

ABS BOS Functionality

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ORACLE

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About this Document

Oracle Corporation acquired MICROS and its Torex products. All further references to Torex should be considered as Oracle Corporation.

<i>Issue</i>	<i>Date</i>	<i>Change Summary</i>
1.0	9 th October 2008	Initial draft for review.

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Epos Control

Start Session

Allows the trading modes, floats and terminals required for trading to be set or verified. When you start a trading session, and the trading date is confirmed, communication is checked between the different parts of the system. Any new or updated files (such as new sales items or selling price changes) are sent as part of the extract.

End Session

Allows the takings of each terminal to be declared either by Total amounts or by Denomination.

Down dates Stock levels for Sales/Refunds/Transfers/Deliveries etc.

End session reports are generated automatically.

Can generate Transmission records for collection by central system if configured.

Set All Floats

Floats can all be set to the mode selected in the Default Float field. Alternatively, the floats may be set differently on individual terminals.

Set All Modes

Allows the trading modes for all the terminals to be set to the mode selected in the Default Trading Mode field. Alternatively, the trading modes may be set differently on individual terminals.

Progress Bar **NEW FOR 3.06**

Shows a progress window when the user closes ALL terminals or declares a terminal through EPOS Control.

Reports Window

Customised Reports

Allows new reports based on a standard report to be created. The user can select the items to be included, change the page setup and set default dates. Although as default the customised reports appear on the Custom Tab, the system can be configured to save custom reports to other tabs.

Customised Report Groups

Groups can be added and reports can then be allocated to the groups

End Session / End Week Report Groups

Any customised reports can be added to either of these groups and will then be printed automatically at either the end session or end of week, depending on which group they have been added to.

Print Preview

Allow the user to view a standard or saved customised report before printing it.

The Print Window

The user can print standard and saved, customised. Within each of the report groups the user can select individual, multiple or all reports for printing.

The Print window allows the user to modify the printer properties, selected pages to be printed or multiple copies to be selected.

Reprint Reports Window

Once a report has been saved, it is available for reprinting within a set period of time (typically 90 days). If the report is no longer available within the Reprint window, the user can regenerate the report using Report Options.

New Report Groups **NEW FOR 3.07**

New report groups for the Account Ledger, Hotel Room Ledger and the addition of a new reporting group for holding all new reports that have been created within the latest release.

Intelliview Reports **NEW FOR 3.07**

Used to access back office reports over the web regardless of location hence allows head office to view, manipulate and analyse the data to create a range of static and real time outlet reports anytime, anyplace.

Allows BOS reports to be viewed on FOS terminals.

Both conventional ABS reports and new Intelliview reports available.

A collapsible outline (tree structure) defines the hierarchy of information similar to the report groups (tabs) previously experienced with BOS reporting.

Access control supports selective access to data for users depending on user authentication levels.

Therefore, who can view and make changes to reports is controlled.

Report types include: Cross-tab Chart, Drill-down, Summary, Sub reports.

Reports can be published in a variety of export formats including: XML, PDF, HTML, Excel, RTF, Word, Text, and CSV.

Powerful charting and graphing features gives the flexibility to display information easily in a variety of graphic formats.

Staff Maintenance (Generic)

New Personnel

Users can add new members of staff (Back office users, front office users or neither) using a wizard to guide them through the steps involved. Passwords must be unique and are entered twice – the second time as confirmation.

Changes to Personnel Details

The user can amend their staff details such as Forenames, Surname, Logon Name, Language, NI Number and Point of Sale and Back Office access.

For front office users, the Point of Sale Number, Authority Level and Password can also be changed.

The User Group, Back Office Password and Password expiry can be changed for back office users.

Terminating Personnel

Users may be removed from the system. Confirmation of termination is required and for staff members, a reason has to be selected.

