

Idealpos 9 Build 11 - Update History

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Alerts

IP-7385 – Alerts Function – Delete Pending Sale Alert

This function introduces the ability to configure an Alert that is triggered by the deletion of Pending Sales. The Alert can be configured to write an entry to the Alerts.log and/or Send Email.

To configure this function, go to: Back Office > Setup > Alerts > Add.

Alert Description: Enter a Description (e.g. Delete Pending Sale).

If Function Type: Pending Sale Delete

Quantity reaches X in X Minutes/Days: Enter the Quantity and enter the number of Minutes or Days. When the number of Pending Sale Deletions reaches the value specified here, an Alert will be triggered.

Alert Action

Write to Alerts.Log – Enable this option to trigger the Alert to be written to the Alerts.Log.

The Alerts.log is typically located in C:\ProgramData\Idealpos Solutions\Idealpos\Logs\Alerts.log

Send Email to – Enable this checkbox and enter an email address to trigger the Alert to be emailed. Multiple Email Addresses can be entered as a comma separated list.

Email/Log Message – Configure the Email/Log Message in this field. An example Alert Message has been included below.

{FUNCTIONQUANTITY} Pending Sales have been deleted by Clerk {CLERKNAME}!

Alerts

Save

Alert DescriptionDelete Pending Sale

Alert Criteria

If Function TypePending Sale Delete

Quantity reaches1in1Minutes

Group ByClerk

POS Range

Clerk

Alert Action

☒ Write to Alerts.Log

☒ Send Email to

user@email.com

Email / Log Message

{FUNCTIONQUANTITY} Pending Sales have been deleted by Clerk {CLERKNAME}!

Message Formulas

Add

POS 1
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Additional configuration may also be required for Alerts.

Ensure that the following options are configured in Global Options > Other Options:

- Output from POS
- Email Service/Settings

Go to: Back Office > Setup > Global Options > Other Options.

Output from POS

Output from POS# is the POS Terminal or Back Office that will handle the recording of Alerts.

Email Service

Either select Idealpos Email or Custom.

If selecting Idealpos Email, the Idealpos Email service will handle the sending of Email Alert notifications.

If using Custom, SMTP/Username/Password settings will need to be configured.

Global Options
Site 1 (Site 1)

General Miscellaneous Purchases Restaurant Customers Sales Reservations Accounting Credit Notes/Gift Vouchers Interfaces Printing Gaming **Other Options**

Home Screen

Home Screen Graphic (pictures folder) >

Last Transaction Timeout 60

Slideshow Start Time 60

Seconds between images 30

Email Settings

Email Service **Idealpos Email**

Sending Email Address

Default CC Email Address

Default BCC Email Address

Default Subject for Invoices Invoice from [UN] - [INV]

Default Subject for Statements This is the statement from [UN]

Send Test Email

Default Message when sending Reports

Default Message when sending Customer Statements/Invoices

Alerts

Output from POS # 1

Mag Card Printing

Mag Card Format Format 1

Printer Connection

FTP Details

Server Address

Server Port 21

Folder

Username

Password

Special Attribute Types

Stock Item Linking

Remove Tax

Transaction Event

Special Item Subtotal

Attribute Column Headers

1

2

3

4

5

Default Variant Types

Size

Colour

Stock Item Descriptions

Description 2 Kitchen Description

Description 3 Long Description

To delete Pending Sales, go to: POS Screen.

Select the Pending Sale button > Select a Pending Sale > Delete.

Table										
<div> <div> <input checked="" type="radio"/> Code <input type="radio"/> Clerk Name <input type="radio"/> Clerk Code <input type="radio"/> Name </div> <div> Search For <input type="text"/> </div> <div> Status <input type="text" value="ALL"/> </div> <div> All Dates <input type="text"/> </div> </div>										
Code	Date	Clerk	Name	Address	Postcode	Status	Order Date			
'IH76	29 Aug 25	Alex								
'IH81	29 Aug 25	Alex								
25	05 Sep 25	Jeremy	John Smith	123 Smith St SMITHFIELD NSW	2164		05 Sep 25 10:58			
26	05 Sep 25	Jeremy	Jack Jackson	123 Jack Rd JACK RIVER VIC	3971		05 Sep 25 10:58			

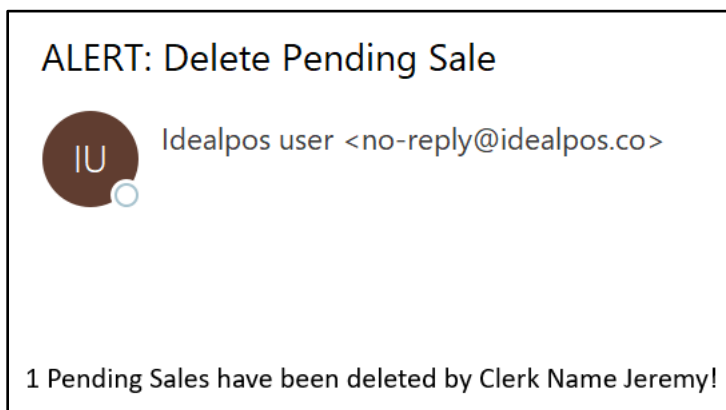
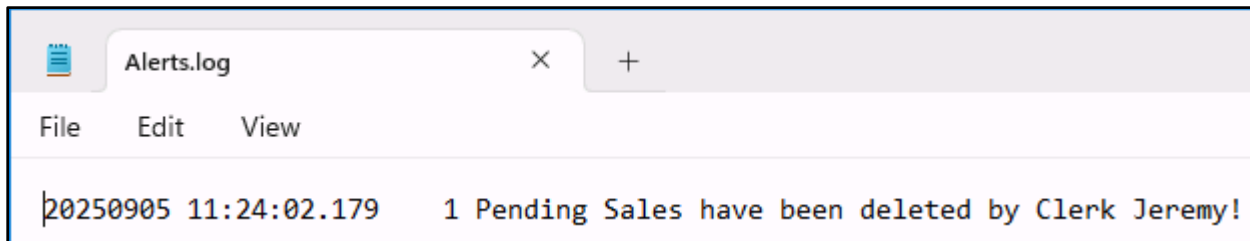
Are you sure you wish to Delete?

Yes

No

After deleting the number of Pending Sale(s) as configured in the Alert, an entry will be written to the Alerts.Log and/or Email (also as configured in the Alert).

The Alerts.Log is created on the POS Terminal/Back Office that was configured as the Output from POS# Terminal.



Coupon Promotions

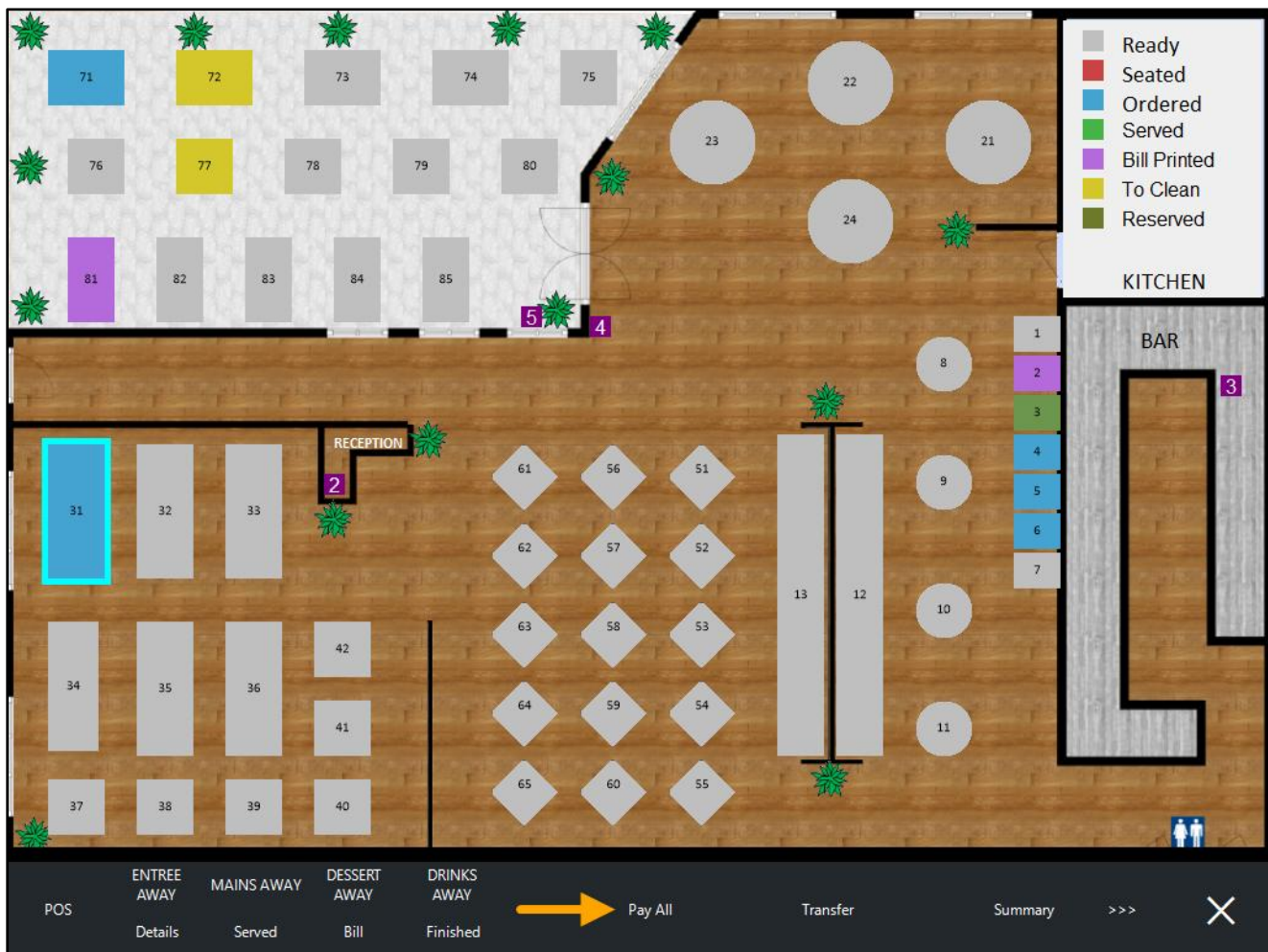
IP-7326 – Coupon Promotions – Ability to Redeem Coupon when paying Table (Pay@Table)

This function adds support to apply a Coupon Promotion when paying a Table with Pay@Table enabled.

A Coupon Promotion will now be applied to the sale when paying a table (as summarised below):

- Save Items to a Table
- Select the Table from the Table Map > Pay All.
- Apply/Enter the Coupon
- The Coupon Promotion applies to the sale

From the Table Map, select the Table > Press “Pay All”.



