PosBill ePOS-Software Hospitality

User manual

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PosBill ePos Software

First Installation

Impressum

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http://www.ResiGo.com
http://www.MyPosShop.com

Technical modifications and errors excepted.
All pictures similar.

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The parameter file represents the central switch board in PosBill. Here you can set up all the important settings, like for example, the number of items on the display, design, layout for left or right handed users etc. The layout can be assigned to the company, POS terminal, workstation or server. The parameter file entered in the lowest place is the one that will go into effect. PLEASE READ!!!

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Installation Wizard
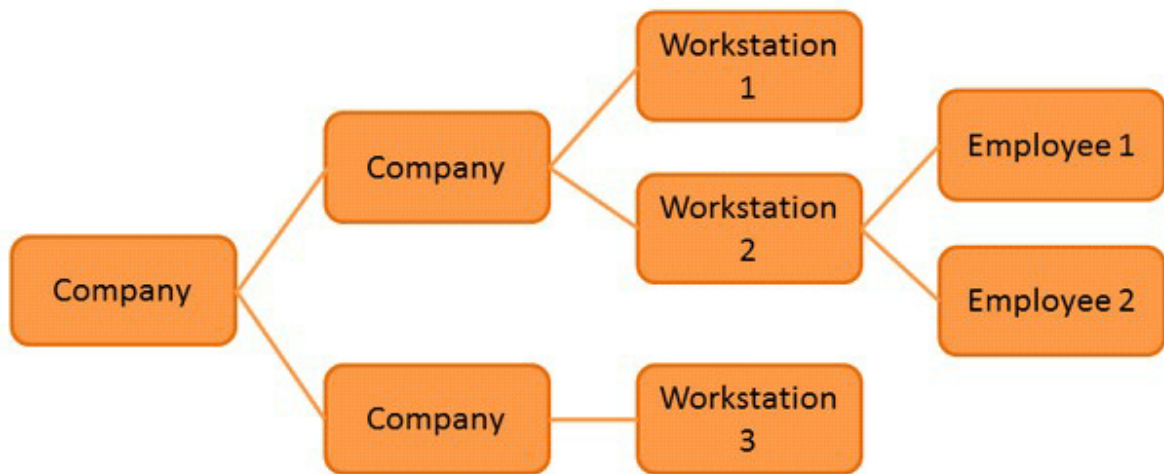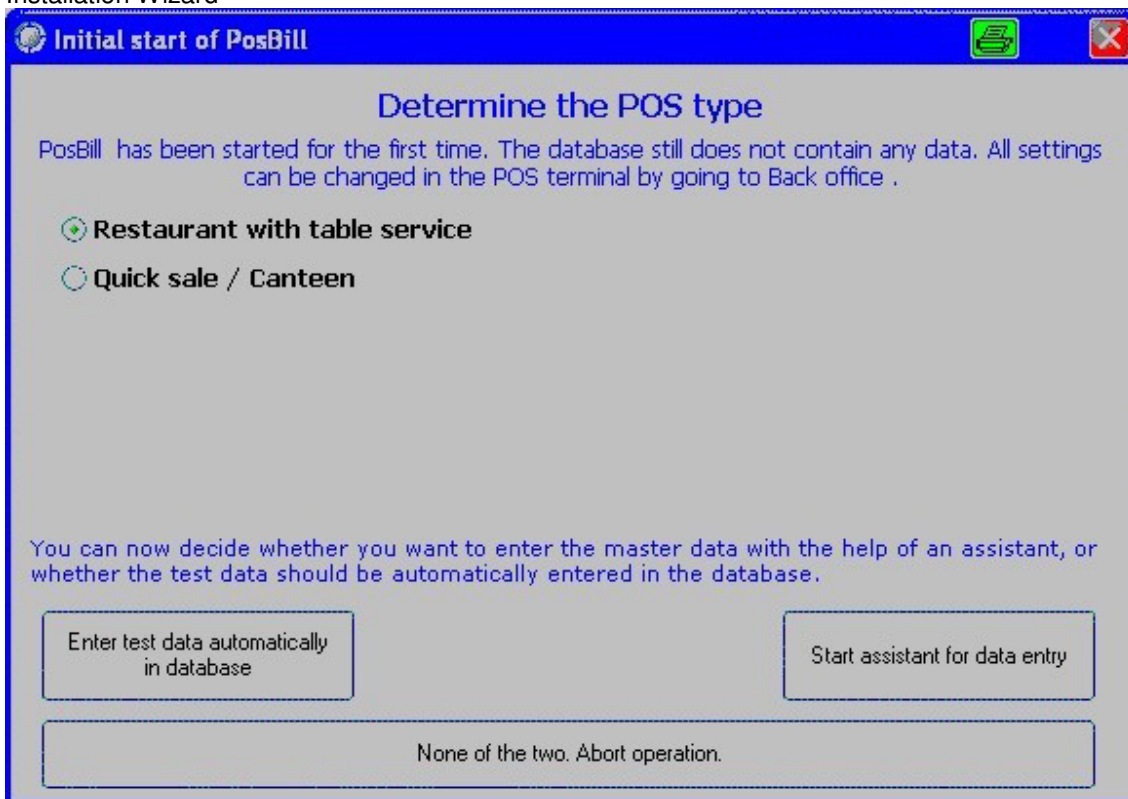
Welcome to the installation of PosBill. We hope all your requirements are met with our software.

You have 2 options:

1. With one click you can generate sample data which can then be used to test the program. (The database will be automatically filled with test data)

In some countries with different taxes in each county and town a window opens. Here you can enter any sales taxes you need.

Value added tax

Adaptation of tax rates

☑ All item prices are given as net prices. VAT will be added to the net price.

☐ Double tax rates exist for some or all items

Tax rates

VAT % for key

Key 1	8.875 %
Key 2	0 %
Key 3	0 %
Key 4	0 %
Key 5	0 %

VAT key 0 is set to 0% by default

By checking the 'Additional tax' box, you can define if an additional tax should be added to the item

☑ A VAT rate for take-out orders is required

Take out orders

0   VAT key for take out orders

Define which VAT key above should be used for take-out orders. (0-5)

All settings made can be later changed in back office

Save settings and continue with installation	Cancel

2. Take about 20 minutes and enter the most important system data, thus creating a realistic working environment. (Begin wizard for data entry).

Step 1
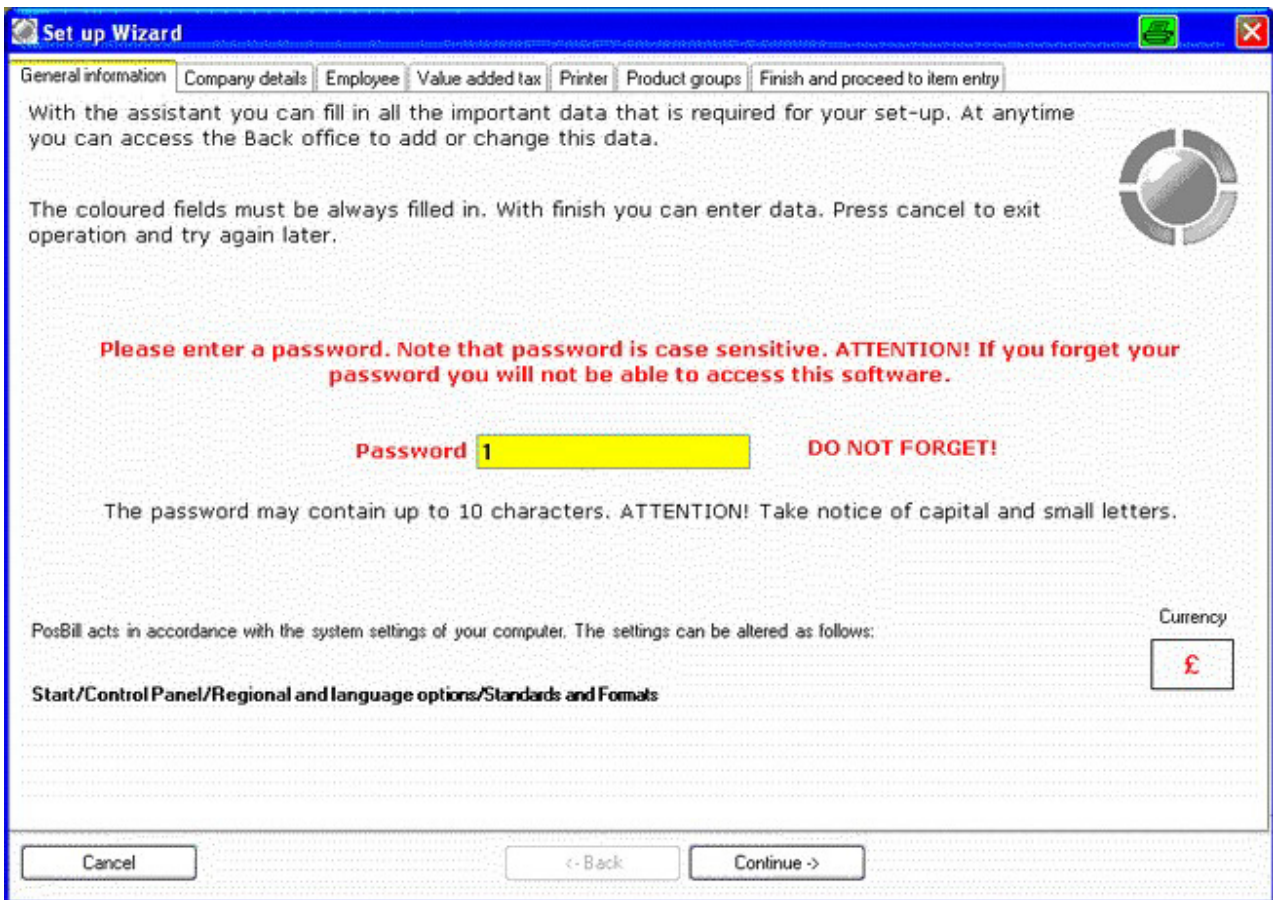
Select your PosBill password. Our default password is 1. Check your currency symbol on the lower right side. If you need to change the setting go to: Start/Settings/control panel/regional settings or language options.

Step   2

Please enter properly in "Company details" your complete address. Your address appears on your invoices/bills and is part of the PosBill licensing process. The starting number for invoices and tickets should be left at 1 unless you would like to work with a different number sequence. You may only use numerical values.

Step 3

Select an employee name. The correspondence ID appears on tickets so that you know who has issued the ticket. Each employee can select the working language that he desires. The standard languages for the time being are German, Italian, English and Spanish. The complete working environment will be adapted to the chosen language.

Step 4

Enter your tax number as well as your VAT Reg. No. These will be automatically printed on the invoice. Enter the VAT rates applicable to your country. For example for Germany you should set your V.A.T. rate 1 to 19% and rate 2 to 7%. If in your country you have a different VAT rate for take-out orders, then simply check the check box and enter the correct V.A.T. rate.

Step 5

Select your printer. In case you have 1 or 2 ticket printers, and the counter printer is at the same time the invoice printer, then the settings above are ideal for you. If you do not want to print tickets while testing, then place a check on "Tickets and invoices should not be printed at the moment". If you do change the settings, please do not forget to select an invoice printer. All settings made in the assistant can be changed later in back office without any problem.

Step 6

This is the most important step for you. The entry of your categories and sub-groups makes up the heart of the system. By way of these subdivisions you can later find your items in POS.

Assign the sub-groups to their corresponding categories. For example, soft drinks, beer, warm beverages, spirits belong to the group beverages. How easily you can later find an item is determined by its allocation to a category or sub-group. It is very important to plan your categories and sub-groups properly from the beginning so that a server can always easily find an item. For each sub-group there should be no more than a maximum of 60 items.

Step 7
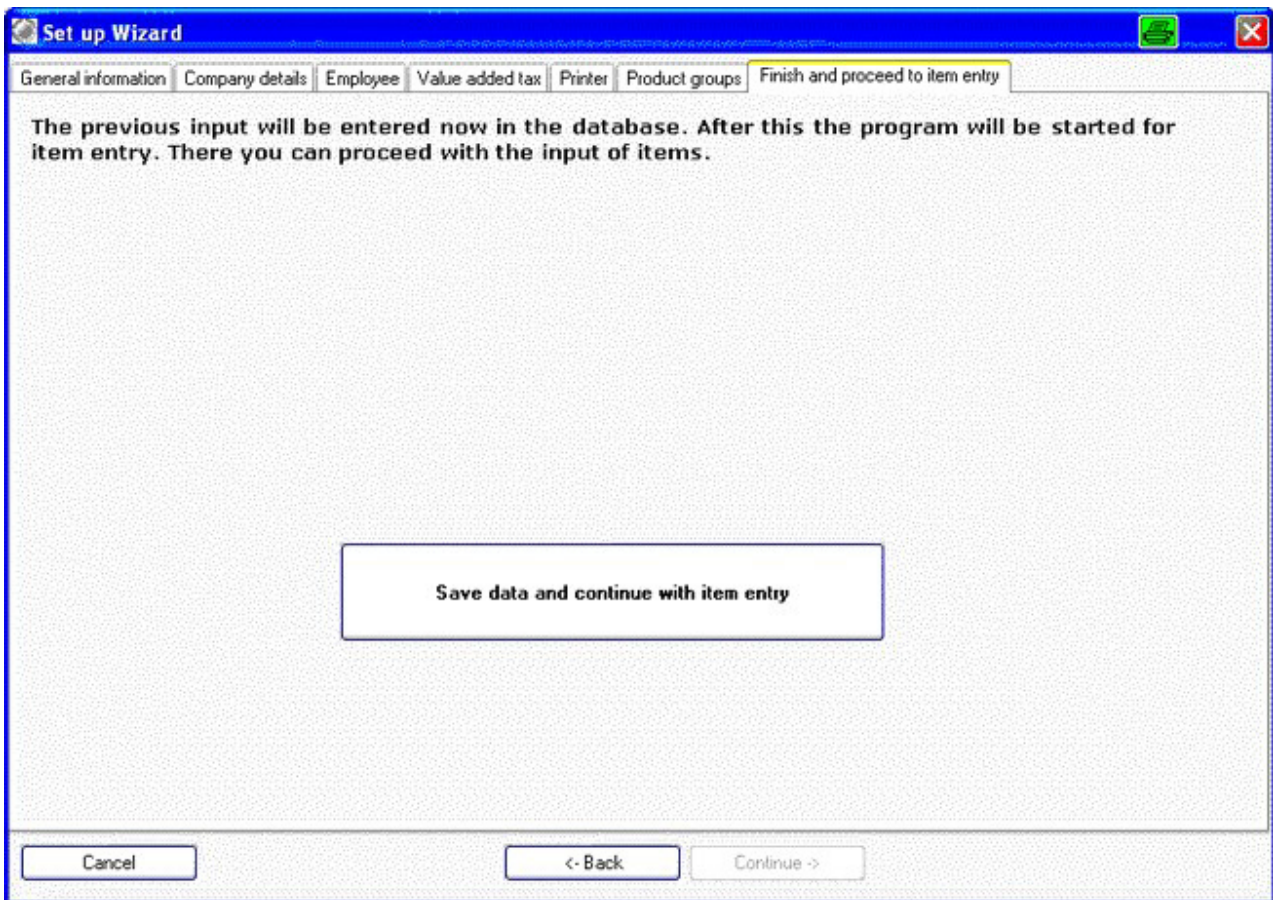
Simply click on the button and begin with the entry of items.

Step 8
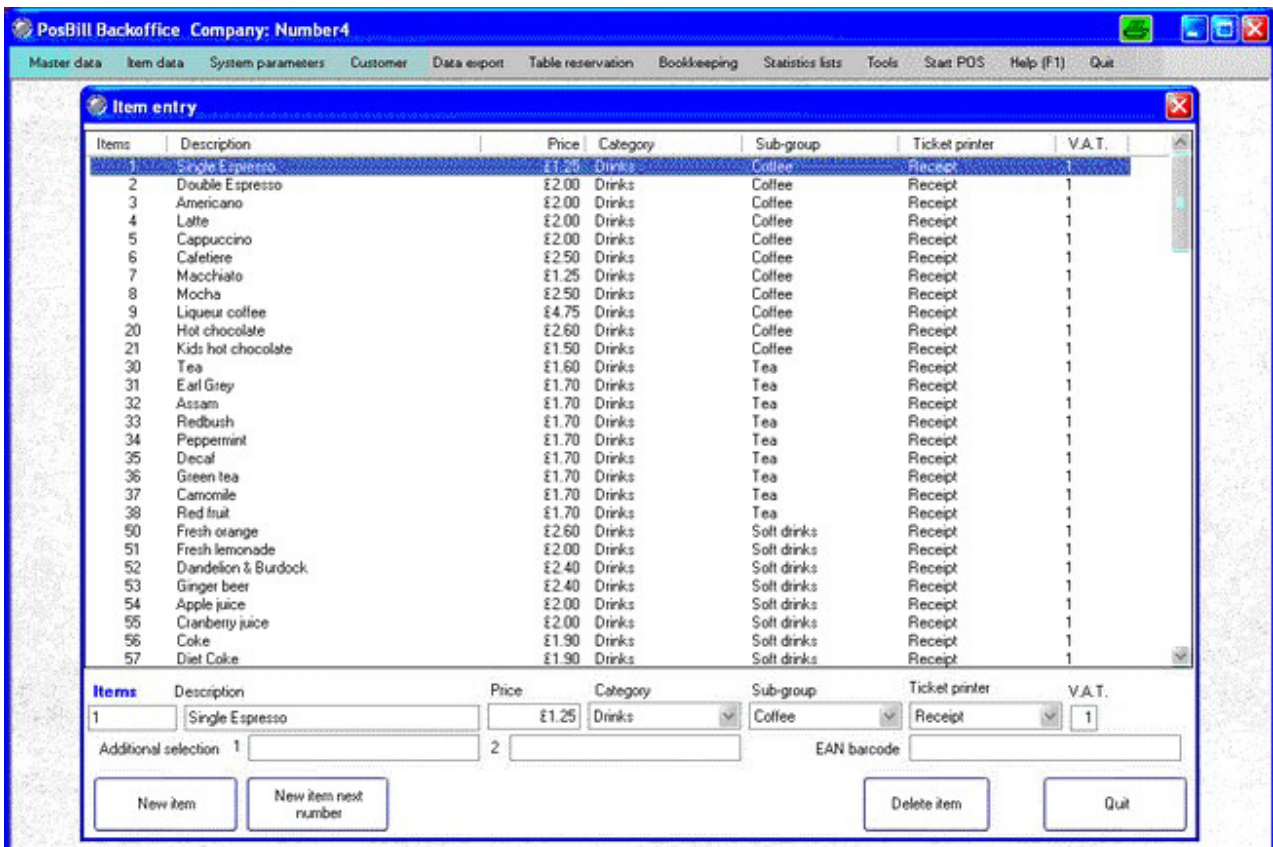
You can now enter your items. Try to fill in all the individual fields. For each item select the required V.A.T. rate. Try to always assign the item to a category and sub-group. If you later find thatgroups of products are missing, you can add them afterwards in back office.

Finished - You have made it!
You have entered your master data. Decide whether you want to proceed right away with the operation of POS or if you desire to make further additions in back office. We wish you lots of success with PosBill. You can find additional information as well as demo-films at http://www.posbill.com.

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POS Functions

About PosBill

The PosBill POS software has been developed primarily for use in the hospitality industry. PosBill employs an Access data base. The version PosBill premium uses the free Microsoft SQL server Express and is a real client server based data base.

With PosBill premium you can easily work without any problem with large data bases, networks or also with our mobile units.

You can find valuable information and tips on our blog!

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Complete view of the PosBill Point of Sale front office display
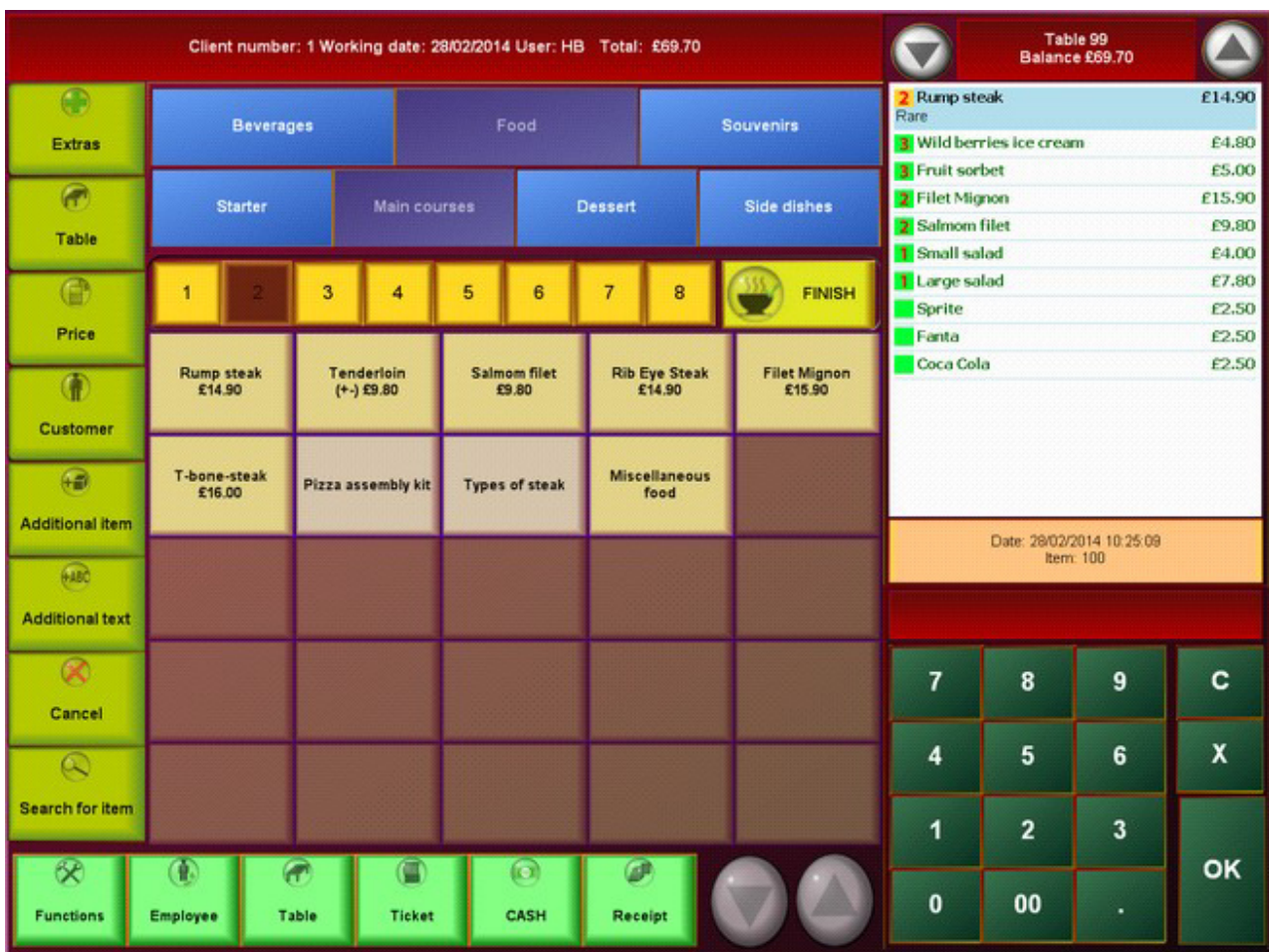
Explanations of the different functions can be found next to the following screenshots.

	Table 12 Balance £30.00	
3	Fruit sorbet	£5.00
2	T-bone-steak	£16.00
1	Small salad	£4.00
2	Baked potatoes	£3.00
2	Green beans with bacon	£2.00
	Miscellaneous food	£5.00

Date: 01/07/2014 20:29:26
Item: 201

7	8	9	C
4	5	6	X
1	2	3	OK
0	00	.	

Display of an open table (Number or name) as well as current balance

In this area you can see all items that have been ordered.

The **red numbers** indicate the different courses

Squares indicate the items, food dishes

Circles always correspond to a square and represent additional items

Red circles or squares indicate canceled items

Green circles or squares indicate ticketed items

Orange circles or squares are items that have been ordered but have not yet been ticketed

Information about selected item

You can also enter items by directly typing the item number (PLU) with the numeric pad. Multiple orders of an item can be entered at once.

For example, enter "2x200" and confirm with ok. The item with the number 200 will be ticketed 2 times.

|	
Extras	Extras: Guest expense, tip, advance payments redeem voucher, print voucher, issue voucher
Table	Table: Split table, change table, change server, change no. of persons activate courses
Price	Price: Change item price, change price list for table, activate price list, assign discount to item
Customer	Customer: Allocate customer to table, new customer with or without allocating to table, deposit account payments
Additional item	Additional item: Opens the menu of all additional items entered in the system that can be ordered
Additional text	Additional texts: Opens the menu for entering additional texts. Text blocks already entered can also be selected
Cancel	Cancel: An already booked item can be immediately cancelled. If the item has already been printed a cancellation ticket will be printed
Search for item	Item search: opens the item search. Sorting by alphabet as well as by several additional sorting options
Take-out order table	Take-out order: Books item as take-out order, that is the take out VAT rate will be applied to an item. This VAT rate must have already been entered in the master data and the item marked as a take-out item
Deposit	Deposit items: Opens the list of deposit items in order to book the deposit charge

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You can find the time clock on the left hand corner of the POS front office display
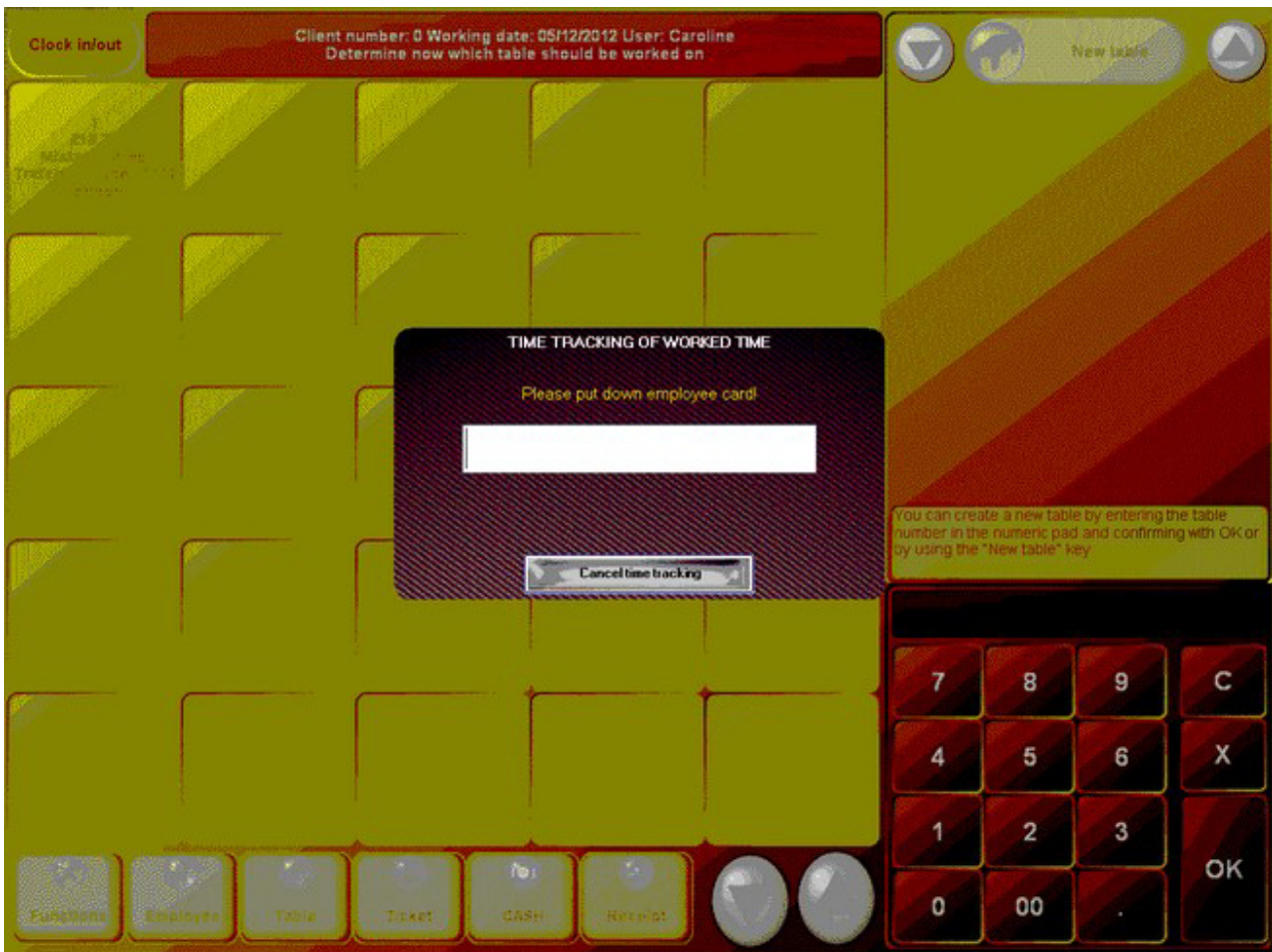
After logging in via password, magnetic card or a similar method the following confirmation appears:
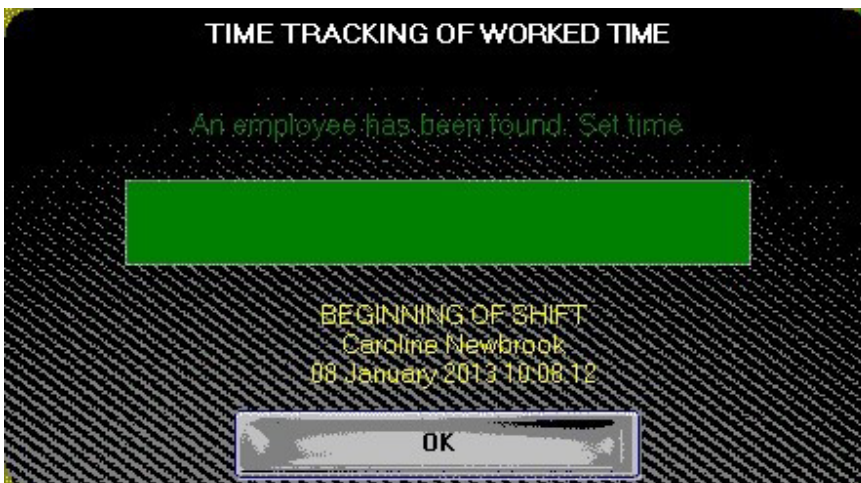
The log off is carried out in a similar way. In Back office in the employee settings you can make changes in the working time. Evaluations in file form can be carried out in the menu point "Data export".

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POS Functions / Table Functions

1. Table splitting

First determine the table to which the items should be transferred. Then, select the items that should be transferred and confirm with Finish.

2. Change Tables
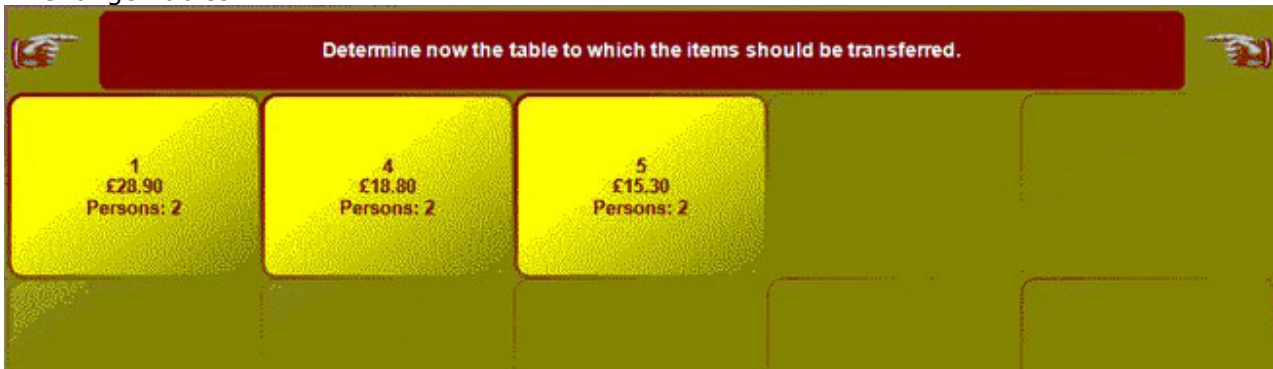
Select the table to which the change should be made or by using the number pad enter a new table.

3. Change number of persons
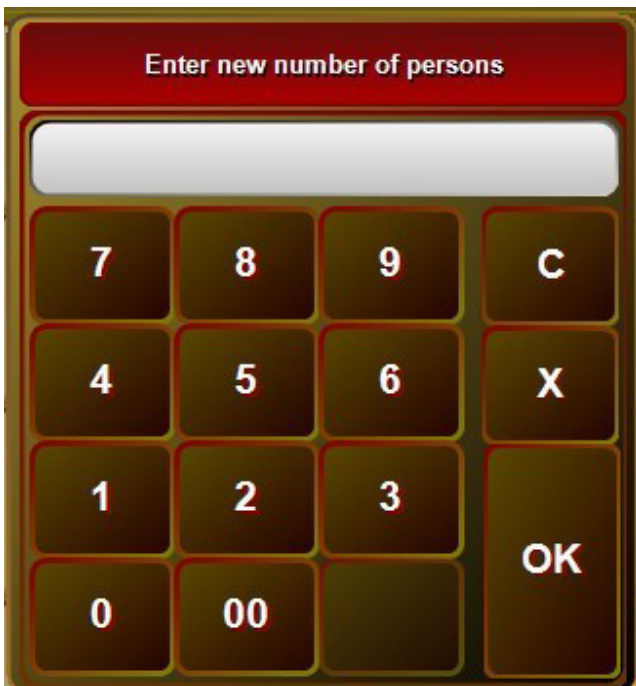
This function only applies if you have activated in back office "Number of persons per table". If guests join or leave a table then you can change the number of persons.

4. Course selection

If course selection has been activated, then you can assign to the ordered dishes a course number between 1-8, thus indicating the order in which they should be served. Before selecting an item you should choose a course number. The tickets will be printed according to courses.
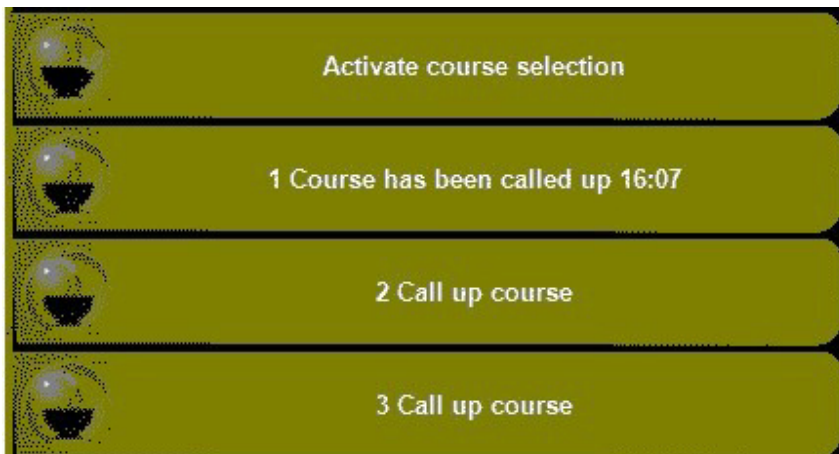
The individual courses can be called up later. When a course is called up a copy of the individual items will be printed. The time of day will be noted next to the course so that the server can see when he has called up each course.

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POS Functions/Price

1. Change item price
First, select the item whose price should be changed. Then access the function "Change item price". By using the numeric pad you can now enter the correct price. You can block this function in server permissions.

2. Change price list
If you have created different Price lists, then you can change the price list for an existing table. Simply select the price list you want.

Once a price list has been selected for a table, it will be shown on the table display.

3. Assign discount to table
Enter the discount rate for the table. The discount will be applied to all items that are discountable. You can set up discountable items in Item data/ Item.

4. Assign discount to item
You can also discount a single item. To do this the item must be discountable.

5. Book as in-house voucher table/item
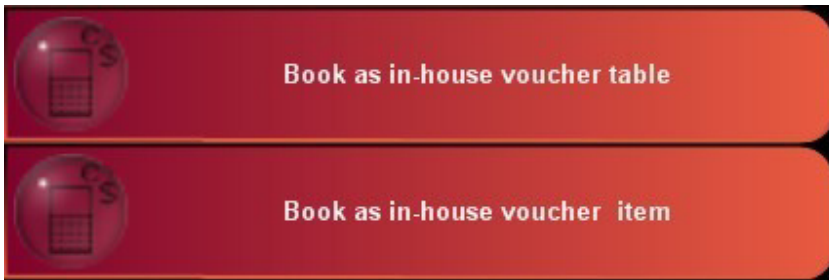
With this function you can create an in-house voucher. The price of the table or item will be set to 0. When making a booking to the table a window will appear asking you to select the type of voucher you want. (This has to have been previously set up in back office)

The in-house voucher text will then appear with the altered price, either on the table display or if it is for an item, on the order display

Fanta	£2.50
Fanta	£0.00
Staff	
Coca Cola	£2.50

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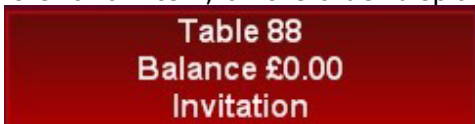
If you want to assign an open table to a guest you will find the required mask by going to "Customer" and then to "Allocate table to Customer. In the mask that appears all you need to do is enter the beginning of the name and the live search will directly display the guest that you are looking for.

Short name	Surname	First name	Postcode	City/Town	Street	Telephone ...
FRED	Test Inc.		11111	London	Trafalgar Place	

Short name   Surname   First name

Street   Postcode   City/Town   Telephone no.

ESC	1	2	3	4	5	6	7	8	9	0	-	=	←	Accept
⇤⇥	q	w	e	r	t	y	u	i	o	p	[	]	DEL	
⇩	a	s	d	f	g	h	j	k	l	;	'	\	↵	New customer
⇧	\	z	x	c	v	b	n	m	,	.	/	`		
EXIT	@	\	£					↑	↓	←	→			Cancel

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Customer Functions
POS Functions/Customer Functions

	Allocate table to guest
	New customer without allocating to table
	New customer and allocate to table
	Deposit account payment
	Customer details
	Customer history
	Advance order
	Swipe loyalty card
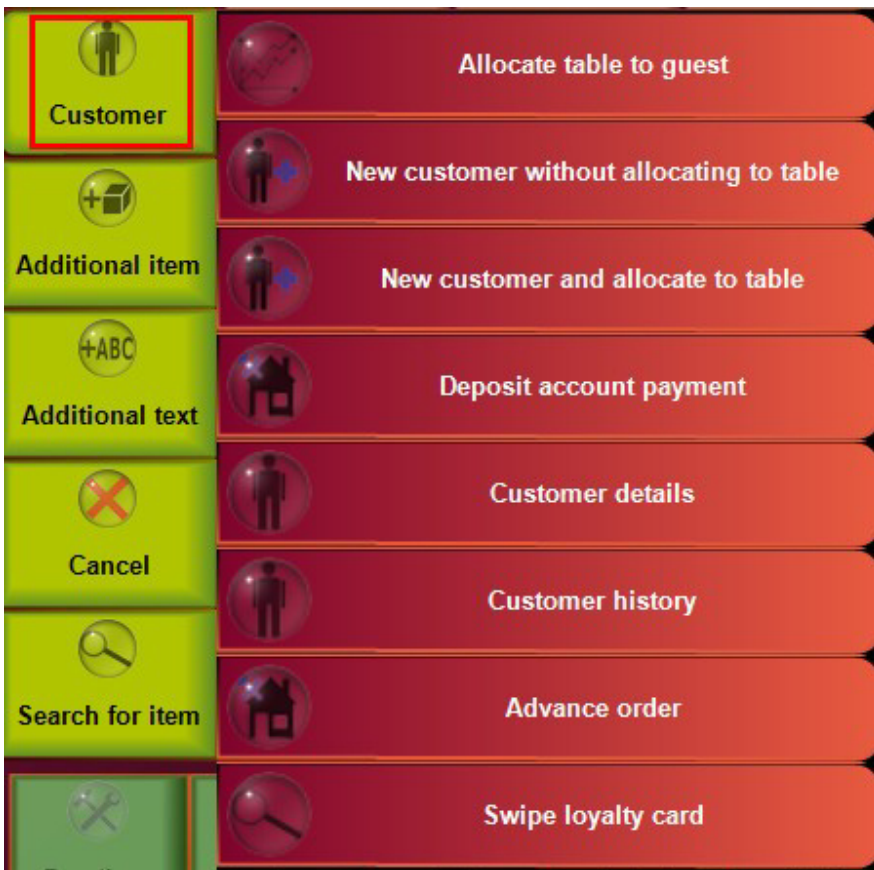
1. Allocate table to customer

Short name	Name	First name	Postal code	City/Town	Street	Phone
MB	Bruce	Martha	AB21 9YA	Aberdeen	6 Hunter Square	01223 712 013
PB	Burns	Paul	EH9 3JG	Edinburgh	34 West Main Road	0131 557 2357
JG	Gray	James	NG2 6AB	Nottingham	18 Bridgeford Road	0115 981 1123
SH	Huntley	Stephen	EH2 2EQ	Edinburgh	1 Princess Street	0131 556 2428
JONES	Jones	Charles	EH2 2EQ	Edinburgh		
CR	Ryan	Cristina	EH1 1TR	Edinburgh	20 Northbridge	0131 534 8200
SMITH	Smith	Richard	2EQ EH3	Edinburgh	45 Crown Street	

Select a customer from the guest register.
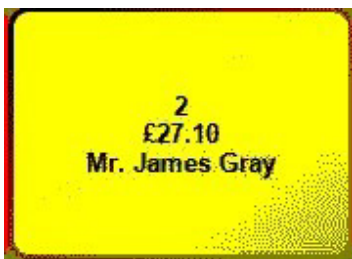
The selected customer will be shown immediately on the table selection.

2. New customer without allocating table
By using this function you can enter a customer´s address directly on the POS front. You do not

have to assign the customer to a table.

Confirm with "Finish". A short name can be present only once in the customer register. Therefore, for names that occur frequently you should select a distinguishing abbreviation, for example Smith-John or Smith-London

3. New customer and allocate to table
See 2. The newly entered address will be directly assigned to a table.

Whenever you assign an address to a table, then the complete address will appear on the invoice. The customer´s turnover as well as the number of times he has eaten at the establishment will be recorded in the customer register.

4.Customer details and customer history
Here you can see a variety of information pertaining to a customer. At a glance you can see the address, number of visits, turnover, transactions in his deposit account, special remarks and assigned price lists. In the customer history you can carry out changes in the customer data.

Display detailed customer information

Short name	SR
Title	
First name	Sarah
name 1	Ryan
name 2	
Street	94 High Street
Postcode / City	OX1 4BJ Oxford

Telephone no.	01856 553823
Mobile	
Fax no.	01856 553888
E-mail	Info@Ryan.com
Website	
Card number	
Fixed table	
Fixed price list	

History

Total turnover £19.80   Number of visits 2

Date	Time	Duration	Turnover	Pers.	Table	Receipt	
24/06/2014	17:00	180	£7.50	0	SR	10	
24/06/2014	16:01	58	£12.30	0	3	8	

Deposit account

Current balance £0.00

Date	Amount	Receipt	Receipt no.	

◉ Current month   ◯ All bookings

Remarks

Does not like table next to entrance

Alter   Back

In customer details you can enter remarks and annotations.

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A table or operation that is being processed can be saved in the background and re-established when the operation is finished. In the operation window the basic data for the advanced order should be entered. The customer's details are mandatory. All other information is optional. With the button for customer search you can go to the customer search window. In the database there are additional fields in which you can later add additional information.

Clicking on "Accept" opens the window for entering items for an advance order. Special items, like for example, the Pizza assembly kit, etc. cannot be entered in an advance order (message). It is possible to use the numeric pad for entering items.

Clicking on "FINISH" ends the operation and restores the original item mask.

In the advance order window 2 types of list can be displayed and printed. You can select between a list with items grouped by customer or a list with the total amount of all items. In the date field you can select the date that should be viewed.

New advance order

Date 25 June 2014 ▼ | < | >

New advance order | Display list

Item no.	Description	Quantity
00:00 Smith		
106	Rib Eye Steak	1
108	T-bone-steak	1
15:00 Jones		
150	Large salad	1
155	Small salad	1
201	Fruit sorbet	1
204	Cream portion	1
200	Wild berries ice cream	1

○ Total amount of all items   ◉ Grouped by customer   **Print list**

Cancel

Item no.	Description	Quantity
106	Rib Eye Steak	1
108	T-bone-steak	1
150	Large salad	1
155	Small salad	1
200	Wild berries ice cream	1
201	Fruit sorbet	1
204	Cream portion	1

New advance order

Date 25 June 2014 < >

New advance order | Display list

⦿ Total amount of all items   ◯ Groupped by customer   Print list

Cancel

In the list that is grouped by customer it is possible to delete a marked item from the list. If all items pertaining to a customer are deleted, then the advance order will also be deleted.

Item no.	Description	Quantity
00:00 Smith		
106	Rib Eye Steak	1
108	T-bone-steak	1
15:00 Jones		
150	Large salad	1
155	Small salad	1
201	Fruit sorbet	1
204	Cream portion	1
200	Wild berries ice cream	1

The lists can also be printed with the end of day close out.
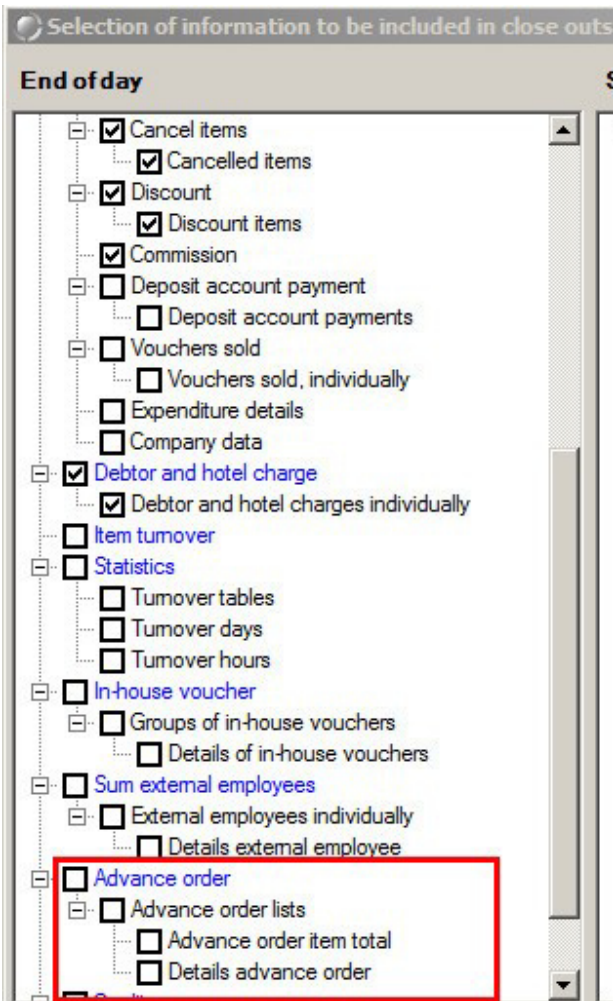
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POS Functions /Extras

1. Guest Expenses
Enter the amount that the guest has "borrowed".   Guest expenses is for money advanced on loan to a guest for cigarettes, taxi etc. The amount will be noted on the invoice but will not be included in the turnover and it will also be shown separately in the close out.

 2.Tip
Enter the amount that the guest has given as a tip. The amount will be noted on the invoice but will not be included in the turnover and it will also be shown separately in the close out.

3. Advance Payment

Enter advance payment				Method of payment for advance payment
7	8	9	C	✓ Cash payment
4	5	6		Visa
1	2	3	OK	Debtor
0	00	.		

If you receive an advance payment from a guest, you can note the amount and the method of payment on the guest´s table. The amount will be subtracted later from the invoice total.

4. Redeem voucher
You can redeem vouchers that have been previously issued. The voucher amount will be subtracted from the bill amount.

5. Book item as a voucher item

Voucher books have become more and more widespread. In many of these books the guest does not have to pay for the least expensive main course.   Therefore you have to credit an item to his account.   In this case the item is first charged and then credited as a voucher item.

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Returns/Exchange merchandise

In Extras / Returns you can select any item. If you are dealing with an item that has been discounted, then you can enter for the item a divergent price or a divergent quantity. The item will appear on the invoice as a negative amount.

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In this mask you can see all the important information pertaining to an item. In order to view the information you must first select the item on the ticket window, then in "Extras" you have to click on "Item details"

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Edit Items

In the POS front office display by going to "Functions" you can open the mask for editing items. This mask provides quick access to the most important functions relating to items.

| Item | Parameter | Portion price | Settings | Additional text | Additional item |

Item number: 100

New item   Delete

Category: Food   Sub-group: Main courses

Invoice text: Rump steak

Additional selection of invoice text

1 [   ]   2 [   ]

3 [   ]

Ticket text: [   ]

Ticket printer: Kitchen   Ean - code: [   ]

Additional printer for ticket copies

[   ] [   ] [   ]

Sales price: 14,90 €   Purchase value: 2,50 €   ☐ In % of sales price

V.A.T. Key: 1 - 19 %

| Delete image | Assign image | Capture image |

ESC 1 2 3 4 5 6 7 8 9 0 ß ´ ←

q w e r t z u i o p ü + DEL

a s d f g h j k l ö ä #

< y x c v b n m , . - ^

EXIT @ \ €

↑ ↓ ← →

100
Rump steak

Search

Save

Quit

-o-

Enter additional text for item Filet Mignon and press FINISH

| Medium | Pasta | Potatoes | Rare | Rice | Salad |
| Well done | With | Without | | | |

ESC 1 2 3 4 5 6 7 8 9 0 - = ←   Fax function

q w e r t y u i o p [ ] DEL   No text for category

a s d f g h j k l ; ' \   Delete text

\ z x c v b n m , . / `   Cancel

EXIT @ \ £   ↑ ↓ ← →   FINISH

Select the additional texts that you require for an item. Often a change of side order is requested, for example without potatoes, with salad. The additional texts will be displayed on the ticket with the corresponding item. If the printer allows it, the additional texts will be printed in red. If a text is not suggested it can be individually entered by using the keyboard.

