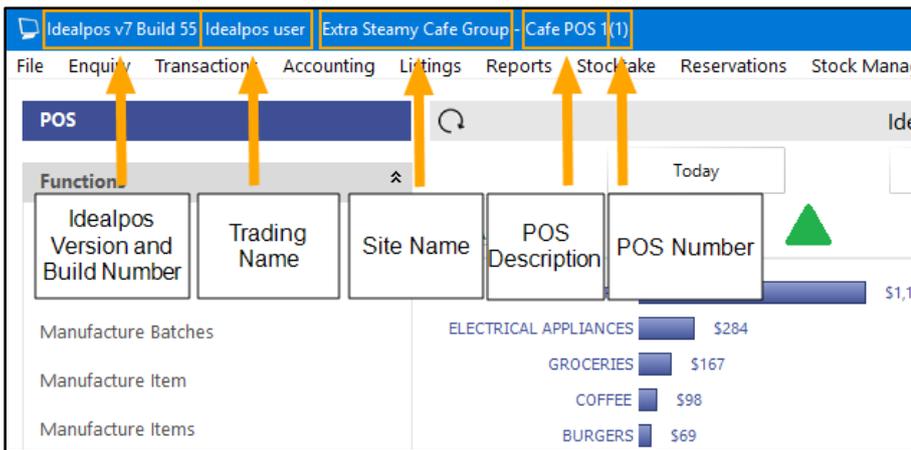
The Site Name is retrieved from the Site configuration.

The POS Description is retrieved from the POS Terminals Configuration in Idealpos.

The POS Number displayed reflects the number of the POS Terminal which is also retrieved from the Licence which has been activated on the POS terminal.

In the below screenshot example, the details displayed on the Title Bar are:

Idealpos v7 Build 55 Idealpos user Extra Steamy Cafe Group – Cafe POS 1(1)



If the Site Name or POS Description require updating, you may update them by following the below steps: Note that in order for the change to take effect, Idealpos may require restarting after making the following changes.

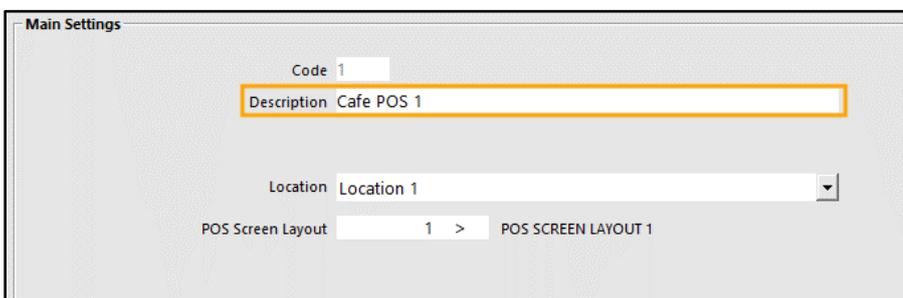
To update the Site Name, go to: Setup > Sites > Modify

Update the Description in the Description field, then press the Save button



To update the POS Description, go to: Setup > POS Terminals > Modify

Under the Main Settings section, update the Description in the Description field, then close the POS terminals screen.



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EFTPOS

Westpac Group – Support for MOTO Transactions

This function adds the ability to perform Integrated MOTO Transactions using Westpac Group EFTPOS (Assembly Payments).

MOTO is a way of allowing a customer to pay for their items without them being present at the EFTPOS terminal. This function may be useful where a customer places an order over the phone and you take payment using the customer's credit card details.

To enable and use this function, go to: Setup > POS Terminals > Select terminal > Modify > EFTPOS Settings
Ensure that "Allow multiple EFTPOS Tendering" has been enabled.

The screenshot displays the 'pos terminals' application window. The top navigation bar includes tabs for Main Settings, POS Settings, Receipt Printer, Kitchen Printers, Customer Display, Customer Readers, Other Peripherals, EFTPOS Settings (selected), Import/Export, and Miscellaneous Settings. The main content area is titled 'EFTPOS Settings' and contains the following elements:

- A 'Disable' checkbox (unchecked).
- An 'EFTPOS Type' dropdown menu set to 'Westpac Group'.
- A checked checkbox for 'Allow multiple EFTPOS Tendering'.
- An unchecked checkbox for 'Automatically choose Tender Type based on Card Type'.
- A 'Tips Function' dropdown menu set to 'TIPS IN'.
- An unchecked checkbox for 'Don't automatically print EFTPOS Receipt when Receipts turned off'.

In the bottom right corner, there is a 'Pairing: POS 1' section with the following information:

- IP Address: 192.168.1.7
- Status: PAIRED AND CONNECTED
- An 'Unpair' button.

A 'Keyboard' label is visible in the bottom left corner of the application window.

Close the POS Terminal configuration screens, then go to:

Setup > Function Descriptors

Find the next available Tender in the list which hasn't been used (e.g. Tender 12, Tender 13, etc.), select it then press the Modify button

The screenshot shows a window titled "function descriptors" with a list of functions and their descriptions. The list includes various payment and account-related functions. "TENDER 12" is highlighted with a blue bar, and an orange arrow points to it from the right. At the bottom right of the window, there is a "Modify" button.

Function	Description
PAID OUT 1	TIPS OUT
PAID OUT 2	PAID OUT
PAID OUT 3	PO 3
PAID OUT 4	PO 4
RECEIVED ACCOUNT 1	TIPS IN
RECEIVED ACCOUNT 2	PAID IN
RECEIVED ACCOUNT 3	GV PURCHASE
RECEIVED ACCOUNT 4	RA 4
NO SALE 1	NO SALE
NO SALE 2	NO SALE 2
NO SALE 3	NO SALE 3
NO SALE 4	NO SALE 4
VOID	VOID
REFUND	REFUND
%+ ITEM	%+ ITEM
%+ ST	%+ SUBTOTAL
TENDER 1	CASH
TENDER 2	EFTPOS
TENDER 3	ACCOUNT
TENDER 4	AMEX / DINERS
TENDER 5	LAYBY
TENDER 6	CHEQUE
TENDER 7	GV REDEEM
TENDER 8	CREDIT NOTE
TENDER 9	ONLINE
TENDER 10	POINTS
TENDER 11	ROOM CHARGE
TENDER 12	TENDER 12
TENDER 13	TENDER 13
TENDER 14	TENDER 14
TENDER 15	TENDER 15
TENDER 16	TENDER 16
TENDER 17	TENDER 17
TENDER 18	TENDER 18
AMOUNT	Amt Override
ACC/LB PAYMENT	Acc/LB Payment
ACC/LB CREDIT	Acc/LB Credit
ACC/LB ADJUST	Acc/LB Adjust
LB Cancellation	LB Cancel
Redeem Points	Redeem Points
Tax Invoice	Tax Invoice
Pending Sale	Pending Sale
Item Discount 1	Item Discount
Item Discount 2	Complimentary
Item Discount 3	Item Disc 3
Item Discount 4	Item Disc 4
ST Discount 1	ST Discount
ST Discount 2	ST Discount 2
ST Discount 3	ST Discount 3

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Set the Description to MOTO and ensure that the EFTPOS option is enabled.
Press the Save button once the changes have been made.

The screenshot shows the 'function descriptors' window for 'TENDER 12'. The 'Description' field is highlighted with an orange box and an arrow pointing to it. The 'EFTPOS' checkbox is also highlighted with an orange box and an arrow pointing to it. The 'Save' button is located at the bottom right of the window.

Field	Value
Function	TENDER 12
Description	MOTO
# of Receipts	1
Exchange Rate	0
Lower Limit	0.00
Upper Limit	99999.99
Scan Code	
Scan Code Amount	0.00
Surcharge	0.00 %
Waive Surcharge Threshold	0.00
Override Receipt Footer	

- Rounding?
- Credit Function
- Allow Points per Dollar?
- Show in Banking
- Compulsory Amount
- Open Cash Drawer
- EFTPOS
- Account Tender
- LayBy Tender
- Force Receipt
- GIFT VOUCHER Redemption
- Credit Note Tender
- Force Customer
- Force Reference

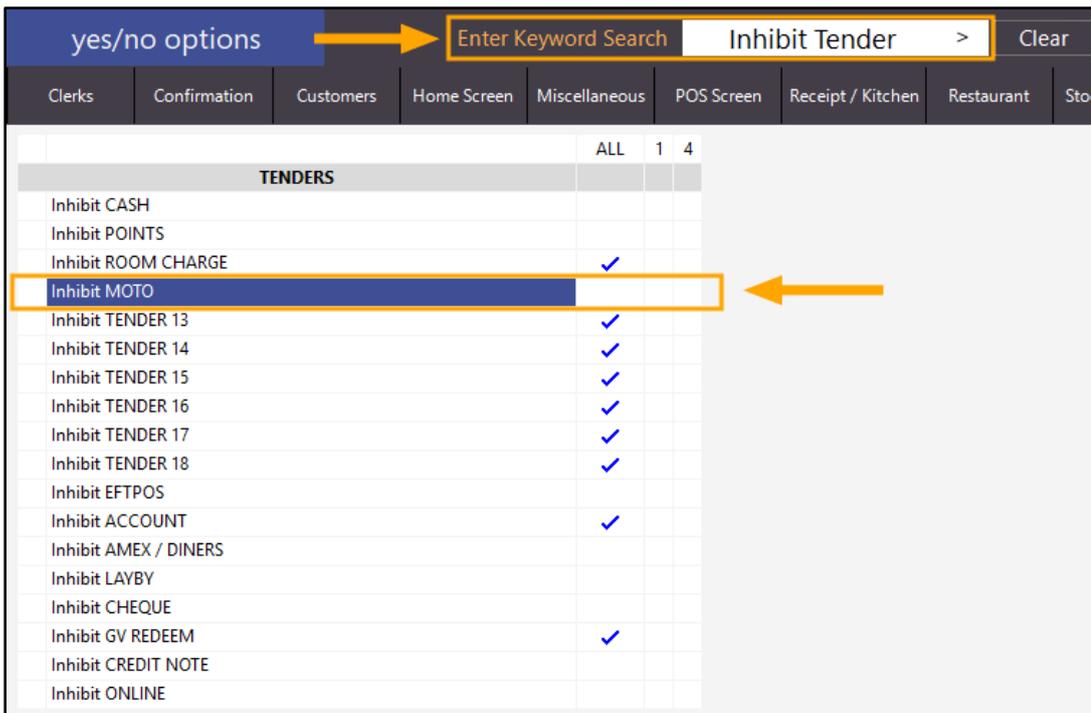
Ensure that the Tender shows the new Description on the Function Descriptors screen

Function	Description
TENDER 12	MOTO

Close the Function Descriptors screen.

Go to: Setup > Yes/No Options

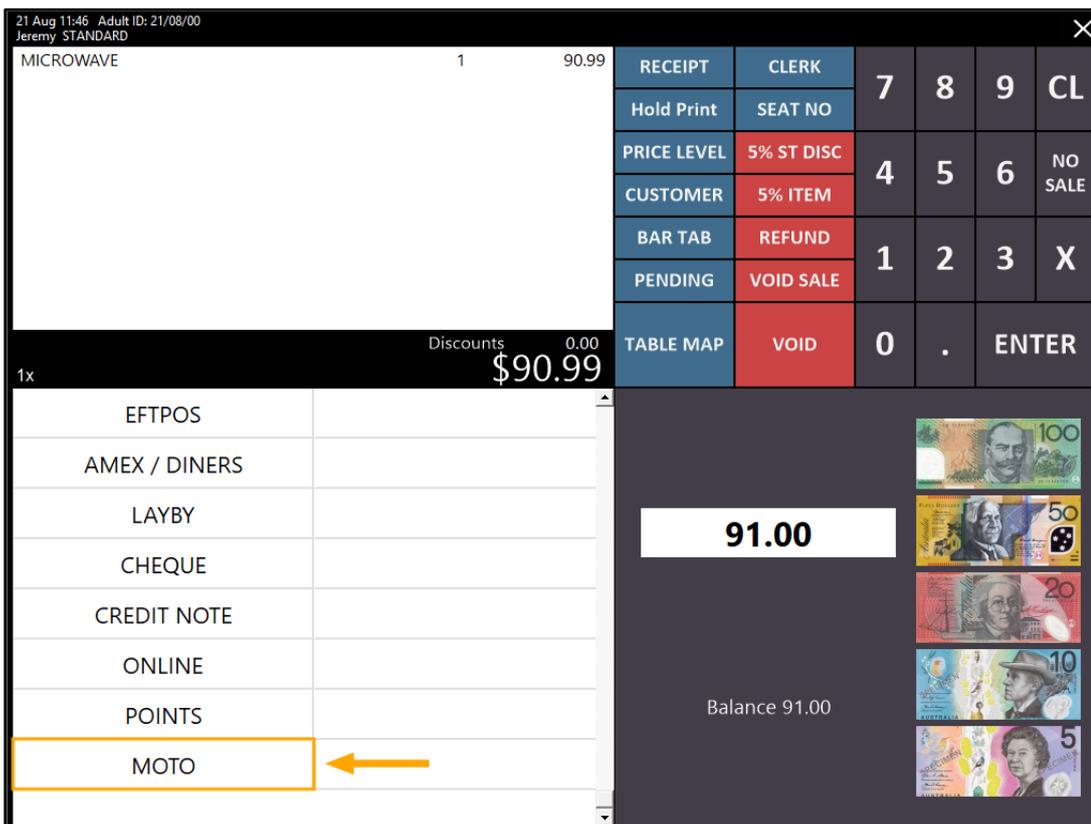
Enter "Inhibit Tender" into the Keyword Search and click on the tick in the All column next to the "Inhibit MOTO" option. Doing this will enable the MOTO option on the Tender screen.



Close the Yes/No options screen then open the POS Screen.

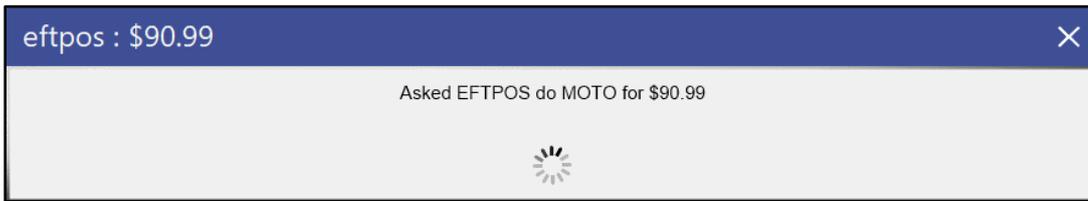
Add an item to the sale then press the Enter button to go to the Tender screen.

Select the MOTO option from the list of Tenders



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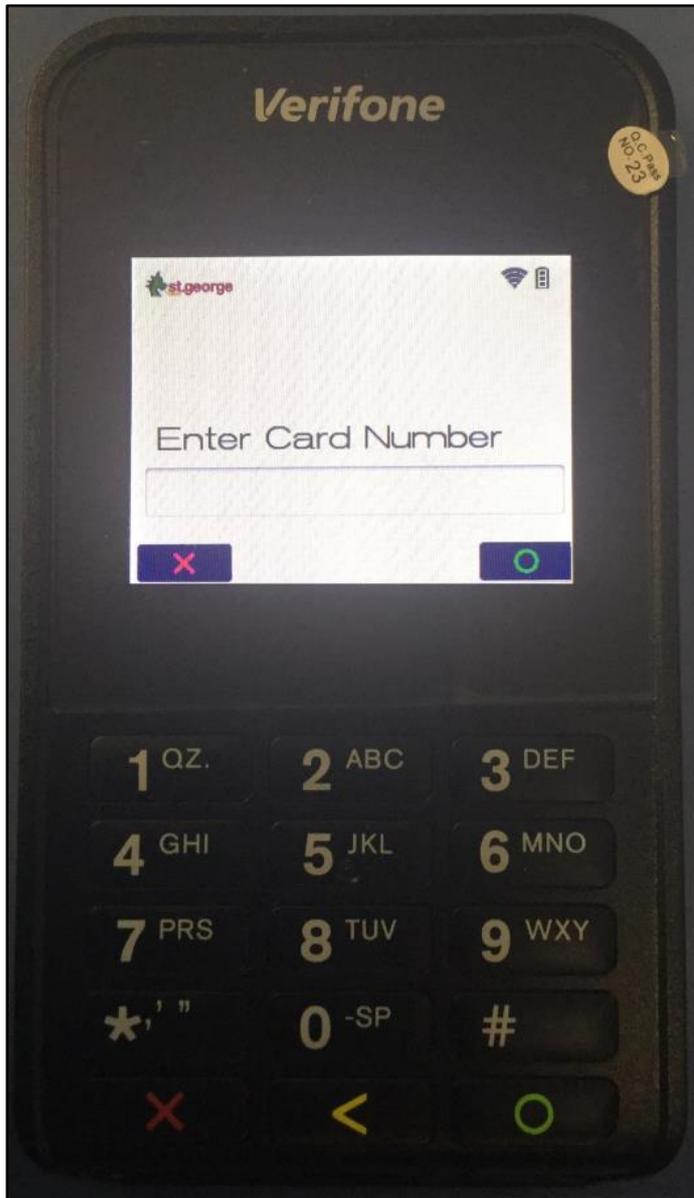
A popup window will appear on the POS Screen showing that Idealpos has asked EFTPOS to do MOTO for the amount requested.



The Pinpad will show a MOTO prompt with options to select Telephone Order or Mail Order. Select the option required by either pressing the number listed next to the required option, or use the 8/0 buttons to change the selected option. Press the green circle (O) button to select the highlighted option.



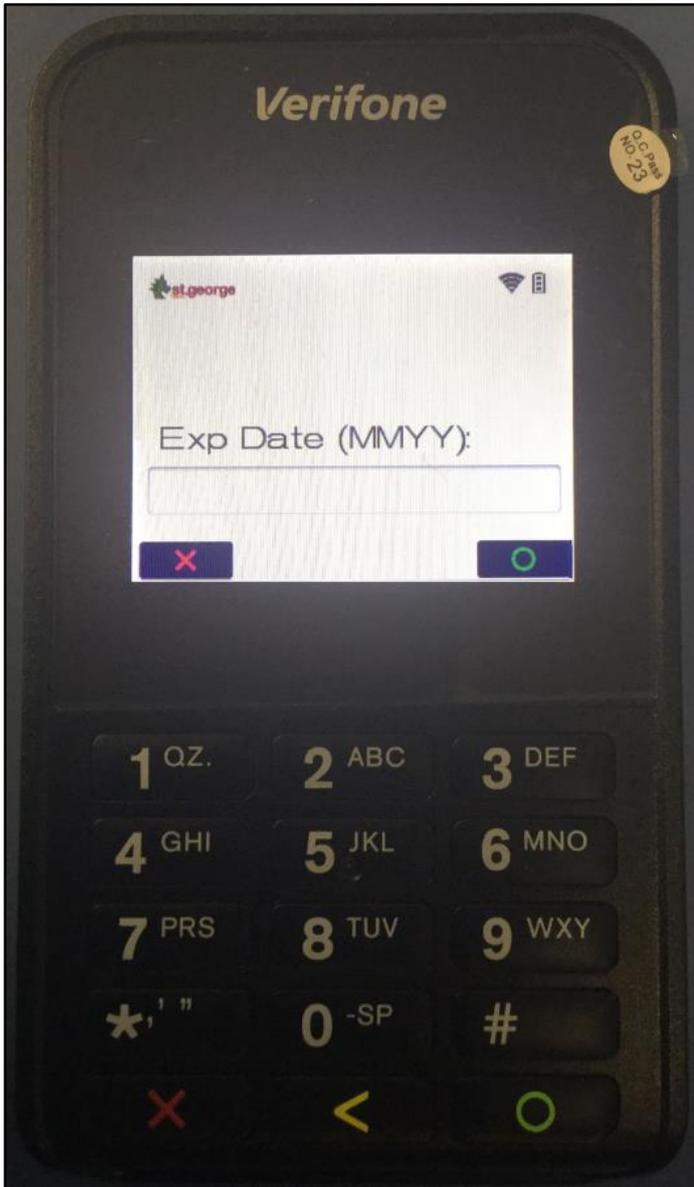
The Pinpad will then prompt to enter the Card Number.
Enter the Customer's Card Number then press the green (O) button.



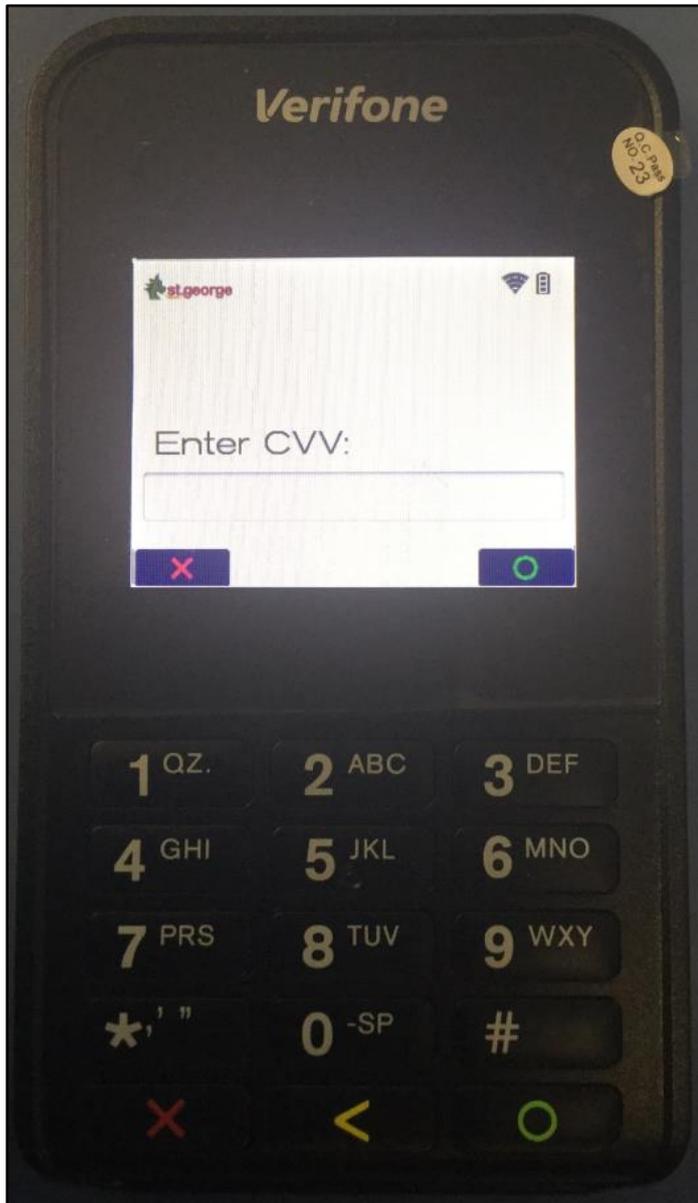
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The Pinpad will then prompt for the expiry date.

Enter the expiry date printed on the card then press the green circle (O) button

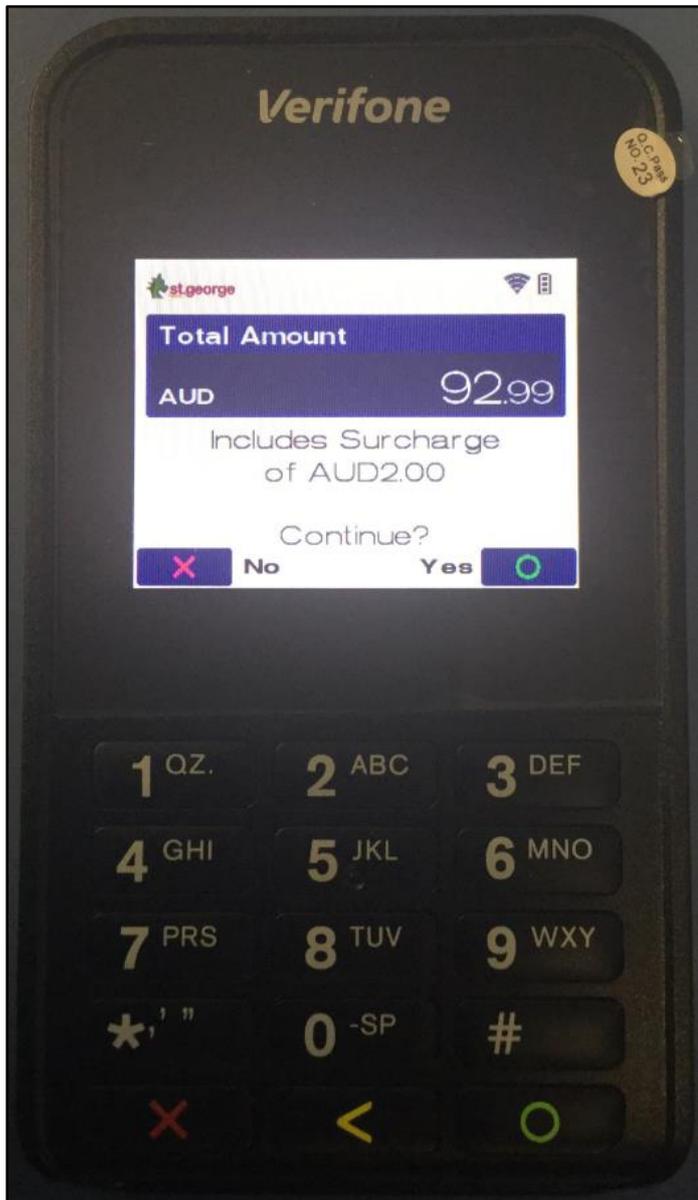


The Pinpad will then prompt for the CVV number. This is typically the last three digits of the number printed at the back of the card.



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Finally, the pinpad will show the total amount including any surcharges applicable to the transaction. To proceed, press the green circle (O) button.



If the card is accepted, the transaction will be approved and a receipt will be printed from the receipt printer.
If the card isn't accepted or expired, the transaction will be declined. In the event the transaction is declined, you will need to try re-entering the card number again or try entering a different card number.

IDEALPOS
1/212 Curtin Ave West
Eagle Farm QLD 4009
Australia

TAX INVOICE
123-456-789-11

#001007 1 Jeremy 21/08/18 12:59:35
Cafe POS 1(1)

-----**MISCELLANEOUS**-----

MICROWAVE*	\$90.99
Eftpos Surcharge*	\$2.00
TOTAL	\$92.99
GST Subtotal	\$92.99
GST Amount	\$8.45
MOTO	\$92.99
FOOD TOTAL	\$0.00
BEVERAGE TOTAL	\$0.00
Other Categories TOTAL	\$92.99

ST GEORGE EFTPOS
Merchant #355 0010
275 Kent St
Sydney 2000
Australia

TIME 21AUG18 12:57
MID 24245467
TSP 100410042027
RRN 180821000171
Visa(M) CR
CARD.....9106
AUTH 638380

MOTO	AUD90.99
SURCHARGE	AUD2.00
TOTAL	AUD92.99

(000) APPROVED

CUSTOMER COPY

*indicates taxable supply

Powered by Idealpos

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Westpac Group – Support for Pinpad Surcharging

This function adds the ability for Idealpos to support surcharging by the Pinpad.

Surcharging and the surcharge amounts are enabled and configured by Westpac/Assembly Payments.

To have Surcharging enabled on your pinpad along with the surcharge amounts, please speak to Westpac/Assembly Payments who will enable this functionality for you.

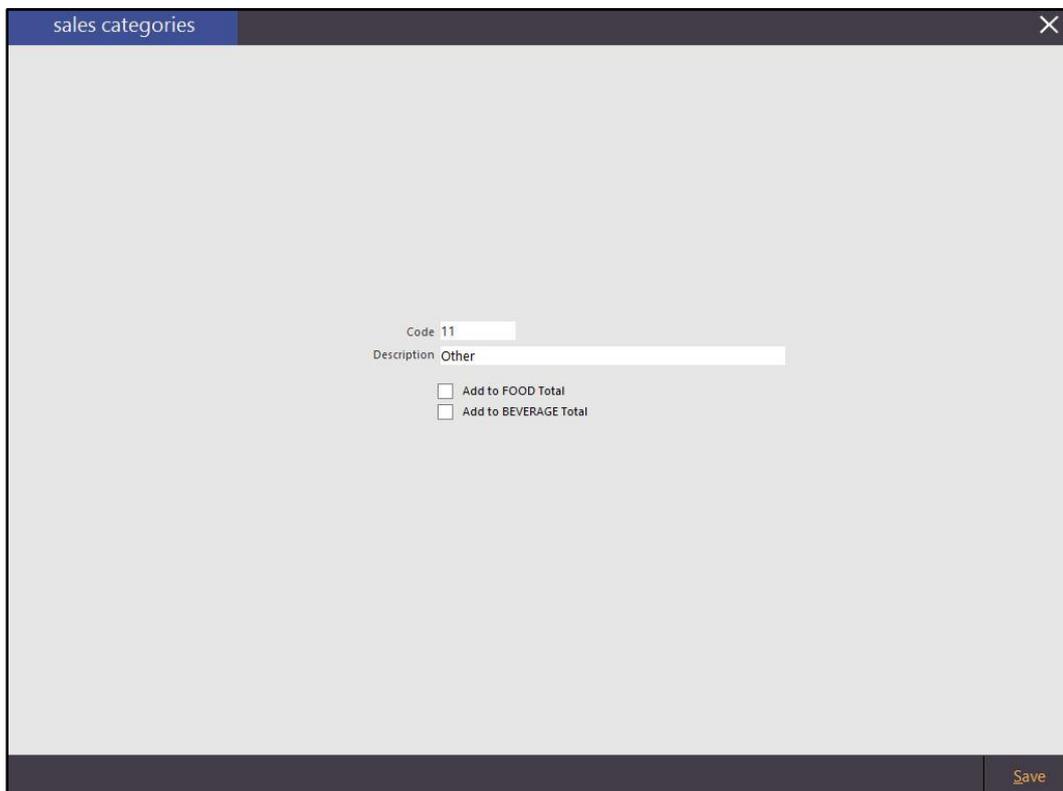
Once Westpac/Assembly Payments have enabled surcharging on your pinpad, surcharges will be applied depending on the card type and account selected (e.g. Cheque, Savings, Credit). Idealpos will include surcharges on your Financial reports and these surcharges will also be exported to your Accounting Suite.

In order for Idealpos to correctly report on any surcharges that have been collected from pinpad EFTPOS payments, you need to ensure that Undistributed Surcharge has been configured.

To configure Undistributed Surcharge, a new dummy Stock Item needs to be created as well as creating a new Sales Category and Department. The dummy stock item is then defined in the Global Options and any surcharges are recorded against the Undistributed Surcharge dummy Stock Item. The steps involved in setting this up are outlined below:

To create the Sales Category, go to File > Sales > Sales Categories > Add

Enter "Other" into the Description field then press "Save"



The screenshot shows a software window titled "sales categories" with a close button (X) in the top right corner. The window contains a form with the following elements:

- A "Code" field containing the value "11".
- A "Description" field containing the value "Other".
- Two checkboxes:
 - Add to FOOD Total
 - Add to BEVERAGE Total
- A "Save" button located at the bottom right of the window.

Close the Sales Categories screen, then go to File > Sales > Departments > Add

In the Description field, enter "Other" then from the Sales Category dropdown box, select the Sales Category that was created in the previous step. Once done, press the "Save" button to save the Department.

departments

Code 1

Description Other

Sales Category Other

Print Group X

GL Code

Sales Prompt / Inhibit Pre-paid Sales

Adult Restriction

Direct Department Sale

Price

Rate per

Non-Turnover

Scale

GST

GST-Free

Not Defined

Not Defined

Not Defined

Stock Item Points

Inhibit Points Accrual

Inhibit Purchase with Points

Print Promotional Tickets

Save

Close the Departments screen, then go to File > Stock Control > Stock Items > Add.

Create a Stock Item called Undistributed Surcharge and ensure that you link it to the "Other" Department that was created in the previous steps above. If surcharges incur GST, ensure that GST is enabled, otherwise if surcharges are GST free, enable the GST-Free checkbox. Once you have finished creating the Undistributed Surcharge Stock Item, press the "Save" button to save the item.

