

Oracle® Hospitality Torex Business Edition

Help Guide

Release 5.6

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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.

This document is a PDF rendition of the Help that you received when you first purchased Torex BE and may have formatting inconsistencies.

Accounts Interface

1. The SAP Accounts interface report has been changed to split out sales with service charges (that is sales with strTaxCode3) from TAX lines into a separate SERVICETAX account.
 - Service charge lines when exported to file shares the same format as a sales line i.e. no Cost Center.
 - Service charge amounts are excluded from TAX lines.
 - A user definable G/L account code can be specified for SERVICETAX lines via the Location Accounts module. A new field titled 'Service Charge A/c' has been added to the 'General' page in the Location Accounts module to accommodate this general ledger account code.
2. TAX lines are now split by tax code, whereas previously we would have a TAX debit line, and a TAX credit line. The tax code is now also exported to the interface file.
3. The sales amount specified in the sales line is now GROSS of discounts, whereas previously we would also have a DISCOUNT line with a credit amount.
4. The file name format for the SAP interface has been amended to include the hours, minutes, seconds, and milliseconds. Previously the filename only contained the date and could be at risk from being overwritten if multiple files are produced on a single day.

The format is now TRADECODE.DDMMYYYYhhnnsszzz.txt for example
DRKHSE.15092010121759001.txt

Introduction

Welcome to the Torex BE Help Guide

Inside you will find a general guide to managing the POS (Point of Sale) and '[How Do I...](#)' topics that will help you use the back office functionality.

There are a number of ways to get to where you need to go:

- Use the table of Contents on the left to move to general sections
- Use Search on the left to locate a topic using a keyword
- When using a program, press the help button or press the F1 key to go directly to the help for that program.

Please be aware that the information in this Help system is subject to change without notice. Companies, names and data used herein are used for example purposes only and will be different to your own system. In addition, our Help system may display buttons and menu options that are not present on your own system due to your configuration. Colours of the screenshots taken represent the different colour schemes available within the system.

What's New in BE Version 5.22

This topic details new functionality included in the system for version 5.22. Please click a topic for more information.

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Licences

A new licence type for Weigh Scales attached to POS has been added that allows as many such devices to be defined as required. Tillincoming checks the licences on loading and stops immediately if devices / tills are active without an appropriate licence.

Note: Anyone upgrading to 5.22 will need to be issued with additional licences if they are using scales, before they can upgrade.

Figure: Example Licence Screen



Accordingly, the licence request page on the web-site has been updated to generate the licence request.

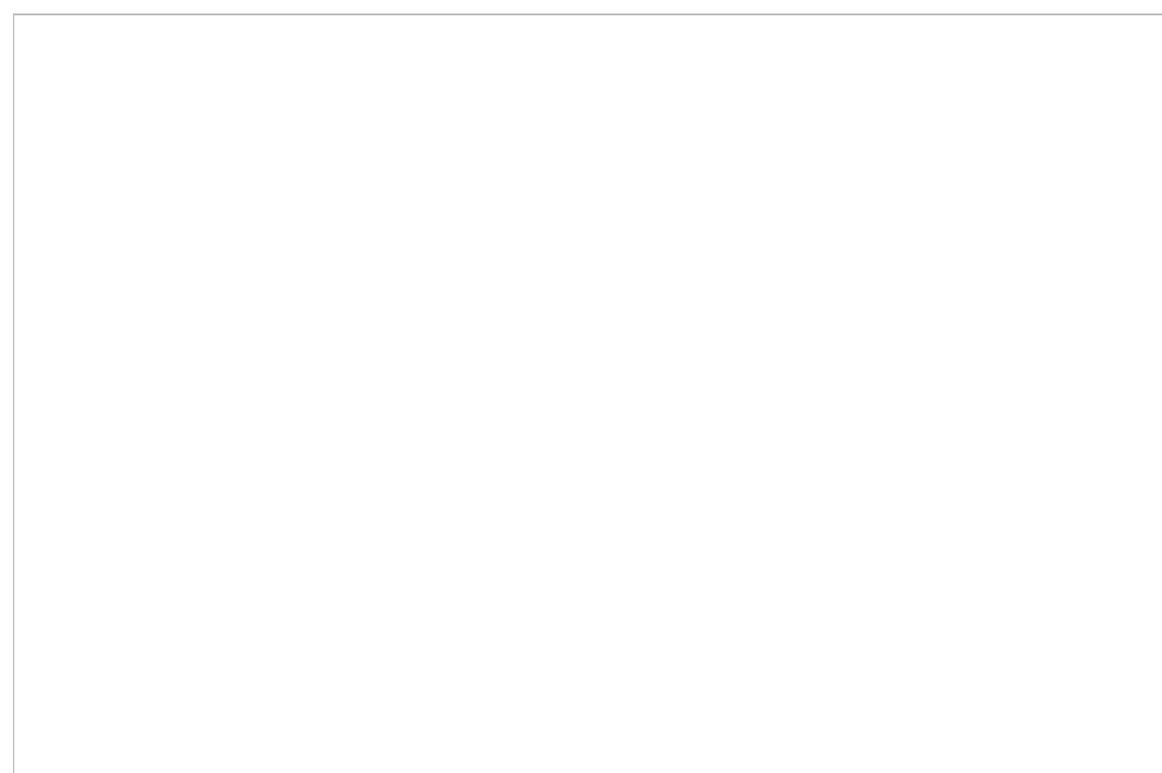
POS Keyboards

The following actions have been added to POS keyboards:

□ **Effective Date**

[POS Keyboards](#) have been enhanced to show the Effective Date, that is the date the panel was last amended or created.

Figure: Example POS Keyboards Screen



Web Page

A new option on the Button Function panel entitled 'Web Page' has been added to [POS Keyboard](#) fast key maintenance. This allows configuration of a web URL for a button that when pressed on DYNAPOSTOUCH launches the specified page in the embedded DYNAPOSTOUCH web browser. The maximum length of the specified web URL is 255 characters.

Figure: Example Fast Key Panel Screen



Till Options

Default Fast Key Levels

Changes to the default fast key levels functionality. When you select a default fast key panel, it will also check the effective date. If it is newer than 'today', a warning message will be displayed.

Figure: Example Warning Message



□ Profile - Settings 3 tab

3 digit embedded item prices are now available and are configured via the [Tills - Profile Settings 3](#) tab.

Figure: Random Weight Items Panel



Example: 13 digit barcode made up of xx,iii,v,pppppp,c

xx	Prefix, normally 02 thru 29.
iii	Item code, length of which can now be 3, 4 or 5.
v	Item verifier digit. Basically another check digit but not needed or used for most modern scanners. If the option is turned on to ignore this digit, the price size will increase. Care must be taken when setting this parameter as very large prices will start appearing if certain products still contain/use the verifier digit.
pppppp	Price, which the length will depend on the item code option + verifier mentioned above.
c	Check digit.

SKU	Currency Decimal	Price	Barcode
3 digits (001)	2 digits	98765.43	0200198765433
3 digits (001)	3 digits	9876.543	0200198765433
4 digits (0001)	2 digits	9876.54	0200019876543
4 digits	3 digits	987.654	0200019876543

(0001)			
5 digits (00001)	2 digits	987.65	0200001987653
5 digits (00001)	3 digits	98.765	0200001987653

The implied decimal place for the currency is taken from the running applications currency settings. UK for example, will be 2 digits.

□ Profile - Security tab

A new secure control has been added to the Till Security ' Clock In/Out Detail' to allow the Details button in the Clock In/Out menu on the POS to be visible or not by security group. This is to prevent the usage of the Details button by location and security group.

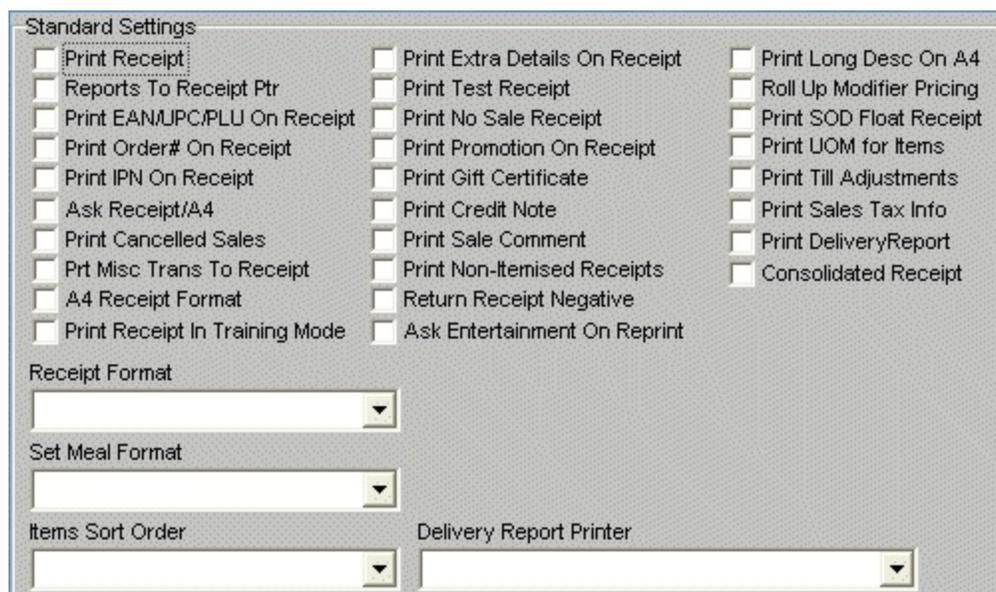
Figure: Till Security Setting



□ Profile - Printing tab

New configuration options will determine if the sales tax info is printed on the receipt and standard A4 receipt.

Figure: Standard Settings Panel



The image shows a 'Standard Settings' panel with various configuration options. It includes a grid of checkboxes for receipt printing options, three dropdown menus for 'Receipt Format', 'Set Meal Format', and 'Delivery Report Printer', and two dropdown menus for 'Items Sort Order' and 'Delivery Report Printer'.

Standard Settings		
<input type="checkbox"/> Print Receipt	<input type="checkbox"/> Print Extra Details On Receipt	<input type="checkbox"/> Print Long Desc On A4
<input type="checkbox"/> Reports To Receipt Ptr	<input type="checkbox"/> Print Test Receipt	<input type="checkbox"/> Roll Up Modifier Pricing
<input type="checkbox"/> Print EAN/UPC/PLU On Receipt	<input type="checkbox"/> Print No Sale Receipt	<input type="checkbox"/> Print SOD Float Receipt
<input type="checkbox"/> Print Order# On Receipt	<input type="checkbox"/> Print Promotion On Receipt	<input type="checkbox"/> Print UOM for Items
<input type="checkbox"/> Print IPN On Receipt	<input type="checkbox"/> Print Gift Certificate	<input type="checkbox"/> Print Till Adjustments
<input type="checkbox"/> Ask Receipt/A4	<input type="checkbox"/> Print Credit Note	<input type="checkbox"/> Print Sales Tax Info
<input type="checkbox"/> Print Cancelled Sales	<input type="checkbox"/> Print Sale Comment	<input type="checkbox"/> Print DeliveryReport
<input type="checkbox"/> Prt Misc Trans To Receipt	<input type="checkbox"/> Print Non-Itemised Receipts	<input type="checkbox"/> Consolidated Receipt
<input type="checkbox"/> A4 Receipt Format	<input type="checkbox"/> Return Receipt Negative	
<input type="checkbox"/> Print Receipt In Training Mode	<input type="checkbox"/> Ask Entertainment On Reprint	

Receipt Format
[Dropdown Menu]

Set Meal Format
[Dropdown Menu]

Items Sort Order [Dropdown Menu] Delivery Report Printer [Dropdown Menu]

The printing of delivery reports is now optional at the POS. A check box is used to specify if prints are required and a drop-down combo of which printer is to be used.

A new check box has been added to allow consolidated receipts.

Items

Special Item

A new option Remove Sales Tax has been added. If selected the system will remove the Sales Tax of the item when an item gift certificate is redeemed. This option is only available when 'Redemption certificate value covers item value' is checked on.

Figure: Example Remove Sales Tax Option



Alt UOM

A new tab has been added to Items maintenance called Alt UOM to allow alternative units of measure to be linked to an item. An item may have multiple UOM's against it for example milk that may be measured in the standard mls, and alternate measures include pint, litres or gallons. Only those UOM's with the same standard UOM will be available to add here.

Figure: Example Alt UOM Screen



Locations

Inventory Reports

A new check box has been added to set the default PO report with/without tax.

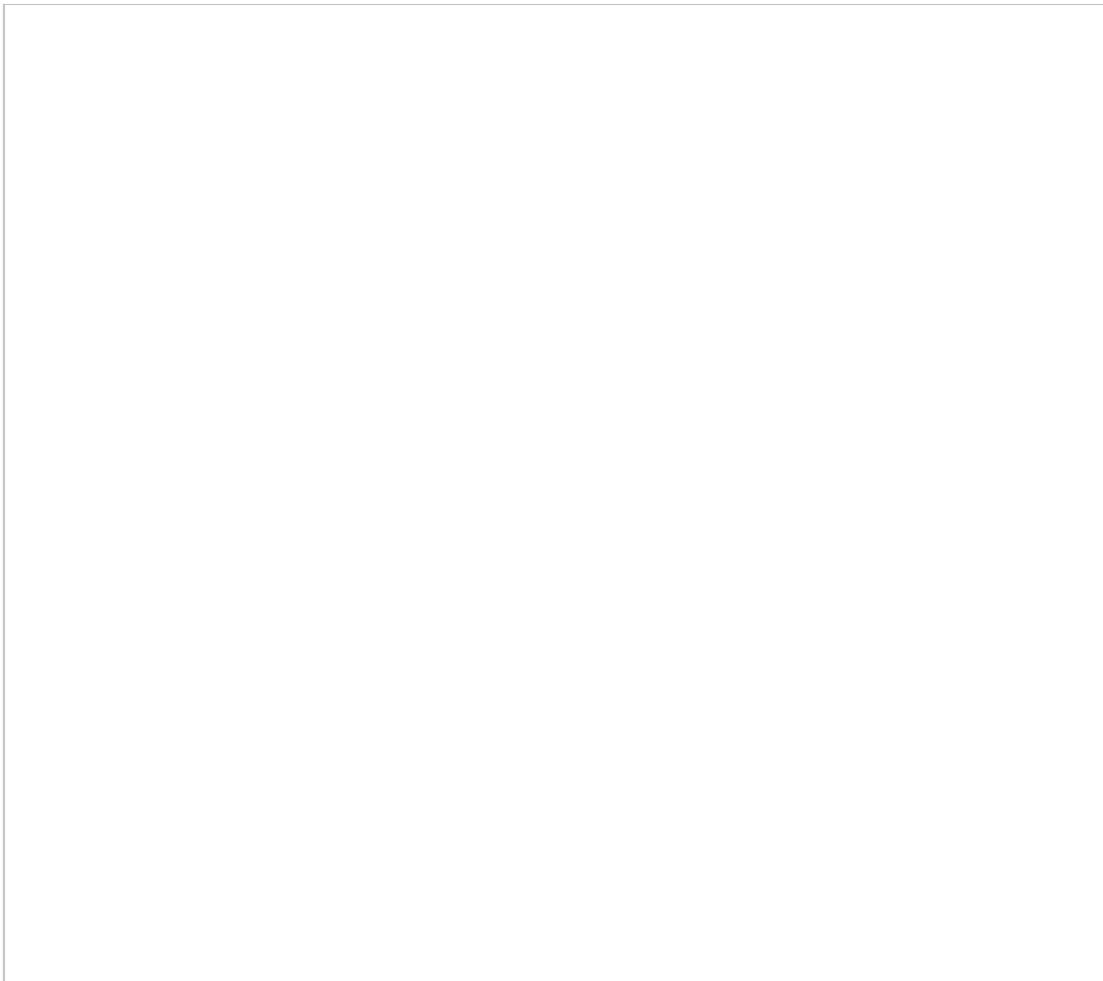
Figure: Example Inventory Reports Screen



□ Inventory Templates

A new tab called Inventory Templates has been added as part of the enhancement for [Quick Wastage](#).

Figure: Example Inventory Templates Screen



Default Stock Adjustment Reason - When a default code is selected here then it will mean that when a user inputs a stock adjustment the reason code against each item will be the default code and the user will not be able to edit the reason in the stock adjustment grid. This is regardless whether templates are used or not.

Fields are provided to define the positive and negative threshold for the line to be highlighted red in stock adjustments where the user has entered a quantity greater than the threshold, or a value has been calculated as a result of the quantity entered is greater than the threshold.

Fields are provided to define the positive and negative threshold for a warning box to appear in stock adjustments where the user has entered a quantity greater than the threshold, or a value has been calculated as a result of the quantity entered is greater than the threshold.



Inventory Changes

Purchase Orders

PO Templates

Purchase orders can now use pre-defined item lists. See [Stock Templates](#).

Order Type

As part of the EDI interface changes a new option 'Order Type' has been added to the Main page to indicate whether the purchase order is the main order, or if the order is an additional order.

Figure: Order Type Option



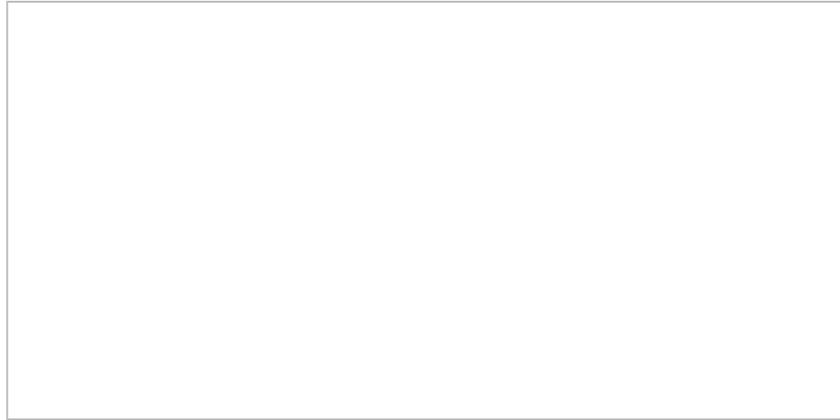
Reports

The Purchase Order report can now be set to exclude showing tax. The default setting is configured via a check box in the [Inventory Reports](#) tab within Locations based upon the Users location.

Figure: Default PO Tax Option

In Purchase Orders when the Print option is selected, select the option indicating 'without GST'.

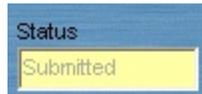
Figure: Purchase Orders Report



PO Status

The status of the Purchase Order is changed to 'Submitted' when the EDI batch file has been successfully launched.

Figure: Example PO Status



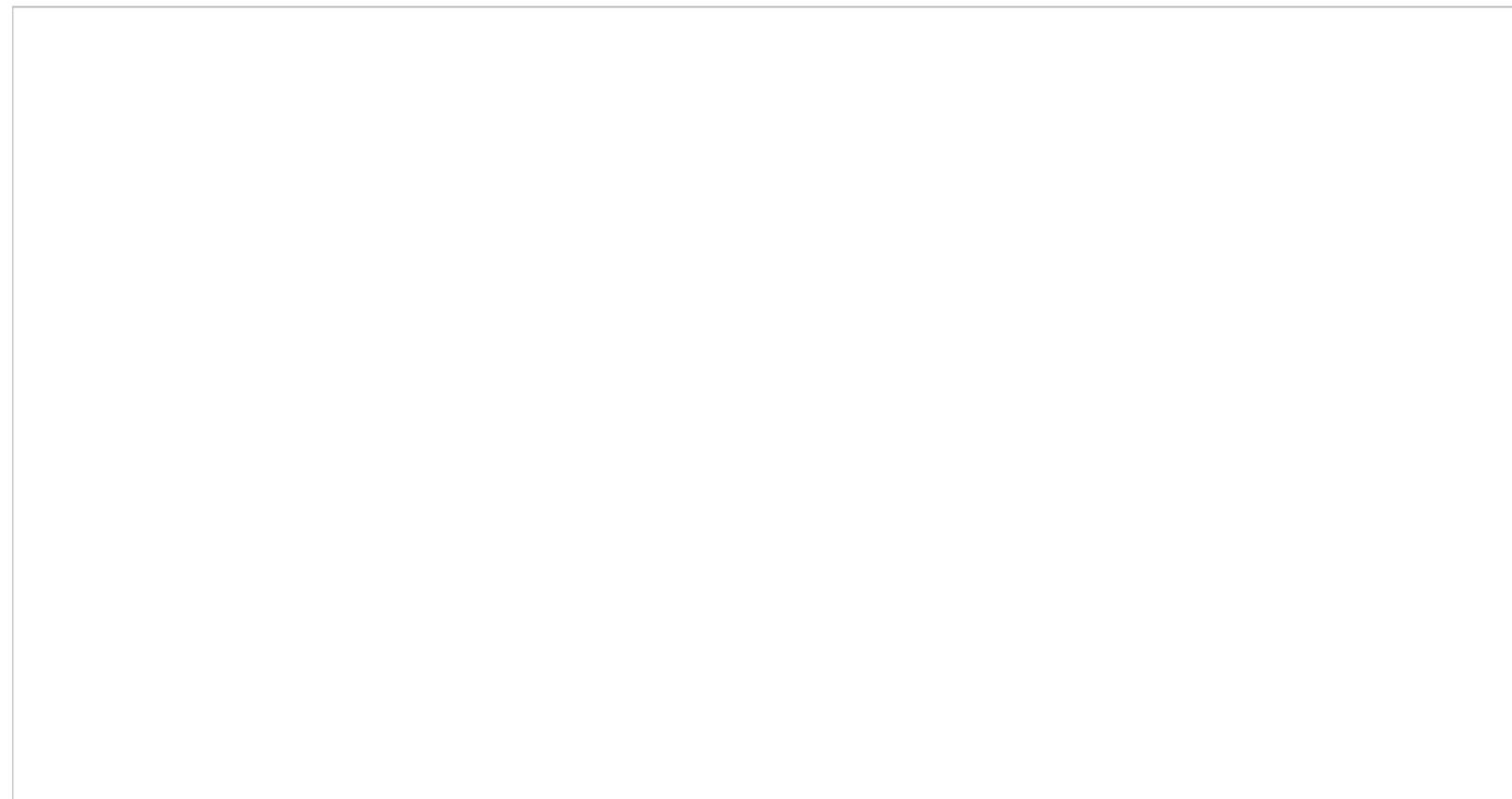
□ Stock Adjustments

Stock Adjustments Grid

DataEntryInventory.Exe StockAdjGrid

This new process provides the ability to enter values in a grid rather than a pop up box. Update the DRSScheme.INI within the [Standard] section, with the following (if not already present) btnBigNo=BigRed (ideally around the btnBigOK, but not compulsory).

Figure: Example Stock Adjustment Screen

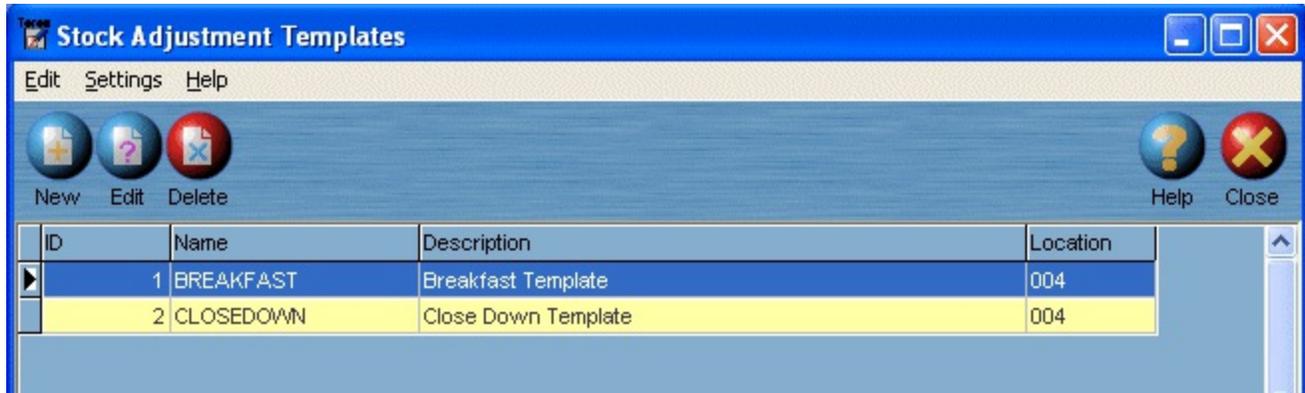


Stock Adjustment Templates

DataEntryInventory.Exe StockAdjTemplate

There is a new configuration option to allow the creation of stock adjustment templates. These templates allow the user to add individual items to a predefined list for use in the stock adjustment process.

Figure: Example Stock Adjustment Template Screen

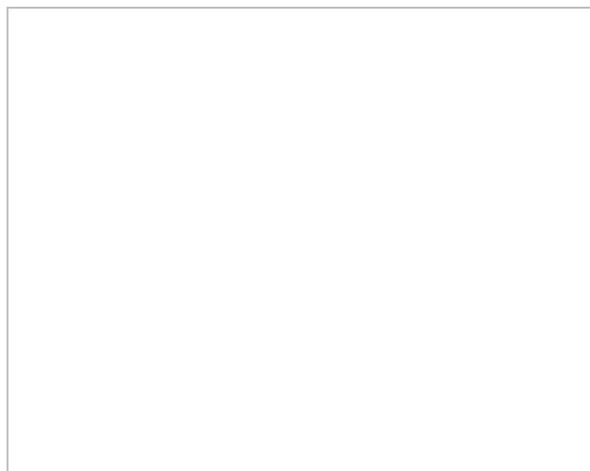


Goods Receipt

Goods Receipt Return

An error message will now be displayed and processing halted if an item IPN that doesn't belong to the supplier is selected by the user and the system setting inventory option 'Lock returns to selected supplier' is selected (ticked). See [System Settings](#).

Figure: Example Error Message



New Goods Receipt

Goods receipt has been amended to allow a Purchase Order with a status of 'Submitted' to be added to a new goods receipt. This is used in B2B process when the EDI batch file has been successfully launched.

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Stock Templates

DataEntryInventory.Exe StockTemplate

Stock templates allows you to load pre-defined item templates and to edit the quantities within the [stocktake](#) grid or [purchase order](#). This makes it easier to locate and assess stock for orders and count for stocktakes.

To use the Stock Template functionality the *Allow stock template functionality* check box must be enabled in the System Settings [Inventory](#) tab.

This option allows the maintenance of stock templates for a location. The option allows the selection of a location, the definition of stock areas within the location, and the allocation of items (ranged to the location) to stock areas within the location.

To define which items appear in each stock area such as Counter, Kitchen, Fridge select the item flag against each stock area.

Only those items that have been checked against the [stock area](#) will be displayed in the Details/Items tab when the appropriate stock area has been selected.

Figure: Example Stock Template Screen

□ Stock Areas

DataEntryInventory.Exe StockAreas

Stock Areas is accessed via the Stock Templates screen and is used to create, edit and delete stock areas. Select the New button to add a row at the end of the existing list.

Figure: Example Stock Areas Screen



□ Stocktake Templates

DataEntryInventory.Exe StocktakeTemplate

Stocktakes can now be performed by using pre-defined item templates (Stock Templates) and the count is added within the [stocktake grid](#).

To perform stocktakes that use the Stock Template functionality the *Allow stock template functionality* check box must be enabled in the System Settings [Inventory](#) tab. There is a new system setting *Default Stock Take Type* on the [System 2](#) tab. This field determines the default stock take type used when new stocktakes are created when the new Stock Take (with Templates) is used.

Enter the store location and select the 'Add Items' button. All items for that location linked to a Stock Area Template are added to the Items tab.

Figure: Example Stock Take Screen

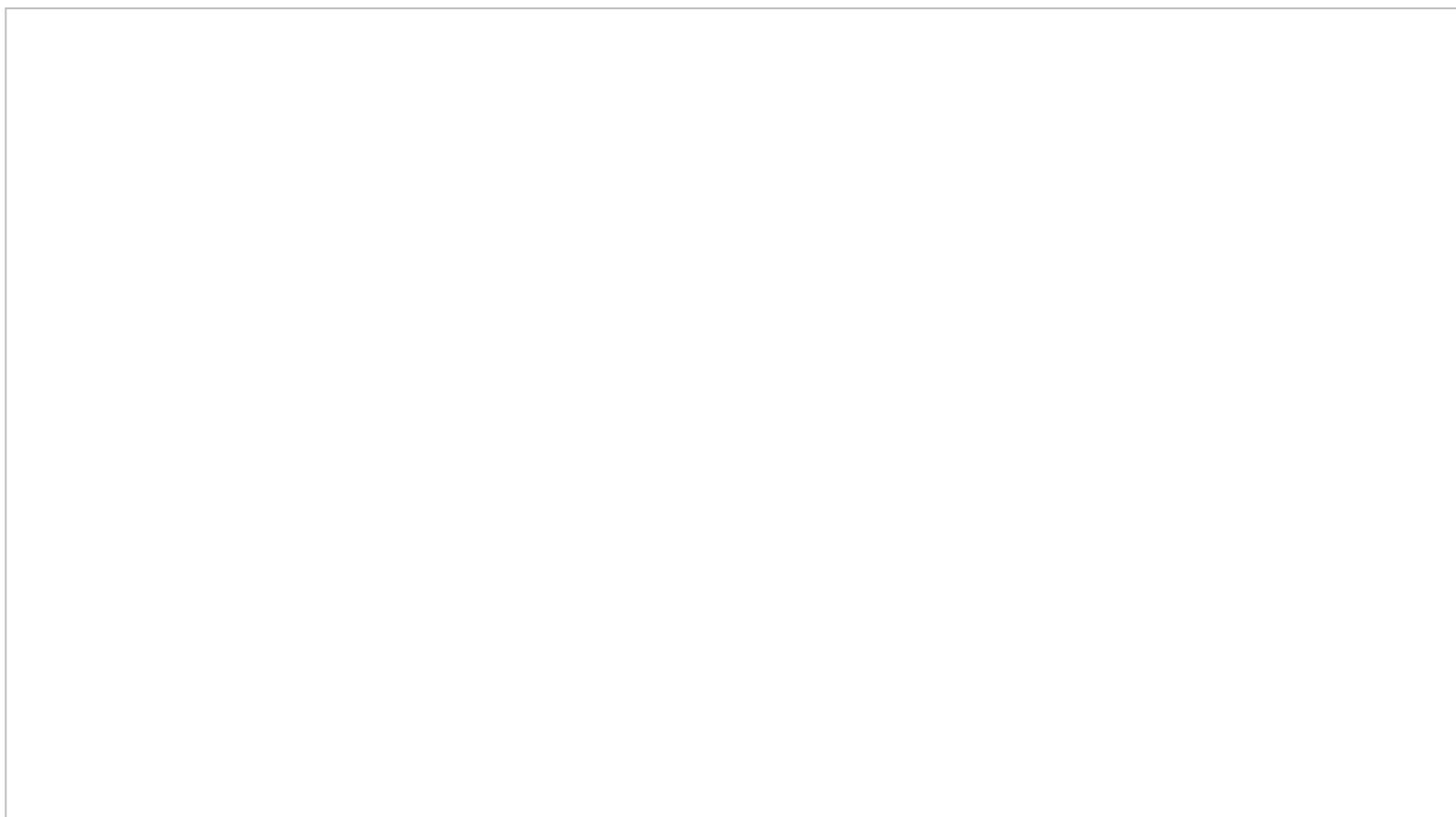


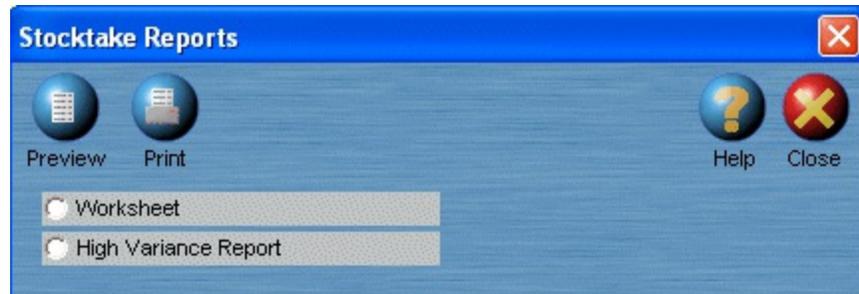
Figure: Example Stock Take Screen



Once *Add Items* has been selected on the [Basic](#) tab then the items will be available on the items tab. Items may appear multiple times in the grid because of alternate UOM's and because items can belong to more than one stock location. The count field is blank by default as the count field is where the actual count is entered. Items cannot be deleted from the stocktake but items that are not linked to any of the stock templates can be added by selecting the Add Item button. This will launch the standard item search screen. Once selected add the actual count for the item.

High Variance Report

Figure: Stocktake Reports Print Options



This new report can be generated when performing a stocktake using the stock templates. The report displays the bottom 20 variances (stock losses) and top 20 variances (stock gains).

□ PO Templates

DataEntryInventory POTemplate

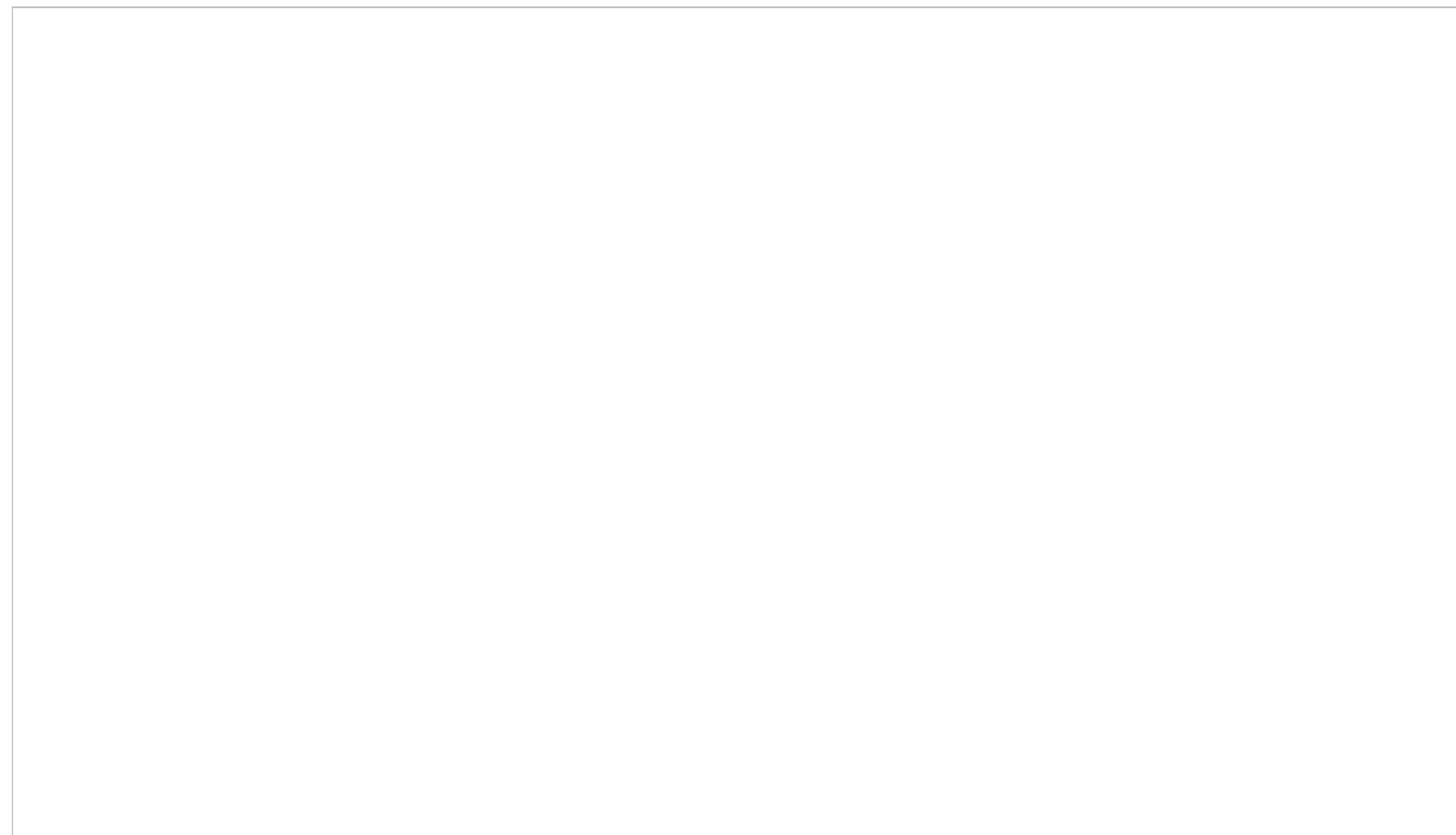
Note: This function requires SQL Server 2005 or later to run as the keyword CLASS APPLY was introduced in SQL 2005.

Purchase orders can use [Stock templates](#) to load pre-defined item templates and to edit the quantities within a [purchase order](#).

To perform Purchase orders that use the Stock Template functionality the *Allow stock template functionality* check box must be enabled in the System Settings [Inventory](#) tab.

Items cannot be added to the grid directly. Only available items associated with a [stock area](#) are shown on the purchase order.

Figure: Example Purchase Orders Screen



B2B Services

As part of the EDI interface changes the B2B service has been amended to export purchase orders in an AS400 format.

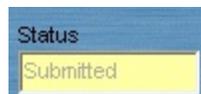
The new export will check for the existence of the file ANKER999 defined in the ASCII interface file directory system setting, and if it exists then the PO will be extracted to the header file FSTED020.txt, line detail file FSTED100.txt, and the trailer file FSTED300.txt.

Once the details have been extracted to file the ANKER999 file will be renamed to FSTED999.txt and the communications batch file defined in the EDI Batch file system setting will be run.

The processing of AS400 purchase orders has been returned to batch processing, rather than sequential processing. This removes superfluous processing, and reduces the number of messages logged.

The status of the Purchase Order is changed to 'Submitted' when the EDI batch file has been successfully launched.

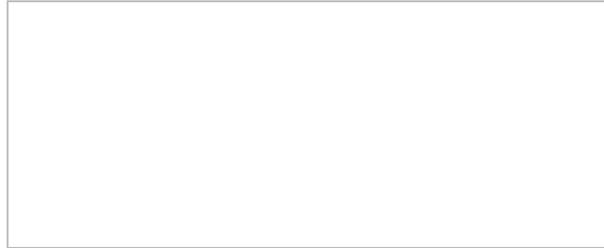
Figure: Example PO Status



Labels

When setting up labels, the Scale Font to Fit option can now be used to allow barcodes to be resized. If checked then the size of the printed barcode will be scaled to the size of the field defined on the design compared to a 'standard' EAN-13 barcode which is approximately 1cm high by 3cm wide, for example if the field width is reduced to 1.5cm on the de-sign then the barcode will print at 50% of the standard width. The resultant barcode will need to be tested that it can actually be read by the scanners.

Figure: Example Label Object Panel



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Fiscal Changes

Support for the Brazilian Fiscal printer has been enhanced to provide:

- New sections to the Sintegra report
- Changes to the COTEPE fiscal file layout
- Change to the Brazil fiscal filenames
- Changes to Brazil fiscal report layout for stock
- Changes to MFD File creation
- Changes to R03 record formatting

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Supplier

Ordering tab

There is a new field 'Max Number Days in Advance' that determines how many days in advance a purchase order can be raised for a supplier and will validate the Required By date on the Purchase Order. If left blank, no further validation will be carried out on this date (as per current functionality).

Figure: Max Number Days in Advance Option



As part of the EDI interface changes a new option named 'AS400' has been added to the PO Output Format drop down list.

Figure: PO Output Format Option



□ **B2B Communications tab**

A new option named 'Batch File' has been added to the drop down list on the B2B Communications dialog (shown when adding or changing the supplier B2B communications).

Figure: Communications Method



Note: To use the AS400 EDI interface the PO Output Format must be set to 'AS400' and a B2B communication record added for the supplier where the method is 'Batch File'.

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Accounts Interface

1. The SAP Accounts interface report has been changed to split out sales with service charges (that is sales with strTaxCode3) from TAX lines into a separate SERVICETAX account.
 - Service charge lines when exported to file shares the same format as a sales line i.e. no Cost Center.
 - Service charge amounts are excluded from TAX lines.
 - A user definable G/L account code can be specified for SERVICETAX lines via the Location Accounts module. A new field titled 'Service Charge A/c' has been added to the 'General' page in the Location Accounts module to accommodate this general ledger account code.
2. TAX lines are now split by tax code, whereas previously we would have a TAX debit line, and a TAX credit line. The tax code is now also exported to the interface file.
3. The sales amount specified in the sales line is now GROSS of discounts, whereas previously we would also have a DISCOUNT line with a credit amount.
4. The file name format for the SAP interface has been amended to include the hours, minutes, seconds, and milliseconds. Previously the filename only contained the date and could be at risk from being overwritten if multiple files are produced on a single day.

The format is now TRADECODE.DDMMYYYYhhnnsszzz.txt for example
DRKHSE.15092010121759001.txt

Gift Accounts

Gift accounts now accept partial tendering when the outstanding balance on the gift account is less than the balance due in the transaction. Previously if you tendered a gift account for say 10.00 and there's only 5.00 on the account, an error 'Only 5.00 is available' was displayed and the tender was rejected. Now the message shown is 'Only 5.00 is available. Do you want to tender this amount' error. If no is selected, the tender is discarded as before; if yes is selected, the tender amount is reduced to the value left on the card and you can continue with another payment.

Three new reports have been added to show details of gift account sales and redemptions. See [Gift Account Reports](#).

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Quick Wastage

Quick Wastage is a stock adjustment and BE has been enhanced with the following changes:

- Item Maintenance – alternate UOMs can be held against each item. See [Items](#).
- Template Maintenance. See [Stock Adjustment Templates](#).
- Location Maintenance. A new tab called Inventory Templates See [Locations](#).
- Stock Adjustments to create stock adjustments via a grid either using single items or via the pre-defined templates. See [Stock Adjustments](#).
- Wastage Report. See [Reports](#).

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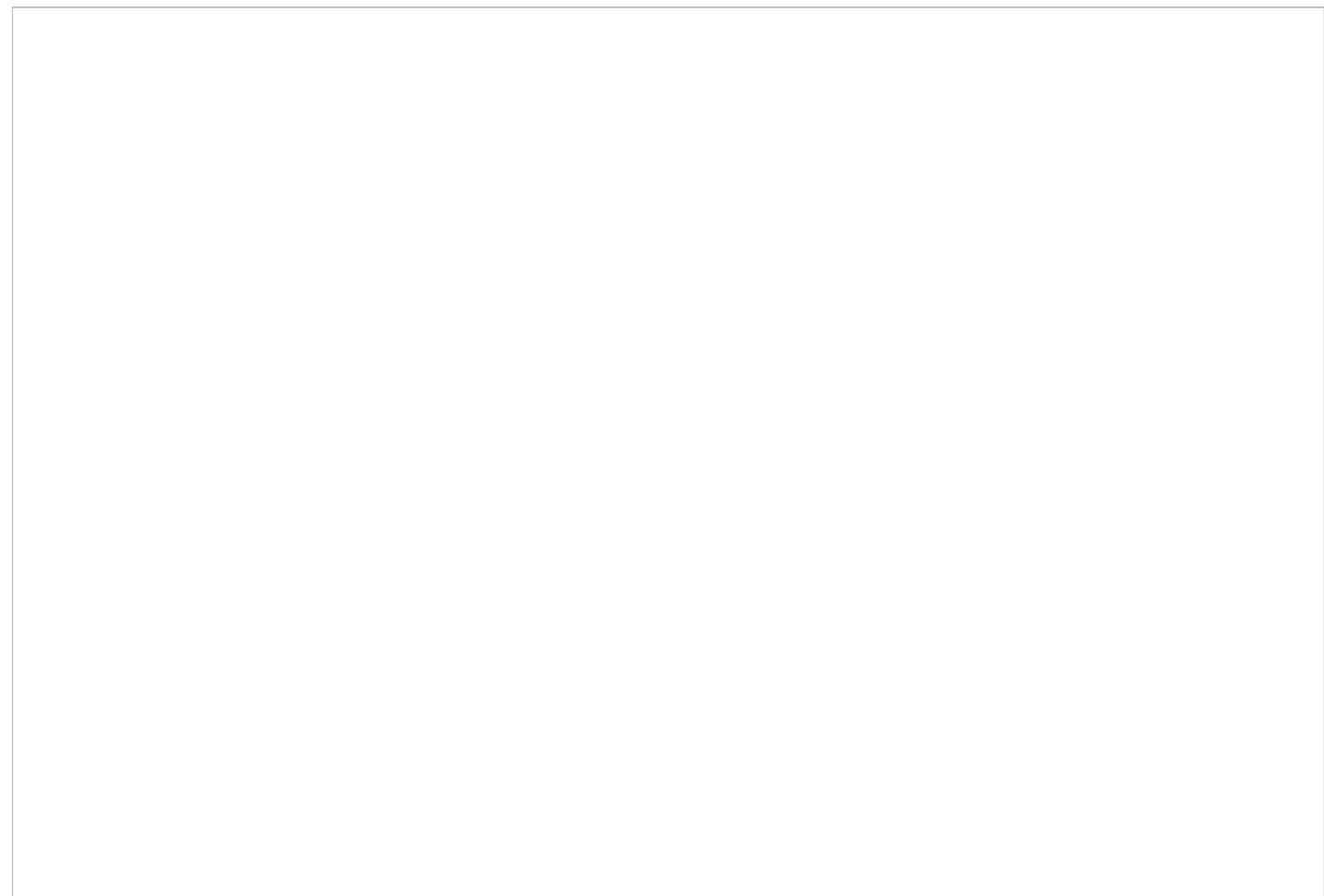
Promotions

Two new processes have been developed to accommodate promotions using an NCR POS application:

- Promotion Type Management (DataEntryBasic.Exe NCRPromoType)

The Promotion Type Management process defines the promotion types that are available when creating promotions.

Figure: Example Promotion Type Management Screen



- Promotions (DataEntryBasic.Exe NCRPromoMaint)

The promotions maintenance process captures the details of a promotion that will be used to populate the POS Data Creation output files.

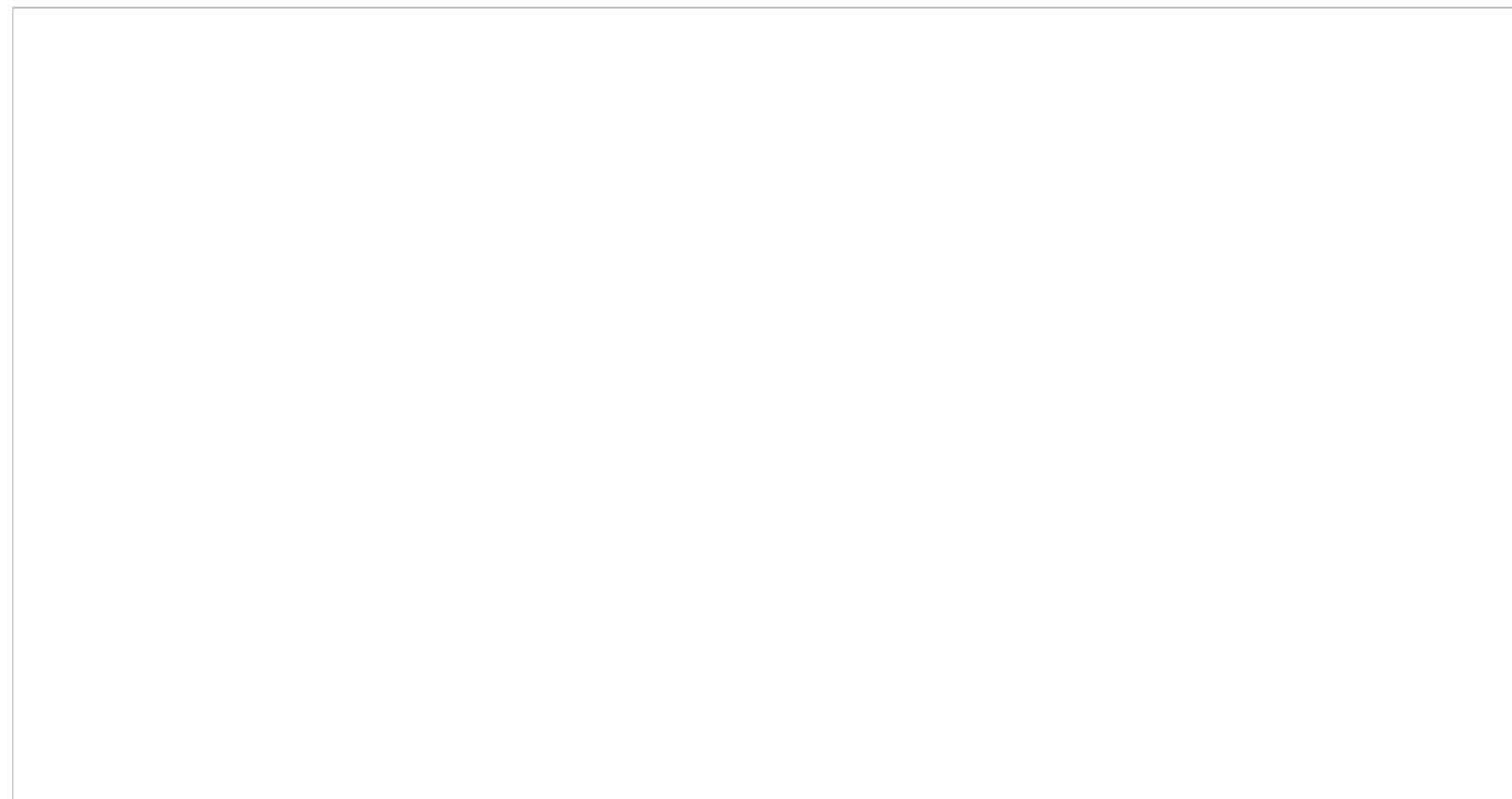
Figure: Example Promotions Screen

Web

The menu configuration module has been changed to accommodate the new web process option *WEB* that allows the user to configure a URL address to be launched from a menu button. The contents are displayed in an expanded News panel on the main menu of the back office so the Show News Panel check box must be selected on the Basic tab within Menus.

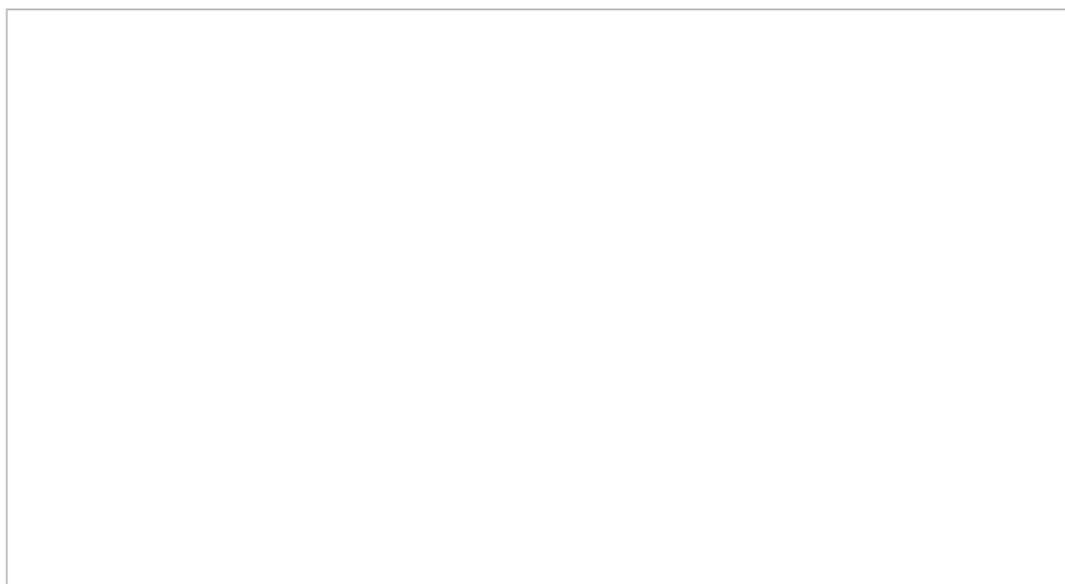
Drag the *WEB* process to the Menu in the location required.

Figure: Example Menus Screen



Double click to edit the details.

Figure: Example Menu Item Screen



When using this option the Menu Item should be configured as follows:

Display Name - Set the name of the button as required.

Image Name - Set the image if required.

Button# - Set the menu button sequence number as required.

Additional Process Parameters - Set URL to be used with any parameters separated by spaces.

The URL string specified can incorporate the parameter token <?PARAM?> within the URL multiple times, which in turn will be replaced by the parameters stated after the string in sequence.

Example:

```
http://www.torexconnect.com/DRSWeb.dll?action=TaskDetails&TaskCode=<?PARAM?>124595
```

Will run:

```
http://www.torexconnect.com/DRSWeb.dll?action=TaskDetails&TaskCode=124595
```

Note: The URL and each parameter should be separated by a single space.

When the menu button is pressed the web page is displayed in an expanded news feed.

Figure: Example Menu Screen

Transaction Importer

The Transaction Importer (licence required) is used to import POS transactions that conform to the ARTS schema definitions from an external system into the Torex BE database and has been developed for a specific customer using an NCR POS application. The Torex BE system must be running SQL Server 2005 or later, (this is because the transaction importer database uses the XML data type which is not available in earlier versions of SQL Server).

Two new services have been created:

- POSLog Import Service – to process the XML files and store them in the Torex BE database.
- POSLog Convert Service – to process the saved XML files and move them into INCOMINGTRANS to be processed as Torex BE transactions.

These services may be configured to run on separate machines or the same computer. Only one instance of a service can be run per server, but multiple queues can be configured. Each service will optionally create a log file for information when running. See [System Settings](#) for more information.

In order for the Transaction Importer to function correctly, a modification is required to DYNAMIC.INI on the PC that MerchantCentralServer is running on.

Under the [DRSServers] section, the **HTTPPORTPOS** entry must have a port number.

For example: HTTPPortPOS=8098

The port number can be any valid port number that is not in use by any other application.

This port is used by SOAP services into MerchantCentralServer to allow transactions to be sent to it by the Transaction Importer.

Two new processes have been added to the MerchantEOD.exe:

DELETE - to delete old POSLOGTrans records

RESETPOSLOG - to reset unsuccessful POSLOGTRANS records

Receipts

Sales Tax Info

There is a check box added in [Customer Category](#) and Till Profile will determine if the sales tax info is printed on the receipt and standard A4 receipt.

Figure: Print Sales Tax Option

Consolidated Receipts

A new check box has been added to Tills - [Profile - Printing](#) tab to allow consolidated receipts. By default this setting is off. If the setting is turned on and the tills reloaded, a receipt item will be consolidated if a duplicate item is found on the receipt. Applies when printing a standard receipt only, A4 printing is not affected.

Example (ON)

Item A

£1.00 x 3 £3.00

Example (OFF)

Item A £1.00

Item A £1.00

Item A £1.00

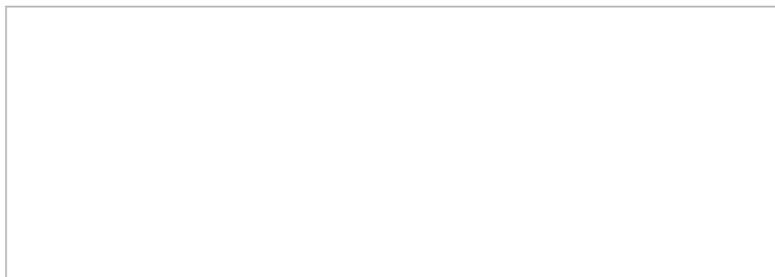
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Reports

Emailing Reports

A change has been made to support emailing the pdf version of a single report to specified users. A new securable button - Export Report to Email has been added to the Report Manager.

Figure: Example Report Manager Security Settings

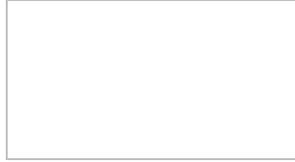


If authorised, the button is shown on the Print Preview for the report. Selecting this results in the report printing to a pdf format and emailed to designated users. Details are logged to a new table (REPORTEXPORUSER) to track who sent the email and to whom. The designated user receives an email with the report pdf file as an attachment.

RequestReportItems.exe ItemSalesByDeptRep

The report now supports the new 'Sales Method' search parameter. If the Sales Method is entered, only items from the sales method is shown on the report.

Figure: Sales Method Option



[Tender Report](#)

RequestReportItems.exe TenderRep

Added Account Payment to the Tender Report.

[Print Order Report](#)

RequestReportInventory.exe PrintOrderReport

New report to print a list of items that can be ordered at the Location based on the stock template.

[High Variance Report](#)

This new report can be generated when performing a stocktake using the stock templates. The report displays the bottom 20 variances (stock losses) and top 20 variances (stock gains).

RequestReportInventory.Exe BlankWastageReport

After entering a location (store or warehouse) the report will contain all the templates linked to the location separated by a page break and shows a list of wastage reported.

Purchase Order

The Purchase Order report can now be set to exclude showing tax. See [Purchase Orders](#).

RequestReportInventory.Exe OrderStatusUserRep

This new report is similar to the Order Status report but includes options for sorting, showing item details and filtering by Sent or Part Received status and who last updated the order.

□ Gift Account Reports

Three new reports have been added to show details of gift account sales and redemptions:

- RequestReportAccounts.exe [GiftAcctIssueRep](#) – issued report
- RequestReportAccounts.exe [GiftAcctRedeemedRep](#) – redeemed report
- RequestReportAccounts.exe [GiftAcctOutstandingRep](#) – outstanding balance report



RequestReportInventory.exe StockAgingRepbyGR

This new report shows the age of stock broken down into 30 day bands based on goods received.

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System Settings

The following changes have been made to the various tabs within System Settings.

□ System tab

There is a new system setting 'Allow copy of User Defined Fields' on the System tab. This field determines whether the User Defined Fields are copied in Items and Locations.

Figure: Allow copy of User Defined Fields



□ System 2 tab

There is a new system setting 'Default Stock Take Type' on the System 2 tab. This field determines the default stock take type used when new stocktakes are created when the new Stock Take (with Templates) is used.

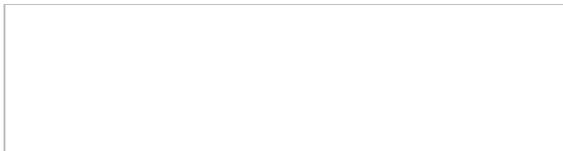
Figure: Default Stock Take Types



□ POS 3 tab

The number of days to keep old sales transactions is now configurable.

Figure: Backup PoS Sales Panel



Removed 'Remove Sales Tax' from System Settings Item Gift Certificate settings.

□ Directories tab

CODA export is a drip feed / service based on certain actions in the PO/GR to export data to the CODA Interface. A new system setting for CODA export folder has been added to support exporting data in XML format to the CODA interface. The initial version of the export is for purchase order and goods receipt details only.

Figure: CODA Export Field

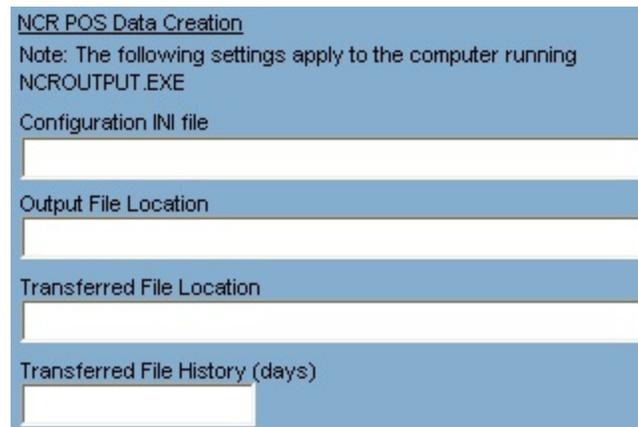


The image shows a screenshot of a software interface. At the top, there is a blue header bar with the text "CODA Export" in white. Below the header bar is a white rectangular input field with a thin blue border, which is currently empty.

□ Client Specific tab

New settings have been added to the NCR panel to define the directory locations for the POS Data Creation process (licence required) for the NCR POS called NCROUTPUT.EXE. The process sends a full refresh of all items, keyboards and promotions each time a file is created. It will also include delete lines where items and promotions no longer are in use. It is only run as part of a scheduled task.

Figure: NCR POS Data Creation Panel



The screenshot shows a configuration window titled "NCR POS Data Creation". It contains a note: "Note: The following settings apply to the computer running NCROUTPUT.EXE". Below the note are four input fields:

- Configuration INI file
- Output File Location
- Transferred File Location
- Transferred File History (days)

Configuration INI file: Location of DebenhamsFS.ini file.

Output File Location: Where the data file is stored until the transfer application picks it up.

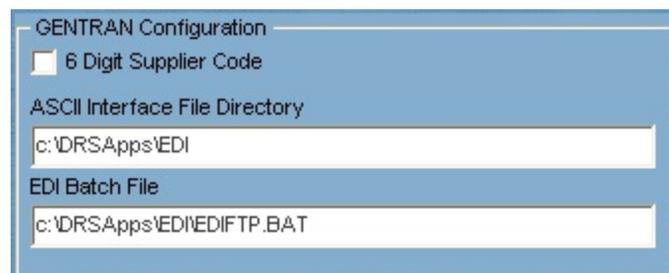
Transferred File Location: Where copies of the data files that have been created are saved

Transferred File History: Defines the number of day's history of transferred files to be retained.

The file created is grouped by output type, then by store location (department) and then by file order.

As part of the EDI interface the following settings have been added:

Figure: GENTRAN Configuration Panel



The screenshot shows a configuration window titled "GENTRAN Configuration". It contains the following settings:

- 6 Digit Supplier Code
- ASCII Interface File Directory: c:\DRSApps\EDI
- EDI Batch File: c:\DRSApps\EDINEDIFTP.BAT

6 Digit Supplier Code: If checked then any order of which the supplier code exceeds 6 characters will be ignored.

ASCII Interface File Directory: Directory where the ASCII interface files will be located and where the interface files will be extracted to.

EDI Batch File: The directory and filename of the B2B EDI batch file to process.

Inventory tab

A new check box named 'Lock returns to the selected supplier' has been added to the Inventory Options panel. The option, when selected, will stop an item IPN that doesn't belong to a supplier from being added to the goods return authorisation. The error message 'Error - The item was not purchased from this supplier' is displayed and the user is unable to select either Save or Cancel until a valid item IPN has been selected.

Figure: Lock Returns Option



□ POSLog Import tab

A new tab called POSLog Import has been added to System Settings regarding the initial releases of POSLogImporter.exe and POSLogConverter.exe. See [Transaction Importer](#) for more information.

Figure: Example POSLog Import Screen



Note: This function requires SQL Server 2005 or later to run. The SQL statement that creates the POSLOGTRANS table will not create a table on earlier versions of SQL Server.

POSLog directory: Folder for imported XML files.

POSLog success directory: Folder for archived XML files that have been imported to POSLOGTRANS successfully.

POSLog fail directory: Folder for archived XML files for transactions that could not be imported.

SQL Server does not like the UTF encoding string in XML field values so changed code when adding records to POSLogTrans table to strip such strings off before adding.

□ Image Version Files tab

A new tab called Image Version Files has been added to System Settings to allow you to specify three different image version filenames to be interrogated at POS to determine the POS Build Image version.

Figure: Example Image Version Files Screen



If nothing is specified in these system settings, no checking of image version files will be done.

POS has been amended on startup to check for the existence of the specified Image version files, and write the contents to the new table IMAGEVERSIONS. If files specified in the system settings do not exist, a record will be written to the table saying that it could not find the files.

Writes a file to the dynapos\statistics\XXXXXX\sales directory which is then processed by the update thread (so any errors do not interfere with the working of the POS). These files are sent to the backup directory (as per transaction files) when processed and rolled off the POS in the same manner.

How Do I Accept A Trade-In?

For example if you are taking a washing machine as a trade-in.

- 1 Select the washing machine template item.
- 2 Complete the information regarding the trade-in item for example brand, description, variety, size.
- 3 Enter the trade-in price of the item (amount giving to the customer).
- 4 Enter the resell price (price you intend to sell the trade-in for).
- 5 Press the *OK* button.

The system automatically creates a new item representing the trade-in item. This new item is shown as a negative quantity on the transaction.

When the trade-in item is processed at the back office, it is treated as a non-revenue item.

How Do I Accept Foreign Currency?

This section explains how to set up the system so that you can accept foreign currency.

- 1 Set up a new tender called 'Foreign Currency' using the *Tender* option within the POS menu. See [Do I Set Up Tenders?](#)
- 2 Enter the code of this new currency into the *Foreign Ex Tender Type* on the *POS1* tab of System Settings.

- 3 Use the *Currency Set Up* and *Currency Exchange Rates* tasks to define the currencies to accept.
- 4 Reload. Now when you make a payment, select the 'Foreign Currency'. The system shows you the foreign currencies you can accept. Select the appropriate button then enter the amount you are receiving. The till converts this to you local currency.
- 5 To change the exchange rate to use, simply use *Currency Exchange Rates*. You need to reload in

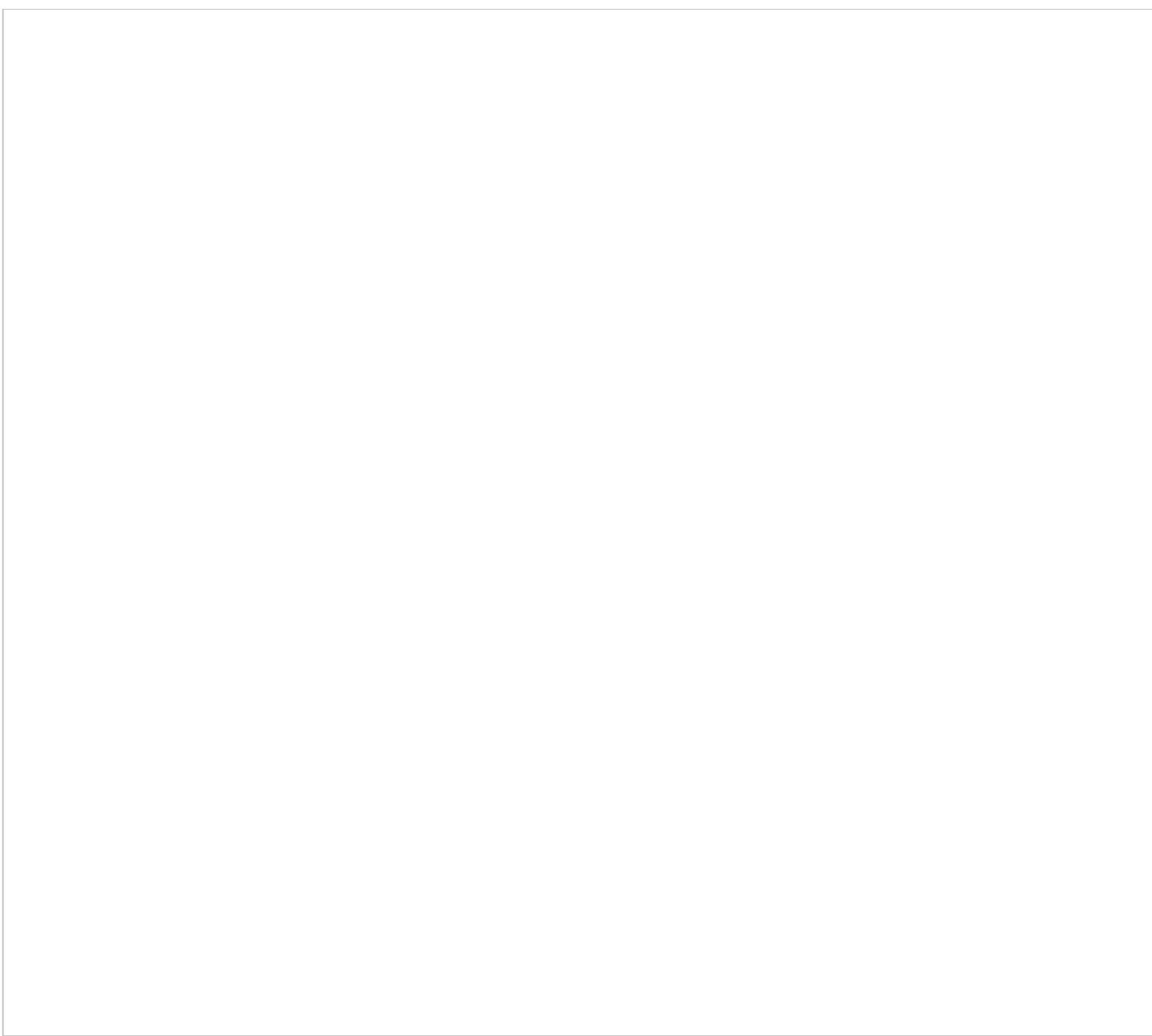
How Do I Accept Loyalty Points As Payment?

This section explains how to set up the system so that you can accept loyalty points earned by your customers as payment for sales.

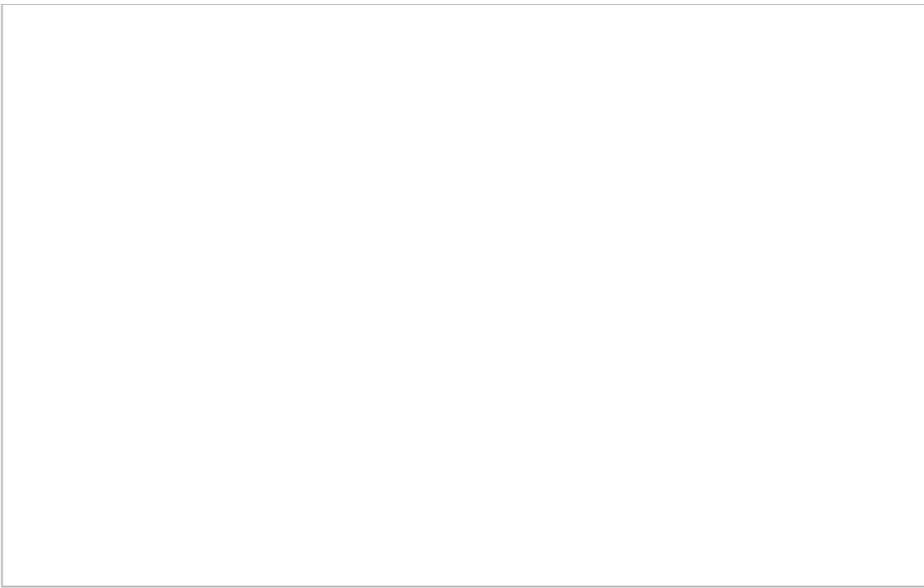
- 1 Set up a new tender called 'Points' using the *Tender* option within the POS menu.



- 2 Enter the code of this new currency into the *Points* Tender Type on the *POS 1* tab of System Settings.



- 3 Use the *Currency Exchange Rates* task within the POS menu to define a code for points that also specifies the points/dollar ratio (just like any other currency).



4 Enter this foreign exchange code in the *Pts Exch Code* option on the *POS 2* tab of System Setting



5 Enter the minimum number of points the customer can tender for payment in the *Minimum Points* option on the *POS 2* tab of System Settings.

6 Reload. Now when you make a payment, select the *Points* tender type (this is only visible if the

customer for the sale has enough points). Enter the number of points the customer is tendering. TI converts this to you local currency. You are not able to tender more points than the customer curre has available.

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How Do I Add A Deal?

This section describes how to add a new deal cost for an item. A deal is a discount that is given as a part of the invoice and is deducted on the invoice to arrive at the amount to be paid.

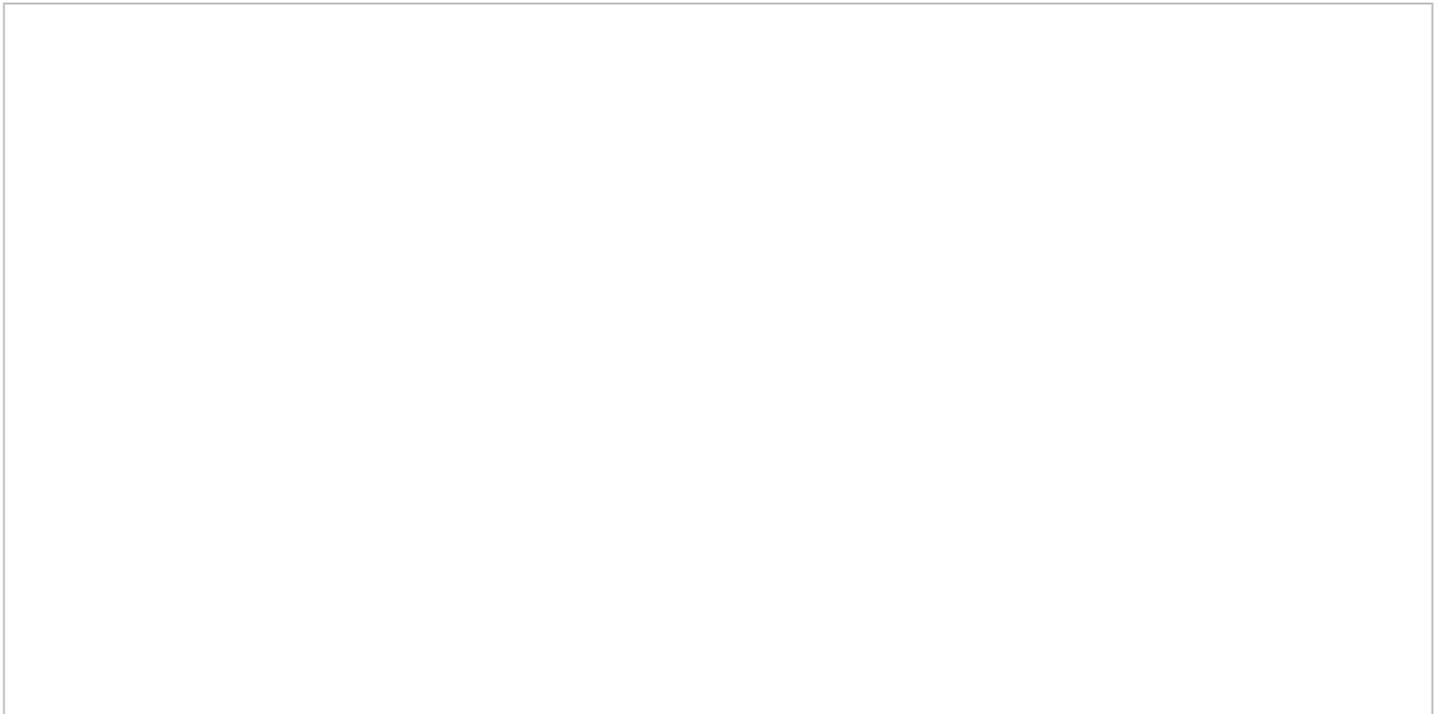
Firstly, is the deal for an item that is to be promoted?

If it is the deal should be entered using the Promotions program. When the deal becomes effective, the system automatically creates a cost record for you.

If the deal is just being offered by a supplier then you can enter the deal here.

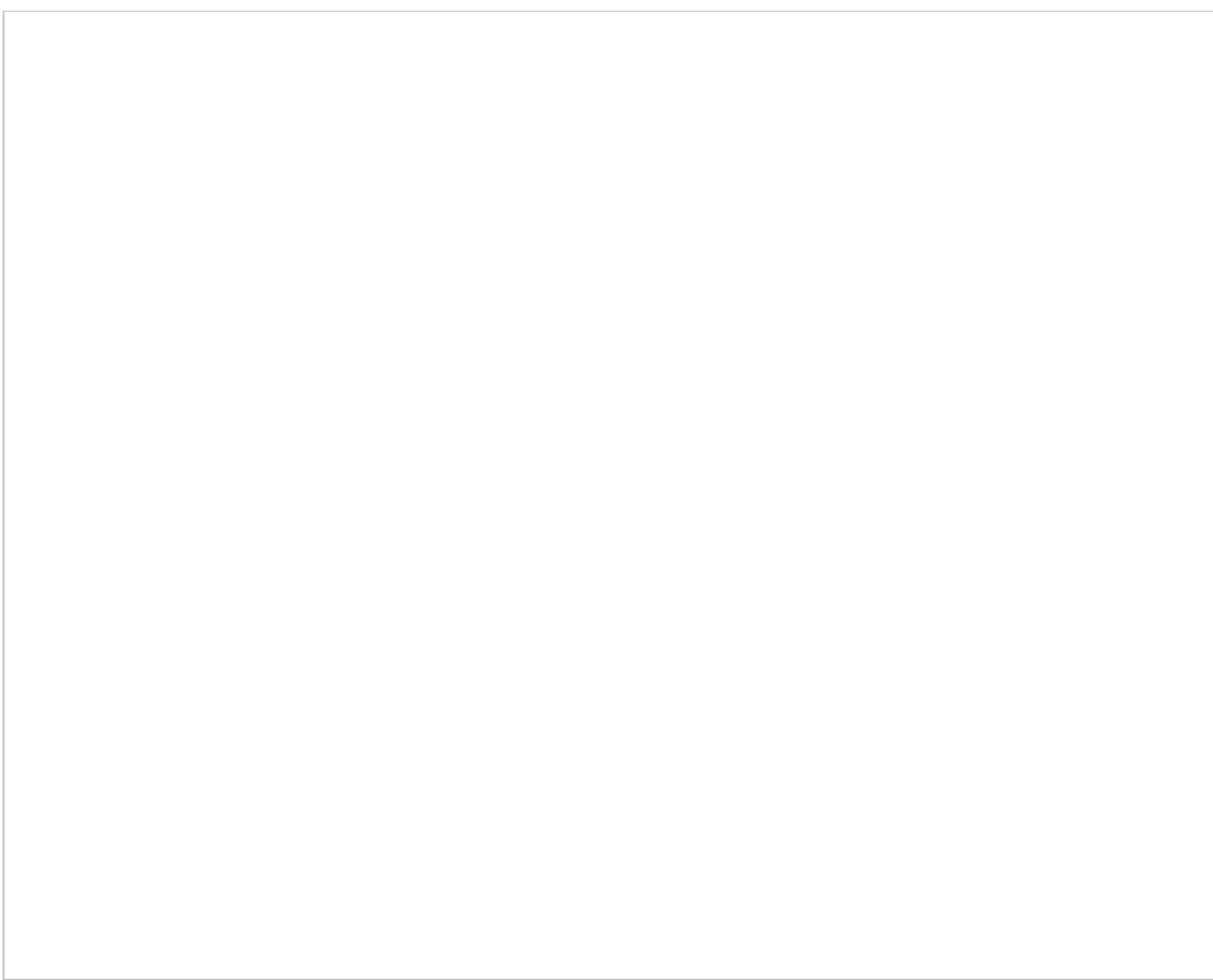
You do not enter the full cost value directly. You enter the value of the deal itself. This is normally expressed as a \$2.00 ex-tax deal or a 10% inc-tax deal. Before you can enter your deal you must know whether it is exclusive or inclusive of tax and whether it will be a dollar value or a percentage rate.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Find the item you want to add the cost to (press the *Items* button to start the search).



Use IPN or Description to narrow the search.

- 4 Click the *Costs/Sells* tab. The current costs are displayed in the *Replenishment* section. Click the *New* button  in the Replenishment section. The system prompts for a new supplier, location, effective date, and so on. Use the Tab key to move from one field to the next. Set the value in each field as required.



- 5 If this cost is for a different supplier then change the supplier.
- 6 If this cost is for a different location then change it to the *Location* that will pay this cost. This can be a specific location or it can be a location group.
- 7 Enter the date this cost becomes effective. The system sets this date automatically but you can set it to any date in the future.
- 8 In *Cost Type*, select 'Deal'. When you move out of the field, the system realises this is a deal and it finds the best normal cost matching the supplier, location and date you have entered.
- 9 Move to the *Expiry* field and enter the date that the deal expires. This must be entered.
- 10 Move to *Deal Amount* and enter the amount of the deal. At this stage it doesn't matter whether it is a percentage or dollar deal, just enter its amount. For example, a \$2.00 deal would be entered as 2 while a 4.5% deal would be entered as 4.5.
- 11 In the *Deal Type* field specify the type of deal. The following table shows the valid values and what they mean.

% Ex A percentage deal calculated on the normal ex-tax cost.

\$ Ex A dollar deal subtracted from the normal ex-tax cost.

% Inc A percentage deal calculated on the normal inc-tax cost.

\$ inc A dollar deal subtracted from the normal inc-tax cost.

12 Once the *Deal Amount* and *Deal Type* have been entered, the system automatically calculates the final cost for the item. Note that the cost also includes any trading terms or item rebates that may have been set up.

13 Move to the *Carton Size* field and enter the number of units in one carton. If you buy the items singularly, then the carton size would be one. If you buy a carton of beer, the carton size would be 24 (twenty four stubbies in one carton).

14 In the *Min Order Size* column enter the minimum number of units that you can buy. This is normally the same as the carton size, meaning that you must buy a whole carton. If the supplier lets you buy one unit from a carton, then you would set this to one.

15 Click the *Save* button.

16 Click the *Save* button.

17 Press the *Close* button.

How Do I Add A Family Of Items?

This section describes how to add a family of items to the system. A family of items is a basic item that comes in different varieties and/or sizes and all sell for the same price, for example a shirt which comes in different colours, sizes and fit. This is also referred to as a colour/size matrix.

You should be familiar with adding basic items before attempting to add a family of items (see [How Do I Add A New Basic Item?](#)).

Adding family items quickly is done through the use of variety, size and fit sets. You should understand how these work and how to add them.

□ [How Do I Add A New Variety Set?](#)

□ [How Do I Add A New Size Set?](#)

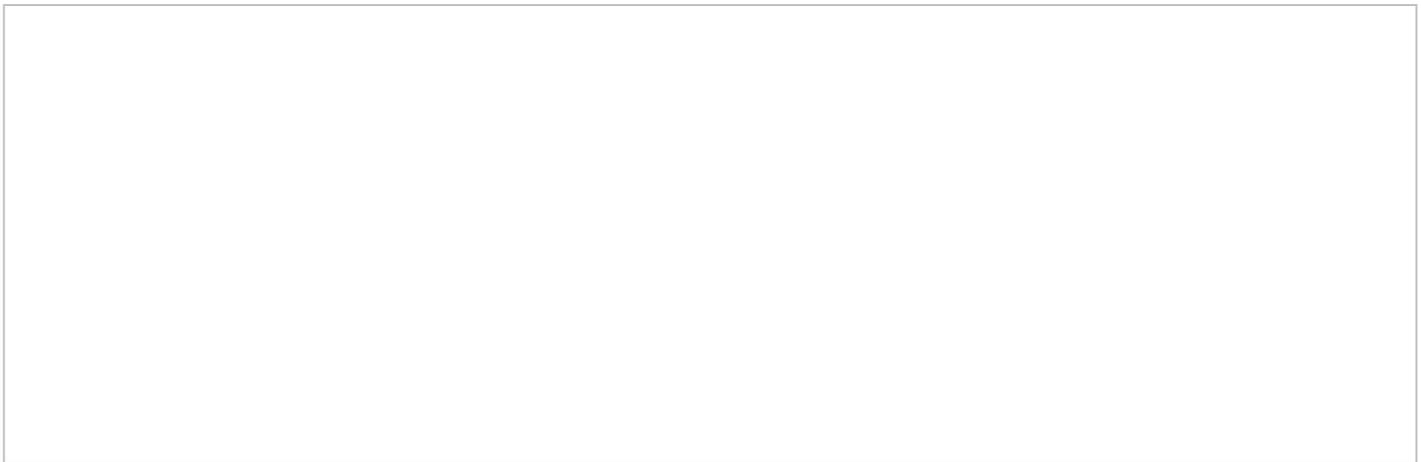
□ [How Do I Add A New Fit Set?](#)

1 Start the *Items* task from the menu.

2 Click the *New* button.



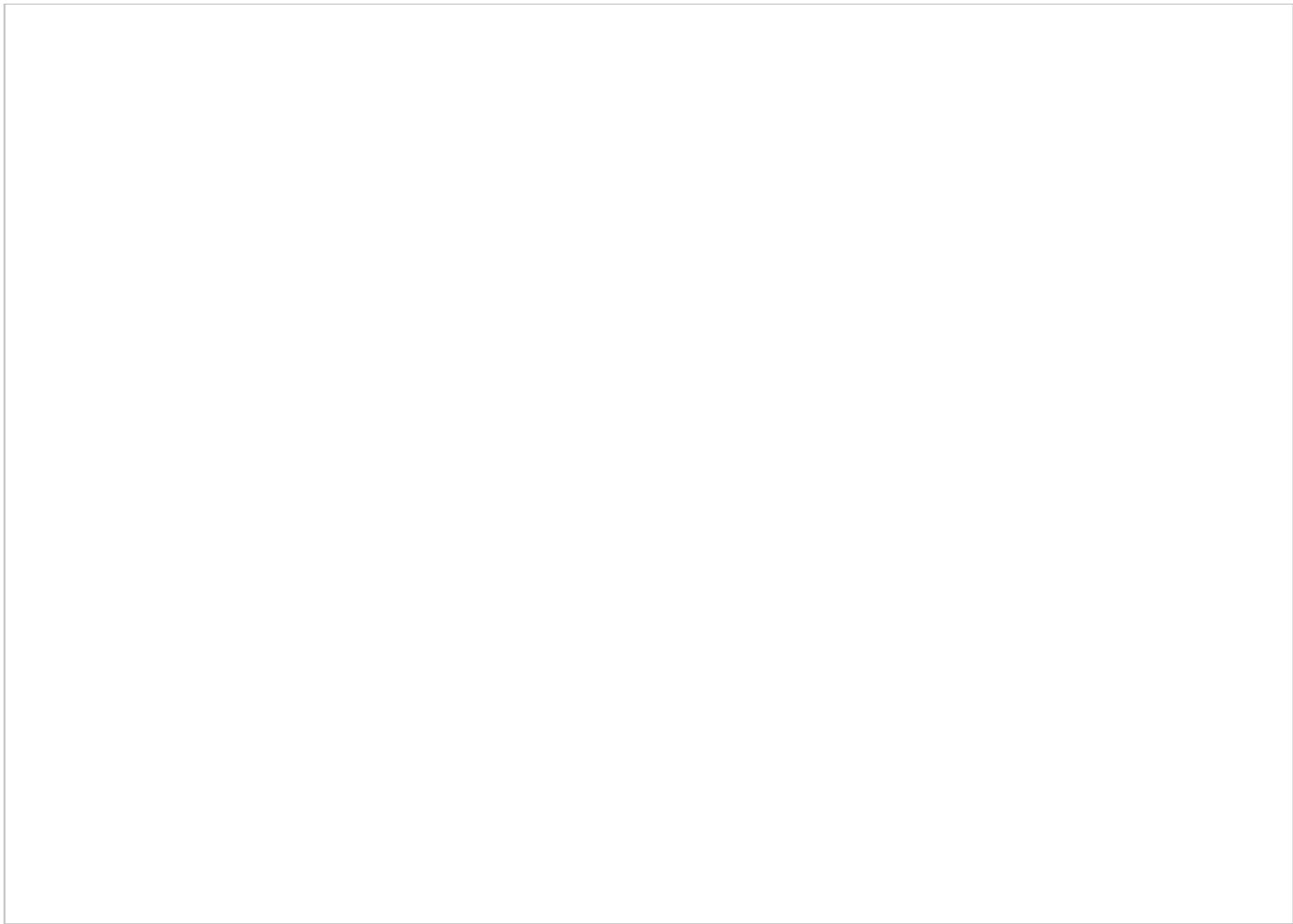
3 Figure: Example New Add Item Screen



Select the 'family of items' options option. Enter the EAN/UPC, supplier and/or order code and click the *Add* button. The system checks if there are any matching items.

4 If there are no matching items, the system prompts for details about the family group. Go to 6.

5 If there are matching items, the following window is displayed.



Scroll through the list of items displayed. If none are the item you want to add then click the *Create Item* button. ask for details about the family group. Go to 6.

If one of the items is your item, then highlight the row by clicking on it and click the *Select* button. item is retrieved and you can change details as required. You have finished adding the item.

6 At this stage the system displays a form requesting details about the basic item. You now need to in the information.

Create Family - Step 1

Edit Settings Help

Basic

Enter the details about the items you wish to create. When you press the OK button the system will expand the Variety, Size and Fit options to give you a full list of the items that will be created.

The APN, order code, POS descriptions and departments you specify below are defaults only. You will have the opportunity to set these for each item in the next step.

Brand Name Description Variety Set Size Set Fit Set

POS 20 Description POS 12 Description

Dept/Cat/Group/SG

Classification Unit of Measure Season/Year Label Type/Qty

EAN/JPC

Keep Stock Count

Supplier

Order Code

Manufacturer

Unit Weight Unit Volume

Tax Details

Tax System	Charge Service Fee	Charge CESS
SWEDEN	F	F
UK TAX	F	F
US Taxes	F	F

OK

Cancel

- 7 Enter the brand and press the *Tab* key. If the system doesn't recognise the brand it prompts if you want to add it as a valid brand. If you know this is the first time the brand has been entered then answer Yes. Go to 8. If you think the brand should already exist because of a previously added item answer No. Press the button next to the brand to search for the list of existing brands. Enter the first few letters of the brand and click the *Find* button. The system tries to find matching brands. If there is none the system prompts you that there are no matching records. In this case you know it is safe to add this brand. Click *OK*, then *Cancel*. You will be back on the main item form. Press the *Tab* key to move out of the brand. This time when the system tells you the item brand doesn't exist answer Yes.

If the system did find matching brands, click on the brand you require and click the *Select* button. You will be returned to the main form with the new brand.

- 8 Enter the description, variety, size and fit. Description and variety are not validated, that is you can enter whatever you want. Size is validated in the same way as brand.
- 9 Select a variety set to use for this family of items. The system creates items for each of the varieties in this set. If a suitable variety set does not exist, add a new variety set. See [How Do I Add A New Variety Set?](#) for further details.
- 10 Select a size set to use for this family of items. The system creates items for each of the sizes in this set. If a suitable size set does not exist, add a new size set. See [How Do I Add A New Size Set?](#) for further details.

- 11 Select a fit set to use for this family of items. The system creates items for each of the fits in this set. If a suitable fit set does not exist, add a new fit set. See [How Do I Add A New Fit Set?](#) for further details.
- 12 Enter a POS 20 description. This is the description that prints on the POS receipt. When the system creates the items for the family it sets the item's POS description to be the description you enter plus the variety plus the size. It is therefore recommended that you keep this description brief.
- 13 Select the department, category and group that the item belongs in. These values must be set.
- 14 Enter the EAN/UPC/PLU of the item. The system adds this number to each of the items it creates for the family group. If the item has a different number for each variety and size, leave the field empty. If the number has already been used by another item you will be given a warning.
- 15 Enter the supplier from which the items are purchased. If you don't know the code, press the *Supplier* button to search for it.
- 16 Enter the supplier's order code for the item. The system adds this order code to each of the items it creates for the family group. If the item has a different order code for each variety and size, leave the field empty.
- 17 Set the Purchase Tax and Sales fields. If there is no tax on the item then clear the codes. **DO NOT SELECT A CODE WITH A ZERO TAX RATE.**
- 18 If you are in the liquor industry, you may also want to select the WET code applicable to this item.
- 19 Press the *OK* button to complete this step.
- 20 The system displays a new window. This shows all the items the system intends to create for the family group.



- 21 Check the items that the system intends to create. If you do not want to create some of the items, check the *Create* option off next to those items.
- 22 Check the order code, POS description and departments for each of the items. This is your opportunity to fine tune the details before the items are actually created.
- 23 Press the *Save* button.
- 24 The system displays another window to ask how you want the family group assigned.



- 25 Click the first *Click Here* button, next to option a). The system creates a new family group code.
- 26 Click the *Create* button. The system creates all the required items and assign them to the family group. When finished the system displays a message showing the IPN of the first and last items it created. The system automatically retrieves the first item for you.
- 27 At this stage you have created your items. They can now be treated as any other items. Enter you costs and sells for this first item and they are automatically copied to all the other items in the family group.
- 28 Click the *Save* button.



How Do I Add A Float?

A Float transaction is used to add money back into the drawer.

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button or swipe your card.
- 4 Press the *Adjust Till* button.
- 5 Press the *Skim* button.
- 6 Select the reason for the adjustment from the list of buttons displayed on the right side of the screen.
- 7 Type in the amount you wish to add to the till drawer and press the *OK* button.
- 8 Press the *Exit* button to return to get out of supervisor mode.
- 9 The receipt has 'Float' printed on it and the amount that was taken from the till drawer.

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How Do I Add A Kitchen Comment?

Where you need to add a comment to a food sale for the kitchen staff to see for example no carrots, serve as starter:

- 1 Select the *Modify* button.
- 2 Select the *Item Comment* button.
- 3 Input appropriate text and press the *Save* button.

The comment is shown on the customer receipt.

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How Do I Add A Kitchen Printer?

You need to define each device (printer) connected to the till using Tills.

- 1 Start the *Tills* task from the Main Menu.
- 2 Find the Till you want to add the printer to. Select the *Till* button. Enter any known details or select the *Search* button to generate a list of all tills. Click the required till and press the *Select* button.
- 3 Select the *Till Devices* tab. For each printer you need to add a new line in the *Till Devices* grid.
- 4 Click the  in the Till Devices section to add a new row to the grid.



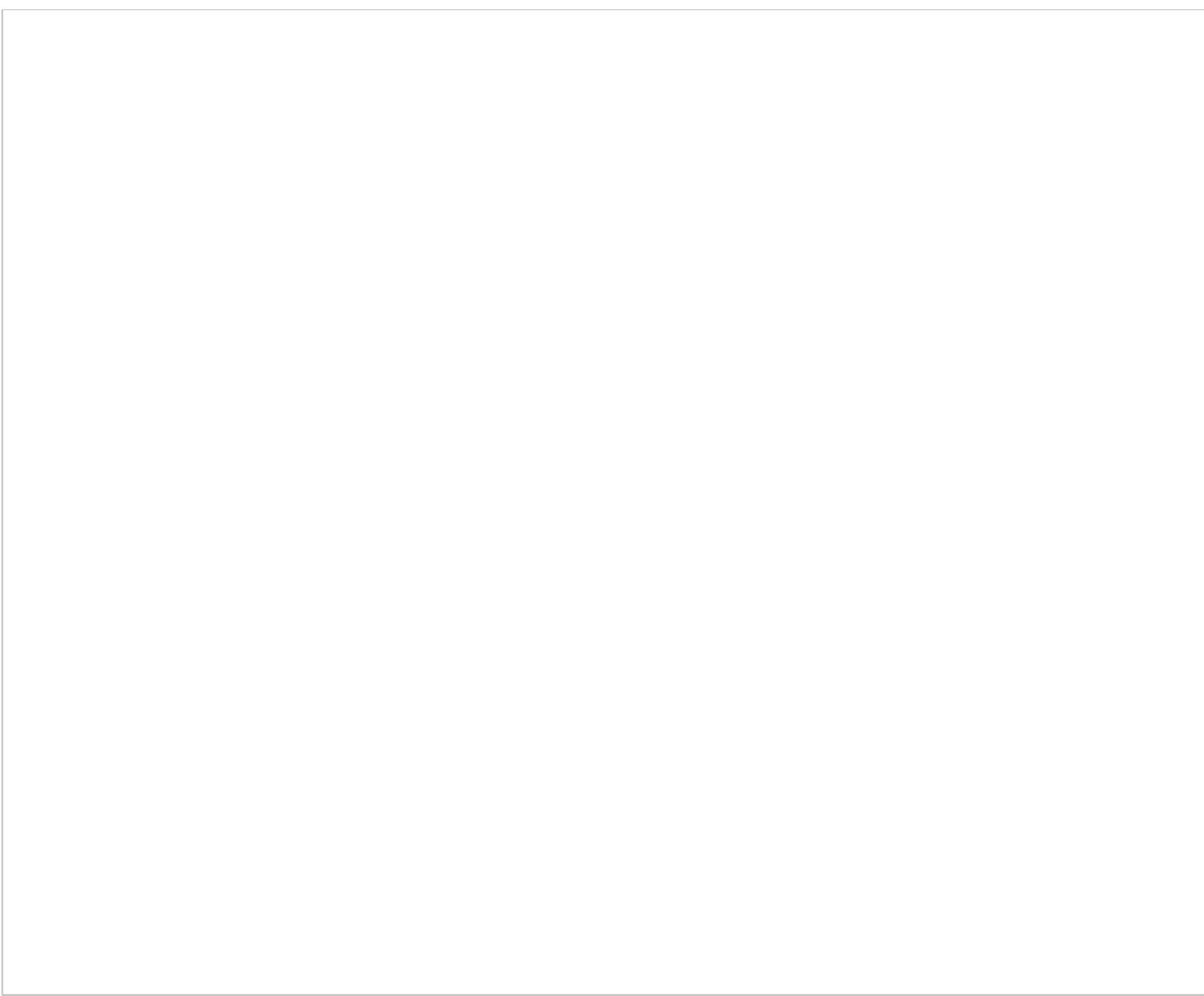
- 5 Set the *Device Code* to a unique code for that till device. All till devices, regardless of what till they are connected to, require a unique code.
- 6 Set the *Device Type* and *Sub Type* to that matching the till device.
- 7 Set the remaining communication details so that the till can communicate with the till device.
- 8 Click the *Save* button.
- 9 Repeat Steps 4-8 for each device.

10 To set up the printer format, select the *Location* tab.

11 Set the *Kitchen Hdr* to the text that prints at the top such as Table number.



12 Select the *Profile - Printing* tab and complete as required.



13 Click the Save button.



[How Do I Set Up Kitchen Printing?](#)



How Do I Add A Log Off Button To The Main Menu?

To allow a user to log out but not close the menu.

- 1 Start the *Menu* task from the Main Menu. (**DataEntryBasic.exe MENU**)
- 2 Find the appropriate Menu (press the *Menu* button to start the search).
- 3 Select the *Menu* tab.



- 4 Select a Menu level in the Menu tree
- 5 Right click the mouse, and select the *Add Log Off Option*. A new button named 'Log Off' is added the selected Menu which you can rename by double-clicking.
- 6 Click the *Save* button.

How Do I Add A New Basic Item?

This section describes how to add a new basic item to the system. A basic item is an item we buy from a supplier and sell to a customer. It is not a linked item or a recipe.

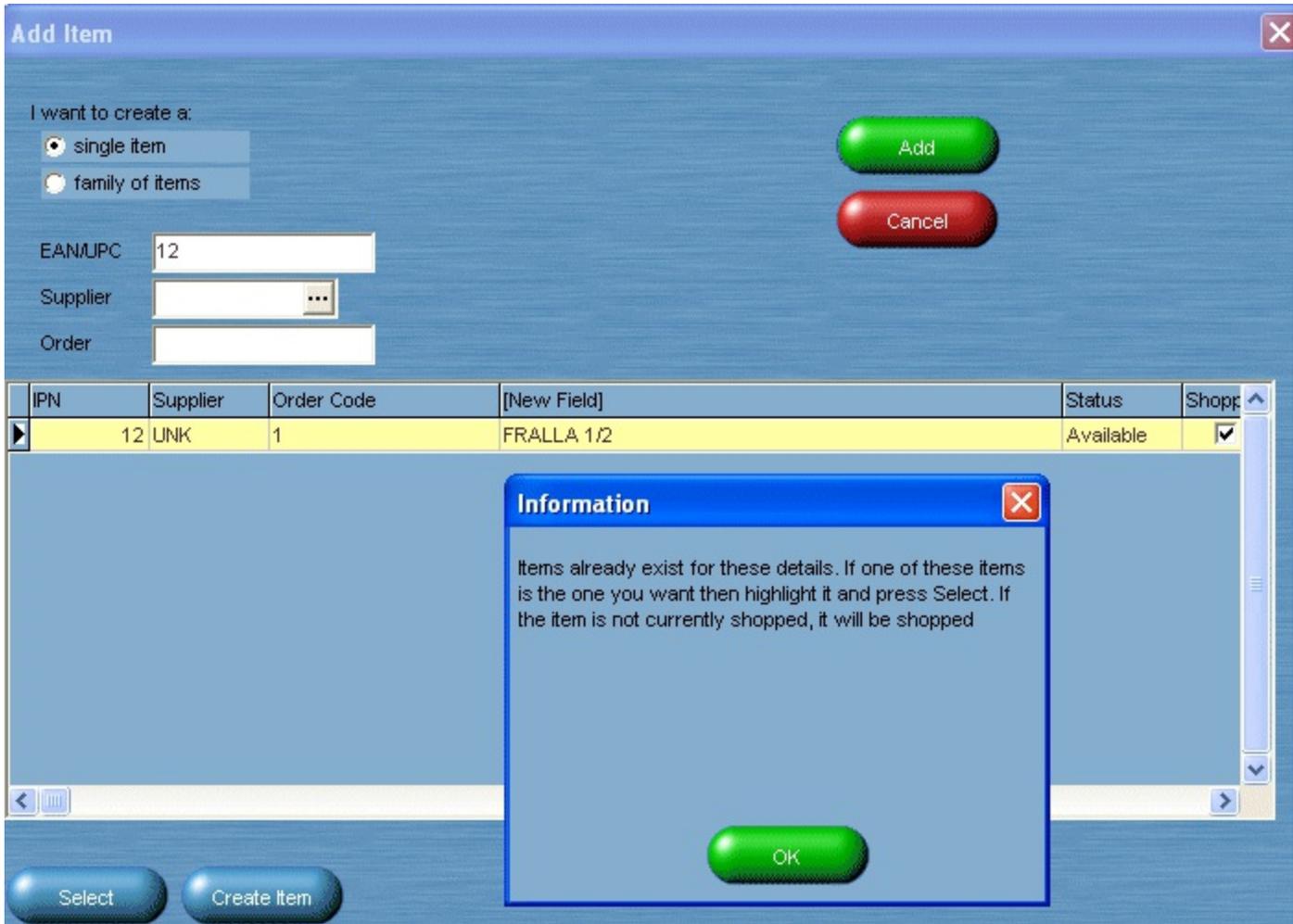
- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Click the *New* button.



The following window is displayed.



- 4 Click the *Add* button or enter the EAN/UPC, supplier and/or order code and click the *Add* button. The system checks if there are any matching items.
- 5 If there are no matching items, the system immediately adds the item. Go to 6.
If there are matching items, the following window is displayed.



Scroll through the list of items displayed. If none are the item you want to add then click the *Create Item* button. The system immediately adds a new item. Go to 6.

If one of the items is your item, then highlight the row by clicking on it and click the *Select* button. The item is retrieved and you can change details as required. You have finished adding the item.

- 6 At this stage you are on the main entry form for the item. The system has assigned a new number to the item automatically. You now need to fill in the item details.

7 Enter the *Brand* and press the tab key.

If the system doesn't recognise the brandname it asks you if you want to add it as a valid brand. If you know this is the first time the brand has been entered then answer *Yes*. Go to 8.

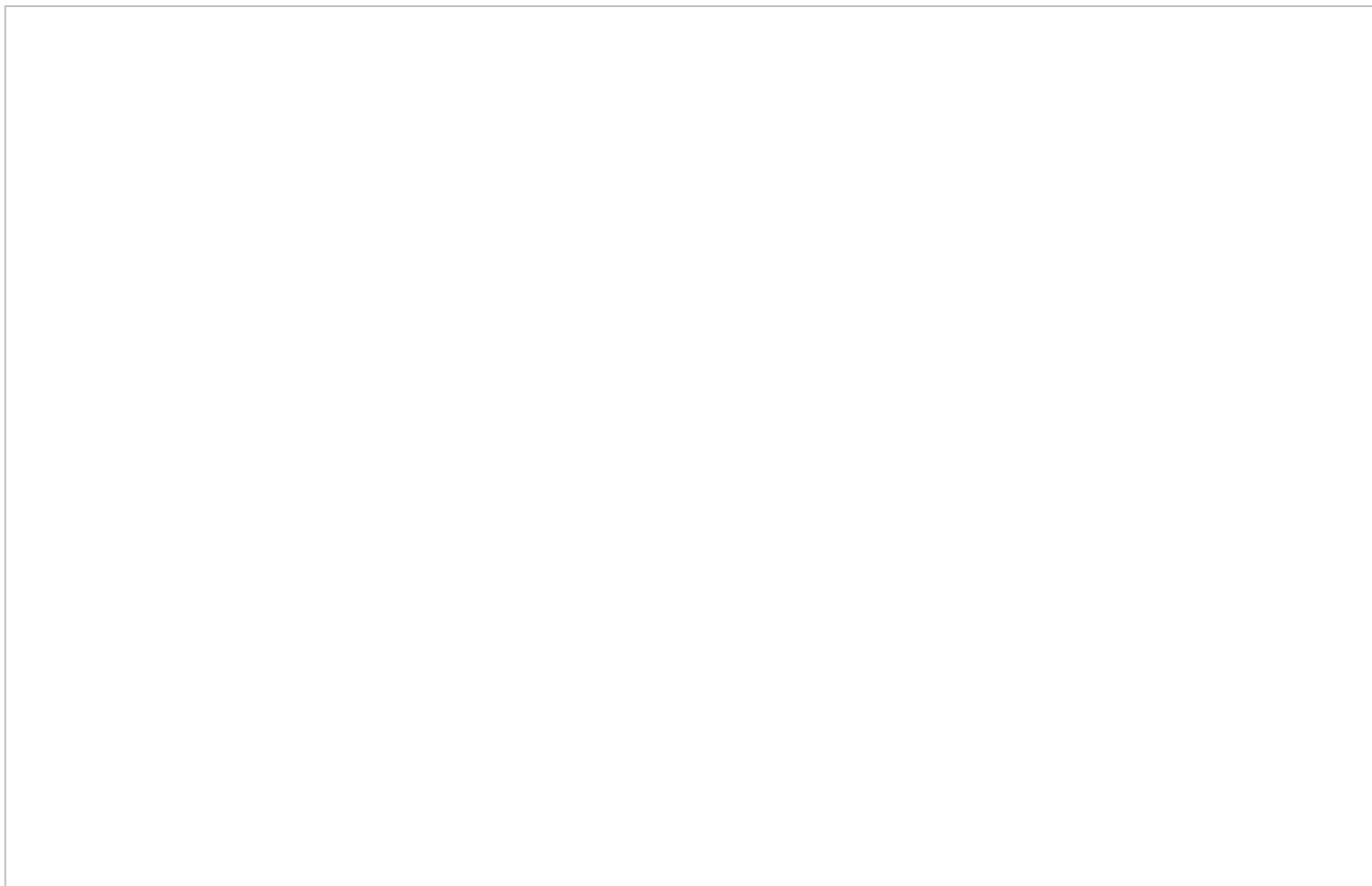
If you think the brand should already exist because of a previously added item, answer *No*. Press the button next to *Brand* to search for the list of existing brands.

Enter the first few letters of the brand and click the *Search* button. The system tries to find matching brands. If the system found matching brands, click on the brand you require and click

the Select button. You are returned to the main form with the new brand.

If there are none the system tells you that there are no matching records. In this case you know that it is safe to add this brand. Click OK, then Cancel. You are returned to the main item form. Press the Tab key to move out of the brand. This time when the system tells you the item brand doesn't exist answer Yes.

- 8 Enter the *Description*, *Variety* and *Size*. The Description and Variety fields are not validated, that is you can enter whatever you want. Size is validated in the same way as brand.
- 9 Enter a *POS 20 Description*. This is the description that prints on the POS receipt.
- 10 Select the *Department*, *Category* and *Group* that the item belongs in. These values must be set.
- 11 Move to the *Tax Details* grid and find the Purchase Tax and Sales Tax columns. Ensure that the tax details are correct. If there is no tax on the item then clear the codes. DO NOT SELECT A CODE WITH A ZERO TAX RATE.
- 12 If you are in the liquor industry, you may also want to select the WET code applicable to this item.
- 13 If you intend selling the item at a POS, you need an EAN/UPC/PLU. If the item doesn't have a number, for example a lettuce, you still need to assign it a number (this is called a PLU as in Price Look Up). In this case simply use the IPN the system has already assigned. Click the  in the EAN/UPC/PLU section and enter the number.
- 14 You now need to set the cost for this item. Click the *Costs/Sells* tab.



15 In the Replenishment section click the *New* button.



16 Enter the *Supplier/Order Code*.

17 Enter the *Location* that will pay this cost. This can be a specific location or it can be a location group. Press the *Tab* key.

18 Enter the date this cost becomes effective. The system sets this date automatically to today but you can set it to any date in the future.

19 If you have the ex-tax cost of the item, move to the Cost Ex Tax field and enter the cost. The system automatically calculates the Cost Inc Tax. Alternatively, if you have the inc-tax cost, move to the Cost Inc Tax field and enter the cost. The system automatically calculates the Cost Ex Tax.

IMPORTANT: The Cost Ex Tax is the supplier's normal cost, excluding all trading terms, fees and taxes. The Cost Inc Tax is the supplier's cost to you, including all trading terms, fees and taxes.

20 Move to the *Carton Size* field and enter the number of units in one carton. If you buy the items singularly, then the carton size would be one. If you buy a carton of beer, the carton size would be 24 (twenty four stubbies in one carton).

21 In the *Min Order Size* field enter the minimum number of units that you can buy. This is normally the same as the carton size, meaning that you must buy a whole carton. If the supplier lets you

buy one unit from a carton, then you would set this to one.

22 Click the *Save* button.

23 You now need to set the sell for this item. Click the *New* button  in the Retail section.



24 Enter the *Location* that sells the item at this particular sell price. This can be a specific location or it can be a location group. Press the tab key.

25 Enter the date this sell becomes effective. The system sets this date automatically to today but you can set it to any date in the future.

26 The system automatically calculates the expected unit cost for the item. This is the landed cost (includes freight and liquor tax). If you have set up rounding rules and default margins for items the system also calculates sell prices and margins for you, based on the expected unit cost.

27 Move to *Sell 1* and enter the sell price. If you want to use more than one sell price, for example for special member pricing, then repeat this for Sell 2 to Sell 5.

28 Click the *Save* button.

29 Click the *POS* button to send the item information to POS at all locations that use the item.

Note: If the Tickets Required option is checked on, the item information will not go directly to the POS. A ticket batch will be generated. Once the tickets are printed, the items can be sent to the POS.

30 Click the *Save* button.

31 The *Copy* button allows you to copy one item to create a new one.

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How Do I Add A New Customer?

This section describes how to add a new customer to the system. It does not describe how to give the customer an account - that is covered in [How Do I Set Up A Customer Account?](#)

- 1 Select the *Customers* task from the Main Menu.
- 2 Start the *Customers* task from the menu.
- 3 Click the *New* button.



The following window is displayed:



- 4 The system assigns a new number to the customer automatically. Go through and fill in the remaining details such as name, address and contact details.
- 5 If the customer will be given a membership card click the in the Member Cards section. Enter the card details and *Save* the information.
- 6 Click the *Save* button.



How Do I Add A New Department/Category/Group?

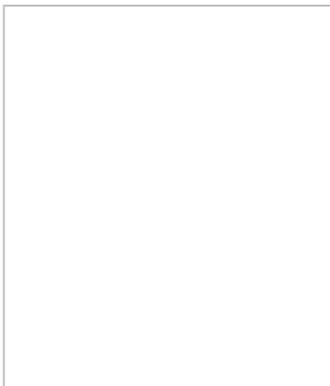
This section explains how to add new department, category and group codes and then how to create a valid combination from these codes. It does not go to the subgroup level (which is optional). If you need to add subgroups, simply follow the same instructions as when you add a new group.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Dept/Cat/Groups* option from the Items menu.



- 3 First of all check to see if the department already exists by scrolling through the codes in the *Departments* grid. If it does go to step 7.
- 4 Click the  button above the Departments grid.
- 5 Enter a code to identify the department.
- 6 Press the tab key and enter a description for the department.
- 7 Check to see if the category already exists by scrolling through the codes in the Categories grid. If it does go to step 11.

- 8 Click the  button above the Categories grid.
- 9 Enter a code to identify the category.
- 10 Press the tab key and enter a description for the category.
- 11 Check to see if the group already exists by scrolling through the codes in the Groups grid. If it does go to step 15.
- 12 Click the  button above the Groups grid.
- 13 Enter a code to identify the group.
- 14 Press the tab key and enter a description for the group.
- 15 You have now entered the actual codes. You now need to set up the combination.
- 16 At the top of the tree on the left side of the form you see a 'SYSTEM' box. Click on it to highlight it or click the + symbol to expand the folder.



- 17 Scroll through the Departments grid to find the code you have just added.
- 18 Click down on the department code BUT DON'T RELEASE THE MOUSE BUTTON.
- 19 Drag the cursor across to the SYSTEM box. Once the cursor is on top of the box, release the mouse button. The department code should be added to the tree.
- 20 Scroll through the Categories grid to find the code you just added.
- 21 Click down on the category code BUT DON'T RELEASE THE MOUSE BUTTON.
- 22 Drag the cursor across to the department code you just added. Once the cursor is on top of the department code, release the mouse button. The category code should be added to the tree.
- 23 Scroll through the Groups grid to find the code you just added.
- 24 Click down on the group code BUT DON'T RELEASE THE MOUSE BUTTON.
- 25 Drag the cursor across to the category code you just added. Once the cursor is on top of the category code, release the mouse button. The group code should be added to the tree.
- 26 Click the Save button.

How Do I Add A New Discount Or Offer?

This section explains how to add a discount or offer to the system.

Pre-requisites: Locations, Items, Suppliers.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Discounts & Offers* task from the menu.
- 3 Click the *New* button.



The system adds a new discount and automatically assigns a number.



- 4 Select the *Discount Type*.
 - Item discount – Manually given by the user to one selected item.
 - Sale/Value Discount – Manually given by the user to a group of items.
 - Sale/Value Discount Auto – Automatically given to a group of items.
 - Offer – Automatically given to a combination of items.
 - Tender – Given when specific tender is used on a transaction.
- 5 Enter descriptions and add locations for the discount.
- 6 Enter date/time ranges.

7 Select the *Qualifications* tab.

8 Click the *New* button above the Group grid.

The screenshot shows a dialog box titled "Qualification Group" with a menu bar containing "Edit", "Settings", and "Help". The "Basic" tab is selected. The "Group Name" field is filled with "ALL ITEMS". The "Qualification Type" section contains three radio buttons: "Quantity (Min/Max)" (selected), "Value", and "Weight / Measure". Under "Quantity (Min/Max)", there are two input fields, both containing the number "1". Under "Value", there is one input field containing "0". Under "Weight / Measure", there is one input field containing "0". On the right side of the dialog, there are two buttons: a green "Save" button and a red "Cancel" button.

9 Enter the trigger details and click the *Save* button.

10 Select the *Reward 1* tab.

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the user to enter details for the "Reward 1" tab as instructed in step 10.

11 Select a *Reward Type*.

- Discount
- Effective Price
- Price Level
- Tender Discount
- Voucher
- Other (see tab Reward 2)

12 Select the *Security* tab and enter a Group.

13 Click the *Save* button.

How Do I Add A New Employee?

If you want to use Labour Scheduling, you need to define your employees so that they can clock in and you can roster them. Before you set up your employees you need to define the jobs that can be performed (see [How Do I Add A New Job Type?](#)) Once job types are set up, you can turn your attention to your employees. Since most of your employees probably use DynaPOS/Touch, you will have already set them up as users (see [How Do I Add A New User?](#)). The rest of this section explains how to change the user details for labour scheduling.

- 1 Select the *Users* task from the menu.
- 2 Press the *User* button to open the search screen. Find the user record you want to change and *Select* it.
- 3 Select the *Job/Roster* tab.

The screenshot shows the 'Users' application window with the 'Job/Roster' tab selected. The window title is 'Users' and the menu bar includes 'User', 'Edit', 'Settings', and 'Help'. The user name 'ADMINISTRATOR' is displayed in a yellow box. Below the menu bar are buttons for 'New', 'Save', 'Cancel', 'Delete', 'POS', 'Help', and 'Close'. The 'Job/Roster' tab is active, showing a 'Payroll Code' field, 'Available Days' checkboxes for all days of the week, a 'Comments' text area, and 'Unavailable Times' section with a table. The 'User Job Types' section on the right shows a list of job types that the user can perform.

From Date	To Date	Comment

Job Type

Move to the *Payroll Code* field and enter the user's payroll number.

- 4 Just below the *Payroll Code* field is a checkbox for each day of the week. The days that are checked on are the days the employee can work. Check these as required.
- 5 In the *Comments* field, enter any comments that may help when making rosters, for example 'needs supervision'.
- 6 Move to the *User Job Types* grid and enter all the jobs this user is able to perform. A user should have at least one job entered. Use the *Add* button to create a new line.

7 If the employee is going to be unavailable for a certain period, for example holidays, move to the Unavailable Times grid and enter the date range that they will be unavailable. Use the *Add* button to create a new line.

8 Click the Save button.



How Do I Add A New Fit Set?

An item such as a pair of shoes may come in a set of widths such as Wide or Extra Wide. A pair of trousers may come in a set of trouser lengths such as Short, Regular and Long. The widths/ lengths can be set up in a fit set. Each time a pair of shoes/ trousers is released you can use the fit set to help set up the items quickly.

- 1 Select the *Items task* from the Main Menu.
- 2 Start the *Variety/Size Sets* task from the *Items Setup* menu.
- 3 Click the *New* button.

The system prompts for a new code.



- 4 Enter a unique character code to identify the fit set and press the *OK* button.

- 5 Enter a description about the set such as widths or lengths.
- 6 Press the  to add a new fit.

- 7 Type the name of the fit. This can be up to thirty characters in length.
- 8 Repeat Steps 5-6 until all varieties have been added.
- 9 Click the *Save* button.

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How Do I Add A New Job Type?

If you want to use Labour Scheduling, you need to define each job that can be performed. These instructions will help you set up a new job type.

1 Select the *Job Types* task from the menu.

2 Press the *New* button.



3 Enter a unique code to identify the job. This can only be five characters in length.

4 Enter a description for the job type. This should identify the unique job, for example SHOP ASSISTANT LEVEL 1.

5 Enter a description that will be shown to the user at the POS. This should simply identify the basic job, for example SHOP ASSISTANT.

6 You now need to select the pay type for the job. This can be Part-time, Casual, Fulltime (overtime paid) or Management (similar to fulltime but no overtime paid).

7 Enter the minimum number of hours which must be worked each week for this job, for example Fulltime=37.5, Part-time=10, Casual=0.

8 Enter the number of hours in a 'day', for example 7.5 hours. This is used to calculate end times when defining new jobs.

- 9 Enter the number of hours that can be worked before overtime is paid. If a job doesn't pay overtime then set this to 999.
- 10 The next field is the number of hours that can be exported to payroll. This is usually set to 999. However, if the employee only gets paid for a certain number of hours a week, regardless of how much they actually work, set this to the number of hours they get paid for.
- 11 Enter the base rate of pay for the job. This is a dollar amount, for example \$7.50/hour.
- 12 Enter the *Estimated On Costs* as percentage of the base rate of pay, for example 12%. On Costs include payroll tax; leave loading, superannuation and any other expenses incurred as part of employment.
- 13 Click the Save button.

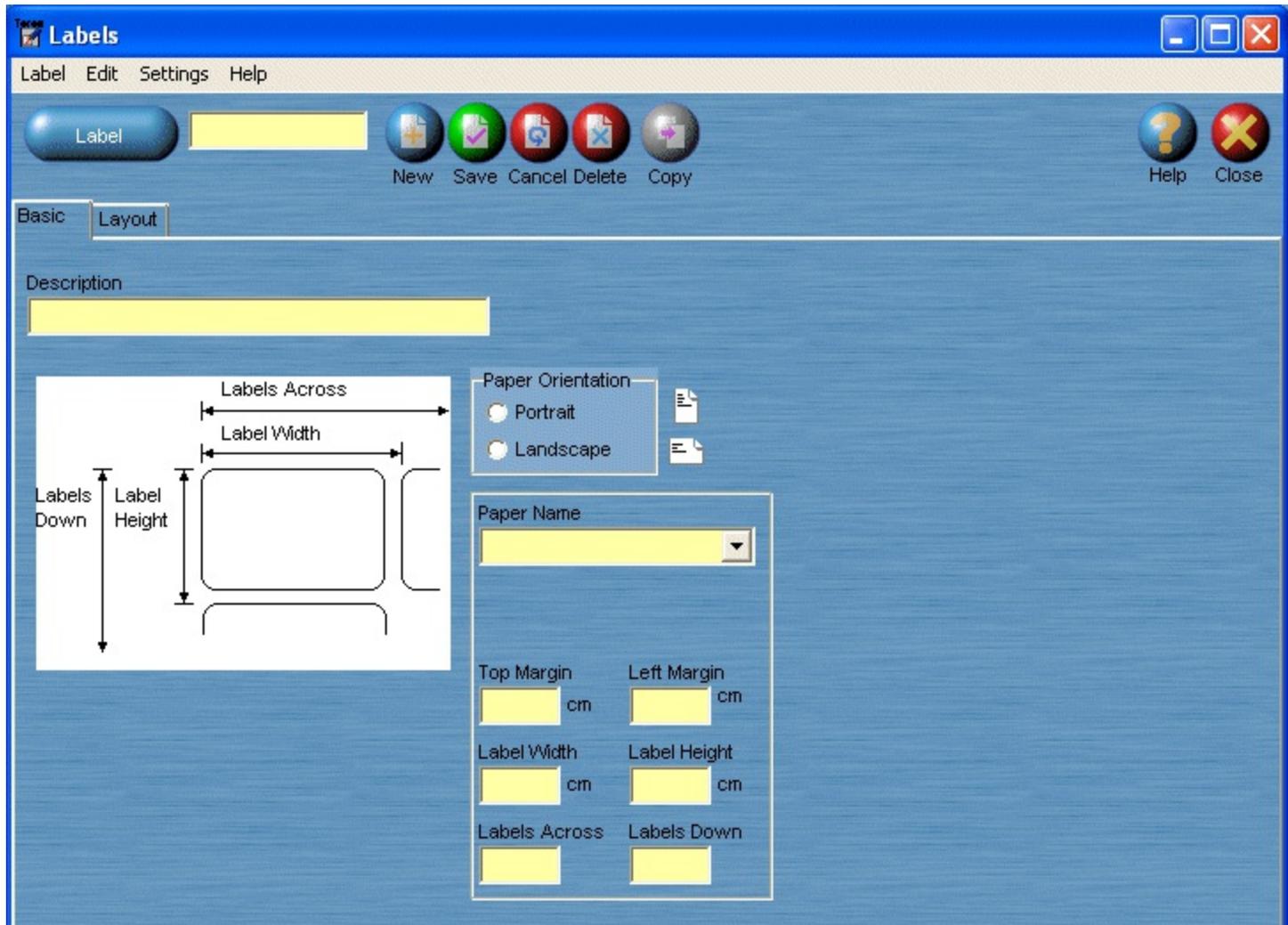
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How Do I Add A New Label?

This section describes how to add a new label to the system.

1 Select the *Items* task from the Main Menu.

2 Start the *Label Designer* task from the *Items Setup* menu.



3 Click the *New* button.

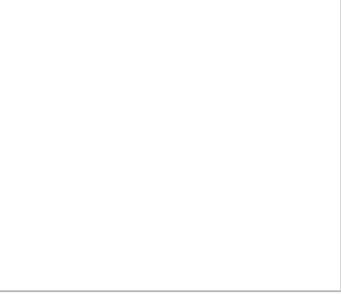


4 Enter a unique code to identify the label and click the *OK* button.

5 If the code is already being used, the system displays its details to you. If it doesn't exist a new label is created.

6 In the *Description* field, enter a description about what this label is used for.

7 Work out whether the labels will be printing in Portrait or Landscape mode. To do this consider the way the stationery feeds into the printer. Once you have worked out the mode, set the *Paper Orientation* appropriately.



8 For the next step you need to do some measuring. Take the stationery on which you will be printing your labels, and a ruler. Look at the stationery the way the labels will finally be printed. That means that if you are printing in Landscape mode, turn the paper around. If you are printing on A4 stationery there will be an area around the labels that you cannot print on. Measure the distance from the top edge of the page to the top of the first label and enter this (in centimetres) into *Top Margin*. Measure the distance from the left edge of the page to the edge of the first label and enter this (in centimetres) into *Left Margin*.

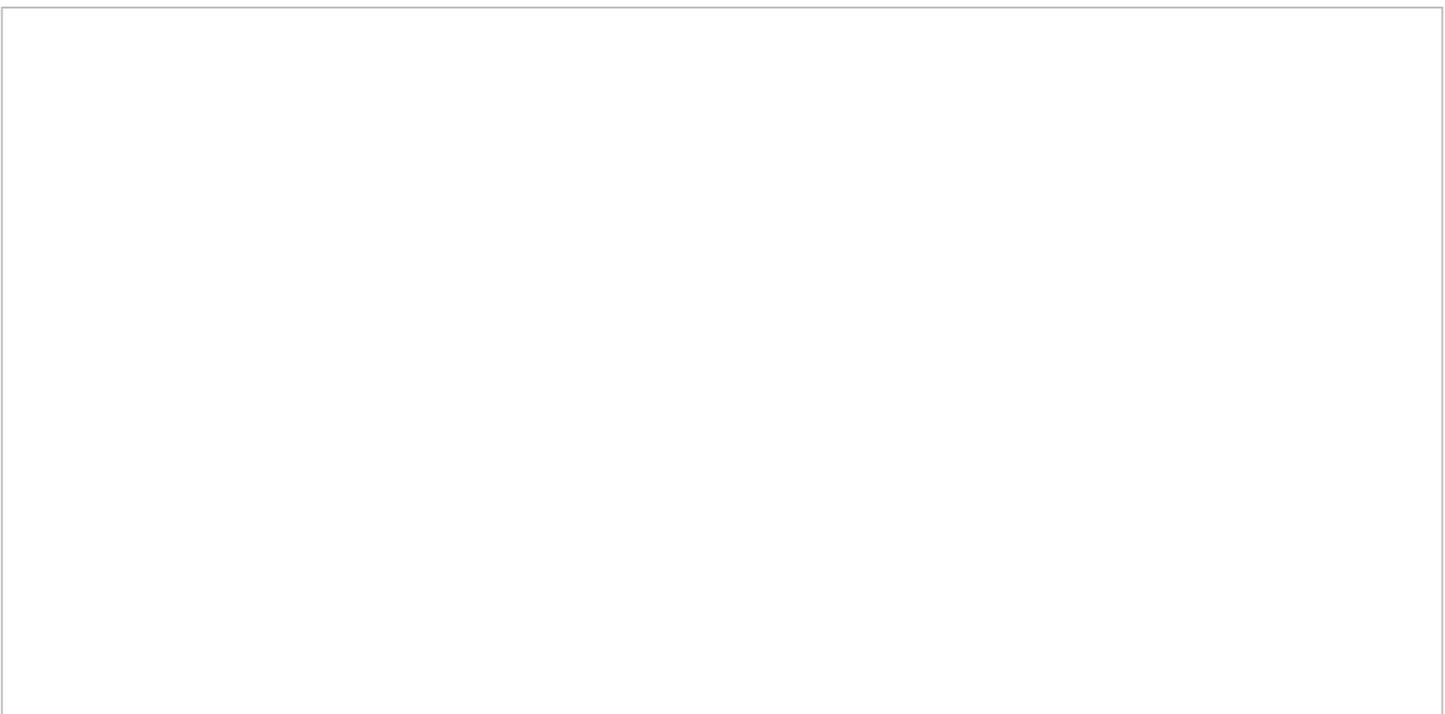
Measure the width of one label and enter this (in centimetres) in *Label Width*. Measure the height of one label and enter this (in centimetres) in *Label Height*.

Count the number of labels across the page and enter this in *Labels Across*. Count the number of labels down the page and enter this in *Labels Down*.

9 Click the *Layout* tab.

10 The remaining steps vary depending on exactly what you want on your label. Examples for each of these objects are described below.

11 To place a word on your label, for example 'Save!', click the button. Move your cursor to the grid on the right side of the form and click in the grey area where you want the word to appear. Type the word you want to appear in the Label field. Amend text properties: font size and colour as required.



To place item or customer specific data such as Description, click the button.

Move your cursor to the grid on the right side of the form and click in the grey area where you want data to appear. Select what data you want to be printed in the *Data* combo box.

13

If you want to place a picture on your label, click the button.

Move your cursor to the grid on the right side of the form and click in the grey area where you want picture to appear. Enter the name of the file containing the picture in *Filename*. The picture can be BMP or JPG file. (In System Settings [Directories](#) tab the Media Content field should be set to c:\drsapps\bmps and load images in that location.)

14 Repeat Steps 11 to 13 for all the details you want on your label.

15 If you need to delete an object from the label, click on it to highlight it and press the *Delete* key.

16 Click the Save button.



How Do I Add A New Location?

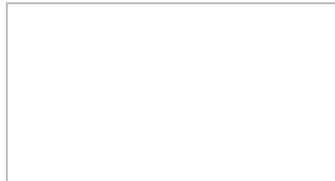
This section describes how to add a new location to the system. You will need to know the following information:

What type of location do I want to add ?

- A specific location for selling/stocking products,
- a group for setting costs/sells
 - what is the location's parent?
- or a reporting location?
 - what groups does a specific location belong in for reporting purposes?

Once you know what locations you need and how you want to structure them, follow the instructions to add locations.

Add the highest group location first, then the next level of group locations and finally add the specific locations. For example, if the following diagram is the structure you need to add the locations in this order: ALL, QLD, NSW, BRKD, KLR and NSYD.



Non-licenced locations such as warehouses can be added as location types when the licence has met the limit of the store licence count. The warning message - 'You have added all the locations you are allowed to under your licence. Cannot add a new store.' is shown when the New location button is pressed.

How Do I Add A New Location For Pricing?

Pre-requisites: Tax Systems.

- 1 Select the *Management* task from the Main Menu.
- 2 Start the *Locations* task from the *Management* menu.



- 3 It is good practice to check if the location you want to add already exists in the system. If you are sure the location is not in the system then go to 5.
- 4 Find the location you want (press the *Location* button to start the search). Click the *Search* button. If your location is listed then you don't need to add the location and you are finished. If no locations are found, the system displays a message 'No records were found matching the criteria'. Click the *OK* button to remove the message. You will need to add the location. Press the *Cancel* button to close the Location Search window.
- 5 Click the *New* button.



- 6 Enter a new code for the location and click the *OK* button.
- 7 Enter the location's name.
- 8 Set the *Location Type* to 'Group'.
- 9 Go to the *Parent Location* and enter the code of the location group that is this location's parent. In above diagram, the parent for QLD would be ALL. Note that the top level location does not have a parent.
- 10 Ensure the *Use For Pricing* checkbox is checked on.
- 11 You need to specify the locations that this group reports on. However, you have not yet set up the specific locations. When you do make sure you indicate that this location group contains the spec location.
- 12 Click the *Save* button.

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How Do I Add A New Location For Reporting?

- 1 Select the *Management* task from the Backoffice Menu.
- 2 Start the *Locations* task from the *Management* menu.



- 3 It is good practice to check if the location you want to add already exists in the system. If you are s the location is not in the system then go to 5.
- 4 Find the location you want (press the *Location* button to start the search). Click the Search button
If your location is listed then you don't need to add the location and you are finished.
If no locations are found, the system displays a message 'No records were found matching the crit
Click the OK button to remove the message. You will need to add the location. Press the *Cancel* b
to close the Location Search window.
- 5 Click the *New* button.
- 6 Enter a new code for the location and click the *OK* button.

- 7 Enter the location's name.
- 8 Set the *Location Type* to 'Group'.
- 9 You need to specify the locations that this group reports on. However, you have not yet set up the specific locations. When you do make sure you indicate that this location group contains the spec location.
- 10 Click the Save button.

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How Do I Add A New Location For Selling/Stocking Items?

Pre-requisites: Tax Systems.

- 1 Select the *Management* task from the Backoffice Menu.
- 2 Start the *Locations* task from the *Management* menu.



- 3 It is good practice to check if the location you want to add already exists in the system. If you are sure the location is not in the system then go to 5.
- 4 Find the location you want (press the *Location* button to start the search). Click the *Search* button. If your location is listed then you don't need to add the location and you are finished. If no locations are found, the system displays a message 'No records were found matching the criteria'. Click the *OK* button to remove the message. You will need to add the location. Press the *Cancel* button to close the Location Search window.
- 5 Click the *New* button.



- 6 Enter a new code for the location and click the *OK* button.
- 7 Enter the location's name.
- 8 Go to the *Parent Location* field and enter the code of the location group that is this location's parent. In the earlier diagram, the parent for BRKD would be QLD.
- 9 Ensure the *Use For Pricing* checkbox is checked on.
- 10 You need to set the location groups that this location can be in.

Click the *Groups/Stores* tab. Click the *New* button  in the *Location Groups* and enter the code of the location group that this specific location belongs in. Repeat this step for all groups this location belongs in.
- 11 If this location is to sell liquor you will need to go to the Liquor Tax Wine, Beer and Spirits combination and select the appropriate tax rates for the location.
- 12 Click the *Save* button.

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How Do I Add A New Member?

- 1 Press the *Member (Customer)* button.
- 2 Press the *Search* button.
- 3 Press the *New* button.
- 4 Input customer first and last name and address, E-mail address (if applicable) and so on.
- 5 Press the *Save* button. A Customer number is generated.

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How Do I Add A New Normal Cost?

This section describes how to add a new normal cost for an item.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Find the item you want to add the cost to (press the *Items* button to start the search).



Use IPN or Description to narrow the search.

- 4 Click the *Costs/Sells* tab. The current costs are displayed in the *Replenishment* section. Click the *New* button  in the Replenishment section.

- 5 Enter the *Supplier/Order Code*.
- 6 Enter the *Location*.
- 7 Enter the date this cost becomes effective. The system sets this date automatically to today but you can set it to any date in the future.
- 8 If you have the ex-tax cost of the item, move to the Cost Ex Tax column and enter the cost. The system automatically calculates the Cost Inc Tax. Alternatively, if you have the inc-tax cost, move to the Cost Inc Tax column and enter the cost. The system automatically calculates the Cost Ex Tax.

IMPORTANT: The Cost Ex Tax is the supplier's normal cost, excluding all trading terms, fees and taxes. The Cost Inc Tax is the supplier's cost to you, including all trading terms, fees and taxes.
- 9 Move to the *Carton Size* column and enter the number of units in one carton. If you buy the items singularly, then the carton size would be one. If you buy a carton of beer, the carton size would be 24 (twenty four stubbies in one carton).
- 10 In the *Min Order Size* column enter the minimum number of units that you can buy. This is normally the same as the carton size, meaning that you must buy a whole carton. If the supplier lets you buy one unit from a carton, then you would set this to one.
- 11 Click the *Save* button.

How Do I Add A New Purchase Order?

This section explains how to add a new purchase order to the system. Before you start ordering your suppliers must be set up correctly. If you entered your suppliers following the instructions in [How Do I Add a New Supplier?](#) then you will be ready. If you did not follow these instructions completely or you are unsure then check [How Do I Prepare a Supplier for Ordering?](#)

Pre-requisites: Locations, Items, Suppliers.

- 1 Select the *Inventory* task from the Main Menu.
- 2 Start the *Purchase Orders Menu* option from the Inventory menu.
- 3 Start the *Purchase Orders* option.



- 4 Click the *New* button.

The system adds a new purchase order and automatically assigns a purchase order number.

- 5 In the *Supplier* field, enter the code of the supplier you want to get the goods from. If you don't

know the supplier's code, press the *Supplier* button to search for it. Click the required supplier and then the *Select* button.

6 Move to the *Location* field and enter the code of the location that requires the goods. If you don't know the location's code, press the button to search for it. Click the required location and then the *Select* button.

7 Move to the *Required By* field and enter the date you need the goods by.

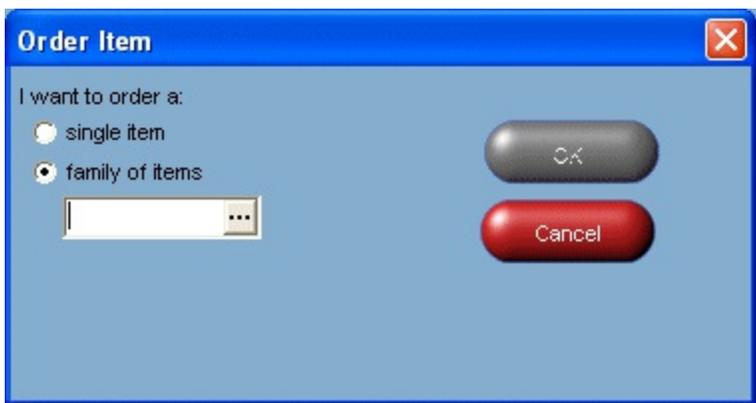
8 If you want the goods delivered within a certain date range enter the dates in the *Delivery* and *Delivery To* fields.

9 If you have special instructions for the supplier, for example 'Deliver between 1.00pm and 3.00pm', enter them in the *Special Instructions* field.

10 If you want to record a general comment about this purchase order then enter it in the *Comments* field. This comment is not printed on the purchase order. You will be able to see this when you eventually record the invoice.

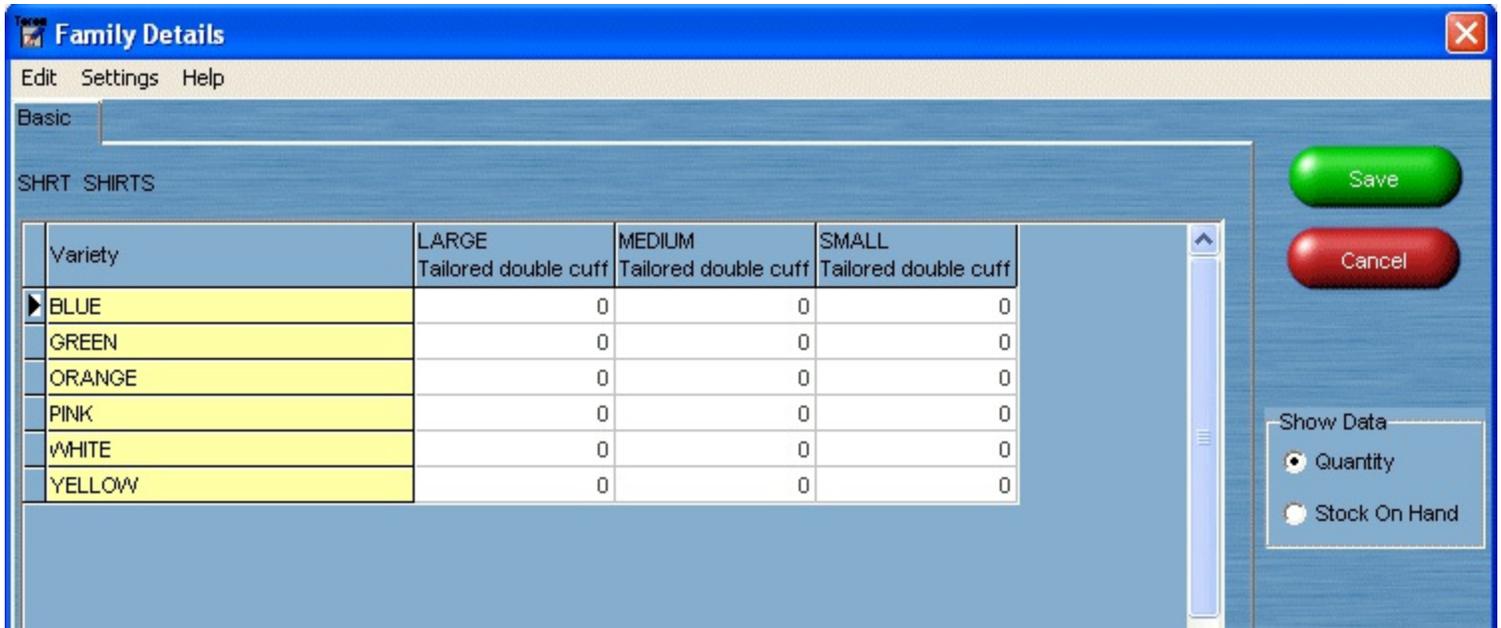
11 Click in the *Items* tab to start adding products to the purchase order.

12 Click the *New* button. and select whether to order a single item or a family of items.



For single items, continue to step 13.

For a family of items, enter or search for the family group.



The system will display a grid of items in the family group. This will have variety running down the grid and size/fit across the grid. The Show Data option allows you to toggle the displayed numbers between the quantity to order and the current stock on hand. With the Quantity option selected, enter the quantity for each combination required and press the Save button when done. Continue at step 16.

13 For single items, the *Item Details* window opens to allow the order details to be entered.



14 Enter the *Order Code* or *IPN* (Item Product Number) of the item you want to order.

If you don't have the IPN or the order code then click to start a store item search for required items. Select the required item and click the *Select* button.

15 Enter the quantity you want to enter. You can enter this as either a number of units or as a number of cartons. Click the *Save* button when done.

16 If you need to add more items, press the down arrow to move to a new row, or click the  button. Repeat Steps 10 to 12 until all items have been entered.

17 If you need to delete an item from the purchase order do one of the following:

I. Click on the required row and then click the  button within the *Items* tab.
or

II. Click on the required row. Hold down the *Ctrl* key and press the *Delete* key. The system checks you want to delete. Click OK to delete the line, or Cancel to leave the line in the purchase order.

18 Once all items have been entered, click the *Print* button.

The system prints out a purchase order. Check the details on it. If you need to add, change or delete items then repeat Steps 10 to 14. If you made changes, then press the Print button again and confirm the new purchase order is correct. Repeat this until you are happy with the purchase order.

18 Click the *Send* button to mark the purchase order as completed. You will not be able to change the items on this purchase order now.

19 Send or fax the purchase order to the supplier.

How Do I Add A New Sell?

Most sell prices can be entered using the Items form. Promotional sell prices should be entered into the Promotions form. When the promotion becomes effective, the system automatically creates a sell record for you.

This section describes how to add a new sell for an item.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Find the item you want to add the cost to (press the *Items* button to start the search).



Use IPN or Description to narrow the search.

- 4 Click the *Costs/Sells* tab. The current sells are displayed in the *Retail* section. Click the *New* button  in the Retail section. The system adds a new sell.

- 5 Enter the location that will sell the item at this particular sell price. This can be a specific location or it can be a location group. Press the Tab key.
- 6 Enter the date this sell becomes effective. The system sets this date automatically to today but you can set it to any date in the future.
- 7 Select the *Sell Type* for this sell price. This is usually 'Normal' as 'Promo' sells are created via the Promotions form.
- 8 The system automatically calculates the expected unit cost for the item. This is the landed cost (includes freight and liquor tax).
- 9 Move to the *Sell 1* and enter the sell price. If you want to use more than one sell price, for example for special member pricing, then repeat this for Sell 2 to Sell 5.
- 10 Click the *Save* button.

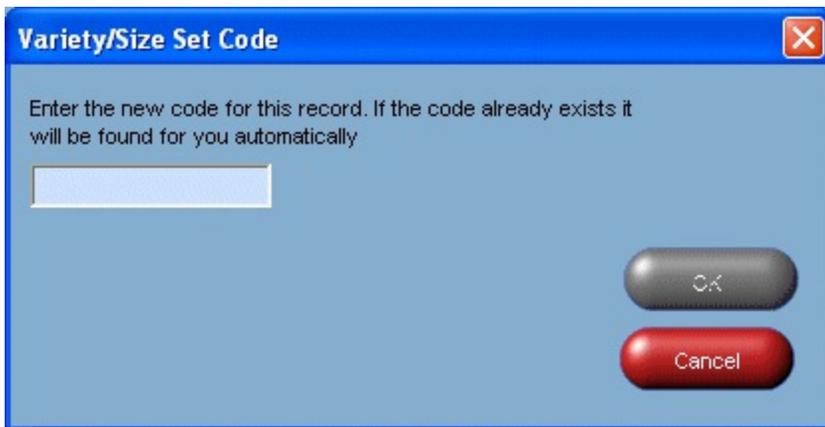
How Do I Add A New Size Set?

An item such as a pair of shoes may come in a range of sizes, for example 6, 7, 8... 13. The sizes can be set up in a size set. Each time a new shoe is released in these sizes you can use the size set to help set up the items quickly.

- 1 Select the *Items task* from the Main Menu.
- 2 Start the *Variety/Size Sets* task from the *Items Setup* menu.
- 3 Click the *New* button.

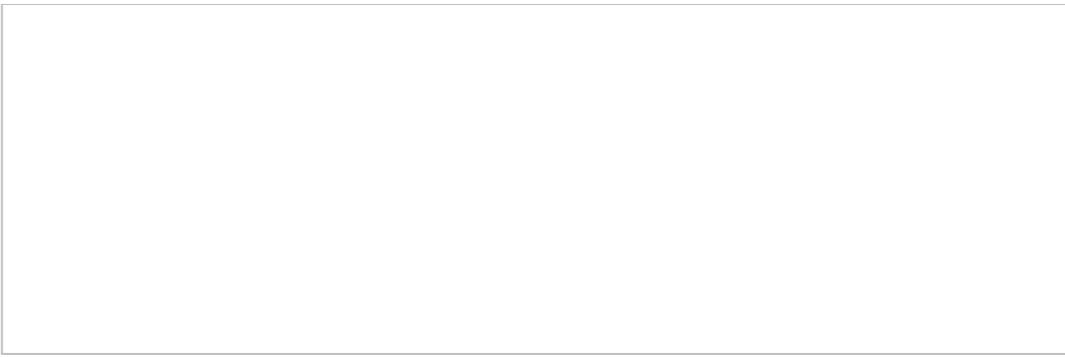


The system prompts for a new code.



- 4 Enter a unique character code to identify the size set and press the *OK* button.

- 5 Enter a description about the set and change the *Type* to the *Size* option.
- 6 Press the  to add a new size.



- 7 Type the name of the size. This can be up to ten characters in length. If the size is not recognised as a standard size, the system will ask if you want to add it. Double-check the size, if you are sure it is correct, answer Yes.
- 8 Repeat Steps 6-7 until all sizes have been added.
- 9 Click the Save button.

How Do I Add A New Supplier?

This section describes how to add a new supplier to the system. It does not describe how to set up additional details to use the supplier for suggested reordering or to accept electronic host updates.

- 1 Start the *Suppliers* task from the Main Menu.
- 2 Select the *Suppliers* option.



It is good practice to check if the supplier you want to add already exists in the system. If you are sure the supplier is not in the system then go to 8.

- 3 Click the *Supplier* button at the top left of the window. The Supplier search window is displayed.
- 4 Click in the *Name* field and enter the first few letters of the supplier's name (four or five is sufficient).
- 5 Press the *Search* button.
- 6 The system tries to find any matching suppliers. If your supplier was listed then you don't need to add the supplier and you are finished. If no suppliers are found, the system displays a message 'No records were found matching the criteria'. Click the *OK* button to remove the message. You will need to add the supplier.

Press the *Cancel* button to close the search window.



8 Click the *New* button.



9 Enter a code to identify the supplier. The code can be up to ten characters long. It can be a combination of letters or numbers. It should not include spaces. Press the *OK* button.

10 If a supplier already exists for the code, the system displays that supplier to you. If it is not the supplier you want then go back to 8 and enter a different code.

11 Enter the supplier's name, supplier type, addresses and contact details.

12 Click the *Accounts* tab to display the *Accounts* set up button.

13 The cost that appears on the supplier's invoice is made up of certain components, for example service fee, sales tax, and so on. Check on the cost components that make up the supplier's cost.

Hint: If you indicate that sales tax is included in the cost and your industry doesn't use liquor tax then check the liquor tax on anyway. This effectively hides the liquor tax when you are doing invoices.

14 Click the *Save* button.



How Do I Add A New Supplier Invoice?

This section explains how to add an invoice received from a supplier to the system.

Pre-requisites: Locations, Items, Suppliers.

Purchase Order Sent

- 1 Start the *Invoice* task from the Main Menu.



- 2 Click the *New* button.

The system adds a new invoice and automatically assigns an invoice number.

- 3 Change the *Invoice Date*, if required. The system calculates the *Invoice Due Date*. If this is incorrect, enter the correct due date.

- 4 Move to the *Supplier Invoice#* and enter the number of the supplier's invoice.

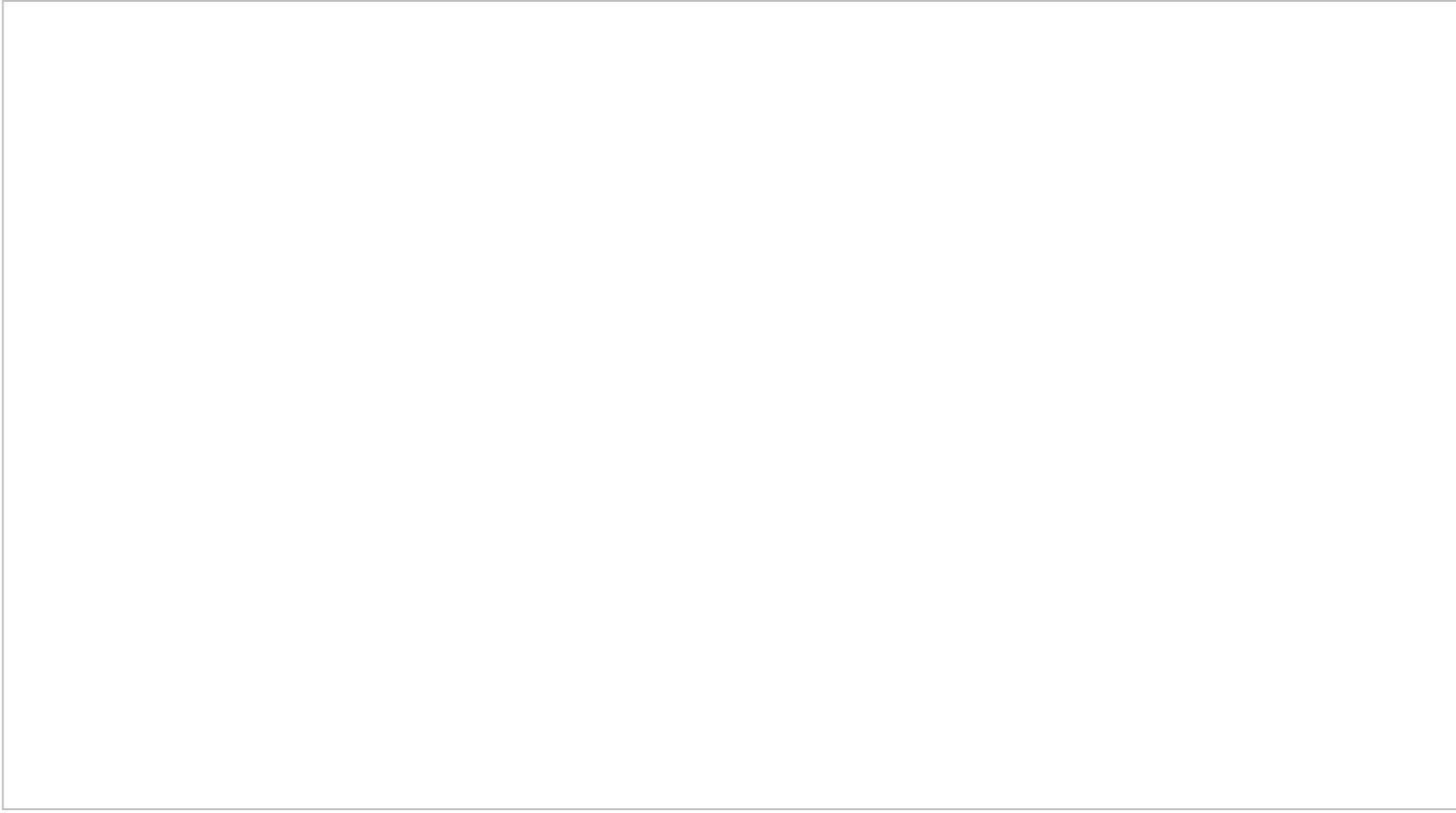
- 5 Enter the total amount of the invoice in the *Invoice Total* field.

- 6 In the *Purchase Order#* field, enter the number of the purchase order you sent to the supplier. This should be printed on the receipt that arrived with the goods. If not, press the *Purchase Order#* button to search for the purchase order. Selecting the *Search* button shows a list of all anticipated pending deliveries. This list is generated from pending Purchase Orders that have been sent to the suppliers.

Click the appropriate purchase order receipt and press the *Select* button to launch the receipt. Pressing the  button inputs items from previous purchase orders for lines not supplied from

previous deliveries.

7 Click the *Items* tab to view the details.



8 Find each item on the invoice in the grid and confirm that the quantity invoiced and the invoice cost is correct. By default the quantity invoiced is the quantity ordered. If the quantity is not correct, change either the Units Invoiced or Cartons Invoiced by double-clicking on the row to change or click the  button. If the amount is incorrect change Invoice Unit Cost, Invoice Ctn Cost or Invoice Line Cost. The other columns are recalculated automatically. Change the Status to reflect what happens to the quantity not invoiced. By default this changes to 'More To Come' as if the item is on backorder. The corresponding Received columns change to the same values as the *Invoiced Columns*. If you actually received a different quantity to what you were invoiced then change the *Received* columns as required.

9 Move to the bottom of the form and enter additional totals such as *GST* and *Freight*. The actual totals that are available for entry depend on how the supplier has been set up. Press the *Distribute* button next to each total to distribute the costs against each item in the invoice. Make sure that the Invoice Total at the top of the form is the same as the Grand Total at the top of the form. If they are not the same, you have most likely made a data entry error. Check the invoice thoroughly and correct any mistakes.

10 Once all items have been entered, click the *Print* button.



The system prints out an invoice. Check the details on it.

11 Click the *Accept* button to mark the invoice as completed.



You will not be able to change the items on this invoice now.

Note that the invoice can only be accepted in the *Invoice Total* at the top of the form is the same as the *Grand Total* at the top of the form. If they are not the same, you have most likely made a data entry error. Check the invoice thoroughly and correct any mistakes.

No Purchase Order Sent

- 1 Start the *Invoice* task from the Main Menu.



- 2 Click the *New* button.
 The system adds a new invoice and automatically assigns an invoice number.
- 3 Change the *Invoice Date*, if required. The system calculates the *Invoice Due Date*. If this is incorrect, enter the correct due date.
- 4 Move to the *Supplier Invoice#* and enter the number of the supplier's invoice.
- 5 Enter the total amount of the invoice in the *Invoice Total* field.
- 6 In the *Supplier* field, enter the code of the supplier the invoice was received from, If you don't know the supplier's code, press the *Supplier* button to search for it.
- 7 Move to the *Location* field and enter the code of the location that received the goods. If you don't know the location's code, press the *Location* button to search for it.
- 8 Click the *Items* tab to view the details.

- 9 Click the  button to start adding products to the purchase order.
- 10 Enter the order of the item you want to receive. If you have the IPN of the item, press the *tab* key to move to the IPN column and enter the number.
- 11 Enter the quantity you were invoiced. You can enter this as either a number of units (in the Units Invoiced column) or as a number of cartons (in the Cartons Invoiced column).
- 12 Enter the amount you were invoiced. You can enter this in Invoice Unit Cost, Invoice Ctn Cost or Invoice Line Cost. The other cost columns are recalculated automatically.
- 13 Click the *Save* button.
- 14 If you need to add more items, press the down arrow to move to a new row, or click the  button. Repeat Steps 9 to 13 until all items have been entered.
- 15 If you need to delete an item from the invoice do one of the following:

- I. Click on the required row and then click the  button.

or

- II. Click on the required row. Hold down the *Ctrl* key and press the *Delete* key. The system will check you want to delete. Click *OK* to delete the line, or *Cancel* to leave the line in the invoice.

Note: You can only delete an item that you entered directly. If the item was added by matching against a purchase order it cannot be deleted.

- 16 Move to the bottom of the form and enter additional totals such as *GST* and *Freight*. The actual totals that are available for entry depend on how the supplier has been set up. Press the *Distribute* button next to each total to distribute the costs against each item in the invoice. Make sure that the *Invoice Total* at the top of the form is the same as the *Grand Total* at the top of the form. If they are not the same, you have most likely made a data entry error. Check the invoice thoroughly and correct any mistakes.

- 17 Once all items have been entered, click the *Print* button.

The system prints out an invoice. Check the details on it.

- 18 Click the *Accept* button to mark the invoice as completed.

You will not be able to change the items on this invoice now.

Note: The invoice can only be accepted in the *Invoice Total* at the top of the form is the same as the *Grand Total* at the top of the form. If they are not the same, you have most likely made a data entry error. Check the invoice thoroughly and correct any mistakes.

How Do I Add A New Ticket Batch?

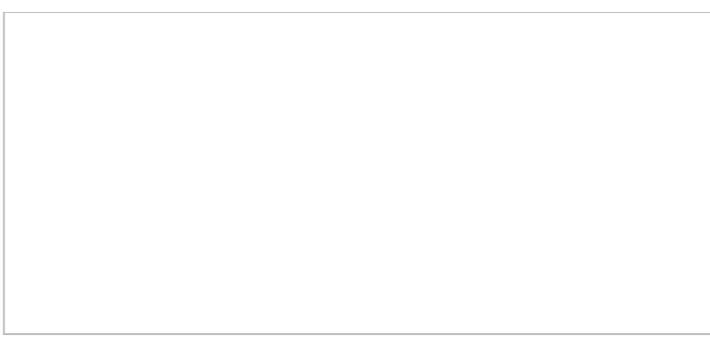
This section describes how you can create a simple batch of tickets for some items.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Print Tickets/Labels* task from the *Items Setup* menu.
- 3 Click the *New* button.



- 4 Enter a description or reason for the batch in the *Description* field.

- 5 In the *Label* combo box select the type of label you want to print.
- 6 In the Location field, select the location that these tickets are for. The system uses this location to determine the prices to print on the tickets.
- 7 Select the *Items* tab.
- 8 Click the  to add an item to the batch and enter the item number. If you don't know the item number click the button to perform a search.



Click the *OK* button to add the item.

Repeat this step for all items you want a ticket for.

- 9 Alternatively click the *Bulk Tickets* button to generate tickets for a group of items.



Specify the criteria for the group and select the *Add Tickets* button.

- 10 Click the *Save* button. This closes the batch form and returns you to the main form.

- 11 Click the *Print* button to print the tickets.



How Do I Add A New Till?

You need to define each till connected to the system using Tills. These instructions will help you set up a new till.

Pre-requisites: Locations, Security Groups, Keyboard.

1 Start the *Tills* task from the Main Menu.

2 Press the *New* button.



The system starts a new till definition.

3 In the Till Code field, enter a unique code to identify the till. If the code already exists, the details for the existing till are displayed.

4 Enter the basic till details:

5 Set the *Description* to describe the till.

6 In *Location*, select the location where the till is located.

7 Set the *Computer Name* to the name of the computer on which the till exists. You can obtain this by going to Control Panel and selecting Network. Go to the Identification tab and the Computer Name is displayed.

- 8 Select the required keyboard in *Keyboard*.
- 9 In *Till#* enter a unique number to identify the till.
- 10 Set *Float* to the value of the float that this till usually has. Add an amount for the float in the secondary currency as necessary.
- 11 Select the *Rounding* method required for this till. This is usually 'Round Up/Down'.
- 12 Next, set the *To Nearest* to the number of cents to round to. This is usually 5.
- 13 You now need to set up the devices that are connected to a till. Select the *Till Devices* tab. For each device such as a receipt printer, cash drawer and scanner you need to add a new line in the *Till Devices* grid.
- 14 Click the  in the Till Devices section to add a new row to the grid.

- 15 Set the *Device Code* to a unique code for that till device. All till devices, regardless of what till they are connected to, require a unique code.
- 16 Set the *Device Type* and *Sub Type* to that matching the till device.
- 17 Set the remaining communication details so that the till can communicate with the till device.
- 18 Repeat Steps 14-17 for each device.
- 19 If the till needs to print receipts, move to *Receipt Printer* and select a till device to print the receipt to. The till device does not have to be connected to this till, it can be any till. This allows several tills to share a single printer.
- 20 To set up the printer format, select the *Location* tab.



- 21 Set the Receipt Header to the text that prints at the top of each receipt.
- 22 Set Receipt Footer to the text that prints at the bottom of each receipt.
- 23 The next step is to assign profiles. A profile contains a list of settings common to a group of tills.

To create a new profile, click the  button. If a profile already exists you can select it from the *Profile Code* box.

24 Complete each profile – settings, security, messages and printing as required.

25 Click the Save button.



 [How Do I Assign Keyboards To Tills?](#)

How Do I Add A New User For The PC?

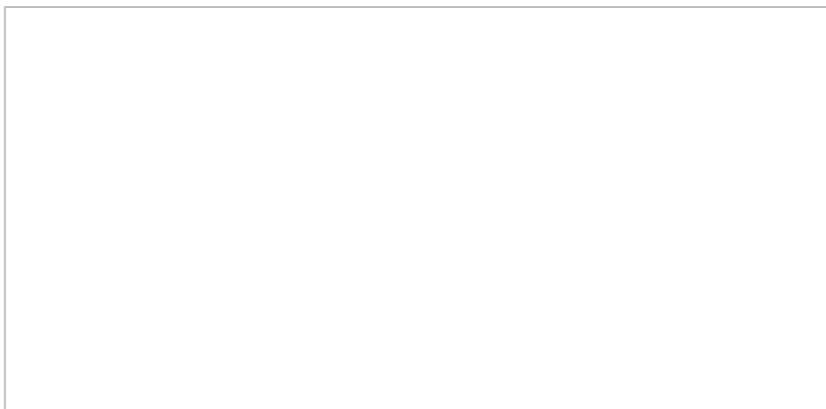
A user is a person who requires access to the PC or a person who wants to operate a POS (Point of Sale for example Till) device. Each user must be set up with a unique code to identify them.

1 Select the *Users* task from the Main Menu.

2 Press the *New* button.



The system shows a new user screen.



3 Enter a unique code to identify the user that is site name/user's name, and press the *OK* button.

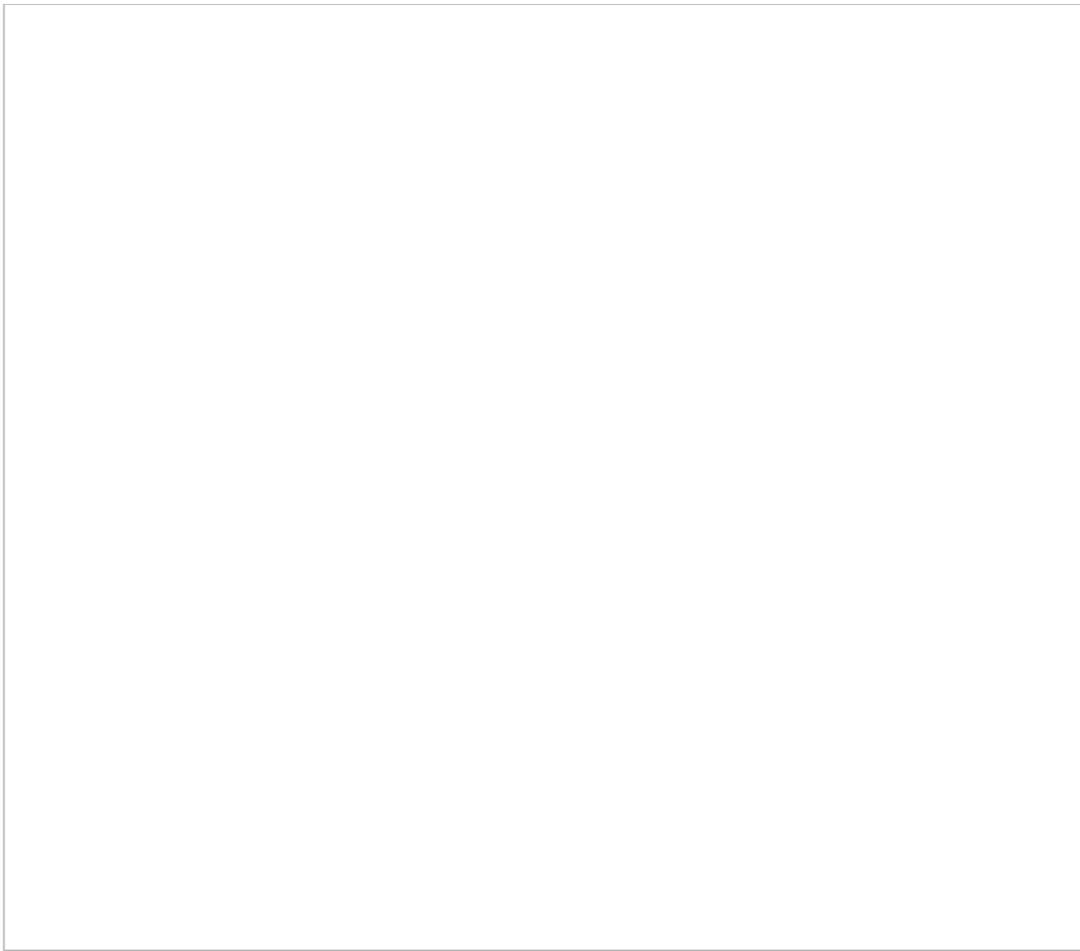
4 In the *Full Name* field, enter the user's full name.

5 Press the *Next Number* button.

6 In the *Password* field, the user must input a password. Press the *Tab* key, and get the user to re-input the same password, then press the *Save* button.

7 In the *Menu* field, click on the drop down arrow and then click on the *Search* button from the Menu Search window. Select the required user and click the *Select* button.

8 Click on the *Security* tab, press  and enter the user's required access that is Local Management or Server.



9 Click on the *POS* tab, press  and type in/select the location the user works at.

10 Click the *Save* button. 



How Do I Add A New User For The Till?

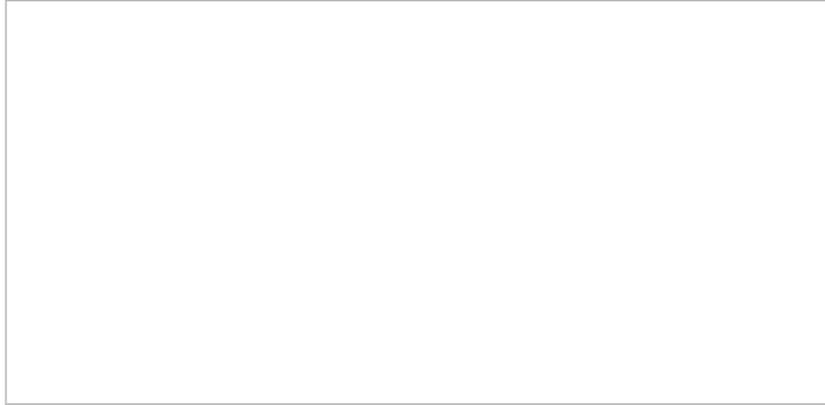
A user is a person who requires access to the PC or a person who wants to operate a POS device. Each user must be set up with a unique code to identify them.

1 Select the *Users* task from the Main Menu.

2 Press the *New* button.



The system shows a new user screen.



3 Enter a unique code to identify the user that is name of person, and press the *OK* button. If the first name is already used, enter in the first letter of the surname.



4 In the *Full Name* field, enter the user's full name.

- 5 Press the *Next Number* button to automatically generate a *User Number*.
- 6 In the *Password* field, set the password to be the same as the number of the user's Dallas key. Note that password is shown as asterisks. Press the *Tab* key, and re-input the same password in the *Confirm Password* window, then press the *OK* button.
- 7 Enter or search for the primary location this user belongs to.
- 8 Click on the *Security* tab, press  and enter the user's required access by clicking on the drop down arrow on the *Security Group* and selecting the required security access. that is Local Management or Server. Click on the *Save* button when done.
- 9 Click on the *POS* tab, press  and type in/select the location the user works at.
- 10 Click the *Save* button.

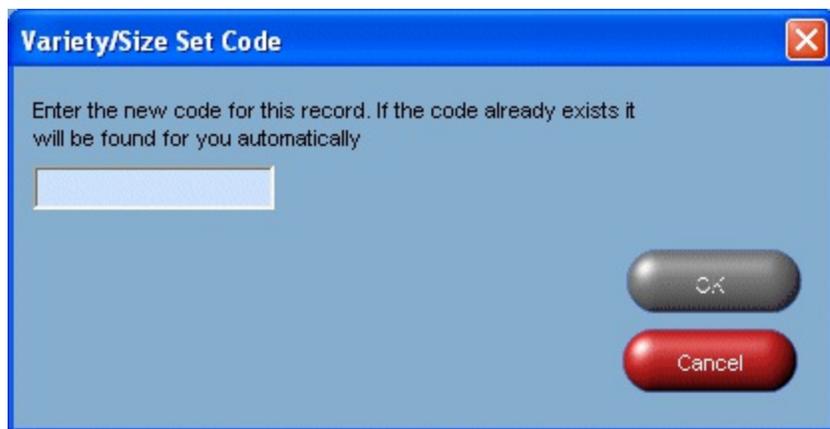


How Do I Add A New Variety Set?

An item such as a pair of shoes may come in a basic set of colours. The colours can be set up in a variety set. Each time a new shoe is released in this range of colours you can use the variety set to help set up the items quickly.

- 1 Select the *Items task* from the Main Menu.
- 2 Start the *Variety/Size Sets* task from the *Items Setup* menu.
- 3 Click the *New* button.

The system prompts for a new code.



- 4 Enter a unique character code to identify the variety set and press the *OK* button.

- 5 Enter a description about the set.
- 6 Press the  to add a new variety.

- 7 Type the name of the variety or colour. This can be up to thirty characters in length.
- 8 Repeat Steps 5-6 until all varieties have been added.
- 9 Click the *Save* button.

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How Do I Add A Payment To A Cash On Delivery?

A COD is a transaction where the customer makes full payment when the goods are delivered. You need to make an initial transaction to indicate what the goods are and recall the transaction to record the payment. On final payment, stock is decremented on the system and a sale is recorded.

- 1 Press the *Customer* button. Either enter the customer's number or press *Search* to search for a customer.
- 2 Any pending transactions for this customer are listed. (If there are no transactions, the system expects you to start a new sale for this customer.)
- 3 Highlight the required transaction and press the *Select* button.
- 4 You can now make an additional payment.
- 5 Press *Pay*. Make the payment by selecting the tender type from the buttons displayed down the right side of the screen.
- 6 Select tender amount from the buttons displayed down the right side of the screen or type the amount (including decimal place) and press the *OK* button.
- 7 If there is still an outstanding amount to be paid, you can put the transaction back on hold by selecting the COD tender. The transaction is placed on hold again and a receipt is printed. This process continues until the transaction is fully paid.

How Do I Add A Payment To A Layby?

A layby is a transaction where the customer makes several payments over a period of time. On final payment, they are given the goods, stock is decremented on the system and a sale is recorded.

- 1 Press the *Customer* button. Either enter the customer's number or press *Search* to search for a customer.
- 2 Any pending transactions for this customer are listed. (If there are no transactions, the system expects you to start a new sale for this customer.)
- 3 Highlight the required transaction and press the *Select* button.
- 4 You can now make an additional payment.
- 5 Press the *Payment* button. Make the payment by selecting the tender type from the buttons displayed down the right side of the screen.
- 6 Select the tender amount from the buttons displayed down the right side of the screen or type the amount (including decimal place) and press the *OK* button.
- 7 You are asked to select how to pay the remaining amount. Select the Layby tender.
- 8 The transaction is placed on hold again and a receipt is printed. This process continues until the transaction is fully paid.

How Do I Add A POS Message?

- 1 Start the POS Messages application.
- 2 Click New.
- 3 Select the Message Type. The message type can be either:
 - Logon Message (message appears only once a day when each user logs in for the first time)
 - Start of Transaction (message appears at the start of every transaction)
 - End of Transaction (message appears at the end of the every transaction)
- 4 If you have selected a message type of 'Start of Transaction' or 'End of Transaction', you can optionally add a 'Yes/No button' to the message. For example, you might like to send a message to the POS that says 'Does customer want some fries with the order?'. If the user enters 'Yes', they will be taken back to the normal sale mode, if they answer 'No' then the user is taken to the payment screen. To switch this feature on, click on the 'Ask Question' checkbox.
- 5 Select what locations this message should appear. Note that you can enter in location groups, for example ALL.
- 6 Enter the date the message should start appearing in the 'Effective Date' field.
- 7 Enter how many days the message should keep appearing in the 'Valid Days' field.
- 8 Enter the security group of the users you wish the message to appear to.
- 9 Enter the text for the message.
- 10 Reload the tills.

How Do I Add A Receipt Printer?

You need to define each device (printer) connected to the till using Tills.

- 1 Start the *Tills* task from the Main Menu.
- 2 Find the Till you want to add the printer to. Select the *Till* button. Enter any known details or select the *Search* button to generate a list of all tills. Click the required till and press the *Select* button.
- 3 Select the *Till Devices* tab. For each printer you need to add a new line in the *Till Devices* grid.
- 4 Click the  in the Till Devices section to add a new row to the grid.



- 5 Set the *Device Code* to a unique code for that till device. All till devices, regardless of what till they are connected to, require a unique code.
- 6 Set the *Device Type* and *Sub Type* to that matching the till device.
- 7 Set the remaining communication details so that the till can communicate with the till device.
- 8 Click the *Save* button.

9 Repeat Steps 4-8 for each device.

10 If the till needs to print receipts, move to the *Receipt Printer* field at the bottom of Till Devices and enter the till device code to print the receipt to. The till device does not have to be connected to the till, it can be any till. This allows several tills to share a single printer.

11 To set up the printer format, select the *Location* tab.



12 Set the *Receipt Hdr* to the text that prints at the top of each receipt.

13 Set the *Receipt Ftr* to the text that prints at the bottom of each receipt.

14 Select the *Profile - Printing* tab and complete as required.

15

Click the Save button.



[How Do I Define My Own Receipt?](#)

How Do I Add An Exit Button To The Main Menu?

To allow a user to log out and close the menu.

- 1 Start the *Menu* task from the Main Menu. (**DataEntryBasic.exe MENU**)
- 2 Find the appropriate Menu (press the Menu button to start the search).
- 3 Select the *Menu* tab.



- 4 Select a Menu level in the Menu tree.
- 5 Right click the mouse, and select the *Add Close Menu Option*. A new button named 'Exit' is added to the selected Menu which you can rename by double-clicking.
- 6 Click the *Save* button.

How Do I Add An Item Rebate?

This section explains how to add trading terms for a single item.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* task from the menu.
- 3 Find the item that the trading term is for (press the *Item* button to start the search).
Use the IPN or Description to narrow the search.
- 4 Click the *Trading Terms* tab to view the selected items trading terms.



- 5 Click the *New* button  above the Trading Terms grid to add a new trading term,

Item Trading Term

Edit Settings Help

Basic

Income Type: Claim

Effective: [dropdown]

Expires: [dropdown]

Supplier: [text field]

Location: [text field]

Term Description: [dropdown]

Currency: [dropdown]

Term Amount: 0.00

Term Type: % Ex

Deal Level: [dropdown]

Rebate Type: Discount

Paid By Supplier

Save Cancel

- 6 Select the *Income Type* field as to how the trading terms will be paid, that is Off-Invoice or Claim.
- 7 Enter the date range the trading terms are effective. If you leave the date empty, the trading terms becomes effective immediately and remain effective indefinitely.
- 8 Enter the Supplier code or click the button to perform a search.
- 9 In the *Location* field, enter the code of the location that the rebate applies to. This can be a location group in which case the trading terms apply to all locations within the group. If you don't know the code, click the button to perform a search.
- 10 Trading terms commonly have names given to them, for example Assured Rebate, Star Bonus, and on. Select the name of the trading terms from the combo-box in the *Term Description* field.
- 11 Trading terms can be either a dollar amount or a percentage. Enter the value (don't worry about the type just yet) in the *Term Amt* column. For example, for a \$10.00 rebate, enter 10. For a 2.5% deal enter 2.5. Now you need to tell the system whether the trading terms was a dollar amount or a percentage, and whether it is inclusive or exclusive of tax. Select the appropriate units.
- 12 You now need to select the rebate type.

A *Discount* rebate means that this can be treated as guaranteed income. It is an adjustment to an amount already charged on a Tax Invoice. The supplier will give this to you with an Adjustment Note.

A *Target* rebate means that the income is not guaranteed. This has no impact on your GP and needs to be manually claimed. It is an adjustment to an amount already charged on a Tax Invoice. The supplier will give this to you with an Adjustment Note.

A *Service* rebate is where you provide a service for the supplier, for example advertising. You need to charge this back to the supplier with a Tax Invoice. It has no impact on your GP calculations.

A *Service Cost* rebate is basically a Service rebate but is basically treated as guaranteed income and is included in GP calculations.
- 13 Repeat Steps 5-13 for all the rebates you need to enter.
- 14 Click the Save button.

How Do I Add A Web Page?

Use this process to configure a web URL for a button that when pressed on DYNAPOSTOUCH launches the specified page in the embedded DYNAPOSTOUCH web browser. The maximum length of the specified web URL is 255 characters.

- 1 Start the *POS Keyboard* task from the Backoffice Menu.
- 2 Find the keyboard you want to change the function buttons for (press the *POS Keyboard* button to start the search).
- 3 Press the *New*  button above the grid section or double-click an existing panel to open the Fast Key Panel.
- 4 Select a button in the grid and select the Button Function as *Web Page* and enter the web URL address.



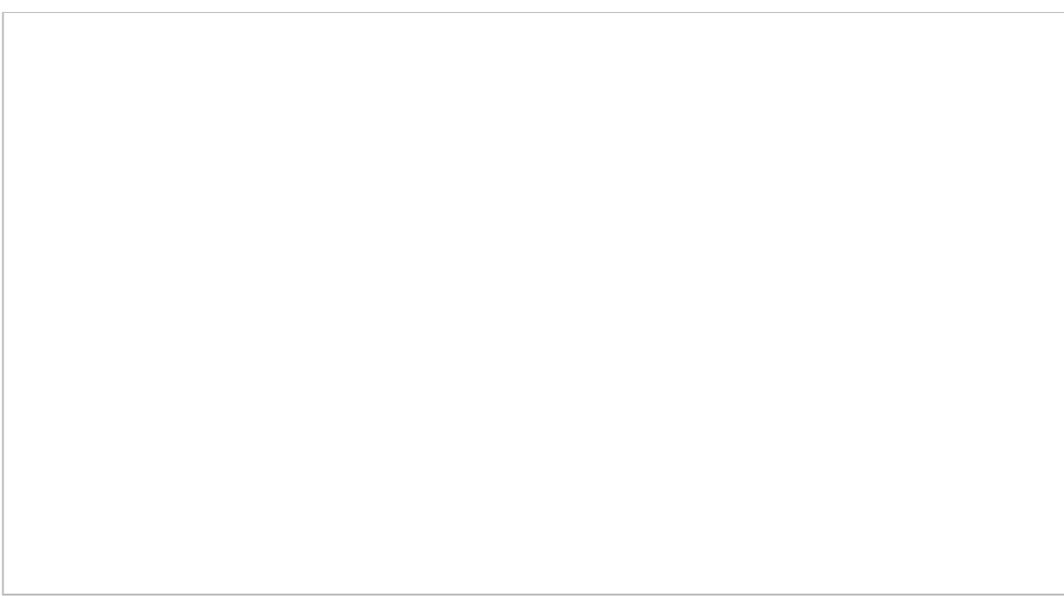
- 5 Enter the Button Display properties such as *Button Text*.
- 6 Click the *Save* button when done.

How Do I Add A Web URL?

To allow a URL address to be launched from a menu button from the back office.

- 1 Start the *Menu* task from the Main Menu. (**DataEntryBasic.exe MENU**)
- 2 Find the appropriate Menu (press the Menu button to start the search). Ensure the *Show News Pa* check box is selected as the contents are displayed in an expanded News panel on the main menu the back office.
- 3 Select the *Menu* tab.
- 4 Select a Menu level in the Menu tree.
- 5 Drag the *WEB* process to the Menu in the location required. A new button named 'WEB URL' is added to the selected Menu which you can rename by double-clicking.

-
- 6 Double click the 'WEB URL' button to edit the details.



When using this option the Menu Item should be configured as follows:

Display Name - Set the name of the button as required.

Image Name - Set the image if required.

Button# - Set the menu button sequence number as required.

Additional Process Parameters - Set URL to be used with any parameters separated by space.

The URL string specified can incorporate the parameter token `<?PARAM?>` within the URL multiple times, which in turn will be replaced by the parameters stated after the string in sequence.

Example:

`http://www.torexconnect.com/DRSWeb.dll?action=TaskDetails&TaskCode=<?PARAM?> 124595`

Will run:

`http://www.torexconnect.com/DRSWeb.dll?action=TaskDetails&TaskCode=124595`

Note: The URL and each parameter should be separated by a single space.

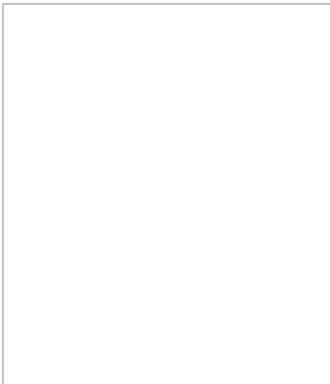
- 7 Click the *Save* button to exit the Menu Item screen and then click the *Save* button to exit the Menu screen.
- 8 When the menu button is pressed from the back office the web page is displayed in an expanded news feed.

How Do I Add Cross-Reference Codes For Departments?

Cross-reference codes are used to translate our department/category/group codes to those used in a third party system such as a venue system or a host update. The department/category/group combination must already exist. See [How Do I Add A New Department/Category/Group?](#)

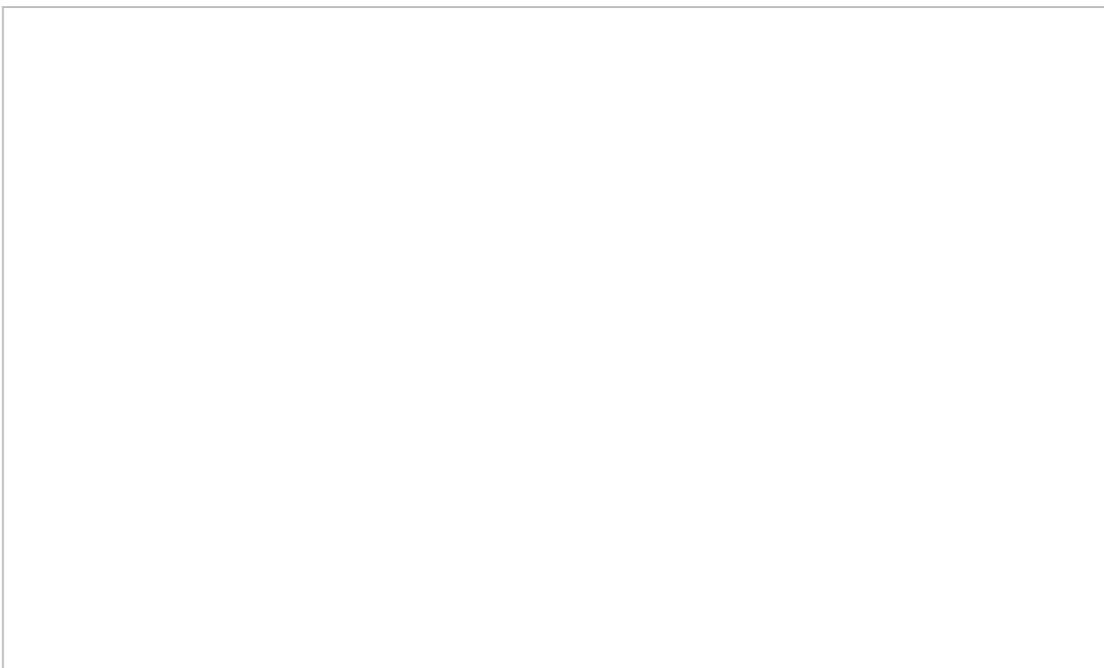
Pre-requisites: Categories.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Dept/Cat/Groups* option from the Items menu.
- 3 You now need to expand the tree on the left side of the form until you can see the code you want to add the cross-reference to. First of all, click the + next to SYSTEM to see the departments. Click on the + next to the department required. Click on the + next to the category required. Click on the + next to the group required.



Note: You will need to drill down to the Group or Sub Group level to be able to enter this information. Cross references cannot be added at the Dept or Category level.

- 4 Click the *Other Codes* tab on the right side of the form so you can see the cross-reference codes.
- 5 Click the *New* button  above the *Cross References* grid.



- 6 Enter the system that these cross-reference codes apply to. If you are translating to a third-party venue system then select the system from the combo box. If you are translating from codes in a supplier's electronic host update, enter the supplier's code.
- 7 Press the *Tab* key and enter the translated department code. Repeat this for the category and group codes. You only enter the codes required. For example, this only uses the category and group codes so that is all you need to enter.
- 8 Move to the *Dept Desc* and enter the description to be used for the translated department code. Repeat this for the category and group descriptions.

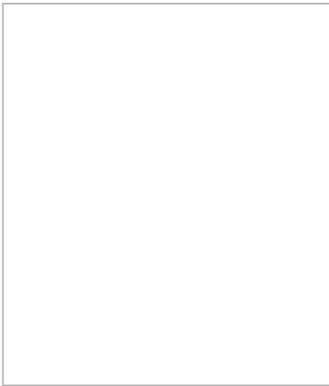
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How Do I Add Default Margins For Departments?

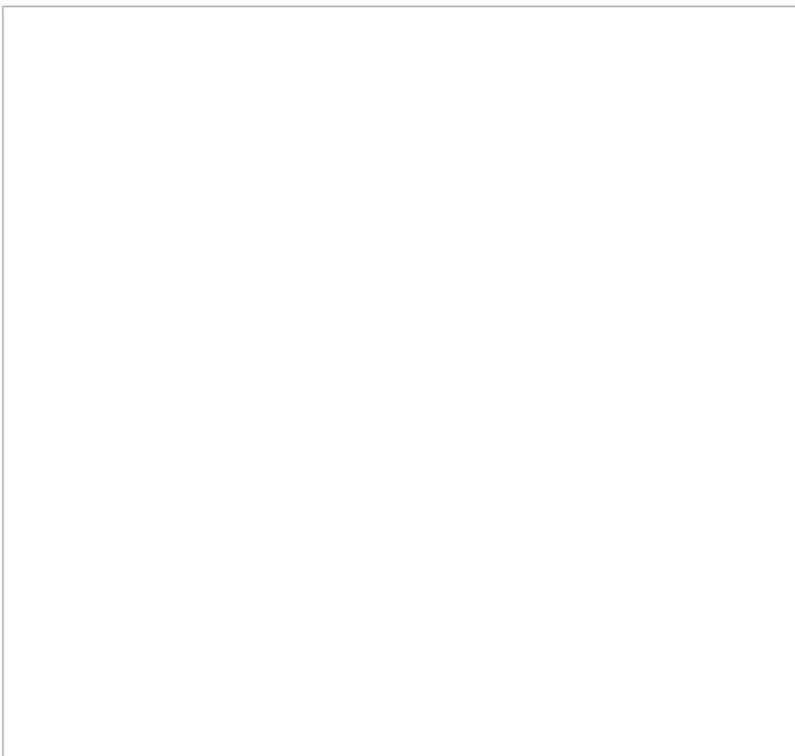
Default margins can be stored against a department, department/category or department/category/group. They are used when proposing new sell prices. The department/category/group combination must already exist. See [How Do I Add A New Department/Category/Group?](#)

Pre-requisites: Categories.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Dept/Cat/Groups* option from the Items menu.
- 3 You now need to expand the tree on the left side of the form until you can see the code you want to add the default margin to. First of all, click the + next to SYSTEM to see the departments. Click on the + next to the department required. Click on the + next to the category required. Click on the + next to the group required. Note that if you want to add a default margin for the system, you would not need to click + at all because the SYSTEM tag is already visible.



- 4 Click the *Other Codes* tab on the right side of the form so you can see the default margins.
- 5 Click the *New* button  above the *Default Margins* grid.



- 6 Enter the *Location* that this default margin applies to. This can be a specific location or a location group. If you don't know the code, press the button to search for it.
- 7 Press the *Tab* key and enter the default margin for the first sell price. Repeat this to set a margin for each sell price level. If you only use three of the five sell prices then you only need to set three margins.
- 8 Click the *Save* button.

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How Do I Add Extra Types Of Accounts For Customers?

By default, the system provides three types of accounts for customers:

- Credit account - is when the customer purchases goods and pays for them later.
- Debit account - is when the customer pays an amount up front and can spend that amount on goods.
- Loyalty account.

You may want to set up additional types of accounts for customers. This is common in golf courses where there might be a bar account (using the current debit account), a credit account for use in the pro shop (using the current credit account) and a subscription account to track membership fees.

The *Account Types* task can be used to add new types of accounts. When you set up a new type of account for customers, the account code must start with MEM, for example MEMSB.

- 1 Select the *Account Types* task from the Main Menu.

Figure: Example Account Types Screen



Code	Description	POS Description	Default Payment Term Code	Show Balance At POS	Print Balance On Receipt	Give Change On Payment	Print Zero Balance Statements
GIFTAC	GIFT CARD ACCOUNTS	GIFT CARD ACCOUNTS		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEMCR	MEMBER CREDIT	CREDIT A/C	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEMDR	CASH ON CARD	CASH ON CARD	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEMPTS	LOYALTY POINTS	LOYALTY POINTS	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPPCR	SUPPLIER CREDIT	CREDIT A/C	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPPDR	REBATES AND CLAIMS	REBATES AND CLAIMS	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 2 Click the *New* button.



Figure: Example New Account Type Screen

- 3 Enter a code and description for the account type.
- 4 Select the default payment term.
- 5 Select check boxes as required.
- 6 Click the *Save* button.

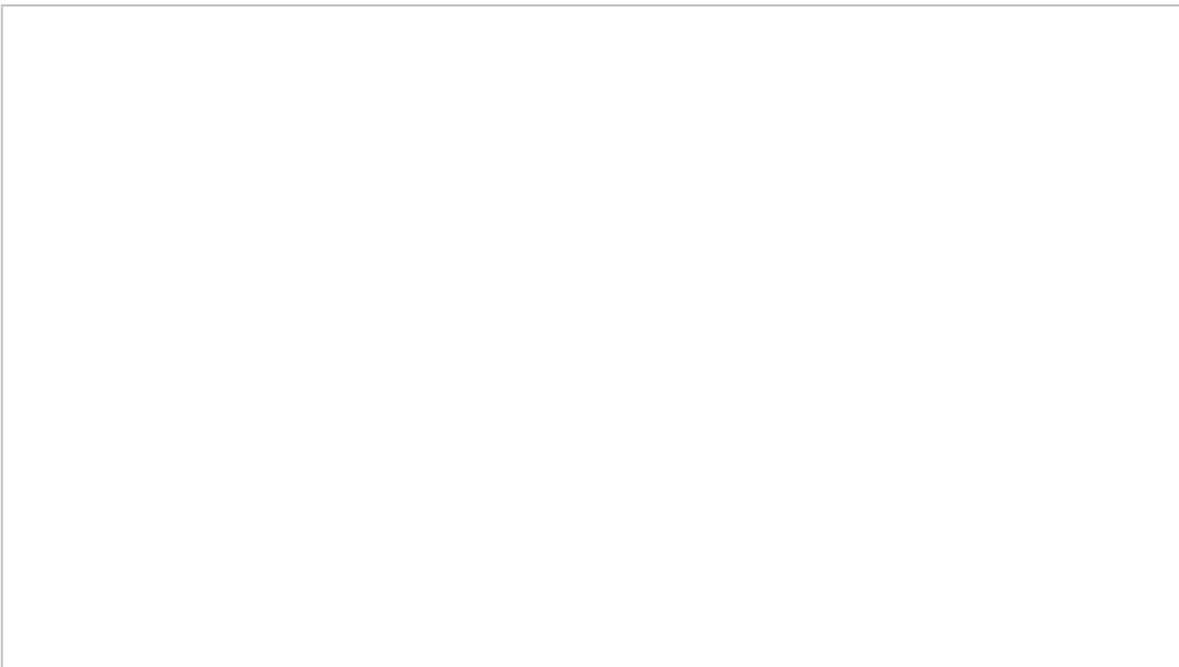
How Do I Add Function Buttons?

Pre-requisites: Items.

- 1 Start the *POS Keyboard* task from the Backoffice Menu.
- 2 Find the keyboard you want to change the function buttons for (press the *POS Keyboard* button to start the search).
- 3 Click the *Keyboard States* tab.



- 4 Press the *New* button  to add a line.



- 5 Select a *Keyboard State*. See [Keyboard States](#).

- 6 For each button in the grid select either an empty button or an *Action* function or *Value* function. For an *Action* button, select the corresponding action required. For a *Value* button, enter the value required.
- 7 Click the *Save* button.

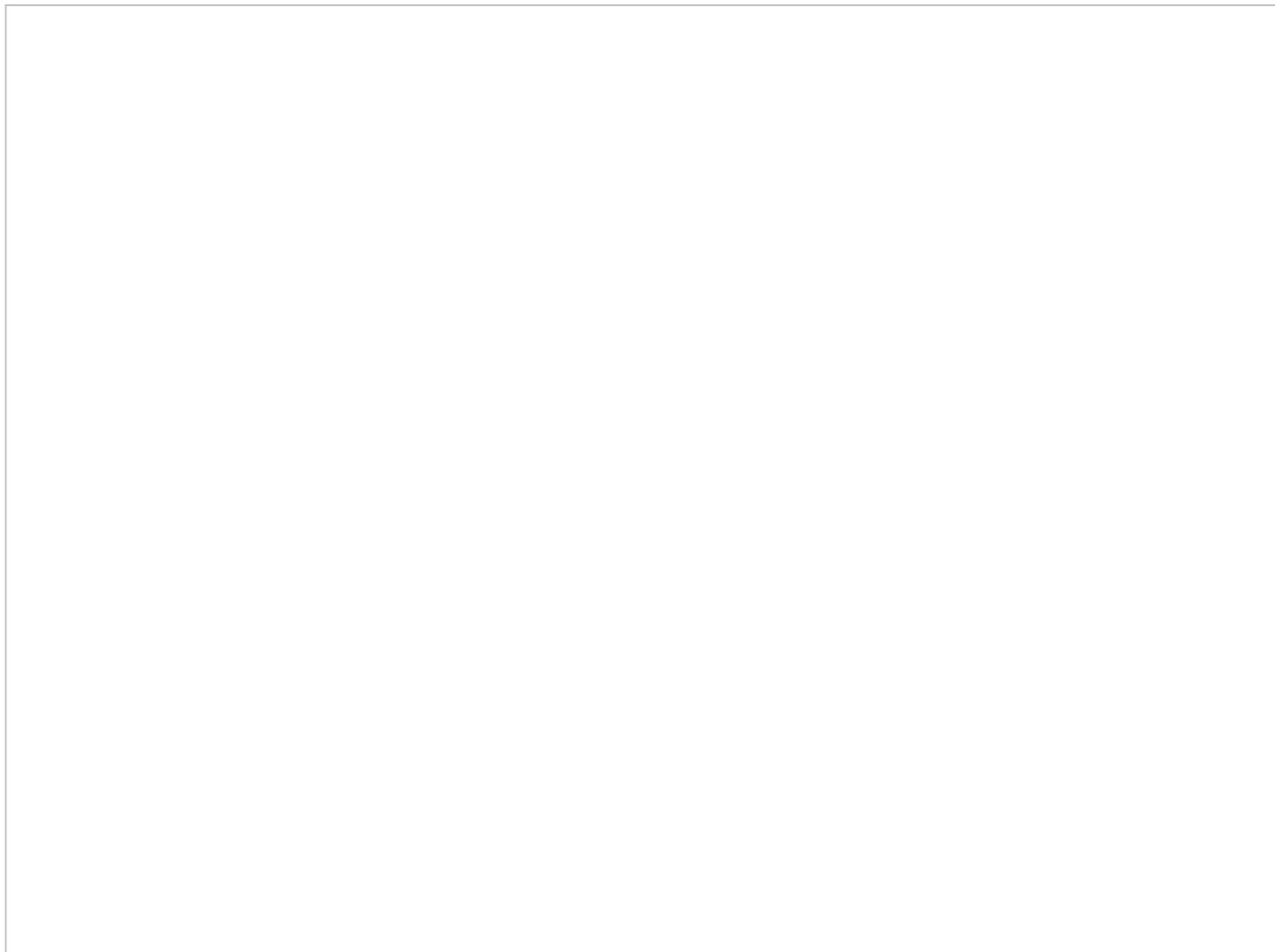
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How Do I Add Items To A Fast Key Panel?

These instructions assume that you already have a list of items ready to add to your keyboard. Each item should have a barcode or PLU so that it can be 'scanned'.

Pre-requisites: Items.

- 1 Start the *POS Keyboard* task from the Backoffice Menu.
- 2 Find the keyboard you want to add the item to (press the *POS Keyboard* button to start the search).
- 3 Press the *New*  button above the grid section or double-click an existing panel.
- 4 For a new panel, enter an unique level number (numbers 1-10 reserved for fast key entry) and name of the panel. This name is displayed to the user so make it meaningful.
- 5 Click in the grid where you would like the item to be shown.
- 6 Select the Button Function as *Choose Item*. Enter the EAN/UPC/PLU of the item or use the button to search for the item. Click or tab away for the item to populate the grid.



- 7 Alternatively to add an item, select the *Quick Select* tab.

8 Select the *Dept/Cat/Group/SG* for the item and select the *Find Items* button.



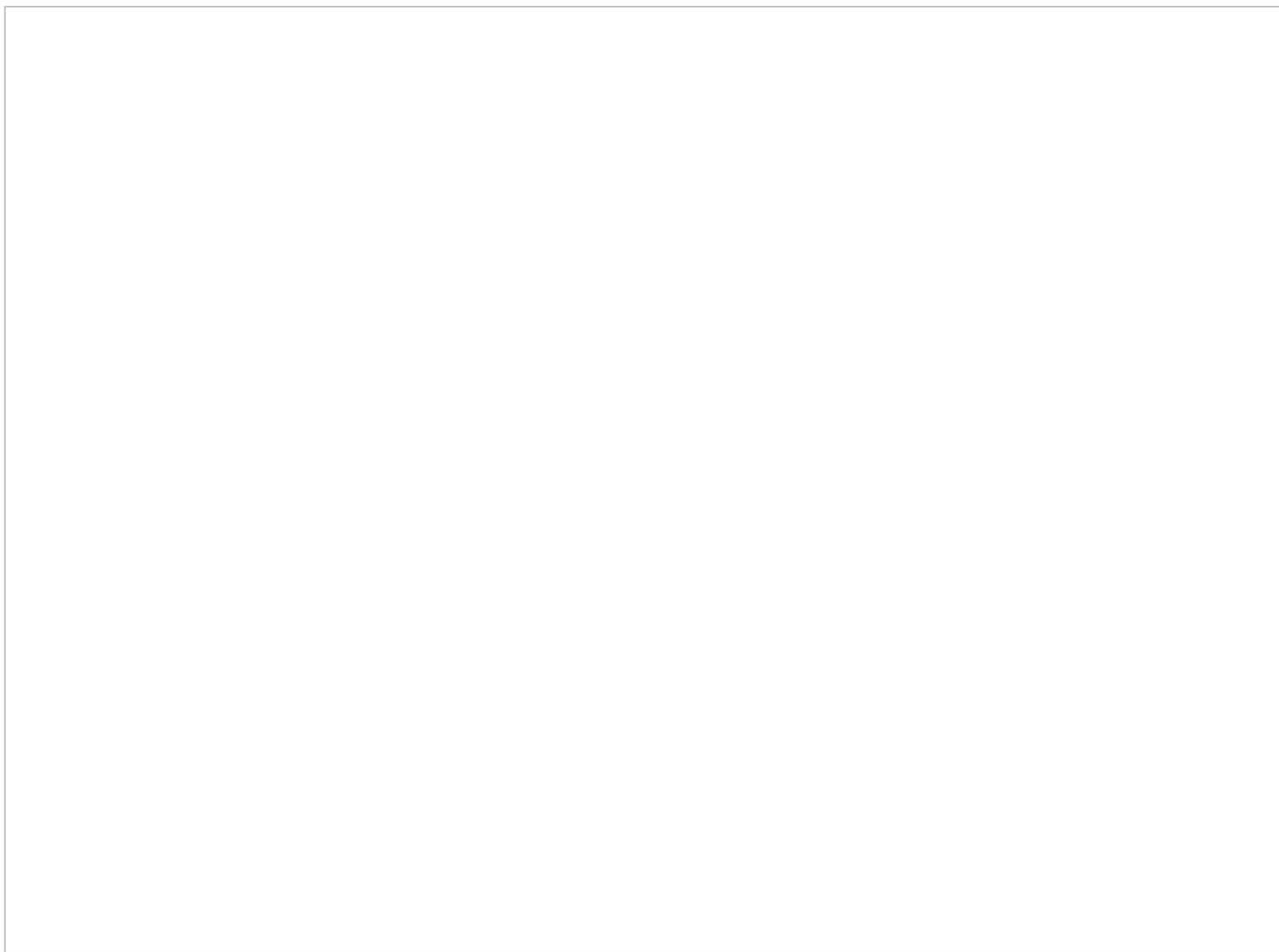
9 Select the item required and click in the grid for the button location.

10 Click the *Save* button.

How Do I Add Modifiers To A Fast Key Panel?

Pre-requisites: Items.

- 1 Start the *POS Keyboard* task from the Backoffice Menu.
- 2 Find the keyboard you want to add a modifier to (press the *POS Keyboard* button to start the search).
- 3 Press the *New*  button above the grid section or double-click an existing panel.
- 4 For a new panel, enter an unique level number (numbers 1-10 reserved for fast key entry) and name of the panel. This name is displayed to the user so make it meaningful.
- 5 Select the Button Function as *Modifier* and enter the modifier.
- 6 Click in the grid where you would like the item to be shown.



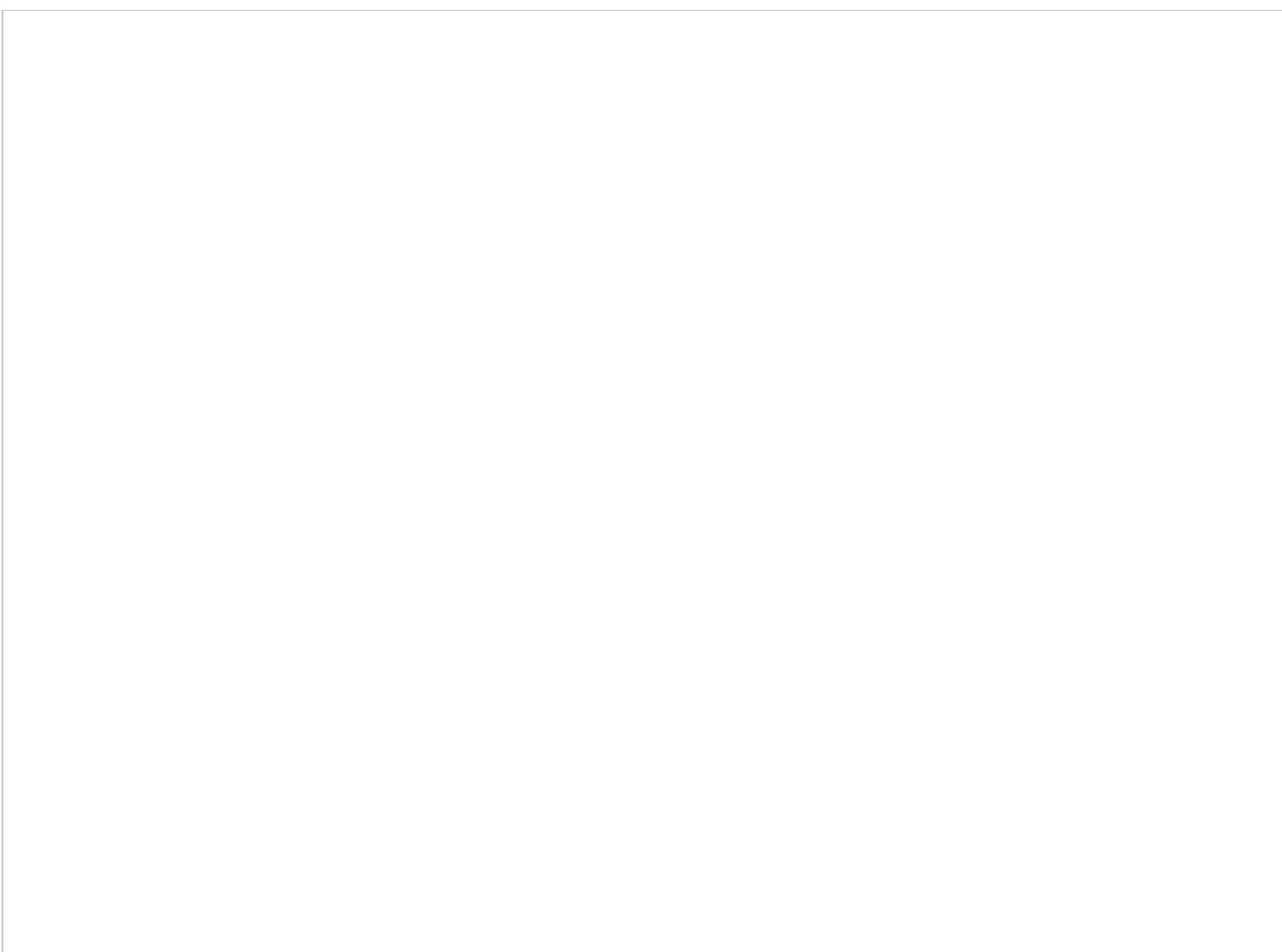
- 7 Enter the *Button Text* required.
- 8 Click the *Save* button.

How Do I Add Multi-Size Items To A Fast Key Panel?

These instructions assume that you already have a list of items and modifiers ready to add to your keyboard. Each item should have an EAN or PLU so that it can be 'scanned'.

Pre-requisites: Items.

- 1 Start the *POS Keyboard* task from the Backoffice Menu.
- 2 Find the keyboard you want to add a multi-size item to (press the *POS Keyboard* button to start the search).
- 3 Press the *New*  button above the grid section or double-click an existing panel.
- 4 For a new panel, enter an unique level number (numbers 1-10 reserved for fast key entry) and name of the panel. This name is displayed to the user so make it meaningful.
- 5 Select the *Multi-Size Items* tab.
- 6 Click the *New* button to add a line.
- 7 Click the buttons on the grid in the order you want the user to press.
- 8 Enter a new number as required.



9 Click the Save button.

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How Do I Add New Account Adjustment Codes?

An account adjustment code is used to identify a specific type of adjustment, for example Discount, Credit Note, Membership Fee. They are set up for each type of account in the system, for example supplier credit account, supplier debit account, and so on. Each account type can have its own set of account adjustments codes. Use the [Account Adjustment Codes](#) task on the menu to add new types of adjustments.

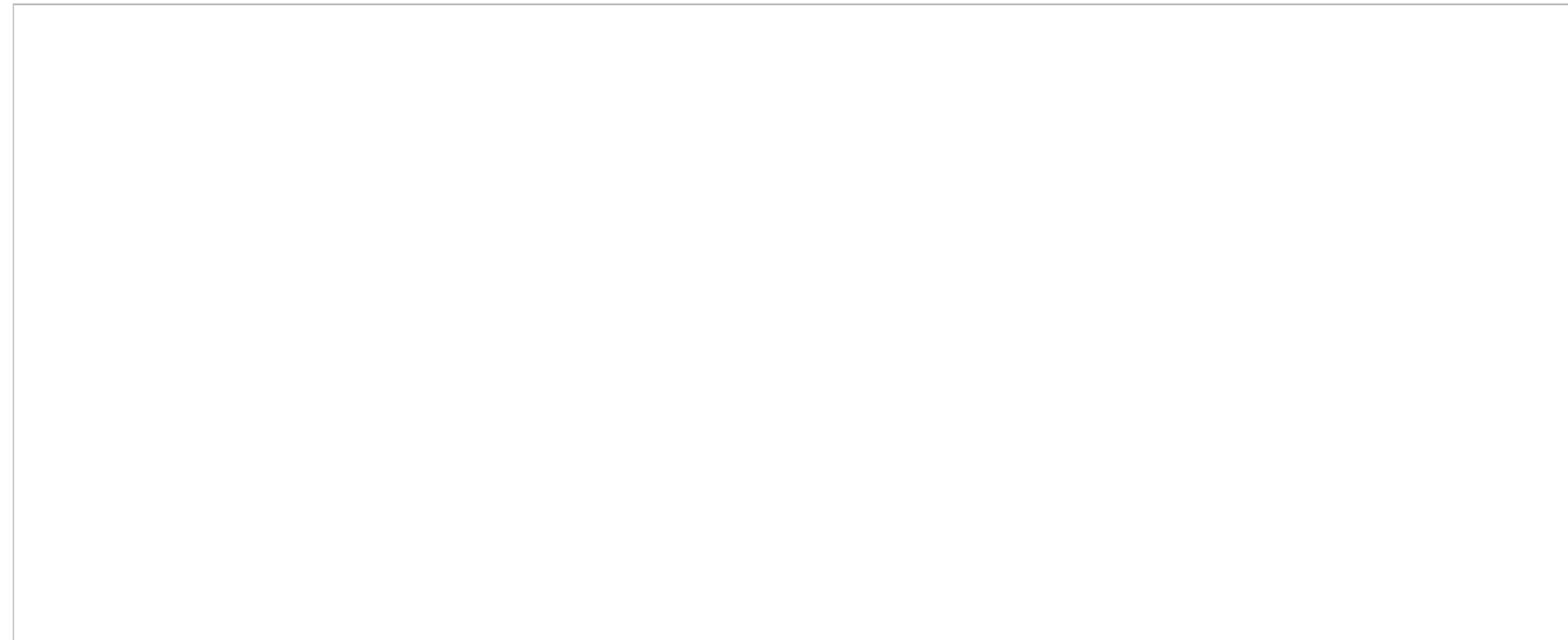
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Quick Add Items

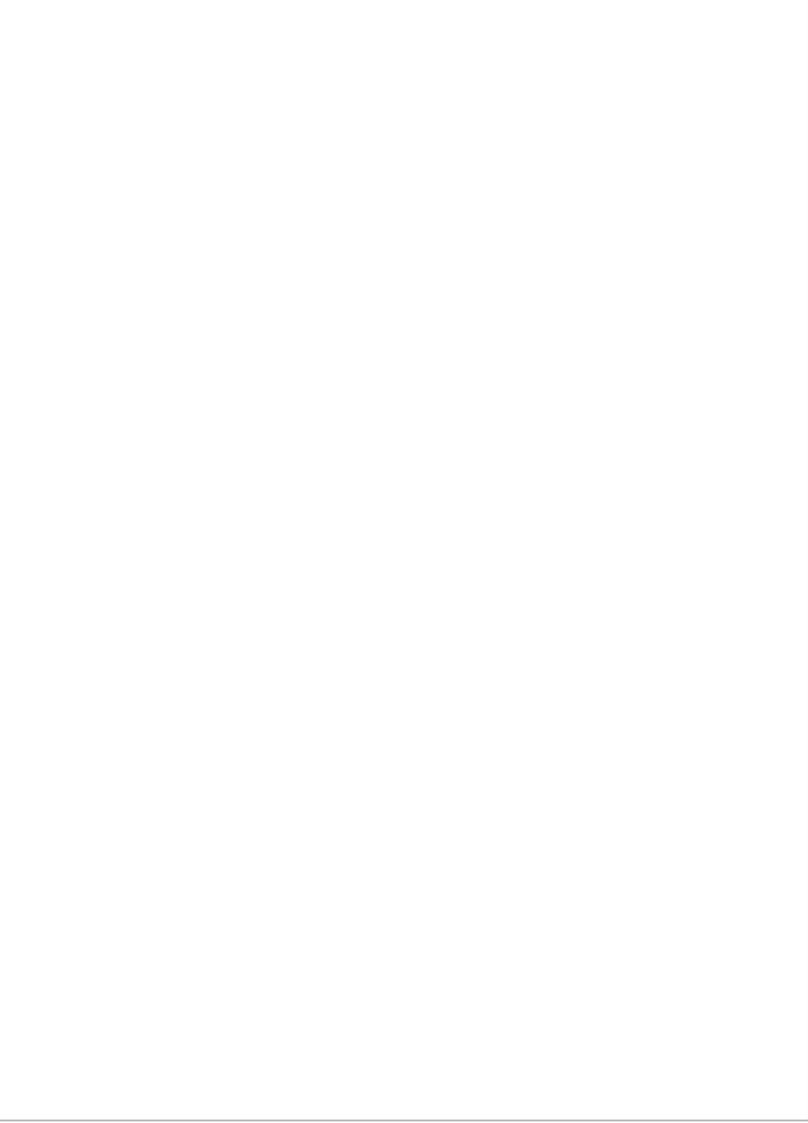
The Quick Add Item function can be used to quickly add new items (single or family). Ensure the *Default UOM* value in [System Settings](#) is set.

The flag *Allow Quick Entry from PO/GR* on the System Settings [Inventory](#) tab Inventory Options panel must be checked on. This results in a new button on the [Purchase Order](#) and [Goods Receipt](#) forms called 'Create'. If selected it opens the Quick Item maintenance form.

Figure: Example Quick Add Item Screen

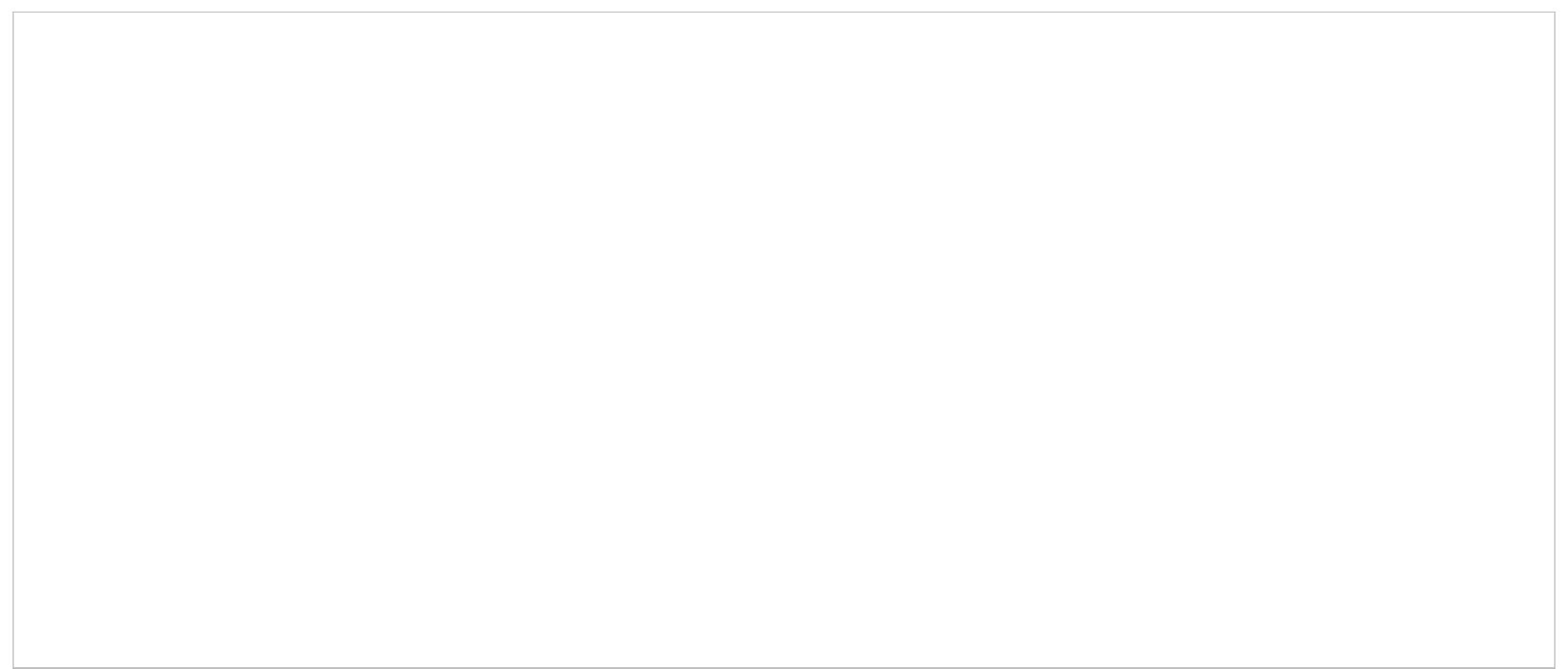


The first step is to enter the supplier and the barcode or order code and press the Check Item button. The system will then check to see if any similar items exist. If there are similar items, they will be displayed. You have the option to select one of the items or continue creating a new item.

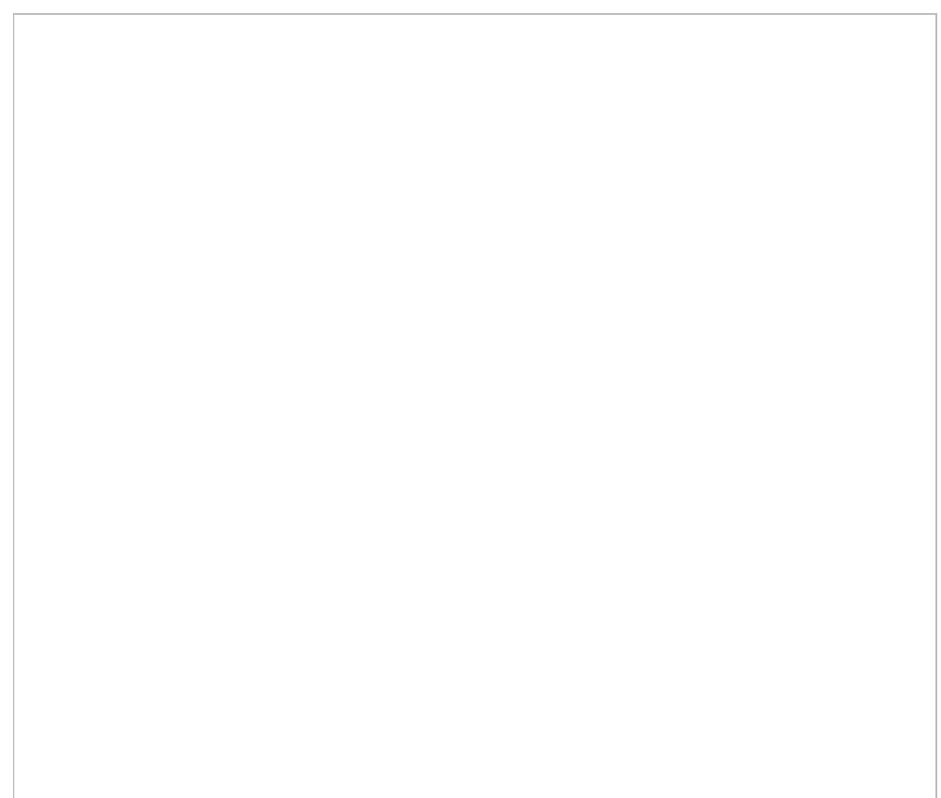


The second step requests basic information, descriptions, D/C/G/SG, labels, cost (inc tax) and sell. If only a single item was required, you can press Create and the system will create the item. The costs and sells will be created for the ALL location for today's date. The system will also range the item. The window will close automatically after the item is created.

If a family of items was required, the next step is to examine the list of items auto-created by the system (based on [variety/size/fit sets](#)).



The next step is to create the family group code required for the family. Once this has been done, the system will create all the required items (including costs, sells and ranging - as for the single item).



For kits, the system creates the family items first (as it needs the items) then it asks for the kit qty to be entered. From this it will create a kit item.

The items for the family group have been created. If you would like to create a kit item for these items, enter the quantities of items that make up the kit and press Create. If you don't need a kit, then press Close.

Variety	
▶ CAT	0
CHIMP	0
DOG	0
RABBIT	0

How Do I Add New Payment Terms?

Payment terms are used to indicate when payments are due for a particular account. They are set up for each type of account in the system, for example supplier credit account, supplier debit account, and so on. Each account type can have its own set of payment terms.

- 1 Select the *Account Payment Term Codes* task.
- 2 Click the *New* button.



The following window is displayed:



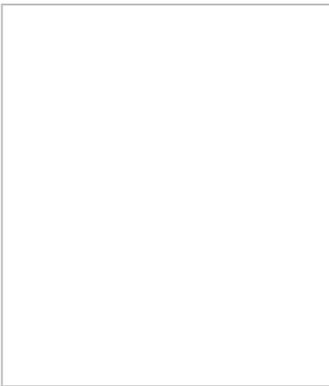
- 3 Enter a code and description for the payment term.
- 4 Enter other details as required.
- 5 Click the *Save* button.

How Do I Add Seasonal Adjustments For Departments?

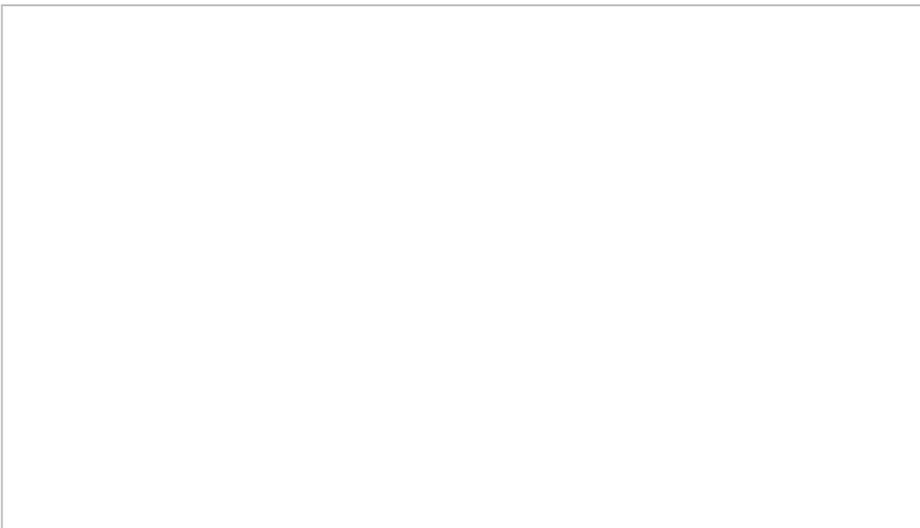
Seasonal adjustments are used to modify the minimum/maximum quantities used for suggested ordering. The seasonal adjustments can be stored against a department, department/category or department/category/group. The department/category/group combination must already exist. See [How Do I Add A New Department/Category/Group?](#)

Pre-requisites: Categories.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Dept/Cat/Groups* option from the Items menu.
- 3 You now need to expand the tree on the left side of the form until you can see the code you want to add the seasonal cover to. First of all, click the + next to SYSTEM to see the departments. Click on the + next to the department required. Click on the + next to the category required. Click on the + next to the group required. Note that if you want to add seasonal cover for the system, you would not need to click + at all because the SYSTEM tag is already visible.



- 4 Click the *Suggest Orders* tab on the right side of the form.
- 5 Click the *New* button  above the *Seasonal Adjustments* grid.



- 6 Enter the location that this adjustment applies to. This can be a specific location or a location group. If you don't know the code, press the button to search for it.
- 7 Press the *Tab* key and enter the first period that this adjustment takes place in.

- 8 Press the *Tab* key and enter the last period that this adjustment takes place in.
- 9 Press the *Tab* key and enter the *Adjustment Factor*. A number less than one decreases the quantity while a number greater than one increases the quantity.
- 10 Click the *Save* button.

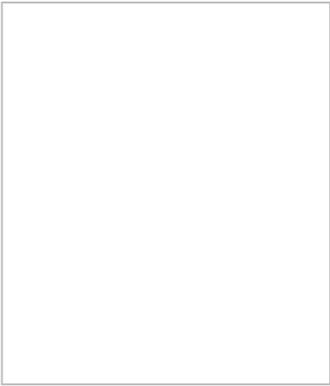
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How Do I Add Stock Cover Levels For Departments?

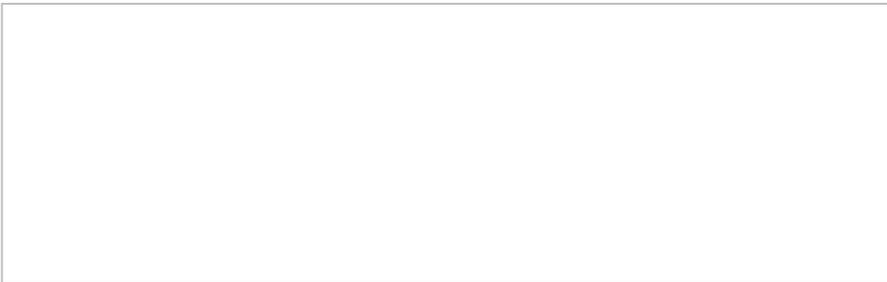
Stock cover levels are used to calculate specific minimum/maximum quantities for items. The stock cover levels can be stored against a department, department/category or department/category/group. The department/category/group combination must already exist. See [How Do I Add A New Department/Category/Group?](#)

Pre-requisites: Categories.

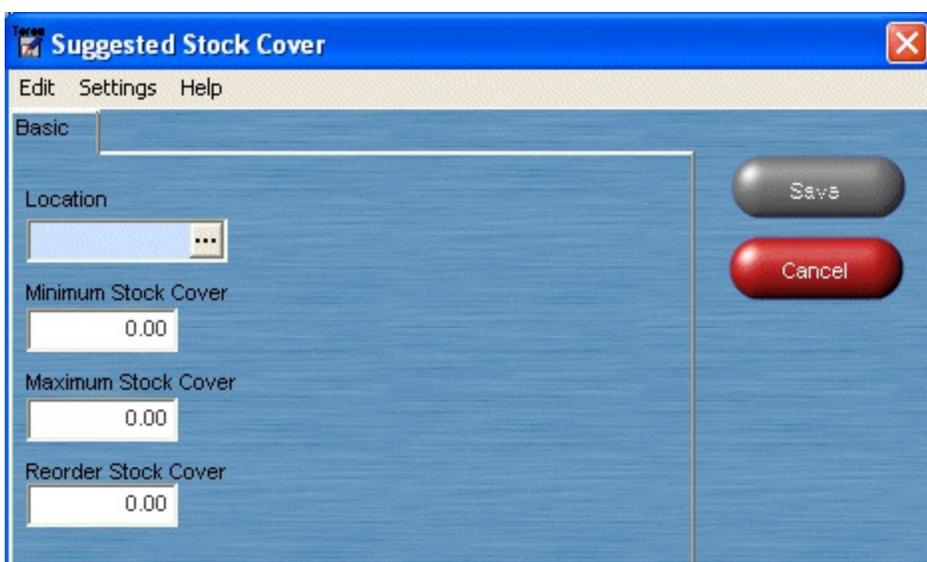
- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Dept/Cat/Groups* option from the Items menu.
- 3 You now need to expand the tree on the left side of the form until you can see the code you want to add the stock cover to. First of all, click the + next to SYSTEM to see the departments. Click on the + next to the department required. Click on the + next to the category required. Click on the + next to the group required. Note that if you want to add a stock cover for the system, you would not need to click + at all because the SYSTEM tag is already visible.



- 4 Click the *Suggest Orders* tab on the right side of the form so you can see the stock cover levels.



- 5 Click the *New* button  button above the *Stock Cover Levels* grid.



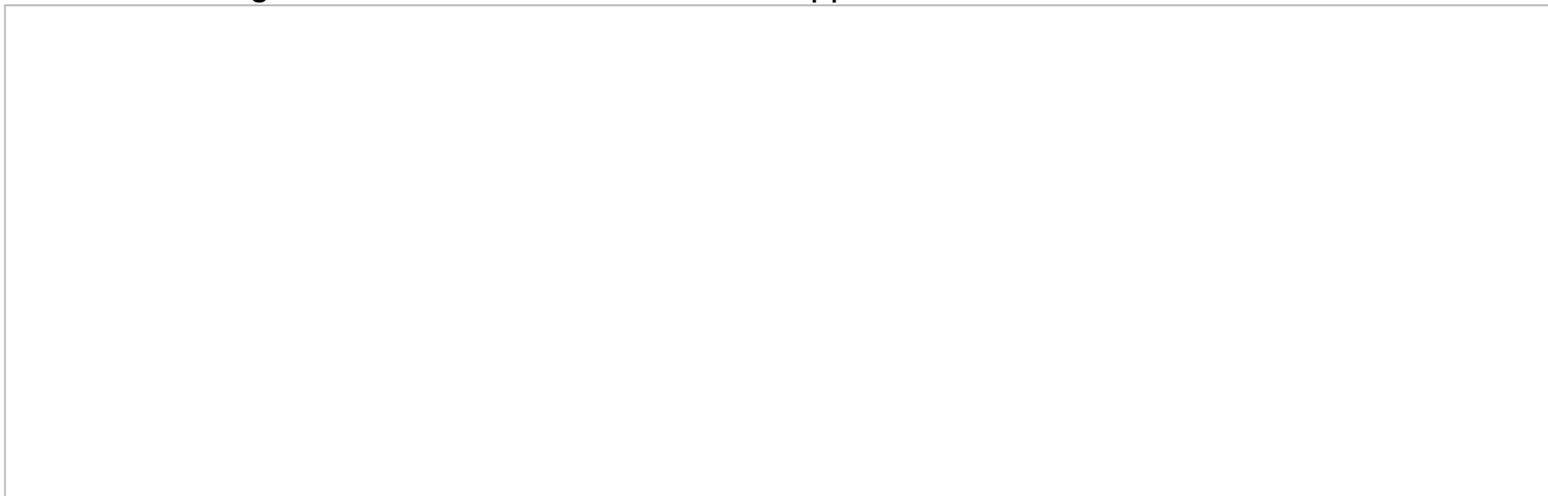
- 6 Enter the *Location* that this stock cover applies to. This can be a specific location or a location group. If you don't know the code, press the button to search for it.
- 7 Press the *Tab* key and enter the minimum number of weeks stock cover required before ordering must take place.
- 8 Press the *Tab* key and enter the maximum number of weeks stock cover required when ordering replacement stock.
- 9 Press the *Tab* key and enter the number of weeks stock cover required before reordering might take place.
- 10 Click the *Save* button.

How Do I Add Trading Terms?

Trading terms are simply the collection of deals and rebates offered by a supplier. A deal is a discount that is given as a part of the invoice and is deducted on the invoice to arrive at the amount to be paid. A rebate is revenue you receive after purchasing goods. It is generally paid based on the value of the purchases and may be paid by the supplier and/or manufacturer of the goods. A credit note delivered with the invoice is a rebate, not a deal.

This section explains how to add either Off-Invoice or Claim rebates for a range of items from a supplier.

- 1 Select the *Suppliers* task from the Main Menu.
- 2 Start the *Suppliers* task from the menu.
- 3 Find the supplier that pays the rebate (press the *Supplier* button to start the search).
Use the Code or Name to narrow the search.
- 4 Click the *Trading Terms* tab to view the selected suppliers terms.



- 5 Click the *New* button  above the Trading Terms grid to add a new trading term,



- 6 Select the *Income Type* field as to how the trading terms will be paid, that is Off-Invoice or Claim.
- 7 In the *Location* field, enter the code of the location that these trading terms will apply to. This can be a location group in which case the trading terms apply to all locations within the group. If you don't know the code, click the button to perform a search.
- 8 Enter the *Date Range* the trading terms are effective. If you leave the date empty, the trading terms becomes effective immediately and remain effective indefinitely.
- 9 The *Department*, *Category* and *Group* fields allow you to select the range of items that these trading terms apply to. You only need to enter as many details as required to indicate the range. For example, if the trading terms apply to the Television category within the Electrical department, you only need to enter the department code and category code and leave the group empty. If the trading terms were to apply to two different categories within the one department, you would need to add two trading terms rows to the grid. One for the first category and another for the second category.
- 10 Trading terms commonly have names given to them, for example Assured Rebate, Star Bonus, and so on. Select the name of the trading terms from the combo-box in the *Term Description* field.
- 11 Trading terms can be either a dollar amount or a percentage. Enter the value (don't worry about the type just yet) in the *Term Amt* column. For example, for a \$10.00 rebate, enter 10. For a 2.5% deal, enter 2.5. Now you need to tell the system whether the trading terms was a dollar amount or a percentage, and whether it is inclusive or exclusive of tax. Select the appropriate units.

12 You now need to select the type of trading term this is. For Off Invoice trading terms this should simply be *Discount*. However, for Claim trading terms, or rebates, you will need to carefully select this value.

A *Discount* rebate means that this can be treated as guaranteed income. It is an adjustment to an amount already charged on a Tax Invoice. The supplier will give this to you with an Adjustment Note.

A *Target* rebate means that the income is not guaranteed. This has no impact on your GP and needs to be manually claimed. It is an adjustment to an amount already charged on a Tax Invoice. The supplier will give this to you with an Adjustment Note.

A *Service* rebate is where you provide a service for the supplier, for example advertising. You need to charge this back to the supplier with a Tax Invoice. It has no impact on your GP calculations.

A *Service Cost* rebate is basically a Service rebate but is basically treated as guaranteed income and is included in GP calculations.

13 Repeat Steps 5-12 for all the rebates you need to enter.

14 Click the *Save* button.

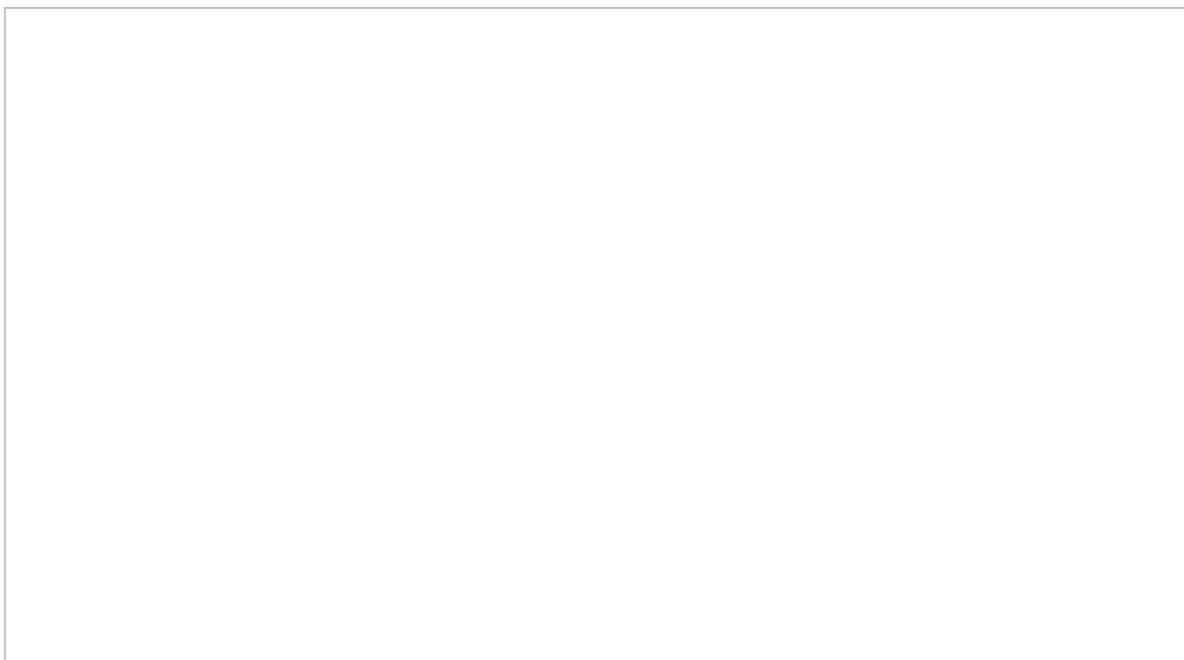
How Do I Add The Item Menu Function to POS?

To allow certain items to be sold on an specific menus the item menu function button requires adding to the POS. This is performed via the POS Keyboards task.

- 1 Start the *POS Keyboard* task from the Backoffice Menu.
- 2 Find the keyboard you want to add the function button to (press the *POS Keyboard* button to start the search).
- 3 Click the *Keyboard States* tab.



- 4 Double-click the required keyboard state or select and press the *Edit* button.



- 5 Select a button on the grid then associate with the action type button function ITEMMENU for the corresponding action required.
- 6 Click the *Save* button.
- 7 Click the *Save* button.
- 8 Press the *Close* button.
-

How Do I Allow Only Cashiers To Pay A Transaction?

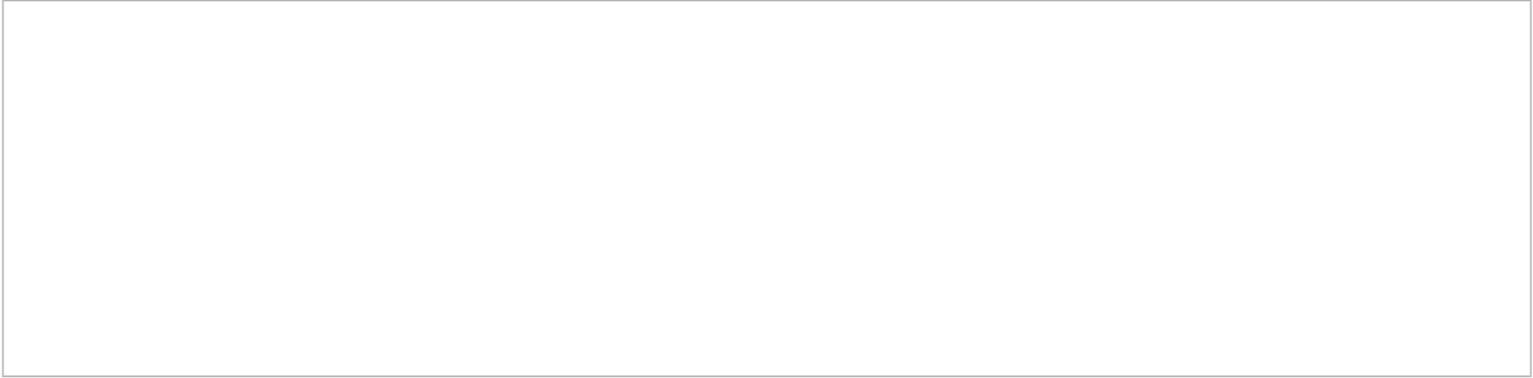
Some environments split staff into servers and cashiers. The servers can make transactions but they cannot complete payment. The transaction would be placed on hold and the customer would be directed to the cashier who will accept payment. You can set up the system to stop servers from being able to make payments.

- 1 Use the [Security Groups](#) function to ensure you have two security groups set up, one for Servers and one for Cashiers.
- 2 Run [Till](#) and find the till definition you want to change.
- 3 Go to the [Security](#) tab.
- 4 Find the *Can Accept Payment* function and add the Cashiers security group to the function.

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How Do I Assign Keyboards To Tills?

- 1 Start the *Tills* task from the Main Menu.
- 2 Find the Till to assign the keyboard to (press the *Till* button to start the search).

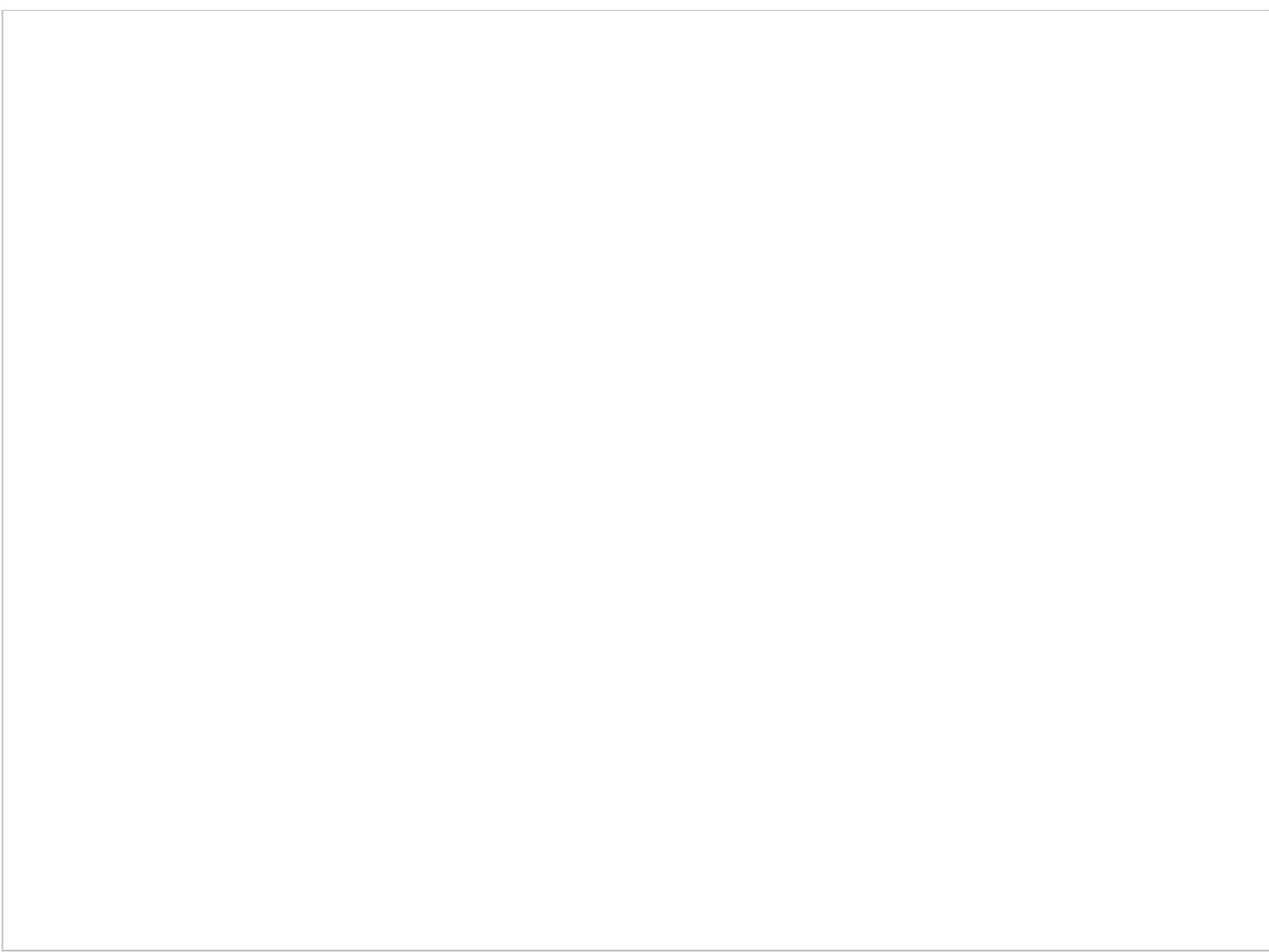
A large empty rectangular box representing a screenshot of the Tills search interface. It is currently blank, indicating the search results or the search input area.

Use the Code or Description to narrow the search. Press the *Search* button.

- 3 Select the required Till and press the *Select* button.

A large empty rectangular box representing a screenshot of the Till selection interface. It is currently blank, indicating the list of available tills or the selection area.

- 4 Enter the required keyboard in the *Keyboard* field or use the button to search.
- 5 Select the *Profile - Settings 1* tab and select the *Default Fast Level* for this till.



6 Click the Save button.



How Do I Cancel A Sale?

 [Cancelling an Item](#)

It may be necessary to cancel, or void, an entire transaction but this function usually requires a supervisor level of authority.

- 1 Select the *Cancel Sale* button.
- 2 Select a reason for the cancellation (buttons such as Customer Left, User Error, Training, Operate Mistake are shown) and press the *OK* button.
- 3 The entire sale has a red line placed through the item descriptions, and a receipt is printed.

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How Do I Cancel An Item?

[Cancelling a Sale](#), [Cancelling an Item](#)

The following method can be used to cancel any item in a non completed sale.

- 1 Select the item in the transaction display that you want to change. If the item has just been added the sale, it is already highlighted.
- 2 Press the *Cancel Item* button to cancel the item. The item has a red line placed through its description to indicate that it has been cancelled. Its price will be removed from the total and it will not be printed on the receipt.

If all the items are cancelled the transaction will remain open until other items are selected and the transaction completed that is, you cannot do anything else until the transaction is completed.

- 3 All cancelled items are logged on the Audit log against each individual's logon ID.

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How Do I Cancel An Override Sell Price?

Once an override sell price has started (see [How Do I Override A Head Office Sell Price?](#)), you need to turn it off somehow. If you set an expiry date for the sell price, DynaPOS will stop using that sell price once the expiry date is reached. If you didn't set this date then you will need to manually clear the override as follows:

1 Select the *Items* task from the Main Menu.

2 Click the *Location Item* button.



3 Find the item (press the *Item* button to start the search). Use IPN or Description to narrow the search. Click the required product and then the *Select* button.

4 In the grid at the bottom of the window, highlight the location you want to cancel the override sell price for.

5 Press the *Clear* button.



6 Press the *Close* button.



How Do I Cancel The Last Item?



[Cancelling a Sale](#)

1 Press the *Cancel Last Item* button to cancel the item.

The original line is displayed in red and a new line is added to subtract the item amount from the sale. These lines are not printed on the receipt.

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How Do I Capture Signatures?

You can ask for a signature to be printed on receipts like this:

Account	\$10.00
Change	\$0.00

SIGNATURE : _____

You can control when the signature should be printed, what should be printed and how many additional receipts to print. You can print signatures for certain types of transactions or for certain types of tenders.

- 1 Find your till definition in Till and go to the [Profile - Printing](#) tab.
- 2 Set the *Signature message*. This is the message that prints on the receipt.
- 3 If you want to ask for a signature for ALL sales, then check on the *Print Signature For Sales* option.
- 4 If you want to ask for a signature for ALL returns, then check on the *Print Signature For Returns* option.
- 5 If you want to ask for a signature for ALL exchanges, then check on the *Print Signature For Exchanges* option.
- 6 If you want to ask for a signature for ALL account payments (payments made to accounts not sale paid on accounts), then check on the *Print Signature For A/c Payment* option.
- 7 Enter the number of extra receipts you want in *# Extra Receipts*. The system prints the number of receipts as determined by the tender type PLUS this number of extra receipts.
- 8 Save the till details.
- 9 Run *Tender Codes* from the menu.
- 10 For each specific tender you want to ask for payment on, edit the tender and check on the *Print Signature* option. For example, you may just want to ask for a signature when accepting account sales.
- 11 Save the tender details.

How Do I Change A Till Declaration?

- 1 Start the *Till Declarations* task from the Main Menu.
- 2 Press the *Till Declaration* button to start a search.
- 3 **Select the required Z-Read and** press the *Select* button. Till declarations that have already been accepted are not displayed.
- 4 Move to the grid and modify the amounts as required.



- 5 Once complete, press the *Accept* button.
- 6 If you are informed that you have a variance in the Till declaration, press the *OK* button.

How Do I Change An Item Price?

You must add an item to the sale before you can change its price.

- 1 Highlight the item on the transaction display that you want to change. If you have just added the item to the sale, it is already highlighted.
- 2 Press the *Modify* button on the right side of the screen.
- 3 Press the *Chg Price* button on the right side of the screen.
- 4 A list of suggested prices is displayed down the right side of the screen. If one of these is the required amount, press the button. If no suggested price matches, type in the price (including the decimal place) and press the *OK* button.

If reasons for doing a price change are set up, they will be displayed. Select a reason.

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How Do I Change Loyalty Category Types?

The names of the five categories can be changed to reflect their usage. For example, if you want to use the second category for employment type, you can set the category's name to 'Employment'. If you set the name to nothing, the category will not be displayed on the screen for data entry. This is useful if you only want to use some of the five categories available.

1 Select the *System Settings* task from the Main Menu.

2 Select the *Loyalty* tab.



3 Enter the required *Category Names*.

How Do I Change Quantities?

You must add an item to the sale before you can change its quantity. You could continually add the same Item to the transaction multiple times but there are two other ways to change the quantity of an item in the transaction display.

□ Method 1

- 1 Highlight the item on the transaction display that you want to change. If you have just added the item to the sale, it is already highlighted.
- 2 Press the *Modify* button on the right side of the screen.
- 3 Press the *Chg Qty* button on the right side of the screen.
- 4 A list of suggested quantities is displayed on the right side of the screen. If one of these is the required quantity, press the button. If no suggested quantity matches, type in the quantity and press the *OK* button.

□ **Method 2**

Depends on configuration.

- 1 Highlight the item on the transaction display that you want to change. If you have just added the item to the sale, it is already highlighted.
- 2 Press the *OK* button. The quantity increases by one. Keep pressing the *OK* key to continue increasing the quantity.

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How Do I Charge A Sale to Account?

Customers who can pay by account are set up as members. Make a sale as usual. Before you press the *Payment* button:

- 1 Press the *Member (Customer)* button.
- 2 Enter the member's number and press the *OK* button.
- 3 Press the *Payment* button.
- 4 If the member is allowed to pay on account, you see an Account payment listed in the tender button on the right side of the screen. Press the button. If the member does not have an account, the button is not displayed. If the member has more than one account, a list of the accounts is displayed on the right side of screen. Press the button for the required account. If the member only has one account the POS system skips this step.
- 5 Enter the amount of the account payment or press a button from the tender amounts shown on the right side of the screen.
- 6 If the member does not have enough funds in the account, the system displays a warning showing how much is available.

How Do I Check Times Are Complete?

The Time Review task is used to check that times are complete. The task highlights the problem users, for example a clock in time without a clock out time.

- 1 Select the *Time Review* task from the menu.
- 2 By default the details for yesterday are shown. If you need to see another day, change the dates and press the *Refresh* button.
- 3 Look through the list of users. Any users with a symbol next to them are a problem. Highlight the user.
- 4 The user's times are displayed in the grid on the right side of the screen. Enter the required information. Repeat this step for all bad users.
- 5 Check the users that don't have a symbol next to them at all. This indicates a user with no times. Are you aware that the person should have been working? If so add a time entry for them.
- 6 Finally, check the totals shown at the top, right of the screen. Are these close to what you expected? If not, it may indicate a problem with a user having clocked in too many, or too few, times. Review each user, by moving through the user list, and look for any problems.
- 7 You have finished. Press the *Close* button to save details and return to the menu.



How Do I Claim A Price Difference?

Claiming a price difference for invoiced items is basically a combination of two tasks, returning the items at the old price and repurchasing the items at the new price. The system allows you to combine these two tasks into one simple task.

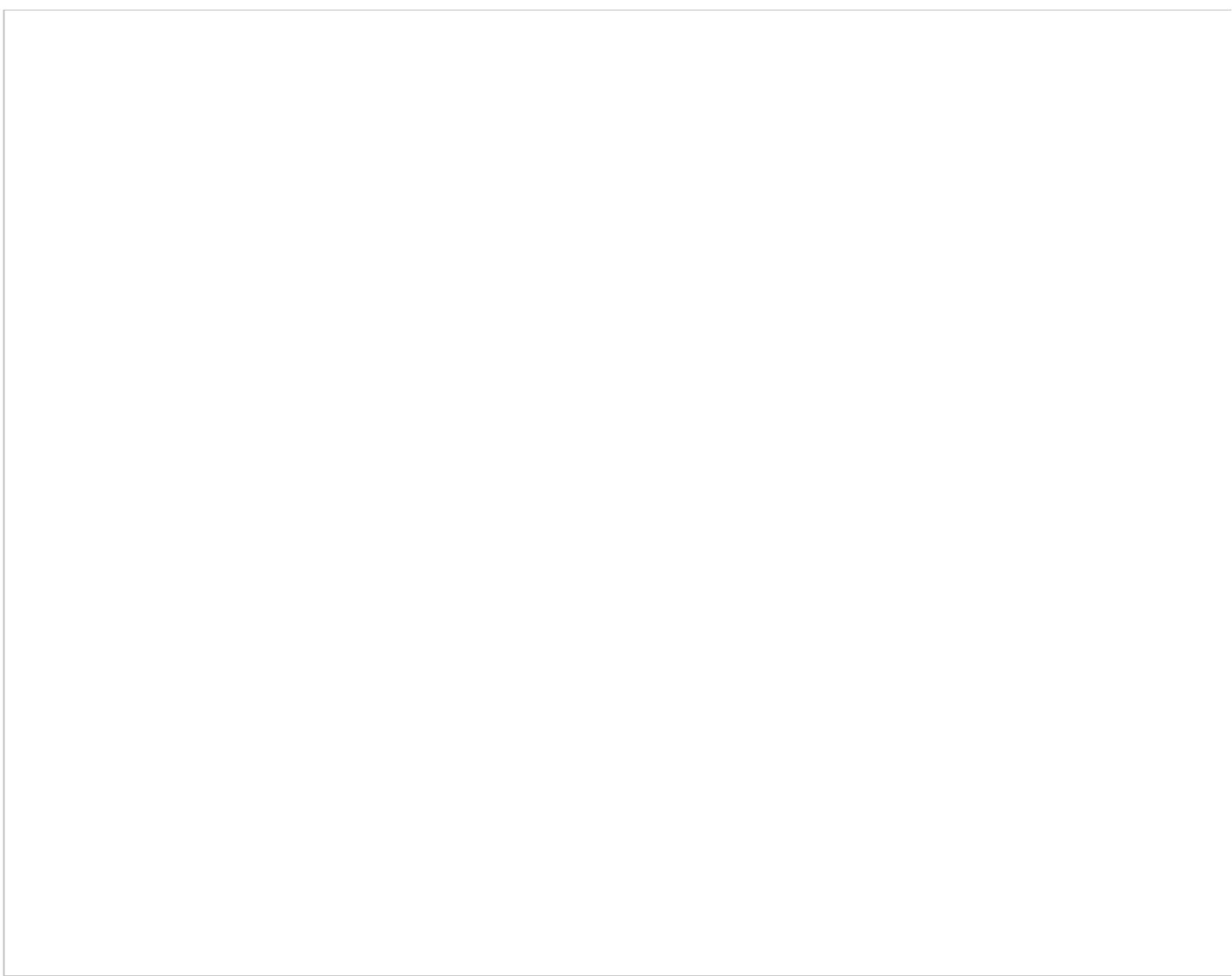
Claiming a price difference is basically the reverse of the ordering process. When you order goods, you raised a purchase order that was sent to the supplier. The supplier either accepted the purchase order and shipped the goods, or the order was rejected. If the goods were shipped, a goods receipt is usually performed to accept the goods and then the invoice details are entered. If the order was rejected the purchase order is cancelled.

Claiming a price difference follows the same process. You raise a purchase order with the items you are claiming. The items are on the order twice. Once as a negative quantity indicating you are returning the items and again as a positive quantity indicating you are repurchasing the items. All you need to do is change the price of the items you are repurchasing. This is sent to the supplier as a request for claim. If the supplier rejects it you simply cancel the purchase order. If the supplier accepts it you can raise an invoice and match this to the purchase order.

To make a claim you must have entered the invoice for the original goods.

Pre-requisites: Locations, Items, Suppliers.

- 1 Start the *Purchase Orders* task from the Backoffice Menu.



2 Click the *New* button. The system adds a new purchase order and automatically assigns a purchase order number.



3 Click the *Return* button at the top of the screen.



4 Search and find the original invoice for the items. Select the required invoice.

5 Select the *Raise A Credit Claim* option.

6 Against each item that needs to be returned ensure the *Return* checkbox is selected.

7 Press the *Return/Claim* button. The window is closed and the selected items are placed in the purchase order.

8 Each item to be claimed is added twice. The first instance is for a negative quantity at the old cost (doing the return). The second instance is the item at the original quantity (buying it back in). Move through the first instance of each item and change the quantity to the quantity being returned. Next, move through the second instance of each item and change the quantity to the quantity being added.

and change the cost to the cost you are now paying.

9 Save the purchase order.

10 Print the *Claim* document and send to the supplier for authorisation.

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How Do I Clear/Exit Functions?

The Clear and Exit functions are used when you make a mistake or you don't want to finish a task you have started.

- 1 If you have started typing some information, for example a tender amount or quantity, and you make a mistake, press the *Clear* button to clear all the information. You can then retype the information correctly.
- 2 If you start a task, for example changing the quantity or selecting a fastkey, and you don't want to continue, press the *Exit* button.

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How Do I Clock In And Out?

Once you have set up your job types and employees (see [How Do I Add A New Job Type?](#) and [How Do I Add A New Employee?](#)), your employees can clock in whenever they start their shift and clock out when they have finished.

Pre-requisites: Users, Locations.

Clocking In

- 1 Make sure you are logged in.
- 2 Select *Activity*.
- 3 Select *Clock In/Out*
- 4 Select *Clock In*.
- 5 If you are working in a venue with more than one location, a prompt for which location you are working in is given. Select the location by pressing the appropriate button. If you are working in a single location, you are not asked this question.
- 6 If you have been assigned more than one job type, the system prompts for which job type you are starting. Select the job type by pressing the appropriate button. If you only have one job type, you are not asked this question.
- 7 You are now clocked in.

Clocking Out

- 1 Make sure you are logged in.
- 2 Select *Activity*.
- 3 Select *Clock In/Out*
- 4 Select *Clock Out*.
- 5 You are now clocked out.

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How Do I Configure An OPOS Device?

1. Install the OPOS utility provided by the device manufacturer on the till. In some cases, if the OPOS utility is not up to date, it will install a version of the OPOS drivers that are older than the version being used in BE, this being OPOS Version 1.11. If this is the case, simply run the OPOS Common Controls Installer Version 1.11 after the device utility has been installed. If this step is not performed, this may cause unexpected errors in POS BE on start-up.
2. Open the OPOS utility, add a new device and configure the printer by completing the device form, giving it a logical device name (LDN). Complete the comms settings and perform a health check /test where possible to ensure the device is functioning correctly.
3. In BE using DataEntryBasic.exe Till add a new device in Till Devices.

Note: Enter the OPOS defined logical device name (LDN) instead of using the Device Code to allow the same OPOS device to be used with multiple till profiles.

Enter the paths of the bitmap files. These paths are stored in the Dynamic.ini only if the bitmap file exists on the POS system and they load into the printer when the POS system starts. If a normal Receipt printer is selected, only Bitmap 1 is loaded.

Save the settings and perform a Config Reload to update the till.

4. A new set of OPOS specific tags to format the receipt are available. The tag is only valid for the line it is displayed on and not until it is ended. In cases where formatted text is displayed over 2 lines, the tags will need to be placed at the beginning on both lines. It is not necessary to use the end tag, unless you are changing the format of the text mid line.

OPOS Tags	Comment
	Displays text in bold.
<BC>	Displays barcode number.
<BIG>	Prints text bigger.
<BLACK>	This option will display the text in its original colour, if it has been changed before hand.
<LOGO>n	The paths to the bitmaps are specified in the Dynamic.ini, under the [DynaPOS] section. Up to 4-bitmap paths can be set when the printer device is configured in Till Devices.
<PAGEFEED>	Auto paper feed command.
<PAPERCUT>	Auto paper cut command.

<ALTCOL>	This will display the text in its alternate colour that is available on the printer. In most cases on printers that support dual colour, the alternate colour is RED.
<CENTRE>	Aligns the text to the centre.
<LEFT>	Aligns the text to the left.
<REV>	Shows the text in reverse video.
<RIGHT>	Aligns the text to the right.
The following tags can only be used 1-tag per line:	
<SHORZ>n,y	This will scale the text horizontally (stretch) by the value n. The alignment of the text can be set by the y value. 1-left, 2-centre, 3-right.
<SVERT>n,y	Works exactly like <SHORZ> but scales the text vertically.
<SHVSCALE>n,y	This will scale the text horizontally and vertically by the value n, and align the text using the value y.

Example

<CENTRE><BIG>*** WELCOME ***	Aligns the message and prints it big.
<LOGO>1	Prints Logo 1.
<REV>Receipt: <TRANSTYPE> <RECEIPTNUMBER> <REPRINT>	Prints this line in reverse video.
Transaction:<TRANSNUMBER>	
Time: <DATE> <TIME>	
Operator: <OPNAME>	Prints the info in BOLD.
Till: <TILLCODE>/<TILLNUMBER>	
Table: <TABLE>	
Covers: <COVERS>	
Customer: <CARDNUMBER> <CUSTNAME> <TAXINFO>	

Reference: <REFERENCE>	
Stock Adj: <STOCKREASON>	
Transfer To: <TFRTOCODE>	
<CENTRE><BIG> thank you 4 shopping	Prints the text in double size and centres it.
<LOGO>2	Prints Logo 2.
<SHVSCALE>4,2 BYE	Prints BYE and scales it by 4 and centres it.

Note: Formatting tags for printer receipts can be disabled by adding them to a section in dynamic.ini. List tags to exclude in the [PrinterTags] section.

How Do I Configure IP Printing?

When configuring an IP Printer for use with the POS System, you need to ensure the following configuration settings are correct. The following example shows the configuration screens when using an Epson Receipt Printer. Other printer types will offer similar configuration.

- 1 Once the printer is configured and the device is listed in the Windows Printers and Faxes screen, go to *Start > Printers and Faxes*, then right-click the printer and select *Properties* from the pop-up menu.



- 2 Click the *General* tab. Click the *Printing Preferences* button. On the next screen, select the *Layou* tab.



3 From the Paper Size drop-down, select *User Defined Paper Size*.

- 
- a. Give the paper size a name. Press *Save Paper Size*.
 - b. Set Paper Width : 80mm
 - c. Set Paper Length : 3276mm (this is the max setting)
 - d. Press *OK*.

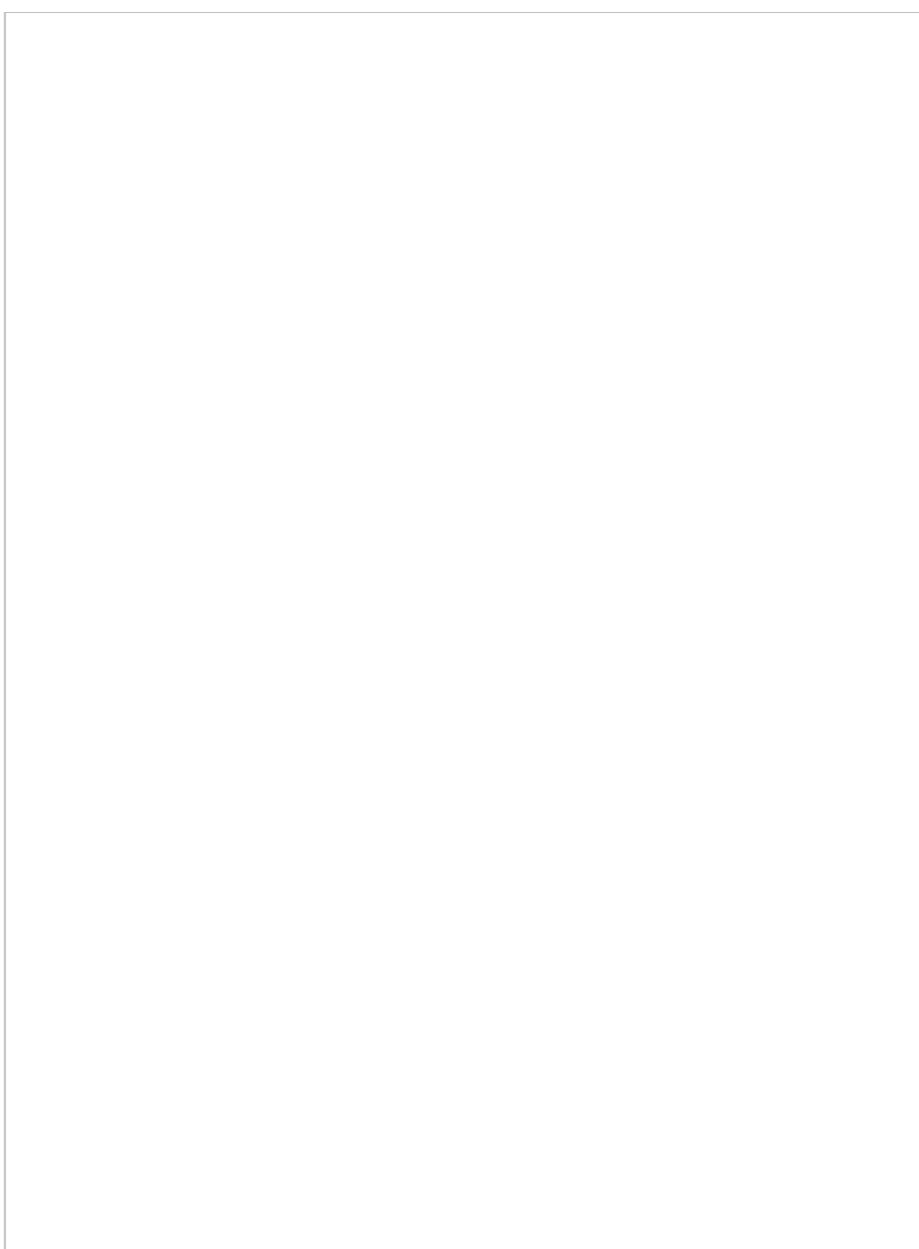


- 4 In Document Settings, click the *Paper Source Option*. It will display the options available. From the list select the *Page [Feed, Cut]* option.



Click *Apply*, then *OK*.

- 6 Set these settings as default. From the Properties screen click *Advanced*, and then click *Printing Defaults*.



Click the Layout tab, and change the paper size to the new one created, then click *Apply*. Now click the Document Settings tab, and change the Paper Source to make sure the settings are *Page [Feed, Cut]*, then again click *Apply*.



Click *Apply*, and then *OK*.

This completes the printer configuration.

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How Do I Control Back Orders?

If you raise a purchase order for 10 units and you receive only 6 units, what do you do with the other 4 units? This depends on your practices and those of your supplier. Your two options are:

1. As you are receiving the goods, you indicate that more items are to come. This means that you don't have to raise another purchase order and that the stock will turn up sooner or later. When it does, you simply match against the original purchase order. This is back ordering.
2. As you receive the goods, you indicate that the stock is fully received and you raise a new purchase order for the outstanding quantity.

Back ordering is the default option in the system but you can control back ordering by location and supplier. If you don't want to do back ordering, you can turn the *Back Order* option off in the *Inventory Options* menu in Locations. This will mean that NO back ordering can occur for the location at all. Alternatively, you may want to use back ordering where possible, but some of your suppliers don't support back orders. In this case, find the supplier in Suppliers and check off the *Back Order* option. This means you can use back orders for those suppliers that support it.

What is the effect of these options? When you receive items in either Goods Receipt or Invoice Matching, the system does a check when you enter the received quantity. If the received quantity is less than the ordered quantity, the system will check the back order options for the location and the supplier. If BOTH support back ordering, the received status of the item is set to 'More To Come'. If back ordering is checked off for either location OR supplier, the received status is set to 'Received'.

How Do I Convert Local Statistics?

To convert statistics from one currency to another for multi-country systems. A store in one country wants to see statistics in their local currency (the default mode), while headoffice will want to see statistics in their currency.

- 1 Create a 'stats' location for each location that needs to be converted. So if you had a location called 'BSHP2', you might set up a location code called 'BSHP2HO'. In the 'BSHP2' location, you would set the 'Local Statistics Location' (on the Advanced tab in Locations) to 'BSHP2HO'. This tells the system that statistics should be converted from 'BSHP2' to 'BSHP2HO'. You can then set up a group local called 'STATS'. This would contain all the locations that are in the head office currency, for example 'BSHP2HO'. When you get stats for 'STATS', the statistics can be added together because the currency codes are all compatible.
- 2 When the Convert Local Stats (MerchantEOD.exe CONVERTLOCALSTATS) EOD process is run, it looks for all stats in the STATBUCKET table that have not been processed by this task, and creates new STATBUCKET records for the new location. Only locations that have the 'Local Statistics Location' location set to a valid location are processed. For each date that is processed, the process will look for the exchange rate required to convert between the currency codes of the two locations. The process will convert the currency values from one currency to the other. Statistics Updater will then process the newly created STATBUCKET records which leads to new statistics records.

By using MerchantEOD.exe CONVERTLOCALSTATSACCOUNTRATE, it will convert the stats using the Account Exchange Rate.

How Do I Create A Cash On Delivery?

[How Do I Add A Payment To A COD?](#)

A COD is a transaction where the customer makes full payment when the goods are delivered. You need to make an initial transaction to indicate what the goods are and recall the transaction to record the payment. On final payment, stock is decreased on the system and a sale is recorded.

