

Oracle® Hospitality Torex ABS-POS
Back Office Guide

April 2016

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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 ABS-POS and may have formatting inconsistencies.

Using Help Overview


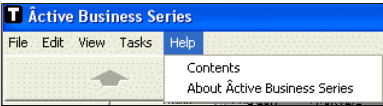
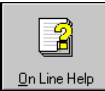

What would you like to learn about ?

- ▶ [Accessing the Help system](#)
- ▶ [Moving around the Help system](#)
- ▶ [Actions that can be performed](#)
- ▶ [The Contents tab](#)
- ▶ [The Index tab](#)
- ▶ [The Search tab](#)
- ▶ [Use of the toolbar](#)
- ▶ [Printing Help](#)
- ▶ [Related Topics](#)
- ▶ [Closing the Help system](#)

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Accessing the Help System






There are several ways that the Help system may be accessed whilst in the back office application:

By...	How...
Using the Help button on the open application.	 Click on the Help button.
From the Help option on the Menu Bar.	 Select Help from the Menu Bar. Select Contents.
From the On Line Help button on the Task Console.	 Click on the On Line Help button -or- press Alt+O .
Using the F1 key on the keyboard.	 Press the F1 key.

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Getting Around Help

Several navigational tools are provided to help you progress through the topics of this help system. These tools are summarised below:

Tool	Meaning and what to do
	The Contents tab is made up of books and topics organised by subject order. Double-clicking on the required book, opens the book and allows the contents to be viewed. Click the topic (page icon) to open it. The selected topic is displayed on the right-side of the Help window. More information
	The Index tab contains an alphabetical register of all the topics and main words within this help system. More information
	When you enter a word or phrase in the Search tab and click List Topics, the contents of the topics are searched to find all occurrences of that word or phrase. More information
	These buttons are used to navigate through the topics you have visited. More information
	Provides a pop-up menu of related topics that you can click and go to. More information

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Actions that can be Performed

Within this Help system, any actions you need to perform are shown in BLUE. Other actions possible within a help topic are shown below:

Note: When any of these actions are possible, the cursor changes into a hand.



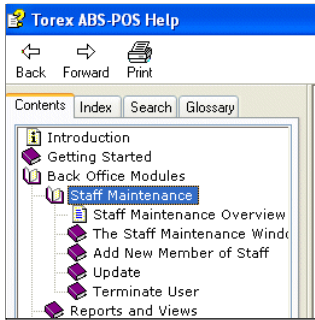
Style	Meaning and what to do	Example
Plain coloured text	Definition. Click on the text to show the definition. Click again to hide.	Click on Definition

Underlined coloured text	Link to another topic or place within a topic. Click on the text to jump to another topic. Use the Back button on the toolbar to return to the topic you were originally viewing.	Click the <u>underlined text</u> to jump to the bottom of the page. Click the Back button to return.
Thick border around an image.	Active graphic, that is areas or buttons shown on the image link to another topic. Click on the relevant area on the image to jump to another topic.	 Click on either Contents or Index in this picture to take you to the Contents or Index tab section of Help. Click the Back button to return.
Plain UPPERCASE text	Click on the word to view an example. Click away to hide.	EXAMPLE
	Shortcut to another topic. Click on the button to jump to another topic.	▶ Link to the Contents topic

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The Contents Tab

This tab is like the Contents section usually found at the front of a book. It is made up of books and topics, organised by subject order, and provides a broad overview of the Help system. Books represent the functional areas of the system and each book contains a group of topics. Topics are individual units of information, with textual descriptions and pictures of relevant parts of the system. [Double-clicking](#) on the required book, opens the book and allows the contents to be viewed. Click the topic (page icon) to open it. The selected topic is displayed on the right-side of the Help window.

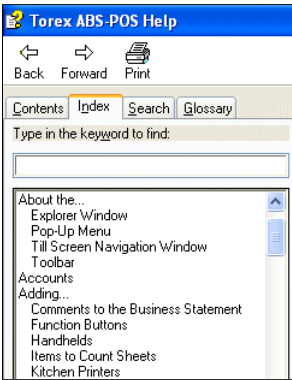


You can close a book by double-clicking it.

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The Index Tab

The Index tab is usually found at the back of a book and contains an alphabetical register of all the topics and main words found in the **ABS-POS** Help system. It's purpose is to allow you to quickly find what you are looking for using a word search facility.



You may type a phrase or word into the keyword to find field and the nearest match is highlighted in the index list below. Alternatively, use the [scroll bar](#) to aid the viewing of the complete list to select the desired word.

You may [double-click](#) the selected word, or click the word and then select the Display button, (located at the bottom of the tab), to display the topic(s) for the word selected.

If several topics are associated with the word, when the Display button is selected, another window, called Topics Found, opens with the associated topics listed. Double-click the desired topic, or click the required topic and then select the Display button.

EXAMPLE

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The Search Tab

When you enter a word or phrase in the Search tab and click List Topics, the contents of the topics are searched to find all occurrences of that word or phrase. Topics are ranked but any topic from the list may be selected to display the topic on the right. The search words entered are highlighted within the topic.

Action	What to do
	Enter text to search for and click List Topics.




To perform a search:	Select topic from list and click Display. EXAMPLE
To narrow down the number of topics listed, subsequent searches may be performed on the results of the previous search and not the entire help file.	Enter text to search for and click List Topics. Select the Search previous results check box. Enter further text to search and click List Topics. EXAMPLE
To search for similar words to the one entered:	Enter text to search for. Select the Match similar words check box. Click List Topics. EXAMPLE
To search topic titles only for the occurrence of the word entered:	Enter text to search for. Select the Search titles only check box. Click List Topics. EXAMPLE

Enhanced searching can be performed by entering the appropriate AND, OR, NOT or NEAR operators. [More information](#)

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The Help System Toolbar

At the top of the Help window, a toolbar provides the following functions:

Button	Meaning and what to do
 Back	These buttons are used to navigate through the Help pages. The Help system remembers the route taken through topics and links, hence you may use the Back and Forward buttons to move backwards and forwards through the topics you have referenced.
 Forward	
 Print	The print button is used to print the Help topic you are currently viewing. More information

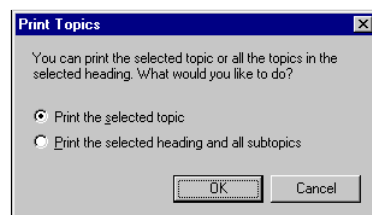
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Printing Help

The print button on the [Help System Toolbar](#) is used to print the Help topic you are currently viewing.

If the Contents tab is active, a sub-menu containing two print options are available on the Print Topics window that opens:

Action	What to do
To print a single topic:	Click Print. Select Print the selected topic. This is the default option used for printing the current topic.
To print all topics in a selected book:	Click Print. Select Print the selected heading and all subtopics. Each topic prints concurrently and not on separate pages. If topics are required to be printed on separate pages, it is recommended to print each topic individually using the option above. Also, if no subtopics exist for the chosen topic, use the default option above.



Click the OK button.

After selecting the print option or if the Index tab is active, the [Print window](#) opens detailing the default printer and its settings.

[Amend print options, if required.](#)

Click the OK button.

Occasionally, if a topic is selected for print using the option, Print the selected heading and all subtopics, and no subtopics actually exist, upon selecting OK on the Print Window, the following error occurs:



It is recommended to:

Click the No button.

The topic continues to print and a print confirmation may open.

Click the OK button.

Exit the Help system.

Re-open the Help system if required.

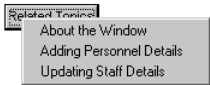
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Related Topics

Related Topics

Many topics include a Related Topics button at the end of the topic you are viewing. When clicked, a popup menu of related topics appear that you can click and go to.

For example, if the Related Topics button at the end of the Add New Member topic is selected, the following popup menu appears:




Any of the options may be chosen. Click on the desired topic to jump to that section of Help.

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Closing Help

To close the Help system you may use any of the following methods:

By...	How...
From the Close button on the Title Bar.	 Click on the X button.
Using the keyboard.	Press Alt+F4 simultaneously.

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Tips

- Press the F1 key to access Help even if no Help button exists on the open application.
- Click the Hide or Show icons on the toolbar to view or hide the Contents and Index tabs.
- Click the Back icon to return to the previously viewed topic. Click Forward to go to the topic that was displayed prior to going back.
- Click Print to print the current topic. If topics include expanding or drop-down hotspots, display the information before you print.
- Many topics include a Related Topics button at the end of the text that displays a pop-up menu of related topics that you can click and go to.

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Logon Overview

What would you like to learn about ?

- [Logging onto the system](#)
- [Password expiry](#)
- [Using the Training Mode](#)

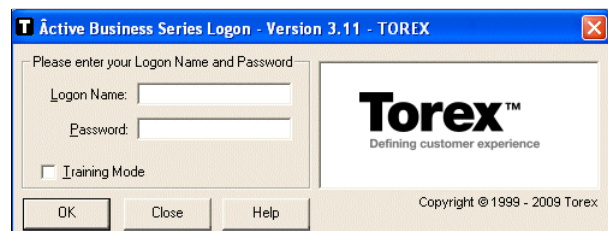
Logon

To open the Active Business Series software:

Double-click the **Active** Business Series icon.



The Active Business Series Logon window opens:



It contains two fields which you must complete for successful logon: Logon Name and Password. Neither fields are case-sensitive, but the details entered must match those that have been generated via the [Staff Maintenance](#) module.

Upon entering the window, the cursor is flashing in the Logon Name field.

Type your Logon Name.

To move to the Password field:

[Press the TAB key](#),

-or- click in the Password field,

-or- press ALT+P.

The cursor is now flashing in the Password field:

[Type your password](#) (Your password appears as a row of asterisks.)

Click the OK button.

The [Active Business Series](#) window opens after a successful Logon.

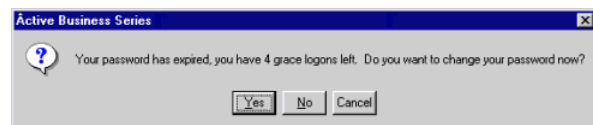
Invalid Logon

Logon may not be successful due to one of the following reasons:

- Forgotten Password. If you cannot remember your password, your Manager/Administrator can log on and change it using [Change Password](#) in the Staff Maintenance window.
- Password expired. For further help refer to the [Password Expiry](#) topic.
- Incorrect Logon Name and/or password entered. [What to do ?](#)

Password Expiry

[Password expiry](#) is pre-configured for your system and is governed by the Access Group you belong to. The Access Group is assigned to you when you are entered into the system. Once your password has expired, you are given a number of [grace logons](#). It allows you enough time to change your old password to a new one. When you logon, a warning window opens:

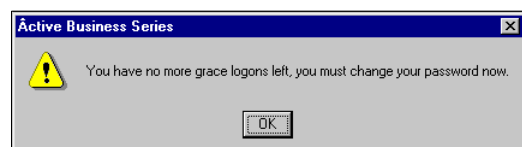


It warns you that your password has expired and details the number of grace logons you have left. You may select:

Yes - and the Change Password window opens, enabling you to change your password, or

No - to continue the logon without changing your password.

Each time you logon without changing your password, you use a grace logon. When you have none left, the system forces you to change your password:



Click the OK button.

The Change Password window opens:



Enter your new password in the New Password field.

To move to the Confirm New Password field.

Press the TAB key

-or- press Alt+C

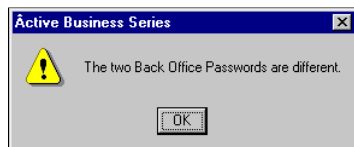
-or- click on the field.

[Re-enter your new password](#) - (You must enter the same password again.)

Click the OK button.

Your password has now been changed.

Should you fail to enter the same password in the Confirm Password field, an error message window opens:



Click the OK button.

The Error message window closes leaving the Change Password window open. You must enter a Password and Confirmation Password which must be identical.

Re-enter the password and confirmation password.

Click the OK button.

The *Active Business Series* window opens.

You may, if you have authority, turn off the password expiry function, change the time period and/or number of grace logons using the [Back Office Details tab](#) in the Update Personnel window of the Staff Maintenance section.

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Training Mode

The *Active Business Series* software (Back Office) may be used in Training Mode, selected via the [Logon](#) window. When the Training Mode option is selected, any information changes do not affect the real 'live' data. This is achieved by using a duplicate set of databases called Training Databases which are carbon copies of the actual 'live' databases.

Should you log on and select Training Mode after an automatic time-out in a *critical operation window*, your data previously being worked on when time-out occurred is lost.

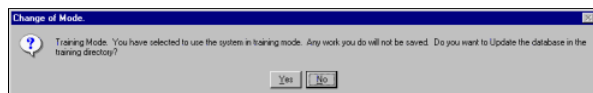
To select the Training Mode:

Type in your Logon Name and Password.

Click the Training Mode check box.

Click the OK button.

The Change of Mode window opens:



The first time you select Training Mode, the *Active Business Series* software creates a copy (training copy) of the current trading information on your system. Thereafter, whenever Training Mode is selected, the system asks if you wish to update the training copy (Training Databases).

Select either:

Yes - and the Training Databases is updated to reflect current trading data or

No - and the last saved trading information is used for the training session.

The Logon window closes and the [Active Business Series](#) window opens.

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ABS Overview

What would you like to learn about ?

► [The ABS Window](#)

► [Using the Task Console](#)

► [The Status Console](#)

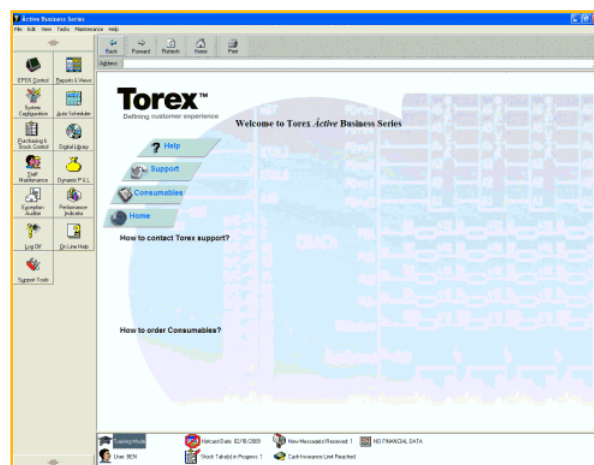
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About the ABS Window

The *Active Business Series* window opens after a successful [Login](#).

Note: Our Help system may display buttons, icons and menu options that are not present in your own system.

Figure: Example ABS Main Screen



This window is divided into distinct areas providing different functionalities:

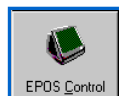
- **Menu Bar** - provides the functions available in the application.
- **Task Console** - a panel of buttons to gain access to the back office modules.
- **Internet Tool Bar** - where configured, allows the Internet to be browsed.
- **Status Console** - contains status icons when certain conditions exist.

Each of these areas are explained in their own topic. Click on a topic above for further details.

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About the Task Console

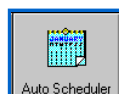
The left side of the *Active Business Series* window contains a panel of buttons with icons. This panel is known as the Task Console and the buttons allow you to gain access to the different modules of the back office system.



This is the EPOS Control icon. It provides access to the EPOS Control window that allows you to manage the session, day opening and closing events. Tasks such as; setting floats, start and end trading sessions, monitoring the status of tills and checking the trading modes of each cash drawer and money belt server can all be carried out here.



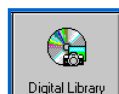
The Reports & Views icon provides access to a comprehensive set of reports. Using the Reports & Views function, you can create, view, customise and print reports. If you have software such as Microsoft Excel, you may also export reports and save them as Excel files, giving you a powerful spreadsheet capability.



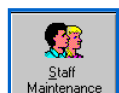
The Auto Scheduler icon accesses the scheduler to allow you to set useful reminders. When the set time and date is reached, a window opens automatically on the screen reminding you to carry out the pre-defined task. In addition, groups of reports can be set to print automatically.



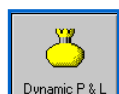
The Purchasing & Stock Control icon opens the Stock Control section to allow management of all stock. It is used to receive, return or transfer stock, and carry out stock orders, stock line enquiries and stock takes. You may also view, and where available, update stock movements and make stock allowances.



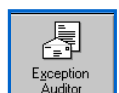
The Digital Library icon allows access to a collection of documents representing Sales Items. These Sales Item Documents contain images, recipe/preparation instructions, cooking instructions and presentation details to ensure consistency in operations.



The Staff Maintenance icon opens the Personnel section, where you can register new members of staff, delete them from the system or change their personnel details. It allows you to change their access privileges or passwords and set password expiry.



The Dynamic P & L icon accesses the financial accounts that are used to detail the income, expenditure and bankings of your business.



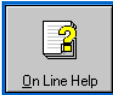
The Exception Auditor icon allows access to messages relating to system updates or printing error reports. A New Message(s) Received icon is displayed in the Status Console when you log on if there are any outstanding messages.



The Performance Indicator icon provides access to real-time reporting in graphic form of selected criteria such as Sales per Server.



The Log Off icon closes the *Active Business Series* window and returns you to the Logon window in readiness for the next user to log on.



The On Line Help icon provides access to this Help system.

Note: When you log on, you may not see all the icons listed. This is a security feature of the system and depends on the **Access Group** you are a member of. Alternatively, the back office options may be accessed using the Tasks pull-down menu.

Click the menu name or press the Alt key plus the underlined letter (T).

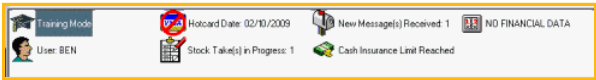
Click the required module.

Figure: Example ABS Menu Screen



About the Status Console

At the bottom of the *Active Business Series* window is the Status Console. This area contains status icons when certain conditions exist but the User may be the only status icon displayed. Click on an icon below to see when it is displayed.



The contents of the Status Console are refreshed upon:

- Logon
- when closing the Purchasing & Stock Control window for the Stock Take(s) in Progress status and
- on closing the Dynamic P & L window for the Cash Insurance Limit Reached status.

Note: Clicking on a flashing item stops it flashing.

Double-clicking an item provides a quick launch into the application, where applicable.



You may change the way the icons are laid out in the Status Console. [How ?](#)

Changing the view option does not affect any information and is a matter of preference.


Log Off Overview

What would you like to learn about ?

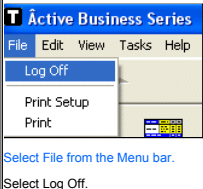
- [Performing a manual log off](#)
- [Time-out](#)

Log Off

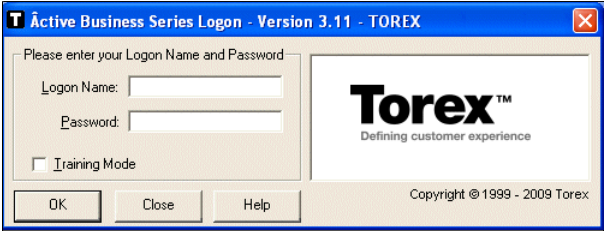
When you have finished using the application, you should log off. This helps to maintain the security of your system and the information it contains. A manual log off may be performed by either of the following methods:

By...	How...
From the Log Off button on the Task Console .	<div> Log Off</div> Click on the Log Off button -or- press Alt+L.

From the File option on the **Menu Bar**.



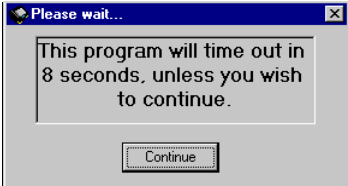
Either method results in the Logon window being displayed, ready for the next [Logon](#).



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Time-Out

Should you forget to log off and not use the software for a configurable period of time, the system time-outs automatically. However, prior to closing, a warning window opens and counts down in seconds:



To continue using the software:

[Click the Continue button.](#)

If you do not select Continue within the specified time, the system time-outs and you are logged off. You need to [Logon](#) again.

If the system performs an automatic time-out when you are in a [critical operation window](#), the data remains in the system until another user performs a log on.

Note: If you are timed out of a critical operation window and *you* then log on and select the Training Mode check box, your previous uncompleted task is lost.

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Alpha Search

When using the Purchasing & Stock Control section, many of the description fields have an Alpha Search capability. The first item listed (alphabetically) on your stock database appears in the Product Description cell along with a down arrow. Clicking on the down arrow causes a list to appear. You may then use the [scroll bar](#) to look through the items listed. Alternatively, start to type in the item name and the system enters the nearest match for the letters as you type them.

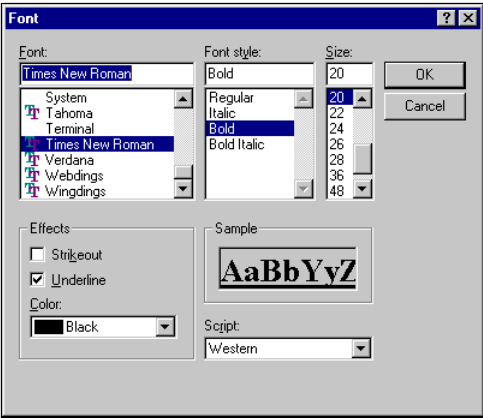
EXAMPLE

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Change Font Button

The Change Font button is found in the Reports & Views section. Whenever the Change Font button is selected, the same Font window opens, but the changes only affect the area of the report the button was accessed from. For example, if you select the Change Font button in the Header Fonts section of the window, the changes made only affect the Headers.

When you select a Change Font... button, the Font window opens:



A sample of text with the selected Font/Style/Size/Effects/Script appears in the Sample window. The example above shows the sample of text for Times New Roman/Bold/20pts/Underlined/Black/Western Script.

Action	What to do
To use the context sensitive help:	<p>Click on the ? button on the title bar. (? appears on the window.)</p> <p>Move the ? to the area on the window you wish to obtain help on.</p> <p>Click on this area.</p> <p>Relevant Help text is displayed in a pop-up box. This extra text disappears on the next click of the window.</p>
To change the Font, Font style, or Size:	<p>Click the required field. The cursor is defaulted to the Font field.</p> <p>Scroll through the options using the scroll bar - or use the arrow keys to move up and down the selected list.</p>
To change the text effects:	<p>Click on the Strikeout and/or Underline check box.</p>

Note: Currently, modifications to the colour of text and script options have no effect and automatically default back to Black and Western style scripts upon exiting the screen.

To effect the changes:

[Click the OK button.](#)

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Numeric Search

When using the Purchasing & Stock Control section, many of the description fields have a Numeric Search capability. The first item listed (numerically) on your stock database appears in the product code or reference field along with a down arrow. Clicking on the down arrow causes a list to appear. You may then use the [scroll bar](#) to look through the items listed. An alternative method would be to start to type in the item number and the system enters the nearest match for the numbers as you type in.

EXAMPLE

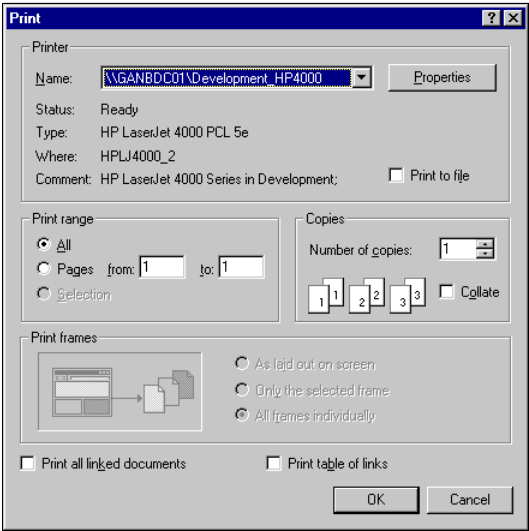
The Product Description field automatically displays the relevant item for the entered Product Code.

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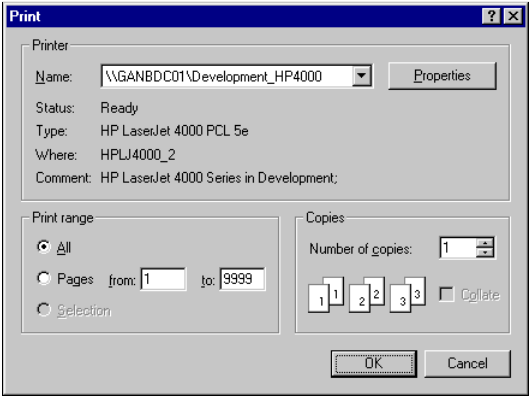
Print Window

A Print window opens whenever a print option is selected. The Print window is a standard Windows [dialog box](#) and contains a context sensitive help button that may be used to display help on a specific part of the window.

Action	What to do
To use the context sensitive help:	<p>Click on the ? button on the title bar. (? appears on the window.)</p> <p>Move the ? to the area on the window you wish to obtain help on.</p> <p>Click on this area.</p> <p>Relevant Help text is displayed in a pop-up box. This extra text disappears on the next click of the window.</p>



Two print windows are used within the Help System. The window displayed above is typical when printing Help topics and from the Purchasing & Stock Control section. The window displayed below is used when printing Reports and from the Digital Library.



The Printer section of the window shows details of your default printer, that is the printer you normally use. It shows the status of the printer, what type of printer it is and where it is located on the system. The Name field shows the name of the default printer. It also has an arrow button at the end of the field which, when selected, displays a [drop-down list](#) of available printers, if another printer is required other than the default printer.

Properties Button

The Properties button allows you to modify settings of the selected printer, such as orientation (whether landscape or portrait), paper size (A4) and printing on both sides of the paper.

The Print Range section governs what part of the document you wish to print. The default setting is 'All'. You may also select the pages you wish to print if the report is large and you do not want to print all of it. [How ?](#)

The Copies section allows you to set the number of copies you wish to print. [How ?](#)

Amend print options, if required.

Click the OK button.

Product Search

When using the Purchasing & Stock Control section, the **Product Search** button allows you to search the system database for a particular product using product categories. It is used as an alternative method to an [Alpha Search](#) using the Product Description or a [Numeric Search](#) using the Product Code, Supplier Reference or Customer Reference. The Product Search window is laid out in a tree structure, with the items of stock set out in product categories and sub-divided into further categories and again into stock items.

EXAMPLE

The Calendar

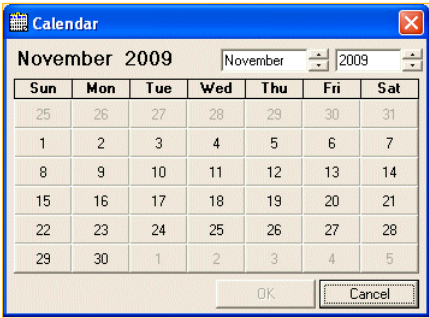
Where dates are required, the *Active Business Series* provides you with a calendar. Only dates valid for that part of the system can be selected on the grid. If a date is not valid for that part of the system it cannot be selected on the grid such as in Reports & Views, the Calendar allows dates in the future to be viewed but not selected.

To open the Calendar:



Click the Calendar icon.

The Calendar window opens:



The month and year fields have **spin** buttons to increase or decrease the month and/or year field, if the required month and/or year are not displayed. The grid displays the days within the month.

Action	What to do
To select a date:	<div>Click the up or down arrow on the month spin button until the desired month is displayed.</div> <div>Click the up or down arrow on the year spin button until the desired year is displayed.</div> <div>Click the required day of the selected month on the grid.</div> <div>Click the OK button.</div>

Note: Greyed out dates are not available for selection but for viewing purposes only.

The calendar window closes and the date you have selected appears in the date field.

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The Dynamic Calculator

Where required, the software has a calculator to aid you. It is used in the same way as a normal calculator, but it appears on the screen as a separate window and you select the buttons on it. There are two types of calculator:

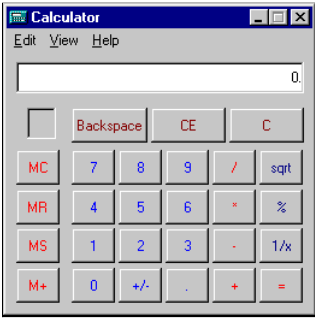
- The Dynamic P & L Calculator is used to aid in the entry of financial transactions and the,
- [Purchasing & Stock Control Calculator](#) is used to aid in the counting of Stock.

To open the Dynamic P & L Calculator:

Click the [Calculator icon](#).



The Dynamic P & L Calculator window opens:



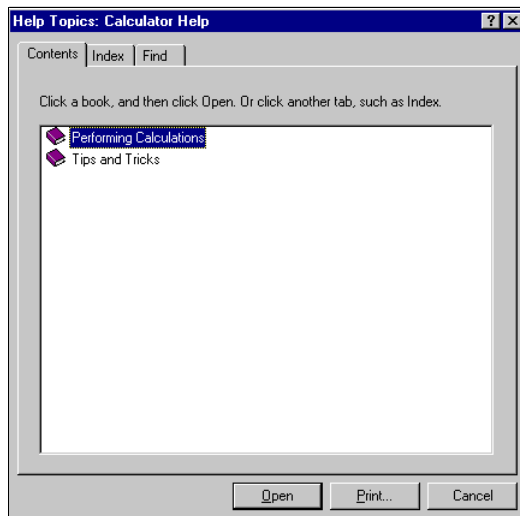
The calculator is used in the same way as a normal calculator, just click the appropriate buttons. The figures entered and the calculated results are shown in the field at the top of the calculator.

You may re-position the calculator to a more convenient place on the screen. [How ?](#)

The calculator may also be changed to a scientific version. [How ?](#)

The Calculator has a full Help system of its own which you can access without using the *Active Business Series* Help.

Action	What to do
To open the Calculator Help:	<div>Click Help on the Menu bar.</div> <div><div>Help</div><div>Help Topics</div><div>About Calculator</div></div> <div>The Help pull-down menu opens:</div> <div>Click the Help Topics option.</div>



You may get information using the tabs and print it if necessary.

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The Stock Calculator

When counting stock items on the count sheet, the stock calculator allows you to count in units of measure appropriate to the selected stock item.

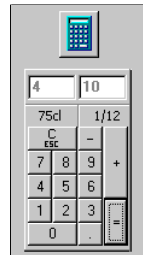
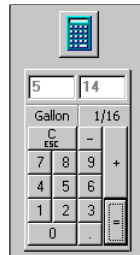
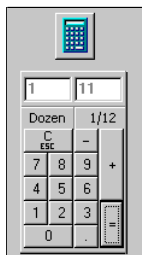
To open the Stock Calculator:

Click the [Calculator](#) icon.



Note: When the calculator is activated, it opens in a mode specific to the stock item selected on the grid of the count sheet, at the time the calculator was selected.

A few examples are shown below for stock items counted in: Dozens, Gallons, and 75cl's respectively.



Note: The decimal point key of the calculator is disabled for items that have no part units allowed.

The calculator is used in the same way as a normal calculator, just click the appropriate buttons. The figures entered and the calculated results are shown in the field at the top of the calculator.

For example, when counting in dozens:

14 singles would be entered as 1.2 on the calculator, and, 23 singles would be entered as 1.11

Added together:

12 dozen + 111 dozen = 31 dozens.

When the = button is selected, the calculator closes and the result is automatically entered onto the count sheet.

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Staff Maintenance Overview

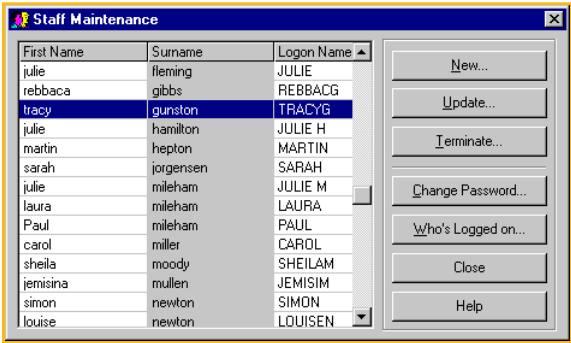
The Staff Maintenance section allows you to register new members of staff, change their personnel details or remove users from the system. It allows you to change staff access privileges or passwords and set the password expiry period. To view Help on a particular topic, either select the topic from below or select the relevant chapter from the Staff Maintenance help book from the Contents list.

What would you like to do ?

- View the Staff Maintenance window
- Add a new member of staff
- Update existing staff details
- Terminate a user from the system
- Change the Back Office System password
- Show Who's Logged on to the system

About the Window

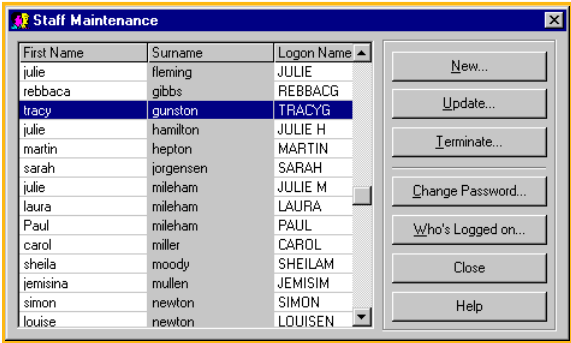
Access the Staff Maintenance window. How ?



The main area of the window contains a list of personnel who have access to the system. They are shown with their First Name, Surname and Logon Name. You may sort the list of personnel alphabetically by any of these columns. The default is by Surname. How ?
[Double-clicking](#) any populated cell in any column opens that member of Staff in 'Update Personnel' mode.

About the Buttons

Access the Staff Maintenance window. **How ?**



At the right side of the Staff Maintenance window is a column of buttons. These buttons access the functions that are used to add and make changes to personnel details:

Add [New...](#) members of staff.

[Update...](#) existing staff details.

[Terminate...](#) users access to the system.

[Change Password...](#) for the Back Office System.

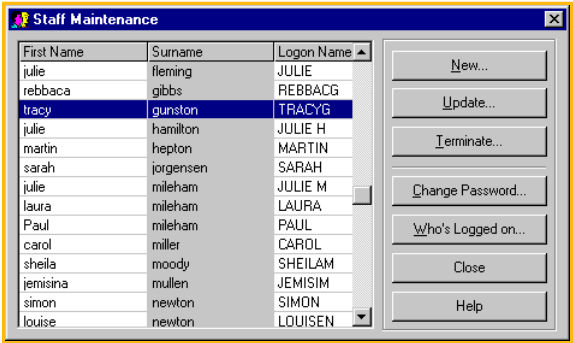
Show [Who's Logged on...](#) to the system currently.

Close the Staff Maintenance window and return to the Active Business Series window.

To open this Help system.

Selecting Users

Access the Staff Maintenance window. [How ?](#)



From the list of personnel names:

[Click the required users name.](#)

The selected line is shown highlighted.

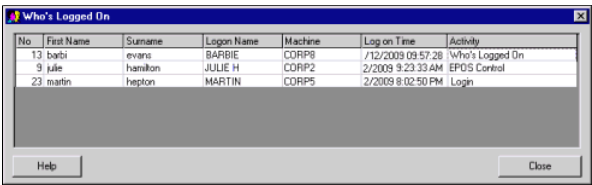
You may then [Update](#), [Terminate](#) or [Change Password](#) for that member.

Show Who's Logged On

To view a list of personnel that are currently logged onto the system.

Access the Staff Maintenance window. [How ?](#)

[Click the Who's Logged on... button.](#)



The window displays details of all users of the same or lower access authority that are logged on to the system and what area of the system they are using. The information displayed consists of:

- The Point of Sale Number
- The First Name
- The Surname
- The Logon Name
- The Machine name of the computer they were using (for large systems with more than one PC)
- The time the user logged on
- What part of the system they were using

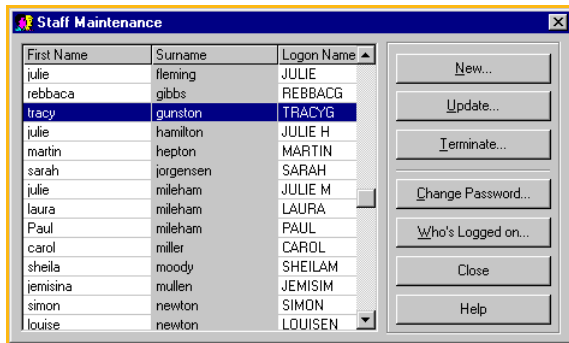
When you have finished viewing the information:

[Click the Close button.](#)

You are returned to the [Staff Maintenance](#) window.

Add New Member

Access the Staff Maintenance window. [How ?](#)



A new member of staff is added using the New Employee Wizard.

Click the [New...](#) button.

The first window of the New Employee Wizard opens to allow the input of the new employee's [Personnel Details](#).

You progress through subsequent windows - [Job Details](#), [PoS Details](#), [BoS Details](#) until the [Finished](#) window.

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Adding Personnel Details

When adding a new member of staff, the first window of the New Employee Wizard opens to allow the input of the new employee's personnel details:

New Employee Wizard

Personnel Details

This Wizard will add a new member of staff. Follow the prompts and input the relevant details when requested.

Enter the employee's details using upper case letters where appropriate. The Forename and Surname fields must not be blank. A default Logon Name will be provided.

Forename(s):

Surname:

Logon Name:

Buttons: Help, Cancel, < Back, Next >, Finish

The cursor is flashing in the Forename(s) field awaiting input:

Enter the employee's Forename(s) for example Barbi.

Click the Surname field or press Tab.

Enter the employee's Surname for example Evans.

When the Logon Name field is selected, a system generated logon name automatically appears. It is generated from the first 6 letters of the Forename and the first letter of the Surname or, if the Forename were shorter than 6 letters, the Forename plus the first letter of the Surname, for example Ted Brown would have a Logon Name TedB. You may edit the generated Logon Name or enter one of your own choice.

Note: The Logon name is also displayed on all documentation relevant to the server, for example, on bills, receipts and reports.

When you have finished entering the Personnel Details:

Click the [Next >](#) button.

The next window of the New Employee Wizard, [Job Details](#) opens.

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Adding Job Details

When adding a new member of staff, after entering the [Personnel Details](#), the Job Details window of the New Employee Wizard opens:

This window is used to enter the Job Title and [National Insurance](#) (NI Number) of the new employee.

Job Title

The Job Title selection is important because it sets the [Access Group](#) that the user has access to, for example, a Manager may have access to more functions and areas of the system than an Assistant Manager.

The available job titles are contained on a [drop-down list](#) accessed using the arrow at the end of the Job Title field.

To select a job title:

Click the required job title -or-

use the arrow keys on your keyboard to move the highlight up or down to the required job title and press Enter.

The drop-down list closes and the selected job title automatically appears in the Job Title field.

National Insurance (NI) Number

NI Numbers may be configured in one of three ways:

Optional - You may leave the NI Number field blank and advance to the next window, or enter other information of your choice for example a Social Security Number or Health Number.

Not required - Some job titles indicate that the new person is not a member of staff of the outlet and so a NI Number is not required for them for example Area Manager or Engineer. In this case, the title NI Number appears greyed out and the field is unavailable. You may progress to the next window of the wizard.

Required - You must enter the NI Number or generate a temporary one. If a NI Number is required for the job title (that is member of staff), the NI Number field is mandatory and must be entered. If the NI Number for your staff member is currently unknown, a temporary number may be generated automatically. **How ?**

You may then Update the system at a later date and enter the actual NI number in the [Personnel Details](#) tab in the Update Personnel window.

The next window of the wizard to open depends upon the Job Title selected.

- If the new employee is a Point of Sale user, the [Point of Sale Details](#) window opens.
- If the new employee does not require Point of Sale access, the [Back Office System Details](#) window opens.

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Entering POS Details

When adding a new member of staff, after entering the [Job Details](#), if the new user is a Point of Sale user, the following window opens:

The system automatically allocates the next available Point of Sale Number. This field may be edited, but the number entered must be unique.

To edit the Point Of Sale Number:

Type in a new unique number.

The password for a Point of Sale user must be 4 digits (numbers).

Click the Password field or press Tab.

Enter a 4 digit password.

Click the Confirm Password field or press Tab.

Enter the same 4 digit password.

If you enter different passwords in the Password and Confirm Password fields, as you try to move to the next window of the wizard, the following error window opens:



Click the OK button.

You are returned to the Point of Sale Details window to re-enter the passwords. When you have entered the passwords correctly:

Click the Next > button.

You progress to the [Back Office System Details](#) window to enter a password for the Back Office system. For point of sale users you progress to the [Finished](#) window.

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Entering BOS Details

The Back Office System Details window allows the Back Office system password to be entered.



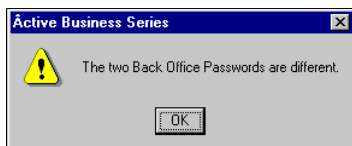
Enter a password.

The password must be between 4 - 10 characters long.

Click the Confirm Password field or press Tab.

Enter the same password.

You must re-enter the same password you entered in the Password field. If you enter different passwords in the Password and Confirm Password fields, then the following error window opens as you try to move to the next window of the wizard:



Click the OK button.

You are returned to the Back Office System Details window to re-enter the passwords. When you have entered the passwords correctly:

Click the Next > button.

You progress to the last window of the wizard, the [Finished](#) window.

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Saving Details

The Finished window is the last window of the New Employee Wizard.



The Next > button is disabled and the Finish button is enabled. You may still use the < Back button to go through the previous windows to amend any information you have entered. Once the < Back button is selected, the Next > button is re-enabled. If you select Cancel now, the wizard closes and none of the details you have entered are saved.

To save the new employee's details to the system:

Click the [Finish](#) button.

The New Employee Wizard closes and you are returned to the [Staff Maintenance](#) window where the new user is displayed on the personnel list.

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Updating Staff Details

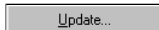
To update current staff details:

From the list of personnel on the [Staff Maintenance](#) window:

Click the name of the person on the list who's details you wish to update.

When selected, they appear highlighted.

Click the [Update...](#) button



-or- double-click on any populated cell for that person.

The Update Personnel window opens:

The Update Personnel window is a dialog box that contains three tabs allowing you to amend the personnel details of the member of staff you selected.

Personnel Details tab - allows you to change Forenames, Surname, Logon Name, Language, NI Number and Point of Sale and Back Office access.

Point of Sale Details tab - allows you to change Point of Sale Number, Authority Level and Password.

Back Office Details tab - allows you to change the User Group, Back Office Password and Password expiry.

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Changing Personnel Details

The Personnel Details tab is selected as default when the Update Personnel window opens. The Forenames, Surname and Logon Name of the person you selected in the [Staff Maintenance](#) window is displayed automatically and may be updated by selecting the field and typing in the new details.

Update Personnel

Personnel Details | Point of Sale Details | Back Office Details

Please amend the employee's details in the fields provided below:

Forenames:

Surname:

Logon Name:

Language:

NI Number:

User Type

☒ Staff member

☒ Point of Sales User

☒ Back Office User

☐ Non staff member (Back Office only)

Help OK Cancel

Language

The ABS3T system has a multi-lingual facility. The default language is English. The drop-down list in the language field shows the available languages, namely English, French, German and Spanish. Once another language is selected for a user, when they log on to the Point of Sales or Back Office system, the windows appear in the language selected for them.

Click the arrow button at the end of the Language field.

A drop-down list of available languages opens:

English

English

French

German

Spanish

Click the required language -or-

use the arrow keys to move the highlight to the required language and press Enter.

The list closes and the selected language appears in the field.

National Insurance Number

Your system may be configured in one of 3 ways:

Optional - Allows you to leave the NI Number field blank or enter other relevant information.

Not required - The title NI Number appears greyed out and the field is disabled if the person selected is not a staff member. If you need to make the person selected a member of staff and insert their NI Number, then you must first change their **User Type** to staff member. The NI Number field becomes enabled.

Required - The NI Number field is mandatory. A temporary NI Number cannot be generated in this window.

To enter the National Insurance Number:

Click the NI Number field.

As soon as you start to type in a number, the existing number (if one exists), is overwritten.

Type in the number..

User Type

User Type sets the Point of Sale and Back Office status of a user. If the user is not a staff member, the Non staff member (Back Office only) option button is selected and the user has Back Office access only. The Point of Sale Details tab is unavailable. To change a non-staff member to a staff member:

Click the Staff Member option button.

You may then give Point of Sale and Back Office access:

Click the Point of Sale User check box and/or

Click the Back Office User check box.

A tick appears in the boxes selected and the relevant tabs are enabled.

Note: The tabs contain mandatory fields and if access is granted to the Back Office or Point of Sale systems, you must then select the relevant tabs and insert the information required, for example Passwords.

To save changes made to the personnel details:

Click the OK button.

The following window opens:

Employee Details

Are you sure you want to Update Personnel Details?

Yes No Cancel

To save changes, close the Update Personnel window and return to the [Staff Maintenance](#) window:

Click the Yes button.

To remain in the Update Personnel window and to make amendments to the [Point of Sale Details](#) or [Back Office Details](#):

Click the No button.

Changing POS Details

The Point of Sale Details tab may be selected from the [Update Personnel](#) window and allows you to change the [Point of Sale Number](#), [Authority Level](#) and [Password](#) details.

Point of Sale Number

This unique number is system generated, but may be amended. However, if you choose a number that is already in use the following error window opens:

Click the OK button.

You are returned to the Point of Sale Details tab to enter another number.

Authority Level

If you are making amendments for the first time to the details of a new employee, the authority level corresponding to the [Job Title](#) that was entered on the New Employee [wizard](#) is showing as default. Otherwise, the level last selected for the employee is showing.

Note: You may only upgrade another user to the same authority level as yourself or lower.

To amend the authority level:

Click the arrow at the end of the Authority Level field.

A [drop-down list](#) of authority levels opens:

Click the required authority level -or-

use the up and down arrow keys to move the highlight to the required option then press Enter.

The drop-down list closes and the selected authority level appears in the field.

Point of Sale Password

To amend the Point of Sale Password:

Ensure the Point of Sale Password check box is selected.

The Point of Sale Password fields are enabled.

Enter the new 4 digit password in the Password field.

Enter the same 4 digit password in the Confirm field.

Note: The passwords entered in the Password and Confirm fields must be exactly the same.

To save changes made to the Point of Sale Details:

Click the OK button.

The following window opens:

To save changes, close the Update Personnel window and return to the [Staff Maintenance](#) window.

Click the Yes button.

To remain in the Update Personnel window and to make amendments to the [Personnel Details](#) or [Back Office Details](#):

Click the No button.

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Changing BOS Details

The Back Office Details tab may be selected from the [Update Personnel](#) window and allows you to change the [User Group](#), Back Office [Password](#) and [Password expiry](#).

Update Personnel

Personnel Details Point of Sale Details **Back Office Details**

Please amend the employee's details in the fields provided below:

User Group: Assistant Manager

☐ Maintain Own Group

Please enter the password twice (Minimum of 4 characters)

Password:

Confirm:

Password expiry

☒ Use password expiry Passwords expiry period:

☐ Don't use password expiry Grace logins:

Help OK Cancel

User Group

The User Group selected determines the menu options available to you. If you are making amendments for the first time to a new employee, the default user group is automatically selected. The User Group selected is the group the user has administration rights to, that is his/her own group and lower groups. The system can be configured to show all functions and make those unavailable (greyed out) or hide them completely.

Click the arrow button at the end of the User Group field.

A list of valid User Groups is shown:

- Area Manager
- Assistant Manager**
- Client Support
- Engineer
- Manager
- Technical Support

Maintain Own Group

☒ Maintain Own Group

This check box determines whether or not a user can maintain other users who belong to the same Back Office access level group.

Password

Please enter the password twice (Minimum of 4 characters)

Password:

Confirm:

These fields are used to enter a new Back Office password for the selected user.

To change a password:

Type the new password in the Password field.

[Enter the same password in the Confirm field.](#)

If you want to change a Back Office system password only, use the [Change Password](#) as a quicker method.

Password Expiry

Password expiry

☒ Use password expiry Passwords expiry period:

☐ Don't use password expiry Grace logins:

The Password expiry section is used to change the [password expiry period](#), turn password expiry off and set the number of [grace logins](#).

To turn password expiry off:

Click the Don't use password expiry option button.

The Passwords expiry period and Grace logins fields becomes greyed out and unavailable.

To turn the password expiry on:

Click the Use password expiry option button.

The Passwords expiry period and Grace logins fields becomes enabled. You may change the expiry period and number of grace logons if required:

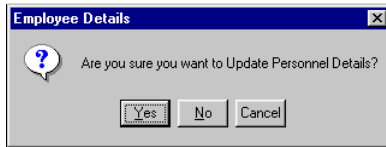
Click the required field.

Type in the required number of grace logins.

To save changes made to the back office details:

Click the OK button.

The following window opens:



To save changes, close the Update Personnel window and return to the [Staff Maintenance](#) window:

Click the Yes button.

To remain in the Update Personnel window and to make amendments to the [Personnel Details](#) or [Point of Sale Details](#):

Click the No button.

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Changing Passwords

To change your own Back Office password or change the Back Office password of a current employee.

From the list of personnel on the [Staff Maintenance](#) window:

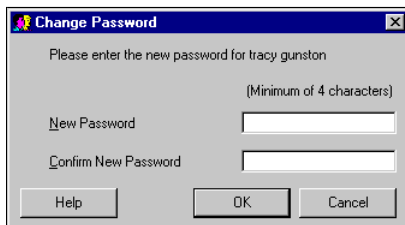
Click the name of the person whose password you want to change.

When selected, their name appears highlighted.

Click the [Change Password...](#) button.

Change Password...

The Change Password window opens and the cursor is flashing in the New Password field. The name of the user selected for password change is automatically displayed in the window:



Whenever you change a password you are required to input the password twice, the second time as confirmation. This ensures passwords cannot be created that you may not readily be able to reproduce.

For example, you intend to input the password 'DUMBO', but you mis-key the 'O' and hit 'I' instead. The password you entered was, therefore, 'DUMBI'. You did not know, because when you enter it, all you see is a row of asterisks ('*****'). If the system accepted the password, without confirmation, how long would it take you to work out the correct sequence of keys to access the system? Of course, the success of the security device is dependent on you not making the same mistake twice! If your password and confirmation are not exactly the same, you are required to re-enter them.

To change the password for the selected User.

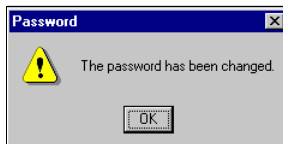
Type the new password in the New Password field.

Press the Tab key or click the Confirm New Password field.

Type the new password again in the Confirm New Password field.

Click the OK button.

A confirmation window opens:



Click the OK button.

The window closes and you are returned to the [Staff Maintenance](#) window.

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Terminating a Staff Member

From the list of personnel on the [Staff Maintenance](#) window:

Click the name of the person on the list whose access you wish to terminate.

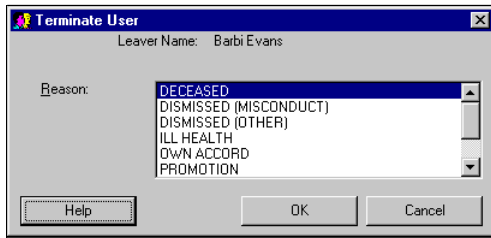
When selected the line is highlighted.

Click the Terminate... button.

Terminate..

The Terminate User window that opens varies according to if the user is a Staff member (such as Manager, Assistant Manager) or [Non-staff member](#) (such as Area Manager, Auditor, Engineer) of the outlet.

If the user is a Staff member, the following Terminate User window opens:



The name of the user you selected automatically appears in the Leaver Name area of the window.

Reason

The Reason field contains a list of available reasons for the termination of the selected user, with a [scroll bar](#) to aid viewing. There are a number of methods for selecting a Reason. You may:

Click the required reason -or-

use the arrow keys to move the highlight to the required reason.

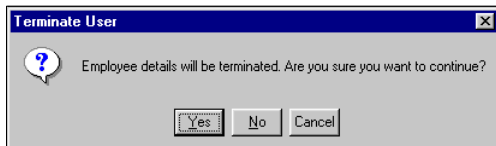
When the Terminate User window opens the Reason list is focused (selected) automatically. This is indicated by the first reason on the list being surrounded by a dotted line. Should your mouse or touch screen be inoperative, you may move the focus to the buttons and reason list in turn, by pressing the Tab key on your keyboard. The active button or reason is surrounded by a dotted line and may be activated by pressing Enter. To return the focus to the Reason list quickly:

Press the Alt+R keys.

To terminate the selected user.

Click the OK button.

A confirmation window opens:



To confirm the termination:

Click the Yes button.

You are returned to the [Staff Maintenance](#) window.

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Terminating a Non-Staff Member

From the list of personnel on the [Staff Maintenance](#) window:

Click the name of the person on the list whose access you wish to terminate.

When selected the line is highlighted.

Click the [Terminate...](#) button.

The Terminate User window that opens varies according to if the user is a [Staff member](#) (Manager, Assistant Manager) or Non-staff member (Area Manager, Auditor, Engineer) of the outlet.

If the user is a Non-staff member, the following Terminate User window opens:

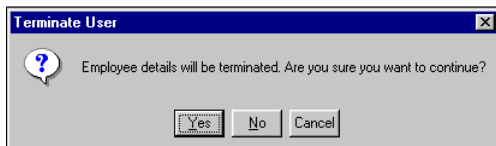


The name of the user you selected automatically appears in the Leaver Name area of the window.

To terminate the selected user.

Click the OK button.

A confirmation window opens:



To confirm the termination:

Click the Yes button.

You are returned to the [Staff Maintenance](#) window.

Reports and Views Overview

The Reports & Views section allows you to produce reports covering all aspects of the business. Most of the reports you use regularly are pre-configured to your requirements. You may, however, create new reports which are customised versions of existing reports and save their settings for future use.

To view Help on a particular topic, either select the topic from below or select the relevant chapter from the Reports and Views help book from the Contents list.

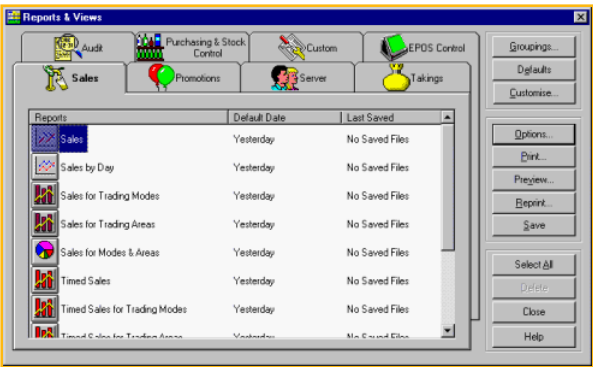
What would you like to do ?

- › [View the Reports & Views window - shows layout and buttons](#)
- › [Change the way the list of reports are laid out in a report group](#)
- › [Preview a report - to view a report before you print it](#)
- › [Print a report](#)
- › [Save a report](#)
- › [Reprint a saved report](#)
- › [Change the default layout and style of your printed reports - allows you to change fonts, bitmaps and set the new defaults for all future reports](#)
- › [Change the options of an existing report](#)
- › [Customise a report](#)
- › [Export a report - to use with other software \(such as Microsoft Excel\), for creating graphs and charts](#)
- › [Configure your report groupings, the tab titles and the reports they contain](#) **Support Function only**

About the Window

The Reports & Views section provides access to a comprehensive set of reports.

Access the Reports & Views window. [How ?](#)



Above is an example of a Reports & Views window. The reports are grouped under headings, which are shown on the tabs. The number of tabs and their headings are configurable and, therefore, your tabs may have different headings and you may have more or less. The principles of using the Reports & Views section are, however, the same.

The tabs are displayed in rows of four. Clicking the appropriate tab heading brings the selected tab to the front allowing its contents to be displayed.

EXAMPLE list of report groups (that is Tab headings).

Each of the tabs contains a list of reports in the group. They are listed in the following columns:

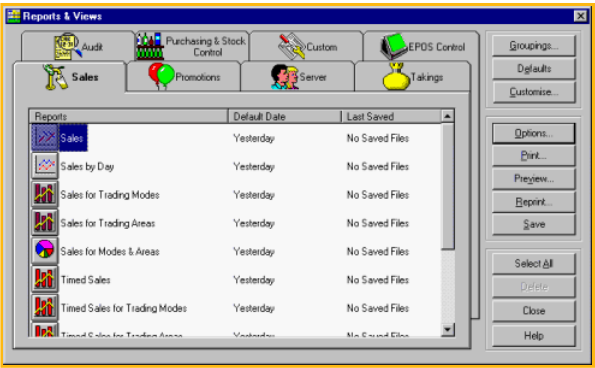
- Reports - The name of the report.
- Default Date - This is a default date or period that the system uses when compiling the report. It is usually a recognised period of time such as 'yesterday', or 'last week'.
- Last Saved - This column shows the date the report was last saved on the system.

If the list of reports on a tab is too long to show all of them at once, a [scroll bar](#) is provided.

About the Buttons

Access the Reports & Views window. [How ?](#)

At the right side of the Reports & Views window is a column of buttons. These buttons access the functions which are used to select and make changes to the Reports.



The buttons on the picture above contain hyper-links to the relevant topics in the Reports & Views section of Help. To access Help on each button:
CLICK THE REQUIRED BUTTON (The pointer changes to a hand.)

You then jump to the Help relevant to the button you have selected.

