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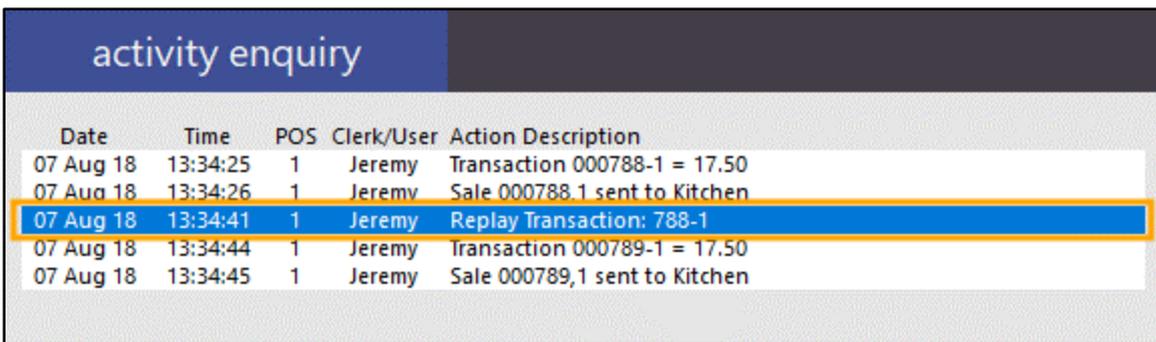
In addition, the Replay Transaction will also be displayed in the Activity Log section of the main Idealpos Back Office Screen as illustrated below:

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:

Further charts will be displayed.
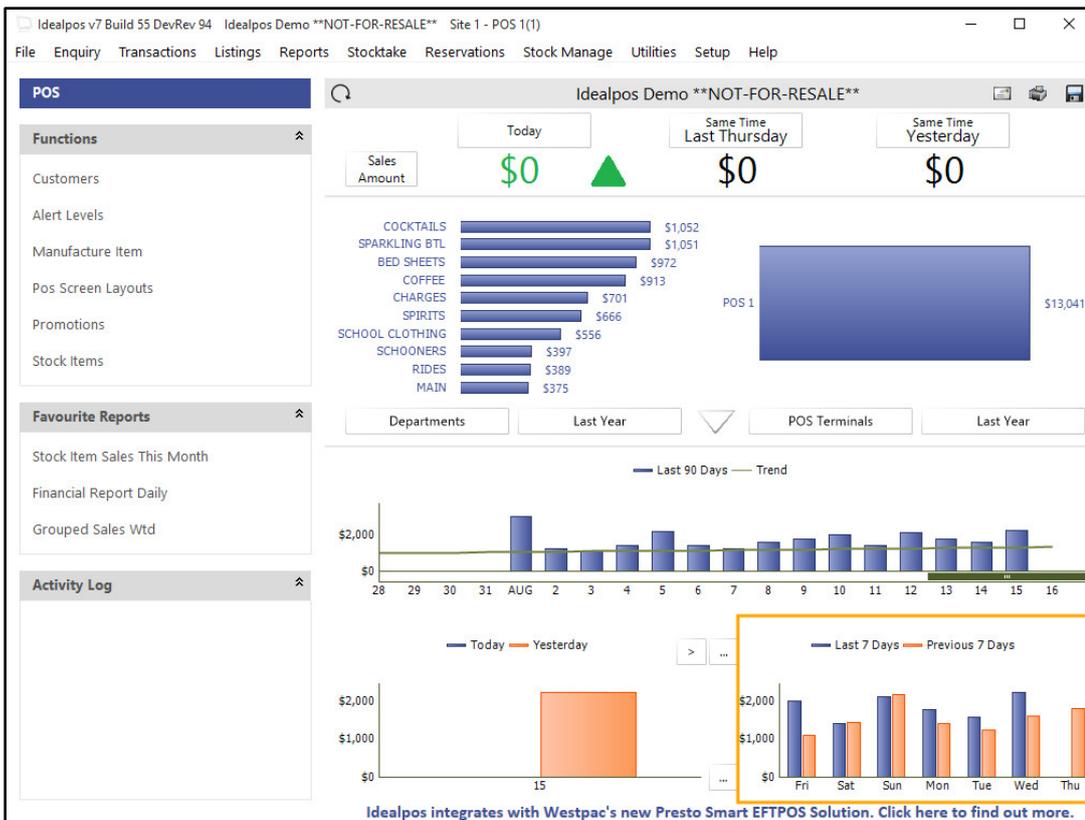
To toggle the Charts on the Dashboard, press the ">" arrow button and the next available Chart will be displayed. Press the ">" arrow button until you see the "Last 7 Days/Previous 7 Days" chart.
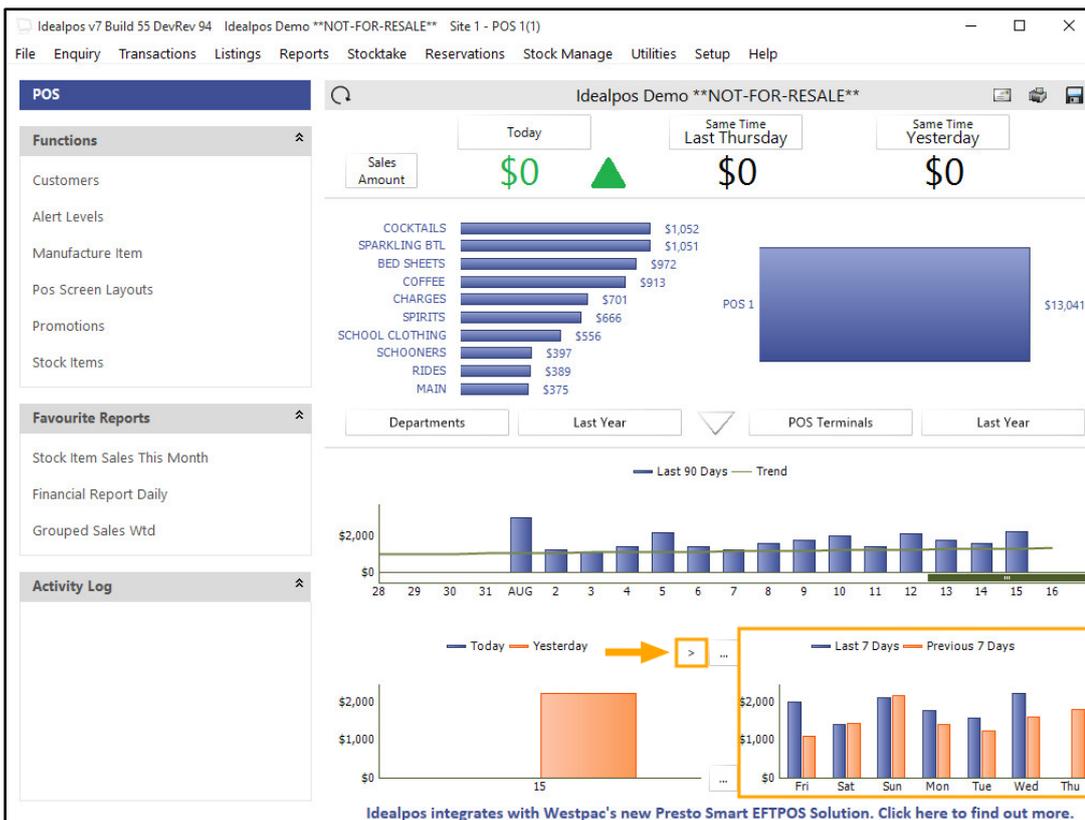
The value for each bar on the chart can be displayed by hovering the mouse cursor over the bar.

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:

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.
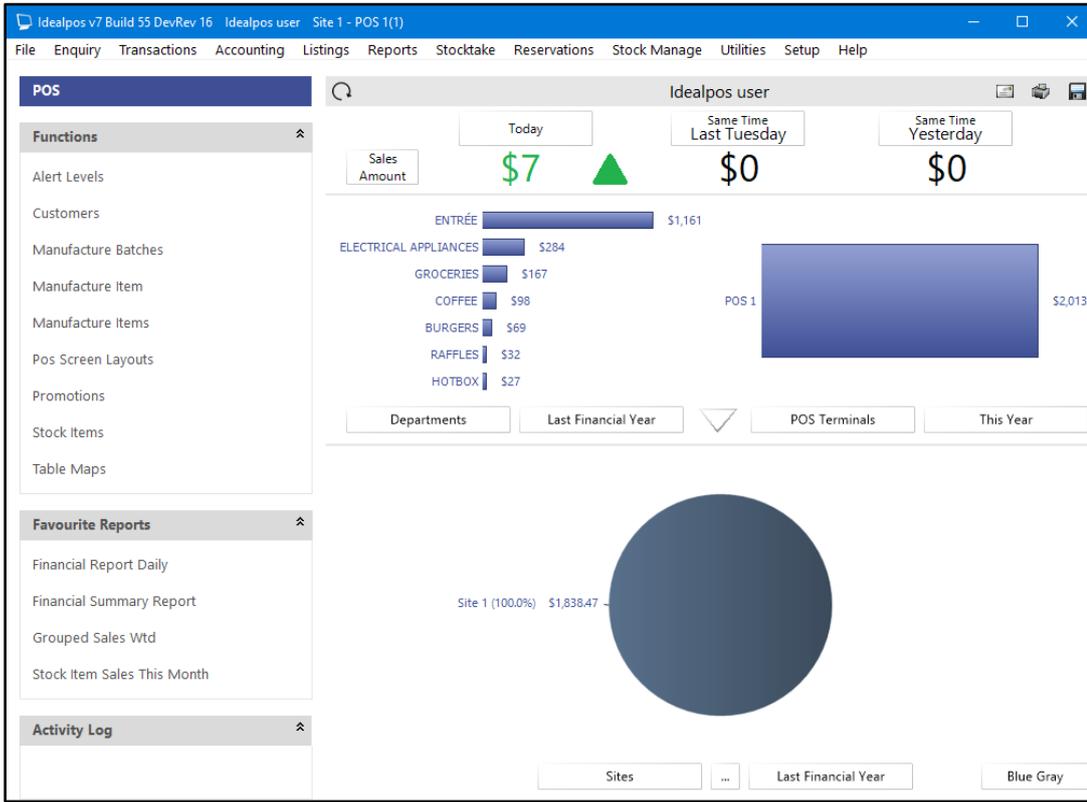
Click on the Sites button at the bottom of the screen, then select the type of data that you want to view as a Pie Chart.
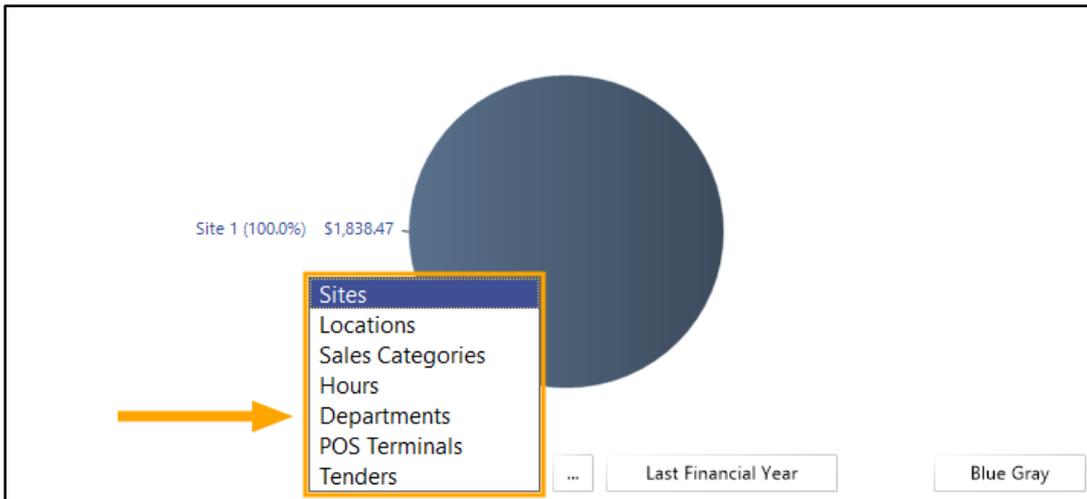
After selecting the type of data, the pie chart will be updated to reflect the selection. Each portion of the pie chart will be shown as a percentage of the overall chart.
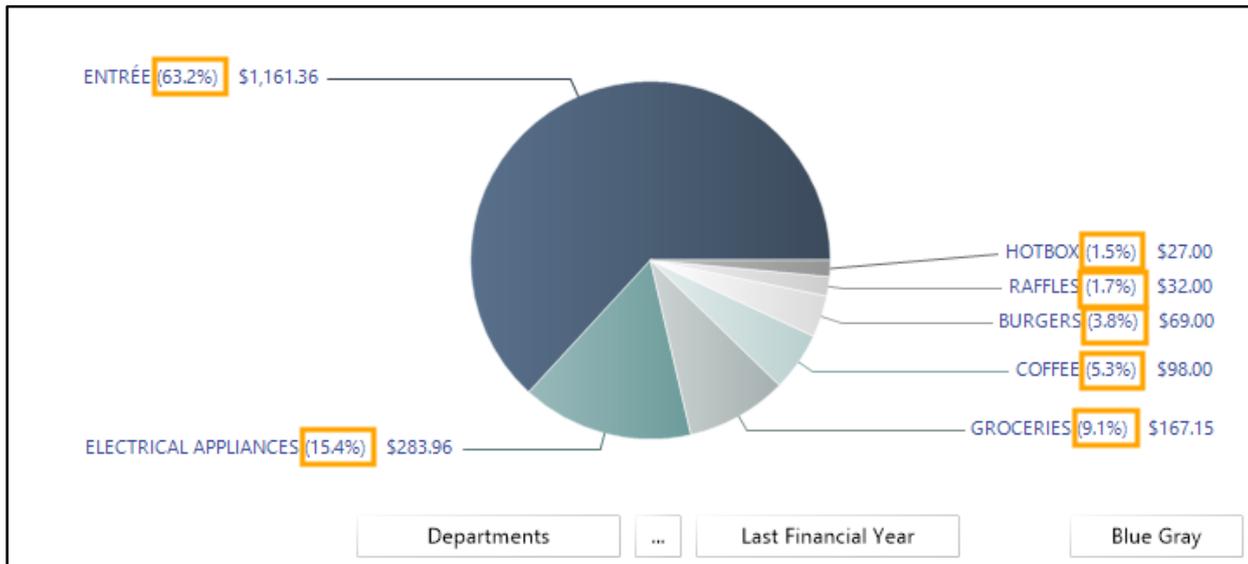
The desired Period can also be selected to show data on the pie chart to reflect the period selected.
Click on the 'Last Financial Year' text to display the list of available periods, then select the period to view the pie chart data for that period
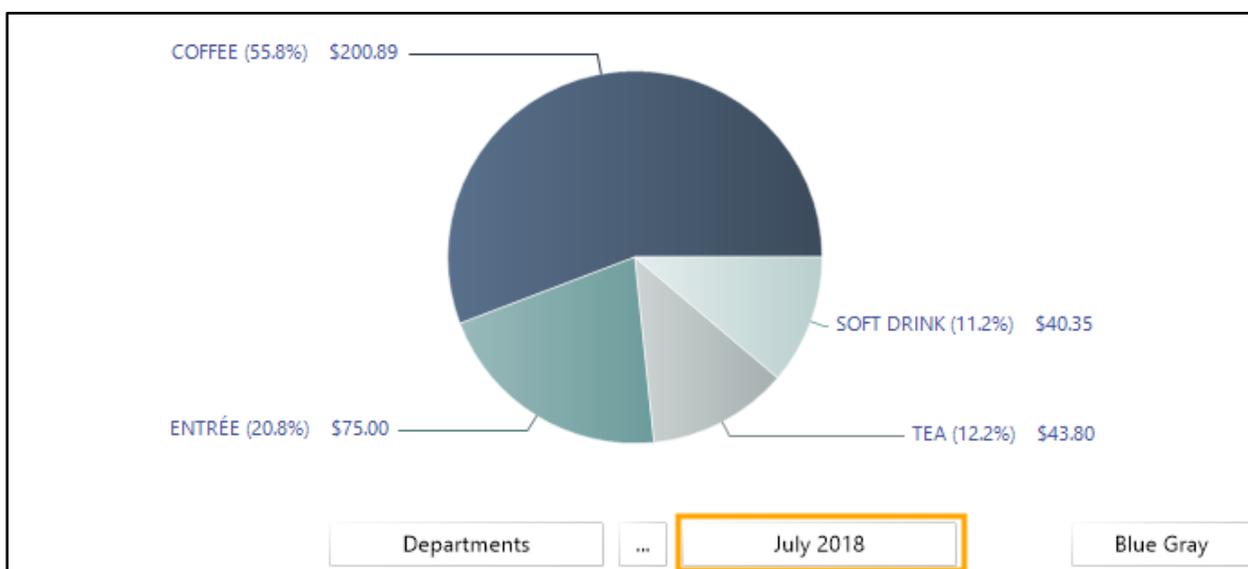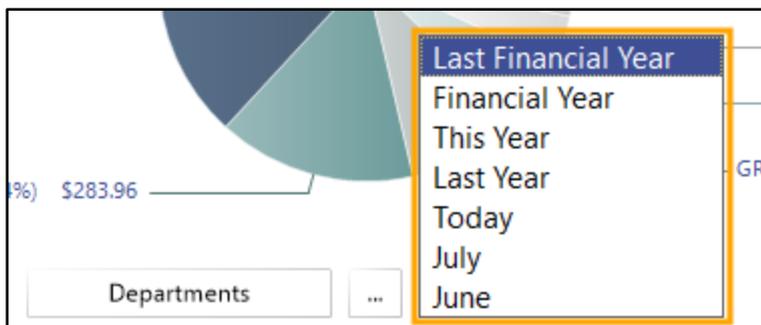
Dynamic Screen Tab Functionality

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.

