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PosBill ***ePOS Software*** ***Retail***

Manual



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PosBill ePos Software Retail

First Installation

How you can contact us

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Impressum

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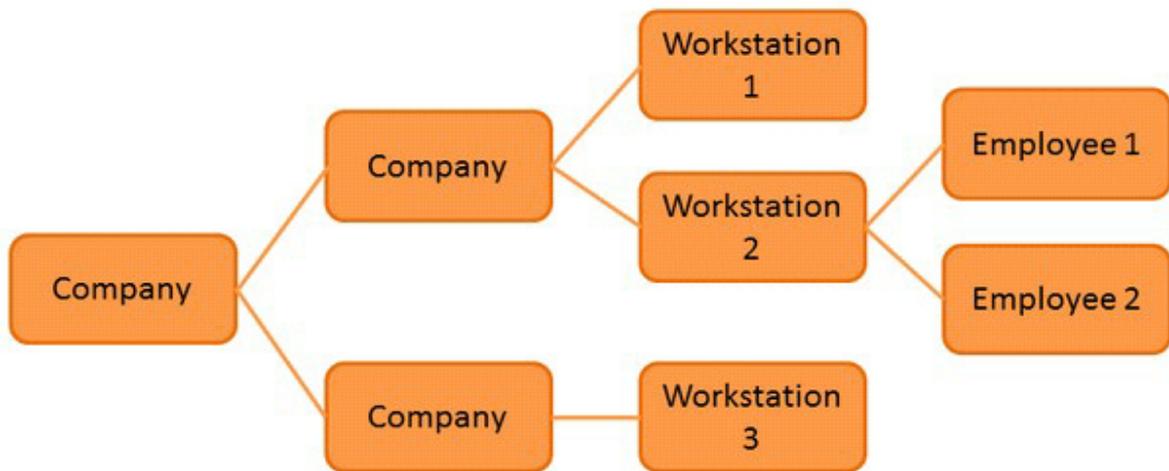
Technical modifications and errors excepted.
All pictures similar.

-0-

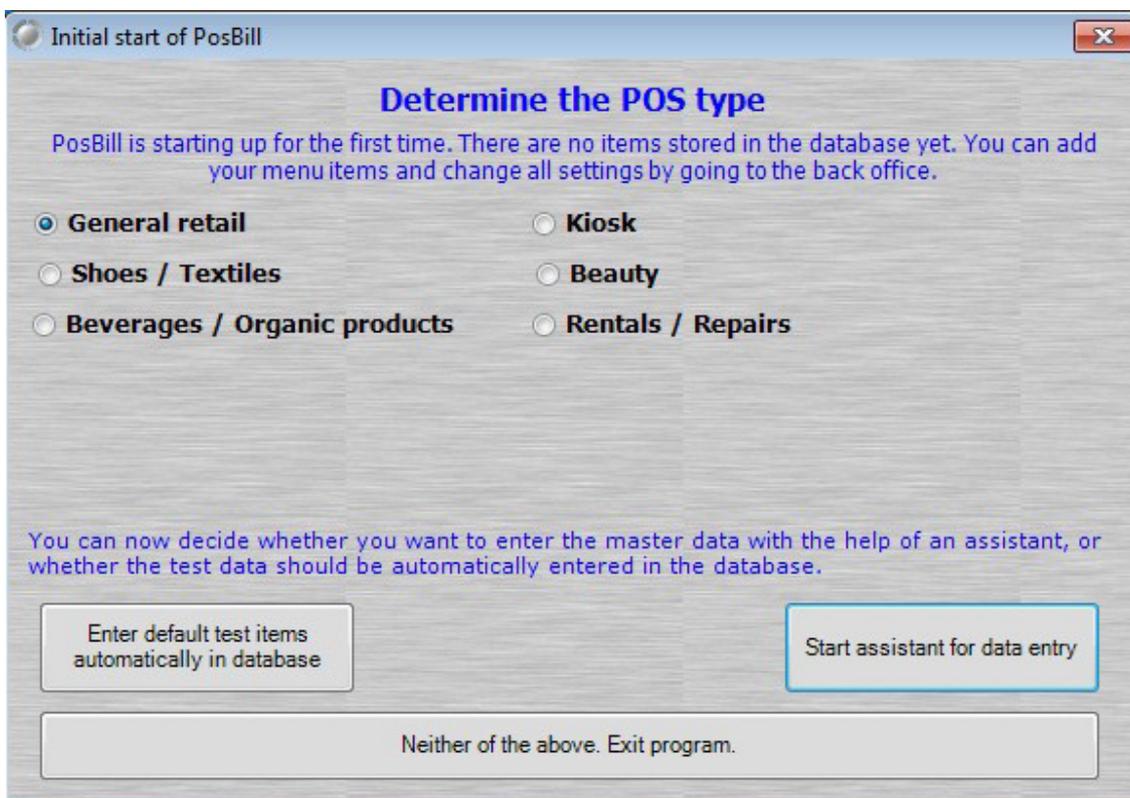
Important Parameter File

Previous Top Next

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!!!



-0-



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.

The screenshot shows a software window titled "Value added tax" with a sub-header "Adaptation of tax rates". It contains several settings:

- 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)

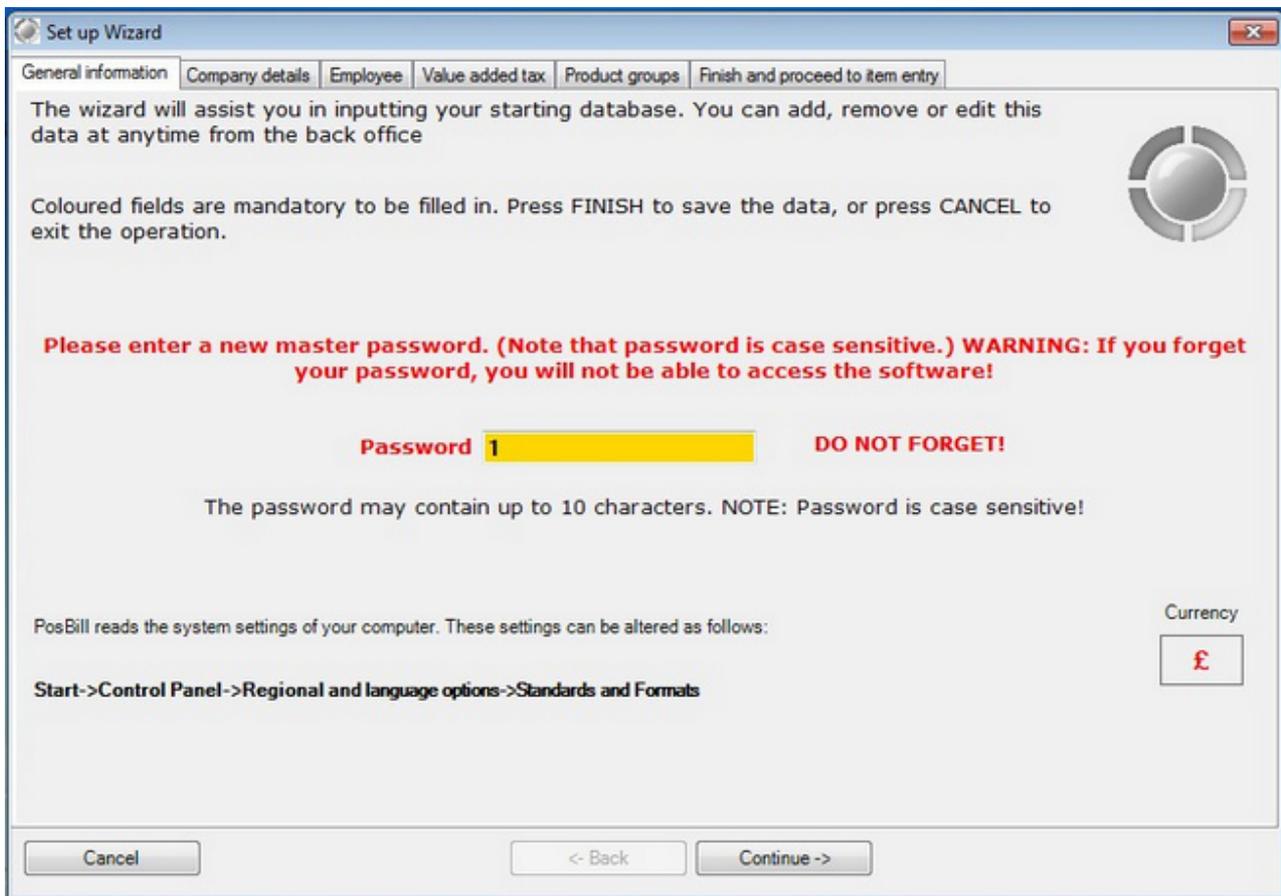
All settings made can be later changed in back office

Buttons: "Save settings and continue with installation" and "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.



tep 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

Set up Wizard

General information Company details Employee Value added tax Product groups Finish and proceed to item entry

Enter the company address. The ID is for internal purposes only and should be kept as short as possible.

Company ID Test

name 1

name 2

Street

Country Großbritannien GB

Postcode

City/Town

E-mail

Telephone no.

Fax

Starting number for: Receipt 1

Cancel <- Back Continue ->

lease properly enter 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

Set up Wizard

General information Company details **Employee** Value added tax Product groups Finish and proceed to item entry

Please enter your name. The abbreviation is used for internal identification and should be as short as possible.

Employee ID Manager

First name Victoria

Surname Smith

ID for correspondence VS

Preferred language English

Cancel <- Back Continue ->

Enter an employee name. The correspondence ID appears on invoices so that you know who has issued the invoice. 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

Set up Wizard

General information Company details Employee Value added tax Product groups Finish and proceed to item entry

Tax number VAT no.

Please enter the percentages of the required tax rates. Leave unused posts on 0.

VAT rate 1	<input type="text" value="20.00"/>	%
VAT rate 2	<input type="text" value="5.00"/>	%
VAT rate 3	<input type="text" value="0.00"/>	%
VAT rate 4	<input type="text" value="0.00"/>	%
VAT rate 5	<input type="text" value="0.00"/>	%

Cancel <- Back Continue ->

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%.

Step 5

Set up Wizard

General information Company details Employee Value added tax Product groups Finish and proceed to item entry

The essential categories and sub-groups for allocating to articles later should be defined here. The number of necessary groups can be changed later from the back office.

Names of categories

General Special Miscellaneous

Sub-groups for categories

Sub-groups Sub-groups Sub-groups Sub-groups

Textiles Computer Sweets

Shoes Mobile communication Magazines

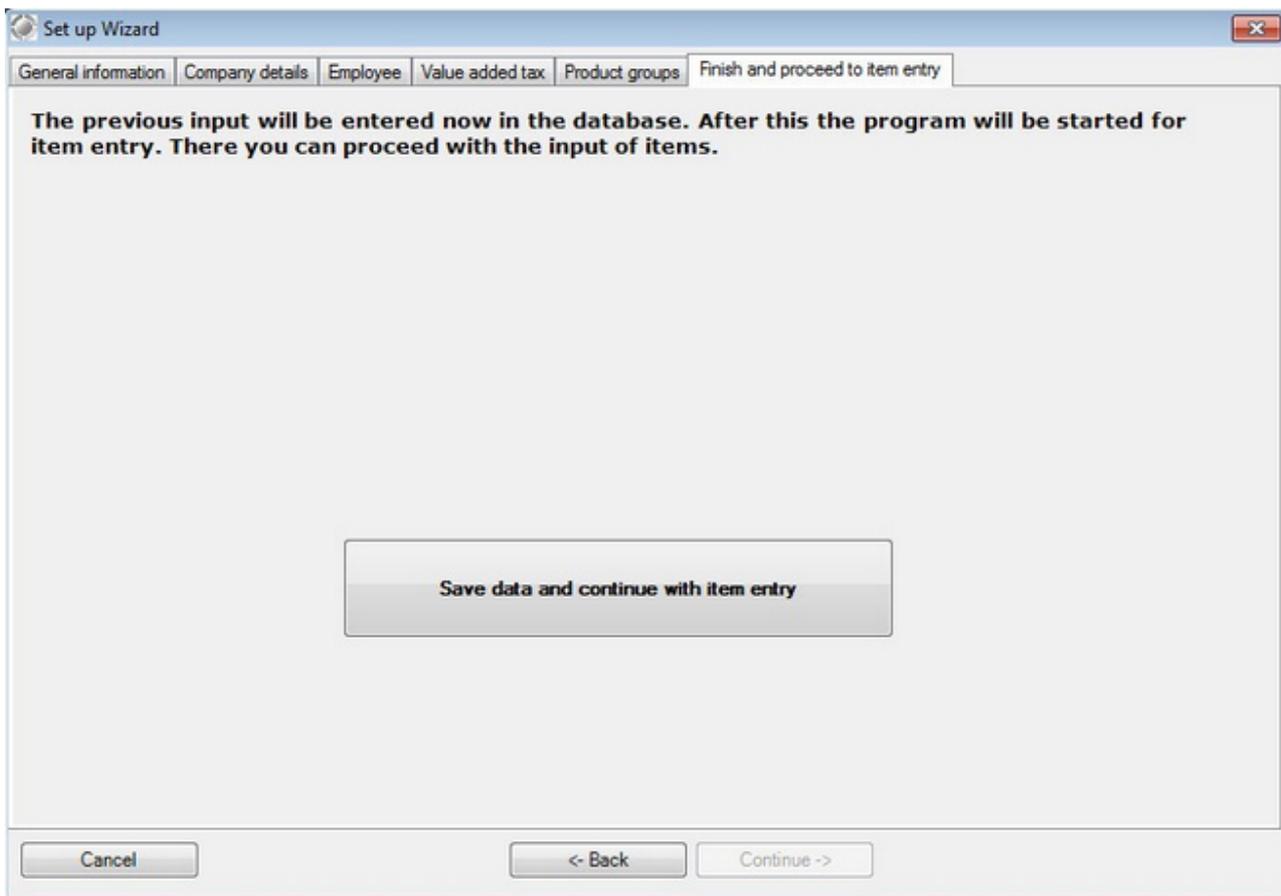
Cosmetics

Cancel <- Back Continue ->

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. 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 an employee can always easily find an item. For each sub-group there should be no more than a maximum of 60 items. This will put an end to the chaos of paper slips at the terminal. All items can be found much more easily via their product groups. A bar code is no longer essential

Step 6



Simply click on the button and begin with the item entry.