Stock Code 10011002

Description UNDISTRIBUTED SURCHARGE (23)

Description 2 UNDISTRIBUTED SURCHARGE (23)

Department 1 > Other

Scan Code Auto

idealpos7 Update History

Close the Stock Items screen, then go to Setup > Global Options > Sales > Undistributed Links

The screenshot shows the 'global options' window for 'site 1 (Site 1)'. The 'Undistributed Links' section is highlighted with a yellow box. An orange arrow points to the '>' button next to the 'Surcharges' field.

Default	Description	Rate	Label
Rate 1	<input checked="" type="radio"/> GST	10.00	GST
Rate 2	<input type="radio"/> GST-Free	0.000	FRE
Rate 3	<input type="radio"/> Not Defined	0.000	
Rate 4	<input type="radio"/> Not Defined	0.000	
Rate 5	<input type="radio"/> Not Defined	0.000	
Rate 6	<input type="radio"/> Not Defined	0.000	

Price	Description	Type	Text
1	Damaged	<input type="checkbox"/>	
2	Changed Mind	<input type="checkbox"/>	
3	Faulty	<input type="checkbox"/>	
4	Product Recall	<input checked="" type="checkbox"/>	
5	Expired	<input type="checkbox"/>	
6	Other	<input checked="" type="checkbox"/>	
7		<input type="checkbox"/>	
8		<input type="checkbox"/>	
9		<input type="checkbox"/>	

Code	Description	UND
10011001	UNDISTRIBUTED DISCOUNT	UND
10011002	UNDISTRIBUTED SURCHARGE	UND

Click on the ">" button in the Surcharges field to display the Stock Items screen.

The close-up screenshot shows the 'Undistributed Links' section. An orange arrow points to the '>' button next to the 'Surcharges' field.

From the Stock Items screen, enter Undistributed into the Description search field, then select the Undistributed Surcharge from the list and press OK.

The screenshot shows the 'stock items' screen. The search results show 'UNDISTRIBUTED SURCHARGE' selected.

Code	Description	UND
10011001	UNDISTRIBUTED DISCOUNT	UND
10011002	UNDISTRIBUTED SURCHARGE	UND

The Surcharges field in the Undistributed Links section should now show the Stock Item Code for the Undistributed Surcharge Stock Item.

Undistributed Links

Surcharges

10011002 >

Discounts

10011001 >

Close the Global Options screen to save the change.

EFTPOS Surcharges will appear on the Financial Report as Subtotal Surcharges.

Financial Report

Printed 27/07/2018 14:25:52
Page 1 of 1

27 Jul 2018 00:00:00 to 27 Jul 2018 23:59:59

	Quantity	Amount		Quantity	Amount
Gross Sales	6.00	22.00	Transactions	2	
ST Discount	0	0.00	Sales	2	
ST Discount 2	0	0.00	No-Sales	0	
ST Discount 3	0	0.00			
ST Discount 4	0	0.00	Average \$ per Sale		11.50
Subtotal Surcharges	1	1.00	Refunds	0	0.00
Promotions	0	0.00	Voids	0	0.00
Item Discount	0	0.00	Void Mode Transactions	0	0.00
Item Disc 2	0	0.00	Void Entire Sales	0	0.00
Item Disc 3	0	0.00	Non-Turnover Sales	0	0.00
Item Disc 4	0	0.00			
% Item Surcharges	0	0.00	Cost of Sales		\$1.52
Points Redemptions	0	0.00	\$ Margin		\$19.39
NETT Sales (incl. tax)		23.00	Gross Profit (%)		92.8
Rounding		0.00	<u>Tax Amounts</u>		
TIPS IN	0	0.00	GST	2.09	23.00
PAID IN	0	0.00			
GV PURCHASE	0	0.00			
RA 4	0	0.00			
TIPS OUT		0.00			
PAID OUT		0.00			
PO 3		0.00			
PO 4		0.00			
		23.00			
			GST Reportable Sales		23.00

EFTPOS Surcharges are included in the EFTPOS Total:

<u>AMOUNTS TENDERED FOR SALES</u>			<u>BANKING</u>	
EFTPOS	2	23.00	EFTPOS	23.00
		23.00		
				23.00
		23.00		

When surcharges are collected from EFTPOS payments, they will be recorded against the Undistributed Surcharge Stock Item. This means that the number of times and the total amount of surcharge collected can be identified by running the Stock Item Sales Report and selecting the Undistributed Surcharge Stock Item.

In addition, surcharge amounts will be displayed under the Other Sales Category as well as the Other Department. These can be reported on by either:

- Running the Stock Item Sales Report and selecting the Undistributed Surcharges Stock Item
- Running the Department Report and selecting the Other Department
- Running the Sales Categories Report and selecting the "Other" Sales Category

These surcharges will be exported to your accounting suite and will appear under the Other Category.

idealpos7 Update History

EFTPOS Surcharges will also appear on the EFTPOS Settlement Reports as well as EFTPOS Settlement Enquiry Reports.

EFTPOS Settlement Enquiry Report:

ST GEORGE EFTPOS Merchant e355 0010 275 Kent St Sydney 2000 Australia		
SETTLEMENT INQUIRY		
TSP	100410042027	
TIME	27JUL18 14:18	
TRAN	000144-000145	
FROM	26JUL18 20:00	
TO	27JUL18 14:18	
Dabit		
PUR	2	\$22.00
SURC	2	\$2.00
TOT	2	\$24.00
MasterCard		
TOT	0	\$0.00
Visa		
TOT	0	\$0.00
STOTAL	2	\$24.00
Amex		
TOT	0	\$0.00
Diners		
TOT	0	\$0.00
JCB		
TOT	0	\$0.00
UnionPay		
TOT	0	\$0.00
TOTAL		
PUR	2	\$22.00
SURC	2	\$2.00
TOT	2	\$24.00
(000) APPROVED		

Export Data

Export Stock Sales – Option to Filter by Site

This function adds the ability to Filter by Site when Exporting Stock Sales from Idealpos.

The ability to Filter by Site when exporting Stock Sales is available for the following Output File Formats:

- Impact Data
- Nielsen
- Standard Stock Item Sales
- Generic

To use this function, go to:

Utilities > Export Data > Stock Item Sales then select one of the above Output File Formats which support exporting Stock Item Sales with the Site Filter option.

The Options section will be displayed and contain a Site dropdown box.

Select the Site which you want to export Stock Sales data for and set any other dates/date ranges to match your required criteria. You can select All Sites to export Stock Sales data from all sites or you may instead select an individual site of your preference from the list. If you want your selections to be pre-filled as the default values when opening the Export Stock Sales screen, press the "Set as Default" button at the bottom left corner of the window, otherwise, press the OK button to export the Stock Item Sales.

export stock item sales

This option will export stock item sales in a comma delimited text format.

Output File Format: Generic

Date Range: All Dates

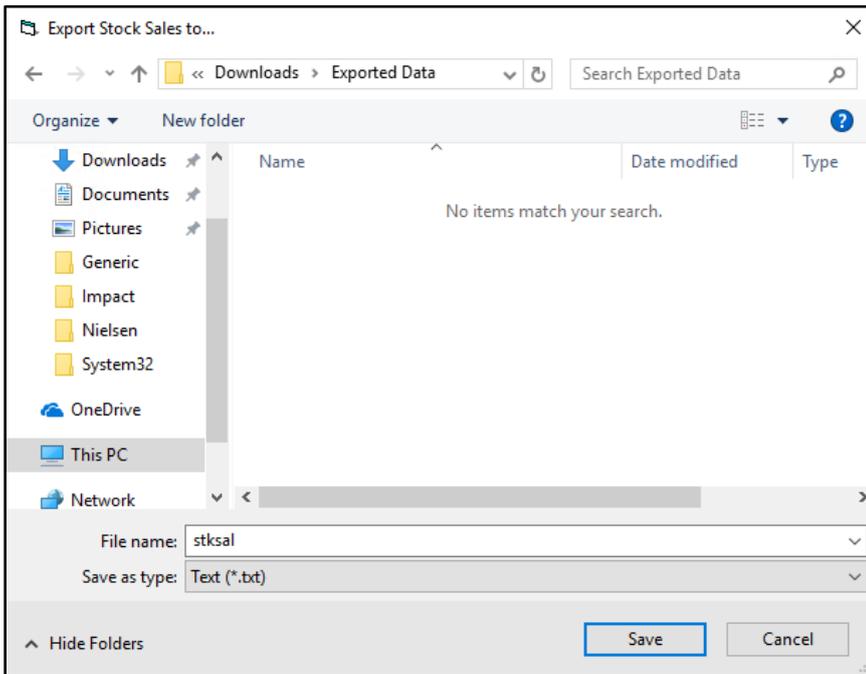
Options: Site All Sites

Save as Default

OK

idealpos7 Update History

After pressing the OK button, the "Export Stock Sales to..." window will appear. Browse to a folder of your choice and press the "Save" button to save the exported data to the selected folder.



The exported data can then be viewed by opening the exported file. As the data is exported in a comma separated file, the file can be opened with a Spreadsheet application such as Excel to view the data.

AUDIT	POS	LINE	DATE	STOCKCODE	DESCRIPTION	PRICELEVEL	QUANTITY	UNITPRICE	TOTALPRICE	TAXLABEL	TAXAMOUNT	DISCOUNTED PRICE	COST	SITE	LOCATION	CUSTOMER	CLERK	DEPARTMENT	REFERENCE
213	POS 1	1	04/06/2018 10:42	202003	LATTE	STANDARD	1	3.5	3.5	GST	0.32	3.5	0.29	Site 1	Location 1			1	COFFEE
213	POS 1	2	04/06/2018 10:42	202003	LATTE	STANDARD	1	3.5	3.5	GST	0.32	3.5	0.29	Site 1	Location 1			1	COFFEE
213	POS 1	3	04/06/2018 10:42	202004	SHORT BLACK	STANDARD	1	3	3	GST	0.27	3	0.2	Site 1	Location 1			1	COFFEE
213	POS 1	4	04/06/2018 10:42	202010	MOCHA	STANDARD	1	3.5	3.5	GST	0.32	3.5	0	Site 1	Location 1			1	COFFEE
213	POS 1	5	04/06/2018 10:42	203001	DOUBLE SHOT	STANDARD	1	2	2	GST	0.18	2	0	Site 1	Location 1			1	HOT DRINK MODS
213	POS 1	7	04/06/2018 10:42	203005	SKINNY MILK	STANDARD	1	0	0	FRE	0	0	0.02	Site 1	Location 1			1	HOT DRINK MODS
213	POS 1	8	04/06/2018 10:42	203004	DECAF	STANDARD	1	1	1	GST	0.09	1	0.11	Site 1	Location 1			1	HOT DRINK MODS
215	POS 1	2	04/06/2018 10:48	202003	LATTE	BOTTLESHOP	1	0.5	0.5	GST	0.05	0.5	0.29	Site 1	Location 1			1	COFFEE
215	POS 1	3	04/06/2018 10:48	202003	LATTE	BOTTLESHOP	1	0.5	0.5	GST	0.05	0.5	0.29	Site 1	Location 1			1	COFFEE
215	POS 1	4	04/06/2018 10:48	202003	LATTE	BOTTLESHOP	1	0.5	0.5	GST	0.05	0.5	0.29	Site 1	Location 1			1	COFFEE
215	POS 1	5	04/06/2018 10:48	202003	LATTE	BOTTLESHOP	1	0.5	0.5	GST	0.04	0.5	0.29	Site 1	Location 1			1	COFFEE
216	POS 1	2	04/06/2018 10:48	202006	MACCHIATO	STANDARD	1	3.5	3.5	GST	0.32	3.5	0.29	Site 1	Location 1			1	COFFEE
216	POS 1	3	04/06/2018 10:48	202006	MACCHIATO	STANDARD	1	3.5	3.5	GST	0.32	3.5	0.29	Site 1	Location 1			1	COFFEE
216	POS 1	4	04/06/2018 10:48	202006	MACCHIATO	STANDARD	1	3.5	3.5	GST	0.31	3.5	0.29	Site 1	Location 1			1	COFFEE
217	POS 1	2	04/06/2018 10:48	115001	MUD CAKE SLICE	STANDARD	1	7.5	7.5	GST	0.68	7.5	0.49	Site 1	Location 1			1	CAKES
217	POS 1	3	04/06/2018 10:48	115001	MUD CAKE SLICE	STANDARD	1	7.5	7.5	GST	0.68	7.5	0.49	Site 1	Location 1			1	CAKES
217	POS 1	4	04/06/2018 10:48	115001	MUD CAKE SLICE	STANDARD	1	7.5	7.5	GST	0.68	7.5	0.49	Site 1	Location 1			1	CAKES
217	POS 1	5	04/06/2018 10:48	115001	MUD CAKE SLICE	STANDARD	1	7.5	7.5	GST	0.68	7.5	0.49	Site 1	Location 1			1	CAKES
217	POS 1	6	04/06/2018 10:48	225010	AMARETTO SOUR	STANDARD	1	17	17	GST	1.55	17	4.16	Site 1	Location 1			1	COCKTAILS
217	POS 1	7	04/06/2018 10:48	225010	AMARETTO SOUR	STANDARD	1	17	17	GST	1.55	17	4.16	Site 1	Location 1			1	COCKTAILS

Global Options – Restaurant

Bill Print – Option to show Single Surcharge Percent

This function adds the ability to show a single surcharge percent at the bottom of a bill when printing a bill from the table map.

This is useful for users who have a single surcharge amount for all their payment types and they don't want to have the surcharges repeated on the bill.

Note that this function does not add a surcharge to the final amount; it is simply a way of conveying the surcharge amount to the customer when printing the bill. The actual surcharge is handled by the pinpad.

The surcharge on the bill will be displayed as "Pay By CREDIT CARD (5%)", where 5% will contain the percentage amount and CREDIT CARD can be substituted with any text of your choice; these values are configurable via the Global Options – Restaurant as outlined below.

To configure this function, go to Setup > Global Options > Restaurant > Bill Print Surcharge Percent/Text

The screenshot shows the 'global options' window for 'site 1 (Site 1)'. The 'Restaurant' tab is selected. In the 'Miscellaneous' section, the 'Bill Print Surcharge Percent' is set to 5 and the 'Text' is 'CREDIT CARD'. A yellow arrow points to this configuration.

Button Caption	Table Caption	Instruction Item to KP
ENTREE AWAY	Entree	1003014 >
MAINS AWAY	Mains	1003015 >
DESSERT AWAY	Desserts	1003016 >
DRINKS AWAY	Drinks	1003017 >
		>
		>

Table Status	Caption
Ready	Ready
Seated	Seated
Unprinted	Unprinted
Sent to Kitchen	Printed
Served	Served
Bill Presented	Bill Print
To Clean	Clean
Reserved	Reserved

Sessions	Name	Start	End
Session 1	Brekky	5:00	10:00
2	Lunch	10:00	15:00
3	Dinner	15:00	23:00
4		:00	:00
5		:00	:00

Enter the Bill Print Surcharge Percent and if required, update the Text to reflect the payment type which incurs the surcharge. The Text entered below will be printed on the bill to reflect the payment type that incurs the surcharge.

This close-up shows the 'Miscellaneous' section with the 'Bill Print Surcharge Percent' set to 5 and the 'Text' set to 'CREDIT CARD'. A yellow box highlights this configuration.

idealpos7 Update History

Once the change has been made, close the Global Options screen.
To demonstrate the use of the surcharge on a bill, follow the below steps:

Add items to the sale then press the Table Map button.

27 Jul 10:39 Adult ID: 27/07/00
Jeremy STANDARD

CAPPUCCINO	1	3.50	RECEIPT	CLERK	7	8	9	CL
FLAT WHITE	1	3.50	Hold Print	SEAT NO				
			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.		ENTER

Discounts 0.00
\$7.00

CAPPUCCINO	FLAT WHITE	LATTE	CHAI	SHORT BLACK	LONG BLACK	MOCHA	HOT CHOC	TEA
EXTRA HOT	SKINNY	DECAF	1 SUGAR	TAKEAWAY	SMALL	ICED DRINK	WATER	KEYBOARD
EXTRA CHOC	SOY	WEAK	2 SUGAR	MARSH MALLOW	MEDIUM	MILKSHAKE	JUICE	ORDER NUMBER
NO CHOC	ALMOND	DOUBLE SHOT	3 SUGAR	EQUAL	LARGE	SMOOTHIE	SOFTDRINK	REWARDS ENQUIRY
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

Select a table from the table map to transfer the sale to the table.

Legend:

- Ready
- Seated
- Ordered
- Served
- Bill Printed
- To Clean
- Reserved

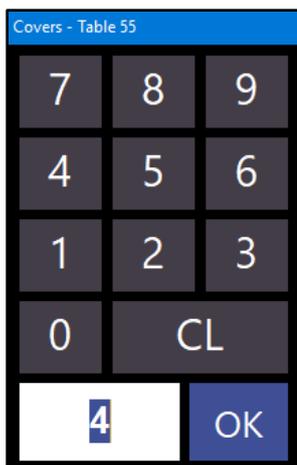
KITCHEN

BAR

RECEPTION

Transfer Sale to

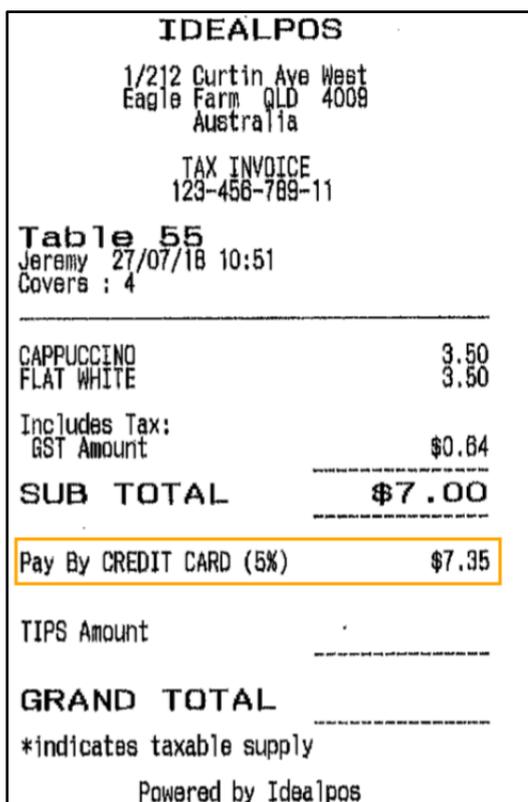
If prompted, enter the number of covers (guests) for the table and press OK.



Then while still viewing the table map, ensure that the table is selected and press the "Bill" button to print a bill for the table.



When the bill is printed, it will now include a "Pay By" line that includes the Surcharge Text, Surcharge Percentage value and the Total amount due including the surcharge.



idealpos7 Update History

Ideal Webit

Support for Add Stock Notes as Text option

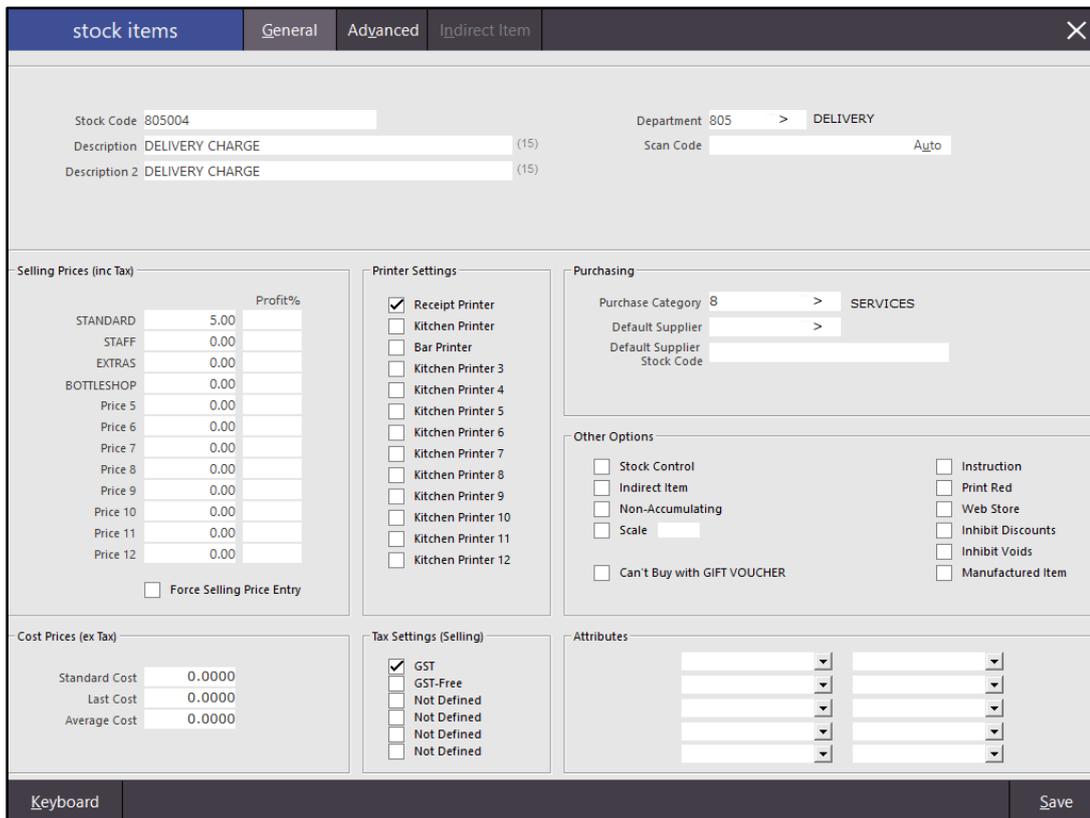
This enhancement adds the ability for Idealpos to display Stock Item Stock Notes in the Journal History Enquiry as well as on the POS screen for Stock Items that were ordered via a Web Order using Webit.

To use this function, go to: Setup > Yes/No Options

Ensure that the option "Add Stock Notes as Text into Sale" is enabled



Go to File > Stock Control > Stock Items
Setup a Stock Item (e.g. Delivery Charge).



Click on the Advanced tab to add Stock Notes.

Press the "Save" button at the bottom right corner of the Stock Items screen to save the change.

stock items General **Advanced** Indirect Item ✕

Sales Prompt

Link to Menu 0 > MAIN
Link to Grid 0 > MAIN
Link Table 0 >

Amount Override Limits

	Profit%
Lower Limit	0.00
Upper Limit	0.00

Location 1

Stock Level >>>
Recommended Level
Reorder Level

Points by Price Level

STANDARD	0
STAFF	0
EXTRAS	0
BOTTLESHOP	0
Price 5	0
Price 6	0
Price 7	0
Price 8	0
Price 9	0
Price 10	0
Price 11	0
Price 12	0

Points Settings

- Use Special Points:
- Inhibit Points Accrual
- Inhibit Purchase With Points
- Print Promotional Ticket

Stock Notes

IMPORTANT:
ECONOMY 5-7 Days

This is a business address.
Someone will be available
from 8AM - 5PM.
Please call 0412312312
if no answer after pressing
the doorbell

Miscellaneous

National Product Number
Receipt Tabs

Keyboard Save

When the Stock Item is ordered via Ideal Webit through the e-commerce site (e.g. Shopify) and the sale appears in the Web Orders screen in Idealpos, the Stock Notes will be displayed within the Web Orders screen as well as the Journal History Enquiry.

idealpos7 Update History

Go to: Enquiry > Journal History > Select Transaction

journal history enquiry
S X

Today ▼

From 03/09/2018 00:00:00

To 03/09/2018 23:59:59

Top 1000 records

Customer 2 >

Clerk >

POS >

Price Level ▼

Location ▼

Site ▼

Tender Type ▼

Function ▼

Stock Item >

Department >

Sale Total to

Table

Audit

Filter Table/Bar Tabs

Select

Audit	POS	Date	Customer
1056	1	Mon 03/09/2018 16:56:01	2
1050	1	Mon 03/09/2018 13:39:25	2
1041	1	Mon 03/09/2018 10:23:57	2

Date 03/09/2018 16:56:01 Audit 1056,1 Jeremy

Sarah Charlton - 3105 Points (\$310.50) Jeremy

303002 STICK BLENDER 40.99 Jeremy

805004 DELIVERY CHARGE 5.00 Jeremy

IMPORTANT:

ECONOMY 5-7 Days

This is a business address.

Someone will be available

from 8AM - 5PM.

Please call 0412312312

if no answer after pressing

the doorbell

1001102 \$30 COUPON 0.00 Jeremy

ROUNDING 0.01 Jeremy

GST Subtotal 45.99 Jeremy

GST Amount 4.18 Jeremy

Points 459 Jeremy

Total Accumulated Points 3564 Jeremy

CASH 46.00 Jeremy

Change 0.00 Jeremy

Daily Spend Balance (Daily) 20.00 Jeremy

3 records

View All
Docket Print
Tax Invoice
Email
Total
Stock Item Sales
Favourite
Add Text
Keyboard

Import Data

Import Stock Items supports importing Supplier Quantity Type/Sell Quantity

This function adds the ability to specify the Supplier Quantity Type and Sell Quantity in a Stock Item Import file. If the Supplier and Supplier Code have been specified in the file and if the Supplier Stock Code doesn't already exist in the system for the Stock Item, the Supplier Stock Code record will be created and will set both the Supplier Quantity Type and the Sell Quantity as specified in the Stock Item Import file.

If the Supplier Stock Code for the Stock Item already exists in the system, the system will not modify the Supplier Quantity Type or Sell Quantity.

This function can be used either via the manual Stock Item Import method (Utilities > Import Data > Stock Items) or via the Automatic Import method (Setup > POS Terminals > Select: POS Terminal > Modify > Import/Export > Automatic Import Settings). For the purposes of this document, the manual import method will be demonstrated.

To use this function, create a Stock Item Import file.

Include the following headers in the Stock Item Import file:

- SUPPLIERQUANTITYTYPE
- SUPPLIERSELLQUANTITY

SUPPLIERQUANTITYTYPE must have a value of either "Units" or "Cartons"

SUPPLIERSELLQUANTITY must have a number value.

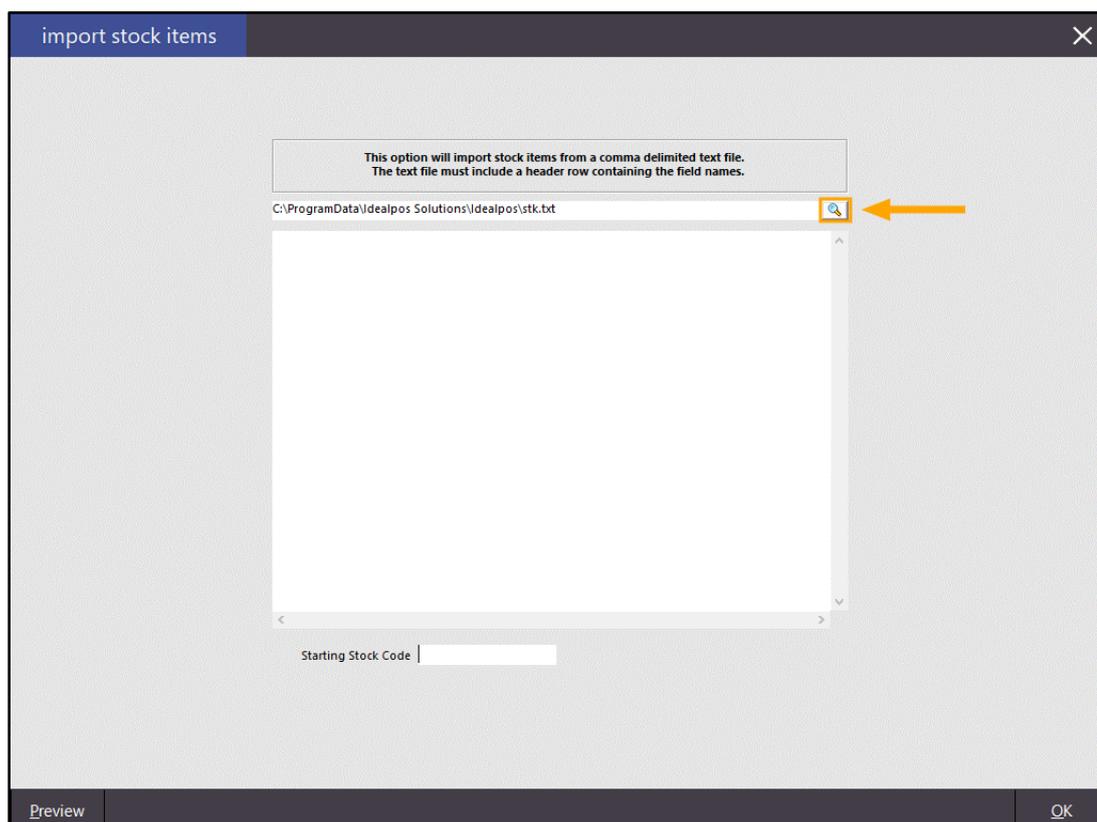
A usage example for specifying the Supplier Quantity Type and Sell Quantity in an import file is listed below:

```
CODE,DESC,DPT,STDCST,PRICE1,SUPP,SUPPCODE,SUPPLIERQUANTITYTYPE,SUPPLIERSELLQUANTITY  
1020001,SHORTS SMALL,101,8.30,21.50,1,01234ST,Units,15
```

Create a CSV file with the above data and save as StockItemImp.csv. Save the file to a location you will remember.

Go to: Utilities > Import Data > Stock Items

Press the small magnifying glass icon to browse to the location where the StockItemImp.csv file was saved.

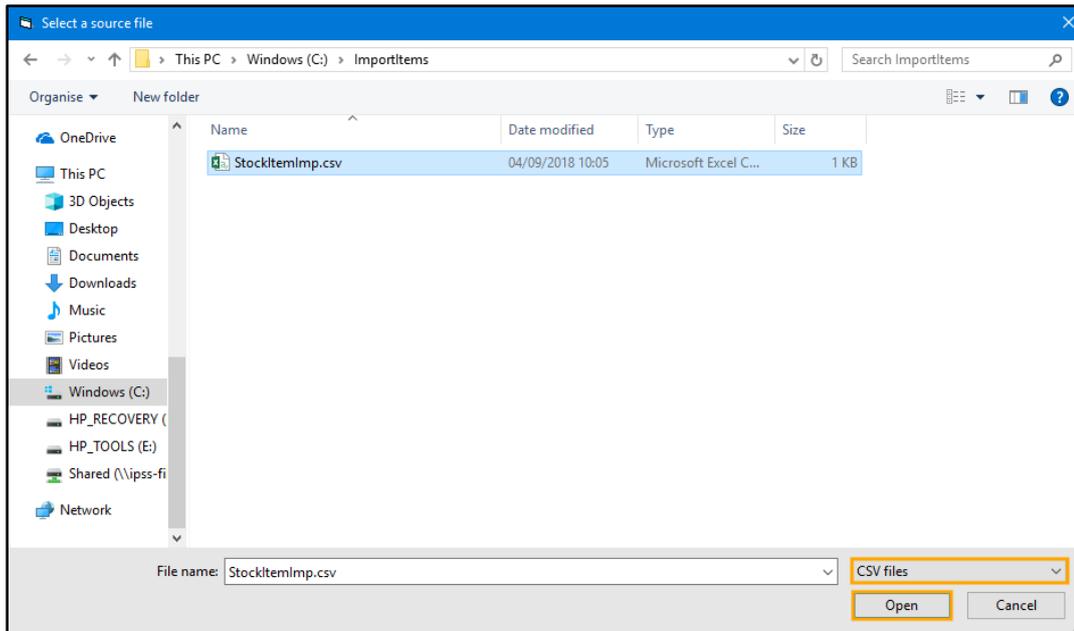


idealpos7 Update History

Browse to the location where the CSV file was saved.

