



Torex ABS-POS

Back Office User Guide

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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.

1 Revision History

Date	Revision	Comments
10/01/2008	1.0	Rebranded ABS-POS Back Office User Guide.

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2 Getting Started

2.1 Logging On

Log on allows access to the back office.

Action	What to do
To log on:	Double-click the Active Business Series icon.

Example: Log On Screen

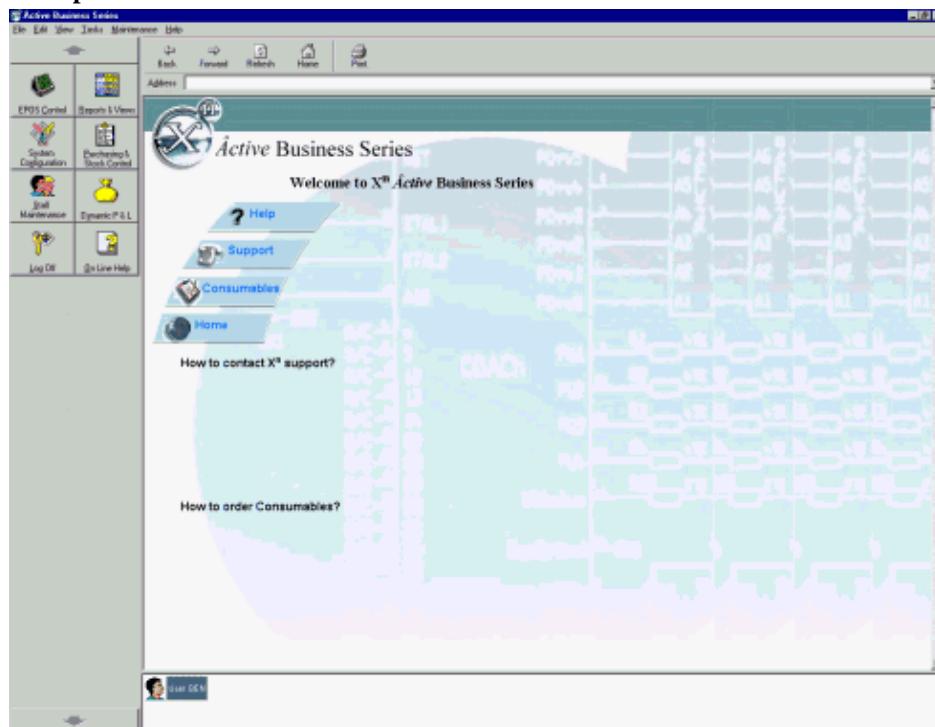


Action	What to do
To log on:	<ol style="list-style-type: none">1. Type your Logon Name.2. Press the tab key, or click in the Password field or press Alt+P.3. Type your Password. Your password appears as a row of asterisks.4. Click the OK button.

2.2 Active Business Series Window

The Active Business Series window opens after a successful Logon.

Example: Active Business Series window



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.

3 Staff Maintenance

3.1 Selecting Users



At the XN Active Business Series window, click the Staff Maintenance button.

Example: Staff Maintenance window

Staff Maintenance

First Name	Surname	Logon Name
julie	fleming	JULIE
rebbaca	gibbs	REBBACG
tracy	gunston	TRACYG
julie	hamilton	JULIE H
martin	hepton	MARTIN
sarah	jorgensen	SARAH
julie	mileham	JULIE M
laura	mileham	LAURA
Paul	mileham	PAUL
carol	miller	CAROL
sheila	moody	SHEILAM
jemisina	mullen	JEMISIM
simon	newton	SIMON
louise	newton	LOUISEN

Click the required users name. The selected line appears highlighted.

You may then Update, Terminate or Change Password for that member.

3.2 Adding New Members

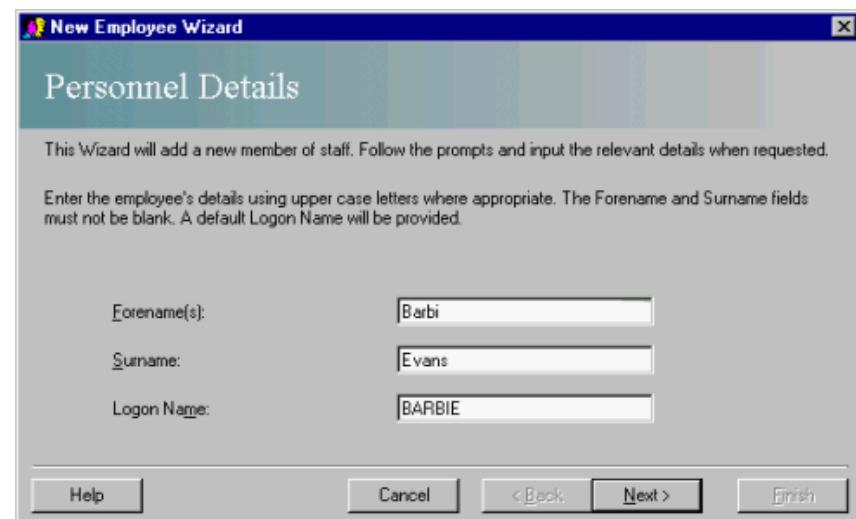
A new member of staff is added using the New Employee Wizard.

Click the New... button. The first window of the New Employee Wizard opens to allow the input of the new employee's Personnel Details.

3.3 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 personal details:

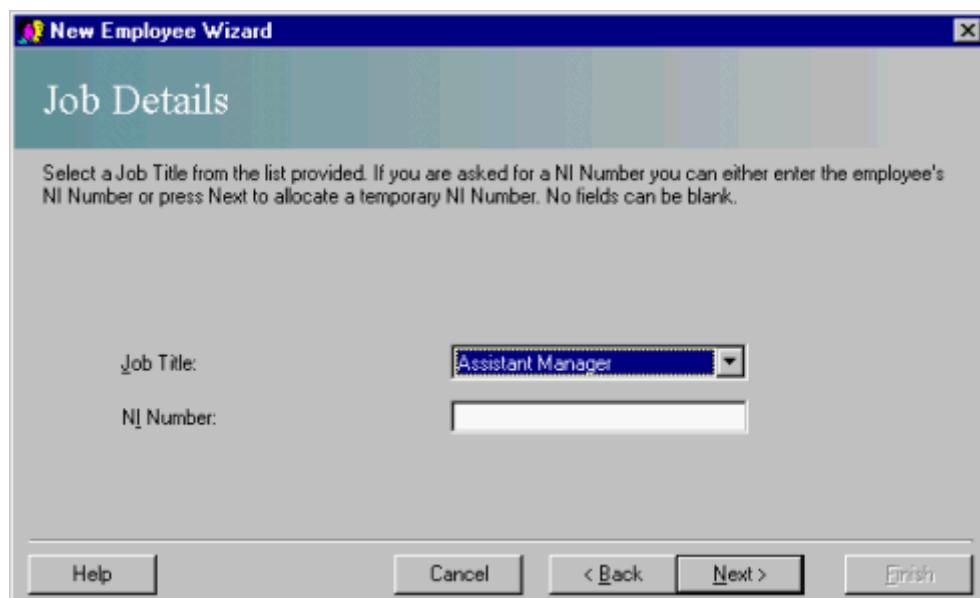
Example: Personnel Details window



Action	What to do
To enter personal details:	<ol style="list-style-type: none"> 1. Enter the employee's Forename(s). 2. Click in the Surname field or press the Tab key and enter the employee's Surname. 3. Click in the Logon Name field or press the Tab key. <p>A system generated logon name automatically appears.</p> <ol style="list-style-type: none"> 4. If required, edit the generated Logon Name or enter one of your own. 5. Click the Next > button.

3.4 Adding Job Details

Example: Job Details window



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

Action	What to do
To enter job details:	<ol style="list-style-type: none"> 1. Select the Job Title from the drop-down list. 2. Enter the NI number if required. 3. Click the Next > button.

National Insurance 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 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.

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.

3.5 Entering POS Details

Example: Point Of Sale Details window



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

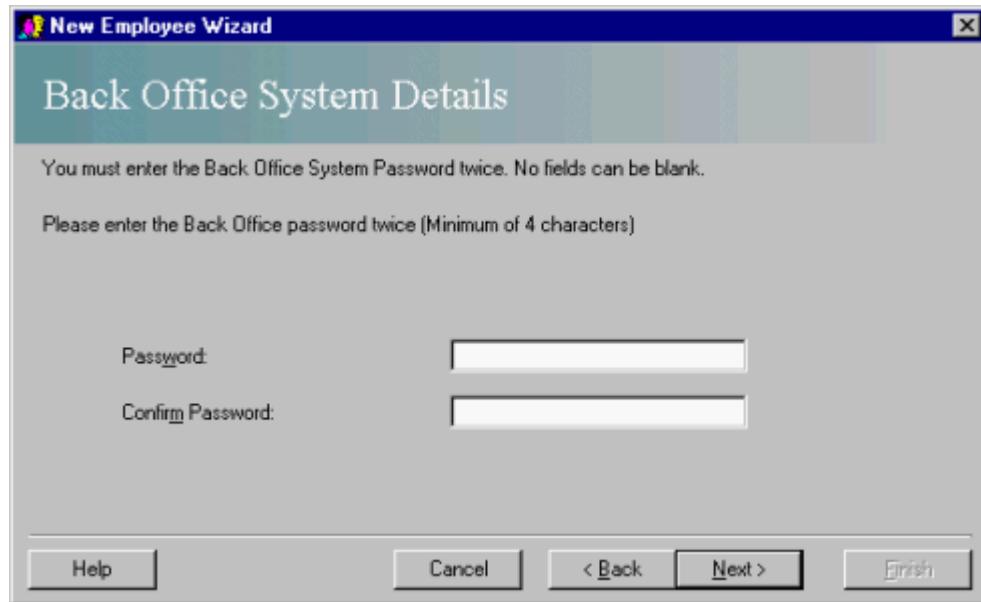
Action	What to do
To enter POS details:	<ol style="list-style-type: none">1. If required, edit the generated Point of Sale Number.2. Enter a 4-digit password.3. Click in the Confirm Password field or press the Tab key and enter the same 4-digit password.4. Click the Next > button.