Step 7

Item	Description	Price	Category	Sub-group	EAN barcode
4013	Highlights/Lowlights - short	£15.00	Beauty	Hairdresser	
4014	Highlights/Lowlights - middle	£25.00	Beauty	Hairdresser	
4015	Highlights/Lowlights - long	£35.00	Beauty	Hairdresser	
4030	Financial Times	£1.00	Kiosk	Newspapers	
4031	Daily Mail	£0.45	Kiosk	Newspapers	
4032	Guardian	£0.70	Kiosk	Newspapers	
4033	Daily Mirror	£0.38	Kiosk	Newspapers	
4040	Trident Mix	£0.38	Kiosk	Gum	
4041	Bubble Gum Lolly	£0.30	Kiosk	Gum	
4060	Coca Cola	£1.20	Kiosk	Beverages	
4061	Diet Coke	£1.20	Kiosk	Beverages	
4062	Fanta	£1.20	Kiosk	Beverages	
4063	Sprite	£1.20	Kiosk	Beverages	
4064	Apple Juice	£1.25	Kiosk	Beverages	
4065	Coffee	£0.85	Kiosk	Beverages	
5001	Sandals	£25.00	Textiles	Shoes	
5002	Running Shoes Women	£65.00	Textiles	Shoes	
5003	Running Shoes Men	£85.00	Textiles	Shoes	
5004	Boots Leather	£120.00	Textiles	Shoes	

Item	Description	Price	Category	Sub-group	EAN barcode	VAT
5002	Running Shoes Women	£65.00	Textiles	Shoes		1

Additional selection 1 Red 2 3

Buttons: New item, New item next number, Search online for EAN barcode of new item, Save line, Cancel changes, Delete item, Quit

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 find that product groups 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-videos at <http://www.posbill.com>.

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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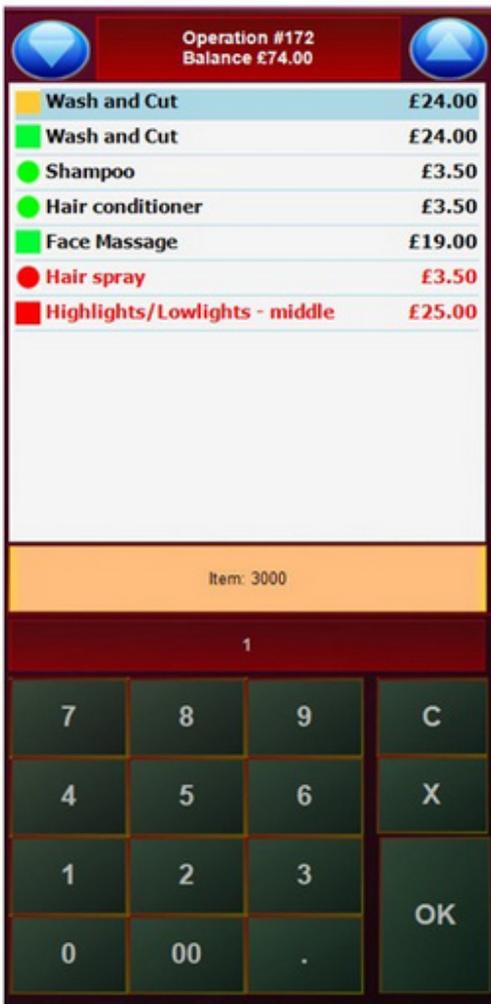
Front Office Display

Previous Top Next

Complete view of the PosBill Point of Sale front office display



The explanations of the different functions can be found next to the following screenshots.



Display of an open operation as well as of the current balance

In this area you can see all items included in the open operation

Squares indicate the selected items

Circles always correspond to a square and represent additional items

Red circles or squares indicate canceled items

Green circles or squares indicate items that have already been booked

Orange circles or squares are items that have been selected but have not yet been booked

Information about selected item (Item highlighted in blue)

You can enter items by directly typing the item number (PLU) with the numeric pad. It is possible to enter several items with the same number at once.

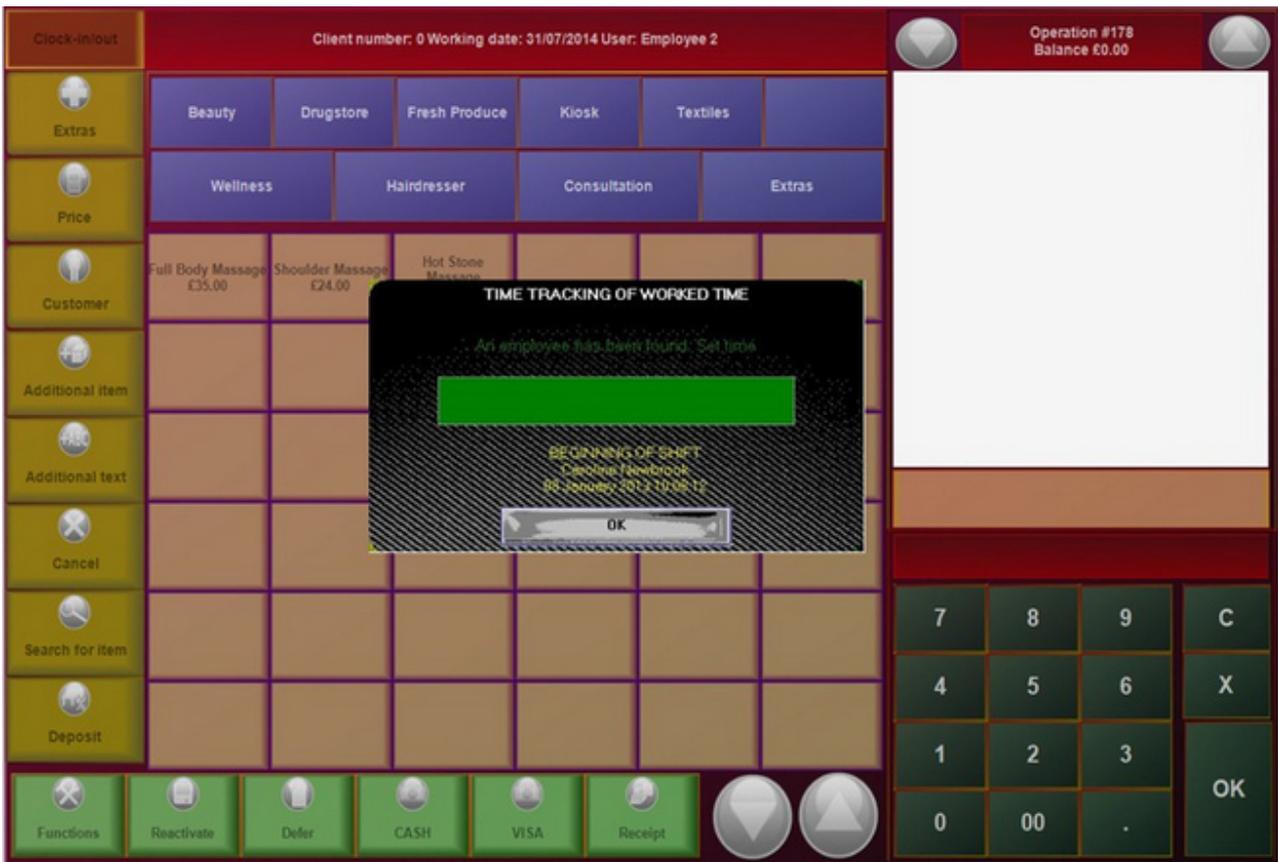
For example, if you enter 2x 3000 and confirm with OK, the item with the number 3000 will be posted 2 times

 Extras	Extras: Transitory item, customer account payments, advance payments, deduct item, vouchers, return merchandise, item details
 Price	Price: Change item price, change price list for operation, activate price list, assign discount to operation and item
 Customer	Customer: allocate operation to customer, new customer with or without allocating to operation, deposit account payments, advance payment, swipe loyalty card
 Additional item	Additional item: opens the list of all additional items entered in the system.
 Additional text	Additional texts: Opens the window for entering additional texts. Text blocks already entered in the system can also be selected.
 Cancel	Cancel: an already booked item can be immediately canceled. If the item has already been printed a cancellation ticket will be printed
 Search for item	Item search: opens the item search. The items can be sorted alphabetically or by item number
 Deposit	Deposit items: Opens the list of deposit items in order to book the deposit charge.

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-0-

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 format can be carried out in the menu item "Data export".

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".

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 operation. Simply select the price list you want.



Once a price list has been selected for an operation, it will be used for the operation.

3. Assign discount to operation

Enter the discount rate for the operation. 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.

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

Short name	Surname	First name	Postcode	City/Town	Street	Telephone no.
SR	Ryan	Sarah	OX1 4BJ	Oxford	98 High Street	
PT	Taylor	Patrick	OX2 6PE	Oxford	67 Banbury Road	

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	,	.	/	`	↵	Cancel
EXIT	@	\	£					↑	↓	←	→			

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Customer Functions

POS Functions/Customer Functions

 Customer	 Allocate operation to a customer
 Additional item	 New customer without assigning to operation
 Additional text	 New customer and assign to operation
 Cancel	 Deposit account payment
	 Advance order
	 Swipe loyalty card

1. Allocate operation 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 name of the selected customer will appear immediately on the operation field.

2. New customer without assigning to operation

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 an operation.

Enter a new customer or edit existing

Short name: <input type="text" value="PB"/>	<input type="button" value="Search"/>	Telephone no. <input type="text"/>
Salutation <input type="text"/>		Mobile <input type="text"/>
Title <input type="text"/>		Fax no. <input type="text"/>
First name: <input type="text" value="Peter"/>		E-mail <input type="text"/>
name 1: <input type="text" value="Brown"/>		Website <input type="text"/>
name 2: <input type="text"/>		Identification number <input type="text"/>
Country: <input type="text" value="Großbritannien"/> - <input type="text" value="GB"/>		Account number <input type="text"/> Debit <input type="text"/>
Street: <input type="text" value="34 West Main Road"/>		Card number <input type="text"/>
Postcode / City: <input type="text" value="EH9 3JG"/> <input type="text" value="Edinburgh"/>		<input type="checkbox"/> Administer deposit account for this customer
Date of birth: <input type="text"/>	<input type="checkbox"/> For this customer a collective invoice can be used for billing	
Form of address <input type="text"/>		
Remarks <input type="text"/>		

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

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

Sarah Ryan 94 High Street OX1 4BJ Oxford

Remarks
Very demanding customer

Group by type

Comment(s)
Paint color mixture
10% green
40% black

Date	Information text
05/08/2014	Paint color mixture
24/06/2014	Invoice no. 414
24/06/2014	Invoice no. 410
24/06/2014	Invoice no. 48

ESC 1 2 3 4 5 6 7 8 9 0 - = ← +ABC New comment

↩ 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 @ \ £ ↑ ↓ ← → 🗑️ Delete

🔼 🔽 🔍 Close

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.

New advance order

Date 25 June 2014 < >

New advance order | Display list |

Entry of the time is optional

Time Hour
Minutes

Customer ID
Telephone no.

Guest **Smith**

Advance order remark

ESC 1 2 3 4 5 6 7 8 9 0 - = ← Search for customer

↩ 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 @ \ £ ↑ ↓ ← → Accept

← Cancel

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: 05 August 2014

New advance order | Display list

Item no.	Description	Quantity
00:00 Sarah Ryan		
5043	T- Shirt Solid (M)	1
5045	T- Shirt Logo	1
5002	Running Shoes Women Red	1
5004	Boots Leather	1
00:00 Peter Brown 34 West Main Road EH9 3JG Edinburgh		
6003	Dancing Flower Perfume	1
6052	Multivitamins (90 Capsules)	1
6026	Face Powder	1
6029	Lipstick	1

Total amount of all items Grouped by customer

 Print list

 Cancel

New advance order

Date: 05 August 2014

New advance order | Display list

Item no.	Description	Quantity
5002	Running Shoes Women Red	1
5004	Boots Leather	1
5043	T- Shirt Solid (M)	1
5045	T- Shirt Logo	1
6003	Dancing Flower Perfume	1
6026	Face Powder	1
6029	Lipstick	1
6052	Multivitamins (90 Capsules)	1