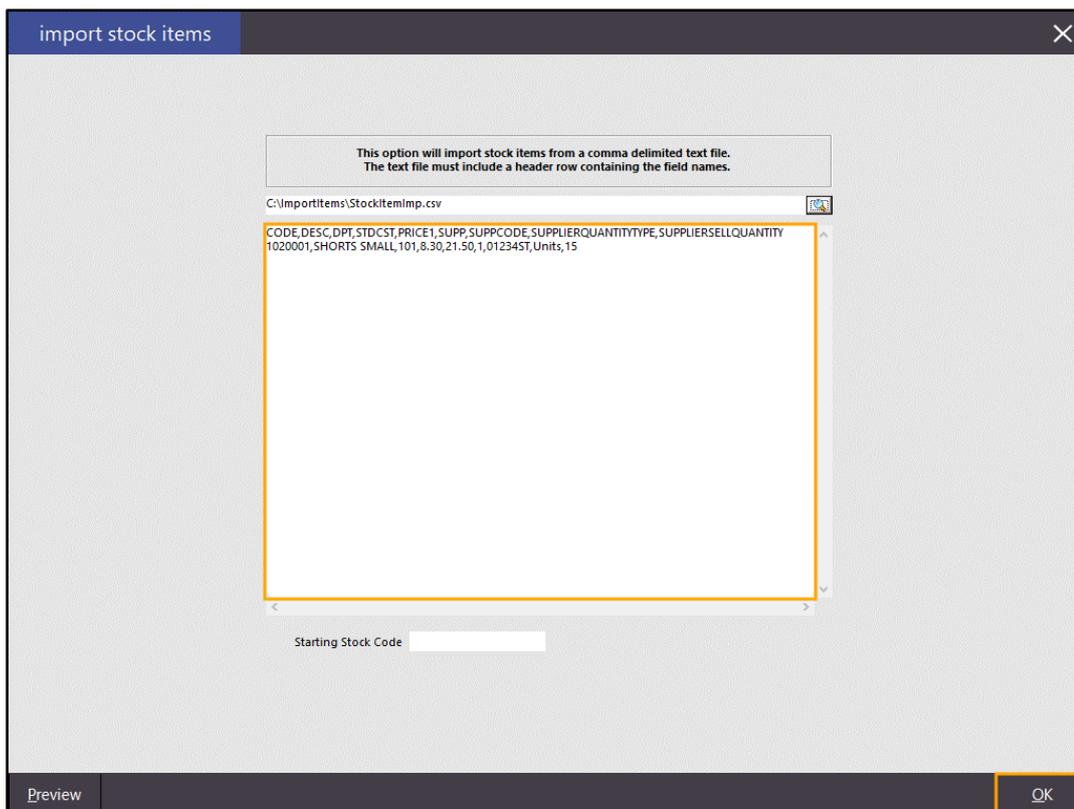
Change the file type option to show "CSV files", then the file should appear.

Select the file then press the "Open" button.

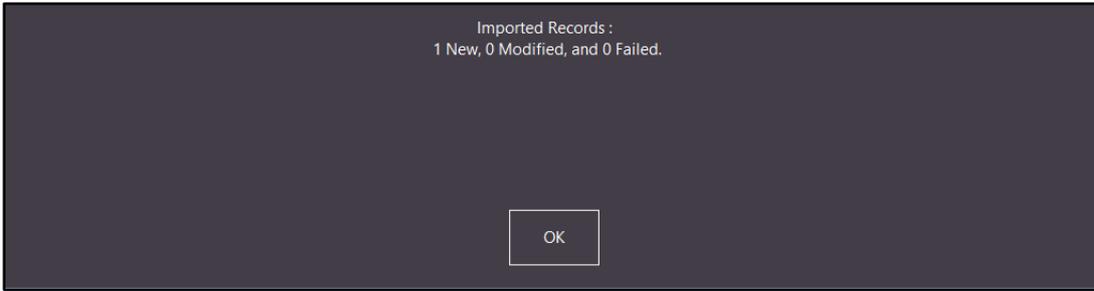


The contents of the file will be displayed on the Import Stock Items screen.

Press the OK button on the bottom right corner of the screen to import the Stock Items.

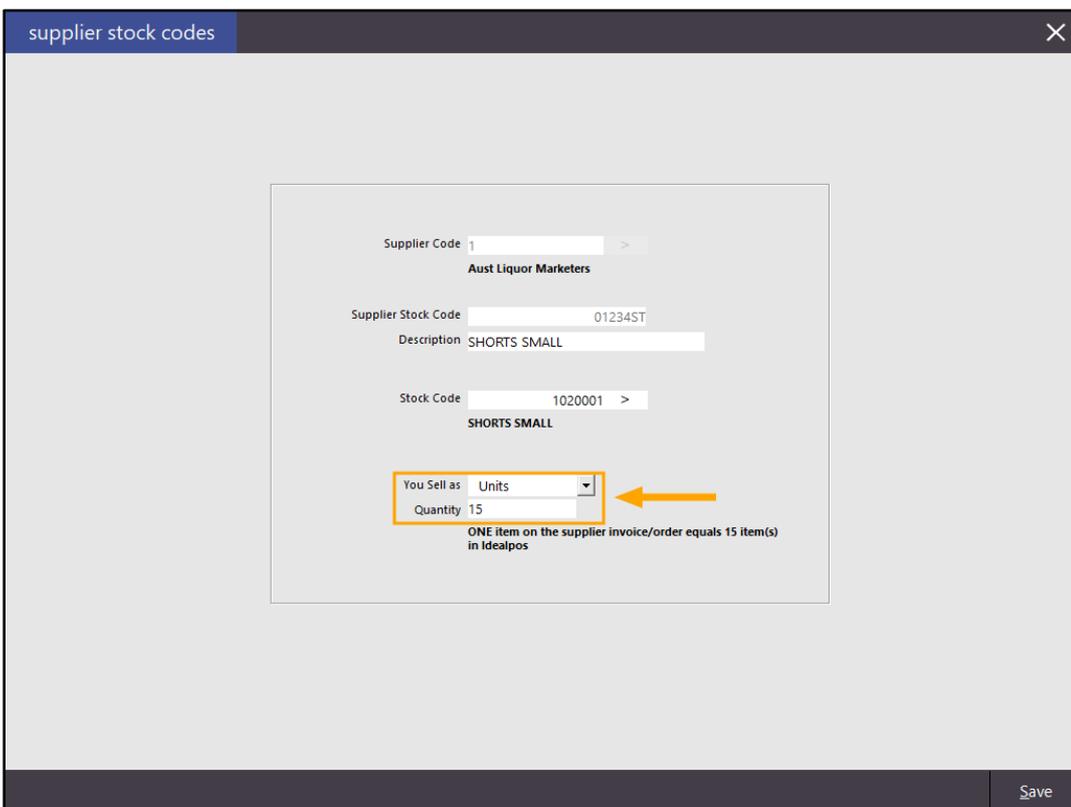


Idealpos will display an Imported Records prompt showing the number of Items that were either New, Modified or Failed. Press the "OK" button to close the prompt.



Go to: File > Suppliers > Supplier Stock Codes > Select: Supplier > Select Supplier Stock Code > Modify

The newly imported Supplier Stock Code will show the Quantity Type (Cartons or Units) and the Quantity as per the Stock Item Import file.



Journal History Enquiry

Gift Voucher Balance recorded to the Journal

This function enhances the querying of Journals which had a Gift Voucher redemption occur by recording the Gift Voucher Balance to the Journal. This function enables a venue to view the balance of a voucher at the time of the transaction.

To use this function, go to: Enquiry > Journal History > Select: Transaction which contains a Gift Voucher redemption

The Journal History Enquiry will display the remaining balance at the time that the Gift Voucher was redeemed.

journal history enquiry
S X

Yesterday ▾

From

To

Top 1000 records

Customer

Clerk

POS

Price Level

Location

Site

Tender Type

Function

Stock Item

Department

Sale Total to

Table

Audit

Filter Table/Bar Tabs

Select

Audit	POS	Date	Customer
1056	1	Mon 03/09/2018 16:56:01	2
1055	1	Mon 03/09/2018 14:33:37	
1054	1	Mon 03/09/2018 14:17:53	
1053	1	Mon 03/09/2018 13:57:23	
1052	1	Mon 03/09/2018 13:56:49	
1051	1	Mon 03/09/2018 13:55:52	
1050	1	Mon 03/09/2018 13:39:25	2
1049	1	Mon 03/09/2018 12:30:22	16
1048	1	Mon 03/09/2018 12:25:56	16
1047	1	Mon 03/09/2018 11:51:32	16
1046	1	Mon 03/09/2018 11:50:56	
1045	1	Mon 03/09/2018 11:23:44	
1044	1	Mon 03/09/2018 11:20:58	
1043	1	Mon 03/09/2018 11:19:22	
1042	1	Mon 03/09/2018 11:19:12	17
1041	1	Mon 03/09/2018 10:23:57	2

Date 03/09/2018 14:33:37 Audit 1055,1 Jeremy

REF: Redeem Gift Voucher

202001 CAPPUCCINO	3.50	Jeremy
202002 FLAT WHITE	3.50	Jeremy
202003 LATTE	3.50	Jeremy
GST Subtotal	10.50	Jeremy
GST Amount	0.95	Jeremy
9898414687501 GIFT VOUCHER Redemption (Balance=14.50)	10.50	Jeremy
GV REDEEM	10.50	Jeremy
Change	0.00	Jeremy

16 records

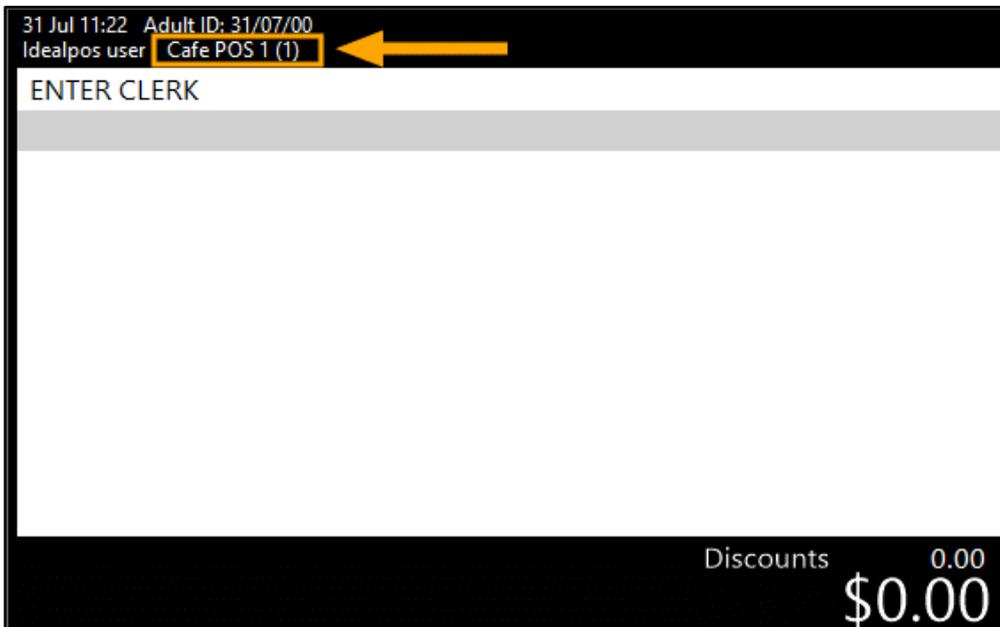
View All
Docket Print
Tax Invoice
Email
Total
Stock Item Sales
Favourite
Add Text
Keyboard

POS Screen

Show POS Description on BackOffice and POS Screen Captions

This function implements the display of the POS Description on the BackOffice screen as well as POS Screen Captions. The POS Description is only displayed on the POS screen when the POS is displaying the "Enter Clerk" screen. When Compulsory Clerk is turned on in the Yes/No options, the POS Description will be displayed on the POS screen after completing each sale. Otherwise if the Compulsory Clerk option is not enabled in the Yes/No options, the Clerk button can be used on the POS screen instead to return the POS to the Enter Clerk screen.

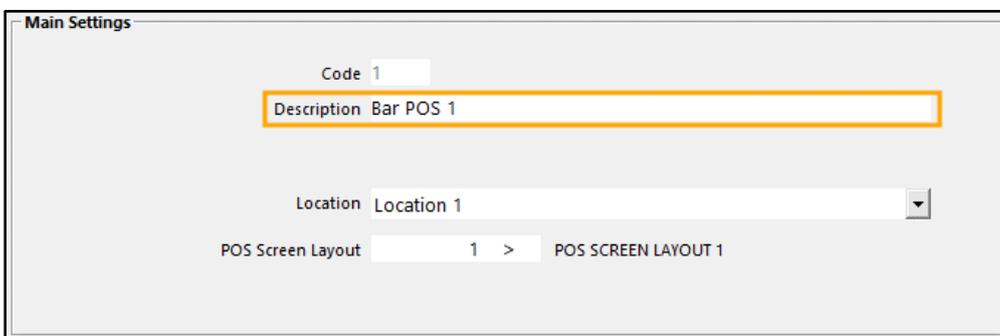
If Compulsory Clerk isn't enabled, press the "Clerk" button, then the POS Description will be displayed at the top left corner of the POS screen as indicated in the below example.



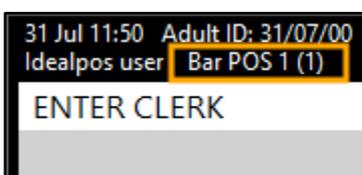
Should you need to update the POS Description, close the POS screen then go to:

Setup > POS Terminals > Modify

Under the Main Settings section, update the Description in the Description field, then close the POS terminals screens to save the change.



Then open the POS Screen. The updated POS Description will be displayed when the POS displays the "ENTER CLERK" screen.



Stock Item Search function – Default Search Type option

This function adds the ability to specify the Default Search Type when programming a Stock Item Search button.

idealpos7 Update History

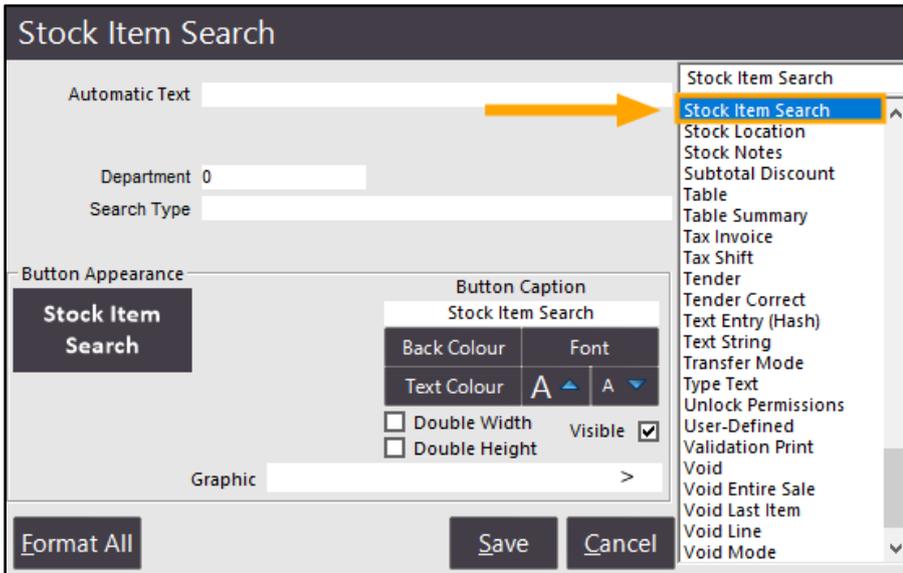
After the button has been programmed, pressing the Stock Item Search button will open the Stock Item search screen and will automatically select the Search Type that was specified for the button. Examples of available Search Types are Code, Description, Alternate/Scan Codes, etc. The Default Search Type option can also be used in combination with the Automatic Text option. When using both Automatic Text and the Default Search type, the Stock Item Search screen will open and will pre-select the Search Type and will also pre-fill the search box with the value entered in the Automatic Text field.

To use the Default Search Type option with the Stock Item Search function, create a Stock Item Search button by going to:

Setup > POS Screen > POS Screen Setup > Select a POS Screen Layout > Buttons

Search Code like				Exclude Barcodes	Price 1	POS SCREEN LAYOUT 1				Copy Formatting	X
101001	EGGS ON TOAST	BREAKFAST	9.00		RECEIPT	CLERK	7	8	9	CL	
101002	BACON & EGGS	BREAKFAST	10.00		Hold Print	SEAT NO					
101003	EGGS BENEDICT	BREAKFAST	13.00								
101004	AVOCADO ON TOAST	BREAKFAST	11.00		PRICE LEVEL	5% ST DISC	4	5	6	NO SALE	
101005	BAKED BEANS & TOAST	BREAKFAST	8.50		CUSTOMER	5% ITEM					
101006	PANCAKES	BREAKFAST	9.00		BAR TAB	REFUND	1	2	3	X	
101007	CANADIAN PANCAKES	BREAKFAST	12.00		PENDING	VOID SALE					
101008	WAFFLES	BREAKFAST	9.00		TABLE MAP	VOID	0	.	ENTER		
101009	WAFFLES CHOCOLATE	BREAKFAST	10.00								
101010	JAM & TOAST	BREAKFAST	5.00								
101011	BIG BREAKFAST	BREAKFAST	15.00								
101012	BAKED BEANS & TOAST*COPY*	BREAKFAST	8.50								
102001	EXTRA BACON	BREAKFAST MODS	2.00								
102002	EXTRA EGG	BREAKFAST MODS	1.00								
102003	EXTRA TOAST	BREAKFAST MODS	0.50								
102004	EXTRA AVOCADO	BREAKFAST MODS	1.00								
102005	EXTRA CHEESE	BREAKFAST MODS	1.00								
BOYS SHORTS		BOYS SHIRTS	BOYS PANTS	GIRLS SHORTS	GIRLS SHIRTS	GIRLS SKIRTS	BOOKS	SCHOOL ITEMS	TOYS		
ELECTRICAL		FISHING & OUTDOORS		MANCHESTER							
MENS		LADIES		BULK LANDSCAPE SUPPLIES							
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER			
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN			

Select a blank button on the POS Screen clicking on a blank button then select the Stock Item Search function from the list of Functions.



After selecting the Stock Item Search function, fields for Automatic Text, Department and Search Type will become available.

The Search Type field is used to specify which Search Type will be selected when using the button to open the Stock Item Search screen. To use any of the below Search Types, enter them into Search Type field exactly as they're listed below, including the square brackets surrounding the Search type.

[CODE] – Used to search for a Stock Item using the Stock Item's Code

[DESCRIPTION] – Used to search for a Stock Item using the Stock Item's Description

[ALTERNATE/SCAN CODES] – Used to search for a Stock Item using the Stock Item's Alternate Code or Scan Code

[SUPPLIER'S STOCK CODE] – Used to search a Stock Item using the Stock Item's Supplier Stock Code

[DESCRIPTION 2] – Used to search for a Stock Item using the Stock Item's Description 2 value

[DEPARTMENT] – Used to search for a Stock Item using the Stock Item's Department description

[PRICE CHANGES][PRICELEVEL][DATE] – Used to search for a Stock Item using the date/time since the last Price Change. Any Price Changes that have occurred between now and the selected date/time will be displayed. To use this function, the Search Type needs to be entered in the exact order as listed and no spaces between each square bracket. Replace the PRICELEVEL text with the Price Level label that you want to search and replace the Date with the date that you want to search for. An example showing the usage of the Price Changes function is listed as below.

[PRICE CHANGES][STANDARD][01 JAN 2018]

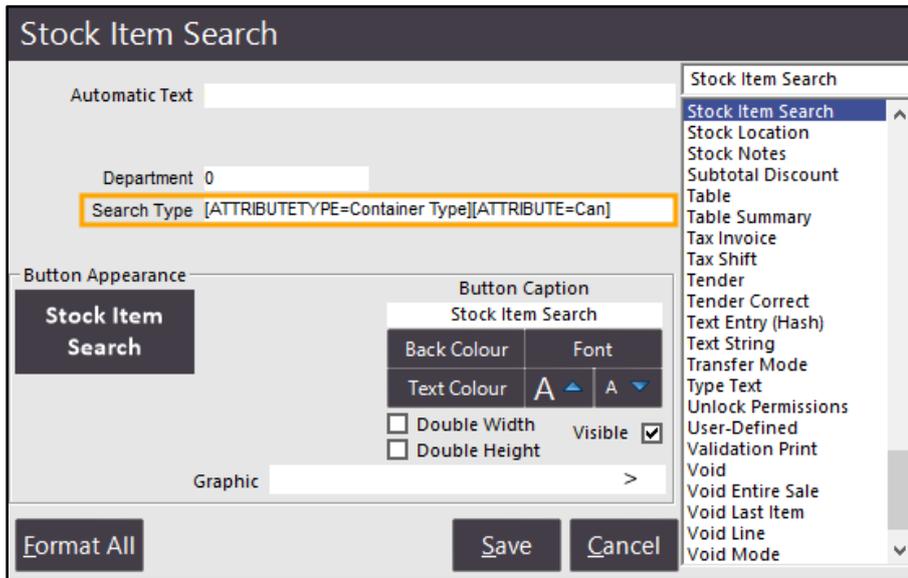
[ATTRIBUTE][ATTRIBUTE] – Used to search for a Stock Item by Attribute Type and Attribute. To use this function, specify the Attribute Type that you want to search for followed by the Attribute value.

E.g. [ATTRIBUTE=Container Type][ATTRIBUTE=Can]

In the above example, any Stock Items with an Attribute Type of "Container Type" which have an attribute of "Can" will be displayed in the Stock Item Search screen.

idealpos7 Update History

To demonstrate the configuration of a POS Screen button with the Search Type function, a screenshot has been included below:



When pressing the Stock Item Search button from the POS screen for the above button configuration, the Stock Item Search screen will open and the Search Type will be pre-selected as per the below example.

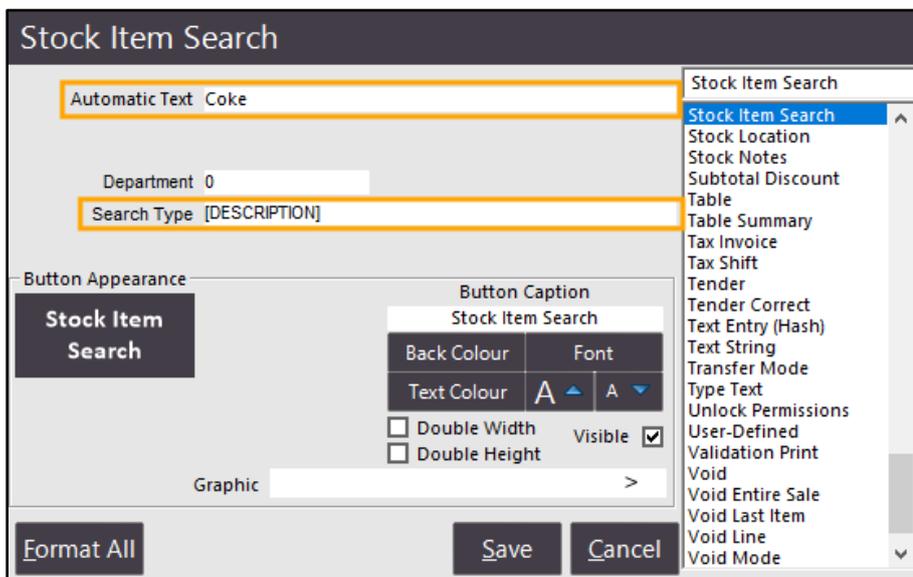
The screenshot shows the 'stock items' search screen. The 'Attribute Search' dropdown is set to 'Container Type' and the 'Can' option is selected. The table below lists various items with columns for Code, Description, Description 2, and Department.

Code	Description	Description 2	Department
205101	COKE CAN	COKE CAN	SOFT DRINK
205102	DIET COKE CAN	DIET COKE CAN	SOFT DRINK
205103	COKE ZERO CAN	COKE ZERO CAN	SOFT DRINK
205104	SPRITE CAN	SPRITE CAN	SOFT DRINK
205105	LIFT CAN	LIFT CAN	SOFT DRINK
205106	DRY GINGER CAN	DRY GINGER CAN	SOFT DRINK
205107	FANTA CAN	FANTA CAN	SOFT DRINK
205108	TONIC CAN	TONIC CAN	SOFT DRINK

Any item on the Stock Items search screen can be selected to add the item to the sale. To add an item to the sale from the Stock Items search screen, double click on the item and it will be added to the sale. Alternatively, you may click on the item once followed by pressing the "OK" button on the bottom right corner of the Stock Item search screen.

The Automatic Text field can be used in combination with the Search Type for all Search Types excluding [PRICE CHANGES] and [ATTRIBUTE]. Note that the Automatic Text is not compulsory and can be left as blank. If you specify a Search Type and leave the Automatic Text field blank, the Search Type will be selected and no search value will be entered into the search box in the Stock Item Search screen.

Example usage of Automatic Text in combination with the Search Type function:



When pressing the Stock Item Search button from the POS screen for the above button configuration, the Stock Item Search screen will open and the Search Type will be pre-selected as well as the Automatic Text being entered as per the below example.

The screenshot shows the 'stock items' search screen. The search type is 'Description Search' and the search value is 'Coke'. The search results are displayed in a table with the following columns: Code, Description, Description 2, and Department.

Code	Description	Description 2	Department
234001	COKE	COKE ADD	DRINK MODS
205601	COKE	COKE POSTMIX	SOFT DRINK
205301	COKE 1.25L	COKE 1.25L	SOFT DRINK
205501	COKE 15L POSTMIX	COKE 15L POSTMIX	SOFT DRINK
205001	COKE 250ML BTL	COKE 250ML BTL	SOFT DRINK
205401	COKE 2L	COKE 2L	SOFT DRINK
205201	COKE 600ML	COKE 600ML	SOFT DRINK
205101	COKE CAN	COKE CAN	SOFT DRINK

Any item on the Stock Items search screen can be selected to add the item to the sale. To add an item to the sale from the Stock Items search screen, double click on the item and it will be added to the sale. Alternatively, you may click on the item once followed by pressing the "OK" button on the bottom right corner of the Stock Item search screen.

POS Screen Grids

Stock Item Search function on POS Grids

This function adds the ability to create a Stock Item Search button on a POS Screen Grid.

The Stock Item search button can then be used to display the Stock Items screen from where the operator can search for a Stock Item by searching based on the Code, Description, Alternate/Scan Code, Supplier's Stock Code, Description 2, Department, Price Changes or Attribute. Once the item has been selected from the Stock Item search screen, the item will be added to the POS sale.

To create a Stock Item Search button on a POS Screen Grid, go to:

Setup > POS Screen > Grids > Select a POS Screen Grid > Items

Code	Description	Department	Price
1	Test Stock Item	GROCERIES	1.23
2	Test Stock Item Two	GROCERIES	1.23
3	OPEN STOCK ITEM	GROCERIES	1.23
4	Test Stock Item Four	GROCERIES	1.23
5	Test Stock Item Five	GROCERIES	1.23
6	Test Stock Item Six	GROCERIES	1.23
7	Test Stock Item Seven	GROCERIES	1.23
8	Test Stock Item Eight	GROCERIES	1.23
9	Link Tables	SCHOONERS	10.00
101001	EGGS ON TOAST	BREAKFAST	9.00
101002	BACON & EGGS	BREAKFAST	10.00
101003	EGGS BENEDICT	BREAKFAST	13.00
101004	AVOCADO ON TOAST	BREAKFAST	11.00
101005	BAKED BEANS & TOAST	BREAKFAST	8.50
101006	PANCAKES	BREAKFAST	9.00
101007	CANADIAN PANCAKES	BREAKFAST	12.00
101008	WAFFLES	BREAKFAST	9.00
101009	WAFFLES CHOCOLATE	BREAKFAST	10.00

POS Screen Grid						
COKE	SPRITE	FANTA	LLB			LEMON
						LIME
						NO ICE
DIET COKE	LIFT	TONIC	SLB			SHORT GLASS
						TALL GLASS
COKE ZERO	DRY GINGER	SODA WATER	RED LEMONADE			NO STRAWS
						KEYBOARD

Drag-and-Drop Copy Formatting Include Grid Link

Select a blank button on the selected POS Screen Grid by clicking on a blank button.

A POS Screen Grids window will then appear.

Select the Stock Item Search Function.

After selecting the Stock Item Search function, new fields will appear for entering Automatic Text and Search Type.

The Automatic Text field is used to enter a value which will be pre-filled into the search box when using the button.

Using the Automatic Text function can save the operator time if they are always searching for items which start with a particular Code, Description, located in a specific department, etc.

The Search Type field is used to specify which Search Type should be selected when using the button.

The search types available for use with the Stock Item Search button are:

[CODE] – Used to search for a Stock Item using the Stock Item's Code

[DESCRIPTION] – Used to search for a Stock Item using the Stock Item's Description

[ALTERNATE/SCAN CODES] – Used to search for a Stock Item using the Stock Item's Alternate Code or Scan Code

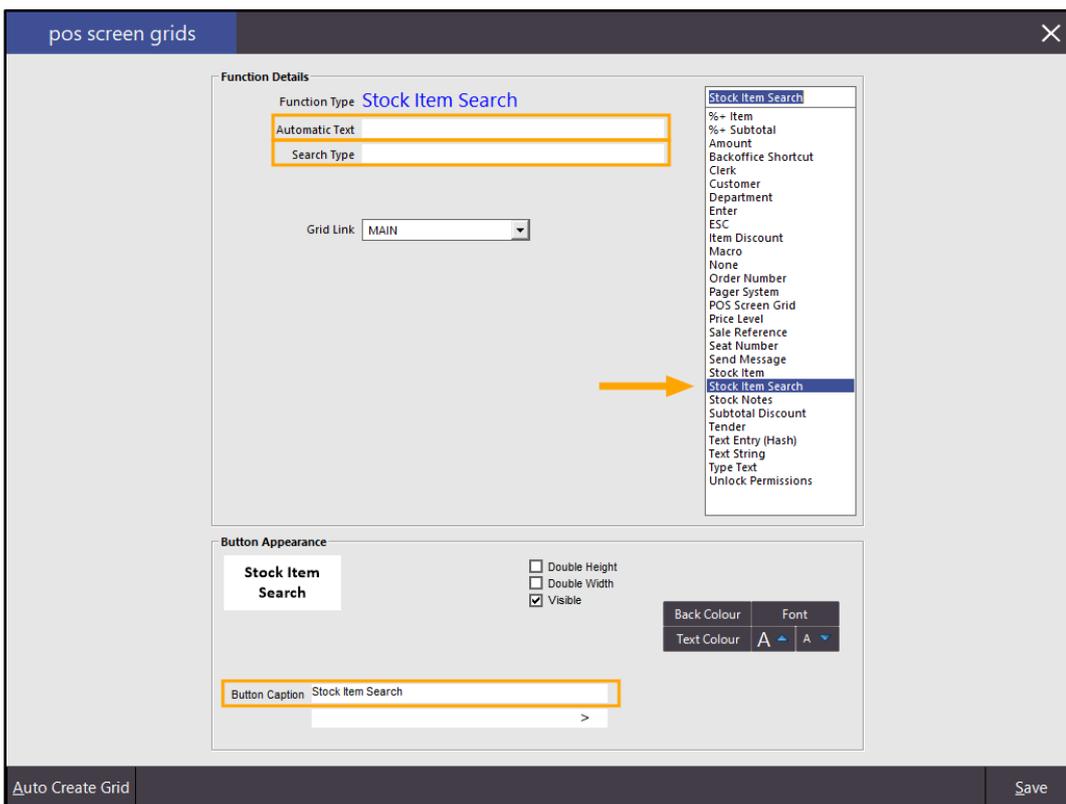
[SUPPLIER'S STOCK CODE] – Used to search a Stock Item using the Stock Item's Supplier Stock Code

[DESCRIPTION 2] – Used to search for a Stock Item using the Stock Item's Description 2 value

[DEPARTMENT] – Used to search for a Stock Item using the Stock Item's Department description

[PRICE CHANGES] – Used to search for a Stock Item using the date/time since the last Price Change. Any Price Changes that have occurred between now and the selected date/time will be displayed.