With the "Fax function" you can open a window that allows you to write the text directly on the touch screen.
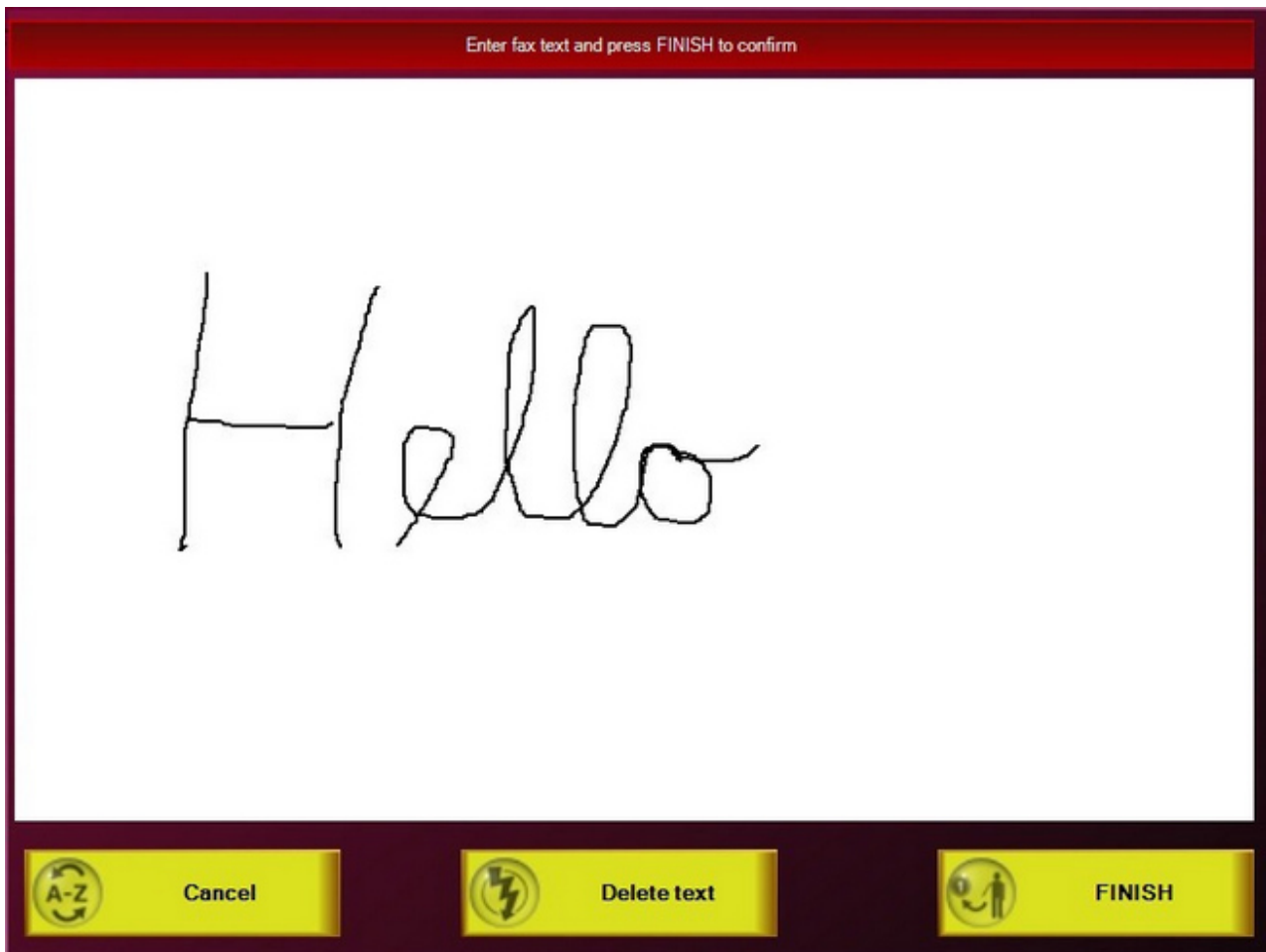
In order to be able to print, certain settings have to be selected in printing control. The settings chosen depend on the type of printer used.

You should select this field if a matrix printer is used, for example in the kitchen

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POS Functions / Additional Items, Additional Texts

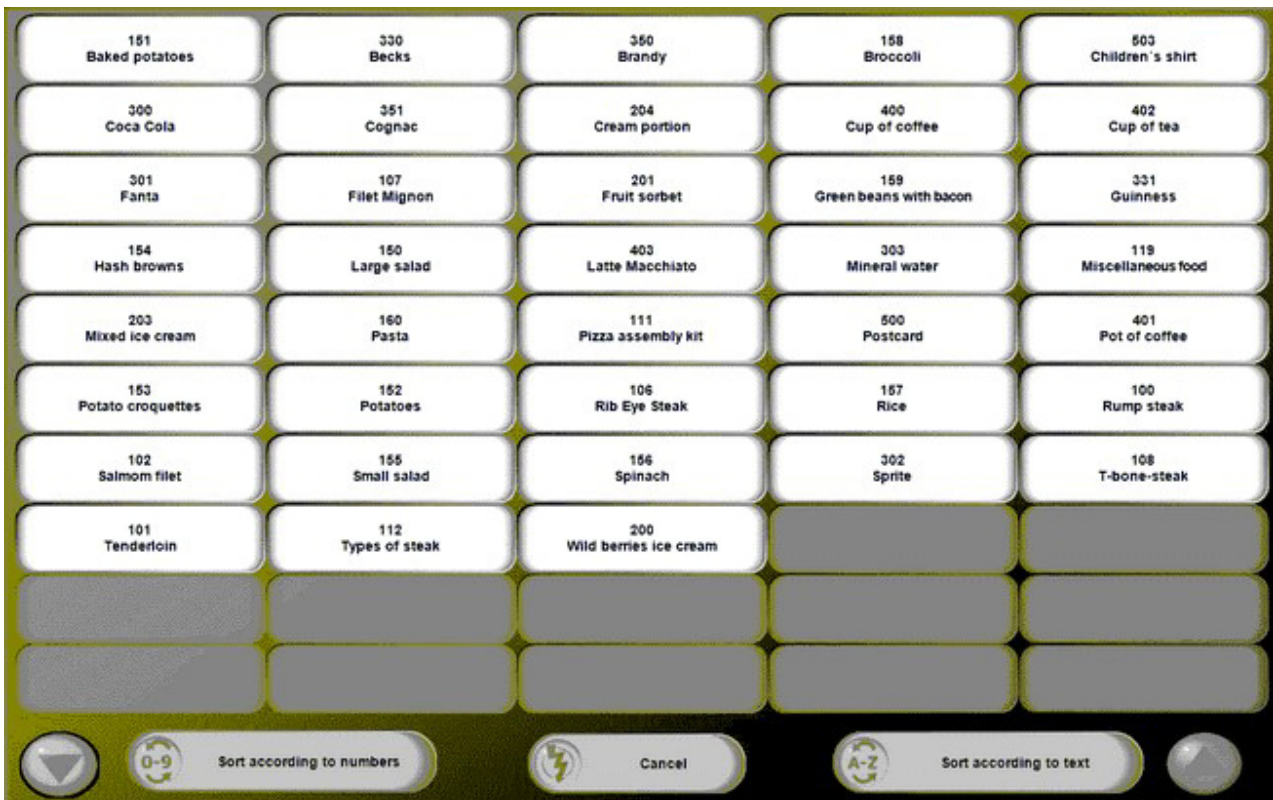| Client number: 0 Working date: 15/02/2012 User: sd Total balance: £44.00 Guest: Mrs. Cristina Ryan Persons: 2				
Table	Selection of additional items for item: Rib Eye Steak			
	Sub-group additional items	Additional items of category	All additional items	FINISH
Price	Large salad £7.80	Baked potatoes £3.00	Potatoes £2.50	Potato croquettes £2.00	Hash browns £2.00

Additional Items can be booked in POS as supplements to main courses or as additional toppings to a pizza (when the price changes) by using the button "Additional Item". The additional items can be allocated to a special group of products. If you cannot find all the necessary additional items for a specific item, then simply select "All additional items". Then all additional items in the system will be displayed. Once you have selected the additional item simply confirm with "Finish".

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POS Functions / Item Search

151 Baked potatoes	330 Becks	350 Brandy	158 Broccoli	503 Children's shirt
300 Coca Cola	351 Cognac	204 Cream portion	400 Cup of coffee	402 Cup of tea
301 Fanta	107 Filet Mignon	201 Fruit sorbet	159 Green beans with bacon	331 Guinness
154 Hash browns	150 Large salad	403 Latte Macchiato	303 Mineral water	119 Miscellaneous food
203 Mixed ice cream	160 Pasta	111 Pizza assembly kit	500 Postcard	401 Pot of coffee
153 Potato croquettes	152 Potatoes	106 Rib Eye Steak	157 Rice	100 Rump steak
102 Salmom filet	155 Small salad	156 Spinach	302 Sprite	108 T-bone-steak
101 Tenderloin	112 Types of steak	200 Wild berries ice cream		

0-9 Sort according to numbers	Cancel	A-Z Sort according to text

If you cannot find an item right away on the touch layout you may use the item search. Sorting is possible according to the item number or alphabetically. This way you can easily search for the desired item and select it.

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In an Item assembly kit complex functions between items can be clearly displayed. (See Item assembly kit/ Back office) This provides great ease of use. No matter what type of assembly kit it is, be it a pizza assembly kit, a steak house assembly kit or an assembly kit for an ice cream parlour, there is almost no combination of items that can't be displayed with an item assembly kit. Here are several examples:

	Rump steak £14.90	
#	Description	Price
	Medium	£0.00
	Herbal butter	£0.00
1	Baked potatoes	£3.00
1	Small salad	£4.00

Selected 4

Total £21.90

Set quantity to 0

Baked potatoes £3.00
Potatoes £2.00
Potato croquettes £2.00
Rice £2.00
Hash browns £2.00

Medium
Rare
Well done

Rump steak £14.90
Rib Eye Steak £14.90
Filet Mignon £15.90
T-bone-steak £16.00

Herbal butter
Steak sauce
Pepper sauce

Small salad £4.00
Large salad £7.80
Broccoli £2.00
Green beans with bacon £2.00
Spinach £2.00

Finish

Reset selection

Cancel

| Cone four scoops | | |
| £0.00 | | |

#	Description	Price
	Chocolate	£1.00
	Vanilla	£1.00
	Stracciatella	£1.00
	Hazelnut	£1.00
1	Cream portion	£0.50

Selected 4 from 4

Total £4.50

Set quantity to 0

Finish

Reset selection

Cancel

Vanilla £1.00	Chocolate £1.00	Strawberry £1.00	Pistachio £1.00
Stracciatella £1.00	Cone one scoop	Cone two scoops	Cherry £1.00
Woodruff £1.00	Cone three scoops	Cone four scoops	Yoghurt £1.00
Marzipan £1.00	Rum £1.00	Hazelnut £1.00	Cream portion £0.50

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Redeem deposit item

By using the deposit item key, deposit items can be redeemed. When you click on the Deposit button, the different deposit items amounts will be displayed and the deposit amount selected will be credited to the customer or subtracted from the invoice amount. The deposit item function can be activated or deactivated for an item as needed. Deposit items are assigned to an item in back office in an item's mask under additional parameters and they can be entered in the system in back office/item/deposit item

-o-
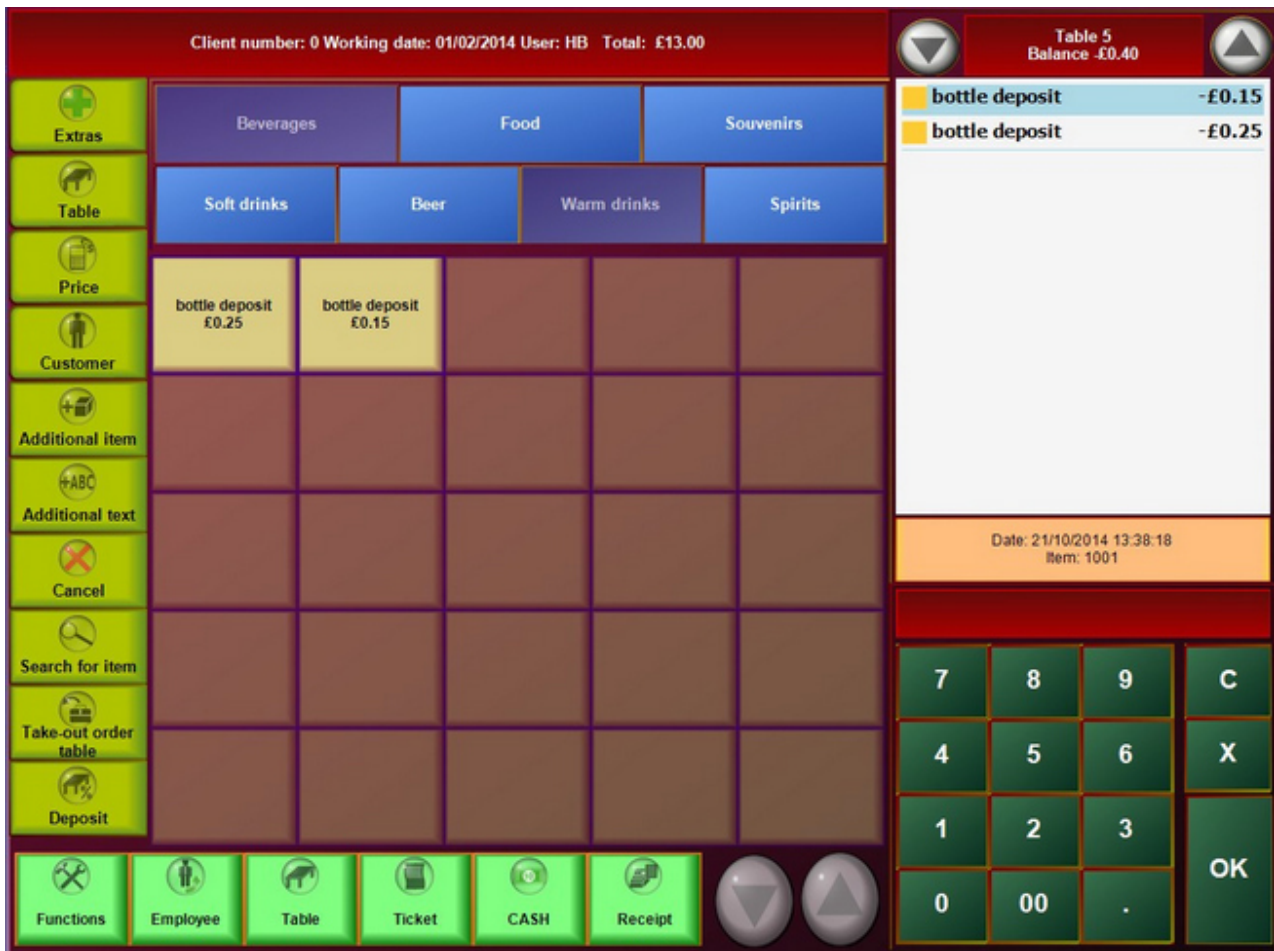
POS Functions /Receipt

1. Quick sale
With the button "Quick sale" a receipt will be printed automatically. You will not be given other selection options. In the Parameter file you can enter the method of payment as well as a footer text for quick sale.

| Method of payment for quick sale | CASH |
| Footer text for invoice | |

2. Receipt

	Payment
	Running total
	Split bill
	Retrieve transaction
	Change payment method
	Reprint bill
	Cancel transaction
	Open cash drawer

2.1 Payment

In "Payment " you have several options:
-Method of payment
-Bill printer, ticket printer, guest check, Windows printer in network…
- Foreign languages (This will only be displayed if foreign languages have been entered in the system)
- Invoice with receipt for guest expenses

2.2 Retrieve transaction

If an error has occurred when printing an invoice, then you can cancel all invoices processed since the last POS and server close outs. The items will then be restored to the old tables. You should only carry out this function if you have manager access permission.

2.3 Change payment method

Select the invoice for which an incorrect method of payment has been entered and change the method of payment.

2.4 Reprint bill

Invoice:	Table:		Balance:	Date	Short name
14	3		£16.30	15/02/2012	
15	2		£12.30	15/02/2012	
13	9		£5.00	15/02/2012	

Select the invoice for which a copy should be printed

2.5 Cancel transaction / Issue credit

You can view all invoices from a given date on and select the invoice you would like to cancel. The amount of the canceled invoice will be credited on the current day.

Invoice:	Table:	Balance:	Date	Short name
9	PB	£5.00	14/02/2012	PB
12	5	£31.60	14/02/2012	
8	12	£16.80	14/02/2012	
10	8	£45.30	14/02/2012	SMITH
5	4-1	£5.00	14/02/2012	
4	4-1	£34.40	14/02/2012	
6	4	£34.10	14/02/2012	
7	2	£27.10	14/02/2012	JG
11	3	£57.20	14/02/2012	SMITH
14	3	£16.30	15/02/2012	
15	2	£12.30	15/02/2012	
13	9	£5.00	15/02/2012	

QUESTION

Invoice cancellation

Should the invoice 5 from 14/02/2012 be cancelled now and a credit issued.

Yes   No

© PosBill, 2014

INFORMATION

Cancelation completed

The invoice has been cancelled successfully and a credit issued.

Close message

-o-

Collective Invoice   Previous Top Next
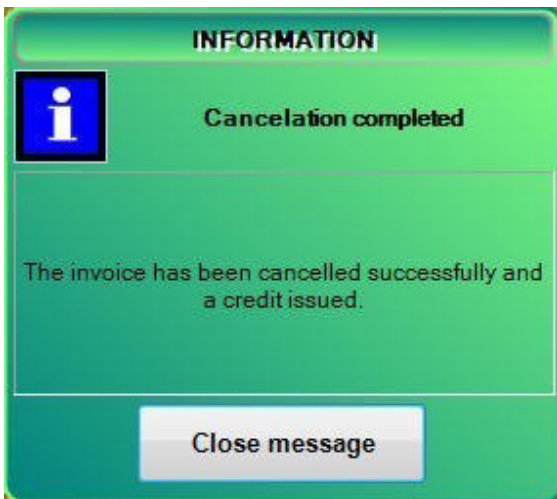
In Posbill it is possible to create a collective invoice for a customer, for example at the end of the month.

In order to do this it is necessary to take several preparatory steps. The customer must be given permission to use a collective invoice. This permission can be granted in "Customer management" by checking the corresponding checkbox in "Customer parameter".
Also a method of payment for the collective invoice has to be entered in "Method of payment" and assigned to the group debit. It must then be selected for this purpose in "Company data".

When creating a collective invoice the method of payment chosen for collective invoices should be selected. A normal bill for the operation will be created. The turnover will be booked on the current date.
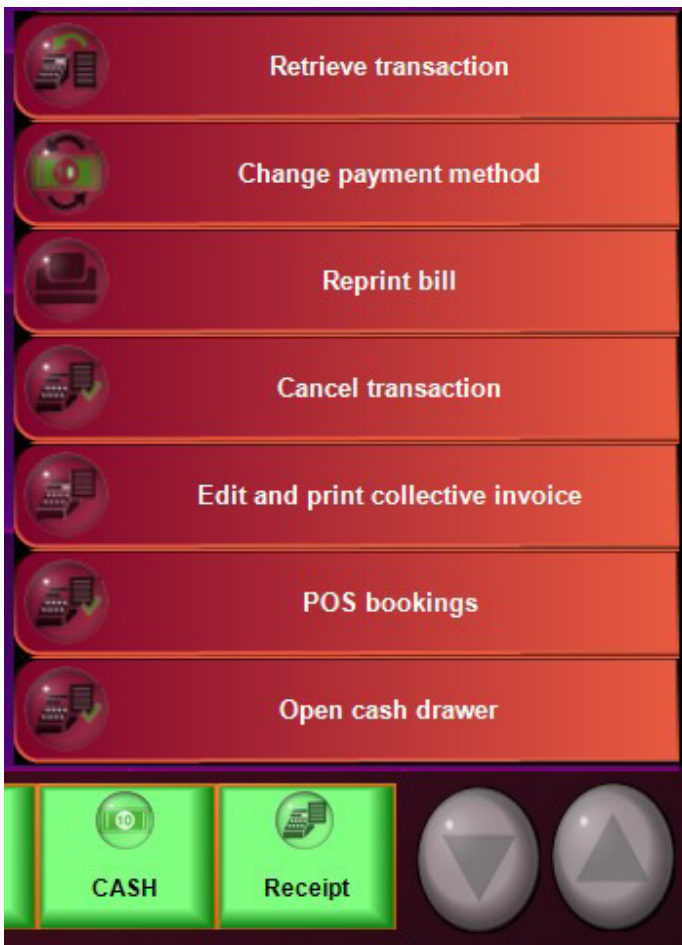
To edit and print a collective invoice you should click on "Receipt" on the POS front menu and then on "Edit and print collective invoice ". Here you can select a customer as well as the individual invoices that should be included in the collective invoice. By clicking on "Create collective invoice" your selected invoices will be accepted into the collective invoice. The individual invoices will then be credited.

Edit or print collective invoice

Collective invoice amount total: £50.40

Short name	Address	Sum
PT	Patrick Taylor 67 Banbury Road OX2 6PE Oxford	£50.40

Total of all single invoices £50.40

Inv. No.	Date	Amount pay...
☑ 7	30/01/2014	£27.00
☑ 6	30/01/2014	£23.40

Item no.	Description	Quant...	G-Preis

Total amount all items

Item no.	Description	Quantity
1331	Guinness	3.00
1301	Fanta	5.00
1201	Fruit sorbet	1.00
1106	Rib Eye Steak	1.00
1153	Potato croquettes	1.00
1155	Small salad	1.00

Create collective invoice   **Cancel**

Table Collective invoice 1
Balance £50.40

Guinness		£12.00
	3 x £4.00	
Fanta		£7.50
	3 x £2.50	
Fruit sorbet		£5.00
Fanta		£2.50
Rib Eye Steak		£14.90
Potato croquettes		£2.00
Small salad		£4.00
Fanta		£2.50

After creating the collective invoice the mask will close and a new operation containing all the positions in the collective invoice will be displayed. For this operation a normal method of payment

can be selected and then the collective invoice can be printed.

-o-

POS Function / Cancel
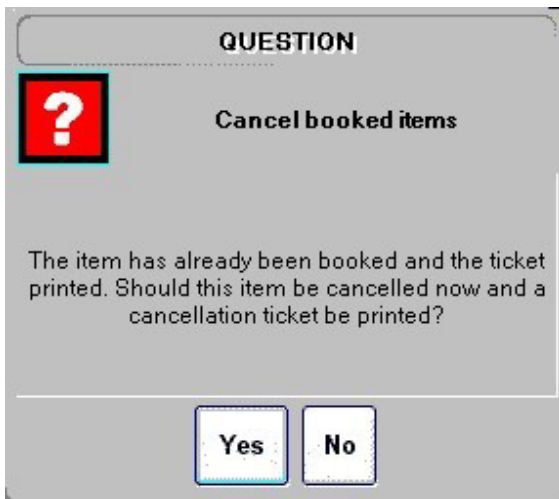
If items have not yet been ticketed, then by using the cancel button you can cancel items immediately. By pressing the cancel button the last item entered will be canceled. If you want to select a specific item, then you must mark it beforehand. If a ticket has already been printed for the item, then you will receive a cancellation ticket. The cancellation ticket will be printed in red (if this is supported by the printer).

-o-

In Front office by going to Extras you can get to the option Voucher Printing. The following mask shows this function:

Create voucher and print (Only mandatory booking possible)

Voucher amount	50 You must enter an amount in the selected print layout.
Printer layout	VoucherOnTicket (Bon)
Expiration date	☑ Unlimited validity
Promotion	

Address

Short name	
Title	
First name	
name 1	
name 2	

Search address   Clear address fields

Street	
Postcode / City	

■ The voucher is personalised and is non-transferable.

ESC	1	2	3	4	5	6	7	8	9	0	-	=	←	Print and book
	q	w	e	r	t	y	u	i	o	p	[	]	DEL	
	a	s	d	f	g	h	j	k	l	;	'	\	↵	
	\	z	x	c	v	b	n	m	,	.	/	`		
EXIT	@	\	£						↑	↓	←	→	Back

The management of vouchers takes place in Back Office. You can find Information regarding voucher management in our manual in System parameters /vouchers

-o-

Functions - Employee End of Day / End of Day Close Out / Sale Statistics	

POS Functions /Functions

Clean screen	
Table reservation	
Rentals	
Expenditures	
Enter initial cash float	Employee running total
Start Back office	Employee end of day
Edit item	Terminal running total
Software license	End of day close out
Cash up	List of money count
Sales statistics	
Close POS terminal	
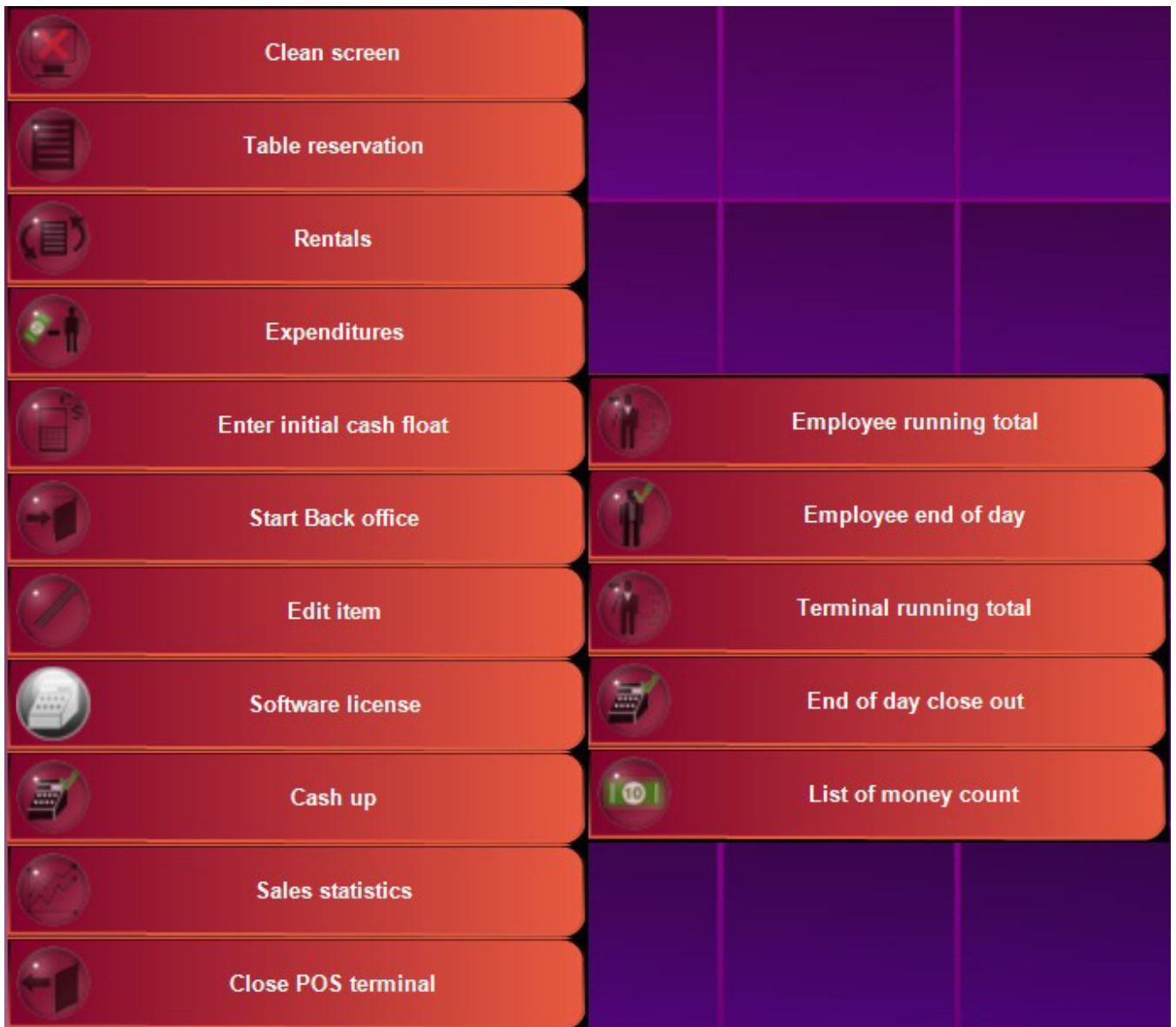
1. Start Back office
Opens Back Office. Here you can manage your items and other master data

2. Cash up
2.1 Employee running total
Employee close out. The employee will not be set to 0. This is merely a momentary total of his turnover since the last employee running total.

2.2 Employee end of day
The employee will be set to 0. The employee end of day takes place at the end of the day or at the end of a shift. The complete turnover since the last employee end of day appears on the close out.

2.3 Terminal running total
The terminal running total represents a momentary total and does not set POS to 0.

2.4 End of day close out

You should select "End of day close out without change of working date", if a close out is carried out several times a day. Before each end of day close out all servers should be closed out!!!

"End of day close out with change of working day" is what should be carried out normally. This is your end of day balancing. With the End of day close out, the system will be changed to the new working day and you will obtain a complete list of the day´s turnover. Intentionally, the change of day does not take place automatically. Restaurants work over a period of 24 hours and the turnover after 12 midnight on a working day should also be included in the end of day close out. If you have not worked on a POS terminal for a longer period of time you may change the date manually to the current date.

All end of day close outs are final and cannot be canceled.

Close outs can be re-printed in back office. In "Lists/Layouts/Print layouts you can determine the layout of the close out.

5. Sales Statistics
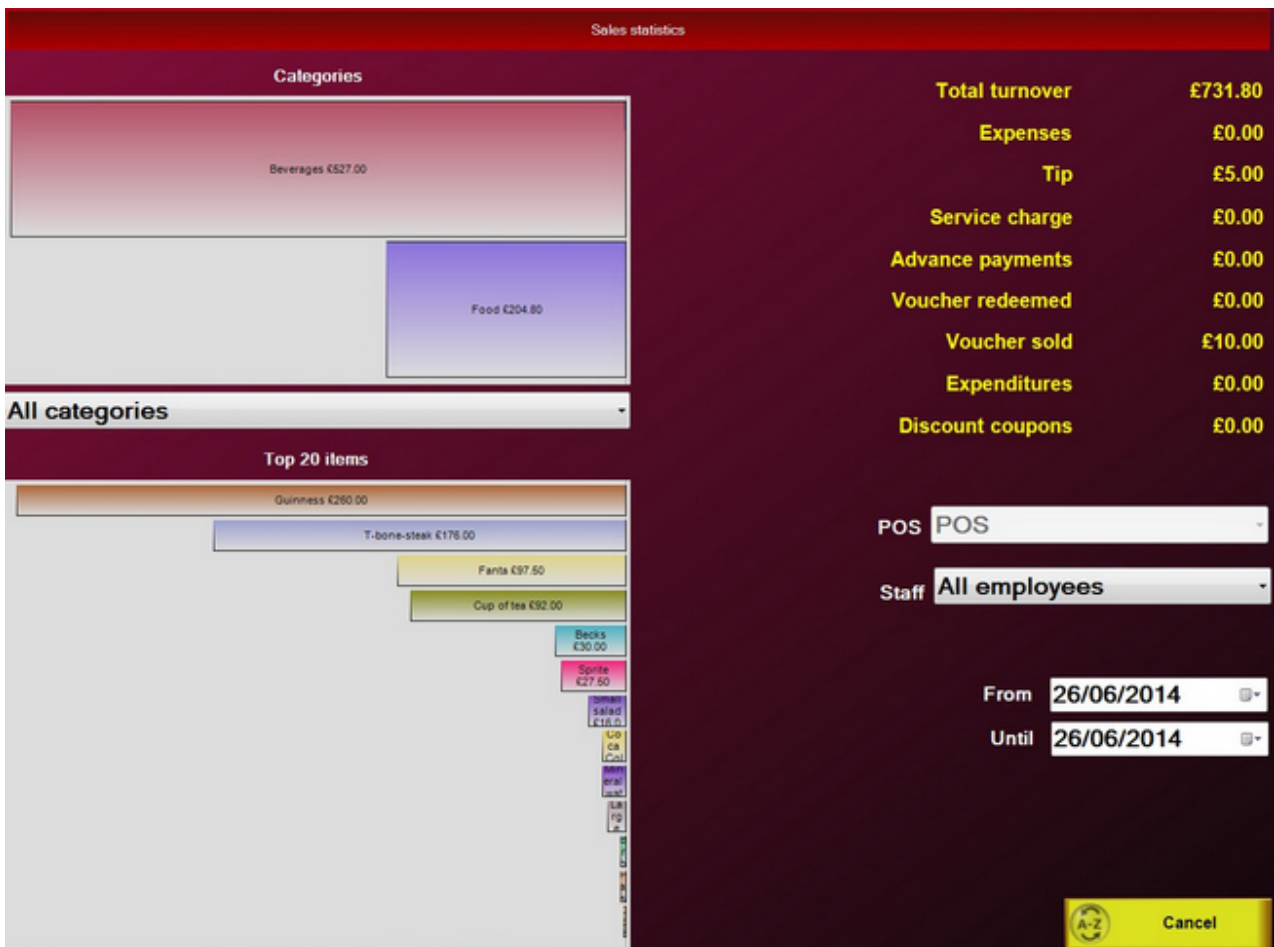
Here you can access your current turnover by just pressing a key. You can access the information according to the following criteria:

- Total Sales
- Top 10 items
- Categories
- Sub-groups of a category
- According to employees
- Selection of a time period: from - to
- Differentiation between the working date and the calendar date
- Differentiation between ticketed and billed. Ticketed contains not only billed tables but also tables
that are still open.

6. Enter initial cash float
If initial cash is entered for a server, the amount will be taken under consideration when making the employee end of day close out.

Enter initial cash or change for employee SD

Cash = £0.00

7	8	9	C
4	5	6	
1	2	3	
0	00	.	

Finish   Cancel

-o-

Use of a barcode reader to enter an item directly into the POS terminal

If you scan a barcode that has not been assigned to an item, the item mask automatically opens. You can then select directly at the POS terminal the category to which the item belongs.   In addition, you can enter the item description and the retail price. Further information can be added later in Back office / Item data.

Fast entry of new items

Category/ sub-group	Beverages ▾	▾
Invoice/Bill text	
Additional selection 1	
Additional selection 2	
Additional selection 3	
Unit price	☐ Fixed price ☐ Discountable
VAT Key	1 = 20 %
Base quantity	0 Unit ▾
	☐ Enquire the quantity and calculate price

ESC	1	2	3	4	5	6	7	8	9	0	ß	´	←
⇥	q	w	e	r	t	z	u	i	o	p	ü	+	DEL
⇩	a	s	d	f	g	h	j	k	l	ö	ä	#	↵
⇧	<	y	x	c	v	b	n	m	,	.	-	^	
EXIT	@	\	£						↑	↓	←	→

Cancel   **Finish**

-o-

-o-

Functions/ List of money count

This list serves as a help to check more quickly the cash balance at the end of the day. Simply enter the number of coins and notes. The final balance will be indicated without you needing to actually count the money.

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Back Office

Master Data

Master Data/ Company Details

Please enter correctly in Company details your complete address. Your address details appear on your invoices and are also an integral part of the PosBill licensing process.

If you are planning a new price list, you can enter here the date of validity for the new price list. In Item Data you can find the sale prices for the new price list. The change to the new price list will take place automatically on the selected date. If you would like to have your items and invoices in other languages you can select here at least 3 other languages. If you wish you can also activate the check boxes for keeping a cash book or for managing outstanding items.

With the setting "The terminal should turn off after closing POS" you can prevent employees from using Windows programs after closing POS. Please note that when you shut down, the PC will be turned off.

For each company you can enter a Price list and a Parameter. These are valid only if no other settings have been made in POS, workstation or server. Please pay close attention to the hierarchy of the allocations. The smallest unit wins!!!

Enter here your bank details as well as your Tax No. and your VAT Reg. No. The VAT Reg. No. is important if you deal with foreign guests.

In border regions or in countries like for example Switzerland it is important that the total amount be indicated in a 2nd currency. In Back office / Master data / Company data / Bank account you can enter up to 3 currencies

with their corresponding exchange rates.

Currency symbol	Exchange rate	
Eur	1.23	1 £ = 1.23 Eur / 1 Eur = 0.81 £
USD	1.6	1 £ = 1.60 USD / 1 USD = 0.63 £

In addition to the amount in the standard currency, the foreign currencies with their exchange rates should appear on the invoice. For this to happen it is important that the total amount in the foreign currencies be included in the invoice layout. You can set this up in Lists/layouts / Print layouts / Receipt layouts. Select the necessary layout, go to the tab "Amount payable" and enter the required variables. For 2 foreign currencies the variables are [V30] and [V31].

Value added tax / Take-out orders

Enter your V.A.T. rates here. If in your country there is a different V.A.T. rate for take- out orders do not forget to enter it too. In case an increase in the V.A.T. rates is planned for the future, you can set up the new ratesin advance. In order for the button for take-out orders to be displayed on the POS front it is necessary to enter a VAT key for take-out orders.

Special methods of payment

If you would like to manage a deposit account, use collective invoices or make hotel charges in ResiGo , you must enter a method of payment for each of these. The method of payment for the deposit account should be DEP and for hotel charges HOT. You can enter the different methods of payment in System parameters / Method of payment

- o -

Voucher Management

If the voucher management is turned off, then you can only enter amounts. The system will not check if a voucher is still valid.
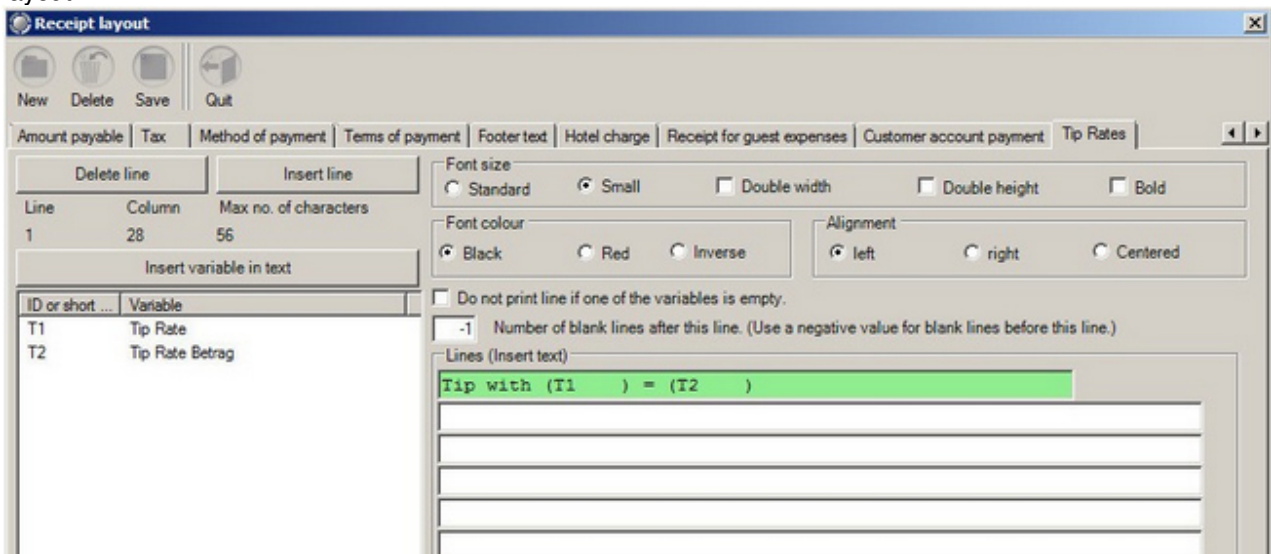
-o-
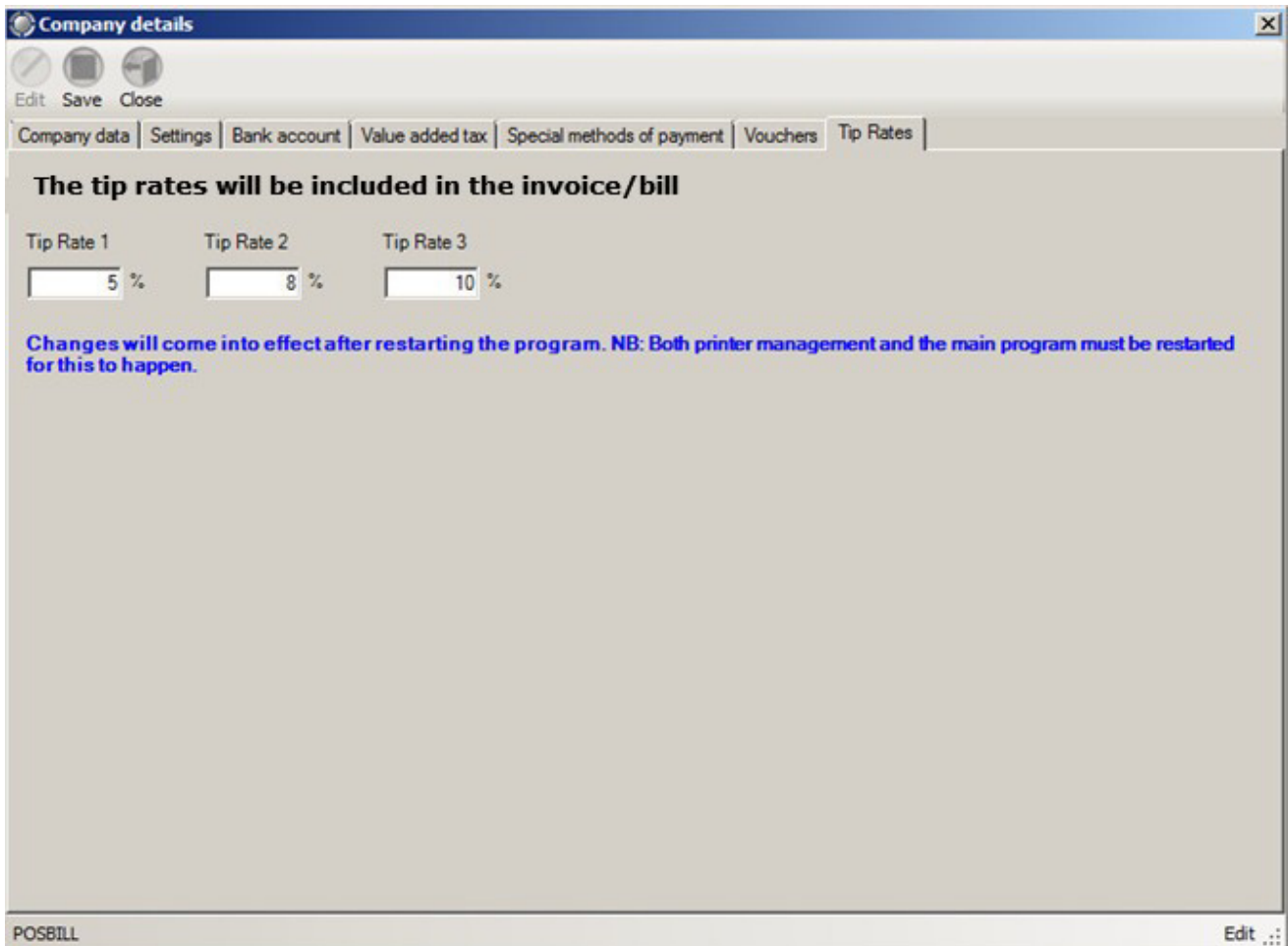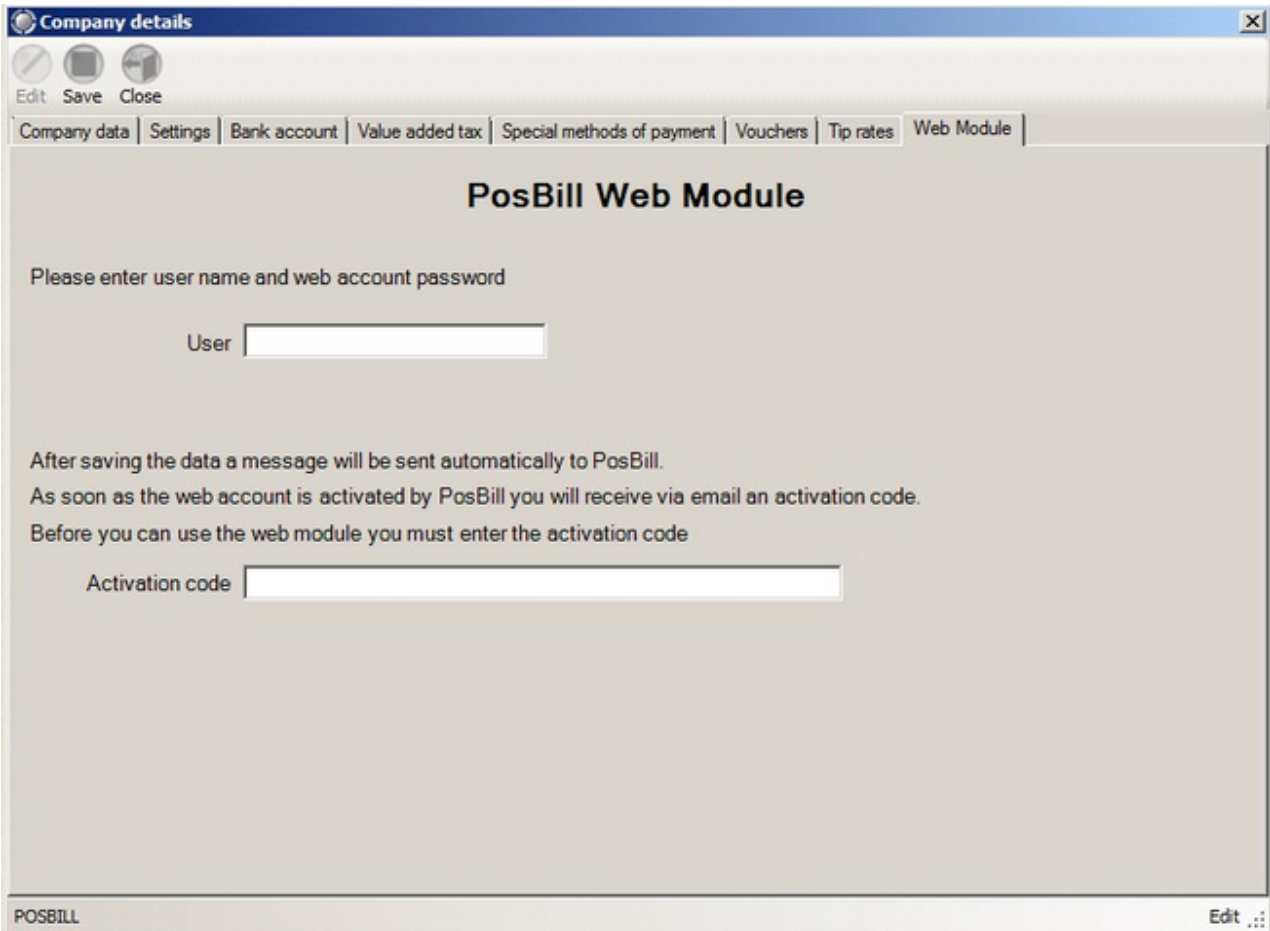
Tip Rates

In this window you can enter different percentages for the amount of tip to be given. These will be shown on the invoice/bill as suggestions.

In order for the different tip rates to appear on the bill it is necessary to add the following lines to the receipt layout.

- o -

Web Module

With the PosBill Web Module it is possible to receive via the internet sales data and evaluations.

In order to use the web module you must register on the following internet page: myoffice.posbill.com
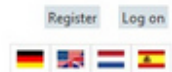
In this mask you should enter the registration data and the activation code received via email.
The web module must then be activated at one of the workstations

-o-

Master Data / POS Terminals

Here you can set up different POS terminals. These terminals can in turn be assigned to several workstations. Each POS terminal can have its own Parameter/Price List and area. These settings are valid as long as no other settings have been made in Workstation or Server.

The function for "resetting the working date" should not be carried out or should only be carried out after consulting with us. Changing a ticket number or close out number in an already existing number sequence leads to total chaos in your database!!! It only makes sense to move the date ahead after, for example, a company holiday!!

Send e-mail
In "Send e-mail" you can send to any e-mail address employee and POS close outs as well as monthly reports. These will be sent automatically if an Internet connection is available. They may be sent as a text mail or as an Excel spreadsheet as attachment. If you use this function regularly, you should enter your SMTP data. You can get this data from your Internet provider. A dispatch with our servers cannot be guaranteed.

Commissions

There are different models for commissions. You can decide if the commission should be based on all items ticketed by an employee or on all items billed by him. The third possibility is that the commission be calculated based on all items ordered to tables initially opened by an employee. If for example an employee opens a table and later a stand-by server or the manager takes additional orders for this table, the commission would go to the employee that initially opened the table.

A further option is that the commission be based on tables that have been already billed. This prevents commissions being calculated for "ghost tables" or for orders that were never billed.
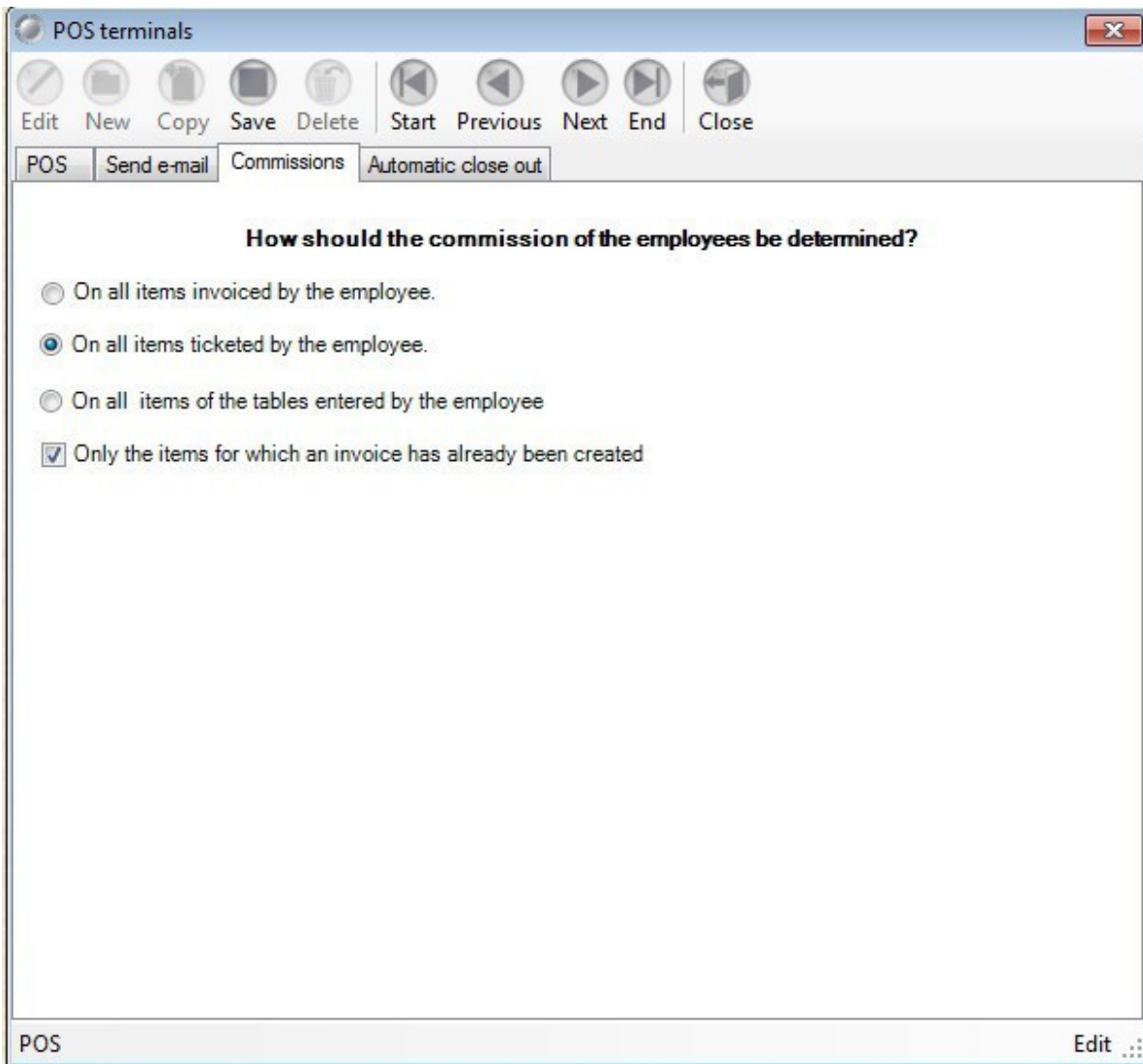
The commission can be entered directly in Item data /Item /Portion Price as either a percentage or as a set amount or it can be entered for an entire category in Item data /Categories. If a percentage is entered in Item as well as in Category the percentage entered in item will be used to calculate the commission.

In the area Lists/layouts /Print layout/layout of close outs, the check box "Commissions" has to be activated in "Staff close out", so that commissions also appear on the close out reports.