For back office users, 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.

3.6 Entering BOS Details

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

Example: Back Office System Details window



Action	What to do
To enter BOS details:	<ol style="list-style-type: none"> 1. Enter a 4-10 character password. 2. Click in the Confirm Password field or press the Tab key and enter the same password. 3. Click the Next > button.

You progress to the last window of the wizard, the Finished window.

3.7 Saving Details

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

Example: Finished window



Action	What to do
To save all details:	1. 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.

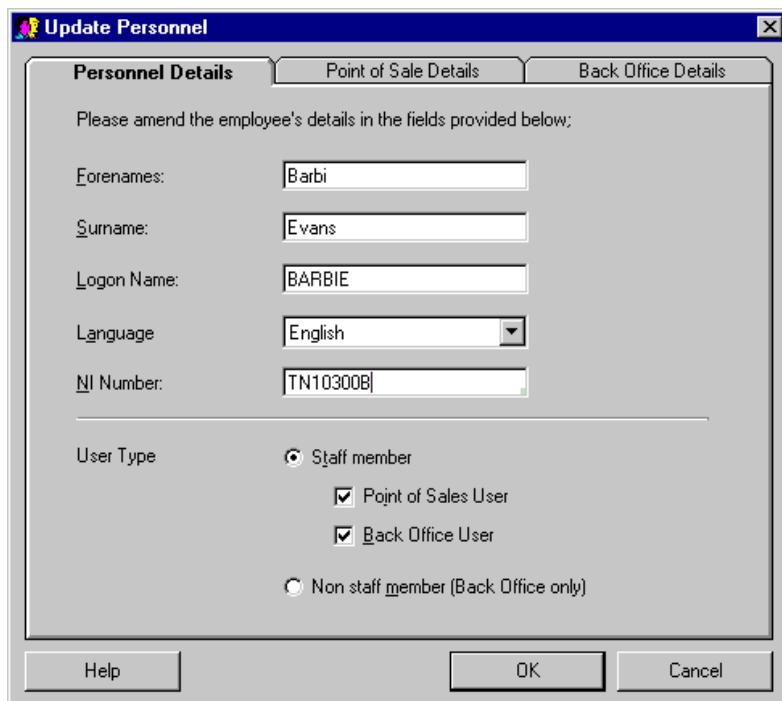
3.8 Updating Staff Details

Action	What to do
To update details:	<ol style="list-style-type: none">1. Click the name of the person on the list of personnel on the Staff Maintenance window whose details you wish to update.2. Click the Update... button or double-click on any populated cell for that person.

3.9 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 are displayed automatically in these fields. They may be updated by selecting the field and typing in the new details.

Example: Update Personnel window



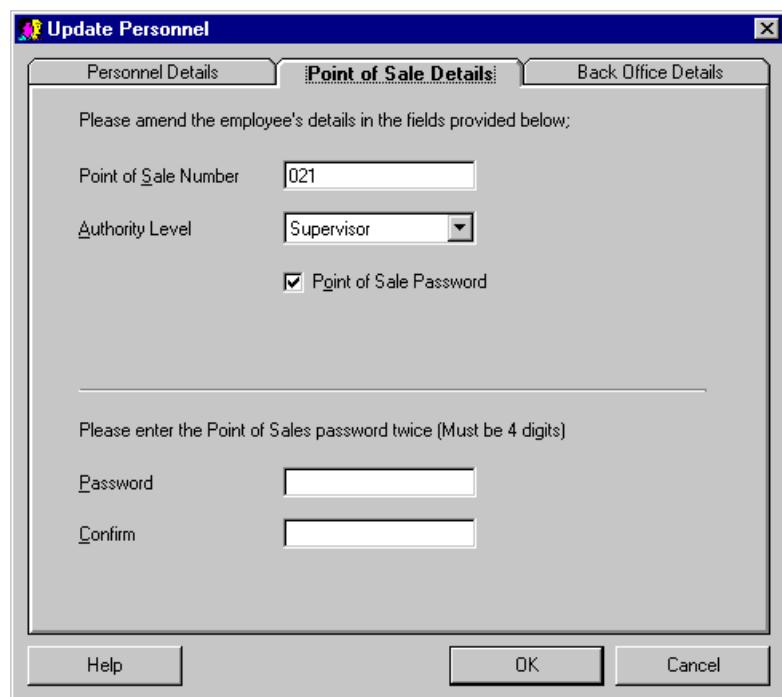
Action	What to do
To update personal details:	1. Amend fields as required. 2. Click the OK button.

Note: 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.

3.10 Changing POS Details

The Point of Sale Details tab is selected from the Update Personnel window and allows you to change the Point of Sale Number, Authority Level and Password details.

Example: Update Personnel window



Action	What to do
To update POS details:	<ol style="list-style-type: none"> 1. Amend fields as required. 2. Click the OK button. 3. Click the Yes button.

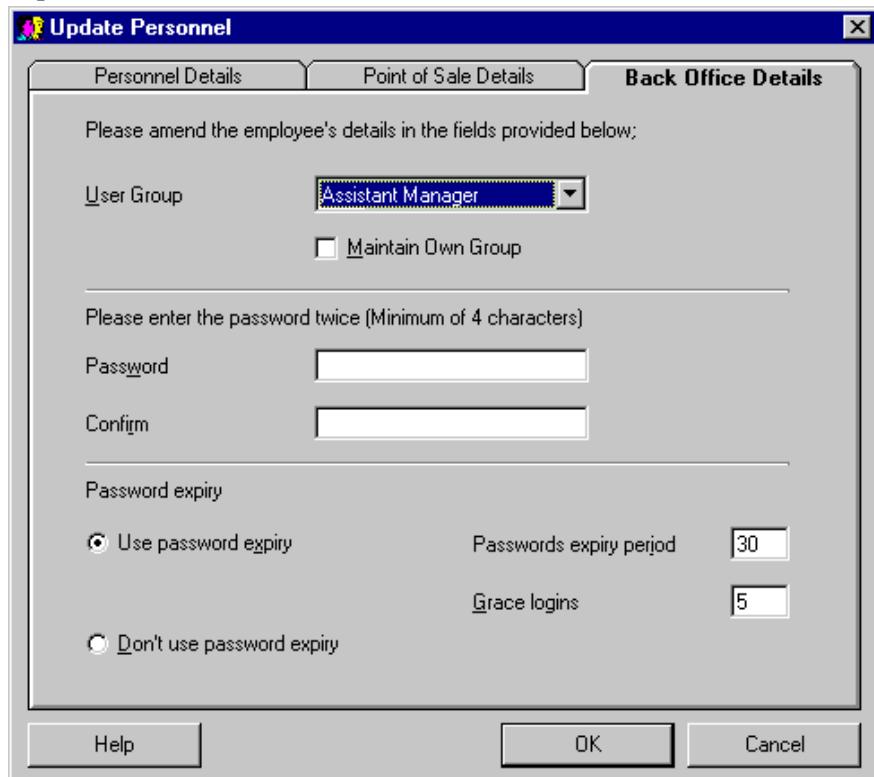
Note: 1. You may only upgrade another user to the same authority level as yourself or lower.

Note: 2. The passwords entered in the Password and Confirm fields must be the same.

3.11 Changing BOS Details

The Back Office Details tab is selected from the Update Personnel window. It allows you to change the User Group, Back Office Password and Password expiry.

Example: Update Personnel window



Action	What to do
To update BOS details:	<ol style="list-style-type: none"> 1. Amend fields as required. 2. Click the OK button. 3. Click the Yes button.

3.12 Changing Passwords

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

Action	What to do
To change passwords:	<ol style="list-style-type: none"> 1. Click the name of the person on the list of personnel on the Staff Maintenance window whose password you wish to update. 2. Click the Change Password... button. 3. Type the new password in the New Password field. Press the tab key, or click the Confirm New Password field and type the new password again in the Confirm New Password field. 4. Click the OK button. 5. Click the OK button.

Example: Change Password window



3.13 Terminating Users

Action	What to do
To terminate a staff member (such as Manager, Assistant Manager):	<ol style="list-style-type: none">1. Click the name of the person on the list of personnel on the Staff Maintenance window who you wish to terminate.2. Click the Terminate... button.3. Click the required reason from the drop-down list.4. Click the OK button.5. Click the Yes button.
To terminate a non-staff member (such as Manager, Assistant Manager):	<ol style="list-style-type: none">1. Click the name of the person on the list of personnel on the Staff Maintenance window who you wish to terminate.2. Click the Terminate... button.3. Click the OK button.4. Click the Yes button.

4 E-POS Control

4.1 Overview

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 status of all cash drawers and money belt servers for your whole outlet.

At the XN Active Business Series window, click the EPOS Control icon.



The window layout changes according to whether the system is:

- Waiting to Start Session
- In Session
 - Waiting to End Session

4.2 Setting Trading Modes

Example: Epos Control window – Trading Modes

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:	<ol style="list-style-type: none">1. Click the Set All Modes button. <p>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.</p>
To change the default trading mode:	<ol style="list-style-type: none">1. Click the arrow button on the Default Trading Mode field. <p>A drop-down list of available trading modes opens:</p>  <ol style="list-style-type: none">2. Click the required trading mode.
To set a different trading mode for a single terminal:	<ol style="list-style-type: none">1. Click the Trading Mode cell for the required terminal. <p>Each trading mode cell contains a drop-down list of available trading modes.</p> <ol style="list-style-type: none">2. Click on the arrow.