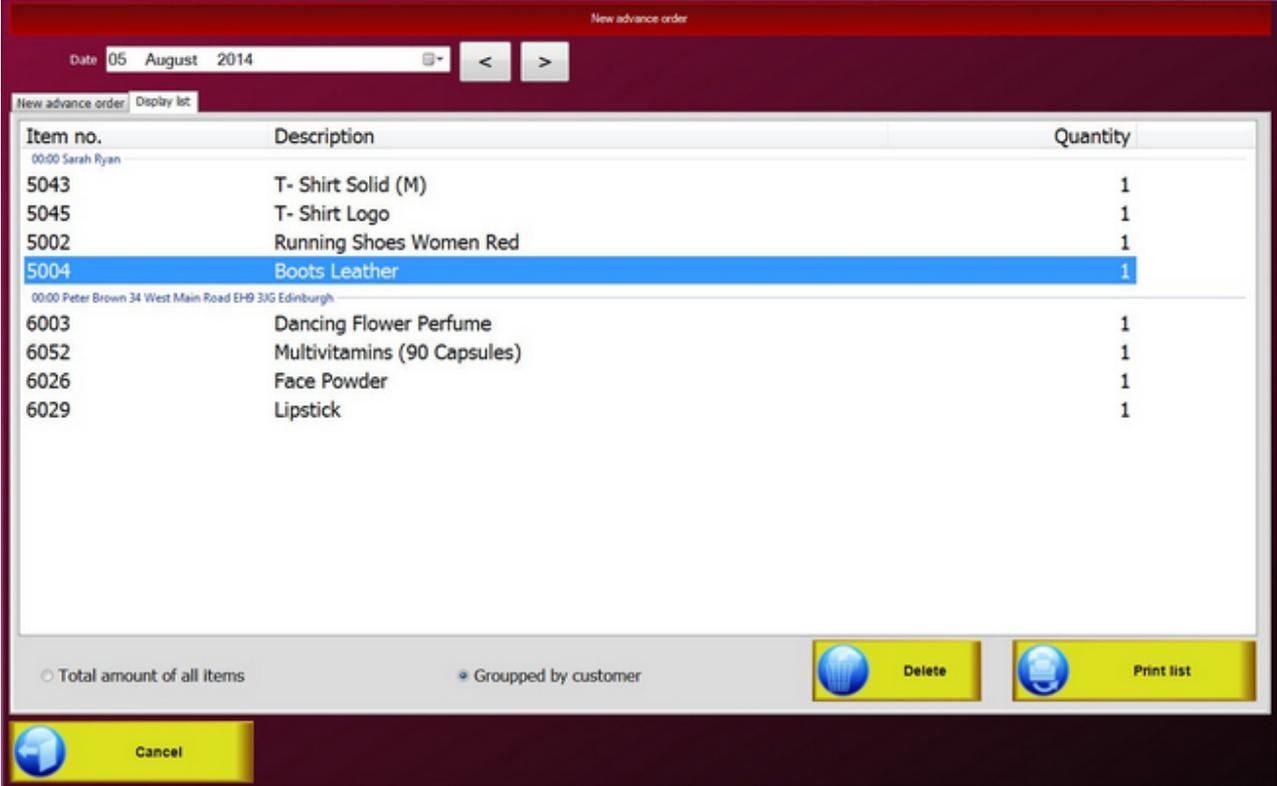
Total amount of all items Grouped by customer

 Print list

 Cancel

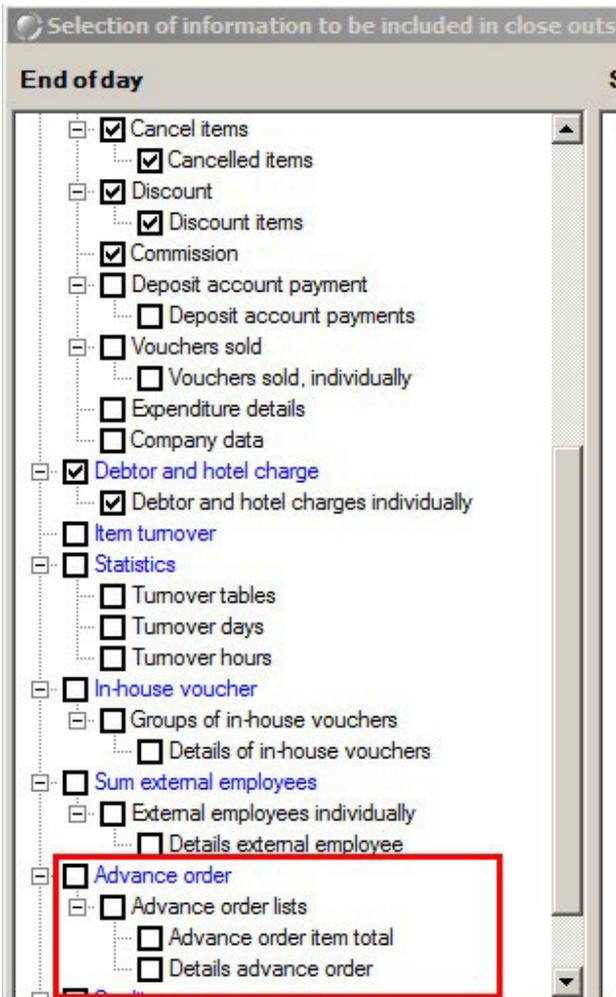
In the list that is grouped by customer it is possible to delete a marked item from the list. If all items pertaining

to a customer are deleted, then the advance order will also be deleted.



Item no.	Description	Quantity
00:00 Sarah Ryan		
5043	T- Shirt Solid (M)	1
5045	T- Shirt Logo	1
5002	Running Shoes Women Red	1
5004	Boots Leather	1
00:00 Peter Brown 34 West Main Road EH9 3JG Edinburgh		
6003	Dancing Flower Perfume	1
6052	Multivitamins (90 Capsules)	1
6026	Face Powder	1
6029	Lipstick	1

The lists can also be printed with the end of day close out.



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Extras - Transitory Items / Payments / Advance Payment

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POS Functions/Extras

1. Transitory items

Here you can book items that have already been entered in other systems, for example for lottery tickets, services regarding packages or postal services. The items are shown separately in the invoice and in the accounting

2. Payments

Here you can enter payments made, for example for lottery winnings. These will be taken into consideration in the close out and the cash balance

3. Advance payment

Enter advance payment amount				Advance payment method	
<input type="text"/>				<input checked="" type="checkbox"/> CASH	
7	8	9	C	<input type="checkbox"/> Visa	
4	5	6		<input type="checkbox"/> Debitor	
1	2	3	OK		
0	00	.			

If you receive an advance payment from a customer, you can note the amount and the method of payment on the customer's operation. The amount will be subtracted later from the invoice total. You can also use this function when payments are going to be made with several methods of payment, for example £50 with credit card and the rest in cash. In this case you enter a credit card advance payment of £50 and the balance due is settled using the method of payment cash.

4. Redeem voucher

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

Redeem voucher

Enter voucher number and press OK to confirm

0815

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

Cancel

Delete entry

5. Book item as a voucher item

Here counter entries can be made for single booked items. This function can be used, for example when a customer has a voucher for an item.

	Voucher Wash and Cut	-£24.00
	Wash and Cut	£24.00

-0-

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.

Enter the quantity and refund price of the returned item

Quantity	<input type="text" value="1"/>	<input type="text" value="Enter quantity"/>			
Unit price	<input type="text" value="£65.00"/>	7	8	9	C
		4	5	6	
		1	2	3	
		0	00	.	

-0-

Item detailed information 6052 Multivitamins (90 Capsules)

Item number	6052	EAN barcode	
Invoice/Bill text	Multivitamins (90 Capsules)		
Category	Drugstore	Sub-group	Health
Sale price	£30.00	Purchase value	£0.00
This item has an unalterable fixed price		No	This item is discountable
		No	No
The return of goods is possible when an item is cancelled			
No			
Additional information			
The turnover includes all ticketed items, regardless of whether or not they have already been billed.			
	Quantity	Amount	
Turnover current year	1.00	£30.00	
Turnover current month	1.00	£30.00	
Turnover current day	1.00	£30.00	

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 front display, then in "Extras" you have to click on "Item details"

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Edit Items

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

The screenshot displays the 'Additional item' configuration screen in the PosBill POS system. The interface is organized into several sections:

- Item Identification:** Item number '1001', Category 'Fresh Produce', and Sub-group 'Fruits'.
- Invoice/Bill Text:** 'Apples (1kg)' with an 'Additional selection of invoice text' area containing three input fields.
- Barcode and Pricing:** EAN barcode field with a 'Search using barcode' button. Volume/weight item settings include 'Base quantity' set to '0' and a checked option 'Enquire the quantity and calculate price'.
- Financials:** Sale price '£2.50' and Purchase value '0.00 £'. A checkbox 'As % of sale price' is present.
- VAT Key:** Set to '1' with a rate of '20 %'.
- Additional Information:** A large empty text field at the bottom.

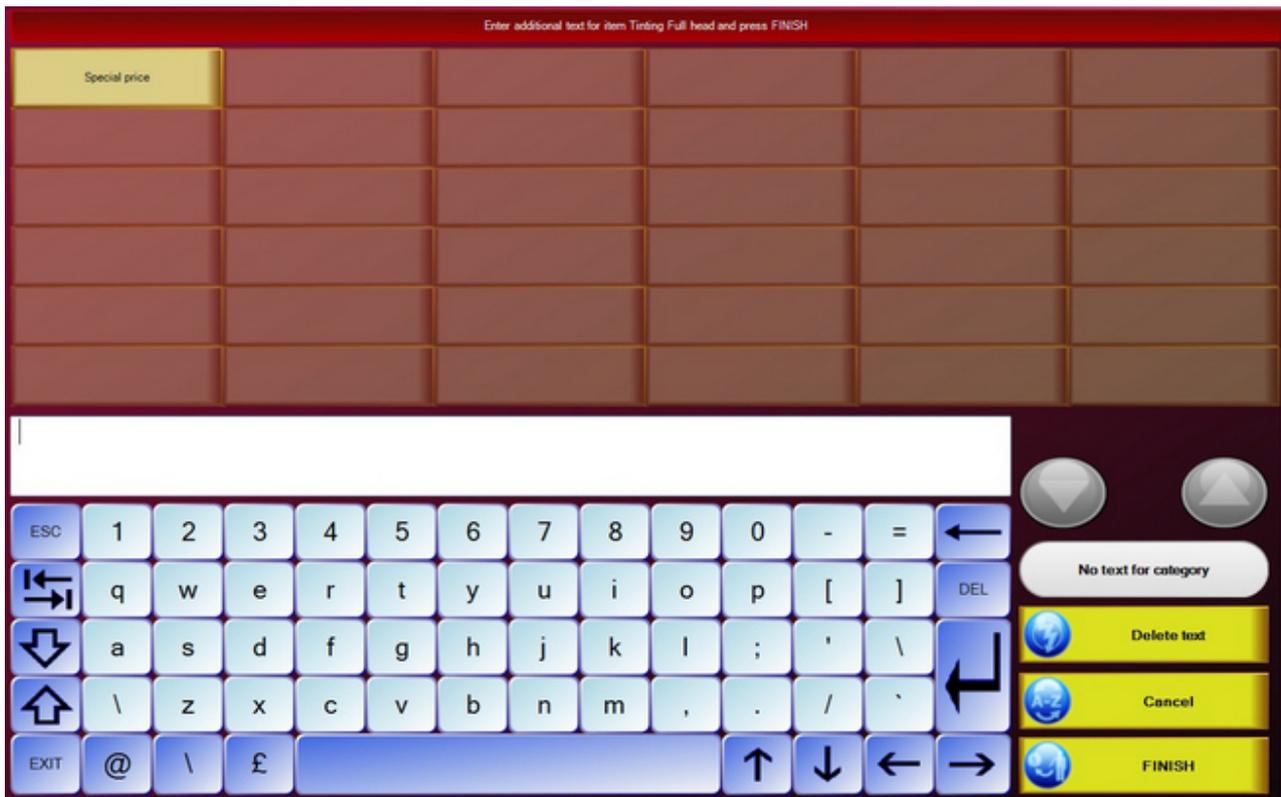
A virtual keyboard is overlaid at the bottom of the screen, and a navigation panel on the right side shows the current item '1001 Apples (1kg)' with 'Search', 'Save', and 'Quit' buttons.

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Additional Texts

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You can use additional texts when you book items on the POS front display and want to include additional information. Either enter a new text or select one of the texts previously entered in back office.



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Additional Items

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Additional items like additional texts can be added to items that have been booked. An item can be defined as an additional item by selecting the corresponding checkbox in back office in the item settings. The item will then appear in the front display and can be added to a booked item. Here is a view of additional items in the POS front display:

Client number: 0 Working date: 30/07/2014 User: Manager

Operation #25 Balance £34.50

Selection of additional items for item: Wash and Cut

Sub-group additional items	Additional items in category	All additional items	FINISH		
Hair Therapy Treatment £15.00	Hair gel £3.50	Hair spray £3.50	Hair conditioner £3.50	Shampoo £3.50	Hair ties (10 pack) £4.00
Hair ties (5 pack) £2.50					

Item: 3000

1

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

Extras

Price

Customer

Additional Item

Additional text

Cancel

Search for item

Deposit

Functions

Reactivate 5

Defer

CASH

VISA

Receipt

Wash and Cut £24.00

Shampoo £3.50

Hair conditioner £3.50

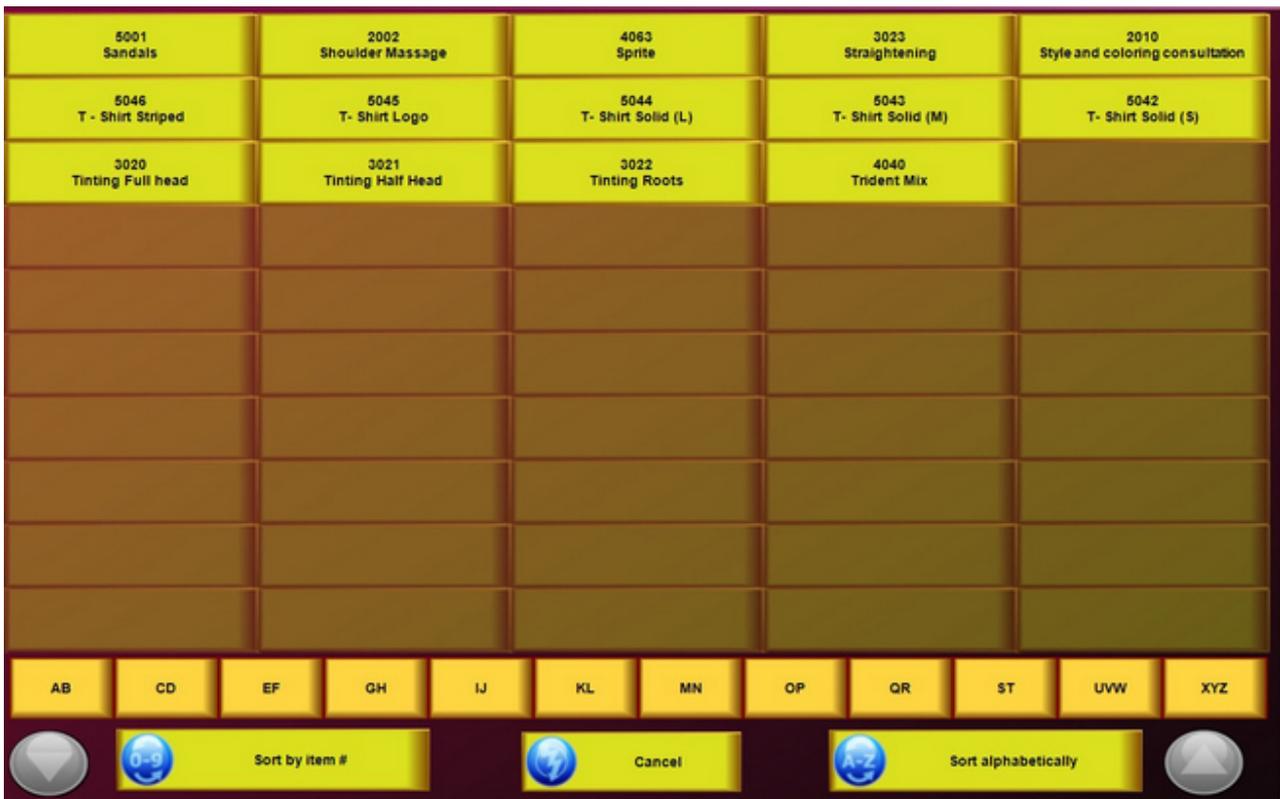
Hair spray £3.50

-0-

Item Search

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POS Functions / Item Search



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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Item Kit Assembly (Front Display)

