

Idealpos 7.1 Build 1

Update Details:

** Enhancements

- * [IP-208] - Floating Clerks - Ability for a timeout within active sales
- * [IP-209] - Yes/No Option to inhibit returning to Home Screen after each sale
- * [IP-1188] - Raffles inhibit redrawing of an already drawn number on multi-draw raffles.
- * [IP-1312] - POS will report on mismatched Build Numbers on a network
- * [IP-1511] - Pending sales - added Unit Price column
- * [IP-2078] - Delete Customer Points when Customer Inactive for a Period
- * [IP-2083] - Stock Level Enquiry Function for POS Screen
- * [IP-2087] - Yes/No Option - Inhibit selling of items not Enabled in Location
- * [IP-2156] - Added new Region setting for India
- * [IP-2192] - Gaming - Combine Accounts into One Total excludes zero-value point buckets
- * [IP-2195] - User Details Copy function
- * [IP-2279] - First American Eftpos Integration
- * [IP-2327] - Stock Transfer Reports - User Permission to Show/Hide Cost
- * [IP-2341] - Customer Trial Balance - option to Force End of Last Month for Scheduling
- * [IP-2346] - Westpac Group Eftpos - POS ID description setting for Pairing
- * [IP-2353] - Centralized Customer Account/Layby Transactions retrieved from POSServer
- * [IP-2356] - New Yes/No Option - Force Customer Entry On Coupon Redemptions
- * [IP-2417] - Table Preview Show Seat Numbers
- * [IP-2424] - Table Balance Amount shown on POS Screen
- * [IP-2456] - Alternate Codes Modify/Delete User Permissions
- * [IP-2477] - "Show Rates next to items on Receipt" option applies to A4 Invoice
- * [IP-2485] - Stock Item Sales Report - Group by Sale Type
- * [IP-2486] - Stock Item Attribute to Remove Tax on Take-Away Items (Canada/USA)
- * [IP-2487] - Option to Show/Hide Customer Phone/Email on Coupons
- * [IP-2494] - Increased Limit of number of Standard Promotions allowed
- * [IP-2503] - Improved speed for generating Stock Movement Reports
- * [IP-2516] - Yes/No Option - Warn when selling Items not enabled in Location
- * [IP-2520] - Site Management - filtering Site Items by Scan Code in Stock screen will display Base Item's Scan

Code

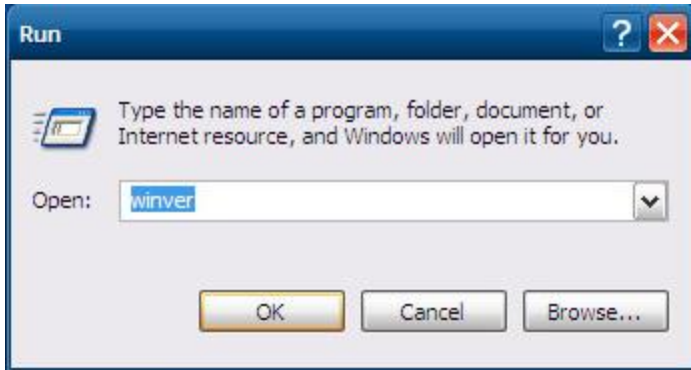
- * [IP-2533] - Price Enquiry Function allows Selling of Item
- * [IP-2542] - Layby Descriptor programmable through Function Descriptors
- * [IP-2543] - Layby Functions separated from Account Functions
- * [IP-2551] - Dashboard - support for 3d Large Pie Chart
- * [IP-2574] - Basic Kiosk Functionality
- * [IP-2579] - Yes/No Option - Hide Alert Level Warnings
- * [IP-2593] - Cash Discount Function
- * [IP-2617] - Clerk Buttons can change Clerk for single Sale Line
- * [IP-2621] - Alpha-Numeric Tables - support for Ideal Kitchen Monitor
- * [IP-2623] - Chinese character support in Stock Manage data uploads
- * [IP-2631] - New Login Screen
- * [IP-2643] - Larger font for Customer Name on Customer Display
- * [IP-2653] - Stock Transfers to Different Items - option to Update Cost based on Source Item
- * [IP-2658] - User Permission to Hide Stock Item Sales button on Journal Enquiry function from POS
- * [IP-2662] - Send Unprocessed Purchase Orders to Stock Item Labels
- * [IP-2668] - POS Button Captions can include Carriage Returns
- * [IP-2672] - Ability To Sort Purchase Order By Supplier Code
- * [IP-2675] - Wildcard Search Stock Notes as Long Item Descriptions
- * [IP-2689] - DOB2 Tag for Stock Item Sales Prompt can handle Specific Date
- * [IP-2693] - USA/Canada - Remove Tax based on Customer Type
- * [IP-2698] - Gratuity % Functionality
- * [IP-2708] - Stock Item Sales Report - Group by Audit
- * [IP-2709] - Stock Item Sales Report - Clerk Selection Range
- * [IP-2726] - SmartConnect EFTPOS - support for Asynchronous Communications
- * [IP-2729] - Canada - "Donut Tax" removes all Tax Rates
- * [IP-2734] - Pending Sales report - Includes Total by Sale Type Status
- * [IP-2745] - Packet Filtering - Tables option includes Pending Sales packets
- * [IP-2752] - MYOB AccountRight - Override IP setting for Desktop Connection

- * [IP-2754] - MAXTRIPS tag for Multi-Trip Promotions
- * [IP-2764] - POS Description shows on the Reports header

Windows POS Ready 2009 not supported

Please note that Idealpos 7.1 is not supported on Windows POS Ready 2009 systems. Attempting to install it on such systems will result in a non-working installation of Idealpos.

The version of Windows installed on a system can be checked by going to:
Start > Run > Enter "winver" into the run window, then press "OK".



A window will appear and will show the version of Windows that is currently installed on the terminal. If you see Windows Embedded POSReady 2009, **DO NOT INSTALL IDEALPOS 7.1 ON THE TERMINAL**. You will need to upgrade to a newer version of Windows before installing Idealpos 7.1.



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Accounting Interface

MYOB AccountRight Live – Override IP setting for Desktop Connection

This function adds the ability to specify the IP address of the PC which the MYOB AccountRight Live application is installed on when using a Database Location of "Desktop".

This function can be used when the MYOB AccountRight Live application is installed on a system different to the one where Idealpos is installed. When the Override IP field is blank, Idealpos will connect to the MYOB AccountRight Live installation on the local PC. When an IP address is entered into the Override IP field, Idealpos will connect to the MYOB AccountRight Live installation located on the remote PC.

To use this function, go to: Setup > Global Options > Accounting

Ensure that the Accounting Package is set to "MYOB AccountRight Live" and the Database Location is set to Desktop. The Override IP option will be displayed.

Enter the IP address of the system where MYOB AccountRight Live is installed on.

Also ensure that you enter your Company Name, User Name, Password and Resend to Accounting Password.

Finally, press the "Get Accounts" button to retrieve your accounts from MYOB.

The below example shows an Override IP of 192.168.1.1, a User Name of Administrator and blank Passwords.

Ensure that you substitute the details that are relevant to your system configuration.

The screenshot displays the 'global options' window for 'site 1 (Site 1)'. The 'Accounting' tab is selected. In the 'Connection' section, the 'Accounting Package' is set to 'MYOB AccountRight Live'. The 'Company Name' is 'IBS'. The 'Database Location' is set to 'Desktop' (indicated by a yellow box and arrow). The 'Override IP' field contains '192.168.1.1' (also indicated by a yellow box and arrow). The 'User Name' is 'Administrator', and the 'Password' and 'Resend to Accounting Password' fields are empty. A 'Get Accounts' button is located to the right of the password fields.

Back Office

POS will report on mismatched Build Numbers on a network

This function adds the ability for Idealpos to display a prompt which will report when there are mismatched Build Numbers of Idealpos running on a network.

There is no configuration required to enable this feature and the prompt will be displayed automatically in the event that Idealpos detects mismatched Build Numbers running on other terminals configured in Setup > POS Terminals and Setup > Networking. The prompt can also be displayed manually by going to Setup > POS Terminals > Versions

The prompt will only be displayed when the following conditions occur:

- Prompt displayed on systems which are licenced for Back Office and detect other Idealpos systems running mismatched build numbers.
- Prompt will be displayed 10 minutes after starting Idealpos and detecting a mismatched build number
- Once the prompt has appeared and the user has closed the prompt, it will not be displayed again unless Idealpos is restarted

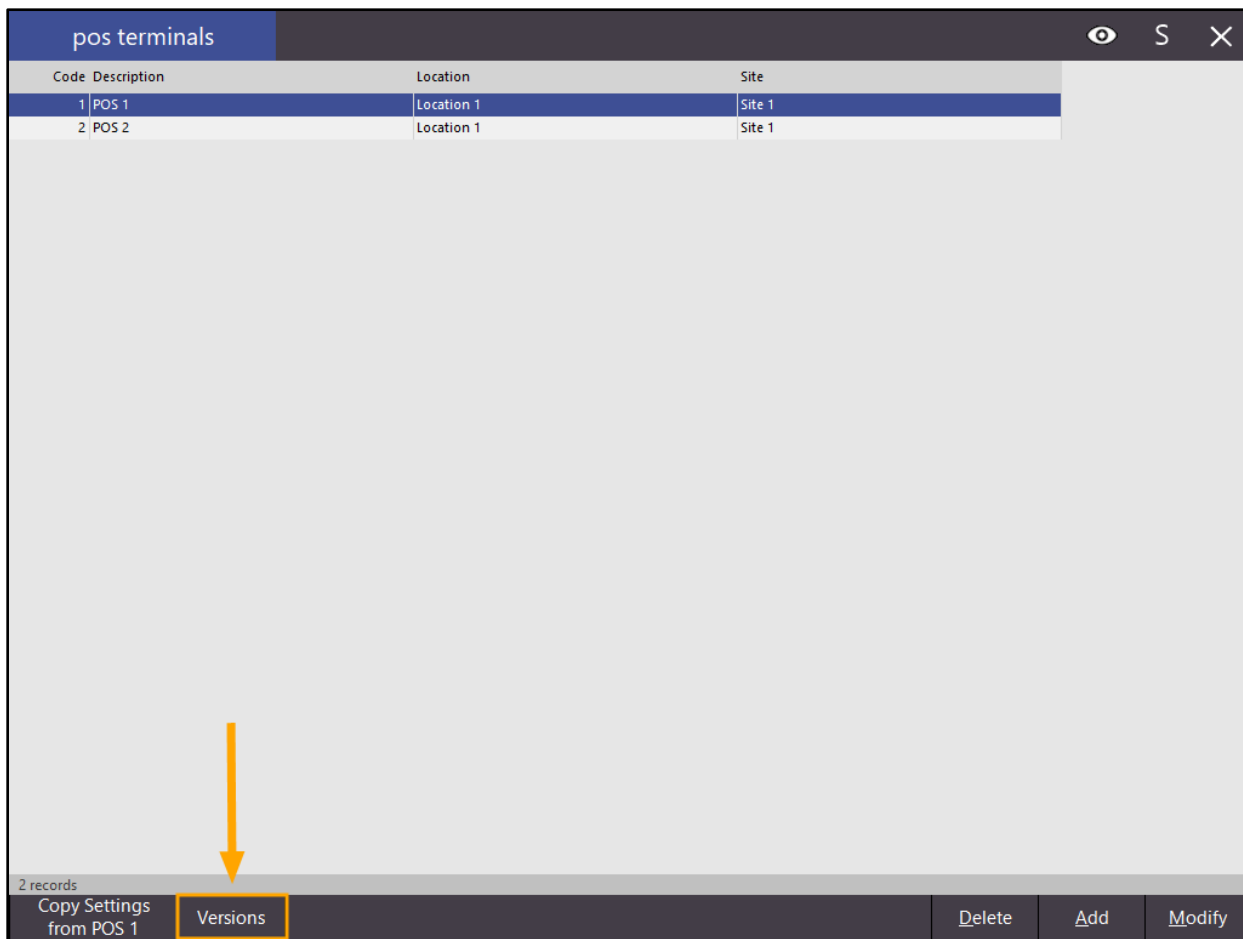
The versions prompt displayed will appear as below and the version numbers displayed in the prompt will be reflective of the versions that were detected:



POS #	Description	Site	Last Reported Version	Last Login Reported	Upgrade Date
1	POS 1	Site 1	7.1 Build 1 DevRev 13	22 Mar 2019 09:23:20	22 Mar 2019 09:23:20
2	POS 2	Site 1	7.1 Build 1 DevRev 99	18 Mar 2019 14:19:32	18 Mar 2019 14:19:32

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To view the prompt manually, go to Setup > POS Terminals > Versions



The screenshot shows a window titled "pos terminals" with a table containing two records. The table has columns for Code, Description, Location, and Site. Below the table, there is a footer area with a "Versions" button highlighted by an orange arrow. Other buttons in the footer include "Copy Settings from POS 1", "Delete", "Add", and "Modify".

Code	Description	Location	Site
1	POS 1	Location 1	Site 1
2	POS 2	Location 1	Site 1

2 records

Copy Settings from POS 1 **Versions** Delete Add Modify

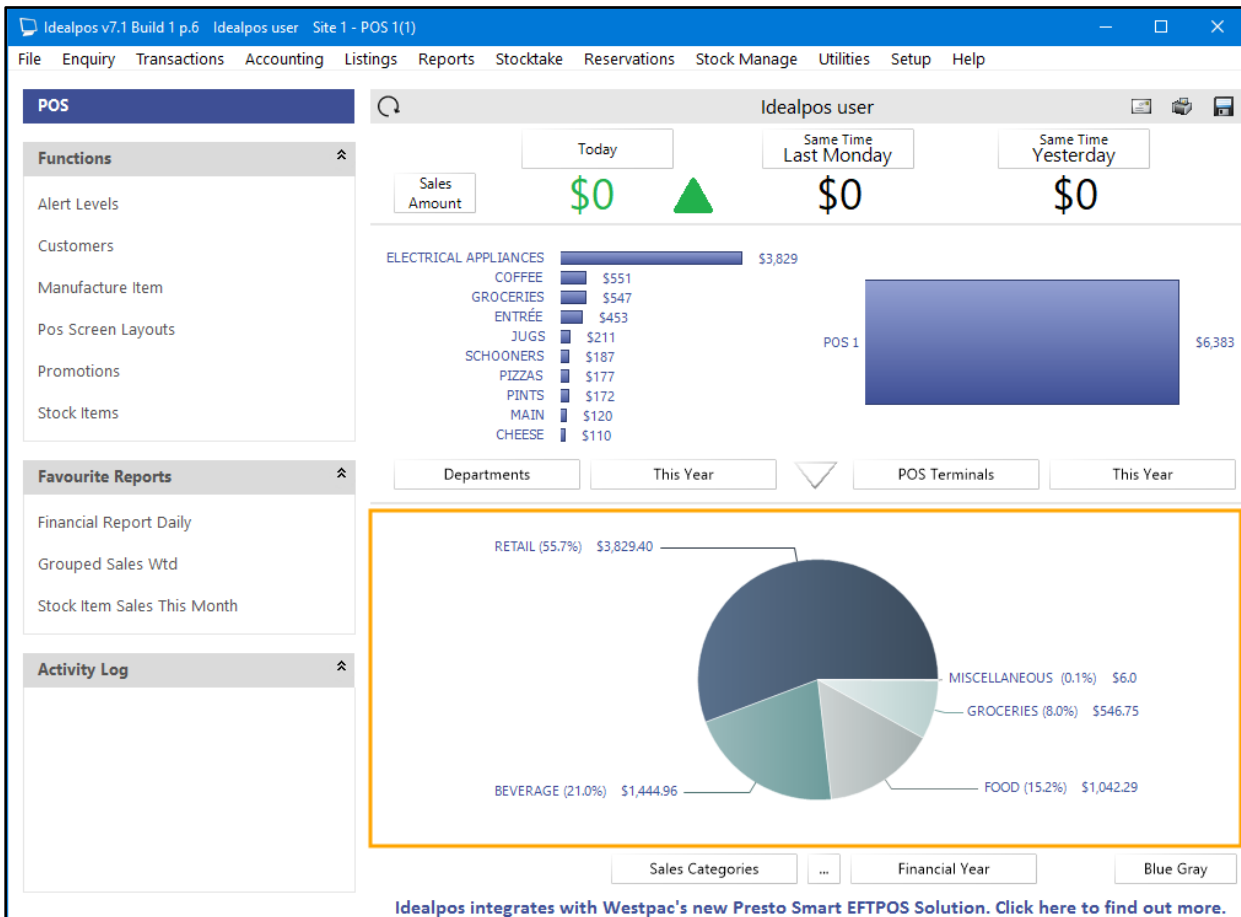
After pressing the "Versions" button, the Versions window will appear as per the example displayed further above.

Dashboard – Support for 3D Large Pie Chart

This function adds the ability to view the Pie Chart that is displayed on the Idealpos Back Office screen as a large 3D Pie Chart. When viewing the graph as a 3D Pie Chart, the chart can be dragged/spun around. In addition, when using a mouse with a scroll-wheel, the size of the 3D Pie Chart can be increased/decreased.

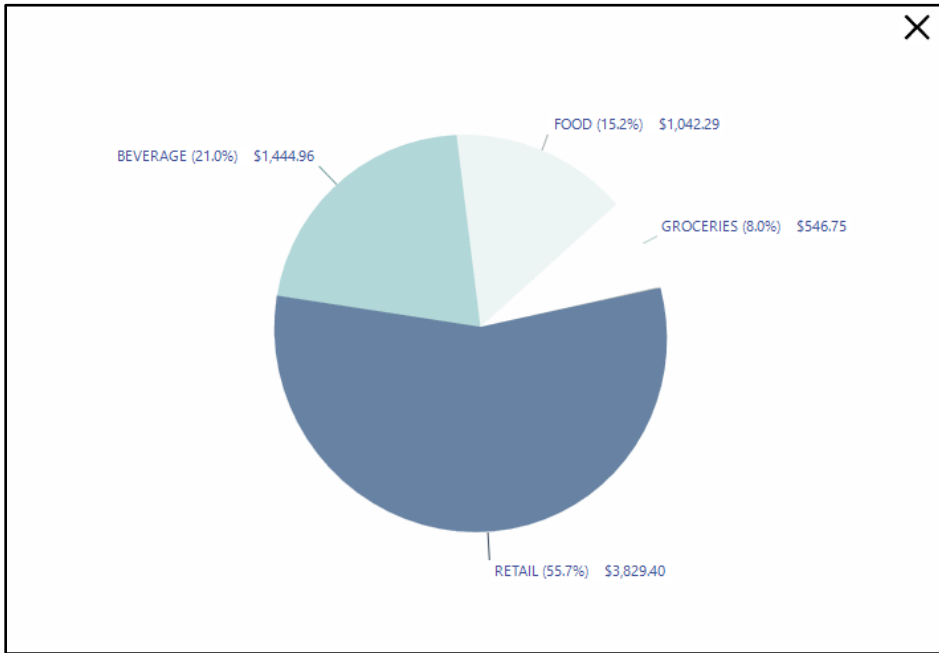
This 3D Pie Chart functionality may assist with viewing and representing the data from different perspectives. In order to view the Pie Chart, the terminal needs to be licenced for Back Office and the Yes/No Option "Show Dashboard" must be enabled for the terminal.

To use this function, go to: Idealpos Back Office screen > Click on the Pie Chart
Click on the Pie Chart as outlined in orange in the below example.

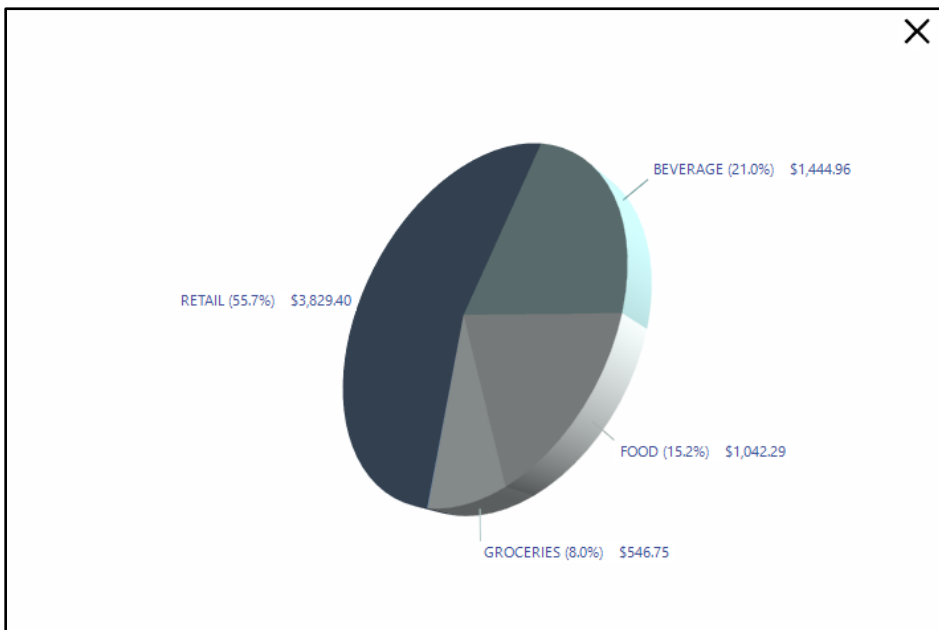


idealpos7 Update History

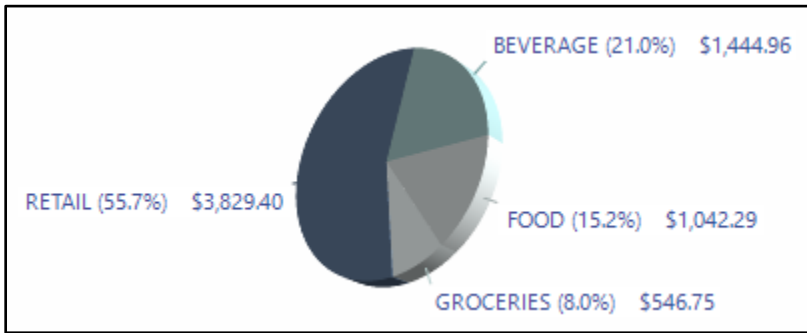
After clicking on the Pie Chart, an enlarged version of the Pie Chart will be displayed. Note that the enlarged chart might be displayed in 2D view as per the below example:



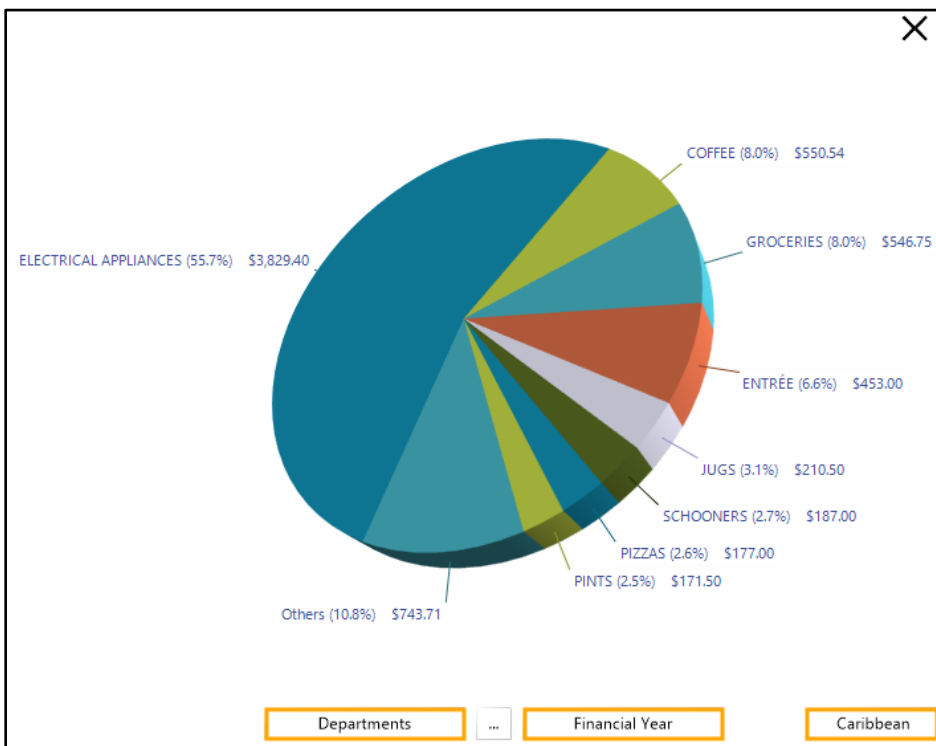
To display the chart in 3D view, hover anywhere over the Pie Chart with the mouse cursor, click and drag the mouse. The chart will move and will be displayed as a 3D chart. You can continue to hold down the mouse button and drag to position the chart as desired.



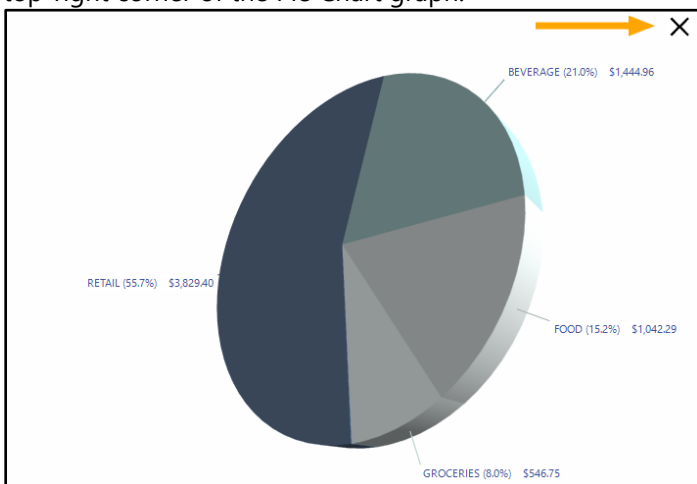
You can also increase/decrease the size of the enlarged chart by hovering the mouse cursor over the chart and scrolling up/down using the mouse scroll-wheel. The 3D chart will increase/decrease in size.



The chart will be updated on-the-fly when using the selection options below the chart. Options available for selection are the type of data being displayed (Sites, Locations, Sales Categories, Hours, Departments, POS Terminals or Tenders), Period (Financial Year, This Year, Last Year, Month) as well as the colour of the chart. These selections can be made using the options outlined in orange in the below example:



Once you have finished viewing the enlarged chart/3D Pie Chart, close it using the "X" button displayed towards the top-right corner of the Pie Chart graph.



idealpos7 Update History

Clerks

Clerk Buttons can change Clerk for single Sale Line

This function adds the ability to change the Clerk for a single line in a sale.

This may be useful in venues where multiple Clerks process a single sale and there is a need to go back and change the Clerk who was either responsible for adding or preparing the item that was added to the sale.

In order to use this function, POS Screen buttons for each Clerk need to be created.

The following Yes/No Options must also be disabled:

- Each sale applies to one Clerk only
- Overlapping Clerks

To configure and use this function, follow the below steps:

Go to: Setup > Yes/No Options > Clerks

Disable the following options:

- 10. Each sale applies to one Clerk only
- 19. Overlapping Clerks

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

In order to use this function, buttons for the required Clerks will need to be created on the POS screen.

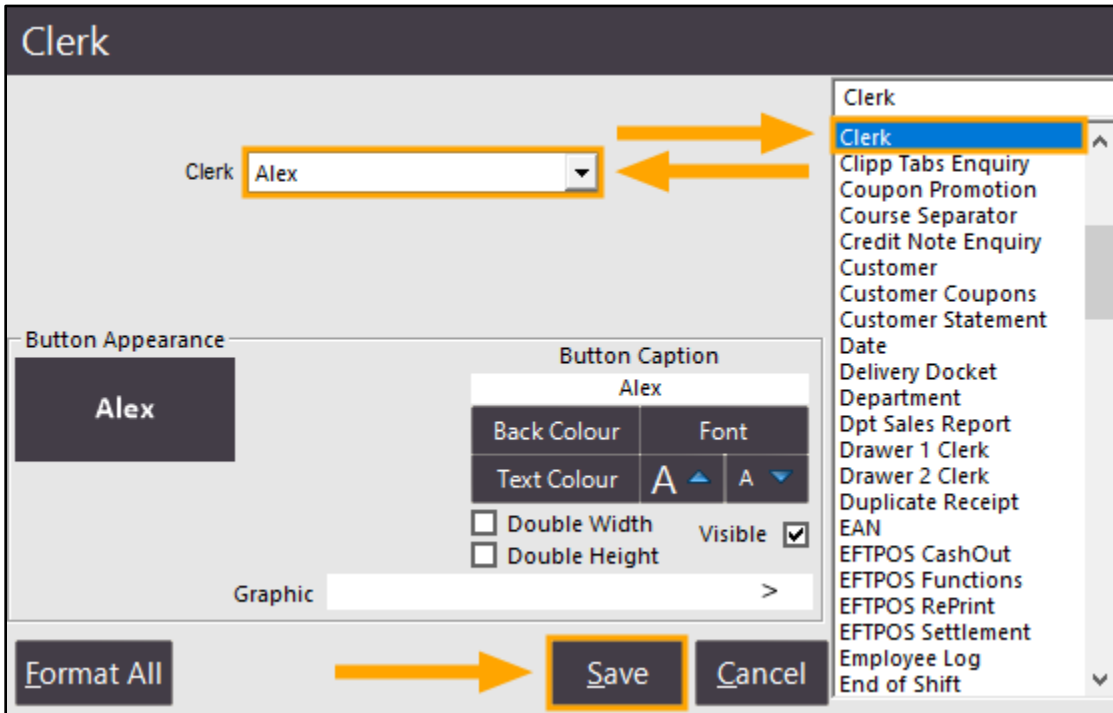
Go to: Setup > POS Screen > POS Screen Setup > Select POS Screen Layout > Buttons

Either find and click on a blank tab at the bottom of the POS screen, or select an existing POS screen tab to create the Clerk buttons.

In this example, we will use the RETAIL tab to create the Clerk buttons.

Click on a blank POS screen button, then use the Clerk function to specify the Clerk.

The below shows the Clerk function being used to select the Clerk named "Alex"



Repeat the above process to create POS screen buttons for each required Clerk.

idealpos7 Update History

Once completed, you should then see a POS screen button for each Clerk.
The below example shows Clerk buttons created towards the right-hand side of the POS screen.

Search Code like <input type="text"/>				<input type="checkbox"/> Exclude Barcodes	Price 1	Normal POS Screen Layout	Copy Button							
1	OPEN STOCK ITEM	GROCERIES	2.00			RECEIPT	CLERK	7	8	9	CL			
2	OPEN STOCK ITEM INSTRUCTION	GROCERIES	0.50			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE			
3	LYNX YOU	GROCERIES	6.00			CUSTOMER	5% ITEM							
4	ICE CREAM HAT	MISCELLANOUS	5.00			BAR TAB	REFUND	1	2	3	X			
5	Stella Artois Glass Original	MISCELLANOUS	7.95			PENDING	VOID SALE							
197	Test Item Four	ENTRÉE	1.00			TABLE MAP	VOID	0	.	ENTER				
198	Test Item Three	ENTRÉE	6.00											
1987	Test Item One	ENTRÉE	0.00											
1988	Test Item Two	ENTRÉE	9.50											
101001	EGGS ON TOAST	BREAKFAST	9.00											
101002	BACON & EGGS	BREAKFAST	10.00											
101003	EGGS BENEDICT	BREAKFAST	13.00											
101004	AVOCADO ON TOAST	BREAKFAST	11.00											
101005	BAKED BEANS & TOAST	BREAKFAST	8.50											
101006	PANCAKES	BREAKFAST	9.00											
101007	CANADIAN PANCAKES	BREAKFAST	12.00											
101008	WAFFLES	BREAKFAST	9.00											
BOYS SHORTS		BOYS SHIRTS		BOYS PANTS		GIRLS SHORTS		GIRLS SHIRTS		GIRLS SKIRTS		BOOKS	SCHOOL ITEMS	TOYS
ELECTRICAL			FISHING & OUTDOORS			MANCHESTER				Alex	Alexandria			
										Bjorn	Elliot			
MENS			LADIES			BULK LANDSCAPE SUPPLIES								
DRINKS		CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER					
		RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN					

Close the POS screen layout to save changes.

Then go to the POS screen by pressing the POS button from the main Idealpos Back Office dashboard.
 Add items to the sale as required.
 The currently logged on Clerk is displayed on the top-left corner of the POS screen

17 Jun 15:33 Adult ID: 17/06/01
✕

Alex PRICE 1

BACON & EGGS	1	10.00							
SCRAMBLED			RECEIPT	CLERK	7	8	9	CL	
JAM & TOAST	1	5.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE	
BIG BREAKFAST	1	15.00	CUSTOMER	5% ITEM					
WAFFLES CHOCOLATE	1	10.00	BAR TAB	REFUND	1	2	3	X	
CAPPUCCINO	1	3.50	PENDING	VOID SALE					
HOT CHOC	1	3.50	TABLE MAP	VOID	0	.	ENTER		
6x \$47.00									

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

idealpos7 Update History

To view the Clerk which added an item to the sale, click on the individual item and the Clerk name will appear at the top of the POS screen in the centre. The below example shows the "BIG BREAKFAST" Stock Item selected in the Sale, with the Clerk name of "Alex" shown in the middle of the POS screen.

This indicates that Alex was the Clerk that added the selected Stock Item to the sale.

17 Jun 15:38 Adult ID: 17/06/01
Alex PRICE 1
Alex ←
×

BACON & EGGS SCRAMBLED	1	10.00							
JAM & TOAST	1	5.00	RECEIPT	CLERK	7	8	9	CL	
BIG BREAKFAST	1	15.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE	
WAFFLES CHOCOLATE	1	10.00	CUSTOMER	5% ITEM					
CAPPUCCINO	1	3.50	BAR TAB	REFUND	1	2	3	X	
HOT CHOC	1	3.50	PENDING	VOID SALE					
			TABLE MAP	VOID	0	.	ENTER		

6x
\$47.00

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

To change the Clerk that added the selected item, click on the POS screen tab which contains the Clerk buttons that were added earlier, then click on the Clerk button for the selected Stock Item. The Clerk name will be updated for the selected Stock Item and the new Clerk name will be displayed in the middle of the POS screen. The below example shows the "BIG BREAKFAST" Stock Item which has been changed to the Clerk "Bjorn" using the Clerk button "Bjorn". This is indicated by the Clerk name displayed in the middle of the POS screen.

17 Jun 15:42 Adult ID: 17/06/01
Alex PRICE 1

Bjorn ←

BACON & EGGS SCRAMBLED	1	10.00	RECEIPT	CLERK	7	8	9	CL
JAM & TOAST	1	5.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
BIG BREAKFAST	1	15.00	CUSTOMER	5% ITEM	1	2	3	X
WAFFLES CHOCOLATE	1	10.00	BAR TAB	REFUND	0	.	ENTER	
CAPPUCCINO	1	3.50	PENDING	VOID SALE				
HOT CHOC	1	3.50	TABLE MAP	VOID				

6x \$47.00

BOYS SHORTS	BOYS SHIRTS	BOYS PANTS	GIRLS SHORTS	GIRLS SHIRTS	GIRLS SKIRTS	BOOKS	SCHOOL ITEMS	TOYS
ELECTRICAL		FISHING & OUTDOORS		MANCHESTER		Alex	Alexandria	
MENS		LADIES		BULK LANDSCAPE SUPPLIES		Bjorn	Elliot	
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

You may repeat the above process for each Stock Item in the sale until all Stock Items have been changed to the required Clerk. The sale can be finalised by pressing the ENTER button, then select the amount/tender type.

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Note that the printed receipt will display the Clerk which was logged into the POS at the time the sale was finalised. However, each Stock Item that was changed to a particular Clerk will be recorded accordingly in Idealpos reports as well as the Journal History Enquiry.

This can be confirmed by going to: Enquiry > Journal History > Select the transaction from the left > Transaction details are displayed on the right, including each item that was changed to another Clerk.

journal history enquiry
S X

Today Today

From 17/06/2019 00:00:00

To 17/06/2019 23:59:59

Top 1000 records

Customer >

Clerk >

POS >

Price Level >

Location >

Site >

Tender Type >

Function >

Stock Item >

Department >

Sale Total > to >

Table >

Audit >

Filter Table/Bar Tabs

Select

Audit	POS	Date	Customer	
935	1	Mon 17/06/2019 15:55:51		
934	1	Mon 17/06/2019 10:45:47		
933	1	Mon 17/06/2019 09:56:47		
932	1	Mon 17/06/2019 09:29:10		
931	1	Mon 17/06/2019 09:21:05		
930	1	Mon 17/06/2019 09:19:35		
929	1	Mon 17/06/2019 09:19:34		
928	1	Mon 17/06/2019 09:19:33		
927	1	Mon 17/06/2019 09:19:31		
926	1	Mon 17/06/2019 09:19:30		

Date 17/06/2019 15:55:51 Audit 935,1 Alex

101002 BACON & EGGS	10.00	Alex
1002002 SCRAMBLED	0.00	Alex
101010 JAM & TOAST	5.00	Alex
101011 BIG BREAKFAST	15.00	Bjorn
101009 WAFFLES CHOCOLATE	10.00	Elliot
202001 CAPPUCCINO	3.50	Alex
202007 HOT CHOC	3.50	Alexandria
GST Subtotal	47.00	Alex
GST Amount	2.24	Alex
CASH	47.00	Alex
Change	0.00	Alex

This can also be reported using reports such as the Stock Item Sales Report.

Go to: Reports > Sales > Stock Item Sales

Group by Clerk then press "View"

The screenshot shows the 'stock item sales' configuration window. Key elements include:

- Date Range:** Custom Date, From: 17/06/2019 15:50:00, To: 17/06/2019 23:59:59
- Optional Grouping:**
 - Group Field: Clerk (highlighted with a yellow arrow)
 - Show Group Label:
 - Totals Only:
 - Totals with Group Label:
- Sort Order:**
 - Code:
 - Description:
 - Best: Quantity
 - Worst:
- Selection Range:**
 - Price Level: All Price Levels
 - Code, Description, Supplier, Department, Location, POS System, Clerk: > to >
- Attributes:** Show Exclude
- Buttons:** Print, Save Defaults, View (highlighted with a yellow arrow)

The Stock Item Sales Report will be broken down by Clerk, showing the Stock Items that each Clerk added to the Sale.

Idealpos user (pos1) **Stock Item Sales Report** Printed 17/06/2019 16:09:37
 17 Jun 2019 15:50:00 to 17 Jun 2019 23:59:59 Page 1 of 1

			Sales						
	Unit Price inc	Unit Tax	Quantity	Nett ex	Tax	Nett inc	Discounts	Gross inc	
Bjorn									
101011	BIG BRE AKFAST	15.00	0.71	1.0000	14.29	0.71	15.00	0.00	15.00
			1.0000	14.29	0.71	15.00	0.00	15.00	
Alexandria									
202007	HOT CHOC	3.50	0.17	1.0000	3.33	0.17	3.50	0.00	3.50
			1.0000	3.33	0.17	3.50	0.00	3.50	
Elliot									
101009	WAFFLES CHOCOLATE	10.00	0.48	1.0000	9.52	0.48	10.00	0.00	10.00
			1.0000	9.52	0.48	10.00	0.00	10.00	
Alex									
101002	BACON & EGGS	10.00	0.48	1.0000	9.52	0.48	10.00	0.00	10.00
101010	JAM & TOAST	5.00	0.24	1.0000	4.76	0.24	5.00	0.00	5.00
202001	CAPPUCCINO	3.50	0.17	1.0000	3.33	0.17	3.50	0.00	3.50
			3.0000	17.62	0.88	18.50	0.00	18.50	
			6.0000	44.76	2.24	47.00	0.00	47.00	

idealpos7 Update History

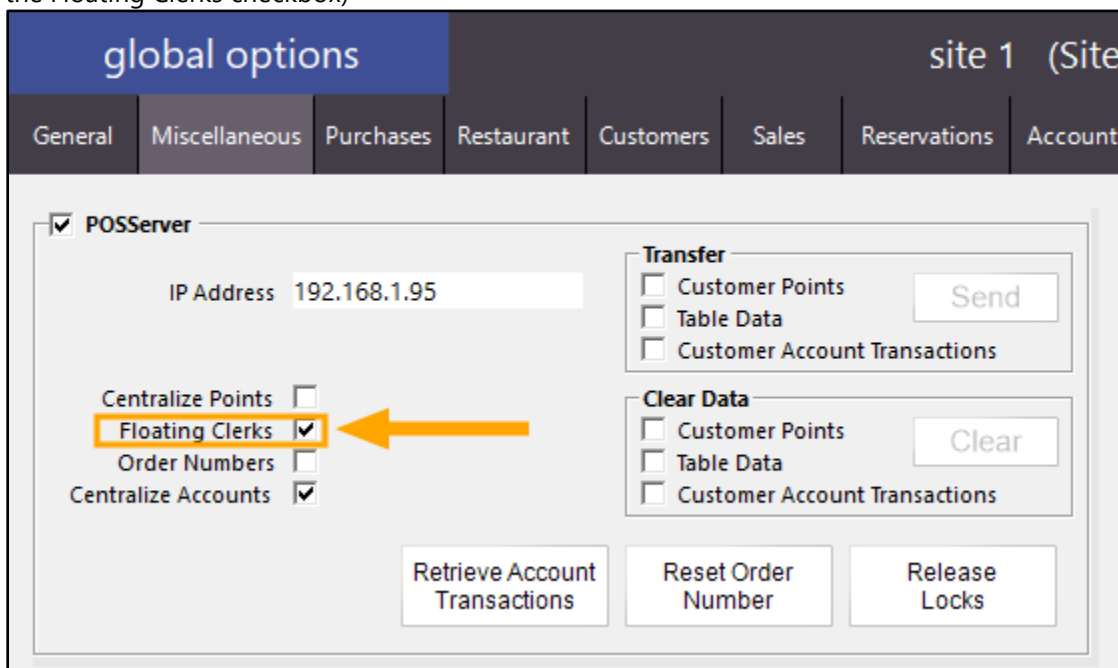
Floating Clerks – Ability for a timeout within active sales

This function adds the ability to have a Clerk Timeout apply within an active sale when using the Floating Clerks feature. When enabling the Floating Clerks checkbox next to the Clerk Timeout setting, the POS will automatically display the ENTER CLERK prompt after the Clerk Timeout period lapses, even if items have been added to the sale. This will then allow the Clerk to sign into another POS terminal and when they do, all the items that were added to the sale will automatically appear on any terminal they sign into.

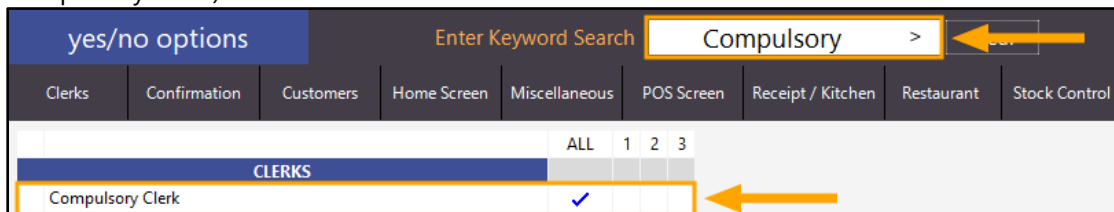
This function may be useful in butcher shops where the Clerk will frequently move between POS terminals in order to perform tasks such as weighing stock using a scale that may only be available from a specific POS terminal in the store.

To use this function, the following options must be enabled:

- POSServer must be enabled and running.
For instructions on configuring the POSServer, refer to the [POSServer](#) topic in the User Guide.
- Floating Clerks must be enabled in the POSServer (Go to: Setup > Global Options > Miscellaneous > Enable the Floating Clerks checkbox)



- Compulsory Clerk must be enabled (Go to: Setup > Yes/No Options > Keyword Search: Compulsory > Enable Compulsory Clerk)



Once the above options have been enabled, you will need to configure the Clerk Timeout Setting and enable the Floating Clerks checkbox next to Clerk Timeout.

Go to: Setup > Global Options > General > Clerk Timeout/Floating Clerks

Enter a value into the Clerk Timeout field in seconds that you'd like to use as a timeout value and enable the Floating Clerks checkbox. The below example shows a Clerk Timeout of 60 seconds (1 minute).

The screenshot shows the 'global options' window for 'site 1 (Site 1)'. The 'General' tab is active. The 'Clerk Timeout' field is set to '60' seconds, and the 'Floating Clerks' checkbox is checked. A yellow arrow points to the 'Floating Clerks' checkbox. Other settings include: First Day of Week: Monday; End of Day: 23:59:59; Decimal Places on Quantities: 4; Reset Finalized Sale Time: 0 sec; Unlock Permissions Timeout: sec; Tender Grid Button Height: 700; Tender Grid Font Size: 16; Tender Grid Line Width: 2.