	<div style="border: 1px solid black; padding: 5px; width: 100%;"> <p>Trading Mode</p> <p>STANDARD PRICES</p> <p>STANDARD PRICES</p> <p>HAPPY HOUR</p> </div> <p>3. Click the required trading mode.</p> <p>The trading mode only applies to this selected terminal.</p>
--	--

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

4.3 Setting Floats

Example: Epos Control window – Floats

		Default Trading Mode	Default Float
		STANDARD	<input type="text"/>
		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 either set 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>1. Click the Default Float field.</p> <p>2. Type in the new float amount.</p> <p>Enter numbers only, for example if you type 50, the system sets the float as £50.00.</p> <p>3. Click the Set All Floats button.</p>
To set a float for a single terminal:	<p>1. Click the Float/Declaration cell for the required terminal.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Float/Declaration</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">£0.00</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">£0.00</div> </div> <p>The float amount is highlighted and moved to the right of the cell.</p> <p>2. Type the required float amount.</p> <p>Enter numbers only. For example, if a float of 20 pounds is required, type in 20.</p> <p>3. Press Enter or select another cell.</p> <p>If you press Enter, the highlight moves to the next cell down the column.</p>

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.

4.4 Opening a Terminal



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

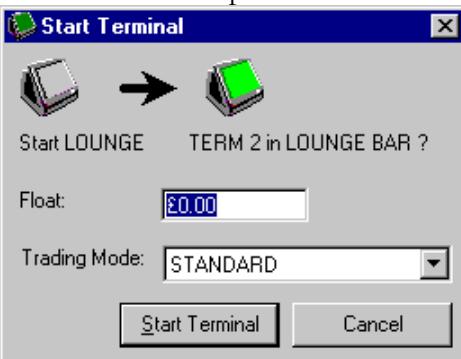
Action	What to do
To open an individual terminal:	1. Click the terminal icon in the Status column for the required terminal.
To open all terminals in an area:	1. Click the required area in the Area column.

4.5 Starting Session

Action	What to do
To start a session:	<p>1. Click the Start Session button.</p> <p>A confirmation window opens, detailing the trading date and session number (if applicable).</p> <p>2. Click the OK button.</p> <p>A message window opens asking you to wait whilst any updates are performed.</p> <p>3. Click the OK button when the Start Session process has finished.</p>

4.6 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.

Action	What to do
To start a terminal in session:	<p>1. Click the required terminal shown in the Status column.</p> <p>The Start Terminal window opens.</p> 
To change the Float amount:	1. Type in new amount.
To change the Trading Mode:	<p>1. Click the down arrow at the end of the Trading Mode field.</p> <p>2. Select new trading mode from the list provided.</p>
To start the terminal:	1. Click the Start Terminal button.

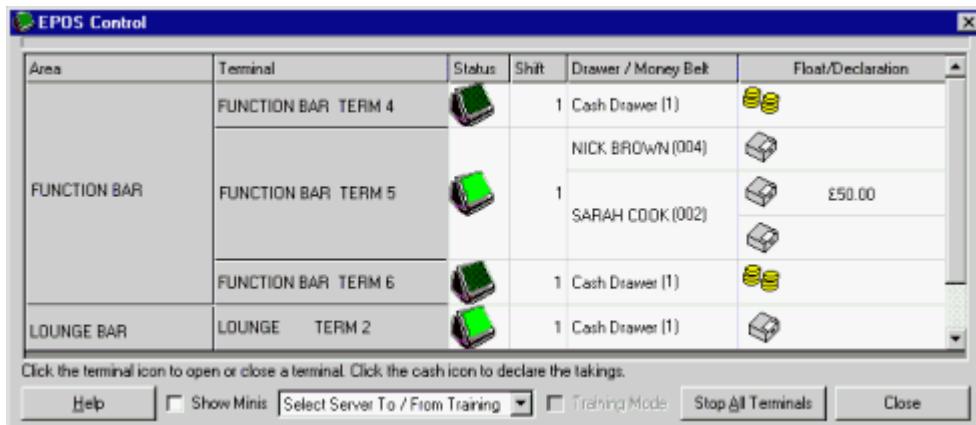
4.7 Stopping Terminals

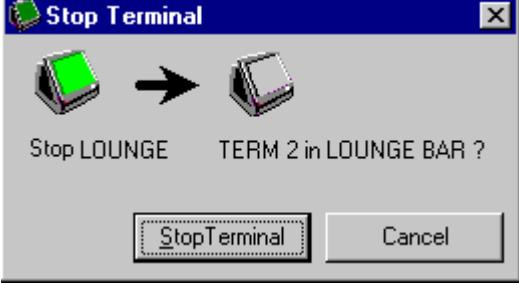
All terminals must be stopped and declared before an end session can be carried out.

You cannot stop a terminal if there are any open orders on that terminal. All terminals can be closed at once, or the terminals may be stopped individually.

Note: As a number of money belts may be operated from one terminal, they may be declared without stopping the terminal.

Example: Epos Control window – In session



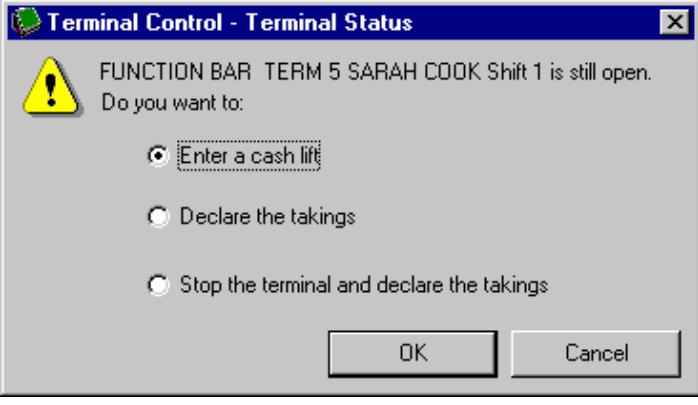
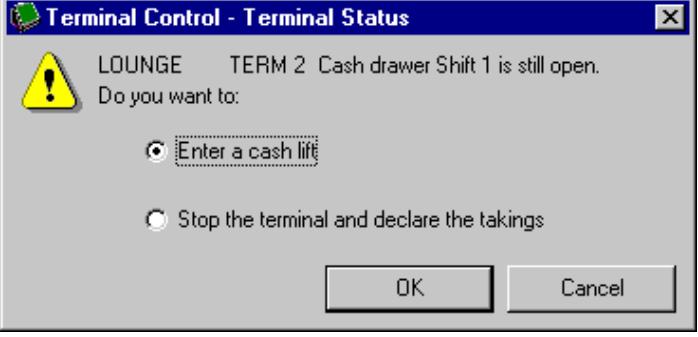
Action	What to do
To stop all the terminals at once:	<p>1. Click the Stop All Terminals button.</p> <p>2. Click the Yes button.</p>
To stop an individual terminal:	<p>1. Click the terminal icon in the status column of the chosen terminal.</p> <p>The Stop Terminal window opens:</p>  <p>The selected terminal area and number are displayed. To stop the selected terminal:</p> <p>2. Click the Stop Terminal button.</p>

4.8 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
From a stopped terminal (dark green screen):	1. Click the coins icon for the required terminal.
From an open terminal (light green screen):	1. Double-click the terminal icon for the required terminal.

	 <p>To stop and declare the selected terminal:</p> <ol style="list-style-type: none"> Click the Stop Terminal button.
To declare an open terminal, if configuration allows:	<ol style="list-style-type: none"> Double-click the cash drawer icon for the required terminal.  <ol style="list-style-type: none"> Select the Declare the takings or Stop the terminal and declare the takings option button. Click the OK button.
To stop and declare an open terminal, if configuration does not allow declarations to be made on open terminals:	<ol style="list-style-type: none"> Double-click the cash drawer icon for the required terminal.  <ol style="list-style-type: none"> Select the Stop the terminal and declare the takings option button. Click the OK button.

The Terminal Declaration window opens to allow the takings to be declared.

4.9 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 only one Final Declaration tab that is displayed as default upon entering the window.

Example: Terminal Declaration window – Final Declaration

The screenshot shows the 'Terminal Declaration' window with the 'Final Declaration' tab selected. The main area contains three tables: 'Currency', 'Payment Method', and 'Denomination'. The 'Currency' table shows a single row for 'Normal Currency' with 'Total Lift' and 'Declaration' both at 0.00. The 'Payment Method' table lists various methods with their respective lifts and declarations. The 'Denomination' table shows a breakdown of cash by denomination. The right panel displays terminal details: LOUNGE TERM 2, Shift 1, and Cash drawer: Cash Drawer. The 'Denomination' table has a 'Total' row at the bottom.

The Final Declarations tab may be split into four further 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: Terminal Declaration – Cash declaration by denomination

The screenshot shows the 'Terminal Declaration' window with the 'Final Declaration' tab selected. The main area contains a table for 'Denomination' which lists various currency denominations (1 Pence, 2 Pence, 5 Pence, 10 Pence, 20 Pence, 50 Pence, £1 Coins, £2 Coins, £5 Notes, £10 Notes, £20 Notes) along with their 'Total Lift' and 'Declaration' amounts. The right panel shows 'Cash Takings' and 'Cash Variance'.

The Denomination column lists each denomination name for each currency.

- 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

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.

Action	What to do
To declare a terminal:	<ol style="list-style-type: none"> 1. Enter the cash takings either by total amount or by denomination in the Declaration column. 2. Select each payment method in turn and declare in the Declarations column the relevant amounts taken.

3. Click the **OK** button.

If the variance between the takings expected and the takings declared is greater than £4.99, you are given the choice of accepting the variance or changing the declaration. If changed, a reason must be selected.