idealpos7 Update History

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.
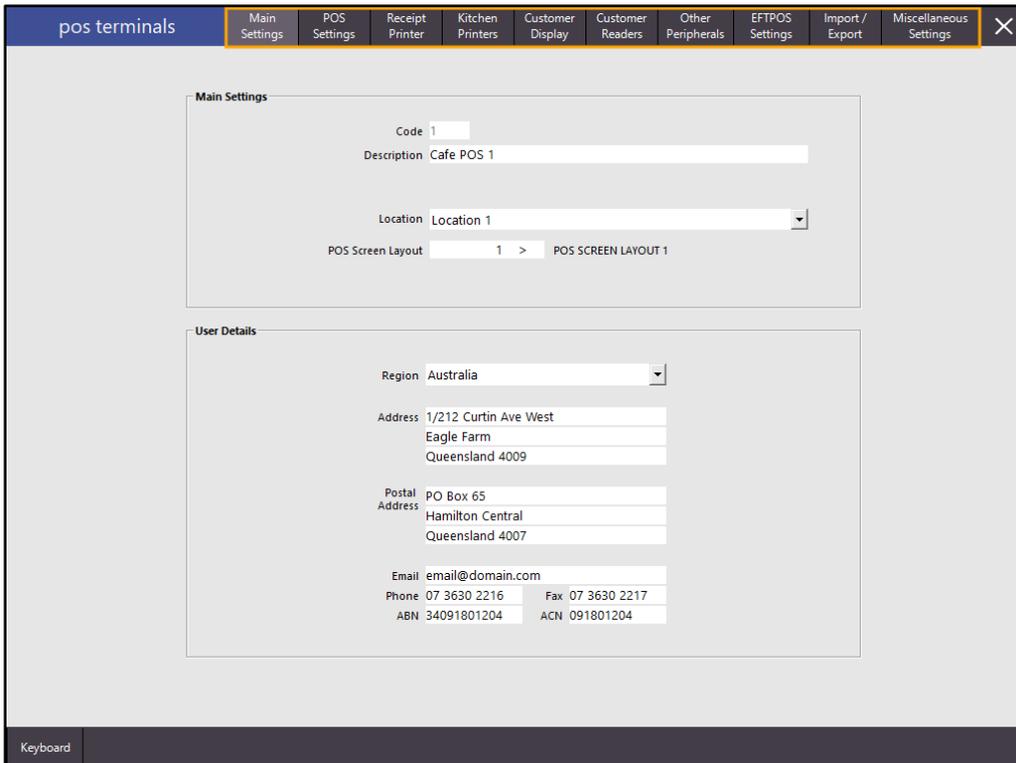
To access this function on the Global Settings screen, go to: Setup > Global Options

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.
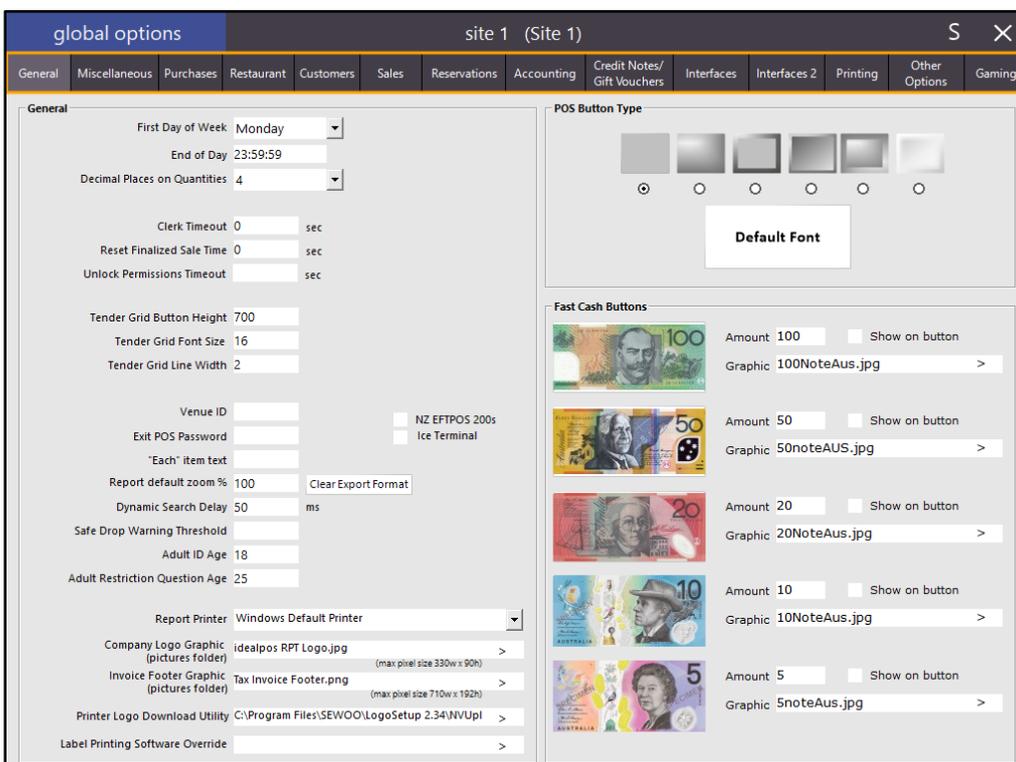
Show POS Description on BackOffice and POS Screen Captions

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)
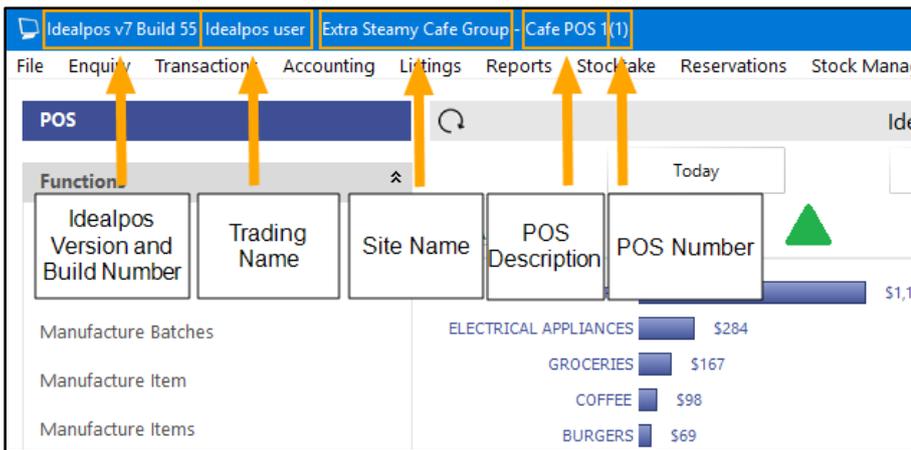
If the Site Name or POS Description require updating, you may update them by following the below steps:
Note that in order for the change to take effect, Idealpos may require restarting after making the following changes.
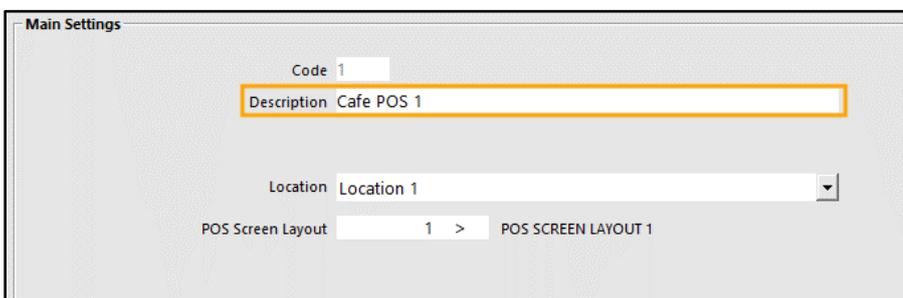
To update the Site Name, go to: Setup > Sites > Modify
Update the Description in the Description field, then press the Save button

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.

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.

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

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

function descriptors

Modify

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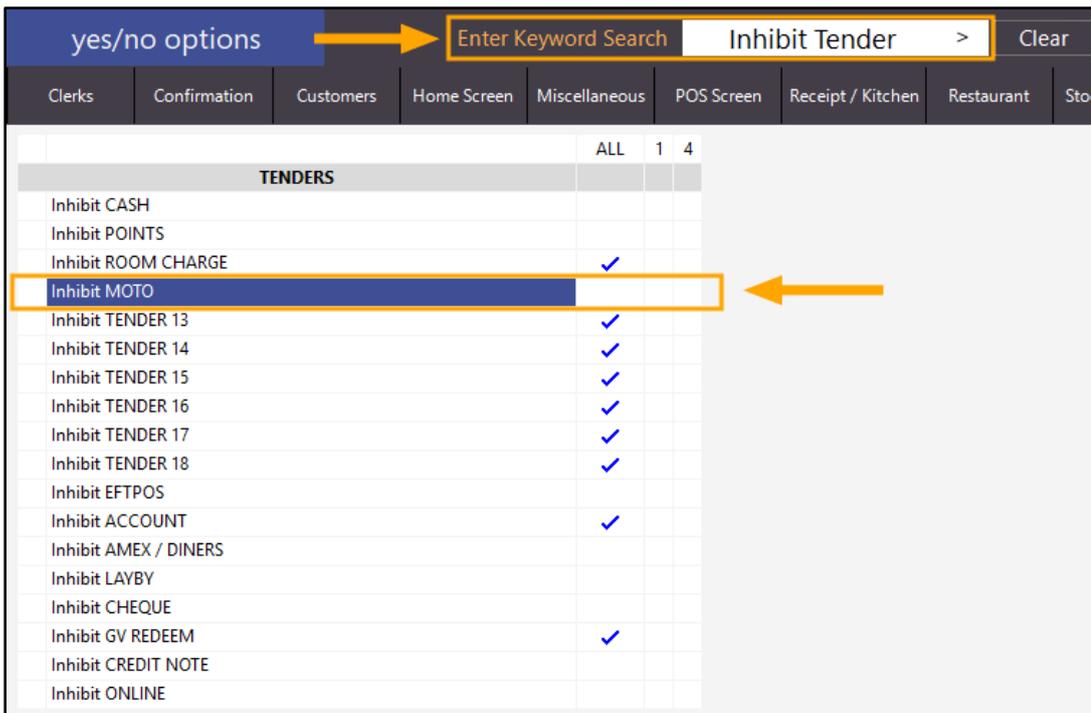

Ensure that the Tender shows the new Description on the Function Descriptors screen

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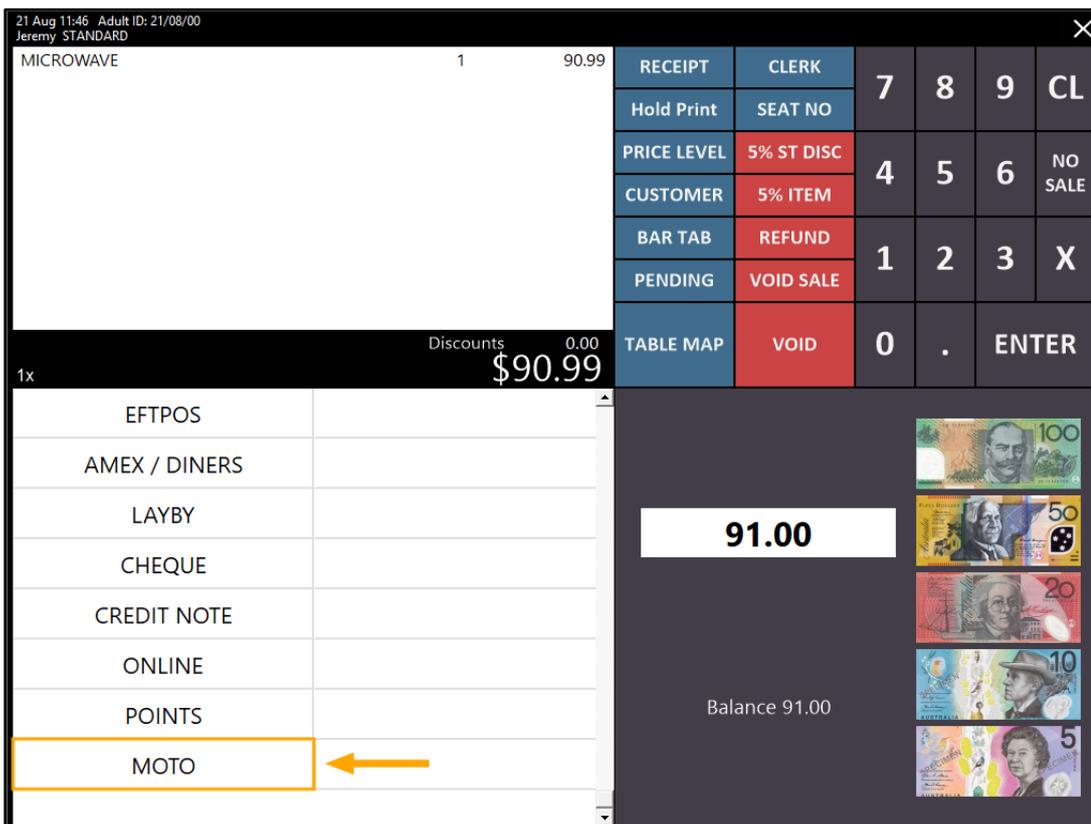
A popup window will appear on the POS Screen showing that Idealpos has asked EFTPOS to do MOTO for the amount requested.

eftpos : $90.99	✕
Asked EFTPOS do MOTO for $90.99	
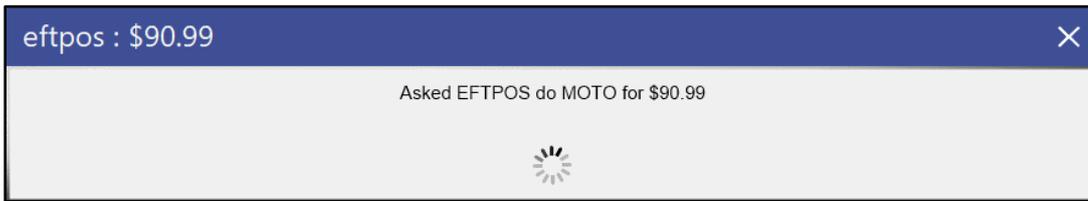
The Pinpad will show a MOTO prompt with options to select Telephone Order or Mail Order.
Select the option required by either pressing the number listed next to the required option, or use the 8/0 buttons to change the selected option. Press the green circle (O) button to select the highlighted option.