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Enter the Coupon Code > Press "Coupon Promo".

v9 Build 11 DevRev 21 11 Sep 12:21
POS 1 Jeremy STANDARD #638

CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
SHORT BLACK	1	3.00
PASTA	1	11.00
BEEF	1	13.00
LAMB	1	12.00
DUCK	1	14.00

4

RECEIPT
PRICE LEVEL
CUSTOMER
BAR TAB
PENDING
TABLE MAP

CLERK
5% ST DISC
5% ITEM
REFUND
VOID SALE
VOID

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

Table 31 (8)
Balance: \$60.00

TABLE PAYMENT
\$60.00

COUPON PROMO
CUSTOMER COUPON
EFTPOS CASHOUT
TENDER CORRECT

JACKPOT
RAFFLES

CR NOTE ENQUIRY
PRICE ENQUIRY
PROMO ENQUIRY
REWARDS ENQUIRY

ACCOUNT LAYBY ADJUST
ACCOUNT LAYBY CREDIT
ACCOUNT LAYBY PAYMENT

GIFT VOUCHER
GIFT VOUCHER ENQUIRY

BAR TAB BILL
PAY BAR TAB
BAR TAB REPORT

VOID LAST ITEM
10% ITEM DISCOUNT
10% ST DISCOUNT

END OF SHIFT
PRINT TAX INVOICE
JOURNAL ENQUIRY

BANKING REPORT
DEPT SALES REPORT
STOCK SALES REPORT

DRINKS
CAFE
RESTAURANT

TAP BEER
BOTTLE BEER & RTD

SPIRITS
WINE

COCKTAILS

FRUIT & VEG

GROCERY

RETAIL
SERVICES

MANAGER
ADMIN

The Coupon Promo is applied to the sale and discounted as per the Coupon Promo > The sale can now be paid.

v9 Build 11 DevRev 21 11 Sep 12:23
POS 1 Jeremy STANDARD #638

SHORT BLACK	1	3.00
-1.50 Get \$30 Coupon	1	
PASTA	1	11.00
-5.50 Get \$30 Coupon	1	
BEEF	1	13.00
-6.50 Get \$30 Coupon	1	
LAMB	1	12.00
-6.00 Get \$30 Coupon	1	
DUCK	1	14.00
-7.00 Get \$30 Coupon	1	
COUPON: Get \$30 Coupon		-30.00
Get \$30 Coupon	1	-30.00

TABLE PAYMENT
Balance: \$60.00

Discounts -30.00
\$30.00

Fuel Interface

IP-7296 – Enabler Fuel Interface – Ability to change Live Fuel Prices

This functionality introduces the ability to change live fuel prices.

This functionality can be used to change the Fuel Prices Live, and any changes to the Fuel Prices via this function will update the Prices in both the Enabler and in the Idealpos Stock Item.

To configure and use this functionality, go to: Back Office > Setup > POS Screen > POS Screen Setup.

Select a POS Screen Layout > Buttons.

Select a POS Screen Tab > select a blank button.

It is strongly recommended that this button only be placed on a POS Screen tab that is restricted to specific clerks (e.g. an Admin tab or Manager tab that is restricted to Admin or Manager Clerks) to prevent unauthorised changes to Fuel Prices.

Link the button to the Fuel Prices function > Press “Save” to save the button.

Fuel Prices

Button Appearance

Fuel Prices

Back Colour

Font

Text Colour

A

▲

▼

A

☐ Double Width
 ☐ Double Height

Visible ☒

Graphic

>

Format All

Save

Cancel

Fuel Prices

Fuel Prices

Gift Voucher Enquiry

Hold Print

Home Screen

Item Discount

Jackpot

Journal Enquiry

Journal History

Kiosk Function

Layby Adjustment

Layby Cancellation

Layby Credit

Layby Payment

Machine Lookup

Macro

Manual Modifier

Manual Tare

Member Number

New Customer

No Sale

None

Order Number

Access to POS Screen tabs is controlled via the User Level as well as the Clerk Level.

I.e. Each Clerk is linked to a User and access to a specific POS Screen tab can be set for a User.

If the User's access to a tab is disabled, all Clerks linked to that User will be denied from accessing the tab.

If the User's access to a tab is enabled, all Clerks linked to that User will be allowed to access the tab.

In addition to the User Level permissions, Clerk Level permissions can also be set.

Note however that Clerk Level permissions can only be used to deny a Clerk's access to a function.

E.g. If a Clerk is linked to a User that does not have permission to access a specific POS Screen Tab, enabling access to the POS Screen Tab at the Clerk Level will not give them access to the POS Screen Tab.

If a Clerk is linked to a User that has access to a POS Screen Tab, the Clerk's permissions can be modified to disable the Clerk from having access to a specific POS Screen Tab.

To control access to a POS Screen Tab using User Level permissions, go to:

Back Office > Setup > Users > Select a User > Modify > Clerk Permissions > POS > Layers.

Disable the checkbox next to the POS Screen Tab(s) that the User is not permitted to access (e.g. Admin and/or Manager tabs) > Press "Save" on the top-left corner.

Users
Modify STAFF

Search:

Save
Print
Expand All

User Name: STAFF

Change Password

Password:
Confirm:

Override Permissions from Other User: Own Permissions

Clerk Permissions

- ☒ POS
 - ☒ PAID OUT 1 (TIPS OUT)
 - ☒ PAID OUT 2 (PAID OUT)
 - ☐ PAID OUT 3 (PO 3)
 - ☐ PAID OUT 4 (PO 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)
 - ☒ Item Discounts
 - ☒ %+ ST (%+ SUBTOTAL)
 - ☒ Subtotal Discounts
 - ☐ AMOUNT (Amt Override)
 - ☒ Replay Transaction
 - ☒ Price Levels
 - ☒ ACC/LB PAYMENT (Acc/LB Payment)
 - ☒ ACC/LB CREDIT (Acc/LB Credit)
 - ☒ ACC/LB ADJUST (Acc/LB Adjust)
 - ☒ LB Cancellation (LB Cancel)
 - ☒ Tax Invoice (Tax Invoice)
 - ☒ Pending Sale (Table)
 - ☒ Show Account Details
 - ☒ End of Shift
- ☒ Layers
 - ☒ TAB 2 (CAFE)
 - ☒ TAB 3 (TAP BEER)
 - ☒ TAB 4 (SPIRITS)
 - ☒ TAB 5 (COCKTAILS)
 - ☒ TAB 6 (FRUIT & VEG)
 - ☒ TAB 7 (GROCERY)
 - ☒ TAB 8 (RETAIL)
 - ☒ TAB 9 (MANAGER)
 - ☒ TAB 10
 - ☒ TAB 11 (RESTAURANT)
 - ☒ TAB 12 (BOTTLE BEER & RTD)
 - ☒ TAB 13 (WINE)
 - ☒ TAB 14
 - ☒ TAB 15
 - ☒ TAB 16
 - ☒ TAB 17 (SERVICES)
 - ☐ TAB 18 (ADMIN)
- ☒ Void Entire Sale
- ☒ Void Mode
- ☒ Journal Enquiry
- ☒ Exceed Customer Credit
- ☒ Waste Mode
- ☒ Edit Gift Voucher

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A Clerk's access to a POS Screen Tab can be restricted via the Clerk level permissions.

Note that as mentioned earlier, Clerk level permissions cannot be used to grant a Clerk access to a POS Screen tab. Clerk level permissions can only be used to deny specific Clerks from accessing functions that have been enabled for the User that they're linked to.

To configure Clerk Level Permissions, go to:

Back Office > Setup > Clerks > Select a Clerk from the list > Press the "Permissions" button on the top-left corner of the window.

Clerk Permissions > POS > Layers > Disable the checkboxes next to the Layers/Tabs that the Clerk is not permitted to access.

Clerks Hiroku

Search

Save

Print

Expand All

Clerk Permissions

- ☒ POS
 - ☒ PAID OUT 1 (TIPS OUT)
 - ☒ PAID OUT 2 (PAID OUT)
 - ☒ PAID OUT 3 (PO 3)
 - ☒ PAID OUT 4 (PO 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)
 - ☒ Item Discounts
 - ☒ %+ ST (%+ SUBTOTAL)
 - ☒ Subtotal Discounts
 - ☒ AMOUNT (Amt Override)
 - ☒ Replay Transaction
 - ☒ Price Levels
 - ☒ ACC/LB PAYMENT (Acc/LB Payment)
 - ☒ ACC/LB CREDIT (Acc/LB Credit)
 - ☒ ACC/LB ADJUST (Acc/LB Adjust)
 - ☒ LB Cancellation (LB Cancel)
 - ☒ Tax Invoice (Tax Invoice)
 - ☒ Pending Sale (Table)
 - ☒ Show Account Details
 - ☒ End of Shift
- ☒ Layers
 - ☒ TAB 2 (CAFE)
 - ☒ TAB 3 (TAP BEER)
 - ☒ TAB 4 (SPIRITS)
 - ☒ TAB 5 (COCKTAILS)
 - ☒ TAB 6 (FRUIT & VEG)
 - ☒ TAB 7 (GROCERY)
 - ☒ TAB 8 (RETAIL)
 - ☒ TAB 9 (MANAGER)
 - ☒ TAB 10
 - ☒ TAB 11 (RESTAURANT)
 - ☒ TAB 12 (BOTTLE BEER & RTD)
 - ☒ TAB 13 (WINE)
 - ☒ TAB 14
 - ☒ TAB 15
 - ☒ TAB 16
 - ☒ TAB 17 (SERVICES)
 - ☐ TAB 18 (ADMIN)
- ☒ Void Entire Sale
- ☒ Void Mode
- ☒ Journal Enquiry
- ☒ Exceed Customer Credit
- ☒ Waste Mode
- ☒ Edit Gift Voucher

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To utilise the Live Fuel Prices functionality, go to:

POS Screen > Select the POS Screen tab which the Fuel Prices button was added to.

A Grade Prices window will be displayed containing the Fuel Prices.

Adjust the prices of the Fuel Grades as required using the on-screen numeric keypad.

Press the "Update Prices" button to apply the changes.

The updated prices will be sent to the Enabler, and the updated Sell Prices will also be applied to the Stock Items.

Note that the ability to change Live Fuel Prices can only be done from the POS Terminal.

Updating the Fuel Prices of the Fuel Grade Stock Items at the Idealpos Back Office will not trigger the prices to be updated at the Enabler.

Grade	Price	Type
1	1.639	UNLEADED
2	1.869	PREMIUM UNLEADED
3	1.899	DIESEL
4	1.600	CNG
5	1.049	LPG

Update Prices

It is strongly recommended that Clerks which have access to this functionality are not left logged into the POS to prevent unauthorised access to this functionality.

If required, a Clerk Timeout can be configured to automatically trigger a Clerk to timeout after a period of inactivity.

To set a Clerk Timeout, go to: Back Office > Setup > Global Options > General > Clerk Timeout.

Enter a value, noting that the timeout is counted in seconds.

Entering 60 will trigger the Clerk to timeout after 60 seconds (1 minute).

It is also recommended that the Yes/No Option "Compulsory Clerk" be enabled (Go to: Back Office > Setup > Yes/No Options > Search "Compulsory Clerk" and enable this option).

This will ensure that a Clerk needs to be entered into the sale to use the POS Screen, preventing unauthorised access to POS Screen functions.

Changes to the above Clerk Timeout and/or Yes/No Option will require a Close Suite/Open Suite for the change to take effect.

Global Options

IP-7412 – Custom Kitchen Docket Headers

This functionality introduces the ability to configure Custom Kitchen Docket Headers.

This includes the ability to customise the Descriptor, Wrap Characters, Empty Lines and Left-Aligned/Centred.

Prior to this functionality, Kitchen Docket Headers were hard coded for each Kitchen Docket Type.

E.g. Saving items to a table will trigger a Kitchen Docket Header of "TABLE #".

Adding items to a sale with an Order Number will trigger a Kitchen Docket Header of "ORDER #"

Receiving a print job from a Web Order will trigger a Kitchen Docket Header of "WEB ORDER #".

To customise the Kitchen Docket Headers, go to: Back Office > Setup > Global Options > Printing.

Within the "Other Options" section, select the Kitchen Docket Type being customised.

Available options are Order Number, Table Number or Web Order.

Each Kitchen Docket Type can have a unique set of values (Alignment, Descriptor, Wrap Characters, Empty Lines).

Once the required option has been selected, the following options can be customised:

- **Descriptor:** This is the Descriptor that will appear at the top of the Kitchen Docket.
- **Wrap Character(s):** These are the characters that are wrapped before and after the Descriptor.
- **Empty Lines:** This is the number of empty lines that appear after the Kitchen Docket Header.
- **Left-Aligned/Centred:** This controls whether the Docket Header is Left-Aligned or Centred.