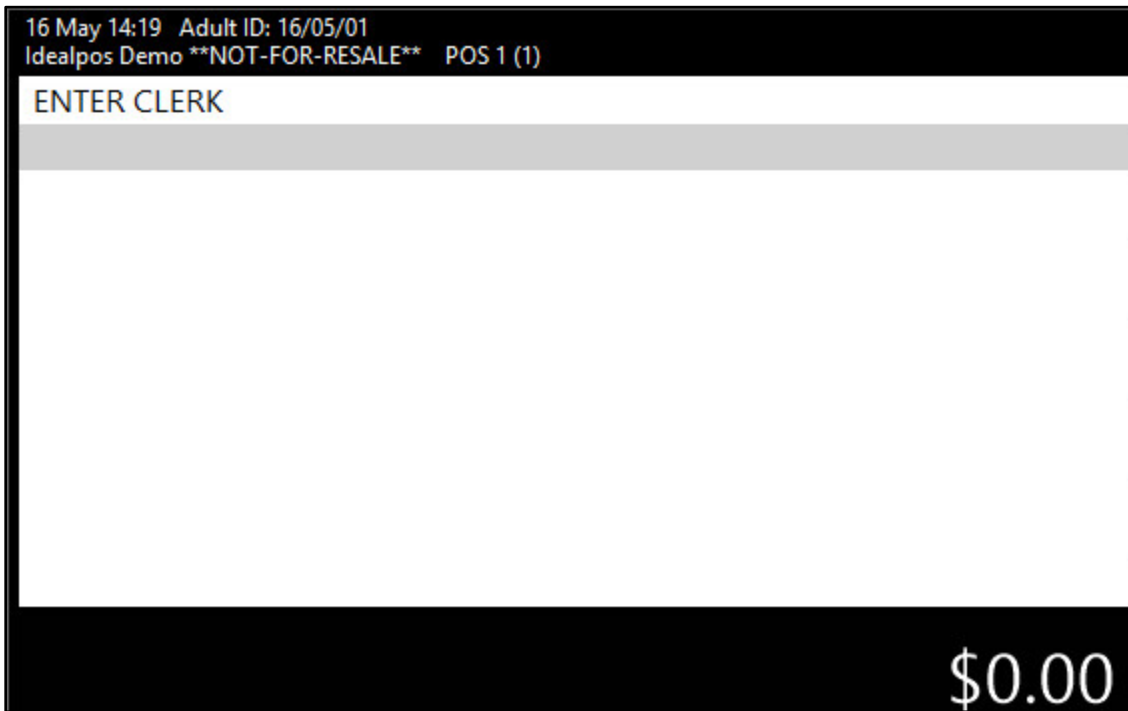
Once the above steps have been completed, Idealpos will need to be restarted in order for the Timeout and Floating Clerk options to take effect. Ensure that Idealpos is restarted on all POS terminals for these settings to apply. Open IPSUtils (open the Windows Start Menu and search for IPSUtils), tick the option "Close IPS Utility" then press the "Close" button within the IPS Utility.

The screenshot shows the 'IPS Utility' window. The 'Close' button is highlighted with a yellow box, and the 'Close IPS Utility' checkbox is checked. Other options include: Backup (Take a backup of the system as it currently stands), Restore (Restore the system from a backup that was taken previously), and Open (Open the Idealpos suite of programs). The window title is 'IPS Utility' and the version is '1.7.58.1'.

idealpos7 Update History

Once Idealpos has closed, you may start Idealpos and the changes will take effect.

When the POS screen opens, the sale screen will show "ENTER CLERK".
Enter a Clerk ID and press ENTER.



After signing in, the Clerk name will be displayed on the top-left corner.



Add items to the sale as normal.

16 May 14:37 Adult ID: 16/05/01 Jeremy STANDARD		
CHICKEN LEGS [\$4.59/kg]	1.000	4.59
CHICKEN WINGS [\$3.99/kg]	2.500	9.98
CHICKEN BREAST [\$7.99/kg]	1.460	11.67
3x		\$26.24

After the timeout period lapses, the sale screen will return to the ENTER CLERK prompt.

The Clerk can sign into any POS terminal by entering their Clerk ID and all the items will appear on the POS terminal. They can continue to add further items to the sale and if they walk away from the POS terminal, the Clerk Timeout period will lapse and they can then continue to sign into the next available POS terminal where they can add additional items to the sale.

Once the Clerk is ready to finalise the sale, they can press the ENTER button to go to the Tender screen and select a Tender Type/Amount to finish the sale.

idealpos7 Update History

Coupon Promotions

Option to Show/Hide Customer Phone/Email on Coupons

This function adds an option to control whether a Customer's Phone Number and Customer's Email address is shown or hidden when printing Coupons.

To use this function, go to:

File > Sales > Promotions > Coupon Promotions > Select the Promotion from the list > Modify

The screenshot shows a table of coupon promotions. The 'Modify' button is highlighted with a yellow box and an orange arrow pointing to it.

Code	Description	Group	Discount	Date Range	Selection Range	Cust Type Range
5	4c/Ltr Discount on Fuel	Coupons	Buy Quantity 50	01 Oct 16 - 01 Jan 20		
2	Birthday Bottle House Wine	Coupons	Buy Quantity 1	01 Oct 16 - 01 Jan 20		
4	Get \$30 Coupon	Coupons	Buy Quantity 1	01 Oct 16 - 01 Jan 20		
1	Next Day Free Rides	Coupons	Buy Quantity 1	01 Oct 16 - 01 Jan 20		

4 records

Copy Import Delete Add **Modify**

From the Coupon Promotion screen, select the Advanced tab.

The screenshot shows the 'Advanced' tab of the 'coupon promotion 4' screen. The 'Advanced' tab is highlighted with a yellow box and an orange arrow pointing to it.

Description: Get \$30 Coupon
Group: Coupons
POS: >
Customer Type: >
 Multiple Trips

From: 01/10/2016 00:00
to: 01/01/2020 00:00
 Continuous
 During Specific Times

Discount Type: \$ Discount off Total 30.00
 Multiple Redemptions per Sale

Serialized Tracking Print Only
Redeem at POS: >
Redeem from: 01 Oct 2016 00:00
to: 01 Oct 2020 00:00
OR 10 Days from Print Date

Apply Discount to: All Items Only Items Below

Trip Conditions Set 1: Buy 1 of Anything of items below
1001102 \$30 COUPON

Trip Conditions Set 2: And Buy 0 of items below

Delete Promotion Link Enquiry Add Department Add Stock Item

Within the Advanced tab, either tick or untick the "Show Customer Phone/Email on Coupon"

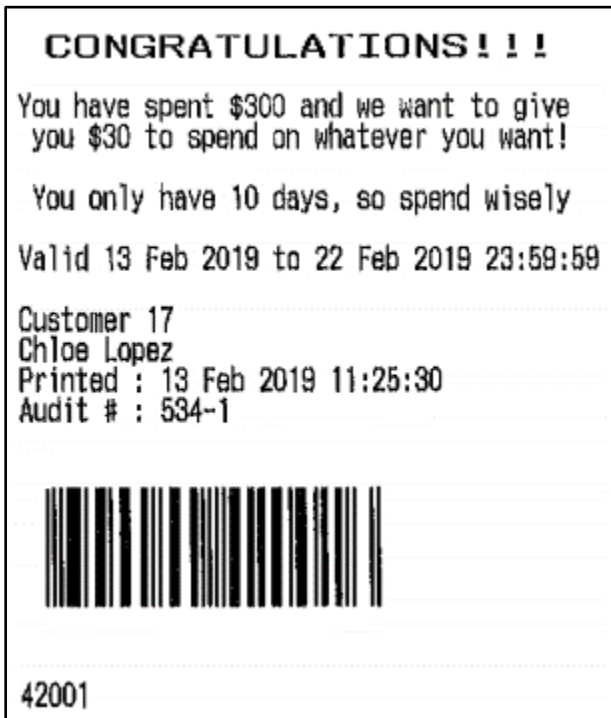
The screenshot shows a software interface for configuring a coupon promotion. At the top, there are four tabs: "coupon promotion 4", "Promotion", "Advanced", and "Coupon Design". The "Advanced" tab is currently selected. The interface is divided into three main sections:

- External Coupon Linking:** This section contains a label "Trigger Coupon Redemption when Barcode is scanned:" followed by a rule: "IF Length of Code is 0 AND Characters [input field] are at Position 0". Below this, an example is given: "Example: INVALID".
- Automatically Sell Stock Item when Triggered:** This section has a label "Stock Item" followed by a dropdown menu and a right-pointing arrow.
- Other Options:** This section contains two checkboxes: "Inhibit Points" (which is unchecked) and "Show Customer Phone/Email on Coupon" (which is checked). A yellow arrow points from the "Inhibit Points" checkbox to the "Show Customer Phone/Email on Coupon" checkbox. Below these checkboxes is a "User-Defined Text" label followed by a text input field.

idealpos7 Update History

When the Coupon is triggered by the POS transaction, it will either print or hide the Customer Phone/Email on the Coupon, depending on how the above setting has been configured:

Show Customer Phone/Email on Coupon disabled (unticked):



Show Customer Phone/Email on Coupon enabled (ticked):



Customers

USA/Canada – Remove Tax based on Customer Type

This function adds the ability to remove sales tax for Customers which are linked to a specific Customer Type. In the USA/Canada, some types of Customers are exempt from paying tax and this option allows those Customer Types to be exempt from tax.

This function only applies to Idealpos systems that are configured for the Canada or USA region (Setup > POS Terminals > Modify > User Details > Region > Canada/USA)

To configure this option, go to: File > Customers > Customer Types > Select the Customer Type > Modify

Enter [REMOVETAX] into the User-Defined Text field as per the below example, then press the "Save" button on the bottom-right corner.

The screenshot shows a configuration window titled "customer types" with a close button (X) in the top right corner. The window contains several input fields and checkboxes:

- Code: 15
- Description: SENIORS
- Use Points System
- Point Multiplication Factor: 1
- Auto % Discount: []
- Auto Discount POS Range: [] >
- Price Level: []
- Gaming Rating Grade: []
- Auto Populate Tender Spend Limit Credit (1): []
- Auto Populate Tender Spend Limit Credit (2): []
- Macro: []
- User-Defined Text: [REMOVETAX] (highlighted with an orange arrow pointing left)
- New Customers Default to Bar Tab
- Print at Kitchen
- Prompt in POS
- Inhibit Manual Subtotal Discounts

At the bottom, there are two buttons: "Back Colour" and "Text Colour" (grouped as "Fast Customers"), and "Idealpos Customer". A "Save" button is located in the bottom right corner, highlighted with an orange arrow pointing right.

idealpos7 Update History

Go to File > Customers > Customers > Add

Add a Customer and link them to the Customer Type which is exempt from tax as configured above. Press the "Save" button on the bottom-right corner to save the customer

modify customer General Advanced ✕

Code Customer Type Scan Code
Last Name Other Codes
Given Names Title

Address Details Sales / Accounting

Address

Postal Code

Auto % Discount Account
Price Level Credit Limit
 Bar Tab

Delivery Address Miscellaneous

Delivery Address same as Above

Address

Postal Code

Company Birth Date
Occupation Birth Date 2
Next of Kin Password
Contact No Gender
Marital Status

Mail Out
 Discontinue

Contact Details Comments
Phone
Mobile
Fax
Email

Sales Prompt

As a point of reference/comparison, create another Customer that is linked to a Customer Type not exempt from tax.

modify customer General Advanced ✕

Code Customer Type **MEMBERS** Scan Code Other Codes

Last Name Title

Given Names

Address Details **Sales / Accounting**

Address

 Postal Code

Auto % Discount Account Credit Limit
Price Level Bar Tab

Delivery Address **Miscellaneous**

Delivery Address same as Above

Address

 Postal Code

Company Birth Date
 Birth Date 2
Occupation Password
Next of Kin Gender

Contact No Marital Status

Mail Out
 Discontinue

Contact Details

Phone
Mobile
Fax
Email

Comments

Sales Prompt

idealpos7 Update History

Go to the POS screen, add the Customer linked to the Customer Type exempt from tax, then add items to the sale which are applicable to tax. Finally, press the "Enter" button to go to the Tender screen. Tax will be exempt.

14 Jun 16:16 Adult ID: 14/06/01
Jeremy PRICE 1
>>>
✕

JOHN CITIZEN - 0 Points			RECEIPT	CLERK	7	8	9	CL
CAPPUCCINO (-1)	1	3.50	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
FLAT WHITE (-1)	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
LATTE (-1)	1	3.50	BAR TAB	REFUND	PENDING	VOID SALE		
			TABLE MAP	VOID	0	.	ENTER	

0 Points






Min Layaway Deposit : \$1.05

\$10.50

CASH	
EFTPOS	
ACCOUNT	
AMEX / DINERS	
LAYAWAY	
CHEQUE	

10.50

Balance 10.50

As a comparison, adding the same items to the sale for aa Customer linked to a Customer Type that is not exempt from tax will have tax applied.

14 Jun 16:17 Adult ID: 14/06/01
 Jeremy PRICE 1

>>>

✕

JANE CITIZEN - 0 Points			RECEIPT	CLERK	7	8	9	CL
CAPPUCCINO (1)	1	3.50						
FLAT WHITE (1)	1	3.50						
LATTE (1)	1	3.50						
GST		0.54	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	


0 Points

\$11.04

CASH	
EFTPOS	
ACCOUNT	
AMEX / DINERS	
LAYAWAY	
CHEQUE	

11.05

Balance 11.05



idealpos7 Update History

Delete Customer Points when Customer Inactive for Period

This function adds the option to delete a Customer's points after the Customer has been inactive for a specified period. When this function has been configured, Idealpos will automatically delete any customer's points who have been inactive (not made a transaction) in the configured period. The deleting of inactive Customer points will occur when the Idealpos application is started on the terminal and deleted points will be replicated to other Idealpos terminals that are configured on the same network. By enabling this function, your Customer Points Liability can be maintained as well as encouraging your current and existing customers to remain active so they can retain their points balance. Note too that Customer Transaction History and Journal History will remain; only the Customer Points balances will be deleted for Inactive Customers in the period.

If you would like to use this function and have imported any customer balances, we strongly advise that you at least wait for the desired period of time to lapse before enabling this function.

E.g. If you want to delete Customer Points for any customers who have been inactive for 12 months, please wait at least 12 months after you import Customer balances to allow for those customers to visit your venue and be marked as active. Failing to wait for this period before enabling this setting will result in those Customer's imported points balance being deleted.

The requirement of waiting for the period to lapse is not required if you haven't imported Customer Balances.

To configure and use this function, go to:

Setup > POS Terminals > Select the Primary/Main POS Terminal > Modify > Miscellaneous Settings > General > Delete Points when Customer Inactive for # Months

pos terminals

Main Settings POS Settings Receipt Printer Kitchen Printers Display / Kiosk Customer Readers Other Peripherals EFTPOS Settings Import / Export Miscellaneous Settings

General

Points per Dollar 1
Point Redemption Value 0.10
Delete Points when Customer Inactive for 0 Months
Lock Price Level to
Default Table Map 1
Default User Admin
Customer Codes From
Stock Item Codes From 0 to
Show Order to
Pending Sales From 1 to 999
Force Order Menu
Force Receipt Amount
 Auto Expand Activity

POSServer

POSServer Override IP
 Automatically Reconnect

Cash Declaration

Print to Receipt Printer
 Print to Windows Printer
 Don't Print
 Include Stock Item Sales Report

Gaming Override Options

Price Level 0 Remote POS Ticket Threshold 0
System ID 0 2nd 0
Username
Password

Enable	Description	Code	Points Per \$	Point Value
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Dashboard

Sales in Locations >
 Shortcut Bar Small Font

Handhelds

Force Food to Print
Force Drinks to Print
Force Bills Printer
Item Graphic Location <http://idealpos.co/handheld/2017>
Handheld Background <http://idealpos.co/handheld/2017/TableMap.jpg>

Keyboard

Enter the desired number of months into the field.

When a value of 0 is entered, this function is disabled and no points will be deleted.

Any other entered value will be used to find customers that were inactive for the specified period and the points balance of those inactive customers will be deleted.

The screenshot shows a 'General' settings window. The 'Delete Points when Customer Inactive for' field is highlighted with an orange border and contains the text '12 Months'. Other fields include 'Points per Dollar' (1), 'Point Redemption Value' (0.10), 'Lock Price Level to', 'Default Table Map' (1), 'Default User' (Admin), 'Customer Codes From', 'Stock Item Codes From' (0 to), 'Show Order' (to), 'Pending Sales From' (1 to 999), 'Force Order Menu', 'Force Receipt Amount', and an 'Auto Expand Activity' checkbox.

For the setting to take effect, close Idealpos then start it again.

When Idealpos starts on the terminal, Points will be deleted for any Customers which have been inactive for the specified period.

The following explains some important details about how points are deleted when using this function:

- When configuring this function at a venue with multiple terminals networked together, the setting should only be enabled on the main/primary terminal.
Customer Points of any inactive customers will be deleted on the main/primary POS terminal and the packets of those deleted points will be sent across to other networked Idealpos Terminals. This will ensure that the Customer Balance is consistent across all networked POS terminals.
- Points deletion occurs when this function is enabled and the Idealpos application is started on the configured terminal for the first time in the current month. Points deletion only occurs once each month and once the Points Deletion has run for the current month, it won't run again until the 1st day of the following month.
- Points are deleted on the 1st day of every month (or the first time the POS terminal is turned on for the current month).
- If a venue is closed and the terminals are switched off on the 1st day of the month, points will be deleted the next time the POS terminals are switched on and Idealpos is started
- When points are deleted, the cut-off date is always the current month minus the number of months specified, with the 1st of the Month at exactly midnight (12:00AM) being used as the cut-off date.
Example Case: Idealpos is configured to delete points when customer inactive for 12 months.
The current month is June 2019
The first time Idealpos is started in the current month of June 2019, the system will use a cut-off date of 1st June 2018 12:00:00AM.
This means that any customers who have not made a purchase after the 1st June 2018 12:00:00AM will have their points deleted. Any customers who have made a purchase after this date will keep their points balance.
- The Customer Points Report (Reports > Customers > Customer Points) will only show current points and any points that have been deleted will not be displayed on the report.
- "Customer Points Deleted: # months inactivity" will be displayed in the Activity Enquiry, where # will be substituted with the number of months that have been configured as the inactivity period.
- Customer Transaction History/Journal History for any customers who have had their points deleted will be retained in the system. Only their points are deleted.

idealpos7 Update History

To confirm that Customer Points have been deleted, open the Activity Enquiry via Enquiry > Activity Log
The line "Customer Points Deleted: # months inactivity" will be displayed.
The below example shows Customer Points Deleted after 12 months of inactivity

Date	Time	POS	Clerk/User	Action Description	Selection Cr
30 Nov 18	15:50:06	1	Admin	POS Options Modify POS 2	
01 Dec 18	15:51:35	1	Admin	Customer Points Deleted: 12 months inactivity	
01 Dec 18	15:51:35	1	Admin	Logged In : Admin	Date
15 May 19	16:02:56	1	Admin	New Build: 7.101.0029	
15 May 19	16:02:56	1	Admin	Logged In : Admin	
15 May 19	16:28:43	1	Admin	POS System Add 2	
15 May 19	16:30:53	1	Admin	Logged In : Admin	
15 May 19	16:33:56	1	Admin	Global Options modified	
15 May 19	16:34:40	1	Admin	Logged In : Admin	
15 May 19	16:36:23	1	Admin	Global Options modified	Clerk
15 May 19	16:36:29	1	Jeremy	Void Entire Sale - Amount 10.50	Function
15 May 19	16:36:29	1	Jeremy	Transaction 000356-1 = 0.00	POS
15 May 19	16:36:30	1	Jeremy	Sale 000356,1 sent to Kitchen	Location
15 May 19	16:37:02	1	Admin	Logged In : Admin	Table
15 May 19	16:49:55	1	Jeremy	Void Entire Sale - Amount 10.50	
15 May 19	16:49:55	1	Jeremy	Transaction 000357-1 = 0.00	
15 May 19	16:49:56	1	Jeremy	Sale 000357,1 sent to Kitchen	
15 May 19	16:50:19	1	Admin	Global Options modified	
15 May 19	16:57:17	1	Admin	Logged In : Admin	Top
15 May 19	16:59:21	1	Jeremy	Exit Sale with Items - Amount 10.50	
15 May 19	16:59:25	1	Admin	Exit IPS	
16 May 19	09:27:18	1	Admin	Logged In : Admin	

EFTPOS

First American EFTPOS Integration

First American EFTPOS Integration has been added to Idealpos and is available to American customers only. We recommend researching this additional software before attempting to configure it.

First American EFTPOS requires that the following steps to be completed:

- Installing Java Runtime Environment (JRE) 8.0 or higher
- Connecting the First American pinpad to the system
- Installing and configuring the First American 1st Pay mSDK Server/Client
- Licencing First American in Idealpos Licence Gateway
- Enabling the First American EFTPOS in Idealpos POS Terminal settings
- Closing the Idealpos suite then opening it again in order for the changes to take effect
- Setting up the printer

For further information on configuring this EFTPOS integration, please refer to the [First American](#) topic in the EFTPOS section of the Idealpos User Guide.

idealpos7 Update History

Westpac Group EFTPOS – POS ID description setting for Pairing

This function allows a Westpac Group EFTPOS pinpad to remain connected to the POS Terminal after changing a POS Terminal's description in Idealpos.

When using previous builds of Idealpos, changing a POS Terminal Description (Setup > POS Terminals > Modify > Description) would result in the pairing status between the Westpac Group EFTPOS Pinpad and Idealpos being lost. You would then have to re-pair the Pinpad with the POS Terminal again after changing the POS Terminal Description. With this enhancement, a new POS ID field has been added to the EFTPOS Settings screen and this POS ID is used to pair the Pinpad with Idealpos instead of the POS Description. This therefore allows the Westpac Group EFTPOS Pinpad to remain paired with the POS Terminal after a POS Terminal's description has been changed.

There is no extra configuration required when upgrading a system that is already configured with the Westpac Group EFTPOS integration as the pinpad will remain paired.

However, when pairing a POS Terminal that hasn't previously been configured with a Westpac Group EFTPOS pinpad, you will need to enter the POS ID as well as the Pinpad IP Address when pairing the Pinpad.

Go to: Setup > POS Terminals > Select terminal > Modify > EFTPOS Settings > EFTPOS Type: Westpac Group > Pairing: POS X > Enter POS ID and IP Address

The POS ID is typically the terminal description. The description entered into the POS ID field will appear on the screen of the pinpad

The screenshot displays the 'pos terminals' settings interface. The 'EFTPOS Settings' panel is active, showing 'EFTPOS Type' set to 'Westpac Group', 'Allow multiple EFTPOS Tendering' checked, and 'Tips Function' set to 'TIPS IN'. A 'Pairing: POS 1' dialog box is overlaid in the bottom right, containing the following information:

Field	Value
POS ID	POS 1
IP Address	192.168.1.125
Status	UNPAIRED

A 'Pair' button is located at the bottom right of the dialog box. The 'Keyboard' status is visible in the bottom left corner of the application window.

After pairing the pinpad with Idealpos, the POS ID description is displayed on the pinpad.
The pinpad will remain paired with the entered POS ID, even if the POS Terminal description is modified:



idealpos7 Update History

Function Descriptors

Cash Discount Function

This function adds the ability to setup a Cash Discount on the Cash Tender. When customers pay using cash, they will automatically receive the percentage discount that has been configured against the Cash Function Descriptor.

This function may be used as an incentive to encourage your customers to pay for their items using cash.

If you have a Customer Display configured and enabled on your POS terminal, text will also be displayed on the Customer Display and will show the Customer how much they can save if they pay using Cash.

To configure this function, go to: Setup > Function Descriptors > Select Cash from the list of Functions > Modify

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	TENDER 11
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	Table
Item Discount 1	Item Discount
Item Discount 2	Item Disc 2
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

Enter a value into the Discount % field. The default value entered is 0.00 which indicates that a discount will not be applied when paying for the sale using Cash. Entering value into the Discount % field will trigger that percentage to be discounted from the total sale amount when pressing the "CASH" button on the Tender screen. Once the required Discount % has been entered, press the Save button on the bottom-right corner of the screen.

The screenshot shows a window titled "function descriptors" with a close button (X) in the top right corner. The main content area contains a form for configuring a function. The form fields and options are as follows:

- Function: TENDER 1
- Description: CASH
- # of Receipts: 1
- Lower Limit: 0.00
- Upper Limit: 9999.99
- Discount %: 10.00 (highlighted with a yellow box and an orange arrow pointing to it from the right)

On the right side of the form, there are several checkboxes:

- Allow Points per Dollar?
- Compulsory Amount
- Open Cash Drawer
- Force Receipt
- Force Customer
- Force Reference

At the bottom right of the window, there is a "Save" button, which is highlighted with a yellow box and an orange arrow pointing to it from the left.

Close the Function Descriptors screen.

idealpos7 Update History

If you have a Customer Display and you want your customers to see a message at the bottom of the screen, ensure that you have a Bottom Message configured for the Customer Display. The same portion of the Customer Display will also be used to show the Customer how much they'll save when they pay with cash.

Go to: Setup > POS Terminals > Select terminal > Modify > Display/Kiosk > Bottom Message

The screenshot shows the 'pos terminals' configuration interface. The 'Customer Display Screen' section is active, displaying a preview of a customer display with a 'LARGE BURGER MEAL' for \$18.50. Below the preview, the 'Bottom Message' field is highlighted with an orange arrow and contains the text 'Welcome to idealpos'. Other fields include 'Resolution' (1024 x 768), 'Display Format' (Half Sales / Half Advertising), 'Company Logo' (logo-1024x768.png), 'Image Location', and 'Full Screen Images'. The 'Two-Line Customer Display' section on the right has 'Type' set to 'None' and 'Connection' set to a dropdown menu. The 'Image Options' section includes 'Skip Images Larger than' (500 KB), 'Seconds between images' (9), and 'Stretch images to fit' (checked). The 'Kiosk' section at the bottom has 'Top Image Location', 'Bottom Image' (KioskBottom.jpg), and 'Clerk' (Online).

Once you have configured the Bottom Message, close the POS Terminals configuration screen, then open the POS screen on the terminal.

Add items to the sale, then press the "Enter" button to go to the Tender screen.

The Clerk operating the POS terminal will see the discounted Cash amount on the Cash button which the Clerk can verbally communicate to the customer if your venue does not have a Customer Display.

In addition, if you do have a Customer Display, the Discount amount will be shown at the bottom of the Customer Display when the Clerk operating the POS terminal is viewing the Tender screen at the final stage during the sale.

25 Mar 13:54 Adult ID: 25/03/01
Jeremy STANDARD

CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
LATTE	1	3.50

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


3x

Discounts 0.00

\$10.50

10.50

Balance 10.50



CASH : \$9.45	←
EFTPOS	
ACCOUNT	
AMEX / DINERS	
LAYBY	
CHEQUE	


CAPPUCCINO	\$3.50
FLAT WHITE	\$3.50
LATTE	\$3.50

subtotal **\$10.50**

Items: 3

Cocktail Happy Hour

\$3 off all cocktails



5:30pm - 7pm

You will save \$1.05 if you Pay by Cash!

←

After pressing the "CASH" button on the Tender screen, the POS will display the discounted cash amount in a prompt.

idealpos7 Update History

10% CASH Discount of -\$1.05

New CASH Total : \$9.45

OK

If Receipts are turned on, pressing OK will trigger a receipt to be printed and the Cash Discount amount will be included on the customer receipt. Otherwise, press the Receipt button to print off a Customer Receipt.

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

TAX INVOICE
123-456-789-11

#000702 1 Jeremy 25/03/19 14:00:42

-----**BEVERAGE**-----

CAPPUCCINO*	\$3.50
-0.35 10% CASH Discount	
FLAT WHITE*	\$3.50
-0.35 10% CASH Discount	
LATTE*	\$3.50
-0.35 10% CASH Discount	
10% CASH Discount	-\$1.05
TOTAL	\$9.45
GST Subtotal	\$9.45
GST Amount	\$0.86
CASH	\$9.45
FOOD TOTAL	\$0.00
BEVERAGE TOTAL	\$9.45
Other Categories TOTAL	\$0.00

*indicates taxable supply

Powered by Idealpos

Functions

Gratuity % Functionality

This function adds the ability to pre-configure a gratuity percent amount on a POS screen button. When the Clerk presses the button, the POS will use the pre-configured percentage to calculate the gratuity amount based on the total amount in the sale. This function is typically known as Tipping where a customer can tip an amount. Using this function, either a single button can be created with a typical percentage tip amount, or numerous buttons can be created for the most popular tip percentage amounts at the venue.

Before setting up this function, ensure that you have a Received Account configured as a Tips function.

Go to: Setup > Function Descriptors

By default, any Received Account descriptors that have not been configured will be labelled as RA 1 to RA 4.

The descriptors configured for each Received Account function should be labelled so the function resembles the intended purpose (e.g. TIPS IN, PAID IN, Gift Voucher Purchase, etc.).

If you already have a TIPS or TIPS IN label against one of the Received Account functions, you can skip this step.

Select the next available Received Account descriptor that is labelled as RA # and press the Modify button on the bottom-right corner.

Enter a description of TIPS IN, then press the Save button on the bottom-right corner of the window.

The screenshot shows a window titled "function descriptors" with a close button (X) in the top right corner. The main content area contains a form with the following elements:

- Function:** RECEIVED ACCOUNT 1
- Description:** TIPS IN (highlighted with a yellow box and a yellow arrow pointing to it from the right)
- GIFT VOUCHER
- Credit Note
- Allow % Tender Surcharges

At the bottom right of the window, there is a yellow arrow pointing to a button labeled "Save".

idealpos7 Update History

After assigning the TIPS IN function to a Received Account function, we recommend that you update any interfaces in Idealpos that support a TIPS function so that they use this Received Account function.

Examples of such interfaces are EFTPOS, Tyro Pay@Table, Clipp Interface, etc.

These are configured in Setup > Global Options > Interfaces

If using integrated EFTPOS, ensure that the correct TIPS function is selected in:

Setup > POS Terminals > Modify > EFTPOS Settings > Tips Function

Once the above has been configured/confirmed, go to: Setup > POS Screen > POS Screen Setup

Select a tab on the POS screen where you'd like to create the buttons.

Typically, Tip buttons exist on an Admin or Clerk functions tab, however, your POS screen setup may differ or you may want to add them to another tab as required.

Once you have selected the desired tab, click on a blank button.

Configure the button as below, taking note that the Automatic Text field is the field that will define the percentage amount. Adjust the amount in the Automatic Text field as required. Also, enter a Button Caption that reflects the TIP function as well as the percentage amount.

Function: Received on Account

Automatic Text: [10%]

Received on Account: TIPS IN

Button Caption: ADD TIP 10%

The screenshot displays the 'Received on Account' configuration window. The 'Automatic Text' field contains '[10%]', and the 'Received on Account' dropdown is set to 'TIPS IN'. Under 'Button Appearance', a preview shows a dark button with 'ADD TIP 10%' text. The 'Button Caption' field is set to 'ADD TIP 10%'. On the right, a list of functions includes 'Received on Account', 'Refund', 'Register Closed Msg', 'Replay Transaction', 'Reservations', 'Rewards Enquiry', 'Reweigh', 'Safe Drop', 'Sale Reference', 'Sale Type', 'Scale On/Off', 'Seat Number', 'Send Message', 'Stock Item', 'Stock Item Edit', 'Stock Item Sales', 'Stock Item Search', 'Stock Level Enquiry', 'Stock Location', 'Stock Notes', 'Subtotal Discount', and 'Table'. The 'Save' button at the bottom is highlighted with a yellow arrow.

You may want to repeat the above steps for various TIP amounts as required.










Once the buttons are created, close the POS screen layout windows and return to the POS screen.

Add items to the sale as you normally would.

23 May 14:39 Adult ID: 23/05/01
Jeremy STANDARD
✕

PASTA	1	11.00						
DUCK	1	14.00	RECEIPT	CLERK	7	8	9	CL
LAMB	1	12.00						
BEEF	1	13.00	PRICE LEVEL	5% ST DISC				
WELL DONE			CUSTOMER	5% ITEM	4	5	6	NO SALE
ORANGE JUICE	1	3.50	BAR TAB	REFUND				
PINEAPPLE JUICE	1	3.50			1	2	3	X
APPLE JUICE	1	3.50	PENDING	VOID SALE				
SPARKLING MINERAL WATER	1	4.50						
			TABLE MAP	VOID	0	.	ENTER	

8x
\$65.00

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

idealpos7 Update History

Once the items have been added, press the required "Add Tip" button.

Note that the Add Tip button can be pressed at any time during the sale, however, it will only calculate the tip amount based on the current total amount of the sale.

The below example shows the result of pressing the "ADD TIP 10%" button.

The Tip amount is automatically calculated and added to the sale, based on 10% of the sale total.

In this example, the Tip amount is \$6.50 (10% of \$65.00).

23 May 14:42 Adult ID: 23/05/01
Jeremy STANDARD

PASTA	1	11.00	RECEIPT	CLERK	7	8	9	CL
DUCK	1	14.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
LAMB	1	12.00	CUSTOMER	5% ITEM	1	2	3	X
BEEF	1	13.00	BAR TAB	REFUND	0	.	ENTER	
WELL DONE			PENDING	VOID SALE				
ORANGE JUICE	1	3.50	TABLE MAP	VOID				
PINEAPPLE JUICE	1	3.50	BAR TAB PRE AUTH	10% ITEM S'CHARGE	AMOUNT		VOID MODE	
APPLE JUICE	1	3.50	BAR TAB PRE AUTH VOID	10% ST S'CHARGE	REPLAY TRANS		TRANSFER MODE	
SPARKLING MINERAL WATER	1	4.50			UNLOCK PERMISSION		WASTE MODE	
TIPS IN	1	6.50						

8x \$71.50

PAID IN	PAID OUT	LAYBY CANCEL						
TIPS IN	TIPS OUT	ACCOUNT REFUND						
ADD TIP 10%	ADD TIP 20%					UNLOCK PERMISSION		WASTE MODE
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

Kiosk

Basic Kiosk Functionality

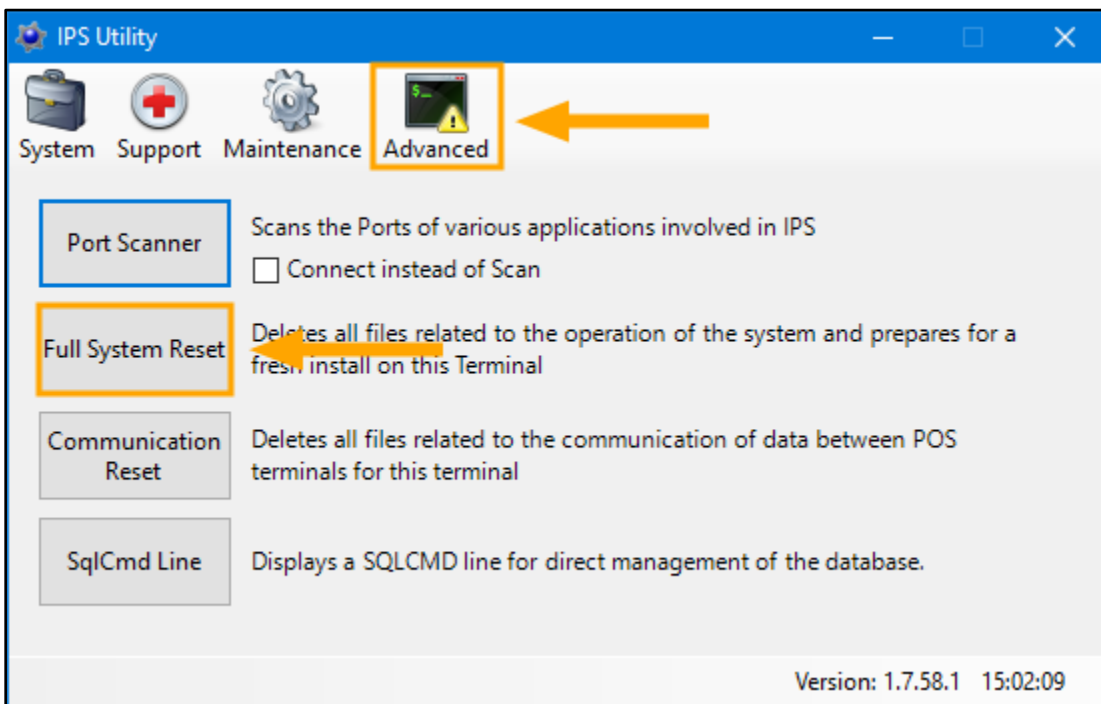
This function adds basic Kiosk functionality to Idealpos. A POS terminal can be configured as a Kiosk so that customers can place their orders at a terminal in a similar way that is offered in many fast-food restaurants.

Please be aware and take note of the following points before demonstrating/using the Kiosk function in Idealpos:

- Kiosk is enabled in the licence, therefore needs to be purchased to use this function on a permanent basis
- Kiosk module cannot be licenced together with Back Office or POS Screen on the same terminal (this restriction does not apply when demonstrating this function on a system with a Demo Licence)
- Kiosk is designed to run in portrait orientation at a resolution of 1920x1080
- The Demonstration Database included with Idealpos contains a Kiosk POS Screen Layout in portrait orientation that can be used for demonstrating the Kiosk function
- To demonstrate this function, a Full System Reset must be performed on a non-production terminal. This will result in all Idealpos settings being erased, so therefore should only be done on a demonstration terminal
- To demonstrate this function, the screen orientation in Windows will need to be changed to portrait

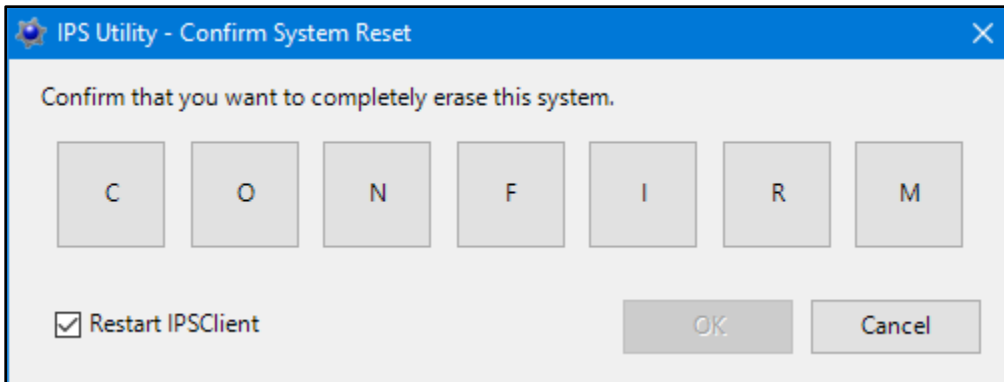
To configure and enable the Kiosk function, start IPSUtils.

This can be done by opening the Windows Start menu, entering IPSUtils into the search, then starting IPSUtils. Within IPSUtils, click on the Advanced tab, then click on "Full System Reset"

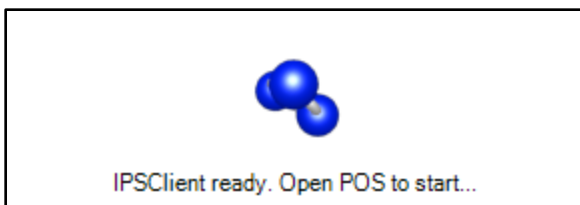


idealpos7 Update History

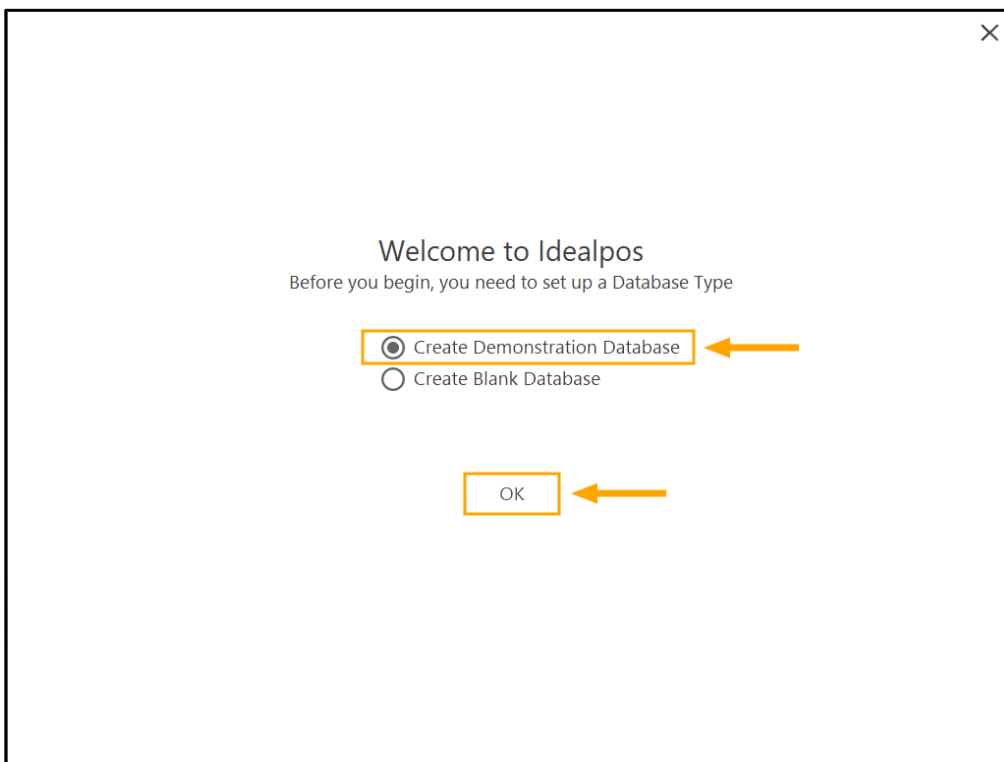
If prompted, enter the Admin password, then confirm the reset by either pressing each character on the screen, or type in "confirm" using your keyboard. After confirming, the OK button will become available. Press OK to continue with the System Reset.



After the system reset has been completed, the following "IPSCient ready" prompt will appear on the bottom-right corner of the screen. Double click on the spinning IPSCient logo.



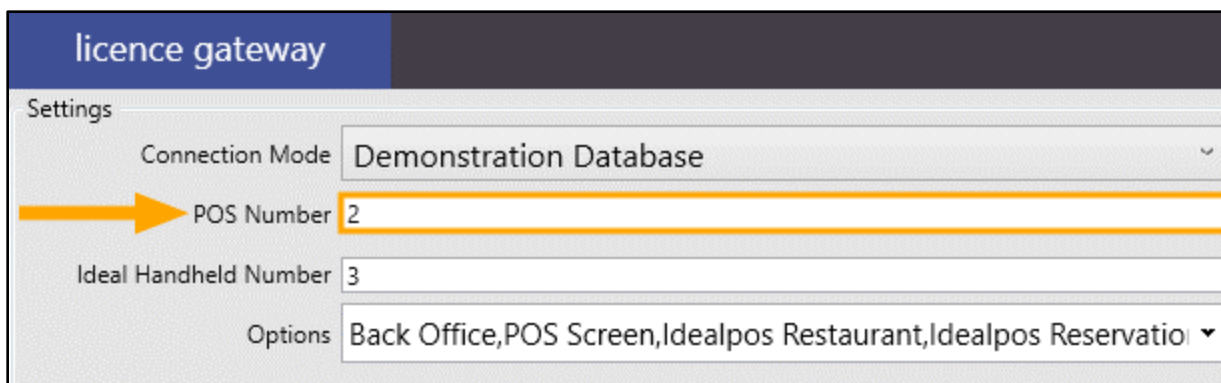
On the following prompt, select "Create Demonstration Database" then press OK.



Idealpos will Create the Demo Database along with any other steps that are required for Idealpos to function.



When complete, the Idealpos POS screen will be displayed.
Close the POS screen using the "X" button on the top-right corner of the screen.
Then go to: Setup > Licence Gateway
Change the POS Number to 2



idealpos7 Update History

Click in the dropdown box next to Options, then disable "POS Screen" and enable "Kiosk".

The screenshot shows the 'licence gateway' settings interface. The 'Options' dropdown menu is open, displaying a list of licence types. Two orange arrows point to the 'POS Screen' and 'Kiosk' options. The 'Kiosk' option is currently selected and highlighted in blue.

licence gateway

Settings

Connection Mode: Demonstration Database

POS Number: 2

Ideal Handheld Number: β

Options: Back Office,Idealpos Restaurant,Idealpos Reservations,Ideal Han

Licence Type

- Back Office
- POS Screen
- Back Office + POS Screen
- POS Server
- Kiosk

Packs

- Pack 1
- Pack 2

Accounting

- Attache
- MYOB
- Quickbooks
- Xero

Beverage Monitoring

- Bevcon

Caller ID

- Netcomm Modem

Cards

- EPay

Cash Dispenser

- Telepic

Product	Ver	Options
---------	-----	---------

Press the "OK" button on the bottom-right corner of the screen to save the changes.

licence gateway

Settings

Connection Mode: Demonstration Database

POS Number: 2

Ideal Handheld Number: 3

Options: Back Office, Idealpos Restaurant, Idealpos Reservations, Ideal Han

Registered Licence Information

POS Number: 2

Company Name: Demo Database Not For Resale

Trading Name: Demo Database Not For Resale

Contact Name:

ABN

Phone Number:

Address:

Product	Ver	Options	POS #	Scr#	Type	Expiry(D/M/Y)
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Reload New Demo OK

You will need to restart Idealpos for the change to take effect. IPSUtils can be used to close Idealpos.