[Previous](#) [Top](#) [Next](#)

In the POS front an item assembly kit is displayed in the same manner as a normal item. The only difference is that when you click on it an item is not booked immediately but a selection of items appears from which the employee has to choose. This is ideal for generating additional business. Here you can see an example of an assembly kit from a hairdressing salon:

#	Description	Price
	Wash	£7.00
	Blow dry	£10.00
	Set	£7.00
	Hydrating treatment	£12.00
	Hairspray	£1.00

Wash £7.00	Blow dry £10.00	Re-style £20.00
	Short hair cut £15.00	Medium hair cut £17.00
Set £7.00	Long hair cut £19.00	Fringe £4.00
	Re-Design £29.00	
Hairspray £1.00	Hydrating treatment £12.00	Scalp massage £10.00

Selected 5	
Total £54.00	

Finish	Reset selection	Cancel
--------	-----------------	--------

-0-

Redeem deposit item

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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



-0-

Invoice/Bill

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POS Functions /Receipt

1. Quick sale

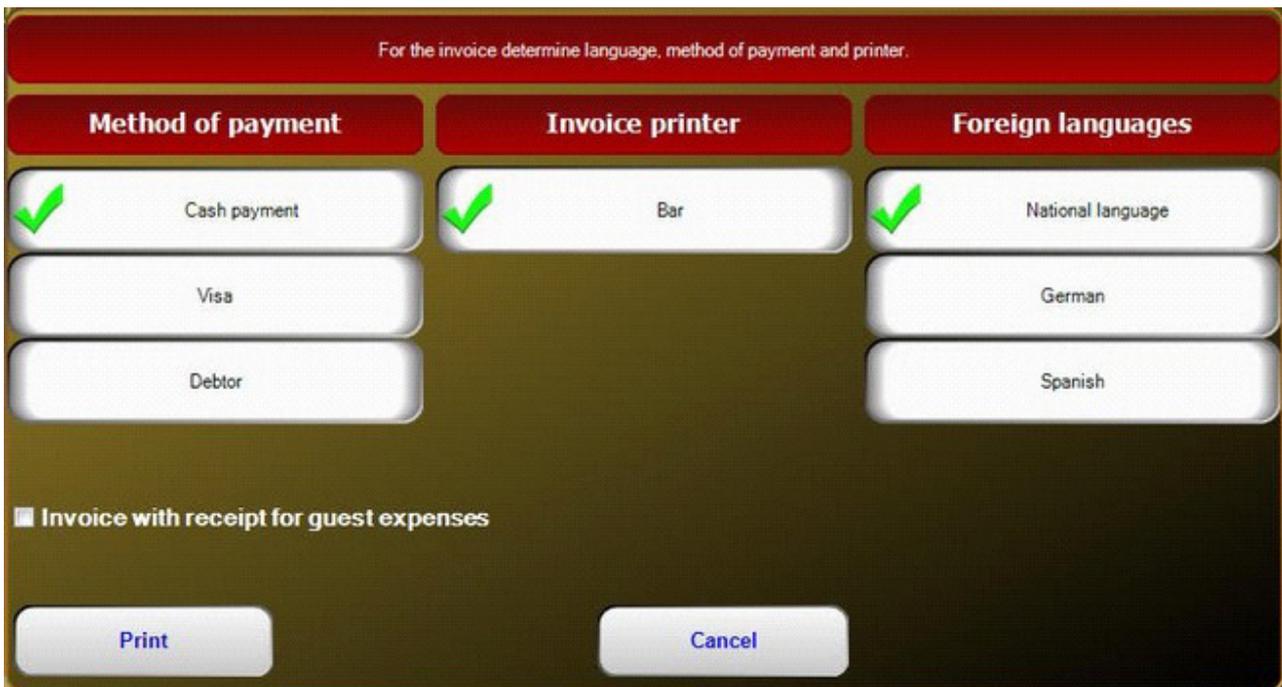
With the button "Quick sale" a receipt will be printed automatically. You will not be given other selection options. In the Parameter file you can enter the method of payment as well as a footer text for quick sale.

Method of payment for quick sale	<input type="text" value="CASH"/>
Footer text for invoice	<input type="text"/>

2. Receipt



2.1 Payment

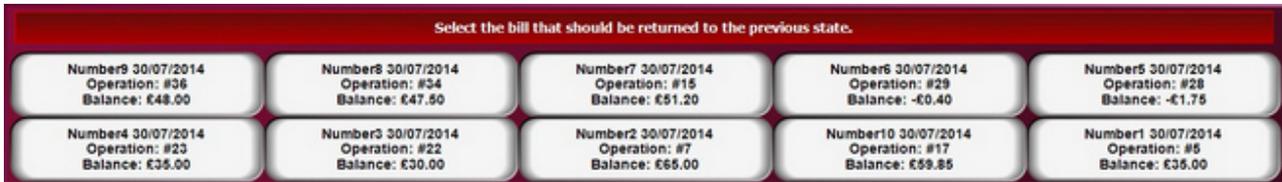


In "Payment" you have several options:

- Method of payment
- Invoice/bill printer, 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 operations. 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

Select the bill for which a copy should be printed				
Receipt:	Operation:	Balance:	Date	Short name
9	#36	£48.00	30/07/2014	
8	#34	£47.50	30/07/2014	
6	#29	-£0.40	30/07/2014	
5	#28	-£1.75	30/07/2014	
4	#23	£35.00	30/07/2014	
3	#22	£30.00	30/07/2014	
10	#17	£59.85	30/07/2014	PT
7	#15	£51.20	30/07/2014	MB
2	#7	£65.00	30/07/2014	
1	#5	£35.00	30/07/2014	

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.

Select the invoice that should be credited.

Receipt:	Operation:	Balance:	Date	Short name
38	#84	£15.65	31/07/2014	
35	#80	£111.20	31/07/2014	
46	#117	-£0.40	31/07/2014	
37	#82	£155.80	31/07/2014	
39	#85	£82.00	31/07/2014	
41	#104	£12.00	31/07/2014	
42	#87	-£6.00	31/07/2014	
43	#107	£6.00	31/07/2014	
44	#110	£12.00	31/07/2014	
45	#116	-£0.40	31/07/2014	
36	#81	£10.35	31/07/2014	
29	#6	£39.00	30/07/2014	
27	#34	£47.50	30/07/2014	
6	#29	-£0.40	30/07/2014	
5	#28	-£1.75	30/07/2014	
26	#25	£31.00	30/07/2014	
20	#24	£24.00	30/07/2014	
4	#23	£35.00	30/07/2014	
3	#22	£30.00	30/07/2014	
25	#21	£0.00	30/07/2014	
10	#17	£59.85	30/07/2014	PT
9	#36	£48.00	30/07/2014	
21	#7	£25.00	30/07/2014	

From date 01/07/2014

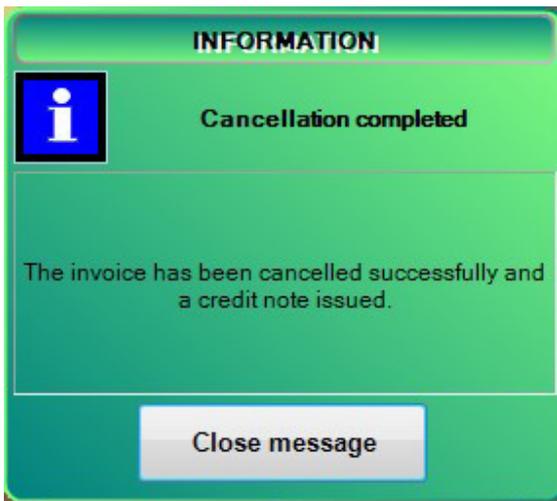
Accept Cancel

QUESTION

? Invoice cancellation

Should the invoice 44 from 31/07/2014 be cancelled now and a credit note issued.

Yes No

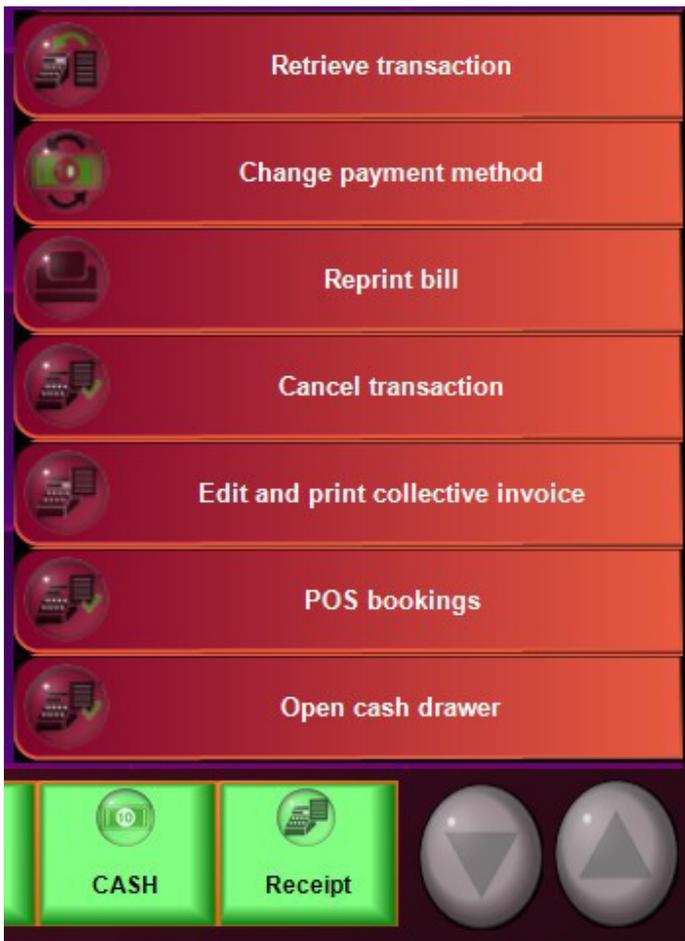


-0-

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 [Back office/Customersdetails](#) 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/Settings](#).

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: £59.85

Short name	Address	Sum
PT	Patrick Taylor 67 Banbury Road OX2 6PE Oxford	£59.85

Total of all single invoices £59.85			Total amount all items						
Inv. No.	Date	Amount payable	Item no.	Description	Quantity	G-Preis	Item no.	Description	Quantity
<input checked="" type="checkbox"/> 10	30/07/2014	£59.85					12003	Hot Stone Massage	1.00
							14065	Coffee	1.00
							12002	Shoulder Massage	1.00

Create collective invoice
 Cancel

Operation Collective invoice 2
Balance £59.85

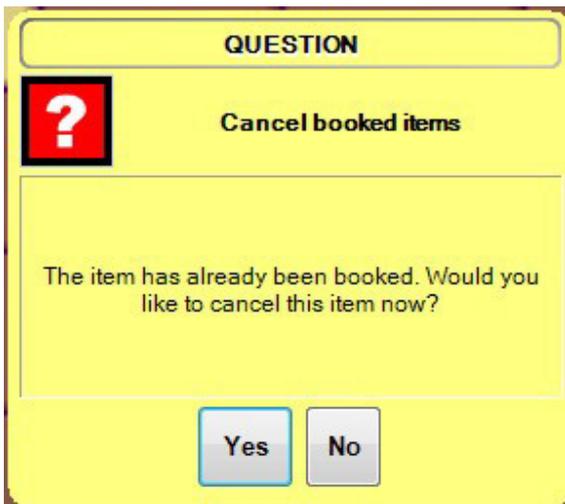
■	Hot Stone Massage	£35.00
■	Coffee	£0.85
■	Shoulder Massage	£24.00

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.

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Cancel
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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.

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Print voucher (Front office)

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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 You must enter an amount in the selected print layout.

Printer layout

Expiration date Unlimited validity

Promotion

Address

Short name	<input type="text"/>	<input type="button" value="Search address"/>	<input type="button" value="Clear address fields"/>
Title	<input type="text"/>		
First name	<input type="text"/>	Street	<input type="text"/>
name 1	<input type="text"/>		
name 2	<input type="text"/>	Postcode / City	<input type="text"/>

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

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

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POS Functions /Functions



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 close out

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 Balance POS

End of day close out and change of day

End of day close out without change of working day.

End of day close out with change of working day

31/07/2014 Manually set the new working date

After close out the current working date 30 July 2014 will be changed to the new date 31 July 2014

QUESTION

 **Employees who still have unsettled balances**

Employee 1 has not yet closed out. End of day close out can only be executed when all employees balances are settled. Should all open balances be settled now?