- 1 Press the *Activity* button.
- 2 Press the *COD* button.
- 3 Press the *Customer* button. Either enter the customer's number or press *Search* to search for a customer. If a new customer then press *Search* and then *New*. You are able to add the customer's details at this point.
- 4 Scan product or enter the PLU number and press the *OK* button.
- 5 Add remaining items to the transaction in the same way.
- 6 Press the *Payment* button. If you need to take a deposit, make the payment by selecting the tender type from the buttons displayed down the right side of the screen.
- 7 Select the tender amount from the buttons displayed down the right side of the screen or type the amount (including decimal place) and press the *OK* button.
- 8 You are asked to select how to pay the remaining amount. Select the *COD* tender.
- 9 The transaction is placed on hold and a receipt is printed.

Note: This function is not allowed if the system is configured to be used in Brazil with a fiscal printer.

How Do I Create A Layby?

[How Do I Add A Payment To A Layby?](#)

A layby is a transaction where the customer makes several payments over a period of time. On final payment, they are given the goods, stock is decreased on the system and a sale is recorded.

- 1 Press the *Activity* button.
- 2 Press the *Layby* button.
- 3 Press the *Customer* button. Either enter the customer's number or press *Search* to search for a customer. If a new customer then press *Search* and then *New*. You are able to add the customer's details at this point.
- 4 Scan product or enter the PLU number and press the *OK* button.
- 5 Add remaining items to the transaction in the same way.
- 6 Press *Payment*. If you need to take a deposit, make the payment by selecting the tender type from the buttons displayed down the right side of the screen.
- 7 Select the tender amount from the buttons displayed down the right side of the screen or type the amount (including decimal place) and press the *OK* button.
- 8 You are asked to select how to pay the remaining amount. Select the *Layby* tender.
- 9 The transaction is placed on hold and a receipt is printed.

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How Do I Create An Order?



[How Do I Add A Payment To An Order?](#)

A customer order is a transaction where goods need to be ordered for the customer such as furniture. The customer pays a deposit for the items or in some cases even the full amount of the goods. You make an initial transaction to indicate what the goods are and then recall the transaction to record the final payment or to release the goods. Unlike a layby or a COD, full payment does not automatically finalise the transaction. You need to actually release the goods. This is to allow for the case where a full deposit is received from the customer. When the goods are released, stock is decreased on the system and a sale is recorded.

□ **Creating an Order**

- 1 Press the *Activity* button.
- 2 Press the *Order* button.
- 3 Press the *Customer* button. Either enter the customer's number or press *Search* to search for a customer. If a new customer then press *Search* and then *New*. You are able to add the customer's details at this point.
- 4 Scan product or enter the PLU number and press the *OK* button.
- 5 Add remaining items to the transaction in the same way.
- 6 Press the *Payment* button. If you need to take a deposit, make the payment by selecting the tender type from the buttons displayed down the right side of the screen.
- 7 Select the tender amount from the buttons displayed down the right side of the screen or type the amount (including decimal place) and press the *OK* button.
- 8 If a full deposit was made, the system asks 'Do you want to release the goods now?'. Answer No.
- 9 If only a part deposit was made, the system asks for the next tender code for the transaction. Select the *Order* tender.

□ Releasing The Goods For A Fully Paid Order

- 1 Press the *Customer* button. Either enter the customer's number or press *Search* to search for a customer.
- 2 Any pending transactions for this customer are listed. (If there are no transactions, the system expects you to start a new sale for this customer.)
- 3 Highlight the required transaction and press the *Select* button.
- 4 Press the *Payment* button.
- 5 The system asks 'Do you want to release the goods now?'. Answer Yes. The stock is decreased and a sale recorded.

Note: This function is not allowed if the system is configured to be used in Brazil with a fiscal printer.

How Do I Deactivate A Till?

To deactivate a Till so that it is not a part of the [Licensing](#) or to stop it appearing in [Till Control](#).

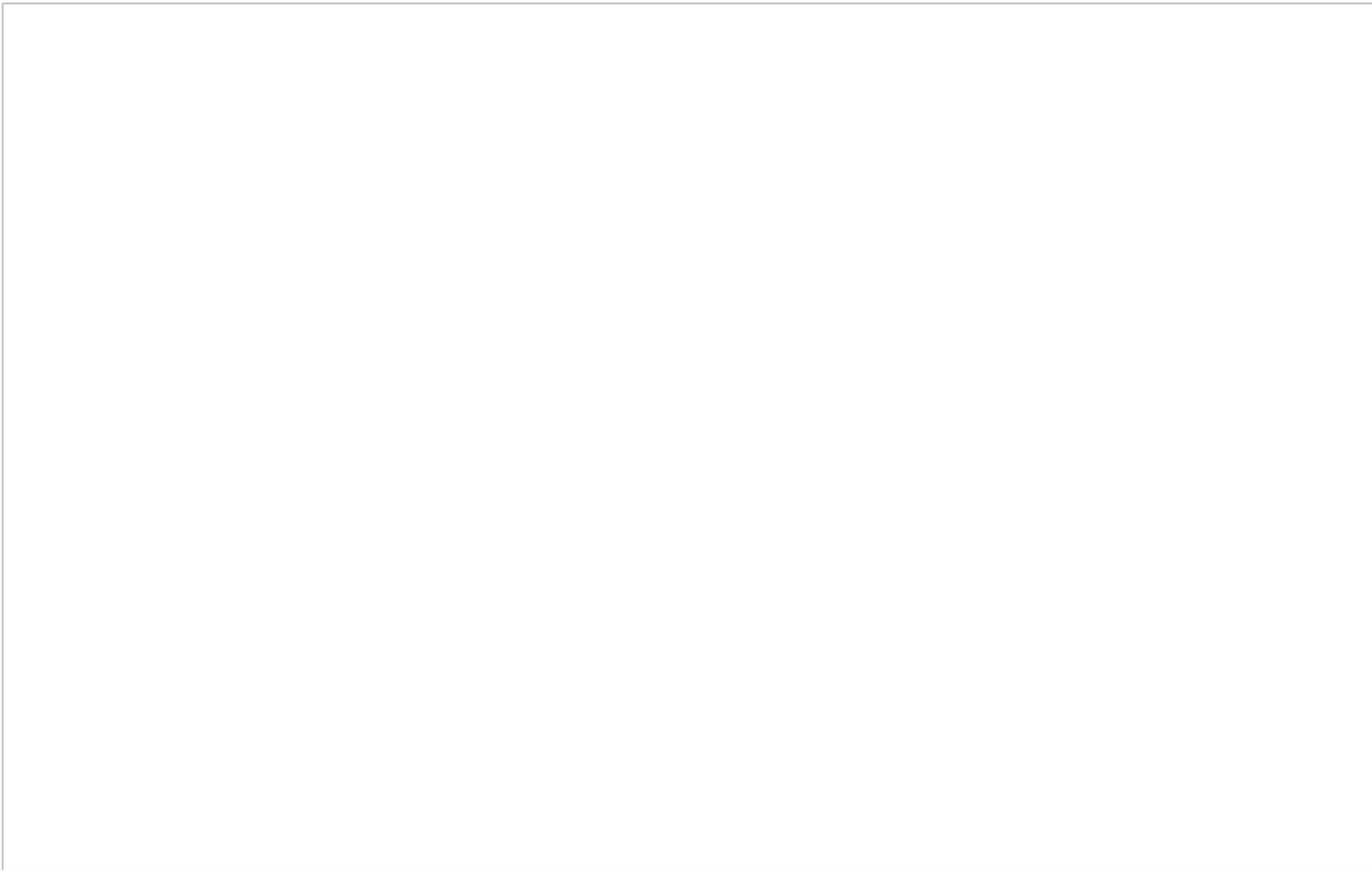
- 1 Start the *Tills* task from the Main Menu. (DataEntryBasic.exe TILL)
- 2 Find the appropriate Till (press the *Till* button to start the search).



Use the Code or Description to narrow the search. Press the *Search* button.

- 3 Select the required Till and press the *Select* button.

4



- 5 Click off the *Active* check box.
- 6 Click the *Save* button.

How Do I Define A Cash Drawer Connected To A Receipt Printer?

The devices connected are defined using the [Tills](#) form. You set up the receipt printer as a device specifying details such as the port the device is connected to. When you define the cash drawer simply think of it as being connected to a cable that passes through the receipt printer and into the same port as the receipt printer. All you need to do is to set up the same communication options for the cash drawer as you did for the receipt printer. Therefore, if the receipt printer is connected to COM1 at 9600 baud, then the cash drawer is also set up at COM1 9600 baud.

Pre-requisites: Tills.

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How Do I Define My Own Receipt?

DynaPOSTouch provides some ability for the user to define their own formats.

- You can define the transaction header for the top of a roll receipt.
- You cannot define the format of the item details on the receipt but you can choose from a set of predefined formats.
- You cannot define the format of an A4 receipt.

The transaction header is defined in the *Receipt Header* field in [Tills](#). You can use various keywords to indicate values which the system automatically fills in when the receipt is printed. When a receipt is printed, the system checks for the existence of any keywords in the receipt header. If any are found then it prints only your defined receipt header. It does not print the standard transaction header. If no keywords are found, the system uses the following transaction header:

ABN	<TAXNUMBER1>
Receipt	<TRANSTYPE> <RECEIPTNUMBER> <REPRINT>
Transaction	<TRANSTYPE> <TRANSNUMBER> <REPRINT>
Time	<DATE> <TIME>
Operator	<OPNAME>
Till	<TILLCODE>/<TILLNUMBER>
Table	<TABLE>
Covers	<COVERS>
Customer	<CARDNUMBER> <CUSTNAME> <TAXINFO>
Reference	<REFERENCE>
Stock Adj	<STOCKREASON>
Transfer To	<TFRTOCODE>

If the keyword was to be replaced by an empty value (for example, if you aren't doing a

transfer then <TFRTOCODE> would be empty), the entire line that the keyword is on is not printed. This means that you can put in all the possible transaction details and know that it will only print the available information.

The available keywords are as follows:

ACCOUNTS	Prints a summary of the customer's accounts.
CARDNUMBER	The current customer's card number.
COVERAMT	The amount per customer at the table.
COVERS	The number of customers at one table.
CUSTNAME	The current customer's name.
CUSTNUMBER	The current customer's number.
CUSTPHONE	The phone number of the customer.
CUSTTAXNUM	The customer's tax number.
DATE	The current date printed in the short date format (dd/mm/yy).
DELIVERY	The delivery address for the transaction.
FSASUMMARY	Prints the Flexible Spending Account Summary when the item is sold.
FISCAL	Prints fiscal information on the receipt.
FORFEIT	Replaced with the amount of change to be forfeited.
FSASUMMARY	Prints the Flexible Spending Account Summary when the item is sold.
IPN	The IPN of the current number.
ITEMCOUNT	The number of items in the transaction.
LOCATIONCODE	The code of the current location.
LOCATIONNAME	The name of the current location.
OPNAME	The name of the current operator.

OPNUMBER	The number of the current operator.
ORIGRECEIPTNUMBER	When you do a normal sale, this line will be empty. However, if you return a sale or an item by matching to a previous sale, the receipt number of that sale will be printed.
NOSALEREASON	No sale reason is printed if set up. Note: You have to have the PRINT CANCELLED SALES option set to true as well as the Print No Sales Receipt option set to get a receipt.
PAGENUM	The page number of the receipt. Only used for paged receipts as used in Taiwan.
POINTS	The number of points for the customer. This is up to, but not including, the current transaction.
PREPRINT	The preprinted number on the receipt. Only used for paged receipts as used in Taiwan.
QTYSOLD	The total quantity sold. If you sell items by weight, this variable won't work well because it mixes kilos and units.
RECEIPTNUMBER	The receipt number for the transaction.
REFERENCE	The reference associated with the transaction.
REPRINT	Prints the word 'COPY' if this is a reprinted receipt.
SALESMETHOD	The Sales Method for the transaction.
SALESPERSONNAME	The name of the original salesperson for the transaction.
STOCKREASON	The reason for a stock adjustment.
TABLE	The table for the transaction.
TAXINFO	The tax information for the customer, for example the customer's tax number of their address.
TAXNUMBER1	The first tax number of the location, for example ABN.
TAXNUMBER2	The second tax number of the location, for example BRN.

TAXSUMMARY	Prints a summary showing the amount of tax paid for each tax rate.
TFRTOCODE	The code of the location that the transfer went to.
TICKETNUM	Prints the ticket number associated with the table.
TILLCODE	The code of the till.
TILLNUMBER	The number of the till.
TIME	The current time.
TOTAL	Replaced with the transaction total.
TRANSACTIONNUMBER	The current transaction number. This will only appear on receipts where there has been an interaction with the server during the transaction that is, if it has been put on hold. 'Normal' transactions where the bill is paid off straight away do not have a transaction number assigned until after the transaction is finalised and is being processed by the server.
TRANSTYPE	The type of transaction, for example SALE, RETURN, and so on.
VOUCHER	Replaced with the amount of the voucher tendered.

The format that item details print is selected by using the *Receipt Format* option on the [Profile](#) [- Printing](#) tab in Tills.

How Do I Define Points To Give To Customers?

Points awarded to customers as part of a loyalty scheme are defined using the Point Rules task. The rules are easy enough to add. They are displayed in a grid and you simply click the button to add new rules. What may not be clear though is what rules to set up for different point calculations. The examples below show how to set up typical scenarios.

I want to give the customer one point per dollar spent

You can add a Basic rule for an Item (as below).

Type	From Amount	To Amount	Points/\$ Spent or GP	Bonus Points
Item	\$0	\$999,999	1	0

You could also do this by setting the Type to Basket. The Basket type is actually more accurate than the Item type due to rounding of points. For example, a customer buys one item for \$3.49 and another for \$4.49. If you use the Basket type, they have a total of \$7.98 and would get 8 points. If you use the Item type, they would get 3 points for their \$3.49 item and 4 points for their \$4.49 item for a total of 7 points. The advantage in using an Item type is that you can apply extra rules which give additional points for certain types of items. You cannot do this if you use a Basket type.

I want to give the customer one point per dollar for items under \$3.00 and two points per dollar for items over \$3.00

This requires two Basic rules.

Type	From Amount	To Amount	Points/\$ Spent or GP	Bonus Points
Item	\$0	\$2.99	1	0
Item	\$3	\$999,999	2	0

I want to give the customer one point for items under \$3.00 and two points for items over \$3.00

This is slightly different to the case above. In the above case if the customer bought a \$7 item they would have got fourteen points. In this case the customer will only get two points, regardless of how much over \$3 the item is. It still requires two Basic rules.

Type	From Amount	To Amount	Points/\$ Spent or GP	Bonus Points
Item	\$0	\$2.99	0	1
Item	\$3	\$999,999	0	2

I want to give the customer twenty bonus points if they buy more than \$100 worth of goods in one transaction.

This requires one Basic rule. The system uses Item and Item GP rules for each item of the transaction and then it will use any applicable Basket rules.

Type	From Amount	To Amount	Points/\$ Spent or GP	Bonus Points
Basket	\$100	\$999,999	0	20

I want to give the customer one point per dollar they change for the gaming machines

This requires one Basic rule.

Type	From Amount	To Amount	Points/\$ Spent or GP	Bonus Points
Gaming	\$0	\$999,999	1	0

During September I want to give double points for all beer purchases

You need to set up basic rules to calculate the number of points for each item. You can then specify extra rules that the system can use to give this type of additional benefit.

It requires one extra rule in the Bonus Points - Items tab.

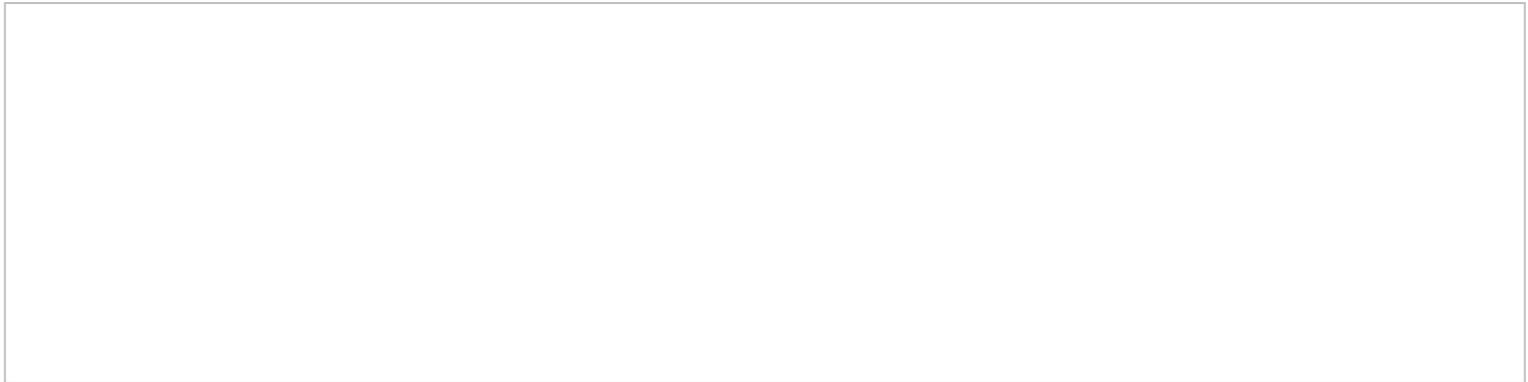
Dept	Cat	From Date	To Date	Multiply
BEV	BEER	1/9/2009	30/9/2009	2

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How Do I Delete A Fast Key Panel?

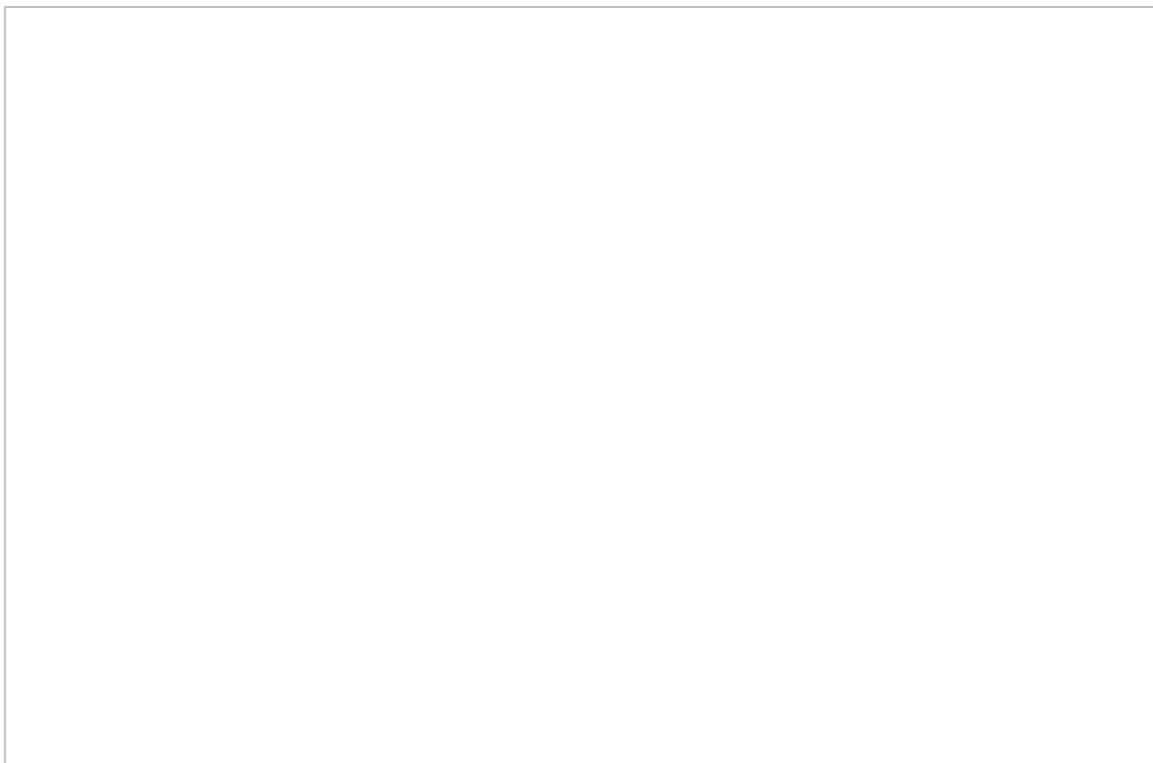
It is possible to set up a [scheduled job](#) (MerchantEOD.exe DeleteFastKeyPanels) to allow the configuration of days regarding the deletion of expired fast key panels. A fast key panel is expired when a newer version of the same panel exists and the newer panels' effective date is the current system date or less. Alternatively a fast key panel can be deleted individually using the procedure below:

- 1 Start the *POS Keyboard* task from the Backoffice Menu.
- 2 Find the required panel to modify (press the *POS Keyboard* button to start the search).

A screenshot of the POS Keyboard search interface, showing a search bar and a list of results. The search bar contains the text "Use the Code or Description to narrow the search. Press the Search button." The list of results is empty.

Use the Code or Description to narrow the search. Press the *Search* button.

- 3 Select panel to delete.

A screenshot of the POS Keyboard panel selection interface, showing a list of panels. The list is empty.

- 4 Press the *Delete* button . Confirm by selecting the *Yes* button.
- 5 Press the *Save* button.

A screenshot of the POS Keyboard Save button, which is a rectangular button with the text "Save" on it.

How Do I Delete A POS Keyboard?

To enhance the housekeeping of POS Keyboards, it is recommended to delete those that are unused. It will also stop them appearing unnecessarily in the POS Keyboard Search.

- 1 Start the *Delete Obsolete Till Keyboards* task. (DataEntryBasic.exe TILLKBDELETE)



Note: The grid entries may be sorted by clicking on the header of a column. Clicking on the same column toggles the sort order (ascending / descending).

- 2 Select the required POS Keyboard and press the *Delete* button or press the *Delete All* button to delete all keyboards in the list.
- 3 Press the *Yes* button to confirm the deletion.
- 4 Click the *Close* button to exit the application.

How Do I Delete Tills?

To enhance the housekeeping of Tills, it is recommended to delete those tills that are unused. It will also stop them appearing unnecessarily in [Till Control](#) and Till Search.

- 1 Start the *Delete Obsolete Tills* task. (DataEntryBasic.exe TILLDELETE)



Note: The grid entries may be sorted by clicking on the header of a column. Clicking on the same column toggles the sort order (ascending / descending).

- 2 Select the required Till and press the *Delete* button or press the *Delete All* button to delete all tills the list.
- 3 Press the *Yes* button to confirm the deletion.
- 4 Click the *Close* button to exit the application.

How Do I Discount A Sale?

[How Do I Discount An Item?](#)

You must add at least one item to the sale before you can discount it.

- 1 Press the *Modify* button on the right side of the screen.
- 2 Press the *Discount* button on the right side of the screen.
- 3 Press the *Sale Discount* button on the right side of the screen.
- 4 A list of available discounts is displayed down the right side of the screen. If one of these is the required discount, press the button and the discount is applied immediately.

The system will not allow you to apply two discounts to a sale. If you try to apply a second discount, the system adds the first discount back on to the sale before giving the second discount.

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How Do I Discount An Item?

[How Do I Discount A Sale?](#)

You must add an item to the sale before you can discount it.

- 1 Highlight the item in the transaction display that you want to discount. If you have just added the item to the sale, it is already highlighted.
- 2 Press the *Modify* button on the right side of the screen.
- 3 Press the *Discount* button on the right side of the screen.
- 4 Press the *Item Discount* button.
- 5 A list of available discounts is displayed down the right side of the screen. If one of these is the required discount, press the button and the discount is applied immediately.

The system will not allow you to apply two discounts to an item. You need to clear the discount first.

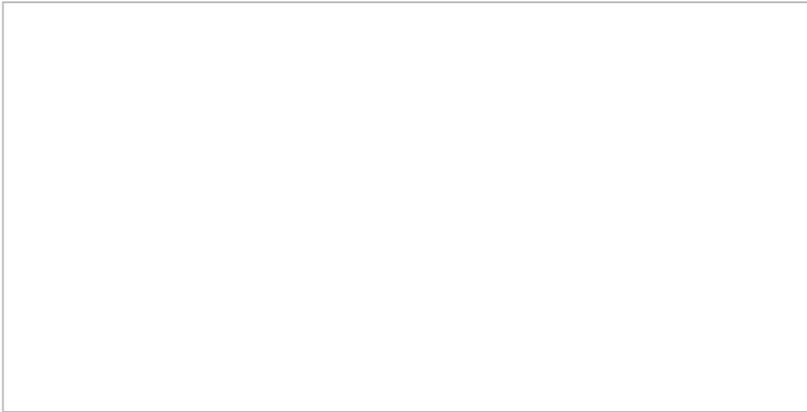
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How Do I Do A Direct Stocktake?

A 'Direct' stocktake is used when you might spot check a small number of items within the location. In this case, you enter the item number and its quantity. The current stock on hand is calculated and any variances generated.

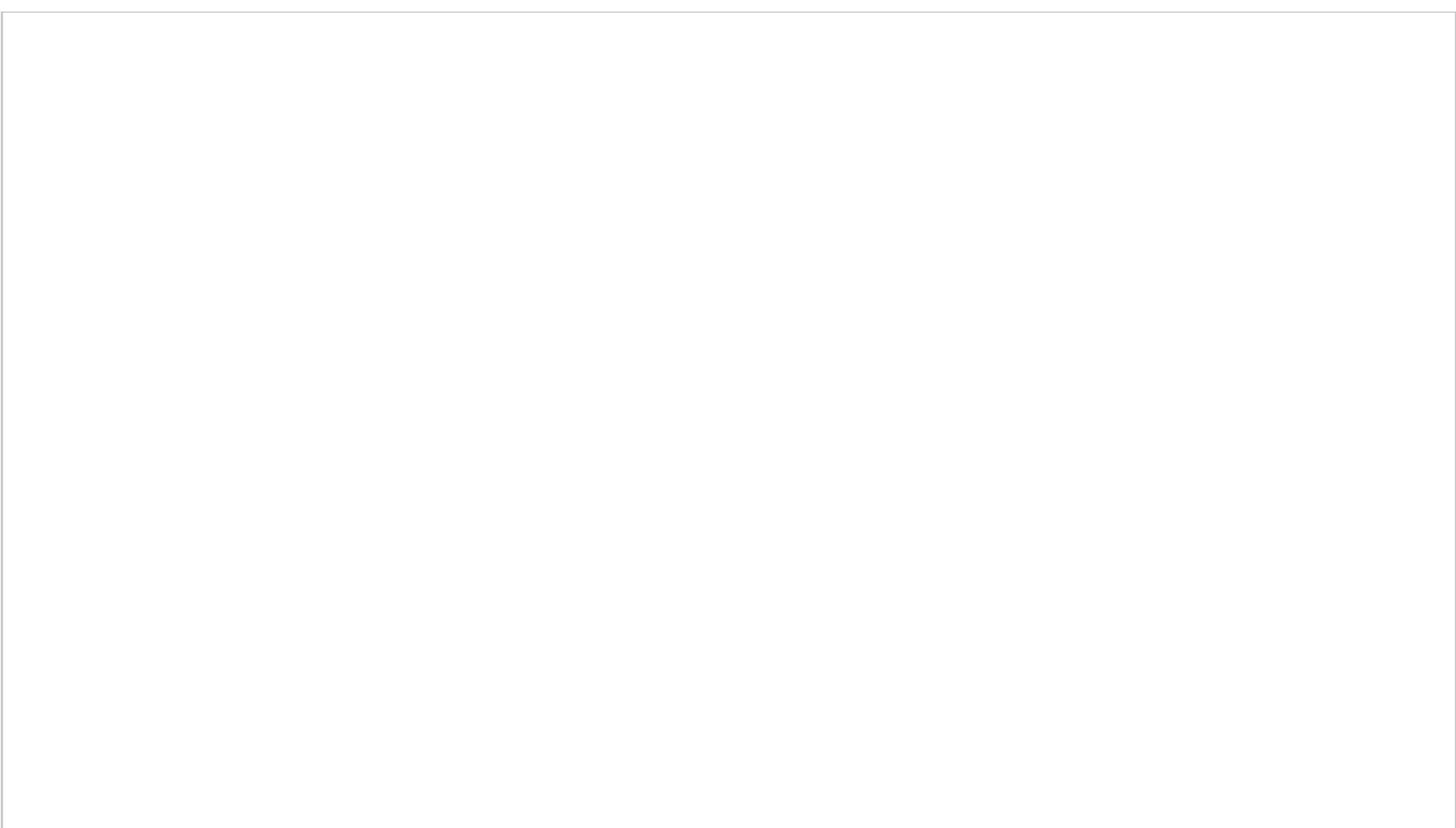
Pre-requisites: Locations, Items, Suppliers.

- 1 Select the *Inventory* task from the Backoffice Menu.
- 2 Start the *Stocktake* task.
- 3 Click the *New* button.



A *Stocktake Type* window opens.

- 4 Select the type of stocktake required (Direct) and click the *OK* button. The system adds a new stocktake and automatically assigns a stocktake number.



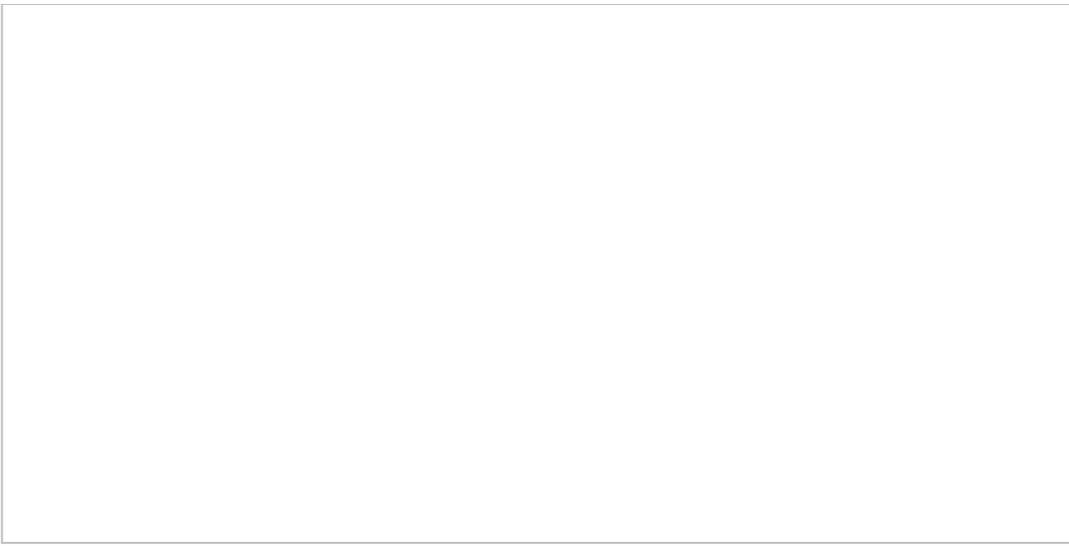
5 In the Location field, enter the code of the location to count. If you don't know the location's code, press the *Location* button to search for it.

6 Click the *Items* tab.



7 You now need to count the stock. You can do this by using a PDE or by simply writing your counts. Since no items have been entered yet, it will be no use printing the worksheets. If you want to use PDE, see [How Do I Use A PDE For Stocktake?](#) Once you have loaded the item count from the PDE, go to Step

8 Click the  button to start adding items to the stocktake.



9 Enter the IPN of the item you counted. If you don't have the IPN then click to start an item search

10 Move to the *Quantity Counted* cell and enter the quantity counted.

11 Click the *Save* button.

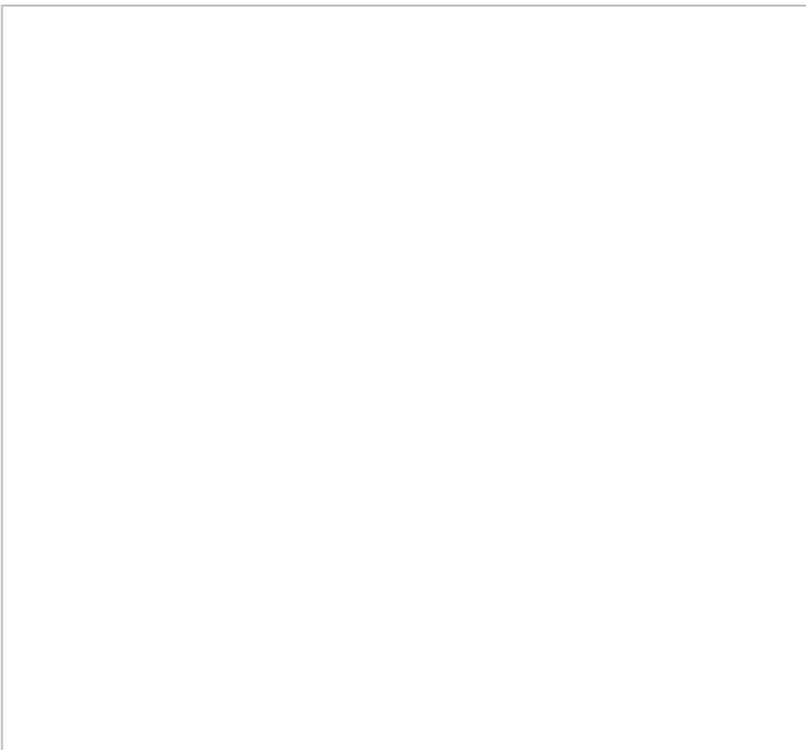
12 If you need to add more items, repeat Steps 8 to 11 until all items have been entered.

13 If you need to delete an item from the stocktake do one of the following:

I. Click on the required row and then click the  button.
or

II. Click on the required row. Hold down the *Ctrl* key and press the *Delete* key. The system will you want to delete. Click OK to delete the line, or Cancel to leave the line in the stocktake.

14 At this point you should have all your counts entered against the items in your stocktake. You need print a Stocktake Valuation Variances Only Report so you know which item counts need to be checked. Click the *Print* button.



15 Select the Variance Report option and click the *Print* button.

16 The variance report shows those items where the expected stock on hand calculated by the system is not the same as the quantity counted. You can check these items and then re-enter their counts in stocktake again.

17 Once you are happy that your stocktake is as accurate as possible, print a *Valuation Report*. Click *Print* button.

18 Click the *Accept* button to mark the stocktake as completed. You will not be able to change the details of this stocktake now.

How Do I Perform A Price Enquiry?

The price of an item can be determined without adding it to the transaction. It prevents having to enter a sales item to check its price then cancel it off if it is not required.

- 1 Press the *Item Info* button.
- 2 Locate the item or select the current item button. Prices for the selected item are shown.

The price enquiry function is automatically switched off if time-out occurs or may be toggled off by selecting the *Item Info* button again.

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How Do I Perform A Stock Adjustment?

This section explains how to do a stock adjustment on the till.

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button.
- 4 Press the *Stock Adjust* button.
- 5 Add the items that you want to adjust as if you were doing a normal sale. Adjust the quantities of each item as required.
- 6 Press the *Payment* button.
- 7 The system displays up to eight reasons for the adjustment. Select the appropriate reason for the adjustment.

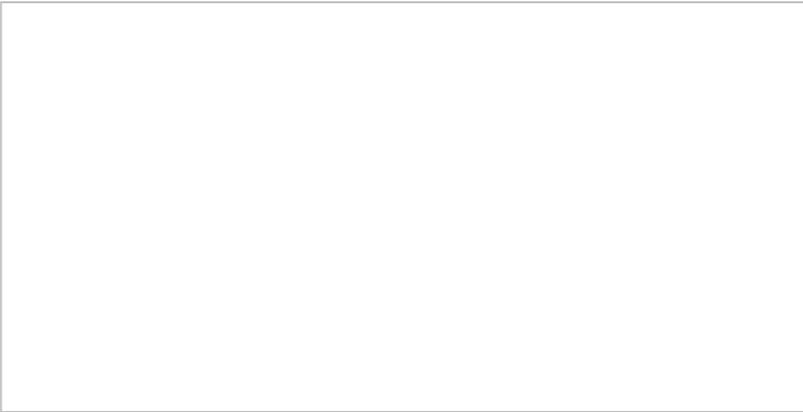
The stock adjustment is now finished. A receipt prints out for the adjustment. The adjustment does not decrement stock immediately as it is sent to the back office for processing. Once processed, you are able to use Stock Adjustment to view the adjustment details. If there is an error processing any of the items in the adjustment, it is recorded in the usual audit areas. The error is shown when Process Jobs has run at the end of the day and it is printed on the System Status Report.

How Do I Do A Store Stocktake?

When you perform a 'Store' stocktake, you generate a list of items for the selected location. The items to count can be specified by Department, Category, Group and Sub-Group or Supplier, and so on. As you count the stock, it is entered against the item.

Pre-requisites: Locations, Items, Suppliers.

- 1 Select the *Inventory* task from the Backoffice Menu.
- 2 Start the *Stocktake* task.
- 3 Click the *New* button.



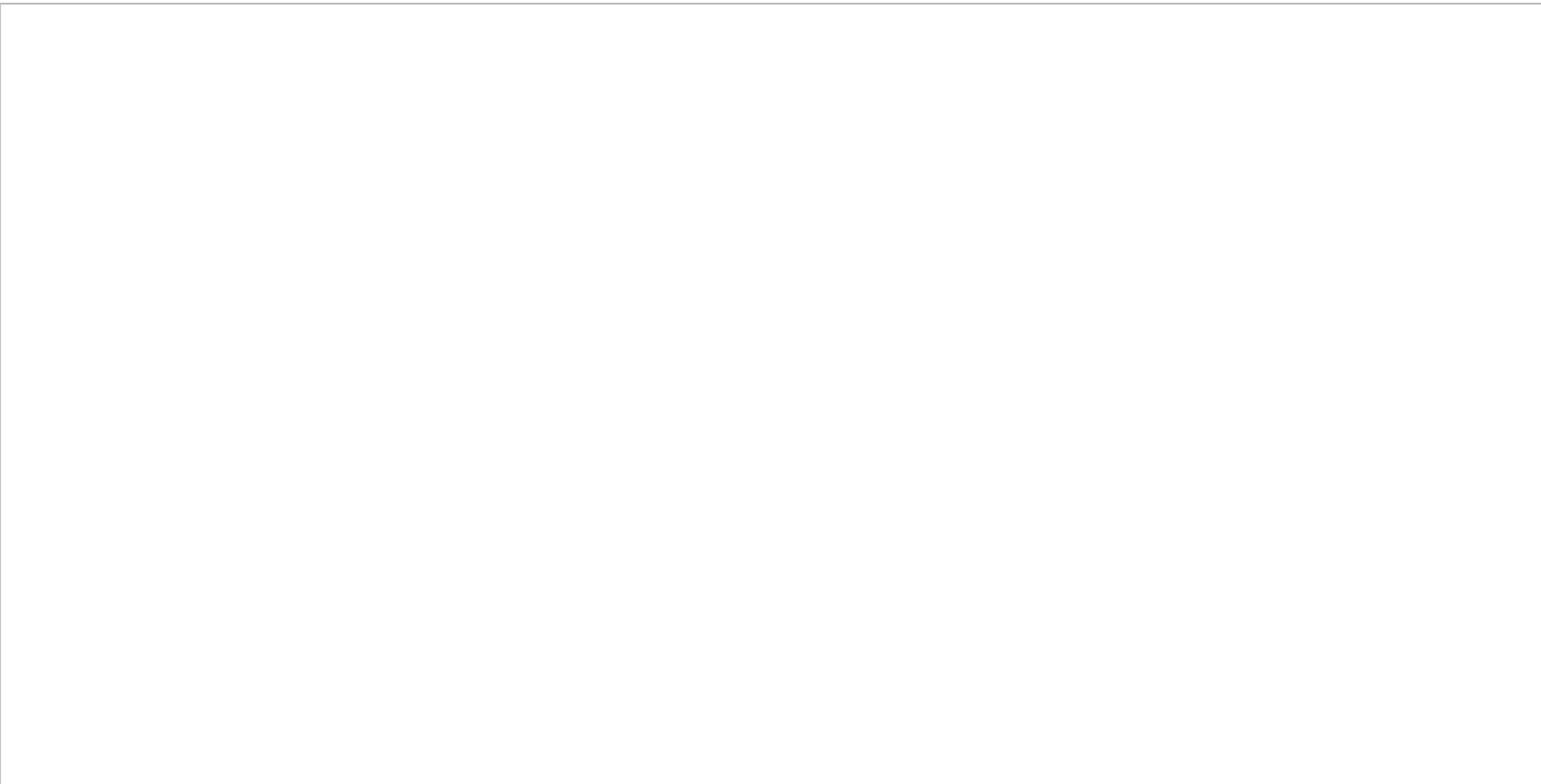
A *Stocktake Type* window opens.

- 4 Select the type of stocktake required and click the *OK* button. The system adds a new stocktake and automatically assigns a stocktake number.



5 In the Location field, enter the code of the location to count. If you don't know the location's code, press the *Location* button to search for it.

6 Click the *Generate Items For Stocktake* button.



- 7 Enter the details that indicate the items you want to count. You can leave some or all of the fields empty. If you leave them all empty, the system lists all items within the location.
- 8 Click the *Add To Transaction* button. The system adds the items to the stocktake. This might take a little while depending on the number of items in the location and which items you asked for.

Note: Items can be removed from the stocktake list if the security option '*Delete Item from Store Stocktake*' is set for the appropriate security group.

- 9 You can repeat Steps 6-8 until all items have been included.
- 10 Click the *Save* button.

- 11 If you want to use a worksheet, click the *Print* button.



- 12 Click the *Worksheet* option and click the *Print* button.

- 13 Record your stock counts on the worksheet. (Alternatively, you can count stock by using a PDE, see [How Do I Use A PDE For Stocktake?](#)).

- 14 Once you have finished counting your stock, go back to the computer and enter the counts against the items by clicking the *Items* tab.

The items on the screen are listed in the same order as the items on the worksheet. Click the *Count* column against the item and enter the count and press Enter. A checkmark in the *Counted* column confirms entry.

15 At this point you should have all your counts entered against the items in your stocktake. You need to print a *Stocktake Valuation Variances Only Report* so you know which item counts need to be checked. Click the Print button.

16 Select the Variance Report option and click the *Print* button.

17 The variance report shows those items where the expected stock on hand calculated by the system is not the same as the quantity counted. You can check these items and then re-enter their counts in the stocktake again.

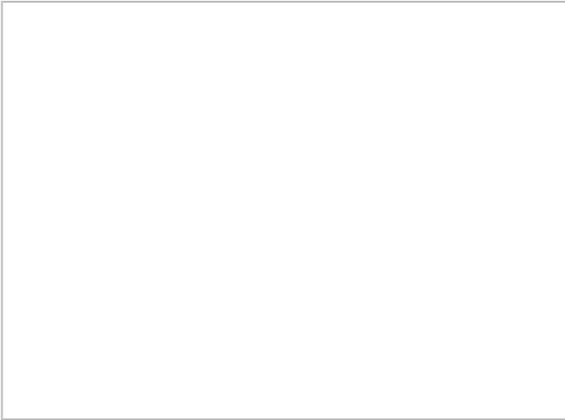
18 Once you are happy that your stocktake is as accurate as possible, print a *Valuation Report*. Click the *Print* button.

19 Click the *Accept* button to mark the stocktake as completed. You will not be able to change the details on this stocktake now.

How Do I Enter The Training Mode?

It is possible to place the Till into 'Training Mode'. This allows an operator to practice using the Till without the system recording any of the transactions made whilst the POS is in Training Mode.

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button or swipe your card.
- 4 Select the *Training On* button.



The word TRAINING appears at the top of the screen and all receipts have the word TRAINING highlighted at the top and bottom of the receipt. The back office does not accept transactions generated during training. If you restart or reload the till whilst in training mode, it is resumed after the reload. You must [exit the training mode](#) for live sales transactions to be recorded.

How Do I Exchange An Item?

An exchange is done when a customer returns one item and takes another in its place. This could be done as a Return and a Sale but an Exchange means you only need one transaction instead of two.

No Receipt

The following steps show how to make an exchange where you don't need to match to a previous receipt.

- 1 Press the *Activity* button.
- 2 Press the *Exchange* button.
- 3 Select the reason for the exchange from the list of buttons displayed on the right side of the screen for example *Faulty Product*.
- 4 Locate, scan, search item or enter the PLU number and press the *OK* button. Select *Modify| Exchange Item*. The quantity of the item should change to a negative number to indicate its being returned.
- 5 Add the new items that the customer now wants.
- 6 Press the *Payment* button. If you owe the customer money, you will have a negative total.
- 7 Select the tender type that will be used by the customer to pay you, or by you to pay the customer.
- 8 Select the tender amount from the buttons displayed down the right side of the screen or type the amount (including decimal place) and press the *OK* button.
- 9 Print a receipt. The receipt shows that it has been a 'Exchange' transaction.

Existing Receipt

If you do need to match to an existing receipt you can set up the system so the process is:

- 1 Press the *Activity* button.
- 2 Press the *Exchange* button.
- 3 Locate the previous receipt. For each item to be returned, select Return Item. The item will automatically be added to the transaction with a negative number to indicate its being returned.
- 4 Add the new items that the customer now wants.
- 5 Press the *Payment* button. If you owe the customer money, you will have a negative total.
- 6 Select the tender type that will be used by the customer to pay you, or by you to pay the customer.
- 7 Select the tender amount from the buttons displayed down the right side of the screen or type the amount (including decimal place) and press the OK button.
- 8 Print a receipt. The receipt shows that it has been a 'Exchange' transaction.

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How Do I Exit The Training Mode?

If the POS has been placed into training mode, it must be turned off to resume to sales mode.

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button.
- 4 Select the *Training Off* button.

If you restart or reload the till, training mode is not cancelled but is resumed after the reload until training mode is turned off as above.

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How Do I Generate A Quote?

A quote is made by performing a sales transaction as usual. However, instead of tendering with cash or some other form of tender, select Quote tender. Later on you can recall the quote and convert it to a sale by simply recording payments against it.

Note: This function is not allowed if the system is configured to be used in Brazil with a fiscal printer.

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How Do I Get A Returns Report?

- 1 Start the *POS* task from the Main Menu.
- 2 Select the *Electronic Audit* button.
- 3 Enter the *Dates* and *Location* (if more than one bar at site).
- 4 Click on the *Transactions to Show* tab.
- 5 Select *Check All Off* button.
- 6 Select Returns, No Sales and Cancelled Sales.
- 7 Click the *Find* button.
- 8 If a printout is required, click the *Preview* button, then the *Print* button.

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How Do I Get A Suggested Purchase Order?

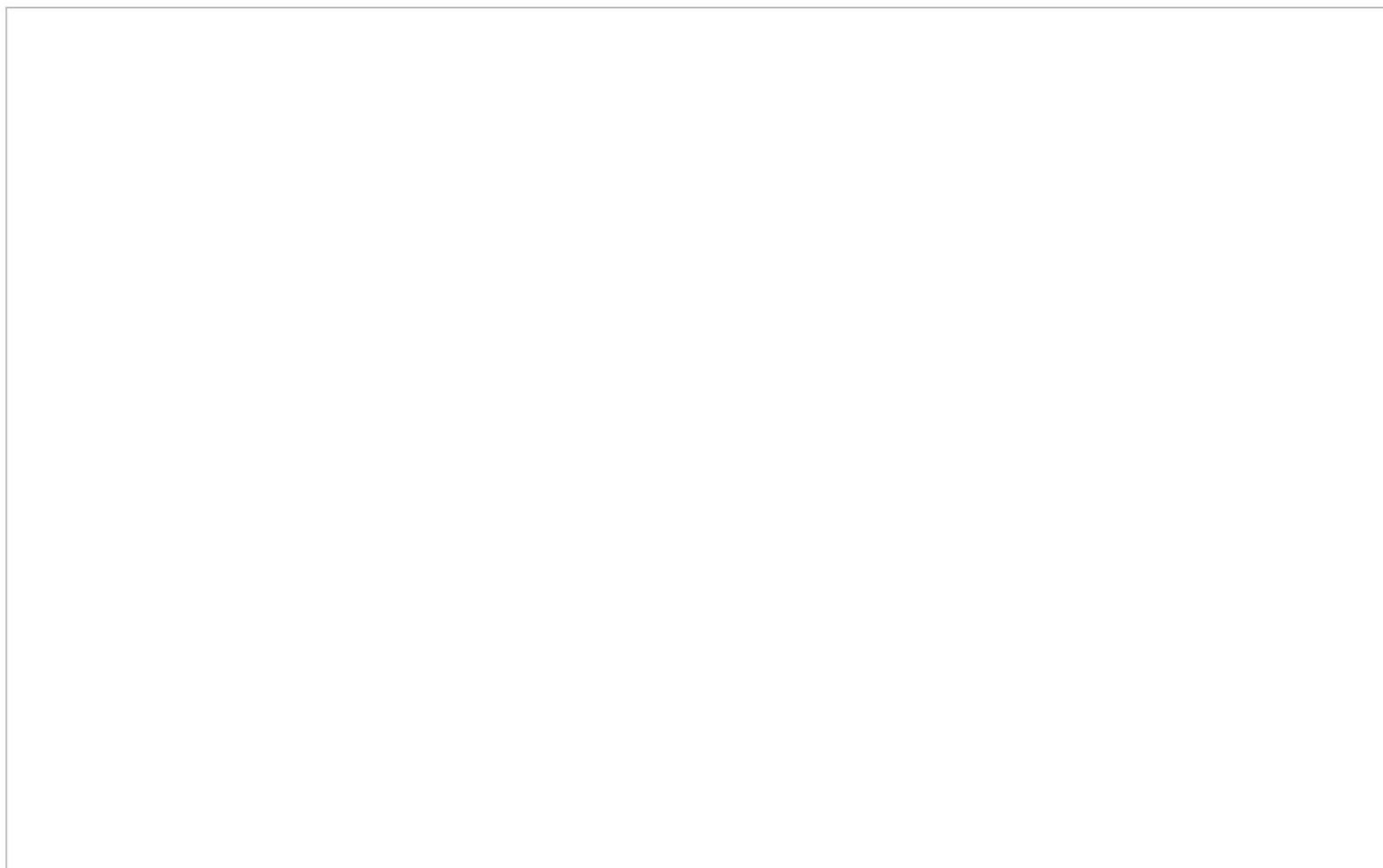
A suggested purchase order is where the system automatically suggests items to appear on your purchase order based on sales history and required stock levels. See Suggested Ordering for further details on how this works. Assuming your system has been set up properly, how do you actually get a suggested purchase order? Add your new purchase order as you normally would, that is supplier, location, delivery dates, and so on. However, don't enter any items in it. Instead do the following:

Pre-requisites: Locations, Items, Suppliers.

1 Start the *Suggested Purchase Orders* task from the Main Menu.



2 The following form is displayed. This is used to restrict the items to be checked by the system. If you want all items from the supplier checked, do not enter any details. If you want items from a particular department to be checked, select the department code.



3 Click on the Location button and then the *Search* button. Select the required location and click the *Select* button.

4 There are 3 methods available:

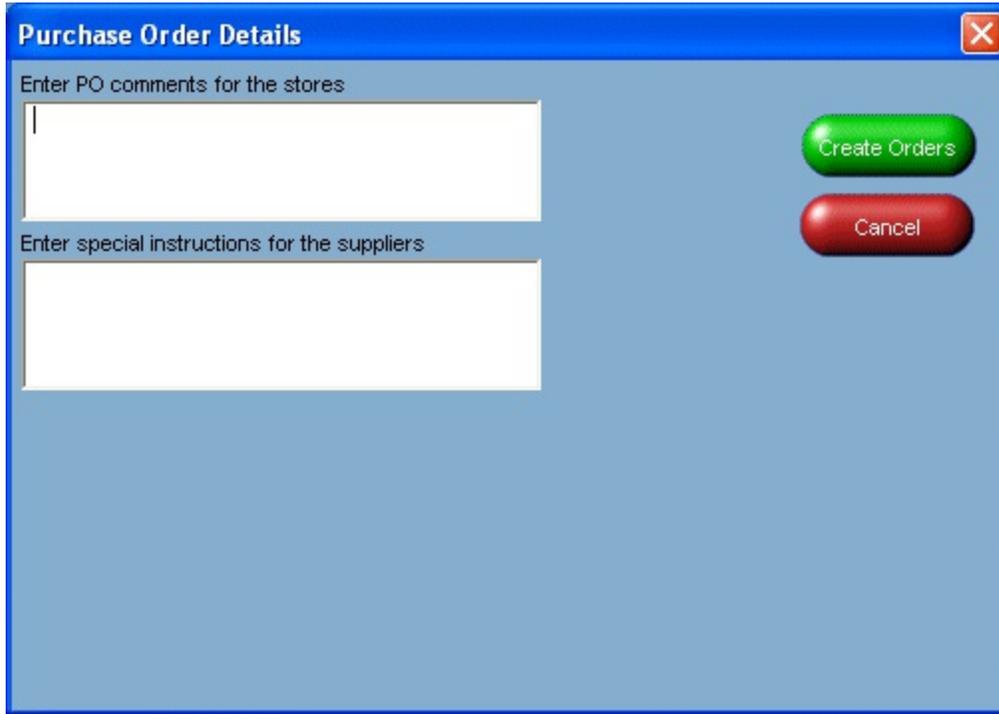
Automatic – creates an order using items required.

Same as Date – Duplicates a past order by date.

New Store – Creates an order for all products at a site.

Select applicable option.

- 5 Click on items to be ordered by Dept/Cat/Group/Sub Group.
- 6 In the Supplier field, enter the code of the supplier you want to get the goods from. If you don't know the supplier's code, press the *Supplier* button to search for it. Click the required supplier and then the *Select* button.
- 7 Click the *Suggest* button.



Purchase Order Details

Enter PO comments for the stores

Enter special instructions for the suppliers

Create Orders

Cancel

- 8 Enter any comments or special instructions and click the *Create Orders* button.

How Do I Get The Normal Sell To Work Correctly?

As items are entered, the system attempts to show the normal sell. You may notice that on some promotions this doesn't display properly and you see \$0.00. The reason for this is generally to do with the locations being used. An example will show this best.

We have two location hierarchies set up so that NEWBS goes to NEW to SA to ALL and BRTBS goes to BRT to SA to ALL. We normally enter the sell prices against the locations NEW and BRT. However, when the promotion is entered, the location is set to SA. When the system goes to look for a normal sell it checks for locations SA then ALL. It doesn't go backwards through the list. Therefore it can't find the normal sell BRT or NEW and can't display a normal sell price. The reason it doesn't go back through the list is that if it was checking for SA and found one sell price for NEW and a different one for BRT it wouldn't be able to determine which one was the 'right' price to use.

The lesson here is that the locations entered for a promotion should be the same locations that normal sell prices are entered for. This keeps consistency within the system and will ensure that the normal sell price can be accurately shown.

Note that there is nothing wrong with the promotion and it will work correctly.

How Do I Give A Credit Note?

To give a credit note:

- 1 Select the credit note item.
- 2 The credit note number may be configured to automatically generate or you may have to enter a number for the credit note.

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How Do I Hold A Sale?

In a hospitality environment, it is common to put a transaction 'On Hold', often referred to as 'Lay Away'. This allows the operator to carry on entering other transactions on the POS. You can start making a sale for a table then put it on hold. During the evening you can recall the sale, add more items to it and then put the sale on hold again. At the end of the night you can recall the sale for payment.

- 1 Ring up you items on the sale.
- 2 Press the *Hold* button on the right side of the screen.
- 3 Press the *Save ID* button. (This might also be called a *Table* button).
- 4 Type in a number to identify the sale by, for example a table number, and press the *OK* button.

You can now start a new sale.

Hold The Table's Sale

In a dining environment, it is not uncommon for the sale to grow during the night as the customer adds more food and drink items to their bill. You can start the sale, place it on hold, recall it to add more items, hold it again and so on until the customer is ready to pay.

To do this, add items to the sale transaction as you normally would. Instead of pressing the *Payment* button when finished, press the *Hold* button. The sale has now been placed on hold and you can start a new sale. When you need to add more items to the sale or finalise the bill, you can recall the sale. Finish the current transaction so that the system is ready to take a new sale.

The *Recall* button displays a list of the sales that are on hold. Press the button that the required sale is on and the sale is recalled for further processing. You can add more items and place the sale back on hold or you can record the payment for the sale.

How Do I Import Item Data?

If you already have a system which contains data you can use the import facility to load the item information. Alternatively, you may want to start preparing your data before you actually get the system installed. This section will describe how to prepare the data, import it and check it.

□ [Before You Start](#)

□ [What Is The Format Of The Import File?](#)

□ [Import The Data](#)

□ [Confirming The Data](#)

□ Before You Start

There are a few things you should do, or at least be aware of, before you start.

- You should have your locations defined. See [How Do I Add A New Location?](#)
- You should have your suppliers & manufacturers defined, both are set up as suppliers. See [How Do I Add A New Supplier?](#)
- You should have your department/category/group structure defined. See [How Do I Add New Department/Category/Group?](#)
- You should have your tax codes set up. The system comes with some tax codes already defined, but you can define others if you need to.
- You should have your units of measure defined. The system comes with some units of measure already defined, but you can add others as required.
- You should have your classifications defined.
- You should have your Variety sets defined. See [How Do I Add A New Variety Set?](#)
- You should have your Size sets defined. See [How Do I Add A New Size Set?](#)
- You should have your Fit sets defined. See [How Do I Add A New Fit Set?](#)

□ What Is The Format Of The Import File?

Before you can import your file you have to make sure it is in the correct format. It must be a comma-delimited text file. The easiest way to create the file is to use Microsoft Excel. Set up a spreadsheet with the required columns (as below). You can type the names of the columns in the first row if you want. Enter each unique item on its own row and enter your data. When you save the spreadsheet, don't save it as an Excel workbook, save it as a CSV file.

ImportItemDataSample.gif (13874 bytes)

If your data is coming from another system, import the data into Excel and add/delete/move the columns so that they match those listed below. Save the data in a CSV format and you are ready to go. The columns that you require for your spreadsheet are as follows.

Field#	Column	Use	Maximum Size
1	Brandname	The brand name of the product. Not required.	30
2	Description	The description of the product. Required.	30
3	Variety	The variety of the product. Not required.	30
4	Size	The size of the product. Not required.	10
5	Fit	The fit of the item.	
6	POS 20	The POS description used by DynaPOS. If not entered the system uses the first 20 characters of the Description.	20
7	POS 12	The POS description used by VersaTerm. If not entered the system uses the first 12 characters of the Description.	12
8	Dept	The code of the department the item belongs to. If not entered, the system uses 'UNK'. If you enter more than one product from the same department, enter two lines in the spreadsheet. Make sure that the code you use for the department is the same. If you enter two slightly different codes, the system assumes they are two different departments.	5
9	Cat	The code of the category the item belongs to. If not entered,	5

		the system uses 'UNK'. If you enter more than one product from the same category, enter two lines in the spreadsheet. Make sure that the code you use for the category is the same. If you enter two slightly different codes, the system assumes they are two different categories.	
10	Group	The code of the group the item belongs to. If not entered, the system uses 'UNK'. If you enter more than one product from the same group, enter two lines in the spreadsheet. Make sure that the code you use for the group is the same. If you enter two slightly different codes, the system assumes they are two different groups.	5
11	SubGroup	The system generally only uses department/category/group. However a fourth level, subgroup is available if required. The code of the subgroup the item belongs to. If not entered, the system uses 'UNK'. If you enter more than one product from the same subgroup, enter two lines in the spreadsheet. Make sure that the code you use for the subgroup is the same. If you enter two slightly different codes, the system assumes they are two different subgroups.	5
12	Supplier	The code of the supplier the item is purchased from. If not entered, the system uses 'UNK'. If you enter more than one product from the same supplier, enter two lines in the spreadsheet. Make sure that the code you use for the supplier is the same. If you enter two slightly different codes, the system assumes they are two different suppliers.	10
13	Order	The supplier's order code for the item.	10
14	Manufacturer	The code of the manufacturer of the item. If not entered, the system uses 'UNK'. If you enter more than one product from the same manufacturer, enter two lines in the spreadsheet. Make sure that the code you use for the manufacturer is the same. If you enter two slightly different codes, the system assumes they are two different manufacturers.	10
15	Carton Size	The number of units in a single carton. This must be a whole number greater than zero. If not a valid number, the system uses 1.	
16	Min Order	The minimum number of units you can order in one carton. This must be a whole number greater than zero. If not entered, or it is an invalid number, the system sets this to the Carton Size.	
17	Ex Tax Cost	The tax exclusive carton cost for the item. If you leave both Ex Tax Cost and Inc Tax Cost empty, no cost record is created for the item. You only need to enter one of the costs.	

		You can use the Cost Calculator to work out the value of the other cost.	
18	Inc Tax Cost	The tax inclusive carton cost for the item.	
19	Sell Price	The sell price for one unit of the item. If this is not entered, the system does not create a sell record.	
20	Barcode	The barcode number of the item. If left empty, the system does not create a record.	
21	Tax Code	A code that indicates the tax on this item. If you enter more than one product with the same tax rate, enter two lines in the spreadsheet. Make sure that the code you use for the tax is the same. If you enter two slightly different codes, the system assumes they are two different tax rates.	5
22	Discountable	Indicates if the item can be given a discount. Set to 'T' (true) if a discount can be given, 'F' (false) if no discount allowed. If left empty, the system assumes that a discount can be given.	
23	Cross-Reference	When you are importing data from other systems, the items may already have a number assigned with them. You can load this number as a cross-reference. This gives you a means of finding items in this system, using the number from your old system. This will allow alphabetic characters to also be loaded.	20
24	Unit Of Measure	The unit of measure for the item. If this is empty, the system will assume 'EACH'.	10
25	Sell 2	The second sell price for one unit of the item.	
26	Sell 3	The third sell price for one unit of the item.	
27	Sell 4	The fourth sell price for one unit of the item.	
28	Sell 5	The fifth sell price for one unit of the item.	
29	Track Serial Number	Set to 'T' if we want to track our serial number, 'S' if we want to track the supplier's serial number.	
30	Classification	Classifications are used group similar items together. They play an important rule in determining which items are allowed at which locations.	
31	Recipe Item	Set to 'T' if this is a recipe item.	
32	Family Code	The family code of the item. If the code does not exist, it will be created automatically.	
33	Variety Set	The code of an existing variety set. If this is left empty, the	

system will use the Variety column as the default. If it is entered, the Variety column is ignored and the system will create an item for each variety in the set.

34

Size Set

The code of an existing size set. If this is left empty, the system will use the Size column as the default. If it is entered, the Size column is ignored and the system will create an item for each size in the set.

35

Fit Set

The code of an existing fit set. If this is left empty, the system will use the Fit column as the default. If it is entered, the Fit column is ignored and the system will create an item for each fit in the set.

Import The Data

The [Import Item Data](#) task loads the data from the CSV file into the system.

First of all you need to tell it the name of the CSV file in *Data File*. When you enter the name of an existing file, the system displays the required column names matches to the first row of the spreadsheet. This allows you to double-check that you have the columns in the spreadsheet set up correctly.

If you typed the column headings on the first row, check the Ignore First Line option on. The system discards the first row of the spreadsheet and only loads data from the second row onwards. If the first row contains data, make sure the option is checked off.

Make sure the options at the bottom of the form are filled in. These give the system important information on how to create the costs and sells.

As the system loads the item data, the system creates an item and assigns it a unique Item Number to identify it. This is an internal number used by the system. The other important number associated with an item is the barcode number that is scanned to identify the item. You must have an EAN/UPC/PLU number in order for the item to be sold on DynaPOS. What if your item doesn't have a barcode? You can make up a number (called a PLU - Price Look Up) and enter that instead. It won't scan at the register but at least DynaPOS recognises the item. You can have the system automatically create a PLU for each item based on its Item Number. If you want the system to do this, make sure the *Auto Create PLU from IPN* option is checked on.

As the system loads the data, it checks to make sure the data is OK. Any problems it finds are printed on the Import Items Data Report. This tells you the line number and the problem encountered. It is a good idea to check the data file before actually loading the data. You can do this by checking the *Load Data* option off. The system checks the data in the file and produces a report but it will not load any data. You can then correct any problems and reprocess the data. When you are finally happy with the file, check the *Load Data* option on so that the system actually loads the data. If you have the *Load Data* option checked on and you get errors, you need to fix the items manually.

Click the Save button to import the data file. The system will not delete any existing details before loading the file.

Confirming The Data

At this point you have items loaded into your system. The system sets the departments, categories, groups, suppliers, manufacturers and tax codes based on your original data file. These codes must exist in the system. If you have not already defined them then do so now. Once you have defined the codes, how can you be sure that the codes loaded into the items are actually defined? After all you might have made a typing mistake against one of the items. The Item Verification Report checks all the codes in the items to make sure they have been defined. Using this report, you can either set up the missing codes, or correct mistakes in the items.

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How Do I Include The Rate Of Sale On Tickets?

1 Select the *System Settings* task from the Main Menu. (**DataEntryBasic.exe SYSTEM**)

2 Select the *System* tab.



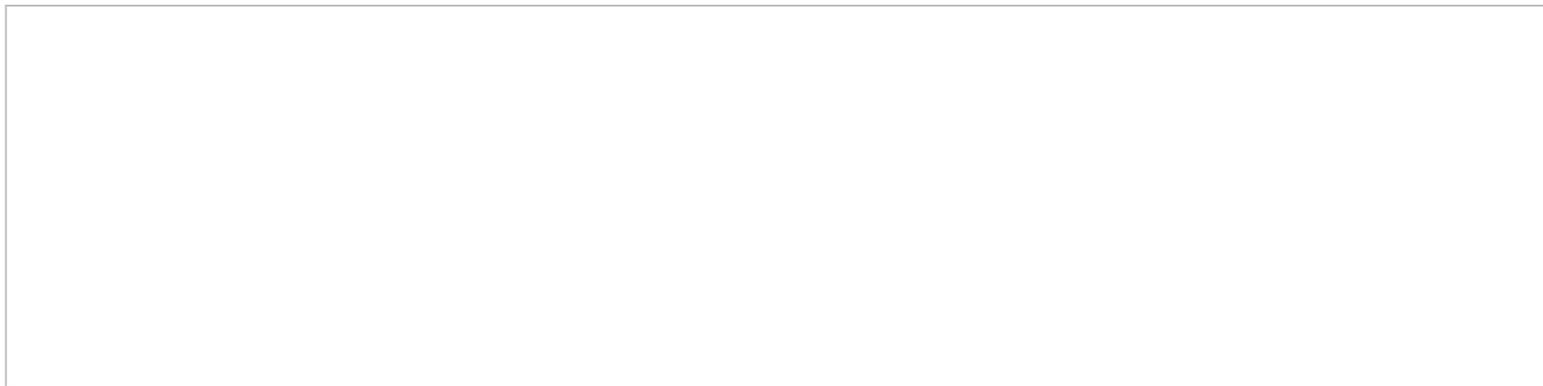
3 Click the *Calculate Rate of Sale For Tickets* check box.

4 Click the *Save* button.

Note: This is a system intensive operation and may degrade performance.

How Do I Install A BE Licence?

- 1 Make sure the DRSLicense.dll file exists in your drsapps directory (this is a standard file and should be installed by default).
- 2 Start the TillIncoming service. You will notice that the service will not be able to start.
- 3 Check the Windows Event Viewer for an error message generated by the TillIncoming service. Part of this message will be : Invalid licence key for product 000FFE3D7EB7. No data will be processed. The product code 000FFE3D7EB7 will be different a number for each computer you want to run the TillIncoming service on. This is the licence code.
- 4 Send this licence code and the number of POS that will be running off this instance of the Merchant Central Server to your sales representative.
- 5 You will be provided you with a licence key.
- 6 Run the BE Licence function.



- 7 Press the *New* button to add a new licence key. Enter the code (000FFE3D7EB7 in the above example), the number of POS and the licence key. You can use the Description to provide details as to which computer this is for to make it easier to track down the correct computer, especially if you have more than one licence.
- 8 Save the details and restart the TillIncoming service.

Note: If the server that TillIncoming is running on ever needs to be replaced, a new license key will need to be installed. Please carry out the above steps in this event.

If you need more POS licences you can simply request a new key using the same code as used originally. You then edit the existing POS BE Licence record and restart TillIncoming.

How Do I Install Merchant Local Server?

Basic

- 1 Run MerchantLocalServer.exe on the required computer. It only needs to be run on one computer on the network. By default, a link to the program will be added to the desktop, start menu and start up group. This will allow the program to be started each time the user logs in.
- 2 For a till to check for the local server, it needs the *Check For Local Server* flag ticked on in [Till](#).
- 3 When the POS starts, it will look for the MLS. If it can't find it, it will display a warning message to the user. This will give the user the opportunity to make sure MLS is running. If it's not, it can be started and POS will retry the connection. If a connection cannot be made, the user can either exit POS or continue but without the ability to look up tables, hold transactions, and so on.

Advanced Options

- 1 If you don't want MLS to add start up links, add the following setting BEFORE running MLS for the first time:

[MLS]

AutoStartup=F

- 2 You can monitor MLS just like a POS. This gives the ability to see whether it is running properly and able to restart it if required.

- a Use Till and create a definition for the MLS. Set the *POS Type* to 'Merchant Local Server'.

- b Edit the DYNAMIC.INI and add the following section:

[MLS]

TillID=99 (This is the till number.)

TillCode=TILL99 (This is the till code. You must add both entries.)

- 3 A POS will find the Merchant Local Server by 'discovery'. It will check over the network looking for a server that is running. If you want, you can make it look to a specific address. Add the following to DYNAMIC.INI

[MLS]

Address=127.0.0.1 (This is the actual address of the computer on which the MLS is running.)

How Do I Interface To EFTPOS?

Currently, the till interfaces to several EFTPOS devices such as Ingenico, Mosaic and [YesPay](#).

□ Ingenico

Ingenico's EFTPOS solution provides access to these Australian banks - ANZ, St George and National Australia Bank.

The Ingenico EFTPOS is a self-contained system that interfaces with a pinpad and handles the transaction through to the bank. DynaPOSTouch simply sends a command to the EFTPOS saying how much to debit/credit. The EFTPOS device processes the transaction and returns an accept/reject message back to DynaPOSTouch.

To use EFTPOS follow these steps:

- 1 Install the Ingenico software and hardware. You must ensure this is working before continuing.
- 2 Run [Tills](#) and find the till the EFTPOS device is connected on.
- 3 Add a new till device with a type of 'Ingenico EFTPOS'. The other settings do not matter.
- 4 Save the till details.
- 5 Run [Tenders](#) and find each tender that needs to perform an EFTPOS transaction.
- 6 Check on the *Does this tender interface to EFTPOS* option within the [DynaPOS Options](#) tab in Tenders.
- 7 If you provide a cashout facility, check on the *Cashout* option.
- 8 Save the tender details.

When you reload and you make a payment using an EFTPOS tender, the Ingenico software transacts with the bank. DynaPOSTouch responds to the reject/acceptance of the transaction. If accepted, the EFTPOS details is printed at the end of the receipt.

You now have two further options available to you in DynaPOSTouch. On the Supervisor menu you see an EFTPOS Set up button that starts the Ingenico Control Panel. On the Last Receipt menu, you see an option to reprint the last EFTPOS receipt.

□ YESPay

YESPay is a UK EFT 'Chip and PIN' enabled internet based payment and authorisation solution integrated into POS BE. The solution is external to POS BE and all YESPay information and so on can be accessed on-line at www.yes-pay.com.

POS BE interfaces to a separate running application on each POS which in turn handles the credit/debit card data. A pre-requirement to use YESPay is a permanent internet connection. The YESPay software, its licence and end user agreements are obtained by the end user directly from YESPay and are not provided as part of the POS BE install package. The version of YESPay interfaced to is EASYVTerminal.

- 1 Download the installer EasyVTerminal-version-2.1.5.msi. (The version is subject to change over time.)
- 2 Remove any previous instance of EasyVTerminal from the target m/c.
- 3 Run the installer EasyVTerminal-version-2.1.5.msi (PLEASE DO NOT CHANGE THE INSTALLATION DIRECTORY). Keep the installation directory as C:\YESEFT
- 4 This will install the EasyVTerminal.
- 5 Modify the C:\YESEFT\properties\terminal.properties for the PIN Pad being used. Default configuration is for Verifone SC5000.
- 6 Run the batch file EMBOSS-Setup.bat.
- 7 This will ask for Merchant Id and Terminal Id. Set these to be what you have been given by YESPay.
- 8 Reboot system.r.
- 9 Run YESEFTConfig.exe. Select Ok. This will set up the default configuration. If EasyVTerminal is already installed, please ensure to set the classpath to C:\YESEFT\yespay-cps-2.1.0.jar
- 10 Run YESEFTInterface.exe, this will start the EasyVTerminal.

We had to open up ports 8080, 8443 to connect to the YESPay server on IP addresses

80.69.10.38

80.69.10.35

- 11 Once the interface is set up, POS BE needs to be configured by adding a [Till Device](#) to the POS of type 'YesPay Chip and Pin'. Set the network address to be 127.0.0.1:10000 in the 'Network Path' field.

How Do I Issue A Voucher?

- 1 Define the header that should print at the top of each voucher in the *Voucher Hdr* section on the [Location](#) tab in Tills. This can look similar to the receipt header. You can use tags like <DATE> to be translated to actual values at the time of printing.
- 2 Use the *Voucher* function to define a voucher.



This consists of a number, a description and the information to print.

- 3 Set up a discount offer and specify the reward is a Voucher and enter the required voucher number



When items are sold at POS, and the payment button is pressed, the discount will be given and the voucher printed with the receipt.



How Do I Link Items to Item Menus?

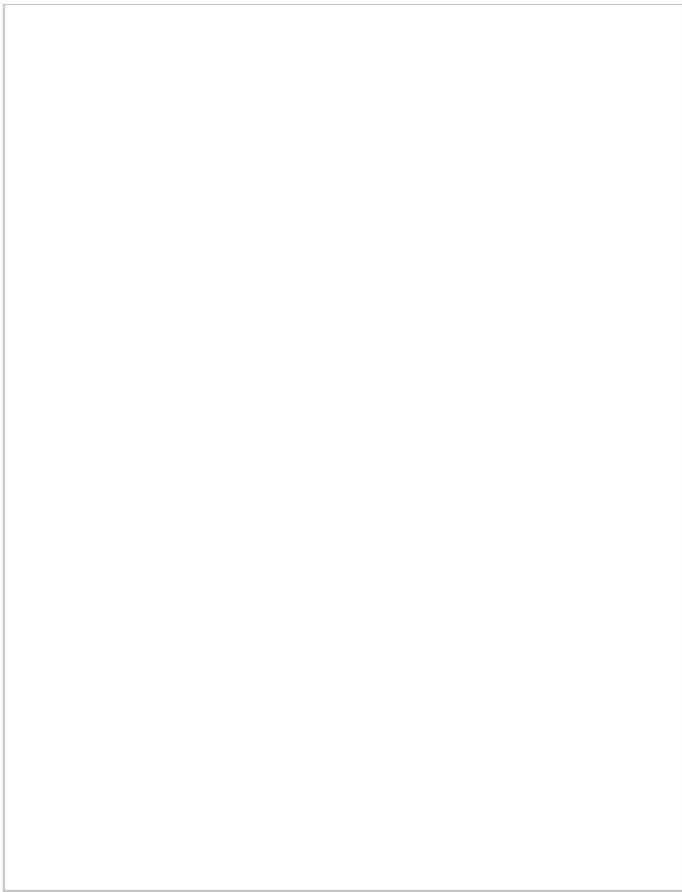
An item menu is used to relate items together that are able to be sold during a certain period. For example, certain items can only be sold on Breakfast, Lunch or Dinner menus.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Find the item you want to add to an item menu (press the *Items* button to start the search).



Use IPN or Description to narrow the search.

- 4 Select a menu from the Item Menu from the dropdown list.



5

Click the *Save* button.



6

Press the *Close* button.



How Do I Load Local Membership Data?

To download certain members to the Till during a reload, carry out the following:

- 1 Start the *Customer* task from the Main Menu. (DataEntryBasic.exe CUSTOMER)
- 2 Find the appropriate Customer you want to download to the tills (press the Customer button to start the search).
- 3 Select the *Extra* tab.
- 4 Select 'Check on POS if Server not available' on the 'POS Usage' dropdown box.
- 5 Click the *Save* button.
- 6 Reload the Till(s).

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How Do I Log Off?

You need to make sure that the system knows who is logging off. This is especially important where many users share the one till.

- 1 Press the *Log On* button.
- 2 A list of users already logged into the system is listed on the buttons down the right side of the screen. If you see your name, press the button to log on. If you do not see your name you are already logged off.
- 3 Press the *Log Off* button.

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How Do I Log On?

To log on to the system you need to have a user number or a swipe card. Each user should have their own code in order to audit their sales and track performance.

Figure: Example Logon Screen



- 1 If the POS system has just been started, the message 'Enter logon code and press OK or select your name from list' is displayed. Alternatively, press the *Log On* button to see this message.
- 2 Type in your log on code and press the *OK* button or swipe your magnetic swipe card through the reader. You can now start a sale.

If you are sharing the POS with other users then you need to make sure the system knows that you are doing the sale.

- 1 Before you start a sale, check the operator name at the top of the screen. If this is your name you can continue making the sale.
- 2 If this is not your name, press the *Log On* button. A list of users already logged into the system is listed on the buttons down the right side of the screen.
- 3 If you see your name, press the button to log on.
- 4 If you do not see your name, type in your log on code and press the *OK* button.

Each time a sale is completed you are automatically logged off. Log on again to start a new sale.

How Do I Make A Declaration On POS?

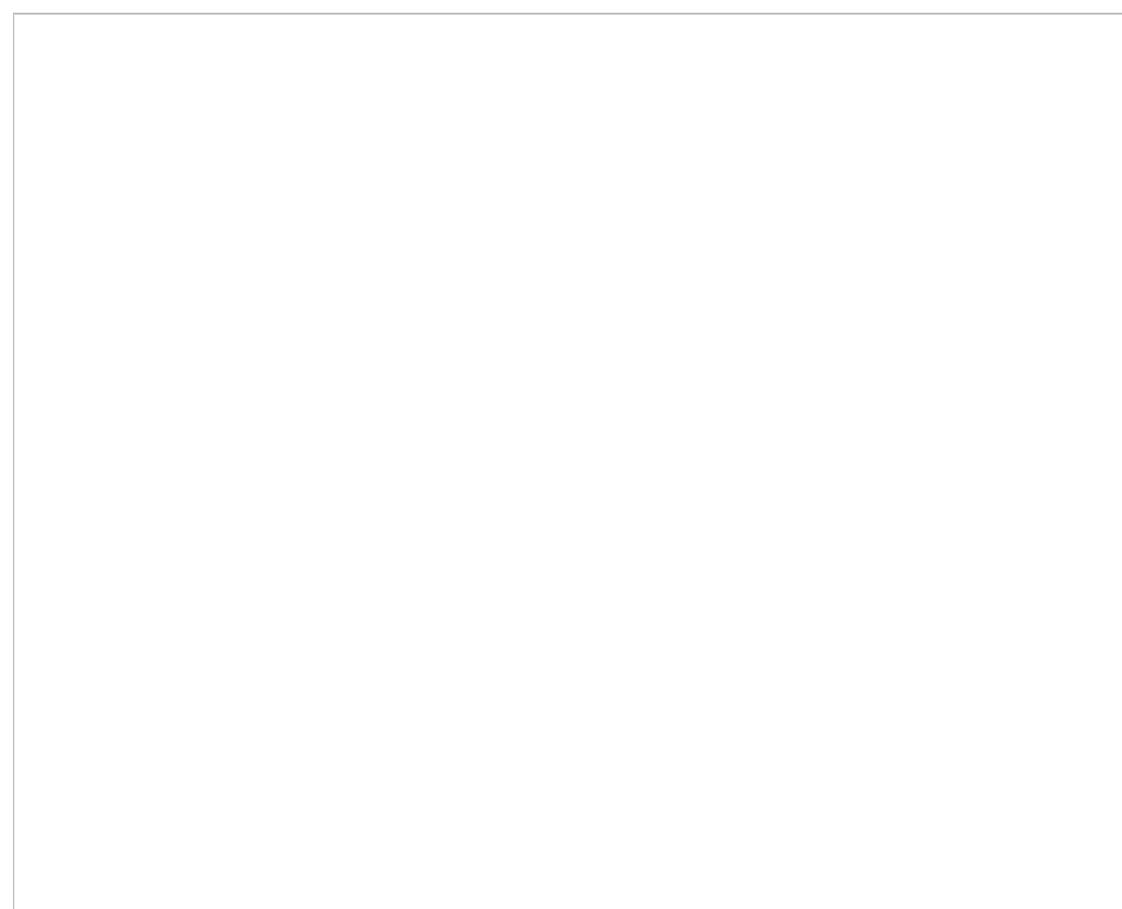
Once a Z-Read has been carried out, you can make a declaration on the Till:

- Select the *Declare Till* button.

(If this button is not available then you may need to set this button up via the [POS Keyboard](#) maintenance screen).

- Press the *New* button.
- Select the required Z-Read from the Z-Read drop down list if there are more than one Z read to declare. If only one Z read has been performed, then this list is not displayed.
- Move to the grid. Against each tender type, count the value of the tender that was in the drawer.
- When complete, click the *Accept* button.

If the variance is above or below the defined variance factor set in the system (which can be configured in [Till](#) Maintenance), you may be asked to re-enter your amounts. You are only allowed a defined number of attempts (which can be configured in [Till](#) Maintenance) before the system will automatically accept the declaration.



A declaration slip may print out according to the *Till Declaration Print* setting in [Till](#)

Maintenance.

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How Do I Make A Refund?

A refund occurs when you are giving money back to a customer. No items are specified and no stock is adjusted.

- 1 Press the *Activity* button.
- 2 Press the *More* button.
- 3 Press the *Refund* button.
- 4 Select the reason for the refund from the buttons displayed down the right side of the screen, for example *Faulty Product*.
- 5 Select the tender type from the buttons displayed down the right side of the screen.
- 6 Type in the amount being refunded (including decimal place) and press the *OK* button. If refunding a credit card/EFTPOS tender, the command is sent to the EFTPOS Payment Software. If the payment refund command is rejected, you will be returned to the prompt for refund tender type.

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How Do I Make A Return?

Returns are carried out when a customer no longer requires the Item(s) they have previously purchased and usually places the item back into stock. It is basically a sale made in reverse. Operators shown in the original transaction are shown in the return transaction. If any of the original operators are no longer assigned to the location for any reason (for example the person has left the company) then the return transaction is assigned to the 'Default operator for returns'.

- 1 Press the *Activity* button.
- 2 Press the *Return* button.
- 3 Select the reason for the return from the list of buttons displayed on the right side of the screen, for example Faulty Product.
- 4 Locate, scan, search item or enter the PLU number and press the *OK* button.
If the customer has the receipt, the easiest method is to then search by the receipt number. Enter search criteria and select 'Refresh'. Once you have located the transaction, select the transaction from the list and select 'Return Sale'. All Items from the original transaction will be added to the Return.
- 5 Add remaining items to the return in the same way.
- 6 Press the *Payment* button.
- 7 Select the tender type that you will pay the customer with from the buttons displayed on the right side of the screen.
- 8 Select the tender amount from the buttons displayed down the right side of the screen or type the amount (including decimal place) and press the *OK* button.
- 9 Print a receipt. The receipt shows that it has been a 'Return' transaction.

How Do I Make A Sale For A Member?

Making a sale for a member is the same as making a sale to any other customer. You simply need to do one extra step and that is to attach the member to the sale. You can do this at the start of the sale, or any time during the sale up to when you start entering payment details.

- 1 Press the *Member* button. (This might also be called a *Customer* button).
- 2 Type in the member's card number and press the *OK* button.

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How Do I Make An Adjustment To An Account?

First of all you have to view the required account details. See [How Do I See Account Details For Customers?](#) or [How Do I See Account Details For Suppliers?](#) Once you have your details you can use the following instructions:

- 1 Click the *Adjust* button to add a new adjustment. The following window is displayed.

Figure: Example Account Adjustment Screen



- 2 Enter the value of the adjustment and select the reason for the adjustment. If you want, you can also enter a comment about what the adjustment is for.
- 3 Some adjustments simply adjust an account directly, for example a new charge. However, some adjustments actually modify existing transactions, for example a discount or a credit note. If you select one of these types of adjustments, the window will change to the following:

If you don't see this window you can simply continue to Step 5.

This window shows all the existing transactions that this transaction can be allocated against. Notice the *Unallocated Amt* under the *Adjustment* amount you entered. This is the amount which still needs to be allocated from the *Adjustment* amount. You can't save the adjustment until this

amount is zero.

- 4 Simply move to each transaction effected by this adjustment and enter the amount in the *Allocate* column of the grid. The *Allocate* amount cannot be more than the *Outstanding* amount shown next to each transaction. If you simply want to allocate this transaction against the oldest transactions in the system, click the *Allocate To Oldest* button.
- 5 Click the *Save* button to complete the adjustment. If the adjustment you were making needed to be allocated against existing transactions, you won't be able to click the *Save* button until the adjustment is fully allocated.

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How Do I Make User Passwords Mandatory?

- 1 Start the *System Settings* task from the Main Menu. (DataEntryBasic.exe SYSTEM)
- 2 Select the *System* tab.



- 3 Within the Security area, click the *User Password is Mandatory* check box.
- 4 Click the *Save* button.

How Do I Manually Run Scheduled Tasks?

The Process Job application is designed to be run both manually and automatically (for automatic overnight processing). In order to run your Scheduled Jobs manually, simply run the Process Jobs application from the Main Menu.

When the Process Job form opens you select a session. This will default to the afternoon session for the current day. There are three tabs of sessions (Morning, Afternoon and Miscellaneous) with seven sessions in each tab. To run a particular session, select the tab and then the session within the tab.

As each task is processed a green tick will appear in front of it. Details about the task are also placed in the audit file. You should always check the audit file to ensure the success of tasks. This can be done by clicking on the View Audit button. See [View Audit](#) for more information.

If you don't want a task to be run in a particular session, simply click on the task and a red cross will appear. This will stop the task for this session run. If you want the task to be removed permanently, use Scheduled Jobs to remove it from the schedule.

The Process Date, which defaults to today's date, is used by the system as a starting point. If a process has a parameter of TODAY+1, the system uses the Process Date as TODAY and is thus able to calculate the required date. You should rarely, if ever, change this date.

How Do I Merge Two Tables?

- 1 Recall the sale from the first table you want to merge by entering in the table number on the till.
- 2 Press the *Table* button again, this time entering in the number of the second table you wish to merge.
- 3 The system will ask you if you want to merge the tables, click *OK*.

The tables are now merged and the sale can be held as per normal.

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How Do I Order Items From A Different Supplier?

By default, the system determines which supplier you should order your stock from based upon the cost details entered in Items. When entering a purchase order, the system only lets you order the item from this supplier.

If you set the costs at head office but sell at physically separate stores that have their own systems you must make sure COST data is replicated from head office to the store. By default this does not happen.

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How Do I Override A Head Office Sell Price?

Sometimes it may be necessary to override a sell price sent to you from head office, for example if stock is about to expire or the local competition is lowering their sell prices. This section explains how you can do this.

Pre-requisites: Locations, Items.

1 Select the *Items* task from the Main Menu.

2 Click the *Location Item* button.



3 Find the item you want to override the price for (press the *Item* button to start the search). Use IPN or Description to narrow the search. Click the required product and then the *Select* button.

4 Select the location the item to override in on the grid.

5 Click the *Override* button.



This displays the override window.

A large, empty rectangular box with a thin black border, occupying the top-left portion of the page. It is intended for entering data as per the instructions below.

6 Enter the new sell price and end date if required.

7 Enter a reason for the override.

8 Press the *Save* button.

How Do I Partially Pick A Transfer?

When using the Transfers task to transfer items immediately between two locations in the same physical area, for example a bottleshop and a bar, you may have a lot of items to transfer (especially if you performed a suggested transfer). You may need to pick the transfer over a number of days. However, you should tell the system which items you have already picked so that stock can be adjusted immediately.

Pre-requisites: Locations, Items, Suppliers.

- 1 When you have finished picking a set of items, find the transfer in the system.
- 2 For each line that was picked, find the item in the transfer. Change the status from 'Not Picked' to 'Picked'.
- 3 Press the *Accept* button.



The system process's the items that you just changed the status on. The status of these items is changed to 'Accepted' and the status of the transfer is changed to 'Partial'.

- 4 As each set of items is picked, repeats Steps 1 - 3. Eventually all items are picked and the status of the transfer is changed to 'Picked'. At this point you won't be able to modify the transfer any more.

How Do I Pay For A Sale With Multiple Payment Methods?

You can use as many different payment methods as you want to complete a sale. When the system asks for the amount of the tender, enter the amount being paid. If it is not enough to finalise the sale, the system asks you to select another tender type. Select the required tender type and enter the amount being paid. Repeat this until the sale is fully paid.

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How Do I Pay In Extra Income?

A Paid In transaction is used to record change from purchases, monies from vending machines, and so on. All paid ins will automatically populate the current weeks banking reports on the back office.

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button.
- 4 Press the *Adjust Till* button.
- 5 Press the *Paid In* button.
- 6 Select the reason for the adjustment from the list of buttons displayed on the right side of the screen.
- 7 Type in the amount being paid in and press the *OK* button.
- 8 Press the *Exit* button to exit the supervisor mode.
- 9 Perform a Skim for the same amount, and place the money in the safe with printed receipts for the Paid In and Lift Skim transactions.

The receipt has 'Paid In' printed on it and the amount that was put back into the safe.

How Do I Pay With A Credit Note?

This section will describe the use of gift certificates and credit notes. A gift certificate is sold to a customer to be later redeemed for other items. A credit note is a document we give to a customer to be later redeemed for an item. As you can see, they are basically the same thing. Gift certificates and credit notes are handled the same way, although each can be controlled separately. When reading the following, you can take gift certificate to also mean credit notes, unless otherwise stated.

When the item gift certificate item is sold it needs to be given a gift certificate number. These can be set up in a number of different ways:

- POS asks the user to enter a number from a pre-printed certificate.
- POS generates the number automatically which the user writes on a certificate.
- POS generates the number and prints a gift certificate on the receipt printer that can be given to the customer.

You can also choose whether or not your gift certificates can have expiry dates. If they don't you can redeem them at any time. If they do, POS can prompt for the expiry date when the gift certificate is sold. The certificate will not be allowed to be redeemed after this date.

If you print the gift certificate on the POS receipt printer, use the *Gift Cert Header* option in the Location tab of Till to define your own header for the gift certificate.

When a gift certificate is redeemed it is simply tendered just as you would tender cash. You set up a tender code to represent the gift certificate and enter the tender code in the *Gift* option in the Tender Types section of System Settings. When you pay with this tender code, the system will ask for the gift certificate number. It will attempt to validate this against gift certificates issued from that location. If it can find one it will accept it. If it can't find one, it will ask you to confirm that you do want to accept the gift certificate.

- 1 Press the *Payment* button.
- 2 Select the *Credit Note* tender.
- 3 Enter the credit note number the system produced when the credit note was originally sold. The system checks if it was previously sold. If not, it asks if you are sure you want to accept it.

How Do I Pay With A Gift Certificate?

[How Do I Sell A Gift Certificate?](#)

A gift certificate is sold to a customer to be later redeemed for other items.

- 1 Press the *Payment* button.
- 2 Select the *Gift Certificate* tender.
- 3 Enter the gift certificate number and press the *OK* button. The system will attempt to validate this against gift certificates issued from that location. If it can find one it will accept it. If it can't find one will ask you to confirm that you do want to accept the gift certificate.

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How Do I Pay With Loyalty Points?

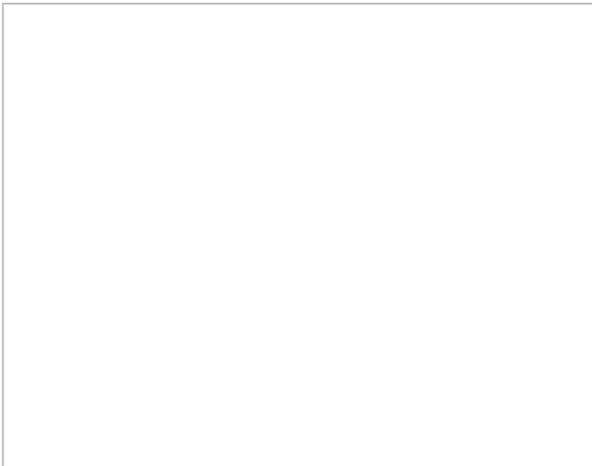
- 1 Press the *Payment* button.
- 2 Select the 'Points' tender type (this will only be visible if the customer for the sale has enough points).
- 3 Enter the number of points the customer is tendering. DynaPOSTouch will convert this to your local currency. You will not be able to tender more points than the customer currently has available.

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How Do I Perform A Notify Upgrade

When performing an update to the POS software, new upgrade files can be downloaded to the local c:\drsapps\upgrade directory prior to performing a software upgrade. The download will happen in the background of the POS, it won't affect sales processing. However, try to do this only in offpeak times so as to not place further work on the server.

- 1 Select the *Till Control* task from the *POS* Menu.
- 2 Select the required till. The lower section of the form shows which till is being controlled. As you click on different tills, this description changes.
- 3 Select the *Notify Upgrade* button.



Press the *Yes* button to send the command to the selected till or the *No* button to send the command to all tills in the location. When the till gets this command, it will contact the server to look for new upgrade files. If any files are found, they will be downloaded. Note, the files are not used immediately, only downloaded.

How Do I Perform A Skim/Cash Lift?

A Skim transaction is used to take cash out of the drawer because there is too much in it.

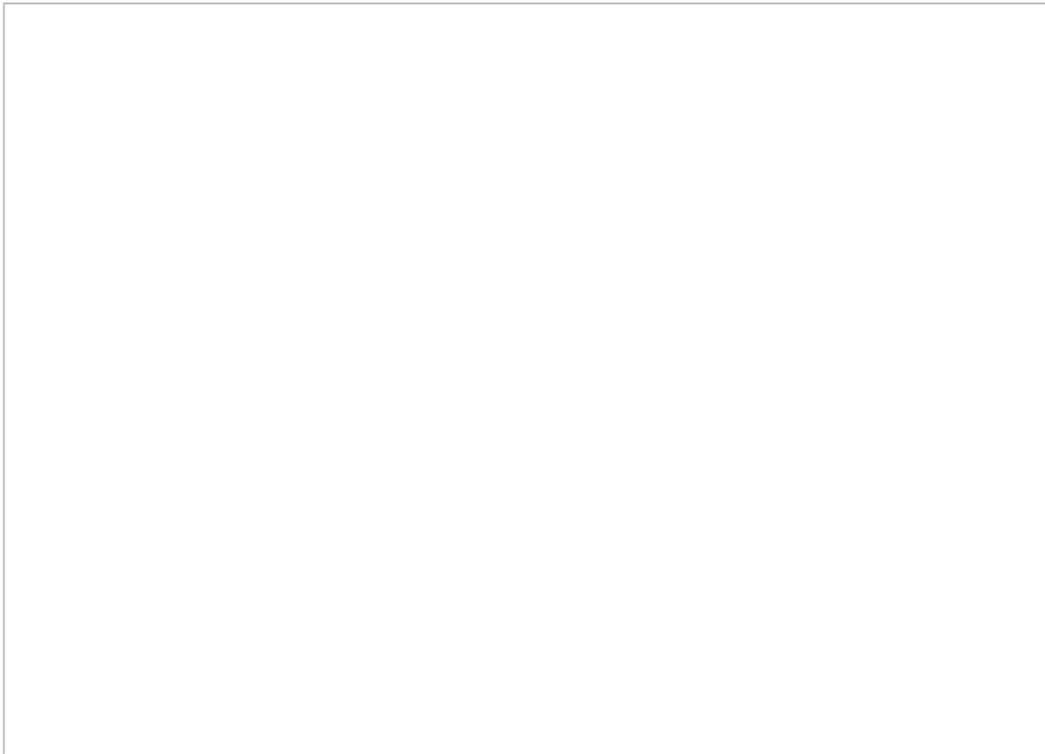
- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button or swipe your card.
- 4 Press the *Adjust Till* button.
- 5 Press the *Skim* button.
- 6 Select the reason for the adjustment from the list of buttons displayed on the right side of the screen.
- 7 Type in the amount you wish to take from the till drawer and press the *OK* button.
- 8 Press the *Exit* button to return and leave the supervisor mode.
- 9 The receipt has 'Skim' printed on it and the amount that was taken from the till drawer.

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How Do I Perform A Till Declaration?

Till declarations can be performed from either the [Point of Sale](#) or from the backoffice.

- 1 Start the *Till Declarations* task from the Main Menu.
- 2 Click the *New* button. The system starts a new till definition.
- 3 Select the required *Location*.
- 4 Press the *Search* button.
- 5 Select the required Z-Read from the Z-Read drop down list and press the *Select* button.
- 6 Move to the grid. Against each tender type, count the value of the tender that was in the drawer.



- 7 Once complete, press the *Accept* button.
- 8 If you are informed that you have a variance in the Till declaration, press the *OK* button.

Your Till Declaration has now been recorded!

How Do I Perform A Transfer On POS?

This section explains how to do an internal stock transfer on the till. Recipe, return, linked or deleted items and set meals are not allowed in a transfer.

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button.
- 4 Press the *Int Transfer* button. This starts the transfer transaction.
- 5 Select a location for the item(s) to be transferred to – the fast keys on the POS are set to the available locations according to the *Show in POS transfers* option that must already be enabled in the Inventory Options tab in [Locations](#).
- 6 'Sell' transferrable items as usual and then press the *Payment* button. At this point, the transfer is completed (no actual tender is taken).

The details are sent to the back office in the same manner as a standard POS transaction but it is marked as a transfer transaction type

Perform A Z-Read?

The Z Read is a report which is used to basically show how much money has been taken since the last time it was run for the till, or for a given user. Once a Z Read has been run, it is then possible to enter a declaration against the Z-Read. This then allows you to see how much takings you have counted as opposed to how much takings the system has calculated. Variances can then be viewed in the relevant Till Declaration reports. Z Reads can be run from either the Point of Sale or from the back office.

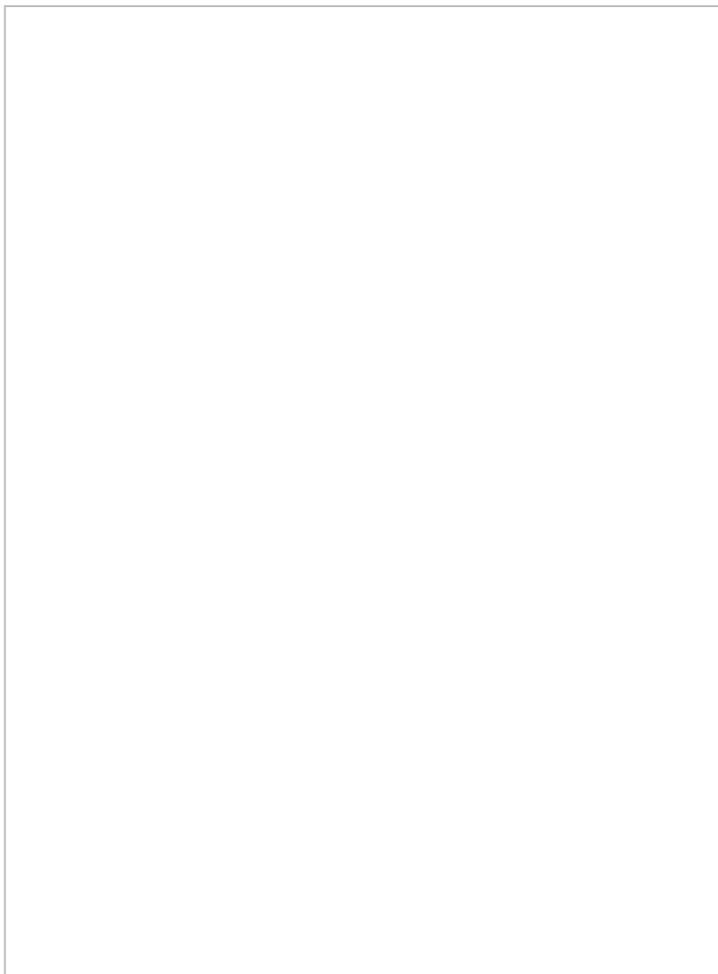
- 1 Press the *Activity* button.
- 2 Press the *Menu* button.
- 3 Select the *Z Read* button.
- 4 Confirm by selecting continue (if an x read is not required select cancel). There will be a slight delay while the terminal collates the information.
- 5 When the Z Read is displayed, select the *Print* button. Depending on whether reports have been set to print on the receipt printer or not, you can print the report out on the assigned receipt printer for the till.

How Do I Perform A Z-Read?

The Z Read is a Point of Sale report which is used to basically show how much money has been taken since the last Z was run for the till, or for a given user. Once a Z Read has been run, it is then possible to enter a declaration against the Z Read. This then allows you to see how much takings you have counted as opposed to how much takings the system has calculated. Variances can then be viewed in the relevant Till Declaration reports. Z Reads can be run from either the Point of Sale or from the backoffice.

1 Start the *Z-Read* task from the Main Menu.

2



3 Select the *Location* for which the Z read should be produced for. If the Location has been set to *for* User based Z Reads, then select the User for which the Z read should be produced for. Otherwise select the Till which the Z read should be produced for.

4 Press the *Print* button to generate a till read.

Note: If a Location has been set to use blind declarations, you cannot view the Z read in Report Manager until the Z read is declared against.

How Do I Perform An X-Read?

The X Read is a Point of Sale report which is used to basically show how much money is recorded in a particular Till, or for a given user. The X Read shows the sum of all the sales since the last X Read was carried out on the Till or for the given user. X Reads can be run from either the Point of Sale or from the backoffice.

- 1 Start the *X-Read* task from the Main Menu.
- 2 Select the *Location* for which the X read should be produced for. If the Location has been set to *fc* User based Z Reads, then select the User for which the X read should be produced for. Otherwise select the Till which the X read should be produced for.

3

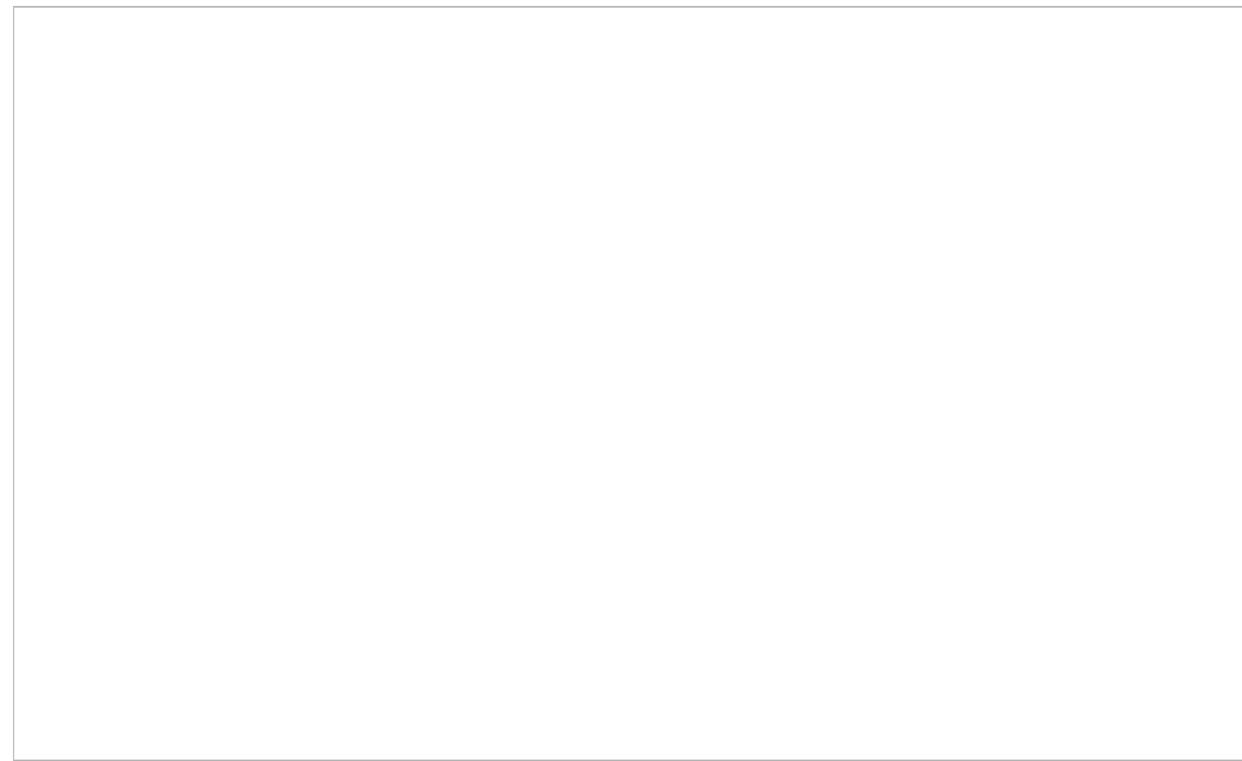


Select the *Print* button to generate a till read.

How Do I Populate A Location With Items?

Once you have you have created your new Store or Warehouse, you need to populate it with items to buy and sell. You need to ensure that you have created replenishment and retail records that are valid for the location. If you have added your new location to an existing group then these should already exist, otherwise you will need to enter them.

Once the replenishment and retail records are set up, run the Get New Costs/Sells process



and then the Set Store Cost Sells after that.

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How Do I Prepare A Supplier For Ordering?

Before a supplier can be used for ordering, its invoice details must be set up. You should have an understanding of costs before continuing.

Note, if you set up the supplier following the instructions in [How Do I Add A New Supplier?](#) then you have already done this task and do not need to continue.

- 1 Start the *Suppliers* task from the Main Menu.
- 2 Select the *Suppliers* option.
- 3 Find the supplier you want to order from. Click the *Supplier* button at the top left of the window. Click the *Name* field and enter the first few letters of the supplier's name (four or five is sufficient). Press the *Search* button. Select the supplier required and press the *Select* button.
- 4 Click the *Ordering* tab.



- 5 The cost which appears on the supplier's invoice is made up of certain components, for example service fee, sales tax, and so on. Check on the cost components that make up the supplier's line cost.

Hint: If you indicate that sales tax is included in the cost and your industry doesn't use liquor tax then you should still check the liquor tax on anyway. This effectively hides liquor tax when you are doing invoices.

- 6 Click the *Save* button when done.

How Do I Prepare For ALM Host Updates?

Before you start processing [ALM Host Updates](#), you need to prepare the system.

- 1 The ALM Host Update task needs to be able to find the host update files in a special directory. The directory is entered in the ALM Host setting on the [Host Updates](#) tab of System Settings. It is your responsibility to get the file into this directory.
- 2 The costs in the host file will be loaded to a specific location which you nominate. This location must be set up (see [How Do I Add A New Location?](#)).
- 3 The items in the host file will be loaded to a specific supplier which you nominate. This supplier must be set up (see [How Do I Add A New Supplier?](#)). You can also enter this as the *ALM Supplier Code* on the [Host Updates](#) tab of System Settings. The supplier in system settings and on the host update process must match otherwise it will error.
- 4 As the item details are loaded, it will attempt to translate various codes from the supplier to our existing codes. This is done by cross-referencing one code to another. ALM should be able to provide a list of their codes for you to enter. The specific codes are discussed in the following steps.
- 5 ALM will provide the manufacturer of the item. You should set up cross-references so that these manufacturers can be translated to your supplier codes. See [How Do I Set Up Supplier Cross-References?](#) If the system can't translate the manufacturer, it will be set to 'UNK'.
- 6 ALM will provide a tax code, representing the rate of tax, of the item. You should set up cross-references so that these tax codes can be translated to your tax codes. See [How Do I Set Up Tax Cross-References?](#) If the system can't translate the tax code, it will be left empty.
- 7 ALM will provide the department and category the item belongs to. You should set up cross-references so that these codes can be translated to your department, category and group codes. See [How Do I Set Up Cross-Reference Codes For Departments?](#) Note, ALM only provides a two-tier department, category hierarchy. The *System* you need to use when setting up these cross-references will be the supplier code from Step 3.
- 8 You are now ready to successfully process the host update file.

How Do I Prepare For Metcash Host Updates?

Before you start processing [Metcash Host Updates](#), you need to prepare the system.

- 1 The Metcash Host Update task needs to be able to find the host update files in a special directory. This directory is entered in the Metcash Host setting on the [Host Updates](#) tab of System Settings. It is your responsibility to get the file into this directory.
- 2 The costs in the host file will be loaded to a specific location which you nominate. This location must be set up (see [How Do I Add A New Location?](#)).
- 3 The items in the host file will be loaded to a specific supplier which you nominate. This supplier must be set up (see [How Do I Add A New Supplier?](#)). You can also enter this as the *Metcash Supplier Code* on the [Host Updates](#) tab of System Settings. The supplier in system settings and on the host update process must match otherwise it will error.
- 4 As the item details are loaded, it will attempt to translate various codes from the supplier to our existing codes. This is done by cross-referencing one code to another. Metcash should be able to provide a list of their codes for you to enter. The specific codes are discussed in the following steps.
- 5 Metcash will provide the manufacturer of the item. You should set up cross-references so that these manufacturer codes can be translated to your supplier codes. See [How Do I Set Up Supplier Cross-References?](#) If the system can't translate the manufacturer, it will be set to 'UNK'.
- 6 Metcash will provide a tax code, representing the rate of tax, of the item. You should set up cross-references so that these tax codes can be translated to your tax codes. See [How Do I Set Up Tax Cross-References?](#) If the system can't translate the tax code, it will be left empty.
- 7 Metcash will provide the department and category the item belongs to. You should set up cross-references so that these codes can be translated to your department, category and group codes. See [How Do I Add Cross-Reference Codes For Departments?](#) Note, Metcash only provide a two-tier department, category and group hierarchy. The *System* you need use when setting up these cross-references will be the supplier code from Step 3.
- 8 You are now ready to successfully process the host update file.

How Do I Prepare For Standard Host Updates?

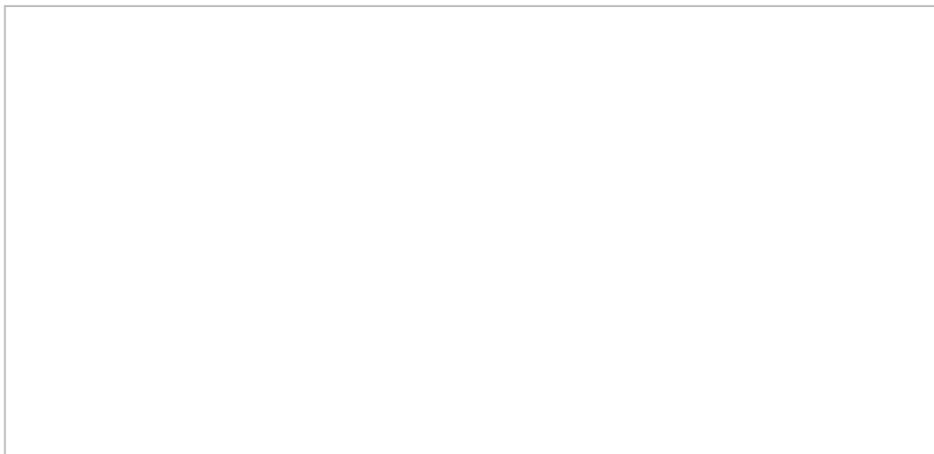
Before you start processing [Standard Host Updates](#), you need to prepare the system.

- 1 The Standard Host Update task needs to be able to find the host update files in a special directory. This directory is entered in the Standard Host setting on the [Host Updates](#) tab of System Settings. It is your responsibility to get the file into this directory.
- 2 The costs in the host file will be loaded to a specific location which you nominate. This location must be set up (see [How Do I Add A New Location?](#)).
- 3 The items in the host file will be loaded to a specific supplier which you nominate. This supplier must be set up (see [How Do I Add A New Supplier?](#)). You can also enter this as the *Standard Supplier Code* on the [Host Updates](#) tab of System Settings. The supplier in system settings and on the host update process must match otherwise it will error.
- 4 As the item details are loaded, it will attempt to translate various codes from the supplier to our existing codes. This is done by cross-referencing one code to another. The specific codes are discussed in the following steps.
- 5 The Standard file will provide the manufacturer of the item. You should set up cross-references so that these manufacturers can be translated to your supplier codes. See [How Do I Set Up Supplier Cross-References?](#) If the system can't translate the manufacturer, it will be set to the supplier code that was specified when the host update was processed.
- 6 The Standard file will provide a tax code, representing the rate of tax, of the item. You should set up cross-references so that these tax codes can be translated to your tax codes. See [How Do I Set Up Tax Code Cross-References?](#) If the system can't translate the tax code, it will be left empty.
- 7 The Standard file will provide the department and category the item belongs to. You should set up cross-references so that these codes can be translated to your department, category and group codes. See [How Do I Add Cross-Reference Codes For Departments?](#) The *System* you need use when setting up these cross-references will be the supplier code from Step 3.
- 8 You are now ready to successfully process the host update file.

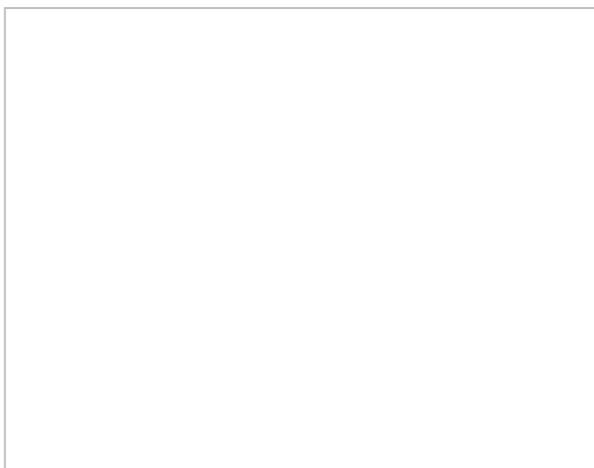
How Do I Prepare POS Reloads?

Prepared POS Reloads has the benefit of being able to package up Till information on the server, and then have the till reload this packet of information. By preparing your reloads, it lessens the load on the server. In order for this process to work, a *POS Data* directory in [System Settings](#) is required. This is the root directory where the POS data will be stored.

- 1 Select the *Operations* task from the Main Menu.
- 2 Start the *Prepare POS Data* option from the Operations menu. (MERCHANTEOD.EXE PREPAREPOSDATA)



- 3 Enter the location or use the button to search for the location required.
- 4 Click the *Process* button.
- 5 To load the prepared data, select the *Till Control* task from the *POS* Menu.
- 6 Select the required till. The lower section of the form shows which till is being controlled. As you click on different tills, this description changes.
- 7 Select the *Prepared Reload* button to request the POS to do a prepared reload.



Press the *Yes* button to send the command to the selected till or the *No* button to send the command to all tills in the location.

You are not able to use the POS terminal while the reload is happening. This process takes approximately 10 minutes depending on how many items are in that location.

- 8 Click the *OK* button to accept the confirmation message that the command has been sent.



- 9 The POS Terminal shows "Backoffice requested prepared reload. Please wait.." message.

How Do I Print A Batch Of Tickets?

This section describes how to print a batch of tickets that have been generated by the system.

1 Select the *Items* task from the Main Menu.

2 Start the *Print Tickets/Labels* task from the *Items Setup* menu.



3 Look through the batch of tickets and find the one you want to print.

4 Make sure the correct stationery is in the printer.

5 Click the *Print* button to print the tickets.



How Do I Print A Bill?

Often you need to present a bill to the customer for them to verify before final payment. When a customer requests a bill:

- 1 Recall the transaction.
- 2 Select the *Payment* button.
- 3 Select the *Print Bill* button.

The customer's bill is printed and automatically places the transaction on hold. You can take the bill to the customer. When they pay, you can then recall the sale and make the correct payment against it.

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How Do I Print A Z-Read To The Backoffice Printer?

It's possible to print the Z Read to the backoffice printer instead of the local receipt printer. In order to do this you need to set up your system in the following manner:

- 1 On each till, set up the default windows printer to be that of the backoffice printer.
- 2 In the Till maintenance screen, check that the Z read for each till is set to 'Generate and Print' and the [Till Reads](#) tab.
- 3 In the Till maintenance screen, check that the 'Reports to Receipt Printer' option is switched off on the [Profile - Printing](#) tab.

Now when you run a Z read from the till the report will print out automatically on the backoffice printer.

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How Do I Print Normal Tickets For Items Currently On Promotion?

When you create a ticket for an item you usually ask the system to print the current sell on it. This means that if you print a ticket while it is on promotion you get the promotional price. How can you create a batch so that the normal sell price is used without needing to design a complete new ticket?

When you create the batch, there is a setting called Price Type. This is usually 'Current'. Before you add items to the batch, change this to 'Normal'. Now when you add items, the price that the system will print as the 'current' price will in fact be the normal price.



If you want to print tickets only for items currently on promotion, do not attempt to enter the items individually. Instead, click the *Bulk Tickets* button to display the Bulk Tickets form. This allows you to enter criteria to select all the items you want. Change *Sell Type* to 'Promo' and press the *Bulk Tickets* button. The system will find all items on promotion and add them to the list of items in the batch.

How Do I Process A Sale?

[How Do I Search For An Item?](#), [Payments](#)

- 1 To enter a transaction, you must first be logged on to the POS.
- 2 Tell the POS the item you want to sell. You can do this several ways:
 - If you have a scanner attached and there is a barcode on the product, scan the item
 - Select the item from the fastkeys
 - Enter the barcode or PLU number used to identify the item and press the *OK* button
 - Search for the item
- 3 When you have included all items on the sale, press the *Payment* button to sub-total. A list of available tenders that can be accepted for the transaction is shown on the buttons on the right side of the screen. Press the button corresponding to the tender that the customer is paying with. If you select Cash, the system will present you with a list of tender amount suggestions based on the total of the sale and the denominations set against the currency.
- 4 Select the tender amount from the list or enter amount and press the *OK* button.

Once the amount tendered is equal to or larger than the balance of the transaction, the sale will be completed. At this point in time it is usual for the cash drawer to fire and for change to be given if required to the customer. If the system is set up for receipt printing, a receipt is printed.

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How Do I Reboot A Till?

Tills can be rebooted from the backoffice.

- 1 Select the *Till Control* task from the *POS* Menu.
- 2 Select the required till. The lower section of the form shows which till is being controlled. As you click on different tills, this description changes.
- 3 Select the *Reboot* button.



Press the *Yes* button to send the command to the selected till or the *No* button to send the command to all tills in the location. You are not able to use the POS terminal while this is happening.

How Do I Recall A Saved Sale?

You can only recall a hold sale when you are about to start a new sale. You cannot recall a sale while you are halfway through an existing sale.

- 1 Press the *Recall* button on the right side of the screen.
- 2 The list of held sales is displayed to you. Select the transaction containing the sale you want to recall and press the *Select* button. You can add more items to the sale, pay the sale or you can put it back on hold by pressing the *Hold* button.

If none of the held sales is required, select the *None* button to start a new transaction.

How Do I Receive Stock Without An Invoice?

If you receive your goods with a delivery docket or goods receipt and then get an invoice later on, you need to record the fact that you have received the stock. Later on when the invoice has been received, you can enter it to complete all the details.

- 1 Start the *Goods Receipt* task from the Main Menu.

The screenshot shows the 'Goods Receipt' application window. The title bar reads 'Goods Receipt'. The menu bar includes 'Goods Receipt', 'Edit', 'Actions', 'Settings', and 'Help'. The toolbar contains icons for 'New', 'Save', 'Cancel', 'Delete', 'Print', 'Accept', 'Import', 'Tickets', 'Items', and 'Create'. On the right side of the toolbar are 'Help' and 'Close' buttons. The main interface is split into two panes: 'Basic' and 'Items'. The 'Basic' pane contains the following fields: 'Purchase Order#' (with a search button), 'Supplier', 'Location', 'Received Date', 'Agent', 'Supplier Reference', 'Expected Delivery Date', 'Delivery From Time', 'Delivery To Time', and 'Freight Company'. The 'Items' pane contains: 'Status', 'Created', 'Created By', 'Authorised By', 'Type', and a 'Comments' text area.

- 2 Click the *New* button.

The system adds a new goods receipt and automatically assigns a goods receipt number.

- 3 In the *Purchase Order #* field, enter the number of the purchase order you sent to the supplier. This should be printed on the receipt that arrived with the goods. If not, press the *Purchase Order#* button to search for the purchase order. Selecting the *Search* button shows a list of all anticipated pending deliveries. This list is generated from pending Purchase Orders that have been sent to the suppliers.

Click the appropriate purchase order receipt and press the *Select* button to launch the receipt. Pressing the  button inputs items from previous purchase orders for lines not supplied from previous deliveries.

- 4 Change the *Received Date*, if required.

5 Move to the *Supplier Reference* and enter the number of the supplier's receipt.

6 Click the *Items* tab to view the receipt details.



7 Locate each item on the goods receipt in the grid and confirm that the quantity received is correct. By default the quantity received is the quantity ordered. If it is not correct, change the Units Received, Cartons Received and Bonus Received to the actual quantity received by double-clicking on the row to change or click the button. Change the Status to reflect what will happen to the quantity not received. By default this changes to 'More To Come' as if the item is on backorder.

8 If you need to delete an item from the receipt do one of the following:

I. Click on the required row and then click the  button.
or

II. Click on the required row. Hold down the *Ctrl* key and press the *Delete* key. The system will check you want to delete. Click OK to delete the line, or Cancel to leave the line in the receipt.

Note: You can only delete an item that you entered directly. If the item was added by matching

against a purchase order it cannot be deleted.

9 Once all items have been entered, click the Print button.

The system prints out a goods receipt.

10 Click the *Accept* button to mark the goods receipt as completed. You will not be able to change the items on this goods receipt now.

No Purchase Order Sent

- 1 Start the *Goods Receipt* task from the Main Menu.

The screenshot shows the 'Goods Receipt' application window. The interface is divided into a main data entry area and a right-hand summary area. The main area has a 'Basic' tab selected, with fields for 'Purchase Order#' (with a search button), 'Supplier' (with a search button), 'Location' (with a search button), 'Received Date' (with a date picker), 'Agent' (with a search button), 'Supplier Reference', 'Expected Delivery Date' (with a date picker), 'Delivery From Time', 'Delivery To Time', and 'Freight Company'. The right-hand area contains fields for 'Status', 'Created', 'Created By', 'Authorised By', 'Type', and a large 'Comments' text area. The toolbar at the top includes buttons for 'New', 'Save', 'Cancel', 'Delete', 'Print', 'Accept Import', 'Tickets', 'Items', and 'Create'.

- 2 Click the *New* button.

The system adds a new goods receipt and automatically assigns a goods receipt number.

- 3 In the *Supplier* field, enter the code of the supplier the goods have been received from, If you don't know the supplier's code, press the *Supplier* button to search for it.

- 4 Move to the *Location* field and enter the code of the location that received the goods. If you don't know the location's code, press the *Location* button to search for it.

- 5 Change the *Received Date*, if required.

- 6 Move to the *Supplier Reference* and enter the number of the supplier's receipt.

- 7 Click the *Items* tab to view the receipt details.

- 8 Click the *New*  button to start adding products to the purchase order.

- 9 Enter the IPN of the item you want to receive. If you only have the supplier's order code, press the *Tab* key to move to the *Order* column and enter the order code. If you don't have the IPN or the order code then click to start an item search.

10 Enter the quantity you received. You can enter this as either a number of units (in the *Units Recv* column) or as a number of cartons (in the *Cartons Recv* column).

11 Click the *Save* button.

12 If you need to add more items, click the  button. Repeat Steps 8 to 11 until all items have been entered.

13 If you need to delete an item from the receipt do one of the following:

I. Click on the required row and then click the  button.
or

II. Click on the required row. Hold down the *Ctrl* key and press the *Delete* key. The system will check you want to delete. Click *OK* to delete the line, or *Cancel* to leave the line in the receipt.

Note you can only delete an item that you entered directly. If the item was added by matching against a purchase order it cannot be deleted.

14 Once all items have been entered, click the *Print* button.

The system prints out a goods receipt. Check the details on it

15 Click the *Accept* button to mark the goods receipt as completed. You will not be able to change the items on this goods receipt now.

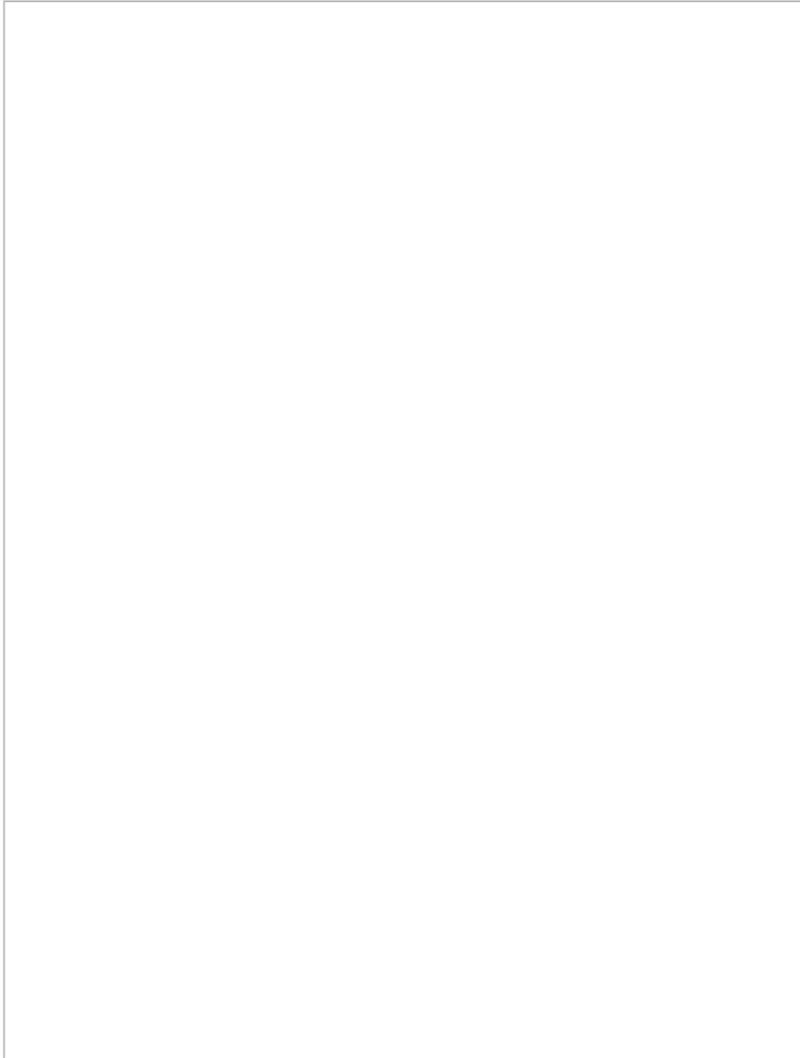
How Do I Record A Payment On An Account?

First of all you have to view the required account details. See [How Do I See Account Details For Customers?](#) or [How Do I See Account Details For Suppliers?](#) Once you have your details you can use the following instructions to record a payment:

1 Click the *Payment* button to add a new adjustment.



Figure: Example Account Adjustment Screen



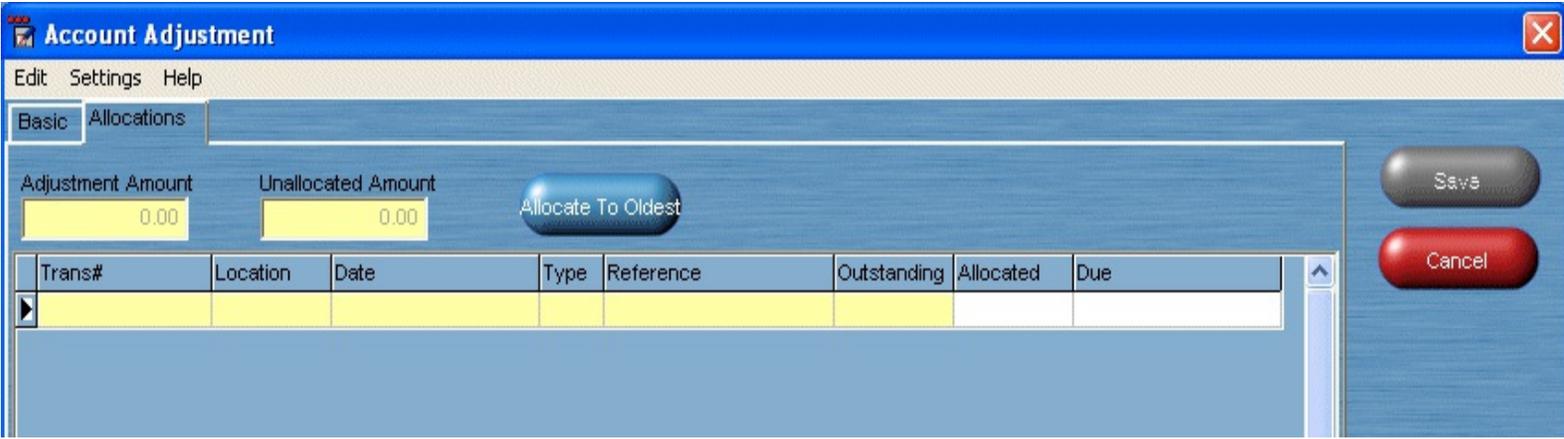
2 Enter the value of the payment in the *Adjustment Amount* field.

3 Select the method of payment in the *Payment Method* combo box, for example cash, credit card, and so on.

4 In the *Reference* and *Other Reference* fields, enter reference details for the payment.

5 Select the *Allocations* tab.

Figure: Example Account Adjustment Allocations Screen



6 In the grid at the bottom of the window, move to each transaction effected by this payment and enter the amount in the *Allocated* column of the grid. The Allocate amount cannot be more than the Outstanding amount shown next to each transaction. If you simply want to allocate this transaction against the oldest transactions in the system, click the *Allocate To Oldest* button.

7 Click the *Save* button to complete the payment. You won't be able to click the *Save* button until the payment is fully allocated.

How Do I Record A Rebate Paid As A Credit?

The system keeps two separate accounts for suppliers.

One is an account that shows the invoices you have received and therefore how much you owe the supplier.

The second is a rebate account where all rebates owed to us by the supplier are recorded. If you receive a payment for your rebate claims, you would simply record it as a payment in the rebates account.

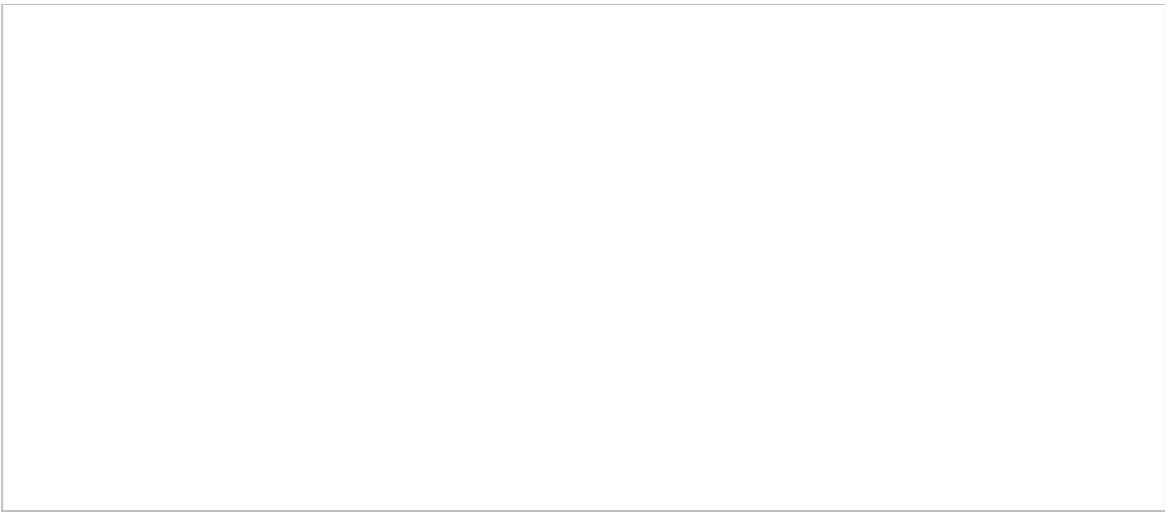
What if the supplier doesn't pay you but gives you a credit instead? You need to have an adjustment set up in both the supplier invoice account and rebate account called a 'Rebate Credit' which allows you to allocated the adjustment to existing transactions. Go into the supplier's rebate account and enter the adjustment. Allocate the amount against each of the claims being settled. Once you have done this, go into the supplier's invoice account and enter an adjustment for the same amount. Allocate it against outstanding invoices. You have now recorded your rebate credit.

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How Do I Record Additional Costs To An Invoice?

'[Extra Invoice Costs](#)' is a function which is used to record additional costs in association with an invoice. Lets say for example the goods came through customs and there is an additional custom duty to pay. This custom amount will not be reflected on the original invoice of the goods but still impacts on the cost of the goods. Other examples may include freight or to add a distributed amount to a previous invoice useful when the invoiced and received quantities do not match and the service fee was only a partial amount. Using this function you can create a new invoice and link it to the original one. This will import all the items from that original invoice. Then you can distribute this extra value over the items. You can distribute the value based on Cartons, Weight or Value.

When you create an Extra Invoice Cost transaction, you will be asked for the Invoice Type. You can create your own invoice types by using the [Reason](#) function (DATAENTRYBASIC.EXE REASON) that allows you to define reasons for doing refunds and till adjustments, and so on. In the *Adjustment Type* field select Extra Invoice Costs as the type and you can also select the tax code that will be used, if any.



When you accept the transaction, the system will generate adjustment entries for each item and adjust the average cost of the item. You can see the impact of this in [Stock Audit](#). It will also generate an entry to the supplier's credit account to show that you owe them money.

How Do I Record Gratuities?

A gratuity is a tip given by the customer at their discretion and may be received at the time of payment either when a customer is paying by card and a gratuity amount is added to the payment slip whilst signing it or when the customer pays by cash and says 'keep the change'. If the gratuity is received after payment has been made (normally cash left on the table when the customer leaves), then this amount can be entered as a separate transaction.

At Time Of Payment

For recording tips or gratuities given at the time of payment.

- 1 Press the *Payment* button to finalise the sale. A number of suggested options are displayed on the right side from which to choose (None, 10%, 15%, and so on).
- 2 Select one of these or enter the amount.
- 3 Complete the payment as usual.

□ **After The Transaction**

For recording tips or gratuities given after a transaction.

- 1 Log on.
- 2 Go to *Activity* and select the *Tip* button.
- 3 Select the sale from the receipt list and press the *Tip* button.
- 4 Enter in the tender and the amount and press the *Payment* button.

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How Do I Record Multiple Invoices?

Invoices are used to record the amount that a supplier has billed for items shipped to a location (such as a store or warehouse). The usual process for tracking the delivery and costs of stock is:

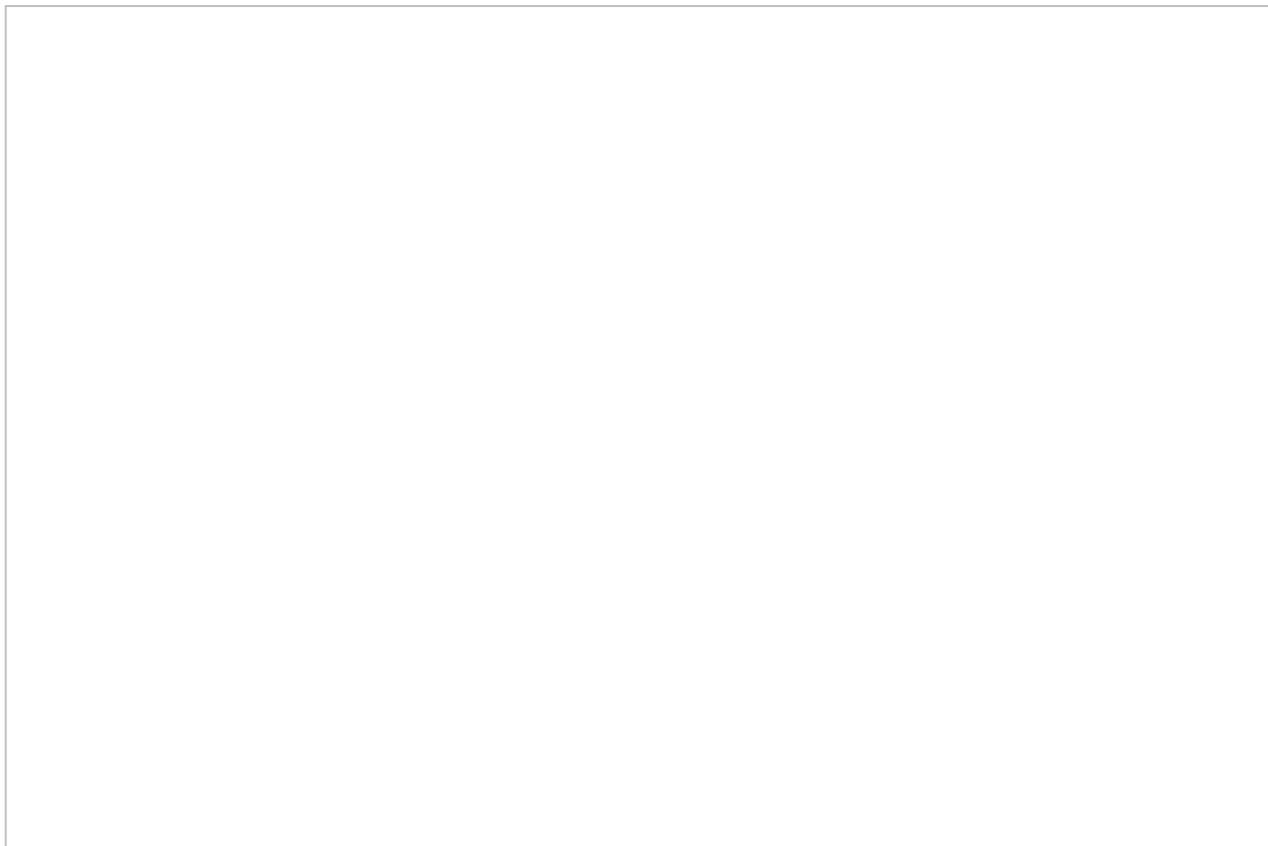
- [create a purchase order](#) for items you need to buy from a supplier
- create a goods receipt when the items are received
- create an invoice so you can pay the supplier for the items received

Multiple invoices can be matched to a single purchase order as long as the status of the applicable line items is changed from 'Received' to 'More To Come'. See steps below:

1. Create a new Invoice via the *Invoice* task from the Main Menu.
2. Invoices do not require purchase orders. If no purchase order was created, you can simply create an invoice and enter the items directly on the *Items* tab.

If a purchase order was created, the invoice can be matched to it. In the *Purchase Order#* field, enter the number of the purchase order you sent to the supplier. This should be printed on the receipt that arrived with the goods. If not, press the *Purchase Order#* button to search for the purchase order. Selecting the *Search* button shows a list of all anticipated pending deliveries. This list is generated from pending Purchase Orders that have been sent to the suppliers.

Click the appropriate purchase order receipt and press the *Select* button to launch the receipt. Pressing the  button inputs items from the original/previous purchase orders for lines not supplied from previous deliveries.



3. Click the *Items* tab to view the details.



4. Find each item on the invoice in the grid and confirm that the quantity invoiced and the invoice cost is correct.

By default the quantity invoiced is the quantity ordered. If the quantity is not correct, change either the Units Invoiced or Cartons Invoiced by double-clicking on the row to change or click the  button to open the *Item Details* window.

The screenshot shows the 'Item Details' window with the following data:

Basic			
Order Code	TH4911-30		
IPN	11653 LC 14 IN MITT COBALT 30		
Invoice Details			
Units	Cartons	Status	
50	50	Received	
Unit Cost	Invoice Cost	Line Cost	
2.66	2.66	133.00	
Tax	Freight	Discount	
0.00	0.00	0.00	
Receive/Ordered Details			
Units	Cartons	Bonus Units Received	Status
0	0	0	Received
20	50	0	
Miscellaneous			
Manufacturer	VHC		

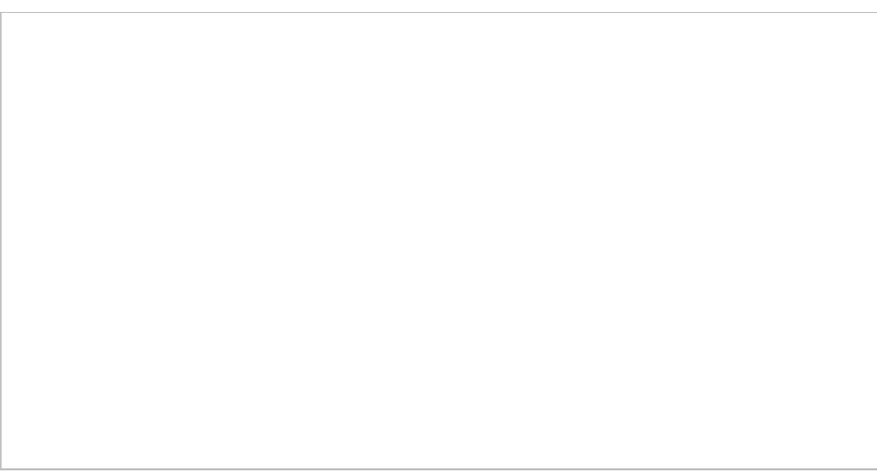
In the *Invoice Details* section of the *Item Details* window, change the *Units* and *Cartons* quantities to the actual number received (instead of the full quantity ordered).

The screenshot shows the 'Item Details' window with the following data:

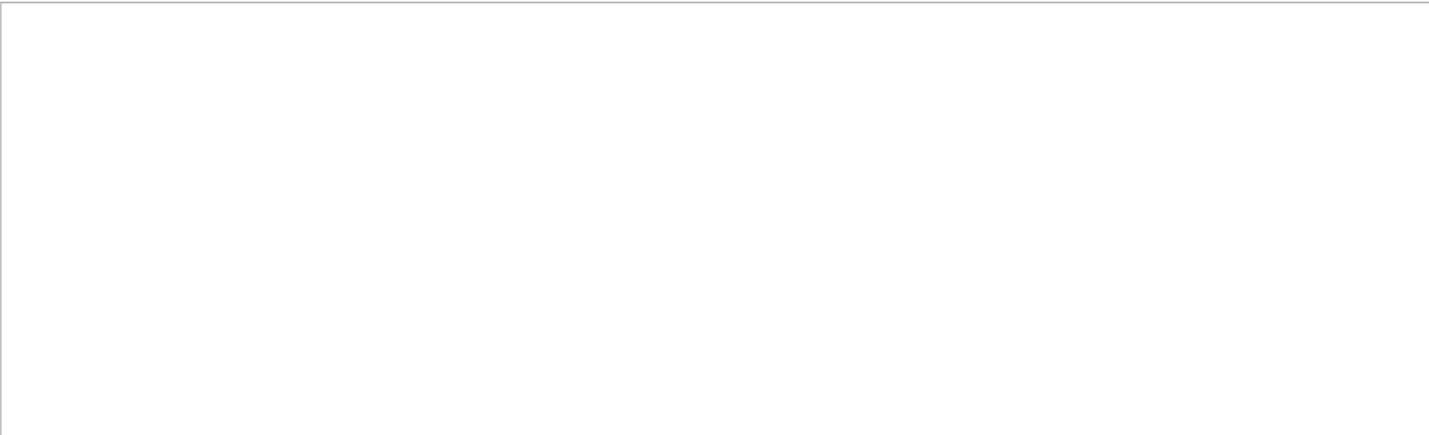
Basic			
Order Code	TH4911-30		
IPN	11653 LC 14 IN MITT COBALT 30		
Invoice Details			
Units	Cartons	Status	
30	30	More To Come	
Unit Cost	Invoice Cost	Line Cost	
2.66	2.66	79.80	
Tax	Freight	Discount	
0.00	0.00	0.00	
Receive/Ordered Details			
Units	Cartons	Bonus Units Received	Status
0	0	0	Received
20	50	0	
Miscellaneous			
Manufacturer	VHC		

Verify that the status has changed from '*Received*' to '*More To Come*' as this status is what allows multiple invoices to be applied against a single purchase order.

5. Save the Item Details changes and then make other changes to the invoice as normal, such as freight and tax changes.
6. When finished, press the *Accept* button to complete the invoice process. This will update the average cost of the items invoiced.
7. The invoice cost adjustments can be viewed from the Stock Audit screens.



8. When creating an additional invoice for the remaining balance of the purchase order, there is no need to adjust the item quantities, and the status should remain as 'Received'.



9. The item records will reflect the new 'stock on hand' and 'on order' values according to the goods receipts.

The screenshot shows the 'Items' window with the following details:

- Item: 11653
- Item Name: LC 14 IN MITT COBALT 30 TH4911-30
- Locations: 95DC
- Rate Of Sale Periods: 2009.36, 2009.48, 2009.48, 2009.48
- Table Columns: Location, Carton Size, Stocked, Purchase, Min SOH, Max SOH, Min Display Facing, Min Reorder, Rate Of Sale, Total Rate Of Sale, Stock Cover, Stock On Hand, On Order, Allocated, Qty Sold, Sales, Tickets Required, Profit Type, Last Sold, Last Received

Location	Carton Size	Stocked	Purchase	Min SOH	Max SOH	Min Display Facing	Min Reorder	Rate Of Sale	Total Rate Of Sale	Stock Cover	Stock On Hand	On Order	Allocated	Qty Sold	Sales	Tickets Required	Profit Type	Last Sold	Last Received
95DC	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	0	0	0.0	0.0	999.0	729	0	45	0	0.00	1			12/11/2009

How Do I Record Petty Cash Purchases?

A Paid Out transaction is used to record petty cash purchases, pay a tradesman, and so on. All paid outs will automatically populate the current weeks banking reports on the back office.

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button.
- 4 Press the *Adjust Till* button.
- 5 Press the *Paid Out* button.
- 6 Select the reason for the adjustment from the list of buttons displayed on the right side of the screen.
- 7 Type in the amount you have taken from the till drawer and press the *OK* button.
- 8 Press the *Exit* button to return to exit the supervisor mode.
- 9 Print out a receipt using the *Receipt Last* option, and attach it to the shop receipt. The receipt has 'Paid Out' printed on it and the amount that was taken from the till drawer.

How Do I Record Stock Received From A Transfer?

When you need stock from another location, you need to make a request (see [How Do I Request An External Stock Transfer?](#)). You send this request to the location and they in turn will send you the stock. With the stock will be a Transfer Send Report that lists the details of the stock. You then find the original request and record the quantities and value of stock actually received.

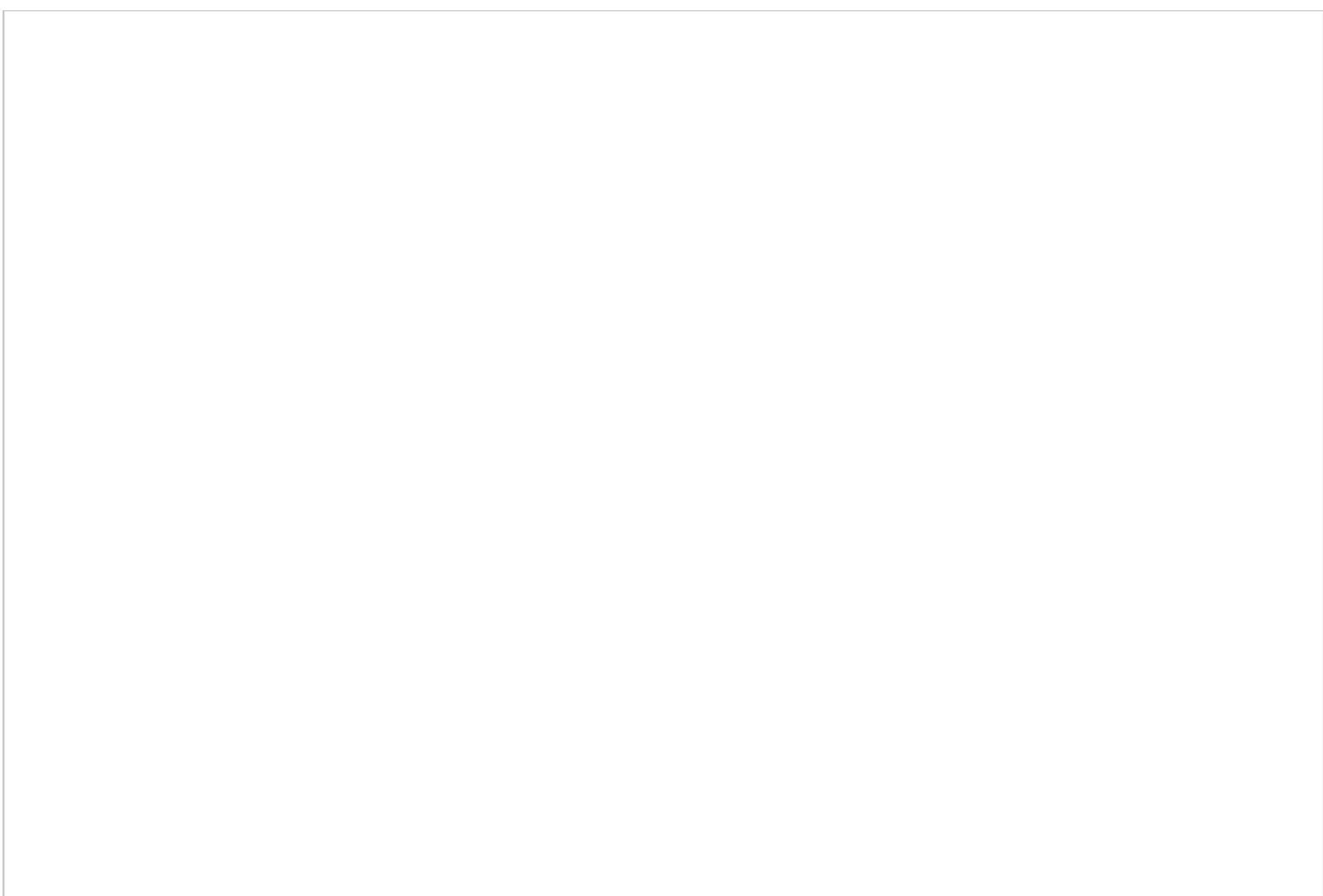
Pre-requisites: Locations, Items, Suppliers.

- 1 Select the *Inventory* task from the Main Menu.
- 2 Start the *Transfer Request* task from the menu.
- 3 Click the *Request* button to perform a search.



Search for the transfer using the *Request#* from the Transfer Send Report you received with the stock or request search option.

- 4 Highlight the request and press *Select*.
- 5 Click the *Items* tab. Each item you received is listed on the report. Find each item in the grid that lists the items you originally requested.



- 6 If all quantities received are the same as requested, click the *Accept* button.
- 7 If the quantity you received is different from the request, click on the *List* button from the Item tab. Alter the units to match the delivery and press *Save*.
- 8 Alter each line as necessary then press the *Accept* button. You can enter this as either a number of units (in the Units Recv column) or as a number of cartons (in the Cartons Recv column).
- 9 Clicking the *Accept* button marks the transfer request as completed. The system updates your stock on hand and stock value. You will not be able to change the items on this transfer now.



How Do I Reload A Till?

Tills can be reloaded to update the system with the latest information from either the POS terminal itself or initiated from the backoffice. A Full Reload initialises the tills whereas a Config Reload updates new users, discounts, and settings for the till and so on but does not update new products/item information.

- 1 Select the *Till Control* task from the *POS* Menu.
- 2 Select the required till. The lower section of the form shows which till is being controlled. As you click on different tills, this description changes.
- 3 Select either the *Full Reload* or *Config Reload* button as appropriate.



Press the *Yes* button to send the command to the selected till or the *No* button to send the command to all tills in the location.

You are not able to use the POS terminal while the reload is happening. This process takes approx. 5-10 minutes depending on how many items are in that location.

How Do I Reload Data?

The Reload tasks are done to update the system with the latest information. You generally will not need to do this as it is done as part of end of day processing. When a Reload is carried out, the POS will connect to the headoffice system, download all of it's settings, users, products, prices and so on and store the data locally on the Till. Reloads are often carried out overnight so as to not interrupt Users during trading hours.

Reloads are defined as either 'Item Reloads' or 'Config Reloads'. A Config Reload will download only the settings for the Till. It will not download any product information. An Item Reload will download the settings for the Till AND all product information. As Config Reloads do not have to download as much data, they often complete much faster.

You can Reload a Till either manually from the Till itself, or from the backoffice Till Control application. To Reload from a Till:

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button or swipe your card.
- 4 Press the *Config/Item Reload* button.

The POS downloads all the current information from the server. You are not able to use the POS while this is happening. This process takes approx. 5-10 minutes depending on how many items are in that location.

How Do I Reprint A Receipt?

This function allows you to re-print a receipt or to duplicate an automatic generated receipt. The word 'COPY' is printed on the receipt.

- 1 Select the *Receipts* button.
- 2 Depending on when the transaction took place, either:
 - a. Press the *Last* button to reprint the last receipt.
 - b. Press the *Recent* button to view a summary of the receipts printed on the POS in the last day. Select one of these and it will print the same receipt as earlier (including full customer details).
 - c. Press *Find Receipt* and enter search criteria. Select a transaction and press the *Receipt* button.

Note: Only receipts printed to the receipt roll are shown when searching, not A4 receipts.

How Do I Reprint A Z-Read?

- 1 Start the *Report Manager* task from the Main Menu.
- 2 Select the required *Location*.
- 3 Select *All Reports*.
- 4 Find the *Z-Read* for the till and click on the *Print* button.

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How Do I Request An External Stock Transfer?

When you want to get stock from another location you need to make a transfer request. This produces the Transfer Request Report that is sent to the location you want to get the stock from.

Pre-requisites: Locations, Items, Suppliers.

- 1 Select the *Inventory* task from the Main Menu.
- 2 Start the *Transfer Request* task.
- 3 Click the *New* button.

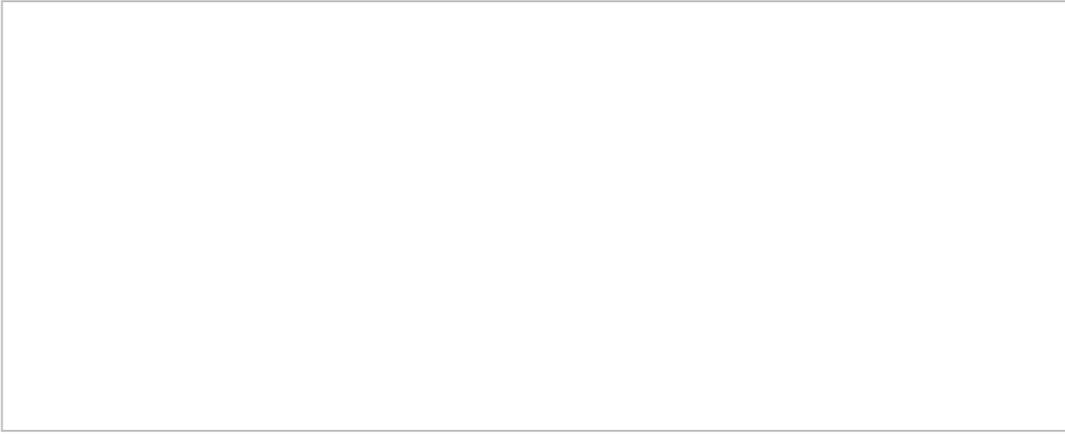


The system adds a new transfer request and automatically assigns a transfer number.



- 4 Enter the code of your location that has requested the stock. If you don't know the location's code, press the button to search for it.
- 5 Enter the store location that will transfer the stock.
- 6 Click the *Items* tab.

- 7 Click the *Item* column in the grid to start adding items to the request. Click the  button to open the *Transfer Items* window.



- 8 Enter the *IPN* of the item you want. If you only have the supplier's order code, press the Tab key to move to the *Order* column and enter the order code. If you don't have the IPN or the order code then click to start an item search.

- 9 Enter the quantity you want to enter. You can enter this as either a number of units (in the *Units Req* column) or as a number of cartons (in the *Cartons Req* column).

- 10 If you need to add more items, press the  button. Repeat Steps 6 to 7 until all items have been entered.

- 11 If you need to change the quantity for an item, simply click in the *Units Req* or *Cartons Req* column of the required item and enter the new values.

- 12 If you need to delete an item from the transfer do one of the following:

I. Click on the required row and then click the  button.

or

II. Click on the required row. Hold down the *Ctrl* key and press the *Delete* key. The system will check you want to delete. Click OK to delete the line, or Cancel to leave the line in the transfer.

- 13 Once all items have been entered, click the Print button.

The system prints out a transfer request. Check the details on it. If you need to add, change or delete items then repeat Steps 8 to 10. If you made changes, then press the *Print* button again and confirm the new transfer is correct. Repeat this until you are happy with the transfer.

- 14 Click the *Send* button to mark the transfer request as completed. You will not be able to change the items on this transfer now.

- 15 Mail or fax the transfer request to the supplier.

How Do I Respond To A Stock Transfer Request?

When a location wants to get stock from you, they will send you a Transfer Request Report, which lists the items that they require. (See [How Do I Request An External Stock Transfer?](#)). You pick the stock (obviously only if you have enough to spare) and then record the fact you have sent the stock by using the Transfer Send task as outlined below.

Pre-requisites: Locations, Items, Suppliers.

- 1 Start the *Transfer Send* task from the menu.



- 2 Click the *New* button.

The system adds a new transfer and automatically assigns a transfer number.

- 3 In the Sending Location field, enter the code of your location that you are sending the stock from. If you don't know the location's code, press the Send From button to search for it.

- 4 Move to the *Loc Requesting* field and enter the code of the location that requested the stock. If you don't know the location's code, press the *Request* button to search for it.

- 5 On the Transfer Request Report that the location sent to you, there is a Transfer Request #. Enter

it in the Request# field.

- 6 Click in the *IPN* column in the grid to start adding the items you are sending.
- 7 Enter the *IPN* of the item you want. If you only have the supplier's order code, press the Tab key to move to the *Order* column and enter the order code. If you don't have the IPN or the order code then click to start an item search.
- 8 Enter the quantity you want to enter. You can enter this as either a number of units (in the Units Sent column) or as a number of cartons (in the Cartons Sent column).
- 9 If you need to add more items, click the  button. Repeat Steps 7 to 8 until all items have been entered.
- 10 If you need to change the quantity for an item, simply click in the Units Sent or Cartons Sent column of the required item and enter the new values.
- 11 If you need to delete an item from the transfer do one of the following:
 - I. Click on the required row and then click the  button.or
 - II. Click on the required row. Hold down the *Ctrl* key and press the *Delete* key. The system will check you want to delete. Click OK to delete the line, or Cancel to leave the line in the transfer.
- 12 Once all items have been entered, click the *Print* button.
- 13 Click the *Accept* button to mark the transfer as completed. You will not be able to change the items on this transfer now.
- 14 Send the report and stock to the requesting location.

How Do I Return Goods To A Supplier?

Returning goods is basically the reverse of the ordering process. When you order goods, you raised a purchase order that was sent to the supplier. The supplier either accepted the purchase order and shipped the goods or the order was rejected. If the goods were shipped, you perform a goods receipt to accept the goods and then enter the invoice. If the order was rejected you cancel the purchase order.

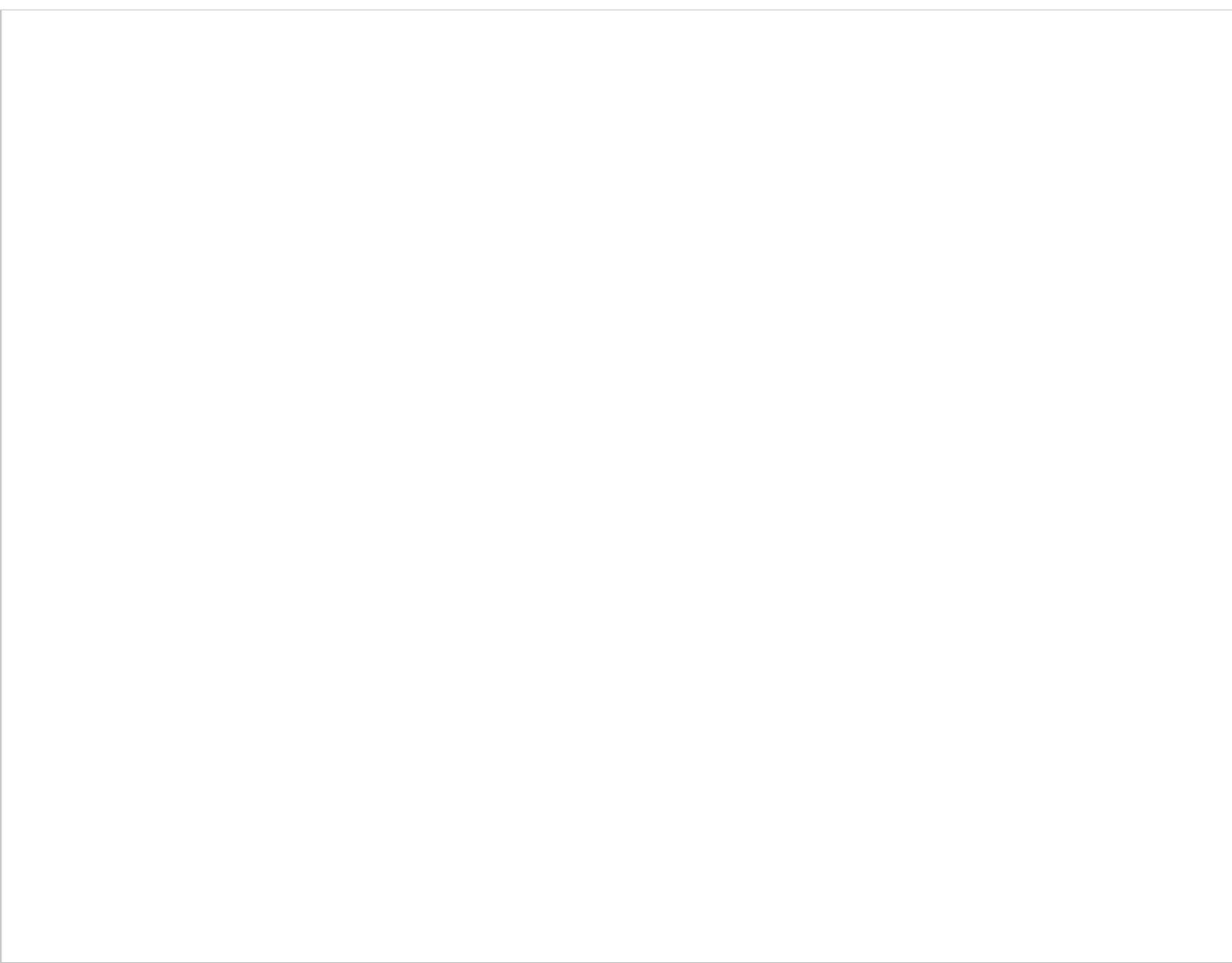
Returning goods follows the same process. You raise a purchase order with negative quantities (being the quantity you want to return) and send this to the supplier as a request to return goods. If the supplier rejects it you simply cancel the purchase order. If the supplier accepts it you can raise a goods receipt and match this to the purchase order when you ship the goods back. The quantities received will be negative indicating you took the goods out of stock. When you get a credit from the supplier you enter this as an invoice.

When you raise the original request to return goods using Purchase Orders you can either enter the items individually with negative quantities or you can use the *Returns* function. To use, the *Returns* function, you must have entered the invoice for the original goods.

Pre-requisites: Locations, Items, Suppliers.

- 1 Start the *Purchase Orders* task from the Main Menu.
- 2 Click the *New* button.

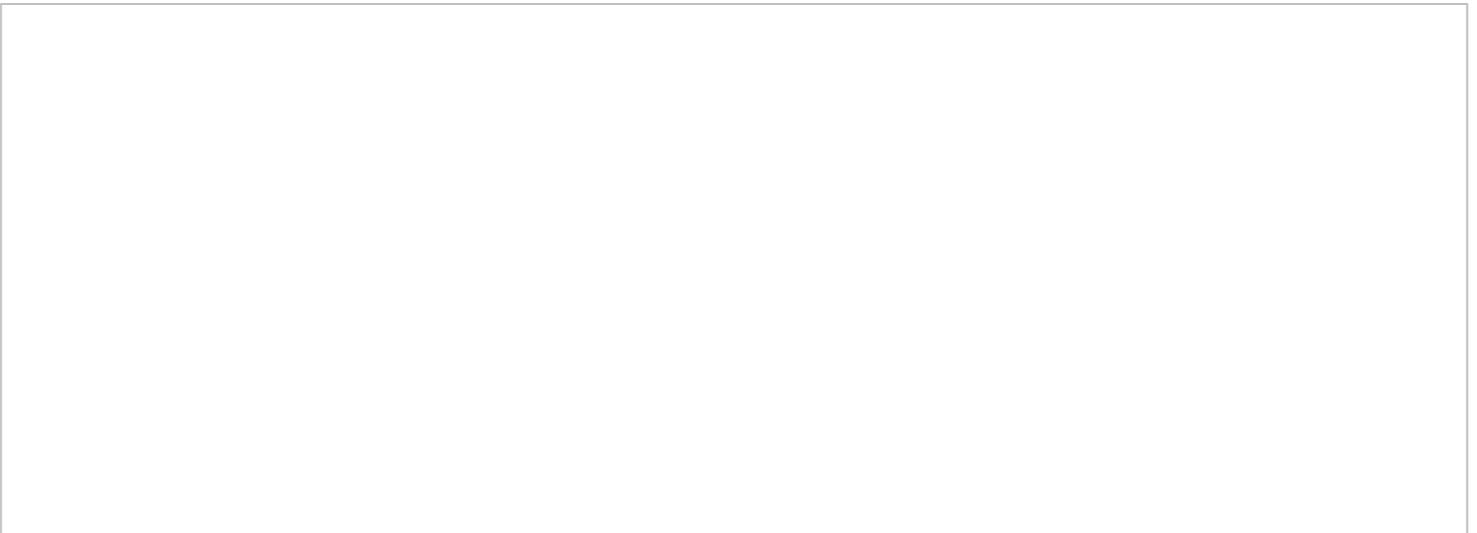
The system adds a new purchase order and automatically assigns a purchase order number.



3 Click the *Return* button at the top of the screen.

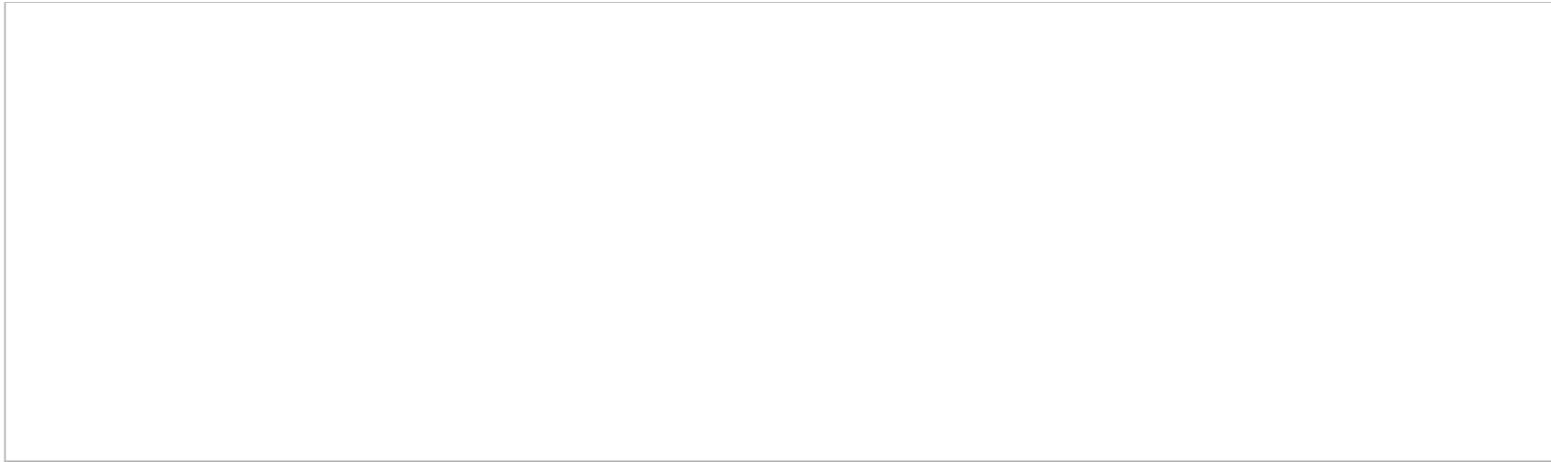


The *Invoice Search* window opens.



4 Perform a search and find the original invoice for the items.

5 Once you have selected the required invoice, you are shown the Return Invoice window.



- 6 Ensure the *Return Items* option is selected.
- 7 Against each item that needs to be returned, select the Return checkbox. (For all items select the *Check All* button.)
- 8 Press the *Return/Claim* button. The window is closed and the selected items are placed in the purchase order.
- 9 Move through each line and change the quantity to the number of units being returned.
- 10 Save the purchase order.
- 11 Print the *Return* document and send to the supplier for authorisation.

How Do I Schedule Automatic Running Of Tasks?

Once the overnight jobs have been scheduled via the Schedule Job application, you then need to schedule the jobs to run during the night when trade has ceased. To do this, we use Windows Scheduler via the Windows Control Panel. For example, to schedule the running of the tasks to automatically run on Sunday night we need to do two things:

1. Define which tasks we want to be in the Sunday night processing via the Schedule Job applications.
2. Schedule the Sunday night list of tasks to run at a specific time on Sunday via the Window scheduler.

In order to automatically run tasks, we use the Process Job application. So in actual fact, we have to schedule the Process Job application to run in the Windows scheduler. However, since Process Job can be run manually and thus requires a user to log on to the Main Menu, we need to use a second application to actually kick off the task. To explain this further, lets follow the steps required to set up the Windows scheduler:

- 1 Start up the Windows scheduler via the Windows control panel.
- 2 Click *Add Scheduled Task*.
- 3 The Scheduled Task wizard will prompt you for the application you want to schedule to run. Select DRSBATCHRun.exe program from the drsapps directory.
- 4 Follow the wizard to set the daily scheduling of the job for example each week, on Sunday night, at 11pm, run this program.
- 5 Save the Scheduled task.
- 6 Right click on the newly created Scheduled task and click *Properties*.
- 7 In the Run textbox, change the run text so that it looks like:
C:\drsapps\DRSBATCHRun.exe DataEntryBasic.exe PROCESSJOB PM1
- 8 Click the *OK* button.

So in this example, the Sunday night's Scheduled tasks (denoted by the PM1 parameter) will be run automatically when the Windows scheduled task is run. Although we have used PM1 (Sunday night) in this example, you can set your parameter to be any of the following:

AM1, AM2...AM7 for morning sessions.

PM1, PM2...PM7 for evening sessions.

MISC1, MISC2...MISC7 for miscellaneous sessions.

How Do I Search For A Member?

The Search button is usually used to find a particular customer.

- 1 To search for a member, press the *Member (Customer)* button.
- 2 Press the *Search* button. A Member search form is displayed.
- 3 Enter the details you want to try to find the item by. This can be by Last Name, First Name, Member Item Number, Postcode, Transaction Type or Status. If you want to search by the last or first name you only need to enter the first few letters.
- 4 Press the *Find (Search)* button. The system tries to find all the members that match the details you entered. If you did not enter any details, the system warns you that the search might take a while. **Warning:** If you tell the system to do the search anyway, you will not be able to stop it until it has finished.
- 5 The list of members that match your request is displayed. Highlight the member this sale is for.
- 6 Press the *Select* button to add the member to the sale.

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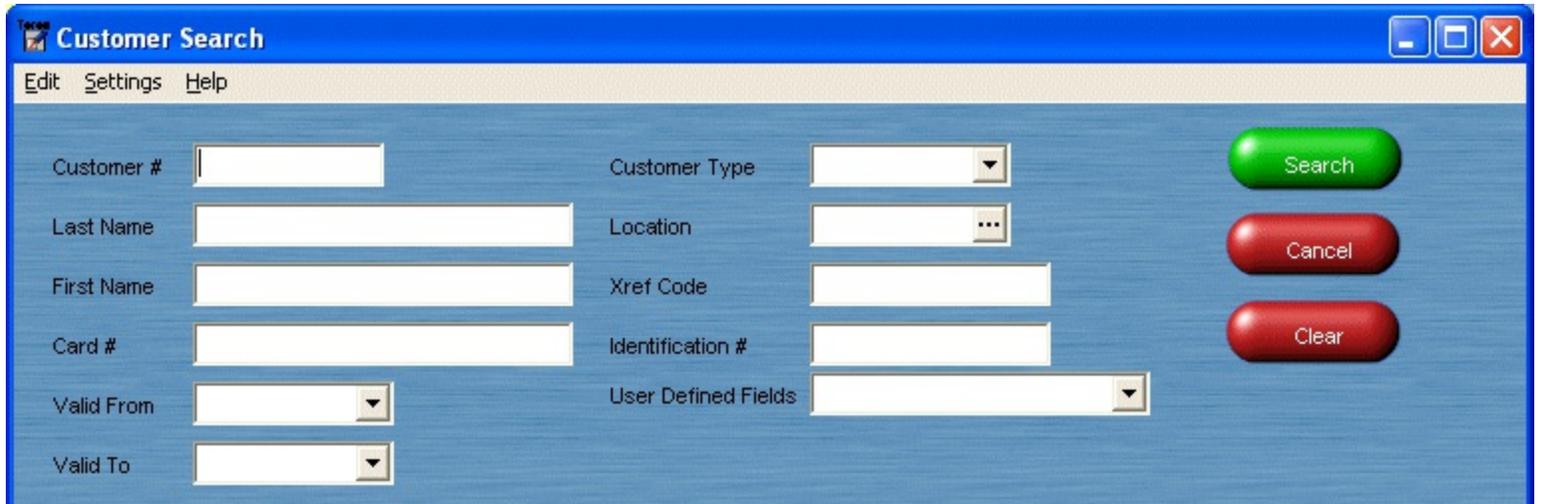
How Do I Search For An Item?

If you cannot scan the item or it is not on the fastkeys, you can try to find it by doing a search.

- 1 Press the *Search* button. An Item search form is displayed.
- 2 Enter the details you want to try to find the item by. This can be by Description, Item Number, Brandname, Supplier, Family, Order Code or Department/Category/Group. If you want to search by the description you only need to enter the first few letters.
- 3 Press the *Search* button (or *HO Search* button). The system tries to find all the items that match the details you entered. If you did not enter any details, the system warns you that the search might take a while. **Warning:** If you tell the system to do the search anyway, you will not be able to stop it until it has finished.
- 4 The list of items that match your request is displayed. Highlight the item you want to sell.
Note: You can sort on the columns in the search grids in POS. The list toggles between ascending and descending.
- 5 Press the *Select* button to add the item to the sale.

How Do I See Account Details For Customers?

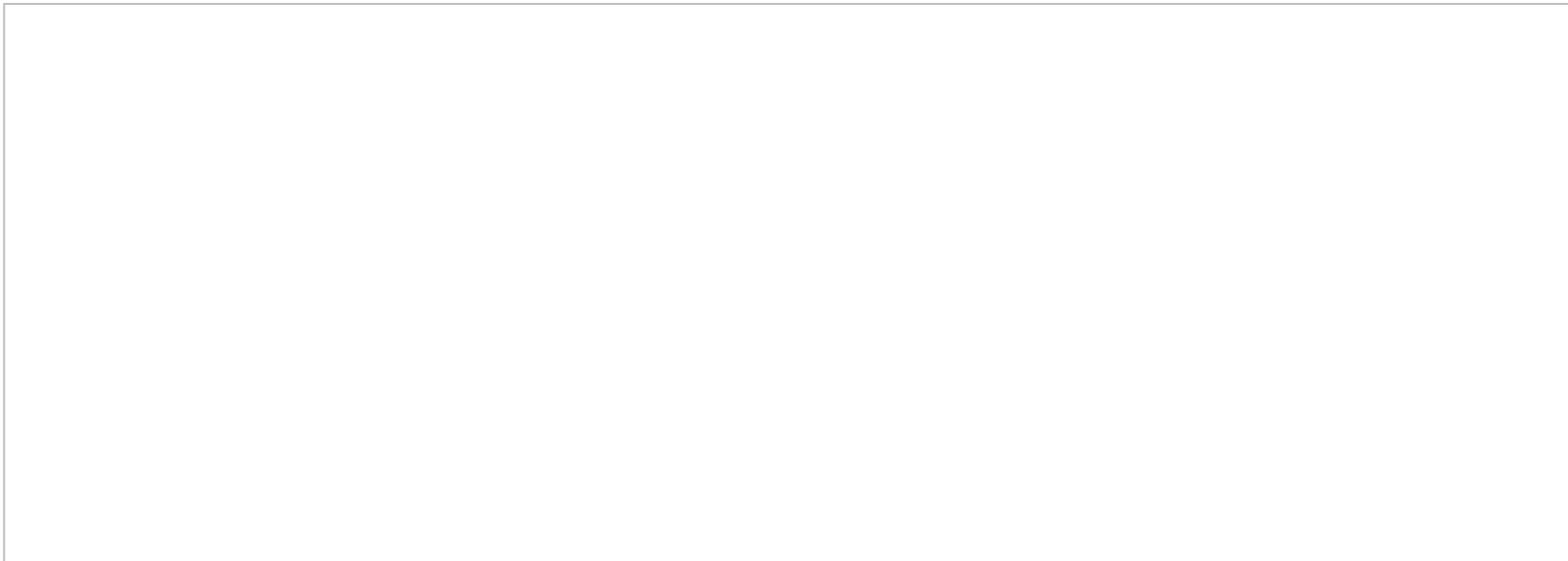
- 1 Start the *Customer* task from the Main Menu.
- 2 Select the *Customers* option.
- 3 Find the customer you want to see the account details for. Select the *Customer* button. Enter any known details or select the *Search* button to generate a list of all customers.



The screenshot shows a window titled "Customer Search" with a menu bar containing "Edit", "Settings", and "Help". The window contains several input fields and buttons:

- Customer # (text input)
- Last Name (text input)
- First Name (text input)
- Card # (text input)
- Valid From (dropdown menu)
- Valid To (dropdown menu)
- Customer Type (dropdown menu)
- Location (text input with a search icon)
- Xref Code (text input)
- Identification # (text input)
- User Defined Fields (dropdown menu)
- Search (green button)
- Cancel (red button)
- Clear (red button)

- 4 Click the required customer and press the *Select* button.
- 5 Click the *Accounts* tab. The account details are displayed.

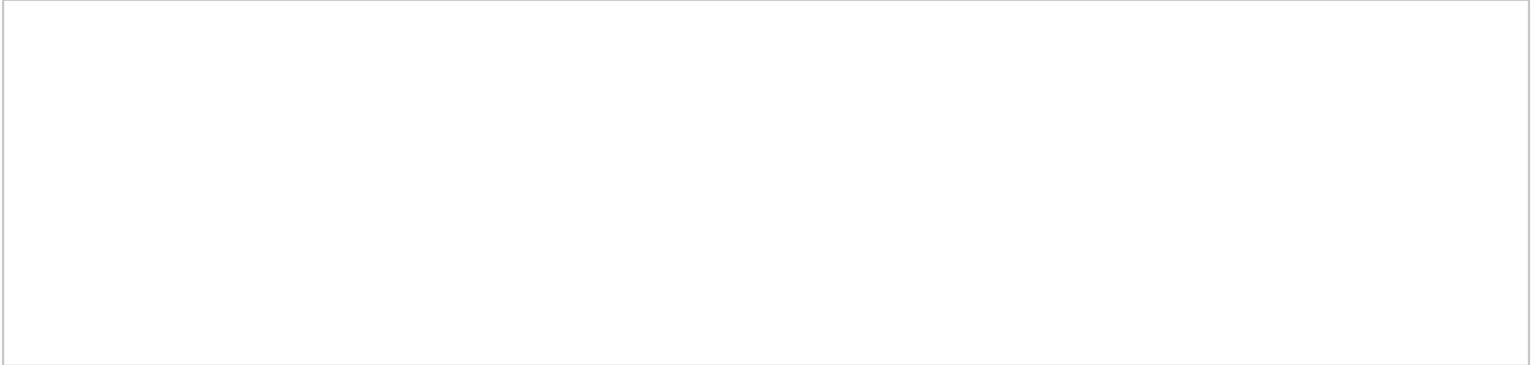


How Do I See Account Details For Suppliers?

1 Start the *Supplier* task from the Main Menu.

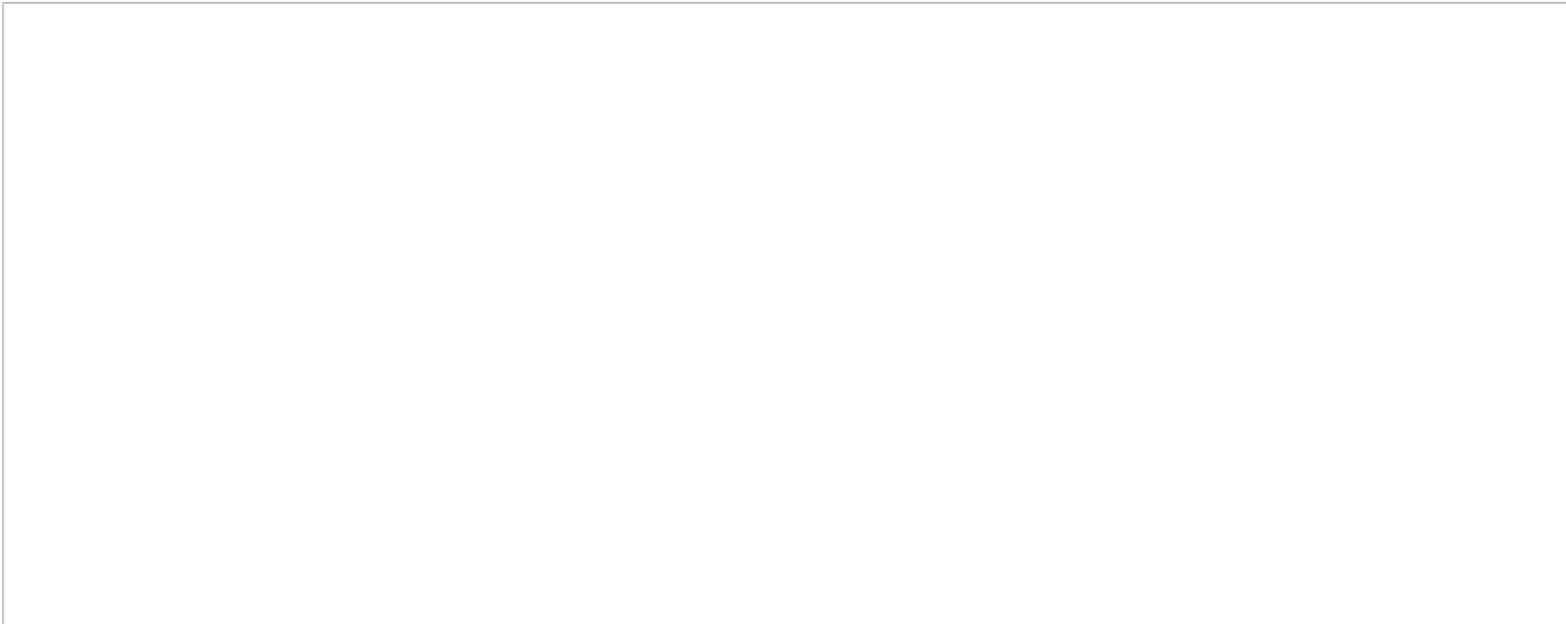
2 Select the *Suppliers* option.

3 Find the supplier you want to see the account details for. Select the *Supplier* button. Enter any known details of the supplier or select the *Search* button to generate a list of all suppliers.



4 Click the required supplier and press the *Select* button.

5 Click the *Accounts* tab.



6 Select the supplier account and click the *Accounts* button to view full details.

How Do I See Details For A Specific Location?

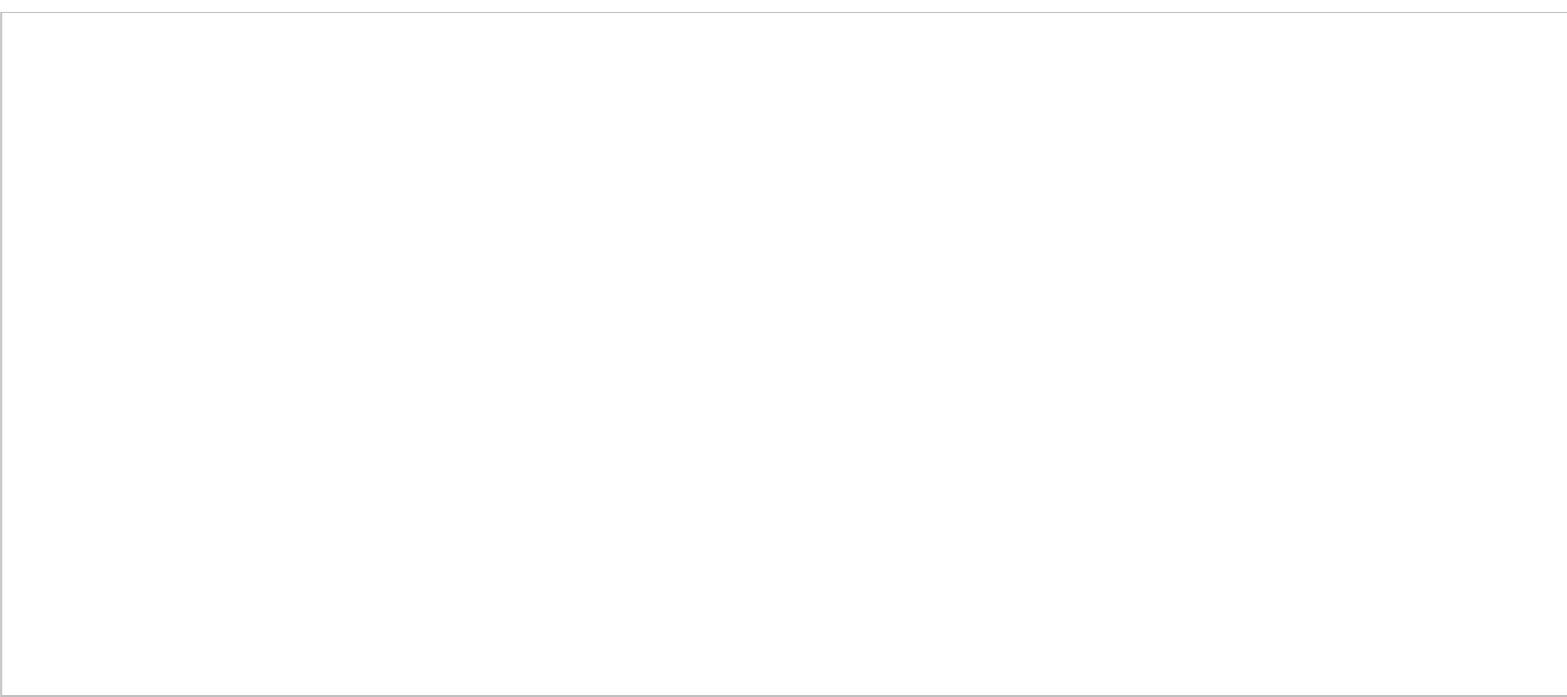
When you enter your costs and sells you tell the system what locations these details apply to. If you have several stores you will most likely be entering the costs and sells for location groups for ease of data entry. When the end of day processing is performed, the system will calculate what each specific location will buy and sell the item for. This becomes the basis for ordering and selling at the POS. This section shows how you can see these specific details.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Find the item you want to add the cost to (press the *Items* button to start the search).



Use IPN or Description to narrow the search.

- 4 Press the *Range* tab.



5 Enter the location or use the button to search for the location required.

6 Click the *Get Details* button.



How Do I See Sales Statistics For An Item?

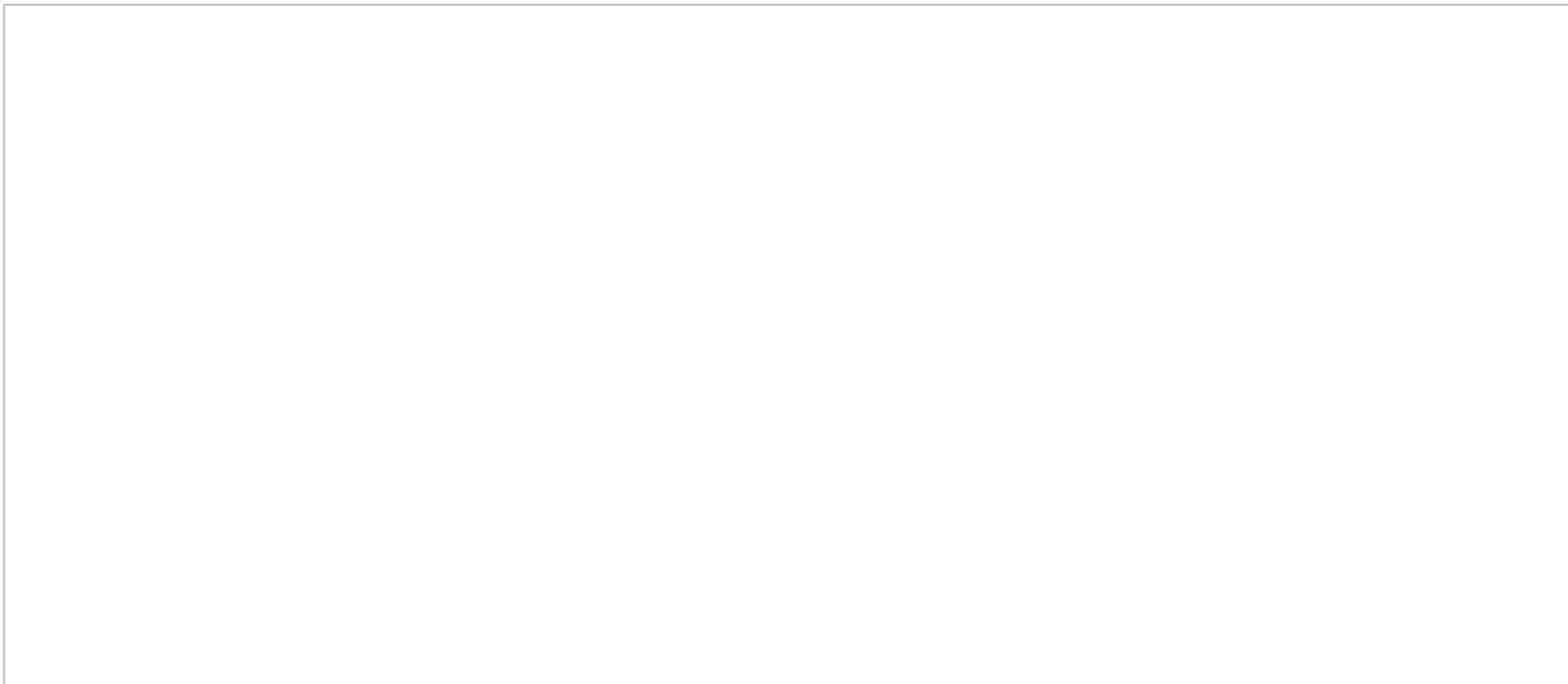
If you want to see sales statistics for an item at one location then do the following:

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Find the item you want to see statistics for (press the *Items* button to start the search).



Use IPN or Description to narrow the search.

- 4 Click the *Range* tab.



- 5 Enter the location or use the button to search for the location required.

6 Click the *Get Details* button.

7 Press the *Store* button.

If you want to see sales statistics for an item at all locations then click on the *Total* button.

8 Press the *Close* button.

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How Do I See Which Items I Can Order?

If you follow the instructions in [How Do I Add A New Purchase Order?](#) you need to manually enter the items yourself. You can make the ordering easier. Add your new purchase order as you normally would, that is supplier, location, delivery dates, and so on. However, don't enter any items in it. Instead do the following:

Pre-requisites: Locations, Items, Suppliers.

1 Within the *Purchase Orders* task, click the *Items* button.

2 The following form is displayed. Depending on the number of items available from the supplier, this might take a little while to display while the system does its calculations. The form shows all the items available from the chosen supplier. Select the criteria for example, Dept of beverages and click the *Add Items* button.

The screenshot shows the 'Available Items' form with the following fields and options:

- Dept/Cat/Group/SubGroup:** Four dropdown menus.
- Classification:** One dropdown menu.
- Family Group:** One dropdown menu with a search icon.
- Item Number:** One dropdown menu with a search icon.
- Supplier:** One dropdown menu with '10401' selected and a search icon.
- Manufacturer:** One dropdown menu with a search icon.
- Agent:** One dropdown menu with a search icon.
- Label:** One dropdown menu with a search icon.
- Template:** One dropdown menu with a search icon.
- Order Category:** One dropdown menu.
- Brand Name:** Text input field.
- Description:** Text input field.
- Variety:** Text input field.
- Size:** Text input field.
- Fit:** Text input field.
- Season/Year:** Dropdown menu.
- Consignment Selection:** Radio buttons for 'All Items' (selected), 'Consignment Items Only', and 'Non-Consignment Items Only'.
- Agent Selection:** Radio buttons for 'All Items' (selected), 'Agent Items Only', and 'Non-Agent Items Only'.
- Buttons:** 'Add Items' (green), 'Cancel' (red), and 'Clear' (red).

3 All items from the selected supplier and criteria are shown. Select the checkbox in the Order column of the item you want to order and enter the number of units you want. Repeat this for all items you want to order

Available Items							
Edit Settings Help							
New Print Accept Help Close							
Order	Units	Cartons	IPN	Description	Order Code	Dept	
<input checked="" type="checkbox"/>	0.000	0	4299	7 UP COCA COLA LGT BRK 0.33 6PAK 6X4 small	620899	1BEVERA	
<input type="checkbox"/>	0.000	0	99000061	7 UP BACARDI BREEZER		1BEVERA	
<input type="checkbox"/>	0.000	0	99000062	BREEZ BACARDI BREEZER CRANBERRY		1BEVERA	
<input type="checkbox"/>	0.000	0	99000063	BREEZ BACARDI BREEZER LEMON		1BEVERA	
<input type="checkbox"/>	0.000	0	99000064	BREEZ BACARDI BREEZR LIME		1BEVERA	
<input type="checkbox"/>	0.000	0	99000065	NEW ITEM		1BEVERA	
<input type="checkbox"/>	0.000	0	99000078	NEWITEM1		1BEVERA	
<input type="checkbox"/>	0.000	0	99000141	HIENEKEN		1BEVERA	

4 Click the *Accept* button.



The window closes and you are returned to the main form. The system automatically adds all the selected items to the purchase order.

How Do I See Who Is Clocked In Or Out?

You can see who is clocked in by using DynaPOS/Touch.

- 1 Make sure you are logged in.
- 2 Select *Activity*.
- 3 Select *Clock In/Out*.
- 4 Select *Details*.
- 5 If you are working in a venue with more than one location, a prompt for which location you are working in is given. Select the location by pressing the appropriate button. If you are working in a single location, you are not asked this question.
- 6 The system shows you all clock in/out activities for the previous 24 hours. Note, that a clock in/out transaction is processed like any other transaction. If you clock in or out, there may be a short delay before the information is updated in the back office. During this delay, you do not see the transaction on this screen.
- 7 Press *Exit* when finished.

How Do I Sell A Gift Certificate?

[How Do I Pay With A Gift Certificate?](#)

A gift certificate is sold to a customer to be later redeemed for other items.

- 1 Select the gift certificate item.
- 2 The gift certificate number may be set up in a number of different ways:
 - a. POS asks to enter a number from a pre-printed certificate.
 - b. POS generates the number automatically which is written on a certificate.
 - c. POS generates the number and prints a gift certificate on the receipt printer that can be given to the customer.
- 3 If expiry dates may be prompted for, otherwise they can be redeemed at any time.

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How Do I Set A Default Customer Account Type?

If you generally set up your customer accounts to the one type, that is Credit or Debit, you can set this as a default option. When the system asks for the account type, you simply press the Enter key and the default account type will be selected.

1 Select the *System Settings* task from the Main Menu.

2 Select the *Loyalty* tab.



3 Enter the required *Default Account Type*.

4 Click the *Save* button.

How Do I Set A Till To Use Centrally Stored Sale IDs?

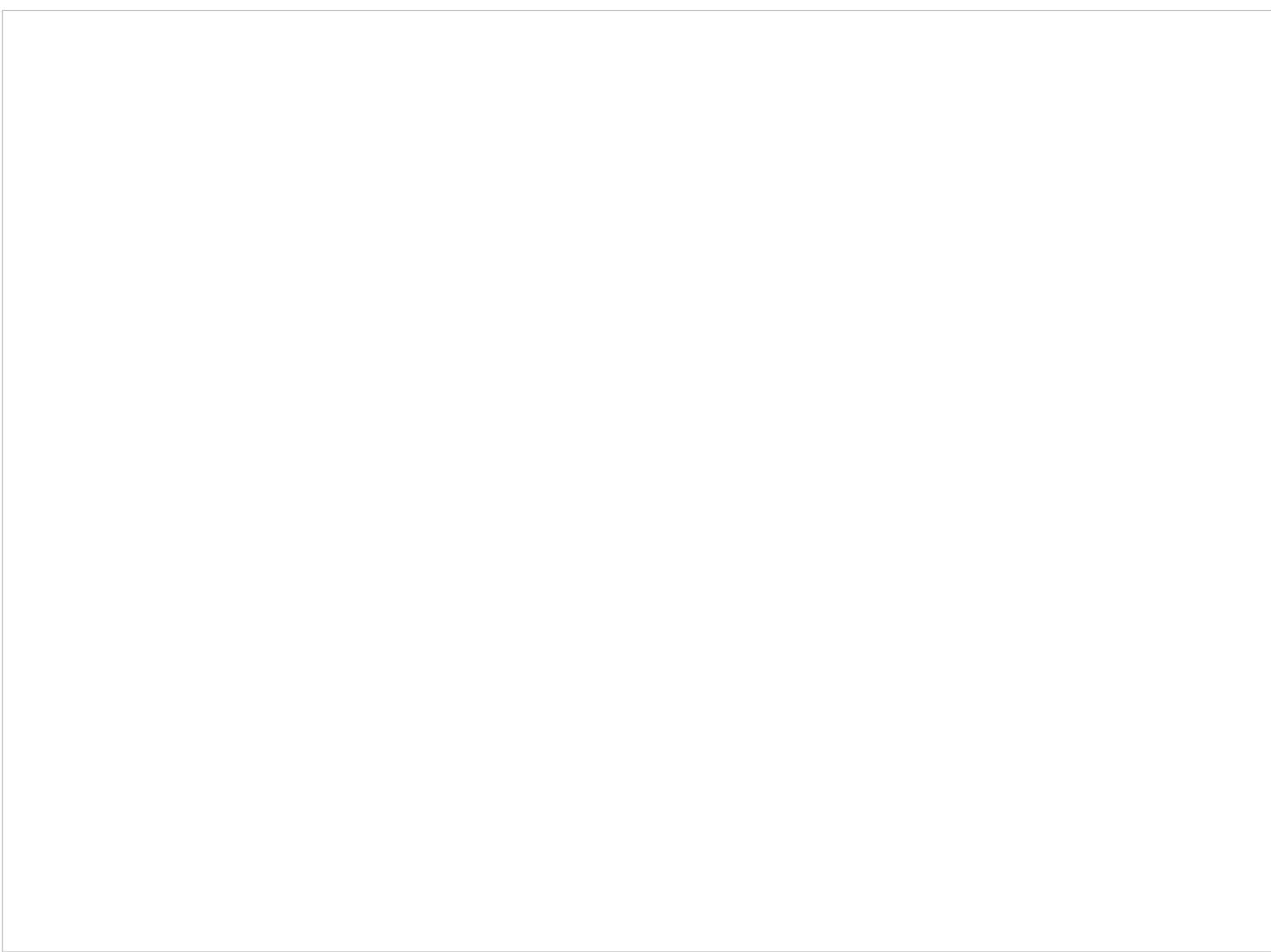
To set a Till to use centrally stored Sale IDs instead of using the local Till's recorded sale ID.

- 1 Start the *Tills* task from the Main Menu. (DataEntryBasic.exe TILL)
- 2 Find the appropriate Till (press the *Till* button to start the search).



Use the Code or Description to narrow the search. Press the *Search* button.

- 3 Select the required Till and press the *Select* button.
- 4 Select the *Profile - Settings 1* tab.



5 Click off the *Get Sale ID Locally* check box.

6 Click the *Save* button.

7 Reload the Till(s).

Note: This is a Till profile change so all Tills belonging to the Till Profile with this setting will be affected.

The default for this setting should be 'On'.

How Do I Set The Item Range To Load Immediately?

1 Select the *System Settings* task from the Main Menu. (**DataEntryBasic.exe SYSTEM**)

2 Select the *System* tab.



3 Click the *Load Item Range Records Immediately* check box.

4 Click the *Save* button.

Note: This may impact performance and should only be turned on when the system contains relatively few stores.

How Do I Set The Item Sales To Load Immediately?

1 Select the *System Settings* task from the Main Menu. (**DataEntryBasic.exe SYSTEM**)

2 Select the *System* tab.



3 Click the *Load Item Sales Immediately* check box.

4 Click the *Save* button.

Note: This may impact performance and should only be turned on when the system contains relatively few stores.

How Do I Set The Order In Which Offers Are Processed?

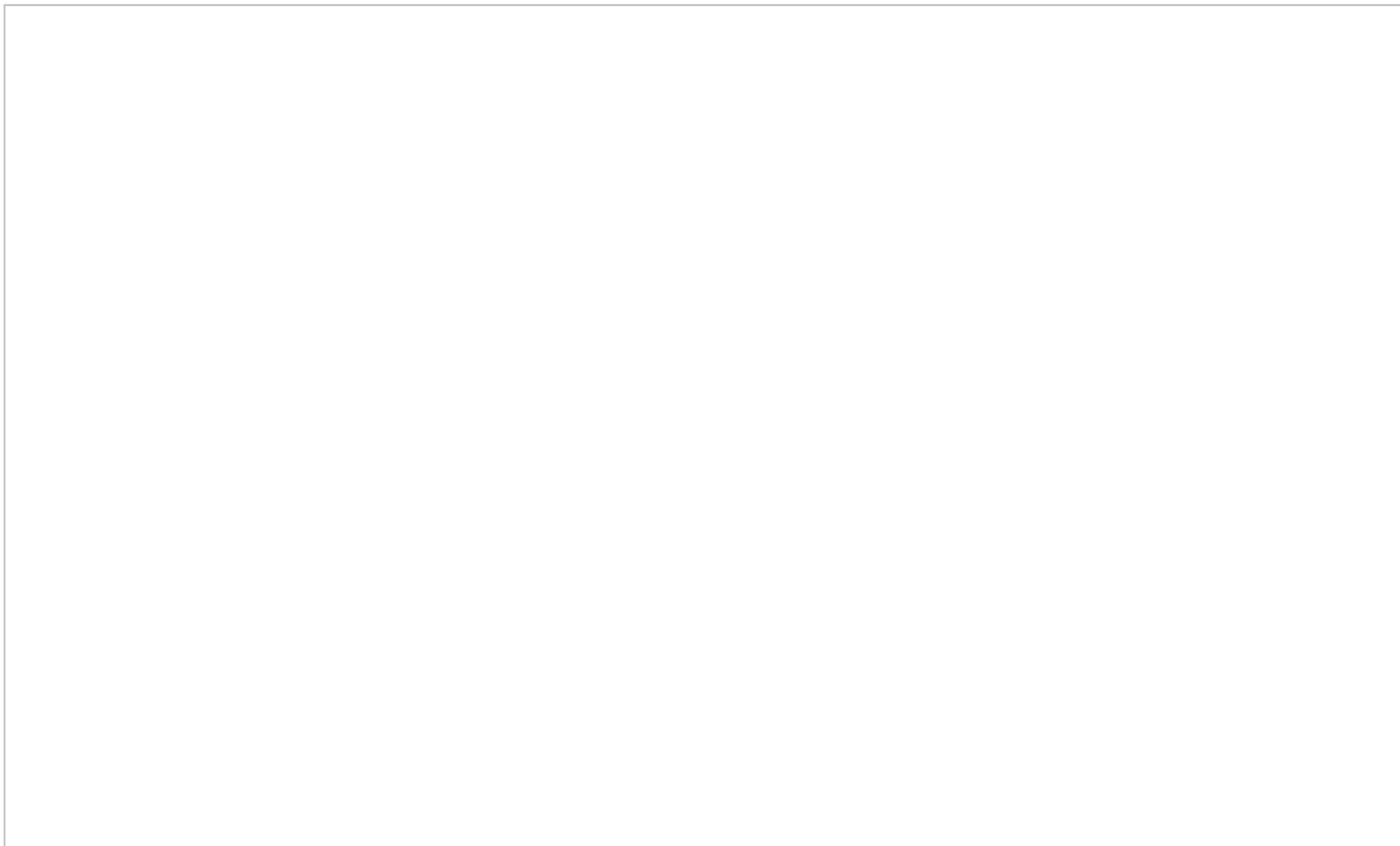
Offers are processed in location order. Offers for the most specific locations are processed first, followed by offers for the next specific location and so on. Within a location, offers are processed in priority order. The lower the number the higher the priority.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Discounts & Offers* task from the menu.
- 3 Click the *New* button to start a new offer or alternatively click on the *Discount* button to search for offer required.



Highlight offer required and press the *Select* button.

4



5 Enter or change the value in the *Priority* field. The lower the number the higher the priority.

6 Click the Save button.

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How Do I Set Up A Consolidated Stock Item?

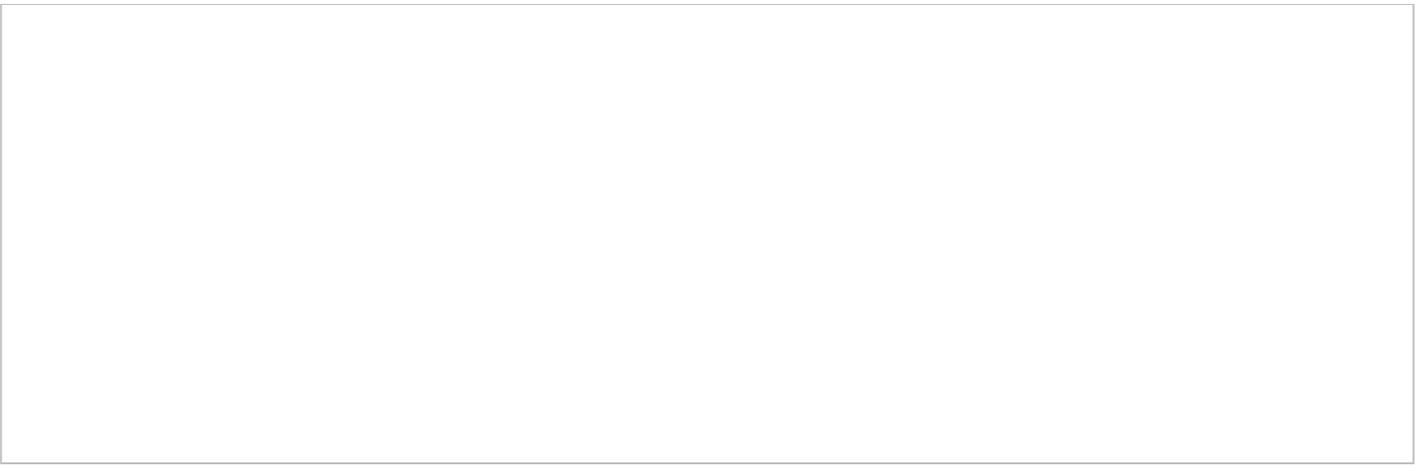
It is possible to buy stock in different size containers and size bottles but to hold this stock against one item. Items are ordered and received in using individual products. The individual products are linked to the holding unit so as the goods are received in the consolidated item stock increases. As items are sold, the stock is down-dated accordingly from the consolidated item stock. Either count the separate items or the holding item when counting for stock takes.



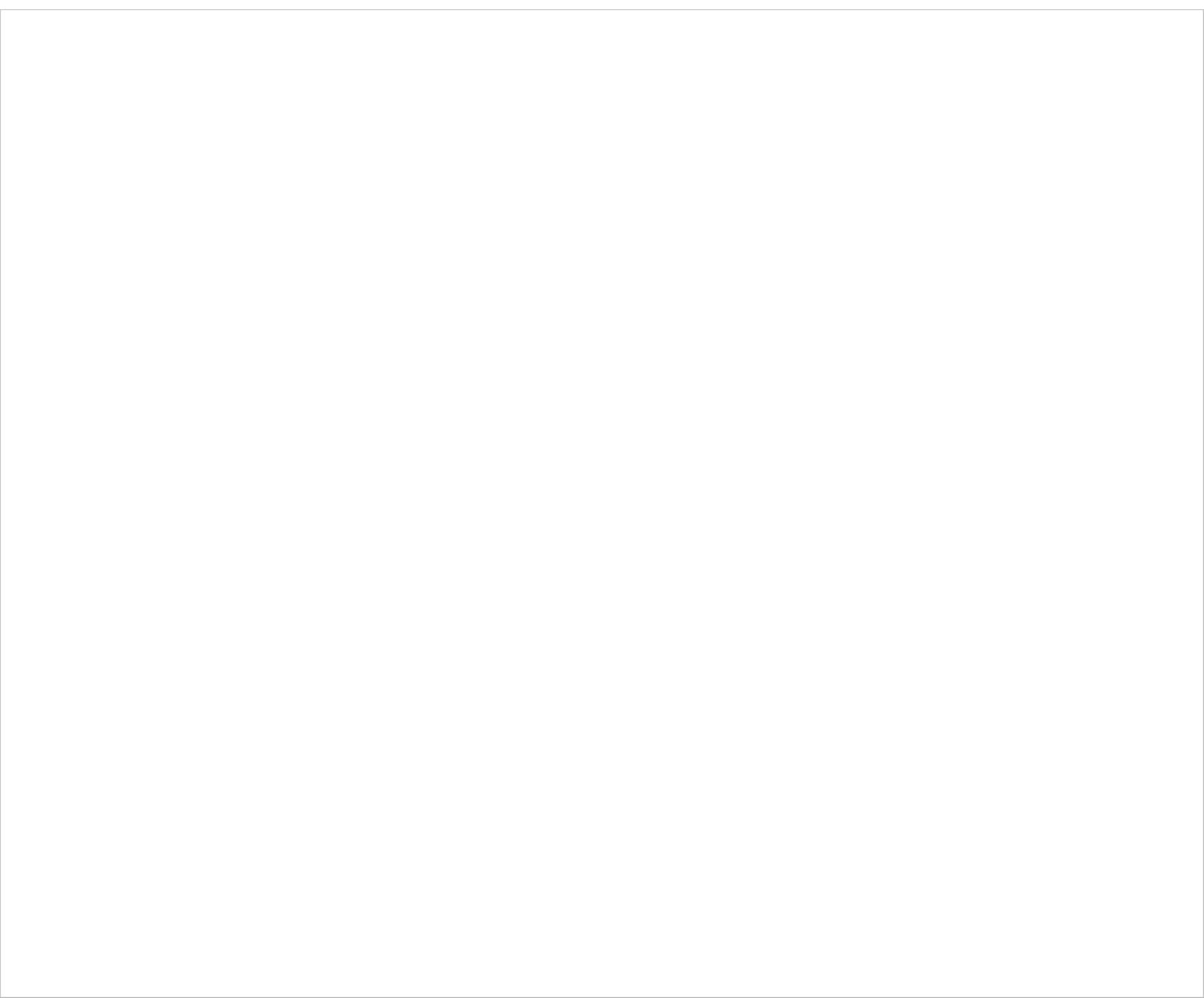
The consolidated (holding) item should be set up using the procedure as shown below. All other items (different size stock items and the sales items) should be set up individually (see [How Do I Add A New Basic Item?](#)) and linked to the consolidated item within the Linked/Stocked Items tab. The *Keep Stock Count* checkbox on the Basic tab within the Items window should be enabled for each item.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Click the *New* button.

The following window is displayed.



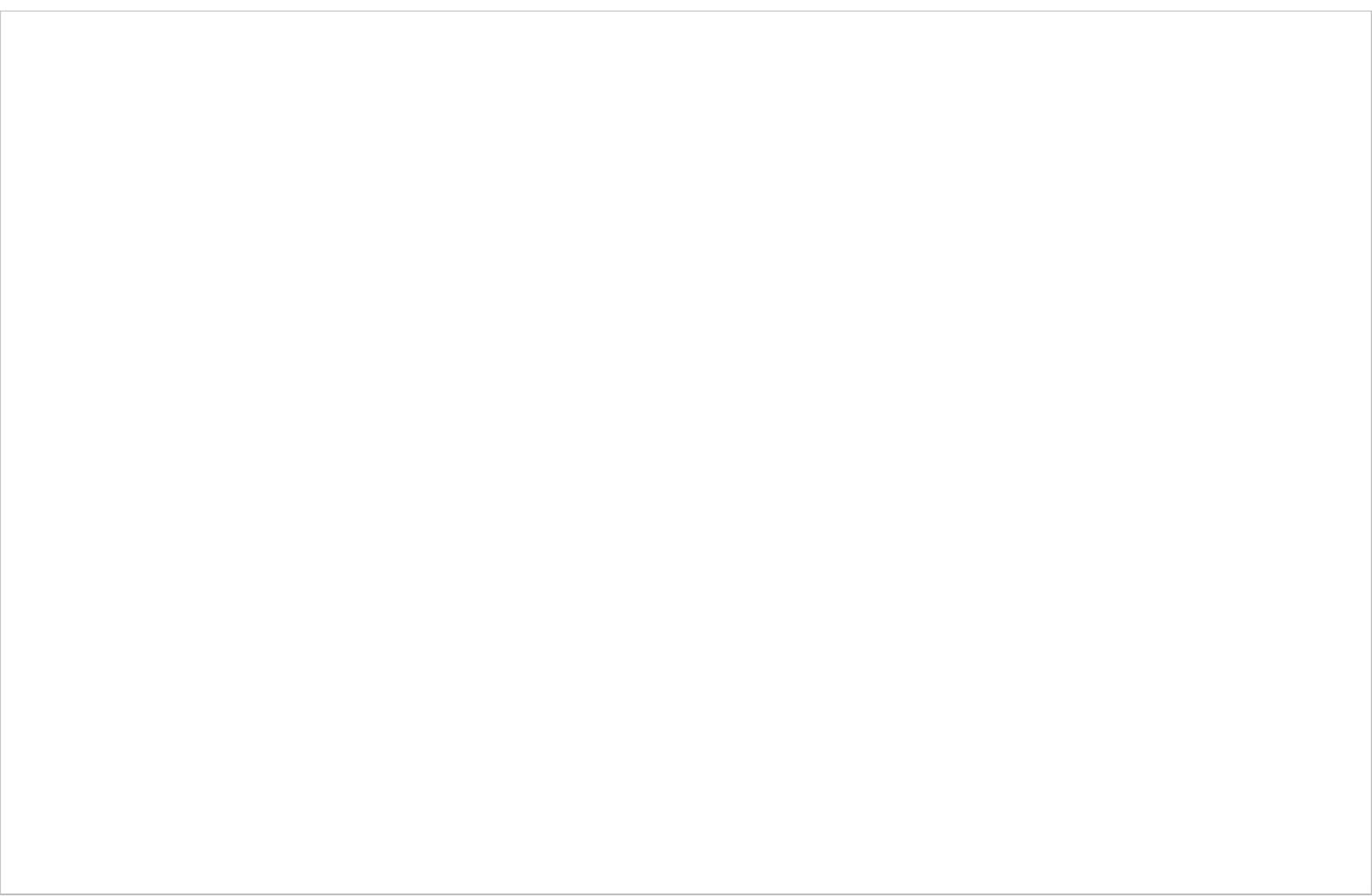
- 4 Enter the supplier as UNK (unknown) and an order code of CONSOLIDATED and click the *Add* button. The system checks if there are any matching items.
- 5 If there are no matching items, the system immediately adds the item. Go to 6.
If there are matching items scroll through the list of items displayed. If none are the item you want to add then click the *Create Item* button. The system immediately adds a new item. Go to 6.
- 6 At this stage you are on the main entry form for the item. The system has assigned a new number to the item automatically. You now need to fill in the holding item details.



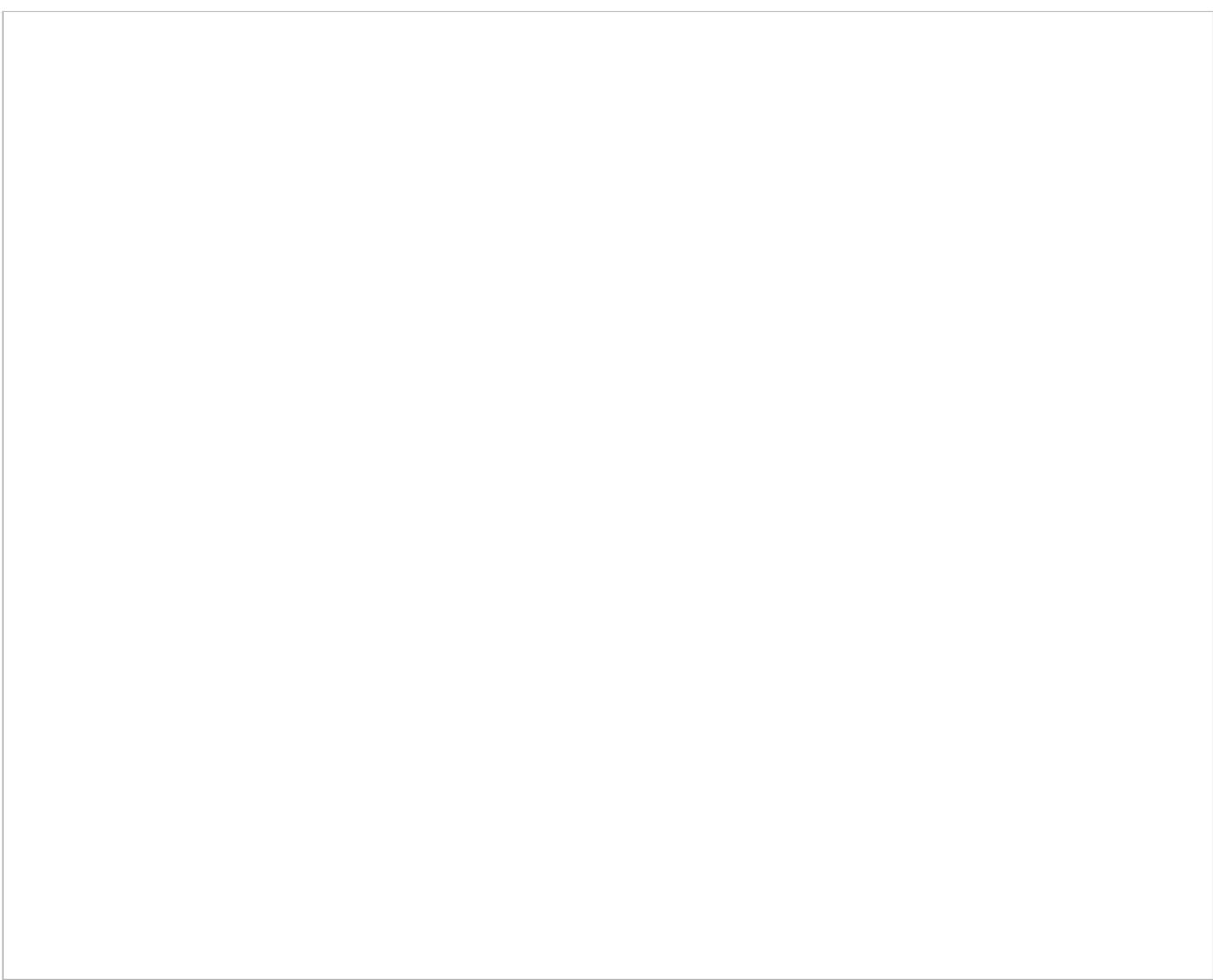
7 Enter the *Description* and *Unit of Measure* for the consolidated item.

8 Select the *Department*, *Category* and *Group* that the item belongs in.

9 You now need to set the cost for this item. Click the *Costs/Sells* tab.



10 In the Replenishment section click the *New* button.



11 Select the *Supplier/Order Code*.

12 Select the *Location* that will pay this cost. This can be a specific location or it can be a location group.

13 Enter the Ex-Tax Cost. The system automatically calculates the Inc-Tax Cost.

14 Click the *Save* button.

15 Click the *Send* button.

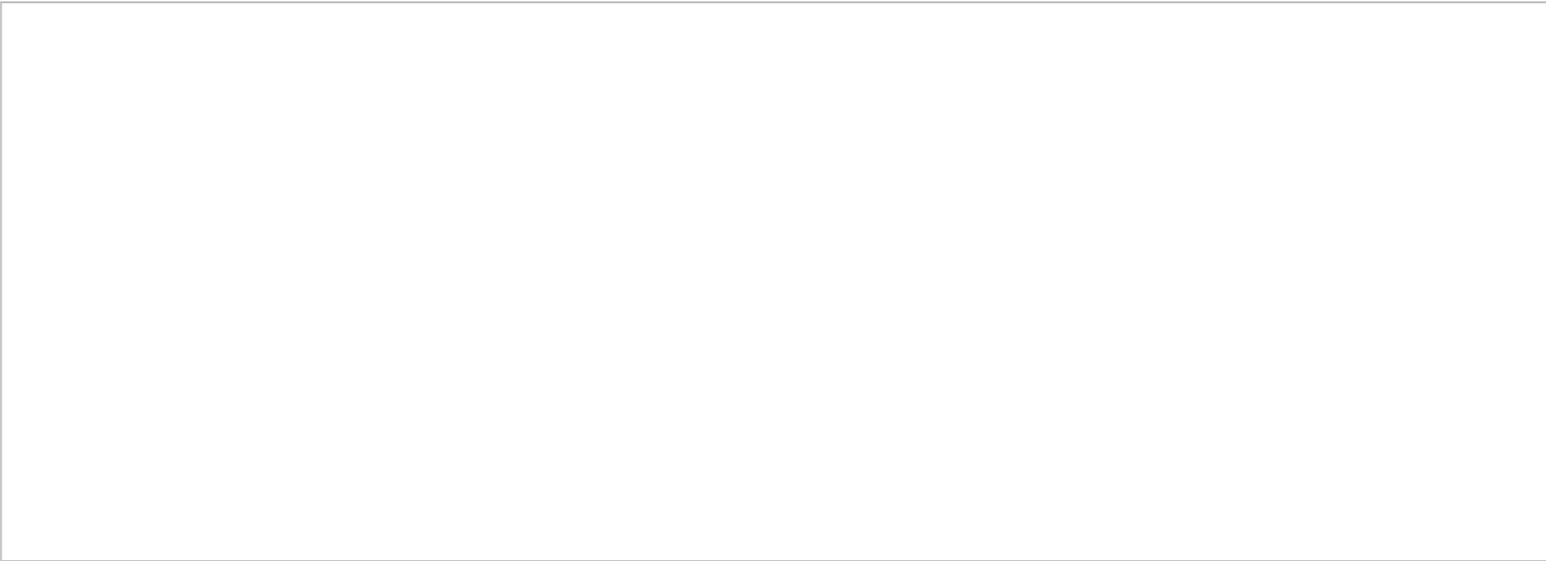
16 Click the *Save* button.

How Do I Set Up A Customer Account?

The section explains how an existing customer can be given an account. If the customer does not exist, they must first be added to the system by being set up on the till or the back office. (see [How Do I Add A New Customer?](#)).

Pre-requisites: Customers, Locations.

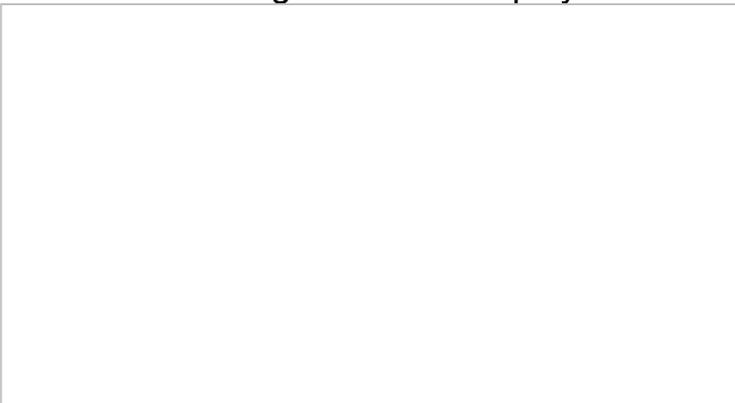
- 1 Select the *Customers* task from the Main Menu.
- 2 Start the *Customers* task from the menu.
- 3 Find the customer you want to give an account to.
- 4 Click the *Accounts* tab. Any account the customer already has is listed in the grid.



- 5 Click the *New* button.



The following window is displayed:



- 6 Select the required type of account from the drop down box.
- 7 If applicable, set the payment terms to the required type. This is used to determine when payment due. It is also used when printing statements to select the accounts that need printing.
- 8 Set the *Credit Limit* to the maximum amount the customer can spend.

9 Click the *OK* button to return to the main window.

10 Click the *Save* button.



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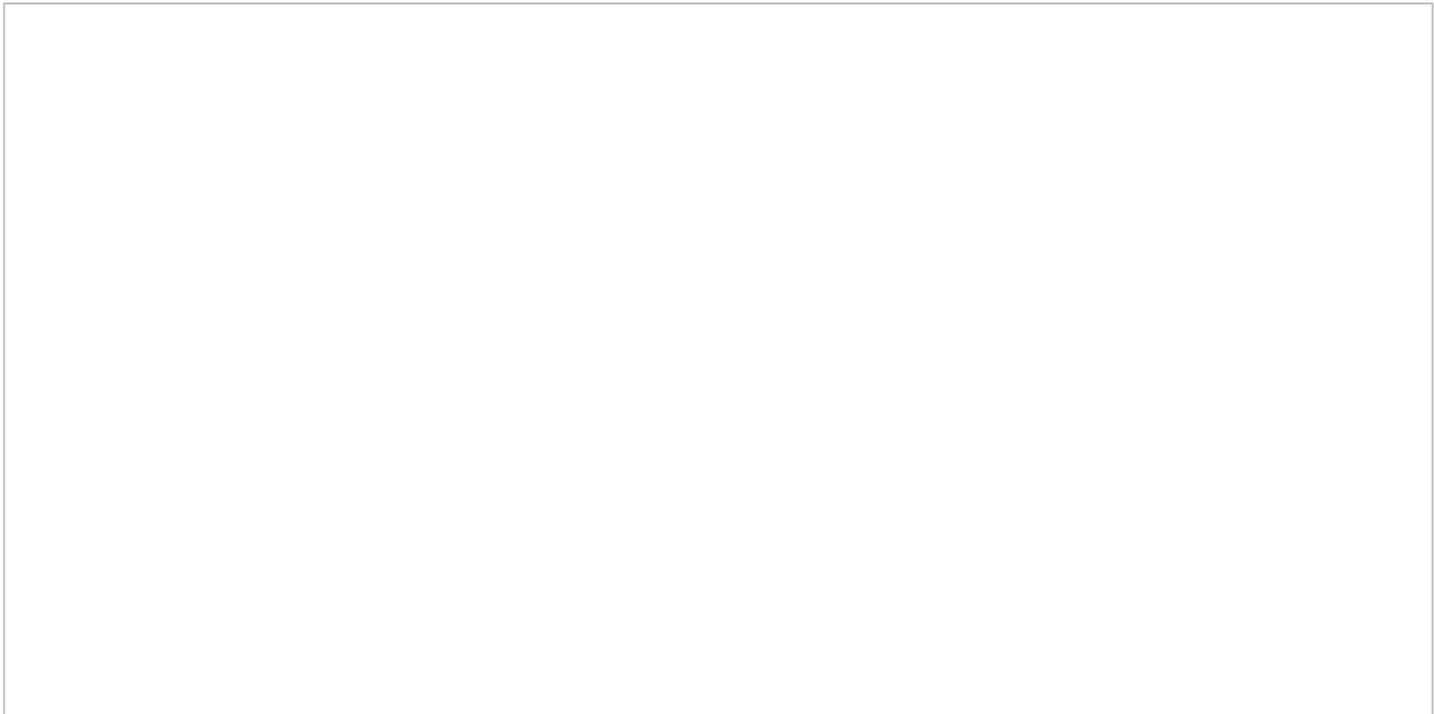
How Do I Set Up A Linked Item?

Linked items are used to sell the same item in different quantities, for example beer in cartons, six-packs and singles. Each method of selling the product, that is carton, six-pack and single, is set up as separate items in the system. This is because each product has its own sell price and may have its own barcode that you can use for scanning purposes. However, you can only buy the product one way from the supplier (cartons). These additional items are known as *linked items*.

The basic item should already be set up (see [How Do I Add A Basic Item?](#)). This item should be set up to sell at the smallest unit, for example single. This is because the cost details is usually received as a carton cost and size that gives a single unit cost. From this single we can make six-packs and cartons.

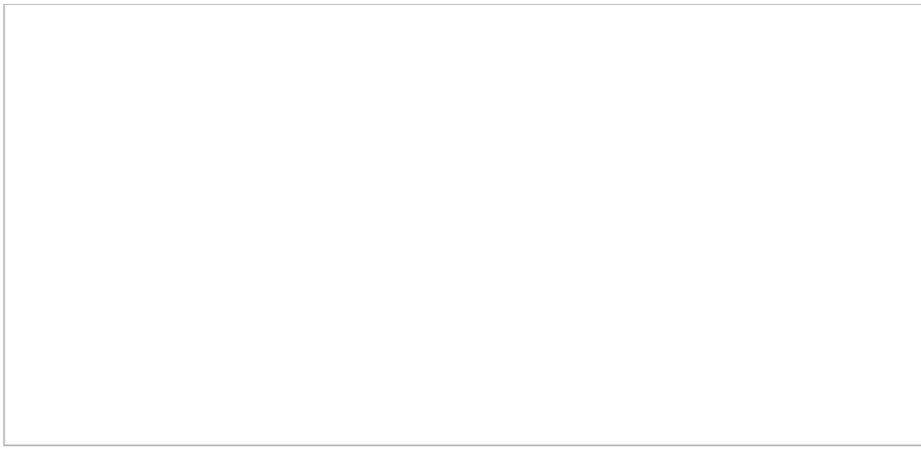
When you go to set up the remaining items you DO NOT add them in like other products. You retrieve the main item and tell the system you want to create a linked item.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Find the base item you want to link to (press the *Items* button to start the search).



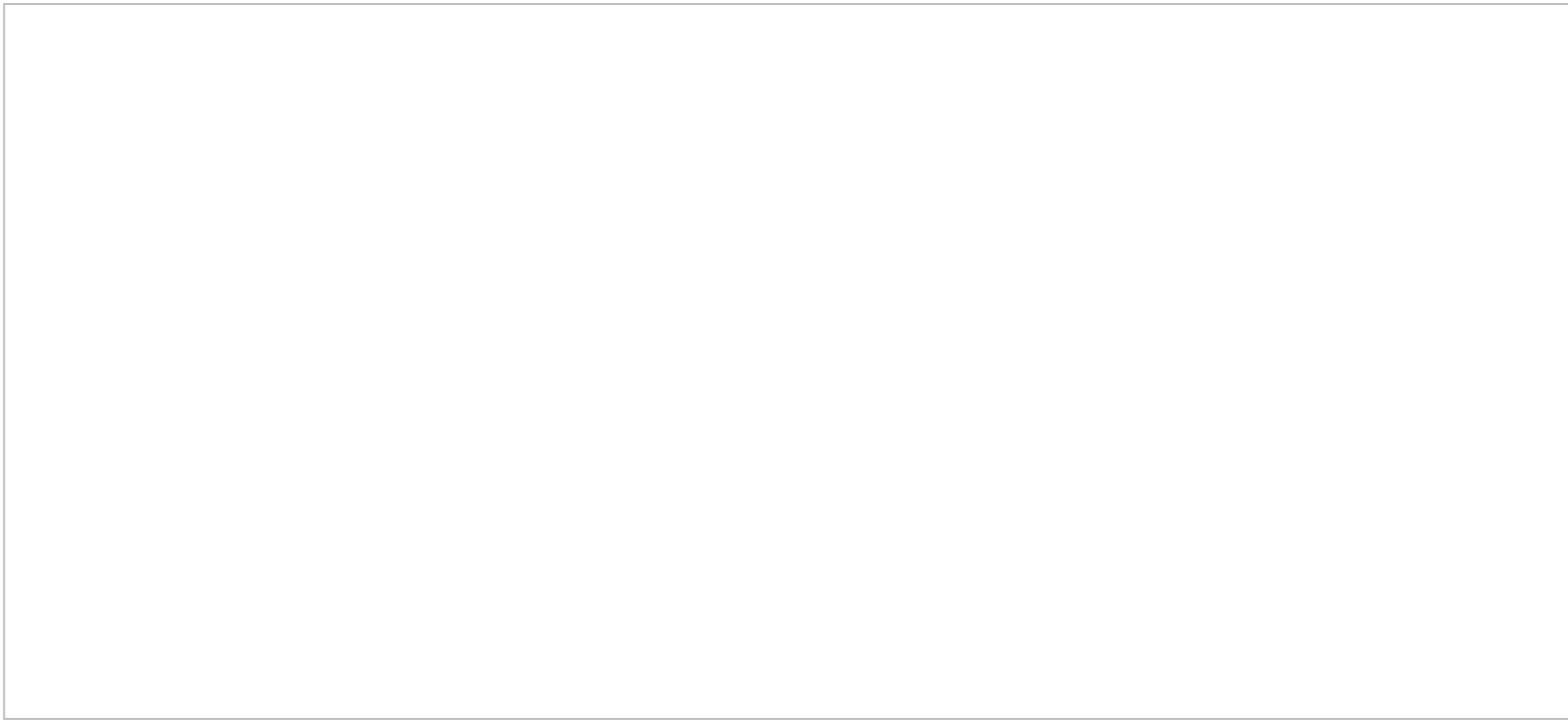
Use IPN or Description to narrow the search.

- 4 Select the *Linked/Stocked Items* tab.
- 5 Click the *Create New Link* button.



Enter the quantity of the original item that makes the linked item. For example, if the original item is a single and we are setting up a six-pack then the quantity is six. If we are setting up a carton, this number is twenty-four.

6 Click the *OK* button.



7 Repeat steps 5-6 for each linked item.

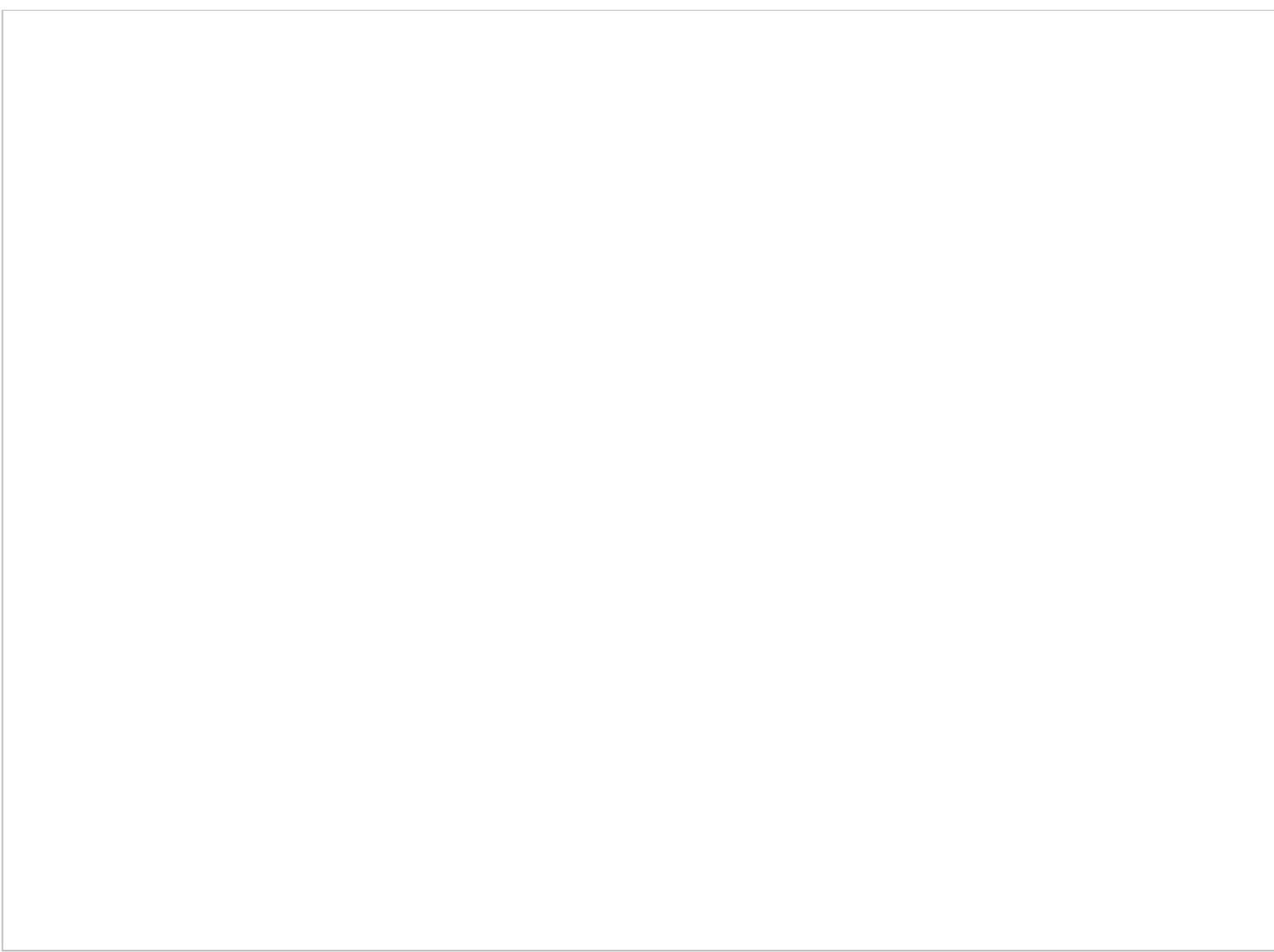
8 Click the *Save* button.

How Do I Set Up A POS Keyboard?

These instructions assume that you already have a list of items ready to add to your keyboard. Each item should have a barcode or PLU so that it can be 'scanned'. A keyboard definition can have many panels, each with fast keys that can open other panels. This allows unlimited panels to be set up. You should have some idea as to how you want to layout your fast keys on panels before proceeding.

Pre-requisites: Items.

- 1 Start the *POS Keyboard* task from the Backoffice Menu.
- 2 Press the *New* button. The system starts a new keyboard. It automatically assigns a new number to the keyboard.
- 3 Enter a short description about the keyboard in *Description*.
- 4 Click the *Default Values* tab and enter the default button fonts and colours.
- 5 Click the *Basic* tab.
- 6 Press the *New*  button in the Panel Details section. A new panel is added to the keyboard.



- 7 Enter a unique level number (numbers 1-10 reserved for fast key entry) and name of the panel. The name is displayed to the user so make it meaningful.
- 8 Add items, modifiers and links to other panels to generate a layout. See separate '[How Do I](#)' topics for more information.
- 9 Click the *Save* button when done.

How Do I Set Up A Recipe Item?

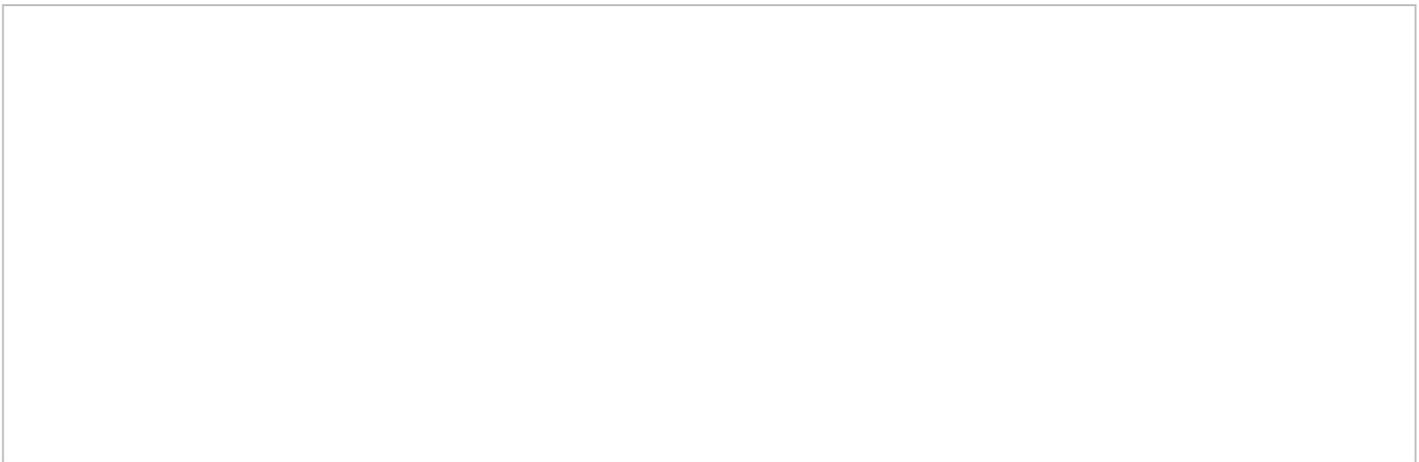
Recipes are generally used to sell an item made up of a number of other items (or ingredient). There are many examples of recipe items:

- A cocktail containing a mix of ingredients.
- A two-carton offer consisting of one particular item.
- Various size drinks sourced from one base item (for example wine sold by the glass, half carafe or carafe from a single bottle of wine).

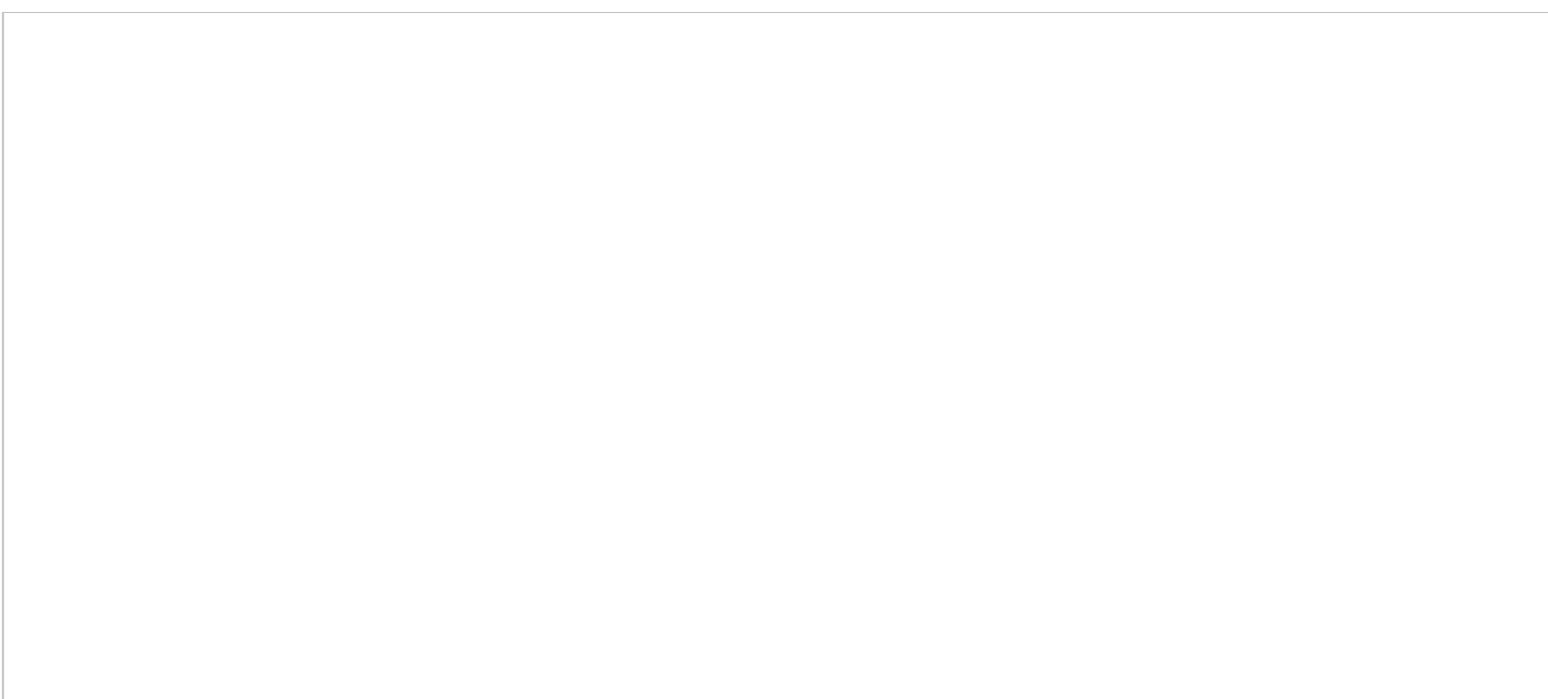
A recipe is made up of at least one ingredient item. These ingredients must be set up the same as any other item (see [How Do I Add A New Basic Item?](#)). These ingredients can be normal items or stock holding items. The recipe item itself is set up like other items but the supplier is set as 'UNK' (unknown) and the order code is immaterial. You then tell the system which items are the ingredients for this recipe. The cost record is set up as a Calculated cost. The system automatically works out the expected cost of the item based on the costs of the ingredient items.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Click the *New* button.

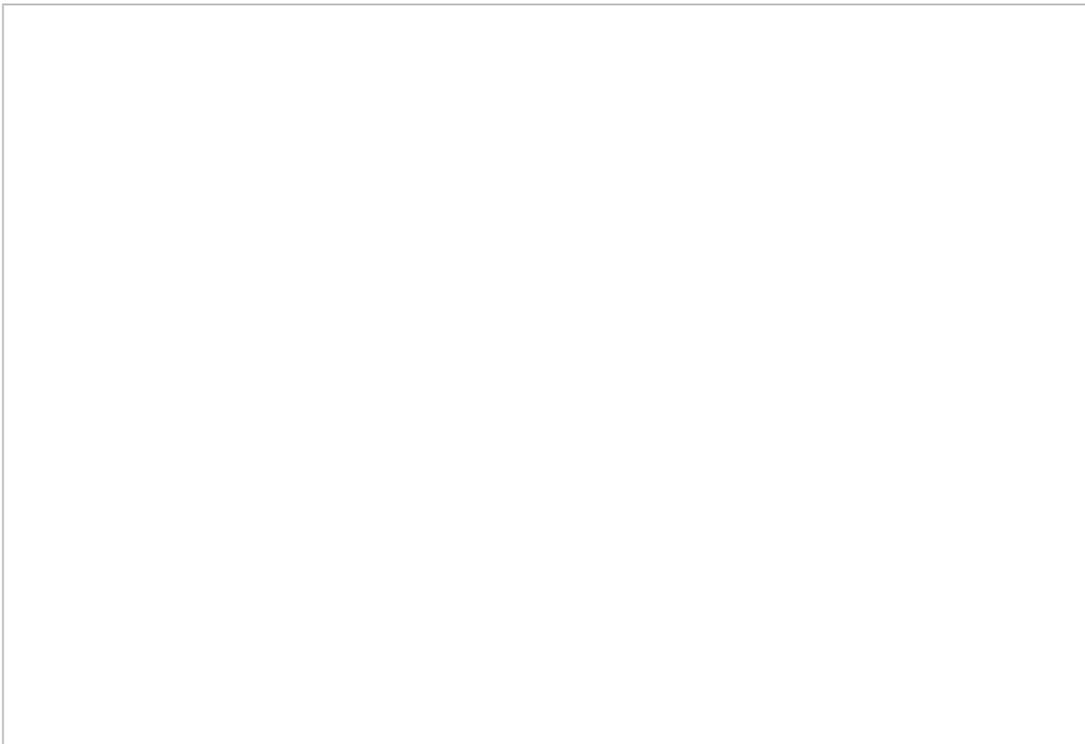
The following window is displayed.



- 4 Enter the supplier as UNK and any order code number and click the *Add* button. The system checks if there are any matching items.
- 5 If there are no matching items, the system immediately adds the item. Go to 6.
If there are matching items, click the *Create Item* button.
- 6 Enter the *Brand*, *Description* and *Dept/Cat/Group* fields.
- 7 Select the *Ingredients/Kitchen* tab.



8 Click the *New* button above the grid to add a new ingredient.



9 Select the *Sales Method*, enter the *Sequence* number and enter the *Item Number* of the first ingredient in the recipe or use the button to search for the item.

10 Move to the *Quantity* field and enter the number of this item that appears in the recipe. When the recipe is sold, the system reduces the available stock of each ingredient item by this quantity value. The value to use for the quantity should be obvious from the description and unit of measure (if not then it is questionable as to whether your descriptions and unit of measures are set up as well as they could be). For example, if the description is SCOTCH and the unit of measure is NIP then a quantity of two would indicate that two nips were used when this item was sold. The quantity can be a part quantity. For example, if the item was a SCOTCH 700ML, a quantity of .043 would be equivalent to one nip ($.043 * 700\text{ML} = 30\text{ML}$).

11 Enter the *Contribution To Sales%* value.

12 Click the *Save* button.

13 Repeat Steps 8-12 for all the ingredients.

14 You now need to set the cost for this item. A recipe doesn't have a direct cost like a carton of beer but you still need to enter a cost. Click the *Costs/Sells* tab.

15 Click the *New* button  in the Replenishment section.



16 Enter UNK as the supplier who gave us the cost.

17 Enter the location that pays this cost. This can be a specific location or it can be a location group. Press the *Tab* key.

18 Enter the date this cost becomes effective. The system sets this date automatically to today but you can set it to any date in the future.

19 Set the *Cost Type* to 'Calculated'.

20 Click the *Save* button.

You now need to set the sell for this item. Click the *New* button  in the Retail section.



- 22 Enter the location that will sell the item at this particular sell price. This can be a specific location or it can be a location group. Press the *Tab* key.
- 23 Enter the date this sell becomes effective. The system sets this date automatically to today but you can set it to any date in the future.
- 24 The system automatically calculates the expected unit cost for the item. Since this is a recipe item the system attempts to calculate this from the cost of the ingredients. Note that this is an estimate only. If you have set up rounding rules and default margins for items the system also calculates sell prices and margins for you, based on the expected unit cost.
- 25 Move to the Sell 1 and enter the sell price. The system automatically calculates the margin. Alternatively, you can enter the margin in Margin 1 and the system calculates the sell price. If you want to use more than one sell price, for example for special member pricing, then repeat this for Sell 2 to Sell 5.
- 26 Click the *Save* button.

How Do I Set Up A Supplier Account?

You do not have to do anything to set up accounts for suppliers. A supplier has two accounts automatically set up when you add a new supplier (see [How Do I Add A New Supplier?](#)).

- One account is set up to record invoices sent to you by the supplier for items that you have purchased.
- The other account is set up to record the rebates that you want to claim from a supplier.

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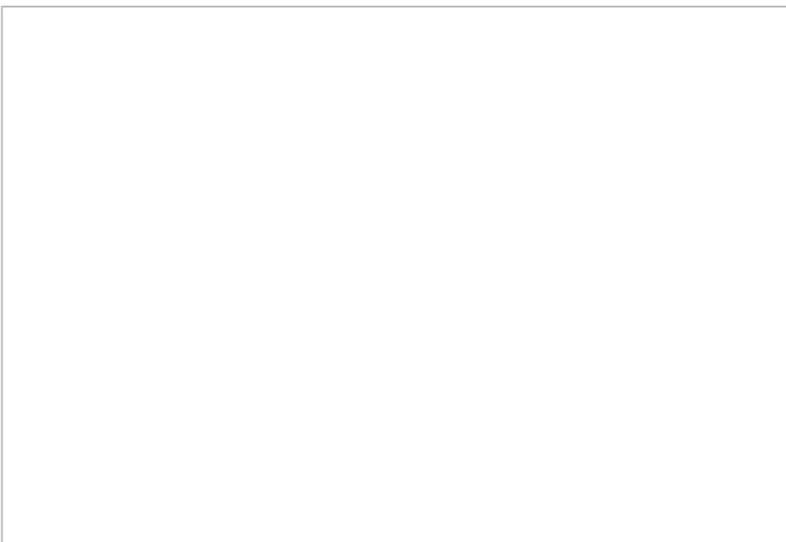
How Do I Set Up a Survey?

Up to 5 questions can be asked at the end of a POS transaction.

- 1 Start the *POS* task from the Main Menu.
- 2 Select the *Survey Set Up* option from the Set Up POS Menu.
- 3 Press the *New* button to set a new survey.
- 4 Enter a *Description*.
- 5 Double-click a row in the grid or select a row and click the *Edit* button.



- 6 Enter the *Question*, *Type of Answer* (free text or combo or button) and the maximum number of characters that can be entered for any text answers. This can be a number from 1 to 20. Click the *Save* button.
- 7 Repeat steps 5-6 for each question.
- 8 Click the *New* button above the Answers grid to enter answer choices for any Combo types of answers.

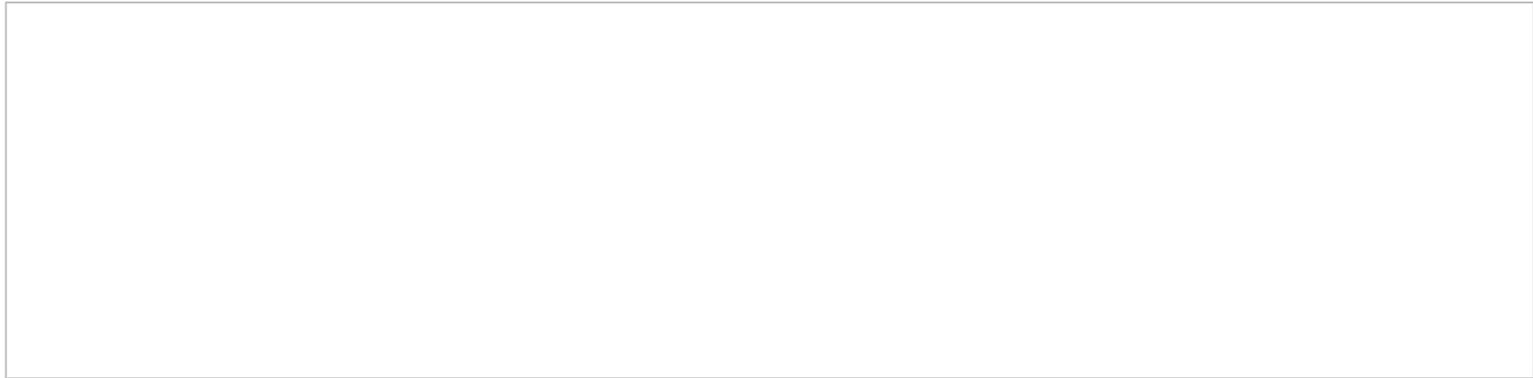


Click the Save button.

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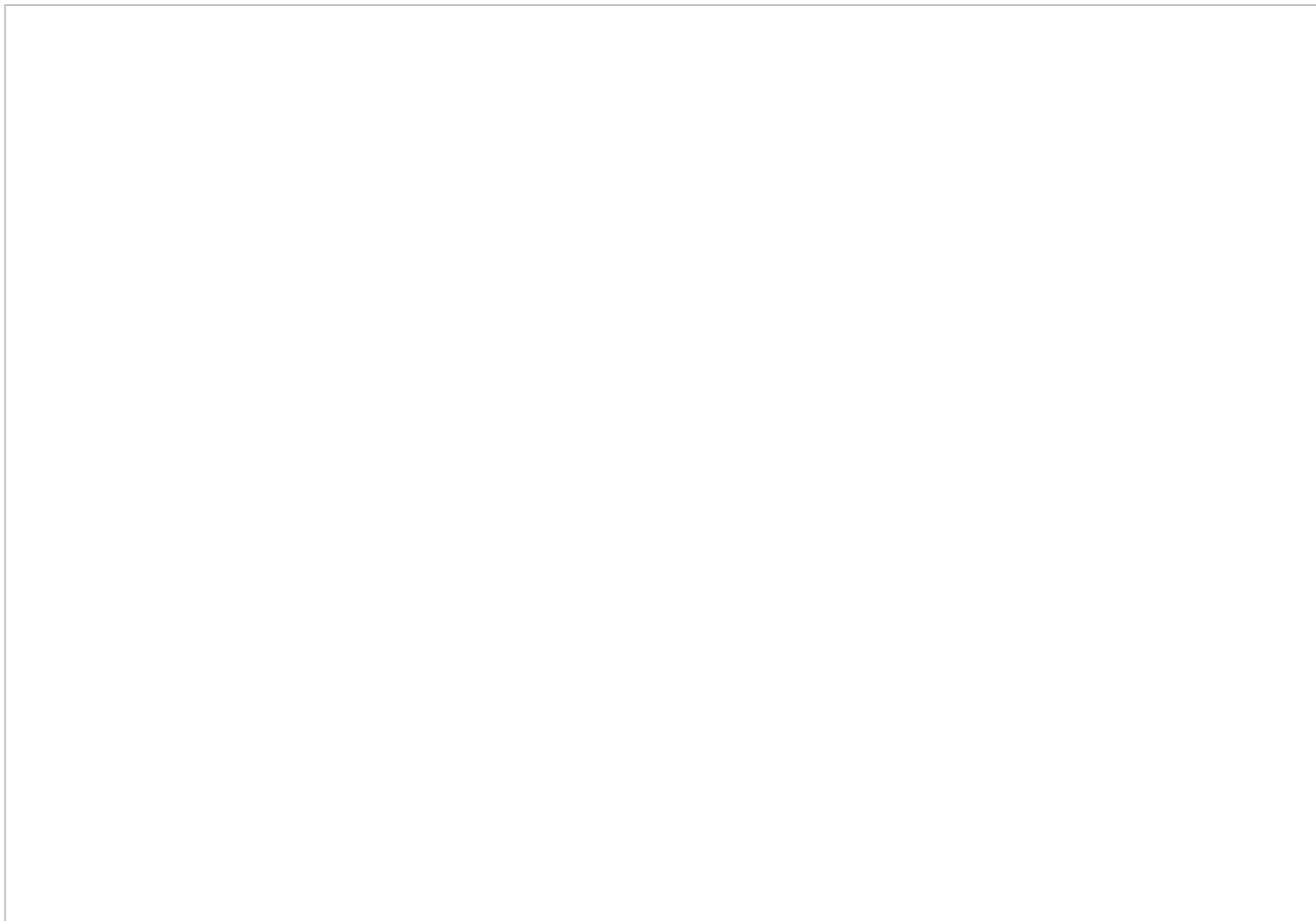
How Do I Set Up A Till's Recall Location?

- 1 Start the *Tills* task from the Main Menu. (DataEntryBasic.exe TILL)
- 2 Find the appropriate Till (press the *Till* button to start the search).



Use the Code or Description to narrow the search. Press the *Search* button.

- 3 Select the required Till and press the *Select* button.
- 4 Select the *Location* tab.



- 5 Select the *Recall Location* that the Till will recall sales from.

6 Click the Save button.



Note: This will be set for all Tills in the location where the modified Till is connected to.

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How Do I Set Up B2B Service for ViewPoint WMS?

1. Set up a [supplier](#) for the warehouse with the *PO Output Format* on the [Ordering](#) tab set to the value 'ViewPoint WMS'.
2. Set up a [location](#) for the WMS of type WAREHOUSE.
3. In the new warehouse location set up a [cross-reference](#) to the new warehouse supplier.
4. Set up the option in [System Settings](#) for the B2B output directory. The default for this is c:\drsapps\b2b and each individual target location has its own directory off here – for example c:\drsapps\b2b\viewpoint.
5. [Items](#) to be transferred to / from the warehouse location via this new function need to be set up with the new warehouse supplier as their preferred supplier. They will also need to have cost / sell records for each location.
6. Any items to be transferred should have an initial stock on hand value set at the warehouse location for the initial starting point.

Competition Sells

Competition sell prices are used to check a competitors price and are entered against a competition location.

- 1 Set up a new location that represents the competitor. The location type should be set to 'Comp' or 'Comp Group'. Make sure you set up the Group/Stores tab correctly. If you use 'Comp Group', you must have already set up some 'Comp' locations in order to be able to group them.
- 2 For each store, go to the *Advanced* tab in Locations and set up the Competition location.



- 3 This provides a link between the store and the competition locations that it can check. Sell prices are then entered for the competition locations. These will then be visible from the POS when the user selects the Comp Sell button.

How Do I Set Up Exchanges Rates?

1 Start the *Exchange Rate* option within the POS menu.

2 Select the currency code of the currency to convert for example USD (US Dollars).



3 Select the currency to *Convert To*.

4 Enter the *Effective Date* for the conversion.

5 Enter the *Exchange Rate*.

6 Enter the *Accounting Rate*.

7 Click the *Save* button.

How Do I Set Up Extended Warranties?

Extended warranties allow you to extend the standard warranties calculated on items. See [Warranties](#) for more details.

- 1 Use [Category Maintenance](#) to set up a department, category, group, subgroup structure for warranty item
- 2 Run System Settings and go to the [POS](#) tab. Enter the new department code in the *Warranty Dept* setting.
- 3 Run [Modifiers](#) and create a modifier set which contains the list of required warranty items. You might up a modifier set for televisions and another for washing machines.
- 4 Run Category Maintenance and go to the [POS](#) tab. Add the modifiers to the relevant department/ category/ group/ subgroup. If you add a group modifier at a category level, it will apply to all items any groups and subgroups within that category.

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How Do I Set Up Gift Accounts?

- 1 Use the [Items](#) function to create an item to represent the gift card. You can set up one item with a zero price so you are prompted for a price each time the item is sold, or you can set up multiple items, each with a fixed price.
- 2 Create a [tender](#) to represent payment with a gift account.
- 3 Start System Settings and go to the [POS 1](#) tab.
- 4 Enter the tender number in the *Gift A/c* setting.
- 5 Go to the [POS 2](#) tab and enter the list of items as a comma-delimited list (no spaces) in the *Gift Account Items*.
- 6 The cards that you sell should have a specific format. They should start with a prefix and be of a certain length, for example GIFT00001, GIFT00002,GIFT00003. Enter the prefix, for example GIF in the *Account Number Prefix* option. Enter the length of the number (including the prefix), for example 9, in the *Account Number Length* option.
- 7 If you want the system to generate numbers for you automatically, check on the *Auto Generate Gift Ac Number*.
Note: If you check this option on, the POS will generate a new number for every gift card sold. The customer will not be able to top up the balance of an existing card.
- 8 For each location, go to the [Account](#) tab and indicate the account location to be used for the GIFTAC account type.
- 9 Reload your POS. To sell a gift card, you can either enter the specific card number of the gift card being sold or you can sell the generic items set up in step 1 above. If you enter the specific card number, the POS will check the length and prefix to ensure its a valid card. It will then select the first item (the one with lowest IPN from the list entered in Step 5) and add this to the transaction. If you sell a generic item, you will be asked to enter the card number.
- 10 To use the card, simply make a sale and pay for it with the Gift Ac tender you set up in Step 2. The system will ask you for the gift card number. It will validate that there is enough money left in the account. If there is not enough money you are given a choice whether to redeem this amount and pay the remainder with another payment or to reject the payment by gift account.
- 11 If you want the ability to check a gift account balance, use the [POS Keyboard](#) function to add the GIFTACBAL function to the Activity menu. When you select this option you will be asked for card number. The system will then tell you the balance of the card.

How Do I Set Up IP Printing?

The following procedure is specifically for setting up the thermal receipt Epson TM-T88III printer to print to the driver rather than directly to the comm port. One of the advantages of this is that you get more connectivity options. Instead of serial ports or parallel ports, the printer can be connected via USB or TCP/IP. It is mainly a Windows orientated set up process with appropriate drivers and so on used with existing [Till Device](#) and kitchen printer set up options.

Note: The drivers and tools mentioned are off the Epson website.

Prerequisites:

- a) Epson TM-T88III Printer
- b) Network card
- c) Printer set-up utility
- d) Printer drivers

1 Printer

- a. Install network card.
- b. Set the dip switches:
 - i. SW1 – 7 is ON, all others OFF.
 - ii. SW2 – 8 is ON, all others OFF.

2 Printer IP Configuration

- a. Install the Epson tool TMNet Win Config on to a PC.
- b. Attach the Epson TM-T88III to the network (Note – it's default IP address is 192.168.192.168).
- c. Using the tool set the desired IP address for the printer.

3 Install drivers on server/POS

- a. Install the drivers for the Epson TM-T88III.
- b. Select appropriate Language.
- c. Select Module; 'TCP/IP Driver' and 'Epson TM-T88III Receipt'.
- i. Select Port Settings and entry printer IP address.
- d. Reboot when requested.

4 If the driver is installed on Server

- a. Set up a shared Windows printer on POS machine to use the server printer.

Note: If the server is not available then the printer will not be available.

5 Receipt Printer Set-up (See [How Do I Add A Receipt Printer?](#))

- a. In Tills under the Till Devices tab, add a *Device Type* of Printer - Receipt.
- b. Set the *Sub Type* to Epson Compatible.
- c. Set the *Port* to WIN.
- d. Set the *Network Path* to the printer IP address or the printer name from the drop down box.
- e. Set the *Receipt Printer* to match the Device Code.



6 Kitchen Printer Set-up (See [How Do I Add A Kitchen Printer?](#))

- a. In Tills under the Till Devices tab add a *Device Type* of Printer - Kitchen.
- b. Set the *Sub Type* to Epson Compatible.
- c. Set the *Port* to WIN.
- d. Set the *Network Path* to the printer IP address or the printer name from the drop down box.

7 Kitchen Printing Set-up (See [How Do I Set Up Kitchen Printing?](#))

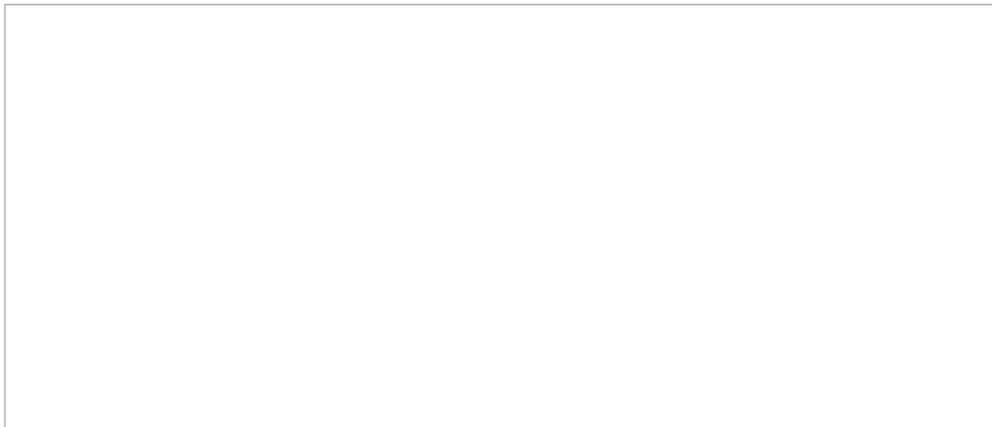
- a. Set up Kitchen Printer for Till, Department, Category, Group as per previous set up.
- b. Add a Kitchen Header in Tills, Location tab.



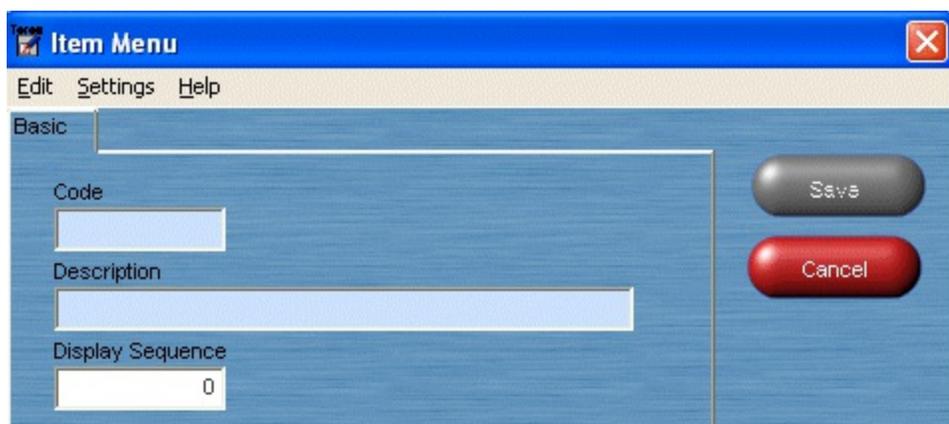
How Do I Set Up Item Menu Codes?