For reference purposes, the default values are listed as follows:

Kitchen Docket Type	Descriptor	Wrap Characters	Empty Lines	Alignment
Order Number	ORDER	*	1	Centred
Table Number	TABLE		0	Left-Aligned
Web Order	WEB ORDER		1	Centred

The screenshot displays the 'Global Options' window, specifically the 'Printing' tab. The 'Kitchen Docket Format' section on the left includes options like 'Standard', 'Order by Print Group', 'Order by Seat / Print Group', 'Order by Print Group / Seat', and 'Group Instructions by Seat'. The 'Bill Format' section below it has similar options. The 'Kitchen Printer Names' list on the right shows printers KP 1 through KP 12. The 'Other Options' section on the right contains settings for 'Show Total Discounts on Receipt' and 'Kitchen Printer Large Size Format'. A yellow arrow points to the 'Table Number' dropdown menu, which is currently set to 'TABLE'. The 'Descriptor' is also set to 'TABLE'. The 'Wrap Character(s)' and 'Empty Lines' fields are empty.

E.g. The “Table Number” can be customised:

- **Descriptor:** DESK
- **Wrap Characters:** **
- **Empty Lines:** 0
- **Alignment:** Centred

Other Options

☐ Use Smallest Line Spacing

Kitchen Printer
Large Size Format

☒ Double Height
☒ Double Width
☐ Bold

Table Number

Descriptor DESK

☐ Left-Aligned
☒ Centred

Wrap Character(s) **
Empty Lines 0

Customer Receipt Footer

☐ Member Photo on IKM Runner Dockets

When saving items to a Table, the Kitchen Docket Header will appear as follows (the Kitchen Docket Format may vary depending on Kitchen Docket Format that has been configured in Global Options > Printing):

*** DESK 81 ***

5 : 1 6 p m 18-Sep-2025

J e r e m y

6 c o v e r s

----- ENTREE -----

1 x P A S T A

1 x B E E F

1 x L A M B

1 x D U C K

In addition to the above, the Web Order Number can be hidden if required via a User-Defined Option.
Go to: Back Office > Setup > POS Terminals > Select a POS Terminal > Modify > POS Settings Tab > Create as follows:

- **Description:** HIDEWEBORDERNUMBER
- **Setting:** 1

User-Defined Options

	Description	Setting
	HIDEWEBORDERNUMBER	1

Journal History Enquiry

IP-7384 – Journal Enquiry – Filter for Pending Sale Deletions

This function introduces the ability to filter the Journal History Enquiry by Pending Sale Deletions.

Any Pending Sales that have been deleted will be filtered when the "Pending Sale Delete" option is selected from the Function dropdown box.

Go to: Back Office > Enquiry > Journal History.

Select a Date Range, then ensure that the "Pending Sale Delete" option has been selected in the Function dropdown box.

All the Pending Sale Deletes that took place within the selected Date Range will be displayed in the Journal History Enquiry.

Journal History Enquiry

5 records

View All

Docket Print

Email

Tax Invoice

Total

Stock Item Sales

Favourite

Add Text

Keyboard

All Dates

Top 1000 records

Customer

Clerk

POS

Price Level

Location

Site

Tender Type

Function Pending Sale Delete

Stock Item

Department

Sale Total to

Table

Audit

☐ Filter Table/Bar Tabs

☐ Hide Voids

Select

Audit	POS	Date	Customer
581	1	Wed 03 Sep 2025 14:40:38	
584	1	Wed 03 Sep 2025 14:45:06	
585	1	Thu 04 Sep 2025 09:33:05	
586	1	Thu 04 Sep 2025 09:34:52	
587	1	Thu 04 Sep 2025 09:34:54	

03 Sep 2025 14:40:38 Audit 581,1

Delete Pending Sale 18

202001 CAPPUCCINO 3.50

202002 FLAT WHITE 3.50

202004 SHORT BLACK 3.00

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Labels

IP-7374 – Stock Item Labels – “Items Created Since” selection criteria

This function introduces the ability to Add Stock Items to the Labels Grid based on an Items Created Since date filter. When enabling/selecting the Items Created Since option, entering a date/time and pressing the “Add to Grid” button, any Stock Items that were created since the specified date and time will be added to the grid and will have labels printed.

Go to: Back Office > Utilities > Labels.

Enable the checkbox and select “Items Created Since”, then select a Date/Time in the date selection dropdown. Press the “Add to Grid” button to add items that were created since the selected Date/Time.

Labels

S X

Format

▼

Delete

Data Type

Stock Items

▼

Output To

Idealpos A4 Labels

▼

A4 Printer

Microsoft Print to PDF

▼

Dimensions

22 labels (2 x 11) Portrait

▼

Design

Format 1

▼

Top Margin

0

Price Level

STANDARD

▼

Left Margin

0

Start Position

1

☐ Use Stock Code as Barcode
 ☐ Show Print Dialog Box
 ☐ Hide Prices

Barcode Type

☒ Auto
 ☐ EAN 13
 ☐ EAN 8
 ☐ UPCE
 ☐ UPCA
 ☐ Code 128
 ☐ Code 39

Code

>

to

>

Scan Code

>

to

>

Description

>

to

>

Department

>

to

>

☒ Items Created Since

▼

01 Sep 2025 12:20

▼

Indirect

▼

☐ Modified Stock Items Only
 ☐ Quantities Match Stock Levels

Quantity

1

☒ Code
 ☐ Department /Description
 ☐ Description

Sort by

▼

▼

Multi Select

Add to Grid

Code	Description	Quantity
1004002	CHOCOLATE RAFFLE TICKET	1

Clear

Total 1

☒ Clear Grid after Printing

Save Format As

Preview

Print

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IP-7372 – Stock Item Labels – Support for extra Metcash Fields

This functionality introduces support for extra Metcash Fields so that they will be printed on Stock Item Labels. The extra Metcash fields are typically included in a Metcash XML Host File which is processed into Idealpos via the Back Office > Utilities > Metcash > Import Files. The fields that are supported are listed as follows:

- Unit – E.g. ea, /kg, etc.
- Metcash Carton Quantity (MinimumOrderQuantity) – E.g. 1, 6, 8, 24, etc.
- WarehouseIndicator – E.g. W, D, Z, etc.
- ComplianceIndicator – 3, 4, etc.
- ProductGrade – E.g. R, A, C, B, etc.

The above Metcash fields will be printed onto the Stock Item Label when using one of newly added formats that were added to IP-7402 – Stock Item Labels – Extra Landscape Formats (4x5, 4x8). Any other Idealpos A4 label format **will not** include the above Metcash fields on the label.

To demonstrate how the Metcash Fields appear on a label, a Stock Item was imported from a Metcash Host that contains the following Metcash Fields with the following data:

- MinimumOrderQuantity – 6
- WarehouseIndicator – W
- ComplianceIndicator – 2
- ProductGrade – A

The below is a Label produced using the format “20 labels (4x5) Landscape”:



The below is a Label produced using the format “32 labels (4x8) Landscape”:



IP-7402 – Stock Item Labels – Extra Landscape Formats (4x5, 4x8)

This function introduces the ability to print Stock Item Labels to two new Landscape Formats which are 4x5 and 4x8. These two formats are designed to print to stationery supplied by Metcash.

The new formats are available by going to: Back Office > Utilities > Labels.

- **Data Type:** Stock Items
- **Output to:** Idealpos A4 Labels
- **Dimensions:** 20 Labels (4x5) Landscape or 32 Labels (4x8) Landscape

Labels

Format

Metcash 4x5

Delete

Data Type

Stock Items

Output To

Idealpos A4 Labels

A4 Printer

Microsoft Print to PDF

Dimensions

20 labels (4 x 5) Landscape

Design

22 labels (2 x 11) Portrait

33 labels (3 x 11) Portrait

65 labels (5 x 13) Portrait

24 labels (3 x 8) Landscape

21 labels (3 x 7) Portrait

20 labels (4 x 5) Landscape

32 labels (4 x 8) Landscape

Top Margin

Left Margin

Start Position

Use Stock Code as Barcode

Show Print Dialog Box

Hide Prices

Barcode Type

Auto

EAN 13

EAN 8

UPCE

UPCA

Code 128

Code 39

Save

Format As

Metcash 4x5

Code

>

to

>

Scan Code

>

to

>

Description

>

to

>

Department

>

to

>

Price Changes Since

09 Sep 2025 13:54

Indirect

Modified Stock Items Only

Quantities Match Stock Levels

Quantity

1

Sort by

Code

Department /Description

Description

Multi Select

Add to Grid

Code

Description

Quantity

Clear Grid after Printing

Preview

Print

Add Stock Items to the grid via the options available on the right-hand side of the Labels window.

If using the selection criteria options (e.g. Code, Scan Code, Description, Department or Price Changes Since/Items Created Since), enter the required criteria into the fields, then press the "Add to Grid" button.

If required, the "Multi Select" button can be pressed which will open the Stock Items grid and while holding down the CTRL button, multiple Stock Items can be selected.

The Shift button can also be used to select a range of items (i.e. select the first item in the grid, then while holding down the Shift key on the keyboard, press the last Stock Item in the range; all Stock Items between the first and the last Stock Item will be selected, including the first and the last item).

Then press the "OK" button in the Stock Item grid to add those selected Stock Items to the Labels grid.

Press the "Print" button once the required items have been added to the Labels grid.

If required, the Labels can be previewed prior to pressing the "Print" button.

The Preview button will trigger the labels to appear on-screen as a preview.

Note – When printing labels to a printer, it is important to note that printer margins and settings may vary from printer to printer.

E.g. Settings configured on the physical printer or printer driver may affect the printer printing within the perforations of the label stationery. Settings such as Edge-to-Edge Print or similar settings.

Refer to the documentation specific to the printer being used for more information about printer margins, printer scaling, etc. Some trial and error may be required to determine which settings need to be adjusted for the Stock Items to print within the perforations of the label stationery.

Labels

S X

Format

Metcash 4x5
Delete

Data Type

Stock Items

Output To

Idealpos A4 Labels

A4 Printer

Microsoft Print to PDF

Dimensions

32 labels (4 x 8) Landscape

Design

Format 1

Top Margin

0

Price Level

STANDARD

Left Margin

0

Start Position

1

☐ Use Stock Code as Barcode
☐ Show Print Dialog Box
☐ Hide Prices

Barcode Type

☒ Auto
☐ EAN 13
☐ EAN 8
☐ UPCE
☐ UPCA
☐ Code 128
☐ Code 39

Save Format As

Metcash 4x5

Code

>

to

>

Scan Code

>

to

>

Description

>

to

>

Department

>

to

>

☐ Price Changes Since
09 Sep 2025 13:59

☐ Modified Stock Items Only
☐ Quantities Match Stock Levels

Indirect

>

Sort by

☒ Code
☐ Department /Description
☐ Description

Quantity

1

Multi Select

Add to Grid

Code	Description	Quantity
11097	LYNX DEOD BDY/SPRY AFRICA#50ML	1
16726	LYNX ROLL ON AFRICA 50ML	1
18006	LYNX A/P DEOD BLUE LAV 150ML	1
18007	LYNX A/P DEOD BLACK VAN 150ML	1
18008	LYNX A/P DEOD AQUA BERG 150ML	1
18009	LYNX A/P DEOD EMERLD SAGE150ML	1
18246	LYNX B/WSH SMELL READY 400ML	1
18248	LYNX B/WSH AFRICA 400ML	1
18251	LYNX B/WSH BLACK 400ML	1
20170	LYNX DEOD BDY/SPRY AUST 165ML	1
20171	LYNX DEOD BDY/SPRY I/CHL 165ML	1
20176	LYNX DEOD AFRICA GOAT 165ML	1
20177	LYNX DEOD BLACK NIGHT 165ML	1
20182	LYNX DEO B/SPRY ANRCH4HER165ML	1
20190	LYNX DEOD ANRCHY FOR HIM 165ML	1
20191	LYNX DEOD BLACK 165ML	1
20207	LYNX DEOD DRK TEMPTATION 165ML	1
20215	LYNX A/P DEOD ICE CHILL 165ML	1