The Terminal Declaration window closes and the Float/Declaration column for the declared till displays a money bag icon with the amount declared next to it:

Example: Epos Control window – Declared terminal



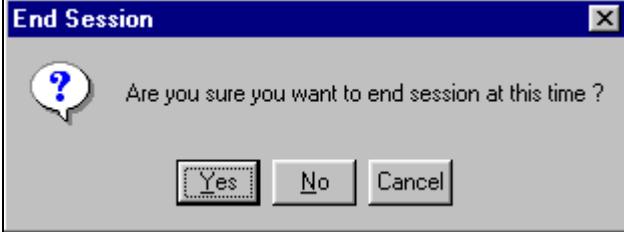
4.10 Ending Session

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.

Example: Epos Control window – End 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.

Action	What to do
To carry out an End Session:	<p>1. Click the End Session button.</p> <p>The End Session window opens asking you to confirm the End Session:</p>  <p>2. Click the Yes button.</p> <p>Whilst ending session, a print notification window may open to confirm that the End Session reports have printed.</p> <p>3. Click the OK button.</p>

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

5 Reports And Views

5.1 Selecting Reports

At the XN Active Business Series window, click the Reports & Views button.



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

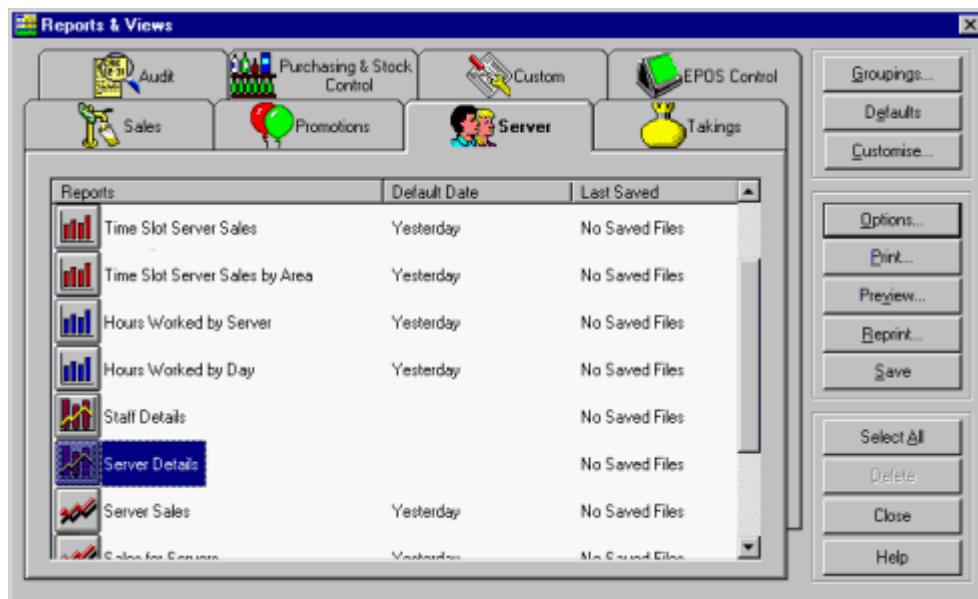
Within the report group, you may select individual, multiple or all reports.

Action	What to do
To select individual reports:	1. Click the required report.
To select several reports:	1. Click the first report required. 2. Select the 2nd and subsequent reports by pressing the Ctrl key as you click.
To select all reports:	1. Click the Select All button.

5.2 Saving Reports

Reports may be saved for future printing. However, before you can save, the required report must be selected. You can only save one report at a time. If you select more than one report, the Save button is disabled.

Example: Reports & Views window



Action	What to do
To save a report (for example Server Details):	1. 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. 2. Click the Server Details report (the report is highlighted). 3. Click the Save button.

When the report has saved, you may print the report.

Click - Yes to print. If you select No the report is available via the Reprint button for printing later.

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.

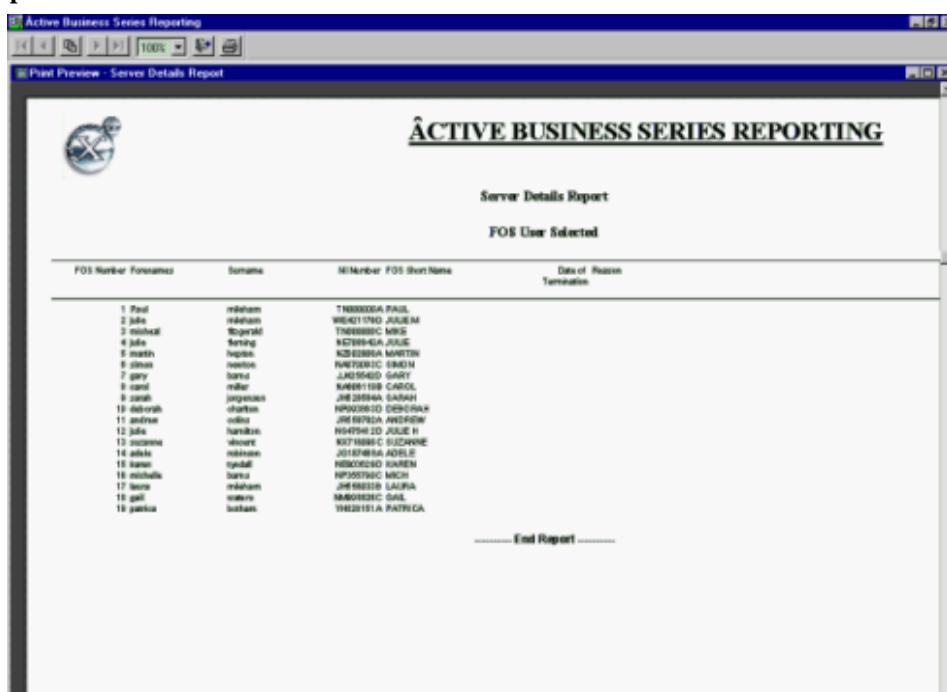
5.3 Preview Reports

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

Action	What to do
To preview a report (for example Server Details):	<ol style="list-style-type: none">1. 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.2. Click the report you wish to preview.3. Click the Preview... button.

The report is generated and the Print Preview window opens:

Example: Print Preview window



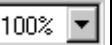
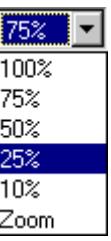
The report is displayed, as it would look if it were printed.

The Print Preview toolbar contains eight options:

Example: Print Preview toolbar



See overleaf for an explanation of the icons.

Button	Function
	Moves to the first page of a multi-page report.
	Moves back one page of a multi-page report.
	The Go To button allows you to choose which particular page you want to go to. When you click this button, the Go to Page window opens: Type in the page number you want to view or use the spin buttons to increase or decrease the number already selected. Click the OK button.
	Moves to the next page of a multi-page report.
	Moves to the last page of a multi-page report.
	The Zoom button to view the document page in different sizes. If you click the arrow button at the end of the zoom field, a drop-down menu of percentage sizes opens:  A dropdown menu showing zoom levels: 75%, 100%, 75%, 50%, 25% (selected), 10%, and Zoom.
	To select an option: Click the required option or use the arrow keys to move the highlight up or down and press Enter.
	Exits the Print Preview window.
	The Print button. The report is sent to the default printer and the Print Preview window closes.

5.4 Printing Reports

Both standard and saved customised reports may be printed. However, before you can print the required reports you must select 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:	1. Click the report you wish to print. 2. Click the Print... button.
To print several reports:	1. Click the first report required. 2. Select the 2nd and subsequent reports by pressing the Ctrl key as you click. 3. Click the Print... button.
To print all reports:	1. Click the Select All button. 2. Click the Print... button.

The Print window opens to allow 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.

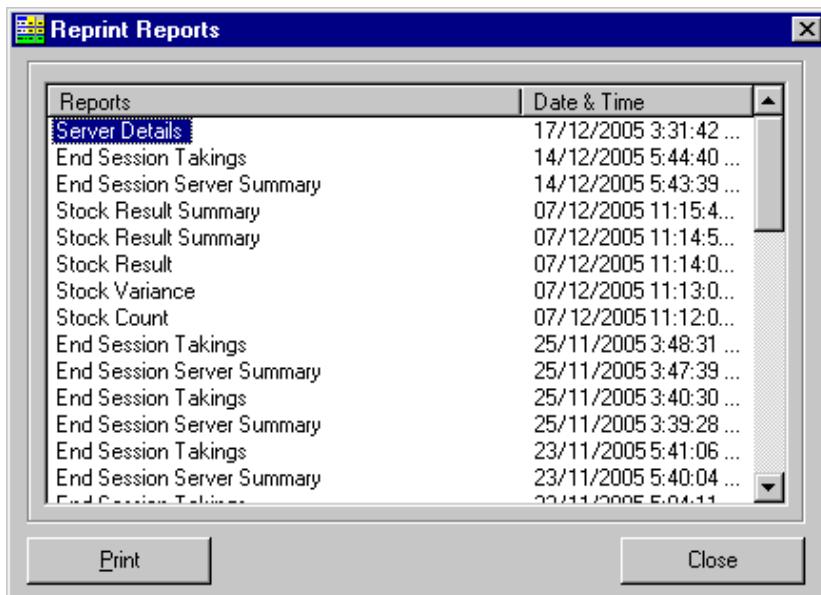
5.5 Reprinting Reports

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.

Action	What to do
To reprint a report:	1. Click the Reprint... button.

Example: Reprint Reports window



Action	What to do
To print individual reports:	<ol style="list-style-type: none">1. Click the report you wish to print.2. Click the Print button.
To print several reports:	<ol style="list-style-type: none">1. Click the first report required.2. Select the 2nd and subsequent reports by pressing the Ctrl key as you click.3. Click the Print button.

5.6 Report Options

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.

5.7 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.

Action	What to do
To select a report:	<ol style="list-style-type: none">1. Click the tab (group of reports) that contains your report.2. Click the report you wish to amend (The report appears highlighted).3. Click the Options... button.

The window usually displays two 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.