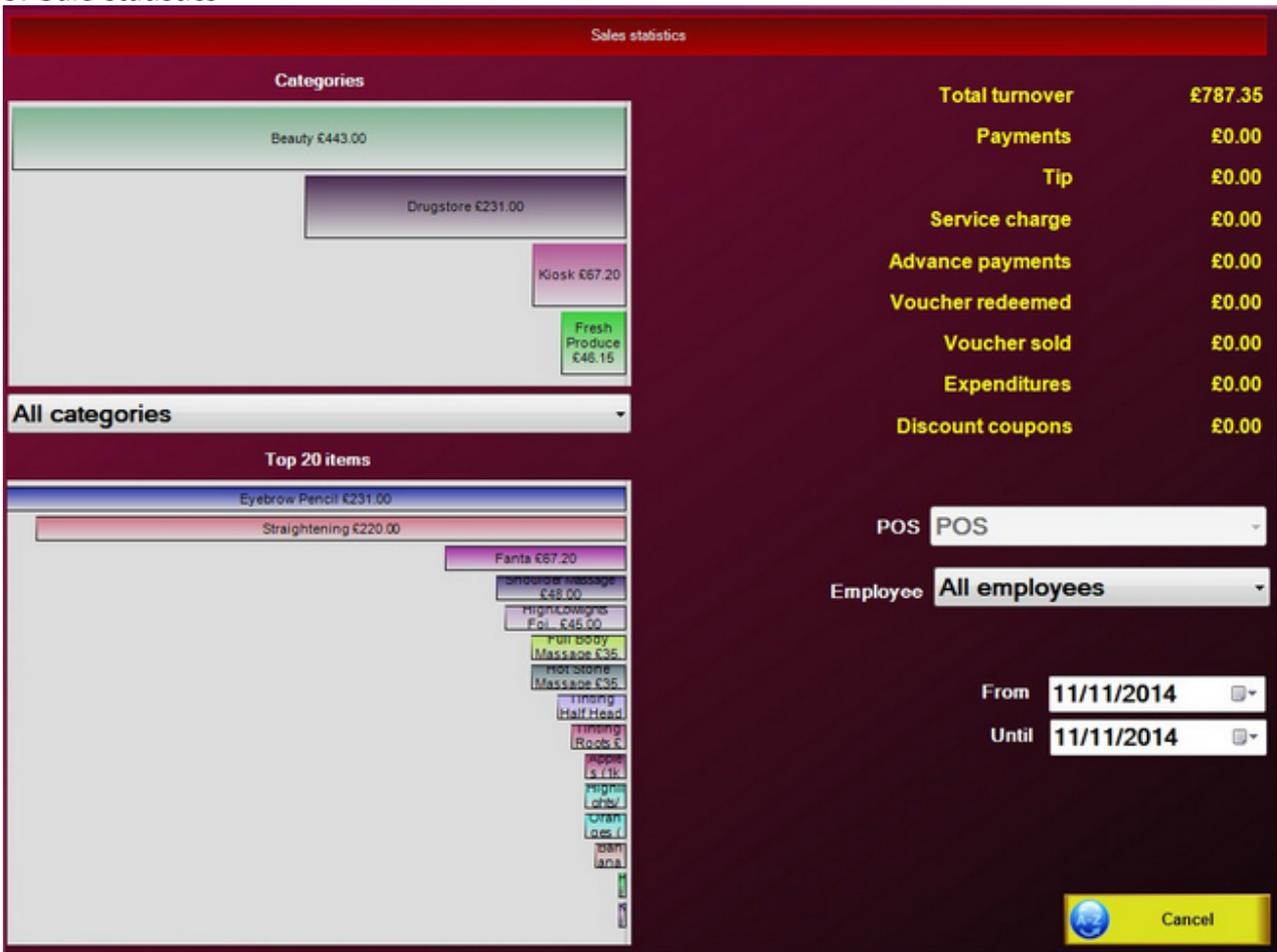
You should select "End of day close out without change of working date", if a close out is carried out several times a day. Before each end of day close out all servers should be closed out!!!

"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.

3. Sale 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 20 items
- Categories
- According to employees
- Selection of a time period: from - to

4. Enter initial cash float

If initial cash is entered for an employee, 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

-0-

Scancode

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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	Fresh Produce	Salads
Invoice/Bill text	Fruit salad	
Additional selection 1		
Additional selection 2		
Additional selection 3		
Unit price	6.00	<input type="checkbox"/> Fixed price <input type="checkbox"/> Discountable
VAT Key	1 - 20 %	
Base quantity	0	Unit g
<input type="checkbox"/> 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

-0-

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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.

Enter the number of coins and notes

	<input type="text"/>		<input type="text"/>	<input type="button" value="7"/>	<input type="button" value="8"/>	<input type="button" value="9"/>
	<input type="text"/>		<input type="text"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	<input type="button" value="6"/>
	<input type="text"/>		<input type="text"/>	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>
	<input type="text"/>		<input type="text"/>	<input type="button" value="0"/>	<input type="button" value="00"/>	<input type="button" value="AC"/>
	<input type="text"/>			<input type="button" value="Delete all"/>		
	<input type="text"/>			Total balance		
	<input type="text"/>			<input type="text"/>		
	<input type="text"/>			<input type="button" value="Print"/>		
				<input type="button" value="Quit"/>		

-0-

While carrying out an operation, it is possible to assign individual positions to an employee for the calculation of the commission.

To do this first book the item as usual.

	Dancing Flower Perfume	£22.00
	Rose Blush	£12.00
	Lemom Bon Bons	£1.90
	Fanta	£1.20

Then select the item and assign the employee you wish to it.



The assigned employee will be displayed below the item on the list of items being bought. In the end of day close out the commissions that have been booked will be shown on the reports.

 Dancing Flower Perfume	£22.00
Assigned to Klaus	
 Rose Blush	£12.00
 Lemom Bon Bons	£1.90
 Fanta	£1.20

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Back Office

Master Data

Company Details

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Master Data/ Company Data

Company details

Edit Save Quit

Company data Settings Bank account Value added tax Vouchers Branch management VMP interface

Property ID POSBILL

name 1 Infinity Business Advancement Systems Ltd.

name 2

Country Großbritannien GB

Street 3 Lon Cae Banc, Sketty

Postcode SA2 9EF

City/Town Swansea

Telephone no.

Fax no.

Mobile

Website www.posbill.com

E-mail sales@posbill.com

Return address for envelope window

POSBILL View ..:

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.

Company details

Edit Save Quit

Company data Settings Bank account Value added tax Vouchers Branch management VMP interface

Future item prices from: 01/07/2015 The future prices assigned to the items will be valid as of this date.

Foreign language for receipt text

Should an operating record be made

The terminal should turn off after closing POS (Only with users without manager permissions)

Should unpaid bills and credit card payments be transferred to 'Outstanding items management'?

The cash income will be transferred with an employee or end of day close out into the cashbook.

Cash book

When should cash revenues be transferred to the cash book

Employee close out (Employee turnover) End of day close out (End of day turnover)

ATTENTION! the normal method of payment for accounts receivable cannot be used in special methods of payment. First, enter in methods of payment for each special method of payment, a special method of payment with the assignation accounts receivable!

Method of payment for deposit account DEB

Method of payment for collective invoices COLL

The following entries are optional and can be overwritten by corresponding entries in 'POS', 'Workstation' or 'Employee'.

Price list Parameters

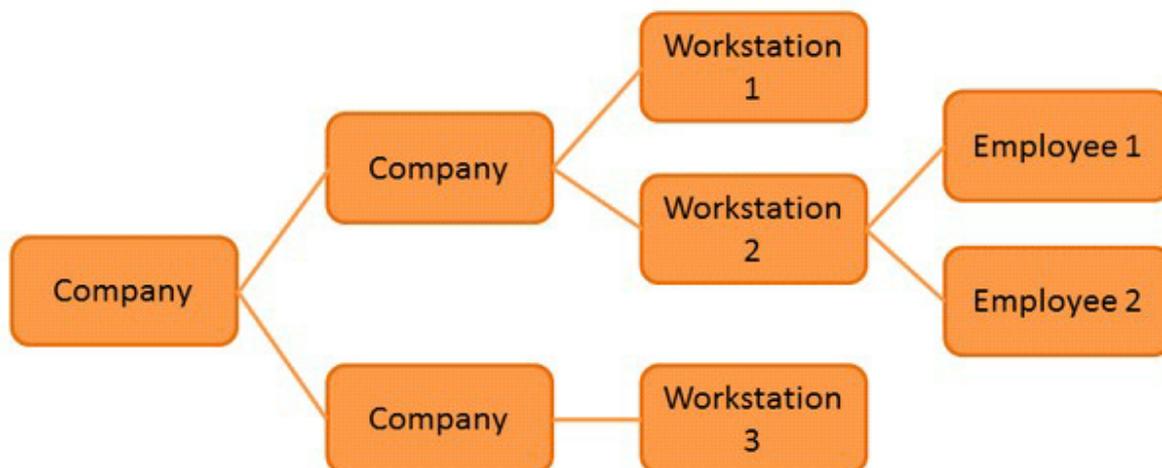
POSBILL Edit ..:

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.

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

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 employee. Please pay close attention to the hierarchy of the allocations. The smallest unit wins!!!



Company details

Edit Save Quit

Company data Settings Bank account Value added tax Vouchers Branch management VMP interface

Bank account 1

Name of bank

Account no. Bank identification code

IBAN BIC

Bank account 2

Name of bank

Account no. Bank identification code

IBAN BIC

VAT no. Tax number

In the bill/receipt, show the total amount in foreign currency

Changes will come into effect after restarting the program. NB: Both printer management and the main program must be restarted for this to happen.

Currency symbol	Exchange rate
<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>

POSBILL Edit

Company details

Edit Save Quit

Company data Settings Bank account Value added tax Vouchers Branch management VMP interface

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

Note: 'VAT key 0' is set to 0% by default. In the "From:" field, you can enter future VAT rates to account for impending VAT increases/decreases.

Double tax rates exist for some or all items

VAT % for key	Change from:	New % key	ID or account for financial accounting	
Key 1	20		0	
Key 2	5		0	
Key 3	0		0	
Key 4	0		0	
Key 5	0		0	

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

VAT key for take out orders Take out orders

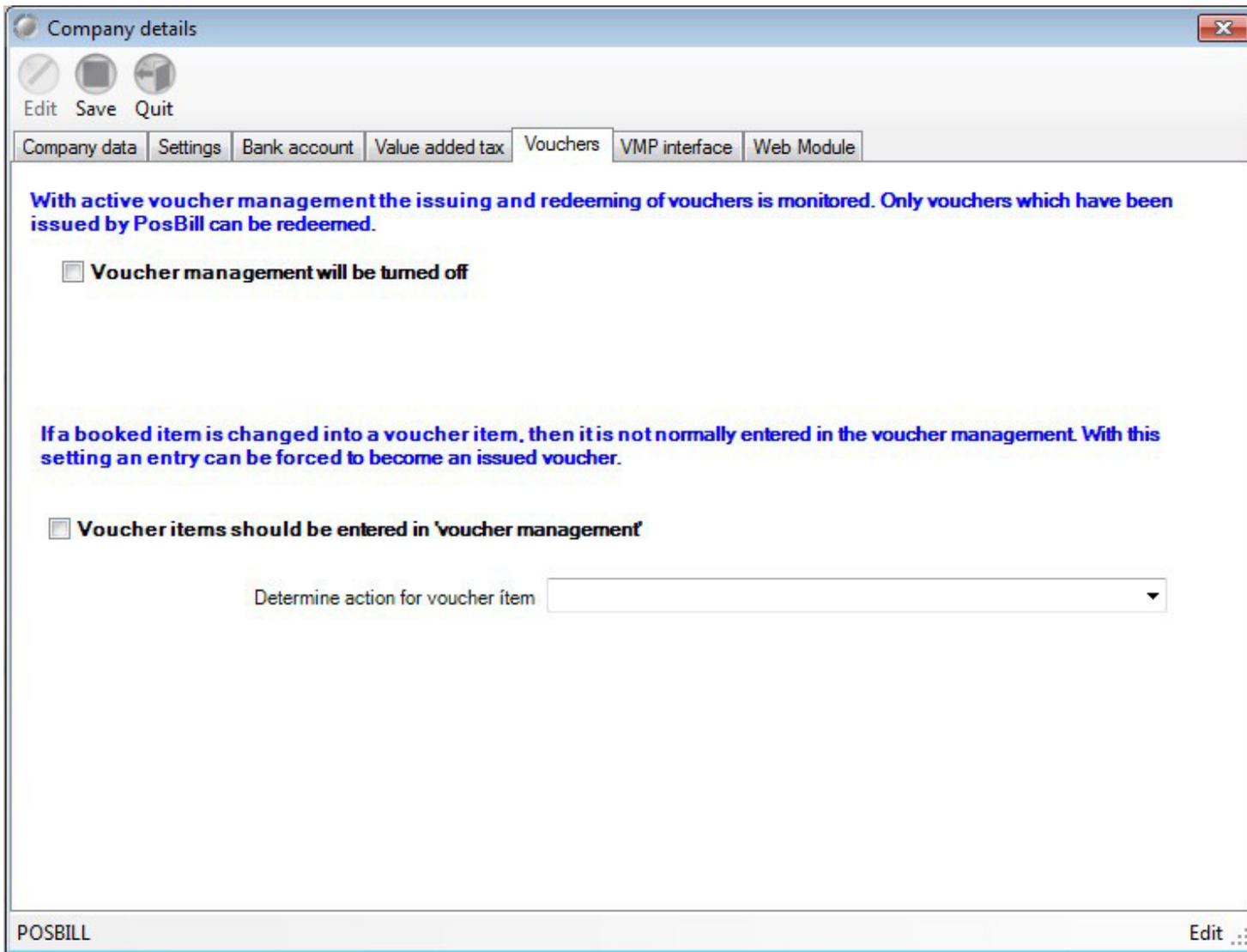
Use separate invoice numbers for company and private customers

Starting number after change of year for: Receipt

POSBILL Edit

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 rates in advance. In order for the button for take-out orders to be displayed on the POS front it is necessary to activate the checkbox for take-out in Back office/ System parameters/ Additional parameters and to enter a VAT key for take-out orders in the above mask.