Go to:

Start > Search for "IPSUtils" then once it is displayed, open it > Enable Checkbox: Close IPS Utility > Close

IPS Utility

System Support Maintenance Advanced

Backup: Take a backup of the system as it currently stands

Restore: Restore the system from a backup that was taken previously

Open: Open the Idealpos suite of programs

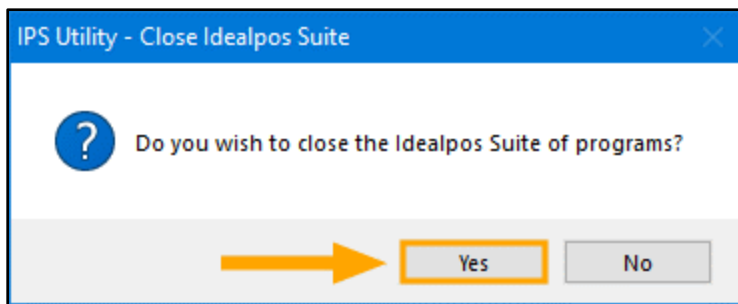
Close: Close the Idealpos suite of programs

Close IPS Utility

Version: 1.7.58.0 14:22:35

idealpos7 Update History

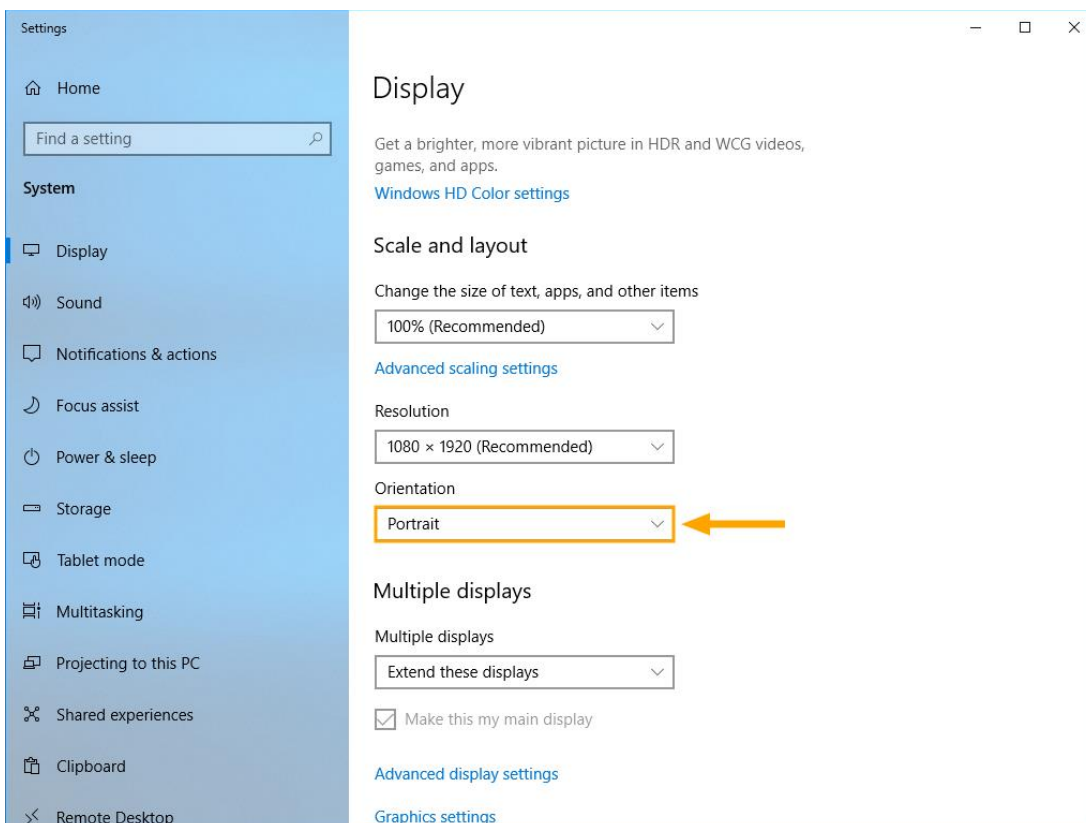
Select "Yes" when prompted to close the Idealpos Suite of programs.



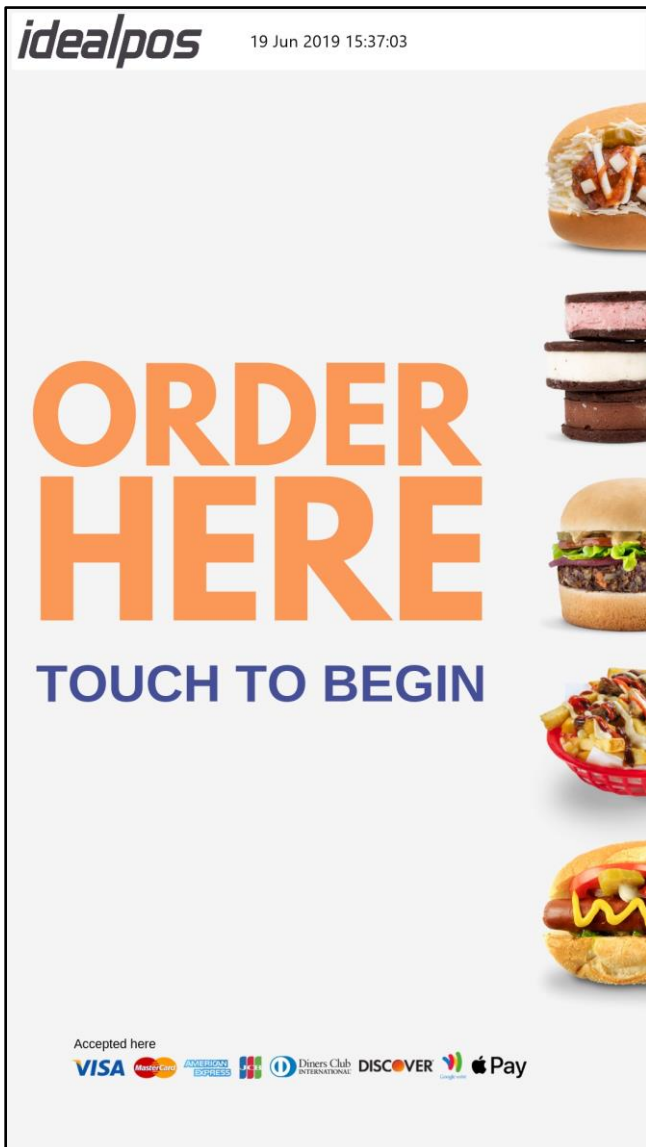
As the Kiosk module is designed to run on a portrait orientation screen, you will need to adjust the Windows display settings so that the screen is rotated and displayed in portrait mode.

On a Windows 10 system, this can usually be achieved by right-clicking anywhere on the Windows desktop and choosing "Display Settings", then changing the orientation from Landscape to Portrait.

Note however that this may differ depending on the version of Windows installed as well as the Windows Display Drivers.



Once the Windows Display Orientation has been changed to Portrait, you may start Idealpos. After Idealpos starts, it will display a "Kiosk" POS Screen layout that can be used to demonstrate the Kiosk module. The first screen that appears will be an ORDER HERE screen to draw the customer's attention towards the Kiosk. The image used below can be modified by going to: Setup > POS Terminals > Select POS Terminal > Modify > Display/Kiosk > Kiosk > Home Screen Image



idealpos7 Update History

Clicking or pressing anywhere on the screen will reveal the built in Kiosk POS Screen Layout included in the Idealpos Demo Database. This can be used to demonstrate the various possibilities when using a Kiosk layout.

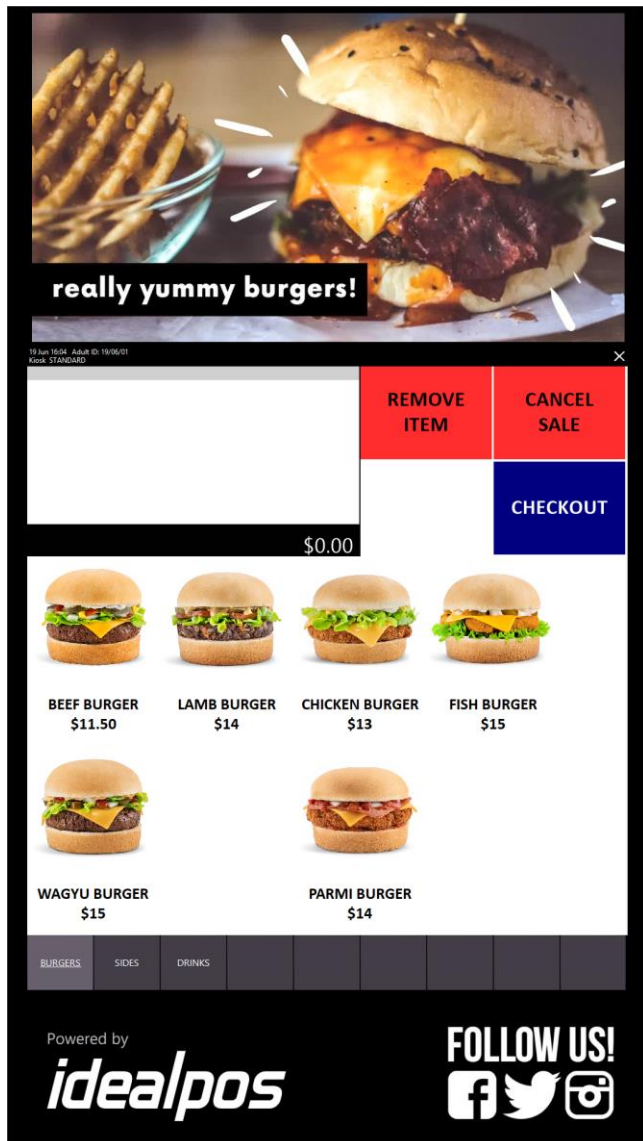
POS screen tabs included in the Kiosk Demo are BURGERS, SIDES and DRINKS.

The main buttons available on the top-right corner of the POS screen are:

REMOVE ITEM – Select any item that has been added to the sale then press REMOVE ITEM to remove the item

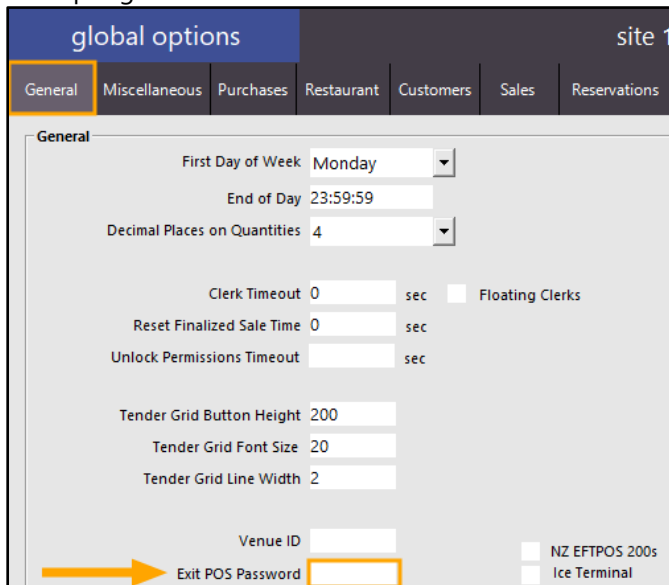
CANCEL SALE – Removes all items from the sale then returns to the ORDER HERE – TOUCH TO BEGIN screen

CHECKOUT – Proceeds to the CHECKOUT screen where customer makes their payment



When configuring the Kiosk function, the following functions may be useful:

- Exit POS Password – Can be used to prevent the customer from exiting the POS screen on a Kiosk. To configure/enable this function, go to: Setup > Global Options > General > Exit POS Password. When the Exit POS Password is blank, the POS screen can be closed without entering a Password. When a password has been configured, the POS screen will prompt for a password to be entered when attempting to close the POS screen.



- Options in Setup > POS Terminals > Display/Kiosk > Kiosk. The following settings are available:
 - Top Image Location** – Can be used to specify the folder containing the images or videos that will be shown at the top of the Kiosk screen. The component used to display videos is Windows Media Player, but you will need to check your videos before use, as not all formats may display correctly. Typically, .avi and .wmv files will play with no issue.
 - Bottom image** – Can be used to specify an image to display at the bottom of the Kiosk screen.
 - Home Screen Image** – This setting can be used to display a Home Screen Image on the Kiosk before the customer starts using the Kiosk. Typically, this can be a Welcome or Order Here image. This setting will override any image configured in Global Options > Other Options > Home Screen > Home Screen Graphic
 - Clerk** – Allows you to specify the Clerk that you want to use for the Kiosk. You may want to create a new Clerk for the specific purpose of Kiosk use. This may assist when running reports for sales performed at Kiosks.
- When creating Kiosk POS screen buttons, Carriage Returns are now supported and may be used to move POS screen button text onto the next line. The Carriage Return character is the tilde "~". This character can be entered into the button caption field when creating new or modifying existing POS Screen buttons via Setup > POS Screen > POS Screen Setup > Select POS Screen Layout > Buttons > Select exiting button/Create new button. More information on this function can be found within this Update History document – see "POS Button Captions can include Carriage Returns" under the POS Screen Setup topic.

idealpos 7 Update History

Laybys/Layaways

Layby Descriptor programmable through Function Descriptors

This function adds the ability to control the name used to refer to the Layby function in various screens, menus and reports in Idealpos. The name Layby is used in Australia, New Zealand and South Africa. Other regions may refer to Laybys as Layaways and Idealpos has been updated to allow for customers in those regions to customise Idealpos for their region.

To configure this function, go to: Setup > Function Descriptors.

There are two Function Descriptors that need to be updated:

- Tender Descriptor – Used for the Layby/Layaway tender (shown on the Tender screen when finalising the sale)
- Layby Descriptor – Used to control whether Idealpos uses the Layby or Layaway description throughout the program

From the list of Function Descriptors, look for a Tender configured with a Description of "LAYBY", select it, then press the "Modify" button on the bottom-right corner of the Function Descriptors window. If the Layby Tender does not exist yet, you will need to select the next available/unused tender and assign it to the Layby function (unused Tenders will typically have a description that matches the Function. E.g. The TENDER 5 Function will have a Description of TENDER 5 indicating that it hasn't been configured or used).

Modify the Description to LAYAWAY and ensure that the "Layby Tender" is ticked (note that the descriptor for the Layby tickbox will be updated once all the steps have been completed below).

function descriptors

Function: TENDER 5

Description: LAYAWAY

of Receipts: 1

Exchange Rate: 0

Lower Limit: 0.00

Upper Limit: 99999.99

Scan Code:

Scan Code Amount: 0.00

Surcharge: 0.00 % \$

Waive Surcharge Threshold: 0.00

Override Receipt Footer:

Rounding?

Credit Function

Allow Points per Dollar?

Show in Banking

Compulsory Amount

Open Cash Drawer

EFTPOS

Account Tender

Layby Tender

Force Receipt

GIFT VOUCHER Redemption

Credit Note Tender

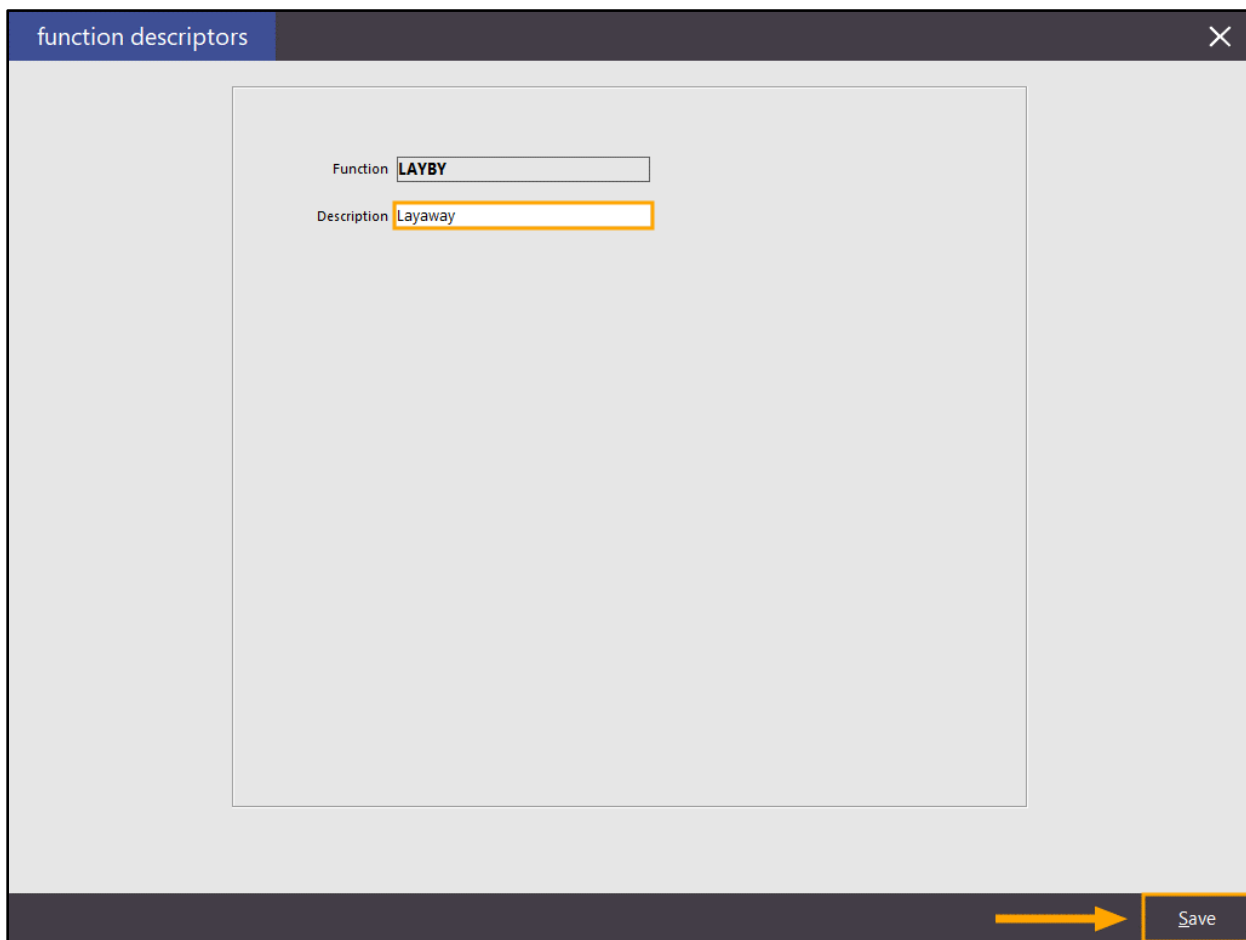
Force Customer

Force Reference

Save

Then scroll to the bottom of the Function Descriptors window, select the "Layby" Descriptor and press the "Modify" button.

Change the description to "Layaway", then press the "Save" button on the bottom-right corner.



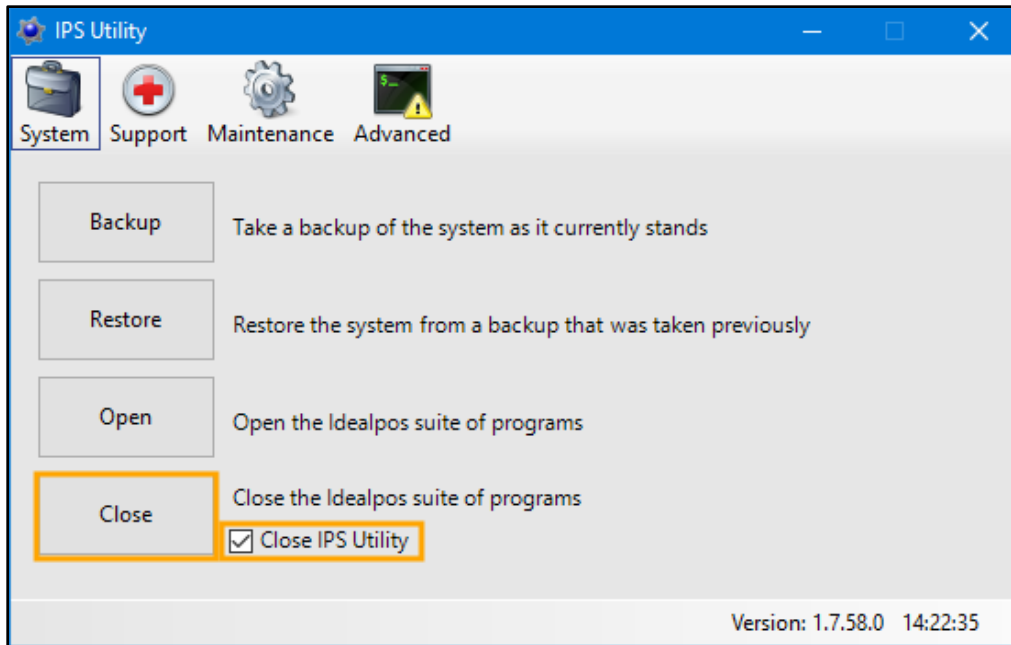
The image shows a software window titled "function descriptors" with a close button (X) in the top right corner. Inside the window, there is a form with two input fields: "Function" containing the text "LAYBY" and "Description" containing the text "Layaway". The "Description" field is highlighted with a yellow border. At the bottom right of the window, there is a "Save" button, also highlighted with a yellow border, and a yellow arrow points to it from the left.

After pressing Save above, close the Function Descriptors screen.

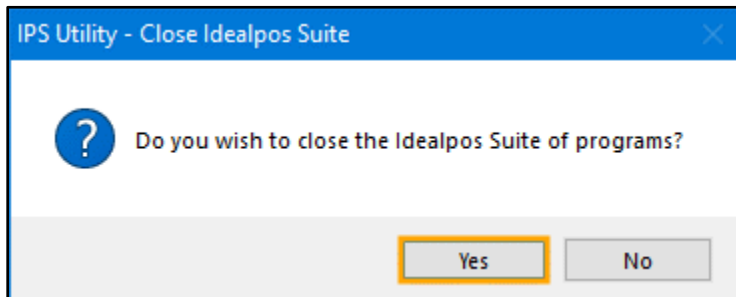
idealpos7 Update History

To ensure that the change has been applied across the Idealpos application, close Idealpos by going to Start > Search for "IPSUtils" then open IPS Utility.

Tick the "Close IPS Utility" tickbox then press the "Close" button.



A prompt will appear, press "Yes" to confirm.

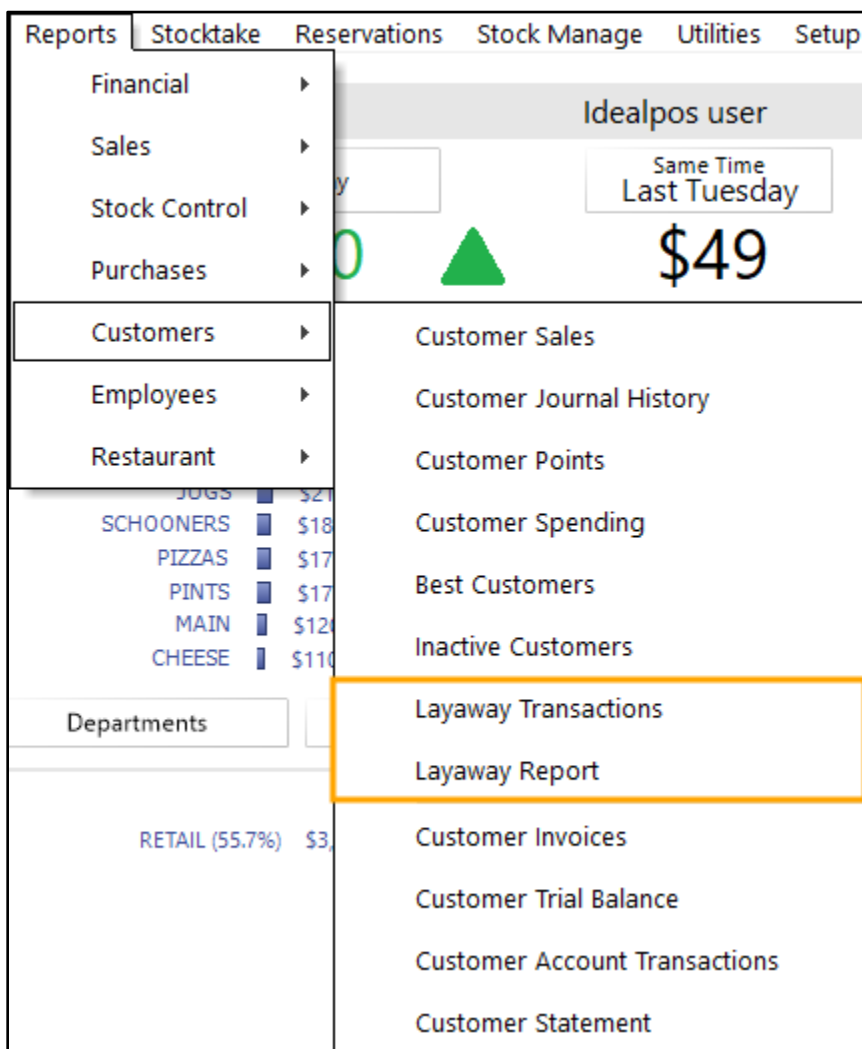


Start Idealpos again via the Windows Start Menu and login if required.

The Layby function has now been renamed to Layaway.

To confirm, the change, you may go to Reports > Customers > Layaway Transactions/Layaway Report

The above report options were previously referred to as Layby Transactions and Layby Report



In addition to the above, there are many other locations in Idealpos that will reflect the updated Layby Descriptor, including Functions, Layby functions on the POS screen and many others.

For more information about setting up and using Laybys or Layaways, please refer to the [Laybys/Layaways](#) topic in the User Guide.

idealpos7 Update History

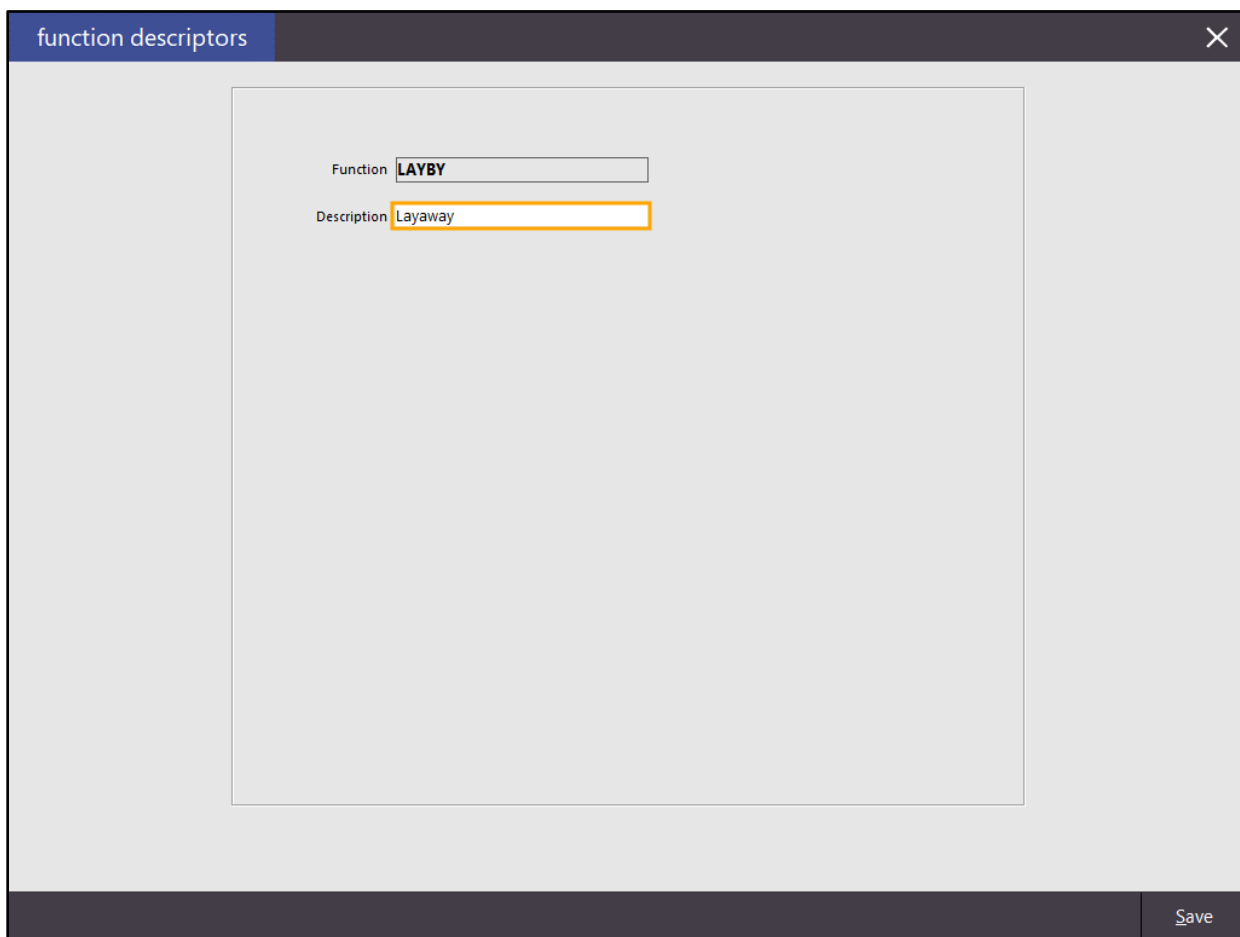
Layby Functions separated from Account Functions

This enhancement assists users with the configuration of Layby or Layaway Functions (Layby Adjustment, Layby Cancellation, Layby Credit and Layby Payment) in regions where Laybys are referred to by another term such as Layaways. When the Layby Descriptor has been renamed to Layaway or any other name, the Layby Functions displayed in the Functions list will be reflective of the chosen name.

Apart from separating the Layby Functions from the Account Functions for the purposes of easier identification and easier configuration in some regions, the functionality and behaviour for the separated functions remains the same and can be used interchangeably (e.g. configuring a POS screen button to use the Account Adjustment Function or Layby/Layaway Adjustment Function will do the same thing and allow an Adjustment to be performed on the Account or the Layby/Layaway).

To use this function, go to: Setup > Function Descriptors > Select Function Descriptor "LAYBY" > Modify
Modify the description to reflect the name that you want Laybys to be referred to as.

In the below example, we've used "Layaway"



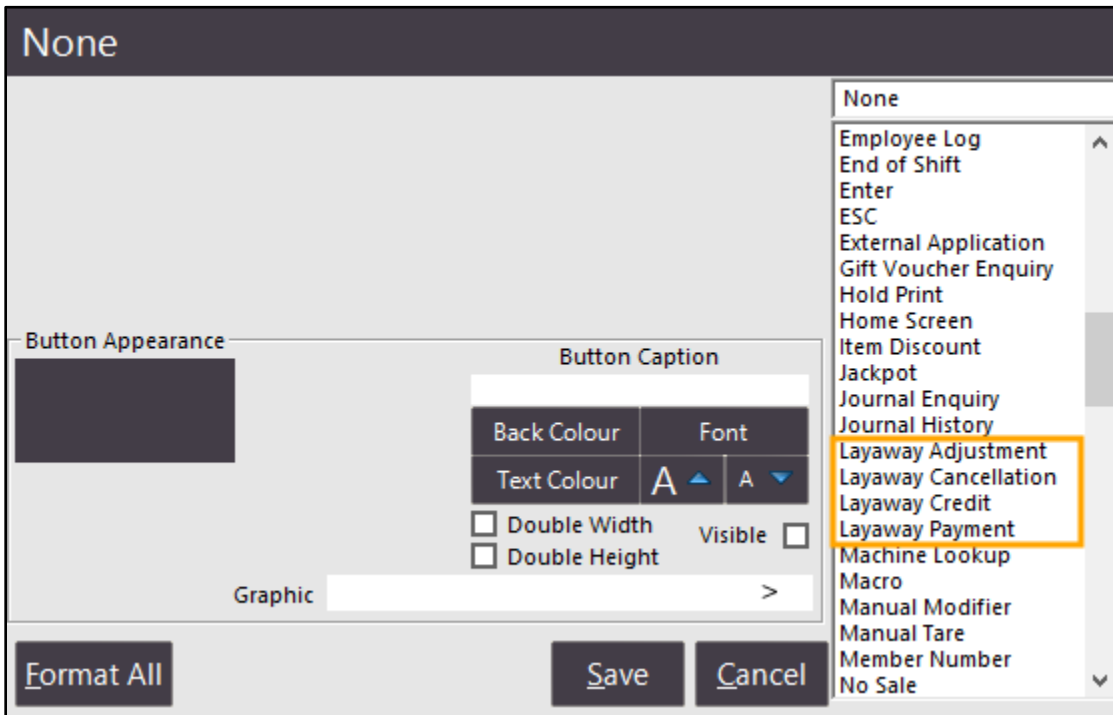
The screenshot shows a window titled "function descriptors" with a close button (X) in the top right corner. Inside the window, there are two input fields: "Function" with the value "LAYBY" and "Description" with the value "Layaway". The "Description" field is highlighted with a yellow border. At the bottom right of the window, there is a "Save" button.

Press the "Save" button to save changes, then close the Function Descriptors window.

Go to Setup > POS Screen > POS Screen Setup > Select a POS Screen Layout > Press the “Buttons” button on the bottom-left corner.

On the POS Screen Layout, find a blank button and click on it.

Look for the Functions Layaway Adjustment, Layaway Cancellation, Layaway Credit and Layaway Payment in the list of available Functions. The description of these functions will be reflective of the description that was entered for the Layby Function in Setup > Function Descriptors > Layby > Modify.



Select any one of these functions as required, adjust the button appearance as desired, then press the “Save” button to save changes. This may be repeated for each Layaway function that is required.

For more information about using Laybys/Layaways and these Layby or Layaway Functions, please refer to the [Laybys/Layaways](#) topic in the User Guide.

idealpos7 Update History

Pending Sales

Pending Sales – Added Unit Price column

This function adds a Unit Price column when printing a Pending Sale using the Windows Print button. This is useful when needing to quickly see the individual unit price of an item where multiples of the same item have been ordered. Note that in order to use Pending Sales with the Unit Price column, the following must be configured:

- POSServer must be enabled and running
- Inhibit Amounts on A4 Windows Prints must be unticked in Global Options > Sales > Pending Sales > Inhibit Amounts on A4 Windows Prints
- A Pending Sale button needs to either exist or be created on the POS screen

These steps are outlined in further detail below:

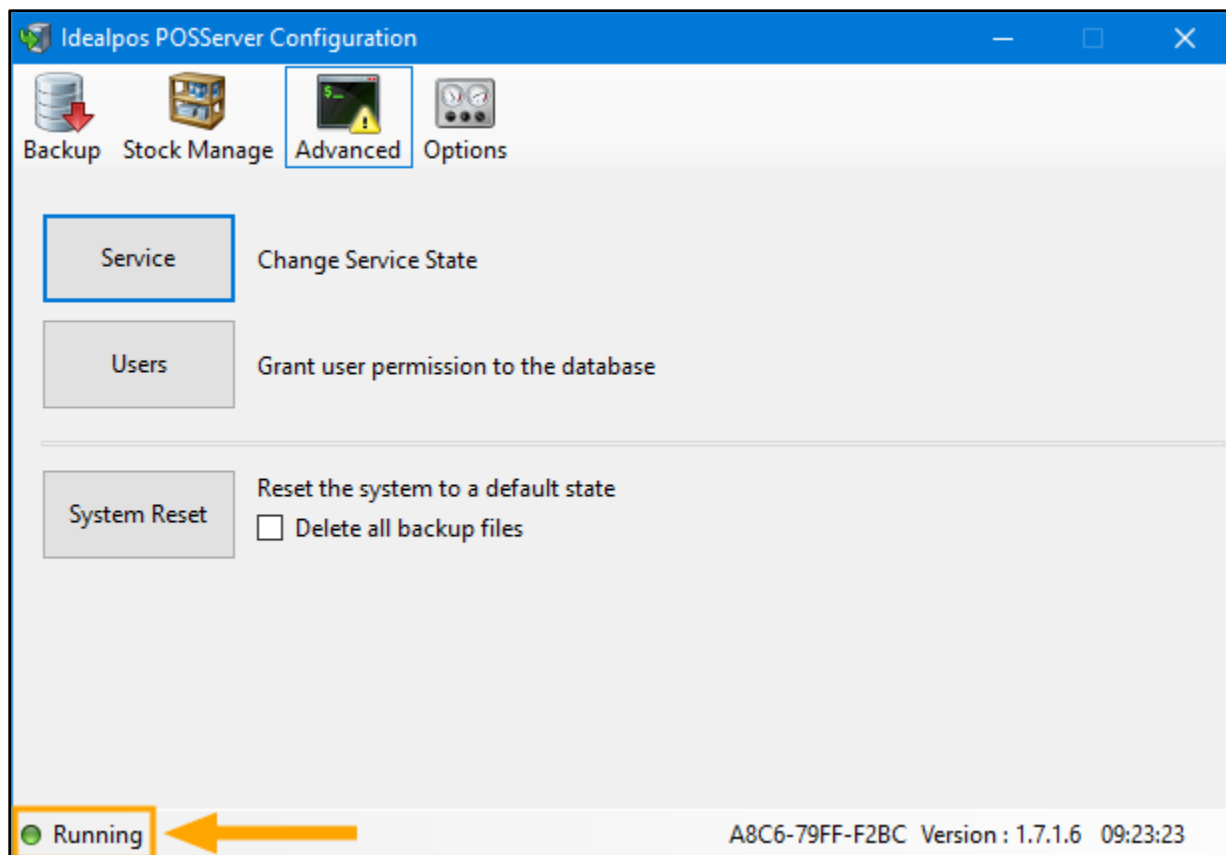
Ensure that POSServer is running on either the main Back-Office system or the main POS terminal.

This can be checked by going to: Start > search for POSServer and open POSServer.

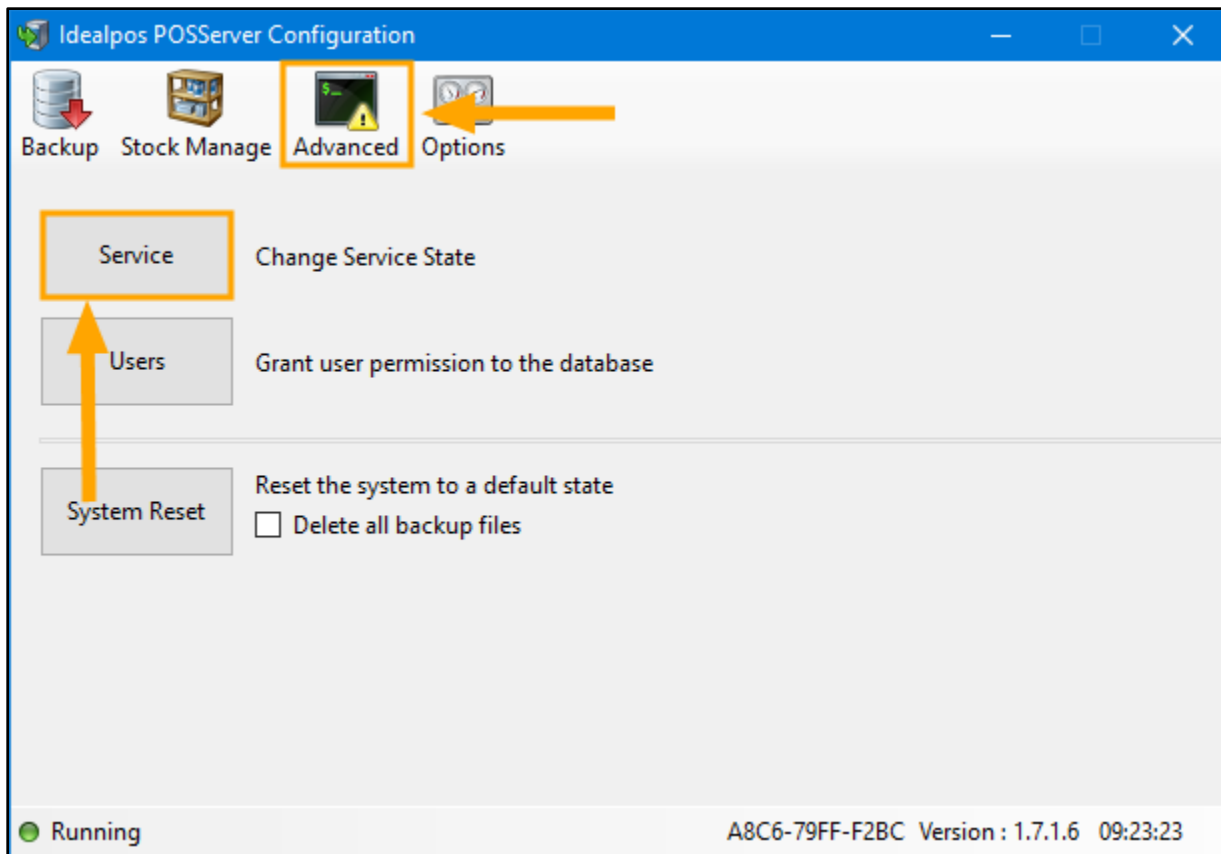
If POSServer cannot be found in the Start Menu, it can also be started by going to:

C:\Program Files\Idealpos Solutions\POSServer\POSServer.exe and running as Administrator (right-click on the executable and select "Run As Administrator")

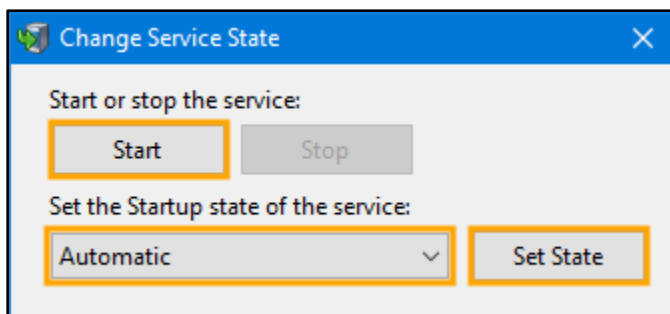
Ensure that "Running" is displayed on the bottom-left corner of the POSServer Configuration window.



If the POSServer is not running, click on the Advanced tab, then press the "Service" button.



Press the "Start" button to start the Service, then Set the Startup state of the service to "Automatic", followed by pressing the "Set State" button to apply the change.



idealpos7 Update History

Then ensure that POSServer is enabled in Idealpos Global Options and ensure that the IP address of the system running the POSServer has been entered.

Go to: Setup > Global Options > Miscellaneous > POSServer

The below example shows Idealpos pointing to a POSServer running on an IP address of 192.168.1.95.

Substitute the IP address below with the IP address of the system that's running the POSServer on your network

The screenshot displays the 'global options' interface for 'site 1 (Site)'. The 'Miscellaneous' tab is selected. The 'POSServer' checkbox is checked and highlighted with an orange box. Below it, the 'IP Address' field contains '192.168.1.95' and is also highlighted with an orange box. To the left, there are four checkboxes: 'Centralize Points' (unchecked), 'Floating Clerks' (unchecked), 'Order Numbers' (unchecked), and 'Centralize Accounts' (checked). To the right, there are two sections: 'Transfer' and 'Clear Data'. The 'Transfer' section has three checkboxes: 'Customer Points' (unchecked), 'Table Data' (unchecked), and 'Customer Account Transactions' (unchecked), with a 'Send' button. The 'Clear Data' section has three checkboxes: 'Customer Points' (unchecked), 'Table Data' (unchecked), and 'Customer Account Transactions' (unchecked), with a 'Clear' button. At the bottom, there are three buttons: 'Retrieve Account Transactions', 'Reset Order Number', and 'Release Locks'.

Then disable "Inhibit Amounts on A4 Windows Prints" by going to:

Setup > Global Options > Sales > Pending Sales > Inhibit Amounts on A4 Windows Prints.

global options site 1 (Site 1) S X

General Miscellaneous Purchases Restaurant Customers Sales Reservations Accounting Credit Notes/Gift Vouchers Interfaces Interfaces 2 Printing Other Options Gaming

Tax Rates

Default	Description	Rate	Label
Rate 1 <input checked="" type="radio"/>	GST	5.000	GST
Rate 2 <input type="radio"/>	PST	7.000	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

Field 1 Stock Code Position Length

Field 2 Quantity Position Length

Decimal Point

Miscellaneous

Price Level Change Duration

Continuous

Until End of Sale

One Item Only

Price Level Override

Non-Turnover Stock Items

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

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

Fast Add Stock Items

Fast Add Stock Items when not found

Default Department >

Stock Code

Scan Code

Undistributed Links

Surcharges

10011002 >

Discounts

10011001 >

Food/Beverage Total Descriptors

Food

Beverage

Pending Sales

Printed Pending Sales are sent to Receipt Printer

Printed Pending Sales are sent to Windows Printer

Auto Generate Pending Sale Codes

Inhibit Amounts on A4 Windows Prints

Print to Docket Printers

Print to Windows Printer

A4 Pending Sale Messages

Finally, add a button to the POS Screen to enable access to the Pending Sale function.

Go to: Setup > POS Screen > POS Screen Setup > Select POS Screen Layout > Buttons

Find a blank button on the POS screen and select it.

Configure the button using the Pending Sale function as per the below example:

Pending Sale

Pending Sale Type

Button Appearance

PENDING

Button Caption: PENDING

Back Colour	Font
Text Colour	A

Double Width Double Height

Visible

Graphic

Format All Save Cancel

- Pending Sale
- Pending Sale**
- POS Screen Grid
- POS Screen Menu
- Prefix String
- Price Enquiry
- Price Level
- Print Bar Tab Bill
- Print Bar Tab Report
- Print Group Shift
- Promotion Enquiry
- Promotions On/Off
- Quick Stocktake
- Raffles
- Receipt On/Off
- Received on Account
- Refund
- Register Closed Msg
- Replay Transaction
- Reservations
- Rewards Enquiry
- Reweigh
- Safe Drop

idealpos7 Update History

Once the above steps have been completed, the Pending Sale function can be accessed via the Pending Sale button on the POS Screen.

Add the required items to the sale.

Where a quantity greater than 1 is required for an item, enter the quantity required, press the "X" button, then press the POS Screen button for the item required.