An item menu is used to relate items together that are able to be sold during a certain period. For example, you might set up a menu for Breakfast, Lunch or Dinner. These codes are used for the *Item Menu* option on the [Basic](#) tab in Items.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Item Menu Codes* option from the Items menu.



- 3 Click the *New* button.



- 4 Enter a code and description to represent the item menu.
- 5 Click the *Save* button.

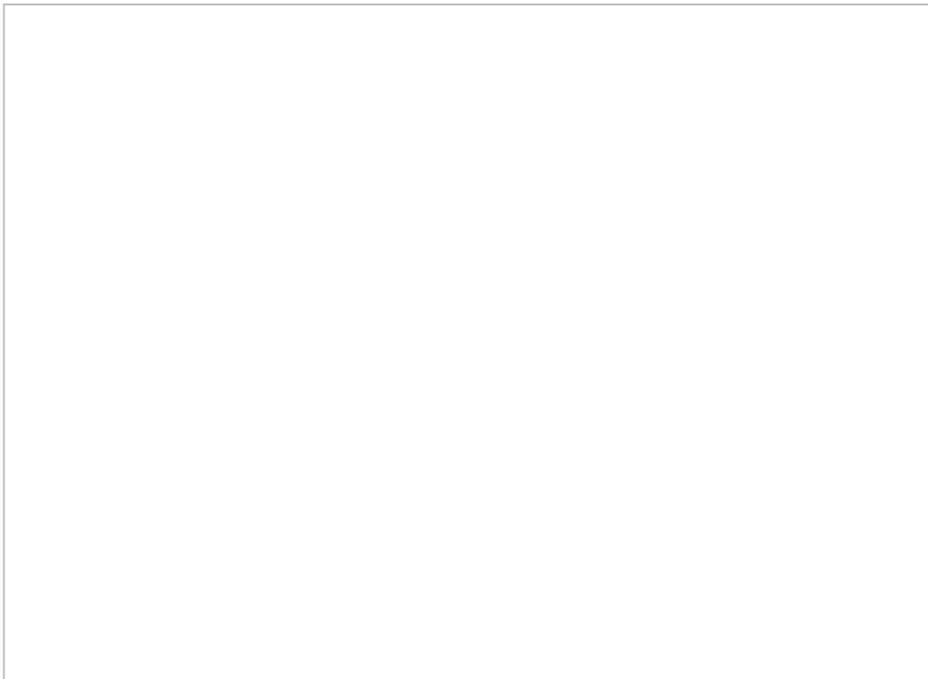
- 6 Press the *Close* button.

How Do I Set Up Item Modifiers?

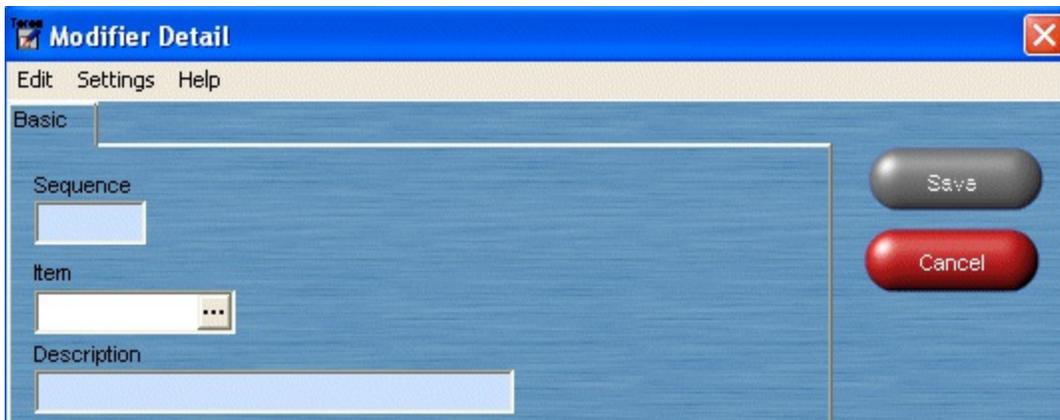
Item modifiers are used to alter a basic item at the POS. They are commonly used in food areas, for example cooking instructions, sauces, and so on. This example shows how to add some cooking instructions to an item.

Pre-requisites: Items.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Modifiers* option from the Items menu.
- 3 Press the *New* button. 
A new modifier is added with a unique number.
- 4 In the *Description* option, enter 'COOKING INSTRUCTIONS'.
- 5 Select 'Zero or More' from the *# of Modifiers* option.

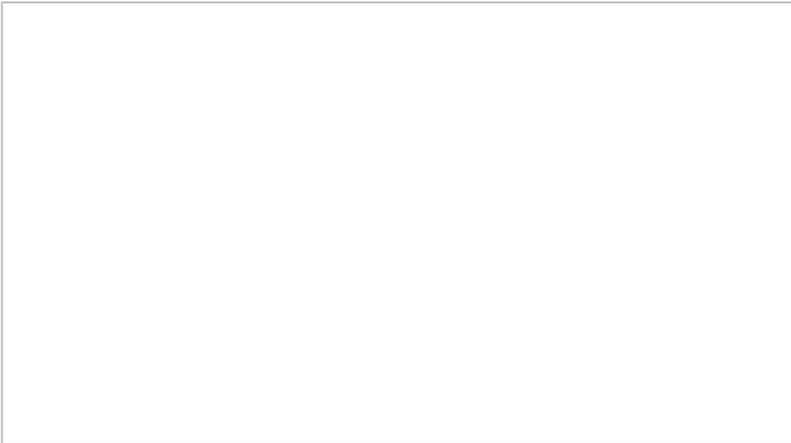


- 6 Press the *New* button  to add a new line to the modifiers grid.



- 7 In the *Sequence* field enter 1.

- 8 Move to the *Description* field and enter 'RARE'.
- 9 Press the *Save* button.
- 10 Repeat steps 6-9 until finished.
- 11 Press the *Close* button.
- 12 You have now created cooking instructions. Now we want to add these to an item.
- 13 Start the *Items* task.
- 14 Find the item you want to add the modifier to (press the *Items* button to start the search).
Use IPN or Description to narrow the search.
- 15 Select the *Modifiers* tab. This displays a window that shows the modifiers added to this item.
- 16 Press the *New* button  to add a new line.



- 17 In the *Sequence* field, enter a sequence number, for example 10. If you have multiple modifiers for item, the POS displays them in the order specified by this field.
- 18 Move to the *Modifier#* field and press the button. Find the modifier you just added above and press the *Select* button. The modifier number is added to the *Modifier#* field automatically.
- 19 You could add other sets of modifiers to this item by repeating steps 16-18.
- 20 Press the *Save* button to close the Modifiers window.
- 21 Press the *Close* button to close the Items window.

How Do I Set Up Item Ratings?

To set up items that prompt the user to check that the customer is over the age limit for purchase.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Find the item you want to add a rating to (press the *Items* button to start the search).



Use IPN or Description to narrow the search.

- 4 Select the *Ratings* tab.

Item Edit Settings Help

Item 2753 New Save Cancel Range POS Copy Help Close

SMIRNOFF ICE 6-PACK L1,75

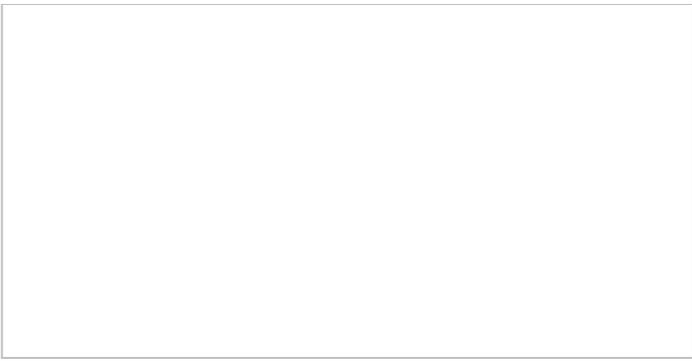
Basic Costs/Sells Range Advanced Margins Trading Terms Ingredients/Kitchen Set Meals Modifiers Customer Details Transfers Linked/Stocked Items

Mandatory Stock Additional Info Special Dates **Ratings** Packaging Buyers User Defined Language Special Item Alt UOM

These ratings control the age at which people can buy or sell this item

Location	Rating
TEST33	18

- 5 Click the *New* button  above the Ratings grid.



6 Enter the location or use the button to search for the location required.

7 Select the rating to use from the drop down list.

8 Click the *Save* button.

9 Click the *Save* button.

10 Press the *Close* button.



How Do I Set Up Kitchen Messages?

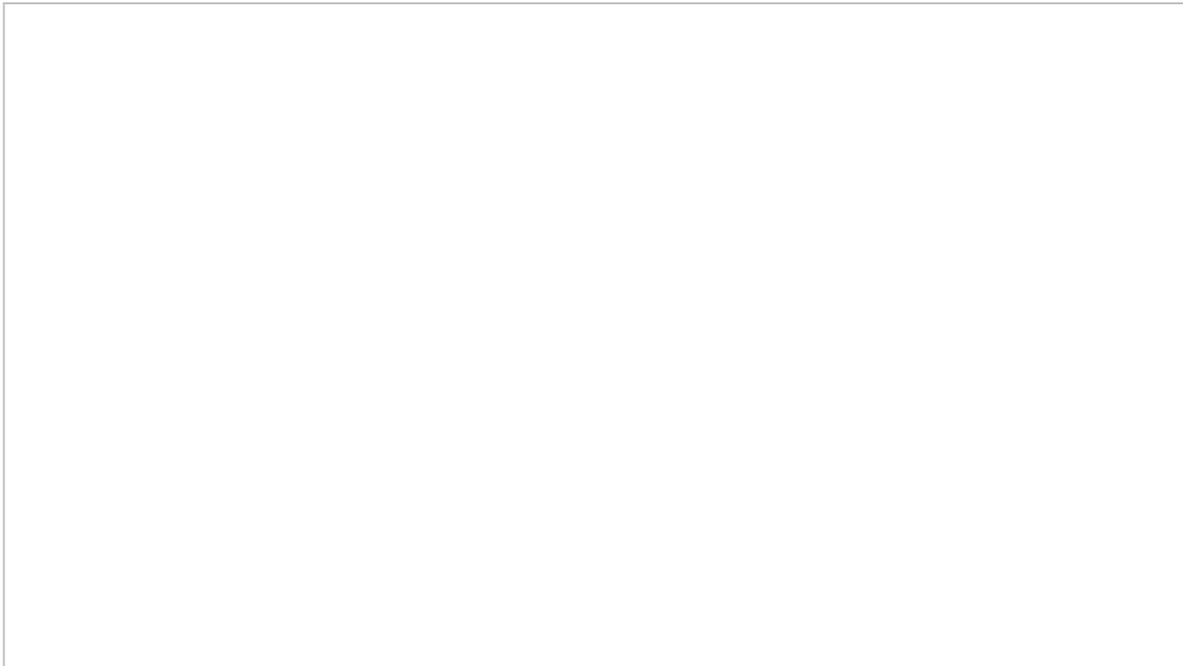
Use this procedure to print a message to the kitchen printer when selected items are sent to the kitchen. This allows you to tell the kitchen staff to hurry up on an item or to slow down.

In summary, two steps are involved:

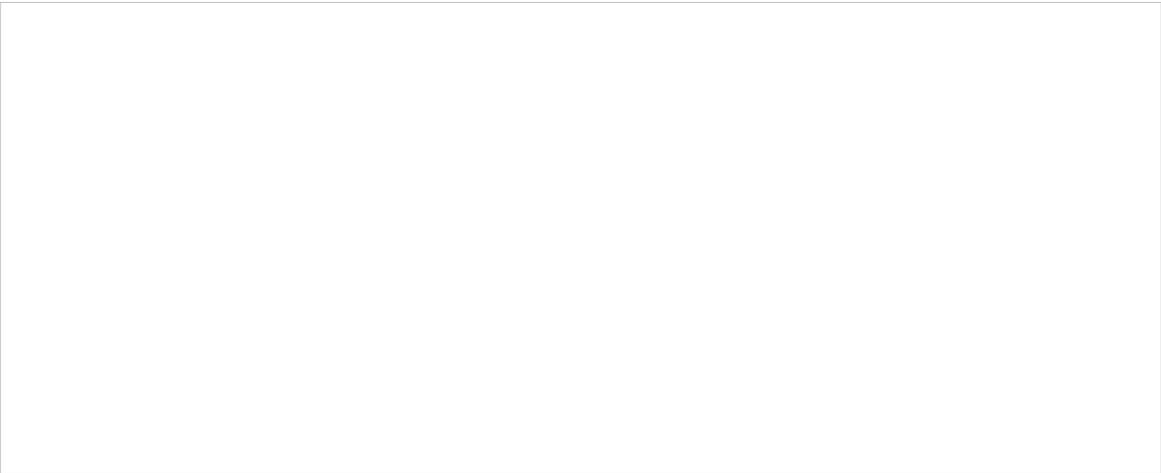
- a. Add the KITCHENMSG key to the POS keyboard in the Item or Item Modify states.
- b. In the Reason function you add Kitchen Message reasons, for example Hurry Up, Slow Down.

In detail, to set up kitchen messages:

- 1 Start the *POS Keyboard* task from the Backoffice Menu.
- 2 Find the keyboard you want to add the KITCHENMSG to (press the *POS Keyboard* button to start search).
- 3 Click the *Keyboard States* tab.
- 4 Edit the *Item* or *Item Modify* states.
- 5 Select an empty button in the grid and select the KITCHENMSG action required.

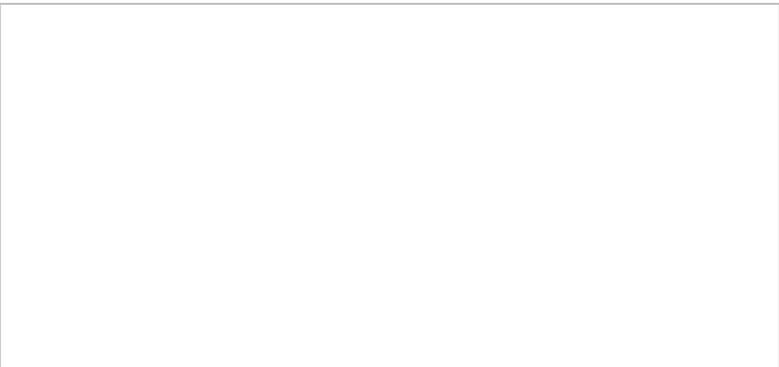


- 6 Click the *Save* button.
- 7 Click the *Save* button to exit POS Keyboards.
- 8 Start the *POS Reasons* task.
- 9 Click the  *New* button to add a reason.



Ensure the *Adjustment Type* is Kitchen Message.

- 10 Click the *Save* button.
- 11 Close the Reason Codes module.
- 12 Reload the Till(s).
- 13 At POS you recall the transaction and select the Kitchen Message key. You can then touch each item to select it for printing. A green checkmark will appear next to each item.

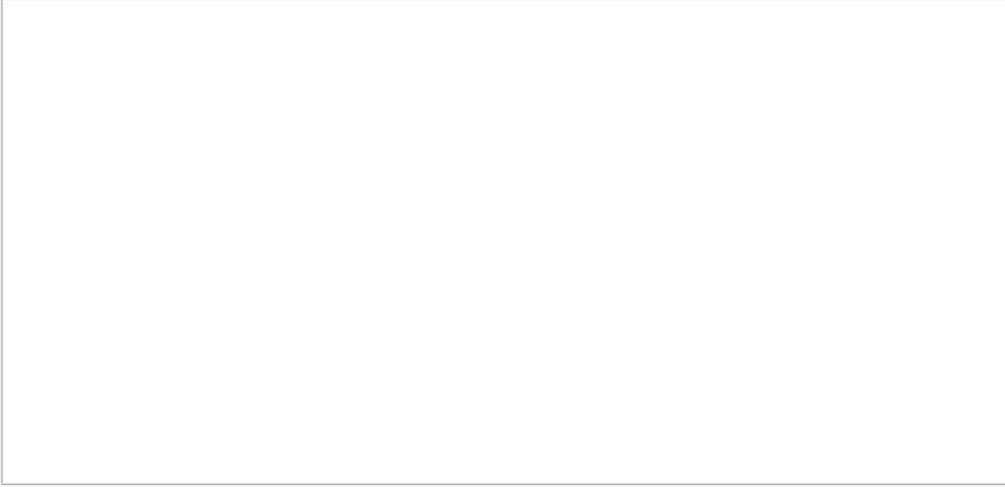


When all required items are selected, you select a reason. The items and the reason will then be printed to the associated kitchen printers.

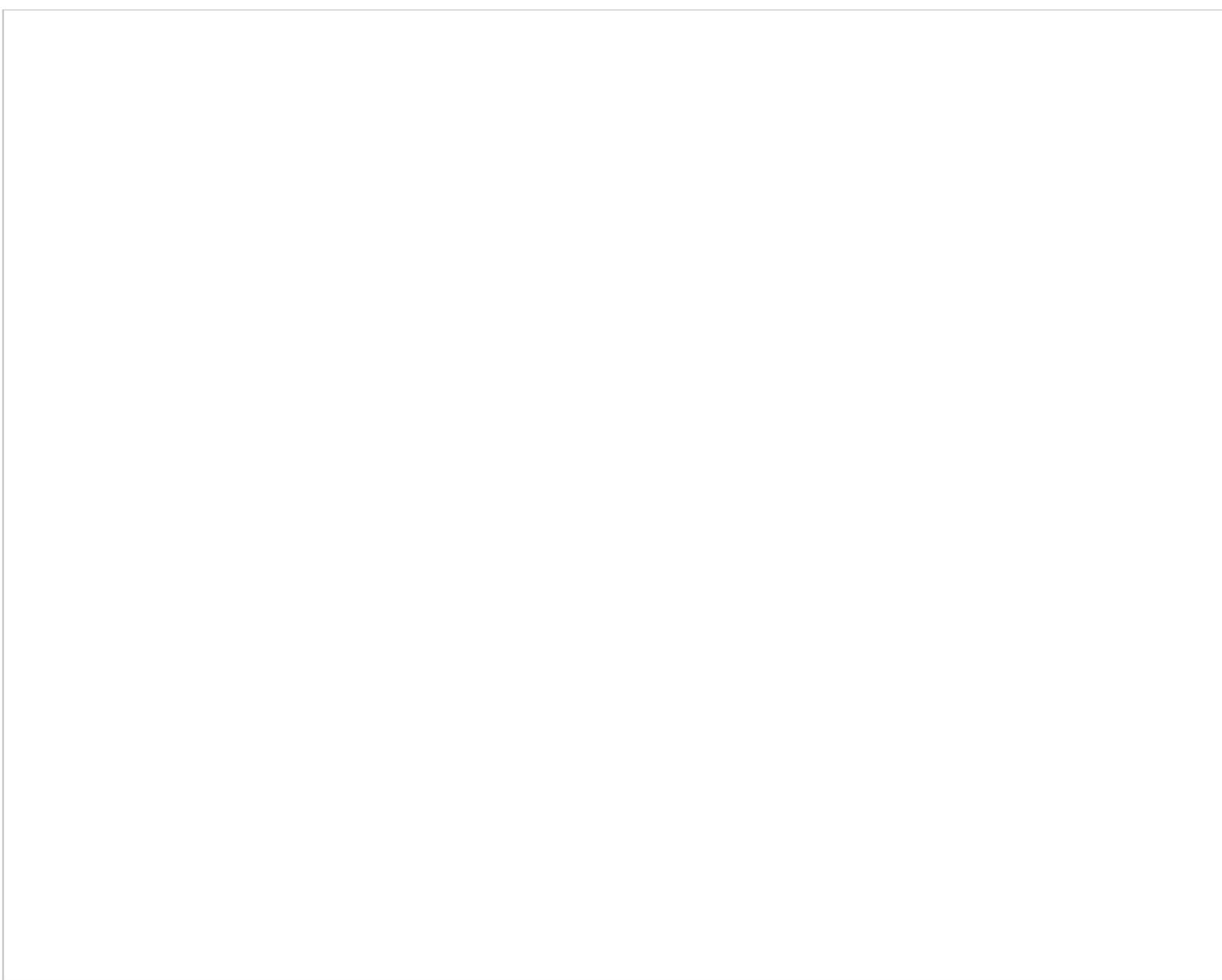
How Do I Set Up Kitchen Printer Codes?

To set up Kitchen Printer codes for items to print to a certain Kitchen printer.

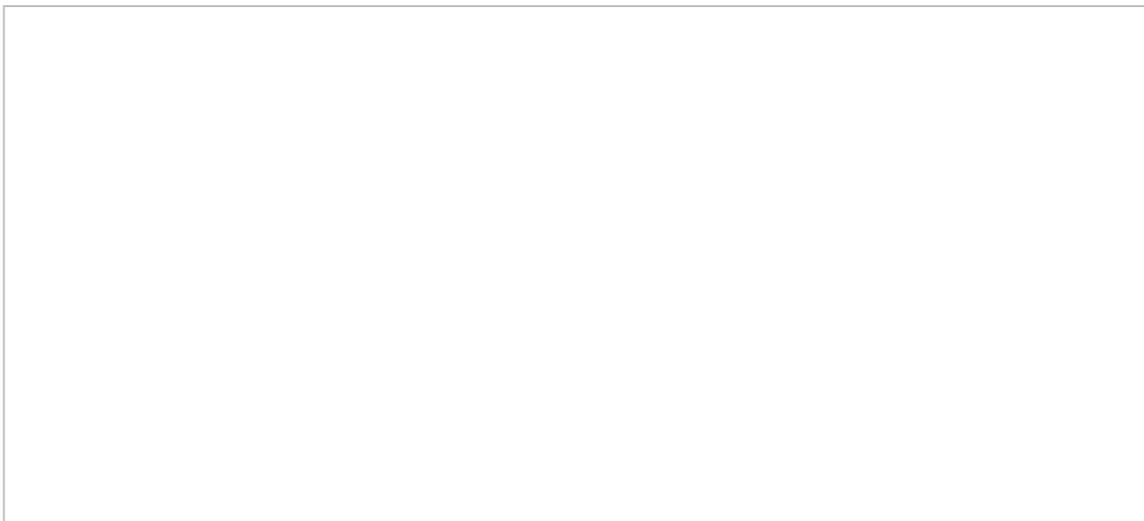
- 1 Start the *Kitchen Codes* task from the Main Menu. (DataEntryBasic.exe KITCHENCODE)
- 2 Enter in the relevant Kitchen printer codes by clicking the *New* button.



- 3 Close the Kitchen Code maintenance module.
- 4 Open the *Item* maintenance module. (DataEntryItems.exe ITEM)
- 5 Search for the appropriate item.



- 6 Assign the Kitchen Code to the Item via the *Kitchen Code* drop down box.
- 7 Click the *Save* button.
- 8 Close the Item maintenance module.
- 9 Open the *Kitchen Printers* maintenance module. (DataEntryBasic.exe POSPRINTER)



10 For each Till, assign the Kitchen Printer code to the appropriate Kitchen Printer.

11 Close the Kitchen Printer maintenance module.

12 Reload the Till(s).

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How Do I Set Up Kitchen Printing?

A kitchen printer is used to print order details from a sale so that the chef can prepare the meals.

- 1 Start the *Kitchen Printer Setup* task from the *POS Setup* Menu. (DATAENTRYBASIC.EXE POSPRINTER)
- 2 Click the  *New* button to add a new row to the grid.



- 3 Select the *Till*. You need to set up definitions for each till that needs to send information to the kitchen printer.
- 4 Enter the *Priority* number. The items with the lowest priority number print first. This means that you can print starter meals first and mains second.
- 5 Select the *Department/Category/Group* for the set of items which this definition applies to. You can specify as much information as you require.
- 6 Enter the *Printer* code of the kitchen printer that the items in this rule are sent to. This must be a valid device in *Tills/Till Devices*.
- 7 Click the *Save* button.

[How Do I Add A Kitchen Printer?](#)

How Do I Set Up Loyalty Points For Payment?

- 1 Set up a new [Tender](#) called 'Points'.
- 2 Enter the code of this new Tender into the Points special tender on the [POS 1](#) tab of System Settings.
- 3 Use the [Currency Code](#) task to define a code for points called 'PTS'.
- 4 Use the [Currency Rate](#) task to set the exchange rate for the Points redemption. This will be the points/dollar ratio that the POS will use to calculate how much each point is worth.
- 5 Enter the Currency Code into the 'Pts Exch Code' setting under the [POS 2](#) tab of System Settings, for example, 'PTS'
- 6 Enter the minimum number of points the customer can tender for payment in the Minimum Points option on the [POS 2](#) tab of System Settings.
- 7 Reload the Tills.

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How Do I Set Up Menu Item Countdown?

Menu Item Countdown functionality is dependent on [Merchant Local Server](#) (MLS) being configured and available for the till, and the till being configured for Menu Item Countdown. The countdown values for sales items are configured on the till and as items are sold, the countdown value is amended as an aide memoire for the floor staff (we are down to our last 5 Creme Brulee's for this shift). Cancelling items puts the counts back by the quantity sold. If you do a [stock adjustment](#) you would need to alter the countdown separately as the system is not running a stock figure for all products.

- 1 On the [Profile - Settings 1](#) tab in Till, check on the *Use Menu Item Countdown* option.
- 2 Control who has access to this function using the function control on the [Profile - Security](#) tab.
- 3 Add the action of *Menu Item Countdown* to the ACTIVITY1 keyboard state on the [Keyboard States](#) tab the POS Keyboards maintenance screen.
- 4 If configured correctly, the button *Menu Item Countdown* is displayed when you go into the Activity menu on POS. On selecting the Menu Item Countdown button, the sales items on the Fast Key page are displayed.
- 5 Select a sales item. You are prompted to enter the countdown details of the sales item (if already configured, the current countdown information is shown). When entered, and the *OK* button is pressed, you will be able to select further sales items to enter their countdown info.
- 6 When all details have been entered, press the *Exit* button to return to the Activity menu.
- 7 The Menu Item Countdown values are displayed on the configured sales item buttons, and is updated with each new transaction. Sale of the item is prevented when the countdown value reaches zero (where configured).

How Do I Set Up Other Currencies?

- 1 Start the *Currency Set Up* option within the POS menu.
- 2 Click the *New* button.
- 3 Enter a unique currency code and name/description.



- 4 Enter suggested tender amounts.
- 5 Enter the details of the coins and notes for the currency.
- 6 Click the *Save* button.

How Do I Set Up Redeeming Vouchers?

- 1 Use the [Tender](#) function to define a new tender called Voucher.
- 2 Go to the [POS_1](#) tab in System Settings and enter the tender code in the Voucher setting.
- 3 Set up a tender [discount](#) offer for the Voucher tender code. When you specify the voucher tender, also specify the voucher code that is required to get the discount.

At POS make a sale and when you press the Payment button, select the voucher tender. POS will find all voucher discounts that are currently available and display them to the operator. Select the required discount to apply to the transaction.

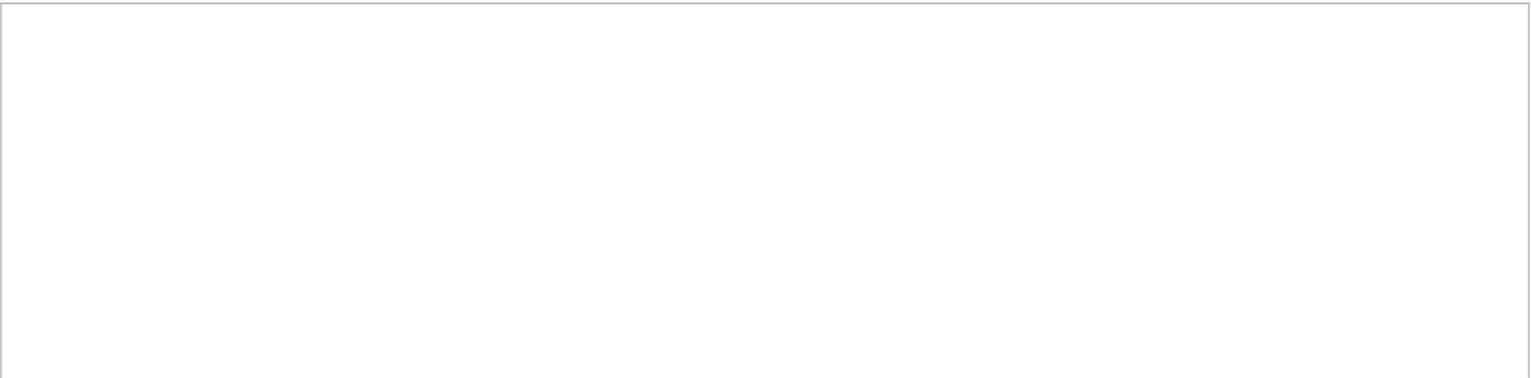
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How Do I Set Up Reward Vouchers?

The Bulk Account Adjustments function can be used to make account adjustments across many accounts at once. You can use this to allow member points to be automatically redeemed for vouchers as part of a loyalty system.

The member can then use these vouchers to pay for a sale. For example, you may redeem every 200 points for a \$10 voucher. These vouchers with a configurable prefix can then be used at POS just like gift certificates. The system will remember the values used so that next time the function is started, those values can be used as defaults.

- 1 Start the *Tills* task from the Main Menu. (DataEntryBasic.exe TILL)
- 2 Find the appropriate Till (press the *Till* button to start the search).



Use the Code or Description to narrow the search. Press the *Search* button.

- 3 On the [Profile- Settings 2](#) tab, there are two settings to control the validation of Reward Vouchers - *Validate Gift Cert/Cr Note/Reward Vchr#* and *Validate Reward Voucher when Offline*. When the checkboxes are selected,
 - If head-office is online, only genuine numbers can be redeemed. POS cannot be overridden to accept numbers not found.
 - If head-office is offline, only reward voucher numbers starting with the defined prefix will be accepted.Click the *Save* button.
- 4 In System Settings [POS2](#) tab, enter a reward voucher 'prefix' number.
- 5 Click the *Save* button.
- 6 Select the *Bulk Account Adjustments* task from the Accounts Menu. (MERCHANTEOD.EXE ACCOUNTADJ xxxxxx)



7 Select the *Location*, *Terms*, *Adjustment Code* and *Transaction Location*.

8 Select the *Adjustment Type* as Reward Vouchers.

9 Enter the Reward Point value for example 200.

10 Enter the Voucher Value for example 10.

11 Click the *Process* button. Reward vouchers are generated taking into account the prefix set up in System Settings.

How Do I Set Up Service Fees?

The following areas need to be amended for Service Fee's to be set up:

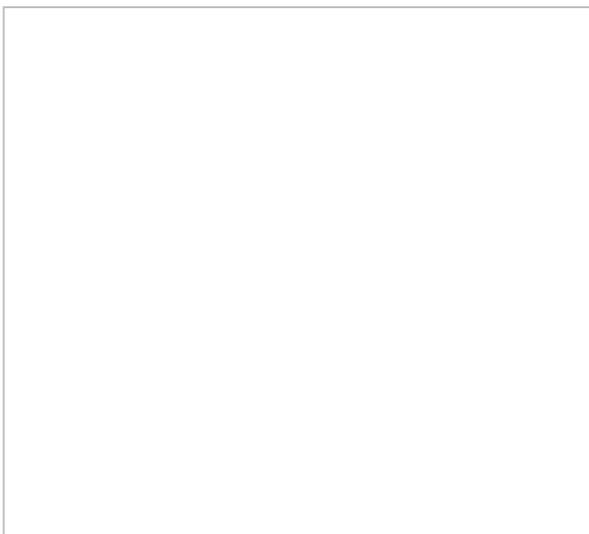
- Tax
- Tax Systems
- Items

1. Open the *Taxes* task and create a service fee tax code for example, 10% service fee.



2. Save and *Close* the Taxes task.

3. Open the *Tax System* task.



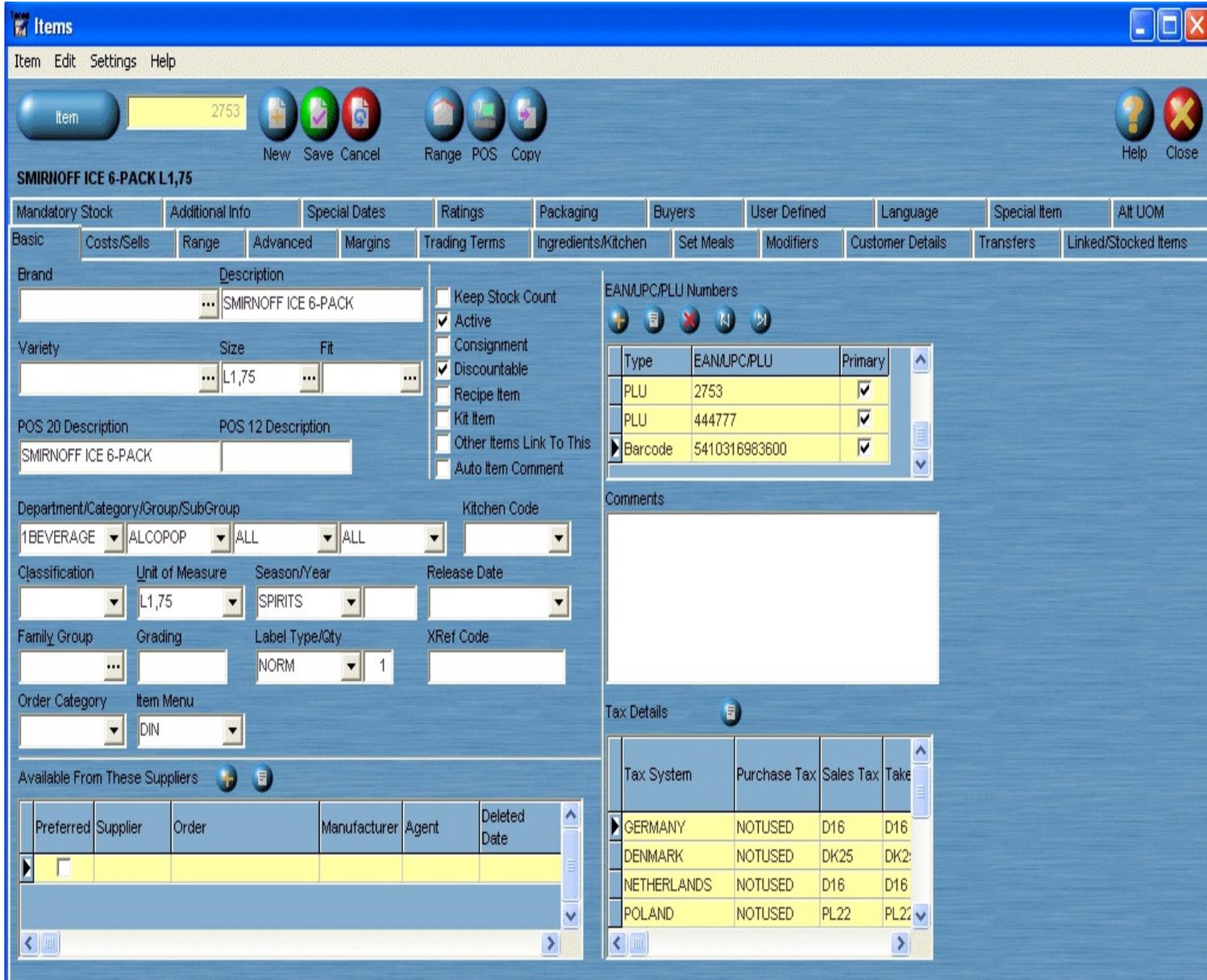
Select the current tax system and ensure the *Tax System Type* includes Fees.

4. Select the *Tax rates* tab.

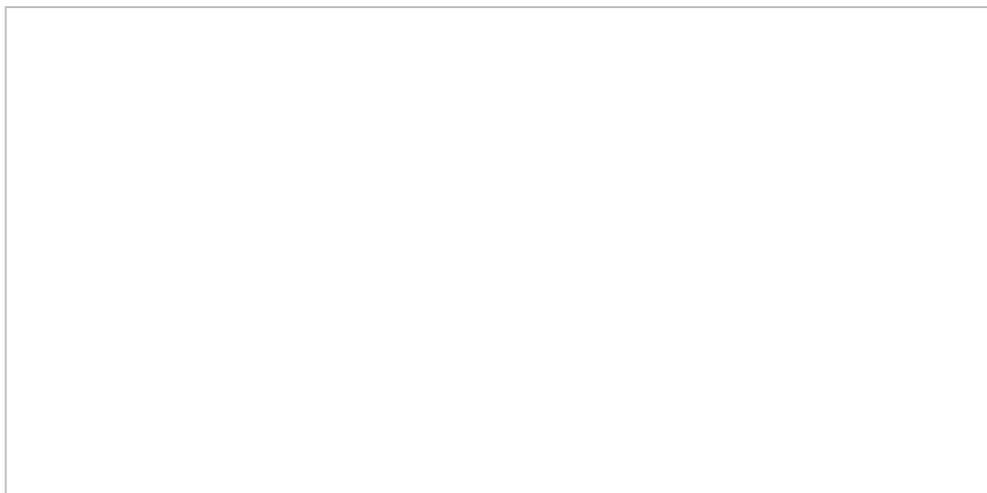


Select the *Service Fee*, and check the *Auto Charge Service Fee* and *Service Fee on Gross* check boxes. *Save* the details.

5. Select the *Item* task and select the item to amend.



6. In the *Tax Details* section, edit the details.



Ensure the *Charged Service* and *Takeaway Charged Service* check boxes are selected. Alternatively, a database script can be run (on the ITEM and ITEM TAXGROUP tables) to change this for selected items.

7. Save and Close the Items task.

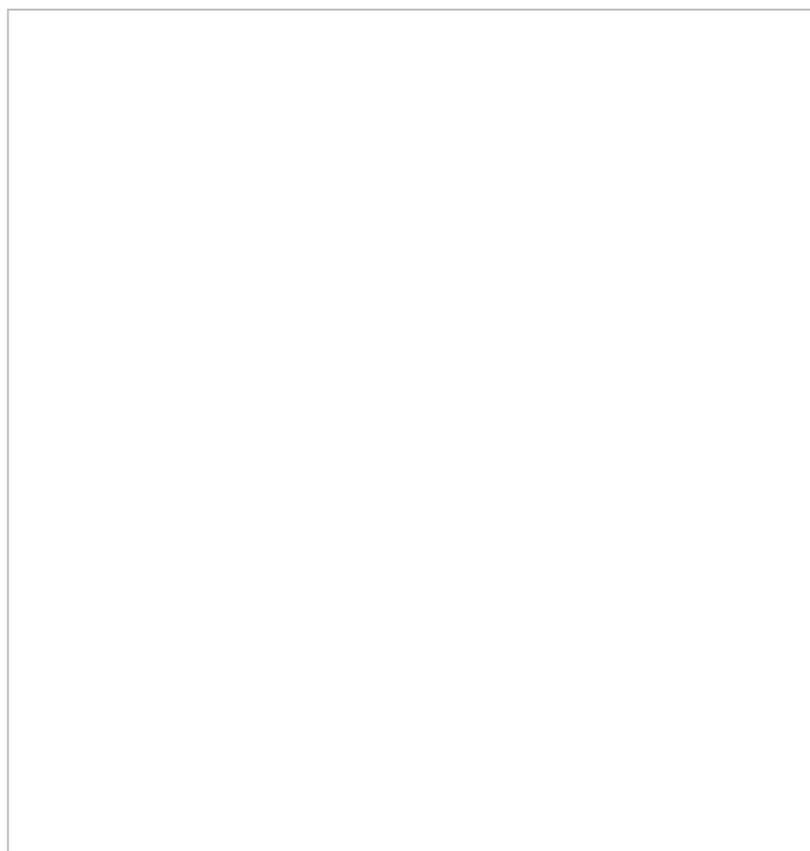
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How Do I Set Up Statistics Groups?

- 1 Start the *Location Type* task from the Main Menu. (DataEntryBasic.exe LOCATIONTYPE)
- 2 Create the *Location Type* codes with a type 'Statistics Groups'.
- 3 Once you have set up all of the Statistics Groups, close the module.
- 4 Log out of the Main Menu and log back in again (MainMenu.exe)
- 5 Select the *Location* task from the Main Menu. (DataEntryBasic.exe LOCATION).
- 6 Find the appropriate store Location (press the Location button to start the search).



- 7 Under the 'Groups/Stores' tab, select the Group you want to include in your Statistics group and the Statistics Group column to be that of the Statistics Group you want the group to belong to.



- 8 Click the *Save* button.

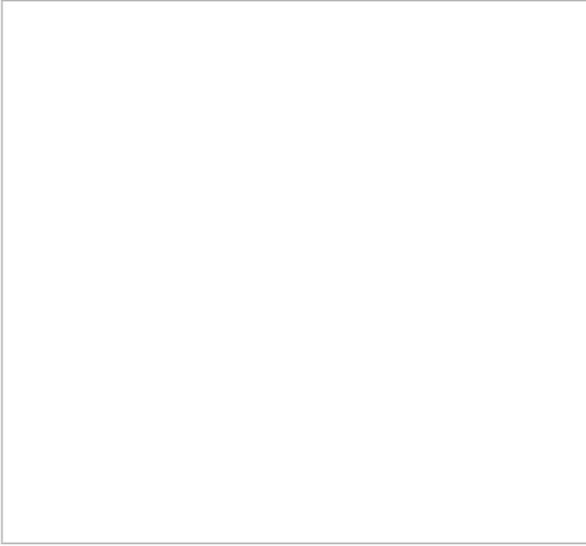


Now in Trading Statistics you have the option of grouping figures by those Location Groups you have included in each Statistics Group.

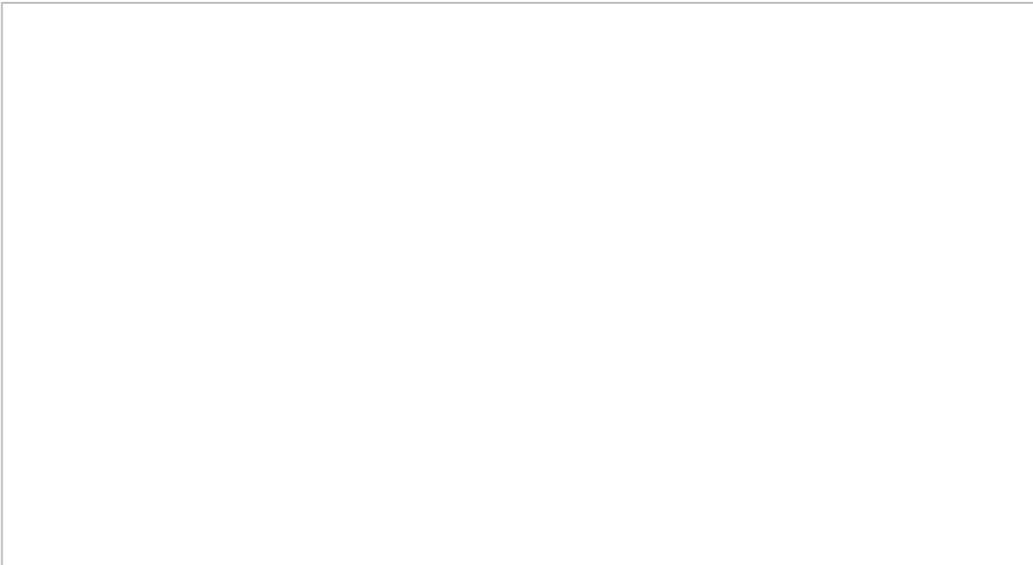
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How Do I Set Up Statistical Periods?

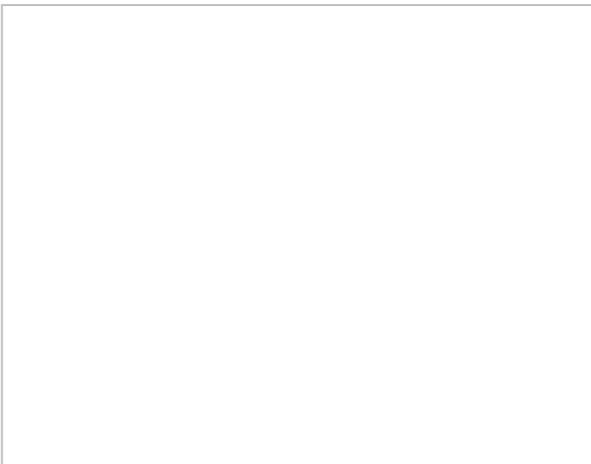
- 1 Start the *Statistical Periods* task from the Main Menu. (DataEntryBasic.exe STATSPERIOD)
- 2 Select the starting month and day from the dropdown lists.



- 3 Select a period tab, for example Daily.



- 4 Click the *Setup Daily Periods* button.



5 Select the Yes button.

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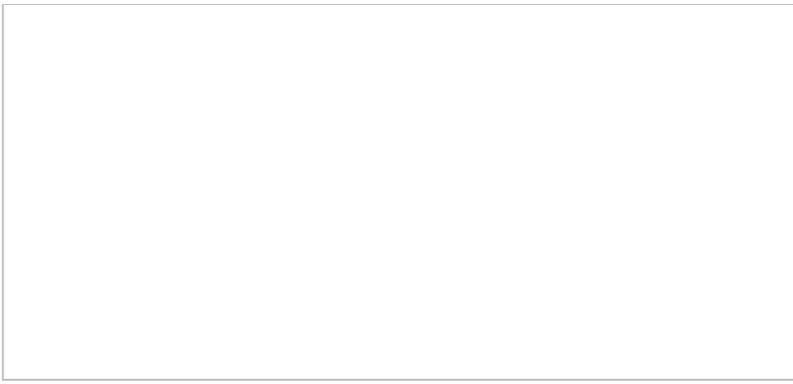
How Do I Set Up Supplier Cross-References?

When you receive a host file from a wholesaler, such as AIW, Davids or ALM, it may contain references to the original manufacturer. Unfortunately, the code the wholesaler uses is most likely not the same as the code you use. You need to set up cross-reference codes so the system can translate from your code to the wholesaler's and vice versa. You must set up a supplier code for the wholesaler and one for each manufacturer before continuing (see [How Do I Add a New Supplier?](#)).

- 1 Start the *Suppliers* task from the Main Menu.
- 2 Select the *Suppliers* option.
- 3 Find the supplier to cross-reference. Click the *Supplier* button at the top left of the window. Click in the *Name* field and enter the first few letters of the supplier's name (four or five is sufficient). Press the *Search* button. Select the supplier required and press the *Select* button.
- 4 Click the *Cross-References* tab.



- 5 In the Supplier Cross-Reference Codes section click the *New* button.



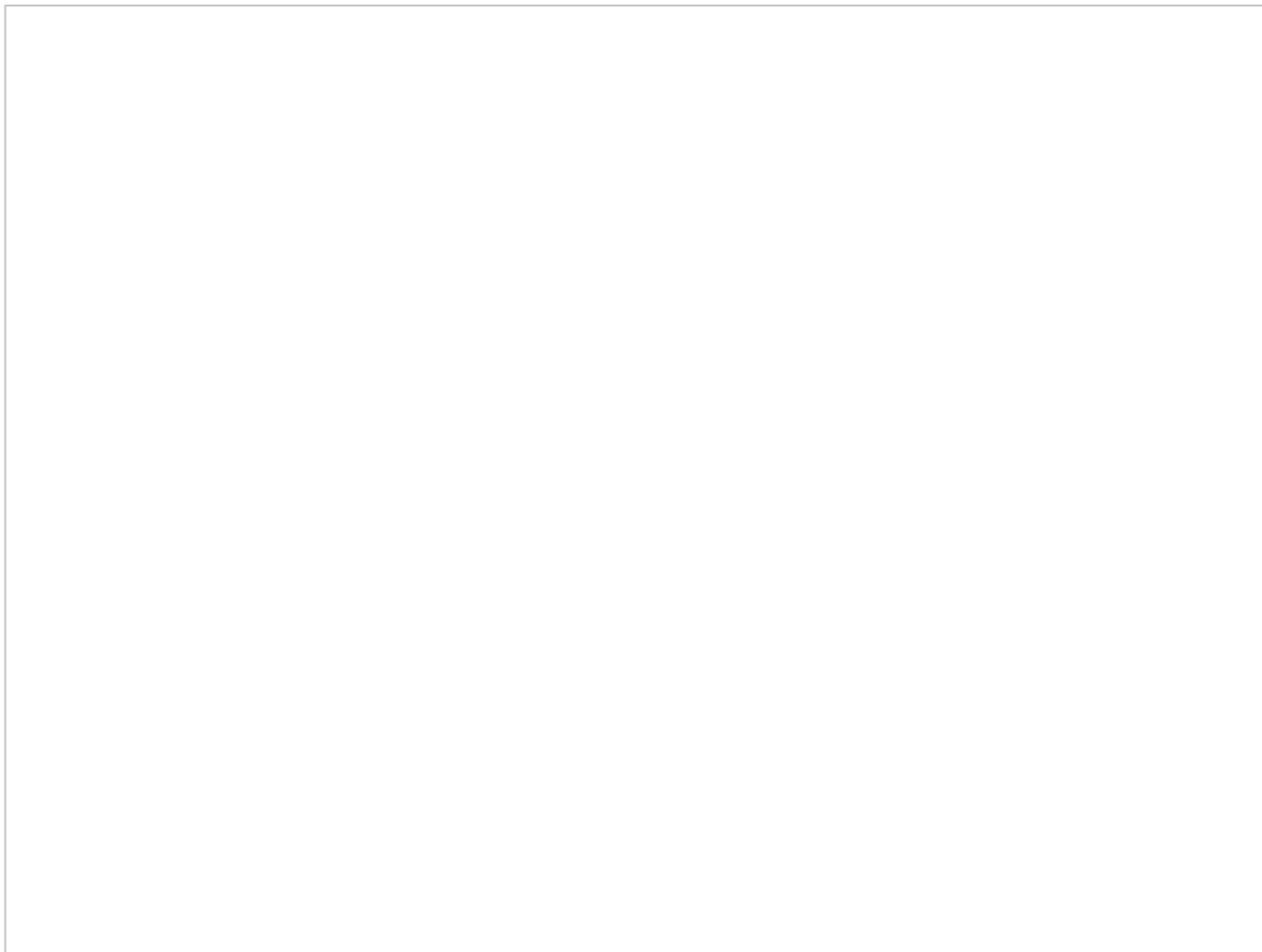
- 6 Enter your code for the supplier. If you don't know the code, click the button to perform a search.
- 7 In the *Cross-Reference Code*, enter the wholesaler's code for the same manufacturer.
- 8 Click the *Save* button in the Supplier Cross-Reference window.
- 9 Repeat steps 5-8 for each cross-reference for this supplier.
- 10 Click the *Save* button.



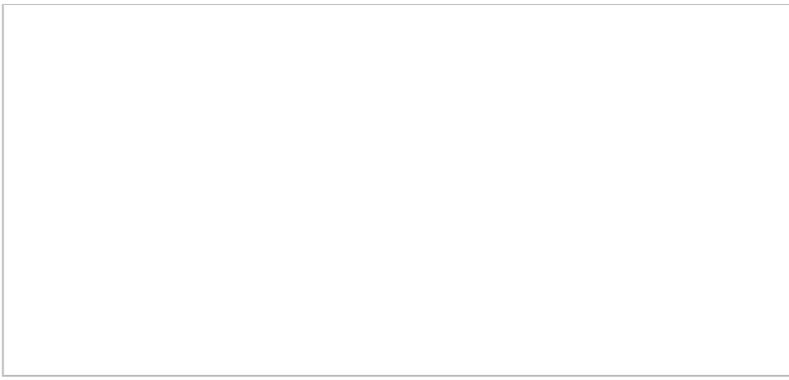
How Do I Set Up Tax Cross-References?

When you receive a host file from a wholesaler, such as AIW, Davids or ALM, it may contain tax codes representing the amount of tax payable. Unfortunately, the code the wholesaler uses is most likely not the same as the code you use for the same tax rate. You need to set up cross-references codes so the system can translate from your code to the wholesaler's and vice versa.

- 1 Start the *Suppliers* task from the Main Menu.
- 2 Select the *Suppliers* option.
- 3 Find the supplier to cross-reference. Click the *Supplier* button at the top left of the window. Click in the *Name* field and enter the first few letters of the supplier's name (four or five is sufficient). Press the *Search* button. Select the supplier required and press the *Select* button.
- 4 Click the Cross-References tab.



- 5 In the Tax Cross-Reference Codes section click the *New* button.



- 6 Enter the wholesalers tax code.
- 7 In the Our Tax Code, enter your code for the same tax rate. This must be a valid tax code.
- 8 Click the *Save* button in the Supplier Cross-Reference window.
- 9 Repeat steps 5-8 for each tax cross-reference for this supplier.
- 10 Click the *Save* button.



How Do I Set Up Taxes In Australia?

This topic explains how to set up GST (Goods and Services Tax) for use in Australia. Australia have a tax system based on a 10% GST. Under this tax system, costs can be entered as exclusive or inclusive of GST. Sell prices include GST.

First of all you must define the basic settings for the system.

- 1 Select the *System Settings* task from the Main Menu.

- 2 On the Defaults tab, select the *Tax System* to GST.
- 3 Go to the Purchase Tax option and select 'GST'. The Purchase Tax is the rate of tax you will pay when you purchase items. Go to the Sales Tax option and select 'GST'. The Sales Tax is the rate of tax you will charge the customer when you sell items.
- 4 When proposing sell prices, you can set up rounding rules which will round the sell price to the nearest 99 cents (or whatever you want). If you want to use this feature then check the Use Rounding Rules option on. If you don't want to round the sell prices then you would check the option off.
- 5 If you buy wine for resale, you will be charged WET (Wine Equalisation Tax). This is an extra component in the cost. If you don't sell wine then check off the Do You Need To Use Wine

Equalisation Tax? option off so you don't see any reference to it. If you do sell wine then you should check the option on.

- 6 The Transition End Date and Cost Savings % are only required for sites which were installed before GST was introduced.
- 7 Go to the Withholding Tax Rate and select 'WITH'. This is the tax rate used when withholding pay from suppliers who have not provided their ABN.

As you add new items, using Items, the system will automatically take the default Purchase Tax and Sales Tax codes and assign them to the item. If you are checked on the Do You Need To Use Wine Equalisation Tax? option and the item is subject to WET, you need to manually set the WET tax code in the Supplier Details grid to 'WET'.

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How Do I Set Up Tenders?

- 1 Start the *Tenders* option within the POS menu. (DATAENTRYBASIC.EXE Tender)
- 2 Click the *New* button.



- 3 Enter in the details for each tab.
- 4 Click the *Save* button.
- 5 To enable the tender used on POS at the location and to configure who can use the tender, for example the tender may be accessed by supervisors only, use the Tenders tab within [Locations](#).
- 6 After all changes have been made restart the Merchant Central Server (MCS) and reload the POS i order to pick up the new tender types.

How Do I Set Up The Kitchen Video System?

The Kitchen Video System (KVS) is designed to logically control the flow of orders from the POS terminal into the kitchen environment. As the order is keyed in, the order is displayed onto a preparation station screen in the kitchen in real time. Colours represent different states of the order and the elapsed order time. Once the order has been completed in the kitchen, it is bumped off the KVS.

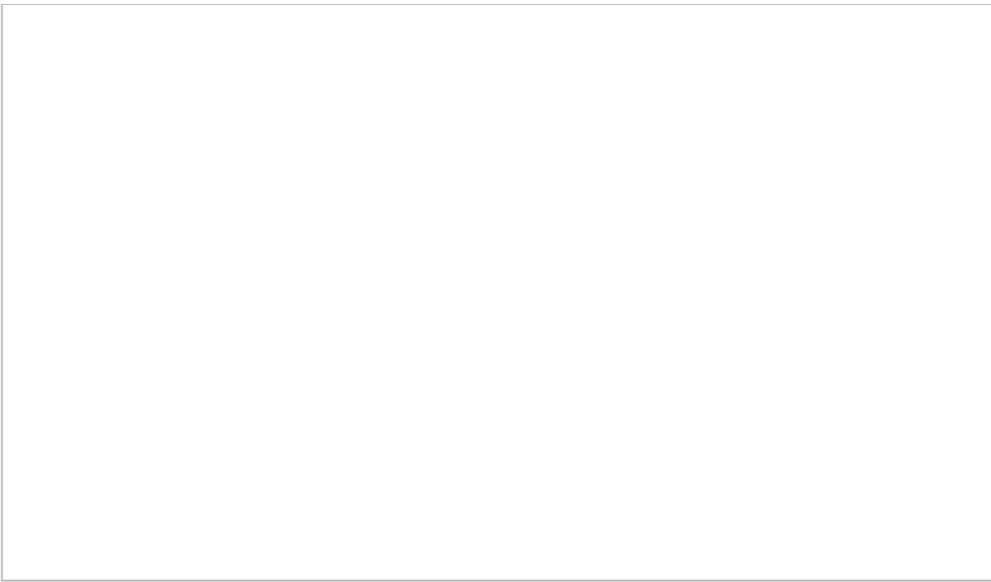
On BE, the KVS device needs to be set up as a Till Device and items allocated to the KVS via the Kitchen Printer Setup module. [Deploying the KVS](#)

- 1 Start the *Tills* task from the Main Menu.
- 2 Find the Till you want to add the KVS to. Select the *Till* button. Enter any known details or select the *Search* button to generate a list of all tills. Click the required till and press the *Select* button.
- 3 Select the *Till Devices* tab. For each KVS you need to add a new line in the *Till Devices* grid.
- 4 Click the  in the Till Devices section to add a new row to the grid.



Device Code	Network Address
KVS01	10.1.1.3:100
Device Type	Brand
KVS - Torex Kitchen Video Screen	

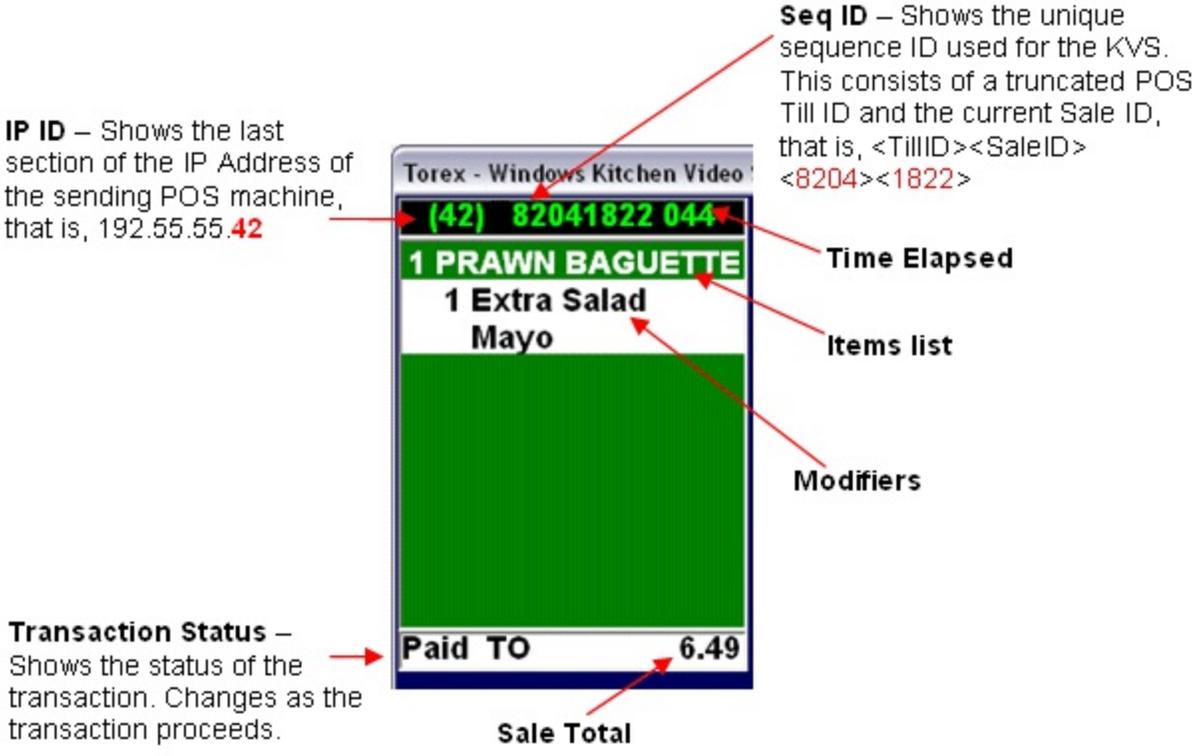
- 5 Set the *Device Code* to a unique code for the device. All till devices, regardless of what till they are connected to, require a unique code.
- 6 Set the *Device Type* as KVS - Torex Kitchen Video Screen.
- 7 Enter the Network Address. The first part is the IP Address of the KVS machine. The second part is the Server Sequence that has been used which is different for every KVS machine or instance in use. The Server Sequence can be obtained from the POSDB.XML on the relevant KVS server install folder that is `<Server00>0x100</Server00>`.
- 8 Click the *Save* button.
- 9 Start the *Kitchen Printer Setup* task. (DataEntryBasic.exe POSPrinter)



10 Select the Till and enter the Printer Code for the KVS. Select the Department/Category/Group of items if required. If the Dept/Cat/Group fields are left blank, all items will be sent to the KVS.

11 Click the Save button.

When the POS loads, it pickups the new device type of KVS and configures it ready for use. The KVS works in a similar fashion to the kitchen printing that all items that fall into the kitchen print category are sent to the relevant kitchen printer, in this case a KVS. A new ticket is opened on the KVS with details such as order number, elapsed time of order, and so on. Items that are entered on the POS appear exactly in the same order on the KVS screen. As you add/delete modifiers, these are updated on the KVS almost instantly. In fact any changes to an order which alters its makeup is reflected on the KVS.



How Do I Set Up The Merchant Local Server?

- 1 Install the Merchant Local Server by creating a Windows shortcut to the MerchantLocalServer.exe copy the shortcut into the Windows startup folder so that the executable will run on bootup of the PC. Keep in mind, that if DynaposTouch does not detect the Merchant Local Server upon startup, it will wait 15 seconds and attempt to connect to it again.
- 2 To run the program, simply double click the shortcut you have just created or run the MerchantLocalServer.exe manually. It will then listen on the network for any till that wants to store a held sale.
- 3 For a till to check for the local server, it needs the *Check For Local Server* flag ticked on in [Till](#).
- 4 Once the till is reloaded with this setting it will then store the held sales locally if it can find the server. If the server is not running, then the held sales will be stored up on the headoffice server.

Please note that customer orders are not stored locally via the Merchant Local Server. They will always be held on the headoffice database.

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How Do I Set Up The Quick Payment Button?

The standard Payment button on POS will ask the user for the tender being used and then the amount being paid. The Quick Payment button will automatically pay out the transaction with a default payment method. This can be useful if you do lots of small, quick cash transactions or you are using a self service POS.

- 1 Run [Till](#) and find the till definition you want to change.
- 2 Go to the [Profile - Settings 1](#) tab.
- 3 Check on the *Auto Pay Sale* option.
- 4 Check on the *Show AutoPay Button*.
- 5 Select the tender that will be used to complete the transaction in the *Auto Pay Tender* combobox.

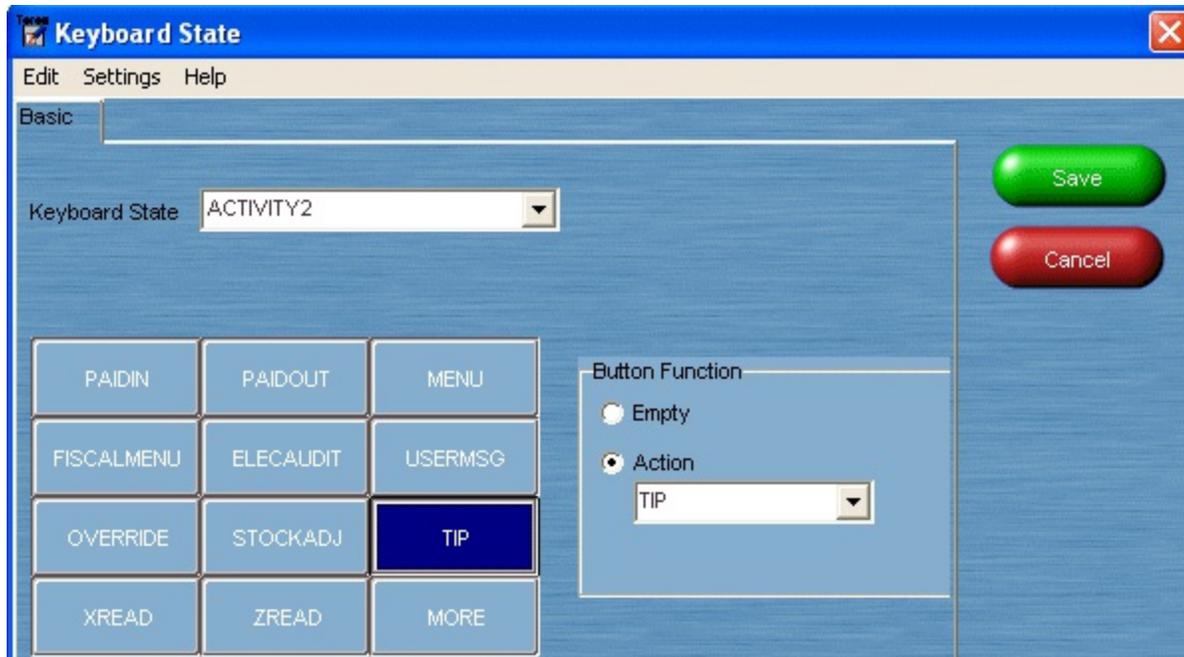
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How Do I Set Up Tips?

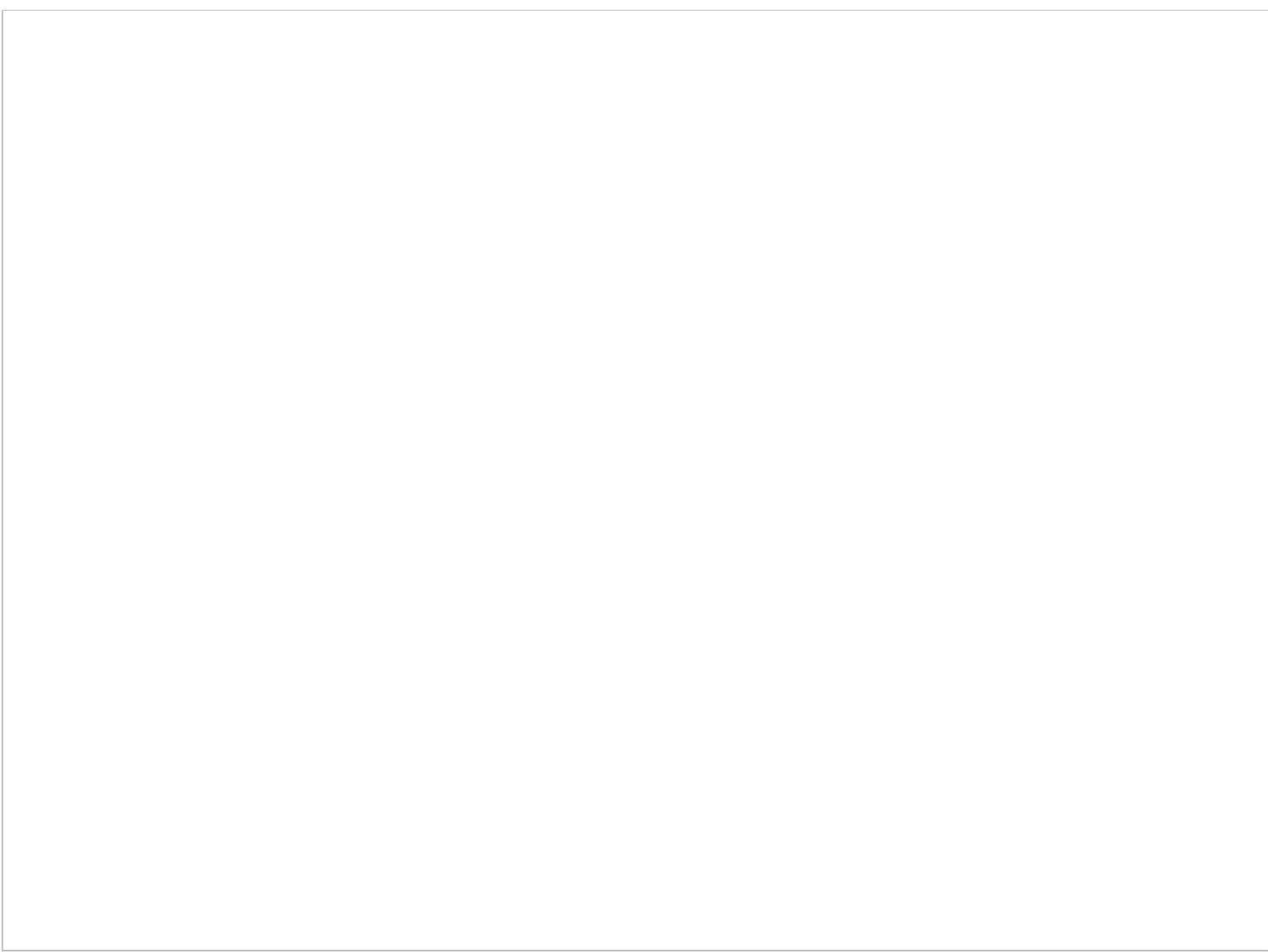
For recording tips, or gratuities, given to the operator for a sale.

Note: The support for tips is only for EFT payments. It is not supported against cash payments.

- 1 [Add the function button](#) 'Tip' to the Activity state via the *POS Keyboard* task.



- 2 Start the *Tills* task from POS menu.
- 3 Locate the *Till* and select the Profile - Settings 1 tab.



- 4 Check the 'Ask for Tips' option.
- 5 Click the *Save* button.
- 6 Repeat steps 3 - for each till to record tips.
- 7 Start the *Tenders* task from POS menu.
- 8 Edit the EFT/Credit card tender so that it links to EFTPOS.

Tender [X]

Edit Settings Help

Basic DynaPOS Display DynaPOS Options DynaPOS Options 2 Change Rules Z-Read/Till Declaration Language

Can the customer give you more than the value of the sale? If you answer No, the customer can only tender the exact amount.

Yes

What is the maximum amount that you will accept for this type of tender?

£999,999.00

Do you accept this tender for account payments?

Yes

What is the minimum sale amount which must be made before you will accept this tender?

£0.00

If you are offered this tender then do you need to round the sale? In Australia, you need to round to the nearest five cents if you receive cash.

Yes

What is the minimum sale amount to prevent a service charge?

£0.00

If you use this tender, should the cash drawer open?

Yes

Service charge

0

Does this tender interface to a Hotel System?

Yes

Does this tender interface to EFTPOS?

Yes

What is the default value for this tender? If you enter a non-zero amount, the amount will be applied automatically when the tender is selected.

0

Do you want to ask for cashout for EFTPOS?

Yes

If this is an EFTPOS tender, is it used for 'Customer Not Present' transactions?

Yes

Refunds

Do you accept this tender for returns and refunds?

Yes

Is this tender always allowed in returns?

Yes

Does this tender require an override in returns if it is not the original tender?

Yes

Save Cancel

9 Click the *Save* button.

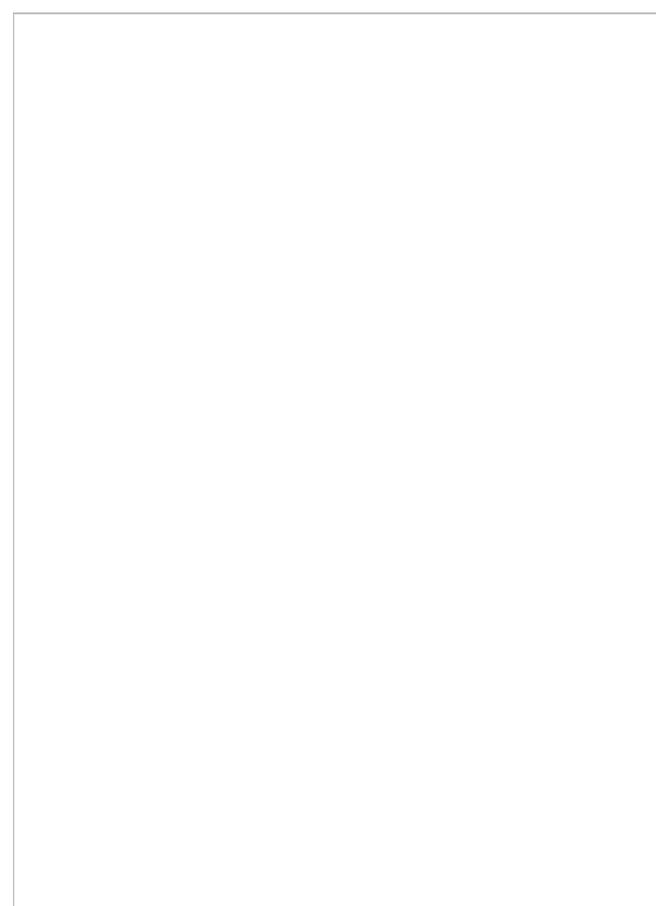
10 Perform a *Config Reload* on each of the tills affected.

How Do I Set Up Tracking Serial Numbers?

Serial number tracking only works when using the FIFO costing method. It does not apply when using Average Cost. For each item, you specify how it should be tracked. If you specify you want to track an item, then when you receive it you need to enter each of the serial numbers. When you sell it, you need to select which one is being sold. The serial number is printed on the receipt. When a return is performed, the POS will allow you to view the original serial numbers sold and indicate which ones are being returned.

Be aware that using serial number tracking requires very strict business practices. You cannot sell a tracked item, until the goods have been received into the system.

To control how each item is tracked, go to the [Advanced](#) tab of the *Item* screen and set the Serial Number Tracking option.



Do Not Track	No tracking of items is done at all. Inventory adjustments are automatically done on the oldest item. When you receive stock you do not have to select specific items. When you sell items you do not have to select specific items.
Track Our Serial Numbers	Tracking of individual items is done based on a number generated by the system. As an item is received, you need to create a record for each individual unit of stock. Each of these records is assigned a unique number. When you sell the item you need to select the individual items to use.
Track Supplier	This is basically the same as the Track Our Serial Numbers but instead of using our generated number, you use the supplier's serial number.

Serial Numbers	
Track Batch/Use By Date	This option is used for items that are shipped in batches or have expiry dates. Its of most use in a warehouse. As items are received you specify a single record for all items, where this record contains the batch# and/or use by date. When you transfer items from one location to another, you are able to select the batch to transfer. When you sell items at POS, you are not asked for the specific items. The system simply assumes the oldest items should be used.

When selling a tracked item at POS, you need to specify the serial numbers to use before the transaction can be completed. If you are doing a customer order, you can choose to enter the serial numbers later. However, you need to enter serial numbers BEFORE you can release the goods.

How Do I Set Up Trade-In Items?

- 1 [Add new Department/Category/Groups](#) to represent the trade-ins and drag these across to make valid combinations. For example add a department of TI (Trade-In) and add categories for each type of appliance such as washing machines and another for fridges.
- 2 Set up a template [item](#) for each type of trade in item with the Costs and Sells as zero. For example, create a template item for washing machines and another for fridges.
- 3 Start the *System Settings* task from the *Operations* menu.
- 4 Select the *POS 1* tab.

-
- 5 In the *Trade In Dept* field, enter the department code as added in step 1.
 - 6 In the *Trade In Items* field, enter the template item numbers.

How Do I Set Up Two Discount Offers?

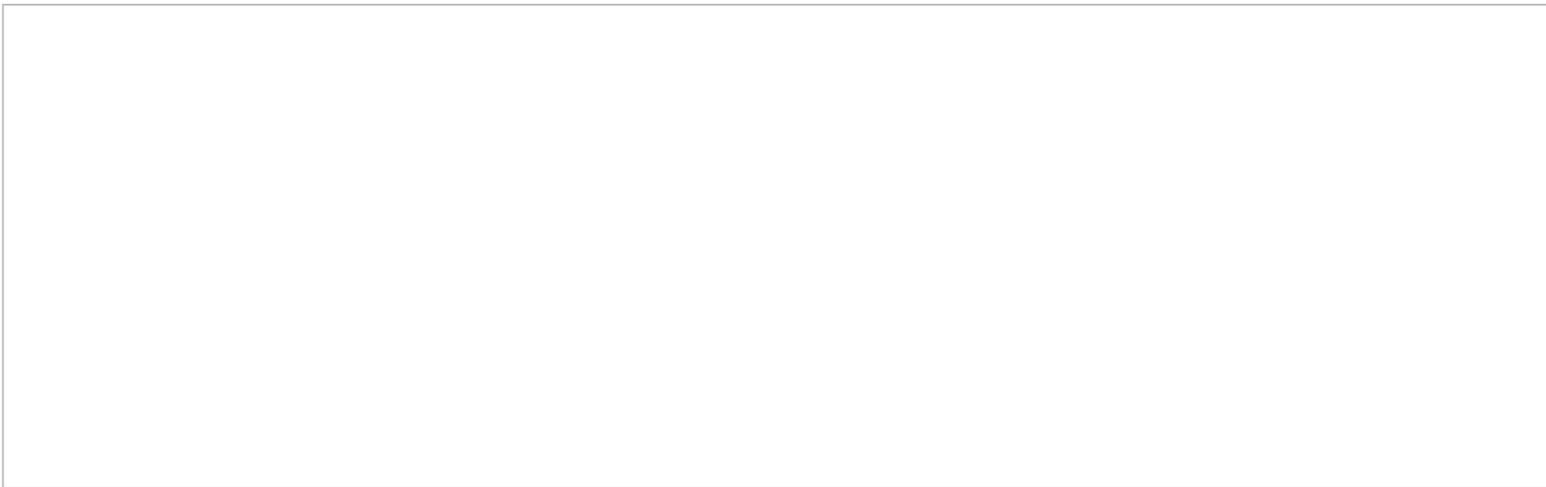
For example to set up the offer "buy 12 or more get 10% discount, buy 24 or more get 20% discount".

Usually, if the 'buy 12' offer was processed first then all items would be marked and the 'buy 24' offer would never be considered, even if the customer bought more than 24. To resolve this issue set the priority of the 'buy 24' offer to 10 and the priority of the 'buy 12' offer to 20. This way the system checks the 'buy 24' first.

If the customer bought 30 then they would get this discount and since all the items are marked as used, the 'buy 12' offer is never considered.

If the customer bought 16, the 'buy 24' offer would be considered but would fail. The system would then check the 'buy 12' offer.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Discounts & Offers* task from the menu.
- 3 Click the *New* button to start a new offer or alternatively click on the *Discount* button to search for offer required.



Highlight offer required and press the *Select* button.

- 5 Enter or change the value in the *Priority* field. The lower the number the higher the priority.
- 6 Click the *Save* button.

How Do I Set Where A Location Will Get Stock?

By default, a specific location will get its stock from itself. However, you may have a situation where you want two locations for the purpose of setting sell prices but the two locations share stock. This is common in bars in a pub. You can set up one location for the first bar, which gets stock from itself.

You then need to set the second location up so that its stock comes from the first location.

Add both locations following the instructions in [How Do I Add A New Location?](#) On the second location, set the Stock Location to the code of the first location.

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How Do I Shutdown A Till?

Tills can be shutdown from either the POS terminal itself or initiated from the backoffice.

- 1 Select the *Till Control* task from the *POS Menu*.
- 2 Select the required till. The lower section of the form shows which till is being controlled. As you click on different tills, this description changes.
- 3 Select the *Shutdown* button.



Press the *Yes* button to send the command to the selected till or the *No* button to send the command to all tills in the location.

How Do I Shutdown The Till?

The Shutdown task is done to shutdown the POS system.

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button.
- 4 Press the *Shutdown* button.

The POS shutdowns. This may take a minute or so.

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How Do I Split A Sale For Payment?

Sometimes you might need to split a single sale for payment by multiple customers. This is often the case when splitting the bill at a restaurant. A single sale can be split as many times as you want. However, there are several ways to split a sale.

Each customer wants to pay for their own items...

- 1 The sale to be paid must be on the screen. (Either add the items at once or recall a held sale.)
- 2 If the customer making a payment is a member, press the *Member (Customer)* button, enter their card number and then press the *OK* button.
- 3 Press the *Split* button on the right side of the screen.
- 4 The screen displays two lists. The list on the left shows the items to be paid. The list on the right i all the items still to be paid.
- 5 Highlight an item to be paid in the list on the right and press the *Move Item* button. Repeat this for items to be paid by the customer.
- 6 Press the *Payment* button.
- 7 Select the payment method from the buttons listed on the right side of the screen.
- 8 Select the tender amount from the list or enter the amount and press the *OK* button.

Two customers want to pay for their own meals but they want to split the bottle of wine between them...

- 1 The sale to be paid must be on the screen. (Either add the items at once or recall a held sale.)
- 2 If the customer making a payment is a member, press the *Member (Customer)* button, enter their card number and then press the *OK* button.
- 3 Press the *Split* button on the right side of the screen.
- 4 The screen displays two lists. The list on the left shows the items to be paid. The list on the right i all the items still to be paid.
- 5 Find the item to be shared and select *Split Item*. The item will be split into two items with a quantity 0.5 each. You can now highlight one of those new items and press the *Move Item* button to move
- 6 Highlight an item to be paid in the list on the right and press the *Move Item* button. Repeat this for items to be paid by the customer.
- 7 Press the *Payment* button.
- 8 Select the payment method from the buttons listed on the right side of the screen.
- 9 Select the tender amount from the list or enter the amount and press the *OK* button.

□ The customers simply want to split the total bill in equal parts...

- 1 The sale to be paid must be on the screen. (Either add the items at once or recall a held sale.)
- 2 If the customer making a payment is a member, press the *Member (Customer)* button, enter their card number and then press the *OK* button.
- 3 Press the *Split* button on the right side of the screen.
- 4 The screen displays two lists. The list on the left shows the items to be paid. The list on the right shows all the items still to be paid.
- 5 Press the *Split Value* button.
- 6 Enter the number of times you want to split the transaction.
- 7 The POS will confirm you want to split the transaction. Once its split you can't undo it.
- 8 The POS will create a new transaction with all the items with quantities split as required. It will go straight to payment mode.
- 9 Select the payment method from the buttons listed on the right side of the screen.
- 10 Select the tender amount from the list or enter the amount and press the *OK* button.
- 11 The POS will automatically display another transaction with the same items and quantity split. You repeat the payment process for this transaction. It will repeat this until all transactions created from the split have been made. The large number just above the receipt area of the screen is the number of transactions still to be finalised for the split.

If there are still items to be paid, the system will warn you. Press *OK* to return to the rest of the items. Repeat the above steps.

How Do I Stop A Discount Or Offer?

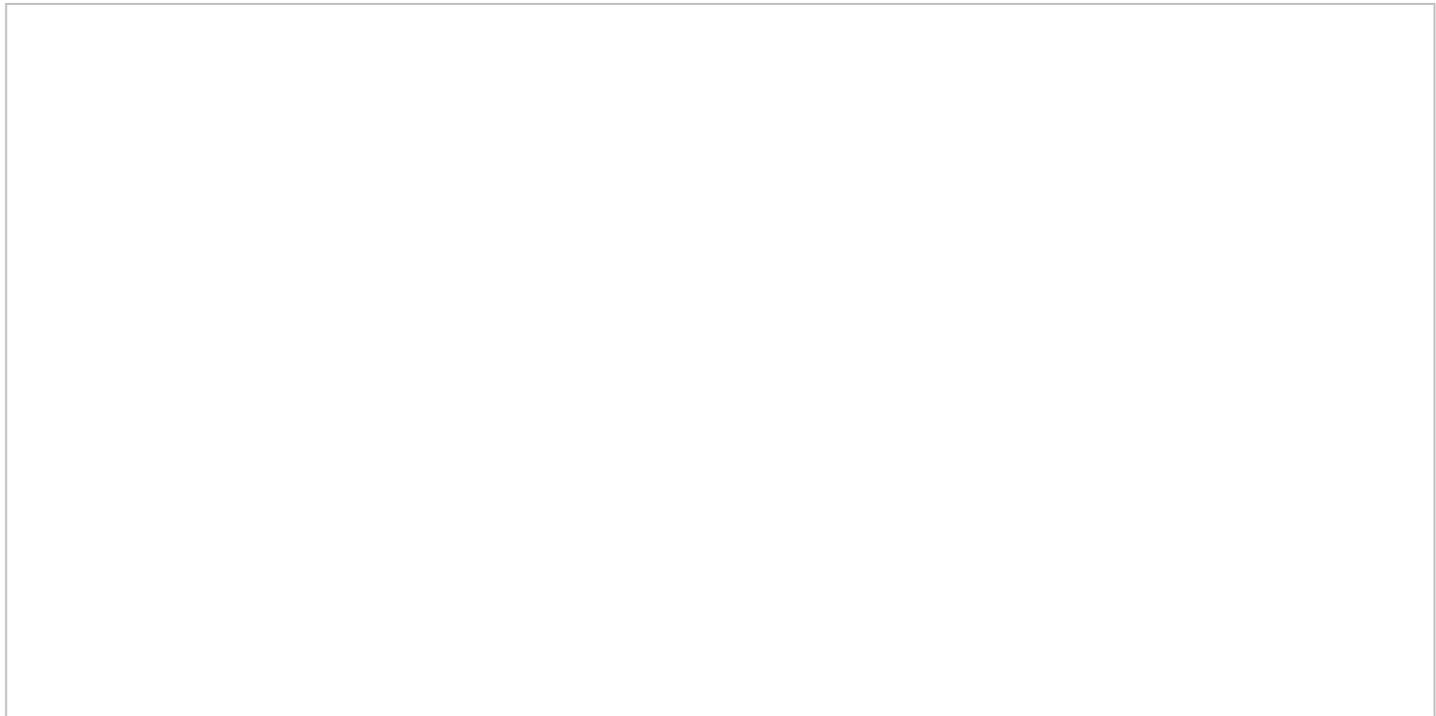
Once a promotion has started, the Discounts form is actually no longer used for maintenance. The system will already have created deal replenishments and promotional retails for the [Items](#) form. The only way to turn off a promotion is to find each item in the Item form and move to the deal replenishment and/or promotional retail records and click the OK flag off. The next overnight processing will process the expired replenishments/retails and resend the normal prices back to the locations.

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How Do I Stop An Item Being Sold At A Location?

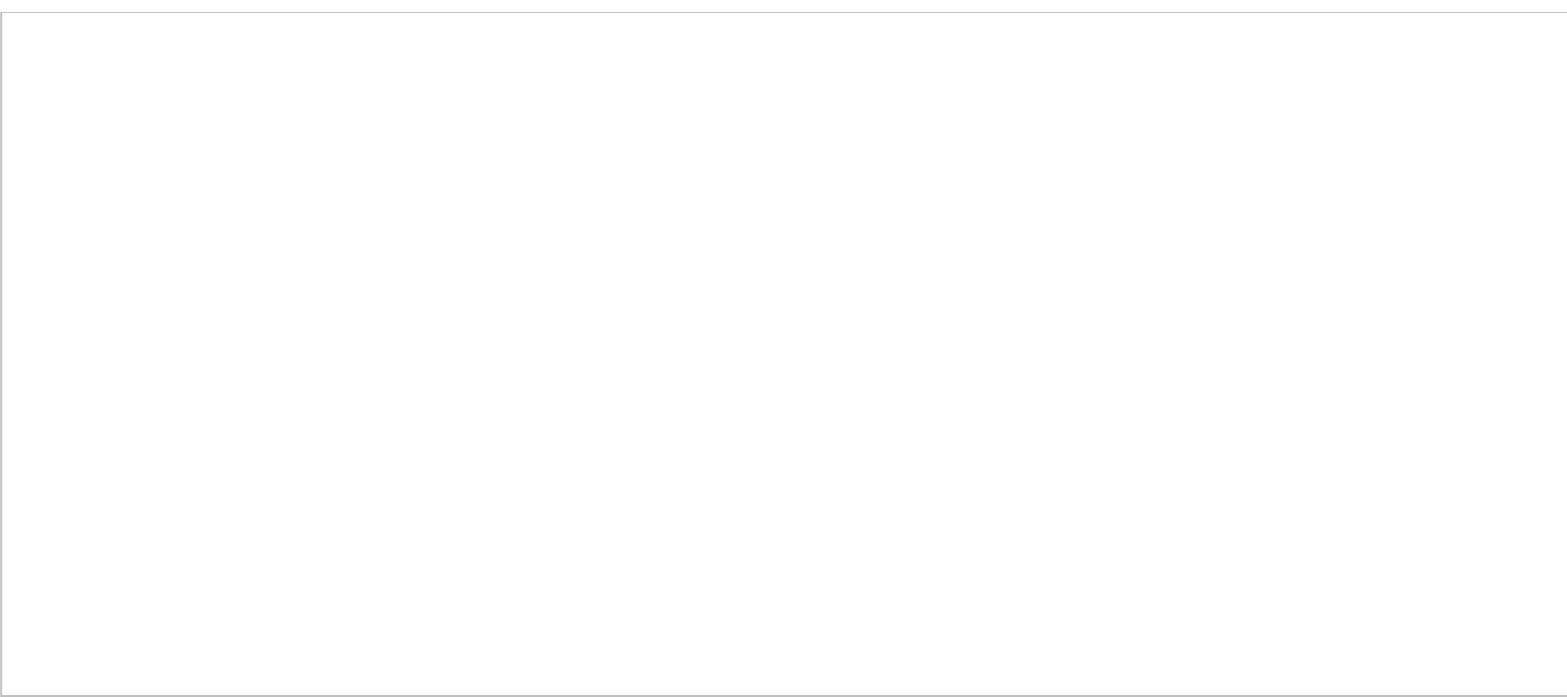
When an item is no longer required at a location, it needs to be unstocked. When the item is marked as unstocked, any future cost/sell changes will not be sent to the location. Depending on the venue system used, the product should still be available to sell while there is still stock. Unstocked items do not appear on stocktakes or reports.

- 1 Select the *Items* task from the Main Menu.
- 2 Start the *Items* option from the Items menu.
- 3 Find the item you want to unstock (press the *Items* button to start the search).



Use IPN or Description to narrow the search.

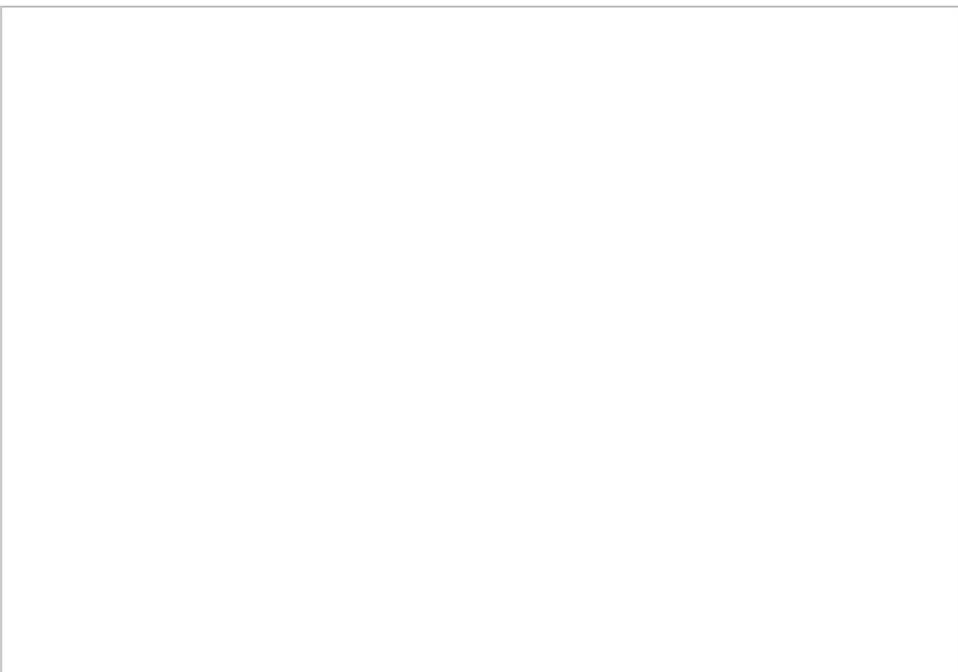
- 4 Click the *Range* tab.



5 Enter the location or use the button to search for the location required.

6 Click the *Get Details* button.

7 Click the *Inventory/Sales* tab and deselect the *Stocked* check box.



8 Click the *Save* button.

9 Press the *Close* button.

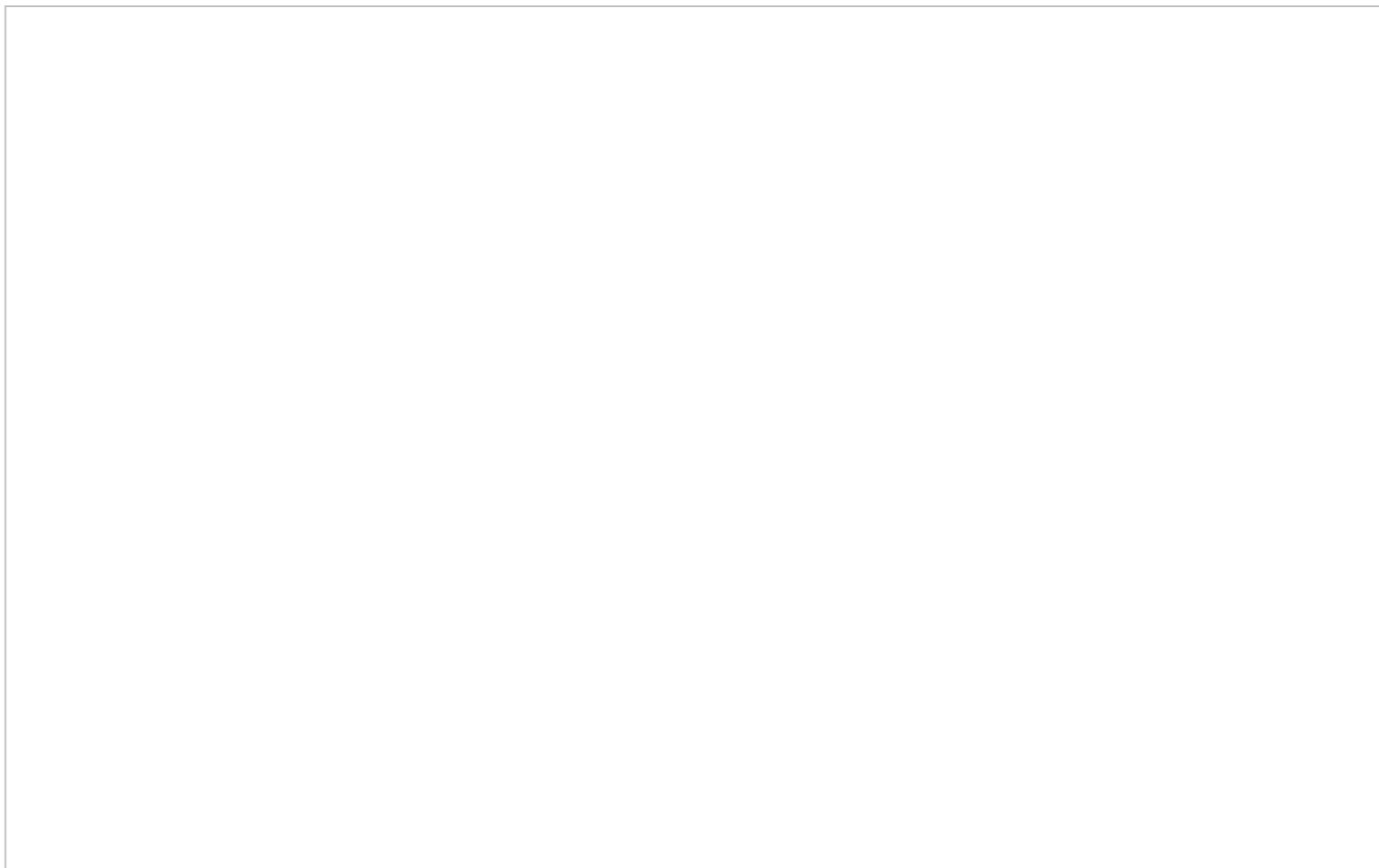


How Do I Suggest Multiple Purchase Orders?

A suggested purchase order is where the system automatically suggests items to appear on your purchase order based on sales history and required stock levels. A single purchase order can be raised using Purchase Orders (see [How Do I Get a Suggested Purchase Order?](#)). For multiple purchase orders, add your new purchase order as you normally would, that is supplier, location, delivery dates, and so on. but don't enter any items in it. Instead do the following:

Pre-requisites: Locations, Items, Suppliers.

1 Start the *Suggested Purchase Orders* task from the Main Menu.

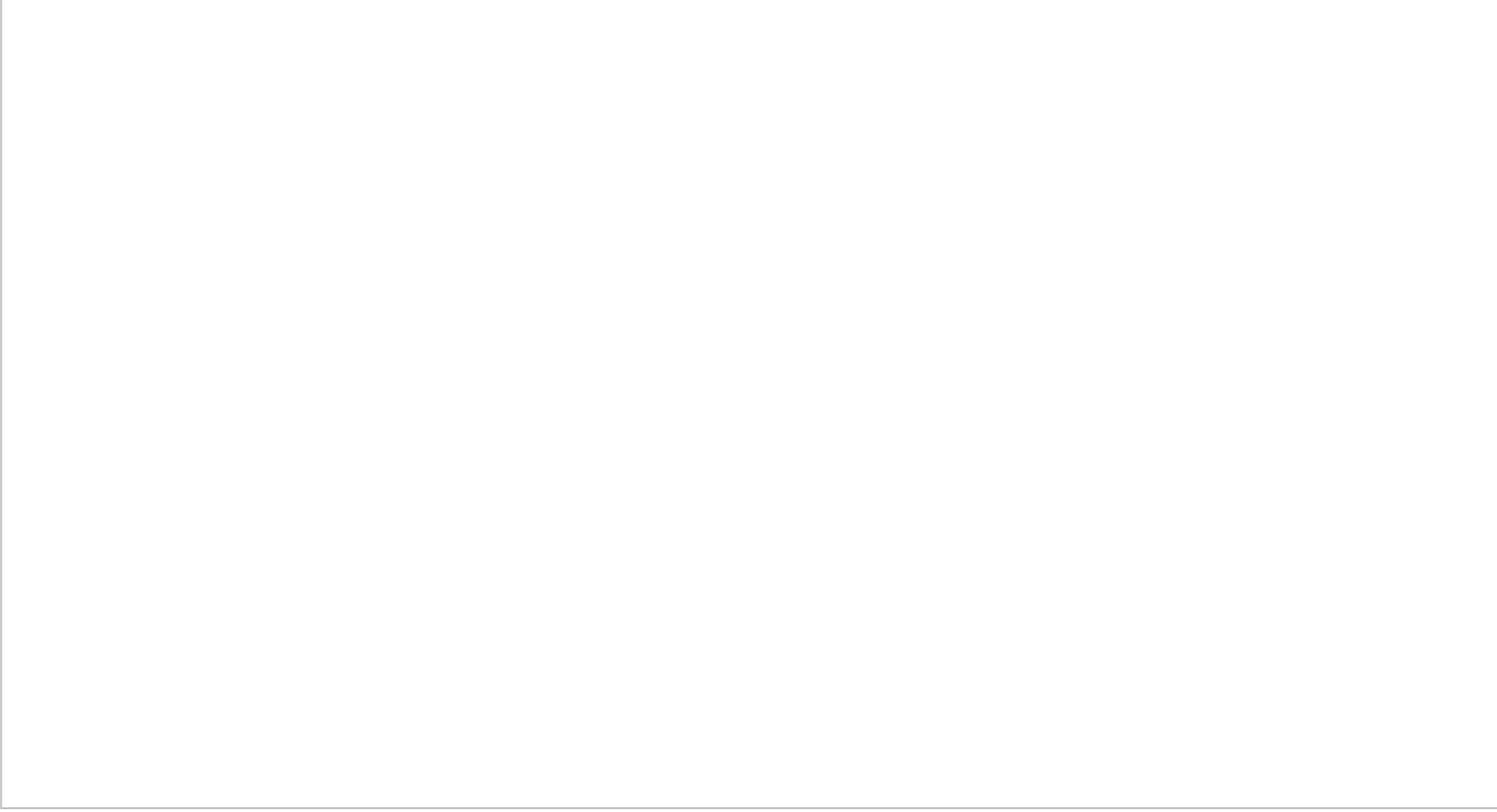


2 Enter the location that the stock is to be ordered for.

3 If you want to only order certain types of items, enter the department, category and/or group.

4 Click the *Suggest* button. The system generates all the purchase orders.

5 Enter the *Required By* date and click the *Create Orders* button.



6 Click the *Print* button to print the orders to paper.

7 If you need to change details for a particular purchase order, find the order within the grid and double-click it. This displays the order in the standard Purchase Order form that you can then modify as required.

8 Click the *Send* button to mark all the listed orders as sent to supplier.



How Do I Switch Off Loyalty Cards?

If you are not using loyalty cards for your members you still need to have a card number assigned to your customer so they can be used at the POS.

1 Select the *System Settings* task from the Main Menu.

2 Select the *Loyalty* tab.



3 Check on the *Generate Automatic Customer Card* option. When a new customer is added, they will get a card automatically added to them where the card number is the same as the customer number.

4 Click the *Save* button.

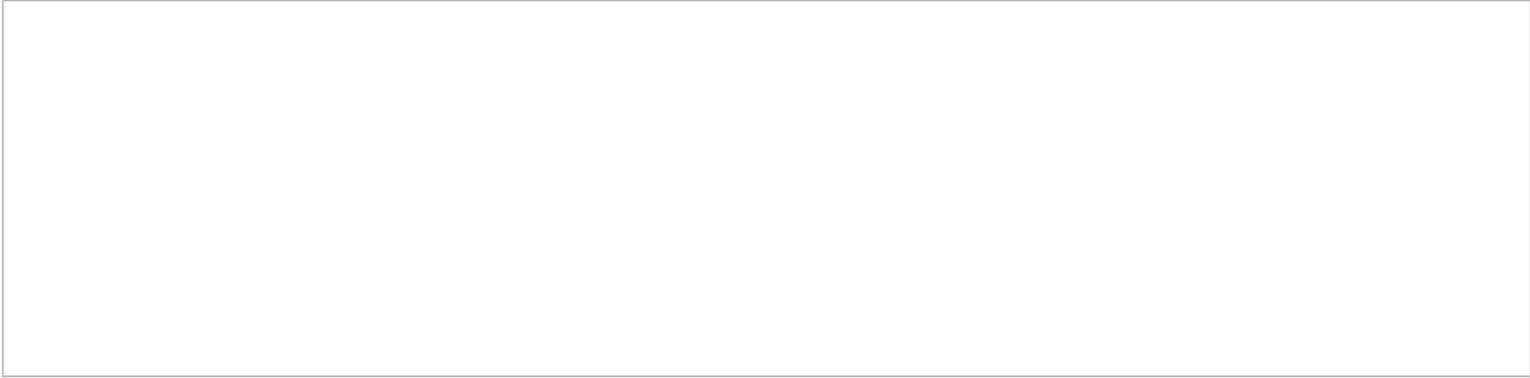
How Do I Top Up An Account Balance?

You can only top up (add value to) an account balance if you manually assign the gift account numbers, for example you have preprinted cards that have unique numbers. This is controlled by the *Auto Generate Gift Ac Number* option in [System Settings](#). If this option is checked off, you can top up the account. Simply sell a gift account item. When prompted for the number swipe the gift account card or enter the account number. If this is an existing account, the system will add the value to that account.

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How Do I Track User Log On/Off Activity?

- 1 Start the *Tills* task from the Main Menu. (DataEntryBasic.exe TILL)
- 2 Find the appropriate Till (press the *Till* button to start the search).



Use the Code or Description to narrow the search. Press the *Search* button.

- 3 Select the required Till and press the *Select* button.
- 4 Select the *Profile - Settings 1* tab.



5 Click the *Track Logon* check box.

6 Click the *Save* button.

7 Reload the Till(s).

Note: This is a Till profile change so all Tills belonging to the Till Profile with this setting will be affected.

The default for this setting should be 'Off'.

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How Do I Transfer Items Internally?

There are two types of transfers that can be done.

You can do a transfer which decrements the stock at the sending location and increments the stock at the receiving location immediately. This type of transfer is useful where you have several locations within the same physical area, for example a bottleshop and a bar. This type of transfer is described below.

Alternatively, you can have a more formal request/response type of transfer which is used when transferring stock between two physically separate locations (see [How Do I Request An External Stock Transfer?](#) and [How Do I Respond to a Stock Transfer Request?](#))

Pre-requisites: Locations, Items, Suppliers.

- 1 Select the *Inventory* task from the Main Menu.
- 2 Start the *Internal Transfers* task.



- 3 Press the *New* button.

The system starts a new transfer and assign a number to it automatically. The status of the transfer is set to 'New'.

- 4 In *Location* enter the location, or select it from the list using the button, from which the items are to be transferred.

- 5 You do not need to enter a description although it may help you to recognise the transfer in future.
- 6 Select the *Transfer Date*.
- 7 Click the  button to start adding products to the transfer.
- 8 Enter the *IPN* of the item you want to transfer. If you don't have the IPN then click to start an item search using the description of an item.
- 9 Enter the number of units/cartons you want to transfer.
- 10 Enter the location, or select it from the list, to which the item is to be transferred.
- 11 If the item you are transferring from is available at the receiving location, the IPN is automatically set. If it is not available then you must enter the number of a compatible item. If you don't know the number, press the button. This displays the Transfer Item form that shows the items that the From item can be transferred into.

- 12 Click the *Save* button.
- 13 If you need to add more items, click the  button. Repeat Steps 8 to 12 until all items have been entered.
- 14 If you need to change the quantity for an item, simply click in the Units or Cartons column of the required item and enter the new values.
- 15 If you need to delete an item from the purchase order do one of the following:
 - I. Click on the required row and then click the  button.or

II. Click on the required row. Hold down the *Ctrl* key and press the *Delete* key. The system will check you want to delete. Click OK to delete the line, or Cancel to leave the line in the transfer.

16 Once all items have been entered, click the *Print* button.



The system prints out a Picking Slip. Check the details on it.

17 Press the *Accept* button. The system asks if you want to pick all items. Answer *Yes*.

18 The details are accepted and the status of the transfer set to Picked. The transfer is complete.

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How Do I Update Prices in Bulk?

The Buying Review function allows the set up and review of pending cost and sell price changes.

In System Settings, there is a section on the [System 2](#) tab to allow the configuration of the 'sells' to be used when applying price changes.

- 1 Select the *Buying Review* task. (DATAENTRYITEMS.EXE BUYINGREVIEW)
- 2 Click the *New* button.



- 3 Amend the *Description* and/or *Review Date* as required. If optional *Supplier* code is entered then items selected later will only be for the chosen supplier.
- 4 The Buying Review can be used with or without a Supplier import file. A supplier import file allows prices to be updated together, but is not required to use the functionality. Each field (Order Code, Barcode, Cost exTax and optional Supplier RRP) in the Supplier file should be separated by a con (CSV format). Follow step 6 if a supplier import file is being used:

For manual entry of prices, click the *Items* button.

The screenshot shows the 'Item Search' application window. The title bar is blue and contains the text 'Item Search' and standard window control icons. Below the title bar is a menu bar with 'Edit', 'Settings', and 'Help'. The main area is a search form with the following fields and controls:

- IPN: Text input field
- Order Code: Text input field
- EAN/UPC/PLU: Text input field
- Brand Name: Text input field
- Description: Text input field
- Variety: Text input field
- Size: Text input field
- Fit: Text input field
- Supplier: Text input field with a dropdown arrow
- Manufacturer: Text input field with a dropdown arrow
- Agent: Text input field with a dropdown arrow
- Dept/Cat/Group/SG: Four dropdown menus
- Classification: Dropdown menu
- Family Group: Text input field with a dropdown arrow
- Order Category: Dropdown menu
- X-Ref Code: Text input field
- Ingredient: Text input field with a dropdown arrow
- Promotion#: Text input field with a dropdown arrow
- Buyer: Dropdown menu
- Season/Year: Two dropdown menus
- User Defined Fields: Dropdown menu
- Show Current Only: Checked checkbox
- Add Items: Green button
- Close: Red button
- Clear: Red button

Enter the criteria to filter the items for the selection required. This is a standard search type screen can be filtered on many item options. Click the *Add Items* button. Currently only ranged items are brought into the buying review.

5 Enter new prices as required.

When a new cost is entered, the system will automatically put a new sell amount in the 'New Sell' field based on the New Sell Calculation Method configured in System Settings/[System 2](#) tab, using the current margin % for the item.

When a new Sell is entered, the new margin is calculated and put in the 'New GM1%' field.

When a new Margin is entered, the sell price is again updated (based on the New Sell Calculation Method configured in system settings).

- 6 For a supplier import file, click the *Import* button and pick the supplier file to import. When done, the screen refreshes and displays the new cost and sell values. The sell value is calculated in the same way as a manual Buying Review, that is it is based on the New Sell Calculation Method configured in System Settings/[System 2](#) tab.

If the supplier file contains an RRP, this will be imported into the RRP field of the Buying Review.

If any of the items in the supplier file cannot be imported (for example, the item does not exist in the Buying Review) a report is generated at the end, and the items shown.

- 7 When all prices are done, click the *Accept* button.

Any sell price changes are stored in the Sell setting configured in System Settings/[System 2](#) tab.

If a supplier file was imported with RRP values, these will be stored in the Sell setting configured in System Settings

Once these changes have been applied, the affected items will be updated once the overnight RA process has completed.

- 8 Click the *Save* button.

- 9 Press the *Close* button.

How Do I Upgrade Exes To The Stores?

1. Place new exe in the \drsapps\POSUpdateFiles folder on the server.
2. Select *Notify Upgrade* in [Till Control](#). This will tell the tills to download the exes and place them in the local c:\drsapps\upgrade directory. Be sure to check the FILEDOWNLOAD table as this will tell you if an exe has been successfully downloaded or not. The download will happen in the background of the POS, it won't affect sales processing. However, try to do this only in offpeak times so as to not place further work on the server.
3. Once the exes have all downloaded, you can then organise the sites to upgrade. So you set the FILEVERSIONS table with the new exe versions. You can use the [FILEVERSION](#) application (MerchantEOD.exe fileversions) to do this for you. Once the FILEVERSIONS table is set, you can ask the POS to RESTART for the TILL CONTROL application. When the POS restarts, it will check the FILEVERSIONS table. It will notice it needs to upgrade to a new version, so it first checks the c:\drsapps\upgrade folder to see if the exe is there. As it should be there because you sent it down using the *Notify Upgrade* command, the pos will copy the new exe over and launch it.

If for whatever reason the exe is not in the local upgrade folder, the POS will check in the \drsapps\POSUpdateFiles folder to see if it is there. If it is, it will try to download it, and this is where you're seeing the POS hang because the comms is bad and it's taking forever for the exe to be downloaded.

How Do I Use A PDE For Stocktake?

- [□ Setting Up The PDE](#)
- [□ Preparing The Stocktake](#)
- [□ Counting Items With The PDE](#)
- [□ Loading The PDE Into The Stocktake](#)

Setting Up The PDE

The following instructions explain how to set up your PDE for use by the system. It only needs to be done once. Next time you use the PDE the system remembers these settings.

Pre-requisites: Locations, Items, Suppliers.

1 Plug the cable from your PDE cradle to a Comm port on your computer. Take note of which number Comm port you have used.

2 Start the *Stocktake* task

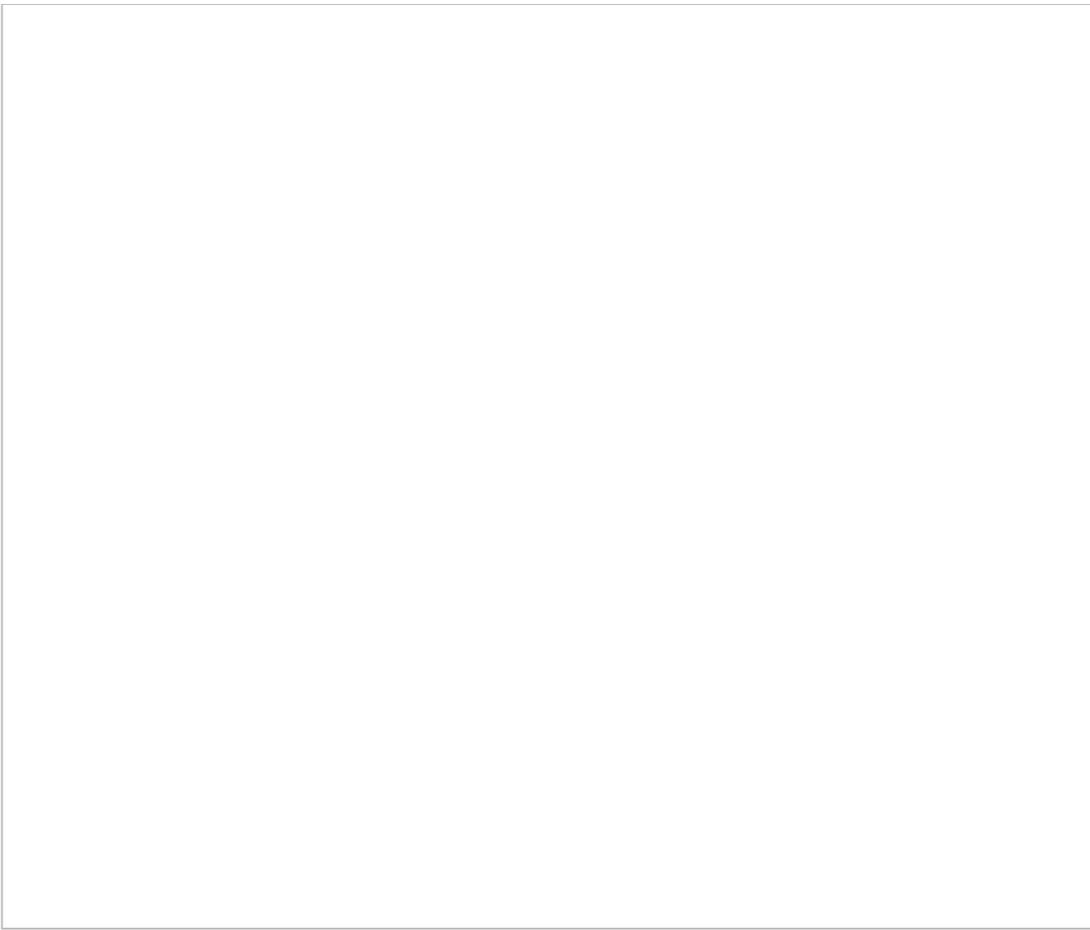
3 Click the *New* button.

4 Select the type of stocktake required (Store or Direct) and click the *OK* button. The system adds a stocktake and automatically assigns a stocktake number.

5 Click the *Import* button.



6 Click the *Setup* button.



- 7 Check on the PDE option
- 8 Set the *Comm Port* to match the Comm port that you plugged the cable into.
- 9 Set the *Baud Rate* to 9600.
- 10 Click the *OK* button.

□ **Preparing The Stocktake**

You do not need to do anything special to prepare your stocktake. You can do a Direct stocktake in which case the items which you count on the PDE are automatically added to the stocktake, or you can do a Store or Bar stocktake in which the counts are simply updated against the existing items.

□ Counting Items With The PDE

The following instructions explain how to perform an actual stocktake with the PDE.

- 1 To turn on the unit, press the PW button.
- 2 The screen should show a MAIN MENU with the Stock Take option highlighted. Press the ENT button.
- 3 A menu will be displayed on the screen. Use the F8 and F7 buttons to move through the options. Highlight the ADD option and press the ENT button.
- 4 You will be asked for a date. This is not necessary so press the ENT button three times to move through the day, month and year.
- 5 You will be asked for a location. This is not necessary so press the ENT button once.
- 6 You are now in the main part of the stocktake entry screen. You are asked for an Item. This is equivalent to the barcode/PLU number in the system, not the IPN. You can either enter the item's number by using the numeric buttons and then pressing ENT, or you can press the M1 button to activate the barcode reader and scan the item's barcode number.
- 7 You are asked for a quantity. Enter the quantity using the numeric buttons and then press the ENT button. If you have accidentally entered the wrong item number, enter a quantity of zero and continue. You can add the same item to the system multiple times, each with a different count. The system adds the counts together when the PDE data is loaded.
- 8 You are asked for an Item again. Repeat steps 7-8 for all the items you need to count.

Notes

1. You can turn the PDE off by pressing the PW button on the PDE. Any existing counts are saved until you next turn the PDE on.
2. If the PDE warns that the battery is low, press the PW button to turn the PDE off. Replace the batteries with two AAA alkaline batteries. The PDE has an internal memory that gives you approximately five minutes to change the batteries. Once the batteries have been replaced, press the PW button to turn the PDE back on.

Loading The PDE Into The Stocktake

This section explains how to load the data from a PDE into the stocktake.

- 1 Press F1 button on the PDE repeatedly until you see the menu ADD EDIT CLEAR TRANSMIT.
- 2 Use the F8 button to move through the menu options until the TRANSMIT option is highlighted. Press the ENT button.
- 3 You are asked if you want to proceed with the transmission. Use F8 to highlight Yes and press the ENT button.
- 4 Place the PDE in its cradle.
- 5 Find your stocktake in the Stocktake task.
- 6 Click the *Import* button.
- 7 Click the *Import* button.
- 8 The system prompts if you want to add the PDE counts on to the existing counts. If this is the first time you are loading data for this stocktake, you can enter Yes or No and still get the same result. If you have loaded some data and then you have continued counting (as part of your first count), you would answer Yes so that the system correctly totals the two counts together. If you have loaded all your counts but you found variances, you will need to recount the problem items. You have two options. You can recount the total stock, in which case you would answer No to this question so that you replace your old counts with your new ones. Alternatively, you can enter the variances. For example, lets say you originally counted 10 units, when you recounted you found 9, you could enter -1. If you count your variances this way, you would answer Yes to this question so that the system would add -1 to your original count of 10 to come up with the new count of 9.
- 9 The system tells you it is ready to get the data from the PDE. If the PDE is in place, click the Yes button.
- 10 The system extracts the information from the PDE. When it is complete, you see the stock counts in the grid.
- 11 Press the *Update Now* button to load the counts to the main stocktake transaction. Any problems that were encountered by the system are reported on the Stock Entry Error Report.
- 12 The PDE prompts if you want to clear the stocktake data. Use F8 to highlight the Yes option and press the ENT button.

How Do I Use Barcodes For Returns?

When you do a return on POS, some users need to find the original sale transaction to match against. You can do this by searching for the transaction number using the sales history window. However, you can also configure the system to print a barcode on the original sale receipt representing the transaction.

The barcode includes the till code and the receipt number and needs to print as a Code 3of9 barcode. The exact settings to make this work will depend on your printer. You will need to refer to the printer's manual to determine the correct codes to use.

- 1 Run [POS Device Type](#) to see a list of the defined devices. Edit the relevant device.
- 2 The *Barcode On* setting should include the escape sequence required to start printing a barcode. a TM-T88, this is: \029\107\002
- 3 The *Barcode Off* setting should include the escape sequence required to stop printing a barcode. TM-T88, no setting is required.
- 4 Save your settings.
- 5 Run the [Till](#) function and edit the required till.
- 6 Go to the [Location](#) tab and edit the *Receipt Ftr*. Add the following line:
<BC><TILLCODE>.<RECEIPTNUMBER></BC>

This will tell the POS to print a barcode which consists of the till code and the receipt number, separated by a '.'.
- 7 On the [Profile - Settings 2](#) tab, check on the *Ask Trans# For Return* option.
- 8 Save your settings.
- 9 Reload POS to pick up the changes.

Your receipts should now print with a barcode on them. When you do a return, the system will ask you for the receipt number of the original transaction. Simple scan the barcode and the POS will do a search for the specified receipt.

How Do I Use Rebates?

Rebates are actually fairly straightforward. A **rebate** is revenue you receive after purchasing goods. It is generally paid based on the value of the purchases and may be paid by the supplier and/or manufacturer of the goods. To get your rebates you have to make a claim. This generally involves listing your purchases, working out the rebate amount and sending the details to the supplier. The supplier then sends money back to you for the claim amount. In some instances the supplier pays the claim automatically without you needing to send the details.

The following are the broad steps required to use rebates.

Pre-requisites: Suppliers, Items.

- 1 You must have your stock control system working correctly before you can start using rebates. This is because rebates are based on the invoices you enter for received stock. See [Setting Up Stock Control?](#)
- 2 Enter the rebates that you have been offered by your suppliers. See [How Do I Add Rebates?](#)
- 3 Enter your invoices as soon as possible after you receive them. See [How Do I Add A New Supplier Invoice?](#)
- 4 When you are ready to make your claims, perform the [Rebate Claims](#) task to generate a report of all the rebates owed to you. Check that the details are correct. If you have forgotten to enter an invoice or a rebate, go back and enter them now. Perform the Rebate Claims again to ensure the details are now correct. Repeat this until you are happy with the details.
- 5 Perform the [Accept Rebates](#) task. This will mark the invoices as claimed so you cannot claim them again. The claims have now been moved into the suppliers' rebate account. You can send statements and record payments just as you would any other account.

How Do I Use Seasons?

Seasons are used by the fashion industry to identify when an item was released.

You need to identify the seasons used in your business and set up codes for them using the Season Codes task. This can be started by selecting the [Seasons](#) menu option. Examples of seasons are Spring, Summer, Autumn and Winter (SPR, SUM, AUT, WIN) or First Half and Second Half (S1, S2).

As you add new items into your system using the [Items](#) task you can set the Season and Year of the item. You can then search for items by Season and Year.

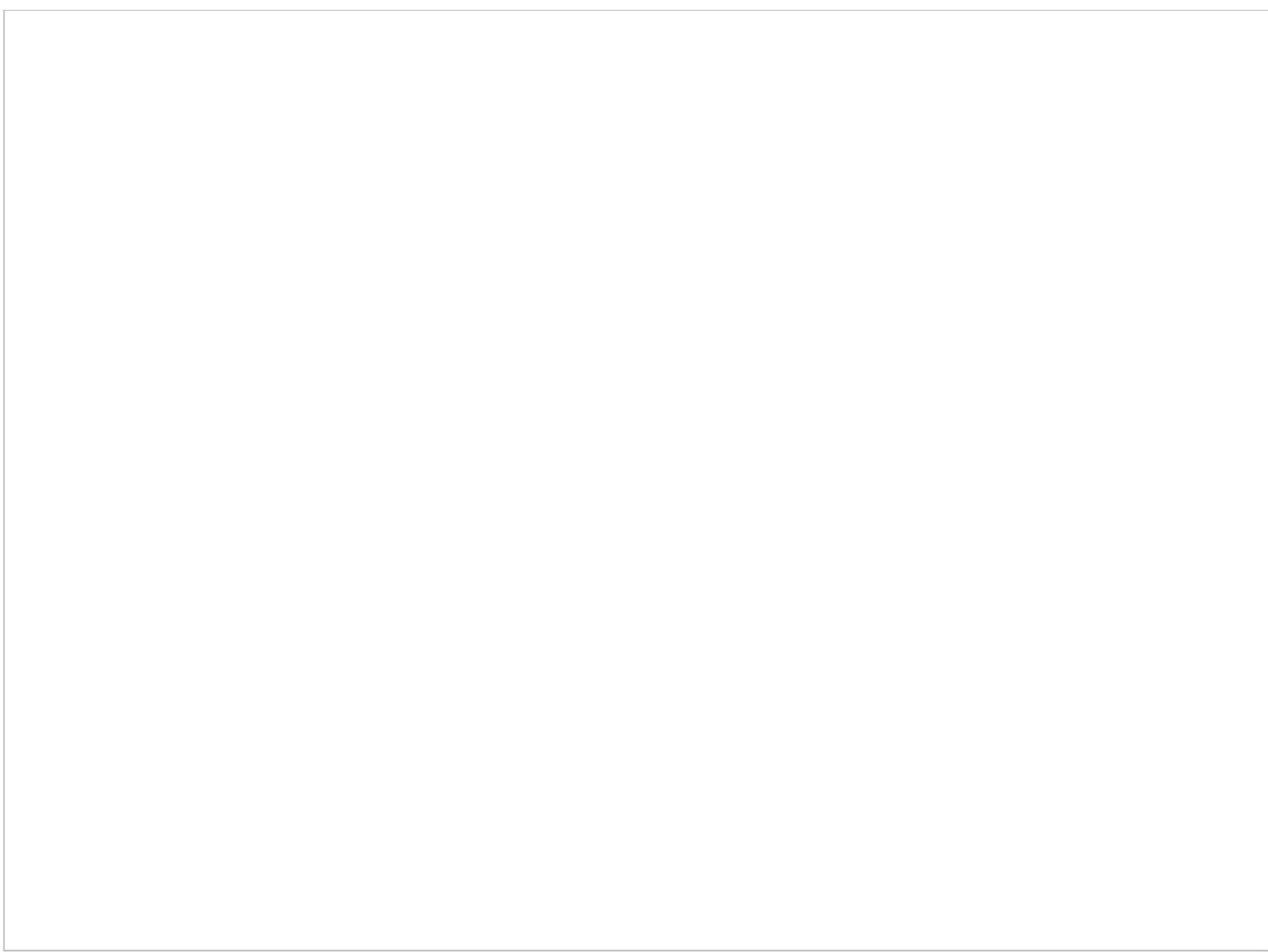
You can use [Trading Statistics](#) to show sales and other statistical information by Season and Year.

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How Do I Use Security Devices?

When a user logs in they enter their user number and, optionally, a password. However, you can use devices such as magnetic stripe cards or Dallas touchkeys to make the login process more secure. This section describes how to set up the user to use these devices. The system assumes two things: firstly the user has already been defined (see [How Do I Add A New User?](#)) and that the hardware devices are set up for use.

- 1 Start the *Users* task from the menu.
- 2 Find the user you want to secure.
- 3 Enter the code assigned to the security device into the user's password field, for example the mag stripe number.
- 4 Press the *Save* button.
- 5 Repeat Steps 2 to 4 for all users you want to secure.
- 6 Press the *Close* button.
- 7 Start the *Tills* task from the menu.
- 8 Find the till which has the security device attached.
- 9 Select the Profile - Settings 1 tab.



10 Check the *Auto Logoff* option on.

11 Check the *Password As User* option on.

12 Press the *Save* button.

13 Repeat Steps 8 to 12 for all the tills you want to secure.

14 Press the *Close* button.

15 Reload each of the tills that have the security devices attached.

16 When asked for an operator number, scan, swipe or touch the security device to allow the till to re the security number. You will be logged in ready for processing.

How Do I Use Suggested Ordering?

This section explains the general requirements for suggesting orders. It is strongly recommended that you understand Suggested Ordering before continuing.

Pre-requisites: Locations, Items, Suppliers.

- 1 You must define the default stock cover levels required for items within a department/category/group. See [How Do I Add Stock Cover Levels for Departments?](#)
- 2 You should consider adding seasonal adjustments to allow for special periods such as Christmas and Easter. See [How Do I Add Seasonal Adjustments for Departments?](#)
- 3 You should enter the expected lead times for orders you place against suppliers. This is done by retrieving each supplier in Suppliers and setting the *Order Lead Days*. While you are it, set the *Order Frequency* as well. This tells the system how often you expect to place orders with the supplier. It has no impact on quantities ordered but can be used to select the type of supplier you want the system to suggest orders for.
- 4 Use the Suggest Stock Level task to convert stock cover levels for department/category/groups to specific quantities for each item based on their rate of sale.
- 5 Use Purchase Orders to create a new purchase order for a supplier. See [How Do I Get A Suggested Purchase Order?](#)
or Use Suggested Purchase Orders to create purchase orders for multiple suppliers.

How Do I View POS Transactions?

- 1 Start the *POS* task from the Main Menu.
- 2 Select the *Electronic Audit* button.
- 3 Enter the *Dates* and *Location*.



- 4 In the Transactions To Show section, select the *Check All Off* button.
- 5 Select the required transaction types to view.
- 6 Click the *Find* button.



7 If a printout is required, click the *Preview* button, then the *Print* button.

How Do I View The Till Status?

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button.
- 4 Select the *Till Status* button.
- 5 Select the *OK* button when done.

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How Do I View Till Status?

The status of all tills.

1 Select the *Till Control* task from the *POS Menu*.

2 The Status column reflects the state of each till:

OPEN POS has been started

SOD Float has been confirmed

TRADE An operator has logged in after confirming float

LOCK POS is locked

EOD Z-Read has been performed

CLOSE POS has been shutdown

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How Do I View The Time of Transaction?

By default, the time of the transaction is the time the sale is paid or first put on hold. The entire transaction is stamped with this time. The system can record the time that each part of the transaction was entered into the system. This means that if you hold/recall a sale over a few hours before it is eventually paid, the system can track the time of the entire transaction. This can then be used in Labour Scheduling to create more accurate rosters.

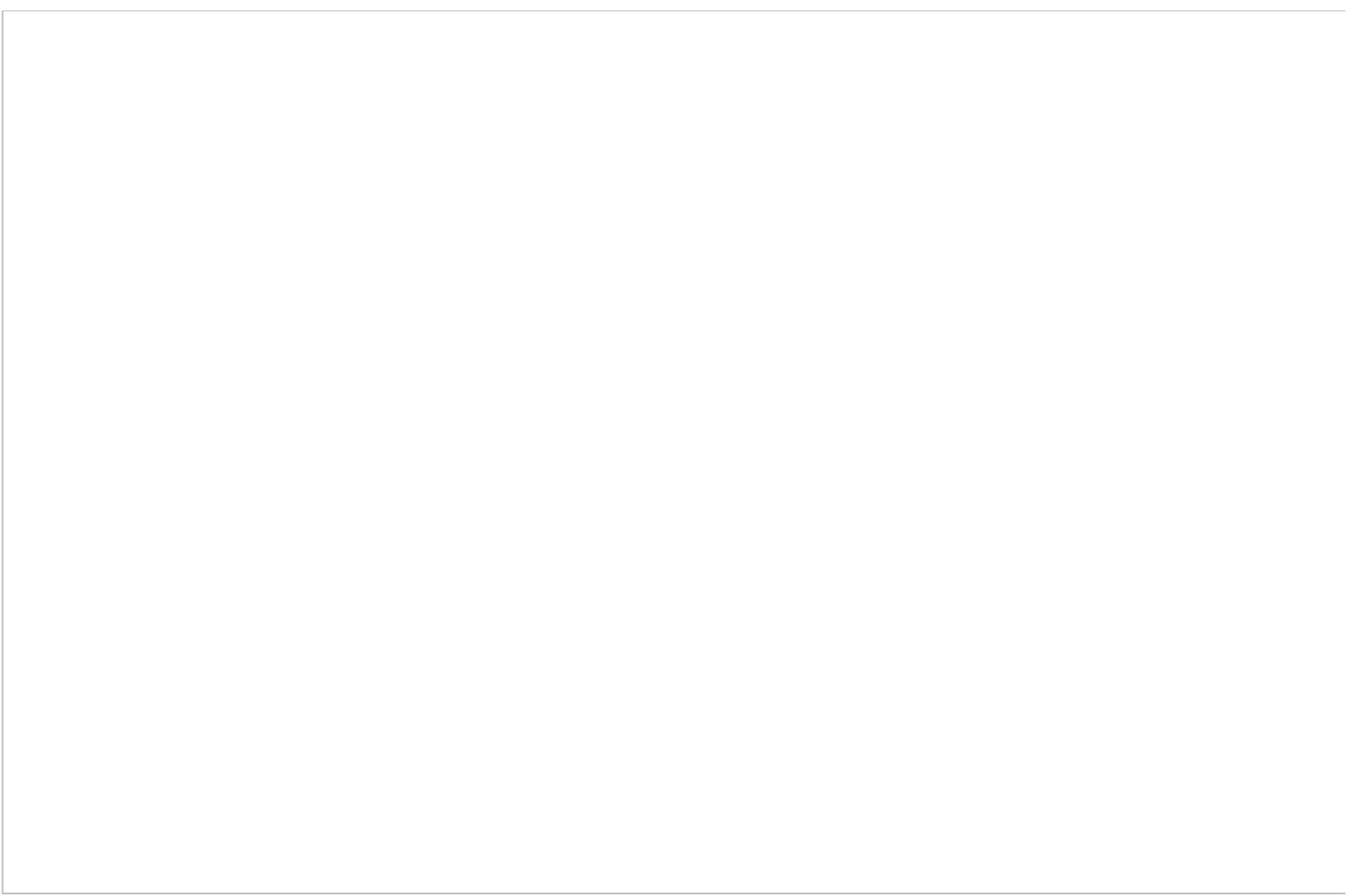
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How Do I View the Treemap?

- 1 Start the *Trading Statistics* task from the Main Menu.
- 2 Enter the criteria/date.
- 3 Select a *Location*.
- 4 Click the *Statistics* button.



- 5 Click the *Treemap* button.
- 6 Click the *Graph* button.



7 If you change the data parameters, click the *Graph* button to refresh the treemap.

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How Do I View Timed Sales Performances?

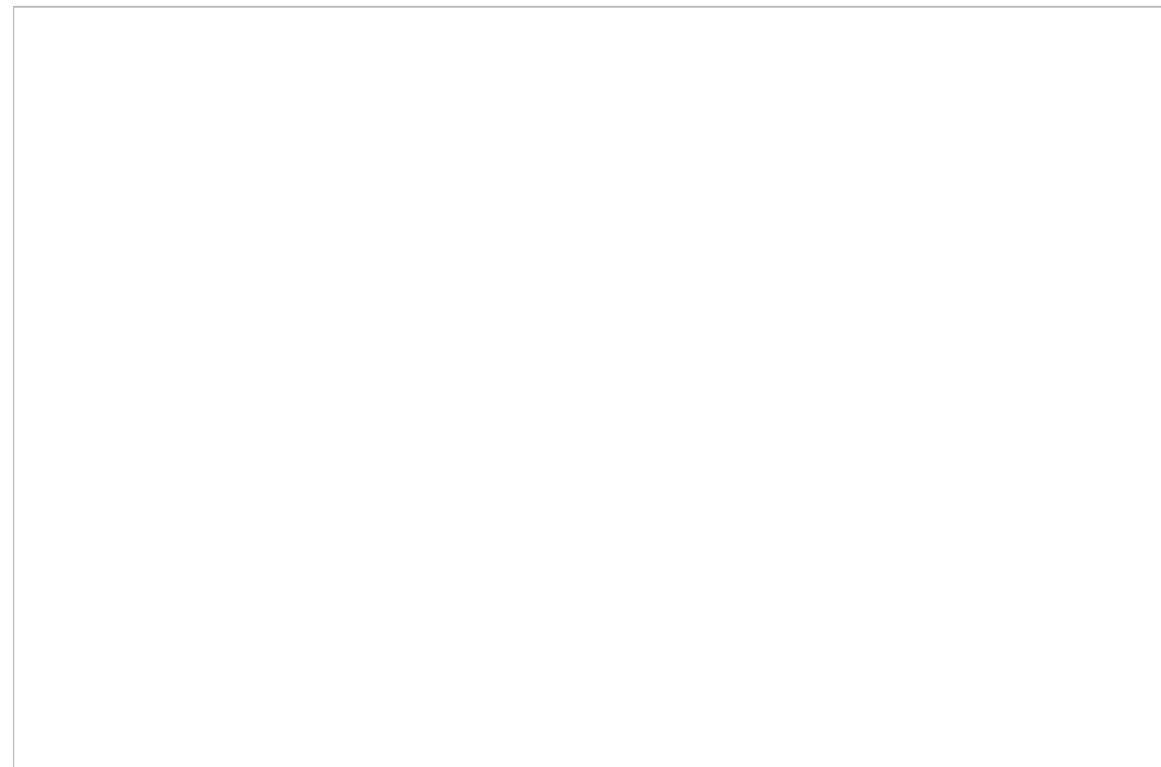
- 1 Start the *Customer Flow* task from the Main Menu.
- 2 Select the *Location* required.
- 3 Enter the *Date* and *Time* ranges. If the To Time you entered is less than the From Time the system assumes you want to look at the customer flow over two days. For example, if you specify the From and To as 08:00 PM to 03:00 AM, the system looks at 8:00pm to midnight of the date you entered, and midnight to 3:00am of the next day. This is useful when trying to get customer flows for a nightclub. The customer information can be displayed in hour or quarter-hour increments.
- 4 Press the *Show Details* button. By default the system displays the number of customers but this can be changed to show value of sales by pressing the Graph \$ button.

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POS Keyboards - Basic

Each POS Keyboard is made up of a collection of fast key panels, state panels, modifiers and set meals. This tab allows you to name the keyboard definition and to define the fast key panels available on the POS. Before you add new fast key panels it is a good idea to set up the options on the [Default Values](#) tab.

Figure: Example POS Keyboards Screen



Description	A description about the keyboard.
--------------------	-----------------------------------

□ Fast Key Panels

This grid shows the fast key panels that have been defined for this keyboard. When you add a new panel, the [Fast Key Panel](#) is displayed to allow you to fully set up the fast key panel with buttons.

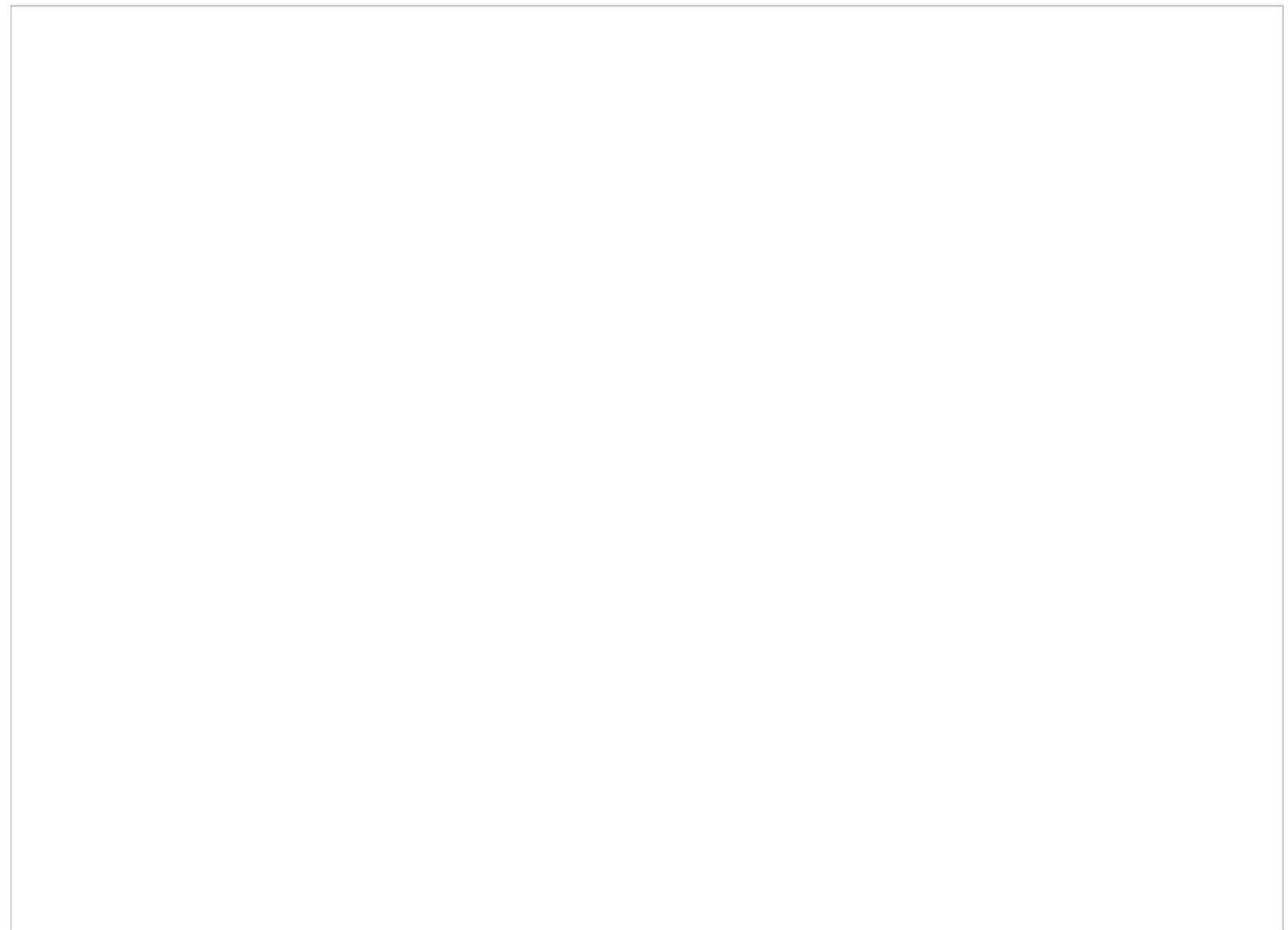
Level#	A unique number which identifies this fast key panel.
Effective Date	The date the panel was last amended or created.
Description	A description about what this fast key panel contains.

The Copy Level button will copy the currently highlighted panel.

Fast Key Panels

This window is displayed when you add or edit a Fast Key Panel from the [Basic](#) tab. It allows you to define the items that will appear on a specific keyboard. When a new panel is created, the buttons will be created using the font and colours defined on the [Defaults](#) tab. The set of thirty-six buttons shown on the right side of the screen represent the thirty-six buttons that DynaPOS can show to the user. To set the function of a button, click on the button and change the details in the [Button Details](#) tab.

Figure: Example Fast Key Panel Screen



Level #	This is a unique number to identify the level.
Name	This is a description for the fastkey panel.
Effective Date	The date the panel was last amended or created. This field is only shown when the <i>Enable NCR POS functionality</i> check box is selected in System Settings .

□ Button Details

This option allows you to control what function a button will have. A button can be linked to an item so that when the button is pressed, the item is added to the transaction. Or it can be linked to another fast key panel so when the button is pressed, the new fastkey panel will be displayed. A button can also be a 'modifier button'. By linking modifier buttons and item keys you can select different items. For example, you could have a modifier button called HALFPINT and an item button called BEER. If you press the BEER button you get the BEER item added to the transaction. But you could then tell the system that if you press the HALFPINT modifier button followed by the item BEER button, the HALFPINT BEER item should actually be added to the transaction. You have basically modified the item to become something else. Using modifier buttons you can significantly increase the number of items that can be accessed from a single fastkey panel. You can actually link two modifier buttons and an item button together to give even more combinations.

Empty	Check this option if you want the button to do nothing.
Choose Item	Check this option if you want the button to add an item to the transaction. You should then enter the EAN/UPC/PLU of the item that you want to add to the transaction. When you enter the item, the Button Text will be set to the POS 20 description of the item. It will only contain the IPN if it has been auto created when the item was added.
Go To Fastkey Level	Check this option if you want the button to display a different fastkey panel when pressed. You then select the Fastkey Panel you want to go to. If you click the Go To Level button, the details for the current panel will be saved and the details for the 'go to' fastkey panel will be displayed.
Go To Level	Used to test that the link works. Closes the current fast key panel and opens the fast key panel selected.
Size Modifier 1	Check this option if you want the button to work as a modifier. Enter the text of the modifier. This modifier can be used on the Multi-Size Item to create modified items.
Size Modifier 2	Check this option if you want the button to work as a second modifier. Enter the text of the modifier. This modifier can be used on the Multi-Size Item to create modified items.
Modifier	Allows you to select any Item Modifier set. When the key is pressed at POS, the modifiers will be displayed. When the user chooses modifiers from the list, they are added to the last item.
Web Page	Allows configuration of a web URL for a button that when pressed on DYNAPOSTOUCH launches the specified page in the embedded DYNAPOSTOUCH web browser. The maximum length of the specified web URL is 255 characters.

Button Text	The actual text to display on the button on POS. This will automatically populate with the item or fast key panel text but can be over written here.
Font	The font used to display the Button Text but allows default font properties to be edited, size, colour, bold, italic and so on.
Image	The name of the file to be displayed on the button next to the Button Text. This should be just the filename without path information, for example beer.bmp. The actual file should be in the DynaPOS bmps directory.
Button Image	<p>This setting will control the look of the fastkey button itself.</p> <p>If you leave this empty, the button will simply display the default image for fastkeys. For example, in the DRSSHEME.INI file you might have:</p> <pre>FastKey=DRSFastkey</pre> <p>The system will use DRSFastkey.bmp as the image for the fastkey button.</p> <p>If you select a colour from the combobox, this will change the image used for the button.</p> <p>Note: POS does not automatically change the colour of the default fastkey button image to the selected colour. Instead, POS will look for a new image file to use for this 'Red' button. It will take the default fastkey image name and alter the name to get the new image required.</p> <p>Using DRSFastkey from the above example, the system will look for DRSFastkeyRed.bmp. Notice it has simply added the colour to the filename. This image will be used for any buttons that have a Button Image of 'Red'. In order to use all the available colours, you would need the following images:</p> <ul style="list-style-type: none"> • DRSFastkeyRed.bmp • DRSFastkeyBlue.bmp • DRSFastkeyYellow.bmp • DRSFastkeyGreen.bmp • DRSFastkeyOrange.bmp • DRSFastkeyPurple.bmp • DRSFastkeyWhite.bmp • DRSFastkeyBlack.bmp <p>If you tell the system to use a specific colour and you don't have an image file for that colour, the system will simply use the default image.</p> <p>Note: The images do not have to be the colour selected.</p> <p>The DRSFastkeyRed might be a dark red, while DRSFastkeyBlue is actually a light red. This simply means that any buttons you select to be 'Blue' will all use the same image and will appear as a light red. It is a mapping scheme only. The POS does</p>

not perform actual colour manipulation. This means that not only can you change colours, but you could change button shape as well!

If you use table tracking, the table buttons are displayed in different colours to indicate the status of the table. These colours are White, Red, Yellow, Orange and Green. These now correspond to the Button Image colours. So whatever graphic you have set up for 'White' will be used when the table panel needs to display a white button.

Modifiers are also able to use this method of specifying different colours for image buttons.

Button Colour	The background colour of the button. If you use a Scheme file to set up images for the actual fastkey buttons, this setting is ignored.
Button Size	To allow the resizing of the buttons by set sizes: 1x1, 1x2, 2x1, 2x2 and works in conjunction with the Button Image. See Large Button Support for a list of files required.

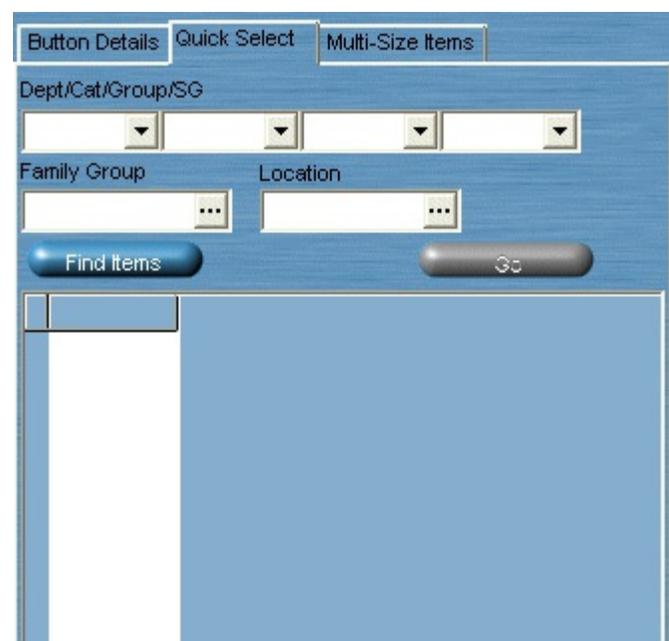
□ Quick Select

This tab will let you quickly add items to the fastkey panel. You select the required department, category, group, subgroup and family group. If you do not enter a location, the Quick Select will show all items. If you enter a location, only items in that location are shown. This is useful if you are defining a keyboard for a location which has a limited set of items compared to other locations. Press the *Find Items* button to display all matching items in the grid.

When you are looking at the items in the Quick Select list, you can click on the column titles to sort the items.

You then have two options. If you have a mouse available, you can drag an item from the grid and drop it on the required button. This will set up the details on the [Button Details](#) automatically. If you are working only on a touchscreen and have no mouse, press the *Go* button (the word *Go* will not change to *Stop*). You can then press the item you want to use in the grid and then press the button. The item will be added to the button. Repeat this process until all required buttons have been added and then press the *Stop* button.

Figure: Example Section of the Fast Key Panel Screen



□ Multi-Size Items

This tab allows you to set up modified, or multi-size, items. (They are called multi-size items because the main reason for using modified items is to change the size of the item.). This uses the modifier buttons and item buttons set up in the [Button Details](#). DynaPOS works to a basic formula:

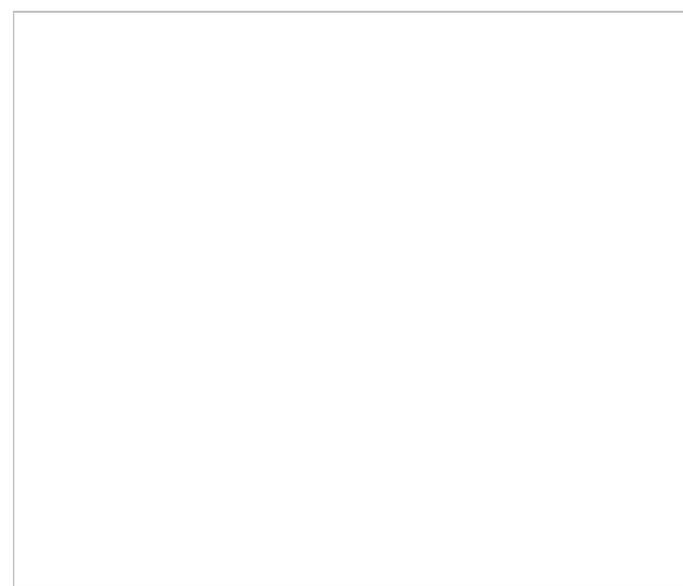
Modifier 1 + Modifier 2 + EAN/UPC/PLU = New EAN/UPC/PLU

Example

HALFPINT+ + BEER = HALFPINT BEER (Note, the second modifier doesn't have to be used.)

So if the user presses the corresponding buttons then the system will use the New EAN/UPC/PLU as the item to add to the transaction.

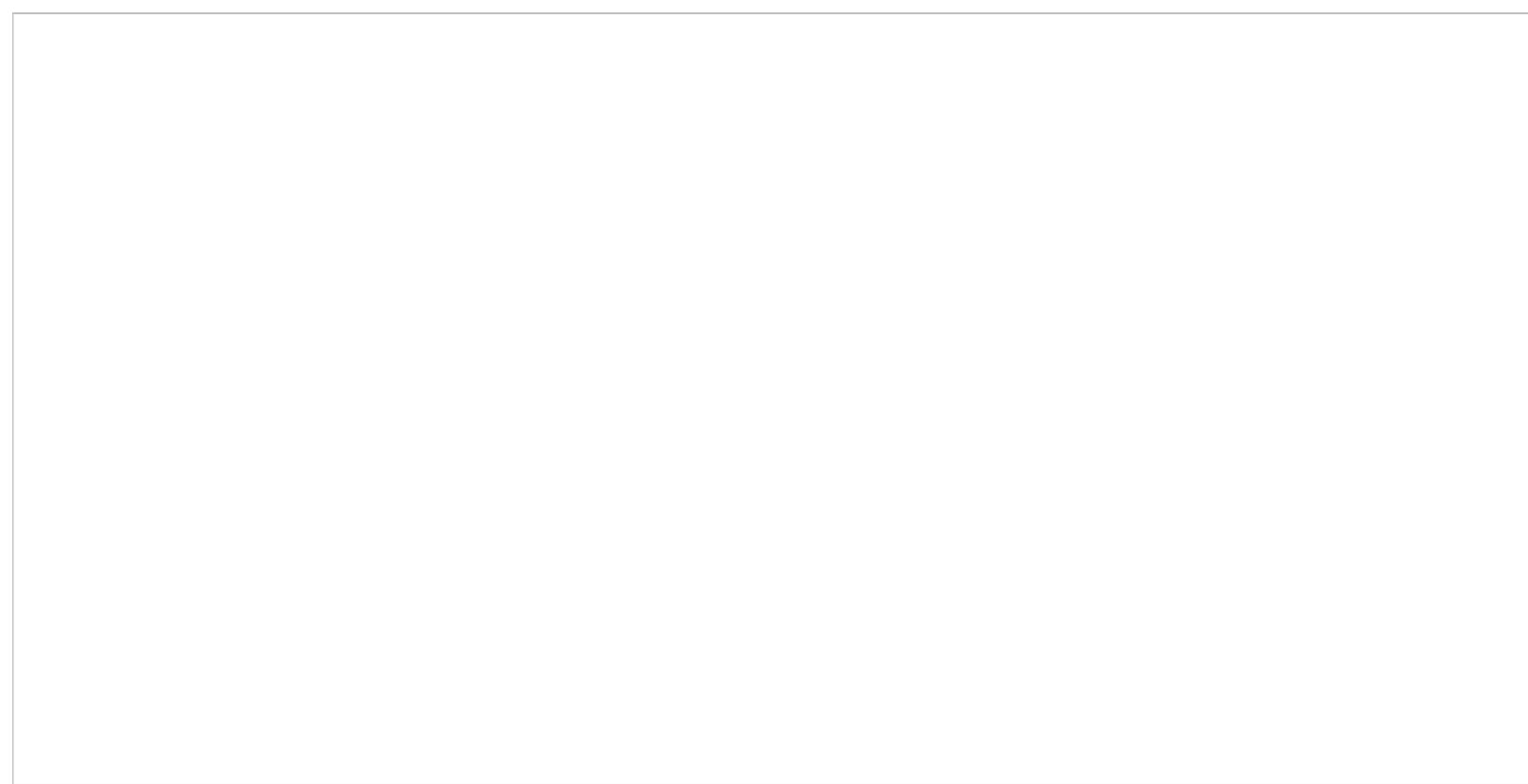
Figure: Example Section of the Fast Key Panel Screen



Size Modifier 1	The keyword of the first modifier button, for example HALFPINT.
Size Modifier 2	The keyword of the second modifier button, if any.
EAN/UPC/PLU	The number of the item that we want to modify. There should be a standard item button on the fast key panel that uses this number.
New EAN/UPC/PLU	The number of the new item that we want to use. This does not have to exist on a standard item button on the fastkey panel but does have to exist as an item within the POS.

Tills - Profile - Settings 3

Figure: Example Tills Screen



☐ Random Weight Items

A random weight item is one that is weighed on scales, and the scale prints a label with the item PLU and sell price on it. The POS will scan that barcode to determine the item. The barcode that is printed is of a special format. Barcodes starting with 02 indicates that the barcode has a 4 digit PLU for the item. A barcode starting with 20 has a 5 digit PLU. Some countries can use additional prefixes. This section allows you to specify the prefixes that can be used for a barcode containing a 4 digit PLU and those containing 5 digit PLUs.

Prefix 3 Digit PLU	A comma-delimited list of the prefixes that are used for barcodes with 3 digit PLUs.
Prefix 4 Digit PLU	A comma-delimited list of the prefixes that are used for barcodes with 4 digit PLUs.
Prefix 5 Digit PLU	A comma-delimited list of the prefixes that are used for barcodes with 5 digit PLUs.
Verifier Digit	Item verifier digit. Basically another check digit but not needed or used for most modern scanners. If the option is turned on to ignore this digit, the price size will increase. Care must be taken when setting this parameter as very large prices will start appearing if certain products still contain/use the verifier digit.

Example: 13 digit barcode made up of xx,iii,v,pppppp,c

xx	Prefix, normally 02 thru 29.
iii	Item code, length of which can now be 3, 4 or 5.
v	Item verifier digit.
pppppp	Price, which the length will depend on the item code option + verifier mentioned above.
c	Check digit.

SKU	Currency Decimal	Price	Barcode
3 digits (001)	2 digits	98765.43	0200198765433
3 digits	3 digits	9876.543	0200198765433

(001)			
4 digits (0001)	2 digits	9876.54	0200019876543
4 digits (0001)	3 digits	987.654	0200019876543
5 digits (00001)	2 digits	987.65	0200001987653
5 digits (00001)	3 digits	98.765	0200001987653

The implied decimal place for the currency is taken from the running applications currency settings. UK for example, will be 2 digits.

Multi User Sale

A prompt can be shown on the POS when pressing Payment that shows additional operators to the transactions for Split reporting purposes, that is a sale can be recorded to more than one person. The system requires MCS to function rather than at a local level. The receipt shows the additional operators in the receipt header.

Allow multi operator transaction	If checked on will allow the POS to accept multiple operators for a transaction.
---	--

Scale Settings

Both these settings are used by DYNAPOSTOUCH in relation to the selectable Tare Weights. The formatting of the Tare Weight value is displayed to match the decimal accuracy of the scale, and only Tare Weights which are divisible by the scale division will be displayed.

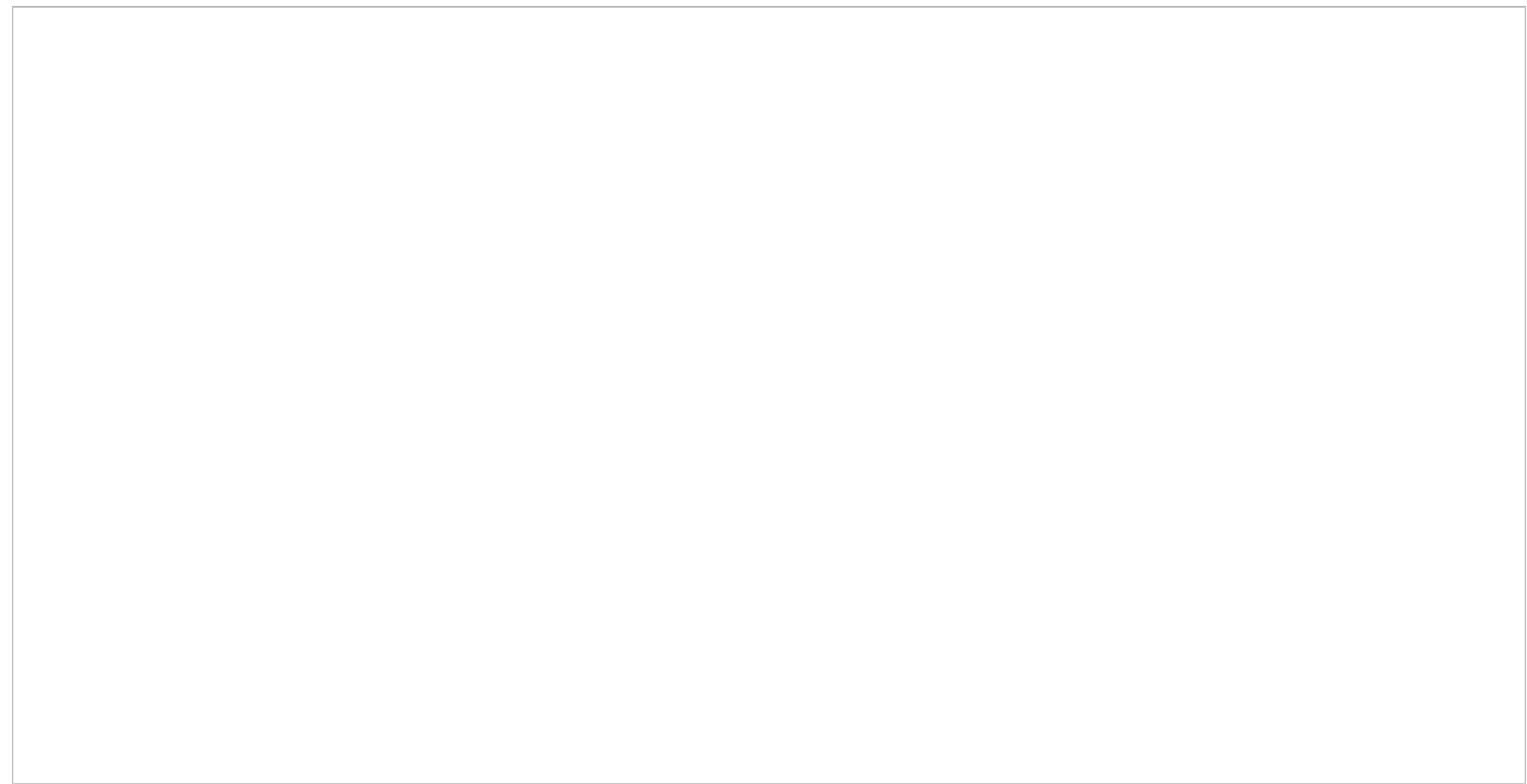
Accurate To	Allows the decimal accuracy (either 2, 3, or 4 decimal places) to be selected.
Division	Allows the scale minimum unit division to be selected in accordance with the decimal accuracy.

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Locations - Inventory Reports

These options let you change the reports run from the inventory functions and must be for the location in which the reports are run. See *Report Location* setting in [Locations - Basic](#). Look at the details in the bottom left hand corner on the screen to verify the location for the logged on user.

Figure: Example Locations Screen



□ Templates

Certain reports are dependant on template files (*.rtm) in the directory from which the DATAENTRYINVENTORY application is loaded – typically c:\drsapps. The store needs to have a non-generic printer driver (Microsoft document writer or Adobe printer driver) added when a printer is installed otherwise the report columns will not be aligned and formatted correctly.

The following templates are provided:

PurchaseOrderTemplate.RTM	The default report for all purchase orders.
PurchaseOrderCountTemplate.RTM	The report for non-return Purchase Orders with the cost details and return reason codes removed.
PurchaseOrderCountTemplatePortrait.RTM	<p>The report for non-return Purchase Orders with the cost details and return reason codes removed in portrait mode.</p> <p>In order to get the portrait version of the report, the above xxPortrait.rtm file should be renamed to the xx.rtm before running the DataEntryInventory application.</p>
PurchaseOrderCountReturnTemplate.RTM	The report for RETURN Purchase orders (with the cost details removed).
PurchaseOrderCountReturnTemplatePortrait.RTM	<p>The report for RETURN Purchase orders (with the cost details removed) in portrait mode.</p> <p>In order to get the portrait version of the report, the above xxPortrait.rtm file should be renamed to the xx.rtm before running the DataEntryInventory application.</p>
AvailableItemsTemplate.RTM	The default report for available items.
AvailableItemsManualTemplate.RTM	The report with a space for the user to write in the required quantity of cartons to order.

If there is any problem loading the template file, the default behaviour is to create the standard report regardless of the option settings.

Purchase Order Reports

See [Purchase Order Report](#) for more details.

Standard PO Report	The report is printed in landscape mode and includes cost details.
Counts Only PO Report	If this option is selected count only reports that do not show the cost details are produced for the Purchase Order Count reports or the Purchase Order Count Return reports if the relevant templates are available. The report is printed in landscape mode.

Purchase Order Reports Setting		Template	Report Generated
Standard PO Report	Counts Only PO Report		
Either selected		None or not available	Standard PO Report generated regardless of option setting.
Selected		PurchaseOrderTemplate.RTM	Standard PO Report generated.
	Selected	PurchaseOrderCountTemplate.RTM	New count only PO style report is new PO report without cost information.

Purchase Order Return Reports

See Purchase Order Report for more details.

Standard PO Report	The report is printed in landscape mode and includes cost details.
Counts Only PO Report	If this option is selected count only reports that do not show the cost details are produced for the Purchase Order Count reports or the Purchase Order Count Return reports if the relevant templates are available. The report is printed in landscape mode.

Purchase Order Reports Setting		Template	Report Generated
Standard PO Report	Counts Only PO Report		
Either selected		None or not available	Standard PO Report generated regardless of option setting.
Selected		PurchaseOrderTemplate.RTM	Standard PO Report generated.
	Selected	PurchaseOrderCountReturnTemplate.RTM	New count only PO style report is new PO report without cost information.

PO Available Items Report

See [Available Items Report](#) for more details.

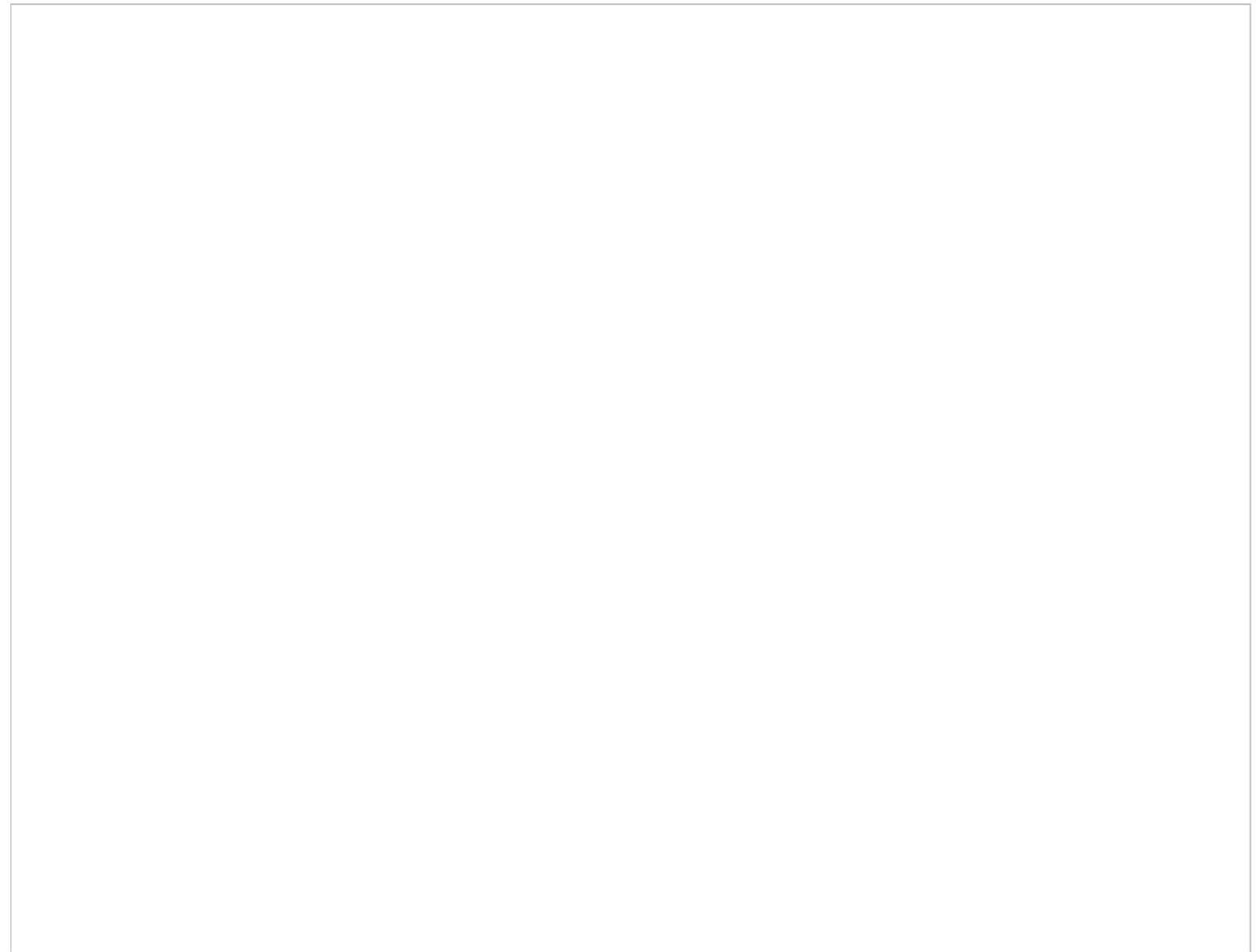
Standard Available Items Report	Standard report printed in landscape mode.
Manual Available Items Report	If this option is selected, a manual Available Items report that includes the rate of sale and stock cover details if the relevant template is available. The report is printed in portrait mode.

PO Available Items Report Setting		Template	Report Generated
Standard Available Items Report	Manual Available Items Report		
Either selected		None or not available	Standard Available Items Report generated regardless of option setting.
Selected		AvailableItemsTemplate.RTM	Standard Available Items Report generated.
	Selected	AvailableItemsManualTemplate.RTM	New Available Items Report with field for writing in data.

Stocktake - Items

Once *Add Items* has been selected on the [Basic](#) tab then the items will be available on the items tab. Items may appear multiple times in the grid because of alternate UOM's and because items can belong to more than one stock location. The count field is blank by default as the count field is where the actual count is entered. Items cannot be deleted from the stocktake but items that are not linked to any of the stock templates can be added by selecting the add item button. This will launch the standard item search screen.

Figure: Example Stock Take Screen



Go To Item	Used to search for a specific item in the grid. Note: It will only find the first instance of the IPN in the grid. If it appears multiple times you will need to scroll through the grid to find other instances manually.
Stock Area	Stock area associated with the item.
Shelf Location	Stock location associated with the item, this can be either the primary or secondary location.

IPN	IPN of the items.
Order Code	Order code of the item.
Description	Our description for the item. This is automatically set by the system.
UOM	Count UOM of the item, there may be several instances of the item for a stock area/location, the purchase UOM and all alternate UOM's will be displayed.
Count	Number of items counted. This field will be blank by default and is a decimal field allowing up to 2 decimal places.

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Purchase Orders - Items

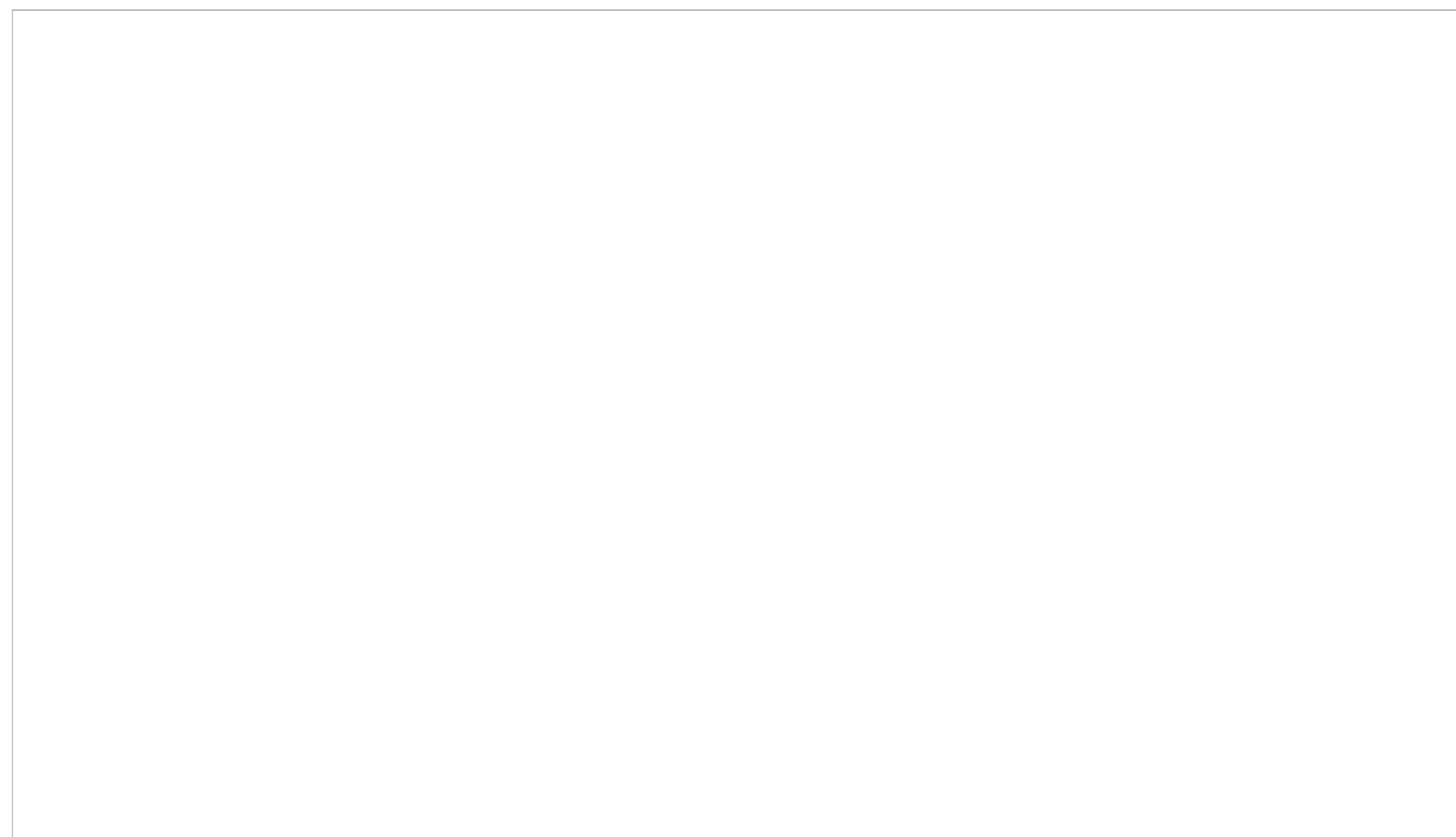
This is the list of items that are to be ordered. Items cannot be added to the grid directly. If an item is not associated with a stock area then it will not appear on the purchase order. If an item status is anything other than 'Available' then it will not appear in the PO grid.

To enter a quantity to order select the appropriate cell in the 'Qty to Order' column and enter the number to be ordered. Pressing 'Enter' moves the focus to the cell below.

Any items without an order quantity will be removed from the PO when the order is sent.

If an item belongs to more than one stock area then it will NOT appear multiple times on the purchase order items tab, however the stock area and location fields will display a * to highlight that the item appears in multiple locations.

Figure: Example Purchase Orders Screen



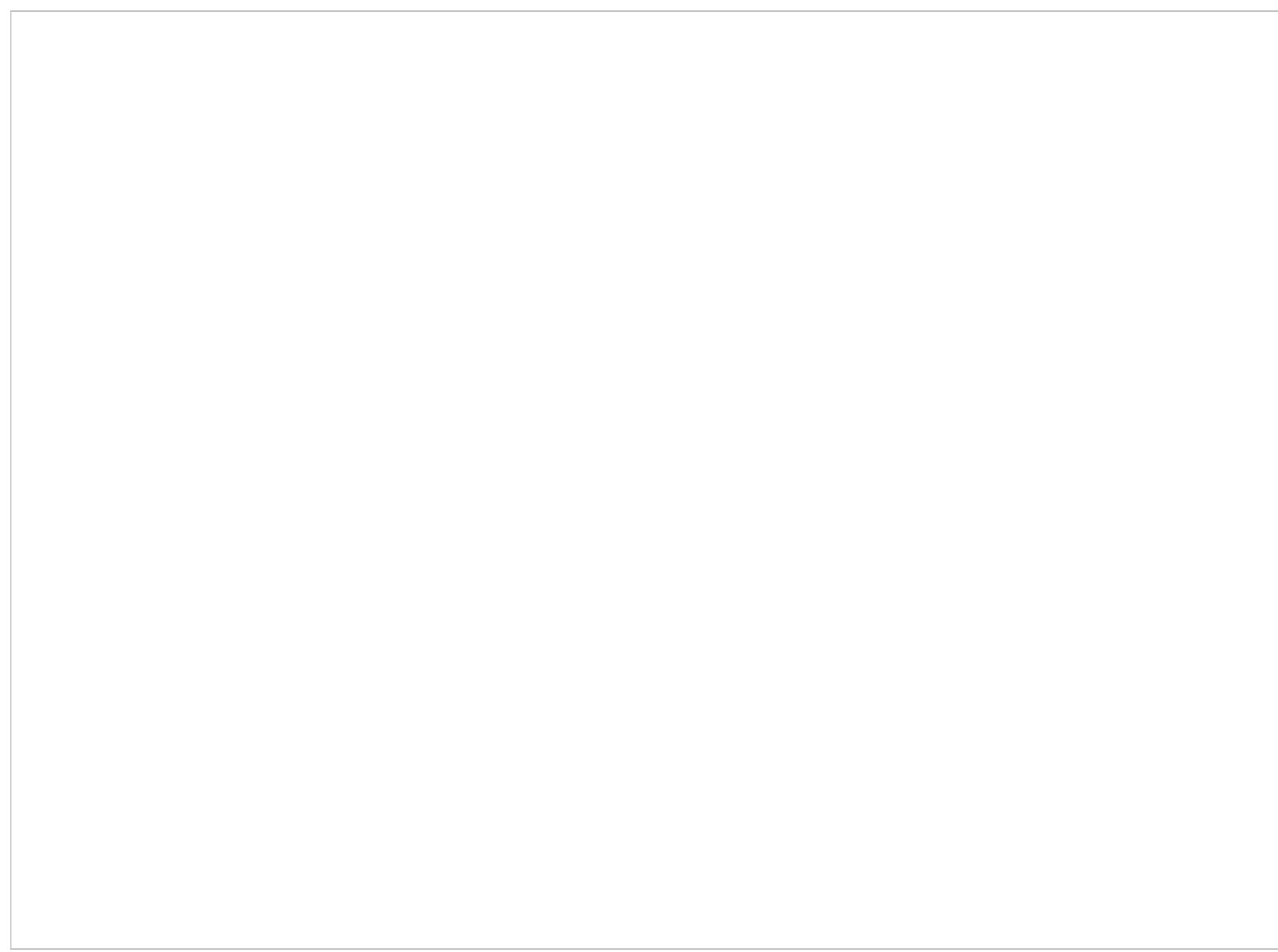
The details for each item include:

Stock Area	Stock area of the item.
Shelf Location	Primary stock location of the item.
IPN	The IPN of the item to be ordered.
Order Code	The supplier's order number for the item.

Description	Our description for the item. This is automatically set by the system.
Purchase UOM	This is the UOM defined on the Items - Basic tab.
Qty to Order	The number of cartons required. Enter the number of cartons to order.
Status	Supplier status of the item.
Unit Cost	The expected carton cost of the item. This is the cost as the supplier expects to see it, which in turn depends on whether the supplier includes fees and taxes in their costs. By recording the cost this way we can perform cost checking when the supplier's invoice is received. See Invoice Matching Costs for an explanation on how this cost is calculated.
Line Cost	The total expected cost of the item. This is calculated by the system.
Total Qty	Total number of items ordered.
Total Cost	Total cost of items ordered.

System Settings - Inventory

Figure: Example System Settings Screen



Special Locations/Suppliers

This section contains the special locations and suppliers that the system needs to know about.

Set Store Costs/Sells Location	This is the location code that will be used by the Set Store Costs/Sells end of day job if no location is specified as part of the run parameters.
Central Accounts Supplier	If you use Central Accounts (client specific requirement) then this is the code of the supplier that is used for central accounts.
Head Office Rebate Supplier	If your head office gives rebates to your locations (in addition to any supplier rebates), this is the supplier code that is used to represent head office. The trading terms will be set up against this supplier code and will be included in the rebate claim process.

Stock Qty Calculations

When doing suggested orders, the system needs to work out a stock quantity to be compared to the minimum stock quantity. These settings allow you to specify whether the stock quantity is simply the Stock On Hand or whether it should include other stock related quantities.

Include Ordered	The On Order quantity will be included in the stock quantity calculation.
Include Allocated	The Allocated quantity (allocated for customer orders, laybys, and so on) will be included in the stock quantity calculation.
Include Returned	The Returned quantity (waiting to be returned to a supplier) will be included in the stock quantity calculation.
Include In Transit	The In Transit quantity will be included in the stock quantity calculation.
Include Requested	The Requested quantity will be included in the stock quantity calculation. The Requested quantity is the amount of stock that has been requested of this location from other locations.
Include Special Orders	Any customer orders which need to be specially ordered will be added to the stock quantity calculation. It is added on the assumption the stock will be ordered as part of suggested customer ordering. You should only check this on if you use a separate process for suggesting orders from customer orders. See Customer Orders for more details.
Transfer Available Stock Only	When selected, the suggested ordering process will readjust order quantities for Transfers based upon the stock on hand at the sending location.

Suggest Stock Levels

Expanded Suggest Stock Level Report	If this option is not checked (the default) then the existing Suggested Stock Level report will be run. If the option is checked the new, expanded report to show lead cover in days will be shown.
Use Max Order Frequency Day Value	This option lets the store use the order frequency day setting for the day of the week when the Suggest Stock Levels function is run. The default setting for the option is True which means use the MAXIMUM value of all the specified order frequency day settings, no matter when the suggest function is run. If the settings is not checked, the value for the order frequency days is that for the day of the week on which the Suggest Stock Levels function is run.

Template Stock

Allow stock template functionality	If checked stock template functionality is enabled.
---	---

Inventory Options

These options will control the certain inventory functions within the system.

Round Down Cartons	When doing a suggested order, the system tries to calculate the quantity that needs to be ordered. This may need to be in multiples of the carton size. For example, if you need 13 units and the carton size is 8 then you need 2 cartons, or 16 units. If this option is checked on, the system will round down when calculating the cartons. So in this example you would get 1 carton or 8 units.
Auto Receive Qty for Transfer Requests	If this option is checked on, when stock is received for a Transfer Request, the quantity received will be filled in with the quantity that was sent. If the option is checked off, the quantity received will be zero and the user will need to fill in the quantities received.
Allow PO Cost Override	When a purchase order is being created, the system will calculate the costs for the item based on the cost records in the system. If this option is checked on, you can override that cost. If the option is checked off, you have use the cost that the system gives you.
Blind Stocktake	If this option is checked on, the stocktake will not show you current expected stock. You will only see the counts that you enter from the actual stock count.
Order Items Without A Classification	Classifications are used by suggested ordering to control which items can be ordered for a location. But what if an item has not been assigned to a classification? If this option is checked on, the item can be ordered for any location. If the option is checked off, the item will not be ordered.
Cheapest Supplier For Available Items	This option is used by the Available Items function in Purchase Orders. This function shows all the items available for the supplier on the purchase order. If the option is checked on, the item will only be used if this supplier is also the cheapest supplier of the item. If the item is available from another supplier at a cheaper price, it will not be displayed. If this option is checked off, the item will always be displayed, regardless of whether this supplier is the cheapest or not.
Import Required Stock Qty As SOH	This option is used by the Required Stock transactions. If this is checked on, the quantity imported from the import window will be loaded as SOH, not Units To Order. If you use this option you must set up the import to use the Quantity column, not the Cartons column.
Ask For Zones On Import Stock	If this is checked on, then when we import items in the Stocktake screen, the system will ask for the number of zones that will be counted.

Allocate Transferred Stock	If this is checked on, items will be marked as allocated at the Send location when a Transfer Request is sent. Items will remain as allocated until the items are received and accepted at the requested location. When ticked, the items will not be marked as 'Requested' or 'In Transit' as per normal functionality.
Adjust send loc. SOH on Transfer Send Accept	When checked, stock on hand is adjusted at the sending location when a Transfer Send is accepted instead of adjusting when the Transfer Request is accepted. When the Transfer Request is accepted, and there is a variance, a Stock Adjustment is created at the requesting location rather than the sending location.
Prevent Refresh Of Stock When Counted	If this is checked on, the Refresh Stock Levels button on the stock take will be disabled when counts have been entered for the stock take.
Allow Quick Entry from PO/GR	If this is checked on, a button is shown on the Purchase Order and Goods Receipt forms called <i>Create</i> . If selected it opens the Quick Add Item maintenance form.
Set Default Invoice Fees	Let's the store select whether the invoice fees and taxes are initialised to the default settings. If this new option is checked, when a PO is added to an invoice, the values for sales tax, freight, discount and so on [boxes underneath the item grid] are set to the values calculated from the line items in the PO.
Use Management Areas on Transfers	If this is checked on, the Location Search on Transfer Sends and Requests is filtered based on the Management Area.
Lock returns to the selected supplier	The option, when selected, will stop an item IPN that doesn't belong to a supplier from being added to the goods return authorisation. The error message 'Error - The item was not purchased from this supplier' is displayed and the user is unable to select either Save or Cancel until a valid item IPN has been selected.
Stock Label	This is the type of ticket that will be generated when the Ticket button is pressed in inventory transactions such as Goods Receipt Or Stock Adjustments .
Increase Stock Cost For POS Transactions	When a return or exchange is done at POS, the stock needs to be increased. If the return was matched to an existing transaction, it will use that original cost. However, if it was simply rung up as a new transaction, with no matching transaction, the system will need to determine the cost of the items. In the past, the system would always use the current buy cost as the replacement cost of the item. This new option allows you to indicate if the system should use buying cost or average cost.
Increase Stock Cost	This is similar to the previous option. However, it is used where an

**For Stocktakes/ Adj/
Other Trans**

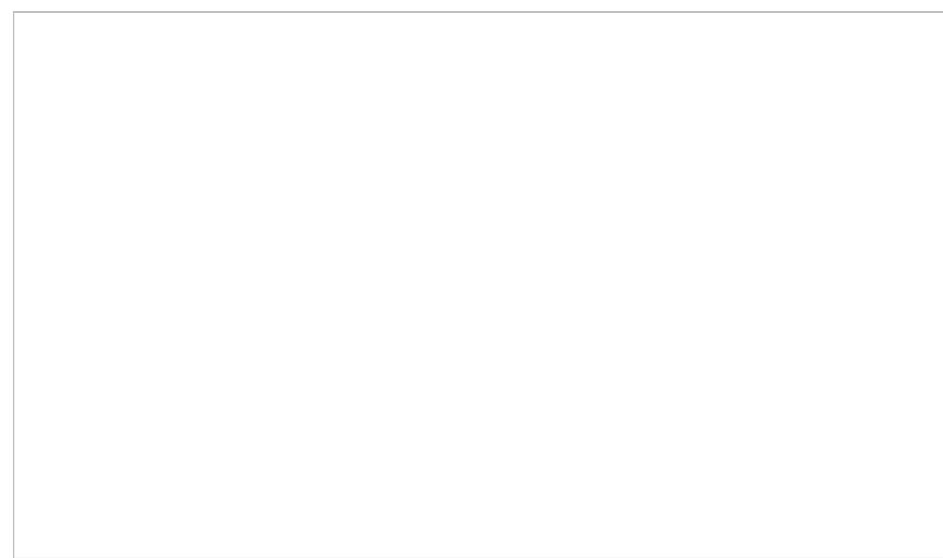
inventory transaction would increase stock. For example, stocktakes and stock adjustments. Goods receipts and invoices don't need to use this setting because they provide a specific cost to use.

Stock Areas

DataEntryInventory StockAreas

Stock Areas is accessed via the [Stock Templates](#) screen and is used to create, edit and delete stock areas. Select the *New* button to add a row at the end of the existing list.

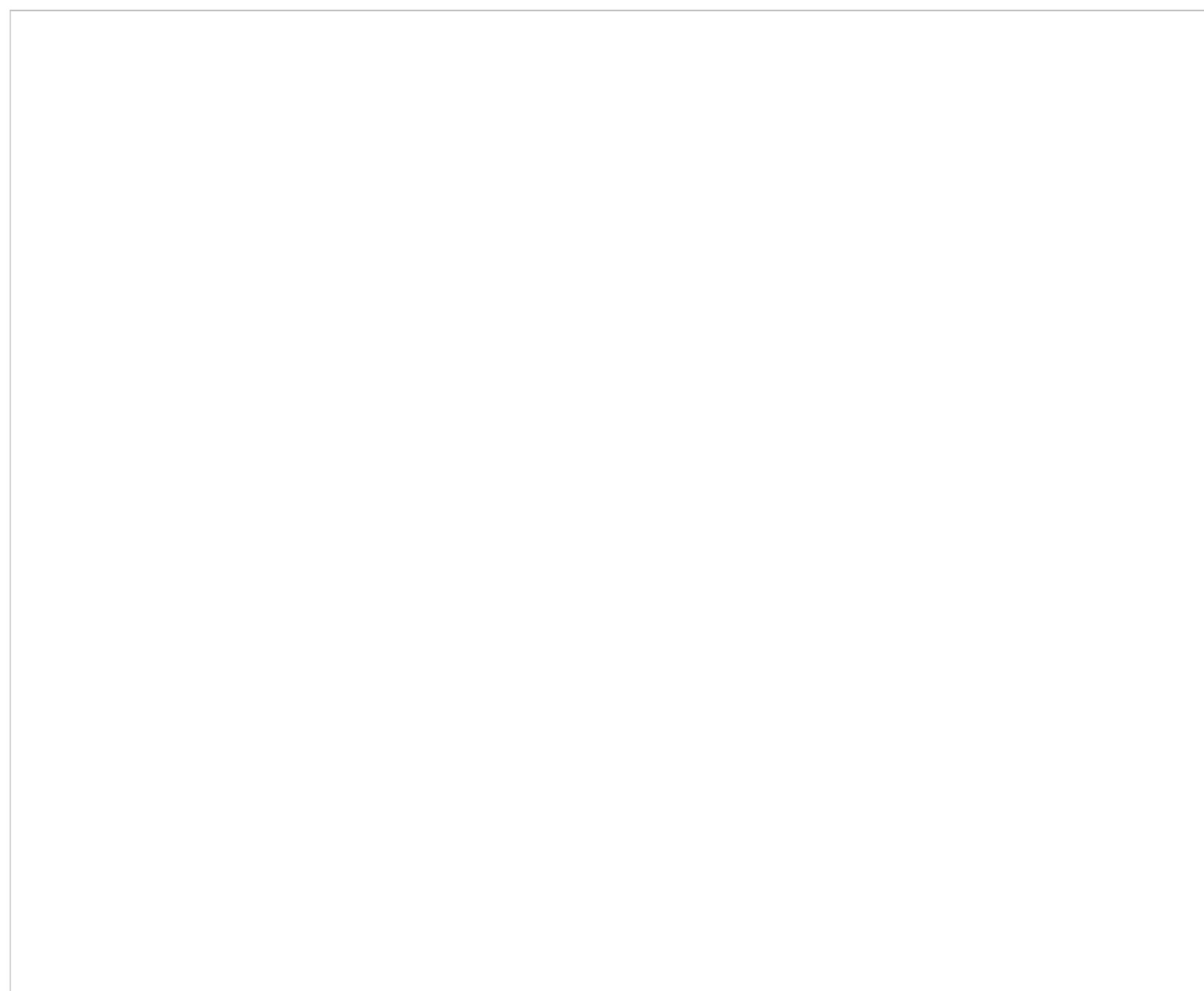
Figure: Example Stock Areas Screen



Sequence	Unique number that controls the order of the stock area to appear in relation to other stock areas on the purchase order and stock takes.
Name	This is the description of the stock area (up to 20 characters).

System Settings - System 2

Figure: Example System Settings Screen



Cost/Sell Price Options

These settings control how costs are used within the system.

Cost To Show For Sells	When a new sell price is added to an item, the system calculates an Expected Cost in order to calculate the margins. By default this cost is the Landed Cost. This option allows you choose from Invoice Cost (does not include freight) or Final Cost (includes freight and any supplier rebates available).
New Sells Calculation Method	This option controls what happens when a new sell record is added to an item. The default option is 'Margins On Costs'. With this option, sell prices are calculated using default margins and rounding rules on the best cost. The other option is 'Default To Previous'. In this case, the system will look for a previous normal sell record for the same location and will use those sell prices as the defaults for the new sell record. If no previous sell can be found, the system will use the margins on best cost. If you are entering a promotional sell, the system will default the sell prices to the previous normal sell prices for the same location.
Use Normal Cost For Normal Sells	<p>By default, this option is checked on. This means that when a Normal sell price is entered, the system gets the best Normal cost, which ignores any deals which may be in place at the time. When a non-Normal sell is entered, the system gets the best overall cost, including any deals.</p> <p>If you check this option off, the system gets the best cost all the time.</p>
Final Cost includes Service Cost Rebates	There are a variety of rebate types including Service Cost. Some clients like to see Service Cost rebates included in their final cost and others do not. If this option is checked on, the final cost WILL include Service Cost rebates.
Default Deal Type	This is the default deal type that will be used when a new deal is created.
Core Bonus Rebate Type	This is the rebate type that represents a Core Bonus rebate. This allows the rebate claims to specially identify these rebates.
Promo Core Bonus Rebate Type	This is the rebate type that represents a Promotional Core Bonus rebate. This allows the rebate claims to specially identify these rebates.
Propose Sells For Normal Cost Changes Only	By default, this option is checked on meaning the system generally only compares the old normal cost to the new normal cost. However, if you want to propose new sell prices whenever a deal

	takes effect then you actually want to compare the old current cost to the new current cost so turn this option off.
Always Propose A Sell	Propose a sell every time.
Use Parent and Group Sell Ranging	If the checkbox is not checked, only the parent hierarchy will be considered, groups will be ignored.
House Pour Price	When a bottle item is copied for house pour, the sell price of the bottle item will be divided by this number to get the sell price of the hour pour item. So if you want the sell price of the hour pour item to be 1/4 of the bottle price, this number would be set to 4. Requires the <i>Allow Duplicate EAN/UPC/PLU Numbers</i> option to be checked on (located within the <i>EAN/UPC/PLU Control</i> section on this tab).
House Pour UOM	The Unit of Measure used for house pour items. When the house pour item is created, its unit of measure and size will be set to this value.

EAN/UPC/PLU Control

These options will control how IPN's are created and validated within the system.

Auto Create PLU From IPN	If this option is checked on, the system will automatically create a PLU on a new item so that the PLU is the same number as the IPN.
Auto Create EAN8 From IPN	If this option is checked on, the system will automatically create a new IPN on a new item. The new IPN will be an EAN8 barcode number with a leading 2 and the required check digit. The number is only created if the IPN is less than 999999.
Allow Duplicate EAN/UPC/PLU Numbers	If this option is checked on, the system will allow the same numbers to be entered on more than one item.
Check Valid EAN/UPC	If this option is checked on, the system will make sure that the entered number is a valid EAN or UPC number.
Convert PLU on POS to EAN-8	This option is used in conjunction with the Auto Create EAN8 From IPN option above. If this option is checked on, then any PLU entered at the POS that is 999999 or less, will be automatically converted to an EAN8 number which is then looked up. This stops the system doing a look up directly on the entered PLU number.

Buying Review

These options allow the configuration of the 'sells' to be used when applying price changes. See [Buying Review](#) for more information.

Sell to be used for calculated Sell	Tells the system which Sell to use when saving changed prices (Sell 1 to 5 can be selected).
Sell to be used for Supplier RRP	Only applies when a supplier file is imported. An optional field in the supplier file contains the suggested RRP price for an item. The sell to import this price to can be selected here.

Item Import

Default Quantity for Item Import	The default value is 0 – no default used. The entered value must be an integer between 0 and 9999. Used to speed up scanned item imports when importing item details using a keyboard scanner.	
Goods Receipt Import Value	Allow user to select import behaviour	When an import is committed to a Goods Receipt, the options given are:Reset and Replace, Replace or Add.
	Replace values	The first GR import will reset all received values to zero, then replace with the contents of the import file. Subsequent imports will add values from the import file to the existing values

VHHT

Default VHHT Counting Unit	To allow selection of the default HHT counting unit - Weight (KKKK.GGGG) or Quantity (up to 8 digits).
VHHT Export Type	Standard or Carton Support. The option Standard means that no carton information will be exported to the VHHT. Note: When a HHT export is performed, carton information will only be exported if 'Load all items within the system to the handheld' is NOT checked.

Default Stock Take Type

This field determines the default stock take type used when new stocktakes are created when Stock Take (with Templates) is used.

Stocktake - Basic

This function allows you to perform a stocktake based upon the [Stock Template](#).

When creating a new stocktake, you may need to select the stocktake type such as Direct if no default stocktake type has been defined in [System Settings](#). Enter the store location and select the *Add Items* button. All items for that location linked to a [Stock Area Template](#) are added to the [Items](#) tab. If an item does not belong to a stock area template then it cannot be counted.

Location	The store location at which the stocktake is to be performed. Only store or warehouse locations can be entered here.
Stocktake Date	The date for which the stocktake is being performed.
Add Items	When selected it populates the Item tab with all items belonging to a stock area template. Ad hoc items cannot be added.
Get Current Stock	This button is only available if the type of stocktake is 'Direct or 'Bar Direct'. When you have finished entering the items that were counted, press this button to get the current stock on hand and cost information for the items. It updates the expected stock count that the variances are calculated against.
Status	The status of the current stocktake. The system will update the status automatically as you create, and prepare the stocktake. The status codes are:

New	Indicates a stocktake has been created but not yet accepted.
Accepted	The <i>Accept</i> or <i>Hold</i> button has been pressed and the stocktake has been finalised. Details cannot be changed.

Created	The user who created the stocktake, and the time when the stocktake was created. This is set automatically by the system.
Authorised By	The code of the user who authorised the transaction when it was accepted.
Stocktake Type	Information field confirming the type of stock take created.
Comments	Free text field to add comments against the stocktake.

There are buttons at the top of the window to control the transaction. Special buttons include:

	Press this button to launch the stock take report options. Only the worksheet and high variance reports will be available.
	Press this to accept the stocktake. At this point the stock on hand figures are set to the stock take figures for the location. No further changes can be made to the stocktake after it has been accepted.
	Press this button to hold the transaction. This is like accepting a stocktake in that the stocktake cannot be altered anymore but it does not actually adjust any actual quantities. No further changes can be made to the stocktake once it has been held.
	Press this button to import items from another source (handheld, spreadsheet and so on). See Importing Data for further details.

Stock Template - Basic

DataEntryInventory StockTemplate

To use the Stock Template functionality the *Allow stock template functionality* check box must be enabled in the System Settings [Inventory](#) tab.

Stock templates allows you to load pre-defined item templates and to edit the quantities within the [stocktake](#) grid or [purchase order](#). Search/select a store/warehouse to display the stock template review screen for that location. This will show all the current items that are available to that location.

To define which items appear in each [stock area](#) such as Counter, Kitchen, Fridge select the item flag against each stock area. Only those items that have been checked against the stock area will be displayed in the [Details](#) tab when the appropriate stock area has been selected.

Figure: Example Stock Template Screen

Buttons available at the top of the screen:

Location	The location that the stock template information relates to. Only one store location can be viewed at a time.
<input type="checkbox"/> Save	Saves changes made to the stock template since the last time it was saved.
 Cancel	<p>When selected, prompts the user 'Do you wish to cancel the changes made?' with a Yes/No option.</p> <p>Yes - the user is taken back to the stock template, any changes made since the last save will be discarded.</p> <p>No - the user is taken back to the stock template screen retaining the changes they have made but not committing those changes to the database.</p>
Template Management	Opens the Stock Areas screen to allow maintenance of stock areas for locations that are associated with the management areas the user ID is linked to.

The Basic tab displays all stock items that are available to that store location (department) in a grid. The items are ordered by Department, Category, Group, Sub Group and then by Description. Sort the contents of the grid by selecting any of the field headers. Selecting the header toggles the grid between ascending and descending order. Information displayed in the grid area:

Location	Displays the description of the location code selected. This is an information field to confirm the correct location has been selected.
Go To	Used to search for a specific item and takes you to that line in the grid.
IPN	Item product number.
Supplier	Supplier the item belongs to.
Order Code	Order code of the item.
Dept/Cat/Group/SubGroup	Dept/Cat/Group/SubGroup linked to the item.
Description	Description of the item.
Purchase Unit	Purchase UOM linked to the item on the item setup Basic tab.
Status	<p>Status of the item, this relates to the item's supplier status in item setup (STRSTATUS in the RANGE table). There are 7 statuses available:</p> <p>Available, Deleted, Indent, Obsolete, Pre Sell, Run Down, Superseded.</p> <p>Where an item is available then no message is displayed in the status field.</p>
Key	<p>Check box to indicate that the item is a key item for that location, these items will be highlighted in reports allowing the food service manager at site to easily identify them.</p> <p>There is no limit to the number of items that can be highlighted as key items.</p>
Stock Areas	A column is displayed for all the stock areas that have been created for that store location (department). Check on each stock area that the item exists in so that the item will be shown under each of the stock areas in the Details tab.

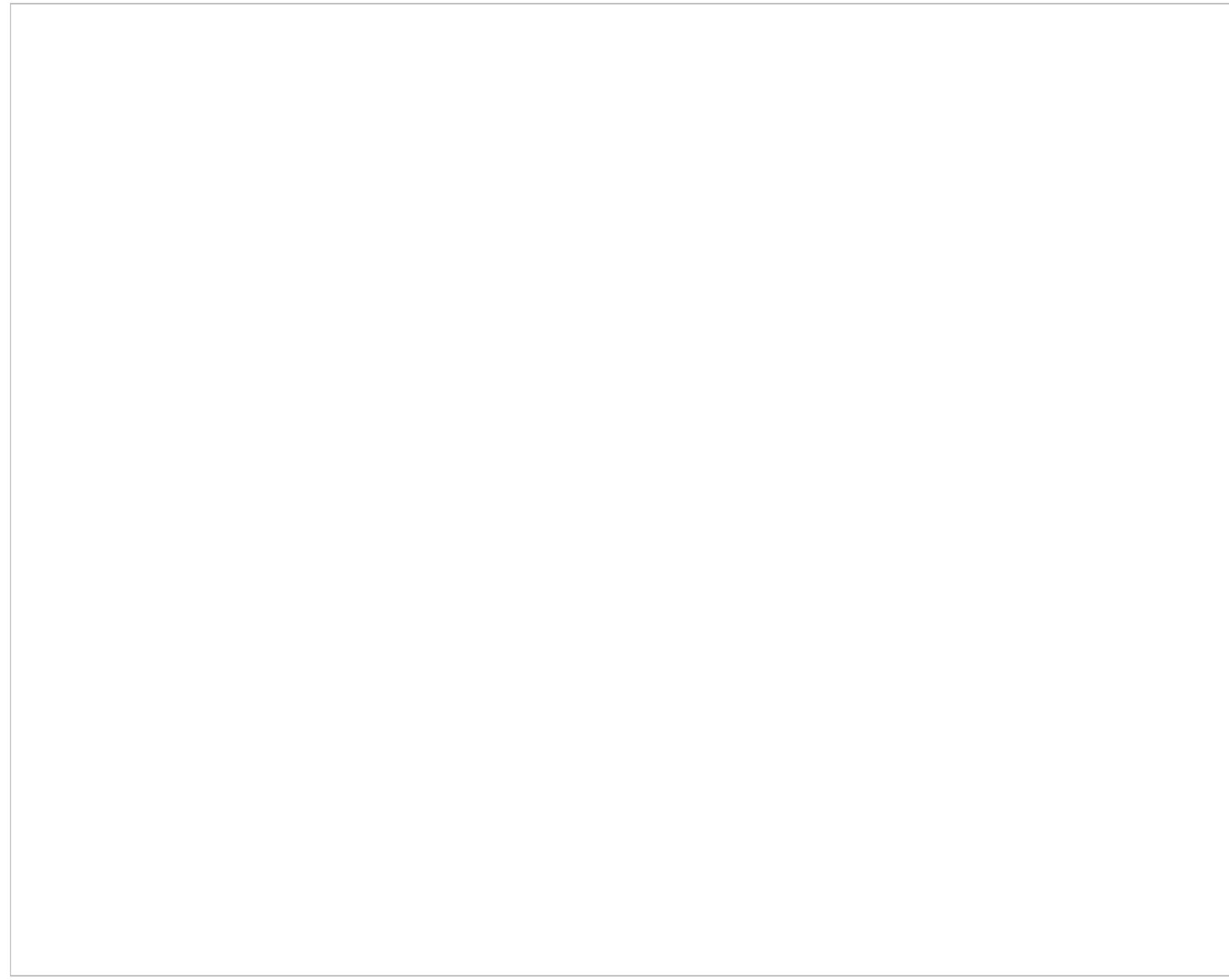
Purchase Orders - Main

DataEntryInventory POTemplate

Note: This function requires SQL Server 2005 or later to run as the keyword CLASS APPLY was introduced in SQL 2005.

Purchases orders are created by the user to inform the supplier about which products are needed. A typical purchase order contains supplier details, items required and quantity ordered. Items cannot be added to the grid directly. Only available items associated with a [stock area](#) are shown on the purchase order.

Figure: Example Purchase Orders Screen



Supplier	The supplier the goods are being ordered from. All items that are entered in this purchase order must belong to this supplier.
Location	The store location that is raising the purchase order.

Required By	<p>The date the goods are required by. The field <i>Max Number of Days in Advance</i> field in Supplier ordering tab will define the maximum required by date that a PO can be raised against.</p> <p>All other dates, both old and outside the max number of days in advance will be greyed out and cannot be selected.</p>
Delivery/Delivery To	<p>This is the date range between which you want the supplier to deliver the goods. The 'To' date will default to the 'From' date. Based on Order Frequencies and Delivery Slots set up by the supplier, the system will look for an order frequency which applies to all items. If it cannot find one, it will simply assume the Delivery date is tomorrow.</p>
Payment Due	<p>The date we expect payment to be due. This is calculated as the delivery date plus the standard number of days payment is due to the supplier.</p>
Supplier PO Ref	<p>The supplier may give you their reference number for your purchase order. That number can be entered here for reference purposes.</p>
Agent	<p>The agent who helped to prepare the order, if any. If an agent is added then as items are added to the purchase order, the system will perform a check. If the item did not come from that agent, a warning message will be displayed. This will not stop the item from being used but simply warns the user that the item may not be correct.</p>
Customer Number	<p>If this purchase order is being done on behalf of a specific customer you can enter the customer's number here as a reference. If you don't know their number, press the Customer button to do a search. Only one customer can be recorded per purchase order.</p>
Customer Reference	<p>Any reference number the customer may have given us for their order.</p>
Transaction #	<p>If this purchase order is being done for a specific customer order, you can enter the transaction number of the order here. If you don't know the transaction number, press the Transaction# button. This will allow you to search for transactions for the specified customer.</p>
Special Instructions	<p>These are special instructions to the supplier regarding delivery, for example 'warehouse is closed from 3.00PM'. A default instruction can be recorded on the Special Messages tab of the Locations function. A different message can be set up for each location. This default instruction will be displayed for each new purchase order. You can keep the instructions or change them as required.</p>
Comments	<p>A general comment about the purchase order. This is simply used for your own notation. For example, 'do a special check for damage when goods come in'.</p>

Status

The status of the current purchase order. The system will update the status automatically as you create, and prepare the purchase order. The status codes are:

New	Indicates a purchase order has been created but not yet printed.
Printed	The purchase order has been printed but not sent.
Sent	The Send button has been pressed and the purchase order has been finalise. Details cannot be changed. If the supplier uses B2B transactions then the status may not be set to Sent immediately the Send button is pressed. It may not get sent to Send until the purchase order has been through the B2B process and accepted by the supplier.
Part Recv	Indicates that some, but not all items, have been received into either Goods Receipt or Invoice Matching.
Received	Indicates that all items have been fully received into either Goods Receipt or Invoice Matching.
Cancelled	After the purchase order has been sent, the purchase order has been cancelled. This is set by pressing the Cancel Purchase Order button.
Confirmed	Used with some B2B transactions. Similar to Sent but indicates the supplier has received the order and loaded in into their systems. No checks have been done on the order. It has simply been loaded.
Canc Req	If a PO was cancelled and the supplier uses B2B transactions, the status will not change to Cancelled immediately. It will get set to Canc Req to show that the B2B service needs to send the transaction to the supplier. The next expected status would be Rejected or Cancelled.
Requested	The supplier of the purchase order uses B2B transactions. The purchase order has been marked as Requested to send via B2B. You cannot receive against a PO with this status. The B2B Service will look for transactions with this status and process it as required.
Req Rejected	Not currently used.

Req Ack	Used as part of the B2B processing. The supplier has acknowledged it has received the order details. They have not actually processed the request yet. They are simply acknowledging they have received the request. We are still waiting for a proper response so the status can be changed to Sent or Rejected. This is a status you should rarely see as the time between the acknowledgement and the response should be very small. You cannot receive stock when the PO has this status but you can cancel a PO that has this status. If you find a transaction which is stuck on this status, it could be changed back to New and be reprocessed.
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Canc Ack	Used as part of the B2B processing. When the supplier has received our request to cancel a purchase order (Canc Req above), they will acknowledge the request and the status of the PO will change to Canc Ack. They have not actually processed the request yet. They are simply acknowledging they have received the request. We are still waiting for a proper response so the status can be changed to Sent or Rejected. This is a status you should rarely see as the time between the acknowledgement and the response should be very small. You cannot receive stock when the PO has this status but you can cancel a PO that has this status.
-----------------	---

HO Req	Not currently used.
---------------	---------------------

Submitted	Used in the B2B process and indicates the EDI batch file has been successfully launched.
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Rejected	The purchase order has been through the B2B process and the supplier has rejected it. It may be that the order has been cancelled or the PO contents has been rejected, in this case the requesting location will need to review the PO contents.
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Created	The time when the purchase order was created. This is set automatically by the system.
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Created By	The user who created the purchase order.
-------------------	--

Authorised By	The code of the user who authorised the purchase order when it was sent.
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Buyer	The Buyer Code of the user who accepted the order. When the order is accepted the system will do a variety of checks based on the buyer code, for example minimum/maximum value of purchase orders. If the checks fail, the system will ask for an authorising user. The buyer code for that user will then be recorded against the purchase order and the limits rechecked for that buyer code.
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Type	<p>The type of purchase order. This will be ORDER for a standard purchase order. If you do a claim by pressing the Returns button, the type will be CLAIM. If you do a return by pressing the Returns button or the total ordered quantity is negative, the type will be RETURN.</p> <p>You can use these types when doing searches. They also have an impact on the appearance of the printed purchase order.</p>
Main PO#	<p>If you do allocated orders, the first purchase order in the set will be considered the main purchase order. The number of this main purchase order will be recorded as the Main PO# for each related purchase order.</p>

There are buttons at the top of the window to control the transaction. Special buttons include:

	<p>Press this to accept the purchase order and send it to the supplier. If EDI is an option for this supplier then it will process through the EDI routes.</p>
	<p>Press this button to cancel the purchase order after it has been Sent.</p>
	<p>Press this button to import items from another source such as a handheld or spreadsheet. See Importing Data for further details.</p>
	<p>When selected, this will trigger the Items tab to be populated with all items for the supplier and a stock area template.</p>

Customer Categories

This function allows you to define the category codes used by customers. A customer can have up to five different types of categories. The first one is reserved for the Customer Type but the others can be used as required.

Figure: Example Customer Category Screen

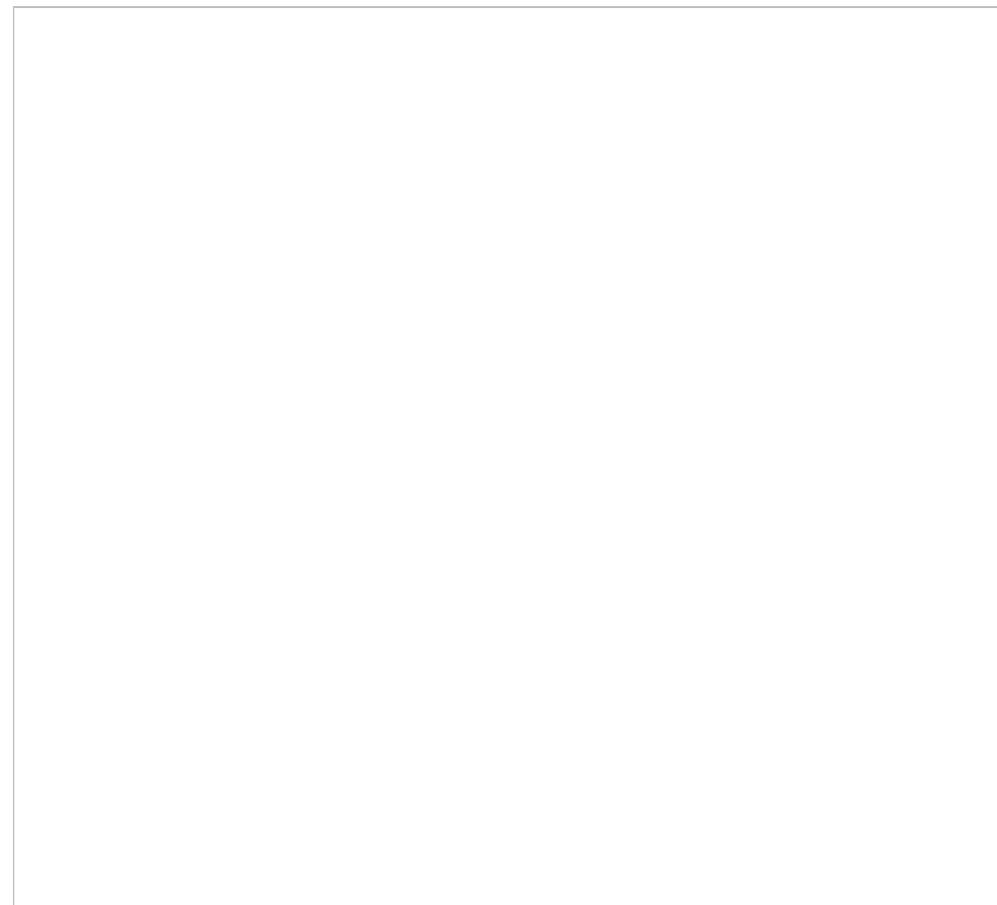
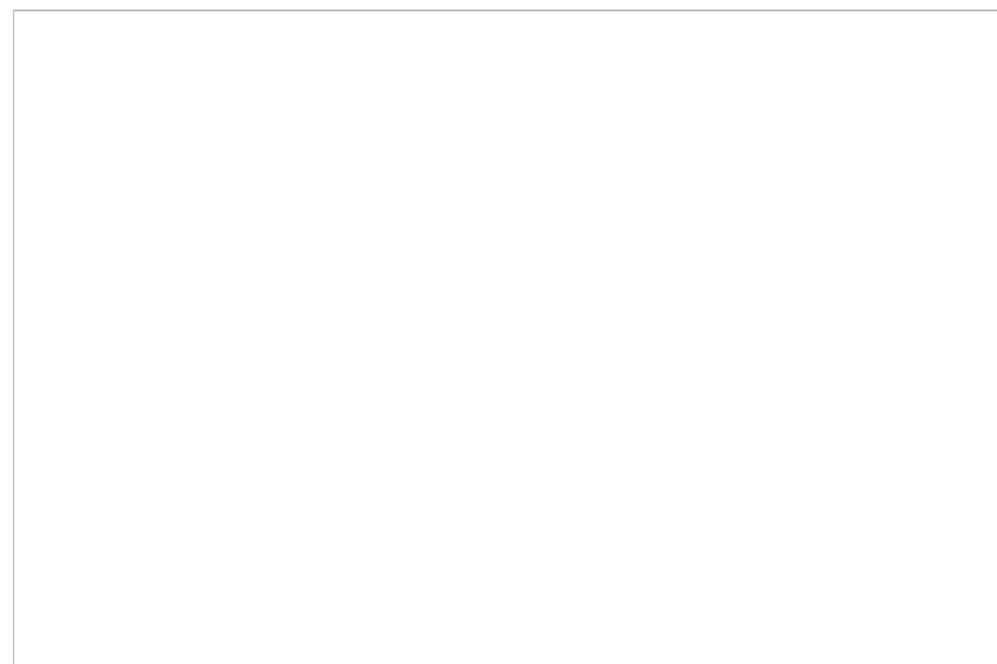


Figure: Example Customer Category Screen



Type	A customer can be assigned to five different categories. This is a number between
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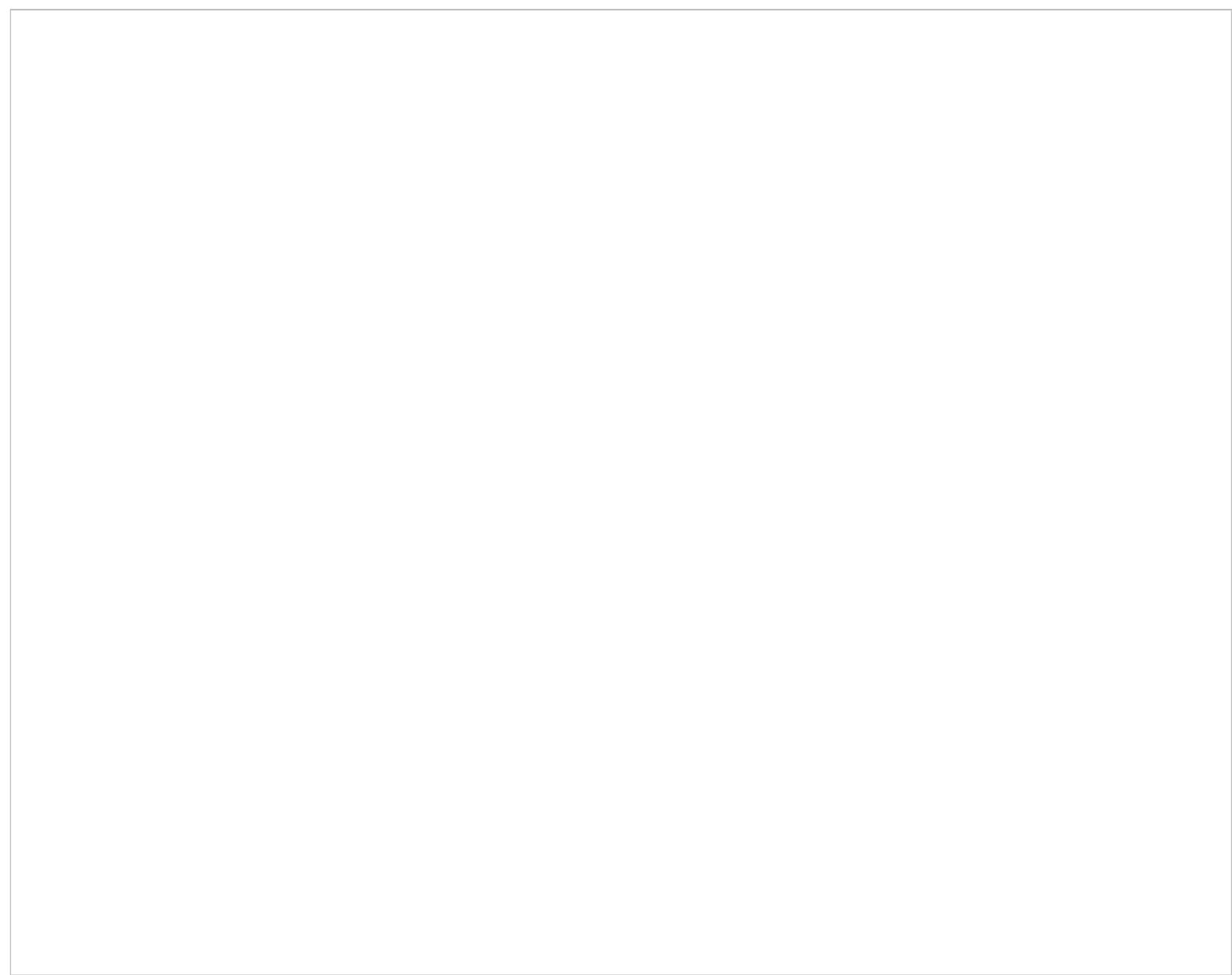
1 and 5 to restrict the use of this code to one of the five customer categories. A value of 1 is reserved for the customer type.

Code	An unique code to identify the category.
Description	A description about the category.
Price Level	This is a number from 1 to 5 representing the price level that a customer will be charged for their sale. If left empty, the customer will be charged the current price level.
Print A4 Invoice	Allows an A4 invoice to be printed, rather than a receipt.
Print Signature	Used for the Customer Type category codes. If this is true, the system will ask for a signature at the bottom of the receipt for the customer to sign.
Print Sales Tax	Indicates if the sales tax info is printed on the receipt.
Required Points	Used for the Customer Type category codes. When a customer of this type reaches this number of points they are entitled to be upgraded to the customer type specified in Next Category. This is a simple approach to upgrades. For more flexibility, see Upgrading/Downgrading Members .
Next Category	This is the customer type code that the customer will change to when they have earned enough points (the Required Points column).
Calculate Points	If this is checked on, the system will calculate points for a customer belonging to this customer type.
Statement Message	This message will be printed on the customer loyalty statements.

Tills - Profile - Printing

This tab allows you to control the printing options for a POS.

Figure: Example Tills Screen



Standard Settings

Print Receipt	If checked on, a receipt is printed at the end of the sale transaction, otherwise r all.
Reports To Receipt Ptr	By default a till read (X or Z) would be printed to the default Windows printer. If on, the read is printed to the receipt printer. Note: DynaPOS needs to be running on the computer at the same time the till controls the actual printing.
Print EAN/UPC/PLU On Receipt	If this option is checked on and the Print Extra Details on Receipt checkbox is s system prints the IPN/PLU used to find the item on the receipt. Note: This option will not work if the Check Order Code First option is checked on. It is recommended for use in environments where modifiers are used.
Print Order# On Receipt	If checked on and the Print Extra Details on Receipt checkbox is selected, Dyna supplier's order code underneath the item on the receipt.
Print IPN On Receipt	If checked on and the Print Extra Details on Receipt checkbox is selected, Dyna underneath the item on the receipt.
Ask A4/Receipt	If this option is checked on DynaPOS asks the operator if they want a receipt o occurs at the end of each transaction.
Print Cancelled Sales	If this option if checked on, a receipt is printed for cancelled sales.
Print Misc Trans To Receipt	If checked on then DynaPOS prints miscellaneous transactions such as cancell adjustments to the receipt printer. If checked off, the transactions are printed to
A4 Receipt Format	If checked on, DynaPOS/Touch will print receipts in an A4 format to the default
Print Receipt in Training Mode	If checked on, receipts will be printed for transactions made in training mode.
Print Extra Details on Receipt	If checked on, different pieces of extra information that can be included on the F transaction bar code, IPN and so on. will be printed on the receipt.
Print Test Receipt	If checked on, POS will print a test receipt to its receipt printer to show that the correctly.
Print No Sale Receipt	If checked on, a receipt will be printed for No Sale transactions.

Print Promotion On Receipt	Not currently used.
Print Gift Certificate	If checked on, DynaPOS will print a gift certificate for each individual gift certificate. You can use this gift certificate instead of preprinted certificates.
Print Credit Note	If checked on, DynaPOS will print a credit note for each individual credit note in receipt. You can use this credit note instead of preprinted notes.
Print Sale Comment	If checked on, POS will print the sale comment on the receipt.
Print Non-Itemised Receipts	If this option is checked on, customer receipts are printed with no item details. Only total and tendered amounts are printed.
Return Receipt Negative	If this option is checked on, the receipt for return transactions will have negative values. If unchecked, the values will be positive.
Ask Entertainment On Reprint	When a reprint is done, and this option is checked on, POS will ask if you want to print entertainment details on the receipt. If you answer yes, the entertainment details on the receipt will be printed at the end of the receipt.
Print Long Desc on A4	If the Print Long Desc On A4 option is checked on, the A4 receipt will print the long description. If the long description has not been set, it will print the Brand +Description +Color.
Roll Up Modifier Pricing	If the Roll Up Modifier Pricing option is checked on, the price of any modifier items will be rolled up into the main item.
Print SOD Float Receipt	If the Print SOD Float Receipt option is checked on, a receipt will be printed. The receipt will print at least one receipt. If the SOD Float Extra option in Till is greater than zero, multiple receipts will also be printed.
Print UOM for Items	The option 'Print UOM for Items' has been added to the receipt printing profile to allow the user to select whether or not the UOM is displayed and printed for multiple items. Example (ON): 3 EACH @ £1.99/EACH Example (OFF) 3 @ £1.99
Print Till Adjustments	This option allows you to control the printing of the POS till adjustments such as discounts, in/out and skim lift/float. If checked, the till adjustments will be printed.
Print Sales Tax Info	This option indicates if the sales tax info is printed on the receipt and standard.
Print Delivery	This option indicates if prints are required and if so select the printer in the drop-down menu.

Report							
Consolidated Receipt	<p>Indicates if standard receipts allow consolidated receipts. By default this setting turned on and the tills reloaded, a receipt item will be consolidated if a duplicate receipt. Applies when printing a standard receipt only, A4 printing is not affected</p> <p>Example (ON) Item A £1.00 x 3 £3.00</p> <p>Example (OFF) Item A £1.00 Item A £1.00 Item A £1.00</p>						
Receipt Format	This option allows you to control the format of the item information on the receipt						
Set Meal Format	<p>This controls the way in which Set Meal items will be printed on the customer receipt. The available options are:</p> <table border="1" data-bbox="365 798 1615 1291"> <tr> <td data-bbox="365 798 625 976">Show Items/No Prices</td> <td data-bbox="625 798 1615 976">The ingredient items in the set meal are listed under the main item, only shown for the main item, not the ingredient items.</td> </tr> <tr> <td data-bbox="365 976 625 1155">Show Items/Show Prices</td> <td data-bbox="625 976 1615 1155">The ingredient items in the set meal are listed under the main item, shown next to each ingredient item, not the main item.</td> </tr> <tr> <td data-bbox="365 1155 625 1291">Do Not Show Items</td> <td data-bbox="625 1155 1615 1291">Only the main item is shown. The ingredient items are not printed.</td> </tr> </table>	Show Items/No Prices	The ingredient items in the set meal are listed under the main item, only shown for the main item, not the ingredient items.	Show Items/Show Prices	The ingredient items in the set meal are listed under the main item, shown next to each ingredient item, not the main item.	Do Not Show Items	Only the main item is shown. The ingredient items are not printed.
Show Items/No Prices	The ingredient items in the set meal are listed under the main item, only shown for the main item, not the ingredient items.						
Show Items/Show Prices	The ingredient items in the set meal are listed under the main item, shown next to each ingredient item, not the main item.						
Do Not Show Items	Only the main item is shown. The ingredient items are not printed.						
Item Sort Order	<p>This controls the sort order of the items on the customer receipt. The available options are:</p> <table border="1" data-bbox="365 1386 1615 1669"> <tr> <td data-bbox="365 1386 755 1480">Entered Sequence</td> <td data-bbox="755 1386 1615 1480">This is the sequence the items were added to the receipt.</td> </tr> <tr> <td data-bbox="365 1480 755 1575">D/C/G/SG/Description</td> <td data-bbox="755 1480 1615 1575">The items are sorted by D/C/G/SG then POS description.</td> </tr> <tr> <td data-bbox="365 1575 755 1669">Description</td> <td data-bbox="755 1575 1615 1669">The items are sorted by POS description.</td> </tr> </table>	Entered Sequence	This is the sequence the items were added to the receipt.	D/C/G/SG/Description	The items are sorted by D/C/G/SG then POS description.	Description	The items are sorted by POS description.
Entered Sequence	This is the sequence the items were added to the receipt.						
D/C/G/SG/Description	The items are sorted by D/C/G/SG then POS description.						
Description	The items are sorted by POS description.						
Delivery Report Printer	Used in combination with the <i>Print Delivery Report</i> check box above to select the printer used for delivery reports.						

Account Settings

Points on Receipt	If checked on, DynaPOS prints a customer's points (up to but not including the current sale) at the bottom of the receipt. You can use the <POINTS> keyword on the Receipt Header on the Locations tab to do the same job. The keyword is better because you can control the position where the points will be printed. If you use this option, the points will simply be printed at the end of the receipt.
A/c Balance On Receipt	If checked on, DynaPOS prints the balances of a customer's accounts at the bottom of the receipt. Only those account types which are allowed to be printed are shown on the receipt. You can use the <ACCOUNTS> keyword on the Receipt Header on the Locations tab to do the same job. The keyword is better because you can control the position where the accounts will be printed. If you use this option, the accounts will simply be printed at the end of the receipt.
Print Points Expiry	When this option is checked you will be able to specify a numeric value and either 'Months' or 'Years' from a dropdown combo box. Therefore, if you want to display the total number of points that will expire at the end of 3 months (inclusive of the current month), the value of '3' should be entered along with the value of 'Months' being selected in the drop-down combo box.
Print Points Expiry Bands	<p>When checked, points expiry receipt band printing is activated. This option is only available if <i>Print Points Expiry</i> is selected. When checked the points expiration is calculated and printed in bands of one month / year each. Therefore, using our previous example, we would see the number of points that will expire for each of the next 3 months. The points that are calculated are inclusive of the current month / year, and are calculated up to the end of each month / year.</p> <p>Examples: If the current date is the 14/07/2010 and we wish to print points that will expire in the next 3 months.</p> <p>If Print Points Expiry Bands in NOT checked then the following would be printed on the receipt: '2572 Points will expire by 31/09/2010'.</p> <p>If Print Points Expiry Band is checked then the following would be printed on the receipt.</p> <p>'311 Points will expire by 31/07/2010' '2128 Points will expire by 28/08/2010' '133 Points will expire by 31/09/2010'</p> <p>Note: If a the number of points for a band is not greater than zero, then it will not be printed.</p>

Kitchen Receipts

Multi Items on Kitchen Receipt	When a kitchen receipt is printed and this option is checked off, a receipt will be generated for each individual item. If the option is checked on, multiple items can be printed on one receipt.
Print Only For Valid Tables	If this option is checked on, kitchen receipts are only printed for transactions on valid tables. If you enter a customer's name on a transaction instead of a valid table, the kitchen receipt will not print. If the option is checked off, the kitchen receipt will always be printed when required.
Print Items on Demand	If this option is checked on, items will NOT be printed to kitchen printers automatically. Instead, they will only be printed when requested. See Kitchen Printing for more details.
Print Old/New Changes	This option controls what happens when an item is changed on a set meal. If the option is checked on, the kitchen receipt will show both the old item and the new item. If it is checked off, only the new item will be printed.
Blank Lines Between Items	This option controls the number of blank lines separating items on the kitchen receipt. By default no blank lines are printed.

Signatures

This section allows you to control when you need to ask for a signature on receipts.

Signature Message	This is the actual message that is printed on the receipt.
Print Signature For	These check boxes allow you to control what type of transactions you want to ask for signatures for. This can include sales, returns, exchanges and account payments. If you check any of these options on, you will ask for a signature on EVERY transaction of that type. If you only want to ask for a signature when using certain tender types, use the corresponding option on Tenders.

Extra Receipts

This section defines the extra receipts that are required under certain circumstances. Each number is the extra number of receipts you want. The system prints the number of receipts determined by the tender type PLUS this number of extra receipts.

When Signature Printed	This is the number of extra receipts you want, if you print the signature on a receipt.
Cash In/Out Transactions	The number of extra receipts required for cash in/out and paid in/out transactions.
Start of Day Float	The number of extra receipts required for start of day float.

Fixed Length Receipts

These details are used for receipts of fixed lengths for example receipts in Taiwan.

Lines/Page	The number of lines on one receipt page.
First Line	The first line of the receipt that we should print on.
Last Line	The last line of the receipt that we should print on.
Pages/Roll	The number of pages in one roll of receipts.

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Item Sales By Department Report

What Is It?

This report will show item sales broken down by department.

Note: The columns for 'Sales Inc Tax' and 'Tax Amount' are not shown when using a US-style tax system as the tax is calculated for the entire transaction not at item level.

Command

Client - REQUESTREPORTITEMS.EXE ITEMSALESBYDEPTREP

Server - REPORTITEMS.EXE

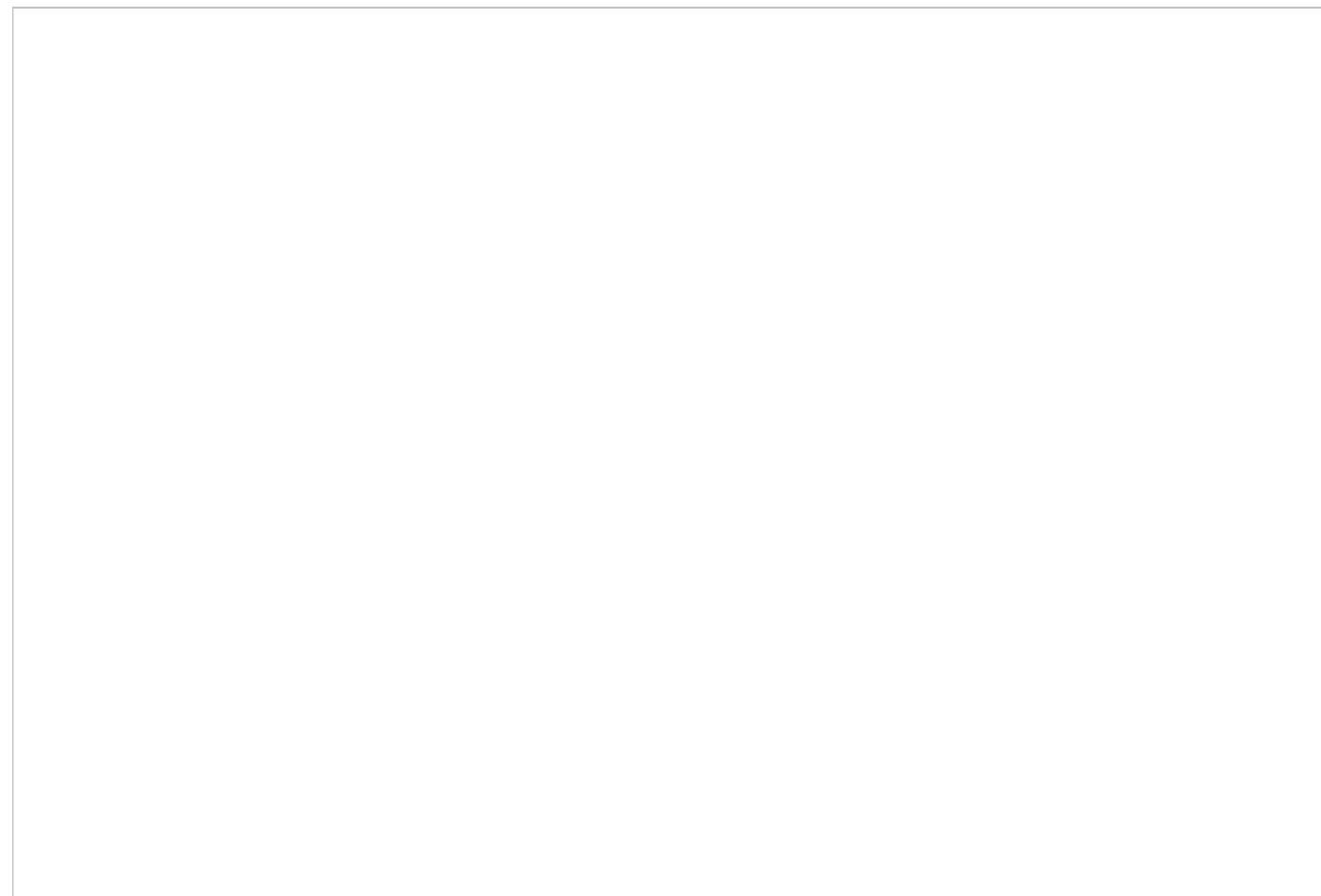
What Are The Report Parameters?

Location	The location to report sales for. This must be a 'Store' or 'Warehouse' location.
From Date	All sales from this date.
To Date	All sales up to this date.
Dept/Cat/Group/SubGroup	All items within the selected department, category, group and subgroup are reported. If left empty, all items are reported.
Family Group	All items within the selected family group are reported. If left empty, all items are reported.
Classification	All items within the selected classification are reported. If left empty, all items are reported.
Item Number	If left empty, all items are reported otherwise specific an item by its number.
Season/Year	Only items with this season/year will be selected.
Brand Name	If entered, only items from this brand will be selected.
Sales Method	If entered, only items from this sales method will be selected. If left empty, all items are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Item Sales by Department Report



Tender Report

What Is It?

This report shows sales/returns for a date range by tender type, for example cash, credit card, account payment and so on. You can summarise the details by location and/or date to see as much detail as required.

Commands

Client - REQUESTREPORTITEMS.EXE TENDERREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

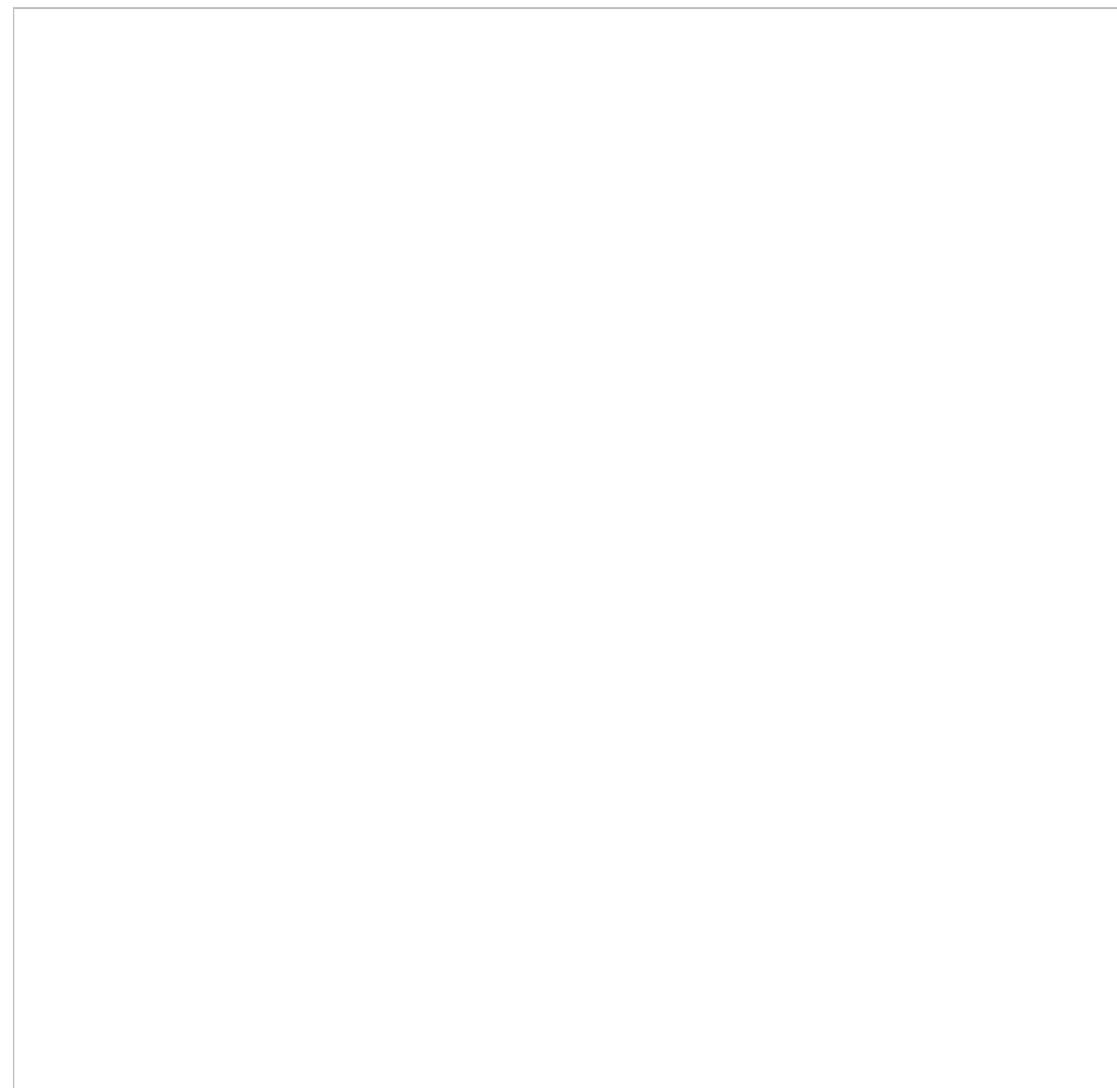
Location	Details are reported for this location.
Date Range	Sales/returns which occurred within this date range are reported.
Tender	Sales paid by this tender are reported.
Summarise Locations	If this option is checked on, the details for all locations are summarised together for each date. If the option is checked off, each location is shown separately.
Summarise Dates	If this option is checked on, the details for all dates are summarised together for a single date. If the option is checked off, each date is shown separately.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Tender Report



Print Order Report

What Is It?

This report shows a list of items that can be ordered at the location based on the stock template. It is required to print a blank order sheet for a supplier with items ordered by Stock Area, Stock Location and then by Description.

Commands

Client - REQUESTREPORTINVENTORY.EXE PRINTORDERREPORT

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

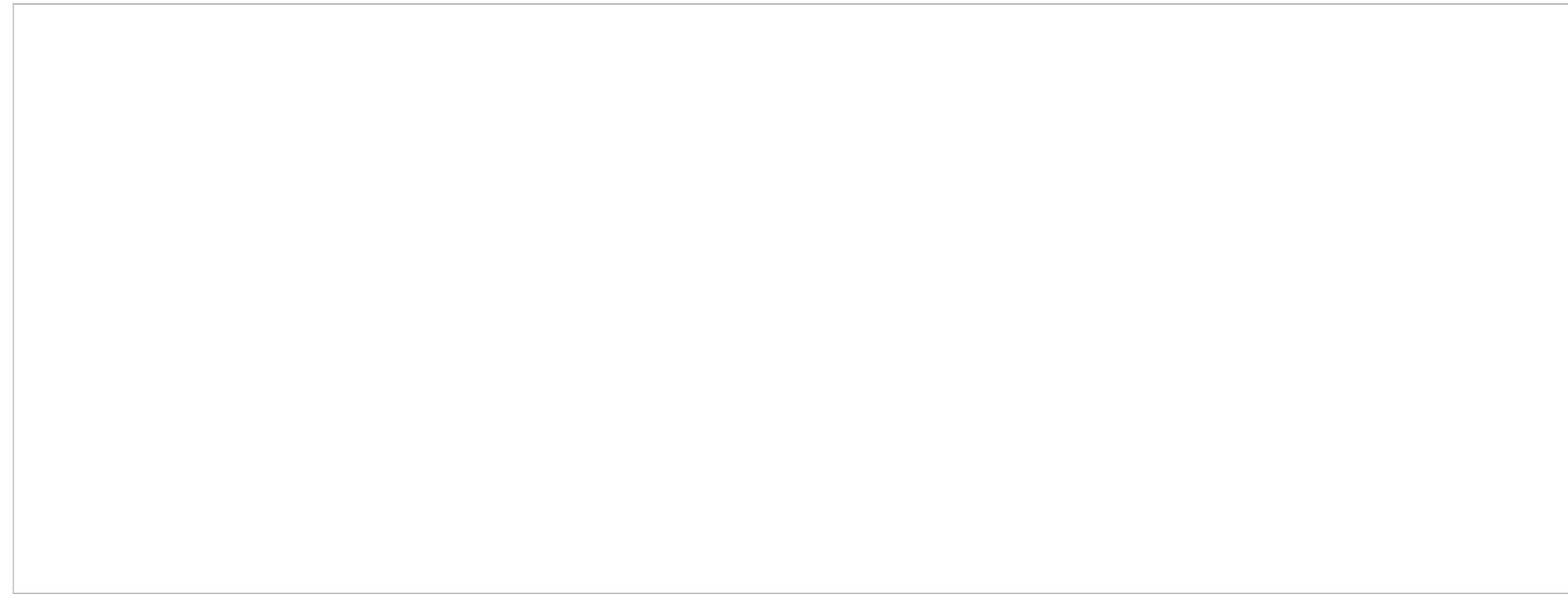
Location	Only items for this location are reported.
Supplier	Only items for this supplier are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Print Order Report



* denotes item is available in multiple locations

** denotes the item is a key item for this location

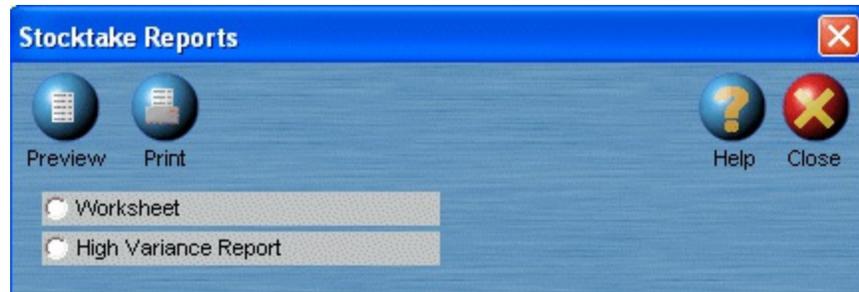
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High Variance Report

□ What Is It?

This report is generated when performing a stocktake using the stock templates. The report displays the bottom 20 variances (stock losses) and top 20 variances (stock gains).

Figure: Stocktake Reports Print Options

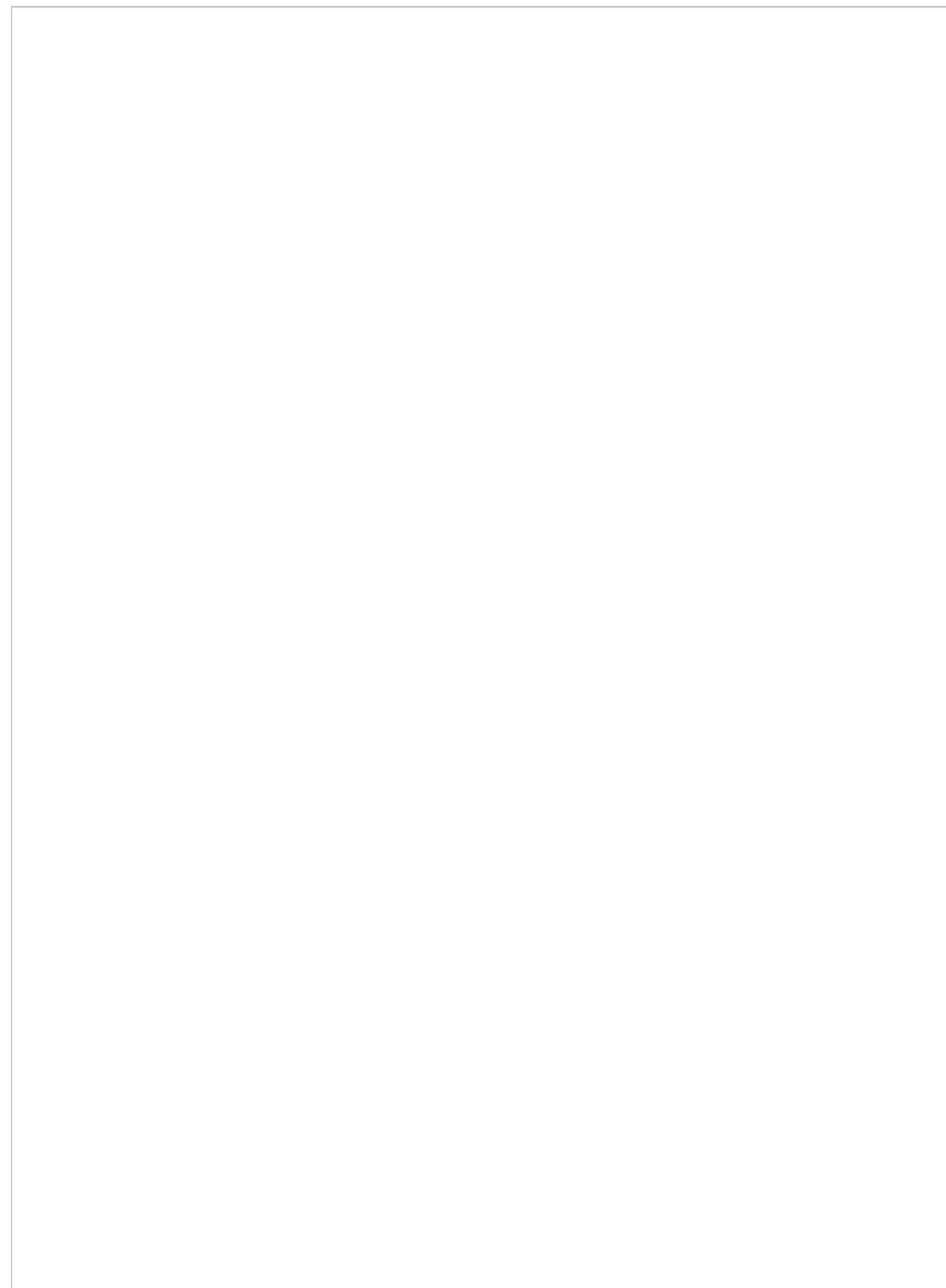


Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example High Variance Report



Blank Wastage Report

What Is It?

This report shows the templates linked to the location separated by a page break and shows a list of wastage reported.

Commands

Client - REQUESTREPORTINVENTORY.EXE BLANKWASTAGEREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

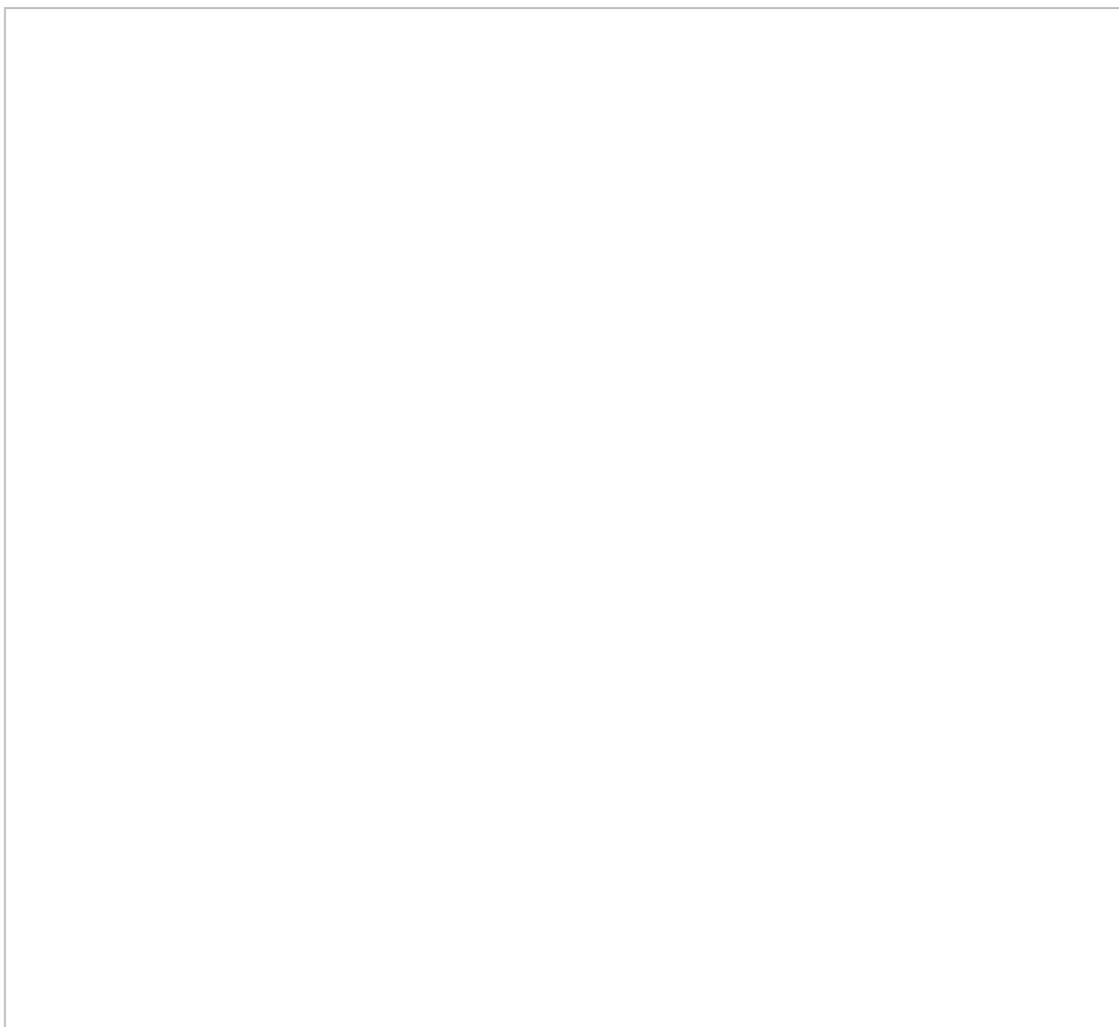
Location	Only templates for this location are reported.
-----------------	--

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Blank Wastage Report



Order Status Report with User

□ What Is It?

This report shows the status of current purchase orders due for delivery within the specified date range. It shows the value of what has been received and not received, as well as (optionally) the items on the purchase order. It is similar to the [Order Status](#) report but includes options for sorting, showing item details and filtering by Sent or Part Received status and who last updated the order.

□ Commands

Client - REQUESTREPORTINVENTORY.EXE ORDERSTATUSUSERREP

Server - REPORTINVENTORY.EXE

□ What Are The Report Parameters?

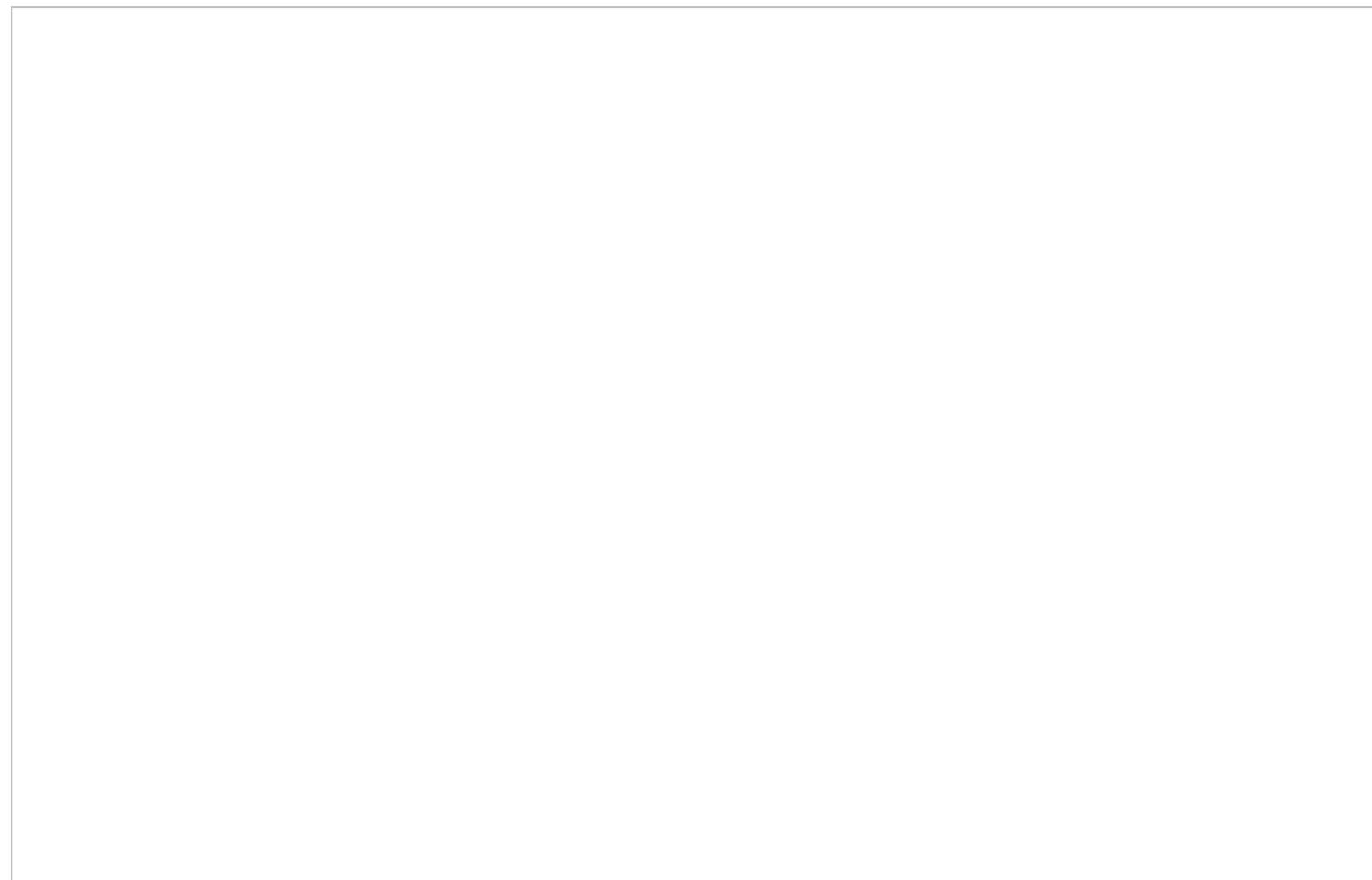
Location	The location or location group for which the details are required. This must be entered.
From/To Date	The date range for which the order's delivery date falls (the <i>from</i> delivery date).
Department	All orders in the nominated department will be selected.
Supplier	Only orders for this supplier will be printed. This does not have to be entered.
Status	Status of the order: New, Printed, Sent, Part Received, Received, Cancelled, All. Only purchase orders which are marked as 'Sent' or 'Part Recv' can be filtered out.
Show Item Detail	Indicates if extended item details will be shown. If not checked (the default) the order details are shown in a single line on the report. If checked, the order details are separated into a line per item in the order with the extended item description included as the final column in the report.
Sort Order	A limited number of fields (Location/PO Number/PO Status/ Supplier/Delivery date/Delivery to date/ Dept Cat Group Sub Group) are included to enable you to change the order matching entries are sorted by. The default value is Location/PO Number/Status.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Order Status Report



Gift Accounts Issued Report

What Is It?

This report shows a list of the gift accounts issued for a location or location group within a specified date range.

Commands

Client - REQUESTREPORTACCOUNTS.EXE GIFTACCTISSUEREP

Server - REPORTACCOUNTS.EXE

□ What Are The Report Parameters?

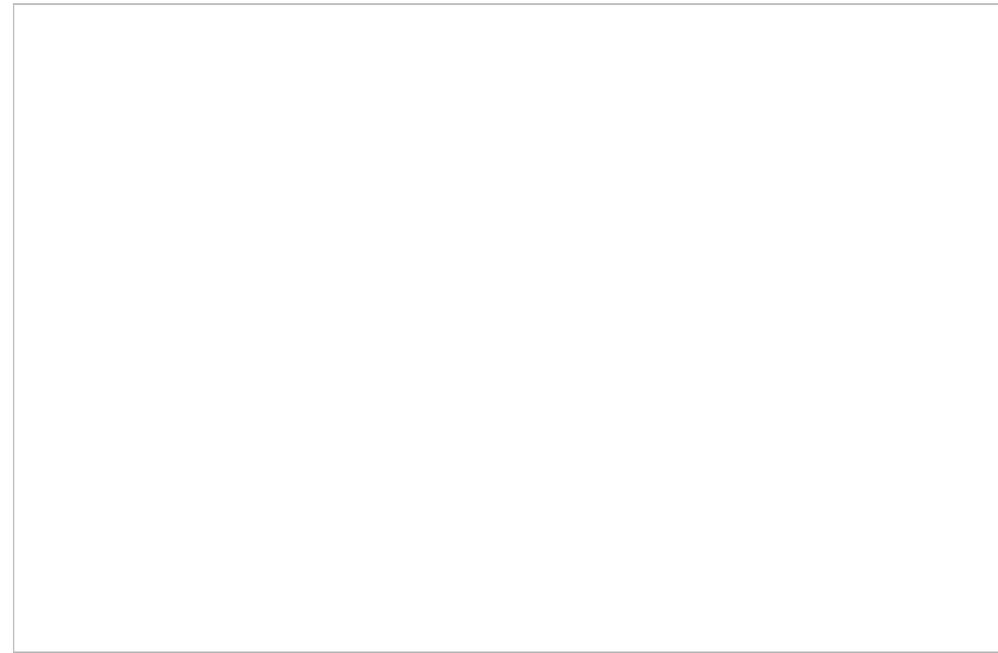
Location	The location or location group where the gift accounts were issued. If the location specified is a group, the <i>Separate Locations</i> check box lets you specify whether all the location details are included in a single report or a report is generated per location in the group.
From/To Date	Only gift accounts issued between the specified dates will be included in the report.
Sort Order	<p>Lets you specify the sort order of the report details. Up to 5 different fields (location, date, amount, account code and account number) can be included in the sort string by selecting the field in the combo box on the left hand side and clicking the arrow button to move into the sort order string. The current setting for the sort order will be shown to the right of the arrow button and an English description will be shown above this screen. Adding a field to the sort string removes the field from the list in the combo box.</p> <p>Pressing Clear resets the sort string to "" and the combo box is filled with all 5 fields again. It is not an error to pass an empty sort string to the report but in this case the records in the report will be shown in whatever order SQL server returns them.</p>

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Gift Account Issued Report



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Gift Accounts Redeemed Report

What Is It?

This report shows a list of the gift accounts redeemed for a location or location group within a specified date range.

Commands

Client - REQUESTREPORTACCOUNTS.EXE GIFTACCTREDEEMEDREP

Server - REPORTACCOUNTS.EXE

□ What Are The Report Parameters?

Location	The location or location group where the gift accounts were redeemed. If the location specified is a group, the <i>Separate Locations</i> check box lets you specify whether all the location details are included in a single report or a report is generated per location in the group.
From/To Date	Only gift accounts redeemed between the specified dates will be included in the report.
Sort Order	<p>Lets you specify the sort order of the report details. Up to 5 different fields (location, date, amount, account code and account number) can be included in the sort string by selecting the field in the combo box on the left hand side and clicking the arrow button to move into the sort order string. The current setting for the sort order will be shown to the right of the arrow button and an English description will be shown above this screen. Adding a field to the sort string removes the field from the list in the combo box.</p> <p>Pressing Clear resets the sort string to "" and the combo box is filled with all 5 fields again. It is not an error to pass an empty sort string to the report but in this case the records in the report will be shown in whatever order SQL server returns them.</p>

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Gift Account Redeemed Report

Gift Accounts Redeemed

anRepGiftAccount

Account#	Code	Amount Redeemed	Date Redeemed	Reference
001 : FRITH ST 001				
128	GIFT000006	5.00	18/02/2011	001#1556
136	GIFT000014	10.00	18/02/2011	001#1559
133	GIFT000011	4.80	22/02/2011	001#1561
	<i>Total Redeemed</i>	19.80		
005 : HAMPSTEAD 005				
130	GIFT000008	11.25	18/02/2011	CHG
130	GIFT000008	3.70	22/02/2011	CHG
	<i>Total Redeemed</i>	14.95		
020 : PICCADILY 1 020				
127	GIFT000005	15.00	18/02/2011	CHANGED
	<i>Total Redeemed</i>	15.00		
	<i>REPORT TOTAL</i>	49.75		

*** END OF REPORT ***

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Gift Accounts Outstanding Balances Report

What Is It?

This report shows a list of gift accounts for a location or location group that have an amount remaining on the account as well as the issued amount.

Commands

Client - REQUESTREPORTACCOUNTS.EXE GIFTACCTOUTSTANDINGREP

Server - REPORTACCOUNTS.EXE

□ What Are The Report Parameters?

Location	The location or location group where the gift accounts were issued. If the location specified is a group, the <i>Separate Locations</i> check box lets you specify whether all the location details are included in a single report or a report is generated per location in the group.
Sort Order	<p>Lets you specify the sort order of the report details. Up to 5 different fields (location, date, amount, account code and account number) can be included in the sort string by selecting the field in the combo box on the left hand side and clicking the arrow button to move into the sort order string. The current setting for the sort order will be shown to the right of the arrow button and an English description will be shown above this screen. Adding a field to the sort string removes the field from the list in the combo box.</p> <p>Pressing Clear resets the sort string to " " and the combo box is filled with all 5 fields again. It is not an error to pass an empty sort string to the report but in this case the records in the report will be shown in whatever order SQL server returns them.</p>

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Gift Account Outstanding Report

Gift Accounts Outstanding Balances

dmRepGiftAccount

Account# Code	Amount Outstanding	Date Issued	Issue Amount	Reference
---------------	--------------------	-------------	--------------	-----------

001 : FRITH ST 001

129 GIFT000007	10.00	17/02/2011	10.00	CHGAGAIN
132 GIFT000010	10.00	18/02/2011	10.00	001#1555
133 GIFT000011	15.20	18/02/2011	20.00	001#1555
134 GIFT000012	30.00	18/02/2011	30.00	001#1555
135 GIFT000013	40.00	18/02/2011	40.00	001#1555
131 GIFT000009	50.00	18/02/2011	50.00	001#1554
Total Outstanding	155.20			

005 : HAMPSTEAD 005

130 GIFT000008	5.05	18/02/2011	20.00	CHG
Total Outstanding	5.05			
REPORT TOTAL	160.25			

*** END OF REPORT ***

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Stock Aging Report By Goods Received

What Is It?

This report shows the age of stock broken down into 30 day bands based on goods received.

Commands

Client - REQUESTREPORTINVENTORY.EXE STOCKAGINGREPBYGR

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
Dept/Cat/Group/SubGroup	All items within the selected department, category, group and subgroup are reported. If left empty all items are reported.
Family Group	All items within the selected family group are reported. If left empty all items are reported.
Classification	All items within the selected classification are reported. If left empty all items are reported.
Periods	All items within the selected period are reported.
Show Values On Report	If checked on values are reported.
Report Summary By Dept	If checked on the report is summarised by department.

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Stock Aging Report By Goods Received



POS Operations

- [Getting Started](#)
- [Sales](#)
- [Prices](#)
- [Other POS Functions](#)
- [Payments](#)
- [Cancellations And Returns](#)
- [Till Control](#)
- [Printing](#)
- [Members/Customers](#)
- [Table Management](#)
- [Cash Management](#)

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Sales

How Do I ...

- [Create A Layby?](#)
- [Create A Cash On Delivery?](#)
- [Create A Customer Order?](#)
- [Generate A Quote?](#)
- [Accept A Trade-In?](#)
- [Sell A Gift Certificate?](#)
- [Sell A Gift Card?](#)
- [Top Up An Account Balance?](#)
- [Sell A House Pour Item?](#)

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POS Management

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- [Tills](#)
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- [Back Office Till Control](#)
- [Tenders](#)
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- [POS Reasons](#)
- [Sales Methods](#)
- [Shifts](#)
- [Surveys](#)
- [Stock Checks](#)
- [Grocery Functionality](#)
- [Restaurant Functionality](#)

Tenders

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Tenders

How Do I ...

- [Set Up Tenders](#)
- [Accept Foreign Currency?](#)
- [Accept Loyalty Points As Payment?](#)
- [Set Up The Quick Payment Button?](#)
- [Allow Only Cashiers To Pay A Transaction?](#)
- [Set Up EFTPOS Mapping?](#)

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Items

An item is a product that is sold in a store.

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Items

How Do I ...

- [Add A New Basic Item?](#)
- [Add A New Normal Cost?](#)
- [Add A Deal?](#)
- [Add A New Sell?](#)
- [See Details For A Specific Location?](#)
- [See Sales Statistics For An Item?](#)
- [Stop An Item Being Sold At A Location?](#)
- [Use Seasons?](#)
- [Set Up A Linked Item?](#)
- [Set Up A Recipe Item?](#)
- [Set Up A Consolidated Stock Item?](#)
- [Set Up Item Modifiers?](#)
- [Set Up Trade-In Items?](#)
- [Set Up Tracking Serial Numbers?](#)
- [Set Up Item Ratings](#)
- [Add Trading Terms?](#)
- [Add An Item Rebate?](#)
- [Set Up Extended Warranties?](#)
- [Family Groups](#)

Family Groups

How Do I ...

[Add A Family Of Items?](#)

[Add A New Variety Set?](#)

[Add A New Size Set?](#)

[Add A New Fit Set?](#)

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Cash Management

What would you like to view?

[Till Reads/Declarations](#)

[Perform An X-Read?](#)

[Perform A Z-Read?](#)

[Make A Declaration?](#)

[Cash Drawers](#)

[Add A Float?](#)

[Perform A Skim/Cash Lift?](#)

[Pay In Extra Income?](#)

[Record Petty Cash Purchases?](#)

[Use Multiple Cash Drawers?](#)

[Use Moneybelts?](#)

[Make A No Sale?](#)

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Cash Drawers

How Do I ...

- [Add A Float?](#)
- [Perform A Skim/Cash Lift?](#)
- [Pay In Extra Income?](#)
- [Record Petty Cash Purchases?](#)
- [Use Multiple Cash Drawers?](#)
- [Use Moneybelts?](#)
- [Make A No Sale?](#)

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Other POS Functions

How Do I ...