Staff Maintenance (Torex Action Lite)

Employee Details

Records are created for employees regarding their personal details, work details and times available for work. Some of this data (availability and pre-planned absence such as holidays) is used for the scheduling of labour. Other details such as costs and hourly rates are used in the KPI reports.

Labour Scheduling

Schedules show the available time to work. It is typically run on the Friday to schedule the labour for the following week and takes into consideration any planned absences (holidays) that have been recorded prior to the schedule being run.

Schedule Edit

The schedule once run is the basis of the Output to Payroll (OTP) and the hours that are identified as "paid" will be forwarded to the payroll department. The hours to be paid can be edited to reflect the changes to the rotas. The changes allowed include adding extra hours or breaks and absences (paid and unpaid).

Employee Absences

Any planned or authorised absence such as holidays can be entered prior to the event and before the schedule is run. Calendar years show bank holidays and recorded absences.

Labour KPI

Key Performance Indicators provide real-time reporting judging true performance (actual) against set targets. The presentation of these indicators such as the format of the font, graphics and data shown can be changed on the KPI displays. Targets and tolerances can be set.

Output to Payroll

The hours shown in the Schedule Edit screen represent those hours for inclusion within the Output to Payroll (OTP). The employee's name, their contracted hours and variations against the contracted time is shown.

Depending on requirements, this information can be produced in hard copy format or an export file for submission to head office.

Corrections

Once the schedule has been committed for output to the payroll, corrections to payment details can be made.

Stock Control

Stock Movements (Deliveries and Returns)

Stock movements are performed with the use of a wizard to guide the user through the steps involved. The stock movement can be based on a previous movement i.e. a previous stock movement can act as a template and the stock details are automatically entered on the Details window. Products can then be added, amended or deleted as required.

The Returns process may be via the Deliveries and Returns option, where separate tabs exist for the deliveries and returns, or via the Returns option (if no delivery is involved).

Change Stock Movement

The details of the products on each stock movement may be viewed but they can only be changed if the stock movement has not been included in an auditor's stock-take or frozen.

Transfers

Room transfers (stock movement between different stock rooms within an outlet) and Outlet transfers (stock movement between different outlets) are performed with the use of a wizard to guide the user through the steps involved.

Stock Line Enquiry

A stock line enquiry allows a user to count a single stock item and is performed with the use of a wizard to guide the user through the steps involved.

The count is entered and the details of opening stock, sales, deliveries, returns, cost etc. are displayed on screen and printed. It will show the computed stock on hand value and compare it to the count entered and show any variances between them.

Automatic Stock Line Allowances

Automatic allowances allows an authorised user to configure the allowances once, then the system will automatically generate the allowance transactions on a weekly basis at end of session, provided that the stock line is still in use.

Line Checks

Line checks are stock-takes on a collection of selected stock items that may be stocked in several rooms and is performed with the use of a wizard to guide the user through the steps involved.

All stock items must be counted and entered on the system. The stock-take can then be finalised and reports generated.

Line Checks by Hierarchy

When performing a Line Check, stock items to count can be selected by their hierarchy level (Family, Category, etc.) and all stock items within the selected hierarchy level will be printed on the count sheet.

Line Checks – Name Management

When finalising a Line Check, a user can enter their own Line Check name such as 'Weekly Line Check'. All Line Checks show when they were started (date and time), by whom and the names of the stock rooms involved.

Print Preview Stock Reports

Reports are only available when all counts have been entered on the count sheet. The reports can be generated as part of the finalisation process or they can be viewed and/or printed before the stock take is finalised to check for discrepancies/variances. Quantities in the count sheet window may then be amended where necessary.

Selected stock reports can be viewed on screen using Preview before (optionally) printing them.

Managers Stock Take

A manager's stock take is used to reset the managers' stock accumulator and to report on all stock transactions since either the last manager's stock take or the last auditor's stock take. All stock-takes are performed with the use of a wizard to guide the user through the steps involved and a count sheet is produced. Every stock item in the selected room(s) must be counted and entered on to the system.