[ATTRIBUTE] – Used to search for a Stock Item using the Attribute field



idealpos7 Update History

Promotions

Option to Disable Gaming Points Accrual on a Promotion

This function adds the ability to disable the accrual of Gaming or standard Points for any Promotion in Idealpos. To disable gaming points/Points accrual for a promotion, go to:
Setup > Yes/No Options

Ensure that the option Inhibit Points on Discounts/Promotions is disabled

	ALL	1	4
CUSTOMERS			
Inhibit Points on Account Payments			
Inhibit Points on Discounts/Promotions			
Inhibit Points on Gift Voucher Sales			

Go to: File > Sales > Promotions > Promotions > Select a Promotion > Modify
Select the Advanced option at the top of the screen

promotions Promotion **Advanced**

Description: Main Meal Buy 1 Get 1 Free

Group: Promotions

POS: >

Customer Type: >

Multiple Trips

From: 01/10/2016 00:00 to: 01/01/2020 00:00

Continuous During Specific Times

Discount Type: Cheapest Item % Discount 100

Include Instruction Items

Trip Conditions Set 1 Buy 2 of items below

Trip by Quantity Trip by Amount

DPT 107 MAIN

Trip Conditions Set 2 And Buy 0 of items below

Trip by Quantity Trip by Amount

Trip Conditions Set 3 And Buy 0 of items below

Trip by Quantity Trip by Amount

Delete Promotion Link Enquiry Add Department Add Stock Item

23 records

Change Priority Import Copy Delete Add Modify

Enable the checkbox next to "Inhibit Points" then close the Promotions window.

promotions Promotion Advanced

Other Options

Inhibit Points

User-Defined Text

Confirm the change by selecting "Yes"

Save Changes?

Yes No

Close the Promotions window.

Open the POS screen, add a Customer to the sale then trigger the promotion by adding the required number of items to the sale. In the below example, two PORTERHOUSE (Stock Code 107008) items from the MAIN department were added to trigger the Main Meal Buy 1 Get 1 Free promotion and the customer Sarah Charlton was added to the sale. The Promotion has been triggered as per the "Discounts" amount shown below.

03 Sep 10:18 Adult ID: 03/09/00
Jeremy STANDARD

Sarah Charlton - 2855 Points (\$285.50) \$20.00

PORTERHOUSE	1	27.00	RECEIPT	CLERK	7	8	9	CL
PORTERHOUSE	1	27.00	Hold Print	SEAT NO				
			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.		ENTER

2855 Points (\$285.50) Discounts -27.00
Min Layby Deposit : \$2.70
\$27.00

CAPPUCCINO	FLAT WHITE	LATTE	CHAI	SHORT BLACK	LONG BLACK	MOCHA	HOT CHOC	TEA
EXTRA HOT	SKINNY	DECAF	1 SUGAR	TAKEAWAY	SMALL	ICED DRINK	WATER	KEYBOARD
EXTRA CHOC	SOY	WEAK	2 SUGAR	MARSH MALLOW	MEDIUM	MILKSHAKE	JUICE	ORDER NUMBER
NO CHOC	ALMOND	DOUBLE SHOT	3 SUGAR	EQUAL	LARGE	SMOOTHIE	SOFTDRINK	REWARDS ENQUIRY
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

idealpos7 Update History

Press the "Enter" button, then either select a tender amount or press "Cash" to cash the sale off.

03 Sep 10:21 Adult ID: 03/09/00
Jeremy STANDARD >>>

Sarah Charlton - 2855 Points (\$285.50)		\$20.00
PORTERHOUSE	1	27.00
-27.00 Main Meal Buy 1 Get 1 Free		
PORTERHOUSE	1	27.00
Main Meal Buy 1 Get 1 Free		-27.00

2855 Points (\$285.50)
Min Layby Deposit : \$2.70

Discounts -27.00
\$27.00

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 5px;">CASH</td></tr> <tr><td style="padding: 5px;">EFTPOS</td></tr> <tr><td style="padding: 5px;">AMEX / DINERS</td></tr> <tr><td style="padding: 5px;">LAYBY</td></tr> <tr><td style="padding: 5px;">CHEQUE</td></tr> <tr><td style="padding: 5px;">CREDIT NOTE</td></tr> <tr><td style="padding: 5px;">ONLINE</td></tr> <tr><td style="padding: 5px;">POINTS</td></tr> <tr><td style="padding: 5px;">MOTO</td></tr> </table>	CASH	EFTPOS	AMEX / DINERS	LAYBY	CHEQUE	CREDIT NOTE	ONLINE	POINTS	MOTO	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">RECEIPT</td> <td style="width: 20%;">CLERK</td> <td style="width: 10%;">7</td> <td style="width: 10%;">8</td> <td style="width: 10%;">9</td> <td style="width: 10%;">CL</td> </tr> <tr> <td>Hold Print</td> <td>SEAT NO</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PRICE LEVEL</td> <td>5% ST DISC</td> <td>4</td> <td>5</td> <td>6</td> <td>NO SALE</td> </tr> <tr> <td>CUSTOMER</td> <td>5% ITEM</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BAR TAB</td> <td>REFUND</td> <td>1</td> <td>2</td> <td>3</td> <td>X</td> </tr> <tr> <td>PENDING</td> <td>VOID SALE</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TABLE MAP</td> <td>VOID</td> <td>0</td> <td>.</td> <td colspan="2">ENTER</td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <p>27.00</p> <p>Balance 27.00</p>  </div>	RECEIPT	CLERK	7	8	9	CL	Hold Print	SEAT NO					PRICE LEVEL	5% ST DISC	4	5	6	NO SALE	CUSTOMER	5% ITEM					BAR TAB	REFUND	1	2	3	X	PENDING	VOID SALE					TABLE MAP	VOID	0	.	ENTER	
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PENDING	VOID SALE																																																			
TABLE MAP	VOID	0	.	ENTER																																																

After the sale has been tendered, add the customer to the next sale.

The Customer's total points value displayed on the POS screen is the same as the value displayed on the previous sale.

03 Sep 10:28 Adult ID: 03/09/00
Jeremy STANDARD <<<

Sarah Charlton - 2855 Points (\$285.50)		\$20.00
--	--	----------------

2855 Points (\$285.50)
Min Layby Deposit : \$0.00

Discounts 0.00
\$0.00

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PRICE LEVEL	5% ST DISC	4	5	6	NO SALE																																																																									
CUSTOMER	5% ITEM																																																																													
BAR TAB	REFUND	1	2	3	X																																																																									
PENDING	VOID SALE																																																																													
TABLE MAP	VOID	0	.	ENTER																																																																										

In addition, the points earned by the customer in previous transactions can be checked by going to: Reports > Customers > Customer Journal History

Select the Date Range which the transaction occurred, enter the Customer's Code then press the "View" button.

The Points value for the transaction will be 0.00 as the Promotion was set to Inhibit Points.

Idealpos user (pos 1)		Customer Journal History	
		03 Sep 2018 00:00:00 to 03 Sep 2018 23:59:59	
		Code 2 to 2	
Sarah Charlton 2			
03/09/2018 10:23:57 1	001041 Jeremy		
107008	PORTERHOUSE	1.0000	27.00
8	-27.00 Main Meal Buy 1 Get 1 Free	1.0000	-27.00
107008	PORTERHOUSE	1.0000	27.00
8	Main Meal Buy 1 Get 1 Free	1.0000	-27.00
	GST Subtotal	1.0000	27.00
	GST Amount	1.0000	2.45
	Points	1.0000	0.00
	Total Accumulated Points	1.0000	2855.00
	CASH	1.0000	27.00
	Daily Spend Balance (Daily)		20.00

The above example demonstrates inhibiting standard customer points in a promotion, however, the Inhibit Points option is also applicable for inhibiting the accrual of Gaming Points within a Promotion.

idealpos7 Update History

Purchase Orders

Purchase Orders – Option to show Stock Code next to Description

This function adds the ability to display Stock Codes next to the Description on Purchase Orders.

To enable this function, go to: Setup > Global Options > Purchases > Purchase Order Default Settings

Enable the option “Show Stock Codes next to Descriptions”

The screenshot shows the 'global options' interface for 'site 1 (Site 1)'. The 'Purchases' tab is selected. The 'Purchase Order Default Settings' section is expanded, showing various configuration options. The 'Show Stock Codes next to Descriptions' checkbox is checked and highlighted with a yellow box and an orange arrow. Other options include 'Show Amounts', 'Use Supplier's Codes', and 'Use Scan Codes'. The 'Fees & Rates' section is also visible, showing dropdown menus for 'Freight Purchase Category', 'Admin Fee Purchase Category', 'Default Freight Tax Rate', and 'Default Admin Fee Tax Rate'. The 'Send to Labels - Default Sort Order' section has radio buttons for 'Original Entry Order', 'Order by Stock Code', and 'Order by Description'. The 'Miscellaneous' section has radio buttons for 'Large Size Grid', 'Default to Purchase Orders', and 'Default to Stock Received'. The 'Programmable Barcodes' section has dropdown menus for 'Field 1' (Stock Code) and 'Field 2' (Quantity), and a 'Decimal Point' field.

Close the Global Options screen.

Go to: Transactions > Stock Control > Stock Purchases > Add

Set the Purchase Type to Purchase Order, select the Supplier and fill out the required fields as per the Purchase Order.

Add the required items to the order then press the Save button to save the order

purchase order

Purchase Type: Purchase Order Location: Location 1

Supplier: Coca Cola Purchase Order No: 152 Invoice No: 321 Order Date: 23/08/2018 Stock Process Date: 23/08/2018

Stock Code	Description	Quantity Ordered	Unit Cost	Disc %	Tax 1	Total	Last Cost
205101	COKE CAN	1	1.03	0.00	GST	1.03	
205102	DIET COKE CAN	1	1.03	0.00	GST	1.03	
205103	COKE ZERO CAN	1	1.03	0.00	GST	1.03	
205104	SPRITE CAN	1	1.03	0.00	GST	1.03	
205105	LIFT CAN	1	1.03	0.00	GST	1.03	
205106	DRY GINGER CAN	1	1.03	0.00	GST	1.03	
205107	FANTA CAN	1	1.03	0.00	GST	1.03	
205108	TONIC CAN	1	1.03	0.00	GST	1.03	

Subtotal: 6.55
Freight: 0.00
Admin Fee: 0.00
Tax: 0.66
Invoice Total: 7.21

Save

Select the Purchase Order from the list and press the "View" button

stock purchases

Reference Search: Location: Location 1

Code	Supplier Name	Date	Type	Order No.	Invoice No.	Details	Processed	Location	Total
3	Coca Cola	23/08/2018	Order	152	321	Coke Order	No	Location 1	\$7.49

Show Purchase Orders
Show Stock Received
Show Orders NOT Received
Show Tax Inclusive
Send to Label Printing

Add Modify Delete Copy View Import Export Items Only Process

idealpos 7 Update History

The Purchase Order will be displayed and the Stock Codes will be shown next to the Item Descriptions on the Purchase Order as per the below example.

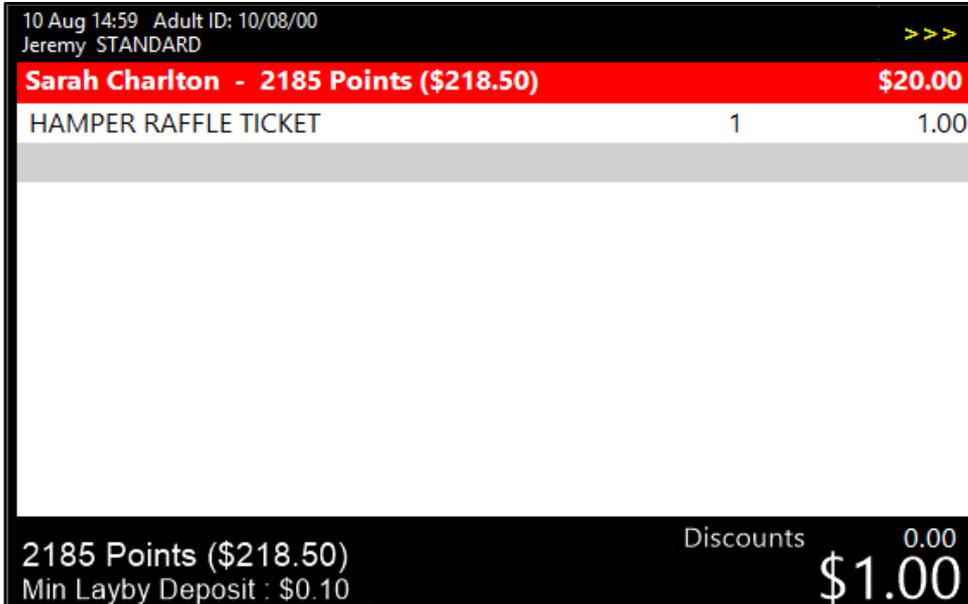
idealpos user ABN 34091801204 ACN 091801204 1/212 Curtin Ave West Eagle Farm Queensland 4009 Phone 07 3630 2216 Fax 07 3630 2217 Email email@domain.com		 PURCHASE ORDER 152	
		Page 1 of 1	
		Account : 68114	Fax : Phone : Contact : Anthony Tasker Location : Location 1
To : Coca Cola QLD			
<u>Date</u> 23/08/2018	<u>Contact</u>	<u>Delivery Via</u>	<u>Delivery Date</u> 23/08/2018
Quantity	Description	Item Code	
1.0000	COKE CAN (205101)	124KSS858	
1.0000	DIET COKE CAN (205102)	124KSS837	
1.0000	COKE ZERO CAN (205103)	124KSS816	
1.0000	SPRITE CAN (205104)	124KSS795	
1.0000	LIFT CAN (205105)	124KSS774	
1.0000	DRY GINGER CAN (205106)	124KSS753	
1.0000	FANTA CAN (205107)	124KSS732	
1.0000	TONIC CAN (205108)	124KSS711	

Raffles

Raffle Tickets show Customer Name and Code

This feature enables printing the Customer Name and Customer Code on a raffle ticket when a Customer is added to the sale at the time the raffle tickets are purchased. If a customer is not added to the sale at the time a raffle ticket is purchased, the ticket will be printed without a Customer Name and Customer Code.

To use this function, go to: POS Screen > Add a Customer to the Sale > Sell a Raffle Ticket by adding the ticket from a POS Screen button or enter the Stock Item Code for the Raffle Ticket



Press the Enter button then select a Tender/Amount to finalise the sale.
The receipt and raffle ticket will print.



idealpos7 Update History

Range Programming

Range Programming allows bulk changes of Large Stock Notes data

This function adds the ability to specify large Stock Notes data when using the Range Programming function to update a range of Stock Items. Previous to this change, the maximum character limit that was supported for the Stock Notes field via Range Programming was 10 characters. This limitation has now been removed.

As Range Programming is an advanced function and is possible to change values for all Stock Items, we highly recommend that you exercise caution when using it. Create a backup of your Idealpos database if required.

To use this function, go to: Utilities > Range Programming > Stock Items

The screenshot shows a software window titled "range programming" with a close button (X) in the top right corner. The window contains a form with the following elements:

- Four rows of fields for specifying a range: "Code", "Description", "Department", and "Supplier". Each row consists of a text input field, a right-pointing arrow ">", the word "to", another right-pointing arrow ">", and a second text input field.
- A list of twelve "Field" dropdown menus. Each dropdown menu has a downward arrow, followed by an equals sign "=", and a blank text field.
- A "Proceed" button located at the bottom right of the window.

At the top of the Range Programming screen, specify the range of Stock Codes/Descriptions/Departments/Suppliers that you want to apply the range programming to. Note that if you leave the Code, Description, Department and Supplier fields blank when performing range programming, the changes specified in the fields below will apply to ALL Stock Items in your system after you press the "Proceed" button.

You will also see a range of blank dropdown fields with the text "Field" next to them. You can program up to a maximum of twelve fields at once.

To program the Stock Notes field, click into the first Field dropdown box and select the "Stock Notes" option.

To the right-hand side of the field, you will see an equals (=) sign along with another blank field.

Specify the Stock Notes that you want to set for the items in the blank field next to the equals sign.

If you want to update any other fields for the criteria specified, select the desired fields from the dropdown boxes along with the value you want to set for those fields.

Once you're ready to perform the range programming, press the "Proceed" button on the bottom right corner of the Range Programming window. Wait while the range programming is completed.

In the below example, Stock Codes between 1 and 10 will have Range Programming applied to them. The Stock Notes value will be set to "A Stock Note is used to list extra info about the item".

Field	Value	Operator	Value
Code	1	>	10
Description		>	
Department		>	
Supplier		>	

Field	Value
Stock Notes	A Stock Note is used to list extra info about the item
Field	

Proceed

After pressing the "Proceed" button, a confirmation will be displayed. Press "Yes" to proceed with Range Programming.

Are you sure you wish to proceed?

Yes No

After Range Programming has completed, a "Programming Completed" message will be displayed to indicate that programming was completed successfully.

Programming Completed.

OK

idealpos7 Update History

Any Stock Item that was included in the range of Stock Codes specified has had the Stock Notes updated. To confirm, you can open the Stock Item via the Stock Items screen to view the updated Stock Notes.

Close the Range Programming screen, then go to:

File > Stock Control > Stock Items > Select: Stock Item > Modify > Advanced > Stock Notes

The screenshot shows the 'stock items' application window with the 'Advanced' tab selected. The window title is 'stock items' and the subtitle is 'Indirect Item'. The top right corner shows 'Created 04 Dec 2017 16:21:40' and a close button. The main content area is divided into several sections:

- Sales Prompt:** A text input field.
- Link to Menu, Link to Grid, Link Table:** Each has a numeric input (0) and a '>' button, with 'MAIN' as the selected option.
- Amount Override Limits:** Includes 'Lower Limit' (0.00), 'Upper Limit' (0.00), and a 'Profit%' field.
- Location 1:** Includes 'Stock Level' (-4), 'Recommended Level' (0), and 'Reorder Level' (0).
- Points by Price Level:** A list of price levels from 5 to 12, each with a numeric input (0).
- Points Settings:** Includes checkboxes for 'Use Special Points', 'Inhibit Points Accrual', 'Inhibit Purchase With Points', and 'Print Promotional Ticket', each with a numeric input (0).
- Stock Notes:** A text area containing the text 'A Stock Note is used to list extra info about the item'. This area is highlighted with a yellow border.
- Miscellaneous:** Includes 'National Product Number' (0) and 'Receipt Tabs' (0).

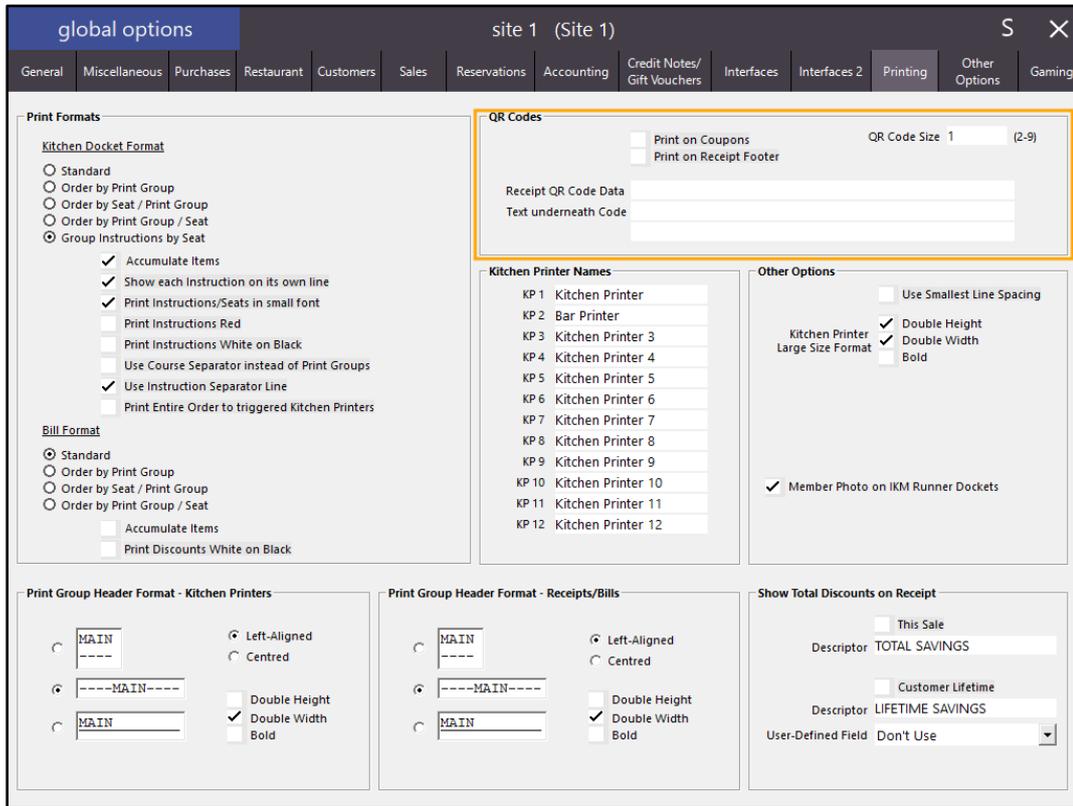
At the bottom of the window, there is a 'Keyboard' button on the left and a 'Save' button on the right.

Receipts

Ability to encode Customer into QR Code on Receipts

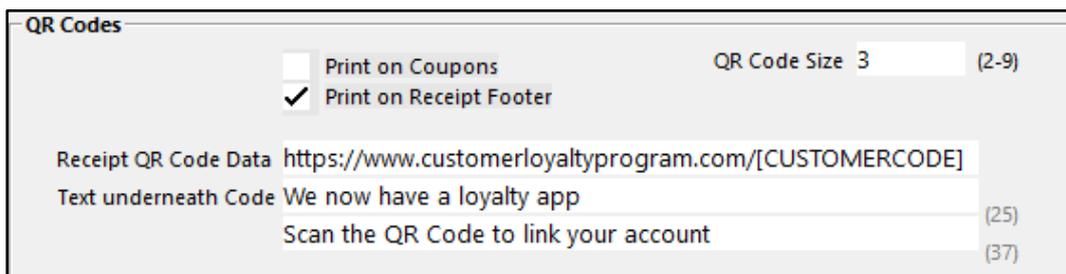
This function enables the ability to include the Customer Code as well as text in a QR Code that is printed at the bottom of a Customer Receipt. This may be useful for cases where you have a loyalty website and you want to pass the Customer Code through to your website when a customer scans the QR Code at the bottom of their receipt.

To use this function, go to: Setup > Global Options > Printing > QR Codes



Configure the QR Code section with the settings and values you want used to print on the bottom of your Customer's receipts. Enable the "Print on Receipt Footer" setting to print the QR Code at the bottom of the Customer Receipt. Enable the "Print on Coupons" setting if you also want the QR Code printed on any coupons printed from the POS terminal. Enter a value between 2 and 9 into the QR Code Size field. You may want to try a few different sizes and print a receipt to see what size suits your needs. We also recommend testing the QR Code by scanning it with a smartphone to ensure that it is readable. Should the smartphone have difficulty reading the QR Code, try setting a larger QR Code size.

An example screenshot showing the QR Code configuration for printing the Customer Code and text within the QR Code Data has been included in the below screenshot:



idealpos⁷ Update History

When a receipt is printed from the POS terminal, the QR Code will be included on the Receipt Footer.

If you include the [CUSTOMERCODE] field in the Receipt QR Code Data, the Customer Code will be included if you add a Customer to the sale. If a Customer isn't added to the sale, the Receipt QR Code Data will still be included on the receipt, but it will exclude the Customer Code.

Using the above screenshot as an example for a case when a Customer isn't added to the sale, the Receipt QR Code Data that will be printed on the receipt will include the URL address of <https://www.customerloyaltyprogram.com/> however will not include the Customer's Code after the URL.

An example Receipt showing the QR Code Data is listed below:

IDEALPOS	
1/212 Curtin Ave West Eagle Farm QLD 4009 Australia	
TAX INVOICE 123-456-789-11	
#000993 1 Jeremy 13/08/18 16:14:16 Cafe POS 1(1)	
<hr/>	
Table 74	
-----ENTREE-----	
PASTA*	\$11.00
DUCK	\$14.00
BEEF*	\$13.00
LAMB*	\$12.00
TOTAL	\$50.00
<hr/>	
GST Subtotal	\$36.00
GST Amount	\$3.27
GST-Free Subtotal	\$14.00
CASH	\$50.00
FOOD TOTAL	\$50.00
BEVERAGE TOTAL	\$0.00
Other Categories TOTAL	\$0.00
COVERS TOTAL	4
*indicates taxable supply	
Powered by Idealpos	
	
WE NOW HAVE A LOYALTY APP SCAN THE QR CODE TO LINK YOUR ACCOUNT	

Region

USA and Canada Regions split into separate options

This option splits the USA and Canada regions into separate options for the purpose of setting the Fast Cash Button images on the Tender Screen to match the currency of the Canada or USA region. This function is only available when performing a clean install of Idealpos or after performing a full system reset of Idealpos then starting Idealpos. Selecting Canada or USA both use the same Tax options. Also note that the USA and Canada regions are still grouped as a single option from the POS Terminals settings screen.

WARNING – Performing a full system reset will remove all data from your database including Sales History, Journals, Stock Items, Clerks, POS Screens.

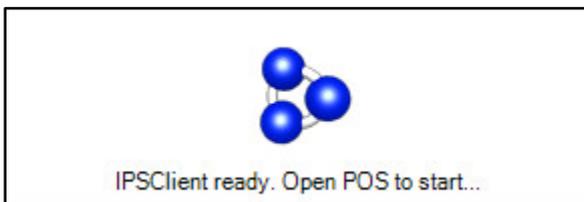
To use this function, a clean install of Idealpos or a full system reset needs to be performed.

As mentioned above, a full system reset will completely erase and remove all data from your database and this action must not be performed on a production/live system which is being used for trade as data loss will occur.

To use this function, perform a full system reset via the IPS Utility > Advanced menu. After performing a full system reset or clean install of Idealpos, start Idealpos.

You may see the following popup appear at the bottom right corner of the screen.

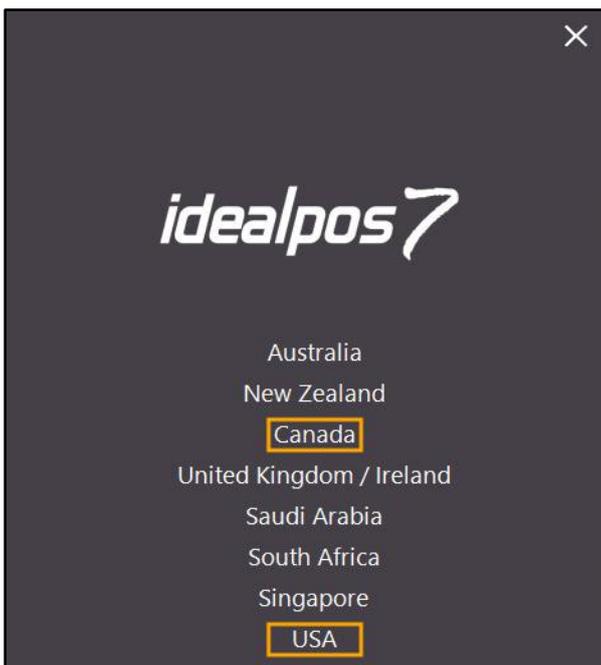
Double click on the IPSCClient logo to open POS.



After opening Idealpos, the country selection window will open.

The USA and Canada options have been separated on this screen.

Click on USA.



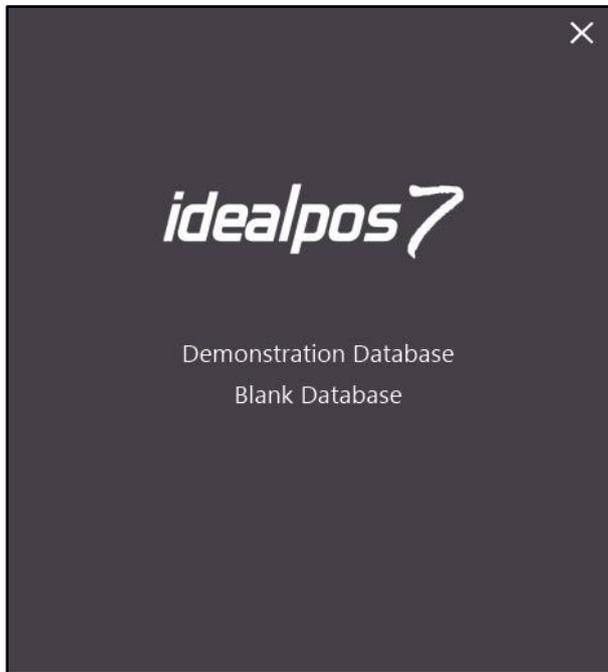
idealpos7 Update History

The screen will then show the option to use the Demonstration Database or Blank Database.

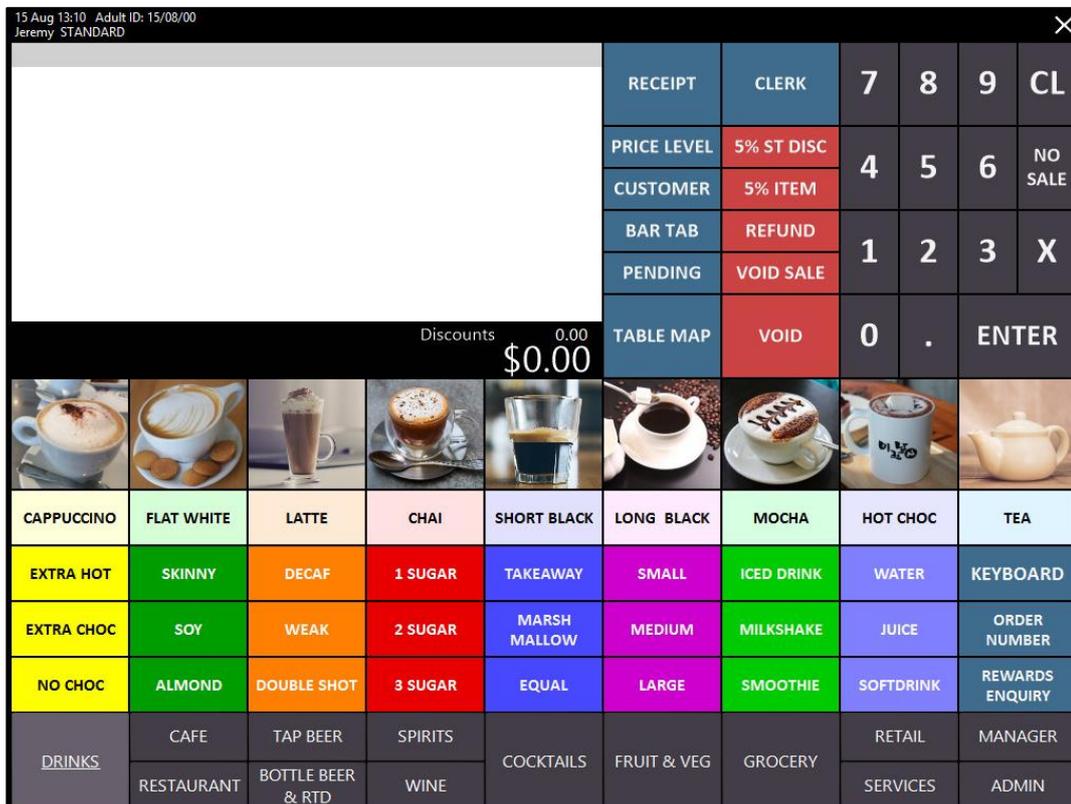
Selecting Demonstration Database will setup Idealpos with a database that is ready for immediate use to test and demonstrate Idealpos.

Selecting Blank Database will setup Idealpos with a blank database. If you select Blank Database, you will need to manually create the required Departments, Stock Items, POS Screen Buttons, Clerks and any other data that is required for your store.

For the purpose of this document, Demonstration Database has been selected.



After selecting Demonstration Database, Idealpos will start then the POS Screen will be displayed.