The Pinpad will then prompt to enter the Card Number.
Enter the Customer's Card Number then press the green (O) button.
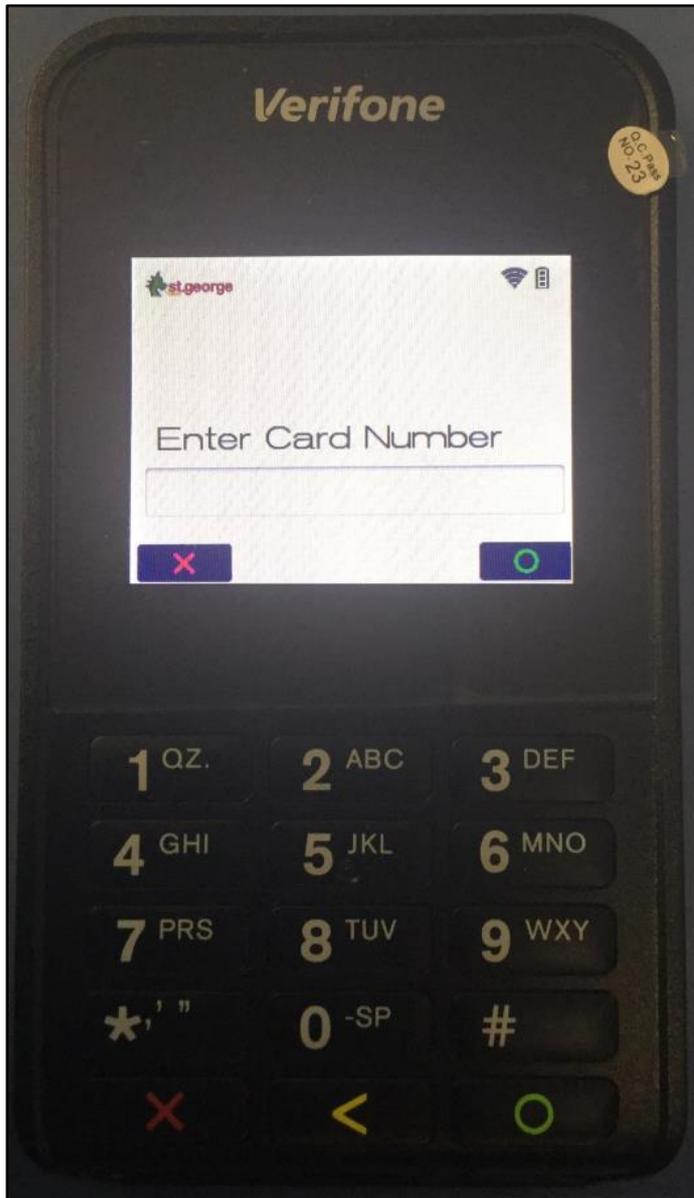
The Pinpad will then prompt for the expiry date.
Enter the expiry date printed on the card then press the green circle (O) button
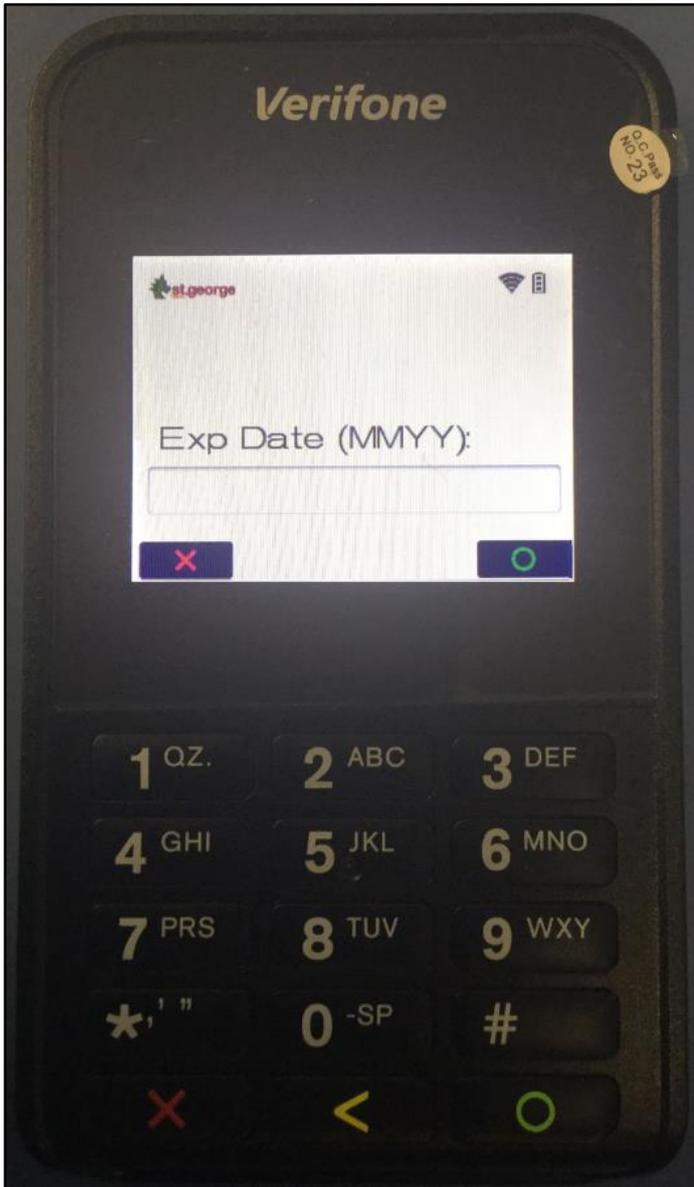
The Pinpad will then prompt for the CVV number. This is typically the last three digits of the number printed at the back of the card.
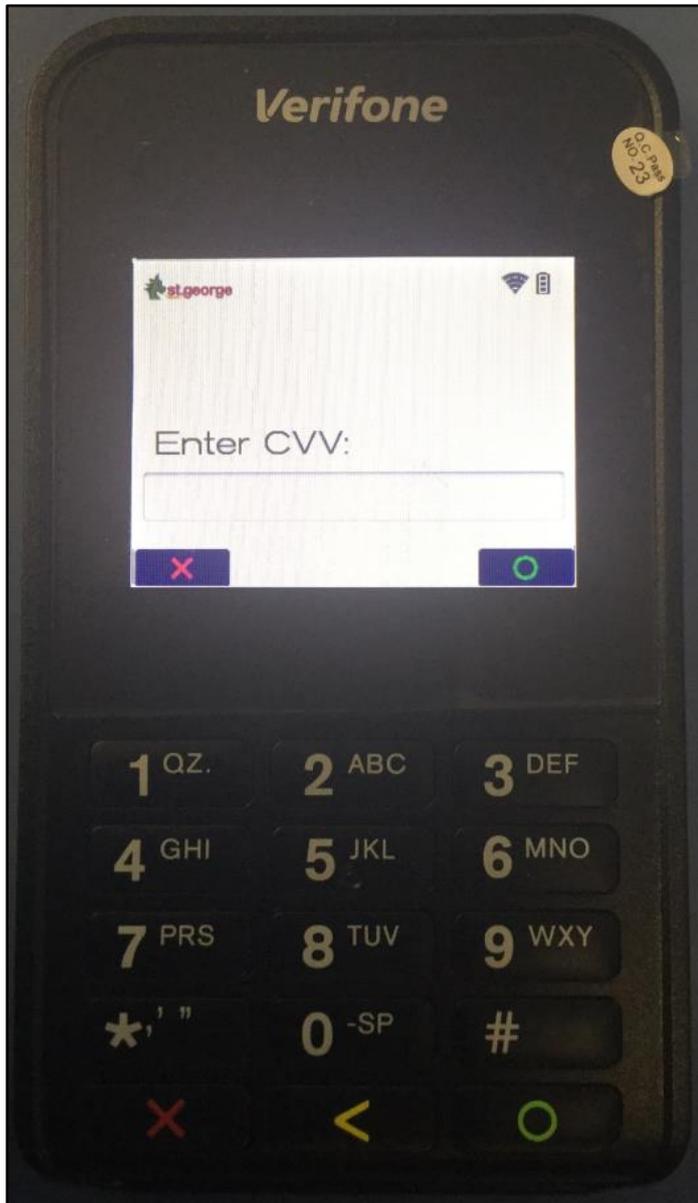
Finally, the pinpad will show the total amount including any surcharges applicable to the transaction.
To proceed, press the green circle (O) button.
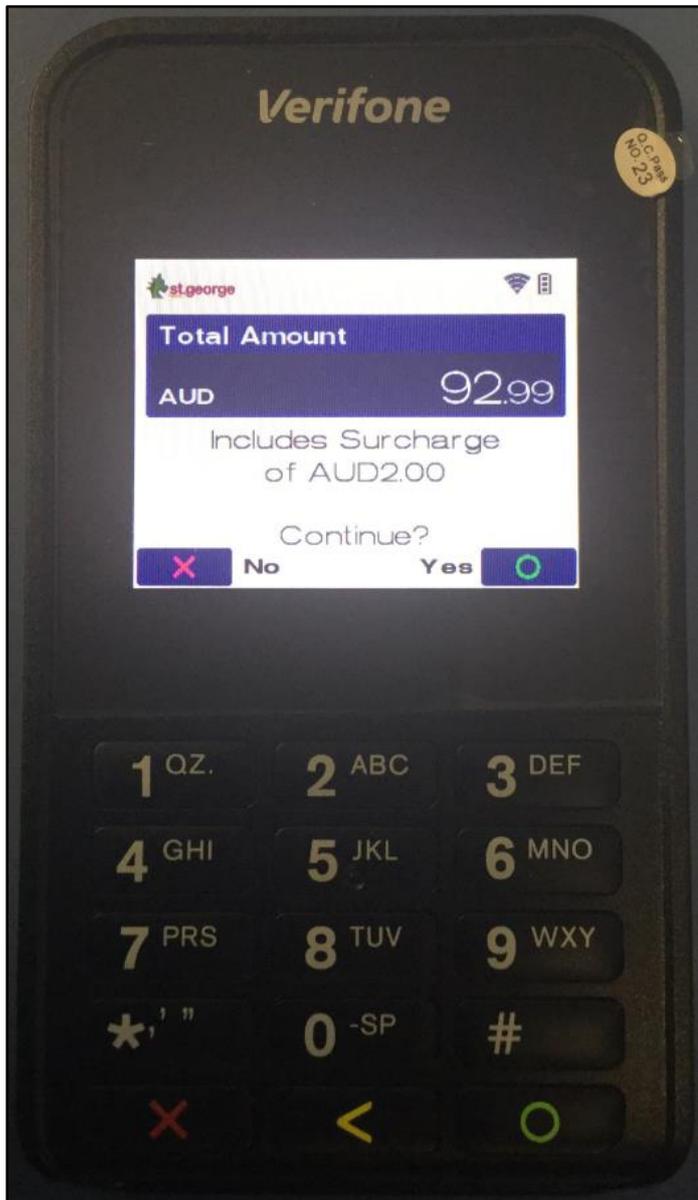
If the card is accepted, the transaction will be approved and a receipt will be printed from the receipt printer.
If the card isn't accepted or expired, the transaction will be declined. In the event the transaction is declined, you will need to try re-entering the card number again or try entering a 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 e355 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
```

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"
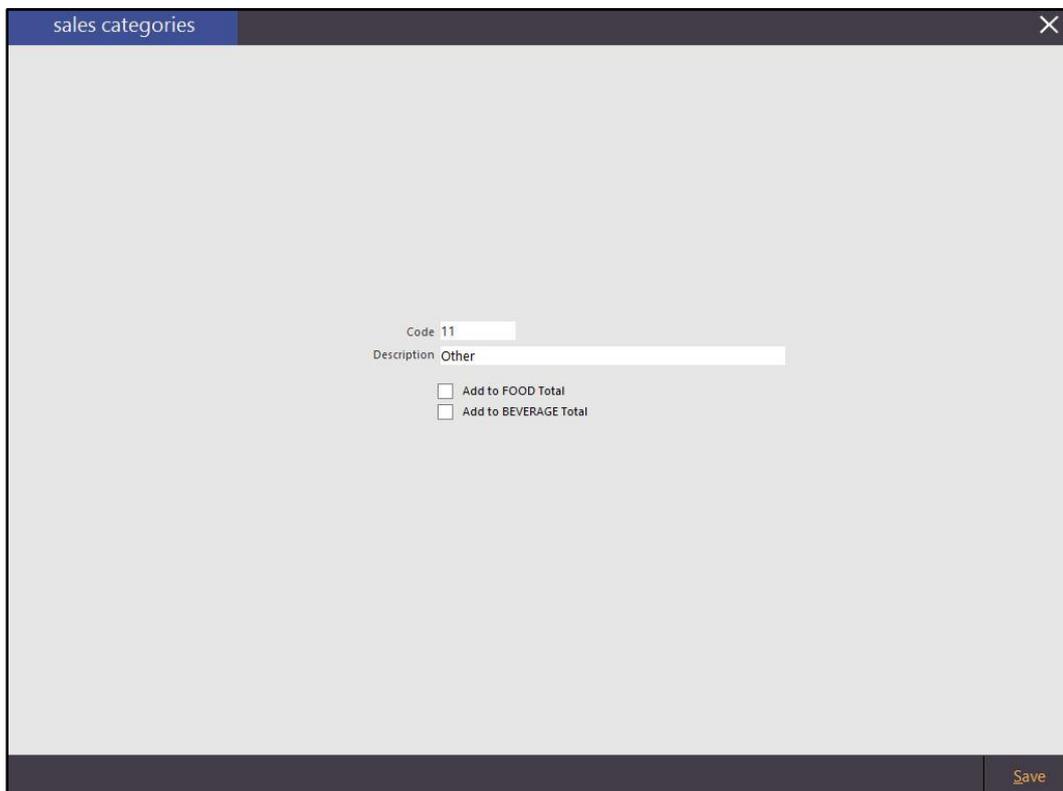
Close the Sales Categories screen, then go to File > Sales > Departments > Add
In the Description field, enter "Other" then from the Sales Category dropdown box, select the Sales Category that was created in the previous step. Once done, press the "Save" button to save the Department.

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.

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

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

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

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

Close the Global Options screen to save the change.

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

EFTPOS Surcharges are included in the EFTPOS Total:

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.

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      1004l0042027
TIME    27JUL18 14:18
TRAN    000144-000145
FROM    26JUL18 20:00
TO      27JUL18 14:18

Debit
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.

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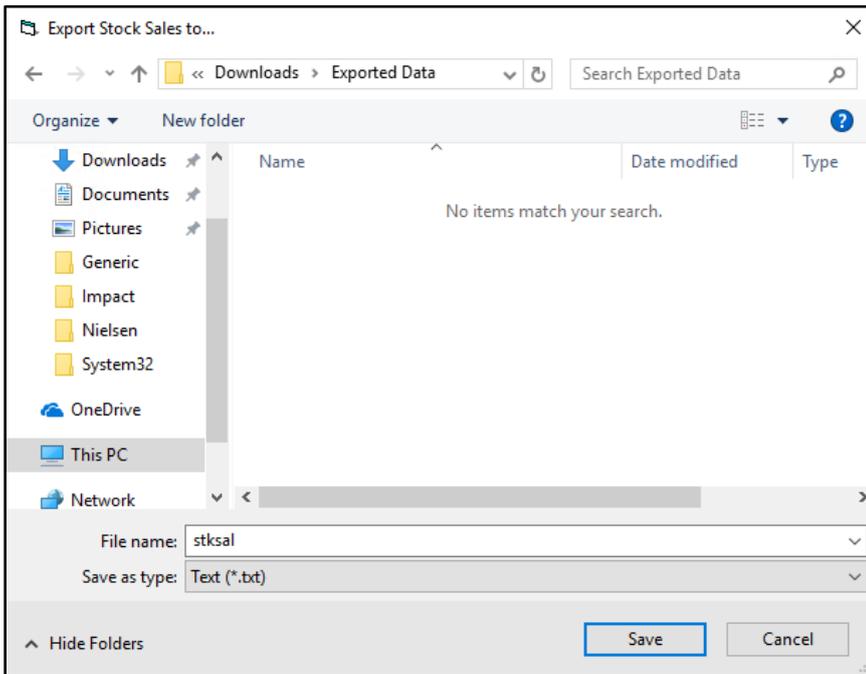
The exported data can then be viewed by opening the exported file.
As the data is exported in a comma separated file, the file can be opened with a Spreadsheet application such as Excel to view the data.

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

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.

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.

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

If prompted, enter the number of covers (guests) for the table and press OK.
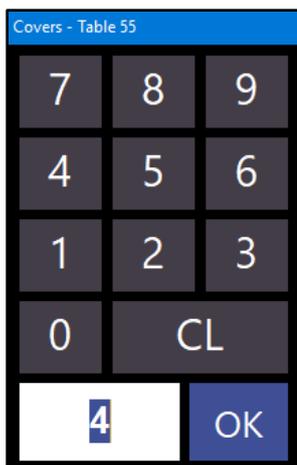
Then while still viewing the table map, ensure that the table is selected and press the "Bill" button to print a bill for the table.

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.
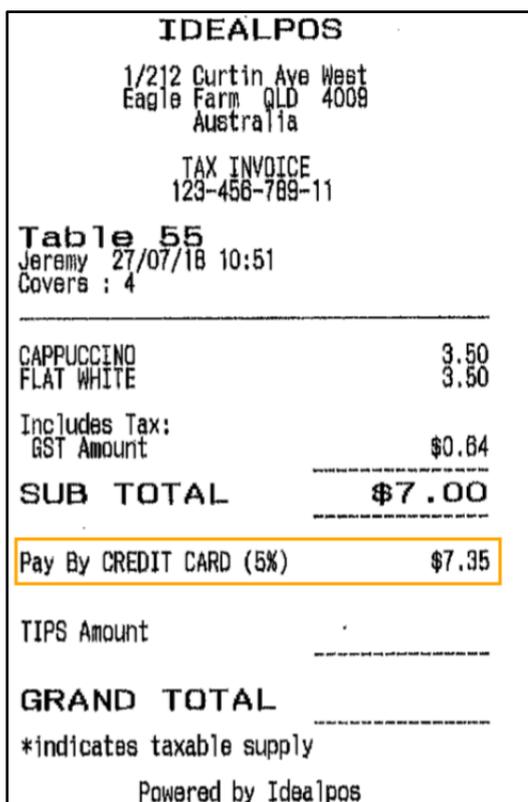
Ideal Webit

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).
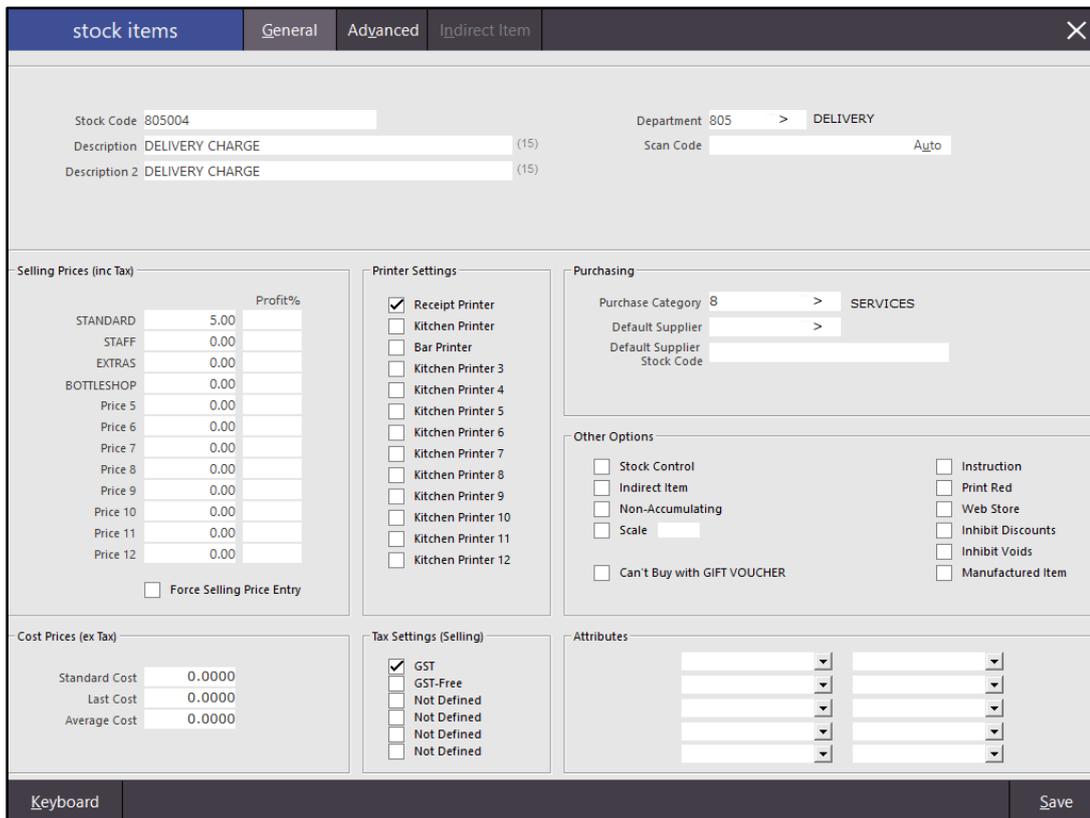
Click on the Advanced tab to add Stock Notes.
Press the "Save" button at the bottom right corner of the Stock Items screen to save the change.

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.

Go to: Enquiry > Journal History > Select Transaction

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.
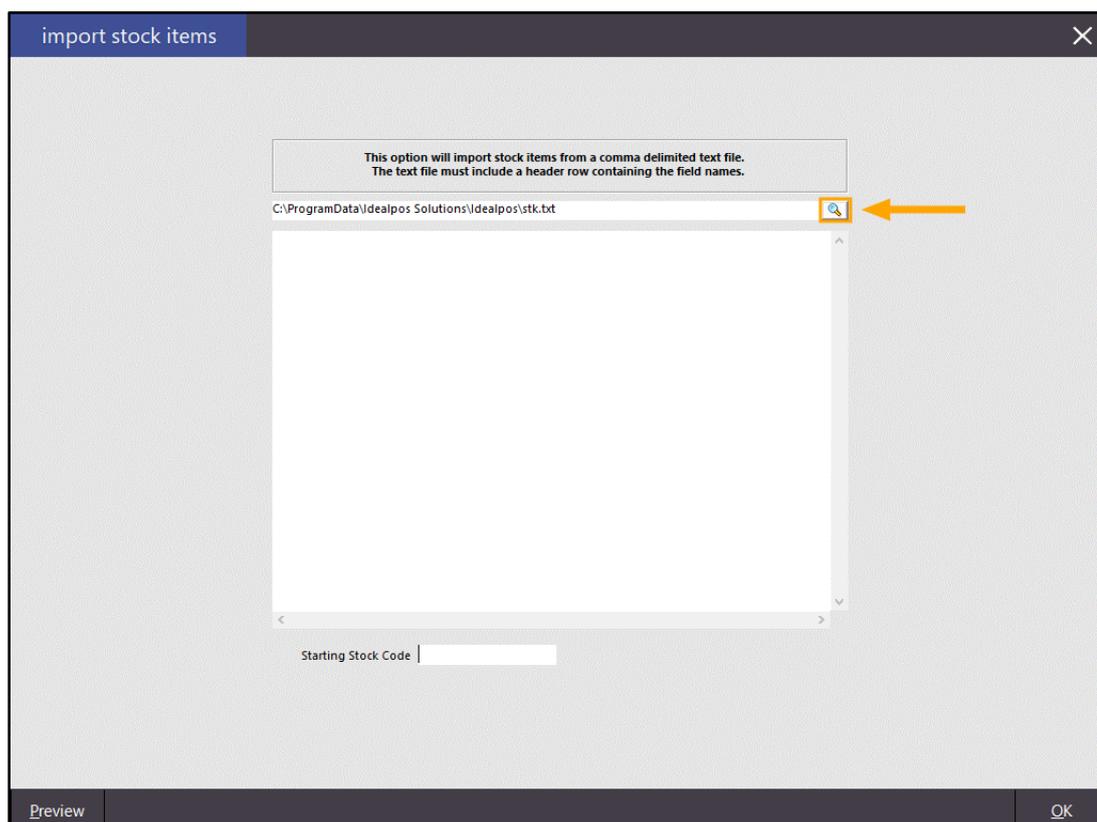
Browse to the location where the CSV file was saved.