Clear

Total 32

☐ Clear Grid after Printing

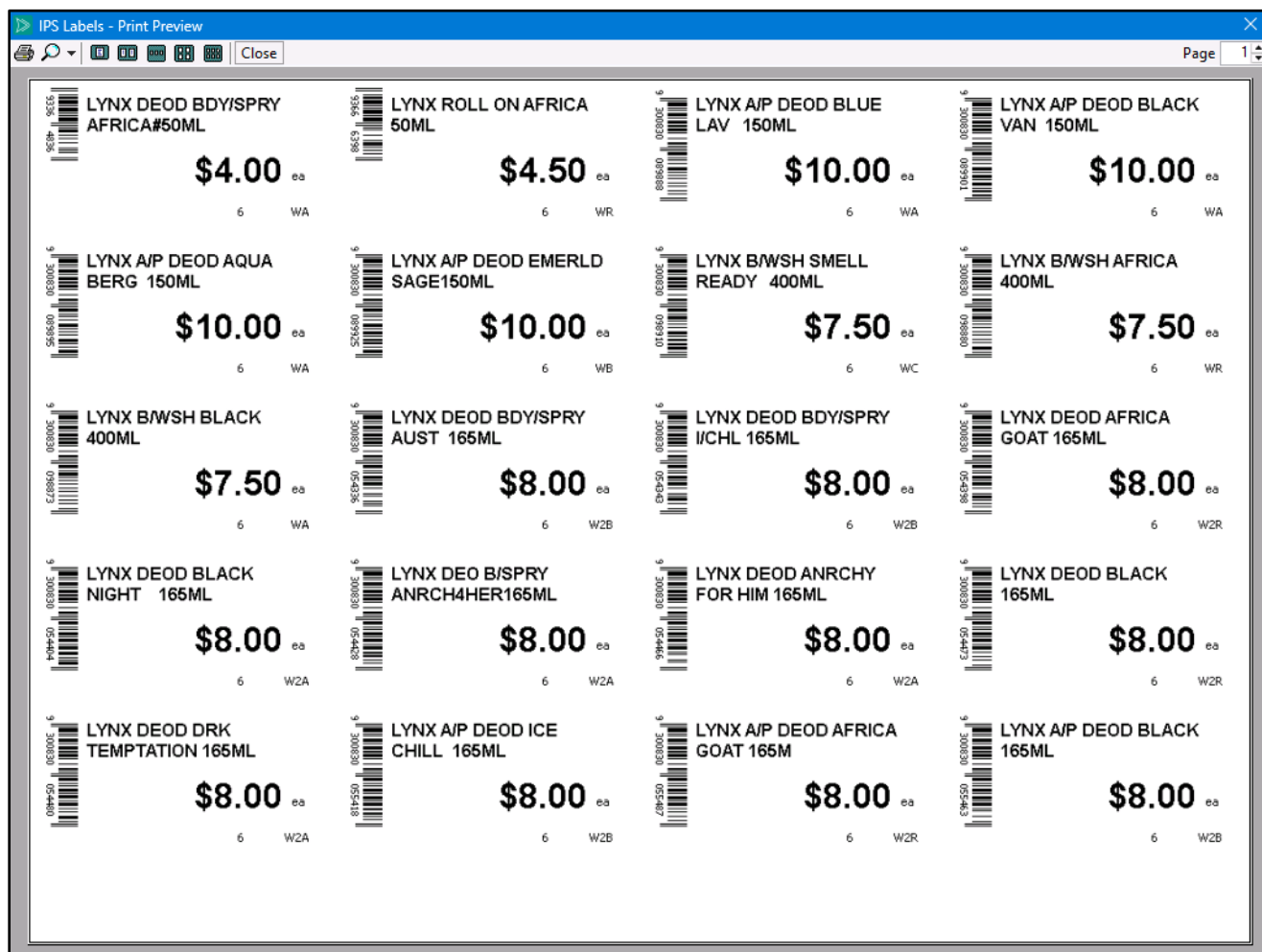
Preview

Print

idealpos^{COLLO} Update History

[Return to top](#)

The below is an example of the 20 Labels (4x5) Landscape Label Dimension format triggered via the Preview button:



idealpos^{COLLO} Update History

[Return to top](#)

The below is an example of the 32 Labels (4x8) Landscape Label Dimension format triggered via the Preview button:

IPS Labels - Print Preview

Close

Page 1

LYNX DEOD BDY/SPRY AFRICA#50ML \$4.00 ea 6 WA	LYNX ROLL ON AFRICA 50ML \$4.50 ea 6 WR	LYNX A/P DEOD BLUE LAV 150ML \$10.00 ea 6 WA	LYNX A/P DEOD BLACK VAN 150ML \$10.00 ea 6 WA
LYNX A/P DEOD AQUA BERG 150ML \$10.00 ea 6 WA	LYNX A/P DEOD EMERLD SAGE150ML \$10.00 ea 6 WB	LYNX B/WSH SMELL READY 400ML \$7.50 ea 6 WC	LYNX B/WSH AFRICA 400ML \$7.50 ea 6 WR
LYNX B/WSH BLACK 400ML \$7.50 ea 6 WA	LYNX DEOD BDY/SPRY AUST 165ML \$8.00 ea 6 W2B	LYNX DEOD BDY/SPRY I/CHL 165ML \$8.00 ea 6 W2B	LYNX DEOD AFRICA GOAT 165ML \$8.00 ea 6 W2R
LYNX DEOD BLACK NIGHT 165ML \$8.00 ea 6 W2A	LYNX DEO B/SPRY ANRCH4HER165ML \$8.00 ea 6 W2A	LYNX DEOD ANRCHY FOR HIM 165ML \$8.00 ea 6 W2A	LYNX DEOD BLACK 165ML \$8.00 ea 6 W2R
LYNX DEOD DRK TEMPTATION 165ML \$8.00 ea 6 W2A	LYNX A/P DEOD ICE CHILL 165ML \$8.00 ea 6 W2B	LYNX A/P DEOD AFRICA GOAT 165M \$8.00 ea 6 W2R	LYNX A/P DEOD BLACK 165ML \$8.00 ea 6 W2B
LYNX DEOD COLL LEAT&CKIE 165ML \$8.00 ea 6 W2C	LYNX DEOD BDY/SPRY CHERRY150ML \$10.00 ea 6 WC	LYNX DEOD BDY/SPRY COCOA 150ML \$10.00 ea 6 WC	LYNX A/P DEOD GLD MANGO 150ML \$10.00 ea 6 WC
LYNX B/WSH ICE CHILL 400ML \$7.50 ea 6 WA	LYNX DEOD BDY/SPRY SUNSET165ML \$8.00 ea 6 W2A	LYNX B/WSH AFRICA 1L \$13.20 ea 3 WA	LYNX ROLL ON BLACK 50ML \$4.50 ea 6 WA
REXONA DEOD COTTON 250ML \$8.50 ea 6 WB	REXONA A/P STCK CLNCL MEN#45ML \$14.00 ea 6 ZC	REXONA DEOD HYP ALG LOFRG250ML \$8.50 ea 6 WB	REXONA DEOD FOR MEN 250ML \$8.50 ea 6 WR

IP-7429 – Stock Item Labels – Support for Labeljoy Software

This function adds Labeljoy support to Idealpos so that the Idealpos Label Export functionality can be used to export labels, then trigger the Labeljoy application to open and display the exported Labels.

As Avery no longer offers a Windows application that can be used for printing labels, Labeljoy can be used as an alternative.

Note that Labeljoy is a paid application; it can be used as a trial to establish whether it is suitable and provides the required functionality.

As the process to fully install Labeljoy and configure Idealpos to export involves numerous steps, a summarised version has been included below.

For a full end-to-end process on configuring this functionality, refer to the User Guide – go to:

<https://userguide.idealpos.com.au> and via the Table of Contents, go to: Labels > Labeljoy.

There are pages that outline the installation of Labeljoy, Creation of Data File for Labeljoy, Creation of Labels and Layout in Labeljoy, Configuring Idealpos to Print to Labeljoy and the printing of Labels from Idealpos to Labeljoy.

In summarised form, the process of setting up Idealpos with Labeljoy is as follows:

- Install Labeljoy – Download the application from <https://www.labeljoy.com>
- Create a TXT file that Idealpos will export the labels to (e.g. C:\Temp\Labeljoy.txt)
- Go to: Idealpos Back Office > Utilities > Labels.
 Select Data Type: Stock Items
 Output To: Labeljoy
 Format File: Leave as blank
 Data File: Browse to path where the TXT file has been created.
 Save Format As: Enter name and press "Save Format As" button.
 Add Labels and press the "Export" button to populate the TXT file.
- The Labeljoy application will open.
 Select "Link data source wizard"
 Select "Text file"
 Browse to the Txt file
 Header row settings – Select "The first row is the header row (default)"
 Field separator – Select "Comma"
 Quantity – Select "(1 label per record)" and select "Skip empty rows"
 Review the loaded data – Enable "Show automatic data update settings when finished"
 Review the loaded data – Enable "Remove existing elements from the labels"
 Connect to the data source – Yes
 Enable "Update data when this file is loaded or printed"
 Press the "Layout" button at the top of the window to select the layout that matches the stationery
 Drag the data sources from the left-hand side of the window onto the label on the right-hand side
 Save the design as a Label and layout file (.lpa file extension)
- Go to: Idealpos Back Office > Utilities > Labels.
 Select the previously saved format and in the Format File field, browse to the lpa file created in Labeljoy
 Save the Format As again and use the same name as before to update the format.
- Labels can now be printed from Idealpos to Labeljoy – when Exporting Labels, Idealpos will trigger the Labeljoy application to open and will display the exported Labels.

When configured as per the summarised bullet points on the previous page:

Back Office > Utilities > Labels > Select the Format that was saved to print to Labeljoy.

Labels

S

✕

Format

Labeljoy

Delete

Data Type

Stock Items

Output To

Labeljoy

Format File

C:\Temp\Stock Items.lpa

>

Data File

C:\Temp\Labeljoy.txt

>

Save Format As

Labeljoy

Code

>

to

>

Scan Code

>

to

>

Description

>

to

>

Department

>

to

>

Price Changes Since

16 Sep 2025 09:39

Indirect

Modified Stock Items Only

Quantities Match Stock Levels

Quantity

1

Sort by

Code

Department /Description

Description

Multi Select

Add to Grid

Code	Description	Quantity
205101	COKE CAN	1
205102	DIET COKE CAN	1
205103	COKE ZERO CAN	1
205104	SPRITE CAN	1
205105	LIFT CAN	1
205106	DRY GINGER CAN	1
205107	FANTA CAN	1
205108	TONIC CAN	1
205201	COKE 600ML	1
205202	DIET COKE 600ML	1
205203	COKE ZERO 600ML	1
205204	SPRITE 600ML	1
205205	LIFT 600ML	1
205206	DRY GINGER 600ML	1
205207	FANTA 600ML	1
205208	TONIC 600ML	1

Clear

Total 16

Clear Grid after Printing

Export

After pressing the "Export" button, the Labeljoy application will open with the exported Labels.