Once the required Stock Items have been added to the sale, press the "PENDING" POS screen button that was created earlier above.

10 Jun 10:04 Adult ID: 10/06/01
Jeremy STANDARD

BREVILLE BLENDER	2	141.98		
MICROWAVE	1	90.99	RECEIPT	CLERK
HAND MIXER	1	30.99		
BREAD MAKER	1	80.99		
STICK BLENDER	2	81.98	PRICE LEVEL	5% ST DISC
			CUSTOMER	5% ITEM
			BAR TAB	REFUND
			PENDING	VOID SALE
			TABLE MAP	VOID

7x
\$426.93

BREVILLE BLENDER

STICK BLENDER

FOOD PROCESSOR

MICROWAVE

HAND MIXER

BREAD MAKER

Enter the Customer Name, Address and Pending Sale Type, followed by pressing the Save button.

Save Table ✕

Code

Name

Address

Suburb

State Post Code

:

None
 Takeaway
 Delivery
 Pickup
 Cater

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	Save	
CL	backspace						\	?	0	.	-			


idealpos7 Update History

After the Pending Sale has been saved, retrieve the Pending Sale by pressing the "PENDING" button on the POS Screen, select the Pending Sale from the list and press the "Windows Print" button on the bottom-left corner of the screen.

Table ✕

Search For Code Clerk Name > Status ALL

Code	Date	Clerk	Name	Address	Postcode	Status	Order Date	
549	07/06/19	Jeremy	John Smith	212 Curtin Ave West EAGLE FARM C	4009	Pickup	07/06/19 16:21	2x BREVILLE BLENDER 141.98 MICROWAVE 90.99 HAND MIXER 30.99 BREAD MAKER 80.99
550	10/06/19	Jeremy	John Smith	212 Curtin Ave West EAGLE FARM C	4009	Pickup	10/06/19 10:06	2x STICK BLENDER 81.98 <hr/> 428.93



Windows Print Transfer to Table Email Modify Delete Print OK

The Pending Sale will be printed and will now include a Unit Price column containing the Unit Price of the items in the Pending Sale.

Idealpos user

34 091 801 204
 ACN 091 801 204
 Idealpos Solutions
 1/212 Curtin Ave West
 Eagle Farm QLD 4009

Phone 07 3630 2455
 Fax
 Email email@domainname.com

Table

Printed 10/06/2019 10:13:27
 Page 1 of 1

To: **John Smith**
212 Curtin Ave West
EAGLE FARM QLD 4009

Customer
 Phone
 Date 10/06/2019 10:08:26
 Table 550, 1
 Served by Jeremy

Stock Code	Description	Unit Price	Quantity	Amount
303001	BREVILLE BLENDER	70.99	2.0000	141.98
303004	MICROWAVE	90.99	1.0000	90.99
303005	HAND MIXER	30.99	1.0000	30.99
303006	BREAD MAKER	80.99	1.0000	80.99
303002	STICK BLENDER	40.99	2.0000	81.98
Total				426.93

* indicates taxable supply

idealpos7 Update History

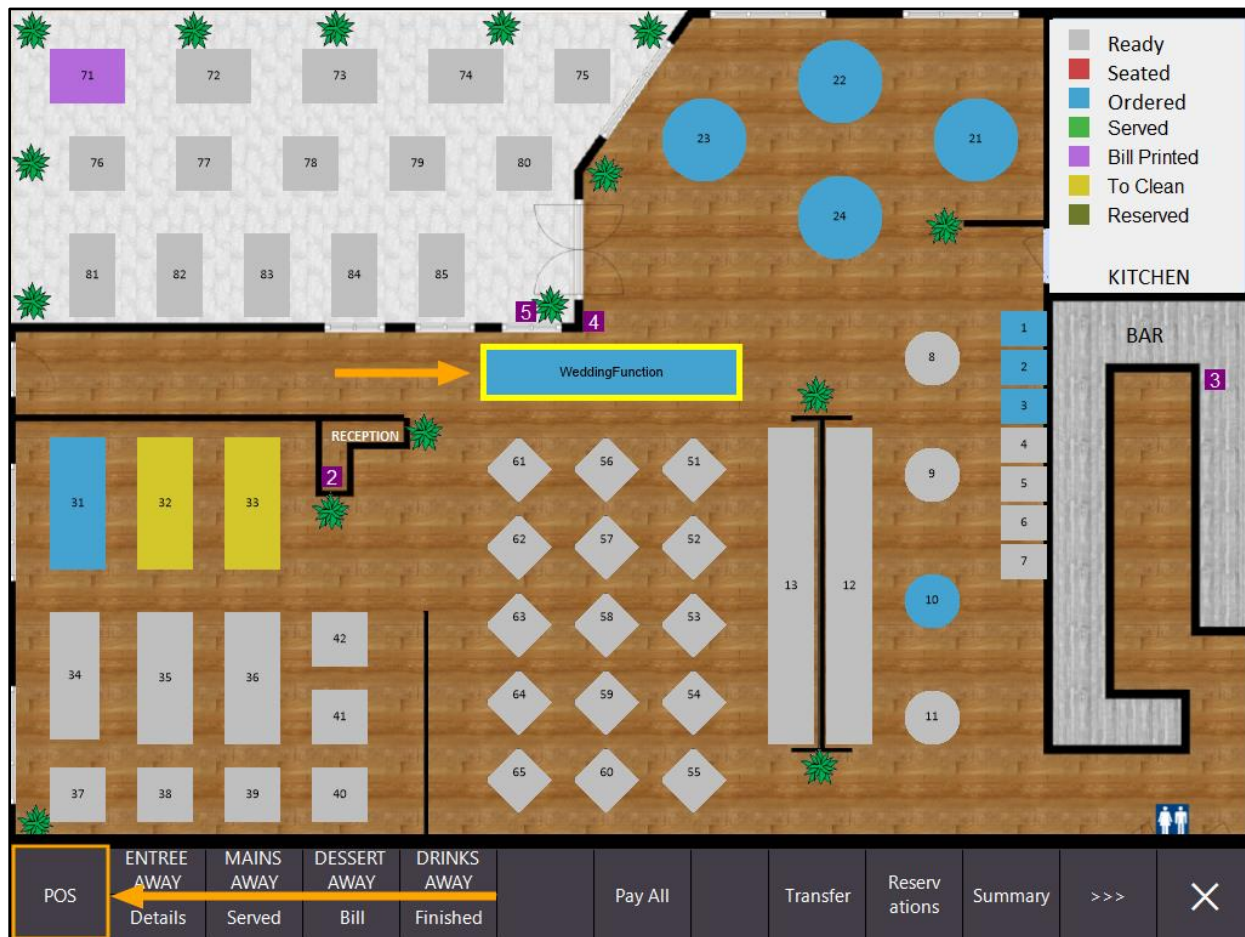
POS Screen

Table Balance Amount shown on POS Screen

This function adds the ability to show the Table Balance on the POS Screen when adding additional items to a table which already contains a sale or when paying off items from a table.

There is no configuration required to enable this function, however, this function requires the Restaurant Module in the Idealpos Licence.

To use this function, go to the POS Screen and press the Table Map button.
Finally, select a table which contains Stock Items, then press the POS button.



The Sale screen will be displayed and will now show the Table Balance on the left-hand side just below the white transaction details area as per the below example. The Table Balance includes any items that are currently saved to the table and the amount shown below the transaction details on the right-hand side of the screen refers to the total amount of all the items which have been added to the current sale:

13 Feb 10:24 Adult ID: 13/02/01
Jeremy STANDARD

CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
LATTE	1	3.50

Balance: \$83.00

←

TABLE

SALE

Discounts 0.00

\$10.50

Table WeddingFunction (4)

3x

The Balance is also displayed when paying off either selected items from a table or paying off an entire table. From the Table Map, select a Table and press the "Pay All" button.

idealpos7 Update History

All items from the table are moved to the sale screen and can be paid off. The Balance is also displayed as per the below example. Note that the Balance amount does not include discounts.

13 Feb 10:38 Adult ID: 13/02/01 Jeremy STANDARD		
MOCHA	1	3.50
HOT CHOC	1	3.50
PANCAKES	1	9.00
CANADIAN PANCAKES	1	12.00
WAFFLES	1	9.00
WAFFLES CHOCOLATE	1	10.00
BIG BREAKFAST	1	15.00
CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
LATTE	1	3.50
Balance: \$93.50		
Table WeddingFunction (4)		Discounts -1.75
16x		\$91.75
TABLE PAYMENT		

Table Preview Show Seat Numbers

This function adds the ability to see the Seat Numbers that each Stock Item has been allocated to when using Table Preview function from the POS Screen. The Table Preview function can be used while you are adding additional items to a table and need to view the current items which are already saved to the table, along with the seat numbers the items have been allocated to.

This function itself does not require any configuration, however, Idealpos may need additional configuration to enable the ability to set Seat Numbers for each Stock Item.

We recommend adding a Seat Number button to the POS Screen to allocate items in a sale to a Seat Number.

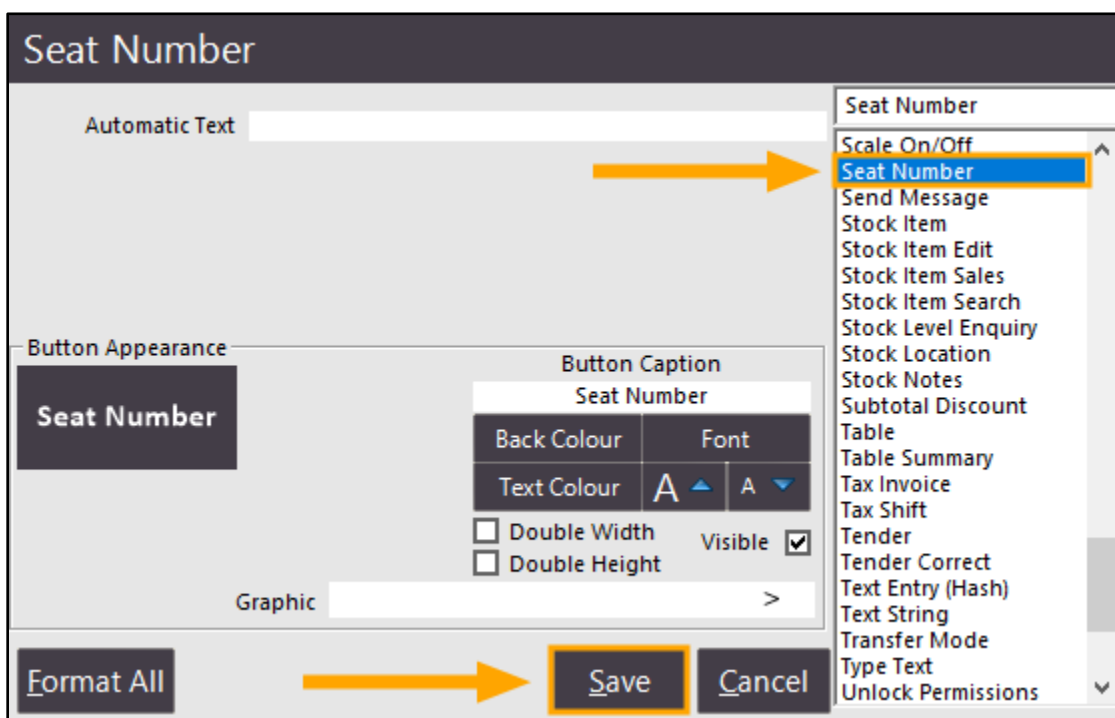
To add the Seat Number button to the POS Screen, go to:

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

Find a blank button on any POS Screen tab, then select it.

You may want to have the Seat Number button on a prominent location on the POS Screen such as the top-right corner of the POS Screen. Any buttons configured on the Top-Right corner of the POS screen do not change, regardless of what POS Screen tab you are using.

Configure the button as follows, making any other Button Appearance customisation changes as desired:



Once completed, press the "Save" button, then close the POS Screen Layout window.

idealpos7 Update History

Open the POS screen, then navigate to the tab where you created the Seat Number button and press it. "SEAT 1" will be displayed at the top of the POS Screen.

18 Jun 16:11 Adult ID: 18/06/01
Jeremy PRICE 1
SEAT 1
✕

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

\$0.00

COUPON PROMO	JACKPOT	CR NOTE ENQUIRY	ACCOUNT LAYBY ADJUST	GIFT VOUCHER	BAR TAB BILL	VOID LAST ITEM	END OF SHIFT	BANKING REPORT
CUSTOMER COUPON		PRICE ENQUIRY	ACCOUNT LAYBY CREDIT	GIFT VOUCHER ENQUIRY	PAY BAR TAB	10% ITEM DISCOUNT	PRINT TAX INVOICE	DEPT SALES REPORT
EFTPOS CASHOUT	RAFFLES	PROMO ENQUIRY	ACCOUNT LAYBY PAYMENT		BAR TAB REPORT	Seat Number	JOURNAL ENQUIRY	STOCK SALES REPORT
TENDER CORRECT		REWARDS ENQUIRY	ACCOUNT LAYBY PAYMENT		BAR TAB REPORT		JOURNAL ENQUIRY	STOCK SALES REPORT
RECEIPT IS ON	SEND MESSAGE	STOCK ITEM SEARCH	ACCOUNT LAYBY PAYMENT		BAR TAB REPORT		JOURNAL ENQUIRY	STOCK SALES REPORT
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	<u>MANAGER</u>
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

Add any items that are being ordered by the customer who will be seated at Seat 1.

18 Jun 16:13 Adult ID: 18/06/01 Jeremy PRICE 1				SEAT 1				✕			
CAPPUCCINO		1	3.50	RECEIPT	CLERK	7	8	9	CL		
PANCAKES		1	9.00			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
						CUSTOMER	5% ITEM				
						BAR TAB	REFUND	1	2	3	X
						PENDING	VOID SALE				
						TABLE MAP	VOID	0	.	ENTER	
2x			\$12.50								
BACON & EGGS	PANCAKES	MUD CAKE SLICE	BEEF BAGEL	BEEF BURGER	LAMB & FETTA PIZZA	POTATO SALAD	KEYBOARD				
EGGS BENEDICT	CANADIAN PANCAKES	LEMON TEA CAKE SLICE	CHICKEN PANINI	WAGYU BURGER	SOME LIKE IT HOT PIZZA	PUMPKIN & FETTA					
EGGS ON TOAST	WAFFLES	VANILLA SLICE	MUSHROOM FOCCACIA	LAMB BURGER	MUSHROOM PIZZA	TOMATO & COUS COUS	ORDER NUMBER				
JAM & TOAST	WAFFLES CHOCOLATE	CARROT CAKE SLICE	LAMB TURKISH	CHICKEN BURGER	ISLANDER PIZZA	CHILLI SEAFOOD					
BAKED BEANS & TOAST	BIG BREAKFAST	BLACK FORREST CAKE SLICE	ROAST SANDWICH	TOFU BURGER	CHICKEN PIZZA	SMALL CHIPS	WITH				
AVOCADO ON TOAST		MANUFACTURED ITEMS	DESIGNER SANDWICH	DESIGNER BURGER	DESIGNER PIZZA	LARGE CHIPS	WITHOUT				
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER			
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN			

idealpos7 Update History

To switch to the next seat number, press the Seat Number button again and the Seat Number displayed at the top of the POS Screen will increment by 1 and show SEAT 2.

You may then add items that are being ordered by the customer who will be seated at Seat 2.

18 Jun 16:21 Adult ID: 18/06/01
Jeremy PRICE 1

SEAT 2 ✕

CAPPUCCINO	1	3.50	RECEIPT	CLERK	7	8	9	CL
PANCAKES	1	9.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
HOT CHOC	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
WAFFLES	1	9.00	BAR TAB	REFUND	PENDING	VOID SALE	0	.
			TABLE MAP	VOID	ENTER			

4x \$25.00

BACON & EGGS	PANCAKES	MUD CAKE SLICE	BEEF BAGEL	BEEF BURGER	LAMB & FETTA PIZZA	POTATO SALAD	KEYBOARD	
EGGS BENEDICT	CANADIAN PANCAKES	LEMON TEA CAKE SLICE	CHICKEN PANINI	WAGYU BURGER	SOME LIKE IT HOT PIZZA	PUMPKIN & FETTA		
EGGS ON TOAST	WAFFLES	VANILLA SLICE	MUSHROOM FOCCACCIA	LAMB BURGER	MUSHROOM PIZZA	TOMATO & COUS COUS	ORDER NUMBER	
JAM & TOAST	WAFFLES CHOCOLATE	CARROT CAKE SLICE	LAMB TURKISH	CHICKEN BURGER	ISLANDER PIZZA	CHILLI SEAFOOD	WITH	
BAKED BEANS & TOAST	BIG BREAKFAST	BLACK FORREST CAKE SLICE	ROAST SANDWICH	TOFU BURGER	CHICKEN PIZZA	SMALL CHIPS	WITHOUT	
AVOCADO ON TOAST		MANUFACTURED ITEMS	DESIGNER SANDWICH	DESIGNER BURGER	DESIGNER PIZZA	LARGE CHIPS	WITHOUT	
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

The above process can be repeated until items have been ordered for each Customer seated at a table. To clear the Seat Number function, press the "SEAT #" text at the top of the POS Screen when on a blank Sale Line.

18 Jun 16:23 Adult ID: 18/06/01
Jeremy PRICE 1

SEAT 2 ✕

CAPPUCCINO	1	3.50	RECEIPT	CLERK	7	8	9	CL
PANCAKES	1	9.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
HOT CHOC	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
WAFFLES	1	9.00	BAR TAB	REFUND	PENDING	VOID SALE	0	.
			TABLE MAP	VOID	ENTER			

4x \$25.00

The "SEAT #" text will then disappear from the top of the POS Screen.

When the Seat Number function is not active (SEAT # is not displayed at the top of the POS Screen), you may click on any Stock Item in the Sale and the Seat Number that the item was allocated to will be displayed at the top of the POS Screen. You might also see the Clerk name displayed in yellow at the top of the POS screen, depending on how Idealpos has been configured.

18 Jun 16:27 Adult ID: 18/06/01 Jeremy PRICE 1		Jeremy	SEAT 2	X				
CAPPUCCINO	1	3.50	RECEIPT	CLERK	7	8	9	CL
PANCAKES	1	9.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
HOT CHOC	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
WAFFLES	1	9.00	BAR TAB	REFUND	0	.	ENTER	
			PENDING	VOID SALE				
			TABLE MAP	VOID				
4x \$25.00								

Once the sale is ready to save to a table, press the "TABLE MAP" button and select a table from the Table Map and enter the number of Covers if prompted.

idealpos 7 Update History

Now that items have been saved to the table, the Customer might come back at a later time and request to order additional items for their table.

Press the "TABLE MAP" button, select the Customer's table and press the "POS" button.

The below example shows table 83 selected and the location of the POS button.

The screenshot displays the idealpos 7 interface. At the top, the text "idealpos 7 Update History" is shown. Below it, instructions explain that items saved to a table can be reordered later, and that the "TABLE MAP" button is used to select a table and the "POS" button to view the menu. The main part of the image is a table map showing various tables (71-85, 21-24, 31-42, 40-65, 8, 9, 10, 11, 12, 13) and a legend for table status: Ready (grey), Seated (red), Ordered (blue), Served (green), Bill Printed (purple), To Clean (yellow), and Reserved (dark green). Table 83 is highlighted in blue, and a yellow box around it has an orange arrow pointing to the "POS" button in the bottom menu. The bottom menu includes buttons for "POS", "ENTREE AWAY", "MAINS AWAY", "DESSERT AWAY", "DRINKS AWAY", "Kitchen", "Pay All", "Transfer", "Reservations", "Summary", and a close button. The "POS" button is highlighted with a yellow box, and an orange arrow points from it to table 83. The "ENTREE AWAY" button has a yellow arrow pointing to it from the left. The "RECEPTION" area is labeled with a purple box containing the number 2. The "WEDDINGFUNCTION" area is labeled with a blue box. The "KITCHEN" and "BAR" areas are also labeled. The "POS" button is located in the bottom left corner of the menu.

Legend:

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

Buttons:

- POS
- ENTREE AWAY
- MAINS AWAY
- DESSERT AWAY
- DRINKS AWAY
- Kitchen
- Pay All
- Transfer
- Reservations
- Summary
- >>>
- X

The POS screen will be displayed and will show the Table number along with the number of Covers for the table. To view the Table Summary, simply press the Table number on the Sale Screen.



idealpos7 Update History

The Table Summary screen will be displayed and will show the Table Number, Balance, Stock Items saved to the table along with the Seat Number that each item has been allocated to.

Seat Numbers are displayed in square brackets.

The below example shows that the first Stock Item "CAPPUCCINO" is allocated to Seat Number 1.

table 83		balance: \$25.00	×
202001	CAPPUCCINO [1]	3.50	
101006	PANCAKES [1]	9.00	
202007	HOT CHOC [2]	3.50	
101008	WAFFLES [2]	9.00	

		25.00	

POS Screen Setup

POS Button Captions can include Carriage Returns

This function allows further control of POS Button Captions by adding the option to include carriage returns anywhere in the button caption. The carriage return character is the tilde symbol "~". Any text that is entered after a tilde "~" symbol within a button caption will be displayed on the next line.

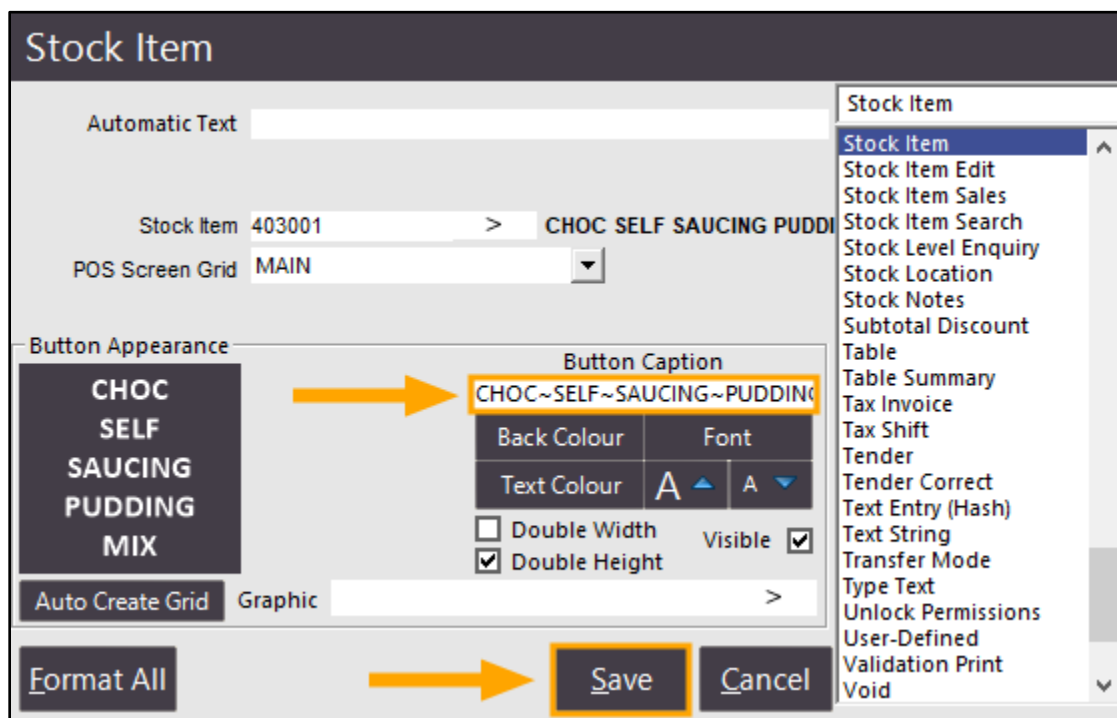
To use this function, go to: Setup > POS Screen > POS Screen Setup > Select POS Screen Layout > Buttons

Either select an existing button on the POS screen which you want to include Carriage Returns in the caption or create a new button.

The below example shows modifying an existing button.

Click on the button, then in the button caption, enter a tilde "~" symbol anywhere that you'd like to have the text move onto a new line. The button appearance displayed on the left-hand side of the screen will update on-the-fly as you make your change.

Once you have made the change, press the "Save" button and the change will be visible in the POS Screen Layout.



Close the POS screen layout and the change to the button will be applied.

Repeat the above process for any other buttons that require changing.

idealpos7 Update History

Price Enquiry Function allows Selling of Item

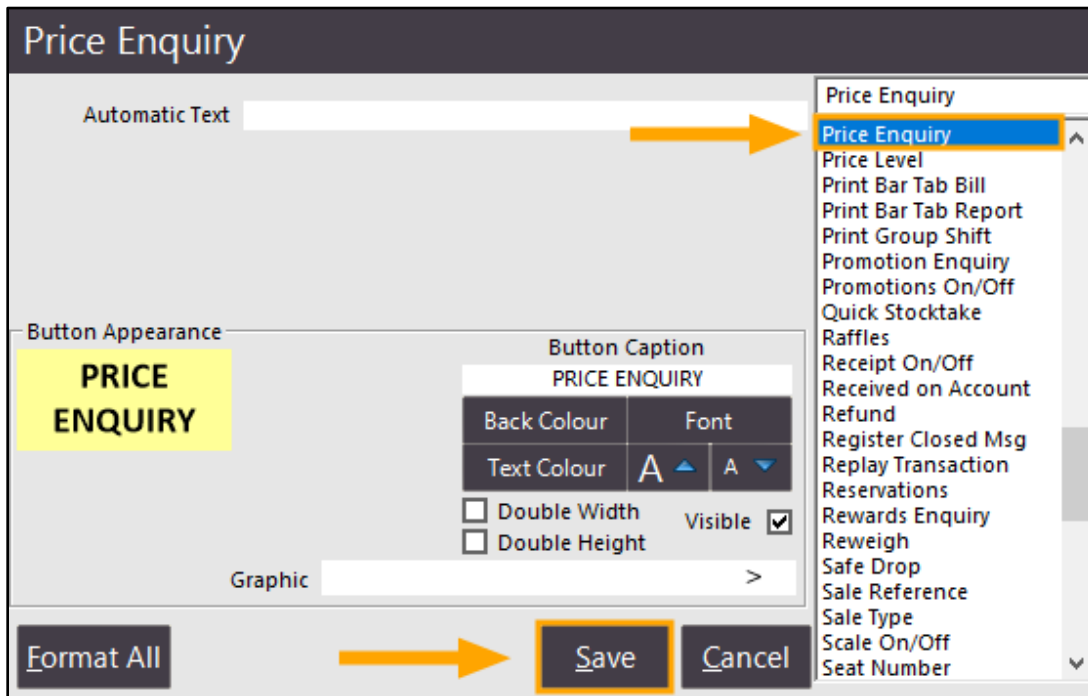
This function adds the ability to sell an Item from the Price Enquiry screen.

When performing a Price Enquiry, Idealpos will show the Stock Item, Stock Item Price as well as a SELL ITEM button. This allows the operator to add the item to the sale should the customer decide to purchase it at the price displayed on the POS screen. In addition, the SELL ITEM button is also available on the top-right corner of the applicable promotions screen when accessed via the Price Enquiry screen.

Note that this function (Selling of Item from Price Enquiry) is unavailable when checking more than one item's price at a time using the MULTI option.

To use this function, go to:

Setup > POS Screen > POS Screen Setup > Select POS Screen Layout > Buttons > Create a new button as follows:



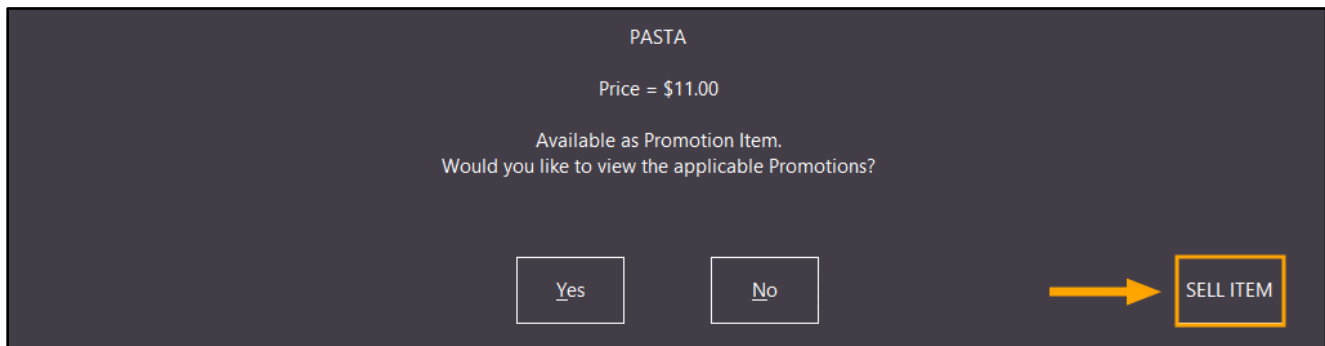
Press Save, then close the POS layout screens.

Go to the POS screen > Press the Price Enquiry button > Press a Stock Item button

Idealpos will display the Stock Item Description, Price, a SELL ITEM button and depending if the Stock Item has any applicable promotions, an option to view applicable promotions is also available.

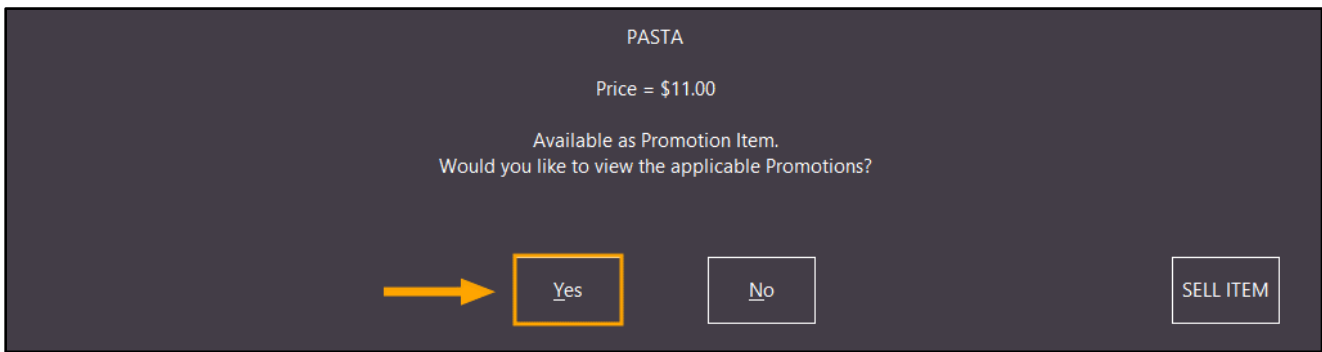
The below is an example of a Price Enquiry on an item which has available promotions.

Pressing the "SELL ITEM" button will add the item to the sale and dismiss the Price Enquiry prompt.

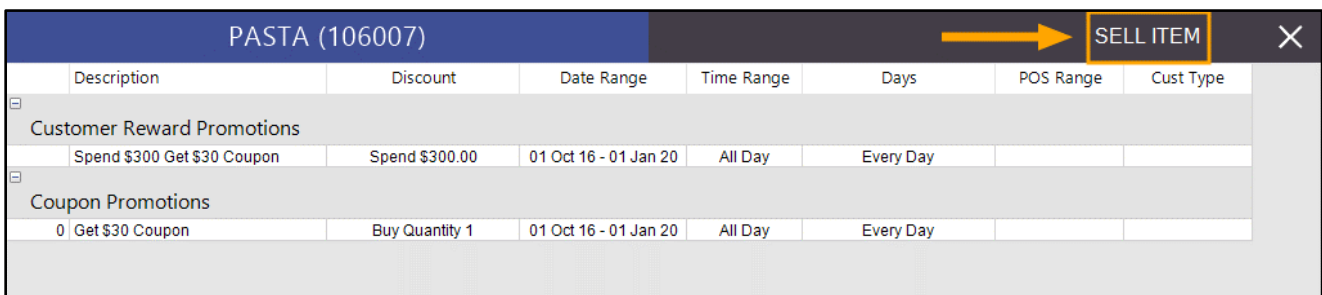


In addition to being able to sell the item from the above screen, it is also possible to sell the item when viewing the applicable promotions.

Press the "Yes" button on the prompt to view applicable promotions:

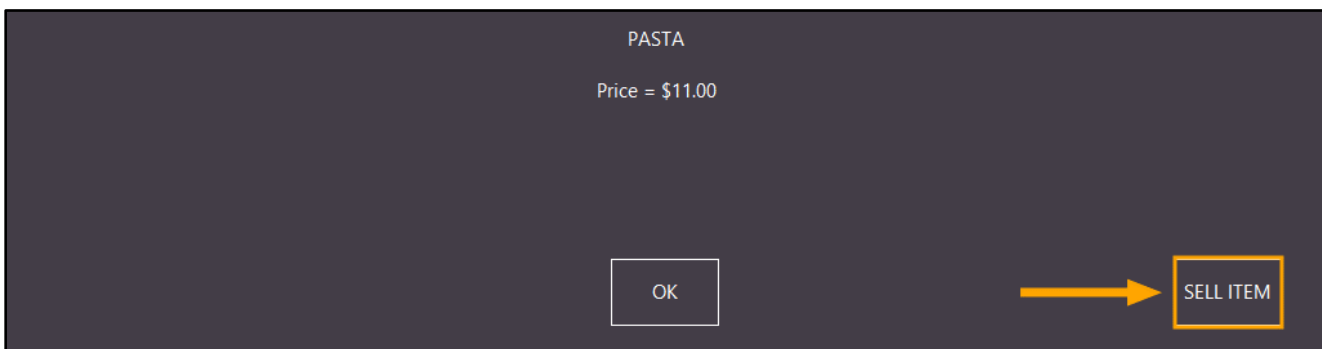


A SELL ITEM button is displayed on the top-right corner of the promotions screen which can also be used to add the item to the sale. Pressing the "SELL ITEM" button will add the item to the sale and dismiss the promotions screen.



When performing a Price Enquiry on an item which doesn't have any promotions available, the Price Enquiry screen will be displayed as follows. The available options are "OK" or "SELL ITEM".

Press "SELL ITEM" to add the item to the sale or press the "OK" button to dismiss the prompt and return to the sale screen without adding the item to the sale:



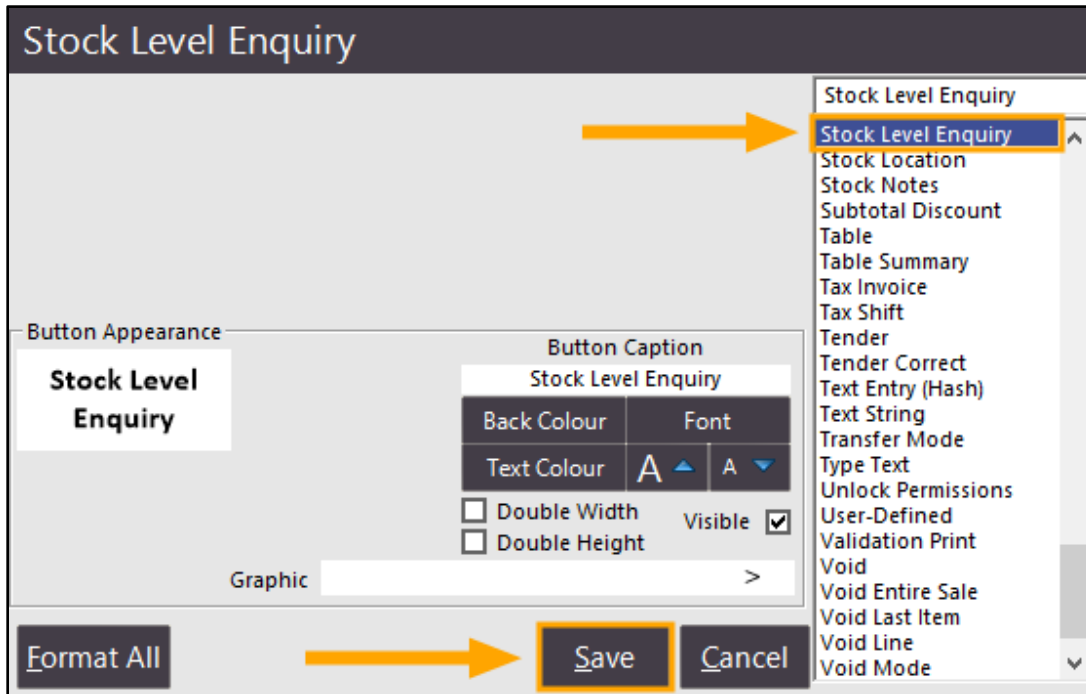
idealpos7 Update History

Stock Level Enquiry Function for POS Screen

This function allows the ability to perform a Stock Level Enquiry from the POS Screen. This may be useful in cases where you need to find out the Stock Level of a particular Stock Item in either the current location or any other locations which the Stock Item is available.

To configure this function, go to:

Setup > POS Screen > POS Screen Setup > Select a POS Screen Layout > Buttons > Select blank button > Configure as below, then press "Save" to save the button:



Close the POS Screen Layout windows, then go to:

POS Screen > Press the Stock Level Enquiry button > Press a Stock Item button on the POS Screen > Stock Level Enquiry is displayed:

stock level enquiry						
Stock Code		303004				
Description		MICROWAVE				
Location	Stock Level	Recommended Level	Reorder Level	LaybyLevel	Carton Quantity	
1	Location 1	10	5	2	0	1
2	Location 2	5	5	2	0	1
3	Location 3	3	5	2	0	1
4	Location 4	2	5	1	0	1
5	Location 5	1	5	1	0	1

idealpos7 Update History

POS Terminal Settings

Added new Region setting for India

A new Region setting has been added for India. This setting can now be used by Customers who are located in India. When setting Idealpos to the India region, the following changes are included:

- Indian Currency Denominations for Fast Cash Keys will be displayed on the Tender screen
- Indian Currency Denominations for Cash Declaration will be displayed on the Cash Declaration screen
- Tax settings configuration will be changed to allow Indian Taxes to be configured

We recommend that the Windows Region is first configured accordingly and once this has been done, the Idealpos region can be configured by going to:

Setup > POS Terminals > Modify > Main Settings > User Details > Region > India

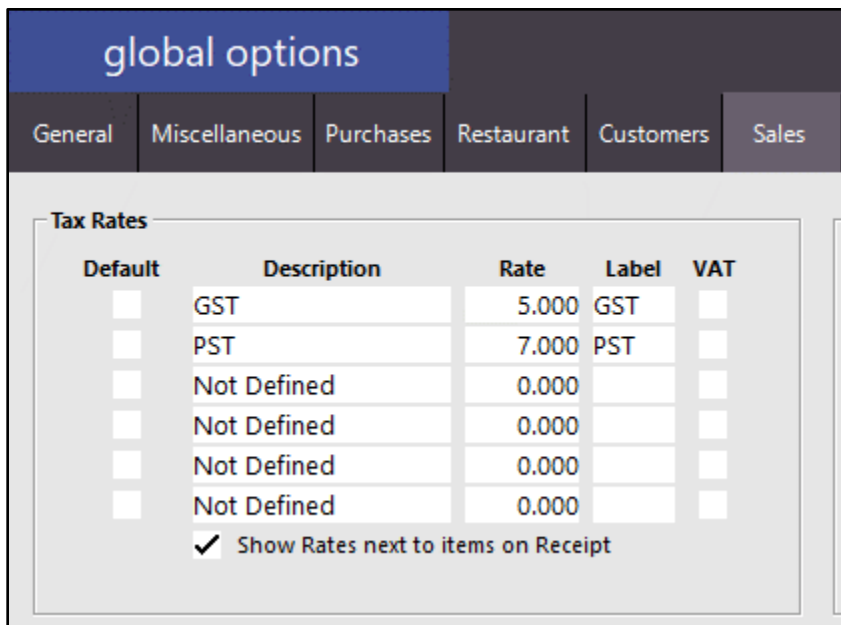
The screenshot displays the 'pos terminals' configuration window. The 'Main Settings' section includes fields for Code (1), Description (POS 1), Location (Location 1), and POS Screen Layout (2 > Normal POS Screen Layout). The 'User Details' section contains the following information:

Region	India		
Address	Idealpos Solutions 1/212 Curtin Ave West Eagle Farm QLD 4009		
Postal Address	Idealpos Solutions PO Box 65 Hamilton Central QLD 4007		
Email	email@domainname.com		
Phone	07 3630 2455	Fax	
	34 091 801 204	ACN	091 801 204

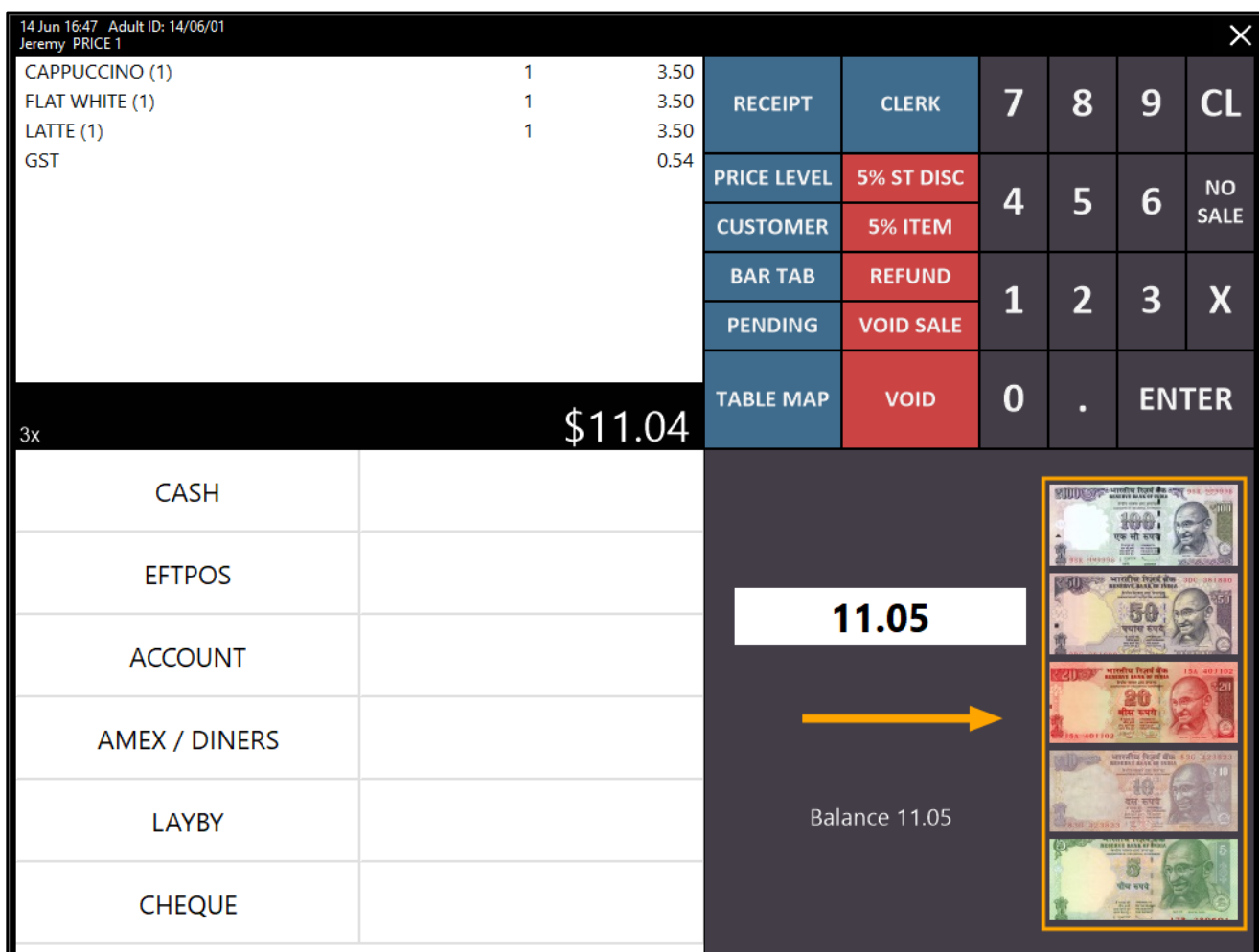
A yellow arrow points to the 'Region' dropdown menu, which is currently set to 'India'. A 'Copy from POS 1' button is located at the bottom right of the 'User Details' section.

After making the above change, restart Idealpos for the change to take effect.

Tax rates can be configured by going to: Setup > Global Options > Sales > Tax Rates



When tendering sales in Idealpos, Indian Currency Denominations and Currency Images will be displayed:



idealpos7 Update History

User Details Copy function

This function adds the ability to copy the POS Terminal User Details (Region, Address, Postal Address, Email, Phone, Fax, ABN, ACN) from POS 1 to any terminal. This function can be used in cases when the User Details need to be updated for all terminals but using the existing "Copy from POS #" function would result in each POS terminal's unique configuration being lost.

Therefore, the Copy from POS 1 button can now be used instead which will allow each POS Terminal's unique configuration to be preserved while allowing the ability to quickly copy the User Details settings from POS 1.

To use this function, go to:

Setup > POS Terminals > Select POS 1 > Modify > Configure/Update the User Details as required

The screenshot displays the 'pos terminals' configuration screen. The top navigation bar includes tabs for 'Main Settings', 'POS Settings', 'Receipt Printer', 'Kitchen Printers', 'Customer Display', 'Customer Readers', 'Other Peripherals', 'EFTPOS Settings', 'Import / Export', and 'Miscellaneous Settings'. The 'Main Settings' section contains fields for 'Code' (1), 'Description' (POS 1), 'Location' (Location 1), and 'POS Screen Layout' (1 > POS SCREEN LAYOUT 1). The 'User Details' section, highlighted with an orange border, includes fields for 'Region' (Australia), 'Address' (Idealpos Solutions, 1/212 Curtin Ave West, Eagle Farm QLD 4009), 'Postal Address' (Idealpos Solutions, PO Box 65, Hamilton Central QLD 4007), 'Email' (email@domainname.com), 'Phone' (07 3630 2455), 'Fax', 'ABN' (34 091 801 204), and 'ACN' (091 801 204). A 'Copy from POS 1' button is located at the bottom right of the 'User Details' section. A 'Keyboard' button is visible at the bottom left of the screen.