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.

VMP- Interface

The screenshot shows a software window titled "Company details" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar are three icons and the labels "Edit", "Save", and "Quit". A tabbed interface is present, with the "VMP interface" tab selected. The main content area is divided into several sections:

- EHAstra customer number:** A text input field.
- VMP provider:** A dropdown menu.
- VMP FTP data:** A group box containing four text input fields: "FTP server", "FTP user", "FTP password", and "FTP directory".
- When should the transfer occur?:** A section with three radio buttons: "With each end of day close out", "Manually" (which is selected), and "Only with an end of day close out with change of date (Z-read)".
- Define time manually:** A section with four numeric input fields labeled "Time 1", "Time 2", "Time 3", and "Time 4", each containing the digit "0". Below these fields is a blue text note: "The time point must be between 1 and 24 hours". To the right of this section is a checkbox labeled "And by each end of day close out with date change".

At the bottom left of the window, the text "POSBILL" is visible. At the bottom right, there is an "Edit" button with a small icon.

In this mask you can set up the VPM interface. You can obtain the necessary data from your wholesale dealer or his computer centre. If the data is entered manually only whole numbers can be entered.

Web Module

The screenshot shows a software window titled "Company details" with a standard menu bar (Edit, Save, Quit) and a tabbed interface. The "Web Module" tab is active, displaying the "PosBill Web Module" registration form. The form includes a title, a prompt to enter user and password information, a text input field for the user name, a paragraph of instructions about automatic messaging and activation codes, and another text input field for the activation code. The window footer contains the text "POSBILL" on the left and "Edit .." on the right.

Company details

Edit Save Quit

Company data Settings Bank account Value added tax Vouchers VMP interface Web Module

PosBill Web Module

Please enter user name and web account password

User

After saving the data a message will be sent automatically to PosBill.
As soon as the web account is activated by PosBill you will receive via email an activation code.
Before you can use the web module you must enter the activation code

Activation code

POSBILL Edit ..

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

Log on.

Use local account to log on.

Username

Password

Save?

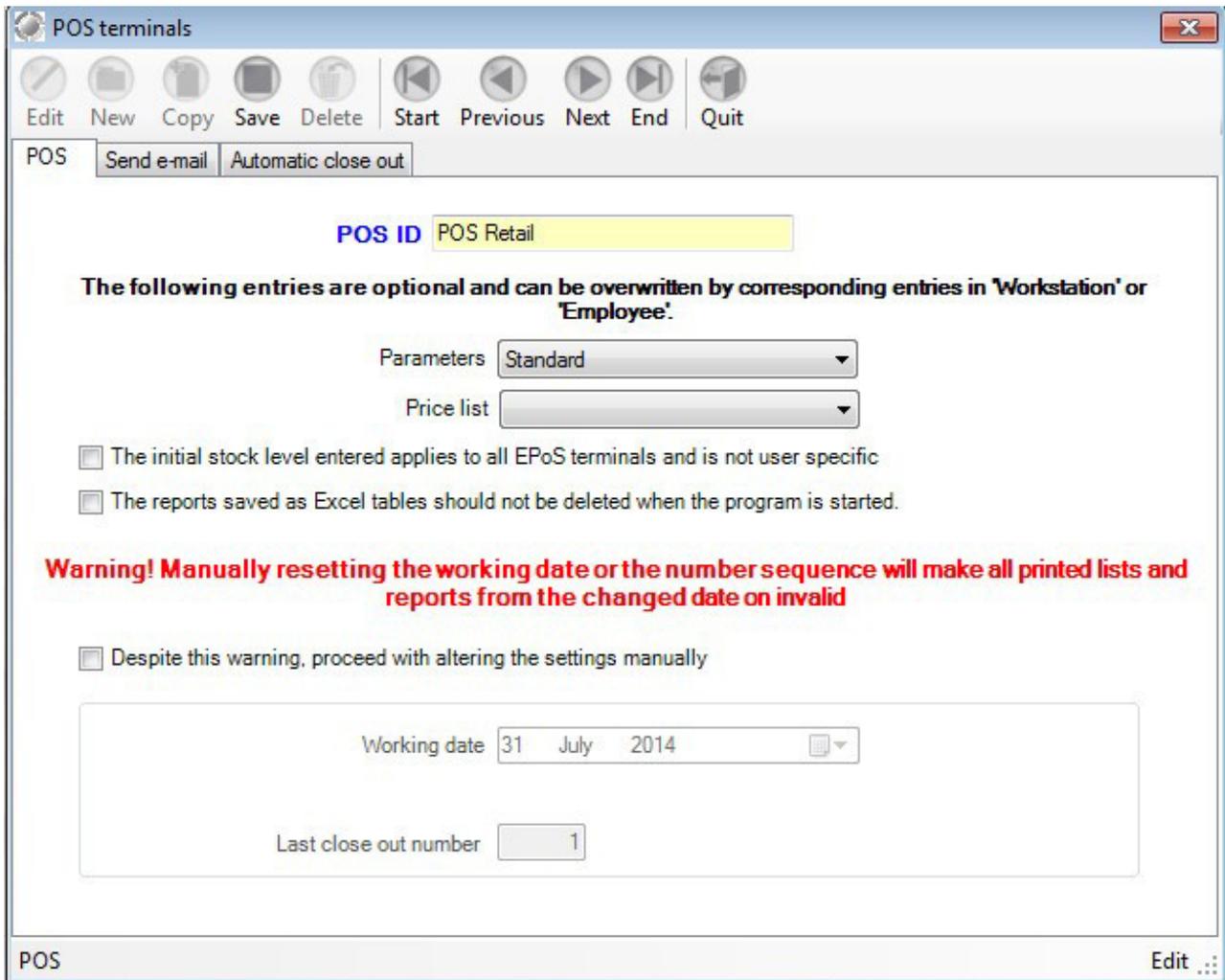
[Passwort vergessen?](#)

[Register](#) > if you don't have an account.

[Imprint](#)

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

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Here you can set up different POS terminals(Outlets). 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 Employee.

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 employee and POS close outs as well as monthly reports to any e-mail address. These will be sent automatically if an Internet connection is available. They may be sent as attachments, as a text mail or as an Excel spreadsheet. If you use this function regularly, you should enter your SMTP data. You can get this data from your Internet or email provider..

POS terminals

Edit New Copy Save Delete Start Previous Next End Quit

POS Send e-mail Automatic close out

Close outs can be sent automatically by e-mail. In order to use this service enter the e-mail address to which the report should be sent to.

Note: The POS terminal MUST have internet access

Send to the following e-mail address:

What should be sent?

- All close outs. Also employee close outs
- Only end of day close outs
- Only POS daily and monthly reports

How should it be sent?

- Text only
- Text and Excel spreadsheet as attachment
- Only Excel spreadsheet as attachment

E-mail account data that is to be used to send information

E-mail address

SMTP customer

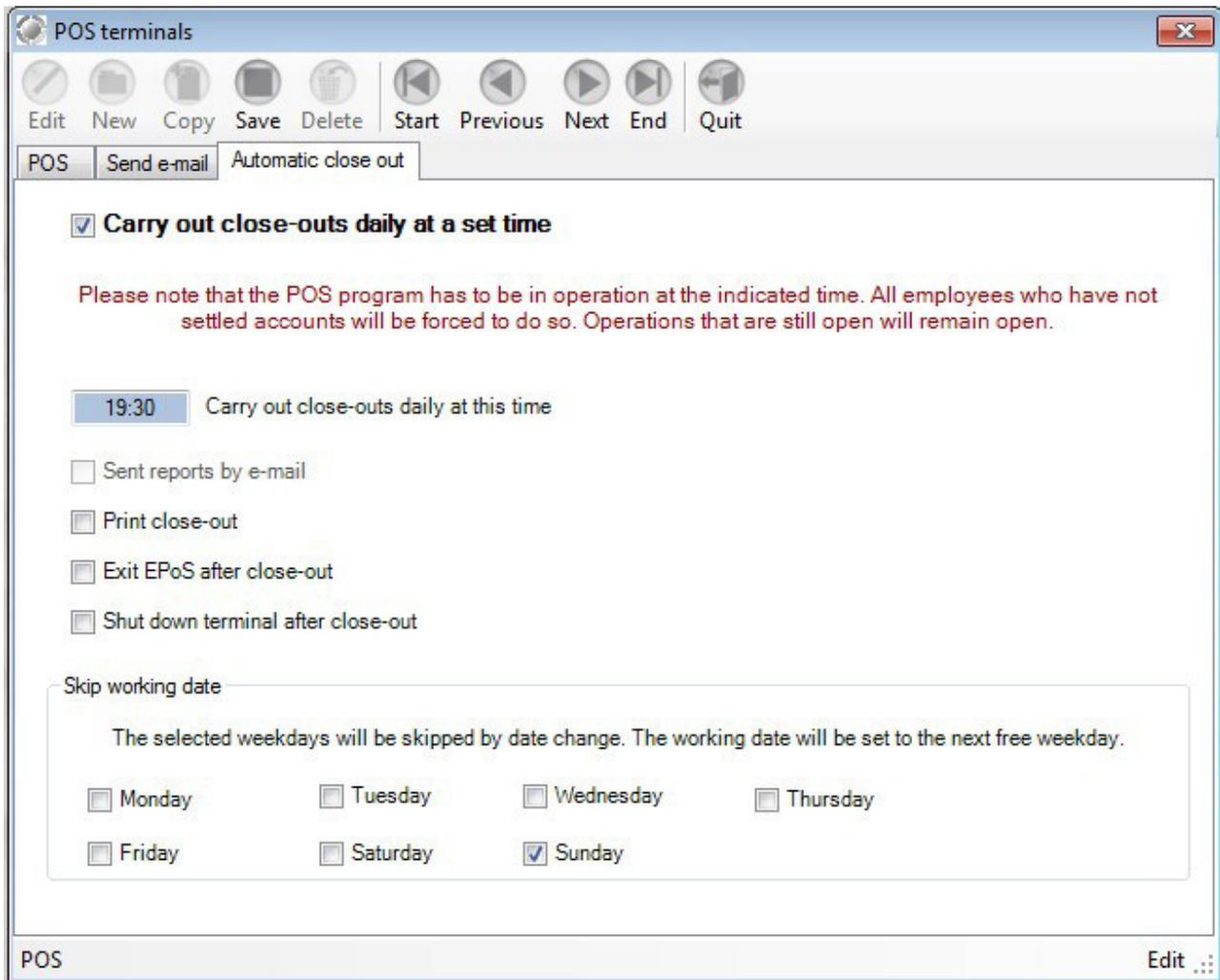
Username

Password

Port SSL encryption

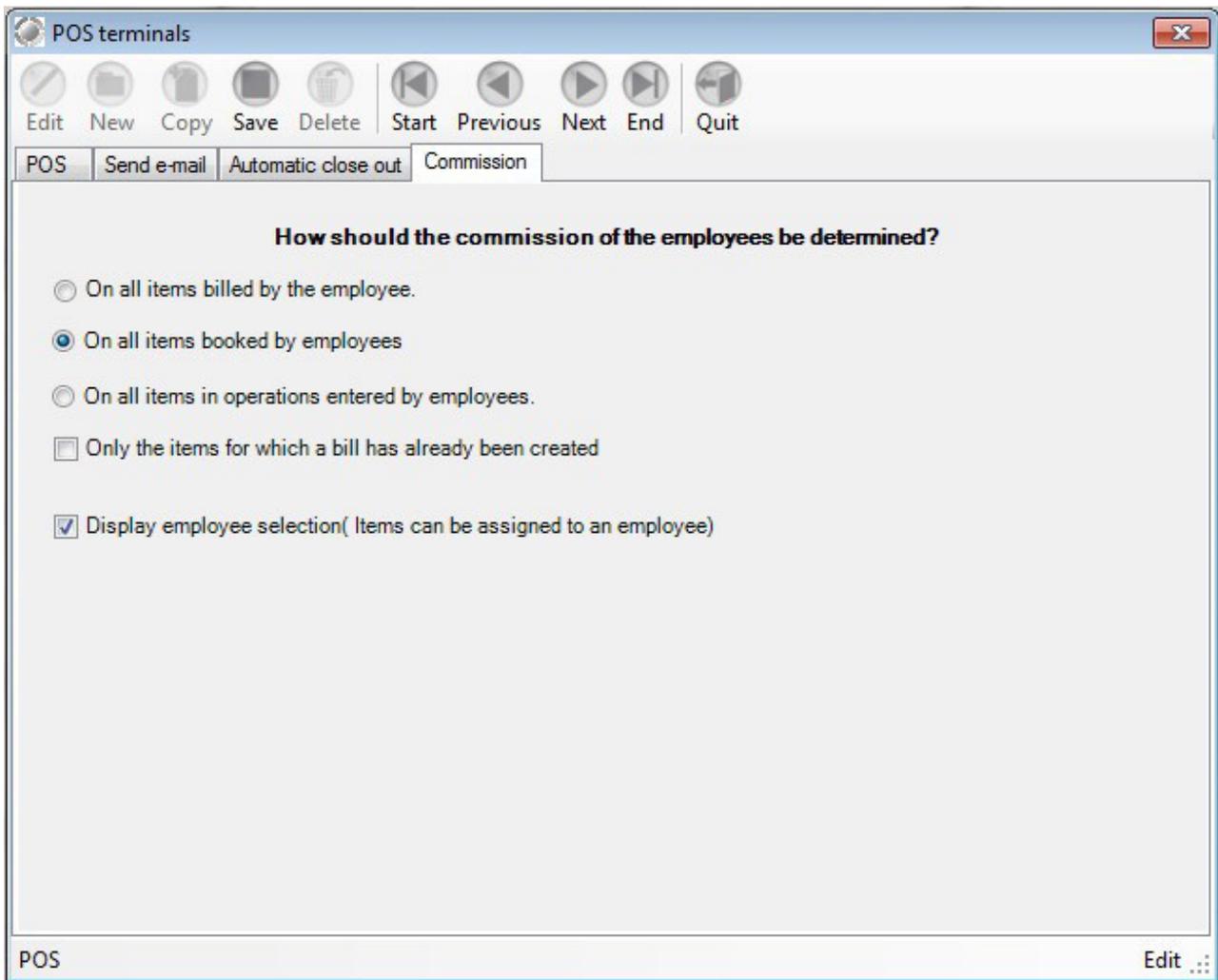
POS Edit ...