5.8 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 three option buttons that 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.

5.8.1 Easy Dates

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

Action	What to do
To select an easy date:	<ol style="list-style-type: none">1. Click the arrow button at the end of the easy date field.2. 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.

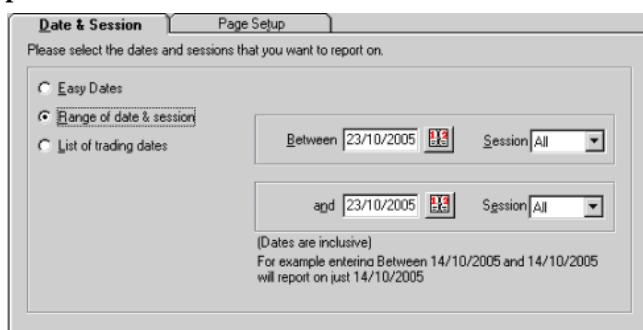
5.8.2 Ranges Of Dates

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:

Example: Report Options window



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:	1. Click the Between field. 2. Enter the start date of your report.
To select the end date for your report:	1. Click the and field. 2. Enter the end date of your report.
To select a session:	1. Click the Session field (A drop-down list of available sessions opens). 2. Use the up and down arrow keys to move the highlight to the required session and press Enter.

5.8.3 List Of Trading Dates

Action	What to do
To select a list of trading dates:	1. Click the List of trading dates option button. The tab automatically changes and different selection options appear: 2. Click the date field and enter the required dates or use the calendar to select dates.

Example: Report Options window – Date & Session tab



Once you have finished selecting options for your report, you can save it.

5.9 Saving a Report

Once you have finished selecting options for your report, it may be saved.

Action	What to do
To save the report:	1. Click the Save button. 2. Click the OK button.

5.10 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.

Action	What to do
To preview the report:	1. Click the Print Preview... button. 2. Click the Print... button. 3. Amend print options, if required. 4. Click the OK button.

5.11 Customising Reports

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.

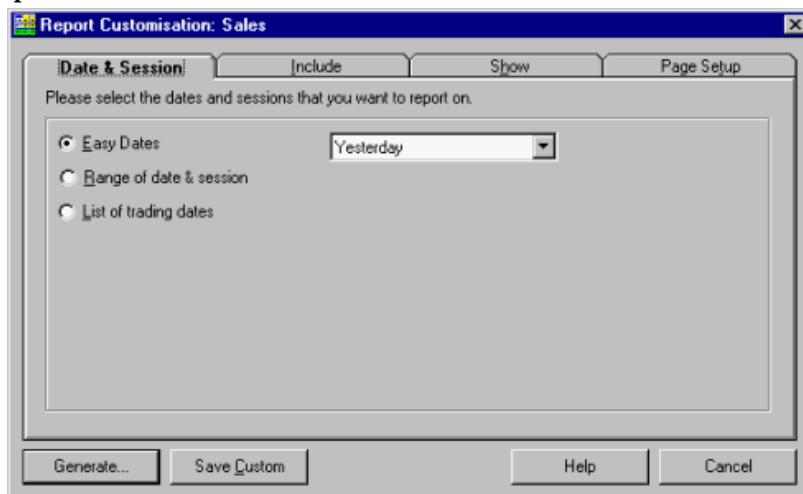
To customise a report, you must choose the standard report you wish to change.

5.12 Selecting a Report

Action	What to do
To select a report:	<ol style="list-style-type: none">1. Click the tab (group of reports) that contains your report.2. Click the report you wish to customise (The report appears highlighted).3. Click the Customise... button.

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

Example: Report Customisation window – Date & Session tab



5.13 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 three option buttons that 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.

5.13.1 Easy Dates

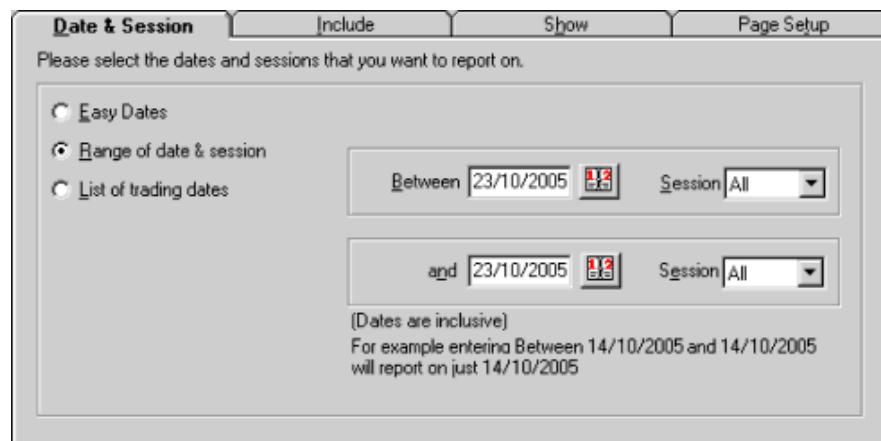
Easy Dates are periods used for reports, rather than actual dates, and are selected as default. A drop-down list of easy dates is provided.

Action	What to do
To select an easy date:	<ol style="list-style-type: none">1. Click the arrow button at the end of the easy date field.2. Click the required easy date or use the up and down arrow keys to move the highlight to the required option and press Enter.

5.13.2 Ranges Of Dates

Click the Range of date & session option button.

Example: Report Customisation window – Date & Session tab



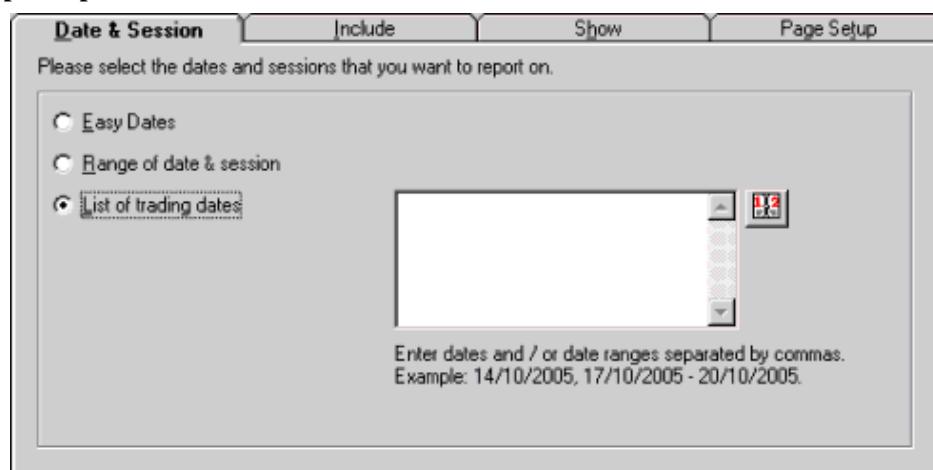
The fields allow you to select a start and finish date for your customised report and, where configured, the session required. Today's date is set as the default.

Action	What to do
To select the start date for your report:	1. Click the Between field. 2. Enter the start date of your report.
To select the end date for your report:	1. Click the and field. 2. Enter the end date of your report.
To select a session:	1. Click the Session field. 2. Use the up and down arrow keys to move the highlight to the required session and press Enter.

5.13.3 List Of Trading Dates

Action	What to do
To select a list of trading dates:	1. Click the List of trading dates option button. 2. Click the date field and enter the required dates or use the calendar to select dates.

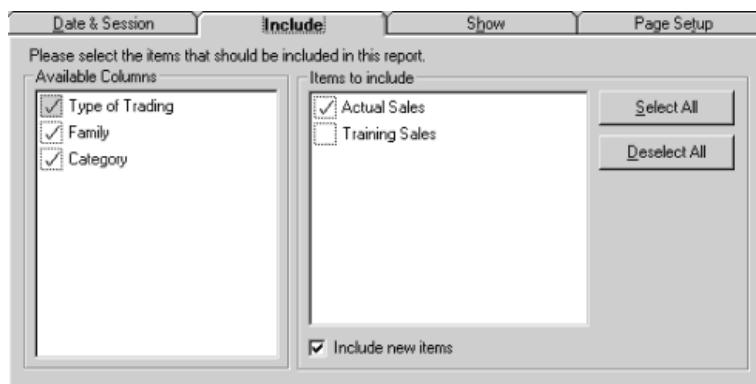
Example: Report Customisation window – Date & Time tab



5.14 Selecting Information

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

Example: Report Customisation window – Include tab

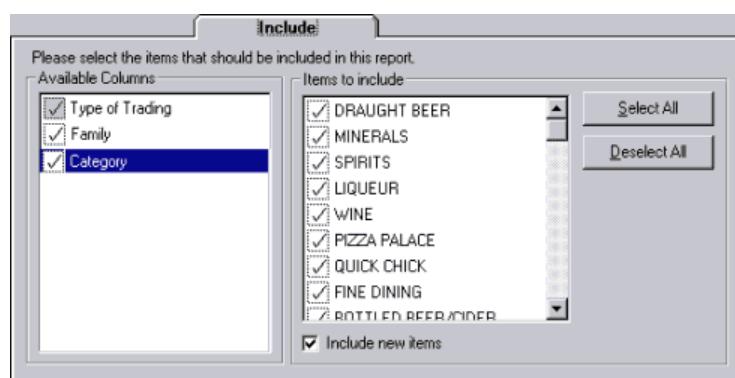


The tab has two main fields: Available Columns and Items to include. When an Available Column is selected, the Items to include field is updated to reflect the items available for selection/deselection.

5.14.1 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.

Example: Report Customisation window – Include tab



The check boxes inside the Available Columns field have three states:

- only some of the items in the include group are shown in the report.
- all of the items in the include group are mentioned in the report.
- none of the items in the include group are included in the report.

5.14.2 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.