Change the file type option to show "CSV files", then the file should appear.
Select the file then press the "Open" button.
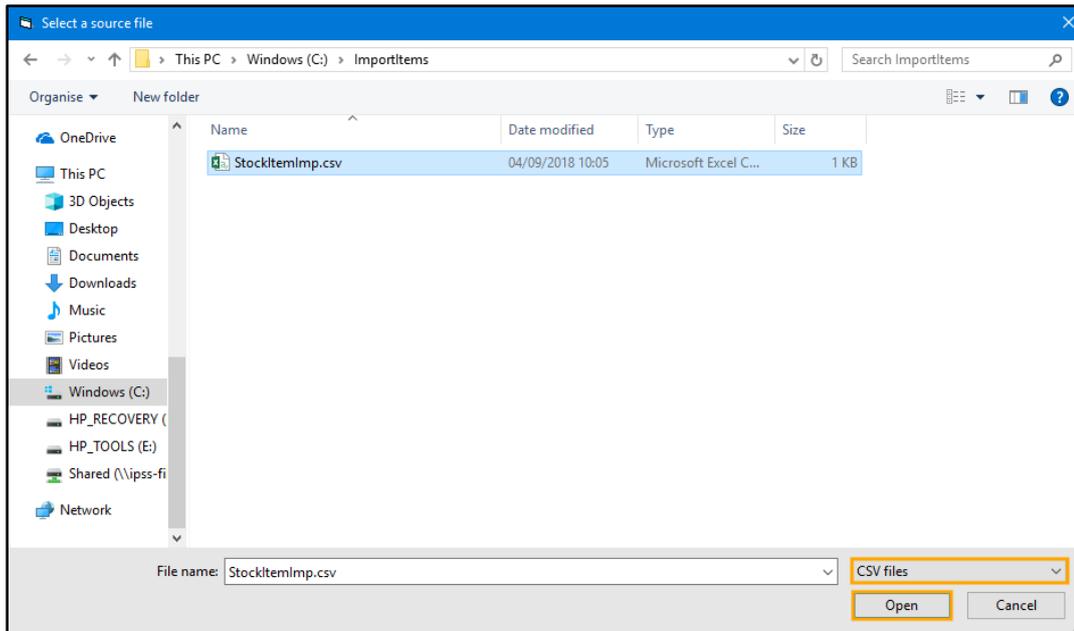
The contents of the file will be displayed on the Import Stock Items screen.
Press the OK button on the bottom right corner of the screen to import the Stock Items.
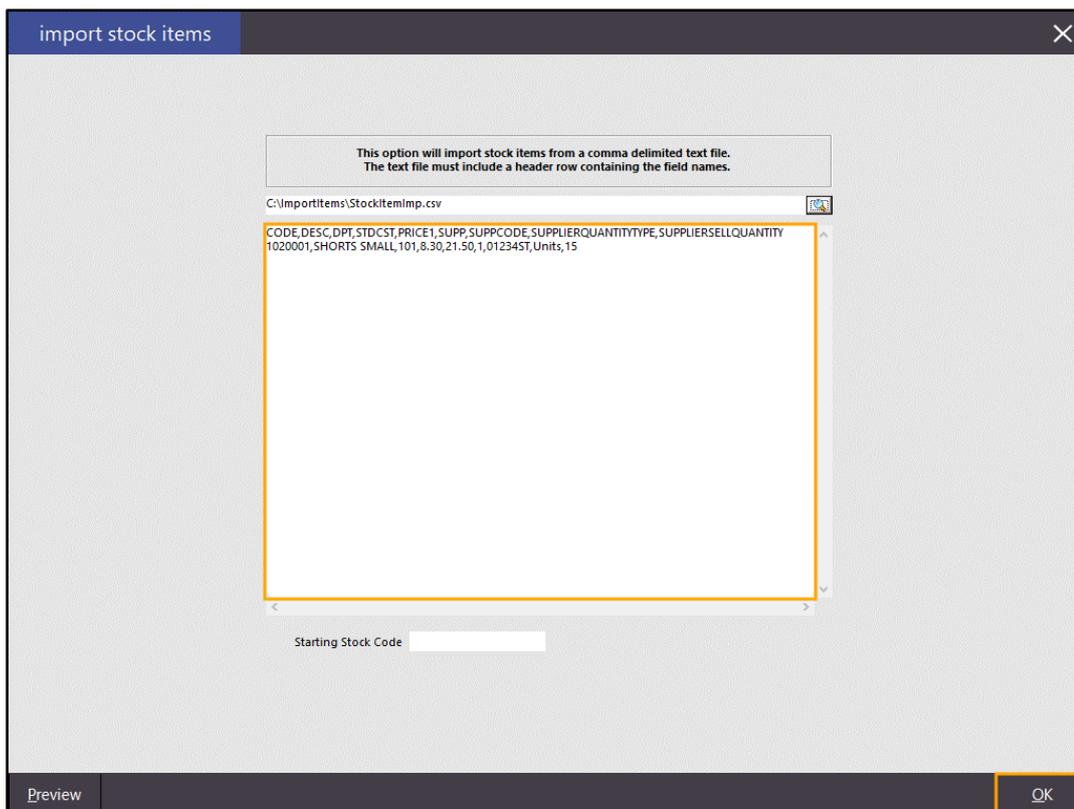
Idealpos will display an Imported Records prompt showing the number of Items that were either New, Modified or Failed. Press the "OK" button to close the prompt.
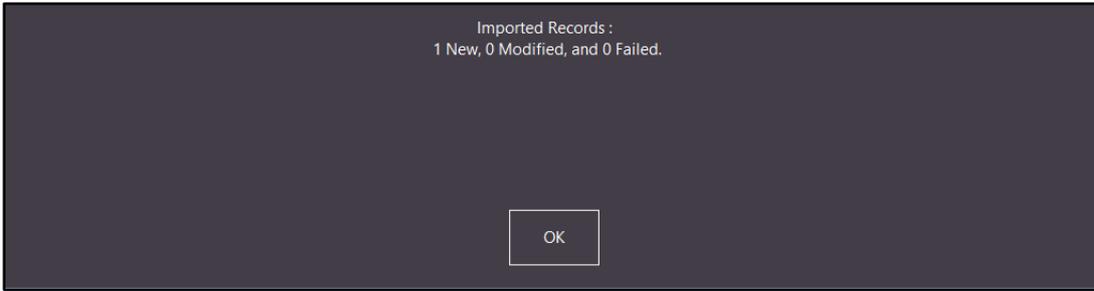
Go to: File > Suppliers > Supplier Stock Codes > Select: Supplier > Select Supplier Stock Code > Modify

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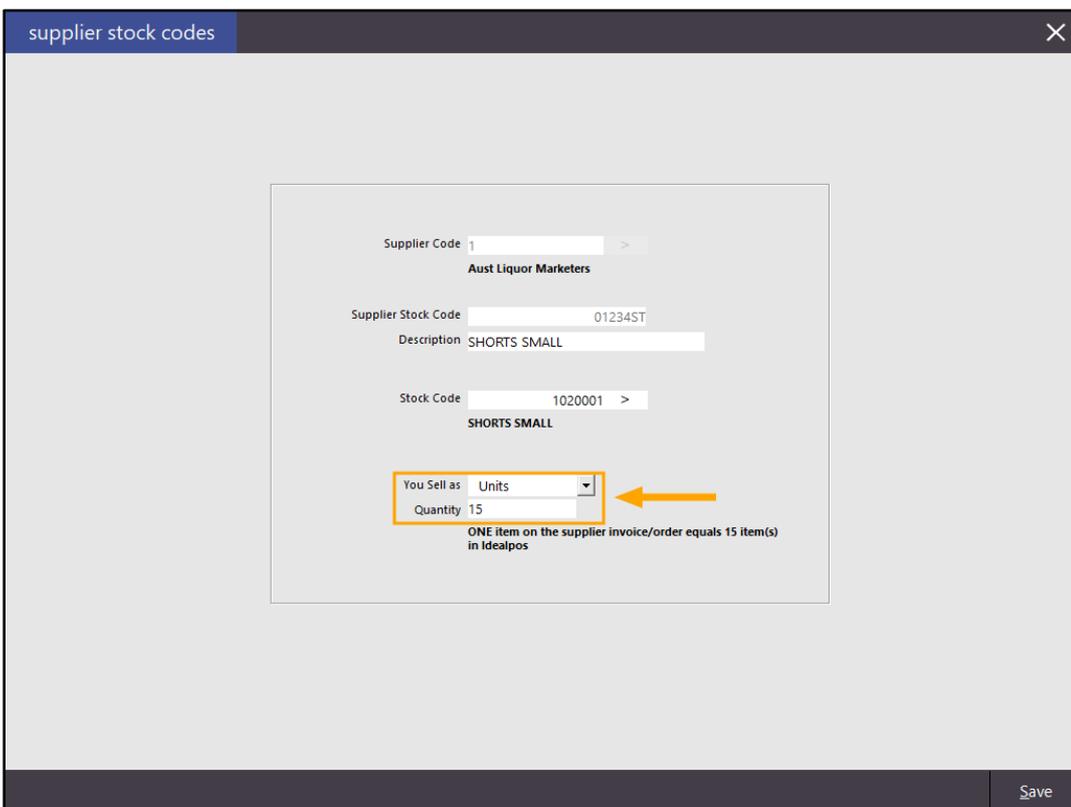
Journal History Enquiry

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.

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.
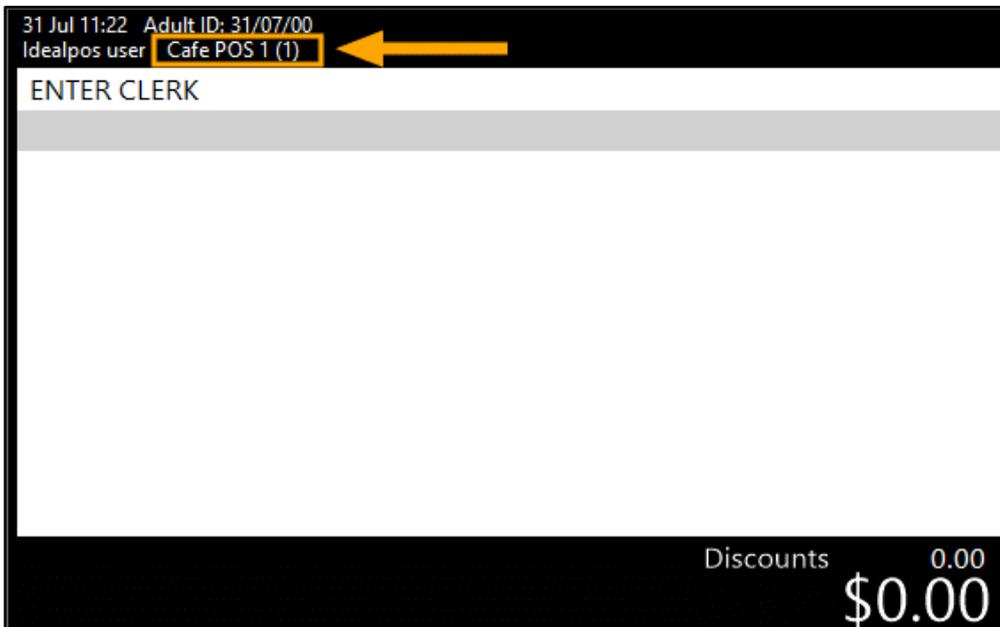
Should you need to update the POS Description, close the POS screen then go to:
Setup > POS Terminals > Modify
Under the Main Settings section, update the Description in the Description field, then close the POS terminals screens to save the change.
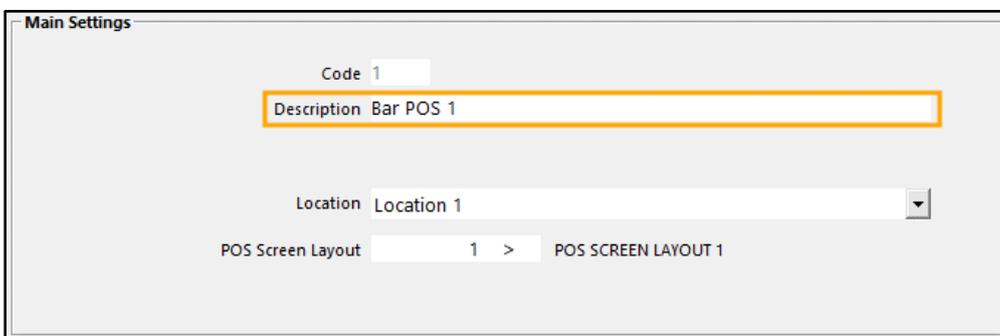
Then open the POS Screen. The updated POS Description will be displayed when the POS displays the "ENTER CLERK" screen.
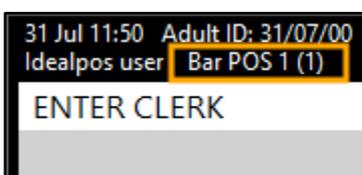
Stock Item Search function – Default Search Type option

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

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

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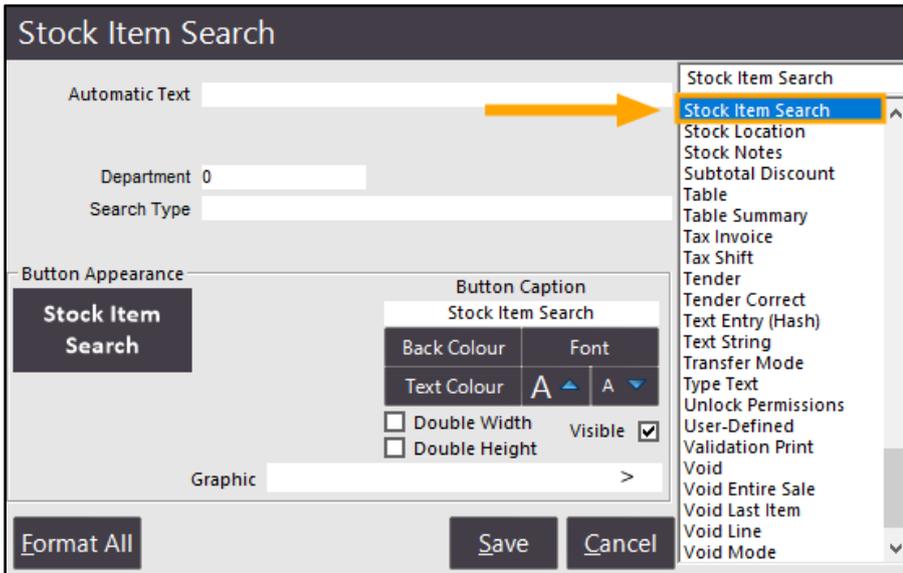
After selecting the Stock Item Search function, fields for Automatic Text, Department and Search Type will become available.

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]

[ATTRIBUTETYPE][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. [ATTRIBUTETYPE=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.

To demonstrate the configuration of a POS Screen button with the Search Type function, a screenshot has been included below:
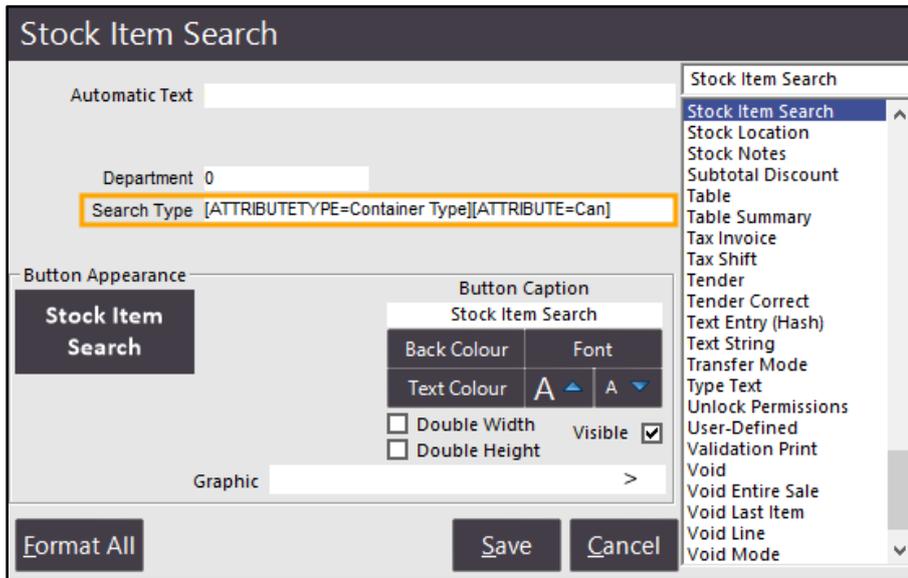
When pressing the Stock Item Search button from the POS screen for the above button configuration, the Stock Item Search screen will open and the Search Type will be pre-selected as per the below example.

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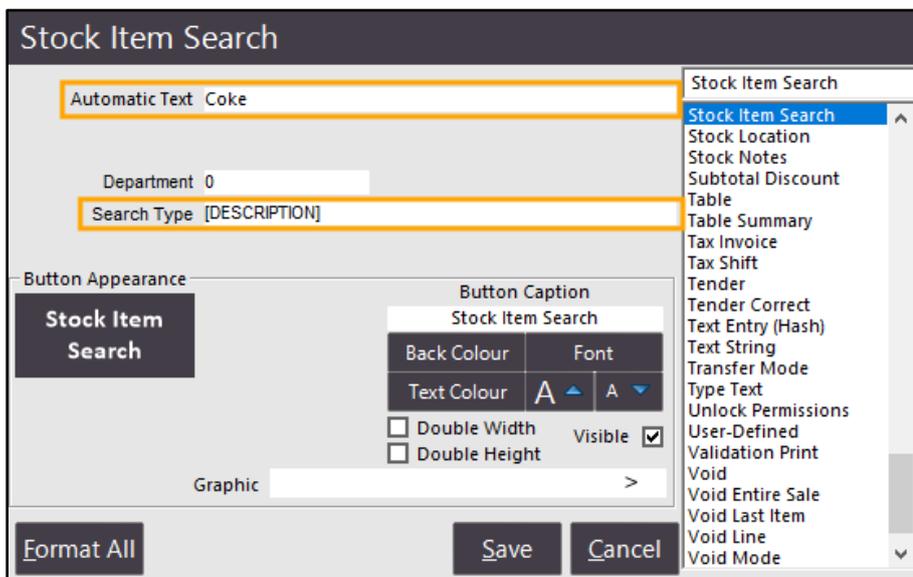
When pressing the Stock Item Search button from the POS screen for the above button configuration, the Stock Item Search screen will open and the Search Type will be pre-selected as well as the Automatic Text being entered as per the below example.

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 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

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
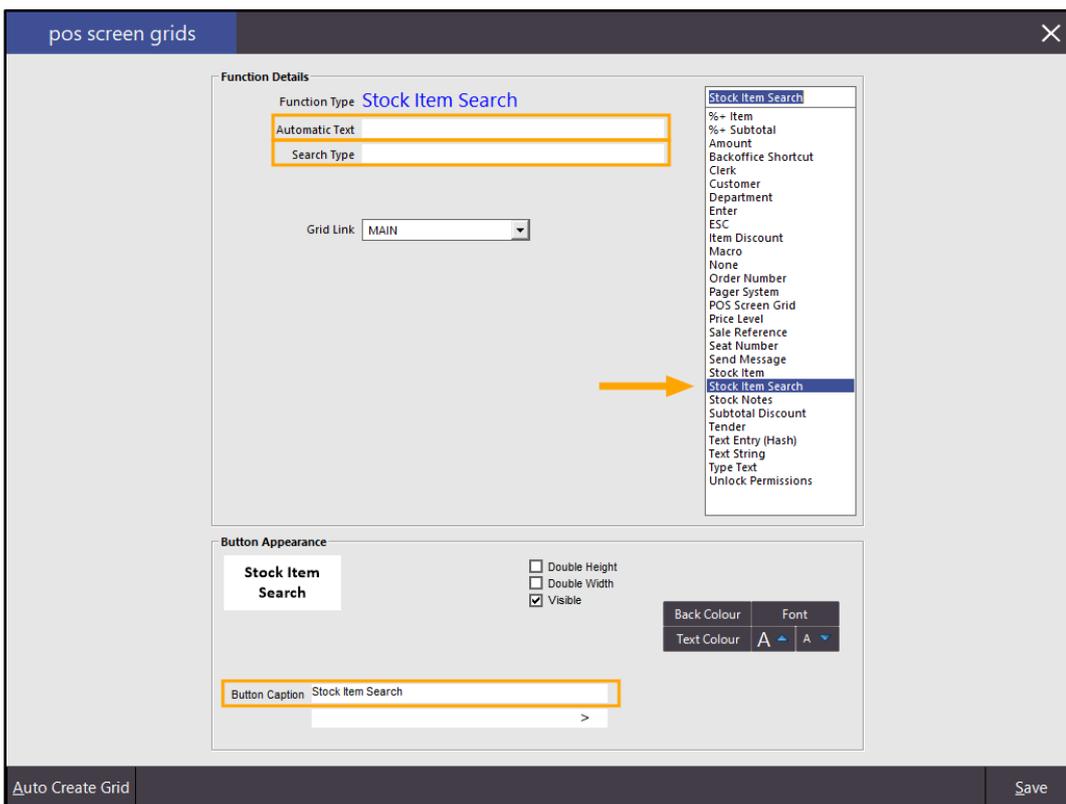
Promotions

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

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

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

Confirm the change by selecting "Yes"

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.

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

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.

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.

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.

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"

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

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