Add items to the sale then press the Enter button

15 Aug 13:12 Adult ID: 15/08/00 Jeremy STANDARD			X					
CAPPUCCINO (1)	1	3.50	RECEIPT	CLERK	7	8	9	CL
FLAT WHITE (1)	1	3.50	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
LATTE (1)	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
			BAR TAB	REFUND	0	.	ENTER	
			PENDING	VOID SALE				
3x			TABLE MAP	VOID				
Discounts 0.00			\$10.50					

The images used for the Fast Cash buttons will match the currency used in the USA region.

15 Aug 13:14 Adult ID: 15/08/00 Jeremy STANDARD			X					
CAPPUCCINO (1)	1	3.50	RECEIPT	CLERK	7	8	9	CL
FLAT WHITE (1)	1	3.50	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
LATTE (1)	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
GST		0.54	BAR TAB	REFUND	0	.	ENTER	
			PENDING	VOID SALE				
3x			TABLE MAP	VOID				
Discounts 0.00			\$11.04					
CASH		<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">11.05</div> <div style="font-size: 2em; color: orange; margin-right: 10px;">→</div> <div style="text-align: center;">  </div> </div> <p>Balance 11.05</p>						
EFTPOS								
AMEX / DINERS								
LAYBY								
CHEQUE								
CREDIT NOTE								
ONLINE								

idealpos7 Update History

The POS Terminal Settings screen (Setup > POS Terminals > Modify) will still show a region of Canada / USA.

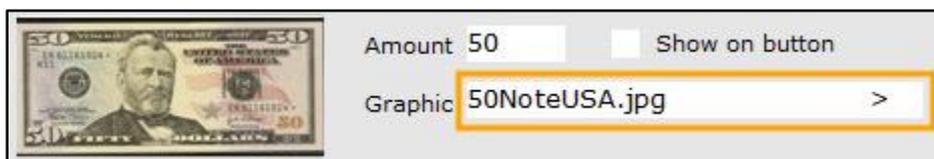
The screenshot shows the 'pos terminals' application window with a navigation bar at the top containing: Main Settings, POS Settings, Receipt Printer, Kitchen Printers, Customer Display, Customer Readers, Other Peripherals, EFTPOS Settings, Import / Export, and Miscellaneous Settings. The main content area is divided into two sections: 'Main Settings' and 'User Details'. In 'Main Settings', there is a 'Code' field with '1', a 'Description' field with 'POS 1', a 'Location' dropdown menu with 'Location 1', and a 'POS Screen Layout' field with '1' and a '>' button. In 'User Details', there is a 'Region' dropdown menu with 'Canada / USA', an 'Address' field, a 'Postal Address' field, an 'Email' field, a 'Phone' field, and a 'Fax' field with 'ACN'.

Once a region has been selected as part of the clean install/full system reset process, the images displayed on the Fast Cash Buttons can only be changed manually via the Global Options screen. Changing the Region via the above POS Terminals settings screen will not automatically change the images displayed on the Fast Cash buttons.

To update the Fast Cash button images, go to: Setup > Global Options > General

The screenshot shows the 'global options' application window for 'site 1 (Site 1)'. The navigation bar at the top includes: General, Miscellaneous, Purchases, Restaurant, Customers, Sales, Reservations, Accounting, Credit Notes/Gift Vouchers, Interfaces, Interfaces 2, Printing, Other Options, and Gaming. The 'General' section is active and contains various settings like 'First Day of Week' (Monday), 'End of Day' (23:59:59), 'Decimal Places on Quantities' (4), 'Clerk Timeout' (0 sec), 'Reset Finalized Sale Time' (0 sec), 'Unlock Permissions Timeout' (0 sec), 'Tender Grid Button Height' (700), 'Tender Grid Font Size' (16), 'Tender Grid Line Width' (2), 'Venue ID', 'Exit POS Password', 'Each item text', 'Report default zoom %' (100), 'Dynamic Search Delay' (50 ms), 'Safe Drop Warning Threshold', 'Adult ID Age' (18), 'Adult Restriction Question Age' (25), 'Report Printer' (Windows Default Printer), 'Company Logo Graphic' (idealpos RPT Logo.jpg), 'Invoice Footer Graphic' (Tax Invoice Footer.png), 'Printer Logo Download Utility' (C:\Program Files\SEWOO\LogoSetup 2.34\NVUpl), and 'Label Printing Software Override'. The 'Fast Cash Buttons' section is highlighted with a red box and shows five buttons for amounts 100, 50, 20, 10, and 5. Each button has a 'Show on button' checkbox and a 'Graphic' field with a file path ending in '.jpg'.

Under the Fast Cash section, click on the ">" button within the Graphic field for the amount denomination that you want to update.

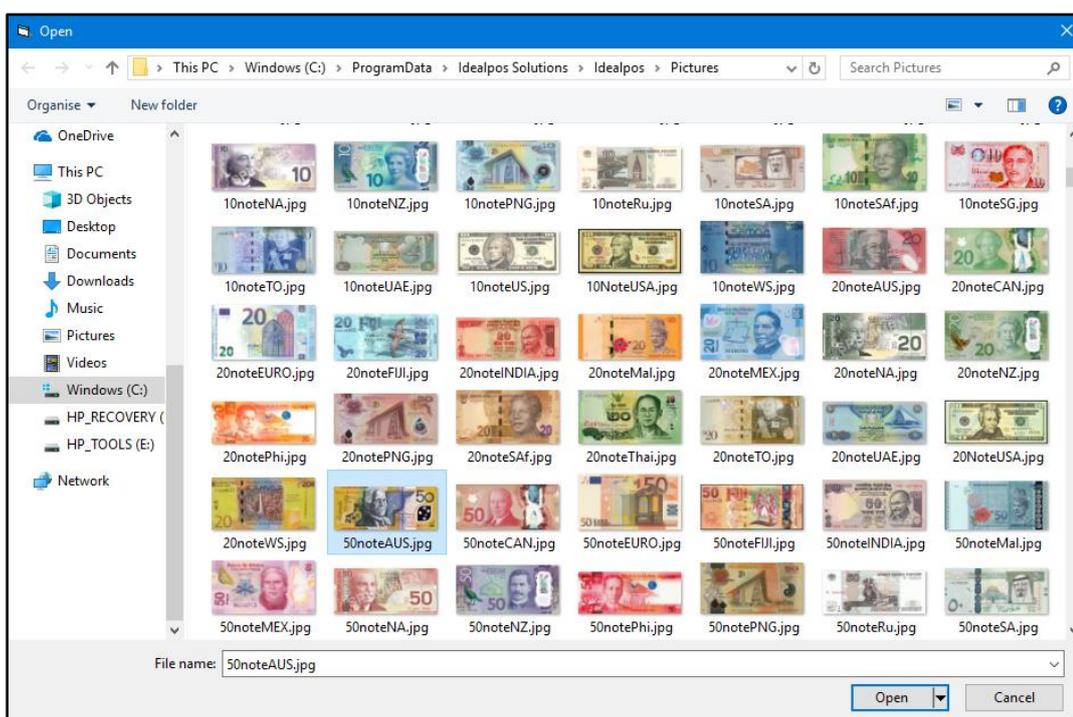


An Open window will be displayed.

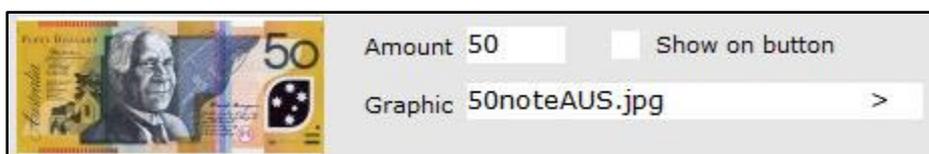
Select the image of the currency denomination that you want to use. Idealpos includes images for note denominations for various regions. The filenames of the images are named in the format of denomination amount, note, then the region.

E.g. "50noteAUS.jpg" resembles a denomination of \$50.00 for the Australia region.

Press the "Open" button once you have selected the required image.



The new Fast Cash button image will be displayed on the Fast Cash Buttons screen for the denomination selected.



idealpos7 Update History

The updated image will be displayed on the Tender screen when finalising a transaction from the POS screen.



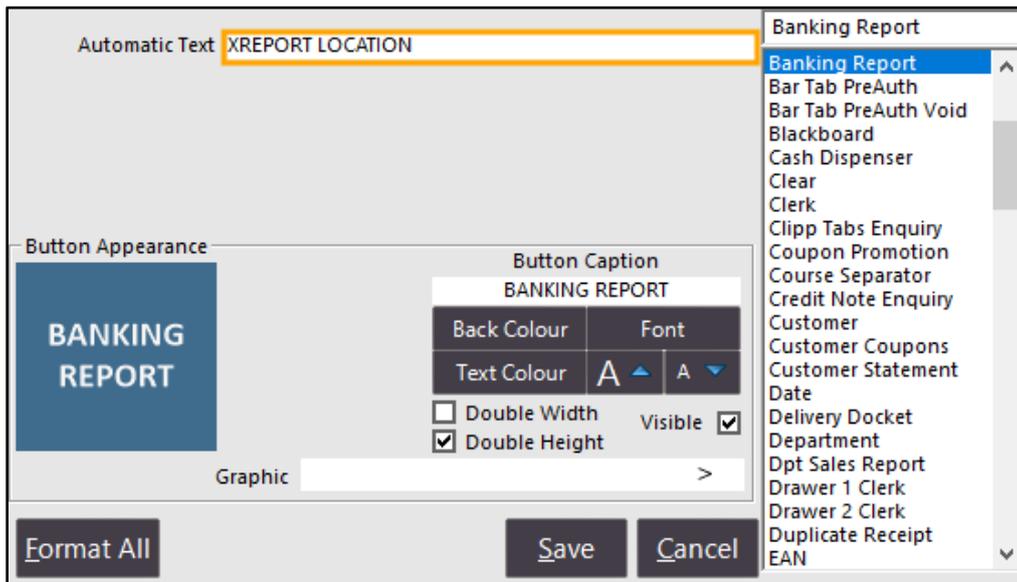
Reports

Banking Report: XREPORT with LOCATION tag

This function adds the ability to print an XREPORT from a single terminal and combines the shifts that were completed on other terminals within a location. This function will show the combined total of the current shift completed across all terminals within the location. The requirement for this to work is that the shift start time must be the same on all terminals in the location. This means that if the time the shift started on other terminals differs to the shift of the current terminal which the report is being run on, the totals from those shifts will not be included.

To use this function, go to: Setup > POS Screen > POS Screen Setup > Select: POS Screen Layout > Buttons > Banking Report button > Automatic Text: XREPORT LOCATION

In the below example, the Banking Report button has been configured to perform the XREPORT for the Location, however, you may want to create a new button specifically for performing an XREPORT for the Location. Press the "Save" button to save the change.



idealpos7 Update History

Go to the POS screen and press the Banking Report button.

The X-REPORT will be displayed for the shift at the Location and show combined totals from all terminals that are also currently on the same shift.

Print			
SALES REPORT FROM 04/09/2018 13:01:27			
TO 04/09/2018 13:12:53			
Location 1			
Location 1			
X - R E P O R T			
Gross Sales	6.0000	21.00	

NETT Sales		21.00	
		=====	
		21.00	
AMOUNTS TENDERED:			
CASH	2	21.00	

		21.00	
		=====	
		21.00	
BANKING:			
CASH		21.00	

		21.00	
SAFE DROP AMOUNT:			
		0.00	
CASH IN DRAWER:			
		21.00	
SALES CATEGORIES:			
BEVERAGE		21.00	
PRICE LEVELS:			
1-STANDARD	3.0000	10.50	
TAX AMOUNTS:			
GST	1.90	21.00	
GST-Free	0.00	0.00	

		21.00	

Gift Voucher Report with drill-down transactions – Added running total column

This function adds the ability to drill-down into a Gift Voucher Report and show a running total column when running the Gift Voucher report with the "Include drill-down transactions" option enabled.

To use this function, go to: POS Screen > Gift Voucher Button



Enter an amount, Customer Name and Email Address if the Customer has one, then press OK.

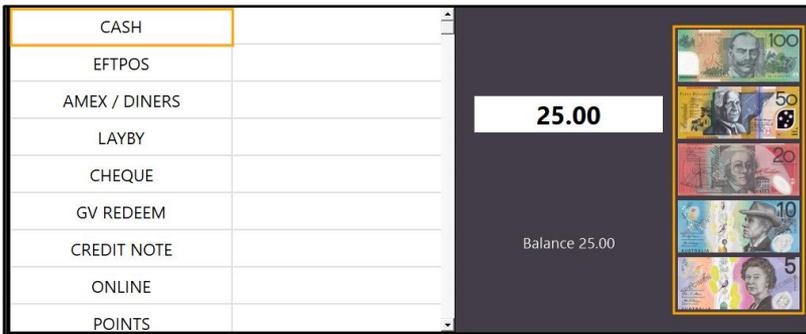
A screenshot of a software interface titled "GIFT VOUCHER Sale" with a close button (X) in the top right corner. The interface contains several input fields: "Scan or Enter Voucher Code" with the value "9898414687501", "Amount" with "25.00", "Customer Name" with "Bill Smith", and an empty "Email Address" field. Below these is a "GIFT VOUCHER Type" dropdown menu set to "Gift Voucher". A virtual keyboard is overlaid at the bottom, featuring a blue "OK" button on the right side.

The Gift Voucher will appear on the Idealpos POS screen along with the Gift Voucher amount.



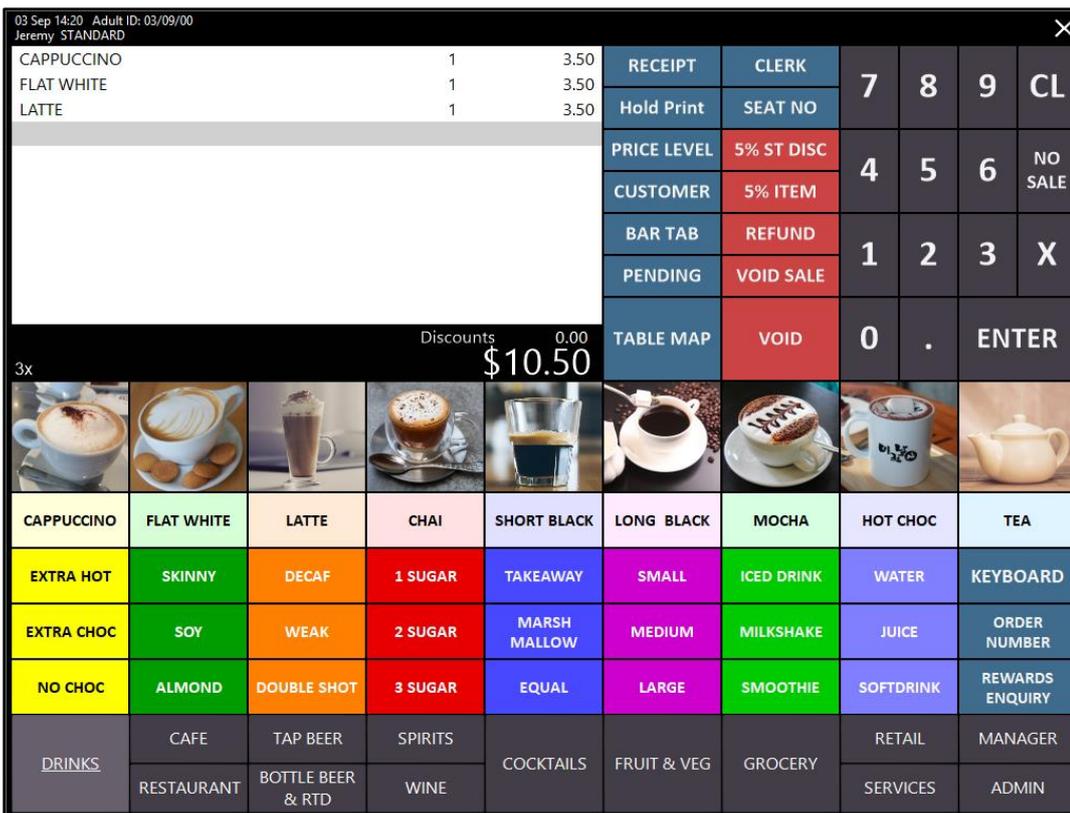
Press the "Enter" button on the POS screen then cash the sale off by either pressing the Cash button or one of the tender amounts.

idealpos7 Update History



A receipt will be printed along with a printout of the Gift Voucher.

The sale will be finalised and the POS screen will be displayed ready for processing another sale. Add items to the sale then press the "Enter" button to go to the Tender screen.



Redeem the Gift Voucher by pressing the Gift Voucher Redeem button.

Note that if the GV Voucher Tender option does not appear, you will need to enable it via Setup > Yes/No Options > Inhibit Tender.

The screenshot shows a POS interface with a receipt on the left and a payment screen on the right. The receipt lists three items: CAPPUCCINO (1 @ 3.50), FLAT WHITE (1 @ 3.50), and LATTE (1 @ 3.50). A discount of 3x \$10.50 is applied, resulting in a total of 0.00. The payment screen shows a total of 10.50 and a balance of 10.50. The 'GV REDEEM' option is highlighted in the payment list. The right side of the screen features a numeric keypad and a visual representation of Canadian currency bills (100, 50, 20, 10, 5).

Item	Qty	Price
CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
LATTE	1	3.50

Discounts 0.00
3x \$10.50

CASH
EFTPOS
AMEX / DINERS
LAYBY
CHEQUE
GV REDEEM
CREDIT NOTE
ONLINE
POINTS

RECEIPT CLERK
Hold Print SEAT NO
PRICE LEVEL 5% ST DISC
CUSTOMER 5% ITEM
BAR TAB REFUND
PENDING VOID SALE
TABLE MAP VOID

7 8 9 CL
4 5 6 NO SALE
1 2 3 X
0 . ENTER

10.50
Balance 10.50

Scan the voucher or press the "Name Search" button.

The screenshot shows the 'GIFT VOUCHER redemption' screen. It features a text input field for 'Scan or Enter Voucher Code', a 'Name Search' button, and a numeric keypad. The 'Amount to Tender' is displayed as 10.50.

GIFT VOUCHER redemption

Scan or Enter Voucher Code > Name Search

Amount to Tender 10.50

7 8 9
4 5 6
1 2 3
0 . CL

idealpos7 Update History

Enter the name into the "Enter Name" field, select the customer name from the list on the right-hand side of the screen, then press the "Use" button at the bottom right corner of the screen.

GIFT VOUCHER name search

Enter Name
Bill Smith

Bill Smith (\$25.00)

q w e r t y u i o p 7 8 9 / @
a s d f g h j k l # 4 5 6 : !
↑ z x c v b n m & % 1 2 3 Use
CL backspace \ ? 0 . -

The Voucher Code will appear in the Scan or Enter Voucher Code field. Press the "Add" button to add the voucher to the transaction.

GIFT VOUCHER redemption

Scan or Enter Voucher Code
9898414687501 > Name Search

Amount to Tender
10.50

Balance of Voucher 25.00

Bill Smith
Bought 03/09/18 - \$25.00
Expires 01/01/00

Print View History Edit Add Email

7 8 9
4 5 6
1 2 3
0 . CL

The Voucher Code and Redeeming Amount will be displayed.
Press the "Finalize" button to finalize the redemption of the Gift Voucher.

GIFT VOUCHER redemption

Scan or Enter Voucher Code

Name Search

Amount to Tender
0.00

Voucher Code	Redeeming Amount
9898414687501	10.50

Total Voucher Redemption **10.50**

Clear Finalize

If the "Reference" option has been enabled for the Gift Voucher tender, you will be prompted to enter a reference for the tender.
Enter a reference, then press the "Enter" button.

Redeem Gift Voucher

q w e r t y u i o p 7 8 9 < >

a s d f g h j k l # 4 5 6 : !

↑ z x c v b n m & @ 1 2 3

CL \ ? 0 . - Enter

A receipt will be printed along with another Gift Voucher containing the remaining balance.

The Gift Voucher Report can now be run to show the drill-down of the Gift Voucher.

idealpos7 Update History

To run the report, go to: Reports > Sales > Gift Voucher Report

Select the required period and ensure that the "Include drill-down transactions" option is enabled, then press the "View" button to run the report.

When the report is initially displayed, a list of Gift Vouchers will appear and show the Gift Voucher Amount (GVAmount column), Redeemed and Balance amounts.

In order to view the drill-down details for a voucher, double-click on the Gift Voucher.

In the below example, we will double-click on Gift Voucher 9898414687501.

Idealpos user (pos1)		GIFT VOUCHER Report			Printed 03/09/2018 14:39:06		
		03 Sep 2018 00:00:00 to 03 Sep 2018 23:59:59			Page 1 of 1		
Code	Date Bought	Expires	Name	GVAmount	Redeemed	Balance	
Type 1 : Gift Voucher							
16	03/09/2018	01/01/3000	Bob Smith	20.00	10.50	9.50	
2	03/09/2018	01/01/3000	Sarah Charlton	25.00	0.00	25.00	
9898414687501	03/09/2018	01/01/3000	Bill Smith	25.00	10.50	14.50	
				70.00	21.00	49.00	
				70.00	21.00	49.00	

The Gift Voucher will be expanded and show the running total column.

The first amount is the initial amount, and the subsequent amount is the value remaining after the first redemption.

Idealpos user (pos1)		GIFT VOUCHER Report			Printed 03/09/2018 14:39:06		
		03 Sep 2018 00:00:00 to 03 Sep 2018 23:59:59			Page 1 of 1		
Code	Date Bought	Expires	Name	GVAmount	Redeemed	Balance	
Type 1 : Gift Voucher							
9898414687501	03/09/2018	01/01/3000	Bill Smith	25.00	10.50	14.50	
	Sale 1,054-1	03/09/2018 14:17:53	25.00	25.00			
	Redemption 1,055-1	03/09/2018 14:33:37	10.50	14.50	10.50	14.50	
				25.00	10.50	14.50	
				25.00	10.50	14.50	

idealpos7 Update History

Stock Valuation Report – Summary option enabled for Department/Sales Category Groupings

This function adds the ability to run the Stock Valuation Report with a Summary option enabled when Grouping by Department or Sales Category.

When running with the Summary option enabled, the report will only show the Departments or Sales Categories with the Stock Level, L/B Leve, Avg Cost and Stock Value. The individual items contained within the Departments or Sales Categories will be excluded from the report. This may be useful for customers who only want a summary of Stock Level and value of stock in a Department or Sales Category instead of listing all items from the Department or Sales Category.

Go to: Reports > Stock Control > Stock Valuation

Enable the Department or Sales Category checkbox under the Group By section, then enable the Summary checkbox under the Options section.

The screenshot shows the configuration interface for the Stock Valuation Report. The window title is "stock valuation report". The interface is divided into several sections:

- Sort Order:** Radio buttons for "Code" (selected) and "Description".
- Group by:** Checkboxes for "Department" (checked), "Sales Category" (checked), "Supplier", and "Location". A dropdown menu is below these options. An orange arrow points to the "Sales Category" checkbox.
- Options:** A dropdown for "Cost Price for Valuation" set to "Average Cost". Checkboxes for "Negative Stock Levels Only", "Layby Levels Only", "Valuation includes Laybys", and "Summary" (checked). An orange arrow points to the "Summary" checkbox.
- Selection Range:** Input fields for "Code", "Description", "Department", "Supplier", and "Location", each with a ">" button and a "to" label.
- Attributes:** A dropdown menu, a "+" button, and radio buttons for "Show" (selected) and "Exclude".

At the bottom of the window, there are "Print" and "View" buttons.

Press the "View" button at the bottom right corner of the Stock Valuation Report window to view the report. The Report will be displayed in Summary view and will show either Departments or Sales Categories depending on the Group By selection.

The below example Stock Valuation Report was produced with the Group By option set to Department.

Code Description		Stock Level	L/B Level	Avg Cost	Stock Value
FRUIT (117)		404.7300	0.0000		1,225.83
VEGETABLES (118)		792.7390	0.0000		2,059.05
SEEDS NUTS (119)		78.0000	0.0000		515.25
FROZEN (120)		42.0000	0.0000		187.60
MEAT & FISH (121)		654.4700	0.0000		4,775.95
BREADS (122)		96.0000	0.0000		170.25
DELI (123)		47.2300	0.0000		230.25
DAIRY (124)		228.1250	0.0000		784.08
CONFECTIONARY (125)		415.0000	0.0000		974.85
BULK (126)		388.8218	0.0000		1,852.00

The below example Stock Valuation Report was produced with the Group By option set to Sales Category.

Code Description		Stock Level	L/B Level	Avg Cost	Stock Value
FOOD (1)		3109.1158	0.0000		12,575.14
BEVERAGE (2)		6087.2675	0.0000		83,164.22
RETAIL (3)		2409.0000	2.0000		39,487.50
GROCERIES (4)		279.0997	0.0000		1,353.04
FUEL (5)		764.4100	0.0000		814.95
LANDSCAPE (9)		443.0000	0.0000		3,393.38
MISCELLANEOUS (10)		-5.0000	0.0000		0.00
		13066.8930	2.0000		140,788.24

idealpos7 Update History

Supplier Selection on Promotion Details by Item Report

This function adds the ability to specify a Supplier when running the Promotions Report using a Report Type of "Promotion Details by Item". This will then allow you to report on any items from a particular supplier that were included in a promotion. This may be useful in situations where a supplier may want a report from a store to show how many items were sold as part of a promotion in order to claim a cashback or commission from a supplier for selling the items.

To use this function, go to: Reports > Sales > Promotions

Set the Report Type to "Promotion Details by Item".

The Supplier field will then appear in the Selection Range. Click on the ">" button in the field to specify the Supplier.

Press the View button to view the Promotions Report.

The Promotions by Item Report will be displayed and will contain any Items from the selected Supplier that were included in any Promotions within the date range selected.

Item Description		Date	Unit Price	Quantity	Pre-Discount Amount	Discount	Discounted Amount
Promotion Group 1 : Promotions							
<u>Bonus Hat Promotion</u>							
1018-1	COKE 2L	24/08/2018 12:26:42	\$3.500	2.0000	\$7.00	\$2.92	\$4.08
1018-1	Coke Hat	24/08/2018 12:26:42	\$5.000	1.0000	\$5.00	\$2.08	\$2.92
1019-1	COKE 2L	24/08/2018 12:27:12	\$3.500	2.0000	\$7.00	\$2.92	\$4.08
1019-1	Coke Hat	24/08/2018 12:27:12	\$5.000	1.0000	\$5.00	\$2.08	\$2.92
1020-1	COKE 2L	24/08/2018 12:27:43	\$3.500	2.0000	\$7.00	\$2.92	\$4.08
1020-1	Coke Hat	24/08/2018 12:27:43	\$5.000	1.0000	\$5.00	\$2.08	\$2.92
1021-1	COKE 2L	24/08/2018 12:28:08	\$3.500	2.0000	\$7.00	\$2.92	\$4.08
1021-1	Coke Hat	24/08/2018 12:28:08	\$5.000	1.0000	\$5.00	\$2.08	\$2.92
				12.0000	\$48.00	\$20.00	\$28.00
				12.0000	\$48.00	\$20.00	\$28.00
Grand Total				12.0000	\$48.00	\$20.00	\$28.00

Restaurant & Table Map

Table Details – Auto Select Priced Instruction when Parent Item is selected

This function will auto select the Priced Instruction Item when selecting a Parent Item from the Table Details screen. This is a useful feature to save operators time when each guest from a table pays for their own meal and the instruction items that were ordered incur an additional expense. There is no configuration required to enable this function as it is hard-coded and always enabled.

To use this feature, go to: POS Screen > Add Item to the sale (e.g. Cappuccino) > Add Priced Instruction to the sale (e.g. Decaf). In this example, the Cappuccino is the Parent Item and the Decaf Instruction Item is the Priced Item as per the below example.

09 Aug 15:11 Adult ID: 09/08/00
Jeremy STANDARD

CAPPUCCINO	1	3.50	RECEIPT	CLERK	7	8	9	CL
DECAF	1	1.00	Hold Print	SEAT NO				
			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	

Discounts 0.00
\$4.50

CAPPUCCINO	FLAT WHITE	LATTE	CHAI	SHORT BLACK	LONG BLACK	MOCHA	HOT CHOC	TEA
EXTRA HOT	SKINNY	DECAF	1 SUGAR	TAKEAWAY	SMALL	ICED DRINK	WATER	KEYBOARD
EXTRA CHOC	SOY	WEAK	2 SUGAR	MARSH MALLOW	MEDIUM	MILKSHAKE	JUICE	ORDER NUMBER
NO CHOC	ALMOND	DOUBLE SHOT	3 SUGAR	EQUAL	LARGE	SMOOTHIE	SOFTDRINK	REWARDS ENQUIRY
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

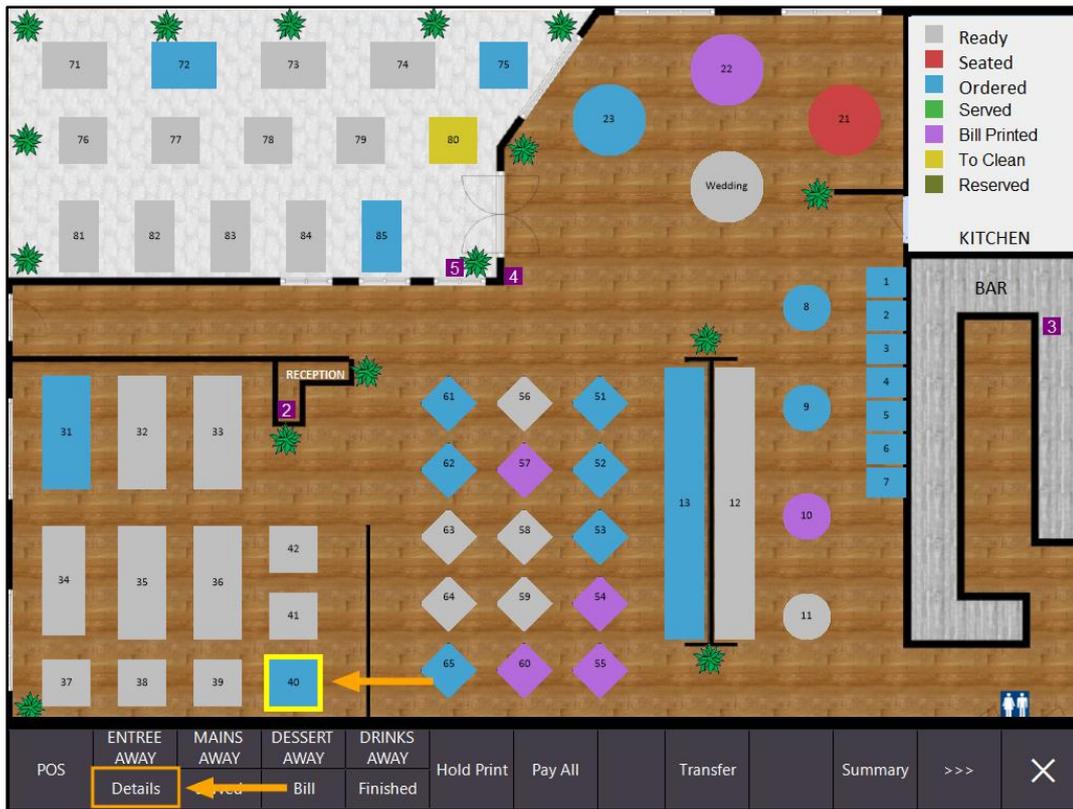
Then press the Table Map button, select a Table from the Table Map, then enter the number of Covers if prompted.

Covers - Table 40

7	8	9
4	5	6
1	2	3
0	CL	
1	OK	

idealpos7 Update History

Ensure that the Table is selected on the Table Map and press the "Details" button



Select the Parent Item (Cappuccino) by clicking on it.
The Priced Instruction item (Decaf) will be auto selected.

TABLE 40		39 min	\$4.50					
1 Covers - Avg \$4.50		Amount	Outstanding	Printed	Pay	Seat	Clerk	
CAPPUCCINO		3.50	3.50	*	3.50		Jeremy	
DECAF		1.00	1.00	*	1.00		Jeremy	
		-----	-----	-----	-----			
		4.50	4.50		4.50			
								Reorder Items
								Hide Paid Items
								Transfer
								Reprint Kitchen
								Name
								Covers
								Delete
Full	1/3	1/5	1/7	1/Covers	Amount			Pay 4.50
1/2	1/4	1/6	1/8	Quantity	Fraction	Print Bill	Select All	

The Items can now be paid off by pressing the "Pay" button on the bottom right corner.