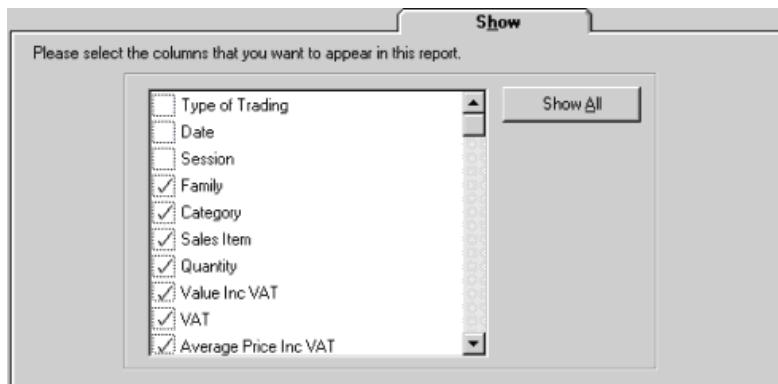
Action	What to do
To select an individual item:	1. Click the check box.
To select all items:	1. Click the Select All button.

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, etc. Only the check boxes for the categories that are required on the report should be selected.

5.15 Selecting Columns to Display

The 'Show' tab enables you to select from the list, the columns that appear on your customised report.

Example: Report Customisation window – Show tabs



A check box adjacent to each column heading indicates if the column is to be shown on the report.

You can select the column headings either individually or all at once.

Action	What to do
To select individual items:	1. Click the appropriate check box.
To select all items:	1. Click the Show All 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 will contain zeros.

5.16 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 the generated report, as seen in our example below.

Example: Report Customisation window – Generated report

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

5.16.1 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:	1. Double-click the yellow column header.
To expand individual sections within a column:	1. Double-click the desired yellow cell.

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

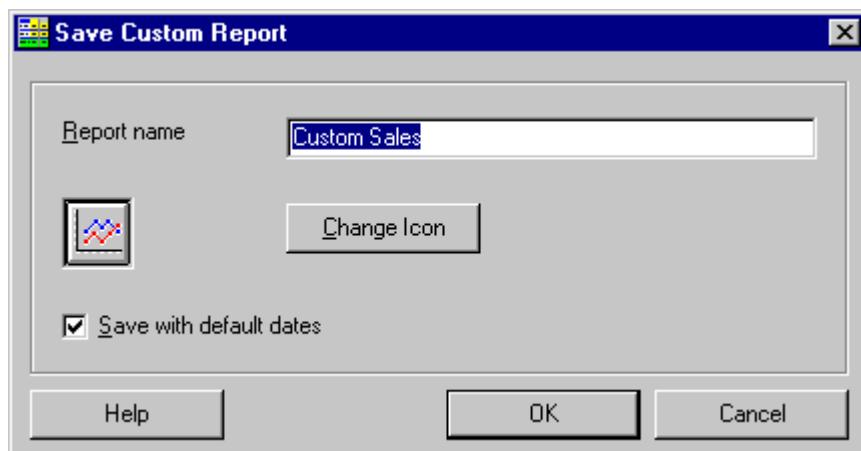
Action	What to do
To compress all information in a column:	Double-click the blue column header.
To compress individual sections within a column:	Double-click the desired blue cell.

5.17 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. If the dates previously selected when creating the report are to be saved ensure the 'Save with default dates' check box is selected.

To save the configuration of your customised report: Click the Save Custom button. The Save Custom Report window opens.

Example: Save Custom Report window



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.

Action	What to do
To save a custom report:	<ol style="list-style-type: none"> 1. Type the required name in the Report name field. 2. Change icon if required. 3. Click the OK button.

The default setting is save with default dates. If the box is de-selected the saved report defaults to the easy date 'Yesterday' so whenever the report is selected it reports on yesterdays data. You may then use the 'Options' window to select a more specific date.

5.18 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.

Action	What to do
To preview the report:	<ol style="list-style-type: none"> 1. Click the Print Preview... button. 2. Click the Print... button. 3. Amend print options, if required. 4. Click the OK button.

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

6 Dynamic Profit And Loss

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 the income, expenses and bankings of the outlet. At some point (normally weekly but occasionally daily) the statement is balanced and finalised.

At the Active Business Series window, click the Dynamic P & L button. 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.

Example: 'Expenses' worksheet set out as a weekly statement

Dynamic P & L										
<input checked="" type="checkbox"/> <input type="checkbox"/>										
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>										
Expenses										
Description	Account Code	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other	Total
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	£5.60	£0.00	£0.00	£15.60
Slot Machine Hire	SMB	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00	£100.00
Pool Table Hire	PT2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£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	NW1	£3.64	£1.67	£1.67	£1.67	£1.67	£1.67	£3.79	£0.00	£11.67
Fast Purchases	FP1	£1.91	£1.47	£1.71	£1.46	£1.46	£1.47	£1.71	£0.00	£1.91
Wages	WG1	£0.00	£240.00	£0.00	£0.00	£0.00	£1,890.00	£0.00	£0.00	£2,130.00
Performers	PF1	£0.00	£0.00	£0.00	£0.00	£0.00	£110.00	£270.00	£0.00	£380.00
Licences	LC1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£0.00	£450.00
Kitchen Equipment	ME1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£440.00	£0.00	£440.00
TOTAL EXPENSES		£5.12	£253.19	£3.36	£3.13	£3.13	£2,198.79	£1,417.00	£0.00	£3,805.94

The tabs represent individual worksheets using spreadsheet format. They are titled to cover financial areas of your business for example, Takings, Expenses, Bankings, Summary, etc. The tabs (worksheets) are linked to form a daily/weekly statement of business.

6.1 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.

Action	What to do
To open the P & L Details window:	<ol style="list-style-type: none"> 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.

Example: P & L Details window

P & L Details				
Food Purchases				
Account Code: FP1				
Transaction Date	Site Number	Item Description	Value	Unit Rate
10/10/2005	9962061	Milk	£1.52	Standard
09/10/2005	9962065	Bread	£1.56	Standard
12/10/2005	9962078	Milk	£1.46	Standard
15/10/2005	9962121	Cream	£3.21	Standard
11/10/2005	9962145	Eggs	£2.23	Standard
13/10/2005	9962198	Bread	£1.46	Standard
14/10/2005	9962183	Milk	£1.52	Standard

Total : £12.98

Add New Delete

Cancel OK

Take note that the Transaction occurred on
Daily food purchases
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.

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 is the same as that shown on the Expenses tab for the Food Purchases line. Any figures amended or added in this window are 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. If no pointer is displayed, the transactions shown on the grid cannot be amended or deleted.

6.2 Adding Transactions

Action	What to do
To add a new transaction to the P & L Details window:	<ol style="list-style-type: none"> 1. Click the Add New button. 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. 2. Change date if required. 3. Click the required cell or press the arrow keys. The active cell is highlighted. 4. Enter desired details. 5. Click the OK button.

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

6.3 Deleting Transactions

Action	What to do
To delete a transaction on the P & L Details window:	<ol style="list-style-type: none"> 1. 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. 2. Click the Delete button. 3. Click the Yes button on the confirmation window. 4. Click the OK button.

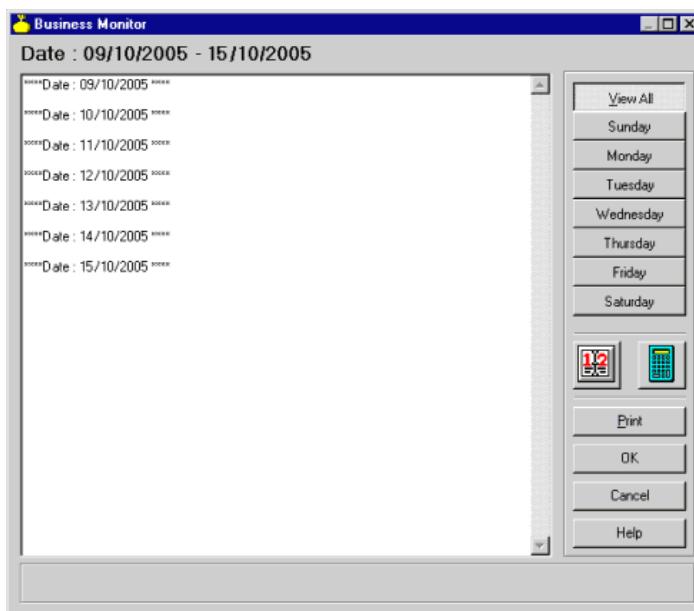
Note: The Delete button is disabled if the selected statement has been finalised or the worksheet does not allow manual entries.

6.4 About the Business Monitor

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

From the Dynamic P & L window: Click the Business Monitor... button.

Example: Business Monitor window



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.

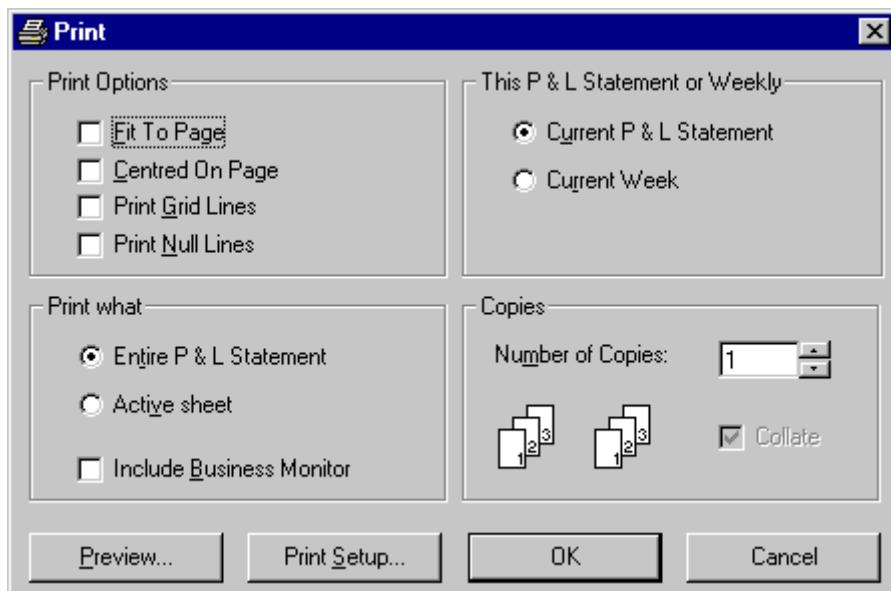
6.5 Printing

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:	1. Click the tab title you wish to print. 2. Click the Print... button.