To save the change, close the POS Terminal configuration screen for POS 1.

Then select the next POS Terminal from the list and select "Modify"
Press the "Copy from POS 1" button which will copy All User Details (Region, Address, Postal Address, Email, Phone, Fax, ABN and ACN) from POS 1 to the current POS Terminal being modified.
Close the POS Terminal configuration screen for the POS Terminal and repeat the process for all required remaining terminals.

The screenshot shows a web-based configuration interface for POS terminals. At the top, there is a navigation bar with tabs for 'pos terminals', 'Main Settings', 'POS Settings', 'Receipt Printer', 'Kitchen Printers', 'Customer Display', 'Customer Readers', 'Other Peripherals', 'EFTPOS Settings', 'Import / Export', and 'Miscellaneous Settings'. The main content area is divided into two sections: 'Main Settings' and 'User Details'. The 'Main Settings' section includes fields for 'Code' (2), 'Description' (POS 2), 'Location' (Location 1), and 'POS Screen Layout' (1 > POS SCREEN LAYOUT 1). The 'User Details' section includes fields for 'Region' (Australia), 'Address' (Idealpos Solutions, 1/212 Curtin Ave West, Eagle Farm QLD 4009), 'Postal Address' (Idealpos Solutions, PO Box 65, Hamilton Central QLD 4007), 'Email' (email@domainname.com), 'Phone' (07 3630 2455), 'Fax', 'ABN' (34 091 801 204), and 'ACN' (091 801 204). A yellow box highlights the 'Copy from POS 1' button, with a yellow arrow pointing to it from the right. A 'Keyboard' tab is visible at the bottom left of the interface.

POSServer

Centralised Customer Account/Layby Transactions retrieved from POSServer

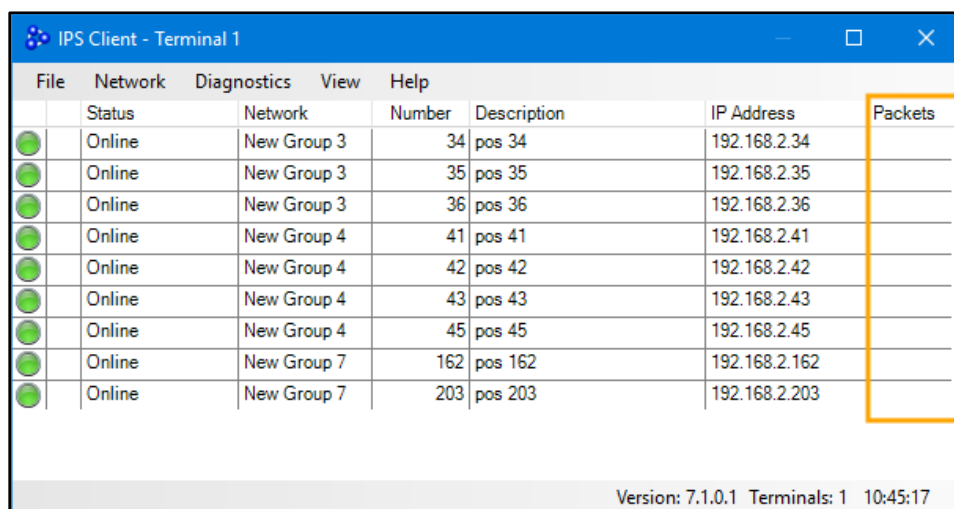
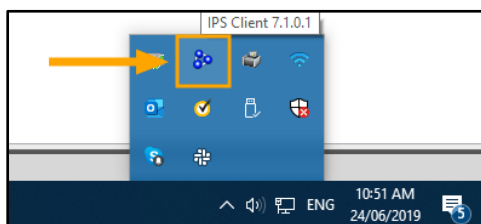
This function enables the ability to centralise Customer Account and Layby Transaction data in the POSServer. By centralising Customer Transactions on the POSServer, all terminals will have access to the same consistent Customer balances. In addition, a customer can only be added to a transaction at one POS terminal at a time (i.e. a customer cannot be added to a sale on two or more POS terminals at the same time, as POS will display a message that the customer is currently in use at POS #).

The Centralised Accounts function is disabled by default.

If you are using multiple POSServers at a site, Centralised Accounts are not supported and should not be enabled.

Before enabling Centralised Accounts, we recommend that the following steps are completed:

- Check and ensure that there are no unprocessed packets for any POS terminals in IPS Client. Confirm this by going to the main Back Office terminal and clicking on the IPS Client icon within the Windows System Tray. Note that Idealpos must be running in order for IPS Client to appear in the System Tray.



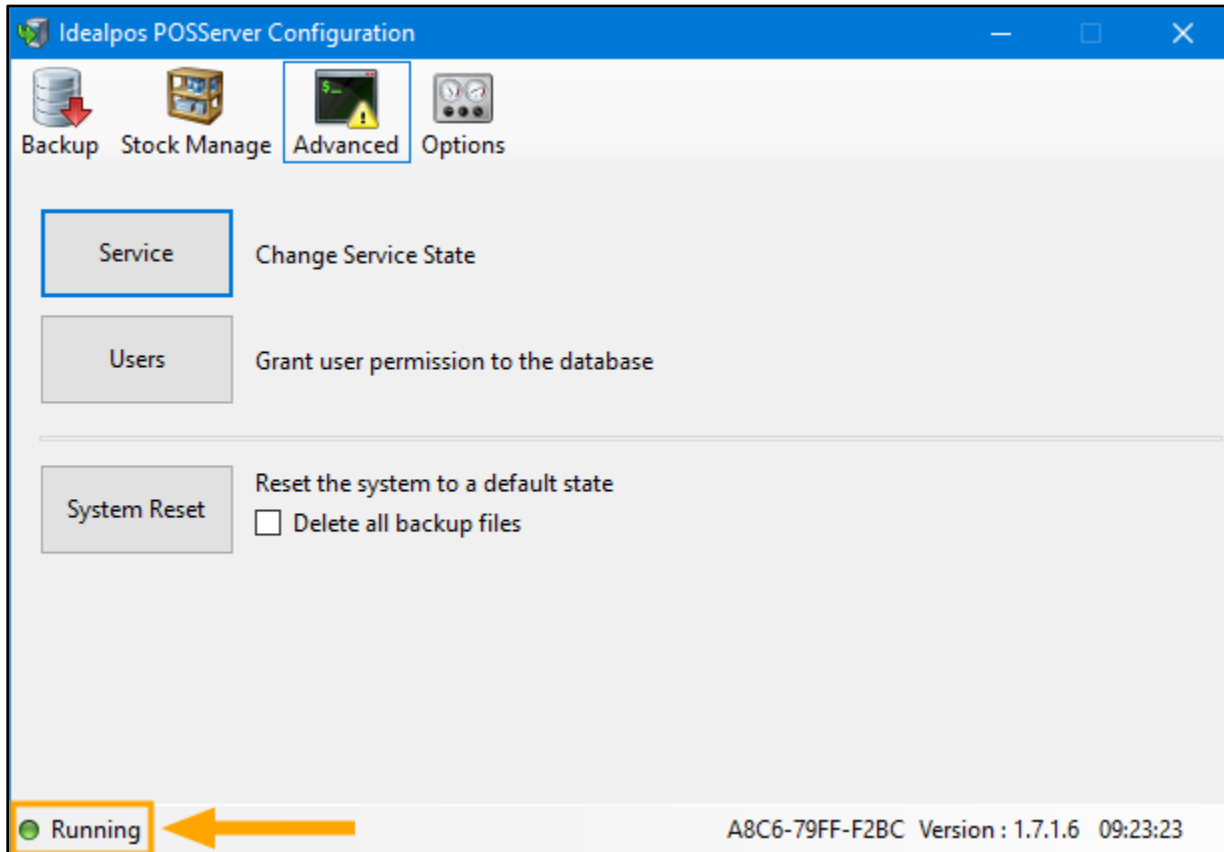
File	Network	Diagnostics	View	Help					
Status	Network	Number	Description	IP Address	Packets				
Online	New Group 3	34	pos 34	192.168.2.34					
Online	New Group 3	35	pos 35	192.168.2.35					
Online	New Group 3	36	pos 36	192.168.2.36					
Online	New Group 4	41	pos 41	192.168.2.41					
Online	New Group 4	42	pos 42	192.168.2.42					
Online	New Group 4	43	pos 43	192.168.2.43					
Online	New Group 4	45	pos 45	192.168.2.45					
Online	New Group 7	162	pos 162	192.168.2.162					
Online	New Group 7	203	pos 203	192.168.2.203					

Version: 7.1.0.1 Terminals: 1 10:45:17

- We recommend creating a backup of the Idealpos database for each terminal. This can be done either by opening IPS Utils on each terminal and pressing the "Backup" button, or from the main dashboard screen at each terminal by going to File > Backup Database, then following any remaining prompts to create the backup.
- If POSServer is already configured and in use, we also recommend creating a backup of the POSServer from the main terminal which is running the POSServer. Run the POSServer configuration (POSServer.exe) as Administrator (right click on the POSServer and choose "Run as Administrator"). A shortcut to POSServer should exist in the Windows Start Menu, however, it can also be found in "C:\Program Files\Idealpos Solutions\POSServer\POSServer.exe". Press the "Backup" button, then choose a location to save the backup and press "Backup"

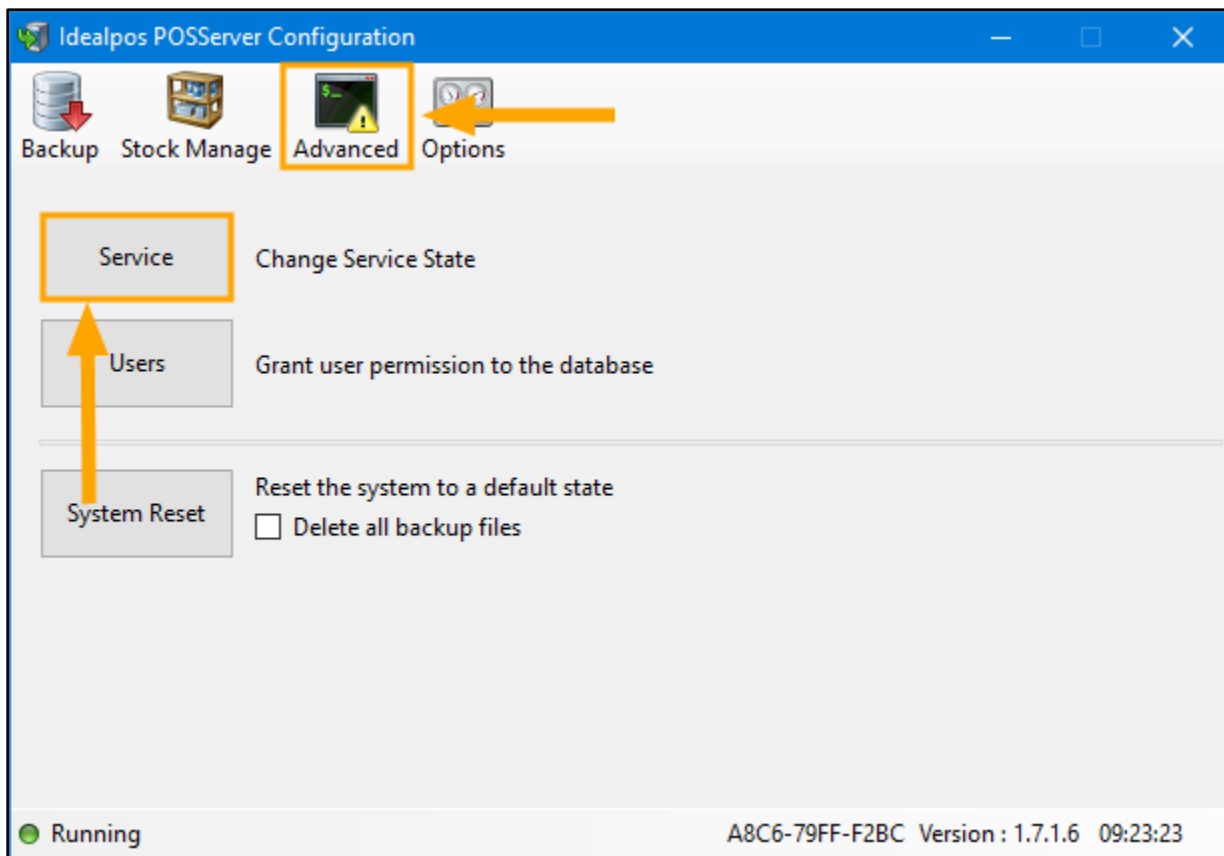
Enabling Centralised Accounts involves multiple steps as outlined below:
Ensure that POSServer is running on either the main Back-Office system or the main POS terminal.
This can be checked by going to: Start > search for POSServer and open POSServer.
If POSServer cannot be found in the Start Menu, it can also be started by going to:
C:\Program Files\Idealpos Solutions\POSServer\POSServer.exe and running as Administrator (right-click on the executable and select "Run As Administrator")

Ensure that "Running" is displayed on the bottom-left corner of the POSServer Configuration window.

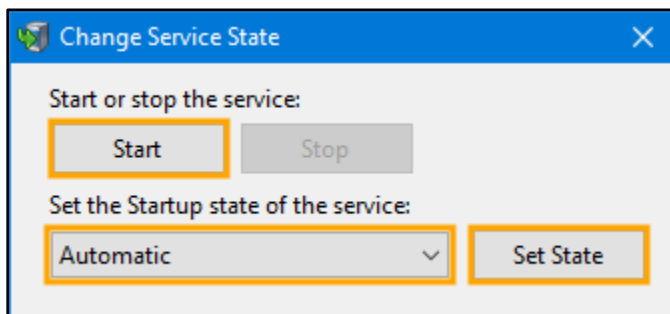


idealpos7 Update History

If the POSServer is not running, click on the Advanced tab, then press the "Service" button.



Press the "Start" button to start the Service, then Set the Startup state of the service to "Automatic", followed by pressing the "Set State" button to apply the change.



Then ensure that POSServer is enabled in Idealpos Global Options and ensure that the IP address of the system running the POSServer has been entered.

Go to: Setup > Global Options > Miscellaneous > POSServer

The below example shows Idealpos pointing to a POSServer running on an IP address of 192.168.1.95.

Substitute the IP address below with the IP address of the system that's running the POSServer on your network

The screenshot shows the 'global options' interface for 'site 1 (Site)'. The 'Miscellaneous' tab is selected. The 'POSServer' checkbox is checked and highlighted with an orange box. The 'IP Address' field contains '192.168.1.95' and is also highlighted with an orange box. Below the IP address, there are four checkboxes: 'Centralize Points' (unchecked), 'Floating Clerks' (unchecked), 'Order Numbers' (unchecked), and 'Centralize Accounts' (checked). To the right, there are two sections: 'Transfer' and 'Clear Data'. The 'Transfer' section has three checkboxes: 'Customer Points' (unchecked), 'Table Data' (unchecked), and 'Customer Account Transactions' (unchecked), with a 'Send' button to the right. The 'Clear Data' section has three checkboxes: 'Customer Points' (unchecked), 'Table Data' (unchecked), and 'Customer Account Transactions' (unchecked), with a 'Clear' button to the right. At the bottom, there are three buttons: 'Retrieve Account Transactions', 'Reset Order Number', and 'Release Locks'.

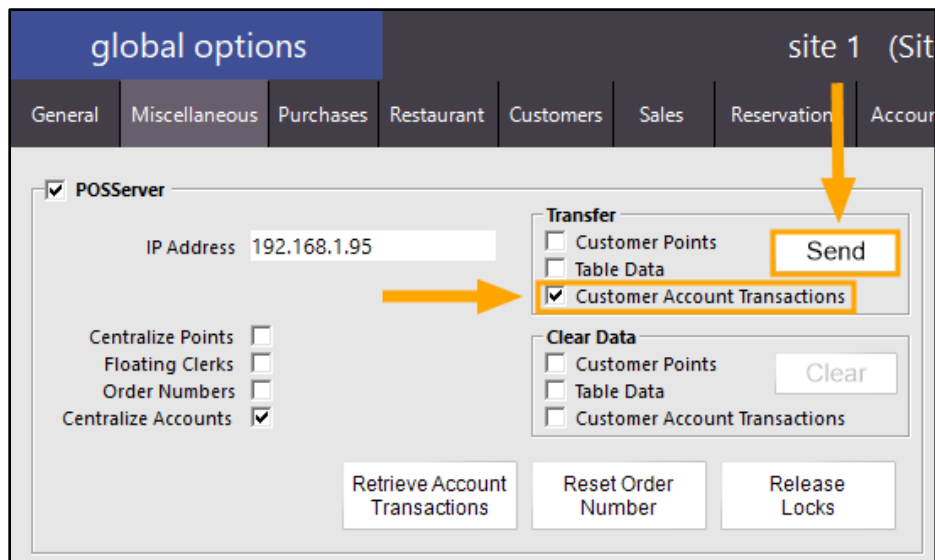
idealpos7 Update History

Then Enable tickbox "Centralise Accounts"

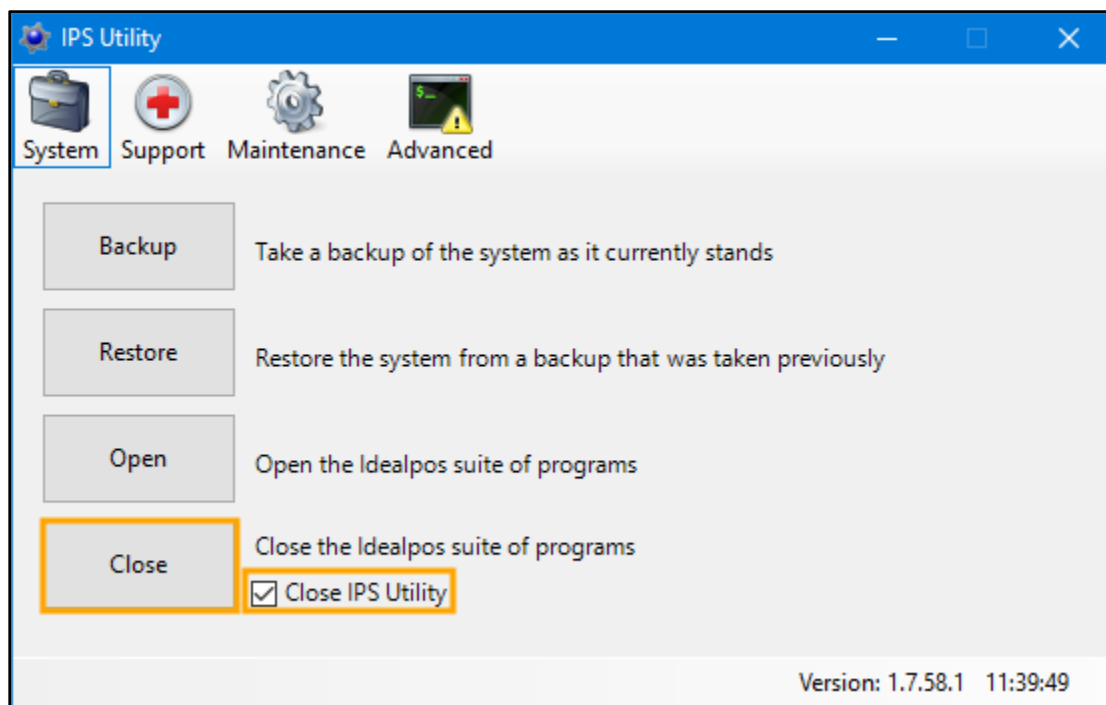
Once Centralised Accounts have been enabled, we recommend that they remain enabled. This setting shouldn't be toggled on and off.

The screenshot shows the 'global options' configuration interface for 'site 1 (Site 1)'. The 'POSServer' section is expanded, showing the 'Centralize Accounts' checkbox checked and highlighted with an orange box and an arrow. Other settings in this section include IP Address (192.168.1.95), Centralize Points, Floating Clerks, Order Numbers, and Transfer/Clear Data options. The 'Promotional Tickets' section includes Ticket Printer settings and checkboxes for Show Graphic Logo, Stock Item Format, Attach Instructions, Show Customer Code, and Non-Customer Sales. The 'Magstripe Settings' section has radio buttons for Track 1, 2, and 3 for both Clerks and Customers. The 'Financial' section includes Start of Financial Year (01/04), Business Tax Descriptor, Company Number Descriptor (ACN), Aging Type (30/60/90+ Days or By Month), and GST Accounting (Cash or Accrual). The 'Dashboard' section has 'Automatically Refresh' checked and a 'Delete Dashboard Data and Rebuild' button. The 'Packet Processing' section has 'Number of Packet Commands to process at End of Sale' set to 500 and 'Packet Processing Idle Time' set to 6. The 'Ideal Handheld' section has 'Enable v7 Features' checked, 'Menus in Code Order' and 'Use Price Level from Menu' unchecked, and a 'Tab Layer Colours' list for 18 tabs. The 'Notes' section is empty.

Customer Account Transactions must also be manually Transferred/Sent from a POS terminal to the POSServer. From the main or primary terminal (typically POS 1 at the venue/site), go to: Setup > Global Options > Miscellaneous. Within the Transfer section, enable the “Customer Account Transactions” tickbox, then press “Send”. You may be prompted to enter the Administrator password. All Customer Account Transactions from the current terminal will be sent to the POSServer.



Once the above steps have been completed, restart Idealpos on each POS terminal. This can be done by opening IPS Utils and pressing the “Close” button. Go to Start > search for “IPSUtils” and open IPSUtils. Tick the “Close IPS Utility” option, then press the “Close” button.



Confirm any prompts by pressing “Yes” to close the Idealpos suite of programs. Then start Idealpos again by either double clicking the Idealpos shortcut on the desktop or by going to the Start Menu and going to Idealpos > Idealpos.

Customer Accounts can be used as normal and any User Interface screens will remain the same when using Customer Accounts.

idealpos7 Update History

Additional options for Customer Accounts related functions have also been added to the Global Options > Miscellaneous > POSServer section.

Note that these options are for advanced users and should only be used when you are familiar with their purpose and the outcome you are trying to achieve.

- Transfer Customer Account Transactions – This option will Clear Customer Account Transactions from the POSServer and replace with data from the current terminal

The screenshot shows the POSServer configuration window. The IP Address is 192.168.1.95. On the left, there are checkboxes for Centralize Points, Floating Clerks, Order Numbers, and Centralize Accounts (checked). On the right, there are two sections: 'Transfer' and 'Clear Data'. The 'Transfer' section has checkboxes for Customer Points, Table Data, and Customer Account Transactions (checked). The 'Clear Data' section has checkboxes for Customer Points, Table Data, and Customer Account Transactions. At the bottom, there are three buttons: Retrieve Account Transactions, Reset Order Number, and Release Locks.

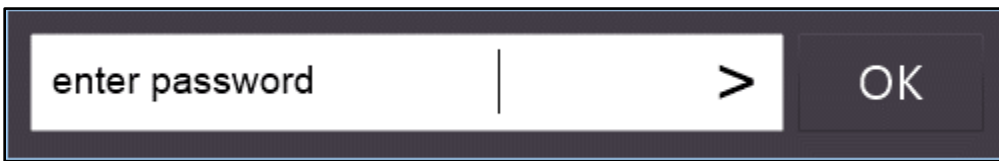
- Clear Customer Account Transactions – This option will clear Customer Account Transactions from the POSServer

The screenshot shows the POSServer configuration window. The IP Address is 192.168.1.95. On the left, there are checkboxes for Centralize Points, Floating Clerks, Order Numbers, and Centralize Accounts (checked). On the right, there are two sections: 'Transfer' and 'Clear Data'. The 'Transfer' section has checkboxes for Customer Points, Table Data, and Customer Account Transactions. The 'Clear Data' section has checkboxes for Customer Points, Table Data, and Customer Account Transactions (checked). At the bottom, there are three buttons: Retrieve Account Transactions, Reset Order Number, and Release Locks.

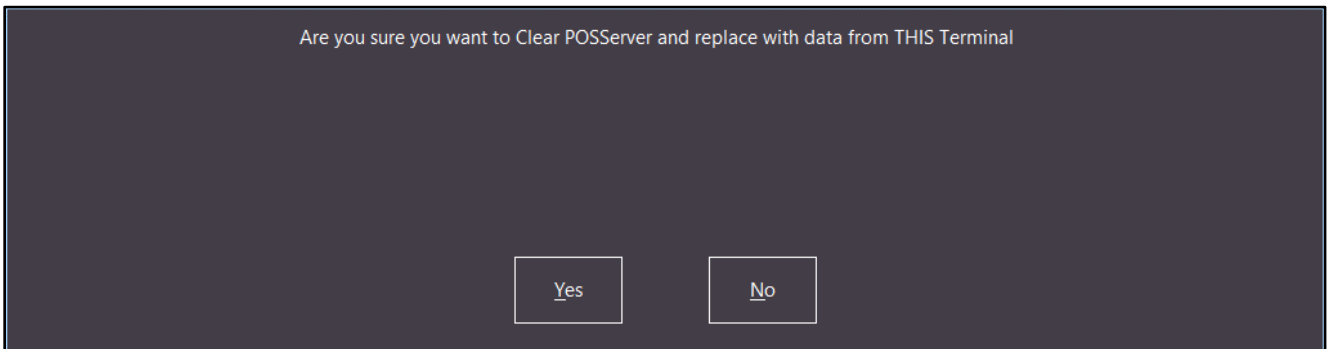
- Retrieve Account Transactions – This option will clear all Customer Account Transactions on the current terminal and will replace with Account Transaction Data from the POSServer.

The screenshot shows the POSServer configuration window. The IP Address is 192.168.1.95. On the left, there are checkboxes for Centralize Points, Floating Clerks, Order Numbers, and Centralize Accounts (checked). On the right, there are two sections: 'Transfer' and 'Clear Data'. The 'Transfer' section has checkboxes for Customer Points, Table Data, and Customer Account Transactions. The 'Clear Data' section has checkboxes for Customer Points, Table Data, and Customer Account Transactions. At the bottom, there are three buttons: Retrieve Account Transactions (highlighted with a yellow box), Reset Order Number, and Release Locks.

When using these functions, Idealpos will prompt for the Admin Password, followed by a confirmation prompt explaining exactly what the selected option will perform with the opportunity to proceed or cancel via the Yes/No buttons.



A dark-themed input field with the text "enter password" on the left, a vertical separator line, a greater-than sign ">" on the right, and an "OK" button to the right of the input field.



A dark-themed dialog box with the text "Are you sure you want to Clear POSServer and replace with data from THIS Terminal" at the top. At the bottom, there are two buttons: "Yes" and "No".

Promotions

MAXTRIPS tag for Multi-Trip Promotions

This function adds the ability to specify the maximum number of times that a Multiple Trip Promotion can be tripped in a single sale. This can be used where you need to restrict the promotion. An example promotion that may need to have the number of trips restricted could include a promotion that gives a Customer a bonus promotional item when they purchase either a single Stock Item or a combination of Items.

To use this function, go to: File > Sales > Promotions > Promotions > Select a Promotion > Modify

The below example shows a Promotion which triggers a bonus ICE CREAM HAT Stock Item when purchasing 2x CHOC ICE CREAM 1L.

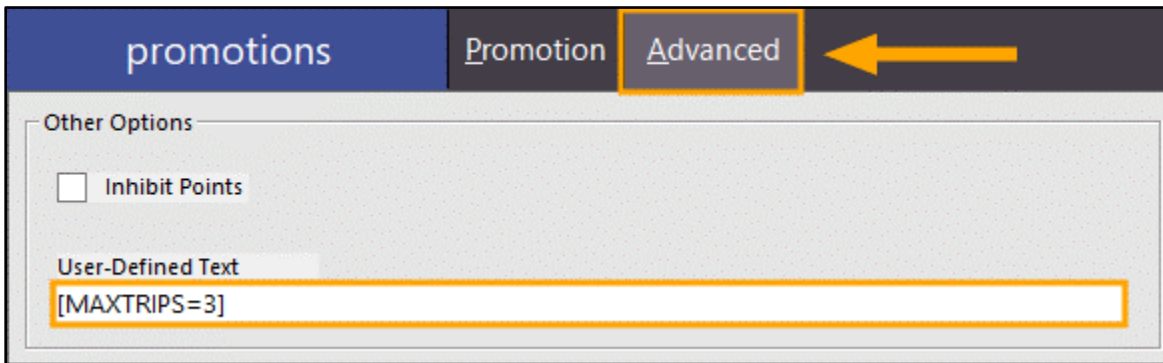
The MAXTRIPS tag is only applicable to Promotions that have the "Multiple Trips" option enabled, so ensure that the Multiple Trips option is enabled on the promotion that you want to limit the number of trips on:

The screenshot shows the 'Advanced' tab of the 'Promotions' window. The 'Description' is 'Bonus Hat Promo' and the 'Group' is 'Promotions'. The 'From' date is 01/06/2019 00:00 and the 'to' date is 01/07/2019 00:00. The 'Discount Type' is 'Bonus Stock Item' with a quantity of 4, and the 'Bonus Stock Item' is 'ICE CREAM HAT'. The 'Multiple Trips' checkbox is checked and highlighted with a yellow box and an arrow. The 'Trip Conditions Set 1' is configured for 'Buy' 2 items below, with 'CHOC ICE CREAM 1L' listed. 'Trip Conditions Set 2' and 'Trip Conditions Set 3' are both set to 'And Buy' 0 items below.

Once you have either created a new promotion with "Multiple Trips" enabled or ensured the "Multiple Trips" option has been enabled on an existing promotion, click on the "Advanced" tab, then enter [MAXTRIPS=#] into the User-Defined field.

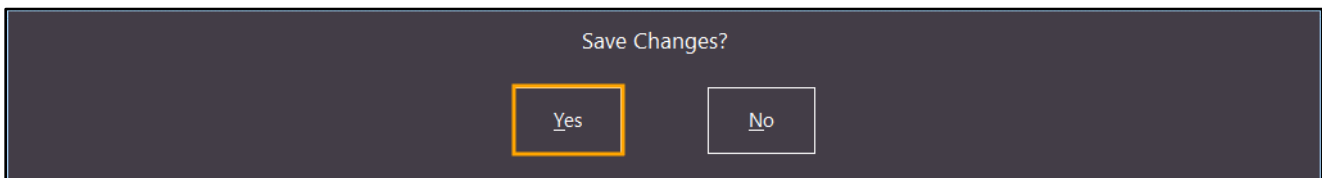
Replace # with the number of maximum trips that you want the promotion to be limited to.

The below example shows the maximum number of trips set to 3.



The screenshot shows a web interface for managing promotions. At the top, there is a navigation bar with three tabs: "promotions" (in a blue box), "Promotion", and "Advanced" (highlighted with an orange border and a yellow arrow pointing to it from the right). Below the navigation bar is a form area with a section titled "Other Options". Inside this section, there is a checkbox labeled "Inhibit Points" which is currently unchecked. Below the checkbox is a label "User-Defined Text" followed by a text input field containing the text "[MAXTRIPS=3]". The input field is highlighted with an orange border.

Close the Promotions screen and when prompted, select "Yes" to save the changes.



The screenshot shows a dark grey dialog box with the text "Save Changes?" centered at the top. Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with an orange border.

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Open the Idealpos POS screen then trigger the Promotion by purchasing the required number of items. In this example, the promotion triggers a bonus ICE CREAM HAT Stock Item worth \$5.00 when 2x CHOC ICE CREAM 1L items are purchased.

The promotion will be limited to triggering 3 times (MAXTRIPS set to 3).

Purchasing 6x CHOC ICE CREAM 1L Stock Items will trigger the Bonus Hat Promo 3 times.

After the max trips have been reached for the promotion, the promotion will not trip again for the current sale.

After the sale has been tendered and finalised, the promotion can be tripped three times in the next sale.

The below shows the CHOC ICE CREAM 1L item purchased 8 times with [MAXTRIPS=3] enabled.

Note the Bonus Hat Promo only tripped 3 times which is in accordance with the MAXTRIPS setting.

CHOC ICE CREAM 1L	8	56.00
-11.04 Bonus Hat Promo		
ICE CREAM HAT	1	5.00
-1.32 Bonus Hat Promo		
Bonus Hat Promo	3	-15.00
ICE CREAM HAT	1	5.00
-1.32 Bonus Hat Promo		
ICE CREAM HAT	1	5.00
-1.32 Bonus Hat Promo		

When the MAXTRIPS setting has not been set in the Advanced tab, there is no limit to the number of times the Promotion can be tripped and the below example shows that the Bonus Hat Promo was tripped 4 times.

CHOC ICE CREAM 1L	8	56.00
-14.72 Bonus Hat Promo		
ICE CREAM HAT	1	5.00
-1.32 Bonus Hat Promo		
Bonus Hat Promo	4	-20.00
ICE CREAM HAT	1	5.00
-1.32 Bonus Hat Promo		
ICE CREAM HAT	1	5.00
-1.32 Bonus Hat Promo		
ICE CREAM HAT	1	5.00
-1.32 Bonus Hat Promo		

Raffles

Raffles inhibit redrawing of an already drawn number on multi-draw raffles

The logic used to draw Raffles in Idealpos has been updated so that it behaves more like a traditional raffle draw. After a ticket has been drawn in a raffle, Idealpos will mark that ticket as drawn and if the raffle is drawn again, previously drawn tickets will be excluded from the raffle draw. A raffle can be re-drawn again and again until either all the tickets included in the raffle are drawn or until the raffle is reset.

There is no configuration required to enable this function.

See the Raffles topic in the Idealpos User Guide for more information about configuring and using Raffles in Idealpos:
<https://userguide.idealpos.com.au/#Raffles/Raffles.htm>

idealpos7 Update History

Reports

POS Description shows on the Reports header

This function adds the POS Description to the Reports header for any report that is available via the Idealpos Reports menu. The Description of the POS which runs a report will be displayed in the header of the report.

There is no configuration required to enable the POS Description to display in the report header, however, you may want to update the POS Descriptions of your terminals so that the correct POS Description is displayed on your reports.

To update POS Descriptions, go to:

Setup > POS Terminals > Select a POS Terminal from the list > Modify

Modify the Description in the Description field, then close the POS terminals screen.

Repeat the process for each POS terminal that needs the description updated.

The screenshot shows the 'pos terminals' configuration interface. The top navigation bar includes 'Main Settings', 'POS Settings', 'Receipt Printer', 'Kitchen Printers', 'Display / Kiosk', 'Customer Readers', 'Other Peripherals', 'EFTPOS Settings', 'Import / Export', and 'Miscellaneous Settings'. The 'Main Settings' section contains the following fields:

- Code: 1
- Description: POS 1 (highlighted with a yellow arrow)
- Location: Location 1 (dropdown menu)
- POS Screen Layout: 2 > Normal POS Screen Layout

The 'User Details' section contains the following fields:

- Region: Australia (dropdown menu)
- Address: Idealpos Solutions, 1/212 Curtin Ave West, Eagle Farm QLD 4009
- Postal Address: Idealpos Solutions, PO Box 65, Hamilton Central QLD 4007
- Email: email@domainname.com
- Phone: 07 3630 2455, 34 091 801 204
- Fax: ACN 091 801 204
- Copy from POS 1 (button)

A 'Keyboard' button is visible in the bottom left corner of the interface.

Once the POS Descriptions have been updated, any report can be run from the Reports menu and the POS Description will appear on the top-left corner of the report in the Report Header.

The below example shows the Stock Item Sales Report which is available via Reports > Sales > Stock Item Sales

Idealpos user		Stock Item Sales Report				Printed 19/06/2019 09:30:03			
POS 1(1)		All Dates				Page 1 of 2			
		Sales							
		Unit Price inc	Unit Tax	Quantity	Nett ex	Tax	Nett inc	Discounts	Gros s inc
BREAKFAST									
101001	EGGS ON TOAST	9.00	0.43	2.0000	16.28	0.82	17.10	0.90	18.00
101002	BACON & EGGS	10.00	0.48	4.0000	35.80	2.20	38.00	2.00	40.00
101003	EGGS BENEDICT	11.70	0.56	1.0000	11.14	0.56	11.70	1.30	13.00
101006	PANCAKES	9.00	0.43	2.0000	16.29	0.81	17.10	0.90	18.00
101009	WAFFLES CHOCOLATE	10.00	0.48	1.0000	9.52	0.48	10.00	0.00	10.00
101010	JAM & TOAST	5.00	0.24	1.0000	4.76	0.24	5.00	0.00	5.00
101011	BIG BREAKFAST	15.00	0.71	2.0000	28.57	1.43	30.00	0.00	30.00
				13.0000	122.37	6.53	128.90	5.10	134.00
ENTRÉE									
106001	DUCK	14.00	0.67	4.0000	47.69	4.11	51.80	4.20	56.00
106002	BEEF	11.70	0.56	14.0000	151.47	12.33	163.80	18.20	182.00
106003	LAMB	12.00	0.57	2.0000	21.24	1.58	22.80	1.20	24.00
106004	SEAFOOD	14.40	1.31	1.0000	13.09	1.31	14.40	1.60	16.00
106005	VEGETARIAN	12.00	0.57	1.0000	11.43	0.57	12.00	0.00	12.00
106007	PASTA	11.00	0.52	5.0000	47.48	4.22	51.70	3.30	55.00
				27.0000	292.41	24.09	316.50	28.50	345.00

Reports – Customers

Customer Trial Balance – Option to Force End of Last Month for Scheduling

This function adds the ability to run the Customer Trial Balance Report with the option to “Force End of Last Month”. This is useful in cases where you want to create a Shortcut for the report and when using the shortcut, you want the report to use an Aging Date for the last day of the previous month (relative to the current date which you’re running the report).

In addition, the same function can be utilised when including the Shortcut Report in a schedule.

To use this function, go to: Reports > Customers > Customer Trial Balance

Enable the “Force End of Last Month” checkbox, set any other report selections as required, then press “View” to run the report:

customer trial balance

Aging Date: 31/05/2019

Force End of Last Month

Report Options: Aging Type: All Customers

Summary

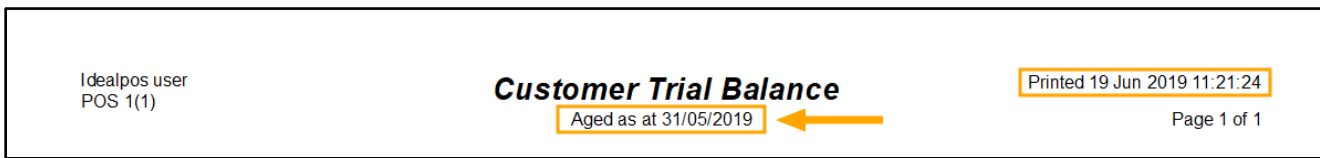
Sort Order: Code Last Name

Selection Range:

Code	>	to	>
Last Name	>	to	>
Customer Type	>	to	>
Company	>	to	>
Location	>	to	>

Print View

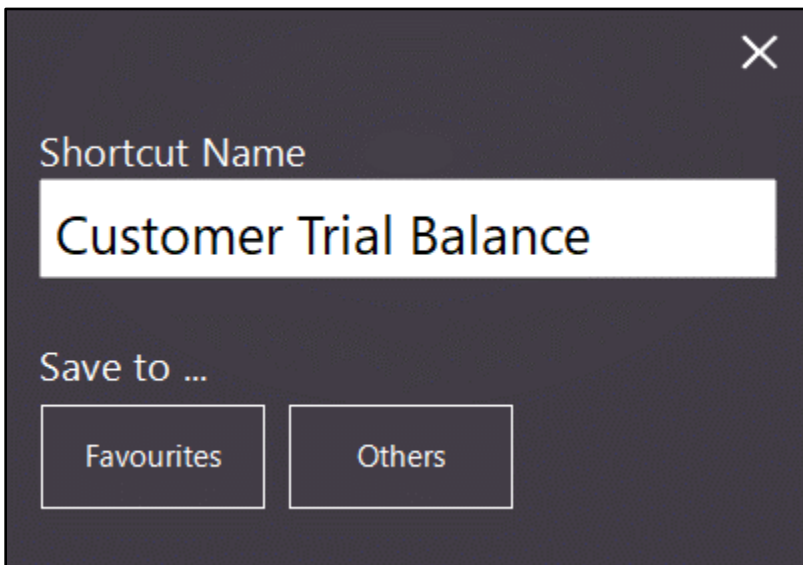
The report will be displayed using the last day of the previous month as the Aging Date.
The below example shows the Customer Trial Balance Report Header with an Aging Date of 31/05/2019 and a printed date of 19 June 2019.



From the top-right corner of the screen, press the "S" button to create a shortcut for the Customer Trial Balance Report. The Shortcut will include the options that were selected when running the report, including the "Force End of Last Month" option.



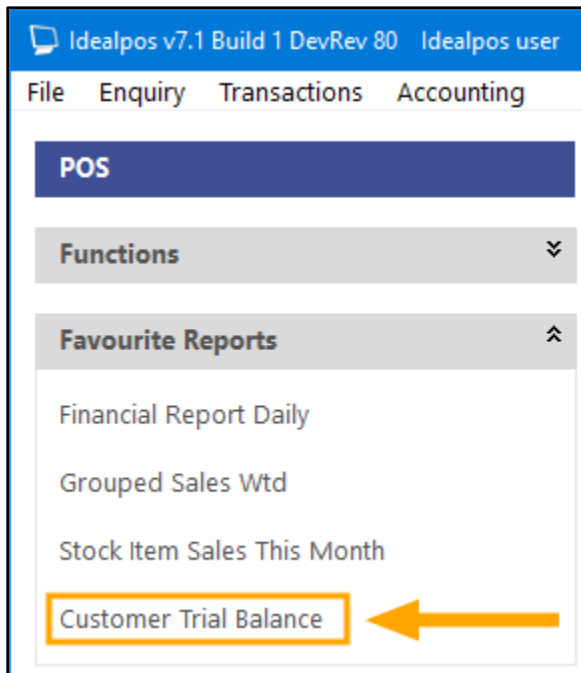
Enter a Shortcut Name, then choose a location to save the Shortcut to.
For this example, we'll use the "Favourites" location.



Close the Customer Trial Balance Report.

idealpos7 Update History

A Shortcut for the Report will now appear on the Back-Office screen under "Favourite Reports".

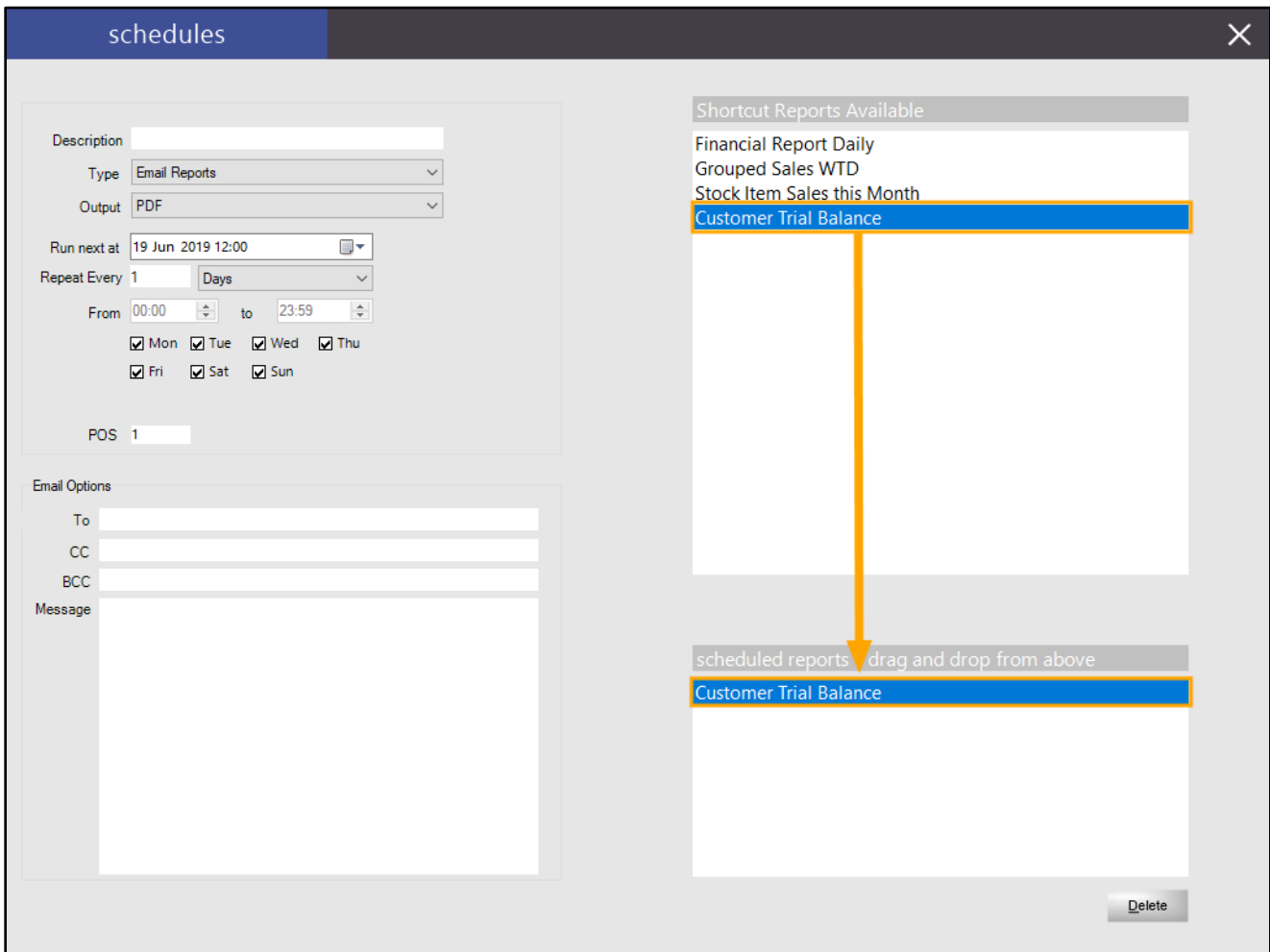


Clicking on the Shortcut will run the Customer Trial Balance using the options that were selected when the report was created, including the "Force End of Last Month" Aging Date option.