Additional stock items, sales items or products may be added to the existing count sheet.

Completion of a stock-take is performed with the use of the Finalise Stock Take wizard.

Auditors Stock Take

An auditor's stock take is used to reset the auditors and the manager's stock accumulator and to report on all stock transactions since the last auditor's stock take.

For each stock item in each room there are two stock accumulators, one for the auditor's stock period and one for the manager's stock period.

The auditor's accumulator holds the last stock count entered by the auditor, and all sales, stock movements and allowances since the auditors stock take.

The manager's accumulator holds the last stock count entered by the manager, and all sales, stock movements and allowances since the managers stock take.

If the last auditor's stock take is more recent than the last manager's stock take, the accumulators will be the same because when an auditor's stock take is finalised it resets the manager's stock accumulator.

All stock-takes are performed with the use of a wizard to guide the user through the steps involved and a count sheet is produced. Every stock item in the selected room(s) must be counted and entered on to the system.

Verify Stock Take

Used by Auditors to verify the managers stock take

Create Supplier Order

Create a stock order against a specific or a number of suppliers

Room Transfer Order

Create an in house room transfer order between two or more rooms

Outlet Transfer Order

Create an outlet delivery order from another outlet

Suggested Orders

When ordering products, the Details window of the Order wizard is automatically populated with products based on:

- the configured minimum days of stock required against the current stock level,
- the average daily consumption up to the next delivery from this supplier (subsequent delivery) and
- any existing confirmed pending orders still undelivered for the supplier/stock room combination selected.
-

View Stock Orders

This gives the option to view all stock orders on the system, whether they are suggested orders, delivery orders or outlet delivery orders etc.

Update Delivery Schedule

The Update Delivery Schedule option is used to set and update the delivery schedules for your existing suppliers. Delivery schedules are used when calculating suggested orders

Stock on Handhelds NEW FOR 3.05

All stock takes (Managers, Auditors or Line Checks) as started on the back office are shown on the handheld. Once selected, the count sheet is displayed and the quantities (whole and part) are entered.

Dynamic P&L

Making entries on the Dynamic P & L

Specific entries can be added via the Details window but not if the selected Statement has been finalised or the worksheet does not allow manual entries.

Not all data needs to be entered manually onto the spreadsheets. Some data is updated automatically from the Point of Sales information.

Amending/deleting entries

Entries can be deleted via the Details window but not if the selected Statement has been finalised or the worksheet does not allow deletions.

Print current week's details

The user may print the entire statement or an individual worksheet within the statement and the print selections may be previewed before printing. In addition, the Business Monitor (shows any additional text comments) can be printed.

Finalise Dynamic P & L

Finalise may occur when all of the following are true:

The P & L Balance is 0.00

You are not in a session that has a start date before the statement end date.

Today's date is after the statement end date, and all sessions which have a trading date included in the current statement have successfully ended session.

No further amendments may be made to a P & L statement after it has been finalised and the finalise process cannot be undone.

Daily P&L Finalisation

Finalisation can be configured as a daily requirement.

Entertainers and Casual Workers Configuration

The user can enter the casual workers and the entertainers' details and on completion of adding an entry, a report (Casual workers report or Entertainers report) can be printed. The amount paid is added to the Dynamic P&L statement and affects the cash on hand.

House Float **NEW FOR 3.04**

Allows a centrally maintained value nominated as a House float that a visiting auditor can check to be viewed.