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.

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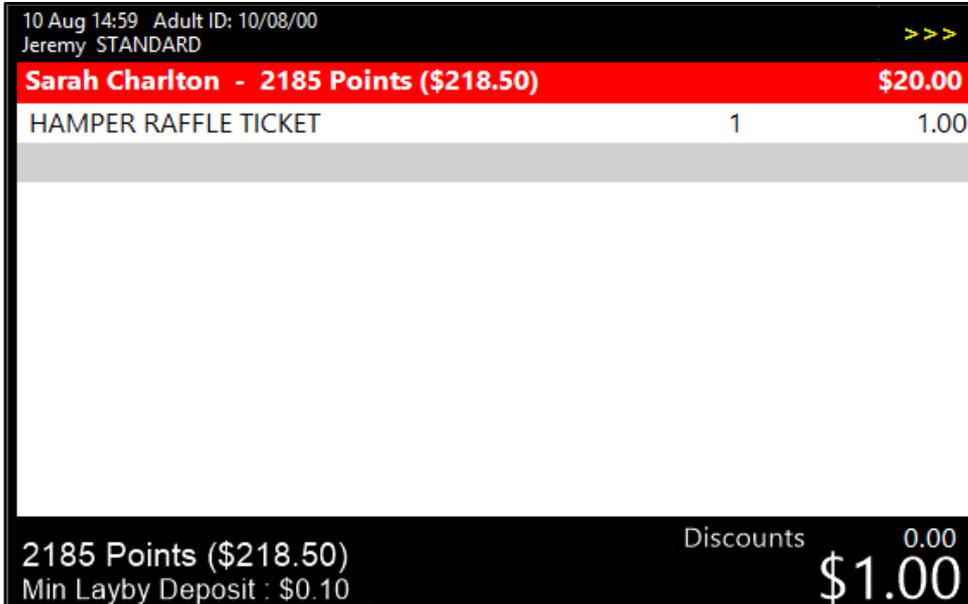
Press the Enter button then select a Tender/Amount to finalise the sale.
The receipt and raffle ticket will print.

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

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".

range programming	✕

Code	1	>	to	10	>
Description		>	to		>
Department		>	to		>
Supplier		>	to		>

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

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

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
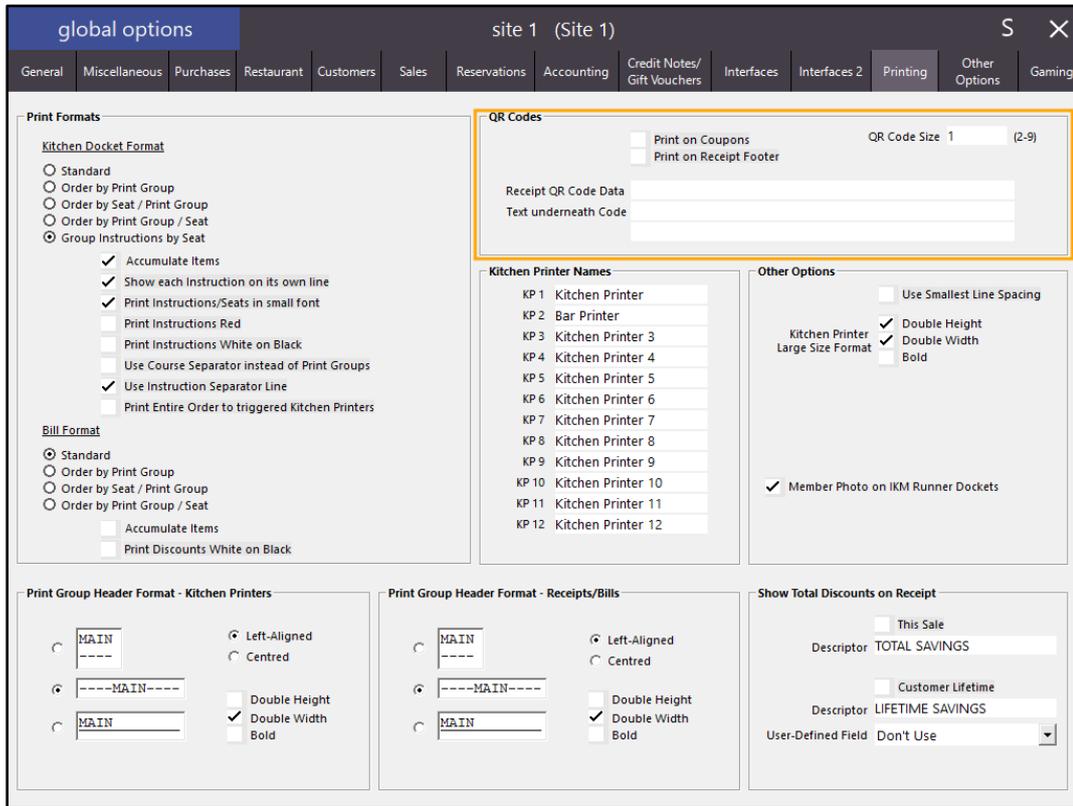
Configure the QR Code section with the settings and values you want used to print on the bottom of your Customer's receipts. Enable the "Print on Receipt Footer" setting to print the QR Code at the bottom of the Customer Receipt. Enable the "Print on Coupons" setting if you also want the QR Code printed 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:
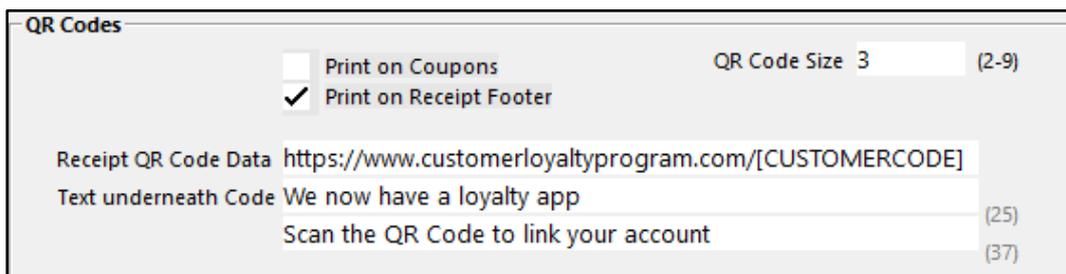
When a receipt is printed from the POS terminal, the QR Code will be included on the Receipt Footer.
If you include the [CUSTOMERCODE] field in the Receipt QR Code Data, the Customer Code will be included if you add a Customer to the sale. If a Customer isn't added to the sale, the Receipt QR Code Data 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:

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.
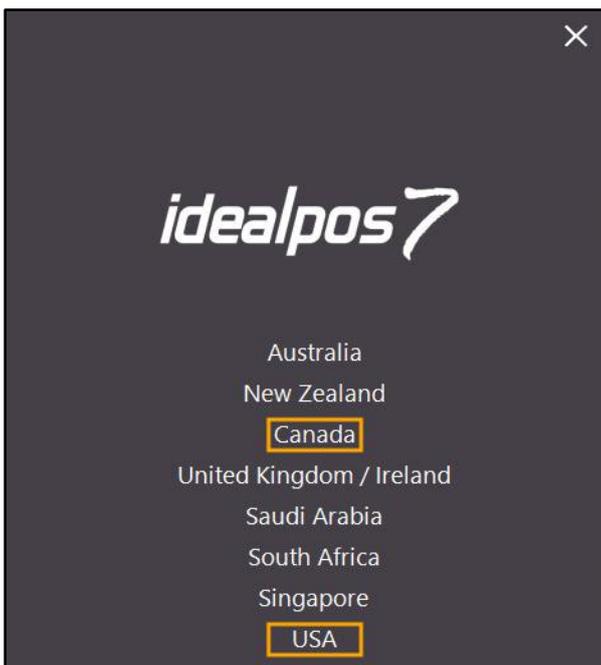Double click on the IPSClient logo to open POS.
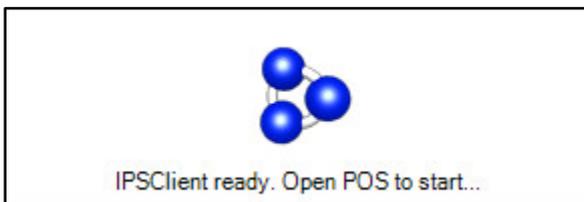
After opening Idealpos, the country selection window will open.
The USA and Canada options have been separated on this screen.
Click on USA.

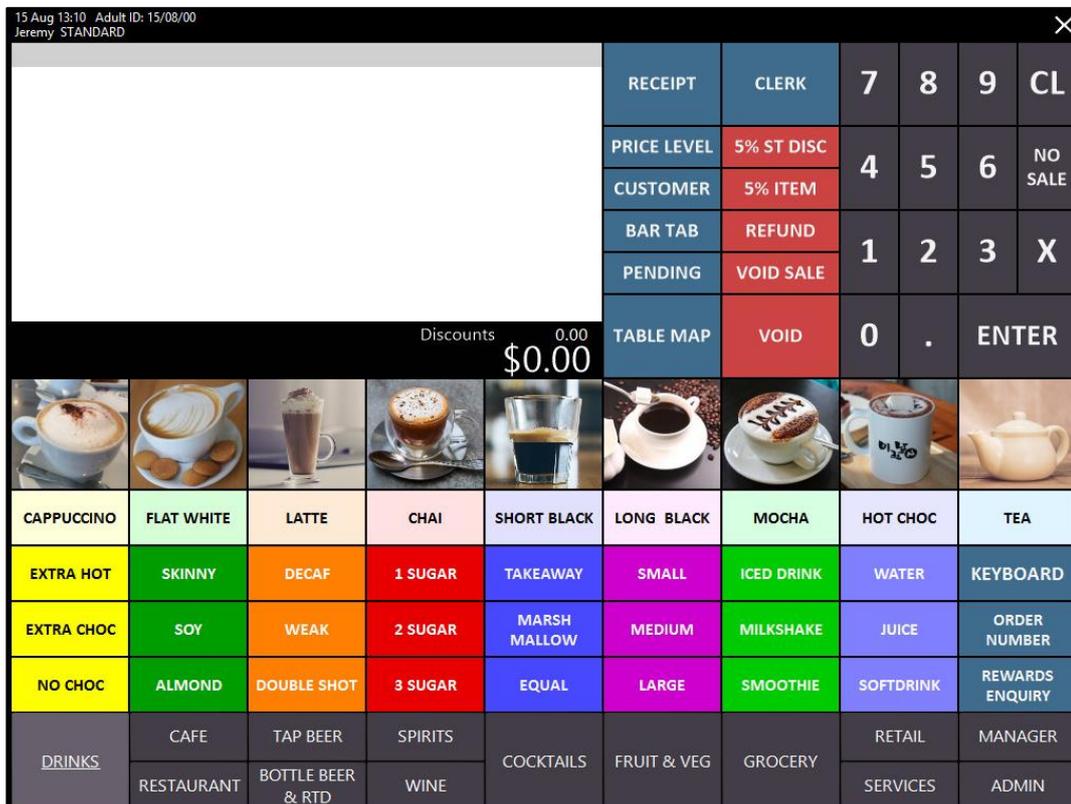The screen will then show the option to use the Demonstration Database or Blank Database.

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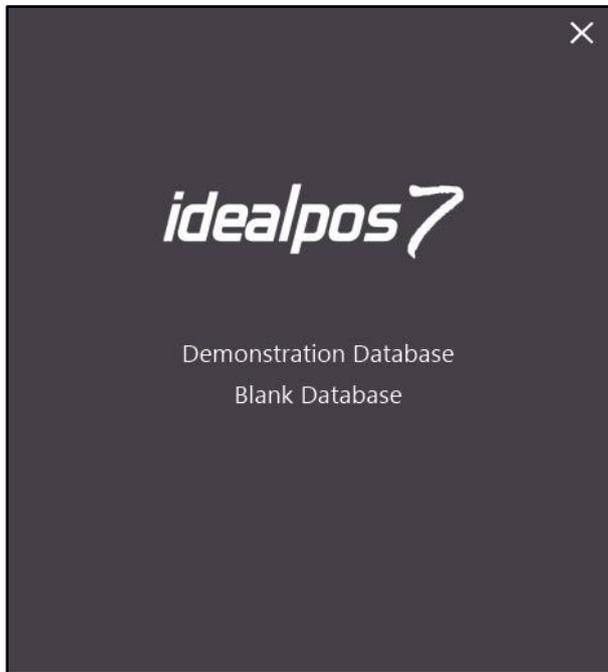
After selecting Demonstration Database, Idealpos will start then the POS Screen will be displayed.

Add items to the sale then press the Enter button

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

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

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

Under the Fast Cash section, click on the ">" button within the Graphic field for the amount denomination that you want to update.
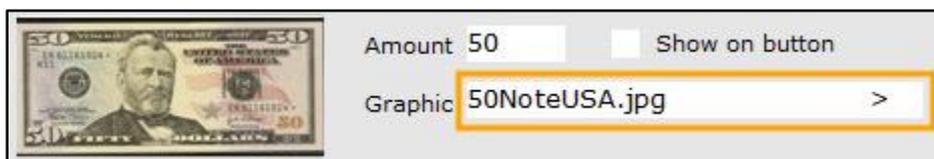
An Open window will be displayed.
Select the image of the currency denomination that you want to use. Idealpos includes images for note denominations for various regions. The filenames of the images are named in the format of denomination amount, note, then the region.
E.g. "50noteAUS.jpg" resembles a denomination of $50.00 for the Australia region.
Press the "Open" button once you have selected the required image.
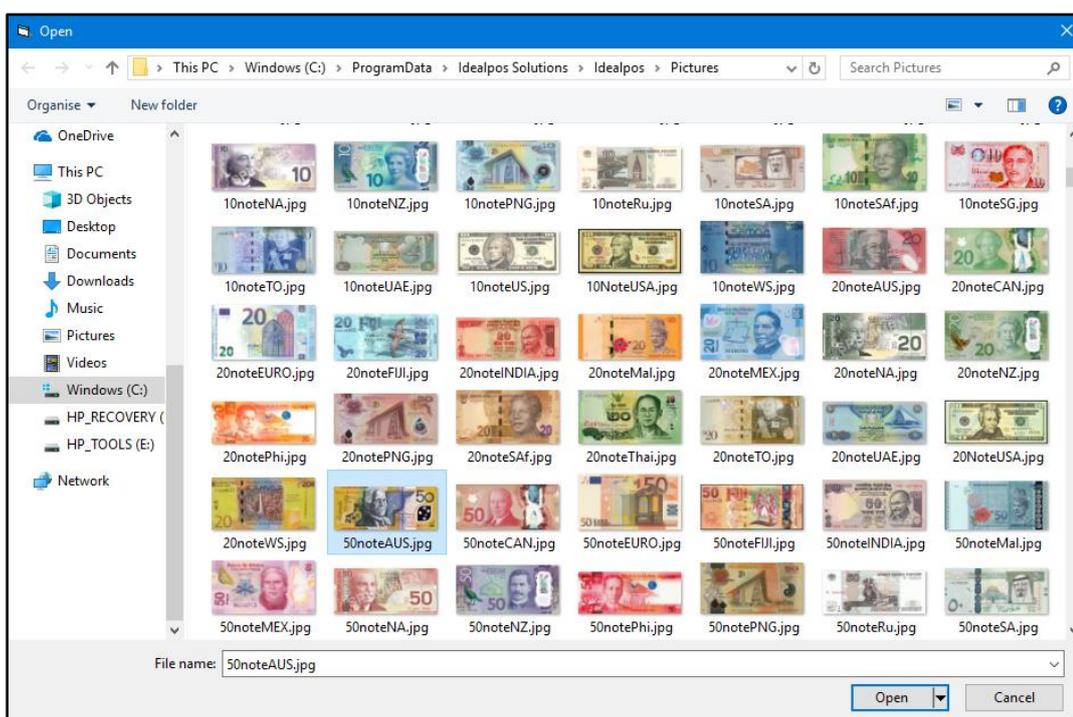
The new Fast Cash button image will be displayed on the Fast Cash Buttons screen for the denomination selected.
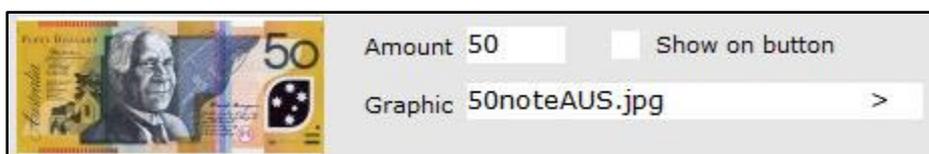
The updated image will be displayed on the Tender screen when finalising a transaction from the POS screen.

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.
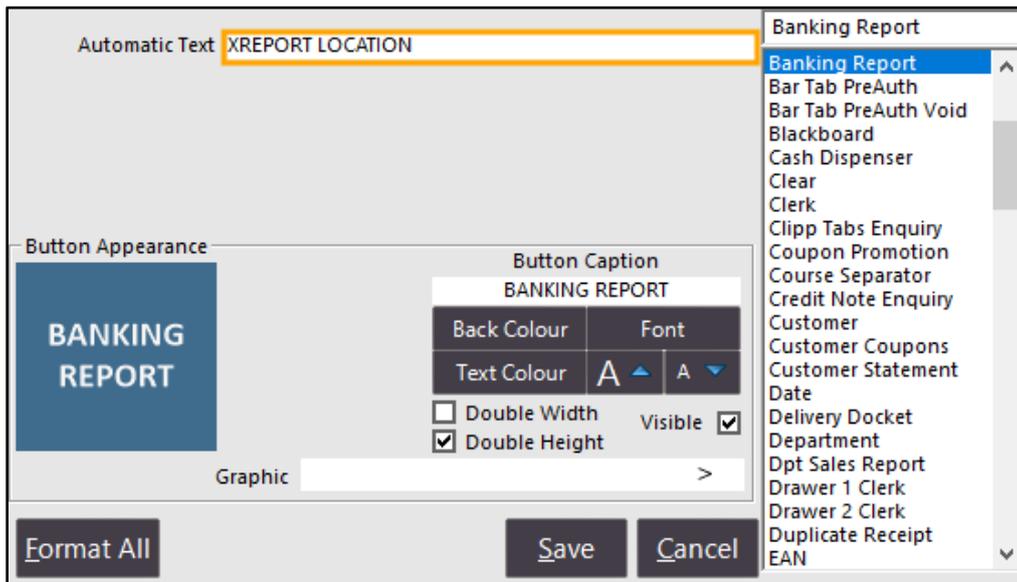
idealpos7 Update History

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                                              X

SALES REPORT FROM    04/09/2018 13:01:27
             TO      04/09/2018 13:12:53

L o c a t i o n    1

 L o c a t i o n    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