File Home Text Barcode Graphic Page element

Labels in set: 16

Navigation Set

Layout wizard Custom Rotate Layout

Data source Update data Filter

Add text Add barcode Add graphic

Colors Clipboard Selection Advanced

Data source

Set 1: Drag & drop new text

Code Description PluCode ScanCode Price1 Price2 Price3 Price4 Price5 Price6 Price7 Price8 Price9 Price10 Notes

Code	Description	Price
COKE CAN	\$3.50	
DIET COKE CAN	\$3.50	
COKE ZERO CAN	\$3.50	
SPRITE CAN	\$3.50	
LIFT CAN	\$3.50	
DRY GINGER CAN	\$3.50	
FANTA CAN	\$3.50	
TONIC CAN	\$3.50	
COKE 600ML	\$5.00	
DIET COKE 600ML	\$5.00	
COKE ZERO 600ML	\$5.00	
SPRITE 600ML	\$5.00	
LIFT 600ML	\$5.00	
DRY GINGER 600ML	\$5.00	
FANTA 600ML	\$5.00	
TONIC 600ML	\$5.00	

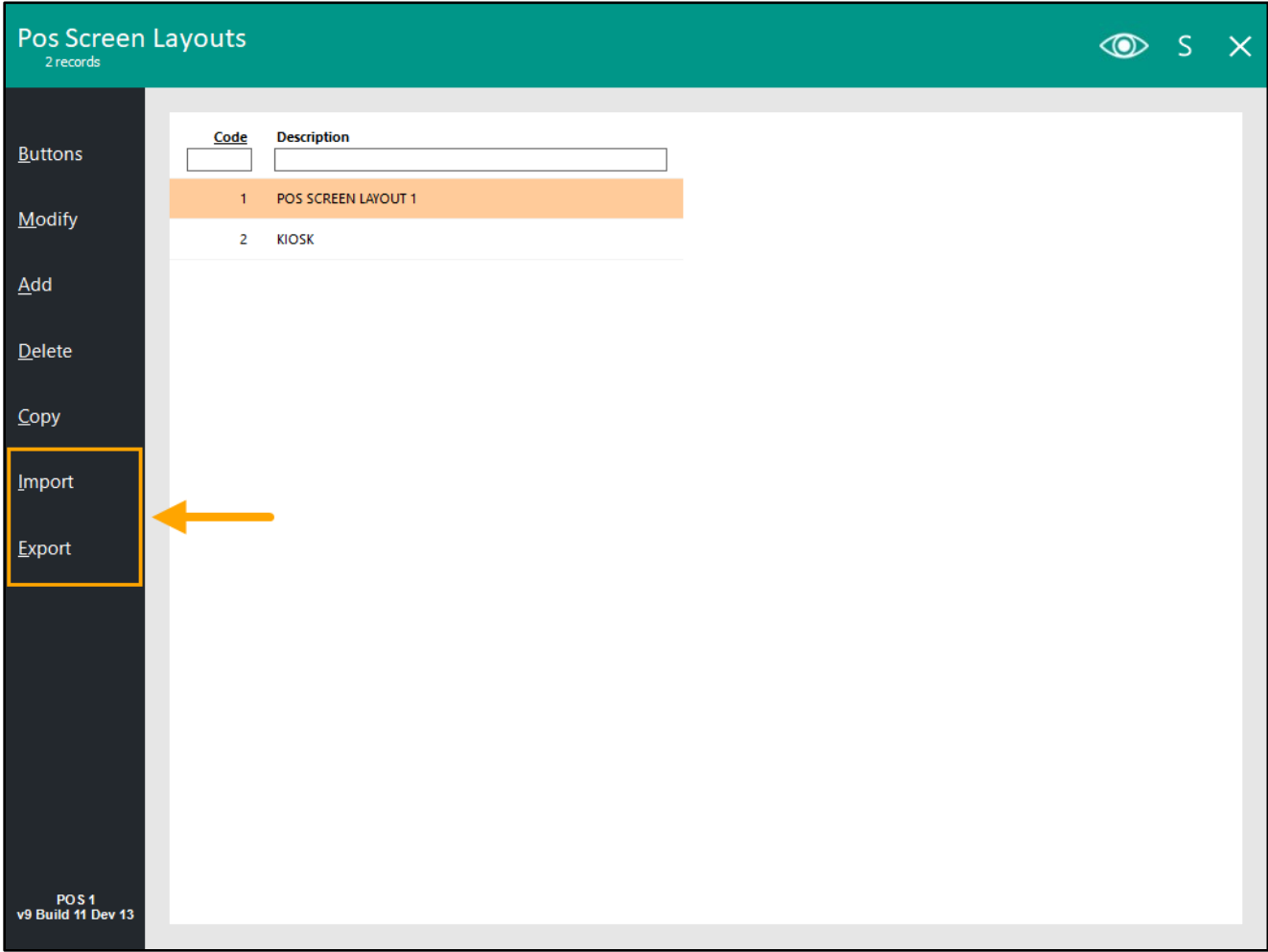
PAGE 1/1 LABELS 1-16 OF 16 SET 1 A4 SMALL 210 X 297 MM - VERTICAL 6.35 X 3.38 AVERY - J8159 (MODIFIED) ZOOM 45%

POS Screen Layouts

IP-7333 – POS Screen Layouts – Export/Import Functionality

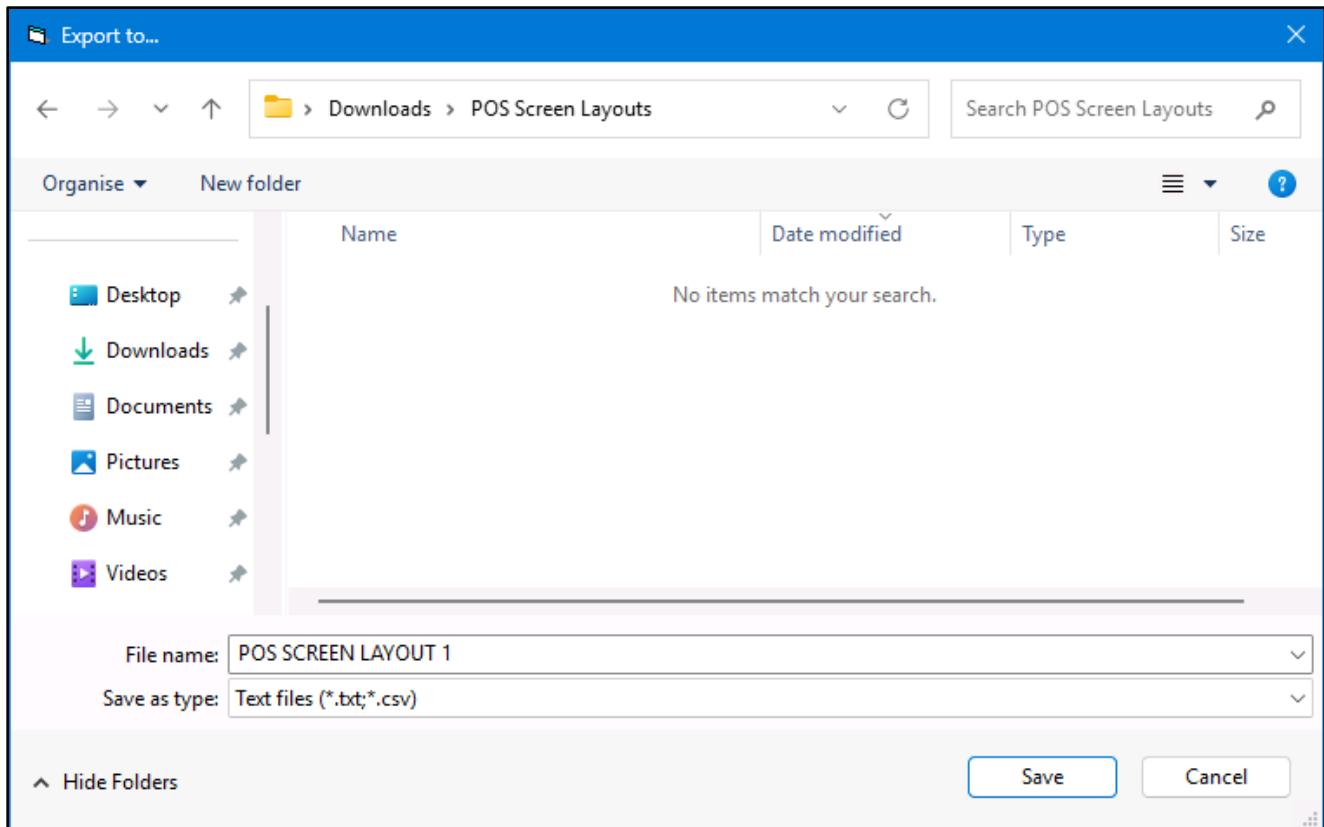
This function introduces the ability to Export/Import POS Screen Layouts. POS Screen Layouts can be exported to a CSV file and can then be imported via the Import function. This functionality is useful when POS Screen Layouts need to be exported for backup purposes or when setting up multiple venues/sites and needing an easy way to import a POS Screen Layout into another Idealpos system.

To use this functionality, go to: Back Office > Setup > POS Screen > POS Screen Setup. On the left-hand side of the POS Screen Layouts window, two new buttons exist – Import, Export. Also note that the “Buttons” button has been moved from the bottom to the top of the list.

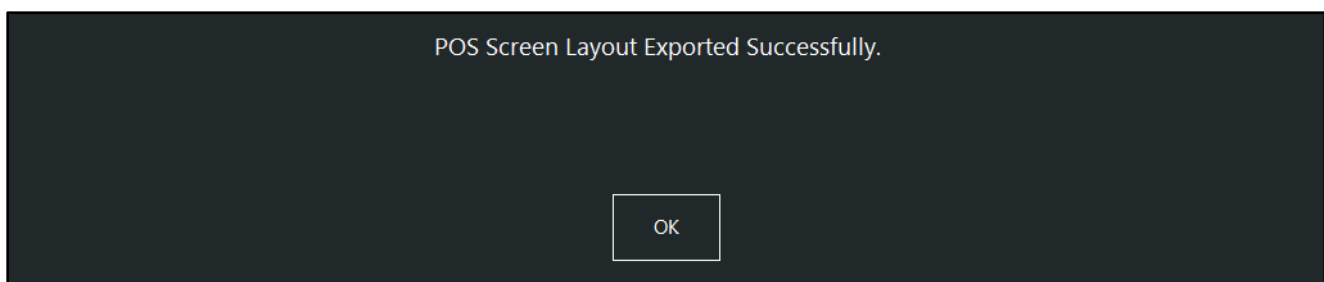


Exporting a POS Screen Layout

To Export a POS Screen Layout, select the required layout in the list, then press the "Export" button. The "Export To..." folder browser window will open > Browse to a location to export the POS Screen Layout CSV file > Press "Save".



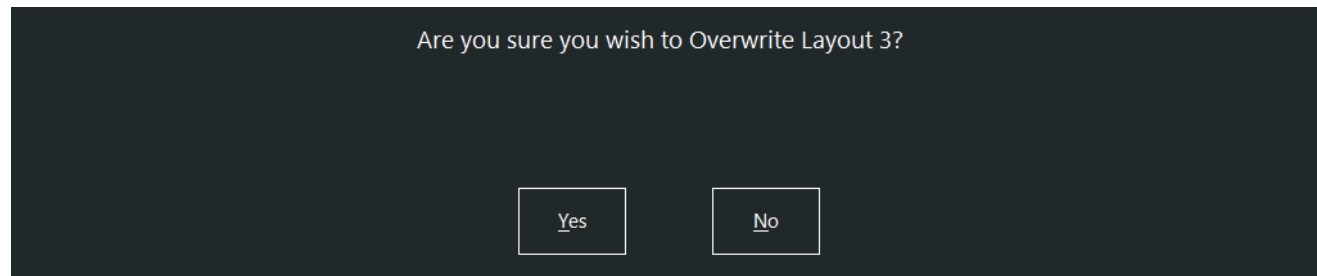
After the POS Screen Layout has finished exporting, a "POS Screen Layout Exported Successfully." Prompt will be displayed.