Automatic close outs
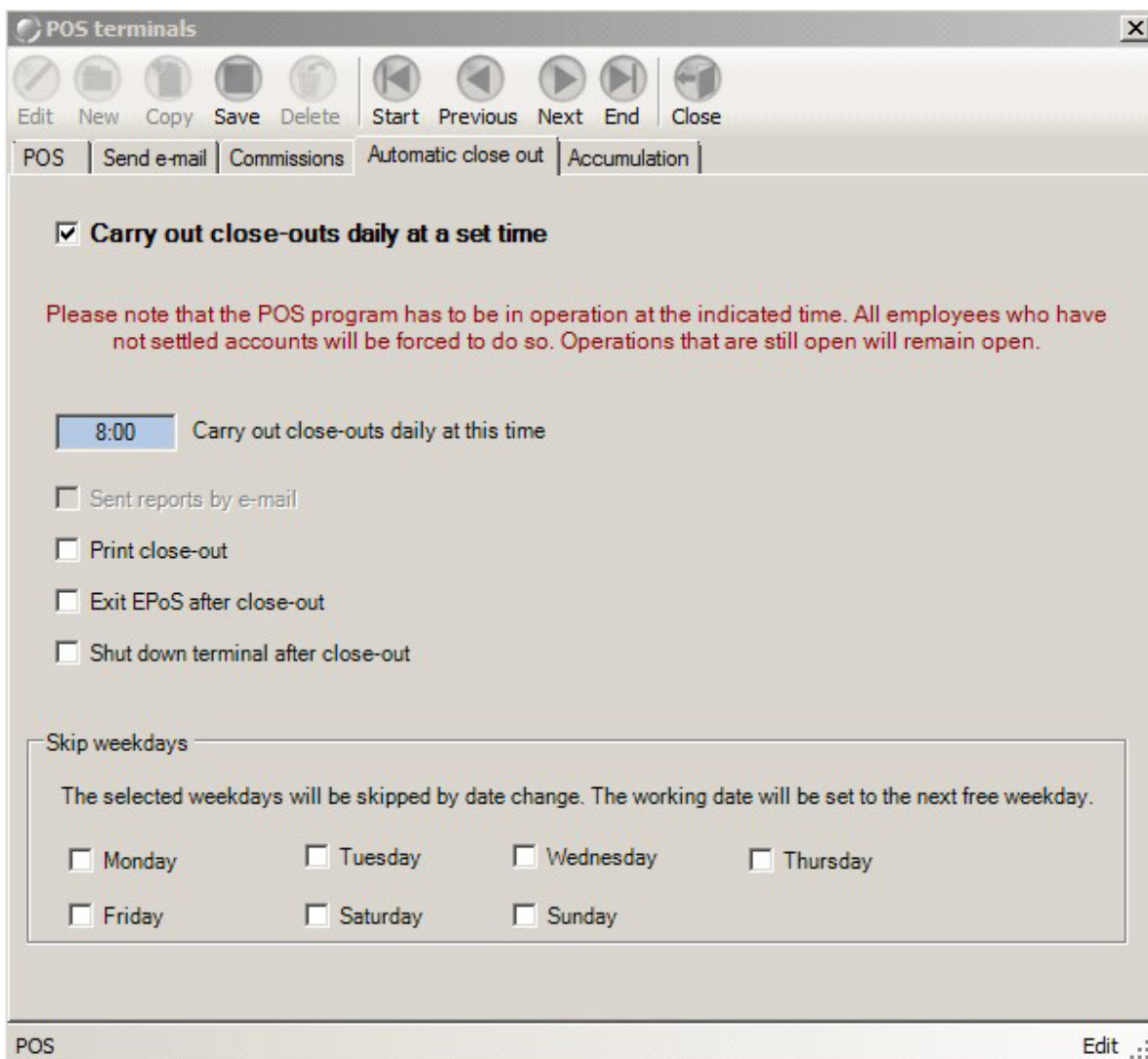
Here you can set up for daily automatic close outs.

In the section " Skip weekdays"   you can select the days when your establishment is closed and when making the daily close out the program will automatically skip to the next working date.

If you select that the terminal should automatically shut down after a close out, then a user with the necessary permissions must be logged in during the close out.

Accumulation
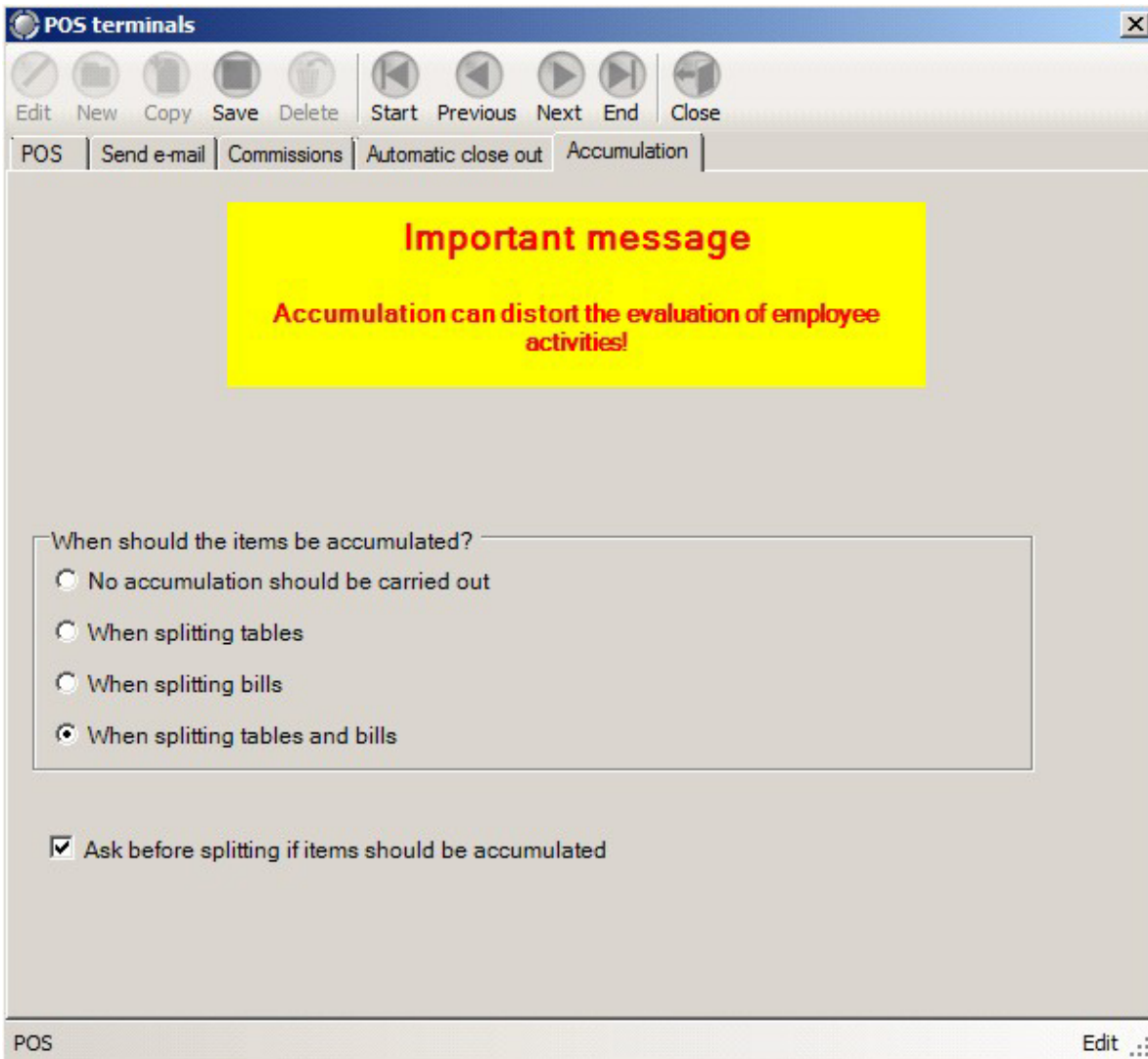
In this mask you can activate the accumulation of items for the table and bill splitting function. Like items (the same additional texts, the same additional items and booking server) will be combined on the display. This significantly facilitates dealing with large tables. Please note that with item accumulation times and server activities are changed and the corresponding statistics lose significance.

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Master Data / Workstations

Workstations

Save Start Previous Next End Close

Workstation | Interface | Customer display | Hotel charge | Card terminal

Workstation ID Terminal1

The workstation is assigned to this POS terminal POS

On this workstation a second monitor should be activated for use as a customer display ☐

This workstation will be assigned to a Pocket PC for PosBill mobile ☐

At this workstation it is possible to track the time worked ☑

The database should be reorganized when a change of day is carried out at this workstation. ☐

How many seconds should the screen be turned off for cleaning? 20

Transparency of background. (0% to 100%) 0

The following entries are optional and can be overwritten by entries in employee at the same place

Invoice printer for quick sale

Parameters

Price list

Area

Terminal1 Edit

Here you can set up different workstations. Each workstation can be assigned its own parameter, price list and area. These settings are valid if no different settings have been made for server. If you are using PosBill mobile, you need to enter a workstation for this application. If you wish to extensively use the numeric pad with PLU numbers, then you should check the corresponding checkbox. The numeric pad will then appear larger on the device, so that it can be operated with one finger. In addition, you can decide whether the amount to be paid by a guest should be displayed on the monitor.
If a bill printer for quick sale is entered, then you can use for this workstation an individual bill printer.

Decide for how many seconds the touch monitor should be deactivated for cleaning. The transparency for background masks should only be used if you own a very fast PC, at least Pentium IV, 2.8 GHz.

When using a server lock simply enter the serial parameters of the lock. You can see the default settings in the mask. Find out on our Internet site which locks are supported. You can find additional information concerning various hardware connections in our Blog: http://www.posbill.com.

An example of a loyalty card that can be connected is the German Golf card of the DGV.

Workstations

Save Start Previous Next End Close

Workstation | Interface | Customer display | Hotel charge | Card terminal

☐ There is a customer display connected to this workstation

Settings for serial interface for customer display

Interface		Parity	N	Baud rate	9600
Data bits	8	Stop bits	1	Protocol	NON

Code page   850   ☐ The interface will be used for video recording

☐ Customer display with automatic word wrap at 20 characters

Greeting line | Welcome | Enjoy your stay |

ESC sequence to clear display (27.42) | 27.42 |

Table for character conversion | CODEPAGE850 |

Terminal1   Edit

In the tab Customer display you can enter the parameters for the serial interface of the customer display. As a rule these are 9600, parity = N, data bit =8, stop bits = 1, protocol = Non. The Esc sequence to clear the display is as a rule to 27.42. Some displays, however, have 27.32. If the display has been provided by us you should use Jarltech as character conversion table.

In order to operate a card terminal you have to set up and install the elPay Software. In addition you have to enter the installation path on the card terminal window.

Please note that a corresponding method of payment (for example VISA) has to be entered in PosBill.

Workstations

Edit   New   Copy   Save   Delete | Start   Previous   Next   End | Close

Workstation | Interface | Customer display | Hotel charge | Card terminal |

Drive and path for the communication files

[   ]

[Connection test]

Workstation   Edit

-o-
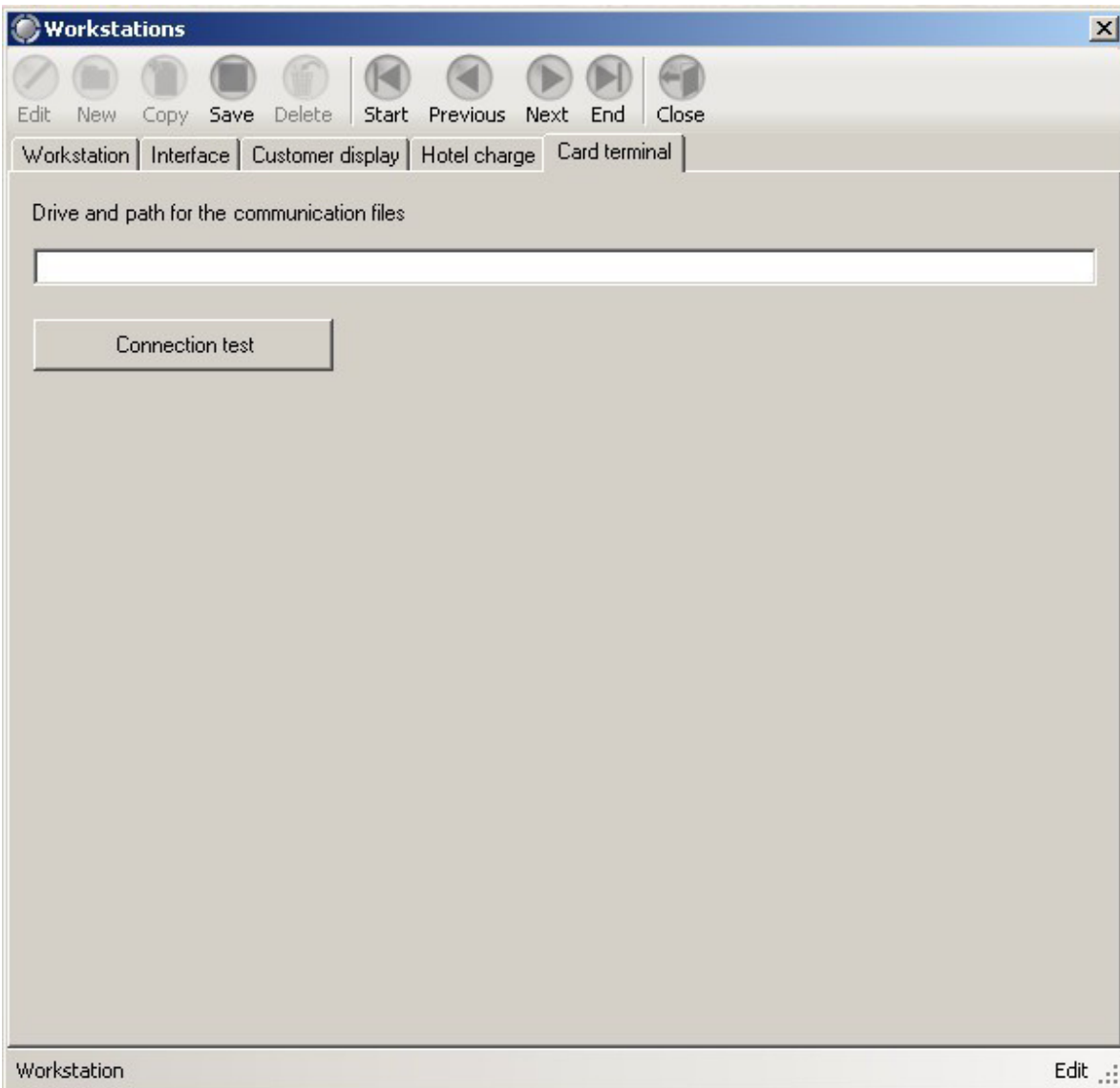
Master Data / Staff / Employee

You can enter the servers and the permission groups they belong to in Master Data/Staff/Employee. Create for each employee a 3-4 digit password. The password should contain only numbers since using letters slows down server log in. Only the server and perhaps also the manager should know the password.

Employee

| Edit | New | Copy | Save | Delete | Start | Previous | Next | End | Close |

Employee | Address | Personal data | Settings | Record of working time

Employee's ID `SD`

ID for correspondence `[    ]`

Password `3`

Permission groups `MANAGER ▼`

Language `English ▼`

Invoice text line for employee

`[                                        ]`

Communication

Phone `[                    ]`

Fax `[                    ]`

Cell/mobile `[                    ]`

E-mail `[                    ]`

SD   View

In "Permission groups" a server is assigned to a group which has certain access permissions. The different groups can carry out different functions such as enter items, cancel, bills.   Permission groups are set up in Master data/Employees/Permissions. Each employee can work in his choice language. Our standard languages are German, English, Italian and Spanish. When a server logs in, the language that appears is his selected language.
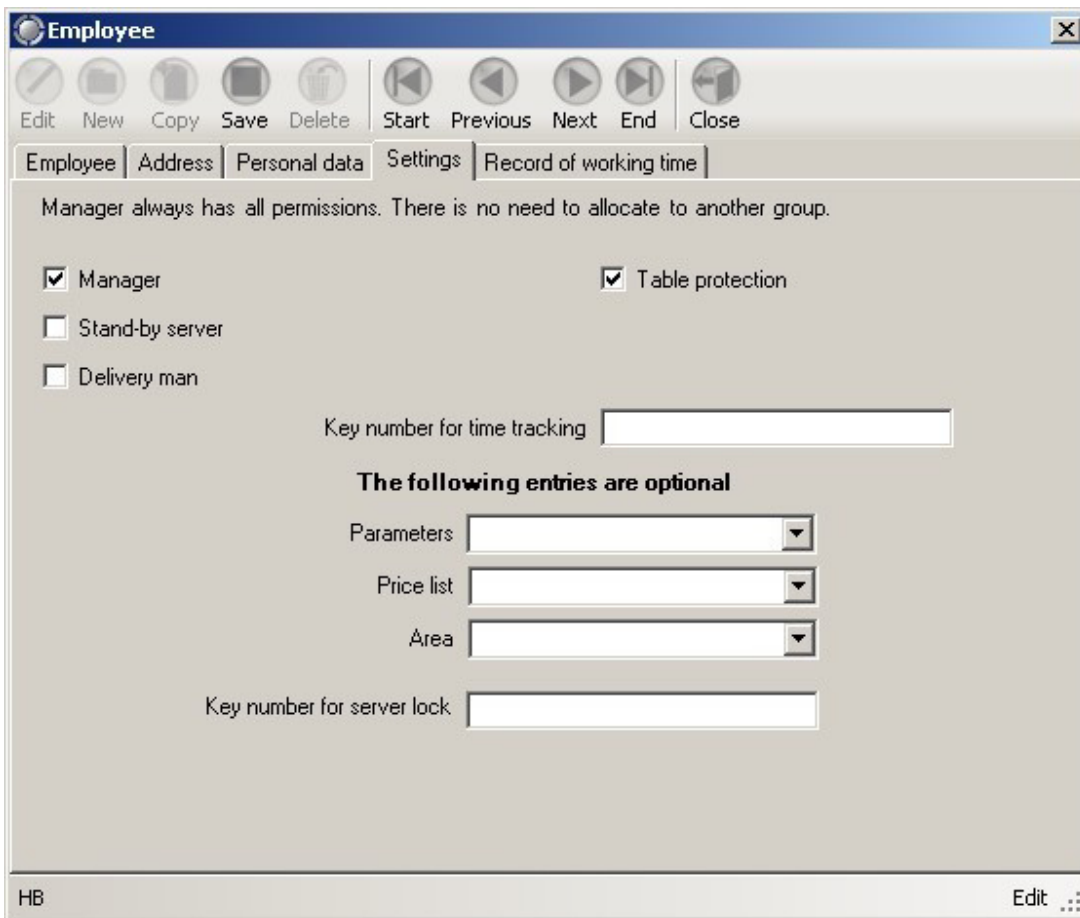
The server settings are very important.

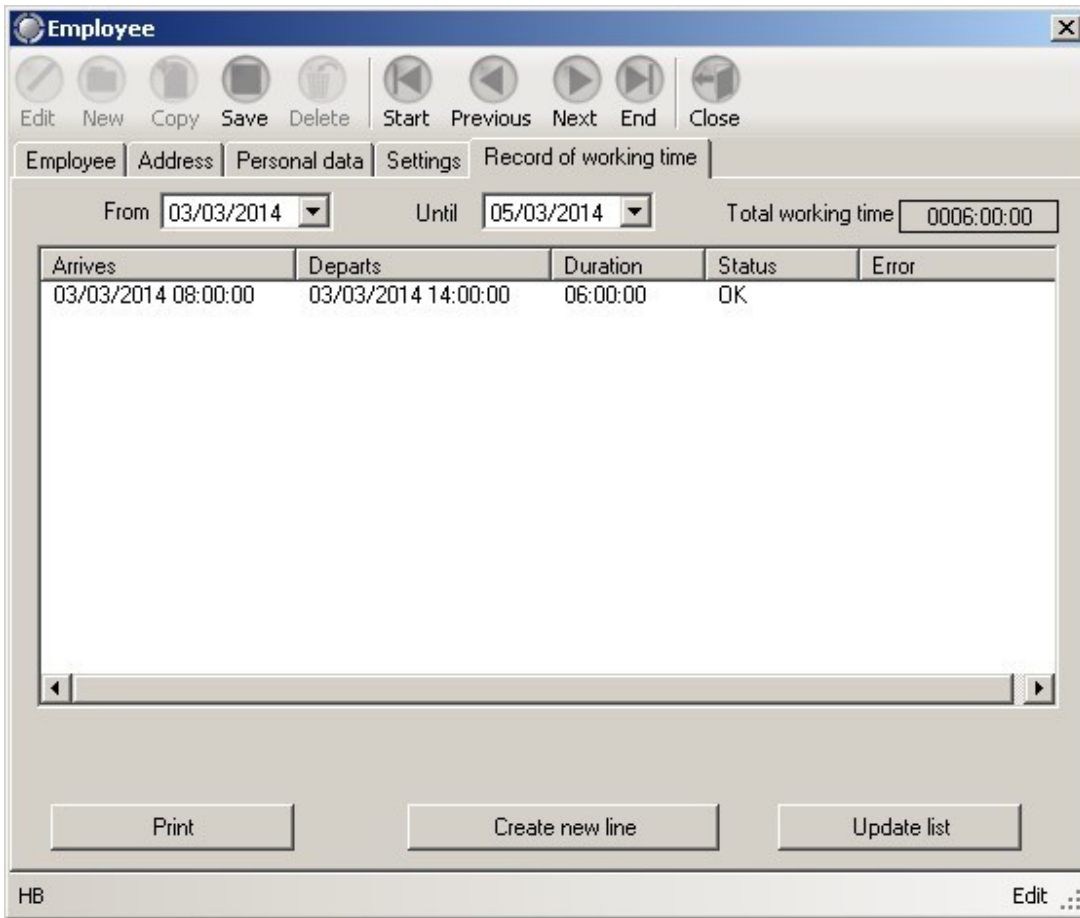Table protection: A server has access only to the tables he has been assigned to.

Manager: The manager has access to all functions and tables even if tables have been placed under table protection.

Stand-by Server: A stand-by server can only make bookings on already existing tables. He can not open new tables or settle tables.

Each server can be assigned his own Parameter, Price lists and area. These settings are binding and override all other settings!

If you work with a server lock, you can assign the server a key. You can assign a key by entering the key number or by placing the card twice on the lock as the case may be. This is, however, only possible if the server lock has been assigned to the workstation.

In the tab "Record of Working Time" you can evaluate and correct the working hours of your employees. In addition, in Back office/Data Export it is possible to save the working hours accounts of your employees as CSV files.
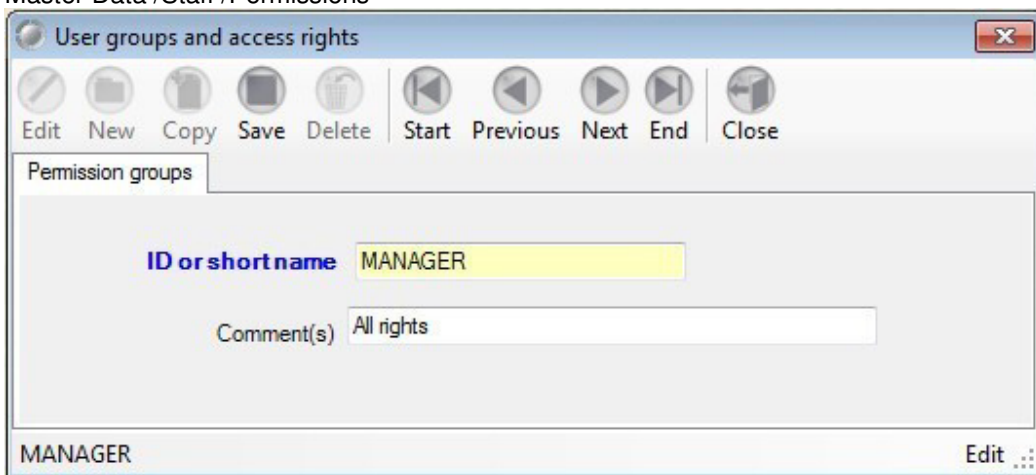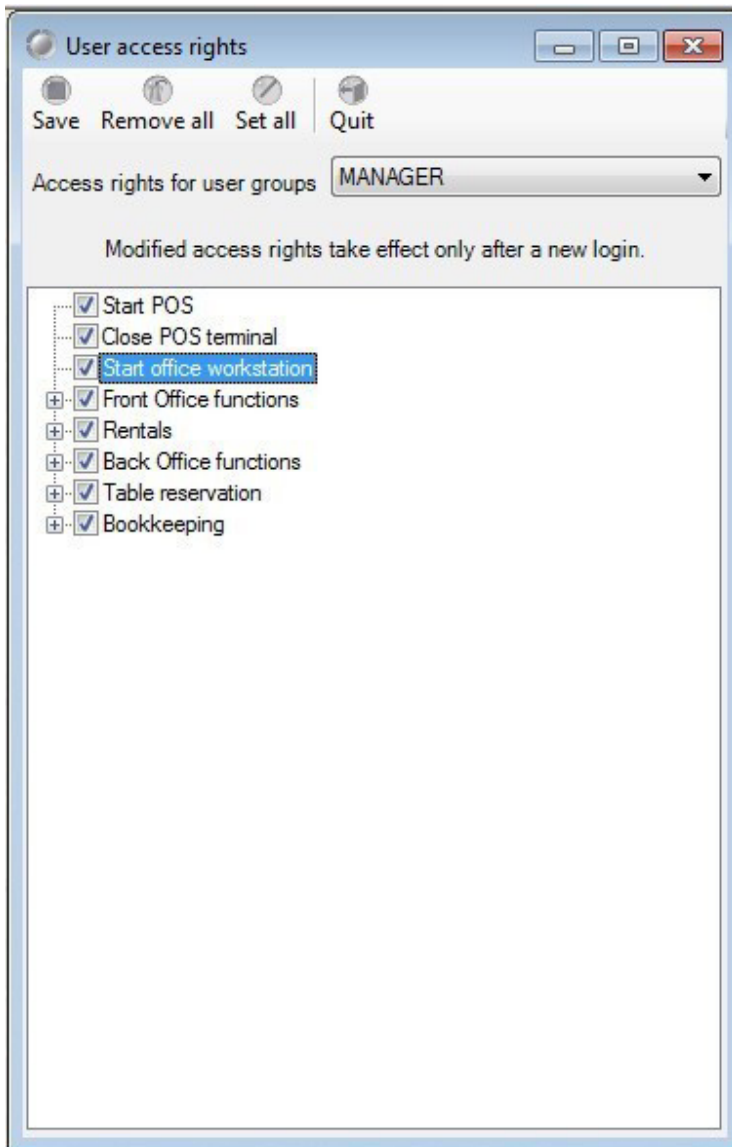
-o-

Master Data /Staff /Permissions

First of all, you should enter the different groups. Usually there are 2 groups, one for the manager and one for servers.

Various access rights can be awarded to the servers. Simply check the desired check boxes. If there is a + before a check box, then for this position there are additional rights that can be awarded. The Permission group can be assigned to a server in Master data/ Employees. By clicking on "Set all" you can assign the manager full authorization.

Important: Make sure that there is at **least one manager** with complete access rights. Otherwise it is possible that you could lock yourself out of the system and not be able to log on again.

-o-

Operating Records   Previous Top Next

Master Data / Staff / Operating Records
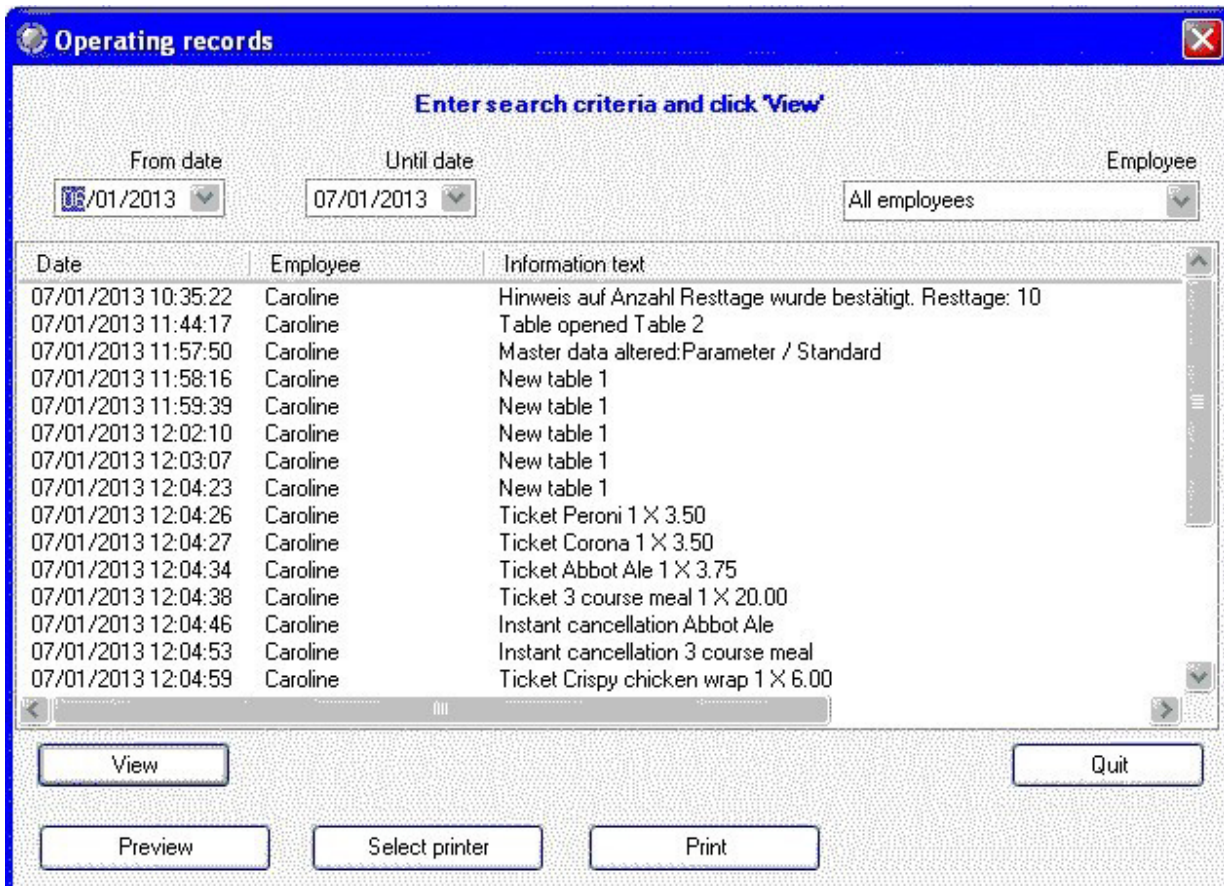
By looking at the operating record you can determine when someone has made changes in the system. The dates and times of the important changes are saved. The search for a specific date or server can easily be carried out.
All ticket processes will also be saved. These can be printed when required.

Operating records Number Four

Printing period 06/01/2013 - 07/01/2013

Page 1 For employees: All employees

Printing date 07 January 2013

Date	Employee	Promotion
07/01/2013 10:35:22	Caroline	Hinweis auf Anzahl Resttage wurde bestätigt. Resttage: 10
07/01/2013 11:44:17	Caroline	Table opened Table 2
07/01/2013 11:57:50	Caroline	Master data altered:Parameter / Standard
07/01/2013 11:58:16	Caroline	New table 1
07/01/2013 11:59:39	Caroline	New table 1
07/01/2013 12:02:10	Caroline	New table 1
07/01/2013 12:03:07	Caroline	New table 1
07/01/2013 12:04:23	Caroline	New table 1
07/01/2013 12:04:26	Caroline	Ticket Peroni 1 X 3.50
07/01/2013 12:04:27	Caroline	Ticket Corona 1 X 3.50
07/01/2013 12:04:34	Caroline	Ticket Abbot Ale 1 X 3.75
07/01/2013 12:04:38	Caroline	Ticket 3 course meal 1 X 20.00
07/01/2013 12:04:46	Caroline	Instant cancellation Abbot Ale
07/01/2013 12:04:53	Caroline	Instant cancellation 3 course meal
07/01/2013 12:04:59	Caroline	Ticket Crispy chicken wrap 1 X 6.00
07/01/2013 12:05:02	Caroline	Ticket Fish finger bap 1 X 6.00
07/01/2013 12:34:23	Caroline	Master data altered:Workstations / Terminal1
07/01/2013 12:34:36	Caroline	Table opened Table 1
07/01/2013 14:28:09	Caroline	Table opened Table 1
07/01/2013 14:31:48	Caroline	Item discount 5.00% Crispy chicken wrap
07/01/2013 14:44:48	Caroline	Table opened Table 1
07/01/2013 14:47:08	Caroline	Table opened Table 1
07/01/2013 15:38:15	Caroline	Master data created:Titel / Dr.

-o-

By going to Master Data/Staff you can get to the function Messages. There you can send any message you wish to any number of employees.

After the message has been sent, whenever one of the recipients logs on to the system, the message will be directly displayed and can then be confirmed by him.

Message 1 from 1 For employee Caroline

Created 08/01/2013 13:41:49 from Caroline

Test Message

This is a Test for the messaging system

| Quit | Print | Herewith I confirm that I have read the message. |
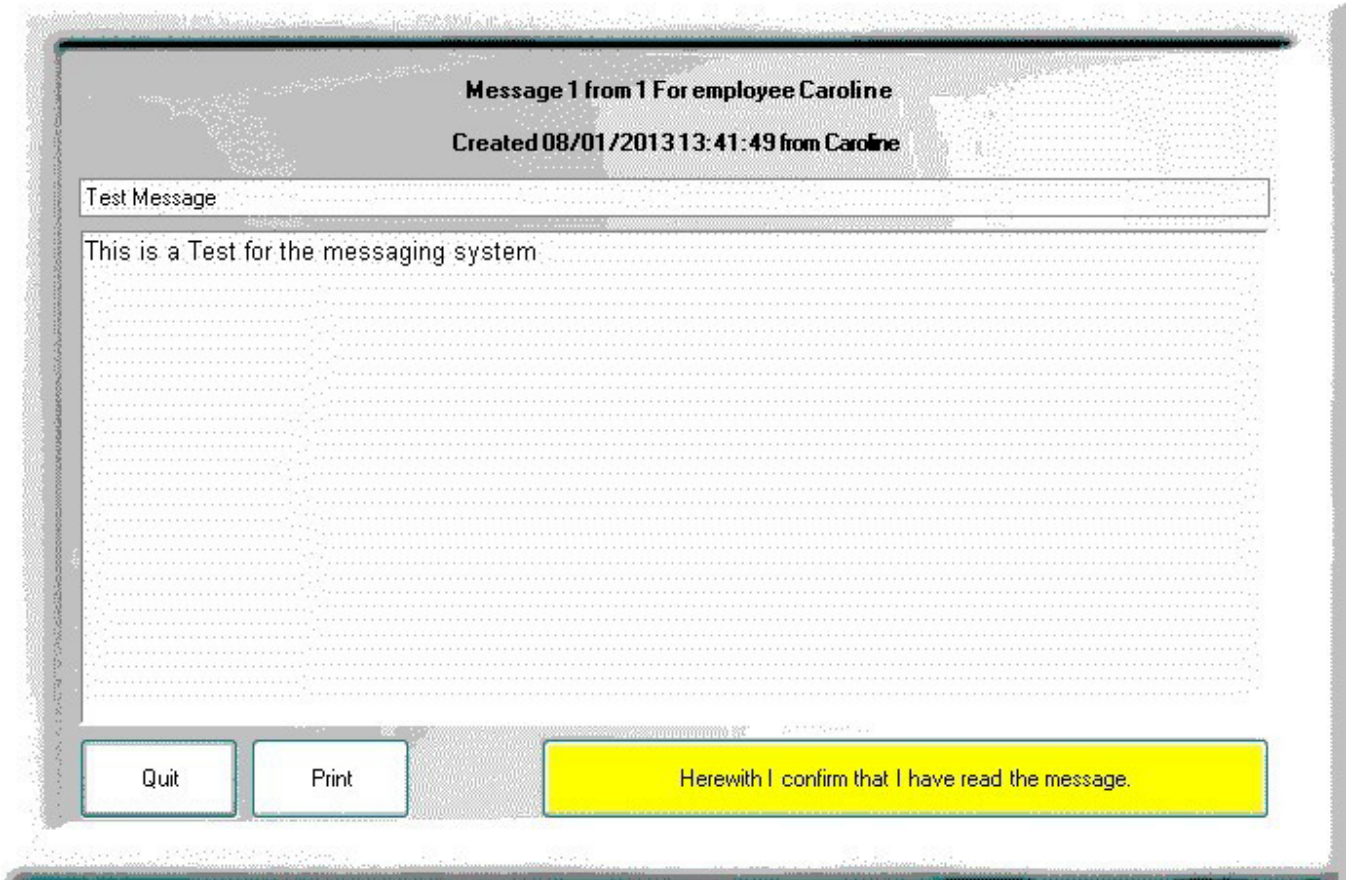
In Back Office it is, of course, possible to manage the messages and to take a look at the responses.

-o-
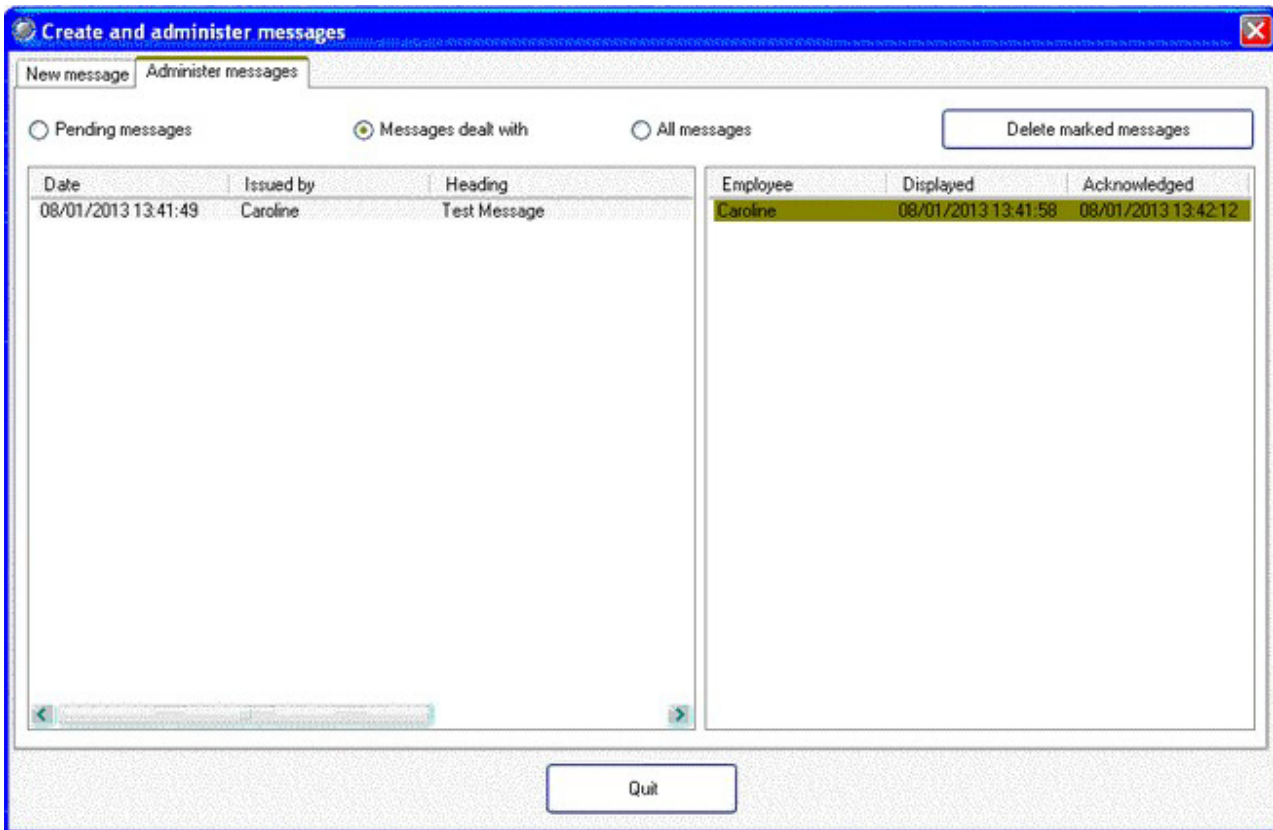
You can find Server activities by going to Master Data/Staff.

There you can get an overview of your employees. It is possible to view comparisons between employees as well as comparisons between dates.

Evaluation of server activities

Evaluation for this server: Caroline

Start evaluation

Evaluation period: Working day: 05/12/2012

☐ Compare

Activities

First ticket	03/01/2013 13:41:19
Last ticket	07/01/2013 12:05:02
Active time	94 Hours 23 Minutes
Number of tickets	23
Number of items	69
Total ticketed turnover	£287.77
Number of cancellations	1
Sum of cancellations	£4.00
Turnover	£283.77
Number of tables waited on	17
Number of persons	0

Average value

Time between tickets	4 Hours 06 Minutes
Length of stay of guests	2 Hours 44 Minutes
Number of persons per table	0.00
New occupancy of table	3.40

Print

The evaluation is based exclusively on tickets with the selected working date.

Quit

Please note that the data seen on this screenshot are simply test data and therefore time and date entries seem distorted.

-o-

In Back office in Master data /Staff you can enter external employees.   These are employees that receive only a commission for their work. The amount of commission they receive can be entered in the individual items.
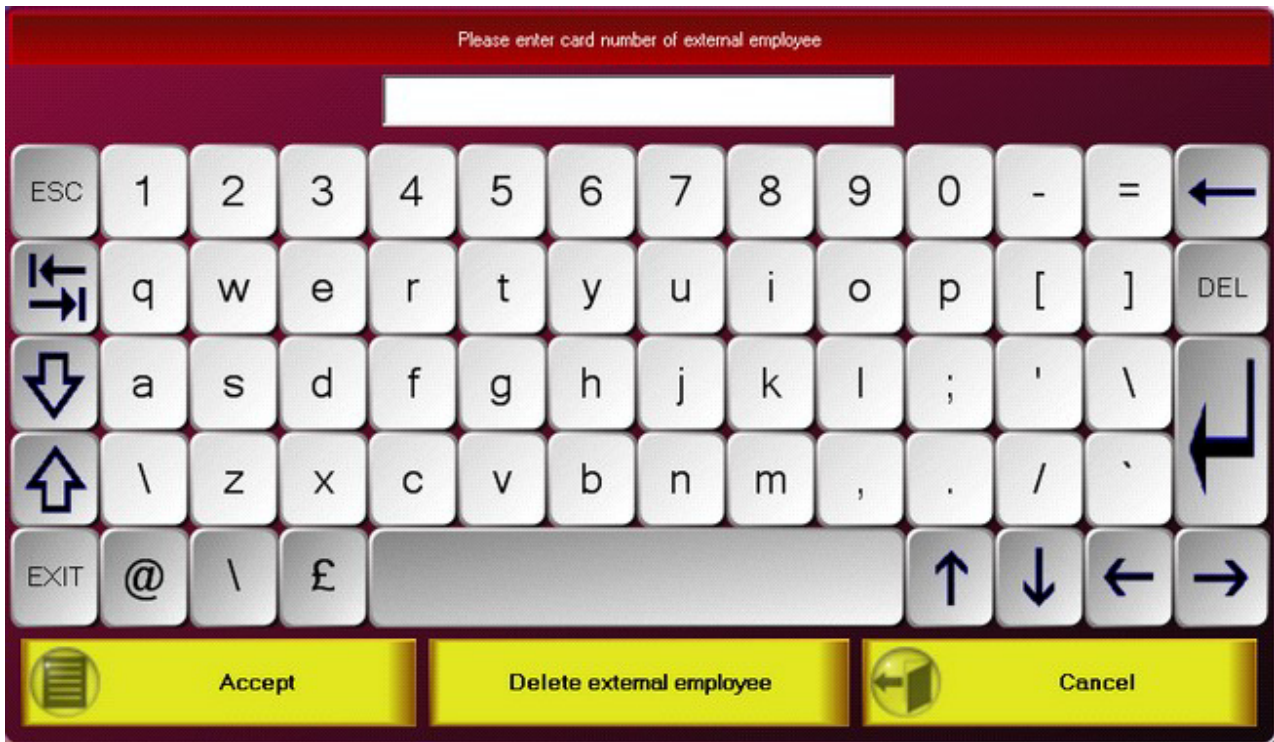
As soon as an external employee is entered in the system, the new function will appear in the front display under "Tables". There it will say: " Assign table to external employee".

After clicking on this button a window will open

The external employee can then log in by entering his card number (previously entered in Back office) or by entering his employee ID code.   The name of the external employee will then be displayed on the top of the front office table display.

Client number: 1 Working date: 28/02/2014 User: HB   Total: £69.70 External employee: 1

As soon as the table is settled the commission will be calculated.

A list of all commissions will be printed with the end of day close out.

In addition, in back office it is possible to display and also print an overview of the commissions of each external employee.

External employee

Edit | New | Copy | Save | Delete | Start | Previous | Next | End | Close

External employee | Overview

BillNo.	Date	Commission
1 (£0.39)		
4	28/02/2014	£0.00
5	28/02/2014	£0.39

Time period

From 24/02/2014

Until 04/03/2014

Selection external employee

1

View

Print

Total commission £0.39

1

View

-o-

Item Data

Item data / Item

In the item data sheet you can enter the items and select the different settings for each one. When selecting an item number you should leave enough space between the different groups of products, so that you can later add new items without any problem. If you have more than 100 items, you should divide them into categories and sub-groups.

Item number: The item number is mandatory and must have 6 digits.
Categories / Sub-groups: Assign the item to the proper product group.
Invoice text: Item description
Additional selections of invoice text: For example when you sell different sizes of a beverage
Ticket text: Only necessary if different from the invoice text.
EAN - Code: Only necessary if you work with a bar code reader.

Sales price: Item price. If no sales price is entered, then when the item is booked a price query will open.
Purchase value: The purchase price can be given as an amount or as a % of the sales price.
V.A.T. Key: The VAT rates required in your country should be entered here.
Ticket printer: Select the ticket printer that should be used to print the item ticket, e.g. kitchen or bar. For kitchen items, the printing of a dispatch ticket for single items can be activated. For dispatch tickets a single ticket for each item can be printed.
Assign picture: You can assign a picture in graphic form to every item. This picture will be seen in the touch layout. The more pictures you assign the slower the POS system will become. If you do assign an image, you can then decide if both image and text should be displayed. By connecting a camera you can also create new images.
Dispatch ticket printing: Here you can select for each item individual settings for dispatch ticket printing

Button text for mobile: Here you can enter a different text for the button of the mobile device. Bill texts are often too long to be seen completely on the buttons of the mobile device
Assign item assembly kit: Here you can assign to the item an assembly kit. When you book the item the assembly kit will open
Assign ticket/label layout: .Here you can assign to the item specific printing layouts
item is reference item: Before creating rental items it is necessary to have a reference item.
.

Item as additional item: If the item is an additional item, it can be booked in POS as a supplement to main courses or as a topping for a pizza (if there is a price change) by using the button additional item.

Item can only be ticketed as an additional item: The item can only be selected as a supplement to another item.

Item discount: The item can be discounted. If for example you give a table a 10% discount, the discount will be applied only to items that are discountable.

Key item in kitchen monitor: The item will be highlighted on the monitor. With this function you can display, for example, key items separately from side dishes, etc.

Tax rate for take-out orders: With take-out orders the item has a different VAT rate.

Billing of item without price: The item can be billed even though a price has not been assigned to it.

Fixed price: The item has an unalterable fixed price. This price cannot be changed by using the POS function "Change price".

Item starts set menu: When this item is booked the set menu assigned to it will be started

Additional printer for ticket copies: A ticket copy can be printed at, at least, 3 other stations.

The item is not blocked: The item is available and can be ticketed in POS

The item is blocked on the display: The item can only be booked by using the item number. It is not visible on the touch layout.

The item is completely blocked: This alternative is to be used, for example, for seasonal items (asparagus) It is not necessary to enter the item every year in the system. Off-season the item cannot be booked.

Volume - weight item: if, for example, you sell food items according to weight, then you should enter here the base quantity (Carp 100g). The sales price will then be based on this base quantity. If you check the checkbox "Enquire the quantity and calculate price" then when booking the item a query will appear asking about the quantity. The sales price will then be calculated.

Invoice/bill text in foreign language: If your establishment is located close to another country or if for example you have a lot of Italian customers, you can enter your item texts in other languages. When you print the bill you can then select the language you want. (This function has to be previously activated in Master data/Company data, Settings)

Age limit by sales: The sale of the item is only permitted to persons above a certain age. Here you can enter this age. When the item is booked a query window for age confirmation will open.

Preparation time in minutes; Here you can enter the preparation time that the item requires. This is helpful if the item preparation requires more or less time than the usual.

Commission external employees: Here you can enter the commission that an external employee should receive for this specific item.

Sorting on the display monitor: Determine the position of the item on the touch layout. Usually sorting takes place according to the item number. If you want to sort your items differently, then here you can determine the order. Items with higher values will appear first.

Portion price: If for an item you have activated small and large portions then you should enter the purchase and sales price for each portion size.

Stock monitoring: This function is not meant for inventory control but for the daily monitoring of an item. (For example for a cake with 12 pieces) It is also ideal for promotion items.

Deposit item: Here you can assign a deposit item to an item. The deposit item will be automatically charged when the item is booked.

Server commission: Servers can receive commissions for specific items. The commission can be entered as an amount or as a %.

By certain articles it is possible to activate a mandatory server query (cooking degree of a rump steak, types of ice-cream, side orders for certain dishes) With additional texts it is also possible to transfer negative changes in price. Stock monitoring will not be carried out for additional texts.

Simply determine if for an item all the additional texts apply or only specific ones make sense. Selection of a single additional text for an item is the preferred option since the booking process is finished immediately after tapping the item.

The difference between additional texts and additional items is that with additional items the price changes and there is a change in inventory. If for example a salad or a side order of French fries or roasted potatoes is selected, then the price of the main dish changes as well as the available stock of the additional item. An additional advantage is that with main courses, side dishes will not be forgotten. By entering the minimum number of additional articles needed to be booked you can set up a mandatory booking.

Item

Edit | New | Copy | Save | Delete | Start | Previous | Next | End | Search | Close

Item | Parameters | Additional parameters | Portion price | Additional text | Additional item | Future price | Statistics | Merchan ◄ ►

When the indicated date of change is reached, the future price will be transferred to the price field of the item and then put back to 0.

Future price from: **01/03/2014**   The date of the next price change can be entered in 'Company data'

Present sales price	£2.50	Present purchase price	0.00	£
New sale price	£2.75	New purchase price	0.00	£

Price for size

Present sales price	£2.00	Present purchase price	0.00	£
New small size sales price	£2.20	New small size purchase price	0.00	£
Present sales price	£3.00	Present purchase price	0.00	£
New large size sale price	3.30	New large size purchase price	0.00	£

Employee commission

Current employee commission	0.00	£	☐ As % of sale price
New employee commission	0.00	£	☐ As % of sale price

300 Coca Cola   Edit

Manage in advance your new price lists. Prepare yourself in advance for the change to a new menu. You can assign new sales and purchase prices ahead of time, also for large and small portions. On the chosen date a query will be displayed and then the old prices will be automatically replaced with the new prices.

Sales statistics for the specific items

Here the inventory for the item can be monitored.

Item is recipe item: This item is to be used only in recipes. It cannot be individually ticketed.
Take inventory of this item: For this item inventory of stock should be carried out
The item should be broken up according to its recipe ingredients: See below
Return of goods when item is cancelled: After the item is cancelled, its amount will be returned to the stock
Sale and order units: Here you can enter the different sale and order units as well as the conversion factor.
(Example:, sale of 0,5 liter jug per 50 liter beer keg - Sales units: **Jug**, order units: **Keg**, Sales units per order unit:**100**)
Stock: Current stock in sale units
Maximum stock: Amount of order units that should be in stock. When placing an order this amount should be reached.
Reorder level: The item will appear on the reorder list when the stock in order units falls below this amount.
No sale: If there is insufficient stock a message will appear when the item is booked and the sale of the item will no longer be possible.

Here is an example of an item that is broken up according to its recipe ingredients. All ingredients in the recipe are displayed on the left side. By clicking on them you can add them to the recipe and you can enter the units and amounts needed.