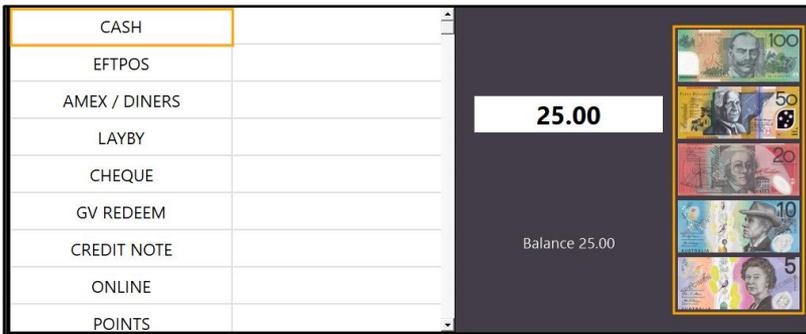Enter an amount, Customer Name and Email Address if the Customer has one, then press OK.

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.

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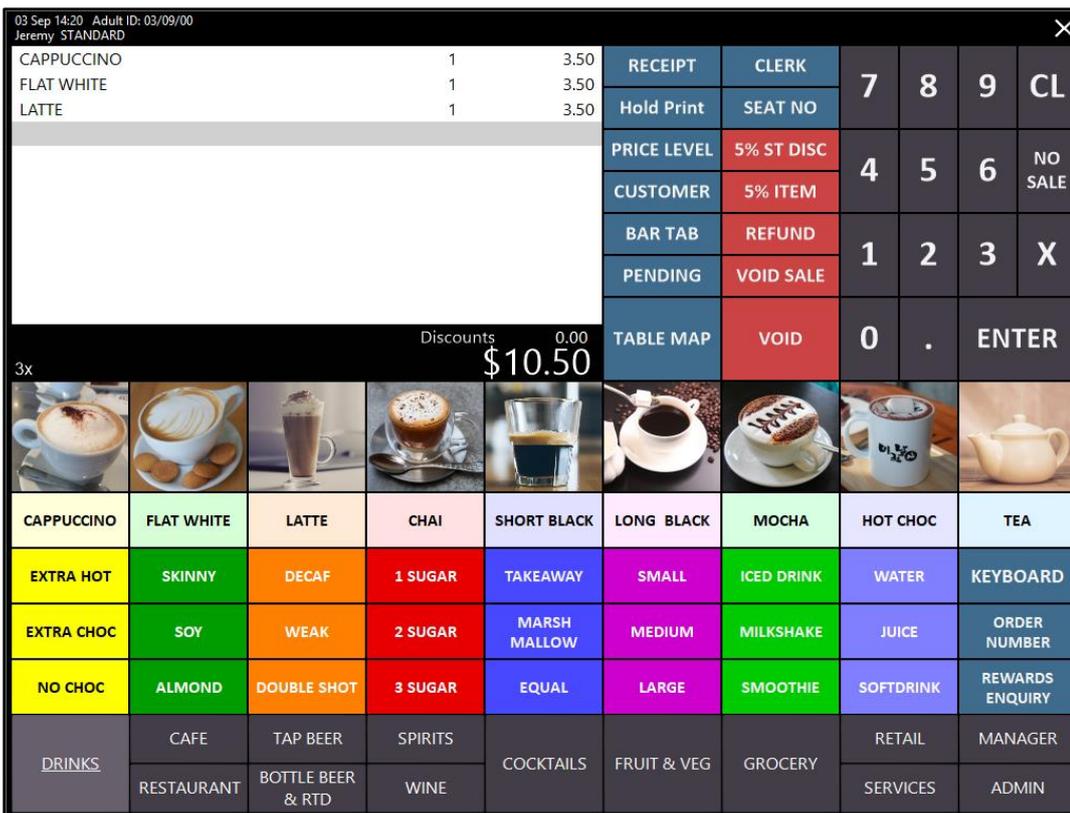
Redeem the Gift Voucher by pressing the Gift Voucher Redeem button.
Note that if the GV Voucher Tender option does not appear, you will need to enable it via Setup > Yes/No Options > Inhibit Tender.

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

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.

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

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

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.

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.

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.

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.

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 be 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.

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.

Idealpos user (pos1)	**Stock Valuation Report**			Printed 24/08/2018 14:39:06	Page 1 of 2
Code Description		Stock Level	L/B Level	Avg Cost	Stock Value
FRUIT (117)		404.7300	0.0000		1,225.83
VEGETABLES (118)		762.7390	0.0000		2,059.06
SEEDS NUTS (119)		78.0000	0.0000		515.25
FROZEN (120)		42.0000	0.0000		187.60
MEAT & FISH (121)		654.4700	0.0000		4,775.96
BREADS (122)		96.0000	0.0000		170.25
DELI (123)		47.2300	0.0000		230.26
DAIRY (124)		228.1250	0.0000		784.08
CONFECTIONARY (125)		415.0000	0.0000		974.85
BULK (126)		386.8218	0.0000		1,652.00

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

Idealpos user (pos1)	**Stock Valuation Report**			Printed 24/08/2018 14:42:22	Page 1 of 1
Code Description		Stock Level	L/B Level	Avg Cost	Stock Value
FOOD (1)		3109.1158	0.0000		12,575.14
BEVERAGE (2)		6067.2675	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

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.

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.
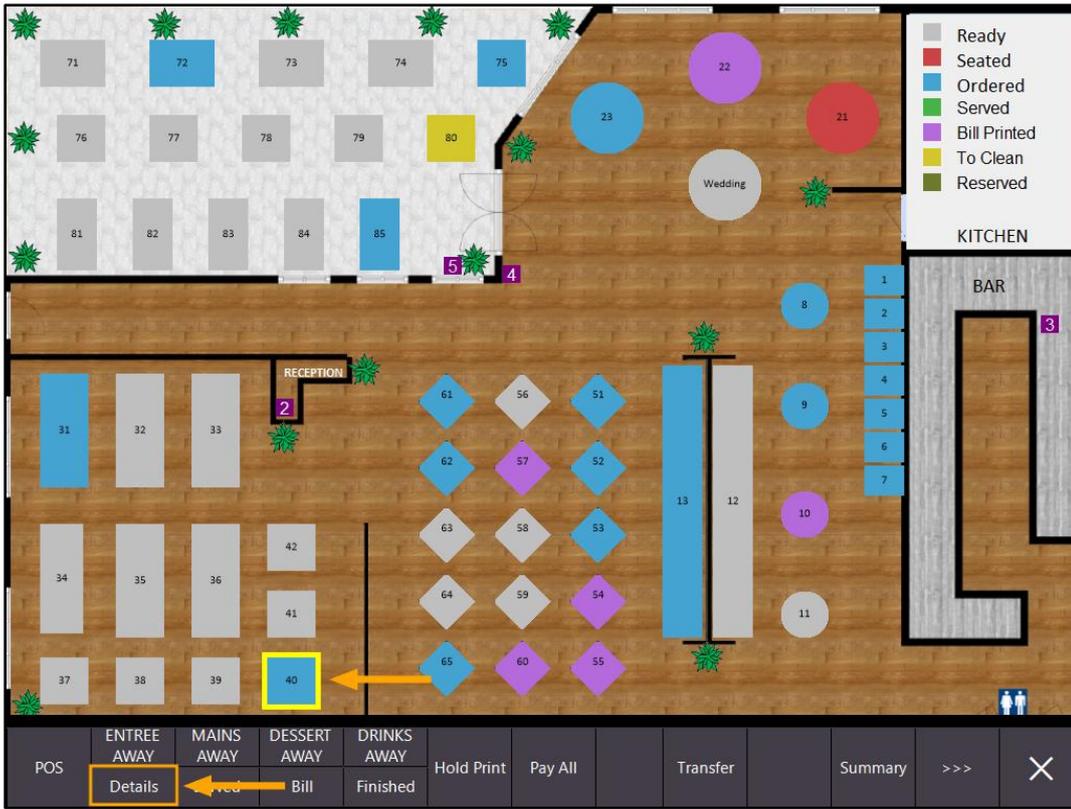

Then press the Table Map button, select a Table from the Table Map, then enter the number of Covers if prompted.

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.

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)

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

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
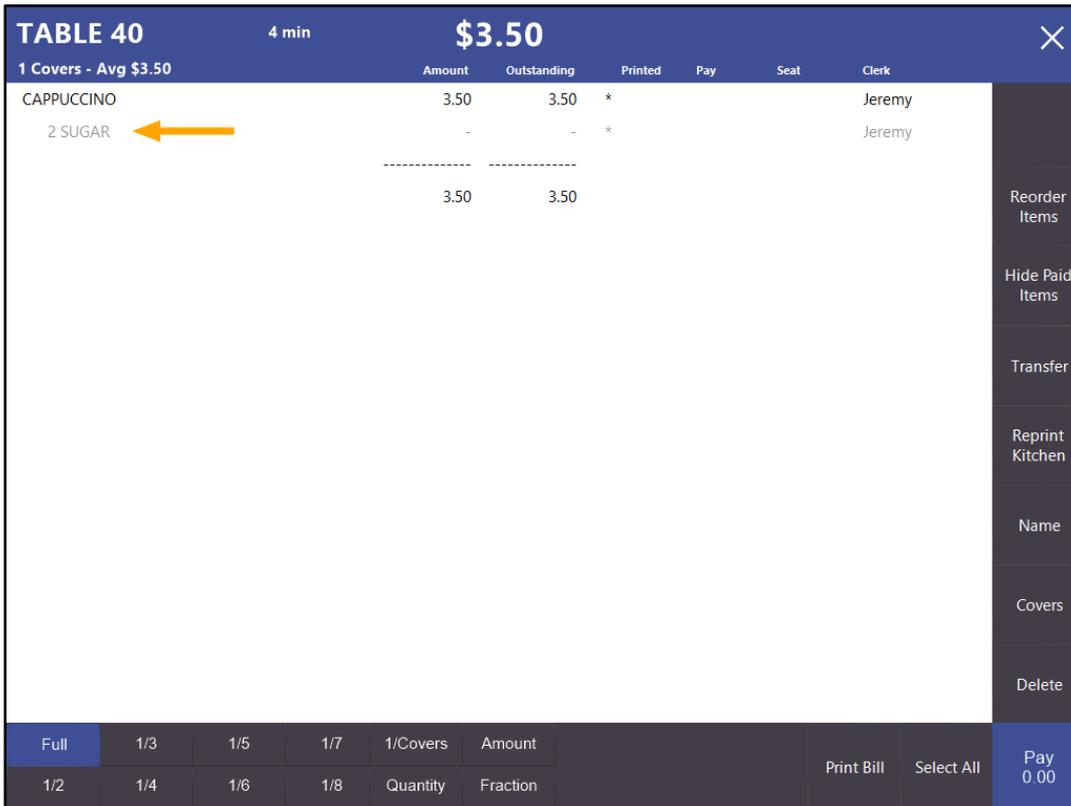
Table Details – Reorder Items Function

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

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.

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

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		Reorder Items
DUCK		14.00	14.00	*			Jeremy		
BEEF		13.00	13.00	*			Jeremy		
COKE		3.00	3.00	*			Jeremy		Hide Paid Items
SPRITE		3.00	3.00	*			Jeremy		
FANTA		3.00	3.00	*			Jeremy		
COKE		3.00	3.00	*			Jeremy		Transfer
SPRITE		3.00	3.00	*			Jeremy		
FANTA		3.00	3.00	*			Jeremy		
		--------------	--------------						Reprint Kitchen
		56.00	56.00						
									Name
									Covers
									Delete

Full	1/3	1/5	1/7	1/Covers	Amount				Pay 0.00
1/2	1/4	1/6	1/8	Quantity	Fraction		Print Bill	Select All	

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

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

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.

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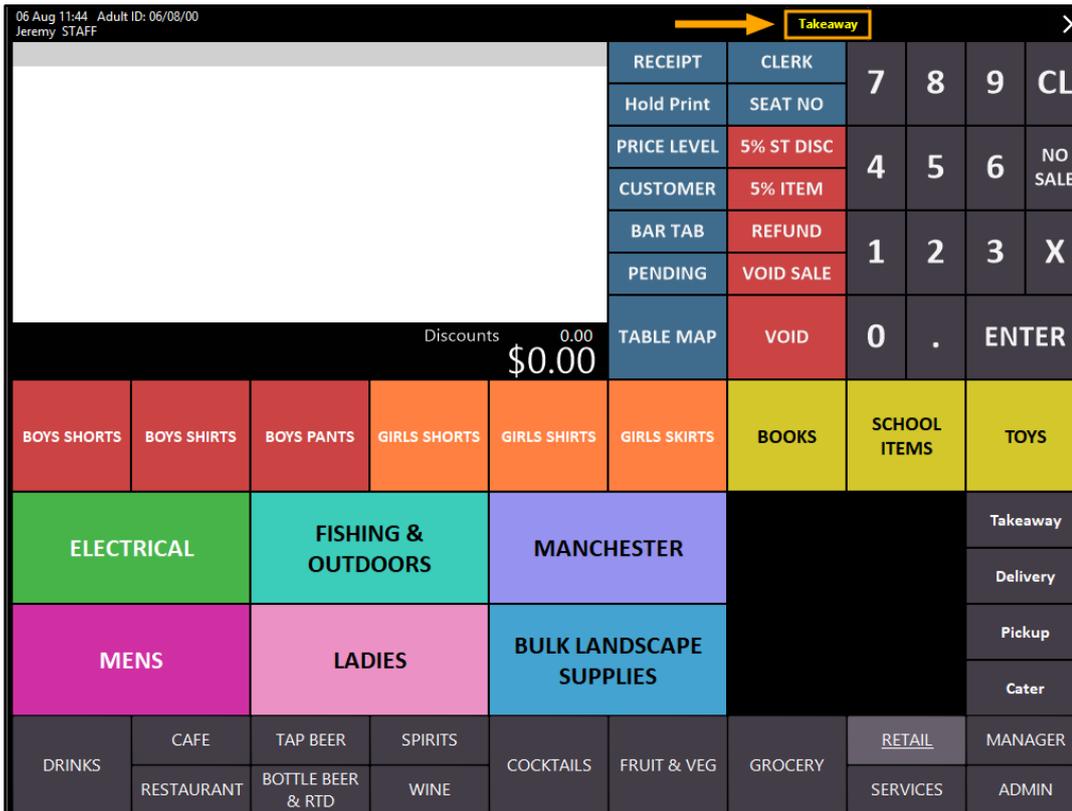