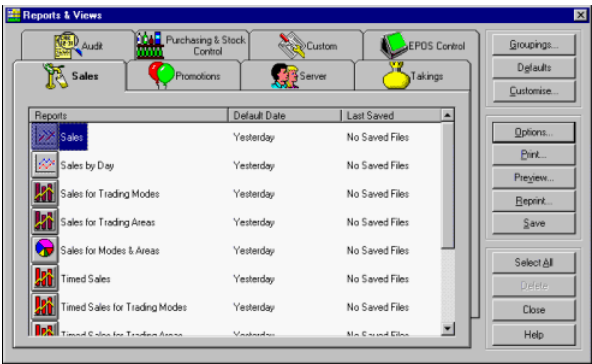
Below is a brief explanation of their functionality; to obtain more information on these functions see the relevant Help topic:

- **Groupings...** - The Groupings... button is a support function button, and, therefore, may not be visible. It is used by our own Staff to configure your report groupings, the tab titles and the reports they contain.
- **Defaults...** - The Defaults... button is used to set the basic layout and style of printed reports. It allows you to change the font of the Report Header, Title, column headers and data in your reports, Bitmaps and set the new defaults for all future reports.
- **Customise...** - The Customise... button is used to set up a report of your own choice. You may set the items you want included, change the page setup and set default dates. Although as default the customised reports appear on the Custom Tab, the system can be configured to save them to a tab of your choice.
- **Options...** - The Options... button is used as a quicker method to change the options of an existing report. It allows you to select different reporting dates and alter the page setup without customising a completely new report.
- **Print...** - Selecting Print... opens the Print window allowing you to generate and print selected reports. Each report is printed with its default settings assigned when the report is configured. A dialog box opens allowing you to select the printer you wish to use.
- **Reprint...** - The Reprint... button opens the Reprint window which shows a list of saved reports with the date and time they were saved. When a report is reprinted it only prints to the printer selected at the time it was saved.
- **Save...** - The Save... option allows you to save the created report in the same format as it is printed. You do not have to print the report straight away, but can print it later using the Reprint option. This button is disabled if more than one report is selected at a time. You should note: when a report is saved, the printer setting is also saved. If you wish to select another printer, you must re-generate the report with the new printer selected.
- **Select All...** - Select All... allows you to select all reports listed under a tab and send them all to be printed.
- **Delete...** - This function is provided for deleting custom reports only. You may not delete pre-configured reports and should you select a report that is not a custom report the Delete button is disabled.
- **Close** - Selecting Close, closes the Reports & Views window and returns you to the Active Business Series Window.
- **Help** - Opens the Help System.

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Selecting Reports

Access the Reports & Views window. [How ?](#)



Click the tab (group of reports) that contains your report.

Within the report group, you may select individual, multiple or all reports.

Action	What to do
To select individual reports:	Click the report you wish to print.
To select several reports:	Click the first report required. Select the 2nd and subsequent reports by pressing the Ctrl key as you click.
To select all reports:	Click the Select All button.

You may change the way the list of reports are laid out under the tab titles. [How ?](#)

The default setting is 'Details' and is laid out as shown above. Using this view, the icons are listed vertically with the Default Date and Last Saved columns displayed. It is the view that gives the most information and, therefore, is recommended as the best view for normal use. Other views show icons with the report names listed horizontally or vertically with no other information displayed. Changing the view option does not affect any information and is a matter of preference.

EXAMPLE of different layouts.

Saving Reports

Reports may be saved for future printing.

Access the Reports & Views window. [How ?](#)

Before you can save the required report you must select it. You can only save one report at a time. If you select more than one report, the Save button is disabled.

To save a report (for example, Server Details):

Click the required tab to display the report group (in this example, Server).

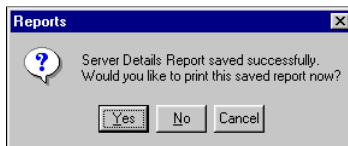
The Server tab is brought to the front and a list of reports grouped under this tab is displayed.

Click the [Server Details report](#) (the report is highlighted).



Click the Save button.

When the report has saved, the following request window opens:



Click - Yes to print -or- No to return to the Reports & Views window.

If you select Yes the [Print window](#) opens.

If you select No the report is available via the Reprint button for printing at a later date.

When you save a report (in this example Server Details) the date and time you saved the report is visible in the Last Saved column.



Note: End of Session and End of Week reports are saved automatically. Should the printer be faulty or switched off by mistake, they may be reprinted using the [Reprint](#) button.

Reprinting Reports

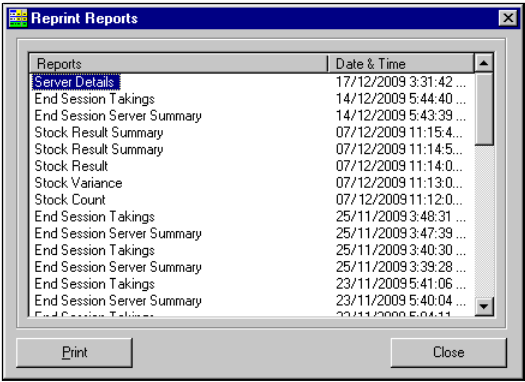
Once a report has been saved, it is available for reprinting. However, the reports are only kept on the system for a set period of time (typically 90 days). If you open the Reprint window and your report is no longer available, it has been automatically deleted by the system. You must then regenerate the report using [Report Options](#) to select the required dates for the report.

Note: If you wish to print to a different printer to the one used when the report was originally saved, you must use the Print button rather than the Reprint button and in the Print window select a different printer. Click to jump to the [Print Reports](#) topic.

To reprint a report:

Click the Reprint... button.

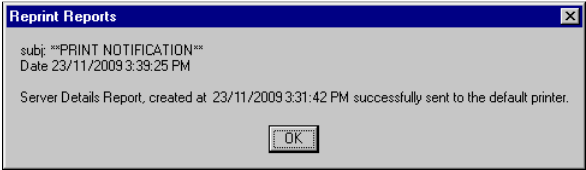
The Reprint Reports window opens:



The saved reports are listed under the headings 'Reports' and 'Date & Time'. The default listing is by Date & Time with the most recently saved report at the top. You may list the saved reports alphabetically by: Clicking the column header 'Reports'.

Action	What to do
To print individual reports:	Click the report you wish to print. Click the Print button.
To print several reports:	Click the first report required. Select the 2nd and subsequent reports by pressing the Ctrl key as you click. Click the Print button.

The selected reports are sent to their default printer (selected when they were originally saved). A print notification window opens:



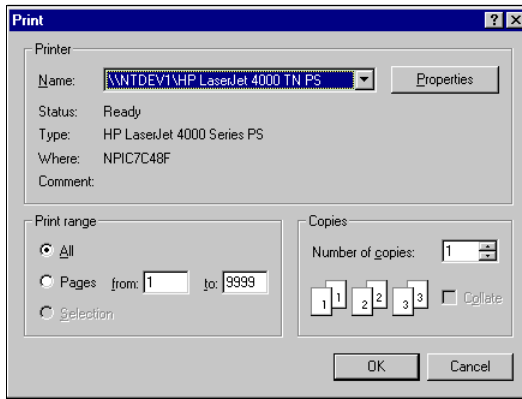
Click the OK button.
Note: If more than one report is reprinted, a print notification window opens for each report printed.
When you have finished reprinting:
Click the Close button.

Printing Reports

Both standard, and saved customised reports may be printed.
To print a report:
Access the Reports & Views window. [How ?](#)
Before you can print the required report(s) you must select it/them.
[Click the required tab to display the required report group](#) (for example, Sales Analysis).
Within the report group, you may select individual, multiple or all reports for printing.

Action	What to do
To print individual reports:	Click the report you wish to print. Click the Print... button.
To print several reports:	Click the first report required. Select the 2nd and subsequent reports by pressing the Ctrl key as you click. Click the Print... button.
To print all reports:	Click the Select All button. Click the Print... button.

The [Print window](#) opens. This window allows the printer properties to be modified, selected pages to be printed or multiple copies to be selected.



When ready to print the selected reports:

[Click the OK button.](#)

The system generates the chosen reports on the selected tab and sends them to the printer. If several reports have been selected, as each report is generated, the print window opens allowing you to choose the printer and page range, for each report in order of its listing on the tab.

Note: End of Session and End of Week reports are automatically generated and printed by the system.

A print notification window may open (depends on configuration), for each selected report when the printer has finished printing that report.

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Preview Reports

The Preview... button on the Reports & Views window allows you to view a standard or saved customised report before you print it. To preview a report:

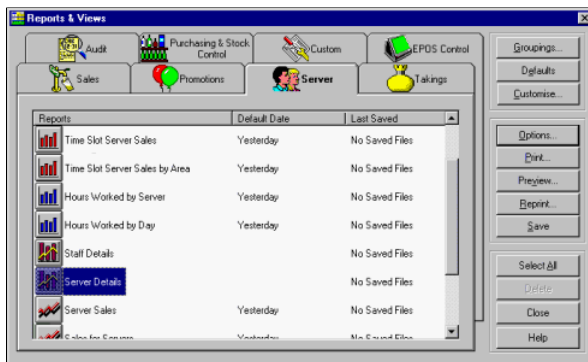
Access the Reports & Views window. [How ?](#)

Before you can preview the required report you must select it. You can only preview one report at a time. If you select more than one report, the Preview button is disabled.

Click the required tab to display the report group (in this example, Server).

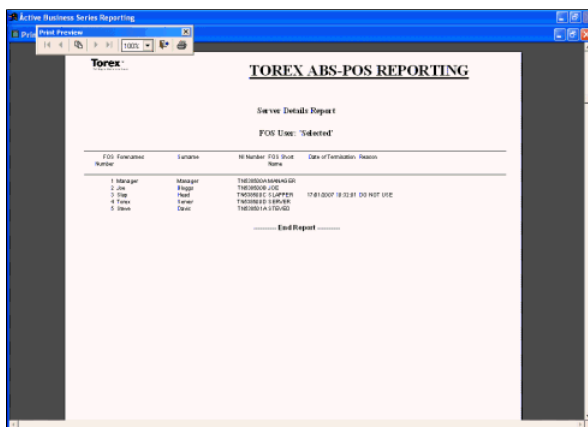
The Server tab is brought to the front and a list of reports grouped under this tab is displayed.

Click the report you wish to preview (in this example, the Server Details report is highlighted).



[Click the Preview... button.](#)

The report is generated and the Print Preview window opens:



The report is displayed and looks as it would if it were printed.

Details of the Print Preview Toolbar.

Default Settings

The Defaults... button on the Reports & Views window allows you to set the basic layout and style of all printed reports. Changing these defaults allows you to change the font of the report header, title, column headers and data in your reports, bitmaps and set the new defaults for all future reports.

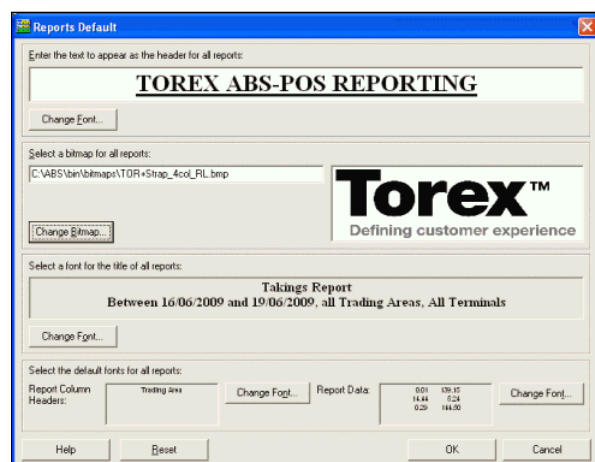
Changes to the fonts and orientation of paper can be made using the [Customise](#) and [Options](#) windows.

To open the Report Defaults window:

Access the Reports & Views window. [How ?](#)

Click the Defaults button.

The Report Defaults window opens:



The window is split into four sections, which affect 4 different parts of the reports:

- Report Header - Allows you to change the font, style and size, as well as the header's text.
- Report Bitmap - Allows you to change the graphic that is used at the top of the report.
- Report Title - Allows you to change the font and style only, not the text itself.
- Report Columns and Data - Allows you to change the font and style only.

The settings displayed in the fields show the current defaults.

Change Font

All the [Change Font](#) buttons provide access to a common font window. Whenever the Change Font button is selected, the same window opens, but the changes only affect the area of the report the button was accessed from. For example if you select the Change Font button in the title section of the window, the changes made only affect the title.

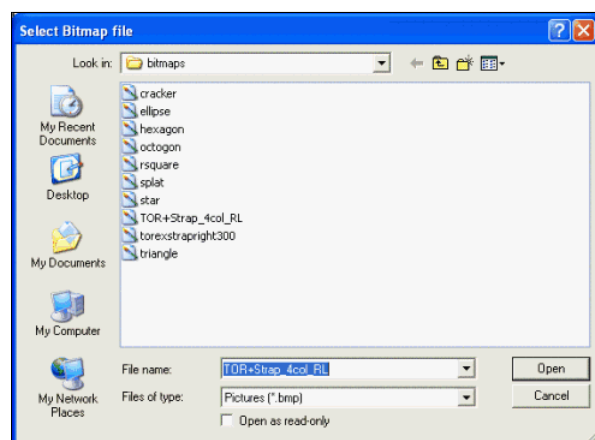
Change Bitmaps

You can change the picture that is shown or add one to the top of your reports. The system uses bitmap files and the default is the Active Business Series logo. Your system may, however, be configured with a different default picture (for example your company logo). The directory location of the bitmap is displayed in the first field and an example of the selected bitmap is displayed in the second field.

To change the bitmap:

Click the Change Bitmap button.

The Select Bitmap file window opens:



A list of available bitmap files in the default directory location (they have a file extension of .bmp for example XnLogo.bmp) is shown. The default selection is highlighted in the File name field. The window has the same functionality as the Open window in the File menu of Windows.

To choose another bitmap from the list:

Click the required bitmap.

Click the Open button.

The window closes and the new directory location and selected bitmap is displayed.

You may also change the directory location if there are other bitmap files in a different location. To do this, change the setting in the "Look in" field, by clicking on the down arrow, selecting a drive and navigating your way to the directory or directories where these other bitmap files are.

The Report Defaults window has three further buttons:

Reset

Selecting 'Reset' changes all the defaults back to their originally configured default settings.

OK

Selecting the OK button saves the new settings you have entered.

Cancel

Closes the Report Defaults window and returns you to the Reports & Views window.

Report Options Guide

The Options button allows you to choose different periods for a report or to update the report layout by changing the page setup options. It does not allow you to change items to be included in a report. This can be performed by using the [Customise](#) option.

This topic is a guide for changing settings on an existing report. Follow each step to create a new report.

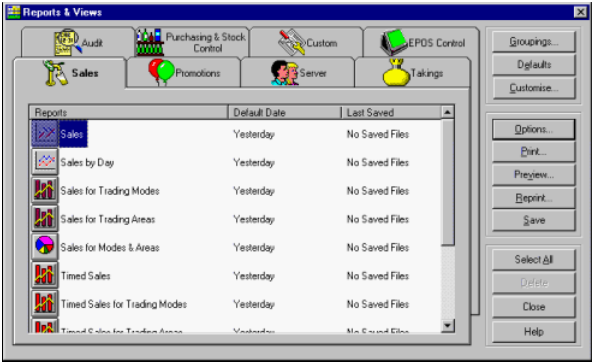
What would you like to do ?

- ▶ [Select the report you wish to change](#)
- ▶ [Select dates/sessions/time for the report](#)
- ▶ [Setup the page layout and fonts of this report](#)
- ▶ [Print and preview the report](#)
- ▶ [Save the report - naming the report and selecting an icon](#)

Selecting a Report

The dates/sessions/time and/or page setup options may be changed on an existing report. Before changing the settings, the report has to be selected.

Access the Reports & Views window. How ?



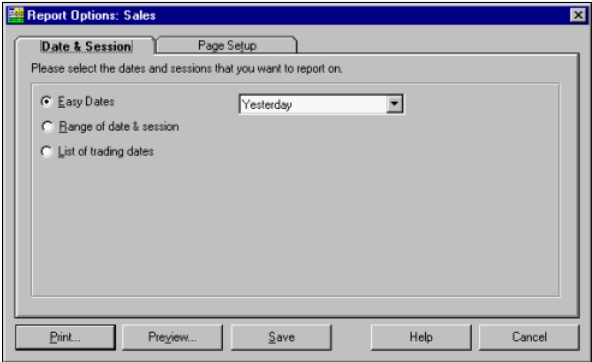
Click the tab (group of reports) that contains your report.

[Click the report you wish to amend](#) (The report appears highlighted).

Note: If you select more than one report, the Options button is disabled.

Click the Options... button.

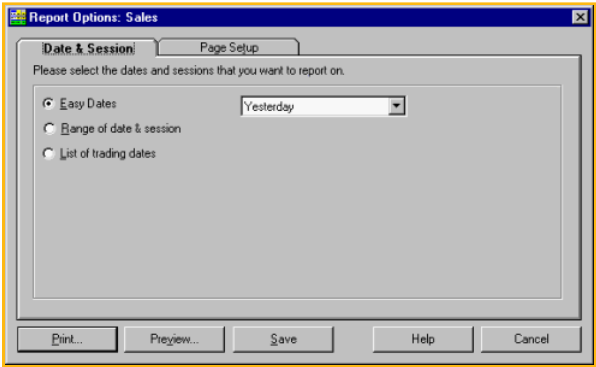
The Report Options window opens with the name of the report selected appearing in the title. (for example, Report Options: Sales)



The window usually displays 2 tabs: One to amend the [date/sessions/times](#) and another to amend the [page setup](#) of the selected report. If no dates are used in the report, for example Server details, only the Page Set up tab is displayed.

Choosing Dates

For reports that require date and session/time input, the Date & Session/Date & Time tab is selected as default when the Report Options window is opened.



The tab contains 3 [option buttons](#) which give access to date options:

[Easy Dates](#)

[Range of date & session](#) or [Range of date & time](#) according to the report selected

[List of trading dates](#)

Easy Dates

Easy Dates are periods of time used for reports, rather than actual dates, and are selected as default. A [drop-down list](#) of easy dates is provided.

EXAMPLE of the meaning of each of these easy dates.

Click the arrow button at the end of the easy date field.

The drop-down list opens:



Click the required easy date -or- use the up and down arrow keys to move the highlight to the required option and press Enter.

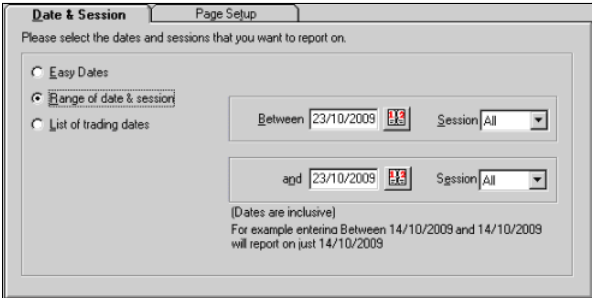
The drop-down list closes and the selected easy date appears in the field.

Ranges of Dates

To select a range of dates and sessions:

Click the Range of date & session option button.

The tab automatically changes and different selection options appear:



The date fields allow you to select a start and finish date for your report and, where configured, the session required. The default dates entered are today's.

Action	What to do
To select the start date for your report:	Click the Between field. Enter the start date of your report.
To select the end date for your report:	Click the and FIELD. Enter the end date of your report.

When a date is entered into the date fields, the corresponding session field is populated with the available sessions for that date, plus the option All. The default session is set as All.

Action	What to do
To select a session:	Click the Sgssion field (a drop-down list of available sessions open). Use the up and down arrow keys to move the highlight to the required session and press Enter.

Where a [Calendar](#) icon is present in the Reports & Views window, it may be used to select dates.

Note: When using the Calendar,

- You may only select past dates for which data or history exists for your system.
- You cannot select future dates for the start of your report.
- You may choose future dates for the end date of your report for example, if you want a report to show sales so far this month.

Date & Time Tab

The Date & Time tab differs from the Date & Session tab in one area. Instead of a [Range of date & session](#) option button it has a [Range of date & time](#) option button. When selected, the tab contains date and time fields that allow you to input 2 dates and 2 times:

The default dates are yesterday's date for both fields and the default times are 00:00 and 23:59.

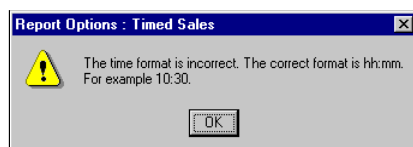
The default settings for the time fields use the 24 hour clock. If you enter a time into one of the time fields for example 10:00, the system defaults to 10:00 hrs (10 AM). If you wanted 10pm instead:

Click the PM field.

The system automatically changes the time to 22:00 hrs (10pm).

Dates selected using the Date and Time option refer to calendar days rather than trading days.

The time format is hh:mm (for example 07:27). If you enter a time incorrectly the following error window opens:



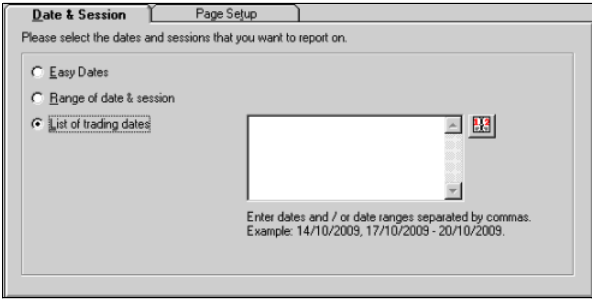
Click the OK button and re-enter the time.

Action	What to do
To select the start date of your report:	Click the Between field. Enter the start date of your report.
To select the end date for your report:	Click the and field. Enter the end date of your report.
To select a time:	Click the at field. Type in the required time or click the spin buttons to change the time.

List of Trading Dates

To select a list of trading dates:

Click the [List of trading dates](#) option button.

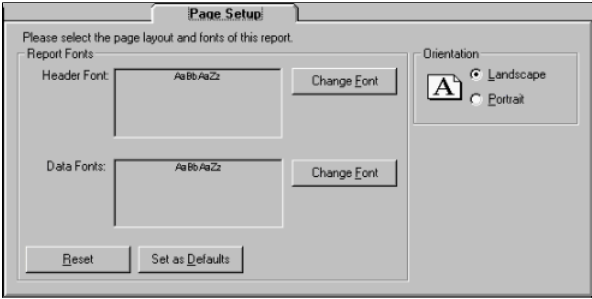


Click the date field and enter the required dates -or- use the CALENDAR to select dates.

Page Setup

The Page Setup tab is used to change the header and data fonts, the font style and page orientation of your selected report. It allows you to override the defaults set in the [Defaults](#) window. To select the tab:

[Click the tab title Page Setup.](#)



Report Fonts

Change Font

Both the header and data sections of the report have a 'Change Font...' button. This provides access to a common font window. Whenever the Change Font button is selected, the same window opens, but the changes only affect the area of the report the button was accessed from. For example if you select the Change Font button in the Header Font section of the window, the changes made only affect the headers. A sample of the chosen font, style and effects is displayed in the adjacent area.

Set as Defaults

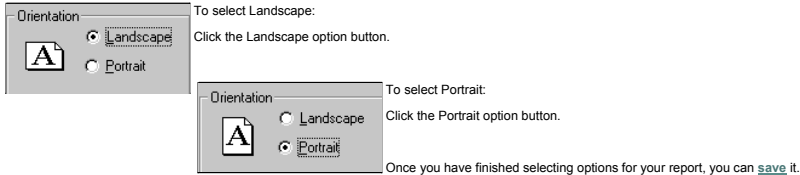
Used to set the changes you have made to the fonts and orientation of the selected report as default. Whenever this report is used in the future, these new settings are used.

Reset

Used to change the settings of the fonts and orientation of the selected report back to the original system settings used before any changes were made.

Orientation

This option is used to select how the report is printed on the page. The default is the previous configuration for the report type you selected to change.



Saving a Report

Once you have finished selecting options for your report, it may be saved. To save the report:

[Click the Save button.](#)

The following information window opens:



[Click the OK button.](#)

Print and Preview

Saved reports may be printed from the Reports & Views window as described in the [Print Reports](#) topic. However, you may print and preview a report, from the Report Options window.

To preview the report:

Click the Print Preview... button.

The Print Preview window opens. The report is displayed and looks as it would if it were printed.

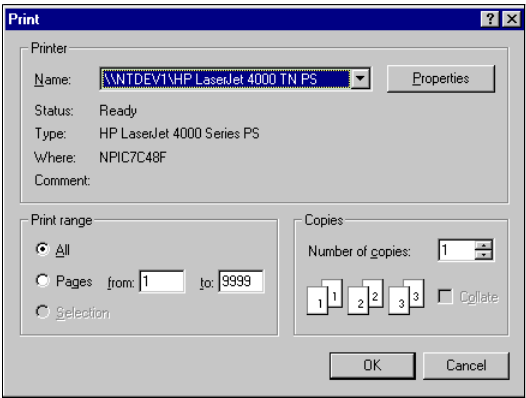
Details of the [Print Preview Toolbar](#).

When the Print Preview window is closed you are returned to the generated customised report window.

To print a generated report from the generated customised report window:

Click the Print... button.

The [Print window](#) opens:

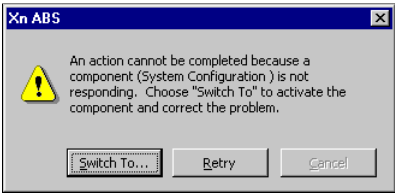


Amend print options, if required.

Click the OK button.

The generated report is sent to the printer. The window remains open displaying the generated customised report.

You should note, after selecting to print the report, the following window may open:



This is experienced by users with slower units. It indicates that the software is busy on the task you initially selected (sending the generated report to the printer) and cannot perform another task until it has finished. If you wait, once the initial task has been completed, the message window closes. You are returned to the generated customised report window and you may then select other buttons. Selecting Switch To... or Retry has the same effect.

Customising Reports Guide

The Customise button is used to set up a report of your own choice based upon a standard report. You may set the items you want included, change the page setup and set default dates. Once created, the customised reports appear on the Custom tab.

This topic provides a guide for creating customised reports. Follow each step to create a new report based on a standard report. If the combinations selected produce a blank report or if the report exceeds the page width, messages appear asking you to change the options chosen.

What would you like to do ?

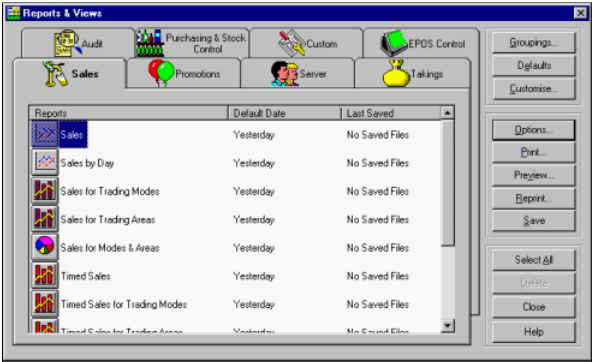
- [Select the report you wish to customise](#)
- [Select date\(s\)/sessions/time for the report](#)
- [Select the information to include in the report](#)
- [Select the columns to display in the report](#)
- [Setup the page layout and fonts of this report](#)
- [Generate and present the report - expand/compress, move and resize columns](#)

- › [Print and preview the report](#)
- › [Save the report - naming the report and selecting an icon](#)
- › [Export the report - directly to spreadsheet software](#)

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Selecting a Report

Access the Reports & Views window. How ?



To customise a report, you must choose the report you wish to change.

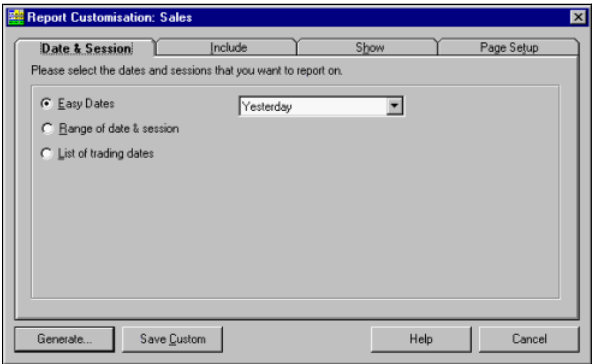
Click the tab (group of reports) that contains the report type you want to customise (for example, Sales).

Click the report you want to customise (for example, Sales). The report appears highlighted.

Note: You can only customise one report at a time. If you select more than one report, the Customise button is disabled.

[Click the Customise... button.](#)

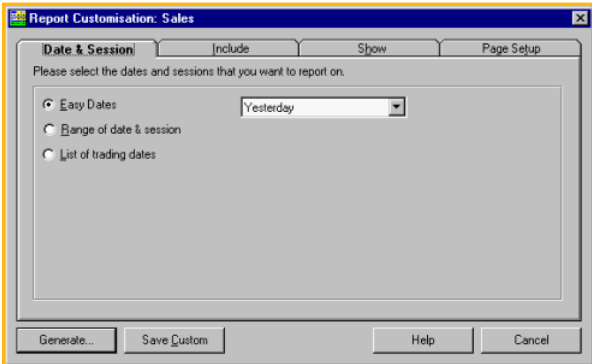
The Report Customisation window opens with the name of the report type you selected appearing in the title bar (for example, Report Customisation: Sales).



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Choosing Dates

For reports that require date and session/time input, the Date & Session/Date & Time tab is selected as default when the Reports Customisation window is opened.



The tab contains 3 option buttons which give access to date options:

[Easy Dates](#)

[Range of date & session](#) or
[List of trading dates](#)

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Easy Dates

Easy Dates are periods of time, rather than actual dates, used for reports and are selected as default. A drop-down list of easy dates is provided.
EXAMPLE of the meaning of each of these easy dates.
Click the arrow button at the end of the Easy Date field.
The drop-down list opens:

Yesterday

Last Financial Period

Last Session

Last Week

This Financial Year

This Financial Period

Current Session

This Week

Yesterday

Click the required Easy Date -or-

Use the up and down arrow keys to move the highlight to the required option and press Enter.

The drop-down list closes and the selected easy date appears in the field.

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Ranges of Dates

To select a range of dates and sessions:
Click the Range of date & session option button.
The tab details automatically change and different selection options appear:

Date & Session

Include

Show

Page Setup

Please select the dates and sessions that you want to report on.

☐ Easy Dates

☒ Range of date & session

☐ List of trading dates

Between

23/10/2009

Session

All

and

23/10/2009

Session

All

(Dates are inclusive)

For example entering Between 14/10/2009 and 14/10/2009 will report on just 14/10/2009

The fields allow you to select a start and finish date for your customised report and, where configured, the session required. Today's date is set as the default.

Action	What to do
To select the start date for your report:	Click the Between field. Enter the start date of your report.
To select the end date for your report:	Click the and field. Enter the end date of your report.

When dates are entered into the date fields, the corresponding session field is populated with the available sessions for that date, plus the option All.

Action	What to do
To select a session:	Click the Sgssion field (a drop-down list of available sessions opens). Use the up and down arrow keys to move the highlight to the required session and press Enter.

Where a **Calendar** icon is present, you may use it to select dates.
Note: When using the Calendar,

- You may only select past dates for which data or history exists in your system. If you select a date for which no data exists, the system tries to generate the report, but is not successful - you get a 'no data' message.
- You cannot select a future date for the start of your report.
- You may choose a future date for the end of your report (for example if you wanted to customise a report to show sales so far this month), you must, however, type in the date. You cannot select it using the calendar.

Date & Time Tab

The Date & Time tab differs from the Date and Session tab in 1 area.
Instead of a **Range of date & session** option button it has a **Range of date & time** option button. When selected, the tab contains date and time fields that allow you to input 2 dates and 2 times:

Date & Time

Include

Show

Page Setup

Please select the dates and times that you want to report on.

☐ Easy Dates

☒ Range of date & time

☐ List of trading dates

Between

23/10/2009

at

00:00

AM

PM

and

23/10/2009

at

23:59

AM

PM

(Dates are inclusive)
For example entering Between 14/10/2009 and 14/10/2009
will report on just 14/10/2009

The default dates are yesterday's date for both fields and the default times are 00:00 and 23:59.


The default settings for the time fields use the 24 hour clock. If a time is entered into one of the time fields for example 10:00, the system defaults to 10:00 hrs (10 AM). If you wanted 10pm instead: Click the PM field.

The system automatically changes the time to 22:00 hrs (10pm).

Dates selected using the Date and Time option refer to calendar days rather than trading days.

The time format is hh:mm (for example 07:27). If you enter a time incorrectly the following error window opens:

Active Business Series

 The time format is incorrect. The correct format is hh:mm. For example 10:30.

OK

Click the OK button and re-enter the time.

Action	What to do
To select the start date of your report:	Click the Between field. Enter the start date of your report.
To select the end date of your report:	Click the and field. Enter the end date of your report.
To select a time:	Click the at field. Type in the required time or click the spin buttons to change the time.

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List of Trading Dates

To select a list of trading dates:

Click the List of trading dates option button.

Date & Session

Include

Show

Page Setup

Please select the dates and sessions that you want to report on.

☐ Easy Dates

☐ Range of date & session

☒ List of trading dates

LT

Enter dates and / or date ranges separated by commas.
Example: 14/10/2009, 17/10/2009 - 20/10/2009.

Click the date field and enter the required dates -or- use the Calendar to select dates.

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Selecting Information

The 'Include' tab option allows you to select the information (data) you want to include in your report.

To select the Include tab:

Click the tab title Include.

The 'Include' tab contains two main fields: 'Available Columns' and 'Items to include'. The 'Available Columns' field lists 'Type of Trading', 'Family', and 'Category', all of which are checked. The 'Items to include' field lists 'Actual Sales' (checked) and 'Training Sales' (unchecked). At the bottom, the 'Include new items' checkbox is checked. On the right side, there are 'Select All' and 'Deselect All' buttons.

The tab has 2 main fields: Available Columns and Items to include. When an Available Column is selected, the Items to include field is updated to reflect the items available for selection.

Available Columns

This contains a list of available columns for the selected report type. It does not include any date, time or session columns, or columns which hold a value.

In this screenshot, 'Category' is selected in the 'Available Columns' list. The 'Items to include' list is populated with beverage categories: DRAUGHT BEER, MINERALS, SPIRITS, LIQUEUR, WINE, PIZZA PALACE, QUICK CHICK, FINE DINING, and BOTTLED BEER. All items in this list are checked. The 'Include new items' checkbox at the bottom is also checked.

The [check boxes](#) inside the Available Columns field have 3 states:

- ☒ only some of the items in the include group are shown in the report. [EXAMPLE](#)
- ☒ all of the items in the include group are shown in the report. [EXAMPLE](#)
- ☐ none of the items in the include group are shown in the report. [EXAMPLE](#)

Items To Include

The 'Items To Include' field shows all the items available according to the Available Column that has been selected. A tick in the check box indicates that the item is included in the report, if there is any data for that item.

You can change the status of each item either individually or all at once.

Action	What to do
To select an individual item:	Click the check box.
To select all items:	Click the Select All button.

For example, a report may have a column called Category. If 'Category' is selected in Available Columns, the Items to include shows all the categories available such as spirits, wines, draught beers, and so on. Only the check boxes for the categories that are required on the report should be selected.

You should note that leaving some groups empty creates an error. For example, if you wanted an Hours Worked report, one of the available columns is Trading Area. If you cleared Trading Area, the system would try to report on non-trading areas and, of course, this would result in no data. If you accidentally do this, an error window opens:

An error window titled 'Active Business Series' is displayed. It features a yellow warning icon and the text: 'Currently no items from the Trading Area column are included in this report. Please select at least one item from this column.' An 'OK' button is located at the bottom right of the window.

Click the OK button and amend your selection.

If you select options that result in a blank report, for example, if you select a Trading Area that had not been opened on the selected day, the following error window opens:

An error window titled 'Report: Sales' is displayed. It features a question mark icon and the text: 'The report options you have selected have produced a blank report. Would you like to change the report options?'. 'Yes' and 'No' buttons are located at the bottom of the window.

To return to the Report Customise window to make changes:

Click the Yes button.

Include New Items

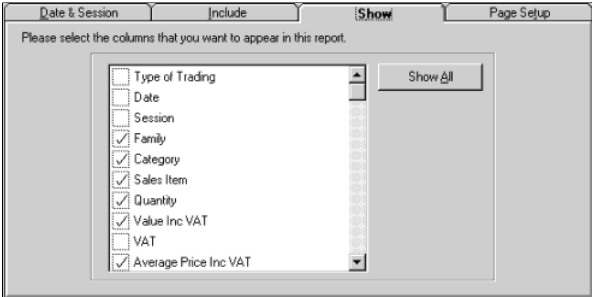
At the bottom of the Items to include field, is the 'Include new items' check box. It is specific to the column selected in the Available Columns field. That is, if you clear the check box and then choose another option in the Available Columns field, the check box is selected again as default. It is only relevant when the report is being saved for future use.

If you clear the check box and new items are added to the system database, the customised report when generated does not include them:

- If you want a report on the Wet Sales and you clear the check box, then start to sell a new Best Bitter, it will not show on the report. Your Takings for Wet Sales and Wet Sales Total will not match because your sales of the new Best Bitter does not show on the report, but they will show up in the takings.
- If you want a very specific report such as sales of currently sold draught beer, you should clear 'Include new items', otherwise any new draught beer you started to sell would show up in the report.

Selecting Columns to Display

The 'Show' tab enables you to select from the list the columns that are to appear on your customised report.
To select the tab:
[Click the tab title Show.](#)



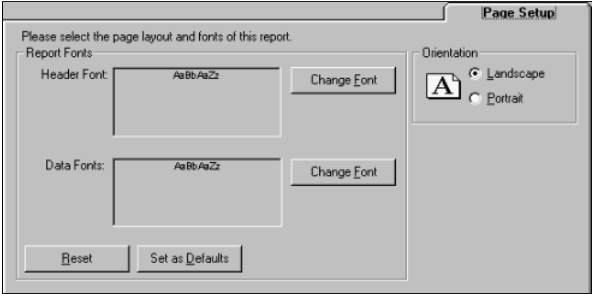
A [check box](#) adjacent to each column heading, indicates if the column is to be shown.
You can select the column headings either individually or all at once.

Action	What to do
To select individual items:	Click the appropriate check box.
To select all items:	Click the Show A ll button.

Note: Certain columns rely on a combination of others for their information, for example, an Average Price column is calculated by dividing the Total Sales Value by the Quantity Sold. Therefore, all three columns must be selected. If you do not select all the columns, the report is generated, but the column displayed contains zeros.

Page Setup

The 'Page Setup' tab is used to change the header and data fonts, the font style and page orientation of your customised report. It allows you to override the defaults set in the [Report Defaults](#) window.
To select the tab:
[Click the tab title Page Setup.](#)



Report Fonts

Change Font

Both the header and data sections of the report have a 'Change Font..' button. This provides access to a common font window. Whenever the Change Font button is selected, the same window opens, but the changes only affect the area of the report the button was accessed from. For example if you select the Change Font button in the Header Font section of the window, the changes made only affect the headers. A sample of the chosen font, style and effects is displayed in the adjacent area.

Set as Defaults

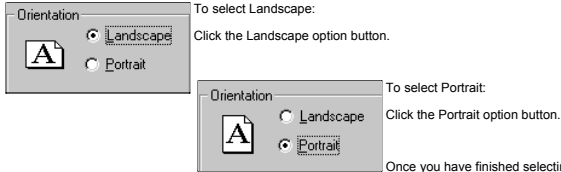
Used to set the changes you have made to the fonts and orientation of the selected report as default. Whenever this report is used in the future, these new settings are used.

Reset

Used to change the settings of the fonts and orientation of the selected report back to the original system settings used before any changes were made.

Orientation

This option is used to select how the report is printed on the page. The default is the previous configuration for the report type you selected to customise.



Once you have finished selecting options for your customised report you can generate the report and save it.

Generating and Presenting a Report

When you have finished choosing the dates (where applicable), and selecting the information to appear on your customised report you may generate and view it.

Click the Generate... button.

The View window opens showing your generated report, as shown in our example below.

Report: Sales						
Family	Category	Sales Item	Quantity	Value Inc VAT	Average Price Inc VAT	
Total LIQUOR			218	2089.95	9.59	
Total FOOD			254	2532.00	9.97	
Grand Total			472	4621.95	9.79	

What would you like to do ?

► [Expand/Compress columns](#)

► [Move columns](#)

► [Change column widths](#)

Expand/Compress columns

Yellow indicates the information may be expanded to reveal further details.

Action	What to do
To expand all information in a column:	Double-click the yellow column header. EXAMPLE
To expand individual sections within a column:	Double-click the desired yellow cell. EXAMPLE

Blue indicates the information can be compressed and hide the details.


Action	What to do
To compress all information in a column:	Double-click the blue column header. EXAMPLE
To compress individual sections within a column:	Double-click the desired blue cell. EXAMPLE

Move columns

The columns can be moved to present a different look. All column headers are colour-coded.

Yellow and blue columns are interchangeable with each other but cannot be positioned between grey columns.

Grey columns cannot be mixed with yellow and blue columns but their order can be rearranged amongst themselves. If you try to move a grey column in between blue or yellow columns, the cursor changes to a magnet with a line through it, to show that you cannot interchange those columns.

Action	What to do
To move a column:	Click the column header. The cursor changes to a magnet.  Drag the magnet to the new position required. The column is inserted into the new position. EXAMPLE

Change column widths

You may also change column widths. When the cursor is placed over the dividing line between the two column headers the cursor changes to a double arrow:



To change a column width:

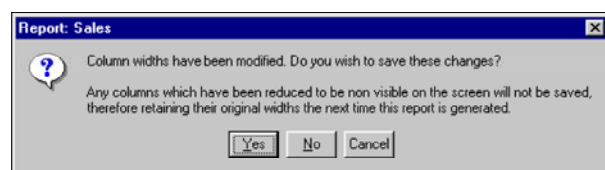
Place the cursor between two column headers.

Click and drag the column line left or right as required.

The column width is changed accordingly.

You may also use this method to hide a column completely if required.

When you have changed column widths or hidden columns, upon leaving the window a message box opens:



To confirm the selections:

Click the **Yes** button.

When saving customised reports, changes made to column widths are saved and become default whenever the report is generated. Hidden columns are not saved and re-appear.

Note: The re-sizing of column widths on screen to printout is not exact. The print width is based on the average size of a character for the font size. As some characters are wider, you may need to adjust the column width on screen, to fit the same text onto the printed report.

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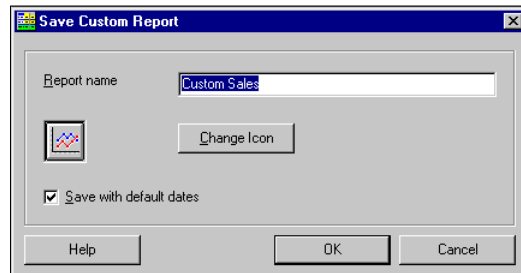
Saving a Report

When customising your own report, if you want to use the customised report again, you must save it. Saving the customised report saves the structure or template of the report that you have created, not the data within it. Which columns to display, the items to include within the columns and the width of the columns are all saved. Saving of the dates previously selected depends on the status of the 'Save with default dates' check box.

To save the configuration of your customised report:

Click the Save Custom button.

The Save Custom Report window opens.



The name entered in the Report name field appears on the tab in the Reports & Views window. A system generated name is automatically entered, but you may enter one of your own.

To type in another title:

Type the required in the Report name field.

However, when you decide on the report name, note:

- The report name cannot be left blank.
- The new report name must be unique. Should you choose a name that is already being used, a warning window opens, allowing you to overwrite an existing custom report if required.
- You cannot overwrite a pre-configured report.
- The report name may be a maximum of 50 characters long; you may include blank spaces.

The icon to be associated with the report is displayed. This icon can be changed. [How ?](#)

The Save Custom Report window allows you to save your customised report with default dates (current date selection). Whenever the report is selected in future, it always report on your selected dates. This is useful when selecting easy dates, such as This Financial Period or Last Financial Period.

You may also use this feature for a report giving data for 'so far this month/year/financial period' and so on. The initial date must be today or a date in the past. You may then choose a future date, or end of the month/year/financial period. The report is generated using the first and future date selected, giving a so far type of report. When the end date is reached the report reports on information for the whole period selected.

The default setting is save with default dates. If the box is cleared the saved report defaults to the easy date 'Yesterday' so whenever the report is selected it reports on yesterdays data. You may then, of course use the '[Options](#)' window to select a more specific date if you wish.

When you have finished selecting a name, icon and date setting, to save the customised report and return to the Report Customisation window:

Click the OK button.

The saved, customised report would be available for future use, on the tab nominated for custom reports. The system may be configured to display customised reports on a tab as a report group on their own (Custom), or they may also be displayed under another report group if required.

Note: After saving a custom report and closing the Customise window, the report does not initially appear in the report group. To update the display, close and re-open the Reports & Views option.

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Print and Preview

Saved customised reports may be printed from the Reports & Views window as described in the [Print Reports](#) topic. However, you may print and preview a customised report, from the generated customised report window.

To preview the generated report:

Click the Print Preview... button.

The Print Preview window opens. The report is displayed and looks as it would if it were printed.

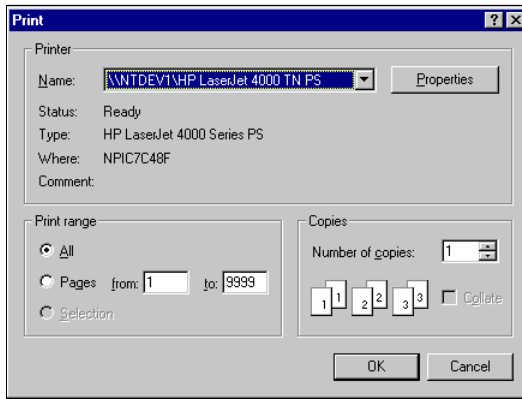
Details of the [Print Preview Toolbar](#).

When the Print Preview window is closed you are returned to the generated customised report window.

To print a generated report from the generated customised report window:

Click the Print... button.

The [Print window](#) opens:

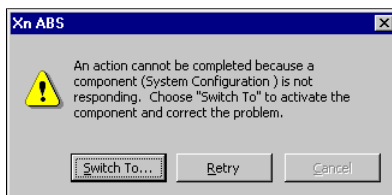


Amend print options, if required.

Click the OK button.

The generated report is sent to the printer. The window remains open displaying the generated customised report.

You should note, after selecting to print the customised report and on returning to the generated customised report window another button, for example Close or Customise is selected immediately, the following window may open:



This is experienced by users with slower units. It indicates that the software is busy on the task you initially selected (sending the generated report to the printer) and cannot perform another task until it has finished. If you wait, once the initial task has been completed, the message window closes. You are returned to the generated customised report window and you may then select other buttons. Selecting Switch To... or Retry has the same effect.

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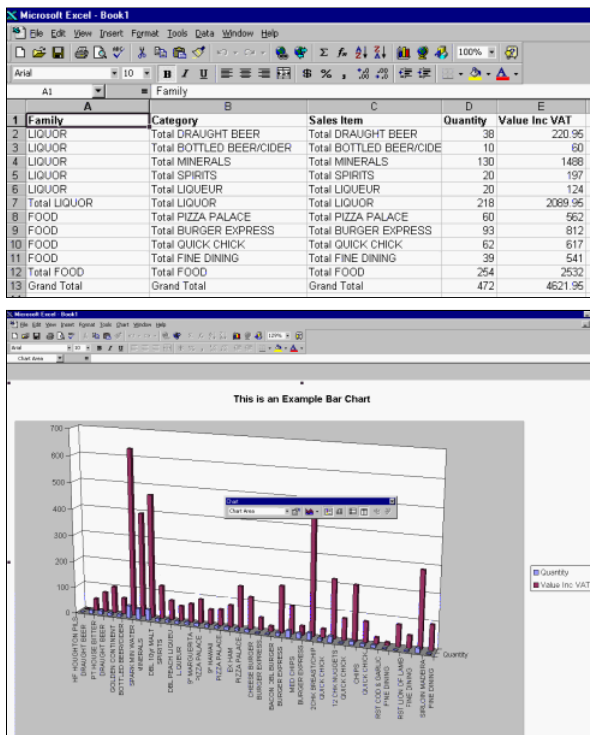
Exporting a Report

The generated report may be loaded into other spreadsheet software such as Microsoft Excel. This functionality is only available once the report has been generated.

To export:

Click the [Export...](#) button.

If you have Microsoft Excel installed, it opens automatically. A file is created containing your generated report in chart and report format, as shown in the example below.



You may use Microsoft Excel functionality to format the information or add other columns and save the information as an Excel file for future use. Note: Microsoft Excel contains its own full Help system.

When you close the Microsoft application, you are returned to the generated report in the Reports & Views window, unless time-out has occurred.
If you do not have spreadsheet software installed, then you would need to install it in order to use the Export function.

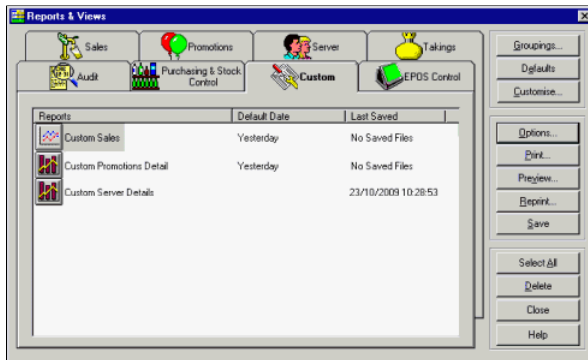
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Deleting a Report

You may only delete the Custom Reports. Should you select a pre-configured report, the Delete button becomes disabled.

You may have a tab (Report Group) called Custom, where all your custom reports appear. Your system may be configured to save your Custom Reports to a tab with a different name. To delete a Custom Report you must first select the Report Group (tab) and Custom Report you wish to delete.

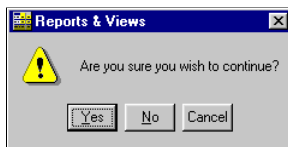
[Click the required tab to display the report group](#) (in this example, Custom).



Click the custom report you wish to require.

Click the Delete button.

The following confirmation window opens:



To delete the report:

Click the Yes button.

The report is deleted, the window closes and you are returned to the Reports & Views window.

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Report Groups Overview

Note: The Groupings... button are only visible and/or available if you have the appropriate security access level.

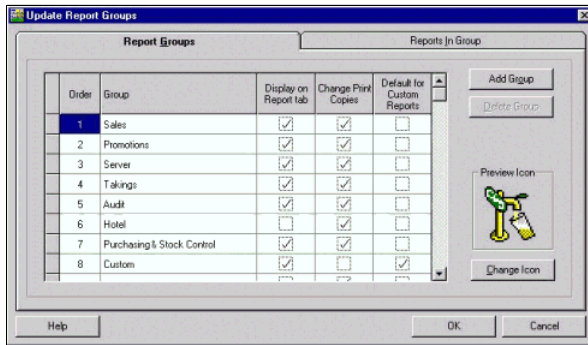
What would you like to do ?

- ▶ [Add Report Groups](#)
- ▶ [Remove Reports Groups](#)
- ▶ [Add Reports to a Group](#)
- ▶ [Remove Reports](#)
- ▶ [Set the order for Report Groups](#)
- ▶ [Set the order for Reports within a Group](#)
- ▶ [Change the number of copies for printing reports](#)
- ▶ [Change the Report Group icons](#)
- ▶ [Allow a report to exist in one or more Report Groups](#)

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Adding Report Groups

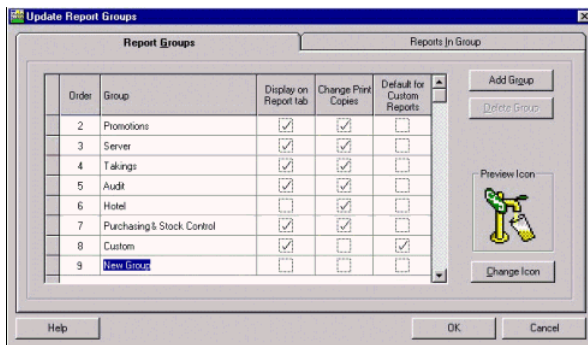
Access the Report Groups tab. [How ?](#)



To add a new report group:

Click the Add Group button.

A group called 'New Group' is added to the end of the list of available groups. This may be changed using the [Order](#) column.



Type the name of the new report group.

If you want the new report group to be displayed as a tab in the Reports & Views window:

Click the Display on Report tab check box.

If you want to allow the number of copies to print to be changed:

Click the Change Print Copies check box.

Only one report group can be specified as the default group for customised reports. The default setting is Custom hence all customised reports are saved under this tab. To select another report group as the default group, the Custom report group needs to be cleared.

Click the Default for Custom Reports check box for the Custom group.

If you want Customised reports to be saved to your new Report Group:

Click the Default for Custom Reports check box for the New Group.

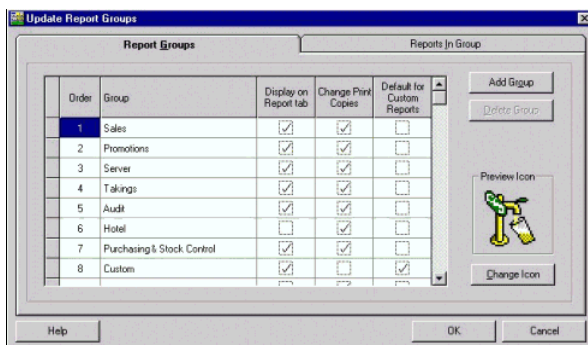
The default icon selected for the new group, is displayed in the Preview Icon box. This may be [changed](#).

To add reports to this report group, progress to the [Adding Reports](#) help topic.

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Deleting Report Groups

Access the Report Groups tab. How ?



Only customised report groups may be deleted. The Delete button remains greyed out should you select a pre-configured report group.

To delete a customised Report Group:

Click the grey cell on the left of the report group to be deleted.

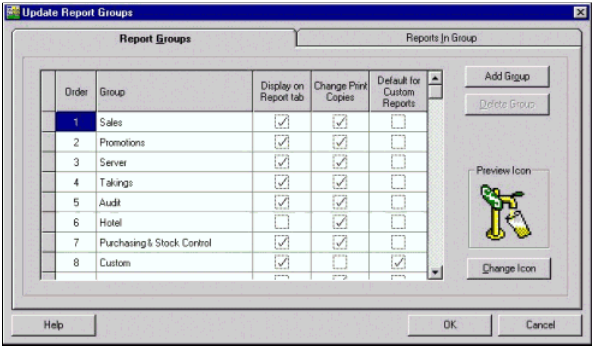
Click the Delete Group button.

The selected Report Group is deleted.

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Arranging Report Groups

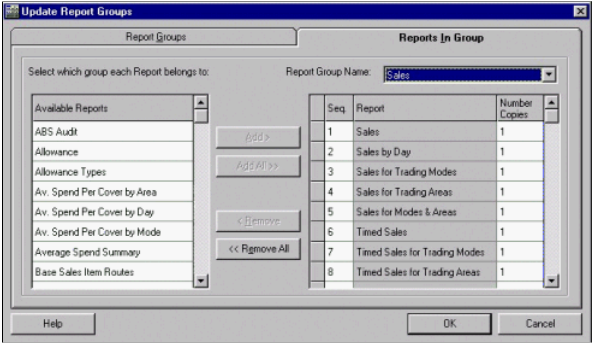
The order in which the Report Groups (tabs) appear in the Reports & Views window may be changed.
Access the Report Groups tab. [How ?](#)



To change the tab order:
Click the Order cell of the report group you wish to re-order.
Type in the new order number.
Note: The Order numbers must be unique and no Report Groups may be order number zero.
Click the OK button.

Adding Reports

Reports may be added to individual report groups.
Access the Reports In Group tab. [How ?](#)
The name of the report group to add the reports to is shown in the Report Group Name field.
To choose another Report Group:
Click the arrow button at the end of the Report Group Name field.
A drop-down list of available Report Groups opens:
Click the required report group.



Available reports are shown on the left and any of these may be added to the selected Report Group. You may add individual available reports or all available reports (if less than 99 reports are available to add). If there are more than 99 reports available, then the Add All button is inactive.

Action	What to do
To add individual reports:	Select the report in the Available Reports field. Click the Add> button. EXAMPLE
To add all reports (if <99):	Click the Add All>> button.

A report may appear in more than one report group. To achieve this:
Select the required report group.
Add the report to this group.
Change the report group.
Add the report to this second group.

Deleting Reports

Reports may be removed from report groups.

Access the Reports In Group tab. [How ?](#)

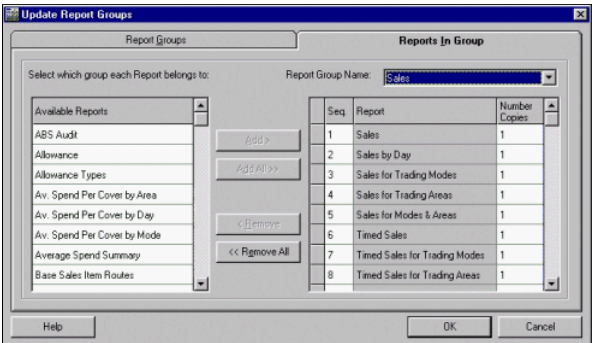
The name of the report group to delete reports from is shown in the Report Group Name field.

To choose another Report Group:

Click the arrow button at the end of the Report Group Name field.

A drop-down list of available Report Groups opens.

Click the required report group.



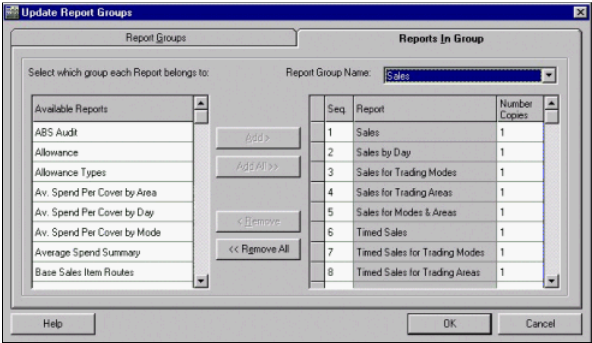
The reports in the selected Report Group that are currently available in the Reports & Views window, are listed on the right-hand side. Any of these reports may be removed from the selected Report Group. Reports may be removed individually or all together.