Example: Print window



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 four main areas:

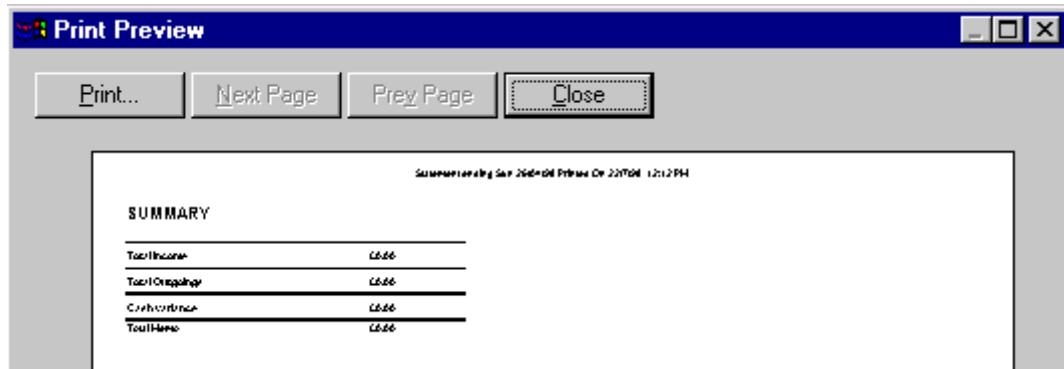
- Print Options
- This P & L Statement or Weekly
- Print What
- Copies

6.6 Print Preview

When using the Dynamic P & L section, Print Preview to view your print selections before printing is accessed from the Print window:

Action	What to do
To preview your P & L Statement:	1. Click the Print... button or press Alt+P. 2. Click the Preview... button or press Alt+P.

Example: Print Preview window



6.7 Finalising

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 that 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

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:

Action	What to do
To finalise your P & L Statement:	<ol style="list-style-type: none">1. Click the Finalise... button.2. Click the Yes button.

7 Stock Movements

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.

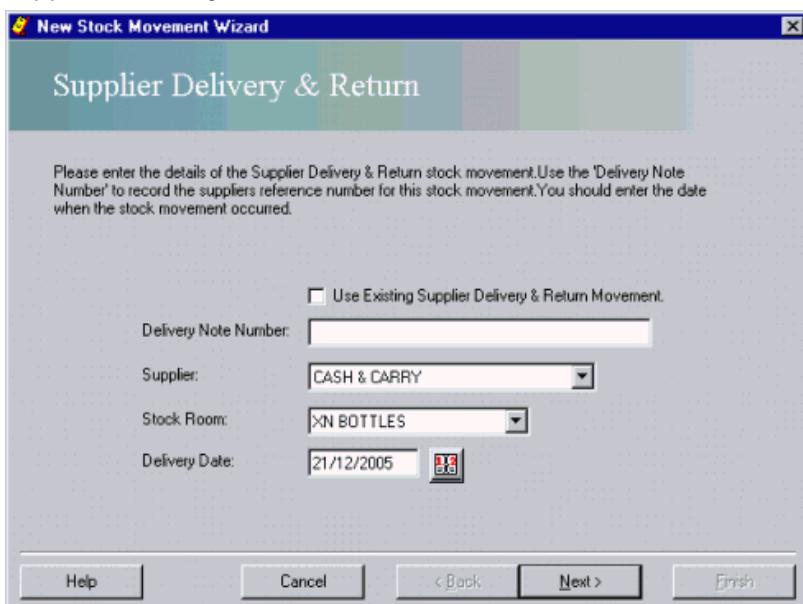
At the Active Business Series window, click the Purchasing & Stock Control icon.



Double-click the New Supplier Delivery & Return option on the Stock Movement tab.

7.1 Supplier Delivery & Return

Example: Supplier Delivery & Return window



Supplier Delivery & Return is the first window of the New Stock Movement Wizard and allows the stock movement details to be entered. 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.

You should select the Use Existing Supplier Delivery & Return Movement 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.

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.

Action	What to do
To enter stock movement details:	<ol style="list-style-type: none">1. Select the Use Existing Supplier Delivery & Return Movement check box if required.2. Enter the Delivery Note Number.3. Select the Supplier from the drop-down list.4. Select the Stock Room from the drop-down list.5. Change the Delivery Date if required.6. Click the Next > button.

The next window to open depends upon selections made above:

- 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 the check box was not selected, the Supplier Delivery Return Details window is displayed to allow products to be added.

7.2 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.

Example: Select Existing Supplier Delivery & Return window



Action	What to do
To choose a previous stock movement from the list:	<ol style="list-style-type: none">1. Click the required stock movement from the list or use the arrow keys to move the highlight to the required stock movement.2. Click the Next > button to proceed. <p>This leads to the Supplier Delivery & Return Details window.</p>

7.3 Supplier Delivery & Return Details

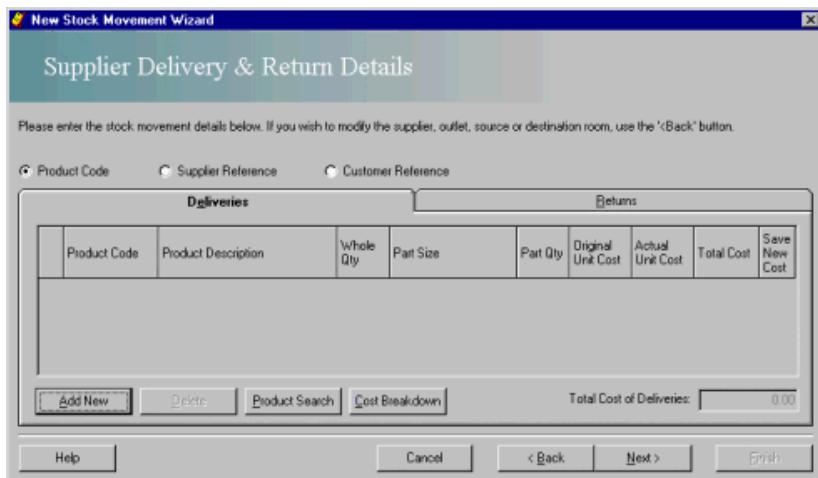
Two tabs exist in the Supplier Delivery & Return Details window:

- 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 the Use Existing Supplier Delivery & Return Movement check box and a subsequent stock movement, the stock delivery details are automatically displayed in the window.

The example below shows the window without any products added.

Example: Supplier Delivery & Return Details window



Each line on the grid represents a product. Products can be added or deleted. Quantities and where allowed, Actual Unit Costs may be amended.

7.3.1 Adding Products

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"/>

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:	<ol style="list-style-type: none"> Click the Product Code/Supplier Reference/Customer Reference cell. Select the required product.
To add a product using the Product Description:	<ol style="list-style-type: none"> Click the Product Description cell. Select the required product.
To add a product using Product Search:	<ol style="list-style-type: none"> Click the Product Search button. <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. Items prefixed with a '+' contain sub-categories and are available for opening.</p> <ol style="list-style-type: none"> Select the required product.
To enter the quantity received:	<ol style="list-style-type: none"> Click the cell in the Whole Qty column. Enter the number received.
To select a part size, if configuration allows:	<ol style="list-style-type: none"> Click the cell in the Part Size column. The first Part Size applicable to the chosen stock item appears in the field along with an arrow button. Click the arrow button. A drop-down list of available sizes opens. Click the required part size. The list closes and the selected Part Size appears in the field.
To enter a part quantity, if configuration allows:	<ol style="list-style-type: none"> Click the cell in the Part Qty column. Enter the quantity received.

If the actual price paid for an item of stock is different to the Original Unit Cost displayed, the cost can be updated.

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.

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.

Conversely, 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.

7.3.2 Deleting Products

The Delete button allows the selected product(s) to be deleted.

Action	What to do
To select individual products:	1. 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:	1. Click the grey cell on the left of the first product you wish to delete. 2. 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 product(s) have been selected, click the Delete button. The product(s) are removed from the grid.

7.4 Cost Breakdown

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. 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

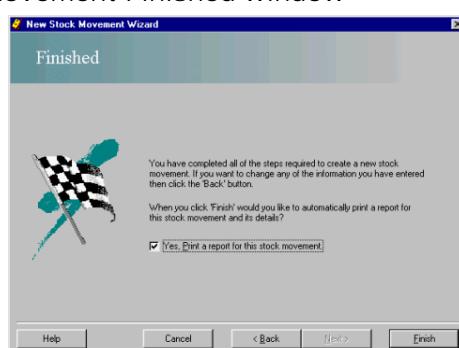
1 Crate - Fixed Cost Element

Action	What to do
To view the cost breakdown of a product:	1. Select the required product. 2. Click the Cost Breakdown button.

When all required stock details have been added/amended: Click the Next > button. Completing A Movement

The Finished window represents the last page of the New Stock Movement Wizard.

Example: New Stock Movement Finished window



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.

To finalise and save the Supplier Delivery & Return movement: Click the Finish button.

Once created, the stock movement may be viewed or updated using the View Stock Movements option.

7.5 Viewing Stock Movements

A Supplier Delivery & Return stock movement is used to receive stock from and return stock to an external supplier. Once created using the wizard, the stock movement may be viewed or updated.