Table Details – Instruction Items Indented for greater readability

The Idealpos Table Details screen has been updated to show Instruction Items Indented for greater readability. This allows the operator to easily distinguish Instruction Items apart from normal Stock Items on the Table Details screen.

Go to: POS Screen > Add a normal Stock Item (e.g. Cappuccino) then add an Instruction Item (e.g. 2 SUGAR)

The screenshot shows the POS interface with the following details:

- Header: 09 Aug 14:34 Adult ID: 09/08/00, Jeremy STANDARD
- Item List:
 - CAPPUCCINO 1 3.50
 - 2 SUGAR
- Summary: 1x, Discounts 0.00, Total \$3.50
- Keypad:
 - RECEIPT, CLERK, 7, 8, 9, CL
 - Hold Print, SEAT NO
 - PRICE LEVEL, 5% ST DISC, 4, 5, 6, NO SALE
 - CUSTOMER, 5% ITEM
 - BAR TAB, REFUND, 1, 2, 3, X
 - PENDING, VOID SALE
 - TABLE MAP, VOID, 0, ., ENTER
- Product Grid:
 - Row 1: CAPPUCCINO, FLAT WHITE, LATTE, CHAI, SHORT BLACK, LONG BLACK, MOCHA, HOT CHOC, TEA
 - Row 2: EXTRA HOT, SKINNY, DECAF, 1 SUGAR, TAKEAWAY, SMALL, ICED DRINK, WATER, KEYBOARD
 - Row 3: EXTRA CHOC, SOY, WEAK, 2 SUGAR, MARSH MALLOW, MEDIUM, MILKSHAKE, JUICE, ORDER NUMBER
 - Row 4: NO CHOC, ALMOND, DOUBLE SHOT, 3 SUGAR, EQUAL, LARGE, SMOOTHIE, SOFTDRINK, REWARDS ENQUIRY
 - Row 5: DRINKS, CAFE, TAP BEER, SPIRITS, COCKTAILS, FRUIT & VEG, GROCERY, RETAIL, MANAGER
 - Row 6: RESTAURANT, BOTTLE BEER & RTD, WINE, SERVICES, ADMIN

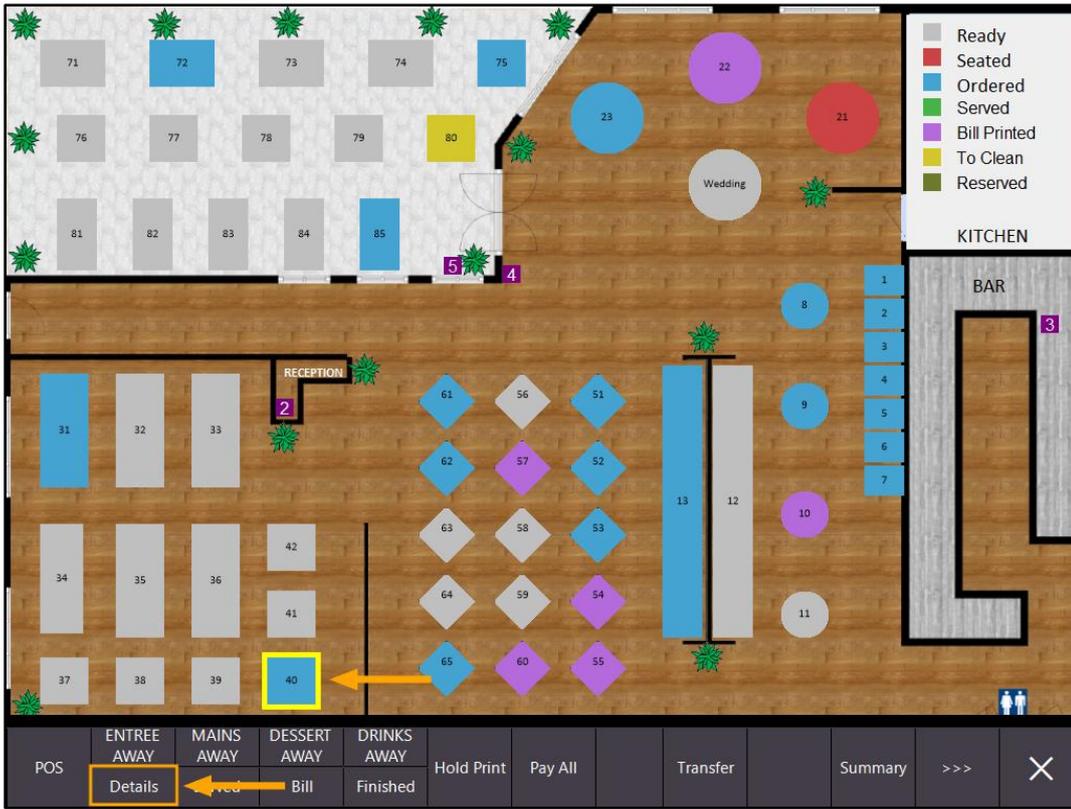
Then press the Table Map button, select a Table from the Table Map, then enter the number of Covers if prompted.

The screenshot shows a dialog box titled "Covers - Table 40" with the following keypad:

- Row 1: 7, 8, 9
- Row 2: 4, 5, 6
- Row 3: 1, 2, 3
- Row 4: 0, CL
- Row 5: 1 | (input field), OK

idealpos7 Update History

Ensure that the Table is selected on the Table Map and press the "Details" button



The Table Details will be displayed and any instruction items will be indented for greater readability

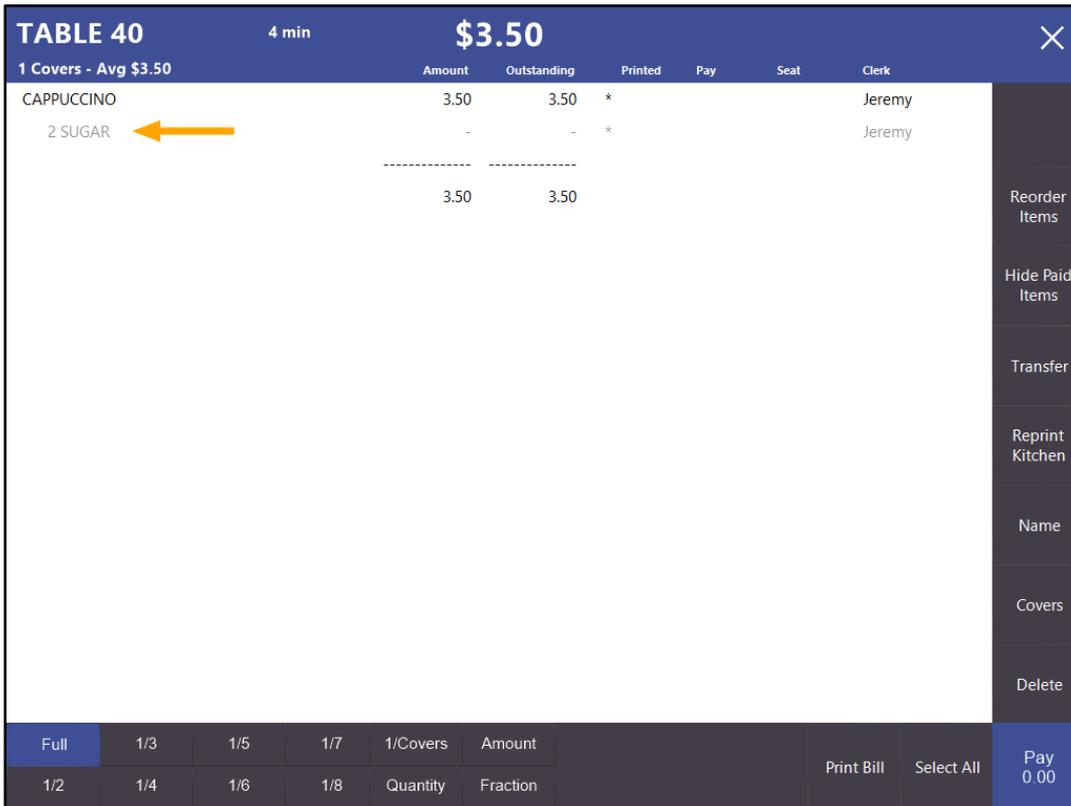


Table Details – Reorder Items Function

This function adds the ability to reorder items already saved to a table via the Table Details screen. This feature may be useful in cases where a customer has ordered a drink or meal at their table, finished the meal, and has come back to the counter wanting to reorder the same meal. The operator can select the customer’s Table from the Table Map, then select the required items and press the Reorder button. The selected items will be added to the sale where the operator will have the opportunity to add any other additional items.

Finally, they can press the Table Map button which will save the sale back to the same table and the docket(s) will be printed to the Kitchen Printers.

To use this function, go to:

POS Screen > Table Map > Select a Table that contains an Order > Details

TABLE 12		2 min		\$47.00						
3 Covers - Avg \$15.67		Amount	Outstanding	Printed	Pay	Seat	Clerk			
PASTA		11.00	11.00	*			Jeremy			
DUCK		14.00	14.00	*			Jeremy			
BEEF		13.00	13.00	*			Jeremy			
COKE		3.00	3.00	*			Jeremy	Reorder Items		
SPRITE		3.00	3.00	*			Jeremy	Hide Paid Items		
FANTA		3.00	3.00	*			Jeremy	Transfer		
		-----	-----							
		47.00	47.00							
										Reprint Kitchen
										Name
										Covers
										Delete
Full	1/3	1/5	1/7	1/Covers	Amount					
1/2	1/4	1/6	1/8	Quantity	Fraction	Print Bill	Select All	Pay 0.00		

idealpos7 Update History

To reorder items, first select the required items from the Table Details screen. When selecting the items, they will highlight in grey to indicate that they've been selected. After the items have been selected, press the "Reorder Items" button.

TABLE 12		2 min	\$47.00					×
3 Covers - Avg \$15.67		Amount	Outstanding	Printed	Pay	Seat	Clerk	
PASTA		11.00	11.00	*			Jeremy	
DUCK		14.00	14.00	*			Jeremy	
BEEF		13.00	13.00	*			Jeremy	
COKE		3.00	3.00	*	3.00		Jeremy	Reorder Items
SPRITE		3.00	3.00	*	3.00		Jeremy	
FANTA		3.00	3.00	*	3.00		Jeremy	
		47.00	47.00		9.00			Hide Paid Items
								Transfer
								Reprint Kitchen
								Name
								Covers
								Delete
Full	1/3	1/5	1/7	1/Covers	Amount			Print Bill
1/2	1/4	1/6	1/8	Quantity	Fraction			Select All
							Pay	9.00

The POS Screen will be displayed with the items that were selected on the Table Details screen.

09 Aug 16:55 Adult ID: 09/08/00 Jeremy STANDARD								×
COKE	1	3.00	RECEIPT	CLERK	7	8	9	CL
SPRITE	1	3.00	Hold Print	SEAT NO				
FANTA	1	3.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	
Table 12 (3)		TABLE SALE	Discounts	0.00				
3x		\$9.00						
CAPPUCCINO	FLAT WHITE	LATTE	CHAI	SHORT BLACK	LONG BLACK	MOCHA	HOT CHOC	TEA
EXTRA HOT	SKINNY	DECAF	1 SUGAR	TAKEAWAY	SMALL	ICED DRINK	WATER	KEYBOARD
EXTRA CHOC	SOY	WEAK	2 SUGAR	MARSH MALLOW	MEDIUM	MILKSHAKE	JUICE	ORDER NUMBER
NO CHOC	ALMOND	DOUBLE SHOT	3 SUGAR	EQUAL	LARGE	SMOOTHIE	SOFTDRINK	REWARDS ENQUIRY
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

If required, additional items can be ordered. Press the "Table Map" button to save the sale to the table. The Kitchen Docket will be printed to the Kitchen Printer(s) and the reordered items will appear on the Table Details screen.

TABLE 12		20 min		\$56.00				✕	
3 Covers - Avg \$18.67		Amount	Outstanding	Printed	Pay	Seat	Clerk		
PASTA		11.00	11.00	*			Jeremy		
DUCK		14.00	14.00	*			Jeremy		
BEEF		13.00	13.00	*			Jeremy		
COKE		3.00	3.00	*			Jeremy	Reorder Items	
SPRITE		3.00	3.00	*			Jeremy		
FANTA		3.00	3.00	*			Jeremy	Hide Paid Items	
COKE		3.00	3.00	*			Jeremy		
SPRITE		3.00	3.00	*			Jeremy		
FANTA		3.00	3.00	*			Jeremy	Transfer	
		-----	-----						
		56.00	56.00					Reprint Kitchen	
								Name	
								Covers	
								Delete	
Full	1/3	1/5	1/7	1/Covers	Amount				
1/2	1/4	1/6	1/8	Quantity	Fraction	Print Bill	Select All	Pay 0.00	

Sale Type Printing

Support for Sale Type printing on Table/Hold Print Sales

This function adds the ability for the Sale Type status to print on Kitchen dockets as well as on Hold Print Sales. Examples of Sale Types are Takeaway, Delivery, Pickup and Cater. These can be modified to suit your requirements. There is no configuration required to toggle the printing of the sale type on a Kitchen docket or Hold Print sales. This way this feature works is simply if a Sale Type has been specified or selected during the sale, the Sale Type will be printed on the Kitchen docket and Hold Print Sales. If a Sale Type has not been specified or selected during the sale, the Sale Type will not be printed.

You may need to create a button on your POS Screen to enable the ability to use a Sale Type. You may also need to setup the Sale Types to suit your requirements. This is outlined as follows.

To update the available Sale Type Statuses in your system, go to:
Setup > Global Options > Sales > Sale Type Status

The screenshot shows the 'global options' window for 'site 1 (Site 1)'. The 'Sales' tab is selected, and the 'Sale Type Status' section is highlighted with an orange box. An orange arrow points to this section from the 'Fast Add Stock Items' section above it.

Sale Type Status

- Takeaway
- Delivery
- Pickup
- Cater

Pending Sales

- Printed Pending Sales are sent to Receipt Printer
- Printed Pending Sales are sent to Windows Printer
- Auto Generate Pending Sale Codes
- Inhibit Amounts on A4 Windows Prints
- Print to Docket Printers
- Print to Windows Printer

Fast Add Stock Items

- Fast Add Stock Items when not found
- Default Department: 0 >
- Stock Code
- Scan Code

Tax Rates

Default	Description	Rate	Label
Rate 1 <input checked="" type="radio"/>	GST	10.00	GST
Rate 2 <input type="radio"/>	GST-Free	0.000	FRE
Rate 3 <input type="radio"/>	Not Defined	0.000	
Rate 4 <input type="radio"/>	Not Defined	0.000	
Rate 5 <input type="radio"/>	Not Defined	0.000	
Rate 6 <input type="radio"/>	Not Defined	0.000	

Refund Reasons

	Type	Text
1 Damaged	<input type="checkbox"/>	
2 Changed Mind	<input type="checkbox"/>	
3 Faulty	<input type="checkbox"/>	
4 Product Recall	<input checked="" type="checkbox"/>	
5 Expired	<input type="checkbox"/>	
6 Other	<input checked="" type="checkbox"/>	
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	
9	<input type="checkbox"/>	

Undistributed Links

Surcharges: 10011002 >

Discounts: 10011001 >

Food/Beverage Total Descriptors

Food: FOOD

Beverage: BEVERAGE

To add Sale Type buttons to your POS Screen, go to:
 Setup > POS Screen > POS Screen Setup > Select a POS Screen Layout > Buttons

Search Code like				Exclude Barcodes	Price 1	POS SCREEN LAYOUT 1				Copy Formatting	X			
101001	EGGS ON TOAST	BREAKFAST	9.00		RECEIPT	CLERK	7	8	9	CL				
101002	BACON & EGGS	BREAKFAST	10.00		Hold Print	SEAT NO								
101003	EGGS BENEDICT	BREAKFAST	13.00		PRICE LEVEL	5% ST DISC	4	5	6	NO SALE				
101004	AVOCADO ON TOAST	BREAKFAST	11.00		CUSTOMER	5% ITEM								
101005	BAKED BEANS & TOAST	BREAKFAST	8.50		BAR TAB	REFUND	1	2	3	X				
101006	PANCAKES	BREAKFAST	9.00		PENDING	VOID SALE								
101007	CANADIAN PANCAKES	BREAKFAST	12.00		TABLE MAP	VOID	0	.	ENTER					
101008	WAFFLES	BREAKFAST	9.00											
101009	WAFFLES CHOCOLATE	BREAKFAST	10.00											
101010	JAM & TOAST	BREAKFAST	5.00											
101011	BIG BREAKFAST	BREAKFAST	15.00											
101012	BAKED BEANS & TOAST*COPY*	BREAKFAST	8.50											
102001	EXTRA BACON	BREAKFAST MODS	2.00											
102002	EXTRA EGG	BREAKFAST MODS	1.00											
102003	EXTRA TOAST	BREAKFAST MODS	0.50											
102004	EXTRA AVOCADO	BREAKFAST MODS	1.00											
102005	EXTRA CHEESE	BREAKFAST MODS	1.00											
BOYS SHORTS		BOYS SHIRTS		BOYS PANTS		GIRLS SHORTS		GIRLS SHIRTS		GIRLS SKIRTS		BOOKS	SCHOOL ITEMS	TOYS
ELECTRICAL			FISHING & OUTDOORS			MANCHESTER								
MENS			LADIES			BULK LANDSCAPE SUPPLIES								
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER						
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN						

Find a blank button on the POS Screen. If a blank button isn't available, try navigating to another page and find available blank buttons (as per the above example screenshot, the Retail page has an available block of blank buttons).

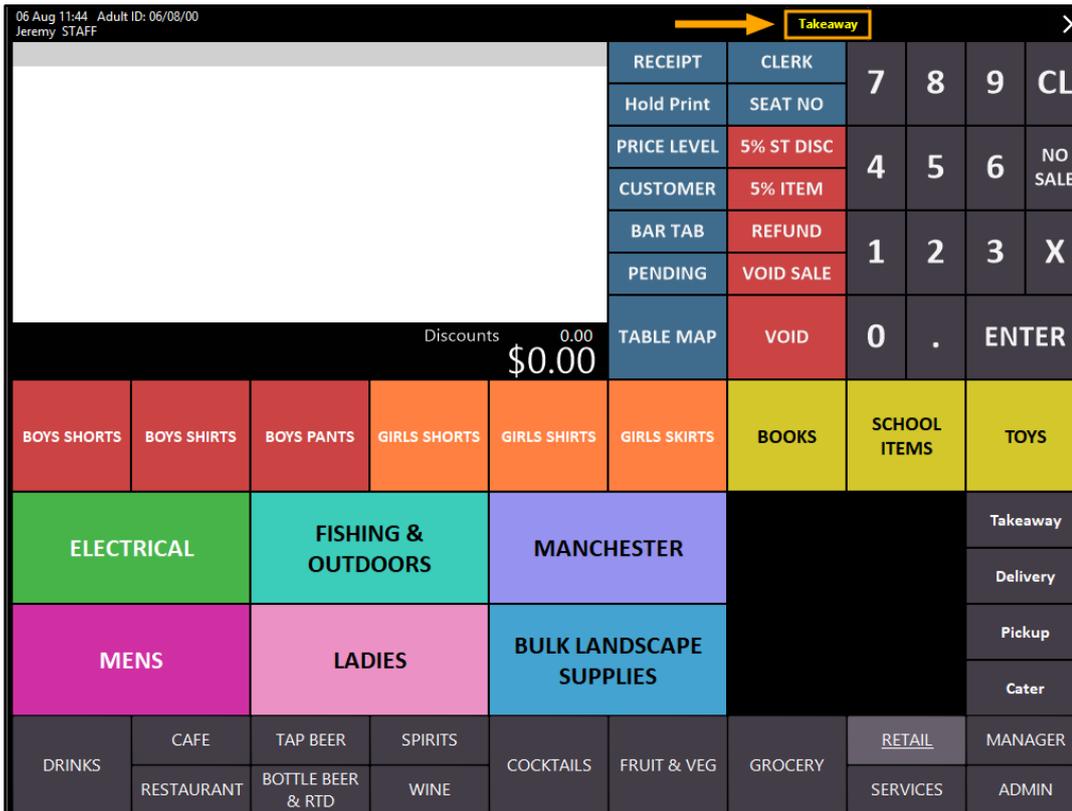
Click on a blank button and select the "Sale Type" option from the list of functions. After selecting the "Sale Type" function, the Status and Price Level options will appear. Select the desired Sale Type from the Status dropdown box. Note that if you have more than one Sale Type that you want to use, you will need to create a separate button for each Sale Type on the POS Screen. If you want to apply a different Price Level to the sale when using the Sale Type button, make sure you select the desired Price Level from the Price Level dropdown box.

idealpos7 Update History

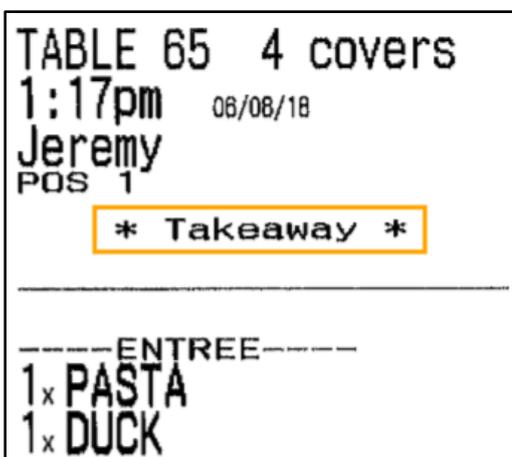
Press Save to apply the change for the selected button and repeat the above process if required to create additional Sale Type buttons on your POS Screen.

To apply the Sale Type to the sale, simply press the Sale Type button during the sale.

After pressing the Sale Type button, the Sale Type will be displayed at the top-right corner of the POS Screen.



Add Stock Items to the sale then save the sale to a table by pressing the Table Map button followed by selecting a Table from the Table Map. When the Kitchen docket(s) are printed, they will contain the Sale Type.



Schedules

Schedules – Ability to modify the POS number that Processes the Schedule

This function enables the ability to modify the POS number from where the email schedules are sent from without having to completely remove the schedule and add/configure it on another POS terminal.

To use this function, go to: Setup > Schedules > Select the Scheduled Report > Modify
Modify the POS number in the POS field to reflect the POS terminal that should process the Schedule

The screenshot shows a software interface for configuring schedules. The main window is titled "schedules" and has a close button (X) in the top right corner. On the left side, there are several input fields and checkboxes for configuring a schedule. The "Description" field contains "Daily Report". The "Type" is set to "Email Reports" and the "Output" is "PDF". The "Run next at" field shows "13 Aug 2018 12:00". The "Repeat Every" is set to "1 Days". The "From" time is "00:00" and the "to" time is "23:59". There are checkboxes for each day of the week, all of which are checked. Below these fields, the "POS 1" field is highlighted with an orange border. On the right side, there is a section titled "Shortcut Reports Available" with a list of reports: "Financial Report Daily", "Grouped Sales WTD", and "Stock Item Sales this Month". Below this, there is a section titled "scheduled reports - drag and drop from above" with a list containing "Financial Report Daily". At the bottom right of the window, there is a "Delete" button.

To save the change, close the Schedules window and confirm the change by pressing "Yes" to the Save Changes prompt.

The screenshot shows a dark gray dialog box with the text "Save Changes?" centered at the top. Below the text, there are two buttons: "Yes" and "No".

The Schedule will be processed by the POS number defined in the POS field.

idealpos7 Update History

Shortcuts

Journal Enquiry to Stock Item Sales – Ability to Create Shortcut

This function adds the ability to create a shortcut to the Stock Item Sales Report using the criteria that was selected when running the Journal Enquiry then opening the Stock Item Sales screen.

To use this feature, go to:
Enquiry > Journal History

The screenshot shows the 'journal history enquiry' interface. At the top, there are several filter fields: 'Today' (dropdown), 'From' (06/08/2018 09:00:00), 'To' (06/08/2018 23:59:59), 'Top 1000 records', 'Customer', 'Clerk', 'POS', 'Price Level', 'Location', 'Site', 'Tender Type', 'Function', 'Stock Item', 'Department', 'Sale Total', 'Table', 'Audit', and a 'Filter Table/Bar Tabs' checkbox. A 'Select' button is located at the bottom right of the filter area.

Audit	POS	Date	Customer
779	1	Mon 06/08/2018 13:17:31	
778	1	Mon 06/08/2018 11:58:56	
777	1	Mon 06/08/2018 11:57:53	
776	1	Mon 06/08/2018 11:57:39	
775	1	Mon 06/08/2018 11:56:48	
774	1	Mon 06/08/2018 11:55:56	
773	1	Mon 06/08/2018 11:55:15	
772	1	Mon 06/08/2018 11:54:19	
771	1	Mon 06/08/2018 11:49:57	
770	1	Mon 06/08/2018 11:48:40	
769	1	Mon 06/08/2018 10:21:07	
768	1	Mon 06/08/2018 10:20:38	
767	1	Mon 06/08/2018 10:19:32	
766	1	Mon 06/08/2018 10:16:15	

Below the table, there is a detailed view of a record: Date 06/08/2018 13:17:31 Audit 779,1 Jeremy. The record details are: Table 65, 106007 PASTA 11.00 Jeremy, 106001 DUCK 14.00 Jeremy. A '[Saved to Table]' button is visible.

At the bottom of the screen, there is a navigation bar with buttons: View All, Docket Print, Tax Invoice, Email, Total, Stock Item Sales, Favourite, Add Text, and Keyboard.

Select the criteria for the Journal History Enquiry by choosing the desired options using the dropdown boxes and fields available at the top of the Journal History Enquiry screen.

This screenshot shows the 'journal history enquiry' interface with the 'From' and 'To' date fields set to 'All Dates' and the 'Tender Type' dropdown set to 'EFTPOS'. The 'Top 1000 records' field is also visible. The rest of the interface, including the filter fields and the 'Select' button, is the same as in the previous screenshot.

Once you have selected your desired criteria, press the "Select" button, then press the "Stock Item Sales" button located at the bottom of the Journal History Enquiry screen to run the Stock Item Sales Report.

The screenshot shows the 'journal history enquiry' window. At the top, there are several filter sections: 'All Dates' (dropdown), 'Customer' (fields for Clerk, POS, Price Level, Location, Site), 'Tender Type' (EFTPOS), 'Function', 'Stock Item', 'Department', 'Sale Total' (range), 'Table', and 'Audit'. A 'Select' button is located to the right of the 'Department' field. Below these filters is a table with columns: Audit, POS, Date, and Customer. The table contains 24 records, with the first record highlighted in blue. At the bottom of the window, there is a navigation bar with buttons: 'View All', 'Docket Print', 'Tax Invoice', 'Email', 'Total', 'Stock Item Sales' (highlighted with an orange box and an orange arrow pointing to it), 'Favourite', 'Add Text', and 'Keyboard'.

The Stock Item Sales Report will then be displayed using the criteria that was selected.

Idealpos user (pos1) **Stock Item Sales Report** Printed 08/08/2018 15:48:02
 08/08/2018 00:00:00 to 08/08/2018 23:59:59 Page 1 of 1
 Journal History Results

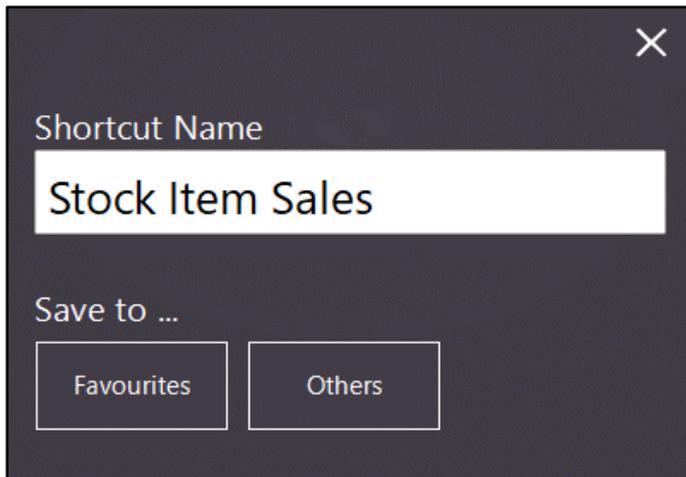
		Unit Price inc	Unit Tax	Quantity	Nett ex	Tax	Nett inc	Discounts	Gross inc
ENTRÉE									
10800	1 DUCK	14.00	0.00	4.0000	56.00	0.00	56.00	0.00	56.00
10800	7 PASTA	11.00	1.00	3.0000	30.00	3.00	33.00	0.00	33.00
				7.0000	86.00	3.00	89.00	0.00	89.00
COFFEE									
20200	1 CAPPUCCINO	3.50	0.32	18.0000	57.27	5.73	63.00	0.00	63.00
20200	2 FLAT WHITE	3.50	0.32	3.0000	9.54	0.96	10.50	0.00	10.50
20200	3 LATTE	3.50	0.31	4.0000	12.73	1.27	14.00	0.00	14.00
				25.0000	79.53	7.97	87.50	0.00	87.50
				32.0000	165.53	10.97	176.50	0.00	176.50

Press the 'S' shortcut button at the top right corner of the screen to create a shortcut to the report.



idealpos7 Update History

Name the Shortcut then select a location to save the Shortcut to (Favourites or Others)



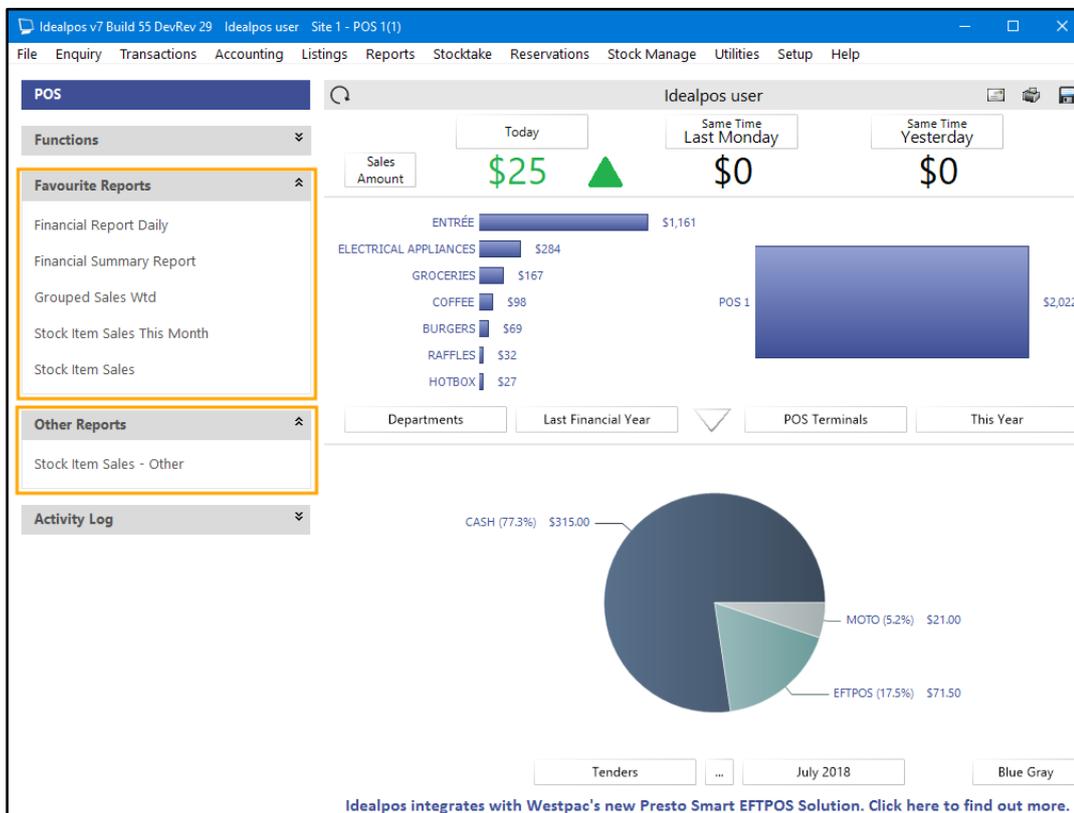
Shortcut Name

Stock Item Sales

Save to ...