Action	What to do
To remove individual reports:	Click the grey cell next to the Seq number for the report to remove. Click the < Remove button. The selected report is removed from the selected Report Group and appears in the Available Reports field.
To remove all reports:	Click the << Remove All button. All the reports are transferred from the selected Report Group to the Available Reports field.

Ordering Reports

Access the Reports In Group tab. [How ?](#)

Select the required Report Group. [How ?](#)



The Seq. column is used to govern the order in which the reports are shown within each tab in the Reports & Views window.

To change the order:

Click the Seq. cell of your selected report.

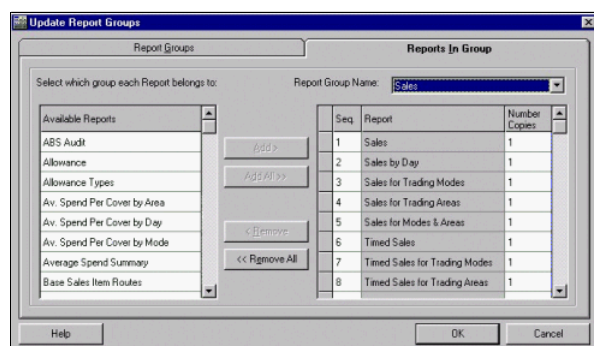
Type in a Seq. number.

Note: Sequence numbers must be unique.

Changing Print Copies

Access the Reports In Group tab. [How ?](#)

Select the required Report Group. [How ?](#)



The default number of copies to print is 1, but this can be increased. (Zero is not allowed). You may only edit this information if the '[Change Print Copies](#)' check box is selected on the Report Groups tab.

To change the default number of print copies:

Click the Number Copies cell to the right of the selected report.

Enter the default number of copies required.

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Dynamic Profit and Loss Overview

The Dynamic Profit and Loss (P & L) section is used to help you control the financial accounts. It contains details of all the income, expenses and bankings of your business. At some point (normally weekly but occasionally daily) the statement is balanced and finalised.

The Dynamic P & L window is customised for each individual customer's needs, therefore, your Dynamic P & L window may look a little different to the examples shown in Help. However, its functionality is the same.

To view Help on a particular topic, either select the topic from below or select the relevant chapter from the Dynamic Profit and Loss help book from the Contents list.

What would you like to do ?

› [View the Dynamic P & L window](#)

› [Set the Ledger Balance](#)

› [Add a transaction](#)

› [Delete a transaction](#)

› [Finalise a statement](#)

› [Add/amend comments to the Business Monitor](#)

› [Print a statement/worksheet](#)

› [Preview a statement](#)

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About the Tabs

The Dynamic Profit and Loss (P & L) section is used to help you control the financial aspect of your business. It contains details of all income and expenditures of your business.

Open the Dynamic P & L window. [How ?](#)

A row of tabs is displayed at the top of the window. You may have more (maximum 256) or fewer tabs than shown and they may have different titles. The tabs represent individual worksheets using spreadsheet format and are titled to cover financial areas of your business for example, Takings, Expenses, Bankings, Summary, and so on. The tabs (worksheets) are linked to form a daily/weekly statement of business. The example below, displays the worksheet for the tab titled 'Expenses', set out as a weekly statement:

Expenses									
Description	Account Code	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other
Window Cleaning	CL1	£0.00	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00
Cleaning Materials	CL2	£0.00	£10.00	£0.00	£0.00	£0.00	£5.00	£0.00	£0.00
Shop Machine Hire	SH0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£0.00
Post Table Hire	PT2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£0.00
Advertising	AD1	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£0.00	£0.00
Newsagents	NA1	£15.00	£1.00	£1.00	£1.00	£1.00	£1.00	£3.75	£0.00
Food Purchases	FP1	£1.00	£1.00	£7.75	£1.00	£1.00	£1.00	£3.75	£0.00
Wages	WA1	£0.00	£200.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00
Purchases	PU1	£0.00	£0.00	£0.00	£0.00	£0.00	£110.00	£270.00	£0.00
Licences	LC1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£0.00
Machine Equipment	ME1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00	£0.00
TOTAL EXPENSES		£5.10	£251.10	£3.00	£3.00	£3.00	£2,166.70	£1,417.00	£0.00

Not all data needs to be entered manually onto the worksheets. Some data is updated automatically from the Point of Sales information. Other figures are obtained due to the pre-set formulas contained on the tabs. These formulas link values to other cells and perform calculations automatically. For example, where a total is shown, you do not need to calculate the total; as you enter the values, the total is calculated for you. The total values may be carried over to a Summary sheet where the grand totals are summed automatically.

There are 2 arrow buttons at the top left of the window to allow scrolling of the tab titles. [How ?](#)

Within a tab, if the spreadsheet is too large for the tab window, a [scroll bar](#) is provided to enable easier viewing.

Click to learn about the [buttons](#) displayed in this window.

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About the Buttons

The Dynamic Profit and Loss (P & L) window is used to help you control the financial aspect of your business.

Open the Dynamic P & L window. [How ?](#)

The following list details a brief explanation of the functionality of the buttons located on the Dynamic P & L window. To obtain more information on these functions see the relevant Help topic.

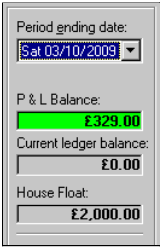


- Details... - This button remains greyed out and unavailable until a cell or line has been selected. It provides access to the P & L Details window that allows you to enter financial transactions into your statement. For more information, refer to the [Viewing the Details Window](#) topic.
- Dry GP... - Displays the current entered dry GP if one has been entered. For more detailed information, see the [Dry GP](#) topic.
- Business Monitor - Allows extra information to be added to each day of the statement. For more detailed information, see the [Business Monitor](#) section.
- Print... - Opens the Print window. This allows you to select printing options for your statement or worksheet(s), for example grid lines, fit to page, and number of copies. It also gives access to the Print Preview and Print Setup windows. For more detailed information, see the [Print and Preview](#) section.
- Print Setup... - Opens the Print Setup window. This allows you to select the page options, such as orientation, the printer to use and paper type. For more detailed information, see the [Print Setup](#) section.
- Finalise... - The Finalise button is normally greyed out and unavailable. It is only active and available when the current P & L Statement balances. For more detailed information see the [Finalise](#) section.
- Ledger Balance... - The Ledger Balance window is typically used to set the opening balance before the system goes live. For more detailed information, see the [Set Ledger Balance](#) topic.
- Close - Closes the Dynamic P & L window.
- Help - Opens the Active Business Series Help System.

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About the Fields

The Dynamic Profit and Loss (P & L) window is used to help you control the financial aspect of your business.
Open the Dynamic P & L window. [How ?](#)



- A brief explanation of the fields located on the Dynamic P & L window is displayed below:
- The Period ending date of the selected P & L Statement - it may be set as a day or a week. Selecting the arrow button at the end of the field opens a drop-down list of previous statements. To view a previous statement, [Click the required history date](#). The amount of history available is governed by your system memory.
 - P & L Balance - This field automatically displays the balance of the selected statement. It is also colour coded, (a minus value is shown in red, a zero value is grey and a plus value is green). This field cannot be edited manually.
 - Current ledger balance - This field always displays the running credit ledger balance, regardless of the statement of business displayed. It is also colour coded in the same way as the P & L Balance.
 - House Float - This field allows the house float value to be viewed for audit purposes. It cannot be modified at site, only centrally.

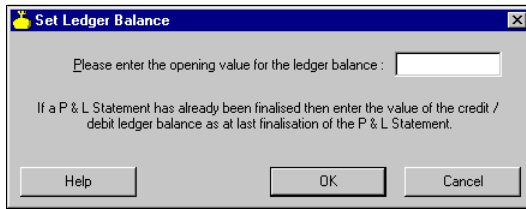


- Calendar Icon - To open the [Calendar](#), click the icon. This calendar is inactive, that is for reference purposes only. It opens at the current month with today's date selected as default. To close the Calendar window: Click the button marked with an 'X'.
- Calculator Icon - To open the [Calculator](#), click the icon. It works the same way as a real calculator; just click the buttons. To close the Calculator window: Click the button marked with an 'X'.

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Setting the Ledger Balance

Open the Dynamic P & L window. [How ?](#)
The Ledger Balance is typically used to set the opening balance before the system goes live. To set this:
Click the Ledger Balance... button.
The following window opens:



Set Ledger Balance

Please enter the opening value for the ledger balance :

If a P & L Statement has already been finalised then enter the value of the credit / debit ledger balance as at last finalisation of the P & L Statement.

Help OK Cancel

Enter the ledger balance in the following format:

For pounds, enter numerals. For £5, enter 5 or for £500, enter 500.

For pence, enter decimals. For 99p, enter .99 and it is displayed as £0.99.

To save the balance entered:

Click the OK button.

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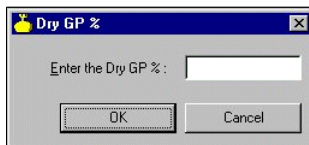
Dry GP

A Dry GP % figure can be entered on to the statement, if the statement has not been finalised. This percentage is multiplied to the Dry Sales amount for the week.

Open the Dynamic P & L window. [How ?](#)

To open the Dry GP % window:

Click the Dry GP... button.



Dry GP %

Enter the Dry GP % :

OK Cancel

A new dry gross profit amount may be entered as a percentage.

Enter the required amount.

Click the OK button.

If the amount entered is less than 0 or greater than 100 then a warning message occurs.

You may accept the figure (as a negative amount and a percentage greater than 100 are allowed) or re-enter the figure.

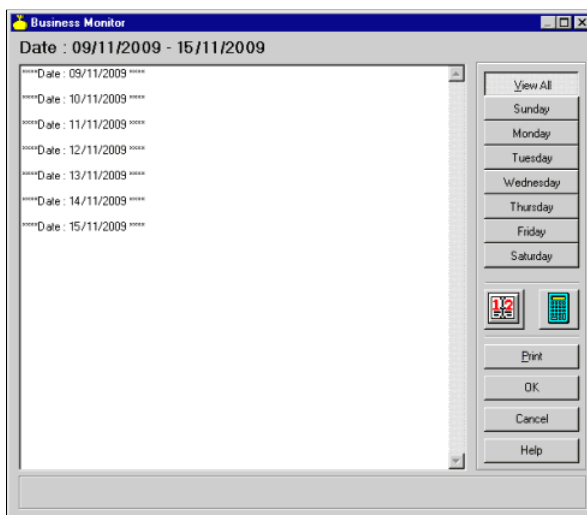
The Dynamic P & L statement is refreshed using the new Dry GP figure.

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About the Business Monitor

The Business Monitor allows text comments to be [viewed](#), [added](#) or [amended](#) for each day of the financial statement.

Access the Business Monitor. [How ?](#)





Business Monitor

Date : 09/11/2009 - 15/11/2009

*****Date : 09/11/2009 *****
 *****Date : 10/11/2009 *****
 *****Date : 11/11/2009 *****
 *****Date : 12/11/2009 *****
 *****Date : 13/11/2009 *****
 *****Date : 14/11/2009 *****
 *****Date : 15/11/2009 *****

View All
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Print
 OK
 Cancel
 Help

When the Business Monitor window opens, the [View All](#) option is selected as default. It displays the dates covered by the statement and any previous comments entered.

Additions or amendments may not be added whilst this option is selected. To add/amend a comment, an individual day must be selected.

To print the Business Monitor comments without printing the whole statement of business:

[Click the Print button.](#)

All the comments for the current statement are printed.

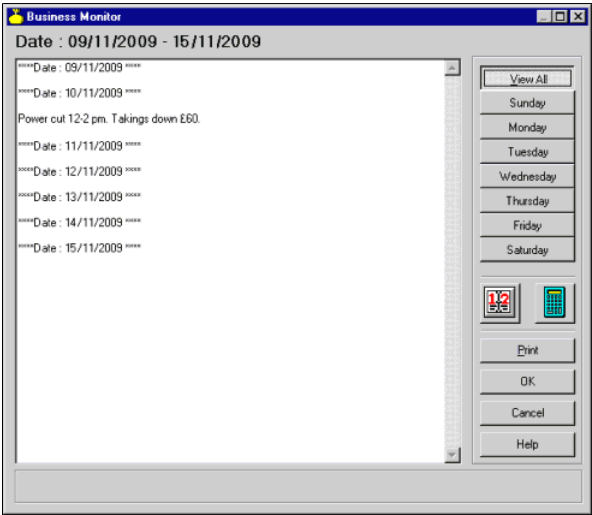
Viewing Comments

The Business Monitor allows text comments to be viewed, [added or amended](#) for each day of the financial statement.

To view comments:

From the Dynamic P & L window:

Click the **B**usiness Monitor... button.



The 'View All' option is selected as default when the Business Monitor window opens. It displays the dates covered by the statement and any comments previously entered are displayed below the relevant date. Additions or amendments may not be added whilst this option is selected.

To display comments for an individual date:

Select a day from the buttons provided -or- use the Calendar.

The window changes to show the comments for that day. The comments window is active to allow amendments or additions to occur.

Adding/Amending Comments

The Business Monitor allows text in the form of comments to be [viewed](#), added or amended for each day of the financial statement.

Additions or amendments may not be added whilst the 'View All' option is selected. To add a comment, an individual day must be selected.

To add a comment:

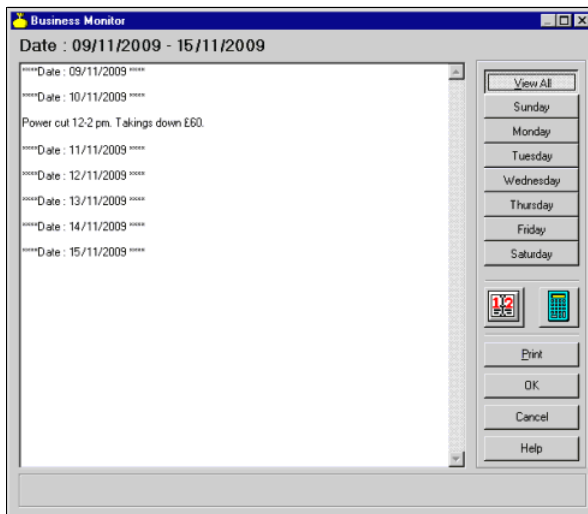
Select a day from the buttons provided or use the calendar.

Press the tab key or click in the text area.

The cursor flashes in the text field.

Enter your comments.

When the View All option is selected, comments entered are displayed under each day.



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Viewing the Details Window

The Dynamic P & L Details window can be used to view, [add](#) and [delete](#) financial transactions in your Profit & Loss statement. It can also be used to enter the [casual workers](#) and the [entertainers](#) details such as their name and address as well as the amount paid.

Open the Dynamic P & L window. How ?

Action	What to do
To open the P & L Details window:	Click the tab title (worksheet) that contains the items you need to view. Click the desired line/cell and click the Details... button -or- double-click the desired line/cell.

Note: Until you have selected a cell or line, the Details button is inactive.

For example, to open the P & L Details window for Food Purchases in the Expenses worksheet:

Click the Expenses tab.

Description	Account Code	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other	T
Window Cleaning	CL1	£0.00	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£40.00
Cleaning Materials	CL2	£0.00	£10.00	£0.00	£0.00	£0.00	£5.00	£0.00	£0.00	£15.00
Shoe Machine Hire	SH6	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00	£0.00	£100.00
Post Table Hire	PT2	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£0.00	£0.00	£150.00
Advertising	AD1	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£0.00	£0.00	£150.00
Newspapers	NA1	£3.54	£1.67	£1.67	£1.67	£1.67	£1.67	£3.79	£0.00	£11.00
Food Purchases	FP1	£1.68	£1.67	£1.75	£1.66	£1.67	£1.67	£1.71	£0.00	£11.00
Wages	W01	£0.00	£240.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	£1,240.00
Performers	PF1	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£270.00	£0.00	£370.00
Licenses	LC1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£0.00	£450.00
Software Equipment	SE1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£440.00	£0.00	£440.00
TOTAL EXPENSES		£5.12	£253.15	£3.36	£3.33	£3.33	£1,160.79	£1,417.80	£0.00	£2,838.36

Double-click a cell on the Food Purchases line.

The P & L Details window for Food Purchases opens:

Transaction Date	Item Number	Item Description	Value	Tax Rate
10/10/2006	990201	W&A	£1.52	Standard
10/10/2006	990205	Standard	£1.95	Standard
12/10/2006	990208	W&A	£1.48	Standard
15/10/2006	990211	Standard	£2.25	Standard
11/10/2006	990214	W&A	£2.25	Standard
12/10/2006	990216	Standard	£1.48	Standard
14/10/2006	990218	W&A	£1.52	Standard

Total: £17.33

The date that the transaction occurred on.
Only food purchases.
This information is important if there are any issues over the amount billed. It is in your interest to record the information accurately. The financial auditor will check this information is recorded accurately.

The grid shows the individual transactions that have been made for Food Purchases during the week. The total value for the transactions (gross) is listed in the Total field and would be the same as that shown on the Expenses tab for the Food Purchases line. Any figures amended or added in this window is reflected in the worksheet view.

The first cell on the left side of the window usually contains a triangular pointer. The pointer indicates which row is currently active, that is which row of information is affected due to any amendments. If no pointer is displayed, the transactions shown on the grid cannot be amended or deleted.

The above example displays five columns information of which three are default columns (namely, Transaction Date, Value and Tax Rate). However, you may have a maximum of 13 columns of information (that is, 10 columns are available for configuring to customer requirements).

The box at the bottom of the Details window is used to display explanations on each of the columns contained in the window. As a column is selected an applicable explanation on the sort of data that should be added to the column is displayed. For example, if a date column is active the narrative may display, "The date on which the transaction occurred." A middle line of help information may be seen if the system is configured to display this help.

EXAMPLE

Click to view help regarding [adding](#) or [deleting](#) financial transactions in your Profit & Loss statement.

When you have finished entering your transactions:

Click the OK button.

You are returned to the Dynamic P & L window.

Adding Transactions

The Dynamic P & L Details window is used to add financial transactions in your Profit & Loss statement. It can also be used to enter the [casual workers](#) and the [entertainers](#) details.

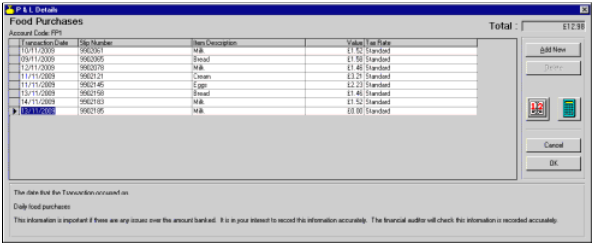
Open the Dynamic P & L Details window. [How ?](#)

To add a new transaction to the P & L Details window (for example Food Purchases):

Click the Add New button.

Note: The Add New button is disabled if the selected Statement has been finalised or the worksheet does not allow manual entries.

A new line (some of the columns have default entries) is added to the Details window.



The Transaction Date column is highlighted and today's date is automatically entered. To change the date:

Type the required date -or- use the Calendar to select a date.

The calendar in the P & L Details window is an active calendar.

To move to the next column:

Click the required cell - or press the arrow keys.

The active cell is highlighted.

Enter desired details.

The number of columns and their titles is configured for each customer's needs. The columns always present are Transaction Date, Value and Tax Rate.

The Tax Rate column, although always present, is also configured to the customer's requirements. If one tax rate is only used, the rate may be entered automatically (as shown above). If more than one rate is available, when the cell is active, the default rate is displayed along with an arrow key. The arrow key provides access to a [drop-down list](#) of other options:

Tax Rate
STANDARD

To open the drop-down list:

Click the arrow button.

Tax Rate
STANDARD
STANDARD
Zero Rate

To select an option:

Click the required option -or press the up and down arrow keys to move the highlight and press Enter.

The drop-down list closes and the selected option appears in the cell.

When you have finished entering your transactions:

Click the OK button.

You are returned to the Dynamic P & L window.

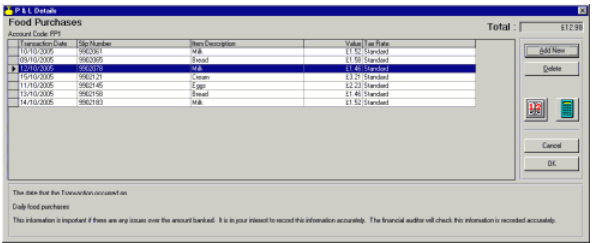
Deleting Transactions

The Dynamic P & L Details window is used to delete financial transactions in your Profit & Loss statement. It is accessed using the Details button in the Dynamic P & L window.

Open the Dynamic P & L Details window. [How ?](#)

Ensure the triangular pointer is currently in the row you want to delete. If it is not:

Click the left cell on the required row.

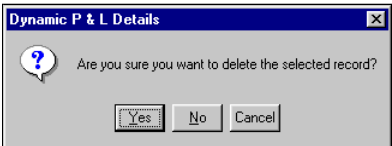


When selected the row is highlighted.

Click the Delete button.

Note: The Delete button is disabled if the selected statement has been finalised or the worksheet does not allow manual entries.

A confirmation window opens:



To delete the selected transaction:

Click the Yes button.

You are returned to the P & L Details window to continue with your additions/deletions.

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Adding Casual Workers Details

The Dynamic P & L Details window can be used to enter the casual workers and the [entertainers](#) details. It can also be used to [view](#), [add](#) and [delete](#) financial transactions in your Profit & Loss statement.

Open the Dynamic P & L Details window. [How ?](#)

P & L Details
Casual Workers
 Account code 54

Total : £ 205.00

Transaction Date	Value	Tax Rate
09/11/2009	135.00	Zero
11/11/2009	45.50	Zero
11/11/2009	25.00	Zero

Buttons: Add New, Delete, Cancel, OK

The date that the transaction occurred on:

This information is important if there are any issues over the amount banked. It is in your interest to record this information accurately. The financial auditor will check this information is recorded accurately.

To add details of a casual worker to the P & L Details window:

Click the Add New button.

Note: The Add New button is disabled if the selected Statement has been finalised.

Casual Workers

Please enter the casual workers details. The fields labelled with bold text are mandatory. Once you click OK the details cannot be modified. The details can be automatically printed.

Surname: **Name of Other Employer:**

Title: **Address of Other Employer:**

First Name:

Address:

Post Code:

N.I. Number:

Date of Birth:

Gender: ☒ Male ☐ Female

Payment Amount:

Reason for Payment:

Buttons: Help, Cancel, OK

☒ Print details when 'OK' is clicked

The fields labelled with bold text are mandatory and must be filled in.

Enter details as required.

A Casual Workers report is printed when the OK button is selected. This report shows the details of the casual worker just entered. If this report is not required:

Clear the Print details when OK is clicked check box

No report is printed when the OK button is selected. You may, obtain a printed copy using the [Reports & Views](#) functionality where you select the week ending date. The details of all casual workers for that week are then printed.

When you have finished entering the details:

Click the OK button.

You are returned to the Dynamic P & L window.

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Adding Entertainers Details

The Dynamic P & L Details window can be used to enter the [casual workers](#) and the entertainers details. It can also be used to [view](#), [add](#) and [delete](#) financial transactions in your Profit & Loss statement.

Open the Dynamic P & L Details window. [How ?](#)

To add details of an entertainer to the P & L Details window:
Click the **Add New** button.

Note: The **Add New** button is disabled if the selected Statement has been finalised.

The fields labelled with bold text are mandatory and must be filled in.
Enter details as required.

An Entertainers report is printed when the OK button is selected. This report shows the details of the entertainer just entered. If this report is not required:

Clear the Print details when OK is clicked check box.

No report is printed when the OK button is selected. You may, obtain a printed copy using the [Reports & Views](#) functionality where you select the week ending date. The details of all entertainers or that week are then printed.

When you have finished entering the details:

Click the OK button.

You are returned to the Dynamic P & L window.

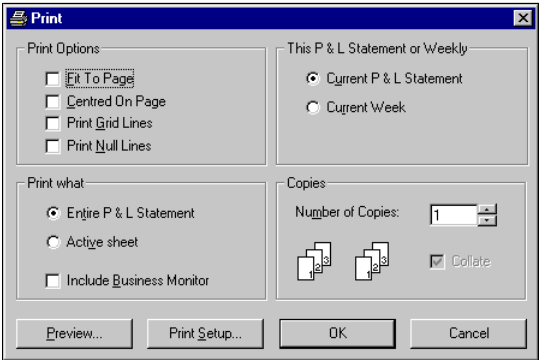
Printing

This topic covers the printing of your Profit & Loss Statement. You may print the entire statement or an individual worksheet within the statement.

At the Dynamic P & L window:

Action	What to do
To print the whole statement:	Click the Print... button.
To print an individual worksheet:	Click the tab title you wish to print. Click the Print... button.

The Print window opens:



Several options are available. To select any of the options:

[Click the relevant check box/option button/field -or- press Alt + \(the underlined letter\).](#)

The Print window is split into 4 main areas:

► [Print Options](#)

► [This P & L Statement or Weekly](#)

► [Print What](#)

► [Copies](#)

The Print window also has 4 buttons at the bottom of the Print dialog box:

■ Preview... - Opens the [Print Preview](#) window, allowing you to view your print selections before printing.

■ Print Setup - Opens the [Print Setup](#) window enabling you to select another printer, change the orientation and size of the paper. The printer setup window may be accessed directly from the Dynamic P & L window without using the Print button.

■ OK - Confirms the print selections and prints the statement/selected worksheet.

■ Cancel - Cancels the print selections, closes the Print window and returns you to the Dynamic P & L window without printing.

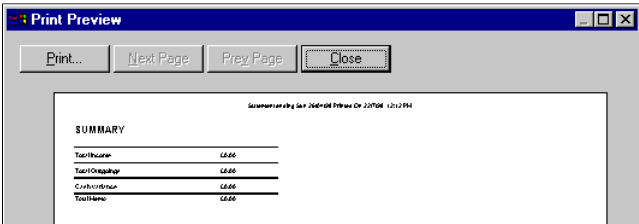
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Print Preview

When using the Dynamic P & L section, Print Preview can only be accessed from the [Print](#) window:

Action	What to do
To preview your P & L Statement:	Click the Print... button -or- press Alt+P. Click the Preview... button -or- press Alt+P.

The Print Preview window opens:



At the top of the window, there are four buttons:

Button	Action
Print...	Prints the current view of the P & L Statement. The Print Preview window closes and you are returned to the Print window allowing you to make changes to your selections before printing or previewing again.
Next Page	If there is only one page that has been selected for printing, the N ext Page button is greyed out (disabled). The button normally allows you to move forward through your statement and view the pages.
Prev Page	This button allows you go back to the previous page in the statement selected for printing. This button is also greyed out (disabled) when only one page has been selected for printing.
Close	Closes the Print Preview window and returns you to the Print window.

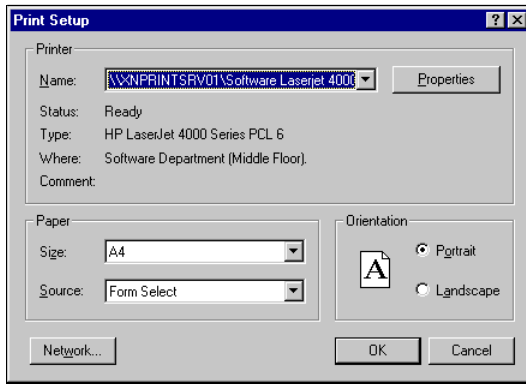
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Print Setup

The Print Setup window may be accessed from the Dynamic P & L window or the Print window. It allows you to make changes to the Printer you want to use, the paper size and the orientation of the paper. If your printer has more than one paper tray, you can select which tray to use.

[Click the Print Setup button.](#)

The Print Setup window opens:



The Print Setup window allows you to:

- Select another printer to print your statement(s).
- Change the paper size.
- Select another paper tray if the printer has more than one.
- Change the orientation of the paper from Portrait to Landscape and vice versa.

The Print Setup window has 3 buttons:

- Properties - This button opens the Document Properties window. It allows you to select other printing and document options, such as printing on the reverse side of the paper. Options available in this window differ depending on the type of printer you installed with your system.
- OK - Confirms any changes and returns you to the Print window.
- Cancel - Closes the Print Setup window without saving any changes and returns you to the Print window.

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Finalising

Open the Dynamic P & L window. [How ?](#)

Finalise may occur when all of the following are true:

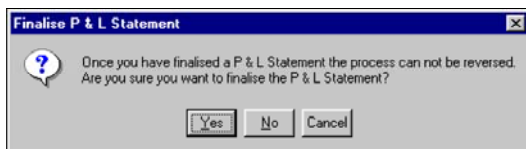
1. The P & L Balance is 0.00
2. You are not in a session which has a start date before the statement end date.
3. Today's date is after the statement end date, and all sessions which have a trading date included in the current statement have successfully ended session.

Until then, the Finalise button is greyed out and unavailable. No further amendments may be made to a P & L statement after it has been finalised and the finalise process cannot be undone.

If all three of the above conditions are met, to finalise the P & L Statement:

Click the Finalise... button.

The Finalise Statement window opens:



To carry out this action:

Click the Yes button.

You are returned to the Dynamic P & L window.

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EPOS Control Overview

The EPOS (Electronic Point of Sale) Control window provides access to all the controls needed to manage the Point of Sales functions. To view Help on a particular topic, either select the topic from below or select the relevant book/page from the EPOS Control help book from the Contents list.

What would you like to do ?

- ▶ [View the EPOS Control Window](#)
- ▶ [Set Trading Modes](#)
- ▶ [Set Terminal Floats](#)
- ▶ [Open Terminals ready for Start Session](#)
- ▶ [Start Session](#)
- ▶ [Start a Terminal whilst 'In Session'](#)
- ▶ [Perform a Cash Lift](#)

- [Perform an Other Payment Method Cash Lift](#)
- [Stop All Terminals](#)
- [Stop Individual Terminals](#)
- [Perform Declarations](#)
- [End Session](#)
- [Recover from End Session Failure](#)
- [Set Server Training](#)

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Overview

Note: Some of the contents of the EPOS Control window shown in the Help System differ to your own system and is to serve as an example only.

The EPOS Control window manages the Point of Sales system in your outlet. It is used to set floats and trading modes, start session, open terminals, perform other payment lifts, perform declarations, stop terminals and end session. It also gives a visual indication of the current status of all cash drawers and money belt servers for your whole outlet.

The following topics provide a general overview of the EPOS Control window, its layout and how it changes during system operation.

Open the EPOS Control window. [How ?](#)

The window layout changes according to whether the system is:

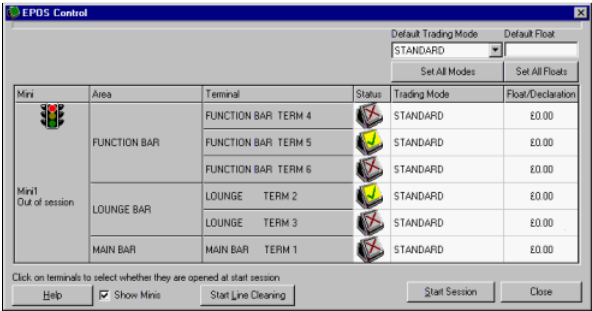
- [Waiting to Start Session](#)
- [In Session](#)
- [Waiting to End Session](#)

Each of these scenarios are explained in their own topic. Click on a topic above to access further details.

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Prior to Start Session

This topic provides a general overview of the layout of the EPOS Control window prior to starting session.



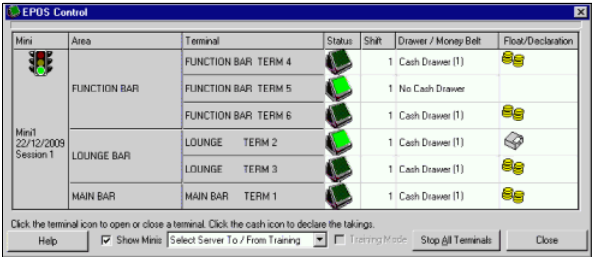
- Above is an example of the EPOS Control window waiting to start session (the Start Session button is visible), with two terminals (FUNCTION BAR TERM 5 and LOUNGE TERM 2) opened (selected) for trading. The main area of the window displays the trading areas, the terminals they contain, the status of each terminal and the trading mode and float set for each terminal. The window is split into six columns. A brief description of each column is explained below:
- **Mini** - The Mini column displays the status of communication to each Mini, host, or controller used on your particular system, in the form of a traffic light. Click to view more information.
 - At the bottom of the window is a [checkbox](#) box labelled Show Minis. It is selected as default. If you clear/select it, the Mini column is hidden/displayed from view.
 - **Area** - Next to the Mini column is the Area column. It displays the trading areas controlled by each Mini, host or controller. Each trading area must contain at least one terminal.
 - **Terminal** - The Terminal column lists all the terminals present in each trading area in your outlet. The terminal is identified by an area name and a unique terminal number.
 - **Status** - The Status column contains terminal icons, which represent the terminals listed in the Terminal column. The screens of the icons display the current status of the terminal. For further information, refer to the [Terminal Status](#) topic.
 - **Trading Mode** - The Trading Mode column displays individual terminal trading modes. For example, you could have a terminal in a function room set to a different trading mode, for example Happy Hour. Trading modes are configured to customer requirements.
 - **Float/Declaration** - Before the session is started, the Float/Declaration column is used to display and set individual terminal floats.
- At the top of the EPOS Control window there are 2 fields:
- **Default Trading Mode** - The Default Trading Mode field contains a drop-down list of available trading modes. This field is used with the Set All Modes button to set the trading modes for all the terminals to the one selected in the Default Trading Mode field.
 - **Default Float** - The Default Float field is used to set the float for all the terminals in the outlet at once. The float is set to the amount shown in the Default Float field.
 - The Start Line Clearing button is located at the bottom of the window and is used so that the dispensed liquid is not registered as sales whilst line cleaning.

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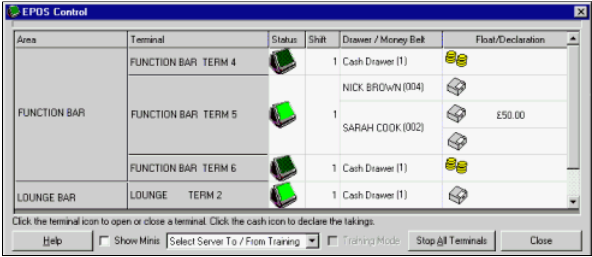
In Session

This topic provides a general overview of the layout of the EPOS Control window whilst in session, (trading).

Below is an example of the EPOS Control window showing the LOUNGE TERM 2 terminal open for trading. The FUNCTION BAR TERM 5 is also open but no money belt servers are currently logged on. All other terminals are closed, (denoted by dark green terminal screens displayed in the Status column).



The second example, shown below, shows the EPOS Control window with the money belt servers logged on. (Money belt servers are logged on at the point of sale terminal). The Show Minis check box is cleared and, therefore, the Mini column is hidden. This example also displays that money belt server, SARAH COOK (pos user ID = 002), has 2 cells in the Float/Declaration column attributed to her. This is because Sarah has signed on for a second time in the same trading session. The first time she had been signed on, a Cash Lift had been performed (the Float/Declaration column shows the amount of the Cash Lift).



The window layout has changed from the 'Prior to Start Session' to 'In Session' in the following areas:

- The Mini traffic light, (if the Show Minis check box is selected), becomes green and the session date and number is displayed underneath.
- The open terminals in the Status column have light green screens and the closed terminals have dark green screens.
- A new column called Shift has been inserted. You may have more than one shift in a session and different terminals open on each shift.
- Another new column called Drawer / Money Belt has been inserted. When money belt server(s) have logged on, their names are displayed in this column. When using Money belts your system may be configured to allow declarations without stopping the terminal.
- The Float/Declaration column no longer displays float amounts but now displays icons:
 - Cash drawer icon - Terminals are open for trading.
 - 2 stacks of coins - Terminals are closed and have not been used, or have been stopped ready for declaration.
- The Start Session button has been replaced by a Stop All Terminals button.
- Next to the Show Minis check box there is a new drop-down list displaying Select Server To / From Training. A disabled check box, called Training Mode has also appeared. These new items are used to aid in the training of new staff and are covered in the topic 'Server Training Mode'.

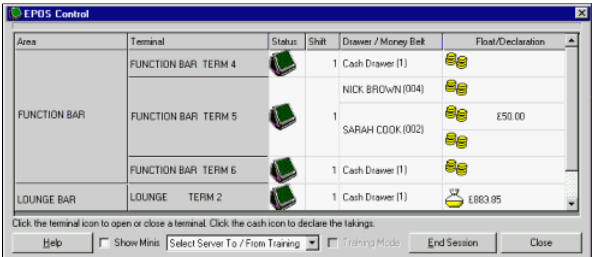
Under the EPOS Control banner (title bar), there is an active field that periodically fills with colour, (approximately once a minute). This is called the Terminal Status Bar and it indicates the system is checking the communication between the computer and the EPOS system.

Prior to End Session

This topic provides a general overview of the layout of the EPOS Control window prior to end session.

Before an End Session can be performed, all terminals have to be closed with all cash drawers and money belts declared.

Below is an example showing all terminals closed and the LOUNGE TERM 2 terminal declared (under). The visible status of the under declared moneybag is only seen on sighted declarations. Money belt server SARAH COOK needs to declare separately for each of her signed on sessions.













The window layout has changed from being 'In Session' in the following areas:

- The Stop All Terminals button has been replaced by an End Session button.
- Where a terminal has been declared (LOUNGE TERM 2), the Float/Declaration column displays a bag of money and the amount declared.

Terminal Status

The state of each terminal on the system can be viewed from within the Status column of the EPOS Control window. The following table gives the different states possible.







Icon	Meaning
------	---------

	Closed and parked.
	Closed. Only displayed before start session.
	Locked for end session.
	Unexpected response received.
	Open terminal (ready for loading on start session - when start session has completed, screen automatically updates to light green).
	Open and parked. Gone into idle standby.
	Indicates the terminal is locked for update. It may be seen whilst extract or End Session is running.
	Open and trading (in use).
	Once the session has started any closed terminals are displayed with a dark green screen.
	Contact customer support.

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Float/Declaration Status



The Float/Declaration column within the EPOS Control window shows various states during system operation. The following table gives the different states possible.

Icon	Meaning
£50.00	Individual terminal float, only displayed before start session.
	Terminals are closed and have not been used, or have been stopped ready for declaration.
	Terminals are open for trading.
	Terminals are open for trading and a £50.00 cash lift has been performed.
 £883.67	Terminal/moneybelt has been declared and the declaration amount is shown. For sighted declarations, the full moneybag represents no variance, that is, the amount declared matches the expected takings exactly.
 £873.67	Terminal has been declared and the declaration amount is shown. For sighted declarations, the half-full moneybag represents an under declaration, that is, the amount declared is less than the expected takings.
 £893.67	Terminal has been declared and the declaration amount is shown. For sighted declarations, the coins represent an over declaration, that is, the amount declared is more than the expected takings.

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Setting Trading Modes

Individual trading modes are configured to customer's requirements, hence the examples shown may differ to your own system.

		Default Trading Mode
		STANDARD
		Set All Modes
Terminal	Status	Trading Mode
FUNCTION BAR TERM 4		STANDARD
FUNCTION BAR TERM 5		STANDARD

The trading mode can be set the same for all terminals at once or set differently on individual terminals.



Action	What to do
To set the default trading mode for all terminals:	Click the Set All Modes button. The trading modes for all the terminals are set to the one selected in the Default Trading Mode field. To change the default trading mode see below.
To change the default trading mode:	Click the arrow button on the Default Trading Mode field. A drop-down list of available trading modes opens: <div> <div>Default Trading Mode</div> <div>STANDARD</div> <div>STANDARD</div> <div>HAPPY HOUR</div> </div> Click the required Trading Mode. The drop-down list closes and the selected trading mode appears in the field.

<p>To set a different trading mode for a single terminal:</p>	<p>Click the Trading Mode cell for the required terminal.</p> <p>Each trading mode cell contains a drop-down list of available trading modes. When the cell is selected, the list is activated and an arrow button appears in the cell:</p> <p>Click the arrow.</p> <p>A drop-down list of trading modes opens.</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;"> Trading Mode STANDARD PRICES STANDARD PRICES HAPPY HOUR </div> <div style="margin-left: 10px;"> <p>Click the required Trading Mode.</p> <p>The drop-down list closes and the selected trading mode appears in the cell. The trading mode only applies to this selected terminal. Using this method, each terminal's trading mode must be set individually.</p> </div> </div>
---	--

Note: If a terminal has more than one cash drawer or money belt server, they must all have the same trading mode. Also, terminals within an area must have the same trading mode for start session.

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Setting Floats

		Default Trading Mode	Default Float
		STANDARD	
		Set All Modes	Set All Floats
Terminal	Status	Trading Mode	Float/Declaration
FUNCTION BAR TERM 4		STANDARD	£0.00
FUNCTION BAR TERM 5		STANDARD	£0.00

Only one [float](#) can be entered per terminal. If the terminal has two cash drawers then both are given the same float. The float can be set either the same for all terminals at once or set differently on individual terminals:

Action	What to do
To set a default float for all terminals:	<p>Click the Default Float field.</p> <p>Type in the new float amount.</p> <p>Enter numerics only, for example if you type 50 the system sets the float as £50.00.</p> <p>Click the Set All Floats button.</p>
To set a float for a single terminal:	<p>Click the Float/Declaration cell for the required terminal.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Float/Declaration £0.00 <input style="width: 100px;" type="text" value="£0.00"/> </div> <p>The float amount is highlighted and moves to the right of the cell.</p> <p>Type the required float amount.</p> <p>Enter numerics only, for example if a float of 20 pounds is required, type in 20.</p> <p>Press Enter or select another cell.</p> <p>If you press the Enter key, the highlight moves to the next cell down the column.</p>

For money belt servers, the default float set at start session is ignored and the float is set at the point of sale when the money belt server is signed on.

Note: If a drawer has not been used during a session but a float has been assigned to it, the float must still be declared.

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Opening a Terminal

Terminals required for the trading session must be opened that is displayed with a yellow screen with a tick.



Action	What to do
To open an individual terminal:	Click the terminal icon in the Status column for the required terminal.
To open all terminals in an area:	Click the required area in the Area column.

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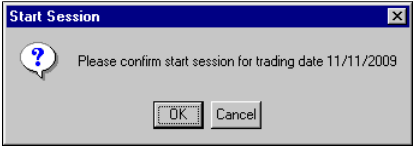
Starting Session

You may start a new trading session with no terminals selected, however, this is not normal operational procedure. The terminals required for the trading session are usually [opened](#) before performing Start Session. When you start a trading session, communication is checked between the different parts of the system, that is computer, Mini, host or controller, and terminals. The computer also sends any new or updated files to the Mini, host or controller. These files contain trading information, such as sales items and prices. These are commonly known as .txt files and the process of sending txt files is called an Extract. When the first Start Session is performed on the system, all the .txt files need to be sent; this is called a Full Data Extract. Thereafter, only amendments are sent and the data extract is quicker.

To start a session:

Click the [Start Session](#) button.

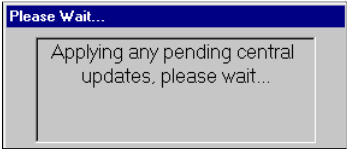
A confirmation window opens, detailing the trading date and session number (if applicable):




To confirm and start the trading session:

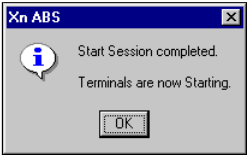
Click the OK button.

A message window opens asking you to wait:



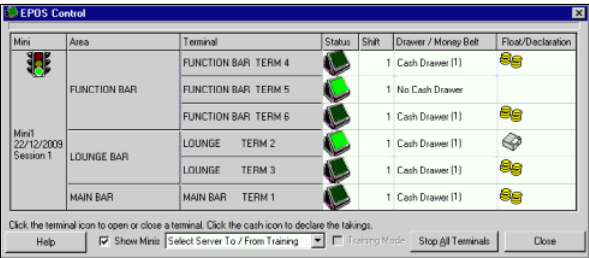
 [Click here to learn more about the extract process.](#)

When the Start Session process has finished the following window opens:

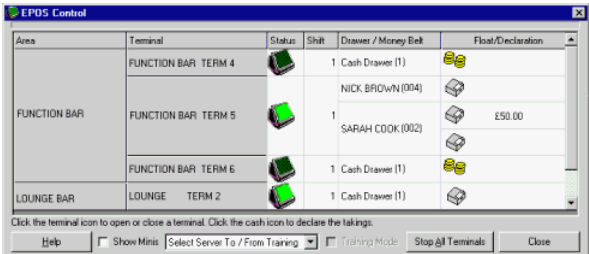


[Click the OK button.](#)

The EPOS Control window is updated to reflect that trading is now in session.



Where a terminal is used by money belt servers, no icons are displayed in the Float/Declaration column after Start Session. Money belt servers are entered onto the system from the terminals using the point of sale software. When logged on, the EPOS Control window updates. The names of the money belt servers signed on are displayed in the Drawer / Money Belt column as shown in the example below:



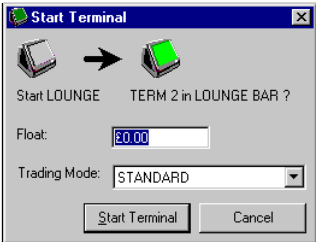
Starting a Terminal in Session

If a terminal is required for trading that was not initially opened at Start Session, it may be started whilst trading is in session.

To start a terminal whilst in session:

[Click the required terminal shown in the Status column.](#)

The Start Terminal window opens:



The Start Terminal window displays the Float and Trading Mode set for the selected, named terminal. You may change them before starting this terminal.

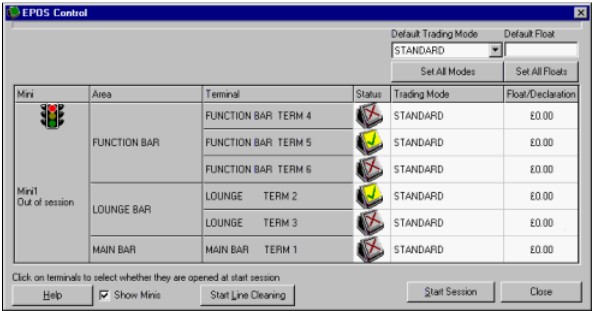
Action	What to do
To change the Float amount:	Type in the new amount.
To change the Trading Mode:	Click the arrow at the end of the Trading Mode field.

	Select the Trading Mode from the list provided.
To start the terminal:	Click the Start Terminal button.

The Start Terminal window closes and the EPOS Control Status column updates to show the terminal with a light green screen. The terminal is now ready for a server to logon.

Dispense Monitoring

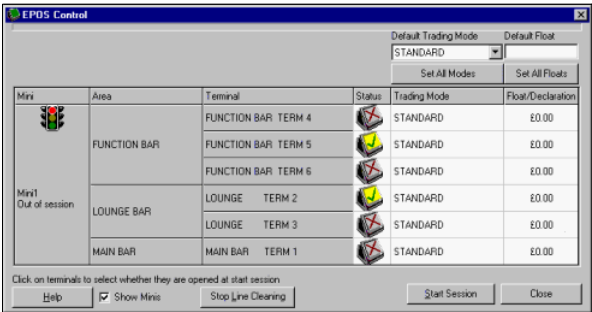
When dispense monitoring is used, flow through the pumps is registered as sales on the system. The Start Line Cleaning button is used so that whilst line cleaning takes place, the fluid dispensed is not registered as sales. When a line clean has been completed, the system automatically generates stock allowances so that any fluid wasted as part of the line clean are not shown as a variance on the stock reports.



The line cleaning mode can be switched on and off using the EPOS Control window. The Start Line Cleaning button is located at the bottom of the window and is only available when the system is not trading that is out of session and for systems that use dispense monitoring. Only users with the correct authority level have access to the start and stop the line cleaning function.

To start line cleaning:

Click the Start Line Cleaning button.




Whilst line cleaning is taking place, the button changes to Stop Line Cleaning.

After line cleaning you should:

Click the Stop Line Cleaning button.

If you forget, the system automatically stops this process when the Start Session process commences.

Cash Lifts on the Terminal

A cash lift enables you to remove cash and credit card slips from a cash drawer or money belt, during a shift or trading session. The amount is recorded for inclusion in subsequent cash management functions (that is, declarations). It allows the system to account for the cash removed and allows you to control how much money is in the cash drawer/money belt. A floor limit may be set for both money belts and cash drawers, so that a cash lift is prompted when the cash in the drawer reaches a certain level. A cash lift, is a Management function performed through a terminal. Lifts on Other Payment Methods (credit cards, cheques and vouchers) may occur using the facility in EPOS Control, subsequent to a cash lift having been performed on the terminal.  Click here to view lifts on other payment methods.

To perform a cash lift through the terminal:

Select System menu.

Select Cash Lift.

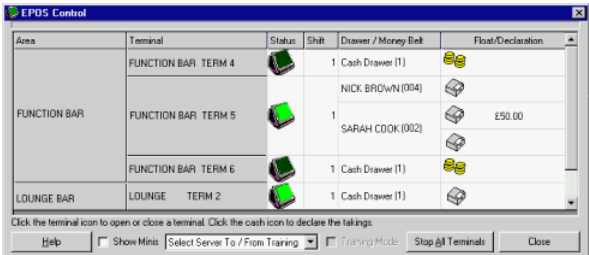
Cash lifts can be performed for either Cash Drawers or Money Belts.

Action	What to do
To perform a cash lift from a Cash Drawer:	Select Cash Drawer Lift. You are prompted to enter the amount of cash removed. Enter the Cash Lift Amount (in pence) and press Enter. You are prompted to confirm the amount entered. To confirm: Press Yes. A Cash Lift report automatically prints.
	Select Server Cash Lift. You are prompted to enter the number of the server from which you are taking the cash lift. Select the Server ID. You are prompted to enter the amount of cash removed.

To perform a cash lift from a Money Belt:

Enter the Cash lift amount (in pence) and press Enter.
You are prompted to confirm the amount entered.
To confirm the amount:
Press Yes.
A Server Cash Lift report automatically prints.

When a cash lift has been performed, the EPOS Control window is also updated to show the amount involved in the Float/Declaration column. In the example below, a cash lift of £50 has been performed for money belt server SARAH COOK.

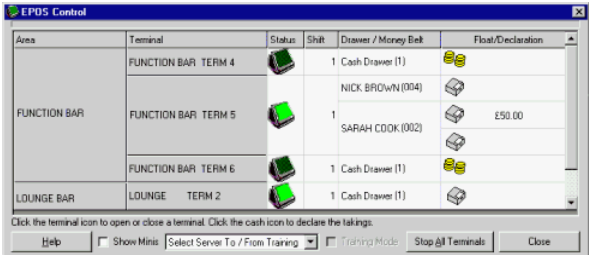


A numbered cash lift tab also appears in the [Terminal Declaration](#) window.

Other Payment Methods

A cash lift, to remove cash and credit card slips from a cash drawer or money belt, is a Management function, which can only be performed [through a terminal](#). When a cash lift has been performed, you may lift other Payment Methods (credit cards, cheques and vouchers), using the EPOS Control window.

Open the EPOS Control window. How ?




Open the Terminal Declaration window for the required cash drawer/money belt.

Double-click the cash drawer icon  in the Float/Declaration column.

The window that opens varies according to whether the terminal has been configured to allow open terminals to be declared, such as for money belt servers. The Enter a cash lift option is already selected as default.

If open terminals can be declared:

Terminal Control - Terminal Status



FUNCTION BAR TERM 5 SARAH COOK Shift 1 is still open.
Do you want to:

☒ Enter a cash lift

☐ Declare the takings

☐ Stop the terminal and declare the takings


OK

Cancel

Click the OK button.

If declarations cannot occur on open terminals:

Terminal Control - Terminal Status



LOUNGE TERM 2 Cash drawer Shift 1 is still open.
Do you want to:

☒ Enter a cash lift

☐ Stop the terminal and declare the takings

OK

Cancel

Click the OK button.

The Terminal Declaration window opens with the Cash Lift tab showing the total cash amount already lifted. A tab is provided for each cash lift and they are numbered consecutively, for example Lift 1, 2, 3.

Click the OK button.

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Open the EPOS Control window. [How ?](#)

The following window opens showing you progress of the process:

Stopping All Terminals

The following tasks are being processed.

> Checking For Open Orders...

Checking for End Of Day on FOS...

Closing All Terminals...

Running Trickle...

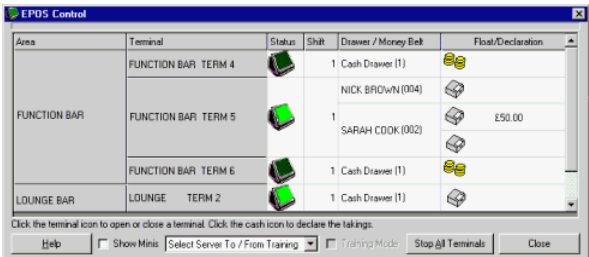
Checking FOS Status...

Refreshing screen..

Stopping Individual Terminals

Individual terminals may be stopped to allow them to be declared.

Open the EPOS Control window. [How ?](#)



There are 2 methods for stopping the terminals individually. The second method may only be used when a cash lift has occurred.

Method 1

Click the TERMINAL icon in the status column of the chosen terminal.

The Stop Terminal window opens:

Stop Terminal

Stop LOUNGE TERM 2 in LOUNGE BAR ?

StopTerminal

Cancel

The selected terminal area and number are displayed. To stop the selected terminal:
Click the Stop Terminal button.

Method 2

This method only occurs when a cash lift has been carried using during the trading session.

Double-click the CASH DRAWER icon for the relevant terminal.

The Terminal Control - Terminal Status window opens:

Terminal Control - Terminal Status

FUNCTION BAR TERM 5 SARAH COOK Shift 1 is still open.

Do you want to:

☒ Enter a cash lift

☐ Declare the takings

☐ Stop the terminal and declare the takings

OK

Cancel

Click the Stop the terminal and declare the takings option.
Click the OK button.

The terminal stops and the [Terminal Declaration](#) window opens to allow the takings to be declared.

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Declarations Overview

What would you like to do ?

- > [Open the Terminal Declarations Window](#)
- > [View the Terminal Declarations Window](#)
- > [Perform Cash Declarations by Amount \(sighted\)](#)
- > [Perform Cash Declarations by Amount \(blind\)](#)
- > [Perform Cash Declarations by Denomination \(sighted\)](#)
- > [Perform Cash Declarations by Denomination \(blind\)](#)

► [Perform Other Payment Declarations \(sighted\)](#)

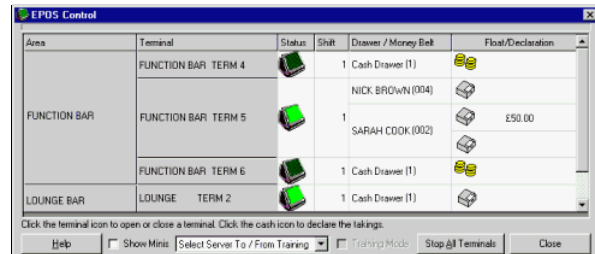
► [Perform Other Payment Declarations \(blind\)](#)

Money belts are normally declared on FOS. If you wish to declare them using BOS, they are declared individually using the same method as a cash drawer. Please select the type of declaration from the list above. You may, however, declare a money belt without stopping the terminal.


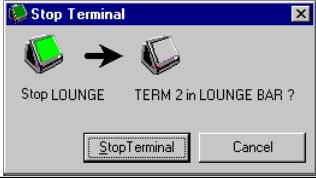
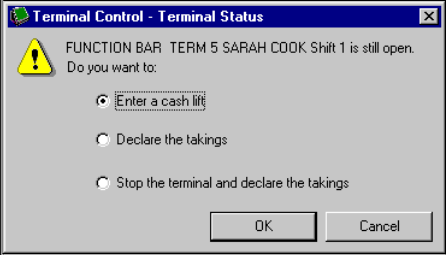
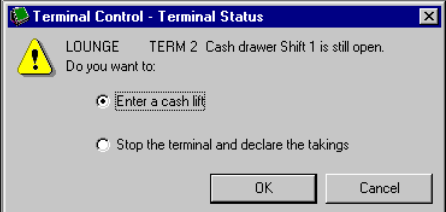
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Opening the Terminal Declaration Window

The Terminal Declaration window is used to declare the takings for each cash drawer and money belt. If a drawer has not been used during a session but a float has been assigned to it, the float must still be declared.



The Terminal Declaration window may be opened in several ways according to the configuration of the system.

Action	What to do
To declare a stopped terminal (dark green screen):	Click the COINS icon  for the required terminal.
To stop and declare an open terminal (light green screen):	<p>Double-click the TERMINAL icon for the required terminal.</p>  <p>To stop and declare the selected terminal: Click the <u>S</u>top Terminal button.</p>
To declare an open terminal, if configuration allows:	<p>Double-click the CASH DRAWER icon for the required terminal.</p>  <p>Select the Declare the takings or Stop the terminal and declare the takings option button. Click the OK button.</p>
To stop and declare an open terminal, if configuration does not allow declarations to be made on open terminals:	<p>Double-click the CASH DRAWER icon for the required terminal.</p>  <p>Select the Stop the terminal and declare the takings option button. Click the OK button.</p>

The [Terminal Declaration](#) window opens to allow the takings to be declared.

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The Terminal Declaration Window

The Terminal Declaration window is used to display lifts and to declare the takings for each cash drawer and money belt. It is opened from the EPOS Control window. The example below represents the Terminal Declaration window for a sighted, single currency outlet to be declared by Total amount. There may be many tabs representing cash lifts, but there is only one Final Declaration tab that is displayed as default upon entering the window.