PMS P&L Import

Allows the import of data from the hotel system into the weekly P&L which can then be used as a single entry point to balance the hotel sales and takings. (Example P&L lines shown below)

Takings											
		Description	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other	Total
1	0	Liquor - Bar 1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2	0	Liquor - Bar 2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3	0	Liquor - Bar 3	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4	0	Liquor - Bar 4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5	0	Liquor - Bar 5	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6	0	Liquor - Restaurant 1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7	0	Liquor - Restaurant 2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
8	0	Liquor - Functions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10	0	Liquor - Tobacco	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
11	0	Liquor Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
12	0	Food - Bar Food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
13	0	Food - Restaurant 1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
14	0	Food - Restaurant 2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
15	0	Food - Functions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
16	0	Food - Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
17	0	Breakfast	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
49	0	Breakfast Rezlgn	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
18	0	Other Function Food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
19	0	Food Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
20	0	Accommodation	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
50	0	Accommodation Rezlgn	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
21	0	Room Hire - Manual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
51	0	Room Hire - Manual Rezlgn	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
31	0	Room Hire - From Tills	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
22	0	Telephone Inc - Coin Box	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
23	0	Telephone - Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
52	0	Telephone - Other Rezlgn	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
24	0	Catering Rent Incl VAT	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
25	0	Sundry Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
53	0	Sundry Income Rezlgn	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
26	0	Ticket Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
28	0	Newspapers	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
54	0	Newspapers Rezlgn	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
29	0	Laundry	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
55	0	Laundry Rezlgn	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
47	0	Manual Service Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
56	0	Service Charge Rezlgn	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
48	0	Till Surplus	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
27	0	Less Customer Samples	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
46	0	Add Service Charges Received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
913	0	Deposits Received	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
915	0	Gratuities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
916	0	Deposits Forfeit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1	1	TOTAL TAKINGS	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

LFM Wizards

Sales Item Maintenance Wizard **NEW FOR 3.04**

The sales item maintenance wizard provides the user with a graphical tool to aid set-up and configuration of the EPOS sales items and till screen layouts. The tool supports the set-up and maintenance of sales items, modifiers, and preparators, till screens, item links, item prices, printing destinations and up-selling triggers.

Easy Table Setup **NEW FOR 3.05**

Within the Sales Item Wizard a maximum of 60 tables can be added to create a table layout. Tables can be added as a group or individually but if tables already exist that need to remain it is recommended to add tables individually as adding a range of tables overwrites any previous layout.

Promotions Wizard **NEW FOR 3.05**

Added into the Sales Item Wizard, six styles of promotions can be created and maintained using the promotions wizard:

- Meal Deals: A meal combination sold for a set price for example 'Any burger and a bottled lager for £4.00'.
- Percentage Discounts: A fixed percentage is applied to the bill (entire or part) for example '10% off starters'.
- Conditional Percentage Discounts: A percentage discount is given if a certain condition is met, for example 'Spend £30 on food and get your drinks half price'.
- Conditional Value Discounts: A discount is given if a certain event occurs for example 'Spend £12 and receive £5 off'.
- Price Overrides: A product price is overridden automatically or manually for example 'Early Bird Special - any main meal for £5.00'.
- Conditional Product Discount/Price Overrides: Allows a money off discount or price override if a certain condition is met for example '£1.50 each, 2 for £2.00'.

Outlet Configuration Wizard **NEW FOR 3.04**

The outlet configuration Wizard provides the user with a graphical tool to aid set-up and configuration of the EPOS operation of an outlet. The tool supports the set-up and maintenance of terminals, trading areas, kitchen and receipt printers, and handheld terminals.

Other Areas

Price Maintenance by Area / Trading Mode

Selling prices may be updated for each sales item by trading area and trading mode. The user can select when the changes are to take effect (at next start session or on a selected date and time). Amendments are carried out with the use of a wizard to guide the user through the steps involved and price changes can be applied to single or multiple items.

Support Tools

The ABS-POS point of sale application includes a number of support tools in order to assist in the management and maintenance of the application.

The Active Business Series point of sale application includes a suite of support tools in order to assist in the management and maintenance of the application.