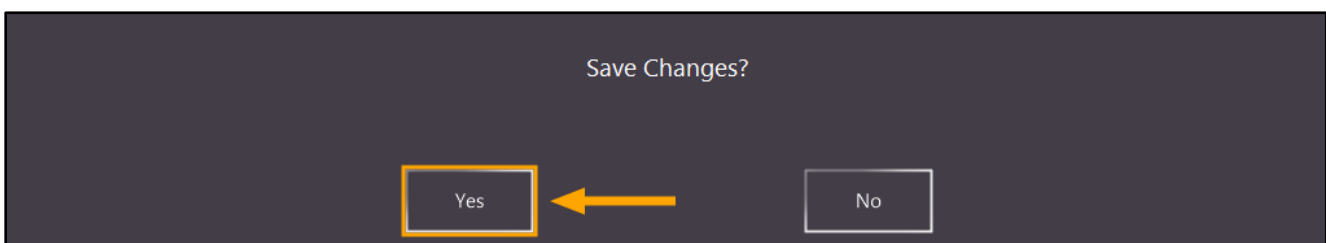
A Schedule can also be created for the Report Shortcut.

Go to Setup > Schedules > Either select an existing Schedule and press Modify or press the "Add" button.

Select the required options for the Schedule and drag the "Customer Trial Balance" report from "Shortcut Reports Available" to "Scheduled Reports".



Once the schedule has been created, close the Schedules screen and select "Yes" when prompted to Save Changes.



The Schedule will appear in the list of Schedules and will run as per the settings that were configured.

When run via the Schedule, the report will use the settings chosen in the report, including "Force End of Last Month".

idealpos7 Update History

Reports – Sales

Pending Sales Report – Includes Total by Sale Type Status

This function adds a Total for each Sale Type that is reported within the Pending Sales Report. No additional configuration is required to enable this function; it is enabled by default.

In order to use Pending Sales, ensure that you have POSServer enabled and a Pending Sale button on your POS Screen.

The steps to configure Pending Sales and use the Pending Sales Report are outlined as follows:

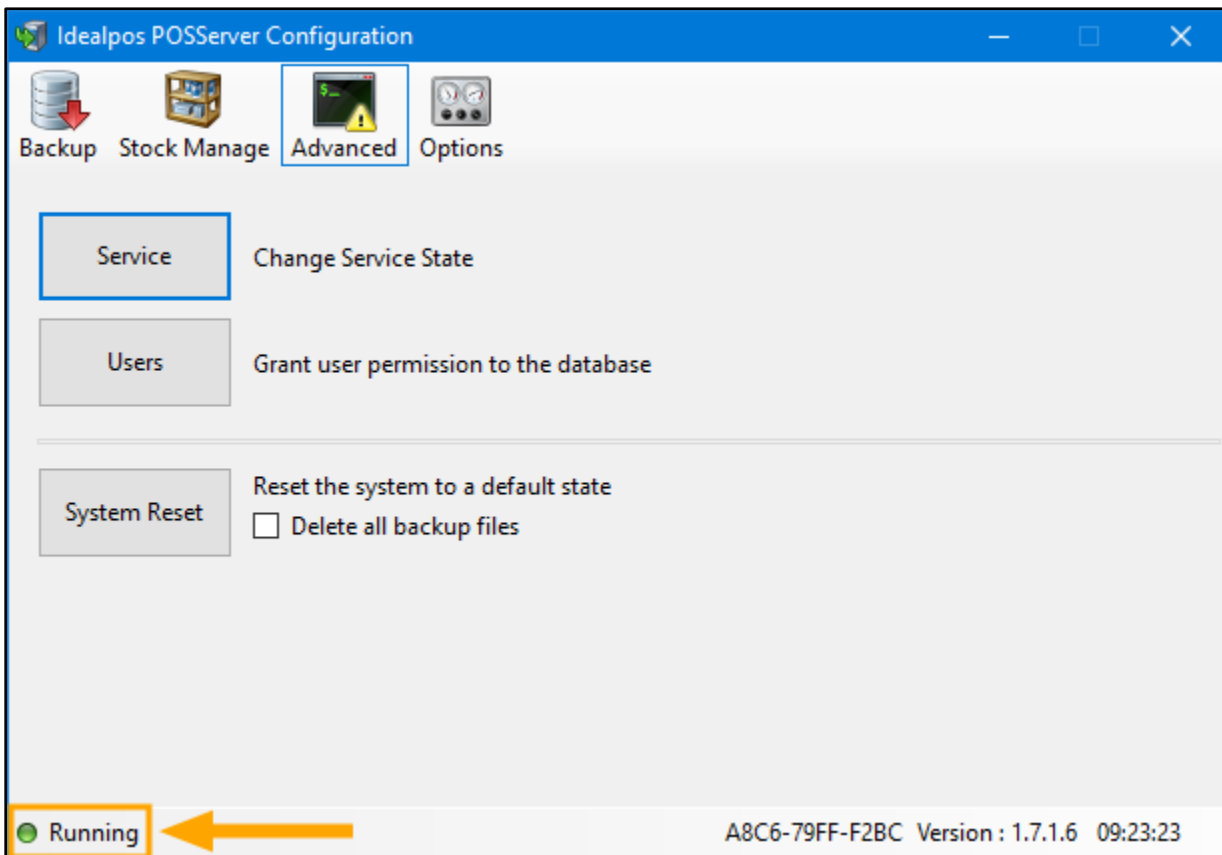
Ensure that POSServer is running on either the main Back-Office system or the main POS terminal.

This can be checked by going to: Start > search for POSServer and open POSServer.

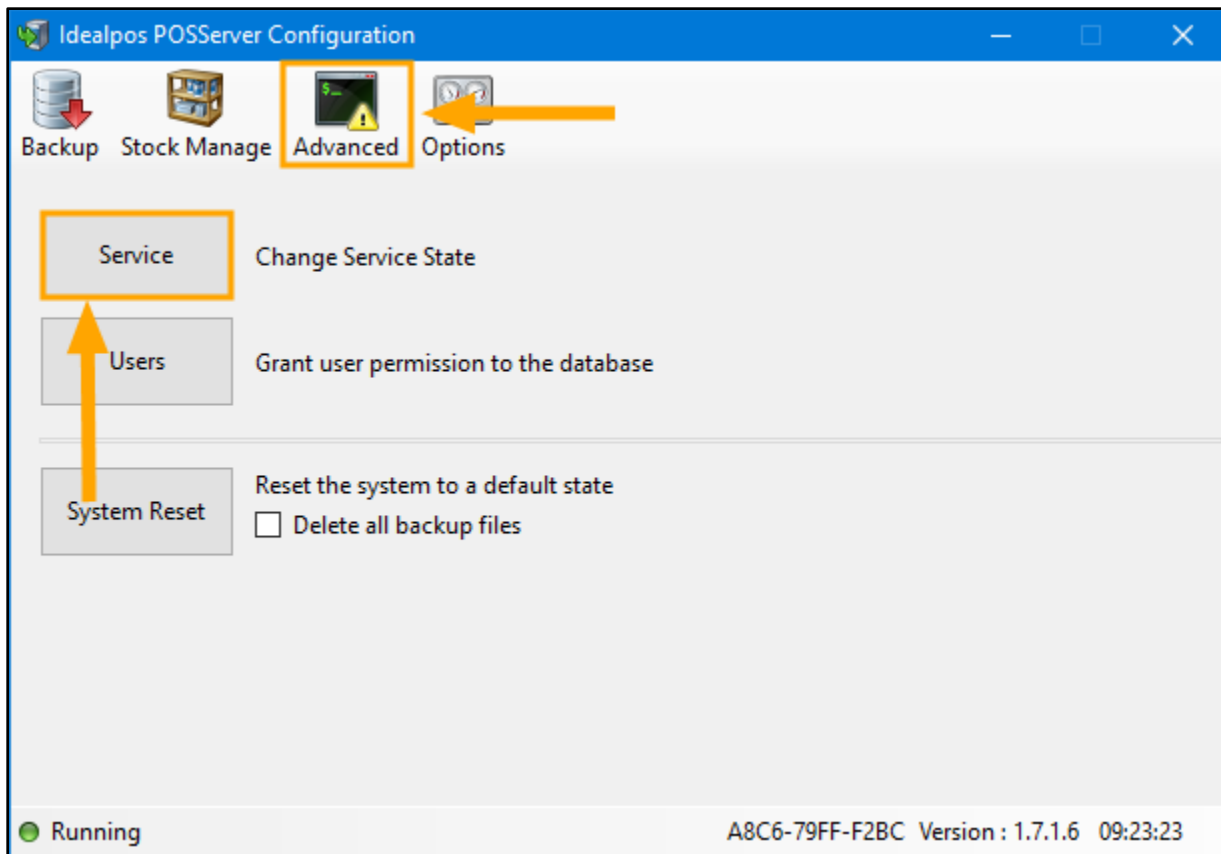
If POSServer cannot be found in the Start Menu, it can also be started by going to:

C:\Program Files\Idealpos Solutions\POSServer\POSServer.exe and running as Administrator (right-click on the executable and select "Run As Administrator")

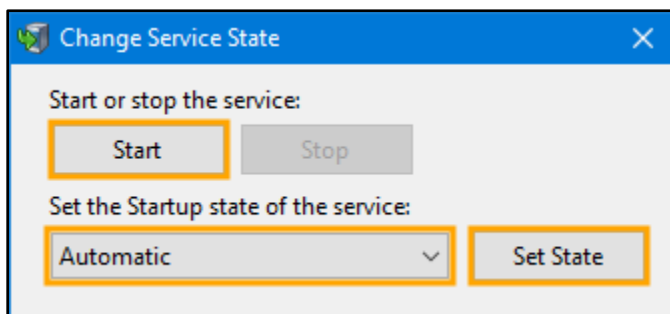
Ensure that "Running" is displayed on the bottom-left corner of the POSServer Configuration window.



If the POSServer is not running, click on the Advanced tab, then press the "Service" button.



Press the "Start" button to start the Service, then Set the Startup state of the service to "Automatic", followed by pressing the "Set State" button to apply the change.



idealpos7 Update History

Then ensure that POSServer is enabled in Idealpos Global Options and ensure that the IP address of the system running the POSServer has been entered.

Go to: Setup > Global Options > Miscellaneous > POSServer

The below example shows Idealpos pointing to a POSServer running on an IP address of 192.168.1.95.

Substitute the IP address below with the IP address of the system that's running the POSServer on your network

The screenshot shows the 'global options' window for 'site 1'. The 'Miscellaneous' tab is selected, and the 'POSServer' checkbox is checked. The 'IP Address' field is set to '192.168.1.95'. Below this are several checkboxes: 'Centralize Points', 'Floating Clerks', 'Order Numbers', and 'Centralize Accounts' (which is checked). To the right, there are two sections: 'Transfer' and 'Clear Data', each with checkboxes for 'Customer Points', 'Table Data', and 'Customer Account Transactions'. At the bottom of the window are three buttons: 'Retrieve Account Transactions', 'Reset Order Number', and 'Release Locks'.

You will also need a Pending Sale button on your POS Screen to access the Pending Sale function.

Go to: Setup > POS Screen > POS Screen Setup > Select POS Screen Layout > Buttons

Find a blank button on the POS screen and select it.

Configure the button using the Pending Sale function as per the below example:

The screenshot shows the 'Pending Sale' configuration window. The 'Pending Sale Type' dropdown is set to 'Pending Sale'. The 'Button Appearance' section shows a blue button with the text 'PENDING'. The 'Button Caption' section shows 'PENDING' with options for 'Back Colour', 'Text Colour', 'Font', 'Double Width', and 'Double Height'. The 'Graphic' field is empty. At the bottom are buttons for 'Format All', 'Save', and 'Cancel'. A list of functions is visible on the right, with 'Pending Sale' selected.

You may also want to adjust the different types of Pending Sales (such as Pickup, Takeaway, etc.).

This can be done by going to: Setup > Global Options > Sales > Sale Type Status

You can modify the Sale Type Status as required:

The screenshot shows the 'global options' interface for 'site 1 (Site 1)'. The 'Sales' tab is active. The 'Sale Type Status' section is highlighted with a yellow box and an arrow pointing to it from the 'Refund Reasons' section. The 'Sale Type Status' section contains a list of sales types: Takeaway, Delivery, Pickup, and Cater. The 'Refund Reasons' section contains a list of reasons: 1 Damaged, 2 Changed Mind, 3 Faulty, 4 Product Recall, 5 Expired, 6 Other, 7, 8, 9. The 'Tax Rates' section contains a table with columns: Default, Description, Rate, Label. The 'Programmable Barcodes' section contains checkboxes for 'Use?' and 'Use Hardwired?', and fields for Prefix, Position, Length, Field 1, Field 2, and Decimal Point. The 'Miscellaneous' section contains radio buttons for 'Price Level Change Duration' (Continuous, Until End of Sale, One Item Only), a 'Price Level Override' field, and a checkbox for 'Non-Turnover Stock Items'. The 'Selling Price Descriptors' section contains a list of price descriptors from Price 1 to Price 12. The 'Fast Add Stock Items' section contains a checkbox for 'Fast Add Stock Items when not found', a 'Default Department' field, and radio buttons for 'Stock Code' and 'Scan Code'. The 'Undistributed Links' section contains 'Surcharges' and 'Discounts' fields. The 'Food/Beverage Total Descriptors' section contains 'Food' and 'Beverage' fields. The 'A4 Pending Sale Messages' section contains a text area.

Once the Sale Type Statuses have been modified as required, close the Global Options screen and go to the POS screen.

Add items as required, then press the Pending Sale button.

The screenshot shows the POS screen for 'Jeremy PRICE 1'. The receipt lists items: BEEF (1, 13.00), WELL DONE, GRAVY, LAMB (1, 12.00), and PORK (1, 13.00). The total is \$34.00. A yellow arrow points to the 'PENDING' button on the right side of the screen. The receipt also shows 'Discounts(+/-) -4.00' and '3x'.

Item	Quantity	Price
BEEF	1	13.00
WELL DONE		
GRAVY		
LAMB	1	12.00
PORK	1	13.00
Discounts(+/-)		-4.00
Total		\$34.00

idealpos7 Update History

Enter the Customer Details, select the Pending Sale Status and finally press "Save" to save the Pending Sale.

Save Table ×

Code

Name

Address

Suburb

State Post Code

:

None
 Takeaway
 Delivery
 Pickup
 Cater

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	Save	
CL	backspace						\	?	0	.	-			

Repeat the above process for any other required Pending Sales.

Once Pending Sales have been saved, the Pending Sales Report can be run by going to:
 Reports > Sales > Pending Sales > View

The report will list each Pending Sale Type. At the end of each Sale Type, a total amount for all sales of that Sale Type will be displayed.

Idealpos user (pos1)		Pending Sales Report			Printed 17/06/2019 08:50:24 Page 14 of 14	
Code	Date	Clerk	Order Date			
Pickup						
549-1	07/06/2019 16:22:55	Jeremy	07/06/19 16:21			
303001	BREVILLE BLENDER		2			141.98
303004	MICROWAVE					90.99
303005	HAND MIXER					30.99
303006	BREAD MAKER					80.99
303002	STICK BLENDER		2			81.98
						426.93
					Less Paid	0.00
					Total Owing	426.93

550-1	10/06/2019 10:08:26	Jeremy	10/06/19 10:06			
303001	BREVILLE BLENDER		2			141.98
303004	MICROWAVE					90.99
303005	HAND MIXER					30.99
303006	BREAD MAKER					80.99
303002	STICK BLENDER		2			81.98
						426.93
					Less Paid	0.00
					Total Owing	426.93

594-1	17/06/2019 08:43:30	Jeremy	17/06/19 08:43			
105001	GARLIC BREAD					7.00
106007	PASTA					11.00
108005	CHOC TART					12.00
						30.00
					Less Paid	0.00
					Total Owing	30.00

595-1	17/06/2019 08:45:29	Jeremy	17/06/19 08:44			
205608	DRY GINGER					3.00
204007	STILL MINERAL WATER					4.00
101007	CANADIAN PANCAKES					12.00
101008	WAFFLES					9.00
101009	WAFFLES CHOCOLATE					10.00
						38.00
					Less Paid	0.00
					Total Owing	38.00

						921.86

idealpos7 Update History

Stock Item Sales Report – Clerk Selection Range

This function adds a Clerk field to the Selection Range in the Stock Item Sales Report.

This function allows the user to run the Stock Item Sales Report based on either a single Clerk, specific Clerks or a range of Clerks.

This function is useful where you need to report on Stock Item Sales based on the Clerk that completed the sale.

To use this function, go to: Reports > Sales > Stock Item Sales

stock item sales

Date Range

Week to Date

From 10/06/2019 00:00:00

To 11/06/2019 23:59:59

Optional Grouping

Group Field

Sort Order

Code

Description

Best

Worst

Cost of Sales

Show Stock Items

Group by Sell Price

Unit Price is Price 1

Hide Unit Price/Tax

Portrait

Selection Range

Price Level All Price Levels

Code > to >

Description > to >

Supplier > to >

Department >

Location >

POS System >

Clerk >

Attributes

Show

Exclude

Print Save Defaults View

The Clerk can be reported in the following ways:

- Single Clerk – Click on the ">" button in the Clerk field, select a Clerk from the list then press OK. The single Clerk number will be added to the Clerk field.

The screenshot shows a 'Selection Range' dialog box with the following fields and controls:

- Price Level: All Price Levels (dropdown)
- Code: [] > to [] >
- Description: [] > to [] >
- Supplier: [] > to [] >
- Department: [] >
- Location: [] >
- POS System: [] >
- Clerk: 1 >
- Attributes: [] [] +
- Radio buttons: Show, Exclude
- Close button: X

- Multiple Clerks – Click on the ">" button in the Clerk field, select a Clerk from the list then press OK. Repeat this process until you add the required Clerks. Each Clerk number will be listed in the Clerk field, separated by a comma.

The screenshot shows the same 'Selection Range' dialog box as above, but with the Clerk field containing the text '1,2,3,4' and the '>' button highlighted with an orange box.

idealpos7 Update History

- Clerk Range – Click on the ">" button in the Clerk field, select the first Clerk in the range then press OK. Click the mouse cursor into the Clerk field after the Clerk number and enter a hyphen "-" (when entering the hyphen, ensure that the Clerk number is not selected, otherwise it will be overwritten when entering the hyphen). Then press the ">" button, select the final Clerk in the range and press OK. The Clerk field will contain the two Clerk numbers separated by a hyphen.
If you already know the Clerk numbers of the Clerk range that you want to report on, you can manually enter the range of Clerk numbers into the Clerk field by entering the first and last Clerk numbers, separated by a hyphen "-".

The screenshot shows a 'Selection Range' dialog box with the following fields and controls:

- Price Level: All Price Levels (dropdown)
- Code: [] >
- Description: [] >
- Supplier: [] >
- Department: [] >
- Location: [] >
- POS System: [] >
- Clerk: 1-20 > (highlighted with an orange border)

At the bottom of the dialog, there are two 'Attributes' dropdown menus, a '+' button, and two radio buttons: 'Show' (selected) and 'Exclude'. A close button 'X' is located at the bottom right.

Once you have selected the required Clerk(s) in the Selection Range along with any other desired report options, press the "View" button on the bottom-right corner of the Stock Item Sales window to run the Report.

The screenshot shows the 'stock item sales' window with the following configuration options:

- Date Range:** All Dates
- Optional Grouping:**
 - Group Field: Department
 - Show Group Label:
 - Totals Only:
 - Totals with Group Label:
- Sort Order:**
 - Code:
 - Description:
 - Best: Quantity
 - Worst:
- Additional Options:**
 - Show Stock Items:
 - Group by Sell Price:
 - Unit Price is Price 1:
 - Hide Unit Price/Tax:
 - Portrait:
- Selection Range:**
 - Price Level: All Price Levels
 - Code: > to >
 - Description: > to >
 - Supplier: > to >
 - Department: >
 - Location: >
 - POS System: >
 - Clerk: 1-20
- Attributes:** +
- Show/Exclude:** Show Exclude

At the bottom of the window, there are buttons for 'Print', 'Save Defaults', and 'View'. An orange arrow points to the 'View' button.

idealpos7 Update History

The report will be displayed and will display report data based on the selections that were chosen.

Idealpos user (pos1)		Stock Item Sales Report				Printed 11/06/2019 13:35:03			
		All Dates				Page 1 of 1			
		Clerk 1-20							
				Sales					
		Unit Price inc	Unit Tax	Quantity	Nett ex	Tax	Nett inc	Discounts	Gross inc
BREAKFAST									
101001	EGGS ON TOAST	8.10	0.39	1.0000	7.71	0.39	8.10	0.90	9.00
101002	BACON & EGGS	9.00	0.43	2.0000	16.76	1.25	18.00	2.00	20.00
101003	EGGS BENEDICT	11.70	0.56	1.0000	11.14	0.56	11.70	1.30	13.00
101006	PANCAKES	8.10	0.39	1.0000	7.71	0.39	8.10	0.90	9.00
				5.0000	43.33	2.57	45.90	5.10	51.00
ENTRÉE									
106001	DUCK	12.60	1.15	3.0000	34.36	3.44	37.80	4.20	42.00
106002	BEEF	11.70	1.06	14.0000	151.47	12.33	163.80	18.20	182.00
106003	LAMB	10.80	0.98	1.0000	9.82	0.98	10.80	1.20	12.00
106004	SEAFOOD	14.40	1.31	1.0000	13.09	1.31	14.40	1.60	16.00
106007	PASTA	9.90	0.90	4.0000	37.00	3.70	40.70	3.30	44.00
				23.0000	245.74	21.76	267.50	28.50	296.00
MAIN									
107009	KANGAROO	24.00	2.18	3.0000	43.64	4.36	48.00	24.00	72.00
				3.0000	43.64	4.36	48.00	24.00	72.00
TEA									
201006	CHAI	3.60	0.17	15.0000	52.32	2.92	55.24	4.76	60.00
				15.0000	52.32	2.92	55.24	4.76	60.00
COFFEE									
202001	CAPPUCCINO	3.15	0.29	23.0000	67.99	5.30	73.29	7.21	80.50
202002	FLAT WHITE	2.31	0.21	31.0000	89.43	5.91	95.34	13.16	108.50
202003	LATTE	3.15	0.29	30.0000	90.36	5.54	95.90	9.10	105.00
202004	SHORT BLACK	3.00	0.14	4.0000	10.36	0.77	11.13	0.87	12.00
202005	LONG BLACK	3.15	0.15	2.0000	5.87	0.44	6.30	0.70	7.00
202007	HOT CHOC	3.15	0.29	1.0000	2.86	0.29	3.15	0.35	3.50
202010	MOCHA	3.15	0.29	1.0000	2.86	0.29	3.15	0.35	3.50
				92.0000	269.73	18.53	288.26	31.74	320.00
ELECTRICAL APPLIANCES									
303001	BREVILLE BLENDER	70.99	6.45	0.0000	0.00	0.00	0.00	0.00	0.00
				0.0000	0.00	0.00	0.00	0.00	0.00
GROCERIES									
1	OPEN STOCK ITEM	182.50	16.59	56.0000	1,941.32	177.21	2,118.53	126.55	2,245.08
3	LYNX YOU	5.40	0.26	1.0000	5.14	0.26	5.40	0.60	6.00
				57.0000	1,946.46	177.47	2,123.93	127.15	2,251.08
PACKET MIXES									
403001	CHOC SELF SAUCING PUDDING MIX	4.94	0.24	3.0000	14.10	0.72	14.82	1.65	16.47
				3.0000	14.10	0.72	14.82	1.65	16.47
CHARGES									
601002	MEMBERSHIP	9.90	0.47	3.0000	28.29	1.41	29.70	3.30	33.00
				3.0000	28.29	1.41	29.70	3.30	33.00
				201.0000	2,643.61	229.74	2,873.35	226.20	3,099.55

Stock Item Sales Report – Group by Audit

This function adds the ability to group the Stock Item Sales Report by the Audit number.

Each sale that is completed in Idealpos has an Audit Number associated with it.

When running the Stock Item Sales Report with the Group by Audit option selected, the report will list each Audit Number that occurred in the selected period along with the items that were purchased in each Audit Number.

To use this function, go to: Reports > Sales > Stock Item Sales

Select the desired Date Range.

Within the Optional Grouping section, select the Group Field "Audit" from the dropdown box.

Press the "View" button on the bottom-right corner to view the report

stock item sales

Date Range

Today From 11/06/2019 00:00:00 To 11/06/2019 23:59:59

Optional Grouping

Group Field	Show Group Label	Totals Only	Totals with Group Label
Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sort Order

Code
 Description
 Best
 Worst

Quantity

Show Stock Items
 Group by Sell Price
 Unit Price is Price 1
 Hide Unit Price/Tax
 Portrait

Selection Range

Price Level All Price Levels

Code > to >
Description > to >
Supplier > to >
Department >
Location >
POS System >
Clerk >

Attributes > > +

Show
 Exclude

Print Save Defaults View

idealpos7 Update History

The Stock Item Sales Report will be displayed and will be grouped by the Audit Numbers that occurred in the selected period. The Stock Items purchased within each Audit Number will be displayed below the Audit Number.

Idealpos user (pos1)		Stock Item Sales Report				Printed 11/06/2019 16:06:34			
		11 Jun 2019 00:00:00 to 11 Jun 2019 23:59:59				Page 1 of 1			
				Sales					
		Unit Price inc	Unit Tax	Quantity	Nett ex	Tax	Nett inc	Discounts	Gross inc
875-1	11/06/2019 15:08:45								
	106001 DUCK	14.00	0.67	1.0000	13.33	0.67	14.00	0.00	14.00
	106003 LAMB	12.00	0.57	1.0000	11.43	0.57	12.00	0.00	12.00
	106005 VEGETARIAN	12.00	0.57	1.0000	11.43	0.57	12.00	0.00	12.00
	106007 PASTA	11.00	0.52	1.0000	10.48	0.52	11.00	0.00	11.00
	202001 CAPPUCCINO	3.50	0.17	1.0000	3.33	0.17	3.50	0.00	3.50
	202002 FLAT WHITE	3.50	0.17	1.0000	3.33	0.17	3.50	0.00	3.50
	202003 LATTE	3.50	0.17	1.0000	3.33	0.17	3.50	0.00	3.50
				7.0000	56.67	2.83	59.50	0.00	59.50
876-1	11/06/2019 15:09:54								
	101006 PANCAKES	9.00	0.43	1.0000	8.57	0.43	9.00	0.00	9.00
	111005 CHICKEN PIZZA	16.00	0.76	1.0000	15.24	0.76	16.00	0.00	16.00
	112004 CHICKEN BURGER	13.00	0.62	1.0000	12.38	0.62	13.00	0.00	13.00
	115003 VANILLA SLICE	7.50	0.36	1.0000	7.14	0.36	7.50	0.00	7.50
	115004 LEMON TEA CAKE SLICE	7.50	0.36	1.0000	7.14	0.36	7.50	0.00	7.50
	116006 LARGE CHIPS	4.50	0.21	1.0000	4.29	0.21	4.50	0.00	4.50
				6.0000	54.76	2.74	57.50	0.00	57.50
877-1	11/06/2019 15:11:11								
	101001 EGGS ON TOAST	9.00	0.43	1.0000	8.57	0.43	9.00	0.00	9.00
	101002 BACON & EGGS	10.00	0.48	1.0000	9.52	0.48	10.00	0.00	10.00
	101011 BIG BREAKFAST	15.00	0.71	1.0000	14.29	0.71	15.00	0.00	15.00
				3.0000	32.38	1.62	34.00	0.00	34.00
				16.0000	143.81	7.19	151.00	0.00	151.00

Stock Item Sales Report – Group by Sale Type

This function adds the ability to group the Stock Item Sales Report by Sale Type (e.g. Takeaway, Delivery, Pickup, Cater, etc.). to the Optional Grouping – Group Field section of the Stock Item Sales Report.

When the “Sale Type” option has been selected from any of the dropdown boxes in the Option Grouping – Group Field section, a Sale Type dropdown box will appear in the Selection Range section. Through the use of this function, it is now possible to group the Stock Item Sales Report by Sale Type. As this this function will report on existing sales that have already been performed, you will need to have pre-existing sales with Sale Types recorded against them.

If this reporting function is something you want to make use of but you haven’t been recording Sales Types against your POS transactions, you will need to ensure that buttons have been configured on the Idealpos POS screen to allow you to choose the Sale Type for future POS transactions.

To do this, go to: Setup > POS Screen > POS Screen Setup > Select a POS Screen Layout > Buttons
Find a POS Screen tab which has blank/available buttons and select a blank button.

Search Code like				Exclude Barcodes	Price 1	POS SCREEN LAYOUT 2				Copy Formatting	X	
1	OPEN STOCK ITEM	GROCERIES	0.00		RECEIPT	CLERK	7	8	9	CL		
101001	EGGS ON TOAST	BREAKFAST	9.00		PRICE LEVEL	5% ST DISC	4	5	6	NO SALE		
101002	BACON & EGGS	BREAKFAST	10.00		CUSTOMER	5% ITEM						
101003	EGGS BENEDICT	BREAKFAST	13.00		BAR TAB	REFUND	1	2	3	X		
101004	AVOCADO ON TOAST	BREAKFAST	11.00		PENDING	VOID SALE						
101005	BAKED BEANS & TOAST	BREAKFAST	8.50		TABLE MAP	VOID	0	.	ENTER			
101006	PANCAKES	BREAKFAST	9.00									
101007	CANADIAN PANCAKES	BREAKFAST	12.00									
101008	WAFFLES	BREAKFAST	9.00									
101009	WAFFLES CHOCOLATE	BREAKFAST	10.00									
101010	JAM & TOAST	BREAKFAST	5.00									
101011	BIG BREAKFAST	BREAKFAST	15.00									
101012	BAKED BEANS & TOAST*COPY*	BREAKFAST	8.50									
102001	EXTRA BACON	BREAKFAST MODS	2.00									
102002	EXTRA EGG	BREAKFAST MODS	1.00									
102003	EXTRA TOAST	BREAKFAST MODS	0.50									
102004	EXTRA AVOCADO	BREAKFAST MODS	1.00									
NEW MEMBER		SINGLE ADULT ADMISSION	STUDENT ADMISSION	ALL RIDES ALL DAY		DRY CLEANING SERVICES						
ANNUAL MEMBERSHIP	ANNUAL RENEWAL	SINGLE CHILD 1-3 ADMISSION	SINGLE CHILD 3-12 ADMISSION	ALL RIDES 2 HOURS	LEVEL 2 RIDES UNTIL 1PM							
BI-ANNUAL MEMBERSHIP	BI-ANNUAL RENEWAL	SINGLE CHILD 13-18 ADMISSION	FAMILY ADMISSION	LEVEL 2 RIDES ALL DAY		PICKUP DATE						
5 YEAR MEMBERSHIP	5 YEAR RENEWAL	PENSIONER ADMISSION	VISITOR (NO RIDES) ADMISSION	ALL RIDES UNTIL 5PM	LEVEL 2 RIDES UNTIL 5PM							
				MINI GOLF ONLY								
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER				
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN				

idealpos7 Update History

Select the "Sale Type" option from the list of Functions, then select the desired Sale Type from the Status dropdown box. If required, you may also select another Price Level (e.g. you might sell a meal at a different price for a Delivery Sale Type compared to a meal that is sold for a Pickup Sale Type).

Once you have finished configuring the Sale Type button, press the "Save" button.

The screenshot shows the 'Sale Type' configuration window. The 'Status' dropdown is set to 'Takeaway'. The 'Price Level' dropdown is set to 'Don't Change'. The 'Button Appearance' section shows a blue button with the text 'Takeaway'. The 'Button Caption' section shows 'Takeaway' text, 'Back Colour', 'Text Colour', 'Font' (with a font size of 'A'), and 'Visible' checked. There are also checkboxes for 'Double Width' and 'Double Height', and a 'Graphic' field with a right-pointing arrow. At the bottom are buttons for 'Format All', 'Save', and 'Cancel'. On the right side, there is a list of 'Sale Type' options, with 'Sale Type' selected at the top. The list includes: Scale On/Off, Seat Number, Send Message, Stock Item, Stock Item Edit, Stock Item Sales, Stock Item Search, Stock Location, Stock Notes, Subtotal Discount, Table, Table Summary, Tax Invoice, Tax Shift, Tender, Tender Correct, Text Entry (Hash), Text String, Transfer Mode, Type Text, and Unlock Permissions.

Repeat the above steps to create additional buttons for each Sale Type as required. Once finished creating the Sale Type buttons, close the POS Screen Layout windows.

When performing a sale in Idealpos, press the desired Sale Type button anytime during the sale to set the Sale Type. After pressing a Sale Type button, you will notice the Sale Type will be displayed on the top-right corner of the screen. Note that if you accidentally press a Sale Type, you can remove the Sale Type from the sale by pressing the Sale Type text at the top of the POS screen

The below example shows the Sale Type displayed on the top-right corner of the screen:

04 Feb 11:19 Adult ID: 04/02/01
Jeremy STANDARD
Takeaway ←
✕

BEEF 1 13.00	RECEIPT	CLERK	7	8	9	CL
PORK 1 13.00	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CAESAR SALAD 1 11.00	CUSTOMER	5% ITEM				
	BAR TAB	REFUND	1	2	3	X
	PENDING	VOID SALE				
	TABLE MAP	VOID	0	.	ENTER	

3x
Discounts -4.00
\$33.00

NEW MEMBER		SINGLE ADULT ADMISSION	STUDENT ADMISSION	ALL RIDES ALL DAY		DRY CLEANING SERVICES	Sale Types
ANNUAL MEMBERSHIP	ANNUAL RENEWAL	SINGLE CHILD 1-3 ADMISSION	SINGLE CHILD 3-12 ADMISSION	ALL RIDES 2 HOURS	LEVEL 2 RIDES UNTIL 1PM		Takeaway
BI-ANNUAL MEMBERSHIP	BI-ANNUAL RENEWAL	SINGLE CHILD 13-18 ADMISSION	FAMILY ADMISSION	LEVEL 2 RIDES ALL DAY		PICKUP DATE	Delivery
5 YEAR MEMBERSHIP	5 YEAR RENEWAL	PENSIONER ADMISSION	VISITOR (NO RIDES) ADMISSION	ALL RIDES UNTIL 5PM	LEVEL 2 RIDES UNTIL 5PM		Pickup
				MINI GOLF ONLY			Cater

DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

idealpos7 Update History

To use the Sale Type function in the Stock Item Sales report, go to: Reports > Sales > Stock Item Sales.
From the Optional Grouping – Group Field section, select the “Sale Type” option from any of the available dropdown boxes:

The screenshot shows the 'stock item sales' report configuration window. It includes sections for 'Date Range' (set to 'All Dates'), 'Optional Grouping' (with 'Sale Type' selected in the 'Group Field' dropdown and 'Show Group Label', 'Totals Only', and 'Totals with Group Label' checked), 'Sort Order' (with 'Code' selected and 'Quantity' in the dropdown), and 'Selection Range' (with 'All Sale Types' selected in the 'Sale Type' dropdown). There are also checkboxes for 'Show Stock Items', 'Group by Sell Price', 'Unit Price is Price 1', 'Hide Unit Price/Tax', and 'Portrait'. The bottom of the window has 'Print', 'Save Defaults', and 'View' buttons.

Under the “Selection Range” section, you will find a “Sale Type” dropdown box – select the desired Sale Type that you want to report on. Selecting the “All Sale Types” option will report on all Sale Types (including sales which haven’t had a Sale Type specified), with each Sale Type listed and grouped under its own heading (the heading will be displayed provided that the “Show Group Label” option has been enabled for the Group Field). Selecting any of the other Sale Type options will only display the selected Sale Type on the report.

This close-up screenshot focuses on the 'Selection Range' section. It shows the 'Price Level' dropdown set to 'All Price Levels' and several empty dropdowns for 'Code', 'Description', 'Supplier', 'Department', 'Location', and 'POS System'. The 'Sale Type' dropdown is open, displaying a list of options: 'All Sale Types', 'Takeaway', 'Delivery', 'Pickup', and 'Cater'. The 'Attributes' section at the bottom has 'Show' selected.

Once you have selected the desired options for the Stock Item Sales Report, press the "View" button located on the bottom right corner of the screen. The report will be displayed and will be grouped by the Sale Type. As mentioned previously, any items sold in transactions where a Sales Type was not specified will be listed under "No Sale Type", with all other Sale Types listed under their respective headings.

Idealpos user (pos1)		Stock Item Sales Report				Printed 05/02/2019 08:52:48			
		05 Feb 2019 00:00:00 to 05 Feb 2019 23:59:59				Page 1 of 1			
				Sales					
		Unit Price inc	Unit Tax	Quantity	Nett ex	Tax	Nett inc	Discounts	Gross inc
No Sale Type									
303001	BREVILLE BLENDER	70.99	6.45	1.0000	64.54	6.45	70.99	0.00	70.99
303002	STICK BLENDER	40.99	3.73	1.0000	37.26	3.73	40.99	0.00	40.99
303003	FOOD PROCESSOR	90.99	8.27	1.0000	82.72	8.27	90.99	0.00	90.99
303004	MICROWAVE	90.99	8.27	1.0000	82.72	8.27	90.99	0.00	90.99
303005	HAND MIXER	30.99	2.82	1.0000	28.17	2.82	30.99	0.00	30.99
303006	BREAD MAKER	80.99	7.36	1.0000	73.63	7.36	80.99	0.00	80.99
				6.0000	369.04	36.90	405.94	0.00	405.94
Takeaway									
111001	LAMB & FETTA PIZZA	16.50	1.50	1.0000	15.00	1.50	16.50	0.00	16.50
111002	SOME LIKE IT HOT PIZZA	17.00	1.55	1.0000	15.45	1.55	17.00	0.00	17.00
111003	MUSHROOM PIZZA	15.00	1.36	1.0000	13.64	1.36	15.00	0.00	15.00
111004	ISLANDER PIZZA	19.00	1.73	1.0000	17.27	1.73	19.00	0.00	19.00
111005	CHICKEN PIZZA	16.00	1.45	1.0000	14.55	1.45	16.00	0.00	16.00
				5.0000	75.91	7.59	83.50	0.00	83.50
Delivery									
111004	ISLANDER PIZZA	19.00	1.73	2.0000	34.55	3.45	38.00	0.00	38.00
111005	CHICKEN PIZZA	16.00	1.45	2.0000	29.09	2.91	32.00	0.00	32.00
				4.0000	63.64	6.36	70.00	0.00	70.00
Pickup									
101007	CANADIAN PANCAKES	12.00	1.09	1.0000	10.91	1.09	12.00	0.00	12.00
106002	BEEF	13.00	1.18	1.0000	11.82	1.18	13.00	0.00	13.00
106004	SEAFOOD	16.00	1.45	1.0000	14.55	1.45	16.00	0.00	16.00
106007	PASTA	11.00	1.00	1.0000	10.00	1.00	11.00	0.00	11.00
112001	BEEF BURGER	11.50	1.05	1.0000	10.45	1.05	11.50	0.00	11.50
116006	LARGE CHIPS	4.50	0.41	1.0000	4.09	0.41	4.50	0.00	4.50
				6.0000	61.82	6.18	68.00	0.00	68.00
Cater									
106001	DUCK	14.00	1.27	1.0000	12.73	1.27	14.00	0.00	14.00
106002	BEEF	13.00	1.18	1.0000	11.82	1.18	13.00	0.00	13.00
106003	LAMB	12.00	1.09	1.0000	10.91	1.09	12.00	0.00	12.00
106006	PORK	9.00	0.82	1.0000	8.18	0.82	9.00	4.00	13.00
106007	PASTA	11.00	1.00	1.0000	10.00	1.00	11.00	0.00	11.00
210004	XXXX GOLD SCH	6.00	0.55	4.0000	21.82	2.18	24.00	0.00	24.00
210007	TOOHEYS NEW SCH	7.00	0.84	2.0000	12.73	1.27	14.00	0.00	14.00
				11.0000	88.18	8.82	97.00	4.00	101.00
				<u>32.0000</u>	<u>658.59</u>	<u>65.85</u>	<u>724.44</u>	<u>4.00</u>	<u>728.44</u>

Stock Item Attributes

Stock Item Attribute to Remove Tax on Take-Away Items (Canada/USA)

This function adds the ability to stop tax from being applied to specific items that are sold as a Takeaway (e.g. when a customer orders a meal, then takes it away and consumes it elsewhere). This option only applies to and affects systems which are configured to use the Canada/USA region

(Setup > POS Terminals > Select Terminal > Modify > Region: Canada / USA).

To configure and use this function, go to Setup > Global Options > Sales

Under "Sale Type Status", ensure that you take note of the exact way the Takeaway text has been entered

global options
site 1 (Site 1)
S X

General
Miscellaneous
Purchases
Restaurant
Customers
Sales
Reservations
Accounting
Credit Notes/
Gift Vouchers
Interfaces
Interfaces 2
Printing
Other
Options
Gaming

Tax Rates

Default	Description	Rate	Label	VAT
<input type="checkbox"/>	GST	5.000	GST	<input type="checkbox"/>
<input type="checkbox"/>	PST	7.000	PST	<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>

Show Rates next to items on Receipt

Programmable Barcodes

Use? Use Hardwired?

Prefix

Field 1 Position Length

Field 2 Position Length

Decimal Point

Miscellaneous

Price Level Change Duration

Continuous

Until End of Sale

One Item Only

Price Level Override

Non-Turnover Stock Items

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

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

Fast Add Stock Items

Fast Add Stock Items when not found

Default Department >

Stock Code

Scan Code

Undistributed Links

Surcharges

>

Discounts

>

Sale Type Status

Pending Sales

Printed Pending Sales are sent to Receipt Printer

Printed Pending Sales are sent to Windows Printer

Auto Generate Pending Sale Codes

Inhibit Amounts on A4 Windows Prints

Print to Docket Printers

Print to Windows Printer

Food/Beverage Total Descriptors

Food

Beverage

A4 Pending Sale Messages

Close the Global Options screen.

Go to File > Sales > Stock Item Attributes > Add New Attribute Type > Enter "Remove Tax" into the Add Attribute Type field, then press "Save".

Type Code	Attribute Types	Available in Columns
1	Container Type	ALL
2	Stock Item Type	ALL
3	Spirit Varietal	ALL
4	Wine Varietals	ALL
5	Country of Origin	ALL
6	Dietry	ALL

Code	Attributes (9)
4	1.25L Bottle
9	1L Btl
7	250ml Bottle
5	2L Bottle
3	600ml Bottle
10	Bladder
1	Can
6	Keg
2	Stubby

Add Attribute Type

Available in Columns All 1 2 3 4 5

Close the "Add Attribute Type" screen by pressing the "X" on the top right corner of the screen.

idealpos7 Update History

Then select the "Remove Tax" Attribute Type followed by pressing the "Add New Remove Tax" button

The screenshot shows a software window titled "stock item attributes" with a search icon (S) and a close icon (X) in the top right corner. The window is divided into two main sections. The left section contains a table with the following data:

Type Code	Attribute Types	Available in Columns
1	Container Type	ALL
2	Stock Item Type	ALL
3	Spirit Varietal	ALL
4	Wine Varietals	ALL
5	Country of Origin	ALL
6	Dietry	ALL
7	Remove Tax	ALL


The right section is titled "Code" and "Attributes (0)". Below the table and right section is a toolbar with the following buttons: "Add New Attribute Type", "Delete", "Modify", "Add New Remove Tax", "Delete", and "Modify". A yellow arrow points to the "Add New Remove Tax" button.

Next to the "Add Remove Tax" field at the bottom of the screen, enter Sale Type=Takeaway
Note that when adding this Attribute, the Takeaway text must be entered exactly the same as it appears in Global Options > Sales > Sale Type.
Press "Save" to save the Attribute.

Type Code	Attribute Types	Available in Columns
1	Container Type	ALL
2	Stock Item Type	ALL
3	Spirit Varietal	ALL
4	Wine Varietals	ALL
5	Country of Origin	ALL
6	Dietry	ALL
7	Remove Tax	ALL

Code	Attributes (0)
------	----------------

Add Remove Tax



Close the Add Attribute and Stock Item Attribute screens.

idealpos7 Update History

In order to specify a Takeaway Sale Type during a sale, you will need to ensure that you have a Takeaway Sale Type button on the POS Screen.