Automatic Close Outs



Here you can set up for daily automatic close outs. In "Skip working date" select the days when your establishment is closed and 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 corresponding permissions must be logged in during the close out.

Commission



Here you can decide how employee commissions should be calculated.

If you select the checkbox "Display employee selection", then on the POS front the names of the employees will appear and you can assign to an employee items that have already been booked and therefore appear on the booking window. In order for the name of an employee to be seen on the POS front you must first select in Employee/Settings the corresponding checkboxes.

Manager

Display employee in commission selection

The commission rates are entered in the item window for each item individually. The commissions will be shown on the end of day close out.

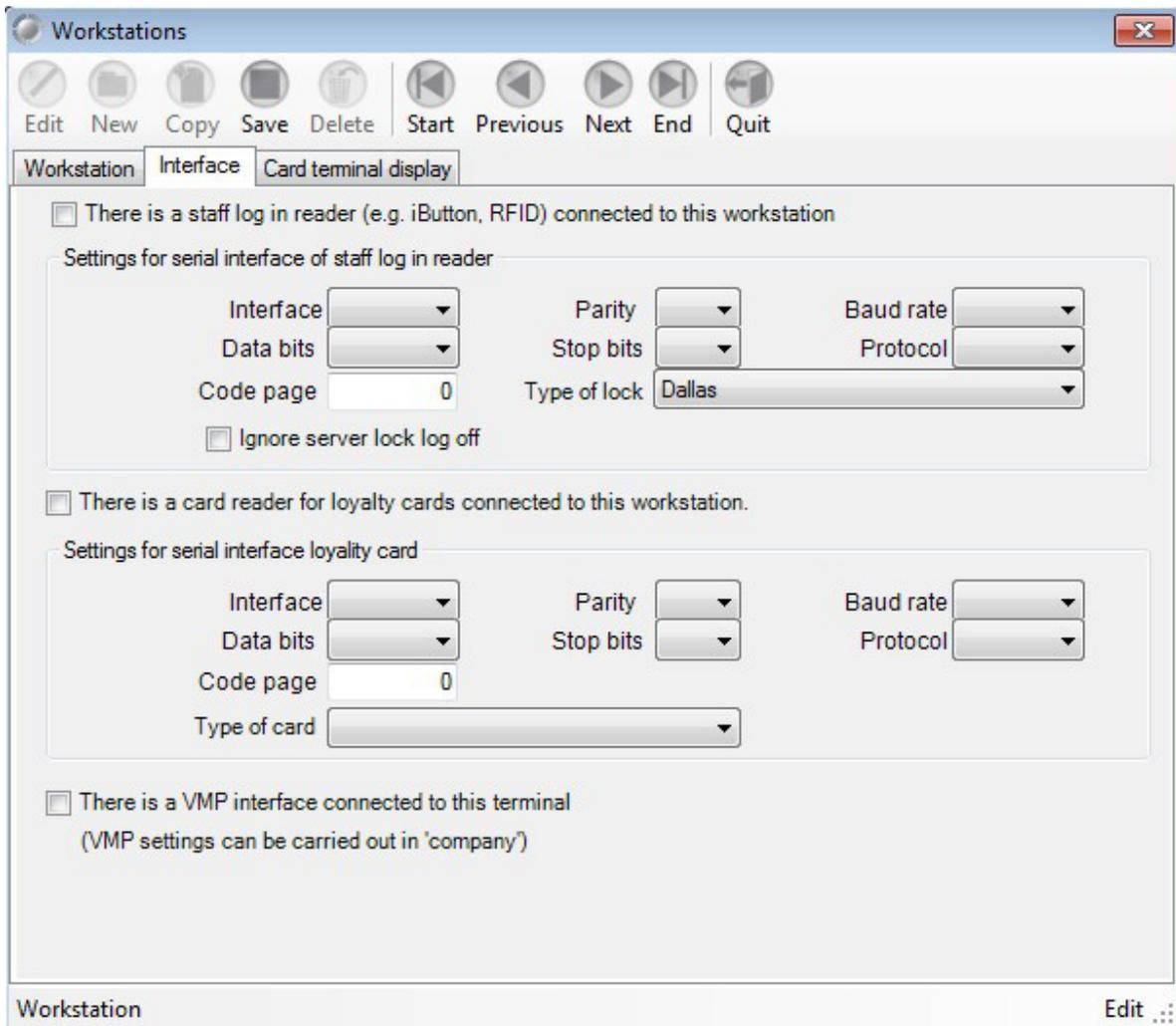
If you are using the commission function you cannot have the multiuser mode and the employee selection activated at the same time.

-0-

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 employees.

A card terminal can be connected directly to a workstation. Whenever a non- cash payment is made, the amount due is transmitted to the terminal. Our system supports many terminals, for example the terminals from B&S-Card Service which you can order directly from us.

With single workstation systems it is possible to reorganize the database automatically with the change of day. This is not necessary with network installations with a SQL server.

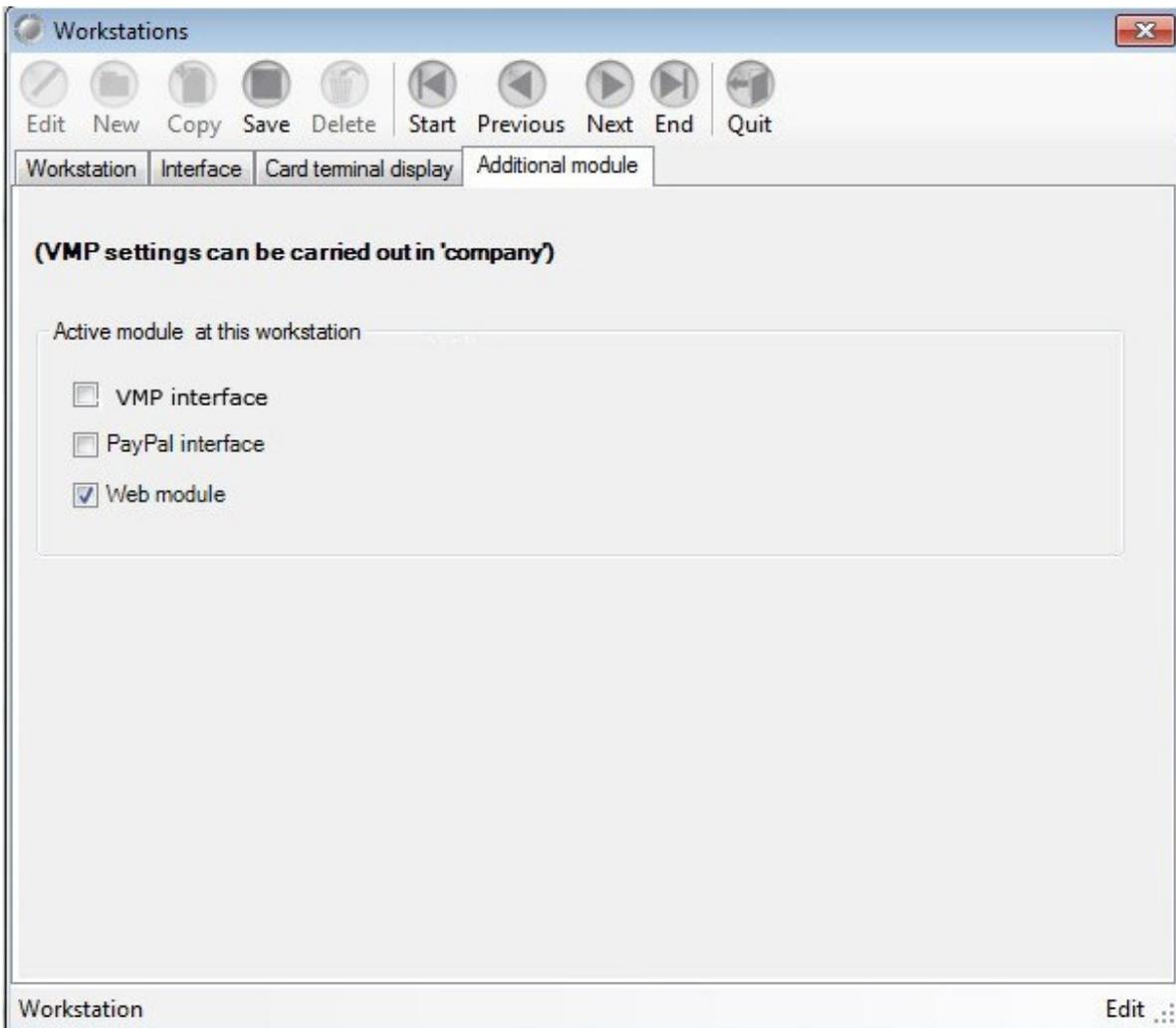


When using an employee lock, a card reader or a customer display simply enter the serial parameters of the different devices. You can see the default settings in the mask. On our Internet site you can find out which locks and displays are supported.

Barcodes and magnetic cards can be used to manage loyalty cards. An example of a loyalty card that can be connected is the German Golf card of the DGV. For information concerning other possible card connections please contact us.

The screenshot shows a window titled "Workstations" with a menu bar containing Edit, New, Copy, Save, Delete, Start, Previous, Next, End, and Quit. Below the menu bar are three tabs: Workstation, Interface, and Card terminal display. The "Interface" tab is active, showing a "Drive and path for the communication files" field and a "Connection test" button. A checkbox labeled "There is a customer display connected to this workstation" is checked. Below this is a section for "Settings for serial interface for customer display" with fields for Interface, Data bits (8), Parity (N), Stop bits (1), Baud rate (9600), and Protocol (NON). There is also a checkbox for "The interface will be used for video recording", a "Greeting line" field with "Welcome", an "ESC sequence to clear display (27.42)" field with "27.42", and a "Table for character conversion" dropdown set to "CODEPAGE1252". A checkbox for "Customer display indicating subtotal" is also checked. Below this is a section for "Settings for cash drawer monitoring interface" with an "Interface" dropdown and a note: "Only the cash drawer module Gigatek DT 105x is supported!". The bottom of the window shows "Workstation" on the left and "Edit ..." on the right.

Enter here the path for the communications files of the Elpay interface.
The settings for the customer display you can get from your device manufacturer.



Here you can select the workstations at which the individual modules should operate.
Important: In a network each module can only be in operation one time.

-0-

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 Master Data / Staff / Employee you can enter the employees and assign them to a previously created user group. You should also give each employee a 3-4 digit password. The password should contain only numbers since using letters slows down server log in. Only the employee and perhaps also the manager should know the password.

In "Permissions" access rights are assigned to each of the user groups.. The different groups can carry out different functions such as enter items, cancel transactions, carry out the billing, etc. Each employee can work in his language of choice. Our standard languages are German, English, Italian and Spanish. When an employee logs in, the language that appears is his selected language.

The screenshot shows the 'Employee' settings window. The title bar is 'Employee'. The toolbar includes icons for Edit, New, Copy, Save, Delete, Start, Previous, Next, End, and Quit. The tabs are Employee, Address, Personal data, Settings, and Record of working time. The main content area has a checkbox for 'Manager' and a checkbox for 'Display employee in commission selection'. Below these is a text box for 'Key number for time tracking'. A section titled 'The following entries are optional' contains dropdown menus for 'Parameters' and 'Price list', and another text box for 'Key number'. An 'Assign Key' button is at the bottom. The status bar shows 'JH' on the left and 'Edit' on the right.

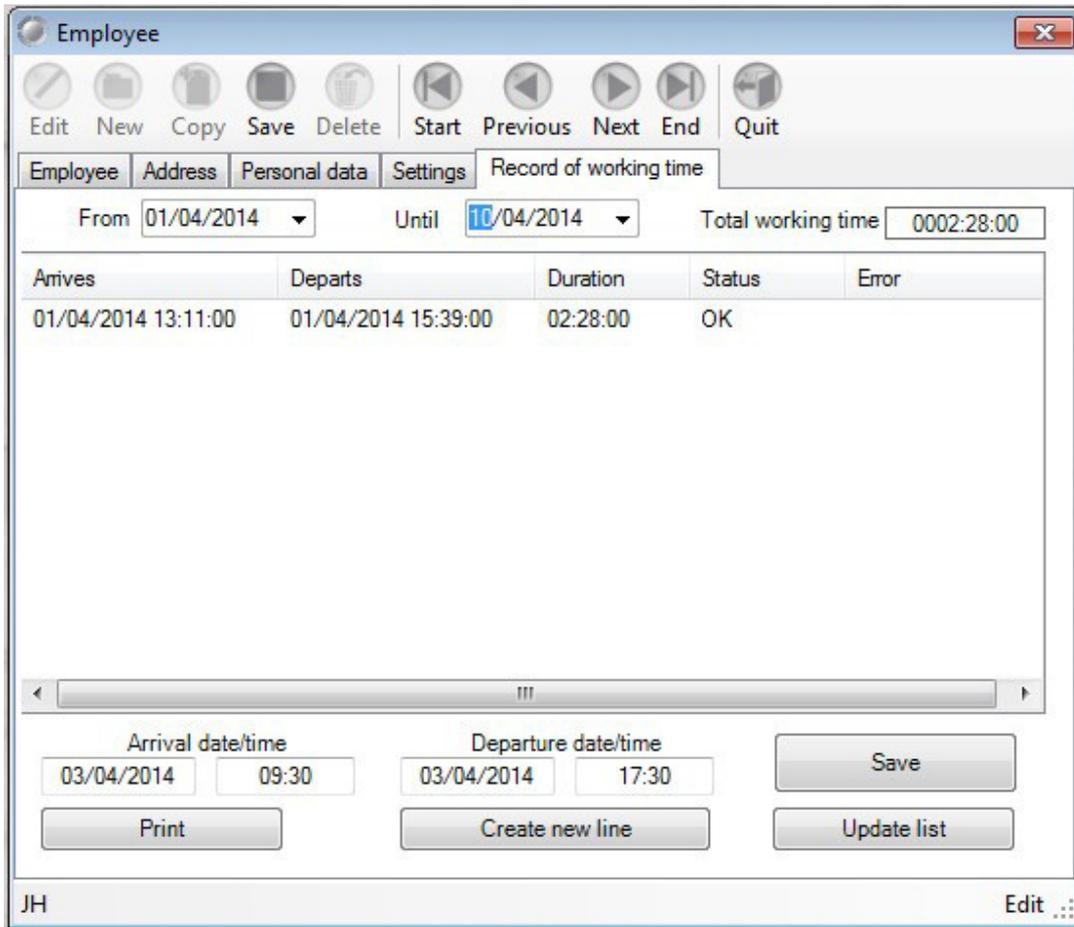
The employee settings are very important.