Terminal Declaration

Final Declaration

Currency	Total Lift	Declaration
Normal Currency	0.00	0.00

Cash Takings: Cash Variance:

Cash Total 0.00 0.00 0.00 0.00

Payment Method	Total Lift	Declaration	Takings	Variance
AMEX	0.00	0.00	0.00	0.00
CHEQUE	0.00	0.00	0.00	0.00
MASTERCARD	0.00	0.00	0.00	0.00
ROOM TRANSFER	0.00	0.00	0.00	0.00
SWITCH	0.00	0.00	0.00	0.00
TESCO CC VOUCHER	0.00	0.00	0.00	0.00
VISA	0.00	0.00	0.00	0.00

Grand Total In GB Pounds GBP 0.00 GBP 0.00 GBP 0.00 GBP 0.00

Advanced Deposits Total GBP 0.00 GBP 0.00 GBP 0.00 GBP 0.00

Hotel Room Debtors GBP 0.00 GBP 0.00 GBP 0.00 GBP 0.00

Corporate A/C Debtors GBP 0.00 GBP 0.00 GBP 0.00 GBP 0.00

Terminal: **LOUNGE TERM 2**
Trading Area: **LOUNGE BAR**
Shift: **1**
Cash drawer: **Cash Drawer**

Buttons: Total, OK, Cancel, Help

Identification details of the selected Terminal and Cash drawer (for multiple cash drawer terminals) are displayed for verification purposes on the right-side of the window.

The Final Declarations tab may be split into different sections:

■ **Cash Declaration** - either by denomination (a breakdown of individual amounts) or total amount. The grid in the Final Declarations tab changes according to the option selected. The example above represents the Cash Declarations by Total amount.

EXAMPLE of the grid layout for the Cash Declaration by Denomination view.

For multiple currency outlets, the currency column lists each currency name that exists. The first currency listed is the home currency. The rest of the currencies are then listed in alphabetical order.

■ **Other Payment Method Declaration** - shows amounts lifted and where configured, allows declaration for other payment methods to be entered.

■ **Grand Total** - shows the cumulative totals of the cash and other payment methods.

■ **Advanced Deposits Total**

■ **Hotel Room Debtors**

■ **Corporate Account Debtors**

The system may be configured to display Sighted Declarations - where expected takings and variances are shown (as seen in the examples above), or Blind Declarations - no indications of the systems calculations for variance or takings are visible.

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Change Declaration

If you have declared a cash drawer/money belt and discover you need to change the declaration you may do so, but only before an End Session is carried out.

Action	What to do
To change the declaration:	<p>Click the money bag icon at the required cash drawer/moneybelt.</p> <p>The Terminal Declaration window opens.</p> <p>Enter your amendments to the declaration.</p> <p>Click the OK button.</p> <p>The Declaration Reason window opens:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Declaration Reason</p> <p>Please select the reason for changing the declaration</p> <p>Reason: MIS-KEYED PREVIOUS COUNT</p> <p>OK Cancel</p> </div> <p>The Declaration Reason window has a Reason field which contains a drop-down list of reasons for changing the declaration.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>MIS-KEYED PREVIOUS COUNT</p> <p>MIS-KEYED PREVIOUS COUNT</p> <p>MIS-COUNTED PREVIOUS ENTRY</p> <p>SELECTED RECOUNT IN ERROR</p> <p>ADDITIONAL MONEY FOUND</p> <p>WRONG CASH DRAWER COUNTED</p> <p>PRIOR CASH LIFT ADDED</p> </div> <p>Click the required reason.</p> <p>The drop-down list closes and the selected reason is displayed in the Reason field.</p> <p>Click the OK button.</p>

The Declaration Reason and Terminal Declaration window closes and the EPOS Control window opens. The selected cash drawer/money belt has the new amount declared displayed next to the money bag.

All changes of declaration are recorded for audit purposes.

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Cash Declaration

The example below represents the Cash Declaration section of the [Terminal Declaration](#) window for a sighted, single currency outlet. Where cash lifts have been made, a numbered tab is present for each lift.

Final Declaration		Lift 2	Lift 1
Currency	Total Lift	Declaration	
Pounds Sterling	£300.00	£0.00	
		Cash Takings	Cash Variance
Cash Total	£300.00	£0.00	£732.31 £432.31

Click to view the definitions of the terms shown.

To declare the cash as a Total Cash amount:

Click the cell under the Declaration column.

Enter the total amount of cash takings including float.

As you enter amounts in the Declaration column, the Cash Total fields are automatically populated and cannot be edited.

Progress to the [Other Payment Declaration](#) section or, if no other payment methods are required for declaration:

Click the OK button.

If there is a variance over the set default amount (the system default is £5) a warning window opens:

Terminal Declaration	
?	The Variance is greater than £5.00. Do you want to change the declaration?
Yes	No
Cancel	

You may:

Click Yes to declare anyway -or-

click No and return to the terminal declaration window to make amendments.

The system allows you a configurable amount of tries (typically 3) and then accepts the amounts you have entered, regardless of the variance.

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Cash Declaration (by Denomination)

The example below represents the Cash Declaration section for a sighted, single currency outlet of the Terminal Declarations window. Where cash lifts have been made, a numbered tab is present for each lift.

Final Declaration		Lift 2	Lift 1
Denomination	Total Lift	Declaration	
1 Pence	0.00	0.00	
2 Pence	0.00	0.00	
5 Pence	0.00	0.00	
10 Pence	0.00	0.00	
20 Pence	0.00	0.00	
50 Pence	0.00	0.00	
£1 Coins	0.00	0.00	
£2 Coins	0.00	0.00	
£5 Notes	0.00	0.00	
£10 Notes	0.00	0.00	
£20 Notes	0.00	0.00	
Cash Total	£300.00	0.00	£732.31 £432.31

Click to view the definitions of the terms shown.

To declare the Cash by Denomination:

Click the Denomination button.

The top of the Final Declaration tab contains the details of the Cash Declaration; for a Sighted Cash Declaration by Denomination it displays a grid. You may enter the amounts in any order and the Cash Total field automatically adds it.

Enter the takings in the Declaration column.

EXAMPLE

If in error you enter an invalid amount, for example 15 in the 2 Pence cell, the following error window opens:

Cash Declaration	
i	This is not a valid amount for this denomination
OK	

Click the OK button and enter the correct amounts.

Progress to the [Other Payment Declaration](#) section or, if no other payment methods are required for declaration:

Click the OK button.

If there is a variance over the set default amount (the system default is £5) a warning window opens:

Terminal Declaration	
?	The Variance is greater than £5.00. Do you want to change the declaration?
Yes	No
Cancel	

You may:

[Click Yes to declare anyway -or-](#)

click No and return to the terminal declaration window to make amendments.

The system allows you a configurable amount of tries (typically 3) and then accepts the amounts you have entered, regardless of the variance.

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Other Payment Declarations

The bottom part of the Final Declaration tab in the [Terminal Declaration](#) window, contains details of the other payment methods. This grid allows the other payment method declarations to be entered against each payment method.

Payment Method	Total Lift	Declaration	Takings	Variance
AMEX	0.00	0.00	0.00	0.00
CHEQUE	0.00	0.00	0.00	0.00
MASTERCARD	0.00	0.00	0.00	0.00
ROOM TRANSFER	0.00	0.00	0.00	0.00
SWITCH	0.00	0.00	0.00	0.00
TESCO CC VOUCHER	0.00	0.00	0.00	0.00
VISA	0.00	0.00	0.00	0.00

Click to view the definitions of the terms shown.

Enter the amounts for other payments in the Declaration column.

To enter an amount:

Click the cell under the declaration column on the required row, for example VISA.

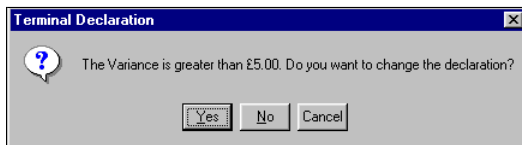
Enter the numeric amount.

As amounts are entered, the Grand Total fields are automatically populated and cannot be edited.

When you have finished entering the takings into the system:

Click the OK button.

If there is a variance over the set default amount (the system default is £5) a warning window opens:



You may:

[Click Yes to declare the cash drawer/money belt anyway -or-](#)

click **No** and return to the terminal declaration window to make amendments.

The system allows you a configurable amount of tries (typically 3) and then accepts the amounts you have entered, regardless of the variance.

When you have finished making amendments:

Click the OK button.

The Terminal Declaration window closes and you are returned to the EPOS Control window. The Float/Declaration column for the declared till displays a money bag icon with the amount declared next to it. A half-full money bag represents an under declaration, that is, the amount declared is less than the expected takings; an over declaration is shown with a full money bag with extra coins.

LOUNGE BAR	LOUNGE	TERM 2	1 Cash Drawer	£883.85
------------	--------	--------	---------------	---------

If required, you may select the next cash drawer/money belt to declare. When you have finished declaring all the terminals, (cash drawers and money belts), you may progress to [End Session](#) or if you need to, [change any declarations](#) you have made.

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Cash Declaration (by Amount)

The example below represents the Cash Declaration section of the [Terminal Declaration](#) window for a blind, single currency outlet. No indications of the systems calculations for variance or takings are visible on a blind declaration.

Final Declaration		Lift 1	
Currency	Total Lift	Declaration	
Normal Currency	£50.00	0.00	
Cash Total	£50.00	0.00	

Click to view the definitions of the terms shown.

To declare the cash as a Total Cash amount:

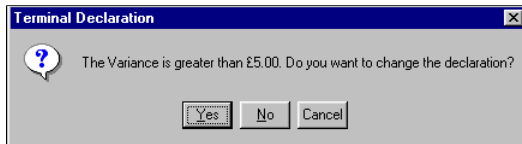
Type the takings amount into the Declaration field.

As you enter amounts in the Declaration column, the Cash Total fields are automatically populated and cannot be edited.

Progress to the [Other Payment Declaration](#) section or, if no other payment methods are required for declaration:

Click the OK button.

If there is a variance over the set default amount (the system default is £5) a warning window opens:



You may:

Click Yes to declare anyway -or-

Click No and return to the terminal declaration window to make amendments.

The system allows you a configurable amount of tries (typically 3) and then accepts the amounts you have entered, regardless of the variance.

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Cash Declaration (by Denomination)

This example below represents the Cash Declaration section for a blind, single currency outlet. Where cash lifts have been made on the terminal, a numbered tab is present for each lift. No indications of the systems calculations for variance or takings are visible on a blind declaration.

Final Declaration		Lift 1
Denomination	Total Lift	Declaration
1 Pence	0 00	0 00
2 Pence	0 00	0 00
5 Pence	0 00	0 00
10 Pence	0 00	0 00
20 Pence	0 00	0 00
50 Pence	0 00	0 00
£1 Coins	0 00	0 00
£2 Coins	0 00	0 00
£5 Notes	0 00	0 00
£10 Notes	0 00	0 00
£20 Notes	0 00	0 00
Cash Total	£50.00	0 00

Click to view the definitions of the terms shown.

If the Terminal Declaration window is displaying totals only:

Click the Denomination button.

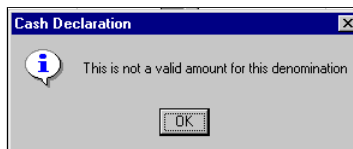
The window is updated and displays the home currency cash denominations, in this example pounds sterling.

Enter the takings in the Declaration column.

As you enter amounts in the Declaration column, the Cash Total fields are automatically populated and cannot be edited.

EXAMPLE

If in error you enter an invalid amount, for example, 0.50 in the £50 cell, the following error window opens:



Click the OK button and enter the correct amounts.

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Other Payment Declarations

The bottom part of the Final Declaration tab in the [Terminal Declaration](#) window, contains details of the other payment methods. This grid allows the other payment method declarations to be entered against each payment method.

Payment Method	Total Lift	Declaration
AMEX	0 00	0 00
CHEQUE	0 00	0 00
MASTERCARD	0 00	0 00
ROOM TRANSFER	0 00	0 00
SWITCH	0 00	0 00
TESCO CC VOUCHER	0 00	0 00
VISA	0 00	0 00

Click to view the definitions of the terms shown.

Enter amounts for other payments in the Declaration column.

To enter an amount:

Click the cell under the amount column on the required row, for example VISA.

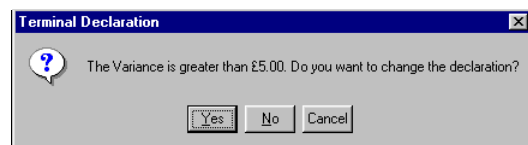
Enter the numeric amount.

As you enter amounts in the Declaration column, the Grand Total fields are automatically populated and cannot be edited.

When you have finished entering the takings into the system:

Click the OK button.

If there is a variance over the set default amount (the system default is £5) a warning window opens:



You may:

Click Yes to declare anyway -or-

Click No and return to the terminal declaration window to make amendments.

The system allows you a configurable amount of tries (the default is 3) and then accepts the amounts you have entered, regardless of the variance.

When you have finished making amendments:

Click the OK button.

The Terminal Declaration window closes and you are returned to the EPOS Control window. The Float/Declaration column for the declared till displays a money bag icon with the amount declared next to it.

LOUNGE BAR	LOUNGE	TERM 2		1 Cash Drawer	£883.85
------------	--------	--------	--	---------------	---------

If required, you may select the next cash drawer/money belt to declare. When you have finished declaring all the terminals, (cash drawers and money belts), you may progress to [End Session](#) or if you need to, [change any declarations](#) you have made.

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End Session

When the terminals are closed and declared, the system can be placed into Non-trading mode. This is called an End of Session. It is normally done at the end of the day or trading period.

When an End Session is carried out, the system performs a final trickle and gathers all the takings, stock sold and server information. End Session reports are automatically generated and printed. Typically, these are the Sales Report, Server Summary Report and Takings Reports, however, other reports can be configured to print automatically at End Session. When the End Session has completed, the system is in non-trading mode ready for the next Start Session.



Before selecting the End Session button, check to make sure that all of the terminals and money belt servers have been closed and declared, where required. (They display a money bag and amount declared in the Float/Declaration column and the Stop All Terminals button has been replaced by an End Session button.) In our example shown above, two terminals still need declaring as coin icons are still displayed.

Perform an End Session. [How ?](#)

Whilst ending session, a print notification window may open to confirm that the End Session reports have printed.

Click the OK button.

When the End Session has completed, the EPOS Control window changes in readiness for the next trading session. The Default Float and Trading Mode fields re-appear. The Mini column (if shown), displays Out of Session and the traffic light icon changes from green to red. The End Session button is replaced by the Start Session button. The End Session reports are printed.

The system is now Out of Session and ready for a new Start Session.

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End Session Recovery

Should there be a problem and the End Session is interrupted, the EPOS Control window displays an error message which may also have an error code number. The Back Office System has an audit trail for such errors and this can be viewed by Customer Support if needed.

If an error message occurs:

Click the OK button in the error window.

The system error window closes. You may notice the EPOS Control window has changed slightly. The End Session button has been replaced by a Recover from End Session Failure button:



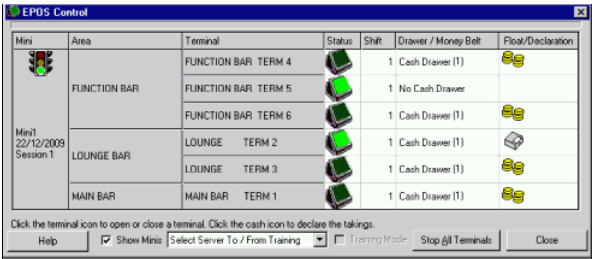
Click the Recover From End Session Failure button.

The system attempts to recover and complete the End Session. If successful, the extract is performed, the End Session reports are printed in the normal manner and the system is set for the new Start Session.

In the unlikely event of persistent failure, contact the Customer Support Desk.

Server Training Mode

To aid in the training of staff, both the FOS and BOS software can be put into Training Mode. Whilst in the FOS Training Mode, none of the sales processed through the terminals are saved to the system and, therefore, they do not affect trading figures. A server who is in the FOS training mode can be taken out of this mode by a Manager using the EPOS Control software.



To select the Training Mode, you must first select the server you wish to train. How ?



Once a server has been selected, the Training Mode check box becomes active.

To activate the Training Mode for the selected server. How ?

When the selected server logs on to the terminal, the word 'Training' appears on the display and none of the sales performed whilst in training mode are saved to the system.

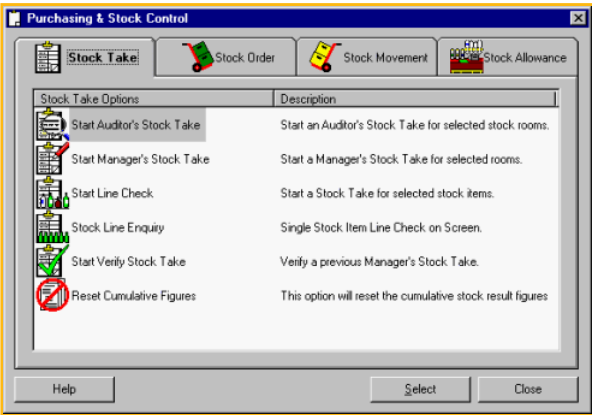
To allow sales to be processed through the system in the normal manner for the selected server, cancel out of the Training Mode for that server. How ?

The Training Mode for that server is cancelled and all sales carried out by the selected server are processed through the system in the normal manner.

Purchasing and Stock Control Window

The Purchasing and Stock Control section of your system is used to maintain all stock records and transactions, stock takes, allowances and stock orders.

Access the Purchasing and Stock Control window. How ?

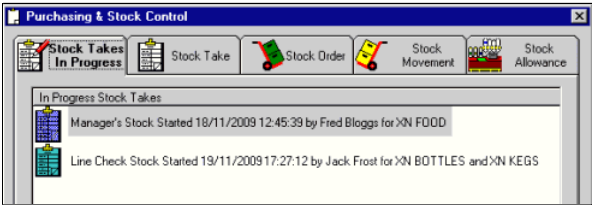


About the window layout

Above is an example of a Purchasing & Stock Control window. There are 4 tabs in the Purchasing & Stock Control window that provide access to the different areas of the stock system.

- **Stock Take** - The Stock Take tab allows you to start an Auditor's or Manager's Stock Take, carry out line checks on stock items and reset stock figures. It is covered in greater details in the [Stock Take](#) help book.
- **Stock Order** - The Stock Order tab allows you to view and update current stock orders, create new stock orders and update delivery schedules. When stock is received into your outlet via a stock transfer, (Supplier, Outlet or Room) the status of relevant stock orders is updated automatically. Further details may be found in the [Stock Orders](#) help book.
- **Stock Movements** - The Stock Movements tab provides access to the stock movement wizards for creating new stock movements and allows you to view, update, print, (freeze and thaw, if allowed), the existing stock movements via the View Stock Movements option. For detailed information, see the [Stock Movements](#) help book.
- **Stock Allowances** - Stock Allowances are used to enter changes in stock levels, other than receipts and returns. They are entered into the system using a wizard. Entry of stock allowances such as Management Drinks, Pipe Cleaning, Theft and Promotions, the stock room affected by the allowance and authority, if required, are all contained within the wizard windows. An Allowance Report may be printed. For detailed information, view the [Allowances](#) topic.

When a Stock Take is in progress, a 5th tab appears called Stock Takes In Progress. It displays the types of Stock Take in progress, when they were started, by whom and what stock room(s) they include.



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Stock Orders Overview

The Stock Orders section of your system is used in the process of ordering stock; creating, confirming, and completing orders.

To view Help on a particular topic, either select the topic from below or select the relevant chapter from the Stock Orders help book in the Contents list.

What would you like to do ?

- › [Create an external Supplier Order](#)
- › [Create an Outlet Transfer Order](#)
- › [Create an order from another stock room within your outlet](#)
- › [View all existing stock orders](#)
- › [View details of individual stock orders](#)
- › [Print stock orders](#)
- › [Update an unconfirmed order](#)
- › [Confirm an unconfirmed order](#)
- › [Delete an unconfirmed order](#)
- › [Complete a part delivered order](#)
- › [Set up or amend a Delivery Schedule](#)
- › [Look up the meaning of a term used within stock order](#)

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Stock Orders Terminology

- [Click on a term to view its definition](#)
- Completed Order
 - Confirmed Order
 - Create a Suggested Order
 - Date Entered**
 - Expected Delivery
 - Delivery Date
 - Destination
 - Order Reference
 - Order Type
 - Part Delivered Order
 - Product Code or Supplier/Customer Reference
 - Product Description
 - Product Search
 - Quantity
 - Reference
 - Room
 - Source
 - Status
 - Subsequent Delivery
 - Supplier/Outlet
 - Unconfirmed Order
 - Use Existing Outlet Transfer Order
 - Use Existing Supplier Order

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Adding Products

When working with stock orders (creating new stock orders, or updating unconfirmed orders), the stock order details may be changed that is products added, [amended](#) or [deleted](#).

Note: The contents of stock databases differ depending on the type of outlet and configuration, hence the data shown here in the Help system is to serve for example purposes only.

Stock can be identified by one of 3 [option buttons](#): Product Code, Supplier Reference, and Customer Reference. The selected option is displayed as the first column title. However, the same functionality applies whichever code or reference is selected.

Note: In this example, the Product Code option button is selected and, therefore, the first column in the window is 'Product Code'.

Click the **Add New** button.

A new line is added to the grid:

Product Code	Product Description	Quantity
		0

Add required product.

Product can be entered using one of the following three methods:

Action	What to do
To add a product using the Product Code/Supplier Reference/Customer Reference:	Click the Product Code/Supplier Reference/Customer Reference cell. Select required product. EXAMPLE
To add a product using the Product Description:	Click the Product Description cell. Select required product. EXAMPLE
To add a product using Product Search:	Click the Product Search button. The Product Search button allows you to search the stock database for a product and insert it into the Details window. The window is laid out in a tree structure, with the items of stock set out in product families and further sub-divided into categories and then into stock items. For more detailed information and an example using the Product Search button.

Enter quantity required.

Action	What to do
To enter the quantity required:	Click the cell in the Quantity column. Enter the number required.

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Amending Products

When working with stock orders (creating new stock orders, or updating unconfirmed orders), the stock order details may be changed that is products [added](#), [amended](#) or [deleted](#).

Note: The contents of stock databases differ depending on the type of outlet and configuration, hence the data shown here in the Help system is to serve for example purposes only.

Stock can be identified by one of 3 [option buttons](#): Product Code, Supplier Reference, and Customer Reference. The selected option is displayed as the first column title. However, the same functionality applies whichever code or reference is selected.

Individual products and the quantities required may be changed.

Action	What to do
To change a product using the Product Code/Supplier Reference/Customer Reference number:	Click the Product Code/Supplier Reference/Customer Reference cell. Select a new product. EXAMPLE
To change a product using the Product Description:	Click the Product Description cell of the product to amend. Select a new product. EXAMPLE
To amend the number required:	Click the Quantity cell of the product to amend. Amend the quantity. EXAMPLE

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Deleting Products

When working with stock orders (creating new stock orders, or updating unconfirmed orders), the stock order details may be changed that is products [added](#), [amended](#) or [deleted](#).

Note: The contents of stock databases differ depending on the type of outlet and configuration, hence the data shown here in the Help system is to serve for example purposes only.

Stock can be identified by one of 3 [option buttons](#): Product Code, Supplier Reference, and Customer Reference. The selected option is displayed as the first column title. However, the same functionality applies whichever code or reference is selected.

The Delete button allows the selected products to be deleted.

Action	What to do
To select individual products:	Click the grey cell on the left of the row you wish to delete. The selected row is highlighted and the Delete button is enabled.
To select multiple adjacent products:	Click the grey cell on the left of the first product you wish to delete. Hold down the Shift key as you click the grey cell on the left of the end product. The selected products are highlighted.

When the required products have been selected,

Click the [Delete](#) button.

The products are removed from the grid.

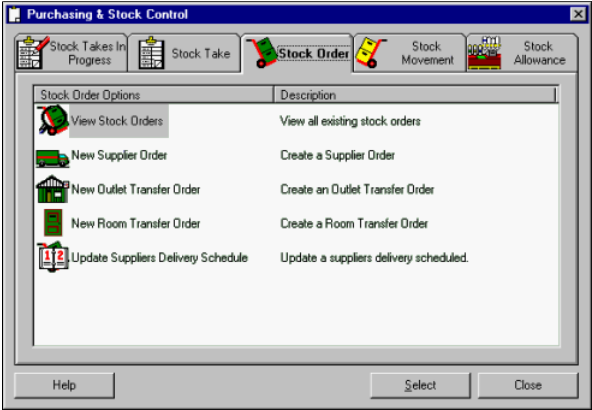
If required, you may select and delete items using the keyboard. [How ?](#)

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Generating Supplier Orders

The New Supplier Order option is used to generate new stock orders from an external supplier to specified stock rooms within your outlet. A [wizard](#) guides you through the steps involved.

Access the New Supplier Order option. [How ?](#)



Double-click the New Supplier Order option

-or- click the New Supplier Order option and click the Select button.

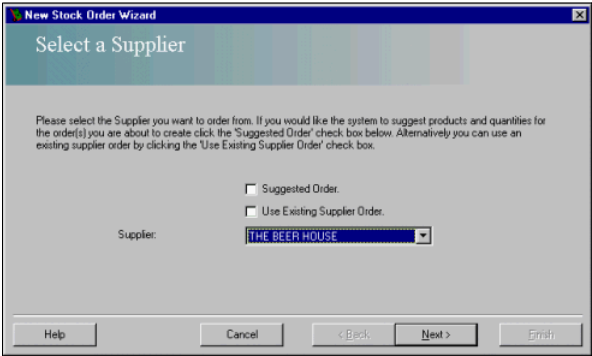
The first window of the New Stock Order Wizard opens to allow the input of the [Supplier Details](#).

You progress through subsequent windows - [Destination Room](#), [Supplier Order](#), [Supplier Order Details](#) until the [Finished](#) window.

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Selecting a Supplier

Select a Supplier is the first window of the New Stock Order Wizard and allows the supplier to be selected.



Two optional [check boxes](#) are provided but only one may be selected.

Suggested Order - If you select the Suggested Order option, the [Supplier Order Details](#) window of the wizard is automatically populated with products based on:

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

Use Existing Supplier Order - If you select this option, after selecting a destination stock room, you access all previous ([existing](#)) orders for the selected supplier/stock room combination. When an order is selected from this list, this order acts as a template and the products it contains are automatically inserted in the Supplier Order Details window. You may use the options available to make additions/deletions or amend the quantities as required to create a new stock order.

The Supplier you want to order the stock from must be selected. The name of the supplier supplying the stock can be found from a [drop-down list](#) of available suppliers used by your outlet. Only one supplier may be selected at a time.



Select the Supplier from the [drop-down list](#), for example THE BEER HOUSE.

When you have completed the fields in the first window of the New Stock Order Wizard - Select a Supplier:

Click the [Next >](#) button.

The next window of the New Stock Order Wizard, [Select Destination Rooms](#) opens.

Selecting Rooms

The next window of the wizard is titled Select Destination Room(s).

The supplier previously selected is displayed in the window message at the top of the window. This window is used to select the stock rooms in your outlet for which the order is being made. If several destination rooms are selected, subsequently, a Supplier Order window opens for each destination room selected. A list of available stock rooms for the outlet is displayed on the left and any or all of these may be added to the Selected field.

Click here to learn more about these buttons.

At least one stock room must be selected to proceed.

In the example shown above, the selected stock room, XN BOTTLES, has been moved from the Available field to the Selected field. To continue:

Click the [Next >](#) button.

This leads to the [Supplier Order](#) window.

Supplier Order

A Supplier Order window is inserted for each destination stock room previously selected and allows for the suppliers reference number (Order Reference) to be entered, along with expected delivery dates.

Only one unconfirmed order for each supplier/destination room combination can exist on the system. Should there already be an unconfirmed order held by the system for the selected supplier/stock room combination, a warning message occurs instead. This window allows for the existing unconfirmed order to be deleted to enable this new order to be continued or to cancel this order and suggests updating the existing unconfirmed order using the View Stock Orders option.

[EXAMPLE](#)

Enter the [Order Reference](#). (Optional).

As default, the Expected Delivery field contains the next delivery date for the selected supplier, as determined by the [Delivery Schedule](#). If the delivery schedule has not been entered, the date defaults to today. The Expected Delivery date may be amended using the [Calendar](#).

The Subsequent Delivery field is only visible if the 'Suggested Order' check box had been selected at the first window of the wizard. This field contains the next but one delivery date for the selected supplier as default. The Subsequent

Delivery date may be amended using the [Calendar](#).

When the details have been entered,

Click the [Next >](#) button.

The next window to open depends upon selections made previously:

- The Supplier Order window opens for the next stock room if more than one destination room was chosen. Enter the Order Reference and date(s) as required, for each supplier order, as detailed above.
- If you selected the Use Existing Supplier Order check box, the next window is the [Existing Supplier Order](#) where the previous stock orders for the supplier/stock room combination are displayed. Select the chosen stock order from the list provided. If there are no stock orders that are for the supplier/stock room combination you have chosen, a message opens. [EXAMPLE](#)
- Otherwise, the next window is the [Supplier Order Details](#) window. If you selected the Suggested Order check box, the Supplier Order Details window automatically contains details of the suggested stock order, based on the current stock levels, average daily consumption, outstanding deliveries, delivery schedules and minimum stock levels. If there are no products suggested, a message opens. [EXAMPLE](#)

Existing Supplier Order

If you earlier selected the Use Existing Supplier Order check box, the next window is the Select Existing Supplier Order:

This window displays previous stock orders for the selected supplier and stock room combination. To choose a previous stock order from the list:

Click the [required stock order from the list](#)

-or- use the arrow keys to move the highlight to the required stock order.

Click the [Next >](#) button to proceed.

The [Supplier Order Details](#) window opens and it automatically contains the products from this selected stock order. You may accept these or make amendments as required.

Supplier Order Details

The example below shows the window without any products added.

Note: If you selected either the Suggested Order or the Use Existing Supplier Order check box, the products are automatically inserted into this window.

Each line on the grid represents a Product. Products can be added, deleted or amended. Click to jump to view these procedures.

► [Adding Products](#)

► [Deleting Products](#)

► [Amending Products](#)

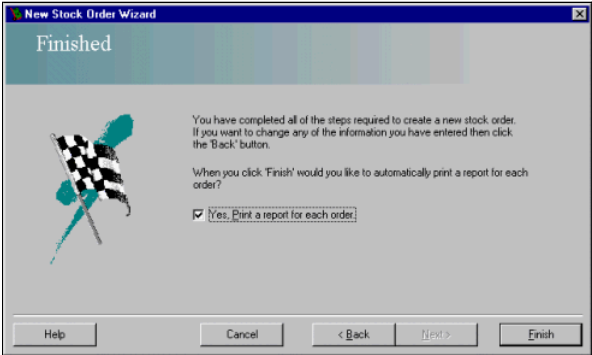
When you have finished adding products or making amendments:

Click the [Next >](#) button.

This leads to the [Finished](#) window.

Completing an Order

The Finished window represents the last page of the New Stock Order Wizard.



A report is printed automatically for each order when the Finish button is selected.

If you do not want a printed copy:

Clear the check box.

Click the **Finish** button.

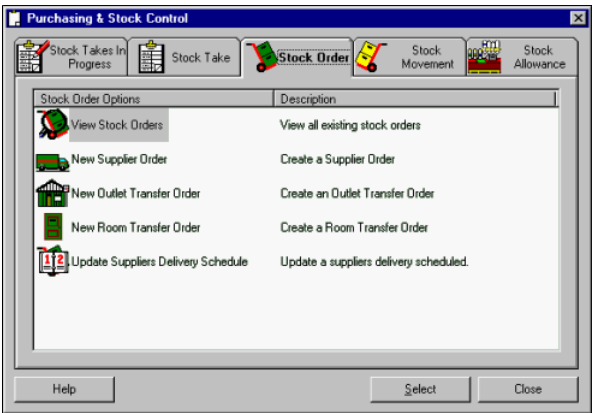
The New Stock Order Wizard closes and you are returned to the Purchasing & Stock Control window.

You may obtain a printed copy of this order using the [View Stock Order](#) window or from the [Reports & Views](#) functionality.

Generating Outlet Transfer Orders

The New Outlet Transfer Order is used to order products from another outlet to specified stock rooms within your outlet. A wizard guides you through the steps required.

Access the New Outlet Transfer Order option. How ?



Double-click the New Outlet Transfer Order option

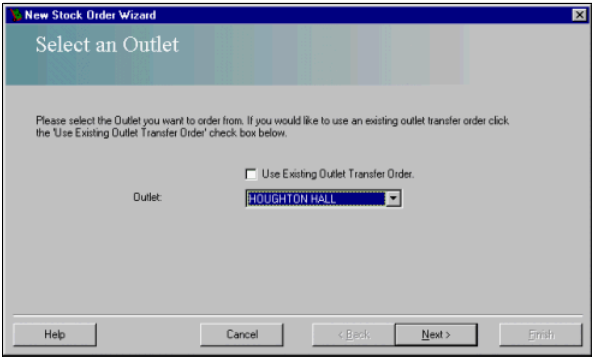
-or- click the New Outlet Transfer Order option and click the Select button.

The first window of the New Stock Order Wizard opens to allow the input of the [Outlet Details](#).

You progress through subsequent windows - [Destination Room](#), [Outlet Transfer Order](#), [Outlet Transfer Order Details](#) until the [Finished](#) window.

Selecting an Outlet

Select an Outlet is the first window of the New Stock Order Wizard and allows the outlet to be selected.



The Outlet you want to order the stock from must be selected. The name of the Outlet supplying the stock can be found from a [drop-down list](#) of available outlets. Only one outlet may be selected at a time.



Select the required [Outlet](#) from the [drop-down list](#), for example TREE TOPS.

An optional check box is provided.

Use Existing Outlet Transfer Order - If this check box is selected, on selecting the Next > button you access the previous orders for the selected outlet/destination stock room combination. When an order is selected from this list, the products it contains are automatically inserted in the [Outlet Transfer Order Details](#) window. You may use the options available to make additions/deletions or amend the quantities as required to create a new stock order.

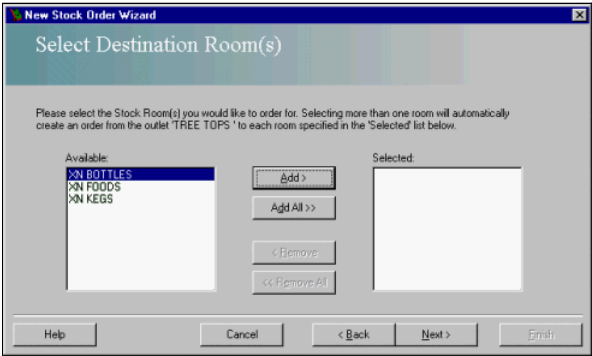
When you have completed the fields in the first window of the New Stock Order Wizard - Select an Outlet:

[Click the Next > button.](#)


This leads to the [Select Destination Room\(s\)](#) window.

Selecting Rooms

The next window of the wizard is titled Select Destination Room(s).



The outlet previously selected, (in this example TREE TOPS), is displayed in the window message at the top of the window. This window is used to select the stock rooms in your outlet for which the order is being made. A list of available stock rooms for the outlet are displayed on the left and any or all of these may be added to the Selected field.

 [Click here to learn more about these buttons.](#)

At least one stock room must be selected to proceed.

[Click the Next > button.](#)

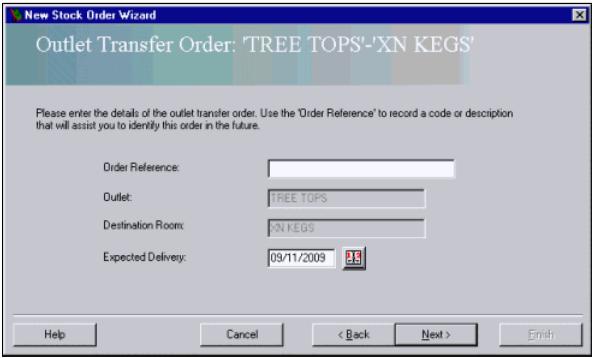
This leads to the [Outlet Transfer Order](#) window.

Outlet Transfer Order

An Outlet Transfer Order window is inserted for each stock room previously selected. It contains the name of the Outlet and destination stock room selected and allows for an order reference code to be entered along with the expected delivery date.

Only one unconfirmed order for each outlet/destination room combination can exist on the system. Should there already be an unconfirmed order held by the system for the selected outlet/stock room combination, a warning message occurs instead. This window allows for the existing unconfirmed order to be deleted to enable this new order to be continued or to cancel this order and suggests updating the existing unconfirmed order using the View Stock Orders option.

[EXAMPLE](#)



New Stock Order Wizard


Outlet Transfer Order: 'TREE TOPS'-'XN KEGS'

Please enter the details of the outlet transfer order. Use the 'Order Reference' to record a code or description that will assist you to identify this order in the future.

Order Reference:

Outlet:

Destination Room:

Expected Delivery: 

Enter the [Order Reference](#). (Optional).

As default, the Expected Delivery field contains the today's date. The Expected Delivery date may be amended using the [calendar](#).

When the details have been entered,

Click the [Next >](#) button.

The next window to open depends upon selections made previously:

- The Outlet Transfer Order window opens for the next stock room if more than one destination room was chosen. Enter the Order Reference and date, as required, for each outlet transfer order, as detailed above.
- If you selected the Use Existing Outlet Transfer Order check box, the next window is the [Existing Outlet Transfer Order](#) where the previous stock orders for the outlet/stock room combination are displayed. Select the chosen stock order from the list provided. If there are no stock orders that are for the outlet/stock room combination you have chosen, a window opens stating this. [EXAMPLE](#)
- Otherwise, the [Outlet Transfer Order Details](#) window opens.

Existing Outlet Transfer Order

If you earlier selected the Use Existing Outlet Transfer Order check box, the Select Existing Outlet Transfer Order window opens:



New Stock Order Wizard

Select Existing Outlet Transfer Order: 'TREE TOPS'-'XN KEGS'

Please select an order from the list provided below. The list below currently shows existing Outlet Transfer orders from 'TREE TOPS' into the stock room 'XN KEGS' if you wish to select a different order from those displayed below click 'Back' and change the Outlet or Stock Room(s) currently selected.

Order Number	Order Reference	Order Status	Date Entered	Expected Delivery
13	T02345	Confirmed	09/11/2009	09/11/2009

This window displays previous stock orders, (with the most recent order first), for the selected outlet and stock room combination. To choose a previous stock order from the list:

Click the required stock order from the list

-or- use the [arrow keys](#) to move the highlight to the required stock order.

Click the [Next >](#) button.

The [Outlet Transfer Order Details](#) window opens and it automatically contains the products from the selected stock order. You may accept these or make amendments as required.

Outlet Transfer Order Details

The example below shows the window without any products added.

Note: If you selected the Use Existing Outlet Transfer Order check box, the products are automatically displayed in this window.

The screenshot shows a software window titled "New Stock Order Wizard". The main heading is "Outlet Transfer Order Details: 'TREE TOPS'-'XN KEGS'". Below this, it says "Please enter the order details for this order below." There is a table with three columns: "Product Code", "Product Description", and "Quantity". To the right of the table are three radio buttons labeled "Product Code", "Supplier Reference", and "Customer Reference". At the bottom of the window are several buttons: "Add New", "Delete", "Product Search", "Help", "Cancel", "< Back", "Next >", and "Finish".

Each line on the grid represents a Product. Products can be added, deleted or amended. Click to jump to view any of these procedures.

- › [Adding Products](#)
- › [Deleting Products](#)
- › [Amending Products](#)

When you have finished adding products or making amendments:

Click the [Next >](#) button.

This leads to the [Finished](#) window.

Completing an Order

The Finished window represents the last page of the New Stock Order Wizard.

The screenshot shows the "Finished" window of the "New Stock Order Wizard". It features a checkered flag icon. The text says: "You have completed all of the steps required to create a new stock order. If you want to change any of the information you have entered then click the 'Back' button." Below this is a question: "When you click 'Finish' would you like to automatically print a report for each order?" with a checked checkbox and the text "Yes. Print a report for each order". At the bottom are buttons for "Help", "Cancel", "< Back", "Next >", and "Finish".

A report is printed automatically for each order when the Finish button is selected.

If you do not want a printed copy:

Clear the check box.

Click the [Finish](#) button.

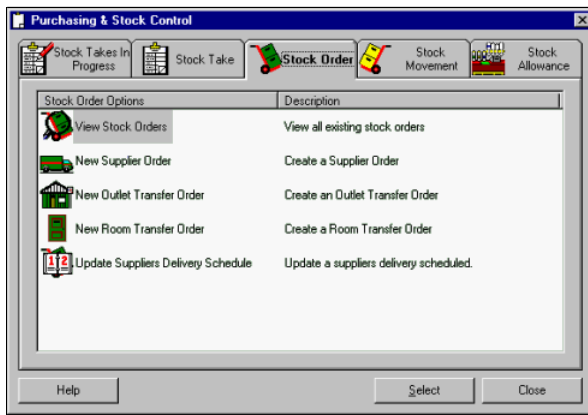
The New Stock Order Wizard closes and you are returned to the Purchasing & Stock Control window.

You may, obtain a printed copy using the [View Stock Order](#) window or the [Reports & Views](#) functionality.

Generating Room Transfer Orders

The New Room Transfer Order is used to order products from one stock room to other stock rooms within your outlet. A wizard guides you through the steps involved.

Access the New Room Transfer Order option. How ?



Double-click the New Room Transfer Order option

-or- click the New Room Transfer Order option and click the Select button.

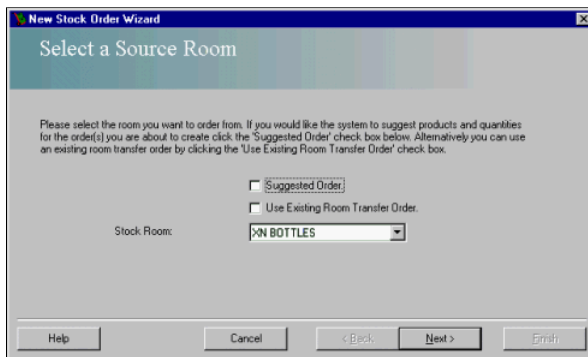
The first window of the New Stock Order Wizard opens to allow the [Source Room](#) to be selected.

You progress through subsequent windows - [Destination Room](#), [Room Transfer Order](#), [Room Transfer Order Details](#) until the [Finished](#) window.

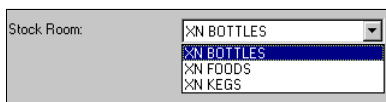
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Selecting a Source Room

Select a Source Room is the first window of the New Stock Order Wizard and allows the room supplying the stock to be selected.



The Stock Room the products are being ordered from must be selected. The name of the source room supplying the stock can be found from a [drop-down list](#) of available stock rooms used in your outlet. Only one stock room may be selected at a time.



Select the [Stock Room](#) from the drop-down list, for example XN FOODS.

Two optional [check boxes](#) are provided. Only one may be selected.

Suggested Order - If you select the Suggested Order option, the [Room Transfer Order Details](#) window of the wizard is automatically populated with products based on current stock levels, average daily consumption, outstanding deliveries, delivery schedules and minimum stock levels for the destination stock room selected.

Use Existing Room Transfer Order - If this check box is selected, after choosing a destination stock room you access all previous ([existing](#)) orders for the selected source/destination stock room combination. When an order is selected from this list, it acts as a template and the products it contains are automatically inserted in the Room Transfer Order Details window. You may use the options available to make additions/deletions or amend the quantities as required to create a new stock order.

When you have completed the fields in the first window of the New Stock Order Wizard - Select a Source Room:

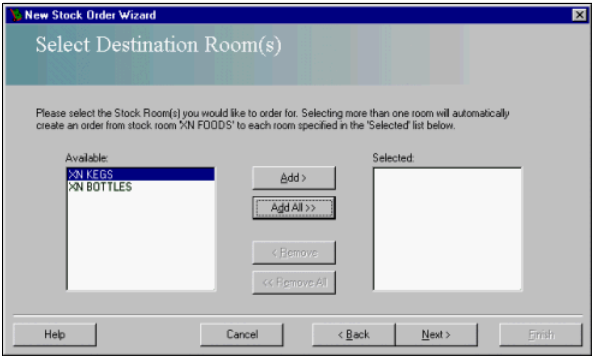
Click the [Next >](#) button.

This leads to the [Select Destination Room\(s\)](#) window:


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Selecting Destination Rooms

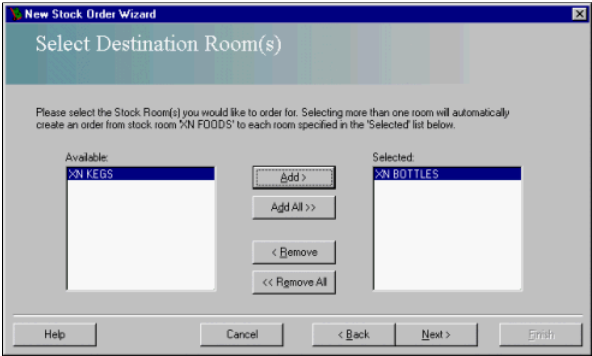
The next window of the wizard is titled Select Destination Room(s).



The room you have selected as 'source' (in this example XN FOODS) is displayed in the window message at the top of the window. This window is used to select the stock room(s) in your outlet for which the order is being made to. A list of available stock rooms for the outlet is displayed on the left and any of these may be added to the Selected field.

 [Click here to learn more about these buttons.](#)

At least one stock room must be selected to proceed.



In the example shown above, the selected destination stock room, XN BOTTLES, has moved from the Available field to the Selected field. To continue:

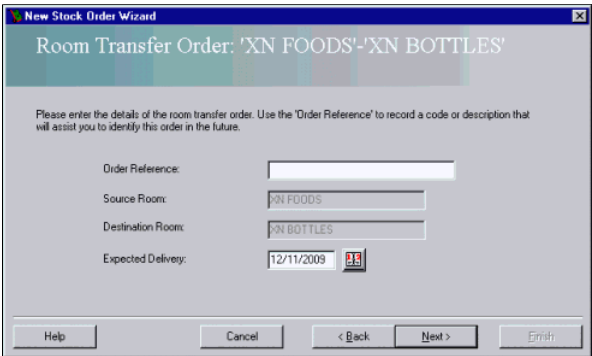
[Click the Next > button.](#)

This leads to the [Room Transfer Order](#) window.

Room Transfer Order

A Room Transfer Order window is inserted for each stock room previously selected. It contains the name of the selected source and destination stock room and allows for the order reference to be entered along with delivery date(s).

Only one unconfirmed order for each source/destination room combination can exist on the system. Should there already be an unconfirmed order held by the system for the selected source/destination stock room combination, a warning message occurs instead. This window allows for the existing unconfirmed order to be deleted to enable this new order to be continued or to cancel this order and suggests updating the existing unconfirmed order using the View Stock Orders option. [EXAMPLE](#)



[Enter the Order Reference.](#) (Optional).


As default, the Expected Delivery field contains today's date. The Expected Delivery date may be amended using the [calendar](#).


The Subsequent Delivery field is only visible if the 'Suggested Order' check box had been selected at the first window of the wizard. This field contains a date (a week from today) for the selected source room as default. The Subsequent Delivery date may be amended using the [calendar](#).


When the details have been entered,

[Click the Next > button.](#)

The next window to open depends upon selections made previously:

 The Room Transfer Order window opens for the next stock room if more than one destination room was chosen. Enter the Order Reference and date(s), as required, for each room transfer order, as detailed above.

 If you selected the Use Existing Room Transfer Order check box, the previous ([existing](#)) room transfer orders for the source/destination room combination are displayed. Select the chosen stock order from the list provided. If there are no room transfers that are for the source/destination room combination you have chosen, a window opens stating this. [EXAMPLE](#)

 Otherwise, the Room Transfer Order Details window opens. If you selected the Suggested Order check box, the [Room Transfer Order Details](#) window automatically contains details of the suggested stock order, based on current stock levels for the selected destination stock room. If there are no products suggested, a window opens stating this. [EXAMPLE](#)

Existing Room Transfer Order

If you earlier selected the Use Existing Room Transfer Order check box, the Select Existing Room Transfer Order window opens:

This window displays previous room transfers, (with the most recent order first), for the selected source/destination room combination. To choose a previous **room transfer** from the list:

Click the required stock order from the list

-or- use the arrow keys to move the highlight to the required stock order.

Click the **Next >** button.

The [Room Transfer Order Details](#) window opens and it automatically contains the products from the selected stock order. You may accept these or make amendments as required.

Room Transfer Order Details

The example below shows the window without any products added.

Note: If you selected either the Suggested Order or the Use Existing Room Transfer Order check box, the products are automatically displayed in this window.

Each line on the grid represents a Product. Products can be added, deleted or amended. Click to jump to view any of these procedures.

› [Adding Products](#)

› [Deleting Products](#)

› [Amending Products](#)

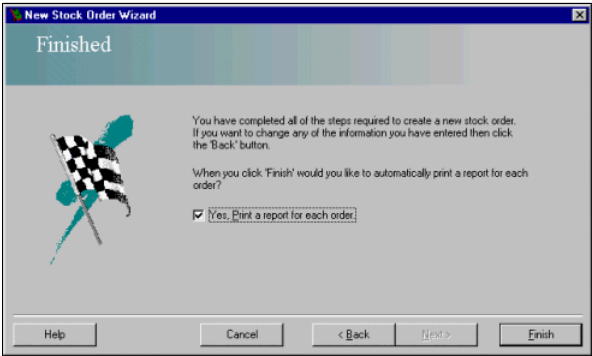
When you have finished adding products or making amendments:

Click the **Next >** button.

This leads to the [Finished](#) window.

Completing an Order

The Finished window represents the last page of the New Stock Order Wizard.



A report is printed automatically for each order when the Finish button is selected.

If you do not want a printed copy:

Clear the check box.

Click the **Finish** button.

The New Stock Order Wizard closes and you are returned to the Purchasing & Stock Control window.

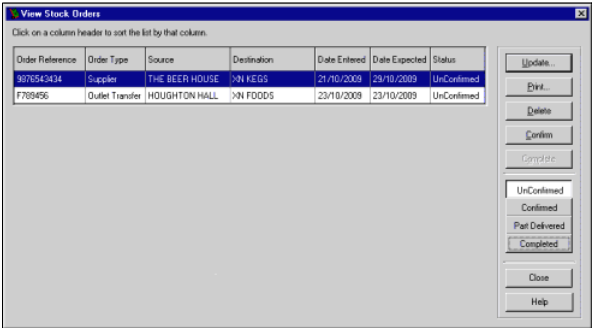
You may, obtain a printed copy using the [View Stock Order](#) window or the [Reports & Views](#) functionality.

Viewing Stock Orders

The View Stock Orders option allows you to:

- display stock orders by status,
- view the [details](#) of individual stock orders,
- [print](#) all stock orders.

Access the View Stock Orders option. [How ?](#)



The window contains a list of unconfirmed stock orders that is, stock orders that have been entered onto the system, but not ordered from the supplier, outlet or stock room. The UnConfirmed button has been selected as default. Confirmed, Part Delivered, and/or Completed stock orders may also be displayed by selecting the corresponding buttons. [How ?](#)

The current state of the stock order is displayed in the Status column. The background of each stock order is colour-coded to represent its current status as shown below:

Unconfirmed - (White background)	The stock order has been entered onto the system, but not ordered from the supplier, outlet or stock room.
Confirmed - (Green background)	The order has been made to a supplier, outlet or stock room and you are awaiting delivery.
Part Delivered - (Orange background)	Some of the products on the stock order have been received (Red background), or only part of the quantity ordered is received. That is, orders that have outstanding products for delivery.
Completed - (Red background)	All products on the stock order have been received or marked as completed. That is, those that have been delivered, or their undelivered stock products have been marked as complete.

Note: The currently selected stock order is highlighted as navy blue. This software is configured using standard windows colour settings. Should you change your system colour settings it may also change the highlight colour and it will not, therefore, match the pictures displayed in the help system. To avoid confusion it is recommended that the system colours are left as default.

You may sort the list of stock orders by any of the column headings. The default is by the Order Reference. [How ?](#)

Updating/Viewing Details

The View Stock Orders option allows you to [display](#) stock orders by status. The details of the products on each stock order may also be viewed. The button caption changes according to the status of the stock orders being viewed. When an unconfirmed order is selected, the button caption shows Update..., for all other stock order states (Confirmed, Part Delivered or Completed), the button caption shows View...

Action	What to do
To view the details of a Confirmed, Part Delivered or Completed stock order:	Click the required stock order.


	Click the View... button.
To view or update the details for an Unconfirmed stock order:	Click the required stock order. Click the Update... button.


The View/Update window opens, its title relevant to the type of stock order selected. The background colour of products in the stock order is carried through to this window. The background of each stock order is colour-coded to represent its current status as follows: White (Unconfirmed), Green (Confirmed), Orange (Part Delivered) and Red (Completed).

Click for an example of each.

 Viewing an Unconfirmed order.

 Viewing a Confirmed order.

 Viewing a Part Delivered order.

 Viewing a Completed order.

To close the View/Update window:

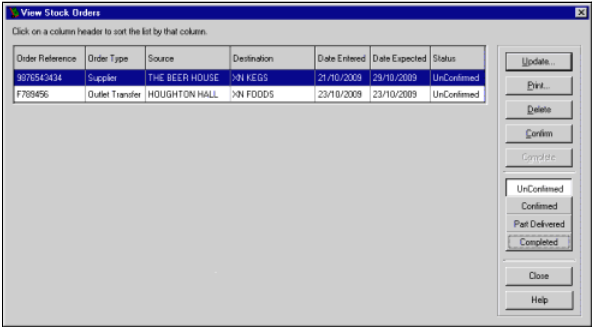
[Click the OK button.](#)

You are returned to the View Stock Order window.

Printing Stock Orders

All stock orders may be printed from the View Stock Orders option.

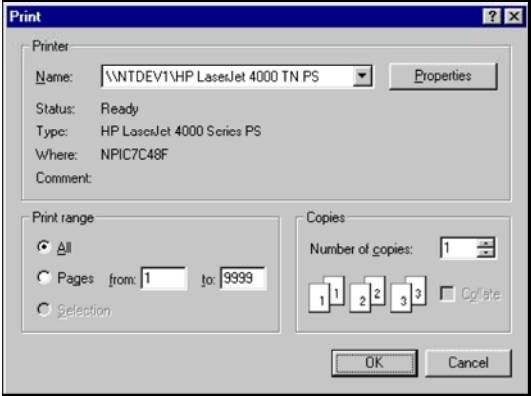
Access the View Stock Orders option. [How ?](#)



Stock orders are displayed by status in this option, with unconfirmed orders shown as default. Confirmed, part-delivered, and/or completed stock orders may also be displayed by selecting the corresponding buttons. For more information, see the [Viewing Stock Orders](#) topic.

Action	What to do
To print a Stock Order:	Click the required stock order. Click the Print... button.

The standard Windows Print dialog box opens:

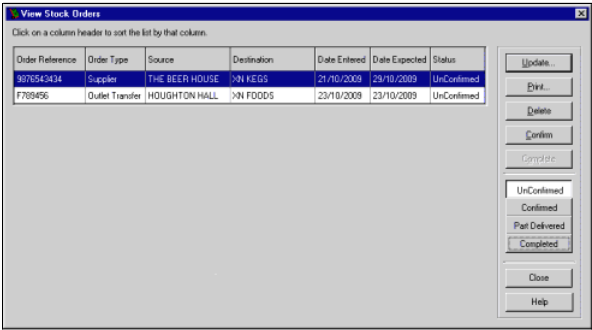


When appropriate options have been selected,

Click the OK button.

Updating Unconfirmed Orders

Access the View Stock Orders option. [How ?](#)



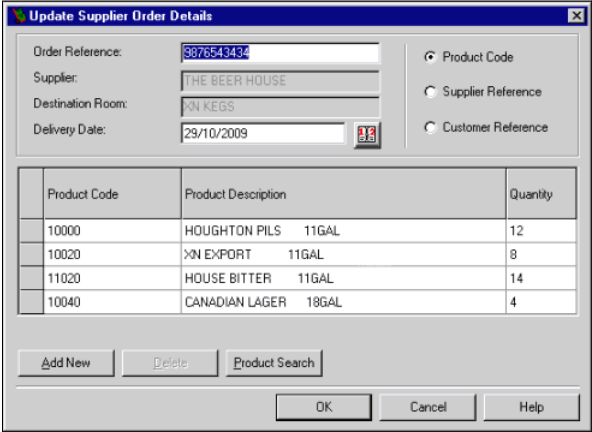
The window contains a list of unconfirmed stock orders that is, stock orders that have been entered onto the system, but not ordered from the supplier, outlet or stock room. The UnConfirmed button has been selected as default. Unconfirmed orders may be updated that is, the stock order details may be amended - products added or deleted or quantities changed, [confirmed](#) or [deleted](#).

To update the details of an unconfirmed stock order:

Click the required stock order.

Click the Update... button.

The Update window opens, its title is relevant to the type of stock order selected for example Update Supplier Order Details:



Fields that are unavailable for updating appear grey for example Supplier and Destination Room in the example shown above.

Each line on the grid represents a product. Products can be added, deleted or amended. Click to jump to view these procedures.