-o-

Item Table   Previous Top Next

Item Data / Item Table
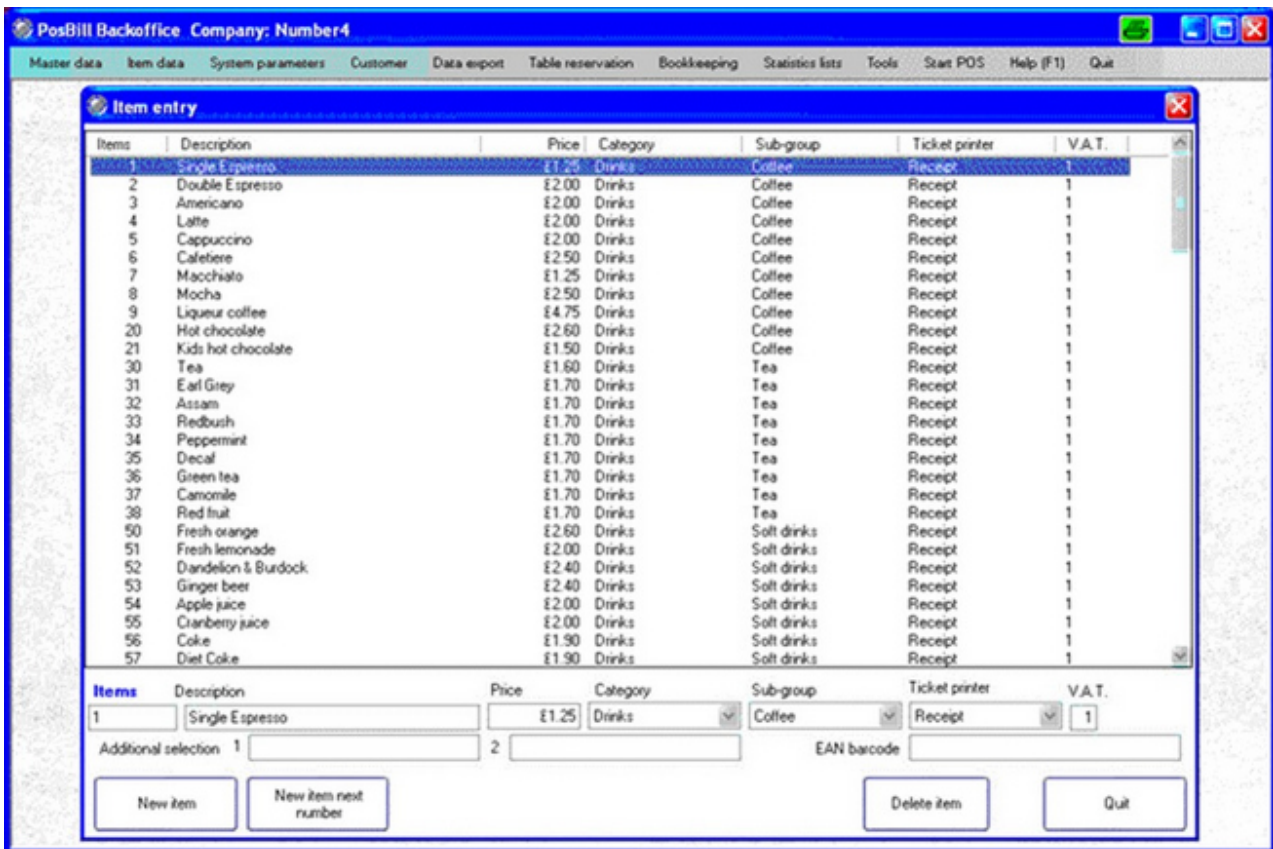
The item table is to be used for the quick entry of items. Here you can quickly enter the most important information pertaining to an item. Select the V.A.T. rate applicable in your country. If possible always assign the items to a category and sub-group.

To add items simply select an existing item and click on the button "New item, next number"

-o-

Sorting of Items	Previous Top Next

Here you can easily change the order of the items on the display.

-o-

Comprehensive Item Changes	Previous Top Next

Item data / Comprehensive item changes

You have surely been often enough annoyed at having to increase each of your item prices individually by 5% or at having to change all the items one by one to discountable. With the PosBill function for comprehensive item changes you can make these changes all at once.

You have a variety of possibilities. You can not only increase or decrease item prices by a specific percentage but you can also carry out changes on only specific categories or sub-groups or on specific price lists. It is also possible to give a 10% discount to the Happy-Hour or to an event. In addition, amounts can be rounded- off to 1, 5, 10 or 100 cents so that on the invoice they appear properly.

Do you want all items to have a fixed price and that employees cannot change this price? This also does not present a problem. Simply place a check on "Fixed price for all items".

-o-

Deposit Items	Previous Top Next

Item Data / Deposit Item

Enter your deposit items. If you want to know how many deposit items you have sold during a certain period of time, you can create a category for deposits. All deposit items already available in the system are indicated in the window below on the right.

Item for deposit calculation

Edit | New | Copy | Save | Delete | Start | Previous | Next | End | Close

Deposit item

A deposit item can be asigned to a regular item. The deposit amount will be automatically added to the regular item.

Item number 1001

Category: Deposit item

Sub-group:

Invoice text: Deposit 0.25

Deposit price: £0.25

V.A.T. Key: 1 = 19 %

Available deposit items

1002
1001

1001

Edit

In Item data/Item/Portion price you can assign a deposit item to an item. Then when the item is ticketed the deposit will be automatically added to the price.

-o-

Item data / Create menu

The function Create menu covers a variety of possibilities. When an item is ordered, e.g., a breakfast, additional tickets can be printed at various stations. The ticket for the egg can be printed in the kitchen, with the notice that it is for a breakfast order or an additional ticket can be printed for the coffee at the bar. Decide whether an item should be entered with or without surcharge and whether it should be entered as an additional item. In this case it would appear on the guest'sbill
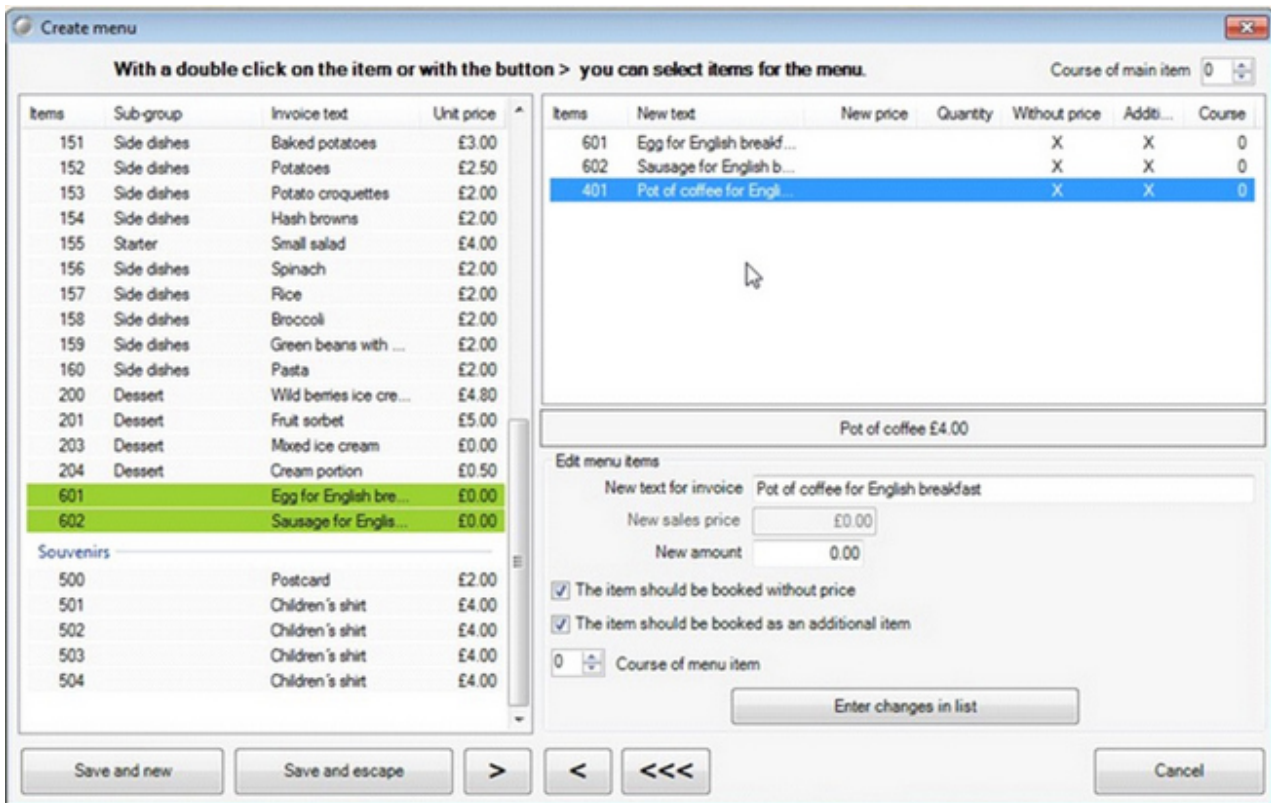
As you can see the additional items are linked to the main item (here the English breakfast) and in this case they are booked without a price.

-o-

If you wish you may create set menus. In these menus you can define multiple item queries.
In order to understand this function better, please take a look at the following example:
The first step is to create the basic menu. Here we will call it "Combi menu"

Alternative base price: Here you can enter a price in case the basic menu has a different price than that of the items assigned to it.
Enter in the list By clicking here the menu is entered in the system.

You can create sub- item groups for the main menu. To each of these sub- item groups you can assign individual items.

You can also assign additional texts with or without price change to the different items. Here you can also determine the number of additional texts that are permitted.
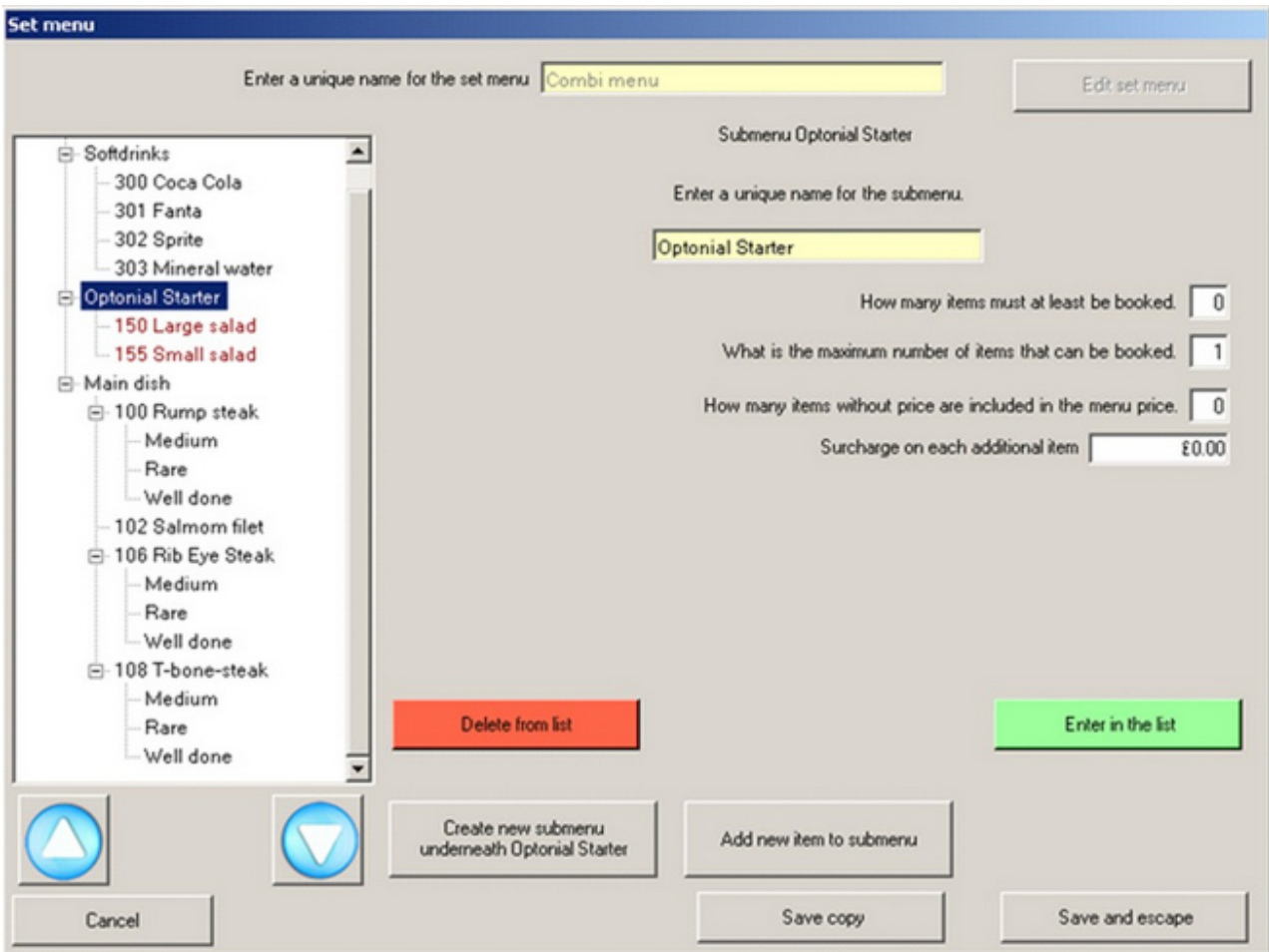
You can also include optional groups. Items and texts that influence the price will appear in red.

With the arrow keys you can change the position of the individual menu sub-groups. The order you select here will appear in the front and will be used to take a customer's order.

Total £15.00	Enter items for subgroup Softdrinks. Select at least 1, maximum 1 items.

Combi menu
Softdrinks
Optional Starter
Main dish
Side dishes

Item	Description	Price	

Coca-Cola   Fanta

Sprite   Mineral water

Cancel
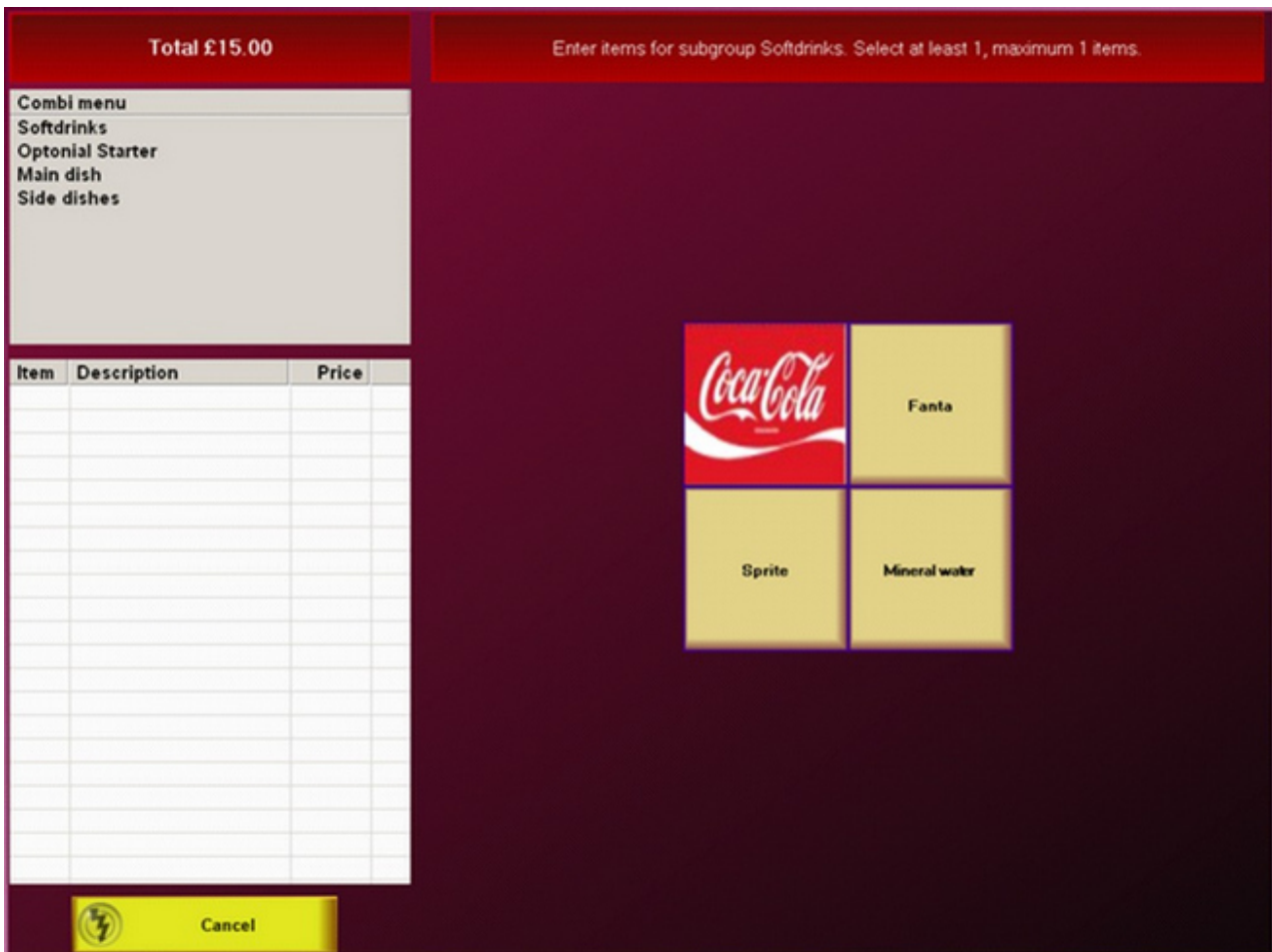
The set menu will be started when items assigned to it are booked. On the top toolbar information pertaining to the selected sub-group will be displayed.

You can change to the next sub-group by using the continue key. This permits you to skip optional menu items and quantities.

Booked 0 from a maximum of 1 ---> Continue

The ordered menu will appear on the display as follows:

🟡	Rice	£0.00
🟡	Rump steak	£0.00
	Medium	
🟡	Coca Cola	£0.00
🟨	Combi menu	£15.00

-o-

Item Data/ Categories

The different types of product groups are organized in categories. Soft drinks, warm drinks and wine all belong to the category beverages. The usual categories are beverages, food, non food and if desired also spirits. How easy it is to find an item depends on its assignation to a category and sub-group. For this reason it is extremely important to plan your categories and sub-groups well from the beginning. This allows a server to find an item without any problem. There should not be more than a maximum of 60 items in a sub-group.

The order in which categories appear on the display can also be determined here.

Here too you can enter the ticket printer corresponding to a category. The ticket printer will then be automatically suggested when an item is created in this category. A dispatch ticket printer for a category can also be activated and by clicking on the "Mandatory dispatch ticket setting" it can be assigned to all the items in this category already entered.
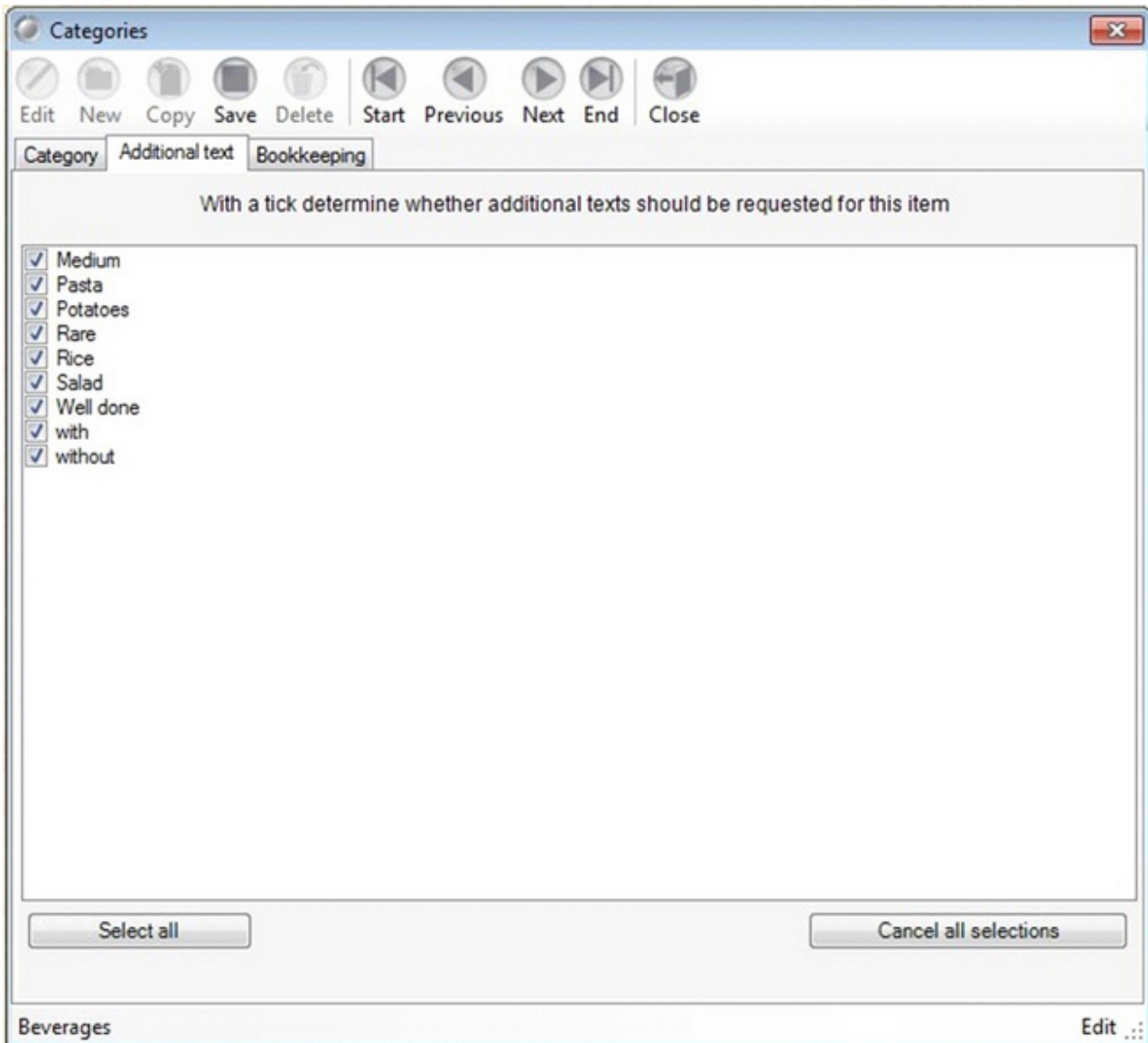
Select the additional texts that are meaningful for this category. For example the selection of side orders or degree of cooking for beverages does not make much sense.
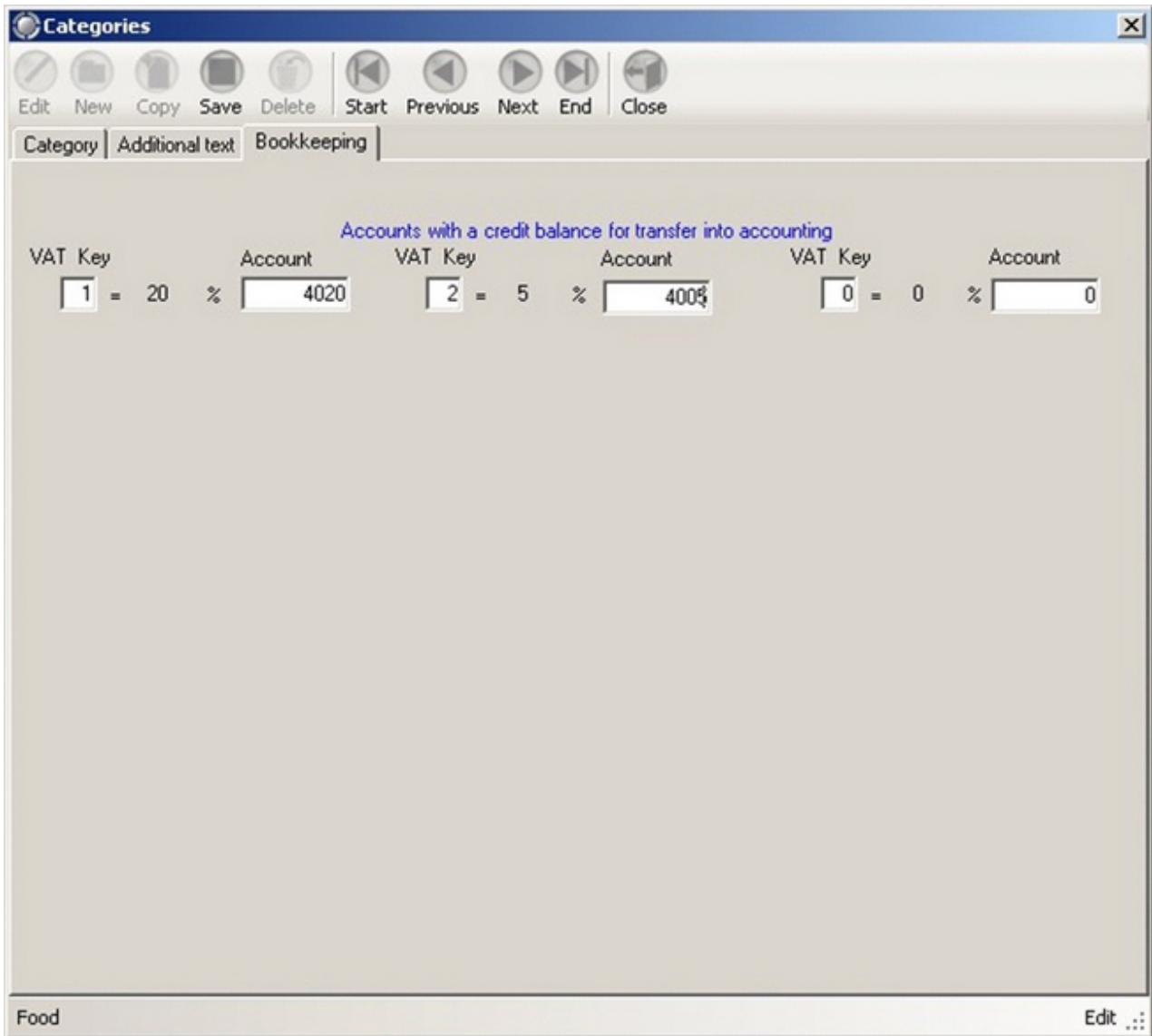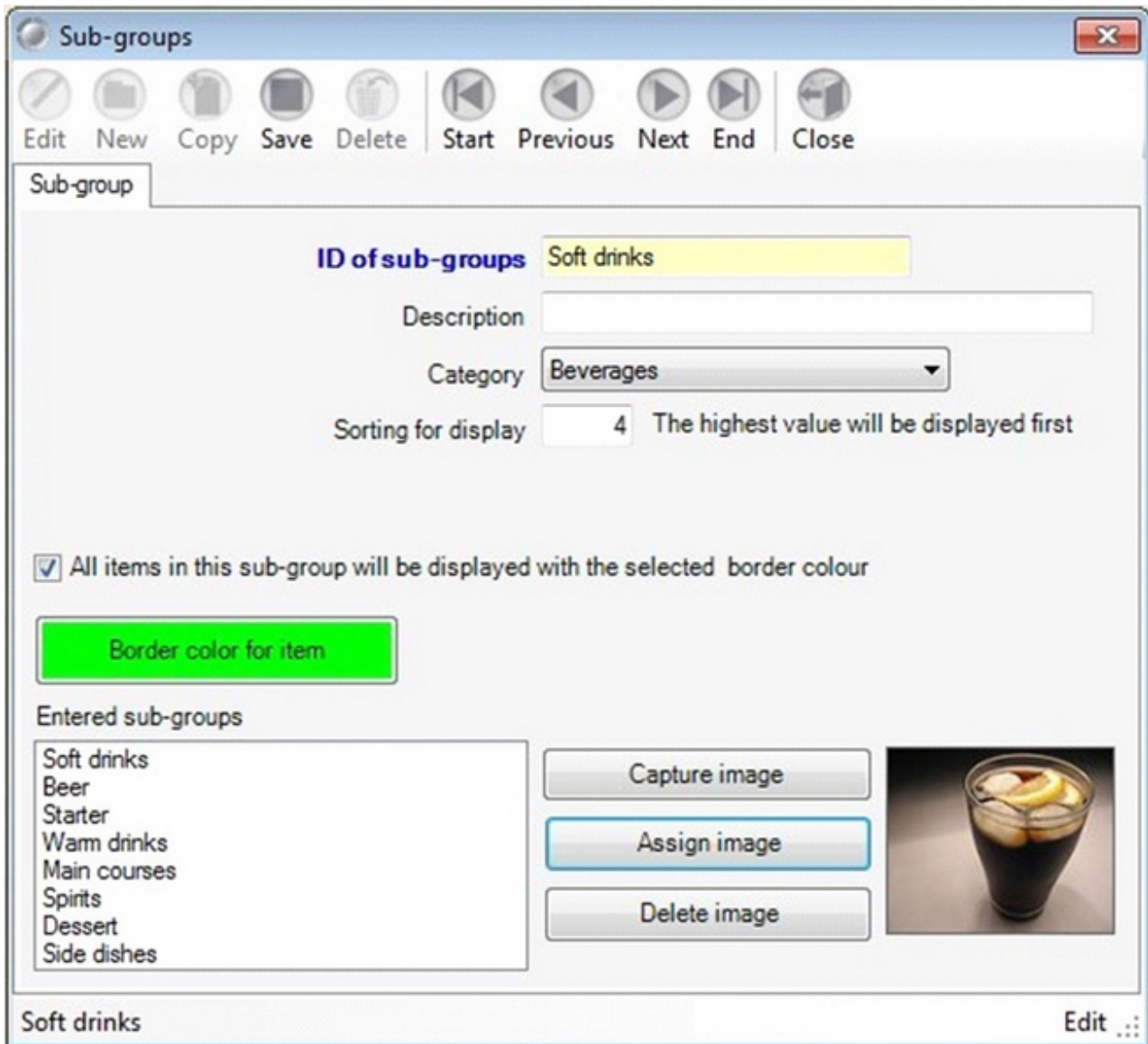
In this mask you can predefine the accounts with a credit balance for exporting

-o-

Sub-Groups	Previous Top Next

Item Data / Sub-groups

Create the sub-groups that correspond to the categories. Soft drinks, wine for beverages. How easy it is to find an item depends on its allocation to a category and sub-group. Because of this it is of extreme importance to plan your categories and sub-groups properly from the beginning. This way a server has no difficulty in finding the different items. Each sub-group should have no more than a maximum of 60 items.

In order to identify items more easily in the POS layout for fast selling items, you can provide the items of a sub-group with a frame colour. All items in this sub-group will then have identical frames.

-o-

Item Assembly Kit   Previous Top Next

Operating instructions for the PosBill item assembly kit editor

With the help of the editor an assembly kit can be created or altered. The basic principle of an assembly kit is very simple. In the middle you find the items or the different price options that exist for an item.   The additional texts and additional items which from now on will be referred to as additions are found arranged around the items.
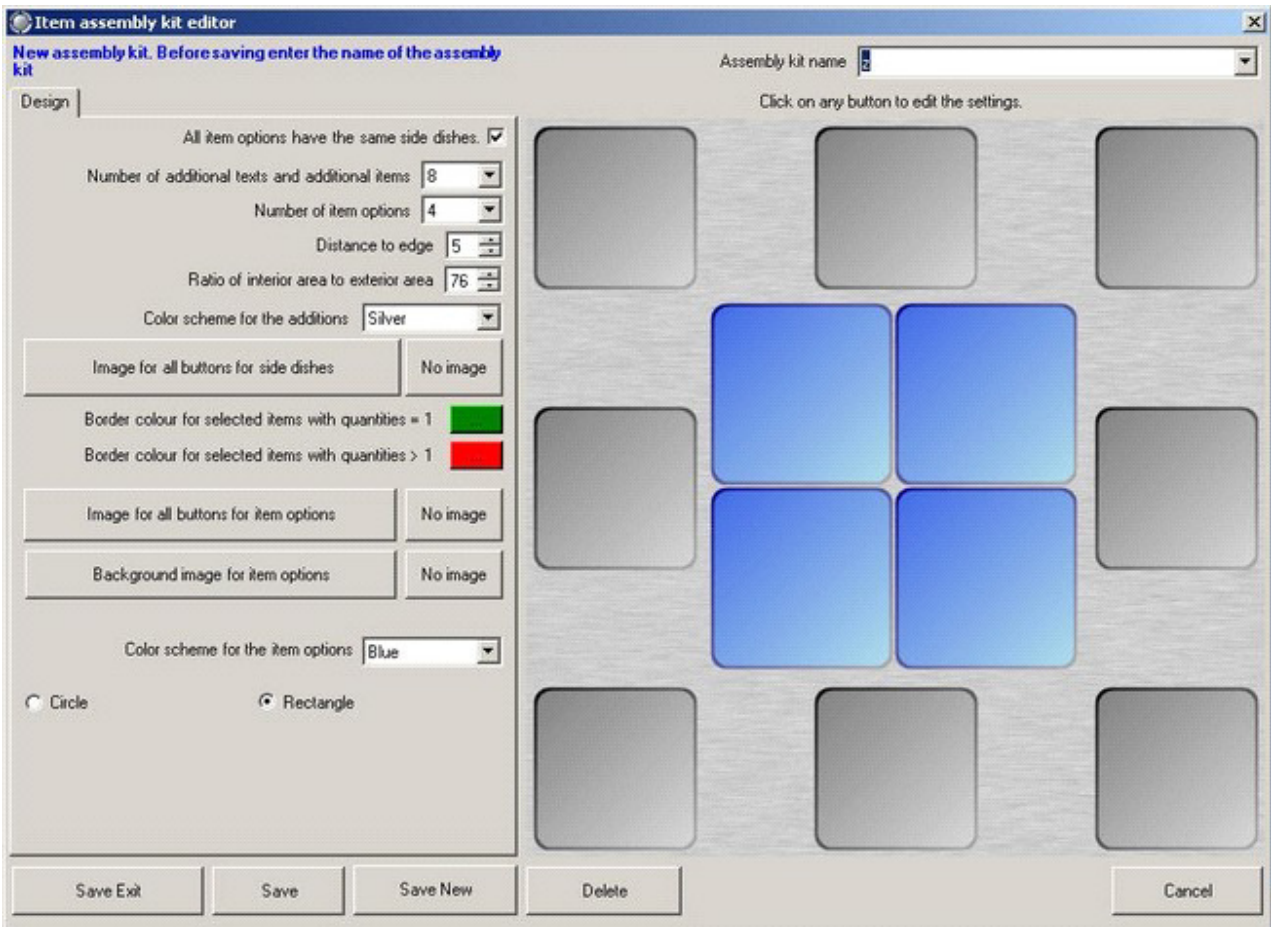
It is possible to display between one and nine items. The number of the additions lies between 4 and 28 in the following steps: 4, 8 12,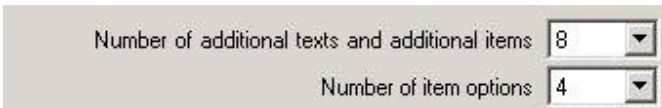 16 20, 24, 28. Should the desired number of additions lie between two possible values, the next higher value should be selected. The unnecessary buttons can then be made invisible. How this is done will be shown later.

Here are two examples of the most extreme settings possible: 1 item 4 additions and 9 items 28 additions
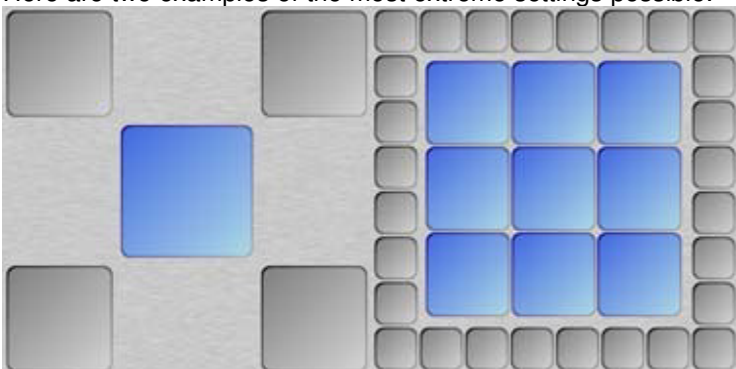
To a certain extent you can determine the size relationship of the item buttons to the addition buttons. Settings that are not possible will be ignored to prevent the buttons from overlapping.
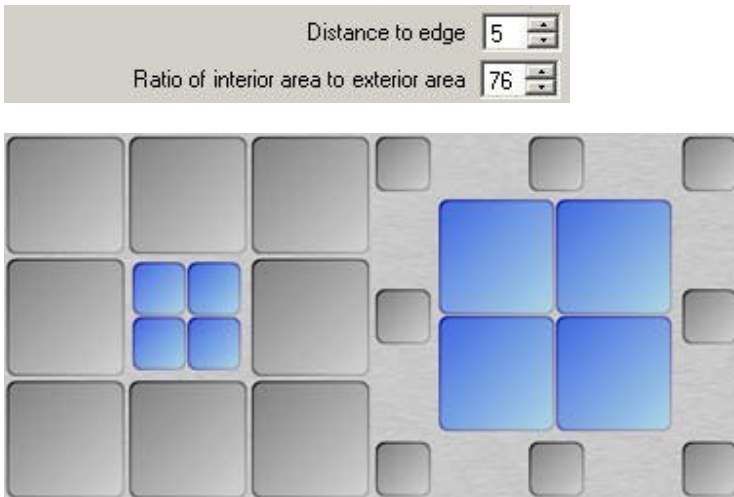
Before you start setting up an assembly kit, you have to decide whether all items should have the same additions or whether each item should have its own individual ones. This would be the case if the prices of the additions are different for one or more items or if for the different items there are different additions.
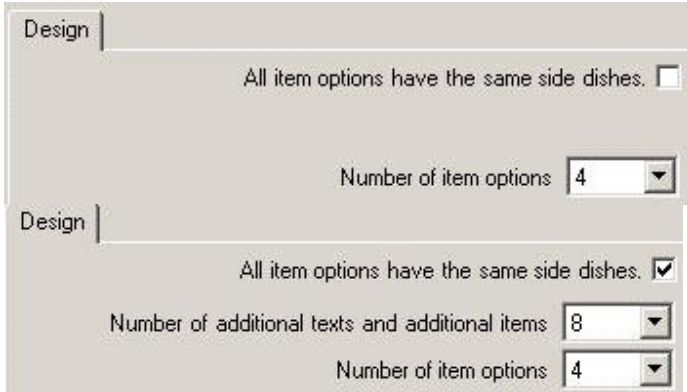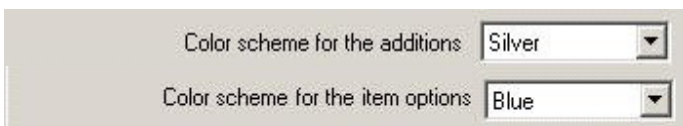

If the check is removed from the check box **"All item options have the same side dishes"** then the settings for **"Number of additional texts and additional items"** will be carried out in the tab for item settings
The next step is to determine the appearance of the buttons.   By using the different selection fields for the color scheme the color of the buttons can be set.

The following color schemes are available: Silver, blue, red, brown, yellow, and green.

You can also add images to your buttons. With the buttons "Image for this button" you can load the image on a button. Posbill already contains a small selection of images. With the button   "No image" you can remove an already selected image. In the tabs for Item and Additions you can select individual images for each button. If you use images for the buttons, the selected colour scheme will be disregarded
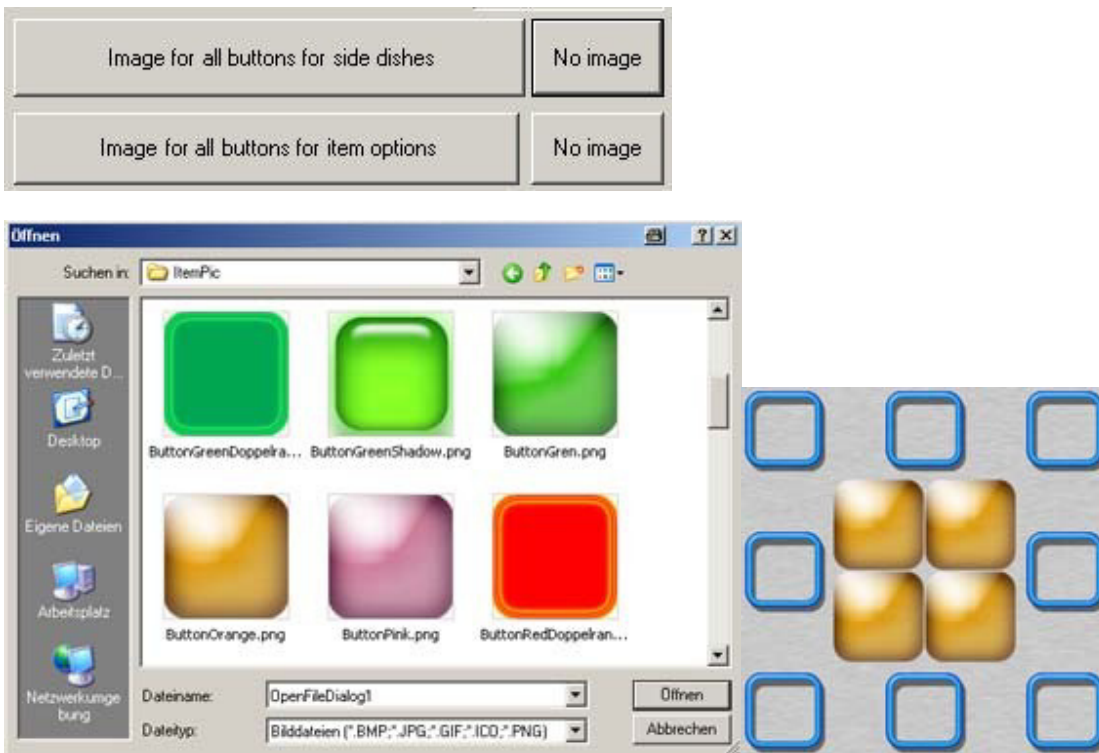
After clicking on the button "Image for button", a dialog box opens up. Here you can select the image you want. When selecting an image you should make sure that the size of the image corresponds to the button size. Although very large images will be adjusted to fit the button, they require a long calculating and loading time which in turn can slow down the operation of the POS System. Images that are originally not square in shape will appear distorted. The ideal image size lies between 50 x 50 and 100 x 100 Pixel in PNG format. Once you accept an image it will be displayed immediately on the corresponding button.
The result could, for example, look like this.

Designing the buttons individually is not only done for reasons of personal taste but it also has a practical reason. By making several buttons alike in appearance you can then designate them to a specific group, but more about this later.
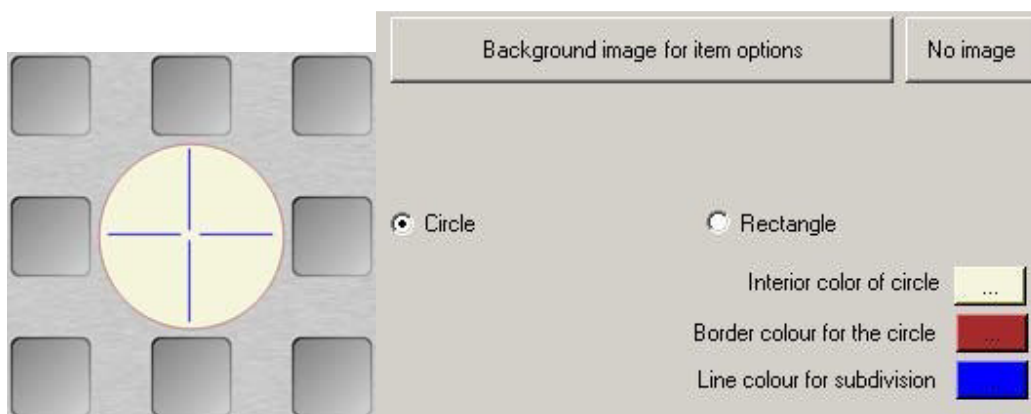
You have further design possibilities for the center item area. You can either enter an image for the entire background area or you can change the shape of this area and make it circular. In this case the color scheme that you may have previously selected will be overwritten. With the buttons for color selection you can select the colors for the different parts of the circle .It is also possible to have a combination of a circular image and a

background image. Your goal in designing an assembly kit should not be that of making a nice, colorful design. Instead you should try to create an assembly kit that is easy to understand and allows for fast operation. Servers should be provided with a clear depiction of all the items and additions that can be selected.

Here you can see three examples of different layouts, with different settings.

Baked potatoes 3,00 €	Potatoes 2,00 €	Potato croquettes 2,00 €	Rice 2,00 €	Hash browns 2,00 €
Medium	Rump steak 14,90 €	Rib Eye Steak 14,90 €		Herbal butter
Rare				Steak sauce
Well done	Filet Mignon 15,90 €	T-bone-steak 16,00 €		Pepper sauce
Small salad 4,00 €	Large salad 7,80 €	Broccoli 2,00 €	Green beans with bacon 2,00 €	Spinach 2,00 €

Vanilla 1,00 €	Chocolate 1,00 €	Strawberry 1,00 €	Pistachio 1,00 €
Stracciatella 1,00 €	Cone one scoop	Cone two scoops	Cherry 1,00 €
Woodruff 1,00 €	Cone three scoops	Cone four scoops	Yoghurt 1,00 €
Marzipan 1,00 €	Rum 1,00 €	Hazelnut 1,00 €	Cream portion 0,50 €

Vanilla 1,00 €	Chocolate 1,00 €	Strawberry 1,00 €	Pistachio 1,00 €
Stracciatella 1,00 €	Cone one scoop	Cone two scoops	Cherry 1,00 €
Woodruff 1,00 €	Cone three scoops	Cone four scoops	Yoghurt 1,00 €
Marzipan 1,00 €	Rum 1,00 €	Hazelnut 1,00 €	Cream portion 0,50 €

Design | Item

Text

[   ]

0 [±] Course   Price [   ]

The price should not be displayed! □

[Image for this button]   [No image]

[Font colour for this button]

Minimum number of additional texts or additional items [0 ±]
that must be booked.

Maximum number of additional texts or additional items [0 ±]
that can be booked.

Alternative item ☑

Alternative item
    Item number [   ]   [Search]
    Unit price [   ]

Invoice text
[   ]

We have already said enough about the general design of the item assembly kit. Let us now take a look at the possible settings for items and more specifically at the price options for an item. Clicking on one of the items on the item image opens up the tab for the item settings. First you have to decide if the item assembly kit should be assigned later to a specific item and here only different texts and prices should be selected or if for a specific button an already existing item from the item registry should be selected. If you decide to select the option different prices then you should enter in the text field a fitting text and in the price field the desired sales price. If you want to prevent the price from appearing on the item button then you should check the checkbox **„The price should not be displayed".** The buttons *"image for this button"* and **„No image"** function in the same manner that was previously explained. With the difference that in this case the image only applies to this one item.

Item search

| Item number | 100 | | Category | All categories ▼ |
| Invoice/Bill text | | | EAN barcode | |

Item	Sub-group	Invoice/Bill text	Unit price	Unit price
Beverages				
300	Soft drinks	Coca Cola		£2.50
301	Soft drinks	Fanta		£2.50
302	Soft drinks	Sprite		£2.50
303	Soft drinks	Mineral water		£2.50
330	Beer	Becks		£2.00
331	Beer	Guinness		£4.00
350	Spirits	Brandy		£2.00
351	Spirits	Cognac		£2.00
400	Warm drinks	Cup of coffee		£2.00
401	Warm drinks	Pot of coffee		£4.00
402	Warm drinks	Cup of tea		£4.00
403	Warm drinks	Latte Macchiato		£3.00
Food				
100	Main courses	Rump steak		£14.90
101	Main courses	Tenderloin		£9.80
102	Main courses	Salmom filet		£9.80
106	Main courses	Rib Eye Steak		£14.90
107	Main courses	Filet Mignon		£15.90
108	Main courses	T-bone-steak		£16.00
111	Main courses	Pizza assembly kit		£0.00
112	Main courses	Types of steak		£0.00

| Accept | New search | Only single selection possible | Cancel |

If the item button is to be assigned to an already existing item, then the checkbox „**Alternative item**" should be checked. New fields then appear in the item register. With The button „**Search**" you can open the Item search window and select the desired item. The item data will then be automatically transferred to the corresponding fields and can then be changed as desired. Later when operating the POS terminal a click on this button will cause this item to be booked and not the item that was originally assigned to the item assembly kit. This makes it possible to assign the assembly kit to a subgroup instead of to an item. Only item assembly kits that have their own items can be assigned to a subgroup.

By using the settings **"Minimum number"** and "**Maximum number"** you can determine the minimum and maximum number of additions that can be selected for an item.

After settings have been selected for all the item buttons, you can now proceed with the settings for the additional texts and additional items. A click on one of the buttons for additions opens the tab Additions. The button that has been activated can be recognized by its colored outline. The method of proceeding here is the

same as by the Item settings. Here you can also decide if only a text should be assigned to the button or if an already existing item should be assigned. The difference here is that also an additional text can have an influence on the item price. With the additional settings you can control fairly well the process of ringing or tallying up items later at the POS terminal. This minimizes errors and speeds up considerably the ringing up of items.

If you have more addition buttons than the number you need, you can make them invisible here by clicking on „the button should remain invisible. Invisible buttons will continue to be seen in the editor with a white outline. On the POS terminal however they are invisible.
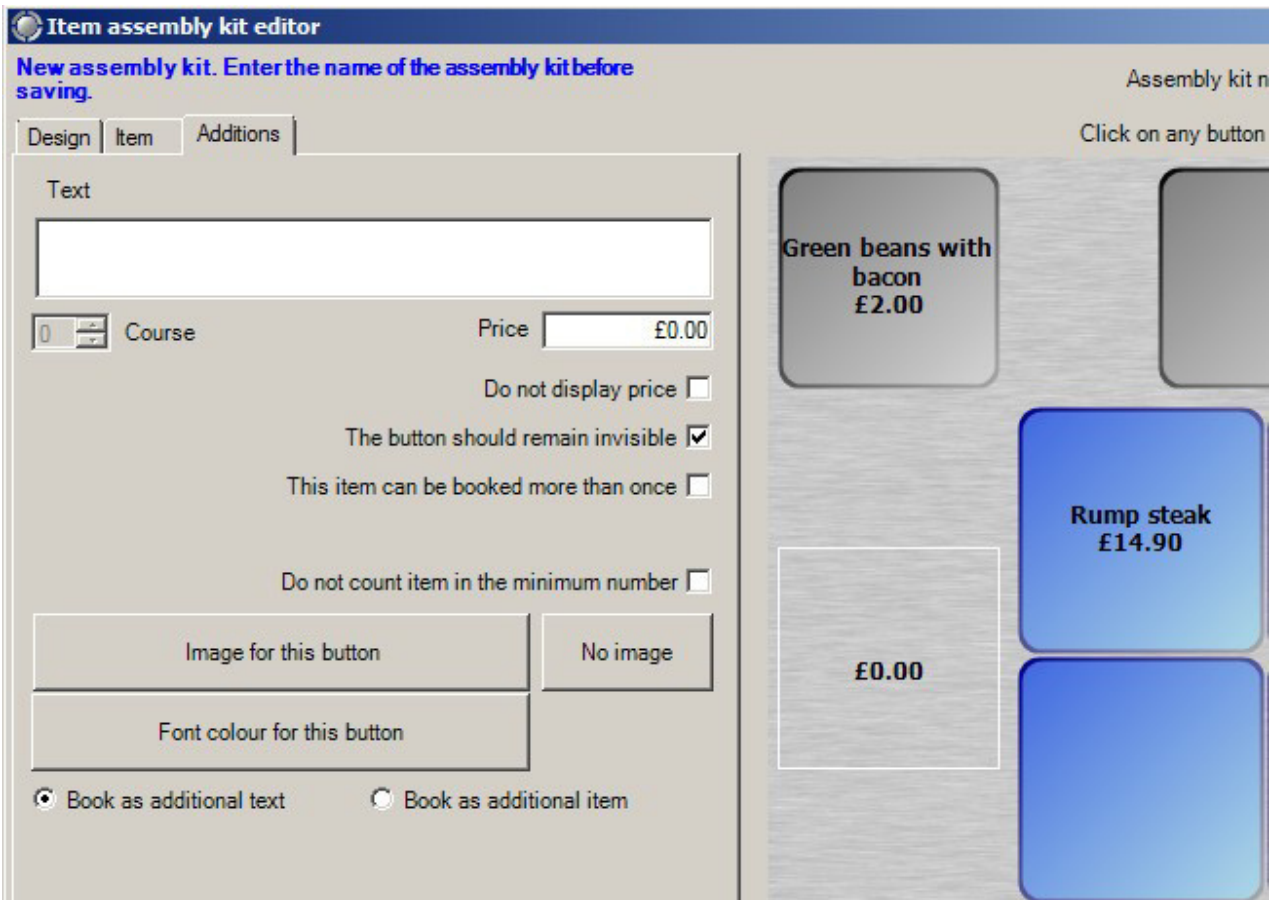
Another important setting for the additions is the checkbox „**This item can be booked more than once**" If this checkbox is checked then every time this addition is selected the amount in the POS terminal will be increased by one. Also when an addition is selected more than once, the color frame around the addition in the POS terminal changes in color, thus indicating that this addition has been chosen multiple times.