- [View the Time of Transaction?](#)
- [Add A Kitchen Comment?](#)
- [View Specific Menus?](#)
- [Add Item Countdown Values?](#)
- [Perform A Stock Adjustment?](#)
- [Perform A Transfer On POS?](#)
- [View Item Information?](#)
- [Currency Checks?](#)
- [Users](#)
 - [Assign Swipe Cards?](#)
- [Weighed Items](#)
 - [Weigh Items Manually?](#)
 - [Mark Down Random Weight Items?](#)
- [Training Mode](#)
 - [Enter The Training Mode?](#)
 - [Exit The Training Mode?](#)
- [Time Keeping](#)
 - [Clock In And Out?](#)
 - [See Who Is Clocked In Or Out?](#)
- [Time Charging](#)
 - [Time Charging?](#)
 - [Change The Times?](#)

System Administration

What would you like to view?

- [Services](#)
 - [Communications Configuration](#)
 - [Merchant Local Server](#)
 - [BE Licences](#)
 - [Set Up and Installation](#)
 - [Upgrading Client Programs](#)
 - [Security](#)
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 - [Prepared POS Reloads](#)
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 - [Errors](#)
 - [Menus](#)
 - [Look and Feel](#)
 - [Messaging/Workflow](#)
 - [Language](#)
 - [User Defined Fields](#)
 - [PCI Compliance](#)
-

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Menus

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Menus

How Do I ...

[Add A Log Off Button To The Main Menu?](#)

[Add An Exit Button To The Main Menu?](#)

[Add A Web URL?](#)

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Loyalty

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

[Accounts](#)

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Loyalty

How Do I ...

- [Add A New Customer?](#)
- [Set Up Loyalty Points For Payment?](#)
- [Define Points To Give To Customers?](#)
- [Change Loyalty Category Types?](#)
- [Switch Off Loyalty Cards?](#)
- [Load Local Membership Data?](#)
- [Set Up Emails to New Members?](#)

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Dept/Cat/Groups

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Dept/Cat/Groups

How Do I ...

- [Add a New Department/Category/Group?](#)
- [Add Cross-Reference Codes For Departments?](#)
- [Add Default Margins For Departments?](#)
- [Add Seasonal Adjustments For Departments?](#)
- [Add Stock Cover Levels For Departments?](#)

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Discounts And Offers

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Discounts And Offers

How Do I ...

[Add A New Discount Or Offer?](#)

[Stop A Discount Or Offer?](#)

[Set The Order In Which Offers Are Processed?](#)

[Set Up Two Discount Offers?](#)

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Users

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Users

How Do I ...

[Add A New User for the Till?](#)

[Add A New User for the PC?](#)

[Use Security Devices?](#)

[Add A New Job Type?](#)

[Add A New Employee?](#)

[Check Times Are Complete?](#)

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Labels And Tickets

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Labels And Tickets

How Do I ...

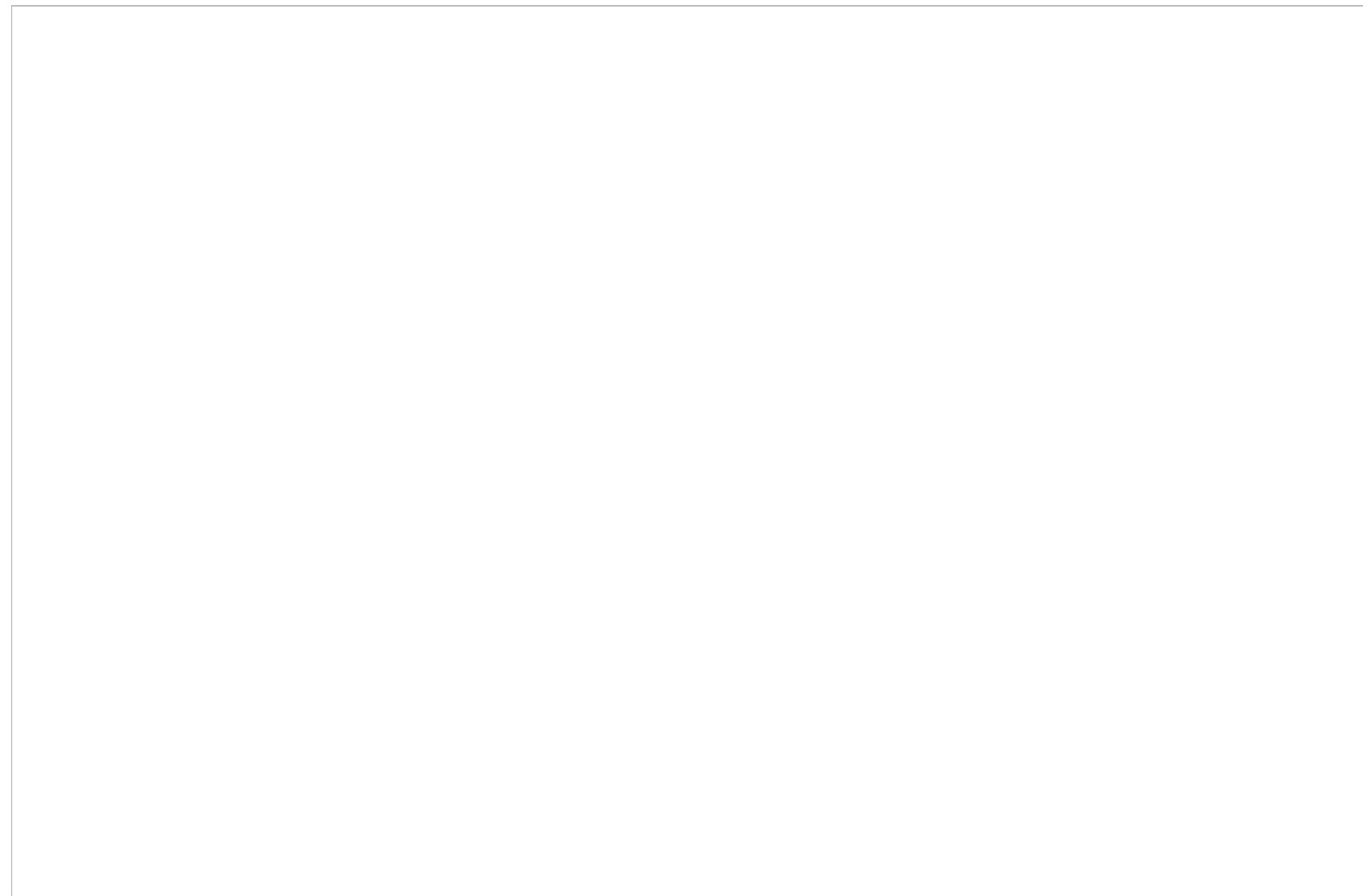
- [Add A New Label?](#)
- [Add A New Ticket Batch?](#)
- [Print A Batch Of Tickets?](#)
- [Print Normal Tickets For Items Currently On Promotion?](#)
- [Include The Rate Of Sale On Tickets?](#)
- [Use Price Per Unit?](#)

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System Settings - Directories

This tab allows you to specify the various directories where the system can find its files. These directories need to be generic so that they can be referenced from the server or from a client. It may not be appropriate to use `c:\mydirectory`. `\\mycomputer\mydirectory` may be a better option.

Figure: Example System Settings Screen



Backups	The directory where back up files will be placed. Backups are generally performed for head office type processes like B2B Server, host updates, and so on.
Executable Files	The directory where the executable files are found. This one is especially important to have as generic rather than specific because the same setting will be used on POS, back office and server.
Updates	The directory where new versions of programs will be placed on the server. Clients will then ask the server to check for new files for them. The server will check this directory and download as required.
POS Updates	Similar to <i>Updates</i> but is used specifically by POS programs (DynaPOS and MerchantPOS). This allows POS upgrades to be done separately from back office

upgrades.

Media Updates

Similar to *Updates* but is used specifically to store media files (bmp, jpg, avi, and so on) which need to be sent to POS.

Config Updates

The directory where the various configuration files (language files, INI files and bmps) are located prior to sending to the clients when updating.

Media Content

The directory where the server can find media files (bmp, jpg, avi, and so on). If a client program asks for a media clip, the server will check this directory. For pictures on [labels](#) this setting must be consistent on the machine where you create the labels and the machine where you print them. So if you want a label with a picture ITEM1.BMP and the media content folder is c:\drsapps\bmps then when you create the label it will look for c:\drsapps\bmps\ITEM1.BMP and when you print the label it will look for c:\drsapps\bmps\ITEM1.BMP.

Report Images

The directory where the server will store the report images for generated reports.

Help Files

Directory where the help files are located - can be a http address. Leave blank for default help files (<http://www.torexconnect.com/help>).

POS Information

The POS has an Info button. When pressed it will show an information page to the user. The address of this page is stored here, for example <http://mysite/info.html>.

The address can have keywords in it which can be translated. These can be used to pass specific details to the web address and personalise the information shown to the user. for example <http://mysite/info.dll?usercode=<OPNUMBER>&location=<LOCATIONCODE>> would allow the web page to display information for the current logged in operator.

The available keywords are as follows:

SERVERNAME	The name of the computer that the POS is running on.
LOCATIONCODE	The code of the location to which the POS belongs.
LOCATIONNAME	The name of the location to which the POS belongs.
OPNAME	The name of the current operator.
OPNUMBER	The user number of the current operator.
TILLCODE	The code of the POS.
TILLNUMBER	The number of the POS.

POS Data	When POS downloads its data, the data will be held in a temporary directory on the server.
Alert XML/Images	The directory where XML files and images from alerts should be placed. See Alerts.
Web Pages	
Web Address	The address of the BE website.
Accounts Interface Export	The directory where the Accounts Interface will write the account transaction files.
Gift Certification Redemption Import	The directory where gift certificate import files are placed to be processed by the Import Gift Certificate Redemptions function.
TVLA Export	The directory to where files will be exported by the TVLA Export function.
Torex HHT Import Directory	As part of the BE HHT Picco interface changes it was requested that the user have the ability to be able to define the HHT import directory and the HHT export file rather than using the hardcoded defaults (c:\drsapps\HHT & c:\drsapps\HHTItems.csv respectively).
Torex HHT Output File	See above.
EOD Transaction Extract	New option to set output directory for REPORTEOD EODSALESEXPORT.
Fiscal Data	The directory entered here will be used when storing the fiscal data files.
CODA Export	CODA export is a drip feed / service based on certain actions in the PO/GR to export data to the CODA Interface. To support exporting data in XML format to the CODA interface. The initial version of the export is for purchase order and goods receipt details only.

Location Management

[Locations](#)

[Location Types](#)

[Management Areas](#)

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Locations

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Locations

How Do I ...

[Add A New Location?](#)

[Add A New Location For Selling/Stocking Items?](#)

[Add A New Location For Pricing?](#)

[Add A New Location For Reporting?](#)

[Populate A Location With Items?](#)

[Set Where A Location Will Get Stock?](#)

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Members

How Do I...

[Make A Sale For A Member?](#)

[Search For A Member?](#)

[Add A New Member?](#)

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Inventory

What would you like to view?

[Stock Control](#)

[Stock Orders](#)

[Back Office Orders](#)

[Stocktakes](#)

[Transfers](#)

[Stock Adjust](#)

[Stock Audit](#)

[Inventory Tips](#)

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Stock Orders

What would you like to view?

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- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Stock Orders

How Do I ...

- [Add A New Purchase Order?](#)
- [See Which Items I Can Order?](#)
- [Use Suggested Ordering?](#)
- [Get A Suggested Purchase Order?](#)
- [Suggest Multiple Purchase Orders?](#)
- [Order Items From A Different Supplier?](#)
- [Add New Items Quickly?](#)
- [Receive Stock Without An Invoice?](#)
- [Record Multiple Invoices?](#)
- [Control Back Orders?](#)
- [Add A New Supplier Invoice?](#)
- [Return Goods To A Supplier?](#)
- [Claim A Price Difference?](#)
- [Record Additional Costs To An Invoice?](#)

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Supplier Management

- [Supplier](#)
- [Deals, Rebates and Claims](#)
- [Freight](#)
- [Supplier Descriptions](#)
- [Order Frequencies](#)

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Supplier

A supplier is any company involved with the product from manufacturing to sale. It can be a manufacturer, wholesaler, direct supplier or broker. Suppliers must be set up before their products can be entered.

What would you like to view?

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Suppliers

How Do I ...

- [Add A New Supplier?](#)
- [Prepare A Supplier For Ordering?](#)
- [Set Up Supplier Cross-References?](#)
- [Set Up Tax Cross-References?](#)

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Tills

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Tills

How Do I ...

- [Add A New Till?](#)
- [Assign Keyboards To Tills?](#)
- [Set Up A Till's Recall Location?](#)
- [Deactivate A Till?](#)
- [Delete Tills?](#)
- [Add A Receipt Printer?](#)
- [Define My Own Receipt?](#)
- [Add A Kitchen Printer?](#)
- [Set Up The Kitchen Video System?](#)
- [Set Up IP Printing?](#)
- [Configure IP Printing?](#)
- [Define A Cash Drawer Connected To A Receipt Printer?](#)
- [Interface To EFTPOS](#)
- [Capture Signatures?](#)
- [Set Up A Survey?](#)
- [Set A Till To Use Centrally Stored Sale IDs?](#)
- [Track User Log On/Off Activity?](#)
- [Load Local Membership Data?](#)
- [Use Barcodes For Returns?](#)
- [Set Up Menu Item Countdown?](#)
- [Configure An OPOS Device?](#)

Payments

How Do I ...

- [Make Payments?](#)
- [Split A Sale For Payment?](#)
- [Pay With Multiple Payments Methods?](#)
- [Pay With A Gift Certificate?](#)
- [Pay With A Credit Note?](#)
- [Pay With A Gift Card?](#)
- [Pay With Loyalty Points?](#)
- [Charge A Sale To Account?](#)
- [Add A Payment To A Layby?](#)
- [Add A Payment To A Cash On Delivery?](#)
- [Add A Payment To An Order?](#)
- [Record Gratuities?](#)

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POS Messaging

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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POS Messaging

How Do I ...

[Add A POS Message?](#)

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POS Keyboards

A DynaPOS till requires a keyboard definition in order to work correctly. The keyboard defines what fast keys are available for the user to select. Thirty-six fast keys are defined on one panel. There are four main panels available directly on the DynaPOS although many more can be used. This form allows these keyboards to be defined.

What would you like to view?

[Screen Shots/Explanations](#)

[How Do I...?](#)

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POS Keyboards

How Do I ...

- [Set Up A POS Keyboard?](#)
- [Add Items To A Fast Key Panel?](#)
- [Add Modifiers To A Fast Key Panel?](#)
- [Add Multi-Size Items To A Fast Key Panel?](#)
- [Add Function Buttons?](#)
- [Add A Web Page?](#)
- [Delete A Fast Key Panel?](#)
- [Delete A POS Keyboard?](#)
- [Set Up Tips?](#)

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Accounts

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

[Loyalty](#)

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Accounts

How Do I ...

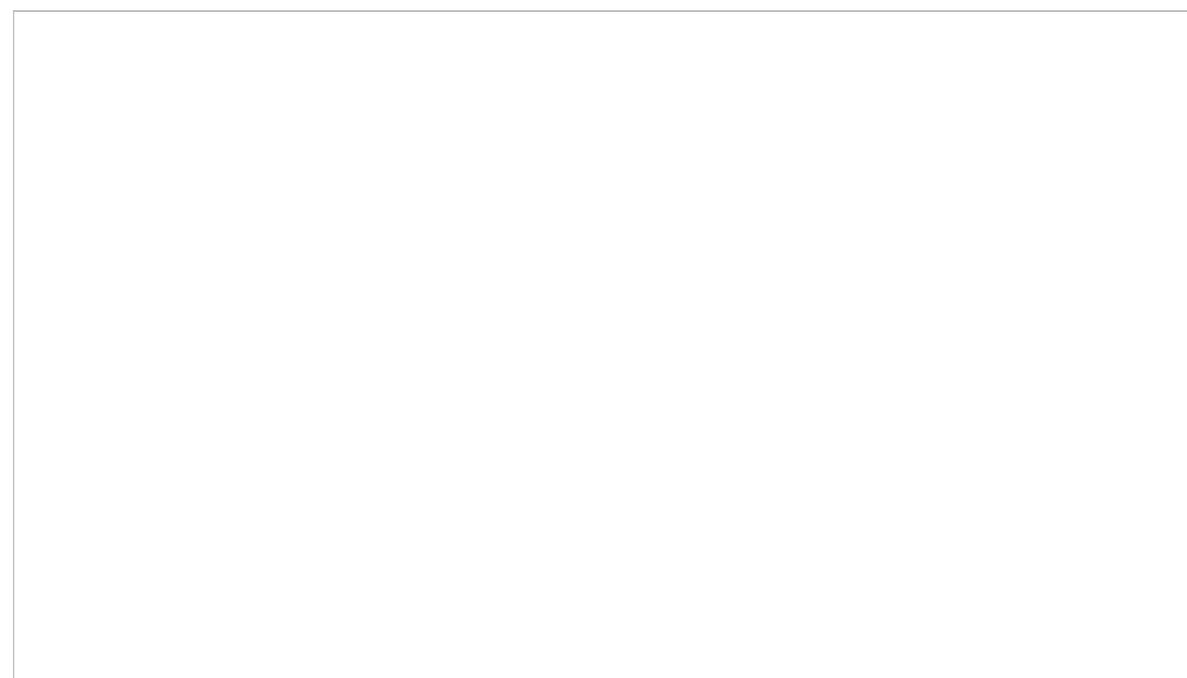
- [Set Up A Customer Account?](#)
- [Set Up a Supplier Account?](#)
- [See Account Details For Customers?](#)
- [See Account Details For Suppliers?](#)
- [Make An Adjustment To An Account?](#)
- [Record A Payment On An Account?](#)
- [Add New Account Adjustment Codes?](#)
- [Add New Payment Terms?](#)
- [Add Extra Types Of Accounts For Customers?](#)
- [Set A Default Customer Account Type?](#)
- [Set Up Reward Vouchers?](#)

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Keyboard States

This window is displayed when you add or edit a Keyboard State from the [Keyboard States](#) tab. It allows you to define which buttons will be displayed on the POS for specific states, for example adding an item to a new transaction, modifying an item, and so on.

Figure: Example Keyboard State Screen



Keyboard State	This is the keyboard state that needs to be modified. When you select a keyboard state, the system will display the buttons currently available for that state. You can only select from the available keyboard states. You cannot create your own. If you are modifying a new keyboard state, the system will display the default buttons for that state.				
State Buttons	There are twelve buttons displayed that represent the buttons available on the POS. To set the function of a button, click on it and then select the appropriate option from <i>Button Function</i> .				
Button Function	This tells the system what the selected button should do. There are two options available. <table border="1"><tr><td>Empty</td><td>The button does nothing when pressed.</td></tr><tr><td>Action</td><td>The button performs a specific action. Select the action from the combobox. The combobox displays all the available actions for the current keyboard state.</td></tr></table>	Empty	The button does nothing when pressed.	Action	The button performs a specific action. Select the action from the combobox. The combobox displays all the available actions for the current keyboard state.
Empty	The button does nothing when pressed.				
Action	The button performs a specific action. Select the action from the combobox. The combobox displays all the available actions for the current keyboard state.				

Click to view keyboard states and the functions available for that state:

[Activity](#)

[Cashout](#)

[Customers](#)

[GiftCardPresets](#)

[Items](#)

[Sales](#)

[StartShift](#)

[Supervisor](#)

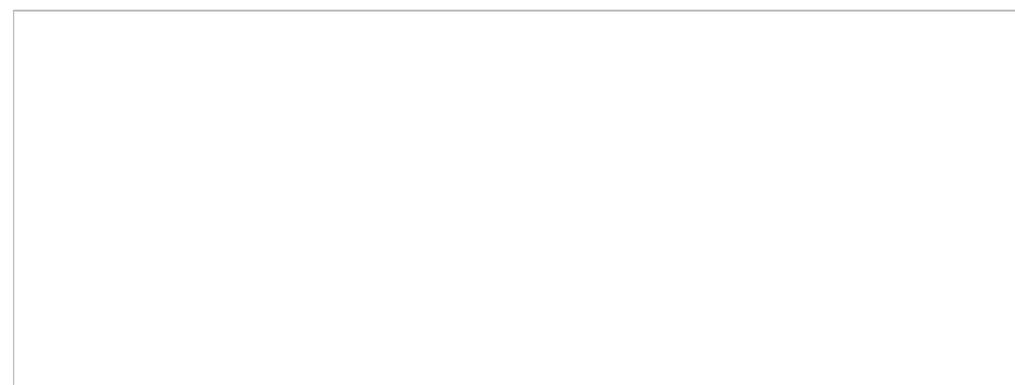
[Tables](#)

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Account Adjustment Codes

This function allows you to define reasons for doing an adjustment to an account.

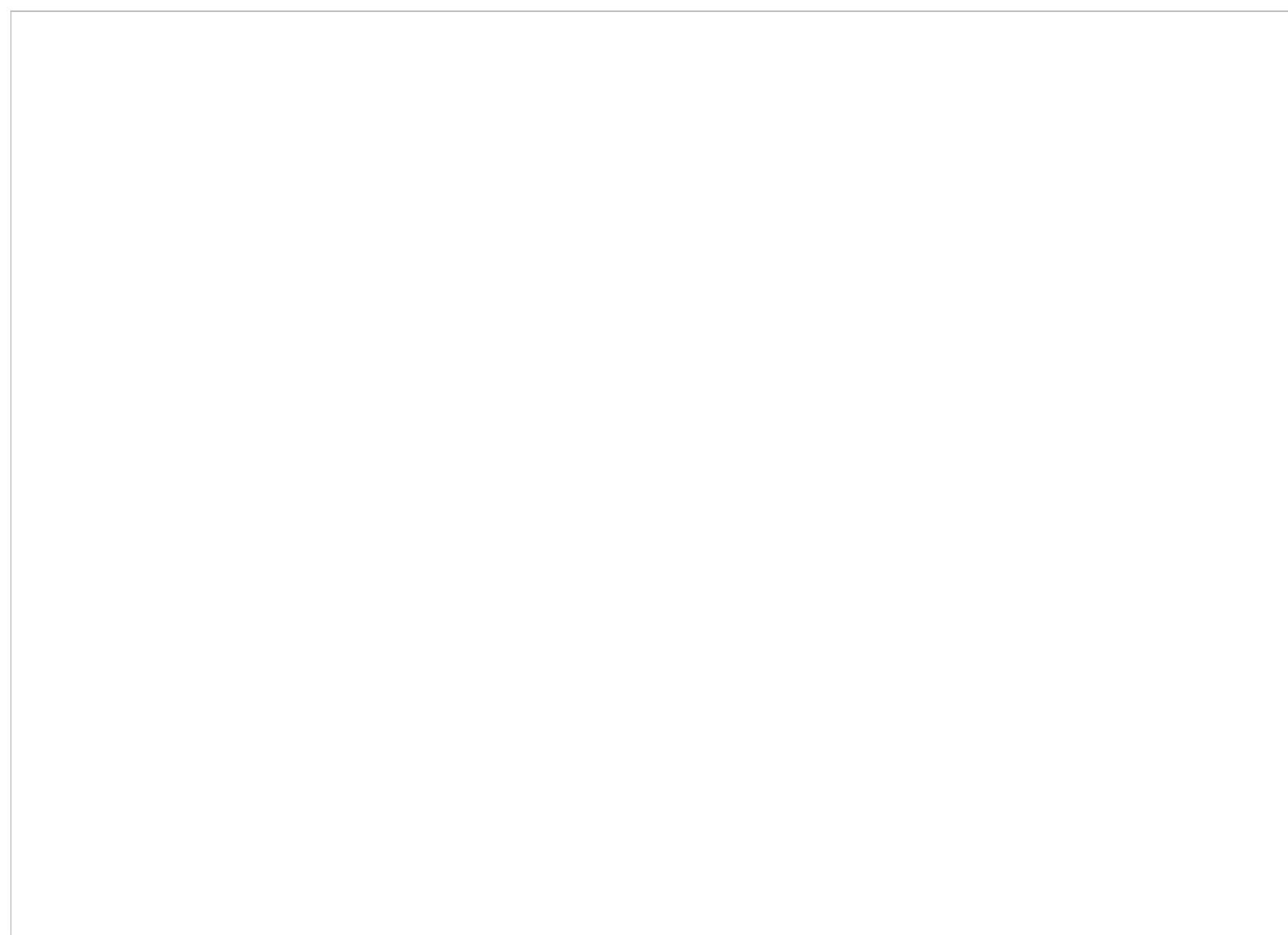
Figure: Example Account Adjustment Screen



Code	A code identifying the reason for the adjustment.
Description	The description of the adjustment code.
Allocate	<p>If checked on, you will have to allocate this adjustment against existing transactions in the account. You will not be able to save the adjustment until it has been fully allocated against.</p> <p>If checked off, the adjustment will simply adjust the balance of the account. You will be able to allocate future payments against this adjustment.</p>
Debit A/c	Used to indicate if the adjustment will debit or credit the account.
Tax Code	This is only used if <i>Allocate</i> is checked off. This is the tax code used to calculate the amount of tax to take out of the adjustment. If you leave this empty, no tax will be calculated. If <i>Allocate</i> is checked on, the system will calculate the amount of tax by examining the transactions to which the adjustment has been allocated.
Adjust To Date Value	This option is only visible for the Member Points adjustment codes. If this option is checked on, the <i>To Date Value</i> stored on the account will be updated. The <i>To Date</i> value is the value of sales and adjustments made to date.

System Settings - Defaults

Figure: Example System Settings Screen



□ General Defaults

These are default values that will be used when setting up locations and suppliers.

Tax System	<p>This is the default tax system that the system should use. The tax system will control how taxes are used within the system.</p> <p>See Tax Systems for details on how to set up these codes.</p>												
Currency Code 1	<p>This is the default currency code that will be used for suppliers and locations.</p> <p>See Currency Codes for details on how to set up these codes.</p>												
# of Currency Rates to Show	<p>Used to specify how many / which dates to display exchange rates for. The option applies to each of the currency code pairs - that is show last 7 rates means show last 7 rates for EUR -> GBP, and last 7 for EUR->USD, and last 7 for EUR->DKK and so on.</p> <table border="1"><tr><td>Current Rate</td><td>Default value that shows the latest currency rate.</td></tr><tr><td>Last 2-10 Rates</td><td>Shows any rates effective between today and 2-10 days ago.</td></tr><tr><td>Last Week</td><td>Shows any rates effective between today and 7 days ago.</td></tr><tr><td>Last Month</td><td>Shows any rates effective between today and 30 days ago.</td></tr><tr><td>Last 3 Months</td><td>Shows any rates effective between today and 90 days ago</td></tr><tr><td>Last Year</td><td>Shows any rates effective between today and 365 days ago.</td></tr></table>	Current Rate	Default value that shows the latest currency rate.	Last 2-10 Rates	Shows any rates effective between today and 2-10 days ago.	Last Week	Shows any rates effective between today and 7 days ago.	Last Month	Shows any rates effective between today and 30 days ago.	Last 3 Months	Shows any rates effective between today and 90 days ago	Last Year	Shows any rates effective between today and 365 days ago.
Current Rate	Default value that shows the latest currency rate.												
Last 2-10 Rates	Shows any rates effective between today and 2-10 days ago.												
Last Week	Shows any rates effective between today and 7 days ago.												
Last Month	Shows any rates effective between today and 30 days ago.												
Last 3 Months	Shows any rates effective between today and 90 days ago												
Last Year	Shows any rates effective between today and 365 days ago.												
Use Multiple Tax Codes	<p>In a system with a US-style tax system defined, the 'Use Multiple Tax Codes' option is available for selection. The option is disabled in systems without a US-style tax system defined.</p>												

□ Location Defaults

These are the defaults that will be used when setting up a new location.

Currency Code 2	This is the second currency code that can be used at POS. See Currency Codes for details on how to set up these codes.
Currency Code 3	This is the third currency code that can be used at POS. See Currency Codes for details on how to set up these codes.
Report Footer	The line that will be printed at the bottom of each page of a report. This will usually be the company name and possible the company's tax number.
Report Logo	The name of the bitmap that should be used to print the logo on a report. The filename should include the path where the file can be found. Since some reports are generated on the client and some on the server, this path will be something common on both computers, for example <code>\drsapps\bmps</code> . When a new location is created, this value is used as default. The actual value used in the reports is that found in the <i>Location Report Logo</i> field on the Basic tab in Locations.
Tax Number 1	The tax number assigned by the government for this company.
Tax Number 2	The second (if available) tax number assigned by the government for this company.

□ Item Defaults

These are the default values used when setting up new items.

Default Normal Label	The default normal label for an item.
Default UOM	The default unit of measure code to be used by new items. Note: A default UOM must be entered if using I records in Host Updates.
Default Price Override	The default Price Override option used for items.

User Defaults

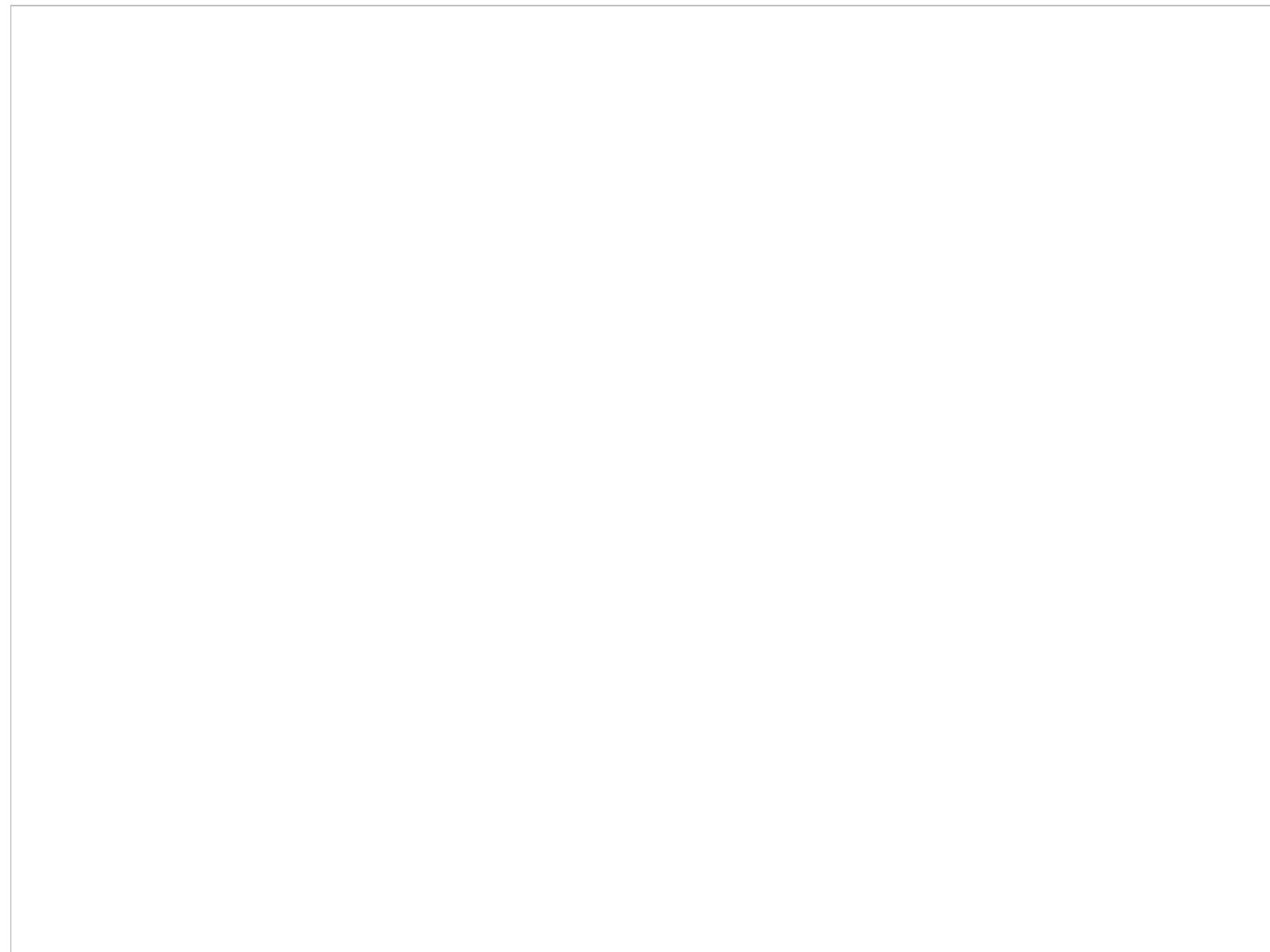
These are the default values used when setting up new users.

Menu	The default menu option for new users.
Buyer	The default Buyer Code which will be assigned to new users.

Purchase Orders - Main

Purchases orders are created by the user to inform the supplier about which products are needed. A typical purchase order contains supplier details, items required and quantity ordered.

Figure: Example Purchase Orders Screen



Supplier	The supplier the goods are being ordered from. All items that are entered in this purchase order must belong to this supplier.
Location	The location for which the goods are required.
Required By	The date the goods are required by that is calculated based on Order Frequencies and Delivery Slots set up by the supplier. The system will look for an order frequency which applies to all items. If it cannot find one, it will simply assume the Required By date is tomorrow. You can use this to measure how timely the supplier's deliveries are.

Delivery/Delivery To	This is the date range between which you want the supplier to deliver the goods. The 'To' date will default to the 'From' date. Based on Order Frequencies and Delivery Slots set up by the supplier, the system will look for an order frequency which applies to all items. If it cannot find one, it will simply assume the Delivery date is tomorrow.		
Payment Due	The date we expect payment to be due. This is calculated as the delivery date plus the standard number of days payment is due to the supplier.		
Supplier PO Ref	The supplier may give you their reference number for your purchase order. That number can be entered here for reference purposes.		
Agent	The agent who helped to prepare the order, if any. If an agent is added then as items are added to the purchase order, the system will perform a check. If the item did not come from that agent, a warning message will be displayed. This will not stop the item from being used but simply warns the user that the item may not be correct.		
Customer Number	If this purchase order is being done on behalf of a specific customer you can enter the customer's number here as a reference. If you don't know their number, press the Customer button to do a search. Only one customer can be recorded per purchase order.		
Customer Reference	Any reference number the customer may have given us for their order.		
Transaction #	If this purchase order is being done for a specific customer order, you can enter the transaction number of the order here. If you don't know the transaction number, press the Transaction# button. This will allow you to search for transactions for the specified customer.		
Special Instructions	These are special instructions to the supplier regarding delivery, for example 'warehouse is closed from 3.00PM'. A default instruction can be recorded on the Special Messages tab of the Locations function. A different message can be set up for each location. This default instruction will be displayed for each new purchase order. You can keep the instructions or change them as required.		
Comments	A general comment about the purchase order. This is simply used for your own notation. For example, 'do a special check for damage when goods come in'.		
Status	The status of the current purchase order. The system will update the status automatically as you create, and prepare the purchase order. The status codes are: <table border="1" data-bbox="349 1942 1583 2079"> <tr> <td>New</td> <td>Indicates a purchase order has been created but not yet printed.</td> </tr> </table>	New	Indicates a purchase order has been created but not yet printed.
New	Indicates a purchase order has been created but not yet printed.		

Printed	The purchase order has been printed but not sent.
Sent	The Send button has been pressed and the purchase order has been finalise. Details cannot be changed. If the supplier uses B2B transactions then the status may not be set to Sent immediately the Send button is pressed. It may not get sent to Send until the purchase order has been through the B2B process and accepted by the supplier.
Part Recv	Indicates that some, but not all items, have been received into either Goods Receipt or Invoice Matching.
Received	Indicates that all items have been fully received into either Goods Receipt or Invoice Matching.
Cancelled	After the purchase order has been sent, the purchase order has been cancelled. This is set by pressing the Cancel Purchase Order button.
Confirmed	Used with some B2B transactions. Similar to Sent but indicates the supplier has received the order and loaded in into their systems. No checks have been done on the order. It has simply been loaded.
Canc Req	If a PO was cancelled and the supplier uses B2B transactions, the status will not change to Cancelled immediately. It will get set to Canc Req to show that the B2B service needs to send the transaction to the supplier. The next expected status would be Rejected or Cancelled.
Requested	The supplier of the purchase order uses B2B transactions. The purchase order has been marked as Requested to send via B2B. You cannot receive against a PO with this status. The B2B Service will look for transactions with this status and process it as required.
Req Rejected	Not currently used.
Req Ack	Used as part of the B2B processing. The supplier has acknowledged it has received the order details. They have not actually processed the request yet. They are simply acknowledging they have received the request. We are still waiting for a proper response so the status can be changed to Sent or Rejected. This is a status you should rarely see as the time between the acknowledgement and the response should

be very small. You cannot receive stock when the PO has this status but you can cancel a PO that has this status. If you find a transaction which is stuck on this status, it could be changed back to New and be reprocessed.

Canc Ack

Used as part of the B2B processing. When the supplier has received our request to cancel a purchase order (Canc Req above), they will acknowledge the request and the status of the PO will change to Canc Ack. They have not actually processed the request yet. They are simply acknowledging they have received the request. We are still waiting for a proper response so the status can be changed to Sent or Rejected. This is a status you should rarely see as the time between the acknowledgement and the response should be very small. You cannot receive stock when the PO has this status but you can cancel a PO that has this status.

HO Req

Not currently used.

Submitted

Used in the B2B process and indicates the EDI batch file has been successfully launched.

Rejected

The purchase order has been through the B2B process and the supplier has rejected it. You need to change the purchase order to fix the problem and send it again.

Created

The time when the purchase order was created. This is set automatically by the system.

Created By

The user who created the purchase order.

Authorised By

The code of the user who authorised the purchase order when it was sent.

Buyer

The [Buyer Code](#) of the user who accepted the order. When the order is accepted the system will do a variety of checks based on the buyer code, for example minimum/maximum value of purchase orders. If the checks fail, the system will ask for an authorising user. The buyer code for that user will then be recorded against the purchase order and the limits rechecked for that buyer code.

Type

The type of purchase order. This will be ORDER for a standard purchase order. If you do a claim by pressing the Returns button, the type will be CLAIM. If you do a return by pressing the Returns button or the total ordered quantity is negative, the type will be RETURN.

You can use these types when doing searches. They also have an impact on the appearance of the printed purchase order.

Main PO#

If you do [allocated orders](#), the first purchase order in the set will be considered the main purchase order. The number of this main purchase order will be recorded as the Main PO# for each related purchase order.

There are buttons at the top of the window to control the transaction. Special buttons include:

	Press this to accept the purchase order and send it to the supplier. If EDI is an option for this supplier then it will process through the EDI routes.
	Press this button to cancel the purchase order after it has been Sent.
	If you have received stock on a purchase order and entered the invoice and then you find some of the items are damaged and need to be returned, you can press this button. A window will popup which will allow you to find the invoice you want to return the items for. You can then select the specific items to be returned. These items will be added to a Request To Return transaction (basically a negative purchase order).
	Press this button to import items from another source such as a handheld or spreadsheet. See Importing Data for further details.
	Press this button to display the Available Items window which will show the items available to order for the current supplier. If you want to use an Inventory Template to create items for this transaction, press this button to select the required template.
	If selected it opens the Quick Item maintenance form.

If the purchase order was created as part of a suggested customer order, an additional tab called Customer Orders will be available on the item window. This will list all the customer orders for which the item was ordered. See [Suggested Orders](#) for more details.

Goods Receipt - Basic

Goods receipts are used to record the delivery of stock. They can be matched to an existing purchase order to simplify their entry. See [Ordering and Receiving](#) for further details.

Figure: Example Goods Receipt Screen

Purchase Order#	<p>Goods receipts should be matched to existing purchase orders. This saves data entry time and also allows the system to track what has been received for outstanding orders. Enter the purchase order number then press the Arrow button. This will import the item details for that PO and move the PO number to the right-hand side. You can match a goods receipt against multiple purchase orders.</p>
Supplier	<p>The supplier from which the goods were received. If you match a receipt to a purchase order, this will be filled in automatically.</p>
Location	<p>The location at which the goods were received. If you match a receipt to a purchase order, this will be filled in automatically.</p>
Received Date	<p>The date the goods were received. This defaults to today's date.</p>
Agent	<p>The agent who helped to prepare the original order, if any. If an agent is added then as items are added to the goods receipt, the system will perform a check. If the item</p>

did not come from that agent, a warning message will be displayed. This will not stop the item from being used but simply warns the user that the item may not be correct.

If you import a purchase order which has an agent, that agent will become the agent for this goods receipt.

Supplier Reference

This is the number of the delivery docket or invoice which was received with the goods. It is simply recorded as a reference. This is a mandatory field.

Expected Delivery Date

The date stock is expected to arrive.

Delivery From Time

The time after which the stock is expected to arrive.

Delivery To Time

The time before which the stock is expected to arrive.

Freight Company

The company from which we expect the stock to be delivered.

Status

The status of the current receipt. The system will update the status automatically as you create, and prepare the invoice. The status codes are:

New	Indicates a receipt has been created but not yet printed.
Printed	The goods receipt has been printed but not accepted.
Accepted	The Accept button has been pressed and the receipt has been finalise. Details cannot be changed.

Created

The user who created the receipt, and the date when the receipt was created. This is set automatically by the system.

Authorised By

The code of the user who authorised the purchase order when it was sent.

Type

The type of goods receipt.

RECEIPT	Standard goods receipt.
RETURN	Indicates stock is being returned to supplier. The quantities will be negative.
DELIVERY	Advanced notice of stock being delivered. Once it is delivered, the type will change to RECEIPT. See Goods Receipt Delivery .

Comments

A general comment about the receipt. This is simply used for your own notation. For example, 'goods looked like they had been knock around a bit'.

There are buttons at the top of the window to control the transaction. Special buttons include:



Press this to accept the goods receipt and update the stock levels.



Press this button to import items from. See [Importing Data](#) for further details.



Press this button to generate a ticket for each unit of stock.



Press this button to display the [Available Items](#) window which will show the items available to add to the order for the current supplier.

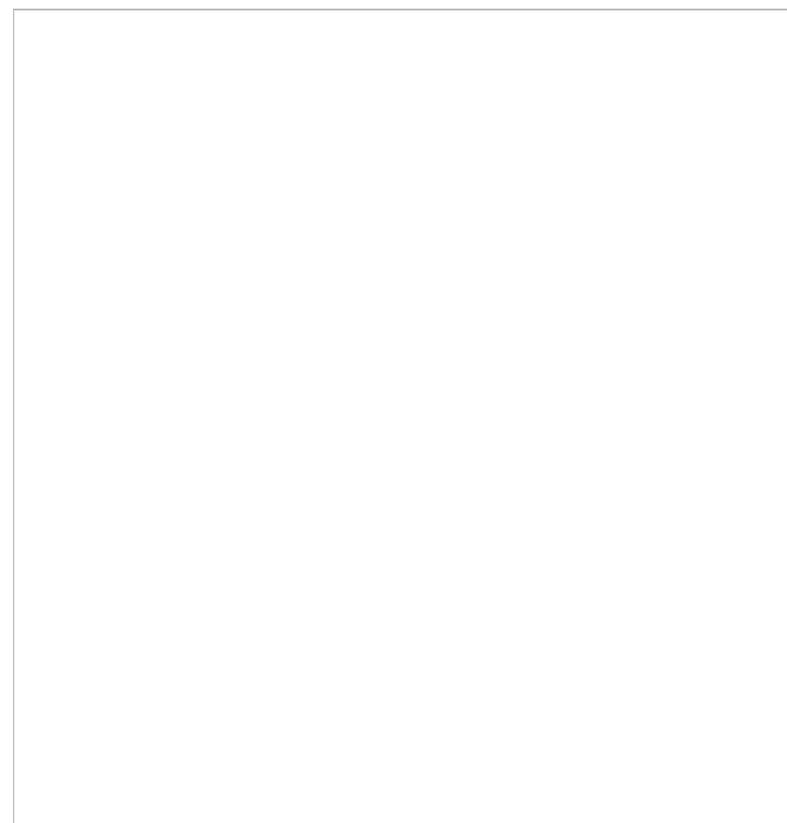


If selected it opens the [Quick Item](#) maintenance form.

Colour/Variety/Size Set

When you create a new item you give it a Brand Name, Description, Variety, Size and Fit. Sometimes items are similar. They have the same Brand Name and Description but slightly different varieties, sizes and fits. This is common in fashion where you the Variety might be a set of colours, for example red, yellow and orange, the Size is a set of trouser sizes, for example 28,30,32,34,36 and the Fit is the trouser length, for example Short, Regular, Long.

Figure: Example Variety/Size Set Screen



To help quickly set up the items you can create Variety, Size and Fit sets. These sets contain all the valid varieties, sizes and fits for the set. When you create a new item, you can then tell the system to create items for Variety Set A, Size Set B and Fit Set C. This will result in one item for each combination of variety, size and fit.

Set Details

This grid lists each of the specific details within the grid. If a Variety set has five colours you would add five records to this grid, one for each colour. Similarly, if this is a Size set, you would add one record for each possible size.

[Colour/Size Matrix](#)

Description	Description about the set.
Type	Indicates the type of set being created. This can be Variety/Colour, Size or Fit.

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Item Menu

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Item Menu

How Do I ...

[Set Up Item Menu Codes?](#)

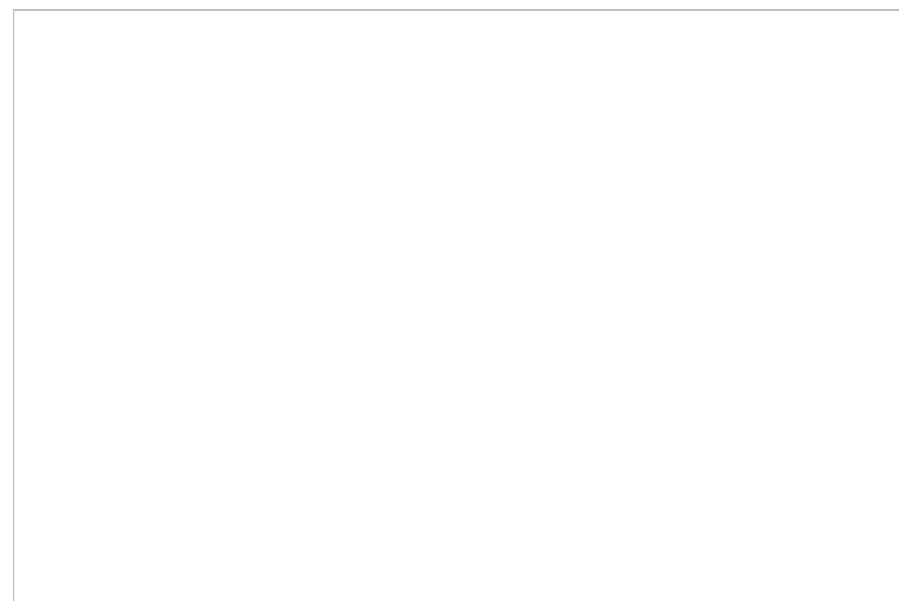
[Link Items to Item Menus?](#)

[Add the Item Menu Function to POS?](#)

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Security Groups

Figure: Example Security Groups Screen



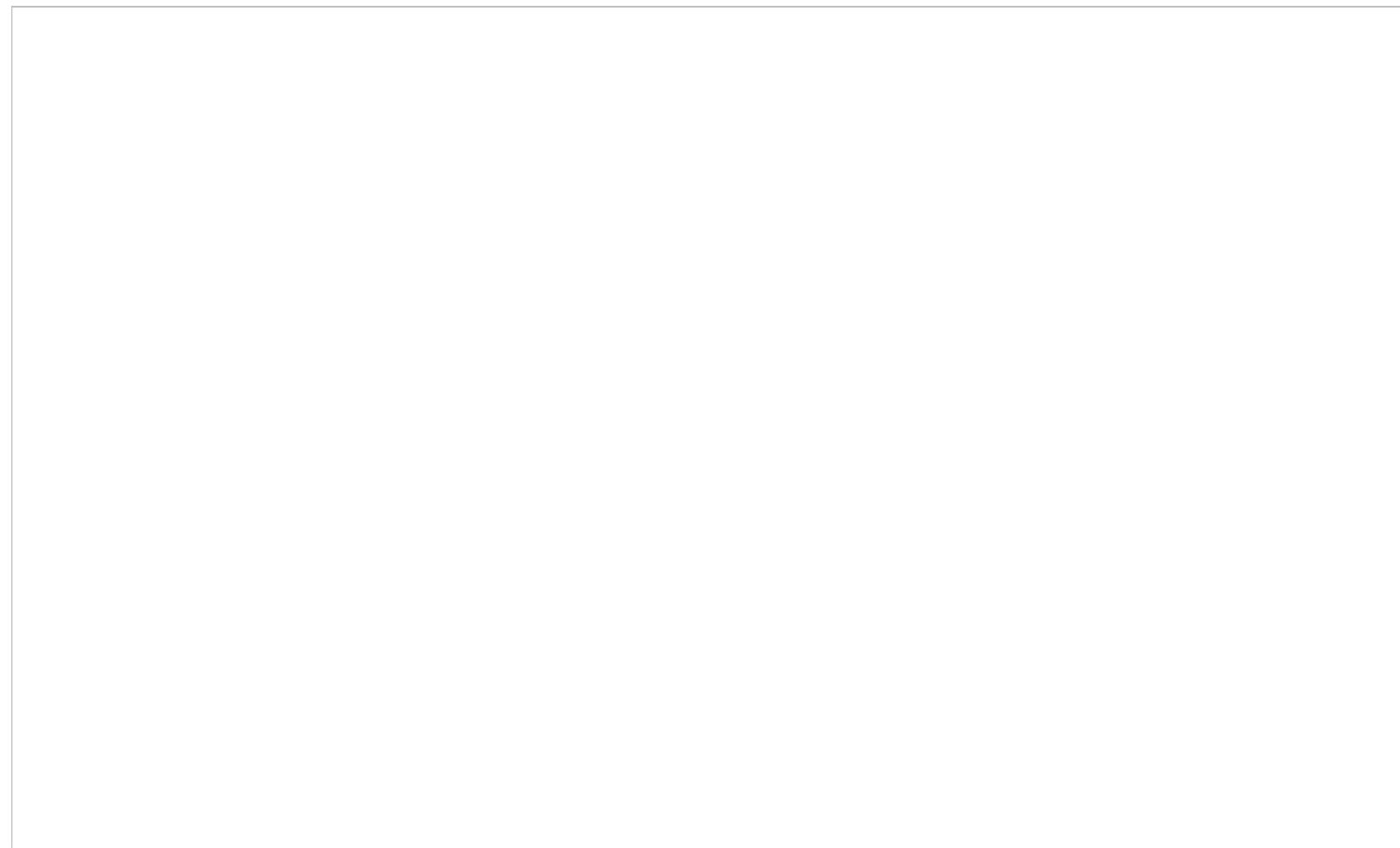
Security Group Code	Identification of security group.
Description	Description of security group.
Usage	A more complete description about the purpose of the security group.
Priority	Priority within the list of security groups. Lower number indicates higher priority.
Force Password Change	Indicates if users belonging to the security group are forced to amend their password after a predefined number of days when they log into the Back Office / Head Office applications. For PCI Compliance we advise that all security groups whose users are back office users are configured to prompt for their passwords to be changed regularly. The number of days can be configured in the System tab within System Settings.

Tills

A till, or POS (Point of Service), definition needs to be set up for each POS connected to the system. This definition includes details that identify a POS and where it is located, what devices are connected to it and various configuration options.

Click on the tab you require help with.

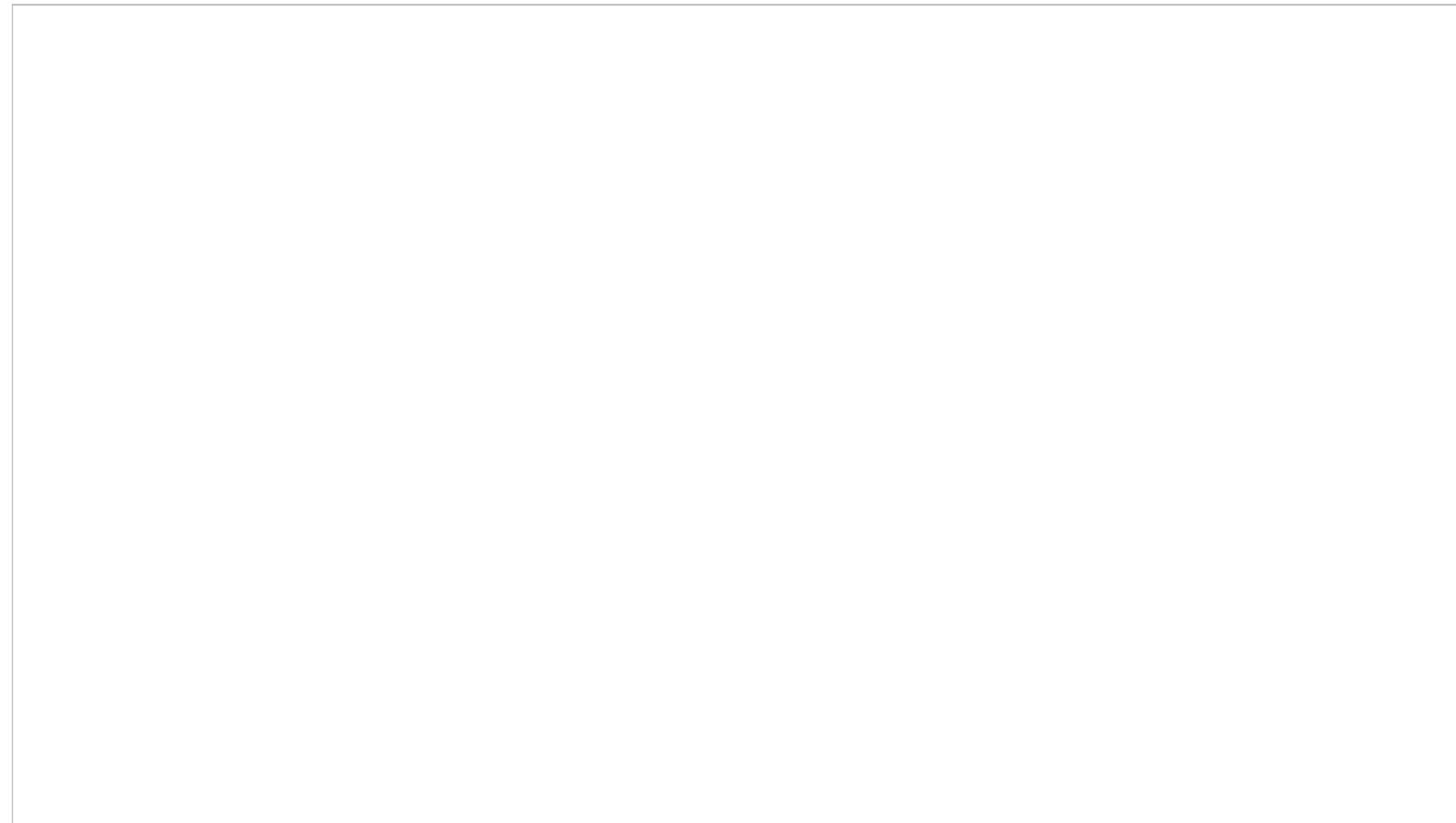
Figure: Example Tills Screen



Tills - Profile - Security

This section contains a number of fields to control access to various DynaPOS features. For each feature, a security level can be set. The operator's security must be equal to or greater than this level in order to access the feature. The exception to this is the Cancel Sale security level. This button is always seen. However, if the operator's security is not high enough, the system asks for another user to logon. This other user must have security equal to or greater than the required security.

Figure: Example Tills Screen



The grid on the left of the screen shows the available security groups. The grid on the right shows the various POS functions that can be secured.

Each function has a + next to it. Press the + to expand the function. This will show the security groups that can access this function. If no security groups are listed, anyone can access the function. To secure the function, click on a security group and drag it over and drop it on the function's group list. To delete a security group for a function, highlight the security group in the function and press Ctrl+Del.

The following is a list of the security options that can be set on a till. The Visibility column refers to what will happen if a user does not have security.

Authorise	The option is visible to all users. When it is selected by a user who doesn't have security, the POS will ask for the logon code of an authorising user (some one who <i>does</i> have security). Once a valid code has been entered, the function will continue.
------------------	---

Error	An error message will be displayed.
Hide	The button or field will be hidden from the user.
No Edit	Details will be displayed but the user will not be able to change them.

It is useful to have a security group called 'Not used'. If you don't want anyone to use a feature, drag the 'Not Used' group to that security option.

Security Option	Description	Visibility
Abused	Not currently used.	-
Account Payment	Controls whether user can select the Account Payment function.	Hide
Add Account	Allowed to add an account to a customer.	Hide
Add Customer	Not currently used.	-
Adjust Till	Controls whether user can select the Till Adjustments function.	Authorise
Allowed To Make Sales	If you have staff members who only need to log on to the till to clock in, those security groups that will perform sales need to be added to this function. So if there are no security groups attributed, all users who log on will open up into sales. If security groups are attributed to this function, any user associated to one of these security groups will open up into sales when they logon.	Hide
Alter Item Modifiers at POS	If you set this you will have to sign on as an authorised operator whenever you click the Add / Delete buttons to modify the modifiers.	
Alter Item Tax at POS	Controls whether the user can change the tax group applied to an item.	
Ask Delivery - Other Store	When the user is asked for delivery options, is the Other Store option visible?	Hide
Ask Delivery - Supplier	When the user is asked for delivery options, is the Supplier option visible?	Hide
Ask Delivery - This	When the user is asked for delivery options, is the This Store/Order option visible?	Hide

Store/Order		
Ask Delivery - This Store/Transfer	When the user is asked for delivery options, is the This Store/Transfer option visible?	Hide
Ask Delivery - Warehouse	When the user is asked for delivery options, is the Warehouse option visible?	Hide
Brazil Manual Sales	Controls if the fiscal Manual Sales option is shown.	
Brazil Sintegra File	Controls the visibility of the Sintegra File option.	
Can Accept Payment	Controls who can make a payment on a transaction. For example, table servers would not have security but cashiers would.	Hide
Cancel EFTLink Transaction	Controls whether the Cancel EFTLink button is displayed as opposed to the Supervisor password method.	Authorise
Cancel Item	Controls whether a user can cancel an item.	Authorise
Cancel Printed Item	Controls whether a user can cancel an item which has already been printed to a kitchen printer.	Authorise
Cancel Sale	Controls whether a user can cancel a sale.	Authorise
Cash In/ Float	Allowed to select Cash In when doing a till adjustment?	Authorise
Cash Out/ Float	Allowed to select Cash Out when doing a till adjustment?	Authorise
CESS/Service	Not currently used.	-
Change Customer	Not currently used.	-
Change Float	When a shift starts and the POS asks for a float, this controls whether or not the user is allowed to override the float by pressing the Change Float button.	Authorise
Change Price	Controls if the user is allowed to change the price of an item.	Authorise
Change Price	When a user changes a sell price, POS can display the five current	Hide

Selection	sell prices as buttons from which the user can choose. This option controls whether those buttons are displayed or not.	
Change Quantity	Controls whether a user is allowed to change the quantity of item.	Authorise
Change Return Price	Controls if the user is allowed to change the price of an item on a return transaction.	Authorise
Change Return Price Selection	When a user changes a sell price, POS can display the five current sell prices as buttons from which the user can choose. This option controls whether those buttons are displayed or not.	Hide
Change Till	Controls whether a user can select the Change Till function. This is used by people who set up alternative tills on the same hardware device.	Hide
Change Transaction User	Controls whether a user is allowed to change the user that owns a transaction. A manager could use this to re-assign a task from one server to another.	Hide
Clock In/Out	Controls whether a user can select the Clock In/ Out function.	Hide
Close Shift	Controls whether a user is allowed to close a shift.	Hide
COD	Controls whether a user can select the Cash On Delivery function.	Hide
Config Reload	Controls whether a configuration reload can be performed.	
Cost Search	Not currently used.	-
Customer Order	Controls whether a user can select the Customer Order function.	Hide
Customer Tax#	Not currently used.	-
Discount	Controls whether a user is allowed to access the discount functions to give manual discounts. Note, you can also set security on specific discounts rather than stop access to discounts altogether. See Discounts for more details.	Authorise
Edit Customer - Loyalty	Is the user allowed to edit details for Loyalty customers? A Loyalty customer is one whose Customer Type is NOT in the Non-Loyalty or Staff categories in System Settings .	No Edit
Edit Customer -	Is the user allowed to edit details for Non-Loyalty customers? A Non-	No Edit

Non-Loyalty	Loyalty customer is one whose Customer Type is in the Non-Loyalty or Staff categories in System Settings . It is usually used for new customers and customer s who have not yet joined the loyalty program.	
Edit Customer - Staff	Is the user allowed to edit details for Staff customers? A Staff customer is one whose Customer Type is in the Staff categories in System Settings . Staff customers are those that have been set up for each member of staff so they can get special discounts.	No Edit
EFTPOS Journal	Controls access to the EFTPOS Journal function (only available for some EFTPOS devices).	Hide
EFTPOS Settlement	Controls access to the EFTPOS Settlement function (only available for some EFTPOS devices).	Hide
Electronic Audit	Allow the user to view the local Electronic Audit	Hide
Exchange	Controls whether a user can select the Exchange function.	Authorise
Exchange Single Item from Transaction	Controls whether a user can select an individual item from the transaction in the Exchange function.	
External Payment	Allows the user to start an External Payment activity.	Hide
Fiscal Menu	Controls if the Fiscal Menu is shown.	
Gift Card Balance Enquiry	Allows the configuration of users that can perform gift card balance enquiries.	
Gift Card Purchase	Allows the configuration of the users that can sell and top-up gift cards.	
Head Office Check Bad APN	If an is scanned but not found and the department sale window is displayed, their is a HO Check button which will check to see if the item exists at head office. This option controls access to that button.	Hide
Head Office Item Search	When doing an item search, if the item is not found, you can perform a search for the item at head office. This option controls access to that button.	Hide
Hold	Is the user allowed to put a transaction on hold?	Hide

House Pour	Controls access to the House Pour button at POS.	Hide
Initialise Belgium Fiscal	Controls access to the initialise option for the Belgium Fiscal.	
Item Allocations	Controls access to the Item Allocations button on the item search.	Hide
Item Exchange	Controls whether a user is able to select an item and then exchange it using the Modify Exchange button.	Authorise
Item Reload	Controls whether an item reload can be performed.	
Item Search	Can the user do an item search when the Search button is pressed?	Authorise
Layby	Controls whether user can select the Layby or Layaway function.	Hide
Local Setup		
Lock Till	Can the user lock the till using the Lock Till button?	Hide
Lost Sale	Controls whether user can select the Lost Sale function.	Hide
Member Points	Controls whether user can select the Member Points function.	Hide
Menu Item Countdown	Controls whether user can select the Menu Item Countdown function.	
Merge Table	Controls whether a user is allowed to merge tables together.	Authorise
Multiple Cashdrawer Use	If cashdrawer selection is being used when an operator logs on, this option will control whether an operator can log in on another terminal before doing a z-read on their current terminal.	Error
No Sale	Controls whether user can select the No Sale function.	Hide
Non-original Tender in Return		
Order Method Head Office	Not currently used.	-
Order Method	Not currently used.	-

Purchase Order		
Order Method Transfer	Not currently used.	-
Override Transaction	Controls whether user can select the Override function to perform a price override from POS.	Hide
Paid In	Allowed to select Paid In when doing a till adjustment.	Authorise
Paid Out	Allowed to select Paid Out In when doing a till adjustment.	Authorise
Price Level	Allow the user to change the current price level.	Hide
Print Gift Receipt	Controls whether user can print a gift receipt (no prices shown).	
Quote	Controls whether user can select the Quote function.	Hide
Recall	Controls whether a user is allowed to recall transactions.	Hide
Refund	Controls whether a user can select the Refund function.	Hide
Reprint Receipts	Controls whether a user is allowed to reprint a receipt.	Authorise
Return	Controls whether a user can select the Return function.	Authorise
Return Single Item from Transaction	Controls whether a user can select an individual item from the transaction in the Return function.	
Service	Controls whether a user can select the Service function (for doing repair type services).	Hide
Shutdown	Controls whether a shutdown can be performed.	
SOH Enquiry	Can the user access the SOH Enquiry on the item search screen?	Hide
Stock Adjustment	Controls whether a user can select the Stock Adjustment function.	Hide
Supervisor	Controls whether a user can access the Supervisor menu. The user will still be asked for a password to access the area.	Hide

Survey Mode	Gives user ability to turn surveys on or off at a till.	Hide
Tax (CESS/Service)	Controls whether user is able to alter the CESS and/or service fees on a transaction. If user has security, the option will be displayed when the payment button is pressed.	Hide
Till Declaration	Controls whether user can select the Till Declaration function.	Hide
Training	Is a user allowed to switch between normal and training modes?	Hide
Transfer	Controls whether user can select the Transfer function.	Hide
Unlock Transaction	Sometimes a transaction can be locked by another user and doesn't get unlocked for further use. The Unlock Transaction button on the recall window can be used to unlock these transactions. This security option controls access to that button.	Hide
User Messaging	Controls access to the POS BE messaging at the POS.	Hide
View Any User's Transactions	When the recall button is used to list available transactions, this option controls whether or not a user can see all transactions or only this belonging to themselves.	Hide
View COGS	Not currently used.	-
View Competition Sells	Controls whether the Competition Sells button on the cost info screen is available.	Hide
View Correct Costs	When viewing the cost analysis of an item at POS, the user will see invoice, landed and final costs. This security option controls whether or not the user will be allowed to see the final costs of the item.	Hide
View Cost Info	Controls whether the Cost Info button is available on the item search screen to view the cost details for the item.	Hide
View Costs For FIFO	When an item with serial number tracking is sold, POS will display a list of the available serial numbers. This option controls whether or not the user is allowed to see the cost associated with each serial number.	Hide
View Customer	Not currently used.	-
View Rental	Not currently used.	-

Calcs		
VIP Loyalty Capture		
X-Read	Allow the user to start a X-Read.	Hide
Z-Read	Allow the user to start a Z-Read.	Hide

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Cancellations and Returns

How Do I...

[Cancel The Last Item?](#)

[Cancel An Item?](#)

[Cancel A Sale?](#)

[Make A Return?](#)

[Make A Refund?](#)

[Give A Credit Note?](#)

[Exchange An Item?](#)

[Return To Stock?](#)

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Locations Items

Head office users will use the [Items](#) function to create new items and modify costs and sells. However, store users also need to be able to see item information but they shouldn't have direct access to the costs and sells. The Location Items function is an item screen specially designed for store use. Much of the data that it shows is the same as that shown in Items but it does not allow new items to be added or for costs and sells to be modified. However, it does allow the store to override pricing if required. This allows store pricing to be implemented without losing the intent of head office pricing.

What would you like to view?

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Location Item

How Do I ...

[Override A Head Office Sell Price?](#)

[Cancel An Override Sell Price?](#)

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Cash Management

[Cash Reconciliations](#)

[Currencies](#)

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Cash Reconciliations

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Cash Reconciliations

How Do I ...

- [Perform An X-Read?](#)
- [Perform A Z-Read?](#)
- [Print A Z-Read To The Backoffice Printer?](#)
- [Reprint A Z-Read?](#)
- [Make A Declaration On POS?](#)
- [Perform A Till Declaration?](#)
- [Change A Till Declaration?](#)

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Prices

How Do I ...

- [Change Price Levels?](#)
- [Change An Item Price?](#)
- [Perform A Price Enquiry?](#)
- [Perform A Currency Check?](#)
- [Perform A Price Override?](#)
- [Add A Service Charge?](#)
- [Discounts](#)
 - [Discount An Item?](#)
 - [Discount A Sale?](#)
 - [Undo A Discount?](#)

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Getting Started

What would you like to view?

- [Logging On](#)
- [POS Screen Layouts](#)
- [Processing a Sale](#)
- [Holding A Sale](#)
- [Recalling A Saved Sale](#)
- [Changing Quantities](#)
- [Search for an Item](#)
- [Clear/Exit Functions](#)
- [Logging Off](#)

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Time Keeping

How Do I ...

[Clock In And Out?](#)

[See Who Is Clocked In Or Out?](#)

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Statistics

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Statistics

How Do I ...

- [Set Up Statistics Groups?](#)
- [Convert Local Statistics?](#)
- [Set Up Statistical Periods?](#)
- [View the Treemap?](#) [Tutorial](#)

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How Do I Add A Payment To An Order?

[How Do I Create An Order?](#)

A customer order is a transaction where goods need to be ordered for the customer such as furniture. Unlike a layby or a COD, full payment does not automatically finalise the transaction. You need to actually release the goods.

- 1 Press the *Customer* button. Either enter the customer's number or press *Search* to search for a customer.
- 2 Any pending transactions for this customer are listed. (If there are no transactions, the system expects you to start a new sale for this customer.)
- 3 Highlight the required transaction and press the *Select* button.
- 4 You can now make an additional payment.
- 5 Press the *Payment* button. Make the payment by selecting the tender type from the buttons displayed down the right side of the screen.
- 6 Select the tender amount from the buttons displayed down the right side of the screen or type the amount (including decimal place) and press the *OK* button.
- 7 If the transaction is now paid in full, the system asks 'Do you want to release the goods now?'. Answer yes if the customer is now taking the goods. The stock is decreased and a sale recorded. you still don't have the goods in stock, answer No.
- 8 If there is still an outstanding amount to be paid, you can put the transaction back on hold by selecting the *Order* tender. The transaction is placed on hold again and a receipt is printed. This process continues until the transaction is fully paid.

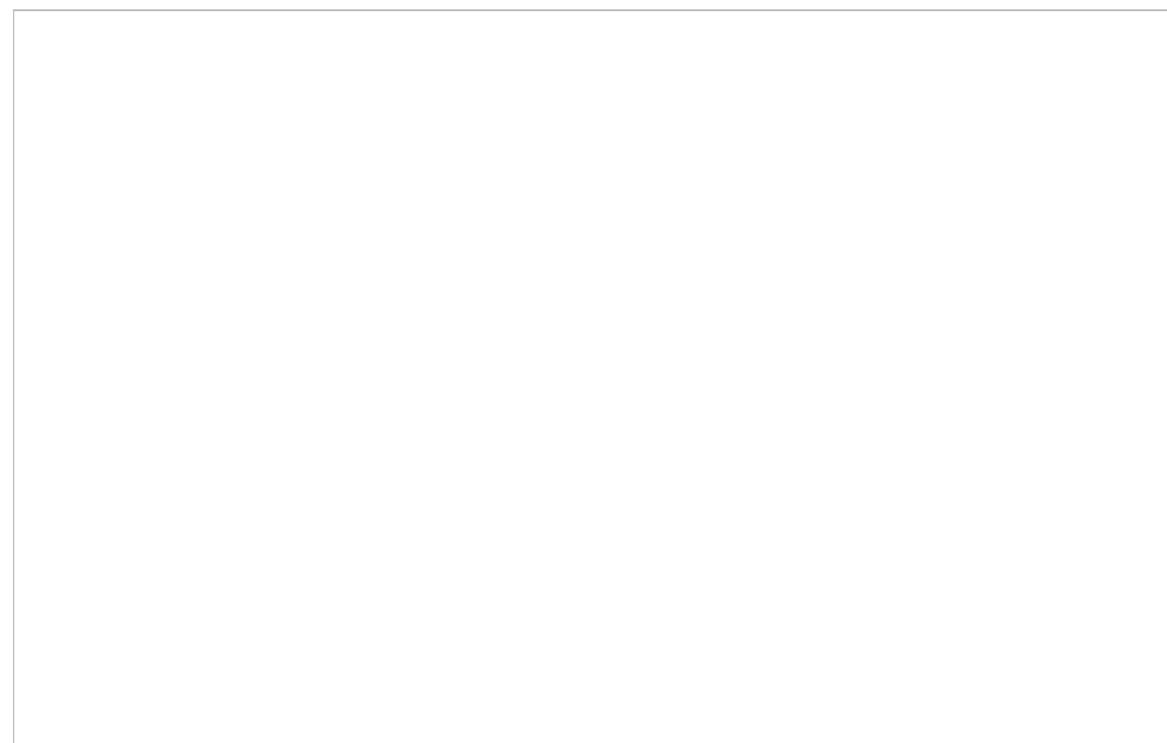
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BE Licences

This function will allow you to set up your BE licence keys.

Note: The licence number request page is via the www.torexconnect.com website.

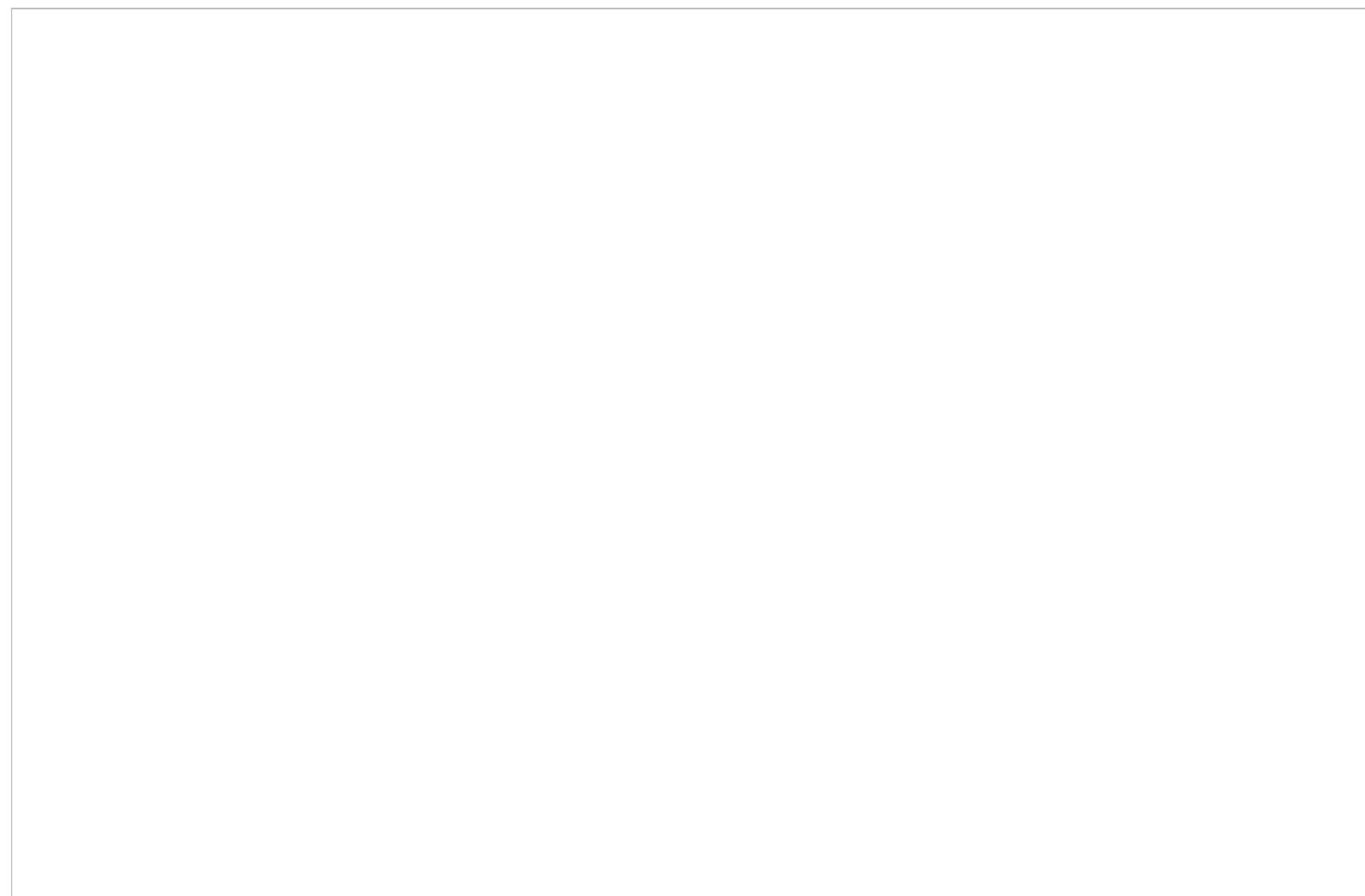
Figure: Example BE Licences Screen



Computer Code	This code is associated with the computer on which you want to run the Incoming Transaction Handler Service. When you start Incoming Transactions Handler Service without a licence, you will get an error message displayed in the operating systems Events Viewer. The error message will show this number.
Group	Licence Type - POS, Store, Enterprise, POS Multi-media Displays, KVS Devices, Torex Mobile POS, EFTLink Devices and Weigh Scales.
# of POS	The number of POS for which you want to be licensed.
# of Stores	Number of stores required.
Expires	End date.
Key	The licence key that will unlock the Computer Code and #Licences to allow Incoming Transactions Handler Service to start correctly.
Description	A general description about the licence. For example, you can use this to record a description of the computer on which this licence is used.

Till Control

Figure: Example Till Control Screen



Auto Refresh	If this option is checked on, the system will refresh the till details periodically. How often the refresh occurs depends on the Minutes setting. The task can be started in auto-refresh mode by running the command <code>MERCHANTPOS TILLCONTROL REFRESH 5</code> , where 5 is the number of minutes before a refresh will occur.										
Show These Transactions	<p>These icons indicate the type of tills to show. The icons work as filters. If you click on an icon, it will be greyed out and any matching tills will be removed from the grid.</p> <table border="1"><tr><td data-bbox="276 1564 397 1690"><input type="checkbox"/></td><td data-bbox="406 1564 1583 1690">These are the tills that have either been closed for trading or are shutdown.</td></tr><tr><td data-bbox="276 1690 397 1774"><input type="checkbox"/></td><td data-bbox="406 1690 1583 1774">These are the tills that are trading without problems.</td></tr><tr><td data-bbox="276 1774 397 1858"></td><td data-bbox="406 1774 1583 1858">Tills with a minor problem.</td></tr><tr><td data-bbox="276 1858 397 1942"></td><td data-bbox="406 1858 1583 1942">Tills with problems that need to be investigated.</td></tr><tr><td data-bbox="276 1942 397 2026"></td><td data-bbox="406 1942 1583 2026">Tills with major problems.</td></tr></table>	<input type="checkbox"/>	These are the tills that have either been closed for trading or are shutdown.	<input type="checkbox"/>	These are the tills that are trading without problems.		Tills with a minor problem.		Tills with problems that need to be investigated.		Tills with major problems.
<input type="checkbox"/>	These are the tills that have either been closed for trading or are shutdown.										
<input type="checkbox"/>	These are the tills that are trading without problems.										
	Tills with a minor problem.										
	Tills with problems that need to be investigated.										
	Tills with major problems.										

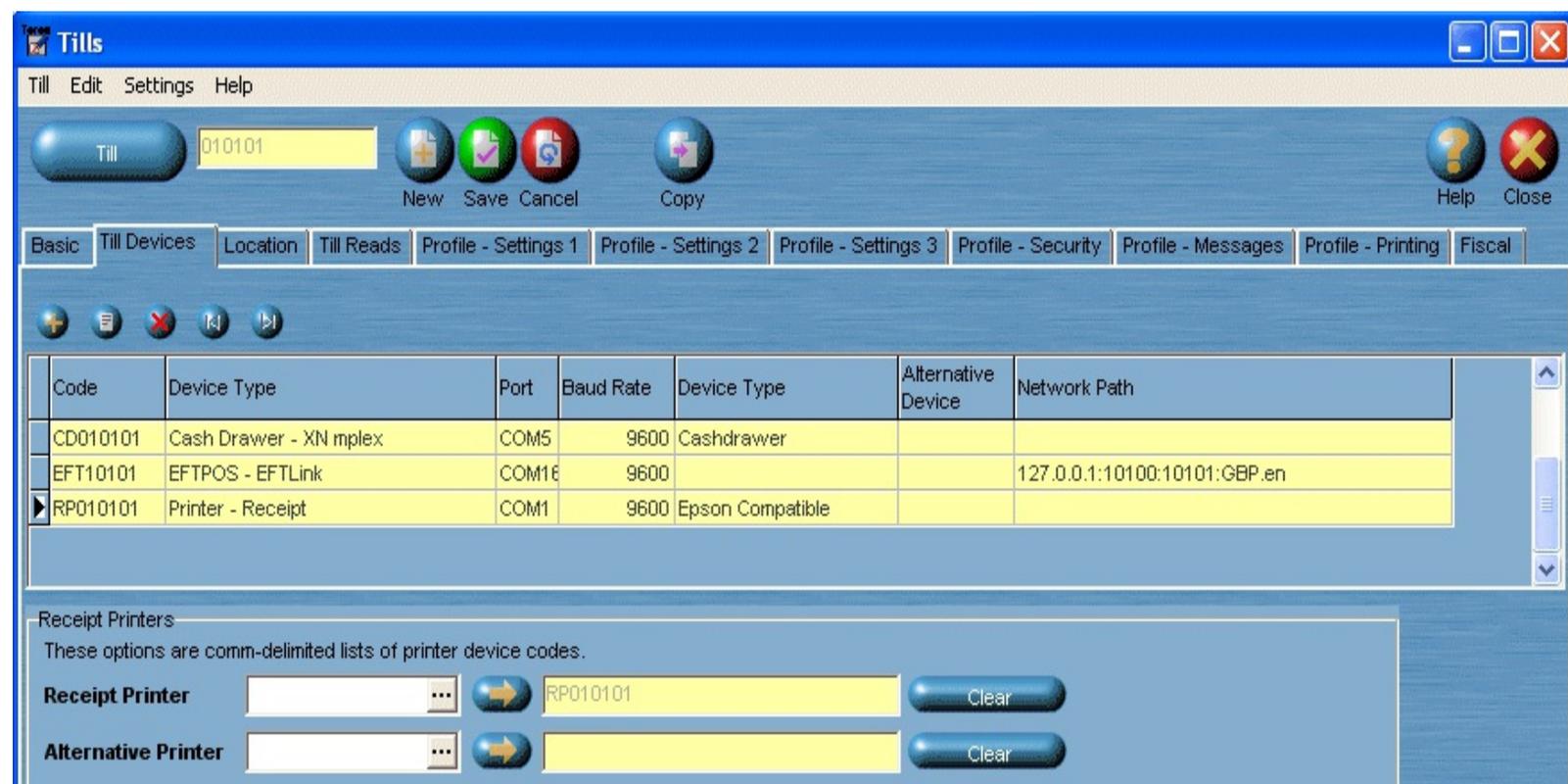
Location	The code and name of the location the till belongs to.												
Till	The code of the till.												
Status	<p>The Status column reflects the state of each till:</p> <table border="1"> <tr> <td>OPEN</td> <td>POS has been started</td> </tr> <tr> <td>SOD</td> <td>Float has been confirmed</td> </tr> <tr> <td>TRADE</td> <td>An operator has logged in after confirming float</td> </tr> <tr> <td>LOCK</td> <td>POS is locked</td> </tr> <tr> <td>EOD</td> <td>Z-Read has been performed</td> </tr> <tr> <td>CLOSE</td> <td>POS has been shutdown</td> </tr> </table>	OPEN	POS has been started	SOD	Float has been confirmed	TRADE	An operator has logged in after confirming float	LOCK	POS is locked	EOD	Z-Read has been performed	CLOSE	POS has been shutdown
OPEN	POS has been started												
SOD	Float has been confirmed												
TRADE	An operator has logged in after confirming float												
LOCK	POS is locked												
EOD	Z-Read has been performed												
CLOSE	POS has been shutdown												
Status Date	The time the last status message was updated.												
Last POS Trans	The time a POS transaction was received for this till.												
Last Msg Chk	The last time the POS checked for update messages.												
Last Reload	The time the last reload was done.												
Last Cfg Reload	The time the last configuration reload was done. A full reload also counts as a configuration reload.												
Version	Current version of POS being used. Details are updated each time the POS does a reload.												
Local Srv	Indicates if the POS is connecting to Merchant Local Server for held transactions. Details are updated each time the POS does a reload.												
Not Sent	Number of transactions not sent to head office server yet.												
Message	This message will give more details on any problems that might be identified for a till.												
Full Reload	Press this button to send a Full Reload command to the highlighted till. When the till gets this command, it will immediately do a reload.												
Config	Press this button to send a Configuration Reload command to the highlighted till.												

Reload	When the till gets this command, it will immediately do a configuration reload.
Prepared Reload	Press this button to request the POS to do a prepared reload. This allows POS to use data files that have been previously prepared which can result in faster reloads.
Notify Upgrade	Press this button to send a Notify Upgrade command to the highlighted till. When the till gets this command, it will contact the server to look for new upgrade files. If any files are found, they will be downloaded. Note, the files are not used immediately, only downloaded.
Notify Media Upgrade	Press this button to send a Notify Media Upgrade command to the highlighted till. When the till gets this command, it will contact the server to look for new multimedia files. If any files are found, they will be downloaded.
Shutdown	Press this button to send a Shutdown command to the highlighted till. When the till gets this command, it will immediately power down.
Reboot	Press this button to send a Reboot command to the highlighted till. When the till gets this command, it will immediately do a hardware reboot.
Restart	Press this button to restart the POS program. It does not restart the hardware as the 'Reboot' command does.

Tills - Till Devices

This tab allows you to define the devices that are connected to this POS. See list of [Device Types](#).

Figure: Example Tills Screen



A till usually has a number of different devices connected to it. These include cash drawers, receipt printers, scanners, and so on. Each device requires its own record within the grid. When setting up Till Devices a check is performed to see whether a new device ID is unique before allowing the device details to be saved. If a device is deleted and then you try to add another with the same ID without saving the till changes you will get the warning about a duplicate ID because the original entry still exists.

Code	A unique code assigned by the user to identify this device. It must be unique for ALL till devices connected to any till, not just this one. This will enable some devices, such as receipt printers, to be shared amongst a number of tills. When you create a device code, try to use a naming convention where the first part of the code is the till code. For example, if your till code is TP12 then call the receipt printer TP12R1 and your cash drawer TP12CD1. If you use this naming convention and you copy this till using the Copy button, the system will be able to recognise the convention and it will create similar devices on the new till code.
OPOS LDN	Only shown when an OPOS Device Type is selected to enter the OPOS defined logical device name (LDN) instead of using the Device Code. This will allow the same OPOS device to be used with multiple till profiles.
Device Type	Indicates the basic type of device being connected, for example Receipt Printer, Cash Drawer, and so on. Different devices then have extra requirements. These

are listed below.

Port	The communications port that the device is connected to. If this is a receipt printer that uses a Windows printer driver, this should be set to WIN.
Baud Rate	The baud rate the device communicates at. Not required if connected to a parallel port, that is LPT1.
SubType	This is the subtype of the Device Type above. So if you specified the device was a Receipt Printer, here you would specify the type of printer. This tells the system which commands to use for things like open cash drawer, print in big letters, and so on. It does this by looking up this code in the POS Devices .
Date Format	The data format used for communications. Not required if connected to a parallel port, that is LPT1.
Network Path	If the device is a network printer, this field contains the full name of the printer, for example \\SERVER\HP3. If the port is WIN, this should contain the name of the Windows printer to print to, for example 'Epson Generic'.
Timeout	This is used by some EFTPOS devices to indicate how long POS should wait for an the EFTPOS transaction to be completed. The time is in seconds.
Alternative Device Code	This is used for printer devices. If a printer is not available, the receipt will be redirected to this device. See Re-Routing Printers .
Translate CodePage	When using serial receipt printers or customer displays in some countries, POS will need to translate the text to something suitable to use on the device. This is especially common in Europe with accented characters. If this option is checked on, POS will translate the text using the systems codepage configuration, for example Windows 1252 to DOS 850. Also used to display the £ symbol.
Currency Codes	This is used by cashdrawer devices. You would set it where you have multiple cashdrawers and each cashdrawer should open for a specific currency, for example Drawer 1 is for Euros and Drawer 2 is for GBP. You can enter a comma-delimited list of currency codes that are linked to this device. When a transaction is paid with a currency code in this list, this drawer will open.

There are additional till device details that are available when editing a till device but are not shown on the grid. These are 'information' fields. They are not mandatory but can help you track the devices within the company.

Network Address	The network address of the device.
Brand	The brand of the device.

Description	A description of the item.
Model Code	The model number of the device.
Serial#	The serial number of the device.
Comment	A short comment about the item.
Notes	Longer notes about the device.

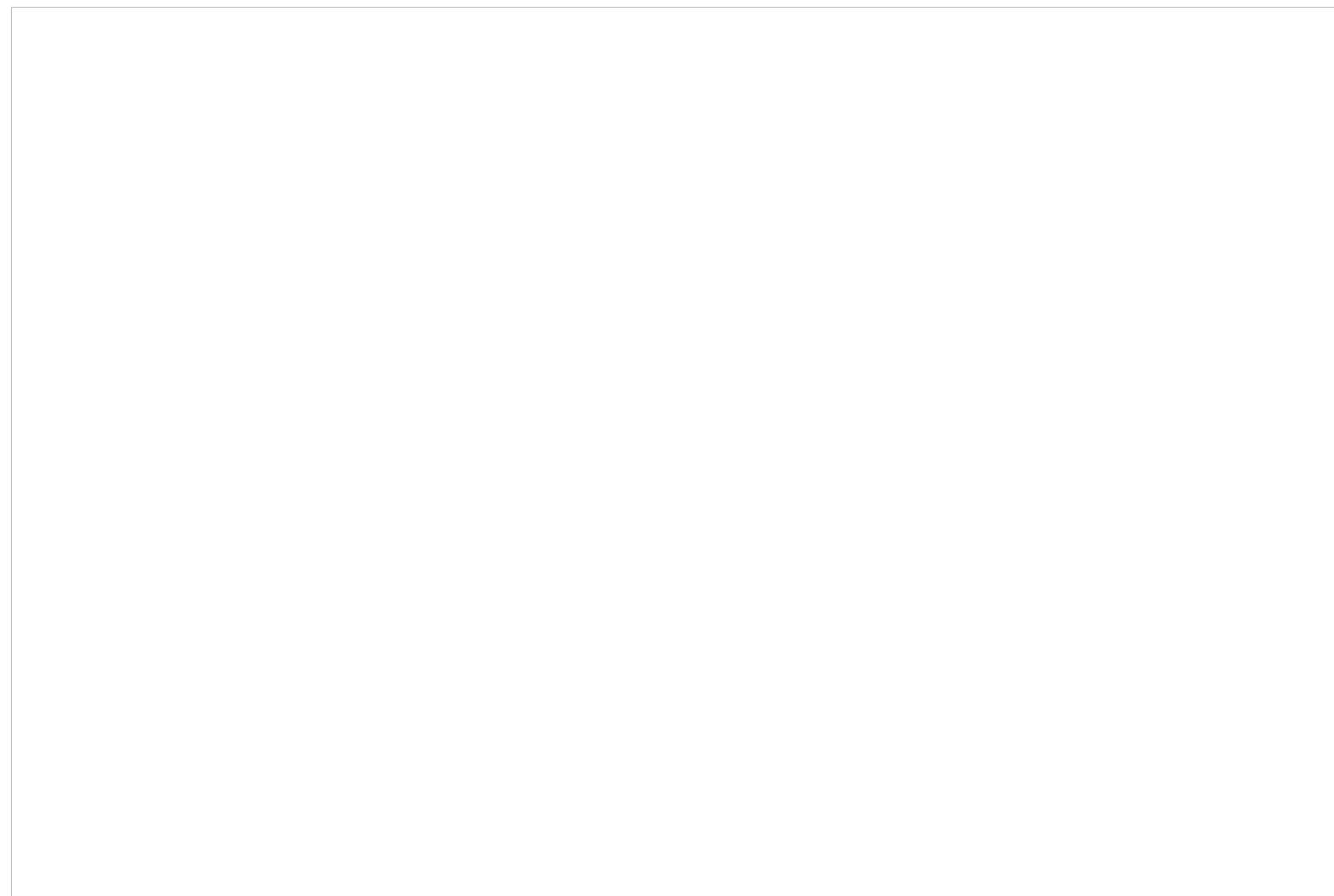
Receipt Printers

Receipt Printer	<p>The code of receipt printer that this till prints receipts to. This must have already been defined as a till device. The <input type="checkbox"/> GoTo button allows a pre-defined printer to be selected. The till device does not have to be connected to this till. It can be connected to a different till. This allows a single receipt printer to be shared by several tills. This option can be a comma-delimited list of codes to allow a second receipt printer to act as an audit printer.</p> <p>Note: Gift certificates and vouchers will only print to the first printer in the list.</p>
Alternative Printer	<p>In Taiwan, normal sale receipts are printed on special receipt paper on the device specified by Receipt Printer. Other transactions such as bills, cancelled sales, and so on are printed to an alternative printer. Till reads will also print to this alternative printer. The code of that printer is specified here. The <input type="checkbox"/> GoTo button allows a pre-defined printer to be selected.</p>

Tills - Location

This tab allows you to define details that apply to all the POS in the same location such as receipt headers and footers and customer display messages. If you change the details here for one POS at a location and then retrieve the details for another POS at the same location, the changed details will be visible.

Figure: Example Tills Screen



Customer Display Message	Message that appears on the customer display.
Recall Location	To allow sales to be recalled from a location other than it's own so that the user can see held transactions from any location within the group.
Allow Back Office Support	The Back Office Till Control function will attempt to communicate with the tills in its area. In order for this to work, this option must be checked on. However, sometimes this functionality may not work due to networks issues. You can check the option off to prevent problems with tills that want to try to use this functionality and can't.

□ Shifts

This grid allows you to specify the [Shifts](#) that are available for all POS at the same location.

Day Of Week	The day of the week this shift can be used. You can select 'Any Day' to indicate the shift can be used any day of the week. You can define an overall set of shifts for 'Any Day' and another set for a specific day of the week. The POS will always use the specific day, if any exist. If not exist then it will use the 'Any Day' shifts.
Shift	The shift that is available for the Location/ Day Of Week. These are defined using the Shifts function.
Keyboard	The code of the keyboard to be used. If no keyboard is defined, the POS will use the code set on the Keyboard option on the Basic tab. This allows you to have one keyboard set up for breakfast and another for lunch and to display the appropriate keyboard depending on the shift selected.
Default Fast Key Level	The default fastkey panel on the keyboard to be displayed at the start of each transaction. If no value is set, it will try to use the Default Fast Level option on the Profile - Settings 1 tab.
Default Fast Level (Takeaway)	This is similar to the <i>Default Fast Level</i> but is the level that will be displayed for takeaway sales. This allows you to have one keyboard defined for a till but to allow a different level to be shown for eat in or takeaway sales. If no value is set, it will try to use the Default Fast Level (Takeaway) option on the Profile - Settings 1 tab.
Item Menu	The default Item Menu that should be used for this shift. This allows you to link a Breakfast menu to a breakfast shift. If an Item Menu is not entered, the user will simply manually select their item menu as they have always done.

□ Languages

Language	<p>The languages that the POS is able to use.</p> <p>Note: This is a location wide setting so all POS in the same location will use the same language settings.</p> <p>There will only be records in this grid if Available Languages have been set up, which is only required if you want to support multi-language POS. One of these languages will be marked as the primary language. POS will download the data required for those languages.</p>
Use This Language	<p>This option should be checked on to indicate whether the language should be used at the POS. Only check on the languages you really need. Each language does add to the reload time so you don't want to download languages that are not required.</p>
Primary Language	<p>This option indicates whether this language is the primary language for the POS. The default primary language will be the primary language specified in Available Languages but you can change this as required. So English might be the primary language for most POS but at some locations German is the primary language.</p>

If you are using the multi-language feature, you must have at least one record which has the Use This Language and the Primary Language options checked on.

□ Headers And Footers

This area contains the header and footer lines that are printed at the top/bottom of various receipts. These are the different messages available.

Receipt Hdr	This will print at the start of a normal sales receipt. It would normally include details such as transaction number, date, and so on.
Receipt Ftr	This will print at the end of a normal sales receipt. It would normally be a message like 'Thank you for shopping with us!'
Gift Cert Hdr	This will print at the top of gift certificates (only when you have the system print gift certificates automatically).
Credit Note Hdr	This will print at the top of credit notes (only when you have the system print gift certificates automatically).
MPOS Receipt Hdr	To allow the header for the mobile receipt to be edited.
MPOS Receipt Ftr	To allow the footer for the mobile receipt to be edited.
Kitchen Hdr	This will print at the top of kitchen printer receipts. This is similar to Receipt Hdr but does not need all the details as its only visible to the chefs in the kitchen.
Voucher Hdr	This will print at the top of discount vouchers .
Entertainment	This will print at the end of a normal receipt, if you ask for an entertainment receipt. To print entertainment receipts you will need the <i>Ask Entertainment On Reprint</i> option on the Printing tab to be checked on. Then when you do a reprint of a receipt, you will be asked if you want an entertainment receipt.

You can define your own format for the transaction header that would appear at the top of a receipt. You can use various keywords to indicate values that the system will automatically fill in when the receipt is printed. When a receipt is printed, the system checks for the existence of any keywords in the receipt header. If any are found then it prints only your defined receipt header. It will not print the standard transaction header.

If no keywords are found, the system uses the following transaction header:

ABN : <TAXNUMBER1>

Receipt : <TRANSTYPE> <RECEIPTNUMBER> <REPRINT>

Transaction <TRANSNUMBER>

:

Time : <DATE> <TIME>

Operator : <OPNAME>

Till : <TILLCODE>/<TILLNUMBER>

Table : <TABLE>

Covers : <COVERS>

Customer : <CARDNUMBER>

<CUSTNAME>

<TAXINFO>

Reference : <REFERENCE>

Stock Adj : <STOCKREASON>

Transfer To <TFRTOCODE>

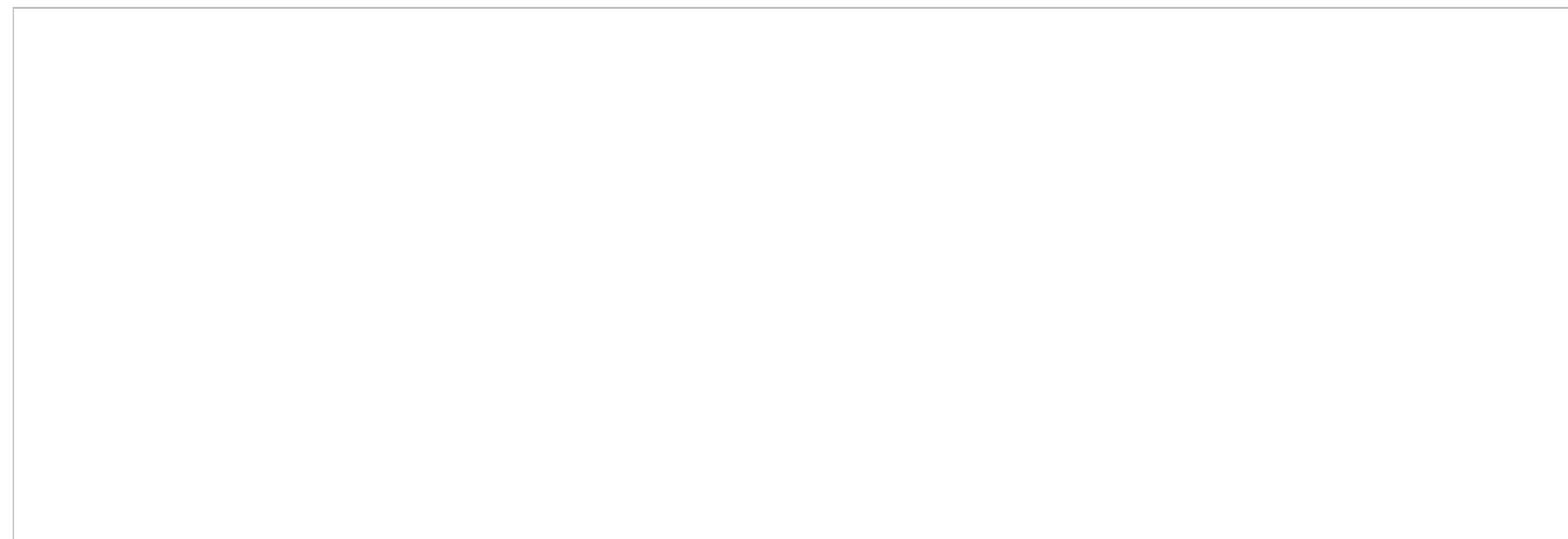
:

If the keyword was to be replaced by an empty value (for example, if you aren't doing a transfer then <TFRTOCODE> would be empty), the entire line that the keyword is on will not be printed. This means that you can put in all the possible transaction details and know that it will only print the available information.

See list of available receipt [keywords](#).

Schedule Jobs

Figure: Example Schedule Jobs Screen



At the top of the form you can select the session which is being set up. There are three tabs of sessions (Morning, Afternoon and Miscellaneous) with seven sessions in each tab. To set up a particular session, select the tab and then the session within the tab. When you start the Schedule Processor, [Process Jobs](#) it has corresponding session buttons. You select the required session and all the jobs which you have set up in this form for that session are performed.

A list of all jobs which have been set up for the session are shown. As you change the session, using the buttons at the top of the form, the listed jobs change. The details for each job within the list can be seen by double-clicking the line.

Since jobs are set up to be run on a routine basis, it would be useless if you had to specify an actual date for date parameters. Every time you wanted to start the Schedule Processor you would have to get into this program and change the dates in order to do meaningful processing.

Instead of real dates, you can enter variables such as \$TODAY or \$START_NEXT_WEEK. Process Jobs automatically translates these variables into the required date, using the date started as \$TODAY. If the Schedule Processor started on Wednesday night and ran through to early Thursday morning, \$TODAY would always be considered as Wednesday. You can also add and subtract numbers to the variables for extra flexibility, for example \$TODAY+2. Parameters which require a statistics period can also use variables such as \$THIS_PERIOD.

Reports which require specific parameters such as Location or Department can also be set up as a job. You simply select the report required and enter the parameters requested. On some reports you don't have to enter all the parameters. You may find it easier to do the following:

1. Run the report program directly.

2. Set the parameters.
3. Press the Schedule button.

This adds the report to today's afternoon session. You can then check the session details and see just how the report is set up. Note that when you run a report from its program, the parameters you enter are validated. When you enter the parameters in this program, the parameters are not validated. If you don't specify a valid department you don't get any data on your report!

Job Type	Usually set to 'Default'. A 'Default' job will be run each time the session is processed. A 'Request' job will be run once then removed from the session.
Sequence#	This is a sequence number which determines the order in which jobs are performed. For example, a job with sequence number 10 will be performed before a job with sequence number 50. If you leave this blank when entering a new job, it will automatically be given a sequence number 10 higher than the current highest sequence number. This effectively places the job at the end of the queue. If you need a job to run between two existing jobs, simply enter a sequence number which falls between the two existing jobs.
Process	The actual task which needs to be performed. This can include checking for expired costs or running reports. See Scheduled Tasks for an explanation of available tasks. The tasks are grouped by type to make it easier to find a particular task.
Parameters	Up to twenty parameters can be entered to control a task. When a task is selected, the labels of parameters which are required are automatically displayed. In the above example, there are two labels, Start Date and End Date. Only those parameters with a label need to be entered. If you enter data into any parameter which does not have a label it will be ignored.

Discounts

How Do I ...

[Discount An Item?](#)

[Discount A Sale?](#)

[Undo A Discount?](#)

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Stocktakes

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Stocktakes

How Do I...

[Do A Store Stocktake?](#)

[Do A Direct Stocktake?](#)

[Use A PDE For Stocktake?](#)

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Training Mode

How do I...

[Enter The Training Mode?](#)

[Exit The Training Mode?](#)

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Electronic Audit

How Do I...

[View POS Transactions?](#)

[Get A Returns Report?](#)

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Promotions

How Do I ...

[Get The Normal Sell To Work Correctly?](#)

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Table Management

How Do I...

- [Change Covers?](#)
- [Add Items To Tables?](#)
- [Table Tracking](#)
- [Hold The Table's Sale?](#)
- [Merge Two Tables?](#)
- [See Previous Sales At A Table?](#)

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Importing Data

What would you like to view?

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- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Importing Data

[Import Item Data](#)

[Import Sales](#)

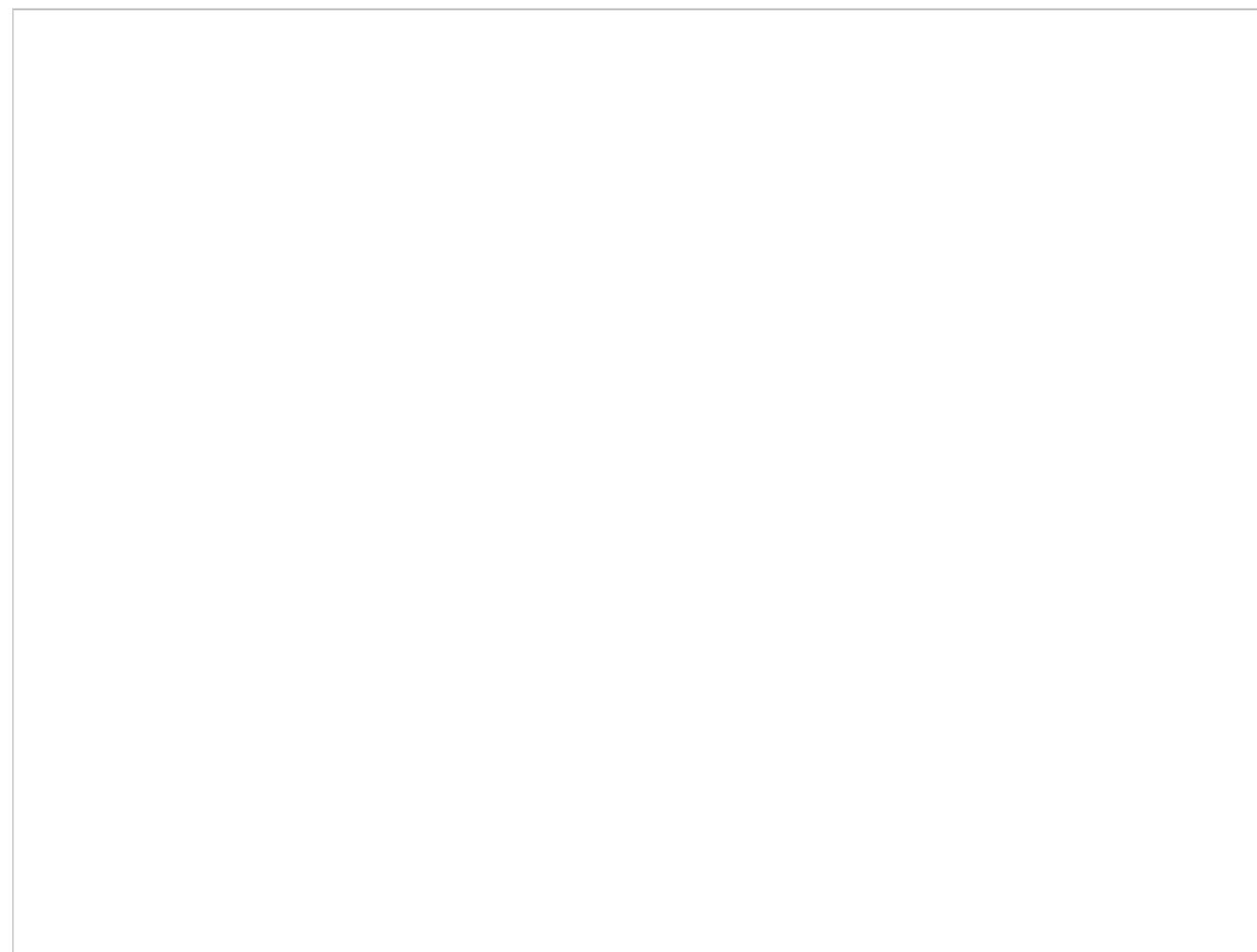
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Importing Data

This task is used to import items from a comma-delimited text file. The task will create item, cost, sell and PLU details.

Note: The system does not create supplier, department, category, group or tax code details. These must be set up separately.

Figure: Example Import Item Data Screen



Data File	The file that you want to import. Press the Data File button to do a search for the file.
Ignore First Line	If this is checked on, the first line of the file will be treated as a column header line, that is no actual data, and will be ignored.
Field grid	The system will load the first line of the data file and show each field. The first column is what the name of the field should be. The second column is same data from the file. You can use this to check that the columns of the data file are positioned correctly before you load the actual file.
Costs Location	This is the location code for which the cost records will be created.
Sells	This is the location code for which the sell records will be created.

Location	
Effective Date	The effective date that should be used when creating new cost and sell records.
Tax System	The tax system for which the items are to be loaded.
Load Data	Check this option on to load the data. If this option is checked on, the system will simply check the data is valid.

Press the *Run* button to process the data file. The system will create all the items that do not have any problems. Any errors will be shown on the Import Item Error Report.

Merchant Local Server

What would you like to view?

[Concepts](#)

[How Do I...?](#)

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Merchant Local Server

How Do I ...

[Set Up The Merchant Local Server?](#)

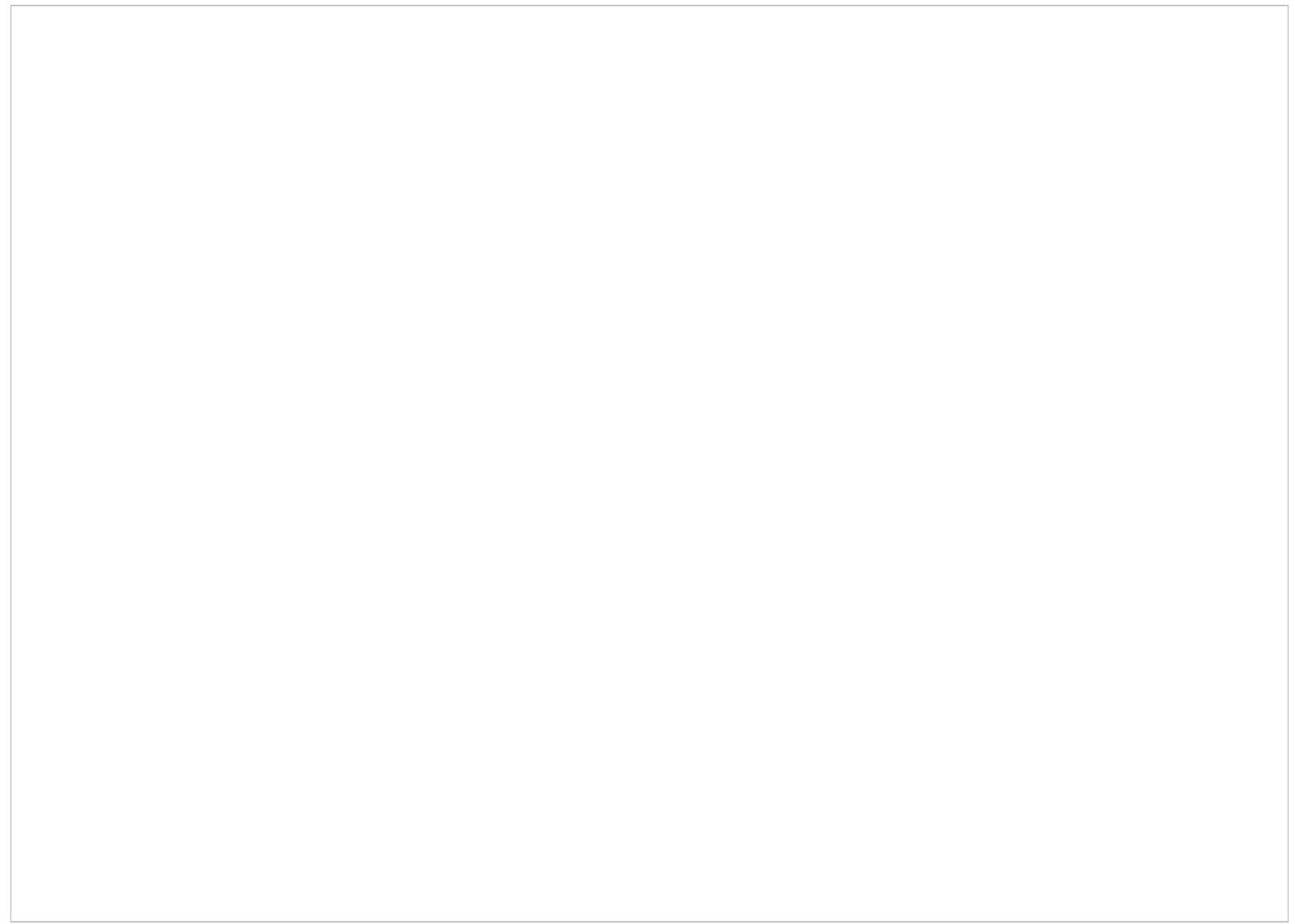
[Install Merchant Local Server?](#)

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Tills - Profile - Settings 1

These settings control the look and feel of DynaPOS and are grouped into a *profile*. Once a profile has been defined for a till, subsequent tills can use the same profile. This makes changing multiple tills easier. If you change the profile settings then all tills using the same profile will automatically change to the new settings.

Figure: Example Tills Screen



Profile Code	The code of the profile to use for this till. You can select an existing profile or add a new one by pressing the  button.
Profile Description	A description about this profile.

□ Miscellaneous

Swipe Card Logon	Some locations may use swipe cards or touch buttons for added security. The card or button number would be set up as the password for the user. If this flag is checked on, then when DynaPOS asks for an operator number, the user can swipe their card and it is compared against their password, not the user code.
Ask Password At Logon	If this option is checked on, the user has to logon on with their user code and their password, instead of just their user code.
Auto Logoff	If checked on then current operator is logged off when the transaction is completed.
Allow Item Exchange	There is an option on DynaPOS to allow an item in a sale to be exchanged. This option is only available if this field is checked on.
Record Time Per Item	If this option is checked on, DynaPOSTouch records the time that each line of a transaction was entered. By default, the option is checked off and the time associated with each line of the transaction is the time the sale was paid or first put on hold.
Ask Customer At Start	If this option is checked on, DynaPOSTouch asks for a customer number at the start of the sale. The customer number is not mandatory at this point but by entering it here you are giving the system further information for calculating sell prices as items are added to the transaction.
Ask Operator At Start	If this option is checked on then when a transaction is started, DynaPOSTouch asks for the salesperson that made the sale. If this option is checked off, the current operator is assumed to be the salesperson. If this option is checked on then when a sale is held and later recalled by a different operator, additional items are added under the original salesperson.
Ask Operator Per Item	If this option is checked on, every time an item is added to a sale in DynaPOSTouch the operator is asked for the salesperson who actually sold the item. By default, the option is checked off and the operator currently logged in is associated with the item. You should not check on Ask Operator At Start and this option at the same time.
Ask Sale Note	If checked on then DynaPOS asks for a comment about the sale when the Pay button is pressed.
Check Interrupted Trans	<p>An interrupted sale occurs when one user is making a sale and steps away from the POS and a second user presses the Logon button to start another sale. the first sale is 'interrupted' and put on hold. When the first user logs back on to the POS, the 'interrupted' transaction is recalled automatically.</p> <p>To use this feature, check this option on.</p>

Fast Reload Item Tax	This is a special option used only for Stena. If this option is checked on, the POS will do a special reload in order to change tax systems quickly.
Ask to exit partial payment	If this option is checked on, the operator is prompted to exit the payment screen if a partial payment is taken.
Check Order Code First	When DynaPOS asks for a product code it will look it up as a EAN/PLU number. If this is checked on, it looks for the product via the order code then, if not found, by the primary EAN/PLU number.
Ask For Order Req Date	If checked on, asks for a required by date when doing orders. If the option is checked off, you will not be asked for a required by date.
Tax Inv For Paid Order	In Australia, a tax invoice is generated for a paid order (a fully paid customer order where the goods have not yet arrived). If you check this option off, the tax invoice won't be generated until the items have been released to the customer.
Hide Inactive Buttons	In this option is checked on, buttons that are not being used will be hidden. If the option is checked off, buttons will be disabled from use.
Ask Float At Start Of Day	In this option is checked on, a start of day process will occur. When a Z-Read is done, the POS is considered closed. Next time a user logs on, the system will ask for the float to start the next shift.
Open Drawer Before Float	If this option and <i>Ask Float at Start Of Day</i> is checked, the cash drawer opens before the float is confirmed. If the option is checked off, the cash drawer opens after the float is confirmed.
Ask For Tips	<p>Note: The support for tips is only for EFT payments. It is not supported against cash payments.</p> <p>Mosaic solution - A credit card tip can be added to a transaction after it has been processed. If this option is checked on, the Sales History window will show a Tips button. You can press this to indicate you want to add a second EFT payment (Tip) for the selected transaction.</p> <p>EFTLink or Commidea - A prompt is shown at the PIN pad for the tip amount to be added onto the tender sent back to the POS.</p>
Check For Local Server	This option should only be checked on if you are using Merchant Local Server to store held transaction and table details. It tells the POS that it needs to look for Merchant Local Server running on its local network.
Get Sale ID Locally	If checked off, the system gets its next number from the server instead of the local DYNAMIC.INI file.

Track Logon	POS will track the logon and logoff events and will then be visible in Electronic Audit .
OK Button Increments Qty	If checked on, the OK button will increment the quantity of the highlighted item by one. If it is checked off, the quantity will not be changed.
Multiple EFTPOS Payments	If checked off, POS will only accept one EFTPOS payment. If the option is checked on, POS will allow multiple EFTPOS payments. For each payment, you will need to enter the amount of the payment. Once an EFTPOS payment has been added, you cannot press the Exit button on POS to go back to sale mode. You must complete the transaction.
Ask Sales Method	If this is checked on, POS will ask the user for the Sales Method at the start of every transaction.
Ask Trade Date	<p>If this is checked on, POS will ask for the trading date at the start of each shift.</p> <p>Note: The <i>Ask Float At Start Of Day</i> option should also be checked on, in order for this option to work.</p> <p>If the option is checked off, POS will calculate the trading date based on the current date/time and the <i>Start Of Day</i> option set on the System tab in System Settings.</p>
Ask Operator Cash Drawer	If this option is checked on and the till has multiple cash drawers, the POS will ask the operator to select the cash drawer they are using when they first log on. When the operator records a payment, the POS will fire the cashdrawer that the operator selected.
Ask Operator Money Belt	This option is used in conjunction with <i>Ask Operator Cash Drawer</i> . If that option is checked on and this option is checked on, the POS will ask the operator to select from a cashdrawer OR a money belt. If the operator selects money belt, the cashdrawer will not be fired when they enter a payment
Weigh Items In Discounts	If this option is checked on, weighed items can be discounted. If it is checked off, weighed items cannot be discounted.
Error Msg Popup	If this option is checked off, error messages at POS are displayed on the message line with a red background. If this option is checked on, the error message will appear in a popup window. The user will need to press the OK button before they can continue operations.
Change Popup	If this option is checked on then when change needs to be given at POS, a popup box will display the amount of change to give and wait for the user to press OK.
Always Open Cashdrawer	If this is checked on, the cashdrawer will open after each transaction regardless of whether an appropriate tender has been provided or not. By default, the option will be checked off.

Use Menu Item Countdown	If this option is checked on, the till can use the Menu Item Countdown functionality. This is dependent on Merchant Local Server (MLS) being configured and available for the till, and the till being configured for Menu Item Countdown. The countdown values for sales items are configured on the till and as items are sold, the countdown value is amended.
Use Pharmacy Scripts	Indicates if scripts used for Pharmacy are enabled.
Use Flexible Spending Accts	If this option is checked on, Flexible Spending Accounts is supported on the till.
Item Menu for Bookings Only	When checked, the Item Menu functionality will only be applied to Bookings, and the till will allow items not part of the currently selected menu to be added to the transaction. Item Menu functionality in Bookings is where items in the booking are automatically added to the sale if the item matches the menu selected on the till (e.g. BRK for breakfast). When checked off, current functionality is maintained and any item selected that does not belong to the currently selected menu will be rejected with an error message.

Inactivity Timeout	The number of seconds to wait for some form of input (keyboard, touch, click, and so on). If no input has been received within this time, the POS will put the current transaction, if any, on hold and log off.
Survey Code	You can set up a survey that asks up to five questions of the user. These answers can then be analysed. The survey is asked then the Pay button is pressed for a sales transaction. This is the code of the survey that this POS should ask.
Default Fast Level	When a POS Keyboard is defined there can be four fast key panels selected as the primary panels. These can be directly accessed from the POS by pressing a button. This option allows you to select one of these four to be the default panel that will be displayed when a new transaction is started. If this is empty, no panels will be displayed automatically.
Default Fast Level (Takeaway)	This is similar to the Default Fast Level but is the level that will be displayed for takeaway sales. This allows you to have one keyboard defined for a till but to allow a different level to be shown for eat in or takeaway sales.
Special Country Requirements	Some countries require special actions when using POS, for example in Taiwan, the POS should show zero decimal places for currency. If your country is listed in the combobox, you should select it. Otherwise leave the default value of 'Any Country'.

Australia	
Belgium	For Fiscal printing.
China	Uses 1 decimal place.
Dubai	Payments made with a foreign currency will show the exchange rate on the receipt inverted, for example 0.5 will show as 2.
Greece	Held transactions are not available. If the Hold button is pressed, the sale will be paid automatically using the Auto Payment Tender (or cash if an Auto Payment Tender is not set up). Recall button is not visible.
Malaysia	Service fee and taxes will be rounded according to the rounding rules set up for the till, for example nearest five cents. If an item is discounted 100%, tax will be charged on the original sales value, not the discounted sales value.
Philippines	The receipt format will be modified for the tax details.
South Korea	
Taiwan	Uses 0 decimal place. Items that have been paid for by an Item Gift Certificate are not shown on a receipt Special receipt format using preprinted receipt numbers.

Keyboard Position	This controls the position of the numeric keypad on the POS. It can either be on the right of the screen (in which case the fastkey panel will be in the centre) or in the centre (in which case the fastkey panel will be on the right).
Menu	This is the menu definition that this POS should use. When the user selects Activity Menu, the options on this menu will be displayed. See Menus for further details.
Server Check Interval	The POS will periodically poll the server to see if there are any messages for it. This setting controls how often the POS should poll the server. This is the number of seconds to wait.
Foreign Change Rule	If you are using multiple currencies at the POS, this option controls how POS should try to calculate the change which should be given and in which currency.

There are three options available:

User To Select Currency	The user will select whether the change will be given in the primary or secondary currency.
Auto Determine Currency	The system will determine which currency to give based on the last tender on the transaction.
Always Primary Currency	The change will always be given in the primary currency of the location.

Default Sales Method	If this is set, it will be the default Sales Method used for all transactions.
-----------------------------	--

Customer

Auto Member Help	If you members don't have cards it may be necessary to find the member by name. If this option is checked on then as soon as a member card is requested, the system automatically displays the search screen for members.
Ask Customer On Return	If checked on, DynaPOS asks for customer details when a return is made.
Ask Customer For POS Credit	If checked on, DynaPOS asks for customer details when a gift certificate or credit note is included in a transaction.
Ask Customer For Gift Certificate	If checked on, DynaPOS asks for customer details when a gift certificate is sold.
Same Cust As User	If you set up customers for your own staff members to track discounts, you usually set the customer card number to the user's number to allow an easy cross-reference. However, you may not want the user to ring discounts up for themselves. If this option is checked off, a user is not able to do this.
Hide Cust Address	If this option is checked on the customer address will be hidden when a customer search is done.
Ask Cust Order Supply	If checked on and a customer order is done, DynaPOS will ask for the method by which the customer order will be filled, for example purchase order, transfer, and so on. It does not actually do the required transaction, it simply asks what the user's intention is.
Ask Customer Reference	If this option is checked on, DynaPOS asks for a customer reference, for example PO number at the start of every transaction.
Accept Bad Customers	A customer is considered 'bad' if the card has expired or is marked as stolen or lost. If this option is checked on, DynaPOS will still accept these customers for a transaction. It will simply display a warning to the user to show the customer is bad. If the option is checked off, DynaPOS will not accept such customers.
Customer Source	This indicates where the POS will obtain its customer information. The two options are: BE - The standard method for obtaining data from the MCS. Genting Casinos - Data will be obtained from the Genting loyalty system.

Sell Price Options

Ask Sell Price	If checked on then when an item is entered, DynaPOS always asks for a sell price. If checked off, the normal sell price is automatically used.
Ask Price If Zero Sell	If an item is scanned with a zero price and this option is checked on, DynaPOS asks the user to enter a sell price.
Ask Price On Returns	If checked on the when an item is scanned for a return, DynaPOS asks for the sell price of the item. This enables the operator to make sure that the item is returned at the same sell price as the item original sold for.
Show Return Sell Options	When an item is originally sold, there are five possible sell prices available. These are accessed by selecting Item Modify Chg Price. If this is checked on, then when an item is returned, these prices are displayed automatically.

Auto Payment Options

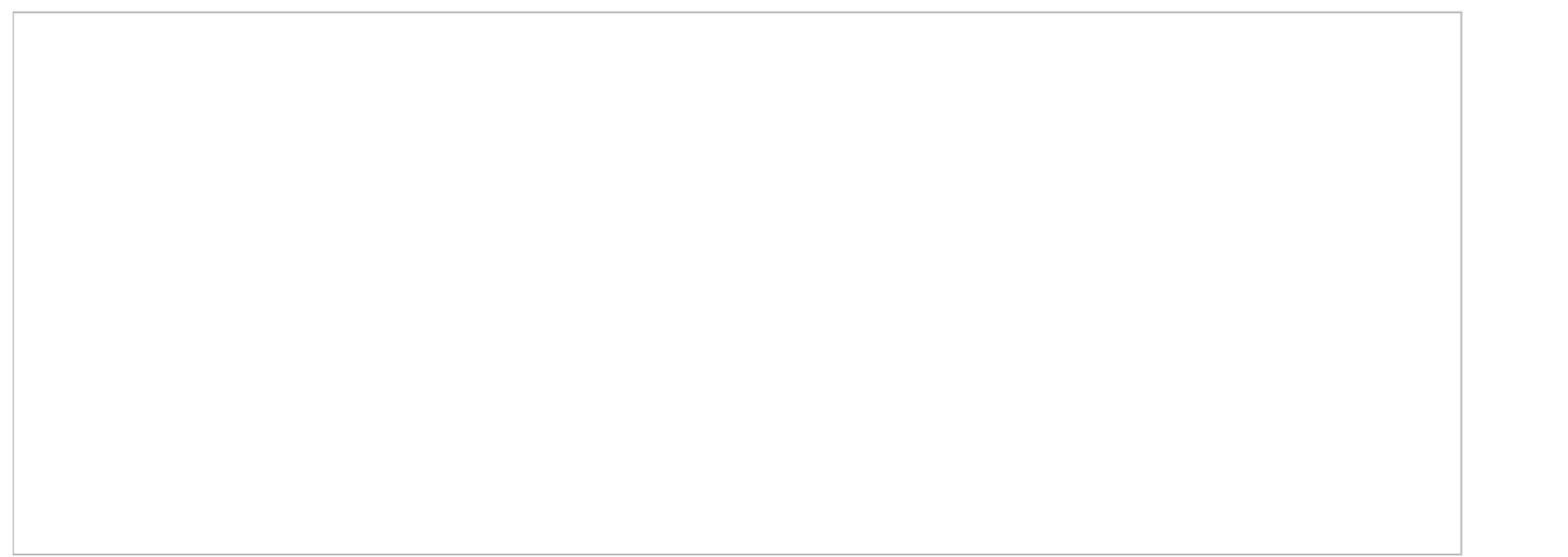
Auto Pay Sale	If checked on then as soon as a sale is paid with cash, DynaPOS assumes the tender amount is the same as the sale amount. This is useful in a bar, or similar high volume location.
Show AutoPay Button	If this option is checked on, the Payment button on POS will be divided into two buttons. The second button (Quick Payment) will automatically finalise the transaction with the auto payment tender. If no Auto Pay Tender is defined, the POS will assume cash.
Auto Pay Tender	This is the tender that will be applied to the transaction if the Auto Pay button is pressed. If it is not set, the system will assume Cash is the default payment.

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Tenders

Click on the tab you require help with.

Figure: Example Tenders Screen



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Tender - DynaPOS Options

This tab allows you to set various options to control how the tender should be used by DynaPOS.

Figure: Example Tenders Screen

Tender

Edit Settings Help

Basic DynaPOS Display **DynaPOS Options** DynaPOS Options 2 Change Rules Z-Read/Till Declaration Language

Can the customer give you more than the value of the sale? If you answer No, the customer can only tender the exact amount.

Yes

What is the maximum amount that you will accept for this type of tender?

£999,999.00

What is the minimum sale amount which must be made before you will accept this tender?

£0.00

Do you accept this tender for account payments?

Yes

What is the minimum sale amount to prevent a service charge?

£0.00

If you are offered this tender then do you need to round the sale? In Australia, you need to round to the nearest five cents if you receive cash.

Yes

Service charge

0

If you use this tender, should the cash drawer open?

Yes

Does this tender interface to a Hotel System?

Yes

Does this tender interface to EFTPOS?

Yes

What is the default value for this tender? If you enter a non-zero amount, the amount will be applied automatically when the tender is selected.

0

Do you want to ask for cashout for EFTPOS?

Yes

If this is an EFTPOS tender, is it used for 'Customer Not Present' transactions?

Yes

Refunds

Do you accept this tender for returns and refunds?

Yes

Is this tender always allowed in returns?

Yes

Does this tender require an override in returns if it is not the original tender?

Yes

Save

Cancel

Tender Exact Amount	Generally you will accept as much of a tender as a customer wants to give to you. However, for some tenders you may only want to accept the exact value of the tenders, for example account sales.
Use for A/c Payments	Indicates whether this tender type can be used to make account payments. This is similar to the previous option, however it allows you to control which tenders can be used when accepting account payments.

Rounding	Indicates if rounding of the sale should occur with this type of payment. For example, cash is normally rounded but EFTPOS is not. If you are accepting cash in Australia, you need to round the transaction to the nearest 5c because 1c and 2c coins are no longer legal tender. Check this option to round the sale. If the option is left unchecked, the transaction is not rounded.
Cash Drawer Opening	If this option is checked on then the cash drawer is opened when the tender is used on a transaction.
Interface to EFTPOS	If you are using integrated EFTPOS then you can use this option to indicate if this tender should start the interface.
Ask Cashout for EFTPOS	If you are using integrated EFTPOS then you can use this option to determine if you should ask for additional cashout. If you don't offer a cashout facility then this option should be checked off.
Maximum Amount	You may want to limit how much you will accept of certain tenders. For example, to limit your exposure to fraud you might only accept cheques up to a value of \$300. Enter the maximum amount you can accept for this tender. By default this will be 999,999. If 0.00 (zero) is entered for this tender, then no user input is required at POS as the payment is completed automatically, or if there is an amount outstanding it will go to the payment screen as expected.
Minimum Sale Amount	Most of the time a retailer is happy to accept any type of tender for a sale. However, some tenders are fairly expensive to accept due to processing fees, for example credit cards. For these types of tenders you might want to set a minimum sale level. The value of the sale must exceed this amount before you can accept this tender.
Minimum Service Amount	If the tendered amount is less than this value, a service charge will be charged to the customer.
Service Charge	This is the value and type of service charge that will be charged to the customer if the tendered amount is less than the Minimum Service Amount.
Interface to Hotel	Used when interfacing to a hotel system such as Micros Fidelio. You can charge a sale to a room and it will be passed through to the hotel system.
Default Amount	The default amount to be tendered for this tender. It is usually zero, which means the user must enter the amount being tendered. If an amount entered, the POS will automatically tender that value as soon as the tender is selected. This can be useful to represent certificates of set values.

Refunds

Use for	Indicates if the tender can be used to give a refund back to the customer. Just
----------------	---

Returns and Refunds	because you accept a tender for a sale, doesn't mean that you will pay this tender to the customer in the event of a return. If this option is checked off, you cannot use this tender for a return or a refund.
Allowed in Refunds	This option should be checked on if the tender is allowed in return, even if it is not the original tender (in that case, the original tender is also allowed). Affects RETURN transactions.
Override if not Original	If checked on then supervisor input is required if the tender is not the original tender. Affects RETURN transactions.

Vouchers

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Vouchers

How Do I ...

[Issue A Voucher?](#)

[Set Up Redeeming Vouchers?](#)

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POS Keyboards - Keyboard States

DynaPOS works using 'states' and 'actions'. A state is when DynaPOS is displaying a certain set of data and buttons and is waiting for the user to take an action, for example waiting for log on, waiting for scan on new sale, waiting for a customer to be entered. An 'action' is what the user can do to move from one state to the next, for example pressing the Cancel button when POS is waiting for a customer on a new sale will take the user to the next state, that is waiting for a new item to be added to the transaction.

Many of these states are fixed, but for some of them you can control which buttons are visible to the POS user. This tab allows you to set up these buttons.

Figure: Example POS Keyboards Screen



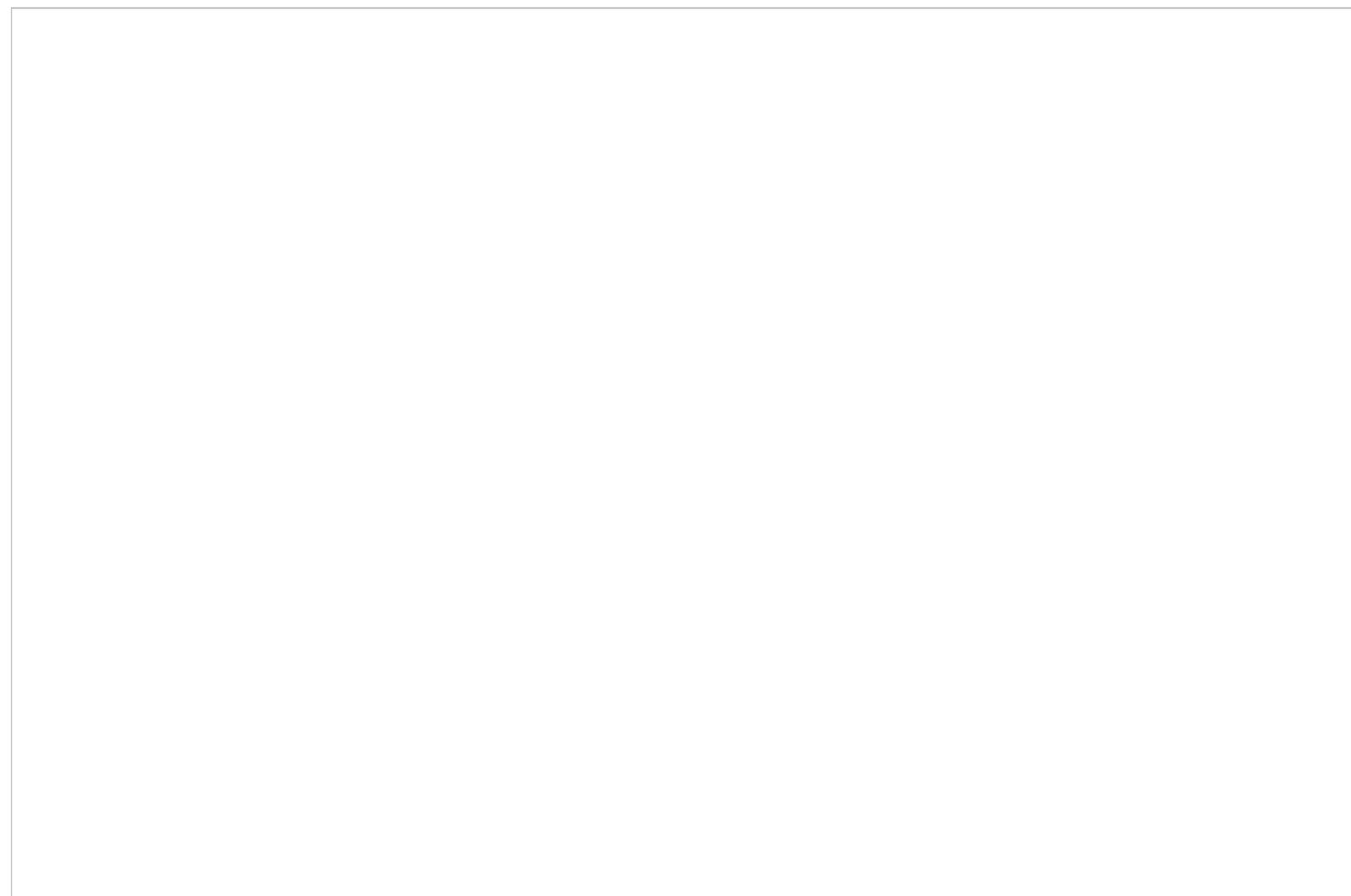
This grid lists the various keyboard states that have been modified from the default. When a new state is added, the [Keyboard State](#) panel is displayed to allow you to control which buttons will be displayed.

Level#	Not used.
Description	The keyboard state that this record is for.

Tills - Till Reads

This tab allows you to define till reads. These settings apply to all the POS in the same location. If you change the details here for one POS at a location and then retrieve the details for another POS at the same location, the changed details will be visible. When a new till is created for a new location, many of these settings will default from similar values on the [Default 2](#) tab of System Settings.

Figure: Example Tills Screen



□ Till Read Options

Till Read Type	<p>Determines where the till read gets its data and how it is presented.</p> <table border="1" data-bbox="300 178 1583 1102"> <tr> <td data-bbox="300 178 527 399"> Local </td> <td data-bbox="527 178 1583 399"> <p>Read data from local POS sales. This will do a till read for the till from which the till read is started. You can't run a local read from back office. The advantage of this is that a tillread can be done even if the till is offline from the main server.</p> </td> </tr> <tr> <td data-bbox="300 399 527 661"> Server </td> <td data-bbox="527 399 1583 661"> <p>Read data from server. The tillread will go to the server to get data. This will only show sales which have been processed. If sale transactions are still waiting to be processed they will appear on the next till read. The server must be available in order for this type of till read to work.</p> </td> </tr> <tr> <td data-bbox="300 661 527 840"> Summarise Locations (Server) </td> <td data-bbox="527 661 1583 840"> <p>Same as Server except it will summarise the data by the selected location instead of for a single till.</p> </td> </tr> <tr> <td data-bbox="300 840 527 976"> User (Server) </td> <td data-bbox="527 840 1583 976"> <p>Same as Server except it will summarise the data by the selected user instead of for a single till.</p> </td> </tr> <tr> <td data-bbox="300 976 527 1102"> User (Offline) </td> <td data-bbox="527 976 1583 1102"> <p>Allows User based Z reads to work off the local data on site.</p> </td> </tr> </table>	Local	<p>Read data from local POS sales. This will do a till read for the till from which the till read is started. You can't run a local read from back office. The advantage of this is that a tillread can be done even if the till is offline from the main server.</p>	Server	<p>Read data from server. The tillread will go to the server to get data. This will only show sales which have been processed. If sale transactions are still waiting to be processed they will appear on the next till read. The server must be available in order for this type of till read to work.</p>	Summarise Locations (Server)	<p>Same as Server except it will summarise the data by the selected location instead of for a single till.</p>	User (Server)	<p>Same as Server except it will summarise the data by the selected user instead of for a single till.</p>	User (Offline)	<p>Allows User based Z reads to work off the local data on site.</p>
Local	<p>Read data from local POS sales. This will do a till read for the till from which the till read is started. You can't run a local read from back office. The advantage of this is that a tillread can be done even if the till is offline from the main server.</p>										
Server	<p>Read data from server. The tillread will go to the server to get data. This will only show sales which have been processed. If sale transactions are still waiting to be processed they will appear on the next till read. The server must be available in order for this type of till read to work.</p>										
Summarise Locations (Server)	<p>Same as Server except it will summarise the data by the selected location instead of for a single till.</p>										
User (Server)	<p>Same as Server except it will summarise the data by the selected user instead of for a single till.</p>										
User (Offline)	<p>Allows User based Z reads to work off the local data on site.</p>										
Blind Till Read Method	<p>Provides options for performing a blind till read where you can choose to simply hide the drawer totals on the till read or you can hide the entire Z-Read report in Report manager until the declaration is accepted. The available options are:</p> <ul style="list-style-type: none"> • Z-Read Always Visible • Drawer Totals Not Visible On Z-Read • Z-Read Not Visible Until Declaration Accepted <p>When the System Setting <i>Hide Last Till Read value from user</i> is checked on, the last till read value will not be shown regardless of the blind till read settings here.</p>										
Check Z-Read Held Trans	<p>When a Z-Read is started, the system checks to see if there are any held transactions. Ideally, there should be no held sales when a Z-Read is done because its not clear whether this is a transaction that should have been paid off or cancelled. This option allows you to control what will happen if the Z-Read finds held transactions.</p> <p>The available options are:</p> <table border="1" data-bbox="300 1963 1583 2068"> <tr> <td data-bbox="300 1963 495 2068"> No Check </td> <td data-bbox="495 1963 1583 2068"> <p>No check is done for held transactions.</p> </td> </tr> </table>	No Check	<p>No check is done for held transactions.</p>								
No Check	<p>No check is done for held transactions.</p>										

**Check
And
Warn**

If there are any held transactions, a warning will be displayed to the user but the Z-Read can be continued.

**Check
And Stop**

If there any held transactions, a warning will be displayed and the Z-Read will stop. A Z-Read cannot be done until the held transactions are cleared.

**Include
Return
Discounts in
Tillread**

If checked on discounts given on return transactions will be included in the discount total in the Till Read summary section. If its checked off only discounts given on sales will be shown.

**Close Shift
On Z-Read**

If this is checked on, the shift will be closed when a Z-Read is performed.

Till Declarations

A till declaration is when a user enters the actual amount of specific tender types counted from a till. These details are then matched against a Z-Read to detect variances between actual and expected.

Till Declaration Attempts	The number of attempts allowed at entering the amounts for the declaration.
Acceptable Variance	The acceptable amount of variance between a till read and a declaration. If the variance is less than this amount the declaration can be accepted without warnings.
Till Declaration Print	Controls printing of Till declaration at POS onto the receipt printer as to whether the declaration slip is printed automatically after the till declaration has been accepted or prompted for print or not printed at all. If the option of 'Prompt for Print' is used, the report can be reprinted should it be needed.

X/Z-Reads

There are a number of reports which can be generated as part of a X-Read or Z-Read. This section allows you to control which reports you require. You can specify different reports for X-Read and Z-Read. For each report you can specify whether the report should be 1) generated at all, 2) generated but not printed or 3) generated and printed immediately. The Till Read Report is always generated but you can indicate whether it should print immediately or not.

Till Read	Shows a summary of the POS activity including the amount of money expected in the cash drawer, sales value, and so on.
Department Sales	Shows the sales summarised by department.
Operator Sales	Shows the sales summarised by operator.
Returns	Shows the details of all the Return transactions.
Tender List	Show details of the individual transaction tenders for selected tender codes. The actual tenders which will be shown on this report are set up on the <i>Tender Types</i> option on the POS2 tab of System Settings.
Non-Revenue	Show details of the non-revenue items that were sold.
Items Sold	Show details of each item sold. If an item was sold three times, it will appear three times on the report.
Items Sold Summary	Show a summary of items sold.
Till Declaration Slip	Controls how to print a till declaration slip. A short report that contains a list of tenders that need declaring with space for the user to write the counted amount in.
Tender List Report	This is a list of the tender codes to be shown on the Tender List report in the Z-Read. Each tender code should be separated by a comma and there should be no spaces, for example 1,2,4.

System Settings

What would you like to view?

- [Concepts](#)
 - [Screen Shots/Explanations](#)
 - [How Do I...?](#)
-

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System Settings

How Do I ...

- [Make User Passwords Mandatory?](#)
- [Include The Rate Of Sale On Tickets?](#)
- [Set The Item Sales To Load Immediately?](#)
- [Set The Item Range To Load Immediately?](#)
- [Set Up B2B Service for ViewPoint WMS?](#)

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Overnight Processing

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Overnight Processing

How Do I...

[Schedule Automatic Running Of Tasks?](#)

[Manually Run Scheduled Tasks?](#)

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View Audit

This is a general utility for viewing entries in the audit file. Entries are made by various programs at certain points of their execution. These include the fact that a program started and any errors which may have occurred (especially in processes set up to run from the Schedule Processor). The utility should especially be run after the Schedule Processor to check for any possible errors.

Audit Date/Time	Location	Till Code	Computer	Type	Who	Task	Description
23/09/2009 10:08:30	ALL		T002694	P	XN	VIEWAUDIT	c:\DRSAPPS\DATAENTRYBASIC.EXE VIEWAUDIT
23/09/2009 10:08:20	ALL		T002694	P	XN	PROCESS	c:\DRSAPPS\DATAENTRYBASIC.EXE PROCESS
23/09/2009 09:34:52	ALL		T002694	P	XN	VARIETYSIZESET	c:\DRSAPPS\DATAENTRYBASIC.EXE VARIETYSI
23/09/2009 09:34:04	ALL		T002694	E	XN		
23/09/2009 09:34:04	ALL		T002694	E	XN	USER	
23/09/2009 09:32:58	ALL		T002694	E	XN	USER	
23/09/2009 09:32:57	ALL		T002694	E	XN		

The grid shows audit records that match the specified criteria.

These audit records can be sorted by clicking on the required column heading. If you double click the Description column of a record, the full description is displayed in a pop up window.

The top part of the screen allows control over the audit records displayed. The *Show Messages* section contains a checkbox for each type of audit record (as described above). Only record types that are checked on are displayed.

The *Audit Date* provides a starting point for the audit records. Any records created after this date are displayed. When the task is first started, all audit details for today's date are shown.

Once the required criteria has been entered, the *Show Audit* button needs to be pressed to update the displayed list.

On the right side of the screen is an area used by some error messages. It will contain full details of the error, exactly where it occurred in the program, and so on. This can be used

by support to find why an error occurred and to fix bugs.

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Transfers

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Transfers

How Do I ...

- [Transfer Items Internally?](#)
- [Partially Pick A Transfer?](#)
- [Request An External Stock Transfer?](#)
- [Respond To A Stock Transfer Request?](#)
- [Record Stock Received from A Transfer?](#)

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Till Control

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Till Control

How Do I ...

- [Reload A Till?](#)
- [Reboot A Till?](#)
- [Shutdown A Till?](#)
- [View Till Status?](#)
- [Perform A Notify Upgrade?](#)

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Locations - Inventory Options

This tab allows you to control the various inventory options for the location.

Figure: Example Locations Screen

<p>SOH Group</p>	<p>When you are in POS and you want to see stock from other locations, this location group is used to restrict which locations the user will be able to see. For example, you have locations 1,2,3,..100. Store 1 does not need to see stock on hand for 100 locations. You could set up a location group called STCK1 which contains the locations codes 1, 11, 23 and 54. For locations codes 1, 11, 23 and 54, you would set their SOH Group to STCK1. These locations will then only see the stock on hand for 1, 11, 23 and 54.</p>
<p>Max Expected PO Value</p>	<p>The maximum value that would be expected for this location. It is simply used as a check when the PO is accepted. If the PO value exceeds this number, a warning will be displayed to the user.</p>
<p>Max Invoice</p>	<p>The maximum allowed variance for an invoice. This is the variance between</p>

Variance	the total values calculated from the line entries compared to the total batch value. You cannot accept an invoice if its variance is more than this amount.
Warehouse	If the location can get its stock from a company warehouse, the code of that warehouse is entered here. This will be used by Suggested Orders to determine if a purchase order or a transfer request should be raised.
Show In POS Transfers	When a transfer transaction is done in POS, the system will ask the location the stock is being transferred to. Only locations with this option checked on can be used.
PO Required For Goods Receipt	If this option is checked on, all new goods receipts must be matched to an existing purchase order.
PO Required For Invoice	If this option is checked on, all new invoices must be matched to an existing purchase order.
Allowed To Receive More Than Ordered On Goods Receipt	If this option is checked on, you can receive more stock on a goods receipt than what was originally ordered. If you only want to accept the quantity ordered, check this option off.
Allowed To Receive More Than Ordered On Invoice	If this option is checked on, you can receive more stock on an invoice than what was originally ordered. If you only want to accept the quantity ordered, check this option off.
Allow Backorder For Incomplete Purchase Orders	<p>When stock is received for a purchase order (either through goods receipt or invoicing), and not enough stock has been sent, the system has to know what to do with the outstanding order quantity. If this option is checked on, the system will update the purchase order to show more stock is coming (as a back order). If this option is checked on, the purchase order will be marked as received and a new purchase order will need to be created for any outstanding stock.</p> <p>Note: The supplier must support back orders as well (See the <i>Allow Backorder</i> option in Suppliers). If the supplier doesn't support back orders then it won't matter whether this option is checked on or not, the purchase order will be marked as received.</p> <p>If this option is checked on, all new invoices must be matched to an existing purchase order.</p>
Default GR Received To Ordered Qty	If this option is checked on and a goods receipt is matched to a purchase order, the quantity received on the goods receipt will default to the quantity ordered. If this option is checked off, the quantity received will be zero.
Consignment	When you sell consignment items, you are often billed by the supplier for the

Uses Landed Cost

items you have sold. This means using average cost for consignment items does not work very well as it won't pick up the latest cost changes. If this option is checked on, the system will use the buy cost when calculating the COGS for the item.

Default BO customer Order Payment Type

Used to set the default initial payment setting used in the [Back Office Customer Order](#) function.

No default set	Neither check box is initially set in BOCO.
Set default to ACCOUNT payment	Sets default payment to <i>Add Customer Account Payment</i> on BOCO.
Set default to UNPAID ORDER	Sets default payment to <i>Create Unpaid Order</i> on BOCO.

Auto Print Tfr Request

When a transfer request is accepted, the transfer request report will be printed automatically if this option is checked on.

Auto Print Tfr Send

When a transfer send is accepted, the transfer send report will be printed automatically if this option is checked on.

Allow To Send More Than Requested On Transfers

When a transfer send is being updated to show how much stock will be sent, this option is used to determine if you can send more stock than what was actually requested. If this option is checked off, you can only send as much stock as what was requested.

Warn If Stock Not Available At Send Location

When adding items to a transfer request and this option is checked on, the system will check to see if the requested quantity is actually available from the 'send' location. If its not available, a warning will be displayed to the user.

Print Sell Price on Receive Documents

This option is used by the reports printed for a goods receipt. If this option is checked on, the item's sell price will be shown on the report.

Allow Transfer Between Tax/Non-Tax

Some locations can be set up to indicate they do not charge sales tax or pay purchase tax (see *Tax Free Sales* and *Tax Free Purchases* options on the [Advanced](#) tab). This option will control whether or not you can do a transfer request/send between locations that do charge/pay tax and those that don't.

Default Transfer Send Qty To

If this is checked on, the quantities on the Transfer Send transaction will default to the quantities in the original Transfer Request.

Requested Qty	Note: The option needs to be checked on the location that is sending the stock, not the requesting location.						
Default Transfer Recv Qty To Sent Qty	<p>If this is checked on, the received quantities on the Transfer Request will default to the quantities sent from the Transfer Send.</p> <p>Note: The option needs to be checked on the location that is requesting the stock, not the sending location.</p>						
Print Items With Zero Stock On Transfer Picking Slip	<p>If this option is checked on, items with zero stock will still be printed on the picking slip. If this option is checked off then items which don't have any stock will not be displayed on the Picking Slip Report.</p>						
Allow Backorder for incomplete transfers	<p>If this is checked on for the requesting location and the sending location enters less than requested, the user is given the option to send more units later.</p> <p>Conversely, when this check box is unchecked for the requesting location and the sending location enters less than requested, the user is not given the option to send more units later.</p>						
Send Message For Transfer Request	<p>This option controls what type of message should be generated when this location sends a Transfer Request.</p> <table border="1" data-bbox="373 1039 1591 1816"> <tr> <td data-bbox="373 1039 617 1176">Don't Send A Message</td> <td data-bbox="617 1039 1591 1176">A message will not be sent at all.</td> </tr> <tr> <td data-bbox="373 1176 617 1480">Send Message To Send Store's Email Account</td> <td data-bbox="617 1176 1591 1480">A message will be sent to the email address of the Send store. The message will be a HTML-formatted email.</td> </tr> <tr> <td data-bbox="373 1480 617 1816">Send POS BE Message To Send Store's Inventory Contact</td> <td data-bbox="617 1480 1591 1816">A message will be sent via User Messaging to the Send store's inventory contact. The inventory contact is determined by the <i>Inventory Contact For POS BE Messages</i> option on the Alerts tab of System Settings.</td> </tr> </table>	Don't Send A Message	A message will not be sent at all.	Send Message To Send Store's Email Account	A message will be sent to the email address of the Send store. The message will be a HTML-formatted email.	Send POS BE Message To Send Store's Inventory Contact	A message will be sent via User Messaging to the Send store's inventory contact. The inventory contact is determined by the <i>Inventory Contact For POS BE Messages</i> option on the Alerts tab of System Settings.
Don't Send A Message	A message will not be sent at all.						
Send Message To Send Store's Email Account	A message will be sent to the email address of the Send store. The message will be a HTML-formatted email.						
Send POS BE Message To Send Store's Inventory Contact	A message will be sent via User Messaging to the Send store's inventory contact. The inventory contact is determined by the <i>Inventory Contact For POS BE Messages</i> option on the Alerts tab of System Settings.						
Send Message For Transfer Send	<p>This is similar to the previous option but is used when this location is accepting a Transfer Send transaction.</p> <table border="1" data-bbox="373 1963 1591 2089"> <tr> <td data-bbox="373 1963 617 2089">Don't Send A Message</td> <td data-bbox="617 1963 1591 2089">A message will not be sent at all.</td> </tr> </table>	Don't Send A Message	A message will not be sent at all.				
Don't Send A Message	A message will not be sent at all.						

Send Message To Request Store's Email Account

A message will be sent to the email address of the Request store. The message will be a HTML-formatted email.

Send POS BE Message To Request Store's Inventory Contact

A message will be sent via [User Messaging](#) to the Send store's inventory contact. The inventory contact is determined by the *Inventory Contact For POS BE Messages* option on the [Alerts](#) tab of System Settings.

Update Inventory (Only Check Off Under Torex Direction)

This option should always be checked off unless you have been told otherwise by Torex.

DO NOT USE THIS OPTION WITHOUT CHECKING WITH Torex.

Transfer Send - Picking Slip Sequence

The sequence in which items will be printed on the Picking Slip on [Transfer Send](#) and [Consolidated Picking](#) transactions. This can be one:

- Bay/ Reference/ Seq#
- Bay/ Reference/ D/ C/ G/ SG/ Family/ IPN

Transfer Send - Report Sequence

The sequence in which items will be printed on the Transfer Send Report. This can be:

- Reference/ Seq#
- Reference/ D/ C/ G/ SG/ Family/ IPN

Transfer Request - Report Sequence

The sequence in which items will be printed on the Transfer Request Report. This can be:

- Reference/ Seq#
- Reference/ D/ C/ G/ SG/ Family/ IPN

Till Reads/Declarations

How Do I...

[Perform An X-Read?](#)

[Perform AZ-Read?](#)

[Make A Declaration?](#)

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Host Updates

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Host Updates

How Do I ...

[Prepare For ALM Host Updates?](#)

[Prepare For Metcash Host Updates?](#)

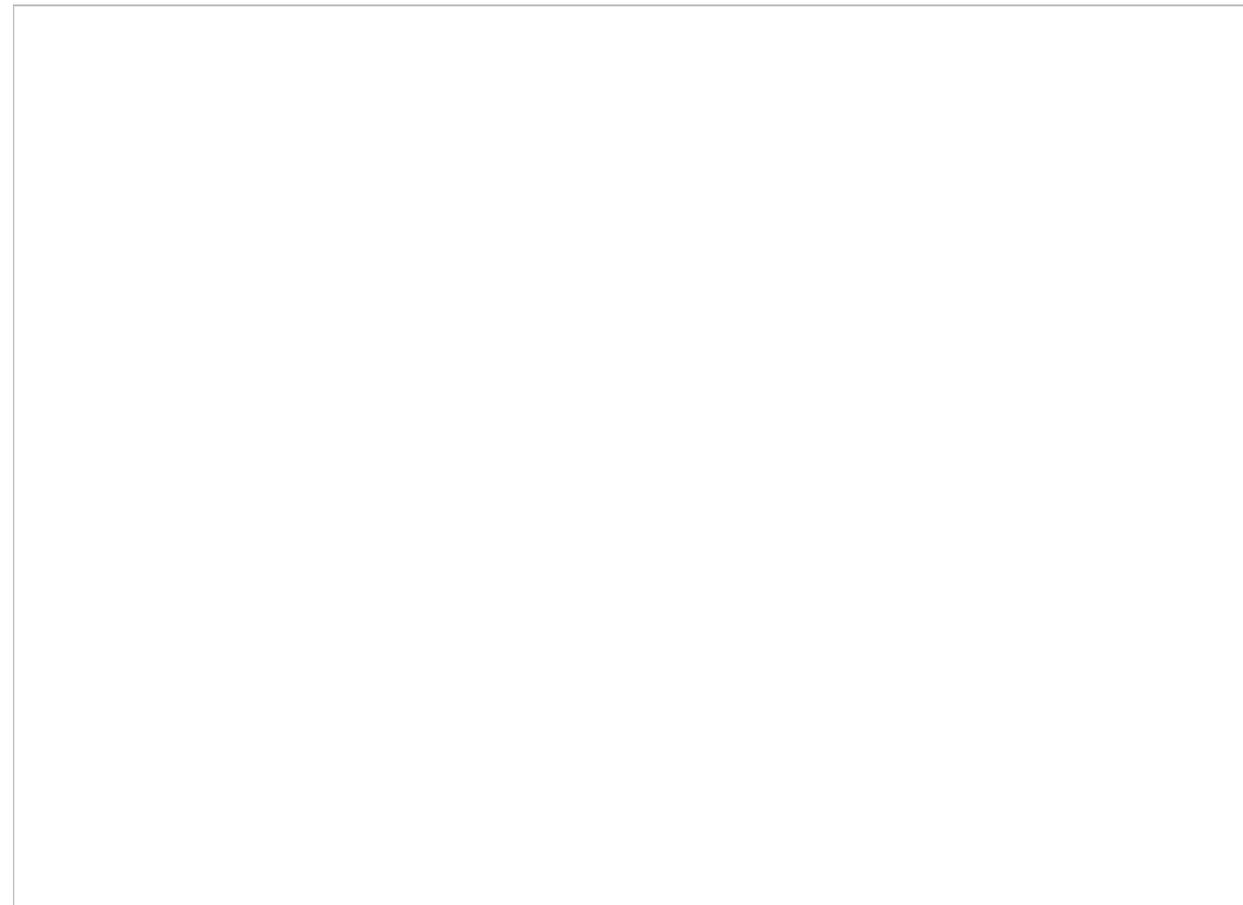
[Prepare For Standard Host Updates?](#)

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Host Update ALM

This task is used to process the electronic host files received from ALM. The following window will be displayed.

Figure: Example Host Update Screen



At the top of the window, the system tells you how many files are available to be processed. If you don't have any, you can exit now.

There are three fields you must fill in before you can start processing. These are *Cost Location*, *Effective Date* and *Supplier*. The *Cost Location* is the location that the costs will be loaded for. The *Effective Date* is the date you want the costs to start. The system will automatically set this to the next effective processing date. You can change this if required. The *Supplier* contains the supplier code that these items will be created for. This supplier must already be set up in the [Supplier](#) function.

As new items are received, the system will attempt to translate the manufacturer, tax and department/category provided by ALM into existing codes in our system by using cross-reference data. (See [How Do I Prepare For ALM Host Updates?](#) for further information.) When you receive an initial load, you may want to check that you have set up the required cross-references correctly. If you want to do this, check the *Check XRef Only* option on. The system will not load any item or cost information, it will simply report codes which it could not translate. This gives you the opportunity to fix your cross-references before continuing.

The *Shop New Items* option should always be checked on, unless directed otherwise.

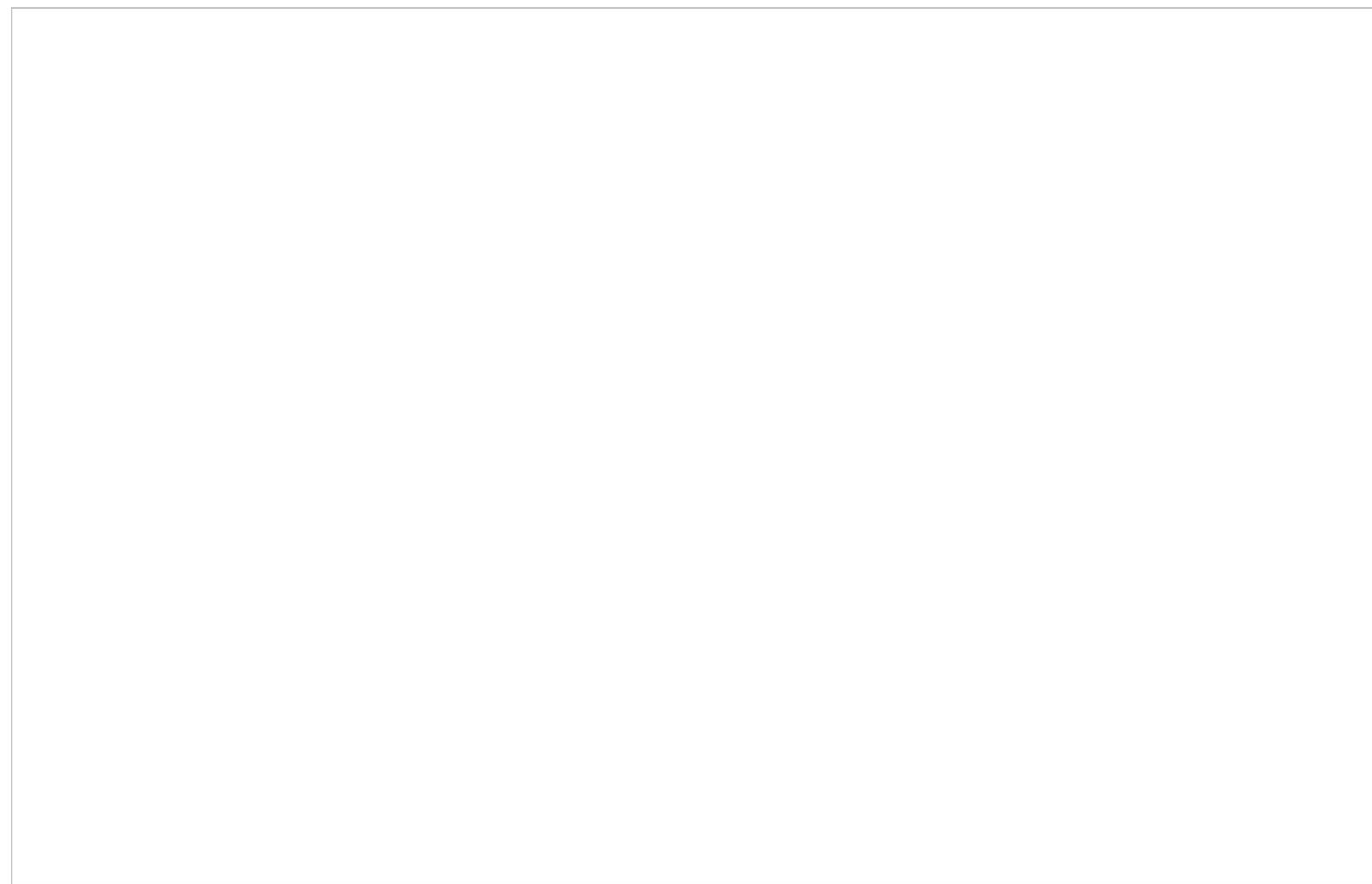
When you have finished entering your options, click the *Process* button. The system will process each host update file. It will produce various reports, depending on your options. A Host Update Error Report will always be produced showing errors in processing. If you actually load the data (by having the *Check XRef Only* option checked off) the Host Update Report will show the actual changes loaded from the host file.

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System Settings - Host Updates

This tab allows you to control basic actions for each of the host file updates the system is able to process. (A host file comes from a supplier and contains item updates.)

Figure: Example System Settings Screen



Standard

These details control the processing of the standard host file format. This is a POS BE standard file which can be used to update item information.

Update Files Directory	The directory that contains the host update file to be processed.
Standard Supplier Code	The code of the supplier we say the file came from. This is used to do cross-referencing of supplier-related codes to our codes. Since this file is a local file and didn't come from a real supplier, you can just use the UNK supplier.

ALM

These details control the processing of the host file received from ALM in Australia.

Update Files Directory	The directory that contains the host update file to be processed.
ALM Supplier Code	The code of the ALM supplier in the system. This is used to do cross-referencing of supplier-related codes to our codes.

Metcash

These details control the processing of the host file received from MetCash in Australia.

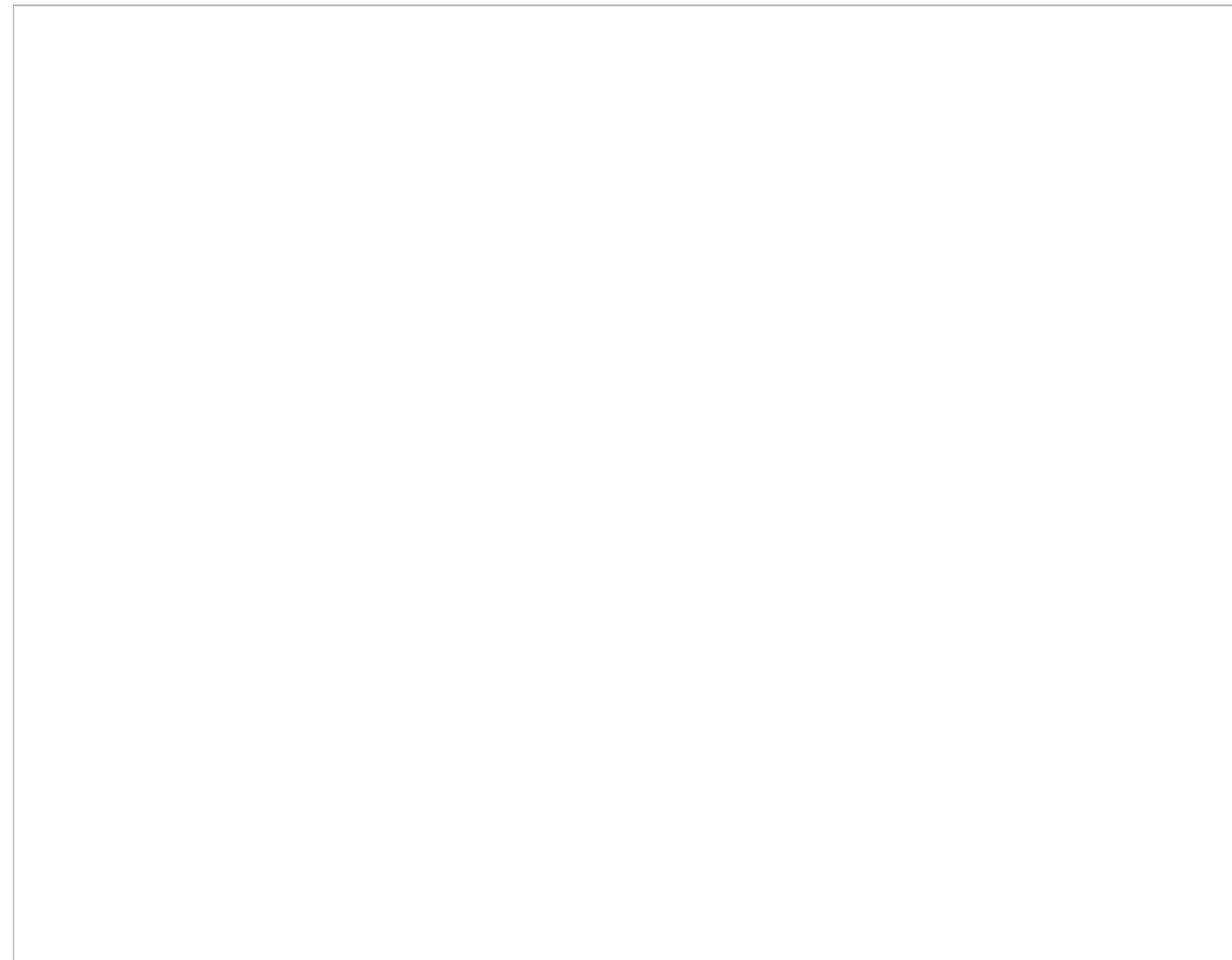
Update Files Directory	The directory that contains the host update file to be processed.
Metcash Supplier Code	The code of the Metcash supplier in the system. This is used to do cross-referencing of supplier-related codes to our codes.

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Host Update Metcash

This task is used to process the electronic host files received from Metcash. The following window will be displayed.

Figure: Example Host Update Screen



At the top of the window, the system tells you how many files are available to be processed. If you don't have any, you can exit now.

There are three fields you must fill in before you can start processing. These are *Cost Location*, *Effective Date* and *Supplier*. The *Cost Location* is the location that the costs will be loaded for. The *Effective Date* is the date you want the costs to start. The system will automatically set this to the next effective processing date. You can change this if required. The *Supplier* contains the supplier code that these items will be created for. This supplier must already be set up in the [Supplier](#) function.

As new items are received, the system will attempt to translate the manufacturer, tax and department/category provided by Metcash into existing codes in our system by using cross-reference data. (See [How Do I Prepare For Metcash Host Updates?](#) for further information.) When you receive an initial load, you may want to check that you have set up the required cross-references correctly. If you want to do this, check the *Check XRef Only* option on. The system will not load any item or cost information, it will simply report codes which it could not translate. This gives you the opportunity to fix your cross-references before continuing.

The *Shop New Items* option should always be checked on, unless directed otherwise.

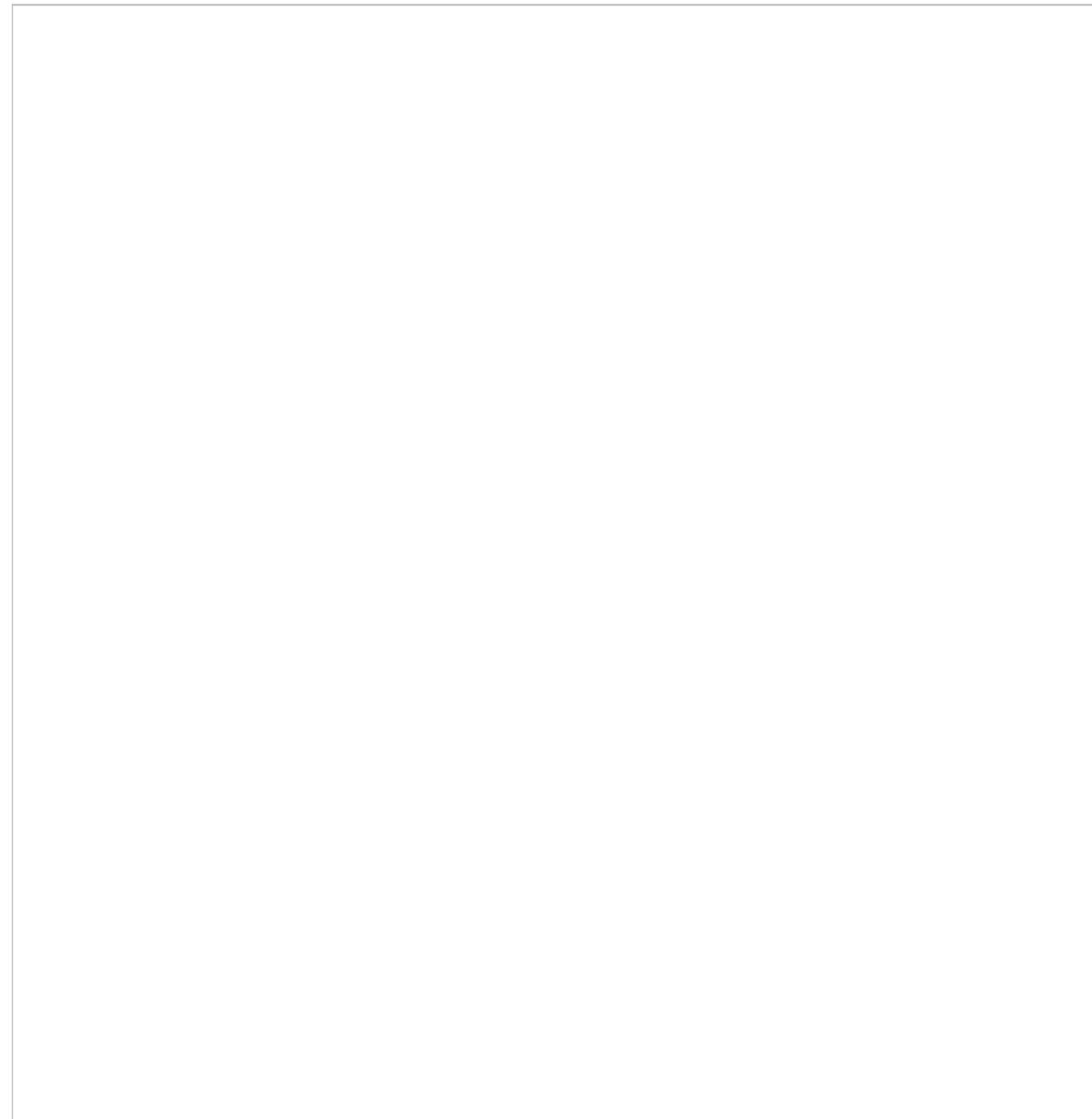
When you have finished entering your options, click the *Process* button. The system will process each host update file. It will produce various reports, depending on your options. A Host Update Error Report will always be produced showing errors in processing. If you actually load the data (by having the *Check XRef Only* option checked off) the Host Update Report will show the actual changes loaded from the host file.

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Host Update Standard - Basic

This task is used to process the electronic host files using the Merchant Central Standard format. (The [format](#) is described here.) The following window is displayed.

Figure: Example Host Update Screen



At the top of the window, the system tells you how many files are available to be processed. If you don't have any, you can exit now.

The host update can import item data as well as suppliers, users and exchange rates.

The screen is divided into sections. The Item Data section is used when importing item data.

Cost Location	The location to which the costs and sells will be loaded. You can also specify the location in the data itself, in which case this parameter is not required.
Effective Date	The date for which costs and sells will become effective. You can also specify the effective date in the data itself.

Supplier	The supplier contains the supplier for which the items will be created.
Shop New Items	This should always be checked on unless directed by support staff.

The Supplier Data section is used when loading supplier data.

Account Transaction Location	This is the location to be used when accounts are created for new suppliers.
-------------------------------------	--

As new items are received, the system will attempt to translate the manufacturer, tax and department/category provided into existing codes in our system by using cross-reference data. (See [How Do I Prepare For Standard Host Updates?](#) for further information.) When you receive an initial load, you may want to check that you have set up the required cross-references correctly. If you want to do this, check the *Check XRef Only* option on. The system will not load any item or cost information, it will simply report codes which it could not translate. This gives you the opportunity to fix your cross-references before continuing.

When you have finished entering your options, click the *Process* button. The system will process each host update file. It will produce various reports, depending on your options. A Host Update Error Report will always be produced showing errors in processing. If you actually load the data (by having the *Check XRef Only* option checked off) the Host Update Report will show the actual changes loaded from the host file.

You can use the [Sample Data](#) tab to test files are of the correct format before you process them.

Printing

[Bills and Receipts](#)

[Print A Bill?](#)

[Split A Sale?](#)

[Print A Receipt?](#)

[Print A Gift Receipt?](#)

[Reprint A Receipt?](#)

[Use A Fiscal Printer?](#)

[Kitchen Printing](#)

[About Kitchen Printing](#)

[Kitchen Video System](#)

[Reports](#)

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Bills and Receipts

How Do I ...

[Print A Bill?](#)

[Split A Sale?](#)

[Print a Receipt?](#)

[Print a Gift Receipt?](#)

[Reprint a Receipt?](#)

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Deals, Rebates and Claims

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Deals, Rebates and Claims

How Do I ...

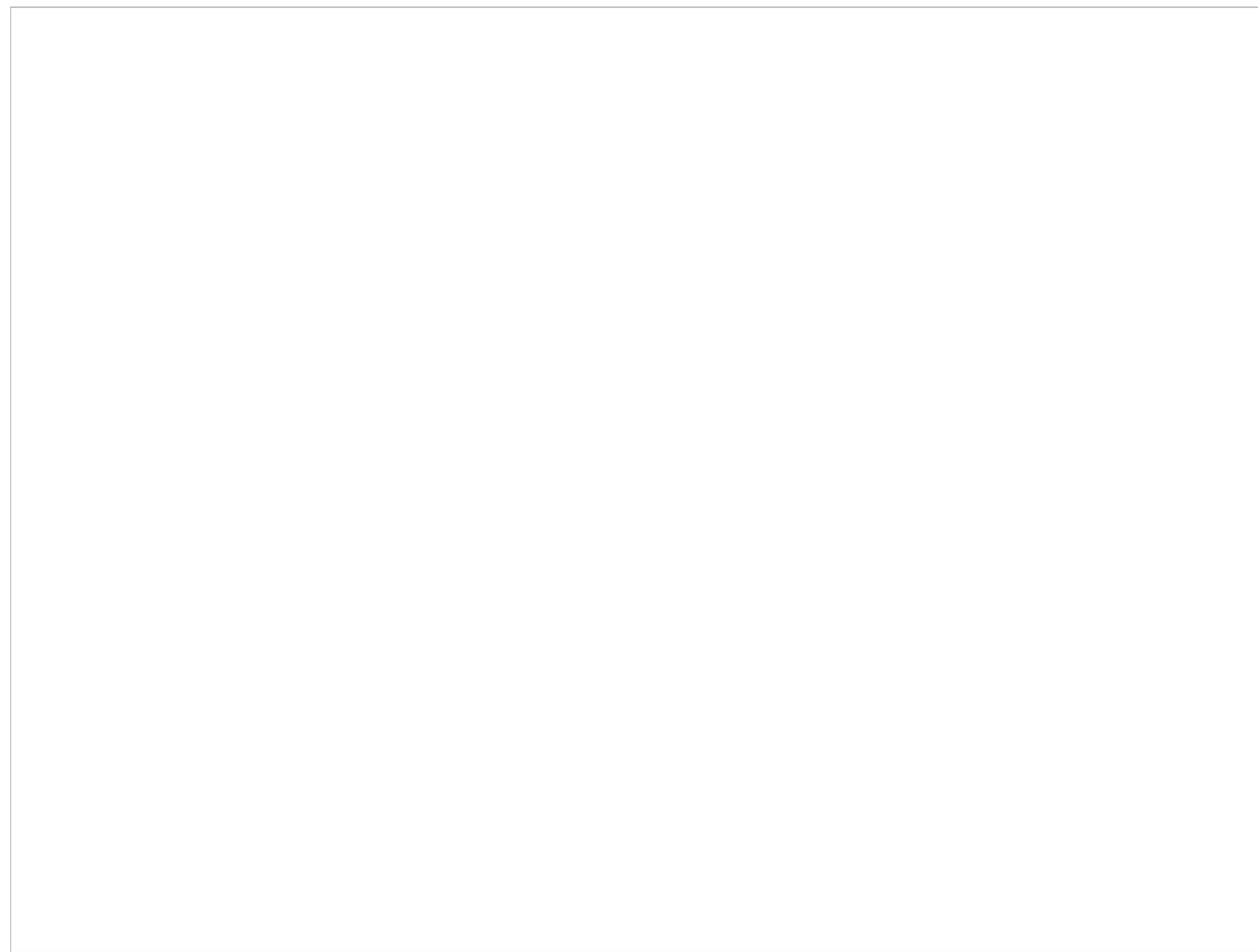
- [Use Rebates?](#)
- [Record A Rebate Paid As A Credit?](#)
- [Add a Deal?](#)
- [Add Trading Terms?](#)
- [Add An Item Rebate?](#)

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Extra Invoice Costs

The 'Extra Invoice Costs' is a function which is used to record additional costs in association with an [invoice](#). Lets say for example the goods came through customs and there is an additional custom duty to pay. This custom amount will not be reflected on the original invoice of the goods but still impacts on the cost of the goods. Other examples may include freight or to add a distributed service fee amount to a previous invoice - useful when the invoiced and received quantities do not match and the service fee originally applied was only a partial amount. Using this function you can create a new invoice and link it to the original one. This will import all the items from that original invoice. Then you can distribute this extra value over the items. You can distribute the value based on Cartons, Weight or Value.

Figure: Example Extra Invoice Costs Screen



Supplier	The supplier from which the goods were received.
Invoice Date	The date of the invoice. When the invoice is accepted, the statistics will be

recorded against the period corresponding to this date.

Invoice Due Date

This is the date that payment will be due. The system will automatically work out this date for you based on the supplier's payment terms although you can change it if required.

Tax Invoice

The date that a tax invoice was received for this invoice.

Supplier Invoice#

This is the number of the invoice from the supplier. It is simply recorded as a reference. The system will check if this number has already been entered on another invoice in the system. It will warn you if it has but it doesn't prevent you from using the number multiple times.

Invoice Type

You can create your own invoice types by using the Reason function.

Our Invoice

Enter the invoice number then press the Arrow button. This will import the item details for that invoice and move the invoice number to the right-hand side.

Location

The location which raised the original order for which the invoice was received. If you match an invoice, this will be filled in automatically.

Currency Code

Code of the currency to convert from.

Exchange Rate

The exchange rate used to convert the currencies.

Invoice Amt (Ex-Tax) / Local Value

Ex-Tax invoice amount shown in local currency.

Invoice Amount (Inc-Tax) / Local Value

Inc-Tax invoice amount shown in local currency.

Distribution Method

Method to distribute the extra value over the items. You can distribute the value based on Cartons, Weight or Value.

Distribute

Actions the process.

Status

The status of the current invoice. The system will update the status automatically as you create, and prepare the invoice. The status codes are:

New

Indicates an invoice has been created but not yet printed.

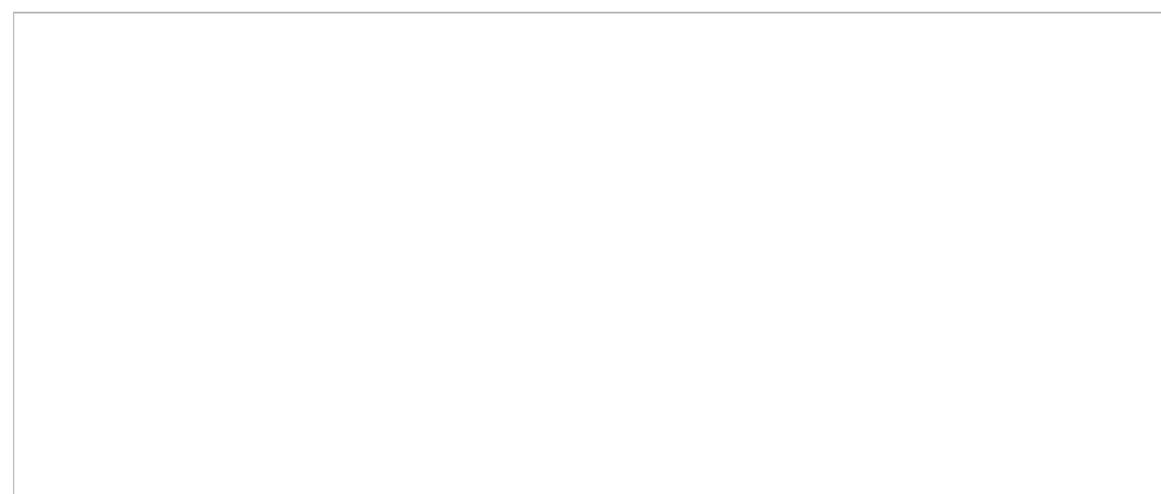
Printed	The invoice has been printed.
Accepted	The Accept button has been pressed and the invoice has been finalise. Details cannot be changed.
Claimed	A claim has been made against the invoice.

Created	The user who created the invoice, and the time when the invoice was created. This is set automatically by the system.
Authorised By	The code of the user who authorised the invoice when it was accepted.
Comments	A general comment about the extra invoice costs.

Reason - Basic

This task allows you to define reasons for doing refunds and till adjustments.

Figure: Example Reason Screen



Code	The code must be unique.														
Description	A description about the reason.														
Adjustment Type	<p>This determines what the reason is for and where it can be used. Not all of the reasons are used for POS (as indicated below).</p> <p>If you were doing a No Sale at POS, it would ask you to select from the No Sale reasons. If no reasons are defined, POS would simply skip the question. If reasons are defined, you must select one.</p> <p>The available types are:</p> <table border="1"><tr><td>Refund/Return</td><td>The reason for doing a return or a refund transaction at POS.</td></tr><tr><td>Skim</td><td>The reason for doing a skim adjustment transaction at POS.</td></tr><tr><td>Float</td><td>The reason for doing a float adjustment transaction at POS.</td></tr><tr><td>Paid Out</td><td>The reason for doing a paid out adjustment transaction at POS.</td></tr><tr><td>Paid In</td><td>The reason for doing a paid in adjustment transaction at POS.</td></tr><tr><td>Cancel Sale</td><td>The reason for cancelling the sale at POS.</td></tr><tr><td>PO Return</td><td>When an item is being returned in a Return Request (Purchase Order Return), you need to specify a reason for the item being returned.</td></tr></table>	Refund/Return	The reason for doing a return or a refund transaction at POS.	Skim	The reason for doing a skim adjustment transaction at POS.	Float	The reason for doing a float adjustment transaction at POS.	Paid Out	The reason for doing a paid out adjustment transaction at POS.	Paid In	The reason for doing a paid in adjustment transaction at POS.	Cancel Sale	The reason for cancelling the sale at POS.	PO Return	When an item is being returned in a Return Request (Purchase Order Return), you need to specify a reason for the item being returned.
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Float	The reason for doing a float adjustment transaction at POS.														
Paid Out	The reason for doing a paid out adjustment transaction at POS.														
Paid In	The reason for doing a paid in adjustment transaction at POS.														
Cancel Sale	The reason for cancelling the sale at POS.														
PO Return	When an item is being returned in a Return Request (Purchase Order Return), you need to specify a reason for the item being returned.														

Stock Revaluation	When an item's stock value is being adjusted, this is the reason for doing the valuation.
Discount	The reason for selecting a discount. These reasons are used if the discount is set up to ask for a reason.
No Sale	The reason for doing a No Sale at POS.
Price Change	The reason for doing a price change of an item at POS.
External Payment	The reason for doing an external payment. If you accept payments for multiple different companies, you would set up a reason for each company.
Kitchen Message	Used with the KITCHENMSG key to print selected items from a table receipt along with a message to the kitchen printer. This allows you to set up the reasons such as to tell the kitchen staff to hurry up on an item or to slow down.
Extra Invoice Costs	Used with Extra Invoice Costs that is used to record additional costs in association with an invoice.

Return Items To Stock	This option is only visible if the Adjustment Type is Refund/ Return. If this is checked on and a return is done, stock will be decremented. If the option is checked off, the stock will be decremented but then an extra adjustment will be made to increase the stock again. The net result is that the stock won't change, but you have an audit of the stock being adjusted as required.
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Stock Audit

This form is used to enquire on stock audit information maintained by the system for any stock transaction that has occurred. You need to enter the item number and location then press the Find button. The system will then retrieve the stock audit details.

Figure: Example Stock Audit Screen

Date	Source	Ref#	Stock Adj	Stock On Hand
02/01/2007	Opening Balance			0
	POS		-2	-2
18/08/2008	Stocktake Adj	99000257	12	10
25/09/2008	Stocktake Adj	99000270	-10	0
	POS		-3	-3
21/09/2009	Expected			-3
21/09/2009	Current			-3
21/09/2009	Variance			0

The details are displayed in a series of tabs Stock, Average Cost, Last Invoice Cost, Ordered, Returns, Allocated, In Transit, Requested and Opening. The format of the data is similar for all tabs, although the exact content will of course depend on the tab selected.

An opening balance transaction shows the initial value. This was taken directly from the system so we know the audit is in sync with internal data. A list of transactions is then displayed. These are created by the system each time a stock transaction modifies internal data. The Date, Source and Ref # are shown for each transaction. The Source and Reference # can be used together to get more information on the transaction. For example, if the Source was 'Purchase Order' we could start the Purchase Order form and find the purchase order using the Ref#. At the bottom of the tab is a totals section consisting of:

- Expected. The final value calculated by adjusting the opening balance by the detailed transactions.
- Current. The current value taken directly from the system's internal data.
- Variance. The variance between Expected and Current. Theoretically, there should never be a variance.

If you double-click on one of the transaction lines on any of the tabs, the system shows the specific transaction by starting the appropriate program. For example, if you click on a Purchase Order line, the system will start the purchase order program and display the selected transaction. You must close the program before clicking on another similar transaction in Stock Audit otherwise you will be simply shown the last transaction again.

The Print and Preview buttons can be used to print the details for the currently displayed tab.

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Till Control

How Do I ...

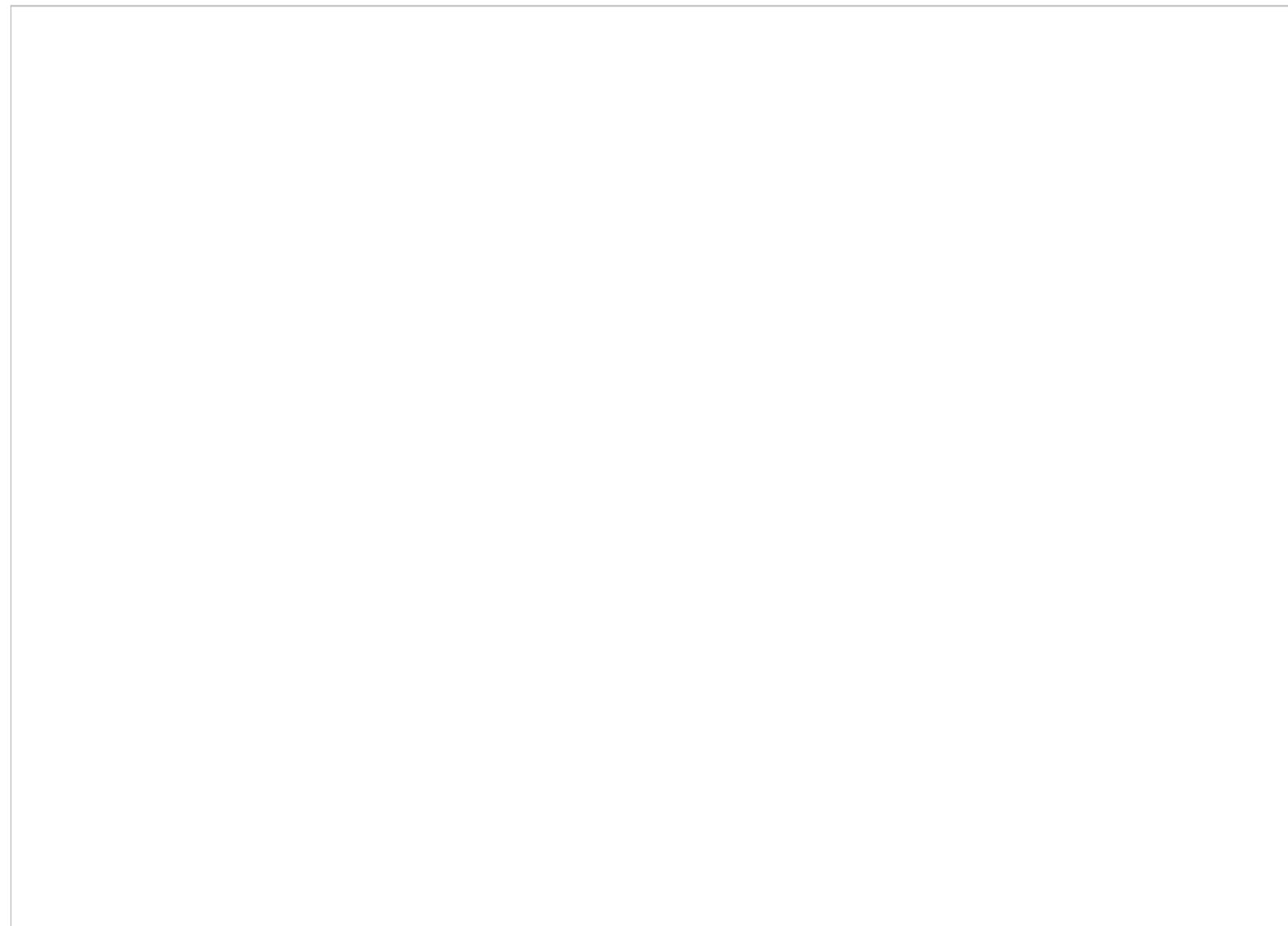
- [Start a Shift?](#)
- [Reload Data?](#)
- [Shutdown A Till?](#)
- [View Till Status?](#)

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Suppliers - Basic

The Basic tab allows you to set up basic details about the supplier like name, addresses, contact details.

Figure: Example Suppliers Screen



Supplier Name	Name of supplier.
Address	Trading address.
Postal Address	Postal address.
Phone	Phone number for order.
Fax	Fax number of contact.
E-Mail	E-mail address of contact.

ABN	The ABN is the number issued by the tax office for the supplier. If the supplier does not provide their ABN when issuing an invoice, you will need to withhold 48.5% for the tax office.
BRN	The BRN is only filled in if the supplier is to be considered its own tax entity within its own company.
Supplier Type	The type of supplier. Broker/ Direct/Manufacturer/Wholesaler.
Preferred Supplier	If selected, products from this supplier are preferred. This is used as part of determining where an item is purchased from. If a product is available from two supplier's the system chooses the preferred supplier first. There is a similar flag against each item. When this checkbox is changed, all items which come from the supplier will change the corresponding flag to the same value. You can then get in and indicate that certain items from the supplier are preferred/not preferred.
Location Supplier	If selected, indicates the supplier is actually another location within the company.

Contact Details

This grid allows you to record the various contacts at a supplier.

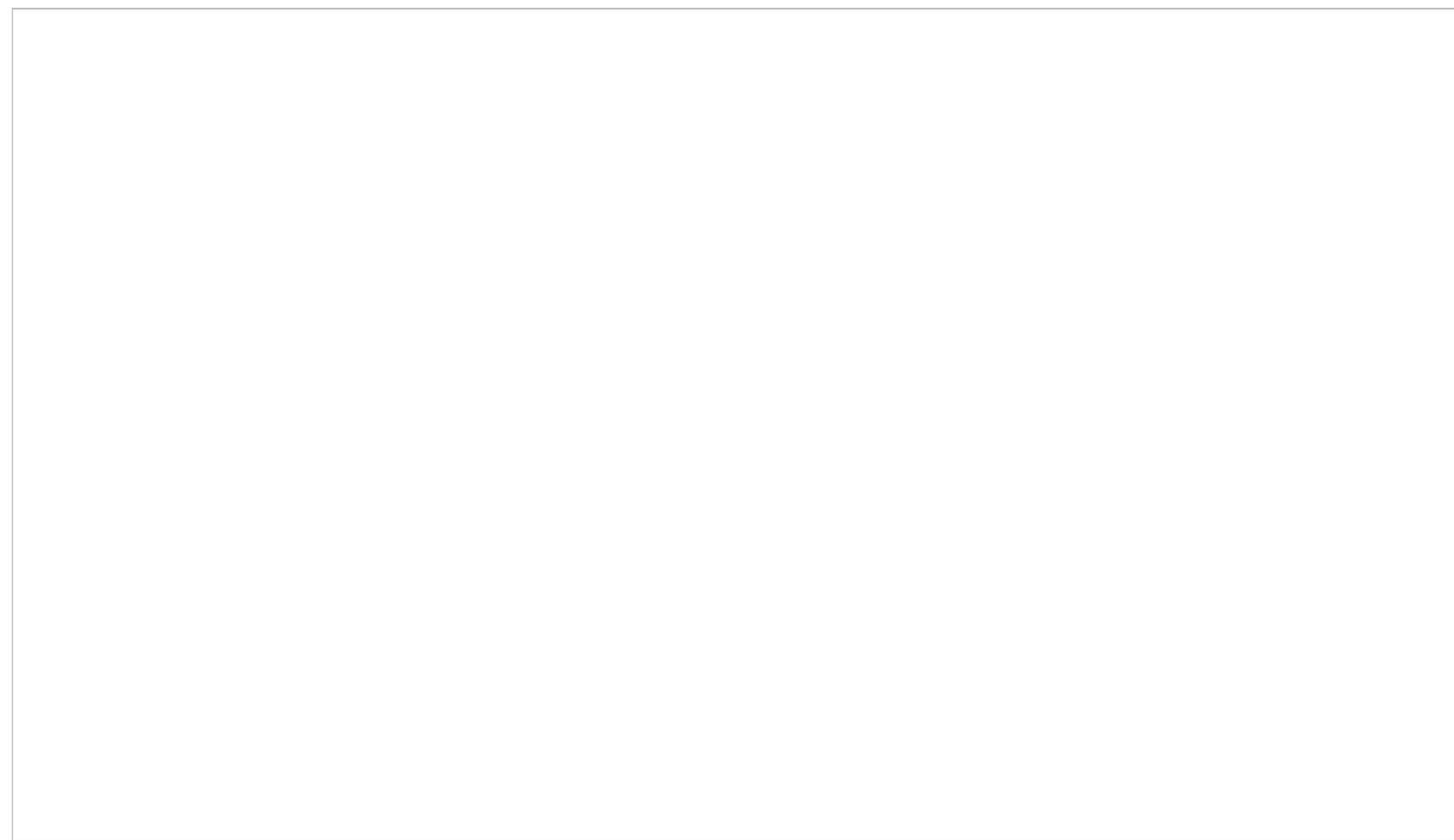
Contact Name	This is a list of individual contacts at the suppliers. You can enter as many contacts as you need.
Contact Phone	Phone number of contact.
Contact Position	The position of the person within the company, for example Managing Director. New position descriptions can be defined using the Supplier Descriptions task.
Contact Location	Indicates where the person is. If the supplier was a national supplier, this could indicate which state the contact was in. New location descriptions can be defined using the Supplier Descriptions task.

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Suppliers - Ordering

This tab allows you to control the ordering details for the supplier. When ordering details (frequency/lead days) are changed for a supplier the existing items for that supplier require ranging hence a Range button (securable control). When the *Range* button is pressed, this prompts for the location and effective date for the ranging and then update all the items with a cost record for this supplier in the entered location / location group.

Figure: Example Suppliers Screen



Order Lead Days	The number of days from when an order is placed to when stock arrives.
Promo Lead Days	There is normally a deal in place for a promotion. This is the usual number of days between when the deal starts and the promotion starts.
Promo End Days	The number of days after a promotion has finished when we can still place an order. This is the number of days the deal is available.
Order Phone	Phone number used to place an order.
Max No Days In Advance	The number of days in advance a purchase order can be raised for a supplier and will validate the Required By date on the Purchase Order . If left blank, no further validation will be carried out on this date.

Min Order Qty	The minimum number of units which can appear on a purchase order to the supplier. This is used as part of the Suggested Ordering.										
Min Order Value	The minimum value for an order that the supplier will accept. For example, you may not be allowed to place orders less than \$1000.										
Allow Backorder	If checked on (default), the supplier supports back orders. This is used in conjunction with a similar flag in Location. If the supplier AND location both support back orders, then when a Purchase Order is received in Goods Receipt or Invoice Matching and the received quantity is less than the ordered quantity, the received status will be set to 'More To Come'. If the option is checked off for either the supplier or the location, the received status will be set to 'Received'.										
Back Order Days	The number of days an order should be on back order before we consider it non-delivered.										
PO Output Format	This determines how purchase orders are to be sent to the supplier. By default it is Report which means that the order is printed and sent to the supplier. Other options are used as part of the B2B service to indicate how orders should be sent. Click for more details on the B2B output file CSV File Format .										
Invoice Quantity	If we receive electronic invoice data, what is the quantity measured in. Cartons/Units.										
Screen/Report Sequence	<p>This option controls the sequence items will be displayed on the screen and on the reports for purchase orders, goods receipts and invoices.</p> <table border="1"> <tr> <td>Line# Sequence</td> <td>The sequence that the items were entered into the system.</td> </tr> <tr> <td>IPN</td> <td>The IPN of the item.</td> </tr> <tr> <td>Order Code</td> <td>The order code of the item.</td> </tr> <tr> <td>Description</td> <td>The description of the item.</td> </tr> <tr> <td>D/C/G/SG Description</td> <td>The department, category, group and subgroup of the item, followed by the item description.</td> </tr> </table>	Line# Sequence	The sequence that the items were entered into the system.	IPN	The IPN of the item.	Order Code	The order code of the item.	Description	The description of the item.	D/C/G/SG Description	The department, category, group and subgroup of the item, followed by the item description.
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Order Code	The order code of the item.										
Description	The description of the item.										
D/C/G/SG Description	The department, category, group and subgroup of the item, followed by the item description.										

Supplier Line Costs

The final cost that we pay can include service fees, ullage, WET and sales tax. However, when the supplier talks about their cost, they might mean a cost that is exclusive of everything, or inclusive or service fee and ullage but exclusive of WET and sales tax. These flags allow you to tell the system what a cost means to this specific supplier. The flags will be used by purchase orders and invoicing to determine how the cost should be shown. See [Cost Components](#) for more details.

Service Fee	Indicates that the invoice cost does include service fee.
Ullage Fee	Indicates that the invoice cost does include ullage fee.
WET	Indicates that the invoice cost does include WET (Wine Equalisation Tax).
Sales Tax	Indicates that the invoice cost does include tax (GST).

□ Order Frequency Lead Days

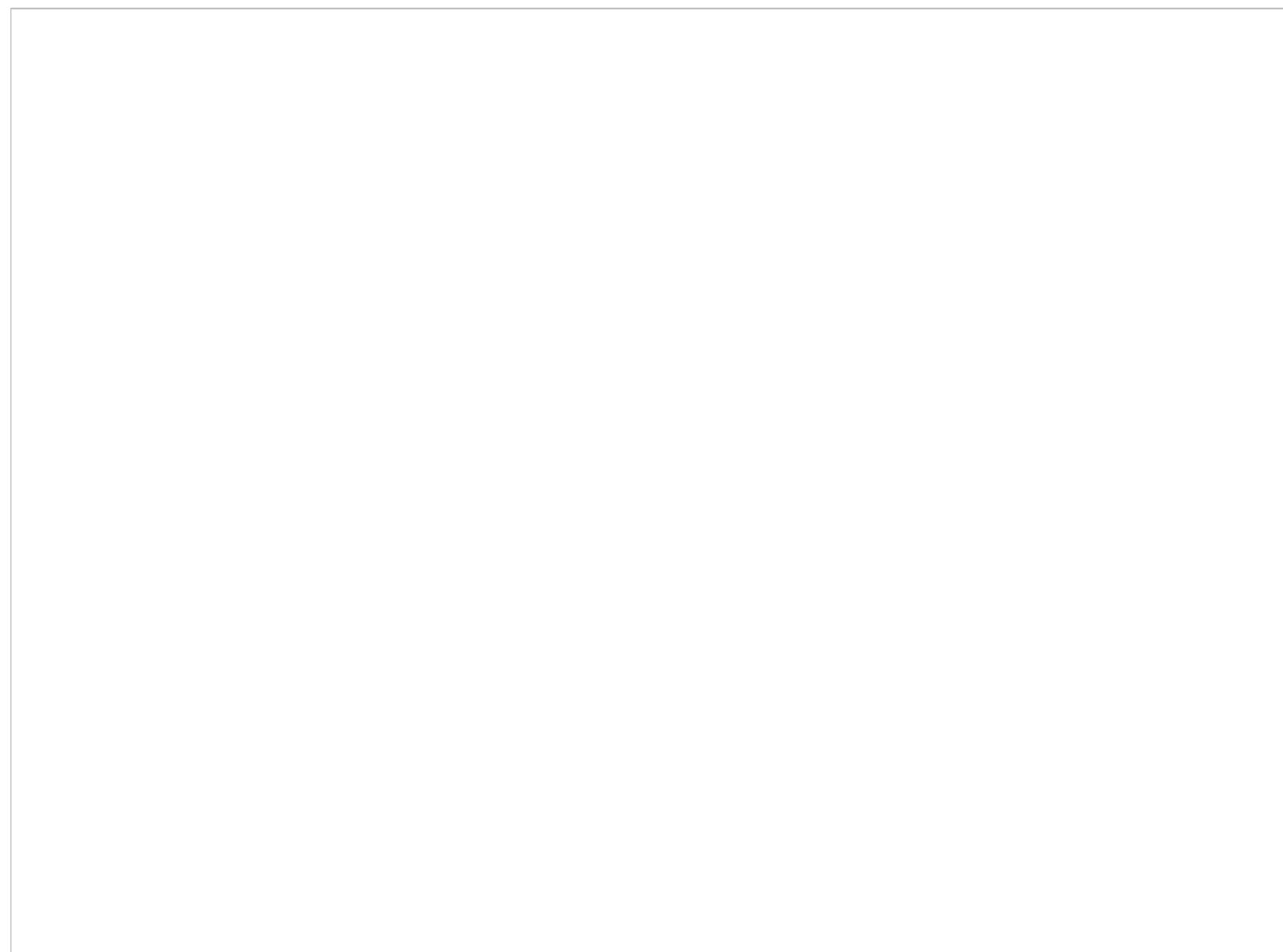
This grid allows you to tell the system when items are can be ordered from this supplier for specific locations. See [Suggested Ordering](#) for details on how these details are used.

Effective	This frequency rule will only apply on or after this date. If the date is left empty, the rule is effective immediately.
Expiry	This frequency rule will only apply up to and including this date. If the date is left empty, the rule will never expire.
Location	The location that this frequency rule applies to. This can be a location or a location group.
Department	The rule will only apply to items in this department. If this is left empty, the rule will apply to items in any department.
Category	The rule will only apply to items in this category. If this is left empty, the rule will apply to items in any category.
Group	The rule will only apply to items in this group. If this is left empty, the rule will apply to items in any group.
Subgroup	The rule will only apply to items in this subgroup. If this is left empty, the rule will apply to items in any subgroup.
Classification	The rule will only apply to items in this classification. If this is left empty, the rule will apply to items in any classification.
Order Category	The rule will only apply to items in this order category. If this is left empty, the rule will apply to items in any order category.
Frequency Code	The Frequency code indicates when an item can be ordered. See Order Frequencies for details on how to set up these codes.
Distributor	The distributor who will be delivering the items. This is for information purposes only.

Locations - Basic

The Basic tab allows you to set up the basic details for a location.

Figure: Example Location Screen



Name	The name of the location.
Address	The street address of the location. This does not need to be entered for a location group.
Postal Address	The postal address of the location. This does not need to be entered for a location group.
Contact Name	Various details on how to contact a location. This does not need to be entered for a location group.
Phone	The phone number of the location.

Mobile	The mobile number of the location.								
Fax	The fax number of the location.								
E-Mail	The email address of the location.								
Location Report Footer	The line that will be printed at the bottom of each page of a report. This will usually be the company name and possibly the company's tax number. When a new location is created, this value will default from the <i>Location Report Footer</i> on the Defaults tab in System Settings.								
Location Report Logo	The name of the bitmap that should be used to print the logo on a report. The filename should include the path where the file can be found. Since some reports are generated on the client and some on the server, this path will be something common on both computers, for example <code>\drsapps\bmps</code> . When a new location is created, this value will default from the <i>Report Logo</i> field on the Defaults tab in System Settings.								
Parent Location	The location which this location belongs to. This is used for determining costs/sells for a location.								
Report Location	The location that reports are generated for. This is used now instead of the INI file setting for the computer location.								
Location Type	<p>The type of location. A location can be a store, a group of stores or a competitor.</p> <table border="1"> <tr> <td>Store/Warehouse</td> <td>These types are used to indicate locations for which sales or stock details need to be kept. There is no difference between the two types. In a retail shop, the location would be set up as a Store. In a pub, each bar or stock holding location would be set up as a Store. The pub itself would NOT be set up as a Store because it does not have sales or stock.</td> </tr> <tr> <td>Group/Venue</td> <td>The Group and Venue locations allow you to group stores and warehouses together for pricing and reporting purposes. There is no real difference between the types and you would generally use Group. However, in the case of a pub, the location set up to represent the pub itself (rather than the bars within the pub which would be set up as Store) could be set up as a Venue.</td> </tr> <tr> <td>Area</td> <td>This is similar to Group and Venue but has special meaning when used with the 13 Week Group Statistics Report.</td> </tr> <tr> <td>Inactive</td> <td>If you sell or close a location you will want to keep the location code itself to view statistics on but you won't want to</td> </tr> </table>	Store/Warehouse	These types are used to indicate locations for which sales or stock details need to be kept. There is no difference between the two types. In a retail shop, the location would be set up as a Store. In a pub, each bar or stock holding location would be set up as a Store. The pub itself would NOT be set up as a Store because it does not have sales or stock.	Group/Venue	The Group and Venue locations allow you to group stores and warehouses together for pricing and reporting purposes. There is no real difference between the types and you would generally use Group. However, in the case of a pub, the location set up to represent the pub itself (rather than the bars within the pub which would be set up as Store) could be set up as a Venue.	Area	This is similar to Group and Venue but has special meaning when used with the 13 Week Group Statistics Report.	Inactive	If you sell or close a location you will want to keep the location code itself to view statistics on but you won't want to
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Inactive	If you sell or close a location you will want to keep the location code itself to view statistics on but you won't want to								

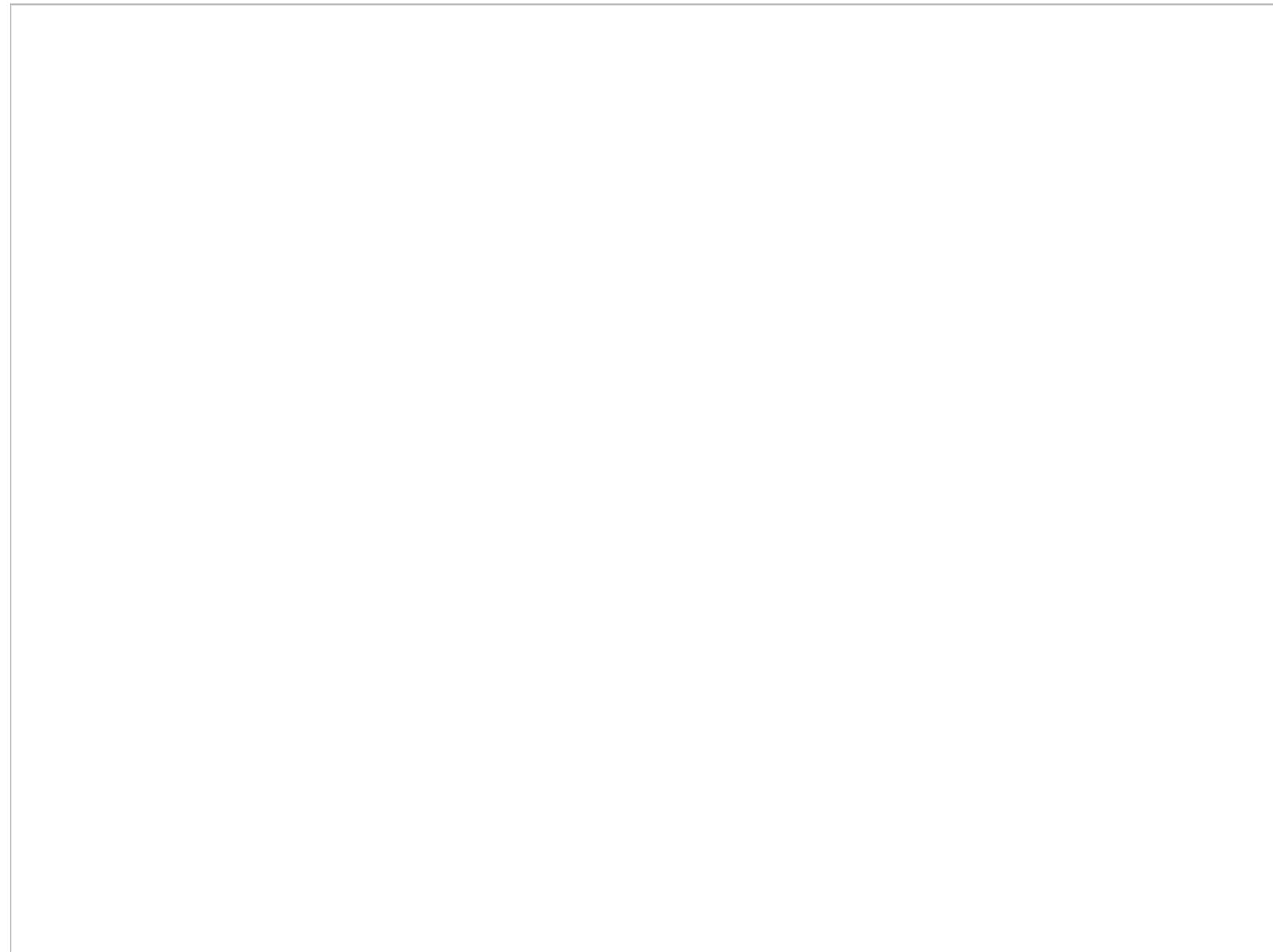
	record sales or stock. In this case you would change the type of the location to Inactive.
Comp/Comp Group	The system allows you to record sell prices from your competitors. To do this you have to set up a location for the competitor and set its type to Comp. You cannot use this type of location for recording sales or stock. You can also record competitor details such as store turnover, type, size, and so on. Comp Group is simply a group of Comp locations.
Admin	Indicates that the location is simply an administration location. It doesn't have sales or stock but has staff working there which need to have correct security access.
Orders	Not currently used.

Use For Pricing	If this is checked on, the location can be used when entering cost and sell prices. Some locations are set up for reporting purposes only, in which case this field will not be checked on.
Use For Banking	If this is checked on, the location can be used by the banking function.
Use For Reporting	If this is checked on, the location can be used as a reporting location.
Grade	The grade of the location. This allows you to group similar stores together.
Started Trade	The date the location started trading. The system can use this when determining which locations exist in a location group at a certain date.
Finished Trade	The date the location stopped trading. The system can use this when determining which locations exist in a location group at a certain date. Leave this empty if the location is still trading.
ABN	The ABN or tax number assigned by the government for this location.
BRN	The BRN or secondary tax number assigned by the government for this location.

Locations - Cross-References

This tab allows you to set up how the location details are referenced by other third party systems.

Figure: Example Locations Screen



EAN Location	The number assigned by EAN to this location for use in B2B transactions.
EFTPOS Merchant ID	The number assigned by the EFTPOS provider to identify the location.

Supplier Cross-References

Suppliers have their own codes for our locations. If you are processing an electronic host file from a supplier, the system may need to know how to convert the supplier's location codes to our system's location codes. This grid allows you to enter these details.

Supplier	The code of the supplier that needs to be cross-referenced.
New Code	The supplier's code for this location.

Location Cross-References

When interfacing with third party systems, we may have to translate our location code to another code.

System	Select the third-party system the cross-reference is being set up for.
New Code	The third party system's code for this location.

Tax Cross-References

When interfacing with third party systems, we may have to translate our tax code to the equivalent code in the other system.

System	The system for which the cross-reference is to be used.
Our Tax Code	Our existing tax code
Other Tax Code	The equivalent tax code in the third-party system.

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System Settings - B2B

This tab allows you to edit the options that control the B2B functions that is the sending and receiving of purchase orders and transfer requests.

Figure: Example System Settings Screen

Server Polling Frequency	B2BServer is constantly checking to see if there are B2B files that need to be sent or if we have incoming messages from suppliers. This setting controls how often B2B server does these checks.
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Processed Message Handling	<p>This option determines what we do when we have processed a message (either outgoing or incoming). Do we need to tell the user or do we do nothing?</p> <p>If you check on the option to send an email, you should also fill in the email address. This address will be used just in case the system cannot determine where the message should be sent to.</p> <p>This is the number of seconds that If this option is checked on, the system will print the stock counts for linked items. Note, that stock on hand is only every printed.</p>
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Send requests processed without error	Check this option on if you want to send an email to the user to tell them the system has sent their B2B transaction successfully.
Send requests with errors	Check this option on if you want to send an email to the user to tell them that the system tried to process their B2B transaction but there was some type of error.
Received messages processes without errors	Check this option on if you want to send an email to the user to tell them the system received a message and was able to successfully process it.
Received messages with errors	Check this option on if you want to send an email to the user to tell them that the system received a message but had errors processing it.
Other general errors	Check this option on if you want to send an email to the user for any other error that might occur.

□ Directories

B2B Files	This is the directory that B2B Server will poll when it is looking for incoming messages. If it looks for messages via email, the email attachments will be saved into this directory for B2B Server to poll. Outgoing messages will be placed in a subdirectory in this directory. (The subdirectories are automatically determined by the system.) Since B2B Service is a Windows service, you need to ensure that it has the ability to read and write to this directory and to be able to create the required subdirectories.
Save Bad B2B Files	If an error occurs processing an incoming file, B2B Server will move that file to this directory. This allows the message to be checked to determine the cause of the problem.

Web Ordering

Web Ordering section to configure defaults for Web Order XML file input.

Location	The location web orders will be recorded against.
Till ID	The Till ID web orders will be recorded against.
Username	The username (Till Operator) web orders will be recorded against.
Tender Code	The Tender code to use for web orders. All web orders will be shown paid off to the tender type entered here.
Tax Code	The Tax code to use for web orders. Currently only one tax code can be configured for all web orders.

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Items - Basic

Figure: Example Items Screen

SMIRNOFF ICE 6-PACK L1,75

Mandatory Stock Additional Info Special Dates Ratings Packaging Buyers User Defined Language Special Item Alt UOM

Basic Costs/Sells Range Advanced Margins Trading Terms Ingredients/Kitchen Set Meals Modifiers Customer Details Transfers Linked/Stocked Items

Brand Description
 ... SMIRNOFF ICE 6-PACK

Variety Size Fit
 ... L1,75 ...

POS 20 Description POS 12 Description
 SMIRNOFF ICE 6-PACK

Department/Category/Group/SubGroup Kitchen Code
 1BEVERAGE ALCOPOP ALL ALL

Classification Unit of Measure Season/Year Release Date
 L1,75 SPIRITS

Family Group Grading Label Type/Gty XRef Code
 NORM 1

Order Category Item Menu
 DIN

Available From These Suppliers

Preferred	Supplier	Order	Manufacturer	Agent	Deleted Date
<input type="checkbox"/>					

Keep Stock Count
 Active
 Consignment
 Discountable
 Recipe Item
 Kit Item
 Other Items Link To This
 Auto Item Comment

EANUPC/PLU Numbers

Type	EANUPC/PLU	Primary
PLU	2753	<input checked="" type="checkbox"/>
PLU	444777	<input checked="" type="checkbox"/>
Barcode	5410316983600	<input checked="" type="checkbox"/>

Comments

Tax Details

Tax System	Purchase Tax	Sales Tax	Take
GERMANY	NOTUSED	D16	D16
DENMARK	NOTUSED	DK25	DK25
NETHERLANDS	NOTUSED	D16	D16
POLAND	NOTUSED	PL22	PL22

Brand	The brand name associated with the product for example HEINZ.
Description	A description about the item for example SOUP.
Variety	The colour, flavour or type of the product for example TOMATO.
Size	The size of the product for example 440G.
Fit	Fit is the fourth dimension often used in clothing, for example Short, Regular, Long trouser length.
POS Description	The POS descriptions are the product descriptions which print on the cash register docket. Two different size POS descriptions can be entered. The twelve character description is used only by some older cash register systems. The

twenty character is used by newer cash registers, including DynaPOS. When you enter a product description, and the POS descriptions have not been set, the product description is moved to the POS descriptions as defaults.

**Dept/Cat/Group/
Subgroup**

The Department, Category, Group and Subgroup codes are used to group related products together. The Department is the main group to which a product belongs, for example Grocery or Fruit/Vegetables, and can easily contain thousands of products. The Category is a little more specific, for example Baby Needs, but it is still fairly broad. The Group code is a bit more specific, for example Nappies, and generally consists of less than one hundred products. The final Subgroup code is the most specific, for example Toddlers, and generally consists of less than twenty products.

These groupings can be used when searching for a product. For example, if a product's exact name is not known but it seems to be related to babies, the computer could be told to find all items in the category Baby Needs.

The groupings are also used in reports to put all related products together. See [Category Maintenance](#) for details on how to set up these codes.

Kitchen Code

The kitchen code is used to control how an item is printed to a kitchen printer. These codes only need to be set up if you use kitchen printers in a restaurant or bar. Items that belong to a particular kitchen code can be printed to the same kitchen printer. You could have an ENTREE code to print entree items to one printer and a MAIN to print main meal items to a different kitchen printer.

See [Kitchen Codes](#) for details on how to set up these codes.

Classification

A classification is used to group similar products together. The system can use classifications to control the range of items that a location is allowed to sell. So you might have a classification called 'BIG' and another called 'SMALL'. The items in the 'SMALL' classifications can only be sold by small stores, while items in the 'BIG' and 'SMALL' classifications can be sold in big stores.

See [Classifications](#) for details on how to set up these codes.

Unit of Measure

The unit of measure indicates how a single product is measured when it is sold. Most products will simply be counted, for example one can of soup. In this case the Unit of Measure is 'EACH'. Other products need to be weighed and these will be set to 'KG' or 'LB' to suit the units on the scales. Additional unit of measures can be defined by the System Administrator. When adding a new item, the Unit of Measure will default to that defined in the [Defaults](#) tab of System Settings.

Some weight items will be weighed at the service counter or storeroom and will have a label printed which shows the specific sell price. When this product gets to the cash register it is simply scanned through. Delicatessen and meat products work like this. Other items, such as fruit and vegetables, need to be weighed at the cash register. In either case, the product's unit of measure is still 'KG' or 'LB'. The computer determines whether an item is weighed at the cash register by checking what department it comes from.

The unit of measure is also used when doing transfers. Example:
 One item has a unit of measure of 750ML and another item has a unit of measure of NIP (30 mls). When the first item is transferred to the second item, the system uses the unit of measure to work out a ratio. If one bottle of the first item was transferred, the system would decrement the stock of the first item by one and increment the stock of the second item by 25 ($25 * 30\text{ml}=750\text{ml}$).

See [Units Of Measure](#) for details on how to set up these codes.

Season/Year This is the season and year the item was released. It is mainly used in the fashion industry. The season must be a valid code. The year is simply a number indicating the year, for example 2009.

See [Seasons](#) for details on how to set up these codes.

Release Date The date that the item was released for sale, for example if selling music CD's when was the CD released?

Family Group There are many products in a store which have the same brand name, commodity, size and sell price. The only difference between these products is the variety. For example, all one litre bottles of Cottee's cordial are basically the same product, even though there are different flavours. Such a group of products is known as a family group.

Family groups are useful when entering sell prices and promotions. The details for one product in the family group can be entered, and the system automatically makes sure all the other products in the family group get the same details.

A family group code does not have to be entered, because not all products are in a family group.

See [Families](#) for details on how to set up these codes.

Grading There are about 2000 products which make up most of a store's sales. The stores have to make sure that their sell price for these products are as good as the competition, otherwise the customers may go elsewhere. These products can normally be separated into groups such as Top 600, 600-1200, and so on. This field allows a grading code to be assigned to identify such groups. Products which are not competition products don't need to have a code.

There are special reports for competition products. The buying staff use these reports to make sure that the store remains competitive against other stores. The grading code is used to select the products which need to appear on these reports.

Label Type/Qty There are two details to be completed.

- The code of the normal label to be used for this item. Other types of labels may be used if the item is on promotion and are set in the Promotions at

the time the promotion is set up. Labels are defined using the [Label Designer](#).

- The default number of labels required for a location. When the item is set up at a new location, it uses this number as the default value. If this number is changed it only effects future new locations, the number of tickets at existing locations does not change. To change the number of tickets at a location, open the Location Range form and change the number of tickets required at each location.

X Ref Code	If data has been converted from another system, this field can contain the original item number.
Order Category	Can be used to group similar items together for ordering purposes. This will be used by the suggested ordering process and it is also used when determining the order frequency as part of the EOD Set Store Costs/Sells process. This in turn is used by the suggested ordering process to determine whether an item can be ordered on a specific day and the delivery time.
Item Menu	This indicates the menu that an item belongs to (see Item Menu). This allows grouping of items by a menu, for example Breakfast, Lunch, Dinner. The codes used here are defined in Item Menus . You only need to set this if you intend to use menus at POS.

Type	Allows you to indicate if the number is a barcode or a PLU. This controls the types of checks the system will perform on the number.
EAN/UPC/PLU Numbers	This number identifies the item. The EAN or UPC number is the barcode on the item. The PLU is a price lookup number. Its a short number assigned to the item to identify it. Its usually used by fruit and vegetable items that are not barcoded. There can be several numbers against the one item.
Primary	If checked on, indicates the number is the main number for the item, if the number needs to be shown on a report or exported in a B2B file.

Comment	A general comment about this item. This comment is simply for internal office use, for example relationship with supplier, past supply problems, and so on.
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Keep Stock Count	the system updates stock counts whenever stock related functions such as purchase orders, goods receipt, transfers, and so on are done. If it is checked off, no stock counts are maintained.
-------------------------	---

Active	<p>If this is checked on, indicates that the item is Active. If the check box is not selected, the item is marked as Inactive and cannot be added to:</p> <ul style="list-style-type: none"> • an item recipe • an item set meal ingredient • an item set meal replacement item <p>It is not possible to uncheck the Active check box if it is:</p> <ul style="list-style-type: none"> • part of an item recipe for an active item • part of an item set meal for an active item • on an active purchase order • on an active customer order • on an active back office order • on an active goods receipt
Consignment	Check on if the item is being sold on consignment for a supplier.
Discountable	Check on if the item is allowed to be discounted at POS. If this is checked off, the item will not be allowed to have <i>any</i> discounts.
Recipe Item	This check box will be checked on if there are any ingredients entered for the item. It cannot be changed directly. The system will set this automatically.
Other Items Link To This	This check box will be checked on if there is any items that link to this item. It cannot be changed directly. The system will set this automatically.
Auto Item Comment	If this is checked on once the item has been scanned, the item comment screen opens automatically.

□ Suppliers

This grid shows who can supply this item. A supplier can be a wholesaler, manufacturer, direct or broker. Generally one record is created when you create the original item. However, if you find that the item can be bought from more than one supplier, you can enter additional suppliers by pressing the  button. You cannot delete suppliers (because they may be used in historical information) but you can set the Status to Deleted.

Preferred	This flag indicates that the item is available from a preferred supplier. If the item is available from more than one supplier, the system will choose the item from the preferred supplier first. The supplier also has a Prefer flag which is used as the default for this flag. When the item is added for this supplier, it will copy the supplier's Prefer flag to here. You can indicate that the item is not preferred by checking this flag off.				
Supplier	The company which the item is purchased from. This can be a wholesaler or direct company. The supplier name is shown at the end of the grid.				
Order	The code which the supplier uses to identify the item. This code is used when ordering the item.				
Manufacturer	The company which actually makes the item. If this item is purchased from a direct supplier, the Supplier and Manufacturer will be the same code. If the item was supplied from a wholesaler, the Supplier and Manufacturer are different. The Manufacturer is required so that we can make claims against our purchases. The manufacturer name is shown at the end of the grid.				
Agent	The agent we deal with when we order the item. The actual purchase order and invoice are raised to the Supplier. The agent simply works with us to ensure we order the item correctly. The agent name is shown at the end of the grid.				
Deleted Date	Date the item has been deleted from the store because the supplier has deleted the item.				
Status	<p>The current status of the product for the supplier. The status of the product is usually set by the supplier's electronic Host Update, although it can be set by the user. It can be:</p> <table border="1"><tr><td>Available</td><td>Product is currently available for ordering.</td></tr><tr><td>Deleted</td><td>The product has been deleted from the supplier's range. If the status is set to Deleted, all costs will be marked as unavailable. Note, if the product has been ranged to our locations, the product will not be automatically marked as unstocked. It is possible that the product is available from another supplier. If so then the product can still be stocked at the location.</td></tr></table>	Available	Product is currently available for ordering.	Deleted	The product has been deleted from the supplier's range. If the status is set to Deleted, all costs will be marked as unavailable. Note, if the product has been ranged to our locations, the product will not be automatically marked as unstocked. It is possible that the product is available from another supplier. If so then the product can still be stocked at the location.
Available	Product is currently available for ordering.				
Deleted	The product has been deleted from the supplier's range. If the status is set to Deleted, all costs will be marked as unavailable. Note, if the product has been ranged to our locations, the product will not be automatically marked as unstocked. It is possible that the product is available from another supplier. If so then the product can still be stocked at the location.				

Rundown	The product is about to be discontinued by the supplier. For information only. It does not affect inventory or pricing.
Superceded	The product has been discontinued by the supplier and has been replaced by another product. For information only. It does not affect inventory or pricing.
Obsolete	The product has been discontinued by the supplier. For information only. It does not affect inventory or pricing.
PreSell	For information only. It does not affect inventory or pricing.
Indent	For information only. It does not affect inventory or pricing.

Supplier D/C/G	This is the suggested department, category and group from the supplier. They should be entered if the supplier charges service fees and ullage. The same codes can be entered into the cross-reference details in Category Maintenance . If they are, the host update processes can use the codes to translate the supplier's department, category and group to our department, category and group.
Unit Weight	The unit weight of the item. This is used in conjunction with carton quantity to calculate the freight component of the landed cost for an item. It is also used when updating statistics to translate the quantity sold in a total weight.
Unit Volume	The unit volume of the item. The volume is used when producing an update file to be used by the HIS system. It is also used when updating statistics to translate the quantity sold in a total volume.
Charged Ullage	An ullage fee is a fee imposed by a wholesaler on the handling of products. If this field is checked on, the invoice cost of the item includes ullage fee. The ullage fee is obtained from the supplier fees section in Supplier . Similar to service fees but are subtracted not added.
Charged Service Fee	The service fee charged by the supplier. These fees are normally only charged by wholesalers. They can be charged as a percentage of the Nett Cost or as a fee per carton. The details are defined in the Supplier Fees section in Supplier . Service fees can use different rates based on the supplier's department, category and group (obtained from Items).
Supplier Name	The name of the supplier.
Manufacturer Name	The name of the manufacturer.
Agent Name	The name of the agent.

Tax Details

This grid shows the various tax systems where the item can be purchased and/or sold. You can change the details to show the specific tax details in a tax system.

See [Taxes](#) for more information how taxes are set up and used.

Tax System	The tax system where this item is being purchased and/or sold.
Purchase Tax	The tax code which shows the tax to be paid on purchases.
Sales Tax	The tax code which shows the tax to be charged on sales.
Takeaway Sales Tax	The tax code which shows the tax to be charged on 'takeaway' items. This is determined by the Sales Method for the item when it is sold. If the Sales Method's Tax Type is 'Takeaway Away Sales', the item will use this tax code. This allows eat-in/takeaway items to have different tax rates. Eat-in items will use the <i>Sales Tax</i> code.
WET	The Wine Equalisation Tax is only used within the liquor industry. It is calculated as a percentage calculated on Nett Cost + Service Fees - Ullage. Where 'Sell Uses US Taxes' tax system type is used, the WET field is used to apply a flat rate tax against the sales item.
Charge Service Fee	If this is checked on, DynaPOSTouch will charge Service Fee on this item. See Tax Concepts for details on Service Fee.
Charge CESS	If this is checked on, DynaPOSTouch will charge CESS on this item. See Tax Concepts for details on CESS.
Takeaway Charge Service Fee	Similar to Charge Service Fee but indicates whether Service Fee is charged on takeaway sales for this item.
Takeaway Charge CESS	Similar to Charge CESS but indicates whether CESS is charged on takeaway sales for this item.

Currencies

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Currencies

How Do I ...

[Set Up Other Currencies?](#)

[Set Up Exchange Rates?](#)

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Warranties

A warranty is the amount of time available in which the customer can return a faulty product. The system is able to calculate a standard warranty for each item sold. It also allows extended warranties to be sold which extend the original warranty date.

Standard warranties are set up by simply entering the number of Warranty Months for each item. As the item is sold, the system will calculate the warranty date based on the current date.

Extended warranties are special items that can be sold in conjunction with other items. For example, when you sell a television, you might offer the choice of a one year extended or two year extended warranty. If the warranty item is sold, it looks at the warranty months for the warranty item and adds this time to the standard warranty date of the original item.

Warranty items are identified by their department. You need to set up a special department solely for use by warranty items. Within the department, you can set up normal category, group, subgroup structures which will help you categorise the warranty items.

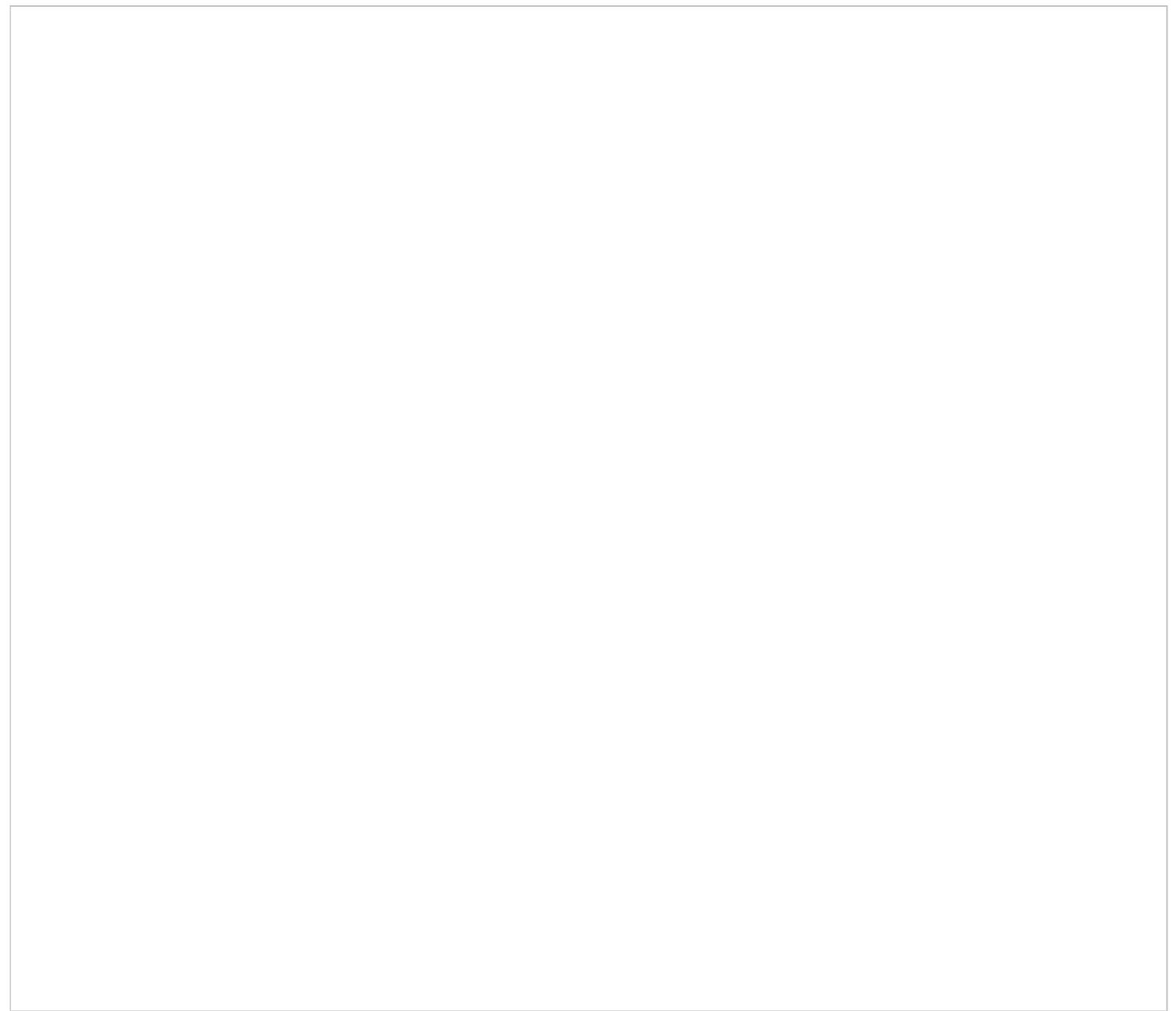
Warranties items are just normal items. You add an item for each type of warranty you want to sell. All these items should be placed in the special warranty department and should have their Warranty Months set. The cost is the cost you are charged by the supplier who actually handles the warranties and the sell price will be the price for which you sell the warranty to the user.

You need to be able to restrict warranty items based on the original item being sold. So when you sell a television, you want to see the warranty items relevant to televisions. This is done using modifiers. Traditionally, modifiers are added to specific items, however they can be defined for general departments/ categories/ groups and subgroups. So you could define a modifier which is to be used by Televisions and another modifier to be used by Washing Machines. Group modifiers also allow you to control which modifiers are displayed based on price. So you could have one modifier displayed for televisions between \$0 and \$500 and another for prices between \$500 and \$2000.

Each modifier is associated with a department/ category/ group/ subgroup. When an item in that D/C/G/SG is sold, the system will look for any relevant modifiers and display them to the user. If the user selects one of those items and it is a warranty item, the system will calculate the extended warranty.

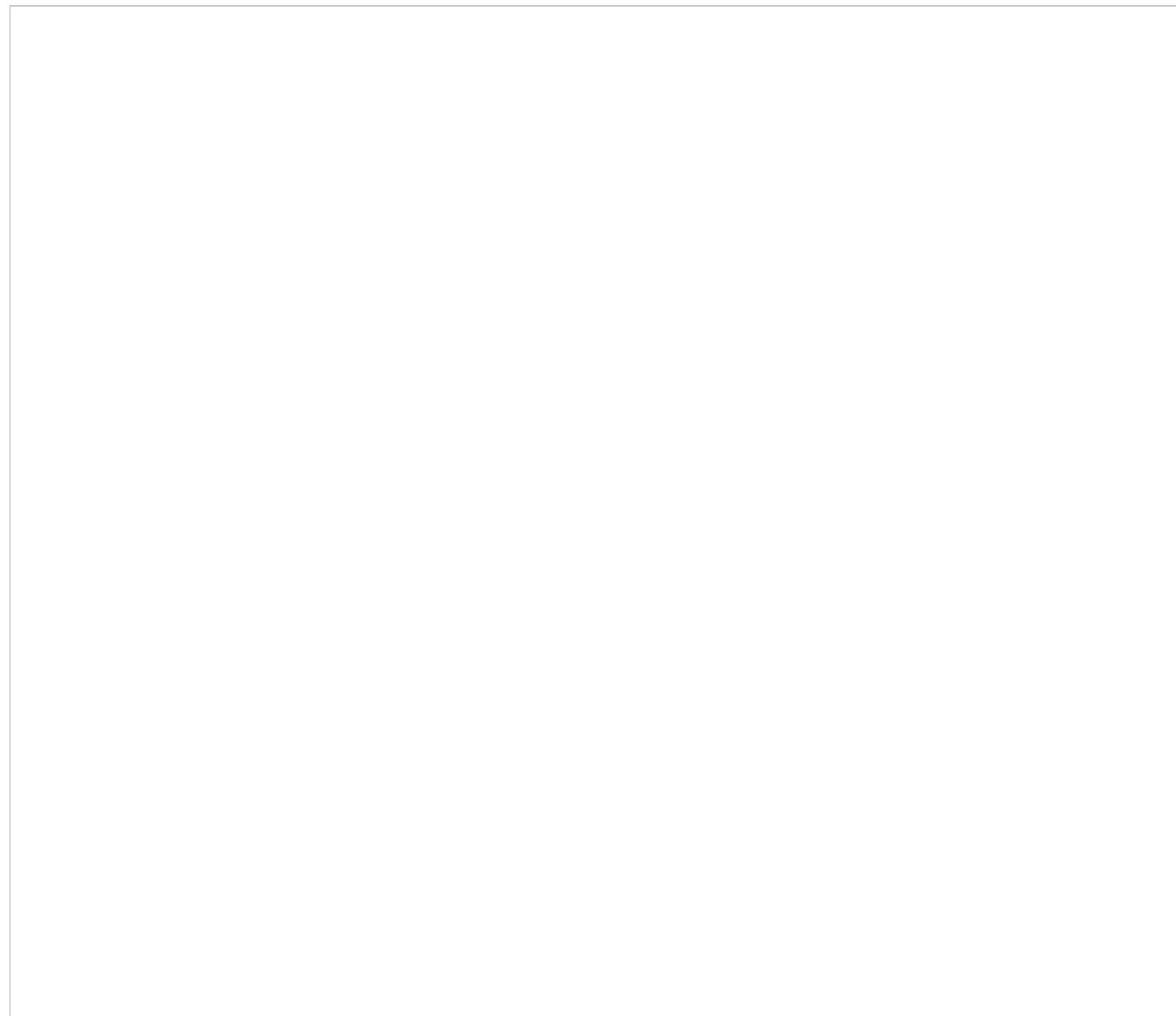
Category Maintenance

Figure: Example Category Maintenance Screen



System Settings - POS 1

Figure: Example System Settings Screen



These settings are common to all POS systems interfaced to the system.

Tender Types

These are special tender types recognised by the system. When a transaction is being processed, the system looks for any of the tenders listed. If it finds one, it takes special action depending on exactly what the option is. You firstly define a tender code using [Tender](#). You then enter its code in the appropriate setting below. These input fields accept comma-delimited strings so that you could set tenders 1 and 4 to be cash for example.

Cash	Allows the system to recognise cash sales.
Spillage	Not currently used.
Staff Free	These transactions are treated as a staff-free sale. Normal sale processing occurs but additional processing updates the staff-free statistics. This is only used by VersaTerms.
Foreign Ex	Allows the system to recognise that the customer is paying with a foreign currency. POS will then ask for the currency the customer is using.
Smartcard	Not currently used.
Account	Allows the system to recognise the sale should be put on account. This will create an account transaction for the selected account.
No Sale	Not currently used.
Vouchers	This tender represents a voucher used for discount purposes, for example get a free cup of coffee.
EFTPOS	Not currently used.
Layby	Allows the system to recognise laybys. These are special transactions which are recalled later on to record additional payments.
COD	Allows the system to recognise cash on deliveries. The transactions are saved and can be recalled to allow final payment details to be recorded.
Order	Allows the system to recognise orders. These are special transactions which require stock to be ordered. The transaction can be saved and later recalled when the stock has arrived.
Quote	Allows the system to recognise quotes. These are special transactions which are saved for later recall.
Gift	Allows the system to recognise gift certificates. DynaPOS asks for the gift certificate number when this tender type is selected.
Credit	Allows the system to recognise credit notes. DynaPOS asks for the credit note number when this tender type is selected.
Print Bill	Allows the system to recognise that the operator wants to print a bill for the current transaction. The system prints a bill receipt and put the transaction on hold.
Split	

Account	<p>This tender is used when you have a sale which is to be split equally between several member accounts. This is a common occurrence at a members only restaurant. If you were paying for this by cash it would be easy to do, but when you pay by member account, all the items of the transaction and all account payments will be associated with a single member. This is primarily for loyalty purposes, for example points calculations, who bought what, and so on? If you use this <i>Split Account</i> tender, you will be asked for the member making the actual payment. This allows several Split Account tenders to be recorded against the sale each for a different member and these will flow through to the members' accounts.</p> <p>Note: The items within the transaction are not associated with a member for loyalty purposes.</p>
Points	<p>Allows the system to accept points as payment for a transaction. You should also set up the Payment By Points section on the <i>POS 2</i> tab.</p>
Transfers	<p>Allows the system to recognise transfers. When DynaPOSTouch recognises a transfer it will ask for the location the items are being transferred to. Only a single transfer tender type is supported in the POS application.</p>
Adv Deposit	<p>This is the special tender that is used to identify advanced deposit payments. When this tender code is used, POS will know to take special action related to the deposits.</p>
Gift A/C	<p>Allows the system to recognise that payment is being made using special gift accounts. These are a combination of gift certificates and customer accounts.</p>
Part Return	<p>Not currently used.</p>
Forfeit	<p>This tender is used to represent any money forfeited by the customer. For example, if the customer pays with a gift certificate and their is change of \$1.00, it may be company policy that the \$1 is forfeited by the customer. In this case the system can use this Forfeit tender to represent the unused portion.</p>
Prepaid Voucher	<p>This tender is used to represent a prepaid voucher.</p>
Reward Voucher	<p>This is the special tender that is used to identify reward voucher payments. When this tender code is used, POS will know to take special action related to reward vouchers.</p>
Item Based Gift	<p>This is the special tender that is used to identify item gift certificate payments. These certificates allow gift certificates to be redeemed only against particular items for example, a free scoop of ice cream.</p>

□ Special Items/Customers

There are special items which when used on POS have a special action. A comma-delimited list is a sequence of items separated by a comma. There should be no spaces at all in the list, for example 1,2,4 not 1, 2, 4.

No Revenue Items	A comma-delimited list of items that do not have their sales revenue recorded. This is commonly used for items such as gift certificates where the cash needs to be recorded for balancing purposes but the actual sales revenue should not be included in statistics.
Gift Cert Items	A comma-delimited list of items that represent gift certificates. When one of these items is sold, DynaPOS automatically generates a gift certificate number. The revenue for this item is set to zero. (Sales revenue is realised when an actual item is paid for with a gift certificate).
Item Gift Cert items	A comma-delimited list of items that represent item gift certificate items. These certificates allow gift certificates to be redeemed only against particular items as set in the Special Item tab in Items for example, a free scoop of ice cream. The selling of this item will not be recorded as sales revenue.
Credit Note Items	A comma-delimited list of items that represent credit notes. When one of these items is sold, DynaPOS automatically generates a credit note number. The revenue for this item is set to zero. (Sales revenue is realised when an actual item is paid for with a credit note).
Trade In Items	A comma-delimited list of items that represent trade-ins. When one of these items is 'sold', DynaPOS asks for additional details such as descriptions, cost price and resale price. A new item is created in the system for the trade-in. It uses the same department, category and group as the trade-in item that was originally sold. This new item is recorded on the transaction, not the item that was originally used.
Dept Sale Items	When an item is scanned at POS and it is not recognised, a department sale is usually made. This involves having a number of pre-defined department items to be used for the purpose. This setting contains a comma-delimited list of those item numbers, for example 1000,1001,1002.
Delivery Item	The IPN of an item that represents delivery charges. When a delivery charge is incurred, DynaPOS automatically rings up this item with a sell price equal to the delivery charge.
Service Fee Item	When a service is completed in DynaPOS and you indicate you want to make a payment for it, this item is rung up as the service fee.
Cancel Fee Item	When a layby is cancelled in DynaPOS, a cancellation fee is incurred. The number of the item that the fee is charged against is recorded here.
Abused Customer Card	Not currently used.

**Adv
Deposit
Item**

This is the item number of the item that represents the advanced deposits item. When an advanced deposit is recorded at POS, the value will be recorded against this item.

**Gift Card
Item**

This holds the [Gift Card](#) sales item number that allows gift card purchases / top-ups to be configured as non-revenue items for transactional reporting.

□ Miscellaneous

These are miscellaneous settings used for POS:

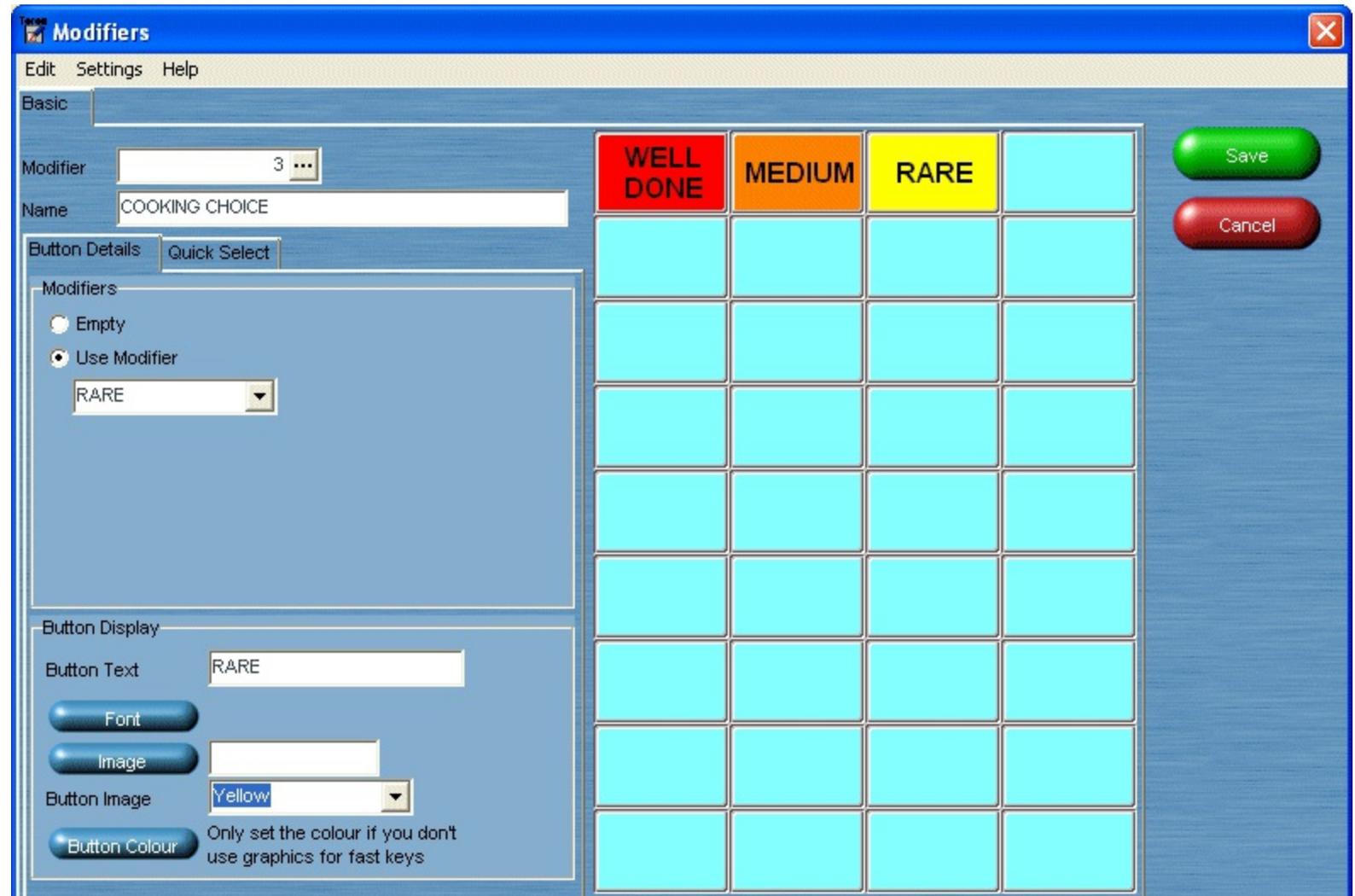
COGS Method	Method that is used to calculate the cost of goods sold when an item is sold. It can be Average, Last Invoice or FIFO.
Warranty Dept	The department code that warranty items are put into. This allows the system to recognise these types of items in order to take special action.
Trade In Dept	The department code that trade-in items are put into. When an item in this department is 'sold' at the POS, the system automatically creates a new item for the specific trade-in item and include this in the sale transaction.
Max Age Of Prepared Data (Hrs)	Used in conjunction with Prepared Reloads. If POS does a Prepared Reload and the files are older than this number of hours, the files are discarded and new ones generated.
Character to indicate item with changed tax	This option lets the store specify indicators to be printed on receipts to show when items have been modified. The first option is a single character which is printed at the start of the item description when the item has had its group changed (for example '+').
Changed items line	Refers to a line to be printed at the bottom of the receipt to explain the meaning of the symbol specified above to indicate an item with changed tax. If no items were changed the line is not printed.
Character to use as mask for password entry	This option is used to specify a mask character for log ins on POS. For example, if this option is set as '*', it means the displayed masked entry will show as '****'.
Include Cash Lift in Drawer Totals	If this option is checked on, any Cash Lifts done in POS will be included in the drawer totals in the till reads. If the option is checked off, the Cash Lifts will not be included.
Sales=Sell+Discount	No longer used.
Warn If SOH < 0	<p>If this is checked on, POS will check the available stock of the item when the item is added or the quantity is changed. If there is not enough stock, a warning will be displayed.</p> <p>Note: The item can still be added/ changed as it is just a warning, not an error.</p> <p>A similar option called <i>Allow Sale If SOH <= 0</i> is available in Till. This one does raise an error and stop the item from being added.</p>
Tilling Time	If you set up the POS to track the time each item is added to the sale, the

Includes Tender	system is able to track the time spent on the transaction. This is recorded as tilling time in operator statistics and is used on various reports. If this option is checked off, tilling time is the time of the first item to the last item. If the option is checked off, the finish time is the time of the first tender recorded on the transaction.
Graphical Tables	If this is checked on, users will be able to draw tables for use at a location instead of simply entering a set of table numbers.
Don't Automatically Clock Out On Clock In	If checked, when an operator clocks in and has not clocked out for the previous clock in, that record will not be updated with a default clock off time.
Show Quantity on Receipt as 5 Digits	Taiwan Basic only.

Modifiers

This window is displayed when you add or edit a Modifier Panel from the [Modifiers](#) tab. It allows you to define how the modifier options will be displayed to the user. When a new panel is created, the buttons will be created using the font and colours defined on the [Defaults](#) tab. The set of thirty-six buttons shown on the right side of the screen represent the thirty-six buttons that DynaPOS can show to the user. To set the function of a button, click on the button and change the details in the [Button Details](#) tab.

Figure: Example Modifiers Screen



Modifier	The code of the modifier set that this panel is to be used for.
Name	The name for this panel. It defaults to the name of the modifier set.

Button Details

This option allows you to control what function a button will have. A button is either not used (empty) or it will display a specific modifier from the modifier set.

Empty	Check this option if you want the button to do nothing.
Use Modifier	Check this option if you want the button to display a specific modifier. You should then select the modifier from the combobox. The Button Text will be set to the modifier name.
Button Text	The actual text to display on the button.
Font	The font used to display the <i>Button Text</i> .
Image	The name of the file to be displayed on the button next to the <i>Button Text</i> . This should be just the filename without path information, for example beer.bmp. The actual file should be in the DynaPOS bmps directory.
Button Image	This setting will control the look of the modifier button itself. For more details on how it works see the same option on the Fastkey Panel .
Button Colour	The background colour of the button. If you use a Scheme file to set up images for the actual fastkey buttons, this setting is ignored.

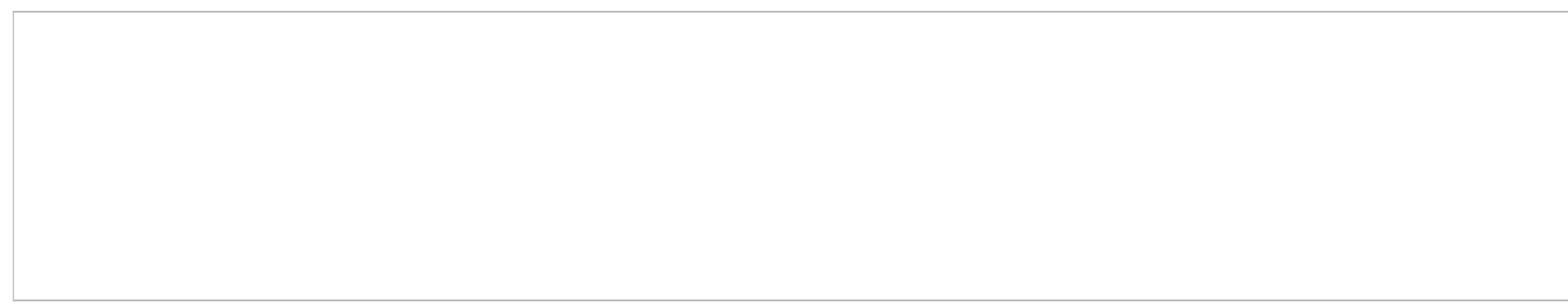
Quick Select

This tab will let you quickly add items to the modifier panel. The available modifiers from the modifier set will be displayed in the grid.

You have two options. If you have a mouse available, you can drag a modifier from the grid and drop it on the required button. This will set up the details on the [Button Details](#) tab automatically. If you are working only on a touchscreen and have no mouse, press the Go button (the word Go will not change to Stop). You can then press the modifier you want to use in the grid and then press the button. The modifier will be added to the button. Repeat this process until all required buttons have been added and then press the Stop button.

POS

Figure: Example Section of Category Maintenance Screen



Modifiers

Allows a modifier to be specified to apply to all items within a specific Dept/Cat/Group/SubGroup.

Location	The location code where the modifier can be used. This can be a location group.
Location Name	The location name.
From Value	The sell price of the item must be greater than or equal to this amount before the modifier can be used.
To Value	The sell price of the item must be less than or equal to this amount before the modifier can be used.
Modifier Code	The code of the modifier set to be displayed.
Description	This is a description of the set of modifiers.
Effective	The date the modifier can be used from. If not entered, modifier can be used immediately.
Expires	The date the modifier can be used up to. If not entered, modifier can be used forever.

Gift Accounts

What would you like to view?

[Concepts](#)

[How Do I...?](#)

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Gift Accounts

How Do I...

[Set Up Gift Accounts?](#)

[Top Up An Account Balance?](#)

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Items

Click on the tab you require help with.

Figure: Example Items Screen

The screenshot displays the 'Items' application window with the following details:

- Item ID:** 2753
- Item Name:** SMIRNOFF ICE 6-PACK L1,75
- Navigation:** New, Save, Cancel, Range, POS, Copy, Help, Close
- Menu:** Item, Edit, Settings, Help
- Basic Information:**
 - Brand: SMIRNOFF ICE 6-PACK
 - Variety: L1,75
 - Size: L1,75
 - Fit: [dropdown]
- Advanced Settings:**
 - Keep Stock Count:
 - Active:
 - Consignment:
 - Discountable:
 - Recipe Item:
 - Kit Item:
 - Other Items Link To This:
 - Auto Item Comment:
- Classification:**
 - Department/Category/Group/SubGroup: 1BEVERAGE, ALCOPOP, ALL, ALL
 - Kitchen Code: [dropdown]
 - Classification: [dropdown]
 - Unit of Measure: L1,75
 - Season/Year: SPIRITS
 - Release Date: [dropdown]
 - Family Group: [dropdown]
 - Grading: [dropdown]
 - Label Type/Gty: NORM, 1
 - XRef Code: [dropdown]
 - Order Category: [dropdown]
 - Item Menu: DIN
- Available From These Suppliers:**

Preferred	Supplier	Order	Manufacturer	Agent	Deleted Date
<input type="checkbox"/>					
- EAN/UJC/PLU Numbers:**

Type	EAN/UJC/PLU	Primary
PLU	2753	<input checked="" type="checkbox"/>
PLU	444777	<input checked="" type="checkbox"/>
Barcode	5410316983600	<input checked="" type="checkbox"/>
- Comments:** [Text area]
- Tax Details:**

Tax System	Purchase Tax	Sales Tax	Take
GERMANY	NOTUSED	D16	D16
DENMARK	NOTUSED	DK25	DK25
NETHERLANDS	NOTUSED	D16	D16
POLAND	NOTUSED	PL22	PL22

Tenders

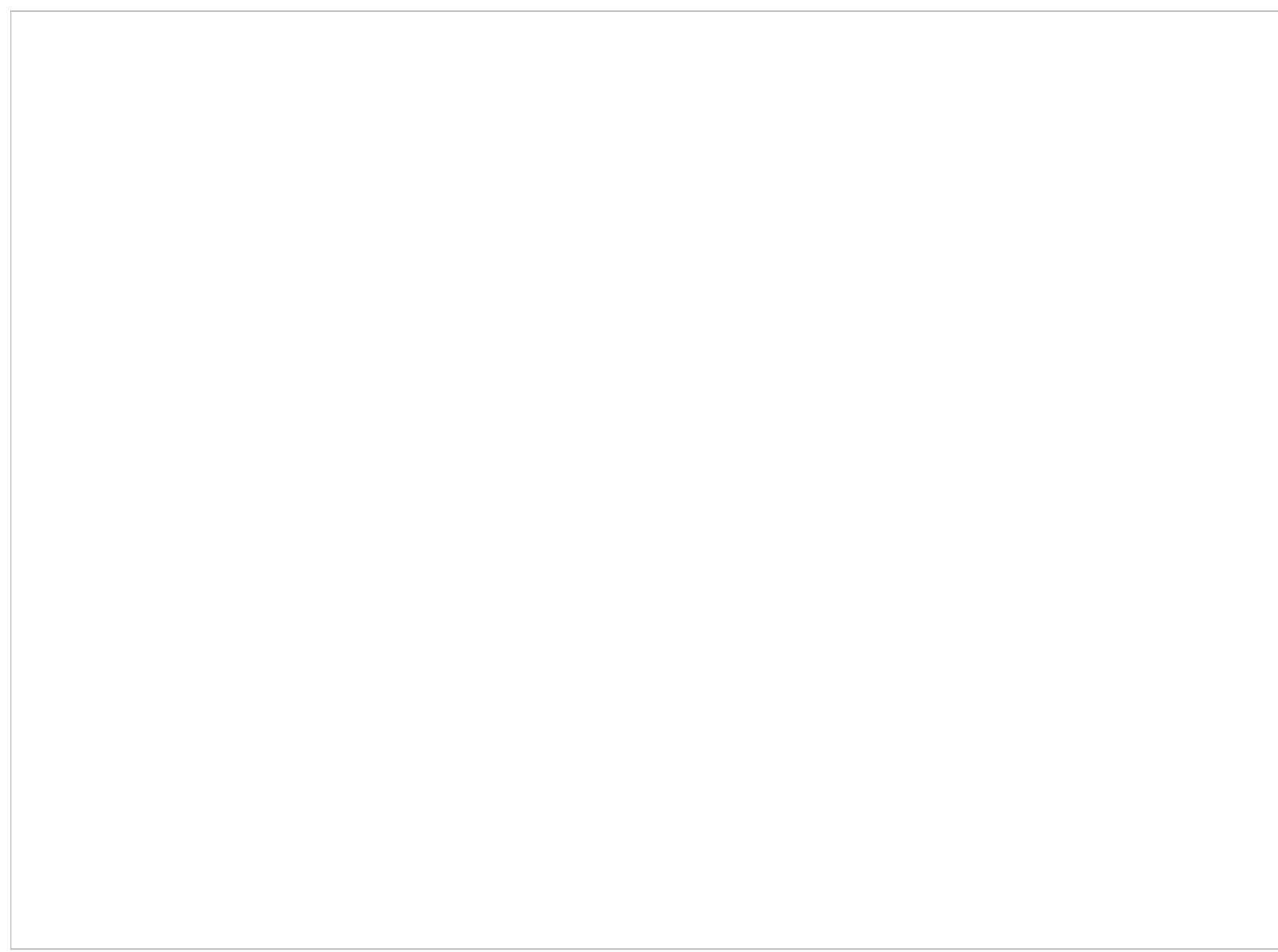
A tender represents a specific method of payment. Cash is a tender as is credit card and foreign currency. With credit cards you can decide to have one generic credit card tender or you might want to have a tender code for each type of credit card you accept. The tender definition records all sorts of information about how the tender should be used within DynaPOS.

Additionally, you can specify special tender codes. On the [POS 1](#) tab in System Settings is a list of the special tenders that can be used by DynaPOS. When the user uses one of these special tender codes, DynaPOS knows it needs to perform special action. For example, the gift certificate tender will ask the user to enter the gift certificate number. You should set up a tender code for each tender and enter the tender code for each of these special tenders.

By default, all tenders are available for all locations.

System Settings - POS 2

Figure: Example System Settings Screen



Exchange Change

This section determines how you give change to a customer who is making an exchange, where the new item is worth less than the old item and you owe the customer money. Depending on how much you owe to a customer, you may choose to take different actions. The action taken can be one of two things. Firstly, it can be to add a tender code to the transaction. The value of the tender is the amount we owe the customer. Alternatively, POS can add an item to the transaction. The value of the item will be the amount we owe the customer. In both cases, the end result is that the transaction value is now zero and the transaction is finalised.

Using these two actions you can cover all cases, for example give the customer cash (use the cash tender as the action) or give the customer a credit note (use the Credit Note item as the action).

If you try to specify both a tender and an item, POS will only use the item.

Exchange Value	If the amount we owe to the customer is less than or equal to this amount we will take one action. If the amount we owe is more than this amount we will take a different action.
Less Than Tender	If the amount we owe is less than or equal to the Exchange Value then the POS will automatically add this tender to the transaction.
Less Than Item	If the amount we owe is less than or equal to the Exchange Value then the POS will automatically add this item to the transaction.
Greater Than Tender	If the amount we owe is greater than the Exchange Value then the POS will automatically add this tender to the transaction.
Greater Than Item	If the amount we owe is greater than the Exchange Value then the POS will automatically add this item to the transaction.

□ **Ingenico Manual EFTPOS**

This section is only required if you use the Ingenico EFTPOS devices. The Ingenico EFTPOS device will return a status code if the EFTPOS transaction fails. The code might be because of insufficient funds or it might be a network error. For some of these status codes (like the network error), you might want the POS user to make a manual transaction. This section contains a comma-delimited list of the Ingenico status codes that indicate a manual transaction is required.

□ Payment Systems

This section allows you to record the tenders and items used to interface into third party systems. Currently two systems are listed, ECOM (used in Australia) and PayPilot (used in the US and Europe).

ECOM	ECOM is an electronic gift card system available in Australia. You set up a tender code to represent a payment using ECOM. This is entered as the <i>ECOM Tender</i> . You then set up items to represent the sale of an ECOM gift card. You can create more than one item, if required. Each item would be for a specific value. You then enter the item numbers as a comma-delimited list in the <i>ECOM Items</i> option.
PayPilot	PayPilot is an electronic payment system using RFID tags. It is based in the US but available worldwide. You set up a tender code to represent a payment using a PayPilot tag. This is entered as the <i>PayPilot Tender</i> . You then set up items to represent the increase of value on the tag. You can create more than one item, if required. Each item would be for a specific value. You then enter the item numbers as a comma-delimited list in the <i>PayPilot Items</i> option.

□ **Reward Vouchers**

Reward voucher 'prefix' used when generating reward vouchers through the [Bulk Account Adjustments](#) function.

Taiwan A4 Invoice Tenders

This section is only required if you are in Taiwan and use A4 invoices. There is a summary section on the invoice that shows the total value of four specific types of tenders - Cash, Credit Cards, Gift Certificates and PreTax Gift Certificates. This section allows you to specify a comma-delimited list of tenders for each type. This allows POS to determine in which summary to put specific tenders.

Payment By Points

These settings are used when making a payment for a sale using loyalty points. Points are actually treated as a special form of foreign currency. You need to define a Foreign Exchange Rate, for the points, for example PTS, and specify the number of points equivalent to a dollar.

Pts Exch Code	The foreign exchange code which specifies the points to dollar conversion rate.
Minimum Points	The minimum number of points which will be accepted for payment. This is used to ensure that your customers have earned enough points before redeeming them.
Give Points On Sales Redeemed With Points	If this is checked on (default), any sale which is redeemed with points will have points calculated on that sale. If the option is checked off, the sale will not have any points calculated.
Redeem Points As Decimals	Indicates if the system allows redemption of points in decimal values rather than rounding to a dollar amount. The default value of this option is False - redemption is in dollars only - and in this case, the user may round up to the next whole dollar and pay for the transaction - without receiving change in any tender. For example, if you only allow dollars, then the customer can pay for a transaction with points rounded up to the next integer - without getting change. So for a transaction of 123.45 with points exchange rate of 1 pt = \$1.00; they can pay with 123 points + 0.45 cents cash or 124 points and get no change. If you support decimals, the customer can only pay up to the transaction total with points.

Gift Accounts

This section controls the option used for gift accounts.

Gift Account Items	A comma-delimited list of items that represent the gift account items. When these items are sold, the system will create a gift account.
Account Number Prefix	The unique numbers assigned to each account should have a common prefix, for example GIFT, so POS can recognise the numbers as related to gift accounts.
Account Number Length	The total length of a gift account number, including the prefix, for example GIFT00001 would have a length of 9.
Auto Generate Gift Ac Number	If this option is checked on, the system will automatically generate a gift account number. If you use this option, you cannot top of the value of an existing account because you are not given the opportunity to enter the account number.