[Adding Products](#)

[Deleting Products](#)

[Amending Products](#)

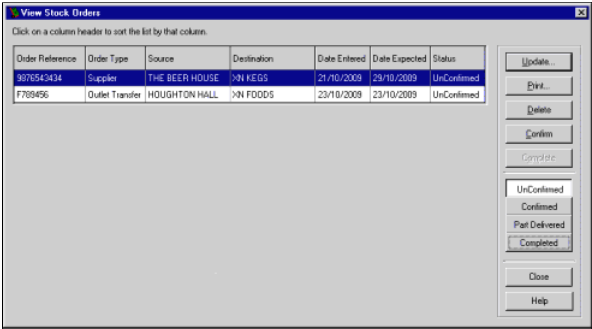
When you have finished adding products or making amendments:

Click the OK button.

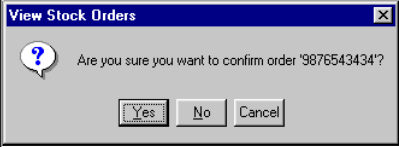
You are returned to the View Stock Order window.

Confirming Orders

The Confirm button allows you to change the status of an unconfirmed stock order to confirmed (ordered and awaiting delivery). The button is disabled until an unconfirmed stock order is selected.



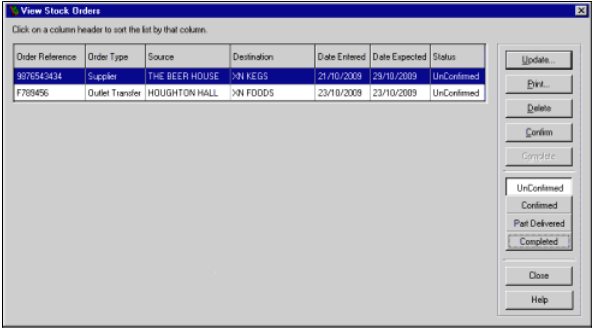
Action	What to do
	Click the required UnConfirmed stock order. Click the Confirm button. A confirmation window opens:

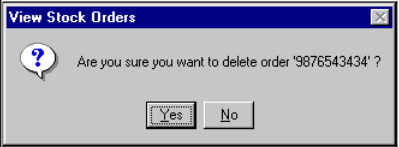
To confirm the details of an unconfirmed stock order:	
To mark the selected stock order Confirmed:	Click the Yes button.
The order is removed from the Unconfirmed view of stock orders and placed within the Confirmed view.	

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Deleting Orders

Only unconfirmed stock orders may be deleted. The Delete button is disabled and is only enabled when an unconfirmed stock order is selected.

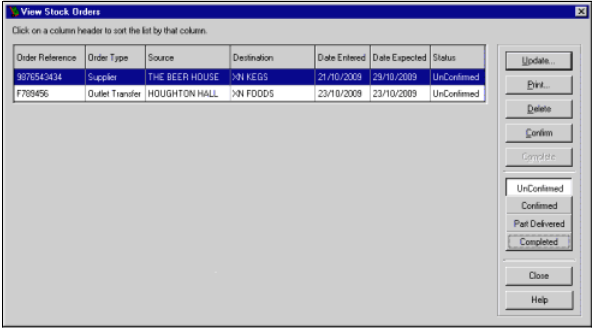


Action	What to do
To delete an unconfirmed stock order:	Click the required UnConfirmed stock order. Click the Delete button. The following window opens: 
To delete the selected stock order:	Click the Yes button. The order is removed from the system.

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Part Delivered Orders

Access the View Stock Orders option. How ?



The window contains a list of unconfirmed stock orders.

Action	What to do
To display Part Delivered stock orders only:	Clear the UnConfirmed button. No stock orders are shown. Click the Part Delivered button.

Order Reference	Order Type	Source	Destination	Date Entered	Date Expected	Status
123456	Supplier	CASH & CARRY	ON BOTTLES	22/10/2009	22/10/2009	Part Delivered
987654333	Supplier	THE BEER HOUSE	ON KEGS	21/10/2009	21/10/2009	Part Delivered

The View Stock Orders window displays all part delivered stock orders. These have an orange background but the currently selected stock order is highlighted as navy blue.

The system allows you to change the status of Part Delivered orders to complete, even if the outstanding products have not been actually delivered such as if an outstanding product is discontinued.

Action	What to do
To mark the entire Part Delivered order as Complete:	<p>Click the required Part Delivered order.</p> <p>Click the Complete button.</p> <p>A confirmation window opens:</p> <p>To mark the selected stock order Complete:</p> <p>Click the Yes button.</p> <p>The order is removed from the Part Delivered list of stock orders and placed within the Completed view of the View Stock Orders window.</p>
To mark individual products on a Part Delivered order as Complete.	<p>Click the required Part Delivered order.</p> <p>Click the View... button.</p> <p>The View Details window opens for the selected stock order.</p> <p>Click the grey cell to the left of the outstanding product.</p> <p>Click the Complete button.</p> <p>When you select another row or cell on the grid, the product you marked as completed has a background colour of DARK RED.</p>

Note: After using the Complete button, the button changes to Confirm, allowing you to revert the status of a product back, (should you mark a product complete in error).

For example, the View Details window below displays:

- 3 products that have been received (red background)
- A product that is marked as complete (not received and no longer on order - dark red background)
- A product that is outstanding on a part delivered order, (still on order but not yet delivered - orange background)

Product Code	Product Description	Quantity
11020	HOUSE BITTER 11GAL	3
12000	STEINMANS STOUT 11GAL	1
10040	CANADIAN LAGER 18GAL	4
11020	HOUSE BITTER 11GAL	2
12000	STEINMANS STOUT 11GAL	1

Should you mark every outstanding product as complete, therefore making the whole stock order complete, an information message opens:

To mark the whole stock order as complete:

Click the Yes button.

Regular Schedules

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

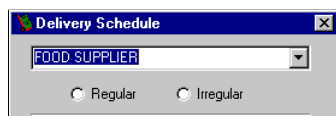
Regular - an equal interval between deliveries, that is every three days, or

Irregular - an unequal interval, that is every Monday and Friday (irregular because there are 3 days between Monday and Friday, but only 2 days between Friday and Monday.)

Access the Update Suppliers Delivery Schedule option. [How ?](#)



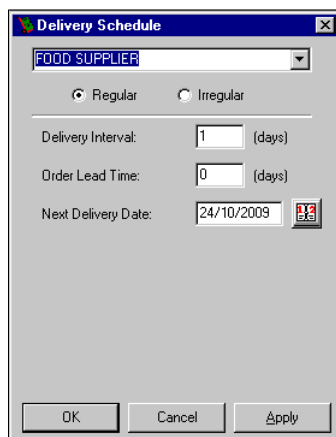
Select the Supplier that the delivery schedule is about. [How ?](#)



When a supplier is selected that already has a regular delivery schedule entered, the Regular option button is selected automatically and the delivery schedule for that supplier is displayed. Fields can be amended as required.

If a new regular delivery schedule is to be generated,

CLICK THE Regular OPTION BUTTON.



Enter the Delivery Interval.

The Delivery Schedule represents the number of days between receiving deliveries. The default is every day.

Enter the Order Lead Time.

The Order Lead Time is the amount of notice required by the selected supplier to process the order.

Type in the Next Delivery Date or use the Calendar.

EXAMPLE of a regular delivery schedule.

To save the new schedule and,

- remain in the window to set a new delivery schedule for another supplier:

Click the Apply button.

- close the window:

Click the OK button.

Irregular Schedules

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

[Regular](#) - an equal interval between deliveries, that is every three days, or

Irregular - an unequal interval, that is every Monday and Friday (irregular because there are 3 days between Monday and Friday, but only 2 days between Friday and Monday.)

Access the Update Suppliers Delivery Schedule option. [How ?](#)

Select the Supplier that the delivery schedule is about. [How ?](#)

When a supplier is selected that already has an irregular delivery schedule entered, the Irregular option button is selected automatically and the delivery schedule for that supplier is displayed. Fields can be amended as required.

If a new irregular delivery schedule is to be generated,

Click the Irregular option button.

Delivery	Day of Week	Lead Time (Days)
<input type="checkbox"/>	Sunday	
<input type="checkbox"/>	Monday	
<input type="checkbox"/>	Tuesday	
<input type="checkbox"/>	Wednesday	
<input type="checkbox"/>	Thursday	
<input type="checkbox"/>	Friday	
<input type="checkbox"/>	Saturday	

Click the Delivery check boxes for the days required.

When a Delivery check box is selected, the corresponding Lead-Time (Days) cell is activated. It allows you to set the number of days in advance you must make your order. that is if you must give 1 weeks notice for an order you should enter 7.

Enter a lead time.

[EXAMPLE](#) of an irregular delivery schedule.

To save the new schedule and,

- remain in the window to set a new delivery schedule for another supplier:

Click the Apply button.

- close the window:

Click the OK button.

Stock Movements Overview

The Stock Movements section of your system is used to control the movement of stock:

- from external suppliers such as deliveries and returns

- transfers to and from another outlet
- transfers between stock rooms

To view Help on a particular topic, either select the topic from below or select the relevant chapter from the Stock Movements help book in the Contents list.

What would you like to do ?

- [Create a new Supplier Delivery & Return stock movement](#)
- [Create a new Supplier Return stock movement](#)
- [Create a new Outlet Transfer stock movement](#)
- [Create a new Room Transfer stock movement](#)
- [Find the Cost Breakdown of a Recipe](#)
- [View or print details of stock movements](#)
- [Update a Supplier Delivery & Return stock movement](#)
- [Update a Supplier Return stock movement](#)
- [Update an Outlet Transfer stock movement](#)
- [Update a Room Transfer stock movement](#)
- [Look up the meaning of a term used in stock movements](#)

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Stock Movements Terminology

[Click on a term to view its definition](#)

- Actual Unit Cost
- Cost Breakdown
- Movement Date
- Movement Type
- Original Unit Cost
- Part Qty
- Part Size
- Product Code or Supplier/Customer Reference
- Product Description
- Product Search
- Reference
- Room
- Save New Cost
- Supplier/Outlet
- Total Cost
- Total Cost of Deliveries
- Use Confirmed Order
- Use Existing Stock Movement
- Voucher Number
- Version Number
- Whole Qty

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Adding Products

When working with stock movements (creating new stock movements, or updating movements), the details of the stock movement may be changed that is products [added](#), [amended](#) or deleted. The [Cost Breakdown](#) of each product on the stock movement may also be displayed.

Note: The contents of stock databases differ depending on the type of outlet and configuration, hence the data shown here in the Help system is to serve for example purposes only.

Stock can be identified by one of 3 option buttons: Product Code, Supplier Reference, and Customer Reference. The selected option is displayed as the first column title.

Note: In this example, the Product Code option button is selected and, therefore, the first column in the window is 'Product Code'.

Click the [Add New](#) button.


A new line is added to the grid:

	Product Code	Product Description	Whole Qty	Part Size	Part Qty	Original Unit Cost	Actual Unit Cost	Total Cost	Save New Cost
			0		0	0.00	0.00	0.00	<input checked="" type="checkbox"/>

Add required product.

Product can be entered using one of the following three methods:

Action	What to do
To add a product using the Product Code/Supplier Reference/Customer Reference:	Click the Product Code/Supplier Reference/Customer Reference cell. Select required product. EXAMPLE
To add a product using the Product Description:	Click the Product Description cell. Select required product. EXAMPLE

To add a product using Product Search:	<p>Click the Product Search button.</p> <p>The Product Search button allows you to search the stock database for a product and insert it into the Details window. The window is laid out in a tree structure, with the items of stock set out in product families and further sub-divided into categories and then into stock items.  For more detailed information and an example using the Product Search button.</p>
--	--

Enter quantity received.

Action	What to do
To enter the quantity received:	<p>Click the cell in the Whole Qty column.</p> <p>Enter the number received.</p>
To select a part size, if configuration allows:	<p>Click the cell in the Part Size column.</p> <p>The first Part Size applicable to the chosen stock item appears in the field along with an arrow button.</p> <p>Click the arrow button.</p> <p>A drop-down list of available sizes opens:</p> <p>Click the required part-size.</p> <p>The list closes and the selected Part Size appears in the field.</p>
To enter a part quantity, if configuration allows:	<p>Click the cell in the Part Qty column.</p> <p>Enter the quantity received.</p> <p>It must be a smaller quantity than the whole quantity, that is for items received in dozens, the part quantity must be less than 12. If, when selected, the Part Size column is empty, the Part Qty column may be selected and an amount entered without the selection of a Part Size first.</p>

When a product has been selected on the Deliveries tab, the Original Unit Cost, Actual Unit Cost and Total Cost columns are populated automatically. The Total Cost column displays zeros and is updated when the quantities of the delivery are entered. When a product has been selected on the Returns tab, cost columns are not present.

If the actual price paid for an item of stock is different to the Original Unit Cost displayed, the cost can be updated.

Action	What to do
To update the price in the Actual Unit Cost column:	<p>Click the cell in the Actual Unit Cost.</p> <p>Enter the new cost.</p>

If the price change is expected to remain for a while and your system configuration allows you to change prices:

Click the cell in the Save New Cost column.

A tick appears in the check box. When the stock movement is saved, the price that appears in the Original Unit Cost column is updated with the price of the Actual Unit Cost. On future deliveries, when the stock item is selected, the Original Unit Cost displays the updated price.

If the price change to the stock item is a singular event, in the case of a special offer, the Save New Cost check box should not be selected. The new price applies to this delivery only. On future deliveries, when the stock item is selected, the Original Unit Cost displays the original figure.

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Amending Products

When working with stock movements (creating new stock movements, or updating movements), the stock movement details may be changed that is products [added](#), amended or [deleted](#). The [Cost Breakdown](#) of each product on the stock movement may also be displayed.

Note: The contents of stock databases differ depending on the type of outlet and configuration, hence the data shown here in the Help system is to serve for example purposes only.

Individual products and their quantities may be changed.

Action	What to do
To change a product using the Product Code/Supplier Reference/Customer Reference number:	<p>Click the Product Code/Supplier Reference/Customer Reference cell.</p> <p>Select a new product.</p> <p>EXAMPLE</p>
To change a product using the Product Description number:	<p>Click the Product Description cell for the product to amend.</p> <p>Select a new product.</p> <p>EXAMPLE</p>
To amend the quantity of product:	<p>Click the Whole Qty cell for the product to amend.</p> <p>Amend the quantity.</p> <p>EXAMPLE</p>
To change a part size, if configuration allows:	<p>Click the cell in the Part Size column.</p> <p>The first Part Size applicable to the chosen stock item appears in the field along with an arrow button.</p> <p>Click the arrow button.</p> <p>A drop-down list of available sizes opens:</p> <p>Click the required part size.</p> <p>The list closes and the selected Part Size appears in the field.</p>
To change a part quantity, if configuration allows:	<p>Click the cell in the Part Qty column.</p> <p>Enter the quantity received.</p> <p>It must be a smaller quantity than the whole quantity, that is for items received in dozens, the part quantity must be less than 12. If, when selected, the Part Size column is empty, the Part Qty column may be selected and an amount entered without the selection of a Part Size first.</p>

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Deleting Products

When working with stock movements (creating new stock movements, or updating movements), the stock movement details may be changed that is products [added](#), [amended](#) or deleted. The [Cost Breakdown](#) of each product on the stock movement may also be displayed.

Note: The contents of stock databases differ depending on the type of outlet and configuration, hence the data shown here in the Help system is to serve for example purposes only.

The Delete button allows the selected products to be removed.

Action	What to do																
To select individual products:	Click the grey cell on the left of the row you wish to delete.																
	The selected row is highlighted and the <u>D</u> delete button is enabled.																
	<table><tr><td></td><td>Product Code</td><td>Product Description</td><td>Whole Qty</td></tr><tr><td></td><td>25000</td><td>10YR MALT 70CL</td><td>2</td></tr><tr><td></td><td>41000</td><td>HOUSE RED 75CL</td><td>10</td></tr><tr><td></td><td>30010</td><td>CHERRY LIQUEUR 70CL</td><td>1</td></tr></table>		Product Code	Product Description	Whole Qty		25000	10YR MALT 70CL	2		41000	HOUSE RED 75CL	10		30010	CHERRY LIQUEUR 70CL	1
		Product Code	Product Description	Whole Qty													
		25000	10YR MALT 70CL	2													
	41000	HOUSE RED 75CL	10														
	30010	CHERRY LIQUEUR 70CL	1														
To select multiple adjacent products:	Click the grey cell on the left of the first product you wish to delete.																
	Hold down the Shift key as you click the grey cell on the left of the end product.																
	The selected products are highlighted.																
	<table><tr><td></td><td>Product Code</td><td>Product Description</td><td>Whole Qty</td></tr><tr><td></td><td>25000</td><td>10YR MALT 70CL</td><td>2</td></tr><tr><td></td><td>41000</td><td>HOUSE RED 75CL</td><td>10</td></tr><tr><td></td><td>30010</td><td>CHERRY LIQUEUR 70CL</td><td>1</td></tr></table>		Product Code	Product Description	Whole Qty		25000	10YR MALT 70CL	2		41000	HOUSE RED 75CL	10		30010	CHERRY LIQUEUR 70CL	1
		Product Code	Product Description	Whole Qty													
	25000	10YR MALT 70CL	2														
	41000	HOUSE RED 75CL	10														
	30010	CHERRY LIQUEUR 70CL	1														

When the required products have been selected,

Click the [Delete](#) button.

The products are removed from the grid.

If required, you may select and delete items using the keyboard. [How ?](#)

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Cost Breakdown

Select the required product.

Click the Cost Breakdown button.

For outlets that account for their [plant](#) separately, the Cost Price Breakdown window displays the separate parts of a product and their cost. The separate components, known as the Product Recipe, may consist of a Variable or Fixed cost element. Details of each component are broken down into the Stock Item, Quantity, Size and Original Cost. The Original Unit Cost field contains the total of all the cost entries in the grid. This is the unit cost of the product.

For example, a crate of 24 bottles of beer could be broken down as follows:

Beer - Variable Cost Element

24 (Returnable) Bottles - Fixed Cost Element

1 Crate - Fixed Cost Element

Stock Item	Quantity	Size	Original Cost
DARK MILD	1	2 DOZEN	12.00
BOTTLE	1	2 DOZEN	1.00
CRATE	1	EACH	0.00

Original Unit Cost: 13.00

To view the Cost Price Breakdown for the next product on the stock movement:

Click the Next > button.

To view the Cost Price Breakdown for the previous product on the stock movement:

Click the < Previous button.

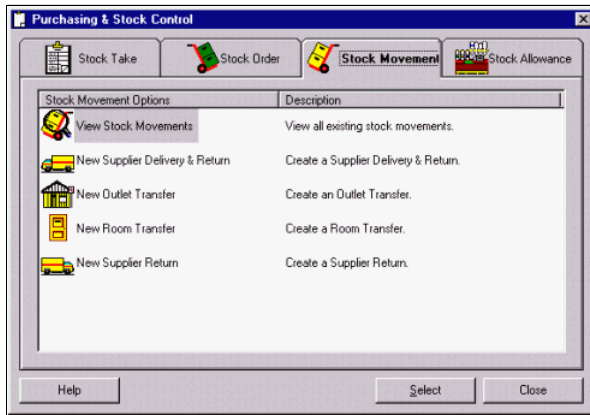
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Generating a Stock Movement

A Supplier Delivery & Return stock movement is used to receive stock from and return stock to an external supplier. A [wizard](#) guides you through the steps involved. To return stock to an external supplier without receiving a delivery, refer to the [Generating a New Supplier Return](#) topic.

Note: An explanation of the terminology used may be found in the [Stock Movements Terminology](#) topic.

Access the New Supplier Delivery & Return option. [How ?](#)



Double-click the New Supplier Delivery & Return option

-or- click the New Supplier Delivery & Return option and click the Select button..

The first window of the New Stock Movement Wizard opens to allow the input of the [Stock Movement Details](#).

You progress through subsequent windows - [Supplier Delivery Return Details](#) until the [Finished](#) window.

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Supplier Delivery & Return

Supplier Delivery & Return is the first window of the New Stock Movement Wizard and allows the stock movement details to be entered.

Two optional [check boxes](#) are provided but only one may be selected.

Use Confirmed Order - This option is only applicable when using the Stock Orders facility. You should select this check box if you wish to receive a confirmed stock order as generated by the Stock Orders functionality. All stock details are entered automatically.

Use Existing Supplier Delivery & Return Movement - You should select this check box if the stock movement is to be based on a previous delivery that is, the previous stock movement acts as a template for this new movement.

For both deliveries and returns the suppliers delivery note number, the name of the supplier, the stock room involved and the date of the delivery/return, must be entered.

Enter the Delivery Note Number.

The name of the supplier delivering or receiving the stock can be found from a [drop-down list](#) of available suppliers used by your outlet.

Select the Supplier from the drop-down list.

A drop-down list of available stock rooms in your outlet allows the stock room to be selected. Alternatively, you may type the stock room name. You should select the stock room the delivery is being received into or the returns are taken out of. You may select one stock room only.

Select the Stock Room.

The default date in the Delivery Date field is today's date. If a past date is required, you may type the date in the field or use the [calendar](#) to select a date. You may only use a date that is after the last Auditors stock take for the stock room selected. Dates in the future cannot be entered.

Enter the Delivery Date.

When you have completed the fields in the first window of the New Stock Movement Wizard - Supplier Delivery & Return:

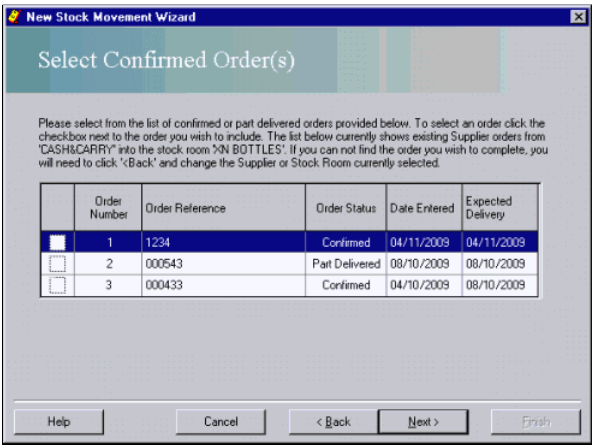
Click the Next > button.

The next window to open depends upon selections made above:

- If you selected the Use Confirmed Order check box, the confirmed and part delivered orders for the selected supplier and stock room combination are displayed on the [Select Confirmed Orders](#) window. Select the chosen stock order from the list provided.
- If you selected the Use Existing Supplier Delivery & Return Movement check box, the previous ([existing](#)) stock movements for the selected supplier and stock room combination are displayed. Select the chosen stock movement from the list provided.
- If neither of the above check boxes are selected, the [Supplier Delivery Return Details](#) window is displayed to allow products to be added.

Select Confirmed Order

The Select Confirmed Order(s) window is displayed if you selected the Use Confirmed Order check box on the [Supplier Delivery & Return](#) window.



This window displays previous confirmed and part delivered orders for the selected supplier and stock room combination. The names of the supplier and stock room you selected are displayed in the instructions contained in the window. To choose a stock order from the list:

Click the required stock order from the list (a tick appears in the check box)

-or- use the arrow keys to move the highlight to the required stock order and press the space bar on your keyboard.

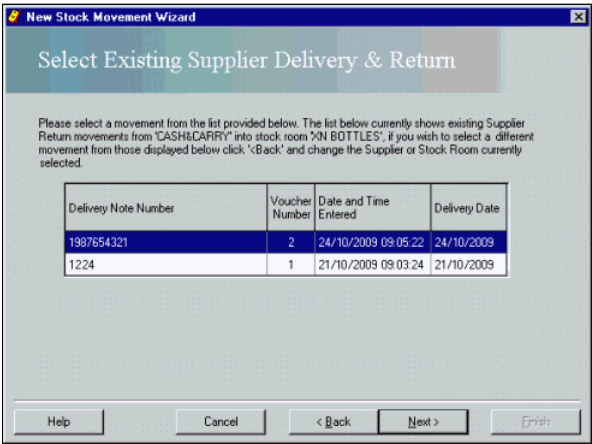
You may select more than one confirmed order. (If you had a delivery which contained stock from a part delivered order and a separate order, delivered at the same time.)

Click the **Next >** button to proceed.

This leads to the [Supplier Delivery & Return Details](#) window.

Existing Supplier Delivery & Return

The Select Existing Supplier Delivery & Return window is displayed if you selected the Use Existing Supplier Delivery & Return Movement check box on the [Supplier Delivery & Return](#) window.



This window displays previous stock movements for the selected supplier and stock room combination. The name of the supplier and stock room you selected is displayed in the instructions contained in the window. To choose a previous stock movement from the list:

Click the required stock movement from the list

-or- use the arrow keys to move the highlight to the required stock movement.

Click the **Next >** button to proceed.

This leads to the [Supplier Delivery & Return Details](#) window.

Supplier Delivery & Return Details

Two tabs exist in the Supplier Delivery & Return Details window:

- The Deliveries tab (default) is used to record stock being received from the supplier into the selected Stock Room.

■ The Returns tab is used to record stock being taken from the selected stock room and returned to the supplier. They can be entered independently of a delivery. Cost information is not displayed when the Returns tab is selected.

Note: If you selected either the Use Confirmed Order or the Use Existing Supplier Delivery & Return Movement check box, the stock items for deliveries are automatically displayed in the window.

The example below shows the window without any products added.

The screenshot shows the 'New Stock Movement Wizard' window with the 'Supplier Delivery & Return Details' tab selected. The window has a title bar with a close button. Below the title bar is a subtitle 'Supplier Delivery & Return Details'. A message says: 'Please enter the stock movement details below. If you wish to modify the supplier, outlet, source or destination room, use the 'Back' button.' There are three radio buttons: 'Product Code' (selected), 'Supplier Reference', and 'Customer Reference'. Below these are two tabs: 'Deliveries' (selected) and 'Returns'. The 'Deliveries' tab contains a grid with the following columns: Product Code, Product Description, Whole Qty, Part Size, Part Qty, Original Unit Cost, Actual Unit Cost, Total Cost, and Save New Cost. Below the grid are buttons: 'Add New', 'Delete', 'Product Search', and 'Cost Breakdown'. To the right of these buttons is a text field labeled 'Total Cost of Deliveries' with the value '0.00'. At the bottom of the window are buttons: 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

Each line on the grid represents a product. Products can be added or deleted. Quantities and where allowed, Actual Unit Costs may be amended. Click to jump to view any of these procedures.

- ▶ [Adding products](#)
- ▶ [Deleting products](#)
- ▶ [Amending products](#)
- ▶ [Find the cost breakdown of a product](#)

When all required stock details have been added/amended:

Click the [Next >](#) button.

This leads to the [Finished](#) window.

Completing a Movement

The Finished window represents the last page of the New Stock Movement Wizard.

The screenshot shows the 'New Stock Movement Wizard' window with the 'Finished' tab selected. The window has a title bar with a close button. Below the title bar is a subtitle 'Finished'. On the left is a checkered flag icon. To the right of the icon is text: 'You have completed all of the steps required to create a new stock movement. If you want to change any of the information you have entered then click the 'Back' button.' Below this is a question: 'When you click 'Finish' would you like to automatically print a report for this stock movement and its details?' with a checkbox labeled 'Yes, Print a report for this stock movement' which is checked. At the bottom of the window are buttons: 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

A stock movement report is automatically printed after completion of the wizard. It is advisable to attach the delivery note to this report as it may be used when checking deliveries prior to performing a stock take.

If you do not want to print a copy of the stock movement report:

Click the check box to clear it.

No stock movement reports are printed when the Finish button is selected. You may, obtain a printed copy using the [View Stock Movements](#) window or the [Reports & Views](#) functionality.

To finalise and save the Supplier Delivery & Return movement:

Click the [Finish](#) button.

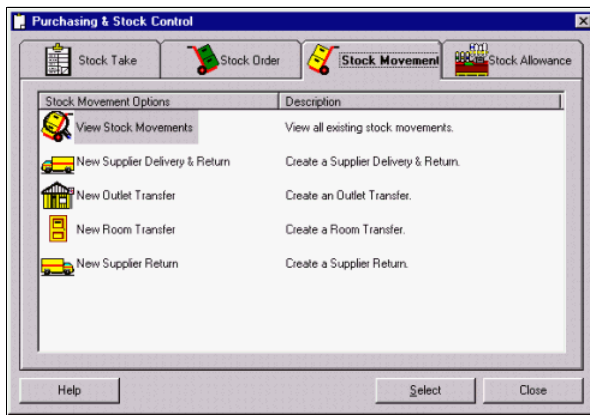
The New Stock Movement Wizard closes and the details of the New Supplier Delivery & Return entered are saved. You are returned to the Purchasing & Stock Control window. Once created, the stock movement may be [viewed or updated](#) using the View Stock Movements option.

Generating a New Outlet Transfer

An Outlet Transfer is used to transfer stock between outlets within a business. A [wizard](#) guides you through the steps involved.

Note: An explanation of the terminology used may be found in the [Stock Movements Terminology](#) topic.

Open the New Outlet Transfer option. [How ?](#)



Double-click the New Outlet Transfer option

-or- click the New Outlet Transfer option and click the Select button.

The first window of the New Stock Movement Wizard opens to allow the input of the [Stock Movement Details](#).

You progress through subsequent windows - [Outlet Transfer Details](#) until the [Finished](#) window.

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Outlet Transfer

Outlet Transfer is the first window of the New Stock Movement Wizard and allows the stock movement details to be entered.

Two optional [check boxes](#) are provided but only one may be selected.

Use Confirmed Order - You should select this check box if you wish to receive a confirmed stock order as generated by the stock orders functionality. All stock details are entered automatically.

Use Existing Outlet Transfer Movement - You should select this check box if the stock transfer is to be based on a previous stock transfer movement that is, the previous stock movement acts as a template for this new movement.

For both transfers in and out the name of the outlet supplying or receiving the stock, the stock room involved and the date the stock transfer occurs on, must be entered. A reference code may be entered if required.

Enter the Reference Code.

The name of the outlet supplying or receiving the stock can be found from a [drop-down list](#) of available outlets.

Select the Outlet from the drop-down list.

A drop-down list of available stock rooms in your outlet allows the stock room to be selected. Alternatively, you may type the stock room name. You should select the stock room the transfer is being received into or going out of. You may select one stock room only.

Select the Stock Room.

The default date in the Transfer Date field is today's date. If a past date is required, you may type the date in the field or use the [calendar](#) to select a date. You may only use a date that is after the last Auditors stock take for the stock room selected. Dates in the future cannot be entered.

Enter the Transfer Date.

When you have completed the fields in the first window of the New Stock Movement Wizard - Outlet Transfer:

Click the [Next >](#) button.

The next window to open depends upon selections made above:

- If you selected the Use Confirmed Order check box, the confirmed and part delivered orders for the selected outlet and stock room combination are displayed on the [Select Confirmed Orders](#) window. Select the chosen stock order from the list provided.
- If you selected the Use Existing Outlet Transfer Movement check box, the previous ([existing](#)) stock movements for the selected outlet and stock room combination are displayed. Select the chosen stock movement from the list provided.
- If neither of the above check boxes are selected, the [Outlet Transfer Details](#) window are displayed to allow products to be added.

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Select Confirmed Order

The Select Confirmed Order(s) window is displayed if you selected the Use Confirmed Order check box on the [Outlet Transfer](#) window.

Order Number	Order Reference	Order Status	Date Entered	Expected Delivery
5	123	Confirmed	09/12/2009	13/12/2009

This window displays existing confirmed and part delivered orders for the selected outlet and stock room combination. The names of the outlet and stock room you selected are displayed in the instructions contained in the window. To choose a stock order from the list:

Click the required stock order from the list (a tick appears in the check box)

-or- use the arrow keys to move the highlight to the required Outlet stock order and press the space bar.

Click the **Next >** button to proceed.

This leads to the [Outlet Transfer Details](#) window.

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Existing Outlet Transfer

The Select Existing Outlet Transfer window is displayed if you selected the Use Existing Outlet Transfer Movement check box on the [Outlet Transfer](#) window.

Reference Code	Voucher Number	Date and Time Entered	Transfer Date
HH99123	3	23/12/2009 5:38:37	23/12/2009

This window displays existing outlet transfer movements for the selected outlet and stock room combination. The names of the outlet and stock room you selected are displayed in the instructions contained in the window. To choose an existing outlet transfer movement from the list:

Click the required Outlet transfer movement from the list

-or- use the arrow keys to move the highlight to the required Outlet transfer movement.

Click the **Next >** button to proceed.

This leads to the [Outlet Transfer Details](#) window.

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Outlet Transfer Details

Two tabs exist in the Outlet Transfer Details window:

■ The Transfer In tab is used to record stock being received into the selected stock room.

■ The Transfer Out tab is used to record stock being taken from the selected stock room and transferred out to another outlet. Cost information is not displayed when this tab is selected.

Note: If you selected either the Use Confirmed Order or the Use Existing Outlet Transfer Movement check box, the stock items are automatically displayed in the window.

The example below shows the window without any products added.

Each line on the grid represents a product. Products can be added or deleted. Quantities and where allowed, Actual Unit Costs may be amended. Click to jump to view any of these procedures.

- ▶ [Adding products](#)
- ▶ [Deleting products](#)
- ▶ [Amending products](#)
- ▶ [Find the cost breakdown of a product](#)

When all required stock details have been added/amended:

Click the [Next >](#) button.

This leads to the [Finished](#) window.

Completing a Transfer

The Finished window represents the last page of the New Stock Movement Wizard.

A stock movement report is automatically printed after completion of the wizard.

If you do not want to print a copy of the stock movement report:

Click the check box to clear it.

No stock movement reports are printed when the Finish button is selected. You may, obtain a printed copy using the [View Stock Movements](#) window or the [Reports & Views](#) functionality.

To finalise the Outlet Transfer:

Click the [Finish](#) button.

The New Stock Movement Wizard closes and the details of the New Outlet Transfer entered are saved. You are returned to the Purchasing & Stock Control window. Once created, the stock movement may be [viewed or updated](#) using the View Stock Movements option.

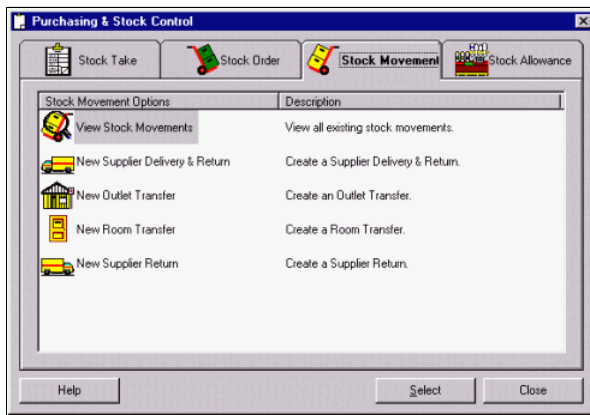
Generating a New Room Transfer

A Room Transfer is used to transfer stock between stock rooms within the same outlet. If only one stock room exists in your business, Room Transfers are not applicable. A [wizard](#) guides you through the steps involved.

Note: An explanation of the terminology used may be found in the [Stock Movements Terminology](#) topic.

Access the New Room Transfer option. [How ?](#)

Click the Stock Movements tab.



Double-click the New Room Transfer option

-or- click the New Room Transfer option and click the Select button.

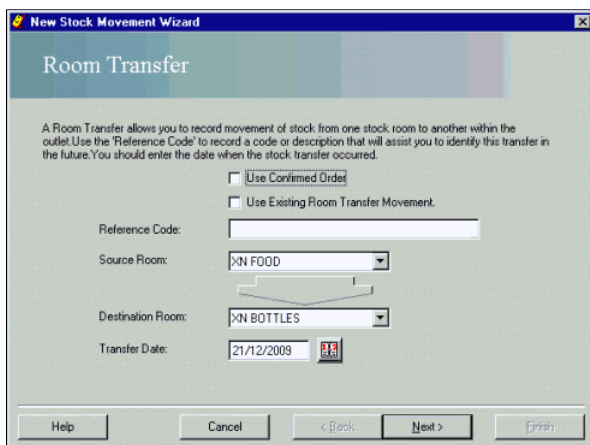
The first window of the New Stock Movement Wizard opens to allow the input of the [Stock Movement Details](#).

You progress through the [Room Transfer Details](#) window to the [Finished](#) window.

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Room Transfer

Room Transfer is the first window of the New Stock Movement Wizard and allows the stock movement details to be entered.



Two optional [check boxes](#) are provided but only one may be selected.

Use Confirmed Order - You should select this check box if you wish to receive a confirmed stock order as generated by the Stock Orders facility. All stock details are entered automatically.

Use Existing Room Transfer Movement - You should select this check box if the stock movement is to be based on a previous stock movement.

The name of the source room supplying the stock, the destination room receiving the stock and the date the stock transfer occurs on, must be entered. A reference code, used internally to track room transfers, may be entered if required. Enter Reference Code.

The name of the source room supplying the stock can be found from a [drop-down list](#) of available stock rooms used by your outlet. Alternatively, you may type the stock room name. You should select the stock room the stock is being transferred out of. You may select one stock room only.

Select the Source Room from the drop-down list.

A drop-down list of available stock rooms in your outlet allows the stock room receiving the stock to be selected. Alternatively, you may type the stock room name. You should select the stock room the stock is being transferred into. You may select one stock room only.

Select the Destination Room from the drop-down list.

The default date in the Transfer Date field is today's date. If a past date is required, you may type the date in the field or use the [calendar](#) to select a date. You may only use a date that is after the last Auditors stock take for the stock room selected. Dates in the future cannot be entered.

Enter the Transfer Date.

When you have completed the fields in the first window of the New Stock Movement Wizard - Room Transfer:

Click the Next > BUTTON.

The next window to open depends upon selections made above:

- If you selected the Use Confirmed Order check box, the confirmed and part delivered orders for the selected supplier and stock room combination are displayed on the [Select Confirmed Orders](#) window. Select the chosen stock order from the list provided.
- If you selected the Use Existing Room Transfer Movement check box, the previous ([existing](#)) room transfers for the selected source room and destination room combination are displayed. Select the chosen stock movement from the list provided.
- If neither of the above check boxes are selected, the [Room Transfer Details](#) window is displayed to allow products to be added.

Select Confirmed Order

The Select Confirmed Order(s) window is displayed if you selected the Use Confirmed Order check box on the [Room Transfer](#) window.

Order Number	Order Reference	Order Status	Date Entered	Expected Delivery
<input type="checkbox"/> 6	13	Confirmed	21/12/2009	21/12/2009

This window displays existing confirmed or part delivered orders for the selected source room and destination room combination. The names of the source room and destination room you selected are displayed in the instructions contained in the window. To choose a stock order from the list:

Click the required stock order from the list (a tick appears in the check box)

-or- use the arrow keys to move the highlight to the required stock order and press the space bar.

Click the **Next >** button to proceed.

This leads to the [Room Transfer Details](#) window.

Existing Room Transfer

The Select Existing Room Transfer window is displayed if you selected the Use Existing Room Transfer Movement check box on the [Room Transfer](#) window.

Reference Code	Voucher Number	Date and Time Entered	Transfer Date
H99123	3	09/12/2009 11:11:41	09/12/2009

This window displays previous room transfers for the selected source room and destination room combination. The names of the source room and destination room you selected are displayed in the instructions contained in the window. To choose an existing stock movement from the list:

Click the required stock movement from the list

-or- use the arrow keys to move the highlight to the required stock movement.

Click the **Next >** button to proceed.

This leads to the [Room Transfer Details](#) window.

Room Transfer Details

Only one tab exists in the Room Transfer Details window:

- The Transferred Items tab is used to record stock being transferred between the two rooms. Cost information is not displayed when this tab is selected.

Note: If you selected either the Use Confirmed Order or the Use Existing Room Transfer Movement check box, the products are automatically displayed in the window.

The example below shows the window without any products added.

Each line on the grid represents a product. Products can be added or deleted. Quantities may be amended. Click to jump to view any of these procedures.

› [Adding products](#)

› [Deleting products](#)

› [Amending products](#)

› [Find the cost breakdown of a product](#)

When all required stock details have been added/amended:

Click the [Next >](#) button.

This leads to the [Finished](#) window.

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Completing a Transfer

The Finished window represents the last page of the New Stock Movement Wizard.

A stock movement report is automatically printed after completion of the wizard.

If you do not want to print a copy of the stock movement report:

Click the check box to clear it.

No stock movement reports are printed when the Finish button is selected. You may, obtain a printed copy using the [View Stock Movements](#) window or the [Reports & Views](#) functionality.

To finalise and save the Room Transfer movement:

Click the [Finish](#) button.

The New Stock Movement Wizard closes and the details of the Room Transfer saved. You are returned to the Purchasing & Stock Control window. Once created, the stock movement may be [viewed or updated](#) using the View Stock Movements option.

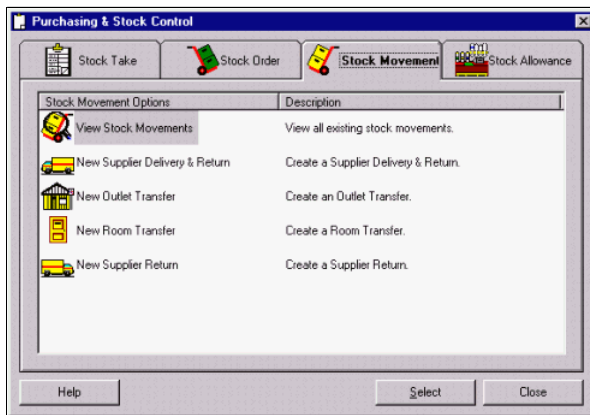
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Generating a New Supplier Return

A Supplier Return stock movement is used to return stock to an external supplier. A [wizard](#) guides you through the steps involved. To return stock to an external supplier when receiving a delivery, refer to the [Generating a Stock Movement](#) topic.

Note: An explanation of the terminology used may be found in the [Stock Movements Terminology](#) topic.

Access the New Supplier Return option. [How ?](#)



Double-click the New Supplier Return option

-or- click the New Supplier Return option and click the Select button.

The first window of the New Stock Movement Wizard opens to allow the input of the [Stock Movement Details](#).

You progress through subsequent windows - [Supplier Return Details](#) until the [Finished](#) window.

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Supplier Return

Supplier Return is the first window of the New Stock Movement Wizard and allows the return details to be entered.

An optional [check box](#) is provided.

Use Existing Supplier Return Movement - You should select this check box if the stock movement is to be based on a previous return that is, the previous stock movement acts as a template for this new movement.

The return note number, the name of the supplier, the stock room involved and the date of the return, must be entered.

Enter the Return Note Number.

The name of the supplier to receive the stock can be found from a [drop-down list](#) of available suppliers used by your outlet.

Select the Supplier from the drop-down list.

A drop-down list of available stock rooms in your outlet allows the stock room to be selected. Alternatively, you may type the stock room name. You should select the stock room the return is taken out of. You may select one stock room only.

Select the Stock Room.

The default date in the Return Date field is today's date. If a past date is required, you may type the date in the field or use the [calendar](#) to select a date. You may only use a date that is after the last Auditors stock take for the stock room selected. Dates in the future cannot be entered.

Enter the Return Date.

When you have completed the fields in the first window of the New Stock Movement Wizard - Supplier Return:

Click the Next > button.

The next window to open depends upon selections made above:

- If you selected the Use Existing Supplier Return Movement check box, the previous [\(existing\)](#) returns for the selected supplier and stock room combination are displayed. Select the chosen stock movement from the list provided.
- If the Use Existing Supplier Return Movement check box was not selected, the [Supplier Return Details](#) window opens next.

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Existing Supplier Return

If you selected the Use Existing Supplier Return Movement check box on the [Supplier Return](#) window, the Select Existing Supplier Return window opens:

New Stock Movement Wizard

Select Existing Supplier Return

Please select a movement from the list provided below. The list below currently shows existing Supplier Return movements from the stock room 'XN BOTTLES' to 'CASH&CARRY'. If you wish to select a different movement from those displayed below click '< Back' and change the Supplier or Stock Room currently selected.

Return Note Number	Voucher Number	Date and Time Entered	Return Date
R321	2	24/10/2009 09:05:22	24/10/2009
R224	1	21/10/2009 09:03:24	21/10/2009

Help

Cancel

< Back

Next >

Finish

This window displays previous returns for the selected supplier and stock room combination. The names of the supplier and stock room you selected are displayed in the instructions contained in the window. To choose a previous stock movement from the list:

[Click the required return from the list](#)

-or- use the arrow keys to move the highlight to the required stock movement.

Click the **N**ext > button to proceed.

[This leads to the Supplier Return Details window.](#)

Supplier Return Details

This window allows the details of the stock to be taken from the selected stock room and returned to the supplier to be entered. Cost information is not displayed when returning stock.

Note: If you selected the Use Existing Supplier Return Movement check box, products to return are automatically displayed in the window.

The example below shows the window without any products added.

New Stock Movement Wizard

Supplier Return Details

Please enter the stock movement details below. If you wish to modify the supplier, outlet, source or destination room, use the '< Back' button.

☒ Product Code

☐ Supplier Reference

☐ Customer Reference

Returns

Product Code	Product Description	Whole Qty	Part Size	Part Qty
--------------	---------------------	-----------	-----------	----------

Add New

Delete

Product Search

Cost Breakdown

Please enter all the products that are to be returned to the supplier.

Help

Cancel

< Back

Next >

Finish

Each line on the grid represents a product. Products can be added or deleted. Quantities, where allowed, may be amended. Click to jump to view any of these procedures.

› [Adding products](#)

› [Deleting products](#)

› [Amending products](#)

› [Find the cost breakdown of a product](#)

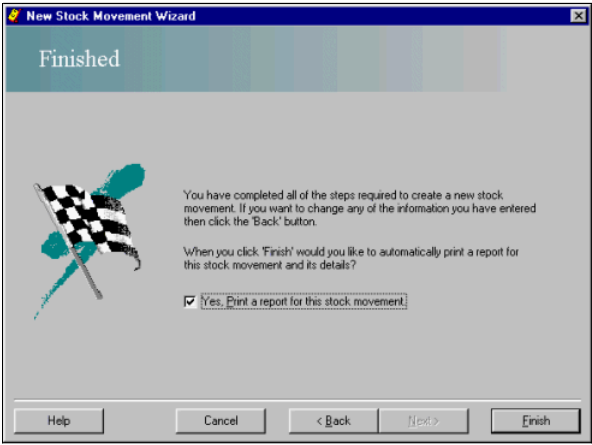
When all required stock details have been added/amended:

[Click the N](#)ext > button.

This leads to the [F](#)inished window.

Completing a Return

The Finished window represents the last page of the New Stock Movement Wizard.



A stock movement report is automatically printed after completion of the wizard.

If you do not want to print a copy of the stock movement:

Click the check box to clear it.

No stock movements are printed when the Finish button is selected. You may, obtain a printed copy using the [View Stock Movements](#) window or the [Reports & Views](#) functionality.

To finalise and save the Supplier Return movement:

Click the **Finish** button.

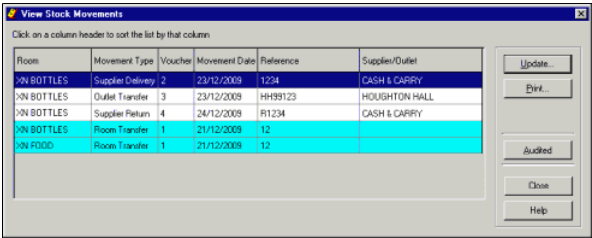
The New Stock Movement Wizard closes and the details of the New Supplier Return entered are saved. You are returned to the Purchasing & Stock Control window. Once created, the stock movement may be [viewed or updated](#) using the View Stock Movements option.

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Viewing Stock Movements

The View Stock Movements option allows you to display and [print](#) stock movements (including audited movements) and their details.

Open the View Stock Movements window. How ?



The View Stock Movements window displays stock movement history since the last audited stock take. That is, movements that have occurred since the last auditor's stock take. To view Audited movements (movements that have been included in the last auditor's stock take and remain in history), the Audited button (if configuration allows) should be selected.

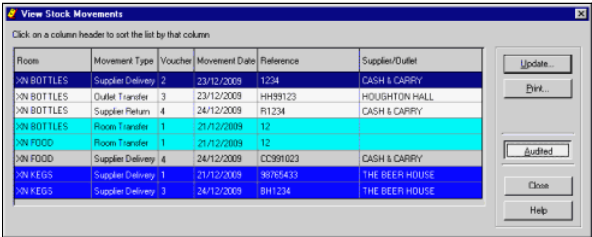
Any of the stock movements listed can be viewed and printed. Frozen movements cannot be updated. Frozen stock movements are those displayed with a blue background.

Note: The currently selected stock movement is highlighted as navy blue. This software is configured using standard windows colour settings. Should you change your system colour settings it may also change the highlight colour and it will not therefore, match the pictures displayed in the help system. To avoid confusion it is recommended that the system colours be left as default.

Stock movement status may only be changed by a user with Auditor level access, That is, an Auditor may freeze or thaw a stock movement or, update frozen stock movements. More information is detailed in the [Freeze/Thaw Stock Movements](#) topic.

To view all stock movement history including audited stock movements:

Click the Audited button.



The View Stock Movements window is updated to show all available stock movement history, including audited stock movement history. The window is colour-coded as follows:

Background colour	Frozen	Audited
Blue	*	*
Aqua	*	
Grey		*
White		

Aqua stock movements indicate they have been frozen, but are not audited. A blue background represents stock movements that are both audited and frozen. Stock movements that have a grey background are audited but not frozen. A white background indicates the stock movements have not been frozen or audited.

The stock movement history may be sorted by order of any of the column headings. How ?

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Updating/Viewing Details

The details of the products on each stock movement may be viewed. The button caption on the [View Stock Movements](#) window changes according to the status of the stock movements being viewed. The Update.../View... button has three states and shows:

Update - When a stock movement is selected that is available for updating. A stock movement may only be updated if:

- It has not been included in an auditor's stock take.
- The stock movement has not been frozen.
- For a frozen stock movement - only after it has been thawed by a user with Auditor level access.

View - When a frozen or audited stock movement is selected.

Greyed out and unavailable - If more than one stock movement is selected, such as when printing.

Action	What to do
To view the stock movement details:	Click the required stock movement. Click the View.../Update... button.

The View/Update window opens, its title is relevant to the type of stock movement selected. Updating stock movements are covered in separate topics according to the type of stock movement they perform. Click to jump to the relevant topic.

► [Updating Supplier Delivery & Returns](#)

► [Updating Outlet Transfers](#)

► [Updating Room Transfers](#)

► [Updating Supplier Returns](#)

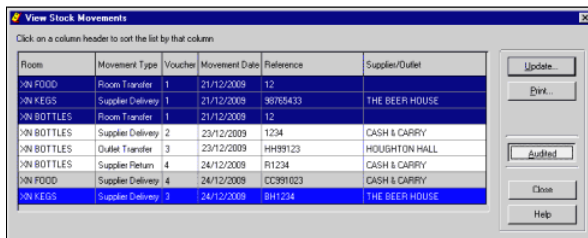
The View window for each type of stock movement selected, displays the details of the stock movement but no fields may be amended. The information is for viewing purposes only.

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Printing Stock Movements

The Print button on the [View Stock Movements](#) window prints the currently selected stock movement(s).

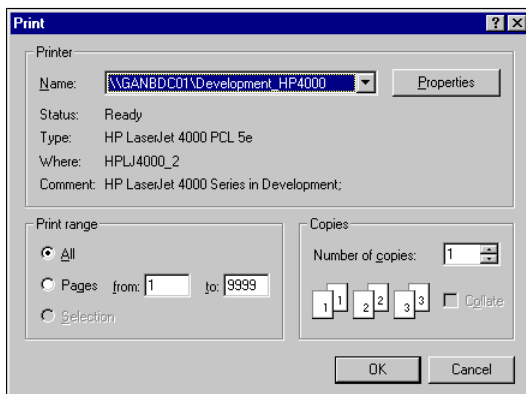
Action	What to do
To select individual stock movements:	Click the stock movement you wish to print.
To select multiple adjacent stock movements:	Click the first stock movement required. Select the end stock movement by pressing the Shift key as you click.



When the required stock movement(s) have been selected,

Click the **Print...** button.

The Print Dialog box opens:



You may select the printer, pages you wish to print and number of copies.

When ready to print the selected stock movement(s):

Click the OK button.

The system generates the chosen stock movement(s) details and sends them to the printer. If several reports have been selected, the print window opens allowing you to choose the printer and page range for each stock movement selected.


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Freeze/Thaw Stock Movements

The Freeze/Thaw button is only visible to users with Auditor-level access. It allows stock movements to be frozen (prevented from being accessed) or thawed (access allowed). An auditor may use the frozen function when checking delivery notes. Once a delivery note has been checked, it is 'frozen' to stop it being amended.

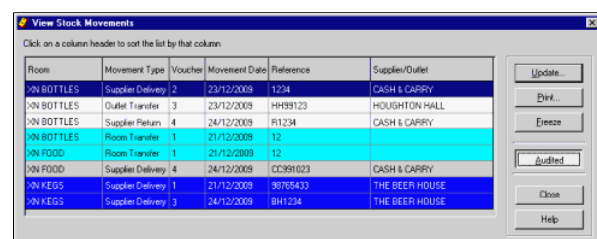
Changing the states of the stock movement is performed from the [View Stock Movements](#) window.

Action	What to do
To change state of an individual stock movement:	Select the required stock movement. Click the Freeze/Thaw button.
To change state of multiple stock movements:	Select the first required stock movement. Hold down the Shift key as you click the last required stock movement. Click the Freeze/Thaw button.

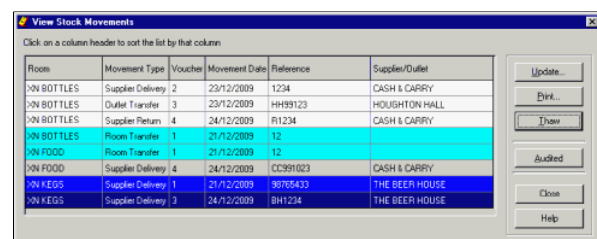
The background colour of the stock movement updates to reflect these changes.  Click to view the colour coding.

The button has 3 states and toggles between them, depending on the stock movement(s) selected:

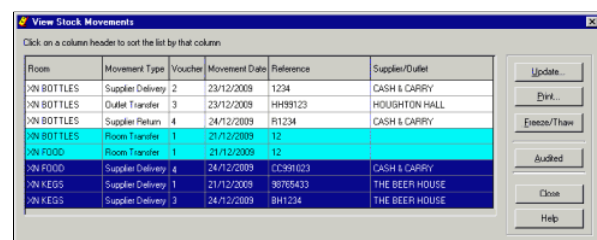
Freeze - Stock movements selected are thawed for example, stock movement Reference 1234 shown below is currently thawed hence the button caption is Freeze.



Thaw - Stock movements selected are frozen for example, stock movement Reference BH1234 shown below is currently frozen hence the button caption is Thaw.



Freeze/Thaw - Stock movements selected have a mixture of states for example, when both frozen and thawed stock movements are selected as shown below:



When selected, all the stock movement states are inverted. That is, if stock movements are frozen they are thawed and if the stock movements are initially thawed they are all frozen. It is, therefore, recommended that this process be carried out for each stock movement individually.

Once a stock movement has been frozen only a user with Stock Auditor level access may update it. A user with an access level below Auditor may only view and print frozen stock movements.

Changing the states of the stock movement may also be performed from the Update Stock Movements window.

Action	What to do
To change state of an individual stock movement:	Select the required stock movement. Click the Update... button. Click the Freeze/Thaw button.

EXAMPLE

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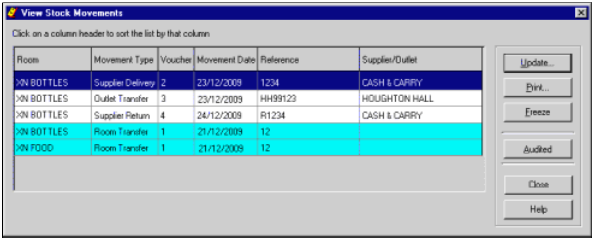
Updating Supplier Delivery & Returns

A Supplier Delivery & Return stock movement is used to receive stock from and return stock to an external supplier. Once [created](#), the stock movement may be viewed or updated.

Note: An explanation of the terminology used may be found in the Stock Movements Terminology topic.

To update/view a Supplier Delivery & Return stock movement:

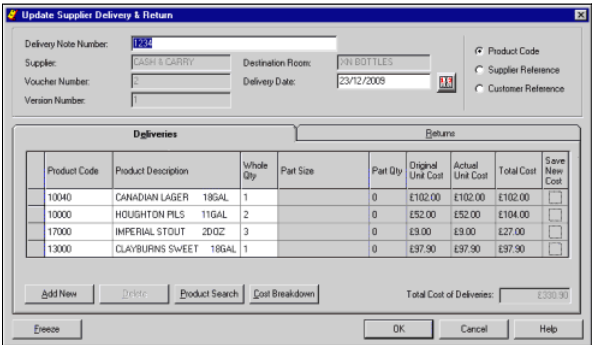
Access the View Stock Movements window. How ?



Click the Supplier Delivery & Return you wish to update.

Click the Update button.

Note: If, when you have selected the stock movement you wish to update, the button caption changes to View, the selected stock movement is either frozen or has been audited and is not available for updating. In this case you may view and print only. The Freeze/Thaw button is only available to users with Auditor access level. An Auditor may thaw a stock transfer or update frozen stock movements hence, when an Auditor is logged on, the button caption remains as Update.