Item assembly kit editor

New assembly kit. Enter the name of the assembly kit before saving.

Assembly kit na

Click on any button

| Design | Item | Additions |

Text

Baked potatoes

| 0 | Course | Price | £3.00 |

Do not display price ☐

The button should remain invisible ☐

This item can be booked more than once ☑

Quantity must be greater than 1 to be booked ☐

Do not count item in the minimum number ☐

| Image for this button | No image |

| Font colour for this button |

○ Book as additional text   ● Book as additional item

Additional item

Item number 151
Unit price £3.00   Search

Invoice/Bill text

Baked potatoes

Assign to a group for single selection 0

| Save Exit | Save | Save New | Delete |

Green beans with bacon £2.00

Rump steak £14.90

£0.00

Baked potatoes £3.00

An additional option allows you to charge the price of an addition, if the addition is selected more than once. It could be that the addition is already included on the basic item price, but if two or more portions of the addition are ordered then the price has to be increased accordingly.

If you check *"Do not count this item in the minimum number"* then this additional item will not be counted in the minimum number of additions that are permitted for the item. This setting allows simple texts like for example those dealing with the type of preparation to be excluded from the item count.

The setting *"Assign to a group for single selection"* allows you to group together several addition buttons. Only one selection can be made from a group. If a selection has already been made, this selection will be deleted and the last selection will be saved. The way it works is similar to an old radio. If you push one button the already pushed button jumps out. This way it is only possible to make one selection. For example when a steak is ordered only one degree of cooking, either, rare, medium or well done can be selected. A grouping is created by entering a number. All buttons with the same number belong to a group. You can select any number you want. If you select 0 grouping will not be carried out.

This is the way an item assembly kit looks in the POS display:

Rump steak £14.90		
#	**Description**	**Price**
	Medium	£0.00
	Herbal butter	£0.00
1	Baked potatoes	£3.00
1	Small salad	£4.00

Selected 4
Total £21.90
Set quantity to 0

| Baked potatoes £3.00 | Potatoes £2.00 | Potato croquettes £2.00 | Rice £2.00 | Hash browns £2.00 |

Medium

Rare

Well done

Rump steak £14.90

Rib Eye Steak £14.90

Filet Mignon £15.90

T-bone-steak £16.00

Herbal butter

Steak sauce

Pepper sauce

| Small salad £4.00 | Large salad £7.80 | Broccoli £2.00 | Green beans with bacon £2.00 | Spinach £2.00 |

| Finish | Reset selection | Cancel |

-o-

Item Data / Price Lists / Administer Price Lists

Create your different price lists.

Fixed price: All items in the price list have a fixed price which cannot be changed by using the function "Change price"
Discount: No additional discount can be given to the items on the price list.
Assign new items: Newly created items will be automatically assigned to the price list. This check box should generally be activated, otherwise new items have to be manually assigned to the respective price lists.
View only items in the price list: Only items present in the price list will be displayed. With this function you can provide a server or a workstation with individual items by simply assigning the price list to a server or a workstation.

Item Data / Price Lists / Assign items to price list
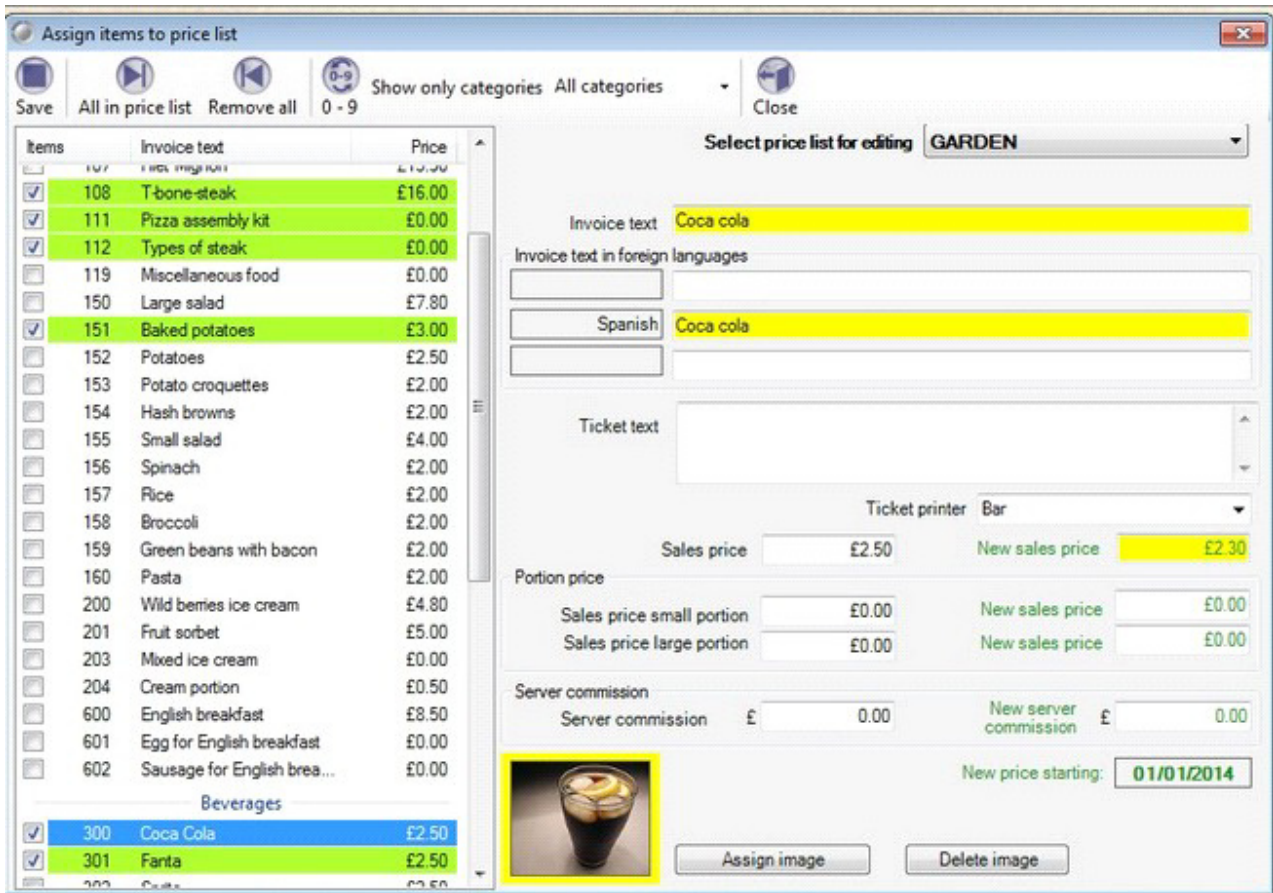
Select on the top right the price list that you wish to work on. The price list must have been previously entered in Administer price list. On the left you can select all the items that should be included in the price list. For every item on the price-list an alternative invoice text (If activated also foreign language texts are possible), ticket text, ticket printer, sales price, purchase price can be entered. Also alternative item images can be assigned to the price list. By using the button "All in price list" you can assign all items to the price list. Differences in the price list to the normal items are displayed in color. If you have activated in Administer price lists "Only items found in the price list can be viewed on POS screen" then only the selected items will be displayed.

By using the price lists you can create menus with different items to use in different occasions (weddings, family celebrations, events) Simply assign a list to a waiter or activate the list for a specific period of time.

Item Data / Price lists/Activate price list at a specific time

Price lists that have already been created can be activated at specific times. There are 3 possibilities: Only once during a specific time period, daily at a specific time (from-until) or only on certain days. If for example there is a Happy Hour every Friday from 8 to 10 pm, this is no problem. Simply select the days when the list should be activated and the switch to the required price list will take place automatically.

If there are no entries in the fields "From date" - "Until date" then the automatic switch to the price list will not take place.

-o-

Pricing campaigns	

The pricing campaigns are internally differentiated according to the campaign type:

A   Price scale

B   Set price (Items are combined in a set. The set item must already be present in the system)

C   3 for the price of 2 (Buy 3, pay for 2 or Z% discount on the cheapest item Y)

D   X%   discount on selected items
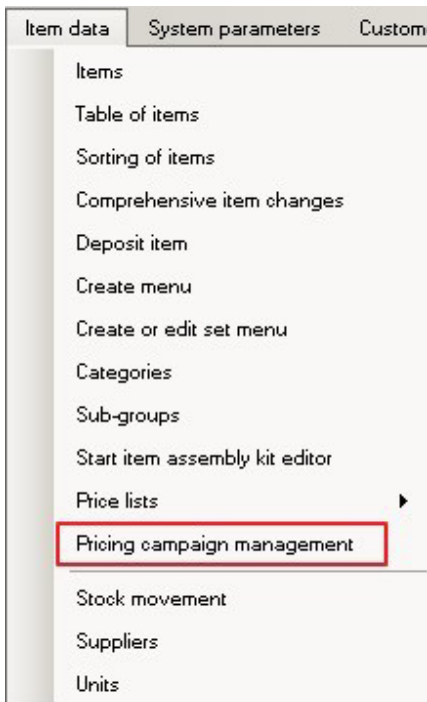
A. Price Scale

Pricing campaigns must have a unique identifier. You cannot enter several campaigns with the same name. The name of campaigns that have already been saved can be subsequently changed or a copy of the campaign can be made with another name. If an optional text is entered in the field *‚Additional text for bill or receipt‘,* it will appear in the receipt if the corresponding parameter *‚Print additional text on bill‘* has been checked off in parameters.

If a pricing campaign is active, other settings that influence prices like price lists and customer discounts will be overwritten. The pricing campaign has priority.

For all pricing campaigns an optional activation time grid can be created. The campaign will then be automatically activated when one of the specified time periods comes up. Independent of the activation time grid, a pricing campaign can also be activated or deactivated manually. (lower checkbox)

An existing pricing campaign can also be saved as a copy under another name.

Enter and edit pricing campaign

General information | Activation times | Item selection

☐ The pricing campaign should be manually activated during the specified time period.

Activation times

From	Until	Time	

From date ☐

Until date ☐

From time ☐

[New date] [Delete date] [Save]

Important! If no time period has been defined, then the pricing campaign must be turned on and off by ticking off the checkbox below.

☑ By ticking off the checkbox a pricing campaign can be manually activated regardless of the time periods specified above.

Active

[Cancel] [Delete] [Save with new name (copy)] [Save and escape]

The price scale can be applied to multiple categories or sub-groups or to selected items.

There is no limit to the number of price scales that can be created. For the price scaling either new prices or discount percents can be used. If multiple items with different unit prices are selected, then it is only possible to use a scale based on a discount percent.

While booking items, the item quantity will be monitored constantly and the item price will be changed according to the scaling.

Sprite	£1.75	Mineral water	£1.50
Softdrink hour		Softdrink hour	
Sprite	£1.75	Sprite	£1.50
Softdrink hour		Softdrink hour	
Mineral water	£1.75	Sprite	£1.50
Softdrink hour		Softdrink hour	
		Sprite	£1.50
		Softdrink hour	
		Mineral water	£1.50
		Softdrink hour	

Date: 04/03/2014 15:23:36	Date: 04/03/2014 15:24:22
Item: 302	Item: 303

B. Set price

Enter and edit pricing campaign

General information | Activation times | Item selection

First select whether a new pricing campaign should be entered, or an already existing campaign should be edited.

[Enter new pricing campaign]

Enter new pricing campaign

Enter a unique name for the new pricing campaign! `Set of beers`

POS terminal message. The message will be displayed when a pricing campaign item is booked.

`3 different beers for only 5 pounds`

Select pricing campaign type!

Type of pricing campaign: Set item

- ○ **Price scale** — The unit price will be adjusted depending on the amount sold, as a discount or a fixed price.
- ● **Set item** — Several items will be grouped into a set item. The set item must be entered in the item master data
- ○ **X items at a price of Y** — Example: buy 3 items, pay only for 2 items or 50% on the cheapest item
- ○ **Discount all items** — Percentage discount applied to selected items. The result of this campaign can also be achieved by using a price list.

Important! Pricing campaigns take precedence over price lists and other discounts. Price list discounts will be overwritten by the campaign prices.

[Cancel]   [Save and escape]

In order to create an item set a reference item has to be present in the item database. Basically, any item may be used as reference item. The reference item can be entered by either using the keyboard or by using the item search. It is also possible to enter the item using drag and drop. The reference item is colour marked and cannot be added to the set.

IMPORTANT INFORMATION REGARDING MERCHANDISE MANAGEMENT

The individual items, as well as the set item, can be booked via the merchandise management.   **In this case the SET item must contain a recipe with the single items.**

When the set item is booked through the pricing campaign, the single items are already included in the merchandise management , therefore, the set item   will not be booked in the merchandise management by the pricing campaign. In case the set item is cancelled, it will be posted back through the recipe.
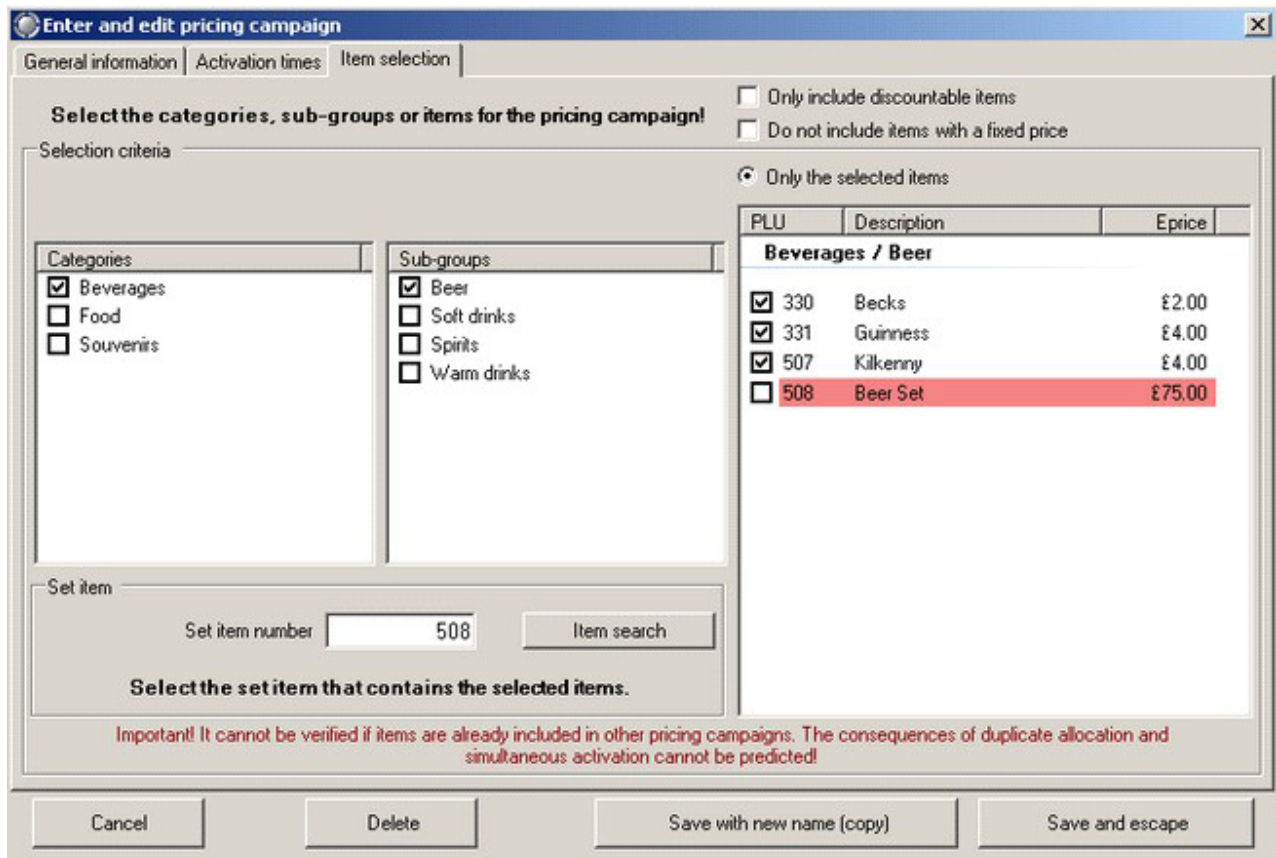
When placing an order the system will check if all items in a set have been booked. If this is the case the individual items will be deleted and the reference item will be booked instead.

Guinness	£4.00		Beer Set	£7.50
Becks	£2.00			

Date: 04/03/2014 15:29:45	Date: 04/03/2014 15:31:29
Item: 331	Item: 508

Alternative: Menu of the day

Enter and edit pricing campaign

General information | Activation times | Item selection

Select the categories, sub-groups or items for the pricing campaign!

☐ Only include discountable items
☐ Do not include items with a fixed price

Selection criteria

⦿ Only the selected items

PLU	Description	Eprice
☐ 201	Fruit sorbet	£5.00
☐ 204	Cream portion	£0.50
☑ 509	Day's dessert	£3.00

Food / Main courses

PLU	Description	Eprice
☐ 100	Rump steak	£14.90
☐ 101	Tenderloin	£9.80
☐ 102	Salmom filet	£9.80
☐ 106	Rib Eye Steak	£14.90
☐ 107	Filet Mignon	£15.90
☐ 108	T-bone-steak	£16.00
☐ 506	Combi menu	£15.00
☑ 511	Day's steak	£13.50

Food / Side dishes

Categories
☐ Beverages
☑ Food
☐ Souvenirs

Sub-groups
☐ Dessert
☐ Main courses
☐ Side dishes
☐ Starter

Set item

Set item number [508] Item search

Select the set item that contains the selected items.

Important! It cannot be verified if items are already included in other pricing campaigns. The consequences of duplicate allocation and simultaneous activation cannot be predicted!

Cancel | Delete | Save with new name (copy) | Save and escape

As soon as the day's dessert is booked, the individual menu items will be deleted and replaced by menu of the day.

Day's steak	£13.50		Menu of the day	£13.00
Day's soup	£4.00			
Date: 04/03/2014 15:57:31 Item: 511			Date: 04/03/2014 15:58:15 Item: 512	

C. 3 for the price of 2

It is possible to select any combination of items. As soon as the ‚*number sold*' is reached, the discount you have entered will be applied to the cheapest item or items. If all items have the same price, then one or more items will be discounted.

Enter and edit pricing campaign

General information | Activation times | Item selection

Select the categories, sub-groups or items for the pricing campaign!

☐ Only include discountable items
☐ Do not include items with a fixed price

Selection criteria

○ All items in the selected categories   ○ All items in the selected sub-groups   ● Only the selected items

PLU	Description	Eprice	
Beverages / Spirits			
☑ 350	Brandy	£2.00	
☑ 351	Cognac	£2.00	

Categories
- ☑ Beverages
- ☐ Food
- ☐ Souvenirs

Sub-groups
- ☐ Beer
- ☐ Soft drinks
- ☑ Spirits
- ☐ Warm drinks

X for Y

Number sold [3]   Number discounted [1]

Enter 100% discount for free items   Discount % [100]

Important! It cannot be verified if items are already included in other pricing campaigns. The consequences of duplicate allocation and simultaneous activation cannot be predicted!

Cancel | Delete | Save with new name (copy) | Save and escape

Cognac	£2.00
Brandy	£2.00
Cognac	£0.00
Discount 100.00%	
3 for 2	

Date: 04/03/2014 16:05:27
Item: 351

Alternative: Every 10th beer is free of charge.

In this setting all items in the sub-group beer will be included in the calculation. In each case the cheapest beer will be discounted.

Enter and edit pricing campaign

General information | Activation times | Item selection

Select the categories, sub-groups or items for the pricing campaign!

☐ Only include discountable items
☐ Do not include items with a fixed price

Selection criteria

○ All items in the selected categories   ⦿ All items in the selected sub-groups

○ Only the selected items

PLU	Description	Eprice

Categories
☑ Beverages
☐ Food
☐ Souvenirs

Sub-groups
☑ Beer
☐ Soft drinks
☐ Spirits
☐ Warm drinks

X for Y

Number sold [10]   Number discounted [1]

                 Discount % [100]

Enter 100% discount for free items

Important! It cannot be verified if items are already included in other pricing campaigns. The consequences of duplicate allocation and simultaneous activation cannot be predicted!

Cancel   Save and escape

Kilkenny	£4.00
Guinness	£16.00
4 x £4.00	
Becks	£0.00
Discount 100.00%	
10th free	
Becks	£8.00
4 x £2.00	

Date: 04/03/2014 16:29:13
Item: 507

D   Discount

This pricing campaign can also be carried out with a time-controlled price list.

Enter and edit pricing campaign

General information | Activation times | Item selection

☑ **The pricing campaign should be manually activated during the specified time period.**

Activation times

From	Until	Time	
01/12/2013	01/04/2014	00:00	

From date [ ]

Until date [ ]

From time [ ]

[New date] [Delete date] [Save]

Important! If no time period has been defined, then the pricing campaign must be turned on and off by ticking off the checkbox below.

☐ By ticking off the checkbox a pricing campaign can be manually activated regardless of the time periods specified above.

Activate by date

[Cancel]   [Save and escape]

Enter and edit pricing campaign

General information | Activation times | Item selection

Select the categories, sub-groups or items for the pricing campaign!

☐ Only include discountable items
☐ Do not include items with a fixed price

Selection criteria

○ All items in the selected categories   ◉ All items in the selected sub-groups   ○ Only the selected items

PLU	Description	Eprice	

Categories
- ☑ Beverages
- ☐ Food
- ☐ Souvenirs

Sub-groups
- ☐ Beer
- ☐ Soft drinks
- ☑ Spirits
- ☑ Warm drinks

Discount

Discount % [5]

Difine discount percentage

Important! It cannot be verified if items are already included in other pricing campaigns. The consequences of duplicate allocation and simultaneous activation cannot be predicted!

[Cancel]   [Save and escape]

-o-

With the function discount campaigns you can create and manage different types of discounts. A time limit can be set for all the different types of campaigns.   In the campaigns a barcode is printed on the customer's receipt. This barcode entitles the customer to a certain discount and it can be redeemed with the next purchase. The system ensures that a discount code cannot be redeemed more than once.

1. Voucher coupon

A customer receives a voucher for a fixed percentage of his total purchase. The discount applies to all items in the system. It is shown on the receipt as a monetary amount. The discount is not linked to specific items or to a particular customer. It can be redeemed with the next purchase.

Promotion campaign

General information | Activation times | Printer layout | Statistics

42 Maximum number of characters on a line using normal font size

```
          *** Voucher-COUPON ***
With your next purchase you will receive a
      credit  in the amount of [XXX]
```

The coupon barcode number should be entered here

```
Bring the coupon with you when you make
           your next purchase
     We look forward to your visit!
```

2. Discount coupon

Here too a customer receives a fixed percentage discount from the total amount of his purchases. The discount however does not appear on the receipt as a money amount but as a percentage to be applied to his next purchase. The discount coupon is not linked to specific items or customers.

Promotion campaign

General information | Activation times | Printer layout | Statistics

42   Maximum number of characters on a line using normal font size

```
            *** Discount-COUPON ***
With your next purchase you will receive a
 discount of [XX%]from the total purchase
                   amount
```

The coupon barcode number should be entered here

```
 Bring the coupon with you when you make
            your next purchase
     We look forward to your visit!
```

3. Voucher coupon with differentiated fixed amounts based on turnover

In this type of discount campaign the discount granted is based on the purchase amount and it is shown on the coupon as an amount. The higher the purchase amount is, the higher the value of the coupon that a customer will receive. A coupon can be redeem with the next purchase.

4. Discount coupon with differentiated percentages based on turnover

Like the above case, here too the discount a customer receives is based on his turnover. However here it is not the total turnover that is taken into consideration but the calculation of the turnover is restricted to selected categories and subgroups. Also in this case the discount is not a specific amount but a percentage from the turnover. When the coupon is redeemed the discount will apply only to the selected categories and subgroups.

```
*** Discount-COUPON ***
With your next purchase you will receive a
   discount of [XX%]from all items in the
        groups beer and warm drinks
```

The coupon barcode number should be entered here

```
Bring the coupon with you when you make
            your next purchase
       We look forward to your visit!
```

The placeholders: [XX%], [XXX], [Date] represent the percent discount, discount amount and date of validity. When printing the coupon these will be automatically replaced by the valid values. Make sure that the placeholders are displayed correctly.

The coupon is valid for the following product groups

Beer, Warm drink

In all the different types of discount campaigns you can determine if the campaign should only apply to customers that have a loyalty card or if all customers should be included.

Here you can either determine the time period that a discount campaign should run or if you check the corresponding checkbox you can select to activate a campaign manually.
Please note that if you activate specific weekdays it is still necessary to enter a time period for the campaign.

By default coupons are valid for 2 years. It is however possible to manually change the period of validity.

Promotion campaign

General information | Activation times | Printer layout | Statistics

42 Maximum number of characters on a line using normal font size

Create sample text

```
       *** Discount-COUPON ***
With your next purchase you will receive a
   discount of [XX%]from all items in the
        groups beer and warm drinks
```

The coupon barcode number should be entered here

```
Bring the coupon with you when you make
          your next purchase
     We look forward to your visit!
```

The placeholders: [XX%], [XXX], [Date] represent the percent discount, discount amount and date of validity. When printing the coupon these will be automatically replaced by the valid values. Make sure that the placeholders are displayed correctly.

The coupon is valid for the following product groups

Beer, Warm drink

Cancel | Delete | Save with new name (copy) | Save and escape

In this mask you can adjust the layout of the bill to include a coupon. By clicking on "Create sample text" you can see a text template suitable for the promotion campaign you are creating.

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Warehouse Management

Back office / Item data / Stock movement

In stock movement you can record the incoming and outgoing merchandise. All items in stock are displayed. Just select whether you want to use packaging or sales units to record the movement of goods. After all changes have been completed you have to confirm by clicking on "Save changes"

-o-

In this mask you can directly make inventory changes. This function is very useful when you want to make changes in the stock when conducting inventories.

-o-

Here you can see a protocol of all stock changes that have taken place.

-o-

Suppliers

Backoffice/ Item data/ Suppliers

Enter all the suppliers of your items. As in the guest registry, the supplier ID should be a simple and easy to find term.

-o-

Units

Back office/ Item data/ Units

Here you can enter the different types of units, for example kg, g, l, ml, etc.
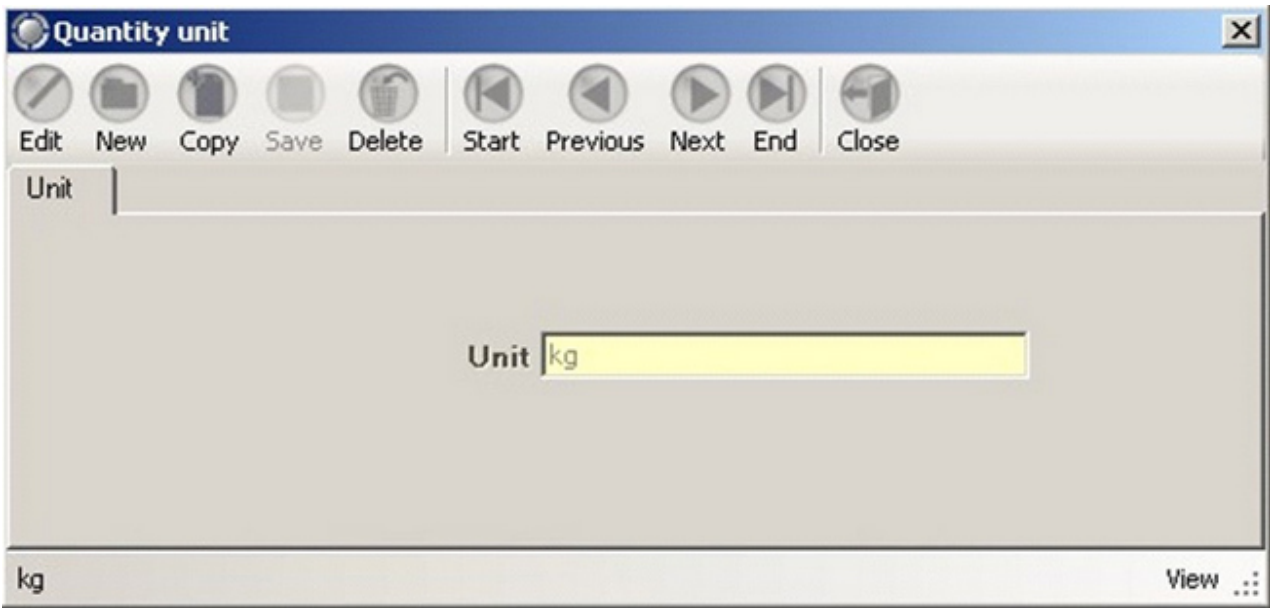
If you work with the function merchandise management, you can then use the units to maintain better control of the sales and order units. If for example you buy meat in kilograms and you sell the steaks made from it in 200g and 300g portions with this function you can record everything.

-o-
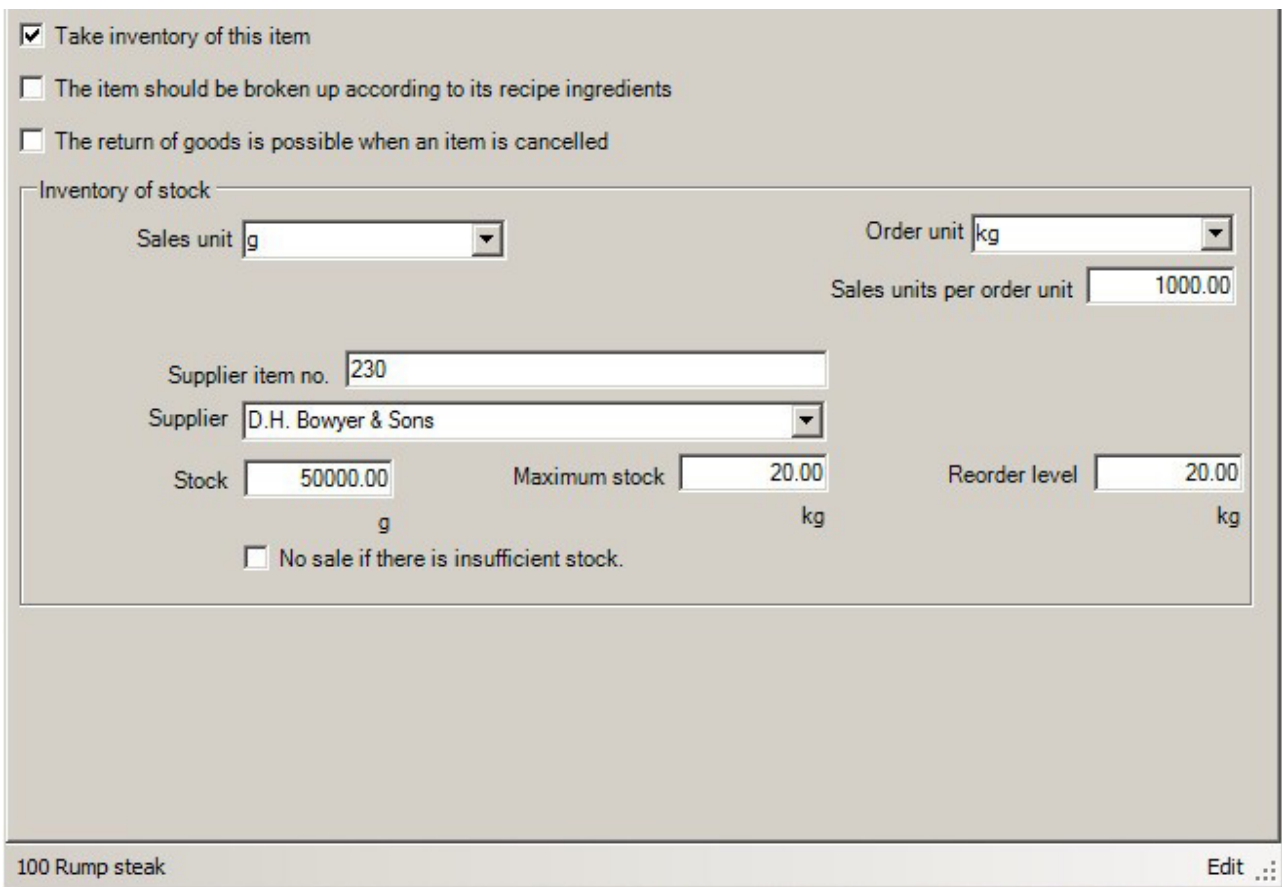
System parameters

System Parameter / Parameter

The parameter file represents your central switch board in PosBill. Here you can set up the basic settings for the different working modes and layouts. The hierarchy of the parameter files is very important. These can be assigned to the company, POS, workstation and even the server. This allows each server to have his own POS layout. If you have assigned a parameter file to POS and to a server, then the server´s parameter file will be used.
The parameter file entered in the lowest place is the one that will go into effect. In case you are wondering why the parameter file that you have assigned to POS is not in operation, then you should look at your entries in workstation or server. These parameter files have a higher priority.
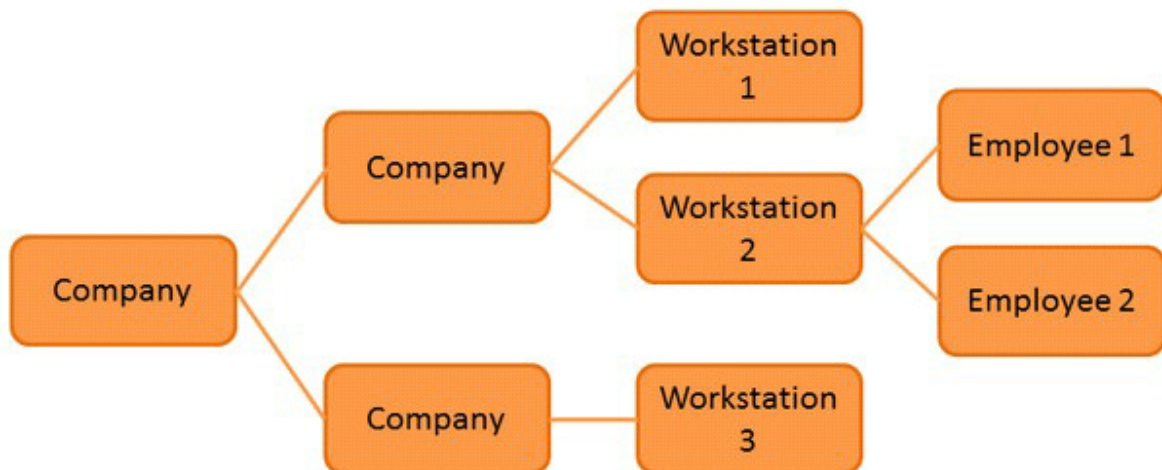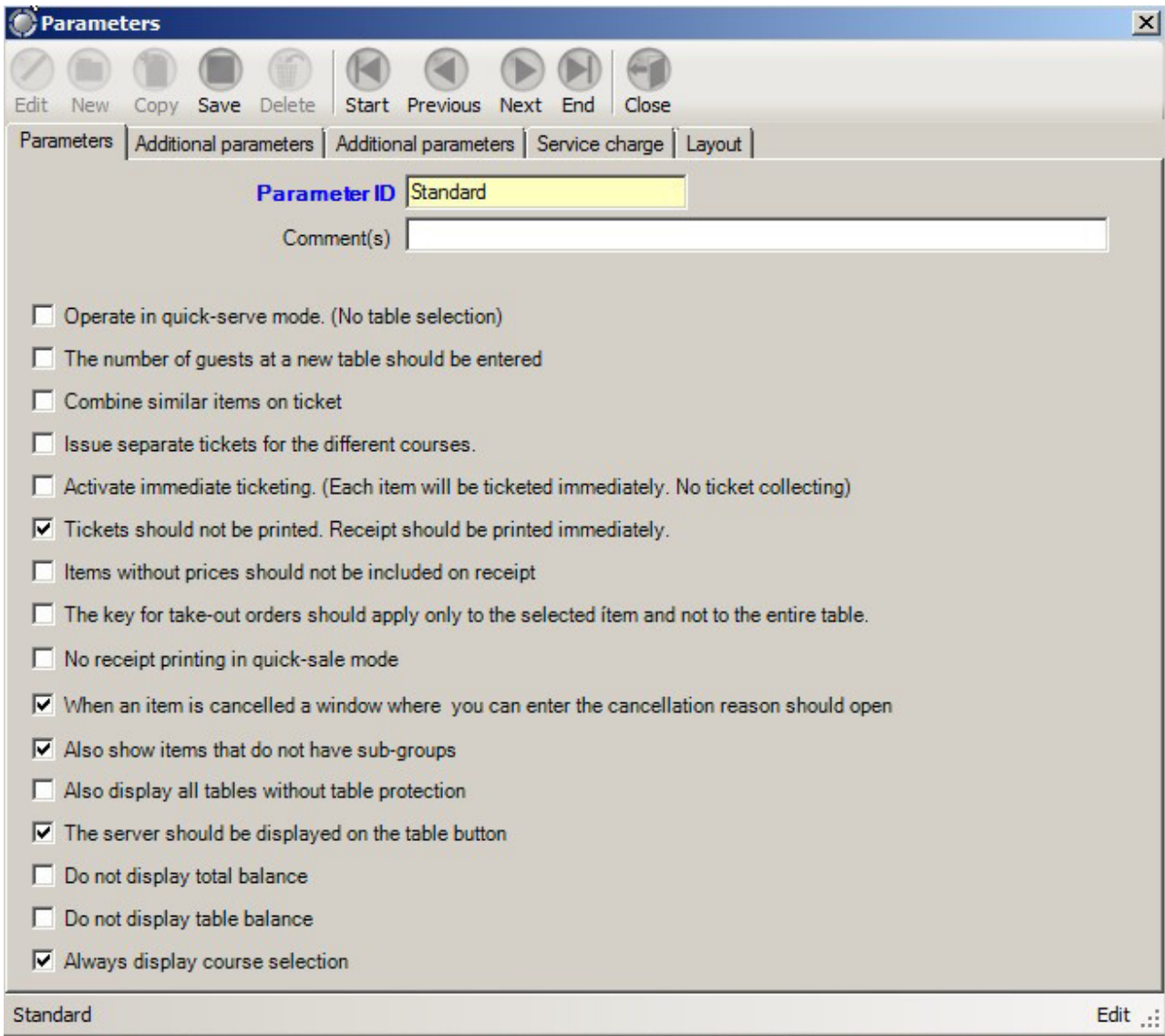
Snack mode: In the snack mode, also called Free Flow, table selection is de-activated. (Quick Sale)
Number of persons: Each time you create a new table you will be asked the number of persons at the table. In your statistics you will then not only have the turnover per table but also per person.
Items combined in ticket: The number of identical items selected in an order is added up on the ticket.
Separate tickets for each course: An individual ticket will be printed for each course.
Immediate ticketing: After selecting an item the ticket will be printed immediately.
No ticket printing, receipt printed immediately: Ticket printing is deactivated, only receipts will be printed.
Items without price: Items without prices will not be included in receipts.
Take-out orders key: The take-out order VAT rate will be applied to the selected item only.
No receipt printing in quick-sale mode: A receipt will not be printed when the quick-sale key is used to settle a bill. To print a receipt you have to go to the receipt menu.
Open window when cancelling item: When an item is cancelled a query window where you can enter the cancellation reason will open. Reasons for cancellations can be entered in advance in Text management.
Display items without sub-groups: When displaying categories, items without a sub-group will also be displayed.
Display tables without table protection: On the table display tables from other servers will also be displayed (only tables without table protection). The manager can always see all tables .
Server should be displayed on table button: The name of the server will appear on the table button.
Do not display total balance: The total balance will not be displayed on the info bar.

Do not display table balance: The table balance will not be displayed on the table button.
Always display course selection: The buttons for course selection will always appear below the sub-group display

Mode for customer order: If this checkbox is activated then a button for "New order" will appear on the POS front display. By using this button you can enter a new take-out order.
Always take-out order: New operations will always be opened as take-out orders. You can switch back and forth on the POS front display by clicking on "In-house table".
Take-out order query: When opening a new operation or table a query will appear asking if it is a take-out order.
Group items by ticket number: The different positions on a receipt will be grouped according to the ticket number.
With new operation enter customer: When a new operation is started in quick-sale mode, a window will automatically open up where you can enter the customer details.
No cancellation tickets; Cancellation tickets will not be printed.
Display item search in list form: On the POS front, when searching for an item you can select between list form or button form for viewing the items.
Background colour: For take-out orders you can increase visibility by assigning different colours.(For example red = pickup, blue = delivery)
Bill printer for quick sale: Quick sale receipts will be printed on this printer. In most cases this is the bar printer. If you have several workstations you can also set this up in Master data/ Workstations

Method of payment for quick sale: Here you can select up to 3 methods of payment for quick sale. You should select the 3 most used methods. On the POS front these payment methods will each have their own button, thus speeding up the checkout procedure.

Fixed discount rates: If you activate this function, you can then enter up to 5 discount rates. When giving a discount you can select between these rates.

Ticket printer: Here you can enter the printer for admission ticket printing.

List printer:. You can print all lists and reports on this printer, for example the end of day and server close outs. As list printer you should select a ticket printer, usually the receipt printer.

Voucher printer (ticket): Printer selection for the function "Voucher on ticket". As a rule you should enter here the receipt printer.

Standard Repair:

Footer text for receipt: Here you can select a footer text for receipts. Footer texts are entered in the Text management.

Forced logoff:. After the entered time has transpired without activity, the server will be forced to logoff.

Log out mode after ticket printing: Select whether after printing a ticket, the table should remain open or be closed or whether the server should log out. If there is only one server we recommend selecting "The table will be closed" If there are several servers "The server will log out" should be selected.

Change cash drawer: Here you can determine the behavior of the cash drawer and of the amount/change query window. If you activate the use of a display window showing the amount received and the change, then the cash drawer should open only after the window has closed. A receipt will always be printed only after the

amount received/change window has closed.
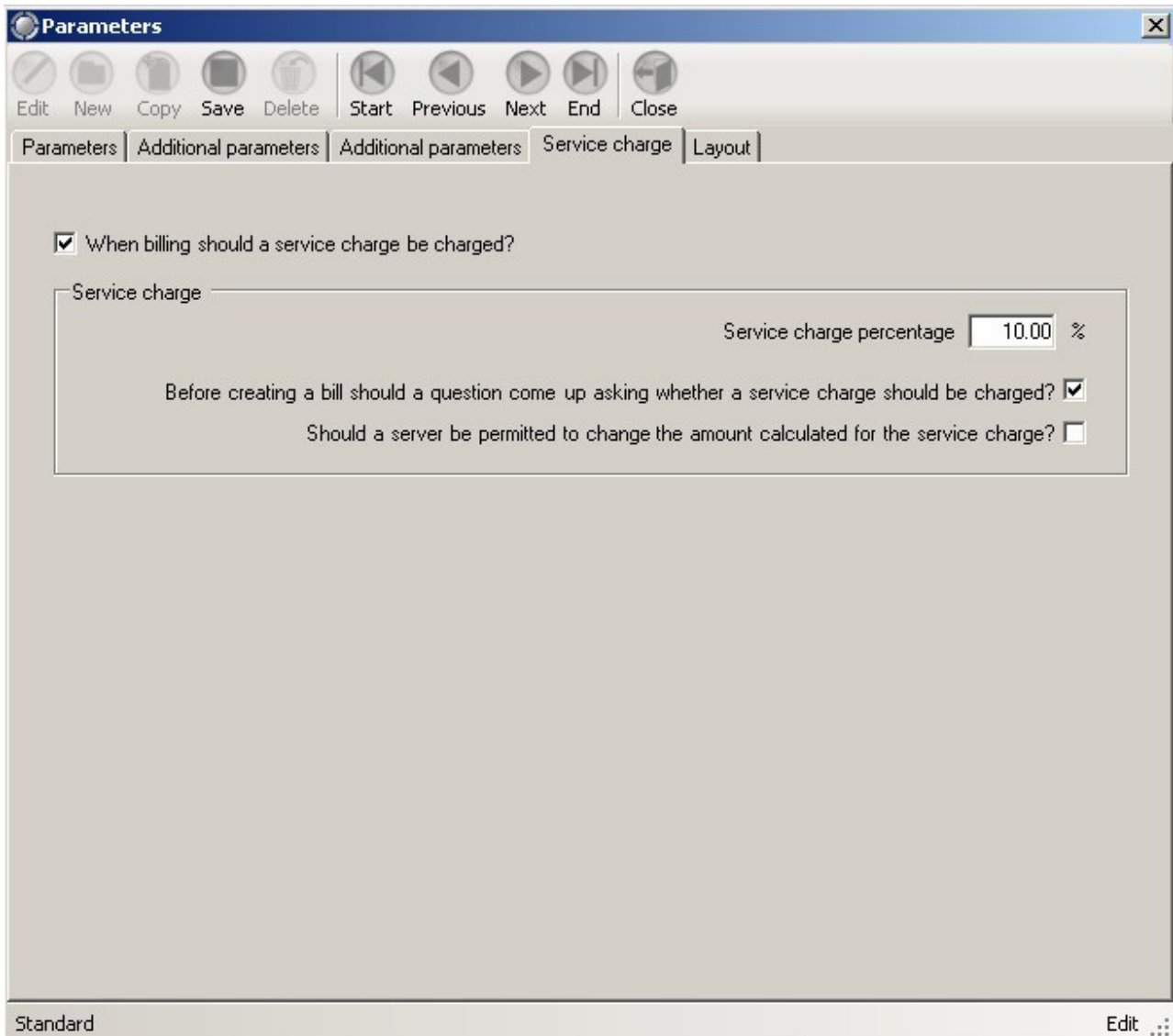
Here you can determine if a service charge should be charged. The service charge will not be charged until the receipt is printed. It will be treated like a tip. If you select the corresponding checkbox you will be able to change the amount of the service charge before creating the bill. If this option is not selected then the service charge will be billed automatically.

Parameters

Edit | New | Copy | Save | Delete | Start | Previous | Next | End | Close

| Parameters | Additional parameters | Additional parameters | Service charge | Layout |

Which layout should be used: Metro

View categories and sub-groups
- ○ View items only
- ● Item groups and items on one page
- ○ Item groups and items on separate pages

☐ Use left-handed POS layout

Icon colour
- ○ No icons, only text
- ● Silver   ○ Blue
- ○ Red   ○ Yellow

☐ Switch between item display and category display

☐ No visual response when pressing key (higher speed).

Fonts for item list
| Invoice/Bill text | Quantity | Additional text |

☑ Display of tables on table layout   Preferred table layout: Restaurant

Grid size

	Lines	Columns
Tables without room layout	0	0
Item	0	0
Categories		3
Sub-groups		4
Separate pages for categories	0	0
Separate pages for sub-groups	0	0

Warning colours

After how many minutes without activity should the display of an occupied table be changed

Border colour	Warning 1	20
Border colour	Warning 2	30
Border colour	Warning 3	40

Standard   Edit

Layout: For example you can select rounded silver or rounded blue. With this function you can adjust your POS layout to fit your restaurant design.

Display for Categories and sub-groups: You should select "View items only" if you have a maximum of 50 items. These can all be displayed on one page. The standard setting should be "Item groups with items on one page" The item coke can then be found by way of the category beverages and the product group soft drinks. If you have many product groups and these cannot be displayed properly in 2 columns, then and only then should you select "Item groups and items on separate pages"

POS layout for left-handed persons: For left-handed persons the number pad will appear on the layout on the left-hand side and not on the right.

Switching between item and category displays: You can set up a fast seller list with your most frequently sold items. This fast seller list will be displayed as soon as a table is opened. The sorting of the items takes place on the monitor display in Item/Parameter/Sorting. By clicking the button View you can go back to the category display.

Fonts for item list: Here you can select the font and its size for the item list. Please note that the list size cannot be changed.

Display table layout: In case table layouts have already been created in the system(Systemparameter/Table layout editor), then you can activate the table layout mode and select your preferred table layout. This layout will be automatically selected when a server logs in.

Grid size: This is one of the most important settings in the layout file. Determine how many tables, items and product groups should be displayed in the POS mode. The following settings should be selected if a normal 15" touch monitor is being used: Tables without room layout: 5 lines, 5 columns (25 tables on each page) Items: 6

lines 6 columns (36 items on each page) For the categories and the product groups you should adapt your layout according to the total number of product groups you have entered. If possible you should not exceed the value 6. The same applies to "separate pages for categories and separate pages for sub-groups". These settings will only be considered if above you have selected "Item groups and items on separate pages" **Warning colours**: Determine after how many minutes without activity the frame colour of a table should be changed. If after 20 minutes no items have been ticketed to a table the frame colour changes to yellow. This way a server can see which tables he has not waited on in a long time.

-o-

System parameter / Printer

Determine your various ticket printers and receipt printers. Generally the printers kitchen and bar should be set up. The printer bar is often also the printer used for printing receipts. If this is the case simply place a check next to "This printer should also be used as a bill printer"   If the primary printer is defective or momentarily not available, then tickets will be printed on an auxiliary printer. If you have set up a Windows printer in the office, you should not use it to print emergency tickets in A4 format. Even if you only have one printer you can still set up the printers bar and kitchen. Two tickets will then be printed on this printer.

Printer allocation takes place in Printer administration. Click with the right mouse button on the printer symbol on the task bar on the lower right.
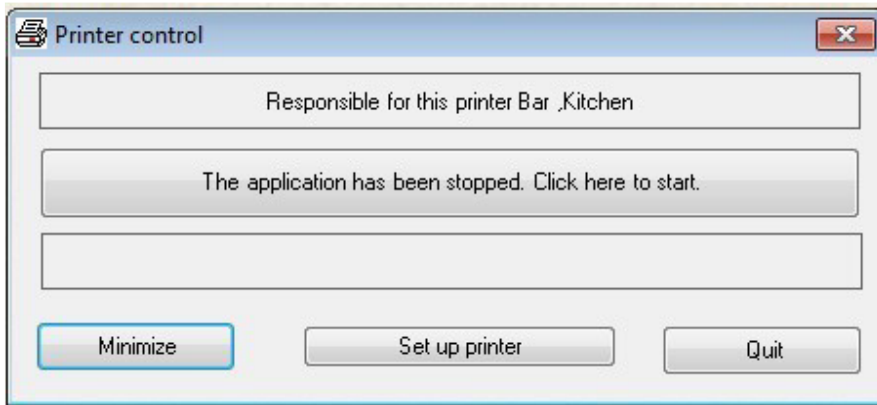
Here you can find a detailed description on the subject of printer redirection.