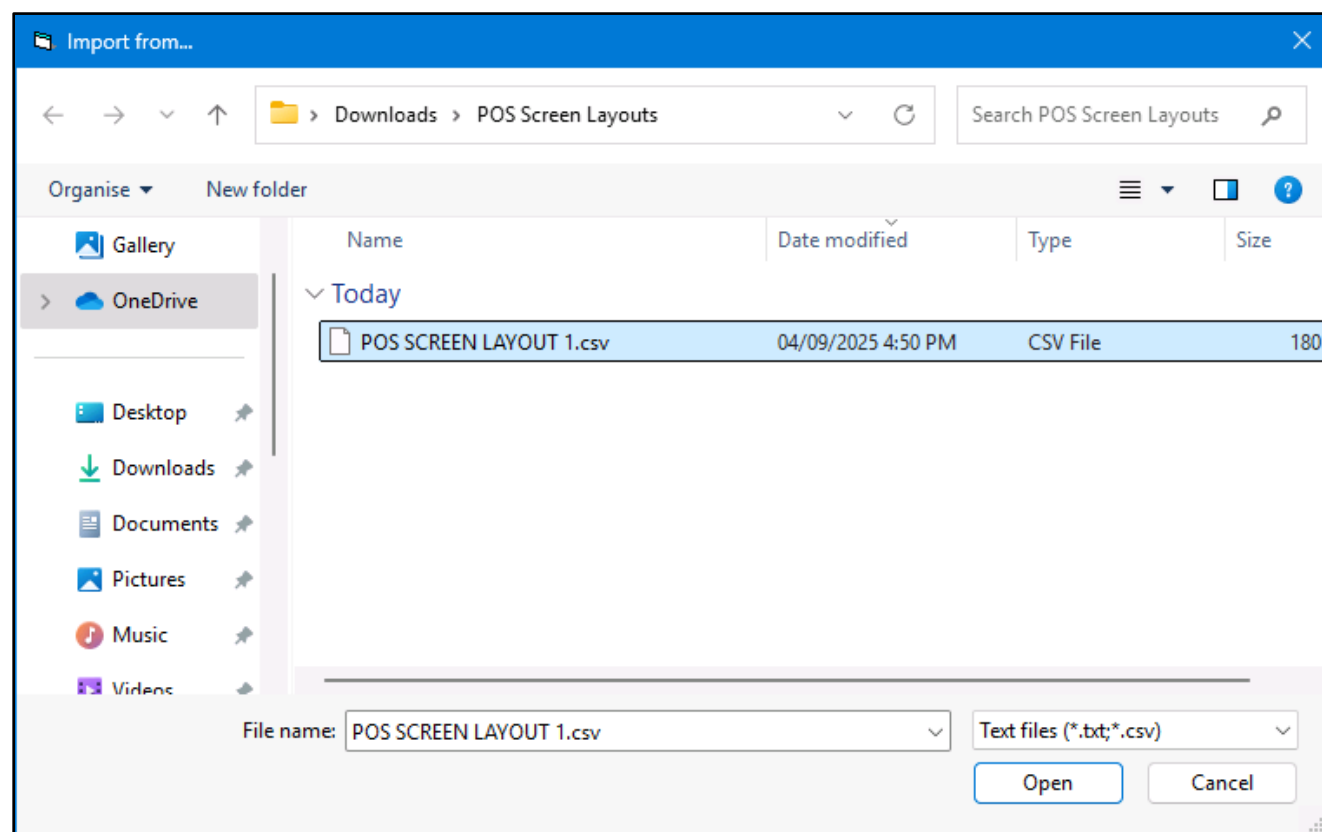
Importing a POS Screen Layout

Note that when using the Import option, it will overwrite the POS Screen Layout that is currently highlighted in the list. Therefore, it is recommended that a blank layout is created via the Add button. Then ensure that the newly created POS Screen Layout is selected to prevent overwriting an existing layout.

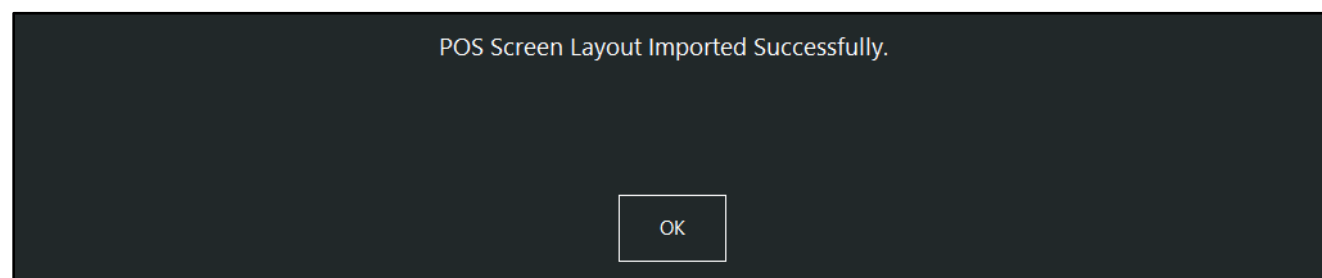
Select a POS Screen Layout > Press "Import" > Overwrite Layout Prompt is displayed > Press "Yes" to Overwrite the selected layout.



The "Import From..." folder browser window will open > Browse to the location of a POS Screen Layout CSV file > Press "Open".



After the layout has finished importing, a "POS Screen Layout Imported Successfully." Prompt will be displayed.



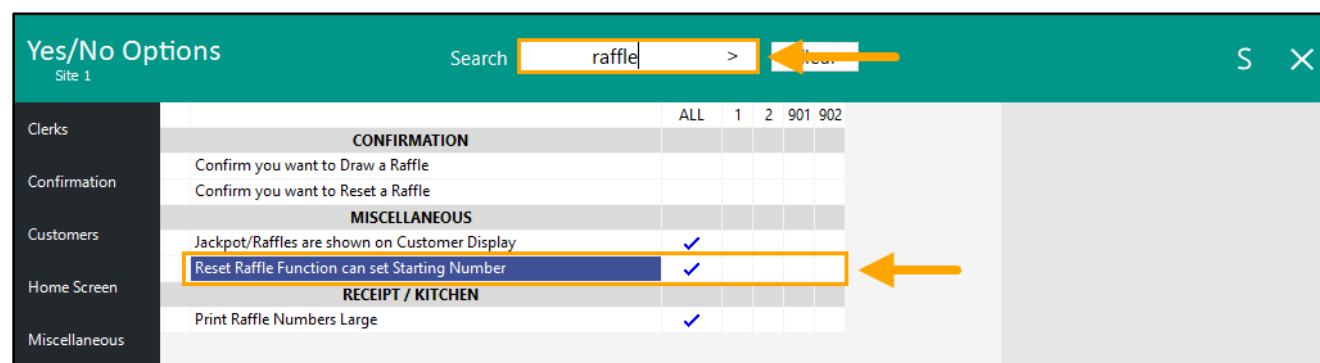
Raffles

IP-7334 – Raffles – Yes/No Option to allow setting of Starting Raffle Number

This function introduces the ability to set a Starting Raffle Number when resetting a raffle. When a raffle is reset, the Raffle Number increments by one, and the Starting Ticket Number resets back to 1. This may cause slight confusion to patrons at the venue if the same Raffle (e.g. Meat Tray) is Reset and further tickets sold over the course of a short period, resulting in multiple ticket holders that have the same ticket numbers (for different Raffle Numbers).

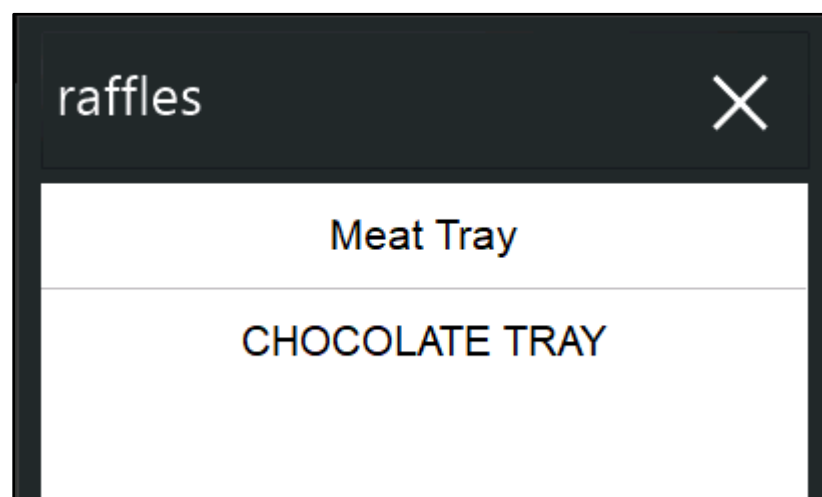
To create further separation between the Raffle Draws, a Starting Ticket Number can be entered when resetting the Raffle. Any Raffle Tickets that are sold will start using the Starting Ticket Number.

To configure and use this functionality, go to: Back Office > Setup > Yes/No Options > Search: raffle. Enable "Reset Raffle Function can set Starting Number".



This Yes/No Option does not require a Close Suite/Open Suite and should therefore take effect after setting the option and closing the Yes/No Options window.

Go to: POS Screen > Press the "Raffles" button linked to the Raffles function.
If there are multiple Raffles configured, a raffles window will appear; select the Raffle from the list.



A "Starting Ticket" field will appear on the bottom-left corner of the Raffles window next to the "Reset Raffle" button. In the Starting Ticket field, enter the Starting Ticket Number. The ">" button can be pressed to display an on-screen keyboard to facilitate the entry of the Starting Ticket Number. After entering the Starting Ticket Number, press the "Reset Raffle" button. Note that the Raffle cannot be reset if Tickets have not been sold for the Raffle.

CHOCOLATE TRAY

×

Raffle Number : 2-18

10 Tickets Sold

Reset Raffle

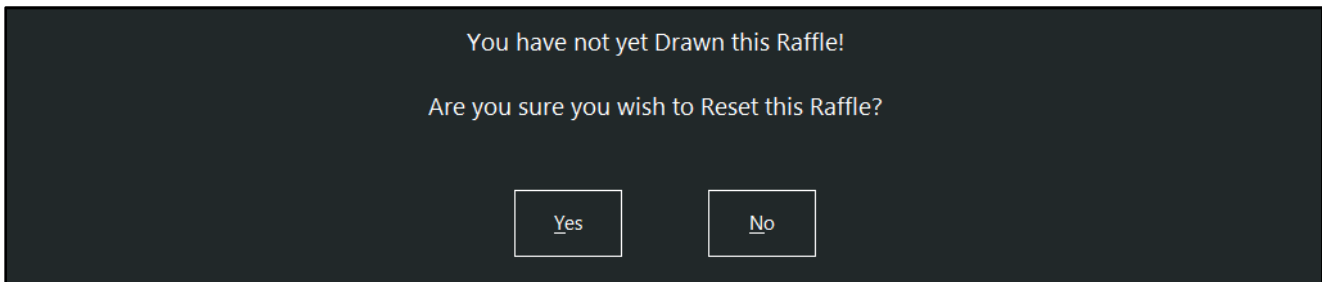
Starting Ticket

50 >

Generate Winner

After pressing the "Reset Raffle" button, various prompts may appear depending on how Raffles have been configured:

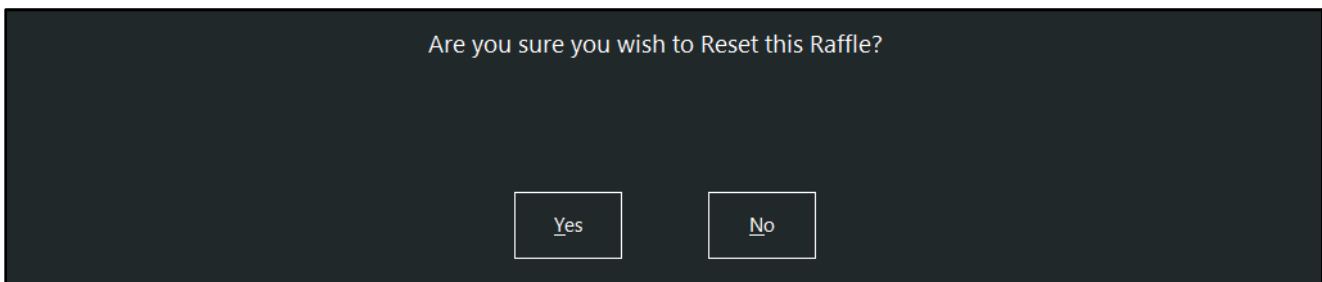
If the Raffle has not been drawn, a confirmation prompt will be displayed:



You have not yet Drawn this Raffle!