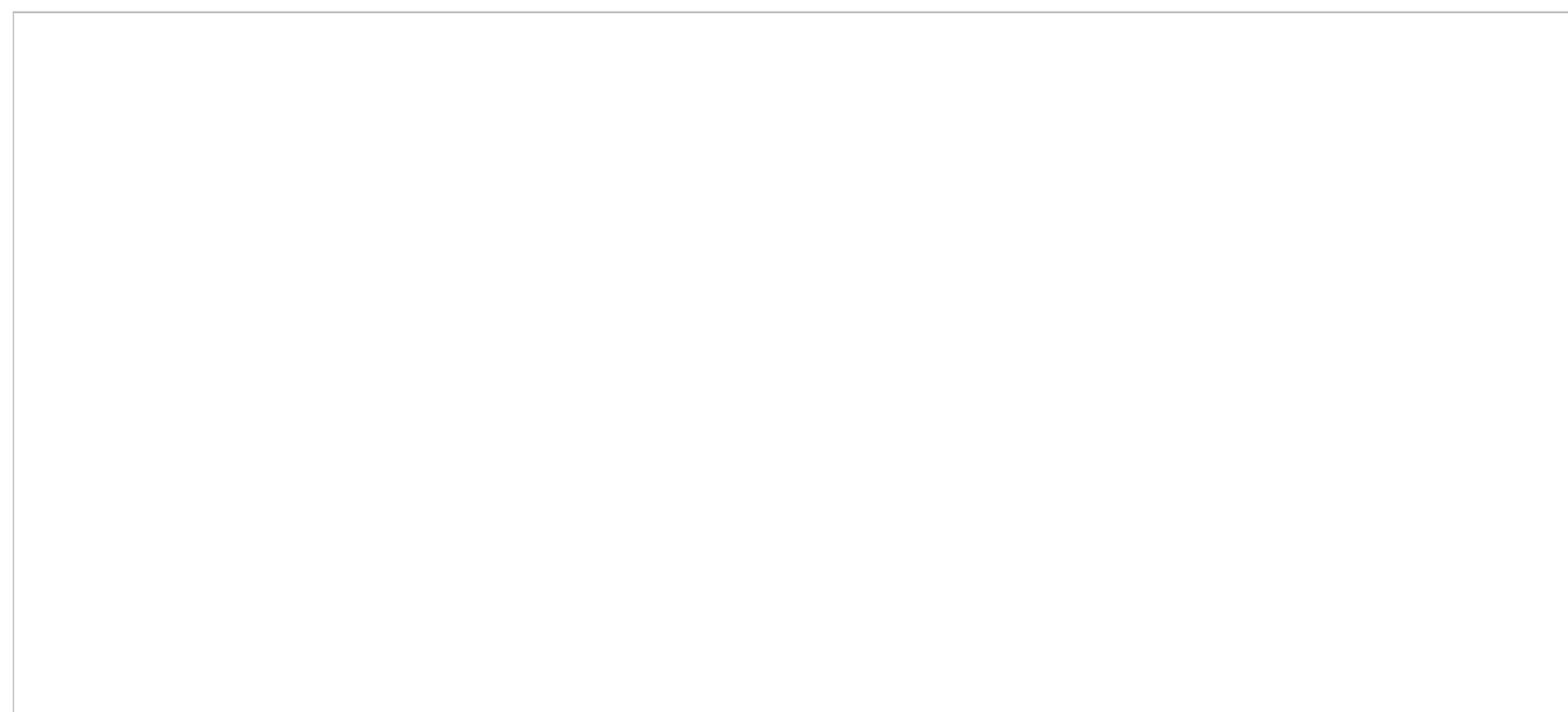
Locations - Accounts

This tab allows you to set up how this location shares its accounts. A location might have its own customer accounts but share a single set of supplier accounts with other locations. An account is associated with a location code. If this account location code is the same as the main location code, the location will have its own set of accounts. If this account location code is a group, any other locations that have the same account location will share the same accounts.

See [Accounts Locations](#) for more information.

These account locations should be set up before any suppliers or customers are set up.

Figure: Example Location Accounts Screen

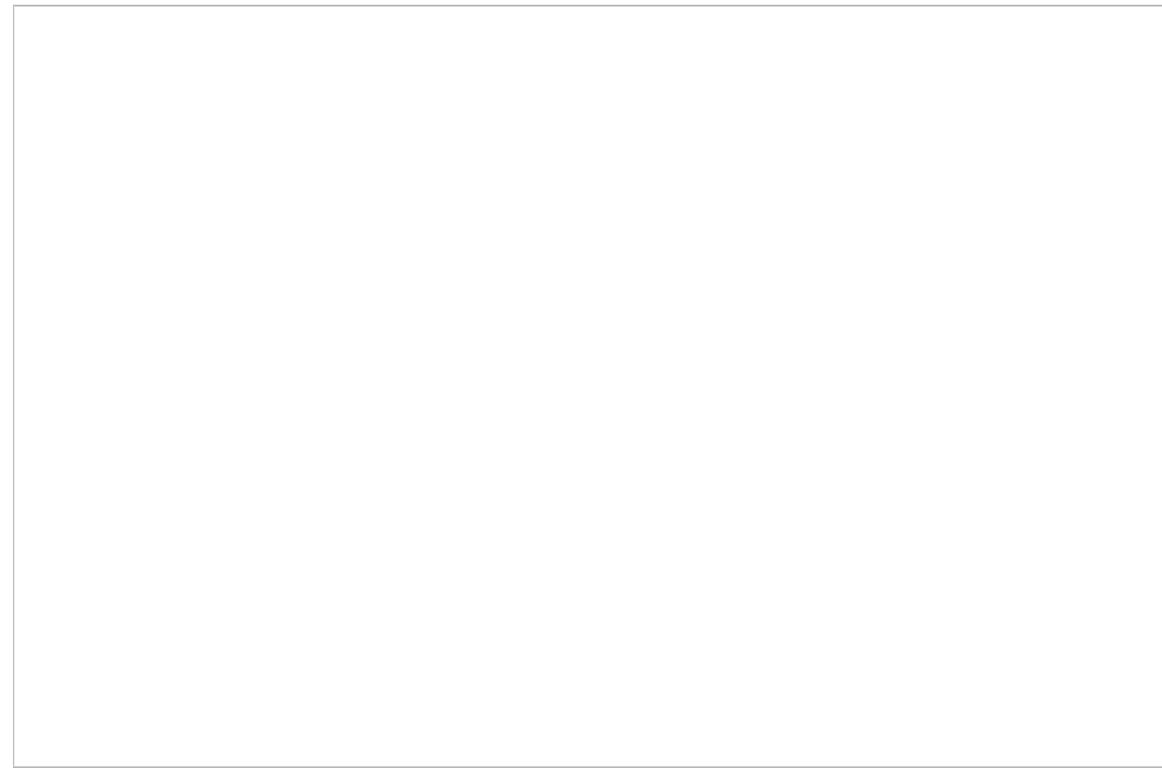


Account Type	The type of account that the share details are being set up for. This could be customer accounts or supplier accounts.
Account Location	The location code for this account type for this location. If no accounts exist for this account location, a new set of accounts will be created when the location details are saved. If accounts do exist, the location will simply use those accounts.
Location Name	The name of the location.

POS Keyboards

Click on the tab you require help with.

Figure: Example POS keyboards Screen



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POS Set Up

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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How Do I ...

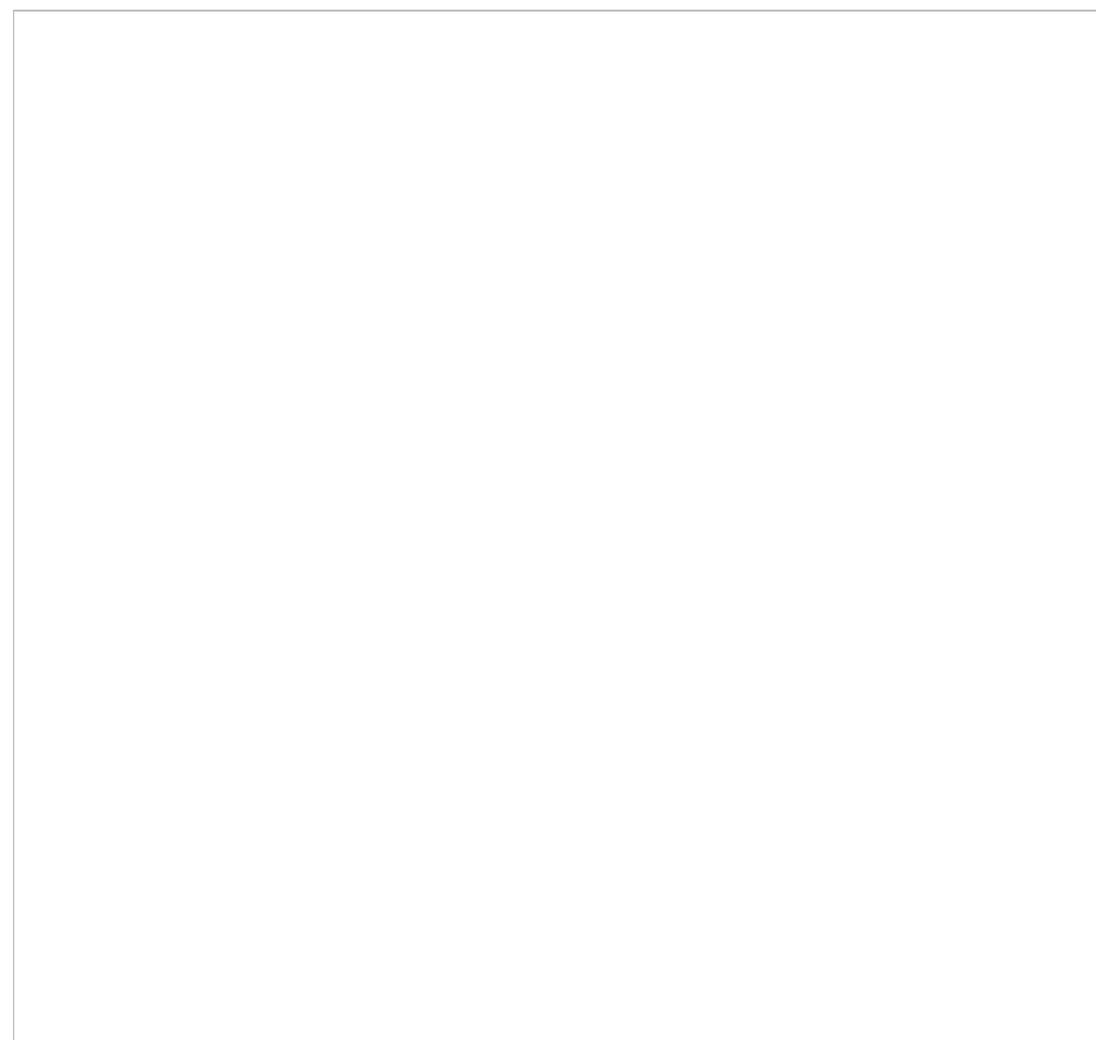
- [Add A Kitchen Printer?](#)
 - [Set Up Kitchen Printing?](#)
 - [Set Up Kitchen Printer Codes?](#)
 - [Set Up Kitchen Messages?](#)
-

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Currency Code

This function allows you to define specific currency codes.

Figure: Example Currency Code Screen



Currency Code	A unique code for the currency. There are already international codes used for the world currencies. You should use these as your codes, for example, GBP
Currency Name	Name of currency, for example, Sterling.
Print Exchange Rate On POS Receipt	If this option is checked on (default) the exchange rate will be printed next to the currency code when using foreign currencies on a transaction, for example, \$50 USD @.7454. If the option is checked off it will print as: \$50 USD.
# Coin Suggestions	When the user selects a currency for payment, DynaPOS will attempt to suggest a number of possible tender amounts. Some of these are based on simply changing the coins part of the amount owed, for example \$15.10, \$15.20, \$15.50. Some are based on changing the notes part of the amount owed, for example, \$15.10, \$20.10, \$50.10. This option is the number of coin-based suggestions that DynaPOS should display.

**# Note
Suggestions**

This is the number of note-based suggestions that DynaPOS should display. See # *Coin Suggestions* for further details.

Coin/Notes

This grid displays a list of the physical notes and coins that are available for this tender. DynaPOS will use this information to build up the coin and note suggestions for the currency.

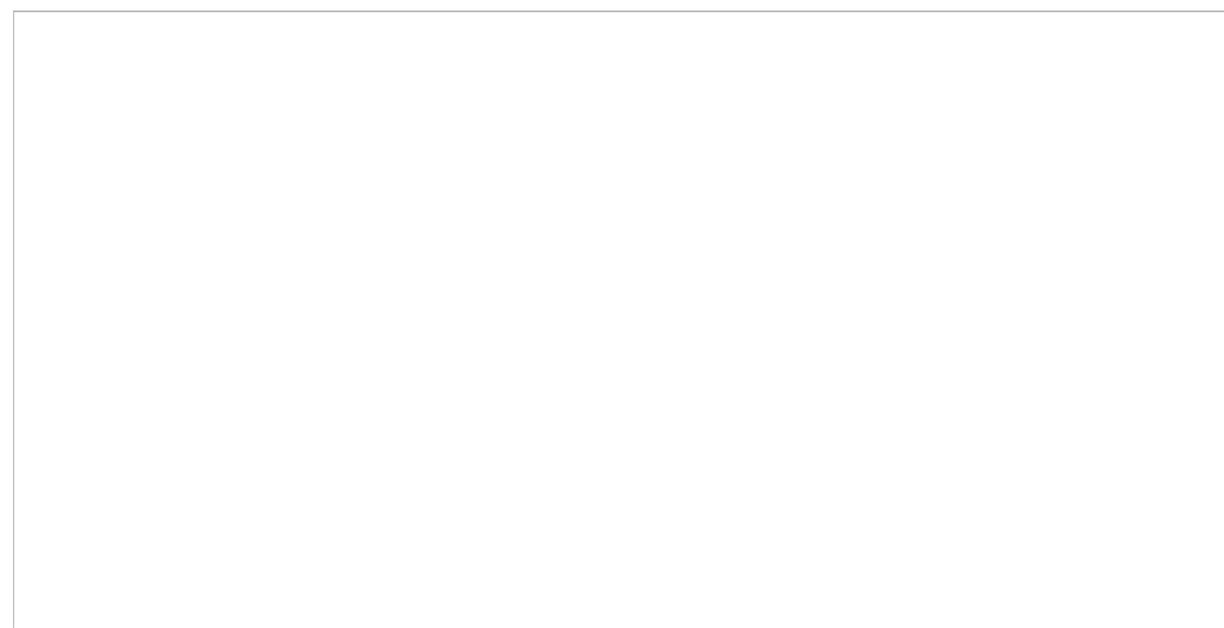
Coin/Note	Indicates if this record is for a note or a coin.
Value	The value of the note or coin.

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Currency Rates

This function allows you to define the exchange rates used to convert one currency to another.

Figure: Example Currency Rates Screen



The grid on the left is a list of currency codes in the system. This is the 'convert from' currency. The grid on the right shows the exchange rates defined for a specific currency code. As you move through the list of currency codes in the left grid, the exchange details will be displayed for that currency in the right grid. Depending on the [System Setting # of Currency Rates to Show](#) that is used to specify how many/which dates to display exchange rates, currency rates can show previous exchange rates. The option applies to each of the currency code pairs - that is show last 2 rates means show last 2 rates for EUR -> GBP, and last 2 for EUR->USD, and so on.

The details required for a new exchange rate are:

Convert To	The currency you want to convert to.
Effective Date	The date the exchange rate will become effective.
Exchange Rate	The rate required to convert the main currency code to the <i>Convert To</i> currency code. This is the rate that will be used at POS when accepting foreign currencies. A label is displayed to clarify which way round the exchange rate works, for example 1GBP = 1.1536 USD.
Accounting Rate	The rate required to convert the main currency code to the <i>Convert To</i> currency code. This is the rate that will be in inventory transactions and costs/sells for items. Used for global reporting.

Stock Adjustment

This function allows you to make Stock Adjustments to record events such as breakages and theft.

Figure: Example Stock Adjustment Screen

Location	The location at which the stock adjustment is being made.						
Comment	A comment about why the stock adjustment was done. This is not printed on the report, it is simply for information purposes only.						
Status	<p>The status of the current adjustment. The system will update the status automatically as you create, and prepare the adjustment. The status codes are:</p> <table border="1"> <tr> <td>New</td> <td>Indicates an adjustment has been created but not yet accepted.</td> </tr> <tr> <td>Printed</td> <td>The Stock Adjustment Report has been printed but the adjustment has not yet been accepted.</td> </tr> <tr> <td>Adjusted</td> <td>The Accept button has been pressed and the adjustment has been finalise. Details cannot be changed.</td> </tr> </table>	New	Indicates an adjustment has been created but not yet accepted.	Printed	The Stock Adjustment Report has been printed but the adjustment has not yet been accepted.	Adjusted	The Accept button has been pressed and the adjustment has been finalise. Details cannot be changed.
New	Indicates an adjustment has been created but not yet accepted.						
Printed	The Stock Adjustment Report has been printed but the adjustment has not yet been accepted.						
Adjusted	The Accept button has been pressed and the adjustment has been finalise. Details cannot be changed.						
Created	The user who created the stock adjustment, and the date when the adjustment was created. This is set automatically by the system.						

**Authorised
By**

The code of the user who authorised the transaction when it was accepted.

There are buttons at the top of the window to control the transaction. Special buttons include:



Press this button when the stock is transferred. This will alter the stock on hand at both locations.



Press this button to generate a ticket for each unit of stock.

Adjustment Items

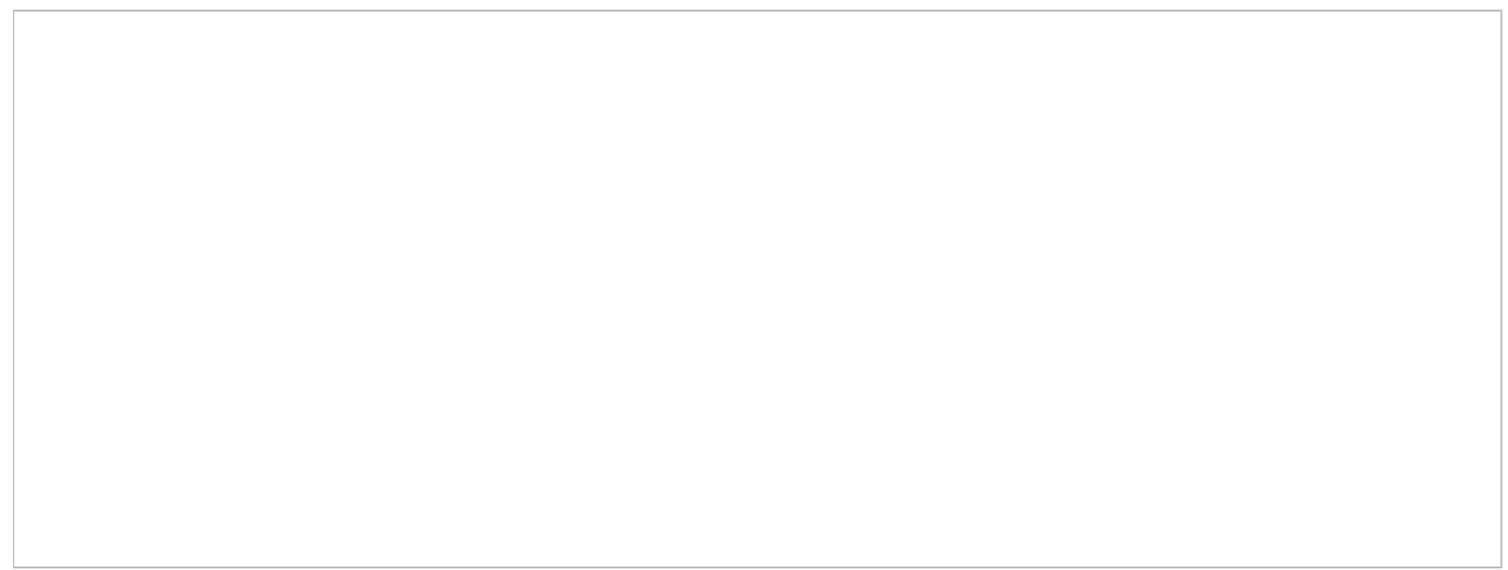
These are the items that will be adjusted as part of this transaction.

Adjustment Type	The reason for doing the stock adjustment. See Stock Adjustment Reasons for details on how to set up these codes.
IPN	The number of the item being adjusted. If you don't know the number an Item Search can be made by clicking on the <input type="checkbox"/> button. The system will check to see if the item has a ' <i>Cannot Adjust Stock Before This Date</i> ' special date in Items . If there is a date defined for the location and the current date is before this date, the item will not be allowed to be added to the transaction.
Order Code	If you don't know the IPN of the item to adjust, you can enter the order code of the item.
Description	The description of the item being modified. This is set by the system.
Units	The number of units being adjusted. If this is entered, the Cartons will be calculated automatically. Whether the stock will be decreased or increased by this number will depend on the Adjustment Type selected. The overall effect will be displayed in Action.
Cartons	The number of cartons being adjusted. If this is entered, the Units will be calculated automatically.
Carton Size	The number of units in a carton. This is set by the system.
UOM	The Unit of Measure of the item. This is set by the system and is used for reference purposes only.
Action	The action shows what the effect on stock will be. It takes into account the Adjustment Type and the Units. When an Adjustment Type is set up, you can indicate whether its effect will be to decrease or increase stock. If its effect is to decrease stock and you enter Units of 1 then this message will show that stock will be decreased.
Comments	A general comment about this specific adjustment, for example why was the item broken?

Tender - Basic

This tab allows you to set up basic details for a tender.

Figure: Example Tenders Screen

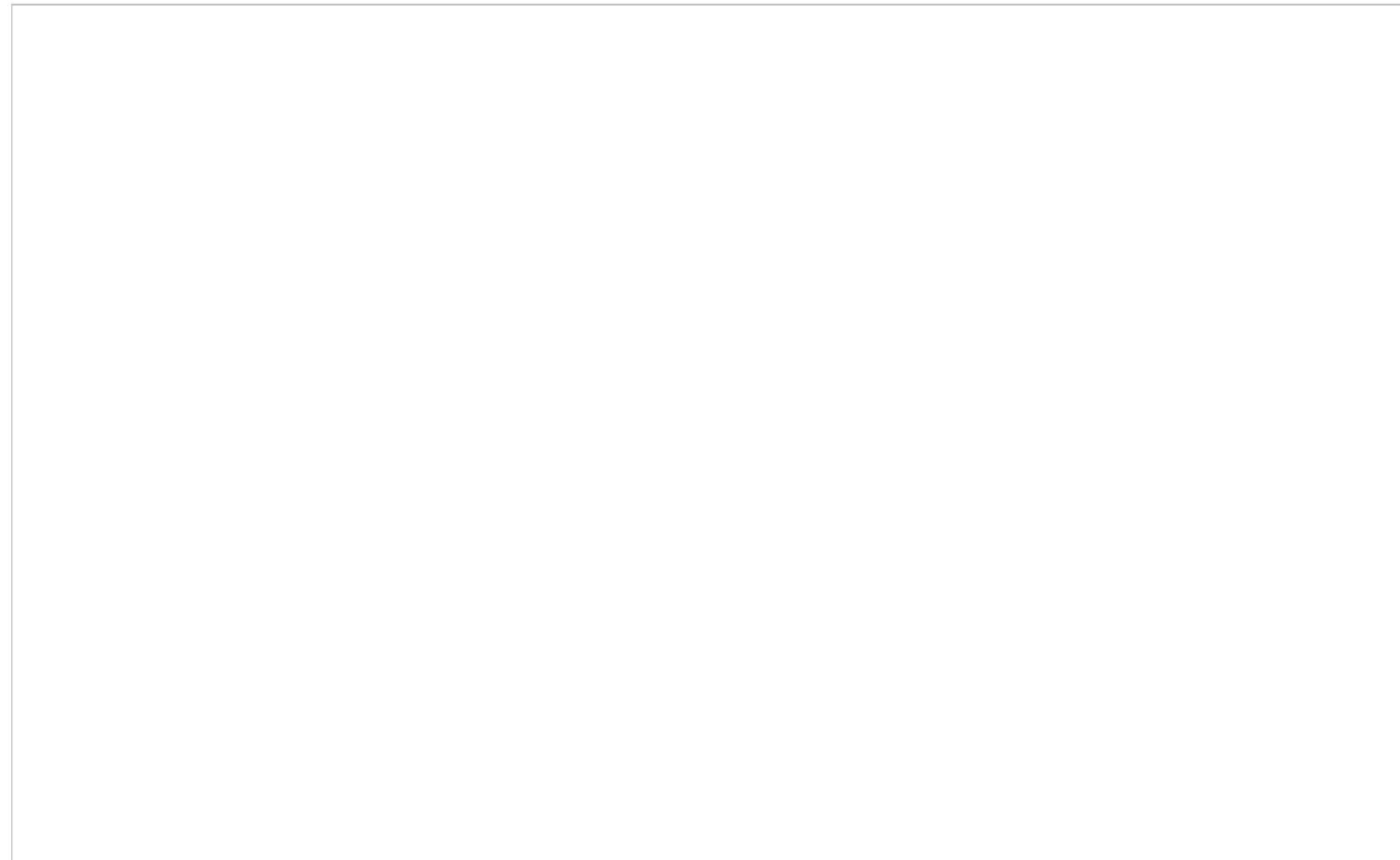


Tender Code	A unique number to identify the tender code.
Description	A description for the tender code. This will be used on various reports.
Use for DynaPOS	Check this option if you want this tender to be used by DynaPOS. If you were interfacing with third-party systems, you might have some tender codes set up which you don't actually want used by DynaPOS.

Discounts - Basic

The Basic tab allows you to set up basic details about the discount such as the type of discount and the name, priority, and so on.

Figure: Example Discounts Screen



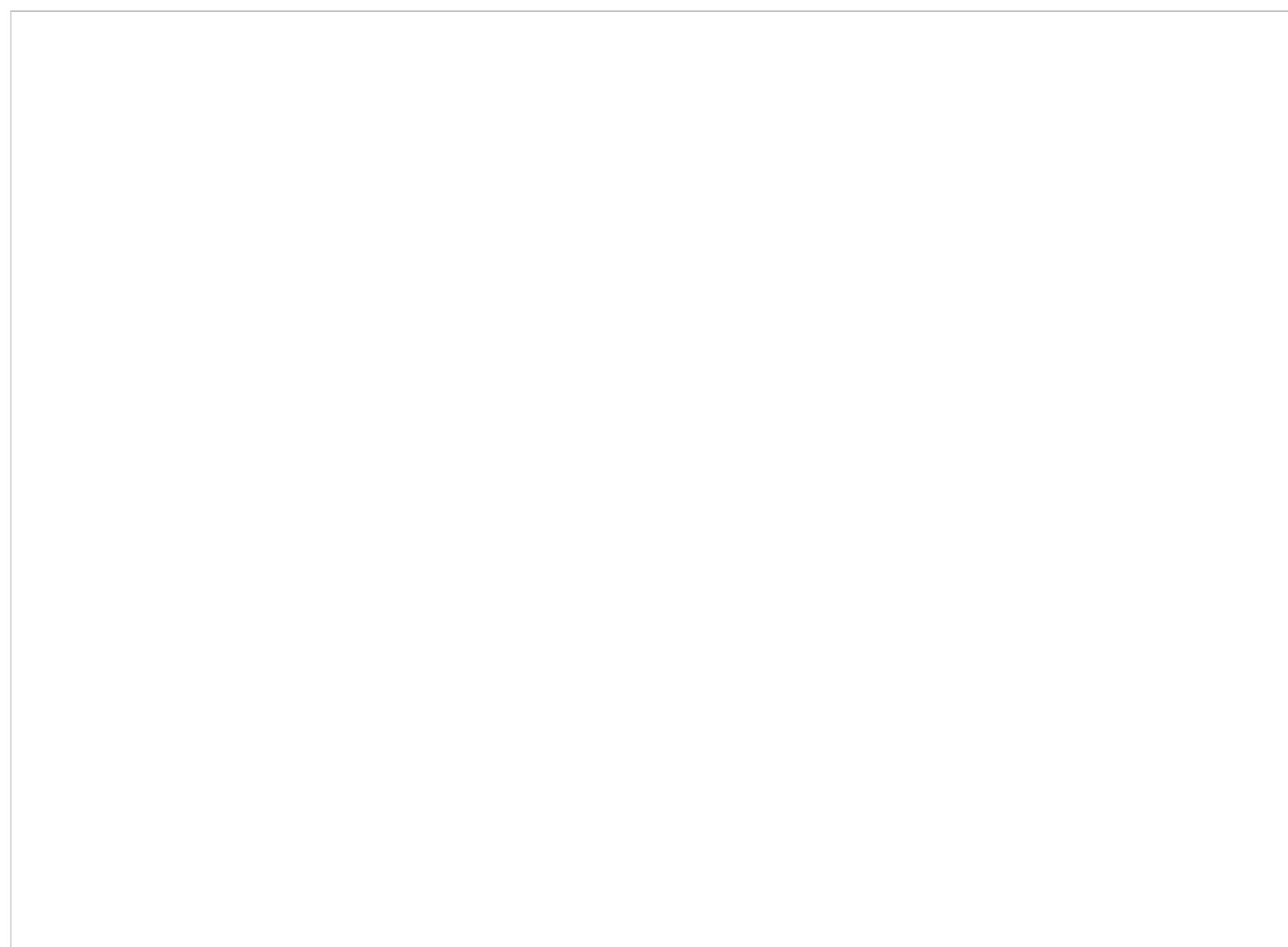
Discount Type	The type of discount. This will control how the discount is used.	
	Item Discount	This type of discount is manually given by the user on one selected item.
	Sale/Value Discount	This type of discount is manually given by the user to a group of items. Its usually used on the entire sale or a type of item, for example 15% off all beverages and 10% of all food. Value discounts (\$) behave differently depending on the <i>\$ Discount behaviour</i> setting in System Settings , if the reward value is greater than the qualification items value.
Sale/Value Discount Auto	This type of discount is automatically given by the POS to a group of items when the Pay button is pressed. Its usually used on the entire sale or a type of item, for example 15% off all beverages and 10% of all food.	

Offer	This type of discount is automatically given by the POS to a group of items when the Pay button is pressed. Its similar to Sale/Value Discount Auto but is generally for group of items such as 'buy 3 get 1 free', 'buy any 5 and get another item free'.
Tender	This type of discount will be given when the sale is paid for with a specific tender. If you use this option, you should select the required tender code from the combobox.
Voucher	If you are setting up a discount for a tendered voucher, you would set up a tender discount, specify the tender code as the voucher tender code and then enter the code of the voucher here. This allows you to say 'the user has tendered voucher type 1234 and is entitled to a discount of a free cup of coffee'. See Vouchers for more details on how to use vouchers.

Description	A description about the discount/qualify.
POS Description	A description about the discount/offer to appear on the receipt.
Priority	The priority of the discount/offer. The system uses this to determine the order to process discount/offers. If an item can participate in two different discounts, the system chooses the one with the lowest priority number. Priority 1 is the most important priority, with priority 2 being the next important and so on.
Comment	A general comment/description about the discount. It's not displayed to the user, its only for information only.
Ask Reason For Discount	If this option is checked on, POS will ask for a reason for the discount. The reasons are defined using the Reasons function. This is useful if you want to offer a 10% discount but don't want to set up a discount code for each specific reason. You set up the discount once and ask for the reason for the discount.
Export as Coupon for Navision	Specifies which discounts are to be treated as coupons when exporting the sales and invoice data to the Navision General Ledger system. If checked the discount is treated as a coupon.

Tills - Profile - Settings 2

Figure: Example Tills Screen



Special Limits

Minimum Layby Deposit \$	The minimum amount which must be paid on a layby transaction as a deposit.
Minimum Layby Deposit %	The minimum percentage of a layby transaction which must be paid as a deposit. The customer must may either this amount or the Minimum Layby \$, whichever is higher.
Minimum Order Deposit \$	The minimum amount which must be paid on an order transaction as a deposit.
Minimum Order Deposit %	The minimum percentage of an order transaction which must be paid as a deposit. The customer must pay either this amount or the Minimum Order \$, whichever is higher.
Cust Req When Sale >	Once the sale transaction is higher than this amount, a customer must be entered for the transaction.
Max Number	This is the biggest number that can be entered into POS for quantities and sell prices. It is simply used to ensure that a user doesn't accidentally scan a product and have the barcode number used as a sell price.

Gift Certs/Credit Notes/Reward Vouchers

<p>Auto-Generate Gift Cert#</p>	<p>If this option is checked on and you sell a gift certificate item, DynaPOS automatically generates a unique gift certificate number. If the option is checked off, you will need to enter a gift certificate number. You would check the option off if you had pre-printed gift certificates.</p>
<p>Auto-Generate CN#</p>	<p>If this option is checked on and you sell a credit note item, DynaPOS automatically generates a unique credit note number. If the option is checked off, you will need to enter a credit note number. You would check the option off if you had pre-printed credit notes.</p>
<p>Ask Expiry Date For Gift Cert#</p>	<p>If this is checked on, POS will ask for an expiry date when a gift certificate is sold. The gift certificate must be redeemed before that expiry date.</p>
<p>Ask Expiry Date For CN#</p>	<p>If this is checked on, POS will ask for an expiry date when a credit note is given. The gift certificate must be redeemed before that expiry date.</p>
<p>Ask For Range Of Gift Cert#</p>	<p>When a gift certificate is sold or redeemed and this option is checked on, POS will allow a range of gift certificate numbers to be entered instead of just a single one.</p> <p>Note: This is only intended for use with preprinted gift certificates. You should not use automatic gift certificate numbers or print gift certificates with this option checked on.</p>
<p>Perform Pre-Gift Checks</p>	<p>When selling a gift certificate, if this option is checked on, POS will make sure that the gift certificates numbers are set up for Pre-Sale. POS will do two checks:</p> <ol style="list-style-type: none"> 1. The gift certificate number must have been allocated to this location, ready for use. 2. The value of the gift certificate must be the same as the item number being sold. So if you sell a \$20 gift certificate, you must select a gift certificate number which already exists and has a value of \$20.
<p>Validate Gift Cert/Cr Note/Reward Vchr#</p>	<p>Check this option on to validate that the gift certificate, credit note or reward voucher number is correct and available for use. If you are converting an older system and you have unredeemed gift certificates, you might need to check this option off to allow those gift certificates to be used.</p> <p>Note: Gift Certificates will always be validated if the Auto-Generate Gift Cert# option is off.</p>
<p>Validate Reward Voucher when Offline</p>	<p>If checked on and a reward voucher is tendered, the number of the voucher is validated.</p> <p>If head-office is online, only genuine numbers can be redeemed. POS cannot be overridden to accept numbers not found.</p>

If head-office is offline, only reward voucher numbers starting with the defined prefix will be accepted.

**Ask For
Range Of
Reward
Voucher#**

If checked on, the user will be able to enter a range of numbers when the reward voucher is used, instead of just a single number.

Stock

Allow Sale If SOH <=0	If this option is checked on, POS will check whether the SOH for the scanned item is less than or equal to zero. If it is, the item cannot be sold.			
SOH Check Method	This option controls how the SOH check will actually be performed.			
	<table border="1"><tr><td data-bbox="300 325 519 409">Standard</td><td data-bbox="519 325 1583 409">POS will simply do a query to the back end server.</td></tr><tr><td data-bbox="300 409 519 546">WMS Interface</td><td data-bbox="519 409 1583 546">Looks up stock in the WMS warehouse system (third party product).</td></tr></table>	Standard	POS will simply do a query to the back end server.	WMS Interface
Standard	POS will simply do a query to the back end server.			
WMS Interface	Looks up stock in the WMS warehouse system (third party product).			

Table/Covers

Ask Table	If checked on then each time a new sale is started, the operator is asked for a table number. This saves the operator having to manually select the Table button. This is useful in a restaurant situation.
Ask Covers	If checked on then each time a new sale is started, the operator is asked for the covers (number of people) on the transaction. The covers are asked for after the table number has been entered. This is useful in a restaurant situation.
Check Table Exists	If this option is checked on and a Save ID (for example table number) is entered in a transaction, the system checks if the ID is already in use. If it is, it automatically retrieves the transaction.
Table is Mandatory	If checked on, a table must be entered for every transaction.
Generate Table Ticket	<p>If this option is checked on, the system will generate a 'ticket' number for each kitchen receipt. This ticket number can be included on the customer's receipt. When the meal is ready, the user calls out this ticket number and the customer can collect their meal.</p> <p>If you use this option, you should include the <TICKETNUM> keyword in your <i>Receipt Header on the Location tab.</i></p>
Ask Table Name	If this checked on, a button will be displayed at POS. If this button is pressed, the user will be able to enter a name for the transaction. this will be used as a reference instead of the table number.
Show Table Buttons	If this option is checked on and there are table numbers set up for the location, the system will show each table number as a button on the fast key panel.
Validate Table#	If this option is checked on, the table number that is entered for a transaction must be valid. This prevents invalid table numbers from being used.
Mark Table Dirty After Payment	If this is checked on a table will be marked as dirty/unclean when the sale is finalised with a payment or cancelled. If the option is checked off, the status will go straight to available.
Update Interval	If this is non-zero and the table buttons are being displayed, the buttons will be refreshed at this number of seconds. This is useful in locations where you have more than one POS. You can see whether tables are clean, used, and so on.
Inactive Time	This indicates the length of time (in minutes) before we should warn the user that the table has been inactive. You should only set this if you use Easy Table buttons at the POS. Inactive tables will be shown with *** next to the table number. If the value is zero, the POS will not track inactive tables.

Auto Clean Table

The number of minutes before a dirty table will be marked as available. If this is zero, a table must be cleaned manually.

Default Section

The default table section to be displayed at POS when asking for a table number.

Messaging

Allow User Messaging	If this option is checked on, the POS will check for user messaging.
Show Status Msgs In Info Window	Reserved for future use.
Show Info In Fast Key Area	Reserved for future use.

Delivery Options

Ask Delivery	If checked on then DynaPOS asks for delivery notes when the Pay button is pressed.
Validate Postcodes	In this option is checked on, the postcode entered in a delivery address will be verified by checking the postcodes table in the system. The data in this table is the responsibility of the client. BE provide no mechanism for loading postcode data.
Valid Delivery Time	In this option is checked on, the time for a delivery is validated as a real time. If the option is checked off, the user can enter free format text like 'AFTER 5PM' but the time cannot be validated.
Delivery Report For Today	If this is checked on, POS will only print a delivery report if the delivery date is for today. It will assume the delivery will be printed on the Delivery Report . If the option is checked off, the delivery report will be printed, regardless of the actual delivery date.
Ask Delivery Location For Item	If this option is checked on, the POS will ask for the delivery source for every item that is scanned. The delivery source indicates from where the item will be delivered - Store, Warehouse, Supplier. See Delivery Source for further details.

POS Returns

Allowed To Add Items	If you do a return and select the original transaction from the sales history, this option controls whether you can modify the return transaction. If the option is checked off, you cannot modify the return and must return the transaction in full. You can change the quantity of the item but not the price of the discounts.
Ask Trans# For Return	If this is checked on when doing a return at POS, the user must enter a transaction number for the original transaction. POS will automatically bring the items of that transaction through as the return items.
Show Orig Disc On Items	When doing partial returns (not normal returns), if this option is checked on, the system will show the items with all discounts given to those items on the original sale. If the option is checked off, the discounts will be removed.
Ask If Partial Return	This is an option that can be used in Taiwan. If you do a return and select the original transaction and this option is checked on, the system will ask if you are doing a partial return.
Allow Return Weighed Items	If this is checked on, items that are weighed on scales are allowed to be added to a return transaction. By default this is checked on.
Original Tenders Only	If this option is checked on then when you do a return transaction by matching it to an existing sale, you will only be able to return money to the customer using the same tender as used on the original sale.
Ask Approval Code For Returns	If this is checked on, it allows Exchange / Return transactions on POS to be searched on the EFT Approval Code returned for the EFT system rather than the receipt or transaction number.

Display

Show Button Help	If checked on, DynaPOS displays the keystrokes required to press a button. This is useful if you are not using a touchscreen.
Use Popup Keyboard	If this is checked on, a popup touchscreen keyboard is displayed in various areas, for example searches.
Keep Fastkey Visible	If this is checked on then when an item is selected from a fastkey panel, the panel remains visible for another selection. If it is checked off, the fastkey panel will disappear when a selection is made.
Customer Display Data	A standard customer display device contains 2 lines of 20 characters to which POS will display various information. This option controls whether the POS will display the long or short POS description for an item. The POS 20 UK Scales option is simply a modified version of the POS 20 option which is suitable when using scales in the UK.
2nd Screen Display Format	If you are using Multimedia Customer Displays this is the code of the display format you want to use.

□ Self Service

Auto Logon As User#	If the POS Type is 'Self Service', the POS will try to log in automatically using this user number. You would set up a special user for this purpose.
Supervisor Entry Code	If the POS Type is 'Self Service', the POS will log in immediately as the user number above. Since the POS is logged in, you never get the chance to login as a supervisor in order to get to the Supervisor menu to shutdown the POS. This option allows you to set a special 'unlock' code. If this number is entered at the POS using the numeric keypad, the POS will show the Supervisor menu.

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Other

[Commissions](#)

[Taxes](#)

[Daily Information](#)

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Taxes

What would you like to view?

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Taxes

[Set Up Taxes In Australia?](#)

[Set Up Taxes For The Philippines?](#)

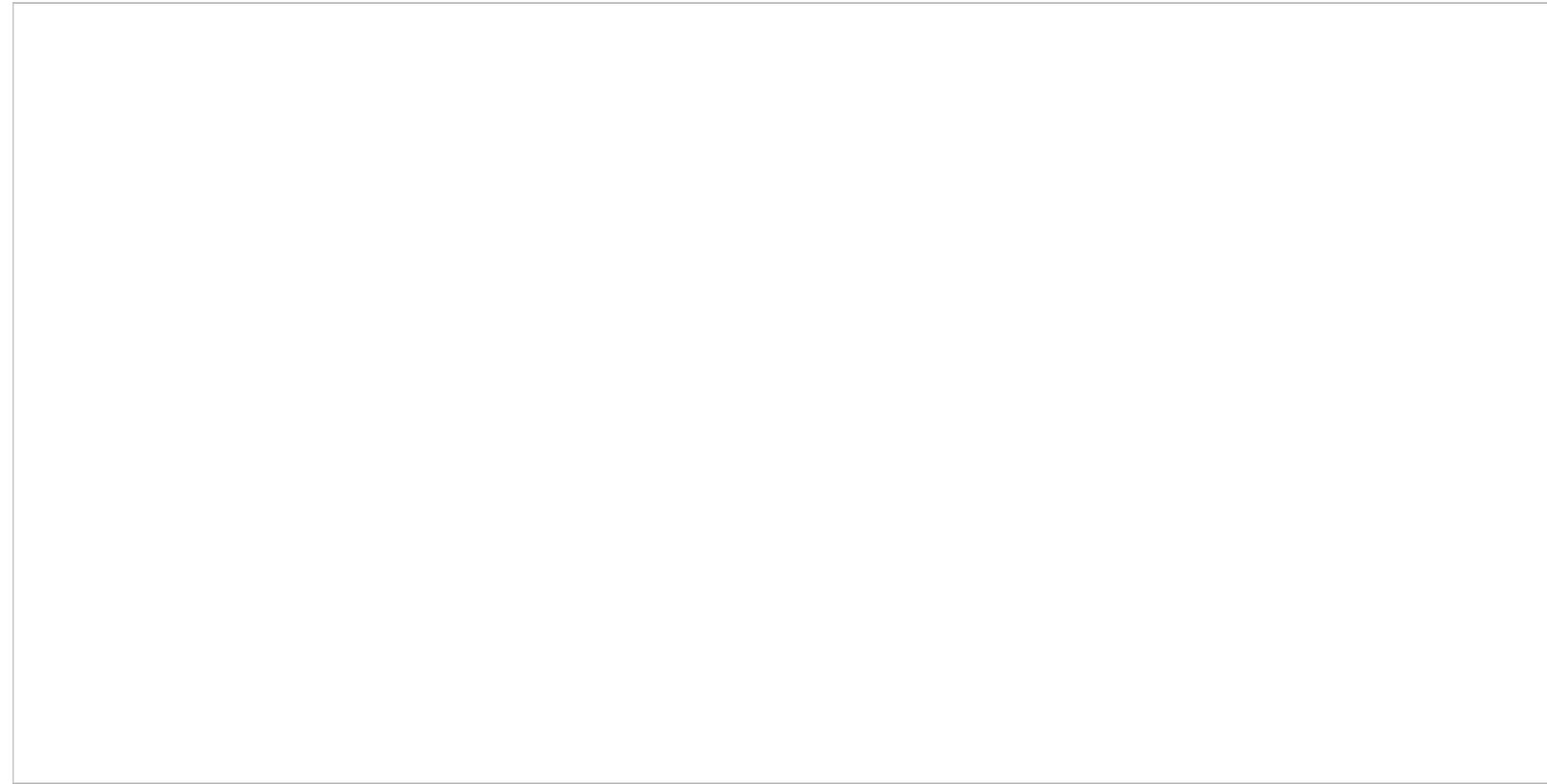
[Set Up Service Fees?](#)

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Location - Tenders

This tab allows you to control which tenders are used at the POS in this location. If you do not enter any tenders, the system will assume that all tenders can be used at the POS. If you do enter some tenders, only those tenders can be used by POS.

Figure: Example Locations Screen



The security tab allows you to control who is allowed to access the tender. For example, cheques might only be accepted by supervisors. If an operator selects a tender they don't have security to use, the POS will ask for the logon code of an authorised operator.

Deploying the KVS

The Kitchen Video System (KVS) is designed to logically control the flow of orders from the POS terminal into the kitchen environment. [Kitchen Printing](#)

To load the KVS application, the KVS module is bundled as a zip file - kvsinterface. You can unzip the file in any location on the KVS system machine to give three folders Bin, PosData and VCPATCH.

- Bin – executable and DLLs needed to run KVS separately
- PosData – Configuration data for KVS and other supporting files
- VCPATCH – contains Visual C++ 2005 Redistributable Package – This is optional if you have applied windows patches on the machine, but it is recommended to run this once.

Open KVSInterface\PosData\posdb.xml with a suitable xml editor or a text editor (i.e. Word-Pad/Notepad++,etc) and update the following parameters:

PosDB.Xml

<POSOptions>

- <MultiHomeBase>

Enter the KVS server IP Address.

```
<MultiHomeBase>123.45.67.8</MultiHomeBase>
```

If you are only running a single instance of KVS on the same machine, then this line can be commented out as shown

```
<!--MultiHomeBase>123.45.67.8</MultiHomeBase-->
```

- <NewHub>

<ServerNN>

This is a sequence to define which queues this server loads, where NN should be a unique number (ranging between “01” and “32” decimal) that is (Set as hexadecimal value 0x100).

```
0x100 = 256 <Server00>0x100</Server00>
```

- <KVSConfiguration>

<KVSClass>

This parameter must contain the queue class (KVS Identifier) that the POS is sending orders to. This is usually the same as the ServerNN key. Ranges from 01

to 32 Decimal that is (Set as hexadecimal value 0x100).

<KvsClass>0x100</KvsClass>

- <NewKVS>

To switch on the KVS application set <LoadNewKVS>1</LoadNewKVS>

Once the above configurations are complete, run the KVS server by double clicking KVSInterface\Bin\Mexp.exe.

The following list shows optional configurations to change the display ticket on the KVS.

- <KVSConfiguration>

<BOPHeader>

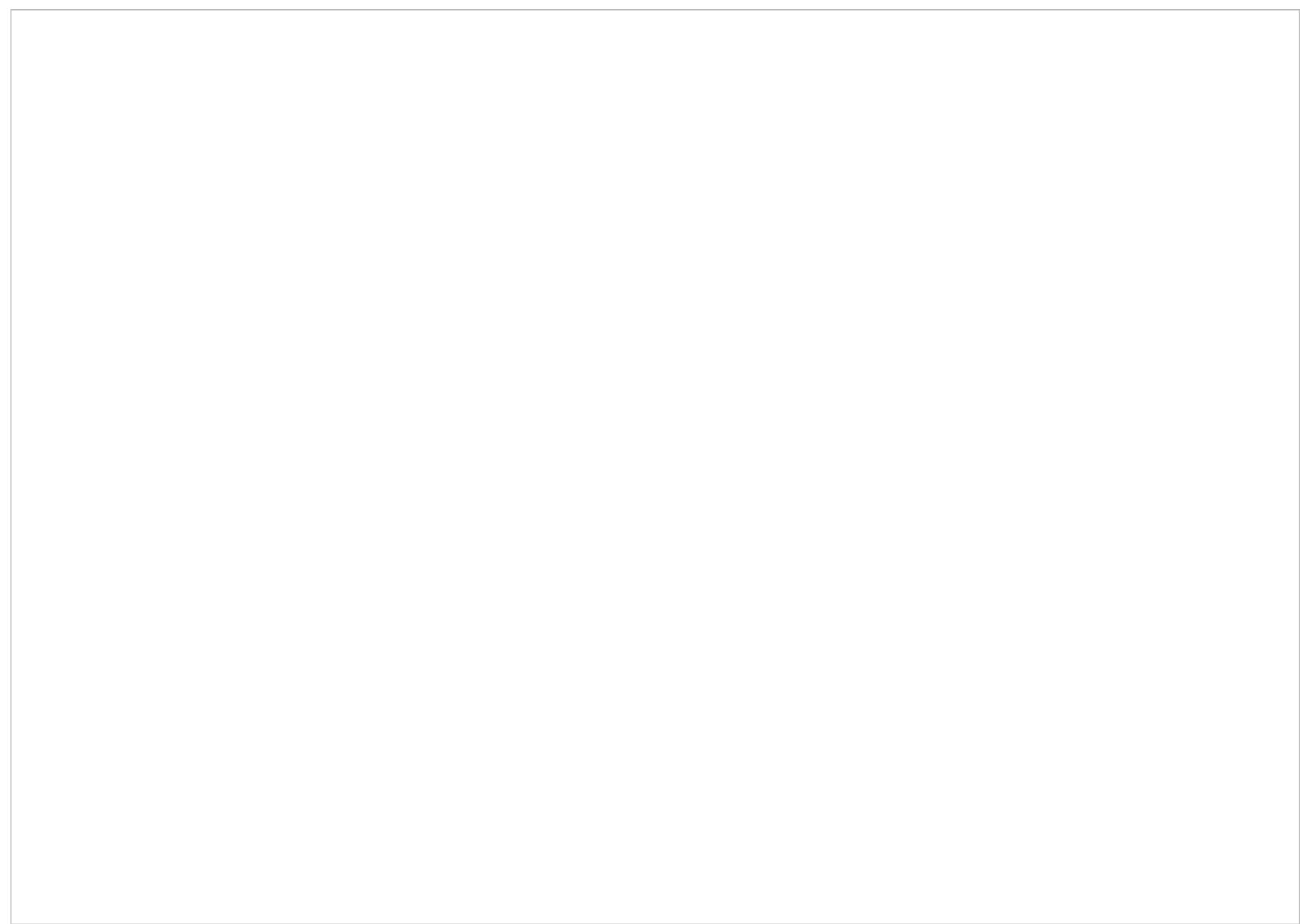
By updating this tag to the following will only display the sequence number and elapsed time. <BOPHeader> [MAJOR:6] [TIME:03] </BOPHeader>

<BOPFooter>

By updating this tag to the following will only display the status and saletype. Will not show the total balance. <BOPFooter>[STATUS] [SALETYPE] </BOPFooter>

Items - Advanced

Figure: Example Items Screen



□ **General**

Alcohol%	The percentage of alcohol within this item. Used as part of duty free reporting requirements.		
Serial Number Tracking	This option is only used if you use the FIFO method of stock valuation. You can use this to tell the system how to track serial numbers for this item.		
	<table border="1"> <tr> <td data-bbox="297 380 570 569">Do Not Track</td> <td data-bbox="586 380 1586 569">No tracking of items is done at all. Inventory adjustments are automatically done on the oldest item. When you receive stock you do not have to select specific items. When you sell items you do not have to select specific items.</td> </tr> </table>	Do Not Track	No tracking of items is done at all. Inventory adjustments are automatically done on the oldest item. When you receive stock you do not have to select specific items. When you sell items you do not have to select specific items.
	Do Not Track	No tracking of items is done at all. Inventory adjustments are automatically done on the oldest item. When you receive stock you do not have to select specific items. When you sell items you do not have to select specific items.	
	<table border="1"> <tr> <td data-bbox="297 600 570 831">Track Our Serial Numbers</td> <td data-bbox="586 600 1586 831">Tracking of individual items is done based on a number generated by the system. As an item is received, you need to create a record for each individual unit of stock. Each of these records is assigned a unique number. When you sell the item you need to select the individual items to use.</td> </tr> </table>	Track Our Serial Numbers	Tracking of individual items is done based on a number generated by the system. As an item is received, you need to create a record for each individual unit of stock. Each of these records is assigned a unique number. When you sell the item you need to select the individual items to use.
	Track Our Serial Numbers	Tracking of individual items is done based on a number generated by the system. As an item is received, you need to create a record for each individual unit of stock. Each of these records is assigned a unique number. When you sell the item you need to select the individual items to use.	
<table border="1"> <tr> <td data-bbox="297 863 570 1010">Track Supplier Serial Numbers</td> <td data-bbox="586 863 1586 1010">This is basically the same as the Track Our Serial Numbers but instead of using our generated number, you use the supplier's serial number.</td> </tr> </table>	Track Supplier Serial Numbers	This is basically the same as the Track Our Serial Numbers but instead of using our generated number, you use the supplier's serial number.	
Track Supplier Serial Numbers	This is basically the same as the Track Our Serial Numbers but instead of using our generated number, you use the supplier's serial number.		
<table border="1"> <tr> <td data-bbox="297 1041 570 1388">Track Batch/Use By Dates</td> <td data-bbox="586 1041 1586 1388">This option is used for items that are shipped in batches or have expiry dates. Its of most use in a warehouse. As items are received you specify a single record for all items, where this record contains the batch# and/or use by date. When you transfer items from one location to another, you are able to select the batch to transfer. When you sell items at POS, you are not asked for the specific items. The system simply assumes the oldest items should be used.</td> </tr> </table>	Track Batch/Use By Dates	This option is used for items that are shipped in batches or have expiry dates. Its of most use in a warehouse. As items are received you specify a single record for all items, where this record contains the batch# and/or use by date. When you transfer items from one location to another, you are able to select the batch to transfer. When you sell items at POS, you are not asked for the specific items. The system simply assumes the oldest items should be used.	
Track Batch/Use By Dates	This option is used for items that are shipped in batches or have expiry dates. Its of most use in a warehouse. As items are received you specify a single record for all items, where this record contains the batch# and/or use by date. When you transfer items from one location to another, you are able to select the batch to transfer. When you sell items at POS, you are not asked for the specific items. The system simply assumes the oldest items should be used.		
See Serial Number Tracking for more information.			
Warranty Months	The number of months that is given as a standard warranty for the item. See Warranties for more details.		
TVLA Type	<p>Indicates the type of device such as Digital Colour Set, Set Top Box. Required for TVLA licencing in the United Kingdom. If you sell an item that has a TVLA option on it, POS will force a customer to be added to the sale. These details will be exported for licence purposes.</p> <p>0 = Monochrome TV 1 = Analogue Colour Set 2 = Digital Colour Set 3 = VCR 4 = PCTV</p>		

5 = TV Card
6 = Set Top Box
7 = DVD Recorders

**FSA
Category**

To allow the configuration of an Flexible Spending Account Category for an item.
Options are:
Medical
Vision
Dental
Prescription
Generic

**Do Not
Propose Sell
Prices**

If this option is checked on, the system will not propose new sell prices for this item. See [Proposing Sells At EOD](#).

**Allow Price
Override**

If this option is checked on, the store will be able to override the price using [Location Items](#). If the option is checked off, the store will not be able to override the price.

Suggested Ordering

Method	Indicates how the item will be processed in the suggested order cycle. See Suggested Orders for more details on these options.
Transfer From Warehouse	If the item is available from a company warehouse then this option can be checked on. When the system starts to suggest orders for the item, it will raise a transfer request instead of a purchase order.

□ Price Per Unit

Price Per Unit Code	This is used for Price Per Unit details printed on tickets. It is the price unit for the item, for example 100GM. These codes are the Unit Of Measure codes.
Price Per Unit Qty	The quantity of the Price Per Unit Codes for this item. For example, for a 375GM item where the unit code is 100GM, the quantity would be 3.75 (3.75 x 100GM = 375GM).

□ Delivery Options

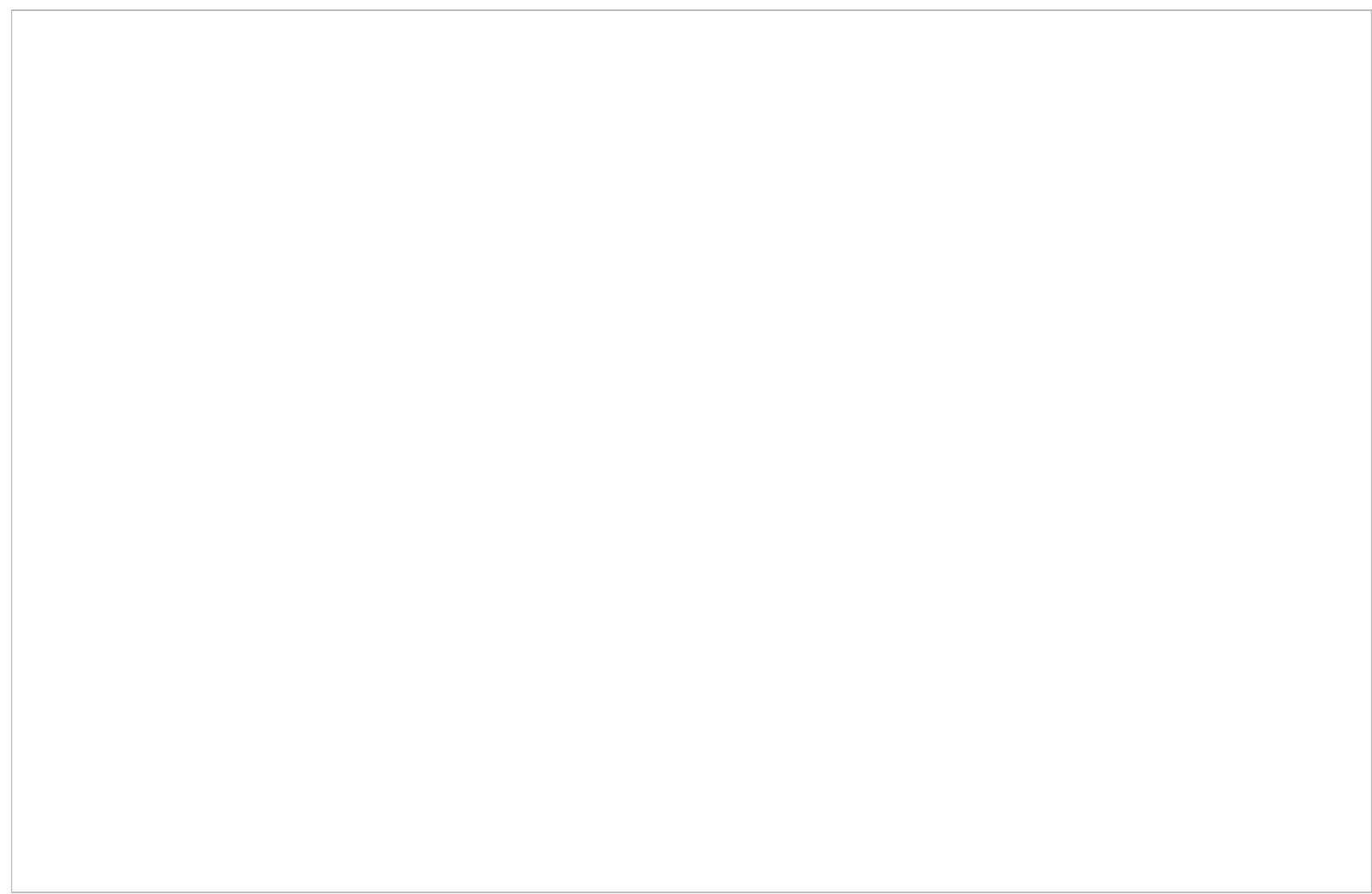
Item Will Be Delivered To Customer From	<p>This indicates from where the item will be delivered. The available options are Store, Warehouse, Supplier. See Delivery Source for details on how this setting is used.</p> <p>This acts as a default selection. If the <i>Ask Delivery Location For Item</i> option below is checked on, the POS will ask for the user for the delivery location (using this option as a default). If the <i>Ask Delivery Location For Item</i> is checked off, the POS will set the delivery source automatically based on this option. If the user needs to, they can change the delivery location manually.</p>											
Ask Delivery Location For Item	<p>If this is checked on then when the item is scanned at POS, the POS will ask the user how the item is to be delivered (see Delivery Source). The user will be able to select from the following possible options:</p> <table border="1" data-bbox="284 630 1583 2058"> <tr> <td data-bbox="284 630 576 766"> This Store - In Stock </td> <td data-bbox="584 630 1583 766"> The item is taken from stock currently held at the store. </td> </tr> <tr> <td data-bbox="284 777 576 1029"> This Store - Transfer </td> <td data-bbox="584 777 1583 1029"> The item will be delivered from this store but we need to raise a Transfer Request for the stock to be transferred from another store. If you select this option, the POS will change the transaction to a paid order. When the stock has delivered the item, the transaction is recalled and the goods released. </td> </tr> <tr> <td data-bbox="284 1039 576 1522"> This Store - PO </td> <td data-bbox="584 1039 1583 1522"> <p>The item will be delivered from this store but we need to raise a purchase order. Note, if the system determines the item should be transferred from the warehouse rather than purchased directly from the supplier, the system will raise a Transfer Request not a purchase order. From the user's point of view they just need to indicate that they want to order stock, regardless of where it needs to come from.</p> <p>If you select this option, the POS will change the transaction to a paid order. When the stock has delivered the item, the transaction is recalled and the goods released.</p> </td> </tr> <tr> <td data-bbox="284 1533 576 1816"> Direct From Warehouse </td> <td data-bbox="584 1533 1583 1816"> The item will be delivered directly from the warehouse. If you select this option, the POS will change the transaction to a paid order. When the warehouse has delivered the item, they will recall the transaction and release the goods. The sales will be recorded against the original location but the stock will be decremented from the warehouse. </td> </tr> <tr> <td data-bbox="284 1827 576 2058"> Direct From Supplier </td> <td data-bbox="584 1827 1583 2058"> The item will be delivered directly from the supplier. The system will raise a purchase order with the delivery address being the customer's delivery address. If you select this option, the POS will change the transaction to a paid order. When you receive notification from the supplier that the item </td> </tr> </table>		This Store - In Stock	The item is taken from stock currently held at the store.	This Store - Transfer	The item will be delivered from this store but we need to raise a Transfer Request for the stock to be transferred from another store. If you select this option, the POS will change the transaction to a paid order. When the stock has delivered the item, the transaction is recalled and the goods released.	This Store - PO	<p>The item will be delivered from this store but we need to raise a purchase order. Note, if the system determines the item should be transferred from the warehouse rather than purchased directly from the supplier, the system will raise a Transfer Request not a purchase order. From the user's point of view they just need to indicate that they want to order stock, regardless of where it needs to come from.</p> <p>If you select this option, the POS will change the transaction to a paid order. When the stock has delivered the item, the transaction is recalled and the goods released.</p>	Direct From Warehouse	The item will be delivered directly from the warehouse. If you select this option, the POS will change the transaction to a paid order. When the warehouse has delivered the item, they will recall the transaction and release the goods. The sales will be recorded against the original location but the stock will be decremented from the warehouse.	Direct From Supplier	The item will be delivered directly from the supplier. The system will raise a purchase order with the delivery address being the customer's delivery address. If you select this option, the POS will change the transaction to a paid order. When you receive notification from the supplier that the item
This Store - In Stock	The item is taken from stock currently held at the store.											
This Store - Transfer	The item will be delivered from this store but we need to raise a Transfer Request for the stock to be transferred from another store. If you select this option, the POS will change the transaction to a paid order. When the stock has delivered the item, the transaction is recalled and the goods released.											
This Store - PO	<p>The item will be delivered from this store but we need to raise a purchase order. Note, if the system determines the item should be transferred from the warehouse rather than purchased directly from the supplier, the system will raise a Transfer Request not a purchase order. From the user's point of view they just need to indicate that they want to order stock, regardless of where it needs to come from.</p> <p>If you select this option, the POS will change the transaction to a paid order. When the stock has delivered the item, the transaction is recalled and the goods released.</p>											
Direct From Warehouse	The item will be delivered directly from the warehouse. If you select this option, the POS will change the transaction to a paid order. When the warehouse has delivered the item, they will recall the transaction and release the goods. The sales will be recorded against the original location but the stock will be decremented from the warehouse.											
Direct From Supplier	The item will be delivered directly from the supplier. The system will raise a purchase order with the delivery address being the customer's delivery address. If you select this option, the POS will change the transaction to a paid order. When you receive notification from the supplier that the item											

	has been delivered, the transaction is recalled and the goods released.
Direct From Other Location	The item will be delivered directly from another location. The user will have to select the location that will deliver the item. If you select this option, the POS will change the transaction to a paid order. When the location has delivered the item, they will recall the transaction and release the goods. The sales will be recorded against the original location but the stock will be decremented from the delivery location.

There is a similar option on Till. If the Till option is checked on, the POS will ask the question for every option scanned, regardless of whether this item option is checked on or not. If the Till option is checked off, the POS will only ask the question if this item option is checked on. This allows finer control over when the question is asked.

Items - Costs/Sells

Figure: Example Items Screen



□ Replenishments

A replenishment record is a statement of who an item can be purchased from, the size of the carton and its cost, and the date range of when it is available. The grid shows all past, present and future costs. Historical costs and costs currently in effect cannot be changed. Future costs can be entered as soon as they are received and the system automatically uses them when required.

The replenishment details are shown in date order, oldest to newest. When an item is first retrieved, the program automatically shows the newest costs. Costs that are currently in effect have the OK box checked on and are coloured green. If there are multiple records in effect, the system automatically uses the cheapest possible cost for each location. When the overnight processing is run, the system recognises if a cost is no longer effective and recalculates the costs for the affected locations. If you decide you want to turn a cost off earlier than initially expected, you can turn it off by clicking the OK box off.

A replenishment record cannot be entered for a linked item. Instead, the cost must be entered directly against the main item. The system automatically applies this cost back to the linked item, allowing for the difference in quantity.

When a new replenishment record is entered, the supplier, location and cost type defaults to the same values as the previous record.

When the replenishment details are saved, the system checks that the costs are within the allowed range as specified in System Settings.

If you enter a replenishment record for an item that is in a family group, the program MAY take special action. When you define a family group there is an option called Expand Costs. If this is checked on, the system will try to copy the replenishment record to the other items as explained below. However, if the option is checked off, the replenishment records are not copied. The option may be checked off if some members of the family group have a different carton size which would lead to a different carton cost. If the records are to be copied, the system displays a list of the other items in the same family group. By default all of these items have a green tick next them which means that the replenishment record you have just entered, will be copied to all of these other items. If you don't want the replenishment record copied to one or more of the listed items, double-click on the item to remove the green tick. Next to each item you should also see a dollar symbol. This indicates that the item does have replenishment records for the same location as the location which you just entered on the new replenishment record. If you don't see the dollar symbol, there is no replenishment record for the same location which may indicate the replenishment record should not be copied to that item. The item should be manually checked further.

Supplier/Order Code	The specific supplier from which the item will actually be purchased. This is a combo-box which shows the suppliers/order codes visible in the supplier grid in the Basic tab.
----------------------------	--

Location	Any valid location (except competition locations). If all locations within a group can purchase the item at the same cost, then only one replenishment record needs to be created for the location group.
Effective	The date the replenishment details become effective. The default effective date is the current system date.
Cost Type	The type of cost. This can be a Normal cost, or one of many deal types. If this is a Recipe or Set Meal item, you do not need to enter a cost.
Expires	The date the replenishment record expires. After this date, the replenishment record can no longer be used and the OK flag is automatically set to false. If no date is entered, the cost remains effective indefinitely. The expiry date must be entered if this is a deal cost type.
Currency	The currency code for this replenishment cost. This will default to the supplier's currency code.
Deal Amount	The value of the deal which is given to us by the supplier. This is used in conjunction with Deal Type to calculate the actual value of the deal. This can only be entered if the Cost Type is not Normal.
Deal Type	The type of deal. This is used in conjunction with Deal Amt to calculate the actual value. A deal can be exclusive or inclusive of sales tax and it can be a dollar value or a percentage. For example, a 5% ex tax deal would be entered as Deal Amt of 5 and a Deal Type of '% Ex'.
Deal Level	Indicates the level of the deal. This is used when calculating the total the total invoice cost. The system will add all deals together of the same level and then add this to the current total cost. This new total cost will be used for the basis of the next level of deal calculations. See Deals, Rebates and Claims for more detailed information.
Ex Tax Cost	The carton cost of the item. This is the base normal cost from the supplier excluding all fees, deals, trading terms and taxes. If this is a deal replenishment then this column still shows the base normal cost. The deal is only shown in the Cost Inc Tax. Also, if this is a deal replenishment, the system calculates this value automatically and you cannot change it.
Inc Tax Cost	The carton cost (inc deals, trading terms, fees and taxes) of the item. If this is a deal replenishment, the system calculates this value automatically and you cannot change it. If there is more than one applicable deal or trading term, they are added together to give a total discount.
Carton Size	The number of units in a single carton.
Min Order Size	The minimum number of units which can be ordered. This is only used for items

which can be supplied as a broken pack, otherwise it should be the same as the carton size.

Unit Cost

The unit cost of the product (Cost Inc Tax/Carton Size).

Active

This flag indicates that the replenishment record is currently available. When selecting a cost for a store, the system only considers records with the OK flag checked on. The flag cannot be manually turned on, but it can be turned off to indicate the cost is no longer available.

Comment

A general comment about the cost.

Retail

A retail record is a statement of what an item is sold for at a location. The grid shows all past, present and future retails. Historical retails and retails currently in effect cannot be changed. Although future retails can be entered as soon as required the user should think about why the retail is being entered. If it is being entered in response to competition then enter it. If the retail is being entered because of an associated cost change, it is advisable to not enter it. The user should let the system propose the new sells just before the new replenishments take effect. This lets the system calculate the sell based on the latest replenishment and margin details.

The retails are shown in date order, oldest to newest. When an item is first retrieved, the program automatically shows the newest retails. Retails that are currently in effect have the OK box checked on and are coloured green. If there are multiple records in effect, the system automatically determines the correct sell price to use (see [Setting Replenishment and Sell Prices](#)). A retail that is in effect can be 'turned off' by clicking the OK box off. When the overnight processing is run, the system recognises that the retail is no longer effective and recalculates the retails for the affected locations.

If you enter a retail for an item that is in a family group, the program takes special action. The reason for this is that the general retail rule is that all items in the same family group should have the same sell price. The system displays a list of the other items in the same family group. By default all of these items have a green tick next to them which means that the retail you have just entered, is copied to all of these other items.

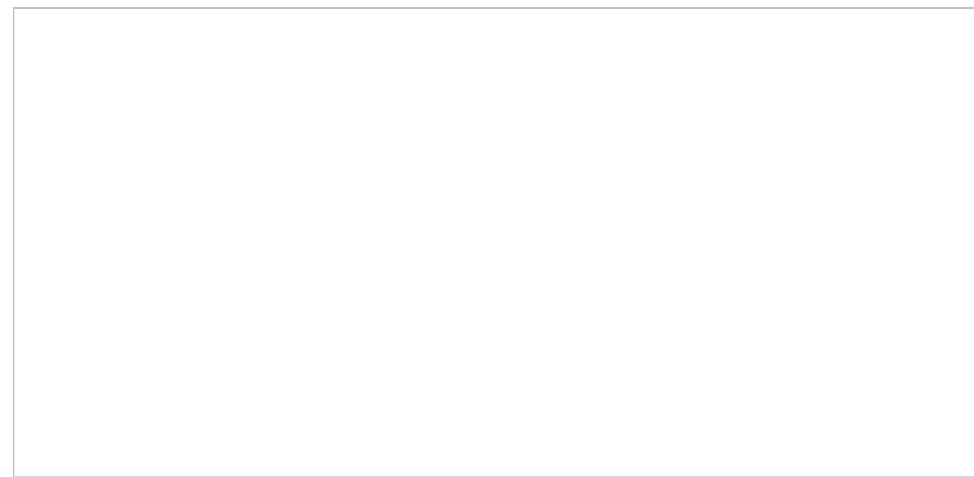
If you don't want the retail copied to one or more of the listed items, double-click on the item to remove the green tick. Next to each item you should also see a dollar symbol. This indicates that the item does have sell records for the same location as the location which you just entered on the new sell record. If you don't see the dollar symbol, there is no sell price for the same location which may indicate the sell should not be copied to that item. The item should be manually checked further.

Location	Any valid location (except competition locations). If all locations within a group can sell the item at the same price, then only one sell record needs to be created for the location group.
Effective	The date the sell details become effective. The default effective date is the current system date.
Sell Type	The type of sell. This can be a Normal sell, or one of many promotion types. Additional types can be added by the System Administrator.
Expiry	The date the sell record expires. After this date, the sell record can no longer be used and the OK flag automatically sets to false. If no date is entered, the sell remains effective indefinitely. A date must be entered if this is a non-normal sell.

Expected Unit Cost	<p>The expected landed unit cost for the location/effective date/sell type. This cost is used when calculating margins. The exact value of this cost can vary. The cost can be the best normal cost or the best overall cost. It can also be the landed cost or the final cost. The cost that you see is controlled by the Cost Details on the System 2 tab of System Settings. By default it shows the best normal landed cost. Note: all costs are ex-GST.</p> <p>This is calculated at the time the retail record is entered. This cost is not updated if any future cost changes is received. It basically shows as a historical cost at the time the sell was entered.</p>
Currency	<p>The currency code of the sell price. This will default to the location's currency code. It does not have to be the same currency code as used for replenishments. The system will automatically convert the replenishment at the appropriate exchange rate so that a valid comparison can be made.</p>
Sell/Margins 1-5	<p>This section allows you to set the sell price for this item at the location. You can set the sell price directly or enter the required margin (value or percentage). If you enter one of these numbers, the other two will be calculated automatically. The margin will be calculated on the Expected Unit Cost.</p> <p>Up to five different sells can be entered. Each sell can be used for different purposes. For example, the first sell price might be the price for the average shopper, the second price for loyalty members and the third price for extra-special members. All five sell prices DO NOT have to be entered.</p>
Active	<p>This flag indicates that the retail record is currently available. When selecting a retail for a store, the system only considers records with the OK flag checked on. The flag cannot be manually turned on, but it can be turned off to indicate the retail is no longer available.</p>

File Versions

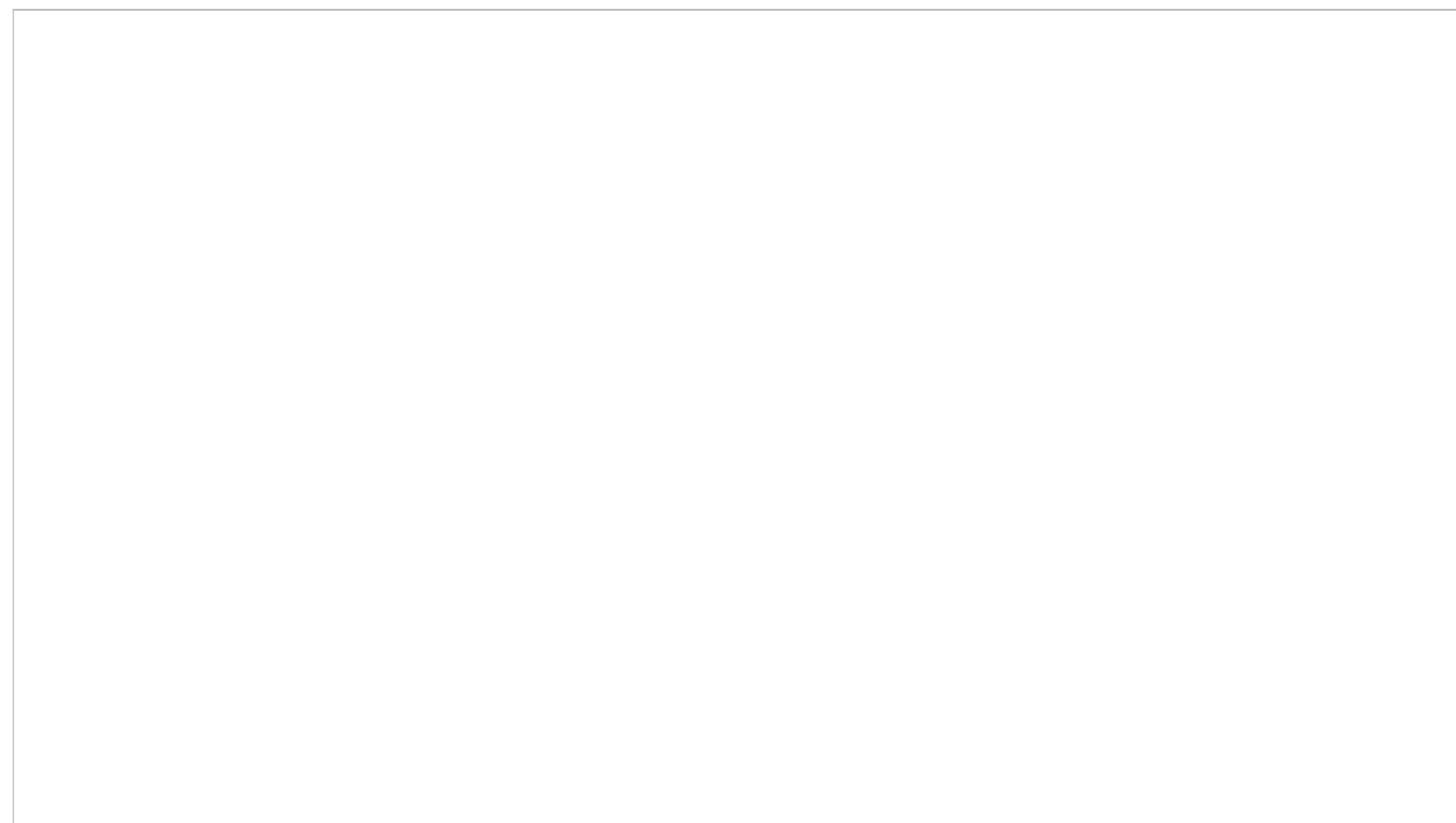
Figure: Example File Versions Screen



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POS Device Type - Basic

Figure: Example POS Device Type Screen



This table is used to record details about specific POS devices such as printers and cashdrawers. The escape sequences are the sequences used to invoke certain commands. Each escape sequence is a \ followed by a three digit number being the decimal ASCII value of the character. For example ESC A would be represented as \027\065. It could also be set as \027A.

Code	A code to uniquely identify the POS device.
Initialise Device	The escape sequence used to initialise the printer.
Start Receipt	The escape sequence printed at the start of each receipt.
Finish Receipt	The escape sequence printed at the end of each receipt.
Big Font On	The escape sequence used to switch to large font.
Big Font Off	The escape sequence used to switch back to normal font.
Bold On	The escape sequence used to switch to bold font.

Bold Off	The escape sequence used to switch off bold font.
Black	The escape sequence used to print in black.
Red	The escape sequence used to print in red.
Paper Cut	The escape sequence used to cut the paper at the end of the receipt.
Open Cash Drawer 1	The escape sequence used to open the first cash drawer.
Open Cash Drawer 2	The escape sequence used to open the second cash drawer.
Small Font On	The escape sequence used to set to a small font.
Small Font Off	The escape sequence used to set back to normal size font.
Page Feed	The escape sequence used to force a page feed.
Barcode On	The escape sequence used to turn barcodes on. Any characters between this sequence and the Barcode Off sequence will be printed as a barcode. The type of barcode will usually be determined by the contents of the escape sequence.
Barcode Off	The escape sequence used to turn the barcode off.
Print Logo	The escape sequence used to print a logo.
Currency Symbol	The escape sequence used to print the currency symbol. The POS will look for the current currency setting (based on the locale) and replace it with this sequence. This is used for printing the British pound symbol and other non-standard currency symbols.

Rebate Claims Report

□ What Is It?

A rebate is an amount of money paid to you by a supplier for the purchase of their products (see [Deals, Rebates And Claims](#)). This report lists the various rebates that are owed to you. It lists the invoice number, item, rebate description, quantity purchased and rebate due. These details are grouped by supplier. The rebates are calculated based on the invoices which you have entered. The report will only claim for invoices which have an invoice date during the required period and are marked as 'Accepted'. Once the claims themselves have been accepted (using [Accept Rebate Claims](#)), the system will not reclaim the details again.

Note: The 'Tax Amt' column is not shown when using a US-style tax system as the tax is calculated for the entire transaction not at item level.

Commands

Client - REQUESTREPORTITEMS.EXE REBATECLAIMSREP

Server - REPORTITEMS.EXE

□ What Are The Report Parameters?

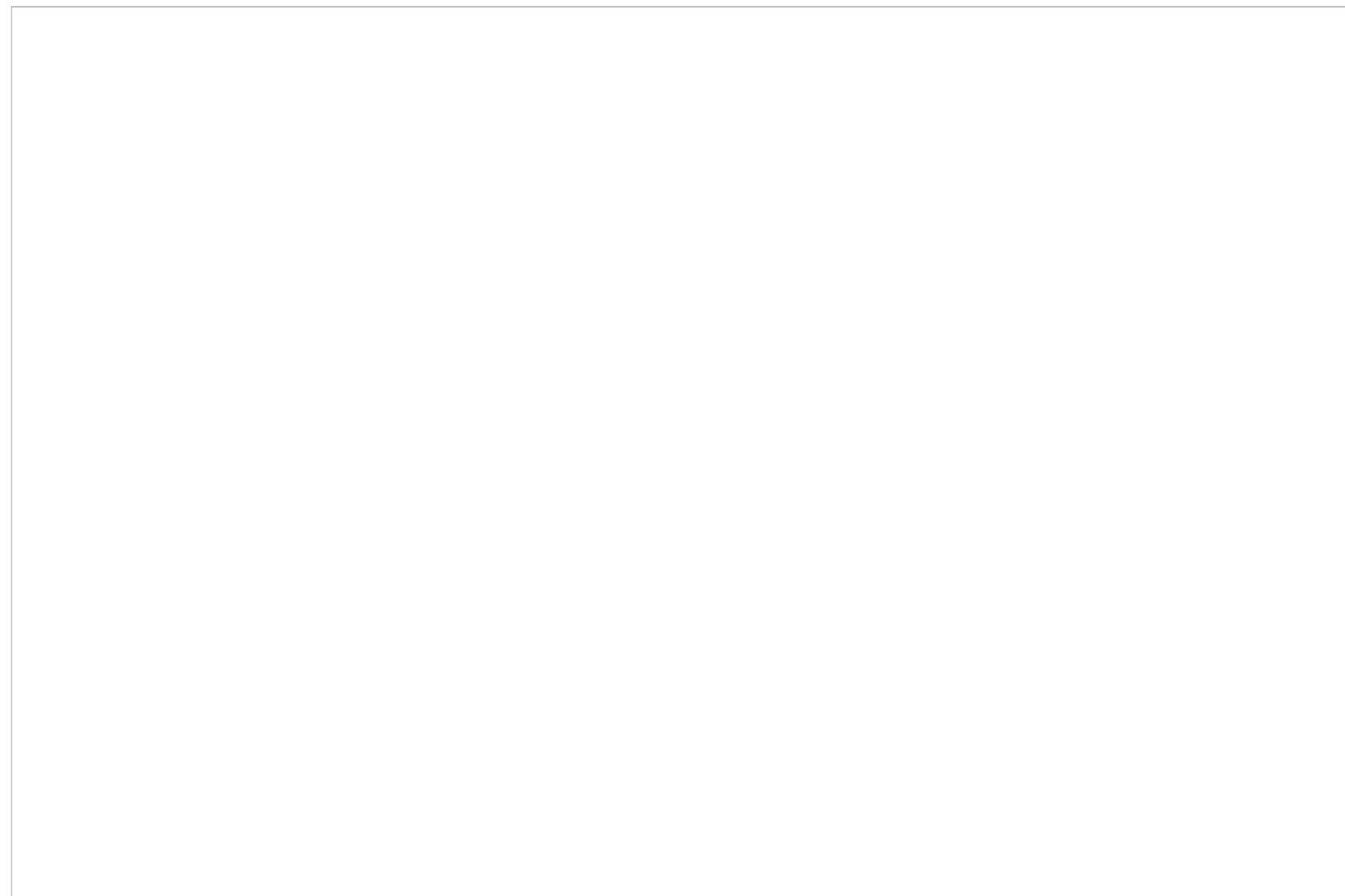
Location	The location for which you want to claim the rebates. A location must be entered. This can be a location group.
Supplier	The supplier you want to run the rebate claims for. If you leave this empty, claims are generated for all suppliers.
Not Supplier	The supplier you do not want to run the rebate claims for. If you leave this empty, claims are generated for all suppliers.
From Date To Date	The date range that accepted invoices and extra rebates should be checked for. The from date is automatically set to the day after the last date that was claimed and accepted (using Accept Rebate Claims). You can change to an earlier date if you require.
Payment Terms	This allows you to only show rebates which are paid at the same time, for example monthly or quarterly. (Rebate Types is used to determine when a rebate is actually paid.) This must be selected.
Claim Type	This allows you to select a specific type of rebate to claim on. If you leave this empty, all rebate types will be claimed.
Manufacturer Rebates	Usually you will claim a manufacturer rebate directly from the manufacturer. However, in some circumstances you may want to claim the manufacturer rebate from the supplier. This option controls from whom you will claim the rebate.
Claim/Report	This indicates whether this is a real claim or simply a report. If you choose the Claim option, the system will only show those details which have not previously been claimed. The system will hold these details for you to accept (using Accept Rebate Claims). If you choose the Report option, the system will show you all details for the date range regardless of whether the details have previously been claimed or not. You cannot accept these details.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

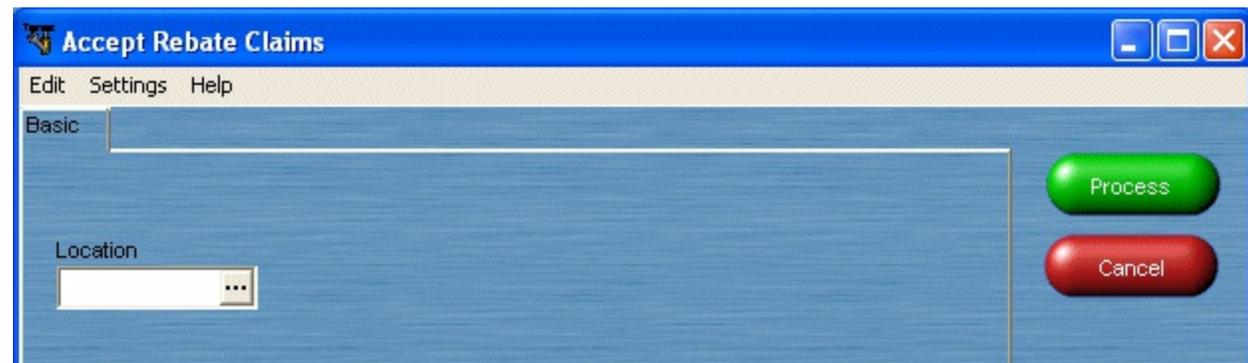
Figure: Example Rebate Claims Report



Accept Rebates

The Accept Rebates task allows you to accept rebates that have been generated with the [Rebate Claims Report](#).

Figure: Example Accept Rebate Claims Screen



You simply need to enter a location. Any rebates that have been generated for this location will be 'accepted'. This means the rebates will be marked as claimed, so they can't be claimed again and transactions will be generated for the relevant Supplier Rebate Accounts. The rebates that are accepted are the rebates from the last Rebate Claims Report. If you run the report twice, this process will only accept the rebates from the second report. You should run the Rebate Claims Report and this process as a pair of processes.

Seasons

Seasons are used by the fashion industry to identify when an item was released.

[How Do I Use Seasons?](#)

Figure: Example Seasons Screen



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POS Keyboards

[POS Keyboards](#)

[Fast Key Panels](#)

[Keyboard States](#)

[Modifiers](#)

[NCR POS Keyboards](#)

[NCR POS Fast Key Panels](#)

[NCR POS Keyboard States](#)

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POS Keyboards - Default Values

This tab allows you to set default values for the colours of the buttons and the font used for the text on the buttons. These values are simply defaults that are used when a new panel is created. You can set each button individually, if required.

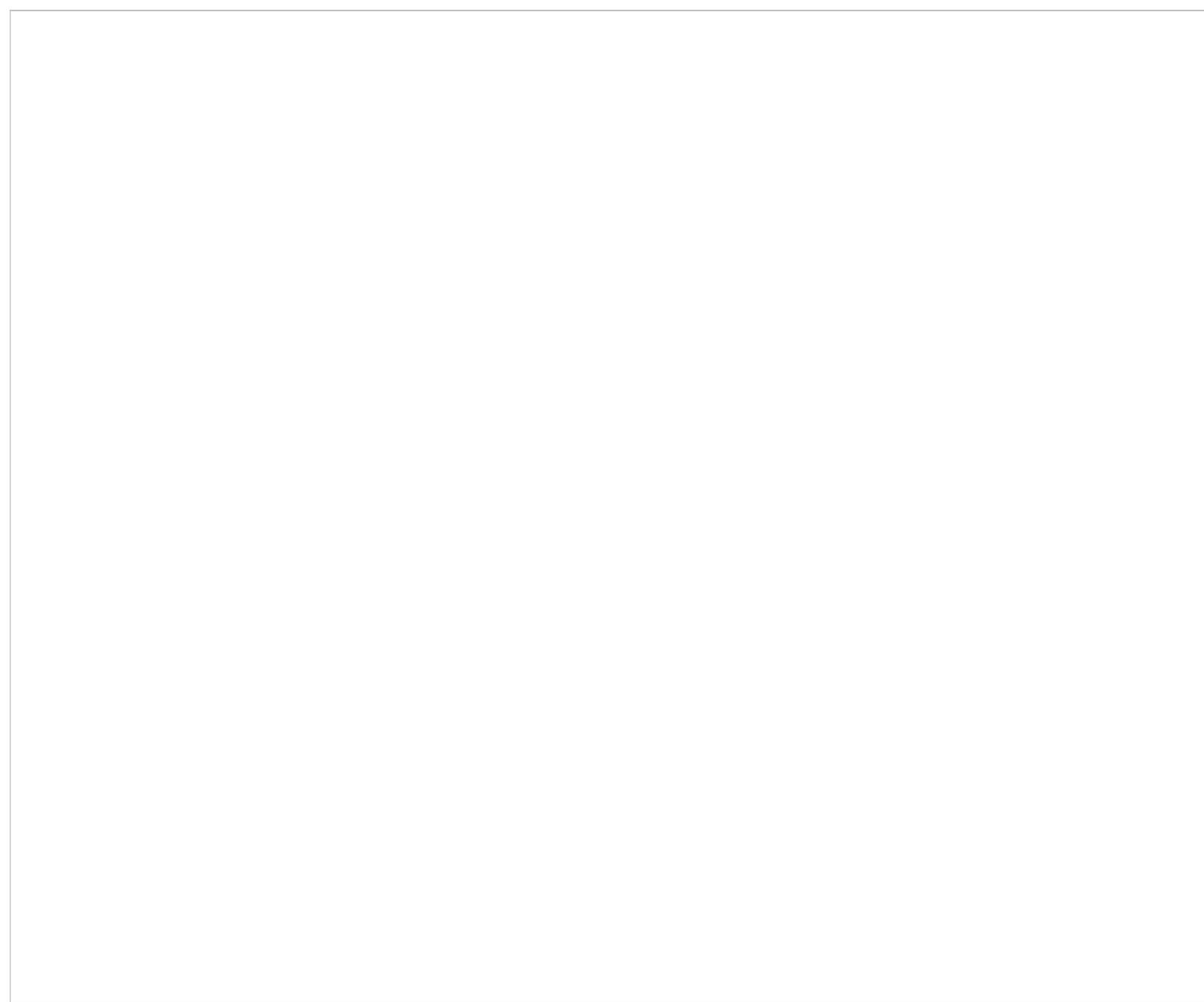
Figure: Example POS Keyboards Screen



Default Font	This is the default font for any new buttons that are added to the keyboard.
SubLevel Bitmap	This is the default bitmap to be used whenever you set up a button to point to a sublevel. For example, you might have a picture of an arrow to indicate 'go to new fast key panel'. You can set that as the default here so that each new sub-level button you add automatically gets this bitmap.
Button Colour	This is the default button colour for any new buttons that are added to the keyboard.
Button Image	This is the default image to associate with new buttons.

System Settings - Client Specific

Figure: Example System Settings Screen



Stena

Banking Location	This represents the Location that encompasses all other locations within an outlet, consolidating their transactions for Banking purposes.
Stena Reports Directory	A directory where Customs reports will be placed after creation.
Create Goods Receipt Invoice File on Accept	If checked will create an Invoice file when the GR is accepted.
PO Offset Number	Offset field for Purchase Order number.

TT

Account Period	
-----------------------	--

CFS Agreements

CFS is a UK finance company.

Reason	Reason code indicates a CFS payment when doing an External Payment transaction.
Data Export Directory	This is the directory to which any CFS data is exported.

Stocktake by Value

Goods Receipt Item	
Staff Adjust Reason	
Sandwich Adjust Reason	

Genting

DPI DLL Path	This specifies where the DLL used for Genting Loyalty can be found.
---------------------	---

NCR

The NCR settings define the directory locations for the POS Data Creation process (licence required) for the NCR POS called NCROUTPUT.EXE. The process sends a full refresh of all items, keyboards and promotions each time a file is created. It will also include delete lines where items and promotions no longer are in use. It is only run as part of a scheduled task.

Enable NCR POS functionality	Specifies that the POS module is NCR.
Default Keyboard State Button Colour	This is the default button colour for any new buttons that are added to the keyboard.
Configuration INI file	Location of DebenhamsFS.ini file.
Output File Location	Where the data file is stored until the transfer application picks it up.
Transferred File Location	Where copies of the data files that have been created are saved.
Transferred File History	Defines the number of day's history of transferred files to be retained.

GENTRAN Configuration

These settings are part of the EDI interface.

Supplier Code	If checked then any order of which the supplier code exceeds 6 characters will be ignored.
ASCII Interface File Directory	Directory where the ASCII interface files will be located and where the interface files will be extracted to.
EDI Batch File	The directory and filename of the B2B EDI batch file to process.

CODA Export

Export Data to CODA	
Company Code	

Large Button Support

 [Fast Key Panels](#)

Download [Large Button Support](#) images. These should be placed in the drsapps/bmps folder.

In order for large buttons (1x2, 2x1, 2x2) to be shown on the POS, the following list indicates the fastkey bitmaps/png files required.

FastKey.bmp

FastKey.png

FastKey0102.bmp

FastKey0102.png

FastKey0201.bmp

FastKey0201.png

FastKey0202.bmp

FastKey0202.png

FastKeyBlack.png

FastKeyBlack0102.png

FastKeyBlack0201.png

FastKeyBlack0202.png

FastKeyBlue.png

FastKeyBlue0102.png

FastKeyBlue0201.png

FastKeyBlue0202.png

FastKeyBrown.bmp

FastKeyBrown.png

FastKeyBrown0102.png

FastKeyBrown0201.png

FastKeyBrown0202.png

FastKeyGreen.bmp

FastKeyGreen.png

FastKeyGreen0102.png

FastKeyGreen0201.png

FastKeyGreen0202.png

FastKeyGrey.bmp

FastKeyGrey.png

FastKeyGrey0102.png

FastKeyGrey0201.png

FastKeygrey0202.png

FastKeyHHT.bmp

FastKeyHHTBlack.bmp

FastKeyHHTGreen.bmp

FastKeyHHTOrange.bmp

FastKeyHHTPurple.bmp

FastKeyHHTRed.bmp

FastKeyHHTWhite.bmp

FastKeyHHTYellow.bmp

FastKeyLightBlue.bmp

FastKeyLightBlue.png

FastKeyLightBrown.bmp

FastKeyLightBrown.png

FastKeyLightGreen.bmp

FastKeyLightGreen.png

FastKeyLightGrey.bmp

FastKeyLightGrey.png

FastKeyLightOrange.bmp

FastKeyLightOrange.png

FastKeyLightPurple.bmp

FastKeyLightPurple.png

FastKeyLightRed.bmp

FastKeyLightRed.png

FastKeyLightYellow.bmp

FastKeyLightYellow.png

FastKeyOrange.bmp

FastKeyOrange.png
FastKeyOrange0102.png
FastKeyOrange0201.png
FastKeyOrange0202.png
FastKeyPurple.bmp
FastKeyPurple.png
FastKeyPurple0102.png
FastKeyPurple0201.png
FastKeyPurple0202.png
FastKeyRed.bmp
FastKeyRed.png
FastKeyRed0102.png
FastKeyRed0201.png
FastKeyRed0202.png
FastKeyWhite.bmp
FastKeyWhite.png
FastKeyWhite0102.png
FastKeyWhite0201.png
FastKeyWhite0202.png
FastKeyYellow.bmp
FastKeyYellow.png
FastKeyYellow0102.png
FastKeyYellow0201.png
FastKeyYellow0202.png

Locations

[Locations](#)

[Location Types](#)

[Location Grades](#)

[Location Grade Classes](#)

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Purchase Order Report

□ What Is It?

This report is produced once a purchase order has been completed and the 'Accept' button has been pressed within the purchase order function and is intended to be the primary order communicated to suppliers. Two versions are available (with and without costs). The *PO Report* without costs version is only generated when the setting in Locations/[Inventory Reports](#) is set as Counts Only PO Report and the PurchaseOrderCountTemplate.RTM template file is in the correct directory, otherwise the standard PO report is generated with costs shown.

Paper Requirements

This report prints on A4 paper in Landscape mode or in Portrait mode for the Purchase Order Count report by using the portrait version of the template file.

Sample Report

Figure: Example Purchase Order Report with Costs



Figure: Example Purchase Order Report without Costs

Purchase Order

Account# 101
Purchase Order# 99000705
Date 25/03/2009
Required By 26/03/2009
Delivery Date 26/03/2009

Payment Terms 30 days

Supplier
DSSERVICE NORMAL
AD1
AD2
AD3 CV2 5TT

Phone 01582 869600 Fax 01582 869601

10401

Deliver To
SHOP
OUTLET ADDR1
OUTLET ADDR2
OUTLET ADDR1 CV1 1EE

Phone 01234 123456 Fax 01234 123456

ABN SE556231782501 BRN BRN NUMBER
101

Order Code	Description	Size	Carton Size	Cartons Ordered
	BREEZ BACARDI BREEZR LIME		1	22
			TOTAL	22

Special Instructions

DEFAULT SPECIAL INSTRUCTIONS FROM LOCATION

Available Items Report

□ What Is It?

This report shows the items that can be added to purchase orders. Two versions are available: The *Manual Available Items Report* version is only generated when the setting in Locations/[Inventory Reports](#) is set as Manual Available Items Report and the AvailableItemsManualTemplate.RTM template file is in the correct directory, otherwise the standard Available Items report is generated.

The *Manual Available Items Report* version is intended to be the primary paper based store order sheet. Once completed, the required quantities would be entered into the relative purchase order via the item grid.

What Are The Report Parameters?

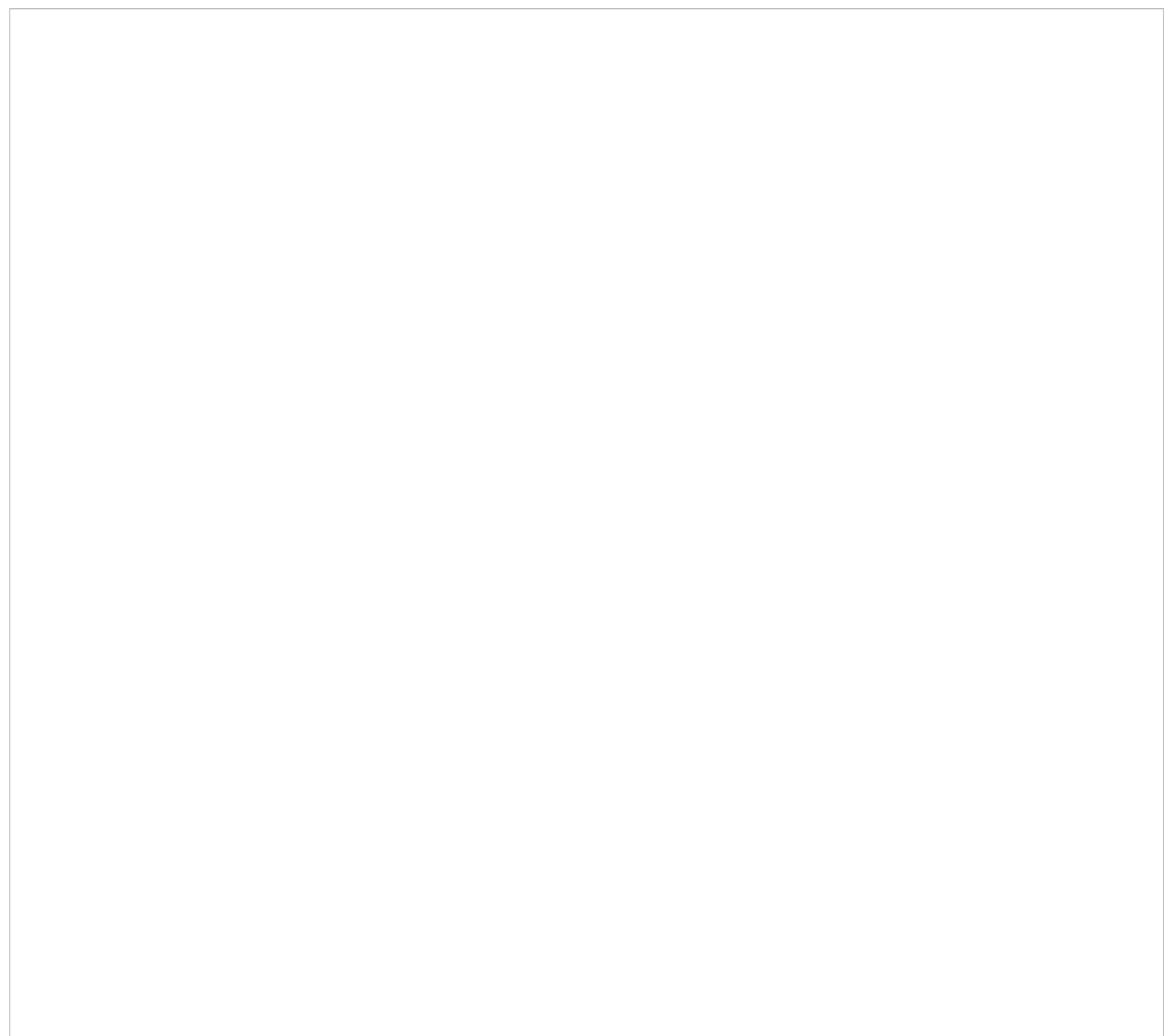
Purchase Order #	Only items for this purchase order are shown.
Supplier	Only items for this supplier are shown.
Location	Only items for this location are shown.

Paper Requirements

This report prints on A4 paper in Landscape mode for the original report that includes the minimum and maximum stock quantities and in Portrait mode for the manual entry version.

Sample Report

Figure: Example Available Items Report



Stocktakes

[Stocktakes](#)

[Stocktakes \(Templates\)](#)

[Lock Stocktakes](#)

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Stock Orders

- [Purchase Orders](#)
- [Purchase Orders \(Templates\)](#)
- [Available Items](#)
- [Quick Add Items](#)
- [Delivery Slots](#)
- [Suggested Purchase Orders](#)
- [Required Stock](#)
- [Review Orders/Transfers](#)
- [Allocated Orders](#)
- [Suggest Stock Levels](#)
- [Goods Receipt](#)
- [Invoice](#)
- [Extra Invoice Costs](#)

System Settings

Click on the tab you require help with.

Figure: Example System Settings Screen



Suggested Orders

- [Introduction](#)
- [Setting Up Data For Suggested Ordering](#)
- [Classifications](#)
- [Items](#)
- [Order Frequency Codes](#)
- [Suppliers](#)
- [Locations](#)
- [Required Stock Transactions](#)
- [Suggesting Orders](#)
- [Customer Orders](#)

□ Introduction

Suggested orders are transactions that are automatically generated by the system as part of the end of day process. The general concept is that the system knows the minimum and maximum stock required for an item. When the current stock on hand drops below the minimum stock, the system will order enough units to take the current stock on hand back up to the maximum stock.

There are three transactions involved in suggested orders. The first is a [Required Stock](#) transaction. This is basically a transaction which tells the system what items need stock and how much they require. All required items are shown on one transaction. It has no concern about where this stock will actually come from. This transaction is always created and acts as an audit trail showing what stock the system thought you needed.

Once the system knows what stock is required, it needs to work out where the stock will actually come from. The stock might need to come from a supplier, in which case a [Purchase Order](#) is created. Or the stock might be available at the company warehouse, in which case a [Transfer Request](#) can be created to ask the warehouse to transfer the stock to the location. These two transactions are optional. They can be created as part of the suggested ordering, or they can be created when the user reviews the Required Stock transaction and accepts it.

When the *Transfer Available Stock Only* check box within the Stock Qty Calculations panel on the [Inventory](#) tab of System Settings is checked, the suggested order quantities for Transfers are based upon the stock on hand at the sending location.

Suggested orders are a complicated topic. You should read the following information twice. The first time to get a general idea of the terms and constructs used by suggested orders and then a second time to fully understand the process.

Setting Up Data For Suggested Ordering

There are a number of areas that need to be set up in order to use suggested ordering. These areas are discussed below.

□ Classifications

Items are divided into classifications. The types of classifications you use depend on how you want to see the items. You may want to consider organising classifications based on whether the items are allowed in certain size stores and on the type of items.

Example

BIGDRINK	Drink items for big stores
BIGFOOD	Food items for big stores
MEDDRINK	Drink items for medium stores
MEDFOOD	Food items for medium stores
SMALLDRINK	Drink items for small stores
SMALLFOOD	Food items for small stores

□ Items

Once you have your classifications defined, you must update your items to show the classification it belongs to. If an item is not placed in a classification, then whether it is ordered depends on the System Setting option called *Order Items Without A Classification* on the [Inventory](#) tab.

If the option is checked on, items without a classification code are ordered.

If the option is checked off, the item cannot be ordered.

Each item can have an order method set up on it (in the *Order Method* on the [Advanced](#) tab). The order method tells the system how to calculate the stock required. These settings are as follows:

No Reorder	The item is not to be included in any suggested orders. Only manual orders can be placed.
Min/Max Stock From ROS	Quantity for these items are calculated based on the min/max stock method. The minimum/maximum stock levels are calculated by the Suggest Stock Levels EOD process based on the rate of sale.
Min/Max Stock	Quantity for these items are calculated based on the min/max stock method. The minimum/maximum stock levels will be manually set by the user on the Range tab of Items.
Replacement	The system will order what has been sold since the last order, therefore replacing used stock.
Manual	The system will generate a purchase order for 'Manual' items. Each item will have a zero quantity on it. You are able to retrieve the purchase order and set quantities on the items to order. When sent, any items with a zero quantity are deleted automatically.

You may want some items to come from your warehouse instead of a supplier. For these items the *Transfer From Warehouse* flag (on the [Items - Advanced](#) tab) should be checked on. When the system does a suggested order, it attempts to transfer these items from the warehouse.

□ Order Frequency Codes

A frequency code determines when stock is allowed to be ordered and how long it will take for the stock to arrive. A frequency code allows an entry for each day of the week. If a day of the week has a number, it indicates the item can be ordered on that day. The number is the lead days for the stock. So if Monday has the number 2, it means stock can be ordered on Monday and it will take two days for the stock to arrive. If a day of the week does not have a number, it indicates the stock cannot be ordered on that day.

Frequency codes also have a delivery days number. Sometimes a supplier cannot guarantee delivery on the actual day. They may have a two day delivery window. The delivery days is where you tell the system how many days it can take for the stock to be delivered. If stock will be delivered on the actual delivery day, the delivery days should be one. If delivery days is zero, the system will create an order with an open-ended delivery date.

Suppliers

For each supplier you can set up the order frequency codes. This tells the system when you can order stock for specific locations and items. For each record that you set up you can specify the date range, location, department, category, group, subgroup, classification, order category and order frequency code.

The location can be a store or store group. The system looks for a frequency for the store. If it can't find one, it will then look for a record for the store group (based on the store's parent hierarchy). It repeats this until all locations have been checked.

When checking for matching items it looks for the most specific match. It works through the department hierarchy as follows:

D/ C/ G/ SG/ Classification/ Order Category

D/ C/ G/ SG/ Classification

D/ C/ G/ SG/ Order Category

D/ C/ G/ SG

D/ C/ G/ Classification/ Order Category

D/ C/ G/ Classification

D/ C/ G/ Order Category

D/ C/ G/

D/ C/ Classification/ Order Category

D/ C/ Classification

D/ C/ Order Category

D/ C/

D/ Classification/ Order Category

D/ Classification

D/ Order Category

D/

Classification/ Order Category

Classification

Order Category

When you do a suggested order, the system will look at each item and determine its order frequency. If the order frequency shows the item should not be ordered on the required date, the item will not be ordered, regardless of whether it needs ordering or not. It will have to wait until the required day. If items have different lead days, the system will create

multiple purchase orders. Items with the same supplier, lead days and delivery days will be placed on the same purchase order. If the system cannot find a frequency code from these records it assumes that the item can be ordered immediately.

This process of separating items to different purchase orders based on lead days, is only done for suggested orders. It is not done for manually created purchase orders which will allow all items on one purchase order.

When you set up order frequencies for a supplier, you should set up a generic rule that applies to all items. This will be used by manual purchase orders for calculating the required by and delivery dates. You can then set up rules for specific items, which will be used by the suggested ordering process.

□ Locations

For each location you specify the classifications of items that the location is allowed to have. (This is done on the [Classifications](#) tab.) For example, you might have three classifications, for example BIG, MEDIUM and SMALL. Small locations may only be allowed to have items in the SMALL classification. Big locations may be allowed to have items in the BIG, MEDIUM and SMALL classifications.

If you have lots of locations, setting up these categories against each one may be a tedious exercise. There is an option called *Classifications* that can be used to simplify the task. This option can have one of three settings:

Any Classification	The location can have items from any classification.
Classifications Listed Below	The location can have items from any of the classifications listed for that location.
Same As Location	<p>The location uses the same classifications as those from another location. At this point you can specify the location to link to. The link is a single step only. You cannot link from one location to another and have that location link to yet another one.</p> <p>The data is not copied from the other location to this one. It is a pointer only. The system will see this location links to another one then will look up that location to get the valid classifications. If you do set up any classifications on the this location, they will be ignored. Only the linked classifications are used.</p> <p>These classifications are used to control whether or not a location is actually allowed to have items in a specific classification.</p>

The Order Frequency tab allows further control of which items are ordered from whom. Here you can specify a classification, supplier and an order frequency. If you specify a supplier, the item **MUST** be ordered from that supplier. If you specify a frequency code, it will override any frequency that may have been determined from the supplier information. If a classification is not listed in this grid, the system will use the best cost to determine which supplier to order the item.

If some of your items come from the company warehouse instead of the supplier, you need to tell the system the warehouse location that will be used for each location. This is set up in the *Warehouse* setting on the [Inventory Options](#) tab. If an item is to be transferred from a warehouse and the warehouse location is not set up, an error will be generated.

The last option to be considered for a location is, what is a stock movement that effects rate of sale? Usually this is just sales but in some circumstances you may want to include stock transferred out. For example, if you have a warehouse, that warehouse will not actually be selling anything. However, there will be lots of stock being transferred to stores. These transfers should be included in the rate of sale so the warehouse knows how much to reorder. The option to control this is called *Rate Of Sale Method* on the [Advanced](#) tab.

□ **Required Stock Transactions**

A Required Stock transaction is an intermediate step when generating purchase orders and transfer requests. A purchase order only shows items that are ordered from a specific supplier. For a single location you may need to generate purchase orders for several suppliers. A Required Stock transaction is generated for a single location and shows all items for which stock is required, regardless of which supplier the item will eventually come from or even whether it will be ordered or transferred.

You can create a Required Stock transaction manually. This allows you to simply list all items that you want and the required quantity. When you accept a Required Stock transaction, the system will generate all the required purchase orders and transfer requests. These can then be reviewed using the Review Created Orders function. At this stage you can accept or reject the individual purchase orders and transfers.

Required Stock transactions are also generated as part of suggested ordering. You can have suggested ordering generate only the Required Stock transactions, which can then be reviewed before creating purchase orders and transfers. Or you can have Required Stock transactions generated at the same time as the purchase orders and transfers. In this case, the Required Stock transaction works as an audit trail.

Suggesting Orders

At this stage the items have been set up ready for ordering. For items that are using the Min/Max Stock From ROS order method, the EOD process [Suggest Stock Levels](#) will calculate their actual minimum/maximum stock levels.

Most of the options on the Suggested Orders screen are simple to understand.

Location	The location to generate suggested orders for. If this is a group, orders are raised for all specific stores within the group.
Method	This determines what the suggested ordering process will do and is discussed in more detail below.
Create Orders/Transfers	<p>If this option is checked off, the system generates only Required Stock transactions. One transaction is generated for each location. A Required Stock transaction shows the specific items that need to be ordered and the quantity required. These transactions can be reviewed at a later time. The purchase orders and transfer requests are generated when the Required Stock transaction is reviewed and accepted.</p> <p>If the option is checked on, the system still generates the Required Stock transactions but it also generates the purchase orders and transfers immediately.</p>
Set Actual Qty To Suggested Qty	When a Required Stock transaction is generated, the system records two numbers for each item - the suggested quantity to order and the actual quantity to order. You can review the Required Stock transaction and change the actual quantity. If this option is checked on, the actual quantity is set to the same value as the suggested quantity. If the option is checked off, the actual quantity is set to zero and the user needs to manually set it.
Items To Be Ordered	This set of options simply controls the items to check for ordering. Only items that match the entered criteria are ordered. If no criteria are entered, all items are checked.

Method

The method determines the type of orders to be suggested.

Automatic	<p>The system looks for all items that have an order method of 'Min/Max Stock', 'Min/Max Stock From ROS', 'Replacement' and 'Manual'. The system checks to see if stock needs to be ordered (as described below). Once it has been determined that an item needs to be ordered, the system calculates the best cost for the item. From this the system knows the supplier code.</p> <p>For the Min/Max type items, the system calculates the current available stock as $\text{Maximum (Stock On Hand,0) + Ordered + Requested - Allocated - Returned - In Transit - Special Orders}$.</p> <p>Note: You can control which of these numbers are actually included in the calculation with the flags in the <i>Stock Qty Calculations</i> section on the Inventory tab in System Settings.</p> <p>The <i>Special Orders</i> is discussed in Customer Orders below.) If the available stock is less than the minimum stock quantity, the system places the item on order. The quantity the system orders will initially be the maximum stock quantity less available stock. However, the system has to take carton size and minimum order quantity into account, so the actual quantity may be adjusted.</p> <p>The reorder stock level is also used at this point. The system does a check first for all items where the available stock is less than the minimum stock levels. If it finds some items that need to be ordered, it does a second check for items where the available stock is less than the reorder stock level and orders those items. The system is basically saying 'if I have to order these really urgent items, I may as well order these less urgent items as well'.</p> <p>For the Replacement items, the process is a little bit different. For each item at a location, the system records the date an order was last sent. When it records this date, it also sets a sales counter to zero. Purchase order returns and claims do not set this date, only orders.</p> <p>As items are sold, the system increments the sales quantity and set the last sold date. (An item is considered sold when it is included in a POS sales transaction or a transfer send - depending on the Rate Of Sale Method for the location.)</p> <p>An item needs to be 'replaced' if the sales counter is not zero.</p> <p>Note: Allocated, ordered, returned and in-transit numbers do not effect this calculation. It is only based on items sold.</p> <p>For the Manual items, the system simply puts the item on a purchase order with a zero quantity. It will then be up to the user to review the purchase order and change the quantities as required. When the purchase order is sent, any items with zero quantity will be deleted automatically.</p>
Same As Date	<p>The system looks at items on all purchase orders and transfers sent on a specific date. (This date can be specified by the user.) It generates purchase orders and transfers for the same items and the same quantities. The system ignores order frequency codes and order methods when determining the items to be ordered. If the</p>

item was on a purchase order or transfer on the specified date, it is ordered again.

New Store

This will find all items that are required for a store. When using this option the 'Create Orders/Transfers' option should be checked off. This means the system generates a Required Stock transaction only. This can then be reviewed and actual quantities set.

The items must meet the following criteria to be included:

- Must be in the classifications listed for the store.
- Must have a valid cost and sell.
- Must be marked as mandatory (unless you are using the option to say all items are always mandatory)

Items are listed regardless of order frequency rules.

Customer Orders

This is a special option used to generate purchase orders/ transfers for customer orders. See [Customer Orders](#) below for more information.

Once the orders and transfers have been created, the Review screen is shown. This lists all the orders and transfers that have just been created. Using the review screen you can examine each transaction, print them and alter them. Once the orders have been checked you can accept them or cancel them.

□ Customer Orders

This is a special type of suggested order. When a customer places an order for an item, the Allocated quantity at the location is increased. This will have an impact on the available stock at the location and is included in the standard suggested ordering calculations. This means if you did your normal suggested ordering process, you would order the stock if it was required. However, you may want to separate the customer orders so you can create purchase orders/transfers for the items several times during the day. For example, you might place orders with your suppliers at 11:00am, 2:00pm and 5:00pm. In this case, you can run the suggested ordering process with the *Customer Orders* option checked on. This will generate purchase orders/transfers for customer orders placed since the last time the process was run. So now you are being responsive to your customer orders. However, the Ordered quantity for the location won't change until you accept the purchase orders. If you ran this suggest customer orders process as part of your end of day and then you ran the suggest min/max process immediately after, you would potentially order items twice - once for the customer order and once because the Allocated quantity hasn't been offset by the Ordered quantity yet.

The following example should clarify this. We have 11 units in stock. We get customer orders for 2 units. The first row shows what would happen if we ran the suggest min/max process immediately after the suggest customer order process. We would order an additional 11 units because we think we only have 9 units of available stock. The second row shows what would happen if we accepted the purchase orders from the suggest customer orders process and then ran the suggest min/max process. We wouldn't order any stock because we have already ordered the required 2 units.

	Min	Max	SOH	Allocated	Ordered	Available Stock	Quantity To Order
After customer orders have been suggested but not yet accepted	10	20	11	2	0	9	11
After customer orders have been suggested and accepted	10	20	11	2	2	11	0

This is not an efficient end of day process though. No one is going to wait to accept the customer order transactions before continuing the end of day process. There is an option in the *Stock Qty Calculations* section on the [Inventory](#) tab in System Settings called *Include Special Orders*. If this is checked on, the system will calculate the quantity ordered by the suggest customer orders process and use this in the available stock calculation, which gives the same result as if the purchase orders were accepted. Since this option takes additional processing, it should only be turned on if you are using the suggested customer orders process.

When the system creates purchase orders and transfer requests for customer orders, it records additional information on the transactions. If you go to the purchase order or transfer request and edit an item, a new tab called *Customer Orders* will be visible. This tab will show all the customer orders for which this item was ordered.

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Suggested Stock Levels Report

What Is It?

A report containing details for suggested stock levels generated when the [Suggest Stock Levels](#) function is run. Two versions are available (with and without lead days). If the *Expand Suggest Stock Level Report* option is not checked (the default) in System Settings [System 2](#) tab, then the original Suggested Stock Level report is run. If the option is checked the expanded report to show lead cover in days is shown. Items whose min / max quantities are unchanged by the suggested stock levels function are not reported in the original version but the expanded report includes a line for all items reviewed for the location.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Expanded Suggested Stock Levels Report



Suggest Stock Levels

Figure: Example Suggest Stock Levels Screen

<p>Location</p>	<p>The location to calculate the numbers for. If this is a group, levels will be calculated for all specific stores within the group.</p>
<p>Where Variance > %</p>	<p>This is a percentage variance. If the variance of the current stock level and the new calculated stock level is greater than this value, the new calculated stock level is recorded. If the variance is less than this number, the stock level will not be changed.</p> <p>Calculating stock levels is not an exact science. You are basing it on historical sales which you are hoping will be maintained in the future. You are basing it on stock cover levels you believe to be sufficient. So if the calculated stock level is only 2% different to the current number, it is not really worth recording this new number and making the system work harder than it needs to.</p>
<p>Seasonal Period</p>	<p>The period you want to use for the seasonal adjustment. The system will look for a seasonal adjustment where the from and to period range covers this requested period.</p> <p>When run as part of an EOD process, this can be scheduled to be a relative period (\$THIS_WEEK) instead an absolute period (2009.14).</p>
<p>Sales Period</p>	<p>The sales period range to find sales for. This is used when calculating the rate of sale. The range of weeks depends on the type of goods being sold. Some items work better using a thirteen week range, others work better with a two week range.</p> <p>When run as part of an EOD process, this can be scheduled to be a relative</p>

period (\$LAST_WEEK-12 to \$LAST_WEEK) instead an absolute period (2009.02-2009.14).

Dept/Cat/Group/SG

The department/category/group/subgroup the item belongs to.

Family Group

The family the item belongs to.

Classification

Used to classify similar items, for example Normal, Generic, Black and Gold, and so on.

Order Category

The order category the item belongs to.

Supplier

The code of the supplier you want to get the goods from.

Item Number

IPN of the item.

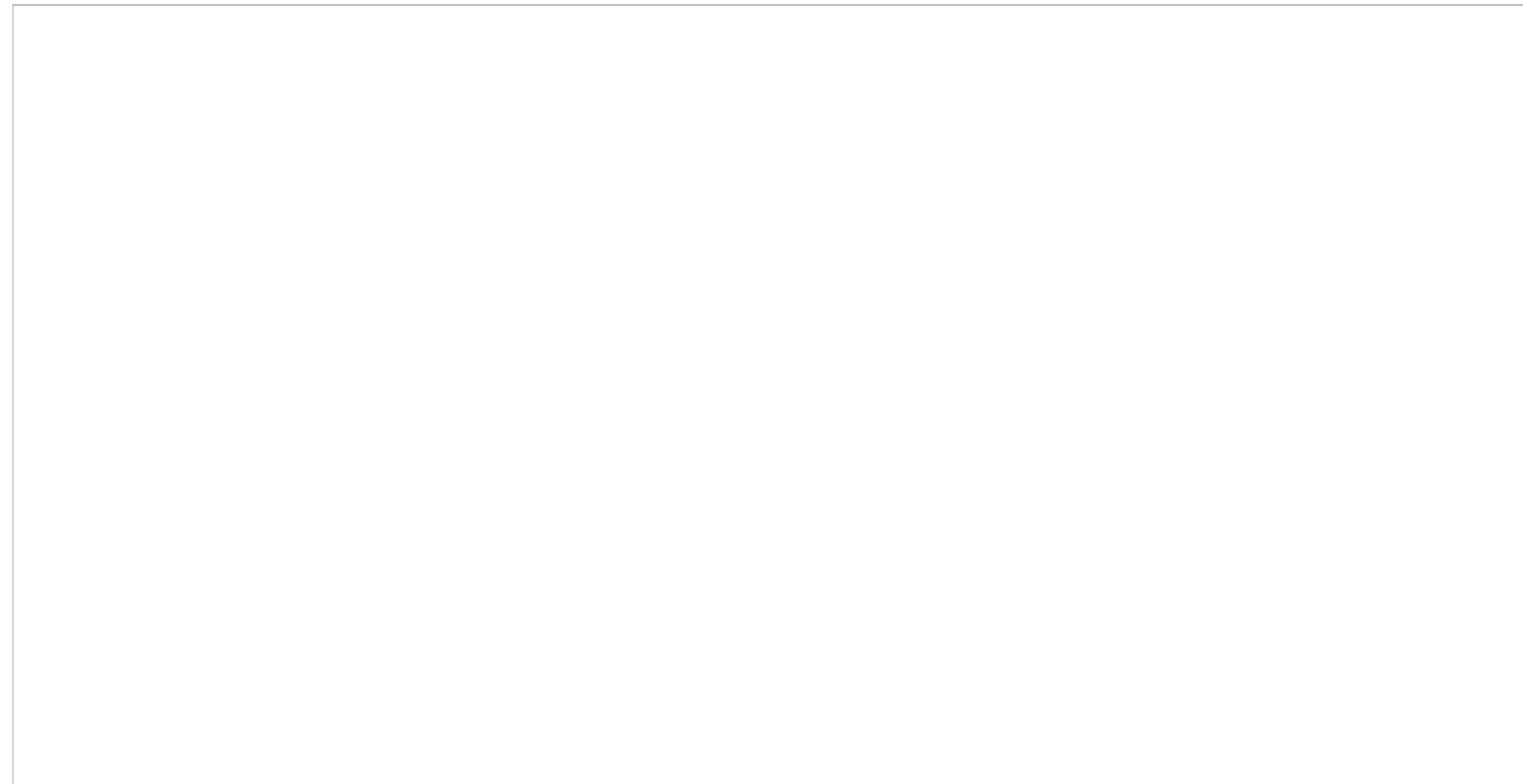
Items To Be Ordered

This set of options simply controls the items that we want to calculate the stock levels for. You can enter as many criteria as you want.

Required Stock

A Required Stock transaction allows you to create a single transaction that says these are the items that are needed for a location and how many units are required. When the transaction is accepted, the system will create the required purchase order and transfer requests. This saves you from having to create separate transactions. See [Ordering and Receiving](#) for further details. The 'Order Audit' tab shows a limited number of columns to assist with the ordering process.

Figure: Example Required Stock Screen



Location	The location that the stock is required for.				
Required Date	The date that the stock is required.				
Status	<p>The status of the current transaction. The system will update the status automatically as you create, and prepare the transaction. The status codes are:</p> <table border="1"><tr><td>New</td><td>Indicates a transaction has been created but not yet accepted.</td></tr><tr><td>Accepted</td><td>The purchase order has been printed but not sent.</td></tr></table>	New	Indicates a transaction has been created but not yet accepted.	Accepted	The purchase order has been printed but not sent.
New	Indicates a transaction has been created but not yet accepted.				
Accepted	The purchase order has been printed but not sent.				
Created	The date when the transaction was created. This is set automatically by the system.				
Created By	The user who created the transaction.				

□ Required Items

These are the items that are required for the location. Most of the information shown here is simply for information only.

IPN	The number of the item that is required. If the user raising the Required Stock transaction is assigned to a Buyer Code and that code has the Own Items Only option checked on, only items belonging to that buyer code can be added to the transaction.
Order Code	The order code the item that is required.
Description	The description of the item that is required.
Suggested Units	If the transaction was generated as part of suggested ordering, this column will show the units originally suggested by the system.
Suggested Cartons	If the transaction was generated as part of suggested ordering, this column will show the cartons originally suggested by the system.
Units To Order	This is the actual number of units that the system will order. When you enter the item number, the system will check the <i>Order Method</i> of the item . If the item should be ordered based on Min/Max, the system will automatically calculate the <i>Units To Order</i> , using the same method used by the Suggested Ordering process.
Cartons To Order	This is the actual number of cartons that the system will order.
Minimum Units	This is the number of units that would be required to get stock back to the minimum stock level. This is set when the transaction was created from suggested ordering.
Required Units	This is the number of units that would be required to get stock back to the maximum stock level. This is set when the transaction was created from suggested ordering.
Supplier	The expected supplier for this item.
Stock On Hand	The stock on hand at the time the transaction was created.
On Order	The on order quantity at the time the transaction was created.
Rate Of Sale	The rate of sale used to calculate the Minimum and Maximum stock levels. This value is recorded against an item when the Suggest Stock Levels process is run and the Minimum/Maximum quantities are updated. It is shown for audit purposes

only. The rate of sale includes any use of the item. If you have an ingredient item that is used in multiple recipes, this number will include the usage of the item in sales of those recipes. If the item is sold in one location but stocked in another, the stocked location will show the usage of the item, regardless of where it was sold.

Min Stock Qty	The minimum stock quantity at the time the transaction was created. It is shown for audit purposes only.
Max Stock Qty	The maximum stock quantity at the time the transaction was created. It is shown for audit purposes only.
Min Stock Cover	The stock cover used to calculate the Min Stock Qty. This value is recorded against an item when the Suggest Stock Levels process is run and the Minimum/Maximum quantities are updated. It is shown for audit purposes only.
Max Stock Cover	The stock cover used to calculate the Max Stock Qty. This value is recorded against an item when the Suggest Stock Levels process is run and the Minimum/Maximum quantities are updated. It is shown for audit purposes only.
Ctn Size	The carton size of the item at the time the transaction was created.
Min Order	The minimum order size of the item at the time the transaction was created.
Allocated	The allocated quantity at the time the transaction was created.
Returned Qty	The quantity to be returned to the supplier at the time the transaction was created.
In Transit Qty	The in transit quantity at the time the transaction was created.
Dept	The department of the item.
Category	The category of the item.
Group	The group of the item.
Subgroup	The subgroup of the item.
Type	Indicates how the item show be obtained - by a purchase order or a transfer request.
Order Method	This is the order method that the item uses. It is used by the system to determine how the item is processed in suggested ordering.
Source	When the transaction is accepted, this will contain a code which indicates whether the system created a purchase order (PO) or a transfer request (TFRI) for this

item.

Reference

When the transaction is accepted, this will contain the number of the transaction that this item was placed on.



When the transaction is ready to be process, this button is pressed. The system will popup a new window which will ask for the Required By Date, Expected Delivery Window, PO Comment and Special Instructions. These are the same fields as available on purchase orders. In actual fact they will be used when creating new purchase orders.

The system will then create all the purchase orders and transfer requests required for the items in this Required Stock transaction. It will then display the [Review Orders/Transfers](#) window to allow you to check the newly created transactions.



Press this button to [import](#) a set of items using a PDA or CSV file.

This allows you to walk the shop floor with a PDA, working out which items you specifically want to order. You can then easily add those items to a Required Stock transaction.



Press this button to display the [Available Items](#) window which will show the items available to order for the current supplier.

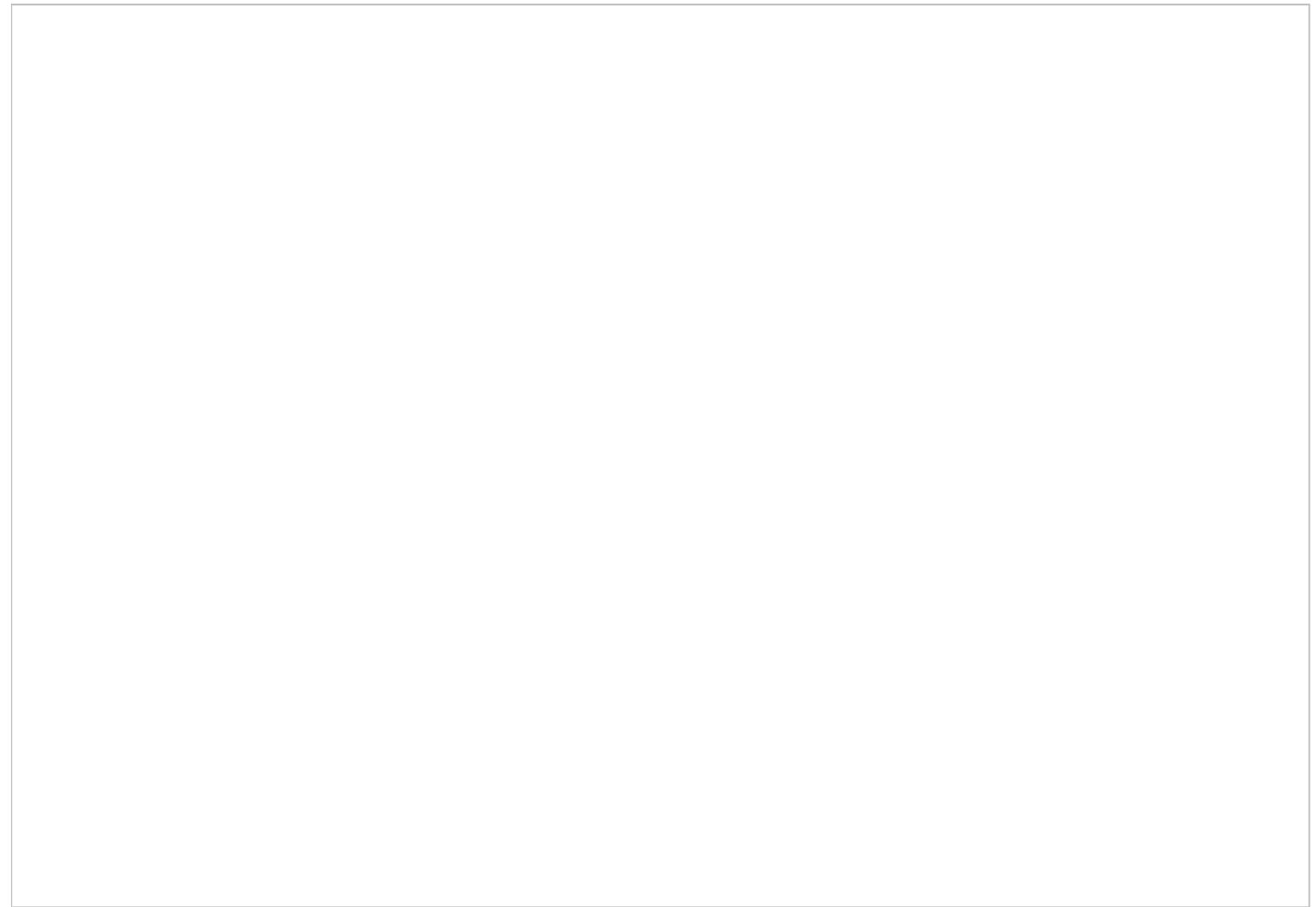


When you press this button, the system will get the last ten weeks of statistics for all items listed in the transaction. This may assist the user in determining the quantity of units to order.

Transfer Request - Basic

This function will allow you to create a [Transfer Request](#) to ask another location to send stock to this location.

Figure: Example Transfer Request Screen



Request Store Location	This is the code of the location which is requesting the stock. If you don't know the code, click the <input type="checkbox"/> button to search for it. If the <i>Use Management Areas on Transfers</i> in System Settings is checked on, the Location Search is filtered based on the Management Area. Once you have entered some items in the transfer, you cannot change this location.
Transfer From Location	This is the code of the location that we want the stock transferred from. This request will be sent to this store. That store will then send the stock back to us. If you don't know the code, click the <input type="checkbox"/> button to search for it. Once you have marked the transfer as 'Sent', you cannot change this location.
Special Instructions To Sender	These are special instructions to the location to which the request is being made, for example 'warehouse is closed from 3.00PM'. A default instruction can be recorded on the Special Messages tab within Locations. A different message can be set up for each location. This default instruction will be displayed for each new request. You can keep the instructions or change them as required.

Sender's Special Instructions	These are the special instructions entered by the sending location. They will be updated when the Transfer Send is updated.												
Comments	A general comment about the transfer request. This is simply used for your own notation. For example, 'do a special check for damage when goods come in'.												
Status	<p>The status of the current transfer request. The system will update the status automatically as you create, and prepare the transfer request. The status codes are:</p> <table border="1"> <tr> <td>New</td> <td>Indicates a transfer request has been created but not yet printed.</td> </tr> <tr> <td>Printed</td> <td>The transfer request has been printed but not sent.</td> </tr> <tr> <td>Sent</td> <td>The Send button has been clicked and the transfer request has been sent to the location.</td> </tr> <tr> <td>In Transit</td> <td>The stock is in transit from the sending location.</td> </tr> <tr> <td>Part Recv</td> <td>Indicates only some items have been received and that there is still some stock to arrive.</td> </tr> <tr> <td>Received</td> <td>The Accept button has been clicked to indicates that the stock for this transfer has been received.</td> </tr> </table>	New	Indicates a transfer request has been created but not yet printed.	Printed	The transfer request has been printed but not sent.	Sent	The Send button has been clicked and the transfer request has been sent to the location.	In Transit	The stock is in transit from the sending location.	Part Recv	Indicates only some items have been received and that there is still some stock to arrive.	Received	The Accept button has been clicked to indicates that the stock for this transfer has been received.
New	Indicates a transfer request has been created but not yet printed.												
Printed	The transfer request has been printed but not sent.												
Sent	The Send button has been clicked and the transfer request has been sent to the location.												
In Transit	The stock is in transit from the sending location.												
Part Recv	Indicates only some items have been received and that there is still some stock to arrive.												
Received	The Accept button has been clicked to indicates that the stock for this transfer has been received.												
Created	The user who created the transfer request, and the date when the transfer request was created. This is set automatically by the system.												
Authorised By	The code of the user who authorised the transaction when it was accepted.												
Transfer Send #	The number of the Transfer Send transaction the system created for this Transfer Request.												

There are buttons at the top of the window to control the transaction. Special buttons include:

	<p>Press this button to display the Available Items window which will show the items available to order for the current supplier.</p> <p>If you want to use an Inventory Template to create items for this transaction, press this button to select the required template.</p>
	This button is pressed to print the Transfer Request Report .

	When the original request is entered, this button is pressed to send the request. The system will create a Transfer Send transaction for the Transfer From location.
	When the stock is received, the original request transaction is retrieved and the quantities received entered against each item. This button is pressed to show the stock was received.
	If a transfer request is sent, this button can be pressed to cancel the request. Once the stock is in transit, the transfer cannot be cancelled.
	Press this button to import items from. See Importing Data for further details.

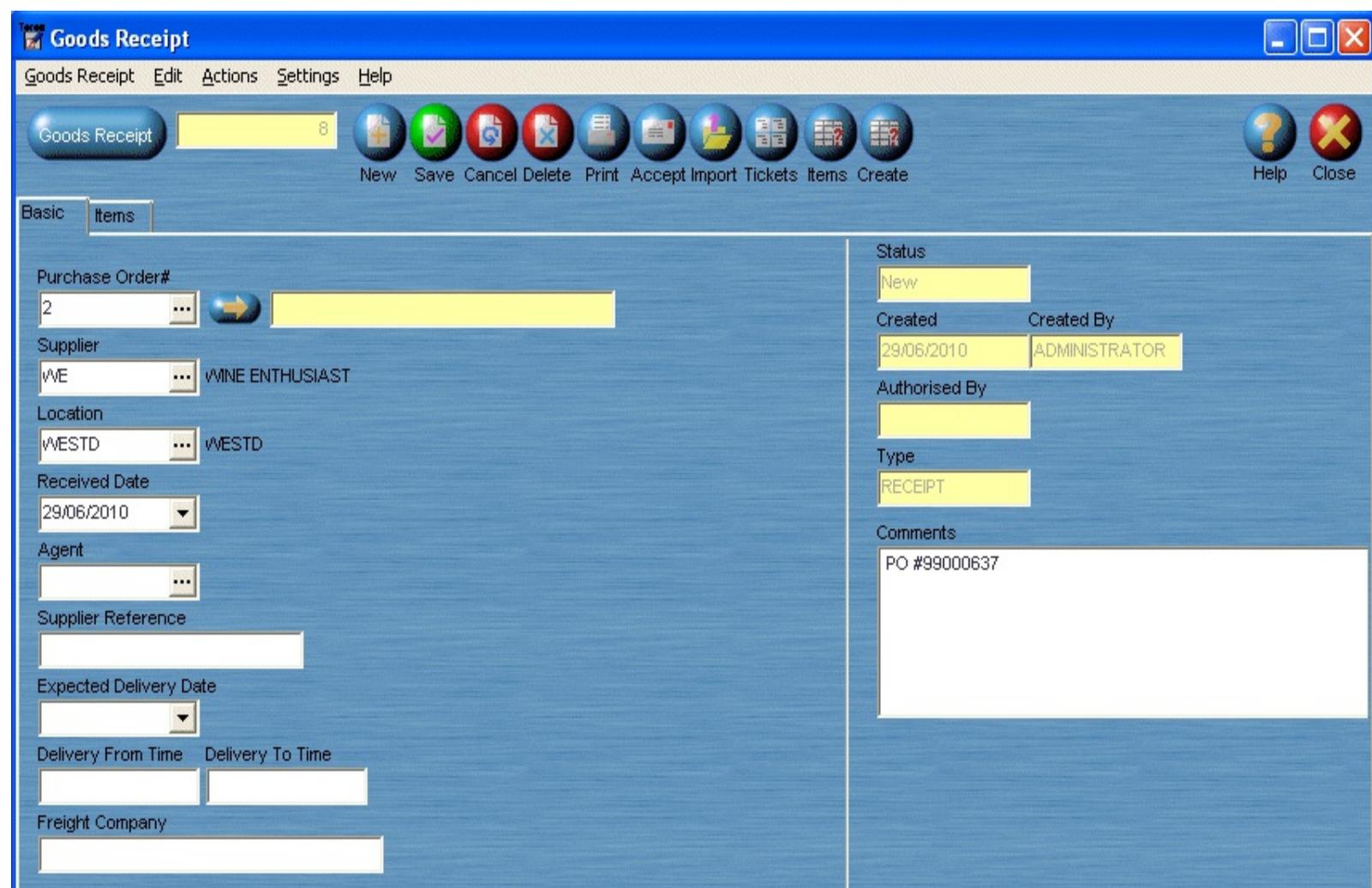
Goods Receipt

Goods receipts are used to record the delivery of stock. They can be matched to an existing purchase order to simplify their entry.

[Ordering and Receiving](#)

Click on the tab you require help with.

Figure: Example Goods Receipt Screen



Goods Receipt

Goods Receipt Edit Actions Settings Help

Goods Receipt 8

New Save Cancel Delete Print Accept Import Tickets Items Create

Help Close

Basic Items

Purchase Order# 2

Supplier WINE ENTHUSIAST

Location WESTD

Received Date 29/06/2010

Agent

Supplier Reference

Expected Delivery Date

Delivery From Time Delivery To Time

Freight Company

Status New

Created 29/06/2010 Created By ADMINISTRATOR

Authorised By

Type RECEIPT

Comments PO #99000637

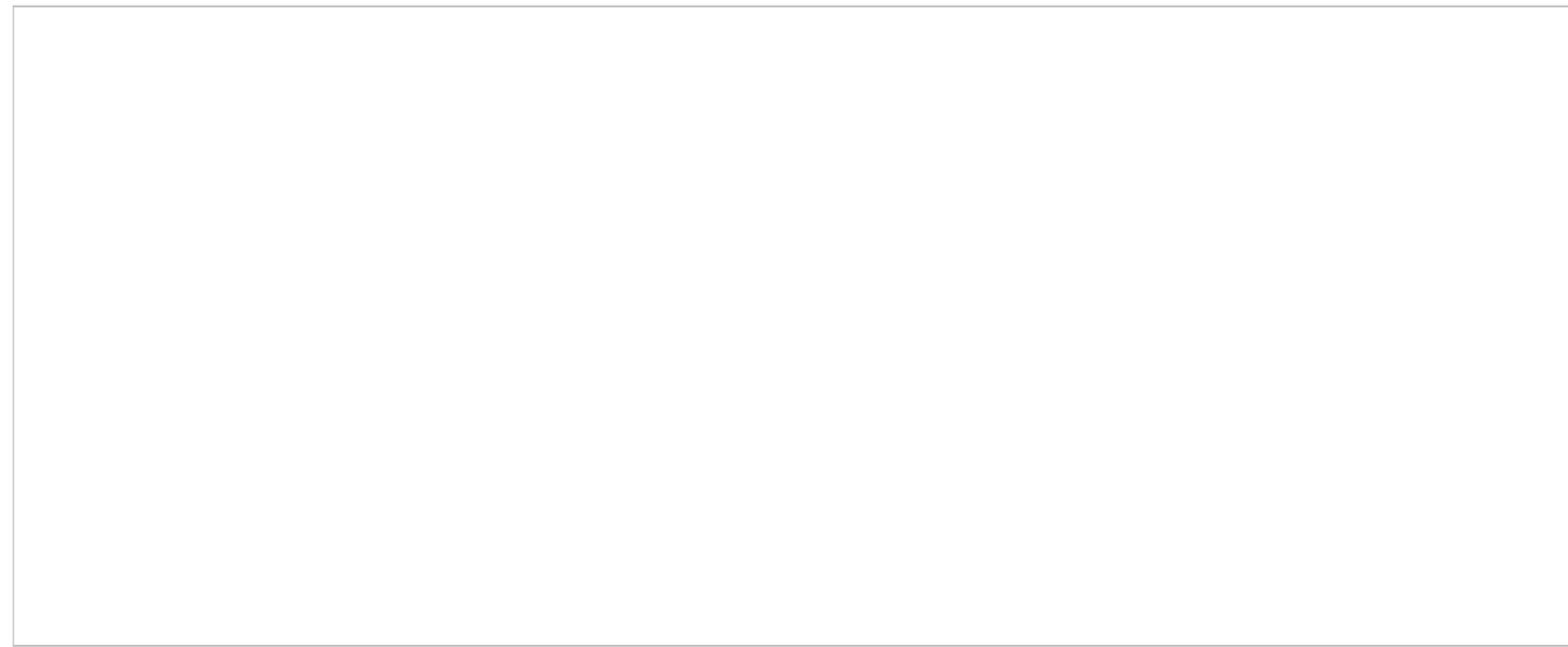
Quick Add Items

This function can be used to quickly add new items (single or family). Ensure the *Default UOM* value in [System Settings](#) is set.

The flag *Allow Quick Entry from PO/GR* on the System Settings [Inventory](#) tab must be checked on. This results in a new button on the [Purchase Order](#) and [Goods Receipt](#) forms called 'Create'. If selected, it opens the Quick Item maintenance form. Complete the details to create a new single item or a family of items.

The costs and sells are created for the ALL location for today's date. The system also ranges the item and the window closes automatically after the item is created.

Figure: Example Quick Add Item Screen



Stock Control

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Stock Control

- [Stock Entry](#)
- [Stock Entry Setup](#)
- [Import Items](#)
- [Merchant PDA](#)
- [Handheld Terminal Export](#)
- [Stock Bays](#)
- [Kits](#)
- [Inventory Templates](#)
- [Stock Templates](#)
- [Stock Areas](#)

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Buying Review

The Buying Review function allows the set up and review of pending cost and sell price changes. Additionally, it can be used with or without a Supplier import file. This supplier file can be imported which contains new cost and recommended sell prices so that many prices can be updated together, but it is not required to use the functionality.

In System Settings, there is a section on the [System 2](#) tab to allow the configuration of the 'sells' to be used when applying price changes.

First, a new Buying Review should be created. The description and review date will be filled in automatically but can be changed if required. An optional supplier code can be entered here. If a supplier code is entered here then the items selected later will only be for the chosen supplier. Pressing the 'Items' button will show a selection screen allowing the selection of items in the Buying Review. This is a standard search type screen and can be filtered on many item options. Currently only ranged items are brought into the buying review. Once 'Add Items' is clicked, the items will be added to the Buying Review and new cost and sell prices can be entered. When a new cost is entered, the system will automatically put a new sell amount in the 'New Sell' field based on the New Sell Calculation Method configured in System Settings/System 2 tab, using the current margin % for the item.

Alternatively use the Import button from the Buying Review screen to import the new values. Each field (Order Code, Barcode, Cost exTax and optional Supplier RRP) in the Supplier file should be separated by a comma (CSV format). If any of the items in the supplier file cannot be imported (for example, the item does not exist in the Buying Review) a report is generated at the end, and the items shown.

Notes on Cost Entry:

- When entering a new cost price, the system will automatically update the sell price for each sell location the item is ranged to.
- For linked items, the cost value cannot be changed. It can only be changed for Parent items.
- The normal cost and sell price will be shown for items that are currently subject to an override type. The cost or sell will be shown with type 'O' and the expiry date. Buying Reviews are carried out on normal cost and sell prices only.

When all costs and sells prices are entered, press the Accept button. The new costs and sells are saved into the database and are ranged whenever ranging is performed. The affected items are updated once the overnight RANGE process has completed. After the Buying Review has been applied, no further changes can be made to the items cost and sells. A printed report is available from the [Buying Review](#) screen showing the details of the old and new costs and sells.

Importing Data

There are two areas under the importing data topic. Firstly, you can import items into inventory transactions. This can be done using CSV files or import files.

□ Inventory Transactions

Item data can be entered manually into an inventory transaction or it can be imported from various sources, for example a comma-delimited file, Merchant PDA, keyboard scanner or a Nippondenso PDE. (Note, not all inventory transactions support the import feature).

When you import the items, the system will add each item to the transaction as appropriate. Any items that could not be used are shown on the Stock Entry Error Report.

For each type of inventory transaction, you can specify a different set up. You can also define a set up that is global for all stores or you can create one that is for a specific store. This means you could use a Merchant PDA for a purchase order and a keyboard scanner for a goods receipt.

As part of the set up, you tell the system what data will be imported. Normally, this would be the EAN/PLU and Quantity, because the user will be scanning the barcode of the product and entering the number of units (the Quantity). However, a number of other data can also be imported.

Also as part of the set up, you tell the system where the data will come from. These options are available:

Manual	Data will be entered directly into the Stock Entry screen using the keyboard.
Comma-Delimited File	This option allows a comma-delimited file to be imported. This file may be generated from PDE software, exported from Excel or generated from any other data. This is a valid option for many PDE devices. These devices often come with software which will extract the data from the PDE and put it into a comma-delimited file. This can be just as easy to use as the PDE option.
Merchant PDA	Merchant PDA is a function available that runs on a Windows PDA. It can scan the items you want to import and save this as an import.
Keyboard Scanner	This option allows you to use a scanner. Each scan of an item will add the item to the grid. You cannot enter the quantity when using this option. A scan of an item is assumed to be a quantity of one. If you scan the same item four times, you will have four entries in the grid. This is similar to the Manual option.
Nippondenso PDE	This option allows you to pull data out of a Nippondenso PDE. It is an older format which has very specific requirements and limitations.

If you use the Comma-Delimited File input method you have to provide a file in a certain format.

The first line should contain the header information which tells the system what data is in the file. This can be any of the following:

- EAN/PLU

- Batch (The batch number of the item - used only for FIFO)
- Ctn (Number of cartons)
- Date (ddmmyyyy format)
- Expiry (The expiry date of the item - used only for FIFO)
- IPN
- Order (Order code of the item)
- Qty (Number of units)
- Location (Location for this transaction)
- Location From (Location stock came from. Used for Transfers only)
- Reference (Currently only used by Transfers. This is the carton number that the item came in)
- Serial (The serial number of the item - used only for FIFO)

The Qty must appear in the file (unless you are using the keyboard scanner method of import). Any combination of EAN, IPN, Order can be used but at least one must appear in the file. If the first line does not contain any header information, the system will assume the data on each line is in the same sequence as the specified Available Columns.

Subsequent lines contain the actual data, separated by commas.

Examples of acceptable files are as follows:

Example 1:

EAN,Order, Qty

9312121211,,1

9112112323,,2

,ABC123,4

Example 2:

Qty,IPN

1,1213

2,2323

4,3434

Example 3:

1,1213

2,2323

4,3434

You have to ensure that when you set the details on the Available Columns tab, that they match the same format as the file.

The import feature is available by pressing the Import button available on most inventory screens. This will display the [Stock Entry](#) window. If you press the Setup button on this window, you will get the [Stock Entry Setup](#) window.

□ Item Import Batches

An item import batch is simply a group of items entered as a single batch. It can be used as an option to import items into inventory transactions (as described above) or it can be used as input into other areas or the system. For example, you can create an import batch and use this to create a batch of tickets. Some reports also allow you to specify an import batch as selection criteria. So you could go around the store, scan various items that you want more information on and then come back and run a report for those items.

You can create an import batch using a PDA. The [Merchant PDA](#) function runs in a remote desktop session on a Windows Pocket PC PDA over a wireless network. This function allows you to create batches of items on the shop floor. It is ideally used with a PDA with a laser scanner. You simply scan the item instead of entering the barcode number.

Alternatively, the [Import Item](#) function allows you to create a batch from a desktop computer.

Stock Template - Details

Initially no items are displayed in the grid. Select an area from the *Stock Area To Display* and press the *View* button. Add a primary location by selecting the appropriate cell for the item and enter the Primary Shelf Location code

Figure: Example Stock Template Screen



Remove Item from Stock Area	Removes the highlighted item from the stock area. It will only remove the item from the current stock area, any other stock areas the item belongs to will be unaffected.
Go To	Used to search for a specific item and takes you to that line in the grid.
Stock Area to Display	Populates the grid with the items that are linked to that stock area.
Filter by Shelf Location	Allows filtering by shelf location to view only items with a specific primary or secondary location.
Stock Area	Stock Area
IPN	Item product number.
Supplier Code	Supplier the item belongs to.
Order Code	Order code of the item.
Dept/Cat/Group/SubGroup	Dept/Cat/Group/SubGroup linked to the item.
Description	Description of the item.
Purchase Unit	Purchase UOM linked to the item on the item setup Basic tab.

Status	Status of the item, this relates to the item's supplier status in item setup (STRSTATUS in the RANGE table). There are 7 statuses available: Available, Deleted, Indent, Obsolete, Pre Sell, Run Down, Superseded. Where an item is available then no message is displayed in the status field.
Primary Shelf Location	This is the main shelf location of the item within the stock area identified by a number.
Secondary Shelf Location	This is the alternate shelf location of the item within the stock area. This is an optional field.

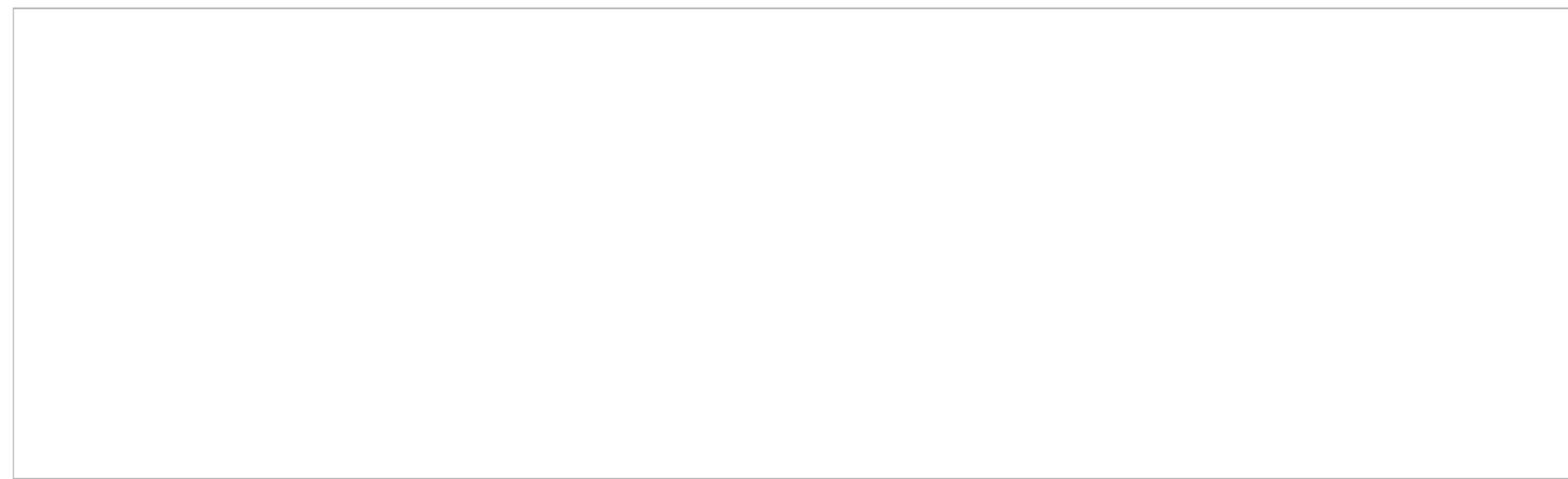
Order Frequencies

This function allows you to define the order frequency codes. The number of lead days can be entered for each frequency code. This is used as part of the calculation for suggested stock levels.

The Order Frequency is used only as part of the Suggested Ordering. It is not used when you do a normal purchase order, where you can order an item on any day of the week.

The Order Frequency is recorded against the location's range record when the end of day processing is done. Simply changing the details on the supplier screen will not change the order frequency immediately.

Figure: Example Order Frequencies Screen



Code	A unique code to identify the Order Frequency.
Description	A description of this Order Frequency.
Sunday - Saturday	For each day of the week that the supplier will accept orders, you need to enter the lead days for the item to arrive once ordered. for example If <i>Monday</i> was set to 2 and <i>Friday</i> was 3, this would mean you can place an order on Monday and it will take two days to arrive. You can also place an order on Friday but it will take three days to arrive. If you cannot place an order on a specific day, that day should be left empty (not 0).
Delivery Days	This is the number of days it could take from the delivery to arrive. The lead days above is the first day you would expect the item to arrive. If you set this to 1, it means the goods will arrive on that day. If you set it to 2, the item could arrive over a two day period. If you leave this as 0, it indicates that an open-ended delivery.

Delivery Slots

The Delivery Slots module provides a central location for the maintenance of all delivery slots to allow the user to add, modify, or delete a delivery slot. Delivery slots for an individual location can be maintained via [Locations - Delivery Slots](#).

Figure: Example Delivery Slot Screen

Location	The location the deliveries are associated with.				
Type	Specifies the type of delivery. Each location can only have one of each type of delivery that is one PODELIVERY and one CUSTOMER. <table border="1" data-bbox="284 1150 1591 1512"> <tr> <td>Customer</td> <td>Specifies the delivery slots to be used for delivery of goods for customer deliveries.</td> </tr> <tr> <td>PODelivery</td> <td>Used in conjunction with supplier lead times when creating new Purchase Orders in order to determine the 'Required by', 'Delivery' and 'Delivery To' dates which are automatically generated.</td> </tr> </table>	Customer	Specifies the delivery slots to be used for delivery of goods for customer deliveries.	PODelivery	Used in conjunction with supplier lead times when creating new Purchase Orders in order to determine the 'Required by', 'Delivery' and 'Delivery To' dates which are automatically generated.
Customer	Specifies the delivery slots to be used for delivery of goods for customer deliveries.				
PODelivery	Used in conjunction with supplier lead times when creating new Purchase Orders in order to determine the 'Required by', 'Delivery' and 'Delivery To' dates which are automatically generated.				
Days of Week	Check on each day of the week for which this delivery slot applies.				
Time Range	The start time and end time of the delivery slot.				

Locations - Special Messages

This tab will allow you to set up messages that will be used in various functions.

Note: All special instructions must be set at the Store level.

Figure: Example Locations Screen

Default Purchase Order Special Instructions	This message will be the default special instructions for new purchase orders. The user will be able to change it on the purchase order, if required.
Default Transfer Request Special Instructions	This message will be the default special instructions for new transfer requests. The user will be able to change it on the transfer request, if required.
Default Transfer Send Special Instructions	This message will be the default special instructions for new transfer sends. The user will be able to change it on the transfer send, if required.
Accounts Remittance	This message will appear at the bottom of account statements as part of the remittance advice. It only needs to be entered for the location code that will be

Advice	entered as the Location parameter for the account statements.
Purchase Order Authorisation	This message will print as an authorisation message on a purchase order report. This could include an area to record signatures.
Purchase Order Returns Authorisation	This message will print as an authorisation message on a purchase order return report. This could include an area to record signatures.
Goods Receipt Authorisation	This message will print as an authorisation message on a goods receipt report. This could include an area to record signatures.
Goods Receipt Returns Authorisation	This message will print as an authorisation message on a goods receipt return report. This could include an area to record signatures.

Buyers

A buyer is someone who is responsible for the purchasing of specific products. The system allows you to define a buyer code and assign this to a user and to items. This provides a link between the user and the items for which they are responsible. Buyer codes are also able to record limit rules as well. So you can specify the minimum value for a single purchase order value, the maximum value, the maximum daily value, and so on.

The [Buyer](#) function allows you to define the buyer codes.

On the [User](#) screen you can assign a buyer code to each user. (You can set a default Buyer code in System Settings, which will be used whenever a new user is added to the system.). A user can only belong to one buyer code.

On the [Item](#) screen you can set the buyer codes for each item. These are the buyers that are allowed to see the item. You can have more than one buyer. In the item search screen you can then search for items belonging to a specific buyer code. This will allow a user to see the items to which they are specifically linked.

The buyer code can also be used when doing ordering. When an order is created, the user's buyer code is recorded against the order. This way the system can track all the orders raised within that buyer code. This can then be used to check the buyer limits are ok. Is the purchase order more than the minimum allowed? Is it lower than the maximum? Have we ordered the total allowable for the day? If the limits are exceeded, the system will ask for an authorising user. The buyer code for that user will then be recorded against the purchase order and the limits rechecked for that buyer code. You can search for purchase orders using the buyer code.

If the Own Items Only option on the buyer code is checked on, a user will only be able to manually raise an order for items which belong to the same buyer code assigned to that user. This will prevent the user ordering items that are not under their responsibility. Also, if the user runs a suggested purchase order process or uses the Available Items feature, they will only see items in their buyer code. This same option will control options in Required Stock,

Lets look at a few examples of how buyer codes can be used.

- You have a buyer at head office who is responsible for purchasing men's clothes. This buyer will only be able to purchase items belonging to their buyer code. The buyer have no limits on purchases. You create a buyer code called MENS with the Own Items Only option checked on, assign it to the user and all items that the buyer is allowed to buy.
- You have a buyer at state office who is responsible for purchasing women's clothes. This buyer will only be able to purchase items belonging to their buyer code. The buyer have has a \$100,000 limit on stores in their state. You create a buyer code called WOMENS with the Own Items Only option checked on, assign it to the user and all items that the buyer is allowed to buy. There will be a limit rule on the buyer code to

specific a maximum value of \$100,000.

- You want to set limits on what a store can purchase. You can define a generic STORE buyer code. The limits can be specified by location so you can define the limits for each store. All users by default are assigned to the STORE buyer code. The Own Items Only option on the STORE buyer code is checked off, because stores can order whatever stock they require to fulfill customer orders.

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Allocated Orders

This function allows you to quickly create purchase orders or transfer requests for items for many locations.

Figure: Example Allocated Orders/Transfers Screen

Step 1. Select Action
Select the action you want to perform

Order New Stock
 Transfer Existing Stock From

Step 2. Set Locations
By default, the locations are grouped by grade. You can choose to show each location individually.

Grades
 Locations

You can do orders for a specific location or for a set of order locations. You can add as many locations as you want

Location

Add Locations
Clear
Show Locations

Step 3. Set Other Details

Sales Period

Do you want to order the full quantity below or the difference between the quantity and SOH?

Order Full Units
 Order Difference

Are the quantities below units or cartons?

Units
 Cartons

Step 4. Add Items To Be Ordered

Dept/Cat/Group/SubGroup

Family Group

Classification

Supplier

Item Number

Add Items
Clear

IPN	Order Code	Description	Similar IPN	Override Cost	Total Qty
99000413		SPORTS PACK			
99000137		SHIRTS YELLOW SMALL			
99000136		SHIRTS YELLOW MEDIUM			
99000135		SHIRTS YELLOW LARGE			

Calculate Rates Of Sale
Create Transactions
Reset

Select Action

This function allows you to create new orders so that stores can get stock from a supplier or a warehouse, or it can be used to move stock from a warehouse to stores. You select one of the following options.

Order New Stock	This will create Purchase Orders or Transfer Requests for each location for which stock is required.
Transfer Existing Stock From	This is used to move stock from a warehouse to stores. The system will create a Transfer Request to the warehouse for each store. You would specify the warehouse location in the edit box. You need to enter the location before you can add items.

□ Set Locations

This section allows you to specify the locations that you want to create transactions for. The system can use individual locations or can group locations by their grade (see *Grade* on the [Basic](#) tab of the Location function.). The locations will be added as columns in the Items grid. You enter the quantity required for each location and the system will create purchase orders or transfer requests based on those quantities.

The grade option is useful if you have lots of locations. If you 200 locations, you could end up with 200 columns in the Items grid and you would have to enter 200 quantities. Instead, you might be able to group those locations into ten different grades. In this case, you would have a column for each grade in the items grid. When you enter a quantity, this quantity would be used for each location within that grade.

Enter the location code (can be a group) and press the Add Locations button. All the locations within the selected location, will be added to the items grid. You will either get a column for each specific location code, or a column for each unique grade code, depending on whether you selected Location or Grade option. You can repeat this process for all required locations. If you add a location twice, the location will still only be used once in the grid. If you are transferring existing stock from a location, that location cannot be added to the grid.

Press the Clear button to remove all the location columns and start again. Press the Show Locations button to see all the locations that have been added to the Item grid. This option is useful if you are adding locations by grade as you can see the individual locations within the grade. Both options are only available when there are no items in the Items grid. As soon as you start adding items, you cannot change the location details.

Set Other Details

This section allows you to specify other details that will be used to create the transactions.

Sales Period	If you use rate of sale to determine how many items should be allocated to each location, this is the range of weeks for which the rate of sale will be calculated.				
Order Quantity	<p>This option is used to tell the system how to handle the quantities entered in the item grid. It is ignored when transferring existing stock. In this case, the system will always assume Full Units.</p> <table border="1"><tr><td>Order Full Units</td><td>If you check this option, the system will order the exact quantities entered in the item grid.</td></tr><tr><td>Order Difference</td><td>If you check this option, the system will treat the quantity as being the actual stock on hand you want. It will order the difference between this quantity and the current stock on hand. If you already have enough stock on hand, the item will not be ordered for that location.</td></tr></table>	Order Full Units	If you check this option, the system will order the exact quantities entered in the item grid.	Order Difference	If you check this option, the system will treat the quantity as being the actual stock on hand you want. It will order the difference between this quantity and the current stock on hand. If you already have enough stock on hand, the item will not be ordered for that location.
Order Full Units	If you check this option, the system will order the exact quantities entered in the item grid.				
Order Difference	If you check this option, the system will treat the quantity as being the actual stock on hand you want. It will order the difference between this quantity and the current stock on hand. If you already have enough stock on hand, the item will not be ordered for that location.				
Units/Cartons	Use this option to tell the system if the quantities entered in the item grid are units or cartons.				

Add Items To Be Ordered

This section allow you to select the items that you want to be ordered. Fill in the details that identify the items and press the Add Items button. The matching items will be added to the Items grid. You can add more items by pressing the Clear button, entering new selection criteria and pressing the Add Items button again. You can repeat this until you have all the required items.

Items

The grid lists all the items for which you want to generate orders. The first few columns up to Total Qty are fixed. The columns after Total Qty are variable. There will be a pair of columns for each location. These are referred to as the Location Quantity and Location Rate Of Sale columns.

IPN	The number of the item.
Order Code	The order code of the item.
Description	The description of the item.
Similar IPN	Sometimes you might need to raise orders for a new item. You won't have any sales history to base the quantity calculations on. In this case, you can select a similar item to use for sales information. Click the <input type="checkbox"/> button to pop up a window (Comparison Item). Enter the similar item and the sales period to use for that item.
Override Code	When the system creates the purchase orders, it will determine the best cost to use. If you enter a cost in this column, the system will use this cost instead.
Available Units	<p>This column is displayed when transferring existing stock. It will show the stock available for transfer. This will use the <i>Stock Qty Calculation</i> options in System Settings to determine whether the available units includes stock on hand, on order, allocated, and so on.</p> <p>The number is show for information purposes only. If you try to use more stock that is available, the system will still raise the Transfer Requests and the warehouse will have to order more stock to fulfill requirements.</p>
Total Qty	<p>The total quantity required for all items. There are two ways this number can be used.</p> <p>As you enter the quantity for each location, the system will calculate the total quantity and show it here.</p> <p>You can enter a number in this field, right click the mouse on the item and select the Allocate Total Units option. The system will distribute the quantity over the locations based on the rates of sale for the locations.</p> <p>If you enter a Total Qty but do not allocate it fully, the Total Qty will be displayed with a red background to show there is a problem. Although you can continue to add more items, you will not be able to create any transactions until this Total Qty is fully allocated.</p>
Location Quantity	The system will automatically create a location quantity column for each location or grade (depending on how you added your locations). The column heading will show the location or grade code and a number in brackets, for example ABC(3). The number is the number of locations within that code. If you added locations by grade,

this will be the number of locations in that grade. If you have added locations by location, this number will always be one.

This number entered in this column is the quantity of stock required for each location. So if you enter 5 into a column for grade A which has three locations, the system will calculate you need a quantity 15.

Rate Of Sale

The system will automatically create a location quantity column for each location or grade (depending on how you added your locations). The rate of sale will be used to determine how much stock a location should get. Locations with a higher rate of sale should get more stock.

The rate of sale will default to 1 when the item is first added. If you press the Calculate Rate Of Sale button at the bottom of the window, the system will calculate the rates of sale for the locations.

The rate of sale includes any use of the item. If you have an ingredient item that is used in multiple recipes, this number will include the usage of the item in sales of those recipes. If the item is sold in one location but stocked in another, the stocked location will show the usage of the item, regardless of where it was sold.

The following buttons are available below the grid.

Calculate Rates Of Sale

Press this to calculate the rates of sale for each item at each location.

Create Transactions

When this button is pressed, the system will create the required purchase orders and transfer requests for the items.

First, it will display a window that will ask for Required By Date, Delivery Window, Comments and Special Instructions. These details will be used when creating the purchase orders.

Once the details have been entered, the system will create the purchase orders and transfer requests. It will then display the [Review Orders/Transfers](#) window to allow you to review the transactions.

Reset

Press this button to clear all the items from the grid. This allows you to start work on a new set of items.

□ Items Menu

If you right click the mouse on an item in the Items grid, a popup menu will be displayed. The menu has the following options:

Allocate Total Units	This will use the number in the Total Qty column and distribute it over all the locations based on the number of locations and the rates of sale.
Cost Analysis	This will display the cost analysis window for the item.
Qty Sold Statistics	This will display a window which allows you to view the quantity sold statistics for the item.
Show Item	Not currently used.
Set Zero Rate Of Sale To Average	When you calculate the rate of sale, some locations may get a rate of sale of zero. If you select this option, the system will set those zero rates of sale to the average rate of sale for all the locations.

Loyalty

- [Customer](#)
- [Customer Categories](#)
- [Point Rules](#)
- [Export Members](#)
- [Member Upgrade Rules](#)
- [Upgrade Members](#)
- [Points Expiry Rules](#)
- [Importing Members](#)
- [Email Template](#)

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Upgrading/Downgrading Members

Loyalty members are usually assigned to a category based on their sales. The more sales, the better their category and the more rewards to which they are entitled. The system is able to upgrade and downgrade members based on their activity. You define rules (using [Member Upgrade Rules](#)) to indicate the levels of activity required for one category to move to another. As part of these rules you will indicate the level required to move down a level, stay at the same level or upgrade to a new level.

Example

SILVER Earn 10000 points in last year to go up to GOLD.

SILVER Earn 5000 points in last year to stay as SILVER.

SILVER Earn 0 points in last year to go down to BRONZE.

The [Upgrade Members](#) function is used to actually perform the upgrade/downgrade process.

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Reporting

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Report List

There are a number of reports available in the system. These are listed below:

- [Access Interface Report](#)
- [Account Statements](#)
- [Accounts Interface Report](#)
- [Aged Credit Note Report](#)
- [Aged Gift Certificate Report](#)
- [Aged Trial Balance](#)
- [Available Items Report](#)
- [Banking Report](#)
- [Banking Summary Report](#)
- [Belgium Fiscal Report](#)
- [Blank Wastage Report](#)
- [Booking Report](#)
- [Buying Review Report](#)
- [Category Report](#)
- [COD Report](#)
- [Commission Report](#)
- [Credit Note Redemption Report](#)
- [Credit Note Report](#)
- [Credit Note Summary Report](#)
- [Cumulative Stocktake Report](#)
- [Currency Rates Report](#)
- [Customer Item Report](#)
- [Customer Order Report](#)
- [Customer Visits Report](#)
- [Customs Report](#)
- [Declaration Slip](#)

- [Deleted Items Report](#)
- [Delivery Report](#)
- [Department Sales Report](#)
- [Discount Offer Report](#)
- [Discount Summary Report](#)
- [Discounts Report](#)
- [DynaPOS Keyboard Report](#)
- [Electronic Audit Report](#)
- [Electronic Audit Summary Report](#)
- [EOD Sales Export Report](#)
- [Float Check Report](#)
- [Gift Accounts Issued Report](#)
- [Gift Accounts Outstanding Balances Report](#)
- [Gift Accounts Redeemed Report](#)
- [Gift Certificate Redemption Report](#)
- [Gift Certificate Report](#)
- [Gift Certificate Summary Report](#)
- [Goods Receipt Report](#)
- [Goods Receipt Item Tax Report](#)
- [High Variance Report](#)
- [Inventory Order](#)
- [Inventory Status By Department Report](#)
- [Inventory Transaction Summary Report](#)
- [Invoice](#)
- [Invoice History Report](#)
- [Invoice Variance Report](#)
- [Item Consumption Report](#)
- [Item Performance Report](#)
- [Item Profit By Department Report](#)

- [Item Quantity By Month Report](#)
- [Item Report](#)
- [Item Sales By Department](#)
- [Item Sales By Hour Report](#)
- [Item Sales From Time](#)
- [Item Sales Tax Report](#)
- [Item Search Report](#)
- [Items Sold Report](#)
- [Items Sold Summary Report](#)
- [Layby Report](#)
- [Location Discounts Available Report](#)
- [Location Discount Status Report](#)
- [Location Item Range Report](#)
- [Location Item Report](#)
- [Location Promotion Report](#)
- [Location Quantity History Report](#)
- [Location Stock On Hand Report](#)
- [Location Till Variance Report](#)
- [Location Transaction Count Report](#)
- [Margin By Location Report](#)
- [Master Catalogue Report](#)
- [Member Account Transactions Report](#)
- [Member Performance Report](#)
- [Member Points Report](#)
- [New Items Report](#)
- [Non-Revenue Report](#)
- [Old Stock Report](#)
- [On Order Report](#)

- [Operator Discounts Report](#)
- [Operator Performance Report](#)
- [Operator Sales Report](#)
- [Order Status Report](#)
- [Order Status Report with User](#)
- [Order Verification Report](#)
- [Outstanding Invoice Report](#)
- [Packaging Tax Report](#)
- [Picking Slip](#)
- [Pre-Sale Gift Certificate Report](#)
- [Price Catalogue Report](#)
- [Price Level Report](#)
- [Price Modification Report](#)
- [Print Order Report](#)
- [Profit And Loss Report](#)
- [Promotion Advertising Report](#)
- [Promotion Changes Report](#)
- [Promotion Merchandise Report](#)
- [Promotion Supplier Report](#)
- [Proposed Sells Report](#)
- [Purchase Order Report](#)
- [Purchase Order Verification Report](#)
- [Quote Report](#)
- [Rebate Claims Report](#)
- [Recipe Setup Report](#)
- [Restaurant Productivity Report](#)
- [Return Request Report](#)
- [Returns Report](#)
- [Sales By Man Hour Report](#)

- [Sales Movement Report](#)
- [Service Status Report](#)
- [Set Meal Performance Report](#)
- [Shrinkage Report](#)
- [Shrinkage Value Report](#)
- [Stock Adjustment By Trade Date Report](#)
- [Stock Adjustment Report](#)
- [Stock Aging Report](#)
- [Stock Aging Report By GR](#)
- [Stock Audit Report](#)
- [Stock on Hand Export Report](#)
- [Stocktake Department Valuation Report](#)
- [Stocktake GP Report](#)
- [Stocktake GP Report By Category](#)
- [Stocktake Movement Report](#)
- [Stocktake Movement By Value Report](#)
- [Stocktake Variance Report](#)
- [Stocktake Worksheet](#)
- [Stock Valuation Report](#)
- [Stock Valuation by Trade Date Report](#)
- [Stock Valuation Summary Report](#)
- [Suggested Stock Levels Report](#)
- [Tax Report](#)
- [Tax Rate Report](#)
- [Tax Totals By Sales Method Report](#)
- [Tender By Period Report](#)
- [Tender List Report](#)
- [Tender Report](#)
- [Till Returns Report](#)

- [Till Summary Report](#)
- [Till Tenders Report](#)
- [Till Variance Report](#)
- [Till Variance By Period Report](#)
- [Till Variance History Report](#)
- [Time Export Report](#)
- [Top Item Sales Report](#)
- [Trading Period Report](#)
- [Trading Statistics Report](#)
- [Transfer Report](#)
- [Transfer Request Details Report](#)
- [Transfer Request Report](#)
- [Transfer Send Report](#)
- [Transfer Tax Report](#)
- [Turn Around Report](#)
- [TVLA Interface Report](#)
- [Unallocated Payments Report](#)
- [Unused Sequences Audit Report](#)
- [VAT Report](#)
- [Warranty Strike Report](#)
- [Weekly Sales And Purchases Report](#)
- [Written Sales Report](#)
- [X Read](#)
- [Z Read](#)

Order Status Report

What Is It?

This report shows the status of current purchase orders due for delivery within the specified date range. It shows the value of what has been received and not received, as well as (optionally) the items on the purchase order.

Commands

Client - REQUESTREPORTINVENTORY.EXE ORDERSTATUSREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	The location for which the details are required. This must be entered.
From/To Date	The date range for which the order status is required.
Department	All orders in the nominated department will be selected.
Supplier	Only orders for this supplier will be printed. This does not have to be entered.
Show Item Detail	Indicates if item details will be shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Order Status Report

Order Status Report

dm RepOrderStatus

PC#	Supplier	Location	Delivery Window		Status	Order Value	Received Value	Not Received Value
629	VE90170	00751402	05/02/2011	05/02/2011	Submitted	48.44	0.00	48.44
630	VE90170	00751402	05/02/2011	05/02/2011	Submitted	167.58	0.00	167.58
631	VE90170	00751402	05/02/2011	05/02/2011	Submitted	148.96	0.00	148.96
632	VE90170	00751402	05/02/2011	05/02/2011	Submitted	56.98	0.00	56.98
633	VE90170	00751402	06/02/2011	06/02/2011	Received	451.10	451.10	0.00
636	VE90170	00751402	06/02/2011	06/02/2011	Received	8.42	8.42	0.00
637	VE90170	00751402	06/02/2011	06/02/2011	Sent	-2.94	0.00	-2.94
638	VE90170	00751402	06/02/2011	06/02/2011	Part Recv	206.10	178.21	27.89
639	VE90170	00751402	06/02/2011	06/02/2011	Received	196.62	196.62	0.00
640	VE90170	00751402	06/02/2011	06/02/2011	Submitted	206.10	0.00	206.10
641	VE90170	00751402	07/02/2011	07/02/2011	Submitted	103.05	0.00	103.05
643	VE90170	00751402	07/02/2011	07/02/2011	New	-27.89	0.00	-27.89
698	VE90170	00751402	10/02/2011	10/02/2011	Submitted	289.88	0.00	289.88
700	VE90170	00751402	10/02/2011	10/02/2011	Sent	-14.41	0.00	-14.41
708	VE90170	00751402	11/02/2011	11/02/2011	Submitted	38.16	0.00	38.16
714	VE90170	00751402	12/02/2011	12/02/2011	New	0.00	0.00	0.00
726	VE90170	00751402	14/02/2011	14/02/2011	New	0.00	0.00	0.00
729	VE90170	00751402	15/02/2011	15/02/2011	Submitted	66.05	0.00	66.05
732	VE90170	00751402	15/02/2011	15/02/2011	Submitted	15.47	0.00	15.47
752	VE90170	00751402	19/02/2011	19/02/2011	New	6.88	0.00	6.88
771	VE90170	00751402	23/02/2011	23/02/2011	New	6.88	0.00	6.88
871	VE90170	00751402	10/03/2011	10/03/2011	New	0.00	0.00	0.00
884	VE90170	00751402	22/03/2011	22/03/2011	New	0.00	0.00	0.00
TOTALS						15,658.60	1,030.62	14,627.98
LESS VALUE OF ORDERS CANCELLED								0.00
ACTUAL OUTSTANDING								14,627.98

*** END OF REPORT ***

How Do I Sell A Gift Card?

[How Do I Top Up An Account Balance?](#), [How Do I Pay With A Gift Card?](#)

A gift card is a customer debit account that is not linked to a specific customer. You sell special gift items to the customer - these may be plastic cards that can either have preprinted unique numbers or a space to write a number. The system will automatically create an account using the unique number and the sale value. The customer can then use the account to pay for purchases. Because the account is not linked specifically to a customer, the account can be passed to some one else as a gift. The account can also be topped up so the card can be used indefinitely.

- 1 Enter the specific card number of the gift card being sold or you can sell the generic item.

If you enter the specific card number, the POS will check the length and prefix to ensure its a valid card. It will then select the first item (the one with lowest IPN from the list and add this to the transaction.

If you sell a generic item, you will be asked to enter the card number.

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How Do I Sell A House Pour Item?

House Pour functionality is where you take a bottle of wine and open it to sell by the glass.

- 1 Select the bottle item.
- 2 Select the *Modify* button then the *House Pour* button.
- 3 Select the bottle or the house pour item.

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Back Office Till Control

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Gift Certificates/Credit Notes

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Gift Cards

What would you like to view?

[Concepts](#)

[How Do I...?](#)

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Multimedia Customer Displays

What would you like to view?

[Concepts](#)

[How Do I...?](#)

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POS Messaging

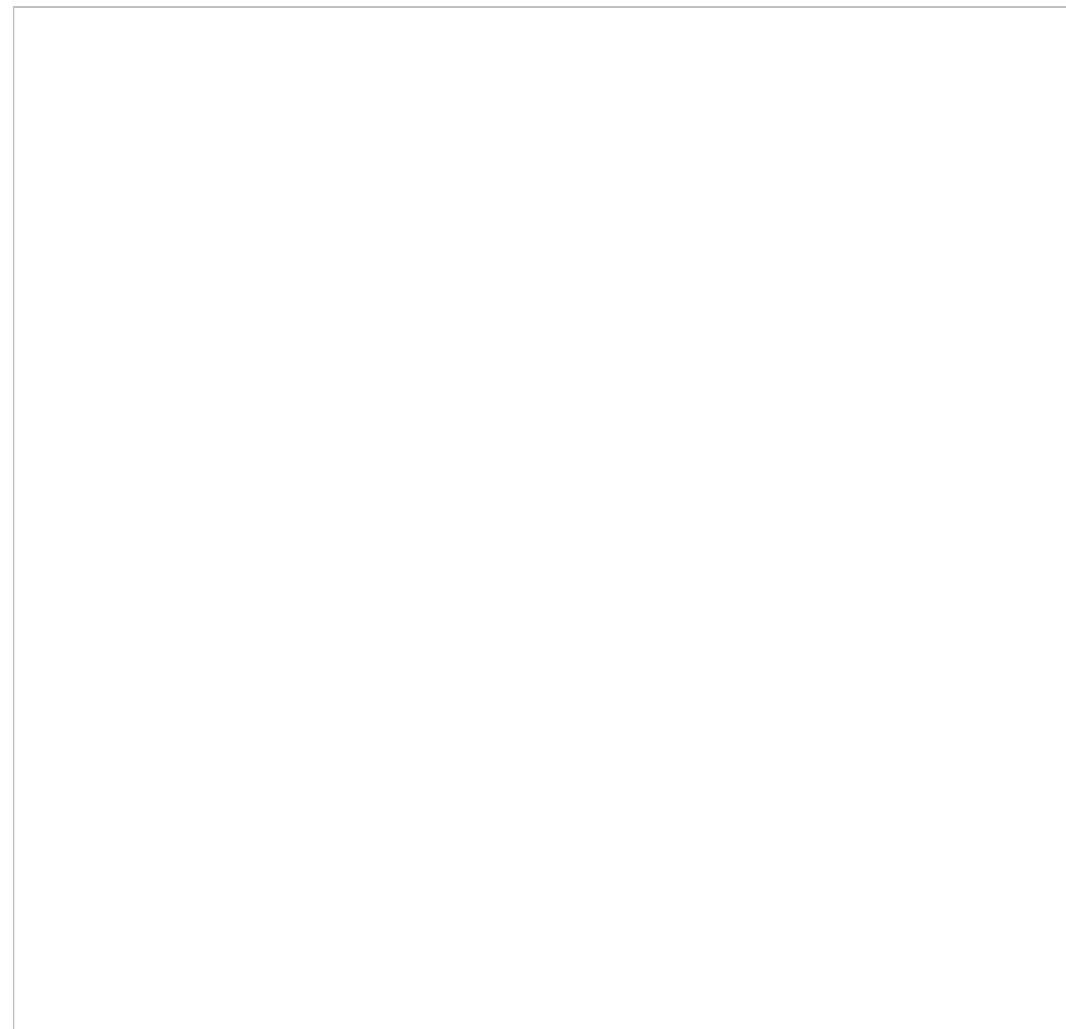
POS: 'Messaging

''

POS' Messages can be displayed at either the start or end of each transaction. This function allows you to define the messages. When a message is saved the system will generate a request to send the message to all 'POS.

''

Figure: Example POS Messages Screen



Message Type	This controls when the message will be displayed.	
	Start Of Transaction	This message will be displayed at the start of each transaction.
	End Of Transaction	This message will be displayed when the user presses the Payment button at the end of a transaction.
Ask Question	If the Message Type was 'End Of Transaction', you can have the message displayed as a Yes/No question. If the user answers Yes, the user will be returned	

to transaction mode so they can alter the transaction. If they answer No, the user will continue to payment mode.

Location

The location where this message can be seen. This can be a location group.

Effective Date

The date from which the message can be displayed.

Valid Days

The number of days for which the message is valid.

Security Group

Only users in this security group will be allowed to see the message. If this left empty, any user will be able to see the security group.

Message

This is the message that will be displayed to the user.

Customer Flow

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Reasons

What would you like to view?

[Screen Shots/Explanations](#)

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Sales Methods

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Shifts

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Surveys

What would you like to view?

- [Concepts](#)
- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Stock Available Checks

Usually, you can sell any item that the POS knows about. If the customer is standing in front of you with the item, you don't really want to tell the customer, 'sorry, the computer says we don't have that item you are holding in your hand'. However, sometimes you do want that level of control. If you were selling jewelry, you wouldn't want one expensive ring being mistaken for another one. There are two options available to you:

- Display a warning if there is not enough stock. This at least flags a problem to the operator but still allows it to be sold. To do this, check off the *Warn If SOH < 0* option in [System Settings](#)
- Stop the item from being sold if there is not enough stock. To do this, check off the *Allow Sale If SOH <= 0* is available in [Till](#)

Grocery Functionality

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Restaurant Functionality

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[How Do I...?](#)

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Tenders

[Tenders](#)

[EFTPOS Mapping](#)

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How Do I Set Up EFTPOS Mapping?

- 1 Using the [Tenders](#) function, set up a tender code for EFTPOS. It should have the *Interfaced to EFTPOS* option check on.
- 2 Set up a tender for each possible card you want to capture, for example VISA, Mastercard, and so on. The Order for these tenders should be -1. This will prevent them from being visible to the user but will allow them to be used at POS.
- 3 Use the Tender [Cross-Reference](#) function and defined a record for each possible card type (refer to the EFTPOS documentation for available codes). For each record you specify the card type and the matching tender code you created in Step 2.
- 4 At POS, select the EFTPOS tender as a payment method. When the EFTPOS transaction is completed successfully, POS will add the cross-referenced tender code to the transaction, not the original EFTPOS tender. If you don't set up a cross-reference for a card type, the POS will simply use the EFTPOS tender that was originally selected and no mapping will occur.

Items

What would you like to view?

- [Products, Supplier Range, Items and Store Range](#)
- [Costs, Sells, Margins and Other Terms](#)
- [Cost Components](#)
- [Setting Replenishment and Sell Prices](#)
- [Proposing Sell Prices](#)
- [Price Levels](#)
- [Recipes And Linked Items](#)
- [Preferred Suppliers](#)
- [Colour/Size/Fit Matrix](#)
- [Loading Costs](#)
- [Warranties](#)
- [Consignment Items](#)

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Items

- [Items](#)
- [Price Levels](#)
- [Rounding Rules](#)
- [Variety/Size Set](#)
- [Cost Analysis](#)
- [Season Codes](#)
- [PO Available Items](#)

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How Do I Perform An X-Read?

T

The X Read is a report that is used to basically show how much money is recorded in a particular Till, or for a given user. The X Read will show the sum of all the sales since the last X Read or [Z Read](#) was carried out on the Till or for the given user. It gives a snap shot of the sales and tender details. X Reads can be run from either the POS or from the back office.

- 1 Press the *Activity* button.
- 2 Press the *Menu* button.
- 3 Select the *X Read* button.
- 4 Confirm by selecting continue (if an x read is not required select cancel). There will be a slight delay while the terminal collates the information.
- 5 When the X Read is displayed, select the *Print* button. Depending on whether reports have been set to print on the receipt printer or not, you can print the report out on the assigned receipt printer for the till.

Note: The X-Read does not clear down or reset the daily sales.

How Do I Make A Declaration On POS?

When a Z Read is run, we then have the option of entering in the counted figures from the takings in the drawer. This is what we refer to as a 'Till Declaration'. By entering in Declaration figures, we can then run reports which show variances in the Tenders counted. For a Blind Z Read the Z Read column and the Variance column would be hidden.

Declarations can be entered either through the POS or via the back office.

- 1 Select the *Declare Till* button.
- 2 Press the *New* button.
- 3 Select the required Z-Read from the Z-Read drop down list if there are more than one Z Read to declare. If only one Z Read has been performed, then this list is not displayed.
- 4 Move to the grid. Against each tender type, count the value of the tender that was in the drawer and enter the total for each tender in the white cells of the grid in either the Amount column (or in the Foreign column to declare foreign currency).
- 5 When complete, click the *Accept* button.

If the variance is above or below the defined variance factor set in the system, you may be asked re-enter your amounts. You may elect to re-enter the figures (in case you made a mistake) or accept the Declaration as is. You are only allowed a defined number of attempts before the system will automatically accept the declaration no matter how large the variance.



- 6 Once the Declaration is accepted, the Z Read is flagged as 'Declared' within the system and reports such as the 'Till Variance History Report' can be run. Some customers will elect to receive an Alert

to keep them informed of any large variances. A declaration slip may print out if configured.

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Multiple Cash Drawers

Generally, a POS will only have one cash drawer connected to it however, you can use multiple cash drawers on one POS. You simply define each cash drawer as a device on the POS. If you want to use multiple drawers, check on the *Ask Operator Cash Drawer* option in the [Profile - Settings 1](#) tab in Till.

When the operator logs on for the first time, the POS will show a list of available cash drawers and ask which cash drawer the operator will use. Any time the POS needs to open the cash drawer, it will open the drawer selected by the current operator. The cash drawer will be reset when a Z-Read is done, a new shift starts or the POS is restarted.

When a user selects a cashdrawer the POS will communicate this to other POS (provided the *Allow Back Office Support* option in [Till](#) is checked on).

Use Moneybelts

Generally, a POS will only have one cash drawer connected to it. However, you can use moneybelts carried by a server and used for terraces, patios and so on.

If you want to use money belts you need to check on the *Ask Operator Cash Drawer* and *Ask Operator Money Belt* options in the [Profile - Settings 1](#) tab in Till. When an operator logs on, the POS will display the cash drawers and a Moneybelt option. If the user selects Moneybelt, the POS will never try to open a cash drawer for the user.

When a user selects a moneybelt, the POS will communicate this to other POS (provided the *Allow Back Office Support* option in [Till](#) is checked on).

If a user has selected moneybelt then when they log on to another POS, the POS will not ask that operator for a money belt or cashdrawer selection because it already knows the user has a moneybelt.

How Do I Make A No Sale?

It is possible to fire the cash drawer without using a key. We do this by selecting the 'No Sale' function. When this function is selected, the system will simply open the drawer and record the fact a No Sale was performed by the logged in user.

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How Do I View A Specific Menu?

Items can be grouped together that can be sold during the same period of time, for example Breakfast, Lunch or Dinner. When a menu has been selected, you can only sell items that are for that specific menu or which have not been assigned to a menu code at all.

- 1 Press the *Activity* button.
- 2 Select the *Item Menu* button. A list of available menus is displayed.
- 3 Select a menu.

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How Do I Add Menu Item Countdown Values?

As items are sold the countdown value of the item is amended and acts as an aide memoir for the floor staff (for example we are down to our last 5 Creme Brulee's for this shift).

To add the values to the sales items:

- 1 Press the *Activity* button.
- 2 Select the *Menu Item Countdown* button. The sales items on the fast key panels are displayed.
- 3 Select a sales item.
- 4 Enter the countdown details of the sales item (if already configured, the current countdown information is shown).
- 5 Press the *OK* button.
- 6 Repeat steps 3 to 5 for each item.
- 7 When all details have been entered, press the *Exit* button to return to the *Activity* menu.

The Menu Item Countdown values are displayed on the configured sales item buttons, and is updated with each new transaction. Sale of the item is prevented when the countdown value reaches zero (where configured).

Cancelling items puts the counts back by the quantity sold.

If you do a stock adjustment you would need to alter the countdown separately as the system is not running a stock figure for all products.

How Do I View Item Information?

- 1 Press the *Search* button and enter search criteria to locate the item to view details for.
- 2 Press the *Item Info* button. Details about the item are shown.
- 3 Press the *OK* button when finished.

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Currency Checks

A Currency Check is useful when a customer asks 'I have \$20USD. what's that worth in Australian dollars?'. To use this function you add the CURRCHECK button to the Activity menu in the [POS Keyboard](#). When you select this function the POS will ask for the currency code to convert and the amount. It will then show the converted value.

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How Do I Assign A Swipe Card To A User?

In order to assign a swipe card to User:

- 1 Press the *Activity* button.
- 2 Press the *Supervisor* button.
- 3 Type in your password and press the *OK* button or swipe your card.
- 4 Select the *Assign User Card* button.
- 5 Select the User from the *Operator* drop-down list you wish to assign the card to.
- 6 Swipe the card through the magnetic swipe reader on the Till. The card's number will be assigned to the User.
- 7 Select the *Save* button. The User has now been assigned the card.

Note: The User will not immediately be able to use the card. As the assignment of the card is occurring on the headoffice system (even though we're using the POS), the card information has to be sent out to all Tills where that user is assigned. This may take a few minutes to complete. Alternatively, you may elect to [Reload the Till](#).

Weighed Items

How Do I...

[Weigh Items Manually?](#)

[Mark Down Random Weight Items?](#)

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How Do I Weigh An Item Manually?

Items in the fruit and vegetable department for example would need to be weighed at POS. Weighable items are set up with a Unit of Measure of KG or LB. The sell price for these items are set so they represent the price/KG or price/LB.

- 1 Press the *Activity* button.
- 2 Select the *Manual Weight* button.
- 3 Select a sales item.
- 4 Select a *Tare Weight* if applicable. The weight will be automatically deducted from the total weight.
- 5 Put the item on the scale to get its weight.
- 6 Enter the weight into POS.

Note: The *Manual Weight* button is a toggle button - you press it once to enter the manual weight mode and then press it again to exit the manual weight mode.

How Do I Mark Down Random Weight Items?

Random weight items are those items that get weighed on scales at the deli, meat or fruit and vegetable sections, and the scale prints a label for the price. For example, you have cheese priced at \$23.99/kg. The customer gets a piece weighing 0.25 kg. The item is worth \$6.00. The scale will produce a label with a barcode on it. This is placed on the cheese. When this is scanned at the front-end POS, the cheese will be added to the sale at \$6.00.

Sometimes you may need to mark down random weight items. For example, you may have prepackaged meat with random weight barcodes on them and they are about to reach their use by date. Rather than generate new labels (which is not allowed by law in some countries), the manager may put a line through the barcode and write a new price on the item.

- 1 Scan the item at the POS. This will add the item with a sale value (and therefore quantity) based on the barcode.
- 2 You then do a Change Price to change the item to the new price. Press the *Modify* button on the right side of the screen.
- 3 Press the *Chg Price* button on the right side of the screen.
- 4 A list of suggested prices is displayed down the right side of the screen. If one of these is the required amount, press the button. If no suggested price matches, type in the price (including the decimal place) and press the *OK* button.

If reasons for doing a price change are set up, they will be displayed. Select a reason.

For example, for a normal item, the entered value will be the unit sell price. So if you had a quantity of two and you change the sell price to \$6.99, the value would become \$13.98. Random weight items are treated slightly different. The price you entered is assumed to be the overall value. So if you entered \$6.99, it would remain \$6.99 regardless of the quantity.

Time Charging

[Time Charging](#)

[Change The Times?](#)

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Time-Charging

DynaPOSTouch supports time-based charging for items. For example, on a cruise ship you might have a spa room that you want to hire out in 15 minute increments. You can easily set up an item to support the selling of the time used.

Firstly, you need to indicate that an item should be time-charged. This is done by setting the Unit Of Measure on the item to a time-based code. The system provides several such codes, for example MIN, 5MIN, 10MIN, 15MIN, 30MIN, HOUR, DAY (and of course you can add your own if you wish). When you add the retail record to the item, the sell price will be based on the unit of measure. So if you charged \$50/15 minute session in the spa, the item would be set up with a Unit Of Measure of 15MIN and a sell price of \$50. If the customer used the spa for an hour they would be charged for 4 x 15 minute sessions @ \$50 each, that is \$200.

When you set up the keyboard for the POS, you should add a 'CHGTIME' button to the ITEMMODIFY state.

When you press the Modify button on the POS, a button called 'Chg Time' will be displayed. This will allow you to modify the start/end time of an item.

When you add a time-charge item to a sale at POS, the system will popup a window. This window will ask for the start date/time and end date/time. The dates will default to the current date. The start time will be the current time and the end time will be the start time plus one unit of time. So if the item had a Unit Of Measure of 15MIN, and the start time was 11:30, the end time would be 11:45. You can change the dates/times as required. You can then put the transaction on hold. When the customer comes back to you at the end of the session you can recall the sale, highlight the item and select Modify| Chg Time. This will display the same popup window before and allow you to alter the times. The system will take the time difference and divide this by the unit of measure to get a quantity. This becomes the quantity of the item in the sale. So if the start time was 11:00 and the end time was 11:30, the system would divide the 30 minutes by 15 (the unit of measure) to get a quantity of 2.

When the receipt is printed, it will show the start and end time for the item.

[How Do I Change Start and End Times?](#)

How Do I Change The Times?

Press the *Modify* button on the right side of the screen.

Press the *Chg Time* button. The dates will default to the current date. The start time will be the current time and the end time will be the start time plus one unit of time. So if the item had a Unit Of Measure of 15MIN, and the start time was 11:30, the end time would be 11:45.

Amend the start/end date/time of an item. You can change the dates/times as required.

When you add a time-charge item to a sale at POS, the system will popup a window. This window will ask for the start date/time and end date/time. You can then put the transaction on hold. When the customer comes back to you at the end of the session you can recall the sale, highlight the item and select *Modify| Chg Time*. This will display the same popup window before and allow you to alter the times. The system will take the time difference and divide this by the unit of measure to get a quantity. This becomes the quantity of the item in the sale. So if the start time was 11:00 and the end time was 11:30, the system would divide the 30 minutes by 15 (the unit of measure) to get a quantity of 2.

When the receipt is printed, it will show the start and end time for the item.

Services

[Merchant Central Server Settings](#)

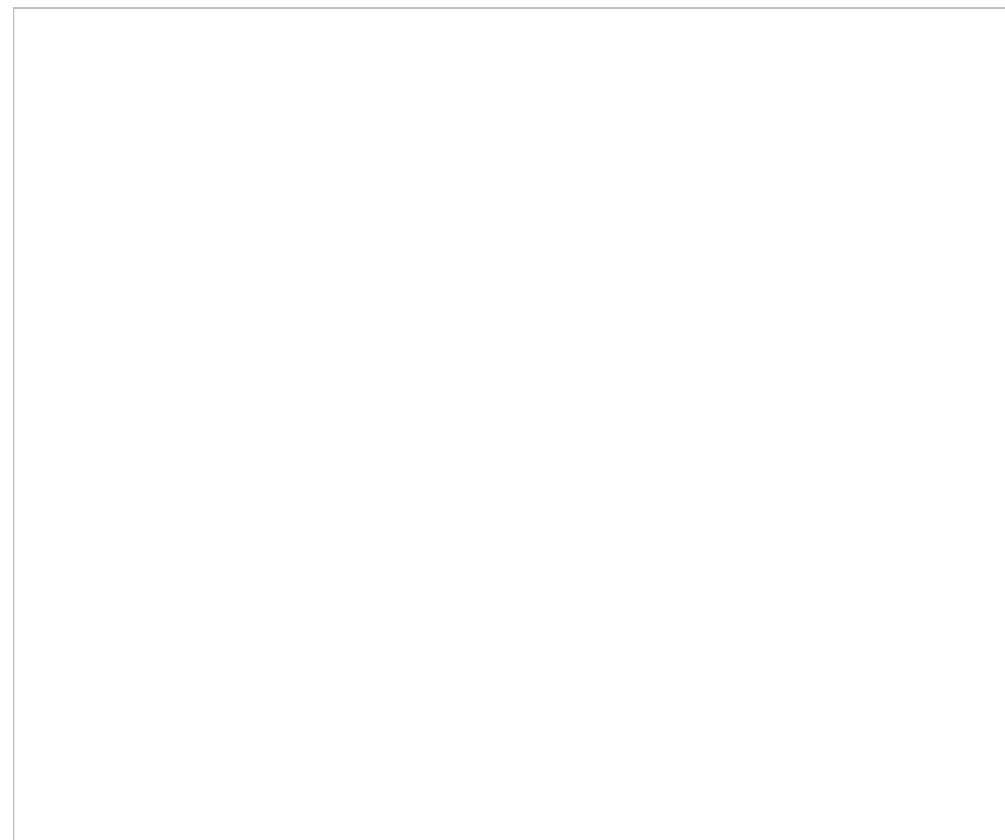
[Configuring Services](#)

[Monitoring Services](#)

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Communications Configuration

Figure: Example Communications Configuration Screen



Code	A unique code to identify the configuration record.						
Description	A description about this configuration.						
Protocol	Determines the way the client will connect to the server over the network. <table border="1"><tr><td>1</td><td>TCP Stateless. The client applications connect to the server using TCP/IP. The connection is not kept open. The client will open the connection, call the server and then close the connection. Performance can be impacted because the connection needs to be opened each time the client wants to talk to the server. However, this option can scale better because the same connections can be shared by more than one client. In reality though, the server is most likely to run out of processing power before it runs out of network connections. TCP Stateless is the default connection method.</td></tr><tr><td>2</td><td>HTTP Stateless. The client applications connect to the server using HTTP. Similar to the TCP Stateless method with the exception that the system will use the HTTP protocol instead of TCP. It is not recommended that you use this connection method.</td></tr><tr><td>3</td><td>TCP Stateful. The client applications connect to the server using TCP/IP</td></tr></table>	1	TCP Stateless. The client applications connect to the server using TCP/IP. The connection is not kept open. The client will open the connection, call the server and then close the connection. Performance can be impacted because the connection needs to be opened each time the client wants to talk to the server. However, this option can scale better because the same connections can be shared by more than one client. In reality though, the server is most likely to run out of processing power before it runs out of network connections. TCP Stateless is the default connection method.	2	HTTP Stateless. The client applications connect to the server using HTTP. Similar to the TCP Stateless method with the exception that the system will use the HTTP protocol instead of TCP. It is not recommended that you use this connection method.	3	TCP Stateful. The client applications connect to the server using TCP/IP
1	TCP Stateless. The client applications connect to the server using TCP/IP. The connection is not kept open. The client will open the connection, call the server and then close the connection. Performance can be impacted because the connection needs to be opened each time the client wants to talk to the server. However, this option can scale better because the same connections can be shared by more than one client. In reality though, the server is most likely to run out of processing power before it runs out of network connections. TCP Stateless is the default connection method.						
2	HTTP Stateless. The client applications connect to the server using HTTP. Similar to the TCP Stateless method with the exception that the system will use the HTTP protocol instead of TCP. It is not recommended that you use this connection method.						
3	TCP Stateful. The client applications connect to the server using TCP/IP						

protocol. The connection will be created once and kept open. This option provides the best performance because the client does not have to get a new connection each time it needs to do something. The weakness with stateful connections is that if the network connection breaks, it can create network errors. POS BE is able to silently recover from these errors by reconnecting. If the reconnection can't be made (because the network is really down), an error will be passed back to the client. Otherwise, all the client notices is a momentary delay while the connection is re-established.

If TCP Stateless is resulting in packet loss, it is recommended that you switch to TCP Stateful.

4 TCP Mixed. The client connects to the server using TCP/IP protocol. The connection will be created and kept open for a maximum of one minute. During this minute the connection will be used as much as possible. This provides the performance benefit of TCP Stateful with the scalability of TCP Stateless.

Default Ports

Press this button to have the Ports changed to the default values for the selected Protocol.

Connection Timeout

How long the client will wait while making a connection. If this time is exceeded, an error will be returned to the client.

Connection Address

There are five basic services - Basic, Data, Business, Report and POS. Generally, one Merchant Central Server would be used for all of these services, but you could have more than one if you wanted. This section will allow you to control how the client will connect to the server for each service

Address	The address of the server to connect to.
Port	The port that the server is listening on for this connection.
Compress	If checked on, all traffic from the client to the server will be compressed.

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BE Licences Menu

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-

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Set Up And Installation

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- [Where Do I Get The Programs From?](#)
- [Install SQL Server](#)
- [Installing A Head Office Server](#)
- [Installing A Workstation](#)
- [Installing A Point Of Service](#)
- [How Do I Change The Ports The MCS is Listening On?](#)
- [Required Programs](#)
- [Upgrading The Database](#)

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Upgrading Client Programs

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Security

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Prepared POS Reloads

Usually when POS needs data files it will connect to Merchant Central Server and download the required information. If you have lots of POS or lots of items, this can have a real impact on the system, especially if the reloads are all done at the same time.

The idea of prepared POS reloads is to help alleviate this impact and give you more control over when the data for POS is extracted.

The concept is as follows:

- You set up a POS Data directory in System Settings. This is the root directory where the POS data will be stored.
- Run an EOD job to tell the system to prepare the POS data for a given location (group/store). This will result in the preparation of the datafiles which will be stored in the POS Data directory. The system will create a subdirectory for each till. If you have multiple POS at one location the process is smart enough to consolidate the queries. So for data that is location specific (rather than POS specific), such as items and discounts, the system will only run the query once for the location, instead of once for each POS. This can result in significant savings by itself.
- Using Till Control you issue a command to tell the POS that a Prepared Reload is available. This is similar to sending a command to tell the system to do a Full Reload or a Config Reload.
- When the POS gets the reload command it will contact Merchant Central Server to request the download. The server will simply send down the data that has already been provided.

□ **Safety Precautions**

There are some checks the system will do when POS requests a Prepared Reload to ensure the data is valid.

When the POS asks for the prepared data, the system will check the age of the data file. If it older than a certain period of time, the system will do a full reload. This prevents the POS from getting data that could be considered too old. The allowed period of time is defined in the *Max Age Of Prepared Data* (Hrs) option in [System Settings](#).

The system will do a check to ensure the data is for the required version. When the prepared data is actually created, the system will check the expected file version of the system (by checking the FILEVERSIONS table). This is recorded along with the actual data. When POS asks for the data, the system will check the version of the POS compared to the expected version recorded with the data. If the two are different, a full reload is done. The implication here is that you must update the file versions (see [Upgrading Client Programs](#) for more details).

□ **When Does POS Do A Prepared Reload Started?**

- When it receives a command from Till Control telling it to do a Prepared Reload.
- When the file version of POS has changed. When a new version of POS is started, the system has always done a reload and will continue to do so. However, now it will request a prepared reload. This means you can use a set of files already prepared at head office.

□ **Preparing Files For A New Version Of POS**

Because of the file version checks, you can prepare POS data for the new version of POS and avoid the full reloads normally associated with a version upgrade.

- Install the new programs at head office.
- Update the File Versions.
- Run Prepare POS Data to generate the POS data for the new version number.
- Client starts POS. It detects that a new version is available and starts new version.
- When new version is started it will do a Prepared Reload (simply because of the version number change).
- Since the data generated by the Prepare POS Data is for the new version number, POS will simply download the prepared data and start working with it.

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View Audit

What would you like to view?

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Errors

Errors can be generated for any number of reasons. Usually the errors are due to a user not entering required information or trying to perform a task that can't be performed at that current point in time. Other errors can occur due to program faults.

Serious errors are logged to the audit table. These can be seen with the [View Audit](#) function. An important part of this error information is displayed on the right side of the screen. It lists specific details of the error message and where it occurred in the program. This can help track down the exact problem and let it be fixed quickly.

The service programs and some end of day jobs often keep log files of their activity. This can provide important information in tracking down problems. These log files can be found in the directory specified by the log files directory entry in DYNAMIC.INI.

Some error messages will display an error number. You can use this code to get more information on the error and possible resolutions. Go to TorexConnect (<http://torexconnect.com>) and select BE Software, Search Error Messages and enter the error number.

Error#	Error Msg	Error Description	User Solution
100	An access violation has occurred. This is caused by a problem within the program. Any changes you have made have been discarded. The program will now shut down.	An access violation is a bug in the program where the program tries to access some information it thinks should exist but it actually does not.	There is not a lot you can do about this error. It generally indicates a bug in the program that will need to be fixed by the programmers. The program will shutdown. You can try to do the task again. If it fails again, you will have to leave the task, or do a manual workaround, until the problem can be fixed.
101	You are running low on memory. This program will not be able to start. You should closing down some other programs before restarting this one. If you still have problems, reboot your computer.	A program uses memory as it does things. It should release the memory as it is no longer required. Sometimes though, a program bug will mean the program keeps taking memory but never releases it. Eventually the	A restart of the computer will generally fix the problem for the short term. A longer term fix will require a change to the program. Error information provided

		<p>memory will be used up and this error message will start occurring.</p>	<p>by the system will help identify the problem. However, it can be helpful if you can record what it was you were doing, especially if you doing a task you don't usually do.</p>
<p>102</p>	<p>The connection to the server has been lost. Wait a moment and try again.</p>	<p>The computer needs to connect to the head office server to do something but is unable to.</p>	<p>Your computer is not able to connect to the head office server. This can be caused by a number of different things but is generally a network issue. If you are using POS, there is a network symbol at the top right of the screen. If this has a red circle with a line through it, this indicates the POS is not able to connect to the server.</p> <p>You can wait for a period of time to see if the problem resolves itself. If you continue to have problems there are a number of things that can be done:</p> <ul style="list-style-type: none"> - If its a non-critical function you were using, continue to use POS until a less busy time of the day. - Check the network cable (generally a blue one!) is plugged in properly. Sometimes the cable can be accidentally dislodged.

			- Restart the POS computer.
103	Cannot connect to the server. This can be caused by the server shutting down unexpectedly or by a bad network connection.	The computer needs to connect to the head office server to do something but is unable to.	<p>Your computer is not able to connect to the head office server. This can be caused by a number of different things but is generally a network issue. If you are using POS, there is a network symbol at the top right of the screen. If this has a red circle with a line through it, this indicates the POS is not able to connect to the server.</p> <p>You can wait for a period of time to see if the problem resolves itself. If you continue to have problems there are a number of things that can be done:</p> <ul style="list-style-type: none"> - If its a non-critical function you were using, continue to use POS until a less busy time of the day. -Check the network cable (generally a blue one!) is plugged in properly. Sometimes the cable can be accidentally dislodged. - Restart the POS computer.
104	An error occurred on the server:	Your computer has asked the head office server to do something but there was an error.	The text following this error message will provide details about the actual error that occurred

on the server.

105

This code has already been entered

You are trying to enter new data for a specific code but it already exists. For example, you enter a new tender code against a location but the tender code is already set up for that location.

You can't enter the same data twice. You need to change the code you are trying to use to one that doesn't exist, or simply cancel the record you are trying to enter and use the existing one.

106

Could not get a connection to the database

The program needs to talk directly to the database but is unable to.

There is not a lot you can do about this error. Either the database server computer is not running, or possibly something has been configured incorrectly. In either case, this is an issue for technical support to resolve. Technical support will most likely know if the database computer is not running and will be attempting to turn it back on. Leave the computer for a few minutes and try again. If the problem persists it might be a configuration issue and you will need to contact technical support.

108

Cannot save your changes. Another user has already changed this transaction.

In various transactions it is dangerous to have two users changing the same data. This is especially true for inventory transactions. If two users try to change the same data, the second user will

If you are the unlucky second person who gets this error, you need to cancel the changes you have made, find the transaction and enter your changes

		get this error.	again.
109	Cannot find Local Server to use for table transactions. Try to find again? If you answer No, POS will start up but you won't be able to use tables	The POS has been told it must use the Merchant Local Server but it cannot find it.	<p>The Merchant Local Server program must be running on one computer within the store. If it is not running you will get this error. Check to make sure the program is running on the nominated computer.</p> <p>If you answer Yes to this question, the POS will check for the server again. So if it wasn't running and you have now started it, POS will find it and continue normal operations.</p> <p>If you believe Merchant Local Server is running and you can't work out the problem, you can answer No to the question. POS will start in sale mode but you will not be able to access table functionality or put transactions on hold or recall them.</p> <p>When Merchant Local Server is up and running properly, you will need to restart POS in order to get full functionality again.</p>
110	Local Server not available. Cannot perform this action	The POS is expected to work with the Merchant Local Server but it was not found on start up and you chose to continue working	You must get Merchant Local Server running and then restart the POS. When POS is

		<p>anyway. Any time you try to access a function which requires the use of the Merchant Local Server, you will get this message.</p>	<p>restarted, it will find the server and you will get full functionality back.</p>
111	<p>Server is expecting encrypted data. The program will now shutdown. When you restart it, it will use encrypted data</p>	<p>The server is expecting the data being sent to it to be encrypted and its not.</p>	<p>Press the button to let the program shutdown then restart the application. The program should then just work. If the problem persists, contact support.</p>
112	<p>Cannot download the required version. POS will use old version until the new version can be downloaded.</p>	<p>POS determined that it needed to use a new version of itself. It has attempted to download the new version but there was a problem. The POS will continue using the current version until it is told to restart itself, when it will try to download the new version again.</p>	<p>Support will be able to tell that your POS has not loaded the new version. They will attempt to reload the POS centrally. If they any further questions they will contact you.</p>
113	<p>Cannot connect to the back office server to get table details</p>	<p>The POS needed to connect to the back office server but was not able to. The text following the error message is the reason why it could not connect.</p>	<p>Make sure Merchant Local Server is running on the back office computer.</p>
114	<p>Cannot connect to back office to get details. You can try to continue working although some functions may not work correctly.</p>	<p>The POS needed to connect to the back office server but was not able to. The text following the error message is the reason why it could not connect.</p>	<p>Make sure Merchant Local Server is running on the back office computer.</p>
115	<p>Could not execute the SQL query with current version of Microsoft SQL Server. You need SQL 2005 or above.</p>	<p>The function you are attempting to use (DATAENTRYINVENTORY POTEMPLATE) requires SQL Server 2005 or later. Note that this function is available from version 5.22 onwards of BE.</p>	<p>Upgrade the version of SQL Server on your system or do not make use of this function.</p>

116	No cost record has been set-up or zero carton size	Usually seen while trying to adjust stock levels. The item that is being processed either doesn't have a cost record for the trade unit, or the carton size for the item is zero. Note that this function is available from version 5.22 onwards of BE.	Within item maintenance, correct the item cost details.
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Look And Feel

[Look And Feel](#)

[Splash Screens](#)

[Picture File Formats](#)

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Messaging/Workflow Menu

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Language

What would you like to view?

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User Defined Fields

What would you like to view?

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- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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PCI Compliance

What would you like to view?

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Menus

□ What Is A Menu?

A menu shows the user a list of options that they can select. These options include the ability to perform a task, for example edit an item, or to select a sub-menu for further options. Menus can be used in either the back office main menu program or in DynaPOS. The image below shows the back office menu.



Back office menus are shown to the user with the Main Menu function (as shown above). The menu can have nine top level options. These are shown on the left side with an image representing each option. There is generally an option for each major area of functionality, for example Supplier, Items, Inventory, and so on, and these options generally lead to a sub-menu with further options. When one of these options is selected, the sub-menu options

are shown on the buttons down the right side of the screen. As those buttons are pressed the menu will either run a function or display further sub-menu options.

POS menus have a slightly different format to the main menu. You cannot have sub-menus. All options are provided at the top level only. POS will display nine options at a time. If there are more than nine options available, the POS will display a 'More' button which allows the next set of menu options to be displayed.

Both types of menus are designed using the [Menus](#) function.

Where Do I Use Menus?

For a back office menu, you assign the menu to each user. Whenever a user logs in to the Main Menu, they will see their menu. Each user could be assigned to a different menu based on their job function.

For a POS menu, you assign the menu to a specific till. Each time the user wants to see the menu, the POS will show the details for that menu. The same menu is used for all users on the same till.

□ Can I Secure Menus?

The options displayed to a user on the menu can also be controlled using [Security](#). If a user does not have security to run a function, they will not see the option on the menu. The database table (MENUSECURITY) is used to assign security levels to menus. By default, if a menu has no associated entries in MENUSECURITY it is not restricted.

Messaging

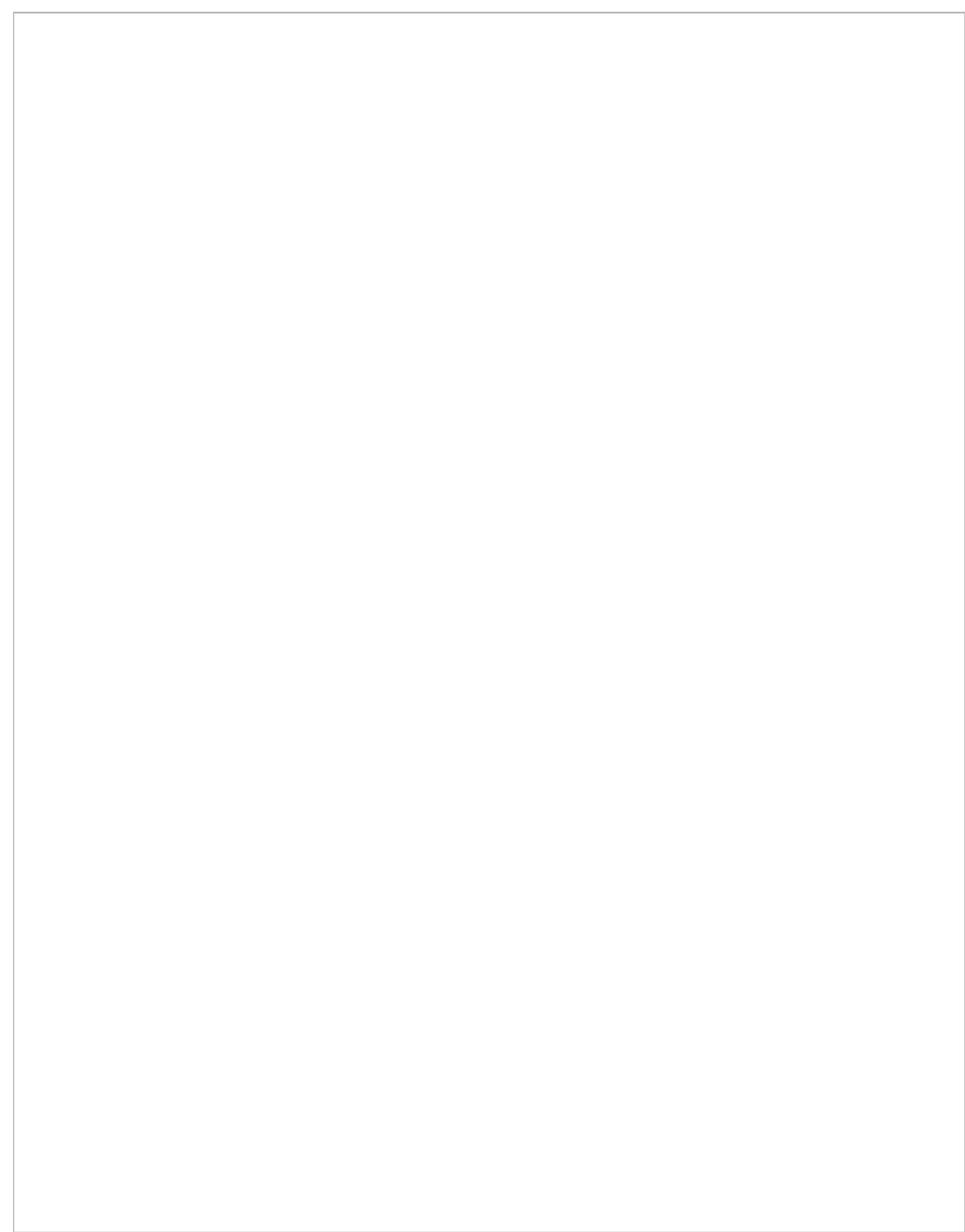
The area on the right of the menu is used for messaging and workflow. For more information on this area, see [Messaging/Workflow](#).

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Menu

Click on the tab you require help with.

Figure: Example Menu Screen



Loyalty

What would you like to view?

- [Loyalty](#)
- [Point Rules](#)
- [Expiring Points](#)
- [Upgrading/Downgrading Members](#)
- [Offline Customers](#)

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How Do I Set Up Emails To New Members?

New loyalty members can be sent an automatic email via the B2B service.

- 1 Enable the functionality via the *Send Loyalty New Member Email* check box on the [Loyalty](#) tab of System Settings.
- 2 Define the following communication fields: *Mail Server*, *Default Mail Usercode*, *Default Mail Password* and *Default Sender Address* on the [Email/Comms](#) tab of System Settings.
- 3 Create an [email template](#) (DataEntryBasic EMailTemplate). Certain token fields in the template message can be replaced automatically by the system. At present the token if used will be replaced by the customers Title and Last Name fields.

Dept/Cat/Groups

[Category Maintenance](#)

[Other Codes](#)

[Suggest Orders](#)

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Dept/Cat/Groups

- [Category Maintenance](#)
- [Category Maintenance Tree](#)
- [Department/Category/Groups](#)
- [Other Codes](#)
- [Suggest Orders](#)
- [POS](#)

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Discounts And Offers

[Discounts And Offers](#)

[Examples Of Discounts And Offers](#)

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Discounts

[Discounts](#)

[MPOS Discounts](#)

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Users

What would you like to view?

[Users](#)

[Time Keeping Overview](#)

[Back Office Clock In](#)

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Users

- [Users](#)
- [Job Types](#)
- [Time Review](#)
- [Time Review Audit](#)
- [Back Office Clock In](#)

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Labels And Tickets

What would you like to view?

[Labels and Tickets](#)

[Price And Stock Ticket Batches](#)

[Serial Numbers](#)

[Multiple Currencies](#)

[Price Per Unit](#)

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Labels And Tickets

[Labels](#)

[Ticket Batch](#)

[Generate Tickets](#)

[Ticket Batches](#)

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How Do I Use Price Per Unit?

- 1 You need to have a [Unit Of Measure](#) code for each price unit you want to calculate, for example 100GM, 100ML, and so on.
- 2 In [Items](#), edit each item and set its *Price Per Unit Code* (on the *Advanced* tab) to one of the price point units, for example 100GM. Set the *Price Per Unit Qty* to the number of times that unit is in the item, for example a 375GM item has 3.75 x 100GM. So the *Price Per Unit Qty* would be 3.75.
- 3 Design your label with [Label Designer](#) and add the fields Price Per Unit Code and Price Per Unit Sell 1 to the label.
- 4 Generate your tickets. Items which had a *Price Per Unit Code* set, will show the pricing information on the ticket. If the item didn't have a *Price Per Unit Code*, the information will appear empty on the ticket.

Labels - Layout

This tab allows you to design the actual label itself. A label can have static text, pictures or data fields on it.

Figure: Example Labels Screen



The window is divided into two sections. On the right is the layout of the label (the ticket layout). On the left are the details of the objects on the label. As you click on an object in the layout, the details on the left side will change to show the details of that object.

Ticket Layout	The <i>Ticket Layout</i> section is where you actually design the label. The white rectangular area is the size of your label. You can use the scroll bars on the right and bottom of the layout area to move around the label. The layout area has a grid overlay with lines every one centimetre to help you place your label objects accurately. The various label objects, that is text, pictures, and so on, which you have placed on the label will be displayed just as they will be printed. You can modify a specific label object by clicking on it. A light gray rectangle will be placed around the object to show the full area it will take up on the label. Around the edge of this rectangle are eight small black squares, called <i>resize handles</i> . To change the area which this object will use, click down on a resize handle, drag it to the
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required space and let the mouse button go. The rectangle will change to show the area the label object will now use. To move an object, simply click on it (not on a resize handle) and drag it to the required spot.

Zoom Factor

Drop down list has text indicating whether the zoom is in (that is increasing the size displayed) or out (reducing it).

Label Object

This section allows you to select the type of object you want to place on your ticket. Each button represents a type of object as listed below. When you click on the button you are telling the system you want to place this type of object on the label. You then move your mouse cursor over to the Ticket Layout area and click where you want the object to be placed. The system will automatically draw an object on the label.



Click this button to return to pointing mode. This is useful if you have clicked one of the other objects and you decide that you actually don't want to use it.



This is a Text object. It is a piece of text which will be the same on all labels that you print, for example 'Big Savings'.



This is a Data object which represents a specific piece of information from the system, for example item description or sell price. As you print a label, the system will check the item, or customer, you are printing this label for and replace this object with the appropriate value. When this type of object is placed on a label, the system will show a representation of the data, for example 99/99/99 or XXXXXXXXXX. The system will show the maximum length of the field. Don't worry if this extends past the edge of a label. Consider the information you have and size the object appropriately. For example, the full item description can be one hundred characters in length because it is made up from the item's brand, description, variety and size. However, it is unlikely that you have any item that will use this full length. If the full description for your items average about forty characters in total, then size the object so that is all that it will print.



This is a Picture object which allows you to place a picture on the label. It can be a static picture, for example a starburst, which will be the same on all labels, or it can be a ticket clip (defined on the [Customer Details](#) menu option in Items) which means that as you print a label for a specific item, the system will replace it with the appropriate picture.

Object Placement

These buttons are used to control how overlapping objects are placed on the label. For example, if you have a starburst Picture object and a Text object which says 'Save!', you would want the Text object to be on top of the Picture object. However, if you placed the Picture object on the label after the Text object, the Picture object would be on top. You can use these buttons to change this overlap

order. Simply click on the object which you want to change and press the appropriate button.



Click this button to bring the selected object to the front of the label.



Click this button to send the selected object to the back of the label.

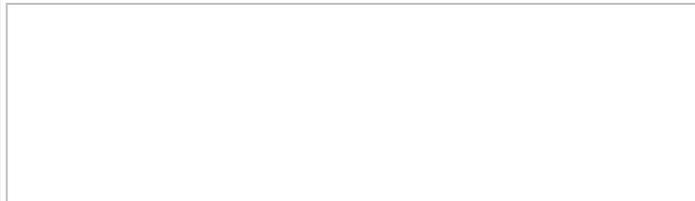
Label Properties

This section shows the details for a specific label object. The details will vary depending on whether the object is a Text, Data or Picture object. These details are displayed when you drop an object on the label, or if you click an object already on the label.

Text Object Properties

The main property for a Text Object is the Label which is the specific text to be printed on the label.

Towards the bottom of the window are the Text Properties. These details allow you to control the appearance of text displayed by both the Text and Data objects. You can set the fontname and size for the specific object. A series of buttons allow you to control other aspects of the text.



Font Style	Allows you to control whether the font will be displayed in bold, italic and/or underline. If the button is in a down position (as bold is in the above example) the font will have that style. You can have more than one of these buttons down if you wish.
Justification	Allows you to control how the text will be displayed in the area you give it. It can be left justified, right justified or centred. Whichever button is down will be the justification used. Only one button can be down at a time. Examples: This is left justified <p style="text-align: right;">This is right justified</p> And lastly, this is centred
Foreground/Background Colours	Allow you to control the colour of the text (foreground) and the colour of the area underneath the text (background). To change the colour, click on the appropriate square (the black box on top is the foreground colour and the yellow box underneath is

the background colour) and a colour box will be displayed to you. Simply select the required colour and click OK.

Transparent

This setting is used to control whether or not you can see things through the text. For example, if you placed a starburst image on the label, and then you placed a Text object on top of it, you would want to see the starburst through the text. In this case, you want the text to be transparent. If you didn't want to see the starburst through the text, you would want the text to NOT be transparent. To make the text transparent, click this button to the down position. Note, if text is transparent, you don't have to set its background colour because it will never be seen.

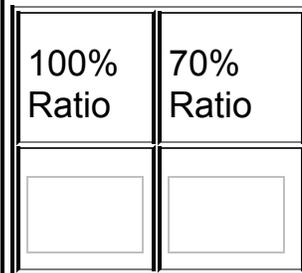
Data Object Properties

These properties are displayed for Data objects only. The Data combo-box allows you to specify the piece of information that is to be taken from the system. Labels can be designed for items (tickets, shelf talkers, and so on) or customers (loyalty cards). The item data fields are grouped together at the top of the combo box while the customer data fields are grouped together at the end. Once the Data type is selected the remaining properties will change based on the type of data.

If you select a money Data type, such as Normal Sell 1, you will get two properties:

Dollar/Cents Ratio

Allows you to control the look of the money amount by specifying the height of the cents portion compared to the dollar portion. By specifying the correct ratio, you get a much more professional looking result.



Multiply Price By

The Multiply Price By option can be used to adjust the sell price by a set amount. For example, if you give a 10% discount on a dozen bottles of wine, you can display the adjusted price by selecting the sell price field and setting this option to 0.9. By default, this option is 1.0 which means no adjustment of the amount will be made.

For some other Data types, you will get a Scale Font To Fit option.

Scale Font To Fit

When you place a Data object on the ticket, you can resize it to fill whichever area of the form you wish. You can also set its font type and size. However, if you assign a large area to the Data object and

you only end printing a couple of words, the resulting label may look a little odd. If this option is checked on, the system will increase the font size to the maximum size so that the words will still print in the area you assigned it. This option is designed to be used with data which might change significantly in size, for example full item description, and is ideal for A4 shelf talkers. On small shelf labels and for data which is approximately the same size, for example order code, it is not recommended as the resulting labels will look messy.

This option can be used to allow barcodes to be resized. If checked then the size of the printed barcode will be scaled to the size of the field defined on the design compared to a 'standard' EAN-13 barcode which is approximately 1cm high by 3cm wide, for example if the field width is reduced to 1.5cm on the design then the barcode will print at 50% of the standard width. The resultant barcode will need to be tested that it can actually be read by the scanners.

Barcodes

One set of special Data objects to note are the Barcodes. There are various pieces of information that the system can represent with a barcode such as EAN, item number and customer card number. When you place one of these objects on the label, the system will display text like '[3BC4FC=,.()]. This is an internal representation of the barcode. When the ticket is actually printed, the system will determine the appropriate barcode format to use.

The same text properties which control the font name and size for Text Objects are also available for Data Objects.

Picture Object Properties

These properties are displayed for Picture objects only. There is a set of six options (File, Ticket Clip1, and so on) which indicate the content of the picture. You need to set the *Media Content* field in the System Settings [Directories](#) tab to the folder where the image is located.

File

If you click the File option, you are telling the system you want it to print the same picture on every label. In this case you must set the FileName property to be the name of the picture file you want to print, for example starburst.bmp. The picture can be a BMP or JPG file.

Ticket Clip

If you click one of the Ticket Clip options, you are telling the system that you want to print a picture specific to the item that the ticket is being printed for. As the item changes, so will the picture. Each item can have five tickets clips associated it with it, hence the five ticket clip options. (Set on the [Customer Details](#) tab of Items).

Stretch

The Stretch option is used to make sure that the picture fits the full

area you have specified. For example, you have designed the Picture object to be 2cm by 2cm. If you have an image that is only 1cm by 1.5cm, that is how it will be printed, which leaves a lot of empty space. If you check the Stretch option on, the image will be stretched so that it fits into the 2cm by 2cm area.

Note: If the height to width ratio (called the aspect ratio) is not the same for the designed area and the actual images size, you will get image distortion.

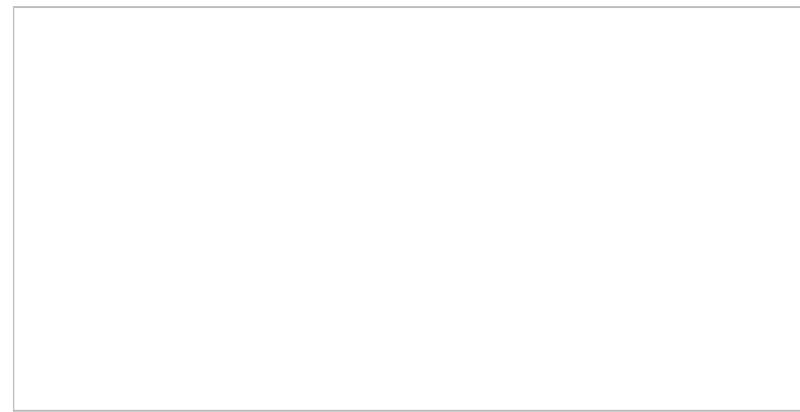
In our example, the design area has a ratio of 1:1 while the actual image is 1:1.5. This means that the image will be stretched so that looks wider than original.

Originally 1x1.5	Stretched to 2x2
	

Location Types

Location types are basic codes used within the [Location](#) function. You can set up types for statistics groups, location type, member and wholesaler. These codes will then be available in the comboboxes in Locations.

Figure: Example Location Type Codes Screen



Type	Wholesaler, Store Type, Departments, Statistics Groups or Contact Types.
Code	Unique code for each type.

Management Areas

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Locations

- [Locations](#)
- [Location Groups](#)
- [Costs/Sells](#)
- [Reporting](#)
- [Users And Reports](#)

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Back Office Orders

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Stock Adjust

What would you like to view?

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- [Screen Shots/Explanations](#)
- [How Do I...?](#)

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Stock Audit

What would you like to view?

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Inventory Tips

- Select Actions/Create Import to create a new Import transaction consisting of all the items that were in the inventory transaction. This Import transaction can then be used in other areas for reports, tickets, other inventory tasks, and so on.
- Right click on an item to display a pop-up menu. You can then select Show Item Details which will start the Items screen and go to the highlighted item. Note, if the Item screen is already open, the highlighted item cannot be displayed.

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Stock Orders

[Ordering And Receiving](#)

[Suggested Orders](#)

[Suggested Stock Levels](#)

[Returning Stock](#)

[Fashion Orders](#)

[PO Delivery Slots](#)

[PO Templates](#)

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Freight

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Supplier Descriptions

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Order Frequencies

What would you like to view?

[Concepts](#)

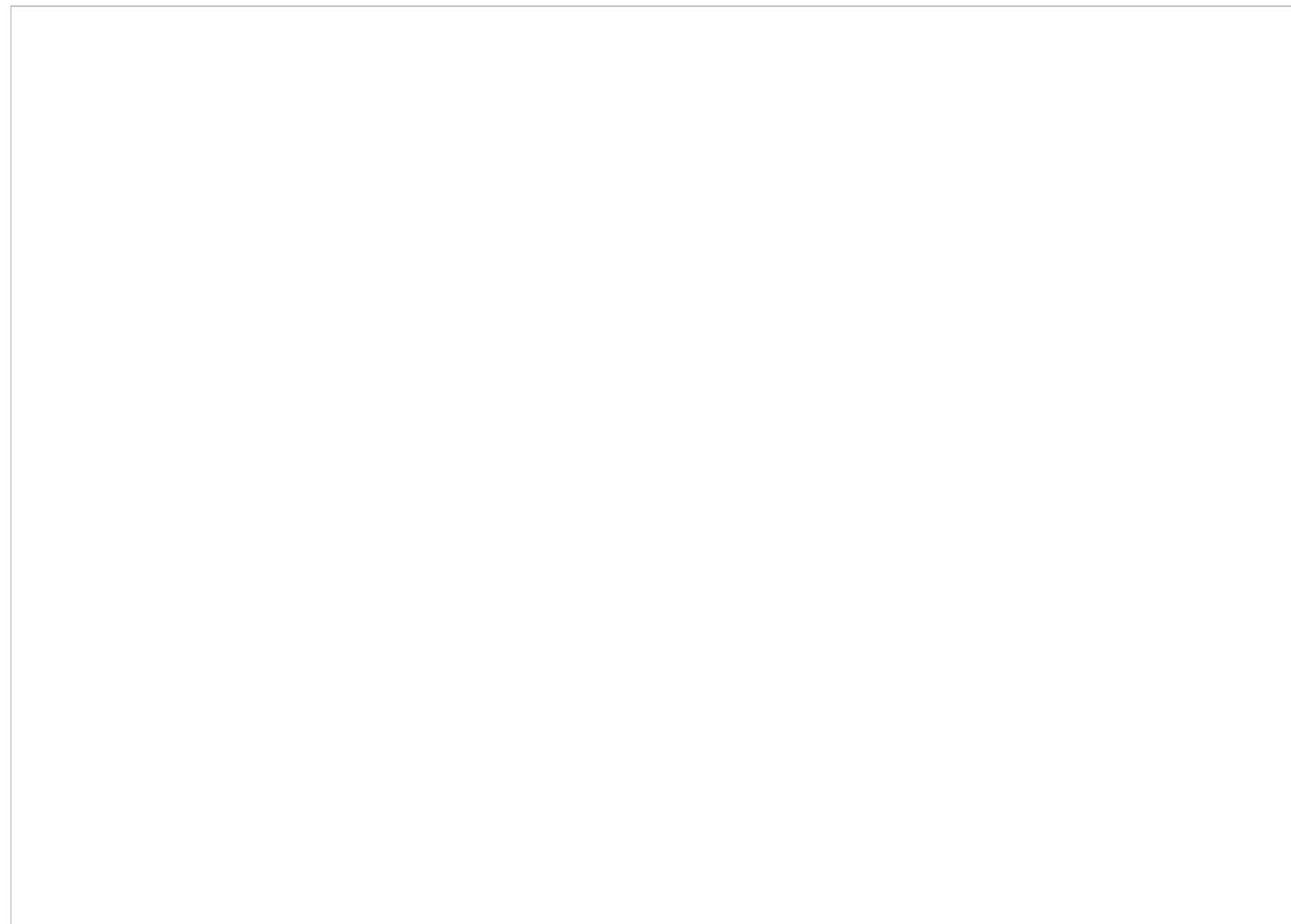
[Screen Shots/Explanations](#)

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Suppliers

Click on the tab you require help with.

Figure: Example Suppliers Screen



Device Types

A till usually has a number of different devices connected to it. These include cash drawers, receipt printers, scanners, and so on. Each device requires its own record within the grid in the [Till Devices](#) tab within Tills. The following devices can be used at POS.

Device Type	Comment	Set Up Requirements
Barcode Scanner - Serial	A barcode scanner that is connected via the serial port.	Set the <i>Port</i> , <i>Baud Rate</i> , <i>Data Format</i> and <i>Handshaking</i> .
Cash Drawer - IO Port	A cash drawer connected to IO ports, for example XN700 series.	<p>You will require the TVicPort.dll in the same directory as the POS program. You will require the TVicPort.sys file in the windows\system32\drivers directory.</p> <p>To use an IO port you need to know two things - the address to write and the value to write at that address. POS will look up the device details for the Sub Type. The value stored at <i>Start Receipt</i> command contains the address (the hex value). The <i>Open CD1</i> contains the hex value to open the first cashdrawer and <i>Open CD2</i> contains the hex value to open the second cashdrawer.</p>
Cash Drawer - OPOS	When the OPOS printer is selected as the device type, OPOS Bitmap Paths field allows the user to store the bitmap paths for the OPOS printer which are then updated in the Dynamic.ini by the POS system when loaded.	See How Do I Configure An OPOS Device? for more information.
Cash Drawer - Serial	A cash drawer connected to the serial port.	<p>Set the <i>Port</i>, <i>Baud Rate</i>, <i>Data Format</i> and <i>Handshaking</i>. The Sub Type should be set to the appropriate cashdrawer so the correct open commands can be sent.</p> <p>If you have your cashdrawer connected directly to a serial printer, set the comm port settings to the same as the printer.</p>
Cash Drawer - XN mplex	A cash drawer connected to XN POS hardware.	The mplex.dll will need to be installed (should be part of standard install).

Customer Display - OPOS	When the OPOS printer is selected as the device type, OPOS Bitmap Paths field allows the user to store the bitmap paths for the OPOS printer which are then updated in the Dynamic.ini by the POS system when loaded.	See How Do I Configure An OPOS Device? for more information.
Customer Display - Serial	A customer display connected to the serial port.	Set the <i>Port, Baud Rate, Data Format</i> and <i>Handshaking</i> .. The <i>Sub Type</i> should be set to the appropriate display so the correct clear/write commands can be sent.
Customer Display - Torex MultiMedia	Added basic support for Torex MultiMedia Display.	New device type 42 specifies the MM display. The IP address and port can be set in the 'Network Address' settings of the PC that has the MultiMedia software on it. The IP address is followed by a colon, followed by the port number it is running on (default is 22223). Address 127.0.0.1 is default for local PC, in this case the till it is configured on.
Dallas Key - XN mplex	A dallas card reader on the XN POS hardware.	The mplex.dll will need to be installed (should be part of standard install).
EFTPOS - Chip And Pin (UK)	Chip and Pin EFTPOS	Not currently used.
EFTPOS - Commidea	<p>Used in UK.</p> <p>1) Cashback is prompted for on the PED using the EFTPOS - Commidea interface.</p> <p>2) Gratuity entry is prompted on the PED.</p> <p>3) Barclays Gift Cards using the Commidea EFT</p>	<p>The <i>Network Path</i> contains details to connect to the Commidea device. It should have the following format: NNN . NNN . NNN . NNN : AAAAA : BBB : CCCC : DDDD : EEEEEEEEE</p> <p>Where: NNN . NNN . NNN . NNN is the IP Address of the Commidea device. AAAAA is the IP Port of the Commidea device. BBB is the Account Number (Merchant parameter set to be used). CCCC is the Ocius Account User ID. DDDD is the Ocius Account Password.</p>

- Interface that includes:
- Purchase and top-up of gift cards
 - Gift card redemption
 - Balance enquiry of gift cards

EEEEEEEE is the Account ID for the Wireless EFTPOS terminal (this is optional as is only required for wireless terminals and its different to the Account Number). Also used for the Barclays Gift Card account number.

EFTPOS - EFTLink

EFTLink acts as a gateway between POS and EFTPOS solution provider, allowing one common interface for multiple EFTPOS solutions.

1) Cashback can be prompted for on the device with Debit cards. If cashback has been entered, it will update the transaction on POS and flow through the system as per the existing Cash Out functionality.

2) Signature Capture. The device can capture the signature for credit cards. This needs to be displayed on the POS along with a user confirmation prompt.

3) Gratuity

If configured in Till Devices, when an EFTPOS payment is made, details will be posted to the EFTLink software, for processing in the supported EFTPOS solution.

Network Path field needs to contains information to connect to the EFTLink software:

NNN . NNN . NNN . NNN : AAAAA : BBBBB : CCC : DD

where:

NNN . NNN . NNN . NNN is the IP Address of the EFTLink Software.

AAAAA is the command port for the EFTLink Software.

BBBBB is the monitor port for the EFTLink Software.

CCC is the currency code for the EFTLink Software.

DD is the language code for the EFTLink software.

for example 127.0.0.1:10100:10101:GBP:en

The MSR Serial COM Port is released while performing EFTLink processing if the [system setting](#) 'Interface adheres to PCI Compliance Rules' is checked. Also when checked, the POS will not process any Card Swipe requests from EFTLink, and respond with a Failure.

Amounts. When a gratuity value is returned, the value is displayed on the POS against the transaction as Tip.

4) Till and User Names. If the *Use Till And User Names* check box on the System Settings [POS3](#) tab is checked, when commands are sent to EFTLink, the till and operator names are sent instead of the till and operator IDs.

5) Cancellation. A timeout within the EFTLink processing has been implemented. If no communication has been received from EFTLink for 150 seconds, and there are no outstanding device requests, a message box is displayed with the following message 'EFTLink has not responded for a period of time, do you wish to continue waiting?' If Yes is selected, an abort command is sent to EFTLink, and after a further period (to allow the abort), the POS returns to the

tender screen. If No is selected at the prompt, the system will carry on waiting for a response, and either continue processing, or if no communication from EFTLink for 150 seconds will prompt the user again.

6) Offline transactions are posted to the EFT servers when Close Shift, Start Shift or POS is shutdown.

7) Rejections. The keyboard buffer is cleared before leaving the EFTLink processing to prevent the rejected transaction being paid off to cash, or prompting for a cash amount, when an EFT Payment is rejected.

EFTPOS - FTL (Taiwan)	EFTPOS used in Taiwan.	Contact Fujitsu Taiwan for details.
EFTPOS - Ingenico (Australia)	Ingenico EFTPOS.	Requires the Ingenico EFTPOS software to be installed on the POS. This will make an ActiveX component available for use. No further set up required.
EFTPOS - Korea VAN	EFTPOS used in Korea.	The <i>Port</i> and <i>Baud Rate</i> for the till device should reflect the port and baud rate of the PED attached to the POS Terminal.
EFTPOS -	Mosaic EFTPOS.	The <i>Network Path</i> contains details to connect to the Mosaic

Mosaic (Europe)		<p>device. It should have the following format:</p> <p style="text-align: center;">NNN . NNN . NNN . NNN : AAAAA</p> <p>Where:</p> <p>NNN . NNN . NNN . NNN is the IP of the device.</p> <p>AAAAA is the port on which the device is listening.</p> <p><i>Timeout</i> specifies how long we can wait for comms before we generate an error. If it is not set, it will default to a value of 300 seconds (5 minutes).</p>
EFTPOS - Mosaic Chip and Pin (Europe)	Mosaic Chip and Pin EFTPOS.	Not currently used.
EFTPOS - PayPilot (Europe)	Paypilot EFTPOS.	<p>You need to set the <i>Port</i> to which the device is connected.</p> <p><i>Timeout</i> is the timeout (in seconds) allowed on communications. If this is not set it will default to 10 seconds.</p> <p><i>Network Path</i> contains the certificate details used for PayPilot.</p> <p>You also need a record in SYSTEMTABLE called 'PayPilotUrl' which will contain the address to be used for Pay Pilot.</p>
EFTPOS - Quest (Australia)	Ingenico EFTPOS.	Requires the EFTPOS software to be installed on the POS. This will make an ActiveX component available for use. No further set up required.
EFTPOS - Retail Logic (Europe)	Retail Logic EFTPOS.	Requires the Retail Logic EFTPOS software to be installed on the POS. This will make an ActiveX component available for use. No further set up required.
EFTPOS - South Korea	EFTPOS used in South Korea.	Contact Torex Korea for details.
EFTPOS - Thyron Chip and Pin (UK)	Thyron EFTPOS.	<p>The <i>Network Path</i> contains details to connect to the Thyron device. It should have the following format:</p> <p style="text-align: center;">NNN . NNN . NNN . NNN : AAAAA : BBBB-XXXX</p> <p>Where:</p> <p>NNN . NNN . NNN . NNN is the IP of the Thyron device.</p> <p>AAAAA is the port that the Thyron device is listening on.</p>

		<p>BBBBB is the port that the POS will listen on for messages from the Thyron device.</p> <p>XXXX is the firmware version that should be used by the Thyron device. This setting is optional and will default to 118 when not supplied.</p> <p><i>Timeout</i> specifies how long we can wait for comms before we generate an error. If it is not set, it will default to a value of 300 seconds (5 minutes).</p>
EFTPOS - Tyro (Australia)		<p>You simply need to add an 'EFTPOS - Tyro' device in Till. The rest of the set up is done via the Tyro configuration tools.</p>
EFTPOS - YesPay Chip and Pin (UK)	YesPay Chip and Pin EFTPOS.	<p>The <i>Network Path</i> contains details to connect to the YesPay Chip And Pin device. It should have the following format:</p> <p style="text-align: center;">NNN . NNN . NNN . NNN : AAAAA : B</p> <p>Where:</p> <p>NNN . NNN . NNN . NNN is the IP of the device.</p> <p>AAAAA is the port on which the device is listening.</p> <p>B is a flag to indicate if the Merchant Receipt displays the full credit card number (should be Y or N ideally). If the flag is Y, the full credit card number will be displayed, anything else, and the credit card number will be masked. Credit card number will ALWAYS be masked on the customer receipt.</p> <p><i>Timeout</i> specifies how long we can wait for comms before we generate an error. If it is not set, it will default to a value of 300 seconds (5 minutes).</p>
KVS - Torex Kitchen Video System		<p><i>Network Address</i> for example <IP Address> <Server No> for example 10.1.1.3:100</p> <p>The first part is the IP Address of the KVS machine.</p> <p>The second part is the Server Sequence that has been used. This is basically different for every KVS machine or instance in use.</p> <p>The Server Sequence can be obtained from the POSDB.XML on the relevant KVS server install folder for example <Server00>0x110</Server00></p>
Mag Stripe Reader - Serial	A magnetic strip reader connected to the serial port.	Set the <i>Port, Baud Rate, Data Format</i> and <i>Handshaking</i> .

Mag Stripe Reader - XN mplex	A magnetic strip reader connected to XN POS hardware.	The mplex.dll will need to be installed (should be part of standard install).
Miscellaneous - Audit	This is a device which can be used for auditing, for example a camera security device, or simply another printer. As the operator performs operations at the POS, the POS will send messages to the audit device to say what the operator just did.	Set the <i>Port, Baud Rate, Data Format</i> and <i>Handshaking</i> .
Miscellaneous - M-Cast	M-Cast is an POS advertising product. This device will allow POS to send information to M-Cast to display item specific media clips.	<p>The <i>Network Path</i> is the address of the M-Cast system. It should have the following format:</p> <p style="text-align: center;">NNN . NNN . NNN . NNN : AAAAA</p> <p>Where:</p> <p>NNN . NNN . NNN . NNN is the IP of the device.</p> <p>AAAAA is the port on which the device is listening.</p>
Miscellaneous - Micros Interface	Connects to Micros Fidelio Hotel systems.	<p>The <i>Network Path</i> contains the IP address and port to connect, for example 127.0.0.1:6500. It should have the following format:</p> <p style="text-align: center;">NNN . NNN . NNN . NNN : AAAAA</p> <p>Where:</p> <p>NNN . NNN . NNN . NNN is the IP of the device.</p> <p>AAAAA is the port on which the device is listening.</p>
Miscellaneous - PriviPlus	A loyalty device used in Singapore.	Set the <i>Port, Baud Rate, Data Format</i> and <i>Handshaking</i> .
Miscellaneous - Quadrox CCTV	A CCTV security device which can be used from Electronic Audit.	The Quadrox CCTV software must be installed. This will install an ActiveX component that POS can use. No further set up required.

	You can click on a transaction and it will show you the related security footage.	
Printer - Fiscal (Brazil- BemaTECH)	A specialised Brazilian fiscal printer.	The communications cable is connected to Serial Port 2 on the back of the printer. Serial Port 1 is for use only by the Brazilian government. Set the <i>Port, Baud Rate, Data Format</i> and <i>Handshaking</i> . You should also set up Tax-Cross References in Locations to link POS BE tax codes to tax codes used in the printer.
Printer - Fiscal (Sweden - CleanCash ModeA)	A specialised Swedish fiscal printer.	
Printer - Fiscal (Greece)	A specialised Greek fiscal printer.	Must be connected as a serial printer. Set the <i>Port, Baud Rate, Data Format</i> and <i>Handshaking</i> . You should also set up Tax-Cross References in Locations to link POS BE tax codes to tax codes used in the printer.
Printer - Fiscal (Poland)	A specialised Polish fiscal printer.	Must be connected as a serial printer. Set the <i>Port, Baud Rate, Data Format</i> and <i>Handshaking</i> .
Printer - Kitchen	Same as Printer - Receipt. Simply allows a user to differentiate between receipt and kitchen printers.	See <i>Printer -Receipt</i> below.
Printer - Kitchen OPOS	When the OPOS printer is selected as the device type, OPOS Bitmap Paths field allows the user to store the bitmap paths for the OPOS printer which are then updated in the Dynamic.ini by the POS system	See How Do I Configure An OPOS Device? for more information.

	when loaded.	
Printer - Receipt	A standard POS printer connected via serial port or as a Windows printer.	<p>The <i>Sub Type</i> should be the specific type of printer being used. This will provide the commands for paper cutting, font changes, and so on.</p> <p>For printers connected to a serial port, set the <i>Port</i>, <i>Baud Rate</i>, <i>Data Format</i> and <i>Handshaking</i>.. You would use this for printers that are simply connected straight to the port and for which no printer driver has been installed.</p> <p>If you have a printer driver installed, you can talk to the printer as a Windows printer. In this case, use the <i>Network Path</i> device to the appropriate printer.</p> <p>If you want to talk to a printer via TCP/IP, you need to set it up as a Windows printer.</p>
Printer - Receipt OPOS	When the OPOS printer is selected as the device type, OPOS Bitmap Paths field allows the user to store the bitmap paths for the OPOS printer which are then updated in the Dynamic.ini by the POS system when loaded.	See How Do I Configure An OPOS Device? for more information.
Scale - Datalogic Serial	Supports the Datalogic brand of scales.	
Scale - DS640 Compatible Serial	A scale that is compatible with DS640 scales (in Australia).	Set the <i>Port</i> , <i>Baud Rate</i> , <i>Data Format</i> and <i>Handshaking</i> .
Scale - Herbert Compatible Serial	A scale this is compatible with Herbert scales in UK.	<p>You need to install the Visual POS DLL (available separately from Torex). This will install an ActiveX component that POS can use. No further set up required.</p> <p>Use this option to set up the WEIGHTRONIX USA scales using the updated Visual Pos Scale Interface. Run the latest version of the 'Visual Pos Scale Configuration Wizard' and configure using the following details:</p>

		<p>User: visual Pass: torex Type 3: NCI (67xx)</p> <p>Any items which are to be set as a weighed item should have a unit of measure of 'LB' or 'KG' to suit units on scale.</p> <p>The scale certificate number is displayed in the bottom right before the version label and is the alphanumeric string which is entered during the initial set-up of the scales via the 'Visual POS Scale Configuration Wizard'.</p>
<p>VIP Loyalty (Disonic) - Serial</p>	<p>Supports the VIP Loyalty integration.</p> <p>Each POS should only be configured with one VIP Loyalty (Disonic) device. The POS start-up will only use the first Disonic device configured, any more defined will be ignored.</p>	<p>If configured, there are two fields within the device configuration that should be noted:</p> <p>Port – this is a mandatory field as the Disonic module can only be used via a serial port.</p> <p>Timeout – this setting is not mandatory, but controls the amount of time spent waiting for the terminal to respond before stating an error has occurred. The time interval is expected in seconds, for example 120 would be a two minute timeout. By default DYNAPOSTOUCH.exe will use a default of 60 seconds if no value is provided in the set-up.</p>

How Do I Make Payments?

Payments

1. Select the *Payment* button.
2. Select the required payment method:

Cash Select a tender amount from the list displayed on the right hand side of the screen, or type in the amount tendered (including the decimal point), and press OK.

Note: Cash must always be the last method of payment if multiple methods of payment are used to complete the sale.

EFTPOS Select the tender amount or type in amount tendered as above.

Cheque Select the tender amount or type in amount tendered as above.

Gift Card Enter the card number (can be swiped) and press the *OK* button.

Gift Certificate Enter the gift certificate number and press the *OK* button. The system checks if it was previously sold. If not, it asks if you are sure you want to accept it.

Deposit Redeemed Enter the amount previously deposited to redeem.

Loyalty Points Enter the number of points to redeem. DynaPOSTouch will convert this to your local currency. You will not be able to tender more points than the customer currently has available.

Customer Order Select the tender amount or type in value of payment.

Paying with multiple payment methods

When you are asked for the amount of the tender, enter the amount being paid. If it is not enough to finalise the sale, you will be prompted to select another tender type. Select the tender type, and enter the amount being paid. Repeat this until the sale is completed.

How Do I Pay With A Gift Card?

[How Do I Sell A Gift Card?](#), [How Do I Top Up An Account Balance?](#)

- 1 Press the *Payment* button.
- 2 Select the *Gift Card* tender.
- 3 Enter the card number (can be swiped). The card is validated and to check the account balance is high enough to cover the sale.

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POS Messaging

□ [POS Messaging Overview](#)

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POS Messaging

What would you like to view?

[POS Messaging](#)

[Item POS Messages](#)

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Accounts

- [Accounts](#)
- [Accounts Interface](#)
- [Accounts Interface Transactions](#)
- [Accounts Interface Report Formats](#)
- [Bulk Account Adjustments](#)

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Accounts

- [Accounts](#)
- [Account Types](#)
- [Payment Terms](#)
- [Account Adjustment](#)
- [Location Accounts](#)
- [Bulk Account Adjustments](#)

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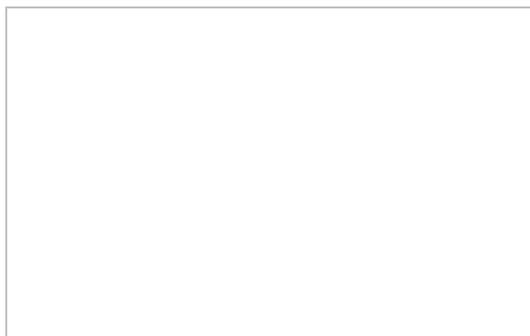
Keyboard States - Activity



[Keyboard States](#)

Figure: Example ACTIVITY1, ACTIVITY2 Keyboard States

SALE	NOSALE	RETURN
REFUND	QUOTE	EXCHANGE
SUPERVISOR	CLOCKINOUT	MENU
ORDER	GIFTACBAL	MORE



Allows the user to change from normal sale mode to some other activity.

Button Function	Purpose Of Button
CASHIN	Start a Cash In/ Float transaction. Can use TILLADJ, instead of placing buttons for each of the cash in/out, paid in/out transactions.
CASHOUT	Start a Cash Out/ Skim transaction. Can use TILLADJ, instead of placing buttons for each of the cash in/out, paid in/out transactions.
CHGTILL	Change from one till definition to another.
CLEARTABLE	Mark a table as cleaned.
CLOCKINOUT	Perform a clock in or out operation.
CLOSESHIFT	Close the current shift.
COD	Start a Cash On Delivery transaction.
CURRCHECK	Allows a currency conversion to be performed for customer information. for example how much is \$20 US worth?
EFTJOURNAL	Access the Journal function of the EFTPOS device, if available.
EFTSETTLE	Access the Settlement function of the EFTPOS device, if available.
EFTZREAD	
ELECAUDIT	Starts a local-based Electronic Audit. If you want to run the full Electronic Audit, add the process to the POS menu.

EXCHANGE	Start an Exchange transaction.
EXTPAY	Start an External Payment transaction. This allows you to receive payments which may be required for third-parties.
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
FSCANCELLASTTRN	Cancels the last fiscal transaction.
FSFISCALZREAD	Allows the Z Read to be printed on the Fiscal Printer.
FSMANUALSALES	Allows the POS to function in the Manual Sales mode when there is no fiscal printer attached or non-functional ECF.
FSSINTEGRA	Allows a Sintegra file to be created with any security signature.
GCBALENQ	Allows gift card balance enquiries.
GIFTACBAL	Check the balance of a gift card account.
INFO	Information screen. Can display a web page.
INT TRANSFER	Start a Transfer transaction.
ITEMMENU	Change the current menu for the items, for example breakfast, lunch, dinner.
LAYBY	Start a Layby transaction.
LOCALSETUP	
LOSTSALE	Start a Lost Sale transaction.
MEMPTS	Not currently used.
MENU	Display the list of options from the menu definition associated with POS.
MENUITEMCOUNTDOWN	To allow the visibility of stock levels of specified products at a location.

MORE	Display the next ACTIVITY state, So if you are on ACTIVITY1 it will move to ACTIVITY2.
NOSALE	Start a No Sale transaction.
ORDER	Start a Customer Order transaction.
OVERRIDE	Start an Override transaction to allow the sell price of an item to be changed at POS. Similar to doing an override from Location Items
PAIDIN	Start a Paid Out transaction. Can use TILLADJ, instead of placing buttons for each of the cash in/out, paid in/out transactions.
PAIDOUT	Start a Paid In transaction. Can use TILLADJ, instead of placing buttons for each of the cash in/out, paid in/out transactions.
PARTRETURN	Not currently used.
PAYAC	Start an Account Payment transaction for a customer to make a payment on their account.
PREVSALES	Show the previous sales made on the current table.
PRICELEVEL	Allows the current price level to be changed. This can be used in an offline mode, unlike the standard price level function.
QUOTE	Start a Quote transaction.
REFUND	Start a Refund transaction.
RESUME	Resume the last Windows task performed. Like an Alt+Tab.
RETURN	Start a Return transaction.
SALE	Start a Sale transaction.
SERVICE	Start a Service transaction (for doing repair services).
SETPREPRINT	Sets the starting point of a receipt when using preprinted receipt rolls.
STOCKADJ	Start a Stock Adjustment transaction.

SUPERVISOR	Access the Supervisor menu.
TILLADJ	Select a till adjustment to perform. The CASHIN, CASHOUT, PAIDIN and PAIDOUT keys provide direct access to the required function.
TILLDECL	Perform a till declaration. This is the internal POS one. If you want to use the back office version use the MENU option above.
TIP	Start a Tip transaction to add a second amount to an existing credit card transaction. (Mosaic solution) The support for tips is only for EFT payments. It is not supported against cash payments.
UNAVAILTABLE	Works like the CLEANABLE button but allows you to mark a table as unavailable for use.
USERMSG	Access POS BE messaging for the current user.
XREAD	Starts the X-Read report.
ZREAD	Starts the Z-Read report.

Keyboard States - Cash-Out



[Keyboard States](#)

Figure: Example Cash-Out Keyboard State



Each button can be assigned a value to give a menu of preset cashout values.

Button Function	Purpose Of Button
Value	Value of cashout.

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Keyboard States - Customers

[Keyboard States](#)

□ CUST_NEWTRANS

Figure: Example CUST_NEWTRANS Keyboard States

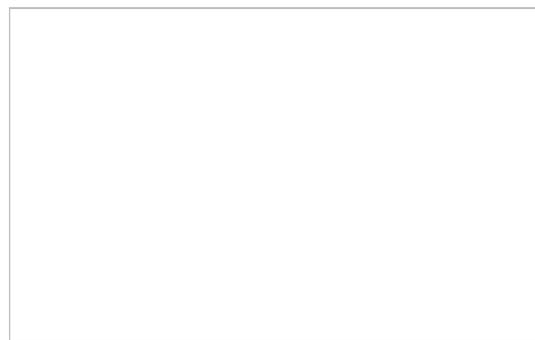


These options will be displayed when asking for a customer on a new transaction.

Button Function	Purpose Of Button
CANCELSALE	The transaction will be reset and the user returned to normal sale mode. Its not a typical cancelled sale because there are no items on it yet.
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
GCBALENQ	Allows gift card balance enquiries.
GCPURCHASE	Allows the purchase or top up of gift cards.
SEARCH	Allow an item search to be performed. You would use this when using the POS in Keyboard board and the standard search button is not visible.
VIPCAPTURE	Allows an operator to read member details from the VIP Loyalty terminal at the start of a transaction.

□ CUST_TRANS

Figure: Example CUST_TRANS Keyboard States



Button Function	Purpose Of Button
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
GCBALENQ	Allows gift card balance enquiries.
GCPURCHASE	Allows the purchase or top up of gift cards.
SEARCH	Allow an item search to be performed. You would use this when using the POS in Keyboard board and the standard search button is not visible.
VIPCAPTURE	Allows an operator to read member details from the VIP Loyalty terminal at any point in the transaction.

Keyboard States - Gift Card Presets



[Keyboard States](#), [Gift Cards](#)

Figure: Example Gift Card Presets Keyboard State

1	5	10
20	50	100
200		

Each button can be assigned a value to give a menu of preset gift card values.

Button Function	Purpose Of Button
Value	Value of gift card.

Keyboard States - Item



[Keyboard States](#)

Figure: Example ITEM_NEWTRANS Keyboard State

LOGON	LOGOFF	CUSTOMER
ACTIVITY	RECALL	RECEIPT
GIFTRECEIPT	FASTKEY1	FASTKEY2
FASTKEY3	FASTKEY4	FASTKEY5

□ ITEM_NEWTRANS

Displayed at start of transactions before any items have been added.

Button Function	Purpose Of Button
ACTIVITY	Change to the ACTIVITY1 keyboard state.
ACTIVITY2	Change to the ACTIVITY2 keyboard state.
BOOKING	Ask for booking number for a booking transaction.
CANCELSALE	The transaction will be reset and the user returned to normal sale mode. Its not a typical cancelled sale because there are no items on it yet.
CLEARTABLE	Mark a table as cleaned.
CLOCKINOUT	Perform a clock in or out operation.
CUSTOMER	Ask for card number of customer.
CUSTTAXNUM	Customer Tax Number.
FASTKEY1-FASTKEY10	Display corresponding fast key panel. The number from 1-10 is the level number of the fastkey panel to be displayed.
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
GCBALENQ	Allows gift card balance enquiries.
GCPURCHASE	Allows the purchase or top up of gift cards.
GIFTRECEIPT	To allow a receipt that does not show prices to be printed by a user with the correct authority.
INFO	Information screen. Can display a web page.
ITEMINFO	Display additional item information.
LOGOFF	Log off current operator.

LOGON	Log on a new operator.
MANUALWEIGHT	Tell the POS than you are about to add a manually-weighted item to the transaction.
PREVSALES	Shows the previous sales on the current table.
RECALL	Show a list of transactions currently on hold.
RECEIPT	Reprint a receipt.
SEARCH	Allow an item search to be performed. You would use this when using the POS in Keyboard board and the standard search button is not visible.
TABLE	Table number or selection for transaction.
UNAVAILTABLE	Works like the CLEANABLE button but allows you to mark a table as unavailable for use.
USERMSG	Access POS BE messaging.

□ ITEM_TRANS

Figure: Example ITEM_TRANS Keyboard State

MODIFY	HOLD	CUSTOMER
CANCELSALE	CANCELITEM	SPLIT
FASTKEY1	FASTKEY2	FASTKEY3
FASTKEY4	FASTKEY5	FASTKEY6

Displayed once an item has been added. Waits for more items to be added or a payment made.

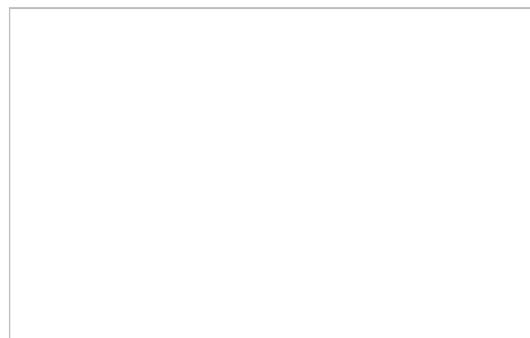
Button Function	Purpose Of Button
BOOKING	Ask for booking number for a booking transaction.
CANCELITEM	Cancel current item.
CANCELLAST	Cancel the last item of the transaction.
CANCELSALE	Cancel sale.
CHGPRICE	Change price of current item.
CHGQTY	Change quantity of current item.
CHPOSTAX	To allow changing the item tax.
CLEARITEMDISC	Clear item discount from current item. This option will be also be displayed automatically when the DISCOUNT option is selected.
CLEAROFFERDISC	Clear offer discount from current item. This option will be also be displayed automatically when the DISCOUNT option is selected.
CLEARSALEDISC	Clear sale discount from current item. This option will be also be displayed automatically when the DISCOUNT option is selected.
CLEARTENDDISC	Clear tender discount from current item. This option will be also be displayed automatically when the DISCOUNT option is selected.
COVERS	Change the number of covers on the transaction.
CUSTOMER	Ask for card number of customer.