Favourites Others

When saving the shortcut to the Favourites location, a shortcut will appear under the "Favourite Reports" section of the main Idealpos Back Office screen and when saving the shortcut to the Others location, the report will appear under the "Other Reports" section as per the below illustration.



Idealpos v7 Build 55 DevRev 29 Idealpos user Site 1 - POS 1(1)

File Enquiry Transactions Accounting Listings Reports Stocktake Reservations Stock Manage Utilities Setup Help

POS

Functions

Favourite Reports

- Financial Report Daily
- Financial Summary Report
- Grouped Sales Wtd
- Stock Item Sales This Month
- Stock Item Sales

Other Reports

- Stock Item Sales - Other

Activity Log

Sales Amount

Today \$25

Same Time Last Monday \$0

Same Time Yesterday \$0

ENTRÉE \$1,161

ELECTRICAL APPLIANCES \$284

GROCERIES \$167

COFFEE \$98

BURGERS \$69

RAFFLES \$32

HOTBOX \$27

POS 1 \$2,022

Departments Last Financial Year POS Terminals This Year

CASH (77.3%) \$315.00

EFTPOS (17.5%) \$71.50

MOTO (5.2%) \$21.00

Tenders July 2018 Blue Gray

Idealpos integrates with Westpac's new Presto Smart EFTPOS Solution. Click here to find out more.

Once the shortcut has been created, run the report by clicking on the Shortcut from either the Favourite or Other Reports section.

The Stock Item Sales Report will run using the selection criteria that was used when the shortcut was created.

		Unit Price inc	Unit Tax	Quantity	Nett ex	Tax	Sales		
							Nett inc	Discounts	Gross inc
ENTRÉE									
100001	DUCK	14.00	0.00	4.0000	56.00	0.00	56.00	0.00	56.00
100007	PASTA	11.00	1.00	3.0000	30.00	3.00	33.00	0.00	33.00
				<u>7.0000</u>	<u>86.00</u>	<u>3.00</u>	<u>89.00</u>	<u>0.00</u>	<u>89.00</u>
COFFEE									
202001	CAPPUCCINO	3.50	0.32	18.0000	57.27	5.73	63.00	0.00	63.00
202002	FLAT WHITE	3.50	0.32	3.0000	9.54	0.96	10.50	0.00	10.50
202003	LATTE	3.50	0.31	4.0000	12.73	1.27	14.00	0.00	14.00
				<u>25.0000</u>	<u>79.53</u>	<u>7.97</u>	<u>87.50</u>	<u>0.00</u>	<u>87.50</u>
				<u>32.0000</u>	<u>165.53</u>	<u>10.97</u>	<u>176.50</u>	<u>0.00</u>	<u>176.50</u>

idealpos7 Update History

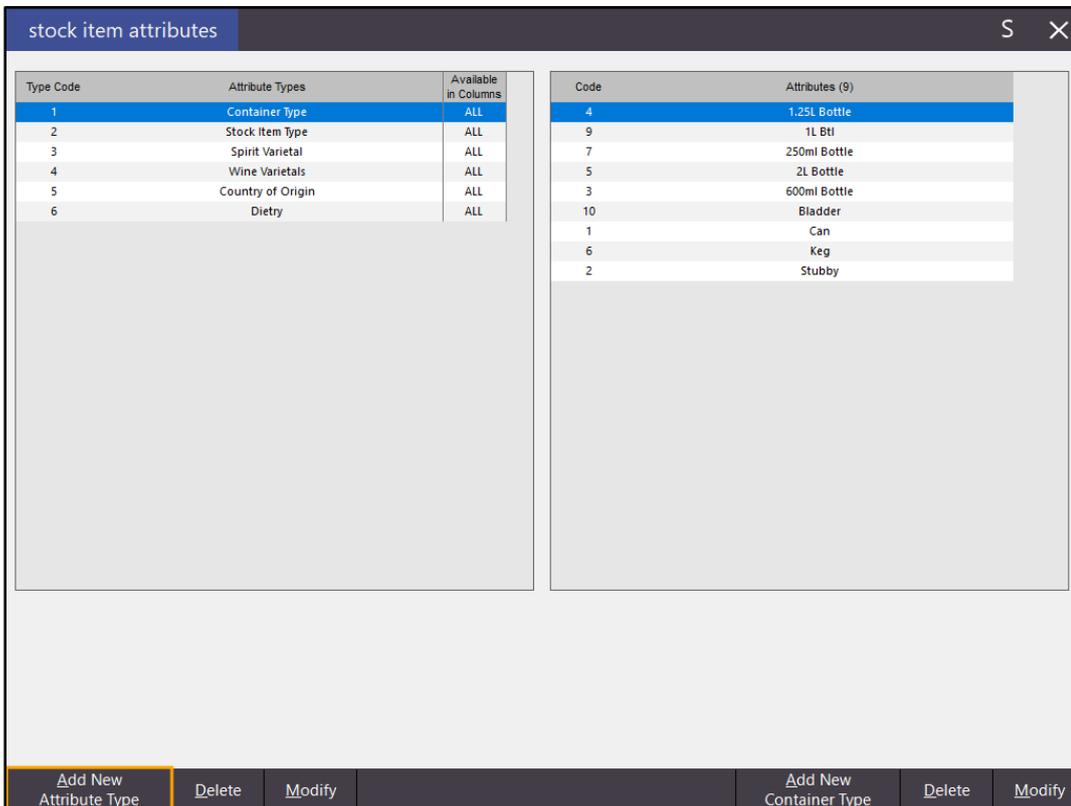
Stock Item Attributes

Support for Yield Percentage Attributes

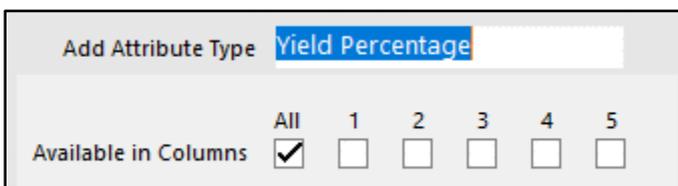
This function adds the ability to set Yield Percentage Attributes in Idealpos which can then be set against Stock Items. Yield Percentages can be used in cases where only a specific percentage of a Stock Item can be used to manufacture a Stock Item. An example of this is using an Onion as an ingredient when making a Pizza; only 70% of the onion can be used due to peeling the onion and disposing of any offcuts. In addition to manufacturing Stock Items, Yield Percentages can also be used when selling Stock Items. An example scenario for using the Yield Percentage function when selling an item could be a shop selling meat. A butcher purchases meat which contains a bone, then when a customer visits the butcher, they may request that the butcher cuts out the bone for them. Therefore, there is wastage at the time the meat is sold and the initial quantity of meat that the butcher purchased is not entirely sold to the customer due to the removal of the bone. This may be the case when selling ham – a butcher has a leg ham that contains a bone and they slice the ham off the leg for their customers. The bone is never sold and accounts for wastage.

To configure Yield Percentage Attributes, go to: File > Sales > Stock Item Attributes

Click on the "Add New Attribute Type" button at the bottom left corner to add the new Attribute Type

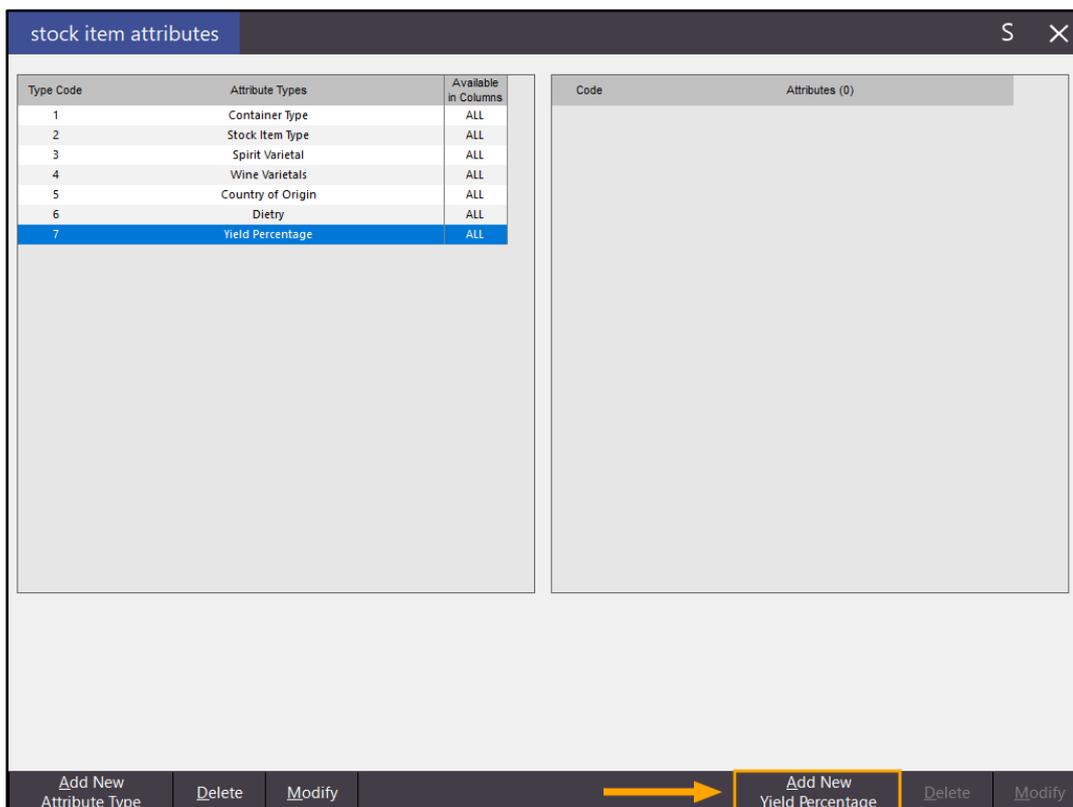


Enter "Yield Percentage" into the Add Attribute Type field then press the Save button to save the Attribute Type



Press the X at the top right corner of the Stock Item Attributes window to close the Add Attribute Type screen.

Select the "Yield Percentage" Attribute Type from the list of Attribute Types then click on the "Add New Yield Percentage" button.



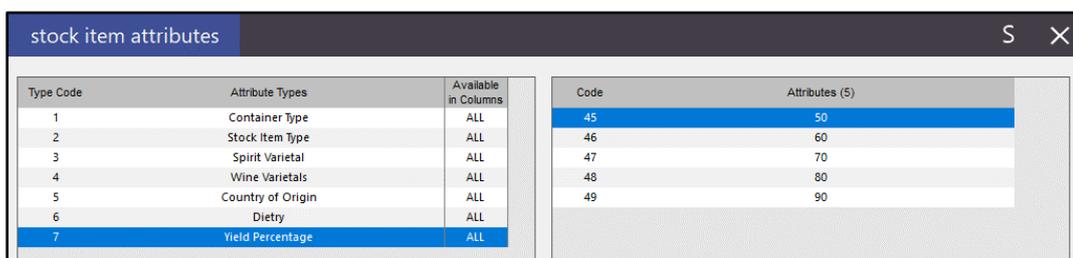
Enter the required Yield Percentage into the "Add Yield Percentage" field then press the "Save" button. We recommend adding 50, 60, 70, 80 and 90, but you may want to enter other amounts as required.



Repeat the process for each Yield Percentage required.

Once you have finished adding the required Yield Percentages, press the X at the top right corner of the screen to close the Add Yield Percentage screen.

After creating the Yield Percentage Attribute and types, the Stock Item Attributes screen should look similar to the below depending on the percentages that you've added.



Once the Attribute Type and Attributes have been created, the Attribute Type and Attribute then need to be linked to the required Stock Items.

idealpos7 Update History

Close the Stock Item Attributes window, then go to:

File > Stock Control > Stock Items > Select a Stock Item for Attributes > Modify > General > Attributes

Under the Attributes section, click on a dropdown box on the left and select "Yield Percentage" from the list of available options. Then in the dropdown box on the right, select the Yield Percentage that is required.

In the below example, a Yield Percentage of 70% has been linked to the Onion Brown Stock Item.

The screenshot shows the 'stock items' window with the 'Indirect Item' tab selected. The 'Attributes' section is highlighted with a yellow border, showing 'Yield Percentage' set to 70%. Other sections include 'Selling Prices (inc Tax)', 'Printer Settings', 'Purchasing', 'Cost Prices (ex Tax)', and 'Tax Settings (Selling)'. The 'Other Options' section is also visible, with 'Stock Control', 'Indirect Item', and 'Manufactured Item' checked.

	Profit%
STANDARD	15.70
STAFF	20.33
EXTRAS	0.00
BOTTLESHOP	0.00
Price 5	0.00
Price 6	0.00
Price 7	0.00
Price 8	0.00
Price 9	0.00
Price 10	0.00
Price 11	0.00
Price 12	0.00

Standard Cost	1.4500
Last Cost	1.4500
Average Cost	1.4500

Press "Save" to save the change to the Stock Item.

The Stock Item "Onion Brown" is used as an ingredient to manufacture the Stock Item "Supreme Pizza".

Open Stock Item "Supreme Pizza" and ensure that "Indirect Item" and "Manufactured Item" are both enabled under the "Other Options" section.

The 'Other Options' section is shown with a yellow border. The 'Indirect Item' and 'Manufactured Item' checkboxes are checked and highlighted with yellow boxes.

<input checked="" type="checkbox"/> Stock Control	<input type="checkbox"/> Instruction
<input checked="" type="checkbox"/> Indirect Item	<input type="checkbox"/> Print Red
<input type="checkbox"/> Non-Accumulating	<input type="checkbox"/> Web Store
<input type="checkbox"/> Scale	<input type="checkbox"/> Inhibit Discounts
<input type="checkbox"/> Indirect Components go to Kitchen Printers	<input type="checkbox"/> Inhibit Voids
<input type="checkbox"/> Can't Buy with GIFT VOUCHER	<input checked="" type="checkbox"/> Manufactured Item

After the Indirect Item option is enabled, the Indirect Item tab will be enabled. Click on the "Indirect Item" tab then press the "Add" button.

stock items

General Advanced **Indirect Item**

Stock Code 120006
Description SUPREME PIZZA

Made up of:

Stock Code	Description	Quantity	Standard Cost	Last Cost	Average Cost
------------	-------------	----------	---------------	-----------	--------------

Totals 0.0000 0.0000 0.0000

Add Delete Modify

Save

In the Component Stock Code field, press the ">" button and select the Brown Onion Stock Item then enter the Stock Item Quantity used to manufacture the Supreme Pizza. In the below example, the quantity has been entered as a fraction "50/1000". Press the "Save" button to save the change then close the screen by pressing the X button at the top right corner of the Indirect Items screen.

indirect items

Indirect Code 120006
Description SUPREME PIZZA

Component Stock Code 118031 >
ONION BROWN

Quantity 50/1000

Save

idealpos7 Update History

The "Indirect Item" tab should then show the "Onion Brown" under the "Made up of" section.

stock items | General | Advanced | Indirect Item

Stock Code: 120006
Description: SUPREME PIZZA

Made up of:

Stock Code	Description	Quantity	Standard Cost	Last Cost	Average Cost
118031	ONION BROWN	50/1000	0.0725	0.0725	0.0725

Totals: 0.0725 0.0725 0.0725

Add Delete Modify

Save

Press the "Save" button to save the change.

Manufacture a single "Supreme Pizza" Stock Item by going to:
Transactions > Stock Control > Manufacture Items > Add

From the Stock Code column, click on the down arrow to display a list of Manufactured Stock Items in the system, then click on the Supreme Pizza.
Enter 1 into the Quantity to Manufacture field and fill out the Batch Name field.

manufacture items

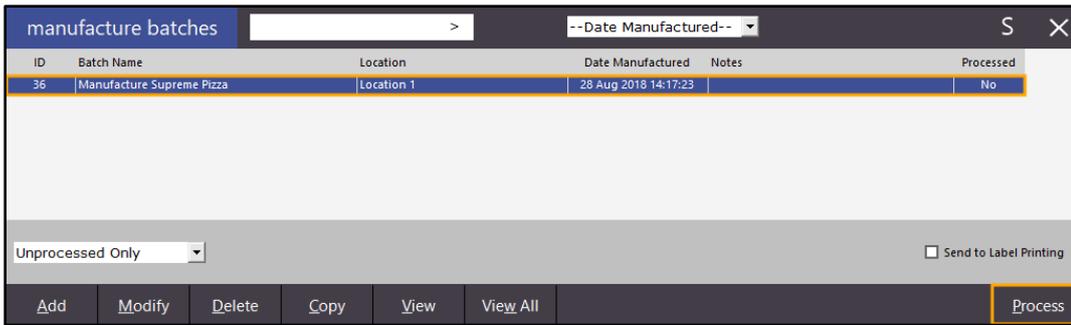
Stock Code	Description	Recommended Level	Stock Level	Quantity to Manufacture
120006	SUPREME PIZZA	18	5	1

Batch Name: Manufacture Supreme Pizza >
Location: Location 1
Manufacture Date: 28 Aug 2018 14:17
Notes: >

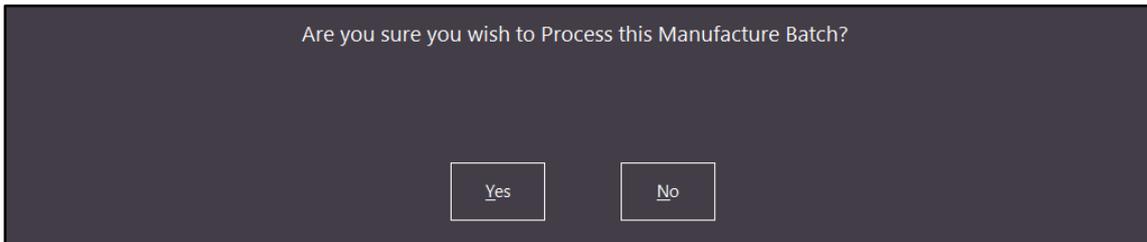
Generate by Reorder Levels | Save

Press the "Save" button on the bottom right corner of the Manufacture Items screen to save the Manufacture Batch.

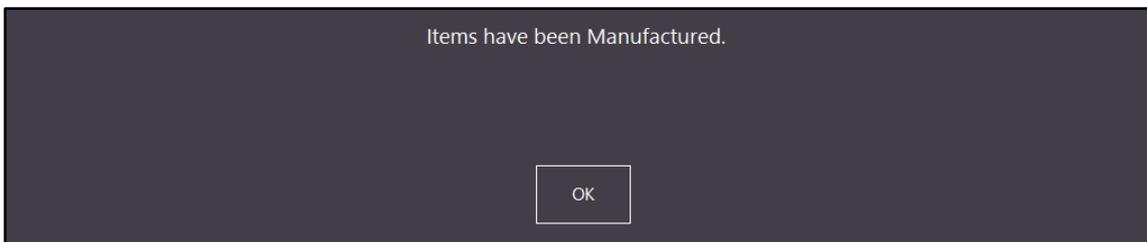
Select the batch from the Manufacture Batches screen then press the "Process" button.



Idealpos will display a prompt to confirm if you want to process this Manufacture Batch. Select "Yes" to continue.



After the batch has been manufactured, Idealpos will display the below prompt. Press "OK" to continue.



Close the Manufacture Batches screen.

idealpos7 Update History

Go to: Reports > Stock Control > Stock Transaction

Press the "View" button at the bottom right corner of the window to run the Stock Transaction Report.

The Stock Transaction Report will show the transfer of Onion Brown used for the manufacture of the Supreme Pizza Stock Item. The Quantity used to manufacture the Supreme Pizza will be 50/1000 using a Yield Percentage of 70%. The formula for calculating the Quantity when a Yield Percentage is set is $\text{Quantity} \times (100 / \text{Yield Percentage})$. So in this example, the Quantity is 0.05 ($50/1000=0.05$) and Yield Percentage 70%. $0.05 \times (100 / 70) = 0.0714285714285714$

Idealpos user (pos1)		Stock Transaction Report		Printed 28/08/2018 15:28:45	
		28 Aug 2018 00:00:00 to 28 Aug 2018 23:59:59		Page 1 of 1	
Audit No.	Date	Type	Quantity	Stock Level	
Location 1 Location 1					
<u>118031 - ONION BROWN</u>					
		Opening Stock		26.08	
5982-1	28/08/2018 14:17:23	Transfer Out	0.0714	26.0072	
<u>120006 - SUPREME PIZZA</u>					
		Opening Stock		5.00	
5983-1	28/08/2018 14:17:23	Manufactured	1.0000	6.0000	

The Quantity used to manufacture the item can also be viewed via the Stock Item Enquiry.
 Go to: Enquiry > Stock Items > Code: Enter Code for Onion Brown > Stock Transactions > Period: Today

stock item enquiry
Sales History
Stock Transactions
S X

Code 118031 >
ONION BROWN

Location Location 1
Last Modified 27 Aug 2018 09:55:14

Today

Audit	Date	Type	Details	Qty
	Tue 28/08/2018 14:17:23	TRF	Transfer	-0.0714

Standard Cost	1.45
Last Cost	1.45
Average Cost	1.45
Stock Level	26.0072
Total On Order	0.0000
Recommended Level	0.0000
Reorder Level	0.0000

Stock Code	118031
Scan Code	
Department	VEGETABLES
Purchase Category	FOOD
Special Points	
Default Supplier	Flatters Produce
Supplier's Stock Code	8K123519

Notes

idealpos7 Update History

As initially mentioned, Yield Percentages can also be used when selling a Stock Item such as ham from a bone.

Go to: File > Stock Control > Stock Items > Select stock item: LAMB LEG > Modify > General > Attributes

Under the Attributes section, click on a dropdown box on the left and select "Yield Percentage" from the list of available options. Then in the dropdown box on the right, select the Yield Percentage that is required.

In the below example, a Yield Percentage of 80% has been linked to the Lamb Leg Stock Item. We recommend that you perform your own research and perform your own yield tests to determine the required Yield Percentage value. Press the "Save" button once the change has been applied.

The screenshot shows the 'stock items' window with the 'Attributes' tab selected. The 'Yield Percentage' dropdown is highlighted with a yellow box and set to 80%. Other sections include 'Selling Prices (inc Tax)', 'Printer Settings', 'Purchasing', 'Cost Prices (ex Tax)', 'Tax Settings (Selling)', and 'Other Options'.

		Profit%
STANDARD	10.99	39.94
STAFF	8.00	17.47
EXTRAS	0.00	
BOTTLESHOP	0.00	
Price 5	0.00	
Price 6	0.00	
Price 7	0.00	
Price 8	0.00	
Price 9	0.00	
Price 10	0.00	
Price 11	0.00	
Price 12	0.00	

Standard Cost	6.0000
Last Cost	6.0000
Average Cost	6.0000

Attributes

Yield Percentage	80

Open the POS screen and sell the required quantity of the Item (as mentioned above, this may be used in a butcher shop after removing bones). The below example shows 1KG of Lamb Leg.

29 Aug 09:53 Adult ID: 29/08/00
Jeremy STANDARD

LAMB LEG [\$10.99/kg]	1.000	10.99	RECEIPT	CLERK	7	8	9	CL
			Hold Print	SEAT NO				
			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	

Discounts 0.00
1x \$10.99

CAPPUCCINO	FLAT WHITE	LATTE	CHAI	SHORT BLACK	LONG BLACK	MOCHA	HOT CHOC	TEA
EXTRA HOT	SKINNY	DECAF	1 SUGAR	TAKEAWAY	SMALL	ICED DRINK	WATER	KEYBOARD
EXTRA CHOC	SOY	WEAK	2 SUGAR	MARSH MALLOW	MEDIUM	MILKSHAKE	JUICE	ORDER NUMBER
NO CHOC	ALMOND	DOUBLE SHOT	3 SUGAR	EQUAL	LARGE	SMOOTHIE	SOFTDRINK	REWARDS ENQUIRY
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

Press the ENTER button to proceed to the tender screen then cash the sale off.

29 Aug 09:54 Adult ID: 29/08/00
Jeremy STANDARD

LAMB LEG [\$10.99/kg]	1.000	10.99	RECEIPT	CLERK	7	8	9	CL
			Hold Print	SEAT NO				
			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	

Discounts 0.00
1x \$10.99

CASH	
EFTPOS	
AMEX / DINERS	
LAYBY	
CHEQUE	
CREDIT NOTE	
ONLINE	
POINTS	
MOTO	

11.00

Balance 11.00

idealpos7 Update History

A receipt will be printed for the customer and will contain the amount sold as indicated on the POS screen (1.000KG).

IDEALPOS	
1/212 Curtin Ave West Eagle Farm QLD 4009 Australia	
TAX INVOICE 123-456-789-11	
#001033 1 Jeremy 29/08/18 09:55:41 Cafe POS 1(1)	
-----FOOD-----	
LAMB LEG*	
1.000 kg @ \$10.99/kg	\$10.99
Sub-Total	\$10.99
ROUNDING	\$0.01
TOTAL	\$11.00
GST Subtotal	\$10.99
GST Amount	\$1.00
CASH	\$11.00
FOOD TOTAL	\$10.99
BEVERAGE TOTAL	\$0.00
Other Categories TOTAL	\$0.00
*indicates taxable supply	
Powered by Idealpos	

The Stock Transaction Report can be opened to confirm the actual amount deducted from the Stock Level (which factors in the Yield Percentage amount that has been set for the Lamb Leg Stock Item).

Go to: Reports > Stock Control > Stock Transaction > View

The Sale will be displayed and the Quantity will be as per the Yield Percentage configured for the item.

As mentioned previously, the formula for Yield Percentage is Quantity x (100 / Yield Percentage).

So, for this instance, a quantity of 1 was sold and the Yield Percentage configured for the Lamb Leg is 80%.

$$1 \times (100/80) = 1.25$$

A Quantity of 1.2500 was sold as per the Stock Transaction Report displayed below.

Idealpos user (pos1)		Stock Transaction Report		Printed 29/08/2018 10:04:28	
		29 Aug 2018 00:00:00 to 29 Aug 2018 23:59:59		Page 1 of 1	
Audit No.	Date	Type	Quantity	Stock Level	
Location 1 Location 1					
121010 - LAMB LEG		Opening Stock		18.35	
5985-1	29/08/2018 09:55:41	Sale	1.2500	17.1000	

Stock Items

Open Stock Item as Instruction allows Force Selling Price functionality

This function adds the ability for Idealpos to display the Force Selling Price entry screen when selling an Open Stock Item which has the Instruction option enabled. This feature may be useful in situations when selling a Stock Item such as an Entrée dish and having a button to allow the staff to manually enter a specific instruction as well as entering the sell price for the extras. An example of this may be selling an Entrée dish such as Pasta and when a customer requests extra cheese or other ingredients such as herbs and spices, these can be entered by pressing the Open Stock Item, entering the sell price then entering the instructions via the on-screen keyboard.

To use this function, go to: File > Stock Control > Stock Items > Add

Create a Stock Item with a Description of OPEN STOCK ITEM and ensure that the "Force Selling Price Entry" and "Instruction" options are enabled. If you are creating the Open Stock Item (Instruction item) for a particular type of dish such as an Entrée, you can also include the word ENTRÉE within the OPEN STOCK ITEM description (e.g. OPEN STOCK ITEM ENTRÉE). Also ensure that you tick the Printers under Printer Settings according to the printers where you want the Open Stock Item to be printed to.

The screenshot shows the 'stock items' configuration window. At the top, there are tabs for 'General', 'Advanced', and 'Indirect Item'. The 'General' tab is active. The 'Description' field is set to 'OPEN STOCK ITEM'. The 'Force Selling Price Entry' checkbox is checked and highlighted with an orange box. The 'Instruction' checkbox is also checked and highlighted with an orange box. The 'Printer Settings' section shows several printers checked, including 'Receipt Printer' and 'Kitchen Printer'. The 'Purchasing' section shows 'Purchase Category' set to '1' and 'FOOD'. The 'Other Options' section shows 'Non-Accumulating' checked. The 'Cost Prices (ex Tax)' section shows 'Standard Cost', 'Last Cost', and 'Average Cost' all set to '0.0000'. The 'Tax Settings (Selling)' section shows 'GST-Free' checked. The 'Attributes' section has several dropdown menus. At the bottom, there are 'Keyboard' and 'Save' buttons.

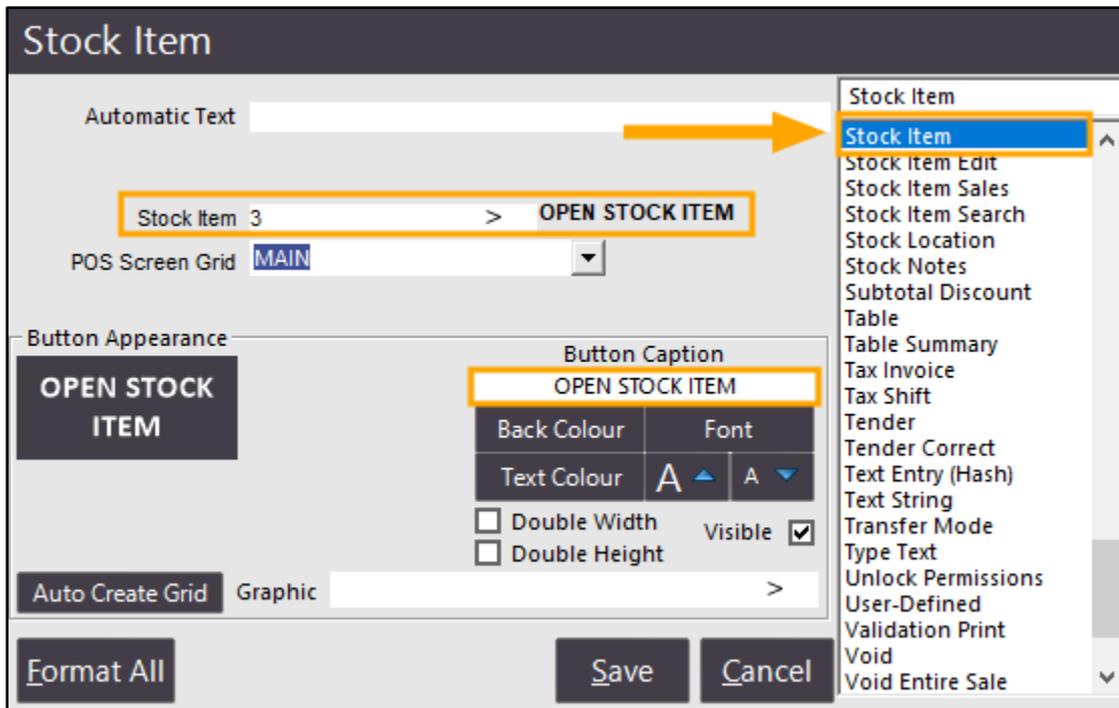
Also note that in order for the Instruction Item to print on Bills or Receipts, you will need to ensure that specific Yes/No options have been enabled.

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Then create a button on the POS Screen for the OPEN STOCK ITEM.

Go to Setup > POS Screen > POS Screen Setup > Select a layout > Buttons > Add new button

Ensure that the Stock Item function has been selected, then press the ">" button in the Stock Item field to select the OPEN STOCK ITEM. You may also update the button caption if required. Press Save to create the Open Stock Item button.

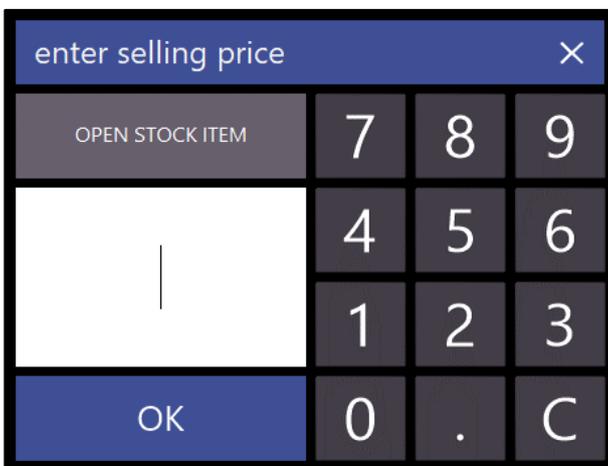


Close the POS Screen Layout windows then open the POS Screen.