Tool	Description
Access Control	Used to configure which User Groups have access to the controls of the ABS-POS system.
Advanced Deposit Recovery	This tool is a utility to allow site to recover Advanced Deposit details either on BOS or FOS, upon significant hardware failure. The transfer of Advanced Deposit data from FOS to the BOS is initiated as part of the EOS processing. If there is a system failure this data can be transferred using the FOS To BOS Recovery option. Likewise, the details of the Advanced deposits residing in BOS (up to the last EOS, or the last Uplift operation) can be copied back to FOS to rebuild the files using the BOS To FOS Recovery option. Any activity (deposits/redemptions/refunds) entered after the last EOS and before the system failure, is lost and has to be entered again through FOS after recovery.
Back Office Audit Setup	Allows the individual ABS audit actions to be setup or amended.
Browse Databases	Allow you to view the records contained on the database tables stored in the SQL Server.
Clear down	Allows specific data and files to be deleted. The clear down options may affect BOS, FOS or a combination of both. Because clear down options deletes database data, users must always confirm that they wish to proceed. In addition, they are informed if the clear down affects FOS. The clear down tool is useful when an outlet is ready to go live for the first time, to clear out any transaction data that is not required.
Data Import	Allows data to be loaded into specified tables. It also allows data from specified database tables to be exported to a specific directory.
Data Take on	Allows a text file (TAKEON.TXT) to be created in C:\BOS\FILES.TXT. The Data Take on must be performed when the system is out of session, and a stock take must not be in progress.
Dynamic P & L	Supports the configuration of the Dynamic Profit & Loss statement. The template for the statement contains the worksheet layouts, text and formulas used to control all the financial aspects of each business. Either, the current statement may be opened to allow amendments to the statement colours, tabs, line, line details and takings, or a new statement can be created.
Financial Data Setup	Allows financial accounting periods that is, the year range, and start and end days of the week, and date format to be configured for the Dynamic P & L statement. If changes are made, the user is warned that the existing database tables holding the data representing financial periods will be overwritten.
Language Conversion	Allows translation of text that is buttons, controls and tooltips can appear in English, French or German equivalents. Hard coded text (for example, text displayed in drop-down lists) may also be changed or translated.
Microsoft SQL	Used to create databases and manage database tables.

Server Enterprise	
Mini Tools	Allows users to ensure that each mini in the system has been configured correctly and is working. A test exists for each test that can be sent to a mini. If parameters are required, then these can be entered before transmitting the request. The test response is then displayed. Note that some tests do not go directly to the mini but instead query the values returned from the ABS Service. This service will refresh (reload) details of the terminal status, trading session etc. This refresh occurs every 30 seconds.
POS Tools	Allow you to monitor and control the activity of the terminals connected to the system.
Rebuild Stock Sales Tables	Allows the relationship tables for stock to be rebuilt. This tool may be used in the situations when a session has only been partially trickled, or if sales recipes have been incorrectly set up. It is used if there has been a problem with any sales data during the current auditor's stock period. It recalculates the sales against every stock item for every stock room since the last finalised auditor's stock take. The tool can be used whilst a stock take is in progress.
Registry Settings	The Registry is the database in which configuration information is registered. It contains references to program files ABS uses to run. When the system is upgraded, the program files may change and a new key is inserted into the registry to instruct ABS of the location of the new program file. It is, therefore very important that old keys are not left in the registry. Hence, the need to clean the registry of the old key followed by the re-registering of the new key. By restricting the view to XN registry keys, users cannot corrupt registry settings for other windows applications.
Transmission File Viewer	A transmission file is a data (text) file containing a collection of transmission records in one data stream. The function of this tool is to present the transmitted data in an easier to read format.
Transmission Files	Transmission Files are used to create a text file containing a full set of transmission records for an outlet and is used to recover valid data in the event of a failure to transmit the sales transactions to the sales tables. Transmission usually occurs periodically throughout the trading session and at end session. You do not need to end session to create these files.
Validate Tables	The Validate Tables tool validates data integrity between tables, that is, each record in a relational table should match. If they do not, then an error is reported.