CUSTTAXNUM	Customer Tax Number.
DECQTY	Decrease quantity of current item.
DELIVERY	Set delivery address.
DISCOUNTS	Apply a discount to an item. Will ask for further discount options.
FASTKEY1-FASTKEY10	Display corresponding fast key panel. The number from 1-10 is the level number of the fastkey panel to be displayed.
GCBALENQ	Allows gift card balance enquiries.
GCPURCHASE	Allows the purchase or top up of gift cards.
HOLD	Put current transaction on hold.
INCQTY	Increase quantity of current item.
INFO	Information screen. Can display a web page.
ITEMCOMMENT	Record a comment for the current item.
ITEMDISC	Display the available item discounts for the current item.
ITEMEXCH	Exchange the current item (changes quantity from positive to negative).
ITEMINFO	Display additional item information.
KITCHENMSG	To allow printing of messages to the kitchen staff on the kitchen printers.
KITCHENPRINT	Display the items and choose which items need to be sent to the kitchen printer.
LOGOFF	Log off current operator.
LOGON	Log on a new operator.
MANUALWEIGHT	Tell the POS than you are about to add a manually-weighed item to the transaction. This is a toggle button - you press it once to enter the manual weight mode and then press it again to exit the manual weight mode.

MODIFY	Change to the ITEMMODIFY keyboard state.
MODIFY2	Change to the ITEMMODIFY2 keyboard state.
PAYMENT	Allow a payment to be performed. You would use this when using the POS in Keyboard board and the standard search button is not visible.
SALECOMMENT	Record a comment for the transaction.
SALEDISC	Display the available sale discounts for the current transaction.
SEARCH	Allow an item search to be performed. You would use this when using the POS in Keyboard board and the standard search button is not visible.
SERIALNUM	Select serials numbers for the current item.
SERVICE	Access the service details for a service transaction.
SPLIT	Split the current transaction. Will display further split options.
SPLITTABLE	Used to split a table to allow several transactions on the one table.
TABLE	Table number or selection for transaction.
TAX	Modify the CESS or service fees for the transaction.

ITEMMODIFY1, ITEMMODIFY2

Figure: Example ITEMMODIFY1, ITEMMODIFY2 Keyboard States



Once an item has been added to a transaction, these states can be selected to allow changes to the item and/or transaction.

Button Function	Purpose Of Button
BOOKING	Allows a booking transaction to be merged with the current transaction.
CANCELITEM	Cancel current item.
CANCELLAST	Cancel the last item of the transaction.
CHGPRICE	Change price of current item.
CHGQTY	Change quantity of current item.
CHGTIME	When doing time charging, allows you to change the start and end times of the item.
CHGUSER	Change the user of the current transaction. A manager could use this to reassign a table from one user to another.
CLEARITEMDISC	Clear item discount from current item. This option will be also be displayed automatically when the DISCOUNT option is selected.
CLEAROFFERDISC	Clear offer discount from current item. This option will be also be displayed automatically when the DISCOUNT option is selected.
CLEARSALEDISC	Clear sale discount from current item. This option will be also be displayed automatically when the DISCOUNT option is selected.
CLEARTEENDISC	Clear tender discount from current item. This option will be also be displayed automatically when the DISCOUNT option is selected.

COVERS	Change the number of covers on the transaction.
CREDITAPP	To allow details about credit agreements being sold to a customer to be entered.
CUSTTAXNUM	Customer Tax Number.
DECQTY	Decrease quantity of current item.
DELIVERFROM	Select where the goods are going to come from, this store, another store, warehouse.
DELIVERY	Set delivery address.
DISCOUNTS	Apply a discount to an item. Will ask for further discount options.
HOUSEPOUR	To allow the user to create a House Pour item at POS (used when a bottle of wine needs to be opened to sell by the glass).
INCQTY	Increase quantity of current item.
ITEM-EATIN	The sales method of the current item will be set to 0.
ITEM-OTHER	The sales method of the current item will be set to 2.
ITEM-TAKEAWAY	The sales method of the current item will be set to 1.
ITEMCOMMENT	Record a comment for the current item.
ITEMDISC	Display the available item discounts for the current item.
ITEMEXCH	Exchange the current item (changes quantity from positive to negative).
KITCHENMSG	To allow printing of messages to the kitchen staff on the kitchen printers.
KITCHENPRINT	Display the items and choose which items need to be sent to the kitchen printer.
MORE	Display the next ITEM MODIFY state, So if you are on ITEM MODIFY1 it will move to ITEM MODIFY2.
PRINTTRANS	If receipt printing is usually turned off, you can press this button to force a receipt to be printed when the transaction is completed.

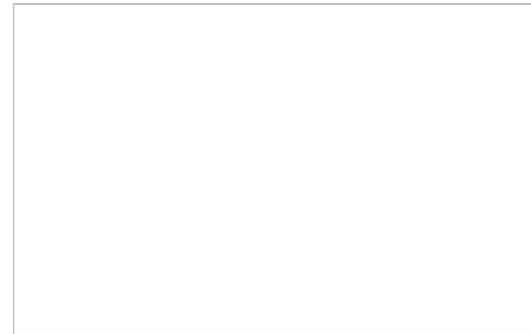
SALECOMMENT	Record a comment for the transaction.
SALEDISC	Display the available sale discounts for the current transaction.
SALE-EATIN	The sales method of the transaction will be set to 0.
SALESMETHOD	Displays a set of sales method options, for example eat- in, takeaway, and so on using the SALESMETHOD state below.
SALE-OTHER	The sales method of the transaction will be set to 2.
SALE-TAKEAWAY	The sales method of the transaction will be set to 1.
SERIALNUM	Select serials numbers for the current item.
SERVICE	Access the service details for a service transaction.
TABLE	Table number or selection for transaction.
TAX	Modify the CESS or service fees for the transaction.

Keyboard States - Sales

[Keyboard States](#)

SALESMETHOD

Figure: Example SALESMETHOD Keyboard State



If the user selects to change a sales method, these buttons will be displayed.

Button Function	Purpose Of Button
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
ITEM-EATIN	The sales method of the current item will be set to 0.
ITEM-OTHER	The sales method of the current item will be set to 2.
ITEM-TAKEAWAY	The sales method of the current item will be set to 1.
SALE-EATIN	The sales method of the transaction will be set to 0.
SALE-OTHER	The sales method of the transaction will be set to 2.
SALE-TAKEAWAY	The sales method of the transaction will be set to 1.

SALESMETHOD_NEWTRANS

Figure: Example SALESMETHOD_NEWTRANS Keyboard State

LOGON	LOGOFF	SUPERVISOR
ACTIVITY	RECALL	
SALE-EATIN	SALE-TAKEAWAY	

If POS is set up to ask for a sales method at the start of a new transaction, these options will be displayed.

Button Function	Purpose Of Button
ACTIVITY	Change to the ACTIVITY1 keyboard state.
ACTIVITY2	Change to the ACTIVITY2 keyboard state.
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
GCBALENQ	Allows gift card balance enquiries.
GCPURCHASE	Allows the purchase or top up of gift cards.
LOGOFF	Log off current operator.
LOGON	Log on a new operator.
RECALL	Show a list of transactions currently on hold.
SALE-EATIN	The sales method of the transaction will be set to 0.
SALE-OTHER	The sales method of the transaction will be set to 2.
SALE-TAKEAWAY	The sales method of the transaction will be set to 1.
SUPERVISOR	Access the Supervisor menu.

Keyboard States - StartShift

[Keyboard States](#)

Figure: Example STARTSHIFT Keyboard State



These options are displayed when a new shift is being started.

Button Function	Purpose Of Button
CHGTILL	Change from one till definition to another.
CLOCKINOUT	Perform a clock in or out operation.
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
INFO	Information screen. Can display a web page.
LOGOFF	Log off current operator.
LOGON	Log on a new operator
MENU	Display the list of options from the menu definition associated with POS.
RECEIPT	Reprint a receipt.
SETTLEEFTPOS	Access the Settlement function of the EFTPOS device, if available.
STARTSHIFT	Starts a new shift to allow sales to be performed on the POS.
SUPERVISOR	Access the supervisor menu.
TILLDECL	Perform a till declaration. This is the internal POS one. If you want to use the back office version use the MENU option above.

USERMSG

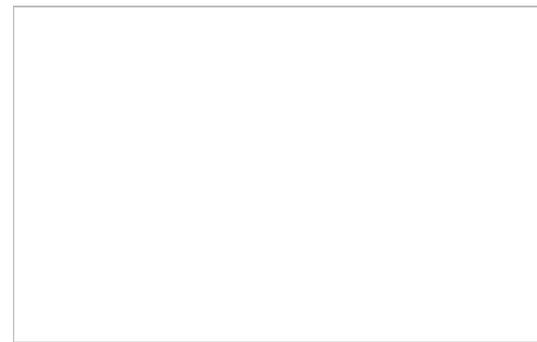
Access POS BE messaging for the current user.

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Keyboard States - Supervisor

 [Keyboard States](#)

Figure: Example SUPERVISOR Keyboard State



These buttons are displayed when the Supervisor menu is displayed.

Button Function	Purpose Of Button
ADJUSTTILL	Select a till adjustment to perform, for example cash in/out, paid in/out.
BRAZILCAT52	<p>Produces the daily CAT-52 file (.MFD) required by the tax authority for Brazil when connected to the fiscal Bematech printer.</p> <p>The file is created in the location specified in the BemaFI32.Ini file. By entering a date range, this will produce a daily file for each of the dates. The following settings must be set in the ini file.</p> <pre>[Sistema] Porta=COM1 Path=C:\ [MFD] Impressora=1 StatusErro=1 TimeOutZ=99</pre>
CHGTILL	Change from one till definition to another.
CLOSESHIFT	Closes the current shift.
DEVICES	Allows access to the kitchen printers to indicate whether a printer is currently offline.
EFTPOSSETUP	Access the EFTPOS setup, if available.

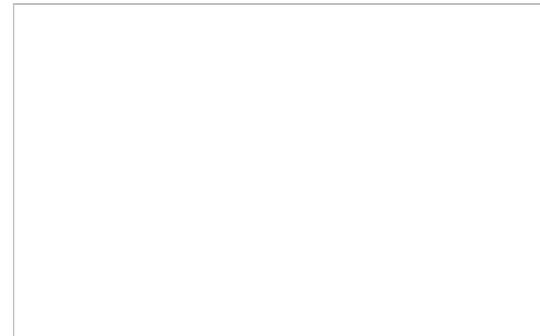
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
FORCECLOCKOUT	When selected the supervisor is shown a grid view of all clocked-in users for the current location and is able to force the clock out of an operator, entering a date and time, via the 'Clock Out' button.
IMPORTSALES	Imports sales data from text files. Used when interfacing with third party systems, for example golf reservations.
INITFISCAL	Used with the Belgium Fiscal to resolve any errors related to the retrieval of the fiscal stamp on tills where the fiscal has been initialised already.
LOCALSETUP	
PRICELEVEL	Allows the user to change the price level at the POS immediately.
RELOAD	Performs a full reload of the POS.
RELOADCFG	Performs a configuration reload of the POS.
SETPREPRINT	Sets the starting point of a receipt when using preprinted receipt rolls.
SHUTDOWN	Shuts down the POS.
SURVEYMODE	Toggles the survey questions on/off.
TILLSTATUS	Displays the till status windows.
TRAINING	Toggles training mode on/off.
USERMSR	Associate a user code with a MSR. You will select the user and swipe the card.

Keyboard States - Tables

[Keyboard States](#)

TABLE_NEWTRANS

Figure: Example TABLE_NEWTRANS Keyboard State



If POS is set up to ask for a table number at the start of a new transaction, these options will be displayed.

Button Function	Purpose Of Button
ACTIVITY	Change to the ACTIVITY1 keyboard state.
ACTIVITY2	Change to the ACTIVITY2 keyboard state.
CANCELSALE	The transaction will be reset and the user returned to normal sale mode. Its not a typical cancelled sale because there are no items on it yet.
CLEARTABLE	Mark a table as cleaned.
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
GCBALENQ	Allows gift card balance enquiries.
GCPURCHASE	Allows the purchase or top up of gift cards.
LOGOFF	Log off current operator.
LOGON	Log on a new operator.
NEXT	If tables are being displayed on the fast key buttons, this will display the next page of tables.

PREV	If tables are being displayed on the fast key buttons, this will display the previous page of tables.
PREVSALES	Displays the sales previously made on a selected table.
RECALL	Show a list of transactions currently on hold.
SALE-OTHER	The sales method of the transaction will be set to 2.
SALE-TAKEAWAY	The sales method of the transaction will be set to 1.
SUPERVISOR	Access the supervisor menu.
TABLE1...TABLE6	To support table sections. When selected at POS, it will display the tables relevant for that section.
UNAVAILTABLE	Works like the CLEANABLE button but allows you to mark a table as unavailable for use.

□ TABLE_TRANS

Figure: Example TABLE_TRANS Keyboard State

	RECALL	NAME
NEXT	PREV	
FISCALMENU		CLEARTABLE
	PREVSALES	

Button Function	Purpose Of Button
FISCALMENU	Adds the Fiscal Menu button to the panel. Applicable to Brazil Fiscal only. Options of: X Read, Z Read, LMFC, LMFS, MFD Mirror, MFD File, Tab.Prod, Stock, Activity by ECF, Payment Means, PAF-ECF Ident.
GCBALENQ	Allows gift card balance enquiries.
GCPURCHASE	Allows the purchase or top up of gift cards.
NAME	Allows text (name) to be shown.
NEXT	If tables are being displayed on the fast key buttons, this will display the next page of tables.
PREV	If tables are being displayed on the fast key buttons, this will display the previous page of tables.
RECALL	Show a list of transactions currently on hold.
TABLE1...TABLE6	To support table sections. When selected at POS, it will display the tables relevant for that section.

Taxes

The system supports three types of taxes - 'GST/VAT', 'GST Ex Sell Price' and 'US Sales Tax'.

Each country generally has its own tax system. It will have a specific model of tax, for example GST/VAT, and specific terminology for its taxes. The system allows you to set up a tax system for each country you work in. Each location is then assigned a tax system. So you could have five locations using the Australia tax system and ten locations using the UK tax system. The tax systems are set up using the [Tax Systems](#) function.

Each tax rate is set up as a tax code, for example AGST=10%, UKVAT=15.0%. These tax codes can be assigned to the tax systems as the default tax rates for items sold within that tax system. You need to set up a tax code for each specific tax rate that can be charged. The tax codes are set up using the [Taxes](#) function.

When a new item is created, the system will automatically create a tax entry for each available tax system. For example, you might end up with a tax system record for Australia showing a tax code AGST at 10% and a tax system record for UK showing a tax code of UKVAT at 15.0%. These details can be edited for each item. So you might have one item which keeps the default tax details. But you might have a basic food item which is tax free in Australia. In this case you would edit the item and change the tax code for the Australian tax system.

Tax Types

Sell Includes Tax + Fees	This is a GST/ VAT style tax system. Sell prices are inclusive of taxes and service fees.
Sell Excludes Tax + Fees	This is a GST/ VAT style tax system. In this case, the sell price is exclusive of all taxes and service fees. The taxes and service fees will be displayed at the end of the transaction and added to the subtotal.
Sell Includes Tax/ Excludes Fees	This is a GST/ VAT style tax system. In this case, the sell price includes the GST/VAT tax but excludes service fees. The service fees will be displayed at the end of the transaction and added to the subtotal. In this case it is assumed that service fees are exclusive of any taxes. By default, the service fee will be calculated on the tax-inclusive sell price. However, if the country code for the tax system is set to Philippines, the service fee will be calculated on the sell price exclusive of tax.
Sell Uses US Taxes	<p>In the US Sales Tax model, each item can have up to three different tax rates associated with an item. The taxes will be calculated at the end of the sale and added to the subtotal.</p> <p>Note: Any report that includes item-level tax information will not work for US-style taxes as the tax is calculated for the entire transaction.</p>

□ Special Taxes

WET	<p>The Australian model of GST has an additional tax called WET (Wine Equalisation Tax) which is charged on wine products. This is added to the purchase cost BEFORE adding on GST. If you need to use this feature you should check on the Do you need to use Wine Equalisation Tax? on the System tab of System Settings. Set up a tax code called WET. Edit the Tax System and select the WET tax code in the WET combo-box.</p> <p>Find each item that is charged WET. Edit the tax system for the item and check select the WET tax code in the WET combo-box. This must be set manually as not all products have WET.</p> <p>Where 'Sell Uses USTaxes' tax system type is used, the WET tax field is used for flat rate taxes to be applied to an item. See Taxes for more information.</p>
Cess	<p>The Singapore taxation system allows for a tax called CESS. This is charged as 1% of sales before GST. It is only charged by venues that sell alcohol after 10.00pm. If you need to use this, set up a tax code called CESS. Edit the Tax System and select the CESS tax code in the CESS combo-box.</p> <p>Find each item that is charged CESS. Edit the tax system for the item and check on the Charged CESS checkbox.</p>
Service Fee	<p>In Singapore many food and beverage venues charge a service fee. Although not strictly a tax, as it is not payable to the government, it works like one. It is generally charged as 10% of sales before GST.</p> <p>If you need to use this, set up a tax code called SVFEE. Edit the Tax System and select the SVFEE tax code in the Service Fee combo-box.</p> <p>Find each item that is charged Service Fee. Edit the tax system for the item and check on the Charged Service checkbox.</p>
Group Service Fee	<p>The Group Service Fee functionality allows the application of a service charge when an order has x or more covers. Similar to above, Items are configured to have a service fee applied when sold. When the items are sold, with the group service fee configured in Tax Systems/Tax Rates tab and the number of covers for the transaction is equal to or exceeds the configured value, the group service fee will be applied to the transaction. If the group service fee cannot be applied, the standard service fee will be applied to the transaction instead.</p>

□ **Electronic Host Updates**

If you are using electronic host files from your suppliers, it is most likely that they will contain tax codes. Unfortunately, these tax codes are unlikely to match the tax codes used within your own system, for example you might indicate 12% tax with a code 'A' while the supplier uses code '12'. The system has a cross-reference table which allows you to specify the list of a supplier's tax codes and your own matching codes. These are entered against each supplier from which the host update files are received in the [Supplier](#) function.

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Available Items

The inventory transactions generally require you to add items one at a time. This window provides a quicker mechanism for adding items. You can enter this window by pressing the *Items* button in the appropriate transaction screen, for example purchase orders, goods receipt, required stock, transfers.

Figure: Example Available Items Screen



The screenshot shows a software window titled "Available Items". The window has a menu bar with "Edit", "Settings", and "Help". Below the menu bar are three buttons: "New", "Print", and "Accept". On the right side, there are "Help" and "Close" buttons. The main area contains a table with the following columns: Order, Units, Cartons, IPN, Description, Order Code, and Dept. The table lists several items, including Coca-Cola, Bacardi Breezer, and Heineken.

Order	Units	Cartons	IPN	Description	Order Code	Dept
<input type="checkbox"/>	0.000	0	4299	7 UP COCA COLA LGT BRK 0.33 6PAK 6X4 small	620899	1BEVER/A
<input type="checkbox"/>	0.000	0	99000061	7 UP BACARDI BREEZER		1BEVER/A
<input type="checkbox"/>	0.000	0	99000062	BREEZ BACARDI BREEZER CRANBERRY		1BEVER/A
<input type="checkbox"/>	0.000	0	99000063	BREEZ BACARDI BREEZER LEMON		1BEVER/A
<input type="checkbox"/>	0.000	0	99000064	BREEZ BACARDI BREEZR LIME		1BEVER/A
<input type="checkbox"/>	0.000	0	99000065	NEW ITEM		1BEVER/A
<input type="checkbox"/>	0.000	0	99000078	NEWMTEM1		1BEVER/A
<input type="checkbox"/>	0.000	0	99000141	HIENEKEN		1BEVER/A

This window shows a list of the items you want to add to the transaction. When the window is first displayed it will be empty, so the system will display a selection window.

Figure: Example Available Items Selection Screen

You enter enough criteria to identify the items you want to use, for example a supplier code or a department/category code. When you press the *Add Items* button, the window will close and the selected items will be added to the grid on the Available Items window. You can press the *New* button to re-display the selection window. You can enter more criteria and add more items. Repeat this to get all the items you want.

When being used for purchase orders, the exact items that will be added will depend on the *Cheapest Supplier For Available Items* on the [Inventory](#) tab of System Settings. The system can either a) select items only if this supplier has the cheapest cost or b) select the item regardless of the cost.

If you select an [Inventory Template](#) as a selection criteria, the system will add the items from that template. Any other criteria that may have been entered will be ignored and only the template will be used.

You now have a list of all possible items. At this stage, the items are still not added to the actual inventory transaction. You can now move through them to work out which ones you actually want to use. Enter the number of *Units* or *Cartons* next to each required item. As you enter a quantity, the *Order* check box will be checked on. This indicates that the item will be added to the transaction. If you change your mind and don't want the item, either check off the *Order* check box or set the *Units* to zero.

You can change the sort order of the items by clicking on the appropriate column, for example IPN, Description, Order Code, Dept, Category, Group or Subgroup.

You can get a report of the items by pressing the *Print* button.

When you have finished entering all the details, press the *Accept* button. The items that have the *Order* option checked on, will now be added to the main transaction.

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Inventory Templates

Its quite common to do a stocktake of a set of items on a regular basis. Or to do a purchase order on the same items each week. Inventory templates allow you to make a set of items into a template. This template can then be used in various inventory transactions. This will have the effect of adding the items from the template to the actual inventory transaction.

The templates can be used in one of two ways. Firstly, when you manually create a transaction like a purchase order or stocktake, you can select a template to use.

Secondly, the end of day job [Generate Template Transactions](#) will look for templates that are applicable to the processing date and generate actual transactions from the inventory. For example, if you have a stocktake template that is generated for stores in the BIG group on Tuesdays then on Tuesday night the system will create one stocktake for each store in the BIG group. The items on the stocktake will be all the items defined in the template.

You define the templates using the [Inventory Templates](#) function.

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Ordering And Receiving

[Ordering Items](#)

[Receiving Items](#)

[Invoicing](#)

[Ordering or Transferring?](#)

[Suggested Orders](#)

[Allocated Orders](#)

[Allocating Stock From Warehouses](#)

[Reviewing Orders](#)

[Backordering](#)

Ordering Items

When you want to order items from a supplier, you raise a purchase order. A purchase order is simply a list of the items and the required quantities. The sending/receiving of purchase orders and transfer requests may be performed electronically to the supplier via the B2B Service. Within an order an item is deemed InActive if the *Active* check box on the Basic tab within [Items](#) is not checked and cannot be added to a Purchase Order.

Purchase orders can be entered manually or can be suggested by the system (see [Suggested Orders](#)) based on current and required stock levels. The PO updates the On Order quantity of each item to show we are expecting stock to arrive.

□ Receiving Items

Once the items are delivered, you can create a goods receipt. A goods receipt records the items that were received, ensuring accurate stock levels are maintained. A goods receipt is only concerned with the quantity of goods received, not the cost. When a goods receipt is entered, the average cost of the items will be updated using the expected cost of the item. The actual cost that was paid is entered later on in the invoice transaction.

A goods receipt is usually linked to a purchase order, although this would not be the case if the original purchase order were made verbally. (Even if a purchase order was made verbally, its still a good idea to create a purchase order so the system knows how much stock it can expect to receive.) If no purchase order was created, you can simply create a goods receipt and enter the items directly. If a purchase order was created, the goods receipt can be matched to the purchase order. This will automatically import all the items from the original purchase order. All you have to do is enter the received quantities.

If you are in a small environment, you can use invoice matching to also receive goods so that you don't need to create a goods receipt at all. However, in a larger environment, you may find it more useful to separate the receiving and costing functions.

A goods receipt will update:

- Stock on hand and average cost of each item
- The on order quantity to show stock has been received.
- The linked purchase order to show the items on the original purchase order have been received

At a later date, when the invoice is entered, the average cost is updated again to reflect what was actually paid for the delivered goods.

When goods are received, the goods receipt shows the original purchase order number on the receipt as a reference. This allows easy reconciliation with the purchase order and the goods receipt.

□ Invoicing

When an invoice for the items is received, it is entered into the system. The system will then update the average cost of the item to show the amount actually paid. It will also write a transaction to the supplier's account to show we owe the supplier money.

Invoices can be used in two different ways. It can be used as a separate part of the receiving process. The goods are received and entered on a goods receipt. The invoice is then entered as a separate transaction. This is useful if the floor staff is just concerned with receiving stock and there is a back office person who can enter all the invoices together later on. Alternatively, invoices can be used as the receiving process. Instead of entering the goods receipt as a separate transaction, no goods receipt is entered at all. Only the invoice is entered and it takes care of receiving and the costing is one transaction. This is useful in a small environment where the same person would normally enter both transactions.

Like a goods receipt, an invoice is usually linked to a purchase order. If no purchase order was created, you can simply create an invoice and enter the items directly. If a purchase order was created, the invoice can be matched to the purchase order. This will automatically import all the items from the original purchase order. All you have to do is validate the quantities and the costs.

Multiple invoices can be matched to a single purchase order as long as the status of the applicable line items is changed from '*Received*' to '*More To Come*'. See [How Do I Record Multiple Invoices?](#) for more information.

The '[Extra Invoice Costs](#)' is a function which is used to record additional costs in association with an invoice. Lets say for example the goods came through customs and there is an additional custom duty to pay. This custom amount will not be reflected on the original invoice of the goods but still impacts on the cost of the goods. Other examples may include freight or to add a distributed service fee amount to a previous invoice - useful when the invoiced and received quantities do not match and the service fee originally applied was only a partial amount.

Using this function you can create a new invoice and link it to the original one. This will import all the items from that original invoice. Then you can distribute this extra value over the items. You can distribute the value based on Cartons, Weight or Value.

When you accept the transaction, the system will generate adjustment entries for each item and adjust the average cost of the item. You can see the impact of this in Stock Audit. It will also generate an entry to the supplier's credit account to show that you owe them money.

When you create an Extra Invoice Cost transaction, you will be asked for the Invoice Type. You can create your own invoice types by using the Reason function. When you select this type you can also select the tax code that will be used, if any.

□ Ordering or Transferring?

If you need stock, should it be ordered from the supplier? Or would it be better to transfer it from the warehouse? And if you do need to order it, do you really have to create a separate purchase order for each supplier? Let the system work it out for you!

Lets look at how the system can tell if it can do a transfer or not. The [Warehouses](#) section explains how you can set up the warehouse locations so that the system knows which items are available from where. You then set the *Transfer New Stock From Warehouse (No Supplier Orders)* option on the Advanced tab of [Items](#) for each that you want to transfer from a warehouse. Now the system knows which items can be transferred from which warehouse. Once the system determines an item can be transferred, it will always raise a transfer request. If the warehouse does not have stock, it is expected the warehouse will raise the purchase order and transfer the stock once it arrives.

So how does the system know whether to do an order or a transfer request? Well, it uses another transaction called a [Required Stock](#) transaction. Instead of working out whether you need to raise a purchase order or a transfer request, you create a single Required Stock transaction. In this transaction, you add all the items you want and how much you need. When you accept a Required Stock transaction, the system will automatically create all required purchase orders and transfers for you. The system uses the same approach when doing suggested orders. It creates a single Required Stock transaction showing what stock is required for a location. From this it is able to generate purchase orders and transfer requests.

□ **Allocated Orders**

Lets say you have to create a purchase order for the same item for lots of stores. How can you do this quickly and how can you work out how much to order? The [Allocated Orders](#) function is used for this specific purpose. It allows you to enter an item, and then for each location specify the required quantity. Imagine a spreadsheet with one item per row and one location per column. This is similar to how the allocated orders works. The system can use rates of sale to help you set the quantity for the locations. Also, similar locations can be grouped together so you don't have to enter a quantity for each location. Once you have the details entered, the system can create purchase orders and transfer requests for you.

□ **Allocating Stock From Warehouses**

What if you have stock sitting in the warehouse and you want to send it out to the stores? How can you do this quickly? Again, the [Allocated Orders](#) function can be used to do this. You can specify the warehouse location and then the locations you want to send the stock to. You can add your items, do allocations based on rates of sale, and so on. When finished, the system will create [Transfer Requests](#) for each location.

□ **Reviewing Orders**

Once the system has created orders for you (either using suggested orders or allocated orders), the [Review Orders](#) function will let you review the individual transactions before you actually accept them. You can then accept or reject the transactions as a batch, instead of working each one separately.

□ Backordering

Lets say you ordered ten units but only six were received. What happens to the other four? The items can go on back order, that is you expect the supplier will supply the remaining items later on without you creating another purchase order, or the items have to be marked as received and no more stock will come, in which case you need to create a new purchase order.

Whether an item can be back ordered depends on two conditions:

- Does the supplier support back orders?
- Do you allow a location to back order?

Both have to be true for back orders to be allowed. If one of the conditions is false, the item cannot be placed on back order.

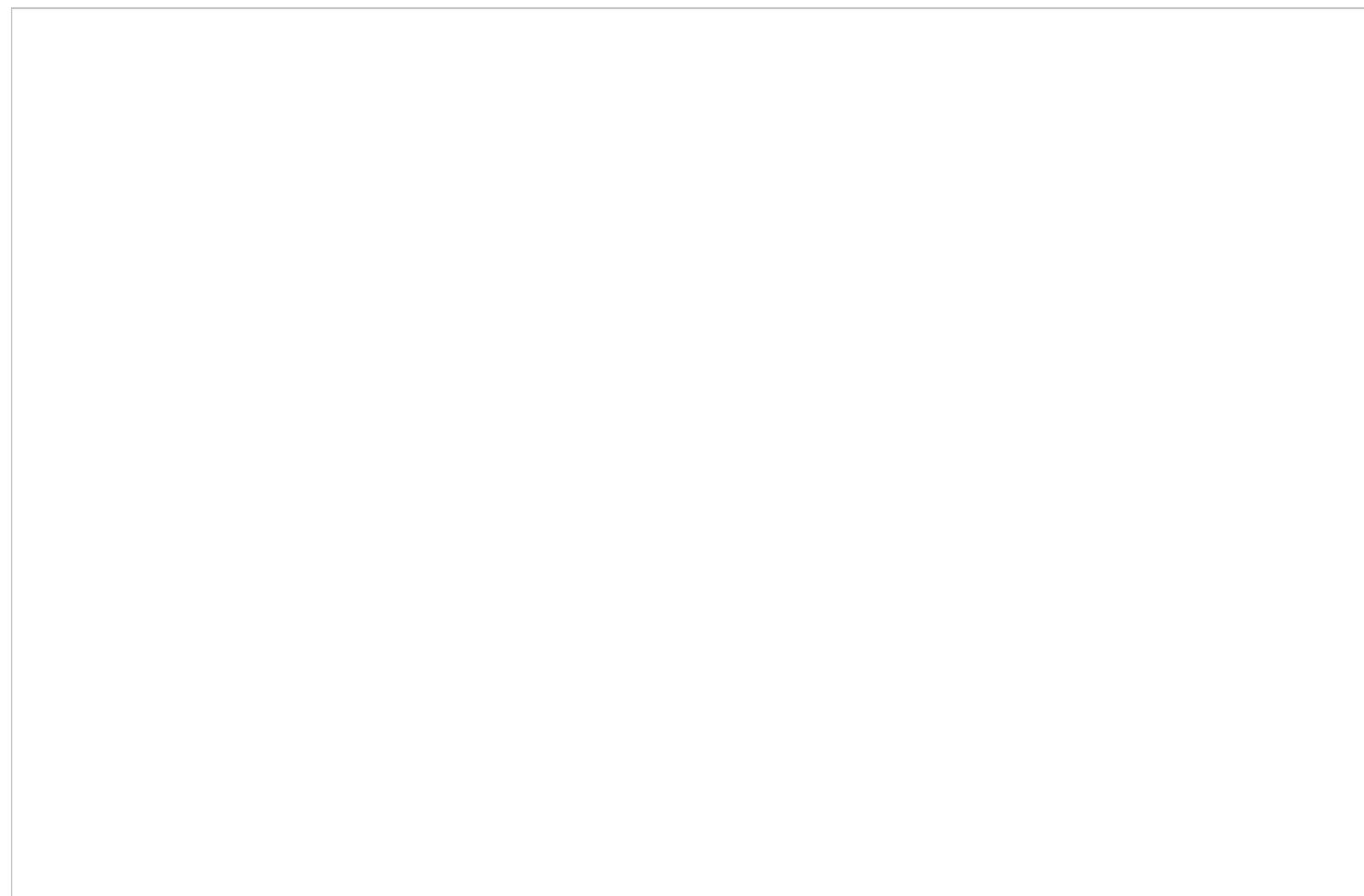
Use the *Allow Backorder* option on the [Ordering](#) tab of the Supplier function to indicate if a supplier supports back ordering.

Use the *Allow Backorder For Incomplete Purchase Orders* option on the [Inventory Options](#) tab of the Location function to indicate if a location supports back ordering.

Goods Receipt Delivery

This function is basically the standard [Goods Receipt](#) function (refer to that function for full details). It is used to record details of upcoming deliveries. The transaction is created before the stock actually arrives. You can then use the [Review Goods Receipt](#) function to review delivery transactions and plan staff requirements. Once the stock arrives, you use the standard Goods Receipt function to find this delivery transaction and update the stock.

Figure: Example Goods Receipt Delivery Screen



These are the differences from the Goods Receipt function.

- There is no Accept button. Stock has not yet arrived so there is no need to be able to accept the transaction. When the stock does arrive, you would use the standard Goods Receipt screen to recall the transaction.
- The Type will be set to DELIVERY.
- Items can have a status of Full Delivery (expecting all items to be delivered) or Part Delivery (expecting only some of the items). When the transaction is converted to a RECEIPT transaction in Goods Receipt, Full Delivery will become Received and Part Delivery will become Part Delivery.

Colour/Size/Fit Matrix

A colour/size/fit matrix is a term used in the fashion industry. It refers to the fact that an item is generally available in a variety of colours, sizes and fits. You need an easy way to set up these items and an easy way to view sales and stock information by colour, size and fit. This is handled in the system through the use of family groups. In general retail, a family group is a set of items which are basically the same and sell for the same price. A range of wines or a range of sodas would be examples of family groups. So in fashion, a shirt which is simply available in different colours, sizes and fits is also a family group as all the shirts will sell for the same price.

In the system an item description consists of a brand, a commodity, a variety, a size and a fit. In fashion the variety is used as colour. For example, Brand=NIKE, Commodity=PANTS, Variety=BLACK, Size =S Fit=Regular. You can define variety sets, size sets and fit sets in the system (see [Variety/Size Sets](#)). A variety set might be a range of colours available from a supplier, for example BLACK, BROWN and TAN. A size set might be men's pants sizes, for example 28, 30, 32, 34, 36. A fit set might be men's trouser lengths, for example Short, Regular, Long. These sets can be used to quickly create an item such as a pair of trousers in different colours, sizes and fits. You can predefine the more common sets and then define additional ones as required. When you create a new set of items, you give the system the Colour, Size and Fit sets to use and it will create items for each combination. You don't have to specify a set if its not required, for example not all items will require a Fit set. In that case the items will be created with an empty Fit description.

As you create a new group of family items, the system can automatically create a family group code to group the items together. You can then enter costs and sells against one item and have these automatically copy to other items within the same group. This saves extensive re-keying of information.

If the [Fashion Item](#) in System Settings is checked on, purchase orders will allow you to enter a family group instead of just a single item. The system will then show a grid of variety vs size/fit to allow easy entry of the item quantities.

The [Family Statistics](#) function will allow you to see sales and stock statistics for the family group. Statistics are available in various combinations of location, period, variety, size and fit.

When you create a new item you give it a Brand Name, Description, Variety and Size. Sometimes items are similar. They have the same Brand Name and Description but slightly different varieties and sizes. This is common in fashion where you the Variety might be a set of colours, for example red, yellow and orange, and the Size is a set of shirt sizes, for example S, M, L, XL.

Item Menu

An item menu is used to relate items together that are able to be sold during a certain period. For example, you might set up a menu for Breakfast, Lunch or Dinner. These codes are used for the *Item Menu* option on the [Basic](#) tab in Items.

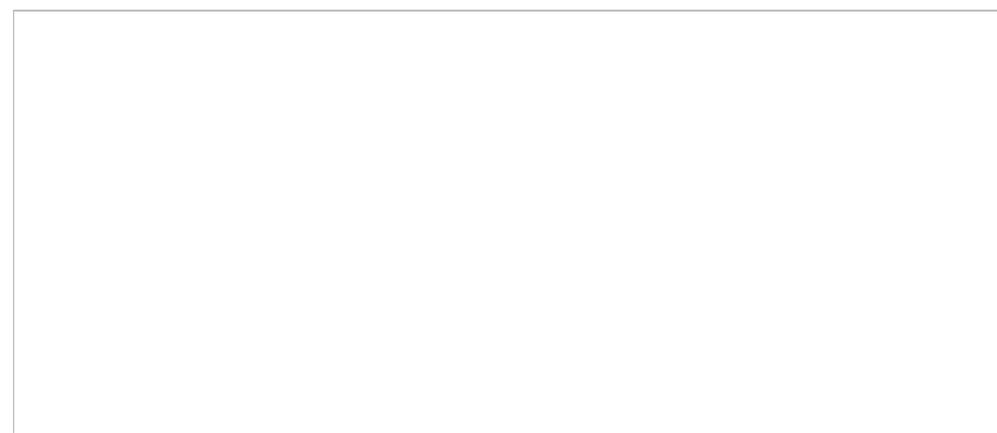
When POS is set up to use a specific menu, only items that are assigned to that menu code, or not assigned to a code at all, can be sold.

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Item Menu

This function allows you to define Item Menu codes.

Figure: Example Item Menus Screen



Code	A unique code to identify an item menu.
Description	Menu name.

Security

[Security Groups](#)

[System Security](#)

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PCI Compliance Configuration

To ensure PCI compliance there are several configuration options within BE that must be configured for security, and to ensure that no unmasked card numbers are stored or recorded in BE either within the database or as memory variables. These options are considered below.

For PCI Compliance the EFTLink Interface must be used with BE. The BE direct interfaces which do not use EFTLink are not considered to be PCI compliant.

□ **POS to Server Communication Methods**

BE offers both fixed port IP and HTTP connectivity between the POS and back end server but the fixed port IP is the only method recommended for PCI compliance. If HTTP absolutely must be used, then the 'Encrypted Communications' option must be enabled.

□ **Encrypting Communications**

The following setting will encrypt the data sent between clients and services. By default there is no encryption of the data between clients and services.

The following setting should be added under the Miscellaneous section of the Dynamic.ini file on all machines where BE services are run:

```
EncryptComms=T
```

This setting does not need to be set on machines where only the client applications run. When a client connects to the encrypted server, it will detect the encryption and automatically adjust itself to use the encryption.

□ **Encrypting Database Connection Strings and User Passwords**

The following setting will encrypt the user passwords stored within the database. In addition the setting will encrypt the connection string to the database stored within the Dynamic.ini on machines where the services are installed. By default there is no encryption of the user passwords or database connection string.

The following setting should be added under the Miscellaneous section of the Dynamic.ini file on all machines where BE client applications and services are run:

Encrypt=T

□ Password Masking Characters

The following setting will mask any card numbers returned to BE according to the selected card masking style.

This is configured through the System Settings (which can be accessed by running the module DATAENTRYBASIC.EXE SYSTEM), and amending the option *Masking Type* within the EFTLink panel on the [POS 3](#) tab. There are two available masking styles, Last 4 Characters and First 6, Last 4 Characters. For PCI Compliance we recommend having a Masking Type of Last 4 Characters.

Note: For PCI Compliance card numbers returned to BE from the EFT Payment system MUST already be masked.

Force Users to Change BE Passwords Regularly

The following settings will force users of specific security groups to change their passwords at regular intervals. This is aimed specifically at Back Office users with reporting access to the transactional data.

This functionality is only available from release 5.21.

Password Change Frequency Configuration

The following settings will determine how frequently (specified in days) the user must change their password, and how many days prior to expiry the user will be prompted to change their password. By default the password will expire after 90 days, and the user will be prompted to change their password 14 days before it expires.

This is configured through the System Settings (which can be accessed by running the module DATAENTRYBASIC.EXE SYSTEM), and amending the options *Password expires after* and *Prompt change password* within the Security panel on the [System](#) tab.

Security Group Configuration

The following settings will the security groups whose users will be prompted to change their passwords regularly. By default no security groups are configured to change their passwords. For PCI Compliance we advise that all security groups whose users are back office users are configured to prompt for their passwords to be changed regularly.

This is configured through the [Security Groups](#) maintenance (which can be accessed by running the module DATAENTRYBASIC.EXE SECURITYGROUP), and checking the option *Force Password Change* for the required security groups.

□ Preventing Processing of Swipe Card Requests from EFTLink

The following setting will prevent BE from processing any Swipe Card requests from EFTLink, and prevent BE from inadvertently reading card number information. By default Swipe Card requests will be processed by BE.

This is configured through the System Settings (which can be accessed by running the module DATAENTRYBASIC.EXE SYSTEM), and checking the option *Interface adheres to PCI Compliance Rules* within the EFTLink panel on the [POS 3](#) tab.

Note: For PCI Compliance EFTLink should be configured to use the Card Reader core, to manage the reading of swipe cards.

This functionality is only available from release 5.19.

Supported Anti-Virus Software for PCI Compliance

Anti-virus software must be deployed on all systems that could be affected by malicious software.

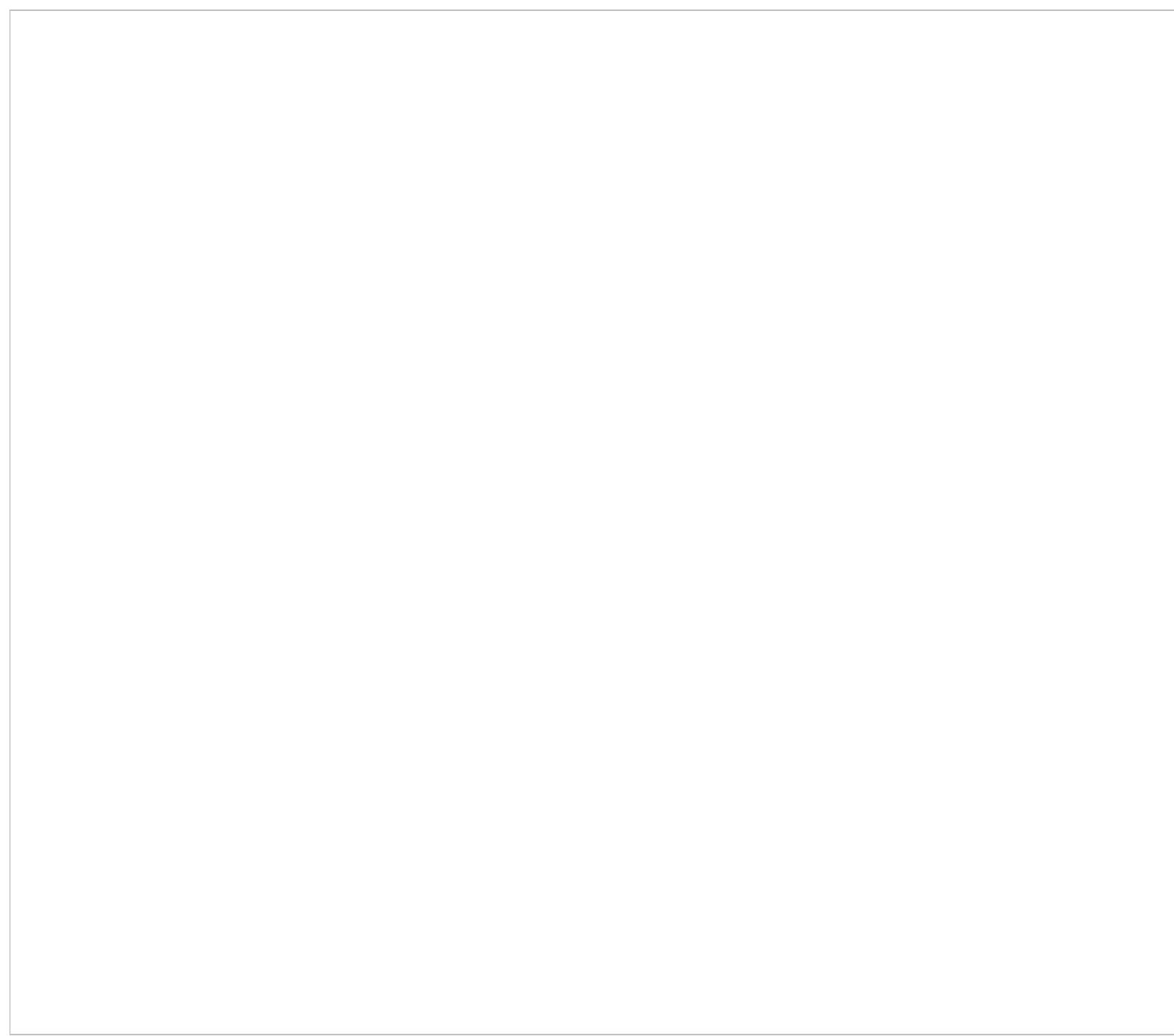
Torex can confirm that McAfee Enterprise v8.5.0i is proven to run within the same environment as BE without conflicts or issues.

Please refer to the advice of your PCI Consultant for Anti- Virus Software recommendations.

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System Settings - System

Figure: Example System Settings Screen



□ Security

This section will allow you to control details related to the security of the system.

EOD User	This is the user that will be running the EOD. When a program is run by a user with this user code, the system can take special actions.
User Password Is Mandatory	If this is checked on, the password must be entered for each user.
User Number Is Mandatory	If this is checked on, the POS user number must be entered for each user.
Management Area is Mandatory	<p>The default is for the option not set.</p> <p>If this option is checked on and no management area has been set for a user, a warning is given to define a management area and assign one to the user. You will be able to save / close the entry.</p> <p>If this option is checked and management areas have been previously defined, you will not be able to save / close the entry without adding a management area to the user.</p>
Password Expiry	<p>Allows the configuration of the number of days before a password expires typically 90 days.</p> <p>Note: Only relevant for security groups that have the check box <i>Force Password Change</i> in Security Groups checked on.</p>
Change Password	<p>Enter the number of days prior to password expiry that the system will prompt the user to change their password.</p> <p>Note: Only relevant for security groups that have the check box <i>Force Password Change</i> in Security Groups checked on.</p>
Min Password Length	Allows the setup of a minimum password length. When a user is added or modified, a check will be made to ensure that the password length is equal to or exceeds the minimum password length shown here. Existing passwords that are less than the configured minimum password length will not be affected. A minimum password length of zero means that any length password can be used (to match v5.19 and earlier behaviour).
Min POS Swipe Length	Allows the setup of a minimum POS Swipe length (which can also be used as an entry password).

Miscellaneous

The section contains miscellaneous settings used in the system.

Do you need to use Wine Equalisation Tax?	Wine Equalisation Tax (WET) is a special tax used in Australia by retailers of wine. If you need to use WET, this option should be checked on.
Sales Figures include Tax	If this option is checked on then sales figures will be reported inclusive of tax. If the option is checked off, sales are reported exclusive of tax.
Record Invoice in Accounts	If this option is checked on then when an invoice is accepted, a transaction will automatically be created for the supplier's account.
Always Create New Store Range Records	If this option is checked on, the system will always try to create new Store Range records for locations whenever there is a valid cost and sell. If the option is checked off, the Store Range records are created whenever there is an inventory movement for the item/location. See Products, Supplier Range, Items And Store Range for more details.
Only allow Mandatory items for Inventory Selection	This option will force the user to choose Mandatory items only for Inventory functions (PO/GR/Stocktake and so on). It disallows certain inventory functions if the item is not mandatory for the selected location.
Load Item Range Records Immediately	When an item is retrieved in the Items function, the store range records are not automatically retrieved. You have to press a button to tell the system to get them. This is for performance reasons. If you have a lot of locations, this might take a bit of time to retrieve. If this option is checked on, the range records will be retrieved automatically.
Load Item Sales Immediately	When an item is retrieved in the Items function, the sales are not automatically retrieved. You have to press a button to tell the system to get them. This is for performance reasons. If you have a lot of locations, this might take a bit of time to retrieve. If this option is checked on, the sales will be retrieved automatically.
Fashion Items	Check this on if you are in the fashion industry. It is used to alter the behaviour of various functions, for example data entry for purchase orders.
Set Trade Date From Trading	If this option is checked on, the trading date for a sale is

Period	calculated based on the trading period during which the transaction was made. It is usually checked off.
Prevent Deletion of Completed Clock In Records	If checked, the user will not be able to delete completed Clock In records from the Time Review screen.
Calculate Hours Worked By Minutes	If checked, the hours calculation of Time Review will not take into account the seconds, to provide a more consistent hours calculation.
Allow copy of User Defined Fields	If checked, User Defined Fields are copied in Items and Locations .
Exclude Departments	A comma-delimited list of department codes used on some reports to exclude items that are from those departments. For example, gift certificates/credit notes may not be required on reports.
Venue Type	The Statistics Group code used to identify a venue. Once this is set, the system will know how to identify the venue to which a specific location belongs.

Polling Intervals

This section will allow you to set how often various tasks will poll for information.

Report Check Interval	When a user requests a report, the request is sent to the back end service which will generate the report. The requesting program will poll the back end service periodically to determine if the report has been generated. This option controls how often the requesting program will poll. The value is the number of seconds to wait.
Bad Sales Check (mins)	This controls how often the system will reset bad sales and attempt to process them again. It defaults to 60 minutes.

Search Parameters

This section allows you to control how searches will work in the system.

Must Enter Search Parameters	If this option is checked on, users must enter at least one search parameter on the search screen. This is to prevent users running searches which might potentially contain thousands of records.
Maximum Search Records	This is the maximum number of records that can be returned in the search results. This prevents large amounts of data being transferred across the network if the user runs a search that returns lots of data. If the system does limit the number of records, the user will receive a warning so they know they have not got all the results.
Use Quick Address Lookup	Used to switch on the use of the Quick Address interface. The Quick Address functionality used in Supplier, Customer, Location and POS, allows the user to enter in the post code on a form and have the address populate automatically.
Interface Type	Selection of QAS Rapid or QAS Pro.

Currency Settings

This section allows you to control how currency symbols are used in the system. By default, the system will use settings based on the user's regional settings. However, you can change these settings so everyone gets the same generic settings

Currency Symbol	The symbol to use for currency. If this is set to '*', the system will display currency using the user's currency symbol (as in their regional settings).
Currency Decimal	The number of digits to show after the decimal point. If this is set to '-1', the system will display the number of decimal places indicated by the user's regional settings.
Dollars only format	Allows formatting dollar only prices on labels for example, an entry of \$,0 would give a format of \$2,345 on the label. Note: MCS needs stopping and starting again for it to take affect.

Date/Time Settings

This section allows you to control various date/time settings.

Day Start Week	The day of the week that is considered to be the start of the trading week.
Day Starting Hour	The hour of the day (0-23) that is considered the start of the trading day. Any sales made before this hour are considered to be part of the previous trading day.
Base Time UOM	This is the unit of measure used to indicate a measure of time. In the system, this will be defaulted to 'MIN' (minute), which is the base time unit from which other units of measure are made. When items have a time-based unit of measure, the system will charge for the item based on time-range.

□ **Distributed Database Options**

The system is designed to be run as a centralised database solution. However, some clients may opt to run the system as a distributed database system using replication. These settings will control how the system works in this situation.

Offset Number	The numbers for things like purchase orders, transaction numbers, and so on need to be unique in each system. This Offset number is added to the numbers in the database. Each database within the system would have a unique Offset number. This ensures that the purchase order numbers, transaction numbers, and so on are unique within the company. The Offset number needs to be large enough so that during the life of the system, the numbers for one database do not overlap with numbers in a different database.
----------------------	--

Ticketing

Calculate Rate Of Sale For Tickets	The rate of sale can be a useful number to print on tickets. However, it is a complicated calculation and can impact on performance. If this option is checked on, the system will calculate rate of sale for inclusion on tickets.
Sell To Be Converted For 2nd Currency	This option is used if the system needs to convert a sell price to a secondary currency for tickets. This option will indicate the sell price which is to be converted.
Show Sell Converted At Secondary Currency	Some clients use multiple currencies for each location. They have a primary currency and a secondary currency. When sell prices are shown on a ticket, the system displays them based on the primary currency. There are five sell prices available for an item and you can place each of the five sell prices on a ticket. Most people never use all five sell prices though. Instead of complicating ticket creation further, you can set the system up so that it will take the Sell 1 price of an item and convert it from the primary currency to the secondary currency. This converted sell price can be saved to Sell 2, Sell 3, Sell 4 or Sell 5 and can then be printed on a ticket using existing sell price fields. Note, the converted sell price is not saved permanently against the item. This is an on-the-fly calculation which is used only for ticketing.

Till Control

**Days
Since
Last
Reload
Show
Error**

The Till Control function shows an error icon for tills that have not had a reload done for a certain number of days. This option allows you to set the number of days. If this is not set, the system will assume three days.

Discounts - Security

This tab allows you to specify security groups that are allowed to give this discount. If you do not specify a security group then any user who is authorised to give discounts will be able to use this discount. You only need to set up security for Item and Sale discounts.

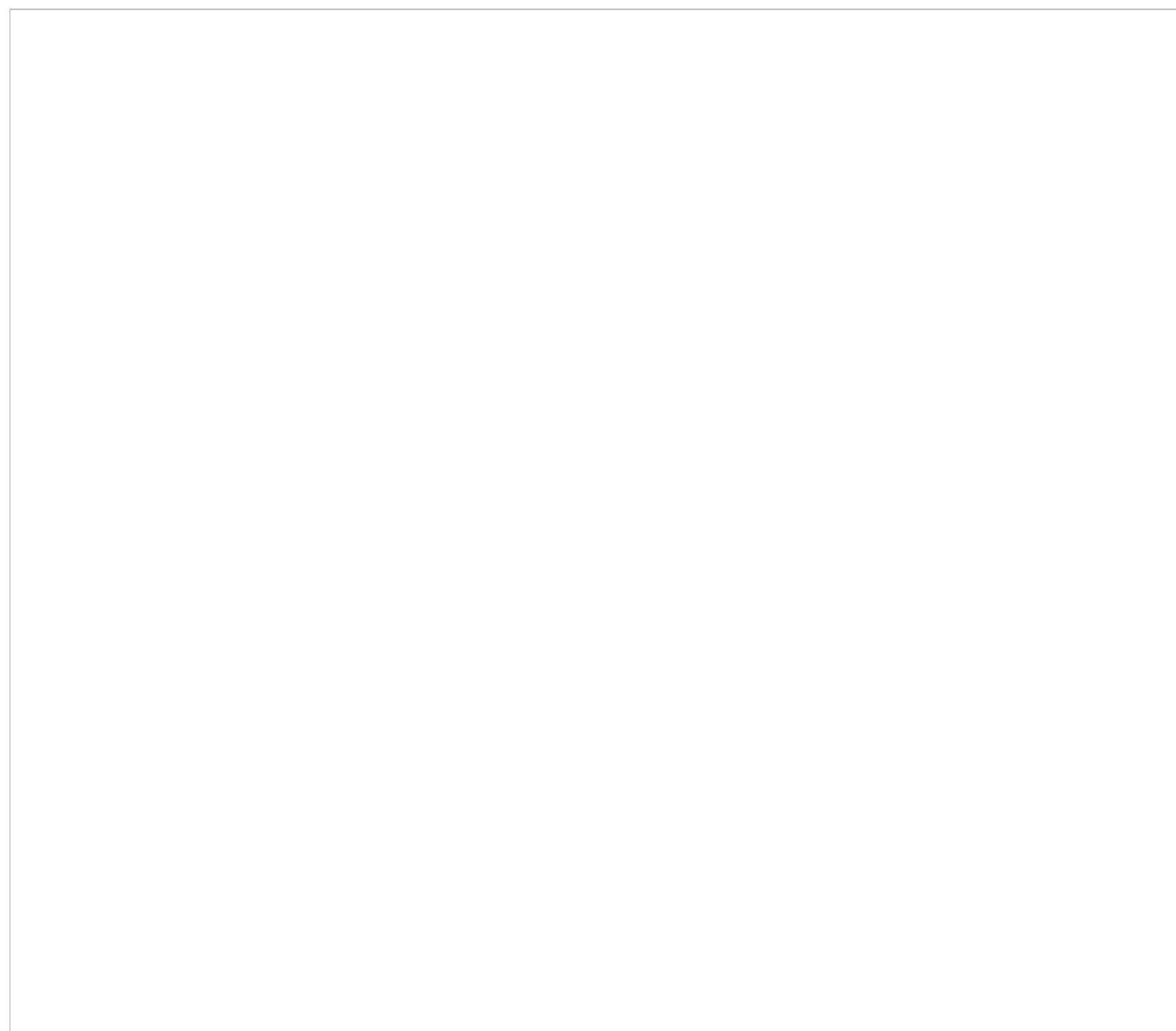
Figure: Example Discounts Screen

Security Group	Only users in this security level are able to select the discount.

System Settings - Loyalty

This tab allows you to control customers and loyalty settings.

Figure: Example System Settings Screen



Categories

Each customer has five categories they can be assigned to. The first category is reserved for use as the customer type. But the remaining four categories can be used to categorise customers as you want, for example employment, hobbies, and so on. This section allows you to name the categories so they have some meaning on the data entry screen.

Category Name 1-5	The description to show on the screen for each of the five categories.
Export Customers Requires Location	If checked, indicates that in the Export Members function the location is required.

□ Miscellaneous

This section allows you to control various aspects of customers and the loyalty system.

Generate Automatic Customer Card	If this is checked on, the system will generate a customer card automatically for each new customer added to the system. The card number will be the same as the customer number. This option is useful to have checked on, if you record details for customer orders and laybys, otherwise you will have to enter a card number all the time.
Default Account Type	If you edit a customer at the POS and you create a customer account, the account is automatically created as a specific type, for example member credit account, member debit account, and so on, is specified here. This is the code of the account type, for example MEMCR.
Max# Of Accounts/Customer	Not currently used.
Non-Loyalty Category Codes	<p>There is a difference between customers and members. Customers are people who buy things from you. You need to record customer details when you make a customer order or layby. Members are customers who belong to your loyalty programme. They will have a different customer type (this is the Category 1 code discussed above) to normal customers. This entry contains a comma-delimited list of the normal customers (non-members). If a customer belongs to one of these customer categories, they will not be given loyalty points.</p> <p>The setting is also used when updating member statistics Update Member Statistics to determine which transactions should be counted as member and non-member transactions.</p>
Multiple Sales In One Day Counts As One Visit	If this is checked on then multiple sales during the one trading day count as one visit for the purposes of updating member statistics Update Member Statistics . If this option is checked off, each sale during a trading day counts as a visit. You would normally have the option checked on for pubs and checked off for retail.
Staff Loyalty Category Codes	Used in conjunction with discounts to apply staff discounts.
Staff Loyalty Default Location	Used in conjunction with discounts to apply staff discounts.
Show Key Line Total	Indicates if Key Line Total is displayed on both the Accounts screen and the Points Account Statement. Key Line Total is a generic term for a custom calculation for a customer account, for example On-board points that are earned whilst on board a vessel.

Key Line Total Reference Match

This is the text used to match the correct account entries when calculating the Key Line Total.

For example, all points earned on-board are marked with ONBO, so by entering ONBO in this field all ONBO records will be added together producing the Key Line Total.

Calc Points on Discounted Items

If this option is checked on, points will be calculated on any transaction which has a discount on it based upon:

Basket Points - Calculated on transaction total.

Item Points - Calculated only items with no discounts. This includes item, sale, offer and tender discounts.

Tender Points - Calculated on tender amount.

'Original Receipt' RETURN returns original points

If this option is checked on and a return is made (using the original receipt) all the points originally earned are returned not just the returned basic points.

Rounding Rule

New rounding rules that allows the user to specify a rounding rule for Loyalty points calculation. The options are:

Do Not Round	Points awarded will not be rounded (awarded to two decimal places).
Always Round Up	The points awarded per rule (basic, item, basket, and so on.) will always be rounded up to the nearest whole number.
Always Round Down	The points awarded per rule (basic, item, basket, and so on.) will always be rounded down to the nearest whole number.
Round to Nearest	The points awarded per rule (basic, item, basket, and so on) will be either rounded up or down to the nearest whole number using standard rounding rules.

Send Loyalty New Member Email

Controls whether the new loyalty member email functionality is enabled.

Wholesale

The Wholesale section controls settings used to create back office customer orders. When the back office order is accepted, the system will create an order with a pickup/delivery location. The system will find the first till for that location and record the transaction against that till. The Wholesale Location and Wholesale Till default details here in System Settings are only used if no till is defined.

Wholesale Location	The location that the customer order will be associated, for example the warehouse location.
Wholesale Till Code	The code of the till to which the order will be associated, for example TILL1.
Wholesale Till#	The number of the till to which the order will be associated, for example 1245.
Wholesale Operator#	The number of the user to which the order will be associated, for example 99.
Wholesale Price Level	Each item can have five sell price levels. This indicates the price level that will be used for customer back office orders. For example, this would allow you to use sell price level 2 as the wholesale price.

How Do I Tell POS Whether Items Should Be Returned Into Stock?

As a user, you don't have to take any special action to tell the system whether or not the item being returned should be placed into stock or discarded. When you do a return, you select a reason for the return. Return reasons have an option on them to indicate whether the item goes back into stock or not. As a user, you don't see this option. You simply need to select the appropriate return reason and the system takes care of the rest.

If the item should go back into stock, you will see an increase in stock in the Stock Audit function. If the item should not get back into stock, you will see two records in Stock Audit. The first will be an increase of stock (showing stock came back in) and the second will be a decrease (basically a stock adjustment of the stock). By seeing two entries, you get a proper audit trail for the stock movement.

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Location Item

The Location Items form is used to view details of items that are maintained at head office. It shows the basic item information, such as description, and detailed information for each location within the venue, such as sell price. It does not allow new items to be added. Click on the tab you require help with.

Figure: Example Location Items Screen



Cash Reconciliations

[Cash Reconciliation](#)

[X-Reads/Z-Reads](#)

[Till Declarations](#)

[Accept Till Declarations](#)

[Banking](#)

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Cash Reconciliations

- [Till Declarations](#)
 - [Accept Till Declarations](#)
 - [Till Variance Report](#)
 - [Till Variance History](#)
 - [Banking](#)
-

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How Do I Change Price Levels?

An item can have five sell prices in effect at any point in time. The first price might be the normal price, the second a happy hour price, the third one a special customer price, and so on. So how does POS know which price level to use?

Automatically

The system can automatically determine the price level based on location, day of week, customer, shift, sales method. Any time the shift is changed, the sales method is changed, or a customer is added to the transaction, the system will recalculate the price level to use.

Manually

The alternative is to manually change the price level as required. There are two ways of doing this.

- **Back Office Command**

A command from the back office can be sent to change the price-levels for any location in your management area. The tills must be online to pick up the change command.

- **From POS itself**

- 1 Press the *Activity* button.
- 2 Select the *Price Level* button. This will change the price level on POS in the same location a current till. You cannot change the price levels for tills in another location. This method will work if the POS are offline from the server.

It will communicate the request to the available tills. If a till cannot be contacted, a message is displayed.

Note: You should not mix the automatic and manual price level methods. Use one or the other but not both.

Example Price Level change on the POS

How Do I Perform A Currency Check?

A Currency Check is useful when a customer asks 'I have \$20USD, what's that worth in Australian dollars?'

- 1 Press the *Activity* button.
- 2 Select the *CurrCheck* button.
- 3 Select the *Currency Code* to convert for example USD.
- 4 Enter the amount. The converted value is displayed.

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How Do I Perform A Price Override?



[How Do I Change An Item Price?](#)

Only if item is configured to allow a price override.

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Service Charges

When the service is completed, you are asked for the value of the service to charge the customer. The system automatically adds a 'service fee' item to the current sale at the nominated amount.

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How Do I Undo A Discount?

If a discount or promotion is selected in error or an item requires voiding from the order, the system provides the facility to 'undo' any discounts which have been applied. The use of this function will result in ALL discounts / promotions which have previously been applied to the order being undone.

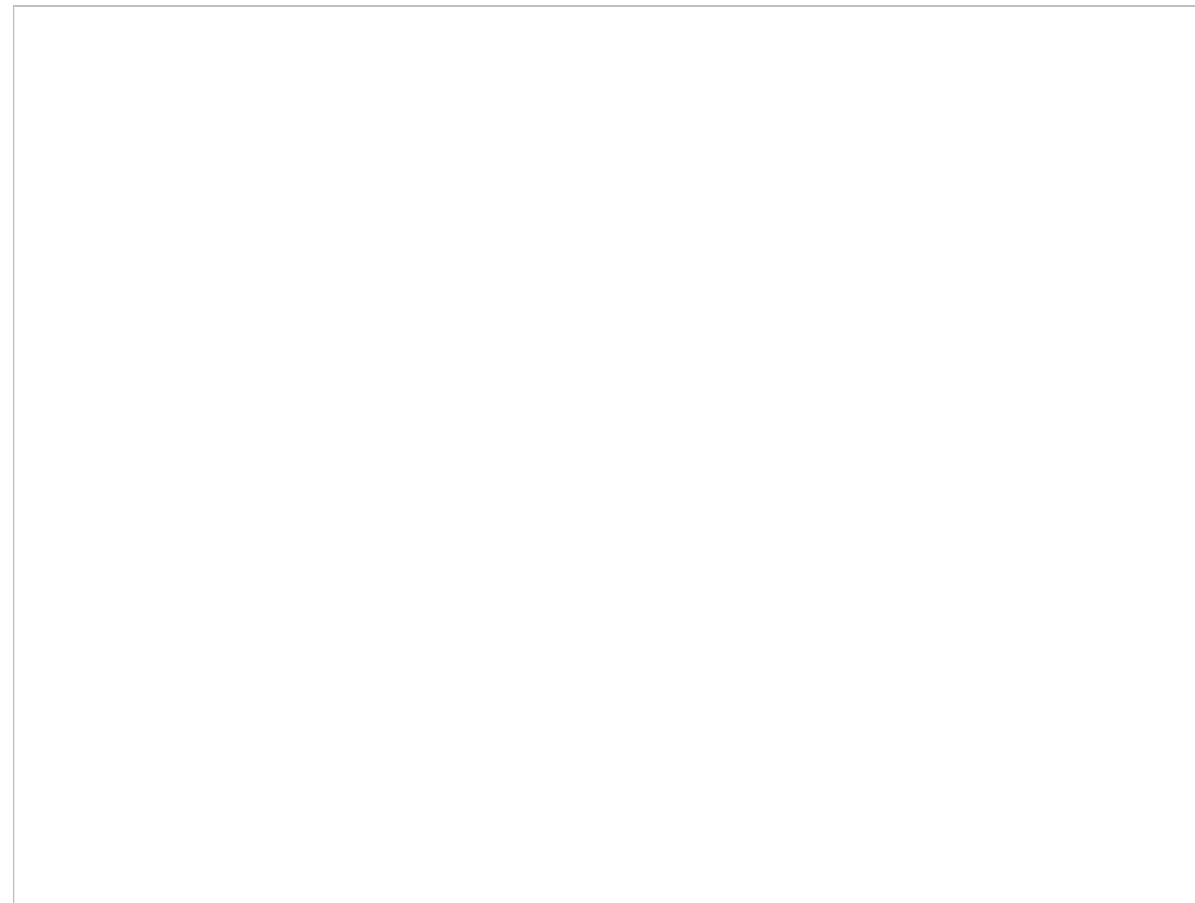
Note: This function can only be undertaken BEFORE an order is paid off.

- 1 Select the *Activity* button.
- 2 Select the *Undo Discounts* button.

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POS Screen Layouts

Figure: Example POS Screens



As can be seen from the examples, the POS screen is split into different sections. We have the transaction display on the left containing the items added to the transaction, the POS keyboard fastkey panels in the middle (containing sales items, modifiers, more panels), the function buttons in the top right and the numeric keypad in the bottom left. When using DynaPOS, the User is informed of what action to perform by the message being shown at the top of the screen.

Statistics

- [□ Statistics Overview](#)
- [□ Trading Statistics](#)
- [□ Statistics Groups](#)
- [□ Trading Statistics Batch Mode](#)
- [□ Local Currency Statistics](#)
- [□ Family Statistics](#)
- [□ Customers vs Transactions](#)
- [□ Budgets And Forecasts](#)

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Statistics

- [Trading Statistics Request](#)
- [Trading Statistics](#)
- [Trading Statistics Graph](#)
- [Trading Statistics Treemap](#)
- [Trading Statistics Save](#)
- [Statistical Periods - Setup](#)
- [Statistical Periods - Weekly](#)
- [Statistical Periods - Monthly](#)
- [Statistical Periods - Daily](#)
- [Entry - Basic](#)
- [Statistics Entry - Import Data](#)
- [Budget Entry - Basic](#)
- [Budget Entry - Import Data](#)
- [Target Entry](#)
- [Forecast Entry](#)
- [Family Statistics](#)

BE Licences

For each database you have installed, you need to license the system accordingly. For example, if the system is being run in a centralised fashion with one headoffice database, we therefore need to install a single licence key. For a distributed system where there is a backoffice database at each outlet, we will need to install a license key for each outlet database.

Note: In a distributed system you do not need to install a license for the headoffice server.

The licence support in TillIncoming means you will not be able to process transactions if you exceed the Store count limit. Once you have met the licence limit, if you click New you will be shown a warning that you cannot add more stores and you can choose to continue or not. Thereafter, if you try to save a new entry with Store type you will be shown an error message. Non-licenced locations such as warehouses can be added as location types when the licence has met the limit of the store licence count.

Non-licenced locations such as warehouses can be added as location types when the licence has met the limit of the store licence count.

 [BE Licences Screen Shots](#)

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Till Control

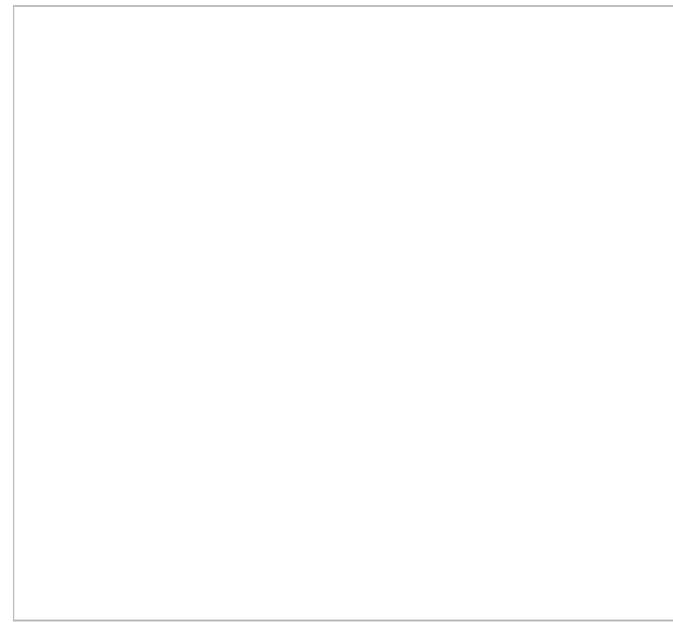
[Till Control](#)

[MPOS Till Control](#)

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POS Device Codes

Figure: Example POS Device Codes Screen



Code	A code to uniquely identify the POS Device code.
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Re-Routing Printers

Sometimes a printer may break down, or a POS is not turned on. What happens to the receipts? You need to be able to re-route the receipts to a different printer.

When you define your receipt and kitchen printers on the *Till Devices* tab in [Tills](#), there is an option called *Alternative Device Code*. If you set this code to the code of another printer, POS will know to where the receipt should be re-routed.

The re-routing occurs under these circumstances:

1. When one POS is turned off and another POS wants to print to a printer attached to that POS. This happens automatically. The second POS can't make a successful copy of the receipt file and so will re-route the file.
2. A printer is broken or turned off. If you are using printers connected directly via a com port with hardware handshaking (rather than through a Windows printer driver), POS will detect the printer is not working and re-route it automatically.
3. Manual intervention. Sometimes the kitchen may not be very busy and you want to reroute traffic from one printer to another. The user must tell the POS to which the printer is attached that the printer is not available. The POS will then be able to redirect the receipt to the alternative printer. In order to have this functionality you need to modify the POS keyboard. There is a new button called DEVICES which you can add to the Supervisor keyboard. When you press this button, POS will display a list of printers attached to that POS. You can then press a button to toggle a printer on or off. Note, if you restart POS you will need to use this function to turn the printer off again. The info is not stored across restarts.

Back Office Till Control

This is a new function which allows control of POS from the back office. This is different to the [Till Control](#) function which is used at head office.

Currently, the only function available is Close Shift. This will allow you to close the shift of the specified POS. However, other functions will be added in the future. The functions in this screen have a real-time response. If it tells a POS to close its shift, it will wait until the POS has told it if it was successful or not. This is because a connection between back office and the POS can be guaranteed. This is unlike Till Control which relies on sending messages to POS.

Due to the way some networks are set up, this function may not be available to all POS BE clients. If the POS cannot be controlled, the systems work, the *Allow Back Office Support* on the *Location* tab of [Till](#) should be checked off.

Shifts

A shift is a period of time when a user will work. You could have shifts related to the meals served, for example Breakfast, Lunch, Dinner. Or you can have shifts related to the times worked, for example 6am-2pm, 2pm-10pm, 10pm-6am. You don't have to use shifts but they do offer the following benefits:

- Track sales per shift.
- Set different sell prices for the same item for different shifts.
- Display different fastkeys/keyboards for different shifts.
- Use different item menus for different shifts.

You set up the basic shift codes you want to use with the [Shifts](#) function.

On the *Locations* tab in the [Till](#) function, there is a *Shifts* grid. This grid allows you to control the shifts used by all POS in the same location. Using this grid you can specify the available shifts, the day of the week to which they apply, the keyboard to be used, and so on.

The *Ask Float At Start Of Day* option on the *Profile - Settings 1* tab of [Till](#) must be checked on. When POS starts up it will ask for the shift to be used. It will only display the shifts valid for that day of the week. Once the user selects the shift, the POS will adjust the keyboard, item menu and default fast key to be used. It will use these options until the shift is closed and a new shift selected.

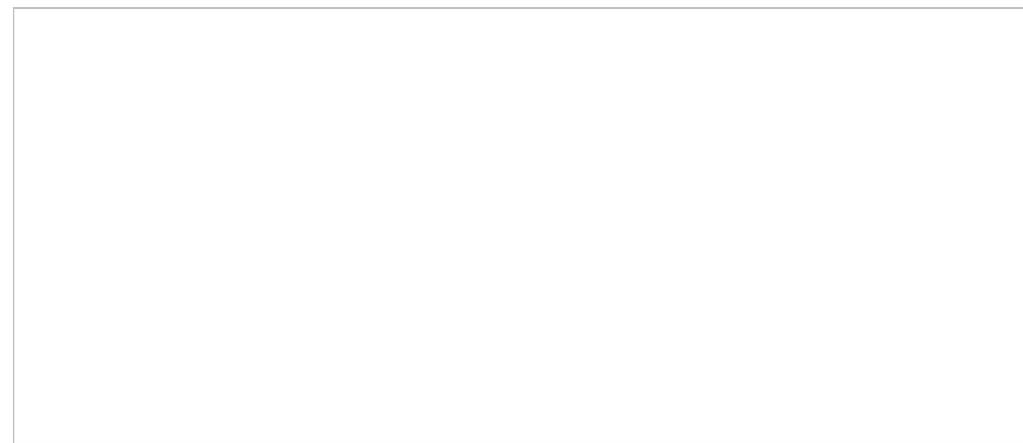
A shift can be closed using one of the following methods:

Automatically when a Z-Read is done.	To use this option, check on the <i>Close Shift On Z-Read</i> option on the <i>Till Reads</i> tab of Till . When the Z-Read is started from POS, the shift will be closed.
Selecting Close Shift from the Supervisor or Activity keyboards.	You can modify the POS keyboard and add a CLOSESHIFT button to either the SUPERVISOR or ACTIVITY states. The user can simply select the option to close the shift. You can secure access to this button by using the 'Close Shift' option on the <i>Security</i> tab of Till .
Close the shift from the Back Office Till Control	You can use the Back Office Till Control function to select a specific POS to be closed. You can do this from the back office without going to the actual POS itself.

The Price Levels tab on [Locations](#) allows you to have different prices for the same item, depending on the current shift.

Shifts

Figure: Example Shifts Screen



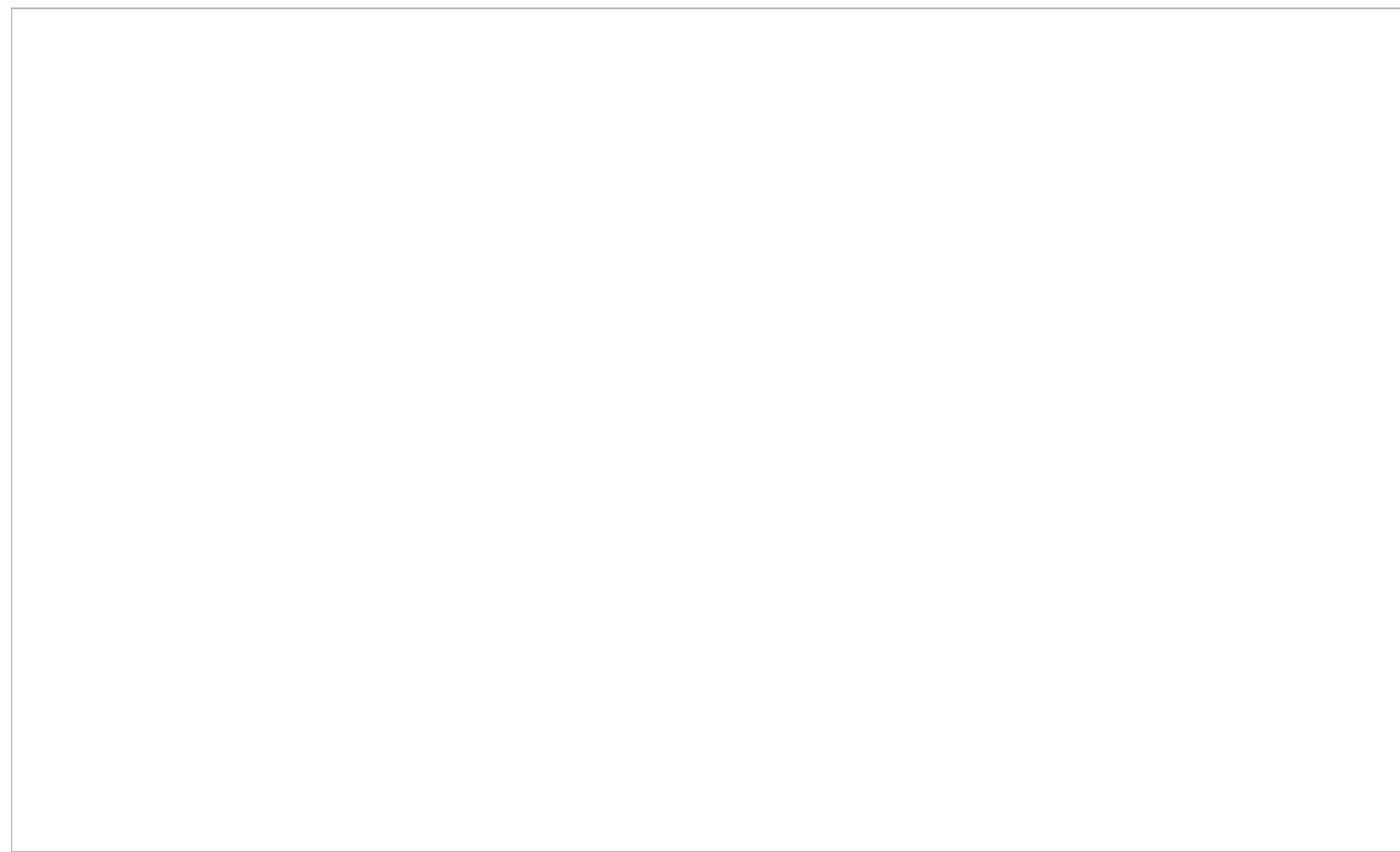
This function allows you to define the [Shifts](#), for example Breakfast, Lunch, Dinner, available in the system.

Code	A unique, number that identifies the shift.
Description	A description of the shift.
Sequence	The sequence in which the shift should be displayed to the user. The lowest number will appear first, the highest number will appear last.

Tills - Basic

The Tills maintenance form is used to set up POS tills at a venue. A separate till definition needs to be set up for each and every POS device.

Figure: Example Tills Screen



□ **Miscellaneous**

Description	A description about the till.	
Location	The location where the till is located. This is used by the till to get the set of available items and their pricing.	
Computer Name	<p>The system communicates with each DynaPOS by knowing its computer name which is stored in the Computer Name field. You can obtain this by going to Control Panel, on the DynaPOS computer, and selecting Network. Go to the Identification tab and the Computer Name is displayed.</p> <p>When a POS is started, the computer name defined for the POS must match the computer name of the computer. You aren't allowed to run a POS on a different computer to the one for which it was defined. This is to prevent accidents with the same till definition being used on multiple computers.</p>	
Keyboard	The Keyboard setting contains the code of the DynaPOS keyboard to use for this till. A keyboard must be defined in order for the DynaPOS to work correctly	
Till#	This is a unique number assigned by the user to identify the till.	
POS Type	Indicates the type of POS using this definition.	
	Operator/Touchscreen	This is a standard point of sale where an operator will server customers using a typical touch screen PC.
	Operator/Keyboard	The POS will be configured to make use of a keyboard for operations. The function buttons will be displayed across the bottom of the screen. Some buttons that appear on the touchscreen POS, like the Search and Payment, and not displayed. However, they can be added to the function keys when you define the keyboard. Note, this option is aimed for retail rather than hospitality. The 4x9 button panel is not used so the fastkeys, modifiers, and so on are not available.
	Handheld	The POS will be run via remote desktop on a handheld Pocket PC/Windows Mobile device with a screen resolution of 320x240. The POS display will not take the full screen to allow for the toolbars displayed as part of older versions of the remote desktop client.
	Handheld (Full Screen)	Same as handheld but allows the POS to run full screen as support by newer versions of the remote desktop client.

Self Service	The customer will use this POS on a touchscreen PC. Useful to allow customers to place their own orders.
Merchant Local Server	The till definition is actually for Merchant Local Server , not a real POS. This allows the Merchant Local Server to be controlled via Till Control . When you select this option, many of the remaining tabs will disappear as they are not required.
MPOS Handheld	For use with Mobile POS (MPOS). When selected the number of tabs available in Tills is reduced as only the settings relevant to MPOS tills are shown. The 'Computer Name' field is not shown for MPOS tills because the Broker handles this configuration – all POS BE needs to know is the address of the MPOS Broker, which is configured in Locations Advanced settings.
2nd Screen Media Schedule	This is the schedule of media clips that this specific till should play on its multimedia customer display. It is not currently used and will be implemented in a future version.
Active	Indicates if the till is currently active (licensed).

□ Cash Settings

This section allows basic cash settings to be defined for the till.

Float	The float is the value of the cash float that the till uses.
Float (Secondary Currency)	The float is the value of the cash float in the secondary currency used for the location that this POS is in. If you don't use a secondary currency, leave this as zero.
Rounding	It can be set to perform no rounding, round up, round down, round up/down.
Rounding (Secondary Currency)	The rounding option when using secondary currency. It will be used if you select to pay by foreign currency and then the currency code used for secondary currency.
To Nearest	You can then specify the number of cents to round to. The settings on the form above would round to the nearest 50 cents.
To Nearest (Secondary Currency)	The number of cents to round to when using secondary currency. It will be used if you select to pay by foreign currency and then the currency code used for secondary currency.
Minimum Sale To Get Cash Out	Cashout for EFTPOS transactions is only available if the sale exceeds this value.
Maximum Cash Out	This is the maximum cash out available per EFTPOS transaction.
Max Fastkey	When tendering, the system suggests certain tender amounts for each sale. This is the highest amount that is suggested.

□ Communications

When a user starts DynaPOSTouch, the system will use these communication configurations to work out how DynaPOSTouch should be connected to the back end servers.

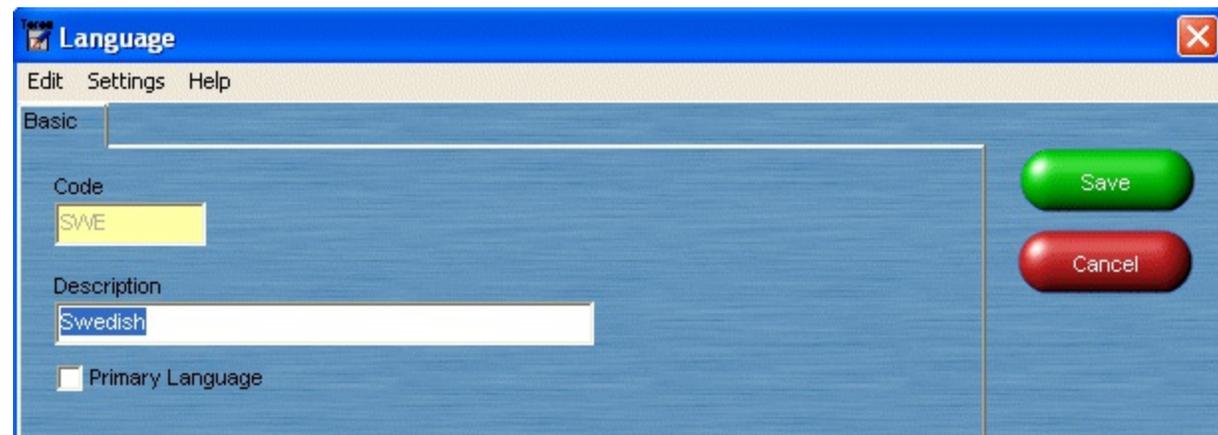
See [Communications Configuration](#) for further details.

Primary Connection	The main setting used to connect to MCS.
Backup Connection	If there is a fault with connecting, the programs will attempt to use this second code.
Backup Connection 2	If the second attempt fails, it will switch to the third one.

Available Languages

Available Languages (DataEntryBasic.exe LanguageAvail) is used to define the languages used in the system. This is only required if you want to be able to set up items in the database and maintain the item descriptions in multiple languages. These different languages can then be used at POS. When you define a new language code, the system will create a new record for every single item based on the current item descriptions. These details can be seen using the Items function.

Figure: Example Language Screen



Code	Unique id to represent the language.
Description	A description of the language.
Primary Language	Indicates which language is the primary language. Only one language can be checked on at a time.

Vouchers

□ Overview

Vouchers are a type of [discount](#). They can be used to generate repeat business and encourage customers to return in the future. Consider the following:

A customer purchases \$50 of goods. You could give them a 10% discount immediately off the sale. The customer will appreciate the discount but won't necessarily come back. Alternatively, the discount could be a voucher, for example 'get one cup of coffee free on your next purchase'. Now the customer has to come back in order to get the discount. When the customer comes back, they will tender the voucher as payment for the sale. This gives the customer the appropriate reward and has generated repeat business for you.

□ **Creating A Voucher**

The first thing you need to do is to create a voucher using the Voucher function. A voucher is identified by a unique code. You also define the printable content of the voucher. This content will be printed on the receipt printer and given to the customer.

You can define a generic header (like a generic sale receipt header) that will be printed at the start of every voucher. This is defined in the Voucher Hdr section on the [Location](#) tab of Tills.

□ Giving The Voucher

In order to give the voucher, you need to create a discount. This discount is defined just like any other discount. You need to set up the discount details, qualifying groups and items, and so on. Using the locations and the date ranges, you can specify where and when the voucher can be given. The reward for this discount should be set up as a 'Voucher' reward. You then specify the code of the voucher that should be used as a reward.

At POS, the system will check the discount and, if it qualifies, will apply it to the items. The difference being that the discount value will be zero (as the current prices were not reduced). Since this is just a type of discount, the various discount reports can be used to track how many voucher discounts have been given out.

After the customer receipt is printed, the vouchers will be printed. If you don't normally print receipts but you have a receipt printer defined, the vouchers will still be printed.

□ Using The Voucher

When the customer comes back and makes another sale, they will offer the voucher as part of the payment. The voucher is a special type of tender. You need to set up a special voucher tender using the Tender function. You then define this as the special Voucher tender by entering the code in the Vouchers setting in [POS.1](#) tab of System Settings.

Now you can recognise the voucher, you need to be able to do something with it. What you are doing is basically giving the customer a discount for the voucher, so you would set up a tender discount. This discount would be for the Voucher tender code. You would also enter the code of the voucher for which the discount is being given. So if you set up a Voucher 23 for a 'free cup of coffee', you would specify that Voucher 23 was required for the tender discount. You could have lots of tender discounts set up for the voucher tender but each one would be for a specific voucher code.

When the operator selects the Voucher tender code, DynaPOSTouch will display a list of all currently acceptable voucher tender discounts. When the user selects a voucher, the appropriate discount will be given. Given that these are just standard discounts, the system will check locations and date ranges to ensure that the discount is currently available. The list of discounts shown are the discounts currently available. If a voucher has an expiry date, the discount would be set up with that expiry date. Once the expiry date has passed, the discount will not be valid and will not be listed for the user to choose. This means the user cannot accidentally accept vouchers that have expired.

Receipt Keywords

DynaPOSTouch provides some ability for the user to define their own formats on receipts. The transaction header is defined in the *Receipt Header* field in [Tills](#). You can use various keywords to indicate values which the system automatically fills in when the receipt is printed. When a receipt is printed, the system checks for the existence of any keywords in the receipt header. If any are found then it prints only your defined receipt header. It does not print the standard transaction header. If no keywords are found, the system uses the following transaction header:

ABN	<TAXNUMBER1>
Receipt	<TRANSTYPE> <RECEIPTNUMBER> <REPRINT>
Transaction	<TRANSTYPE> <TRANSNUMBER> <REPRINT>
Time	<DATE> <TIME>
Operator	<OPNAME>
Till	<TILLCODE>/<TILLNUMBER>
Table	<TABLE>
Covers	<COVERS>
Customer	<CARDNUMBER> <CUSTNAME> <TAXINFO>
Reference	<REFERENCE>
Stock Adj	<STOCKREASON>
Transfer To	<TFRTOCODE>

If the keyword was to be replaced by an empty value (for example, if you aren't doing a transfer then <TFRTOCODE> would be empty), the entire line that the keyword is on is not printed. This means that you can put in all the possible transaction details and know that it will only print the available information.

The available keywords are as follows:

ACCOUNTS	Prints a summary of the customer's accounts.
----------	--

CARDNUMBER	The current customer's card number.
COVERAMT	The amount per customer at the table.
COVERS	The number of customers at one table.
CUSTNAME	The current customer's name.
CUSTNUMBER	The current customer's number.
CUSTPHONE	The phone number of the customer.
CUSTTAXNUM	The customer's tax number.
DATE	The current date printed in the short date format (dd/mm/yy).
DELIVERY	The delivery address for the transaction.
FISCAL	Prints fiscal information on the receipt.
FORFEIT	Replaced with the amount of change to be forfeited.
FSASUMMARY	Prints the Flexible Spending Account Summary when the item is sold.
IPN	The IPN of the current number.
ITEMCOUNT	The number of items in the transaction.
LOCATIONCODE	The code of the current location.
LOCATIONNAME	The name of the current location.
OPNAME	The name of the current operator.
OPNUMBER	The number of the current operator.
ORIGRECEIPTNUMBER	When you do a normal sale, this line will be empty. However, if you return a sale or an item by matching to a previous sale, the receipt number of that sale will be printed.
NOSALEREASON	No sale reason is printed if set up. Note: You have to have the PRINT CANCELLED SALES option set to true as well as the Print No Sales Receipt option set to get a

receipt.

PAGENUM

The page number of the receipt. Only used for paged receipts as used in Taiwan.

POINTS

The number of points for the customer. This is up to, but not including, the current transaction.

PREPRINT

The preprinted number on the receipt. Only used for paged receipts as used in Taiwan.

QTYSOLD

The total quantity sold. If you sell items by weight, this variable won't work well because it mixes kilos and units.

RECEIPTNUMBER

The receipt number for the transaction.

REFERENCE

The reference associated with the transaction.

REPRINT

Prints the word 'COPY' if this is a reprinted receipt.

SALESMETHOD

The Sales Method for the transaction.

SALESPERSONNAME

The name of the original salesperson for the transaction.

STOCKREASON

The reason for a stock adjustment.

TABLE

The table for the transaction.

TAXINFO

The tax information for the customer, for example the customer's tax number of their address.

TAXNUMBER1

The first tax number of the location, for example ABN.

TAXNUMBER2

The second tax number of the location, for example BRN.

TAXSUMMARY

Prints a summary showing the amount of tax paid for each tax rate.

TFRTOCODE

The code of the location that the transfer went to.

TICKETNUM

Prints the ticket number associated with the table.

TILLCODE

The code of the till.

TILLNUMBER

The number of the till.

TIME	The current time.
TOTAL	Replaced with the transaction total.
TRANSACTION NUMBER	The current transaction number. This will only appear on receipts where there has been an interaction with the server during the transaction that is, if it has been put on hold. 'Normal' transactions where the bill is paid off straight away do not have a transaction number assigned until after the transaction is finalised and is being processed by the server.
TRANSACTION TYPE	The type of transaction, for example SALE, RETURN, and so on.
VOUCHER	Replaced with the amount of the voucher tendered.

The format that item details print is selected by using the *Receipt Format* option on the [Profile - Printing](#) tab in Tills.

Overnight Processing

[Schedule Jobs](#)

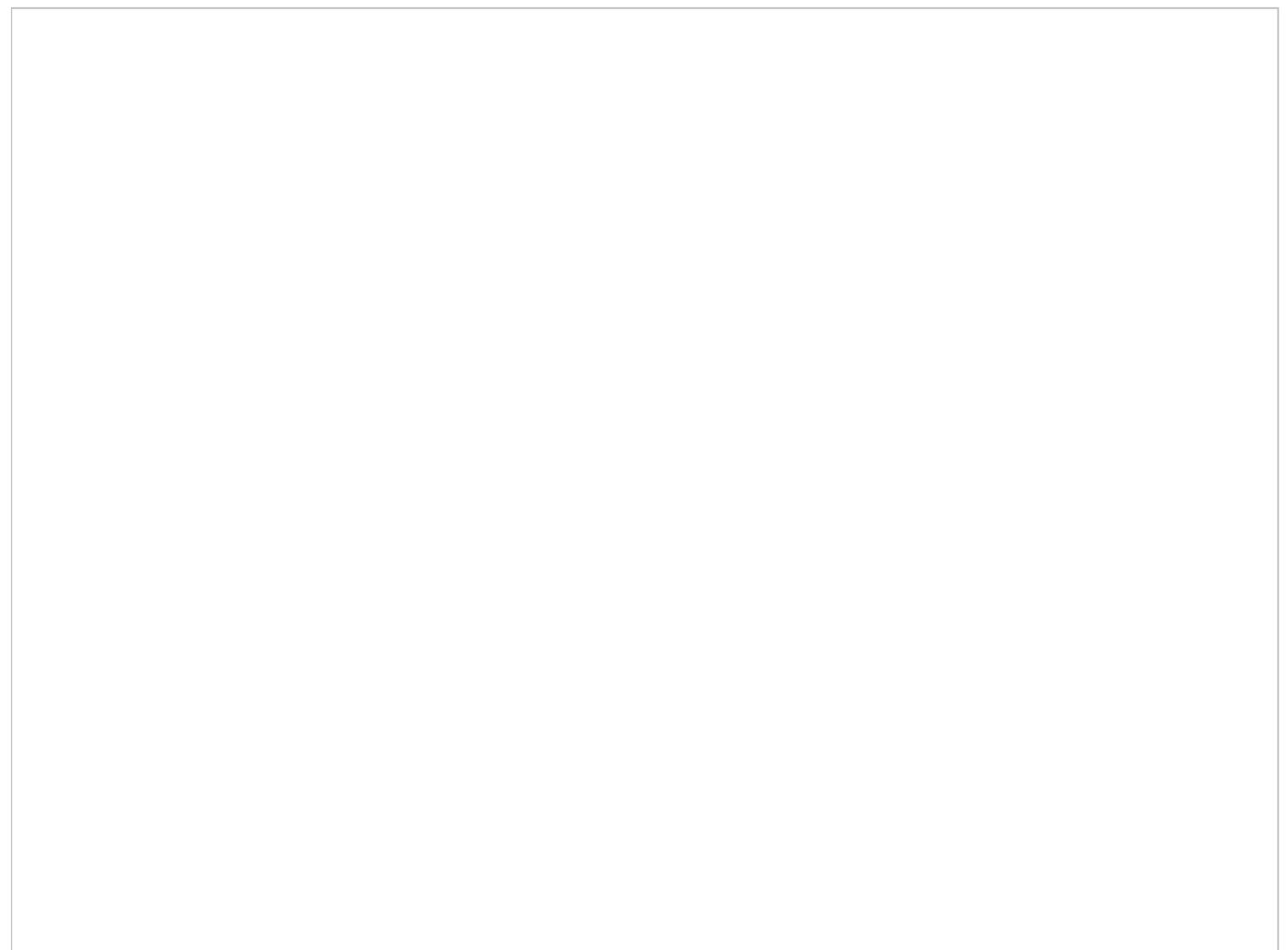
[Process Jobs](#)

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Process Jobs

The schedule processor Process Jobs is used to perform a number of predefined tasks without requiring user intervention. These tasks are usually run on a regular basis and include checking for expired costs, starting promotions or running reports. You would normally set up multiple tasks to be performed in a single session, such as at the end of the day. The tasks which are to be performed are set up using the [Scheduled Jobs](#) function.

Figure: Example Process Jobs Screen



When the Process Jobs form opens you select a session. This will default to the afternoon session for the current day. There are three tabs of sessions (Morning, Afternoon and Miscellaneous) with seven sessions in each tab. To run a particular session, select the tab and then the session within the tab. and press the *Start* button.

As each task is processed a green tick will appear in front of it. Details about the task are also placed in the audit file. You should always check the audit file to ensure the success of tasks. This can be done by clicking on the View Audit button. See [View Audit](#) for more information.

If you don't want a task to be run in a particular session, simply click on the task and a red cross will appear. This will stop the task for this session run. If you want the task to be

removed permanently, use [Scheduled Jobs](#) to remove it from the schedule.

The Process Date, which defaults to today's date, is used by the system as a starting point. If a process has a parameter of TODAY+1, the system uses the Process Date as TODAY and is thus able to calculate the required date. You should rarely, if ever, change this date.

Press the *Start* button to begin the Process Jobs function. Any errors recorded are shown in the grid below the jobs scheduled with entries shown in descending date order with the most recent first.

Command Line Parameters

A specific session in the Schedule Processor can be run from the command line. The first command line argument specifies the session to be processed. It can be AM1, AM2 ...AM7 for morning sessions, PM1, PM2...PM7 for afternoon sessions or MISC1, MISC2...MISC7 for miscellaneous sessions.

Example:

DATAENTRYBASIC.EXE PROCESSJOB AM2 (This will process the second morning session.)

This option allows the Scheduler Processor itself to be scheduled to run at a certain time through the use of the operating system AT command.

Stocktakes

□ [Stocktakes](#)

□ [Stocktake Templates](#)

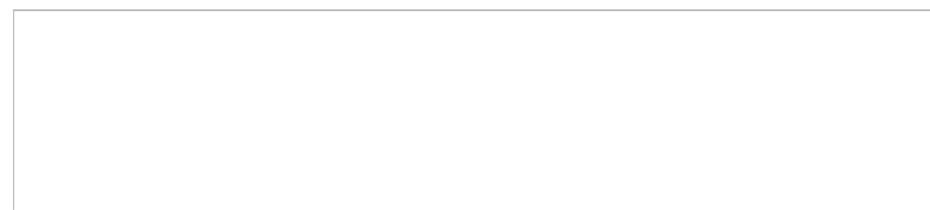
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Electronic Audit

The Electronic Audit is a tool to view Point Of Sale transactions. There are two types of electronic audits available within the system.

1. The [Electronic Audit](#) function is the more powerful option. You can specify various criteria such as date range, till code, operator, and so on to restrict the transactions to view. It will allow you to go as far back in history as you have data. It can be used at head office to view transactions across different stores. However, it will only show transactions which have actually been processed. If for some reason, a POS has not yet sent its sales to head office, these transactions will not be visible. Also, if the server is not available, a store will not have any audit facility.

If a POS transaction required a user to authorise certain actions like cancelling a transaction or changing a price, the Electronic Audit will show the name of the authorising user in the Operator column. The name of the original operator and the authorising user will be shown together. For example, PETER changed the price but KATE authorised it. You would see the following as the Operator Name: PETER/ KATE.



The Electronic Audit also supports multiple operators on a transaction. Additional operators are displayed as 'Multi Operator Link'. Searching by the operator in the standard search parameters highlights the transaction where the operator has been added as an additional operator.

2. An alternative is the Electronic Audit facility built into POS. It shows a simpler view of the transactions with the following caveats:

- It will only show transactions from POS within the location of the current POS. It can't be run from head office and you can't see transactions from other locations.
- The server doesn't have to be online. It works off the local backups of the sales files sent to head office. This gives POS an audit capability at all times.
- Since POS only keeps the last few days of sales you have limited ability to go back in time.
- You can't select the transactions you want to see. Think of it as an electronic till roll.

To use this option you simply set up the POS Keyboard to have the ELECAUDIT key available.



Electronic Audit

Figure: Example Electronic Audit Screen



Selection Criteria

You must specify a date range but the other details are optionally. You can enter as many details as you want to restrict the transactions you are shown. The transactions are shown in date/time order.

From Date	The start date of range of the transactions.
To Date	The end date of range of the transactions.
Location	The location at which the till resides.
Till Code	The till on which the transaction was made.
Operator	An operator involved in the transaction.
Customer#	The customer the transaction was made for.
IPN	An item included in the transaction.
Time Range	In 15mins intervals shows only what has been sold between the two times for each day in the date range selected. For example, if you select a Date Range of 18-01-2009 to 20-01-2009 and a Time Range of 14:00 to 15:15 then only the transactions made between 14:00 and 15:15 for the 18th, 19th and 20th will be displayed.
Cancelled Items	The default for the option is that it is off – not checked. When this option is checked, the transactions which match all the other specified options will be further filtered so that only those transactions with 1 or more cancelled items in are shown.
Receipt#	The receipt number.
Transaction #	The transaction number (if a layby has five different payments recorded on it, it has five different receipt numbers but only one transaction number). This will only appear on receipts where there has been an interaction with the server during the transaction that is, if it has been put on hold. 'Normal' transactions where the bill is paid off straight away do not have a transaction number assigned until after the transaction is finalised and is being processed by the server.
Reference	The reference/table number of the sale.
Tender	A specific type of tender used on a transaction, for example all credit cards.
Show Transaction	If checked on, then only the transaction header is displayed to present a summarised view. Next to each transactions is a + sign. If you click on this, the

**Headings
Only**

transaction is expanded so that you can see the full details.

Transactions To Show

There are many different types of POS transactions which can be displayed in the electronic audit. This section allows you to control the types of transactions you see. Each type of transaction is displayed as a check box. If the check box is checked on, that type of transaction is displayed. If it is checked off, it is not displayed.

Sales	Check on to see sales.
Returns	Check on to see returns.
Exchanges	Check on to see exchanges.
No Sales	Check on to see no sale transactions. Prior to version v5.19SP1, the start of shift was logged as a No sale transaction.
A/c Payments	Check on to see account payments.
Quotes	Check on to see quotes.
Cancelled Sales	Check on to see cancelled sales.
Refunds	Check on to see refunds.
Till Adjustments	Check on to see till adjustments - paid in/ paid out/ skim/ float.
Point Redemptions	Not used.
Loyalty	Not used.
Pending Laybys	Check on to see laybys which are not yet finalised.
Cancelled Laybys	Check on to see cancelled laybys.
Completed Laybys	Check on to see completed laybys.
Pending Orders	Check on to see customer orders which are not yet finalised.

Cancelled Orders	Check on to see cancelled customer orders.
Completed Orders	Check on to see completed customer orders.
Paid Orders	Check on to see customer orders which have been paid in full but not yet finalised.
Pending CODs	Check on to see cash on delivery transactions which are not yet finalised.
Cancelled CODs	Check on to see cancelled cash on delivery transactions.
Completed COD	Check on to see completed cash on delivery transactions.
Abused Stock	Not used.
Cancelled Abused	Not used.
Packages	Not used.
Reprints	Check on to see reprint transactions.
Tips	Check on to see tips.
Overrides	Check on to see override.
Print Bills	Check on to see print bill requests.
Login/Logout	Check on to track log in/out events.
Training On/Off	Check on to track training on/off events.
Completed Bookings	Check on to see completed booking transactions.
Bookings	Check on to see booking transactions which are still open.
X-Read	Check on to see when X-Reads were performed.

Z-Read	Check on to see when Z-Reads were performed.
External Payment	Check on to see when external payments were made.
SOD Float	Check on to view start of day float.
Cancelled Quotes	Check on to view cancelled quotes.
Start Shift	Check on to view start shift event.

Promotions

Promotions are typically run to increase sales or turnover by giving a cheaper sell price for a period of time before reverting to its normal price. Usually the supplier will offer you a deal during the same period to support your promotion.

The system allows promotions to be set up as special events for the purposes of reporting and tracking. This is done using the [Promotions](#) function. This allows you to enter the details of the items that are in a promotion. You can set the various deals that you are getting from the supplier and the promotional sell price.

When the deals and promotions are due to begin, you can press a button on the Promotions function to move the costs and sells to from the promotions system to the items system. This will generate promotional cost and sell records in the [Items](#) function, just as if they were manually entered. Note, that once the details are moved you will need to change those cost and sells records in the Item function. Changes made in the Promotions system can't be copied over again.

By setting up promotions, as opposed to simply entering the sell price directly against each item, you can do special promotion processing. For example, there are a variety of reports which can be printed showing the special promotion details. You can also get trading statistics by promotion. This allows you to monitor the success of your promotion.

An extra feature that the promotion system offers is the production of a promotional sales catalogue. As you enter the item you will be asked for page number and position of the item in the catalogue, as well as whether or not an image is required. You can use this in conjunction with your advertising company to work on the layout of the catalogue.

The reports that are available include:

- Promotion Advertising Report
- Promotion Merchandise Report
- Promotion Supplier Report
- Location Promotion Report

Promotions

[Promotions](#)

[Promotion Item](#)

[Promotion Types](#)

[NCR Promotions](#)

[NCR Promotion Types](#)

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How Do I Change Covers?

Covers is simply the number of people sitting at the table. This is used to give a more accurate count of the number of people served.

The system can be configured to automatically ask for the covers each time a new sale is started.

Typically the system asks for the table number and then the covers. At any time during the sale, you can change the covers by pressing the *Table* button. If you don't actually enter a number when the system asks for the covers, it assumes one person.

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How Do I Add Items To A Table?

If using Tables to manage your transactions, you can add a Sale to a table:

1. Press the *Table* button.
2. Select the Table number to assign the sale to.
3. Add Items to the sale.
4. Press the *Hold* button.
5. The next time you press the *Table* button, the list of tables that have sales assigned to them have changed colour. If you select one of these tables the transaction assigned is automatically recalled.

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Table Tracking

It is possible to assign a transaction to a table, which represents the physical table actually in the restaurant. Once a transaction has been assigned to a table, it is possible to keep adding items to the sale and then hold the transaction to that table until at which point the customers are ready to pay.

The system can be configured to automatically ask for the table number each time a new sale is started or present the user with a list of 'Easy tables' on the screen. Easy tables are a graphical representation of the tables situated within the restaurant. They are shown to the user in different colours:

- White = table cleaned and available
- Red = table in use
- Yellow = bill printed and awaiting payment
- Green = table available but dirty

Tables already started are automatically recalled when the table number is entered (only if the 'Check Table Exists' option in [Profiles - Settings 2](#) within Till maintenance is switched on).

At any time during the sale, you can change the table number by pressing the *Table* button. If you try to change to a table number that already exists, you are asked if you want to merge the tables. In this case the two transactions are merged together to become one transaction.

If a sale is moved from table A to table B, table A is marked as unclean.

Depending on configuration, you may be able to see tables at all locations or view tables in selected locations only.

It is also possible to print a bill for the table that simply creates a receipt for the customer to check, but places the sale back on hold and does not complete the transaction. When the customer receives the bill they would then pay off the sale using a normal payment method for example Credit Card, Cash.

If you have multiple POS in one location and you use Easy Tables, you can set the system up so that the Easy Table details are refreshed at regular intervals. This allows you to see when a table has been marked as clean from other POS.

If a table transaction has not been recalled for a period of time, it can be marked as inactive on the Easy Table buttons. An inactive table has *** next to the table number. The inactive time interval is set on the Inactive Time option in [Profiles - Settings 2](#) in Till.

Previous Sales At Table

In some instances its useful to know the previous sales that were made at the current table. You can add the PREVSALES button to the Table keyboard state using POS Keyboards. When you are asked for a table, you can press the Previous Sales button and select the table. The POS will display a list of transactions made on that table for the last 24 hours.

This function is designed to work in an offline mode, that is POS can't connect to MCS, which would be required to print a receipt for previous sales or electronic audit. It contacts each of the POS in the location to get the details of completed transactions. If a POS is switched off, it may take slightly longer to get the information while the POS deals with the fact the switched-off POS can't be contacted.

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Importing Data

The system provides facilities to import basic item information into the system. This will create item, cost, sell and IPN details. It does not handle importing of linked items or recipe items which will need to be set up manually. This facility is only used for creating new items. If you need to import updates to the items on a regular basis, check [Host Updates](#).

The actual importing is handled by the [Import Item Data](#) task. For detailed instructions on how to actually import the data, see [How Do I Import Item Data?](#)

For importing sales see [How Do I Import Sales?](#)

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Importing Data

[Import Item Data](#)

[Importing Sales](#)

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How Do I Import Sales?

If you would like to import Sales information from an external system, this is possible via the [Import Sales](#) function. The information needs to be in a comma delimited file, and contain the below mentioned fields. However, not all fields are mandatory. In order to be able to process a sale, we must assign the sale an Item. To identify the item number in POS BE, the sales file must contain either the IPN, the EAN, ORDERCODE or XREFCODE. It does not need all four pieces of information. An example of a valid file would be:

EAN,VALUE,QTY,DATE

45767676764444,1.50,23,20070226

Field	Description	Mandatory
IPN	The item number. This needs to be the IPN assigned to the item in POS BE.	No
EAN	The item barcode.	No
ORDERCODE or ORDER CODE	The item order code.	No
VALUE	The value of the sale. This will be multiplied by the quantity to give the total of the sale transaction.	Yes
QTY	The amount sold. This value will be used to multiple the VALUE of the sale to give a total of the sale transaction.	Yes
DATE	The date assigned to the sale. This needs to be in the format YYYYMMDD. If you have a file with multiple dates, then a separate sale transaction will be created for each record with a different date.	Yes
G2000ORDERCODE	Only used by G2000.	No
XREFCODE	Cross reference code used to lookup the item.	No

Merchant Local Server

[Merchant Local Server](#)

[Database](#)

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Sales Methods

Sales methods allow you to sell the same item in different ways. For example, a MADRAS CHICKEN CURRY could be sold as Eat-In or Takeaway. Using Sales Methods, you can set the item up once and sell it as either Eat-In or Takeaway. The POS can automatically charge different sell prices or different taxes on the item, depending on the selected sales method.

The benefits of using Sales Methods include:

- Set up an item to handle Eat-In and Takeaway sales
- Track sales per Sales Method
- Set different sell prices for the same item for different Sales Methods
- Display different fastkeys/keyboards for different Sales Method
- Set different tax rates for different Sales Methods
- Set different receipts for different Sales Methods

There are a few ways that you can access the Sales Methods at POS. There are two new options on the Profile -Settings 1 tab in [Till](#).

Ask Sales Method	Check this on and POS will ask for the Sales Method at the start of every transaction. You can modify the options displayed using the POS Keyboard function. The SALESMETHOD - NEWTRANS state contains the buttons that will be displayed to the user. If you don't set up this state, the POS will display a list of default options. This option would be used if you were in a fast food environment where each sale could be either Eat-In or Takeaway. However, if you use table-tracking or your sales are normally of one method and occasionally change, you would have this option checked off and use the alternatives described below.
Default Sales Method	This is the default Sales Method used for every transaction. For example, a specific till might be considered the Takeaway till. You can set this up as the Default Sales Method. You can always change the Sales Method using the options described below.

You can modify the [POS Keyboard](#) to provide alternative access to Sales Methods.

The TABLE - NEWTRANS keyboard state is displayed to the POS user at the start of each transaction when table tracking is used. If you use table tracking, you would check off the Ask Sales Method option in Till and select Eat-In for the Default Sales Method. You would then modify this keyboard to include SALE-TAKEAWAY and/or SALE-OTHER.

When a transaction is started and POS asks for the table number, the user will see the option for Takeaway and/or Other. If the user simply enters a table number, the POS will assume a sales method of Eat-In. The user could also select Takeaway, in which case the

POS won't require a table number to be entered and the system will assume a Sales Method of Takeaway.

You may also have the need to change a transaction after its been started. For example, you might have one Takeaway item in an Eat-In sale. Or you might have an Eat-In sale that you want to change to a Takeaway sale. You can modify the ITEMMODIFY keyboard state and add the following keys.

SALESMETHOD	Displays a set of buttons to allow the user to change the sales method for the sale or item.
SALE-EATIN	Allow the user to directly change the sale to Eat-In
SALE-TAKEAWAY	Allow the user to directly change the sale to Takeaway
SALE-OTHER	Allow the user to directly change the sale to Other
ITEM-EATIN	Allow the user to directly change the item to Eat-In
ITEM-TAKEAWAY	Allow the user to directly change the item to Takeaway
ITEM-OTHER	Allow the user to directly change the sale to Other

When you change Sales Methods, the POS will attempt to recalculate the prices/taxes appropriate for the new Sales Method. There is one exception. If you plan on using set meal items and you have different prices for Eat-In and Takeaway, you should NOT allow users to change sales or items from one method to another, once items have been added.

The Price Levels tab on [Locations](#) allows you to have different prices for the same item, depending on the current Sales Method.

Item Gift Certificates

Gift certificates can be set to be redeemed only against particular items for example a scoop of ice cream, rather than redeemed for any item. To support this,

In [Items](#) create a new item with costs/sells and on the [Special Item](#) tab set the items that can be redeemed against the certificate.

To configure Item Gift Certificates as non revenue items, add the Item Gift Certificate number in the Special Items/Customers section in System Settings [POS1](#) tab.

If the [Till](#) is configured with Taiwan settings (Special Country Requirements = Taiwan), no items that have been paid for by an Item Gift Certificate are shown on a receipt but are shown in the Till Read and Electronic audit.

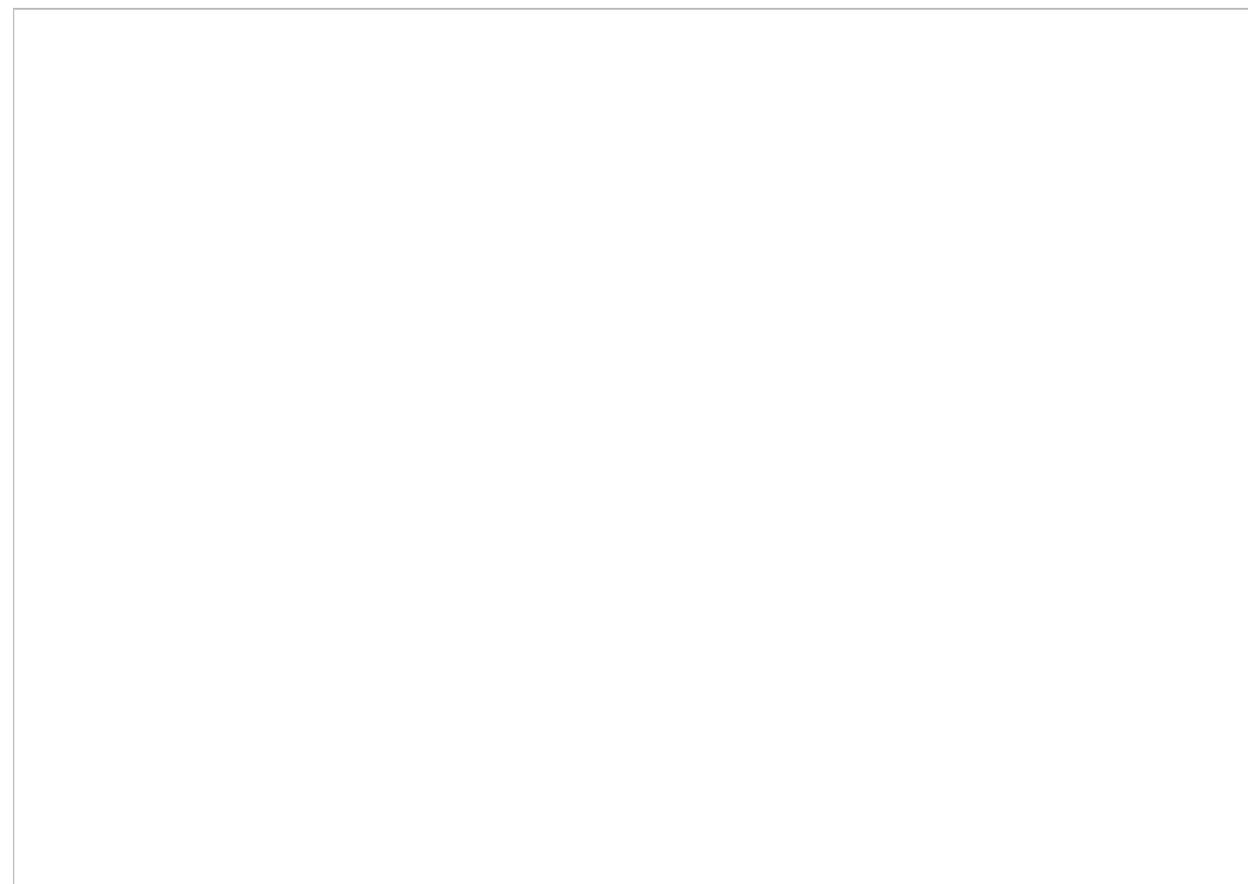
Unknown Item Gift Certificate Serial Numbers will depend on the [System Setting](#) behaviour for redeeming unknown gift certificates but will display relevant gift certificates to choose from.

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Vouchers

Vouchers can be given as a reward for a discount, for example get a free cup of coffee on your next visit. A voucher is printed on the receipt printer after the sale receipt. You need to be able to define the contents that will print on the receipt. This function allows you to maintain the vouchers.

Figure: Example Voucher Details Screen

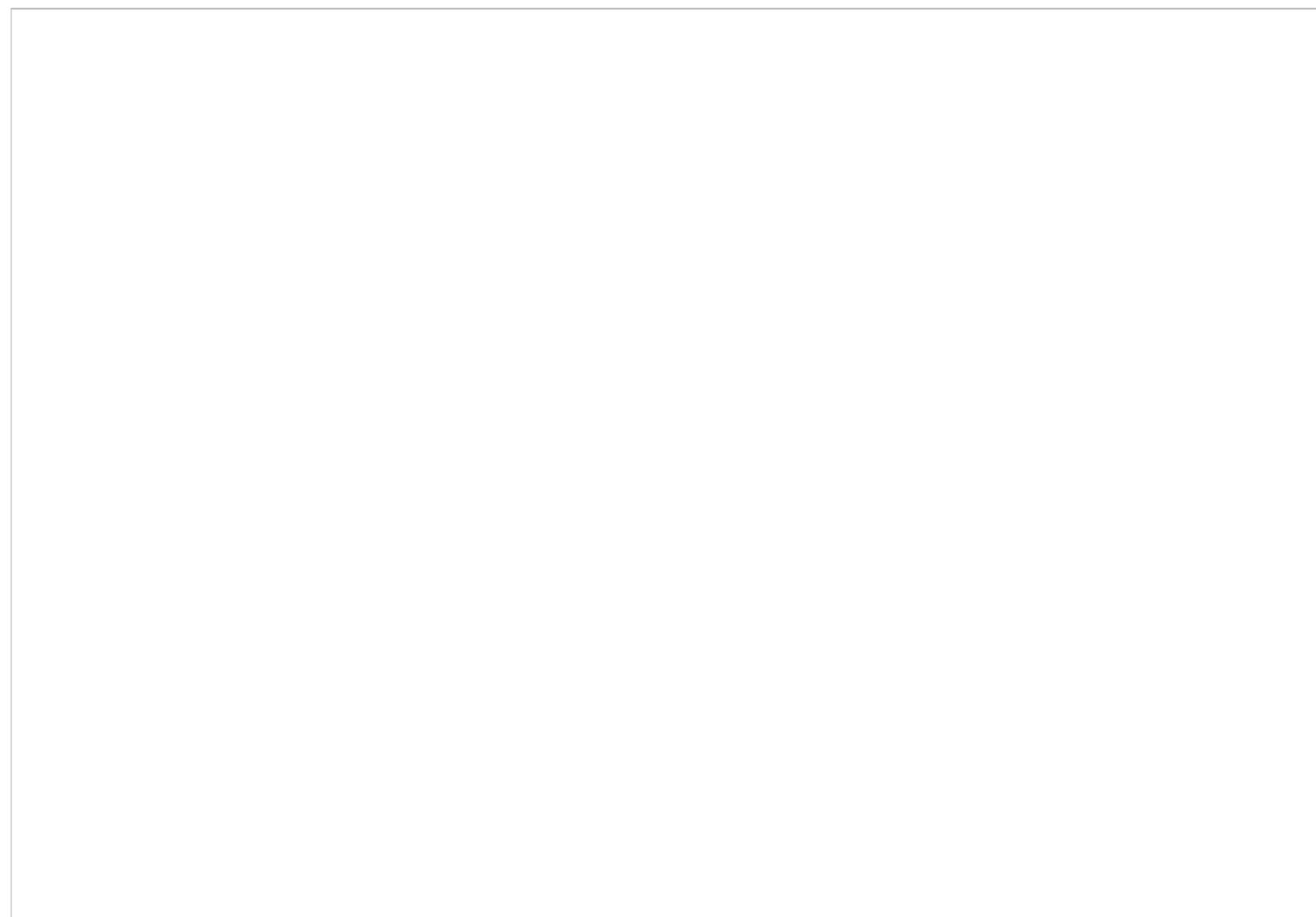


Code	A unique code assigned by the system to identify the voucher.
Description	A description about the voucher.
Barcode	This code will be printed on the voucher to identify the transaction. In future versions this will print as a barcode on the voucher and you will be able to scan the voucher to identify the required discount. By default, the value will be 'V' plus the Code as a 10 digit number.
Print	This is the text that will actually print on the receipt and will be given to the user. The text should be for this voucher only. You can define a generic header (like a generic sale receipt header) that will be printed at the start of every voucher. This is defined in the <i>Voucher Hdr</i> section on the Location tab of Tills.

System Settings - Defaults 2

Contains defaults when setting up tills for new locations.

Figure: Example System Settings Screen



□ Till Read Options

A till read shows the expected amount of money in the cash drawer at the POS. The settings can be changed for each till using the [Tills](#) function. This section contains the default values that will be used when setting up new tills.

Till Read Type	Determines where the till read gets its data and how it is presented. Till (Local) - read data from local POS tables Till (Server) - read data from server Summarise Locations (Server) - read data from server and group by location instead of till User (Server) - read data from server and group by user
Blind Till Read Method	Provides options for performing a blind till read where you can chose to simply hide the drawer totals on the till read or you can hide the entire Z-Read report in Report manager until the declaration is accepted.

□ Till Declarations

A till declaration is when a user enters the actual amount of specific tender types counted from a till. These details are then matched against a Z-Read to detect variances between actual and expected. The settings can be changed for each till using the [Tills](#) function. These are the default values that will be used when a new till is set up.

Till Declaration Attempts	The number of attempts allowed at entering the amounts for the declaration.
Acceptable Variance	The acceptable amount of variance between a till read and a declaration. If the variance is less than this amount the declaration can be accepted without warnings.

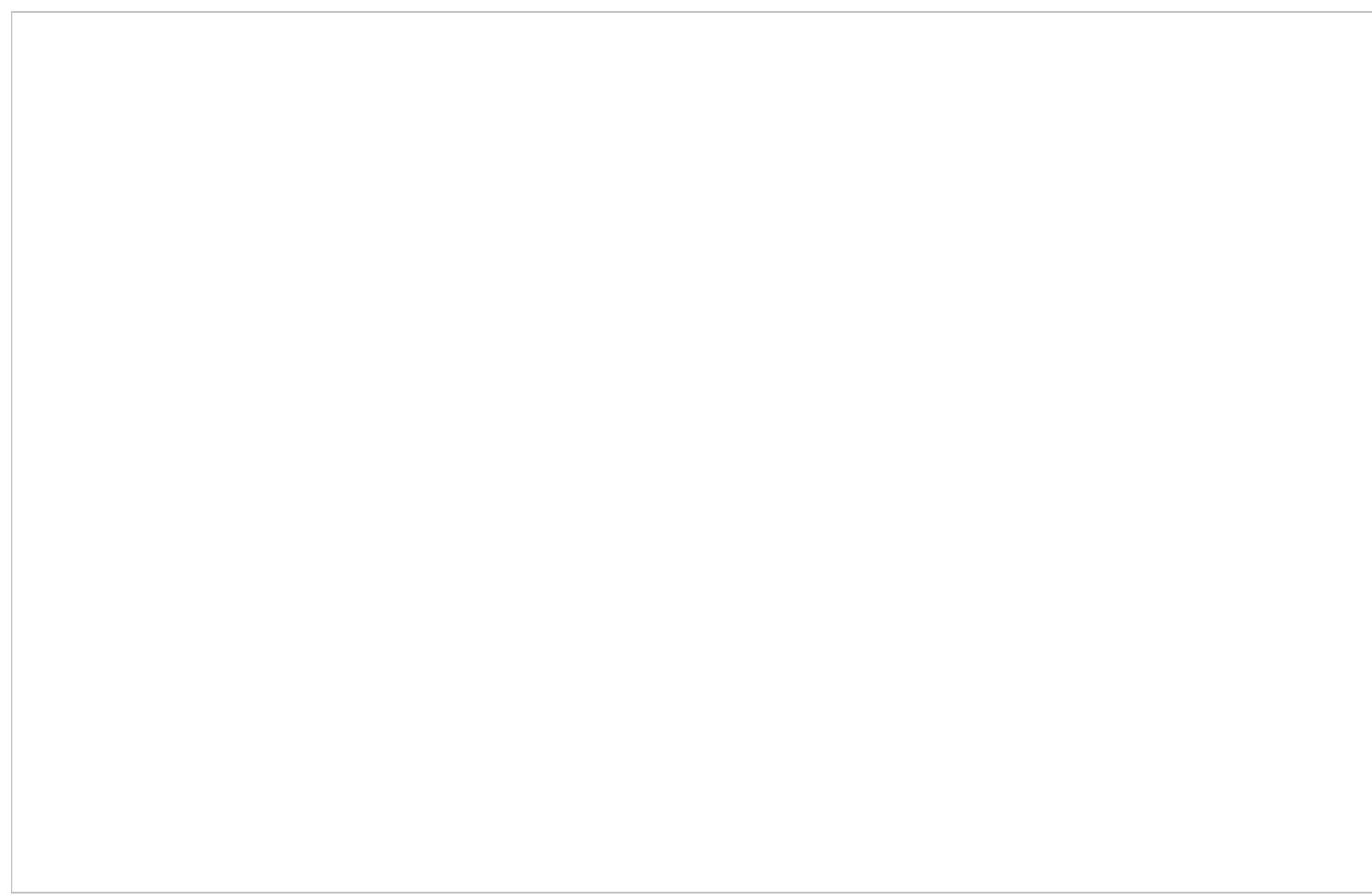
X/Z-Reads

There are a number of reports which can be generated as part of a X-Read or Z-Read. This section allows you to control which reports you require. You can specify different reports for X-Read and Z-Read. For each report you can specify whether the report should be 1) generated at all, 2) generated but not printed or 3) generated and printed immediately. The Till Read Report is always generated but you can indicate whether it should print immediately or not. The settings can be changed for each till using the [Tills](#) function. These are the default values that will be used when a new till is set up.

Till Read	Shows a summary of the POS activity including the amount of money expected in the cash drawer, sales value, and so on.
Department Sales	Shows the sales summarised by department.
Operator Sales	Shows the sales summarised by operator.
Returns	Shows the details of all the Return transactions.
Tender List	Show details of the individual transaction tenders for selected tender codes. See Tender Types on the POS2 tab.
Non-Revenue	Show details of the non-revenue items that were sold.
Items Sold	Show details of each item sold. If an item was sold three times, it will appear three times on the report.
Items Sold Summary	Show a summary of items sold.
Till Declaration Slip	Controls how to print a till declaration slip. A short report that contains a list of tenders that need declaring with space for the user to write the counted amount in.
Tender List Report	This is a list of the tender codes to be shown on the Tender List report in the Z-Read. Each tender code should be separated by a comma and there should be no spaces, for example 1,2,4.

System Settings - POS 3

Figure: Example System Settings Screen



Takeaway Items

This section is used if you want to set up separate items for eat-in and takeaway items but you still want to track [Sales Methods](#).

Departments	Items in this department will be treated as a take away item. This can be a comma-delimited list of codes, for example TAKE,AWAY.
Categories	Items in this category will be treated as a take away item. This can be a comma-delimited list of codes, for example TAKE,AWAY.
Classifications	Items in this classification will be treated as a take away item. This can be a comma-delimited list of codes, for example TAKE,AWAY.

Pharmacy

**HIC
Customer#**

This is used with pharmacies in Australia. It is the number of the customer used to record account details for the government rebates.

Gift Certificates/Credit Notes

Controls whether the POS will accept or reject unknown Gift Certificate or Credit Note numbers.

Unknown Certificates	If unchecked POS will reject the redemption of the gift certificate if it has not been previously sold.
Unknown credit Notes	If unchecked POS will reject the redemption of the credit note if it has not been previously sold.

Multi User Sale

Default Operator for Returns	The default operator is used for return transactions when one or more of the original operators assigned to the transaction are no longer employed. Note: The Default Operator is a standard POS BE operator, but must be set up to work at all locations. If not, the POS will not be able to assign it to a return transaction if required.
-------------------------------------	---

Scale Settings

Manual Weight	<p>In accordance with US Weights & Measures compliance manual weighing of items on DynaPOSTouch can now be disabled. This is achieved via the global system scale setting entitled 'Manual Weight'. The available options are:</p> <ul style="list-style-type: none">• Do NOT Allow. Manual Weight is disabled.• Allow. Manual Weight is enabled.• Allow - Returns Only. Manual weight is enabled for returns only (transaction state in return, or part return). <p>When disallowed via this system setting, if an item is to be manually weighed - either via the Manual Weight fastkey or because the scale is offline then an error will be reported.</p>
----------------------	---

Customer Search Details

Restrict Details	When checked some of the details such as the address shown on the POS after a customer search are hidden from view.
-------------------------	---

Till Reads

Hide last value	When checked the last till read value will not be shown regardless of the blind till read settings on the Defaults 2 tab.
------------------------	---

Backup POS Sales

Keep old sales	The number of days to keep old sales transactions.
-----------------------	--

EFTLink

Use Till and User Names	If checked, when commands are sent to EFTLink, the till and operator names are sent instead of the till and operator IDs. Required specifically for the EFTLink Ocius core, so the reference displayed to the EFT receipt is the User Code, Till Code, and Transaction.		
PCI Compliance Rules	When checked, POS will not process any Card Swipe requests from EFTLink, and respond with a Failure. Also the MSR Serial COM Port is released whilst performing EFTLink processing.		
Masking Type	Specifies the method of masking used on credit card numbers for storing in the database. For PCI Compliance we recommend having a Masking Type of Last 4 Characters.		
	<table border="1"><tr><td>Last 4</td><td>Default setting where only the last four characters are visible.</td></tr></table>	Last 4	Default setting where only the last four characters are visible.
Last 4	Default setting where only the last four characters are visible.		

Characters	
First 6, Last 4 Characters	The first six and last four characters are visible.
Cancel EFTLink Timeout	Timeout in seconds.

\$ Discount behaviour

For value discounts, if the reward value is greater than the qualification item(s) value, the following options are available (which affect all applicable discounts):

- Apply the remaining discount to the rest of the transaction, that is non qualifying items (default)
- Apply the remaining discount to the rest of the transaction and allow the transaction to go negative (same as above but can bring the transaction total below 0 if discount is large enough)
- Discount qualifying item(s) to zero - discounts the qualifying items to zero, and discards the remaining discount.

System Settings Overview

You can control various settings within the system. Often, these settings are 'Company Wide' and affects the entire system. To configure these settings, we use the System Settings application, which is used to configure parameters such as directory paths, special tenders, stock configuration and a myriad of other settings.

When changing any System Settings, a warning is displayed advising to restart the MCS in order to incorporate the changes.

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Overnight Processing

[Overview](#)

[Available Tasks](#)

[Getting Item Data To The POS](#)

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Transfers

- [Transfers](#)
- [Messaging](#)
- [Hiding Costs On Transfers](#)
- [Consolidated Picking](#)
- [Transfers Between Tax Entities](#)

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Transfers

[Internal Transfers](#)

[Transfer Request](#)

[Transfer Send](#)

[Consolidated Picking](#)

[Review Order/Transfers](#)

[Consolidate Transfers](#)

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Till Control

This task allows monitoring of tills whether they are on/offline, or to reboot/reload tills from headoffice and so on or to notify the till of impending upgrades. It can also be used to monitor [Merchant Local Server](#). More than one instance of till control can be run at a time to allow till control to be run as an EOD job, even if the user has Till Control open on their screen.

It displays active (licensed) tills by location but the type of tills shown are filtered. If you click on an icon shown at the top of the screen, it will be greyed out and any matching tills will be removed from the grid.

<input type="checkbox"/>	These are the tills that have either been closed for trading or are shutdown.
<input type="checkbox"/>	These are the tills that are trading without problems.
	Tills with a minor problem.
	Tills with problems that need to be investigated.
	Tills with major problems.

Select a till and when you send the action (reload, and so on) it will ask if its for just the till or the whole location. The actions the system takes are logged to the audit area (which can

be examined with View Audit).

Using this program we can also automate the reloading of tills overnight. We do this by passing parameters to the program like this:

```
c:\drsapps\MerchantPos.exe TILLCONTROL RELOAD [Location] [Till]
```

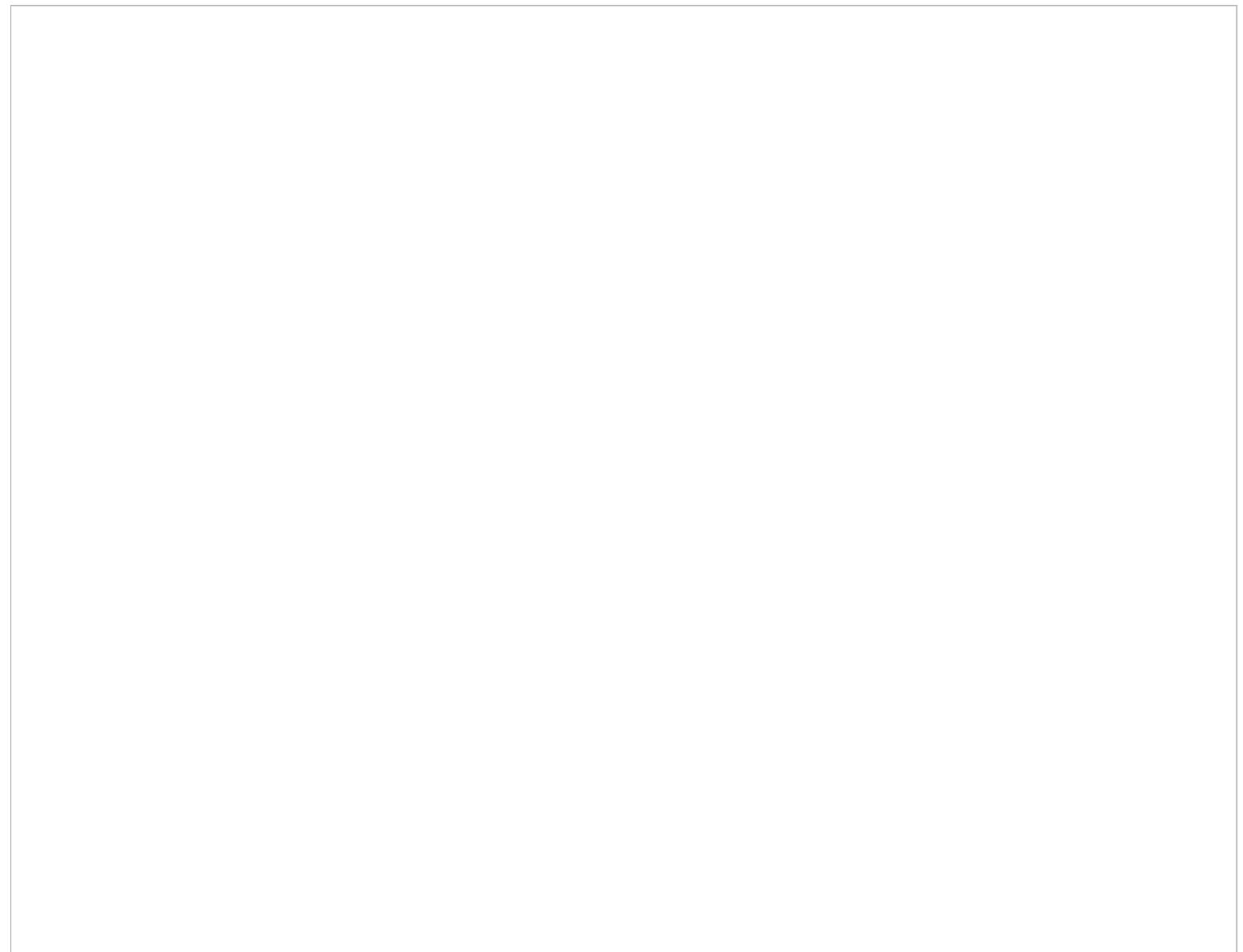
The command RELOAD is telling the program what task to perform. We can then optionally pass it a parameter of a specific location for example BAR1 or a group of locations for example ALL. In addition to this we also specify a specific till for example TILL1, if we have specified a specific location for example BAR1.

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Back Office Orders

Sometimes you may need to take customer orders in the back office. In this case, the POS interface is not really the most efficient way to create the orders. This function provides a way to create orders in a screen which is consistent with other inventory screens.

Figure: Example Back Office Customer Order Screen



You need the following basic information.

Customer	The customer to which the order belongs.
Delivery/Pick Up Option	Indicates whether the order is to be delivered to the customer or will be picked up. When the 'Deliver to Customer' option is selected then the facility exists to print an A4 delivery note when the operator elects to release the goods on payment. The printing is controlled by the settings in Tills Profile - Printing . There is a check box to indicate if a delivery report should be printed and the printer to be used can then be selected via a drop down box.

Note: The printers displayed will be 'Default' to indicate that the windows default printer at the POS site should be used and a list of the configured printers at the site where the till maintenance is being run at.

Deliver/Pick Up Location	If this order is a delivery, this is the location from where the items will be delivered. If the order is a pickup, this will be the location from where the items will be picked up.				
Customer Delivery Address	The full address to which the items will be delivered. This will default to the customer's address.				
Delivery Phone/Fax	The customer's phone/ fax numbers.				
Delivery Date/Time	The date and time of delivery or pickup.				
Delivery Comment	General comments about the delivery.				
Status	The current status of the back office order.				
Created	The user who created the order.				
Created By	The date the order was created.				
Authorised By	The user who authorised the acceptance of the order.				
Default Payment	<p>One of these two check boxes must be checked before the order can be accepted.</p> <table border="1"> <tr> <td>Add Customer Account Payment</td> <td>If checked on, the order total is logged to the customers's MEMCR account.</td> </tr> <tr> <td>Create Unpaid Order</td> <td>If checked on, when the order is recalled at the POS tenders are accepted until the order is complete.</td> </tr> </table>	Add Customer Account Payment	If checked on, the order total is logged to the customers's MEMCR account.	Create Unpaid Order	If checked on, when the order is recalled at the POS tenders are accepted until the order is complete.
Add Customer Account Payment	If checked on, the order total is logged to the customers's MEMCR account.				
Create Unpaid Order	If checked on, when the order is recalled at the POS tenders are accepted until the order is complete.				

The Items tab allows you to enter the items being ordered.

IPN	The item number.
Description	The item description. By default the system will use the current sell price. However, if you used the Customer Item Prices to set up special pricing, the system will use these prices.
Sell Price	The sell price being charged.

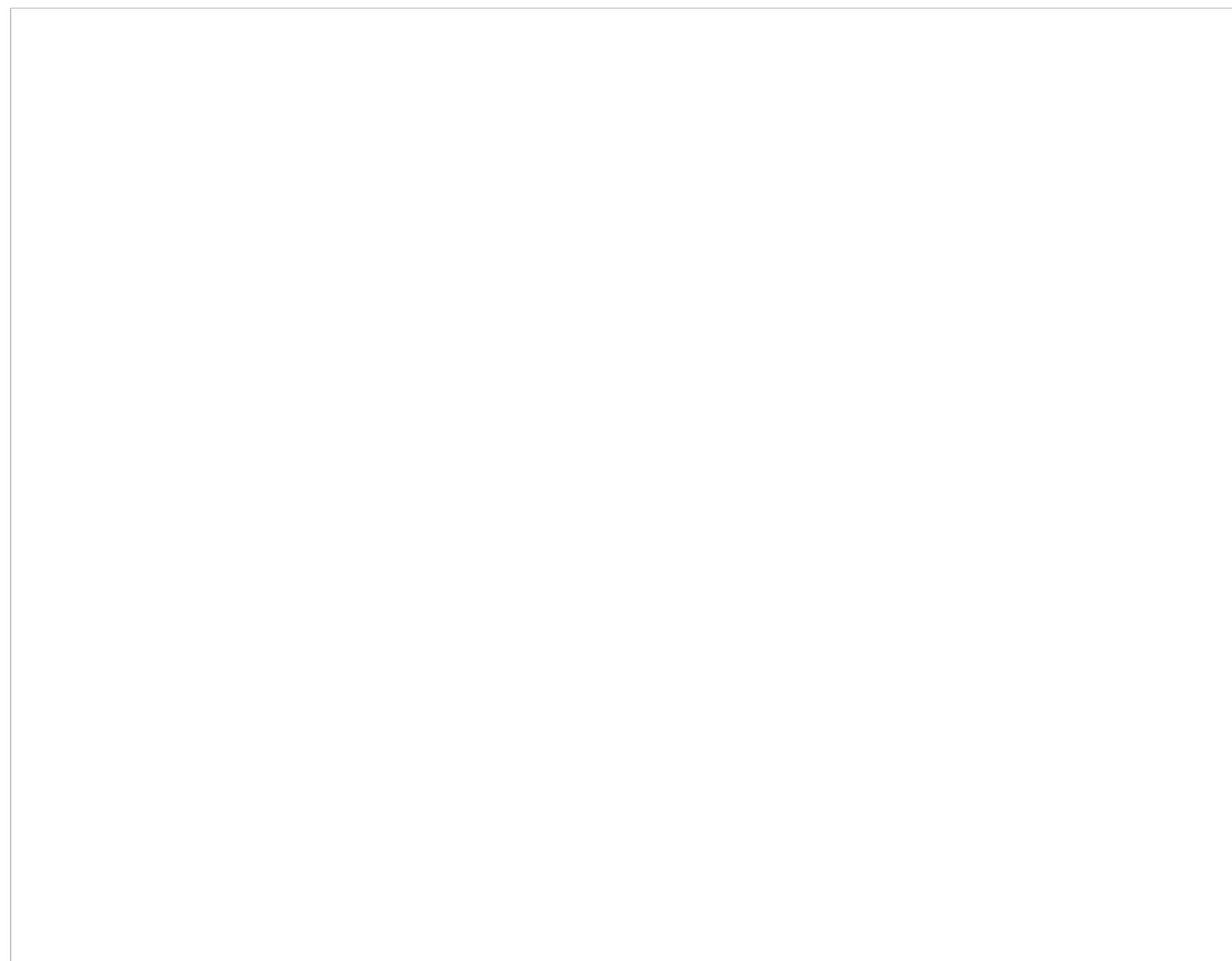
Quantity	The number of units required.
Amount	The total value for the item.
Order Code	The order code of the item, if configured, is auto populated when the IPN is entered.

When the order is finished, press the *Accept* button. This will create a customer order, the same as if it had been done at POS and mark this transaction as accepted. The newly created POS customer order transaction can then be processed using the standard customer order and delivery reports.

Locations - Advanced

This tab will allow you to set up more advanced details for a location.

Figure: Example Location Accounts Screen



Administration Till	Not currently used.
Bill To Location	The location to which an invoice should be sent. This is used when a purchase order is created. The Bill To location will be taken from this location code. If the code is empty, the Bill To is assumed to be the main location itself.
Competition Location	The competition location we want to check when we are looking at competition pricing for this main location.
Rate Of Sale Method	The Rate Of Sale is the number of units sold over a range of weeks divided by the number of weeks. For a store the Rate Of Sale is usually calculated only on

Sales. However, if the location is a warehouse, there will not actually be any sales. Instead, there will be transfers to the stores. In this case the Rate Of Sale for the warehouse should be based on Sales + Transfers. If the Sales + Transfers method is selected, you should be aware of the following:

- When viewing the ROS in the range window of Item/Location Item, the ROS will include transfers. Note the Qty Sold will also include the transfers not just the quantity sold.
- When viewing 13 weeks statistics, the ROS and Qty Sold includes the quantities transferred as well as the quantities sold.
- Within Allocated Orders, the ROS includes the quantity transferred.
- The ROS shown on the Purchase Order Verification report includes quantities transferred as well as quantities sold.
- When using Import PDA, the ROS and quantity sold include the quantity transferred.

Tickets Required

If tickets should be hung on the shelves before changing the POS pricing, this option should be checked on. When you generate tickets, the system will not send the pricing to the POS until you indicate the ticket batch is hung.

Use Central Accounting

Check this option if the location should use Central Accounting. (Client specific modification.)

Tax Free Sales

If the location makes tax-free sales, for example a duty-free store, this option should be checked on.

Tax Free Purchases

If the location makes tax-free purchases, for example a duty-free store, this option should be checked on.

Tax System

The tax system that this locations operates under. This will default to the Tax System set up on the [Defaults](#) tab in System Settings.

Primary Currency

The code of the currency that the location's sell prices will be in. This will default to the default Currency Code 1 set up on the [Defaults](#) tab in System Settings.

Secondary Currency

The code of the second currency that the location's sell prices will be shown in at POS. This will default to the default Currency Code 2 set up on the [Defaults](#) tab in System Settings.

Currency 3

The code of the second currency that the location's sell prices will be shown in at POS. This will default to the default Currency Code 3 set up on the [Defaults](#) tab in System Settings.

Management

The management area this location code will use for end of day reports.

Area	Management areas can control which departments and classifications a user can see. When a user logs on, the system will use the user's management area. However, if the system is doing a report for a location code as part of end of day processing, the system doesn't have a user management area to use to control the department/classification visibility. It will use this management area to perform that control. If a management area is not entered, the location will be able to see all departments and classifications when used on an end of day report.
Commission	This identifies the commission to be had for sales in this location.
MPOS Broker Address	The MPOS Broker is a web service which takes an XML feed from the BE MPOS Data Service and loads the MPOS devices with the data. Each BE location can be configured to talk to an MPOS Broker.
Local Statistics Location	<p>The location code is used to generate 'local' currency statistics. This is mainly used if the system has locations which support different currencies. For example, BSHP1 might use AUD and BSHP2 uses GBP. You cannot view the trading statistics for BSHP1 and BSHP2 and simply add the numbers up as the currencies and not the same. Assuming the main currency code is AUD, the statistics for BSHP2 need to be converted to AUD. You can set up a new location called BSHP2LOCAL. The Local Statistics Location for BSHP2 would be BHSP2LOCAL. You can then use the Convert Local Statistics end of day job to move statistics from BSHP2 to BSHP2LOCAL. you can then view trading statistics for BSHP1 and BSHP2LOCAL because they are for the same currencies.</p> <p>If the statistics are already in the correct currency, you do not need to enter a Local Statistics Location code.</p> <p><input type="checkbox"/> Local Currency Statistics</p>
Queue#	The queue number that this location is in. By default this will be zero. Queues are used in the Incoming Transactions Handler and Statistics Service to improve scalability of the system.
Booking Start Time Offset	This setting is used in conjunction with Stena bookings. It is the number of hours before the departure time that a booking for a specific trip can be used.
Booking End Time Offset	This setting is used in conjunction with Stena bookings. It is the number of hours after the departure time that a booking for a specific trip can be used.
Price Level 1-5	Each item can have up to five sell prices at one time. These prices can be used for specific purposes. For example, Sell Price 1 might be normal pricing. Sell Price 2 might be for happy hour pricing and Sell Price 3 might be for loyalty customer pricing. Use these fields to provide names for these sell prices. These names can be different across different locations. For example, bottleshops don't have happy hour pricing and so Sell Price 2 might be wholesale pricing instead of happy hour pricing.

TVLA

Allows entry of the TVLA registration number required by the television licencing authority in the UK.

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Messaging/Workflow

Messaging and workflow covers a broad section of the system. It is a new set of features which will be expanded in future versions. The basic idea is to get information to people as quickly and as easily as possible. The messaging options are available in Main Menu or POS (not all features are available in both functions).

This can be done by using the following features:

Location Status Messages	<p>Messages that show the status of a specific location. These can include details such as the Trading Period and Trip ID and whether a location is locked for stocktake. Status messages can also be generated from Alerts. For example, you could have a status that shows the sales and is updated during the day.</p> <p>This feature is only available in Main Menu. To see these messages, you need to edit the menu definition using the Menu function and check on the <i>Show Status Panel</i> option. If you resize this panel, the system will remember those settings next time you log in.</p>
User Messaging	<p>This allows email type messages to be sent between users without requiring email clients or servers. Messages can only be sent to users defined in the system. This prevents abuse of the system by users sending emails to friends outside of the company and removes the problem of spam. It is integrated with the system so messages can be sent by other functions such as Alerts. Its also smart enough to let you send a message to all 'Area managers in a given region' and be able to translate this to the specific users.</p> <p>This feature can be used either in Main Menu or POS. To use the option in Main Menu, you need to edit the menu definition using the Menu function and check on the <i>Show Messages Panel</i> option. If you resize the panel, the system will remember those settings next time you log in.</p> <p>To use the feature in POS, you need to edit the till definition using the Till function and check on the <i>Allow User Messages</i> on the Profile - Settings 2 tab. You then need to edit the POS keyboard using the Keyboard function and add the USERMSG button to either the ACTIVITY1, ACTIVITY2, ITEM_NEWTRANS or STARTSHIFT states. When the user presses the button, they will have access to similar messaging as Main Menu.</p> <p>See Messaging/Workflow Screenshots for more details.</p>
News	<p>This feature is available in Main Menu. It will display a webpage with the latest news each time a user logs in to the Main Menu. To use this feature, you need to edit the menu definition using the Menu function and check on the <i>Show News Panel</i> option and enter a webpage address in the <i>News Address</i> field.</p> <p>A similar feature is available for POS. Firstly, you need to edit the POS information on the Directories tab of System Settings to be the webpage you want the user to see. Then you need to edit the POS keyboard using the Keyboard function and add the INFO button to either the ACTIVITY1, ACTIVITY2, ITEM_NEWTRANS, ITEM_TRANS or STARTSHIFT states. When the user presses the button, a new</p>

window will be displayed which will display the specified webpage.

Alerts

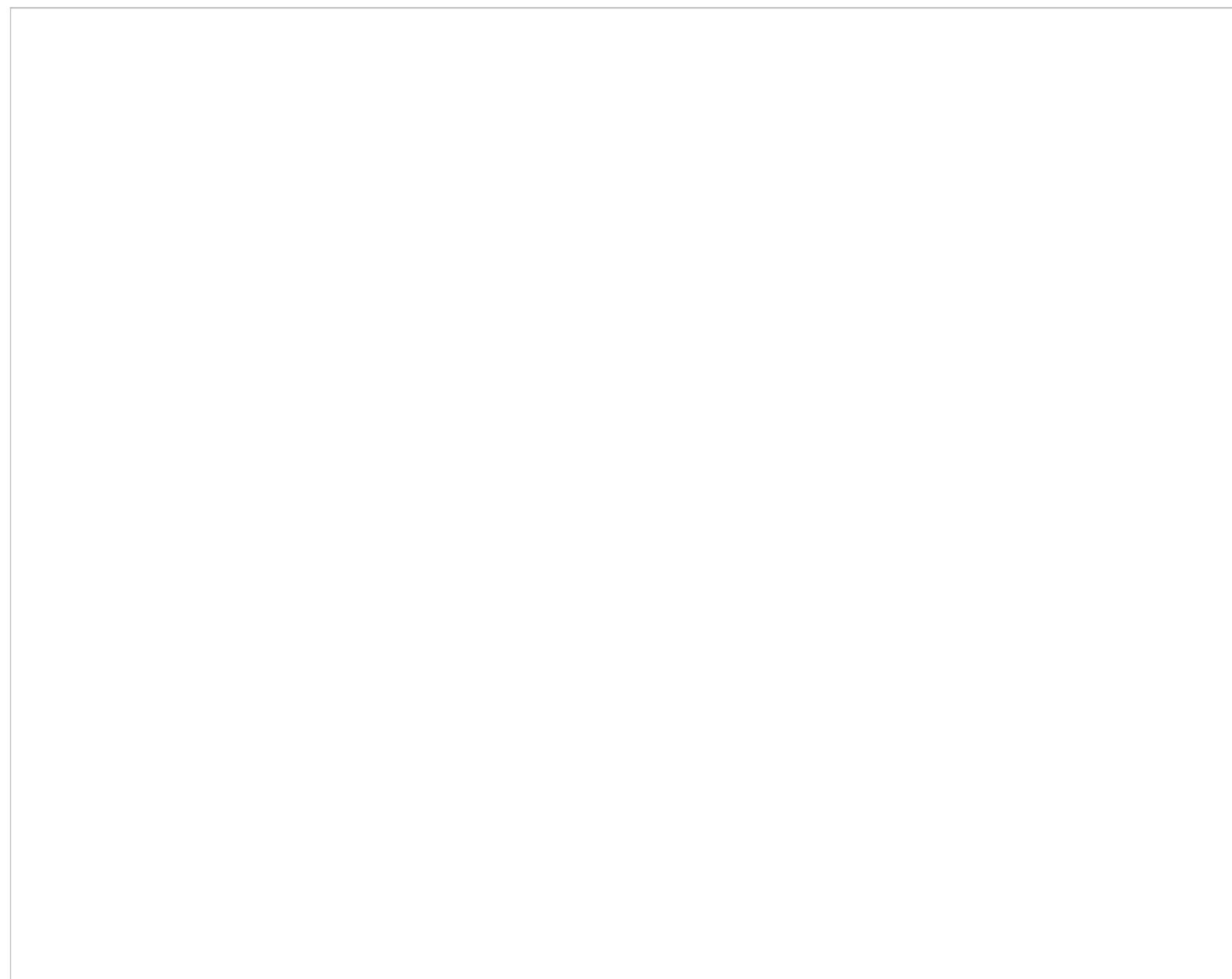
Alerts are periodic queries run by the system. These queries can look for sales information or for exceptions. The results can be sent in a variety of formats to nominated users. See [Alerts](#) for more details.

System Settings - Alerts

Replaced by Java based Alerts. See [Alerts](#) for more information.

This tab allows you to control the options used by the Alerts service.

Figure: Example System Settings Screen



Mail Server	The address of the mail server. This can be a numeric address, for example 123.123.34.10, or a domain name, for example mail.myserver.com.
Mail Server Port	The port of the mail server.
Mail Usercode	If you need to log into your SMTP server, enter the user code here. If you don't need to log in, leave this blank.
Mail Password	If you need to log into your SMTP server, enter the password here. If you don't

need to log in, leave this blank.

Send Alert To

The user code to which all alerts should be sent. You can set up alerts so that they go to specific users. An alert will be sent to all users on the actual alert plus this specific user.

Send Alert Location

A description of where the alert email was sent from.

Send Alert From

The email address of the account that is sending the email. You need this to ensure the email doesn't get identified as spam.

Inventory Contact for BE Messages

Alerts can be set up so that they go to contacts at a location. Instead of the alert being sent to user 'JB', the alert can be sent to the 'Inventory Manager' for the location. The alert will work out who the inventory manager is for a specific location and send the alert to that user. This means that if a new inventory manager is appointed, you simply update the contact for the location, instead of trying to adjust the alerts themselves.

This option allows you to select the contact type that represents the inventory manager. If the system needs to send a message to the inventory manager, it will use this contact type to determine who the inventory manager is.

SMS Service

Used by the alerts service in order to send sms alerts.

SMS Service Client ID

Used by the alerts service in order to send sms alerts.

SMS Service Password

Used by the alerts service in order to send sms alerts.

Transfer Send - Basic

This function will allow you to create or update a [Transfer Send](#) to indicate that stock is being sent from one location to another.

Transfer From Location	This is the code of your location that you are transferring, or sending, the stock from. If you don't know the code, click the <input type="checkbox"/> button to search for it. If the <i>Use Management Areas on Transfers</i> in System Settings is checked on, the Location Search is filtered based on the Management Area. Once you have marked the transfer as 'Sent', you cannot change this location.
Request Store Location	This is the code of the location which is requesting the stock. If you don't know the code, click the <input type="checkbox"/> button to search for it. Once you have marked the transfer as 'Sent', you cannot change this location.
Special Instructions	These are special instructions to the location to which the goods are being sent, for example 'goods are shipped as is with no warranty'. A default instruction can be recorded on the Special Messages tab within Locations. A different message can be set up for each location. This default instruction will be displayed for each new transfer send. You can keep the instructions or change them as required.

Comments	A general comment about the transfer send. This is simply used for your own notation. For example, 'shipped the items with the least damage'.								
Status	<p>The status of the current transfer request. The system updates the status automatically as you create, and prepare the transfer request. The status codes are:</p> <table border="1"> <tr> <td>New</td> <td>Indicates a transfer request has been created but not yet printed.</td> </tr> <tr> <td>Printed</td> <td>The transfer request has been printed but not sent.</td> </tr> <tr> <td>Sent</td> <td>The Accept button has been clicked and the stock has been sent to the requesting location.</td> </tr> <tr> <td>In Transit</td> <td>The stock is in transit to the requesting location.</td> </tr> </table>	New	Indicates a transfer request has been created but not yet printed.	Printed	The transfer request has been printed but not sent.	Sent	The Accept button has been clicked and the stock has been sent to the requesting location.	In Transit	The stock is in transit to the requesting location.
New	Indicates a transfer request has been created but not yet printed.								
Printed	The transfer request has been printed but not sent.								
Sent	The Accept button has been clicked and the stock has been sent to the requesting location.								
In Transit	The stock is in transit to the requesting location.								
Created	The user who created the transfer, and the time when the transfer was created. This is set automatically by the system.								
Authorised By	The code of the user who authorised the transaction when it was accepted.								
Transfer Request #	The number of the Transfer Request transaction that originally asked for these items to be transferred.								

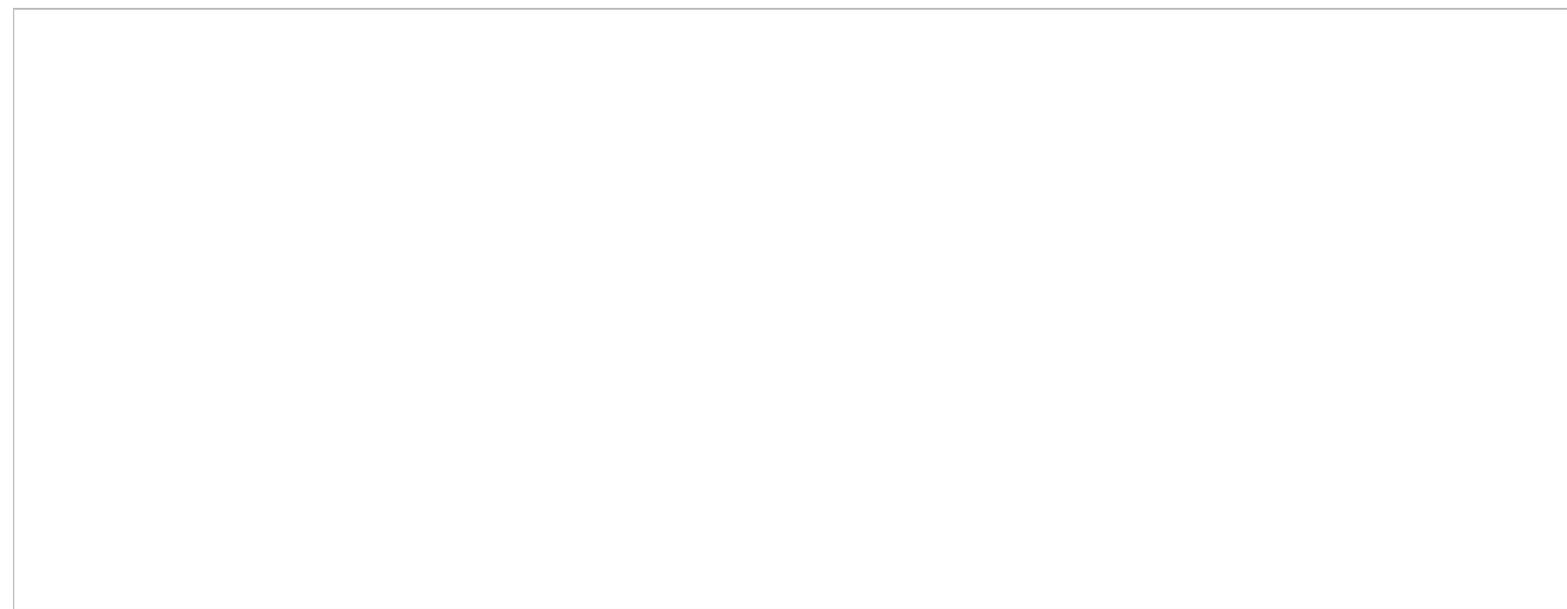
There are buttons at the top of the window to control the transaction. Special buttons include:

	This button is pressed to print a variety of reports. It will display the Transfer Send Reports window.
	Press this button when stock has been sent.
	Press this button to import items from. See Importing Data for further details.

Consolidated Picking

The Consolidated Picking transaction is used to consolidate the data from several Transfer Send transactions into one transaction. This allows one picking slip to be printed and for the quantities of items to be updated in one screen. When the transaction is accepted, the original Transfer Send transactions will be updated.

Figure: Example Consolidated Picking Screen



Location	The location that will pick the stock.								
Add Transfers	Press this button to select the Transfer Sends that will be consolidated. The Consolidate Transfers window will be displayed to allow the user to select the required transactions. When these transactions have been selected, the details from the associated Transfer Send transactions will be added to the Consolidated Picking transaction. You can press the button multiple times to add different sets of transfers.								
Status	<p>The status of the current transaction. The system will update the status automatically as you create, and prepare the transaction. The status codes are:</p> <table border="1"><tr><td>New</td><td>Indicates a Consolidated Picking transaction has been created but not yet printed.</td></tr><tr><td>Printed</td><td>The transfer request has been printed but not sent.</td></tr><tr><td>Picking</td><td>The Accept button has been pressed. Some stock has been picked but there is still more to be picked.</td></tr><tr><td>Accepted</td><td>The Accept button has been pressed. All stock has been picked.</td></tr></table>	New	Indicates a Consolidated Picking transaction has been created but not yet printed.	Printed	The transfer request has been printed but not sent.	Picking	The Accept button has been pressed. Some stock has been picked but there is still more to be picked.	Accepted	The Accept button has been pressed. All stock has been picked.
New	Indicates a Consolidated Picking transaction has been created but not yet printed.								
Printed	The transfer request has been printed but not sent.								
Picking	The Accept button has been pressed. Some stock has been picked but there is still more to be picked.								
Accepted	The Accept button has been pressed. All stock has been picked.								
Created	The user who created the transaction, and the date when the transaction was								

created. This is set automatically by the system.

**Authorised
By**

The code of the user who authorised the transaction when it was accepted.

 This button is pressed to print a variety of reports. It will display the [Consolidated Pickings Reports](#) window.

 When the stock is picked and the quantities entered against each item, this button is pressed to show the stock was accepted.

The system will go through and look for all items with a status of Picked. The item on the original Transfer Send will be updated with the same quantity picked. The items' status will be changed to Accepted. Once all items are processed, the Consolidated Picking transaction will be updated with a status of either Picking or Accepted. Note, at this stage, the Transfer Send has simply had quantities updated. The transaction itself has not been accepted.

The system will display the [Review Orders/ Transfers](#) screen.

Host Updates

A host update is a file provided by a supplier, usually a wholesaler, which contains details about new items and cost changes. This can be processed and the details automatically added to your system. This can provide enormous savings in data entry. Unfortunately, each supplier's update is usually of a unique format which needs to be processed separately. The system can process the host files from several of the major Australian wholesalers.

Merchant Central also supports a '[standard](#)' format. This allows you to take a file from another source and manipulate it to a specific format for processing, without needing a specialised host update program.

The Standard Host Update is usually used to load data from a third party system used within the company, rather than a specific supplier. It allows the importing of non-item data - suppliers, users and exchange rates. This can make it easier to move data within the internal systems.

Supported formats are as follows:

- [ALM](#)
- [Metcash](#)
- [Standard](#)

Host Updates

[Host Update ALM](#)

[Host Update Metcash](#)

[Host Update Standard](#)

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Standard File Format

The format of the file for use in the [Standard Host Update](#) process is outlined below. It is basically a comma-delimited file with one record per line. The first value on the line determines the record type (Item, Cost, Sell, and so on) and therefore the format of the remaining line.

Records effecting items need to be able to identify the item. Since the supplier is unlikely to know our IPN number, the item is identified by the supplier/order code combination.

The types of records are as follows:

H	Header	Simply indicates start of file. The line consists of 'H' only. Needs to be present at the start of each host file.
I	Item Add/Modify	Contains details for new or existing items. For I files which will be updating an existing record, the D/C/G/SG needs to be included otherwise POS BE will automatically change it to UNK/UNK/UNK/UNK.
ID	Item Delete	Indicates the item is no longer available from the supplier. This will set the status of the item to 'Deleted'.
C	Item Cost Add/Modify	A new cost for an item.
CC	Calculated Cost Type	To add / modify a Calculated cost type (instead of a Normal cost type). Fields are: CC, Supplier, Order Code, Effective Date, Location Code and IPN. Included on the report with the standard cost records. Added with cost values = 0 and carton size and min order size = 1.
A	Item EAN/UPC/PLU	Additional numbers for an item. The main number can be specified in the I record.
S	Item Sell Add/Modify	A new sell for an item. Supplier files will not generally contain this record but it may be available as an interface from other systems.
SUPP	Supplier Add/Modify	Contains details for new or updated suppliers.
USER	User Add/Modify	Contains details for new or updated users.
EXCH	Exchange Rate Add/Modify	Contains details for new or updated exchange rates.
T	Trailer	Indicates the last line of the file. The format is simply T,xxx where xxx is the number of lines in the file (including the trailer).

Example

The following is a sample file. Note, the I record is actually on one line within the file. It is wrapped across multiple lines here for readability.

H

I,"PINK FLOYD","DARK SIDE OF THE MOON","CD","","","DARK SIDE OF
MOON","","MUSIC","CD","ROCK","","EDC","ASAS12121","POLYGRAM",931234567,"GST"

A,EDC,ASAS12121,9323222322

C,EDC,ASAS12121,1/09/2009,ALL,1,1,10.99

T,5

[I Record](#)

[ID Record](#)

[A Record](#)

[C Record](#)

[CC Record](#)

[S Record](#)

[SUPP Record](#)

[USER Record](#)

[EXCH Record](#)

I Record

The I record provides information for new or existing products. The system will look for an existing item by supplier/order code. If one can be found it will be updated. If one cannot be found a new item will be created. The system will check to see if the number is already in use by another item. If it is, the system will simply create a new entry in the *Supplier Details* grid in [Items](#).

The format for this record is as follows:

Fields	Example	Max Length	Comment
Code	I	1	Indicates this is an item record.
BrandName/Artist	PINK FLOYD	30	The brand of the item.
Description/Title	DARK SIDE OF THE MOON	30	The description of the item.
Variety/Format	CD	30	The variety of the item.
Size		10	The size of the item.
Fit		20	The fit of the item.
POS20	DARK SIDE OF MOON	20	The description to be shown on DynaPOS.
POS12		12	The description to be shown on older POS devices.
Dept	MUSIC	10	The department that the item belongs in. It is unlikely that the supplier will use the same department, category, group and subgroup codes as yourself so these codes will need to be cross-referenced.
Category	CD	10	The category that the item belongs in.
Group	ROCK	10	The group that the item belongs in.
SubGroup		10	The subgroup that the item belongs in.
Supplier	EDC	10	The supplier of the item. If this is not specified, it will

			default to the supplier that was entered when the host update was run.
OrderCode/Catalogue	ASAS12121	20	The supplier's order code for the item.
Manufacturer	POLYGRAM	10	The manufacturer of the item. This will be the code from the supplier's perspective. It is unlikely that the supplier will use the same code as yourself for the manufacturer and so this code will need to be cross-referenced.
EAN/UPC/PLU	931234567		The barcode used to identify the item.
Tax Code	GST	10	This indicates the type of tax on the item. This will be the code from the supplier's perspective. It is unlikely that the supplier will use the same code as yourself for the tax so this code will need to be cross-referenced.
Discountable	T	1	T' if discountable, 'F' if not discountable.
XREF Code		20	If you are interfacing from another system, you can use this field to record a cross-reference code to the other system.
Release Date	20090922		Date item is to be released. Format must be yyyyymmdd. If date is greater than today, status will be changed to 'PreSell'. If less then or equal today, it will be set to 'Available'.
Family Code		10	The family code that the item belongs in.
Season Code		10	The season that the item belongs to.
Season Year		4	The year that the item belongs to.
Supplier Tax Code		4	Alphanumeric. This will update the tax code for the Purchase Tax Code. If left blank, the tax system defaults are used.
UOM		4	If no UOM is shown, the default UOM from system settings is used (as currently). If this option is not set then a default value of 'EACH' is used.

Example

I,"PINK FLOYD","DARK SIDE OF THE MOON","CD","","","DARK SIDE OF

ID Record

The ID record is used to indicate that the item has been deleted by the supplier. From your perspective the item is still available to sell but you won't be able to purchase the item.

Fields	Example	Max Length	Comment
Code	ID	2	Indicates this is an item deletion.
Supplier	EDC	10	The supplier of the item. If this is not specified, it will default to the supplier that was entered when the host update was run.
Order/Catalogue	ASAS12121	20	The supplier's order code for the item.
Deletion Date	20090925	10	Date item is to be deleted. Format must be yyyyymmdd. If date is greater than today, status will be changed to 'Rundown'. If less then or equal today, will be set to 'Deleted'. If not specified, deletion date will be set to today's date.

Example

ID,EDC,ASAS12121,20090925

□ A Record

The A record is used to indicate an additional number for an item. The primary number can be specified as part of the I record.

Fields	Example	Max Length	Comment
Code	A	1	Indicates this is an additional item number record.
Supplier	EDC	10	The supplier of the item. If this is not specified, it will default to the supplier that was entered when the host update was run.
Order/Catalogue	ASAS12121	20	The supplier's order code for the item.
EAN/UPC/PLU	9323222322		The additional item number to be added.

Example

A,EDC,ASAS12121,9323222322

C Record

The C record is used to indicate cost details for an existing item.

Fields	Example	Max Length	Comment
Cost Code	C	1	Indicates this is a cost record.
Supplier	EDC	10	The supplier of the item. If this is not specified, it will default to the supplier that was entered when the host update was run.
Order/Catalogue	ASAS12121	20	The supplier's order code for the item.
Effective Date	20091214		Date cost is to become effective. Format must be yyymmdd. If this is not specified, it will default to the effective date that was entered when the host update was run.
Location Code	ALL	10	The location code to load the cost against. If this is not specified, it will default to the location that was entered when the host update was run.
Carton Size	1		The carton size of the item.
Min Order	1		The minimum order quantity from that carton. If not specified, this will default to the carton size.
Ex Tax Cost	10.99		This is the cost exclusive of tax. System will calculate tax on the cost. The value should not include comma separators or currency symbols.
Inc Tax Cost	12		This is the cost inclusive of tax and all discounts/fees. If you leave this empty, the system will calculate this based on the Ex Tax Cost. If there is a value, the system will still calculate what it believes to be the correct cost (based on Ex Tax Cost and the rules you have in the system) and will warn you if the two are different. This allows you to check the supplier is providing you with the correct information. The value should not include comma separators or currency symbols.
Deals/Discounts	0		The total ex tax deals and discounts supplier will give us. If you leave this empty, the system will calculate this based on the Ex Tax Cost. If there is a value, the system will still calculate what it believes to be the correct deal

amount (based on Ex Tax Cost and the rules you have in the system) and will warn you if the two are different. This allows you to check the supplier is providing you with the correct information.

Service Fee

0

The total ex tax service fee the supplier will charge us. If you leave this empty, the system will calculate this based on the Ex Tax Cost. If there is a value, the system will still calculate what it believes to be the correct deal amount (based on Ex Tax Cost and the rules you have in the system) and will warn you if the two are different. This allows you to check the supplier is providing you with the correct information. The value should not include comma separators or currency symbols.

Item Number

12345

The item number you want to process this cost for. If this is specified, the system will use this to identify the item, not the supplier code/order code. (The supplier code is still required so we know where the cost came from.)

Example

C,EDC,ASAS12121,1/09/2009,ALL,1,1,10.99,12,0,0,0

□ CC Record

The CC record is used to add / modify a Calculated cost type (instead of a Normal cost type). Included on the report with the standard cost records. Added with cost values = 0 and carton size and min order size = 1.

Fields	Example	Max Length	Comment
CC	CC	2	Indicates Calculated cost type.
Supplier	EDC	10	The supplier of the item. If this is not specified, it will default to the supplier that was entered when the host update was run.
Order Code	ASAS12121	20	The supplier's order code for the item.
Effective Date	20100110	8	Date cost is to become effective. Format must be yyyyymmdd.
Location	ALL	10	The location code to load the cost against. If this is not specified, it will default to the location that was entered when the host update was run.
IPN	12345		The item number you want to process this cost for.

Example

CC,EDC,ASAS12121,20100110,ALL,12345

□ S Record

The S record is used to indicate sell details for an existing item.

Fields	Example	Max Length	Comment
Sell Code	Sx where x = an integer from 1 - 5 indicating the price level.	1	Indicates this is a sell record.
Supplier	EDC	10	The supplier of the item. If this is not specified, it will default to the supplier that was entered when the host update was run.
Order/Catalogue	ASAS12121	20	The supplier's order code for the item.
Effective Date	20091214		Date cost is to become effective. Format must be yyymmdd. If this is not specified, it will default to the effective date that was entered when the host update was run.
Location	ALL	10	The location code to load the cost against. If this is not specified, it will default to the location that was entered when the host update was run.
Sell Price	10.99		The sell price of the item. The value should not include comma separators or currency symbols.
Item Number	12345		The item number you want to process this cost for. If this is specified, the system will use this to identify the item, not the supplier code/order code. (The supplier code is still required so we know where the cost came from.)

Example

S2,EDC,ASAS12121,1/09/2009,ALL,10.99,0

SUPP Record

The SUPP record is used to add new suppliers or update existing ones.

Fields	Example	Max Length	Comment
Record Code	SUPP	4	Indicates this is a supplier record.
Supplier Code	BSTWID	10	The code of the supplier.
Name	BEST WIDGETS PLC	50	The name of the supplier.
Address 1	LEVEL 2	50	The street address of the supplier.
Address 2	8 FOXTON STREET	50	The street address of the supplier.
City	DUNNSVILLE	50	The suburb/city of the supplier.
State	LX	20	The state/province of the supplier.
Postcode	34343	15	The postcode of the supplier.
Postal Address 1	PO BOX 1221	50	The postal address of the supplier. If no postal details are provided at all, the street address will be copied to the postal address.
Postal Address 2		50	The postal address of the supplier.
Postal City	DUNNSVILLE	50	The postal suburb/city of the supplier.
Postal State	LX	20	The postal state/province of the supplier.
Postal Postcode	34343	15	The postal postcode of the supplier.

Phone	04 4545 4556	20	The phone number of the supplier.
Fax	04 3434 4554	20	The fax number of the supplier.
Email	sales@foxtan	40	The email address of the supplier.
Tax Number 1	23242	20	Tax Number 1 for the supplier.
Tax Number 2		20	Tax Number 2 for the supplier.
Supplier Type	Direct	10	The type of supplier. Valid values include Direct, Manufacturer, Wholesale or Agent. You don't have to specify a value, in which case it will default to Direct.
Preferred	Y	5	Indicates if the supplier is a preferred supplier or not. You can use T or Y to indicate a preferred supplier, or F or N to indicate a non-preferred supplier.
Contact Name	Charles Fox	50	The contact name for the supplier.
Contact Phone	04 3434 3434	20	The contact phone number for the supplier contact.
Order Lead Days	4		The lead days required between placing an order and receiving the stock.
Min Order	Qty	10	The minimum units that can be ordered.
Min Order Value	1000.00		The minimum value that can be ordered.
Order Phone	04 4545 5454	20	The phone number used to place an order.
PO Costs Inc Tax	Y		Indicates if the costs shown on purchase orders include tax. You can use T or Y to indicate tax is included or F or N to indicate tax is excluded.

EAN Code	93434334334	20	The GLIN reference number assigned to the supplier.
Tax System Code	AUS	10	The tax system that this supplier uses. If this is not set it will simply use the default tax system for suppliers.
Currency Code	AUD	5	The currency code that this supplier uses. If this is not set it will simply use the default currency code for suppliers.
Account Balance	0		The current account balance for the supplier. This is only used when creating new suppliers.
Account Credit Limit	9999999		The credit limit for the supplier.

Example:

SUPP,"BSTWID","BEST WIDGETS PLC", "LEVEL 2", "8 FOXTON STREET","DUNNSVILLE","LX","34343", "PO BOX 1221", "", "DUNNSVILLE","LX","34343", "04 4545 4556", "04 3434 4554", "sales@foxton", "23242", "", "Direct", "T", "Charles Fox", "04 3434 3434", "4", "10", "1000.00", "04 4545 5454", "T", "93434334334", "AUS", "AUD", 0, 999999

□ USER Record

The USER record is used to add new users or update existing ones.

Fields	Example	Max Length	Comment
Record Code	USER	4	Indicates this is a user record.
User Code	TIMWIN	20	The code of the user.
Name	Tim Winfield	50	The name of the user.
POS Name	Tim W	50	The name of the user as used at POS.
User Number	56		The number assigned to the user. Only used when adding a new user. If this is not set the next user number will be assigned (same as pressing the <i>Next Number</i> button in the User function).
Password	Abde43t	50	The user's password for back office.
POS Password	334ggtrand so on6	20	The user's password for POS.
Location	BSHP2	10	The main location to which the user belongs.
Menu Code	12		The code of the menu that the user should see in Main Menu.
Commission Code	COMM1	10	The code of the commission that the user will earn.
Phone	04 5454 5454	20	The user's phone number.

Example:

USER,"TIMWIN","Tim Winfield","Tim W", 56,"Abde43t","334ggtrand so on6","BSHP2","12","COMM1","04 5454 5454", "04 5455 6565","04 4554 5454", "timwin@company.com","20/4/1972","AB-12113","AREA1","1,4,6","BSHP1,BSHP2"

EXCH Record

The EXCH record is used to add currency exchange rates.

Fields	Example	Max Length	Comment
Record Code	EXCH	4	Indicates this is a currency exchange record.
From Currency Code	AUD	5	The code of the currency we are converting from.
To Currency Code	USD	5	The code of the currency we are converting to.
Effective Date	31/3/2009		The date the rate is effective.
Rate	0.8232		The exchange rate for use at POS.
Accounting Rate	0.8240		The exchange rate for use in inventory and accounting.

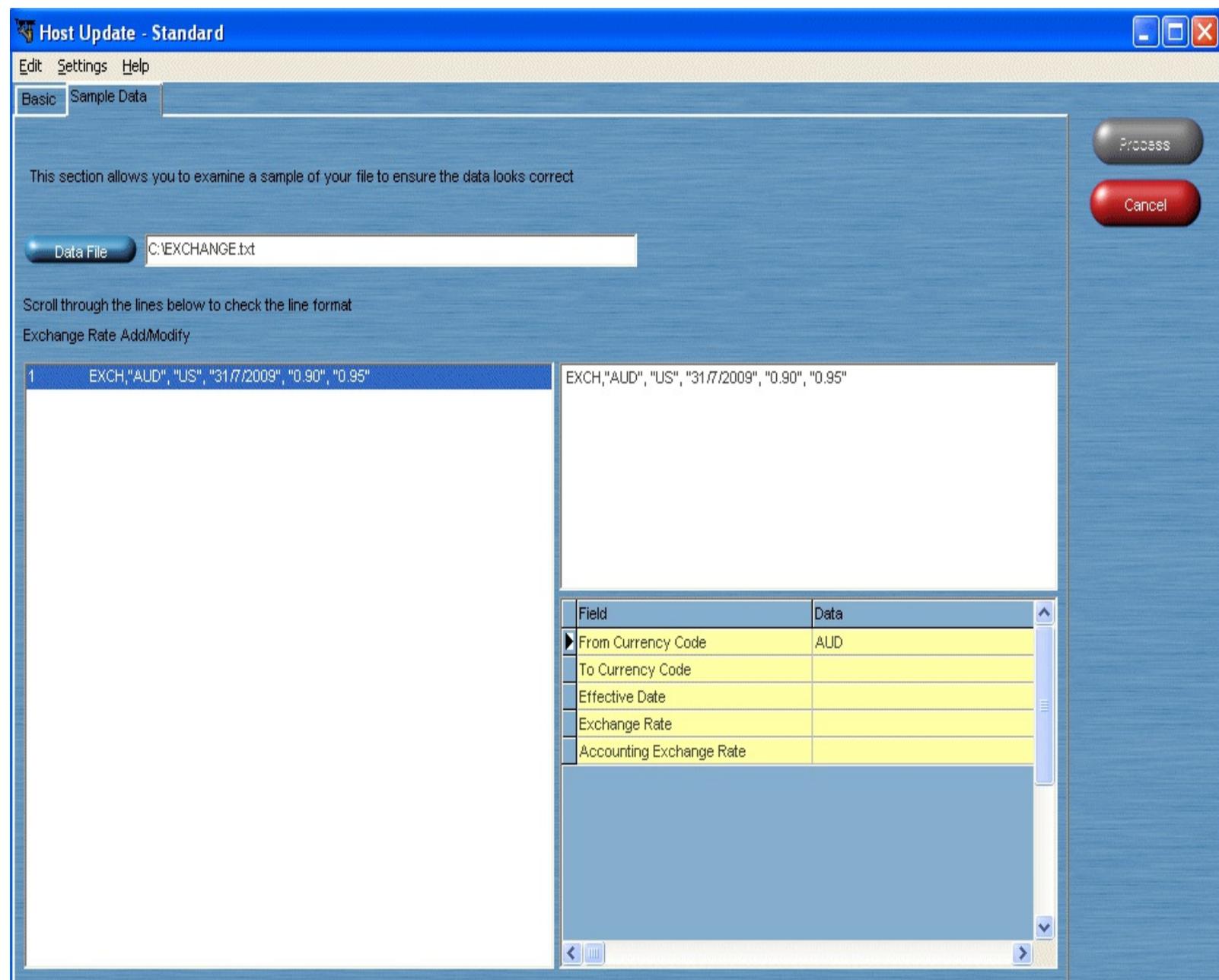
Example:

EXCH,"AUD","USD","31/3/2009","0.8232","0.8240"

Host Updates

This tab is used to test files are valid before processing them.

Figure: Example Host Update Screen



At the top of the screen you specify the filename to be processed. You can press the Data File button to browse for the file.

Once the file is specified, the bottom left of the screen will show the first 100 lines of the file. As you move through these lines, the full details of the current line is shown in the area to the right. This is the raw data. In the bottom right corner, you can see the raw data processed into actual fields. You can use this to ensure that the data is really in the right column.

To view the line data select a line of data in the left hand box.

How Do I Print A Receipt?



Reprinting a Receipt

If receipts are not configured to print automatically:

- 1 Select the *Receipt* button. A receipt for the last transaction done on the till is printed.

If a receipt is required for a transaction that is not the last one done on a till.

- 1 Select the *Receipt* button.
- 2 Select the *Find Previous* button.
- 3 Select the *Refresh* button.
- 4 Search the transactions by scrolling up or down the screen presented using your finger as a cursor then highlight the required sale by touching the sale item and select the *Receipt* button.

Note: If you require a receipt from a previous day, change the date range and select either *Show This Till* or *Show All Terminals*.

- 5 Press *OK* button to return to the sales screen.

Kitchen Printing

[About Kitchen Printing](#)

[Kitchen Video System](#)

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Kitchen Printing

Overview

Kitchen printers are used to print details about the items for the chef. Items can either be sent to the kitchen printer automatically or on demand. Items can be configured to print to different printers. For example, you might have entrees go to one printer in the kitchen, mains to another printer and drinks to yet another in the bar. Alternatively the items could be sent to a Kitchen Video System (KVS) set up as a printer.

Automatic Printing

Items will be printed when the sale is either paid or put on hold. Only items that have not yet been printed are printed. You don't need to take any special action.

In a situation where a number of people are paying separately but are sitting at the same table, you may want to hold the kitchen receipt until all orders have been taken.

- Before you add items to the first sale, press the *Receipt* button.
- Press the *Hold Kitchen* button.

When you hold or pay the sale, the system asks whether or not you want to send the details to the kitchen printer. If the response is No, the kitchen printer details are held. This happens for each sale you make.

When you have got to the last sale of the table, respond with Yes to print the kitchen details. The details of all the previous sales are printed on one receipt to the kitchen. You are no longer in hold mode.

□ **Kitchen Video System**

The KVS is designed to logically control the flow of orders from the POS terminal into the kitchen environment. As the order is keyed in, the order is displayed onto a preparation station screen in the kitchen in real time. Colours represent different states of the order and the elapsed order time. Once the order has been completed in the kitchen, it is bumped off the KVS.

On BE, the KVS device needs to be set up as a [Till Device](#) and items allocated to the KVS via the [Kitchen Printer Setup](#) module.

Print On Demand

Instead of having items print automatically, you can have the items print on demand. In this case, the items will only be printed when you tell the system to print them.

The items will not be printed automatically when the transaction is paid or put on hold. Instead, when you want to print an item, you press the *Kitchen Print* button. The items will be displayed in the receipt area with a slightly different look.

Items with a line through them cannot be printed. They either don't need to be sent to a kitchen printer or they have already been printed. Items that can be printed will have the required quantity shown in bold. If you touch an item, a green tick will appear next to the item. Touch the item again and the green tick will disappear. When all items have been selected, press the *Print* button. All items with a green tick will be printed.

Items that are cancelled will be printed as soon as the transaction is placed on hold. You don't have to select these for printing.

Deals, Rebates and Claims

What would you like to view?

- [Introduction](#)
- [Deal Levels](#)
- [Where Are Deals Entered?](#)
- [Where Are Rebates Entered?](#)
- [Types Of Rebates](#)
- [Claiming Rebates](#)
- [Effects On Costs](#)

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Deals, Rebates and Claims

[Suppliers - Trading Terms](#)

[Items - Trading Terms](#)

[Rebate Types](#)

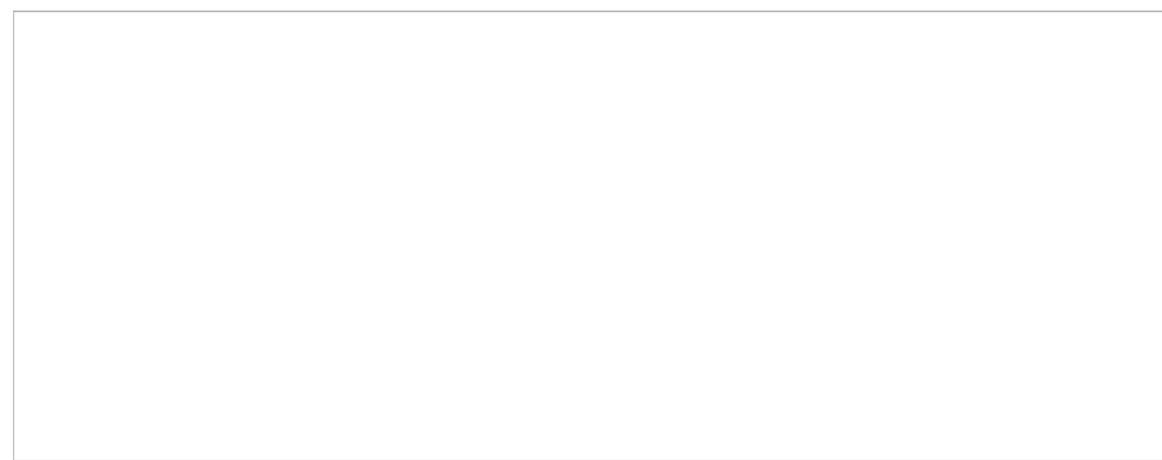
[Accept Rebates](#)

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Reason - Language

This tab allows you to enter the reason description for different languages. The languages are defined using the [Available Languages](#) function.

Figure: Example Reason Screen



Language	Language available.
Description	A description of the reason in the desired language.

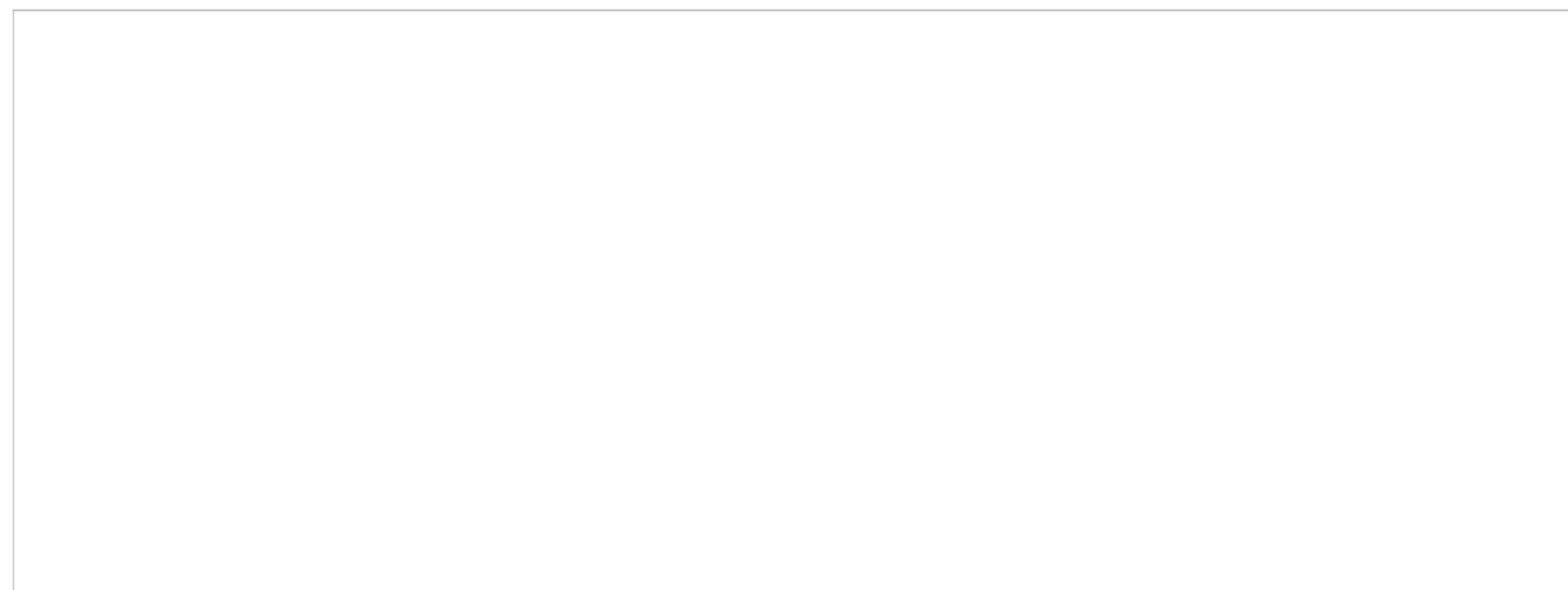
Purchase Orders - Items

This is the list of items that are to be ordered. The sequence the items are displayed can be controlled by using the *Screen/Report Sequence* on the [Ordering](#) tab of Suppliers

The grid shows the actual items that are to be ordered on the purchase order. You can enter the items one by one into the grid. Alternatively, you can press the Items button to view the [Available Items](#) window. Some users may find this an easier way to quickly add lots of items to the purchase order.

If the *Fashion Items* option in [System Settings](#) is checked on, the system will ask for slightly different [information](#) in order to speed up entry of fashion items.

Figure: Example Purchase Orders Screen



The details for each item include:

Order Code	The supplier's order number for the item.
IPN	<p>The IPN of the item to be ordered. If you don't know this number then you can move to the next field and enter the supplier's order code or you can click the <input type="checkbox"/> to search for the item.</p> <p>The system will check the Purchase flag on the item. If the flag has been checked off, the item cannot be ordered.</p> <p>If you are doing a return transaction, the system will check to see if the item has a '<i>Cannot Return To Supplier After This Date</i>' special date in Items. If there is a date defined for the location and the purchase order <i>Required By</i> date is after date, the item will not be allowed to be added to the transaction.</p> <p>If the user raising the purchase order is assigned to a Buyer Code and that code has the Own Items Only option checked on, only items belonging to that buyer code can be added to the order.</p>
Units	The number of units required. When this is entered the system will automatically

calculate the Cartons.

Cartons

The number of cartons required. When this is entered the system will automatically calculate the Units.

Bonus Expect

The number of bonus units expected. Some suppliers may offer bonus stock as an incentive. You can record the expected bonus stock here and keep track of it as stock is received.

Return Reason

This column is only visible when doing a return to supplier. It is the reason for returning the item. The codes for this function are creating using the [Reasons](#) function and creating records with an Adjustment Type of PO Return.

Description

Our description for the item. This is automatically set by the system.

Carton Size

The carton size of the item. This is automatically set by the system.

Min Order

The minimum number of units that can be ordered at one time. This is automatically set by the system.

Carton Cost

The expected carton cost of the item. This is the cost as the supplier expects to see it, which in turn depends on whether the supplier includes fees and taxes in their costs. By recording the cost this way we can perform cost checking when the supplier's invoice is received. See Invoice Matching Costs for an explanation on how this cost is calculated.

Line Cost

The total expected cost of the item. This is calculated by the system.

Last Ctn Cost

The last carton cost you were invoiced for by this supplier. You can use this to compare to the cost you are about to pay. This is automatically set by the system.

SOH

The current stock on hand for the item. This is displayed for informational purposes only.

On Order

The current quantity on order for the item. This is displayed for informational purposes only.

Allocated Qty

The current quantity of stock which has already been allocated for customer orders. This is displayed for informational purposes only.

Min Stock

The minimum number of units allowed before the item can be ordered. This is displayed for informational purposes only.

Max Stock

Enough stock should be ordered to bring the stock on hand up to this number. This is displayed for informational purposes only.

Recv Units	The units received so far. This is set as goods are received in either Goods Receipt or Invoice Matching.						
Recv Bonus	The bonus units received so far. This is set as goods are received in either Goods Receipt or Invoice Matching.						
Recv Status	<p>The status of the ordered line. This starts off as Ordered, but will be changed as goods are received in either Goods Receipt or Invoice Matching. Other status include:</p> <table border="1"> <tr> <td>Received</td> <td>Goods have been fully received.</td> </tr> <tr> <td>Out Of Stock, Not Stocked, Cancelled</td> <td>Goods were not fully received but we will not be getting any more.</td> </tr> <tr> <td>More To Come</td> <td>Goods were not fully received but we expect more later on.</td> </tr> </table>	Received	Goods have been fully received.	Out Of Stock, Not Stocked, Cancelled	Goods were not fully received but we will not be getting any more.	More To Come	Goods were not fully received but we expect more later on.
Received	Goods have been fully received.						
Out Of Stock, Not Stocked, Cancelled	Goods were not fully received but we will not be getting any more.						
More To Come	Goods were not fully received but we expect more later on.						
Invoiced Units	The units invoiced so far. This is set as goods are invoiced in Invoice Matching. This is similar to Recv Units. The reason for having two separate sets of numbers is that the quantity received and invoiced may be different. For example, you might order five units, receive four and get invoiced for six. Alternatively, you might receive goods at one time and then get the invoice a week later.						
Invoice Status	<p>The status of the ordered line. This starts off as Ordered, but will be changed as goods are invoiced in Invoice Matching. Other status include:</p> <table border="1"> <tr> <td>Received</td> <td>Goods have been fully received.</td> </tr> <tr> <td>Out Of Stock, Not Stocked, Cancelled</td> <td>Goods were not fully received but we will not be getting any more.</td> </tr> <tr> <td>More To Come</td> <td>Goods were not fully received but we expect more later on.</td> </tr> </table>	Received	Goods have been fully received.	Out Of Stock, Not Stocked, Cancelled	Goods were not fully received but we will not be getting any more.	More To Come	Goods were not fully received but we expect more later on.
Received	Goods have been fully received.						
Out Of Stock, Not Stocked, Cancelled	Goods were not fully received but we will not be getting any more.						
More To Come	Goods were not fully received but we expect more later on.						
Comment	A general comment to the supplier about this item, for example 'please use special packaging'.						
Line Who	The user who entered the item on the purchase order.						

Stock Audit

[Stock Audit](#)

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How Do I Start A Shift?

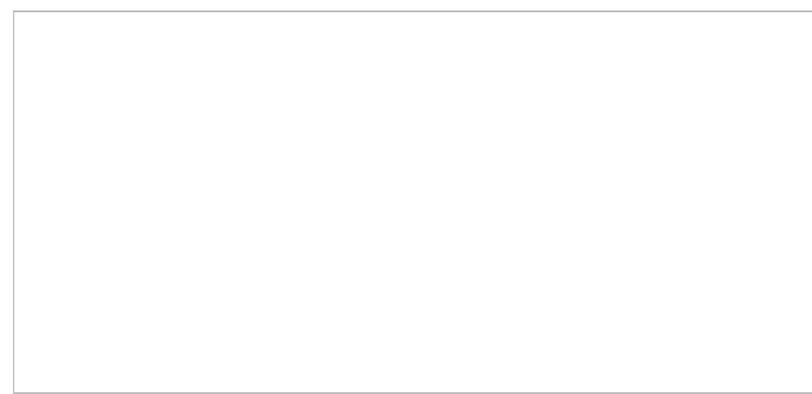
- 1 [Log on.](#)
- 2 Select the *Start New Shift* button.
- 3 Press the *OK* button to confirm the float.

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Supplier Descriptions

This function allows you to define description codes for suppliers. These descriptions are used for specifying the position and location of a supplier contact.

Figure: Example Supplier Description Screen



Type	The type of description being defined. This can be Position or Location.
Code	A unique code for the Position or Location.

CSV File Format

This topic documents the file format output for the B2B service when the *CSV File PO Output Format* in [Suppliers](#) is selected.

The details of the PO come from the table POHEADER and the CSV file is generated with the contents as below:

```
"H","<Supplier Cross Ref>","<Location Cross Ref>","<PO Number>"
```

```
"L","<Order Code>","<Item Description> ","<Quantity>"
```

The CSV file will have a header line followed by line. The header line is identified by the prefix “H” and the Line items are identified by prefix “L”.

Header

<Supplier Cross Ref>	This is set to the location code for which the PO was raised if the system does not find a Supplier cross reference (from table TRADXREF) as set up in the Cross-References tab in Locations .
<Location Cross Ref>	This is set to "000" if the system does not find a Location cross reference (from table XREFTRADUNIT) as set up in the Cross-References tab in Locations .
<PO Number>	This is replaced with 10 digit PO Number padded with zeroes from left.

Line Item

<Order Code>	Order code of the supplier.
<Item Description>	Description of the item.
<Quantity>	Quantity of the item ordered, set to cartons ordered.

File Format

The generated file will be placed in the <B2B Output Dir>\csv folder as configured in the B2B Files field in the B2B tab of [System Settings](#). The file name format is:

ORDERSYYYYMMDDHHMMSS.csv

□ Sample CSV File Content

With Supplier and Location cross references:

"H","TRADCROSSR","HOUGHTON","0000000190"

"L","","Chicken Pie","3"

"L","","Vegetarian Pie","2"

Without Supplier & Location cross references:

"H","101","000","0000000147"

"L","","Chicken Pie","7"

"L","","Vegetarian Pie","2"

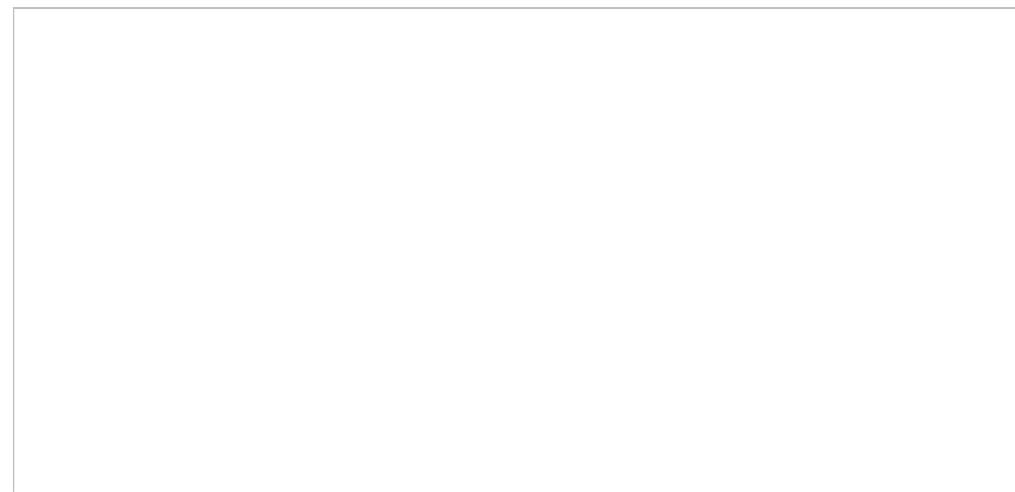
Cost Components

- [Costs We Expect To Pay](#)
 - [Purchase Order/Invoice Costs](#)
 - [Costs We Actually Paid](#)
 - [Calculating Service Fees and Ullage](#)
 - [Calculating Freight](#)
-

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Kitchen Codes

Figure: Example Kitchen Codes Screen



Code	A code to uniquely identify the kitchen code.
Description	Description of kitchen code.

Classifications

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Units Of Measure

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Families

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Currencies

A currency code is defined for a specific currency, for example AUD for Australia Dollar, GBP for Great Britain Pounds, and so on. You should have at least one currency code set up for your system, being your primary currency. If you accept other currencies at POS, or you deal with suppliers who use different currencies, you should set up a currency code for each currency. The [Currency Code](#) function is used to maintain the currency codes.

You can then set the Currency Codes on the [Defaults](#) tab of System Settings. As you add new locations or suppliers, they will use these default currencies. However, you can change the currency codes for each specific supplier and location.

As you enter new costs on an item, the currency of those costs will be the currency of the supplier. As you enter new sells for an item, the currency of those sells will be the currency of the location.

If you use only the one currency code, you don't have to set up any currency rates. However, if you use more than one currency, you need to tell the system how to convert one currency code to another. The [Currency Rates](#) function is used to define these rates.

The currency rates are not two way. You can't set up an exchange rate for AUD to GPD and use this same rate to convert GPD to AUD. You need to set up one rate for AUD to GPD and another for GPD to AUD.

Depending on the [System Setting # of Currency Rates to Show](#) used to specify how many/which dates to display exchange rates, currency rates can show previous exchange rates.

Currencies

[Currency Codes](#)

[Currency Rates](#)

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Items - Special Item

This tab shows the items the [Item Gift Certificate](#) can be redeemed against.

Figure: Example Items Screen

--	--

Item Gift Certificate	Use this grid to select the items that the certificate can be redeemed against. This can be at Dept/Cat/Group level and so on and for multiple items. If no items are listed then the certificate can be redeemed against all items.
Applies To	Either None, Lowest or Highest value item.
Remove service charge of item when redeemed	If this option is checked on any service charge calculated on the item is removed when the certificate is redeemed.
Redemption certificate value covers item value	<p>If this option is checked on, when the certificate is used the POS will fully pay for the item using the Item Gift Certificate value and forfeit value.</p> <p>For example, if the certificate is worth \$10 and the item is worth \$15, then POS will pay \$10 using the certificate and \$5 using the forfeit tender.</p> <p>If the certificate is worth \$15 and the item is worth \$10 then POS will pay \$15 using the certificate value and -\$5 using the forfeit tender.</p> <p>If this option is checked off then the full value of the certificate is applied to the transaction regardless of the item value.</p>
Remove Sales Tax of	Taiwan only. If this option is checked on, the system will remove the Sales Tax of the item when an item gift certificate is redeemed. This option is only available

Item when redeemed

when *Redemption certificate value covers item value* is checked on.

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Gift Cards

Gift cards (currently only Barclays) are supported using the Commidea EFT Interface. Support includes:

- Purchase and top-up of gift cards
- Gift card redemption
- Balance enquiry of gift cards

□ Gift Card Purchase / Top-up

To allow the purchase and top-up of Gift Cards, it is necessary to create an open price sales item to record the purchase and top-up of gift cards and range the sales item so that it can be used on the POS at the required locations. Add the POS Keyboard [activity](#) GCPurchase so that the button shows on POS. Default gift card preset values are 5, 10, 20, 50, 100, and 200. These values can be overridden by configuring the POS Key [Keyboard State](#) GIFTCARDPRESETS.

If you have enough authority select the function on the POS to purchase / top-up a gift card and enter an amount/select from a list of preset card amounts. Once payment has been received, the gift card is loaded with the entered value on the PED (via the Commidea Ocius application). Two gift card receipts (merchant copy and customer copy) are printed on the receipt printer. Once the gift card has been processed, give / return the gift card to the customer along with the customer copy of the gift card receipt.

It is possible to purchase / top-up multiple gift cards within the same transaction and to add additional sales items within the same transaction.

In [System Settings](#), the IPN of the sales item configured for the purchase and top-up of gift cards must be entered so that the item is identified as a special item.

Gift Card Redemption

To configure the redemption of gift cards, create a [tender](#) to represent payment with a gift card ensuring the *Gift Card Type* is selected. To enable the default payment amount for the gift card tenders to be the outstanding balance, the flag *'Can the customer give you more than the value of the sale? If you answer No, the customer can only tender the exact amount.'* on the DynaPOS Options tab needs to be unchecked.

Select the Payment button and select the configured gift card payment tender and enter the payment amount. A prompt is given (via the Commidea Ocius application) to swipe a gift card to redeem the value against the card. For a normal sale, the gift card balance is reduced.

It is also possible to return/refund sales items paid for using a gift card, and return/refund the balance of the sales items to an existing gift card or to top-up a new gift card with the refund amount.

Likewise for exchanges, if the customer is owed money, the POS invokes the process in the Ocius software to refund a value to a gift card. The gift card can also be used to redeem the outstanding value if the customer owes money.

□ **Balance Enquiry**

Functionality is provided within the POS Application to determine the outstanding balance on a customer's gift card. Add the POS Keyboard activity GCBalEnq so that the action shows on POS.

If you have enough authority select the function on the POS to perform a balance enquiry and then swipe the gift card on the PED, and print off a receipt containing the remaining balance on the card. Once printed give the gift card balance enquiry receipt to the customer.

□ Security Settings

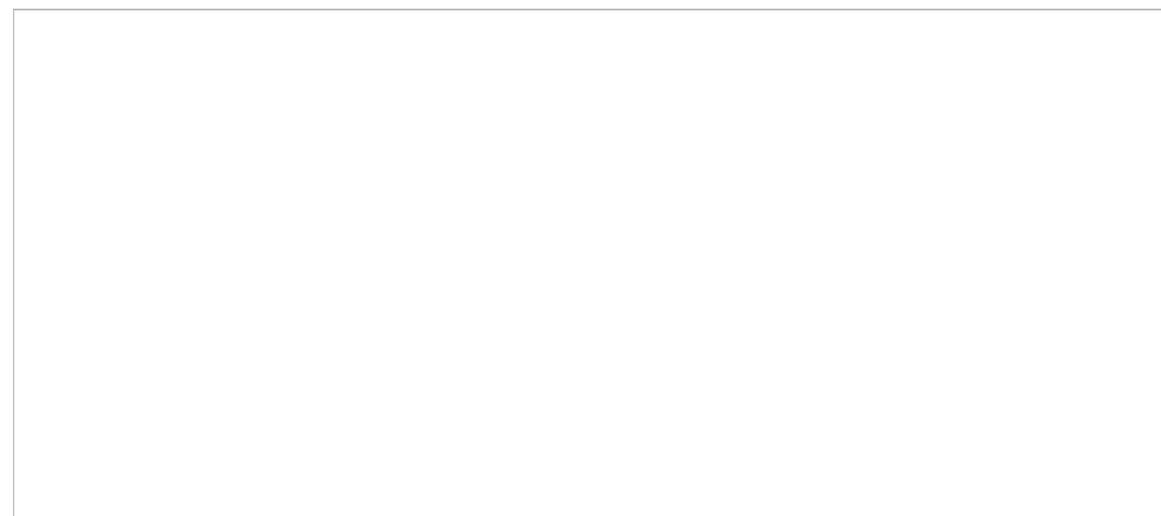
Two functions in the Function list on the Tills [Profile-Security](#) tab to apply security settings to the gift card functions.

- Gift Card Purchase. Allows the configuration of the users that can sell and top-up gift cards. If the POS Operator does not have sufficient security to perform a gift card purchase / top-up, a prompt for the login of a POS Operator with sufficient security is shown.
- Gift Card Balance Enquiry. Allows the configuration of users that can perform gift card balance enquiries. If the POS Operator does not have sufficient security to perform a balance enquiry, a prompt for the login of a POS Operator with sufficient security is shown.

POS Keyboards - Modifiers

[Modifier](#) sets are used to further describe an item. An example of a modifier set is 'COOKING INSTRUCTIONS' which contains specific modifiers of 'RARE', 'MEDIUM' and 'WELL DONE'. By default, DynaPOS will simply display these modifiers on a fast key panel using the sequence defined in the modifier set. However, using this tab you can control the layout of the modifier buttons. You can put them in specific positions and colour them as required.

Figure: Example POS Keyboards Screen



This grid lists the various modifier sets that have special layouts defined. When a new modifier is added, the [Modifiers](#) panel is displayed to allow you to control the display of modifiers.

Level#	A unique number for this level. This is actually the modifier code.
Description	A description for this modifier keyboard layout. It defaults to the modifier description.

Gift Accounts

A gift account is a customer debit account that is not linked to a specific customer. You sell special gift items to the customer. Each item is assigned a unique number. The system will automatically create an account using the unique number and the sale value. The customer can then use the account to pay for purchases. Because the account is not linked specifically to a customer, the account can be passed to some one else as a gift. The account can also be topped up so the card can be used indefinitely.

You set up items to represent the gift accounts. Some retailers have plastic cards that they sell. These can either have preprinted unique numbers or a space to write a number. Preprinted cards work better because you can embed the number in a magnetic stripe or a barcode so the number can be swiped/scanned at POS. These items are set up as any other items with a cost and a sell price and are recorded in System Settings as special gift account items.

When the items are sold the system can recognise they are gift account items. The system can either ask for a gift account number or generate a number automatically (depending on [System Settings](#)). You would ask for the gift account number when you use preprinted plastic cards. If you write the number on the card, you would generate the number automatically. One thing to note is that if you generate the number automatically, you cannot top up the account balance. It becomes a single value gift account only.

To pay for an item with the gift account you set up a special gift account tender. When this is used to pay for a sale, the POS will ask for the card number (which can be entered or swiped, if you are choosing plastic cards that are printed appropriately). This will check the account balance is high enough to cover the sale. If there is not enough money you are given a choice whether to redeem this amount and pay the remainder with another payment or to reject the payment by gift account.

Three reports are available to show details of gift account sales and redemptions:

- [Gift Accounts Issues](#)
- [Gift Accounts Redeemed](#)
- [Gift Accounts Outstanding Balances](#)

[How Do I Set Up Gift Accounts?](#)

Bulk Account Adjustments

This function can be used to make account adjustments across many accounts at once. You can use this to perform four types of adjustments:

- Charge/Fee. Use this to charge an annual membership fee.
- Clear Balances. Use this to reset account balances back to zero. You might have staff accounts where they are entitled to a certain account value to spend on meals each month. You can use this function to clear the balances at the start of each month.
- Clear Expired. Use this to clear any expired account transactions. You could use this to remove expired loyalty points.
- Reward Vouchers. Can be used as part of a loyalty system. As a member earns points, you can automatically redeem the points for vouchers. The member can then use these vouchers to pay for a sale. For example, you may redeem every 200 points for a \$10 voucher. These vouchers can then be used at POS just like gift certificates. The system will remember the values used so that next time the function is started, those values can be used as defaults. Two settings within Till [Profile Settings - 2](#) tab control the validation of Reward Vouchers.

The system will create an adjustment transaction, and where applicable, it will allocate that adjustment against existing transactions. For example, if it creates an adjustment to expire three point transactions, the adjustment will be allocated against those three transactions.

The function can be run manually or it can be scheduled as an End Of Day job.

Accounts

- [Introduction](#)
- [Account Types](#)
- [Payment Terms](#)
- [Locations](#)
- [Transactions](#)
- [Accounts](#)
- [POS](#)
- [Reports](#)
- [Balance To Date](#)

□ Introduction

Accounts are used to keep track of how much we owe suppliers and how much customers owe us. Every time we receive an invoice, a transaction is entered in the supplier's account. Every time a customer pays for something with their account, a transaction is entered in the customer's account. From an accounting perspective, these are known as accounts payable and accounts receivable. Merchant Central does not have a general ledger module but it is able to export data to interface with a general ledger.

Merchant Central uses the open item accounting method. Every transaction is recorded individually. When you make a payment, it needs to be allocated to specific sale transactions. Options are available to allocate payments to the oldest transactions to make data entry faster.

□ Account Types

There are several types of account used within Merchant Central. There are two types of supplier accounts - Supplier Credit and Supplier Debit.

The Supplier Credit account records transactions for each supplier invoice we receive. The Supplier Debit account records transactions for the rebates that a supplier owes us. These are the only two accounts available for suppliers.

There are three basic types of accounts for customers - Member Credit, Member Debit and Points. The Member Credit account is used for customers that pay for goods on account and pay us later on - a 'buy now, pay later' account. The Member Debit account is used for customers that pay us in advance and use the available credit to buy goods - a 'pay now, buy later' account. The Points account is used to record loyalty points on customer sales.

The Points account is automatically created when a new customer is created. The Member Credit and Member Debit accounts are created on demand, that is a customer has asked for a credit account, you have checked their credit references and decide they can have an account with you.

Note: The values shown in the Points account are actual points, not real dollars/pounds/whatever your currency is.

You can also define additional types of customer accounts. Imagine you were in a golf club. You could have a credit account to use in the golf shop, a food account to use in the club's dining facilities and a general debit account to use when buying drinks at the bar.

There is one more type of account and that is a gift account. This is a combination of a member debit account and a gift certificate. The customer can buy a gift account item for \$50. This will automatically create a new gift account with a credit of \$50. The customer can then use that account just like a member debit account. The key point is that the gift account is not connected to the customer in anyway. The account can be purchased by one customer and given to some one else as a gift.

You can create new customer account types, or rename the existing types, using the [Account Types](#) function.

□ **Payment Terms**

Payment terms are used to show when an account needs to be paid (either for you paying the supplier or the customer paying you). You can set up payment terms for weekly, monthly, quarterly payments. Each account that is created is then assigned a payment term. This allows you to identify the accounts that need to be paid together. The system does not actually take any special action on specific dates. It is up to you to say I am doing the monthly accounts today. The payment terms simply gives you a way to identify which accounts are the monthly ones.

Different payment terms can be set up for each type of account. The [Account Payment Terms](#) is used to set up these codes.

□ Locations

In a centralised system, you need to make important decisions about how accounts are shared across the locations. Can a customer use their account at all locations, or only the location where they joined? Is a single supplier account used for all locations, or does each location have their own account?

In the [Accounts](#) tab in the Locations function, you can set up the rules for account locations. Basically, for each location, for each account type, you tell the system what Account Location should be used. Any locations with the same Account Location will share accounts. So if a customer account can be shared across all locations, you would edit location SHOP1 and say its Account Location is ALL, then you would then edit location SHOP2 and say its Account Location is ALL and so on for all locations. If a customer account could only be used at the current location, you would edit SHOP1 and set its Account Location to be SHOP1, SHOP2 would have an Account Location of SHOP2, and so on. You don't have to use either the specific location or the top-level ALL location. You could have accounts by state. The rule is simply that if two or more locations have the same Account Location code, they will share accounts.

WARNING: These account locations need to be set up before any accounts are set up.

As new suppliers are created, the system will automatically create all the required Supplier Credit and Supplier Debit Accounts for the unique Account Locations. If you add a new location, the system will check its Account Location and create new Supplier Credit and Supplier Debit accounts, if required.

If you change the Account Locations in the Locations function, existing accounts will not be modified. You can delete, the record from the grid and re-insert it, in which case new accounts will be set up, but existing accounts will still not be changed.

□ Transactions

A transaction is an individual entry in the system. Transactions can be recorded for sales from POS, invoices from suppliers, payments (both in and out), credit notes, and so on. Many of these transactions (such as sales and invoices) are automatically created by the system. Other transactions (such as payments or credit notes) are manually entered using the [Accounts](#). There is a generic transaction called an adjustment. When you do an adjustment, you have to select an adjustment reason. This reason will tell the system two things:

- Will this transaction credit or debit the account?
- Is this a standalone adjustment or does it need to be allocated to other transactions?

The adjustment reasons are set up using the [Account Adjustment Codes](#) function. Different reasons can be set up for each type of account.

□ Accounts

Supplier accounts can be accessed by finding the supplier in the [Supplier](#) function and going to the Accounts tab. The grid on this tab will show all of the accounts that belong to this supplier. These will be the Supplier Credit and Supplier Debit accounts for each Account Location. Highlight the required account and press the *Accounts* button. This will start the [Accounts](#) function and show you the full account details.

Customer accounts can be accessed in a similar way. You find the customer in the Customer function and go to the Accounts tab. The grid on this tab will show all the accounts that belong to the customer. Highlight the required account and press the *Edit* button. This will start the [Accounts](#) function and show you the full account details. You can add a new account for a customer by pressing the *Add* button. This will ask for the account type, payment terms and credit limit.

You can also access the [Accounts](#) function directly from the menu and find the account you require. If you use this method, there should be an Accounts menu option for each account type, for example Supplier Credit Accounts, Supplier Debit Accounts, Customer Credit Accounts, and so on. The system uses the same function for all account types.

□ POS

Customer accounts can be accessed from POS. If you create new customers at POS, you can also create new accounts. You can only create a single default account for a customer. (The type of account that will be created is defined in the [Loyalty](#) tab of System Settings.) If you want to create more than one account, you need to use the back office Customer function.

You can pay for a sale on account by selecting the account tender code. This tender will only be displayed if the sale has a customer and that customer has one or more accounts. If the customer has more than one account, you can choose which account to use for the sale. The system will automatically create an account transaction for this sale.

You can make an account payment on POS in a similar way. You select Activity| Account Payment to start the payment. You will be asked for a customer and the account for which the payment is being made. This will create a payment transaction in the customer's account.

Reports

There are a number of reports that can be used to help you run your accounts efficiently:

Statements	Statements showing the current amount owed and transactions for the last accounting period can be generated using Account Statements . This shows the details for one account type (customer credit accounts, supplier credit accounts, and so on).
Unallocated Payments Report	As a payment is received, it is allocated against existing transactions. Payments should be fully allocated so that the system can accurately calculate the overdue amounts. This report shows payments that have not been fully allocated yet.
Aged Trial Balance	This report shows the amount due for each account, aged over a number of periods.
Member Account Transactions Report	This report shows the transactions for customer accounts. It is only for customer accounts because it shows the details of the original POS transaction.

□ **Balance To Date**

All accounts keep a balance value. This is the sum of debits and credits of all the transactions on the account. However, there is also a To Date Value balance. This is primarily used for Member Points accounts and is used when upgrading/downgrading members (see [Upgrade Members](#)). It keeps track of the balance earned since a certain date. Lets say there is a rule that if a Silver member earns 10000 points they can be upgraded to Gold. We have a member who has earned 11000 points but has spent 9000. His normal balance will be 2000 points. Using this balance, the member would not be upgraded

However, their To Date Value balance would be 9000. With this balance the member would be upgraded. Sale transactions will adjust the balance. Payments will not. Adjustments may adjust it if the adjustment type is flagged to adjust the balance (see [Account Adjustment Codes](#)).

When the Upgrade Member process is run it will use the To Date Value balance. Once finished it will reset the value back to zero. The balance will then increase, ready for the next cycle of upgrading.

POS Set Up

[Kitchen Printer Set Up](#)

[POS Device Codes](#)

[Re-Routing Printers](#)

[Next Sequence Numbers](#)

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POS Set Up

- [Kitchen Codes](#)
- [Kitchen Printers](#)
- [POS Device Codes](#)
- [POS Device Types](#)
- [Next Sequence Number Set](#)

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Stock Adjust

[Stock Adjustment](#)

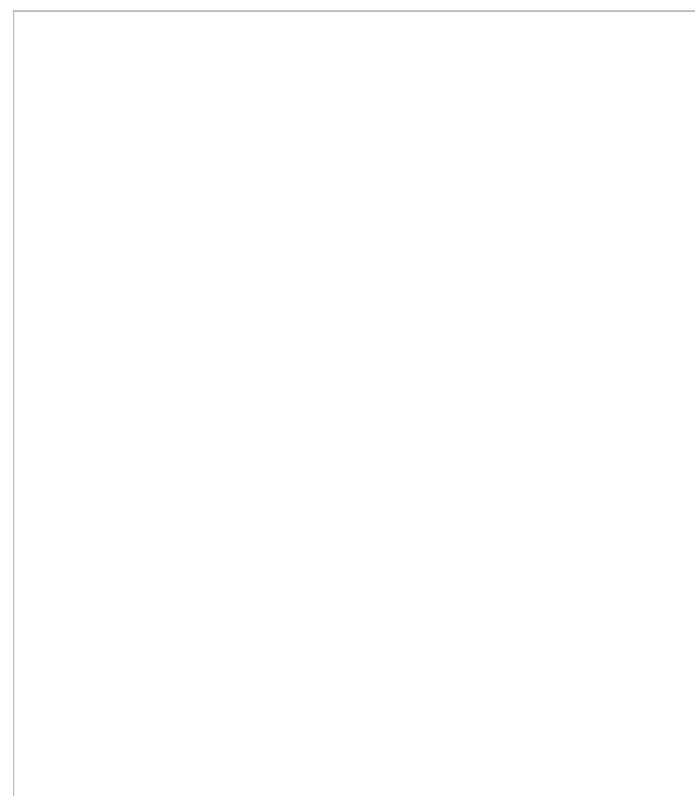
[Stock Adjustment Reasons](#)

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Stock Adjustment Reasons

This task allows you to define adjustment reasons which can be used when adjusting stock. The system will use the adjustment reason to work out whether stock will be increased or decreased.

Figure: Example Stock Adjustment Reasons Screen



Code	A 20 character code which is the reason for the adjustment. This must be a unique code.
Increase Stock	This indicates what the effect will be on stock. It can either Increase or Decrease stock. Most stock adjustments are made due to theft and breakages so the default action is to Decrease stock.

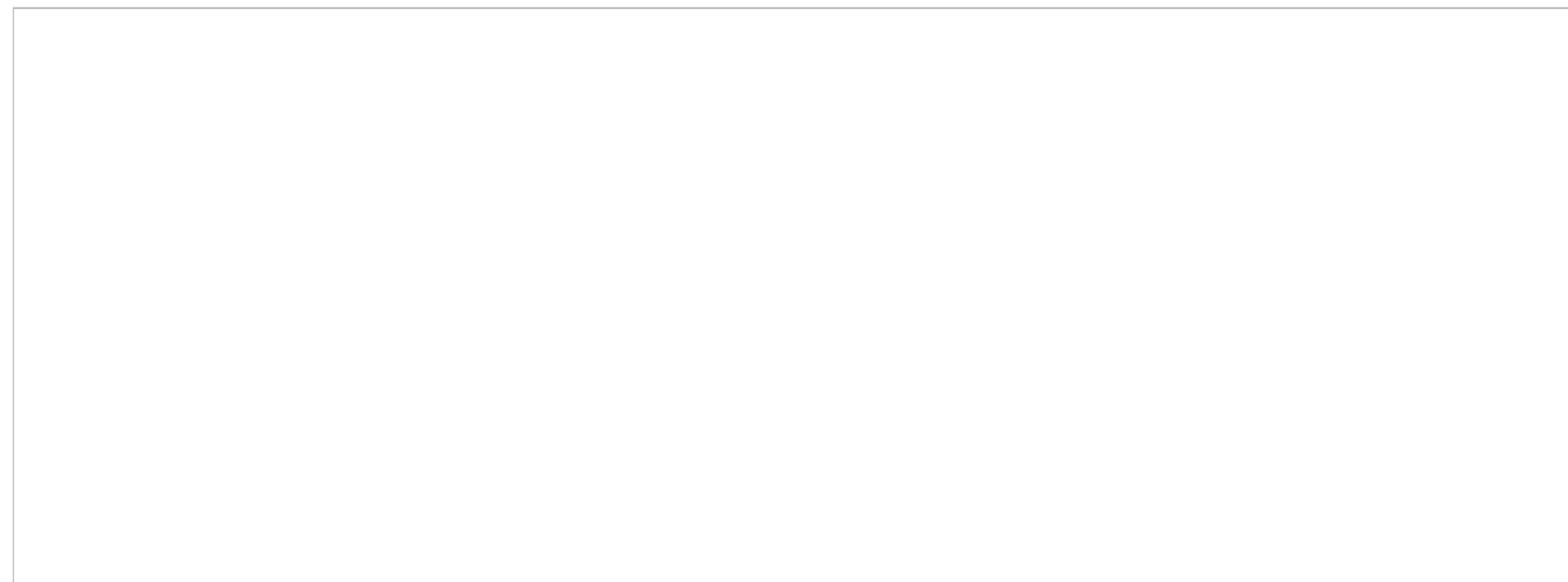
Items - Special Dates

Allows special processing dates to be entered. POS will use the special dates to:

- Stop items being sold before they are allowed to be
- Stop items being sold after they are allowed to be
- Stop items from being returned/exchanged after they are allowed to be

You need to run the EOD processing in order for these dates to be recorded against the specific location range. Only then will POS and the inventory functions be able to use the dates.

Figure: Example Items Screen



Location	Location the date applies to.						
Date Type	The available types of date: <table border="1"><tr><td>Cannot Return/Exchange At POS After This Date</td></tr><tr><td>Cannot Return To Supplier After This Date</td></tr><tr><td>Cannot Transfer After This Date</td></tr><tr><td>Cannot Sell At POS Before This Date</td></tr><tr><td>Cannot Sell At POS After This Date</td></tr><tr><td>Cannot Adjust Stock Before This Date</td></tr></table>	Cannot Return/Exchange At POS After This Date	Cannot Return To Supplier After This Date	Cannot Transfer After This Date	Cannot Sell At POS Before This Date	Cannot Sell At POS After This Date	Cannot Adjust Stock Before This Date
Cannot Return/Exchange At POS After This Date							
Cannot Return To Supplier After This Date							
Cannot Transfer After This Date							
Cannot Sell At POS Before This Date							
Cannot Sell At POS After This Date							
Cannot Adjust Stock Before This Date							

Date	The actual date.
-------------	------------------

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Discounts And Offers

Click on the tab you require help with.

Figure: Example Discounts Screen



Available Tasks

There are many tasks which can be run from by the [Schedule Processor/Process Jobs](#) function. Many of these are reports and you can find explanations of these in the appropriate help section. See [Report List](#).

The following tasks are available for scheduling. [Host Updates](#) can also be scheduled.

ACCEPTREBATES	Marks rebate claims as processed so they are not reclaimed.
ACCEPTTILLDECLARATION	
ACCOUNTADJ	Creates account adjustments for selected accounts.
AUTODECZREADS	Auto declare Z Reads.
AUTOREFRESHSTOCKLEVELS	Refreshes the stock levels for all open store stocktakes. Set the <i>Job Type</i> of 'Default', enter a <i>Sequence Number</i> , and select a <i>Procedure</i> of 'Auto Refresh Stock Levels' from the drop down list box. The <i>Default Parameter</i> field needs to have a value, to ensure that the process runs without the requirement of any user interaction. Type 'A' into the field, and <i>Save</i> the details.
BUYER	
CHECKPCICOMPLIANCE	Utility to check BE Configuration Settings that should be set to ensure PCI Compliance .
CLOSETRADE	
COMMSCONFIG	
CONVERTLOCALSTATS	This job will convert statistics for a location from one currency to another. See Local Currency Statistics for further details.
CONVERTLOCALSTATSACCOUNTRATE	Converts the stats using the Account Exchange Rate.
CUSTDISPLAY	Customer Display Formats.
DELETEAUDIT	Deletes audit details (from AUDIT table) which are

	older than the specified number of days.
DELETEAUDITCHG	Deletes the audits of data changes (from AUDITCHG table) which are older than the specified number of days.
DELETEBOOKING	Deletes expired booking transactions.
DELETEBANKING	Deletes old accepted banking records.
DELETEB2B	Deletes processed B2B transactions (from B2BSENDFILE) which are older than the specified number of days.
DELETEDAILYSALES	Deletes old DAILYSALES records.
DELETEFASTKEYPANELS	Allows deletion of expired fast key panels.
DELETEGOODSRECEIPT	Deletes old goods receipt records.
DELETEINCOMING	Deletes the processed incoming transactions (from INCOMINGTRANS) which are older than the specified number of days. Note, this is the raw transaction files. This is not the processed daily sales and statistics.
DELETEMESSAGES	Deletes old messages.
DELETEOPERATORSTATS	Deletes old operator statistics.
DELETEPROCESSSTATUS	Deletes POS process status records (from PROCESSSTATUS table) which are older than the specified number of days.
DELETEPURCHASEORDER	Deletes old purchase order records.
DELETEREPORTREQUESTS	Deletes requests for reports (from REPORTREQUESTS table) which are older than the specified number of days.
DELETEREPORTS	Deletes reports (from REPORTS table) which are older than the specified number of days.
DELETESERVERSTATS	Delete server performance statistics (from SERVERSTATS table) which are older than the specified number of days.

DELETESSESSIONLOG	Deletes old session log records.
DELETESUPPLIERITEMS	Marks supplier items with a certain deletion date as deleted.
DELETESSTATBUCKET	Deletes the temporary statistics records (from STATSBUCKET table) which are older than the specified number of days. These are the records which are used to build trading statistics data.
DELETESSTATDEPT	Deletes old STATDEPT records.
DELETESSTATITEM	Deletes old STATITEM records.
DELETESSTOCKAUDIT	Deletes old processed STOCKAUDIT records.
DELETESSTOCKAUDITSUMMARY	Deletes old processed STOCKAUDITSUMMARY records.
DELETESSTOCKTAKE	Deletes old processed stock take records.
DELETETICKETS	Deletes any ticket batches (from TKTDET and TKTHDR tables) which are older than the specified number of days.
DELETETILLOUTREQUESTS	Deletes the old processed till outgoing requests (from TILLOUTREQUEST and TILLOUTREQUESTDETAIL tables) which are older than the specified number of days.
DELETETILLREADS	Deletes old till reads.
DELETETILLSTATUS	Deletes old TILLSTATUS records.
DELETETRADINGPERIOD	Deletes old, banked trading periods.
DELETETRANSFER	Deletes old transfer records.
DRSLICENCE	
DYNAPOS	
EXPIRECOSTSSELLS	Marks expired costs/sells as no longer available.

EXPORTNAVISION

This function supports the exporting of sales and invoice data to the Navision General Ledger system. Specify the location, start and end date values to be used for the export. The location parameter can be a single store or a location group. Totals are included for all stores within the location group, grouped by store.

Each time the export function is run the following files are produced for each location for which the export is run:

- A sales file containing the sales and voucher (gift certificate) information for example 132201SAL2010013101.csv
- A coupon file for example COP2010013101.csv
- Inventory file for example INV2010013101.csv.
- A POI file – containing information from each purchase order raised for vendors with the appropriate cross references / G/L account codes defined, for example POI2010013101.csv
- Up to 2 transfer files – 1 each for transfers received and sent for example 132201TRF2010013101.csv or 132201TRR2010013101.csv
- Log files for each record in the sales file.

In [System Settings](#), the Navision Export tab specifies the options for the export of sales and invoice data to the Navision accounts interface.

Note: The user-defined fields must be defined before the Navision options can be set – since some of the options are to specify which user-defined fields are to be used.

The [user-defined fields](#) (DataEntryBasic UserDefFields) that must be set up are:

- ITEM – a field for Dimension D. This must be a STRING value.
- LOCATION – fields for Dimension A and

Dimension B values.

- SUPPLIER – the Navision ID for the supplier. This value must be a STRING or NUMERIC value.

Additionally, [Location Accounts](#) must be defined for the following:

- Item categories – Sales account (SAO records); Return account (SAR); Transfer account (TFR / TRR / POI); COGS account (TFR / TRR / POI); In-transit account (CUO).
- Taxes – G/L account CR and G/L account DR
- Discounts
- Tender (all tender types accepted in the store)
- General / Intra-location account (used for transfers).

In [Discounts](#), an option on the Basic tab specifies which discounts are to be treated as coupons. If checked the discount is treated as a coupon.

FILEVERSIONS	Updates the required File Versions table.
FORECASTENTRY	
GENERALLANGUAGE	
GENERATEFUTURETICKETS	Generates ticket batches for items that have a sell price change during the specified date range. For details about the 'Sell To Be Converted For 2nd Currency' see Multiple Currencies .
GENERATETICKETS	Generates ticket batches for items that have had a change that requires a new ticket. These changes are identified after the Set Store Costs/Sells process has been run. For details about the 'Sell To Be Converted For 2nd Currency' see Multiple Currencies .
GENINVTEMPLATES	This task will generate actual transactions from inventory templates. For example, if can generate stocktakes every Monday for beverage items. The store simply updates the stocktake transaction, without needing to create the transaction.

GETNEWCOSTSSELLS	Looks for any costs or sells that are effective during the specified date range and marks those records as available.
HHEXPORT	
IMPORTGIFTCERTREDEMPTION	
IMPORTSANITYPO	
INVTEMPLATE	
INVOICEEXTRA	
KIT	
LANGUAGE	Export language.
LANGUAGEAVAIL	
MEDIA	
NEXTSEQNUM	
PREPAREPOSDATA	This will generate data for POS which can be used for Prepared POS Reloads .
PROMOTYPE	
PROPOSESELLS	This task looks for normal costs which start during the specified date range and proposes new sell prices for them. The sell prices are generated with the same effective date as the costs on which they are based. Usually there is a delay between proposing sell prices and actually making them available with the Get New Costs/Sells tasks. However, in some circumstances sell prices are proposed and made effective in the same session. If the Proposed Sell Report was run at the end of the session along with the other reports, it would produce incorrect results. For this reason, it is strongly recommended that the Proposed Sell Report be scheduled immediately after this task. See Proposing Sell Prices .

REVALUESTOCK	
SALESEXPORT	Transaction Extracts.
SCHEDULE	
SERVICEMONITOR	Monitors that the services are running correctly.
SETMEALAVAIL	
SETSTORECOSTSSELLS	Looks for any items that have had a cost or sell change (effective or expired) during the specified date ranges and updates the store range details to reflect those changes.
SHELFMODEL	
SHELFTYPE	
SUGGESTORDERAUTO	Suggest Purchase Orders.
SUGGESTSTOCKLEVELS	Calculates the required min/max stock levels for the specified items based on rates of sale and required stock levels.
SYSTEMSECURITY	
TARGETENTRY	
TILLCONTROL	
TIMESTATS	<p>This is an EOD function which can be used to move clock in/out information to the statistics area. When it is run it will examine all clock in information which has not yet been processed. For each record it will look up the job type. This tells the system the type of job, for example fulltime, parttime, casual, and so on. It also gives an hourly rate and an On Cost%. If no job type is specified, the system will assume fulltime hours. It will update the hours but won't be update the value.</p> <p>Using these numbers, the system is able to update the hours and values of labour for use in Trading Statistics and various reports.</p> <p>Note: This process does not take into account</p>

overtime and the sorts of adjustments that only a payroll system can provide. It should be used as an estimate only.

TRADSTAT

TRANSFER FILES

TRICKLEITEMS

This process will identify items that have changed since the last time the process was run and make a request to the system to send the items to the POS. You can use this process instead of doing a full till reload.

UPDATECONFIGFILES

Tells the system that configuration files have been updated

UPDATEMEMBERSTATS

This task will take the details of transactions made by loyalty members and non-members and build a set of statistics which can be used by various reports. The task is run for a weekly statistics periods. for example MERCHANTEOD UPDATEMEMBERSTATS 2005.07. All transactions within that period will be examined. The process should be run at the end of a statistical period. You can run the process during the statistic period but each time you run it, the process will delete any existing statistics for that period and recreate them.

There are two settings that can control how this process runs.

Firstly, the system uses the *Non-Member Customer Types* on the [Loyalty](#) tab of System Settings to determine who is a member or a non-member. This is a comma-delimited list of customer types, for example NEW,TEMP. (Don't use any spaces!) Any transaction made without customer details counts as a non-member transaction. Any transaction made to a customer whose customer type is in the Non-Member Customer Types list, is also counted as a non-member. Any transaction made to a customer whose customer type is NOT in this list is treated as a member.

The statistics track the number of visits. If you are in retail and you make two separate sales, these are generally counted as two separate visits. However, in a pub a customer is most likely going

to make several sales during their visit. In this case, we really only want to count this as one visit, not multiple visits. The *Multiple Sales In One Day Count As One Visit* on the [Loyalty](#) tab of System Settings allows control over how a visit is calculated. If the option is checked on, multiple sales within one trading day count as only one visit.

UPDATESTOCKSTATS

A snapshot of each item at each location is kept in the STORERNG table. This also contains the current stock on hand as well as last invoice cost, average cost and current sell price. This is fine in order to get a current valuation but does not provide the means to examine trends in stock. This process is run once at the end of the week (month) and moves the stock snapshot from STORERNG to the statistics tables. To optimise storage requirements, the item level details are only recorded if an item statistics record (STATITEM) already exists. (If it doesn't then no stock was sold so the stock details will be assumed to be the same as last week.) Stock details are always recorded at the summary statistics level (STATDEPT). This means a quick snapshot can be obtained by summing the required STATDEPT records. As this process is run each week (month), the statistics records can be used to observe trends in stock. Only items that are marked as stocked (STORERNG.yasnStocked = 'T') are reported.

UPGRADEMEMBERS

Upgrades Loyalty members to equivalent categories.

UPLOADREPROFILE

Uploads files for viewing in Report Manager.

Delivery Report

□ What Is It?

This report shows details of [customer orders](#). It shows the items which are due, the delivery charge and any outstanding amounts. Each delivery is printed on a separate page.

□ Commands

Client - REQUESTREPORTINVENTORY.EXE DELIVERYREP

Server - REPORTINVENTORY.EXE

□ **What Are The Report Parameters?**

This report doesn't take report parameters in the usual way. When you run the report, you get the following window.

Figure: Example Delivery Report Screen

The grid shows all deliveries which are due for today's date. You can look at past and future deliveries by changing the Location and Date Range and then pressing the  button.

The first column of the grid is Print. This is a checkbox which controls the delivery details printed. Only those delivery details with this checkbox checked on is reported. You can individually check deliveries on or off, or you can use the Print All/Print None buttons. The Print All checks on all the deliveries, while the Print None checks off all deliveries.

You can mark deliveries as being delivered by using the checkbox in the Delivered column. This is not essential but can help you determine whether you need to print a delivery or not. (There's not much point printing a delivery which has already been delivered.) You can individually check deliveries on or off, or you can use the Delivered All/Delivered None buttons. The Delivered All checks on all the deliveries, while the Deliver None checks off all deliveries.

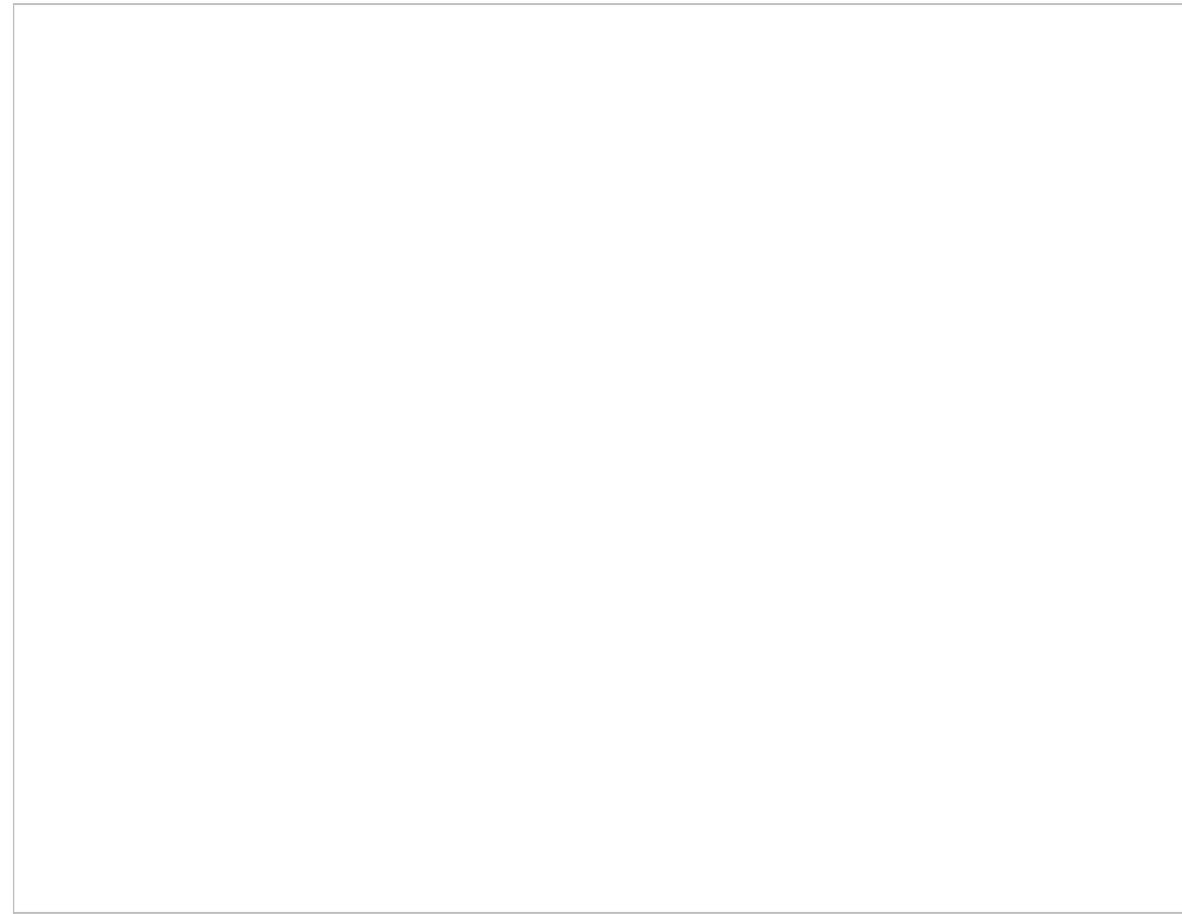
Once you have marked the deliveries you want reported, press the Preview/Print buttons as you would for any other report.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Delivery Report



Delivery Source

Most of the time when you sell an item, the customer takes the item with them from the stock held at the store. However, for large items, the store may only have floor stock and the stock needs to be delivered from a warehouse, another store, or even directly from the supplier.

The following delivery options are available.

This Store - In Stock	The item is taken from stock currently held at the store.
This Store - Transfer	The item will be delivered from this store but we need to raise a Transfer Request for the stock to be transferred from another store. If you select this option, the POS will change the transaction to a paid order. When the stock has delivered the item, the transaction is recalled and the goods released.
This Store - PO	<p>The item will be delivered from this store but we need to raise a purchase order. Note, if the system determines the item should be transferred from the warehouse rather than purchased directly from the supplier, the system will raise a Transfer Request not a purchase order. From the user's point of view they just need to indicate that they want to order stock, regardless of where it needs to come from.</p> <p>If you select this option, the POS will change the transaction to a paid order. When the stock has delivered the item, the transaction is recalled and the goods released.</p>
Direct From Warehouse	The item will be delivered directly from the warehouse. If you select this option, the POS will change the transaction to a paid order. When the warehouse has delivered the item, they will recall the transaction and release the goods. The sales will be recorded against the original location but the stock will be decremented from the warehouse.
Direct From Supplier	The item will be delivered directly from the supplier. The system will raise a purchase order with the delivery address being the customer's delivery address. If you select this option, the POS will change the transaction to a paid order. When you receive notification from the supplier that the item has been delivered, the transaction is recalled and the goods released.
Direct From Other Location	The item will be delivered directly from another location. The user will have to select the location that will deliver the item. If you select this option, the POS will change the transaction to a paid order. When the location has delivered the item, they will recall the transaction and release the goods. The sales will be recorded against the original location but the stock will be decremented from the delivery location.

You can set various options in the system to control these delivery options and how the user controls them.

On the *Advanced* tab of [Items](#) are two options.

Item Will Be Delivered From	This is the default delivery option for an item. If the POS is not configured to ask for a delivery option, it will use this value as the default option.
Ask Delivery Location For Item	If this flag is checked on, the POS will ask for the delivery option. There is a similar option on Till. If the Till option is checked on, the POS will ask the question for every option scanned, regardless of whether this item option is checked on or not. If the Till option is checked off, the POS will only ask the question if this item option is checked on. This allows finer control over when the question is asked.

In the *Deliveries* section on the *Profile - Settings 2* tab in [Till](#) is an on option called *Ask Delivery Location For Item*. This is equivalent to the option on [Items](#) above. However, if this option is checked on, the POS will ask for the delivery option for every item scanned, regardless of the flag on the item.

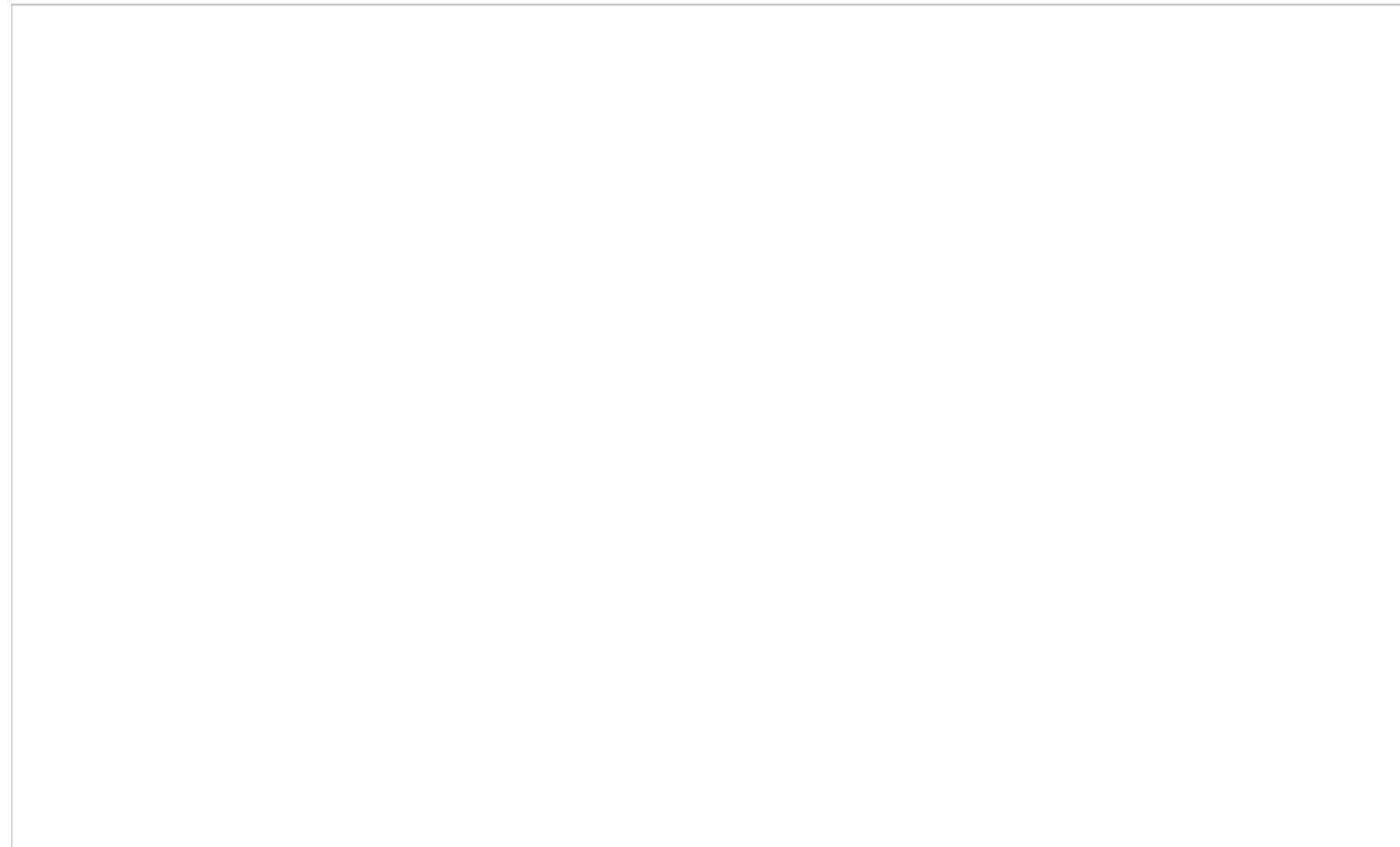
When you define the [POS Keyboard](#) you can add a key called DELIVERFROM to the ITEMMODIFY1 and ITEMMODIFY2 states. This will allow you to change the delivery option of the highlighted item.

If you wish to use the delivery source option, you need to set up the [Suggested Orders](#) process to specifically process customer orders. This process is smart enough to look at the delivery options and create the required Purchase Orders and Transfer Requests. If you don't use this process, you will simply be using the delivery option as an information setting. It won't actually do anything.

Commissions

This function allows you to define rules for the purposes of calculating [commission](#) for salespeople.

Figure: Example Commissions Screen



The Commission Levels grid allows you to specify different levels of achievement. The system will calculate the total sales or gross profit (depending on how the levels are defined) for each user and find the appropriate commission level. This allows you to give increasing levels of rewards for increasing achievements. If you want to specify a single level of rates regardless of total achievement, you still need to set up one level record. This would have a From/To Value of 0 to 9999999.

The Commission Rates grid contains the rates within each level. As you scroll through the commission levels, the data in the Commission Rates grid will be updated to the rates of the highlighted level. The system will determine which level to use and then it will use the rate rules within that level to calculate the actual commission.

Commission Levels

Effective	The date from which this level can be used (inclusive). If the date is empty, the level is applicable immediately.						
Expiry	This date to which this level can be used (inclusive). If the date is empty, the level never expires.						
Type	<p>This indicates the type of value the level will be based on.</p> <table border="1"><tr><td>Ex Tax Sales</td><td>The value that will be checked is the total ex-tax sales for the each user.</td></tr><tr><td>Inc Tax Sales</td><td>The value that will be checked is the total inc-tax sales for the each user.</td></tr><tr><td>GP</td><td>The value that will be checked is the total gross profit for the each user.</td></tr></table>	Ex Tax Sales	The value that will be checked is the total ex-tax sales for the each user.	Inc Tax Sales	The value that will be checked is the total inc-tax sales for the each user.	GP	The value that will be checked is the total gross profit for the each user.
Ex Tax Sales	The value that will be checked is the total ex-tax sales for the each user.						
Inc Tax Sales	The value that will be checked is the total inc-tax sales for the each user.						
GP	The value that will be checked is the total gross profit for the each user.						
From Value/ To Value	The value range which that this level must be between.						

□ Commission Rates

Location	This rate only applies to sales made within this location.				
Description	A general description for this rule. This will be printed on the Commission Report. If no description is entered, the report will create a description based on the Rate and Rate Type.				
Department	This rate only applies to items in this department. If the department is empty, the rate will apply to all items.				
Category	This rate only applies to items in this category. If the category is empty, the rate will apply to all items.				
Group	This rate only applies to items in this group. If the group is empty, the rate will apply to all items.				
Subgroup	This rate only applies to items in this subgroup. If the subgroup is empty, the rate will apply to all items.				
Classification	This rate only applies to items in this classification . If the classification is empty, the rate will apply to all items.				
IPN	This rate only applies to this specific item. If this is empty, the rate will apply to all items.				
Rate	The rate of commission to be applied. This is used in conjunction with Rate Type to calculate a commission amount.				
Rate Type	<p>This determines how the commission will be calculated.</p> <p>The commission will be calculated on the specific transaction that has triggered this rate to be selected. So if you have a sale of one beverage and one food item, and they have two different rates, the commission will be calculated on the food item, using the food items sales/GP and then commission will be calculated on the food item. Since they used two different commission rates, there would be two entries on the report, one for each rate. If you sold another beverage, the commission would be calculated on that sale and added to the beverage total already shown on the report.</p> <p>The available rate types are as follows:</p> <table border="1"> <tr> <td>% Of Ex Tax Sales</td> <td>The commission will be calculated as a percentage of the ex-tax sales.</td> </tr> <tr> <td>% Of Inc Tax Sales</td> <td>The commission will be calculated as a percentage of the inc-tax sales.</td> </tr> </table>	% Of Ex Tax Sales	The commission will be calculated as a percentage of the ex-tax sales.	% Of Inc Tax Sales	The commission will be calculated as a percentage of the inc-tax sales.
% Of Ex Tax Sales	The commission will be calculated as a percentage of the ex-tax sales.				
% Of Inc Tax Sales	The commission will be calculated as a percentage of the inc-tax sales.				

% Of GP	The commission will be calculated as a percentage of the gross profit.
Amount/Unit	The commission will be calculated as an amount multiplied by the units sold.

Daily Information

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

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Taxes

[Taxes](#)

[Tax Groups](#)

[Tax Plans](#)

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Taxes

[Tax Systems](#)

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[Taxes](#)

[Preprint Taxes](#)

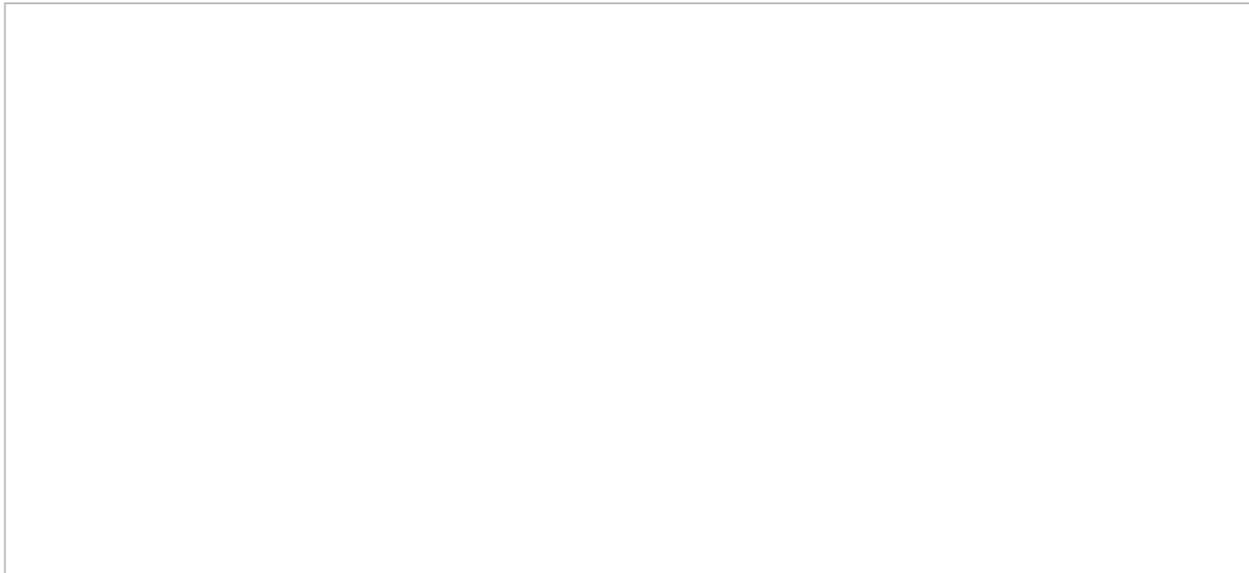
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How Do I Set Up Taxes For The Philippines?

POS has been updated to calculate tax and to print receipts as required for the Philippines.

First of all you must define the basic settings for the system.

- 1 Select the *System Settings* task from the Main Menu.
- 2 On the Defaults tab, select the *Tax System* to Philippines. If not shown in the list, then a record ne to be added to the Tax Systems task (DataEntryBasic.exe TaxSystem) that is set up with a type of 'Price Includes Tax/Excludes Fees' and country of 'Philippines'.



This will allow the POS to calculate taxes and service fees correctly.

- 3 In Till you would set the country to be 'Philippines'. This will allow POS to print the receipt in the required format.

FIFO/Serial Number Tracking

□ Introduction

FIFO is another type of costing method (see [Cost Methods](#)). Its similar to average but we need to track each cost of each item.

□ Tracking Serial Numbers

Rather than track each and every single unit, the system tries to work more efficiently. Exactly what information is recorded depends on how the item is set up (using the *Serial Number Tracking* option on the [Advanced](#) tab of Items). There are four options.

Do not track serial number	Does not track serial number at all. The user interface for POS and inventory does not change.
Track batch/use by date	We track batches of products by either a batch number or use by date. In inventory we need to specify which batch we are working on. In POS, we assume we are using the oldest product first so there is no change to the interface. The user can record the Batch# and/or Use By Date for each batch.
Track Supplier Serial Numbers	We track specific units by the supplier serial number. In inventory we have to indicate the specific units and in POS we have to select specific units to sell. As well as the serial number, the user can record the Batch# and/or Use By Date for each unit.
Track Our Serial Number	We track specific units by our internal serial number. In inventory we have to indicate the specific units and in POS we have to select specific units to sell. You would use this option if you wanted to track specific items but the supplier has not provided serial numbers. As well as the serial number, the user can record the Batch# and/or Use By Date for each unit.

The system will always keep track of a batch of items. This contains details about the specific transaction that was created, the number of units in the batch, the current number of units and the cost of the items. If we receive 10 units, we would create a single batch with an original and current quantity of 10. This is more efficient than creating an entry for each unit of stock.

If we are tracking serial numbers, the system will create a serial number record for each unit and link this to the batch (so we can get the cost).

See [How Do I Set Up Tracking Serial Numbers?](#) for more information.

□ **Increasing Stock**

Increasing stock with FIFO is straight forward. The system will create a new batch for the quantity and cost. If we are tracking serial numbers, these will be created.

□ Decreasing Stock

Decreasing stock is a little more complicated. If we are not tracking serial numbers or batches at all, we simply look for the oldest batch. We reduce the current quantity by the required amount. If we still have more units to use, we go to the next oldest batch.

	Original	Current
Existing batch	10	10
Decrease by 2 units		
Updated batch	10	8

Existing batches	10	10
	5	5
Decrease by 12 units		
Updated batches	10	0
	5	3

If we are tracking batches, we reduce the batch record as above but we reduce the selected batch, not the oldest one.

If we are tracking serial numbers then we update the serial number record to show it has been used and then reduce the current quantity of the batch record the serial number was linked to.

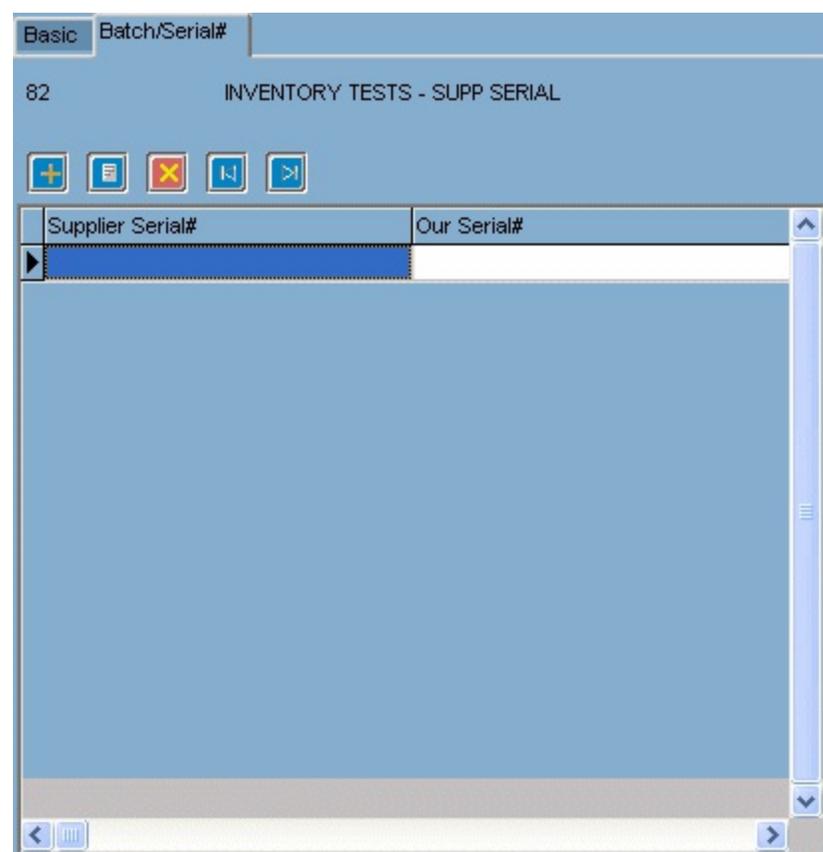
□ **POS Allocations**

When we are doing POS customer orders/laybys/CODs, there is an allocated quantity on the batch to show that the stock has been allocated but not actually used. Similarly, if we are tracking serial numbers, the status of the serial number record is updated to show its been allocated for use.

□ Data Entry

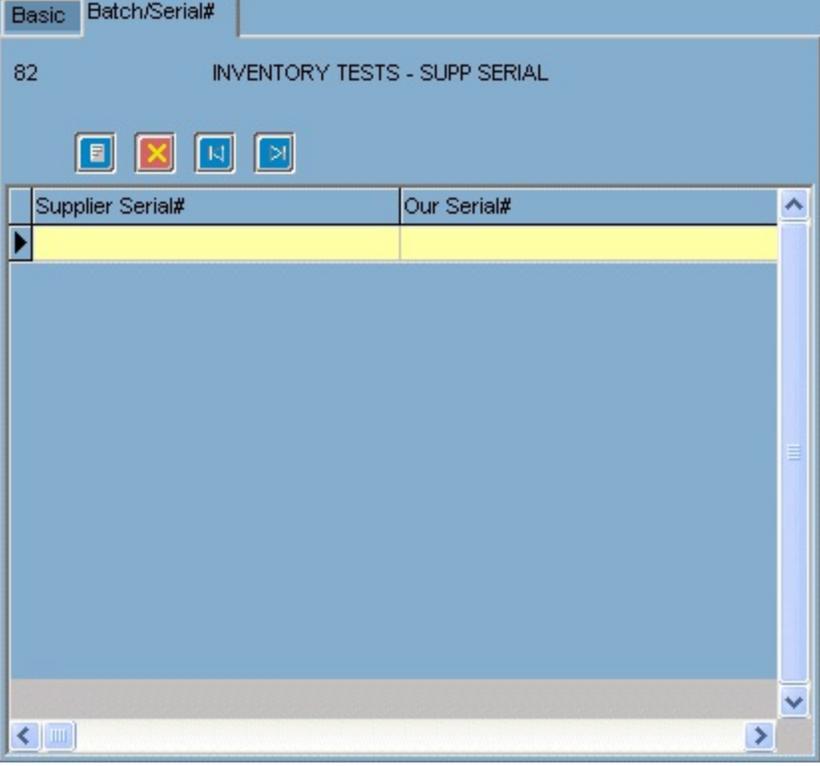
As explained above, the FIFO details are recorded in batches and serial numbers. However, these details are only recorded when the inventory transaction is accepted and stock details are updated. The serial number details entered in an inventory transaction are saved in a different area. When the transaction is accepted, the system will use these details to alter the actual batches and serial numbers.

When an item is added to a transaction, the system will check the item and if it requires some form of batch or serial number tracking, it will add an extra tab to the item entry window. If you are increasing stock, you will need to enter all the details of the items. The exact details will depend on the method of tracking. If you are tracking only batches, the system will ask you for a Batch#, Use By Date and Quantity. If you are tracking by supplier serial number, you will be able to enter a Supplier Serial Number but you won't need to enter the Quantity (which is assumed to be one since a serial number is attached to a single unit).

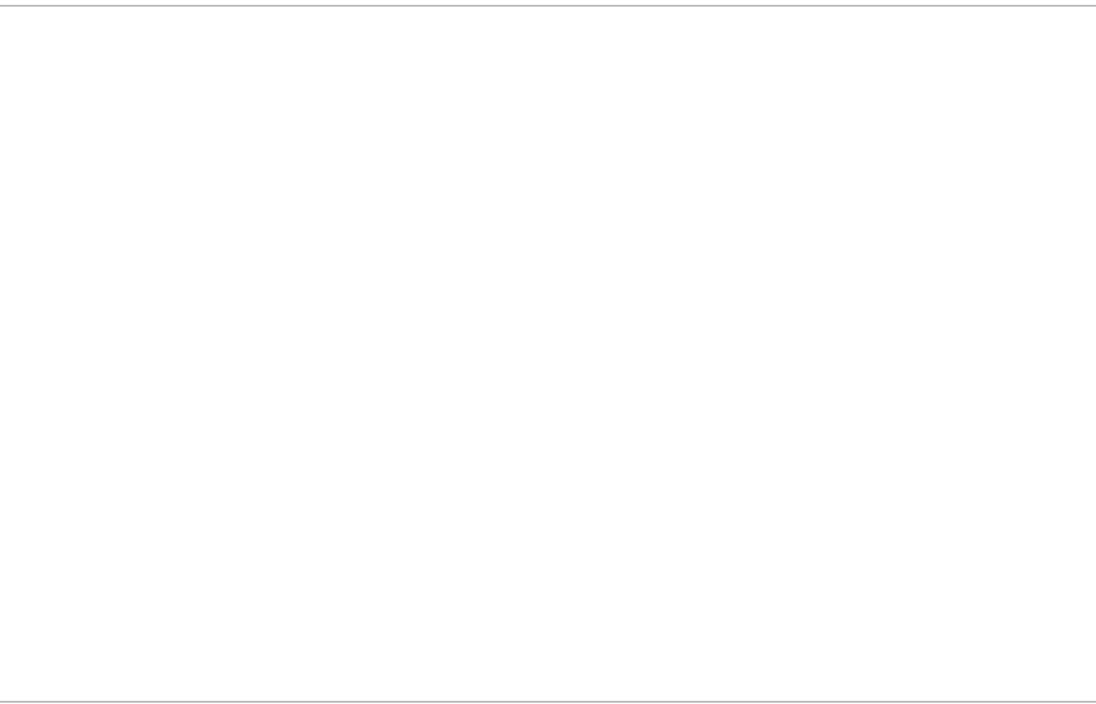


The screenshot shows a software window with a title bar containing 'Basic' and 'Batch/Serial#'. Below the title bar, the window title is '82 INVENTORY TESTS - SUPP SERIAL'. There are five icons in a row: a plus sign, a document, a red X, a left arrow, and a right arrow. Below the icons is a table with two columns: 'Supplier Serial#' and 'Our Serial#'. The 'Supplier Serial#' column is empty, and the 'Our Serial#' column contains a single entry. The table is currently empty, and the 'Our Serial#' column is highlighted in blue. The window has a scroll bar on the right side and a status bar at the bottom with navigation arrows.