-o-

Area	Previous Top Next

System Parameter / Area
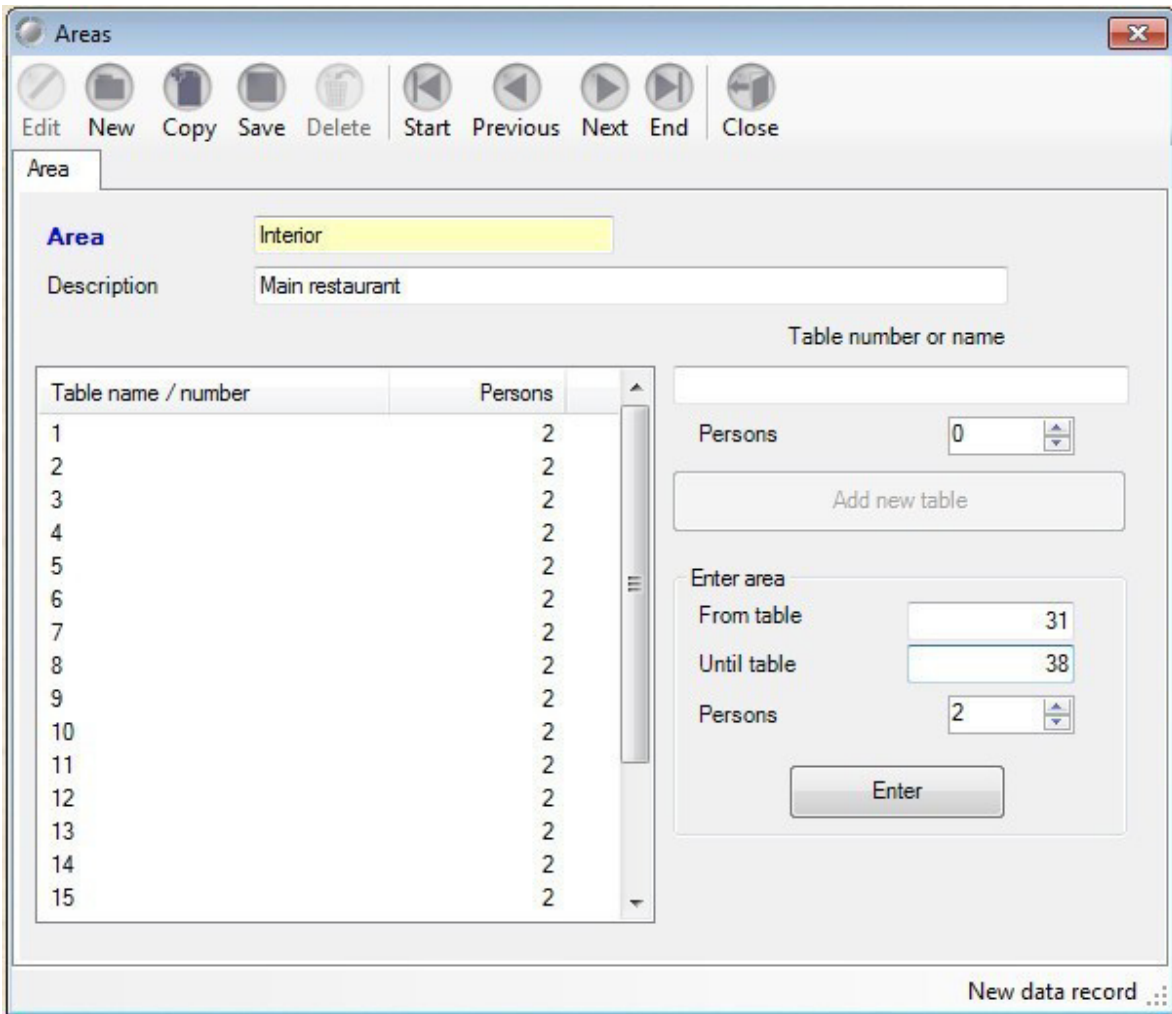
If required create areas for Employees or for special POS / Workstations. You can assign an already created area to a server. Then, the server may not work on other tables.

Areas can be groups of tables, for example tables 1 – 20 or they can be a single table, for example the table with the name "Smith". If you use the Table reservation function, then it is important to enter the number of persons. That way you can know how many places are available for reservations. In the reservation module you can directly reserve tables in the different areas.

-o-

Methods of Payment	Previous Top Next

System Parameter / Methods of Payment

Enter all the methods of payment accepted by your establishment. Cash payments and debtor (on account) are standard. If you also accept credit cards simply assign them - Visa, EC, Mastercard to the group credit cards. All methods of payment will be consolidated in the close out.

For hotel establishments a method of payment "Hotel" should also be set up and the free of charge interface to our hotel software ResiGo should be used, http://www.resigo.de.

If you need invoice copies for a method of payment, you can also enter the number copies you need here.

Also you can also determine the order in which the different methods of payment appear on the display.

In addition you can decide whether the cash drawer should open when payments are made with a specific method of payment. Once it is used, a method of payment cannot be deleted. However it can be deactivated.

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Terms of Payment

System Parameter / Terms of Payment

Enter the different terms of payment, for example payment due immediately, 14 days 2% discount.

-o-

Texts for Expenses
System parameters / Texts for expenses

Here you can enter different text blocks. These are then available in Front office under Extras / Guest expenses.

-o-

System Parameter/Footer Text
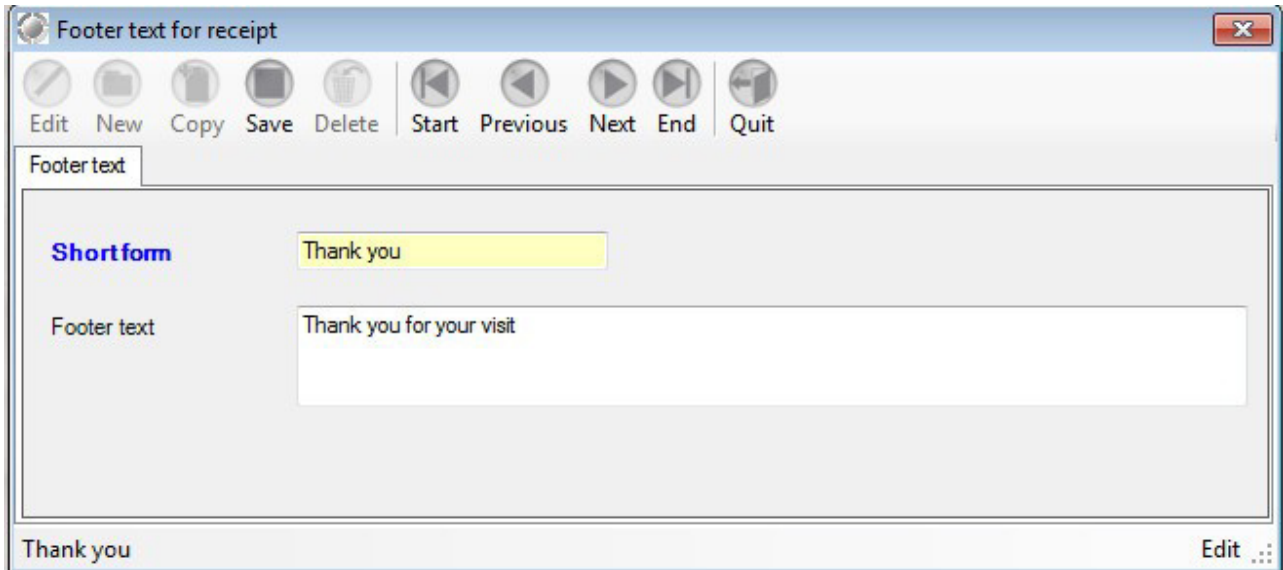
Enter footer texts. These will appear automatically on the invoice. A footer text can be used for future pricing campaigns in your establishment. You can assign footer texts to bills in the Parameter file.

-o-

Additional Texts

System parameter / Additional Text

Additional texts

Edit New Copy Save Delete | Start Previous Next End | Close

Additional text

Additional text | Pasta

Order of priority | 0

The item price should be changed by this amount

£1.00

[Background colour for item]

Entered additional texts

```
Medium
Pasta
Potatoes
Rare
Rice
Salad
Well done
With
Without
```

Pasta   Edit

Enter the different additional texts, for example cooking degree of meat, changes in side orders, ice-cream flavours. In "Order of priority" you can assign a rank to an additional text. Additional texts can be selected in POS by using the key "Additional Text" or they can be set up for each item as an obligatory query.

If an additional text is allocated to an item, the price of the item may or may not change. A price change can be positive or negative. For example for the additional text "without salad" the price of the item would be reduced by -2€. Additional items are not included in merchandise management.

-o-

Table Layout Editor (old)

System parameter / Table Layout Editor

First choose a name for the table plan, enter it in the field "Name file" and press save.
You now have two basic options for setting up a table plan:
1. You can create a completely new plan.
2. You can use a graphic of your restaurant that you already have and assign to it the table numbers.
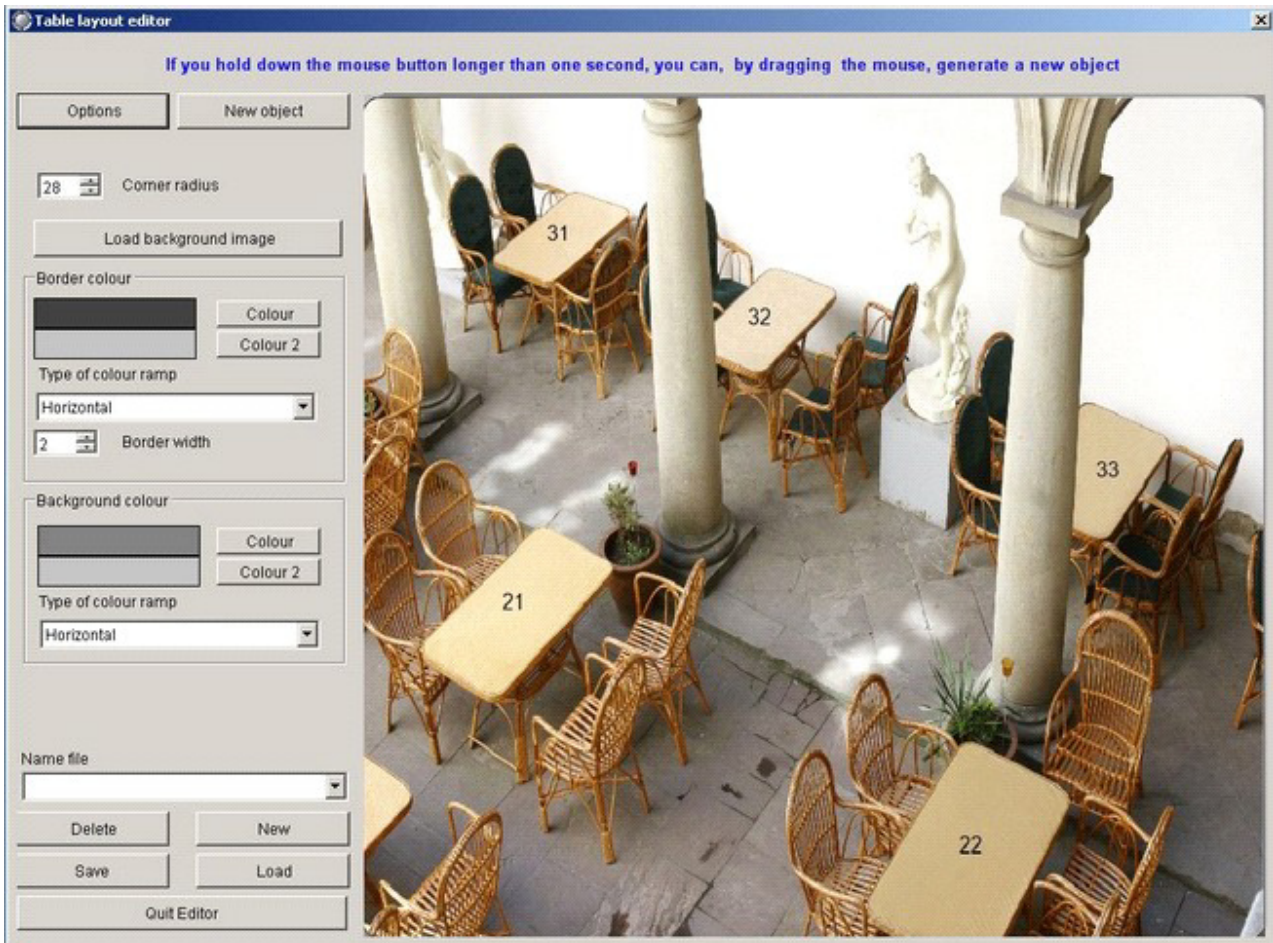
To create a new plan click on the button "Options " and use the options available (Corner radius, border color, color gradients, etc.) to create the design of your restaurant.

The most important setting in "Options" is the background colour. If you want a white background then select for colour 1 and colour 2 the same white tone. With this selection you will not have a gradient. If, for example, you choose the colours white and yellow then you will have a gradient, the colours will run into each other. You can decide between a horizontal and a vertical colour gradient.

To create tables or other objects press the left mouse key down longer than a second and drag to create the new object. A window (object properties) opens up.


Here you can choose between 3 types of objects: table, wall and decoration. You can assign a name or a number to a table and decide whether the table should be rectangular oval or round. You can move objects around and change their size and shape by clicking on them with the mouse and dragging.
When you give the table a number or name you can choose the font you want, its size and alignment (top left, centre, bottom). With "Delete object" you can cancel again the table you have just created. This way you can create as many tables as you need and add walls and decorations where needed.

2) If you are using your own graphic click on the button "Options" and then on "Load background image" and find the graphic of your restaurant in your computer and open it.
Then, all you need to do is assign numbers to the tables since the tables are already in the graphic. To do this click on "New Object", and then on "Table". Check the checkbox "Only text no graphic" and enter a table number. Click on "Finish" You can then move the number to the correct table by clicking on it and dragging. The same options described above regarding font apply here.
You can create different table plans for the different areas in your restaurant. The table plan that is most frequently used can be set up in System Parameters/Parameters/Layout as default plan by selecting it in "Preferred table layout". Here you should also activate the use of your own table plan by putting a check on the checkbox "Display of tables on table layout"
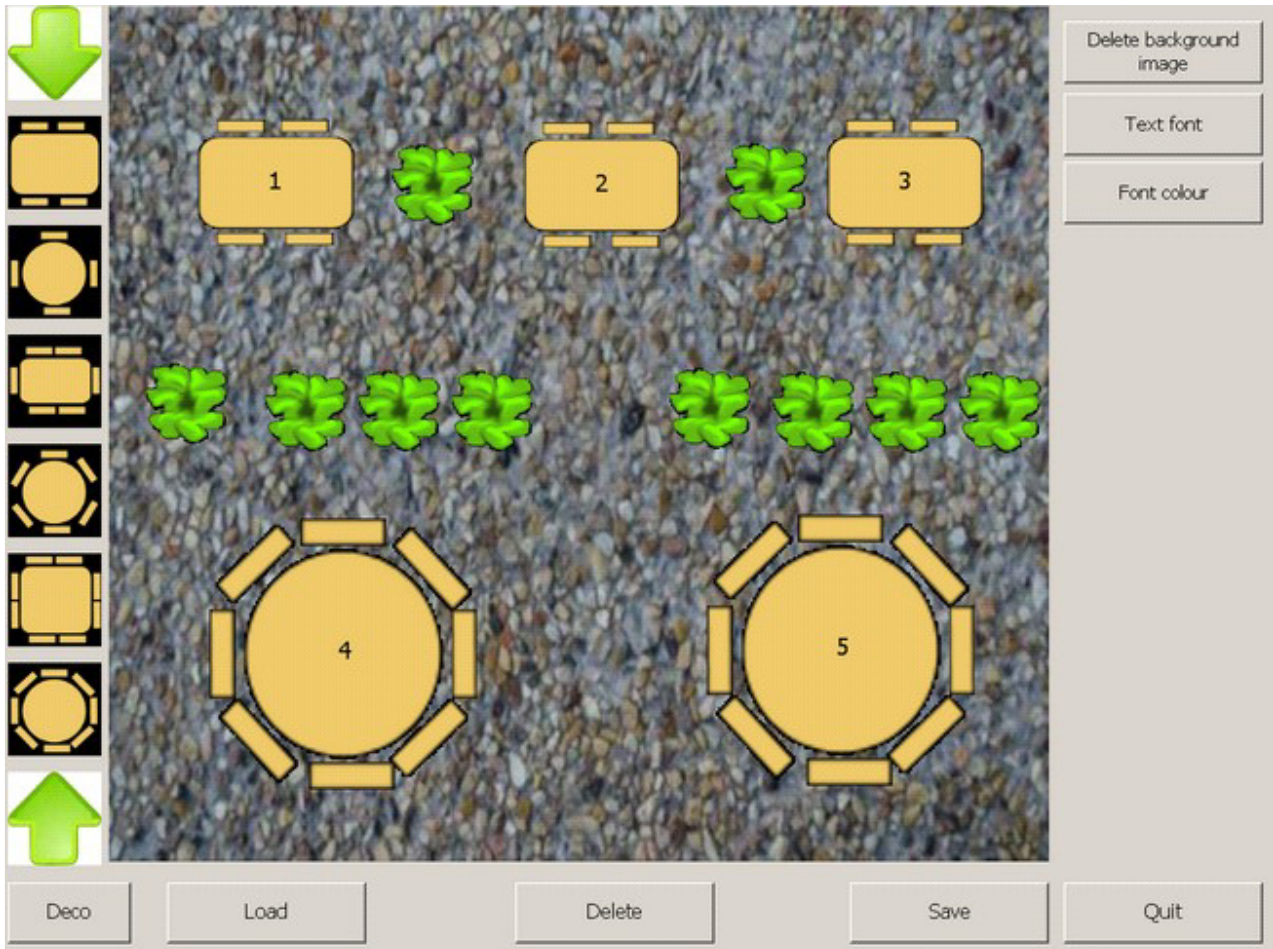
The table layout editor represents a simple but at the same time very powerful tool to create your own layouts.

Simply drag the symbols on the left side onto the table layout and recreate your establishment.
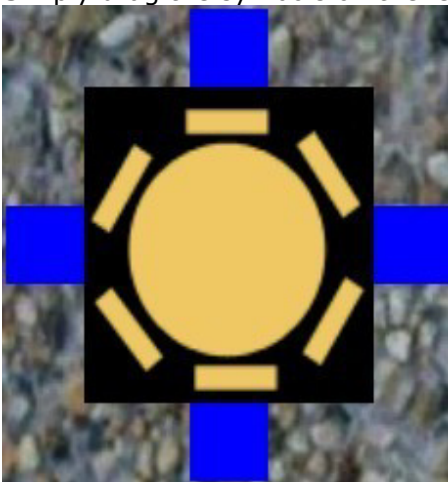
Delete background image

Text font

Font colour

Table name or No.

4

Accept text

Delete element

Copy element

left

right

Top

Bottom

Quit

You can change the position of an object by touching the middle of the object and dragging it to the desired location. By touching and dragging one of the blue squares you can change its size. With the copy function changes that you have already made can be reproduced. You can enter the number or name of a table in the designated field and by pressing "Accept text" it will then be transferred to the table you have selected. You also have the option to select the font color for the names or numbers of the tables
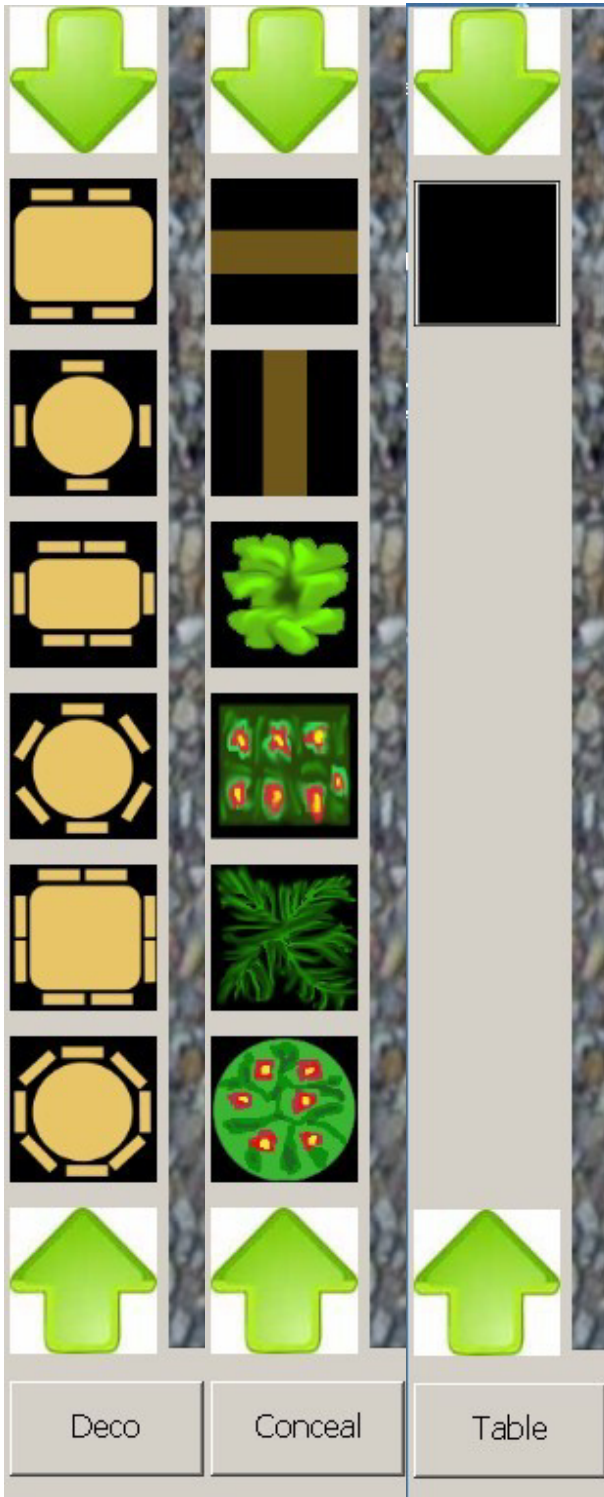
The standard elements of a table layout are the tables. You can enter a name or number for each table. Pressing on a table in the finished table layout opens the table.

Decoration elements have no function. They are simply design features in the table layout.
The elements in "Conceal" can be used in different areas of a table layout instead of using a table.
This is particularly useful if you use a background image with tables already on it. Tables on the
background image that should not be included in your table layout can be covered with a
concealing element.

-o-

Enter voucher promotion campaigns. This way you can later perform better evaluations.

In „Print voucher" you can find the following mask:

Create voucher (Only mandatory booking possible)

Voucher amount	25

You must enter an amount in the selected print layout.

Printer layout: VoucherOldPaper

Expiration date: ☑ Unlimited validity

Promotion: Birthday

Address

Short name: CT   Search address

Title: [ ] [ ]

First name: Claus

name 1: Tailor

name 2: [ ]

Street: Spring Street 4

Postcode / City: SW7 2PH   London

☑ The voucher is personalised and is non-transferable.

☐ The voucher should only be printed and not saved. A number will not be assigned to it.

This option enables you to print voucher templates which can be filled in later with the amount and the voucher number. Redemption in the management of credits is not possible.

Create voucher and print   Quit

In Voucher management you can then see an overview of all vouchers, promotion campaigns, whether a voucher has been redeemed or not, etc.
It is also possible to print the information found in the voucher management.

-o-

-o-
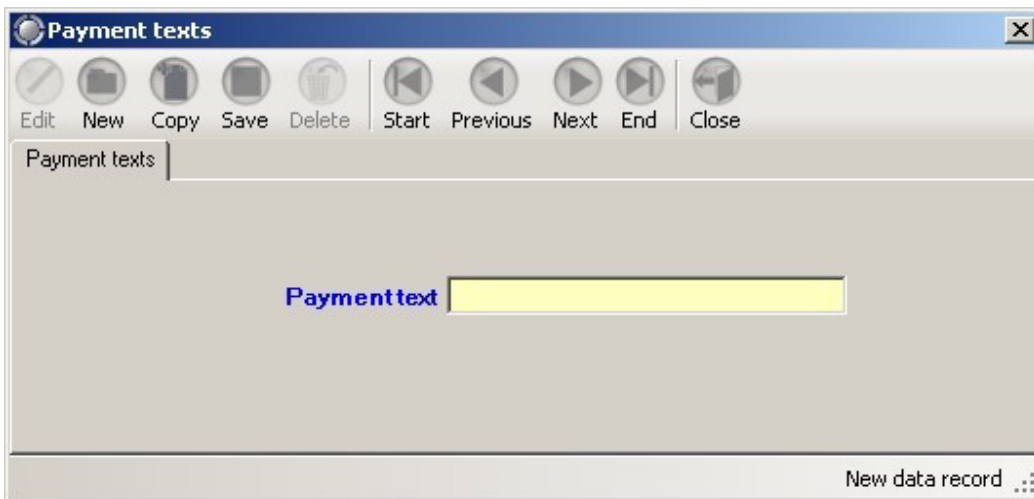
Here you can enter up to 5 texts for in-house vouchers. The different selections will be individually listed in the POS - employee reports and therefore can be evaluated.

-o-

Here you can enter payment texts in advance.

-o-

Here you can enter texts with the different cancellation reasons.

-o-

Customer

Customer/ Addresses

Enter here your customers' addresses. The different greetings and titles are entered in a separate menu item and by using the selection menu these can be assigned here to a customer. If desired a photo of the customer may also be included. If a customer is assigned to a table, you will see the customer´s name on the table overview. The photo, if present, as well as the customer´s address will be printed automatically on the bill. Regular customers may be given a discount. The discount applies to all discountable items. You can check this setting in the Item File.

You can also assign a loyalty card to a customer. This card will then be swiped in the POS front and the table assigned to the customer.
It is also possible to assign a specific table to a customer. When this table is opened in the POS front it will be automatically assigned to the customer.

Customer details

Edit New Copy Save Delete | Start Previous Next End | Search | Quit

| Address | **Personal data telephone** | Customer parameter | Select | History | Deposit account management |

Telephone no.

Fax no.

Mobile

E-mail

Web address (URL)

Date of birth   Account number

VAT no.   Tax number

Remarks

Identification number

Fixed price list

☑ Direct-debit authorisation has been granted

Bank account

Name of bank

Account no.   Bank identification code

IBAN   BIC

CJ   Edit

Here you can enter additional information pertaining to the customer. You can also assign a specific price list to the customer.

© PosBill, 2014

Customer details

Edit New Copy Save Delete | Start Previous Next End Search | Quit

Address | Personal data telephone | Customer parameter | Select | History | Deposit account management

Card number [   ]

☐ The customer´s loyalty cards have a closed number sequence

From card number [   ]
Until card number [   ]

Attention! It will not be checked if there is an overlap with other customers!

Customer discount [0] %

☑ For this customer a collective invoice can be used for billing

CJ   Edit

Here you can assign a loyalty card to a customer. When the customer's loyalty card is swiped in the POS front, then a table will be assigned to his name.
It is also possible to provide companies with loyalty cards having a specific number sequence. When creating a collective invoice all the cards with this number sequence will be taken into account.
A further possibility is to assign a specific table to a customer. Whenever this table is opened in the POS front it will automatically be assigned to the customer.
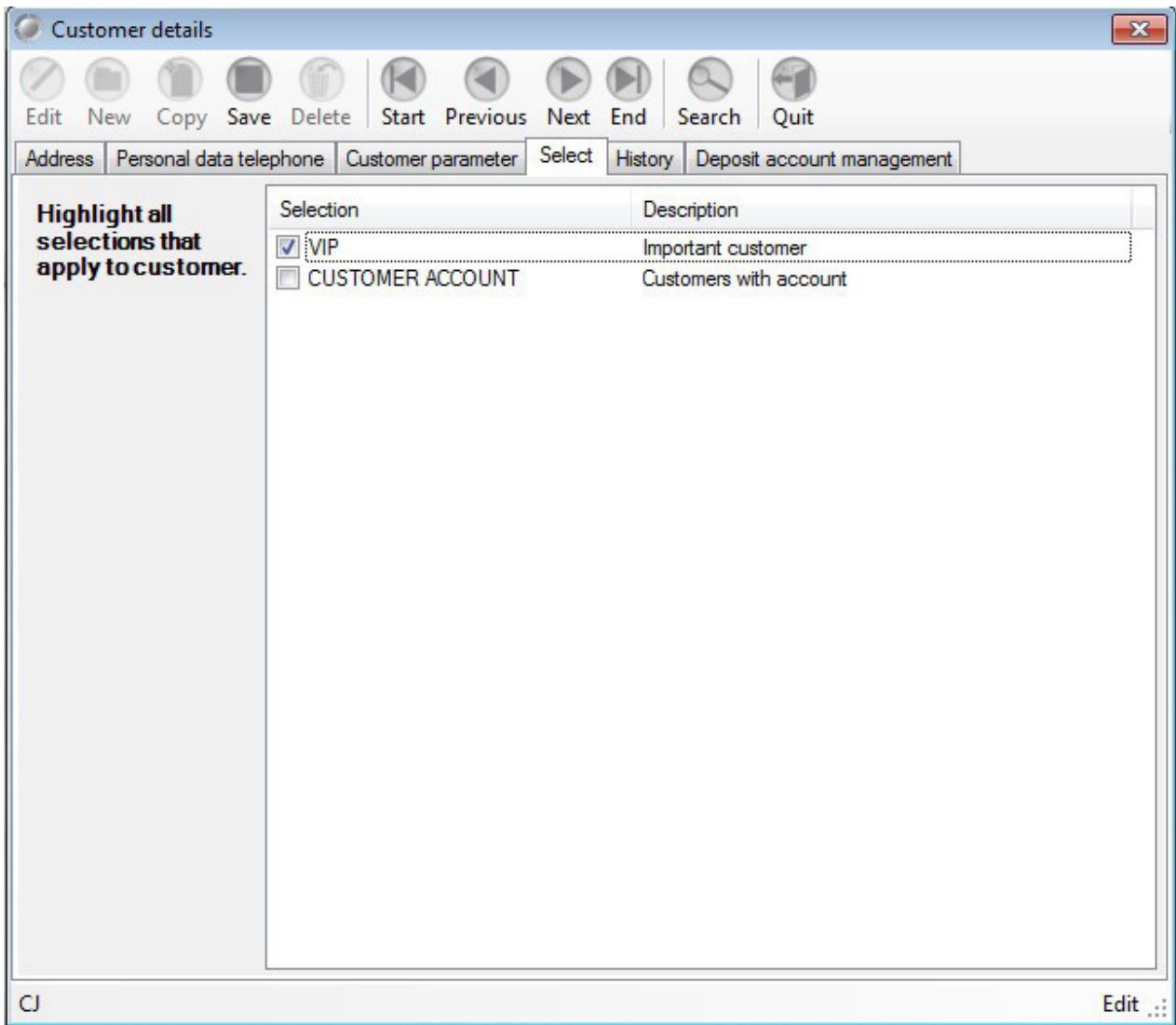
In In the tab Select you can assign a guest to a customer group. You can later use these customer groups for serial letters.

Date	Time		Turnover	Operation	Receipt	
16/10/2014	19:24		£36.00	#205	77	
04/08/2014	16:29		£24.85	Collective invoice 2	28	
04/08/2014	16:05		£121.50	#43	33	

Total turnover £182.35 **Number of operations** 3

In history you can view all visits made by a customer to the establishment as well as his receipts.

In deposit account management you can set up deposit accounts for regular customers. To do this a method of payment for this must be entered in System parameters/Method of payment and in Company data/ Settings assigned to deposit account payments.

When you create a deposit account for a customer you can determine whether it should be a credit or a debit account. If you select a credit account, then it is possible to enter a credit limit. It is also possible to print a deposit account statement and in back office you can make deposits into the account.

-o-

In deposit account management you can set up customer deposit accounts and customer or loyalty cards. When you create a customer deposit account you can determine whether it should be a credit or a debit account. In order to activate the function deposit account you have to first enter in Back office/System parameters/ Method of payment a method of payment for deposit accounts. This method of payment has to then be entered in Back office/Master data/ Company data/Settings as the method of payment for deposit accounts. In our example the method of payment is DEP

In the guest registry you can now enter in a customer's profile whether the customer should have a deposit account or not. The account can be a debit or a credit account. If you select a credit account, then it is possible to enter a credit limit. If the limit is exceeded the customer will not be able to settle his bill by using his deposit account
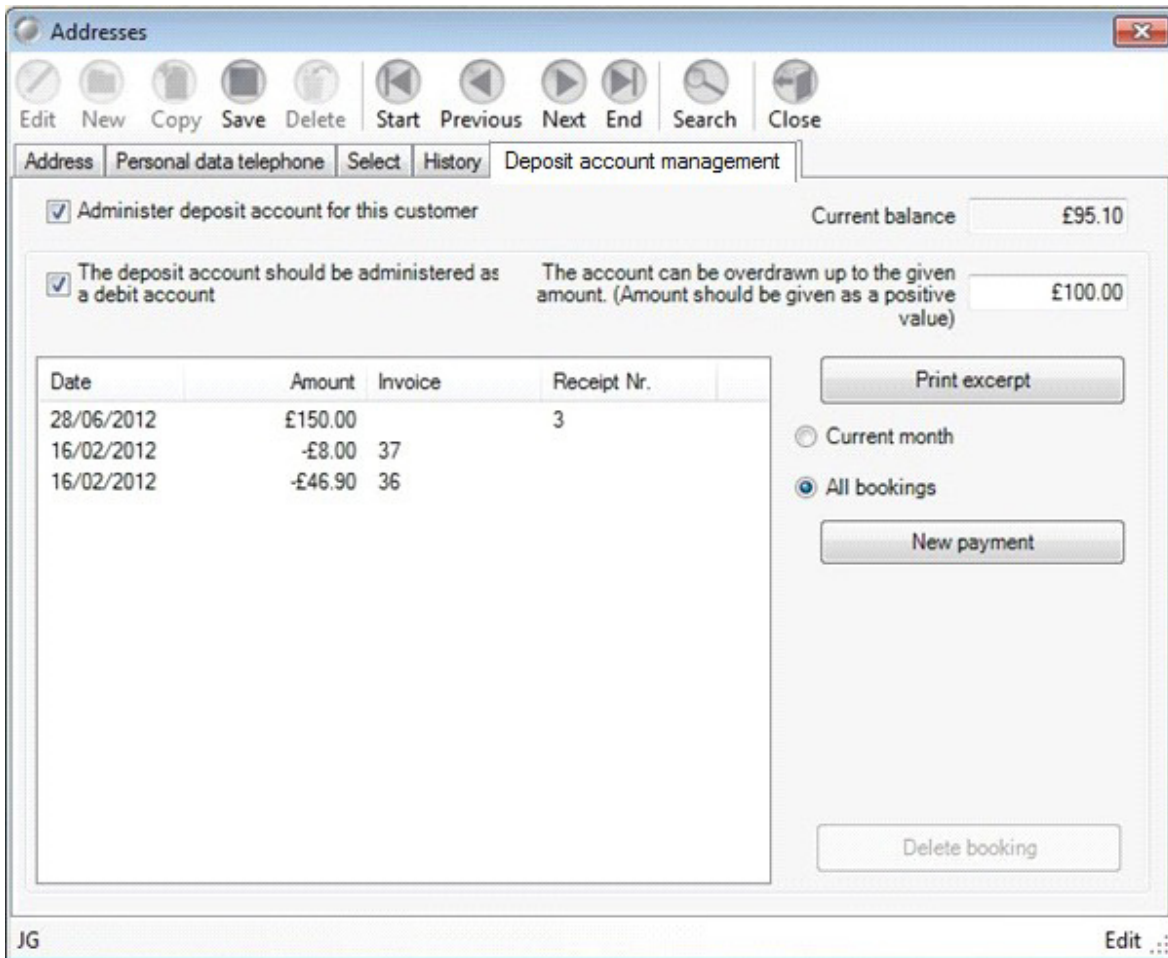
In deposit account management new deposits can be made into a guest's account. Also it is possible to print an account statement for the current month or a statement showing all transactions made on the account. All payments into the deposit account as well as all of a customer's receipts (including receipt number) settled with the deposit account are listed on the statement.

In Back office / Lists/layouts /Turnover lists/Deposit account list you can view and print a list of all final balances or of all transactions made in customers deposit accounts. For the list showing all transactions a time period can be selected.
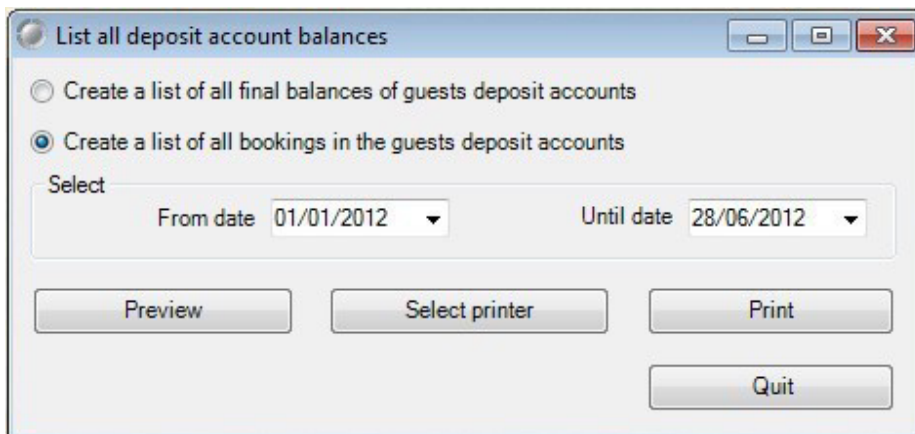
Infinity Business Advancement Systems Ltd.
 Deposit account bookings

Printing date 03/07/2014   Seite1

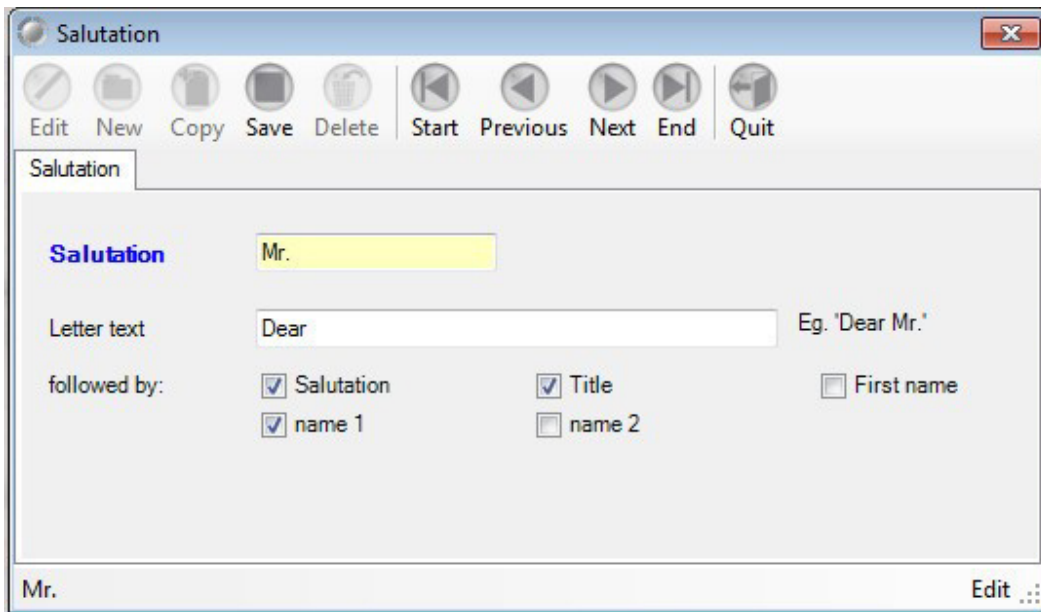| Date	Amount	Receipt	Bill no.	
25/03/2014	£200.00		1	Sara
23/03/2014	- £55.00	14		Sara
23/03/ 2014	- £41.70	15		Sara

-o-

Greeting

Customer/Greeting

1. Title
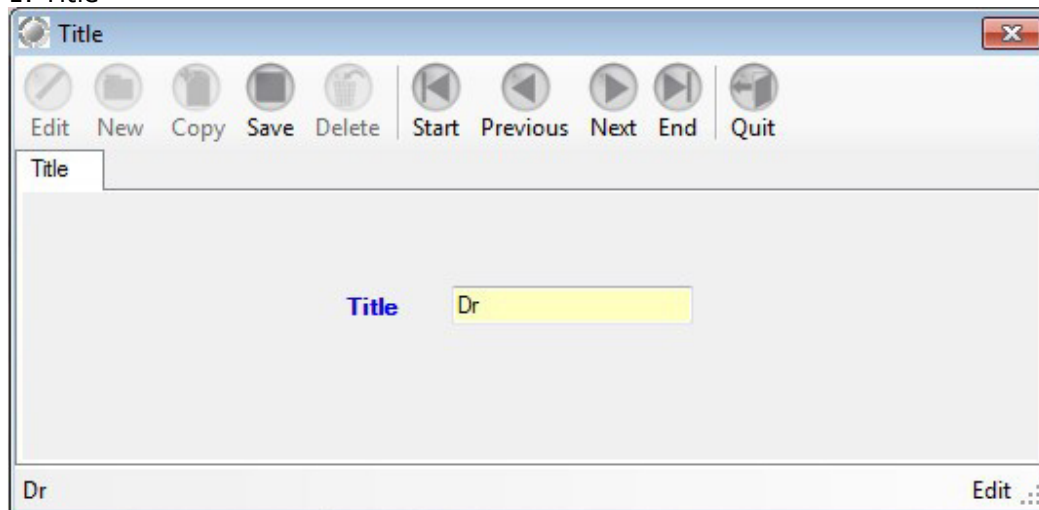
Create different titles, for example Dr., Prof.

2. Salutation

Salutations such as Mr., Mrs., Family, Company may be created. In letters or bills only the selected fields will be printed.

-o-

Customer/Selection
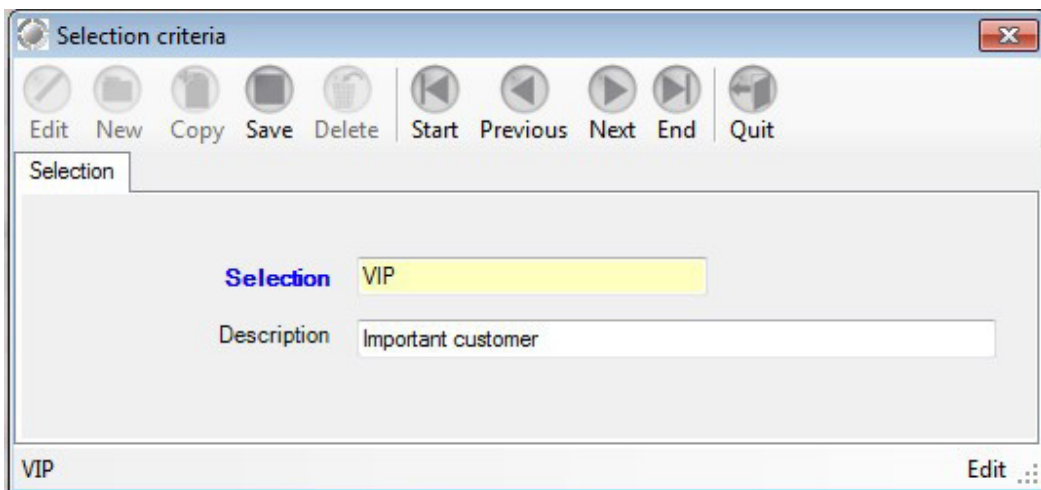
Here you can define different customer groups, for example regular customer, VIP, hiker, biker. These selection fields can be used later in Word for serial letters. By using this selection you can contact a specific customer group. In the costumer register you can assign a customer to a group.

-o-

Import Addresses
Back office / Customer / Import address

Here you can import customer data from other programs or backups. As source file you need a customer file in CSV-format (separated by tabs). Then you only need to assign the fields of the source file to the destination file.

Address import ⊠

You must first determine the source file (CSV)! `C:\Program Files\PosBill\PosBill8\customers.txt` 🔍

The 'short name' field is a unique identifier and cannot have a duplicate. Please fefine fields from the source file to be used in the creation of this.

☐ WARNING! The source data contains a field that is to be used as a short name. The data will not be checked for corruption.

The short name can be generated from these fields

Name1 `Salutation`   Name2 `Name 1`   First name ``

Field name	Type		Source field	Destination field		Field name	Type	
Fax no.	String					City/Town	String	
First name	String					Client number	String	
Form of address	String					Country	String	
Mobile	String					Date of birth	Date	
Name 1	String					E-mail	String	
Name 2	String					Fax no.	String	
Postcode	String					First name	String	
Remarks	String					Mobile	String	
Salutation	String					Name 1	String	
Street	String					Name 2	String	
Telephone no.	String					Nation Kurzform 2 Zeic...	String	

[>]   [X]   [<]

[Start import]   Assign source and destination data fields   [Quit]

-o-

Table Reservations

Back Office/Table Reservations

In order to be able to carry out the basic settings for table reservations you must first go to the tab "Settings"

Here you can enter your opening times. If you enter, e.g., from 10 - 15 o'clock and from 16 – 23 o'clock then only these times will be shown on the reservation chart. Days of rest and company holidays will not appear on the chart. This prevents your employees from making reservations on the wrong days and times.

The settings dealing with the capacity of your establishment can also be carried out in the general information section of this data sheet. You first have to decide whether you want to work with tables (also according to the different areas in your establishment) or if for you it is only important not to exceed your capacity. If this is the case you can enter the maximum number of persons possible in your establishment and the reservations will not be made according to the available tables. The system will simply check if the maximum number of persons has been exceeded and warn you if this is the case. You can then place the additional guests on a waiting list . This is indicated on the reservation chart with a different colour.

If the check box "Not possible to make reservations without assigning table" is activated, then when making a reservation you must enter a table. Also by checking the corresponding check boxes, reservations can be limited to certain areas or past reservations can be deleted automatically.

The settings you have chosen should not be changed while running your business!! A change from category reservations to reservations with table allocation leads to confusion in your reservation chart since already made reservations will perhaps not be assigned to tables correctly.

New reservations
In this reservation mask you can enter a reservation. If you have chosen to assign tables then you must select a table here. The possible number of persons for the table will be indicated in parentheses. This number as well as the suggested duration of stay can be changed.
By using the customer ID or the button "Search for guest" you can automatically enter a customer already found in the customer registry. Also complete customer details for new customers entered here will automatically be saved in the customer registry. Remarks included in a reservation are displayed on the top of the reservation chart on the info line when you move the cursor to a customer's name.

If you have chosen not to assign tables, then you do not need to enter a table number when making a reservation. You must only enter the number of persons in the reservation.

| Date | 01 | July | 2012 | ▼ | < | > | | Opening hours | **10:00 - 15:00 / 16:00 - 23:59** |

Display list | Display chart | **New reservation** | Settings

◉ Confirmed   ○ Option   ○ Waiting list

from time   **10:15**   Duration of stay in minutes 90 ▲▼

Table   [▼]

Area   [Interior   ▼]

Persons   20 ▲▼

Guest ID   [   ]   [Search for guest]   Phone [   ]

Guest   [   ]

Reservation remarks   [Company meeting   ]

Guest details

Greeting   [Company   ▼]   Title [▼]

First name [   ]   In order to include a new guest in the guest
                                                 file it is necessary to have, at least the
Name 1   [Smith and Sons   ]   Name1, the postal code and the city.

Name 2   [   ]

Street   [23 Millbrook Road   ]

Country   [USA   ▼] US

Postal code / City [06830] [Greenwich   ]   [Save reservation]

[Quit ❌]

Reservations can also be made directly on the reservation display chart by clicking and dragging the mouse. You must then only enter the number of persons and the customer details. The different reservation modes like confirmed, option, waiting list, arrived, finished are indicated in different colours. If the reservation status needs to be changed, e.g., from option to confirmed, you can do this by clicking directly on a customer and making the change on the lower bottom of the display chart. Also with a double click on a customer you can go to the edit mode of the reservation.
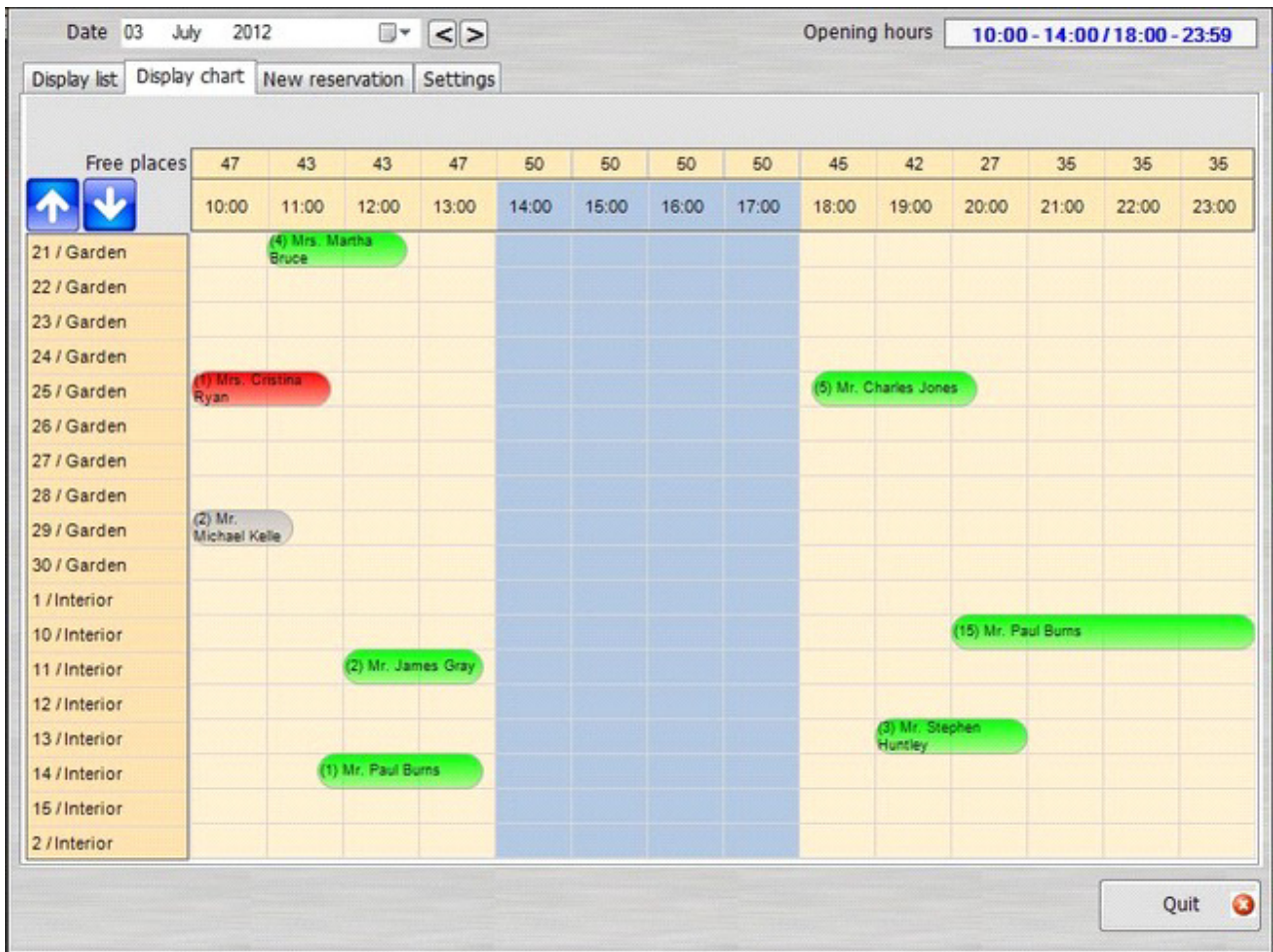
It is also possible to view the reservations by using the display list. Reservations are shown here according to the time. Also by clicking once on a customer you can change the status of the reservation and with a double click you can go to the edit mode.

| Date 01 July 2012 | ☐▼ | < > | | Opening hours | 10:00 - 14:00 / 18:00 - 23:59 |

Display list | Display chart | New reservation | Settings

Reservations [8]   Persons [28]   [Print]   Grouped according ⦿ Time   ◯ Table
☐ Display also cancelled reservations

Table	Persons	Until	Nu...	State	Guest ID	Phone	Guest
From 10:00							
23 / Garden	3	11:30	5	Confirmed	CR	0131 534 8200	Mrs. Cristina Ryan
From 10:30							
5	2	12:00	1	Confirmed	SH	0131 556 2428	Mr. Stephen Huntley
15 / Interior	2	12:00	2	Confirmed	PB	0131 557 2357	Mr. Paul Burns
From 11:00							
21 / Garden	4	12:30	4	Confirmed	MB	01223 712 013	Mrs. Martha Bruce
From 12:00							
11 / Interior	1	13:30	3	Confirmed	JG	0115 981 1123	Mr. James Gray
From 18:00							
26 / Garden	2	19:30	6	Confirmed	SH	0131 556 2428	Mr. Stephen Huntley
13 / Interior	11	21:00	7	Confirmed	SMITH		Mr. Richard Smith
From 20:00							
1 / Interior	3	21:30	8	Confirmed	JONES		Mr. Charles Jones

| Edit | ⦿ Confirmed | ◯ Option | ◯ Waiting list | Cancel | Quit ✖ |
| | ◯ Have arrived | | ◯ Finishing time | | |

-o-

Table Reservation (Front Display)

In the POS front you can find the window for making table reservations by going to the button "Functions". Below you can see the window for making new reservations.

In the "Display list" you can view at a glance all your reservations. Overlapping reservations will, of course, be shown. In our example you can see two reservations marked in yellow. These reservations overlap since the duration of a visit has been set to 90 minutes.

Reservations can be intentionally overlapped, for example if you have a table for 4 and want to occupy it with two separate parties of 2 persons each.