Double-click the View Stock Movements option on the Stock Movement tab.

Click the Supplier Delivery & Return movement you wish to update.

Click the Update button.

Example: Update Supplier Delivery & Return window

The screenshot shows the 'Update Supplier Delivery & Return' window. At the top, there are fields for Delivery Note Number (1234), Supplier (CASH & CARRY), Destination Room (XN BOTTLES), and Delivery Date (23/12/2005). There are also radio buttons for Product Code (selected), Supplier Reference, and Customer Reference. Below this is a grid titled 'Deliveries' containing the following data:

Product Code	Product Description	Whole Qty	Part Size	Part Qty	Original Unit Cost	Actual Unit Cost	Total Cost	Save New Cost
10040	CANADIAN LAGER	18GAL	1	0	£102.00	£102.00	£102.00	<input type="checkbox"/>
10000	HOUGHTON PILS	11GAL	2	0	£52.00	£52.00	£104.00	<input type="checkbox"/>
17000	IMPERIAL STOUT	20OZ	3	0	£9.00	£9.00	£27.00	<input type="checkbox"/>
13000	CLAYBURNS SWEET	18GAL	1	0	£97.90	£97.90	£97.90	<input type="checkbox"/>

At the bottom of the window are buttons for Add New, Delete, Product Search, Cost Breakdown, Total Cost of Deliveries (£330.90), Freeze, OK, Cancel, and Help.

Two separate tabs exist in the Supplier Delivery & Return Details window: One for Deliveries, the other for Returns. 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.

When all required details have been updated and to save any amendments made, or to exit the window, click the OK button.

8 Stock Takes

A manager's stock take is used to report on all stock transactions since either the last manager's stock take or the last auditor's stock take.

Line checks are stock takes on a collection of selected stock items that may be stocked in several rooms. Either a new count sheet or a previously created count sheet can be produced.

Wizards are used to produce the count sheets. The stock item in the selected room(s) must be counted and entered on to the system. Reports are only available when all counts have been entered on the count sheet. The reports can be generated as part of the finalisation process or they can be viewed and/or printed before the stock take is finalised to check for discrepancies/variances.

Quantities in the count sheet window may then be amended where necessary. Completion of a stock take is performed with the use of the Finalise Stock Take wizard.

8.1 Using the Manager's Stock Take Wizard

At the XN Active Business Series window, click the Purchasing & Stock Control icon.



Double-click the Start Manager's Stock Take option on the Stock Take tab.

Action	What to do
To produce a count sheet:	<ol style="list-style-type: none">1. Select whether sales for the current trading session are included in the stock take figures.2. Click the Next > button. <p>You progress through subsequent windows of the wizard relating to the rooms to include (for multi-room outlets).</p> <ol style="list-style-type: none">3. Select stock rooms to include.4. Click the Next > button.5. Print the count sheet. Either:<ul style="list-style-type: none">• one count sheet which covers all the stock rooms selected or,• a separate count sheet for each stock room selected.<p>An individual colour is allocated for each count sheet generated.</p><ol style="list-style-type: none">6. Click the Finish button.

A progress window displays the tasks the system carries out when starting a stock take.

The Manager's Stock Take started is displayed in the Stock Takes in Progress tab. The stock take count sheet can be selected and the counts entered into the system.

8.2 Using the Start Line Check Wizard

At the XN Active Business Series window, click the Purchasing & Stock Control icon.



Double-click the Start Line Check option on the Stock Take tab.

Action	What to do
To create a new count sheet:	<p>1. Select whether sales for the current trading session are included in the stock take figures.</p> <p>2. Click the Next > button.</p> <p>The Create new count sheet option is selected as default.</p> <p>3. Click the Next > button.</p> <p>4. Select the stock room(s) to be included in the line check.</p> <p>5. Click the Next > button.</p> <p>6. Select the stock items to count.</p> <p>This selection may be at hierarchy level (for example Category), if configured, or individually at stock item level.</p> <p>7. Click the Next > button.</p> <p>8. Print a count sheet. Either:</p> <ul style="list-style-type: none"> • one count sheet which covers all the stock rooms selected or, • a separate count sheet for each stock room selected. <p>An individual colour is allocated for each count sheet generated.</p> <p>9. Click the Finish button.</p>
To select a previously created line check count sheet:	<p>1. Select whether sales for the current trading session are included in the stock take figures.</p> <p>2. Click the Next > button.</p> <p>3. Select the Use existing count sheet option button.</p> <p>4. Click the Next > button.</p> <p>5. Click the count sheet you require from the list of previous line check count sheets.</p> <p>6. Click the Next > button.</p> <p>7. Print a count sheet. Either:</p> <ul style="list-style-type: none"> • one count sheet which covers all the stock rooms or, • a separate count sheet for each stock room. <p>An individual colour is allocated for each count sheet generated.</p> <p>8. Click the Finish button.</p>

A progress window displays the tasks the system carries out when starting a line check. The Line Check started is displayed in the Stock Takes in Progress tab. The stock take count sheet can be selected and the counts entered into the system.

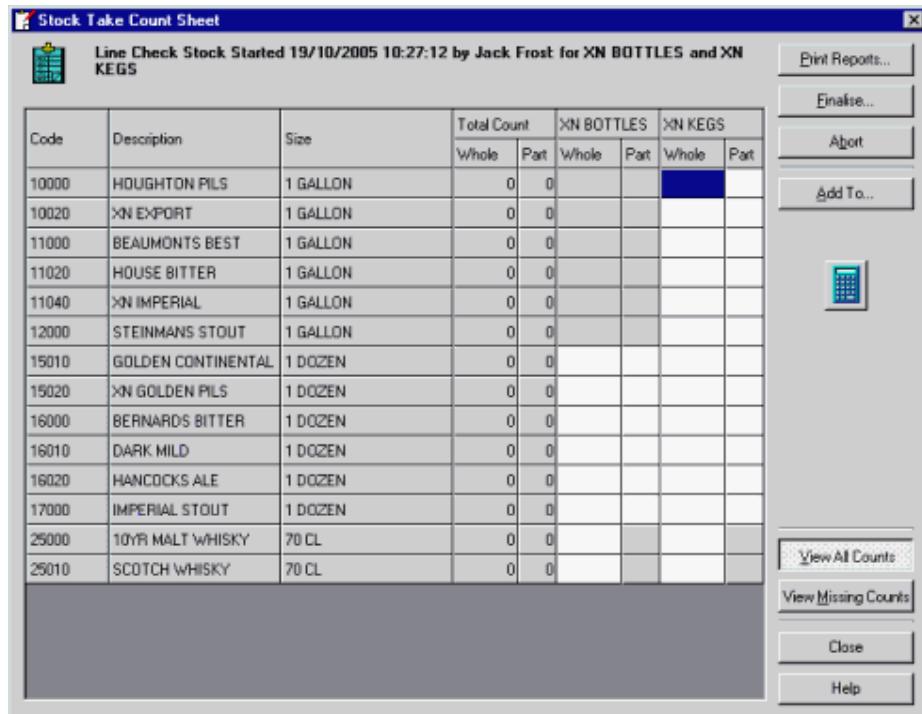
8.3 Entering Quantities on the Count Sheet

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.

Double-click the required stock take on the Stock Takes in Progress tab.

The count sheet window for the selected stock take opens:

Example: Count Sheet window



Action	What to do
To enter quantities into the grid:	<ol style="list-style-type: none"> 1. Click the Whole or Part cell corresponding to the item counted. 2. Enter the quantity. 3. Press Enter or click in the next cell required. 4. Enter the quantity. 5. Continue entering quantities until all counts have been entered.

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 that have no quantities entered beside them.

When all counts have been entered onto the count sheet, the stock take/line check may be finalised or reports printed.

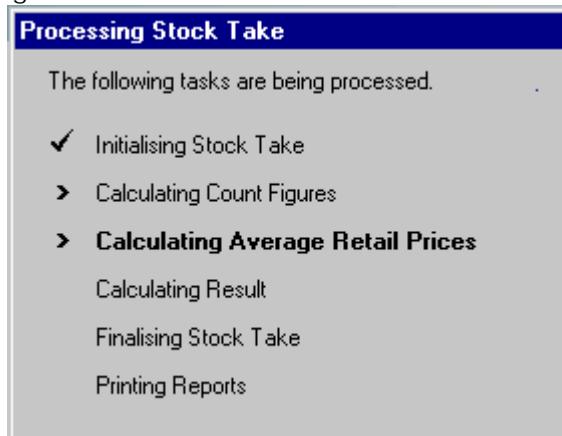
8.4 Finalising Stock Takes

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.

Action	What to do
To finalise the stock take:	<ol style="list-style-type: none"> 1. Click the Finalise button in the count sheet window. 2. 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. 3. Click the Next > button. 4. Select the reports for printing: 5. Click the Next > button. 6. Select Accumulator to use. 7. Click the Next > button. 8. 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:

Example: Processing Stock Take window



8.5 Using the Stock Line Enquiry Wizard

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 etc. are displayed on screen and printed. It shows the computed stock on hand value, compares it to the count entered and shows any variances between the two.

At the XN Active Business Series window, click the Purchasing & Stock Control icon.



Double-click the Stock Line Enquiry option on the Stock Take tab.

Action	What to do
To perform a stock line enquiry:	<ol style="list-style-type: none">1. Select whether sales for the current trading session are included in the stock take figures.2. Click the Next > button.3. Select the cumulative stock figures to use.4. Click the Next > button.5. Select the stock room(s) to be included in the line enquiry.6. Click the Next > button.7. Select the stock item and size to count.8. Click the Next > button.9. Enter the count of the selected stock item. The counts can be entered into the major and minor unit fields provided or via the calculator.10. Click the Next > button.11. View results.12. Click the Next > button.13. Click the Finish button and the stock line enquiry report is printed.

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