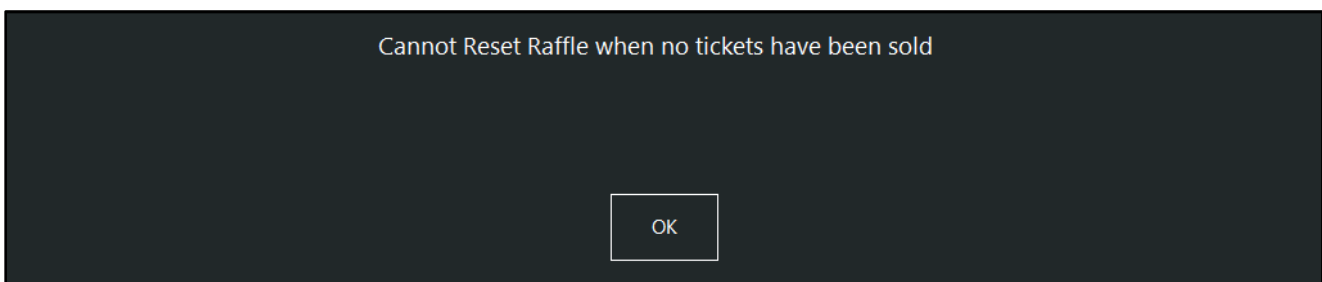
Are you sure you wish to Reset this Raffle?

If the Raffle has been drawn and the Yes/No Option "Confirm you want to Reset a Raffle" is enabled, a Confirmation prompt will appear:



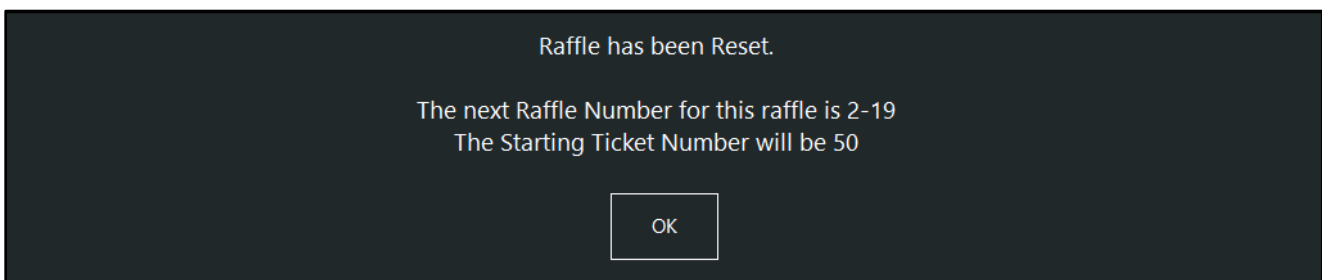
Are you sure you wish to Reset this Raffle?

If Raffle Tickets have not been sold, attempting to Reset the Raffle will trigger a prompt, preventing the Resetting of the Raffle:



Cannot Reset Raffle when no tickets have been sold

After the Raffle has been reset, a prompt will appear confirming the Starting Ticket Number:



Raffle has been Reset.

The next Raffle Number for this raffle is 2-19
The Starting Ticket Number will be 50

Any tickets sold after the reset will start from the Starting Ticket Number that was entered.

```
*****
          CHOCOLATE TRAY
*****

Raffle Code      : 2-19
Transaction #     : 590-1
Purchase Date    : 04 Sep 2025 13:16:38
Ticket Quantity  : 10

Your Raffle Numbers:
50 51 52 53 54 55 56
57 58 59

*****

Please keep ticket for proof of
purchase!
```

Surcharges

IP-7381 – Surcharges – Show Site-Specific Surcharges only (Site Management)

This functionality changes which Surcharges that visible in the Surcharges function on Site Management Terminals (accessed via Back Office > File > Sales > Surcharges).

Previously, Site Management Back Office Terminals could see Surcharges in the Surcharges screen for POS Terminals that were not linked to the same Site.

E.g. In previous builds of Idealpos, if a business has a Head Office (Site 1), and a Sites (Site 2 and Site 3), Site Management Back Office Terminals located in Site 2 could see Surcharges that were only applicable to POS Terminals in Site 3 and vice-versa.

With this change, Site Management Back Office Terminals will now only see Surcharges in the Surcharges function (Back Office > File > Sales > Surcharges) if the Surcharge's POS System field contains POS Terminals that are specific to their Site.

Note that Surcharges can be configured to apply to POS Terminals that exist in a single Site, or they can be configured to apply to POS Terminals that span across multiple Sites.

If a Surcharge contains POS Terminals in the POS System field that span across multiple Sites, then Back Office Site Management Terminals from each of those Sites will see the Surcharge in their Surcharge configuration screen (accessible via Back Office > File > Sales > Surcharges).

Note though that when the POS System field in a Surcharge includes Terminals from multiple Sites, only the Head Office will be able to Modify or Delete such Surcharges.

If the POS System field in a Surcharge only includes POS Terminals for a single Site, then it can be Modified or Deleted by Site Management Back Office Terminals at the Site.

To use this functionality, go to: Back Office > File > Sales > Surcharges.

The list of Surcharges that appear in the Surcharges window will include Surcharges that apply to POS Terminals that exist in that Site.

The Surcharges window will also show Surcharges that apply to POS Terminals that span across multiple Sites (provided that the Surcharge is linked to one or more Terminals that exist within the Site that the Site Management Back Office is linked to).

As mentioned above, a Site Management Back Office Terminal can only modify or delete a Surcharge if it is only linked to Terminals in its own Site.

If the Surcharge is linked to Terminals across multiple Sites, then only Head Office Terminals can modify or delete such Surcharges.

To demonstrate this functionality, the following Head Office/Site Management Environment was configured:

- POS 1 Head Office Terminal located at Site 1
- POS 2 Site Management Terminal located at Site 2

The following Surcharges were created:

- "Site 1 and Site 2 Surcharge" (Surcharge is linked to POS Terminal 1 and POS Terminal 2)
- "Site 1 Surcharge" (Surcharge is only linked to POS Terminal 1)
- "Site 2 Surcharge" (Surcharge is only linked to POS Terminal 2)

The following screenshot shows the Surcharges which are visible from the Head Office Terminal:

Surcharges								
3 records								
Modify Add Delete	Code	Description	Surcharge	Date Range	Time Range	Days	POS	Filter
	8	Site 1 and Site 2 Surcharge	10%	09 Sep 25 - 31 Dec 25	All Day	Every Day	1-2	1
	9	Site 1 Surcharge	10%	09 Sep 25 - 31 Dec 25	All Day	Every Day	1	2
	10	Site 2 Surcharge	10%	09 Sep 25 - 31 Dec 25	All Day	Every Day	2	3

The Back Office Site Management Terminals at Site 2 can only see the following Surcharges:

- "Site 1 and Site 2 Surcharge" – This surcharge is effectively "Read-Only" at the Site 2 Back Office Site Management Terminal due to the Surcharge including POS Terminal numbers that are linked to Site 1 and Site 2.
- "Site 2 Surcharge" – This surcharge can be modified by the Site 2 Back Office Site Management Terminal because it is not linked to POS Terminals located in multiple sites.

The following screenshot shows the Surcharges which are visible from the Site Management Terminal at Site 2:

Note that the "Site 1 Surcharge" is not visible at the Site 2 Site Management Terminal because that Surcharge is not linked to any Terminals that exist in Site 2.

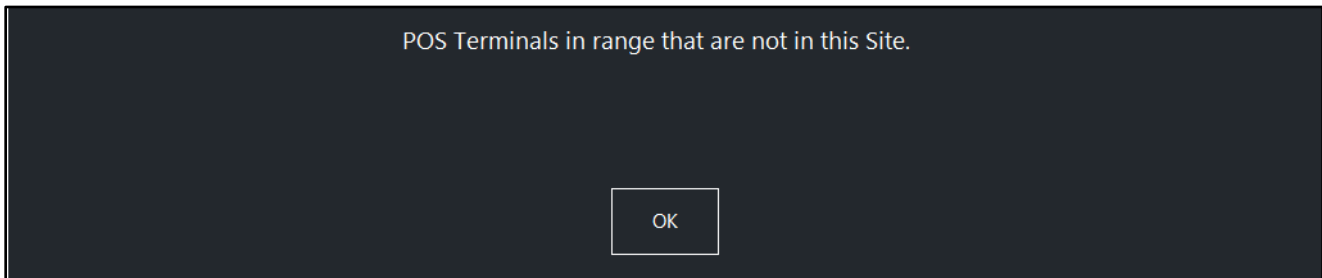
Surcharges								
2 records								
Modify Add Delete	Code	Description	Surcharge	Date Range	Time Range	Days	POS	Filter
	8	Site 1 and Site 2 Surcharge	10%	09 Sep 25 - 31 Dec 25	All Day	Every Day	1-2	1
	10	Site 2 Surcharge	10%	09 Sep 25 - 31 Dec 25	All Day	Every Day	2	3

A Site Management Terminal can Modify or Delete Surcharges that are linked to POS Terminals that only exist within the Site Management Terminal's Site (e.g. Site 2).

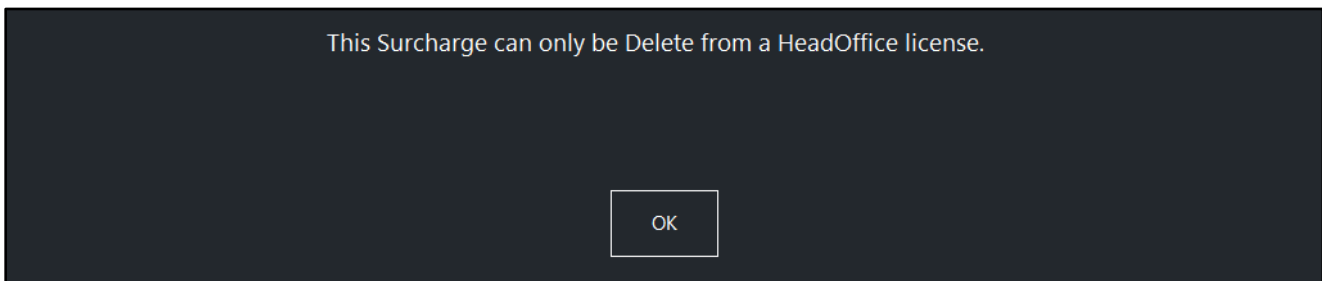
If a Surcharge is linked to Terminals that exist in multiple Sites (e.g. POS Terminals in Site 1 and Site 2), then the Site Management Terminals at Site 1 and Site 2 cannot modify or delete the Surcharge.

The Surcharge can only be modified or deleted from a Head Office Terminal.

If a Site Management Terminal attempts to Modify and Save a Surcharge that includes POS Terminals in other Sites, the following prompt will be displayed, preventing the modification of the Surcharge:



If a Site Management Terminal attempts to Delete a Surcharge that includes POS Terminals in other Sites, the following prompt will be displayed, preventing the deletion of the Surcharge:



Yes/No Options

IP-2639 – Yes/No Option – Table Details – Auto Create Seats for Split Bills

This function introduces the ability for Idealpos to automatically create seats for Split Bills. When selecting items and hitting Bill Print from Table Details, this will assign the selected items to a new Seat Number and split the Bill for that Seat.

To configure and use this functionality, go to: Back Office > Setup > Yes/No Options > Search "auto create seats". Enable Yes/No Option "Table Details – Auto Create Seats for Split Bills"

Yes/No Options

Site 1

Search

auto create seats

>

Clear

S

×

Clerks			ALL	1	2
Confirmation	RESTAURANT				
	Table Details - Auto Create Seats for Split Bills	✓			

This Yes/No Option does not require a Close Suite/Open Suite, so it should take effect immediately.