If you have activated a table layout, then on the table display you will be able to see the upcoming reservations:
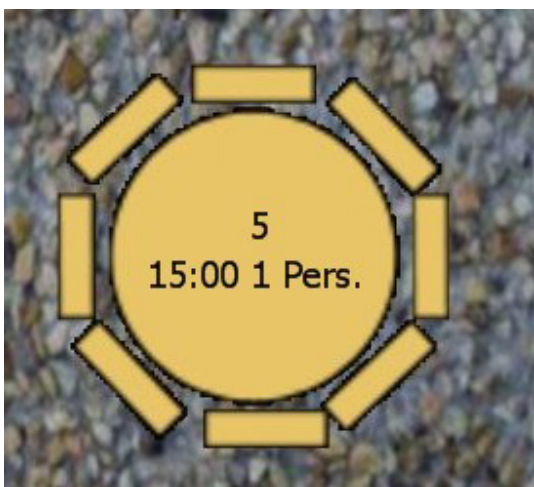
Rentals

First enter in Back office in Item data the new category, "Rentals". By clicking on the corresponding checkbox you should prevent this category from appearing on the POS front.

Now enter a new item and select the checkbox "This item is a reference item for rental items"

Go to Back office/Rentals /Rental items management and enter the real rental item. You can assign this item to the reference item you entered before.

Now you can assign the prices. First you should decide if the item should be rented by hour or by day. In addition to the basic price four other price classes can be entered. The price class that is used is chosen by the user when making the reservation.

Rental management

Edit | New | Copy | Save | Delete | Start | Previous | Next | End | Search | Close

Rental items | **Price and price scale**

Time period for the calculation

○ Item rental by hours   ● Item rental by days

TChecking defines the output as the total price for the entire time period. Otherwise, the price of each of the selected pricing periods (hour or day) applies. The base prices are used if none of the price classes or price scales are valid.

Price scale for up to max. number of days

Basic price | Class 1 | Class 2 | Class 3 | Class 4

0	£0.00	☐
0	£0.00	☐
0	£0.00	☐
0	£0.00	☐
0	£0.00	☐
0	£0.00	☐
0	£0.00	☐
0	£0.00	☐
0	£0.00	☐
0	£0.00	☐

If no pricing scale is used, then the price for the selected time period (hour or day) can be entered here.

£15.00

Tent No. 1   Edit

In Rental parameters all parameters pertaining to rentals are defined, especially the times of validity for the different price classes (seasonal times) and the opening hours. Reservations can also be carried out but no pickups or returns can be managed.

Now you can change to the POS front and take a look at what we have entered.
On the toolbar click on "Functions and then on the menu item "Rentals" Clicking on it opens up the mask for viewing rentals. In the list all reservations that have been made are displayed. It is also possible to view the reservations in table form by clicking on "Table". Here the display differentiates between day and hour items.
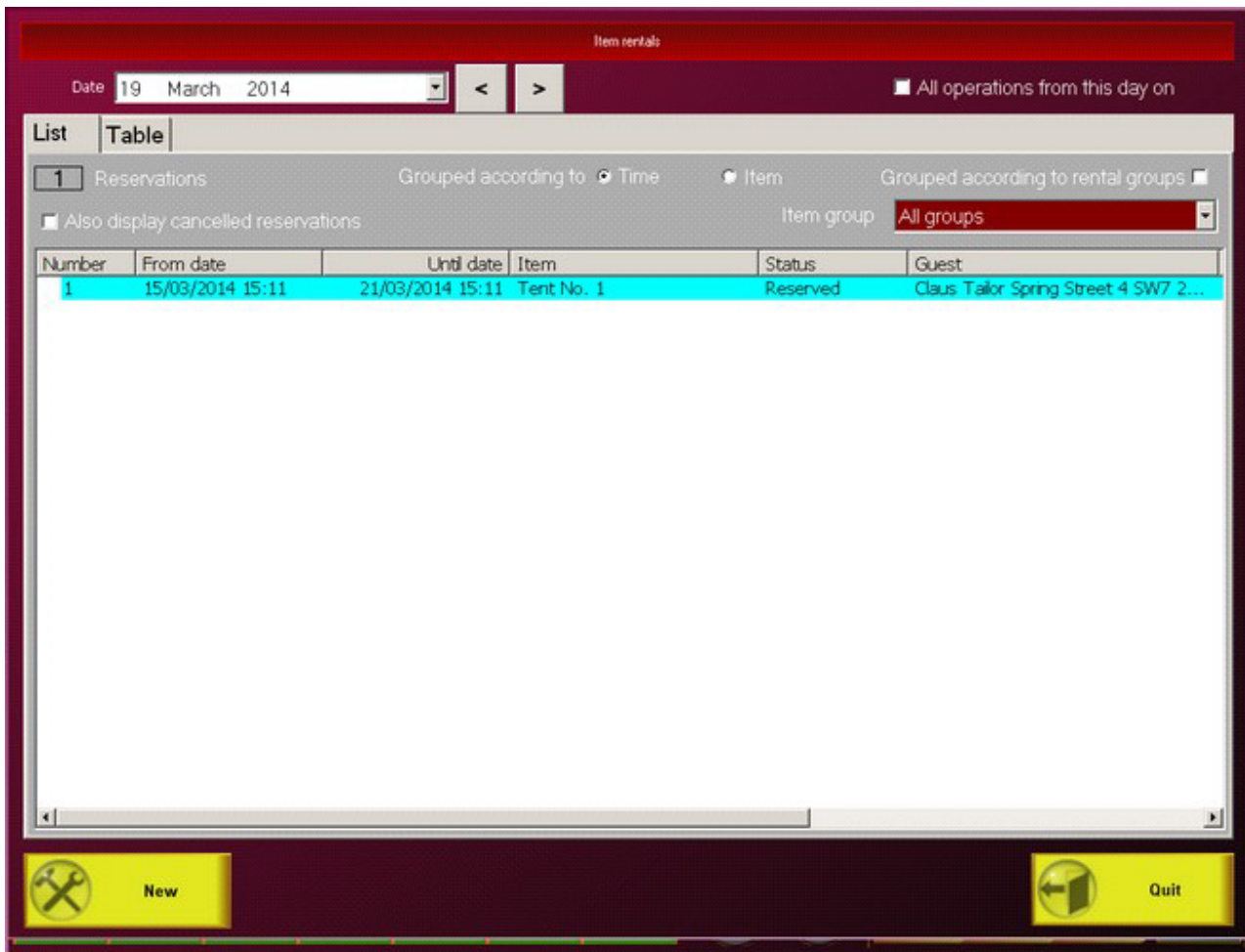
A new rental reservation can be made by either marking the reservation time period on the table or by clicking on the button NEW. If you use the table, the time period of the reservation will be automatically transferred to the reservation mask. By clicking on "New" the mask empties and you can enter a new reservation.
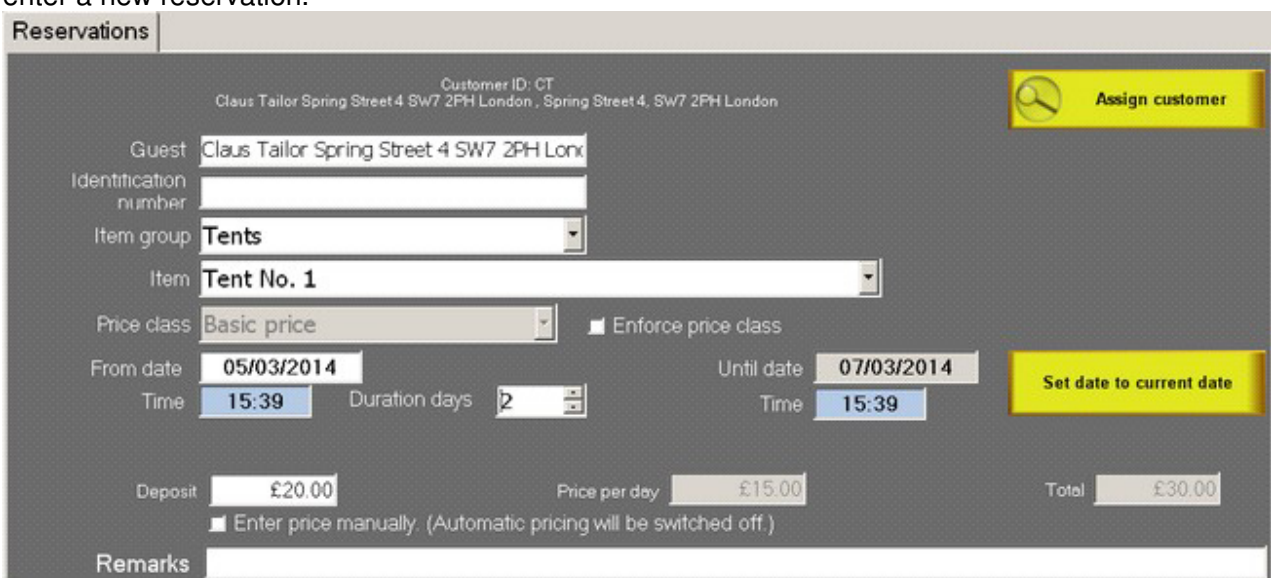
In the field "Guest" you can enter the guest's name or by going to "Assign customer" you can select a

customer from the customer registry. After saving, the tab for pick up appears. Here the reserved item will be handed over to the customer.

A click on the button "Set advance payment" transfers the rental amount to the field for advance payment and adjusts the field for total down payment.

After saving   the reservation, individual receipts will be printed for the advance payment and for the deposit. In the list and on the table the reservation will be marked as delivered.

A double click on the reservation initiates the return of the rental item.

After saving the items will appear on the display.

+	Deposit	-£20.00
+	Advance payment	-£30.00
	Tent 4 person	£60.00

TIP:

Reservations can also be carried out in Back office. There you can find an additional tab for further settings. In this mask you can define the colours and the validity time periods for the different price classes.

-o-

Bookeeping

Backoffice / Bookeeping / Cash book

In the cash book all revenues and expenditures are entered. When a POS close out is carried out the cash balance can be automatically entered in the cash book. The monthly closing balance IS FINAL and cannot be reversed!!

If desired the monthly statement can be printed on a Windows printer for your tax consultant

Cash book

www.posbil.com

Page 1

Printing date 29 June 2012

Balance of previous month £0.00

Report period Year 2012 Month 06

Date	Revenues	Expenditures Booking text	Receipt Nr.	Account	Invoice No.
29/06/2012	£269.75	POS close out No. 5		0	
29/06/2012	£9.75	POS close out No. 6		0	
29/06/2012		£25.00 Flowers	32	100	
Total	£279.50	£25.00			
Present amount	£254.50				

-o-

Export of cash book as mentioned above.

Export of cash book

Define disk drive and path where file should be saved.

? | c:\program files\posbill\posbill8\

File name | kassenbuch_2014_3_5.txt

☑ Overwrite existing file with the same name.

◉ Text file (txt) separated with TAB

◯ CSV file (csv) fields separated with semicolon

☐ Enclose data fields in quotation marks (").

☑ The first line contains the heading

Determine date and file name!

Start export   Quit

-o-

If in Back office/Company details/Settings you have checked the checkbox for transferring cash revenues to the cash book when a server or end of day close out is carried out, then a button for the cash book will be displayed on the POS front (POS bookings):
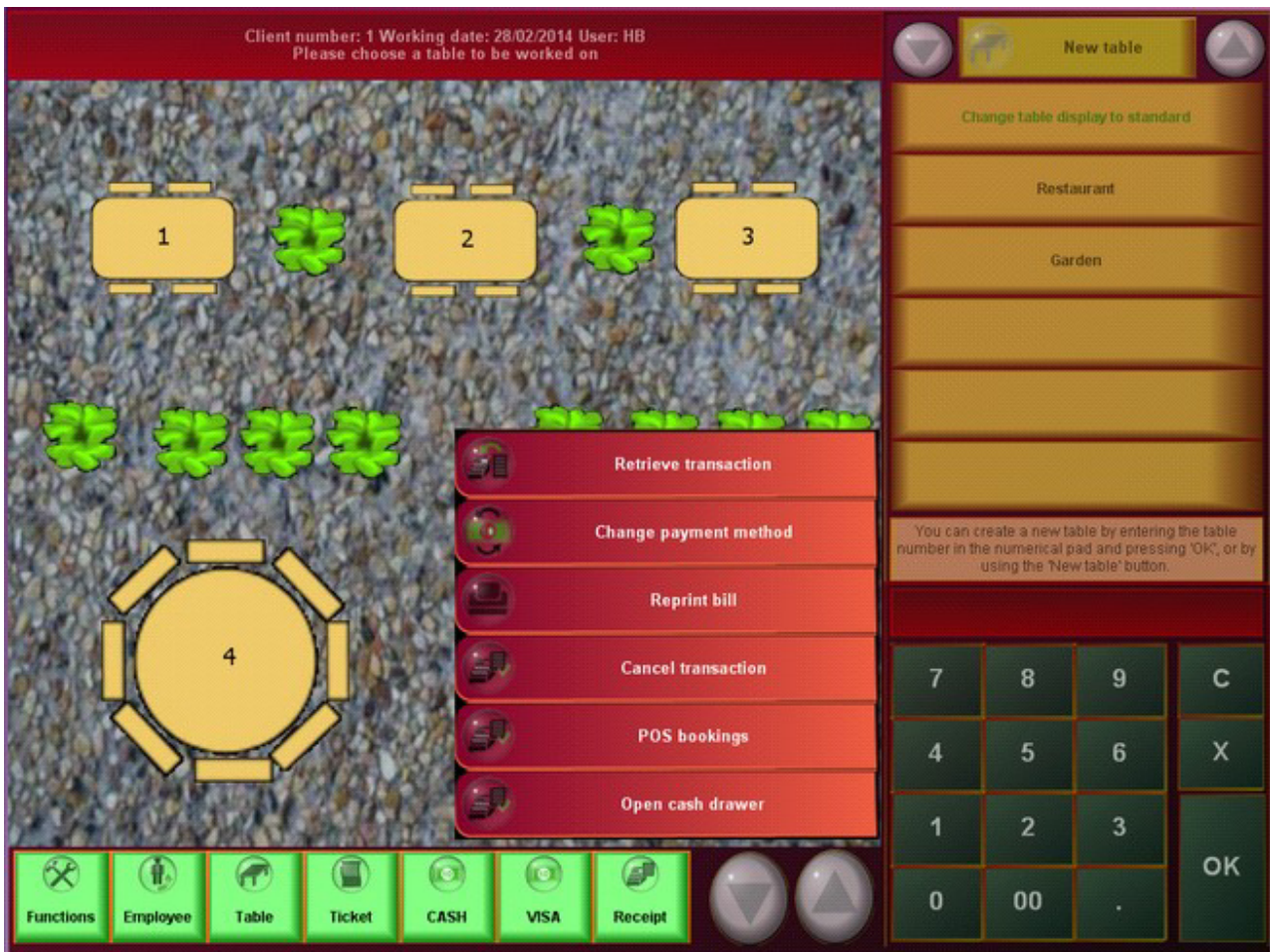
Clicking on this button will open the following input mask:

Create cash received and withdrawn for cash account book

Always enter the amount as a positive number. Do not use negative values like for example -100

Expenditures

Revenues

Amount 50

Booking date 06/03/2014

Booking text Stamps

Account 0

Receipt no.

Book new expenditures

ESC	1	2	3	4	5	6	7	8	9	0	-	=	←
	q	w	e	r	t	y	u	i	o	p	[	]	DEL
	a	s	d	f	g	h	j	k	l	;	'	\	↵
	\	z	x	c	v	b	n	m	,	.	/	`	
EXIT	@	\	£							↑	↓	←	→

Save

Quit

-o-

Lists / Layouts

In Back Office/Lists Layouts/ POS - Employee Reports you can print daily, monthly, quarterly or annual reports. The periodic reports can be printed on any available ticket printer.

In order to print POS or Employee closeouts you should select in Type of report "Reprint close outs".
On the right you will see all the close outs made up to the present time. Simply select the desired close out and print it.

-o-

Backoffice/Lists Layouts/Turnover lists/Item turnover

Create an item turnover list or a list of the top selling items. For the top selling item list you can determine the number of top selling items that should be in the list as well as the time period. In addition you can select the items of a specific category, for example you can select the category food.

List of items

☑ Turnover analysis of top list

Top item

Top 20 ⬍ 0 = all items   From 28/06/2012 ▾   Until 29/06/2012 ▾

The analysis refers to all ticketed items within the given period, regardless if or when an invoice was created. Cancelled items are not included.

Select POS   All POS   ▾

Select workstation   All workstations   ▾

Should voucher items be considered? ☐

Select category   All categories   ▾

| Preview | | |
| Select printer | Print | Quit |

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You can view the function Cost of goods by going to Lists/Layouts/Turnover lists/ Cost of goods. Here you can get an overview of all items sold during a specific period of time and their gross profit. In order to get the best possible overall view you should include the purchase price when entering the items.

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Back Office/Lists Layouts /Protocol/Invoice and item protocol

Invoice protocol
The invoice protocol shows all invoices in the selected period of time. The invoice date is the working date of the POS terminal. Invoices can be sorted according to date, invoice-No., table or server. After entering your selection criteria please click on view

By clicking on an invoice line a window opens up showing the ticket details of the invoice. You can see every item entered with the date and time. Here, the time and date used are those of the computer.

Item protocol

In the item protocol you can see all the individual ticket entries. The date and time used are those of the computer. If your POS terminal is not set to the current date, the ticket date will deviate from the invoice date!!

Ticket control

If you are looking for a ticket or you don't know if items were settled, then you can use the ticket control protocol to find out. This protocol allows you to see what has happened with single processes. Among other things you can see the number of the invoice used to settle the items in a specific ticket.

-o-

In this menu item all the lists and reports pertaining to warehouse management are combined. Here you can find an inventory valuation for all items that are entered with a purchase price. Also order proposals can be made here in the corresponding menu item.

-o-

Layout of Close Outs   Previous Top Next

In layout of close outs you can select the information that should be included in the POS end of day close out and in the server close out
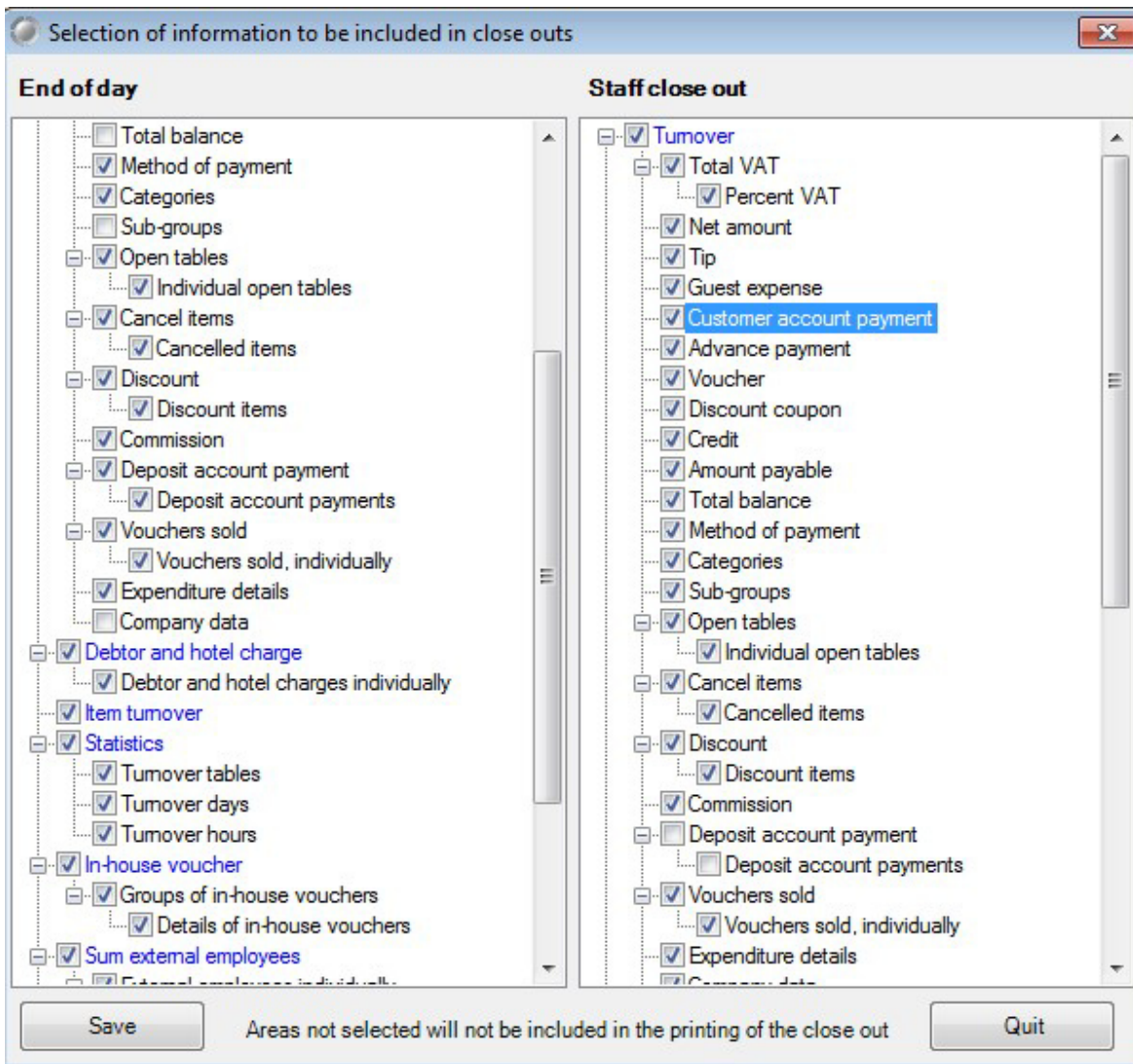
You can select what you wish, from the method of payment and total turnover up to the turnover of individual items. You can also deselect any information you no longer wish to have. By checking Statistics you can see the turnover per person or per table.

-o-

Lists Layouts / Print layouts / Document editor

1. Set up and Operation

The document generator is not a universal generator of reports but conceived exclusively for the layout of pre-defined documents. A document, for example an invoice cannot be properly created with a report generator.

The layout of a document consists always of the following elements:

1. Page/ Document
2. Printing areas
3. Printing zones
4. Printing objects
5. Variables

Each of these elements is always a component of the preceding element. This concerns primarily the co-ordinates top and left. Example: *If you give a printing object the position top = 0 and Left = 0, the object will be placed in the upper left corner of the printing zone*. If the position of the zone within the area is changed, this has no influence on the position of the object.
The position of an element is always given in millimeters. Therefore if you have an original document it is very easy to determine the desired position of an element by measuring with a ruler. The apparently complicated settings are necessary to create a template that is not dependent on the printer used. Otherwise a template is dependent on the printer type and the printer resolution. The display on the screen is correct only to a certain extent. A monitor ordinarily has a resolution of 96 DPI, a printer on the other hand has 300, 600 or even 1200 DPI. With the conversion of mm into DPI inaccuracies inevitably arise

2. Page / Document

In **Page / Document** you can determine the paper format and the margins. Whether a document should have a horizontal or vertical format will be evaluated later. ATTENTION! A paper format with margins = 0 leads to the wrong results since printers cannot print on the areas around the edges. Therefore please set the margins in such a way that no matter which printer you use the printing area always fits. Special attention should be paid to the lower margin since the non printable area of ink jet printers is much larger than that of laser printers (up to 18 mm)

The **Document type** determines the type of document you want to work with, an invoice, a confirmation, etc. The **description** identifies the document clearly in the database. Internally a language ID is also saved, for example " DE" for German. This way a user can only modify or create documents in his system language.
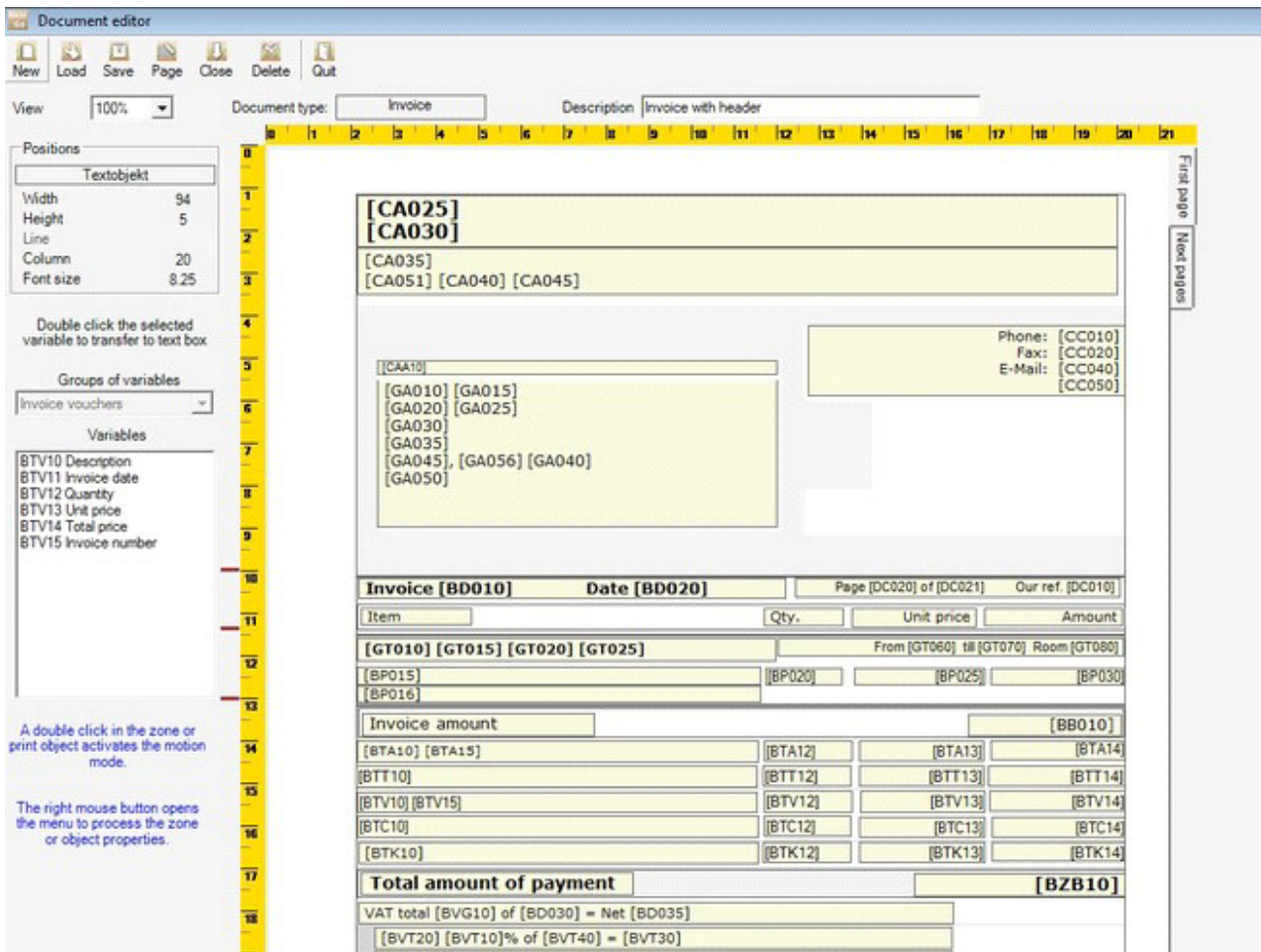
3. Printing Areas

The printing areas are the same for all documents. There are three areas: top, middle and bottom. The top and the bottom are fixed on each page to a specific size. The middle begins below the top and can extend to the bottom. Its actual size depends on the amount of data that needs to be included in the document. The middle area is in turn divided into three parts: middle head, middle center and middle foot. The size of each of these parts can be set individually within the middle area. In the screen mask the areas are indicated as head, middle (heading, table, total) and foot and are differentiated by color.
The width of the areas is always that of the printable page. Only the height can be set. The area middle also has a designated height but it can be adapted during printing to the data amount.

Here you can see the printing area top.

[CA025]
[CA030]

[CA035]
[CA051] [CA040] [CA045]

	Phone:	[CC010]
	Fax:	[CC020]
	E-Mail:	[CC040]
		[CC050]

[[CAA10]

[CV010][GA010] [GA015]
[GA020] [GA025]
[GA030]
[GA035]
[GA045], [GA056] [GA040]
[GA050]

Bank:	[CB010]
Account No:	[CB011]
Bank Code:	[CB012]
IBAN:	[CB013]
Tax Number:	[CV020]
VAT Reg. No.:	[CV020]

The size of the printing areas can be increased or decreased by using the red drag points.

Invoice [BD010]   Date [BD020]

Item

[GT010] [GT015] [GT020] [GT025]

[BP015]

[BP016]

Invoice amount

[BTA10] [BTA15]

[BTT10]

[BTV10] [BTV15]

[BTC10]

[BTK10]

Total amount of payment

VAT total [BVG10] of [BD030] = Net [BD035]

[BVT20] [BVT10]% of [BVT40] = [BVT30]

[BZT11] [BZT20]

[BZT10]

4. Printing Zones

Zones have two main functions. First of all, since variables are designated to the different zones, a zone presents a user with meaningful variables while it excludes variables that do not make sense. Secondly, a zone determines a position within an area.

The zones with their corresponding variables depend on the type of document and are determined by the program. In the middle zone, in center and total only variables pertaining to these zones are permitted. In other zones meaningful variables are offered but the access to the other general variables is permitted.

A special feature is the possibility to set the position of a zone in relation to an area or to the edge

of a page. It only makes sense to use this option in the top area. By setting the position to Top = -1 und Left = -1 you can increase the size of the zone to that of the page format   (The margins are ignored). This can be useful when displaying a company logo. If the width is set to 0, then the zone has the width of the area or of the page.

In the setting **Frame** you can enclose a zone with a frame. In text type and colour   you can select the settings for the printing objects. The page break is always determined by the zone. The entire zone must fit within the page.

The printing zones are located underneath the printing objects. If you want to increase the size of a printing object you must first increase the size of the zone. When you double click on the white area of a zone a blue slider appears. By dragging it you can increase the size of a zone

```
[CA025]
[CA030]

[CA035]|
[CA051] [CA040] [CA045]



[CA025]
[CA030]

[CA035]
[CA051] [CA040] [CA045]




                                                        Telefon:  [CC010]
                                                        Telefax:  [CC020]
```

5. Printing objects
Zones have two main functions. First of all, since variables are designated to the different zones, a zone presents a user with meaningful variables while it excludes variables that do not make sense. Secondly, a zone determines a position within an area.
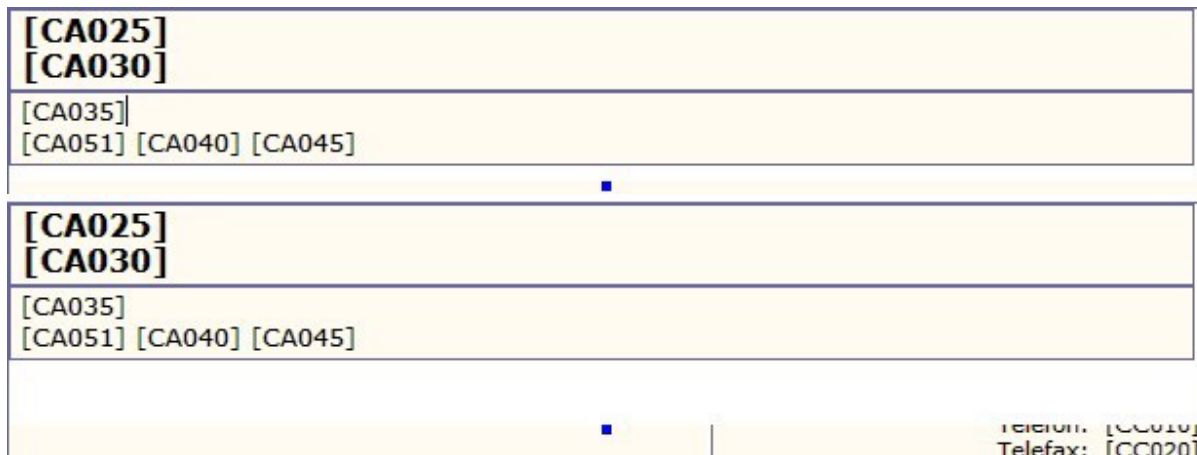The zones with their corresponding variables depend on the type of document and are determined by the program. In the middle zone, in center and total only variables pertaining to these zones are permitted. In other zones meaningful variables are offered but the access to the other general variables is permitted.
A special feature is the possibility to set the position of a zone in relation to an area or to the edge of a page. It only makes sense to use this option in the head area. By setting the position to Top = -1 und Left = -1 you can increase the size of the zone to that of the page format   (The margins are ignored). This can be useful to display the company logo. If the width is set to 0, then the zone has the width of the area or of the page.

In the setting **Frame** you can enclose a zone with a frame. In text type and colour you can select the settings for the printing objects. The page break is always determined by the zone. The entire zone must fit within the page.

If you enlarge a printing zone (See further up) then you can also change the size of the printing object within it. With a double click on the object you can change it.

```
[CA030]

[CA035]
[CA051] [CA040] |[CA045]


```

[CA025]
[CA030]

[CA035]
[CA051] [CA040] [CA045]
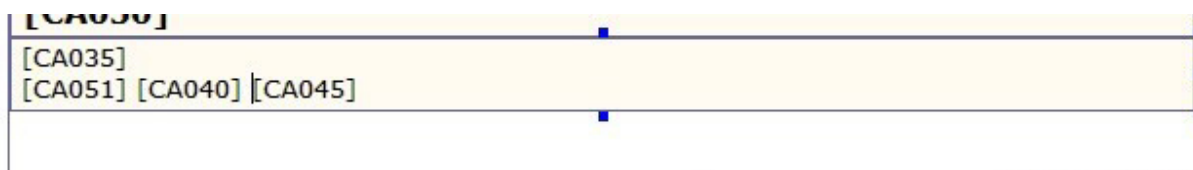
You can create a new object or insert an image by clicking on a zone with the right mouse. You can then click on create a new text object or create a new image object. When you create a new image object a new printing object appears. By clicking on it with the right mouse key you can then load an image. Simply select the desired image from your hard drive. Ideally it should be found in the program directory. If you later move this image to another directory, it will no longer be displayed on the document.
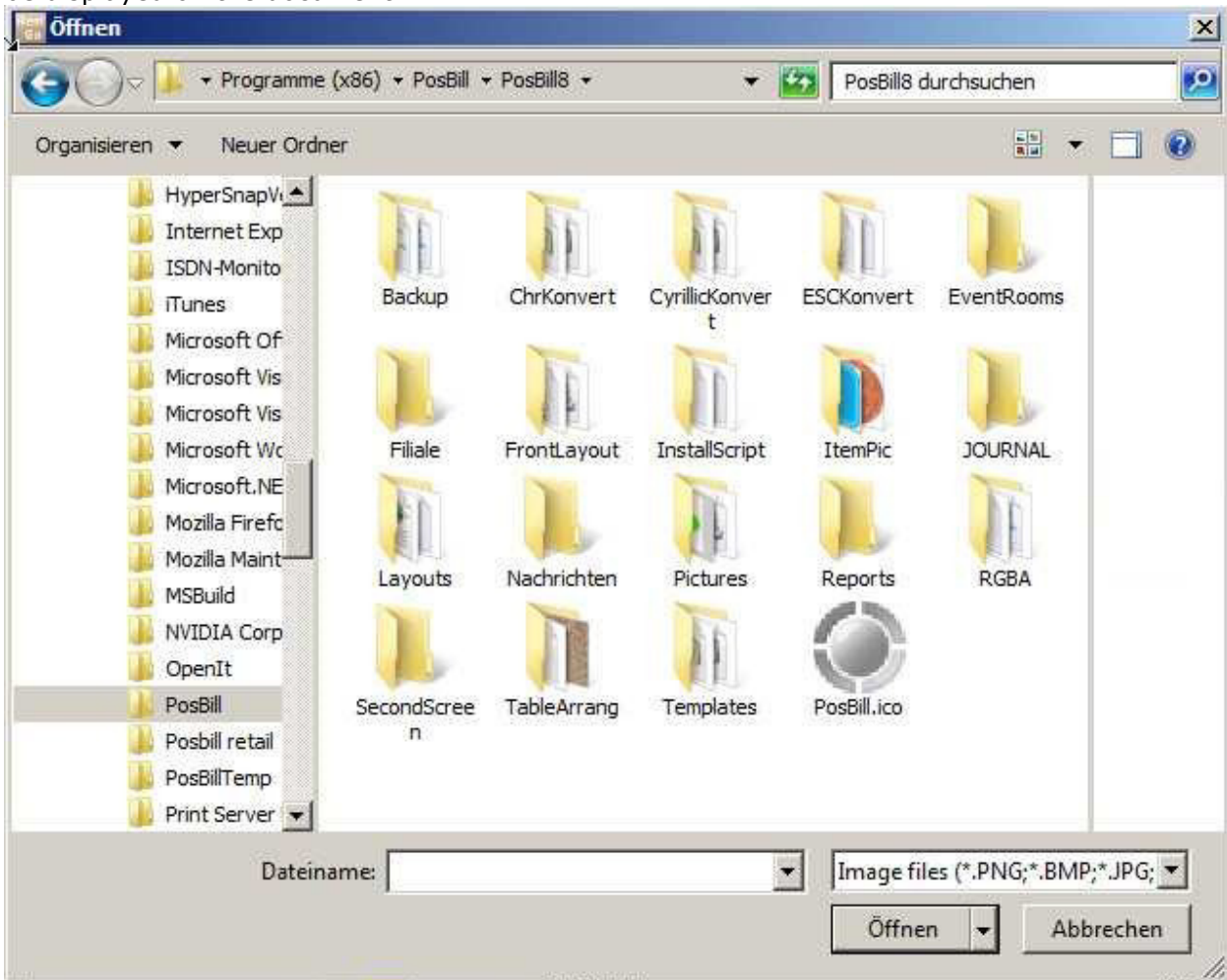
6. Variables

Variables can be added to existing printing objects. Please note that some variables only make sense in certain printing areas. For this reason when you go to a specific area only the variables that can be used in this area will be shown. (Left side)
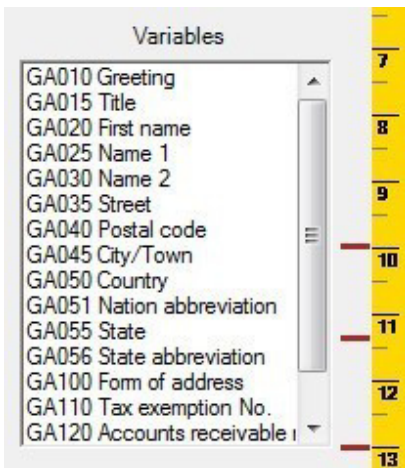
The use of variables in areas where they are not valid can result in the creation of documents that cannot be used or can lead to error messages!!

A double click on a variable moves it to the previously selected object.

-o-

Label Printing

Back office / Lists/Layouts / Print layouts / Label editor and Label printing

First of all you have to install a label printer under Windows. In our example we have used a Citizen CL-S521 which can be connected via USB

Then, in PosBill back office/ System parameters/Printer you have to set up a new printer. In our example we have given this printer the name "Label"
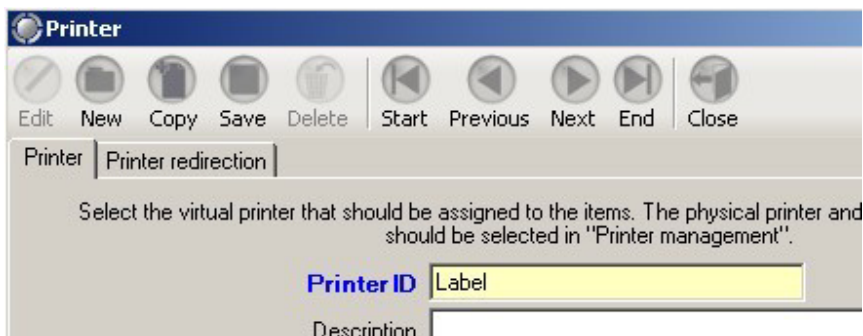
Now open printer control (printing symbol on the Windows taskbar) and assign the printer "Label" to the previously installed driver.

Set up printer

Select printer: Label

Description:

The printer is connected to this terminal: KASSEVR

☐ Do not use this printer as an emergency printer

☐ This printer should also be used as a bill printer

☐ Do not group items on bill by quantity

Do not print currency symbol ☐

Replace currency symbol with:

Printer layout

Ticket:

Cancel:

Dispatch ticket:

Receipt deposit account payment:

Receipt advance payment:

Reports:

Receipt:

Running total:

Reprint bill:

Invoice credit:

Message:

Call up course:

Table for control characters: | Test print | Edit table for control characters

Table for character conversion: | Test print | Edit table for character conversion

Cyrillic table for character conversion: | Test print | Edit table for character conversion

Windows printer driver: Citizen CL-S521 ☐ The driver is an "only text" driver

An active serial (COM) interface cannot be found for this PC

Save | Quit

In Back office you can now start the label editor. Clicking on "New" opens a window where you can select the label format that you wish to use.

Create new document

First choose the document type, then give it a unique description

Description |Test Label|

Description |76x76mm|

Paper format
- ○ A4   ○ US letter
- ● User-defined

Width |76.0|

Height |76.0|

Page margins

|1| left

|1| right

|1| Top

|1| Bottom

Label format

Type of document

| 45,7 x 21,2 mm |
| 63,5 x 38,1 mm |
| 96,0 x 63,5 mm |
| 35,6 x 16,9 mm |
| 63,5 x 29,6 mm |
| Benutzerdefiniert |

Customize:

Width |76.0|

Height |76.0|

Alignment
- ● Portrait format
- ○ Landscape format

Distance between labels

Vertical |3.0|

Horizontal |0.0|

Ticket type

|Etikett ▼|

| Enter | | Cancel |

In our example we have selected a label size of76mm x 76mm and page margins of 1mm. Since our labels are on a roll we have measured and then selected a distance of 3mm between the labels.

The label format that we have just created is now ready to be individually adapted.
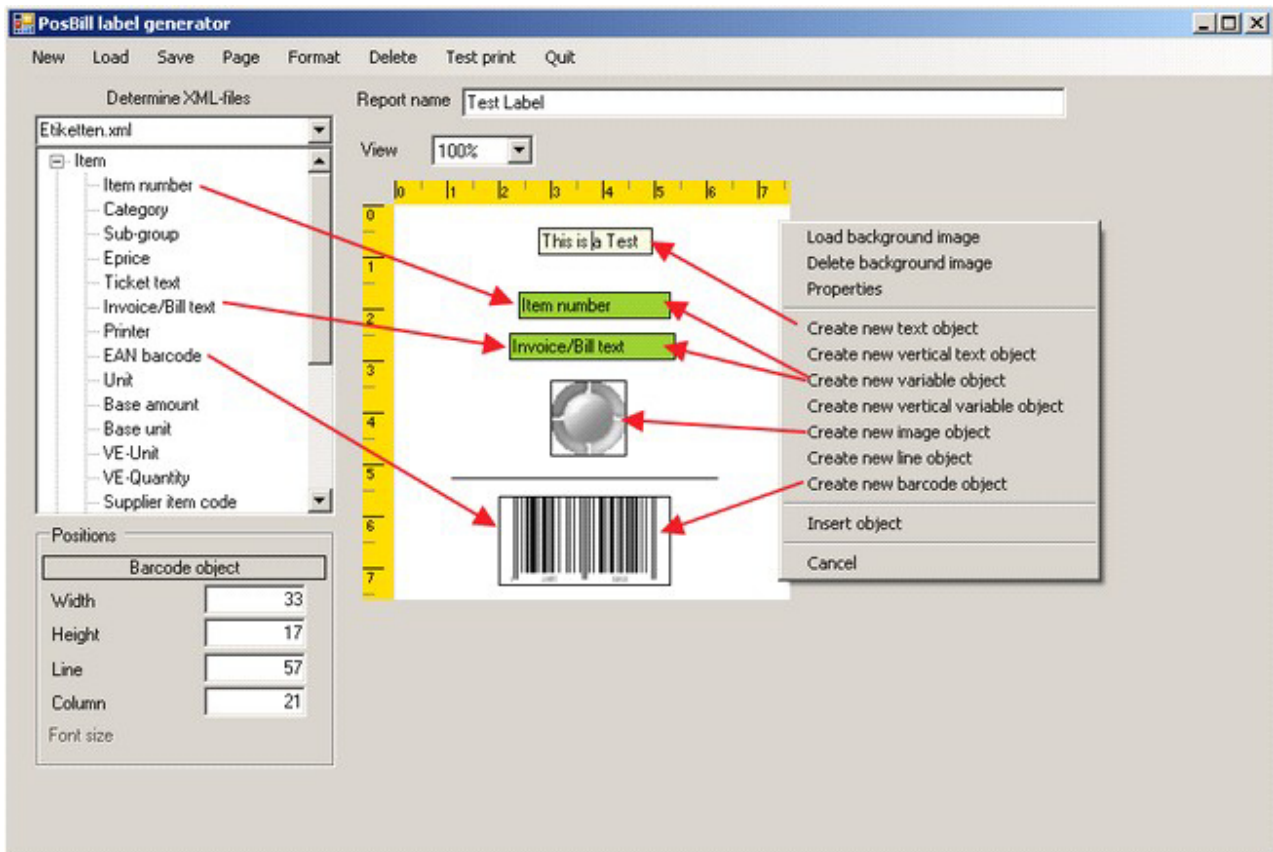
Clicking on the label with the right mouse button opens up the selection menu (red box on right). If you create a variable object you can assign information to it from the xml file (red box on left) per drag and drop. In our example we have done this with the item number and the invoice/bill text. With a barcode object you proceed the same way but as variable you select EAN barcode.

You can edit all objects by using the mouse. By double clicking an object with the left mouse button you can change its form and size, double clicking with the right mouse allows you to change the font, text alignment etc. Finally simply give the template a name(Report name), save it and close the editor.

In Print layouts/Label printing you can now print all the labels that you require.

In the field "Selection Data" you can select between item and customer.
Then, in the selection list that appears (in this case selection of item) choose the items you want, the number of labels you want to print for each item and the printer layout you would like to use.(Report name given when layout was created)

Tip:
It is possible to mark several items from the selection list by clicking on them whilepressing the Ctrl" key.These items can then be transferred together to the list of "Items to be printed" by pressing "Add".

The printed label from this example looks like this:

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Ticket Printing

The installation of whichever ticket printer you choose is carried out per Windows printer driver. As example see the chapter on label printing.

In Back office/Lists/layouts/Print layouts select the label editor and create a new ticket template:

Page setup

Description | 76mm Ticket

Paper format
- ○ A4
- ○ US letter
- ⦿ User-defined

Width | 76.0
Height | 76.0

Page margins

1 | left
1 | right
1 | Top
1 | Bottom

Label format

Label size:

```
45,7 x 21,2 mm
63,5 x 38,1 mm
96,0 x 63,5 mm
35,6 x 16,9 mm
63,5 x 29,6 mm
Benutzerdefiniert
```

Customize:

Width | 76.0
Height | 76.0

Alignment
- ⦿ Portrait format
- ○ Landscape format

Distance between labels

Vertical | 3.0
Horizontal | 0.0

Ticket type

Etikett ▼

Accept | Cancel

You can create the layout in any way you want. Here too it is possible to use a background image, text or object variables, barcodes, etc. We have intentionally kept the following example simple. Our ticket has one text variable and several object variables like item number, description, company details and a specific ticket number
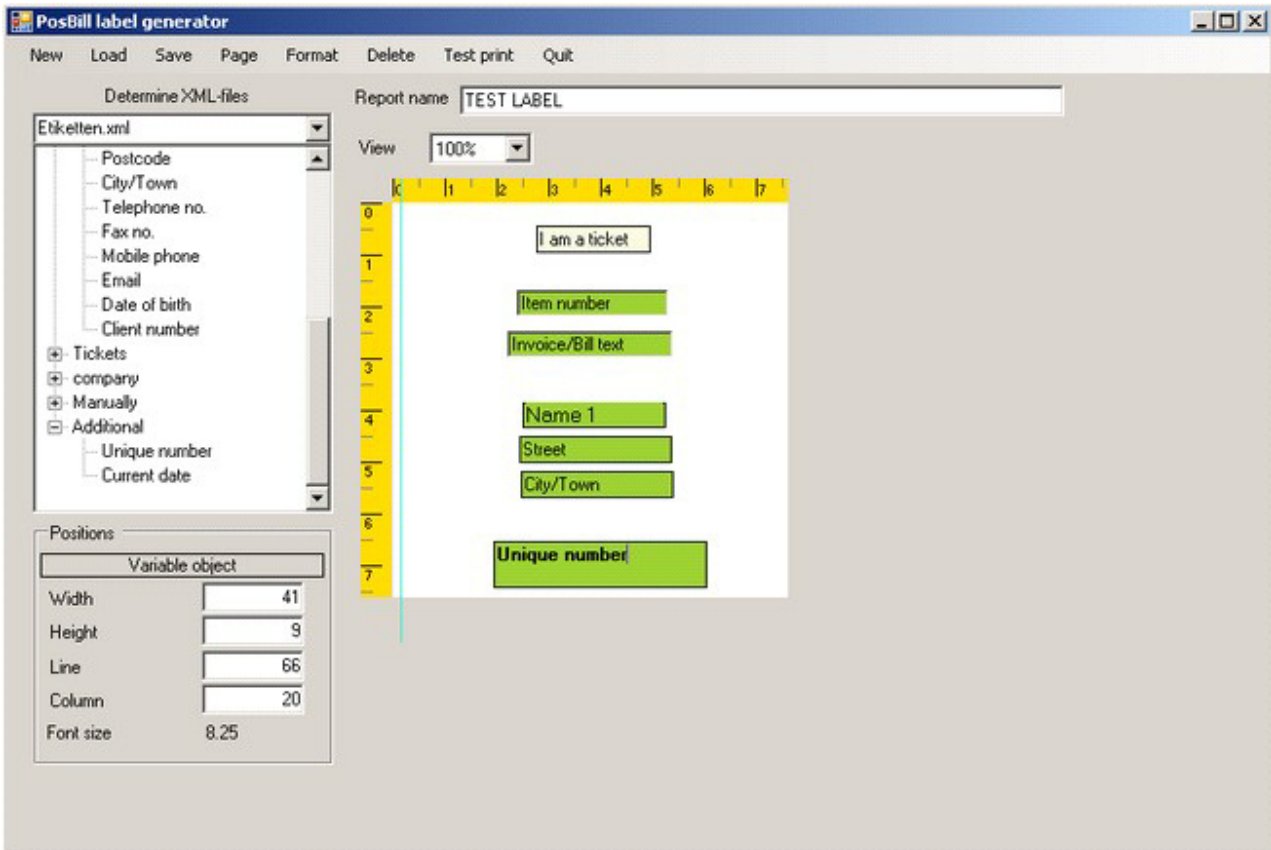
The next step is to simply enter in "Item data" the different ticket items that you wish to have. For each ticket item enter an item number, text, price, category and sub-group. Then, go to the tab "Parameters" and assign to each of the items the ticket layout you have just created.
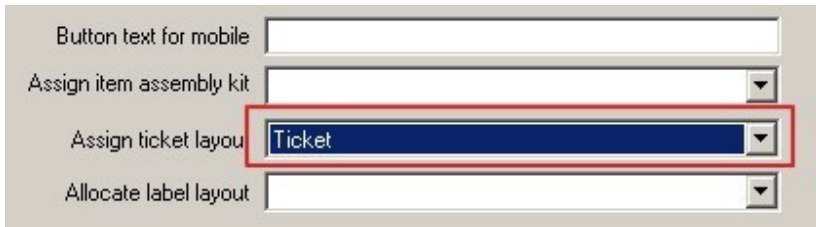
This is all you need to do. The ticket items will be displayed on the POS front like all the other items in your system. The only difference is that when you book one of these ticket items besides a receipt the corresponding tickets will also be printed.

Souvenirs	Tickets	Kiosk	Fresh Produce	Drugstore	Deposit item

| Standard ticket £8.00 | Family ticket £18.00 | Group ticket £65.00 | Late night ticket £10.00 | special event ticket £15.00 | |

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Tools

Tools / Cancel Network Lock

If in POS a table appears marked in red and you receive the message that the table is already being worked on by someone else and that is not the case, then you can re-activate the table by going to "Cancel network lock". This can happen if you have opened a table and then a power failure occurs. As a result this table is not properly closed and the system thinks it is still being accessed.