Add Stock Items to the sale then save the sale to a table by pressing the Table Map button followed by selecting a Table from the Table Map. When the Kitchen docket(s) are printed, they will contain the Sale Type.
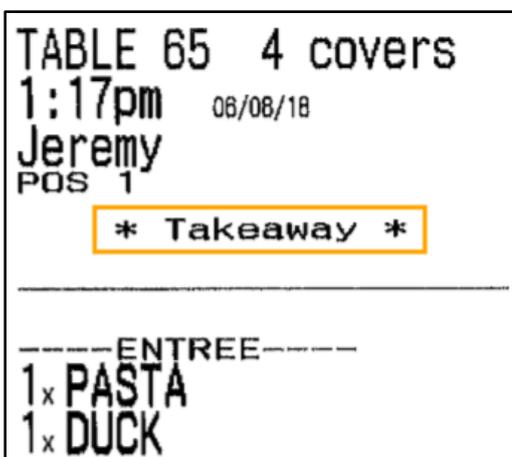
Schedules

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

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

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

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

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.

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

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

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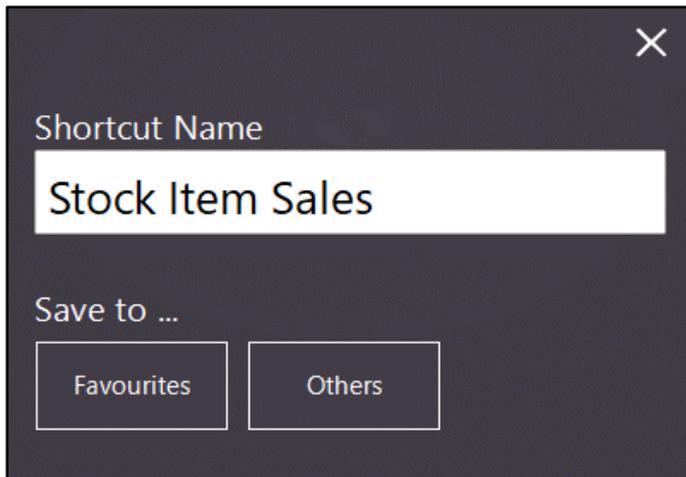
When saving the shortcut to the Favourites location, a shortcut will appear under the "Favourite Reports" section of the main Idealpos Back Office screen and when saving the shortcut to the Others location, the report will appear under the "Other Reports" section as per the below illustration.

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.

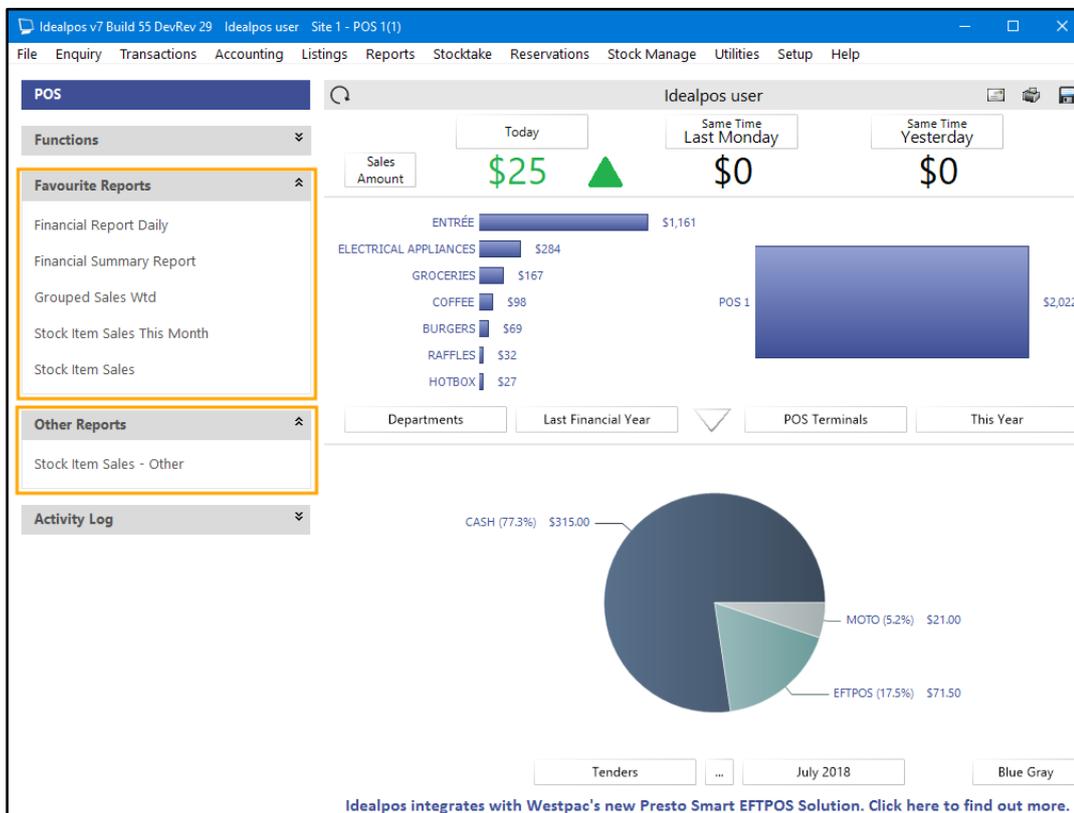| stock item sales | << | < | > | >> | + | − | Print | Email | PDF | Export | Search | _ | ✕ |

Idealpos user (pos1)

Stock Item Sales Report
All Dates
Journal History Results

Printed 06/08/2018 16:22:22
Page 1 of 1

|			Unit Price inc	Unit Tax	Quantity	Nett ex	Tax	Sales Nett inc	Discounts	Gross inc
ENTRÉE										
	106001	DUCK	14.00	0.00	4.0000	56.00	0.00	56.00	0.00	56.00
	106007	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										
	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
					25.0000	79.53	7.97	87.50	0.00	87.50
					32.0000	165.53	10.97	176.50	0.00	176.50

Stock Item Attributes
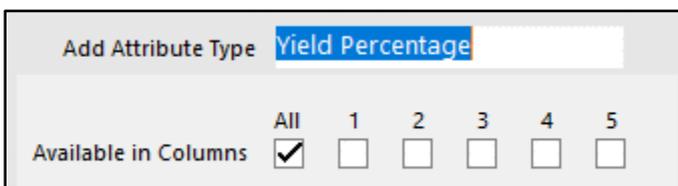
Support for Yield Percentage Attributes

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
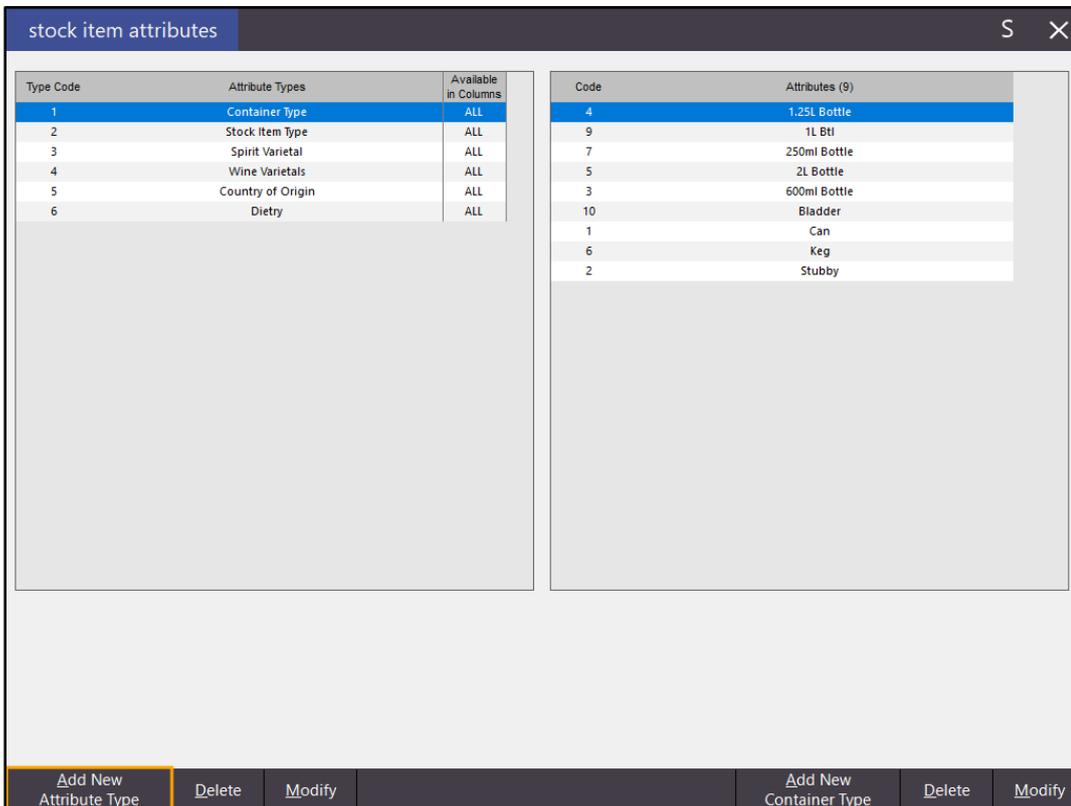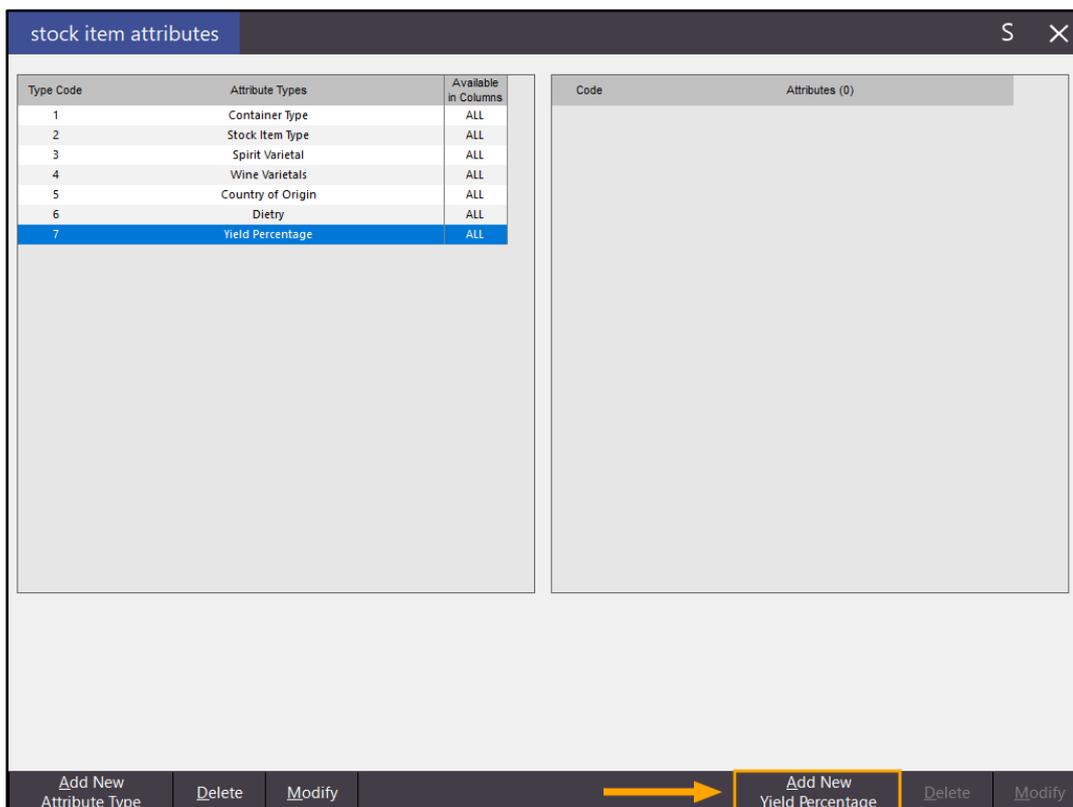

Enter "Yield Percentage" into the Add Attribute Type field then press the Save button to save the Attribute Type

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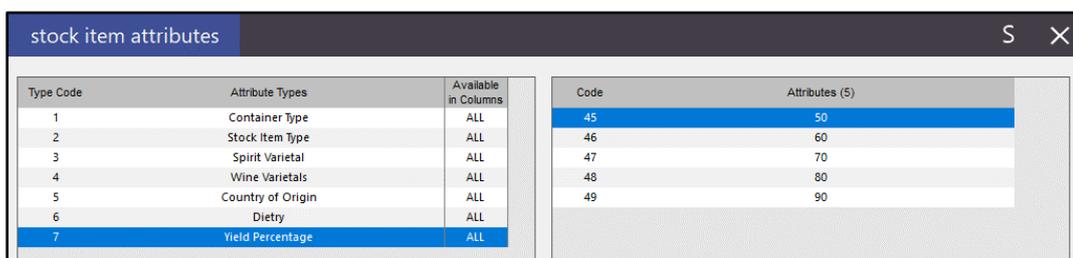
Once the Attribute Type and Attributes have been created, the Attribute Type and Attribute then need to be linked to the required Stock Items.

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.

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.

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.

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.

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						S ✕

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

Batch Name
Manufacture Supreme Pizza   >

Location
Location 1
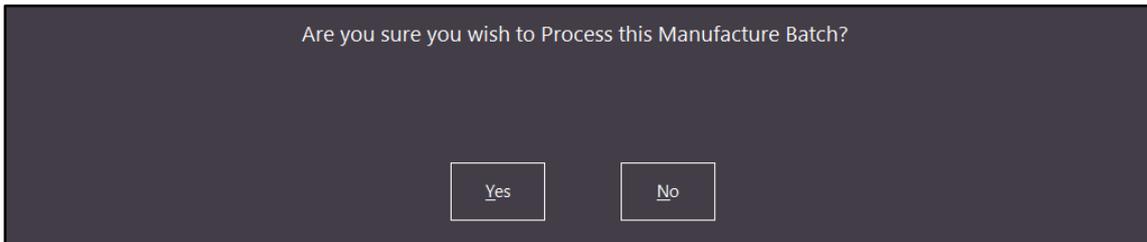
Manufacture Date
28 Aug 2018 14:17

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.
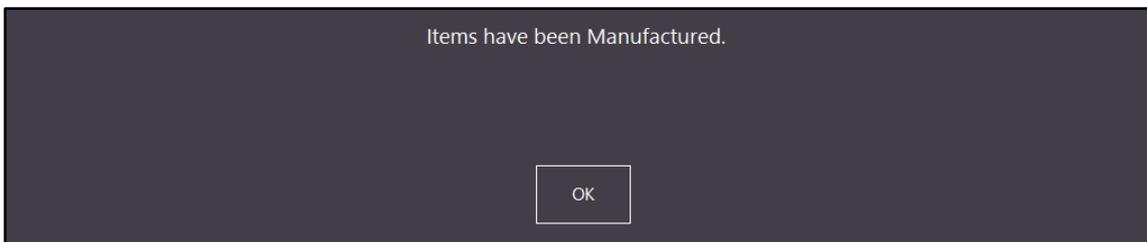
Select the batch from the Manufacture Batches screen then press the "Process" button.
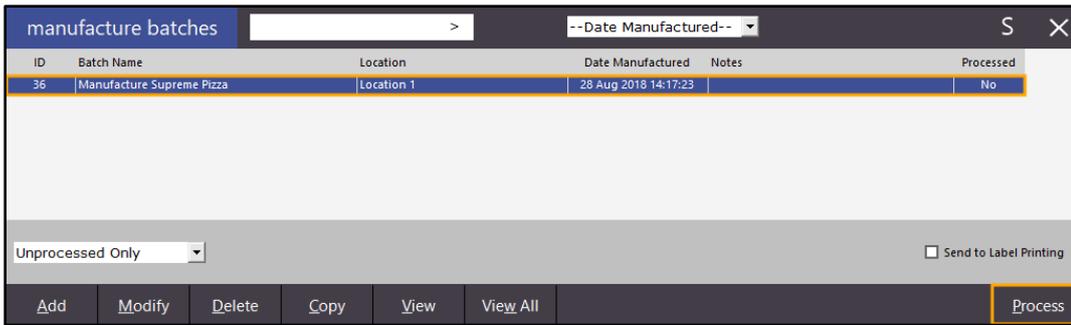
Idealpos will display a prompt to confirm if you want to process this Manufacture Batch. Select "Yes" to continue.

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 Quantity x (100 / Yield Percentage).
So in this example, the Quantity is 0.05 (50/1000=0.05) and Yield Percentage 70%.
0.05 x (100 / 70) = 0.0714285714285714

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

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.

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.

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

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