Once the option has been enabled, go to: POS Screen > Add items to a sale > Press "Table Map" > Select a Table.

Select the Table on the Table Map > Details.

Within the Table Details screen, select items > Press "Print Bill".

TABLE 71		1 min		\$60.00					
4 Covers - Average \$15.00		Amount		Outstanding		Pay		Seat	
Ordered: 03:13pm								Jeremy	
CAPPUCCINO		3.50		3.50		3.50			
FLAT WHITE		3.50		3.50					
SHORT BLACK		3.00		3.00					
PASTA		11.00		11.00		11.00			
BEEF		13.00		13.00					
LAMB		12.00		12.00					
DUCK		14.00		14.00					
		-----		-----		-----			
		60.00		60.00		14.50			

The Enter Seat Number prompt will be skipped, and the Bill will be printed for the selected items.

The selected items will be auto assigned to the first unused Seat Number, with the Seat Number appearing on the Bill.

```

      IDEALPOS

      1/212 Curtin Ave West
      Eagle Farm QLD 4009
      Australia

      TAX INVOICE
      123-456-789-11

      TABLE 71 - Seat 1
      Jeremy 19-Sep-2025 15:16
      Covers :

      - - - - ENTREE - - - -
      PASTA                                     $11.00

      - - - - BEVERAGE - - - -
      CAFFUCCINO                               $3.50

      Includes Tax:
      GST Amount                               $1.32

      SUB TOTAL                               $ 14.50

      -----

      TIPS Amount                               -----

      GRAND TOTAL                               -----

      *indicates taxable supply

      Powered by Idealpos
  
```

Select the next two items and press "Print Bill", they will be assigned to the next Seat Number.

TABLE 71

1 min

\$60.00

×

4 Covers - Average \$15.00

Amount

Outstanding

Pay

Seat

Ordered: 03:13pm

Jeremy

CAPPUCCINO	3.50	3.50		
FLAT WHITE	3.50	3.50	3.50	
SHORT BLACK	3.00	3.00		
PASTA	11.00	11.00		
BEEF	13.00	13.00	13.00	
LAMB	12.00	12.00		
DUCK	14.00	14.00		
	60.00	60.00	16.50	

Group by

Print Group

Reorder

Items

Hide Paid

Items

Transfer

Reprint

Kitchen

Delete

Covers

Full

1/3

1/5

1/7

1/Covers

Amount

Print Bill

Select All

Pay

16.50

1/2

1/4

1/6

1/8

Quantity

Fraction

IDEALPOS

1/212 Curtin Ave West
Eagle Farm QLD 4009
Australia

TAX INVOICE
123-456-789-11

TABLE 71 - Seat 2

Jeremy 19-Sep-2025 15:21
Covers :

ENTREE

BEEF

\$13.00

BEVERAGE

FLAT WHITE

\$3.50

Includes Tax:

GST Amount

\$1.50

SUB TOTAL

\$16.50

TIPS Amount

GRAND TOTAL

*indicates taxable supply

Powered by Idealpos

The above process can be repeated until all Stock Items have been allocated to Seat Numbers.

Note that once a Bill has been printed for the selected items, pressing the "Print Bill" button for the same selected items again will trigger the Enter Seat Number prompt.

If the items selected in the Table Details screen were previously auto allocated to the same Seat Number, the Enter Seat Number prompt will be pre-filled with previously allocated Seat Number.

7	8	9	×
4	5	6	Whole Table
1	2	3	Single Seat
0	C	Print	
2			

If the items selected in the Table Details screen were previously assigned to different Seat Numbers, the Enter Seat Number prompt will not be pre-filled with the previously allocated Seat Number.

Entering a Seat Number will assign the items to the entered Seat Number or leaving the Seat Number as blank will trigger Idealpos to auto allocate the items to the next available Seat Number.

7	8	9	×
4	5	6	Whole Table
1	2	3	Single Seat
0	C	Print	
<div></div>			

IP-7415 – Yes/No Option – Hide Date on Kitchen Dockets

This function introduces the ability to Hide the Date on Kitchen Dockets.
Prior to the introduction of this Yes/No Option, the Date is always printed to the Kitchen Docket Printer.

To configure and use this functionality, go to: Back Office > Setup > Yes/No Options > Search "Hide Date".
Enable Yes/No Option "Hide Date on Kitchen Dockets".

Yes/No Options

Site 1

Search

Hide Date

>

Clear

S

×

Clerks		ALL	1	2
Confirmation	RECEIPT / KITCHEN			
	Hide Date on Kitchen Dockets	✓		

This Yes/No Option does not require a Close Suite/Open Suite, so it should take effect immediately.

Once the option has been enabled, go to: POS Screen > Add Kitchen Items to the Sale > Tender the Sale.
When the Kitchen Docket is printed, the Date will be hidden.
The below examples show the option Disabled and Enabled.

Disabled|Enabled

* 6 2 1 *

2 : 4 0 p m

J e r e m y

----- B E V E R A G E -----

1 x C A P P U C C I N O

1 x F L A T W H I T E

1 x S H O R T B L A C K

* 6 2 2 *

2 : 4 1 p m

J e r e m y

----- B E V E R A G E -----

1 x C A P P U C C I N O

1 x F L A T W H I T E

1 x S H O R T B L A C K

IP-7416 – Yes/No Option – Hide Sale Type Status on Kitchen Dockets

This function introduces the ability to Hide Sale Type Status on Kitchen Dockets. Prior to the introduction of this Yes/No Option, the Sale Type Status would print to the Kitchen Docket Printer when a Sale Type Status was added to the sale. With this Yes/No Option, if a Sale Type Status is added to the sale, it will be hidden from Kitchen Dockets. Examples of Sale Types are Takeaway, Delivery, Pickup, Cater, etc.

To configure and use this functionality, go to: Back Office > Setup > Yes/No Options > Search "hide sale". Enable Yes/No Option "Hide Sale Type Status on Kitchen Dockets"

Yes/No Options

Site 1

Search

hide sale

>

Clear

S

×

Clerks

Confirmation

Customers

ALL

1

2

RECEIPT / KITCHEN

Hide Sale Type Status on Kitchen Dockets

✓

This Yes/No Option does not require a Close Suite/Open Suite, so it should take effect immediately.

In addition to configuring the Yes/No Options, Sale Type Status buttons will need to exist so that the relevant Sale Type button can be pressed when performing a sale, enabling the reporting of sales based on the Sale Type.

If not already configured, Sale Type Statuses will need to be configured.

Go to: Back Office > Setup > Global Options > Sales > Sale Type Status.

Configure the required Sale Type Statuses, a maximum of 9 Sale Type Statuses can be configured; it is not a requirement to populate all Sale Type Status fields; only populate what is required:

Global Options

Site 1 (Site 1)

General Miscellaneous Purchases Restaurant Customers **Sales** Reservations Accounting Credit Notes/Gift Vouchers Interfaces Printing Gaming Other Options

Tax Rates

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

Programmable Barcodes

☐ Use? ☐ Use Hardwired?

Prefix Position Length

Field 1 Stock Code 0 0

Field 2 Quantity 0 0

Decimal Point 0

Miscellaneous

Price Level Change Duration

☐ Continuous

☒ Until End of Sale

☐ One Item Only

Price Level Override 0

☐ Non-Turnover Stock Items

Stock Item Profit Based On

Average Cost

Selling Price Descriptors

Price 1	STANDARD
Price 2	STAFF
Price 3	EXTRAS
Price 4	BOTTLESHOP
Price 5	Price 5
Price 6	Price 6
Price 7	Price 7
Price 8	Price 8
Price 9	Price 9
Price 10	Price 10
Price 11	Price 11
Price 12	OWNERS

Refund Reasons

Refund Reasons	Type	Text
Damaged	<input type="checkbox"/>	
Changed Mind	<input type="checkbox"/>	
Faulty	<input type="checkbox"/>	
Product Recall	<input checked="" type="checkbox"/>	
Expired	<input type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	

Void Reasons

<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

Digital Receipts

☐ Email ☐ SMS

* Requires Idealpos Online *

Sale Type Status

Takeaway
Delivery
Pickup
Cater

Fast Add Stock Items

☐ Fast Add Stock Items when not found

Default Department 0 >

☒ Stock Code

☐ Scan Code

Pending Sales

☒ Auto Generate Pending Sale Codes

☒ Print to Docket Printers

☐ Print as Bill to Receipt Printer

☐ Kitchen Print minutes before Expected Time

☐ Print to Windows Printer

☒ Inhibit Amounts on Windows Printer

☐ When printed from Table Map send to Windows Printer

Undistributed Links

Surcharges 10011002 >

Discounts 10011001 >

A4 Pending Sale Messages

Food/Beverage Total Descriptors

Food FOOD

Beverage BEVERAGE

To configure Sale Type Status buttons on the POS Screen, go to:

Back Office > Setup > POS Screen > POS Screen Setup > Select the POS Screen Layout > Buttons.

Select a POS Screen Tab where the Sale Type buttons will be created, then select a blank/unused button and configure as follows (repeat this step to create a button for each Sale Type Status).

When creating the Sale Type Status buttons, a Price Level can also be set (e.g. if Takeaway orders are charged at a different price to other orders, a Price Level can be set for each Sale Type).

- **Function:** Sale Type
- **Status:** Select the Sale Type Status from the dropdown box.
- **Price Level:** "Don't Change" or select a Price Level to use for the specified Sale Type.
- **Button Caption:** Defaults to the selected Sale Type Status; change if required.

Press "Save" to save the changes and repeat this step for each Sale Type Status that is required.

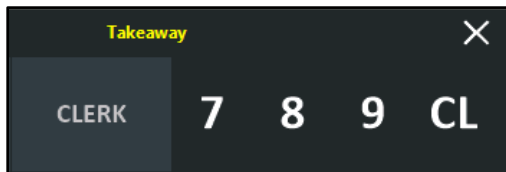
Now that the Yes/No Option, Sale Type Statuses and Sale Type Status buttons have been configured, the function is ready for use.

Update History

[**Return to top**](#)

Go to: POS Screen > Add Kitchen Items to the Sale > Press the required Sale Type Status button to set the Sale Type > Tender the Sale.

When a Sale Type Status has been added to the Sale, the Status will be displayed towards the top-right corner of the POS Screen.



When the Kitchen Docket is printed, it will not contain the Sale Type Status as per this Yes/No Option.

v9 Build 11 DevRev 41 19 Sep 13:43		
POS 1 Jeremy STANDARD #613		
CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
SHORT BLACK	1	3.00
3x		\$10.00

```

*      6 1 3      *
1 : 4 3 p m      19-Sep-2025
J e r e m y

-----

- - - - B E V E R A G E - - - -
1 x C A P P U C C I N O
1 x F L A T   W H I T E
1 x S H O R T   B L A C K

```

If it is a requirement to show the Sale Type Status on the Customer Receipt, this can be enabled via the Yes/No Options (Back Office > Setup > Yes/No Options > Search for “Show Sale Type on Receipt” and enable the option.

I D E A L P O S	
1/212 Curtin Ave West Eagle Farm QLD 4009 Australia	
TAX INVOICE 123-456-789-11	
#000613-1 Jeremy 19-Sep-2025 13:43:40	
* T a k e a w a y *	

- - - - B E V E R A G E - - - -	
CAPPUCCINO*	\$3.50
FLAT WHITE*	\$3.50
SHORT BLACK*	\$3.00

T O T A L	\$10.00

GST Amount	\$0.91
C A S H	\$ 1 0 . 0 0
FOOD TOTAL	\$0.00
BEVERAGE TOTAL	\$10.00
Other Categories TOTAL	\$0.00
*indicates taxable supply	
Powered by Idealpos	
Idealpos user 34091801204	