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

Find a blank unused button on the POS screen, click on it and configure it as follows then press "Save":

The screenshot shows the 'Sale Type' configuration window. The 'Status' dropdown is set to 'Takeaway'. The 'Price Level' dropdown is set to 'Don't Change'. The 'Button Appearance' section shows a blue button with the text 'Takeaway'. The 'Button Caption' is 'Takeaway'. The 'Text Colour' is 'A'. The 'Visible' checkbox is checked. The 'Sale Type' dropdown menu is open, showing a list of options with 'Sale Type' selected. The 'Format All', 'Save', and 'Cancel' buttons are visible at the bottom.

Close the POS Screen Layout screens.

The Special Attribute Types – Remove Tax option needs to point to the Remove Tax Attribute Type.

Go to: Setup > Global Options > Other Options > Special Attribute Types

Select the Remove Tax option from the Remove Tax dropdown list.

Home Screen

Home Screen Graphic (pictures folder) >

Last Transaction Timeout

Slideshow Start Time

Seconds between images

Email Settings

SMTP Outgoing Email Server

Sending Email Address

SMTP Username

SMTP Password

SMTP Port Enable SSL/TLS Protocol

Default CC Email Address

Default BCC Email Address

Default Subject for Invoices

Default Subject for Statements

Default Message when sending Reports

Default Message when sending Customer Statements/Invoices

Alerts

Output from POS #

Mag Card Printing

Mag Card Printer

Format

FTP Details

Server Address

Folder

Username

Password

Special Attribute Types

Stock Item Linking

Remove Tax ←

Attribute Column Headers

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

idealpos7 Update History

Close the Global Options window to save the change.

The final step is setting Attribute Types on any Stock Items which should not be taxed when sold as a Takeaway.

Go to File > Stock Control > Stock Items > Select an Item > Modify

On the bottom-right corner of the Stock Items screen under the Attributes Section, select the “Remove Tax” option from any of the left-hand side dropdown boxes.

The corresponding dropdown box on the right-hand side should automatically pre-select the “Sale Type=Takeaway” option as per the below example:

The screenshot shows the 'stock items' window with tabs for 'General', 'Advanced', and 'Indirect Item'. The 'Attributes' section is highlighted with an orange border. It contains two columns of dropdown menus. The left column has 'Remove Tax' selected, and the right column has 'Sale Type=Takeaway' selected. Other sections include 'Selling Prices', 'Printer Settings', 'Purchasing', 'Cost Prices (ex Tax)', and 'Tax Settings (Selling)'.

	Price	Profit%
STANDARD	9.00	72.22
STAFF	3.50	28.57
EXTRAS	0.00	
BOTTLESHOP	0.00	
Price 5	0.00	
Price 6	0.00	
Price 7	0.00	
Price 8	0.00	
Price 9	0.00	
Price 10	0.00	
Price 11	0.00	
OWNERS	0.00	

Standard Cost	Value
Standard Cost	2.5000
Last Cost	2.5000
Average Cost	2.5000

Press the “Save” button to save the change and repeat the above process for any other Stock Items which should have tax excluded when they are sold as a Takeaway.

Once you have set the Attributes for all Stock Items that need to be excluded from tax when sold as a Takeaway, close the Stock Items screens then go to the POS screen.

Press the Takeaway button, then add the item to the sale which had the Remove Tax Attribute configured.

When the Takeaway Sale Type button has been pressed, Takeaway will appear on the top-right corner of the screen (this can also be pressed to clear/cancel the Takeaway Sale Type from the current sale).

Any items that are added to the sale and have had the Remove Tax Attribute configured will appear with a hyphen (-) in front of the Tax Rate IDs. This indicates that the item will be exempt from tax. Any items that have not had the Remove Tax Attribute set will show a Tax ID without a hyphen. The Tax ID values displayed on the Sale screen correspond to the Tax that has been enabled for the Stock Item (File > Stock Control > Stock Items > Select Item > Modify) and what position the enabled Tax Rate appears in Setup > Global Options > Sales > Tax Rates.

The below example shows EGGS ON TOAST have been exempt from tax and CAPPUCCINO will have tax applied:

06 Feb 14:26 Adult ID: 06/02/01
Jeremy STANDARD

EGGS ON TOAST (-1)	1	9.00	RECEIPT	CLERK	7	8	9	CL
SCRAMBLED (-1)			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CAPPUCCINO (1)	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
			BAR TAB	REFUND				
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	

Discounts 0.00
2x \$12.50

Press the “Enter” button to go to the Tender screen.

Tax is only applied to items which are not exempt from Tax.

The sale can be finalised by selecting a tender type or cash amount.

06 Feb 15:43 Adult ID: 06/02/01
Jeremy STANDARD

EGGS ON TOAST (-1)	1	9.00	RECEIPT	CLERK	7	8	9	CL
SCRAMBLED (-1)			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CAPPUCCINO (1)	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
GST		0.18	BAR TAB	REFUND				
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	

Discounts 0.00
2x \$12.68

CASH		<div style="text-align: center;"> <p>12.70</p> <p>Balance 12.70</p> </div>
EFTPOS		
ACCOUNT		
AMEX / DINERS		
LAYBY		
CHEQUE		
CREDIT NOTE		
ONLINE		

idealpos7 Update History

When the Takeaway button has not been pressed, any items that have had the Remove Tax Attribute configured will show the tax identifier without a hyphen indicating that tax is applicable to those items.

06 Feb 15:06 Adult ID: 06/02/01
Jeremy STANDARD

EGGS ON TOAST (1)	1	9.00	RECEIPT	CLERK	7	8	9	CL
SCRAMBLED (1)			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CAPPUCCINO (1)	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
			BAR TAB	REFUND				
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	

Discounts 0.00
2x **\$12.50**

Pressing the "Enter" button to go to the Tender screen shows that Tax has been applied to all items. The sale can be finalised by selecting a tender type or cash amount.

06 Feb 15:45 Adult ID: 06/02/01
Jeremy STANDARD


EGGS ON TOAST (1)	1	9.00	RECEIPT	CLERK	7	8	9	CL
SCRAMBLED (1)			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CAPPUCCINO (1)	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
GST		0.63	BAR TAB	REFUND				
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	

Discounts 0.00
2x **\$13.13**

CASH	
EFTPOS	
ACCOUNT	
AMEX / DINERS	
LAYBY	
CHEQUE	
CREDIT NOTE	
ONLINE	

13.15

Balance 13.15



Stock Items

DOB2 Tag for Stock Item Sales prompt can handle Specific Date

The DOB2 field in a Customer record is typically used by Clubs to store the Membership expiry date of the Customer. The DOB2 of a Customer can be updated automatically when a Stock Item is added to a sale (such as when the Customer purchases a Membership Stock Item). This is achieved by entering a #DOB2 tag into the Sales Prompt field of the Stock Item.

This function adds the ability to set a Specific Date when using the DOB2 tag (in addition to still having the ability to increment the Customer's DOB2 by a specific number of months).

Some clubs may want all their members to have the same expiry date, regardless of when the membership was purchased and this function can be used in these cases.

To configure and use this function, go to: File > Stock Control > Stock Items > Open/Create a Membership Stock Item. If creating a new item, ensure that you fill out the required details.

The below example shows a Membership Stock Item (based on the Annual Membership Stock Item that is included in the Idealpos Demonstration Database)

stock items
General Advanced Indirect Item
Last Modified 20 May 2019 ✕

Stock Code

Description MEMBERSHIP (10)

Description 2 MEMBERSHIP (10)

Department 601 > CHARGES

Scan Code

Selling Prices (inc Tax)

	Price	Profit%
STANDARD	11.00	100.00
STAFF	0.00	
EXTRAS	0.00	
BOTTLESHOP	0.00	
Price 5	0.00	
Price 6	0.00	
Price 7	0.00	
Price 8	0.00	
Price 9	0.00	
Price 10	0.00	
Price 11	0.00	
OWNERS	0.00	

Force Selling Price Entry

Printer Settings

Receipt Printer

KITCHEN

BAR

COFFEE

IKM

Kitchen Printer 5

Kitchen Printer 6

Kitchen Printer 7

Kitchen Printer 8

Kitchen Printer 9

Kitchen Printer 10

Kitchen Printer 11

Kitchen Printer 12

Purchasing

Purchase Category 6 > MEMBERSHIPS

Default Supplier >

Default Supplier Stock Code

Cost Prices (ex Tax)

Standard Cost 0.0000

Last Cost 0.0000

Average Cost 0.0000

Tax Settings (Selling)

GST

PST

Not Defined

Not Defined

Not Defined

Other Options

Stock Control

Indirect Item

Non-Accumulating

Scale

Can't Buy with GIFT VOUCHER

Instruction

Print Red

Web Store

Inhibit Discounts

Inhibit Voids

Manufactured Item


Attributes

Keyboard
Save

idealpos7 Update History

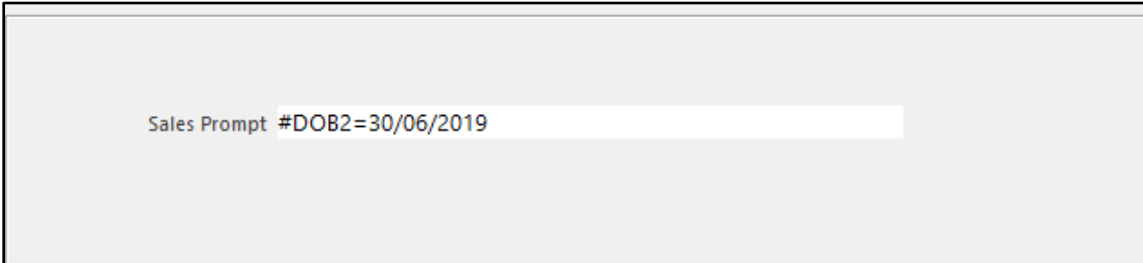
Once the Membership Item has been created, open the Stock Item and click on the Advanced tab. In the Sales Prompt field of the Advanced tab, enter the DOB2 tag. You have the following options:

- Increment the DOB2 by a specific number of months
To achieve this, enter #DOB2=NumberOfMonths
E.g. #DOB2=12



A screenshot of a software interface showing a text input field. The text inside the field is "Sales Prompt #DOB2=12". The field is highlighted with a white background against a light gray background.

- Set the DOB2 to a specific date
To achieve this, enter #DOB2=DD/MM/YYYY
E.g. #DOB2=30/06/2019



A screenshot of a software interface showing a text input field. The text inside the field is "Sales Prompt #DOB2=30/06/2019". The field is highlighted with a white background against a light gray background.

For the purposes of demonstrating the new Specific Date function, we entered #DOB2=30/06/2019
Once the change has been made, press the "Save" button on the bottom-right corner of the window.

stock items General **Advanced** Indirect Item Last Modified 20 May 2019 X

Sales Prompt #DOB2=30/06/2019

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

Points by Price Level

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

Amount Override Limits

		Profit%
Lower Limit	0.00	
Upper Limit	0.00	

Location 1

Stock Level	0	>>>
Recommended Level	0	
Reorder Level	0	


Points Settings

- Use Special Points : 0
- Inhibit Points Accrual
- Inhibit Purchase With Points
- Print Promotional Ticket

Stock Notes

Miscellaneous

National Product Number	0
Receipt Tabs	0

Keyboard  Save

idealpos7 Update History

Go to the POS screen and add a Customer to the sale, then add the Membership Stock Item to the Sale.

20 May 14:44 Adult ID: 20/05/01
Jeremy STANDARD
>>>
✕

Ben Harrison - 0 Points

MEMBERSHIP	1	11.00	RECEIPT	CLERK	7	8	9	CL
			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
			CUSTOMER	5% ITEM				
			BAR TAB	REFUND	1	2	3	X
			PENDING	VOID SALE				
			TABLE MAP	VOID	0	.	ENTER	

0 Points
1x
\$11.00

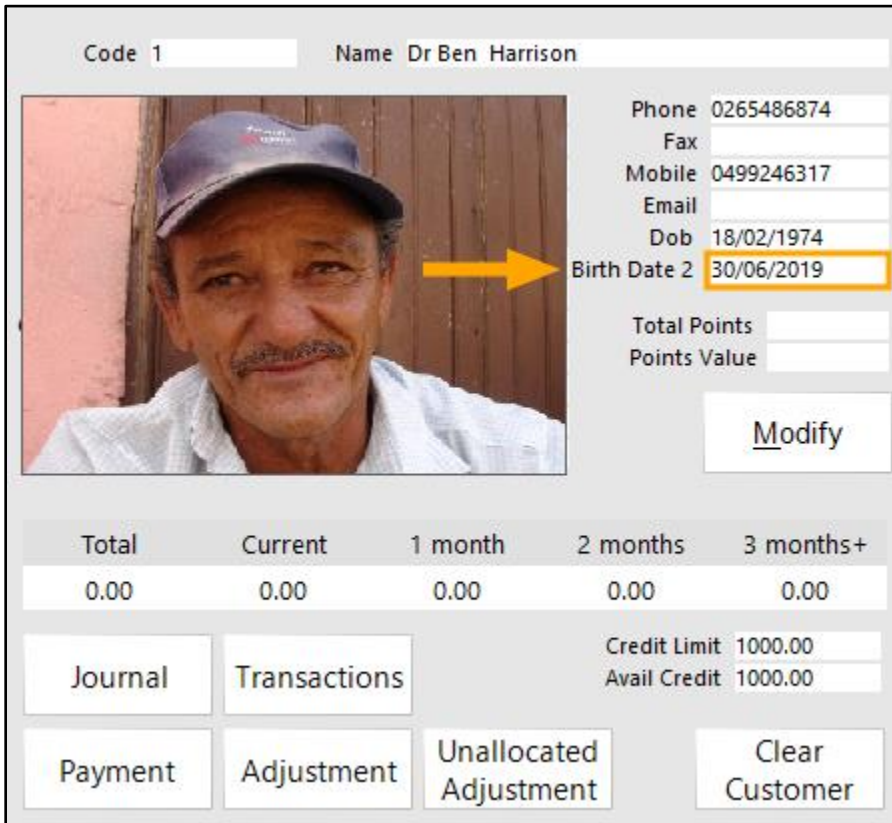
NEW MEMBER		SINGLE ADULT ADMISSION	STUDENT ADMISSION	ALL RIDES ALL DAY		DRY CLEANING SERVICES		
MEMBERSHIP	ANNUAL RENEWAL	SINGLE CHILD 1-3 ADMISSION	SINGLE CHILD 3-12 ADMISSION	ALL RIDES 2 HOURS	LEVEL 2 RIDES UNTIL 1PM			
BI-ANNUAL MEMBERSHIP	BI-ANNUAL RENEWAL	SINGLE CHILD 13-18 ADMISSION	FAMILY ADMISSION	LEVEL 2 RIDES ALL DAY		PICKUP DATE		
5 YEAR MEMBERSHIP	5 YEAR RENEWAL	PENSIONER ADMISSION	VISITOR (NO RIDES) ADMISSION	ALL RIDES UNTIL 5PM	LEVEL 2 RIDES UNTIL 5PM			
				MINI GOLF ONLY				

DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

Press the ENTER button, then tender the sale.

The DOB2 field will be updated with the new DOB2 as configured in the Sales Prompt field of the Membership Stock Item.

To confirm that the DOB2 has been updated, add the Customer to the sale, then press the ">>>" button at the top of the screen. The Customer details will be displayed and will include the updated Birth Date 2:



Code 1 Name Dr Ben Harrison

Phone 0265486874
Fax
Mobile 0499246317
Email
Dob 18/02/1974
Birth Date 2 30/06/2019

Total Points
Points Value

Modify

Total	Current	1 month	2 months	3 months+
0.00	0.00	0.00	0.00	0.00

Journal Transactions Credit Limit 1000.00
Avail Credit 1000.00

Payment Adjustment Unallocated Adjustment Clear Customer

If required, additional functions can be configured for the DOB2 field.
Refer to: Setup > Global Options > Customers > Customer Date Function.
These are outlined in further detail in the Global Options > [Customers](#) topic in the User Guide.

idealpos7 Update History

Stock Purchases

Send Unprocessed Purchase Orders to Stock Item Labels

This function adds the ability to send any Unprocessed Purchase Orders to Stock Item Labels.

This can be useful when labels for Stock Items need to be printed before an order is processed or finalised.

To access this function, go to: Transactions > Stock Control > Stock Purchases

Select the Stock Purchase which contains the Stock Items that require Stock Item Labels to be printed then press the "Labels" button.

Code	Supplier Name	Date	Type	Order No.	Invoice No.	Details	Processed	Location	Total
19	Office Central	17/06/2019	Order	11			No	Location 1	\$24.00
18	Bob's Landscapers	17/06/2019	Order	11			No	Location 1	\$53.05
17	Chino's Imports	17/06/2019	Order	11			No	Location 1	\$17.85

Show Purchase Orders
 Show Stock Received
 Show Orders NOT Received

Show Tax Inclusive
 Send to Label Printing

Buttons: Add, Modify, Delete, Copy, View, Email, Import, Export, **Labels**, Items Only, Process

The Labels screen will be displayed and any Stock Items that were in the selected Purchase Order will be ready for printing.

Select the required options for printing the Labels, then either press "Preview" to Preview the Labels, or press "Print" to Print the Labels.

Format: [Dropdown] [Delete]

Output To: Idealpos A4 Labels
A4 Printer: Foxit Reader PDF Printer
Dimensions: 22 labels (2 x 11) Portrait
Design: Format 1
Top Margin: 0
Left Margin: 0
Start Position: 1
Price Level: 1

Use Stock Code as Barcode
 Show Print Dialog Box

Barcode Type
 Auto
 EAN 13
 EAN 8
 UPCE
 UPCA
 Code 128
 Code 39

Code: [Field] to [Field]
Scan Code: [Field] to [Field]
Description: [Field] to [Field]
Department: [Field] to [Field]
Indirect: [Dropdown]

Modified Stock Items Only:
Quantities Match Stock Levels:

Sort by: Code
 Department /Description
 Description

Quantity: 1

Buttons: Multi Select, Add to Grid

Code	Description	Quantity
901001	TOP SOIL /MTR	1
901507	BAG SEASOL	1
901506	BAG BLOOD & BONE	1
901505	BAG LIME	1
901504	BAG FERTILIZER	1
901503	BAG POTTING MIX	1

Clear

Total: 6

Buttons: Save Format As, Preview, Print

Stock Transfers

Stock Transfers to Different Items – Option to Update Cost based on Source Item

This function enables the ability to update the Cost of the destination Stock Item using the Cost of the source item when transferring stock between items. This function is useful in cases where you need to transfer stock from one item to another (where the source item has a different cost price to the destination item), then need be able to accurately report on the actual cost of the destination item, factoring in the cost of other items that were transferred to the destination item

To use this function, go to: Back Office screen > Transactions > Stock Control > Stock Transfers

Enter a Reference and the Details of the Stock Transfer, then press the "Add" button:

stock transfers

Date 14/05/2019 09:39:14

Reference VODK190514

Details Vodka Transfer

This Stock was moved BEFORE the Stocktake was started

Stock Code	Description	Source Location	Dest Location	Quantity	Dest Stock Code	Dest Description	Dest Quantity
------------	-------------	-----------------	---------------	----------	-----------------	------------------	---------------

Delete Modify **Add** Send to Label Printing Process

idealpos7 Update History

On the following screen, select the Source Location, Stock Code and Quantity from the Transfer Source section. After selecting the Transfer Source, the Transfer Destination will be pre-filled with the same Stock Code and Quantity as the Transfer Source.

In the Transfer Destination section, select the Destination Location and enable the "Allow Transfers between items" checkbox. By enabling the Allow Transfers between items checkbox, the Stock Code in the Transfer Destination can be modified so that you can transfer stock from one item to another (e.g. Transfer Stock from Stock Item Vodka 700mL to Stock Item Vodka 1125mL). After you select a different Stock Item in the Transfer Destination compared to the Stock Item in the Transfer Source, an "Update Cost" checkbox will become visible. To update the Cost of the Destination Item using the Cost of the Source Item, ensure that you tick the "Update Cost" checkbox.

Finally, press the "Save" button on the bottom-right corner to save the Stock Transfer to the transfer batch.

The screenshot shows a software interface for stock transfers. It is titled "stock transfers" in a blue header bar with a close button (X) on the right. The interface is divided into two main sections: "Transfer Source" and "Transfer Destination".

Transfer Source:

- Source Location: Location 1 (dropdown menu)
- Stock Code: 219002 (text input, highlighted with an orange box) with a right arrow icon. Below it, a dropdown menu shows "VODKA 700".
- Quantity: 1 (text input)
- Current Stock Level: 2.4141 (text input)

Transfer Destination:

- Destination Location: Location 1 (dropdown menu)
- Stock Code: 219045 (text input, highlighted with an orange box) with a right arrow icon. Below it, a dropdown menu shows "VODKA 1125".
- Quantity: 1 (text input)
- Current Stock Level: 0.0000 (text input)
- Two checkboxes are checked and highlighted with orange boxes:
 - Allow Transfers between items
 - Update CostAn orange arrow points from the right towards these checkboxes.

At the bottom right of the interface, there is a "Save" button highlighted with an orange box and an orange arrow pointing towards it from the left.

You may repeat the above process if you want to transfer multiple Stock Items, otherwise, close the screen to return to the screen showing all the Stock Items in the Stock Transfer batch.

To process the items in the Stock Transfer batch, press the "Process" button on the bottom-right corner of the window.

The screenshot shows a software window titled "stock transfers". At the top right are window control icons (minimize, maximize, close). Below the title bar, there are several fields: "Date" set to "14/05/2019 09:39:14", "Reference" set to "VODK190514", and "Details" set to "Vodka Transfer". A checkbox is checked with the text "This Stock was moved BEFORE the Stocktake was started".

Stock Code	Description	Source Location	Dest Location	Quantity	Dest Stock Code	Dest Description	Dest Quantity
219002	VODKA 700	1	1	1.0000	219045	VODKA 1125	1.0000

At the bottom of the window, there is a toolbar with buttons for "Delete", "Modify", "Add", and "Process". A yellow arrow points to the "Process" button. There is also a checkbox labeled "Send to Label Printing" and a "Process" button with a yellow border.

After the Stock Transfer batch is processed, the Stock Transfers window will remain on the screen and any items in the batch will be cleared from the list.

idealpos7 Update History

When running any reports relating to the destination Stock Item that just had stock transferred to it, or when viewing the destination Stock Item, the Average Cost will now be updated using the cost from the source item.

This can be confirmed by running a Stock Valuation Report on the item (Reports > Stock Control > Stock Valuation) and/or opening the Stock Item (File > Stock Control > Stock Items) and viewing the Average Cost.

The Stock Valuation Report will show the updated Average Cost and Stock Value:

Idealpos user (pos1)		Stock Valuation Report		Printed 14/05/2019 10:47:18	
		Code 219045 to 219045		Page 1 of 1	
Code	Description	Stock Level	L/B Level	Avg Cost	Stock Value
219045	VODKA 1125	1.0000	0.0000	52.72	52.72
		1.0000	0.0000		52.72

The Stock Item will also show the updated Average Cost as shown below:

stock items
General Advanced Indirect Item
Created 10 May 2019 14:19:28

Stock Code: 219045 Department: 219 > SPIRIT BTL

Description: VODKA 1125 (10) Scan Code: Auto

Description 2: VODKA 1125 (10)

Selling Prices (inc Tax)

	Price	Profit%
STANDARD	120.00	53.87
STAFF	116.87	52.63
EXTRAS	0.00	
BOTTLESHOP	130.53	57.59
Price 5	0.00	
Price 6	0.00	
Price 7	0.00	
Price 8	0.00	
Price 9	0.00	
Price 10	0.00	
Price 11	0.00	
OWNERS	0.00	

Force Selling Price Entry

Printer Settings

Receipt Printer

KITCHEN

BAR

COFFEE

IKM

Kitchen Printer 5

Kitchen Printer 6

Kitchen Printer 7

Kitchen Printer 8

Kitchen Printer 9

Kitchen Printer 10

Kitchen Printer 11

Kitchen Printer 12

Purchasing

Purchase Category: 2 > BEVERAGE

Default Supplier: 2 > Dan Murphy's

Default Supplier Stock Code:

Other Options

Stock Control Instruction

Indirect Item Print Red

Non-Accumulating Web Store

Scale: Inhibit Discounts

Can't Buy with GIFT VOUCHER Inhibit Voids

Manufactured Item

Cost Prices (ex Tax)

Standard Cost: 84.7300

Last Cost: 84.7300

Average Cost: 52.7200 ←

Tax Settings (Selling)

GST

PST

Not Defined

Not Defined

Not Defined

Attributes

Spirit Varietal: Vodka: +

Keyboard
Save

Please note that when the Average Cost is calculated and updated, it is calculated based on previous purchase costs of the item. This means if the destination item that the stock was transferred to has no purchase history, the Average Cost will drop to the same cost as the source item. If there is purchase history recorded against the destination item, the previous cost of the destination item will be used when Idealpos calculates and updates the Average Cost.

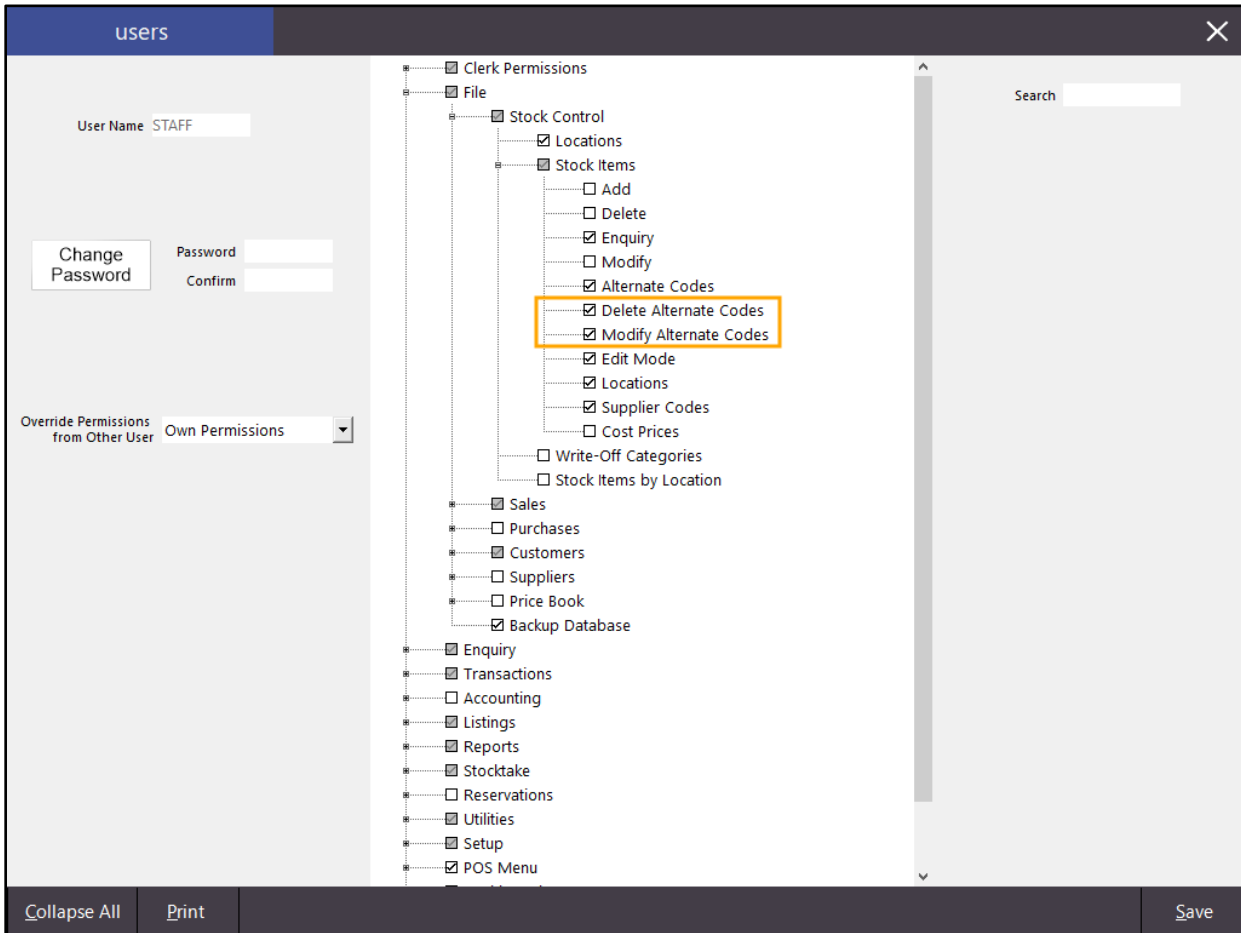
Users

Alternate Codes Modify/Delete User Permissions

This function adds the ability to allow or deny a User's access to the Modify Alternate Codes and Delete Alternate Codes features in the Stock Items screen. Denying or allowing access to these functions may be useful in environments where specific staff are only permitted to update or Delete Alternate Codes.

To configure access to Alternate Codes, go to:

Setup > Users > Select User > Modify > File > Stock Control > Stock Items > Check/Uncheck Delete Alternate Codes/Modify Alternate Codes > Save.



Once the desired changes have been made for the selected user, press the "Save" button. Repeat the above process for any remaining users which need access to these functions modified.

Close the Users screen, then go to: File > Log Out
Login as a User which the Delete Alternate Codes/Modify Alternate Codes functions were disabled.

idealpos7 Update History

Go to File > Stock Control > Stock Items > Select Item that contains Alternate Codes > Alternate Codes

stock items		Code Search										Edit Mode	Multi Select	S	X	
Code	Description	Description 2	Department	Scan Code	Sales Prompt	Receipt	KP 1	KP 3	KP 4	KP 6	KP 7	KP 8	KP 9	KP 2	KP 10	KP 11
205001	COKE 250ML BTL	COKE 250ML BTL	SOFT DRNK	8645369754697		Yes	No	No	No	No	No	No	No	Yes	No	No
205002	DIET COKE 250ML BTL	DIET COKE 250ML B	SOFT DRNK	9607180153165		Yes	No	No	No	No	No	No	No	Yes	No	No
205003	COKE ZERO 250ML BTL	COKE ZERO 250ML	SOFT DRNK	9202013998743		Yes	No	No	No	No	No	No	No	Yes	No	No
205151	COKE CAN	COKE CAN	SOFT DRNK	9652819703969		Yes	No	No	No	No	No	No	No	Yes	No	No
205162	DIET COKE CAN	DIET COKE CAN	SOFT DRNK	8644900527241		Yes	No	No	No	No	No	No	No	Yes	No	No
205163	COKE ZERO CAN	COKE ZERO CAN	SOFT DRNK	9615373036210		Yes	No	No	No	No	No	No	No	Yes	No	No
205201	COKE 600ML	COKE 600ML	SOFT DRNK	8039462320791		Yes	No	No	No	No	No	No	No	Yes	No	No
205202	DIET COKE 600ML	DIET COKE 600ML	SOFT DRNK	8039462320792		Yes	No	No	No	No	No	No	No	Yes	No	No
205203	COKE ZERO 600ML	COKE ZERO 600ML	SOFT DRNK	8033084230350		Yes	No	No	No	No	No	No	No	Yes	No	No
205301	COKE 1.25L	COKE 1.25L	SOFT DRNK	9614995959231		Yes	No	No	No	No	No	No	No	Yes	No	No
205302	DIET COKE 1.25L	DIET COKE 1.25L	SOFT DRNK	9608923657605		Yes	No	No	No	No	No	No	No	Yes	No	No
205303	COKE ZERO 1.25L	COKE ZERO 1.25L	SOFT DRNK	9672526595575		Yes	No	No	No	No	No	No	No	Yes	No	No
205401	COKE 2L	COKE 2L	SOFT DRNK	9661576848574		Yes	No	No	No	No	No	No	No	Yes	No	No
205402	DIET COKE 2L	DIET COKE 2L	SOFT DRNK	9605912478340		Yes	No	No	No	No	No	No	No	Yes	No	No
205403	COKE ZERO 2L	COKE ZERO 2L	SOFT DRNK	9657733878816		Yes	No	No	No	No	No	No	No	Yes	No	No
205501	COKE 15L POSTMIX	COKE 15L POSTMIX	SOFT DRNK			No	No	No	No	No	No	No	No	No	No	No
205502	DIET COKE 15L POSTMIX	DIET COKE 15L POS	SOFT DRNK			No	No	No	No	No	No	No	No	No	No	No
205503	COKE ZERO 15L POSTMIX	COKE ZERO 15L PO	SOFT DRNK			No	No	No	No	No	No	No	No	No	No	No
205601	COKE	COKE POSTMIX	SOFT DRNK			Yes	No	No	No	No	No	No	No	Yes	No	No
205602	DIET COKE	DIET COKE POSTMIX	SOFT DRNK			Yes	No	No	No	No	No	No	No	Yes	No	No
205603	COKE ZERO	COKE ZERO POSTM	SOFT DRNK			Yes	No	No	No	No	No	No	No	Yes	No	No
234001	COKE	COKE ADD	DRNK MODS			No	No	No	No	No	No	No	No	Yes	No	No
234002	DIET COKE	DIET COKE ADD	DRNK MODS			No	No	No	No	No	No	No	No	Yes	No	No
234003	COKE ZERO	COKE ZERO ADD	DRNK MODS			No	No	No	No	No	No	No	No	Yes	No	No

After pressing the "Alternate Codes" button, the Alternate Codes are displayed and access to the Delete/Modify buttons is either greyed out or available, depending on whether the user has permission to access those functions.

alternate codes
X

Stock Code **205201**

Description **COKE 600ML**

Alternate Codes
878700000002
8787000000019

→

Delete

Add

Modify

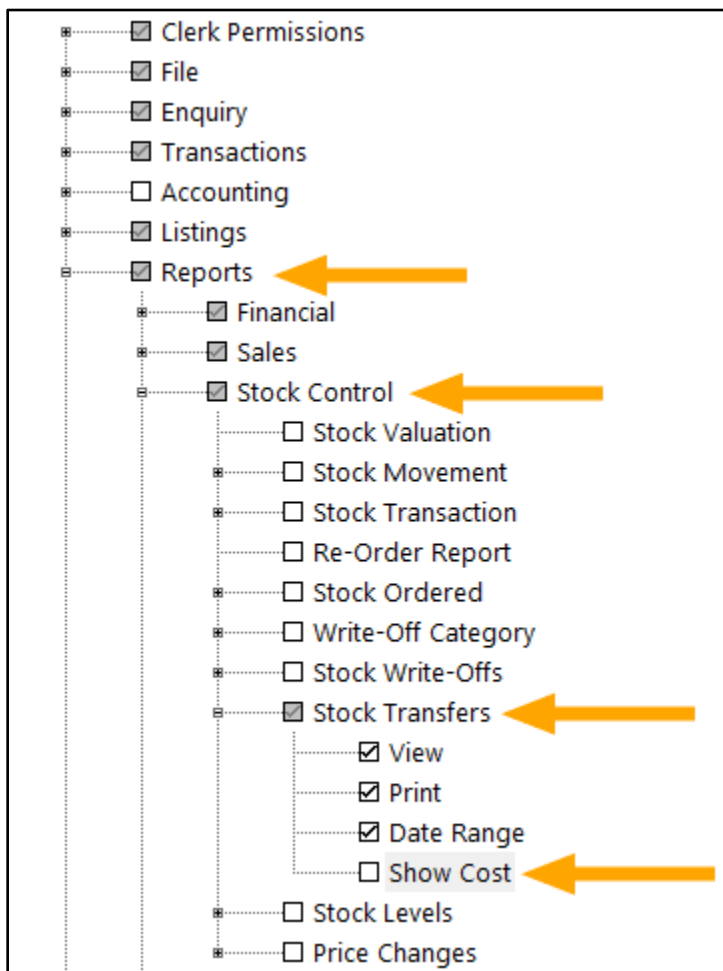
Stock Transfer Reports – User Permission to Show/Hide Cost

This function adds the ability to control whether a User has access to the “Show Cost” button when running the Stock Transfer Report. When this option is disabled for a User, the “Show Cost” button will be greyed out and when running the Stock Transfer Report, the Cost will be hidden from the Report.

To configure this option, go to: Setup > Users > Select User Name > Modify

Under Reports, expand Stock Control > Stock Transfers

To disable access to the Show Cost function, clear the tickbox for the “Show Cost” option



To save changes, press the “Save” button on the bottom-right corner.

idealpos7 Update History

Go to File > Log Out

Login using the Username which the Show Cost setting was disabled.

Go to: Reports > Stock Control > Stock Transfers

The "Show Cost" option will be greyed out and unavailable

stock transfers report

Date Range

Today From 17/06/2019 00:00:00 To 17/06/2019 23:59:59

Sort Order

Code
 Description

Group by

Department
 Location

Report Type

Transactions

Options

Show Cost

Selection Range

Code > to >
Description > to >
Department > to >
Location > to >

Print View

When running the Report, the Cost is also hidden.

Idealpos user (pos1)		Stock Transfers Report		Printed 17/06/2019 14:28:35
		17 Jun 2019 00:00:00 to 17 Jun 2019 23:59:59		Page 1 of 1
Code	Description	Transfer In	Transfer Out	Total
<u>Location 1 - Location 1</u>				
402007	LEMON SPREAD	0.0000	1.0000	-1.0000
402008	HONEY SQUEEZE	0.0000	2.0000	-2.0000
402009	HONEY JAR	0.0000	3.0000	-3.0000
402010	HONEY TUB 1KG	0.0000	4.0000	-4.0000
		<u>0.0000</u>	<u>10.0000</u>	<u>-10.0000</u>
<u>Location 2 - Location 2</u>				
402007	LEMON SPREAD	1.0000	0.0000	1.0000
402008	HONEY SQUEEZE	2.0000	0.0000	2.0000
402009	HONEY JAR	3.0000	0.0000	3.0000
402010	HONEY TUB 1KG	4.0000	0.0000	4.0000
		<u>10.0000</u>	<u>0.0000</u>	<u>10.0000</u>
		<u><u>10.00</u></u>	<u><u>10.00</u></u>	<u><u>0.00</u></u>

*idealpos*7 Update History

User Permission to Hide Stock Item Sales button on Journal Enquiry function from POS

This function adds the ability to hide the Stock Item Sales button when accessing the Journal Enquiry function from POS screen.

This may be useful in cases where you need to restrict either a single Clerk or all Clerks linked to a specific User from accessing the Stock Item Sales button.

When a Clerk has access to the Stock Item Sales button and they press it, the Stock Item Sales Report for the current day will be displayed.

When a Clerk does not have access to the button, the button will be completely hidden, preventing access to this function.

That this function can be configured in one of the two ways:

- All Clerks linked to a User (all Clerks linked to a User are restricted from accessing the function)
- Per-Clerk basis (specific Clerks linked to a User are restricted from accessing the function)

Before configuring this function, note that any permissions configured against a User supersede permissions that are configured for a specific Clerk.

To configure this function for all Clerks that are linked to a particular User, first, you will need to determine which User the Clerks are linked to.

Go to: Setup > Clerks

Each Clerk will be linked to a User and this is determined by the User Link column as shown in the below example. A User Link can be modified by selecting a Clerk then clicking on the "Modify" button on the bottom-right corner of the screen.

Code	Name	Phone	Mobile	Email	User Link	Employee	Login Code
1	Jeremy				Admin	No	1
2	Melissa				MANAGER	No	2
3	Hiroku				STAFF	No	3
4	Bjorn				STAFF	No	4
5	Tery				STAFF	No	5
6	Alexandria				STAFF	No	6
7	Helen				STAFF	No	7
8	Elliot				STAFF	No	8
9	Jessie				STAFF	No	9
10	Sophia				STAFF	No	10
11	Raj				STAFF	No	11
12	Monique				STAFF	No	12
13	Greg				STAFF	No	13
14	Shon				STAFF	No	14
15	Neisha				STAFF	No	15
16	Tenille				STAFF	No	16
17	Pete				STAFF	No	17
18	Alex				STAFF	No	18
19	Erica				STAFF	No	19
20	Jaye				STAFF	No	20
21	Bob	0412312312			Admin	No	14789
9999	Online				Admin	No	Online

22 records

Permissions Discontinued Clerks Only Delete Add Modify

clerks

Code 3 Name Hiroku Login Code 3 Discontinue ?

Personal

Address _____
Suburb _____
State _____ Post Code _____

Phone _____
Mobile _____
Fax _____
Email _____

Birth Date _____
Birth Date 2 _____
Next of Kin _____
Contact No. _____

Employee

Use Employee Log

Password _____
Sales Prompt _____
Commission % 0 _____

POS

User Permissions Link **STAFF**

Default Price Level PRICE 1

Use POS _____
Site 1 _____
 Use Drawer 2

Comments _____

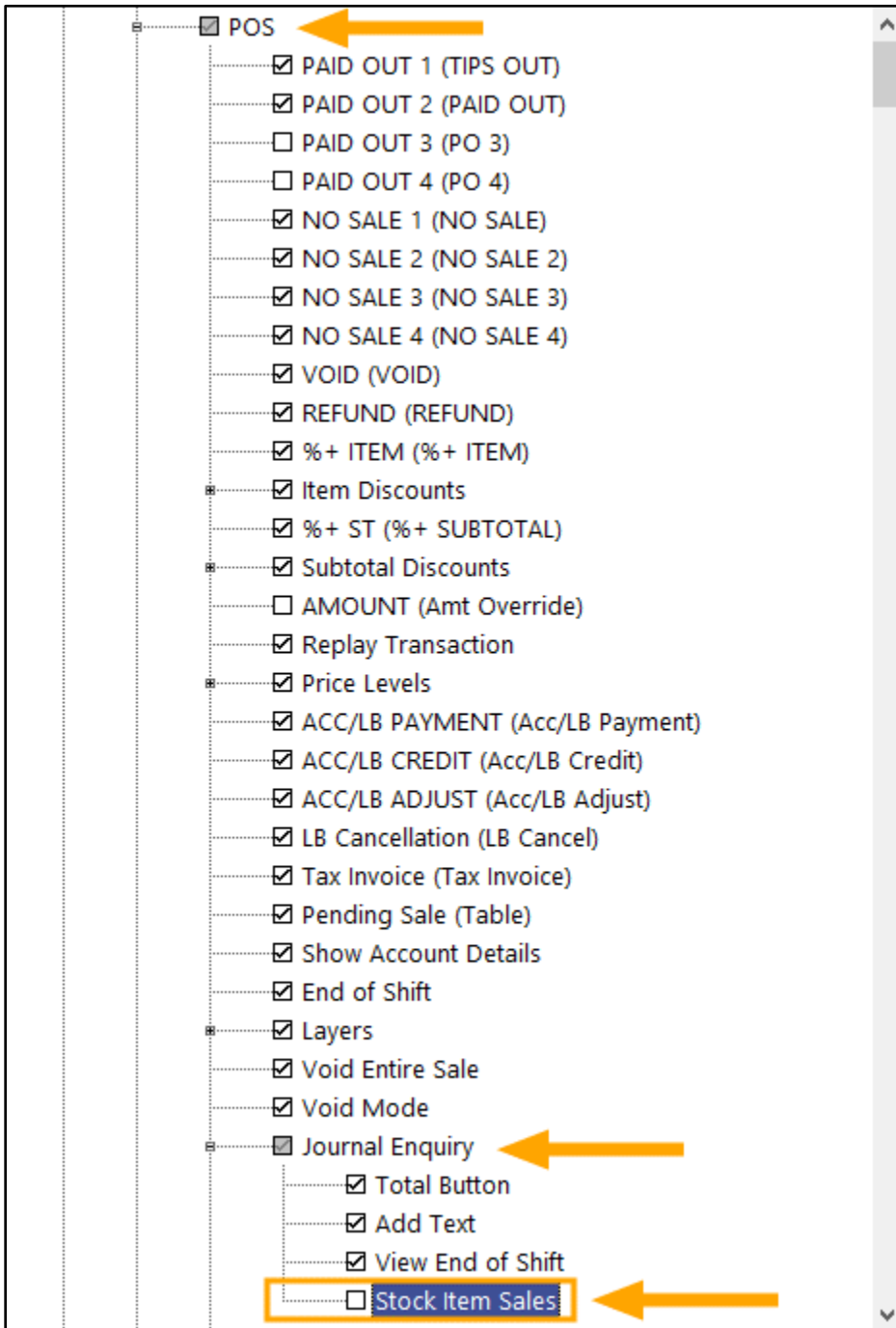
Save

Once you have established which User the Clerks are linked to, go to:

Setup > Users > Select User Name > Modify

Under the POS section, expand Journal Enquiry then uncheck the "Stock Item Sales" option.

idealpos7 Update History



After the change has been made, press the "Save" button on the bottom-right corner of the Users screen.

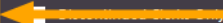
Close the remaining Users screen.

This function will be disabled for all Clerks that are linked to the above User.