If you are decreasing stock, the system will show you what stock is available and allow you to select the details you want to use for this transaction. The first tab will simply show you what has been selected to use for this batch.



Press the Edit button to see the actual items available. You can then select the items to use. These will be added to the first grid.



Proposing Sells At EOD

The system can propose sell prices for upcoming normal cost changes. This is done by the Propose Sell Prices task as part of end of day processing. The task is normally run on Monday or Tuesday, after the processing of electronic host updates from wholesalers.

The process will look for any items with a cost change or trading term changes. You can mark an item as an exception so that regardless of any cost movements a new sell price will NOT be proposed for that item. This is done using the *Do Not Propose Sells* option on the [Advanced](#) tab in Items.

The system compares the old cost with the new cost to determine whether the cost has actually changed. It compares either the landed cost or final cost based on the *Cost To Show For Sells* option on the [System 2](#) tab of System Settings. The default is to compare landed costs.

The system generally only compares the old normal cost to the new normal cost. However, if you want to propose new sell prices whenever a deal takes effect then you actually want to compare the old current cost to the new current cost.

This can be controlled by the *Propose Sells On Normal Cost Changes* option on the [System 2](#) tab of System Settings. The default is to compare normal costs only.

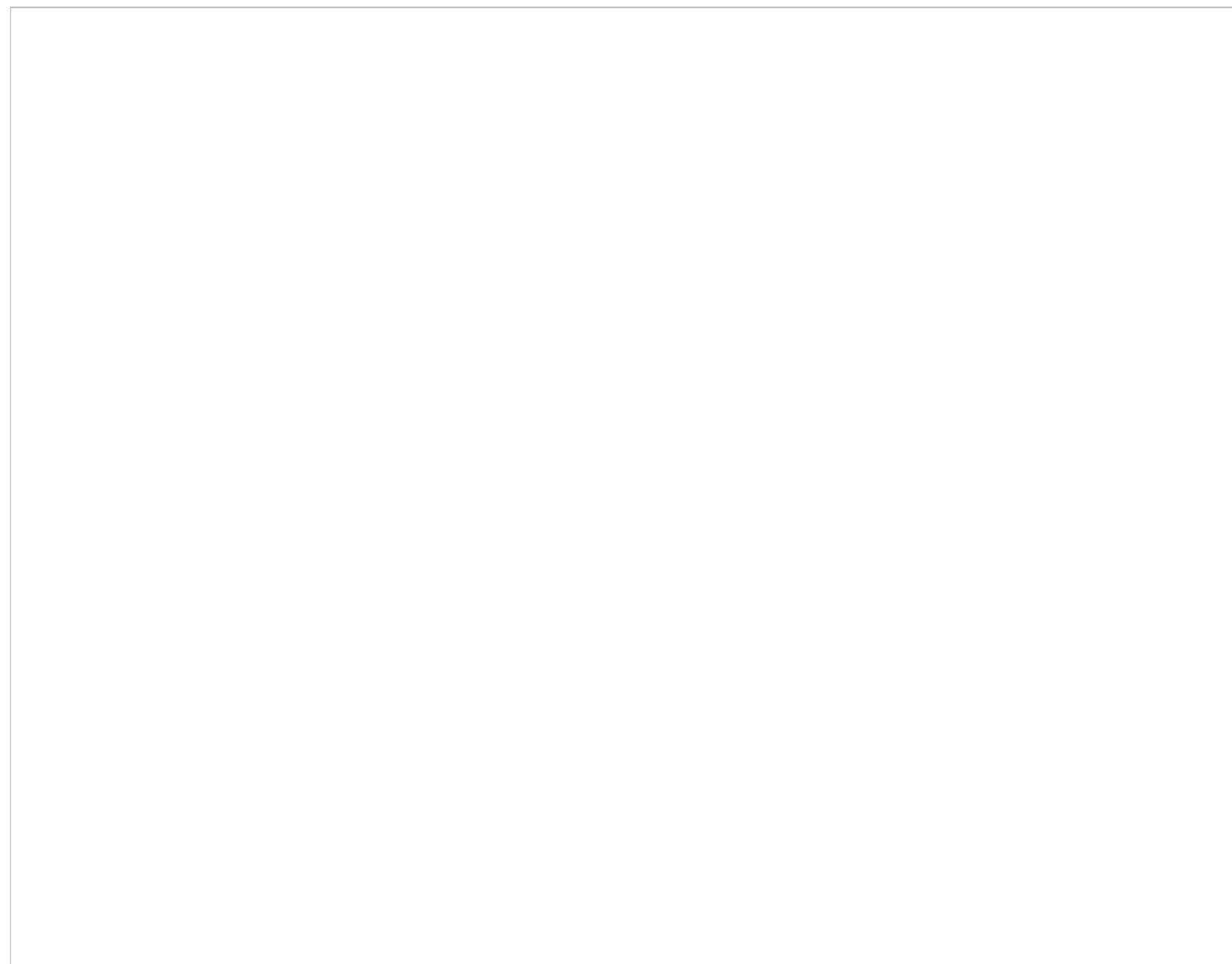
The system uses the [Sell Price Rules](#) to propose the sell prices.

The [Proposed Sells Report](#) can be used to view the new sell prices that have been proposed.

Location Item - Basic

This tab allows you to see the basic information about an item. The top part is equivalent to the details seen on the [Basic](#) tab in Items. The only details in this section that can be changed are the IPNs. The bottom part of the screen is equivalent to the details seen on the [Range](#) tab in Items. The details cannot be changed directly but the buttons shown across the top of the grid allow some modifications to be made. Click on the tab you require help with.

Figure: Example Location Items Screen



Brand	The brand name associated with the product for example HEINZ
Description	A description about the item for example SOUP.
Variety	The colour, flavour or type of the product for example TOMATO.
Size	The size of the product for example 440G.

POS Description	The POS descriptions are the product descriptions which print on the cash register docket. Two different size POS descriptions can be entered. The twelve character description is used only by some older cash register systems. The twenty character is used by newer cash registers, including DynaPOS. When you enter a product description, and the POS descriptions have not been set, the product description is moved to the POS descriptions as defaults.
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Dept/Cat/Group/Subgroup	<p>The Department, Category, Group and Subgroup codes are used to group related products together. The Department is the main group to which a product belongs, for example Grocery or Fruit/Vegetables, and can easily contain thousands of products. The Category is a little more specific, for example Baby Needs, but it is still fairly broad. The Group code is a bit more specific, for example Nappies, and generally consists of less than one hundred products. The final Subgroup code is the most specific, for example Toddlers, and generally consists of less than twenty products.</p> <p>These groupings can be used when searching for a product. For example, if a product's exact name is not known but it seems to be related to babies, the computer could be told to find all items in the category Baby Needs.</p> <p>The groupings are also used in reports to put all related products together. See Category Maintenance for details on how to set up these codes.</p>
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Classification	<p>A classification is used to group similar products together. The system can use classifications to control the range of items that a location is allowed to sell. So you might have a classification called 'BIG' and another called 'SMALL'. The items in the 'SMALL' classifications can only be sold by small stores, while items in the 'BIG' and 'SMALL' classifications can be sold in big stores.</p> <p>See Classifications for details on how to set up these codes.</p>
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Unit of Measure	<p>The unit of measure indicates how a single product is measured when it is sold. Most products will simply be counted, for example one can of soup. In this case the Unit of Measure is 'EACH'. Other products need to be weighed and these will be set to 'KG'. Additional unit of measures can be defined by the System Administrator.</p> <p>Some weight items will be weighed at the service counter or storeroom and will have a label printed which shows the specific sell price. When this product gets to the cash register it is simply scanned through. Delicatessen and meat products work like this. Other items, such as fruit and vegetables, need to be weighed at the cash register. In either case, the product's unit of measure is still 'KG'. The computer determines whether an item is weighed at the cash register by checking what department it comes from.</p> <p>The unit of measure is also used when doing transfers. Example:</p> <p>One item has a unit of measure of 750ML and another item has a unit of measure of NIP (30 mls). When the first item is transferred to the second item, the system uses the unit of measure to work out a ratio. If one bottle of the first item was transferred, the system would decrement the stock of the first item by one and increment the stock of the second item by 25 (25 * 30ml=750ml).</p>
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See [Units Of Measure](#) for details on how to set up these codes.

Season/Year

This is the season and year the item was released. It is mainly used in the fashion industry. The season must be a valid code. The year is simply a number indicating the year, for example 2009.

Release Date

The date that the item was released for sale, for example if selling music CD's when was the CD released?

Family Group

There are many products in a store which have the same brand name, commodity, size and sell price. The only difference between these products is the variety. For example, all one litre bottles of Cottee's cordial are basically the same product, even though there are different flavours. Such a group of products is known as a family group.

Family groups are useful when entering sell prices and promotions. The details for one product in the family group can be entered, and the system automatically makes sure all the other products in the family group get the same details.

A family group code does not have to be entered, because not all products are in a family group.

See [Families](#) for details on how to set up these codes.

Grading

There are about 2000 products which make up most of a store's sales. The stores have to make sure that their sell price for these products are as good as the competition, otherwise the customers may go elsewhere. These products can normally be separated into groups such as Top 600, 600-1200, and so on. This field allows a grading code to be assigned to identify such groups. Products which are not competition products don't need to have a code.

There are special reports for competition products. The buying staff use these reports to make sure that the store remains competitive against other stores. The grading code is used to select the products which need to appear on these reports.

Label Type/Qty

There are two details to be completed.

- The code of the normal label to be used for this item. Other types of labels may be used if the item is on promotion and are set in the Promotions at the time the promotion is set up. Labels are defined using the [Label Designer](#).
- The default number of labels required for a location. When the item is set up at a new location, it uses this number as the default value. If this number is changed it only effects future new locations, the number of tickets at existing locations does not change. To change the number of tickets at a location, open the Location Range form and change the number of tickets required at each location.

Keep Stock Count	If this is checked on, the system updates stock counts whenever stock related functions such as purchase orders, goods receipt, transfers, and so on are done. If it is checked off, no stock counts are maintained.
Active	Indicates that the item is active. It is for information purposes only.
Consignment	Check on if the item is being sold on consignment for a supplier.
Discountable	Check on if the item is allowed to be discounted at POS. If this is checked off, the item will not be allowed to have any discounts.
Comment	A general comment about this item. This comment is simply for internal office use, for example relationship with supplier, past supply problems, and so on.
Recipe Item	This checkbox will be checked on if there are any ingredients entered for the item. It cannot be changed directly. The system will set this automatically.
Other Items Link To This	This checkbox will be checked on if there is any items that link to this item. It cannot be changed directly. The system will set this automatically.
Keep Stock Count	If checked on, the system will keep track of the item's stock.
Active	If checked on, the item is active.
Consignment	If checked on, the item is on consignment from the supplier.
Discountable	If checked on, discounts can be applied to the item.
Allow Price Override	If checked on, the store is allowed to override the current price.

Type	Allows you to indicate if the number is a barcode or a PLU. This controls the types of checks the system will perform on the number.
EAN/UPC/PLU Numbers	This number identifies the item. The EAN or UPC number is the barcode on the item. The PLU is a price lookup number. Its a short number assigned to the item to identify it. Its usually used by fruit and vegetable items that are not barcoded. There can be several numbers against the one item.
Primary	If checked on, indicates the number is the main number for the item, if the number needs to be shown on a report or exported in a B2B file.



Press this button to override the head office sell price for this item at the location highlighted in the grid. A popup window will be displayed. This will ask for details about what the sell price should now be, when it expires and the reason for the override. The override price will be sent to POS once the item is saved. Note, if you require tickets for this location, the price will not be sent immediately to the POS. Instead the system will generate a ticket batch.



Press this button to clear any override prices for the location highlighted in the grid.



Press this button to change minimum/maximum details for the item at the location highlighted in the grid. These details are all used for [Suggested Ordering](#). A popup window will be displayed which will ask for the following details:

Minimum Stock	The minimum stock on hand allowed.
Maximum Stock	The maximum stock on hand allowed.
Display Facing Quantity	The minimum number of units to be displayed to the customer on the shelf.
Reorder Stock	The number of units required before reordering.



Press this button to indicate if the item should be verified at DynaPOS. A popup window will be displayed with a checkbox to allow you to turn this feature on or off. If the feature is turned on and the item is scanned at DynaPOS, the user will be asked to confirm the price is correct.



Press this button to send details of the item to POS in the location highlighted in the grid.



Press this button to see a list of the stock bays that the item is held in at the highlighted location.



Press this button to see the various stock numbers for the item at this and related locations. Related locations are any locations in the SOH Group location in [Locations](#).

Press this button to view sales statistics for the item and the highlighted location.

	The GP figures on the statistics can be hidden using security.
	Press this button to view sales statistics for the item at all listed locations. The GP figures on the statistics can be hidden using security.
Rate of Sale Periods	The period range to use for calculating rates of sale. By default this will be a 13 week range ending the last week before the current week.
Sales Periods	The period range to use for calculating sales. By default this will be the last week before the current week.
	Press this button to calculate the sales and rates of sale for the locations using the selected period ranges. Instead of pressing this button every time you change the item, you can check on the <i>Load Item Sales Immediately</i> option on the System tab of System Settings. Each time you recall a new item, the sales and rates of sale will be retrieved automatically. If you have lots of locations it may not be a good idea to turn this option on because it can impact on performance.

All Details

This tab will show all details for the item at the selected locations. Since there are so many details available, there are three extra tabs (Supplier, Sells and Inventory/Sales) which will show a subset of the details. The details of the fields can be found below in those tabs' descriptions.

Supplier

This tab will show the details related to supply of the item - supplier, cost, carton size, and so on.

Supplier	The supplier which this store purchases from.
Order Code	The supplier's order code for this item.
Supplier Deleted	Indicates if the item has been deleted because the item is no longer available from the supplier.
Cost Type	The type of cost, for example Normal, Deal.
Cost	The invoice cost of the item.
Landed Cost	The landed cost of the item.
Carton Size	The carton size of the item
Landed Unit Cost	The unit cost of the item, that is Landed Cost/Size.
Avg Cost	The average cost of the item.
Last Inv Cost	The last invoice cost of the item.
Buy End	The date this cost expires.
Last Received	The date this item was last received on an invoice, goods receipt or transfer.

Sells

This tab shows the sell price details for the item.

Sell Type	The current sell type, for example Normal, Promo.
Sell End	The date the sell price expires.
Sell 1-5	Up to five sell prices of the item at the store.
Current GM 1-5%	The current margin based on the current sell and landed cost.
Normal GM 1-5%	The normal margin based on the normal sell and normal landed cost.
Last Sold	The date the item was last sold.

□ Inventory/Sales

This tab shows the current inventory details and the sales/rate of sale.

Carton Size	The carton size of the item.
Stocked	Indicates if the item is stocked at the store.
Min SOH	The minimum stock on hand allowed. Used for suggested ordering.
Max SOH	The maximum stock on hand allowed. Used for suggested ordering.
Min Display Facing	The minimum number of units to be displayed to the customer on the shelf. Used for suggested ordering.
Min Reorder	The number of units required before reordering. Used for suggested ordering.
Rate Of Sale	The rate of sale for the item at the store. This is calculated for the Rate of Sale Periods selected at the top of the form.
Total Rate Of Sale	This is the total rate of sale for the item at the store. This is used with linked items. The Rate Of Sale is the actual rate of sale for the specific item. But if this item has other items linked to it, the Total Rate Of Sale will include the sales of those linked items. This gives a more accurate rate of sale for ordering purposes.
Stock Cover	The number of weeks stock available calculated as Stock On Hand/Rate Of Sale. If the item is a linked item, the stock cover is zero because the stock is kept against the original link parent. If the item is a link parent, that is other items link to it, the Rate Of Sale used in the calculation includes the rate of sale of all items linked to this item.
Stock on Hand	The current stock on hand.
On Order	The quantity currently on order.
In Transit	The number of units in transit to another store as a result of a transfer.
Allocated	The amount of stock allocated for uncommitted sales, for example customer orders and laybys.
Qty Sold	The quantity (in units) sold for the Sales Periods selected at the top of the form.
Sales	The sales revenue for the Sales Periods selected at the top of the form. This may be inclusive or exclusive of tax depending on the <i>Sales Figures Include Tax</i> option on the System tab of System Settings.

Tickets Required	The number of tickets required at the store. This can be changed to let each store control the number of tickets required.
Profit Type	A flag that can be used to indicate the profitability of the item. This flag can then be printed on tickets so that the location staff can rearrange their stock to maximise their saleability, that is high profit items in the best location, low profitability in the worse. It does not matter what this flag is so long the values are used consistently across all items. If you use 'H' for high profitability then make sure you use 'H' everywhere, don't start using it to mean medium profitability.
Last Sold	The date the item was last sold.
Last Received	The date this item was last received on an invoice, goods receipt or transfer.

Price Per Unit

The Price Per Unit feature describes the ability to have a price per a unit of measure on the tickets so that customers can make a comparison of prices for similar items. For example, you have one item of 375GM in size which sells for \$6.25. This has a price of \$1.67/100GM. Another item of 250GM is \$5. This has a price of \$2/100GM. You can add fields for the sell price per unit and one for the unit code to the label. When tickets are generated, the price per unit will be automatically calculated from the current sell price for each item.

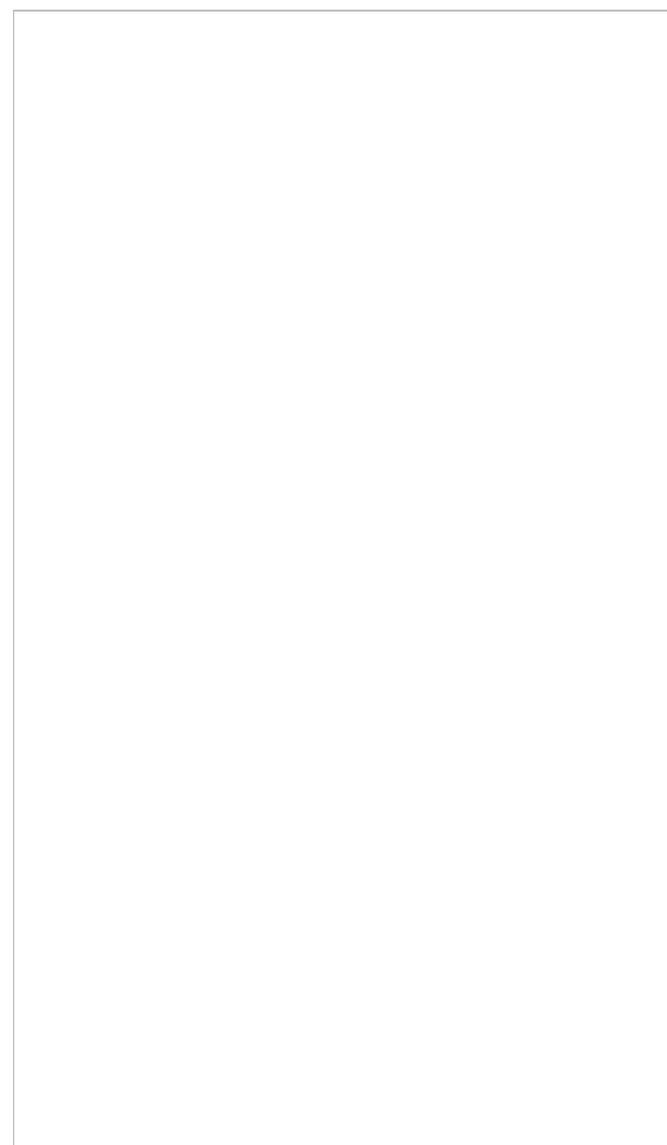
See [How Do I Use Price Per Unit](#) for further details.

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Unit Of Measure

This function allows you to define the units of measure used in the system.

Figure: Example Units of Measure Screen



Unit Of Measure	The unit of measure which can be assigned to an item.
Standard Units	The standard unit of measure the main unit of measure can be converted to. When converting one unit of measure to another, both units of measure must have the same Standard Units. This makes them compatible units of measure. You cannot convert between incompatible units of measure.
Quantity	The number of Standard Units in this unit of measure. for example if the Standard Units was MLS and the Unit Of Measure was NIP, the quantity would be 30 (30 MLS=1 NIP).

Setting Replenishment and Sell Prices

[Replenishments](#)

[Sell Prices](#)

[How Does The System Choose?](#)

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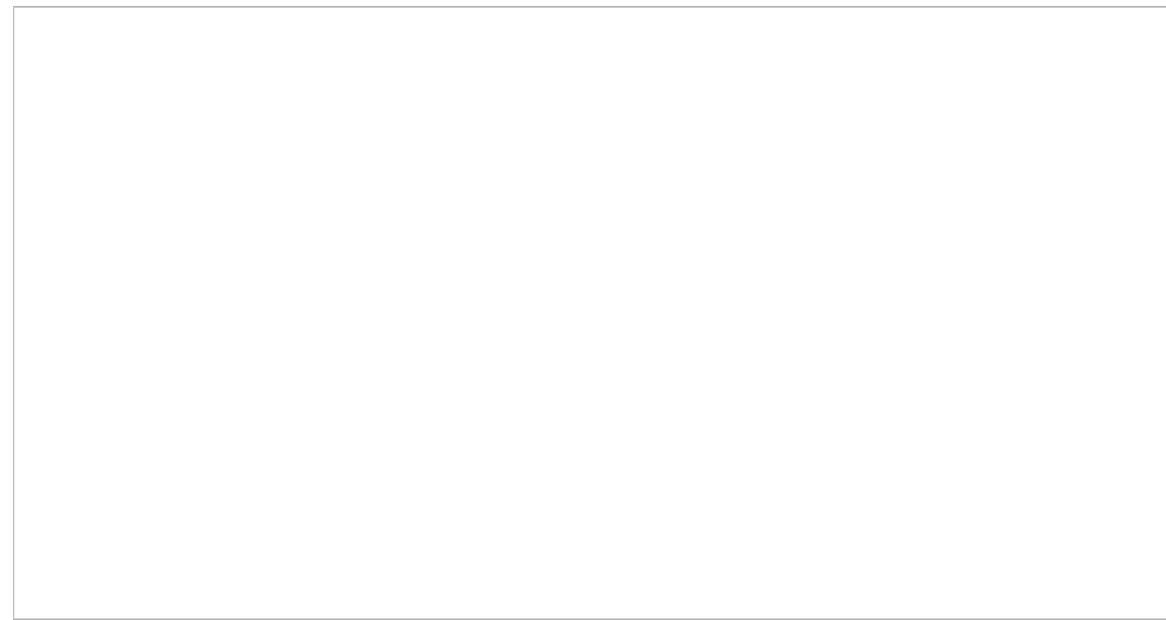
Update Configuration Files

This function is used to tell the system that you have new configuration files you want the clients to download. You simply press the *Update* button to tell the system that new configuration files are available. See [Upgrading Configuration Files](#) for details on how the function is used.

NCR POS Keyboards - Basic

Each POS Keyboard is made up of a collection of fast key panels, state panels, modifiers and set meals. This tab allows you to name the keyboard definition and to define the fast key panels available on the POS. Before you add new fast key panels it is a good idea to set up the options on the [Default Values](#) tab.

Figure: Example POS Keyboards Screen



Description	A description about the keyboard.
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□ Fast Key Panels

This grid shows the fast key panels that have been defined for this keyboard. When you add a new panel, the [Fast Key Panel](#) is displayed to allow you to fully set up the fast key panel with buttons.

Level#	A unique number which identifies this fast key panel.
Effective Date	The date the panel was last amended or created. This column is only shown when the <i>Enable NCR POS functionality</i> check box is selected in System Settings .
Description	A description about what this fast key panel contains.

The Copy Level button will copy the currently highlighted panel.

NCR POS Fast Key Panels

This window is displayed when you add or edit a Fast Key Panel from the [Basic](#) tab. It allows you to define the items that will appear on a specific keyboard. When a new panel is created, the buttons will be created using the font and colours defined on the [Defaults](#) tab. The set of thirty-six buttons shown on the right side of the screen represent the thirty-six buttons that DynaPOS can show to the user. To set the function of a button, click on the button and change the details in the [Button Details](#) tab.

Figure: Example Fast Key Panel Screen

The screenshot shows the 'Fast Key Panel(NCR)' window. The 'Basic' tab is selected, displaying fields for 'Level #', 'Name', and 'Effective Date'. The 'Button Details' tab is also visible, showing options for 'Button Function' (Empty, Choose Item, Go To Fastkey Level, Size Modifier 1, Size Modifier 2, Modifier, Web Page), 'Button Display' (Button Text, Font, Image, Button Image, Button Colour, Button Size), and a 'Reset Button' button. A 6x6 grid of 36 buttons is shown on the right. A green 'Save' button and a red 'Cancel' button are on the far right.

Level #	This is a unique number to identify the level.
Name	This is a description for the fast key panel.
Effective Date	The date the panel was last amended or created. This field is only shown when the <i>Enable NCR POS functionality</i> check box is selected in System Settings .

□ Button Details

This option allows you to control what function a button will have. A button can be linked to an item so that when the button is pressed, the item is added to the transaction. Or it can be linked to another fast key panel so when the button is pressed, the new fastkey panel will be displayed. A button can also be a 'modifier button'. By linking modifier buttons and item keys you can select different items. For example, you could have a modifier button called HALFPINT and an item button called BEER. If you press the BEER button you get the BEER item added to the transaction. But you could then tell the system that if you press the HALFPINT modifier button followed by the item BEER button, the HALFPINT BEER item should actually be added to the transaction. You have basically modified the item to become something else. Using modifier buttons you can significantly increase the number of items that can be accessed from a single fastkey panel. You can actually link two modifier buttons and an item button together to give even more combinations.

Empty	Check this option if you want the button to do nothing.
Choose Item	Check this option if you want the button to add an item to the transaction. You should then enter the EAN/UPC/PLU of the item that you want to add to the transaction. When you enter the item, the Button Text will be set to the POS 20 description of the item. It will only contain the IPN if it has been auto created when the item was added.
Go To Fastkey Level	Check this option if you want the button to display a different fast key panel when pressed. You then select the Fast Key panel you want to go to. If you click the Go To Level button, the details for the current panel will be saved and the details for the 'go to' fast key panel will be displayed.
Go To Level	Used to test that the link works. Closes the current fast key panel and opens the fast key panel selected.
Size Modifier 1	Check this option if you want the button to work as a modifier. Enter the text of the modifier. This modifier can be used on the Multi-Size Item to create modified items.
Size Modifier 2	Check this option if you want the button to work as a second modifier. Enter the text of the modifier. This modifier can be used on the Multi-Size Item to create modified items.
Modifier	Allows you to select any Item Modifier set. When the key is pressed at POS, the modifiers will be displayed. When the user chooses modifiers from the list, they are added to the last item.
Web Page	Allows configuration of a web URL for a button that when pressed on DYNAPOSTOUCH launches the specified page in the embedded DYNAPOSTOUCH web browser. The maximum length of the specified web URL is 255 characters.

Button Text	The actual text to display on the button on POS. This will automatically populate with the item or fast key panel text but can be over written here.
Font	The font used to display the Button Text but allows default font properties to be edited, size, colour, bold, italic and so on.
Image	The name of the file to be displayed on the button next to the Button Text. This should be just the filename without path information, for example beer.bmp. The actual file should be in the DynaPOS bmps directory.
Button Image	<p>This setting will control the look of the fast key button itself.</p> <p>If you leave this empty, the button will simply display the default image for fast keys. For example, in the DRSSHEME.INI file you might have:</p> <pre>FastKey=DRSFastkey</pre> <p>The system will use DRSFastkey.bmp as the image for the fast key button.</p> <p>If you select a colour from the combobox, this will change the image used for the button.</p> <p>Note: POS does not automatically change the colour of the default fastkey button image to the selected colour. Instead, POS will look for a new image file to use for this 'Red' button. It will take the default fastkey image name and alter the name to get the new image required.</p> <p>Using DRSFastkey from the above example, the system will look for DRSFastkeyRed.bmp. Notice it has simply added the colour to the filename. This image will be used for any buttons that have a Button Image of 'Red'. In order to use all the available colours, you would need the following images:</p> <ul style="list-style-type: none"> • DRSFastkeyRed.bmp • DRSFastkeyBlue.bmp • DRSFastkeyYellow.bmp • DRSFastkeyGreen.bmp • DRSFastkeyOrange.bmp • DRSFastkeyPurple.bmp • DRSFastkeyWhite.bmp • DRSFastkeyBlack.bmp <p>If you tell the system to use a specific colour and you don't have an image file for that colour, the system will simply use the default image.</p> <p>Note: The images do not have to be the colour selected.</p> <p>The DRSFastkeyRed might be a dark red, while DRSFastkeyBlue is actually a light red. This simply means that any buttons you select to be 'Blue' will all use the same image and will appear as a light red. It is a mapping scheme only. The POS does</p>

not perform actual colour manipulation. This means that not only can you change colours, but you could change button shape as well!

If you use table tracking, the table buttons are displayed in different colours to indicate the status of the table. These colours are White, Red, Yellow, Orange and Green. These now correspond to the Button Image colours. So whatever graphic you have set up for 'White' will be used when the table panel needs to display a white button.

Modifiers are also able to use this method of specifying different colours for image buttons.

Button Colour	The background colour of the button. If you use a Scheme file to set up images for the actual fast key buttons, this setting is ignored.
Button Size	To allow the resizing of the buttons by set sizes: 1x1, 1x2, 2x1, 2x2 and works in conjunction with the Button Image. See Large Button Support for a list of files required.

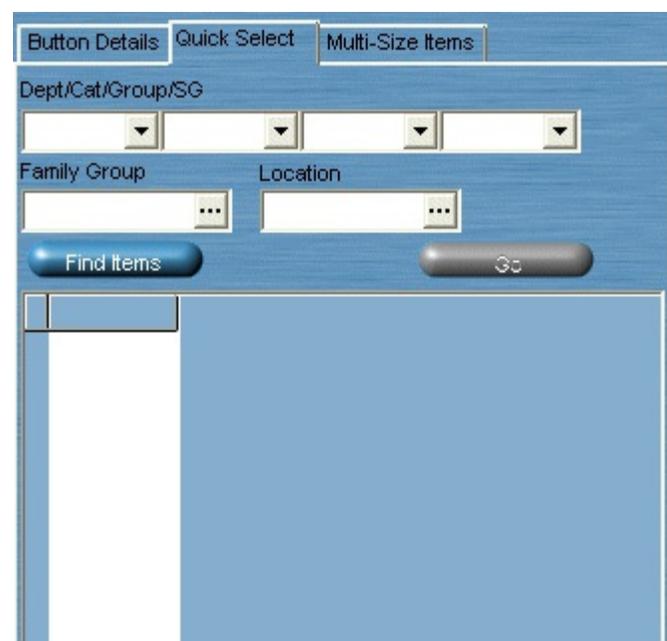
□ Quick Select

This tab will let you quickly add items to the fastkey panel. You select the required department, category, group, subgroup and family group. If you do not enter a location, the Quick Select will show all items. If you enter a location, only items in that location are shown. This is useful if you are defining a keyboard for a location which has a limited set of items compared to other locations. Press the *Find Items* button to display all matching items in the grid.

When you are looking at the items in the Quick Select list, you can click on the column titles to sort the items.

You then have two options. If you have a mouse available, you can drag an item from the grid and drop it on the required button. This will set up the details on the [Button Details](#) automatically. If you are working only on a touchscreen and have no mouse, press the Go button (the word Go will not change to Stop). You can then press the item you want to use in the grid and then press the button. The item will be added to the button. Repeat this process until all required buttons have been added and then press the *Stop* button.

Figure: Example Section of the Fast Key Panel Screen



□ Multi-Size Items

This tab allows you to set up modified, or multi-size, items. (They are called multi-size items because the main reason for using modified items is to change the size of the item.). This uses the modifier buttons and item buttons set up in the [Button Details](#). DynaPOS works to a basic formula:

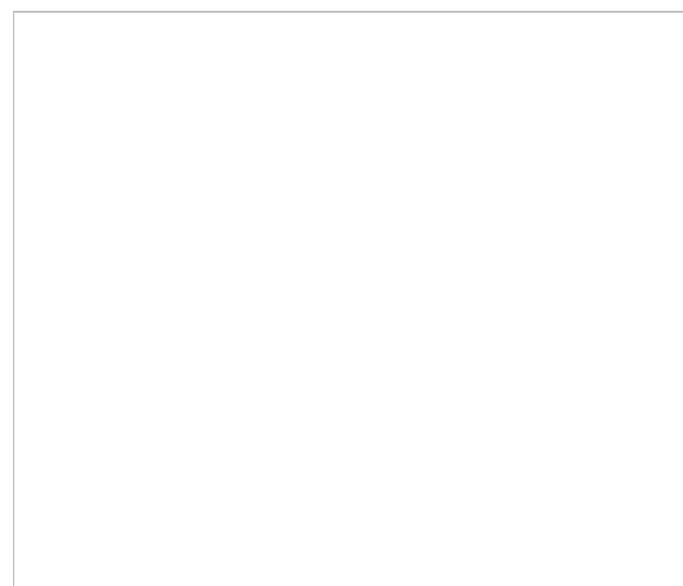
Modifier 1 + Modifier 2 + EAN/UPC/PLU = New EAN/UPC/PLU

Example

HALFPINT+ + BEER = HALFPINT BEER (Note, the second modifier doesn't have to be used.)

So if the user presses the corresponding buttons then the system will use the New EAN/UPC/PLU as the item to add to the transaction.

Figure: Example Section of the Fast Key Panel Screen



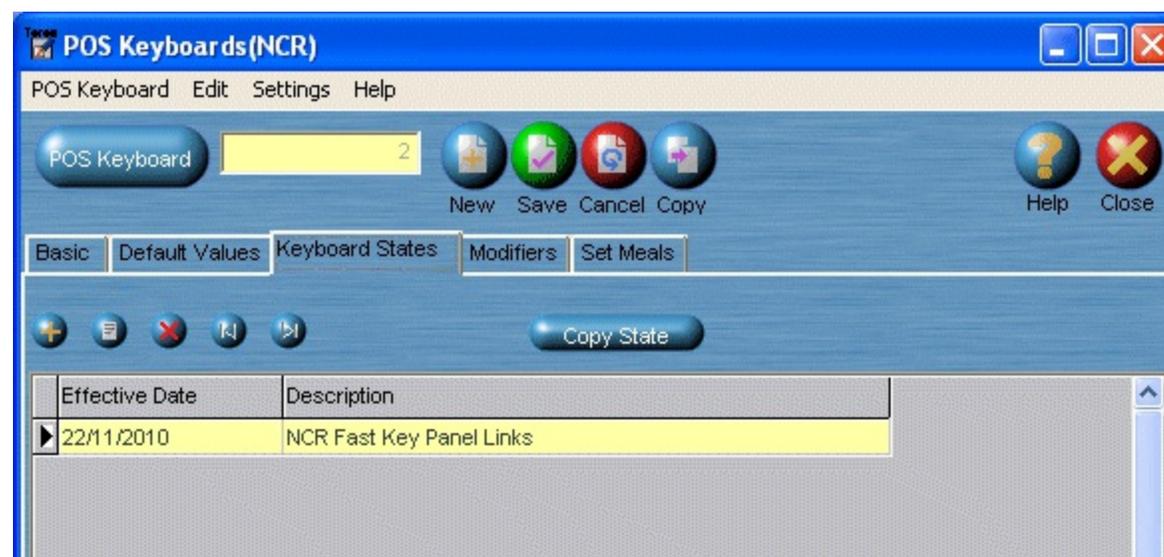
Size Modifier 1	The keyword of the first modifier button, for example HALFPINT.
Size Modifier 2	The keyword of the second modifier button, if any.
EAN/UPC/PLU	The number of the item that we want to modify. There should be a standard item button on the fast key panel that uses this number.
New EAN/UPC/PLU	The number of the new item that we want to use. This does not have to exist on a standard item button on the fast key panel but does have to exist as an item within the POS.

NCR POS Keyboards - Keyboard States

DynaPOS works using 'states' and 'actions'. A state is when DynaPOS is displaying a certain set of data and buttons and is waiting for the user to take an action, for example waiting for log on, waiting for scan on new sale, waiting for a customer to be entered. An 'action' is what the user can do to move from one state to the next, for example pressing the Cancel button when POS is waiting for a customer on a new sale will take the user to the next state, that is waiting for a new item to be added to the transaction.

Many of these states are fixed, but for some of them you can control which buttons are visible to the POS user. This tab allows you to set up these buttons.

Figure: Example POS Keyboards Screen



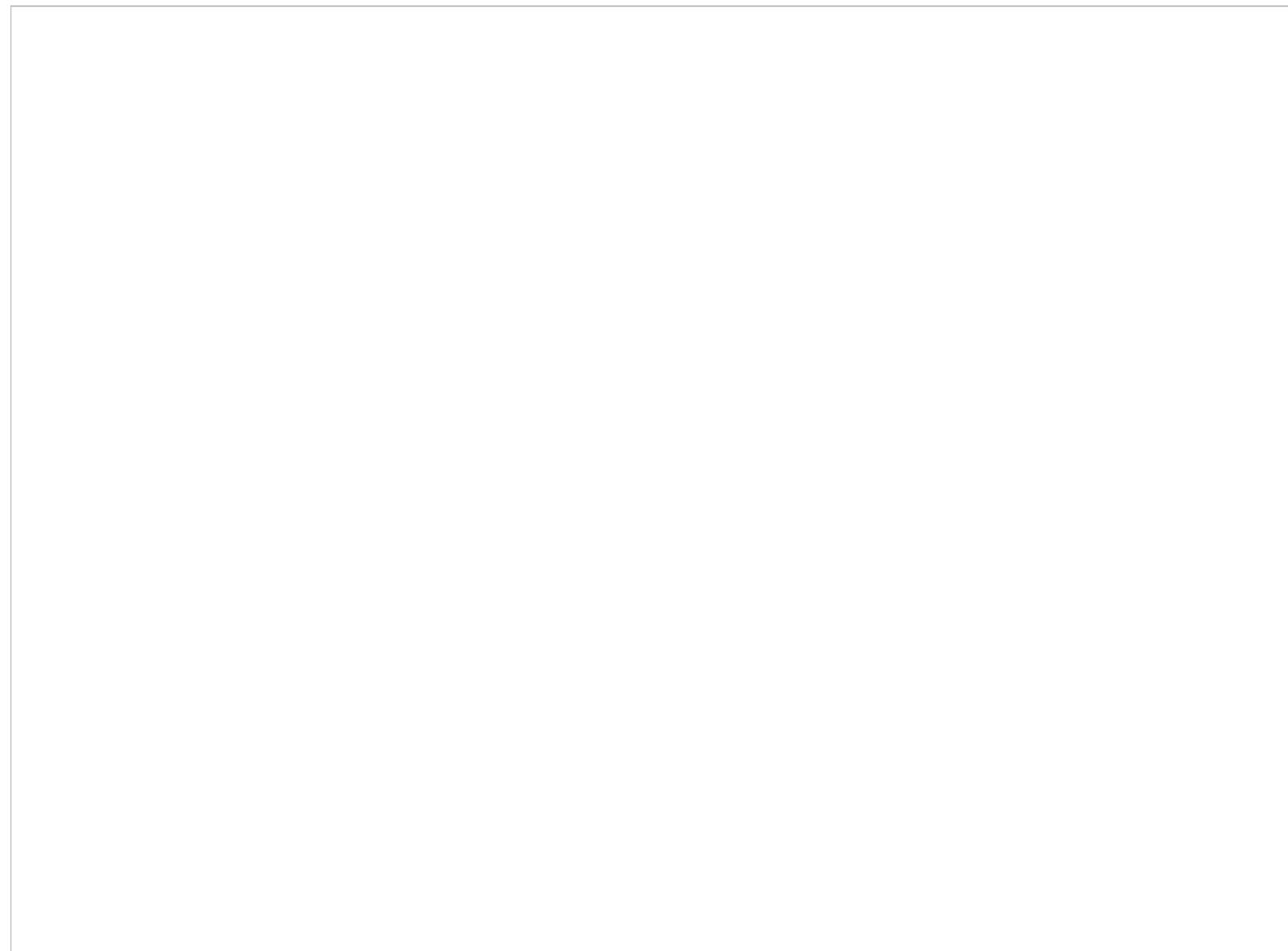
This grid lists the various keyboard states that have been modified from the default. When a new state is added, the [Keyboard State](#) panel is displayed to allow you to control which buttons will be displayed.

Effective Date	The date the panel was last amended or created.
Description	The keyboard state that this record is for.

Locations

Click on the tab you require help with.

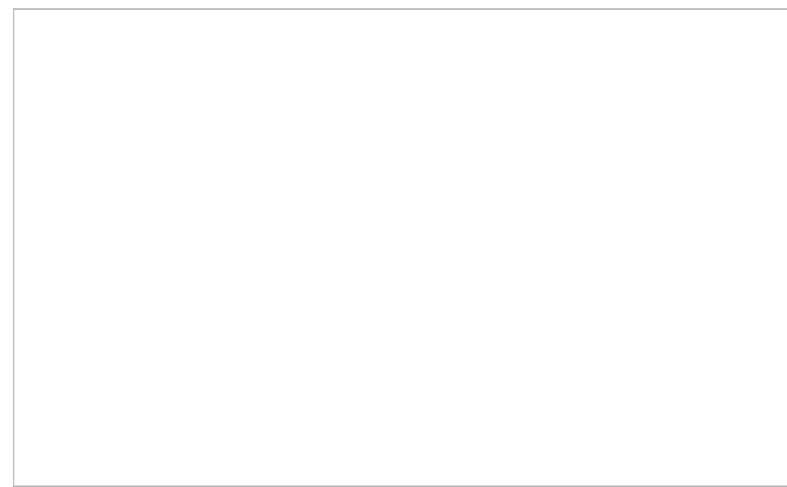
Figure: Example Locations Screen



Location Grades

Location grades are basic codes that allows you to group similar stores together, used within the [Location](#) function. These codes will then be available in the comboboxes in Locations.

Figure: Example Location Grade Codes Screen

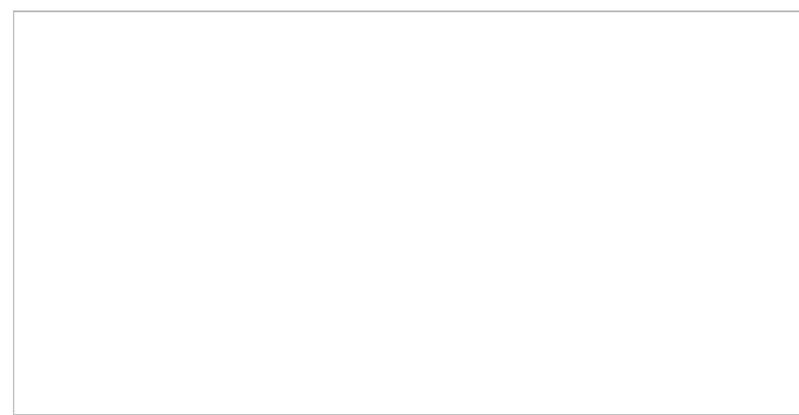


Grade Code	Unique code to identify the grade.
Grade Description	Description of grade.
Order Ratio	

Location Grade Classes

Location grade classes are basic codes used within the [Location](#) function. These codes will then be available in the comboboxes in Locations.

Figure: Example Location Grade Classes Screen

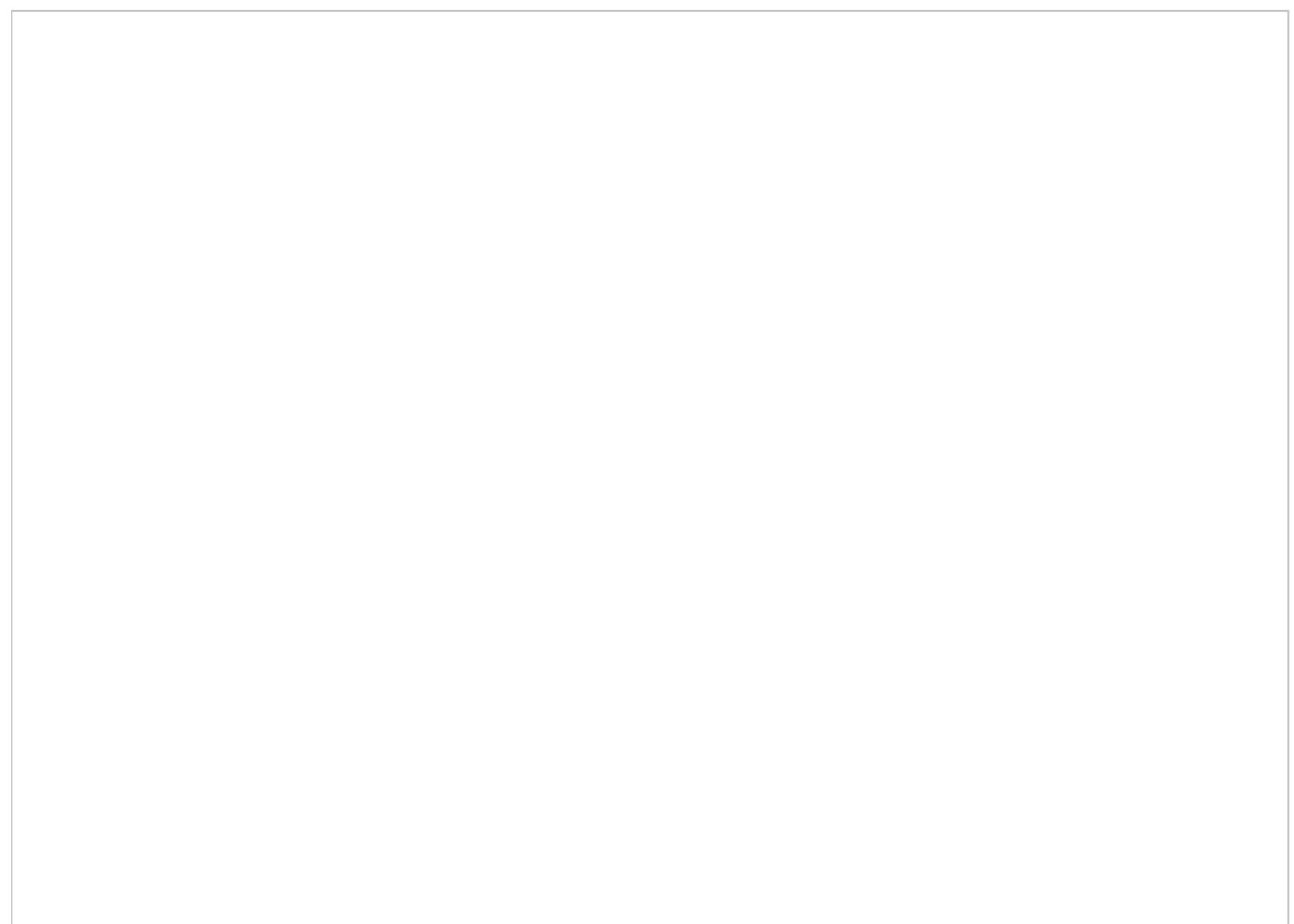


Grade Code	Unique code to identify the grade.
Class	Description of class.

Stocktake

This function allows you to perform a [Stocktake](#). Click on the tab you require help with.

Figure: Example Stocktake Screen



Lock Stocktakes

Figure: Example Lock Location For Stocktake Screen



If you lock a location when you create a stocktake, sales will not be loaded for that location. When you have finished the stocktake and it has been accepted, unlock the location. All sales will then be processed and stock decremented.

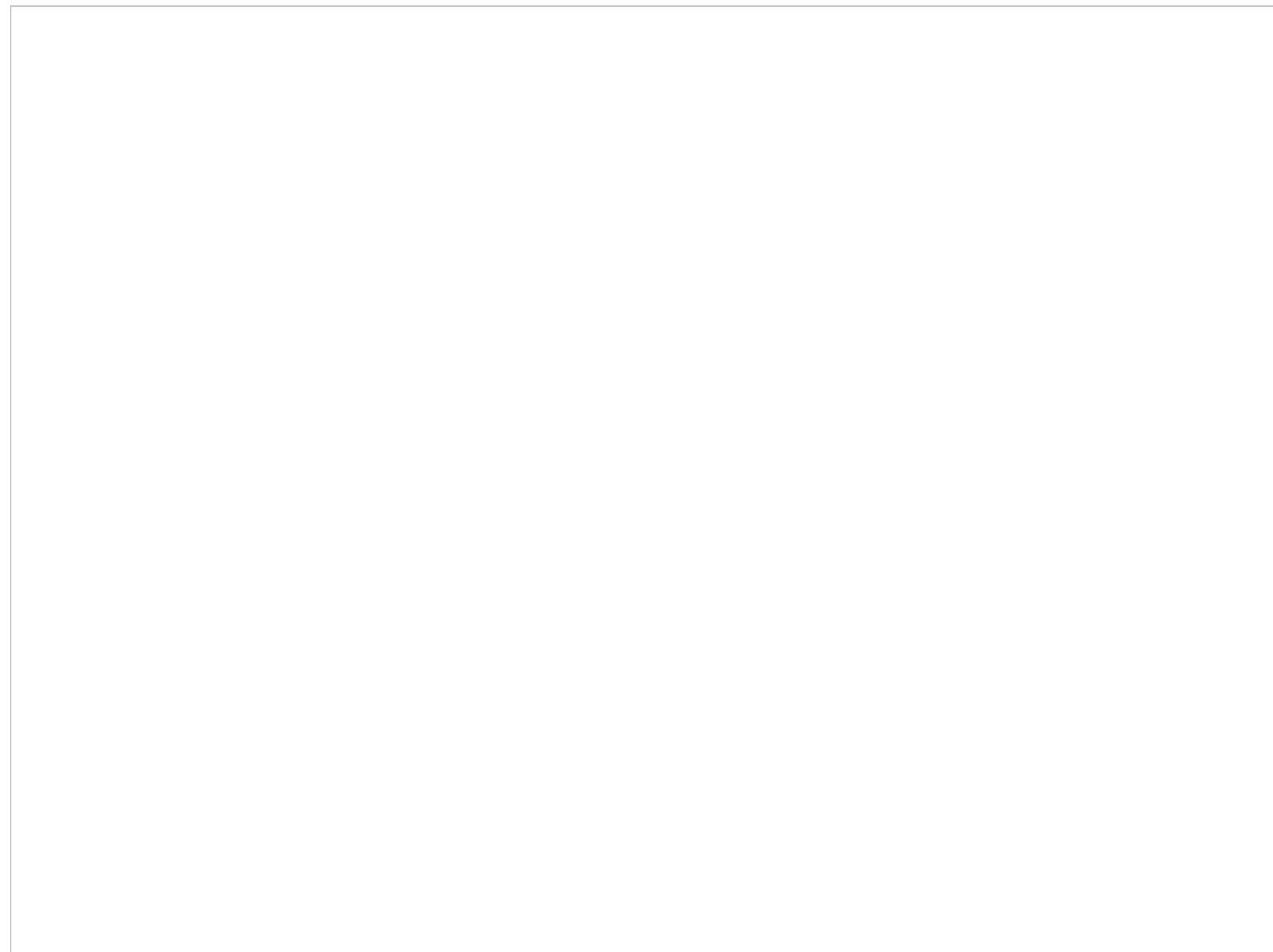
Location	The code of the location that needs to be locked or unlocked. Enter the location and press the Lock or Unlock button as required.
-----------------	---

Purchase Orders

Purchases orders are created by the user to inform the supplier about which products are needed. A typical purchase order contains supplier details, items required and quantity ordered.

Click on the tab you require help with.

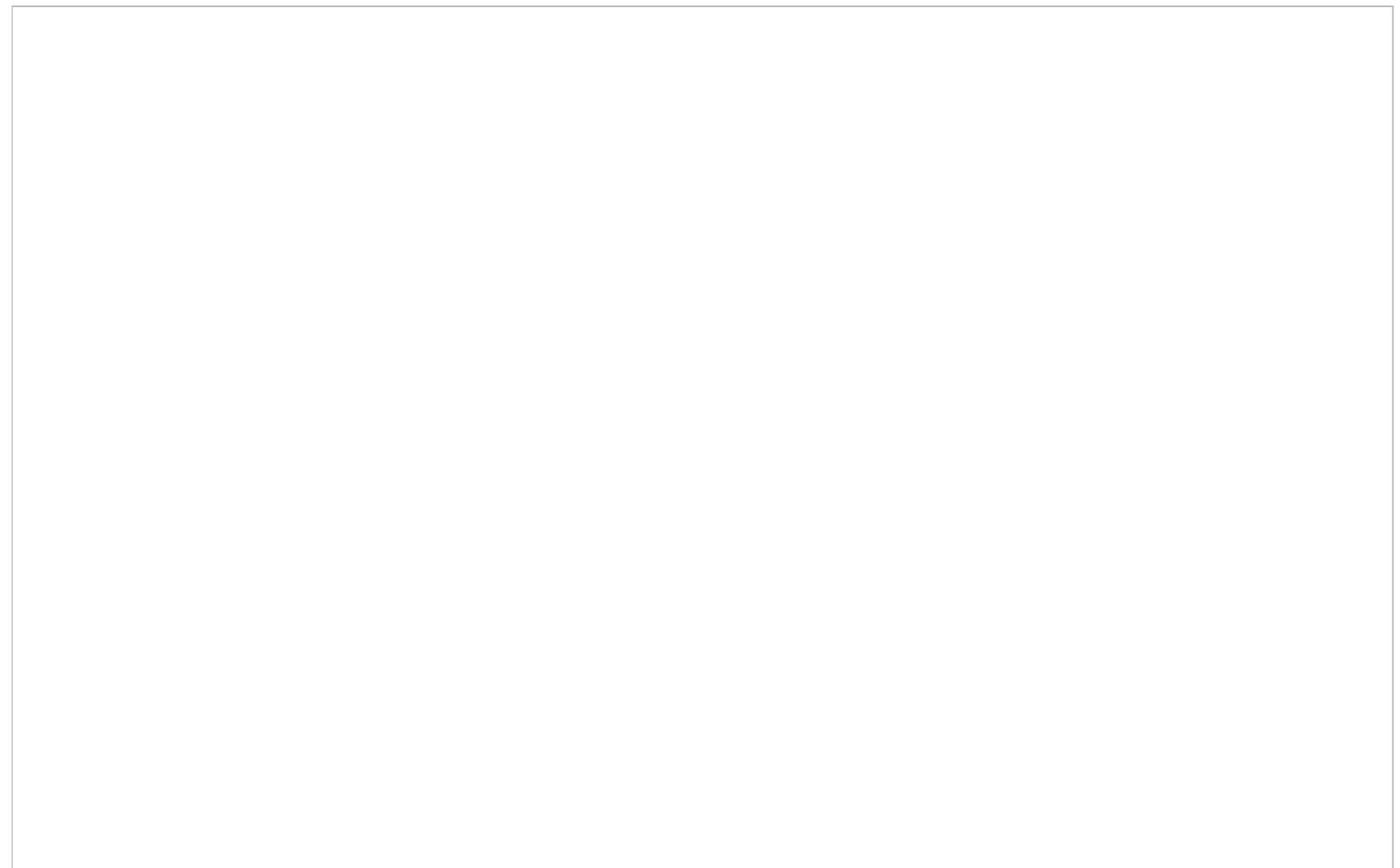
Figure: Example Purchase Orders Screen



Suggested Purchase Orders

This function is usually run as part of the overnight process but it can be run during the day if required. It will create purchase orders and transfer requests based on the actual and required stock levels. See [Suggested Ordering](#) for more information.

Figure: Example Suggested Purchase Orders Screen



Process Date	The date for which items are being ordered used to determine the correct day of the week which in turn is used to look up the order frequencies to get the lead days for that day. If you were running this process as part of the EOD, this parameter would be TODAY + 1 because the orders will be reviewed and sent the next day.
Location	The location to generate suggested orders for. If this is a group, orders are raised for all specific stores within the group.
Method	Automatic This is the standard option and will create transactions based on all the standard rules, for example suggestion method required for each item, actual stock levels vs required stock levels, and so on.
	Same As Date The system will look for all order transactions created on this date and create duplicates of them.

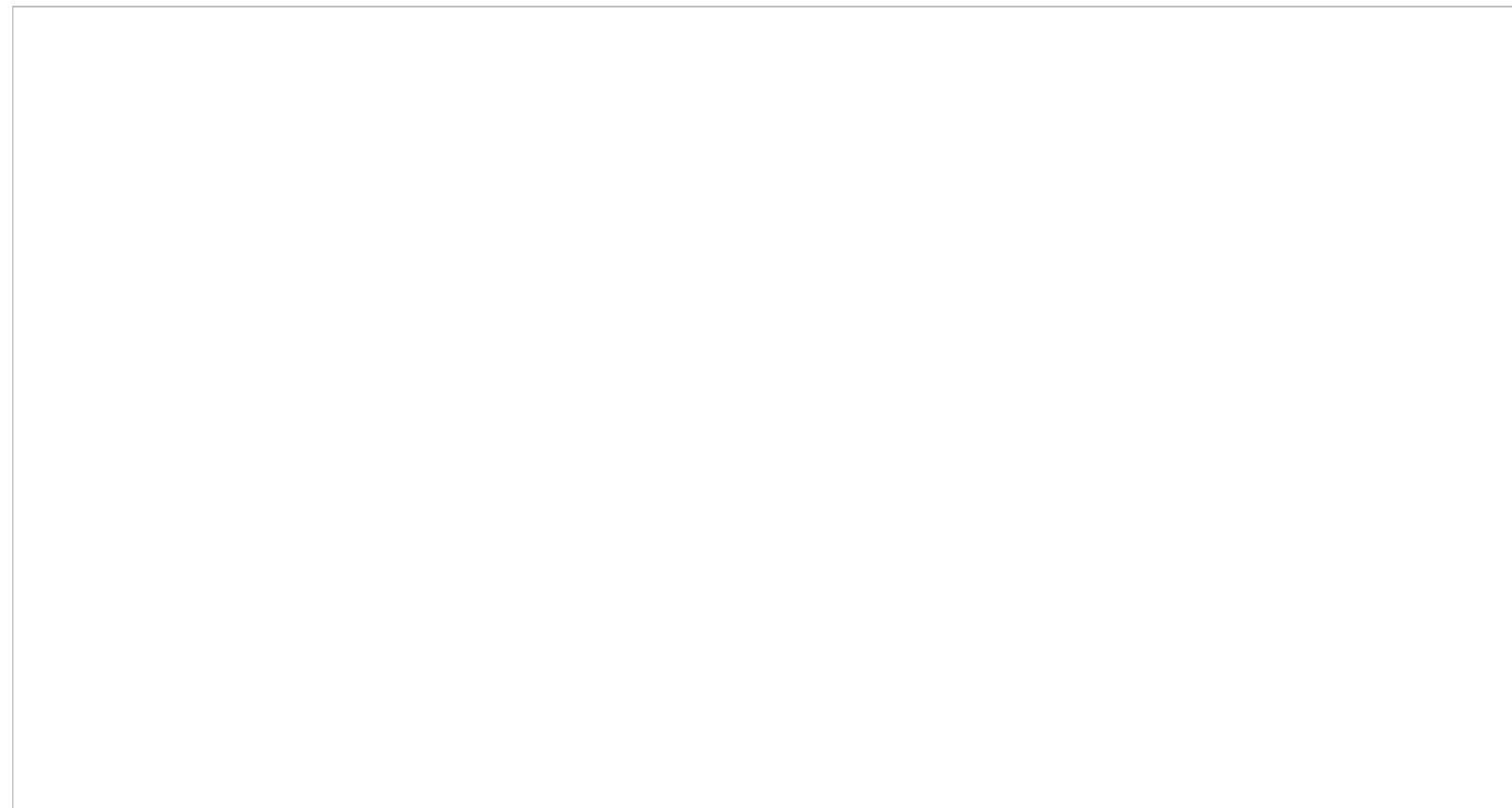
	New Store	Creates an order for all products required at a site. It does not suggest any quantities, they have to be manually entered. It will simply work out which items are valid for the location.
	Customer Order	Creates orders for all customer orders since the last time the process was run.
Create Orders/Transfers	<p>If this option is checked off, the system generates only Required Stock transactions. One transaction is generated for each location. A Required Stock transaction shows the specific items that need to be ordered and the quantity required. These transactions can be reviewed at a later time. The purchase orders and transfer requests are generated when the Required Stock transaction is reviewed and accepted.</p> <p>If the option is checked on, the system still generates the Required Stock transactions but it also generates the purchase orders and transfers immediately.</p>	
Set Actual Qty To Suggested Qty	<p>When a Required Stock transaction is generated, the system records two numbers for each item - the suggested quantity to order and the actual quantity to order. You can review the Required Stock transaction and change the actual quantity. If this option is checked on, the actual quantity is set to the same value as the suggested quantity. If the option is checked off, the actual quantity is set to zero and the user needs to manually set it.</p>	
Dept/Cat/Group/Subgroup	<p>Only items in the selected department, category, group and subgroup will be examined.</p>	
Family Group	<p>Only items in the selected family group will be examined.</p>	
Classification	<p>Only items in the selected classification will be examined.</p>	
Order Category	<p>Only items in the selected order category will be examined.</p>	
Supplier	<p>Only items in the selected supplier will be examined.</p>	
Item Number	<p>Only items with this item number will be examined.</p>	
Variety	<p>Only items of this variety will be examined.</p>	
Size	<p>Only items of this size will be examined.</p>	

Fit	Only items with this fit will be examined.	
Agent Selection	Controls how items will be selected with regard to the agent they are assigned to, if any.	
	All Items	Items will be processed regardless of whether they have an agent or not.
	Agent Items Only	Only items that have an agent code will be processed.
	Non-Agent	Only items without an agent code will be processed.

Review Orders/Transfers

This function allows you to review purchase orders and transfers created by the system. There are a number of places where this is useful. If you use [suggesting ordering](#), you will use this function to review the transactions created by the system. If you use [Allocated Orders](#), this function will be used to review the actual purchase orders created. If you use [Required Stock](#) transactions, the system will potentially create a number of purchase orders and transfer requests from that original transaction. The system will use this function to allow you to review those transactions.

Figure: Example Review Orders/Transfers Screen



The bottom part of the window will show the transactions being reviewed. If the window is displayed as a result of doing allocated orders or required stock transactions, the transactions will already be listed for you. If you select this function from the menu, there will be no transactions listed. Press the Select button to display a window that will allow you to enter selection criteria to select the transactions you want to work on. (This button will not be visible if you are reviewing transactions created for allocated orders or required stock transactions). When the Add Matching button is pressed, the matching transactions will be added to the grid, ready for you to review. You can press the Select button as many times as you want to add more transactions to be reviewed.

The middle part of the window contains two rows of buttons to allow you to manipulate the transactions. Many of the buttons work on the set of transactions with the Process column checked on. So if you press the Delete button and you have five transactions checked, all five transactions will be deleted.

□ Action Buttons

These buttons allow you to manipulate the transactions.

	Press this button to preview the reports for the selected transactions.
	Press this button to print the reports for the selected transactions.
	Press this button to delete the selected transactions.
	Press this button to modify an item in the selected transaction. For example, you might want to change the cost on a purchase order. The system will display a window asking for the item you want to change and whether you want to change the quantity or the cost.
	Press this button to send or accept the selected transactions.
	Press this button to accept the selected transactions. You would use this if a transaction was sent via B2B and the supplier has told you the transactions are acceptable.
 Rejected	Press this button to reject the selected transactions. You would use this if a transaction was sent via B2B and the supplier has told you the transactions are not acceptable.
	Press this button to cancel transactions that were sent but need to be cancelled.

Selection Buttons

These buttons allow you to quickly select or deselect transactions to be processed.

Check All	Press this button to check on the 'Process' column for all the transactions.
Check None	Press this button to check off the 'Process' column for all the transactions.
Check Select On	All the transactions that are highlighted will have the Process column checked on. To highlight more than one transaction, hold the Ctrl key down while clicking the transactions.
Check Select Off	All the transactions that are highlighted will have the Process column checked off. To highlight more than one transaction, hold the Ctrl key down while clicking the transactions.
Check Main On	All the purchase order transactions that have the same Main PO number as the selected purchase order will have the Process column checked on.
Check Main Off	All the purchase order transactions that have the same Main PO number as the selected purchase order will have the Process column checked off.

Transactions

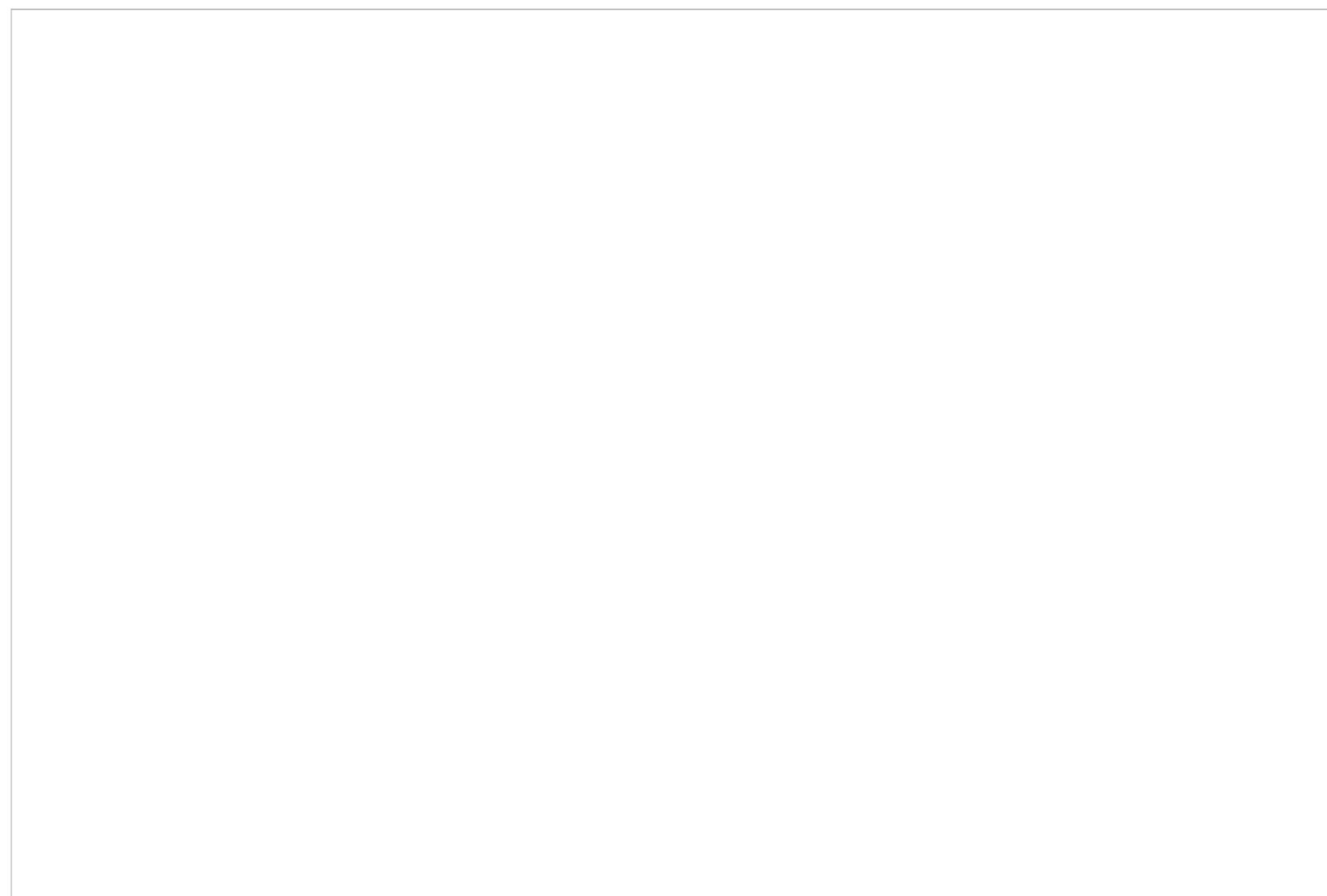
These are the transactions that can be processed.

Process	If this is checked on, the transaction will be modified when one of the action buttons is pressed.
Source	The type of transaction. PO = Purchase Order. TFRI = Transfer Request.
PO#	The transaction number. If this is a transfer request it will be the request number.
Supplier	If the transaction is a purchase order, this column will show the supplier. If the transaction is a transfer request, this column will show the location that will send the items.
Name	The name of the supplier or location sending the items.
Location	The location that the transaction is for.
Status	The status of the transaction.
PO Value	The value of the purchase order. If the transaction is a transfer request, this will be zero.
Min Order Value	The minimum order value the supplier will accept. If the transaction is a transfer request, this will be zero.
PO Quantity	The total number of units to be ordered or transferred.
Min Order Qty	The minimum order quantity the supplier will accept. If the transaction is a transfer request, this will be zero.
Main PO#	If the system creates a set of purchase orders, each purchase order will get a different number, but they will all share the same Main PO# (the number of the first transaction created). This allows you to retrieve all the purchase orders that were created together. This will be zero for transfer requests.
Output Method	The method by which the purchase order will be sent to the supplier. If the transaction is a transfer request, this will be empty.

Invoice

This function allows you to record invoices received from supplier. Click on the tab you require help with.

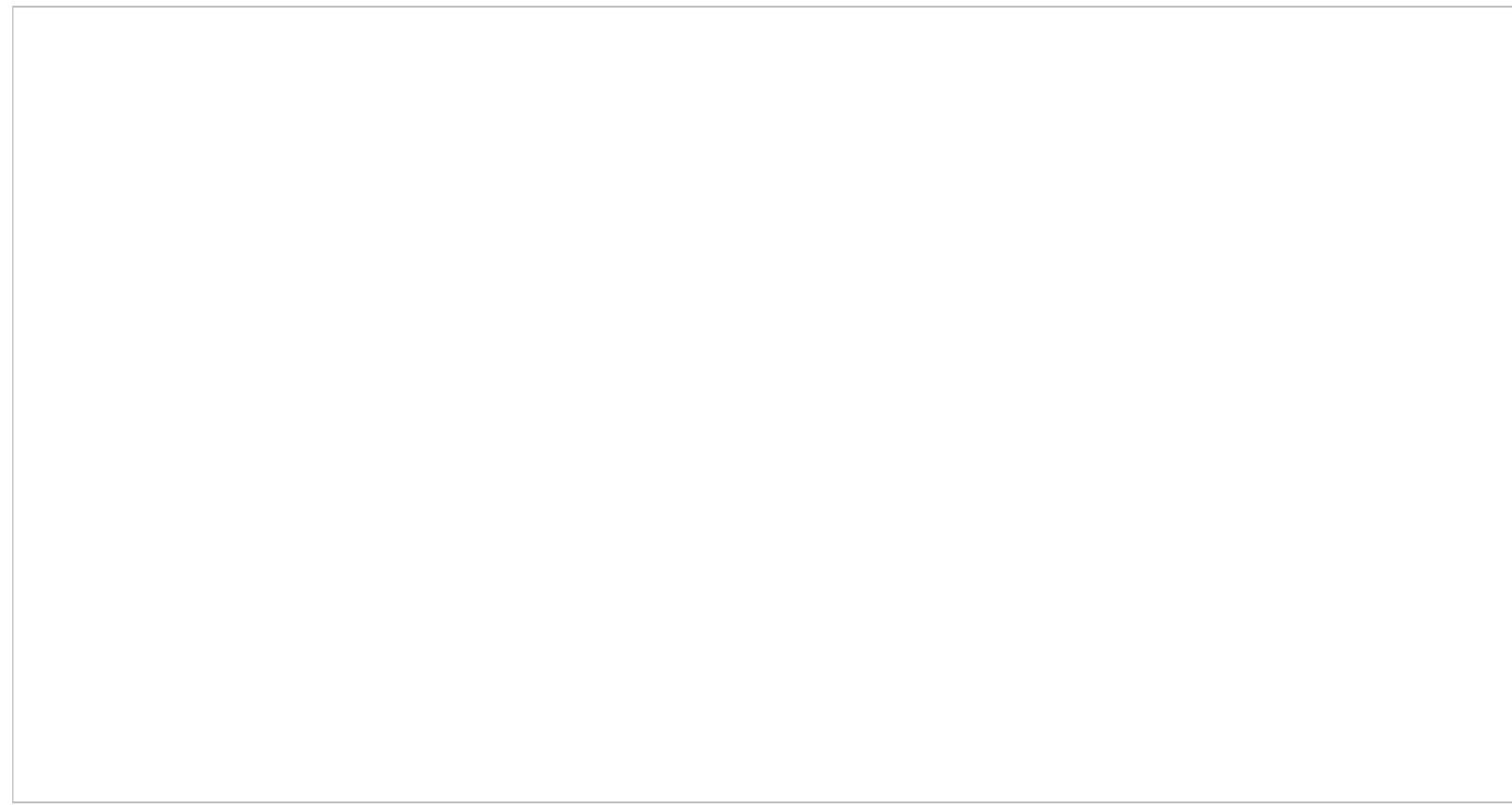
Figure: Example Invoice Screen



Locations - Classifications

This tab allows you to control which classifications of items are actually allowed at a location. Items not in these classifications should not be purchased or sold at these locations. See [Suggested Ordering](#) for more details.

Figure: Example Locations Screen



Classifications	Indicates how to determine which classifications can be used at this location.	
	Any Classification	Any item from any classification can be used for this location. You do not need to enter any locations in the grid below.
	Classifications Listed Below	Only items from the classifications listed in the grid below can be used at this location.
	Same As Location	This is similar to the Classifications Listed Below option but instead of looking for the list of classifications on this item, it will look at the classifications on the specified location. This means you only need to set up classifications for one location and then you can say 'this location uses the same classifications as this other location'.

□ Classifications

This grid allows you to tell the system which items can be ordered from which supplier. See [Suggested Ordering](#) for details on how these details are used.

Classification	Items in this classification code are allowed to be ordered for this location.
Supplier	The supplier that items in this classification should be ordered from. If the item should just be ordered from the best supplier, leave this empty.
Frequency	The Frequency code indicates when an item can be ordered. You only need to enter this if you want to override the supplier's frequency code (See Suppliers). See Order Frequencies for details on how to set up these codes.

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Suggested Stock Levels

When doing a suggested order for items that use the 'Min/Max From ROS' method, the system uses the minimum/maximum stock levels for the specific item and a specific store (see [Suggested Orders](#) for more information). But how are these values set?

The EOD process Suggest Stock Levels uses a history of sales and requested levels of stock cover to calculate the minimum and maximum stock levels. Stock cover is the number of weeks of sales that a store is allowed to have, for example the store is allowed to have a minimum of one week's stock and a maximum of two. So if a store has sold an average of three units of stock a week, and the minimum stock cover is one week, the minimum stock level is three (1x3). If the maximum stock cover is two weeks then the maximum stock level is six (2x3).

There is no need to run this process each night for the same items. The stock levels will simply not change enough. It is also a very intensive process. The recommended approach is to run the process each night for different products. So Monday night you might run the process for beverage items and on Tuesday you run it for food products from supplier ABC.

□ **Setting The Stock Cover**

Stock cover is one of the most important numbers used to calculate stock levels. It is set up in the [Category Maintenance](#) function. It can be set up for any level of D, D/C, D/C/G or D/C/G/SG. You select the required department, or department/category, and so on, and view the Suggest Orders tab. On this tab, you can set the minimum, maximum and reorder stock cover for a location or a location group.

The system will look for the most specific D/C/G/SG for a location. If it can't find a record, it will look for the D/C/G for that location, then the D/C, and so on. If no details are found for the location, the system will get the location's parent and repeat the D/C/G/SG checks for that location. This continues until a record is found or a location has no parent.

□ **Seasonal Factors**

Some items sell better during a specific period, for example ice cream in summer. You can make a seasonal adjustment which will alter the minimum and maximum stock levels. If the maximum stock level was calculated as 40 units and the seasonal factor was 1.25, the maximum stock level would be set to 50 (40×1.25). The seasonal factor is recorded in Category Maintenance the same way as the stock levels were. Go to the [Suggest Orders](#) tab and enter the factors in the Seasonal Adjustments grid.

□ Display Facing and Lead Days

There are two other numbers which are used in calculating minimum and maximum stock levels. The use of these numbers in the calculation is described later in this document.

The Display Facing is the number of units that are visible on the front row of a shelf. If you pack your shelf so its two units wide and five deep, your Display Facing is two. This number is recorded on the Range tab in Items. It can be set for each individual location that has the item.

The Order Lead Days is the number of days it will take for the goods to be delivered once an order is placed. When calculating lead days, the system will look for the [order frequency](#) for the item. If none is available, it will use the default lead days entered on the [Ordering](#) tab in Supplier. If a code is available, it will look up that code and check the lead days set for each day of the week. It will use the highest available lead days for the week (this gives it a worst case scenario). In the System Settings [System 2](#) tab, the max order frequency day setting is configured. The default setting for this option is checked which means use the MAXIMUM value of all the specified order frequency day settings, no matter when the suggest function is run. If the settings is not checked, the value for the order frequency days is that for the day of the week on which the function is run.

□ Calculating The Numbers

The actual numbers are calculated using the EOD process called [Suggest Stock Levels](#). This can be run interactively or as part of end of day. The process requires the following options to be filled in.

Location	The location to calculate the numbers for. If this is a group, levels will be calculated for all specific stores within the group.
Where Variance > %	<p>This is a percentage variance. If the variance of the current stock level and the new calculated stock level is greater than this value, the new calculated stock level is recorded. If the variance is less than this number, the stock level will not be changed.</p> <p>Calculating stock levels is not an exact science. You are basing it on historical sales which you are hoping will be maintained in the future. You are basing it on stock cover levels you believe to be sufficient. So if the calculated stock level is only 2% different to the current number, it is not really worth recording this new number and making the system work harder than it needs to.</p>
Seasonal Period	<p>The period you want to use for the seasonal adjustment. The system will look for a seasonal adjustment where the from and to period range covers this requested period.</p> <p>When run as part of an EOD process, this can be scheduled to be a relative period (\$THIS_WEEK) instead an absolute period (2009.14).</p>
Sales Period	<p>The sales period range to find sales for. This is used when calculating the rate of sale. The range of weeks depends on the type of goods being sold. Some items work better using a thirteen week range, others work better with a two week range.</p> <p>When run as part of an EOD process, this can be scheduled to be a relative period (\$LAST_WEEK-12 to \$LAST_WEEK) instead an absolute period (2009.02-2009.14).</p>
Items To Be Ordered	This set of options simply controls the items that we want to calculate the stock levels for. You can enter as many criteria as you want.

When the Process button is pressed the system will start calculating the stock level numbers. It will find all items that need to be processed. For each item, it will attempt to calculate the stock levels.

The first number required for calculating the stock levels is the rate of sale for the item. The rate of sale will be based on the requested sales period but the system will do some extra checks on the item. It is no use calculating rate of sale for a thirteen week period if the item was only available two weeks ago. The rate of sale calculation will be understated and therefore the stock levels will be too low.

If the release date of the item has been set and it is later than the start sales period, the rate of sale will be calculated starting from the release date. If the release date is not set, the system will check the date the item was actually created. If this is later than the start sales period, the rate of sale will be calculated starting from the creation date.

The system also keeps track of when the store range information was created for a

specific store. So if the item was released six weeks ago, but a store has only just ordered it, the range record will be created for this week. Therefore, the rate of sale will start from this week.

At this stage we now have a rate of sale. The system then needs to get the various stock cover numbers from Category Maintenance for the item's D/C/G/SG. At the same time, it will get the seasonal factor for the specified Seasonal Period.

The system now has all the information it needs to calculate the stock levels. As the stock levels are calculated, all numbers are rounded to zero decimal places. It will calculate the minimum stock level and then it calculates the lead stock level. The lead stock level is the minimum stock required, taking into consideration the delivery time of the item and the display facing. If this number is higher than the minimum stock level then it becomes the new minimum stock level.

The calculations are as follows:

Min Stock Level = Min Stock Cover x Rate Of Sale x Seasonal Factor

Lead Stock Level = Supplier Lead Days / 7 x Rate Of Sale x Seasonal Factor + Display Facing

if Lead Stock Level > Min Stock Level then

Min Stock Level = Lead Stock Level

Reorder Stock Level = Reorder Stock Cover x Rate Of Sale x Seasonal Factor

if Reorder Stock Level < Min Stock Level then

Reorder Stock Level = Min Stock Level

Max Stock Level = Max Stock Cover x Rate Of Sale x Seasonal Factor

if Max Stock Level < Min Stock Level then

Max Stock Level = Min Stock Level

If the variance of the current and new values for either minimum, reorder or maximum are more than the specified variance, the store range information will be updated with the new stock levels.

A report is generated for the changes (need to select **All** reports in Report Manager) and a text log file is. The log file will be stored in the Log Files directory and will be called SuggestStockLevelTempyyyymmddhhnss.txt, where yyyymmddhhnss is the date/time the process was run. It will show the items processed and the changed stock levels.

Transfers

When you need to move inventory from one location to another, you need to do a transfer. There are two types of transfers.

The first type of transfer is when you are move stock internally from one location to another within the same venue. For example, you need to move the stock from the bottleshop to the bar. In this case, you can be sure the items will be moved from one location to the other immediately.

When a transfer is made in the system, stock will be decremented in one location and incremented in another immediately. This is called an [Internal Transfer](#). An important point about internal transfers is that they allow you to transfer an item from one location to another, but they also allow you to transfer one item into another. For example, you might have a bottle of scotch set up in the bottleshop with a unit of measure of 700ML and this gets transferred to a generic scotch item in the bar with a unit of measure of NIP. The system will convert the quantities based on the units of measure. So 1 700ML bottle would become 30 NIPs. The key point about transferring between items is that both items must have compatible units of measure.

The second type of transfer occurs over two separate locations. The first (requesting) location makes a request to a second location - 'can you send me 2 units of BAKED BEANS?'. The second (sending) location will send the stock they have available. The requesting location updates the original request to show what was received. This type of transaction cannot be handled by a single inventory transaction. The requesting location needs to create a [Transfer Request](#) transaction. This will have the effect of increasing the On Order quantity for that location. The system will automatically create a [Transfer Send](#) transaction for the sending location. That location updates the Transfer Send transaction to show how much stock is being sent. This will increase the In Transit quantity for the sending location. It will also alter the original transfer request to show how much stock is being sent. When the requesting location receives the stock, it recalls the original transfer request and updates it to show how much stock was actually received. This will have the effect of:

- Increasing the Stock On Hand of the requesting location
- Decreasing the On Order of the requesting location
- Decreasing the Stock On Hand at the sending location

If the quantity of stock received was not the same as the quantity of the stock sent, a stock adjustment will be created for the sending location to show that stock was lost in transit.

There has been an amendment to allow items requested by a transfer to be marked as allocated at the sending location as per customer orders. This amendment is only performed when the *Allocate Transferred Stock* check box within the [Inventory](#) tab of System Settings is checked.

If the *Adjust send loc. SOH on Transfer Send Accept* check box within the [Inventory](#) tab of System Settings is checked the behaviour of Transfer Request/Send changes:

1. When the Transfer Send is 'Sent', the SOH at the sending location is adjusted immediately and In Transit is set for the item.
2. When the Transfer Request is 'Accepted', and there is a variance, a Stock Adjustment is created at the requesting location rather than the sending location.

Additional items can be added to a Transfer Request once the Transfer Send has been sent. This covers scenarios where the warehouse has sent extra items than requested. When further items are added to the Transfer Request they are entered by default as 'Received'. The user cannot change this.

The system automatically updates the 'Units Sent' to the value entered in 'Units Received'. The Transfer Send is also updated automatically to reflect the added items.

When the transfer is finally accepted, the stock is adjusted at the sending location (warehouse) and at the receiving location (store).

Transfer Request Report

□ What Is It?

This is the report that will be printed from the [Transfer Request](#) inventory transaction. It lists the items that are to be sent as part of the transfer. The sequence of the items can be controlled using the *Transfer Send - Report Sequence* option in [Location](#).

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Transfer Request Report

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Stock Control

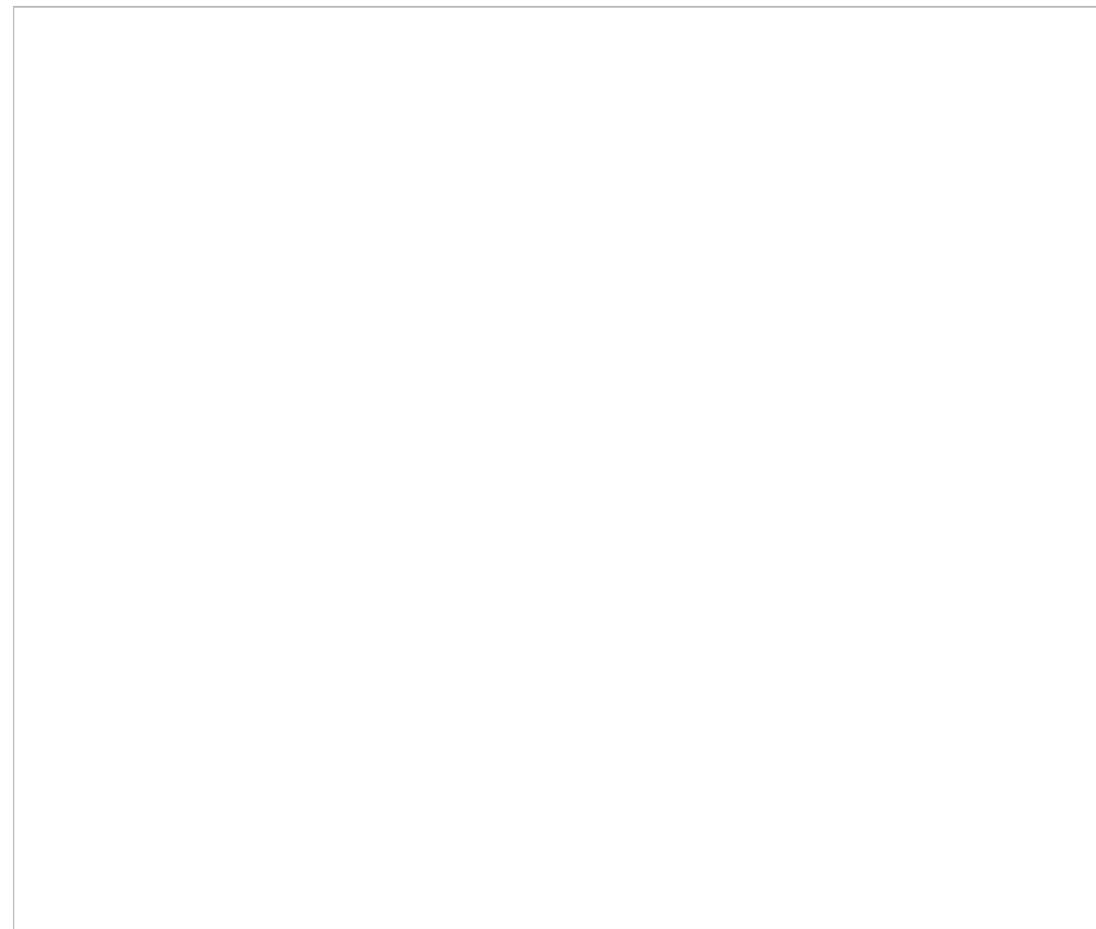
- [Stock Control](#)
 - [Cost Methods](#)
 - [FIFO/Serial Number Tracking](#)
 - [Stock Locations](#)
 - [Authorising Transactions](#)
 - [Importing Data](#)
 - [Stock Movements](#)
 - [Warehouses](#)
 - [Stock Bays](#)
 - [Delivery Source](#)
 - [Kits](#)
 - [Inventory Templates](#)
 - [Stock Templates](#)
-

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Stock Entry Setup - Entry Method

This function allows you to set up how data is to be imported for the transaction from where this function was started. For example, if you were in the Goods Receipt process when you clicked the Import button and then the Setup button, these details tell the system how data will be imported for the Goods Receipt function.

Figure: Example Stock Entry Screen



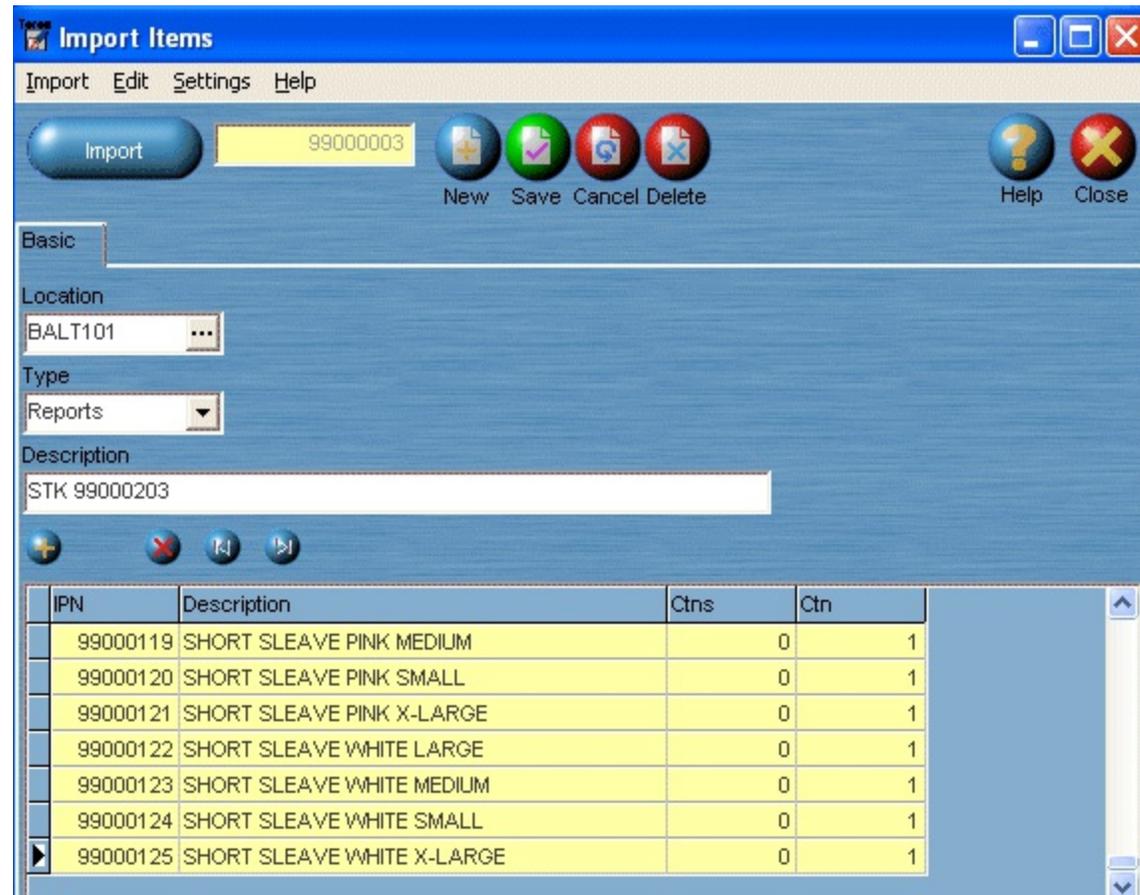
Manual	This option means that you will enter the data manually in the grid. You can use any of the available columns with this.
Comma-Delimited File	This option allows a comma-delimited file to be imported.
Default Directory	Base directory to find the comma-delimited file in. Whenever you do an import, the system will show you the files in this directory.
Merchant PDA	This option allows you to import data that was originally loaded with a Merchant PDA .
Keyboard Scanner	This option allows you to use a keyboard wedge scanner. Each scan of an item will add the item to the grid.

Torex Handheld Terminal	This option allows you to connect a handheld scanner running the Torex Visual Handheld terminal software. You need to select which comm port on the PC the handheld will be connected to in order to download the stock counts from the terminal.				
Nippondso PDE	This option is allows you to use an integrated PDE. You need to specify the Device (currently only Nippondenso is supported).				
Comm Port	If using a PDE, this will be the comm port the PDE device is connected to.				
Baud Rate	If using a PDE, this will be the baud rate of the PDE device.				
Flow Control	If using a PDE, this will be indicate if flow control is used.				
Picco HHT Interface	This option will import data from a CSV file (*.CSV) placed in the HHT Import folder (drsapps\HHT by default) using the same format as the Torex HHT.				
Set up Location	<p>These set up definitions can be either used for a specific location or by all locations. The system will look for a location specific set up first of all. If it can't find one, it will use the default set up.</p> <table border="1"> <tr> <td>This Location</td> <td>If this set up is for the specific location on the original transaction, check this option on.</td> </tr> <tr> <td>Default All Locations</td> <td>If this set up is for all locations, check this option on.</td> </tr> </table>	This Location	If this set up is for the specific location on the original transaction, check this option on.	Default All Locations	If this set up is for all locations, check this option on.
This Location	If this set up is for the specific location on the original transaction, check this option on.				
Default All Locations	If this set up is for all locations, check this option on.				

Import Items

This function is simply used to create a batch of items that we want to be able to use in other areas. The items could be imported into a stocktake, imported into a batch of tickets or used as selection criteria on a report. You can create a batch manually but usually you would go to an inventory transaction and select Actions| Create Import from the menu. This will create a new batch with all the items in the inventory transaction. The same batches are created by the Merchant PDA process.

Figure: Example Import Items Screen



Location	The location that these items come from.
Type	The type of transaction where these items should get used from a choice of: Required Stock, Goods Receipt, Invoice Matching, Transfer Request, Transfer Send, Stocktake, Tickets, Reports.
Description	A description about what this set of items will be used for.

Items

These are the items in the import batch.

IPN	The number of the item.
Description	A description of the item.

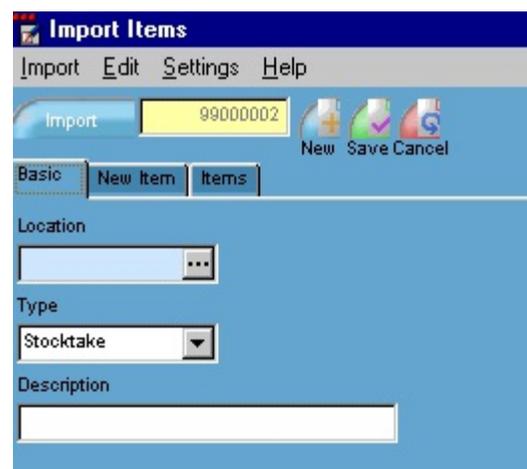
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Merchant PDA - Basic

This function will allow you to create a set of import items using a PDA. The [Import Items](#) function allows you to do a similar thing from a desktop computer. This set of items can then be imported into various inventory transactions and even as selection criteria for some reports.

The first tab simply allows you to set up the details of the import.

Figure: Example PDA Import Items Screen



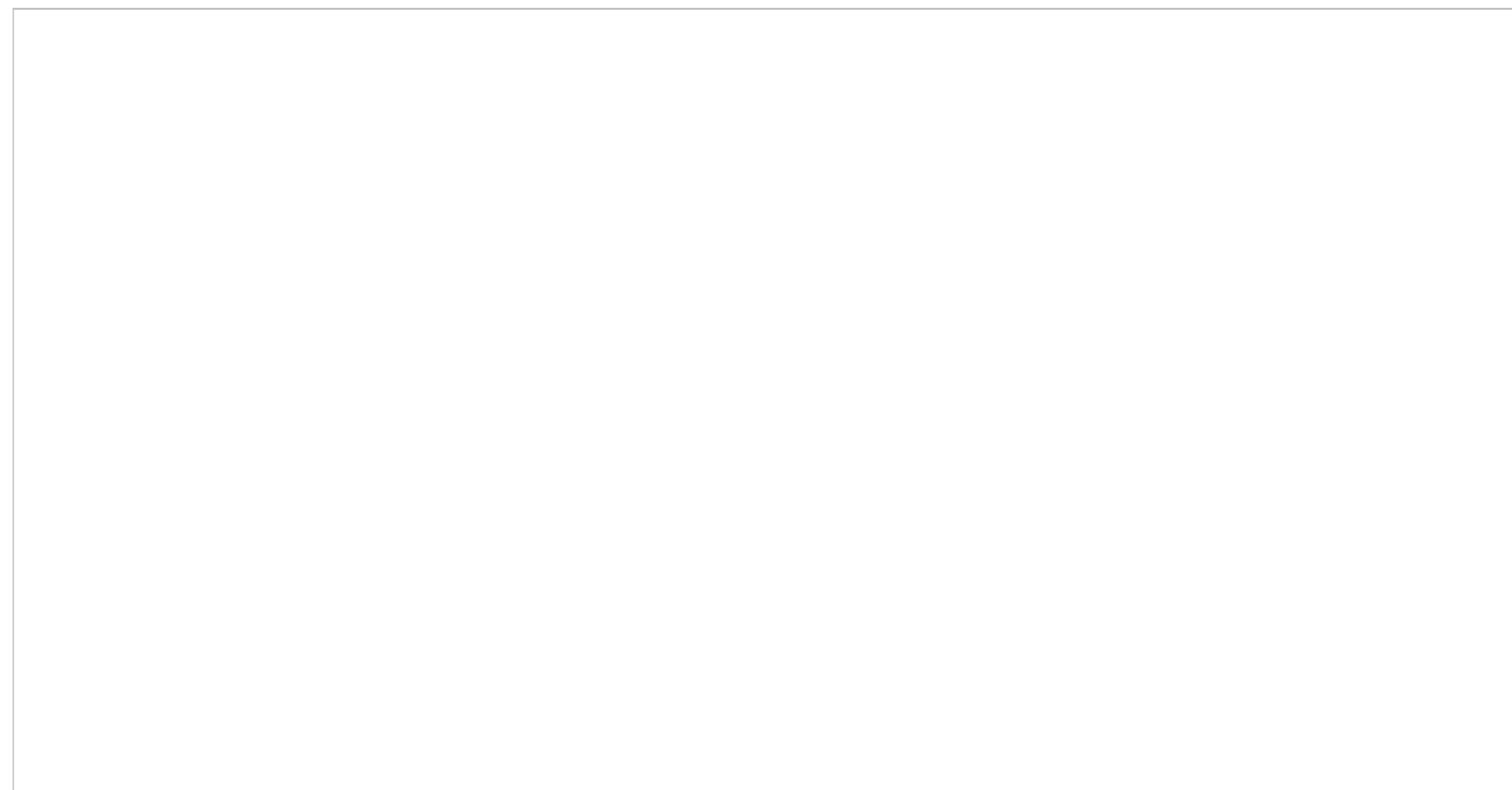
Location	The location where the items are being scanned.
Type	The reason for the import. This is not strictly enforced. It is simply used as a guide when you search for an import transaction.
Description	A description about the import, for example why was it being done?

Once the details have been set up, you move to the [New Item](#) tab.

Handheld Terminal Export

This function allows you to export all stock products from a location to the Torex Visual Handheld software running on a handheld device. This is so product lookups can be carried out on the handheld as well as product validation when items are scanned.

Figure: Example HHT Export Screen



Location	The location you wish to export the stock items out for.	
New Store	If checked on, all items are loaded to the Handheld terminal.	
HHT Export Options	Export to File Only	Data is exported to a CSV file.
	Export to File and Upload	Data is exported to a CSV file and uploaded to the Handheld terminal connected on the selected comm port.
	Comm Port	The comm port on the PC the Handheld terminal is connected to.
Export	Initiates the download and export of the stock items for the given location.	

The interface in POS BE used to communicate with the HHT has been updated in v5.17 but the HHT software MUST also be upgraded to 2.10.05 or above and a staticconfig.csv file loaded for it to take effect.

When you log in there is now a menu as opposed to always using the Stock Count option for all.

- Stock Count - Stock taking (as existing)
- Price Check - There's no import functionality for Price Check (as existing)
- Movements - Transfer sends and requests
- Tickets - Print tickets import
- Delivery - Goods received
- Order - Purchase order

However, only one HHT operation can be performed at any one time – that is the HHT must be returned to the cradle and the data imported between each operation.

There is a work around which is to use the recovery process on the HHT to move the file back into the 'to be processed' folder. Then run the 2nd import.

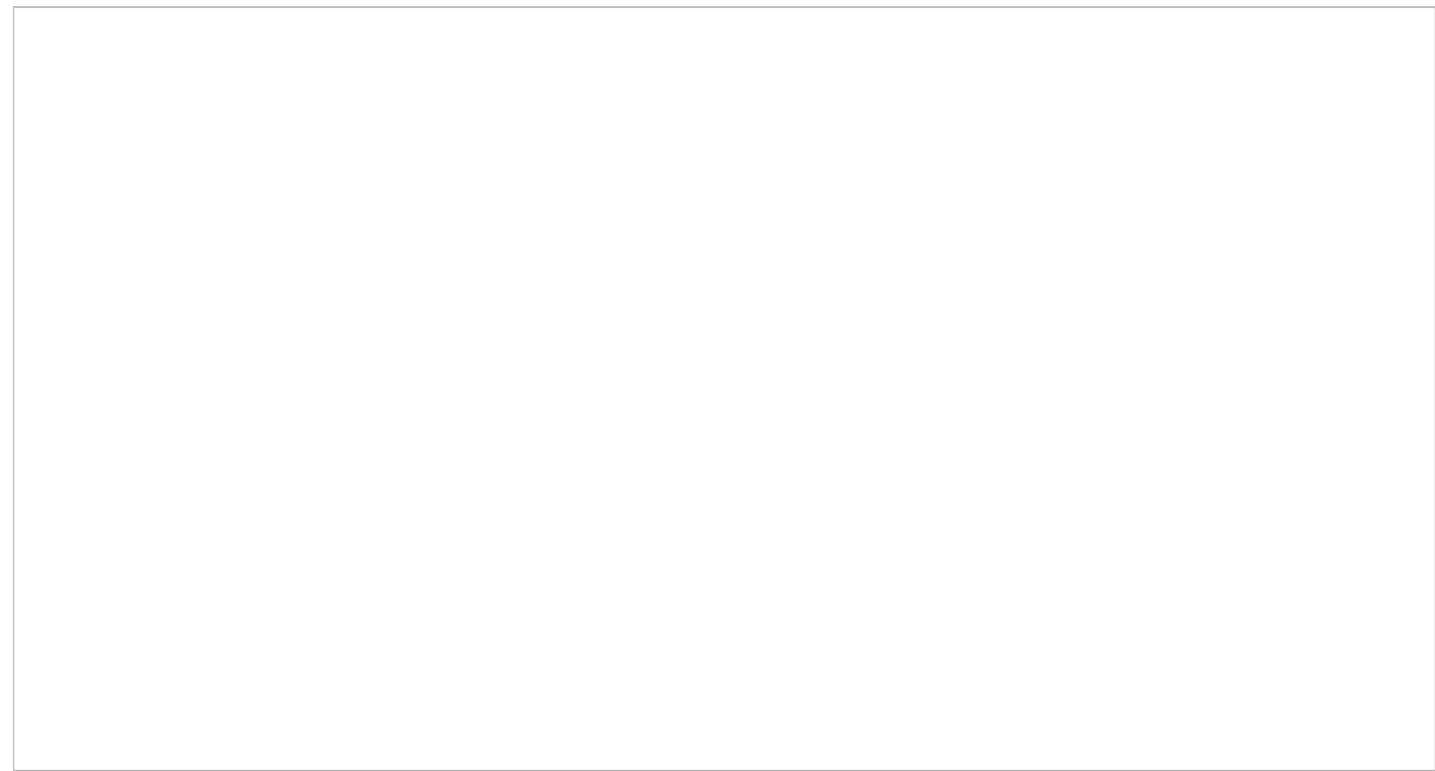
Item carton size can be output if configured to do so in *VHHT Export Type* in [System Settings](#).

When a HHT export is performed, carton information will only be exported if '*Load all items within the system to the handheld*' is NOT checked.

Stock Bays

This function allows you to enter changes to the [stock bays](#) in which items are held. You enter the changes that you want and press *Accept* when finished. This will then adjust the actual stock bay information.

Figure: Example Stock Bays Screen



Location	The location where the stock is held.
Status	The current status of the transaction. This can be New or Accepted. You cannot change an Accepted transaction.
Created	The date the transaction was created.
Created By	The user who created the transaction.

The grid allows you to enter the specific changes to the stock bays.

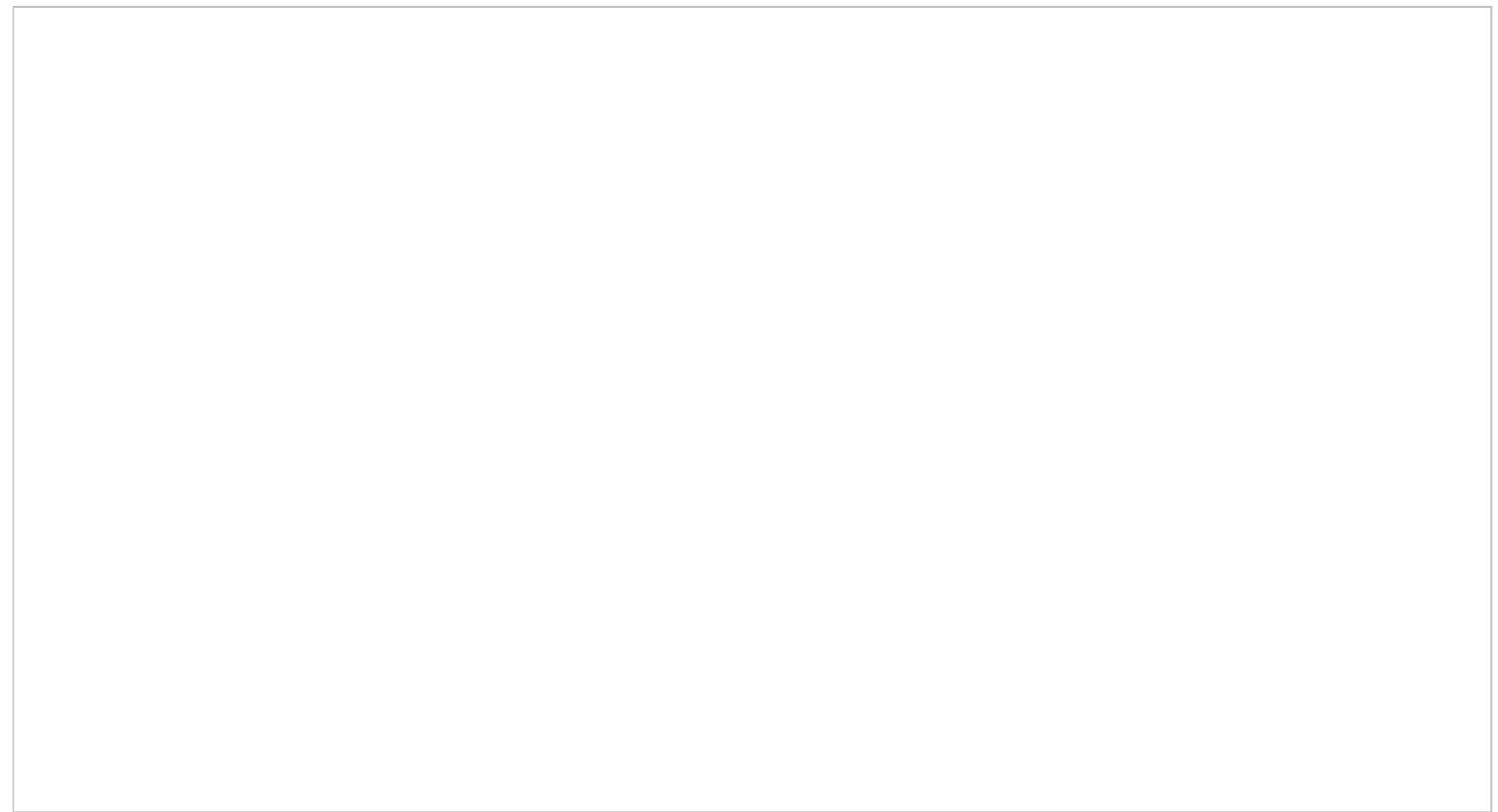
Action	This indicates whether the stock bay information is to be added or deleted to the item.
IPN	The item number that is to be adjusted.
Description	A description of the item.
Stock Bay	The stock bay that the item is being added to/deleted from.

--

Kits - Basic

The Kit function allows you to create or break kits (see [Kits](#) for more details). You create a kit transaction and then specify all the kit items that are to be adjusted. This tab will allow you to enter the basic details of the transaction.

Figure: Example Kits Screen



Type	Indicates if you want to create or break kits. Creating a kit will move stock from the kit's ingredients to the kit itself. Breaking a kit will move stock from the kit back into the ingredients.
Location	The location where the stock is to be adjusted.
Comment	A general comment about the transaction.
Status	Indicates the status of the transaction.
Status Date	The date the status was last changed.
Created	The date the transaction was created.
Created By	The user who created the transaction.
Authorised By	The user who authorised the acceptance of the transaction.

There are buttons at the top of the window to control the transaction. Special buttons include:



Press this button when all kit details are entered. This will alter the stock on hand for kit and ingredient items.

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Inventory Templates - Basic

This function is used to defined [Inventory Templates](#). The Basic tab allows you to define the basic rules about how a template can be used.

Figure: Example Inventory Templates Screen

The screenshot shows a software window titled "Inventory Templates" with a menu bar (Record, Edit, Settings, Help) and a toolbar (Template, 99000010, New, Save, Cancel, Delete, Help, Close). The "Basic" tab is active, displaying the following fields:

- Template Type: Stocktake
- Created: 05/11/2008
- Created By: XN
- Location code: BALT101 (SHOP ONBOARD STENA BALTICA)
- Short description: stock1 item
- Stocktake type: Store
- Active:
- Day Selection: Days Of Week, Day Of Month, Manual
- Days of the week: Sunday, Tuesday, Thursday, Saturday, Monday, Wednesday, Friday
- Day Of The Month: [Empty field]

The type of transaction for which this template can be used.

- Purchase Order
- Stocktake
- Transfer Request
- Goods Receipt
- Required Stock

If the template is being set up for use by the end of day Generate Template Transactions, then you should use only:

- Purchase Order
- Stocktake

Template Type

- Required Stock

Location Code	The location code that can use this template. This can be a group, in which case all stores within the group will be able to use the template.						
Description	A short description about the template.						
Stocktake Type	If this template is for a stocktake, this option indicates whether it should be a Store or Direct stocktake.						
Active	Check on if the template is considered active.						
Day Selection	Indicates how the template should be used as part of end of day processing.						
	<table border="1"> <tr> <td>Days Of Week</td> <td>The template is used for specific days of the week.</td> </tr> <tr> <td>Day Of Month</td> <td>The template is used a specific day of the month.</td> </tr> <tr> <td>Manual</td> <td>The template will be used manually.</td> </tr> </table>	Days Of Week	The template is used for specific days of the week.	Day Of Month	The template is used a specific day of the month.	Manual	The template will be used manually.
	Days Of Week	The template is used for specific days of the week.					
	Day Of Month	The template is used a specific day of the month.					
Manual	The template will be used manually.						
If the intention is to use the template manually (not part of end of day), leave the option as Days Of Week and do not check on any days).							
Days Of Week	If the Day Selection is Days Of Week, check on which days of the week the template can be used.						
Day Of The Month	If the Day Selection is Day Of Month, enter the day of the month the template can be used.						
Created	Date the template was created.						
Created By	The user who created the template.						
Comment	A full description about the template, its usage, and so on.						

Bulk Changes

What would you like to view?

[Concepts](#)

[Screen Shots/Explanations](#)

[How Do I...?](#)

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Bulk Changes

What would you like to view?

[Bulk Changes](#)

[Buying Review](#)

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Buying Review Report

□ What Is It?

This report shows the items in the [Buying Review](#) and details both the old and new costs and sells.

□ Commands

Client - REPORTITEMS.EXE BUYINGREVIEWREP

Server - REPORTITEMS.EXE

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Buying Review Report

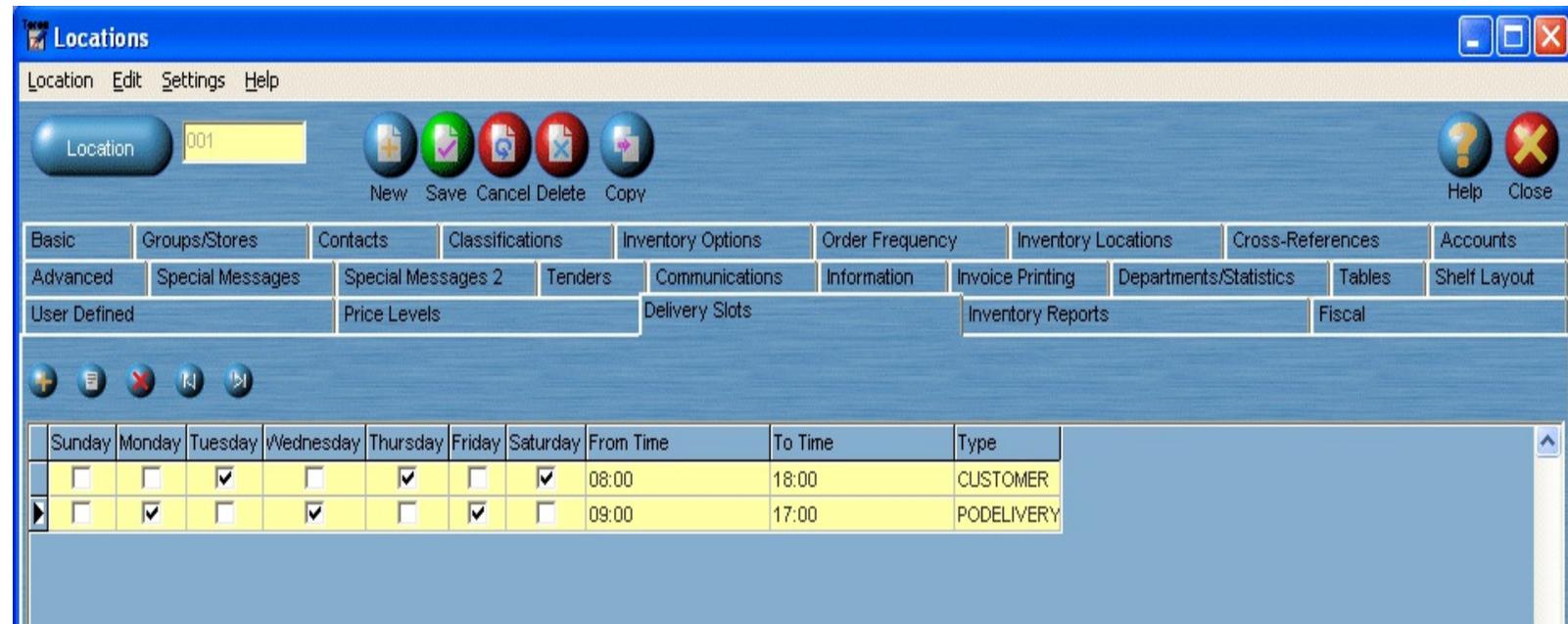
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Locations - Delivery Slots

Delivery slots define time periods during which customer orders can be delivered for the location, for example 9:00-12:00, 12:00-15:00. When you enter delivery details for a customer order at POS, you will be able to select the date for delivery and a delivery slot. You can enter as many delivery slots as required.

Additionally a location can have a delivery schedule defined which specifies the day(s) of the week that a location can get deliveries from the warehouse. The module [Delivery Slots](#) has been created to define the delivery schedules for all locations.

Figure: Example Locations Screen

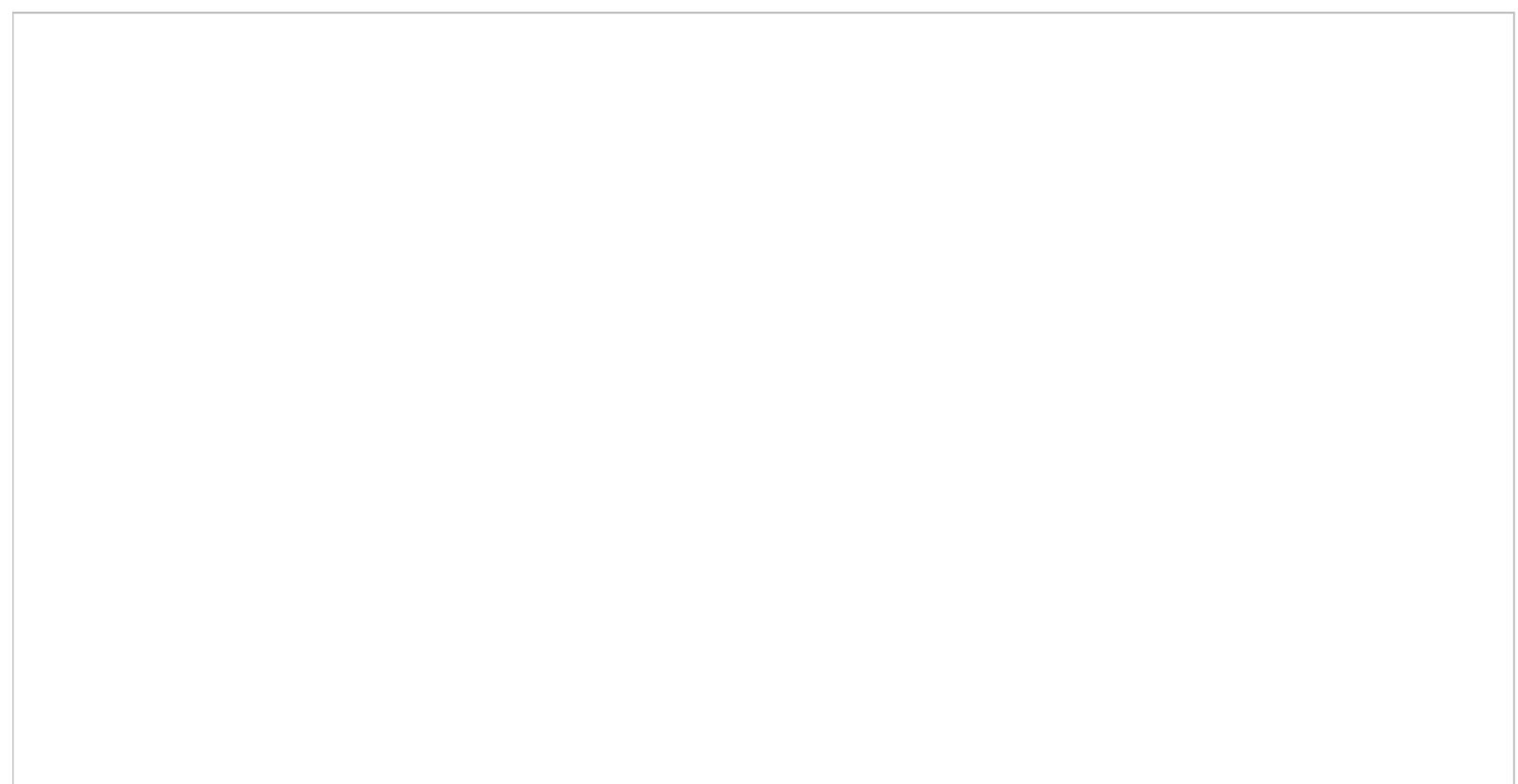


Sunday - Saturday	Check on each day of the week for which this delivery slot applies.	
From Time	The start time of the delivery slot.	
To Time	The end time of the delivery slot.	
Type	Customer	Specifies the delivery slots to be used for delivery of goods for customer deliveries.
	PODelivery	Used in conjunction with supplier lead times when creating new Purchase Orders in order to determine the 'Required by', 'Delivery' and 'Delivery To' dates which are automatically generated.

Buyer

This function is used to define the buyer codes and any ordering limits that apply to that buyer:

Figure: Example Buyer Codes Screen



Code	A unique code to identify the buyer.
Description	A description about the buyer.
Own Items Only	If this is checked on, a user will only be able to purchase items that are for their own buyer code. They will not have access to items controlled by other buyers.

Buyer Limits

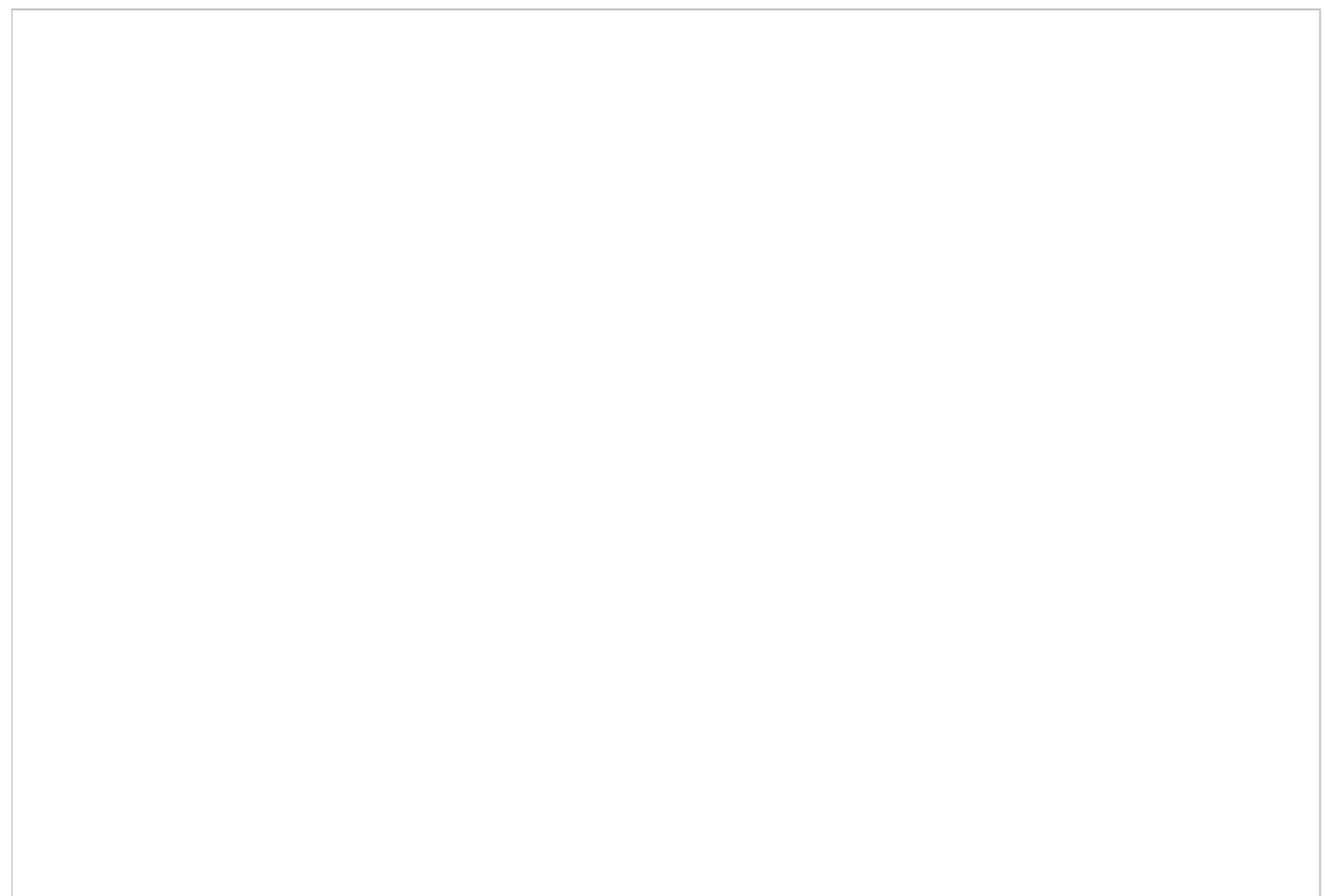
Buyer limits are used to control the value of purchase orders that can be raised by the buyer.

Supplier	The supplier to which the limits apply. The supplier can be left blank, if required. The system will check for limits for the specific supplier. If no limit exists then it will look for a limit with an empty supplier.
Location	The location to which the limits apply. This can be a group, in which case the daily limit will be checked across all purchase orders raised in the group.
Minimum PO Limit	The minimum value of a single purchase order. If a purchase order is less than this value it cannot be accepted.
Maximum PO Limit	The maximum value of a single purchase order. If a purchase order is more than this value it cannot be accepted. The purchase order would need to be accepted by someone with a buyer code with higher limits.
Maximum Daily PO Limit	The maximum value of all purchase orders for the day. If the value of existing purchase orders created for the date plus the value of the new purchase order is greater than this limit, the new purchase would not be able to be accepted.

Users - Basic

The Basic tab allows you to set up basic user information.

Figure: Example Users Screen



Full Name	The user's full name.
POS Name	The name of the user as seen on the POS.
POS User Number	<p>A unique number assigned to the user. A number is required if the user will be operating POS devices or you want to use the labour scheduling module. The Next Number button can be pressed to automatically assign a user number. It simply looks for the highest number currently in use and adds one to it.</p> <p>When the user logs on to the POS, this is the log on number they will use.</p> <p>If the <i>User Number Is Mandatory</i> option on the System tab of System Settings is checked on, this user number will be mandatory for all users.</p>
Password	<p>The password assigned to the user. A password will be asked for when logging into the back office menu or when entering supervisor mode in DynaPOS. An option in the Till function allows the user to logon to DynaPOS via this password. This is useful when using a security device such as cards with a magnetic strip. The number on the security device is entered as the password for the user. When</p>

the DynaPOS asks for the user to logon, the user can swipe their card. The system will attempt to log on using this number as the user number. If it is not successful it will then attempt to log on using this number as the password.

POS Swipe Card

This option can be useful if using logon cards with Magnetic Swipe Readers (MSRs) or scanners. The Password field can contain a password used for logging in at back office and the POS Swipe Card field can contain the MSR data, to be used for the POS logon.

If this field is not filled in, POS will simply use the Password field. If this is filled in, it must be used to log on at POS. You cannot use this or the Password to log on to POS. The exception to this, is if you are using POS in handheld mode. In this case the swipe card will not be available and so the normal Password field.

Location

The primary location this user belongs to. For your head office/administration staff, you should set up a location code called 'HO' as an 'Admin' type location and assign the users to that location. Users must be assigned to a location.

Menu

If the user will log in to the back office menu, they must be assigned a [Menu](#) code. This is the code of an existing menu definition which will control what options the user will see on the menu. When adding a new user, the menu code will default to the menu defined in the [Defaults](#) tab of System Settings. The user editing the details must be authorised for the selected menu and the user being edited must be authorised for the selected menu. A user is considered authorised if they are in any of the security groups that have been associated with a particular [menu](#).

Commission

This identifies the commission to be used by this user. If this is left empty, the system uses the commission code set on the [location](#).

Buyer Code

The buyer code to which the user belongs. If set, this will control the items that a user is allowed to see and order.

Phone

The phone number of the user.

Mobile

The mobile phone number of the user.

Fax

The fax number of the user.

E-Mail

The email address of the user.

Date Of Birth

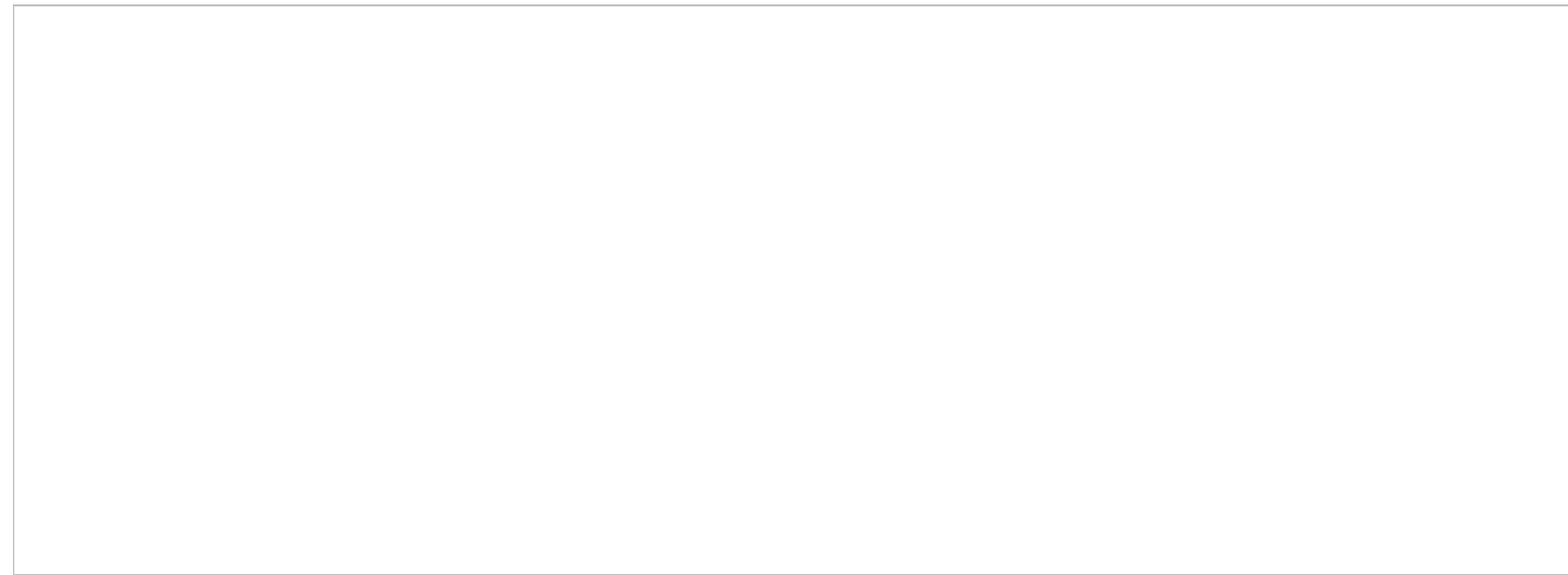
The date of birth of the user.

The POS Button can be used to send the user details to the POS immediately. When you press the button, the system will send the user code to each of the locations listed on the [POS](#) tab.

Items - Buyers

This tab allows you to specify which buyer codes can see this item. See [Buyers](#) for more information about how these codes are used.

Figure: Example Items Screen



Buyer Code	The code of an existing buyer code .
-------------------	--

Cost Analysis

The cost analysis window is available in a wide range of functions. It allows you to see the details of the best cost and best sell available for an item. You can see the details for multiple locations and dates. Enter the details at the top of the screen and press the *Show Costs* button. The system will get all the costs and sells and display them at the bottom of the screen. When the costs are displayed, the system will show all the individual deals, charges and rebates that make up that cost. This allows you to really analyse how the costs are calculated.

[Cost Components](#)

Figure: Example Cost Analysis Screen

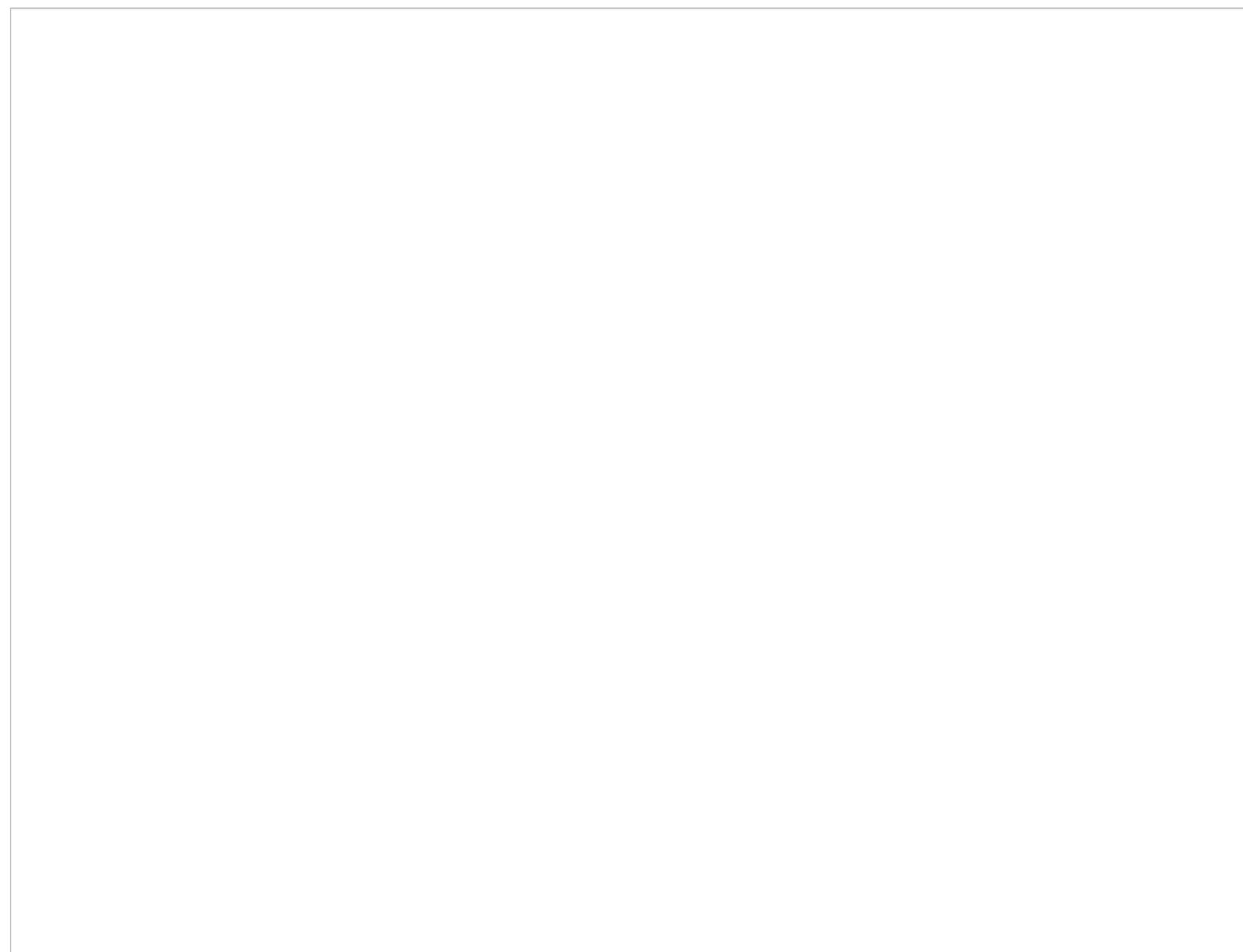
<p>Location</p>	<p>The location to show costs for. You can see costs for more than one location at a time. Enter the location code and then press the Arrow button. This will move the location to the area of the right side of the button. You can enter multiple locations this way. To clear the list of locations, press the Clear button.</p>
<p>Date</p>	<p>The date to show costs for. You can see costs for more than one date at a time. Enter the date and then press the Arrow button. This will move the date to the area of the right side of the button. You can enter multiple dates this way. To clear the list of locations, press the Clear button.</p>
<p>Calculate GP% On</p>	<p>This option determines which cost will be used when showing the profit for the sell price.</p>

Normal Cost Only	If this option is checked on, the system will only show the normal cost. It will not show any off invoice deals.
Show Carton Cost	If this option is checked on, the system will show the carton cost details.
Show Unit Cost	If this option is checked on, the system will show the unit cost details.
Preferred Suppliers Only	If this option is checked on, the system will show the best cost from a preferred supplier only. If the option is checked off, the system will show the best cost from any supplier (looking at preferred suppliers first and then non-preferred suppliers).
Show Tax In Cost	If this option is checked on, the system will show the costs inclusive of tax.
Show Target Terms	If this option is checked on, any target terms rebates that have been entered for the item will be included in the cost calculation.
Show Service Terms	If this option is checked on, any service terms rebates that have been entered for the item will be included in the cost calculation.

Customer - Basic

This function is used to maintain [customers](#). Click on the tab you require help with.

Figure: Example Customer Screen



Mandatory data entry fields on the Basic tab is configured via Settings, Security. This allows you to specify which controls must be entered for a security group. Last Name and Location are always mandatory.

Note: The security cache will need to be refreshed if changed.

Title	The title of the customer, for example Mr, Mrs, and so on.
First Name	The first name of the customer.
Initials	The initials of the customer.
Name	The customer's last name.

Preferred Name	The customer's preferred name, if any. For example, someone called Thomas might prefer Tom.
Address	The customer's street address.
Postal Address	The customer's postal address. Press the Copy Address button to copy the details from the address to the postal address.
Phone	The phone number of the customer.
Fax	The fax number of the customer.
Work Phone	The work phone number of the customer.
Mobile	The mobile phone number of the customer.
Email Address	The email address of the customer.
Driver's License	The customer's driver's licence number.
National ID	The customer's national ID number.
Recommended By	The name of the person who recommended this customer to us.
Gender	The customer's gender, if known.
Date of Birth	The date of birth of the customer.
XrefCode	If customer info comes from a third-party system, then this field can contain the code of the customer within that system.
Password	A password for the customer. This can be used when a customer attempts to get details, for example over the web.
Accept Mail	This option indicates that the customer will accept mail from us. If a customer did not want to accept mail, or the customer is no longer important to us, we would check this option off. It is checked on by default.
Electronic Statements	This option indicates the customer has been flagged to receive electronic statements (paperless statements) for those reports that support the functionality (currently only MEMPTS).

□ Card Numbers

This grid contains all the card numbers assigned to a customer.

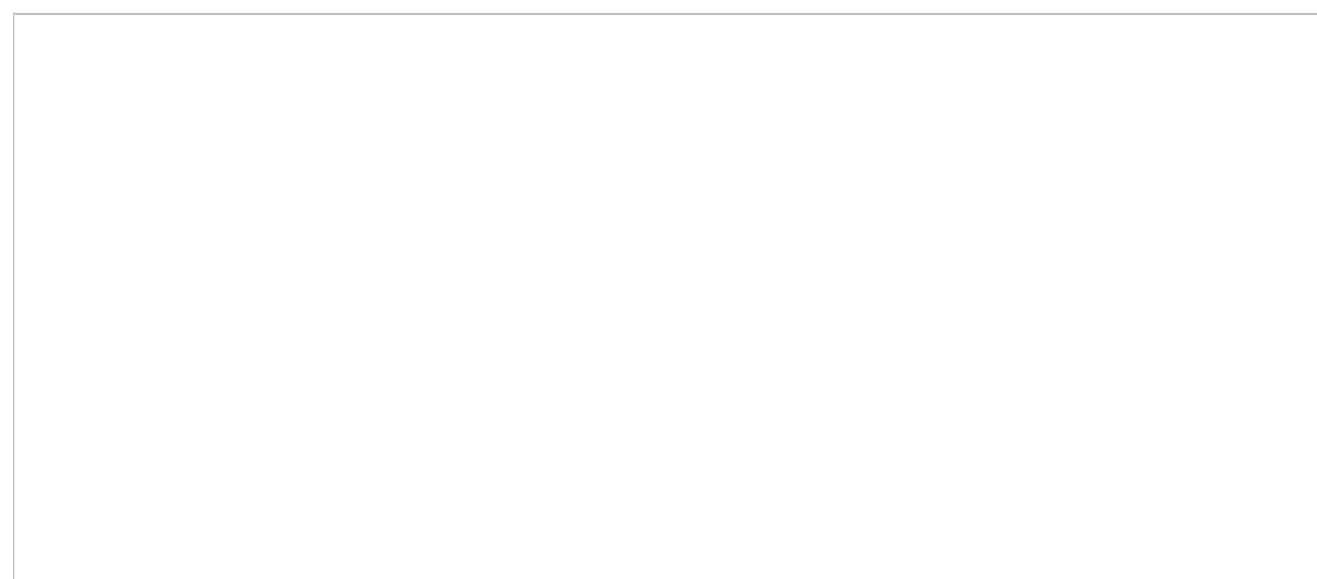
Member Cards	This section lists the cards that have been assigned to a customer. A customer will generally only require one card but if they lose a card, or it expires, a new card will need to be assigned. A list of all cards are kept so that if a stolen or invalid card is used, the system can identify it.
Card Number	<p>The number assigned to the card. This can be alphanumeric, for example ABC1212122.</p> <p>If the card format starts with a semi colon, enter the card number (as the semi colon symbol is ignored).</p> <p>If the card format starts with any other character for example %, this character must prefix the card number hence %ABC1212122 should be entered.</p>
Status	The status of the card. This will usually be 'Available' but can also be 'Unused', 'Lost' or 'Stolen'.
Valid From	The date from which the card is valid. This is not required, in which case the card is valid immediately.
Valid To	The date to which the card is valid. This is not required, in which case the card will never expire.

Point Rules

This function allows you to define the point rules the system should use to determine how points are calculated. See [Point Rules](#) for further details.

Click on the tab you require help with.

Figure: Example Point Rules Screen



Export Members - Basic

This function allows you to select a range of members and export their details to a comma-delimited file. You can then use this file as part of a mail-merge to send letters or email to the members. Use the *Save Filter* button to save a defined set of filter details or the *Open Filter* button to load an existing filter that has been previously saved.

Figure: Example Export Members Screen



Select Members

These are the basic selection details. Many of the selection allow you to enter a From and To range. If you leave both values empty, the selection criteria will not be used. If you enter both then all members whose details lay within the range will be selected. If you only enter a From value, any member with a value more than this value will be selected. If you only enter a To value, any member with a value less than the this value will be selected.

Last Name	All members whose Last name is within the specified range will be selected.
Points	All members with total points between the specified range will be selected.
Last Visit	All members who last visited between the date range will be selected. This is last visit only. If the member has made a visit after the To date, they will not be selected.
Visited	All members who visited between the date range will be selected, regardless of when they last visited.
DOB	All members born within the date range will be selected. This is actually date of birth. Only members born during the same year will be selected.
Birthday	All members who have a birthday within the date range will be selected.
Postcode	All members whose postcode is within the range will be selected.
Created	All members created between the date range will be selected.
Customer Card	All members with a card number between the range will be selected.
Card Expires	All members who have a card that expires between the date range will be selected.
Transaction Value	All members who have transactions that fall within the filter range will be selected.
Customer Type 1-5	Only members of these customer types will be selected. The system will only show a combobox for each customer category that you use. If you only use the first two customer categories, you will only see two comboboxes.
Visited Days	Only members who have visited on the selected days of the week.
Sales Between	If you want to sequence the customers by sales, this is the statistics period for which the sales should be checked. The EOD process Update Member Statistics

Order Members By

The sequence by which the members should be sorted.

Postcode, Name
Postal Postcode, Name
Name
Sales (High To Low)
Average Sales (High To Low)
Expired Date

Maximum Members

Maximum Members To Show	The maximum number of members to export. The system will sort the members then take the first x customers.
--------------------------------	--

Export File

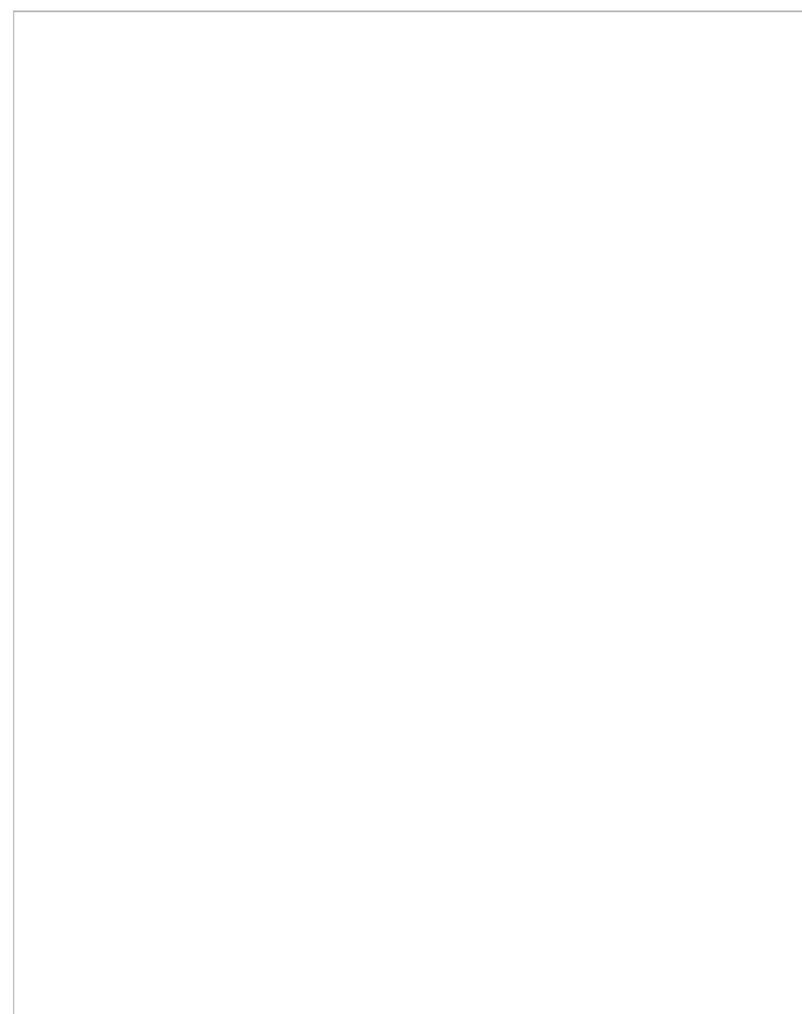
FileName	The name of the file to which the customer data should be written.
-----------------	--

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Member Upgrade Rules

This function allows you to define rules to control how a member can be upgraded or downgraded to a new category. See [Member Upgrading/Downgrading](#).

Figure: Example Member Upgrade Screen



The details required for each rule are:

Group	Rules can be grouped together for better processing. For example, you may want to process upgrade rules every day and downgrade rules once a month. Simply give the same group number to rules that you want to process together.		
Current Customer Type	The current customer type, for example SILVER.		
Calculation Type	The way the system should perform its calculation to see if the rule will be used to upgrade or downgrade a customer. <table border="1"><tr><td>Specific Points Level</td><td>The system will compare the current balance to the <i>Threshold Level</i>. If the balance is higher, the rule passes the test and can be used. This option is simplistic and does not take into account the history of earning and redeeming points. A customer may have</td></tr></table>	Specific Points Level	The system will compare the current balance to the <i>Threshold Level</i> . If the balance is higher, the rule passes the test and can be used. This option is simplistic and does not take into account the history of earning and redeeming points. A customer may have
Specific Points Level	The system will compare the current balance to the <i>Threshold Level</i> . If the balance is higher, the rule passes the test and can be used. This option is simplistic and does not take into account the history of earning and redeeming points. A customer may have		

	earned 10000 points and redeemed 9999 points, leaving a balance of 1 point. Do you really want to treat that customer the same as a customer who really did earn only 1 point over the same period of time?				
Points Earned Over X Days	The system will compare the points earned over the last x days to the <i>Threshold Level</i> . If the amount is higher, the rule passes the test and can be used. This method addresses the issue of looking at the actual points earned over a period of time, but it needs to look at the raw details every time which can make it an intensive process which may take longer to run than allowable.				
Points To Date	The system will keep track of all sales and adjustments to the points account (this is called Value To Date). This value is compared to the Threshold Level. If the amount is higher the rule passes the test and can be used. The Value To Date is then reset to zero and the number will start to grow again until the next time the customer is upgraded/downgraded. This is similar to the previous option but because it is keeping a 'to date' value, it can quickly refer to that number instead of looking at the raw details each time.				
Upgrade Type	This indicates what the purpose of the rule is. Does the rule exist to upgrade a customer, downgrade them, or simply retain their current level. It does not effect the actual calculations but is for information only.				
Check When Period	This controls when this rule is actually checked. It also checks how the expiry date of the customer's card is extended. <table border="1" data-bbox="289 1249 1588 1738"> <tr> <td>AnyTime</td> <td>The rule will be checked anytime the upgrade process is run. You would generally set upgrade rules to be Anytime so that the customer can be upgraded as soon as they have earned enough points. You shouldn't use this option for downgrade or retain type rules because you have to give the customer time to actually earn points. If you use this option, you will be upgrading the customer as soon as they have earned enough points. The expiry date of the customer's card is set to be the current date plus the required number of months (in <i>Additional Months</i>).</td> </tr> <tr> <td>Card Expired</td> <td>The rule will be checked only when the customer's card is about to expire. You would generally set downgrade and retain rules to Card Expired. Just as the card is about to expire, you check to see if the customer has enough points to retain their current level or if they need to be downgraded. It is possible that you could use this option for upgrade rules if you only want to upgrade customers when their card is due to expire, rather than as soon</td> </tr> </table>	AnyTime	The rule will be checked anytime the upgrade process is run. You would generally set upgrade rules to be Anytime so that the customer can be upgraded as soon as they have earned enough points. You shouldn't use this option for downgrade or retain type rules because you have to give the customer time to actually earn points. If you use this option, you will be upgrading the customer as soon as they have earned enough points. The expiry date of the customer's card is set to be the current date plus the required number of months (in <i>Additional Months</i>).	Card Expired	The rule will be checked only when the customer's card is about to expire. You would generally set downgrade and retain rules to Card Expired. Just as the card is about to expire, you check to see if the customer has enough points to retain their current level or if they need to be downgraded. It is possible that you could use this option for upgrade rules if you only want to upgrade customers when their card is due to expire, rather than as soon
AnyTime	The rule will be checked anytime the upgrade process is run. You would generally set upgrade rules to be Anytime so that the customer can be upgraded as soon as they have earned enough points. You shouldn't use this option for downgrade or retain type rules because you have to give the customer time to actually earn points. If you use this option, you will be upgrading the customer as soon as they have earned enough points. The expiry date of the customer's card is set to be the current date plus the required number of months (in <i>Additional Months</i>).				
Card Expired	The rule will be checked only when the customer's card is about to expire. You would generally set downgrade and retain rules to Card Expired. Just as the card is about to expire, you check to see if the customer has enough points to retain their current level or if they need to be downgraded. It is possible that you could use this option for upgrade rules if you only want to upgrade customers when their card is due to expire, rather than as soon				

as they earn enough points.

If you use this option, the expiry date is the card's current expiry date plus the required number of months.

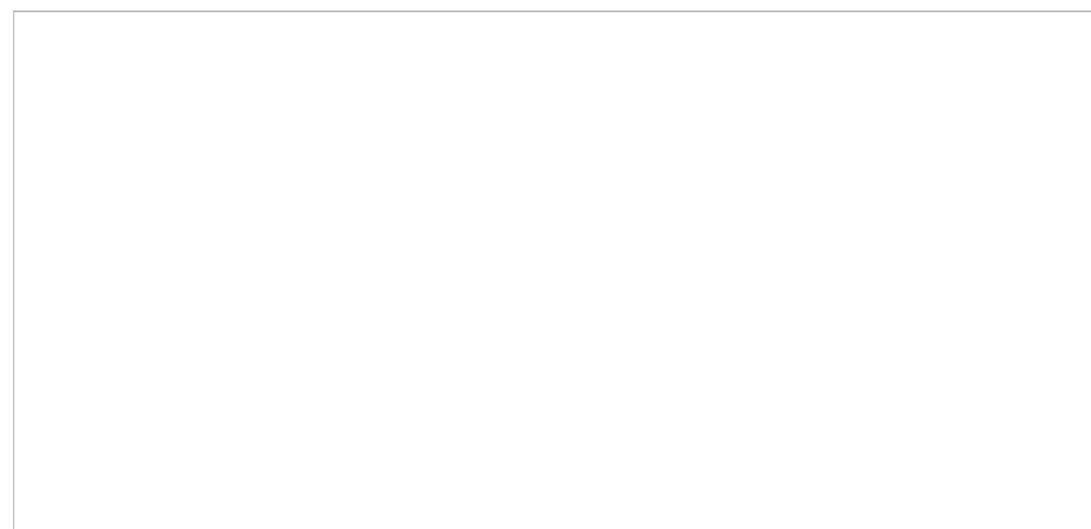
Note: The system doesn't want until the actual card expiry date before using this rule. It will check a few days before the card is expired in order to ensure that if the customer uses the card on the expiry date, it will have been extended as required, so the customer doesn't get a 'Card Expired' error.

Threshold Level	When the system calculates the points based on Calculation Type, it compares the points to this number. If the points are greater than or equal this number, the rule is passed.
Check Last x Days	If the <i>Calculation Type</i> is 'Points Earnt Over x Days', this is the number of days that the system will check
New Customer Type	The new customer type, if the rule is passed, for example GOLD.
Additional Months	If a customer passes this rule and their card is about to expire, this system will extend the card's expiry date. It will add on this number of additional months to the date. To extend the expiry date by one year, set this to 12.
Calc Date As End Of Month	If this option is checked off, the expiry date is simply calculated as the current date (either the current date or the card's expiry date, depending on the <i>Upgrade Type</i> above) plus the number of additional months. So 4 June plus three months would be 4 September. If the option is checked on, the expiry date will be calculated as the current date, moved to the end of the month plus the number of additional months. So 4 June would become 30 June plus three months, 30 September.
Reference	This simply allows you to record your own reference (perhaps from a third party system) against the rule.

Upgrade Members

This function is used to actually upgrade or downgrade members according to the rules defined using [Member Upgrade Rules](#).

Figure: Example Upgrade Members Screen



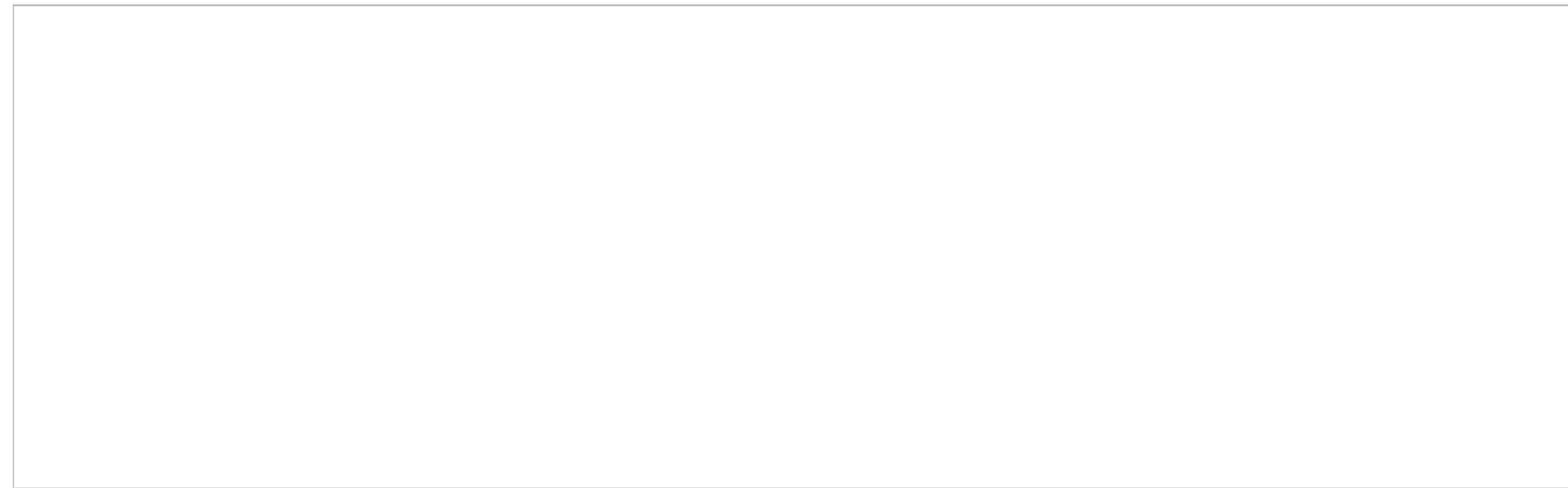
The required parameters are:

Process Date	<p>This is the date on which the system will base its rule calculations. If the rule has a <i>Calculation Type</i> of 'Specific Points Level', the system can only use the current balance as of when the process is run and this date is ignored. However, if you use the <i>Calculation Type</i> of 'Points Earned Over X Days', the system will use this date. If the rule says 'calculate points over 30 days'. It will calculate the date based on this From Date, for example From Date - Number Of Days. This allows you to run the function during the month for the end of the previous month.</p> <p>When checking for cards that are about to expire, the POS will look for cards which expire between the Process Date and Process Date + 3. This picks up cards about to expire and checks them before the customer gets to the POS and receives a card expired error.</p> <p>If a rule is applied to a customer, the system will record the date against the customer and won't process the same customer for another three days. This will prevent it being picked up again as per the previous point.</p>
Customer Type 1	If this is specified, only members of this type will be checked.
Group	A specific group of rules that you want to process. If you want to process all rules, leave this empty.

Points Expiry Rules

This function is used to record the rules which will determine when points will [expire](#). You can enter as many rules as required and the system will select the most appropriate one.

Figure: Example Points Expiry Rules Screen



The details required for each rule are:

Location	The location which will use this rule. This can be a store or a group.
Customer Type	The customer category to which this rule will apply. If this is not entered, the rule will apply to any customer.
Department	The department to which this rule applies. If left empty, the rule applies to all departments.
Category	The category to which this rule applies. If left empty, the rule applies to all categories.
Group	The group to which this rule applies. If left empty, the rule applies to all groups.
Subgroup	The subgroup to which this rule applies. If left empty, the rule applies to all subgroups.
Item Number	The item to which this rule applies. If left empty, the rule applies to all items.
Expiry Type	This will always be Expire In x Days. This indicates the points will expire in a certain number of days.
Days Before Points Will Expire	The number of days the points will last. The system will calculate the expiry date as the current date plus this number of days.
Expire End Of	If this is checked on the expiry date will be calculated and then moved to the end

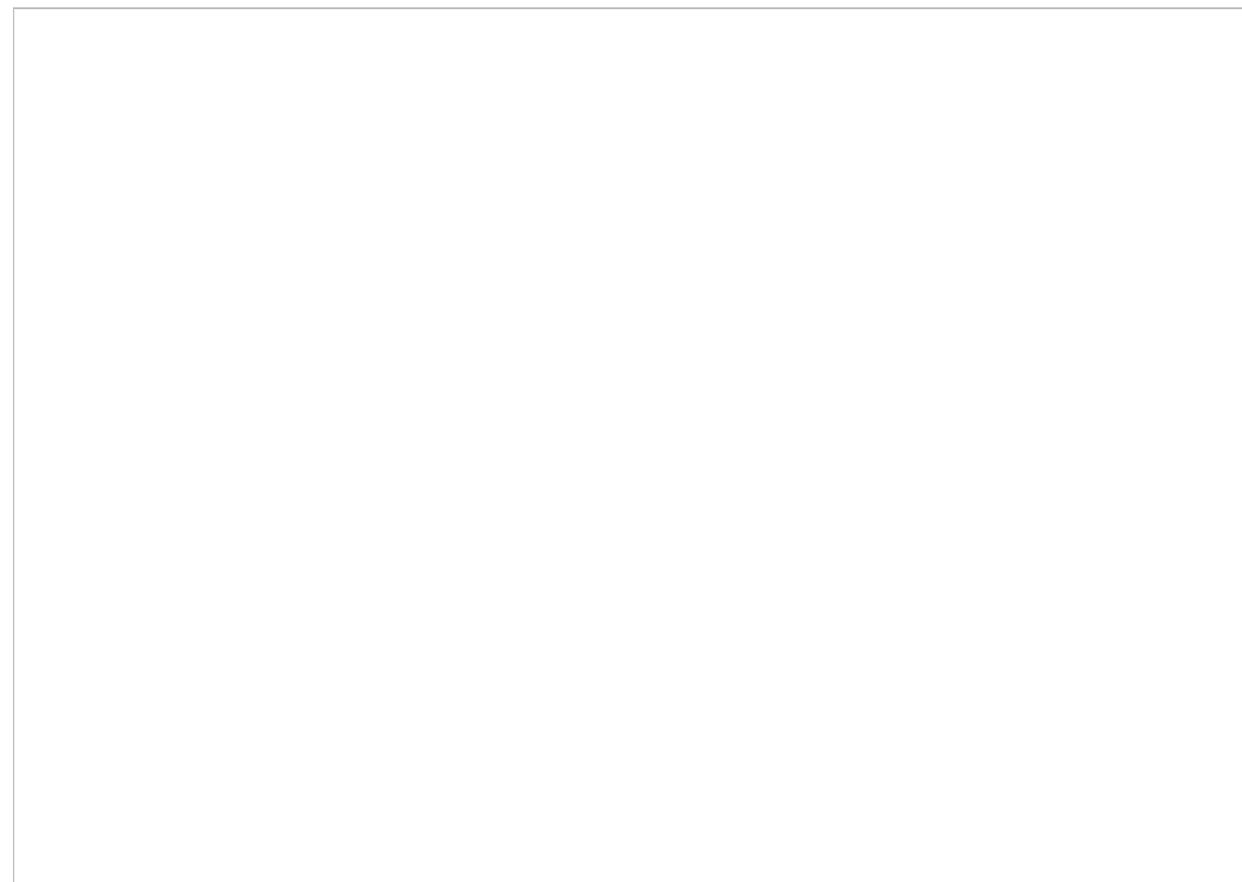
Month	of the month.
Time Of Day Points Will Expire	The time of day the points will expire. This is usually midnight. However, you can set the rule up so points will expire at a certain time of day. In this case the system will look at the current date/time. It will add the number of days to get the expiry date. The time of the expiry date will be set to this time. If the current time is greater than this specified expiry time, the expiry date will be set to the following day.

Importing Members

MerchantInterfaceProcess.exe IMPORTMEMBERS

This function is used import members into your system from a comma delimited file (.csv).

Figure: Example Import Members Screen



Data File	The file that you want to import. Press the Data File button to do a search for the file.
Ignore First Line	If this is checked on, the first line of the file will be treated as a column header line, that is no actual data, and will be ignored.
Field Grid	The system will load the first line of the data file and show each field. The first column is what the name of the field should be. The second column is same data from the file. You can use this to check that the columns of the data file are positioned correctly before you load the actual file.
Load to this Location	Each member has to be assigned to a Store location. Set this field to be the location you assign to each member being imported.
Postal Address Same As Street Address	If this is checked on, the Postal Address for the member is set to be the same as the Street Address.
Overwrite/Update	If this is checked on the file will overwrite any existing data.

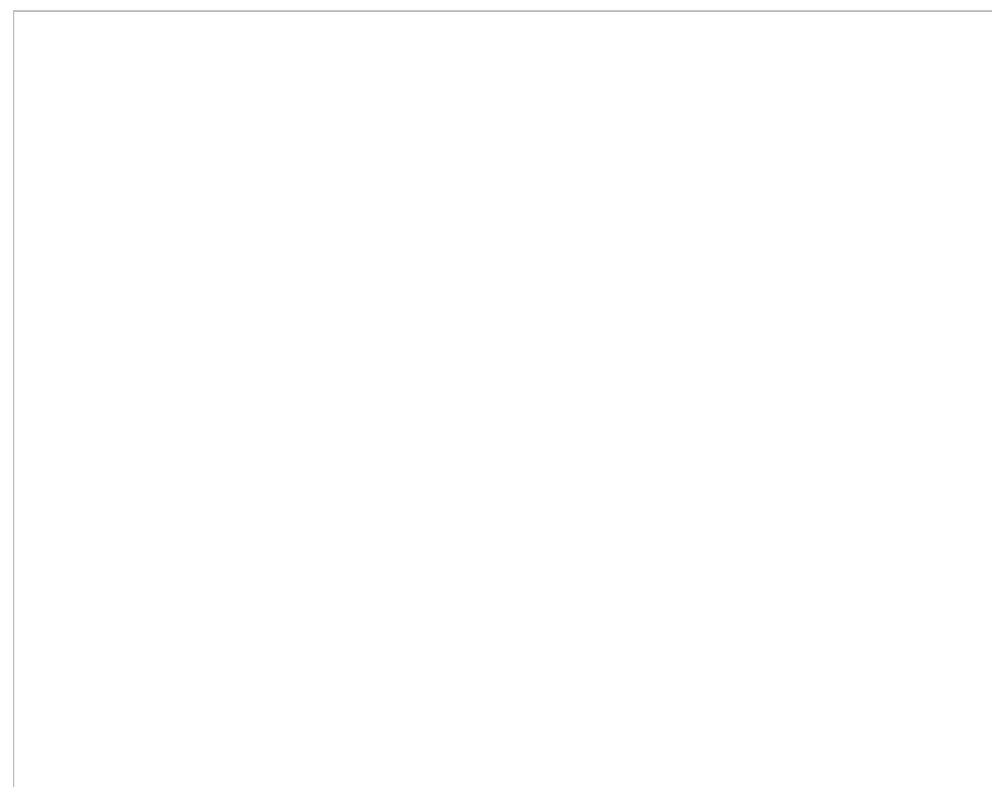
Data	
Load Data	Check this option on to load the data. If this option is checked on, the system will simply check the data is valid.

Refer to [How Do I Import Members?](#) for the format of the member file.

Email Template

Simple email templates can be created for use within the B2B service to automatically email new loyalty members with a standard email. Requires the *Send Loyalty New Member Email* check box on the [Loyalty](#) tab in System Settings to be enabled .

Figure: Example Email Template Screen



Code	Unique identifier.				
Type	<table border="1"><tr><td>NEWMEMBER</td><td>To specify a new Loyalty member email.</td></tr><tr><td>STATEMENT</td><td>Reserved for future use.</td></tr></table>	NEWMEMBER	To specify a new Loyalty member email.	STATEMENT	Reserved for future use.
NEWMEMBER	To specify a new Loyalty member email.				
STATEMENT	Reserved for future use.				
Description	A simple description of the template.				
Template Subject	The email subject.				
Template Message	The email message (body). When specifying the email message, certain token fields can be replaced automatically by the system. At present the token if used will be replaced by the customers Title and Last Name fields.				

Reporting

- [Report Layout](#)
- [Report Manager](#)
- [Upload Report Files](#)
- [User Definable Reports](#)

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Access Interface Report

□ What Is It?

The Access Interface takes the raw data from within the system, for example dept sales, stock movements, goods receipts and so on, and exports them into csv files suitable for entry into the Access third party system. See [Access Interface Report Format](#) for more information.

□ Commands

Client - REQUESTREPORTEOD.EXE ACCESSINTERFACE

Server - REPORTEOD.EXE

□ What Are The Report Parameters?

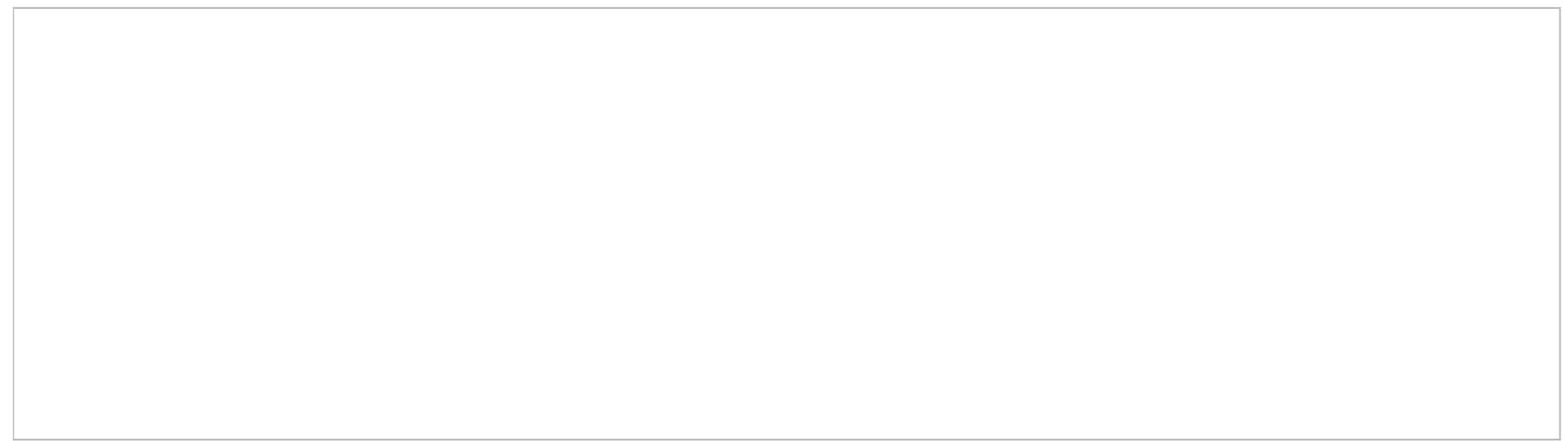
Location	Transactions will be extracted for the selected location. If this is a group, all locations within the group will be extracted.
Update Data As Processed	When you run the report, it will show all data since the last time the data was extracted. If this flag is checked on, it tells the system that the data has been definitely extracted. Next time the report is run, it will use this as the starting point to get the next set of data. You might run the report once with this option checked off so you can check the data, then you would run it again with the option checked on to finalise the data.
From Date/To Date	<p>The report keeps track of internal counters to ensure it gets all data since the last extract. This is the most efficient means of ensuring all data is extracted properly. However, if you want to run the report for a previous date range for auditing purposes, you have to use these options. If you leave these dates empty, the report runs in its normal mode, that is it uses the internal counters to determine the new data. If you enter the dates it ignores the counters and uses the dates to extract the data.</p> <p>Note: Because the selection criteria used for data extraction are different, there is a very slight possibility that different results may occur. This is highly unlikely but you should be aware the possibility exists.</p>

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Access Interface Report



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Account Statements

What Is It?

The statements are printed as part of the accounts system. Each statement shows the opening balance, transactions for the period, closing balance and the amount outstanding. The statements are printed in account name order.

The last page of the statements is a summary page. It shows various details such as the total Balance Brought Forward, Sales, Payments, Adjustments and Closing Balance. It also shows the number of statements printed and the number of statements suppressed. (A suppressed statement is one which doesn't need to be printed because its balance isn't within the required balance range.)

At the top of each statement, the system will print the company name, address, phone, fax and tax numbers. Exactly what is printed will depend on settings you have made in the system.

Commands

Client - REQUESTREPORTACCOUNTS.EXE ACSTATEMENTS MEMCR

Server - REPORTACCOUNTS.EXE

□ What Are The Report Parameters?

To Date	This is the closing date for the statements. All transactions up to and including this date will be recorded.
Payment Terms	All accounts with this payment term will be printed. If left empty, all accounts will be printed.
Account	<p>The code of a specific account to print a statement for. If left empty, all accounts for the selected payment term will be printed. If you don't know the code, press the Accounts button to do a search. You should do an Accounts Rollover, immediately after printing the statements so that the transactions will not appear on the next statement for the same account (unless of course this is what you want to happen).</p> <p>Note: If you only print the statement for one account and then do a rollover, only that account will be rolled over. Other accounts with the same payment term will not be effected since they didn't have a statement printed.</p>
Print Balances Between	By default, accounts of any balance will be printed. This option allows you to set a range of balances so that only accounts within that range will be printed. For example, if you only wanted to send statements for accounts greater than \$20, you would set the range from \$20 to \$99999999.
Statement Message	<p>This message will appear at the bottom of each statement. It defaults to the message recorded against the selected Payment Term. This means that you can have a different message for fortnightly and monthly accounts.</p> <p>You can change the message if you required. For example, at Christmas time you may wish to change the message to include seasons greetings.</p> <p>You can record a message against a payment term by selecting Settings Codes Payment Terms from the menu at the top of the form.</p>
Print Zero Balance Statements	By default this option is checked on. This means that you will get one statement printed for each account with a non-zero balance or at least one transaction during the statement period. Even if the result of the transactions means the account balance is now zero, you will still get a statement. If you find you have a lot of small accounts which are paid during the statement period, you can check this option off. This will mean that if an account has a zero balance it will not be printed, even if there were transactions during the statement period.
Summarise Old Transactions	If this option is checked on, the report will add all the outstanding transactions from before the From Date and show it as a single starting balance. If the option is checked off, the report will show all the outstanding transactions before the From Date.

**Process and
Send Electronic
Statements**

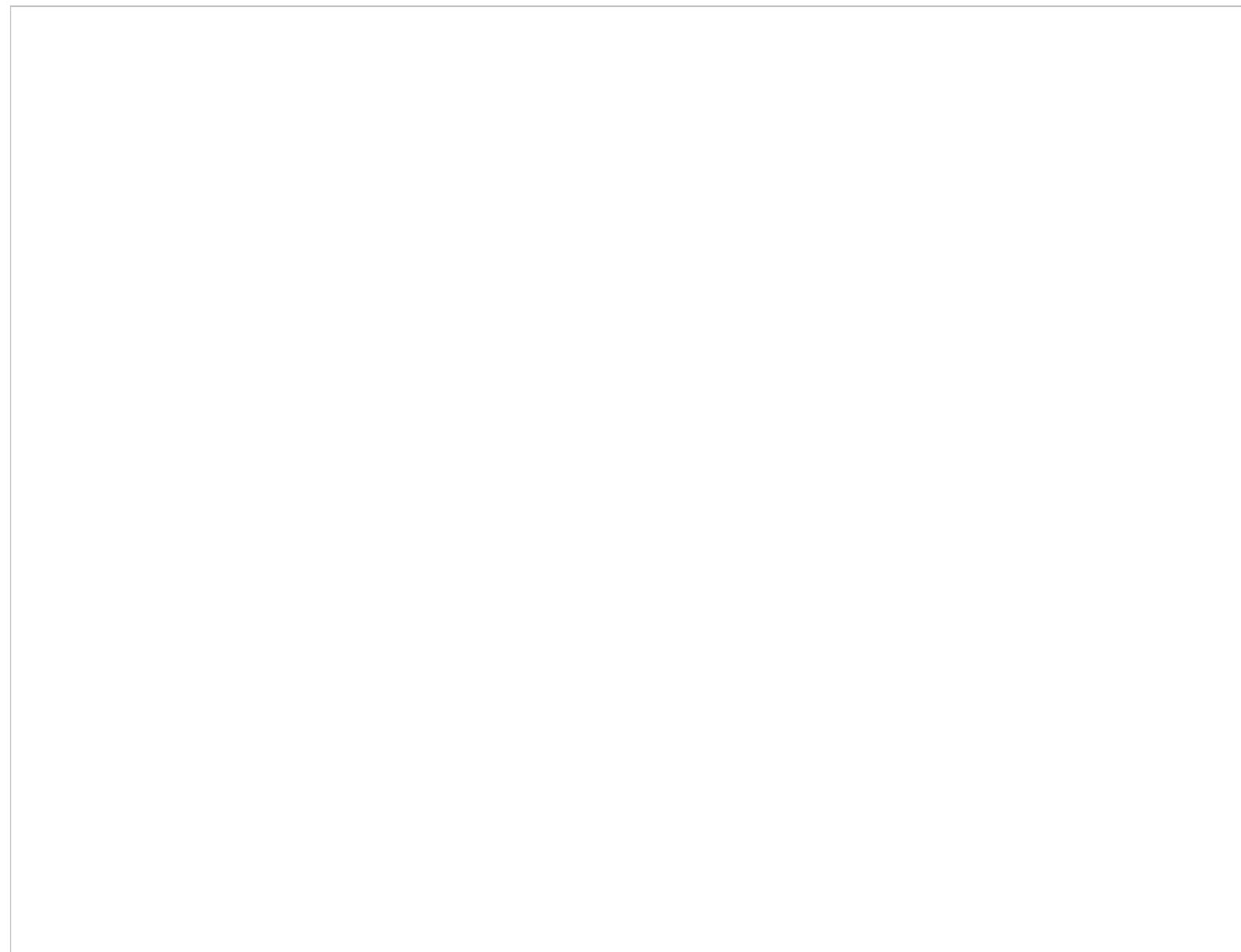
This check box is used to select whether an electronic statement for those members that have been flagged as requesting electronic statements is generated. This check box is only visible as part of the 'MEMPTS' report statements at present.

Note, there is an additional parameter which is not displayed on the form. It is specified when the task is started and is the ledger code for which the statements need to be printed (see [Account Types](#) for valid ledger codes). For example, if you wanted to add this report to the menu to print supplier rebate statements, you would specify 'ACCOUNTSTATEMENTS.EXE SUPPDR'. When you selected this option from the menu you would then be asked for the 'To Date' and 'Payment Term' parameters as specified above.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Account Statement



Accounts Interface Report

□ What Is It?

The Accounts Interface takes the raw data from within the system, for example sales, purchases, rebates, stock adjustments, and so on, and translates them into account transactions suitable for entry into a third party system. There are 7 different accounts interface report formats, as defined on the [Location Accounts](#) basic tab. See [Accounts Interface Report Formats](#) for more information.

The report shows the transactions which need to be posted to the general ledger. It uses data from [Location Accounts](#) to cross-reference the data in the system to the general ledger account codes.

The report uses internal counters to determine the data that should be reported. A summary of these codes is shown at the end of the report. This is for auditing purposes only. It is not data that is posted to the general ledger.

□ Commands

Client - REQUESTREPORTEOD.EXE ACCOUNTSINTERFACE

Server - REPORTEOD.EXE

□ What Are The Report Parameters?

Location	Transactions will be extracted for the selected location. If this is a group, all locations within the group will be extracted.
Separate Locations	If this is checked on, a separate report will be generated for each location. If it is checked off, one report will be generated for all the locations.
Update Data As Processed	When you run the report, it will show all data since the last time the data was extracted. If this flag is checked on, it tells the system that the data has been definitely extracted. Next time the report is run, it will use this as the starting point to get the next set of data. You might run the report once with this option checked off so you can check the data, then you would run it again with the option checked on to finalise the data.
From Date/To Date	<p>The report keeps track of internal counters to ensure it gets all data since the last extract. This is the most efficient means of ensuring all data is extracted properly. However, if you want to run the report for a previous date range for auditing purposes, you have to use these options. If you leave these dates empty, the report runs in its normal mode, that is it uses the internal counters to determine the new data. If you enter the dates it ignores the counters and uses the dates to extract the data.</p> <p>Note: Because the selection criteria used for data extraction are different, there is a very slight possibility that different results may occur. This is highly unlikely but you should be aware the possibility exists.</p>
Show Low Level Details	If this is checked on, the report will show every single transaction that has effected the accounts. This means every item on every sale, every invoice, and so on. As you could imagine, this can result in a lot of data being generated and is usually only used for audit purposes. By default the option is checked off, which means only summary transactions are generated.
Select Output Currency	When the accounts interface report is run, it generates a output file for the location in its local currency. This can be changed via a drop down list prior to running the report. If the combo is left blank, the report will continue and use the default currency of the location.
Discard Report Content	If this is checked on, the report will not generate any data on the report. A report will still be generated however with a line indicating the accounts export file has been created.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Accounts Interface Report for the DRS accounts package

Account	Name	Date	Debit	Credit Location	Reference 1	Reference 2	Error
60907	Test Store						
Other Accounts							
C20	CASH	03/11/2009	351.04	0.00 60907	03/11/2009	CASH	
C98	DISCOUNTS	03/11/2009	5.33	0.00 60907		DISCOUNTS	
C40	TAX	03/11/2009	0.00	22.95 60907			
C7	SALES	03/11/2009	0.00	300.00 60907			
C14	DISCOUNT	03/11/2009	0.00	16.01 60907		DISCOUNT	
C40	TAX	03/11/2009	0.00	2.46 60907			
C7	SALES	03/11/2009	0.00	16.00 60907			
C98	DISCOUNTS	03/11/2009	10.88	0.00 60907		DISCOUNTS	
C40	TAX	03/11/2009	0.00	0.63 60907			
C7	SALES	03/11/2009	0.00	9.00 60907			
		<i>SECTION TOTAL</i>	367.05	367.05			
Sales Stock Accounts							
C45	CONTRA STOCK	03/11/2009	0.00	196.41 60907		CONTRA STOCK	
C8	COGS	03/11/2009	196.41	0.00 60907		COGS	
		<i>SECTION TOTAL</i>	196.41	196.41			
Stock Adjustments							
C43	RECEIPTS	03/11/2009	0.00	2.30 60907		INV COST ADJUST	
C43	RECEIPTS	03/11/2009	0.00	10.00 60907		STOCK	
C45	CONTRA STOCK	03/11/2009	196.41	0.00 60907			
C9	STOCK	03/11/2009	2.30	0.00 60907		INV COST ADJUST	
C9	STOCK	03/11/2009	10.00	196.41 60907		STOCK	
		<i>SECTION TOTAL</i>	208.71	208.71			
		<i>LOCATION TOTAL</i>	772.17	772.17			
		<i>REPORT TOTAL</i>	772.17	772.17			

Aged Credit Note Report

What Is It?

This report shows unredeemed credit notes aged in 30 day periods.

Commands

Client - REQUESTREPORTITEMS2.EXE AGEDCREDITNOTEREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only transactions for this location are shown.
From Date To Date	Only transactions created during this date range are reported.
Customer	Only transactions for this customer are printed. If left empty, then transactions for all customers are reported.
CNNUM	Credit Note number.
Show Redeemed	If this is checked on then any credit note which has been redeemed is reported.
Show Not Redeemed	If this is checked on then any credit note which has not been redeemed is reported.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Aged Gift Certificate Report

What Is It?

This report shows unredeemed gift certificates aged in 30 day periods.

Commands

Client - REQUESTREPORTITEMS2.EXE AGEDGIFTCERTREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only transactions for this location are shown.
-----------------	--

Paper Requirements

This report prints on A4 paper in Portrait mode.

□ Sample Report

Figure: Example Aged Gift Certificate Report

Aged Gift Certificate Report

dmRepGiftCertAged

Location	Location Name	Current	30 Days	60 Days	90 Days	120+ Days	Total
BALT01	SHOP ONBOARD STENA BALTICA	0.00	0.00	0.00	0.00	150.00	150.00
*** END OF REPORT ***		REPORT TOTAL	0.00	0.00	0.00	150.00	150.00

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Aged Trial Balance

What Is It?

This report shows the amount due for each account, aged over a number of periods.

Commands

Client - REQUESTREPORACCOUNTS.EXE ACAGEDBALANCE

Server - REPORTACCOUNTS.EXE

What Are The Report Parameters?

Account Location	Only transactions for this location are shown.
Payment Terms	Only transactions for these payment terms are shown.
Balance Date	Only transactions for this date are shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Aged Trial Balance



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Banking Report

What Is It?

This report shows details of the banking transactions.

Commands

Client - REQUESTREPORTBANKING.EXE HERALDBANKINGREP

Server - REPORTBANKING.EXE

What Are The Report Parameters?

Banking Location	The location for which the banking details are for.
From Trading Period	The start date of the trading period.
From Date	The start date to use for the report.
To Trading Period	The end date of the trading period.
To Date	The end date to use for the report.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Banking Report

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Banking Summary Report

□ What Is It?

This report shows the summarised details for a range of banking transactions. It shows the banking number, who accepted the banking and the date and time the banking was accepted in addition to the totals of sales, income, expenses, and so on.

□ Commands

Client - REQUESTREPORTBANKING.EXE BANKSUMMARYREP

Server - REPORTBANKING.EXE

What Are The Report Parameters?

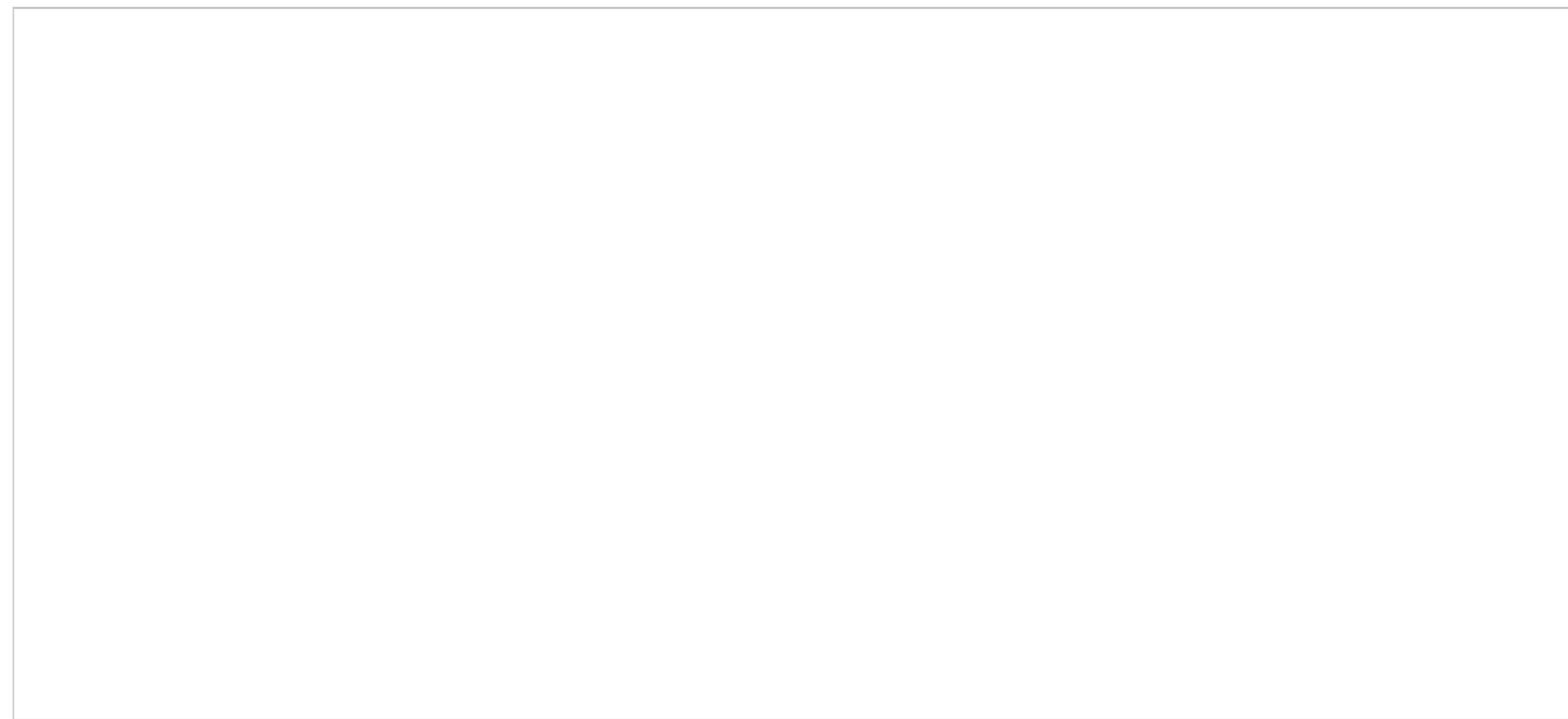
Banking Location	The location for which the banking details are for.
From Banking	The start number of the banking period.
To Banking	The end number of the banking period.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Banking Summary Report



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Belgium Fiscal Report

What Is It?

This report shows

Commands

Client - REQUESTREPORTEOD.EXE FISCALBELGIUM

Server - REPORTEOD.EXE

What Are The Report Parameters?

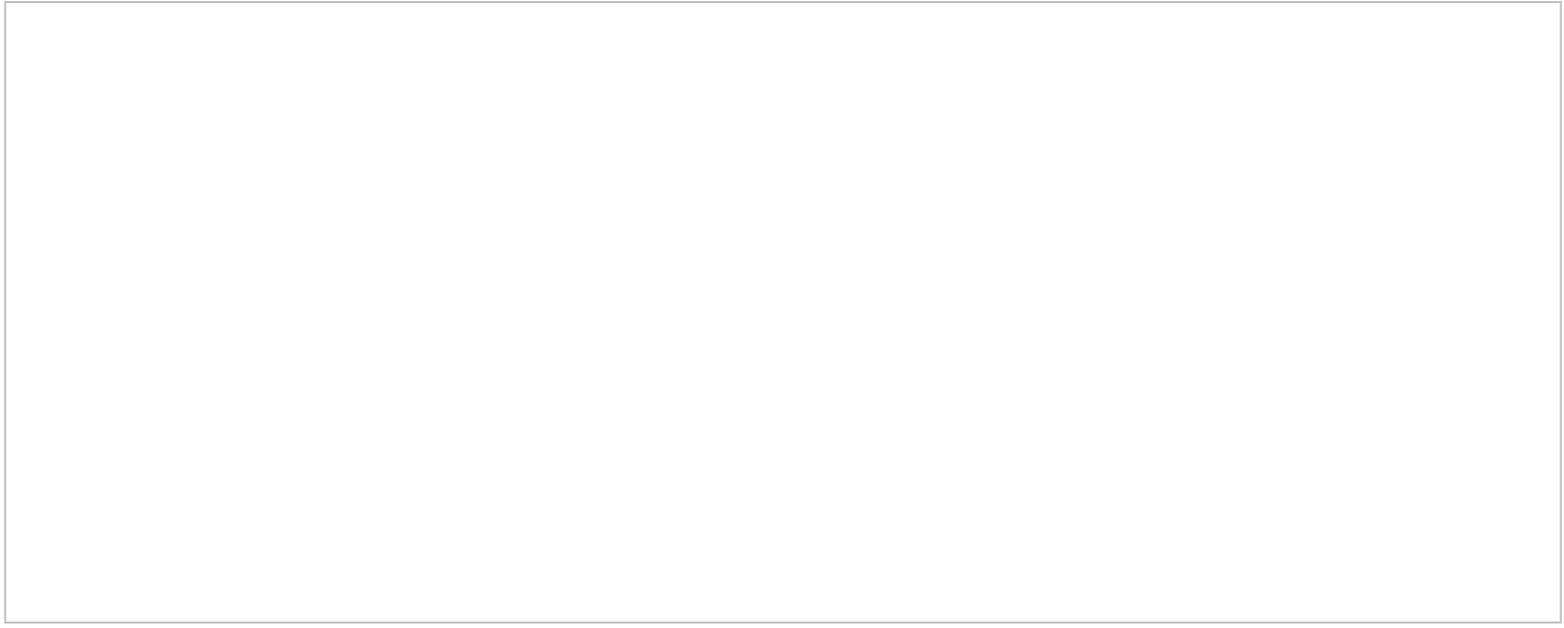
Location	The location for which the banking details are for.
Date	
Till Code	

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Belgium Fiscal Report



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Booking Report

□ What Is It?

This report shows the outstanding booking transactions.

□ Commands

Client - REQUESTREPORTITEMS2.EXE BOOKINGREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only bookings for this location are shown.
From/To Date	Only bookings within this date range are shown.
Customer	Only bookings for this customer are shown.
Operator	Only bookings for this operator are shown.
Separate Locations	If this option is checked off (default), the bookings for all locations are shown on the one report. If this option is checked on, a separate report is generated for each location.
Group By	Sorted by Customer Transaction, Supplier or Item.

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Booking Report

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Category Report

What Is It?

This report simply shows the department, category and group hierarchical structure used in the system. It prints it in a tree structure so that the various levels can be easily identified.

Commands

Client - REQUESTREPORTITEMS.EXE CATEGORYREP

Server - REPORTITEMS.EXE

□ What Are The Report Parameters?

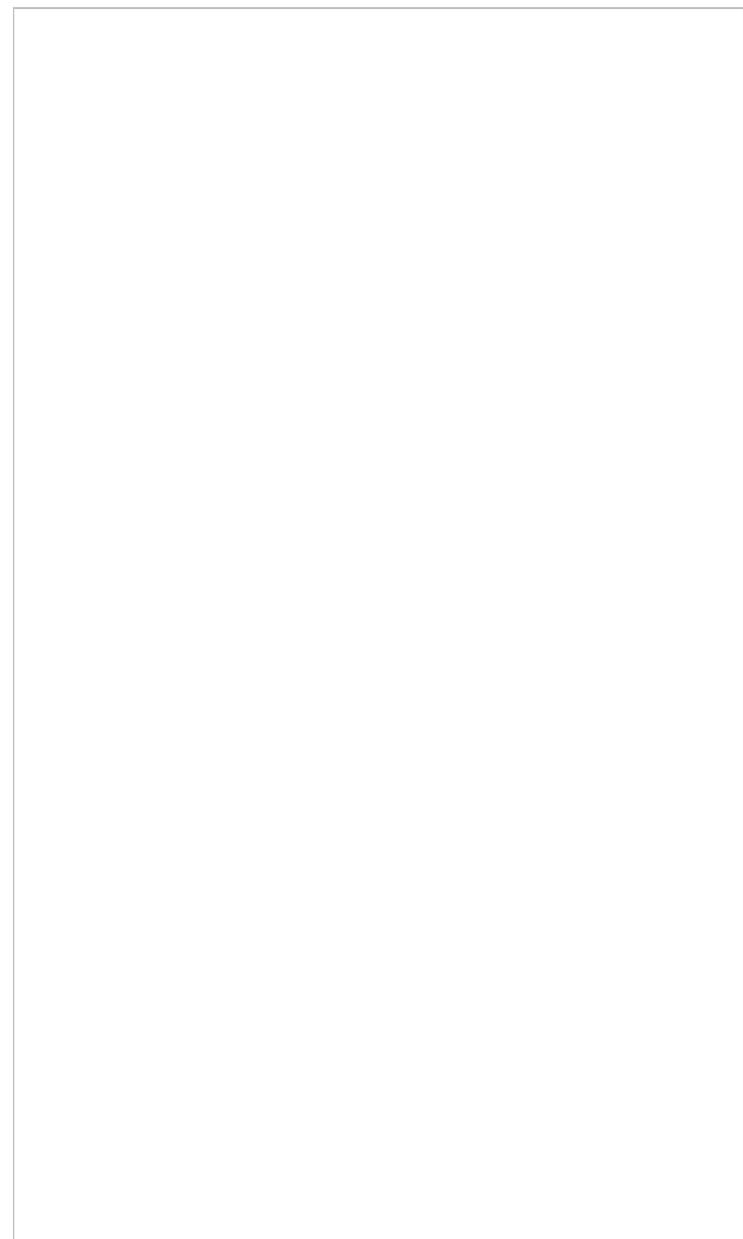
There are no parameters as the report is generated from the [Category Maintenance](#) task.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Category Report



COD Report

What Is It?

This reports shows all outstanding COD (Cash On Delivery) transactions in the system. It shows all the items in the transactions as well as what has been paid and what is outstanding.

Commands

Client - REQUESTREPORTITEMS2.EXE CODREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

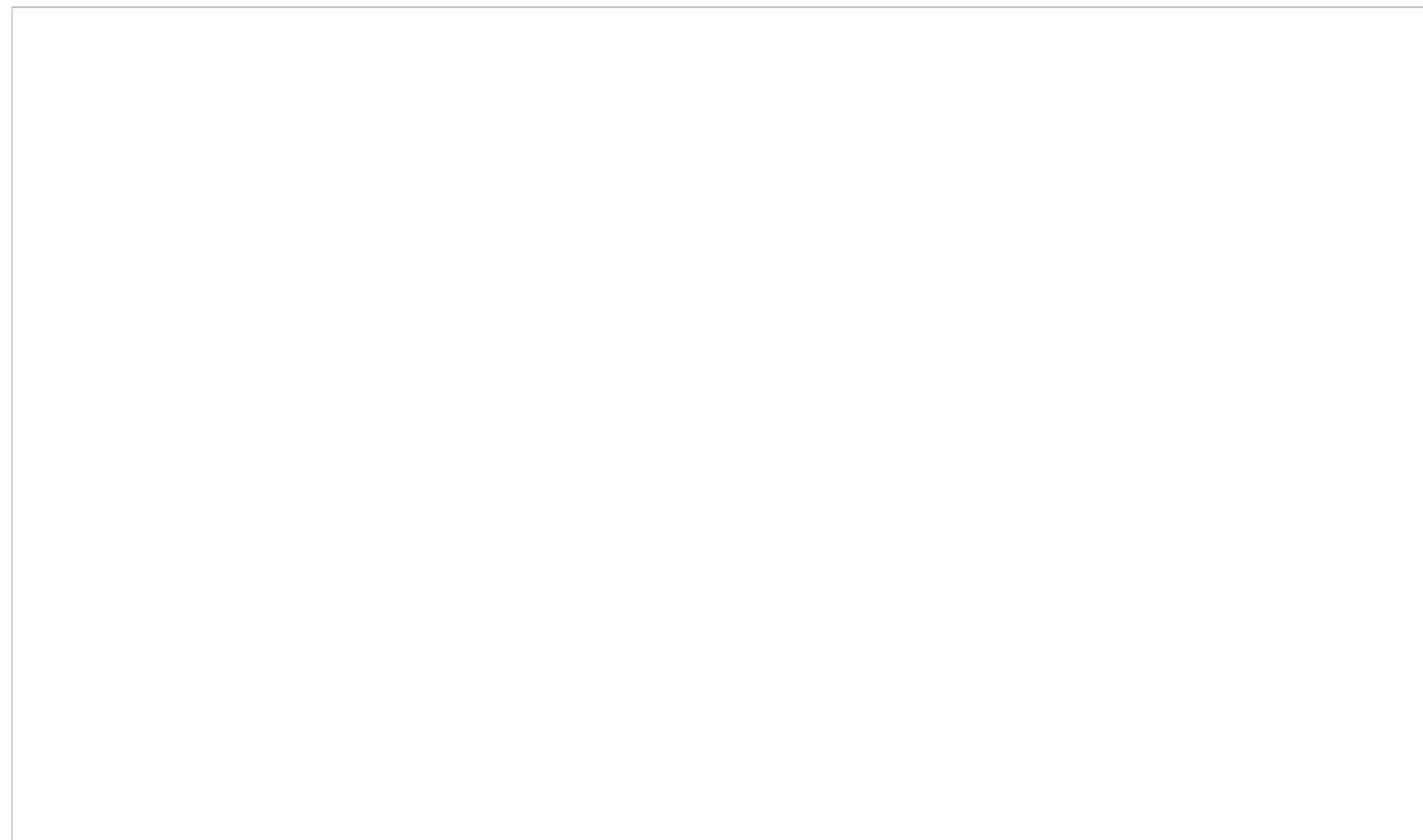
Location	Only transactions for this location are shown.
From Date To Date	Only transactions created during this date range are reported.
Customer	Only transactions for this customer are printed. If left empty, then transactions for all customers are reported.
Operator	Only transactions for this operator are shown.
Separate Locations	If this option is checked off (default), the transactions for all locations are shown on the one report. The transactions are grouped by location. If this option is checked on, a separate report is generated for each report.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example COD Report



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Commission Report

□ What Is It?

This reports shows commissions payable to salespeople depending on their sales. (See [Commissions](#) for more details on how the commission system works.)

The report will be grouped by location code. Within each location, each user will be listed. For each user, the system will show the type of commission paid, and amount paid. It will also show the total ex-tax sales, inc-tax sales, gross profit and quantity sold for all items that were included in that commission type. Totals are shown for each user, location and for the report.

Note: In a location group supporting US-style taxes only, the column including taxes is hidden but in a location group which contains at least 1 VAT-style tax system the column is shown.

□ Commands

Client - REQUESTREPORTUSERS.EXE COMMISSIONREP

Server - REPORTUSERS.EXE

What Are The Report Parameters?

Location	Only sales made in this location are processed for commissions.
From Date To Date	Only sales made during this date range are processed for commissions.
Operator	Only sales made by this user are processed for commissions.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Commission Report

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Credit Note Redemption Report

What Is It?

This report shows credit notes redeemed during the specified date range.

Commands

Client - REQUESTREPORTITEMS2.EXE CREDITNOTEREDEMPTIONREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

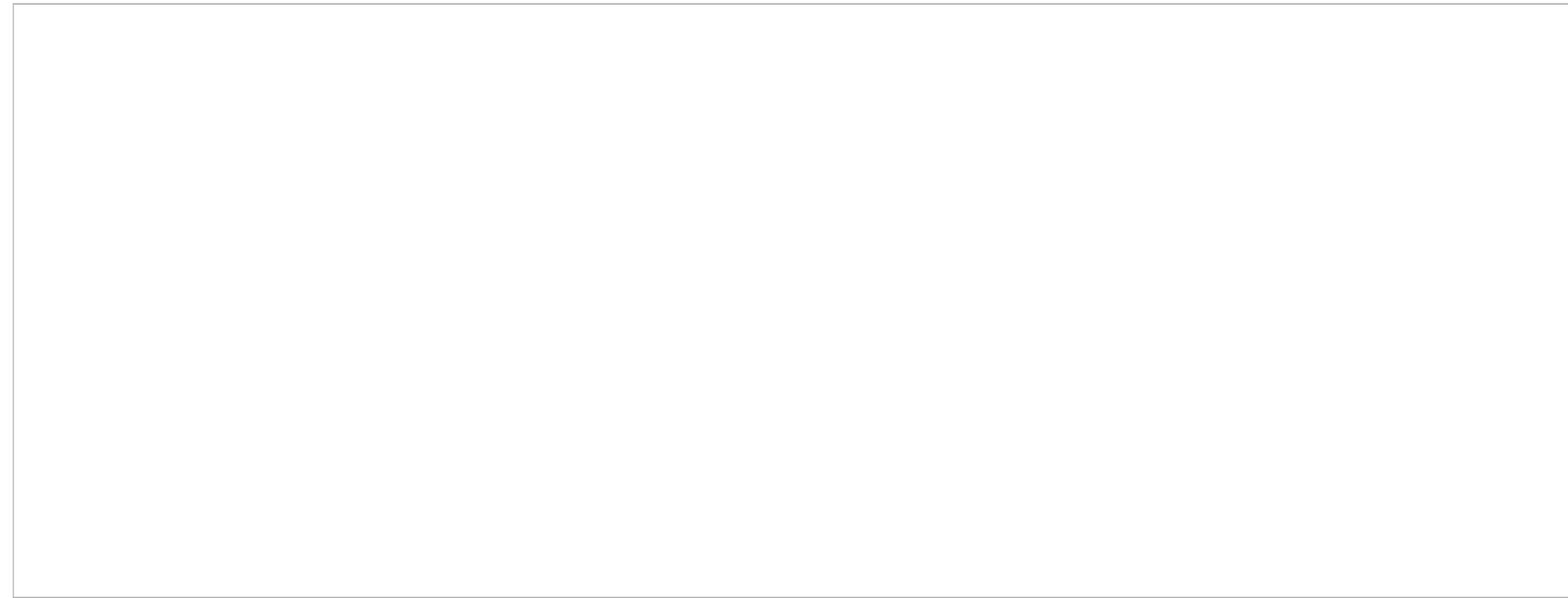
Location	Only transactions for this location are shown.
From Date To Date	Only transactions created during this date range are reported.
Credit Note#	Credit Note number.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Credit Note Redemption Report



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Credit Note Report

What Is It?

This shows credit notes sold and redeemed between a selected date range. It can show redeemed credit notes and/or credit notes which have not been redeemed. It shows the credit note number, the operator who gave the credit note, the customer which received the credit note and its value.

Commands

Client - REQUESTREPORTITEMS2.EXE CREDITNOTEREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only transactions for this location are shown.
From Date To Date	Only transactions created during this date range are reported.
Customer	Only transactions for this customer are printed. If left empty, then transactions for all customers are reported.
Credit Note #	Credit Note number.
Show Redeemed	If this is checked on then any credit note which has been redeemed is reported.
Show Not Redeemed	If this is checked on then any credit note which has not been redeemed is reported.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Credit Note Report

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Credit Note Summary Report

What Is It?

This report shows a summary of credit notes usage for each location during the specified date range.

Commands

Client - REQUESTREPORTITEMS2.EXE CREDITNOTESUMMARYREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only credit notes for this location are shown.
From Date To Date	Only credit notes created during this date range are reported.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Credit Note Summary Report

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Cumulative Stocktake Report

What Is It?

This report shows the total quantity and cost variances for a location over a selection of stocktakes.

Commands

Client - REQUESTREPORTINVENTORY.EXE CUMULATIVESTOCKTAKEREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

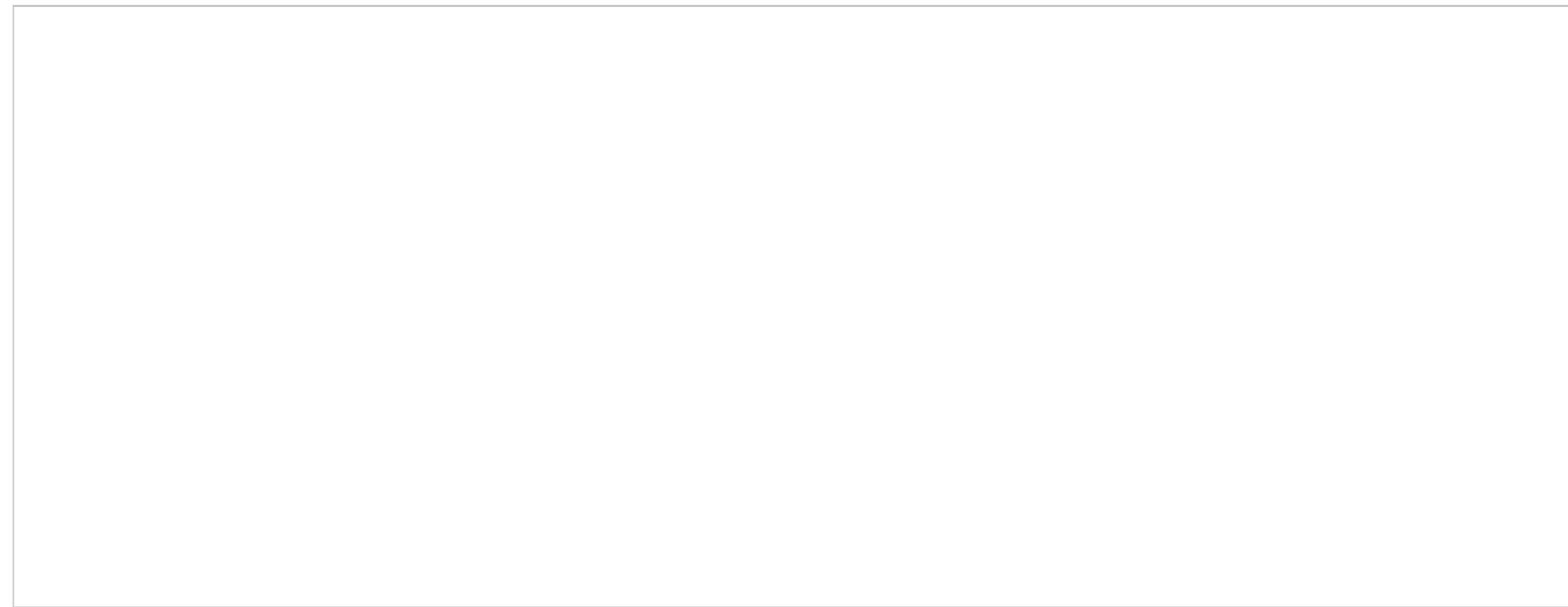
Location	Only stock results for this location are shown.
Stocktake From/To	Only accepted stocktakes created between and inclusive of the stocktake numbers are reported.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Cumulative Stocktake Report



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Currency Rates Report

□ What Is It?

This report shows the exchange rates used to convert one currency to another.

□ Commands

Client - REQUESTREPORTSTENA.EXE CURRENCYRATESREP

Server - REPORTSTENA.EXE

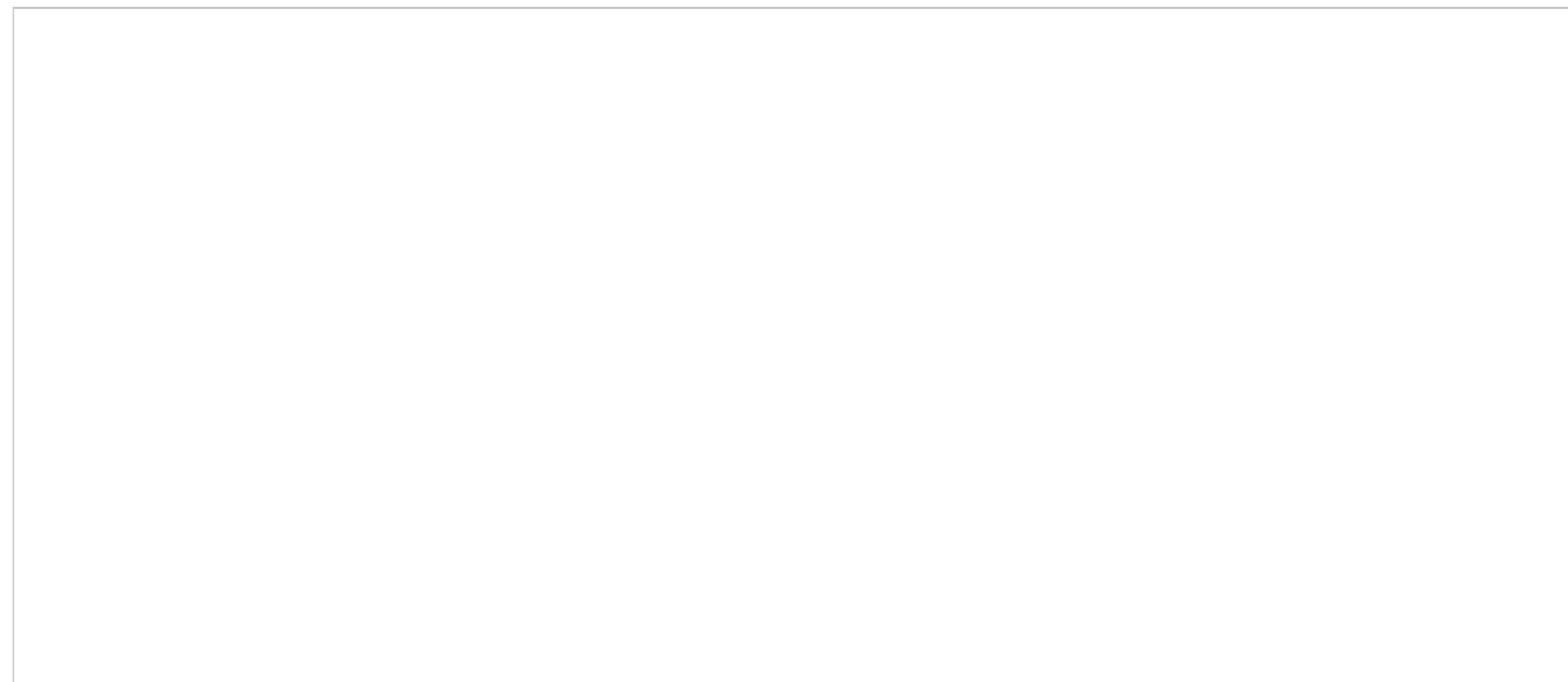
What Are The Report Parameters?

Currency	Only shows exchange rates for the transaction selected.
-----------------	---

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Currency Rates Report



Customer Item Report

What Is It?

This report shows which customers have bought specified items during a date range. The items are grouped into department, category and group. For each item the report shows Date, Time of Transaction, Trans#, Qty, Sales Revenue, Discount, Customer#, Customer Name and Customer Phone.

You can also specify a file name to contain mail merge details for all customers which appear on the report. This mail merge will contain name and address information. It does not contain the details which appear on the report. To export these details, use Report Manager as you would for any other report.

Customers which have the *Accept Mail* option (in the [Customer](#) form) checked off, will NOT be included in this report.

Commands

Client - REQUESTREPORTLOYALTY.EXE CUSTOMERITEMREP

Server - REPORTLOYALTY.EXE

□ What Are The Report Parameters?

Location	Only transactions for this location are shown.
Date Range	Items sold within this date range are reported.
Filename	If you specify a filename here, the system creates a mail merge file containing the details of all the customers that appear on this report. If a customer appears multiple times on the report, they will only appear once in the export file. If you do not specify a filename, a file is not created.
Sales >	Only customers with tax inclusive sales revenue more than this amount are reported. All sales shown on the report for a customer are added together for this comparison. Therefore if you set this option to \$100, a customer with a \$70 sale and a \$40 sale, is reported.
Item	Only transactions for this item are reported. If left empty, all items are reported.
Department Category Group	All items in the selected department, category and/or group are reported. If left empty, all items are reported.
Family Group	All items in the selected family group are reported. If left empty, all items are reported.
Classification	All items in the selected classification are reported. If left empty, all items are reported.
Add Items	<p>Instead of using the previous selecting criteria such as Item, Department, Family and Classification, you can use this option to select very specific items to report on. When you press this button, you are given an item search screen. You can use this to search for required items. When the search results are displayed, you can highlight a single item and press the Select button. This adds the item to the main items grid. Alternatively, when the results are displayed, you can press the Select All button which adds all the listed items to the main items grid. You can repeat this process as many times as required to get a complete list of items to be reported.</p> <p>If you enter any details in this grid, any previous selection criteria is ignored.</p>

Paper Requirements

This report prints on A4 paper in Portrait mode.

□ Sample Report

Figure: Example Customer Item Report



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Customer Order Report

What Is It?

Prints a report showing customer orders which have been placed during a specified date range. It shows the Trans#, When Ordered, Operator who placed the order, the customer the order is for, item number, description, supplier, order code, quantity ordered and sales revenue.

Commands

Client - REQUESTREPORTINVENTORY.EXE CUSTOMERORDERREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

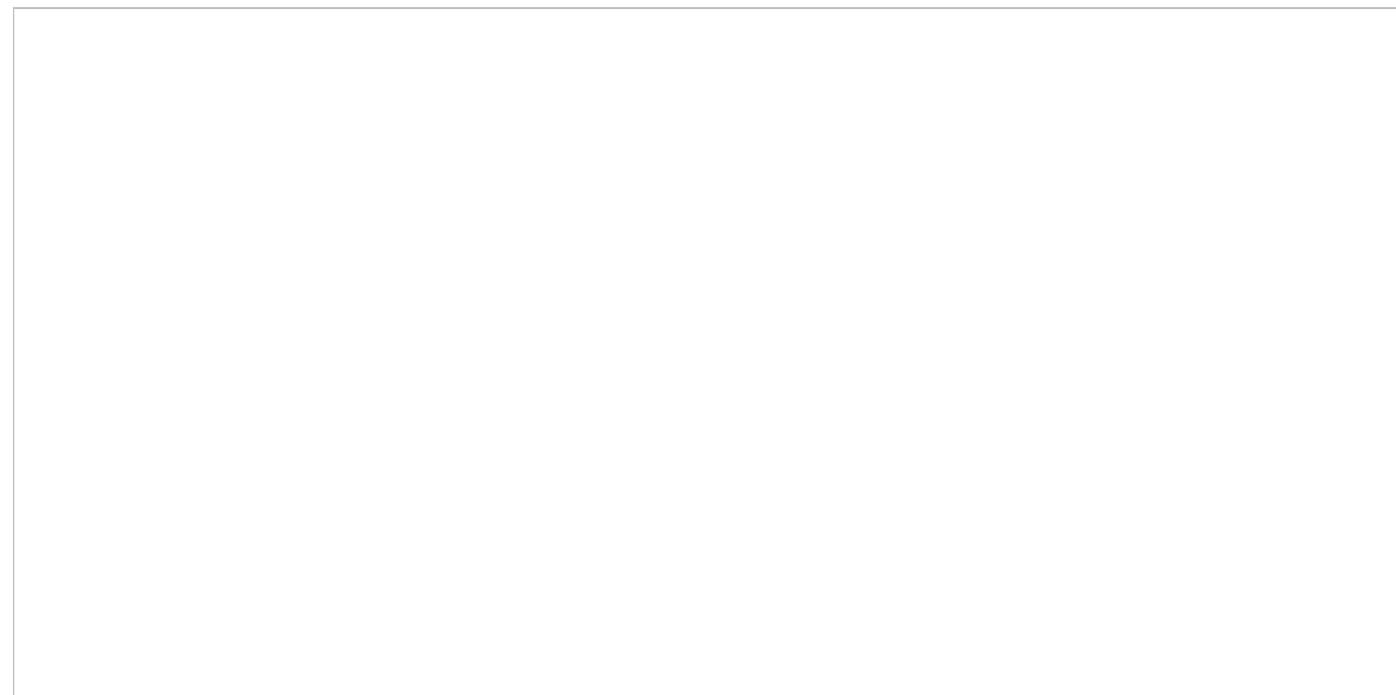
Location	Only transactions for this location are reported. A location group can be specified.
From Date To Date	Customer orders placed during this date range are reported.
Separate Locations	If this option is checked off (default), the transactions for all locations are shown on the one report. The transactions are grouped by location. If this option is checked on, a separate report is generated for each location.
Order By	

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Customer Order Report



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Customer Visits Report

What Is It?

This report will show sales made to customers during a period of time. It does not show the actual items sold, just the value of the transaction. This can be used to determine frequency of visits.

Commands

Client - REQUESTREPORTLOYALTY.EXE CUSTOMERVISITSREP

Server - REPORTLOYALTY.EXE

What Are The Report Parameters?

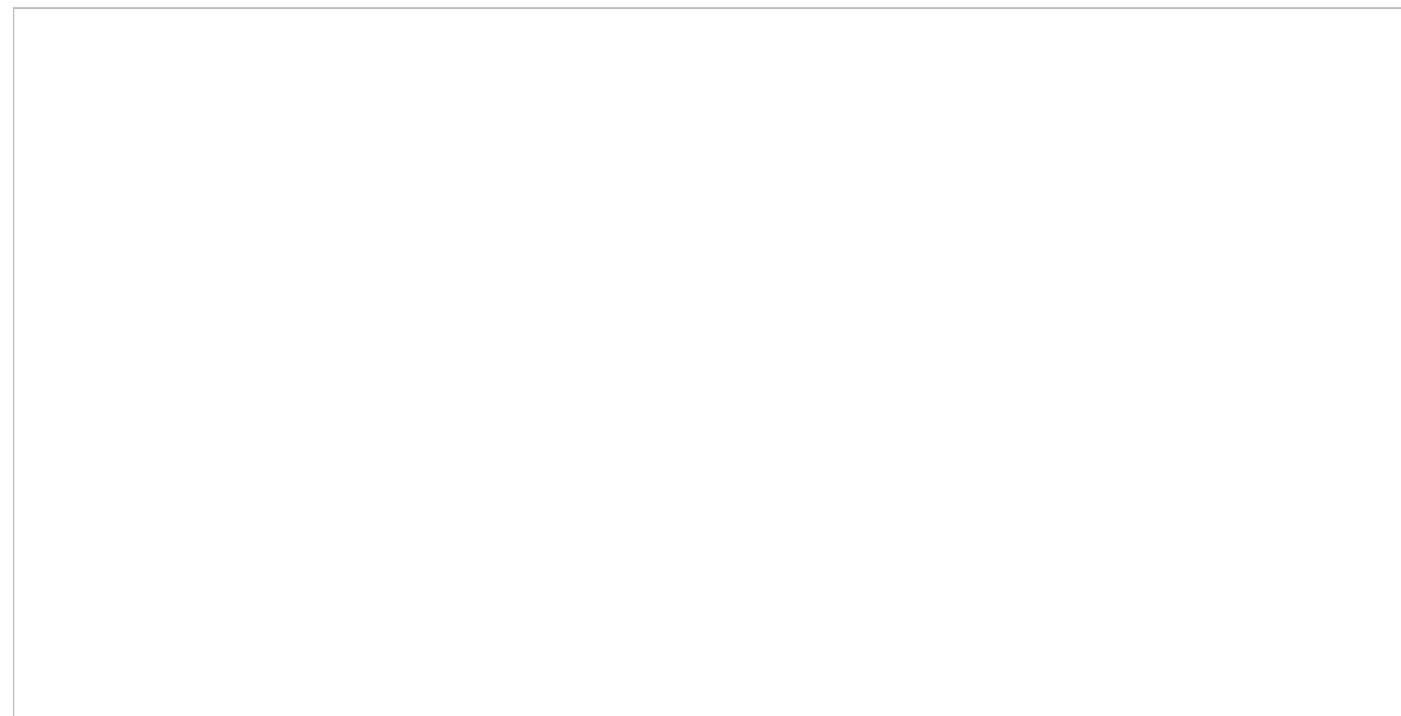
Location	Details will be reported for this location.
Date Range	Sales which occurred within this date range will be reported.
Customer	If this is set, only transactions for this customer will be reported.
Customer Type	Only customers of this type will be reported. If left empty, all customers are reported.
Show Last Visit Only	If checked on, only the customer's last visit will be reported. If checked off, all transactions during the specified date range will be reported.
Save Results	You can save the details of the reported customers for use in mail merging. This setting is the name of the file to store the results in. If left empty, no mail merge file will be created.

Paper Requirements

This report prints on A4 paper in Portrait mode.

□ Sample Report

Figure: Example Customer Visits Report



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Customs Report

□ What Is It?

This report is required for Customs declarations. It shows the opening stock plus deliveries, sales, adjustments, transfers and closing stock for each item.

□ Commands

Client - REQUESTREPORTSTENA.EXE CUSTOMSREP

Server - REPORTSTENA.EXE

□ What Are The Report Parameters?

Location	Only transactions for this location are shown.								
Date Range	Items sold within this date range are reported.								
Report Type	<table border="1"><tr><td>Cross Border</td><td></td></tr><tr><td>Snapshot</td><td></td></tr><tr><td>Detail</td><td></td></tr><tr><td>Total</td><td></td></tr></table>	Cross Border		Snapshot		Detail		Total	
Cross Border									
Snapshot									
Detail									
Total									

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Customs Report

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Declaration Slip

What Is It?

This report will show tenders and a space to enter the amounts declared. The report can be generated as part of the X and Z Reads if set in [Till Reads](#).

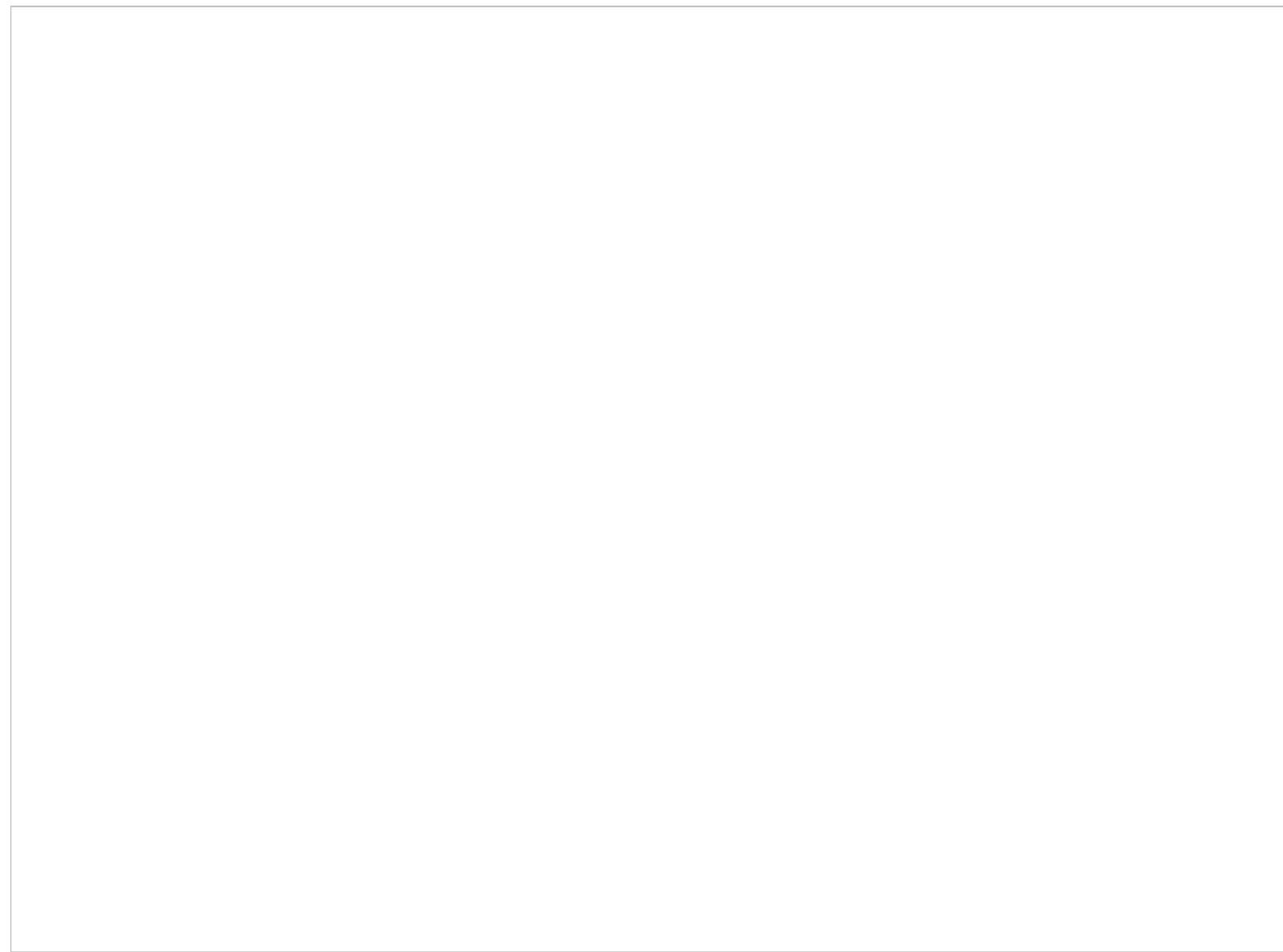
What Are The Report Parameters?

Location	Declarations will be applicable to this location.
Till	Declarations will be applicable to this till.
Operator	Declarations will be applicable to this operator.

Paper Requirements

This report prints on A4 paper in Portrait mode or on the receipt printer.

Figure: Example Declaration Slip



Deleted Items Report

What Is It?

This report prints the details about items which have been deleted during a specified date range. An item can be deleted in the Items form by setting the Status in the Supplier Details to 'Deleted', or it can be deleted by a supplier's electronic host update file.

Commands

Client - REQUESTREPORTITEMS.EXE DELETEDITEMSREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

From Date To Date	All items deleted within this date range are reported.
------------------------------	--

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Deleted Items Report

Deleted Items Report

dmRep DeletedItems

IPN	Description	Supplier	Order Code	Location	Effective	Cost Type	Carton Cost	Carton Size	Min Order	Barcode
25000008	ENTRECOTE HSS	UNK		BALT101	13/01/2005	Normal	209.80	20	20	25000008

*** END OF REPORT ***

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Department Sales Report

What Is It?

This report will show details of the department sales.

Note: The columns for 'Sales Inc Tax' and 'Tax' amount are not shown when using a US-style tax system as the tax is calculated for the entire transaction not at item/department level.

What Are The Report Parameters?

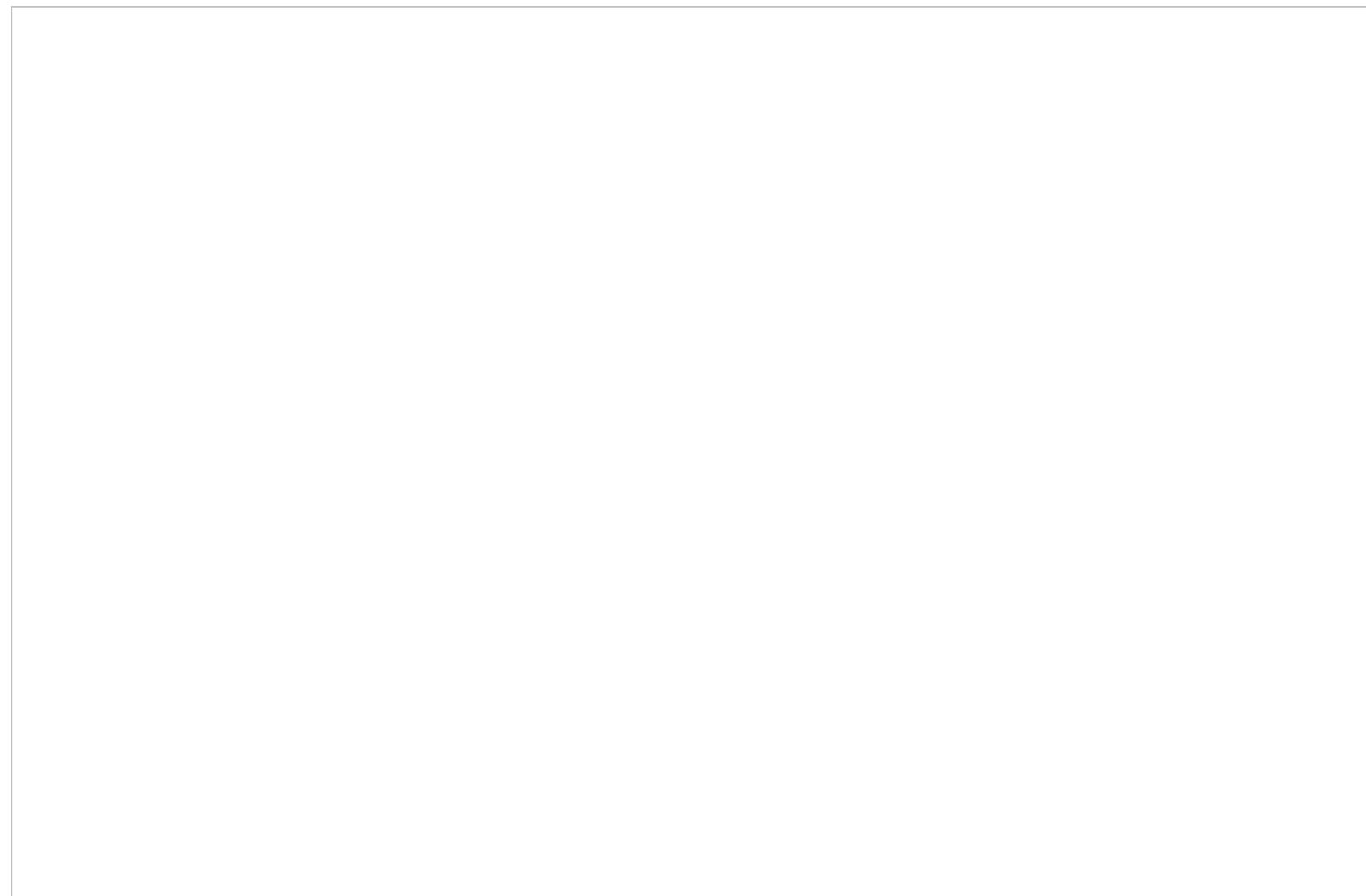
Location	Details will be reported for this location.
Till	Details will be reported for the till selected.
Operator	Details will be reported for the operator selected.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Department Sales Report



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Discount Offer Report

□ What Is It?

This report will show various discounts and price changes given at the POS. A discount can be one of two things:

1. A specific discount given by selecting the Modify Item|Discount option in DynaPOSTouch. The report will show the amount of the discount and the reason for the discount in the Discounts and Reason columns. The reason is simply the discount chosen by the operator from the list of provided options.
2. The user has modified the sell price by selecting Modify Item|Sell Price option in DynaPOS. The Modified Sell Prices column shows the difference between what should have been charged and what was actually charged.

□ Commands

Client - REQUESTREPORTITEMS2.EXE DISCOUNTOFFERREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Details will be reported for this location.
Date Range	Sales which occurred within this date range will be reported.
Department/Category/Group	All items in the nominated department, category and group will be selected. You can enter just a department and you will get all items in that department.
Family Group	Only items in this family group will be printed. This does not have to be entered.
Classification	Only items which are the same classification as this field will be printed. This does not have to be entered.
Grade	Items which are of this grade will be printed. This does not have to be entered.
Operator	The operator for which we want to report details. This does not have to be entered.
Summarise Sales	If this option is checked on, the sales will be summarised to a single line. This is useful in a busy environment where you have lots of low value sales. In an environment where you have a smaller number of high value sales, you might want to check this option on and see the individual transactions.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Discounts Report

Discounts Report

dmRep Discounts

Discount		Discount Amt
0	MODIFIED SELL PRICE	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	-42.00
25000171	ALEKSANDRA WOSZCEZEJKO	-18.00
	<i>LOCATION TOTAL</i>	-60.00
	<i>DISCOUNT TOTAL</i>	-60.00
154	4301 MOONCAKE VOUCHER	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	0.00
	<i>LOCATION TOTAL</i>	0.00
	<i>DISCOUNT TOTAL</i>	0.00
303	10% DISCOUNT	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	9.79
	<i>LOCATION TOTAL</i>	9.79
	<i>DISCOUNT TOTAL</i>	9.79
311	GOLD MEMBER 10% DISC	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	42.18
25000171	ALEKSANDRA WOSZCEZEJKO	19.43
25000192	GÖERAN MENTZER	6.50
	<i>LOCATION TOTAL</i>	68.11
	<i>DISCOUNT TOTAL</i>	68.11
314	2 FOR 8.00	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	2.70
25000171	ALEKSANDRA WOSZCEZEJKO	9.80
25000192	GÖERAN MENTZER	4.50
	<i>LOCATION TOTAL</i>	17.00
	<i>DISCOUNT TOTAL</i>	17.00
25000005	ITEM 4 0.01	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	2.98
	<i>LOCATION TOTAL</i>	2.98
	<i>DISCOUNT TOTAL</i>	2.98
	<i>REPORT TOTAL</i>	37.88
*** END OF REPORT ***		

Discount Summary Report

□ What Is It?

This report shows the items that have been given a specific type of discount. The report is grouped by discount code then by item. The column for 'Net Sales' is actually net sales excluding tax in a US-style tax system.

□ Commands

Client - REQUESTREPORTITEMS.EXE DISCOUNTSUMMARYREP

Server - REPORTITEMS.EXE

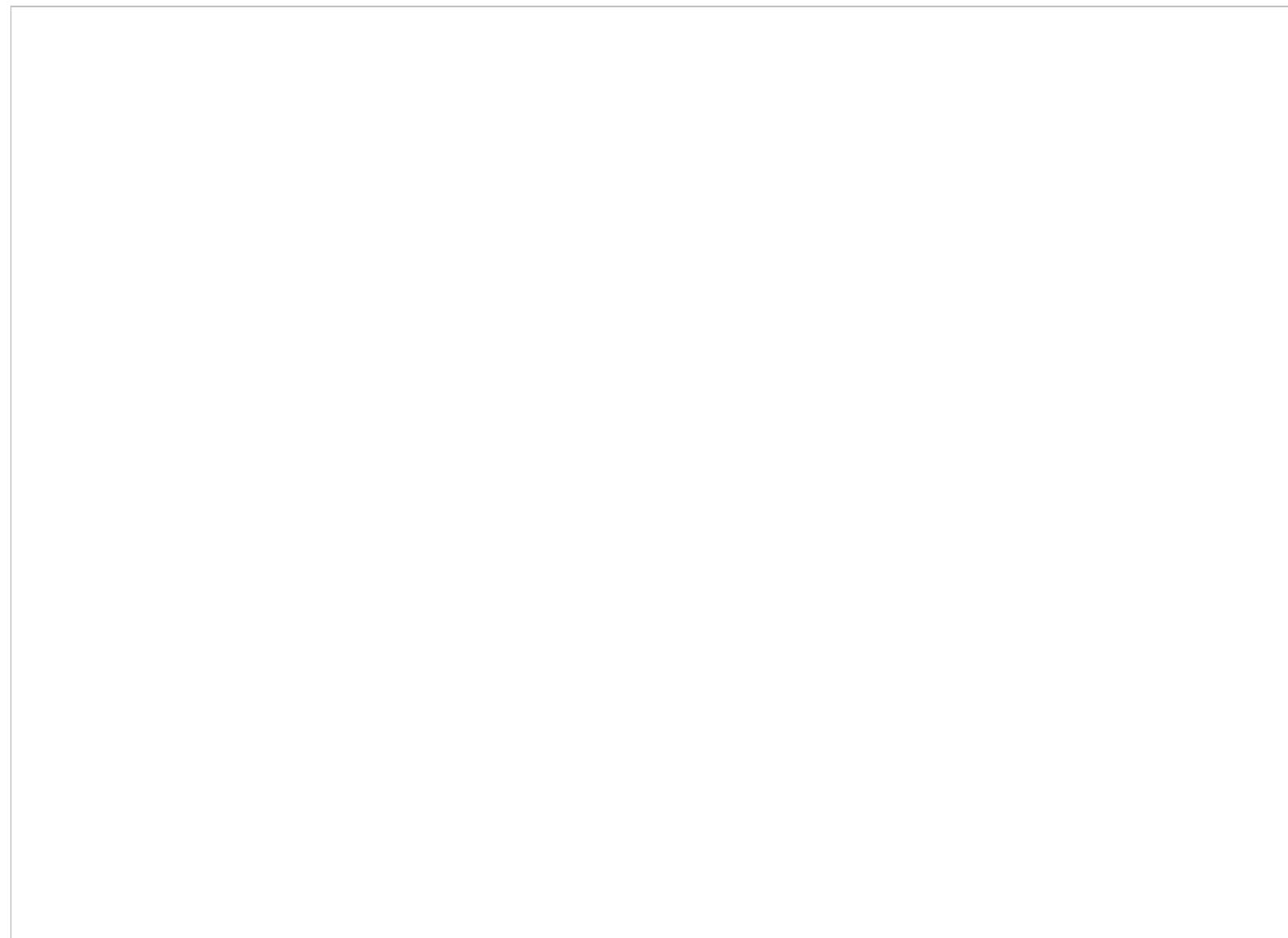
What Are The Report Parameters?

Discount	Details for the selected discount will be shown.
Location	Details will be reported for this location.
Date Range	Sales which occurred within this date range will be reported.
Show SOH	If selected then report shows Stock On Hand, On Order and Allocated status.
Gross Sales	If selected, the report includes a gross sales column.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Discount Summary Report



Discounts Report

□ What Is It?

This report shows the total discounts given for each discount code by location and operator.

□ Commands

Client - REQUESTREPORTITEMS2.EXE DISCOUNTSREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Details will be reported for this location.
Date Range	Discounts which occurred within this date range will be reported.
Dept/Cat/Group/SubGroup	Discounts for all items in the nominated department, category and group will be selected. You can enter just a department and you will get discounts for all items in that department.
Family Group	Only discounts for items in this family group will be printed. This does not have to be entered.
Classification	Only discounts for items which are the same classification as this field will be printed. This does not have to be entered.
Grade	Discounts for items which are of this grade will be printed. This does not have to be entered.
Item Number	Discounts for these items will be reported.
PDA Import#	Discounts for the PDA Import will be reported.
Operator	The operator for which we want to report details. This does not have to be entered.
Separate Locations	If this option is checked off (default), the discounts for all locations are shown on the one report. If this option is checked on, a separate report is generated for each discount.
Group By	Sort by Discount, Location or Operator.
Ignore Price Changes	If this check box is selected, price changes are not included in the report.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Discounts Report

Discounts Report

dmRep Discounts

Discount		Discount Amt
0	MODIFIED SELL PRICE	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	-42.00
25000171	ALEKSANDRA WOSZCEZEJKO	-18.00
	<i>LOCATION TOTAL</i>	-60.00
	<i>DISCOUNT TOTAL</i>	-60.00
154	4301 MOONCAKE VOUCHER	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	0.00
	<i>LOCATION TOTAL</i>	0.00
	<i>DISCOUNT TOTAL</i>	0.00
303	10% DISCOUNT	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	9.79
	<i>LOCATION TOTAL</i>	9.79
	<i>DISCOUNT TOTAL</i>	9.79
311	GOLD MEMBER 10% DISC	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	42.18
25000171	ALEKSANDRA WOSZCEZEJKO	19.43
25000192	GÖERAN MENTZER	6.50
	<i>LOCATION TOTAL</i>	68.11
	<i>DISCOUNT TOTAL</i>	68.11
314	2 FOR 8.00	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	2.70
25000171	ALEKSANDRA WOSZCEZEJKO	9.80
25000192	GÖERAN MENTZER	4.50
	<i>LOCATION TOTAL</i>	17.00
	<i>DISCOUNT TOTAL</i>	17.00
25000005	ITEM 4 0.01	
BALT101	SHOP ONBOARD STENA BALTICA	
25000178	ADMIN USER	2.98
	<i>LOCATION TOTAL</i>	2.98
	<i>DISCOUNT TOTAL</i>	2.98
	<i>REPORT TOTAL</i>	37.88
*** END OF REPORT ***		

DynaPOS Keyboard Report

What Is It?

This report shows the layout of the specified keyboard.

Commands

Client - REQUESTREPORTITEMS.EXE POSKEYREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

POS Key	Details will be reported for this keyboard.
----------------	---

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example DynaPOS Keyboard Report

DynaPOS Keyboard Report

dm Rep Pos Key

Layout: 2 Oxford Street Meat

CHICKEN BREAST FLATB ITEM 1000013		* MPE COTTAGE PIE ITEM 1000012	
Rare ~D	ABERDEEN LASAGNE ITEM 1000011		
Medium ~D		BEEF IN MULLED WINE ITEM 1000005	
Well Done ~D			
Christmas SUB-LEVEL 3			

Electronic Audit Report

What Is It?

This report shows the summary transaction details currently displayed in the [Electronic Audit](#). It is basically a copy of the onscreen details.

Commands

Client - MERCHANTPOS.EXE ELECAUDIT

What Are The Report Parameters?

There are no parameters as the report is run as part of Electronic Audit.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Electronic Audit Report

Electronic Audit Summary Report

What Is It?

This report shows the summary transaction details currently displayed in the [Electronic Audit](#).

What Are The Report Parameters?

There are no parameters as the report is run as part of Electronic Audit.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Electronic Audit Summary Report

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EOD Sales Export Report

What Is It?

This report allows specified data to be extracted to a csv file.

Commands

Client - REQUESTREPORTEOD.EXE SALESEXPORT

Server - REPORTEOD.EXE

What Are The Report Parameters?

Location	Only data for this location is reported.
Data Types	Select to extract: Sales Data, Split Sales Data, Stock Movement, Stock Received, Tenders, Income and Expenses.
From/To Date	Only data between these dates is reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example EOD Sales Export Report



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Float Check Report

What Is It?

This is a very summarised X-Read report. It basically shows the sales and the drawer totals. It has room for the operator to write a count of the current drawer totals and the difference between expected and counted tenders. The report is typically used in a fast cash environment, like a food court.

The Float Check report is not displayed to the screen. It is printed immediately to the attached receipt printer.

What Are The Report Parameters?

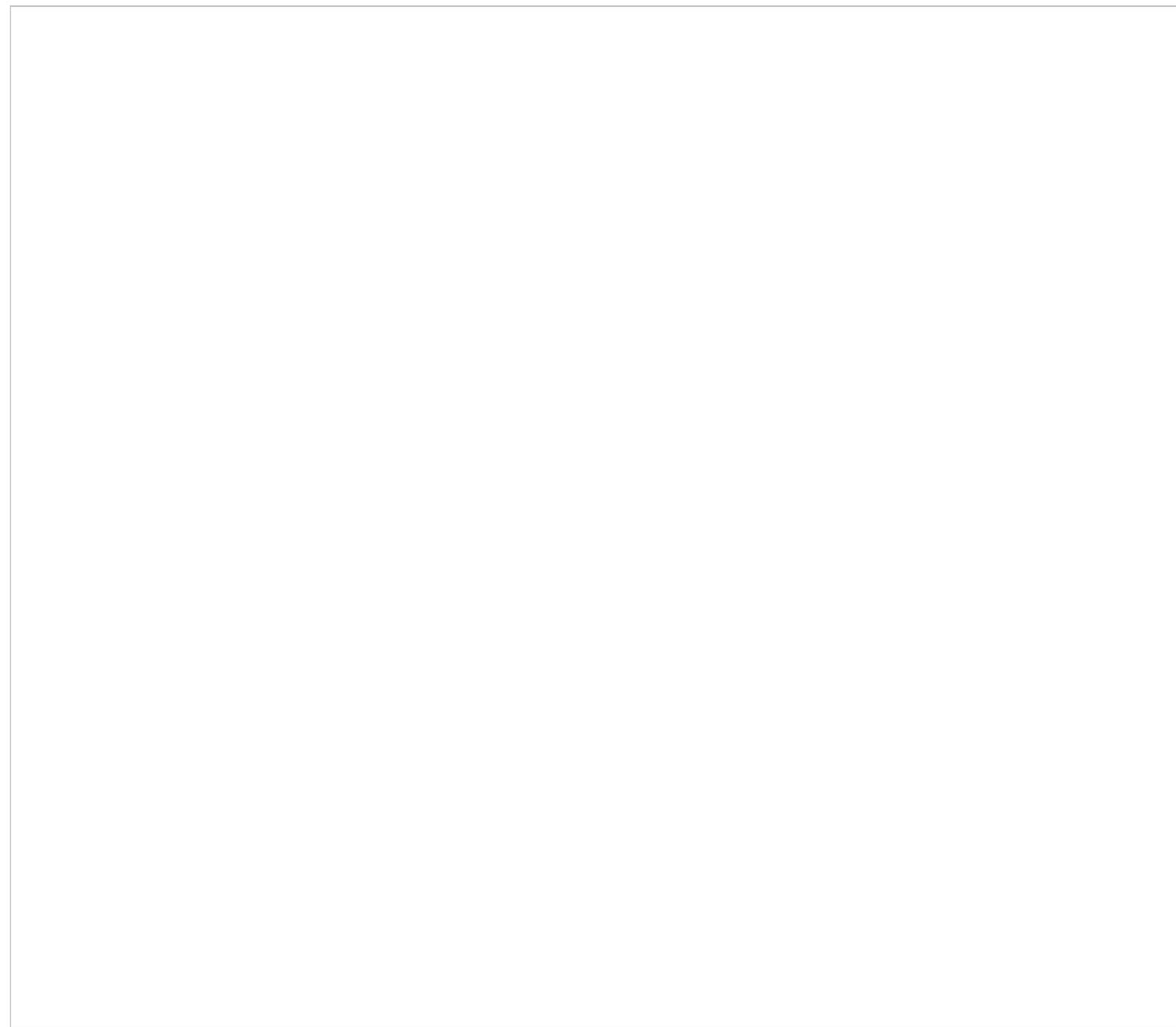
There are no report parameters.

□ Paper Requirements

The report will always try to print to the attached receipt printer, regardless of the *Reports To Receipt Ptr* setting in [TIII](#). The report is still available as an A4 report in [Report Manager](#).

Sample Report

Figure: Example Float Check Report



Gift Certificate Redemption Report

What Is It?

This report shows gift certificates redeemed during the specified date range.

Command

Client - REQUESTREPORTITEMS2.EXE GIFTCERTREDEMPTIONREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only certificates for this location are reported. A location must be entered. This cannot be a group location.
From Date To Date	Only certificates created during this date range are reported.
Gift Cert#	Only this certificate number will be reported.

Paper Requirements

This report prints on A4 paper in Portrait mode.

□ Sample Report

Figure: Example Gift Certificate Redemption Report

Gift Certificate Redemption Report

dmRepGiftCertRedemption

Gift Cert#	Value
------------	-------

BALT101	SHOP ONBOARD STENA BALTICA	
99000022	13/04/2006	50.00
99000023	13/04/2006	50.00
	<i>LOCATION TOTAL</i>	<i>100.00</i>
	<i>REPORT TOTAL</i>	<i>100.00</i>

*** END OF REPORT ***

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Gift Certificate Report

What Is It?

This shows gift certificates sold and redeemed during a selected date range. It can show redeemed gift certificates and/or gift certificates which have not been redeemed. It shows the gift certificate number, the operator who sold the gift certificates, the customer which received the gift certificate and its value.

Command

Client - REQUESTREPORTITEMS2.EXE GIFTCERTREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only certificates for this location are reported. A location must be entered. This cannot be a group location.
From Date To Date	All certificates sold and redeemed during this date range are reported.
Customer	Only transactions for this customer are printed. If left empty, then transactions for all customers are reported.
Gift Cert#	Only details for this gift certificate number is shown.
Show Redeemed	If this is checked on then any gift certificate which has been redeemed is reported.
Show Not Redeemed	If this is checked on then any gift certificate which has not been redeemed is reported.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Gift Certificate Report

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Gift Certificate Summary Report

What Is It?

This report shows a summary of gift certificate usage for each location during the specified date range.

Command

Client - REQUESTREPORTITEMS2.EXE GIFTCERTSUMMARYREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only certificates for this location are reported. A location must be entered. This cannot be a group location.
From Date To Date	Only certificates for this date range are reported.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Gift Certificate Summary Report

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Goods Receipt Report

What Is It?

This report will show the accepted Goods Receipts transactions based on the specified location and date range.

Command

Client - REQUESTREPORTINVENTORY.EXE GOODSRECEIPTREP

Server - REPORTINVENTORY.EXE

□ What Are The Report Parameters?

Location	Details will be reported for this location.
Date Range	Goods Receipts which occurred within this date range will be reported.
Group by Supplier/GRN	<p>If this option is checked a new report will be enabled. By selecting this option, the 'Order By' option will be disabled as the sorting of the new report is fixed to: Trade Code, Supplier Code, Received Date, GRN #, Line Number.</p> <p>The 'Summary Report' option will be enabled, allowing the actual IPN information to be suppressed.</p>
Only use Accepted deliveries	If this check box is selected, only accepted deliveries are included in the report. If not selected all receipts are included.
Summary Report	If this check box is selected a summary report is generated.
Order By	<p>This option sorts the output data in the following way:</p> <p>Received Date – Received Date, Trade Code, Supplier Code</p> <p>Supplier Code – Supplier Code, Trade Code, Received Date</p> <p>Location – Trade Code, Received Date, Supplier Code</p> <p>Good Receipt # - GRN #, line number</p>

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Goods Receipt Report (Detailed)

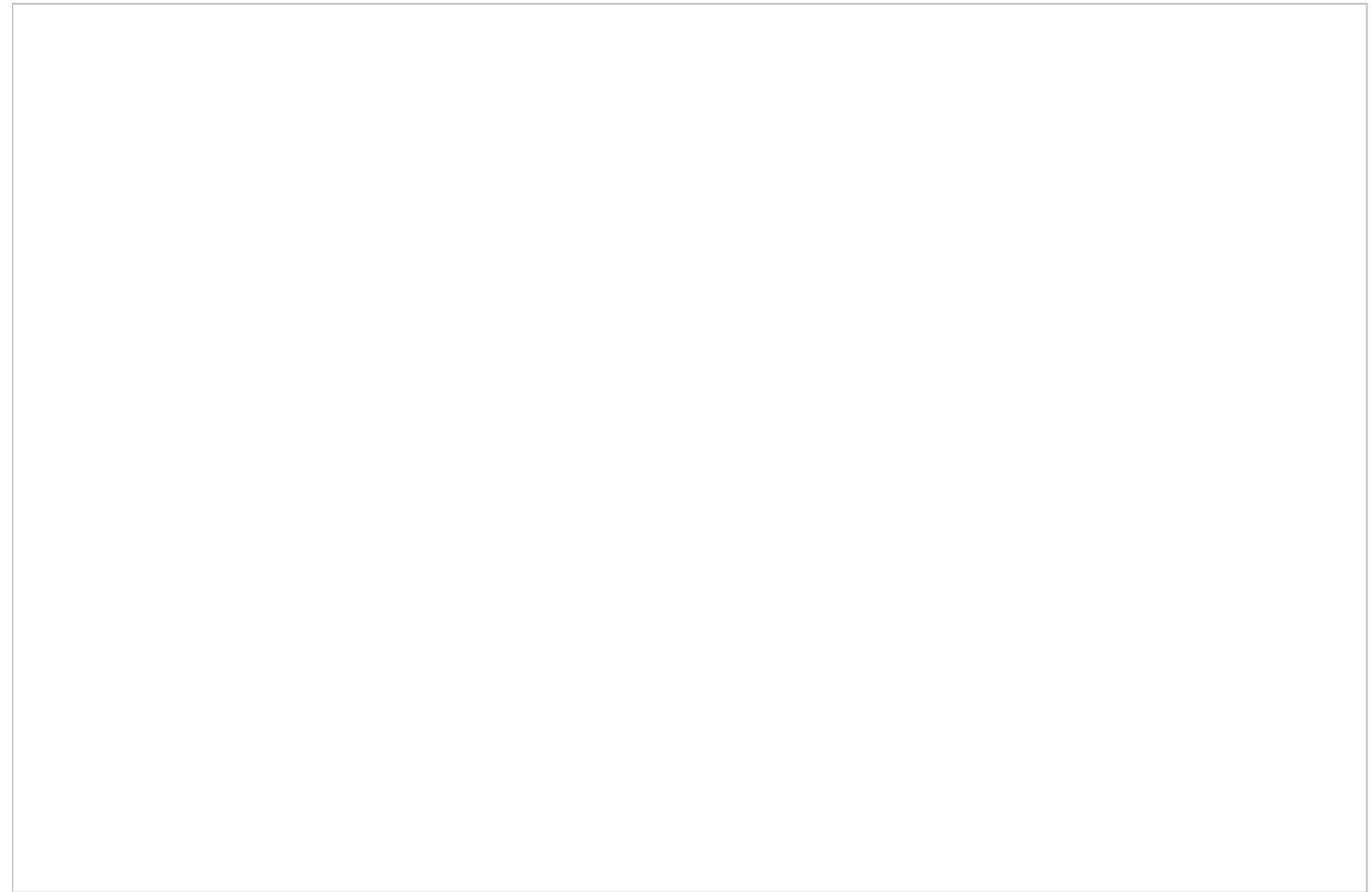


Figure: Example Goods Receipt Report (Summary)

Goods Receipt Item Tax Report

What Is It?

This report shows the details for items in goods receipts. Only details for Goods Receipts marked as ACCEPTED are included. The first thing to note is that the fields to be included do not fit on a single line hence there are two groupings to the report – Supplier and Goods Receipt Number.

Command

Client - REQUESTREPORTINVENTORY.EXE GRTAXREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	Only items for this location are reported.
From Date To Date	Only items created during this date range are reported.
Supplier	Only transactions from this supplier are printed. If left empty, then transactions for all suppliers are reported.
Goods Receipt#	Only details for this goods receipt number is shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Goods Receipt Item Tax Report



Inventory Order Report

What Is It?

This report shows all items that have been sent or part received in the selected date range for the selected supplier.

Command

Client - REQUESTREPORTINVENTORY.EXE INVENTORYORDERREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

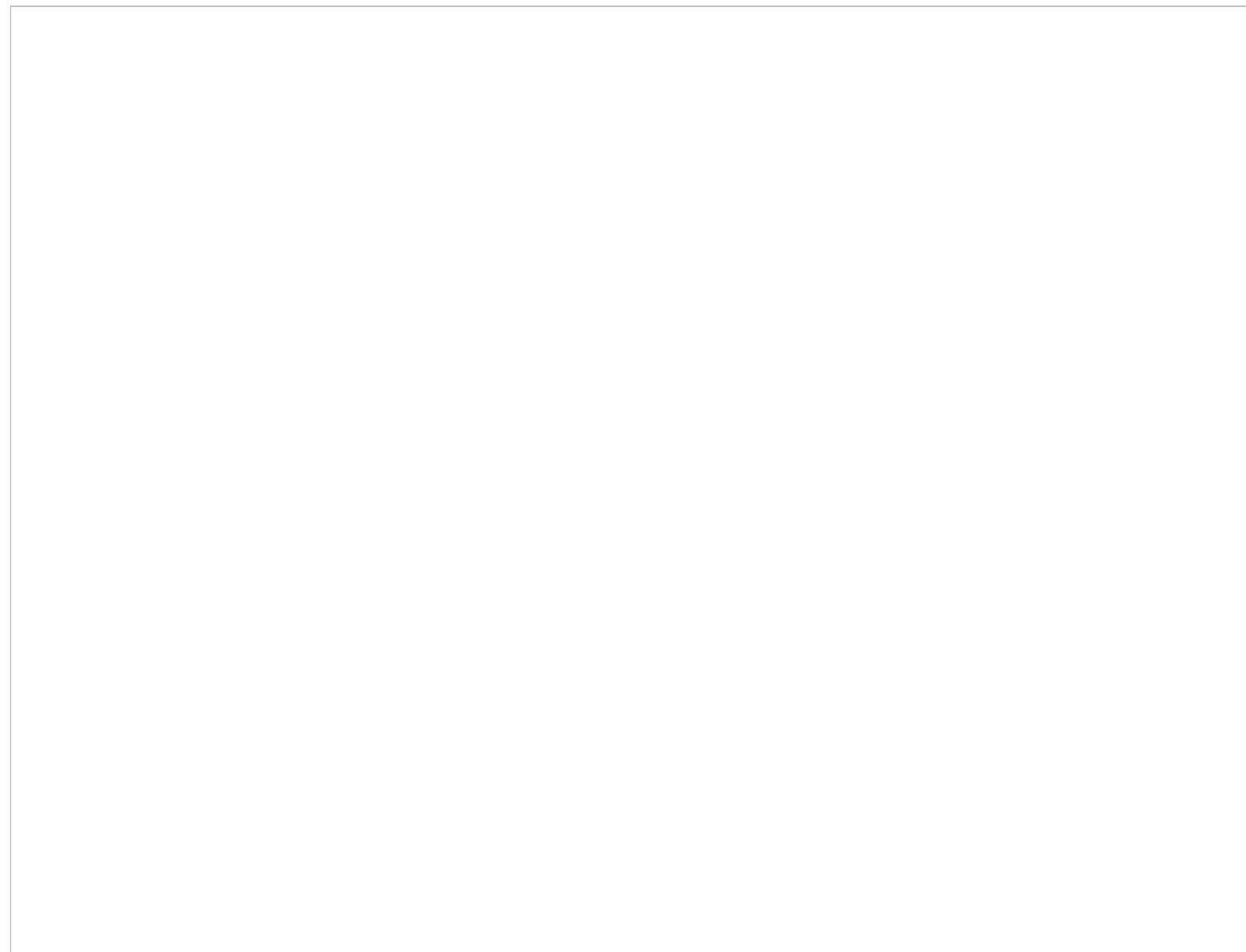
Location	Only items for this location are reported.
From Date/To Date	Only items received during this date range are reported.
Supplier	Only items from this supplier are shown.
Dept/Cat/Group/SubGroup	Only items within the Dept/Cat/Group/SubGroups are shown.
Family Group	Only items within the Family Group are shown.
Classification	Only items within the Classification are shown.
Grade	Only items within the Grade are shown.
Separate Locations	If the check box is selected and you run the report for a group, a report for each store location is generated. If the check box is not selected, location group information is consolidated into one report.
Costs To Use	Either Actual Costs (does not include rebates) or Buy Cost (includes rebates).
Report Items With No Stock	If selected, items with no stock are reported on.
Report Items With Stock	If selected, items with stock are reported on.
Report Items With Negative Stock	If selected, Items with negative stock are reported on.
Separate Locations	

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Inventory Order Report



Inventory Status By Department Report

□ What Is It?

This reports shows the inventory movements (sales, receipts, adjustments, and so on) for items during a specified date range. The items are grouped by department, category and group. For each item the report shows the opening balance as of a selected date and the total of various stock transactions (sales, rec, transfers, returns, adjustments) to give a closing balance. Supports selection of data by PDA import. New sort parameter has been added to allow sorting by Department or Supplier.

Full details for a single item can be obtained by using [Stock Audit](#).

□ Command

Client - REQUESTREPORTINVENTORY.EXE INVSTATUSBYDEPTREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
Date Range	The date range to report transactions for. The opening balance will be given for the From Date and all transactions between the From and To dates (inclusive) are reported.
Dept/Cat/Group/Sub Group	All items within the selected department, category and group are reported. If left empty all items are reported.
Family Group	All items within the selected family group are reported. If left empty all items are reported.
Classification	All items within the selected classification are reported. If left empty all items are reported.
Grade	All items within the selected grade are reported. If left empty all items are reported.
Supplier	All items from this supplier are reported.
PDA Import#	All items from the PDA import are reported.
Cost To Use	The cost to use when calculating the value of stock. The Actual Cost option uses the cost of the item at the time it was received. However, this is the actual cost paid and does not take into consideration any expected rebates at that point in time. The Buy Cost option, calculates the cost as of the To Date of the report. In this case the system can calculate the expected rebate. However, it does not take into consider that different units of stock may have been purchased at different costs. If you are using Average Cost or Last Invoice Cost as the Cost Of Goods Sold method, then you should use the Actual Cost option. The Buy Cost option is only applicable if you are using FIFO.
Report Items With No Stock	If checked on then items marked as stocked and which have a stock on hand of zero are printed.
Report Items With Stock	If checked on then items with stock on hand greater than zero are printed.
Report Items With Negative Stock	If checked on then items with stock on hand less than zero are printed.
Group By	Department or Supplier.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Inventory Status By Department Report



Inventory Transaction Summary Report

□ What Is It?

This report shows summary details of inventory transactions based on a range of dates specified. Reports on the details of specific transactions are usually available in the function where these transactions are created and maintained. The report is a list of header details and includes tracking details such as purchase order or invoice numbers but not the specific line items in a purchase order or invoice. Each time a report is generated, an associated CSV file is created (also in the REPORTS folder) containing the fields in the reports datasets.

□ Command

Client - REQUESTREPORTINVENTORY.EXE INVTRANSSUMMARYREP

Server - REPORTINVENTORY.EXE

□ What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report and the CSV file is generated for each location within the group with data.
Date Range	The date range to report transactions for. All transactions between the From and To dates (inclusive) are reported.
Supplier	All items from this supplier will be printed. If left empty all item items will be reported.
Transaction Types	Select from a list of check boxes which transaction types to include in the report (at least 1 type must be selected). The transaction types supported are: Purchase Orders, Goods Receipts, Invoices (+ Invoice Extra), Transfer Sends, Transfer Requests and Internal Transfers.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Inventory Transactions Summary Report

Inventory Transactions Summary Report									
001 FROTH ST 001									
Purchase Orders									
PO # Location	Supplier	Created	Status	Reference	Total Cost	Total Units	Customer #	PO Type	Who
70 001	BOLAW	17/06/2009	New		0.00	0.00	0	ORDER	XN
74 001	CARRICK	30/06/2009	Part Recv		713.99	657.00	0	ORDER	XN
75 001	CARRICK	30/06/2009	Sent		14,451.00	20,700.00	0	ORDER	XN
76 001	CARRICK	16/07/2009	Received		31.50	21.00	0	ORDER	XN
77 001	CARRICK	20/07/2009	Sent		102.90	54.00	0	ORDER	XN
78 001	DBC	13/08/2009	Received		500.00	200.00	0	ORDER	XN
79 001	DBC	13/08/2009	Received		50.00	100.00	0	ORDER	XN
80 001	DBC	01/09/2009	Part Recv	JH1-03	52.00	56.00	6	ORDER	XN
Totals					15,901.39	21,788.00			
Goods Receipts									
GR # Location	Supplier	Created	Status	Supplier Reference	Total Cost	Total Units	PO Numbers	GR Type	Who
9,112 001	CARRICK	16/07/2009	Accepted	ASDAD	31.50	21.00	76	RECEIPT	XN
9,113 001	DBC	13/08/2009	Accepted	DBCPO78	500.00	200.00	78	RECEIPT	XN
9,114 001	DBC	27/08/2009	Accepted	EWREWR	50.00	50.00		RECEIPT	XN
9,117 001	DBC	01/09/2009	Accepted	SR9117P080	22.00	26.00	80	RECEIPT	XN
Totals					603.50	297.00			
Invoices									
Invoice # Location	Supplier	Created	Status	Supplier Invoice #	PO Numbers	Line Cost	Batch Total	Inc. Type	Who
65 001	CARRICK	30/06/2009	Accepted		74	713.99	723.99	INVOICE	XN
66 001	CARRICK	16/07/2009	Accepted		76	31.50	33.28	INVOICE	XN
67 001	DBC	13/08/2009	Accepted		78	500.00	500.00	INVOICE	XN
68 001	DBC	13/08/2009	Accepted		79	50.00	50.00	INVOICE	XN
Totals						1,295.49	1,307.27		

Invoice

What Is It?

This report is printed from the Invoice Matching form and simply prints the current invoice. The header details include the invoice number and date, supplier details and the receiving location details. A line is printed for each item in the invoice and is printed in the order in which the details were entered into the data entry form.

What Are The Report Parameters?

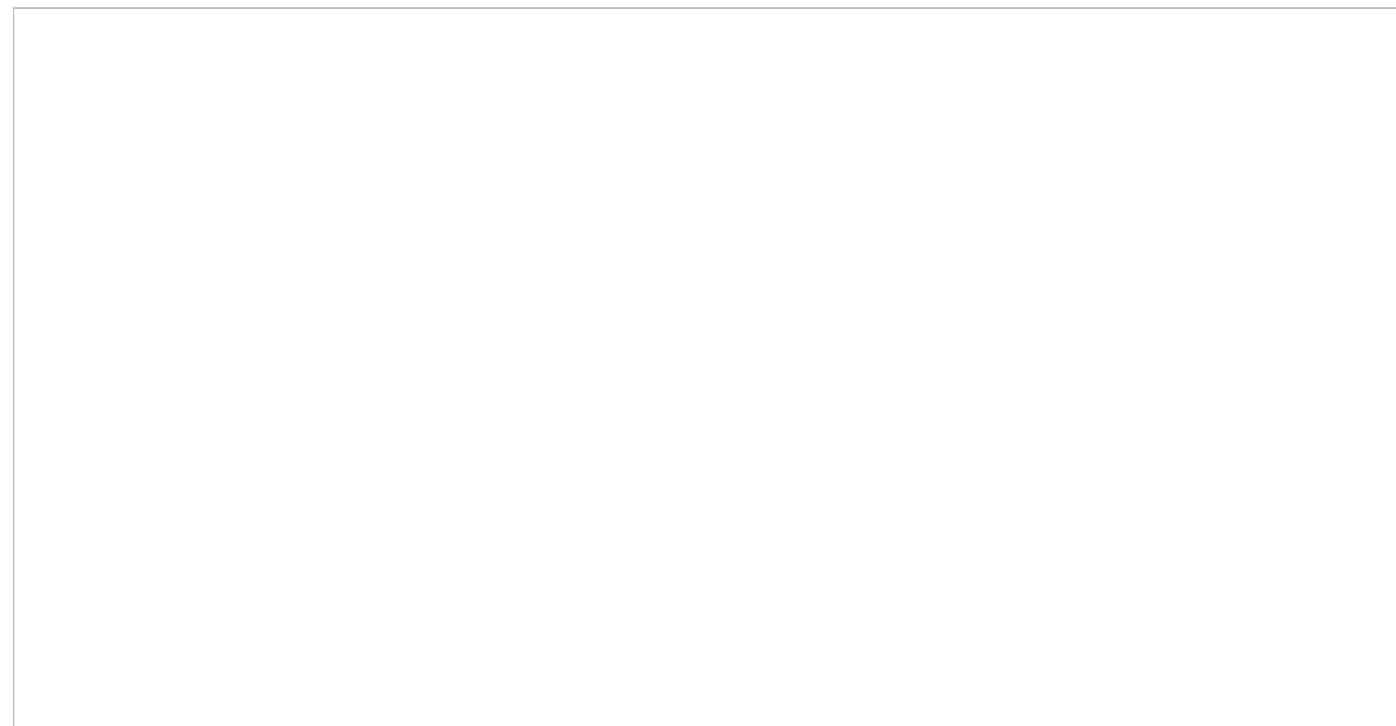
There are no parameters since the report is printed for the current invoice.

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Invoice Report



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Invoice History Report

What Is It?

Shows the supplier's invoices.

Note: The columns for 'Tax Invoice' and 'Amt Inc Tax' are not shown when using a US-style tax system as the tax is calculated for the entire transaction not at item level.

Command

Client - REQUESTREPORTINVENTORY.EXE INVOICEHISTORYREP

Server - REPORTINVENTORY.EXE

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Invoice History Report

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Invoice Variance Report

What Is It?

Shows the supplier's invoices matched against goods receipts.

Command

Client - REQUESTREPORTINVENTORY.EXE INVOICEVARIANCEREP

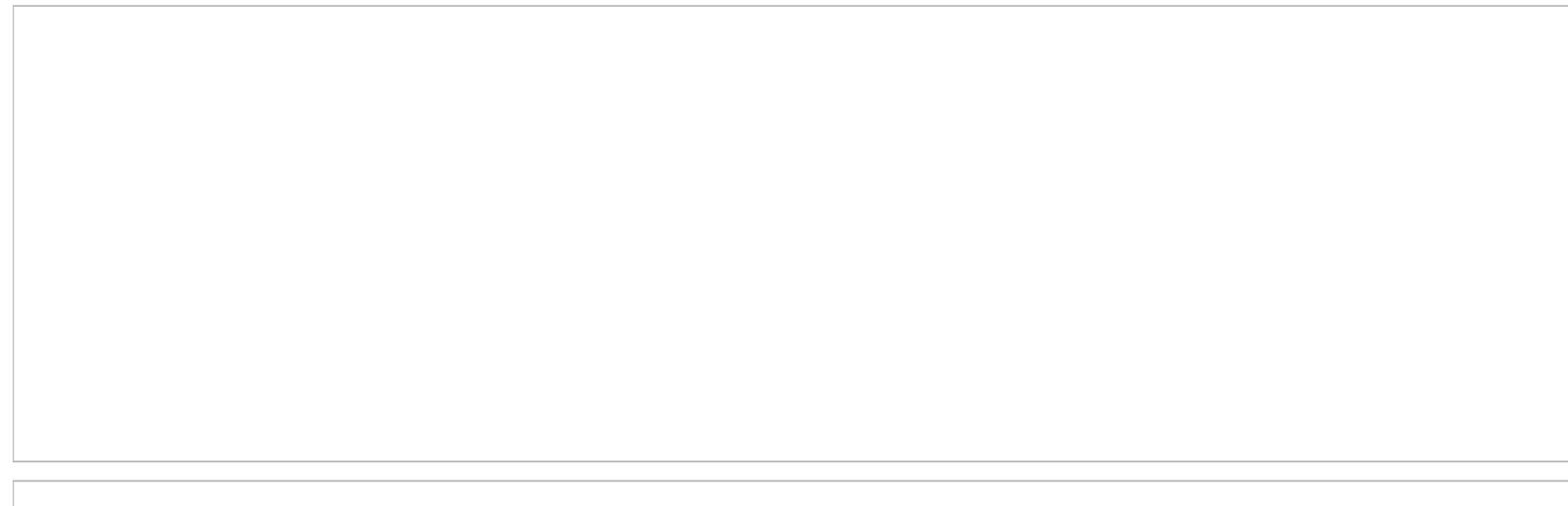
Server - REPORTINVENTORY.EXE

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Invoice Variance Report



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Item Consumption Report

What Is It?