At the top of the window there are a number of fields containing information on the selected Supplier Delivery & Return movement generated when the stock movement was created. Only the Delivery Note Number and Delivery Date may be amended. Greyed out fields are unavailable for updating.

The Delivery Note Number field is selected as default - type a new delivery note number if required.

To amend the Delivery Date:

Click the Delivery Date field.

Select a new date using the Calendar or type in a new date.

Two tabs exist in the Supplier Delivery & Return Details window:

- The Deliveries tab (displayed as default) is used to record stock being received from the supplier into the selected Stock Room.
- The Returns tab is used to record stock being taken from the selected stock room and returned to the supplier. No Cost columns are displayed when this tab is selected.

The tabs contain details of the products associated with that particular stock movement. Each line on the grid represents a product. Products can be added or deleted, quantities changed and where allowed, Actual Unit Costs may be amended. Click to jump to view any of these procedures.

► [Adding products](#)

► [Deleting products](#)

► [Amending products](#)

► [Find the cost breakdown of a product](#)

When all required details have been updated and to save any amendments made:

Click the OK button.

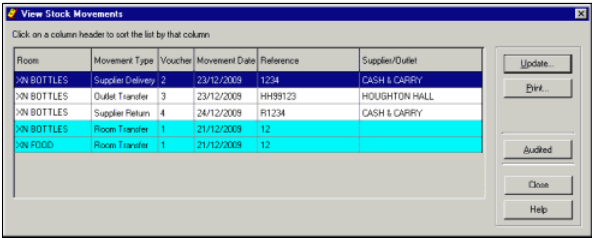
Updating Outlet Transfers

An Outlet Transfer stock movement is used to transfer stock between outlets within a business. Once [created](#), the stock movement may be viewed or updated.

Note: An explanation of the terminology used may be found in the [Stock Movements Terminology](#) topic.

To update/view an Outlet Transfer stock movement:

Access the View Stock Movements window. How ?

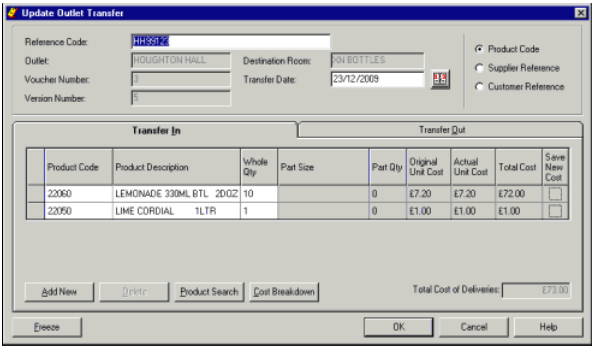


Click the Outlet Transfer you wish to update.

Click the Update button.

Note: If, when you have selected the stock movement you wish to update, the button caption changes to View, the selected stock movement is either frozen or has been audited and is not available for updating. In this case you may view and print only. The Freeze/Thaw button is only available to users with Auditor access level. An Auditor may thaw a stock transfer or update frozen stock movements hence, the button caption remains as Update.

As long as the selected stock movement is available for updating, the Update Outlet Transfer window opens:



At the top of the window there are a number of fields containing information on the selected Outlet Transfer generated when the stock movement was created. For an Outlet Transfer, only the Reference Code and Transfer Date may be amended. Greyed out fields are unavailable for updating.

The Reference Code field is selected as default - type a new Reference Code if required.

To amend the Transfer Date:

Click the Transfer Date field.

Select a new date using the Calendar or type in a new date.

Two tabs exist in the Update Outlet Transfer window:

- The Transfer In tab (displayed as default) is used to record stock being received from another outlet into the selected Stock Room.
- The Transfer Out is used to record stock being taken from the selected stock room and returned to another outlet. No Cost columns are displayed when this tab is selected.

The tabs contain details of the products associated with that particular stock movement. Each line on the grid represents a product. Products can be added or deleted, quantities changed and where allowed, Actual Unit Costs may be amended. Click to jump to view any of these procedures:

- ▶ [Adding products](#)
- ▶ [Deleting products](#)
- ▶ [Amending products](#)
- ▶ [Find the cost breakdown of a product](#)

When all required details have been updated and to save any amendments made:

Click the OK button.

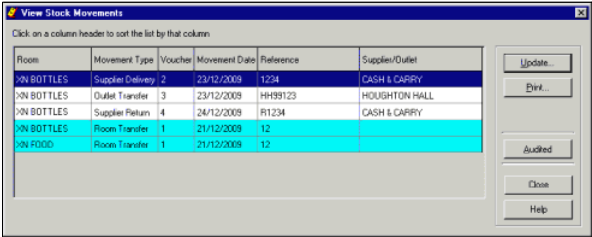
Updating Room Transfers

A Room Transfer stock movement is used to transfer stock between stock rooms within the same outlet. Once [created](#), the stock movement may be viewed or updated.

Note: An explanation of the terminology used may be found in the Stock Movements Terminology topic.

To update/view a Room Transfer stock movement:

Open the View Stock Movements window. How ?



Click the room Transfer you wish to update.

Note: There are two entries for Room Transfer. One entry for transferring the stock out of the source room and a second entry for receiving the stock into the destination stock room.

Click the Update button.

Note: If, when you have selected the stock movement you wish to update, the button caption changes to View, the selected stock movement is either frozen or has been audited and is not available for updating. In this case you may view and print only. The Freeze/Thaw button is only available to users with Auditor access level. An Auditor may thaw a stock transfer or update frozen stock movements hence, the button caption remains as Update.

As long as the selected stock movement is available for updating, the Update Room Transfer window opens:

At the top of the window there are a number of fields containing information on the selected Room Transfer generated when the stock movement was created. For a Room Transfer, only the Reference Code and Transfer Date may be amended. Greyed out fields are unavailable for updating.

The Reference Code field is selected as default - type a new Reference Code if required.

To amend the Transfer Date:

Click the Transfer Date field.

Select a new date using the Calendar or type in a new date.

The Update Room Transfer window has only one tab titled Transferred Items. The tab contains details of the stock items associated with that particular stock movement. Each line on the grid represents a stock item. Items can be added or deleted, and quantities changed. Click to jump to view any of these procedures:

► [Adding products](#)

► [Deleting products](#)

► [Amending products](#)

► [Find the cost breakdown of a product](#)

When all required details have been updated and to save any amendments made:

Click the OK button.

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Updating Supplier Returns

A Supplier Return stock movement is used to return stock to an external supplier. Once [created](#), the stock movement may be viewed or updated.

Note: An explanation of the terminology used may be found in the [Stock Movements Terminology](#) topic.

To update/view a Supplier Return stock movement:

Access the View Stock Movements window. [How ?](#)

Click the Supplier Return you wish to update.

Click the Update button.

Note: If, when you have selected the stock movement you wish to update, the button caption changes to View, the selected stock movement is either frozen or has been audited and is not available for updating. In this case you may view and print only. The Freeze/Thaw button is only available to users with Auditor access level. An Auditor may thaw a stock transfer or update frozen stock movements hence, when an Auditor is logged on, the button caption remains as Update.

At the top of the window there are a number of fields containing information on the selected Supplier Return movement generated when the stock movement was created. Only the Return Note Number and Return Date may be amended. Greyed out fields are unavailable for updating.

The Return Note Number field is selected as default - type a new return note number if required.

To amend the Return Date:

Click the Return Date field.

Select a new date using the Calendar or type in a new date.

Each line on the grid represents a product. Products can be added or deleted, and, where allowed, quantities may be amended. Click to jump to view any of these procedures.

- › [Adding products](#)
- › [Deleting products](#)
- › [Amending products](#)
- › [Find the cost breakdown of a product](#)

When all required details have been updated and to save any amendments made:

Click the OK button.

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Stock Take Overview

Two levels of stock take are available: Auditor's and Manager's. They may be carried out at the same time, but only if they are in different stock rooms, for example in a multi-stock room outlet, an Auditor's stock take may take place in one stock room, whilst a Manager's stock take is taking place in another stock room. Other functions are available according to the access level of the user. Only a user of Auditor-level access may amend cash variances, reset the cumulative stock figures, and verify a Manager's stock take figures and set the stock accumulators to match. A guide is also provided covering key areas relating to stock taking procedures both prior to and during a stock take.

What would you like to do ?

- › [View the Stock Take Guide](#)
- › [Start a Manager's Stock Take](#)
- › [Perform Line Checks](#)
- › [Perform Stock Line Enquiries](#)
- › [Enter Stock Counts](#)
- › [Add items and products to the Count Sheet](#)
- › [Finalise the Stock Take](#)
- › [Print Reports](#)
- › [Abort a Stock Take](#)

The following options are Auditor-level functions:

- › [Start an Auditor's Stock Take](#)
- › [Amend Cash Variances](#)
- › [Reset Cumulative Figures](#)
- › [Verify a Manager's Stock Take](#)

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Stock Take Guide Intro

This chapter contains a guide which covers key areas relating to stock taking procedures both prior to and during a stock take. Progress through each of the topics shown below for a general guide to performing stock takes. Links to more detailed procedures are provided within the appropriate topics.

What would you like to do ?

- › [Generate reports](#)
- › [Check delivery notes and transfers](#)
- › [Select stock room and produce count sheet](#)
- › [Count stock](#)
- › [Produce reports](#)
- › [Validate results](#)
- › [View help on problem solving](#)
- › [Finalise](#)
- › [Calculate cost prices](#)

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Generating Reports

Prior to performing a stock take, it is useful to generate and print the following reports:

- Sales report - create a report showing the sales recorded by trading area during the stock period. Ensure the right dates are used (dates are inclusive) and the sales are requested for the trading area required. A sales report assists an auditor to verify that all the trading days' sales figures have been included by the EPoS system when downdating stock.
- Takings for Payment Methods report - a takings report is also used by an auditor to verify that the stock system has been passed the income figures for all the trading dates during the period. In addition, the value of takings attributed to payment methods, such as 'Complimentary' or 'Voucher', may be verified and used to adjust the stock take result later, if this is required.
- A **Stock Allowance** report can be produced to provide a summary of all allowances entered on ABS.

Remember to use the [customisation](#) option to allow you to create the reports you require. Once created, you can save the format in your Custom tab using a suitable title that describes the content - for example 'Takings payments for the Main Bar area'. Subsequently these reports can be updated to reflect current trading data using the [Options](#) button.

Note: It may be possible, depending upon your system configuration, to SELL an item in one trading area and PAY for it in another (by the use of bar tabs or table numbers). The system down-dates the stock from where it was sold rather than where a bill is paid for by a customer.

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Delivery Notes and Transfers

It is advisable to attach delivery notes to the generated [Stock Movement](#) reports produced by ABS. Ensure that the product size and amount specified on the suppliers' delivery note is equal to that stated on the movement report.

Any inaccuracies should be amended using the [View Stock Movements](#) option and selecting the Update button for the required movement.

All [Room](#) and [Outlet](#) Transfers should be checked using the same methods. It is imperative that transfers are strictly monitored to provide the most accurate stock results.

After checking that stock movements are up to date, the count sheets need to be produced.

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Producing Count Sheets

After checking that stock movements are up to date, the count sheets need to be produced. When using a multi-room stock package it is advisable to produce counts for individual rooms. This makes it easier to enter your stock on hand and when comparing results with sales reports.

Stock takes are started using wizards. Each wizard is covered in greater detail in the relevant help topics.

[Auditor's Stock Take](#)

[Manager's Stock Take](#)

[Line Check](#) - used to carryout stock takes on selected stock items.

The last page of each of the stock take wizards allows for printing of count sheets, either:

- one count sheet which covers all the stock rooms selected or,
- a separate count sheet for each stock room selected.

An individual colour is allocated for each count sheet generated. Stock quantities may then be entered on the printed count sheet(s).

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Counting Stock

The stock contained in the rooms selected for the stock take should be counted. The figures obtained (including any zero counts), should be entered on the printed count sheet in the stated Unit Of Measure (UOM).

Enter your counts carefully on the appropriate [Count Sheet](#) window. Additional items may be added to an existing count sheet, if required. Ensure that the units you have counted in are the same as displayed on the screen. A calculator is provided on this window and adds up in the units associated with the selected item.

Check that all counts have been entered by selecting the "View Missing Counts" button.

Once all the counts have been entered you need to [produce reports](#) so you can analyse the results. DO NOT at this stage finalise the result.

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Producing Reports

All counts must be entered before reports can be printed. Choices of reports are available but it is advisable to produce both the [Stock Count Report](#) and the [Stock Result Report](#), as these reports hold much of the information that enables you to track down any errors.

After these reports are generated, they should be checked for discrepancies/variances. Counts in the count sheet window may be amended where applicable. If any amendments are made, these reports should be re-printed and re-checked.

The process is repeated until you are sure all the stock counts are correct. You are then ready to finalise the values.

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Validating Results

Have to hand the following reports: your [Stock Result Summary Report](#), [Stock Take Takings Report](#), Stock Count Report and Sales Report.

The summary report highlights variances by category. To ensure that categories are reporting correctly some basic checks should be made. These are:

- Variance at Retail inc VAT should be the same figure as the surplus / deficit after allowance figure. A few pennies difference may occur due to rounding up.
- If you have open liquor keys on tills then the sales figure needs to be added to the Physical Consumption at Retail inc VAT total. Stock items sold through open keys causes variances.
- To validate the figures further, Physical Consumption at Retail inc VAT should be either added to or taken from the Variance at Retail inc VAT. (Minus if deficit /Add if surplus) These figures should agree with the Cash Declared figure on the summary report.
- Take your sales report and ensure that the sales total difference against the Physical Consumption at Retail inc VAT is the same figure as Variance at Retail inc VAT.
- A final check that may be carried out is to ensure that the declared cash figure is the same as the cash declared figure on the takings report. Ensure that the takings report you have produced is for the correct period and the correct stock room.
- From the Stock Count report study the Variance Qty column. Highlight stock lines that appear to have excessive variances. From there you can check the other columns and look for discrepancies. The most common areas of discrepancies are deliveries and the opening stock figures. If any of these figures seem to be inaccurate then check back through the last stock closing figures and your deliveries for this stock period.
- Check your totals on the count sheet against the totals on the report. Ensure that the UOM you have counted in, is the same as is requested on the count sheet window and on the printed count sheet. Have you counted correctly? Is it entered against the right item?
- Are any of your products being rung through the till as another product. Do you have crossover variances? Some staff may be inputting all Budweiser products through as Bud, not Bud Ice or Bud Light. This problem is common among wine and spirits as well.
- When using multi-room stock check that the transfer columns match with any manual requests you may have. Has stock been taken from the main stock area without a request? An example would be that an opening stock of 4 with transfers in of 1 & sales of 6 would lead to a stock on hand of -1. This would show that transfers are not being processed correctly. (You are selling more than you have!)
- If a managers stock take is produced between auditors stock takes, ensure that any transfers entered to balance the managers stock take are taken into account. (sales quantity minus room transfer in quantity) The remaining amount is the amount left to transfer from cellar to the stock room.

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Problem Solving

- Use the Sales Report (which includes the theoretical GP%) and take the total figure of Sales (inc VAT) = Value A
- Use the Takings Report (which includes the declarations) and take the total figure of Sales (inc VAT) = Value B

B = A

If not, you have a BSI/Pay mismatch. Only the Sales value A is transferred to the stock reports.

■ The Stock Result Summary gives a summarised page per stock Family = Value C

A = C

If A < C, please report this to the help desk as there may be a stock down date problem.

If A > C:

Sales items without stock recipes, that is, sales report items that have a GP% that is 100%. The sum of these items should be the difference between A and C. Value D

Not enough stock has been down dated. Please contact the helpdesk as a rebuild may be required.

■ The Stock Movement Summary Report total figure is Value E

■ Sum of the deliveries on the Stock Result Summary is F

E = F

If not, either free stock deliveries or a system recipe setup error.

The total variance figure from the Takings Report is fed through to the Stock Result Summary as the declared Cash (Value F). If you have the authority, you can adjust this figure.

B - F = Cash Variance

Summary

The above checks highlight if there is a system issue that could be causing variances. If the above figures balance, then any variances are now due to either or a combination of:

Incorrect opening stock

Incorrect closing stock

Not all deliveries/returns entered

Wastage/shrinkage

Sales not been rung through the tills but the revenue should still have been banked/declared so this should balance with any stock deficits.

Sales Report	Value Inc VAT	A
		B
Takings Report	Grand Total Sales	A = B if not BSI/Pay mismatch.
		Value of goods sold should equal amount of money taken.
	Grand Total Variance	G
		B = G if not Cash Variance
Stock Result Summary	Cash Expected Inc VAT	Amount taken for goods sold - deliveries - cash variances.
		C
		A = C
	Goods In At Cost	A < C = stock downdate issue
		A > C = sales items without stock recipes or not enough stock downdated
Stock Movement Summary	Grand Total	Expected Sales should equal Actual Sales
		F
		E
Stock Count Report		E = F
		Stock movements equal sum of deliveries, if not free deliveries or recipe error.

Before finalising the result ensure that any cash variances in each stock room has been adjusted. This ensures that the GP% on the summary sheet is more accurate.

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Finalising Count Sheets

Only when you are sure that all the counts are correct should you finalise. It is very import that you finalise the correct counts, as these are used as the opening stock figures for your next stock take and any line checks that you perform.

Ensure you produce and keep a copy of the available reports that you require, as these may be required on your next stock take.

Once the stock take is finalised you are unable to amend further any of the counts recorded.

Stock takes are finalised using a wizard and allows comments for each family in each stock room to be added. Final reports are printed automatically on the completion of the wizard. It is covered in detail in the [Finalise](#) topic.

You should use the stock take reports variance column to highlight products that require constant monitoring using line checks and enquiries facilities during the stock period.

Close monitoring at regular intervals helps reduce variances when stock taking, and speed up the overall process.

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Stock Take Checklist

Below is a list of key areas relating to stock taking procedures both prior to and during a stock take. Mark the associated check box when the appropriate task has been completed to show progress through the stock take process.

Generate initial reports

Check delivery notes and transfers

Produce count sheets

Count and enter stock

Produce reports

Validate results

Finalise

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Calculating Cost Prices

Ensure that when you are calculating cost prices, the unit you are basing your calculation on is correct.

For example: 74doz bottles of beer at a cost price of £8.52 per doz equals £62.48.

This is calculated as follows:

cost price per bottle is £8.52 divided by 12 (1doz) = 0.71p

number of bottles 74doz = (7x12) + 4 = 88btl's

cost of 88 bottles is 88 x 0.71p = £62.48

Calculating 74 x £8.52 = £63.048 - a difference of 0.568p

You may when calculating cost prices have a small difference to the EPoS reports as the calculation runs to more decimal places.

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Starting a Manager's Stock Take

A manager's stock take, (only available to users with an access level of Manager or above), is used to reset the managers' stock accumulator and to report on all stock transactions since either the last managers stock take or the last auditors stock take. Every stock item in the selected room(s) must be counted and entered on to the system. All stock takes are started using a wizard.

To start a Manager's Stock Take:

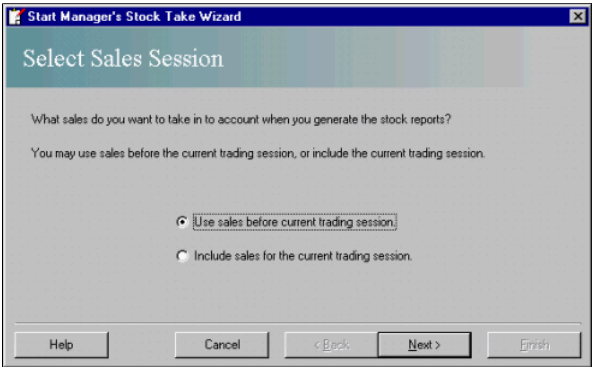
Access the Start Manager's Stock Take Wizard. [How ?](#)

The first window of the Start Manager's Stock Take Wizard opens to allow you to select whether the [sales](#) for the current trading session should be included in the stock take. You progress through subsequent windows of the wizard relating to the [rooms](#) to include (for multi-room outlets), until the [finished](#) window where the printing count sheet option is located.

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Selecting a Sales Session

The Select Sales Session window is the first window of the [Start Manager's Stock Take Wizard](#).



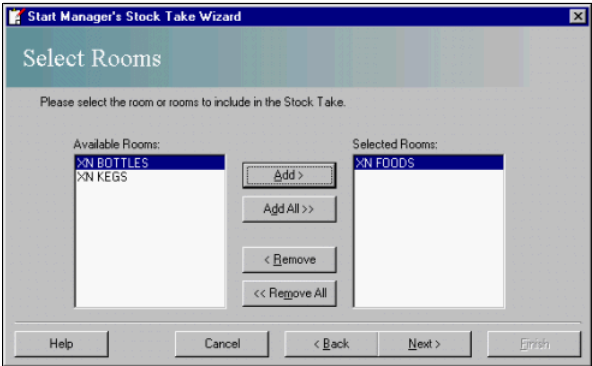
This window allows you to select whether the sales for the current trading session (using information from the last trickle) are to be included in the stock take, from an [option button](#). The default selection is to 'Use sales before current trading session' and means the stock take uses the values obtained up to the last end session.

Action	What to do
To include sales for the current trading session:	Click the Include sales for the current trading session option button.
To move to the next window of the wizard:	Click the Next > button.

For a single stock room outlet the next window of the wizard is the [Finished](#) window. For larger outlets with multiple stock rooms, the next window of the wizard is the [Select Rooms](#) window.

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For outlets with multiple stock rooms, the next window of the [Start Manager's Stock Take Wizard](#) is the Select Rooms window.



There are two fields in the Select Rooms window:

Available Rooms - This field contains a list of all available stock rooms in the outlet.

Selected Rooms - This field displays the stock rooms to be included in the stock take.

The transfer of rooms is carried out via a set of four buttons in the middle of the window. These buttons allow rooms, either individually or all, to be added or removed.  [Click here to learn more about these buttons.](#)

You may also select or clear a room by double-clicking it.

When you have selected the stock rooms to be included in the stock take:

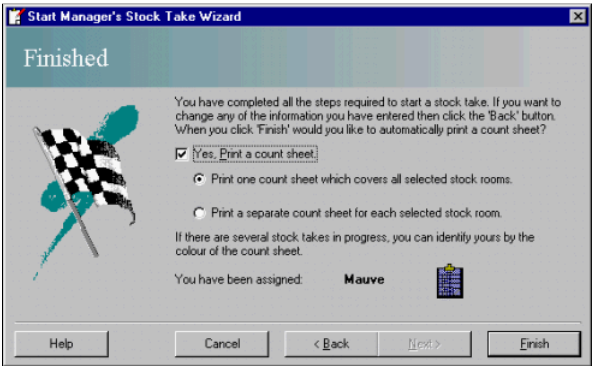
[Click the Next > button.](#)

The next window of the wizard is the [Finished](#) window.

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Printing Count Sheets

The last window of the [Start Manager's Stock Take Wizard](#) is the Finished window which contains options for printing a count sheet.



The 'Yes, [Print a count sheet](#)' check box is selected as default and is associated with two [option buttons](#) to give a print choice:

Print one count sheet which covers all selected stock rooms - a combined count sheet splitting the stock items into separate rooms is printed. For example, if two stock rooms have been selected, one count sheet (first column on printout shows stock room) is printed.

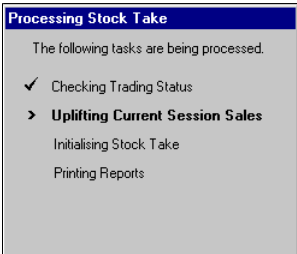
Print a separate count sheet for each selected stock room - an individual count sheet listing out all the stock items is printed for each stock room selected. For example, if two stock rooms have been selected, two count sheets (one count sheet per room) are printed.

If the check box is cleared, both option buttons are disabled and no count sheets are printed.

A colour is allocated to the stock take to make tracking easier. The allocated count sheet colour is displayed at the bottom of the window, in this example, Mauve.

When you have made the desired print selections:

[Click the Finish button.](#)



A progress window displays the tasks the system carries out when starting a stock take. The task currently being processed is displayed in bold with an arrowhead beside it. As the task is completed, it is prefixed with a tick. The arrowhead moves to the next task on the list. In the example shown above, 'Checking Trading Status' has finished and the system is currently 'Uplifting Current Session Sales'.

The Start Manager's Stock Take Wizard closes and unless cleared, the count sheets are printed. A new tab called [Stock Takes in Progress](#) shows in the Purchasing & Stock Control window.

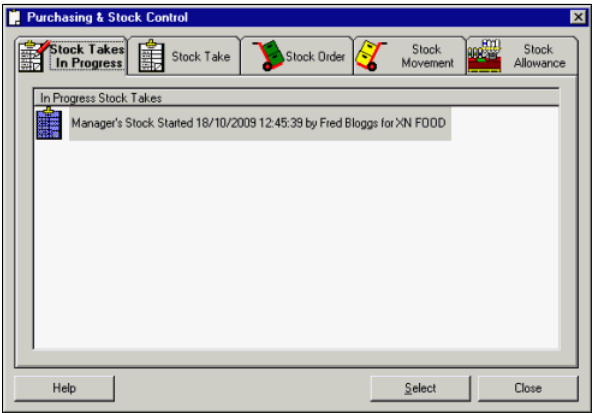
A flashing icon is placed in the [status console](#) on the Active Business Series window. Double-clicking this icon launches into the Stock Takes in Progress tab to allow the chosen stock take to be started.



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In Progress

When a stock take has been started using the [Start Manager's Stock Take Wizard](#), a fifth tab called Stock Takes in Progress shows in the Purchasing & Stock Control window. It displays the Manager's Stock Take started, along with details of who started it, the date and time it was started and what stock room(s) it covers. The count sheet icon is displayed in the allocated colour:



This tab also displays any other stock takes and line checks that may have been started. For the next stage of your stock take, entering stock counts, view the topic titled [Entering Quantities](#).

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Starting a Line Check

Line checks are stock takes on a collection of selected stock items that may be stocked in several rooms.

To start a line check:

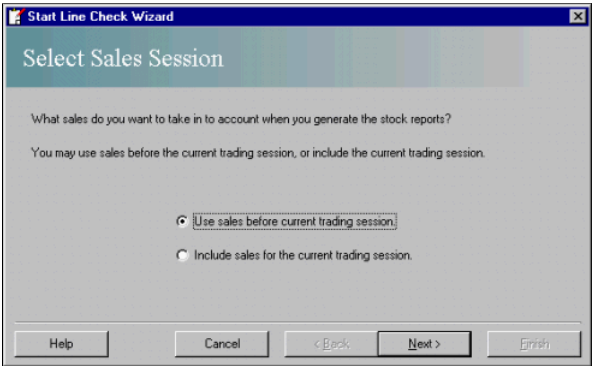
Access the Start Line Check Wizard. [How ?](#)

The first window of the Start Line Check wizard opens to allow you to select whether the [sales](#) for the current trading session should be included in the line check. You progress through subsequent windows of the wizard relating to [creating a new](#) or [using an existing](#) count sheet, the [rooms](#) to include (for multi-room outlets), and [selecting stock items](#) (by hierarchical level if configured) until the [finished](#) window where the printing count sheet option is located.

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Selecting a Sales Session

The Select Sales Session window is the first window of the [Start Line Check Wizard](#).



This window allows you to select whether the sales for the current trading session (using information from the last trickle) are to be included in the line check, from an [option button](#). The default selection is to 'Use sales before current trading session' and means the line check uses the values obtained up to the last end session.

Action	What to do
To include sales for the current trading session:	Click the Include sales for the current trading session option button.

To move to the next window of the wizard:

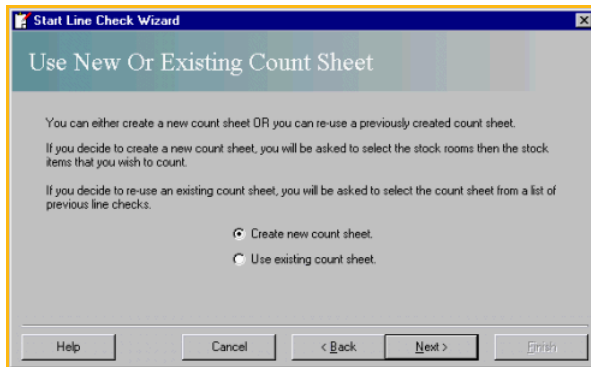
Click the **Next >** button.

This leads to the [Use New Or Existing Count Sheet](#) window.

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Creating a New Count Sheet

When performing a line check, after selecting a [Sales Session](#) on the Start Line Check Wizard, the following window opens:



The Use New or Existing Count Sheet window has two option buttons:

Create new count sheet - This option is selected as default and means a new count sheet is created.

Use existing count sheet - Allows you to select previously created counts sheets. If there are no previously created count sheets this option button is disabled.

To continue to create a new count sheet:

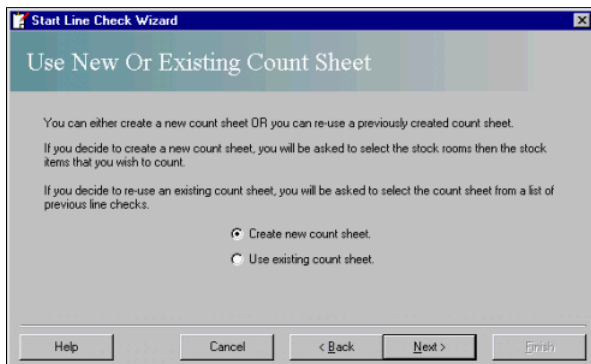
[Click the Next > button.](#)

When creating a new count sheet, the next window of the Start Line Check wizard for multiple stock room outlets is the Select Rooms window, allowing you to select the [stock room\(s\)](#) to be included in the line check.

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Using an Existing Count Sheet

When performing a line check, after selecting a [Sales Session](#) on the Start Line Check Wizard, the following window opens:



The Use New or Existing Count Sheet window has two option buttons:

[Create new count sheet](#) - This option is selected as default and means a new count sheet is created.

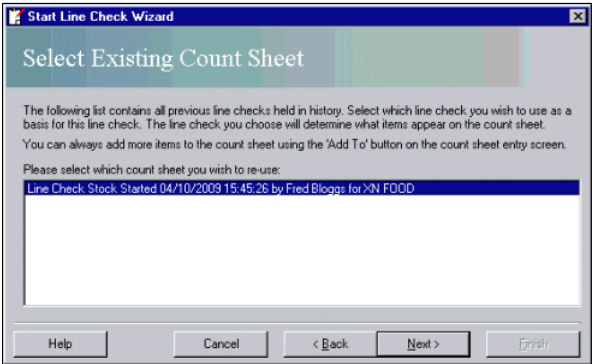
Use existing count sheet - Allows you to select previously created counts sheets. If there are no previously created count sheets this option button is disabled.

To select a previous line check count sheet:

Select the Use existing count sheet option button and

Click the Next > button.

This leads to the Select Existing Count Sheet window, which displays a list of previous line check count sheets.



To select a previous count sheet:

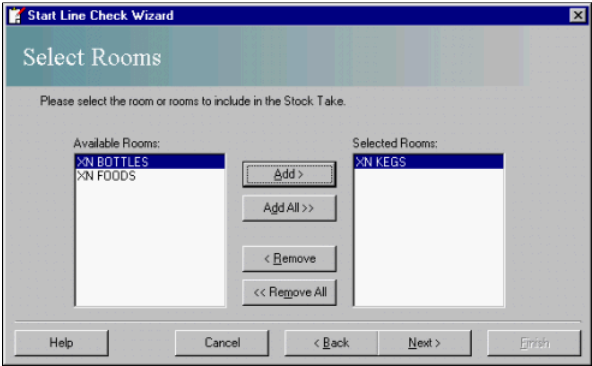
Click the count sheet you require.

Click the Next > button.

The next window of the wizard is the [Finished](#) window.

Selecting Rooms


When creating a new count sheet for outlets with multiple stock rooms the next window is the Select Rooms window.



There are two fields in the Select Rooms window:

Available Rooms - This field contains a list of all available stock rooms in the outlet.

Selected Rooms - This field displays the stock rooms to be included in the stock take.

The transfer of rooms is carried out via a set of four buttons in the middle of the window. These buttons allow stock rooms, either individually or all, to be added or removed.  [Click here to learn more about these buttons.](#)

You may also select or clear a room by double-clicking it.

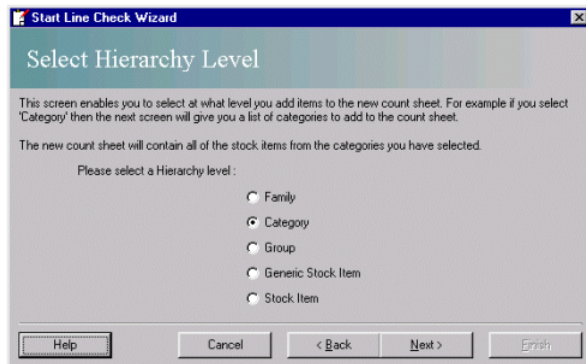
When you have selected the stock rooms to be included in the line check:

[Click the Next > button.](#)

The Select Rooms window closes. The next window to open leads to the selection of the stock items to count. This selection may be at [hierarchy level](#) (for example Category), if configured, or individually at stock item level.

Selecting Hierarchical Levels

Stock items to count can be selected by their hierarchy level. First the hierarchy level is selected (such as Category), and then the required categories are selected on a subsequent window. When the Start Line Check Wizard is finished, a count sheet is built that contains all of the stock items in the selected stock categories.



Click the required hierarchy level.

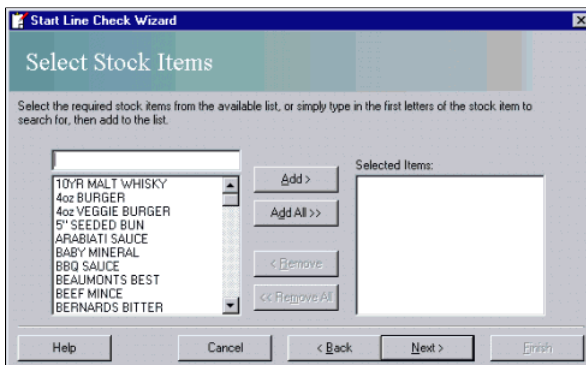
Click the **Next** button.

The next window displays the list of available items at the hierarchy level selected. For example, if the Family level is selected above, the next window displays a list of all the families available. If the Category level is selected above, the next window displays a list of all the categories available and so on.

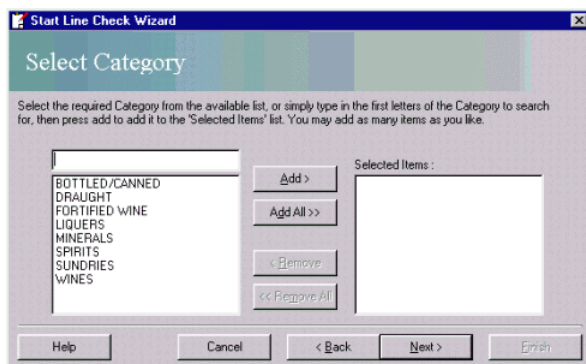
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Selecting Stock Items


The stock item to count is selected from those shown in the Available list.



Stock items to count can be selected by their [hierarchy level](#) if configured. For example, if the Category level has been selected on the previous window, available Categories are displayed as shown in the example below. All stock items for the hierarchy level selected are shown on the count sheet. For example if MINERALS are added to the Selected Items list, the count sheet would contain all of the stock items that exist in the MINERALS category.



The transfer of available items is carried out via a set of four buttons in the middle of the window. These buttons allow items, either individually or all, to be added or removed.

 Click here to learn more about these buttons.

When selecting individual items, either, use the [scroll bar](#) to view the available items or type the first few letters of the item to start a search.

Select the required item.

When an item has been selected, the description appears in the field above the list.

Click the Add > button.

When you have finished selecting stock items to be included in the Line Check:

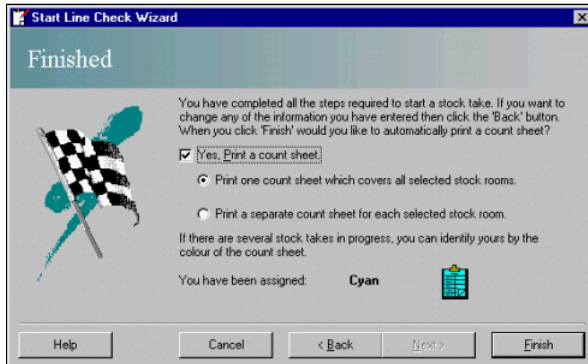
Click the Next > button.

This leads to the [Finished](#) window.

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Printing Count Sheets

The last window of the [Start Line Check Wizard](#) is the Finished window that contains options for printing a count sheet.



The 'Yes, Print a count sheet' check box is selected as default and is associated with two [option buttons](#) to give a print choice:

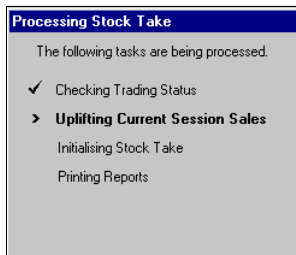
- Print one count sheet which covers all selected stock rooms - a combined count sheet is printed covering all stock rooms included in the line check. For example, if two stock rooms have been selected, one count sheet (first column on printout shows stock room) is printed.
- Print a separate count sheet for each selected stock room - an individual count sheet is printed for each stock room. For example, if two stock rooms have been selected, two count sheets (one count sheet per room) are printed.

If the check box is cleared, both option buttons are disabled and no count sheets are printed.

A colour is allocated to the stock take to make tracking easier. The allocated count sheet colour is displayed at the bottom of the window, in this example, Cyan.

When you have made the desired print selections:

Click the [Finish](#) button.



A progress window displays the tasks the system carries out when starting a line check. The task currently being processed is displayed in bold with an arrowhead beside it. As the task is completed, it is prefixed with a tick. The arrowhead moves to the next task on the list. In the example shown above, 'Checking Trading Status' has finished and the system is currently 'Uplifting Current Session Sales'.

The Start Line Check Wizard closes and unless cleared, the count sheet(s) are printed. The Line Check you have created is displayed on the Stock Takes in Progress tab with the count sheet icon shown in the allocated colour. You may now open the [count sheet](#) and enter counts as required.

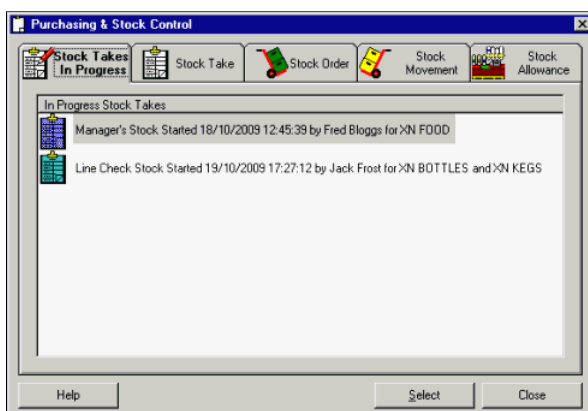
A flashing icon is placed in the [status console](#) on the Active Business Series window. Double-clicking this icon launches into the Stock Takes in Progress tab to allow the chosen line check to be started.



In Progress

When a stock take has been started using the [Start Line Check Wizard](#), a fifth tab called Stock Takes in Progress shows in the Purchasing & Stock Control window.

It displays the Line Check started, along with details of who started it, the date and time it was started and what stock room(s) it covers. The count sheet icon is displayed in the allocated colour:



This tab also displays any other stock takes and line checks that may have been started. For the next stage of your line check, entering stock counts, view the topic titled [Entering Quantities](#).

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Starting a Stock Line Enquiry

A stock line enquiry allows a single stock item to be counted and is used as a quick check of the status of a stock line. The count is entered and the details of opening stock, sales, deliveries, returns, cost and so on, are displayed on screen and printed. It shows the computed stock on hand value, compares it to the count entered and show any variances between the two. The stock line enquiry is carried out using a wizard.

To start a Stock Line Enquiry:

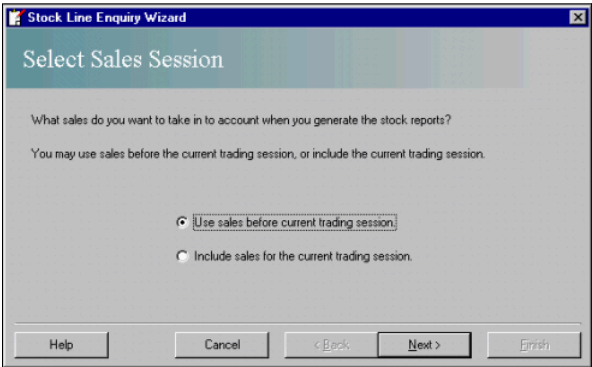
Access the Stock Line Enquiry Wizard. [How ?](#)

The first window of the Stock Line Enquiry Wizard opens to allow you to select whether the [sales](#) for the current trading session should be included in the stock line enquiry. You progress through subsequent windows of the wizard relating to the [stock figures](#) to use, the [rooms](#) to include (for multi-room outlets), selecting a [stock item](#), [entering counts](#), viewing the [results](#) until the [finished](#) window where the printing report option is located.

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Selecting a Sales Session

The Select Sales Session window is the first window of the [Stock Line Enquiry Wizard](#).




This window allows you to select whether the sales for the current trading session (using information from the last trickle) are to be included in the stock line enquiry, from an [option](#) button. The default selection is to 'Use sales before current trading session' and means the stock line enquiry uses the values obtained up to the last end session.

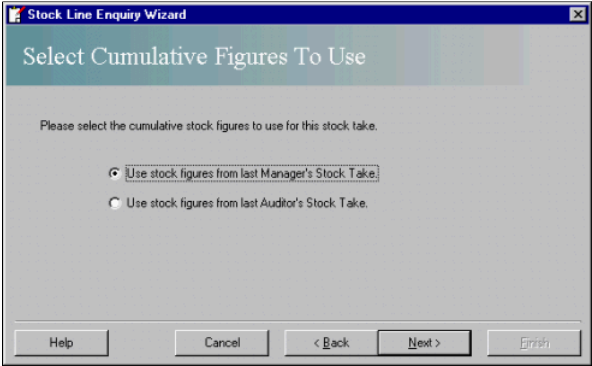
Action	What to do
To include sales for the current trading session:	Click the 'Include sales for the current trading session' option button.
To move to the next window of the wizard:	Click the Next > button.

This leads to the [Select Cumulative Figures To Use](#) window where you can select the stock figures to use from either the last Manager's or the last Auditor's stock take.

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Selecting Stock Figures

When performing a [Stock Line Enquiry](#), the stock accumulator should be selected.  [Click to view more information.](#)



This window has two [option](#) buttons:

- Use stock figures from last Manager's Stock Take - This option is selected as default and means the stock line enquiry is referenced to the last finalised Manager's stock take and all deliveries, sales, and so since then.
- Use stock figures from last Auditor's Stock Take - The stock line enquiry is referenced to the last Auditor's stock take.

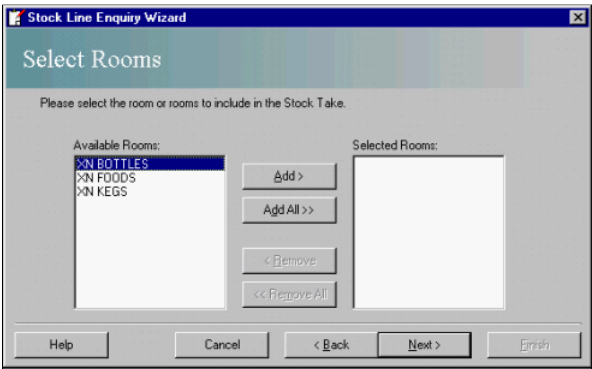
Note: Stock counts entered as a stock line enquiry do not affect the cumulative stock figures for either type of stock take.

Action	What to do
To select the Auditor's option:	Click the Use stock figures from last Auditor's Stock Take option button.
To move to the next window of the wizard:	Click the N ext > button.

The [Select Rooms](#) window opens to allow stock rooms to be selected.

Selecting Rooms

For outlets with multiple stock rooms, the next window of the [Stock Line Enquiry Wizard](#) is the Select Rooms window.



There are two fields in the Select Rooms window:

Available Rooms - This field contains a list of all available stock rooms in the outlet.

Selected Rooms - This field displays the stock rooms to be included in the stock take.

The transfer of rooms is carried out via a set of four buttons in the middle of the window. These buttons allow rooms, either individually or all, to be added or removed.  [Click here to learn more about these buttons.](#)

You may also select or clear a room by double-clicking it.

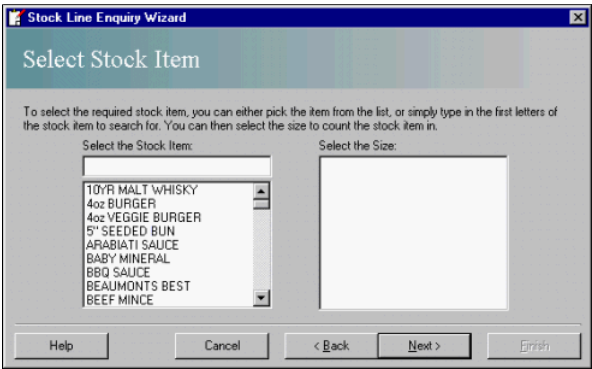
At least one room must be selected before proceeding. When you have selected the required stock rooms:

[Click the Next > button.](#)

This leads to the [Select Stock Item](#) window opening to allow the item of stock to be selected.

Selecting a Stock Item

When performing a [Stock Line Enquiry](#), after selecting the [stock room](#), the stock item to be checked should be selected from those listed.



Either, use the [scroll bar](#) to view the stock items or type the first few letters of the item to start a search.

Select the required stock item.

When a stock item has been selected, the 'Select the Size' field is populated with the sizes applicable to the selected stock item.

Use the scroll bar to view the other sizes if needed.

Click the required size.

When the required stock item is displayed in the 'Select the Stock Item' field and the required size is highlighted in the 'Select the Size' field:

Click the **N**ext > button.

The next window of the wizard is the [Enter Count](#) window.

Entering Counts

The Enter Count window of the [Stock Line Enquiry Wizard](#), contains details of the [stock item](#) and size previously selected.

Two fields allow for entering the stock count:

Major Unit - used to enter whole units of the selected size.

Minor Unit - used to enter part quantities of the whole unit of measure. If no part quantity is allowed, this field is disabled.

The counts can be entered into the fields provided or via the calculator. Click to view an example of how to use the calculator.

Enter the count in the Major Unit Stock Count field.

Enter the count in the Minor Unit Stock Count field.

When the count has been entered:

Click the [Next >](#) button.

The Enter Count window closes, the result calculated and the Stock Line Enquiry [Results](#) window opens.

Viewing Results

When performing a [Stock Line Enquiry](#), after selecting information on previous windows of the wizard, the Stock Line Enquiry Results window opens:

This window displays the name of the stock item, the stock room(s) selected and the stock count result.

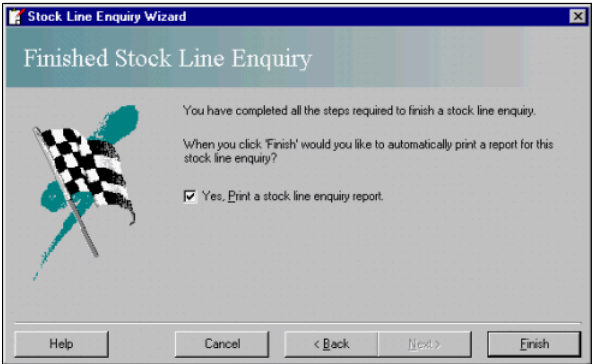
You may use the [< Back](#) button to go back and choose a different stock item or stock room if required. To move to the last window of the wizard:

Click the [Next >](#) button.

You progress to the [Finished](#) window to allow the stock line enquiry report to be printed.

Printing Reports

The last window of the [Stock Line Enquiry Wizard](#) is the Finished Stock Line Enquiry window.



It allows you to print a stock line enquiry report if required. If you do not require a printed report:

Clear the check box.

Click the **F**inish button.

The Stock Line Enquiry Wizard closes and you are returned to the Purchasing & Stock Control window.

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Count Sheets Overview

Count sheets are printed as a result of starting one of the following stock take wizards:

- ▶ [Auditor's Stock Take](#)
- ▶ [Manager's Stock Take](#)
- ▶ [Line Check](#)

On screen, the count sheets are accessed using the Stock Takes In Progress tab in the [Purchasing & Stock Control](#) window. This tab is only displayed to users of Manager-level access or above. A Manager's Stock Take can be viewed by personnel having Manager-level access or above, whereas, only Auditor-level users have access to an Auditor's Stock Take. Line Checks are also displayed on the Stock Takes in Progress tab and are displayed to both Auditors and Managers. When all counts have been entered onto the count sheet, the stock take/line check may be [finalised](#) or [reports printed](#).

What would you like to do ?

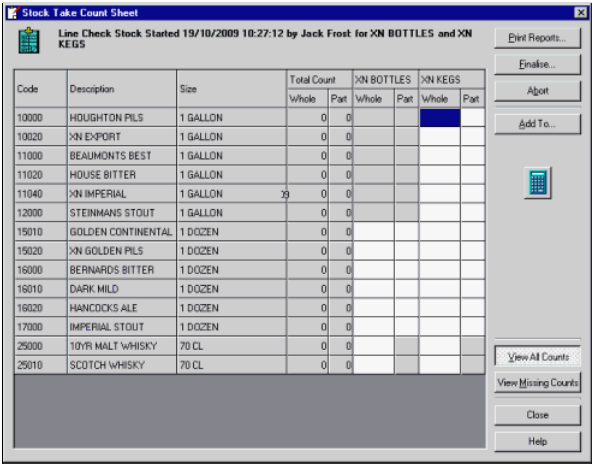
- ▶ [Enter quantities](#)
- ▶ [View missing counts](#)
- ▶ [Add items to the Count Sheet](#)
- ▶ [View tips on making counting easier](#)

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Entering Quantities

Stock Take Count Sheets allow stock level quantities to be entered into the system. Additional stock items, sales items or products may be [added](#) to the existing count sheet.

Open the required count sheet. How ?



The type of stock take, (Auditors, Managers or Line Check), date and time the stock take was started and the stock rooms it includes are displayed at the top of the window.

A list of items associated with the stock take is displayed in a grid format, where fields for entering the actual count quantities appear for each stock room. A column is provided for each stock room included in the stock take and this column is subdivided into Whole and Part count columns.

The Whole count column is used to enter full accounting units. The Part count column is used to enter part quantities of the whole unit of measure. For example, if the item is counted in dozens: 1 entered in the Whole count column is equal to 1 dozen; 1 entered in the Part column is equal to 1/12. An error message occurs if you try to enter a number in the Part count column that is larger than the whole unit of measure. For example, entering 13 for the part quantity when the whole unit of measure is expressed in dozens. Where a stock item does not have a part quantity or does not exist in a selected stock room (for multiple stock room count sheets), the cells are greyed out and not available.

For count sheets having more than one stock room, (as shown in our example above), the Total Count column automatically displays the sum of the individual counts for each stock room.

Quantities may be entered on the grid by typing in a value or by using the [calculator](#). A quantity should be entered for every item in each stock room (where applicable). Where no quantities exist for an item, a zero should be entered in

the appropriate cell. If you enter a decimal point in a Whole cell, the cursor defaults to the Part cell. Pressing the 'Enter' key moves the cursor to the next Whole cell in the grid.

To enter quantities into the grid:

Click the Whole or Part cell corresponding to the item counted.

Enter the quantity.

Press Enter or click in the next cell required.

Enter the quantity.

Continue entering quantities until all counts have been entered. [EXAMPLE](#) of a completed count sheet.

When all counts have been entered onto the count sheet, the stock take/line check may be [finalised](#) or [reports printed](#).

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Viewing Count Sheets

As default, the grid on the Stock Take Count Sheet displays all items including those that have no quantities entered beside them. Selecting the View Missing Counts button enables you to view only those stock items which have no quantities entered beside them.

The contents of the grid may be displayed in either one of two views: View All Counts/View Missing Counts, where the buttons toggle between these two views.

To view stock items which have no quantities beside them:

[Click the View Missing Counts button.](#)

Stock items with no quantities are displayed.

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Adding Items

Stock Items, Products and/or Sales Items can be added to the [count sheet](#).

To open the Add to Count Sheet window:


Click the Add To... button.

The Add To Count Sheet window has three tabs. The default tab is the Stock Items tab. When a tab is selected, it moves to the front and its title is displayed in bold. Each tab lists the items available to add to the count sheet. You may select a mixture of Stock Items, Sales Items and Products to be added to the count sheet at the same time, if required. An item may be located using the [alpha search](#) functionality or use the [scroll bar](#) to view the item on the list. When an item is selected, it appears in the Select Stock Item field.

- [For Stock Items only](#)

The Select Size field is empty until a stock item has been selected. It is then populated with all valid sizes for the selected item and a scroll bar is present for easy viewing.

The transfer of available items is carried out using the Add and Remove buttons. These buttons allow stock items/sales items/products, to be added or removed.

 Click here to learn more about these buttons.

Click the required tab.

Select the required item.

Select the required size. (For Stock Items only)

Click the Add > button.

Repeat the above steps to continue adding items.

When you have finished selecting items to be added to the Count Sheet,

Click the OK button.

The Add to Count Sheet window closes and the selected items are added to the count sheet.

Click to view an example of adding:

 A stock item

 A sales item

 A product

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Making Counting Easier

Depending on the type of item stock is counted and split up into different units of measure.

Draught Beer

Draught Beer is normally counted in Gallons, there are 8 Pints in a Gallon.

Beer can also be counted in Litres. There are 4.544 Litres to a Gallon or 568ml to a pint. Draught beer can also be measured in Fluid Ounces, there are 20 Fluid Ounces to a Pint, there are 35.2 Fluid Ounces to a Litre.

There are two types of barrels that beer is normally stored in: Cask and Keg. Casks are used for real ales and the contents can be measured quite accurately with a 'dip-stick'. Kegs are used for lagers, stouts, ciders and smoothflow beers, they are measured by weighing the barrel or by the stocktaker estimating the contents based on the barrel's weight.

Spirits

A normal bottle size for a spirit bottle is 70CL (0.70 Litres), a single measure of spirit is 25ml, so you get 28 single measures from a standard bottle, or 60 measures from a 1.5 Litre bottle.

When counting a part bottle of spirit a stocktaker usually splits the bottle into tenths, and estimates how much is in there to the nearest tenth.

50cl btl contains approx 20 measures @ 25ml giving 2.0 shots per 1/10th of a btl

70cl btl contains approx 28 measures @ 25ml giving 2.8 shots per 1/10th of a btl

75cl btl contains approx 30 measures @ 25ml giving 3.0 shots per 1/10th of a btl

1ltr btl contains approx 40 measures @ 25ml giving 4.0 shots per 1/10th of a btl

1.5 ltr btl contains approx 60 measures @ 25ml giving 6.0 shots per 1/10th of a btl

Practice counting of spirits ensures a more accurate count. Bottles containing water can be used for this purpose.

Most bottles have a central line marked along the bottle from the manufacture. If the bottle is held horizontally, it gives an exact half measure upon which to base your count.

Wines

A normal bottle size for a bottle of wine is 75CL (0.75 Litres), a normal single glass of wine is 125ml, so you get 6 glasses from a bottle, or 12 glasses from a 1.5 Litre bottle. Glass sizes can also be 175ml and 250ml.

When counting a part bottle of wine a stocktaker usually splits the bottle into tenths, and estimates how much is in there to the nearest tenth.

Postmix/Bag in Box Minerals

Postmix usually comes in a 10 litre box that contains a syrup that is then mixed with carbonated water. Depending on how much water is mixed with the syrup depends on how much you get out of the box. Normally you get 60 litres out of a box which works out to 2112 Fluid Ounces, or roughly 211 Half Pints of mineral.

When counting a part box of Postmix, a stocktaker usually splits the box into tenths, and estimates how much is in there to the nearest tenth.

Alternately, a chart for Bag in Box minerals can be created by weighing a full 10ltr box then dividing this by 10 to give you the weight per ltr of mineral. A set of bathroom scales is ideal for this.

Bottled Beers/Bottled Minerals

Usually counted in Dozens and held in single units (twelfths).

So if you had counted 71 bottles of beer at a stock then that would be entered as 5.11 Dozen.

When counting bottled products in twelfth's the following may help when adding up.

A count of 44 + 76 + 35 + 57 = 212 single bottles should be written on a count sheet as:

38 (3 dozen and 8 twelfth's) + 64 + 211 + 49 = 178 dozen

1. Add up all the part units:

8 + 4 + 11 + 9 = 28 dozen (2x12) + 8 = 32 single bottles

2. Add up all the whole units:

3 + 6 + 2 + 4 = 15 dozen

3. Now add the part units to the whole units:

28 + 15 = 178 dozen (17x12) + 8 = 212 single bottles

On some stock systems, bottled items are counted in decimal and not twelfths so the following conversions have to be taken into consideration:

1 bottle = 0.083	7 btls = 0.58
2 btls = 0.166	8 btls = 0.66
3 btls = 0.25	9 btls = 0.75
4 btls = 0.33	10 btls = 0.83
5 btls = 0.42	11 btls = 0.92
6 btls = 0.5	12 btls = 1

General

If possible store products in the same order as on the count sheet. This makes counting easier and quicker.