Tools/ Compress Database
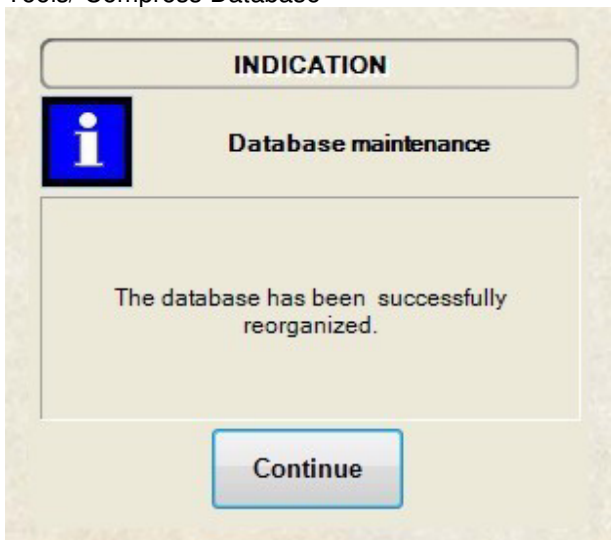
This menu item is only relevant in connection with our single-user version with Access database. By compressing a database, the size of the database is decreased. This in turn speeds up the operation of POS. In networks or with our high-end version this is not necessary since a Microsoft SQL Server 2005 database is used (real client-server operation).

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Tools/Backup

You should definitely place a check on making automatic backups before change of day. If possible the backup should be carried out on another drive or on a USB-stick. You can specify the path that should be used for the backups
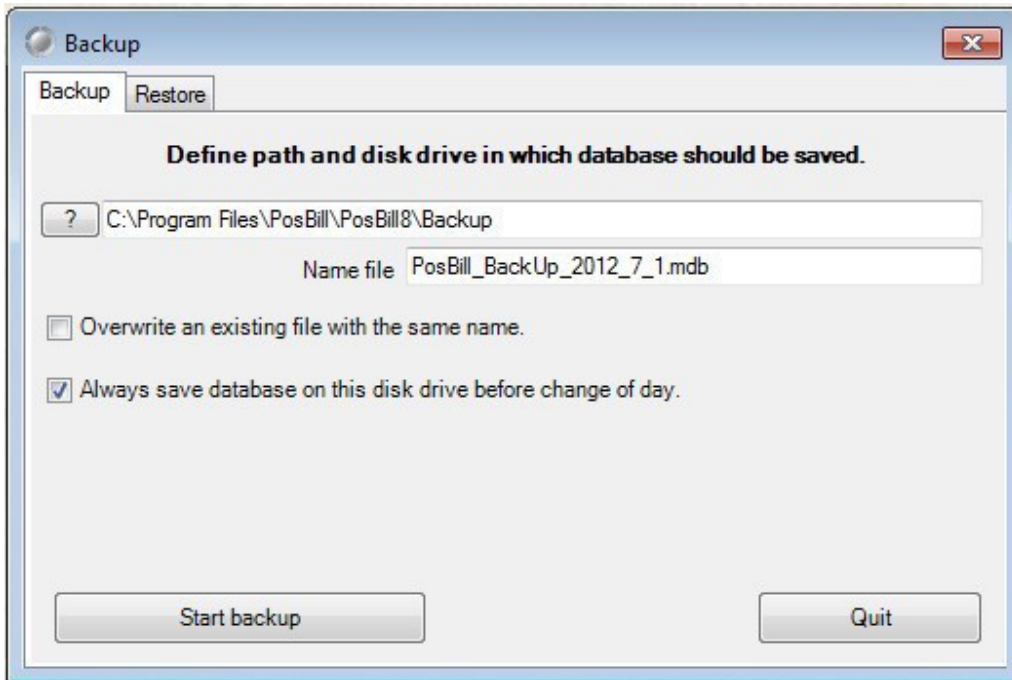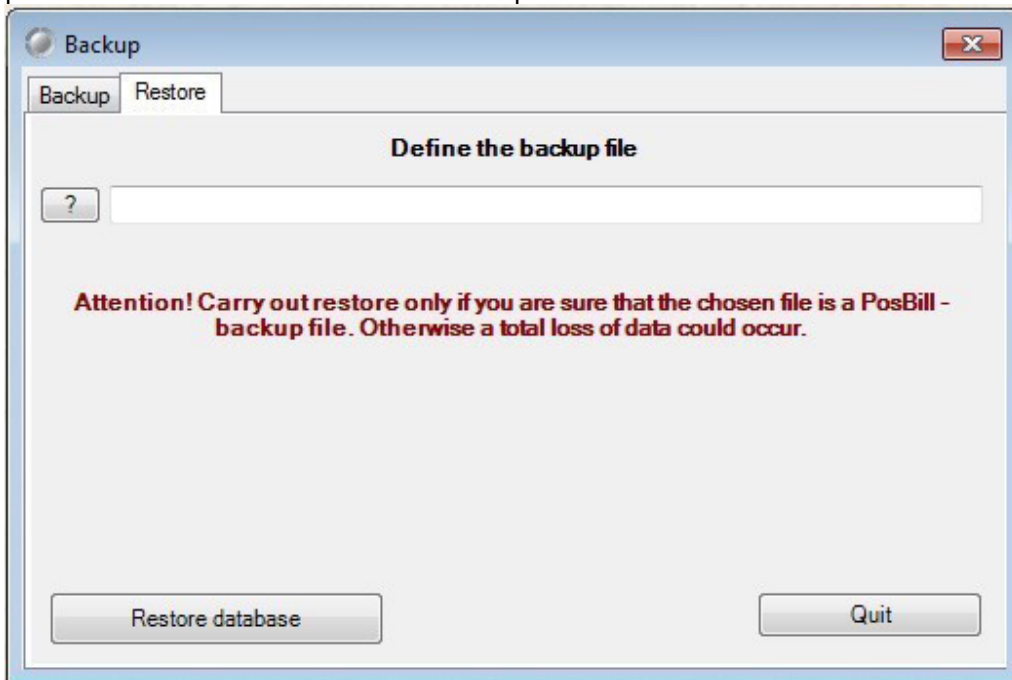

If it is necessary to restore your data you can select your last backup file and press start. Please note that when restoring your data all previous data will be overwritten and it is no longer retrievable.

Carry out backups on a regular basis and make sure to check that they function properly. This is required by law. We recommend that you use an external drive for your backups or that you transfer a backup made locally to an external drive

In case you work with a SQL server database make sure that before you start the backup you

have exited all applications which access the database including printer applications and all mobile devices!!

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Second Screen

Backoffice / Tools / Customer display on second screen

In the first tab "Basic settings" you can set up the desired type of use for the 2nd screen. In the following example we will let a series of images run as a slide show with an information ticker underneath.
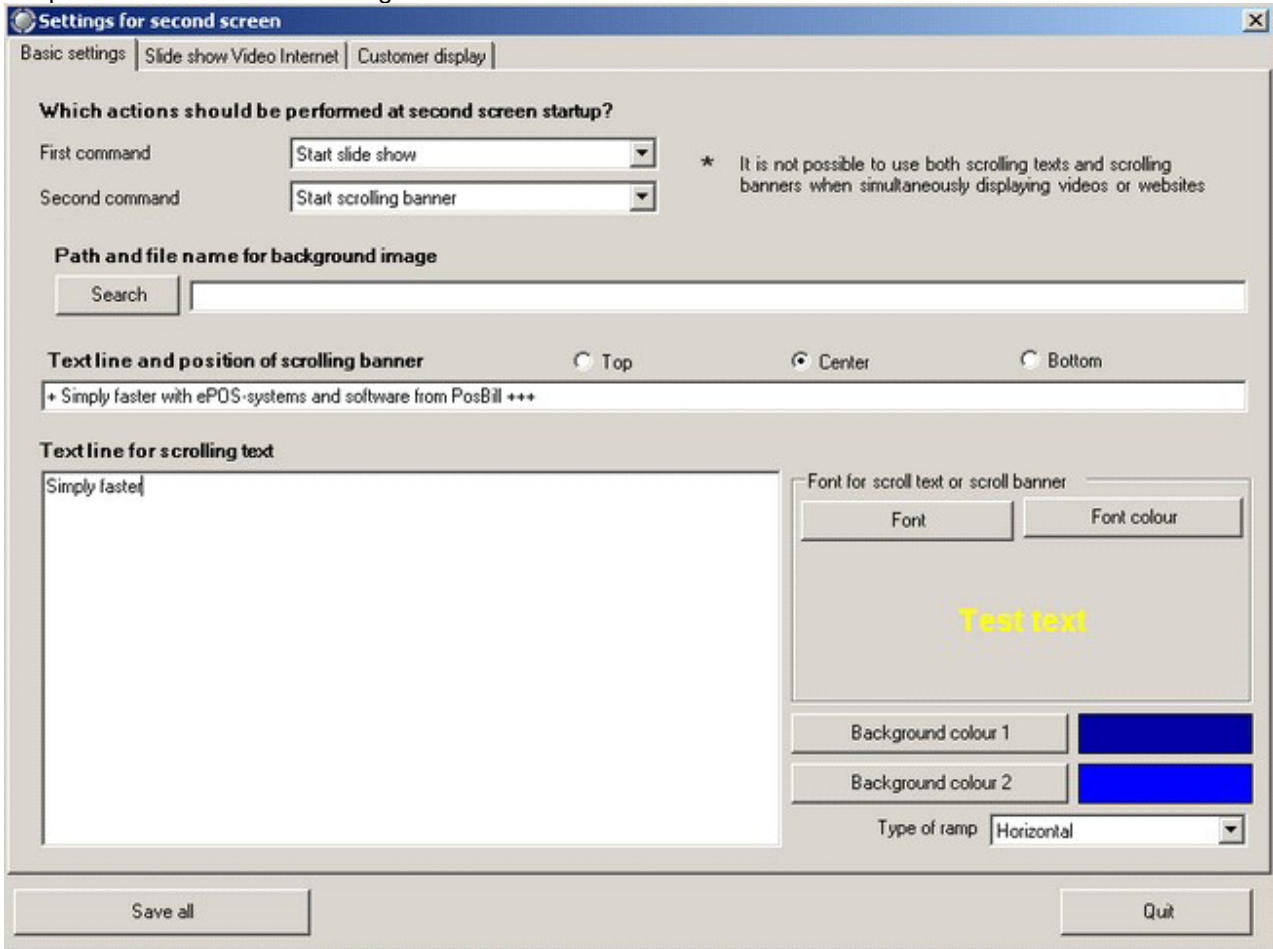
.
In the next tab you can select the images for the slide show and determine the display duration of the images. Instead of images it is also possible to select a video file or a website.
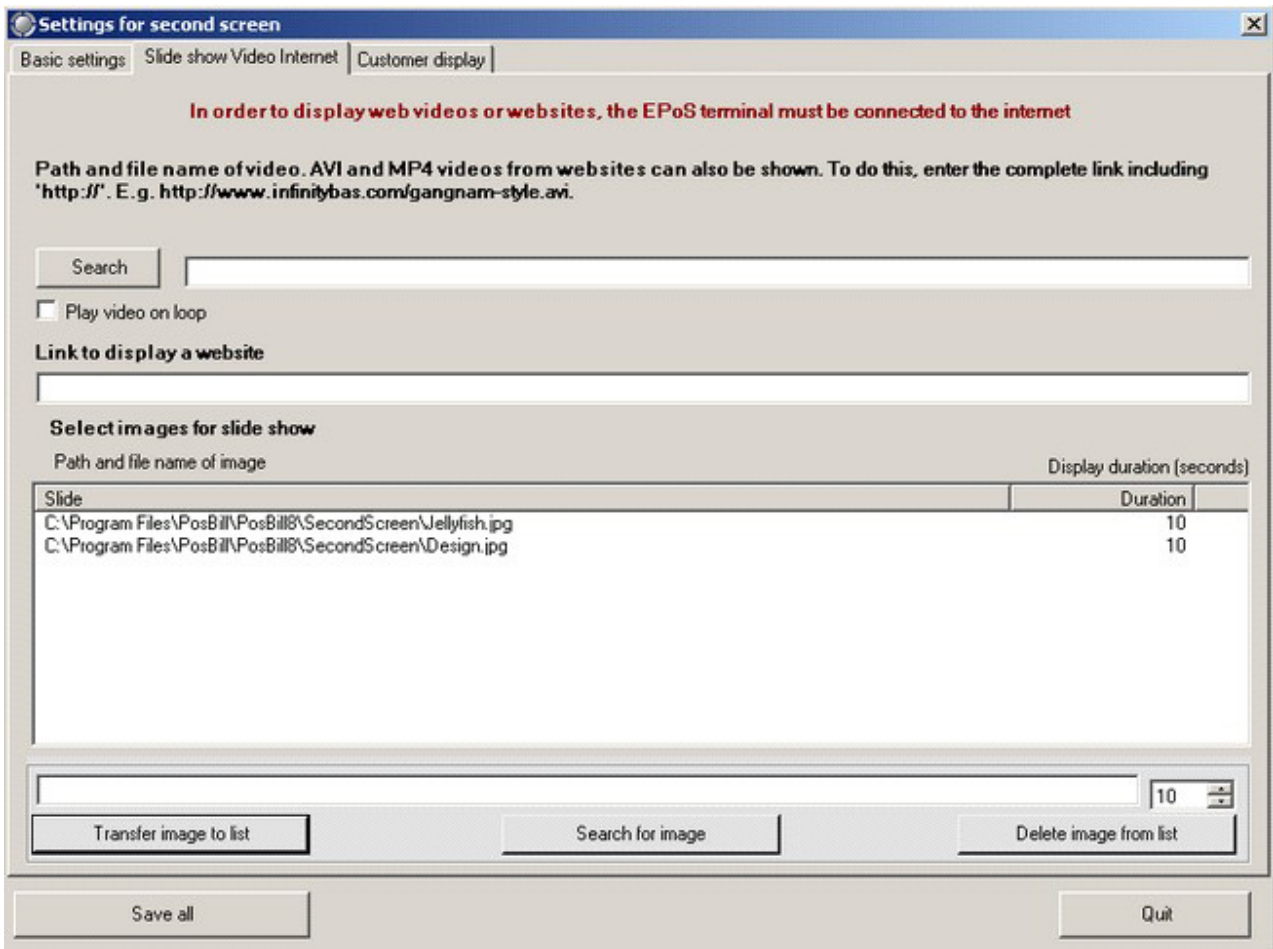
In the last tab you can set up how the checkout process is displayed to the customer. You can determine border colour, font type and size and also the texts that are displayed.
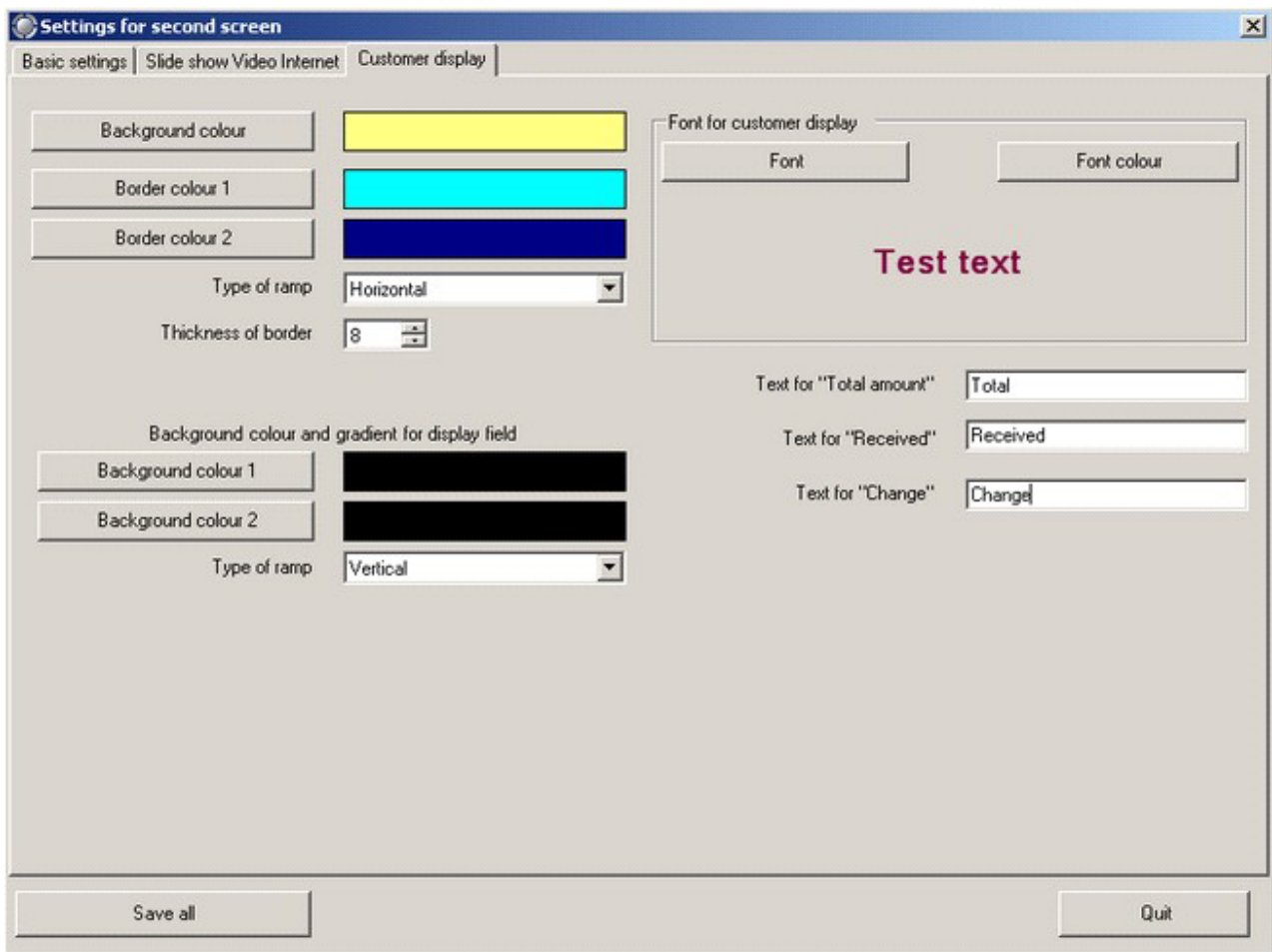
Here is an example of a slide show with information ticker.

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Tools/Delete test data

When your PosBill trial period comes to an end you can delete your transaction data or if you wish your complete master data.
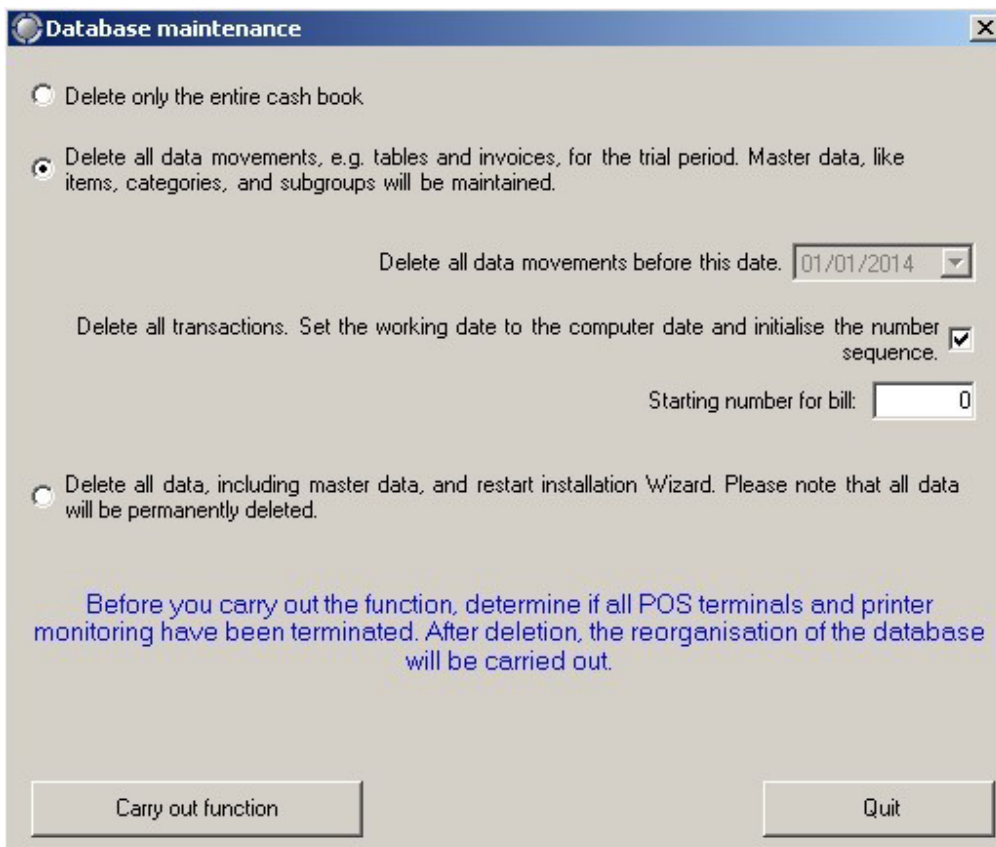
If you activate the first checkbox all entries in the cashbook will be deleted.

Select the date up to which the data should be deleted. All data movements up to the selected date will be removed. The master data, however, will be retained. In addition by checking the corresponding checkbox the working date will be set to the computer date and the number sequence will be set back.

Deleting all the data requires that you set up the system from the beginning. All settings like printer settings, employee lock... are lost!!

Please observe the regulations regarding retention periods.

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Tools/Import items

You can carry out the import of items after activating the checkbox "I have read and understood the warning".
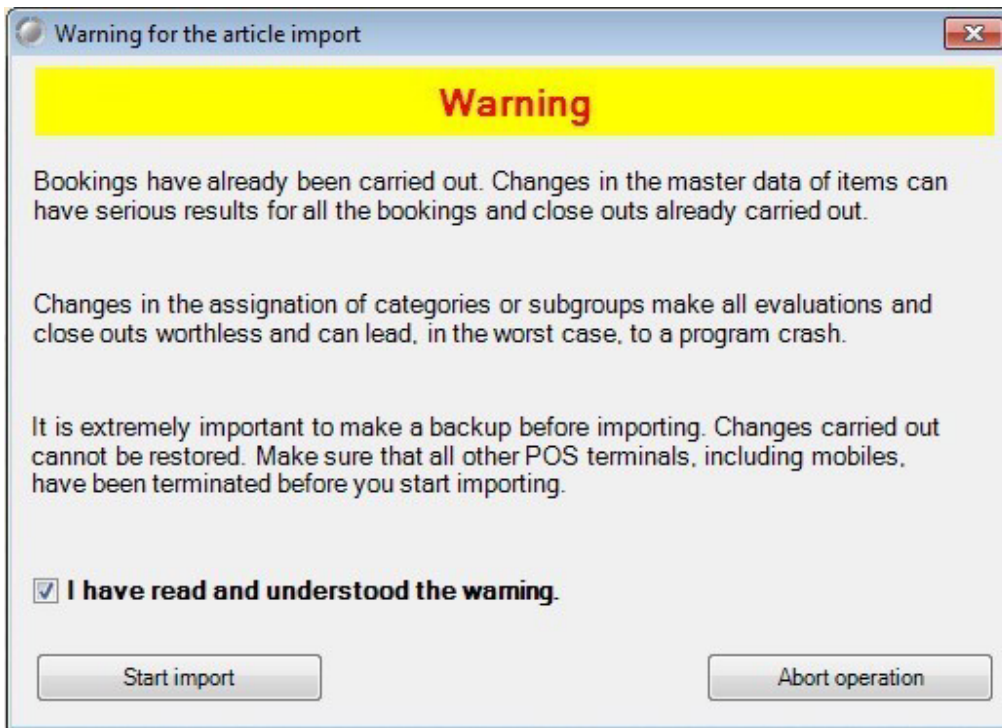
You can import items into PosBill. It makes sense to do this if you want to transfer data from an old system into PosBill. However, before importing items you should think it out carefully. If, for example, in your current system item 100 is a coke but in the import file item 100 is a notebook, then the current item will be overwritten. In addition, the past turnover and movements of merchandise will be applied to the new item. When you import an item you should carry out as many allocations as possible. So that these cannot mistakenly be made twice, already assigned variables will appear in blue on the left side. If in your import file there are no item numbers, these can be created automatically.
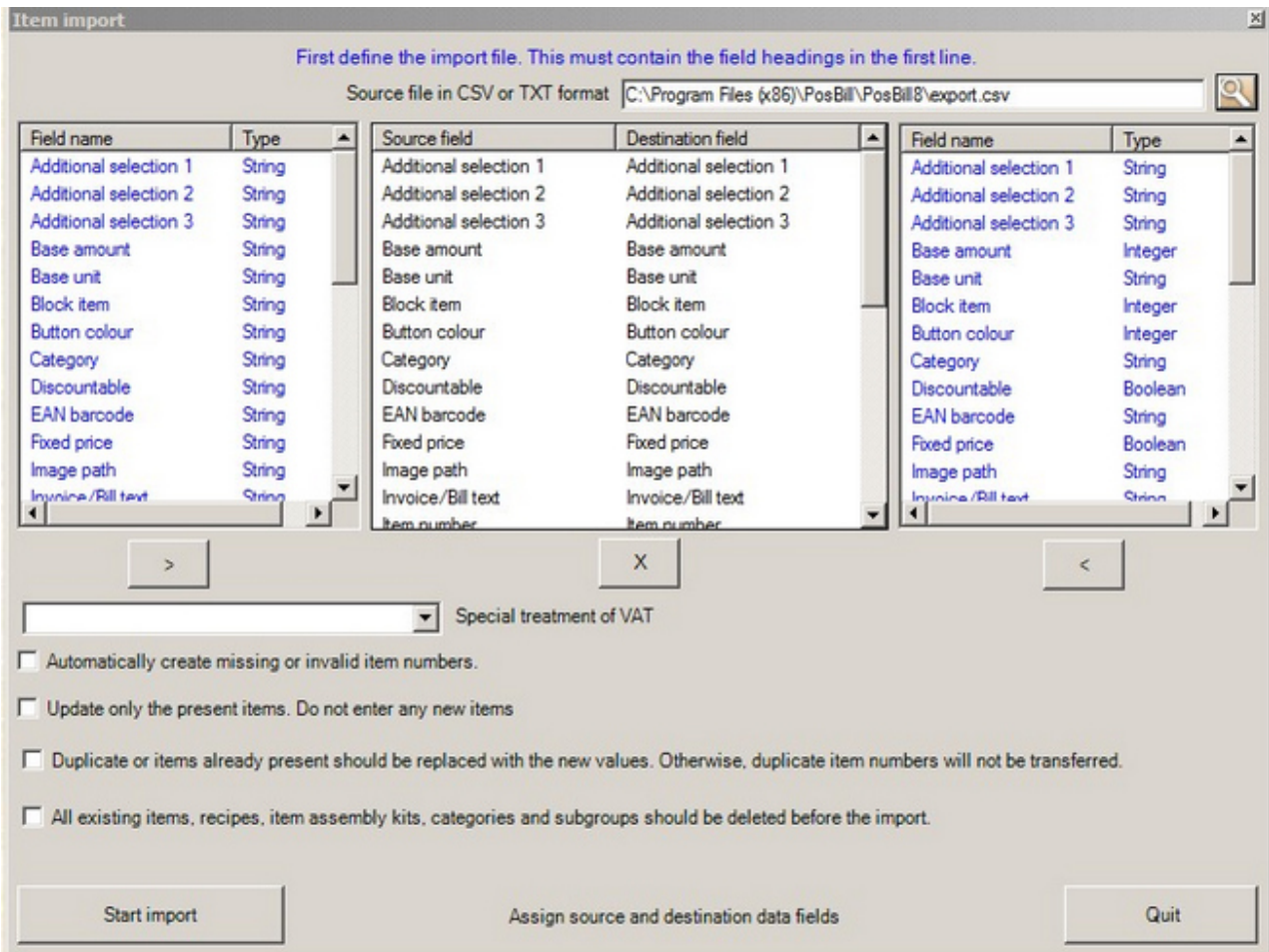
Another function makes it possible to prevent already existing items from being overwritten by new values. However, when importing for the first time, all existing items and recipes in the POS software should be deleted. Then after the import only the items and merchandise groups of the import file will be present. Before importing data you should definitely carry out a backup!

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Order Ticket Rolls Previous Top Next

With this function you can order ticket rolls directly from us.
If you have other suppliers of consumable supplies, you can enter here their data, thus making it easier for you to place an order.
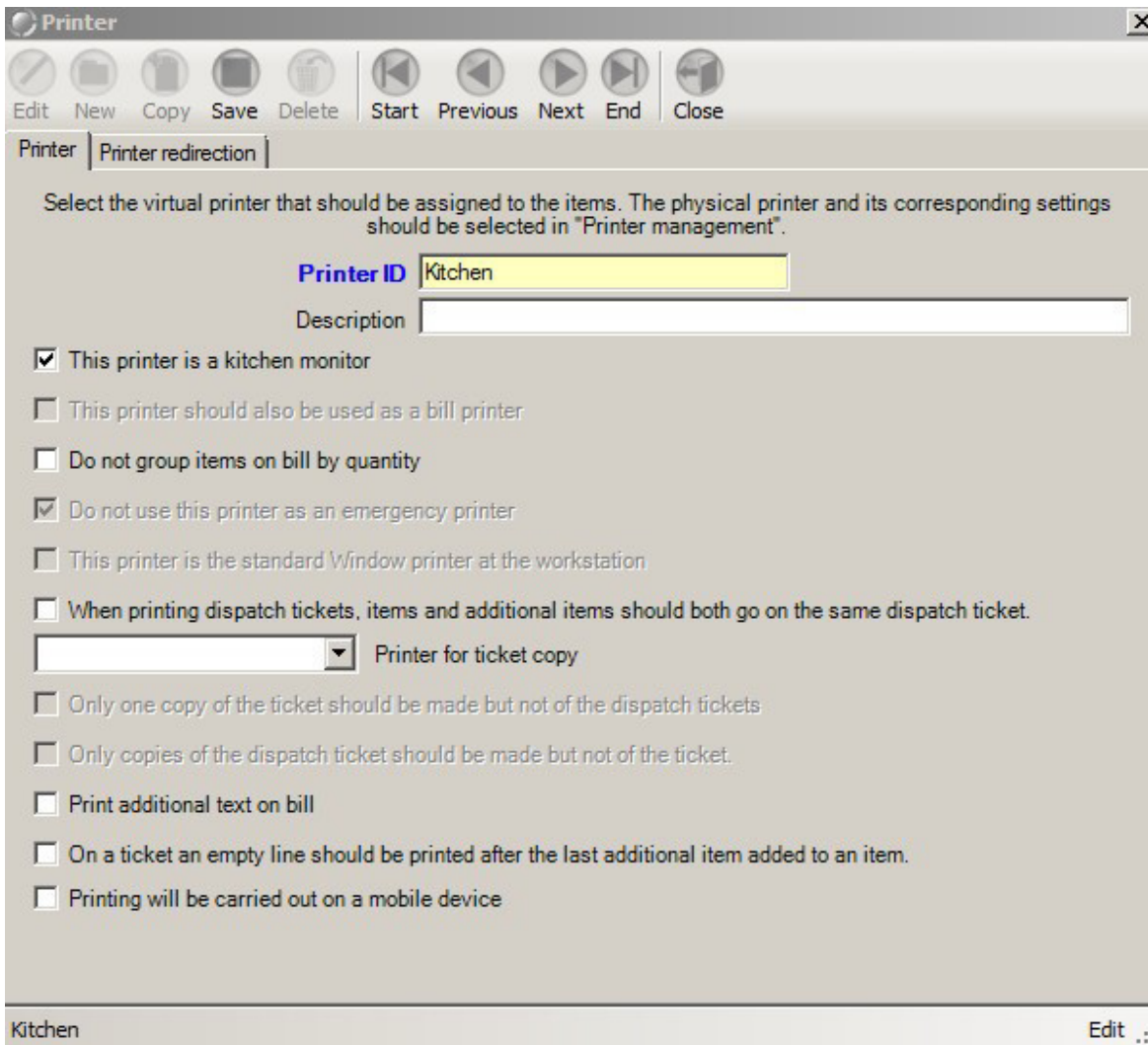
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Kitchen Monitor Previous Top Next

Tools/Monitoring kitchen monitor

In order to activate the kitchen monitor you must first assign a printer to the monitor. You can do this in System parameters / Printer

Printer

Edit New Copy Save Delete | Start Previous Next End | Close

Printer | Printer redirection

Select the virtual printer that should be assigned to the items. The physical printer and its corresponding settings should be selected in "Printer management".

Printer ID Kitchen

Description

☑ This printer is a kitchen monitor

☐ This printer should also be used as a bill printer

☐ Do not group items on bill by quantity

☑ Do not use this printer as an emergency printer

☐ This printer is the standard Window printer at the workstation

☐ When printing dispatch tickets, items and additional items should both go on the same dispatch ticket.

[▼] Printer for ticket copy

☐ Only one copy of the ticket should be made but not of the dispatch tickets

☐ Only copies of the dispatch ticket should be made but not of the ticket.

☐ Print additional text on bill

☐ On a ticket an empty line should be printed after the last additional item added to an item.

☐ Printing will be carried out on a mobile device

Kitchen   Edit .:

In "Monitoring kitchen monitor" you can see which tickets have been sent to the monitor, the duration and the average execution time of the tickets.
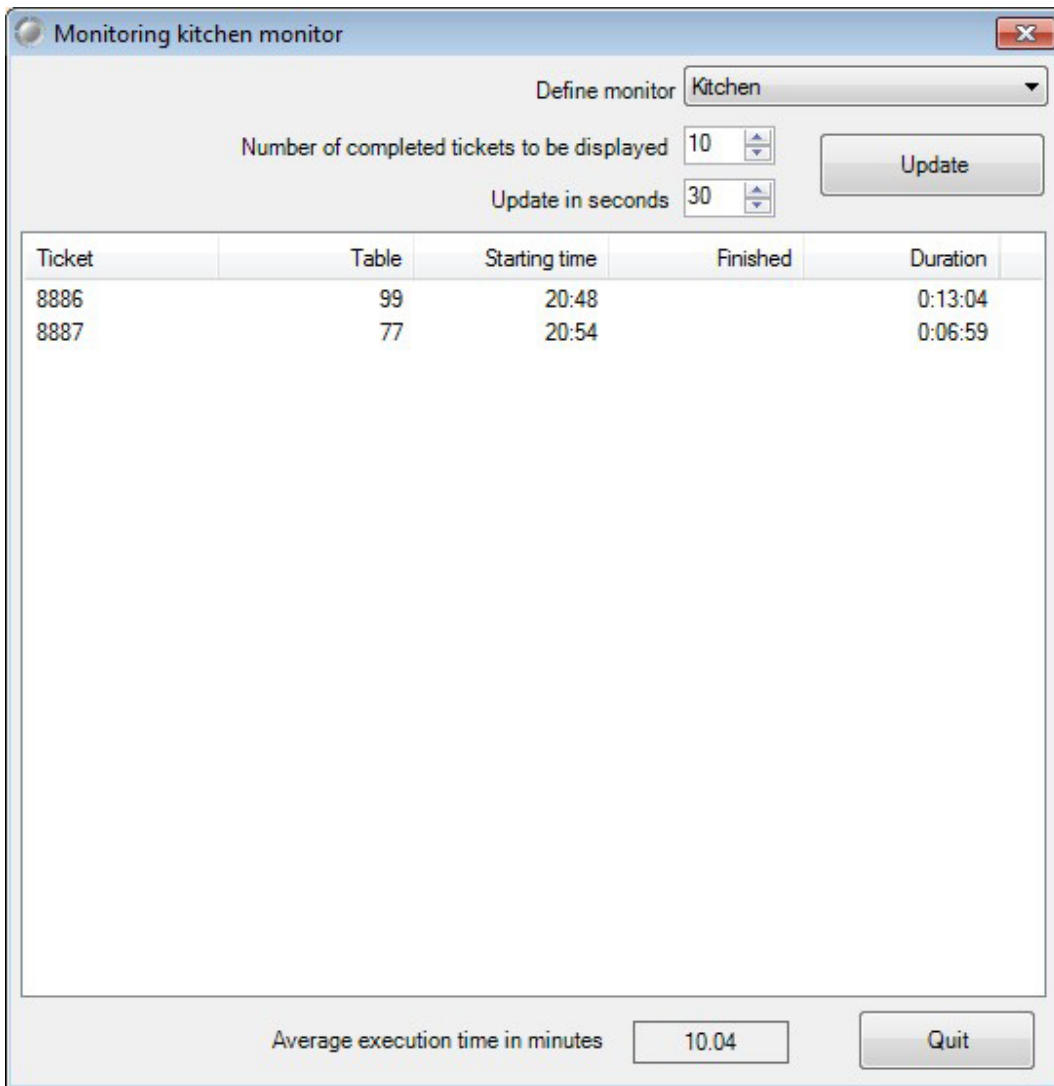
The configuration of the kitchen monitor takes place in the application that has been specially provided for this purpose. The kitchen monitor is a network workstation subject to charges.

Before you carry out the basic configuration of the monitor you have to select a kitchen printer. Select the time interval after which the ticket background color should change. Also select the number of seconds after which the display should be automatically updated. Updating stresses the network connection, therefore the longer the period of time that is selected, the lower the stress that is placed on the connection. For information regarding new tickets or changes in tickets you can include a sound file (wav-file). A sound will then inform you of changes on the monitor. Different colours can also be chosen for the different processes.
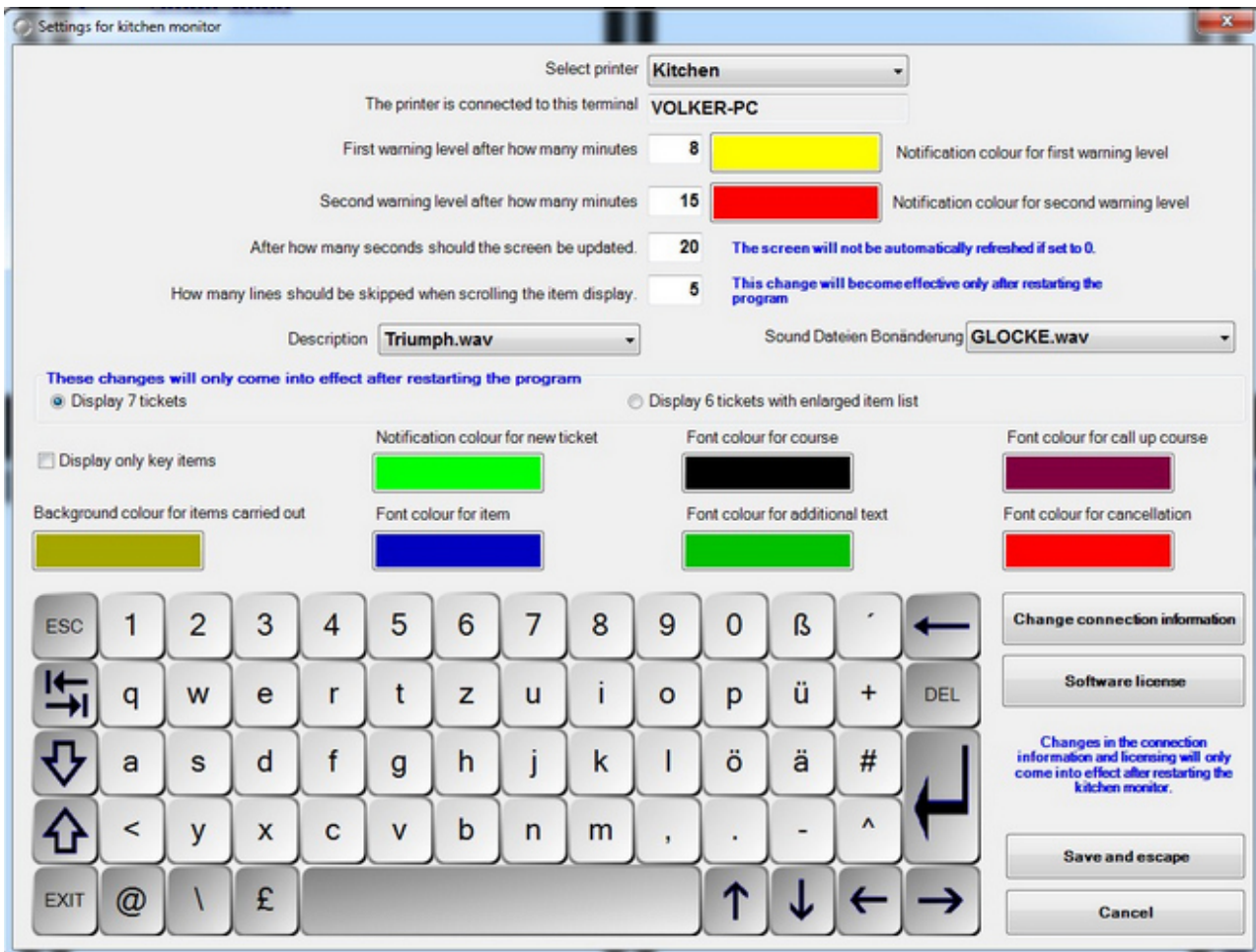
The processes will now appear automatically on the kitchen monitor. On the window on the right you can see a summary of all items. That is, you can see all the items of all open tickets, listed according to the number of times the item has been ordered.

By clicking on the button "Old tickets" you can see already processed tickets. Once you have finished working on a ticket you can "throw away" the ticket by using the symbol on the lower left corner of the window. The ticket will then disappear from the display.

If necessary you can make a ticket bigger in order to work on it more easily. Also partly finished items can be marked. If subsequent cancellations are made, these will appear in red. In the item registry, key items can be entered. If you do this, then you can change the display back and forth between all items and key items. The key items are the most important items in the production process and as a rule they are the ones most frequently ordered.

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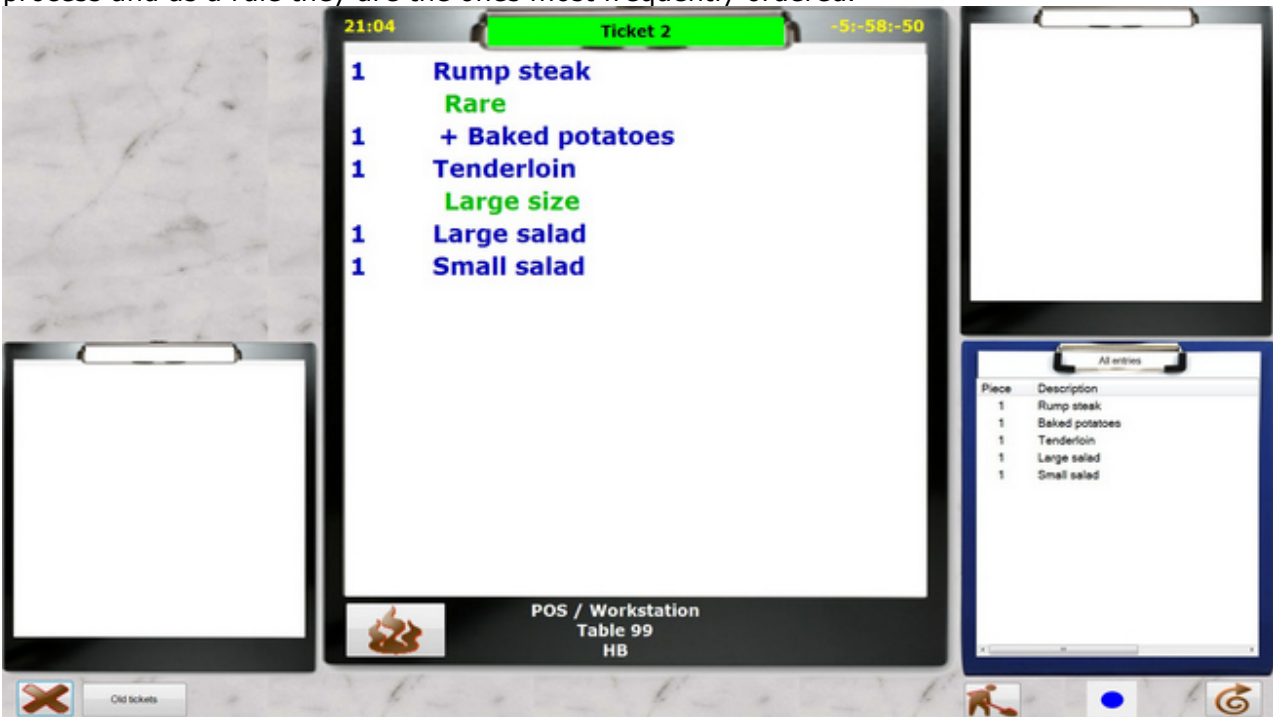
You can find the printer control on the lower right corner of the Windows taskbar. The easiest way to find it is to change from the POS front display to PosBill back office. Click with the right mouse key on the printer symbol and then on Show window. Then please go to printer set up.
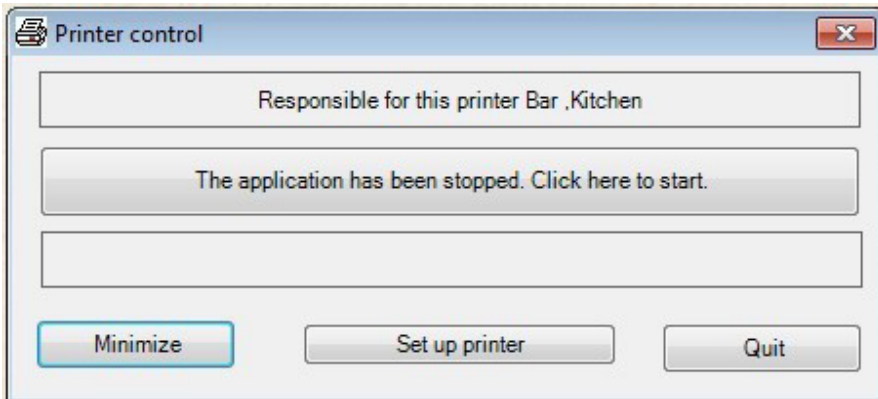
By clicking on "Select printer" you can select one by one all the different printers previously entered in Back office /System parameters /Printer and set them up. If when you select a printer, a message appears saying that this printer has been assigned to another workstation (with network operation) you should not, under any circumstances, disconnect this connection. Otherwise you will not be able to print tickets on this workstation!!

Set up printer

Select printer: Bar

Description: [   ]

The printer is connected to this computer: VISTA-BUERO

☐ This printer should not be used as emergency printer.

☐ This printer should also be used as invoice printer

☐ The items on the invoice should not be grouped by quantity

Printer layout

Ticket	Standard ticket		Invoice	Standard guest check
Cancel	Standard cancellation		Message	Standard message
Dispatch ticket	Standard dispatch ticket		Call up course	Standard call up course
Receipt deposit account payment	Standard receipt deposit account payme		Reports	Standard report
			Receipt advance payment	Standard receipt advance payment

Table for control characters: EPSON   [Test printing]   [Edit table for control characters]

Table for character conversion: EPSON   [Test printing]   [Edit table for character conversion]

Windows printer driver: [   ]   ☐ The driver is an "only text" driver

☑ The printer is connected to a serial interface

Settings for serial interface

Interface: COM1   Parity: None   Baud rate: 9600

Data bits: 8   Stop bits: One   Protocol: None

[Save]   [Quit]

The standard layouts should be used as printing layouts. If you have a kitchen printer with a smaller printer width, like for example the Epson TM200-Serie, there are special printing layouts for these printers. These layouts are referred to as …220 ticket.

In general all printers should be connected by using a serial interface. You do not need to install a printer driver. Only with a serial interface connection you can have printer control. If a printer is not available, an emergency ticket will be printed on the next available printer. All the default settings for the serial interface are given above. Some printers work with a baud rate of 19200instead of 9600.A Windows driver should not be selected. Epson should be selected for the tables for control characters and for character conversion. Almost all ticket printers are compatible with Epson.

If you want to connect a printer via LPT or USB, then you have to install a Windows driver. Usually the Generic text driver that is present in Windows can be used. Then please mark the checkbox "Only Text". The Windows printer is considerably slower and there is no printer control.

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1. Export Customers
Tools / Data export / Export Customers

Here you can export your customer data in order to use it for serial letters, etc.

First check all the checkboxes that you require, for example, for a serial letter check, at least, all address fields.

You can select specific filters for the export, for example customers having a certain postal code or customers from A - D.

As export format you can select an Excel format or a text file with separators. Both formats can be used for serial letters in Word as control file. You should carry out your email or serial letter functions with Microsoft Word or perhaps also with OpenOffice.

If you click on the button "Save", you can then select the file name and the directory where the export file should be saved.

2. Item Export

Select the check boxes that you need for further processing, respectively for import into your external shop system.

Items can be exported according to category or individual sub-groups and sorted according to item number or by invoice text. A file format that is often used is the export into a text file with semicolon as separator. The first line should contain the column heading. This way you have an export file in the common CSV format.

3. Invoice Export.

If you need an export file for accounting purposes or for your tax consultant, then you can use this function. You can export into a CSV file individual accounting operations with all relevant data.

By default the export file will be created in the directory C:\program files\posbill\posbill8

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Financial Accounting Export	Previous Top Next

By going to Data Export/Financial Accounting Export you can get to the settings for financial accounting data export.

Here you can enter the desired period of time and the path for saving the data as well as the text format in which the data should be written.

In the tab "Settings" you can enter additional information regarding the account number, name, etc. as well as the ID or account for the different VAT rates.

For additional information regarding this function please contact your accountant.

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Protocol Export

In PosBill a protocol of all operations is carried out. The protocol is automatically created and saved in a file every month (Structure: JOURNAL YEAR Month.CRY. This file is encrypted. By using the function protocol export you can export the protocol in a CSV-file. This file is readable and if desired can be passed on.
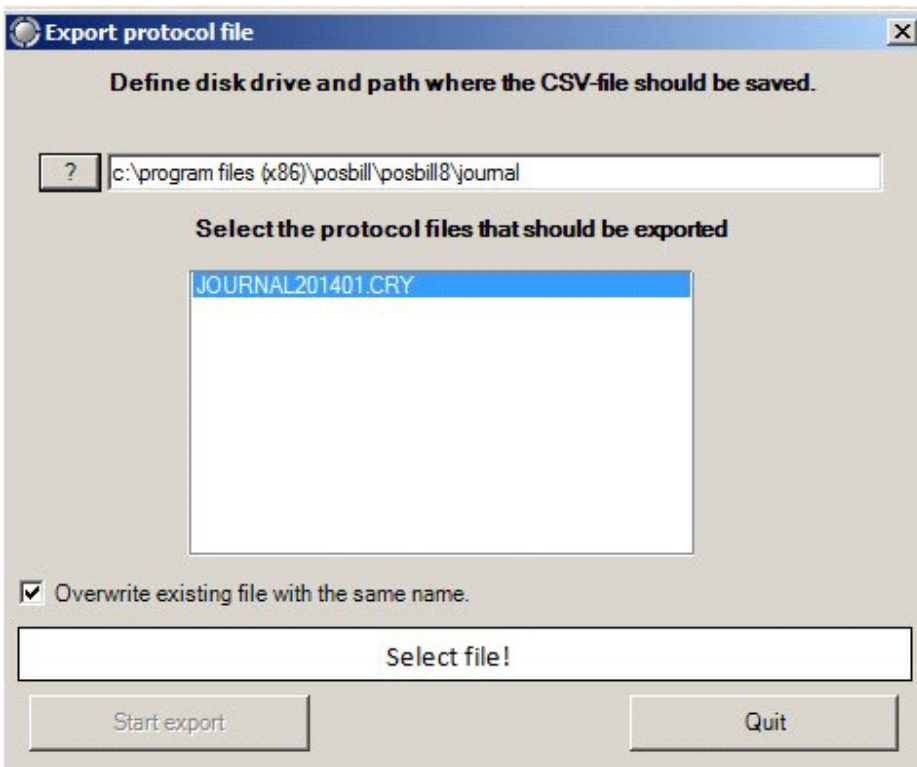
In Protocol Export all you have to do is define the path where the CSV-file should be saved and then select the protocol that you want to export.

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You can find many instructions, tips and tricks, etc. in our blog at www.posbill.com

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You can order PosBill products on our web shop at http://www.myposshop.com

For more information please visit http://www.posbill.com

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