This report shows the consumption of an item in half hour increments for the same day over a three week period. This allows you to monitor what your Monday consumption is over time. If one of the dates is a public holiday, the system will move to the previous week. So its not three consecutive weeks, its three consecutive non-holiday weeks. This means the three days that are shown are not skewed by holiday demand.

Command

Client - REQUESTREPORTITEMS2.EXE ITEMCONSUMPTIONREP

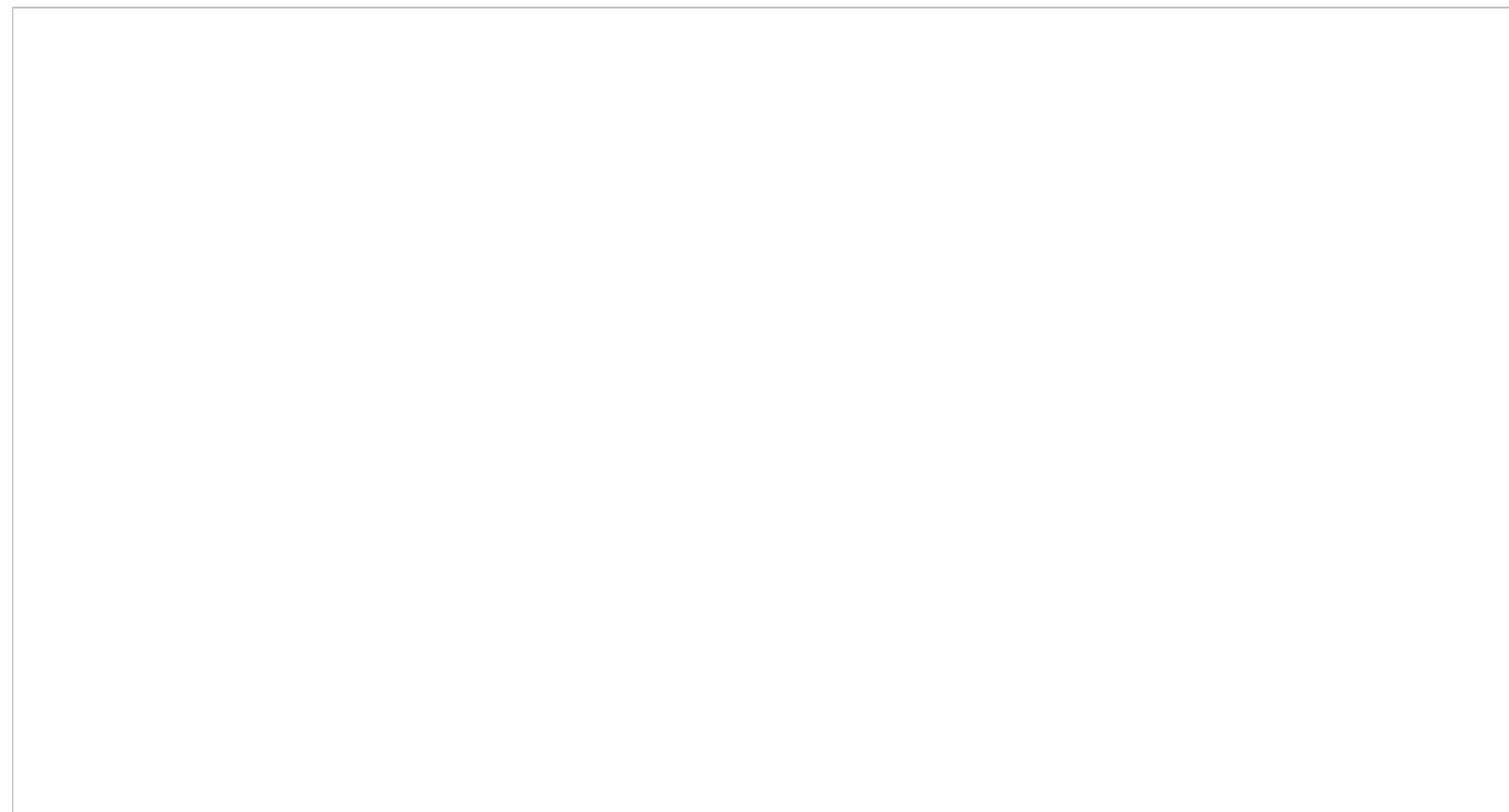
Server - REPORTITEMS2.EXE

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Item Consumption Report



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Item Performance Report

What Is It?

This report displays performance details for selected items. It displays cost and sell details for the item as well as sales (quantity and dollars) for the previous week. It is an ideal report for head office to track the performance of items at the location. The Location Range Report is similar but it's designed for location usage. The items are printed in department, category, group, family group, description sequence.

Column Notes

The Landed Cost is the normal landed cost.

The Terms % is not currently calculated.

The Nett Unit Cost is the Landed Cost/Carton Size less the Deal Amt.

The GM% is the margin on the Nett Unit Cost and the Current Sell.

Stock Cover is the stock on hand divided by the rate of sale. If the item has linked items, the rate of sale will include the rate of sale of all the linked items.

The Rate Of Sale is the sales over the last thirteen weeks divided by thirteen. Whereas the rate of sale used to calculate the Stock Cover above included linked items, this one is only for the item itself.

The Quantity Sold, Sales and GP are the values from last week as this will be the first full week of statistics available.

The % of Grp is the item value divided by the group value.

Command

Client - REQUESTREPORTITEMS2.EXE ITEMPERFORMANCEREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	The location for which performance details are required. If a location group is entered, a separate report is generated for each location within the group. This must be entered.
Department/Category/Group/SubGroup	All items in the nominated department, category group and subgroup will be selected. You can enter just a department and you will get all items in that department.
Family Group	Only items in this family group will be printed. This does not have to be entered.
Season/Year	Only items with this season/year will be selected.
Classification	Only items which are the same classification as this field will be printed. This does not have to be entered.
Brand Name	Only items from this brand will be selected.
Grade	Items which are of this grade will be printed. This does not have to be entered.
Qty Sold	Only items with a quantity sold less than this value will be printed. It defaults to 999999 so all items will pass this requirements.
Show Items With Zero Sales	If checked on, items that have zero sales will be reported.
Promotions Only	If checked on, only items on promotion will be printed.
Show Stock Items Only	If checked on, only items that are marked as stocked will be reported.
Sort Order	Indicates the order by which the data will be reported. The data sorts by department, category, group and then by the selected sort order -either Description, GP\$ or GP%.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Item Performance Report

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Item Profit by Department Report

□ What Is It?

This report shows each individual item sold during a specific date range. Since it shows each sale of the item separately, it is recommended for small volume, large value items rather than high volume, small value items. The items are grouped by department, category and group. For each item the report will show the nett quantity sold, revenue, GP and Nett GP for sales and returns. Nett GP is the GP plus any expected rebates. The Adjustments column shows the quantity, revenue and GP for returned items. Supports selection of data by PDA import. New sort parameter has been added to allow sorting by Department or Supplier.

What Are The Report Parameters?

Location	The location to report items for. If this is a group, a separate report is generated for each location within the group.
Supplier	All items from this supplier will be reported.
From/To Date	The date range to report items for.
Department/Category/Group/SubGroup	All items within the selected department, category, group and subgroup are reported. If left empty all items are reported.
Family Group	All items within the selected family group are reported. If left empty all items are reported.
Classification	All items within the selected classification are reported. If left empty all items are reported.
Grade	All items within the selected grade are reported. If left empty all items are reported.
Item Number	Items with this number will be reported. If left empty all items are reported.
PDA Import#	Items with this number will be reported.
Exclude Departments	If this is checked on, the departments which are specified in the Exclude Report Departments on the System tab of System Settings are not reported.
Season/Year	Only items with this season/year will be selected.
Brand Name	If entered, only items from this brand will be selected.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Item Quantity by Month Report

What Is It?

This report shows quantities sold during the last six months for a single item. The quantities are shown for each location that the sales are available for. The locations are listed down the page and the months across.

Command

Client - REQUESTREPORTITEMS.EXE ITEMQTYBYMONTHREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

From Month	The period corresponding to the first month to be reported. If you do not select the last period of the month then you only get sales for a partial month.
Item Number	The item number to report sales for.

Paper Requirements

This report prints on A4 paper in Portrait mode.

□ Sample Report

Figure: Example Item Quantity by Month Report

Item Quantity by Month Report

dmRepItemQtyByMonth

Location	Order Code	2006M09	2006M10	2006M11	2006M12	2007M01	2007M02	Total
99000054	PRAWN BAGUETTE							
BALT101	SHOP ONBOARD STENA BALTICA	0	0	21	9	54	164	248
	<i>REPORT TOTALS</i>	0	0	21	9	54	164	248

*** END OF REPORT ***

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Item Report

What Is It?

This report is printed from the Items form and shows details for a single item. It shows the basic details such as descriptions and categorisation at the top of the form. Below are listed the supplier details, IPNs, replenishments and retails. The replenishments and retails that are reported are those currently displayed on the item form. Therefore if a filter is in place in the Items form it is also in effect in this report.

Command

Client - REQUESTREPORTITEMS.EXE ITEMREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

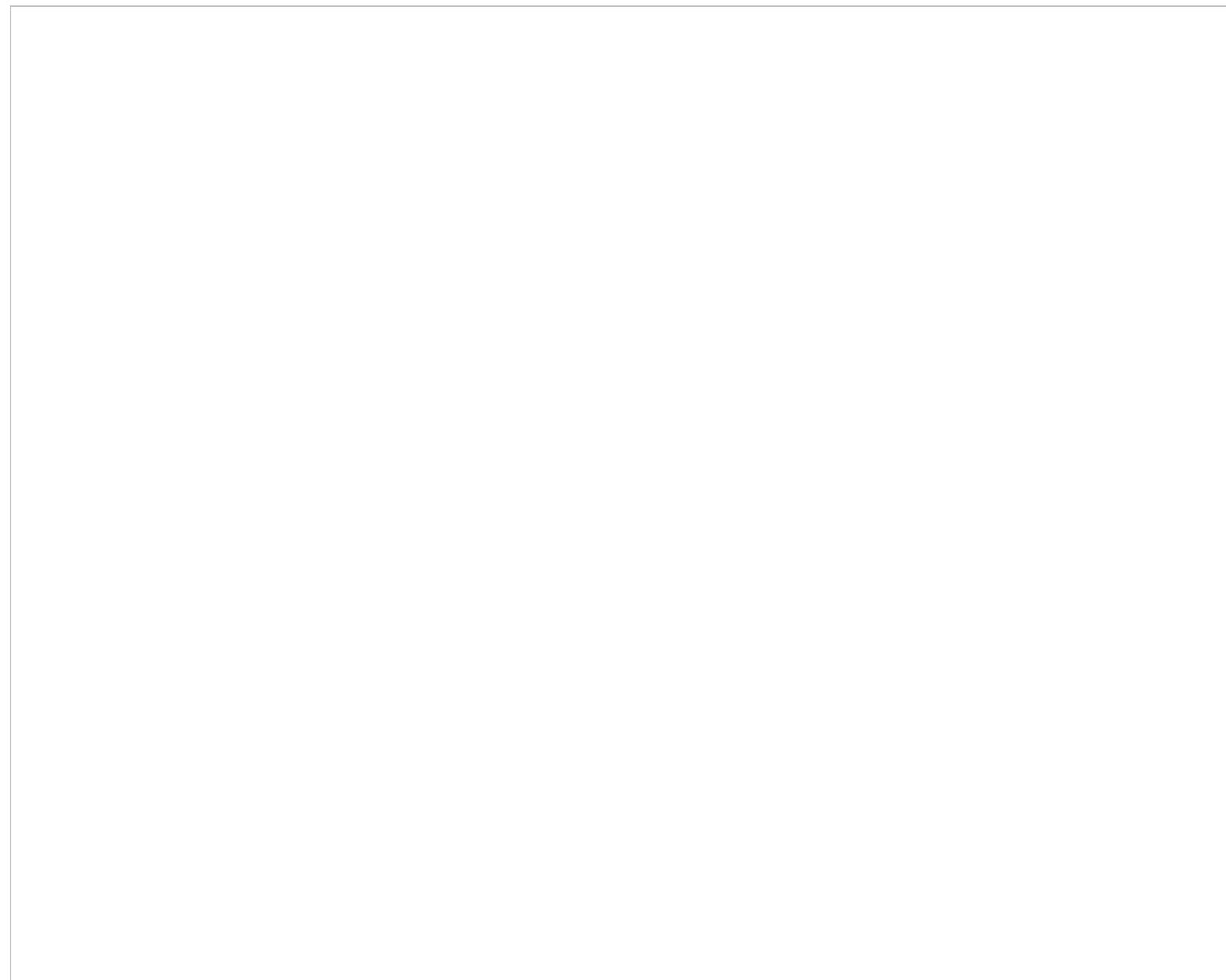
There are no parameters since the report is run directly from the Item form.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Item Report



Item Sales By Hour Report

What Is It?

This report shows the quantity sold and sales revenue for selected items for each hour of a trading day. A maximum of ten hours is reported as the amounts are shown across the page. The items are grouped by department, category and group.

Command

Client - REQUESTREPORTITEMS.EXE ITEMSALESBYHOURREP

Server - REPORTITEMS.EXE

□ What Are The Report Parameters?

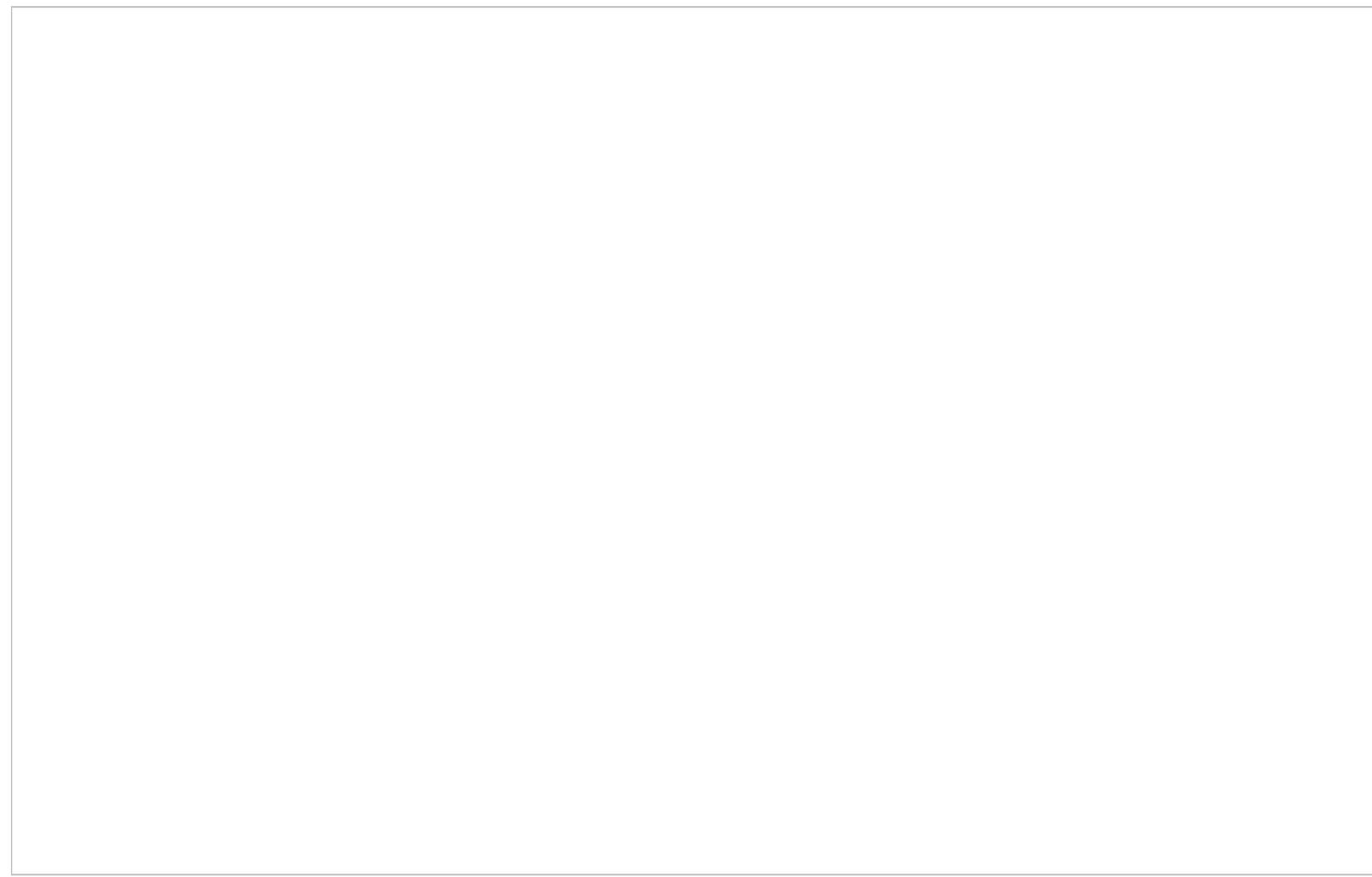
From/To Date	Only sales made in this date range is reported.
Start Time	Only sales made after this starting time is reported.
Location	The location to report sales for. This must be a 'Store' or 'Warehouse' location.
Till	Only sales made at this till is reported. If left empty, sales for all tills in the location is reported.
Department/Category/Group/SubGroup	All items within the selected department, category, group and subgroup are reported. If left empty, all items are reported.
Family Group	All items within the selected family group are reported. If left empty, all items are reported.
Classification	All items within the selected classification are reported. If left empty, all items are reported.
Season/Year	Only items with this season/year will be selected.
Brand Name	If entered, only items from this brand will be selected.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Item Sales by Hour Report



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Item Sales From Time Report

What Is It?

This report shows the sales of an item for a specific time range over a range of dates. This lets you see all sales between 12:00 and 13:00 over two weeks for example.

Command

Client - REQUESTREPORTSTENA.EXE ITEMSALESFROMTIMEREP

Server - REPORTSTENA.EXE

What Are The Report Parameters?

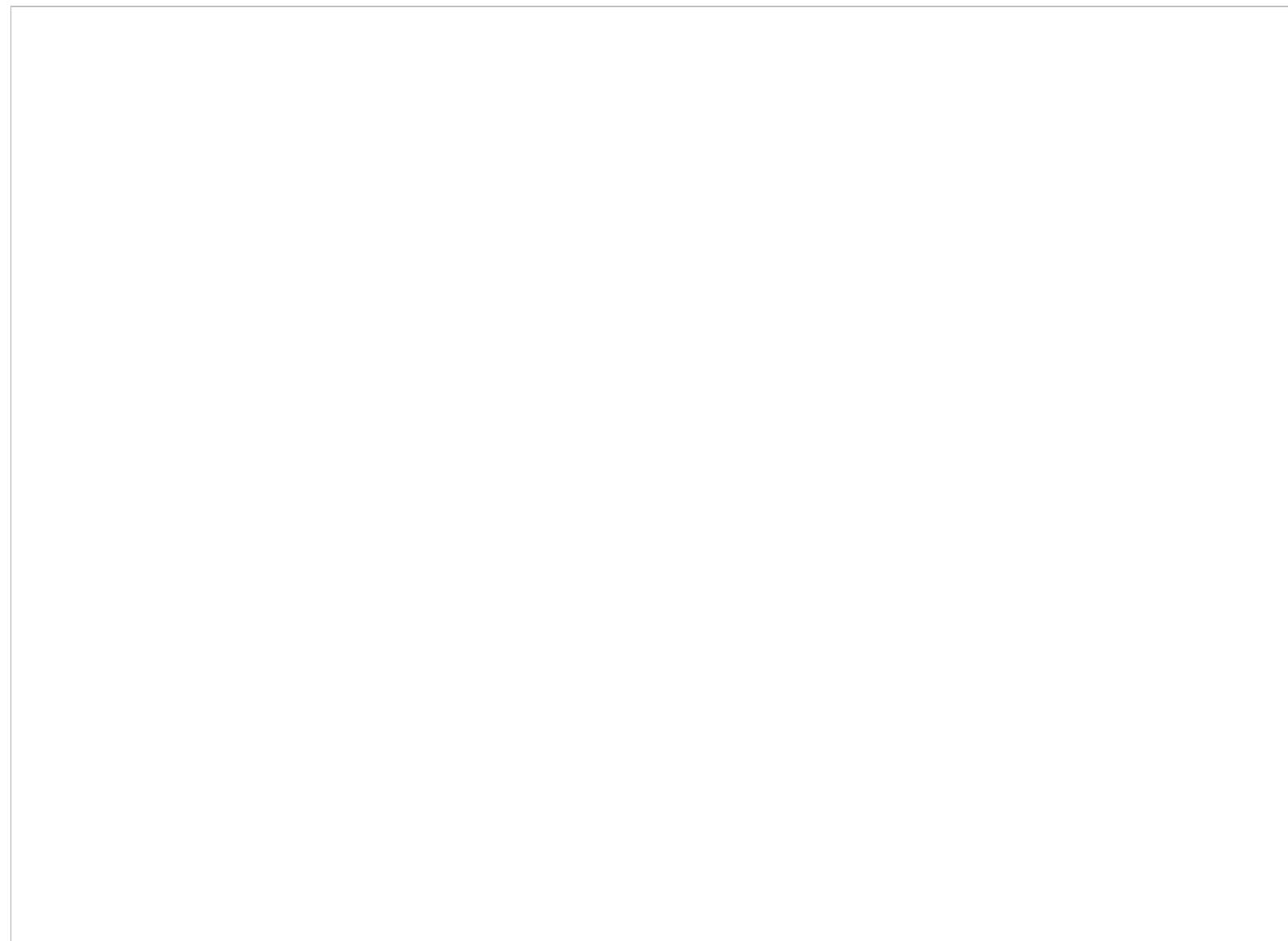
Location	The location to report sales for. This must be a 'Store' or 'Warehouse' location.
From/To Date	Only sales made between these dates is reported.
From/To Time	Only sales made between these times is reported.
Dept/Cat/ Group/SubGroup	All items within the selected department, category, group and subgroup are reported. If left empty, all items are reported.
Family Group	All items within the selected family group are reported. If left empty, all items are reported.
Classification	All items within the selected classification are reported. If left empty, all items are reported.
Item Number	Only this item is reported. If left empty, all items are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Item Sales From Time Report



Item Sales Tax Report

What Is It?

This report shows the sales including tax details for items for a specified location within a date range.

Command

Client - REQUESTREPORTITEMS.EXE ITEM TAXREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

Location	The location to report sales for - Store or Group.
From/To Date	Only sales made in this date range is reported.
Department/ Category/ Group/ SubGroup	All items within the selected department, category and group are reported. If left empty, all items are reported.
Family Group	All items within the selected family group are reported. If left empty, all items are reported.
Classification	All items within the selected classification are reported. If left empty, all items are reported.
Item Number	All items within the selected item number are reported. If left empty, all items are reported.
Season/Year	All items within the selected season/year are reported. If left empty, all items are reported.
Brand Name	All items within the selected brand name are reported. If left empty, all items are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Item Sales Tax Report



Items Search Report

- What Is It?
- What Are The Report Parameters?
- Paper Requirements
- Sample Report

Figure: Example Item Search Report



Items Sold Report

□ What Is It?

This is one of the reports that are generated as part of the Z-Read. It shows items that have been sold during the till read period. Each item sold is shown separately. If the same item was sold three times, it appears three times. The items are grouped by department, category, group and subgroup. Totals are shown for the report only.

If you need to see a summary of the items instead of individual items, you can use the [Items Sold Summary Report](#).

Note: The tax columns are not shown when using a US-style tax system as the tax is calculated for the entire transaction not at item/department level.

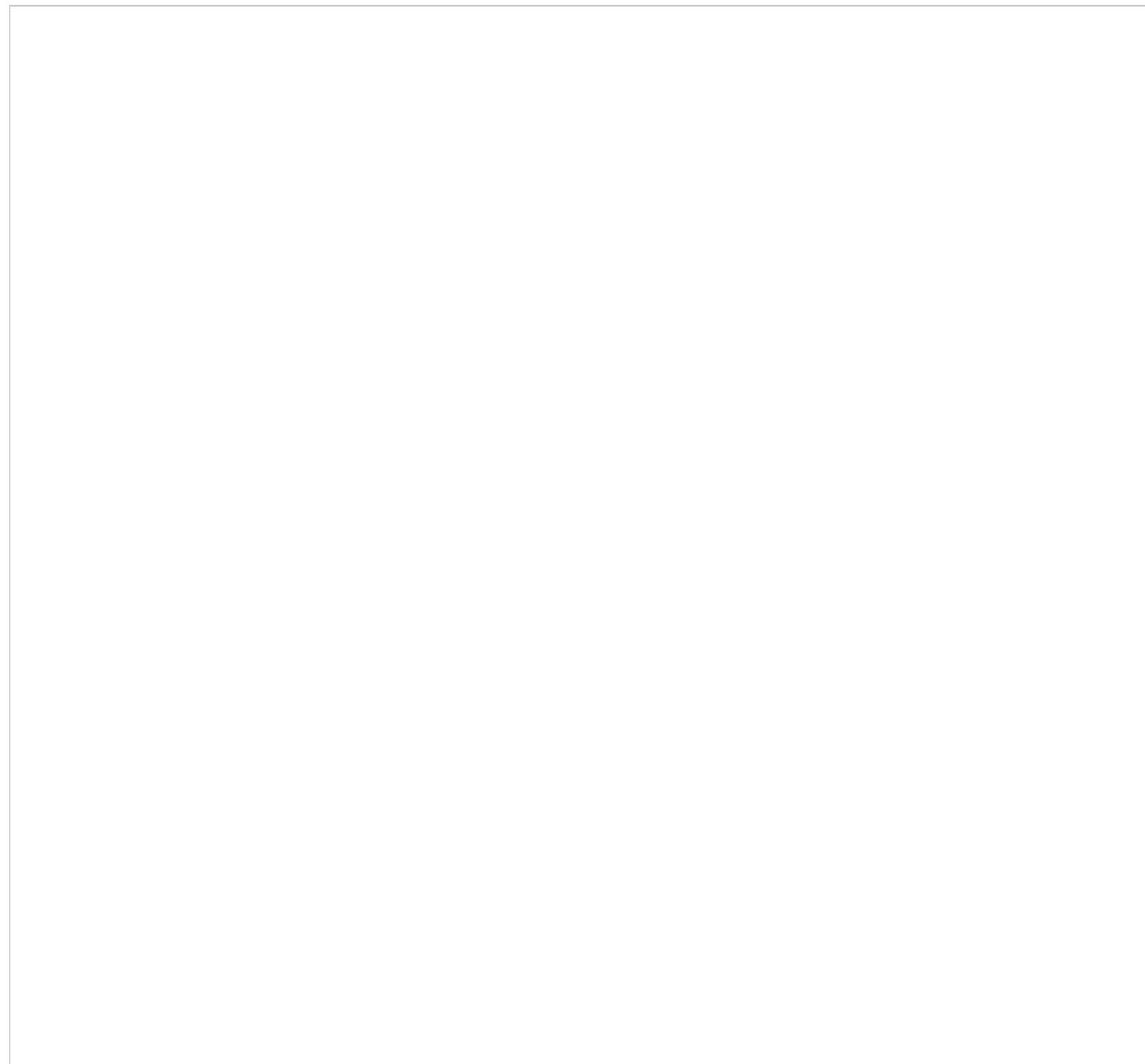
What Are The Report Parameters?

There are none because the report is generated as part of the X and Z Reads settings in [TIII Reads](#).

□ Paper Requirements

If the Z-Read is run from a DynaPOS that has an attached receipt printer and *Reports To Receipt Ptr* setting in [Till](#) is checked on, the report is printed to the receipt printer in a special condensed format to fit on the paper roll. Otherwise, all details are printed on A4 paper in Portrait mode to the default system printer. Even if the till read is printed to the receipt printer, it is still available as an A4 report in [Report Manager](#).

Figure: Example Items Sold Report



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Items Sold Summary Report

□ What Is It?

This is one of the reports that are generated as part of the Z-Read or it can be run separately using the Item Sold Summary Report. If you use this option, you are presented with a screen very similar to the existing till reads. When the report is generated, it is displayed to the screen.

The report shows items that have been sold during the till read period. The sales for each item are summarised. The items are grouped by department, category, group and subgroup. Totals are shown for the report only.

If you need to see a list of the individual items, you can use the [Items Sold Report](#).

Note: The tax columns are not shown when using a US-style tax system as the tax is calculated for the entire transaction not at item/department level.

What Are The Report Parameters?

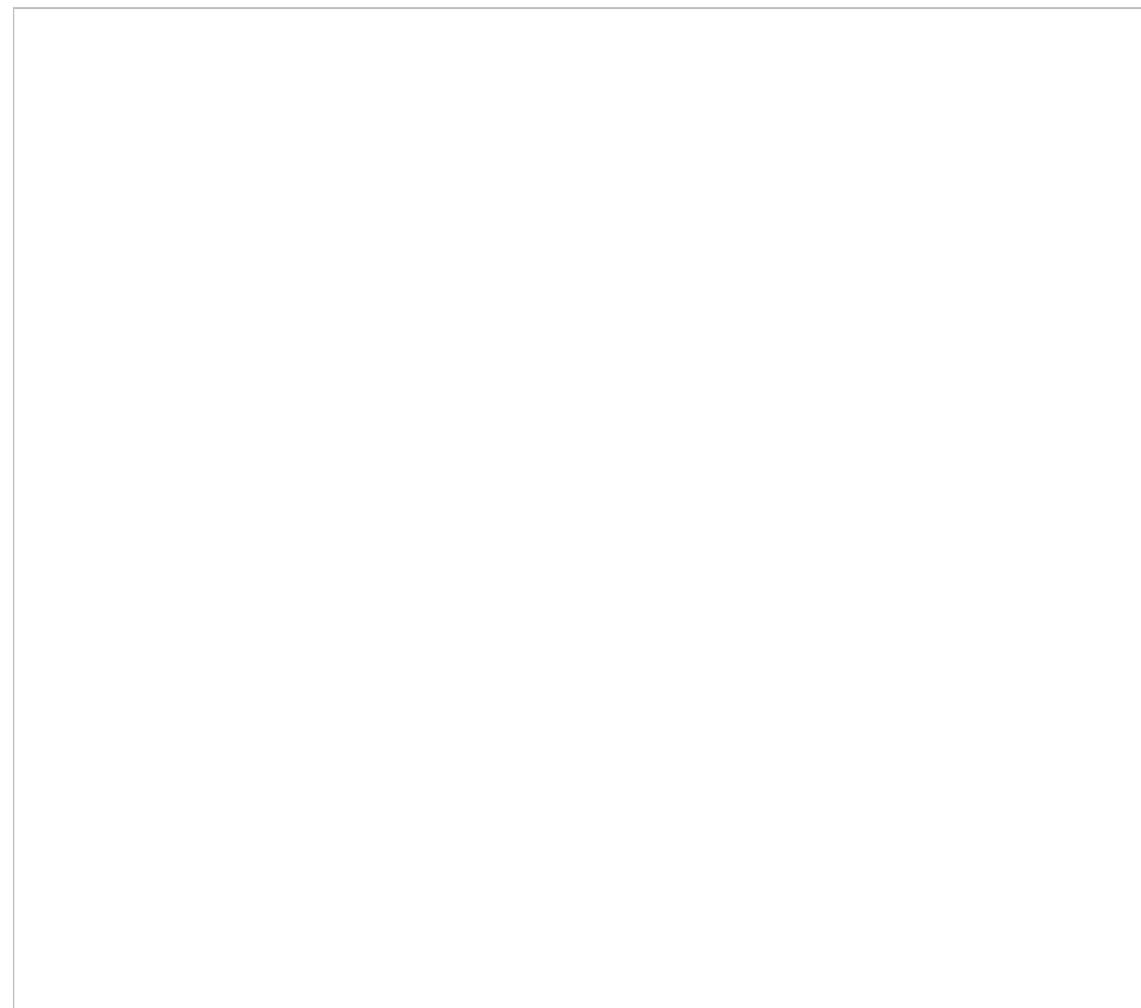
There are none because the report is generated as part of the X and Z Reads settings in [TIII Reads](#).

□ Paper Requirements

If the Z-Read or Item Sold Summary Report are run from a DynaPOS that has an attached receipt printer and *Reports To Receipt Ptr* setting in [TIII](#) is checked on, the report is printed to the receipt printer in a special condensed format to fit on the paper roll. Otherwise, all details are printed on A4 paper in Portrait mode to the default system printer. Even if the till read is printed to the receipt printer, it is still available as an A4 report in [Report Manager](#).

Sample Report

Figure: Example Items Sold Summary Report



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Layby Report

What Is It?

This report prints all laybys currently in the system. For each layby it shows the items on layby as well as a payment history. The laybys are printed in the order in which they were created. Laybys on the same day are printed in transaction number order.

Command

Client - REQUESTREPORTITEMS2.EXE LAYBYREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

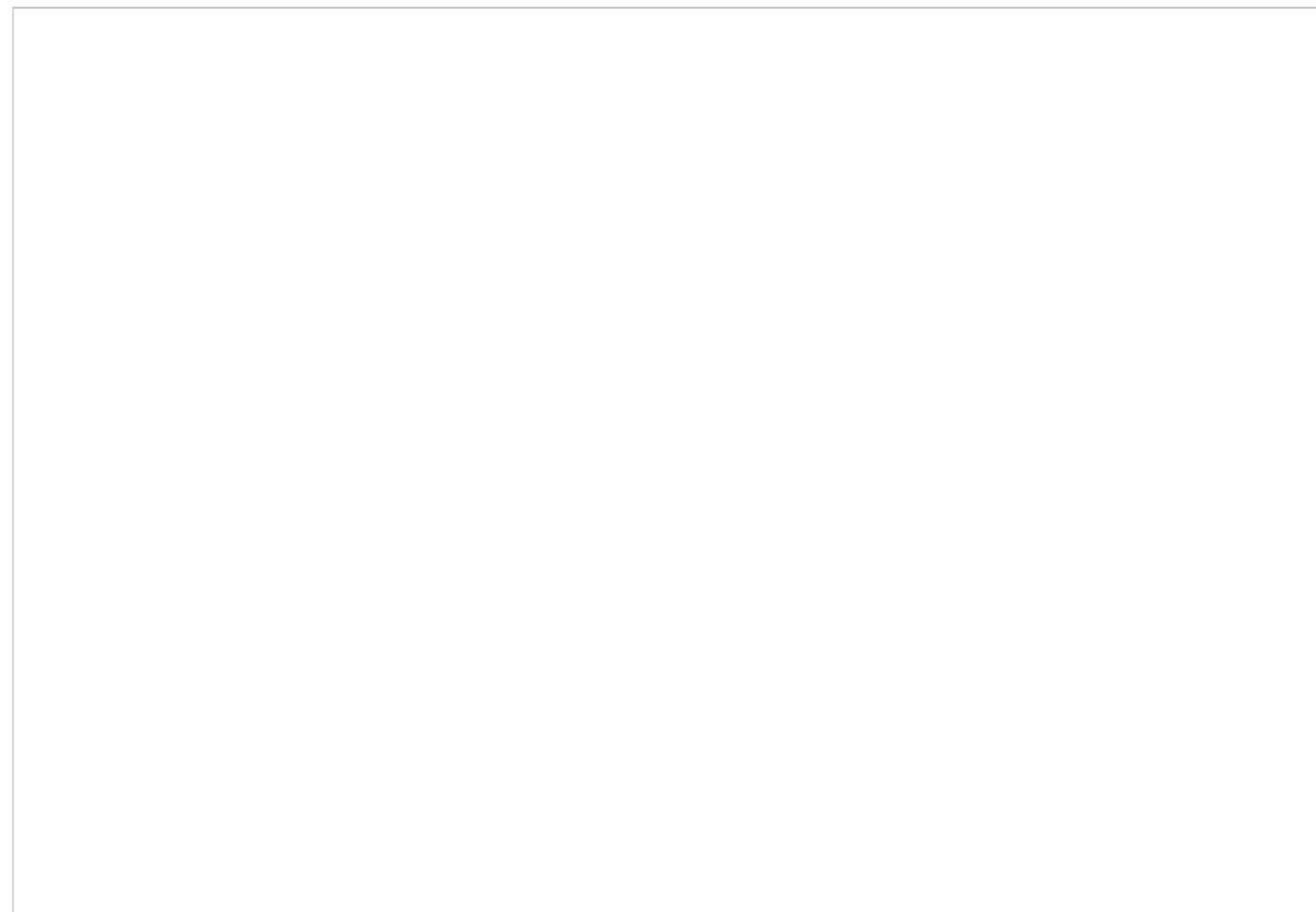
Location	Only transactions for this location are reported. A location must be entered. A location group can be specified.
Date Range	Only laybys created during this date range are reported.
Customer	Only laybys for this customer are printed. If left empty, all laybys are printed.
Operator	Only laybys for this operator are printed.
Separate Locations	If this option is checked off (default), the transactions for all locations are shown on the one report. The transactions are grouped by location. If this option is checked on, a separate report is generated for each report.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Layby Report



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Location Discounts Available Report

□ What Is It?

This report shows the discounts that the store has modified for use at their location. The report is basically only of use if the store has control over discounts via the [Location Usage](#) function.

What Are The Report Parameters?

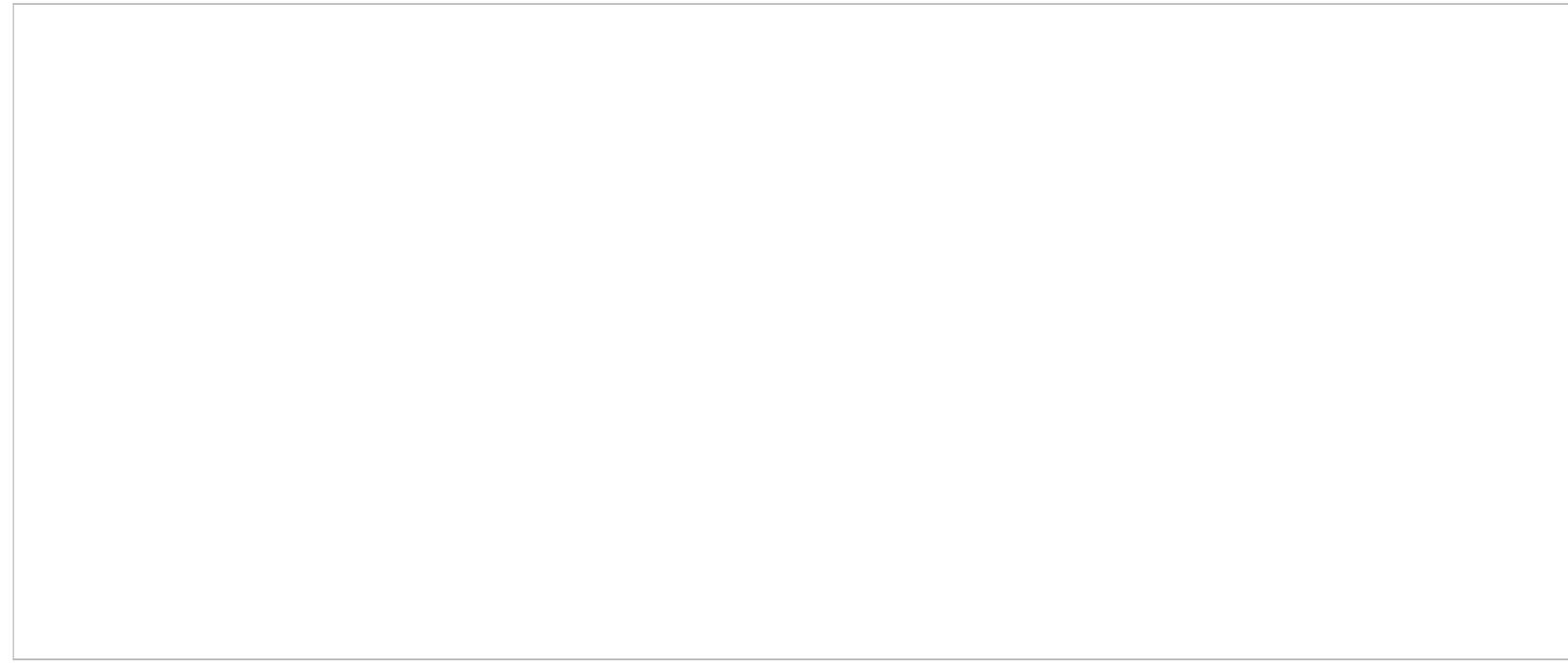
Location	Only discounts for this location are reported.
Date Range	Discounts during this date range are reported.
Discount	If left empty all discounts are shown otherwise specify an individual discount.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Location Discounts Available Report



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Location Discount Status Report

□ What Is It?

This report shows the current status of discounts at a store. The report is basically only of use if the store has control over discounts via the [Location Usage](#) function.

□ Command

Client - REQUESTREPORTITEMS2.EXE LOCATIONDISCSTATUSREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

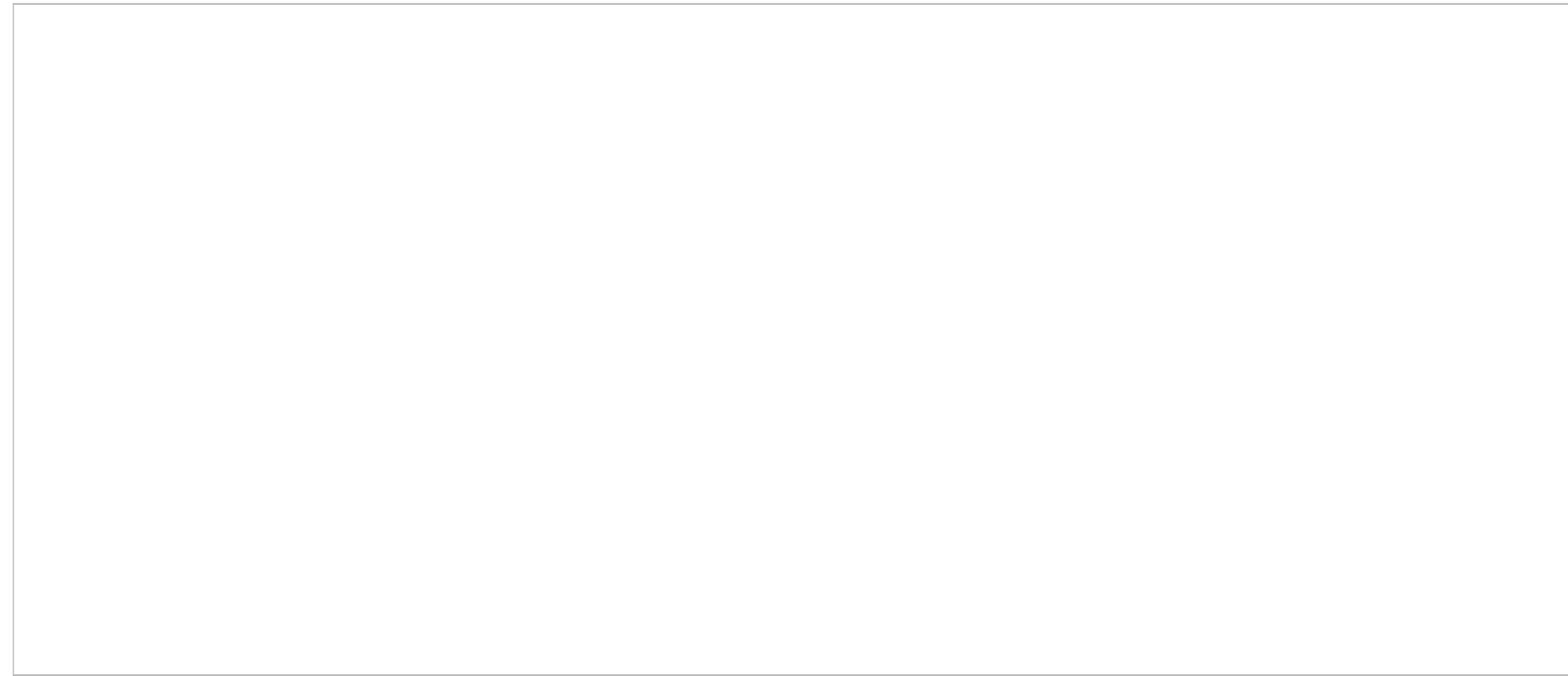
Location	Only discounts for this location are reported.
Date Range	Discounts during this date range are reported.
Discount	If left empty all discounts are shown otherwise specify an individual discount.

Paper Requirements

This report prints on A4 paper in landscape mode.

Sample Report

Figure: Example Location Discount Status Report



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Location Item Range Report

What Is It?

This report will show the items that should be ranged at a location compared to the items which are ranged. An item should be ranged if it has a valid cost, a valid sell and it is in a classification that can be used at the location. This will help you clean up item ranges at your locations.

The report will show both items - those that should be ranged and those that are ranged. At the start of each line will be a status flag which shows that the item should be ranged and is not or that it is ranged and should not be. Ideally, what you want to see on the report is a list of items with no status flags. These are items that should be ranged and are.

Command

Client - REQUESTREPORTITEMS2.EXE LOCATIONITEMRANGEREPEP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

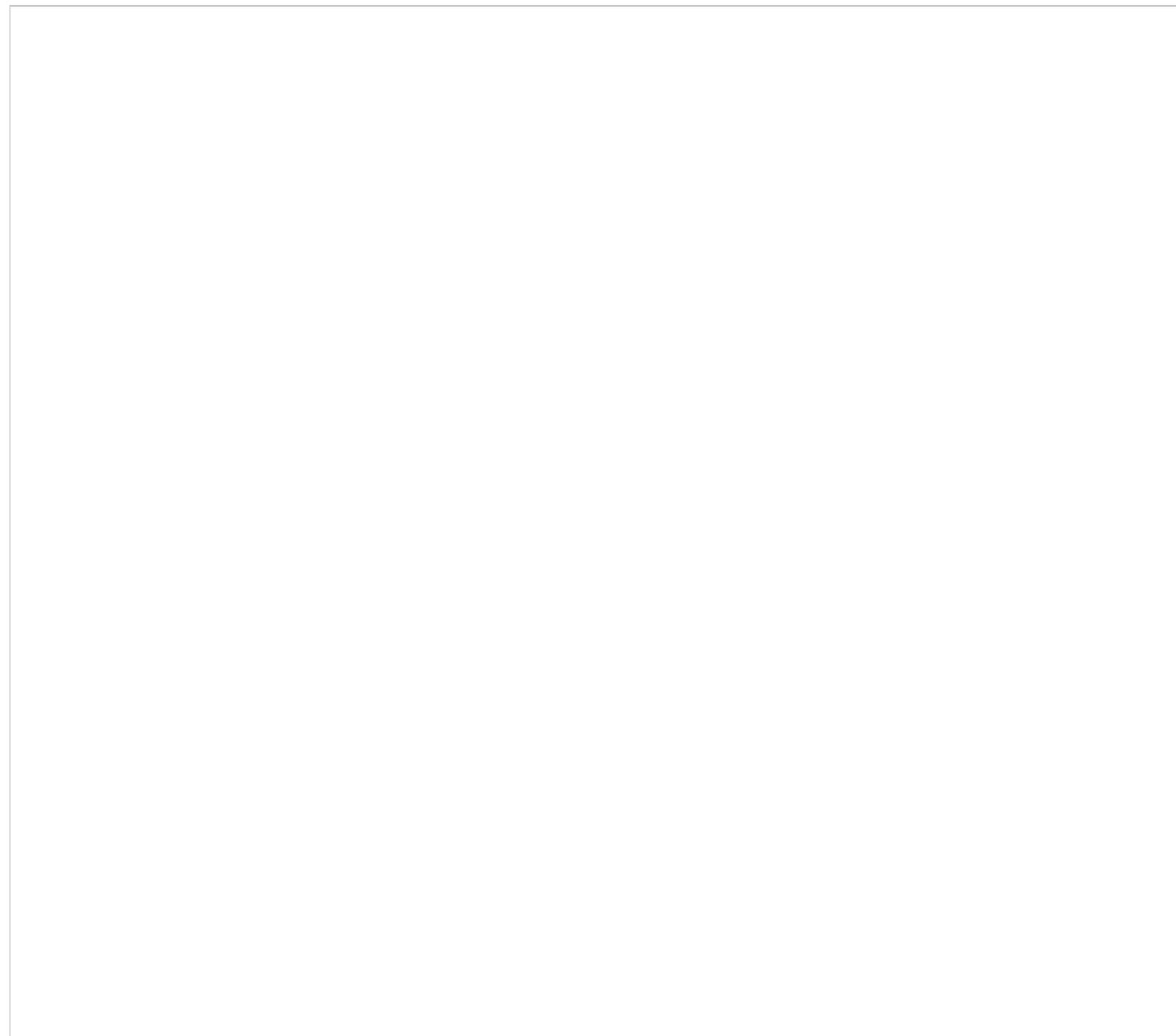
Location	Only transactions made for this location are reported.
Dept/Cat/ Group/SubGroup	All items in the nominated department, category and group are selected. You can enter just a department and you get all items in that department.
Family Group	Only items in this family group are printed. This does not have to be entered.
Classification	Only items which are the same classification as this field are printed. This does not have to be entered.
Supplier	Only items from this supplier will be printed. This does not have to be entered.
Season/Year	Only items from this season/year will be printed. This does not have to be entered.
Effective Date	The system will do the checks for this specific date.
Brand Name	Only items for this brand are shown.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Location Item Range Report



Location Item Report

□ What Is It?

This report displays performance details for selected items from a location perspective. It is basically a variation of the Location Range Report. For each item it displays cost and sell details, stock and sales performance. The sales performance can be week to date, last week or a date range. This report is useful for store personnel to track item performance. The [Item Performance Report](#) is a similar report designed for head office use. The items are printed in department, category, group, family group, description sequence.

Column Notes

Unit Cost is the Last Average Cost or Last Invoice Cost (as determined by the *COGS Method* on the [pos](#) tab of System Settings).

Stock Value is calculated by multiplying the Stock On Hand by either Average Cost or Last Invoice Cost.

Stock Cover is the stock on hand divided by the rate of sale. If the item has linked items, the rate of sale will include the rate of sale of all the linked items.

The Rate Of Sale is the sales over the last thirteen weeks divided by thirteen. Whereas the rate of sale used to calculate the Stock Cover above included linked items, this one is only for the item itself.

The Quantity Sold, Sales, GP and COGS are the values for the selected period.

The % of Grp is the item value divided by the group value.

□ Command

Client - REQUESTREPORTITEMS.EXE LOCATIONITEMREP

Server - REPORTITEMS.EXE

□ What Are The Report Parameters?

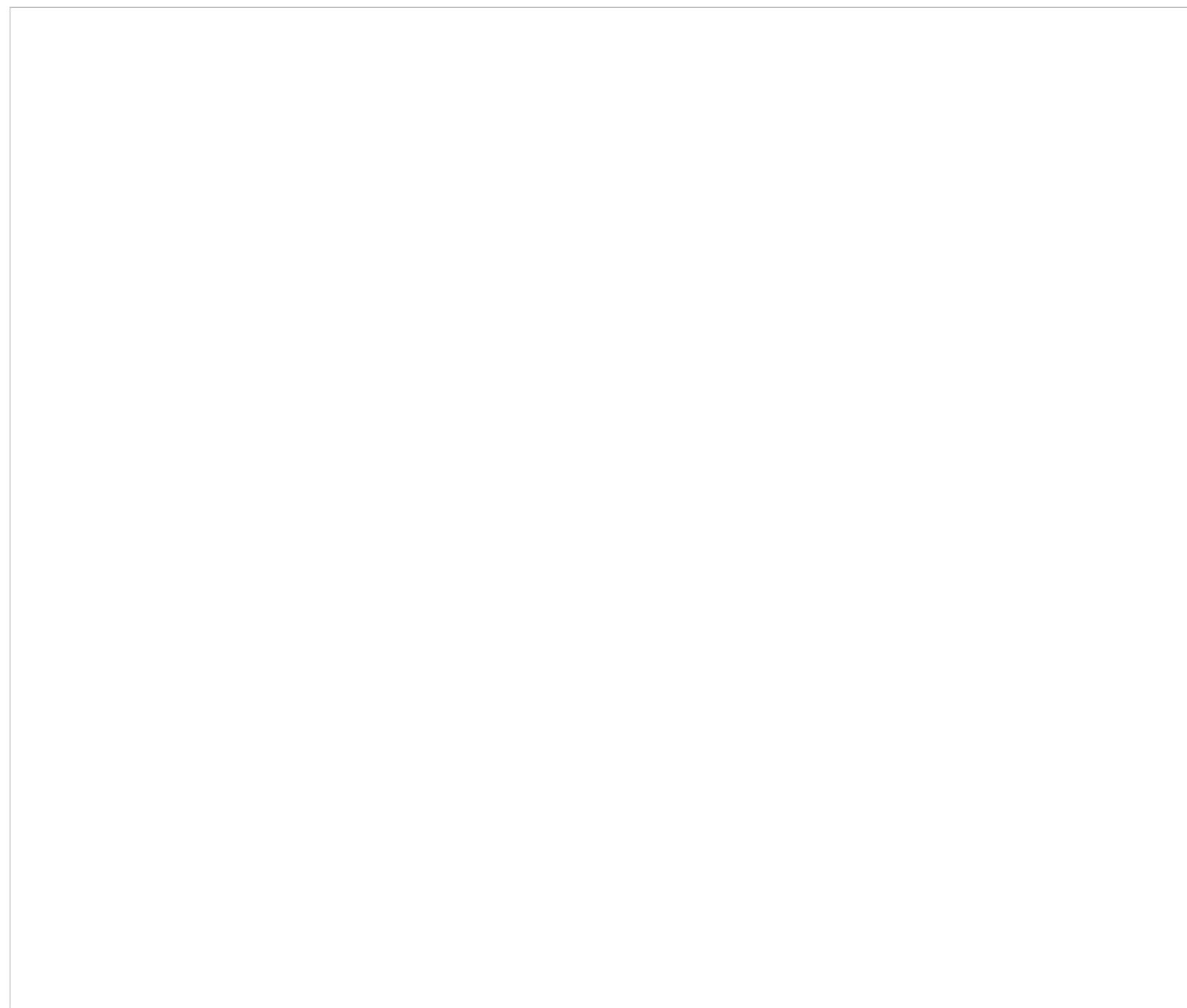
Location	The location for which performance details are required. If a location group is entered, a separate report is generated for each location within the group. This must be entered.
Dept/Cat/ Group/SubGroup	All items in the nominated department, category and group are selected. You can enter just a department and you get all items in that department.
Family Group	Only items in this family group are printed. This does not have to be entered.
Classification	Only items which are the same classification as this field are printed. This does not have to be entered.
Grade	Items which are of this grade are printed. This does not have to be entered.
Show Sales For	This section allows you to select the period for which sales performance is to be shown. This can be week to date, last week or a date range. The date range method uses data which is periodically removed from the system. This means that you are able to print the report for only the last few days, not for a date range two months prior.
Show Items With Zero Sales	By default, only items which have been sold during the requested period are displayed. If this is checked on, all items are listed.
Show Stock Items Only	If checked on, only items that are marked as stocked are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Location Item Report



Location Promotion Report

What Is It?

This reports shows the details of items appearing on a promotion for a specific location. The report is divided into two sections. The first section shows promotions that are starting and the second section shows promotions that are ending. This can be used by the location to determine what promotional stands and tickets need to be put up or taken down.

Command

Client - REQUESTREPORTITEMS.EXE LOCATIONPROMOREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

Location	Only items that are used by this location will be printed. If this is left empty, all items will be printed.
From Date	Promotions starting after this date will be printed. If this is left empty, all promotions will be printed.
To Date	Promotions ending before this date will be printed. If this is left empty, all promotions will be printed.
Show Starting Promotions	If this option is checked on, promotions which are starting during the date range are reported.
Show Ending Promotions	If this option is checked on, promotions which are ending during the date range are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Location Promotion Report

Location Promotion Report

dnRepLocationPromo

Order Code	IPN Description	Feature	Grade	Family	Promo Sell	Normal Sell	Supplier	Manufacturer Ctn	SOH	On Order
------------	-----------------	---------	-------	--------	------------	-------------	----------	------------------	-----	----------

PROMOTIONS STARTING

Promotion#	99000002	Sell Date Range	12/08/2005	12/08/2005							
	1112 BACARDI BREEZER, CRANBERRY LD,275		No		0.00	19.00	12401	12401	1	10	0

*** END OF REPORT ***

[Promotions](#)

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Location Quantity History Report

What Is It?

This report displays a thirteen week history of quantities sold for selected items. The items are printed in department, category, group, family group, description sequence. Supports selection of data by PDA import.

Command

Client - REQUESTREPORTITEMS.EXE LOCATIONQTYHISTORYREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

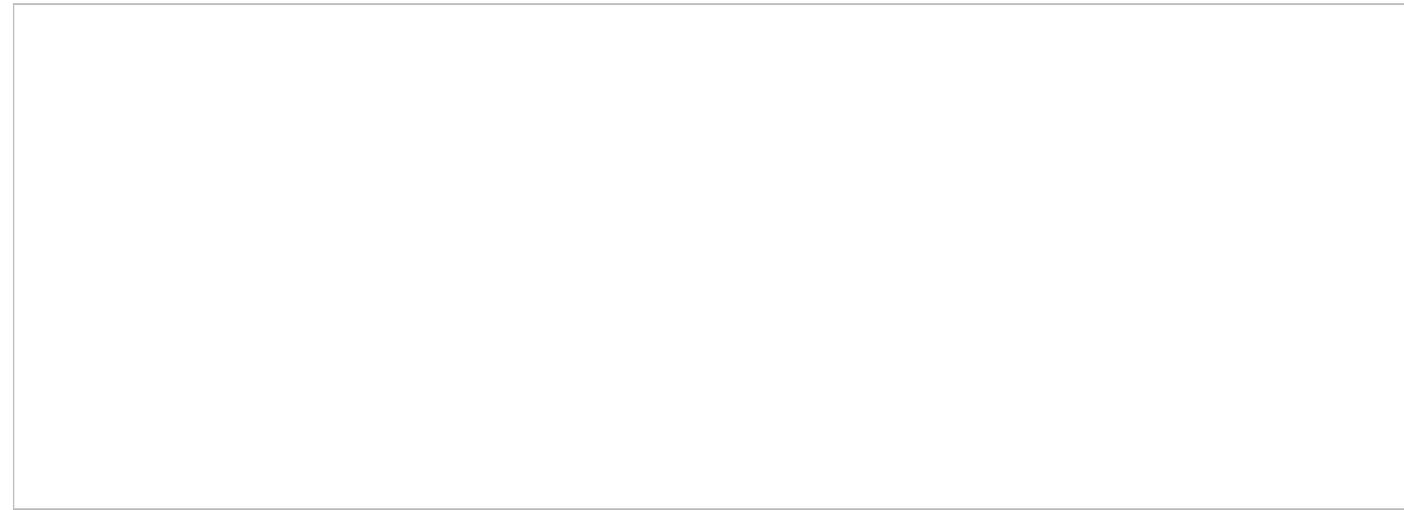
Location	The location for which performance details are required. If a location group is entered, a separate report is generated for each location within the group. This must be entered.
Dept/Cat/ Group/SubGroup	All items in the nominated department, category and group are selected. You can enter just a department and you get all items in that department.
Family Group	Only items in this family group are printed. This does not have to be entered.
Classification	Only items which are the same classification as this field are printed. This does not have to be entered.
PDA Import#	Items with this number will be reported.
Show Items With Zero Sales	By default, only items which have been sold during the requested period are displayed. If this is checked on, all items are listed.
Show Stock Items Only	If checked on, only items that are marked as stocked are reported.
Separate Locations	If this option is checked off (default), the transactions for all locations are shown on the one report. The transactions are grouped by location. If this option is checked on, a separate report is generated for each location.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Location Quantity History Report



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Location Stock On Hand Report

What Is It?

This report shows the current stock on hand at a location for selected items.

Command

Client - REQUESTREPORTINVENTORY.EXE LOCATIONSTOCKONHANDREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

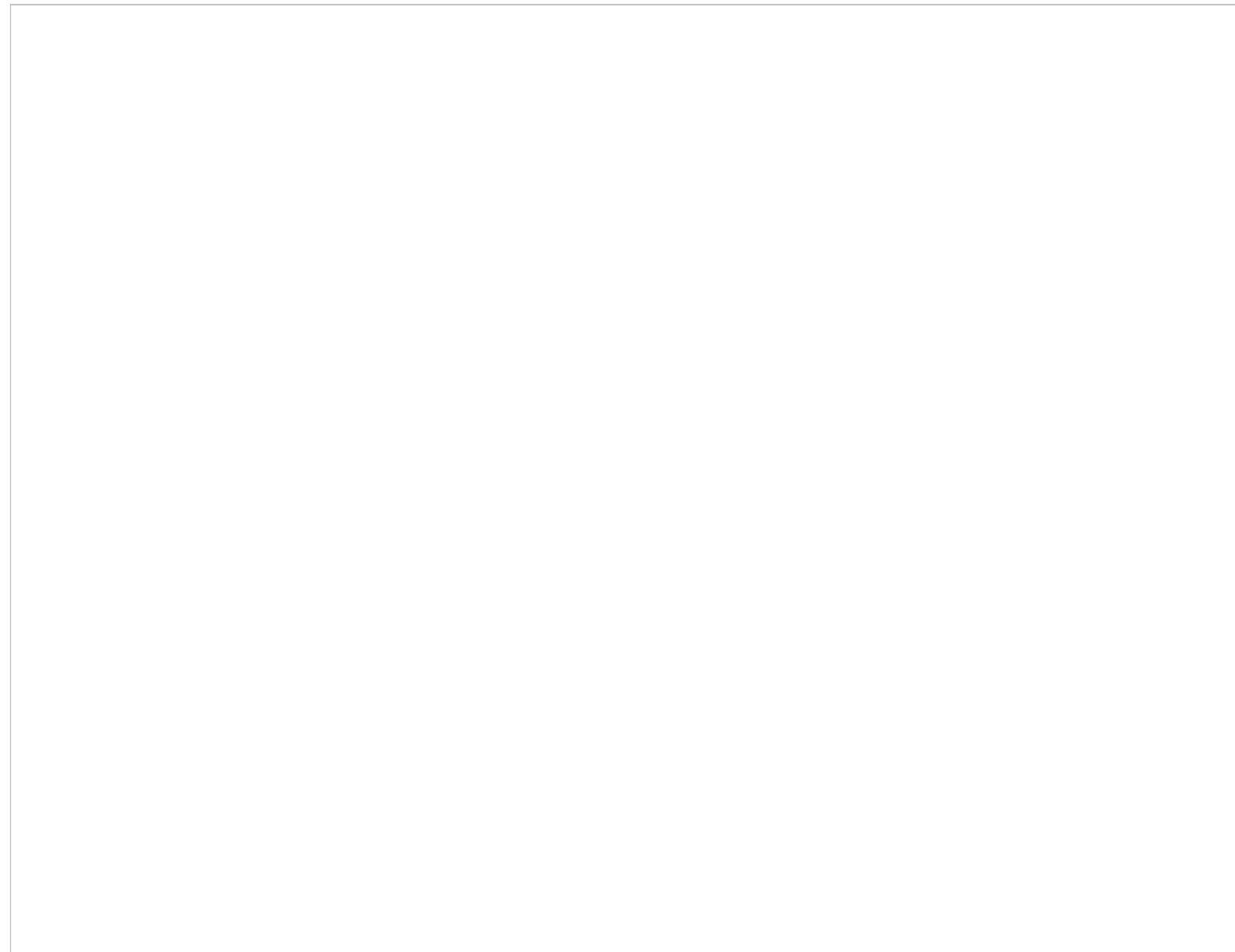
Location	The location for which details are required. This must be entered.
Show Items With Negative Stock	If this option is selected the items with stock on hand less than zero are printed.
Show Items With More Than x Units	If this option is selected and a quantity entered, only the items with stock on hand more than this quantity are printed.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Location Stock On Hand Report



Location Till Variance Report

What Is It?

This report shows the expected versus actual declared till amounts hence the difference between the two values.

Command

Client - REQUESTREPORTITEMS.EXE LOCTILLVARIANCEREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

Location	The location for which details are required. This must be entered.
Date Range	Till variances within this date range are reported.
Minimum Variance	Till variances greater than this value are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Location Till Variance Report

Location Till Variance Report

dmRepLocationTillVariance

Location	Date	Expected	Declared	Variance
BALT101	SHOP ONBOARD STENA BALTICA			
	15/08/2005	1,330.50	0.00	-1,330.50
	16/08/2005	16,657.80	7,841.00	-9,016.80
	17/08/2005	675.00	675.00	0.00
	18/08/2005	141.00	141.00	0.00
	<i>LOCATION TOTALS</i>	<i>18,804.30</i>	<i>8,457.00</i>	<i>-10,347.30</i>
	<i>REPORT TOTALS</i>	<i>18,804.30</i>	<i>8,457.00</i>	<i>-10,347.30</i>

*** END OF REPORT ***

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Location Transaction Count Report

What Is It?

This report shows the count of various transactions for a location, for example orders sent/received, transfers sent/ received, supplier returns, sales, finalised laybys/orders.

Command

Client - REQUESTREPORTITEMS.EXE LOCATIONTRANSCOUNTREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

Location	The location for which details are required. This must be entered.
Date Range	The transaction count within this date range is reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Location Transaction Count Report



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Margin By Location Report

What Is It?

This report shows the margin by location.

Command

Client - REQUESTREPORTNERO.EXE MARGINBYLOCATIONREP

Server - REPORTNERO.EXE

What Are The Report Parameters?

Location	The location for which details are required. This must be entered.
Period Range	The margin within this period range is reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Margin by Location Report

Margin by Location Report

dm Rep Margin By Location

Location	Open	Close	Goods Received	Actual Cost	Nett Sales	Actual Margin %	Theory Margin %	Margin Dif	Sandwich Value % Net	Other Value % Net	Staff Value % Net	Accounted Margin %	Missing Margin	Missing Margin %
----------	------	-------	-------------------	----------------	---------------	--------------------	--------------------	---------------	-------------------------	----------------------	----------------------	-----------------------	-------------------	---------------------

FRITH ST 001

328

9302

*** END OF REPORT ***

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Master Catalogue Report

□ What Is It?

This is another type of item/pricing report. It shows basic item description details as well as applicable pricing. It is similar to the [Price Catalogue Report](#) but reports pricing for a specific location group only. This is useful to produce price books for 'zones', or groups of similar locations.

If you specified a group location then you will only see items that have a sell price entered for that location. If there is any specific pricing for a location within the group, it will be ignored. If you specified a specific location but you do your pricing for a group, no items will be reported.

The report only shows items that have an active, normal sell price.

Items that other items link to are shown in bold to highlight them.

Column Notes

A sell record for an item can have up to five different sell prices. The High Sell price is the first sell price and the Low Sell is the second sell price.

□ Commands

Client - REQUESTREPORTITEMS2.EXE MASTERCATALOGUEREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	The location for which pricing is to be reported. This must be entered. Only items that have a sell price for this location will be reported.
Dept/Cat/ Group/SubGroup	All items in the nominated department, category group and subgroup will be selected. You can enter just a department and you will get all items in that department.
Family Group	Only items in this family group will be printed. This does not have to be entered.
Classification	Only items which are the same classification as this field will be printed. This does not have to be entered.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Master Catalogue Report

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Member Account Transactions Report

What Is It?

This report

What Are The Report Parameters?

Ledger	
Location	
From Date	
To Date	
Customer	
Tender	
Show Sales	
Show Payments	
Show Adjustments	
Show Returns	
Sale Details	
Separate Locations	
Sort Order	

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Member Account Transactions Report

Member Account Transactions Report

dmRepMemTrans

Account#	Code	Name	Date	Type	Trans#	Reference	Adjust Code	Paymen	Amount	Current Balance
----------	------	------	------	------	--------	-----------	-------------	--------	--------	-----------------

LOCATION TOTALS # Transactions 0 Value 0.00

REPORT TOTALS # Transactions 0 Value 0.00

*** END OF REPORT ***

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Member Performance Report

□ What Is It?

This report shows the top performing members in your loyalty system. It will show the members name, number of points, number of visits, last visited date, their average spend per visit, and the number of visits for each day of the week. The members are listed by average spend, highest to lowest.

Note: The report is not location based. It looks at all members within the loyalty system.

The data for this report is based on the statistics generated by the end of day [Update Member Statistics](#) process. If this process has not been run, there will be no data for the report to use.

Commands

Client - REQUESTREPORTLOYALTY.EXE MEMBERPERFORMANCEREP

Server - REPORTLOYALTY.EXE

What Are The Report Parameters?

Period	The report will look at statistics for this period to determine the best members.
Top %	You can select which customers to show here. The number is a percentage. So if select 10, you will see the top 10% of members.

Paper Requirements

The report is printed in landscape mode on A4 paper.

Sample Report

Figure: Example Member Performance Report

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Member Points Report

What Is It?

This report gives a breakdown of the points earned (Sale) or used as payment (Pay) within a transaction for MEMPTS customer account types.

Commands

Client - REQUESTREPORTACCOUNTS.EXE ACMEMPOINTSTRANREP

Server - REPORTACCOUNTS.EXE

What Are The Report Parameters?

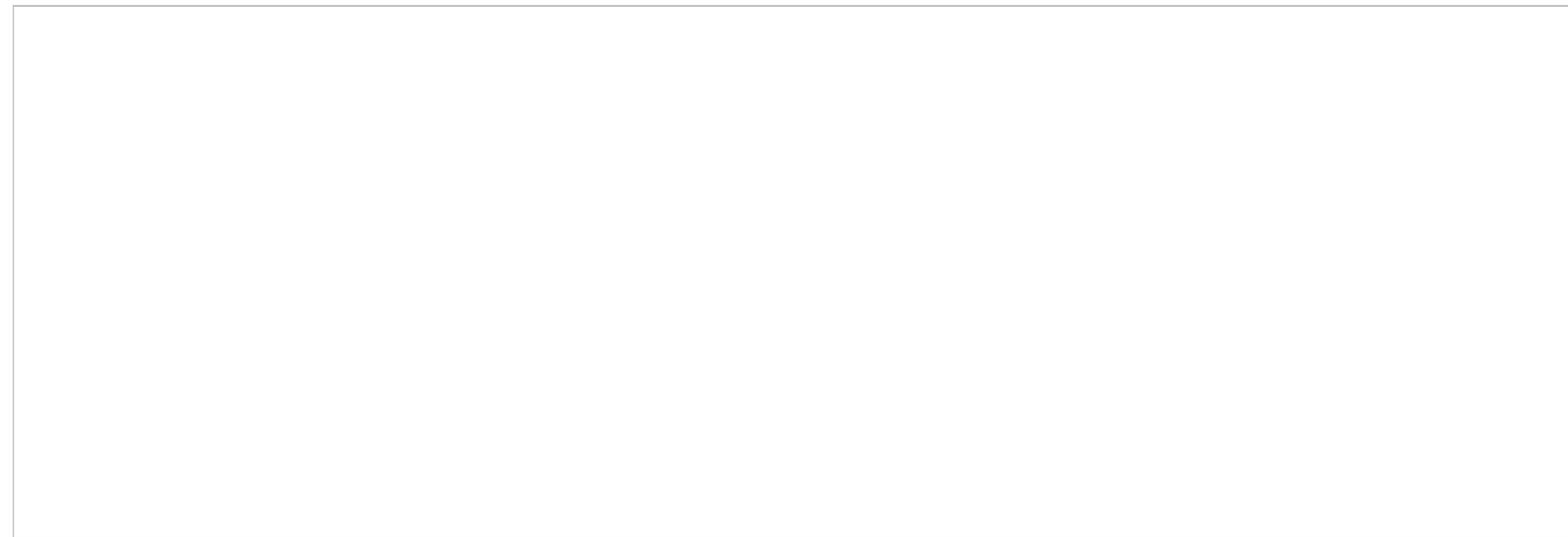
Location	Transactions will be extracted for the selected location. If this is a group, all locations within the group will be extracted.
From Date/To Date	Range of dates to extract data for.
Customer	The customer to find details for.
Customer Type	If this is specified, only members of this type will be checked.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Member Points Report



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New Items Report

What Is It?

This report shows the new items created in a specific date range.

Commands

Client - REQUESTREPORTITEMS.EXE NEWITEMSREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

From Date	All new items from this date.
To Date	All new items up to this date.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example New Items Report

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Non-Revenue Report

What Is It?

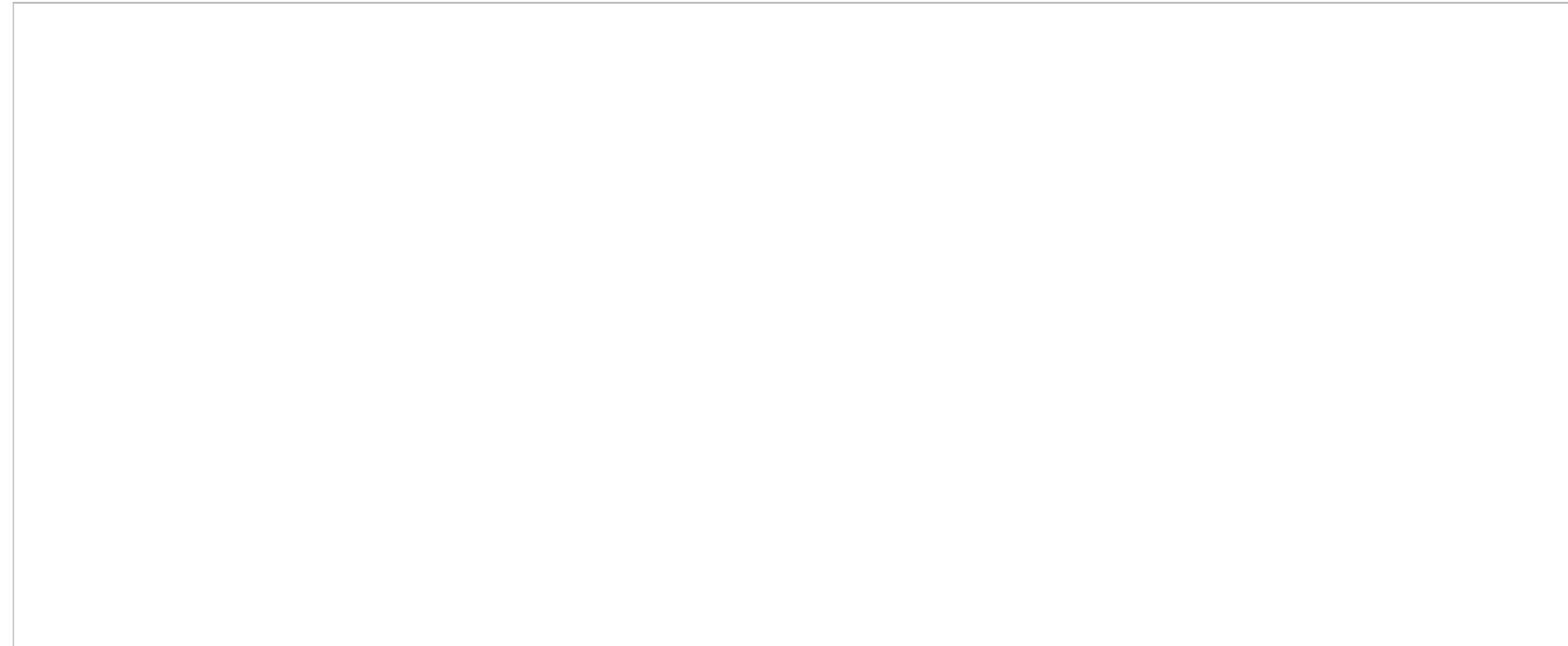
A version of this report can be generated as part of the X and Z Reads if set in [Till Reads](#).

Paper Requirements

This report prints on A4 paper in Portrait mode or on the receipt printer.

Sample Report

Figure: Example Non-Revenue Report



Old Stock Report

What Is It?

This report shows items that have not been sold since a specific date, or never sold, and that have more than x units of stock.

Commands

Client - REQUESTREPORTINVENTORY.EXE OLDSTOCKREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

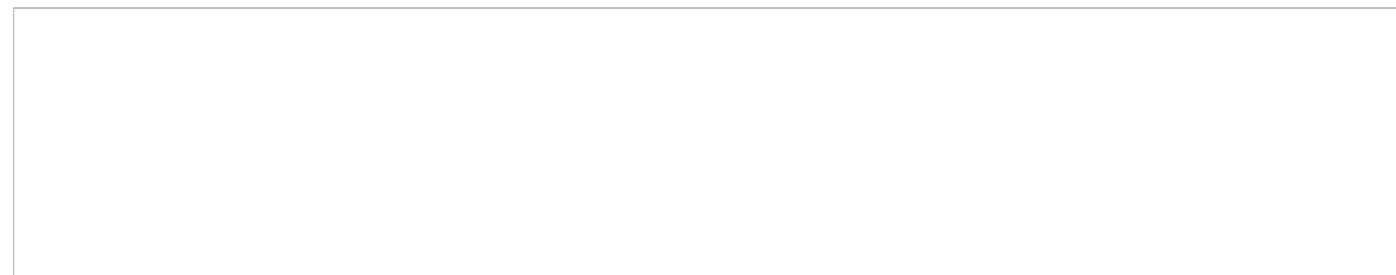
Location	
Dept/Cat/ Group/SubGroup	
Family	
Classification	
Grade	
Supplier	
Manufacturer	
No Sales Since	
SOH Greater Than	
Separate Locations	

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Old Stock Report



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On Order Report

What Is It?

This report shows details of items from incomplete purchase orders for a given date range. You can use this to plan your cashflow for expected stock. It shows the on order and outstanding quantities for each item on the selected purchase order.

Commands

Client - REQUESTREPORTINVENTORY.EXE ONORDERREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

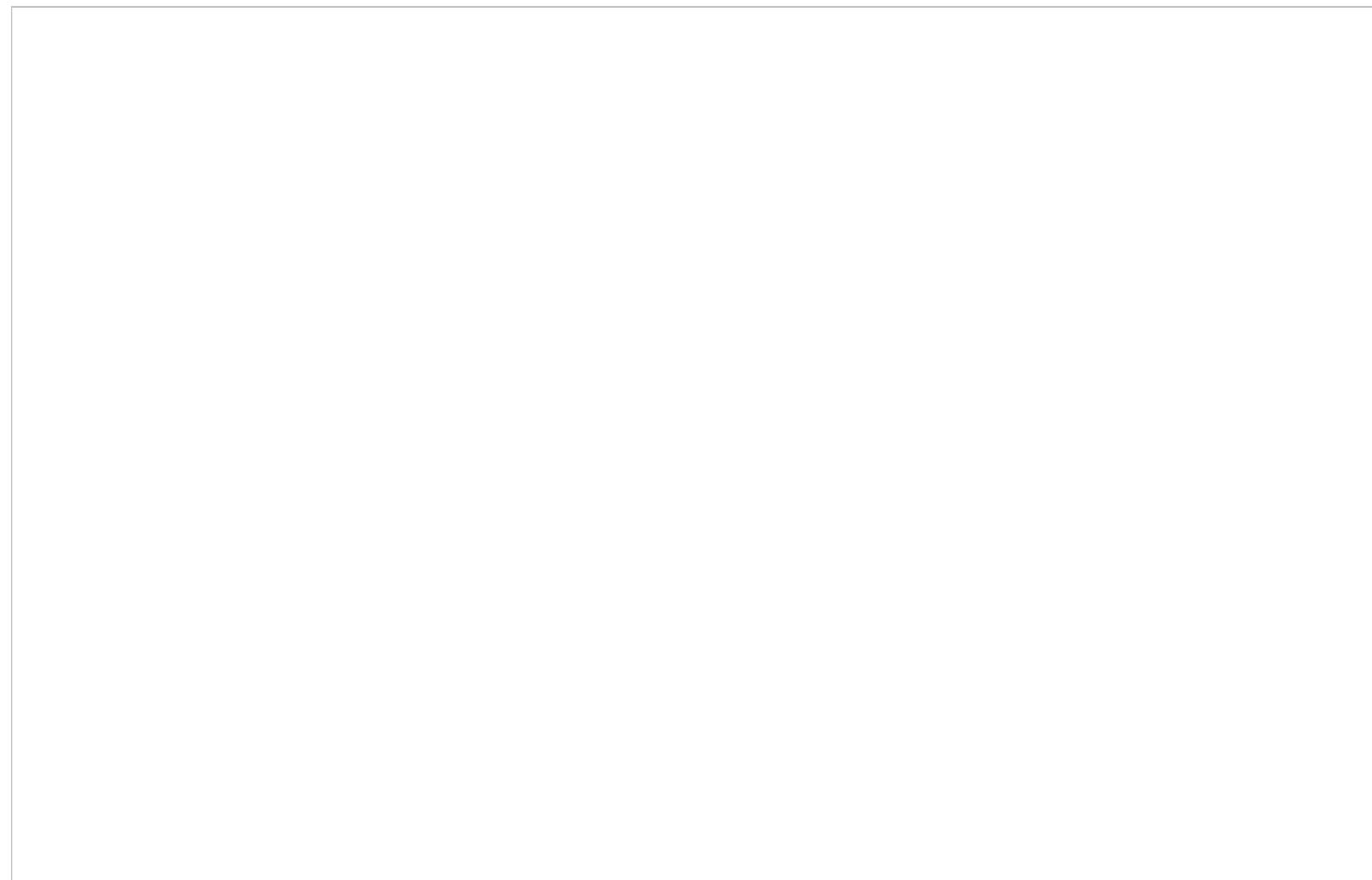
Location	Only orders applicable to this location are printed.
Required From Date/To Date	Purchases orders which are required during this date range are reported. Only purchase orders which are marked as 'Sent' or 'Part Recv' are reported.
Supplier	Only purchase orders for this supplier are reported. If you leave this empty, purchase orders are reported regardless of supplier.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example On Order Report



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Operator Discounts Report

What Is It?

This report shows the items which have been discounted, grouped by operator. A modified sell price also counts as a discount and will be shown on the report.

Commands

Client - REQUESTREPORTITEMS2.EXE OPERATORDISCOUNTSREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only discounts applicable to this location are printed.
From Date/ To Date	
Dept/Cat/ Group/SubGroup	
Family	
Classification	
Grade	
Item Number	
PDA Import#	
Operator	
Separate Locations	
Group By	Operator, Transaction or Transaction Items

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Operator Discounts Report

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Operator Performance Report

What Is It?

This report shows the performance indicators for operators, measuring things like sales, discounts, tilling time, customers, number of transactions, and so on. The data can be grouped by operator or location.

Commands

Client - REQUESTREPORTUSERS.EXE OPERATORPERFORMANCEREP

Server - REPORTUSERS.EXE

What Are The Report Parameters?

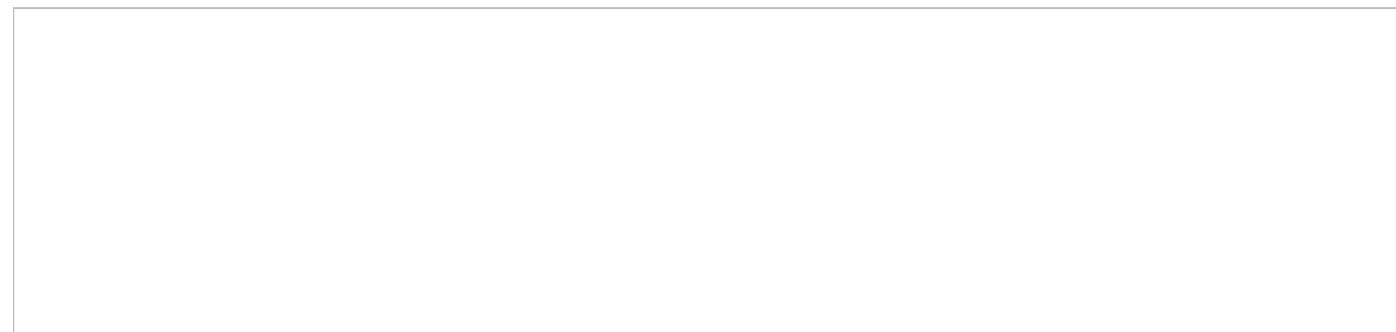
Location	Only transactions for this location are reported. A location group can be specified.
From Date To Date	Customer orders placed during this date range are reported.
Operator	Only details for selected operator are shown.
Group By	Operator or Location
Show Daily Performance	Include Daily checks.

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Operator Performance Report



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Operator Sales Report

What Is It?

This report shows all the items sold by an operator during a selected date range. The items are grouped by operator and then by sale date/time. For each item it will show the quantity sold, cost of goods, sales revenue, GP and Nett GP. Nett GP is the GP plus any expected rebates.

Commands

Client - REQUESTREPORTUSERS.EXE OPERATORSALESREP

Server - REPORTUSERS.EXE

What Are The Report Parameters?

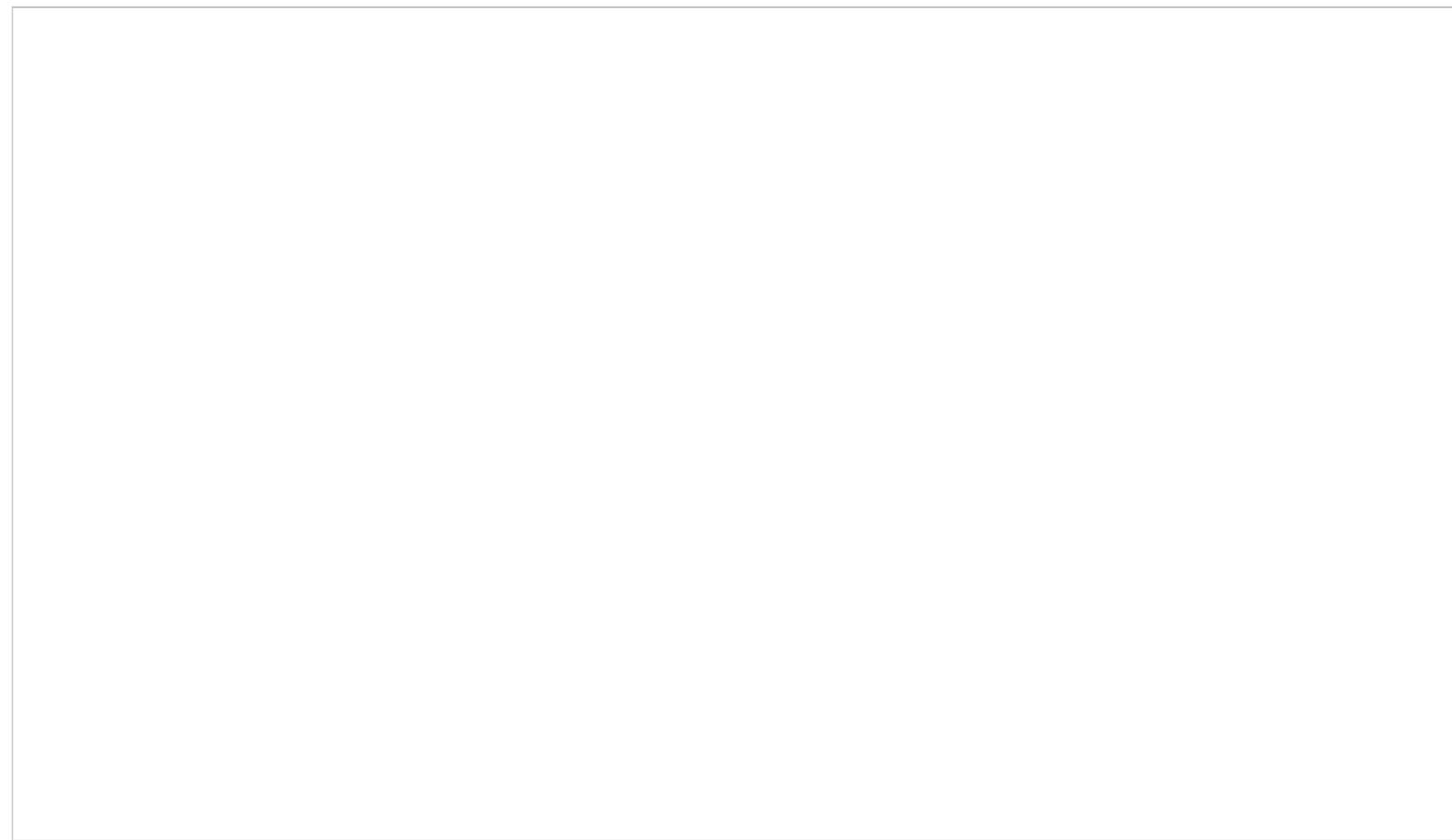
Location	The location to report operator sales for. If this is a group, a separate report will be generated for each location within the group.
Date Range	The date range to report transactions for.
Dept/Cat/ Group/SubGroup	All items within the selected department, category, group and subgroup will be reported. If left empty all items will be reported.
Family Group	All items within the selected family group will be reported. If left empty all items will be reported.
Classification	All items within the selected classification will be reported. If left empty all items will be reported.
Grade	All items within the selected grade will be reported. If left empty all items will be reported.
Operator	Only items sold by this operator will be reported. If left empty, items sold by all operators will be reported.
Supplier	Only items from this supplier will be reported.
Summarise Sales	If checked on, the individual items which the operator sold will not be reported.
Exclude Departments	If this is checked on, items in the Exclude Departments will not be reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Operator Sales Report



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Order Verification Report

What Is It?

This report is used when you have done a suggested order in Purchase Order. You can print this report to verify that the suggested order is correct. A space is available next to item for you to tick that the quantity is valid or to write in an updated value. You can then modify the purchase order and print out the final [Purchase Order Report](#). The rates of sales shown on the report include the use of all associated items, for example an ingredient item will include its usage in any of the recipes that use the ingredient.

□ What Are The Report Parameters?

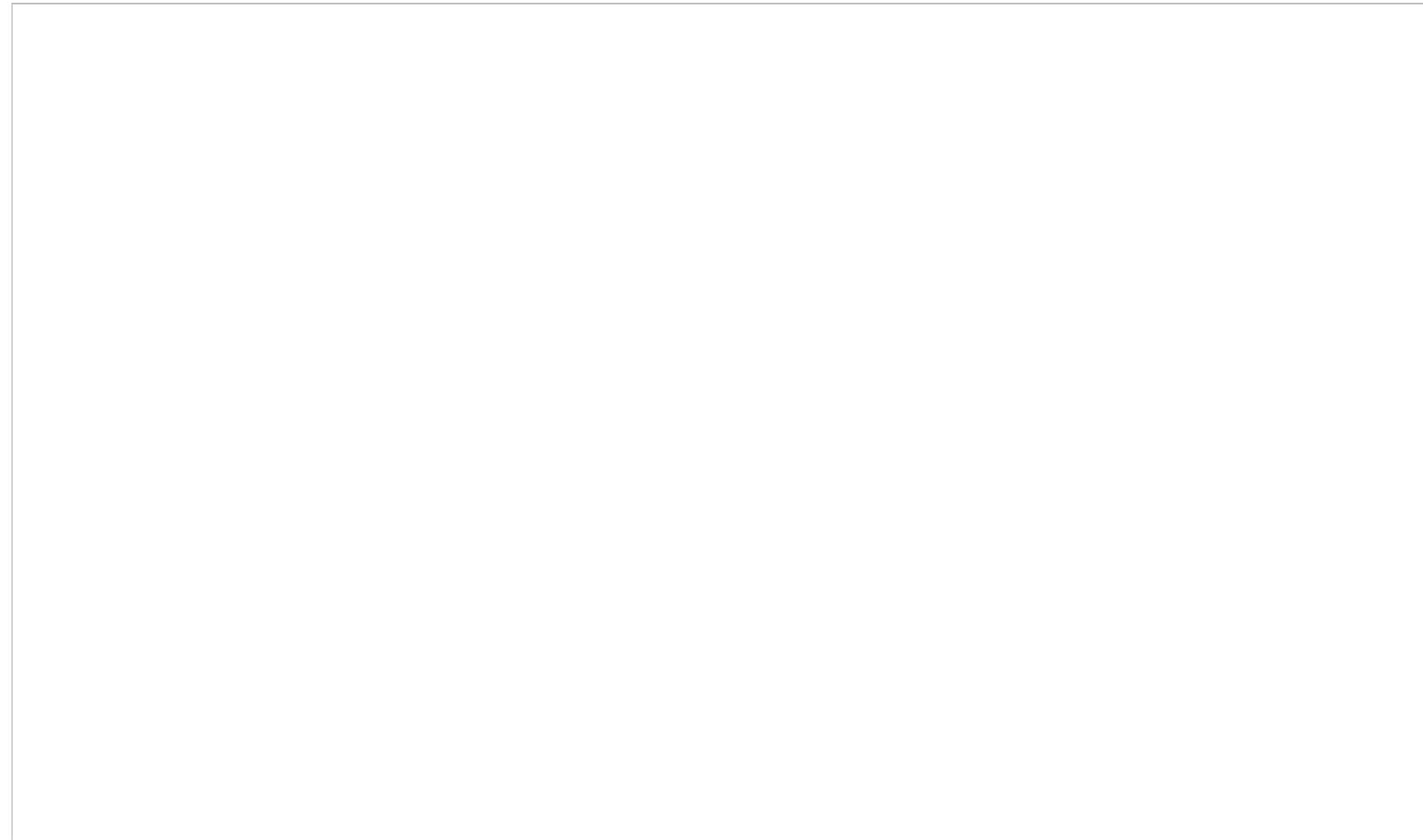
There are no parameters as the report is run as part of the [Purchase Order](#) form.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Order Verification Report



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Outstanding Invoice Report

What Is It?

This report shows any Goods Receipt that do not have an Invoice Matching transaction.

Commands

Client - REQUESTREPORTINVENTORY.EXE OUTSTANDINGINVOICEREP

Server - REPORTINVENTORY.EXE

□ What Are The Report Parameters?

Location	The location to report outstanding invoices for.
Date Range	The date range to report outstanding invoices for.
Order By	Goods Receipt No, Goods Receipt Date, Location.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Outstanding Invoice Report

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Packaging Tax Report

□ What Is It?

This report shows the amount of tax payable on packaging. See [Packaging](#) for details.

□ Commands

Client - REQUESTREPORTITEMS2.EXE PACKAGINGTAXREP

Server - REPORTITEMS2.EXE

□ What Are The Report Parameters?

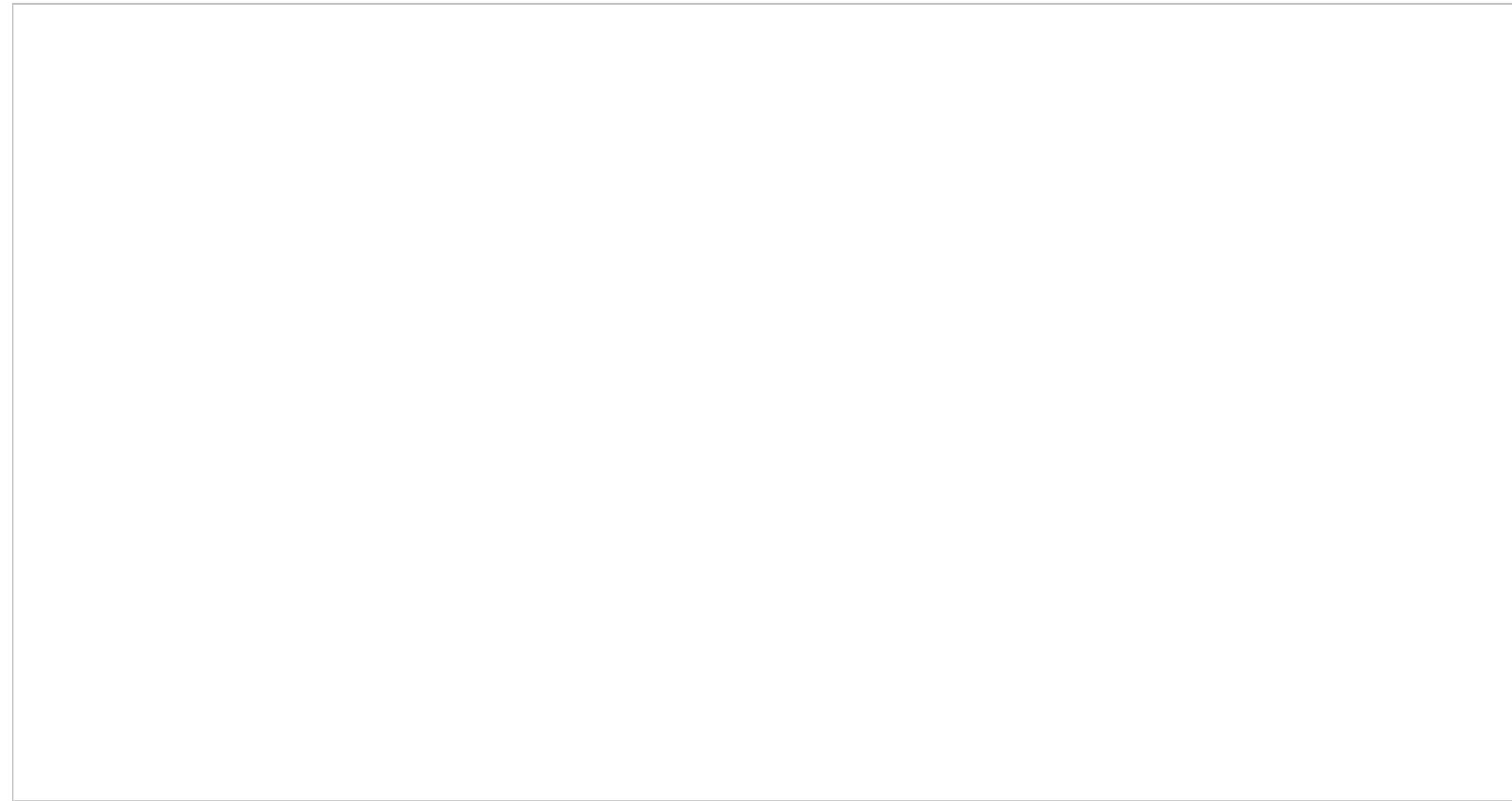
Location	The location for which performance details are required. If a location group is entered, a separate report is generated for each location within the group. This must be entered.				
Type	<p>Indicates the type of packaging on which we want to report.</p> <table border="1" data-bbox="607 359 1495 632"> <tr> <td data-bbox="607 359 857 495">Manufacturer Packaging</td> <td data-bbox="857 359 1495 495">This is packaging the manufacturer places around the item.</td> </tr> <tr> <td data-bbox="607 495 857 632">Our Packaging</td> <td data-bbox="857 495 1495 632">This is packaging we put around the item when we sell it.</td> </tr> </table>	Manufacturer Packaging	This is packaging the manufacturer places around the item.	Our Packaging	This is packaging we put around the item when we sell it.
Manufacturer Packaging	This is packaging the manufacturer places around the item.				
Our Packaging	This is packaging we put around the item when we sell it.				
From/To Date	The date range for which the usage is required.				
Dept/Category/Group/SubGroup	All items in the nominated department, category group and subgroup will be selected. You can enter just a department and you will get all items in that department				
Family Group	Only items in this family group will be printed. This does not have to be entered				
Classification	Only items which are the same classification as this field will be printed. This does not have to be entered.				
Supplier	Only items from this supplier will be printed. This does not have to be entered.				
Season/Year	Only items with this season/year will be selected.				
Brand Name	If entered, only items from this brand will be selected.				

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Packaging Tax Report



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Picking Slip

□ What Is It?

This is the report that will be printed from the [Transfer Send](#) inventory transaction. It lists the items that need to be picked. The sequence of the items can be controlled using the *Transfer Send - Picking Slip Sequence* option in [Location](#).

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Picking Slip Report

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Pre-Sale Gift Certificate Report

What Is It?

This report will show the pre-sale gift certificates that have been created ready for sale. It will show the gift certificate number and value. Where possible it will print a range of numbers. Printing one line per gift certificate could generate a large report!

Commands

Client - REQUESTREPORTITEMS2.EXE PRESOLDGIFTCERTREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

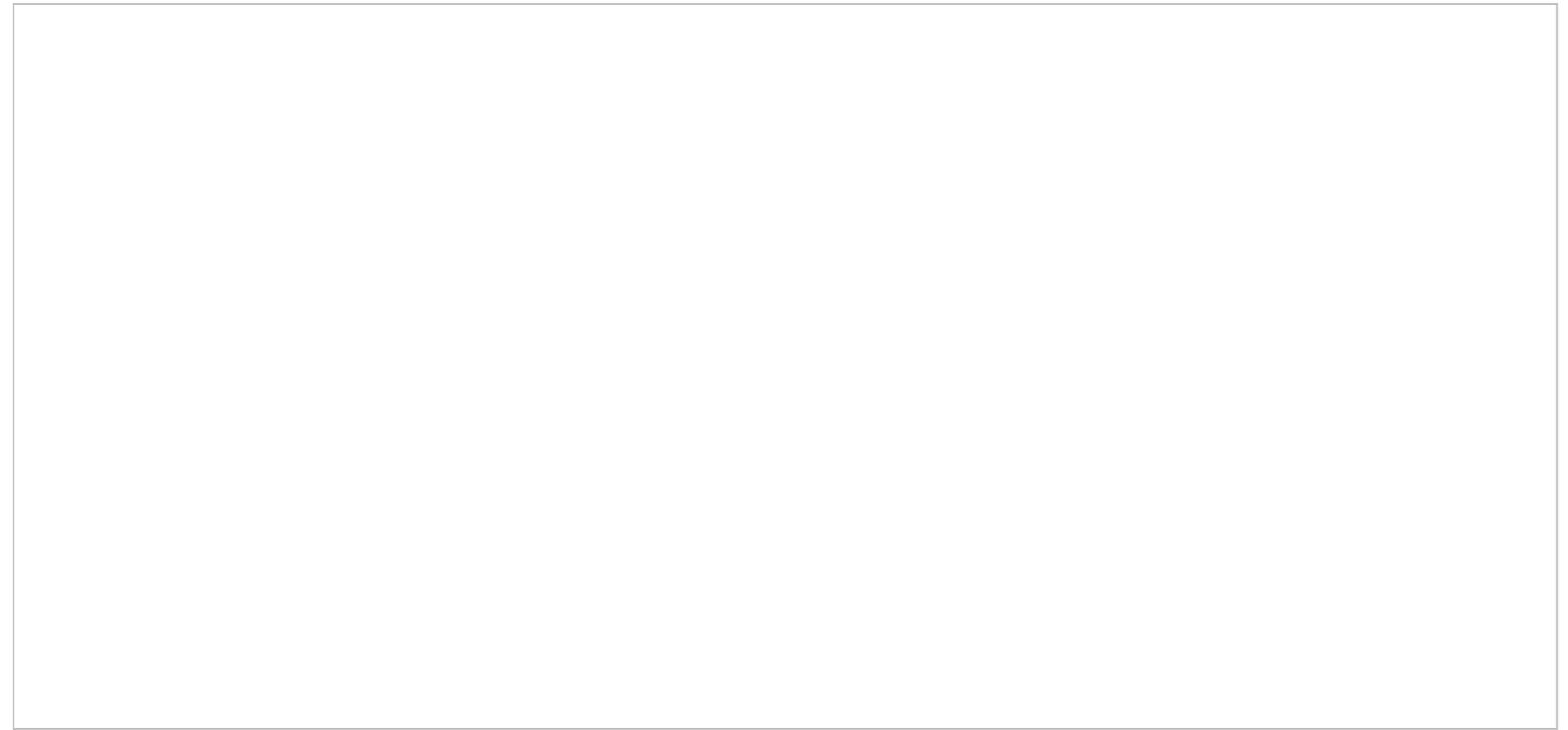
Location	Shows outstanding pre-sale certificates for this location.
-----------------	--

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Pre-Sale Gift Certificate Report



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Price Catalogue Report

□ What Is It?

This is another type of item/pricing report. It shows basic item description details as well as pricing for a specific location. Another version of this report, the [Master Catalogue Report](#), shows pricing for a location group.

Only items that are stocked and not deleted from the location are reported on. To remove an item from the report, the Stocked check box should be blank for the item on the [Range](#) tab within Items. See [How Do I Stop An Item Being Sold At A Location?](#) for more information.

Items that other items link to are shown in bold to highlight them.

Column Notes

A sell record for an item can have up to five different sell prices. The High Sell price is the first sell price and the Low Sell is the second sell price.

The Promotion sell is shown only if a promotion is currently in effect.

The Changed column will show 'Y' if the item has just been changed. This is only available if the report is run during end of day processing after the process to set the location sells and the process to reset changes.

What Are The Report Parameters?

Location	The location for which pricing details are required. If a location group is entered, a separate report is generated for each location within the group. This must be entered.
Department/Category/Group	All items in the nominated department, category and group are selected. You can enter just a department and you get all items in that department.
Family Group	Only items in this family group are printed. This does not have to be entered.
Classification	Only items which are the same classification as this field are printed. This does not have to be entered.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Price Catalogue Report

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Price Level Report

What Is It?

This is another type of item/pricing report. It shows basic item description details as well as pricing for a specific location.

Only items that are stocked and not deleted from the location are reported on. To remove an item from the report, the Stocked check box should be blank for the item on the [Range](#) tab within Items. See [How Do I Stop An Item Being Sold At A Location?](#) for more information.

Items that other items link to are shown in bold to highlight them.

Column Notes

A sell record for an item can have up to five different sell prices. The High Sell price is the first sell price and the Low Sell is the second sell price.

The Promotion sell is shown only if a promotion is currently in effect.

The Changed column will show 'Y' if the item has just been changed. This is only available if the report is run during end of day processing after the process to set the location sells and the process to reset changes.

Commands

Client - REQUESTREPORTITEMS PRICELEVELREP

Server - REPORTITEMS.EXE

□ What Are The Report Parameters?

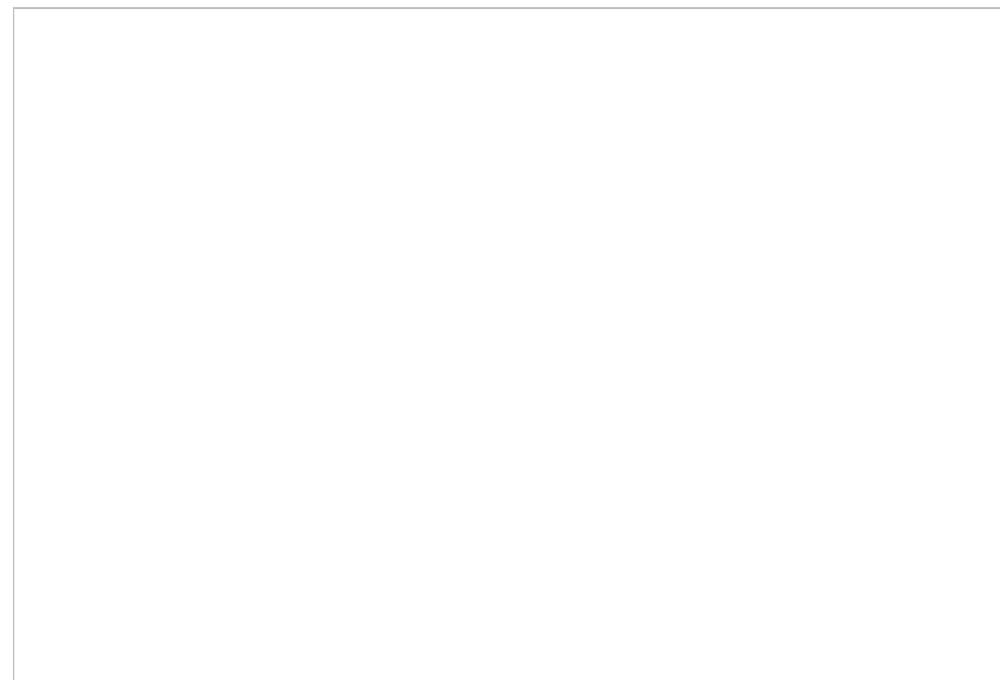
Location	The location for which pricing details are required. If a location group is entered, a separate report is generated for each location within the group. This must be entered.
Dept/Cat/Group/SubGroup	All items in the nominated department, category, group and subgroup are selected. You can enter just a department and you get all items in that department.
Family Group	Only items in this family group are printed. This does not have to be entered.
Classification	Only items which are the same classification as this field are printed. This does not have to be entered.
Highest Sell	User can pick the highest sell to appear on the report. The default is set to 'Sell 4' meaning Sells 1 to 4 will be shown on the report, Sell 5 will not be shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Price Level Report



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Price Modification Report

What Is It?

This report shows items which were price modified at the POS.

Commands

Client - REQUESTREPORTITEMS.EXE PRICEMODIFICATIONREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

Location	The location for which pricing details are required. If a location group is entered, a separate report is generated for each location within the group. This must be entered.
Date Range	Prices modified within this date range are reported.
Show Zero Sell	Indicates if zero priced items are shown.
Min# Changed	Any price changes greater than the entered number will be shown. Leave as 1 for all changes.
Min Difference (Cents)	Any price changes greater than the entered amount will be shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Price Modification Report

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Profit And Loss Report

□ What Is It?

This report shows the details of the profit and loss for the location.

□ Commands

Client - REQUESTREPORTBANKING.EXE HERALDPANDLREP

Server - REPORTBANKING.EXE

What Are The Report Parameters?

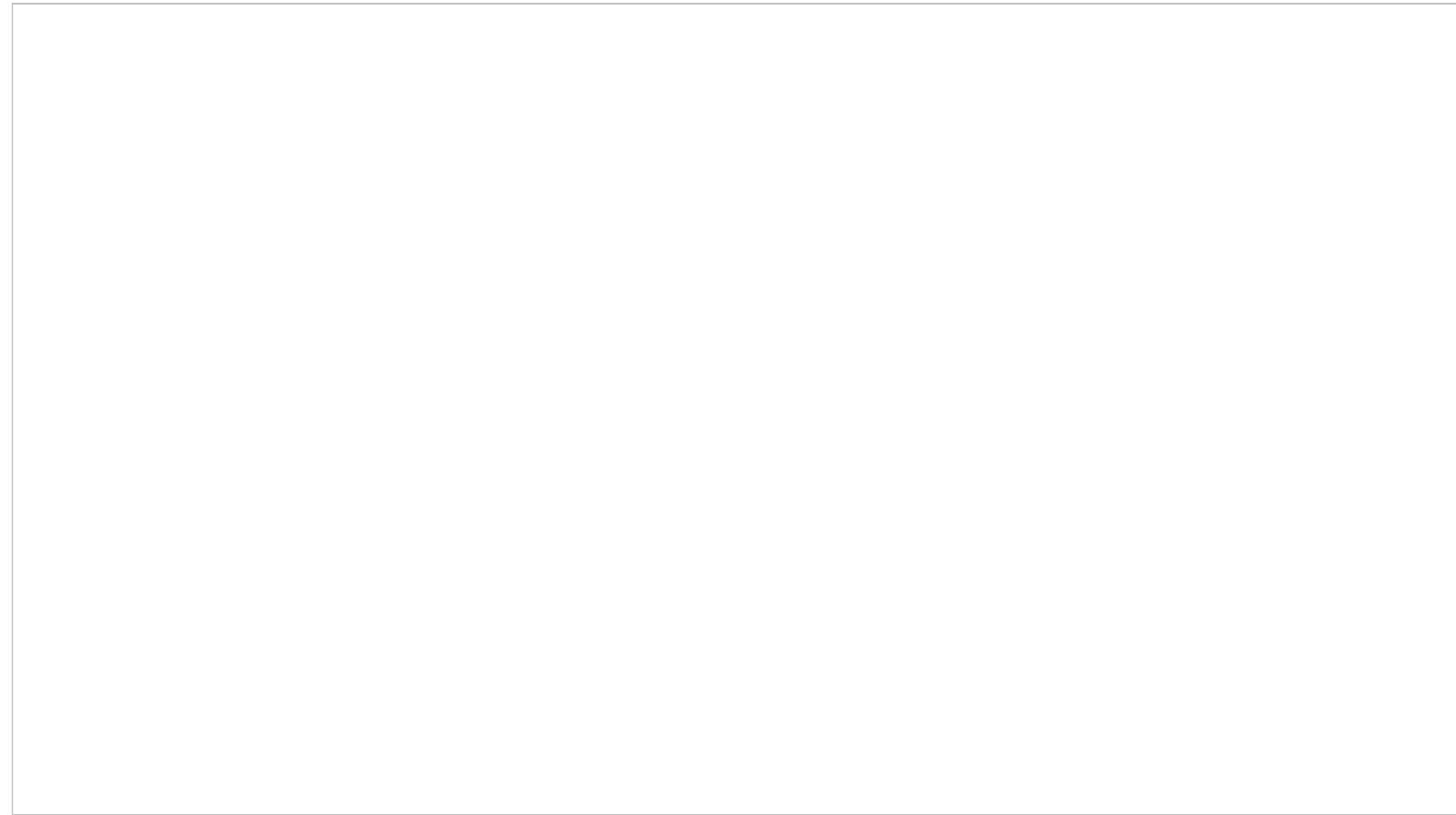
Location	The location for which banking details are required.
From/To Banking Period	Bankings within this period range are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Profit and Loss Report



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Promotion Advertising Report

What Is It?

This reports shows how items for a promotion are going to be advertised in a sales catalogue. It can be sent to a supplier to show them how the items are going to be printed in the catalogue. The supplier can confirm that the details are correct. It can also be sent to the advertising company to show them how the items should be shown on the catalogue.

Commands

Client - REQUESTREPORTITEMS.EXE PROMOADVREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

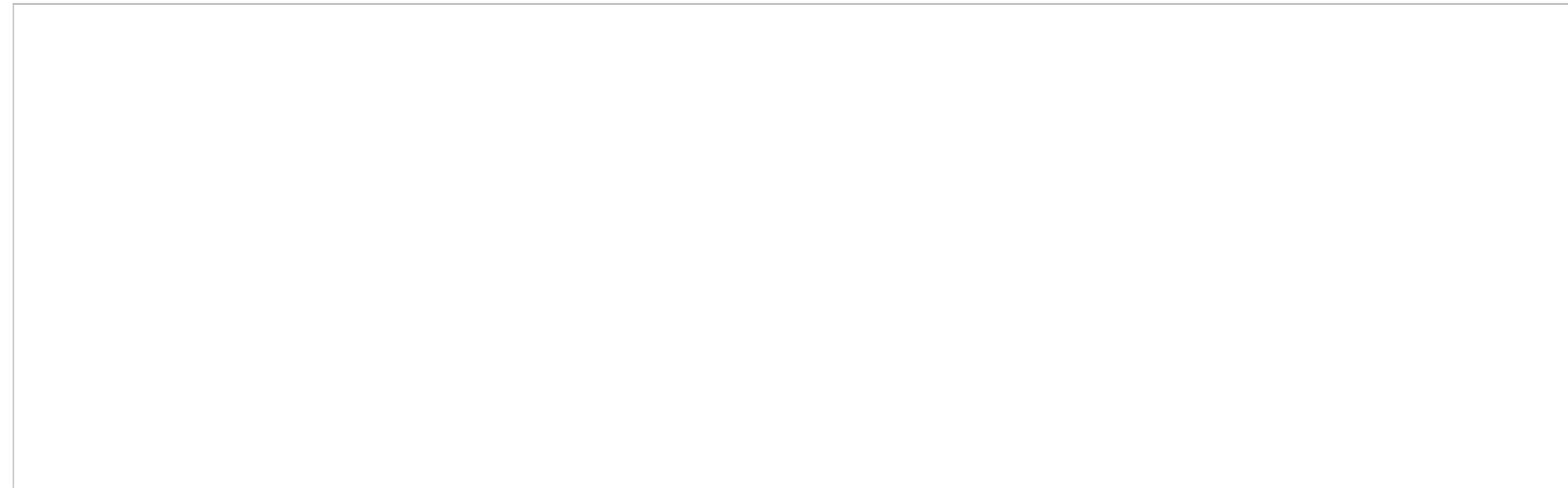
Promotion#	The code of the promotion for which the report will be printed. If this is left empty, all promotions will be printed.
Location	Only items that are used by this location will be printed. If this is left empty, all items will be printed.
Supplier	Only items for this supplier will be printed. If this is left empty, all items will be printed.
Sort Report Data By	The sequence the data should be printed either catalogue page and sequence or supplier.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Promotion Advertising Report



[Promotions](#)

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Promotion Changes Report

What Is It?

This reports shows the

Commands

Client - REQUESTREPORTITEMS.EXE PROMOCHANGEREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

Promotion#	The code of the promotion for which the report will be printed.
Location	Only items that are used by this location will be printed.
Supplier	Only items for this supplier will be printed. If this is left empty, all items will be printed.
Change#	

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Promotion Changes Report



[Promotions](#)

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Promotion Merchandise Report

What Is It?

This reports shows the details of items appearing on a promotion. It is for use by the buying/merchandising department to verify the promotion is set up correctly.

Commands

Client - REQUESTREPORTITEMS.EXE PROMOMERCHREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

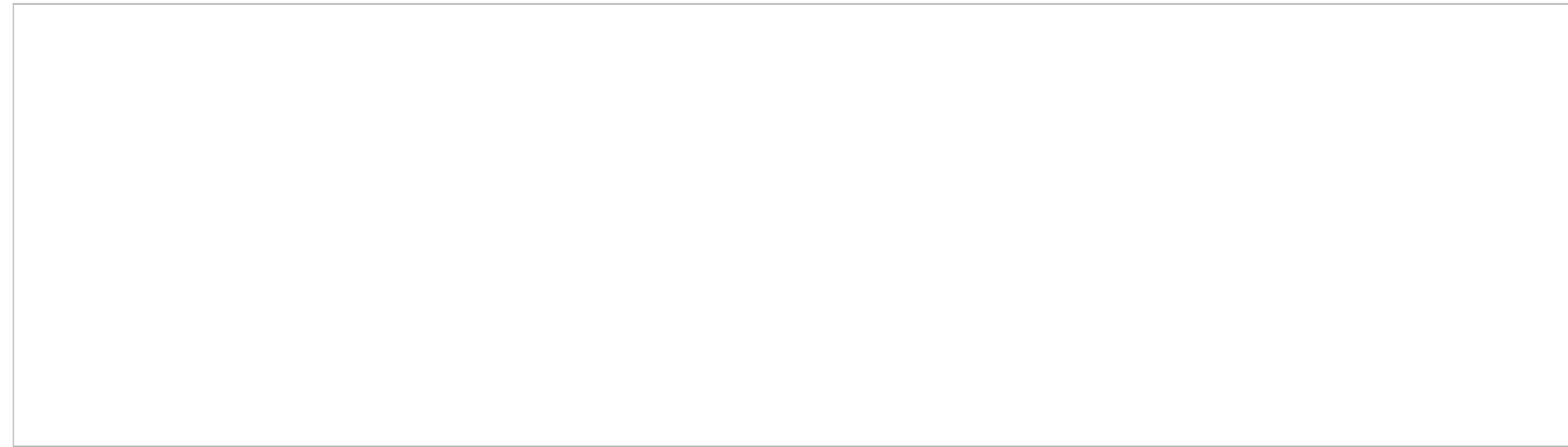
Promotion#	The code of the promotion for which the report will be printed. If this is left empty, all promotions will be printed.
Location	Only items that are used by this location will be printed. If this is left empty, all items will be printed.
Supplier	Only items for this supplier will be printed. If this is left empty, all items will be printed.
Manufacturer	Only items for this manufacturer will be printed. If this is left empty, all items will be printed.
From Date	Promotions starting after this date will be printed. If this is left empty, all promotions will be printed.
To Date	Promotions ending before this date will be printed. If this is left empty, all promotions will be printed.
Department/ Category/ Group/ Subgroup	Only items in the selected department, category, group and subgroup will be reported.
Media Type	Only items that use this media type on the promotion will be reported.
Sort Report Data By	Indicates how the data should be sorted.
Show Virtual Warehouse	Only items for which this option is checked on in the promotion will be reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Promotion Merchandise Report



[Promotions](#)

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Promotion Supplier Report

What Is It?

This reports shows the details of items appearing on a promotion. It can be sent to a supplier to confirm that you have recorded the details of the items correctly.

Commands

Client - REQUESTREPORTITEMS.EXE PROMOSUPPREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

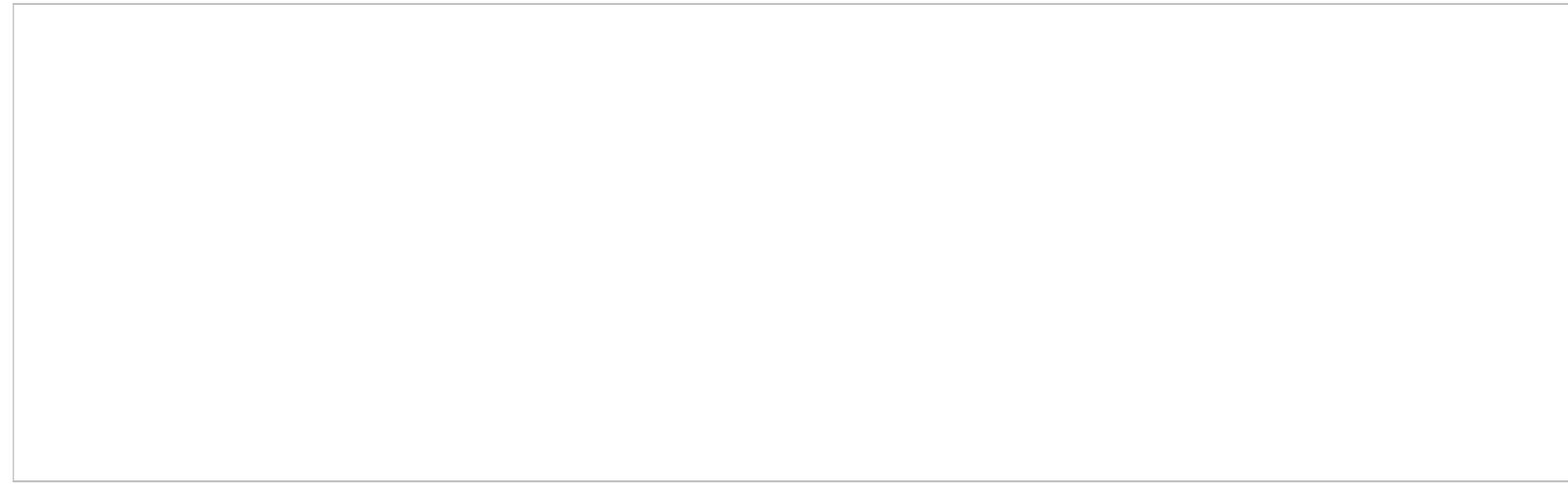
Promotion#	The code of the promotion for which the report will be printed. If this is left empty, all promotions will be printed.
Location	Only items that are used by this location will be printed. If this is left empty, all items will be printed.
Supplier	Only items for this supplier will be printed. If this is left empty, all items will be printed.
Manufacturer	Only items for this manufacturer will be printed. If this is left empty, all items will be printed.
From Date	Promotions starting after this date will be printed. If this is left empty, all promotions will be printed.
To Date	Promotions ending before this date will be printed. If this is left empty, all promotions will be printed.
Email Suppliers	Not currently used.
Print Disclaimer	If this option is checked off, a disclaimer will be printed on the report. The disclaimer basically says the supplier has checked the details and if any details are wrong, its the supplier's problem.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Promotion Supplier Report



[Promotions](#)

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Proposed Sells Report

□ What Is It?

This report shows the items for which the system has proposed a new sell price due to cost changes. The sell prices are generated by the end of day process Propose Sell Prices. For each item the report shows the old and new costs and the old and new sells. See Proposing Sell Prices for a complete description on the proposing sells cycle.

□ Commands

Client - REQUESTREPORTITEMS.EXE PROPOSEDSELLSREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

Location	Only sell prices applicable to this location will be printed.
From Date To Date	Only sell prices which were proposed during this date range will be reported.
# Sells To Report	Each sell record in the system can have up to five sells. However, if you only use two of the five sells, it is not very useful to print the other three sell prices. Use this option to specify how many sell prices you want to see on the report.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Proposed Sells Report

Proposed Sells Report

PROPOSEDSILLSRE

IPN	Supplier	Order Code	Description	Family	Location	Start Date	--- Carton Cost ---			--Landed Unit Cost--			Sell #	Old\$	New\$	GP%
							Old\$	New\$	Var\$	Old\$	New\$	Var\$				
DECREASE																
BVRG	BEER	HEAVY	(BVRG BEER HEAVY)													
1956	UNK		ITEM 1	BRTB S		13/08	0.00	0.00	0.00	0.00	-4.55	-4.55	1	17.00	17.00	99.9
													2	17.00	17.00	99.9
													3	17.00	17.00	99.9
1954	UNK		ITEM 2	BRTB S		13/08	150.70	150.70	0.00	142.00	125.60	-16.40	1	157.57	157.57	12.3
													2	170.52	170.52	19.0
													3	184.76	184.76	25.2
1933	UNK		ITEM 3	BRTB S		13/08	0.00	0.00	0.00	5.00	-5.00	-10.00	1	5.00	5.00	99.9
													2	5.00	5.00	99.9
													3	-5.00	-5.00	0.0
1952	UNK		ITEM 4	ALL		13/08	150.70	150.70	0.00	142.00	142.00	0.00	1	168.42	168.42	7.3
													2	156.20	156.20	0.0
													3	156.20	156.20	0.0
1960	UNK		ITEM 5	BRTB S		13/08	150.70	150.70	0.00	142.00	125.60	-16.40	1	158.54	158.54	12.9
													2	172.13	172.13	19.7
													3	187.08	187.08	26.1
1984	TAXED		ITEM 6	BRTB S		10/08	36.17	36.17	0.00	1.37	1.37	0.00	1	1.50	2.01	25.0
													2	0.99	1.51	0.2
													3	0.99	1.51	0.2

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Purchase Order Verification Report

What Is It?

The rates of sale shown on the report will include quantities transferred as well as quantities sold.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Quote Report

What Is It?

This reports shows all items for which quotes have been prepared in the system. This is useful to follow up customers to try and make a sale.

Commands

Client - REQUESTREPORTITEMS2.EXE QUOTEREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only transactions for this location are reported. A location must be entered. A location group can be specified.
From Date/To Date	Only quotes created during this date range are reported.
Customer	Only quotes for this customer are printed. If left empty, all quotes are printed.
Operator	Only quotes by this operator are printed.
Separate Locations	If this option is checked off (default), the quotes for all locations are shown on the one report grouped by location. If this option is checked on, a separate report is generated for each location.
Group By	Results sorted by Customer Transaction, Supplier or Item.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Recipe Setup Report

□ What Is It?

This report shows the set up of recipes within the system. It lists all the recipe items that match the report parameters. For each item it will show the ingredients in that item. Two types of problems can be identified with recipes. The first problem is 'Loops around'. This means that an ingredient in the recipe is the same number as the main recipe item. If not fixed, this will cause the system to go loop around in circles and eventually crash the system. This is most common when an ingredient is itself a recipe and its ingredient points back to the main recipe item. The second type of problem is 'Too many levels'. An ingredient of a recipe can also be a recipe with ingredients. Those ingredients can also be recipes and so on. This can occur nine times. Any more than this and you will get this problem. Bad items will be shown at the end of the report.

Commands

Client - REQUESTREPORTITEMS.EXE RECIPESSETUPREP

Server - REPORTITEMS.EXE

□ What Are The Report Parameters?

Dept/Cat/Group/SubGroup	All items in the nominated department, category group and subgroup will be selected. You can enter just a department and you will get all items in that department.
Family Group	Only items in this family group will be printed. If left empty, items from any family groups will be printed.
Classification	Only items which are the same classification as this field will be printed. If left empty, items from any classification will be printed.
Item Number	The specific item to be printed. If left empty, all items will be printed.
Report Costs For	Location and From Date must be entered to show costs.

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Recipe Setup Report

Recipe Setup Report

dmRepRecipeSetup

IPN	Description	Cost	Unit of Measure	Recipe Qty %	Recipe Qty	Recipe Cost
DRINK	ICED	FRUIT	OTHER			
3262	TAKE AWAY MINT MILKSHAKE	0.43				
Any Method	3307 VANILLA FRAPPE CASE	0.00	EACH	50	50 EACH	0.00
Any Method	3306 SYRUP	0.00	EACH	30	30 EACH	0.00
Any Method	2716 MILK SEMI 2LTR	0.60	EACH	0.2	0.2 EACH	0.12
3266	TAKE AWAY OTHER MILKSHAKE	0.43				
Any Method	3307 VANILLA FRAPPE CASE	0.00	EACH	50	50 EACH	0.00
Any Method	3306 SYRUP	0.00	EACH	30	30 EACH	0.00
Any Method	2716 MILK SEMI 2LTR	0.60	EACH	0.2	0.2 EACH	0.12
3261	TAKE AWAY STRAWBERRY MILKSHAKE	0.43				
Any Method	3307 VANILLA FRAPPE CASE	0.00	EACH	50	50 EACH	0.00
Any Method	3306 SYRUP	0.00	EACH	30	30 EACH	0.00
Any Method	2716 MILK SEMI 2LTR	0.60	EACH	0.2	0.2 EACH	0.12
3263	TAKE AWAY VANILLA MILKSHAKE	0.43				
Any Method	3307 VANILLA FRAPPE CASE	0.00	EACH	50	50 EACH	0.00
Any Method	3306 SYRUP	0.00	EACH	30	30 EACH	0.00
Any Method	2716 MILK SEMI 2LTR	0.60	EACH	0.2	0.2 EACH	0.12

*** END OF REPORT ***

Restaurant Productivity Report

□ What Is It?

This is a report used to measure productivity within a restaurant. It will show eat-in sales, takeaway sales, wages, discounts, and so on for each day of a specific week.

The Staff Hours are the hours recorded for fulltime, management and overtime staff.

The Extra Hours are the hours recorded for parttime and casual staff.

Miscellaneous Expenses are the paid in/out transactions recorded on the POS.

Till Variance will be the variance from the till declarations.

Discounts will be the value of any discounts given on sales (this doesn't include price changes).

Returns is the value of return transactions.

The Temp and Weather columns are the temperature and weather entered using the [Daily Information](#) function. In order for this to be picked up correctly, you need to define two fields for entry. One should be a combo box with a Name of WEATHER. The combo box items would be the different weather conditions. The second field should be an Edit box with a Name of TEMPERATURE.

□ Commands

Client - REQUESTREPORTITEMS2.EXE RESTAURANTPRODUCTIVITYREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

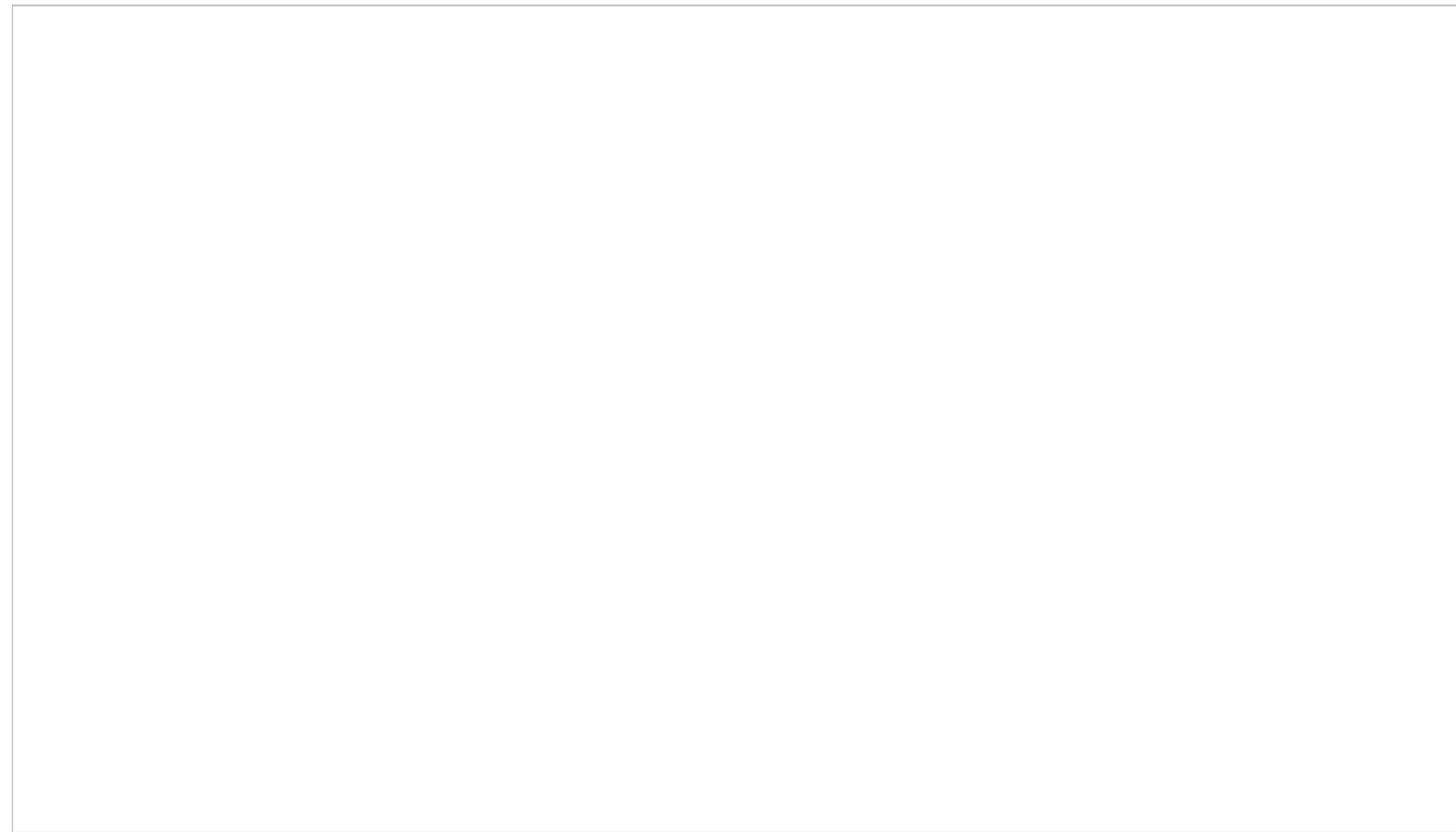
Location	The location for which the details are required. If this is a group, details will be reported for all locations within the group.
From Date	Data will be collected for sales from this date.
To Date	Data will be collected for sales to this date.
Totals Only	If this is checked on, only the location totals will be shown. If it is checked on, complete details are reported.
Separate Locations	If this is checked on, each location within a group will have its own report. If it is checked on, all locations will be shown on one report.

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Restaurant Productivity Report



Return Request Report

□ What Is It?

This report is produced from within the returns function and is intended to be the primary communication to suppliers for goods return. The *Return Request Report* without costs version is only generated when the setting in Locations/[Inventory Reports](#) is set as Counts Only PO Report and the PurchaseOrderCountReturnTemplate.RTM template file is in the correct directory, otherwise the standard PO report is generated with costs shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Return Request Report



Returns Report

What Are The Report Parameters?

There are none because the report is generated as part of the X and Z Reads settings in [TIII Reads](#).

Figure: Example Returns Report

dmRepReturns

Returns Report

Report Parameters

Location 101 IPSWICH 101
 Till 101TILL1
 Operator LOUISEFENLON LOUISE F

Transaction	IPN	Order Code	Description	Qty Sold	Sales
-------------	-----	------------	-------------	----------	-------

LOUISE FENLON TASKS

EXCHANGE	116		CUSTOMER CHANGED ORDER		
		2044	HOT CHOCOLATE SMALL	-1	-1.45
RETURN	115		CUSTOMER COMPLAIN		
		1064	T-SHIRT	-1	-12.95
			<i>OPERATOR TOTALS</i>	-2	-14.40
			<i>TOTAL RETURNS *</i>	1	-12.95
			<i>TOTAL EXCHANGES *</i>	1	-1.45
			<i>TOTAL REFUNDS *</i>	0	0.00
			<i>TOTALS</i>	-2	-14.40

*** END OF REPORT ***

* Quantity total is total number of transactions

Sales By Man Hour Report

What Is It?

This report links the sales data with the labour hours generated by the [Time Review](#) clock in/out process.

Commands

Client - REQUESTREPORTITEMS2 SALESBYMANHOURREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only sales for this location are reported. A location must be entered. This cannot be a group location.
From Date / To Date	Only sales within this date range are reported.
Separate Locations	If this option is checked the report is consolidated into one if a group location is used. If the check box is not selected then the system generates a separate report for each store location.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Return Request Report

Sales by Man Hour Report

dim RepSales: ByManHour

Qty Sold	Value of Qty Sold Ex. Tax	Total Labour Hours	Sales/Labour Hours	Qty/Labour Hours
----------	---------------------------	--------------------	--------------------	------------------

12/11/2009

3.00	45.36	0.74	61.30	4.05
------	-------	------	-------	------

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Sales Movement Report

□ What Is It?

The Sales Movement Report shows the faster or slowest selling items for a selected date range. The items to be reported are determined by the quantity sold. Zero items are not included. Once selected the items can be sorted by a number of options including quantity, GP\$ and GP%.

□ Commands

Client - REQUESTREPORTITEMS.EXE SALESMOVEMENTREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

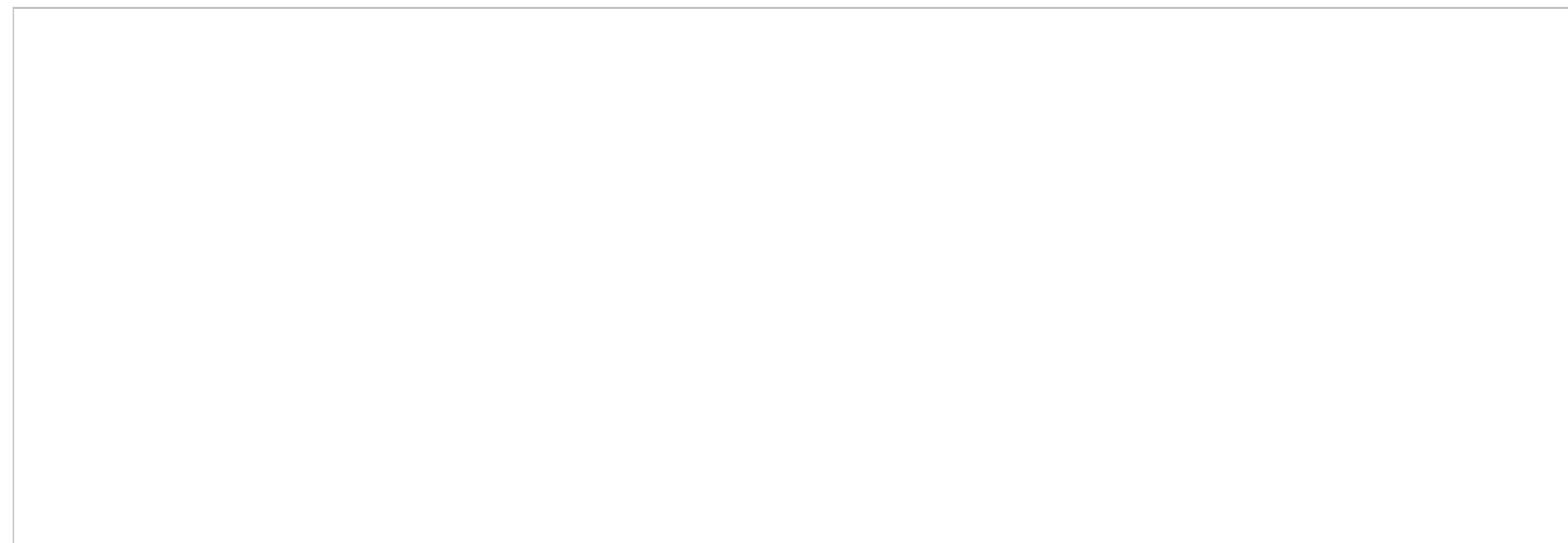
Location	Details will be reported for this location.
Date Range	Sales which occurred within this date range will be reported.
Supplier	Only items for this supplier will be printed. This does not have to be en
Manufacturer	Only items for this manufacturer will be printed. This does not have to
Dept/Cat/Group/SubGroup	All items in the nominated department, category, group and subgroup v selected. You can enter just a department and you will get all items in t department.
Movement Type	You can choose to view the fastest or slowest selling items using this c
Items To Show	This is the maximum number of items to be reported, for example Top
Sort Order	You can use this option to choose how the items should be sorted on t report.
Separate Locations	If checked on, a separate report will be generated for each location wit location group.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Sales Movement Report



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Service Status Report

What Is It?

This report shows service jobs that were set to a nominated status within a specific date range. (A service job is a repair to an item and is set up in DynaPOS.) Various statuses can be checked, including Received, Parts Required, Completed, and so on. Multiple statuses can be nominated at once with the conditions used as 'or' conditions, for example show jobs that were received during the date range OR that had parts ordered OR were completed. For each selected job, the report will show the job number, the item being repaired, the dates the various statuses occurred and the customers name and phone numbers. The jobs are printed in job number order.

Commands

Client - REQUESTREPORTITEMS2.EXE SERVICESTATUSREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	Only jobs for this location are reported. A location must be entered. This cannot be a group location.
From Date To Date	Only jobs with statuses which were set during this date range are reported.
Received	Only jobs that were received during the date range are reported.
Sent Out	Only jobs that were sent out for further servicing during the date range are reported.
Parts Required	Only jobs that required parts during the date range are reported.
Parts Ordered	Only jobs that had parts ordered during the date range are reported.
Parts Received	Only jobs that had parts received during the date range are reported.
Completed	Only jobs that were completed during the date range are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Set Meal Performance Report

What Is It?

This report will show the Set Meals items performance.

Note: The columns for 'Sales Inc Tax' and 'Tax Amount' are not shown when using a US-style tax system as the tax is calculated for the entire transaction not at item level.

Commands

Client - REQUESTREPORTITEMS2.EXE SETMEALPERFORMANCEREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

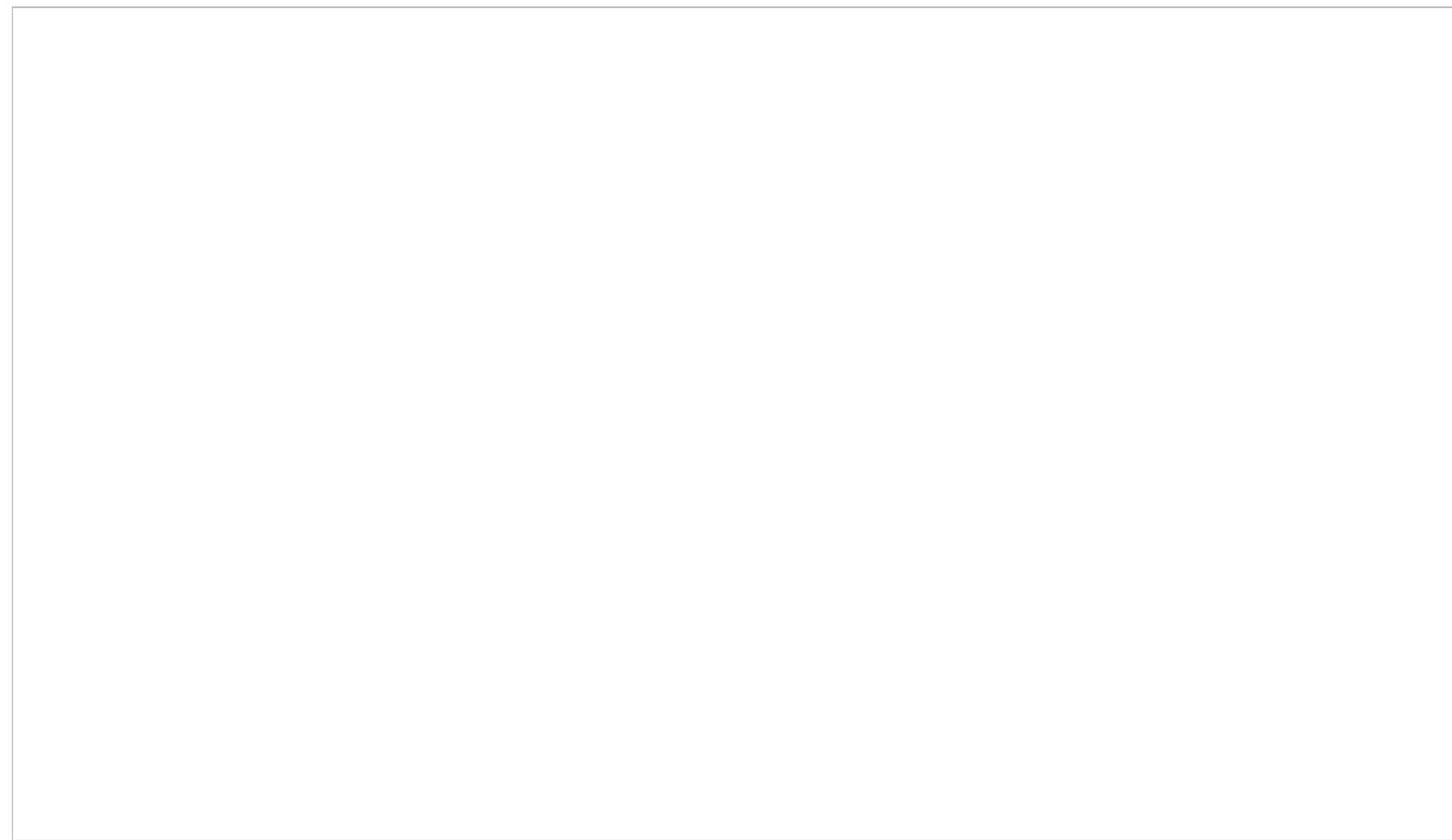
Location	Details will be reported for this location.
Date Range	Set meals which occurred within this date range will be reported.
Dept/Cat/Group/SubGroup	All items in the nominated department, category, group and subgroup v selected. You can enter just a department and you will get all items in t department.
Family Group	Set meals with items belonging to this family group are shown.
Classification	Set meals with items belonging to this classification are shown.
Item Number	Set meals with this item number is shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Set Meal Performance Report



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Shrinkage Report

□ What Is It?

Shrinkage is calculated as $\text{Open Stock} + \text{Purchases} - \text{Close Stock} - \text{Sales}$.

The report will show details for each item by quantity and value. The report is run just after a stocktake has been done. It will report the details from the stocktake prior to the requested date through to this last stocktake. Its intended to be run on a regular weekly cycle and is mainly used in Fruit and Vegetables stores.

□ Commands

Client - REQUESTREPORTINVENTORY.EXE SHRINKAGEREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

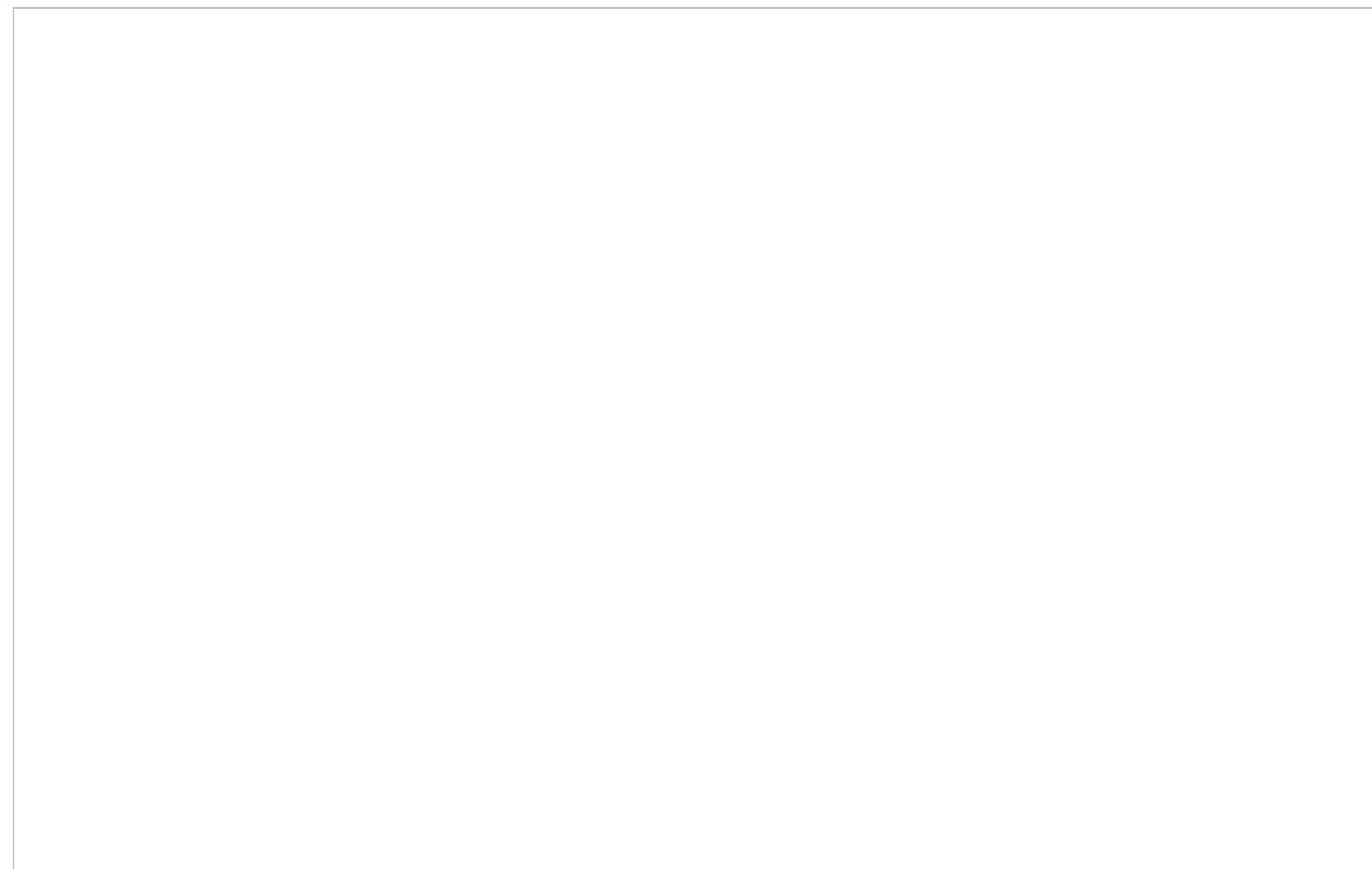
Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
Opening Stock Date	Date of opening stocktake.
Dept/Cat/Group/SubGroup	All items within the selected department, category, group and subgroup are reported. If left empty all items are reported.
Family Group	All items within the selected family group are reported. If left empty all items are reported.
Classification	All items within the selected classification are reported. If left empty all items are reported.
Import #	Items for the import are reported.
Separate Locations	If this option is checked the report is consolidated into one if a group location is used. If the check box is not selected then the system generates a separate report for each store location.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Shrinkage Report



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Shrinkage Value Report

□ What Is It?

Shrinkage is calculated as $\text{Open Stock} + \text{Purchases} - \text{Close Stock} - \text{Sales}$.

The report will show details for each item by quantity and value. The report is run just after a stocktake has been done. It will report the details from the stocktake prior to the requested date through to this last stocktake. Its intended to be run on a regular weekly cycle and is mainly used in Fruit and Vegetables stores.

□ Commands

Client - REQUESTREPORTINVENTORY.EXE SHRINKAGEVALUEREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
Opening Stock Date	Date of opening stocktake.
Dept/Cat/Group/SubGroup	All items within the selected department, category, group and subgroup are reported. If left empty all items are reported.
Family Group	All items within the selected family group are reported. If left empty all items are reported.
Classification	All items within the selected classification are reported. If left empty all items are reported.
PDA Import #	Items for the import are reported.
Separate Locations	If this option is checked the report is consolidated into one if a group location is used. If the check box is not selected then the system generates a separate report for each store location.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Shrinkage Value Report

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Stock Adjustment Report By Trade Date

What Is It?

This report shows the items that have had a stock adjustment either from stock adjustment or stocktakes. Groups the items by stock adjustment reason. Works off trading periods.

Commands

Client - REQUESTREPORTINVENTORY.EXE STOCKADJUSTTRADEDATEREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
Trading Date Range	Only stock adjustments between these trading dates are shown.
Department/Category	Only adjustments for this department or category are shown.
Type	Detailed or Summary.
Adjustment Type	Only the selected adjustment type will be printed. Leave empty for all.
Exclude Stocktake Adjustments	If checked on, stocktake adjustments are not included in the report.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Stock Adjustment By Trade Date Report

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Stock Adjustment Report

What Is It?

This report shows the stock adjustments for a given location and date range. It groups the items by stock adjustment reason.

Commands

Client - REQUESTREPORTINVENTORY.EXE STOCKADJUSTMENTREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
Date Range	Only stock adjustments between these dates are shown.
Adjustment Type	Only the selected adjustment type will be printed. Leave empty for all.
Separate Locations	If this option is checked the report is consolidated into one if a group location is used. If the check box is not selected then the system generates a separate report for each store location.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Stock Adjustment Report

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Stock Aging Report

What Is It?

This report shows the age of stock broken down into 30 day bands based on the stock audit.

Commands

Client - REQUESTREPORTINVENTORY.EXE STOCKAGINGREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
Dept/Cat/Group/SubGroup	All items within the selected department, category, group and subgroup are reported. If left empty all items are reported.
Family Group	All items within the selected family group are reported. If left empty all items are reported.
Classification	All items within the selected classification are reported. If left empty all items are reported.
Periods	All items within the selected period are reported.
Show Values On Report	If checked on values are reported.
Report Summary By Dept	If checked on the report is summarised by department.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Stock Aging Report

Stock Aging Report																dmRep@stockAging	
IPN	OrderCode	Description	Average UnitCost	1-30 Days		31-60 Days		61-90 Days		91-120 Days		120-150 Days		> 150 Days		Total	
				Qty	TotalCost	Qty	TotalCost	Qty	TotalCost	Qty	TotalCost	Qty	TotalCost	Qty	TotalCost	Qty	TotalCost
CAFE	DRINKS	COLDRINI COLA		CAFE DRINKS COLDRINKS COLA													
48		COKE DIET	\$0.75													-7	(\$0.25)
14		COKE NORMAL BOTTEL	\$0.00													-17	\$0.00
		SUBGROUP TOTALS		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	-24	(\$5.25)
CAFE	DRINKS	COLDRINI MANGOJUI		CAFE DRINKS COLDRINKS MANGOJUICE													
125		BANANA JUICE	\$10.00													-5	(\$50.00)
108		SLICE MANGO	\$0.85													-2	(\$1.30)
		SUBGROUP TOTALS		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	-7	(\$51.30)
CAFE	DRINKS	COLDRINI PEPSI		CAFE DRINKS COLDRINKS PEPSI													
105		PEPSI NORMAL	\$0.50													-5	(\$2.50)
		SUBGROUP TOTALS		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	-5	(\$2.50)
		GROUP TOTALS		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	-36	(\$59.05)
CAFE	DRINKS	HOT DRINK COFFEE		CAFE DRINKS HOT DRINKS COFFEE													
83		COFFEE OPTION	\$1.50	0	\$0.00	0	\$0.00	10	\$15.00	0	\$0.00	0	\$0.00	0	\$0.00	10	\$15.00
63		Black Coffee	\$2.55													-7	(\$17.85)
62		Coffee With Cream	\$2.65	0	\$0.00	0	\$0.00	10	\$26.50	0	\$0.00	0	\$0.00	0	\$0.00	10	\$26.50
		SUBGROUP TOTALS		0	\$0.00	0	\$0.00	20	\$41.50	0	\$0.00	0	\$0.00	0	\$0.00	13	\$23.65
		GROUP TOTALS		0	\$0.00	0	\$0.00	20	\$41.50	0	\$0.00	0	\$0.00	0	\$0.00	13	\$23.65
		CATEGORY TOTALS		0	\$0.00	0	\$0.00	20	\$41.50	0	\$0.00	0	\$0.00	0	\$0.00	-23	(\$35.40)
CAFE	FOOD ITEM COLD FOOD	CAKES		CAFE FOOD ITEMS COLD FOOD CAKES													
49		Honey for Cake	\$0.25													-4	(\$1.00)
		SUBGROUP TOTALS		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	-4	(\$1.00)
CAFE	FOOD ITEM COLD FOOD	CRISP		CAFE FOOD ITEMS COLD FOOD CRISP													
22		Corn	\$0.85	0	\$0.00	0	\$0.00	1	\$0.85	0	\$0.00	0	\$0.00	0	\$0.00	1	\$0.85
21		Peas	\$0.85	0	\$0.00	0	\$0.00	1	\$0.85	0	\$0.00	0	\$0.00	0	\$0.00	1	\$0.85
		SUBGROUP TOTALS		0	\$0.00	0	\$0.00	2	\$1.30	0	\$0.00	0	\$0.00	0	\$0.00	2	\$1.30
		GROUP TOTALS		0	\$0.00	0	\$0.00	2	\$1.30	0	\$0.00	0	\$0.00	0	\$0.00	-2	\$0.30

Stock Audit Report

□ What Is It?

The system keeps track of stock on hand in two places. The actual stock is a single number stored against the location range. Each time stock is altered this number is changed. If you are using stock auditing, the system records a each and every stock movement. The system can add these details to get an expected stock on hand. Theoretically the expected stock and actual stock should always be the same. This report can be used to show the expected and actual stock. Optionally, if there are problems you can have the system copy the expected stock to the actual stock.

Full details for a single item can be obtained by using [Stock Audit](#).

□ Commands

Client - REQUESTREPORTINVENTORY.EXE STOCKAUDITREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
Department/ Category/ Group	All items within the selected department, category and group are reported. If left empty all items are reported.
Family Group	All items within the selected family group are reported. If left empty all items are reported.
Classification	All items within the selected classification are reported. If left empty all items are reported.
Grade	All items within the selected grade are reported. If left empty all items are reported.
Show Exceptions Only	If checked on then only items where the expected stock is not the same as the actual stock are reported otherwise all items are reported.
Fix Stock	If checked on the system copies the expected stock to the actual stock.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Stock Audit Report

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Stock on Hand Export Report

□ What Is It?

This report shows the current stock on hand figures for the specified trading location. It can be manually generated using the Process Jobs function and selecting REQUESTREPORTEOD.EXE SOHEXPORT or the report/export can be automated by using the built in BE Scheduling function. The CSV file created in the EOD Transaction Extract output directory as specified in [System Settings](#) contains the Item number, barcode, description and stock on hand value for each item.

□ What Are The Report Parameters?

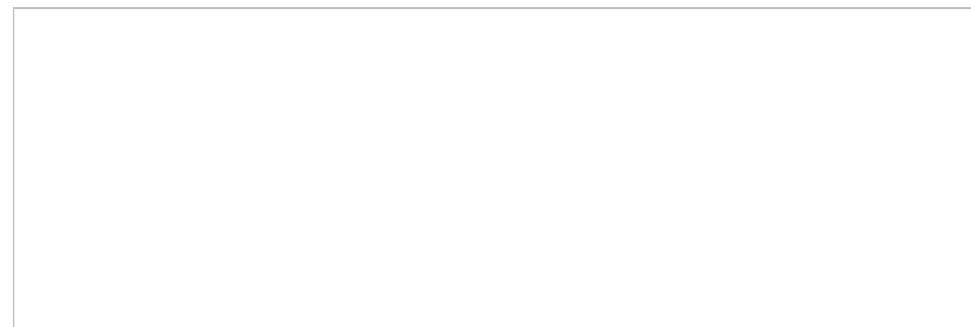
Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
-----------------	--

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example SOH Export Report



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Stocktake Department Valuation Report

□ What Is It?

This report is produced as part of the Stocktake function. It is similar to the [Stocktake Valuation Report](#) except it summarises the information to the department level. It is generated after the stock counts have been entered and just before the stocktake is accepted. It provides a valuation of the items counted showing the expected valuation, the actual valuation and the variance. The valuation is based on the stock valuation cost of the item (this can either be Average cost or Last Invoice cost). The variance is calculated as the expected value subtracted from the actual value.

□ **What Are The Report Parameters?**

There are no parameters since this report is produced as part of the stocktake function.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Stocktake Department Valuation Report

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Stocktake GP Report

What Is It?

This report shows the items on the stocktake and the expected profit for those items. This report can also be printed to show profit by categories within a department.

What Are The Report Parameters?

Stocktake #	Only items on selected stocktake are shown.
Location	Only items for selected location are shown.
Stocktake Date	Only items for selected stocktake date are shown.
Status	Only items for selected stocktake status (new, prepared, accepted) are shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Stocktake GP Report

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Stocktake GP Report By Category

What Is It?

What Are The Report Parameters?

Stocktake #	Only items on selected stocktake are shown.
Location	Only items for selected location are shown.
Stocktake Date	Only items for selected stocktake date are shown.
Status	Only items for selected stocktake status (new, prepared, accepted) are shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

□ Sample Report

Figure: Example Stocktake GP by Category Report



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Stocktake Movement Report

What Is It?

This report will show the movement of the items from the last stocktake to this one, that is how many were sold, purchased, transferred, and so on. This can help you work out what happened to an item if there are variances. Accessed via the Print button on the [Stocktake](#) screen.

What Are The Report Parameters?

Stocktake #	Only items on selected stocktake are shown.
Location	Only items for selected location are shown.
Stocktake Date	Only items for selected stocktake date are shown.
Status	Only items for selected stocktake status (new, prepared, accepted) are shown.
Variance Only	Only items with a variance are shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Stocktake Movement Report

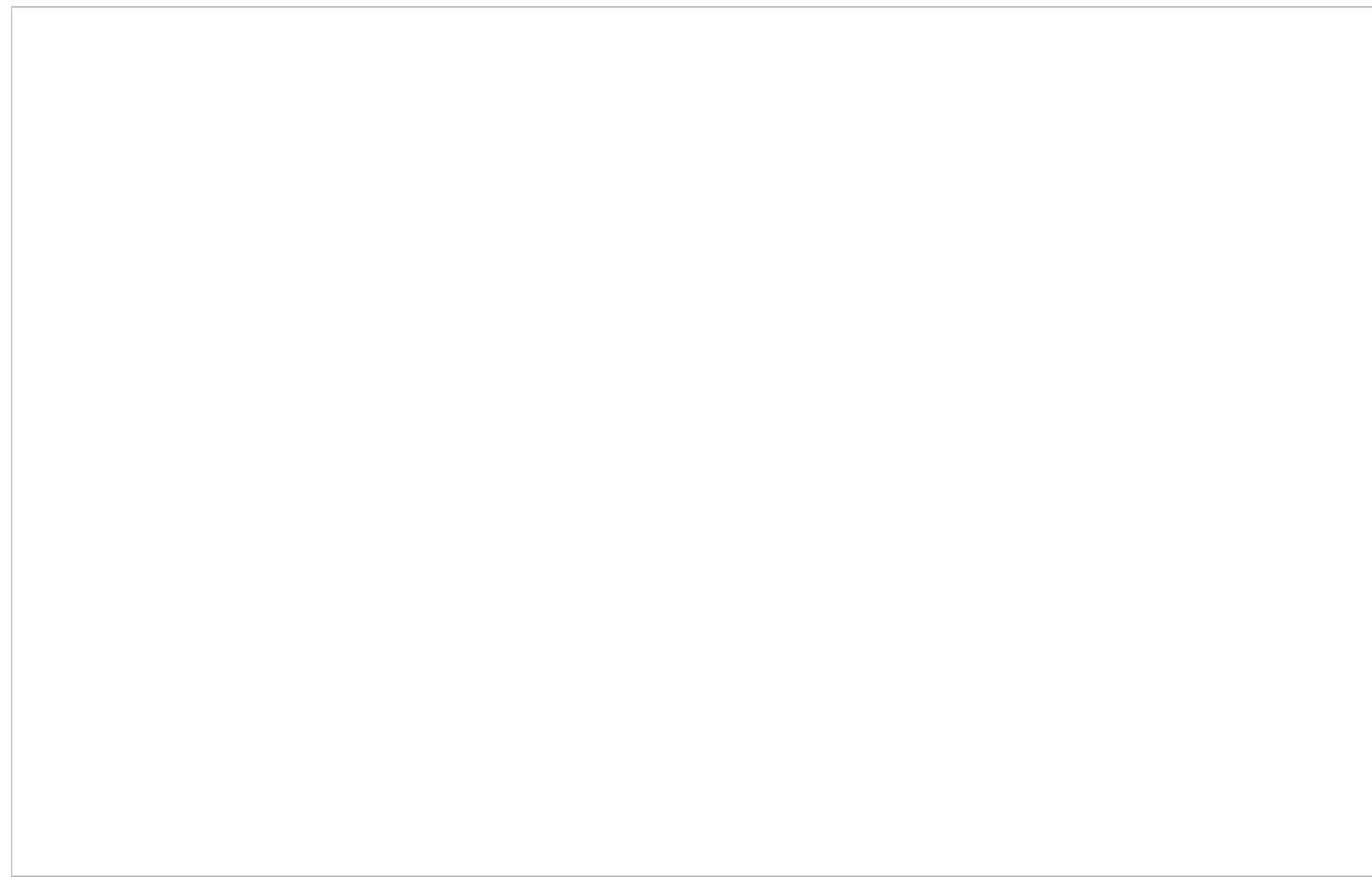
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Stocktake Movement By Value Report

- What Is It?**
- What Are The Report Parameters?**
- Paper Requirements**

This report prints on A4 paper in Landscape mode.

Figure: Example Stocktake Movement by Value Report



Stocktake Variance Report

□ What Is It?

This report is produced from the Stocktake form. It is generated after the stock counts have been entered into the system and shows the variance between actual and expected stock levels. Only items that have a variance are shown. Each item will show the IPN, description, Expected Count, Total Actual Count, Variance and Last Counted. The Variance is calculated by subtracting the Expected Count from the Actual Count.

Usually the Total Actual Count and the Last Counted numbers will be the same. However, linked items require special handling. The user will be able to enter the count for each of the linked items, for example cartons, six-packs and singles. However, the system will convert this back to the single stock holding item, for example singles. If the total converted count is not the same as the expected count then a variance has occurred. In this case the main stock holding item will be shown first and then underneath it the linked items are listed. The total converted count will be reported as the Total Actual Count only against the main item along with the Expected Count and Variance. However, against each item the Last Counted column will show the count for that specific item. For example, if the user counted two cartons of beer and four six-packs the report would show the single item first (since it is the stock holding item) with a Total Actual Count of 72 and a Last Counted of zero. Underneath this would be listed the six-pack with a Total Actual Count of zero and a Last Counted of four, and the carton with a Total Actual Count of zero and a Last Counted of two.

You can control whether the linked items should be printed or not by using the [Stocktake Reports](#) tab in System Settings.

There is a column provided on the report for the user to write a recount number. Thus the report can be used as a worksheet.

□ **What Are The Report Parameters?**

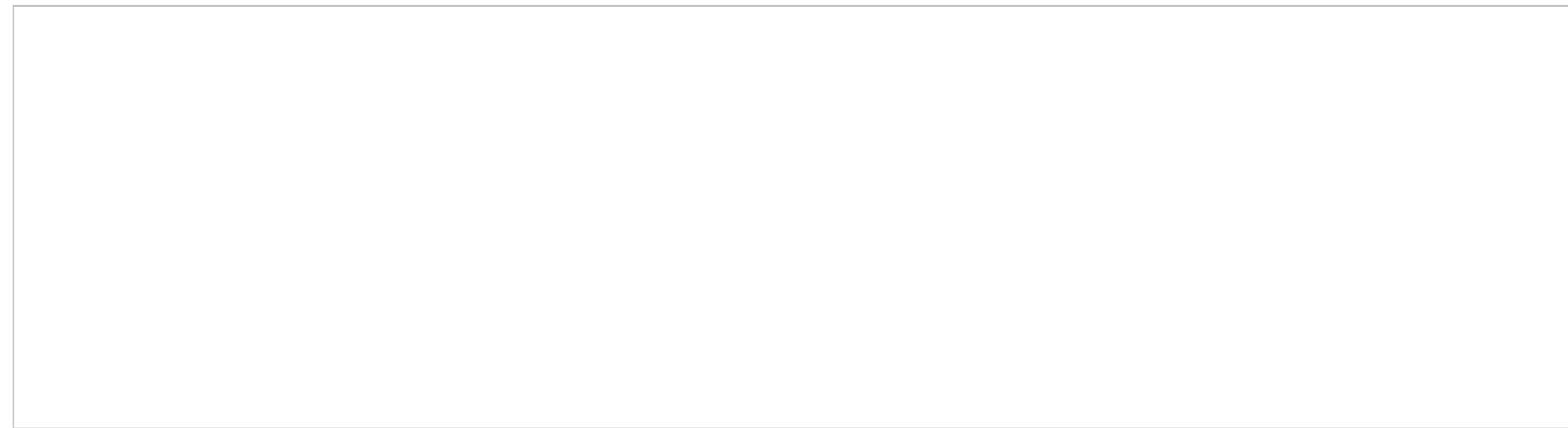
There are no parameters since this report is produced as part of the stocktake function.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Stocktake Variance Report



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Stocktake Worksheet

□ What Is It?

The worksheet is a list of items that need to be counted for a stocktake. It can only be produced from the Stocktake form. It lists the items in the current stocktake batch in department, category, group, description order. It shows the description and the IPN for each item. Where possible, the expected number of items will also be reported. This is not possible for recipe items or linked items. (In these cases, multiple related items will be printed but since the stock is only kept against a single item, the system cannot determine the various counts for each item.) A column is also provided for the user to write the stock count in. In the case of linked items where multiple related items will exist, the count for each of the specific items should be entered. The system will convert these back to the single stock holding item. For example, if you count two cartons of beer and four six-packs, enter two against the carton and four against the six-pack. The system will automatically convert this to 72 singles.

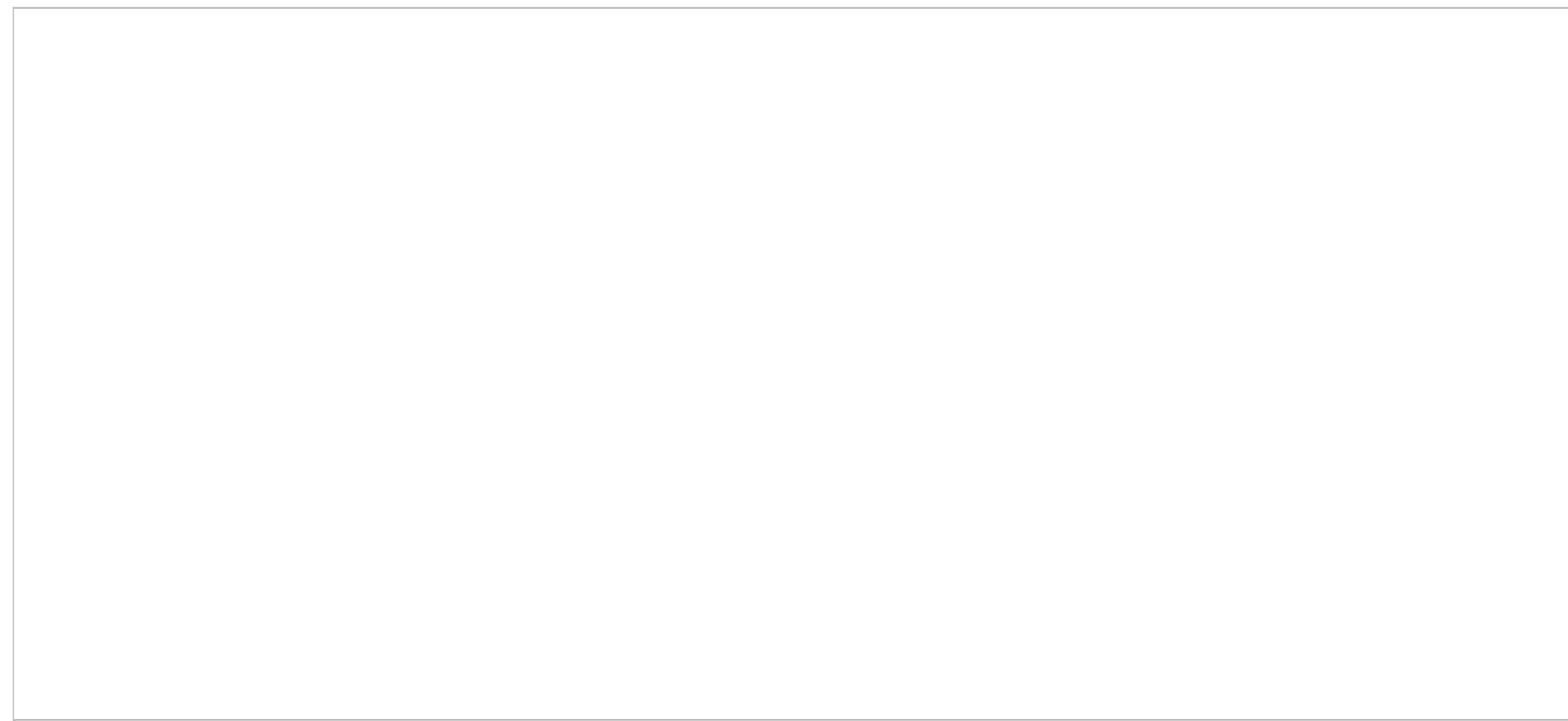
□ **What Are The Report Parameters?**

There are no parameters since this report is produced automatically as part of the stocktake function.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Stocktake Worksheet



Stock Valuation Report

□ What Is It?

The report prints stock valuations for each selected item within a location. Stock Value is calculated by multiplying the Stock On Hand by the stock cost (as determined by the Stock Valuation Method on the Stock Control tab of System Settings). If you are using a Stock Valuation Method of FIFO then the report also shows the expected rebates and the nett stock value.

The rate of sale and its stock cover is also reported for each item. Note, the stock cover is for the specific item only and does not take into account linked items.

The items are grouped by department, category and group. Within each group the items are sorted by family group then description. Total values are given at group, category, department and report levels.

The Stock Valuation By Supplier Report prints the same information grouped by supplier then department, category and group. The Stock Valuation Summary Report prints similar information in a summarised format.

Supports selection of data by PDA import. New sort parameter has been added to allow sorting by Department or Supplier.

□ Commands

Client - REQUESTREPORTINVENTORY.EXE STOCKVALUATIONREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

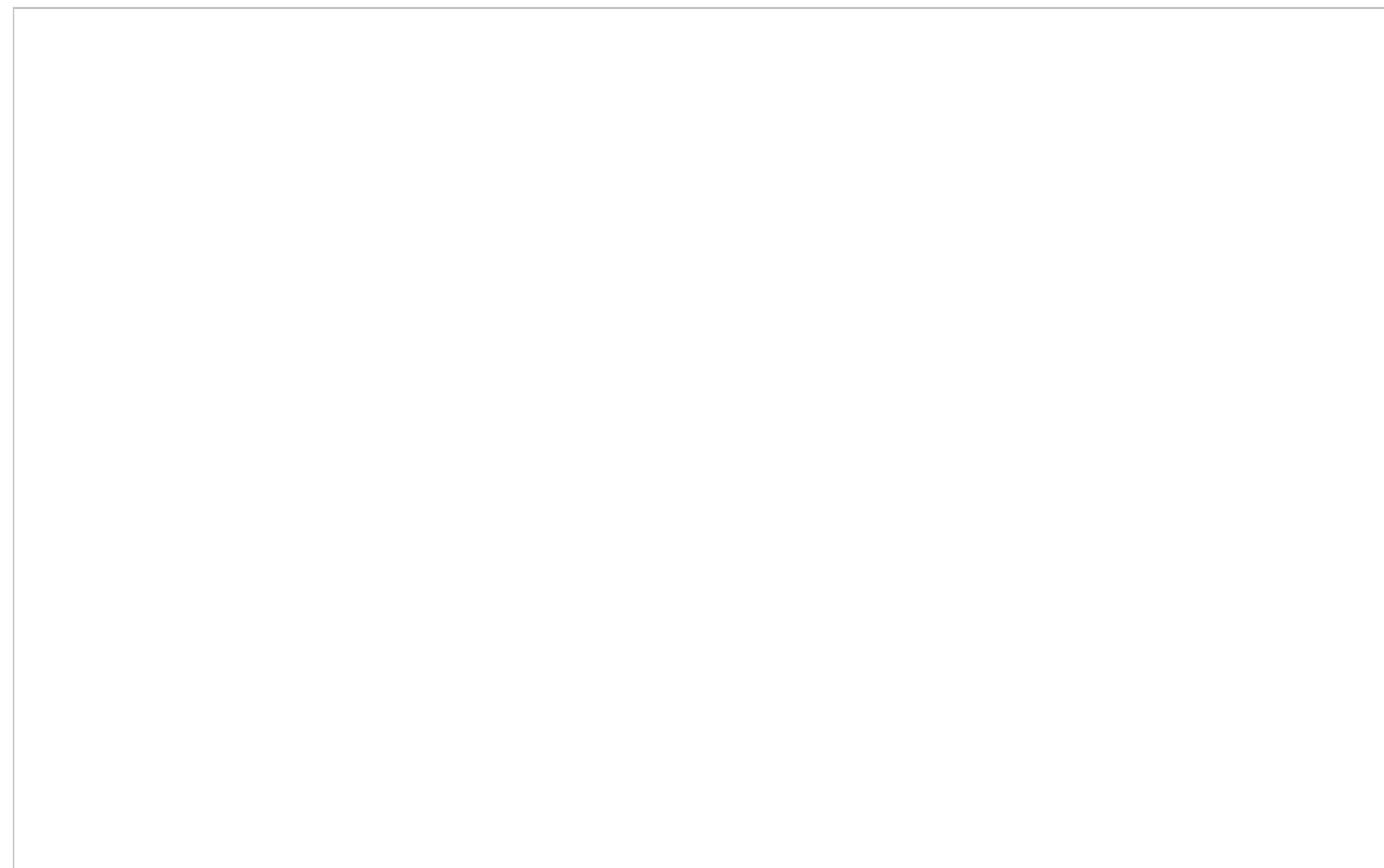
Location	The location for which performance details are required. If a location group is entered, a separate report is generated for each location within the group. This must be entered.
Dept/Cat/Group/SubGroup	All items in the nominated department, category, group and subgroup are selected. You can enter just a department and you get all items in that department.
Brand	The brand of the items to be reported. This does not do an exact search, it does a wildcard search on the first 15 characters of the brand.
Family Group	Only items in this family group are printed. This does not have to be entered.
Classification	Only items which are the same classification as this field are printed. This does not have to be entered.
Supplier	The supplier of the items to be reported. This is based on the supplier with the best cost stored against the location range.
Manufacturer	The manufacturer of the items to be reported. This is based on the manufacturer recorded against the location range.
PDA Import#	The number of the import transactions created on the PDA. This allows you to scan a number of items then get a report based on those items.
Report Items With No Stock	If checked on then items with a stock on hand of zero are printed.
Report Items With Stock	If checked on then items with stock on hand greater than zero are printed.
Report Items With Negative Stock	If checked on then items with stock on hand less than zero are printed.
Calculate Rate Of Sale And Stock Cover	If checked on, the report shows the rate of sale and stock cover for each item. If checked off, the details are not printed and the report runs much faster.
Group By	Department, Supplier, Manufacturer or Brand.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Sample Report

Figure: Example Stock Valuation Report



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Stock Valuation By Trade Date Report

What Is It?

Enhancement of Stock Valuation report to give report by trading date and shows the stock value of items by Department/Category. The report will only work on data collected since upgrade due to the new field.

Commands

Client - REQUESTREPORTINVENTORY.EXE STOCKVALUATIONTRADEDATE

Server - REPORTINVENTORY.EXE

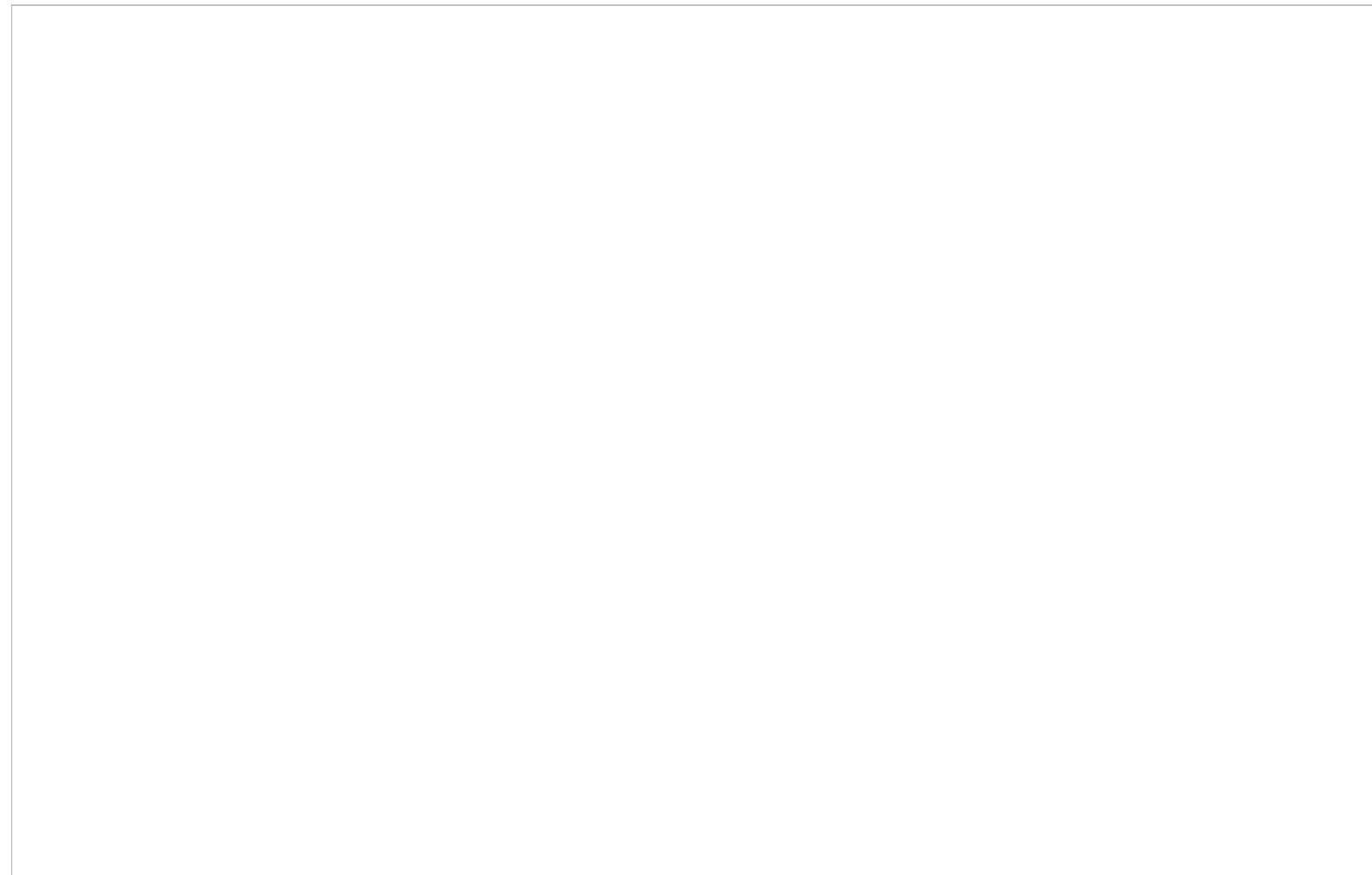
□ What Are The Report Parameters?

Trading Date	Trading Date in localised date format.
Location	The location for which performance details are required. If a location group is entered, a separate report is generated for each location within the group. This must be entered.
Type (Summary/Detailed)	Summary will show department/category totals only. Detailed will show items.
Dept/Category	All items in the nominated department and/or category are selected. You can enter just a department and you get all items in that department.
Report Items With No Stock	If checked on then items with a stock on hand of zero are printed.
Report Items With Stock	If checked on then items with stock on hand greater than zero are printed.
Report Items With Negative Stock	If checked on then items with stock on hand less than zero are printed.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Stock Valuation by Trade Date Report



Stock Valuation Summary Report

□ What Is It?

This report shows the valuation of items and groups the data in various ways including:

- D/C/G/SG/Family/Description
- Supplier/D/C/G/SG/Family/Description
- Manufacturer/D/C/G/SG/Family/Description
- Brand Name/D/C/G/SG/Family/Description

Commands

Client - REQUESTREPORTINVENTORY.EXE STOCKVALSUMMARYREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
Summary Level	By Location, Dept, Cat, Group, or SubGroup.
Consignment Selection	By All Items, Consignment Items Only or Non-Consignment Items Only.
Separate Stores	
Show Cost As Nett	

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Stock Valuation Summary Report

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Tax Report

□ What Is It?

This report shows the amount of tax payable over a specific date range designed to meet the Australian taxation requirements.

This report is used for reporting GST tax information to the tax office. It does not produce the official Business Activity Statement that is required by the tax office as the system is not a full accounting system and does not pick up all the inputs and outputs of the business. The report shows relevant information which can be extracted from the system. These can then be included in the official document.

The details which will be reported include:

- All sales, returns and exchanges made during the specified date range.
- All accepted invoices where the invoice date is up to the To date specified and the invoice's Tax Invoice Date is less than the Tax Claimed Date and the invoice has not previously been reported.
- All account adjustments where the transaction date is up to the To date specified and the adjustment's Tax Invoice Date is less than the Tax Claimed Date and the adjustment has not previously been reported.
- Trade-ins less than \$300 which were received during the specified date range.
- Trade-ins more than \$300 which were resold during the specified date range.

The Tax Check Report can be run before this report to check for any potential problems.

□ Commands

Client - REQUESTREPORTITEMS2.EXE TAXREP

Server - REPORTITEMS2.EXE

□ What Are The Report Parameters?

Location	Details are reported for this location.											
Date Range	Sales which occurred within this date range are reported. For the other types of transactions, the system looks for all transactions made up to the To date which had a Tax Invoice by the Tax Claimed Date and have not yet been claimed. This will generally just pick up details since the last time this report was accepted. However, it also picks up transactions where you may not have got a Tax Invoice in time to claim on the previous report.											
Sales Reporting	<p>This option controls the level of sales to be shown on the report. The available options are:</p> <table border="1" data-bbox="342 617 1589 1167"> <tr> <td data-bbox="342 617 740 709">None</td> <td data-bbox="740 617 1589 709">The data will not be shown on the report at all.</td> </tr> <tr> <td data-bbox="342 709 740 802">Location</td> <td data-bbox="740 709 1589 802">A value will be shown for each location.</td> </tr> <tr> <td data-bbox="342 802 740 894">Location/ Date</td> <td data-bbox="740 802 1589 894">A value will be shown for each location and date.</td> </tr> <tr> <td data-bbox="342 894 740 1031">Location/ Date/ Type</td> <td data-bbox="740 894 1589 1031">A value will be shown for each location, date and type.</td> </tr> <tr> <td data-bbox="342 1031 740 1167">Location/ Date/ Type/ Reference</td> <td data-bbox="740 1031 1589 1167">A value will be shown for each transaction.</td> </tr> </table>		None	The data will not be shown on the report at all.	Location	A value will be shown for each location.	Location/ Date	A value will be shown for each location and date.	Location/ Date/ Type	A value will be shown for each location, date and type.	Location/ Date/ Type/ Reference	A value will be shown for each transaction.
None	The data will not be shown on the report at all.											
Location	A value will be shown for each location.											
Location/ Date	A value will be shown for each location and date.											
Location/ Date/ Type	A value will be shown for each location, date and type.											
Location/ Date/ Type/ Reference	A value will be shown for each transaction.											
Purchases/Other Reporting	<p>This option controls the level of invoices, accounts, and so on to be shown on the report. The available options are:</p> <table border="1" data-bbox="342 1310 1589 1860"> <tr> <td data-bbox="342 1310 740 1402">None</td> <td data-bbox="740 1310 1589 1402">The data will not be shown on the report at all.</td> </tr> <tr> <td data-bbox="342 1402 740 1495">Location</td> <td data-bbox="740 1402 1589 1495">A value will be shown for each location.</td> </tr> <tr> <td data-bbox="342 1495 740 1587">Location/ Date</td> <td data-bbox="740 1495 1589 1587">A value will be shown for each location and date.</td> </tr> <tr> <td data-bbox="342 1587 740 1724">Location/ Date/ Type</td> <td data-bbox="740 1587 1589 1724">A value will be shown for each location, date and type.</td> </tr> <tr> <td data-bbox="342 1724 740 1860">Location/ Date/ Type/ Reference</td> <td data-bbox="740 1724 1589 1860">A value will be shown for each transaction.</td> </tr> </table>		None	The data will not be shown on the report at all.	Location	A value will be shown for each location.	Location/ Date	A value will be shown for each location and date.	Location/ Date/ Type	A value will be shown for each location, date and type.	Location/ Date/ Type/ Reference	A value will be shown for each transaction.
None	The data will not be shown on the report at all.											
Location	A value will be shown for each location.											
Location/ Date	A value will be shown for each location and date.											
Location/ Date/ Type	A value will be shown for each location, date and type.											
Location/ Date/ Type/ Reference	A value will be shown for each transaction.											
Tax Claimed Date	We only want to report invoices or account adjustments where the Tax Invoice date was less than this date. If you have transactions made during the Date Range but they have a Tax Invoice date after this date, they do not appear on this report. They appear when you run the report the next month (or quarter											

depending on your reporting periods).

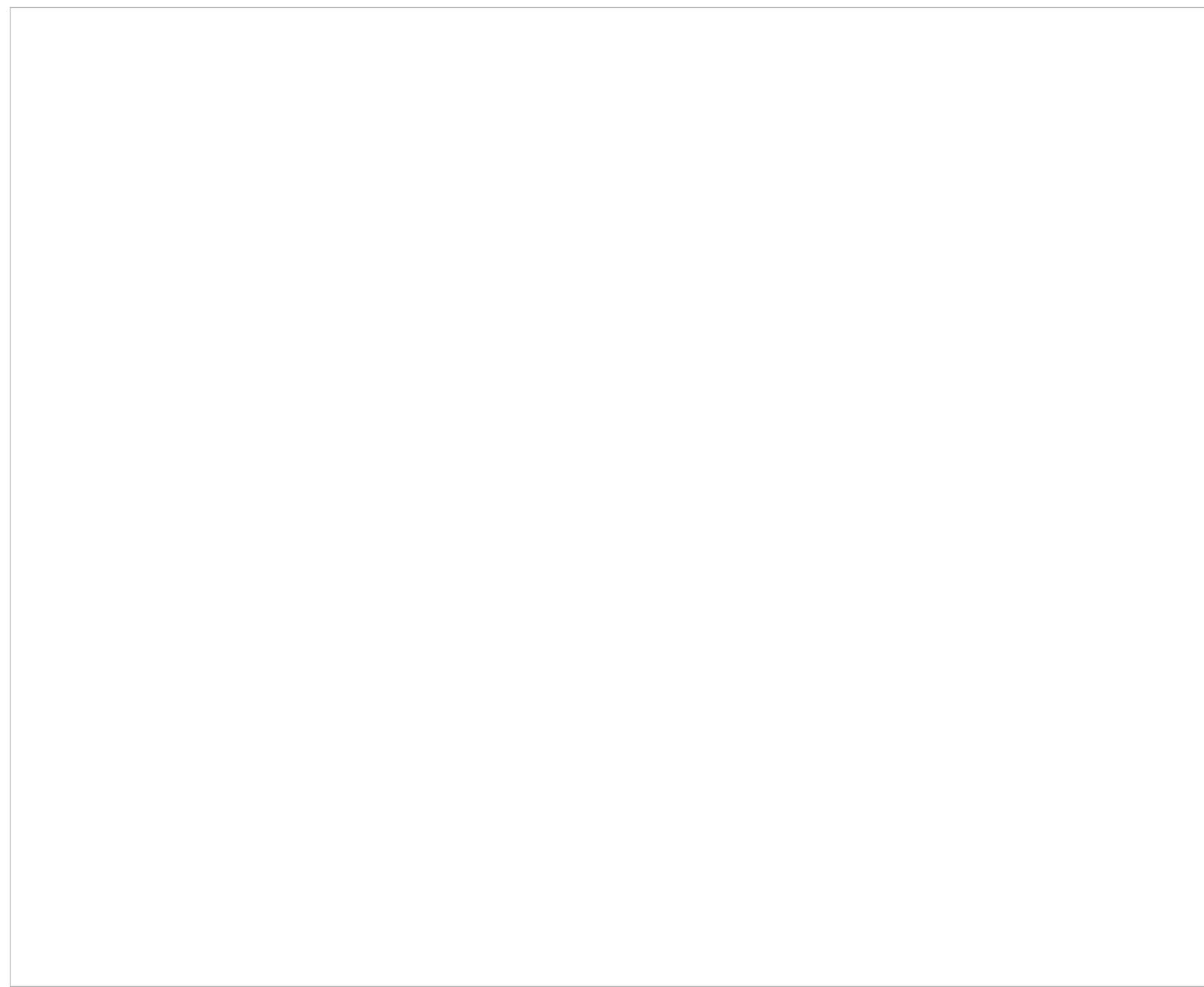
Accept Tax Report

If you check this option on and then run the report, the tax details are marked as processed. You will not be able to run the report for the same date range again.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Figure: Example Tax Report



Tax Rate Report

What Is It?

This report is based on the tax report (TAXREP) and shows totals for 2 or 3 tax rates in a landscape style report or else a portrait style report for a single tax rate or > 3 rates.

Commands

Client - REQUESTREPORTITEMS2.EXE TAXRATEREP

Server - REPORTITEMS2.EXE

□ What Are The Report Parameters?

Location	Details are reported for this location.								
Date Range	Sales which occurred within this date range are reported. For the other types of transactions, the system looks for all transactions made up to the To date which had a Tax Invoice by the Tax Claimed Date and have not yet been claimed. This will generally just pick up details since the last time this report was accepted. However, it also picks up transactions where you may not have got a Tax Invoice in time to claim on the previous report.								
Group By	<p>This option controls the level of sales to be shown on the report. The available options are:</p> <table border="1"><tr><td>Location</td><td>A value will be shown for each location.</td></tr><tr><td>Location/ Date</td><td>A value will be shown for each location and date.</td></tr><tr><td>Location/ Date/ Type</td><td>A value will be shown for each location, date and type.</td></tr><tr><td>Location/ Date/ Type/ Reference</td><td>A value will be shown for each transaction.</td></tr></table>	Location	A value will be shown for each location.	Location/ Date	A value will be shown for each location and date.	Location/ Date/ Type	A value will be shown for each location, date and type.	Location/ Date/ Type/ Reference	A value will be shown for each transaction.
Location	A value will be shown for each location.								
Location/ Date	A value will be shown for each location and date.								
Location/ Date/ Type	A value will be shown for each location, date and type.								
Location/ Date/ Type/ Reference	A value will be shown for each transaction.								
Include Items with 0% Tax	This option controls the level of invoices, accounts, and so on to be shown on the report. The available options are:								

Paper Requirements

This report prints on A4 paper.

Sample Report

Figure: Example Tax Rate Report

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Tax Totals By Sales Method Report

What Is It?

This report is based on the tax report (TAXREP) and shows totals by sales methods.

Commands

Client - REQUESTREPORTITEMS2.EXE TAXSALESMETHODREP

Server - REPORTITEMS2.EXE

□ What Are The Report Parameters?

Location	Tax details are reported for this location.								
Date Range	Tax details which occurred within this date range are reported.								
Sales Method	Tax details for the selected sales method is shown.								
Item Number	Tax details for the item will be shown.								
Dept/Cat/Group/SubGroup	All items in the nominated department, category, group and subgroup are selected. You can enter just a department and you get all items in that department.								
Family Group	Only items in this family group are printed. This does not have to be entered.								
Classification	Only items in this classification are printed. This does not have to be entered.								
Season/Year	Only items in this season/year are printed. This does not have to be entered.								
Brand Name	Only items with this brand name are printed. This does not have to be entered.								
Include 0% Tax	This option controls whether items with 0% tax are shown on the report.								
Group By	<p>This option controls the level of sales to be shown on the report. The available options are:</p> <table border="1"> <tr> <td>Location</td> <td>A value will be shown for each location.</td> </tr> <tr> <td>Location/ Date</td> <td>A value will be shown for each location and date.</td> </tr> <tr> <td>Location/ Date/ Type</td> <td>A value will be shown for each location, date and type.</td> </tr> <tr> <td>Location/ Date/ Type/ Detail</td> <td>A value will be shown for each transaction.</td> </tr> </table>	Location	A value will be shown for each location.	Location/ Date	A value will be shown for each location and date.	Location/ Date/ Type	A value will be shown for each location, date and type.	Location/ Date/ Type/ Detail	A value will be shown for each transaction.
Location	A value will be shown for each location.								
Location/ Date	A value will be shown for each location and date.								
Location/ Date/ Type	A value will be shown for each location, date and type.								
Location/ Date/ Type/ Detail	A value will be shown for each transaction.								

Paper Requirements

This report prints on A4 paper.

Figure: Example Tax Totals By Sales Method Report

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Tender By Period Report

What Is It?

This report shows totals for tenders within specific trading periods.

Commands

Client - REQUESTREPORTSTENA.EXE TENDERBYPERIODREP

Server - REPORTSTENA.EXE

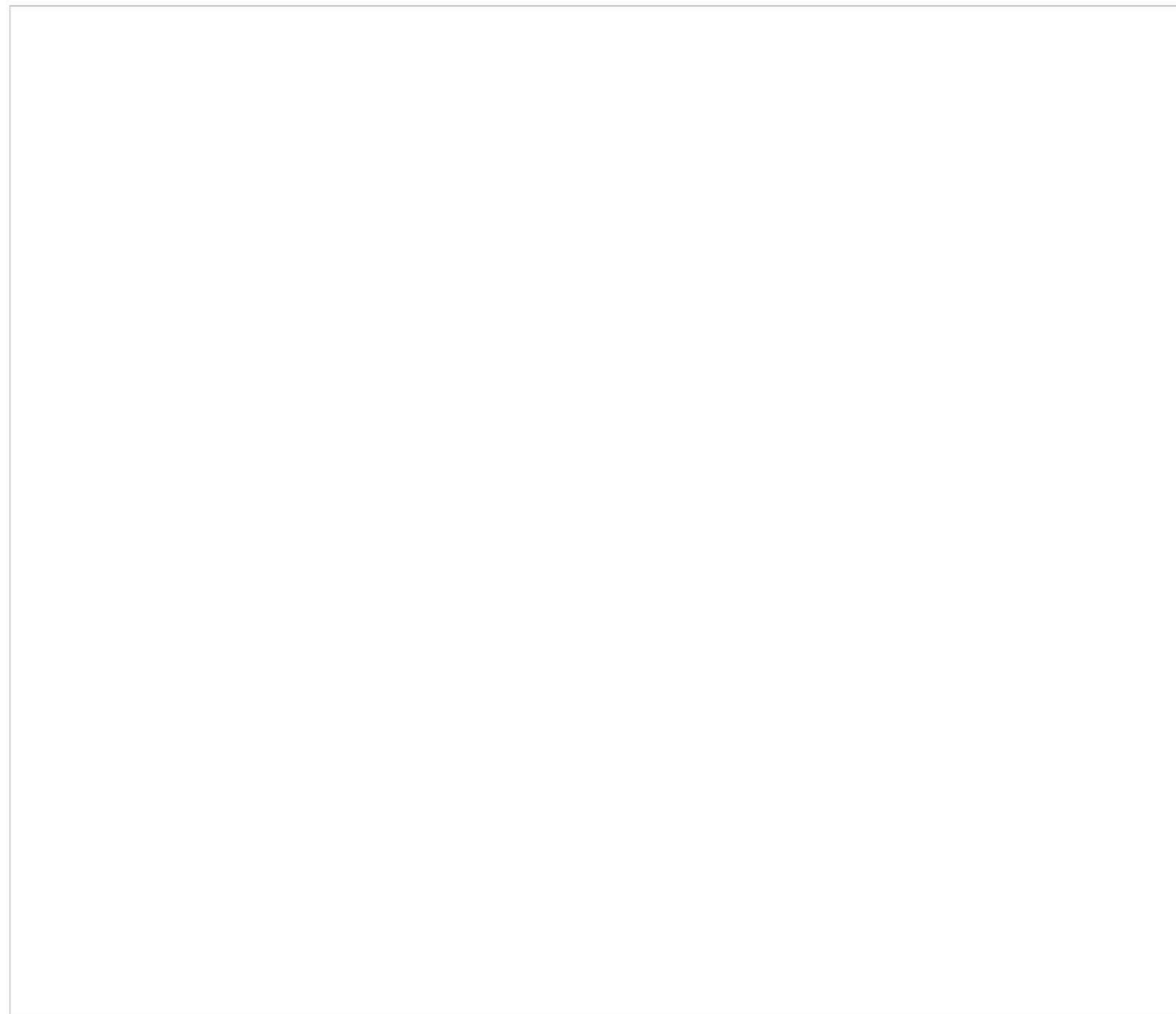
What Are The Report Parameters?

Location	Details are reported for this location.
Trading Period Range	Sales/returns which occurred within this trading date range are reported.
Tender	Sales paid by this tender are reported.
Summarise Locations	If this option is checked on, the details for all locations are summarised together for each date. If the option is checked off, each location is shown separately.
Summarise Dates	If this option is checked on, the details for all dates are summarised together for a single date. If the option is checked off, each date is shown separately.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Figure: Example Tender by Period Report



Tender List Report

What Is It?

This is one of the reports that are generated as part of the Z-Read. It shows details of each individual tender received. Only selected tenders are reported (these are specified on the [Defaults2](#) tab of System Settings). The tenders are grouped by tender type. For each tender the report shows the type of transaction the tender was received on, the transaction reference number, the amount and the customer's name (if any). This report would normally be used to show cheque and credit card tenders so that they can be reconciled against specific objects. Printing the report for cash (as on the sample report below) would normally not be useful because you can't identify specific notes and coins given to you.

What Are The Report Parameters?

There are none because the report is generated as part of a Z-Read.

□ Paper Requirements

If the Z-Read is run from a DynaPOS that has an attached receipt printer and *Reports To Receipt Ptr* setting in [Till](#) is checked on, the report will be printed to the receipt printer in a special condensed format to fit on the paper roll. Otherwise, all details are printed on A4 paper in Portrait mode to the default system printer. Even if the till read is printed to the receipt printer, it will still be available as an A4 report in [Report Manager](#).

Till Returns Report

□ What Is It?

This is one of the reports that are generated as part of the Z-Read. It shows items that have been returned. The items are grouped by the operator who made the transaction. These are further grouped into the location at which the transaction was made. It shows the quantity and value of the returns for each item. Totals are given for each operator and location. Note, in this case the sales does include the tax. This is to make it easy to check that the return was done at a different value to the sell price.

What Are The Report Parameters?

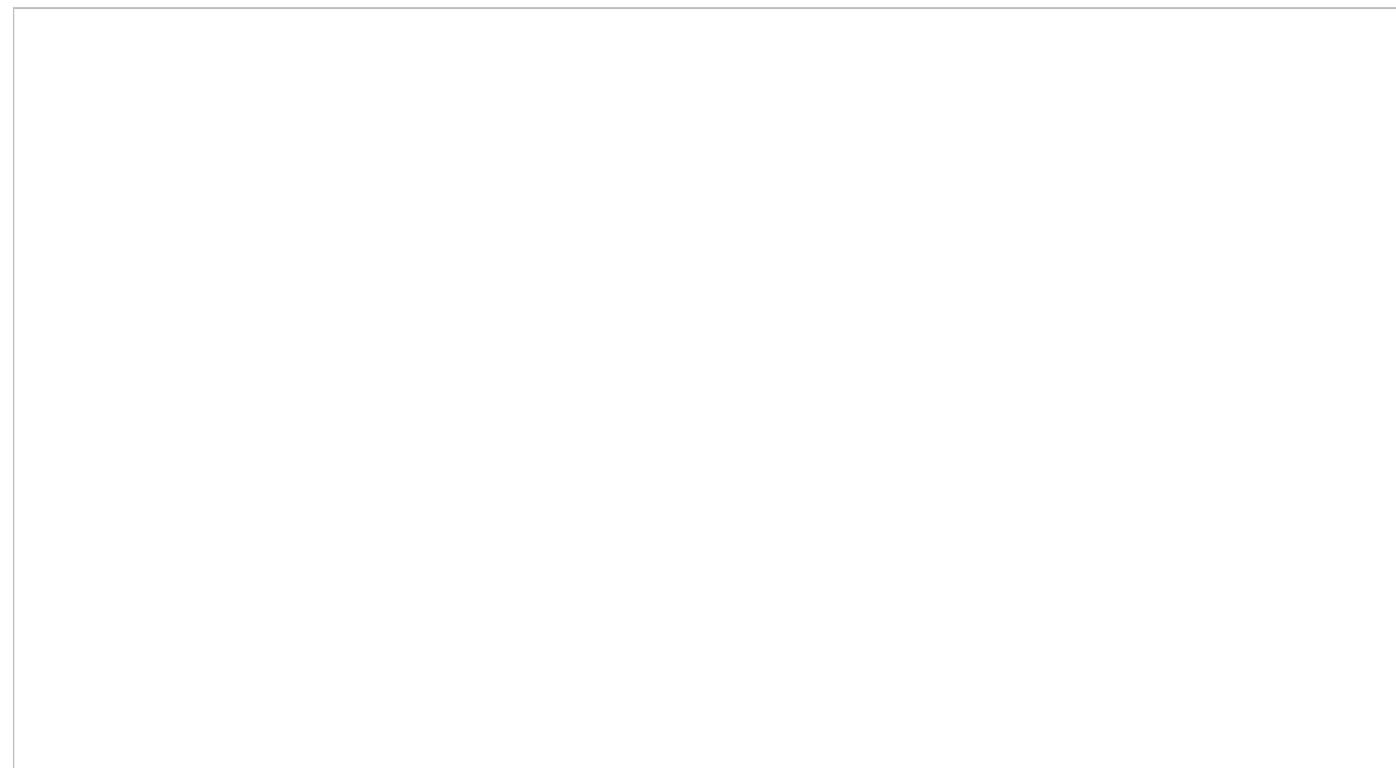
There are none because the report is generated as part of a Z-Read.

□ Paper Requirements

If the Z-Read is run from a DynaPOS that has an attached receipt printer and *Reports To Receipt Ptr* setting in [Till](#) is checked on, the report will be printed to the receipt printer in a special condensed format to fit on the paper roll. Otherwise, all details are printed on A4 paper in Portrait mode to the default system printer. Even if the till read is printed to the receipt printer, it will still be available as an A4 report in [Report Manager](#).

Sample Report

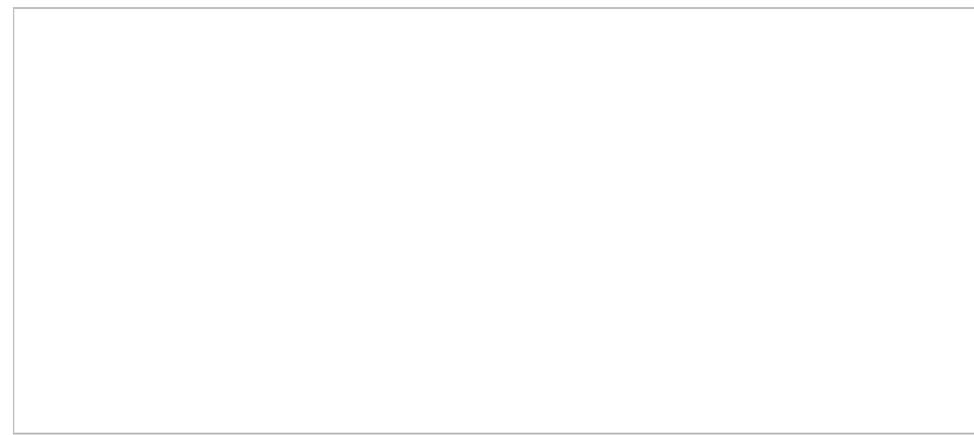
Figure: Example Tills Return Report



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Till Summary Report

Figure: Example Till Summary Report



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Till Tenders Report

What Is It?

This report shows sales/returns for a date range by tender type, for example cash, credit card, and so on. You can summarise the details by location and/or date to see as much detail as required.

What Are The Report Parameters?

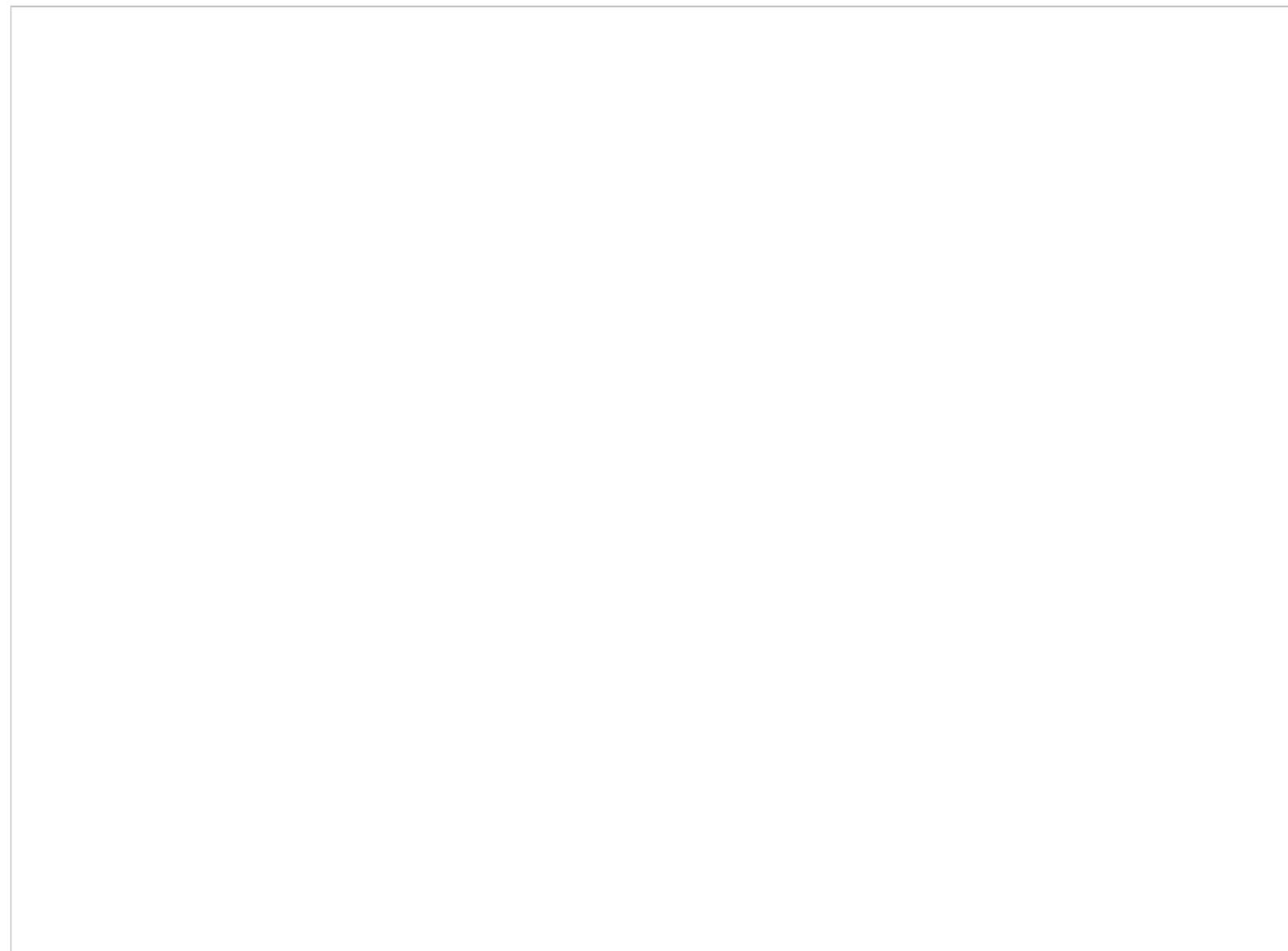
Location	Details are reported for this location.
Date Range	Sales/returns which occurred within this date range are reported.
Summarise Locations	If this option is checked on, the details for all locations are summarised together for each date. If the option is checked off, each location is shown separately.
Summarise Dates	If this option is checked on, the details for all dates are summarised together for a single date. If the option is checked off, each date is shown separately.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Till Tenders Report



Till Variance Report

□ What Is It?

This report shows the variance between the money expected in a cash drawer (as reported by the [Z-Read](#)) and the actual money (as entered into [Till Declaration](#)). The report is sorted by location code, till code and then the Z-Read number (a single till can have multiple outstanding declarations because of multiple shifts). For each Z-Read number it shows the expected, actual and variance amounts. Totals are provided for each Z-Read number, location and report.

What Are The Report Parameters?

Location	All till declarations for this location which have not been accepted will be reported. If left empty all till declarations regardless of location will be reported. If you are using management areas, you must enter a location.
Till	All till declarations for this till which have not been accepted will be reported. If left empty all till declarations for all tills at the specified location will be reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Figure: Example Till Variance Report

Till Variance Report

dm RepTillVariance

Location	Till	Declaration#	ZRead#	To Time	Expected	Declared	Variance
BALT101							
	2BALT004	99001697	99001696	22/06/2005 15:46:36			
			ACCOUNT		0.00	0.00	0.00
			CASH		1,000.00	0.00	-1,000.00
			CHF		0.00	0.00	0.00
			CREDIT CARD		0.00	0.00	0.00
			Credit-Note		0.00	0.00	0.00
			DEFICITSHOP		0.00	0.00	0.00
			DKK		0.00	0.00	0.00
			EUR		0.00	0.00	0.00
			FÖRB VOUCHER D		0.00	0.00	0.00
			FÖRB VOUCHER DK		0.00	0.00	0.00
			FÖRB VOUCHER NL		0.00	0.00	0.00
			FÖRB VOUCHER NO		0.00	0.00	0.00
			FÖRB VOUCHER PO		0.00	0.00	0.00
			FÖRB VOUCHER S		0.00	0.00	0.00
			FÖRB VOUCHER UK		0.00	0.00	0.00
			GBP		0.00	0.00	0.00
			Gift Cert		0.00	0.00	0.00
			LKW CABIN		0.00	0.00	0.00
			LKW FOOD		0.00	0.00	0.00
			NOK		0.00	0.00	0.00
			OVERTENDERED VOUCHER		0.00	0.00	0.00
			PLN		2,000.00	0.00	-2,000.00
			SURPLUSSHOP		0.00	0.00	0.00
			USD		0.00	0.00	0.00
			VOUCHER		0.00	0.00	0.00
					3,000.00	0.00	-3,000.00
			<i>BALT101</i>		3,000.00	0.00	-3,000.00
			<i>Report</i>		3,000.00	0.00	-3,000.00

*** END OF REPORT ***

Till Variance By Period Report

What Is It?

This report shows the variance between the Z-Read and Till Declarations for a trading period.

Commands

Client - REQUESTREPORTSTENA.EXE TILLVARIANCEBYPERIODREP

Server - REPORTSTENA.EXE

What Are The Report Parameters?

Location	Till variances for this location will be shown.
Trading Date Range	Till variances between the entered trading dates will be shown.
Report By	The report can be either Detailed or Summary.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Till Variance by Period Report

Till Variance By Period Report

dm Rep Till Variance By Period

Location	Till/User	Declaration Code	Z Read Code	Date/Time	Attempts	Tender	Expected	Declared	Variance
BALT101									
	ANEDUN								
		99002005	99001990	03/06/2005 14:34:16	0				
						CASH	0.00	0.00	0.00
						CHF	0.00	0.00	0.00
						DKK	0.00	0.00	0.00
						EUR	0.00	0.00	0.00
						GBP	0.00	0.00	0.00
						NOK	0.00	0.00	0.00
						PLN	0.00	0.00	0.00
						USD	0.00	0.00	0.00
						CREDIT CARD	0.00	0.00	0.00
						VOUCHER	0.00	0.00	0.00
						Gift Cert	0.00	0.00	0.00
						Credit-Note	0.00	0.00	0.00
						LKW FOOD	0.00	0.00	0.00
						LKW CABIN	0.00	0.00	0.00
						SURPLUSSHOP	0.00	0.00	0.00
						DEFICITSHOP	0.00	0.00	0.00
						FÖRB VOUCHER S	0.00	0.00	0.00
						FÖRB VOUCHER DK	0.00	0.00	0.00
						FÖRB VOUCHER D	0.00	0.00	0.00
						FÖRB VOUCHER NO	0.00	0.00	0.00
						FÖRB VOUCHER PO	0.00	0.00	0.00
						FÖRB VOUCHER UK	0.00	0.00	0.00
						FÖRB VOUCHER NL	0.00	0.00	0.00
						ORDER	0.00	0.00	0.00
						ACCOUNT	0.00	0.00	0.00
						OVERTENDERED VOUCHER	0.00	0.00	0.00
						DECLARATION TOTALS	0.00	0.00	0.00
						TILL TOTALS	0.00	0.00	0.00
	DAMTUR								

Till Variance History Report

What Is It?

This report shows the variance between the expected Z-Read values and the actual till declarations for a trading period.

Commands

Client - REQUESTREPORTITEMS.EXE TILLVARIANCEHISTORYREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

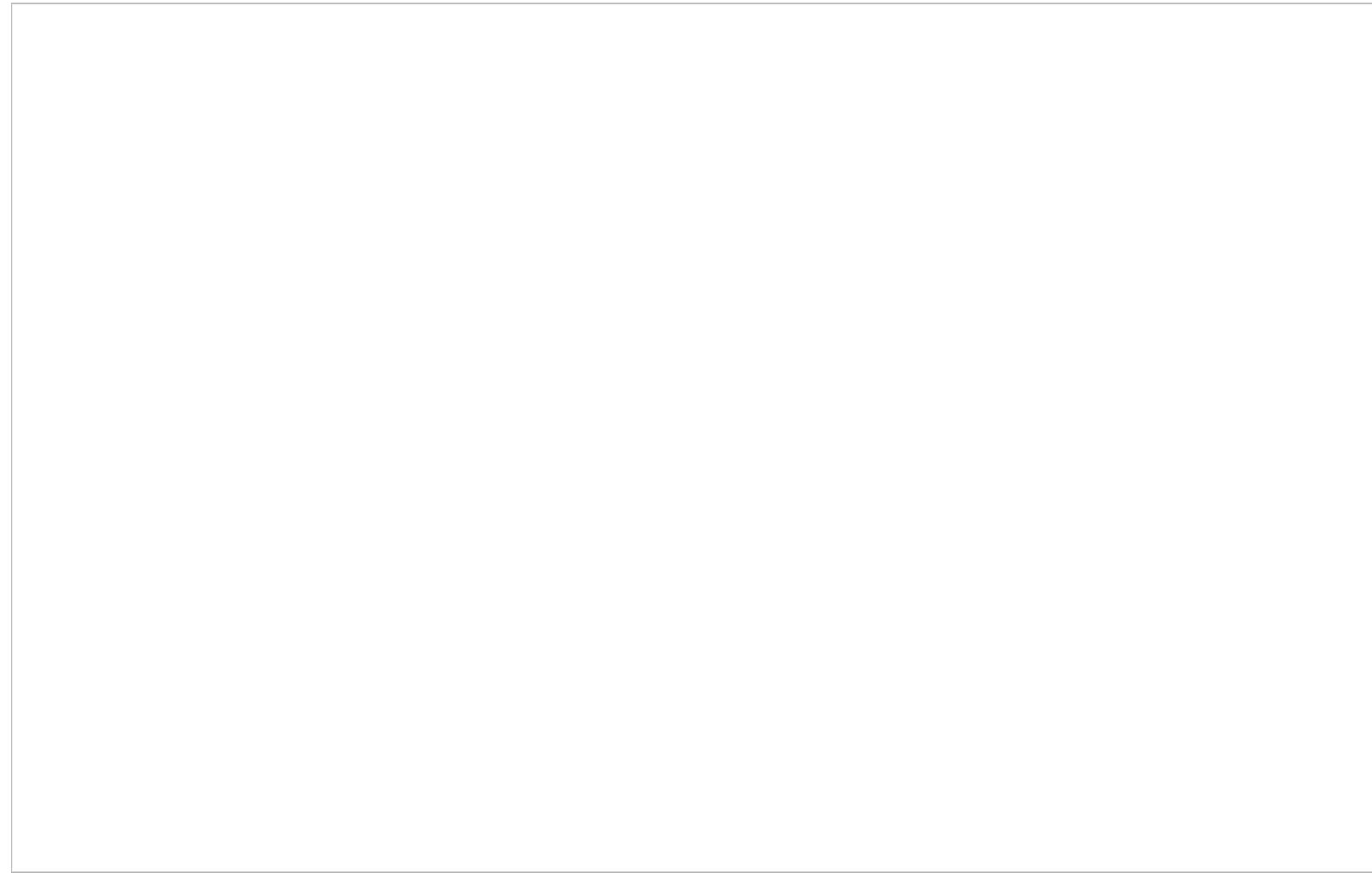
Location	Till variances for this location will be shown.
Date Range	Till variances between the entered dates will be shown.
Till	Till variances for this till will be shown.
Report By	The report can be either Detailed or Summarised by Tender or Declaration.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Till Variance History Report



Time Export Report

What Is It?

This report shows the clock in/out hours. Two versions of the report are available with the results grouped by location or by user selected on the request screen.

Commands

Client - REQUESTREPORTUSERS.EXE TIMEEXPORTREP

Server - REPORTUSERS.EXE

What Are The Report Parameters?

Location	The location to hours for.
From/To Date	Date range for report.
Report Type	Either Standard (grouped by location) or User (grouped by user).

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Time Export by User Report

Time Export Report By User @#PgTimeExport@#

	Location	Date	Check In	Check Out	Hours
11 XN					
001	FRITH ST 001	20/07/2009	10:04	10:06	0
001	FRITH ST 001	20/07/2009	10:13	10:13	0
001	FRITH ST 001	20/07/2009	11:13	11:20	0.17
001	FRITH ST 001	20/07/2009	16:07	16:11	0.08
001	FRITH ST 001	20/07/2009	16:11	16:12	0
001	FRITH ST 001	20/07/2009	16:13	16:15	0
001	FRITH ST 001	20/07/2009		16:42	0
			USER TOTAL		0.25
353427362 LOUISE FENLON					
001	FRITH ST 001	20/07/2009	01:59	10:14	0
001	FRITH ST 001	20/07/2009	15:59	16:01	0
001	FRITH ST 001	20/07/2009	16:13	16:16	0.08
			USER TOTAL		0.08
353429233 LOUISE FENLON TASKS					
001	FRITH ST 001	20/07/2009	10:13	10:19	0.08
001	FRITH ST 001	20/07/2009	10:19	10:19	0
001	FRITH ST 001	20/07/2009	15:55	15:55	0
001	FRITH ST 001	20/07/2009		16:13	0
101	IPSWICH 101	20/07/2009		16:17	0
			USER TOTAL		0.08
			LOCATION TOTAL		0.41

*** END OF REPORT ***

Top Item Sales Report

What Is It?

This report shows the top fifty selling items for a report group. A report group consists of a set of D/C/G/SG/ Class/Family codes. All items that match those codes are in the same report group. In this report, the system only looks for matching D/C. This allows you to say BVRG/BEER is one report group and BVRG/REDWINE and BVRG/WHTWINE is another report group. If no report groups are defined, the top fifty items overall are reported.

Commands

Client - REQUESTREPORTITEMS.EXE TOPITEMSALESREP

Server - REPORTITEMS.EXE

What Are The Report Parameters?

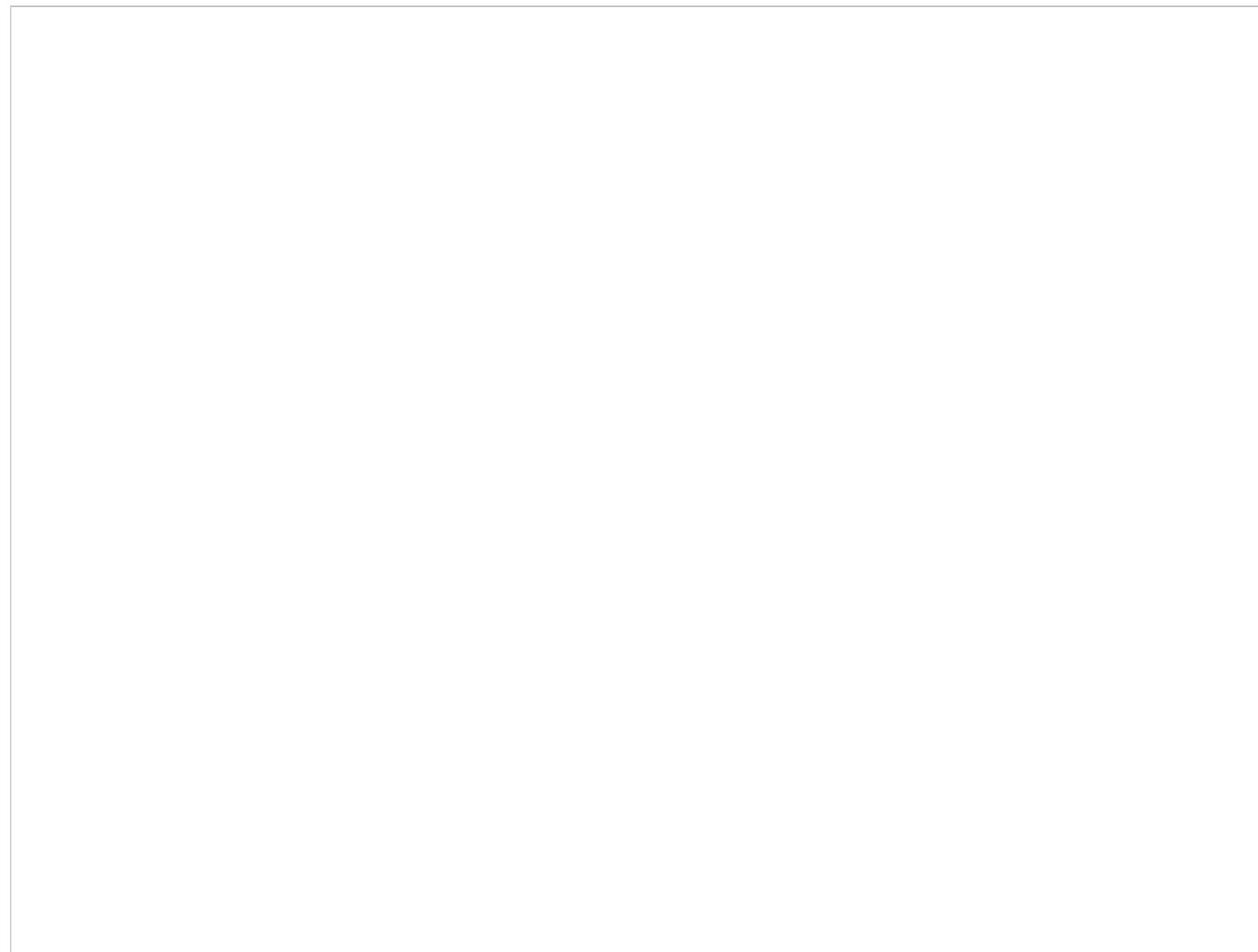
Location	Details for this location will be reported.
From Date	Items sold from this start date will be included.
To Date	Items sold up to this end date will be shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Top Item Sales Report



Trading Period Report

What Is It?

This report shows the passenger numbers, running costs and sales information for a specified location.

Commands

Client - REQUESTREPORTSTENA.EXE TRADINGPERIODREP

Server - REPORTSTENA.EXE

What Are The Report Parameters?

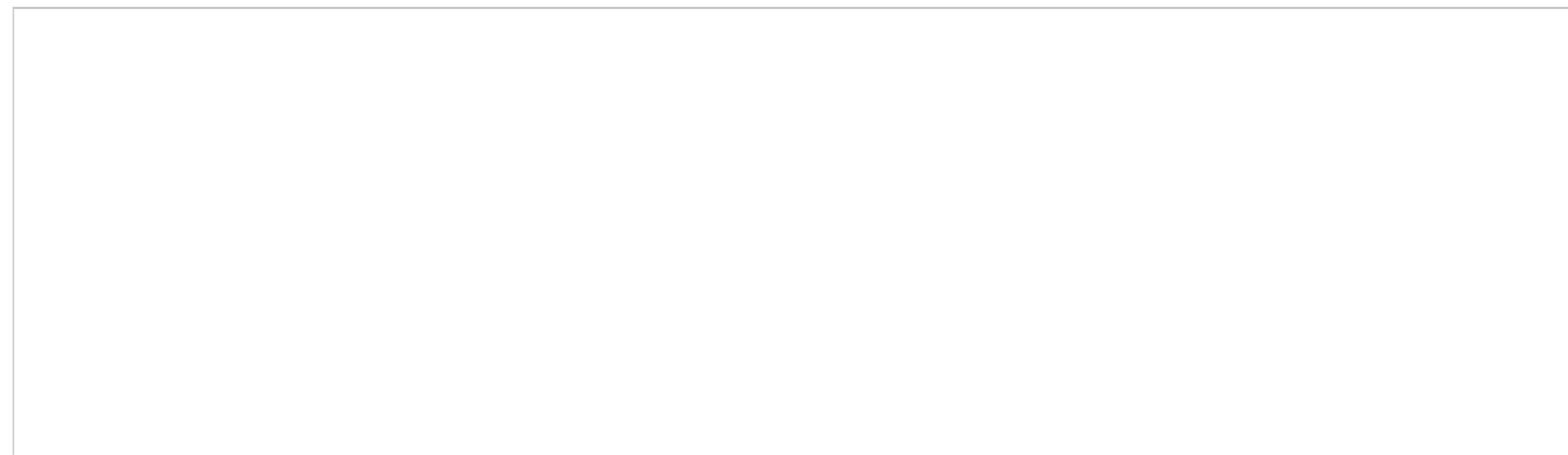
Location	Details for this location will be reported.
From Date	Items sold from this start date will be included.
To Date	Items sold up to this end date will be shown.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

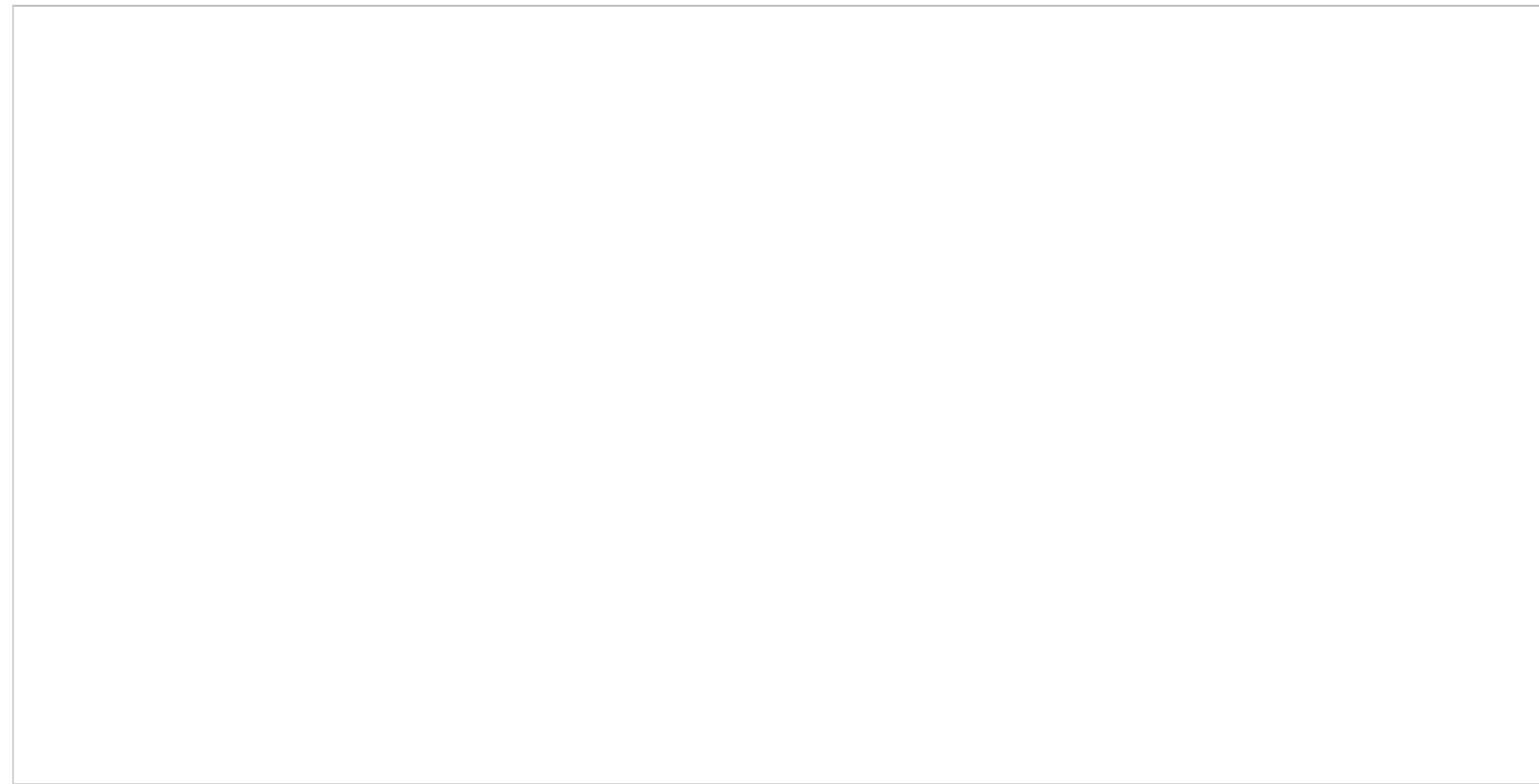
Figure: Example Trading Period Report



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Trading Statistics Report

Figure: Example Trading Statistics Report



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Transfer Report

What Is It?

This report shows all items that had transfers and stock adjustments for a nominated date range. It shows the original location of the item, its destination (if any) and the value of the transfer. The value is based on the average cost of the item. The items are sorted by the original location, the destination location and date of transfer.

Command

Client - REQUESTREPORTINVENTORY.EXE TRANSFERREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

From Date/To Date	All transfers and stock adjustments made during this date range are reported. The date range must be entered.
Transfer From	If specified, only transfers and stock adjustments from this location are reported.
Transfer To	If specified, only transfers to this location are reported. Stock adjustments are not reported because the stock is never sent to a location.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Internal Transfer Report

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Transfer Request Details Report

What Is It?

This report lists the items that are to be sent as part of the transfer.

Command

Client - REQUESTREPORTINVENTORY.EXE TFRREQDET

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

Requesting Location	The location for which the details are required.
From Date	
To Date	
Transfer State	New, InTransit, Sent, Received, Cancelled.
Authorised By	

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Transfer Request Details Report

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Transfer Send Report

□ What Is It?

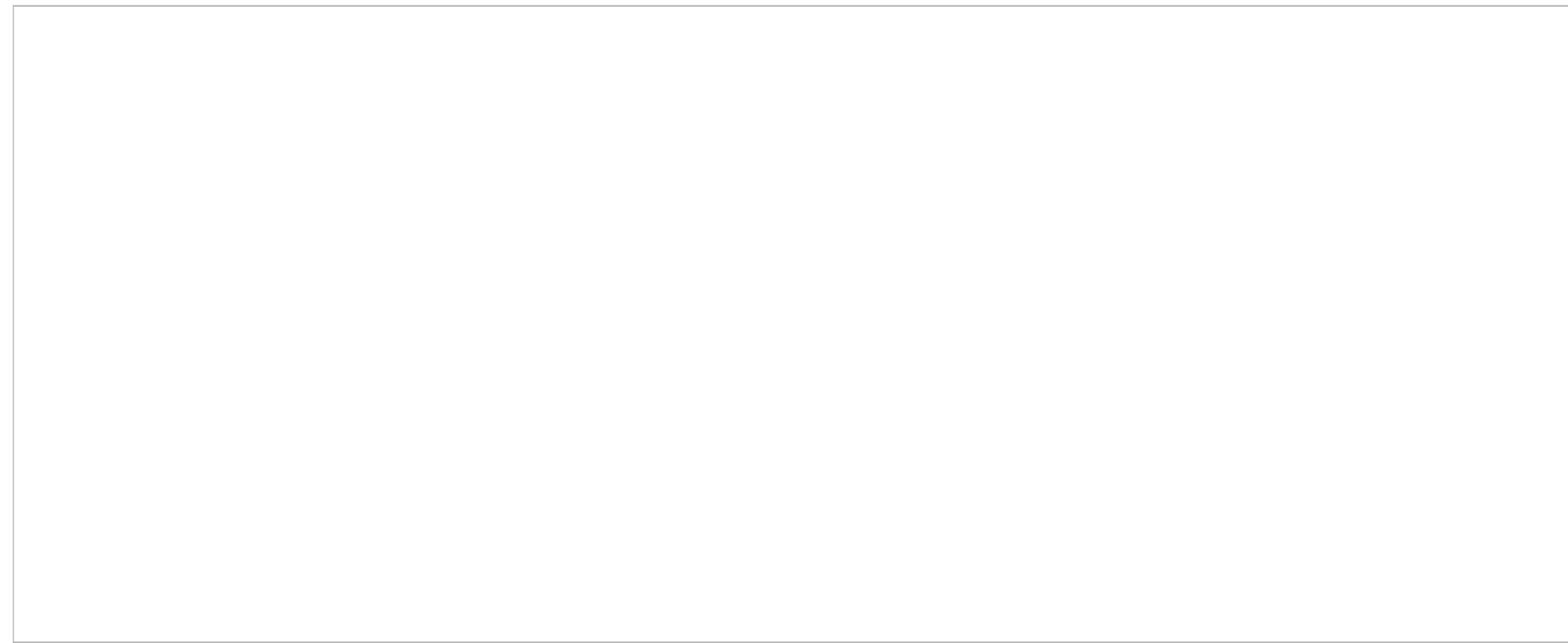
This is the report that will be printed from the [Transfer Send](#) inventory transaction. It lists the items that are to be sent as part of the transfer. The sequence of the items can be controlled using the *Transfer Send - Report Sequence* option in [Location](#).

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Transfer Send Report



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Transfer Tax Report

□ What Is It?

This is a report that will show the tax charged on items transferred between stores. See [Transfers Between Tax Entities](#) for more details.

□ Commands

Client - REQUESTREPORTINVENTORY.EXE TRANSFERTAXREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

From Date	The date from which stock was received at the requesting store.
To Date	The date to which stock was received at the requesting store.
From Location	The location from which the stock was sent. This can be a group, in which case all locations within the group will be checked.
To Location	The location to which the stock was sent. This can be a group, in which case all locations within the group will be checked.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Turn Around Report

What Is It?

This is a report used in a restaurant to show to the turn around time on eat in sales (take away sales are not included). It will show the number of transactions and the average turn around time. The report can show details down to the table level, if required. Turn around time is the time from when the sale is first started to when it is finished.

In order for meaningful data to be produced for this report, you need to turn on the *Record Time Per Item* option on the [Profile - Settings 1](#) tab of Till. The second option you need to consider is the *Tilling Time Includes Tender* option on the [POS 1](#) tab of System Settings. If this option is checked off, the end time of the transaction will be the time the last item was added to the sale. If the option is checked on, the end time of the transaction will be the time the first tender was added.

Commands

Client - REQUESTREPORTUSERS.EXE TURNAROUNDREP

Server - REPORTUSERS.EXE

□ What Are The Report Parameters?

Location	The location for which the details are required. If this is a group, details will be reported for all locations within the group.
Location Group	The type of location you want to report. This allows you to group data by Venue, Region or any other group you have defined. See Statistics Groups for more information.
From Date	Data will be collected for sales from this date.
To Date	Data will be collected for sales to this date.
Operator	The code of a specific operator for which sales should be reported. If this is empty, sales from any operator will be reported.
Show Date	If this is checked on, details will be reported for each date within the reported date range.
Show Operator	If this is checked on, details will be reported for each operator.
Show Table	If this is checked on, details will be reported for each table.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

This is a sample of a report with the Show Date, Show Operator and Show Table options all checked on.

Figure: Example Turn Around Report

Location	Date	Operator	Table	Transactions	Turnaround Time (Mins)
BSHP1	BOTTLE SHOP 1				
	11/04/2007				
		ADMINISTRATOR			
			B1	1	1.86
			<i>TOTAL OPERATOR</i>	1	1.86
			<i>TOTAL DATE</i>	1	1.86
	12/04/2007				
		ADMINISTRATOR			
			B2	1	1.68
			B3	1	0.84
			B4	1	3.36
			<i>TOTAL OPERATOR</i>	3	1.96
			<i>TOTAL DATE</i>	3	1.96
			<i>TOTAL LOCATION</i>	4	1.94
BSHP2	BOTTLE SHOP 2B				
	12/04/2007				
		ADMINISTRATOR			
			B1	1	2.46
			B2	1	2.28
			B3	1	1.44
			<i>TOTAL OPERATOR</i>	3	2.06
			<i>TOTAL DATE</i>	3	2.06
			<i>TOTAL LOCATION</i>	3	2.06
			<i>TOTAL REPORT</i>	7	1.99
*** END OF REPORT ***					

TVLA Interface Report

□ What Is It?

The report will extract details of electronic items sold that need to be reported to the TVLA (a licencing body in the United Kingdom). It will look for any items sold that have a TVLA option set in the [Advanced](#) tab in Items.

What Are The Report Parameters?

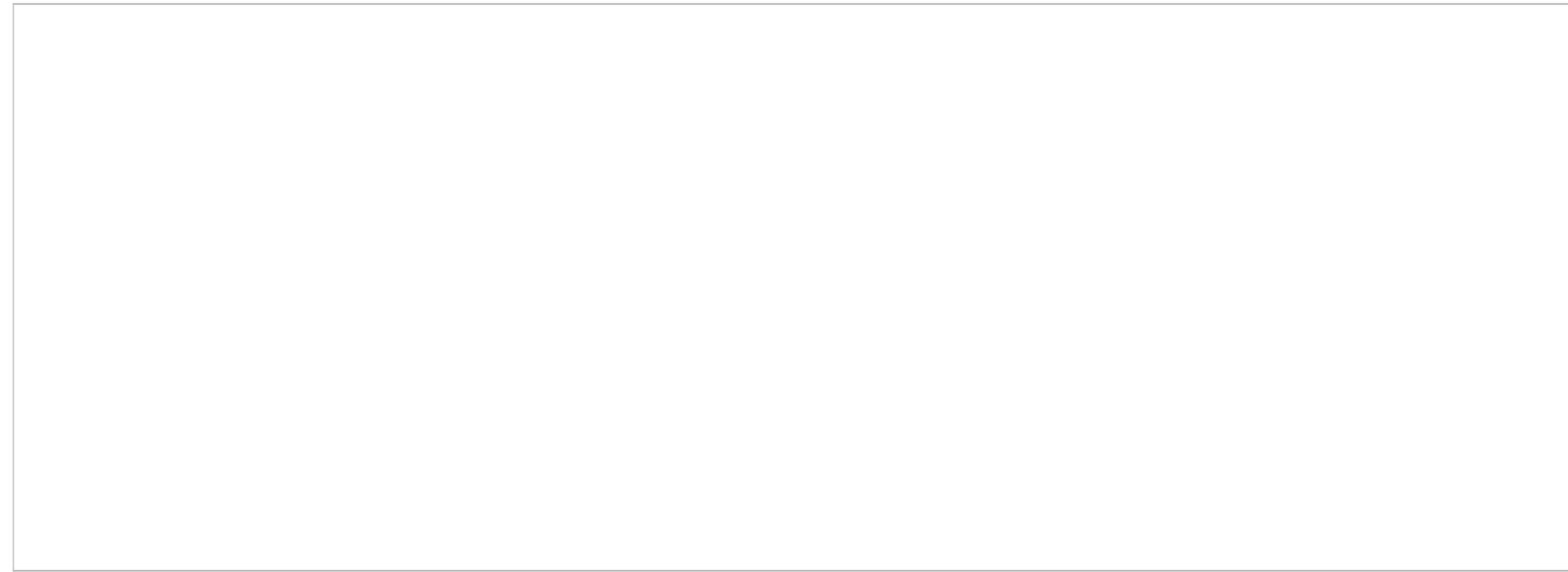
Location	Only transactions made for this location are reported.
From Date/To Date	Only transactions made during this date range are reported.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example TVLA Interface Report



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Unallocated Payments Report

What Is It?

As a payment is received, it is allocated against existing transactions. Payments should be fully allocated so that the system can accurately calculate the overdue amounts. This report shows payments that have not been fully allocated yet.

Commands

Client - REQUESTREPORTACCOUNTS.EXE ACUNALLOCATEDPAY

Server - REPORTACCOUNTS.EXE

What Are The Report Parameters?

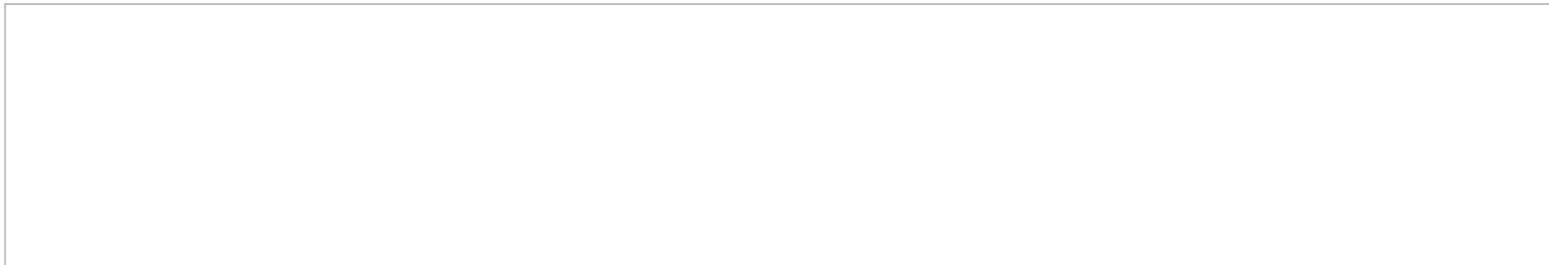
Account Location	Only transactions made for this location are reported.
Payment Terms	Only transactions for these payment terms are shown.
Automatically Allocate	

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Unallocated Payments Report



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Unused Sequence Audit Report

What Is It?

The report shows transaction numbers that were assigned but not actually used, for example user starts a new PO then cancels it before saving.

What Are The Report Parameters?

From Date/To Date	Only transactions made during this date range are reported.
----------------------------------	---

Paper Requirements

This report prints on A4 paper in Landscape mode.

VAT Report

What Is It?

This report shows the amount of tax payable based on trading periods and is used to produce a VAT by Departure Country report for Stena vessels.

Commands

Client - REQUESTREPORTSTENA.EXE VATREP

Server - REPORTSTENA.EXE

What Are The Report Parameters?

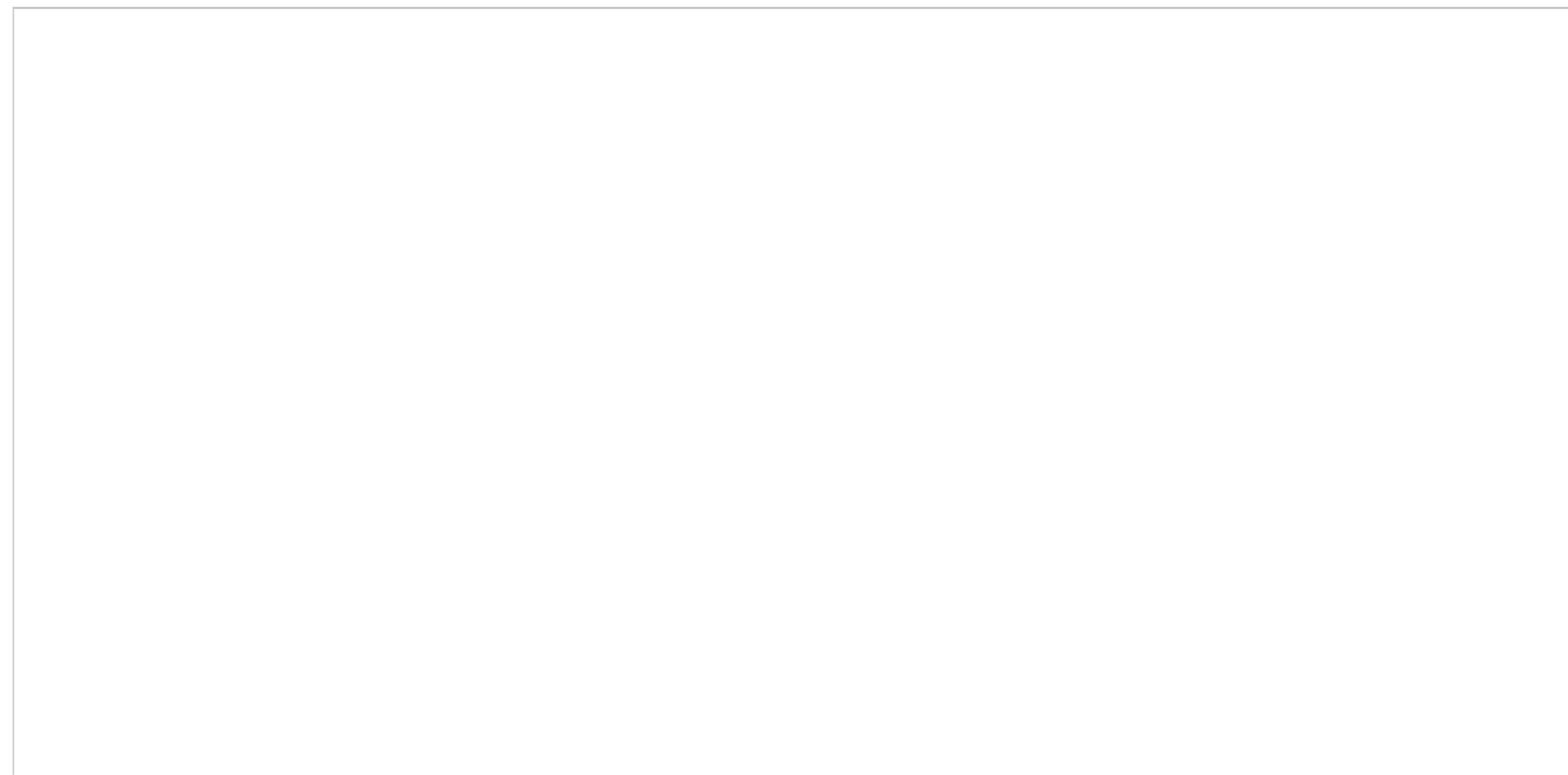
Location	Details are reported for this location.
Trading Date Range	Sales which occurred within this trading date range are reported.
Separate Locations	If this option is checked off (default), the transactions for all locations are shown on the one report. The transactions are grouped by location. If this option is checked on, a separate report is generated for each location.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example VAT Report



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Warranty Strike Report

What Is It?

When selling some types of items it can be an advantage to on sell extra warranties. These warranties are usually set up as group modifiers. For example when a television is sold, it displays the applicable warranty options for the operator to choose. Not all customers will choose to purchase the extra warranty. This report shows the 'warranty strike rate', that is how many warranties were sold compared to how many 'could' have been sold.

The report assumes that warranties have been set up as group modifiers and that the Warranty Department is set up in System Settings (all warranty items must belong to the same 'warranty' department.)

Commands

Client - REQUESTREPORTITEMS2.EXE WARRANTYSTRIKEREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	The location to show warranty strikes for.
From Date To Date	Warranties that occurred within this date range are reported.
Operator	The code of a specific operator for which warranties should be reported. If this is empty, warranties from any operator will be reported.
Separate Locations	If this option is checked off (default), the warranties for all locations are shown on the one report, grouped by location. If this option is checked on, a separate report is generated for each location.

Paper Requirements

This report prints on A4 paper in Portrait mode.

Weekly Sales And Purchases Report

□ What Is It?

This report shows the sales and purchases for the selected week for each selected item. It is intended to be used as part of a weekly stocktake cycle. Lets say you stocktake every Sunday evening. You would run this report from the previous Saturday to Sunday. The report will then show the following information:

Opening SOH	The stock on hand of the opening stocktake (basically From Date -1).
Purchases	This section shows the items received (either from a Goods Receipt or an Invoice) for each day of the week.
Sales	This section shows the item sales for each day of the week.
Closing SOH	The Opening SOH plus Purchases less Sales.
Actual SOH	The stock on hand from the stocktake at the end of the period (the To Date).
Var	This is the variance between Closing SOH and Actual SOH.

Commands

Client - REQUESTREPORTINVENTORY.EXE WEEKLYSALESPURREP

Server - REPORTINVENTORY.EXE

What Are The Report Parameters?

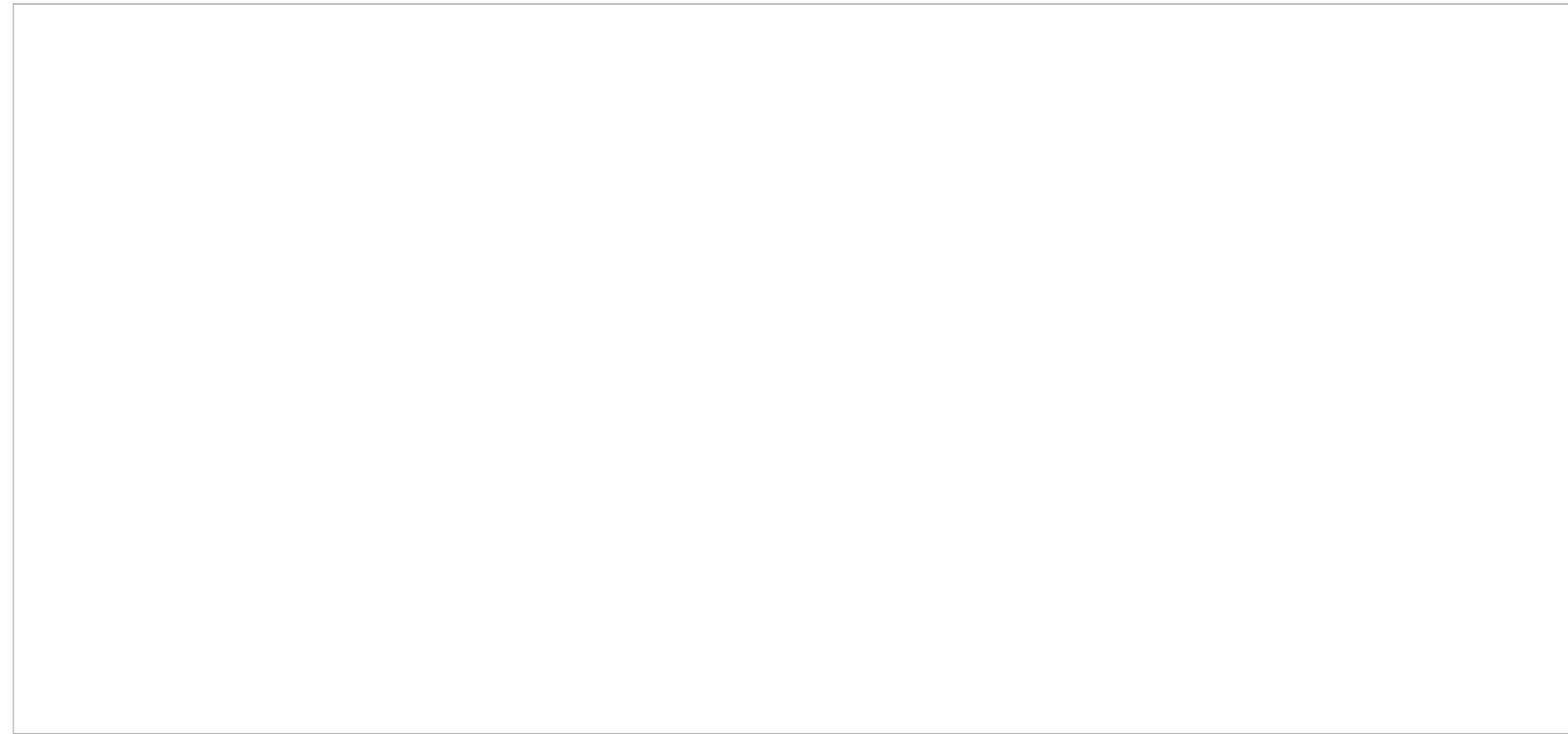
Location	All data for this report will be loaded. If you enter a group code, the data for all locations within the group will be selected and added together to produce a report for the group location.
From Date	The date from which the sales and purchases will be selected. You cannot enter this date directly. It will be calculated from the To Date.
To Date	The date to which the sales and purchases will be selected.
Dept/Cat/Group/Subgroup	All items in the nominated department, category and group are selected. You can enter just a department and you get all items in that department.

Paper Requirements

This report prints on A4 paper in Landscape mode.

Sample Report

Figure: Example Weekly Sales Purchases Report



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Written Sales Report

What Is It?

This report shows items that have been 'written up'. This includes actual sales as well as customer orders that were created but not finalised. Note, when the order is completed, the transaction will be a completed sale and will not be reported again.

Commands

Client - REQUESTREPORTITEMS2.EXE WRITTENSALESREP

Server - REPORTITEMS2.EXE

What Are The Report Parameters?

Location	The location to report inventory for. If this is a group, a separate report is generated for each location within the group.
From Date/ To Date	Only transactions during this date range are reported.
Dept/Cat/Group/SubGroup	All items within the selected department, category, group and subgroup are reported. If left empty all items are reported.
Family Group	All items within the selected family group are reported. If left empty all items are reported.
Classification	All items within the selected classification are reported. If left empty all items are reported.
Grade	All items within the selected grade are reported. If left empty all items are reported.
Operator	The code of a specific operator for which sales should be reported. If this is empty, sales from any operator will be reported.
Supplier	Only items from this supplier will be reported.
Separate Locations	If this option is checked off (default), the sales for all locations are shown on the one report, grouped by location. If this option is checked on, a separate report is generated for each location.
Summarise Sales	If checked on, the individual items which the operator sold will not be reported.
Exclude Departments	If this is checked on, items in the Exclude Departments will not be reported.

Paper Requirements

This report prints on A4 paper in Portrait mode.

□ Sample Report

Figure: Example Written Sales Report

Written Sales Report

dmRepWrittenSales

Date	Receipt#	IPIDescription	Order Code	Qty Sold	COGS	Sales	GP	GP%	Nett GP	Nett GP%
BALT101		SHOP ONBOARD STENA BALTICA								
XN USER										
			OPERATOR TOTAL	45	43.62	94.76	51.14	54.0	51.14	54.0
			LOCATION TOTAL	45	43.62	94.76	51.14	54.0	51.14	54.0
			REPORT TOTAL	45	43.62	94.76	51.14	54.0	51.14	54.0
*** END OF REPORT ***										

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X Read

□ What Is It?

X-Reads and Z-Reads perform similar tasks. They both report the amount of money in a till. The difference is that a Z-Read will report the amount and then clear the numbers, the X-Read reports the amounts and does NOT clear the numbers. This means that multiple X-Reads can be done during trading hours. A Z-Read is only done at the end of a shift. Therefore the amount reported on the Z-Read report should agree with the amount of money in the till.

The report shows the transaction details for each till. Each till is divided into three sections - Summary, Drawer/Till Totals and Transaction Detail.

The Summary section shows a summary of sales, returns, cancelled sales, cancelled items, discounts, account payments, and so on. The Drawer/Till Totals show the amount of each tender type expected in the drawer. When the money in the drawer is counted, it should match these details. The third section, Transaction Detail, reports each tender type. For each tender, it shows the number and value of transactions, including sales, returns, exchanges, account payments, and so on.

The Till Reads (both X and Z) can generate additional reports to the standard till read. These include:

Till Department Sales	The total sales for each department.
Till Operator Sales	The total sales for each operator.
Till Returns	The details for each return made in the sale.
Till Tender List	The details of individual tendered amounts. Only specified tenders are listed.
Non-Revenue Sales	The details of gift certificates and other non-revenue items sold.
Items Sold Report	The details of individual items sold.
Items Sold Summary Report	The details of items sold. Unlike the Items Sold Report, the item is shown only once with the total quantity sold.

You can control which of these reports will print for X and Z Reads using the options on the [Defaults 2](#) tab of System Settings. Different reports can be generated for X and Z Reads.

When an X-Read is done, the till read is displayed to the screen for the user to check. Z-Reads do not do this.

□ What Are The Report Parameters?

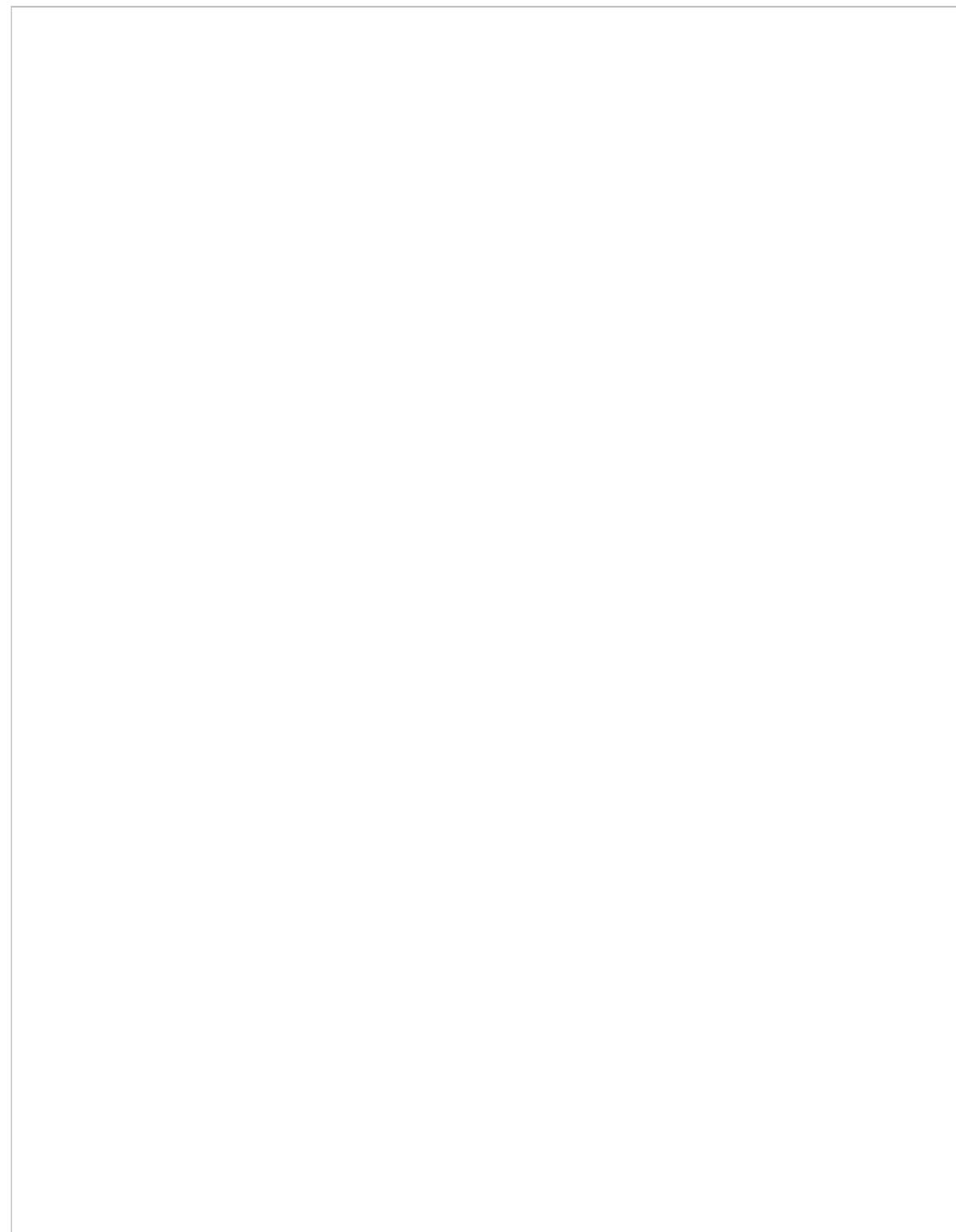
Location	The location to generate the till reads for. If this is left empty, all locations will be reported. If you are using management areas, you must enter a location code.
Till	The till within the location to generate the till reads for. If this is left empty, all tills within the selected location will be printed.
Trading Date	The trading date that this till read is being generated for. This is used for statistical reporting. It will default to the current trading date.

□ Paper Requirements

If the read is run from a DynaPOS that has an attached receipt printer and *Reports To Receipt Ptr* setting in [Till](#) is checked on, the read will be printed to the receipt printer in a special condensed format to fit on the paper roll. Otherwise, all details are printed on A4 paper in Portrait mode to the default system printer. Even if the till read is printed to the receipt printer, it will still be available as an A4 report in [Report Manager](#).

Sample Report

Figure: Example X Read Report



Z Read

□ What Is It?

X-Reads and Z-Reads perform similar tasks. They both report the amount of money in a till. The difference is that a Z-Read will report the amount and then clear the numbers, the X-Read reports the amounts and does NOT clear the numbers. This means that multiple X-Reads can be done during trading hours. A Z-Read is only done at the end of a shift. Therefore the amount reported on the Z-Read report should agree with the amount of money in the till.

The report shows the transaction details for each till. Each till is divided into three sections - Summary, Drawer/Till Totals and Transaction Detail.

The Summary section shows a summary of sales, returns, discounts, account payments, and so on. The Drawer/Till Totals show the amount of each tender type expected in the drawer. When the money in the drawer is counted, it should match these details. The third section, Transaction Detail, reports each tender type. For each tender, it shows the number and value of transactions, including sales, returns, exchanges, account payments, and so on.

The Till Reads (both X and Z) can generate additional reports to the standard till read. These include:

Till Department Sales	The total sales for each department.
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Till Returns	The details for each return made in the sale.
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Non-Revenue Sales	The details of gift certificates and other non-revenue items sold.
Items Sold Report	The details of individual items sold.
Items Sold Summary Report	The details of items sold. Unlike the Items Sold Report, the item is shown only once with the total quantity sold.

You can control which of these reports will print for X and Z Reads using the options on the [Defaults 2](#) tab of System Settings. Different reports can be generated for X and Z Reads.

When an X-Read is done, the till read is displayed to the screen for the user to check. Z-Reads do not do this.

□ What Are The Report Parameters?

Location	The location to generate the till reads for. If this is left empty, all locations will be reported. If you are using management areas, you must enter a location code.
Till	The till within the location to generate the till reads for. If this is left empty, all tills within the selected location will be printed.
Trading Date	The trading date that this till read is being generated for. This is used for statistical reporting. It will default to the current trading date.

□ Paper Requirements

If the read is run from a DynaPOS that has an attached receipt printer and *Reports To Receipt Ptr* setting in [Till](#) is checked on, the read will be printed to the receipt printer in a special condensed format to fit on the paper roll. Otherwise, all details are printed on A4 paper in Portrait mode to the default system printer. Even if the till read is printed to the receipt printer, it will still be available as an A4 report in [Report Manager](#).

Sample Report

Figure: Example Z Read Report