Top up part used products in dispense areas within the same stock room so you have only one part stock item to count. This reduces the margin for human error.

Ensure staff are aware of procedures that are required the night before and the morning of a stock take. Simple things like bottle cabinets being full and tidy, crates in the cellar are tidy and not mixed up and that all empty containers have been removed all helps to make a stock take quicker and easier.

If it is possible, a strip of wood doweling can be used as a stopper on wooden shelving used behind a bar to store/display bottled items. This provides a guide when 'bottling up' or rotating stock and ensure that a row holds 12 bottles for example.

Aborting Stock Takes

To abort a stock take, access the count sheet window for the stock take/line check to abort. How ?

Stock Take Count Sheet

Line Check Stock Started 19/10/2009 10:27:12 by Jack Frost for XN BOTTLES and XN KEYS

Code	Description	Size	Total Count		XN BOTTLES		XN KEYS	
			Whole	Part	Whole	Part	Whole	Part
10000	HOUGHTON PILS	1 GALLON	0	0				
10020	XN E-PORT	1 GALLON	0	0				
11000	BEAUMONTS BEST	1 GALLON	0	0				
11020	HOUSE BITTER	1 GALLON	0	0				
11040	XN IMPERIAL	1 GALLON	0	0				
12000	STEINMANS STOUT	1 GALLON	0	0				
15010	GOLDEN CONTINENTAL	1 DOZEN	0	0				
15020	XN GOLDEN PILS	1 DOZEN	0	0				
16000	BERNARDS BITTER	1 DOZEN	0	0				
16010	DARK MILD	1 DOZEN	0	0				
16020	HANCOCKS ALE	1 DOZEN	0	0				
17000	IMPERIAL STOUT	1 DOZEN	0	0				
25000	10YR MALT WHISKY	70 CL	0	0				
25010	SCOTCH WHISKY	70 CL	0	0				

Print Reports...

Enable...

Abort

Add To...

View All Counts

View Missing Counts

Close

Help

Click the Abort button.

The following window opens:

Stock Take Count Sheet

WARNING: You are about to abort the stock take. Aborting a stock take will loose ALL count figures. Are you sure you want to abort the stock take?

Yes

No

Cancel

To abort the Stock Take:

Click the Yes button.

The window closes, the selected stock take is aborted and you are returned to the Purchasing & Stock Control window. The aborted stock take/line check no longer appears on the Stock Takes In Progress tab.

Printing Reports

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

From the completed Stock Take Count Sheet window (as shown in the example below):

Stock Take Count Sheet

Line Check Stock Started 19/10/2009 10:27:12 by Jack Frost for XN BOTTLES and XN KEYS

Code	Description	Size	Total Count		XN BOTTLES		XN KEYS	
			Whole	Part	Whole	Part	Whole	Part
10040	CANADIAN LAGER	1 GALLON	20	5			20	5
10000	HOUGHTON PILS	1 GALLON	10	2			10	2
10020	XN E-PORT	1 GALLON	40	0			40	0
11000	BEAUMONTS BEST	1 GALLON	33	5			33	5
11020	HOUSE BITTER	1 GALLON	40	0			40	0
11040	XN IMPERIAL	1 GALLON	15	4			15	4
12000	STEINMANS STOUT	1 GALLON	4	4			4	4
15010	GOLDEN CONTINENTAL	1 DOZEN	5	7	4	5	1	2
15020	XN GOLDEN PILS	1 DOZEN	10	3	8	2	2	1
16000	BERNARDS BITTER	1 DOZEN	6	9	3	4	3	5
16010	DARK MILD	1 DOZEN	2	4	2	0	0	4
16020	HANCOCKS ALE	1 DOZEN	2	1	1	1	1	0
17000	IMPERIAL STOUT	1 DOZEN	6	9	4	2	2	7
25000	10YR MALT WHISKY	70 CL	3	0	2			1
25010	SCOTCH WHISKY	70 CL	3	0	2			1

Print Reports...

Enable...

Abort

Add To...

View All Counts

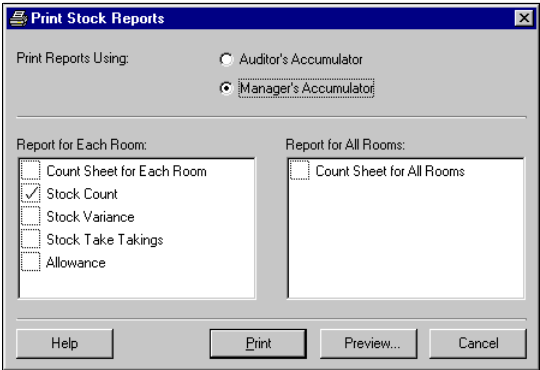
View Missing Counts

Close

Help

Click the Print Reports... button.

The Print Stock Reports window opens:



At the top of the Print Stock Reports window there are two [option buttons](#) called [Auditor's Accumulator](#) and [Manager's Accumulator](#). The option selected indicates which stock accumulator is used when producing the selected stock report.

For an Auditor's Stock Take, the Manager's Accumulator option is disabled and appears greyed out.

For a Verify Stock Take, both options are disabled and appear greyed out.

For a Manager's Stock Take and Line Checks, both options are available as shown in the example above.

Report for Each Room - This field details the reports available for each stock room included in the stock take. Report(s) selected from this list results in a separate report being printed for each room.

Report for All Rooms - This list is only available if the stock take in progress includes more than 1 stock room. A report selected here, gives an accumulated stock report for all rooms included in the stock take.

The check boxes inside the Report fields have 3 states:

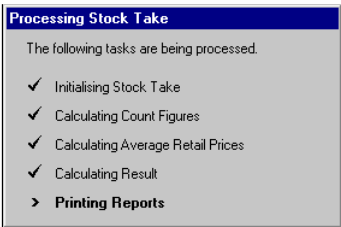
- ☒ The report is printed as default and may not be cleared.
- ☒ The report is selected as default for printing, but may be cleared.
- ☐ The report is available, but not selected as default, for printing.

Selected reports can be [viewed](#) before printing.

To print reports:

Click the Print button.

The system starts to calculate the stock result and whilst it is doing so, the Processing Stock Take window is displayed:



This window displays the tasks the system carries out to generate the reports. The task currently being processed is displayed in bold with an arrowhead beside it. As the task is completed it is prefixed with a tick. The arrowhead moves to the next task on the list. In the example shown, the system is currently 'Printing Reports'.

The Print Stock Reports window closes and the reports are printed. You are returned to the count sheet window. The printed reports should be checked for discrepancies/variances. Counts in the count sheet window may be amended where necessary. If any amendments are made, the report should be re-printed and re-checked. This process should be repeated until you are sure all the stock counts are correct. When correct, the stock take/line check may be [finalised](#).

Once created, Stock Reports are also available for printing from [Reports & Views](#).

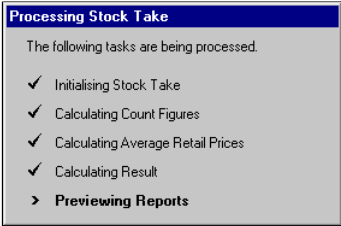
Previewing Reports

The Preview button on the [Print Stock Reports](#) window allows the selected stock reports to be viewed on screen before (optionally) printing them.

To preview reports:

Click the [Preview button](#).

The system starts to calculate the stock result and whilst it is doing so, the Processing Stock Take window is displayed:



This window displays the tasks the system carries out to generate the reports. The task currently being processed, is displayed in bold with an arrowhead beside it. As the task is completed it is prefixed with a tick. The arrowhead moves to the next task on the list. In the example shown, the system is currently 'Previewing Reports'.

The first of the selected reports is displayed. If required, the report can be printed from this window. Details of the [Print Preview Toolbar](#).

When the Print Preview window is closed, the next stock report is displayed. When the final stock report is displayed and the Print Preview window is closed, you are returned to the count sheet window.

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Finalising

Completion of a Stock Take/Line Check is carried out using the Finalise Stock Take [wizard](#). A Stock Take may not be finalised until all stock counts have been entered on to the [count sheet](#).

Open the Finalise Stock Take Wizard. [How ?](#)

Manager's, Auditor's or Verify Stock Take

The first window of the Finalise Stock Take Wizard is the [Comments](#) window. You progress through subsequent windows - [Final Reports](#) and [Select Accumulator](#) until the [Finished](#) window.

Line Check

If a Line Check was selected from the count sheet window, the [Final Reports](#) window leads to the [Select Accumulator](#) window. You may be allowed to enter your own [Line Check Name](#) before progressing to the [Finished](#) window.

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Entering Comments

If a Manager's, Auditor's or Verify Stock Take was selected, the first window of the Finalise Stock Take Wizard is the Comments window:

It allows you to enter any comments on the stock take result. The comments you enter are printed on the [Stock Result Summary Report](#). A Comments window is provided for each stock room/family combination in turn.

The cursor is flashing in the comments field ready for you to enter the information. If there are no comments to enter, or when you have entered any comments:

[Click the Next > button.](#)

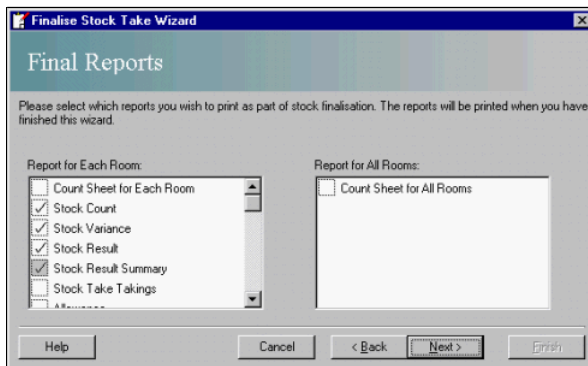
Where applicable, a new comments window opens for the next stock room/family combination. When all comments windows have been completed, the [Final Reports](#) window opens.

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Printing Reports

When all [Comments](#) windows have been completed, or, if a Line Check was selected, the Final Reports window opens:

The example shown above represents the Final Reports window when a single stock room is involved in the stock take/line check. The example below represents the same window but with multiple stock rooms selected.



Report for Each Room - This field contains a list of available reports for each stock room included in the stock take. Report(s) selected from this list results in a separate report being printed for each room.

Report for All Rooms - This list is only available if the stock take in progress includes more than 1 stock room. A report selected here, gives an accumulated stock report for all rooms included in the stock take.

The check boxes inside the Report fields have 3 states:

- ☒ The report is printed as default and may not be cleared.
- ☒ The report is selected as default for printing, but may be cleared.
- ☐ The report is available, but not selected as default, for printing.

When you have finished selecting reports for printing:

Click the [Next >](#) button.

This leads to the [Select Accumulator](#) window.

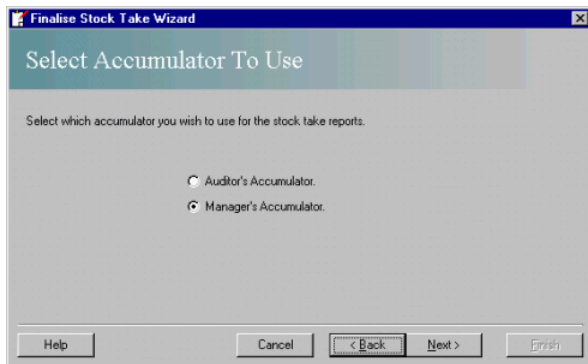
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Selecting Accumulators

The stock accumulator to use when producing the stock reports should be selected. This window has two option buttons:

Auditor's Accumulator - Reports are referenced to the last Auditor's stock take.

Manager's Accumulator - Reports are referenced to the last finalised Manager's stock take and all deliveries, sales, and so on since then.



The options buttons default to:

- Auditor's Accumulator for an Auditor's Stock Take
- Manager's Accumulator for a Manager's Stock Take and Line Check
- Disabled for Verifying a Manager's Stock Take

To change the selected option button if required:

Click the required option button.

To move to the next window of the wizard:

Click the [Next >](#) button.

When finalising a Line Check you may be allowed to enter your own [Line Check Name](#) before progressing to the [Finished](#) window.

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Entering Names

When finalising a Line Check, you may be allowed to enter your own Line Check name. All Line Checks show when they were started (date and time), by whom and the names of the stock rooms involved for example, Started 19/10/2009 17:27:12 by Jack Frost for XN BOTTLES and XN KEGS.

This stock take name is used when viewing stock reports and in the [Start Line Check Wizard](#) if an existing count sheet is selected.

The text (in this example Line Check Stock) is highlighted as default, so any new entry overtypes this text.

To change the name:

Enter a new name.

To move to the next window of the wizard:

Click the **Next >** button.

This leads to the [Finished](#) window.

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Completing Stock Takes

The Finished window is the last window of the Finalise Stock Take Wizard.

To Finalise the Stock Take:

Click the [Finish](#) button.

The system starts to calculate the stock result and whilst it is doing so, the Processing Stock Take window is displayed:

This window displays the tasks the system carries out when finalising a stock take. The task currently being processed, is displayed in bold with an arrowhead beside it. As the task is completed it is prefixed with a tick. The arrowhead moves to the next task on the list. In the example shown 'Initialising Stock Take' has finished and the system is currently 'Calculating Count Figures' and 'Calculating Average Retail Prices'.

When the stock take/line check has been processed you are returned to the Purchasing & Stock Control window. The stock take/line check no longer appears on the Stock Takes In Progress tab and any reports selected are printed.

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Starting an Auditor's Stock Take

An auditor's stock take is used to reset the auditors and the managers [stock accumulator](#) and to report on all stock transactions since the last auditors stock take.

Every stock item in the selected room(s) must be counted. Stock Takes are started using a wizard.

To start an Auditor's Stock Take:

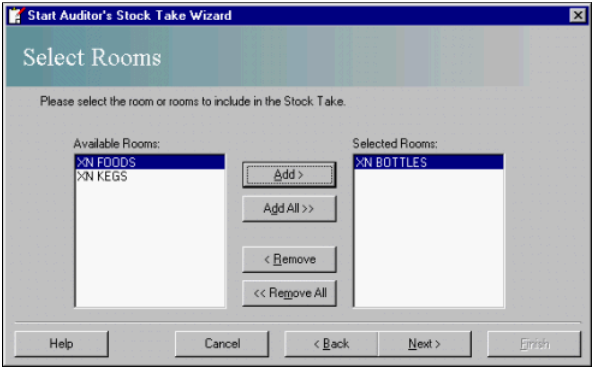
Access the Start Auditor's Stock Take Wizard. How ?



This window allows you to select whether the sales for the current trading session (using information from the last trickle) are to be included in the stock take, from an [option button](#). The default selection is to 'Use sales before current trading session' and means the stock take uses the values obtained up to the last end session.

Action	What to do
To include sales for the current trading session':	Click the Include sales for the current trading session option button.
To move to the next window of the wizard:	Click the Next > button.


For a single stock room outlet, the next window of the window is the [Finished](#) window. For larger outlets with multiple stock rooms, the next window of the wizard is the 'Select Rooms' window:



There are two fields in the Select Rooms window:

Available Rooms - This field contains a list of all available stock rooms in the outlet.

Selected Rooms - This field displays the stock rooms to be included in the stock take.

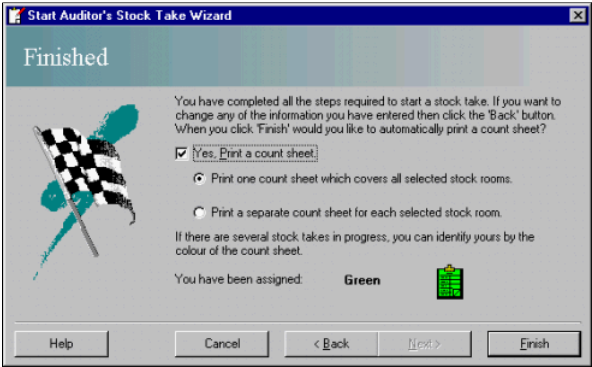
The transfer of available rooms is carried out via a set of four buttons in the middle of the window. These buttons allow rooms, either individually or all, to be added or removed.  [Click here to learn more about these buttons.](#)

You may also select or clear a room by double-clicking it.

When you have selected the stock room(s) to be included in the stock take:

Click the Next > button.

The Finished window opens:



In a multiple stock room outlet, the system allows more than one stock take to be carried out at the same time. However, only one stock take may take place in each room. That is, A Manager's stock take may take place in one stock room, while an Auditor's stock take is taking place in another stock room. A colour is allocated to the stock take to make tracking easier. The allocated count sheet colour is displayed at the bottom of the window, in this example, green.

Print a Count Sheet

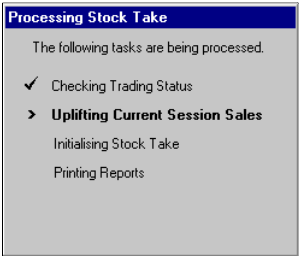
The 'Yes, Print a count sheet' [check box](#) is selected as default and is associated with two option buttons to give a print choice:

Print one count sheet which covers all selected stock rooms - a combined count sheet splitting the stock items into separate rooms is printed. For example, if two stock rooms have been selected, one count sheet (first column on printout shows stock room) is printed.

Print a separate count sheet for each selected stock room - an individual count sheet listing out all the stock items is printed for each stock room selected. For example, if two stock rooms have been selected, two count sheets (one count sheet per room) are printed.

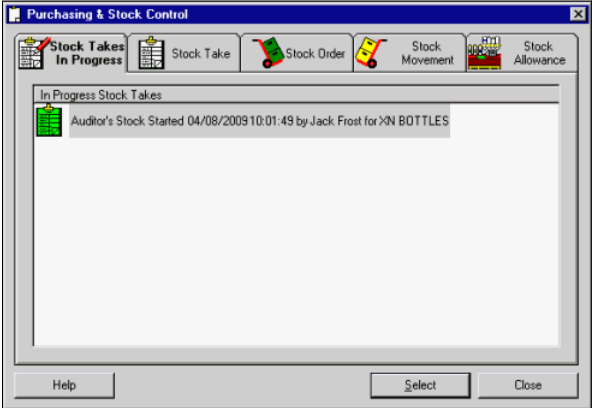
If the check box is cleared, both option buttons are disabled and no count sheets are printed.

When you have made the print selections and finished making changes:
Click the Finish button.



A progress window displays the tasks the system carries out when starting an auditors stock take. The task currently being processed is displayed in bold with an arrowhead beside it. As the task is completed, it is prefixed with a tick. The arrowhead moves to the next task on the list. In the example shown above, 'Checking Trading Status' has finished and the system is currently 'Uplifting Current Session Sales'.

The Start Auditor's Stock Take Wizard closes and unless cleared, the count sheets are printed. A new tab called Stock Takes in Progress appears in the Purchasing & Stock Control window. It displays the Auditor Stock Take that you started, along with details of who started it, the date and time it was started and what stock rooms it covers. The count sheet icon is displayed in the allocated colour:



The Stock Takes in Progress tab also displays any other stock line checks or Manager's Stock Takes that may have been started. For Help on entering stock counts and count sheet functionality, see the topic titled [Count Sheets](#).

A flashing icon is placed in the status console on the Active Business Series window. Double-clicking this icon launches into the Stock Takes in Progress tab to allow the chosen stock take to be started.



Amending Cash Variances

Cash variances may only be amended by a user with Auditor-level access. The function is provided to amend errors made in till declarations which affect stock takes. They have no effect on the Dynamic P & L variances and only affects the stock take currently in progress.

Note: When opening the Cash Variances window, if the system configuration requires updating, contact your Customer Support representative.

To amend a cash variance:
[Click the Cash Variances button.](#)

The Amend Cash Variances window opens:

Figure: Example Amend Cash Variances Screen



The main grid of the window displays the terminal, the room that is affected by the cash variance, the family affected, the sales for the terminal and the takings declaration (sales + variances), excluding float. This information cannot be amended and the cells are coloured grey.

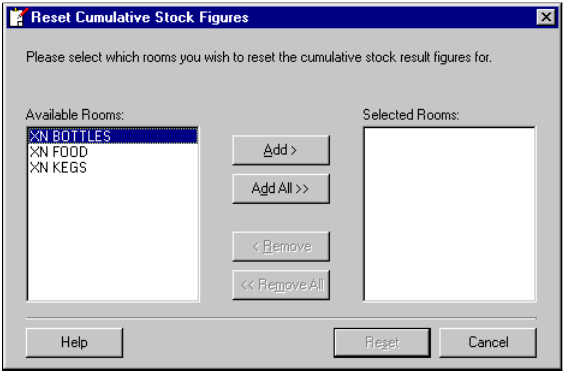
The last column in the grid is the variance column and it is the only column available for amendment. When a new variance is entered the takings column and totals are recalculated. Positive and negative values may be entered.

Action	What to do
To enter an amendment:	1. Click the Variance cell you wish to amend. 2. Enter the new variance figure.
To save the amendment and exit the Amend Cash Variance window:	Click the OK button.

Reset Cumulative Figures


The Reset Cumulative Figures option is situated on the Stock Take tab. It is an Auditor-level function only, used to reset the cumulative stock figures at the end of the trading year.

Access the Reset Cumulative Figures option. [How ?](#)



Available Rooms - This field contains a list of all available stock rooms in the outlet.

Selected Rooms - This field contains a list of all rooms that have been selected.

The transfer of rooms is carried out via a set of four buttons in the middle of the window. These buttons allow rooms, either individually or all, to be added or removed.  [Click here to learn more about these buttons.](#)

You may also select or clear a room by double-clicking it.

Note: the Reset button is not available until at least one room has been selected.

When you have finished selecting stock room(s):

Click the Reset button.

A confirmation window opens:



Click the OK button.

The cumulative stock result figures for the selected room(s) is reset.

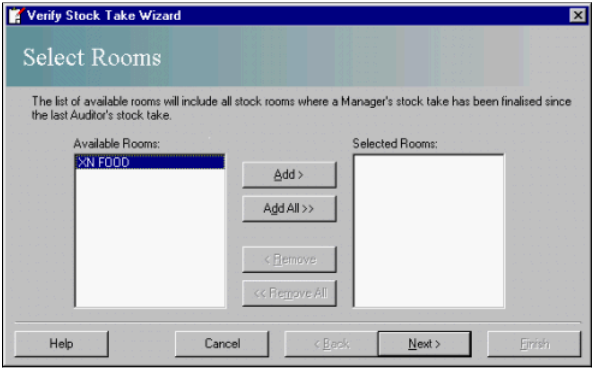
You are returned to the Purchasing & Stock Control window.

Verifying a Manager's Stock Take

The Start Verify Stock Take option is available to users with an access level of Auditor only. It allows an auditor to verify the last managers' stock take. The stock auditor would view reports showing the managers count figures with the auditor's stock accumulators (that is stock movements, sales and allowances since the last auditors stock take). The managers stock take may have been several days ago, in which case the auditors accumulators need to be rewound to that date. The auditor then accepts the figures and the auditors accumulator is reset. The auditors accumulator then has to have the sales deliveries that have occurred since the managers stock take added back to the auditors newly reset accumulator.

To verify a Manager's Stock Take:


Access the Verify Stock Take Wizard. [How ?](#)



There are two fields in the Select Rooms window:

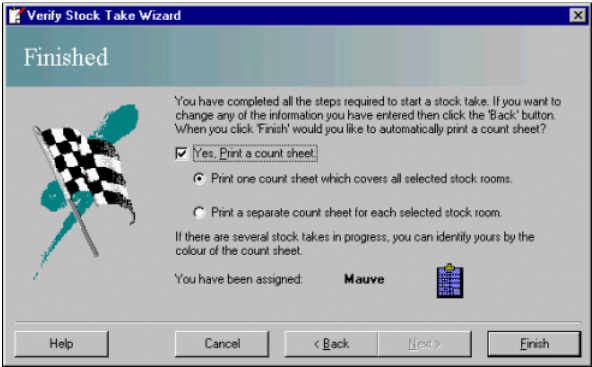
Available Rooms - This field contains a list of all available stock rooms where a Manager's stock take has been finalised since the last Auditor's stock take.

Selected Rooms - This field displays the stock rooms to be included in the verification.

The transfer of rooms is carried out via a set of four buttons in the middle of the window. These buttons allow rooms, either individually or all, to be added or removed.  [Click here to learn more about these buttons.](#)

You may also select or clear a room by double-clicking it.

When you have selected the required stock room(s):
Click the Next > button.



A colour is allocated to the stock take to make tracking easier. The allocated count sheet colour is displayed at the bottom of the window, in this example, mauve.

Print a Count Sheet

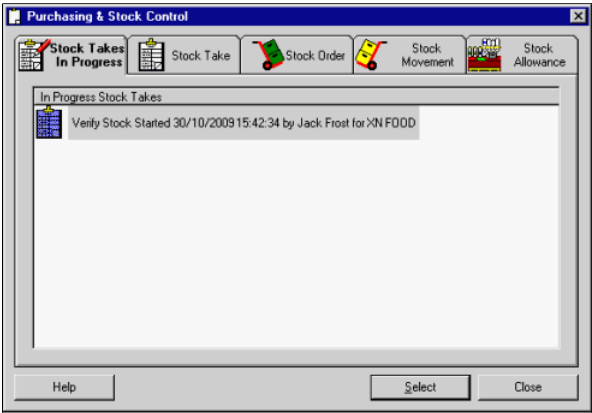
The 'Yes, Print a count sheet' check box is selected as default and is associated with two option buttons to give a print choice:

- Print one count sheet which covers all selected stock rooms - a combined count sheet is printed for all stock items contained in the stock rooms selected. For example, if two stock rooms have been selected, one count sheet (first column on printout shows stock room) is printed.
- Print a separate count sheet for each selected stock room - a separate count sheet is printed for each stock room selected. For example, if two stock rooms have been selected, two count sheets (one count sheet per room) are printed.

If the check box is cleared, both option buttons are disabled and no count sheets are printed.

When you have made the print selections and finished making changes:
Click the Finish button.

The Verify Stock Take Wizard closes and unless cleared, the count sheets are printed. The Stock Takes in Progress tab displays the new Verify Stock Take that you started, along with details of who started it, the date and time it was started and what stock rooms it covers. The count sheet icon is displayed in the allocated colour:



The Stock Takes in Progress tab also displays any other stock line checks or Manager's Stock Takes that may have been started. For Help on entering stock counts and count sheet functionality, see the topic titled [Count Sheets](#).

Stock Allowances Overview

Stock allowances to cater for stock adjustments that are necessary in the normal operation of an outlet, for example, breakage's, wastage, and so on, can be entered.

What would you like to do ?

- › [Generate an allowance](#)
- › [Add items using the Add button](#)
- › [Add items using the Search button](#)
- › [Delete items](#)
- › [Print stock allowance reports](#)

Adding Items (Add Button)

When working with stock allowances (creating [manual](#) allowances), the allowance details may be changed that is stock or sales items can be added using either the Add or the [Search](#) button.

To add an item using the Add button:

Click the Add button.

A line is added, where you may enter the new item:

Click the highlighted cell under the Description column.

The first item listed (alphabetically) on your stock/sales database appears in the cell along with a down arrow.

Click the down arrow to display the stock/sales list.

You may then use the [scroll bar](#) to look through the items listed or you can also use the [alpha search](#) functionality to find items in the database.

Select the desired item.

When using the stock item tab, after the item has been selected,

Click the cell in the Size column.

The cell is populated with the counting unit of measure. If required, this unit of measure may be changed. [How ?](#)

Enter a valid amount in the Quantity cells(s) as required.

EXAMPLE of adding an item on the Sales Item tab using the Add button.

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When working with stock allowances (creating [manual](#) allowances), the allowance details may be changed that is stock or sales items can be added using either the [Add](#) or the Search button. The Search button allows you to search the system database for a particular stock or sales item. To select an item using the Search button:

The Stock\Sales Item Search window opens:

The search windows are laid out in a tree structure. Items are set out in categories and are further sub-divided.

Items prefixed with a '-' are already open and displaying their sub-categories.

Items prefixed with a '+' contain sub-categories and are available for opening.

To open a category:

Double-click the item.

Repeat for each level of hierarchy.

To select a stock/sales item:

Click the item to select it and click the Insert button

-or- double-click the item.

The item is inserted into the Allowance Details window. You may continue to use the Search method to select other products.

To close the search window:

Click the Close button.

When you have finished entering items:

Click the **N**ext > button.

You progress to the **Finished** window.

EXAMPLE of adding an item on the Stock Items tab using the Search button.

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When working with stock allowances (creating [manual](#) allowances), the allowance details may be changed that is stock or sales items can be deleted.

To delete an item:

Click the grey cell at the left of the Description column, on the line you wish to delete.

The whole line is highlighted.

Click the Delete button.

The line is deleted.

When you have finished entering items:

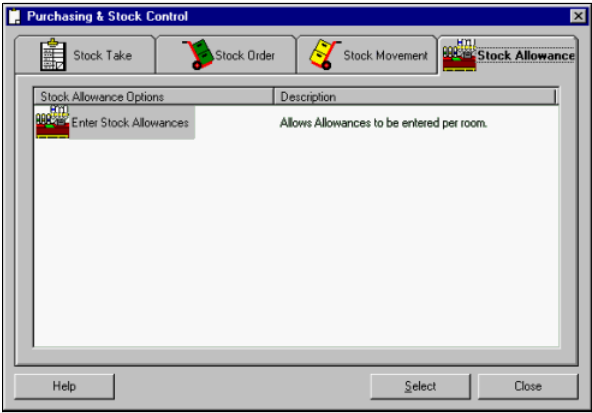
Click the Next > button.

You progress to the **Finished** window.

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Stock allowances cater for stock adjustments that are necessary in the normal operation of an outlet, such as breakage's and wastage. A [wizard](#) guides you through the steps involved.

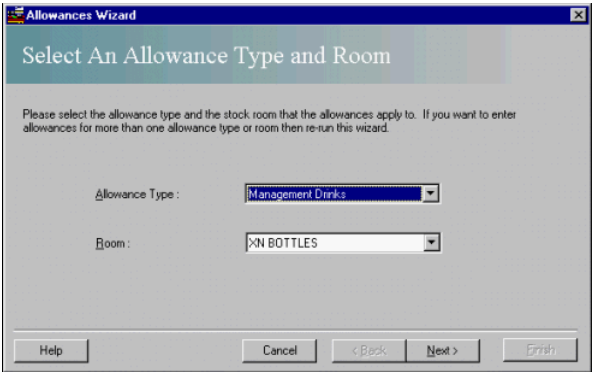
Access the Enter Stock Allowances option. [How ?](#)



Double-click the Enter Stock Allowances option
-or- click the Enter Stock Allowances option and click the Select button.
The first window of the Allowances Wizard opens to allow the input of the [Allowance Type and Room](#).
You progress through subsequent windows - [Allowance Details](#) until the [Finished](#) window.

Allowance Type and Room

The first window of the Allowances Wizard is titled Select An Allowance Type and Room.



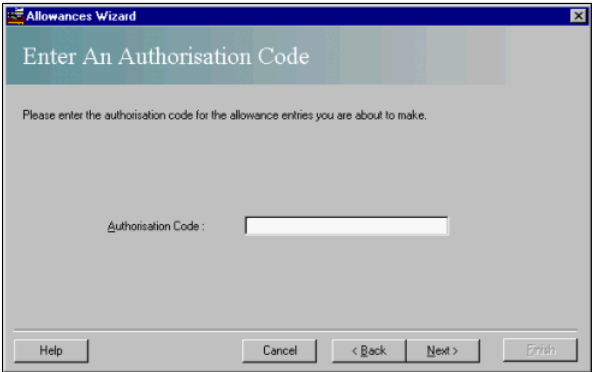
Two fields, the allowance type and the stock room that the allowance applies to, require selecting. A drop-down list for each field is provided to aid in the entry of information.

Action	What to do
To change the allowance type:	1. Click the arrow button on the Allowance Type field. A drop-down list of available allowance types opens. 2. Click the required Allowance Type. The drop-down list closes, leaving the selected allowance in the field.
To change the room:	Select the required Room from the drop-down list.
To move to the next window of the wizard:	Click the Next > button.

The next window of the Allowances Wizard depends upon system configuration:
For outlets that require an authorisation for a stock allowance, the next window of the wizard is [Enter An Authorisation Code](#).
For systems that are configured with no authorisation code, the wizard defaults directly to the [Enter The Allowance Details](#) window where stock or sales items may be added or deleted.

Entering an Authorisation Code

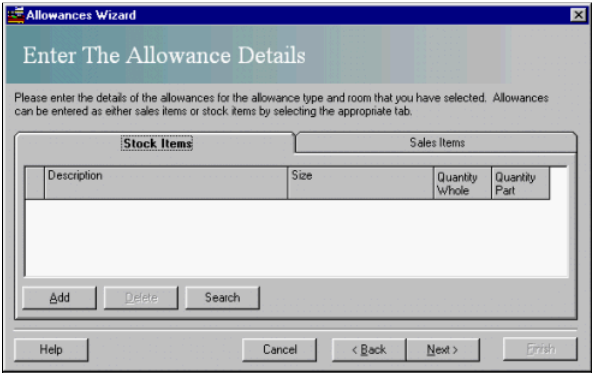
For outlets that require authorisation for a stock allowance, the Enter An Authorisation Code window opens after selecting an [Allowance Type and Room](#):



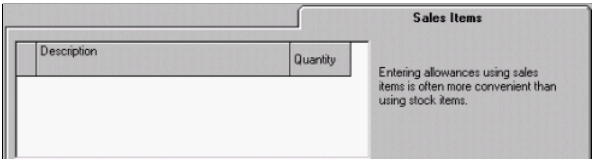
This window contains only one field, which requires entry of an authorisation number (maximum of 25 characters).
When you have entered the authorisation code:
[Click the Next > button.](#)
The next window of the wizard is the [Enter The Allowance Details](#) window where stock or sales items may be added or deleted.

Viewing the Details

The Enter The Allowance Details window is used to enter the items to be included in the allowance.



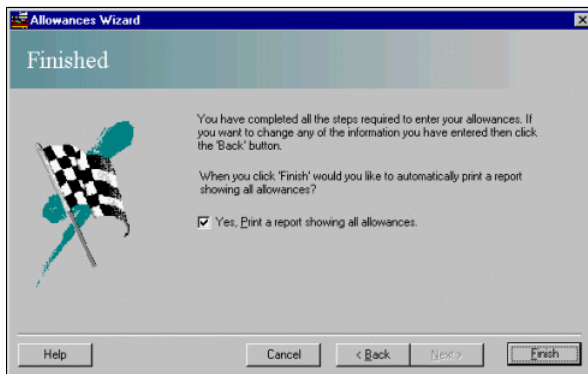
You may enter the items to be included in your allowance by Stock Items (default) or Sales Items. Tabs are provided for each option.
To enter allowances by using Sales Items:
Click the Sales Items tab title.
The Sales Items tab moves to the front:



You may locate and add the stock or sales items using either, the [Add](#) or the [Search](#) button. Items, once entered, may be [deleted](#) if required.
When you have finished entering items:
Click the [Next >](#) button.
You progress to the [Finished](#) window.

Printing Stock Allowance Reports

The Finished window of the Allowances Wizard has a [check box](#) used to print a copy of the Stock Allowance report.



If a print copy is not required:

Clear the Yes, Print a report showing all allowances check box.

Click the Finish button.

The Allowance Wizard closes and, unless the check box has been cleared, the Stock Allowance report is printed. You are returned to the Purchasing & Stock Control window. A copy of the report may be printed using the print option in the [Reports & Views](#) section.

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Generating Automatic Allowances

Certain types of allowance are fixed and are given on a regular basis. These allowances can be set up to be automatically generated on a weekly basis at end of session provided that the stock line is still in use. A [wizard](#) guides you through the steps involved.

Access the Auto Allowances Configuration option. [How ?](#)



Double-click the Auto Allowances Configuration option

-or- click the Auto Allowances Configuration option and click the Select button.

The first window of the Auto Allowances Configuration Wizard opens to allow the input of the [Allowance Type and Room](#).

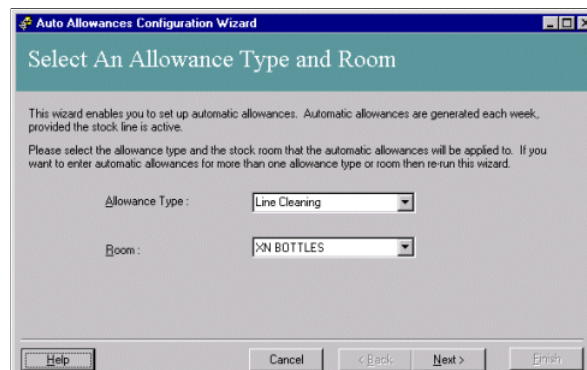
You progress through subsequent windows - [Automatic Allowance Details](#) until the [Finished](#) window.

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Allowance Type and Room

The first window of the Auto Allowances Configuration Wizard is titled Select An Allowance Type and Room.

Figure: Example Auto Allowances Configuration Wizard Screen



Two fields, the allowance type and the stock room that the allowance applies to, require selecting. A [drop-down list](#) for each field is provided to aid in the entry of information.

Action	What to do
To change the allowance type:	1. Click the arrow button on the Allowance Type field. A drop-down list of available allowance types opens. 2. Click the required Allowance Type. The drop-down list closes, leaving the selected allowance in the field.
To change the room:	Select the required Room from the drop-down list.
To move to the next window of the wizard:	Click the Next > button.

The next window of the Auto Allowances Configuration Wizard is the [Automatic Allowance Details](#) window where stock items may be added or deleted.

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Viewing the Details

The Automatic Allowance Details window is used to enter the stock items to be included in the allowance for the selected stock room and allowance type. Any previously configured automatic allowances are displayed in the grid.

Stock items can be added using either the [Add](#) or the [Search](#) button. Items, once entered, may be [deleted](#) if required.

When you have finished entering items:

[Click the Next > button.](#)

You progress to the [Finished](#) window.

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Printing Stock Allowance Reports

The Finished window of the Allowances Wizard has a [check box](#) used to print a copy of the Stock Allowance report.

If a print copy is not required:

Clear the Yes, Print a report showing all allowances check box.

Click the Finish button.

The Allowance Wizard closes and, unless the check box has been cleared, the Stock Allowance report is printed. You are returned to the Purchasing & Stock Control window. A copy of the report may be printed using the print option in the [Reports & Views](#) section.

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Stock Reports Overview

What would you like to do ?

Learn about the:

› [Stock Count Report](#)

› [Stock Variance Report](#)

› [Stock Result Report](#)

› [Stock Result Summary Report](#)

› [Stock Take Takings Report](#)

› [Stock Allowance Report](#)

› [Stock Movement Summary Report](#)

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Stock Count Report

The Stock Count report indicates the period the stock is running from and to and lists the stock room, family, category and stock item together with the unit of measure the product is counted in and the part measure.

The report shows the opening quantity for each item (this should equal the last stocks closing quantity). It also shows the quantity of deliveries, returns and transfers that have been entered during the stock period.

Any allowances together with the cost of the allowance is also shown.

The sales quantity for each item is listed together with a computed stock on hand quantity.

The actual stock on hand values are the figures you inputted into the system from the count sheet.

A variance for each product is then produced which shows the difference between the computerised and the actual stock on hand. A negative variance in this column represents a deficit.

Physical consumption only equals sales if there is no deficit. Physical consumption at cost and at retail are also calculated together with the number of days stock on hand which is calculated based on the current stock periods consumption. Each stock category's physical consumption at cost and at retail is calculated together with a stock family total.

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Stock Variance Report

This report, as with the [Stock Count Report](#), also shows stock room, family, category and product together with the count unit and part unit. The physical consumption at cost and at retail for each product and category is also shown.

This report then either shows:

- A surplus quantity, surplus variance at cost and at retail including VAT, or
- A deficit quantity, deficit variance at cost and at retail including VAT

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Stock Result Report

Shows:

- Physical consumption at:
 - Retail inc VAT
 - Retail exc VAT
 - Cost
- Variance at:
 - Retail inc VAT
 - Retail exc VAT
 - Cost
- Variance %
- Opening stock at cost
- Goods in at cost
- Total allowance at cost
- Actual stock on hand at cost
- Number of days stock on hand
- Theoretical GP exc VAT
- Theoretical GP % exc VAT

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Stock Result Summary Report

This report summarises the previous reports and rather than showing each individual item it reports on stock categories.

The date and time of the last stock take are shown and the number of days that have elapsed since the last stock date. The cash declared and expected are shown and whether the variance has been amended.

A surplus or deficit value after allowance is given in monetary terms together with an expected GP % exc. VAT.

Each category shows the following results:

- Physical consumption at:
 - Retail inc VAT
 - Retail exc VAT
 - Cost
- Variance at:

- Retail inc VAT
- Retail exc VAT
- Cost
- Variance %
- Opening stock at cost
- Goods in at cost
- Total allowance at cost
- Actual stock on hand at cost
- Number of days stock on hand
- Theoretical GP exc VAT
- Theoretical GP % exc VAT

A summary is shown for:

- This stock
- Last auditor's stock
- Cumulative

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Stock Take Takings Report

Shows:

- Sales for each stock family on each till inc and exc VAT
- The takings declared exc float
- The variance between the above two

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Stock Allowance Report

An allowance report can be produced to provide a summary of all allowances entered on ABS against stock items.

It shows:

- The stock room
- Allowance group and type
- The date the allowance was entered onto the system
- The stock item, unit of measure and the whole and part quantity entered
- The reporting units of measure and quantities
- Cost
- Value inc VAT

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Stock Movement Summary Report

Reports on all movements of stock into or out of an outlet. It shows:

- All deliveries, returns and transfers in and out
- Supplier
- Date, Time and Entered By
- Total Actual Cost

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Digital Library Overview

The Digital Library allows the creation of an on-line directory of documents on all the sales items maintained in the system. Each of the Sales Item Documents may contain images, recipe/preparation instructions, cooking instructions and/or presentation details to ensure consistent operations.

To view Help on a particular topic, either select the topic from below or select the relevant topic in the Digital Library book from the Contents list.

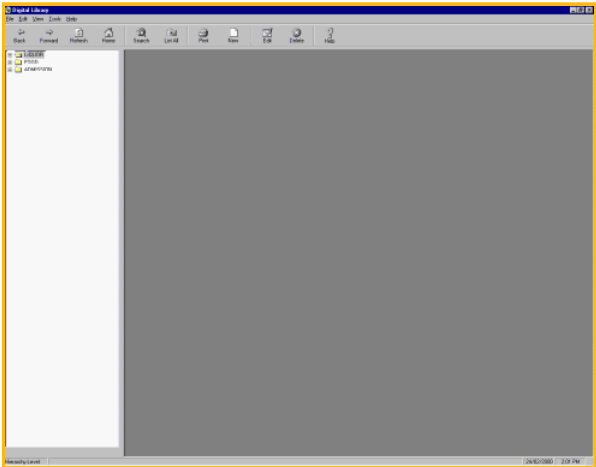
What would you like to do ?

› [View the Digital Library window](#)

- › [Create an Active X document](#) - uses the template provided by your *Active Business Series* software
- › [Create an HTML document](#) - uses an HTML file previously created using other software, such as Microsoft Word
- › [Search for a document using the Directory Tree](#)
- › [Search for a document using the Search button](#)
- › [Search for a document using the List All button](#)
- › [Edit an Active X document](#)
- › [Print a document](#) - also shows how to setup the printer or to change the properties of the printer
- › [Delete a document](#)

About the Window

Access the Digital Library window: [How ?](#)



The window consists of the:

- **Title Bar** - displays the name of the window and three buttons.
- **Menu Bar** - to provide access to pull-down menus.
- **Toolbar** - displayed under the menu bar, there are eleven buttons grouped together. This is called the toolbar.
- **Directory Tree** - contains folders arranged in hierarchical order of sales items.

About the Toolbar

Access the Digital Library window: [How ?](#)

Under the menu bar, there are eleven buttons (with icons) grouped together. This is called the toolbar.



Note: The Toolbar may be hidden from view. To show the toolbar, (if hidden), select the Toolbar option from the View pull-down menu and select Show Toolbar. That is,



The buttons on the toolbar perform the following functions:

Button	Function
Back	Moves one place back towards home on the directory tree.
Forward	Moves one place forward on the directory tree.
Refresh	Updates the current document with the latest data.
Home	Moves to the first place on the directory tree.
Search	Searches for a document.
List All	Shows all available documents.
Print	Prints the current document.
New	Creates a new document.
Edit	Allows changes to be made to existing document.

Delete	Allows a document to be deleted.
Help	Provides access to the Help system.

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About the Directory Tree

Access the Digital Library window: [How ?](#)

Note: The contents of the directory tree shown in the Help system may differ to your own system and is to serve as an example only.

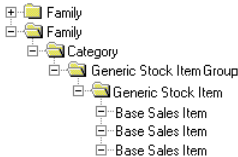
The first three buttons, Back, Forward and Home on the [Toolbar](#), navigate you through the directory tree found on the left side of the [Digital Library](#) window.

The directory tree displays an expandable/compressible [hierarchy](#) of folders that organise sales items into manageable groups, such as: LIQUOR, FOOD, ADMISSION.



- Folders prefixed with a (+) contain more information and are available for opening.
- Folders prefixed with a (-) are already opened and displaying their sub-folders.

The folders are arranged in the following hierarchical order:



The folder called Family is at the top of the directory tree and contains Category folders. The Category folders contain the Generic Stock Item Group folders which, in turn, contain the Generic Stock Item folders. The Base Sales Items are stored in the Generic Stock Item folder and are at the bottom of the directory tree.

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Selecting a New Document Type

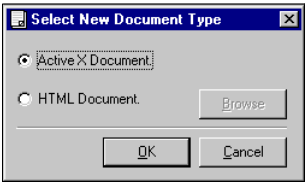
Note: The contents of the wizard shown in the Help System may differ from your system and is to serve as an example only.

Two types of documents can be created within the Digital Library system:

- Active X documents that use the template provided by your Active Business Series software (as detailed in this topic) and
- HTML documents** that use an HTML file previously created with other software, such as Microsoft Word.

Access the Digital Library window: [How ?](#)

On the [Toolbar](#),
[Click the New button.](#)



The Select New Document Type window opens with the Active X Document option button selected as default. [EXAMPLE](#) of the template.
[Click the OK button.](#)

The first window of the Add Sales Item Document Wizard opens to allow a [Sales Item](#) to be selected.

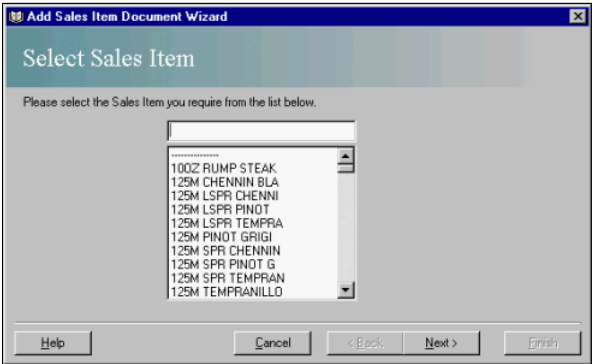
You progress through subsequent windows relating to the:

- [Document Background](#)
 - [Preparation Text](#)
 - [Cooking Instructions](#)
 - [Presentation Details](#)
 - [Product Image](#)
- until the
- [Finished](#) window in creating a new document.

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Selecting a Sales Item

When creating a new [Active X Sales Item Document](#), the first window of the Add Sales Item Document Wizard opens to allow a sales item to be selected.



This window is used to select the sales item from the list given. You may use the scroll bar to look through the items listed or type the item name and the system enters the nearest match for the letters as you type.

EXAMPLE

Select the desired item from the list.

The selected item is displayed and highlighted in the field.

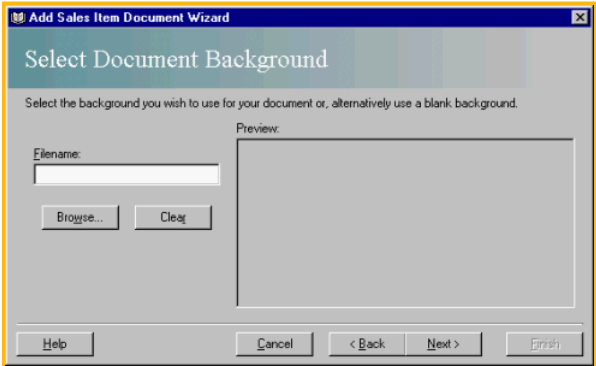
When you have finished selecting a Sales Item,

Click the Next > button.

You progress to the next window of the wizard - the [Select Document Background](#) window.

Selecting a Document Background

When creating a new Active X Type Sales Item Document, after selecting a [Sales Item](#), the Select Document Background window opens:



This window allows an image or texture to be selected as the document's background.

Note: This background is for viewing purposes only and is not printed. All documents are printed on a white background, as if no background was selected.

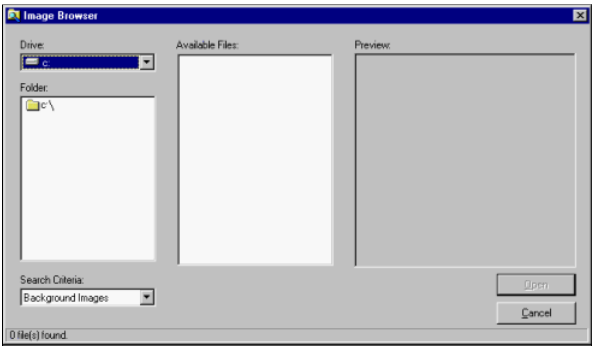
If a blank background is required:

Click the Next > button.

You progress to the next window of the wizard.

If a background is required, a path and filename of where the image is located is entered in the Filename Field. A Browse button is provided to aid in locating files.

Click the Browse... button.



The Image Browser opens and allows the Drive, Folder and Search Criteria to be selected. Available Files shows those files fitting the specifications selected. In our example below, bitmap image files (indicated by a . bmp file name extension) are shown. Other graphic files, such as .JPG may also be used. The Search Criteria field should be changed from the default, Background Images, to All Files from the drop-down list.



When an individual file has been selected from the Available Files field, the Preview field displays a sample of the background image.

EXAMPLE

The Clear button deletes the Filename and Preview of the document background previously selected.

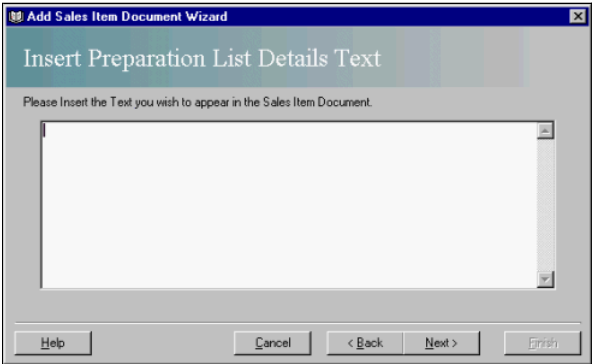
After selecting the required background:

Click the Next > button.

The [Preparation Details](#) window opens.

Adding Preparation Text

Preparation details that appear on the Sales Item Document may be entered in this window.



Type the text that you wish to appear under the Preparation List.

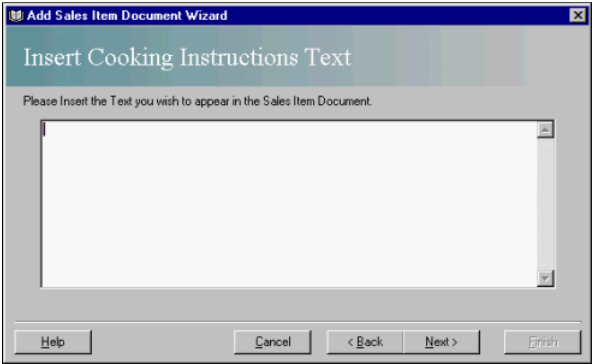
EXAMPLE

Click the **N**ext > button.

The [Insert Cooking Instructions Text](#) window opens to allow cooking instructions to be entered.

Adding Cooking Instructions

This window allows text, representing cooking instructions, to be typed in that appears on the Sales Item Document.



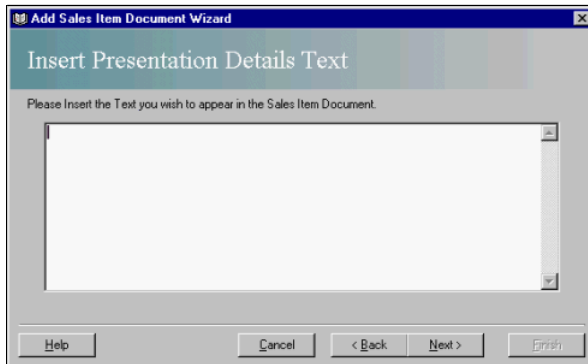
Type the text that you wish to appear under Cooking Instructions.

EXAMPLE

The [Insert Presentation Details Text](#) window opens to allow presentation details to be entered.

Adding Presentation Details

This window allows Presentation Details to be entered.



Type the text that you wish to appear under Presentation Details.

EXAMPLE

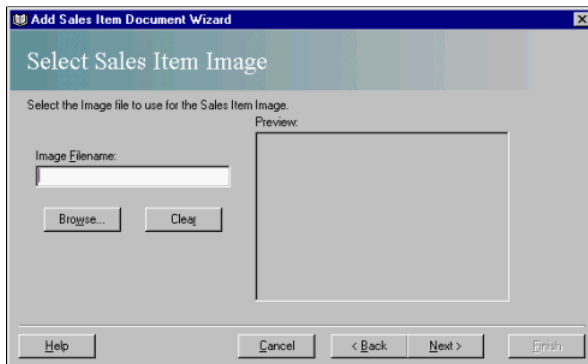
Click the **N**ext > button.

The [Select Sales Item Image](#) window opens where an image file representing the Sales Item may be chosen.

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Adding an Image

An image would usually be added to the Sales Item Document.



Enter the path in the Image Filename field.

The Preview field displays the image chosen.

If the specific path for the desired image is not known, the Browse button may be used to help find the location of the file. In our example below, JPEG image files (indicated by a .JPG file name extension) are shown. The Search Criteria field may be changed from the default, Picture Files, to All Files from the drop-down list to accommodate other file types.

EXAMPLE

The Clear button deletes the Image Filename and the Preview of the image.

When the required Sales Item image has been selected:

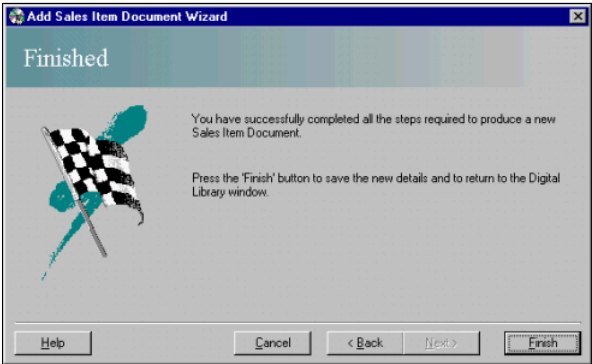
Click the Next > button.

The last window of the Add Sales Item Document wizard, the [Finished](#) window opens.

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Saving the Document

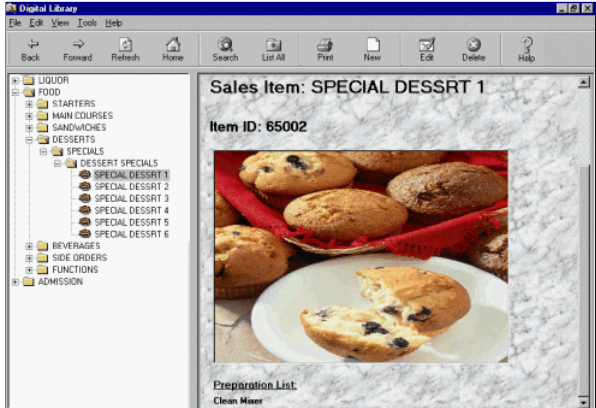
The last window of the Add Sales Item Document Wizard is the [Finished](#) window. It indicates that all the information required has been entered.



To save the New Sales Item Document:

[Click the Finish button.](#)

The New Sales Item Document is added to the system. The Add Sales Item Document wizard closes and you are returned to the Digital Library window. The Sales Item document just created is displayed in the window using the formats you have chosen.



To print a copy of the Sales Item Document:



[Click the Print button.](#)

The Sales Item Document is printed.

Selecting a New Document Type

Two types of documents can be created within the Digital Library:

Active X Type documents that use the template provided by your Active Business Series software and

HTML Type documents that use an HTML file previously created with other software, such as Microsoft Word.

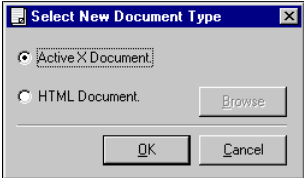
A HTML type document allows greater freedom of input and creativity, but requires extra software and expertise.

To create a HTML type document:

Access the Digital Library window: [How ?](#)

On the [Toolbar](#):

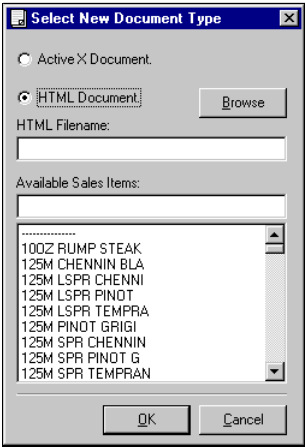
[Click the New button.](#)



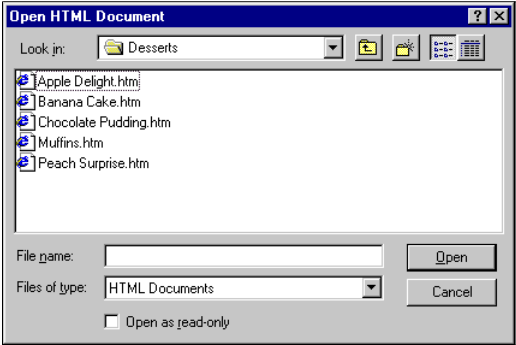
The Select New Document Type window opens. This window allows you to choose the type of document required.