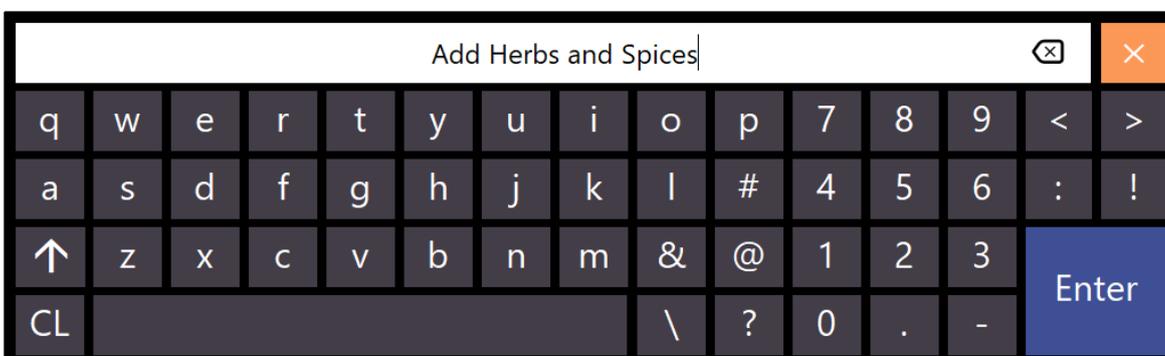
Add an Entrée or another dish to the sale.



Then press the OPEN STOCK ITEM button from the POS Screen and enter a Selling Price.



The on-screen keyboard will then appear. Enter a description for the Open Stock Item (Instruction) then press Enter.



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The Open Stock Item (Instruction) will be added to the sale and will be indented below the previous item that was added.

08 Aug 13:30 Adult ID: 08/08/00 Jeremy OVERRIDE PRICE		
PASTA	1	11.00
Add Herbs and Spices	1	2.50
Discounts 0.00		
		\$13.50
1x		

When the sale is saved to a Table, the Kitchen Docket will show the Open Stock Item (Instruction) indented below the Stock Item.

TABLE 54 1 covers
1:40pm 08/08/18
Jeremy
POS 1
-----ENTREE-----
1x PASTA
-> 1x Add Herbs and Spices

When paying off the Table, the Receipt printed will also include the Open Stock Item (Instruction) indented below the Stock Item and will show the price at which the Instruction Item was sold at.

IDEALPOS	
1/212 Curtin Ave West Eagle Farm QLD 4009 Australia	
TAX INVOICE 123-456-789-11	
#000830 1 Jeremy 08/08/18 13:40:34	

Table 54	
-----ENTREE-----	
PASTA*	\$11.00
-> Add Herbs and Spices	\$2.50
TOTAL	\$13.50
GST Subtotal	\$11.00
GST Amount	\$1.00
GST-Free Subtotal	\$2.50
CASH	\$13.50
FOOD TOTAL	\$11.00
BEVERAGE TOTAL	\$0.00
Other Categories TOTAL	\$2.50
COVERS TOTAL	1
*indicates taxable supply	
Powered by Idealpos	

Surcharges

Waive Tender Surcharge Threshold

This function adds the ability to set a threshold whereby a Tender Surcharge will only be applied when the sale is paid using a specific tender and the amount paid using the tender is less than the amount configured. This may be useful in cases where you are charged extra fees for processing transactions which are less than a specific amount.

This function is available to all tenders except for Cash.

To enable and configure this feature, go to:

Setup > Function Descriptors > Select the Tender from the Function Descriptors list > Modify

The screenshot shows a software window titled "function descriptors" with a close button (X) in the top right corner. The window contains a form for configuring a function descriptor. The "Function" field is set to "TENDER 2" and the "Description" field is set to "EFTPOS". Other fields include "# of Receipts" (1), "Exchange Rate" (0), "Lower Limit" (0.00), "Upper Limit" (9999.99), "Scan Code" (empty), and "Scan Code Amount" (0.00). The "Surcharge" field is set to "0.00" and has two radio buttons: one for percentage (%) and one for dollar (\$) amount. An orange box highlights the "Surcharge" field and the radio buttons, with an orange arrow pointing to the percentage radio button. Below the "Surcharge" field is the "Waive Surcharge Threshold" field. To the right of the form is a list of checkboxes for various options: Rounding?, Credit Function (checked), Allow Points per Dollar?, Show in Banking (checked), Compulsory Amount, Open Cash Drawer, EFTPOS (checked), Account Tender, LayBy Tender, Force Receipt, GIFT VOUCHER Redemption, Credit Note Tender, Force Customer, and Force Reference. At the bottom right of the window is a "Save" button.

Enter an amount into the Surcharge field and select the % or \$ radio button, depending on whether the Surcharge will be a Percentage surcharge or a fixed dollar amount surcharge.

Then enter an amount into the Waive Surcharge Threshold field. By entering an amount into the "Waive Surcharge Threshold field", any value tendered that is equal to or greater than the Waive Surcharge Threshold will not be subject to having a Surcharge applied. Any value tendered that is less than the Waive Surcharge Threshold will be subject to having the Surcharge applied.

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In the below example, the EFTPOS tender has a Surcharge amount of 5.00% with a Waive Surcharge Threshold of 10.00.

This means any amount tendered less than 10.00 (9.99 or lower) will be subject to having the Surcharge of 5.00% applied. Any amount 10.00 or higher will be excluded from the Surcharge.

Function	<input type="text" value="TENDER 2"/>	
Description	<input type="text" value="EFTPOS"/>	<input type="checkbox"/> Rounding?
# of Receipts	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Credit Function
Exchange Rate	<input type="text" value="0"/>	<input type="checkbox"/> Allow Points per Dollar?
Lower Limit	<input type="text" value="0.00"/>	<input checked="" type="checkbox"/> Show in Banking
Upper Limit	<input type="text" value="9999.99"/>	<input type="checkbox"/> Compulsory Amount
Scan Code	<input type="text"/>	<input type="checkbox"/> Open Cash Drawer
Scan Code Amount	<input type="text" value="0.00"/>	<input checked="" type="checkbox"/> EFTPOS
Surcharge	<input type="text" value="5.00"/> <input checked="" type="radio"/> %	<input type="checkbox"/> Account Tender
Waive Surcharge Threshold	<input type="text" value="10.00"/> <input type="radio"/> \$	<input type="checkbox"/> LayBy Tender
		<input type="checkbox"/> Force Receipt
		<input type="checkbox"/> GIFT VOUCHER Redemption
		<input type="checkbox"/> Credit Note Tender
		<input type="checkbox"/> Force Customer
		<input type="checkbox"/> Force Reference
Override Receipt Footer	<input type="text"/>	

When tendering a transaction less than 10.00 (\$9.99 in the below example), the 5% Surcharge will be applied.

15 Aug 16:00 Adult ID: 15/08/00
Jeremy OVERRIDE PRICE

Steak Special	1	9.99	RECEIPT	CLERK	7	8	9	CL
			Hold Print	SEAT NO				
			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				

5% EFTPOS Surcharge of \$0.50
New EFTPOS Total : \$10.49

OK

LAYBY		<p>9.99</p> <p>Balance 9.99</p>
CHEQUE		
CREDIT NOTE		
ONLINE		
POINTS		
MOTO		

When tendering \$10.00 or above, the surcharge is not applied.

15 Aug 16:11 Adult ID: 15/08/00
Jeremy OVERRIDE PRICE

Steak and Soup	1	10.00	RECEIPT	CLERK	7	8	9	CL
GST-Free Subtotal		10.00	Hold Print	SEAT NO				
GST-Free Amount		0.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	

1x

CASH		<p>Balance 0.00</p>
EFTPOS	10.00	
AMEX / DINERS		
LAYBY		
CHEQUE		
CREDIT NOTE		
ONLINE		
POINTS		
MOTO		

idealpos7 Update History

Utilities

Synchronize Sales Utility – Option to synchronize all sales from one terminal

This function adds the ability to synchronize the sales data of all terminals from a single terminal.

E.g. A site contains three terminals, POS 1, POS 2 and POS 3.

If you open the Synchronize option on POS 1, then enable the checkbox for POS 2 from the list of terminals and enable the “Retrieve Data of All Terminals from a Single POS Terminal” setting, the data for POS 1, POS 2 and POS 3 will be retrieved from POS 2.

To use this function, go to: Utilities > Synchronize

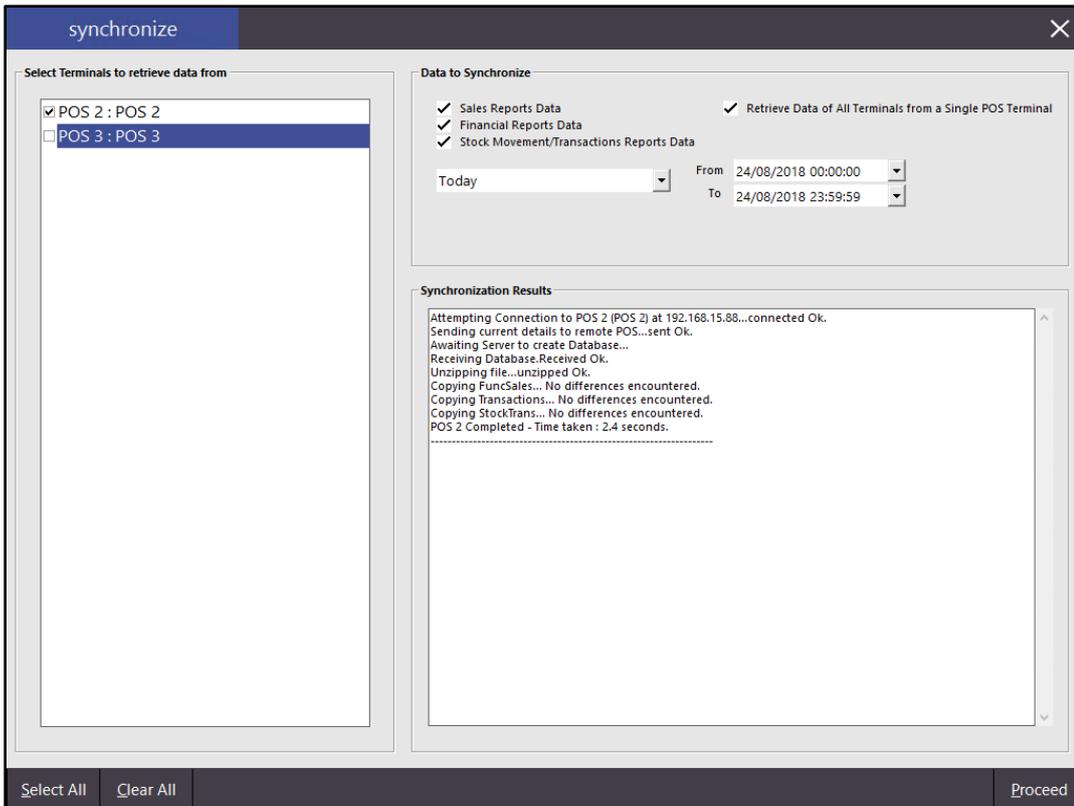
Enable the checkbox for the POS Terminal which you want to retrieve data from, select the period from the dropdown box, or alternatively manually select the date range that you want to retrieve data for then enable the checkbox “Retrieve Data of All Terminals from a Single POS Terminal”. Once you have ensured that the correct options have been selected, press the “Proceed” button.

The screenshot shows the 'synchronize' utility window. On the left, under 'Select Terminals to retrieve data from', 'POS 2 : POS 2' is selected. On the right, under 'Data to Synchronize', the 'Retrieve Data of All Terminals from a Single POS Terminal' checkbox is checked and highlighted. The date range is set from 24/08/2018 00:00:00 to 24/08/2018 23:59:59. The 'Proceed' button is at the bottom right.

The Synchronize will then commence and after it has completed, Idealpos will display “Synchronize Completed”.

The screenshot shows a dark gray dialog box with the text 'Synchronize Completed' at the top and an 'OK' button centered below it.

Press OK. The Synchronization Results will be displayed on the Synchronize window.



The POS terminal will now contain the updated data that was synchronized from the selected POS terminal. Note that the length of time to complete the synchronization will vary depending on the period selected and the amount of data that is synchronized.

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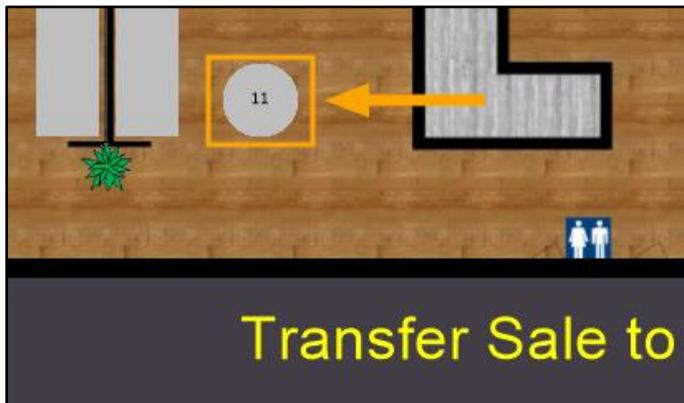
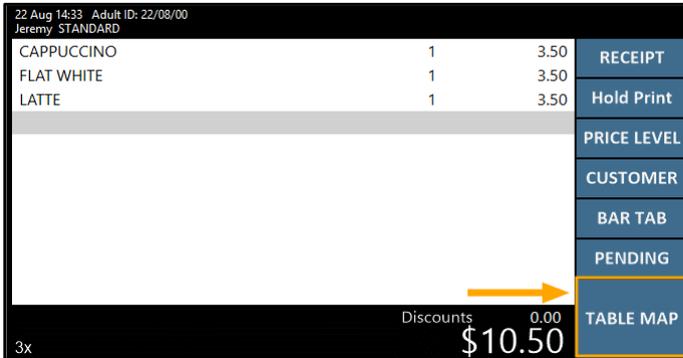
Waste Mode

Allow Waste Mode functionality when performing a Sale

This function allows the Waste Mode function to be used while performing a sale. This feature is useful in cases where customers leave without paying the bill that's due for their table.

The process for using this function is outlined as follows:

1. Customer places an order and the sale is saved to a table.



2. The waiter brings the customer their meal and the customer consumes their meal.
3. The customer leaves without paying for their table and the waiter/operator discovers that the meal hasn't been paid for and the customer has left.
4. The items from the table can be marked off as stolen by opening the Journal Enquiry screen from the POS Screen, select the Table then press the "Replay" button.



- Select the transaction from the left-hand side. The contents of the sale will be displayed on the right-hand side. Once you have identified the unpaid order, ensure that it remains selected then press the Replay button.

The screenshot shows the 'journal history enquiry' window. On the left, a table lists transactions:

Audit	POS	Date	Customer
1016	1	Wed 22/08/2018 14:34:40	
1015	1	Wed 22/08/2018 13:59:15	
1014	1	Wed 22/08/2018 13:48:15	

The right-hand side displays the details for the selected transaction (Audit 1016,1):

Date 22/08/2018 14:34:40 Audit 1016,1
 Cash Sale Transferred to Table
 202001 CAPPUCCINO 3.50 Jeremy
 202002 FLAT WHITE 3.50 Jeremy
 202003 LATTE 3.50 Jeremy
 [Saved to Table]

The bottom toolbar includes buttons: View All, Docket Print, Tax Invoice, Email, Total, **Replay**, Stock Item Sales, and Add Text Keyboard.

- Idealpos will display a prompt to confirm if you want to replay this transaction. Select "Yes".

Are you sure you wish to replay this transaction?

Yes No

- The unpaid items will be added to the sale.

22 Aug 15:21 Adult ID: 22/08/00
 Jeremy STANDARD

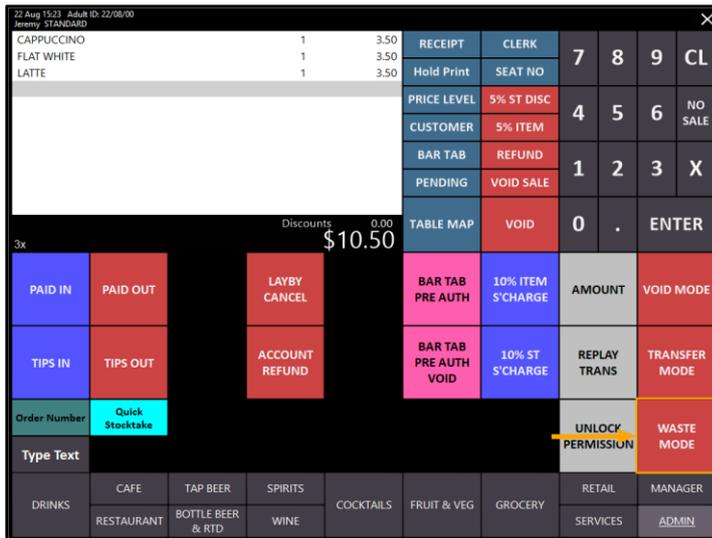
CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
LATTE	1	3.50

Discounts 0.00
\$10.50

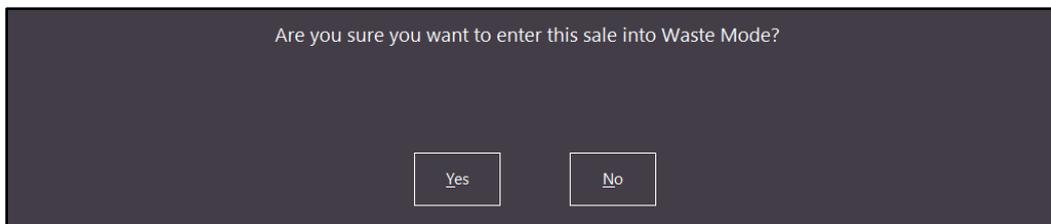
3x

idealpos7 Update History

- Press the "Waste Mode" button to enable Waste Mode



- Idealpos will display a prompt for you to confirm that you want to enter the sale into Waste Mode. Select "Yes" to continue.

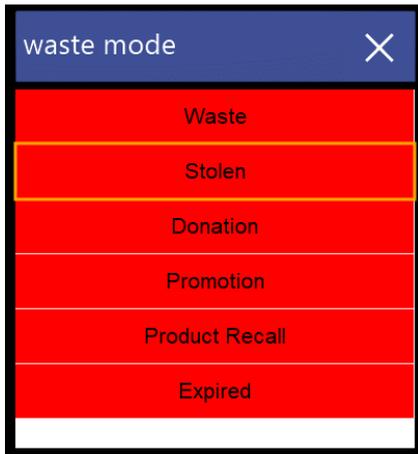


- WASTE MODE will be displayed towards the top right corner of the screen to show that Idealpos is now in Waste Mode.

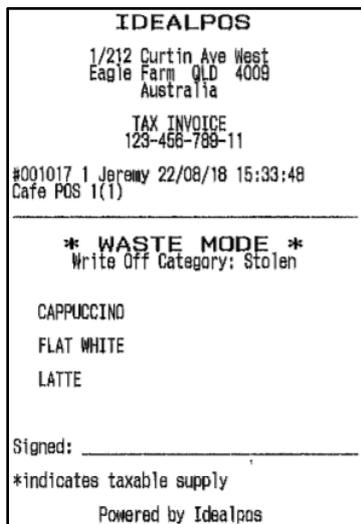


11. Press the "Enter" button on the POS screen.

A Waste Mode screen will appear allowing you to select the type of wastage to mark the items against. Select "Stolen" if the customer has left without paying for their items.



12. A receipt will be printed and will show the type of Waste Mode selected along with the items that were marked as wasted and a line for the operator to sign off the wastage.



13. Note that after the items have been marked off as wasted, the items will still remain on the table that they were originally saved to.

Once the table has been cleaned, you can return to the Table Map, select the table then press the "Finished" button to clear the items from the table so the table can be used by the next customer.



idealpos7 Update History

Yes/No Options

Yes/No Option – Master Accounts accumulate Points from Sub-Accounts

This function adds the ability to control whether or not the Master Account should accumulate points for any transactions made by the Sub-Account customer. Note that changing this setting does not move points already accrued against Sub-Accounts. Any changes to the setting will only affect any transactions that occur after the change has been made.

To enable this function, go to:

Setup > Yes/No Options > Enter Keyword Search: Master accounts > Enable All: Master Accounts accumulate Points from Sub-Accounts

The screenshot shows the 'yes/no options' interface. At the top, there is a search bar with the text 'Enter Keyword Search' and 'Master Accounts' entered, followed by a 'Clear' button. Below the search bar is a navigation menu with tabs: Clerks, Confirmation, Customers, Home Screen, Miscellaneous, POS Screen, Receipt / Kitchen, Restaurant, and Stock Control. Under the 'Customers' tab, there is a table with columns for 'ALL', '1', and '4'. The table contains one row with the text 'Master Accounts accumulate Points from Sub-Accounts' and a blue checkmark in the '1' column. A yellow arrow points to this row. Below the table, there is a note: 'Master Accounts used as Lookup for Sub Accounts'.

Create a Master Account then create a Sub-Account linked back to the Master Account.

Go to: File > Customers > Customers > Add

Create the Master Account – Ensure that the “Account” option is enabled and the “Master Account” field remains blank. Press the “Save” button to create the Master Account.

The screenshot shows the 'new customer' form with two tabs: 'General' and 'Advanced'. The 'General' tab is active. The form contains several sections: 'Code' (16), 'Last Name' (Smith), 'Given Names' (Bob), 'Title' (dropdown), 'Customer Type' (MEMBERS), 'Scan Code' (Auto), and 'Other Codes'. The 'Address Details' section has fields for 'Address', 'Suburb', 'State' (dropdown), and 'Postcode'. The 'Delivery Address' section has a checkbox for 'Delivery Address same as Above' and similar fields. The 'Contact Details' section has fields for 'Phone', 'Mobile', 'Fax', and 'Email'. The 'Sales / Accounting' section has 'Auto % Discount' (0), 'Price Level' (0), 'Bar Tab' (checkbox), 'Credit Limit' (1000.00), 'Aging Type' (30-60-90 / Monthly), and 'Master Account' (dropdown). The 'Miscellaneous' section has fields for 'Company', 'ABN', 'Occupation', 'Next of Kin', 'Contact No', 'Birth Date', 'Birth Date 2', 'Password', 'Gender' (dropdown), and 'Marital Status' (dropdown). There are checkboxes for 'Mail Out' and 'Discontinue'. A 'Comments' field and a 'Sales Prompt' field are also present. A 'Save' button is at the bottom right.

Now create the Sub-Account.

Ensure that the "Account" option is enabled and click on the ">" button inside the Master Account field, then select the Master account from the list of Customers to link to the Master Account. Press the "Save" button to create the Sub-Account.

The screenshot shows a software interface for creating a new customer. The window title is "new customer" and it has two tabs: "General" and "Advanced". The "General" tab is active. The form is divided into several sections:

- Customer Information:** Code (17), Last Name (Smith), Given Names (Frank), Title (dropdown), Customer Type (MEMBERS), Scan Code (Auto), Other Codes.
- Address Details:** Address, Suburb, State (dropdown), Postcode.
- Delivery Address:** Delivery Address same as Above, Address, Suburb, State (dropdown), Postcode.
- Contact Details:** Phone, Mobile, Fax, Email.
- Sales / Accounting:** Auto % Discount (0), Price Level (0), Account, Bar Tab, Aging Type (30-60-90 / Monthly), Master Account (16 Bob Smith) with a dropdown arrow.
- Miscellaneous:** Company, ABN, Occupation, Next of Kin, Contact No, Birth Date, Birth Date 2, Password, Gender, Marital Status, Mail Out, Discontinue.
- Comments:** A text area for notes.
- Sales Prompt:** A text area for a sales prompt.

A "Save" button is located at the bottom right of the form.

Once the accounts have been created, perform a transaction via the POS Screen using the Sub-Account. Any points accrued by the Sub-Account will be accumulated against the Master Account.

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Go to the POS Screen > Add Customer: Frank Smith > Add Stock Items to the sale

03 Sep 11:16 Adult ID: 03/09/00
Jeremy STANDARD

Frank Smith - 0 Points

CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50

0 Points
2x
Discounts 0.00
\$7.00

RECEIPT	CLERK	7	8	9	CL
Hold Print	SEAT NO				
PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CUSTOMER	5% ITEM				
BAR TAB	REFUND	1	2	3	X
PENDING	VOID SALE				
TABLE MAP	VOID	0	.		ENTER

Grid of product icons: CAPPUCCINO, FLAT WHITE, LATTE, CHAI, SHORT BLACK, LONG BLACK, MOCHA, HOT CHOC, TEA, EXTRA HOT, SKINNY, DECAF, 1 SUGAR, TAKEAWAY, SMALL, ICED DRINK, WATER, KEYBOARD, EXTRA CHOC, SOY, WEAK, 2 SUGAR, MARSH MALLOW, MEDIUM, MILKSHAKE, JUICE, ORDER NUMBER, NO CHOC, ALMOND, DOUBLE SHOT, 3 SUGAR, EQUAL, LARGE, SMOOTHIE, SOFTDRINK, REWARDS ENQUIRY, DRINKS, CAFE, TAP BEER, SPIRITS, COCKTAILS, FRUIT & VEG, GROCERY, RETAIL, MANAGER, RESTAURANT, BOTTLE BEER & RTD, WINE, SERVICES, ADMIN

Press the "Enter" button, then either select "Cash" or select a tender amount to cash the sale off.

03 Sep 11:18 Adult ID: 03/09/00
Jeremy STANDARD

Frank Smith - 0 Points

CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50

0 Points
2x
Discounts 0.00
\$7.00

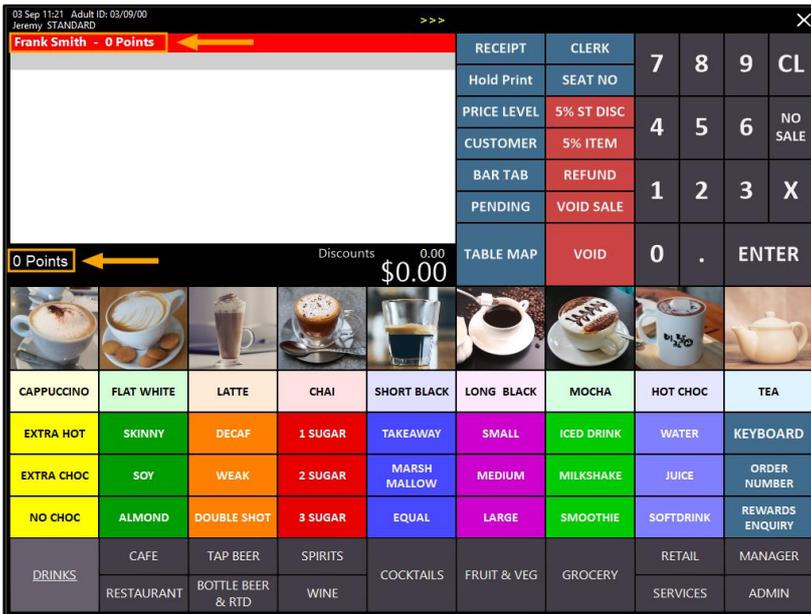
RECEIPT	CLERK	7	8	9	CL
Hold Print	SEAT NO				
PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CUSTOMER	5% ITEM				
BAR TAB	REFUND	1	2	3	X
PENDING	VOID SALE				
TABLE MAP	VOID	0	.		ENTER

CASH
EFTPOS
AMEX / DINERS
LAYBY
CHEQUE
CREDIT NOTE
ONLINE
POINTS
MOTO

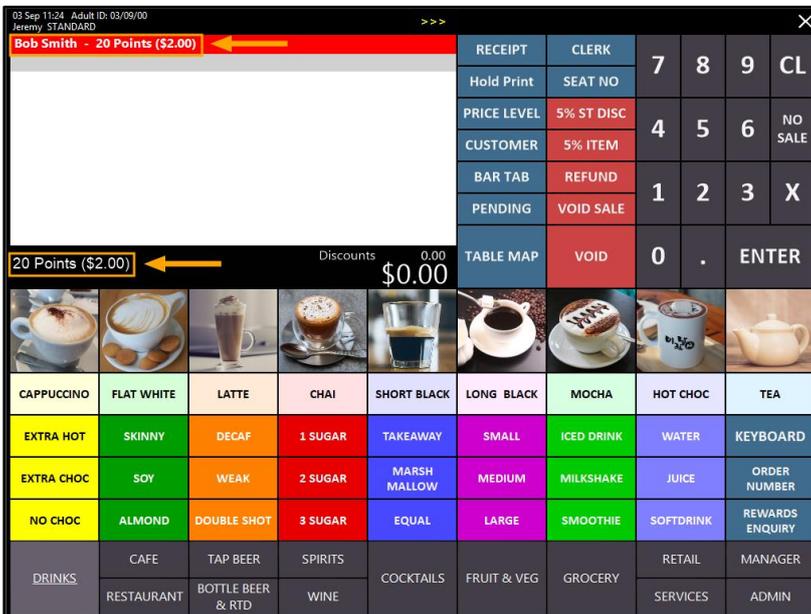
7.00
Balance 7.00

Visual representation of banknotes: 100, 50, 20, 10, 5

After the sale has been finalised, add the Sub-Account Customer (Frank Smith) to the sale. The Points balance will appear as 0, as the points have been accumulated against the Master Account.



When adding the Master Account Customer to the transaction, the Points accumulated by the Sub-Account will be displayed.



Points accrued using the Sub-Account will appear under the Master Account when running the Customer Points Report.

idealpos7 Update History

To view the Customer Points Report, go to: Reports > Customers > Customer Points > View

customer points report
✕

Date Range

Today From 03/09/2018 00:00:00

To 03/09/2018 23:59:59

Sort Order

Detailed

Summary

Current Points Totals

Options

Transaction Type ▾

Selection Range

Code > to >

Last Name > to >

Customer Type > to >

Company > to >

Total Points to

Print
View

Any Transactions performed by the Sub-Account will be allocated to the Master Account.

Code	Customer Name	Date	Type	Points
Customer Type : MEMBERS				
16	Bob Smith	03/09/2018 11:19:12	PUR	20
			(2.00)	20
				20
			Total Points	20
			Total Liability	2.00

Yes/No Option – Print POS Description on Receipt

This function adds a Yes/No option to print the POS Description on Receipts. When this option is enabled, the Receipt printout from a POS terminal will contain a line which shows the POS description and POS number.

To enable this feature, go to:

Setup > Yes/No Options > Enter Keyword Search: POS Description > Enable: Print POS Description on Receipt

yes/no options		Enter Keyword Search	POS Description >	Clear				
Clerks	Confirmation	Customers	Home Screen	Miscellaneous	POS Screen	Receipt / Kitchen	Restaurant	Stock Control
			ALL	1	4			
RECEIPT / KITCHEN								
				<input checked="" type="checkbox"/>				
				<input checked="" type="checkbox"/>				

Once the option has been enabled, close the Yes/No options window then open the POS Screen.

Add Items to the sale, then press the Enter key and select a Tender amount.

The receipt printout will include the description of the POS Terminal on the receipt.

IDEALPOS	
1/212 Curtin Ave West Eagle Farm QLD 4009 Australia	
TAX INVOICE 123-456-789-11	
#000875 1 Jeremy 09/08/18 09:58:30	
Cafe POS 1(1)	
-----BEVERAGE-----	
CAPPUCCINO*	\$3.50
FLAT WHITE*	\$3.50
LATTE*	\$3.50
TOTAL	\$10.50
GST Subtotal	\$10.50
GST Amount	\$0.95
CASH	\$10.50
FOOD TOTAL	\$0.00
BEVERAGE TOTAL	\$10.50
Other Categories TOTAL	\$0.00
*indicates taxable supply	
Powered by Idealpos	