```
            IDEALPOS

        1/2|2 Curtin Ave West
       Eagle Farm  QLD  4009
              Australia

            TAX INVOICE
           123-456-789-11

    #001033 1 Jeremy 28/08/18 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 x (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** 29 Aug 2018 00:00:00 to 29 Aug 2018 23:59:59			Printed 29/08/2018 10:04:28 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.

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.

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.
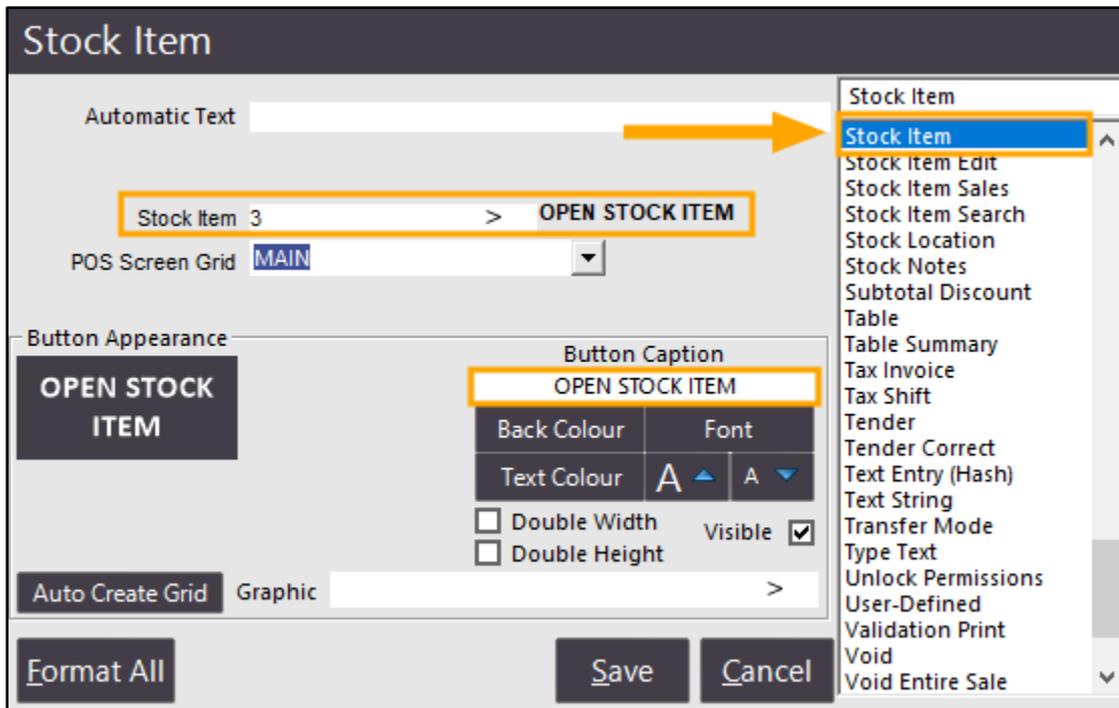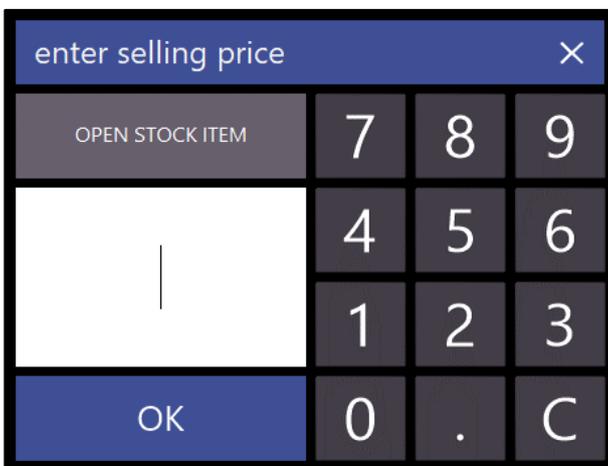

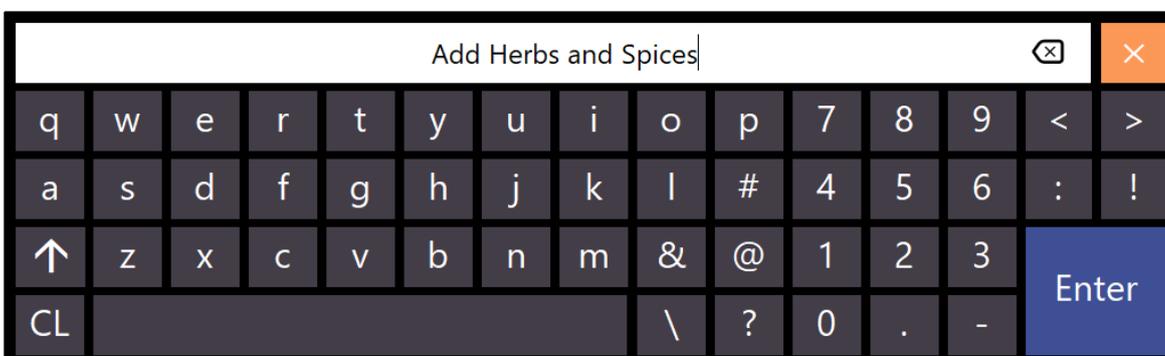Close the POS Screen Layout windows then open the POS Screen.

Add an Entrée or another dish to the sale.

08 Aug 13:26 Adult ID: 08/08/00
Jeremy STANDARD

| PASTA | 1 | 11.00 |

Discounts   0.00
$11.00

1x

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

enter selling price   ×

OPEN STOCK ITEM	7	8	9
	4	5	6
	1	2	3
OK	0	.	C

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

Add Herbs and Spices

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	Enter	
CL							\	?	0	.	-		

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

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

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.

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

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.

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.

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

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

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 Synchronize will then commence and after it has completed, Idealpos will display "Synchronize Completed".

Press OK. The Synchronization Results will be displayed on the Synchronize window.
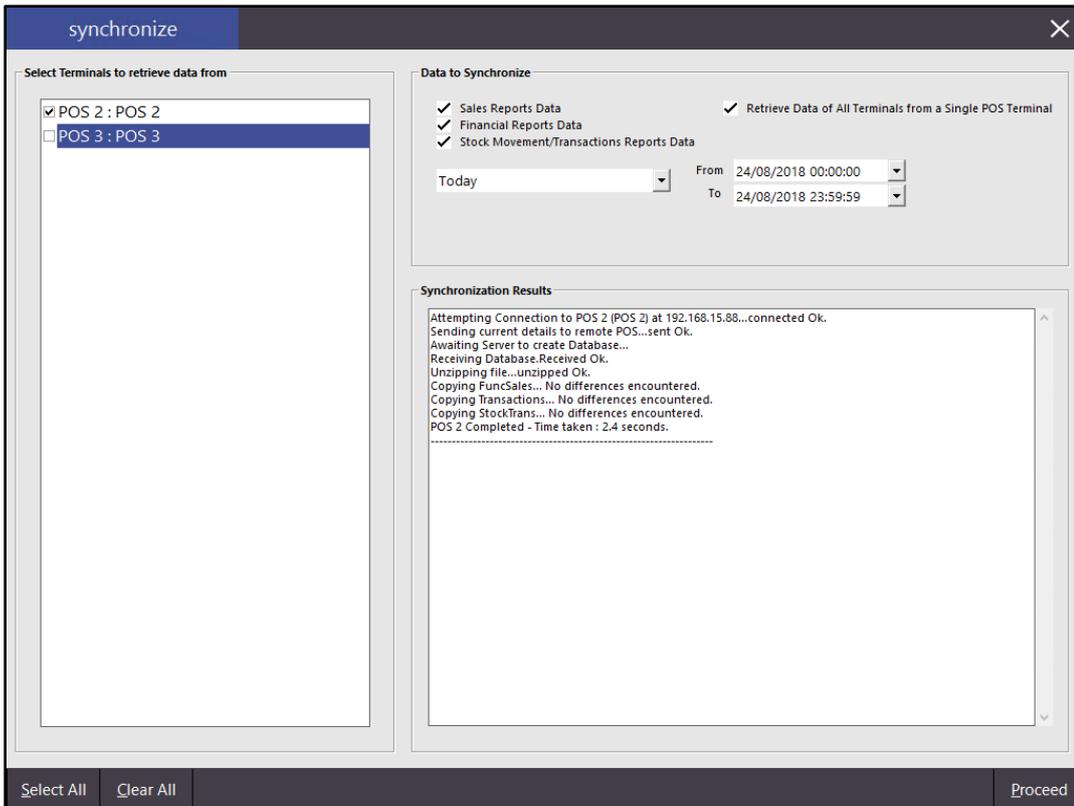
The POS terminal will now contain the updated data that was synchronized from the selected POS terminal.
Note that the length of time to complete the synchronization will vary depending on the period selected and the amount of data that is synchronized.

Waste Mode

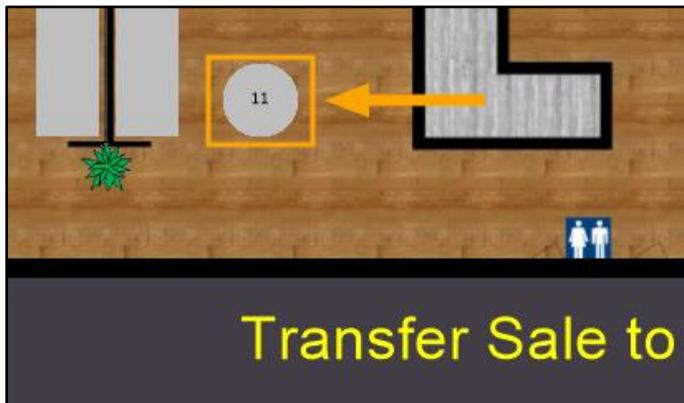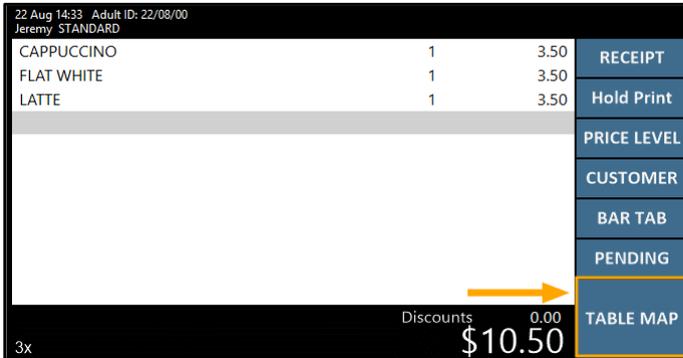### Allow Waste Mode functionality when performing a Sale

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.

5. 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.

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

7. The unpaid items will be added to the sale.

8. Press the "Waste Mode" button to enable Waste Mode
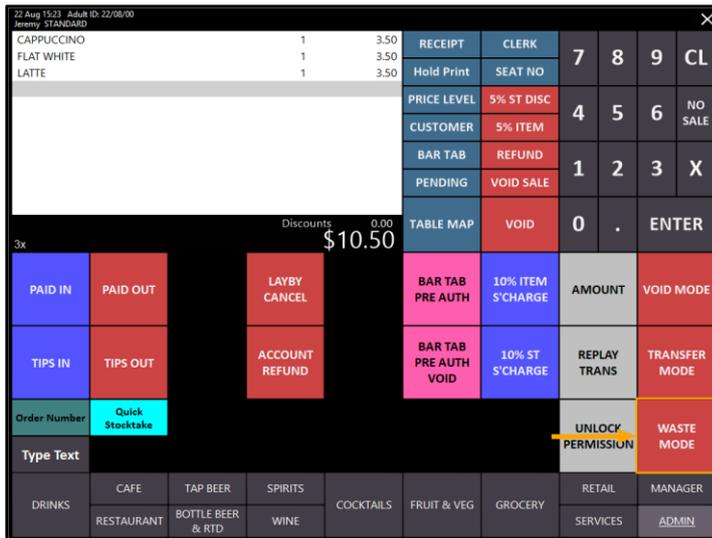
9. Idealpos will display a prompt for you to confirm that you want to enter the sale into Waste Mode. Select "Yes" to continue.

Are you sure you want to enter this sale into Waste Mode?

Yes   No
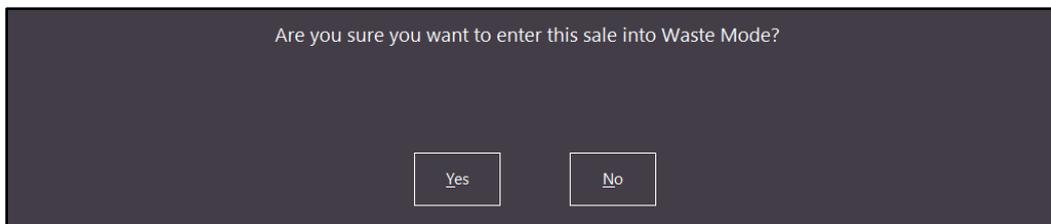
10. WASTE MODE will be displayed towards the top right corner of the screen to show that Idealpos is now in Waste Mode.

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.
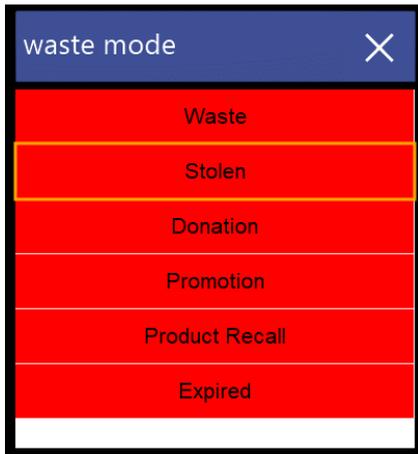
12. A receipt will be printed and will show the type of Waste Mode selected along with the items that were marked as wasted and a line for the operator to sign off the wastage.
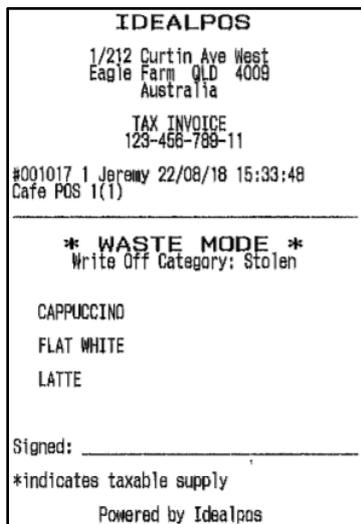
13. Note that after the items have been marked off as wasted, the items will still remain on the table that they were originally saved to.
Once the table has been cleaned, you can return to the Table Map, select the table then press the "Finished" button to clear the items from the table so the table can be used by the next customer.

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

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.

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.

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.

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

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

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.
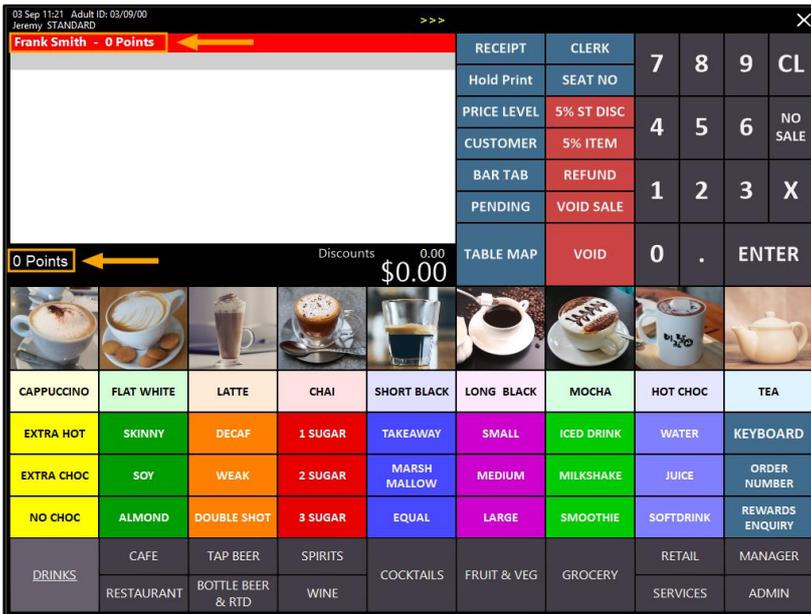
When adding the Master Account Customer to the transaction, the Points accumulated by the Sub-Account will be displayed.
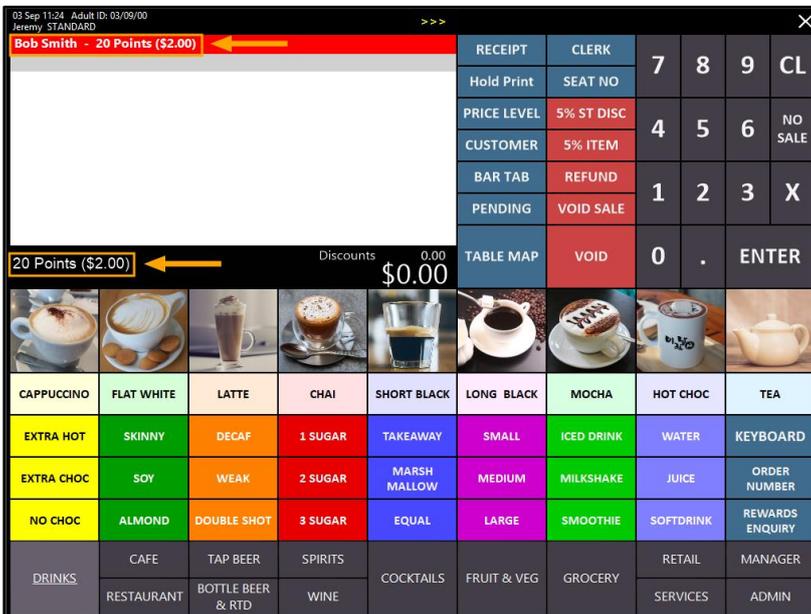
Points accrued using the Sub-Account will appear under the Master Account when running the Customer Points Report.

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

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

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

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.