[Click on the HTML Document option button.](#)

The window expands to allow the HTML filename (including the . htm extension), to be entered. A Browse button aids in the path location of the file.

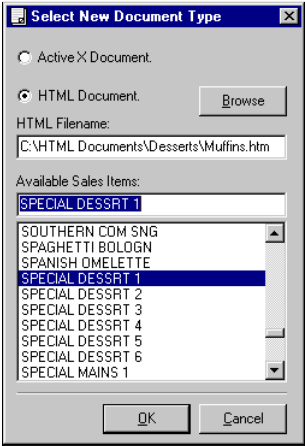


Click on the **B**rowse button.



The Open HTML Document window allows folders to be browsed in the search for a .htm file. The window has the same functionality as the Open window in the File menu of Windows. Navigate your way to the directory or directories where the HTML Document files types are located. When the desired .htm file has been located:

Click on the **O**pen button.



The selected path for the Document is displayed in the HTML Filename field.

You should select the desired sales item from the [Available Sales Items](#) list given.

Selecting a Sales Item

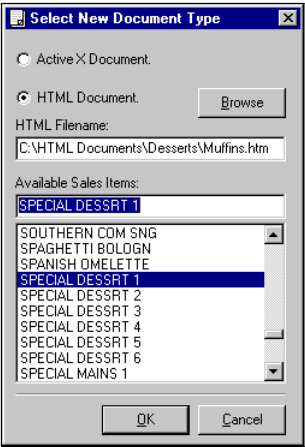
When creating a new HTML type document, after entering the HTML Filename path, select the Available Sales Item from the list given. You may use the scroll bar to look through the items listed or type the item name and the system enters the nearest match for the letters as you type.

EXAMPLE

Select the desired item from the list.

The selected item is displayed and highlighted.

Click the **O**K button.

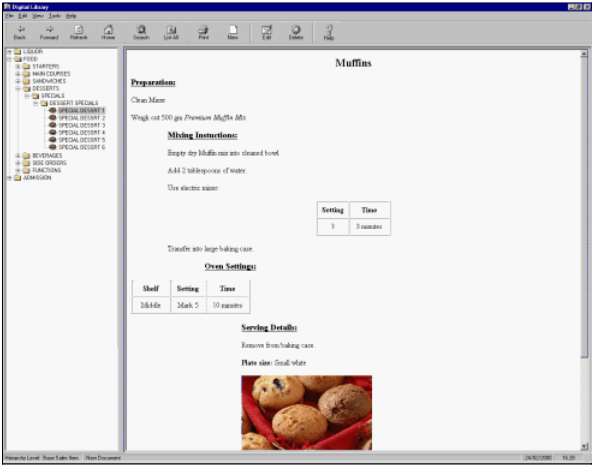


Click the OK button.

When you have finished selecting a Sales Item,

Click the OK button.

The Select New Document Type window closes and you are returned to the Digital Library window. The HTML type Sales Item document you have just created is displayed on the right side of the window.



To print a copy of the Sales Item document:



Click the **Print** button on the tool bar.

The Sales Item document is printed.

Using the Directory Tree

Note: The contents of the directory tree shown in the Help System may differ from your system and is to act as an example only.

Searching for a document can be approached from one of three routes:

- the Directory Tree (as detailed in this topic) or
- the **Search** button or
- the **List All** button.

The directory tree displays an expandable/collapsible hierarchy of folders that organise items into manageable groups.

Folders prefixed with a (+) contain more information and are available for opening.

Folders prefixed with a (-) are already opened and displaying their sub-folders.

Expand each of the relevant folders in turn until the required Base Sales Item is displayed.

EXAMPLE

The Base Sales Item document is displayed on the right side of the window.

Using the Search Button

Searching for a document can be approached from one of three routes:

- the Search button (as detailed in this topic) or
- the **Directory Tree** or
- the **List All** button.

The Search button allows you to search the system database for a Base Sales Item that meet specifications entered.



Click the [Search](#) button.

The Sales Item Search window opens.

Three fields need to be completed to create the search criteria:

- Field - the field name (specific item) to be used in the search.
- Operator - the operation to perform that is how the field name meets the criteria for example, '=' means the field has to match the criteria.
- Criteria - the value or text to search for.

Field

Field contains a drop-down list of available options to specify which search field to use.

Click the [down arrow button at the end](#) of Field.

The drop-down list opens. There are two methods available, either Base Sales Item ID (default selection) or Base Sales Item Name.

To select the Base Sales Item Name option:

Press the up arrow key to move the highlight to the Base Sales Item Name option

and press [Enter](#),

-or- click on [Base Sales Item Name](#).

Operator

This part of the search criteria represents the operation to perform and already contains the '=' symbol as default. Other operators may be found by clicking on the down arrow.

If the Base Sales Item ID is chosen as the search field, only the '=' symbol is available.

The number entered in the Criteria field needs to be a perfect match in order for an item to be found.

If the Base Sales Item Name is chosen as the search field, two options are available: = and LIKE.

The Operator, '=', is the default option. The text or number to be entered in the Criteria field has to be a perfect match in order for an item to be found. For text, the search is not case-sensitive, hence it makes no difference if BREAD or bread is entered. If the operator LIKE is chosen, the search uses the text entered in the Criteria field to find items.

Criteria

The more you narrow the search, the fewer items that appear as the search result.

When the search criteria has been entered, to begin a search:

Click the [Search](#) button.

The system database is searched for Base Sales Items using the Field, Operator and Criteria entered.

Results of the search are displayed in the Search Results field, with the first item on the list highlighted. A [scroll](#) bar is available if the list is long.

Click for an example on the following:

[EXAMPLE](#) of Field: Base Sales Item ID, Operator: =

[EXAMPLE](#) of Field: Base Sales Item Name, Operator: =

[EXAMPLE](#) of Field: Base Sales Item Name, Operator: LIKE

When the desired item is selected from the Search Results field:

Click the [OK](#) button.

The Sales Item Search window closes and you are returned to the Digital Library window. The Base Sales Item document is displayed.
If a Criteria is entered and does not match any items in the database the following error message opens:.



To close the error message:
[Click the](#) OK button.

Try entering other search criteria to look for desired document.

When a search is performed using the Base Sales Item ID as the Field, if alpha characters are used in the Criteria field, the following error message appears.



To close the error message:
[Click the](#) OK button.

Only enter numbers in the Criteria field.

Using the List All Button

Searching for a document can be approached from one of three routes:

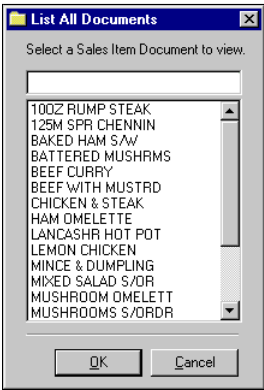
- the List All button (as detailed in this topic) or
- the [Search](#) button or
- the [Directory Tree](#).

To select a Base Sales Item using the List All button:



[Click the](#) List All button.

The List All Documents window opens:



All Sales Item Documents are listed alphabetically. You may use the scroll bar to look through the documents listed or type the document name and the system enters the nearest match as you type for example, SPECIAL DESSRT 1.



To display the selected document:

[Click the OK button.](#)

The List All Documents window closes and you are returned to the Digital Library window. The Base Sales Item document is displayed.

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Editing Documents

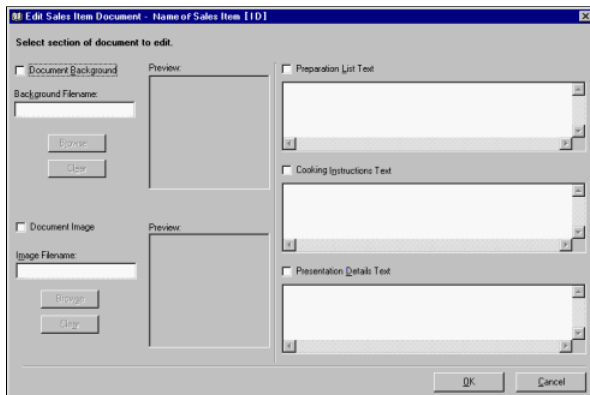
Select the Base Sales Item Document that requires amendment(s) by using any of the [search](#) methods.

Note: Only Active X type documents that is those created from the template provided using the Active Business Series software may be edited.



[Click on the Edit button.](#)

The Edit Sales Item Document window opens.



The title bar displays the name of the selected document. The window is split into five sections for editing purposes:

- Document Background
- Document Image
- Preparation List Text
- Cooking Instructions Text
- Presentation Details Text

To select a section for editing, the [check box](#) for that section needs to be selected for example to edit the Presentation Details Text:

[Click the Presentation Details Text check box.](#) ☒ Presentation Details Text

A tick appears in the check box indicating its selection.

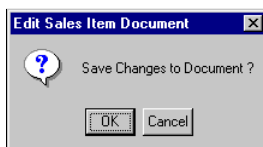
You may amend the text in the Presentation Details Text field as necessary.

EXAMPLE

To update and save the changes made to the document:

[Click the OK button.](#)

The following confirmation window opens:



To confirm the changes:

[Click the OK button.](#)

The changes to the document are saved.

Printing Documents

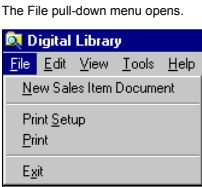
To print a copy of the Sales Item Document:
Display the Sales Item Document that requires printing. It may be found by using any of the [search](#) methods.



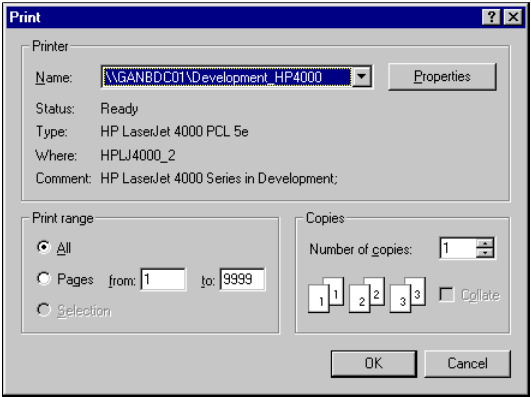
Click the **Print** button.
The Sales Item Document is printed.

Print Setup

To setup the printer or to change the properties of the printer:
Click **File** on the menu bar.



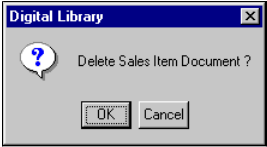
Click the **Print Setup** option.
The **Print dialog window** opens:



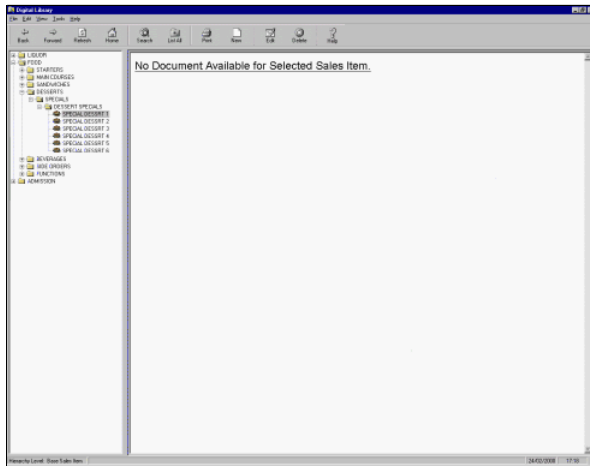
Amend print options, if required.
Click the **OK** button.

Deleting Documents

Select the Sales Document that requires deleting by using any of the [search](#) methods.
Click on the **Delete** button.
The following confirmation window opens:



To delete the selected document:
Click the **OK** button.
The **Delete Sales Item Document** window closes and you are returned to the **Digital Library** window.
Should you select the Sales Item to view, on the right panel a **No Document Available** message occurs.



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Auto Scheduler Overview

The Auto Scheduler allows you to organise tasks within your business, regardless of whether they are regular events or occur once and gives you a useful reminder when these tasks are due. If the task is to print a group of reports regularly, they can be set to print automatically, on specified days and times.

To view Help on a particular topic, either select the topic from below or select the relevant chapter from the Auto Scheduler book in the Contents list.

What would you like to do ?

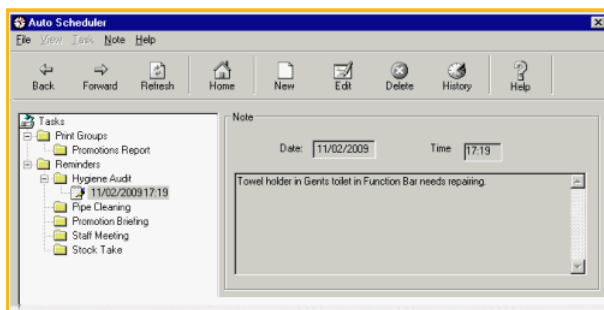
- › [View the Auto Scheduler window](#)
- › [Create a Reminder Type Task](#) - event that can be scheduled and a message of your choice appears on the screen as a reminder when the task is due
- › [Create a Print Group Type Task](#) - selected Report Group can be scheduled to print automatically at specified times
- › [Add a Note](#) - a note can be created to accompany tasks that have been scheduled
- › [Amend an existing Task](#)
- › [Amend an existing Note](#)
- › [Delete a Task](#)
- › [Delete a Note](#)
- › [Review the History Data](#)

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About the Window

Open the Auto Scheduler. [How ?](#)

Figure: Example Auto Scheduler Screen



The window consists of the:

- **Title Bar** - displays the name of the window and the Close button. Clicking this button closes the window that is open.
- **Menu Bar** - to provide access to pull-down menus.
- **Toolbar** - displayed under the menu bar, nine buttons grouped together. This is called the toolbar.
- **Directory Tree** - shows a visual overview of tasks entered, divided into folders for each type of task (Reminders or Print Groups).

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About the Toolbar

Open the Auto Scheduler. [How ?](#)

Below the menu bar, there are nine buttons grouped together on the toolbar.



The buttons on the toolbar perform the following functions:

Button	Function
Back	Moves one place back towards home on the Tasks Directory Tree .
Forward	Moves one place forward on the Tasks directory tree.
Refresh	Updates the summary of tasks with the latest history data.
Home	Moves to the first place on the Tasks directory tree.
New	Creates a new task or new note.
Edit	Allows changes to be made to existing tasks or notes.
Delete	Allows deletion of tasks and/or associated notes.
History	Allows viewing of task history, that is when task was last run and its result.
Help	Opens the Åctive Business Series Help System.

About the Directory Tree

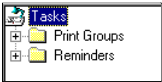
Access the Auto Scheduler window. [How ?](#)


The Back, Forward and Home buttons on the [Toolbar](#), navigate you through the Tasks directory tree found on the left side of the [Auto Scheduler](#) window. The Tasks directory tree shows a visual overview of tasks entered, divided into folders for each type of task (Reminders or Print Groups).


Initially, no tasks or notes are displayed as they have not been created.



Once tasks have been created, the folders can be expanded to show the tasks created.



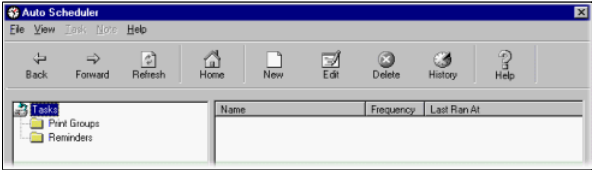
 Folders prefixed with a (+) contain more information and are available for opening.

 Folders prefixed with a (-) are already opened and displaying their sub-folders.

Reminders Type

To create a new task:

Open the Auto Scheduler. [How ?](#)



Ensure that the home title, 'Tasks', is highlighted on the Tasks [Directory Tree](#). If it is not:

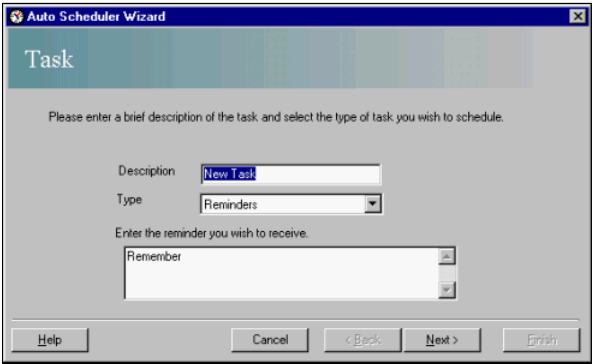
Click the Home button.

You are returned to the home position on the Tasks directory tree.



[Click the New button.](#)

A wizard is used when adding new tasks within the Auto Scheduler.



The Task window is used to enter a new title for the proposed task and to select the type of task to be scheduled.

The Description field is, by default, entitled New Task. If you do not change this description, all of your tasks are called 'New Task'. It is highly recommended that this title is changed to avoid any confusion.

Enter the title of the new task in the Description field.

Two types of tasks can be created within the Auto Scheduler:

Reminders - events that can be scheduled and a message of your choice appears on the screen as a reminder when the task is due, and,

Print Groups - selected Report Groups can be scheduled to print automatically at specified times.

Reminders is chosen as default. If this is the desired type, the message should be entered in the text box. The text typed here becomes the message displayed as a reminder on the screen at the scheduled time. For example, if a reminder was scheduled for Friday afternoon with a message regarding the impending Promotions meeting, the following window opens:



To move to the text box from the Description field to allow your message to be entered:

Click in the text box

By default the message begins with 'Remember' but this is overwritten when your message is typed in.

Enter the text you wish to see as a reminder.

When the information has been entered correctly, to proceed to the next window:

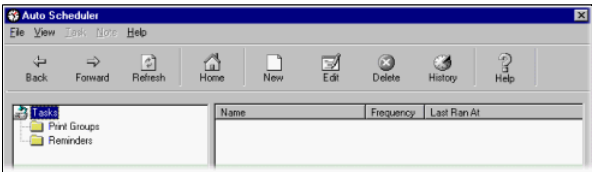
Click the **N**ext > button.

You progress through subsequent windows relating to the whether the task is to be a [single](#) or [multiple](#) occurrence, the required [date and time](#) (s) of the scheduled reminder, the [duration](#) of the task, until the [Finished](#) window in creating a new reminder.

Print Groups Type

To create a new task:

Open the Auto Scheduler. [How ?](#)



Ensure that the home title, 'Tasks', is highlighted on the Tasks [Directory Tree](#). If it is not:

Click the Home button.

You are returned to the home position on the Tasks directory tree.



[Click the New button.](#)

A wizard is used when adding new tasks within the Auto Scheduler.

The Task window is used to enter a new title for the proposed task and to select the type of task to be scheduled.

The Description field is, by default, entitled New Task. If you do not change this description, all of your tasks are called 'New Task'. It is highly recommended that this title is changed to avoid any confusion.

Enter the title of the new task in the Description field.

Two types of tasks can be created within the Auto Scheduler:

[Reminders](#) - events that can be scheduled and a message of your choice appears on the screen as a reminder when the task is due, and,

Print Groups - selected Report Groups can be scheduled to print automatically at specified times.

Reminders is chosen as default. If this is not the desired type, to move to the Type field in order to change the Reminders type to the Print Groups type:

Click the arrow on the Type field.

A drop-down list opens.

To select the Print Groups option:

Click on Print Groups.

The window changes and the reminder text box is replaced by a drop-down field. This allows a Report Group to print to be selected from the list given. This list contains the same group of reports as displayed on the tabs in the [Reports & Views](#) window. Only one group may be selected.

To select the required Report Group to print:

Click the down arrow in the Report Group to print field.

Click on the required Report Group.

The drop-down list closes and the name of the selected Report Group is displayed in the Report Group to print field.

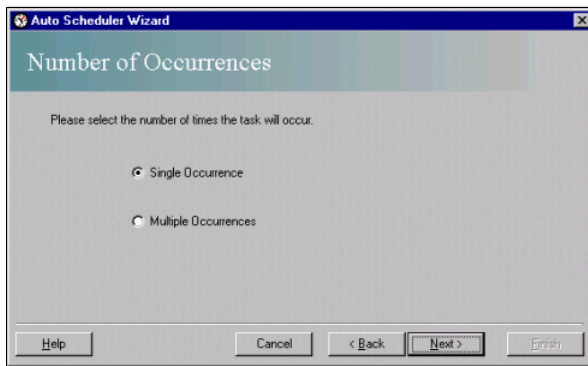
To proceed to the next window:

Click the **Next >** button.

You progress through subsequent windows relating to the whether the task is to be a [single](#) or [multiple](#) occurrence, the required [date and time](#) (s) of the printing, the [duration](#) of the task, until the [Finished](#) window.

Single Occurrence

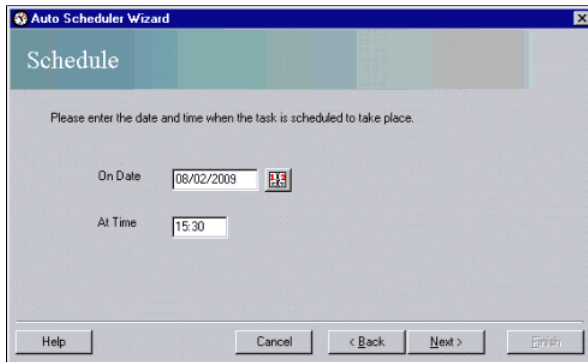
When setting up a new task within the Auto Scheduler, after selecting either the [Reminders](#) or [Print Groups](#) type task, the next window of the Auto Scheduler wizard is the Number of Occurrences window. This window allows you to choose whether the task occurs once or several times. There are two [option](#) buttons - [Single](#) and [Multiple Occurrences](#).



The single occurrence option is selected as default. To open the next window of the wizard:

Click the Next > button.

The next window is the Schedule window:

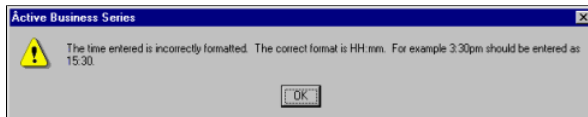


This window allows the date and time of the task to take place to be selected. The default date for new tasks is the date on which the task is created. The On Date field allows entry of the date on which the task is to occur or you may use the [Calendar](#) to select a date.

The At Time field allows entry of the time the task is to occur in the 24-hour clock format, that is 3:30 PM should be entered as 15:30.

Click the At Time field and enter the desired time.

If the time is not entered correctly, an error message opens:



Click the OK button and enter the desired time in the correct format.

When you have finished entering the date and time for the task to occur:

Click the Next > button.

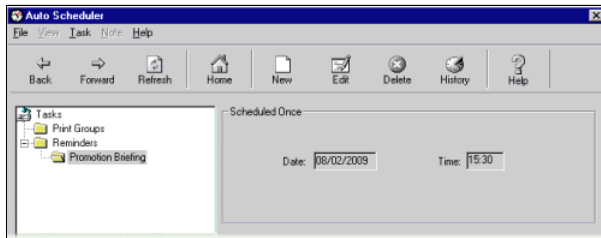
The last window of the Auto Scheduler Wizard is the Finished window:



The Finished window indicates that all the steps required to schedule a task have been entered. To save the New Task to the system:

Click the Finish button.

The Auto Scheduler Wizard closes and the new task is added to the system. You are returned to the [Auto Scheduler](#) window. The newly created task is displayed on the Tasks directory tree with a read only summary of the schedule details on the right side of the window.



Once created, tasks may have [notes added](#), be [amended](#), be [deleted](#) or the [history](#) data may be reviewed.

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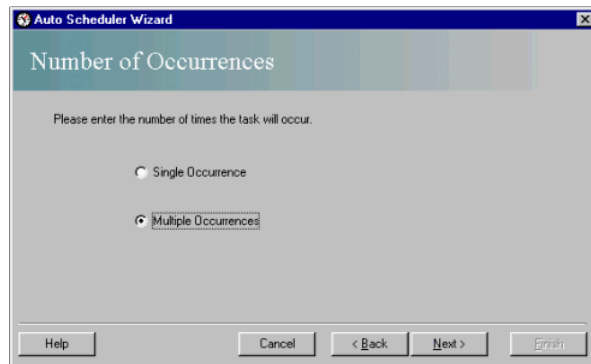
Multiple Occurrences

When setting up a new task within the Auto Scheduler, after selecting either the [Reminders](#) or [Print Groups](#) type task, the next window of the Auto Scheduler wizard is the Number of Occurrences window. This window allows you to choose whether the task occurs once or several times. There are two option buttons - [Single](#) and [Multiple Occurrences](#).

The Multiple Occurrences option button allows a task to be scheduled to take place on more than one occasion. The date and time(s) have to be specified on subsequent windows of the wizard.

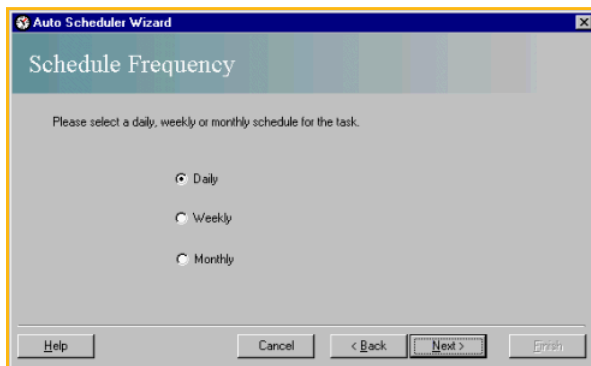
The single occurrence option button is selected as default, so for multiple occurrences:

Click the Multiple Occurrences option button.



To proceed to the next window of the wizard, called Schedule Frequency:

Click the [Next >](#) button.



There are three option buttons to specify the frequency of a task taking place. The default frequency for multiple occurrences of new tasks is Daily. The other option buttons allow for the tasks to be scheduled on a [Weekly](#) or [Monthly](#) basis.

To accept the Daily option:

Click the [Next >](#) button.

If the Daily option for the task is chosen, the next window of the Auto Scheduler window, the [Frequency - Daily](#) window opens.

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Daily Events

If the Daily option for the task is chosen from the [Schedule Frequency](#) window, the next window on the wizard opens to the Frequency - Daily window.

The Frequency - Daily window is used to enter how often the task is to be scheduled that is, every day, every two days. The default frequency is every day and the maximum entry is every 99 days. If every day is not suitable:

[Use the tab key to place the cursor in the field or click in the field.](#)

Type in the number of days.

To proceed to the next window of the wizard called the Timing Frequency window:

Click the **Next >** button.

The [Timing Frequency](#) window allows you to select how often the task is performed on the scheduled day.

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Weekly Events

If the Weekly option is chosen from the [Schedule Frequency](#) window, the Frequency - Weekly window opens:

The Frequency - Weekly window allows the task to be scheduled on a weekly basis that is, every week, every two weeks and which days of the week the task is performed. The default frequency is every week. To change the default frequency:

Click in the first field and enter in the required weekly frequency.

A series of **check boxes** allows which day of the week the task is performed. More than one day may be selected for example, you may schedule a task to occur on Monday and Friday.

At least one check box needs to be checked in order to proceed to the next window. If no check boxes are selected, an error message displays when the Next > button is pressed. To close the error message window:

Click the OK button.

Select one or more days.

When the desired check boxes have been selected, to proceed to the next window of the **wizard** called the Timing Frequency window:

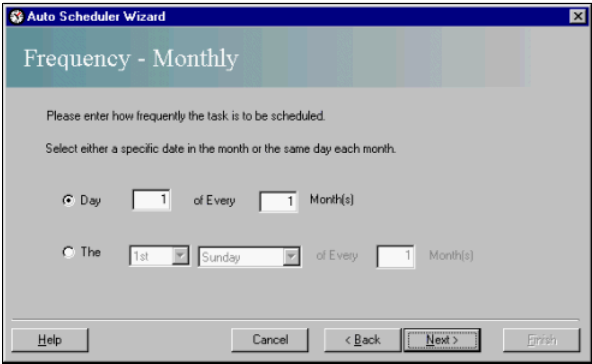
Click the Next > button.

The [Timing Frequency](#) window allows you to select how often the task is performed on the scheduled day.

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Monthly Events

When the Monthly option for the task is chosen from the [Schedule Frequency](#) window the Frequency - Monthly window opens:



The Frequency window allows you to set how often the task is to be scheduled on a monthly basis that is, every month. This can be either:

A specific date in the month for example, the 31st.

If a specific date is required, the day and frequency can be entered in the relevant fields. If a specified date does not exist, for example, 31st April, then the nearest day is used - the 30th April. [EXAMPLE](#)

or the same day in the scheduled month that is the 1st Sunday of every month.

If the same day each month is required, drop-down lists allow the week of the month and day of the week to be selected. [EXAMPLE](#)

Enter the task frequency.

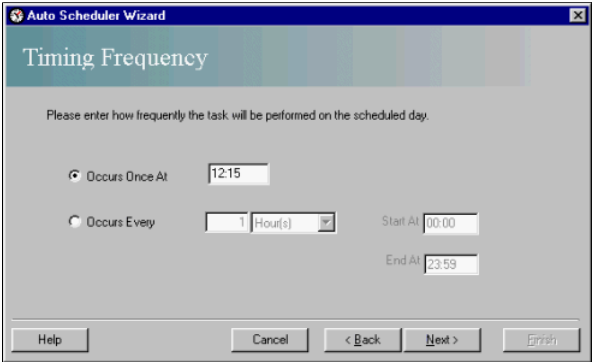
When the chosen monthly occurrence have been selected, to proceed to the next window of the [wizard](#) called the Timing Frequency window:

Click the [Next >](#) button.

The [Timing Frequency](#) window allows you to select how often the task is performed on the scheduled day.

Time of Task

The Timing Frequency window is used for all tasks with multiple occurrences ([Daily](#), [Weekly](#), [Monthly](#)) and allows you to select how often the task is performed on the scheduled day.



The task can either occur:

Once at the specified time (see [EXAMPLE](#)), or at regular intervals throughout the day. If the task is to occur at regular intervals, a Start and End Time should be entered for the period the task is performed (see [EXAMPLE](#)).

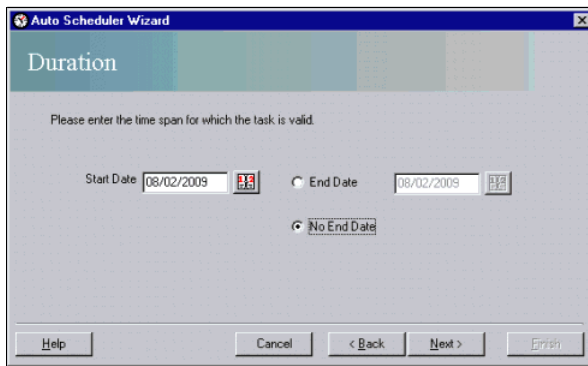
Enter the desired time(s).

Click the [Next >](#) button.

The [Duration](#) window allows the time span for the task to be valid to be entered.

Duration of Task

The Duration window of the Auto Scheduler [wizard](#) opens after successful completion of the [Timing Frequency](#) window.



The 'Auto Scheduler Wizard' window, titled 'Duration', prompts the user to enter a time span for the task. It includes fields for 'Start Date' (08/02/2009) and 'End Date' (08/02/2009), each with a calendar icon. A radio button labeled 'No End Date' is selected. Navigation buttons at the bottom include 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

This window allows the range of dates for which the task is valid to be entered. [Calendar](#) buttons are available for selection of Start and End Dates. The default Start Date and End Date for new tasks, is the date on which the task is created.

The End Date can be:

Specified, for example you may make a task valid for this year only (see [EXAMPLE](#)), or indefinitely, for example set no end date and the task runs until the task is edited or deleted. The default is No End Date (see [EXAMPLE](#)).

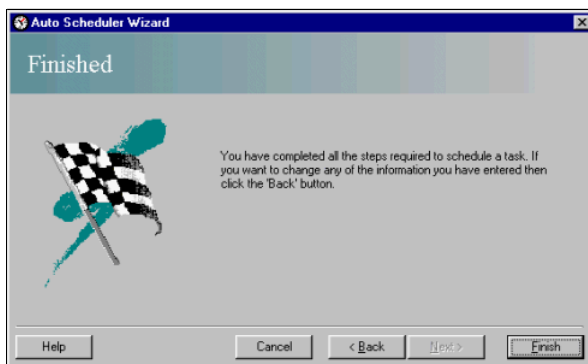
When you have finished entering the Start Date (and End Date, if applicable) in this window, click the Next > button to proceed to the last window of the Auto Scheduler Wizard, the [Finished](#) window.

[Click the Next > button.](#)

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Saving the Task

The Finished window of the Auto Scheduler wizard follows on from the [Duration](#) window. It indicates that all the necessary steps to schedule a task have been entered.

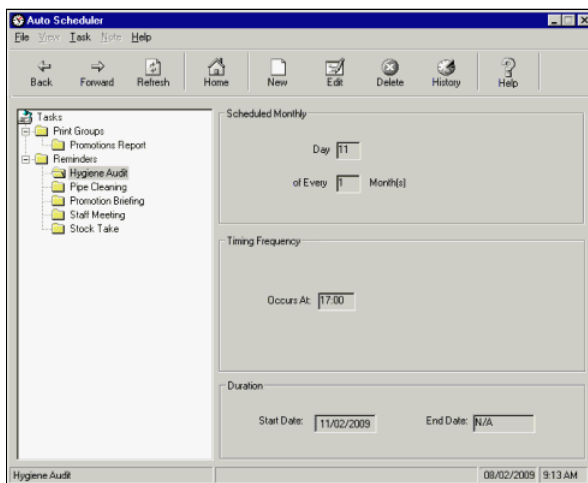


The 'Auto Scheduler Wizard' window, titled 'Finished', displays a checkered flag icon. The text reads: 'You have completed all the steps required to schedule a task. If you want to change any of the information you have entered then click the 'Back' button.' Navigation buttons at the bottom include 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

To save the new task to the system:

[Click the Finish button.](#)

The new task is added to the system. The Auto Scheduler Wizard closes and you are returned to the [Auto Scheduler](#) window. The newly created task is displayed on the Tasks directory tree with the schedule details displayed on the right side of the window.



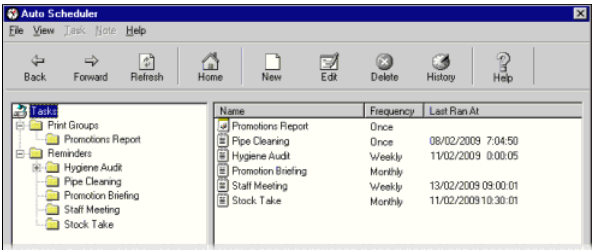
The 'Auto Scheduler' window shows a 'Tasks' directory tree on the left with items like 'Print Groups', 'Promotions Report', 'Reminders', 'Hygiene Audit', 'Pipe Cleaning', 'Promotion Briefing', 'Staff Meeting', and 'Stock Take'. The main area displays 'Scheduled Monthly' with 'Day' set to '1' and 'of Every' set to '1' 'Month(s)'. The 'Timing Frequency' section shows 'Occurs At' set to '17:00'. The 'Duration' section shows 'Start Date' as '11/02/2009' and 'End Date' as 'N/A'. The status bar at the bottom shows 'Hygiene Audit' and the date/time '08/02/2009 9:13 AM'.

Once created, tasks may have [notes added](#), be [amended](#), be [deleted](#) or the [history](#) data may be reviewed.

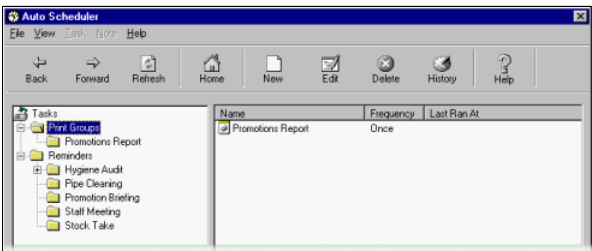
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Using the Directory Tree

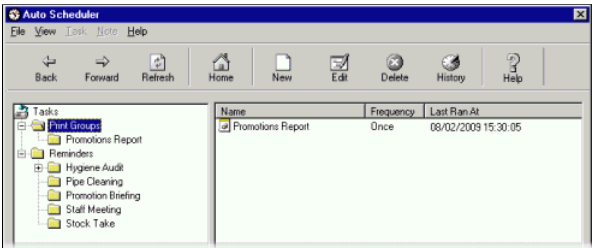
When several tasks have been created, to display the summary of all tasks, highlight the Tasks folder on the [Directory Tree](#). If necessary, use the Home button on the [Toolbar](#) to return to the home position. The tasks are sorted alphabetically within each folder.



When the Print Groups or the Reminders folder are highlighted, only those tasks within each respective folder are displayed on the right side of the window. For example, only the Promotions Report is shown in the example below when the Print Groups folder is selected:



To see a read-only summary of the schedule details for a particular task, highlight its folder. For example, Promotions Report.



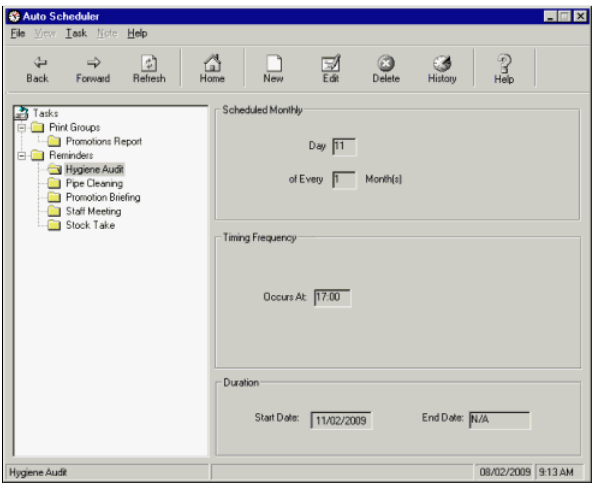
Amending Tasks

Changes to the scheduled details for any task and their notes may be made.

Open the Auto Scheduler. [How ?](#)

To amend task details, the task you wish to change must be highlighted on the Tasks [Directory Tree](#). Use the navigation buttons on the [Toolbar](#) (Forward, Back and Home), to select the task to be edited.

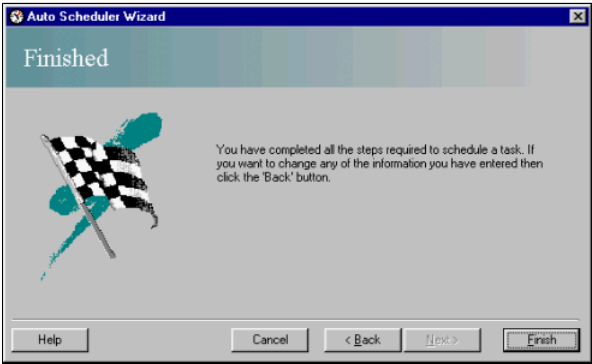
[Highlight the chosen task](#). For example, Hygiene Audit in our example.



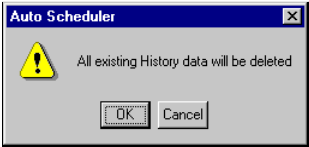
[Click the Edit button.](#)

The first window of the Auto Scheduler Task wizard opens. Use the Next > button to proceed through the previously completed steps of the wizard. Amend any window as necessary. When you have finished amending information,

Click the Next > button.



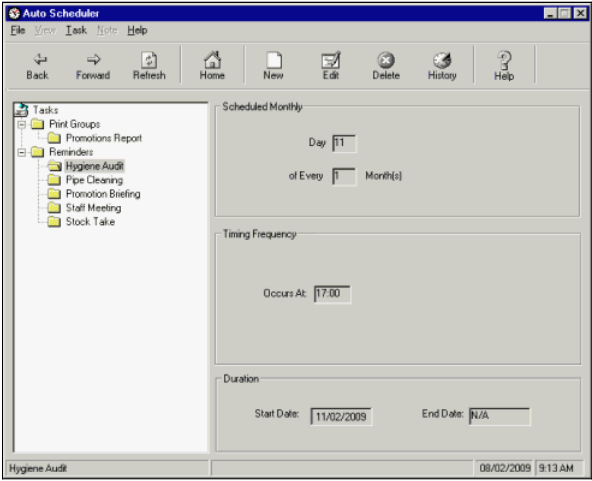
Continue progressing through the wizard until you reach the Finished window.
Click the Finish button.



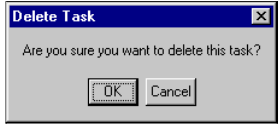
A warning message occurs detailing that all history (previous events) associated with the task will be deleted. Selecting the OK button saves the changes to the edited task, deletes any history associated with the task and closes the wizard returning you to the Auto Scheduler window.
The Cancel button closes the warning message window and returns you to the Finished window of the wizard.
Click the OK button.
The tasks summary updates to reflect the changes made.

Deleting Tasks

Individual scheduled tasks can be deleted.
Open the Auto Scheduler. [How ?](#)
To delete a task, the existing task must be highlighted on the Tasks [Directory Tree](#). Use the navigation buttons on the [Toolbar](#) (Forward, Back and Home), to select the task to be deleted.
Highlight the task to be deleted. For example, Hygiene Audit in our example.



Click the Delete button.
A warning message is displayed:



To delete the highlighted task or note.
Click the OK button.
If a task is deleted, any associated notes and history data are also deleted. The Tasks directory tree is updated to reflect the deletion of the task or note.

Reviewing the History Data

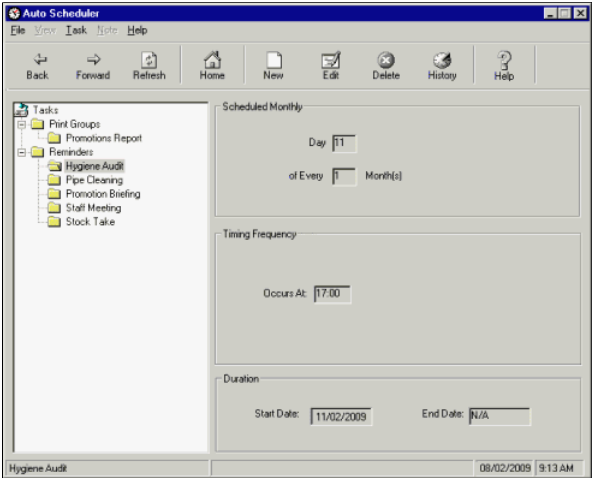
The history for individual tasks can be displayed. It lists the dates and times when the task was performed and whether the result was successful. That is, if the reminder message was displayed.

Open the Auto Scheduler. [How ?](#)

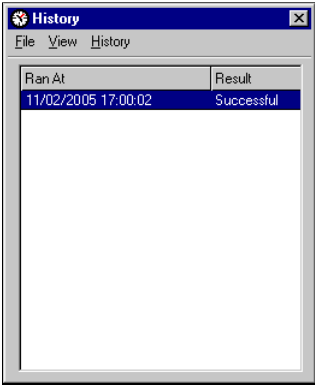
Use the navigation buttons on the [Toolbar](#), (Forward, Back and Home), to select a task on the Tasks [Directory Tree](#). The right side of the window displays the schedule details, as shown in the example below:

To display the task history:

[Highlight the task](#) for example Hygiene Audit.



Click the History button.



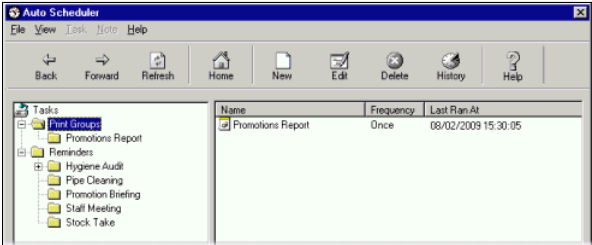
[How ?](#) to refresh the History data:

[How ?](#) to delete the task's history data:

To update the summary of tasks with the latest history data for the listed tasks:

Click the Refresh button.

The latest history data is displayed for example in our example, Promotions Report has been updated.

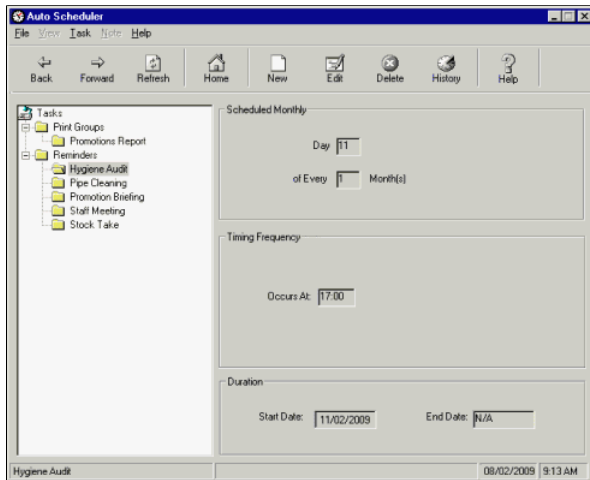


Adding Notes

Notes can be created to accompany tasks that have been scheduled.

Open the Auto Scheduler. [How ?](#)

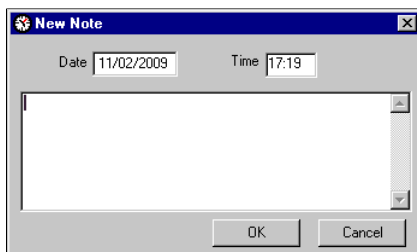
Use the navigation buttons on the [Toolbar](#) (Forward, Back and Home), to select the desired scheduled task that the note is to be added to. In our example shown below, Hygiene Audit.



To create a note:



Click the New button.

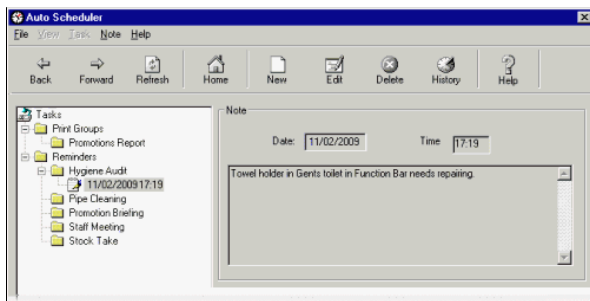


The Date and Time fields are automatically filled with the date and time at which the note is created. The text box underneath allows the note to be entered.

Enter your desired text.

Click the OK button.

The note is saved to the chosen task, and you are returned to the Auto Scheduler window. When a note is highlighted on the Tasks directory tree, the area on the right side of the window displays a read-only version of the note made, as shown in the example below.



Once created, the notes may be [amended](#) or [deleted](#).

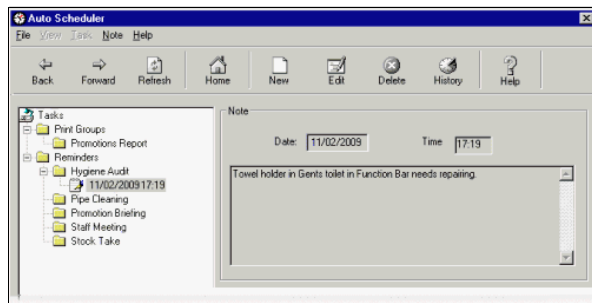
Amending Notes

Notes, accompanying scheduled tasks, may be amended.

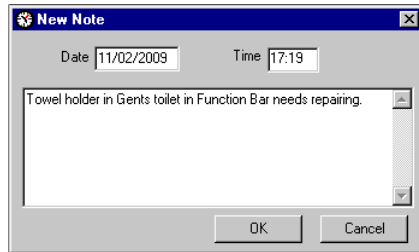
Open the Auto Scheduler. [How ?](#)

Before you can edit a note, it must be highlighted on the Tasks [Directory Tree](#). Use the navigation buttons on the [Toolbar](#) (Forward, Back and Home), to select the note to be edited.

[Highlight the chosen note](#). For example, Hygiene Audit note in our example.



Click the Edit button.



Only the text may be modified; the date and time cannot be changed.

Amend the text as necessary.

To update and save the changes made to the note:

Click the OK button.

The changes to the note are now saved.

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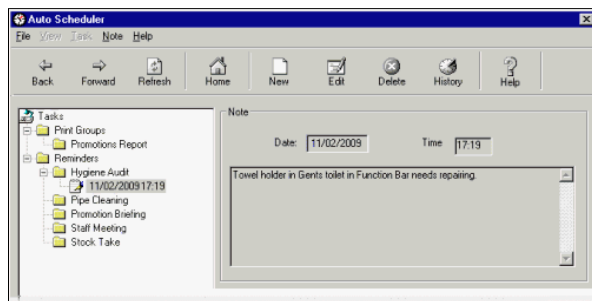
Deleting Notes

Notes, accompanying scheduled tasks, can be deleted.

Open the Auto Scheduler. [How ?](#)

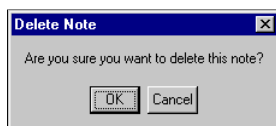
To delete a note, the existing note must be highlighted on the Tasks [Directory Tree](#). Use the navigation buttons on the [Toolbar](#) (Forward, Back and Home), to select the note to be deleted.

Highlight the note to be deleted. For example, Hygiene Audit note in our example.



Click the Delete button.

A warning message is displayed:



To delete the highlighted note.

Click the OK button.

The Tasks directory tree is updated to reflect the deletion of the note.

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Exception Auditor

The Exception Auditor allows messages raised by the system to be viewed, for example, when there are pending system updates to be applied or when error reports need printing. When you log on, the system checks to see if there are any new messages that have been assigned to you. If there are messages, a flashing icon is placed in the [Status Console](#) at the bottom of the Active Business Series window.

Training Mode

Hotcard Date: 02/10/2009

New Message(s) Received: 1

NO FINANCIAL DATA

User: BEN

Stock Take(s) In Progress: 1

Cash Insurance Limit Reached

Action	What to do
To open the Exception Auditor window:	Double-click on the New Message(s) Received icon -or- click the Exception Auditor button. All new messages are displayed.
To view all archived (previously accepted messages):	Click the Archive button.
To view all (both new and archived) messages:	Click the All button.
To return to the new message view:	Click the New button.
To acknowledge that the new message has been read and archive it:	Click the Accept button. This message is no longer displayed within the New view window but has been moved to the Archive view.
To exit the Exception Auditor window:	Click the Close button.

EXAMPLE

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Performance Indicators Overview

The Performance Indicators option is a real time graphical reporting tool. It allows previously configured Key Performance Indicators (KPIs) to be viewed graphically in different formats. KPIs are a measure of key factors, such as Sales per Server or Transactions per Hour, which affect an outlet's profitability.

To view Help on a particular topic, either select the topic from below or select the relevant chapter from the Performance Indicators book in the Contents list.

What would you like to do ?

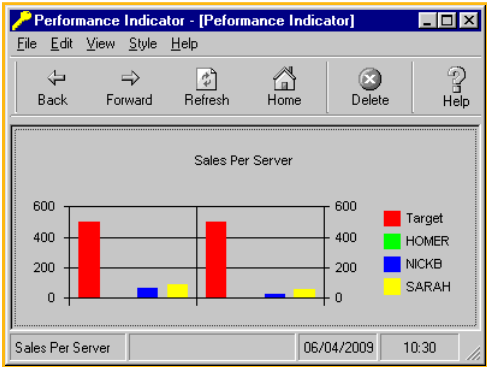
- › [View the Performance Indicators window](#)
- › [Learn about the Toolbar](#)
- › [Select an indicator/view](#)
- › [Change presentation style](#)
- › [View multiple Indicators](#)
- › [Change the refresh interval](#)

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About the Window

This topic explains the layout of the Performance Indicator window.

Access the Performance Indicator window. [How ?](#)



The window consists of the:

- [Title Bar](#) - displays the name of the window and three buttons.
- [Menu Bar](#) - to provide access to pull-down menus.
- [Toolbar](#) - displayed under the menu bar, six buttons grouped together. This is called the toolbar.
- [Main Screen](#) - used for viewing the graphical indicators.
- Status Area - displays the current view of the window.

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About the Toolbar

Access the Performance Indicator window. [How ?](#)

Below the menu bar, there are six buttons grouped together on the toolbar:



Note: The Toolbar may be hidden from view. To show the toolbar, (if hidden), select the Toolbar option from the View pull-down menu and select the first option, namely the Tool bar.

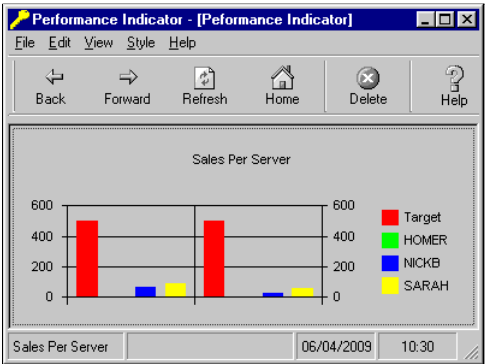


The buttons on the toolbar perform the following functions:

Button	Function
Back	Moves one place back through the available charts.
Forward	Moves one place forward through the available charts.
Refresh	Updates the current chart with the latest data.
Home	Moves to the first chart.
Delete	Allows removal of a selected chart.
Help	Provides access to the Help system.

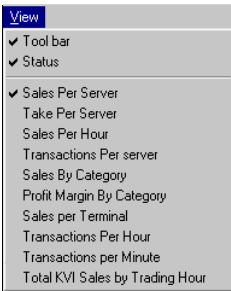
Selecting a View

Access the Performance Indicator window. [How ?](#)



The main part of the window shows the data presented in a chart format. Our example above represents the Sales per Server data. Other performance indicators are available. To view other charts available:

Click on **V**iew from the Menu bar.



A list of available charts are presented. A tick denotes the view has been selected.

Clear any charts not required.

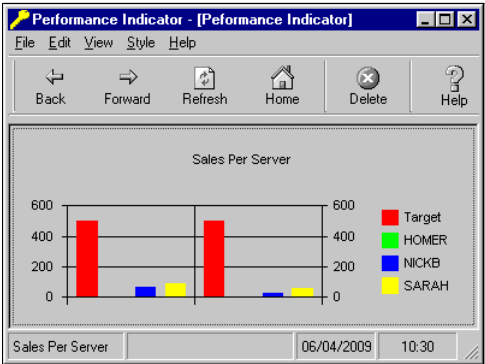
Select desired chart(s).

The chosen chart(s) are displayed. The style of the chart may be changed. More information can be found in the Changing Presentations topic. [Click here to jump to this topic.](#)

EXAMPLES of different charts available.

Changing Presentations

Access the Performance Indicator window. [How ?](#)



The Performance Indicator data may be presented in different styles of charts such as pie-charts, bar charts and line graphs. Both two and three-dimensional graphs are available.

Charts are colour-coded and a legend is available to decipher the colour-coding.

To show or hide the legend:

Click on Style from the Menu bar.



A tick beside the Legend option denotes it has been selected. To change the status:

Click on the Legend option.

To change the style of the view selected:

Click on Style from the Menu bar.

A list of available styles are presented. A tick denotes that the style has been selected.

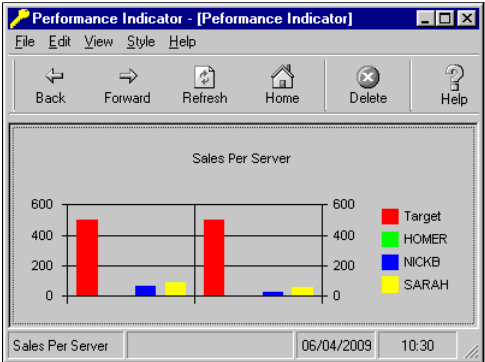
Select desired style.

The selected performance indicator is displayed in the chosen format.

EXAMPLES of each style available.

Viewing Multiple Indicators

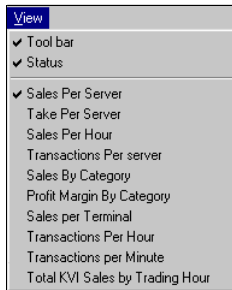
Access the Performance Indicator window. [How ?](#)



Our example above represents the Sales per Server data. Several performance indicators can be viewed on the window at once.

To view other performance indicators available:

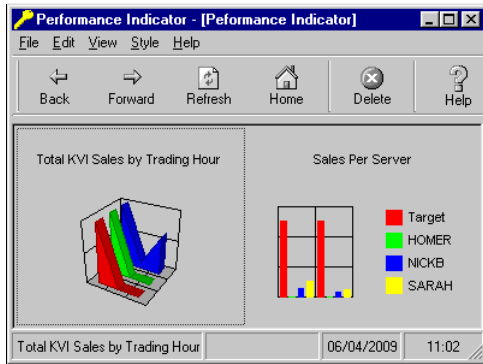
Click on [View](#) from the Menu bar.



A list of available charts are presented. A tick denotes the view has been selected.

Select desired charts(s), for example Total KVI Sales by Trading Hour

The chosen charts (in our example, Total KVI Sales by Trading Hour and Sales Per Server), are displayed:



The style of the chart may be changed. More information can be found in the Changing Presentations topic. [Click here to jump to this topic.](#)

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Changing the Refresh Interval

Access the Performance Indicator window. [How ?](#)

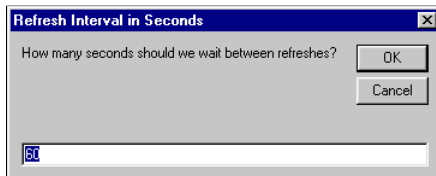
The performance indicator charts are updated at regular intervals. The interval rate can be changed.

Click File from the Menu bar.

Select Options then the Interval option.



Enter the interval rate.



Click the OK button.

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