To disable access to this function on a per-Clerk basis, go to:
Setup > Clerks > Select the Clerk > Permissions

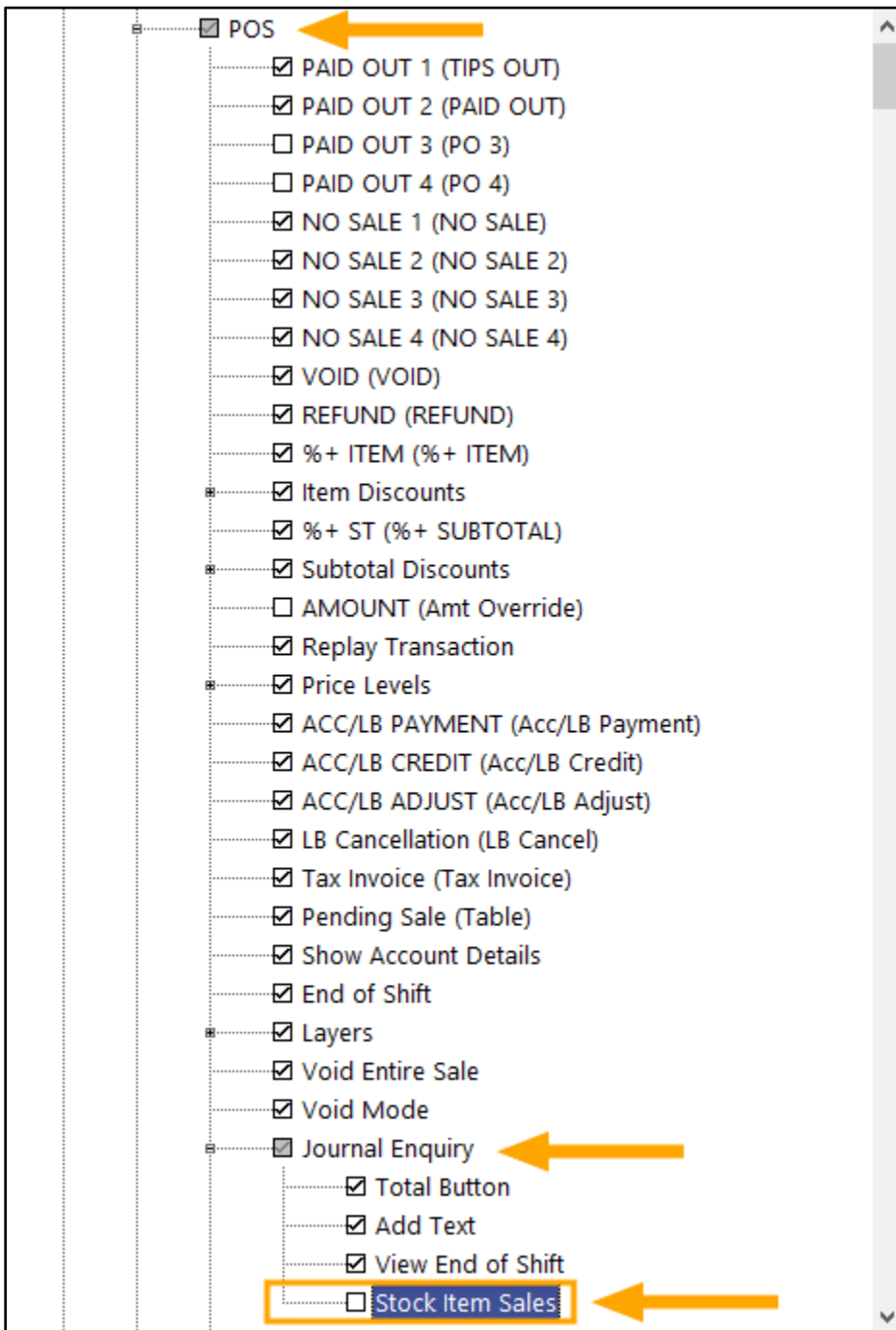
clerks		Code Search <input type="text"/>			S X		
Code	Name	Phone	Mobile	Email	User Link	Employee	Login Code
1	Jeremy				Admin	No	1
2	Melissa				MANAGER	No	2
3	Hiroku				STAFF	No	3
4	Bjorn				STAFF	No	4
5	Terry				STAFF	No	5
6	Alexandria				STAFF	No	6
7	Helen				STAFF	No	7
8	Elliot				STAFF	No	8
9	Jessie				STAFF	No	9
10	Sophia				STAFF	No	10
11	Raj				STAFF	No	11
12	Monique				STAFF	No	12
13	Greg				STAFF	No	13
14	Shon				STAFF	No	14
15	Neisha				STAFF	No	15
16	Tenille				STAFF	No	16
17	Pete				STAFF	No	17
18	Alex				STAFF	No	18
19	Erica				STAFF	No	19
20	Jaye				STAFF	No	20
21	Bob	0412312312			Admin	No	14789
9999	Online				Admin	No	Online

22 records

Permissions  Delete Add Modify

idealpos7 Update History

Under the POS section, expand Journal Enquiry then uncheck the "Stock Item Sales" option.



This will disable the function for only the selected Clerk.

Note that the permission which has been assigned to a specific Clerk will override the permission that has been assigned to the User that a Clerk is linked to.

E.g. Clerk "John Smith" is linked to User STAFF.

When access to Stock Item Sales is disabled for Clerk "John Smith" but Stock Item Sales is enabled for STAFF.

Clerk "John Smith" will not have access to the Stock Item Sales function.

Any other Clerks that are linked to the STAFF user will continue to have access to the Stock Item Sales function.

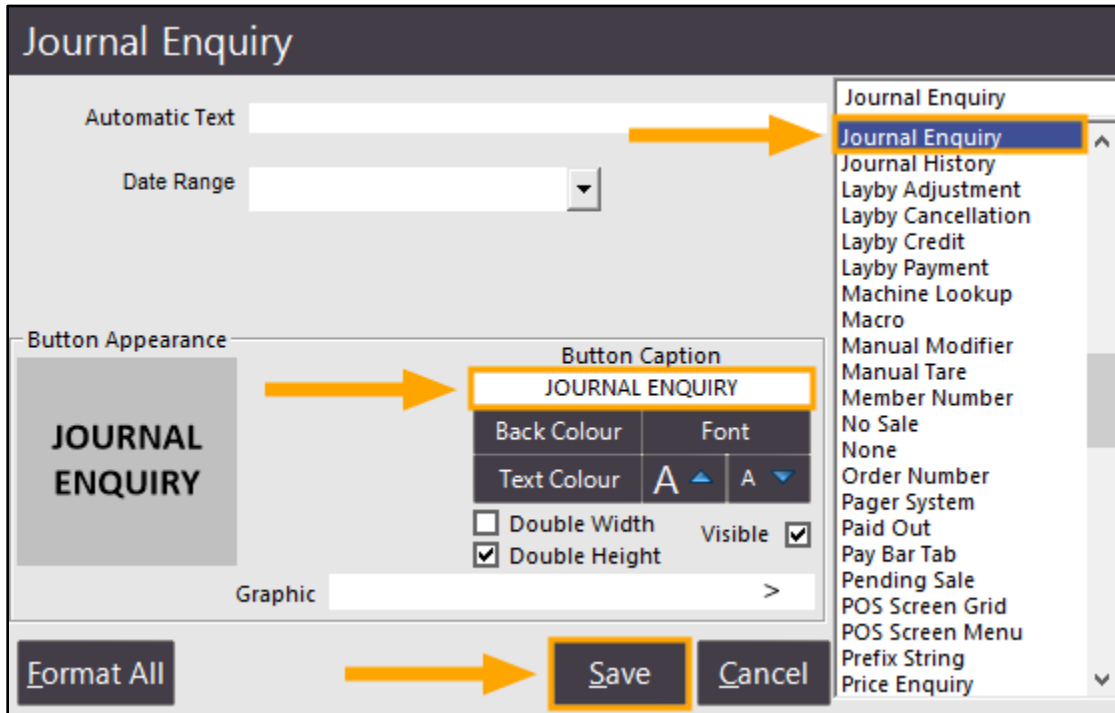
Also note that permissions configured for a User will supersede the permissions that are configured for a Clerk.

E.g. If the Stock Item Sales function is disabled for a User and you try enabling access to this function for a Clerk linked to the User, the Clerk will not have access to the function.

The Stock Item Sales function is accessed via the Journal Enquiry function within the POS screen. You will need to ensure that you have a Journal Enquiry button on the POS Screen. To configure this, go to: Setup > POS Screen > POS Screen Setup > Select POS Screen Layout > Buttons

In the Demo Database, this function is listed on the MANAGER tab of the POS Screen, however, you may choose to add it to any desired tab.

Select a tab on the bottom of the POS Screen, then find a blank button and select it. The Journal Enquiry button is configured as follows:



Once you have ensured that a button to the Journal Enquiry function exists, open the POS screen.

idealpos7 Update History

Enter a Clerk ID which does not have access to the Stock Item Sales function, then click on the "Journal Enquiry" button.

The Stock Item Sales button will be hidden from the bottom of the Journal History Enquiry screen.

View All	Docket Print	Tax Invoice	Email	Total	Replay		Favourite		Add Text	Keyboard
----------	--------------	-------------	-------	-------	--------	--	-----------	--	----------	----------

Close the Journal History Enquiry screen.

Enter a Clerk ID which has access to the Stock Item Sales function, then click on the "Journal History Enquiry" button. The Stock Item Sales button will be displayed and available.

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

Idealpos user (post)		Stock Item Sales Report					Printed 17/08/2019 12:04:01			
		17/08/2019 00:00:00 to 17/08/2019 23:59:59					Page 1 of 1			
		Journal History Results								
		Unit Price inc	Unit Tax	Quantity	Nett ex	Tax	Nett inc	Discounts	Gross inc	
COFFEE										
202001	CAPPUCCINO	3.50	0.17	1.0000	3.33	0.17	3.50	0.00	3.50	
202002	FLAT WHITE	3.50	0.17	1.0000	3.33	0.17	3.50	0.00	3.50	
202003	LATTE	3.50	0.17	1.0000	3.33	0.17	3.50	0.00	3.50	
				3.0000	10.00	0.50	10.50	0.00	10.50	
				<u>3.0000</u>	<u>10.00</u>	<u>0.50</u>	<u>10.50</u>	<u>0.00</u>	<u>10.50</u>	

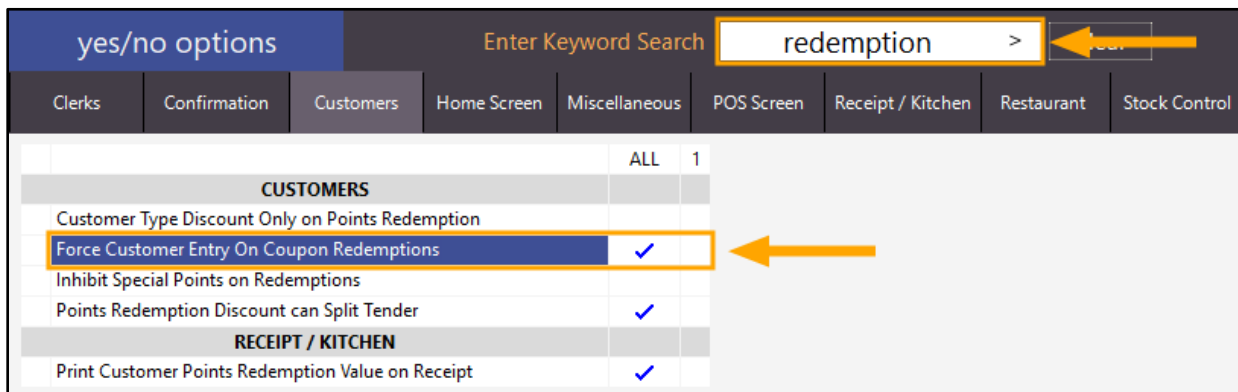
Yes/No Options

Yes/No Option – Force Customer Entry On Coupon Redemptions

When the Yes/No option "Force Customer Entry On Coupon Redemptions" is enabled, Idealpos will check to see if a Customer has been added to the sale when redeeming Coupons. If a Customer has not been added to the sale when redeeming Coupons, it will force the Customer to be added. This function is applicable to both Serialized Tracking Coupons and Print Only Coupons.

For more information about setting up Coupons, please refer to the Coupons Topic in our User Guide - <https://userguide.idealpos.com.au/#Coupon Promotions/Coupon Promotions.htm>

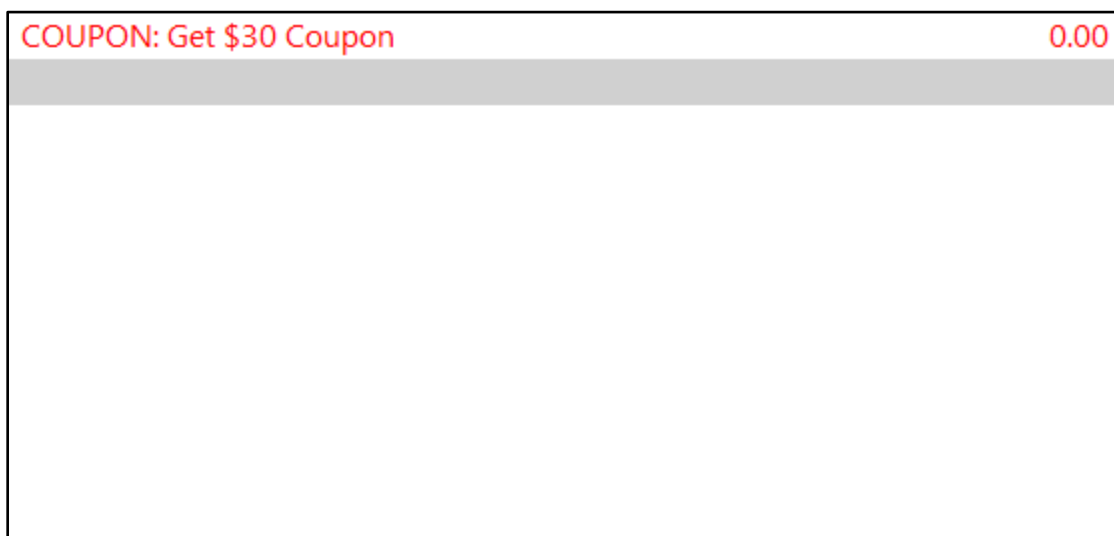
To use this function, go to: Setup > Yes/No Options > In the Enter Keyword Search field, enter "redemption" > Enable "Force Customer Entry On Coupon Redemptions"



Close the Yes/No Options screen, then go to the Idealpos POS screen.

A Coupon can be redeemed at any time during the transaction. This is done by scanning a Serialized Coupon Barcode or entering the Serialized Coupon barcode followed by pressing the Coupon Promotion button on the POS Screen. Alternatively, the Coupon Promo Code can be manually entered from a Print Only Coupon followed by pressing the Coupon Promotion button on the POS Screen to apply the coupon.

After a Coupon is added to the sale, the Idealpos POS screen will show the Coupon description at the top of the sale screen.



idealpos7 Update History

Add Items to the sale then redeem the coupon. Items will appear in the sale screen and the coupon discount amount will be shown on the sale screen.

12 Feb 14:35 Adult ID: 12/02/01 Jeremy STANDARD		
COUPON: Get \$30 Coupon		-30.00
CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
LATTE	1	3.50
CHAI	1	4.00
SHORT BLACK	1	3.00
LONG BLACK	1	3.50
MOCHA	1	3.50
HOT CHOC	1	3.50
MOCHA	1	3.50
		Discounts -30.00
9x		\$1.50

Finally, press the Enter button on the POS screen which would normally take you to the Tender screen. However, as a Customer has not been added to the sale and the Force Customer Entry On Coupon Redemptions Yes/No option is enabled, Idealpos will show the following prompt:

No valid Customer has been logged for this transaction.
Go to Customer Search?

Pressing the "No" button will return to the Sale screen.
 Pressing the "Yes" button will take you to the Customer Search screen

customers ✕

Ben Harrison 1	Sarah Charlton 2	Mick Townsend 3	Charlotte Winters 4	Theresa Andrews 5	Alan Graham 6	Account Customer 7	Points Customer 8	Master Account 9	Sub Account 10
Layby Customer 11	Bar Tab Customer 12	Elizabeth Willis 13	Jane Stevens 14	Isabelle Romero 16	Chloe Lopez 17	Sophie Gibson 18	Steve Murray 101	Talia Brown 102	Jamal Singh 103
Rebecca Brinkle 104	Ashleigh Smulders 105	Bronze 111	Silver 112	Gold 113	Platinum 114	Life 115	Bar Tab 5001 5001	Bar Tab 5002 5002	Bar Tab 5003 5003
Bar Tab 5004 5004	Bar Tab 5005 5005	Bar Tab 5006 5006	Bar Tab 5007 5007	Bar Tab 5008 5008	Bar Tab 5009 5009	Bar Tab 5010 5010	Bar Tab 5011 5011	Bar Tab 5012 5012	Bar Tab 5013 5013
Bar Tab 5014 5014	Bar Tab 5015 5015	Bar Tab 5016 5016	Bar Tab 5017 5017	Bar Tab 5018 5018	Bar Tab 5019 5019	Bar Tab 5020 5020	Customer 123456 123456	Customer 888888 888888	Jeremy (Owner) STAFF001

Name Phone Company Code

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

Select a Customer from the Customer Search. Idealpos will then display the Tender screen, including the selected Customer. Select a Tender method/amount to finalise the sale.

12 Feb 14:43 Adult ID: 12/02/01
 Jeremy STANDARD >>>

Bob Brown - 3559 Points (\$355.90)

SHORT BLACK	1	3.00	RECEIPT	CLERK	7	8	9	CL
-2.86 Get \$30 Coupon	1		PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
LONG BLACK	1	3.50	CUSTOMER	5% ITEM	1	2	3	X
-3.33 Get \$30 Coupon	1		BAR TAB	REFUND	0	.	ENTER	
MOCHA	1	3.50	PENDING	VOID SALE				
-3.33 Get \$30 Coupon	1		TABLE MAP	VOID				
HOT CHOC	1	3.50						
-3.33 Get \$30 Coupon	1							
MOCHA	1	3.50						
-3.33 Get \$30 Coupon	1							
Get \$30 Coupon	1	-30.00						

3559 Points (\$355.90) Discounts -30.00
 Min Layby Deposit : \$0.15 **\$1.50**

CASH	
EFTPOS	
ACCOUNT	
AMEX / DINERS	
LAYBY	
CHEQUE	
CREDIT NOTE	
ONLINE	

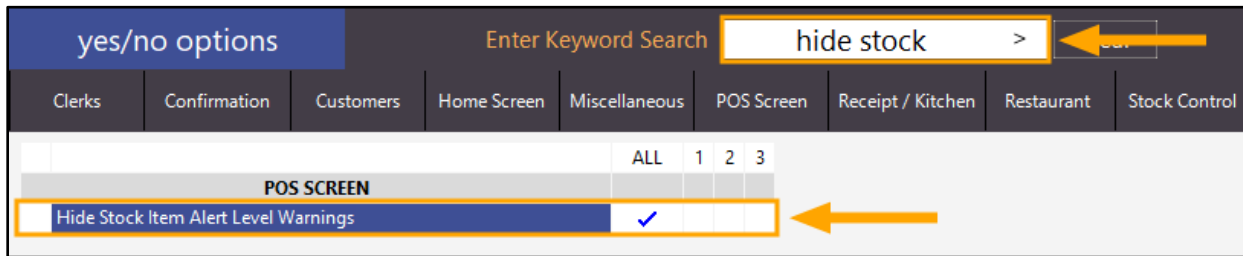
1.50
 Balance 1.50

idealpos7 Update History

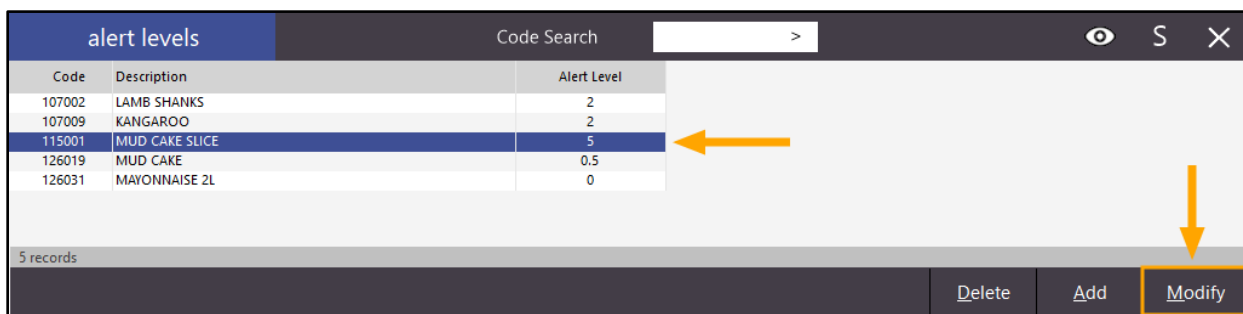
Yes/No Option – Hide Alert Level Warnings

This option will hide the warning that stock item alert levels give when they reach the alert level trigger (and beyond).

To enable this option, go to: Setup > Yes/No Options > In the "Enter Keyword Search" field, enter "hide stock" > Enable "Hide Stock Item Alert Level Warnings"



Close the Yes/No options screen to save the change, then go to: File > Sales > Stock Item Alert Levels
Select a Stock Item from the list, then press the "Modify" button on the bottom-right corner of the screen.
Alternatively, you can press the "Add" button on the bottom-right corner to setup a new Alert Level for a Stock Item.



Ensure that the amount entered in the Remaining field is less than or lower than the amount entered in the Alert Level field. You may also want to take note of the Stock Code, then press the "Save" button on the bottom-right corner of the screen.

alert levels

Stock Item

Stock Code 115001 >
MUD CAKE SLICE
 Use Stock Level
Remaining 3 Get Level
Alert Level 5

Department

Department
Alert Level

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

Save

Go to the POS screen and add the Stock Item to the sale by entering the Stock Code or pressing the Stock Item button on the POS screen. The Stock Item will be added to the sale and the Alert Level Warning will not be displayed as per the Yes/No Option which has been enabled.

Should you wish to show the Alert Level, disable the Yes/No Option "Hide Stock Item Alert Level Warnings".

When the Yes/No option is disabled and an Alert Level Warning is triggered, it will appear similar to the below example and will be reflective of the Remaining Level and the Stock Item that triggered the alert level warning.

Warning: Remaining Level is now 2
(Stock Item: MUD CAKE SLICE)

OK

For more detailed information about Alert Levels, please refer to the [Alert Levels](#) topic in the Idealpos User Guide.

If you disable the option "Return to Home Screen after Each Sale", you have the option to configure a Clerk Timeout where Idealpos will automatically display the Home Screen after a period of inactivity (note that this will only occur if there are no items added to a sale and the POS screen is left to idle).

To configure this, ensure that "Return to Home Screen after Each Sale" and "Compulsory Clerk" are both unchecked in the Yes/No options, then close the Yes/No options and go to:

Setup > Global Options > General > Clerk Timeout

Enter the desired timeout in seconds. Setting the Clerk Timeout as 0 will result in no timeout.

The below example shows a timeout of 60 seconds (1 minute).

Close the Global Options window to save changes.

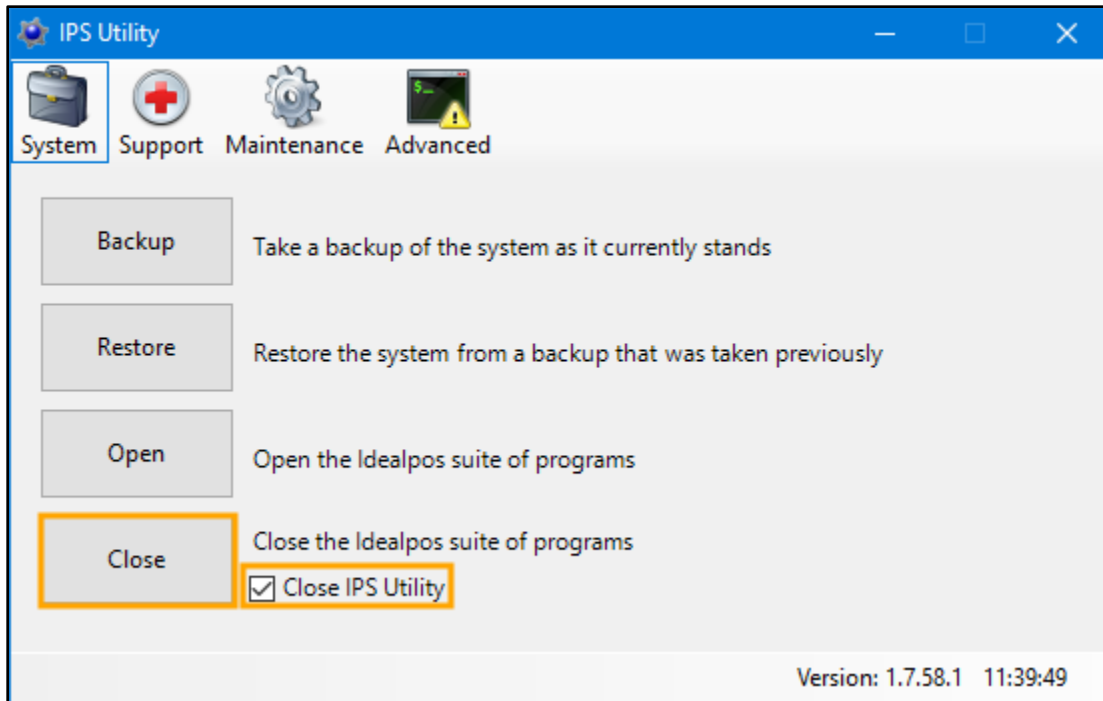
The screenshot shows the 'global options' window for 'site 1 (Site 1)'. The 'General' tab is active. In the 'Clerk Timeout' field, the value '60' is entered and highlighted with an orange box and an arrow. Other settings include 'First Day of Week' set to 'Monday', 'End of Day' at '23:59:59', and 'Decimal Places on Quantities' at '4'. The 'Fast Cash Buttons' section on the right shows five buttons for 100, 50, 20, 10, and 5 AUD, each with a 'Show on button' checkbox and a graphic file path.

Amount	Graphic	Show on button
100	100NoteAUS.jpg	<input type="checkbox"/>
50	50NoteAUS.jpg	<input type="checkbox"/>
20	20NoteAUS.jpg	<input type="checkbox"/>
10	10NoteAUS.jpg	<input type="checkbox"/>
5	5NoteAUS.jpg	<input type="checkbox"/>

idealpos7 Update History

In order for these changes to apply, Idealpos will need to be restarted.

Open IPSUtils (open the Windows Start Menu and search for IPSUtils), tick the option "Close IPS Utility" then press the "Close" button within the IPS Utility.



Once Idealpos has closed, you may start Idealpos again and the changes will now take effect.

From the Home Screen, enter a Clerk ID or select a Clerk Image to login to Idealpos.

Add items to a sale, then finalise the sale by taking payment.

If the "Return to Home Screen after Each Sale" option is disabled, the sale screen will appear after completing a sale.

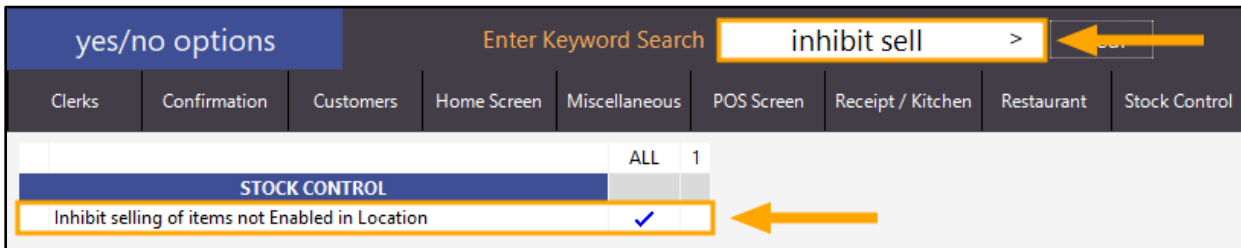
If you configured a Clerk Timeout other than 0, the POS will automatically display the Home Screen when there are no items added to the sale and the timeout period lapses.

If the Return to Home Screen after Each Sale option is enabled, the Home Screen will appear after completing a sale.

Yes/No Option – Inhibit selling of items not Enabled in Location

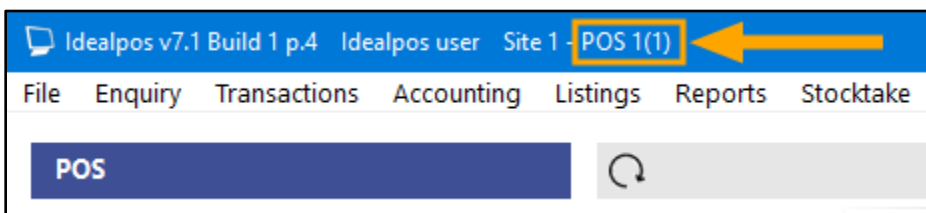
This function will restrict the user from selling an item that is not enabled in the current location. When the user attempts to sell an item that is not enabled in the current location, a prompt will be displayed and the item will not be added to the sale. This function may be useful in cases where a Location within a venue is not permitted to sell restricted items such as Alcohol or Tobacco, but other locations at the venue are allowed.

To use this function, go to: Setup > Yes/No Options > In the Enter Keyword Search field, enter "inhibit sell"



Close the Yes/No options screen.

Your POS Terminal Description and POS Terminal Code is displayed at the top of the Idealpos screen:



Once you have determined the POS Terminal Description and POS Terminal Code, go to:

Setup > POS Terminals > Locate your POS terminal in the list

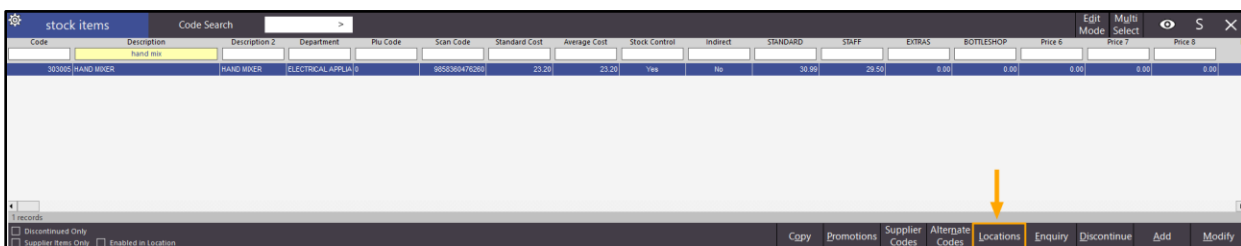
The POS Terminal Location is displayed in the Location column:

Code	Description	Location	Site
1	POS 1	Location 1	Site 1

Close the POS Terminals screen, then go to: File > Stock Control > Stock Items

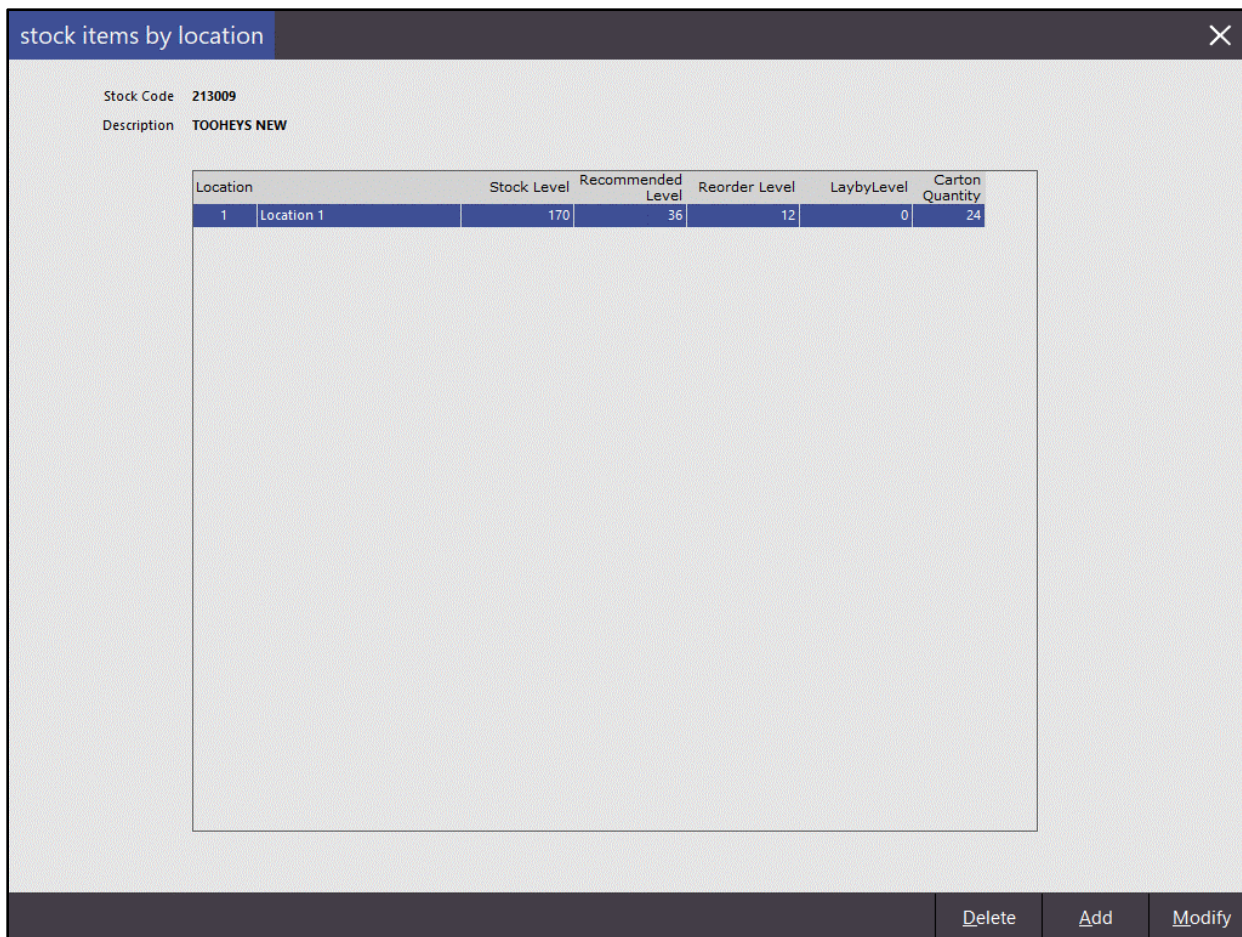
Search for a Stock Item that is not enabled in the current location which your POS terminal is located.

To view the list of Locations that a Stock Item is enabled in, search and select the Stock Item so that it is highlighted, then press the "Locations" button at the bottom-right corner of the Stock Items screen.



idealpos7 Update History

A list of Locations which the Stock Item is enabled at will be displayed:



The screenshot shows a window titled "stock items by location" with a close button (X) in the top right corner. Below the title bar, the following information is displayed:

Stock Code 213009
Description TOOHEYS NEW

The main content area contains a table with the following data:

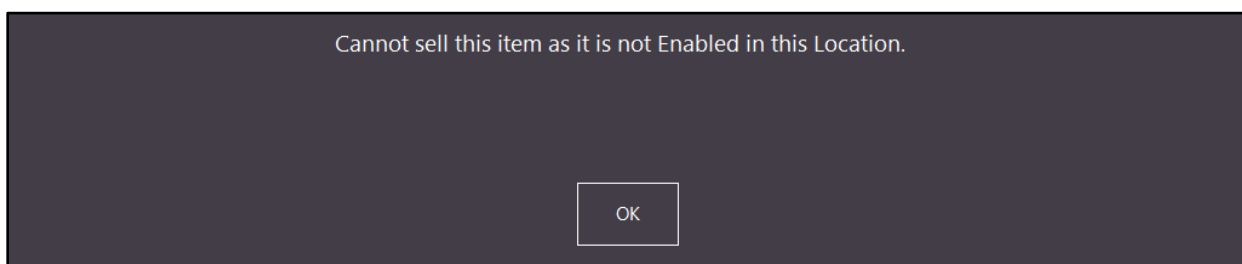
Location	Stock Level	Recommended Level	Reorder Level	LaybyLevel	Carton Quantity
1 Location 1	170	36	12	0	24

At the bottom of the window, there are three buttons: "Delete", "Add", and "Modify".

If you want to disable the item in a Location, it needs to be removed from that Location by selecting the Location and pressing the "Delete" button. Note that the Stock Location entry also contains Stock Level data that is associated with it. It is only possible to delete a Location from a Stock Item if the Stock Item's Stock Level is zero, otherwise Idealpos will display a prompt and prevent you from deleting the Location. Therefore, the existing Stock Levels in a Location will need to be transferred to another Location. Please use caution when transferring Stock between Locations and modifying Stock Item Locations, and take note of the Stock Levels of any item that you are modifying. For more information about transferring Stock Levels between Locations, please refer to Stock Transfers in the Idealpos User Guide here - [https://userguide.idealpos.com.au/#Stock Transfers/Stock Transfers.htm](https://userguide.idealpos.com.au/#Stock%20Transfers/Stock%20Transfers.htm)

Once you have either identified a Stock Item that is not available or moved a Stock Level to another Location and removed the current Location from a Stock Item, go to the POS screen.

When selling a Stock Item that is not enabled in the Current Location, Idealpos will display the below prompt:

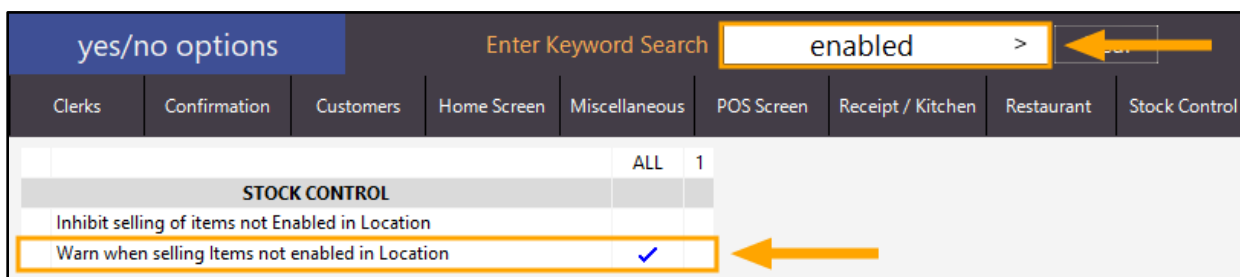


This will prevent the sale of the Stock Item in the current Location.

Yes/No Option – Warn when selling Items not enabled in Location

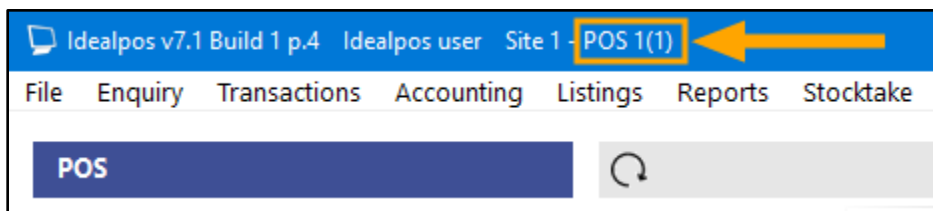
This function adds the ability to enable a warning when selling items that are not enabled in the current Location. When a Stock Item is not enabled in the current location and the operator tries to sell the item by either scanning the Stock Item barcode, entering the Stock Item Code or pressing the Stock Item button on the POS screen, Idealpos will display a warning that the item is not enabled in the location and will ask the operator if they are sure they want to add the item to the sale. The operator will then have the option to press "Yes" to add the item to the sale, or they can press "No" to cancel adding the item to the sale. If the operator chooses to add the item to the sale, the item will be enabled in the location only after the sale is finalised; this means if the item is added multiple times to the sale, the prompt will be displayed each time the item is added, however, the prompt will not appear in any future transactions which the item is sold. In the event that the operator chooses to add the item to the sale but they then void the entire sale or void the item from the sale, the item will not be enabled in the location.

To use this function, go to: Setup > Yes/No Options > In the Enter Keyword Search field, enter "enabled" > Enable "Warn when selling Items not enabled in Location"



Close the Yes/No options screen.

Your POS Terminal Description and POS Terminal Code is displayed at the top of the Idealpos screen:



Once you have determined the POS Terminal Description and POS Terminal Code, go to:

Setup > POS Terminals > Locate your POS terminal in the list

The POS Terminal Location is displayed in the Location column:

pos terminals			
Code	Description	Location	Site
1	POS 1	Location 1	Site 1

idealpos7 Update History

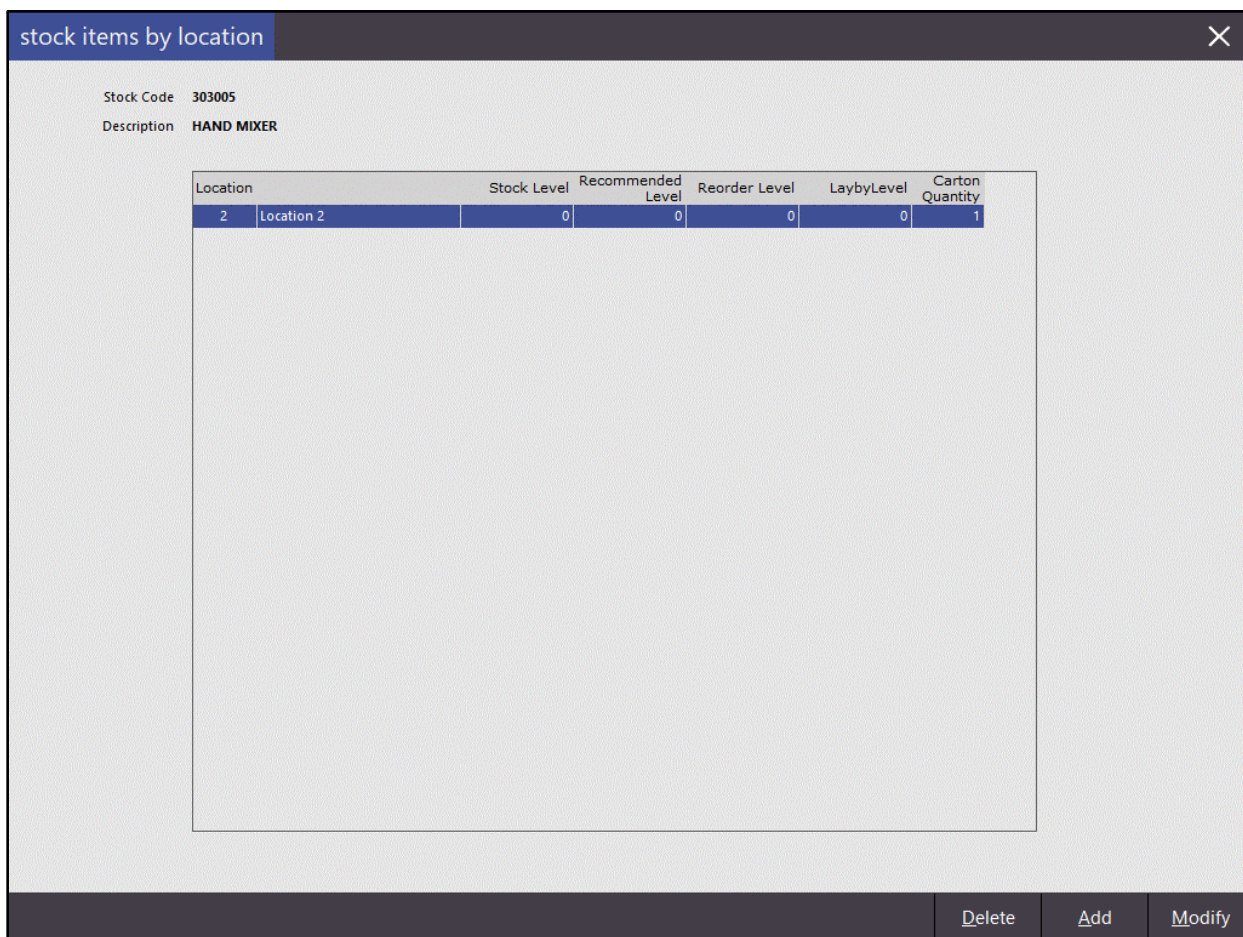
Close the POS Terminals screen, then go to: File > Stock Control > Stock Items

Search for a Stock Item that is not enabled in the current location which your POS terminal is located.

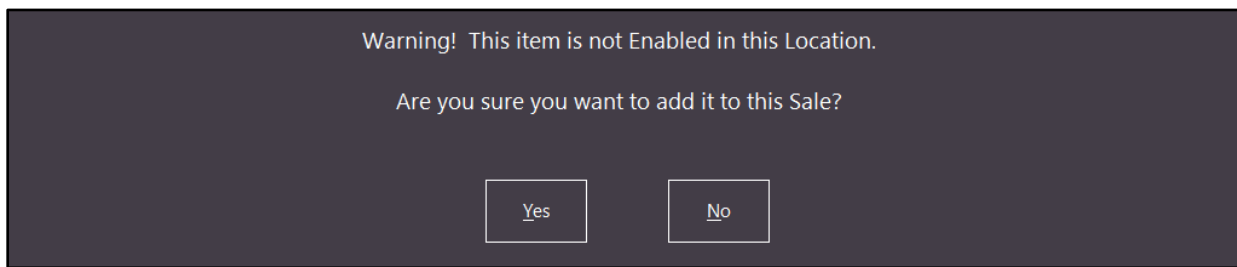
To view the list of Locations that a Stock Item is enabled in, search and select the Stock Item so that it is highlighted, then press the "Locations" button at the bottom-right corner of the Stock Items screen.



A list of Locations which the Stock Item is enabled at will be displayed:



When selling the item via the POS Screen (pressing the Stock Item button or entering the Stock Item Code and pressing Enter), the following prompt will be displayed > Press “Yes” to add the item to the sale or press “No” to cancel:



After pressing “Yes”, the item is added to the sale.



Press the “Enter” button to go to the tender screen > Select a tender amount/option to finalise the sale. Idealpos will then enable the item in the current location.

idealpos7 Update History

Go to File > Stock Control > Stock Items > Search for the Stock Item > Select Item > Press Locations button
The item is now enabled in the current Location:

Location	Stock Level	Recommended Level	Reorder Level	LaybyLevel	Carton Quantity
1 Location 1	-1	0	0	0	1
2 Location 2	0	0	0	0	1

When adding the item to a sale in the POS screen, the Warning prompt is no longer displayed for the item as the item is now enabled in the current location.