Manager: The manager has access to all functions

Display employee in commission selection: In order for an employee to be displayed in the commission selection on the POS display the corresponding checkbox must be selected here.

Each employee can be assigned his own parameter, price lists and area. These settings are binding and override all other settings!

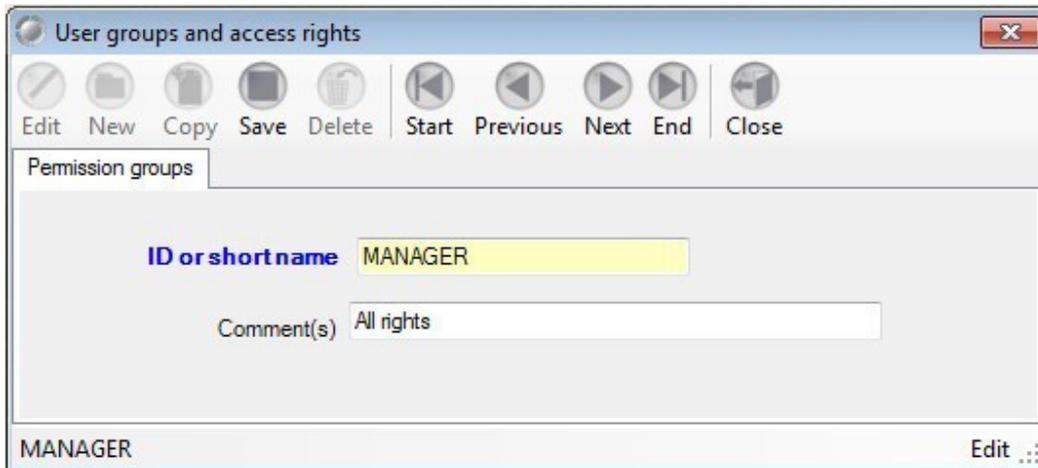
If you work with employee locks, you can assign the employee a key. You can assign a key by entering the key number or by placing the card twice on the lock as the case may be. However, this is only possible if the employee lock has been assigned to the workstation in Workstation / Interface.



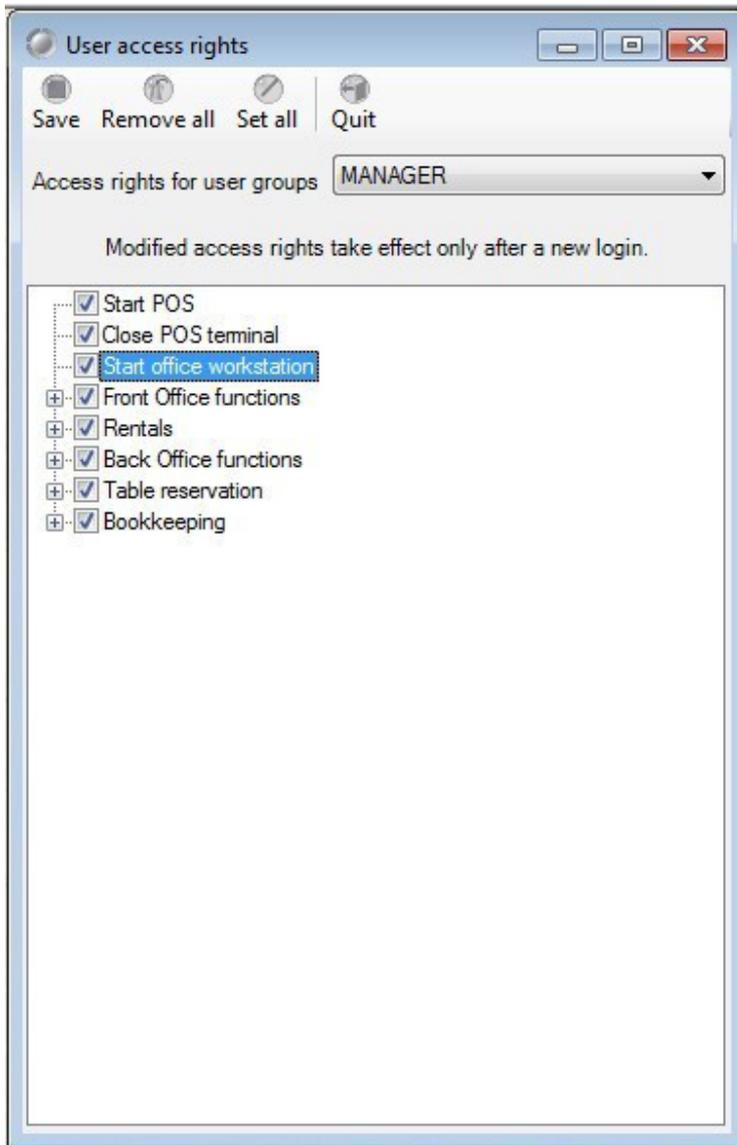
In the tab “Record of Working Time” you can evaluate and correct the working hours of your employees. In addition, in Back office / Tools / Data Export it is possible to save the working hours accounts of your employees as CSV files

-0-

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.

-0-

Operating records

Enter search criteria and click 'View'

From date: 01/03/2014 Until date: 13/10/2014 Employee: All employees

Date	Employee	Information text
30/07/2014 20:48:34	Manager	New operation #1
30/07/2014 20:58:57	Manager	New operation #2
30/07/2014 21:06:43	Manager	New operation #3
30/07/2014 21:09:28	Manager	New operation #4
30/07/2014 21:25:09	Manager	Master data created: Artikel / 7001
30/07/2014 21:25:32	Manager	Master data altered: Artikel / 7001
30/07/2014 21:26:11	Manager	Master data altered: Artikel / 7001
30/07/2014 21:26:38	Manager	Master data altered: Artikel / 7001
30/07/2014 21:29:42	Manager	Master data created: Artikel / 7001
30/07/2014 21:30:07	Manager	Master data altered: Artikel / 7001
30/07/2014 21:30:46	Manager	Master data altered: Artikel / 4060
30/07/2014 21:30:59	Manager	New operation #5

Buttons: View, Preview, Select printer, Print, Quit

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. You can search for a specific date or employee easily by using the selection options available.

Operating records Infinity Business Advancement Systems Ltd.

Billing period 01/03/2014 - 13/10/2014

Page 1 For employees: All employees

Printing date 13 October 2014

Date	Employee	Promotion
30/07/2014 20:48:34	Manager	New operation #1
30/07/2014 20:58:57	Manager	New operation #2
30/07/2014 21:06:43	Manager	New operation #3
30/07/2014 21:09:28	Manager	New operation #4
30/07/2014 21:25:09	Manager	Master data created:Artikel / 7001
30/07/2014 21:25:32	Manager	Master data altered: Artikel / 7001
30/07/2014 21:26:11	Manager	Master data altered: Artikel / 7001
30/07/2014 21:26:38	Manager	Master data altered: Artikel / 7001
30/07/2014 21:29:42	Manager	Master data created:Artikel / 7001
30/07/2014 21:30:07	Manager	Master data altered: Artikel / 7001
30/07/2014 21:30:46	Manager	Master data altered: Artikel / 4060
30/07/2014 21:30:59	Manager	New operation #5
30/07/2014 21:41:21	Manager	Master data altered: Artikel / 3025
30/07/2014 21:43:22	Manager	Master data altered: Artikel / 3025
30/07/2014 21:43:47	Manager	Master data altered: Artikel / 3000
30/07/2014 21:44:03	Manager	Receipt 1 Amount 35.00
30/07/2014 21:44:24	Manager	New operation #6
30/07/2014 21:46:53	Manager	New operation #7
30/07/2014 21:47:47	Manager	Instant cancellation Child Cut, 7-14
30/07/2014 21:47:53	Manager	Instant cancellation Child Cut, 14-18
30/07/2014 21:49:05	Manager	Receipt 2 Amount 65.00
30/07/2014 21:49:09	Manager	New operation #8
01/08/2014 13:01:58	Manager	Master data created:Kunden / PT
01/08/2014 13:03:09	Manager	Master data created:Kunden / SR
01/08/2014 13:03:52	Manager	New operation #9

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Messages

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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.

Create and administer messages

New message | Administer messages

Heading: Test Message

Display from date/time: 08/01/2013 13:40

Message text: This is a Test for the messaging system

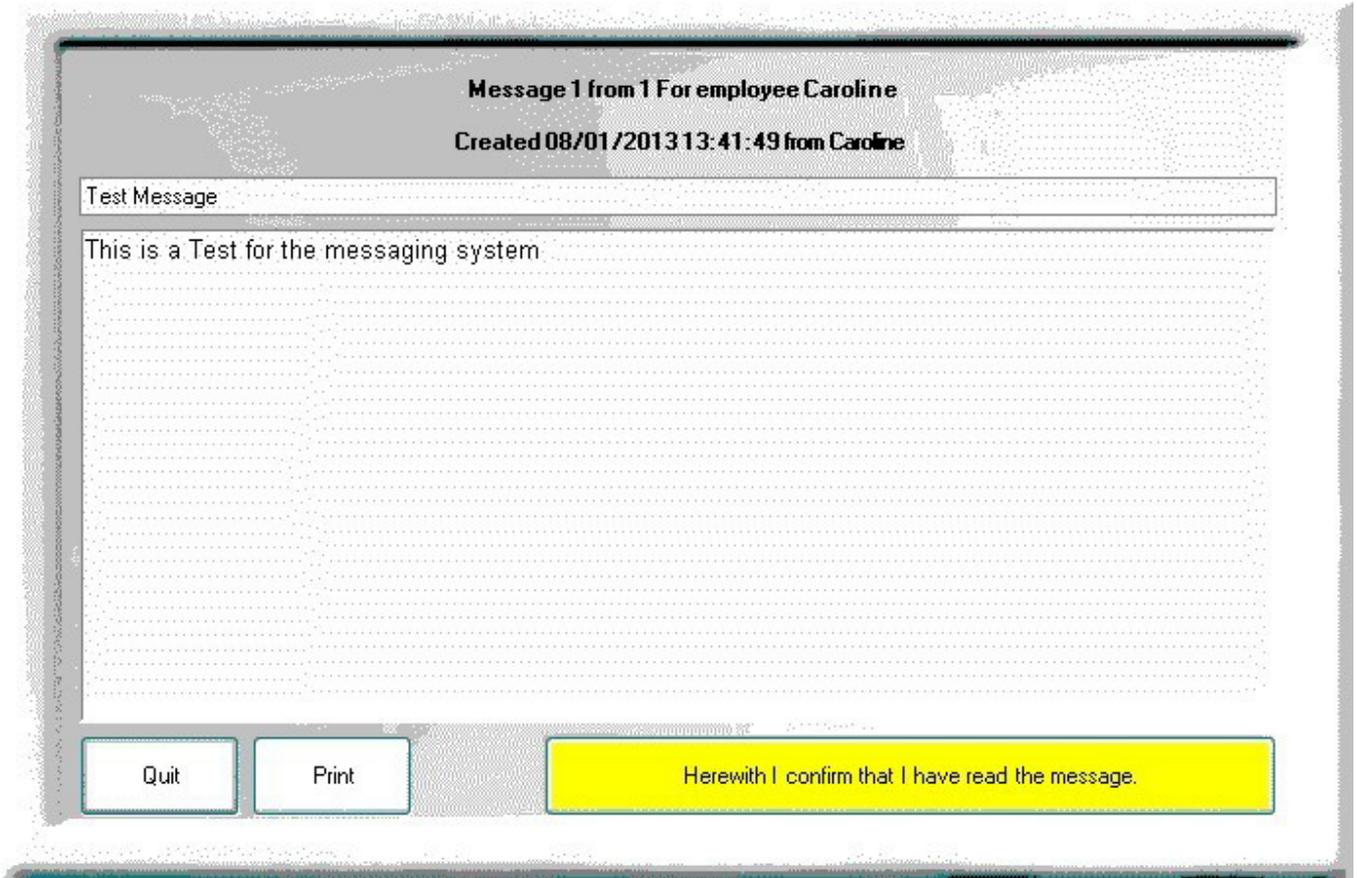
Employee selection table:

Employee	Group
<input checked="" type="checkbox"/> Caroline	MANAGER

Buttons: Save and escape, Save and new message, Quit

Place check recipients of message

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.



In Back Office it is, of course, possible to manage the messages and to take a look at the responses.

Create and administer messages

New message | **Administer messages**

Pending messages Messages dealt with All messages Delete marked messages

Date	Issued by	Heading	Employee	Displayed	Acknowledged
08/01/2013 13:41:49	Caroline	Test Message	Caroline	08/01/2013 13:41:58	08/01/2013 13:42:12

Quit

-0-

Item Data

Item

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Item Data / Items

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: Do you have different versions of the same item? No problem, with the "Additional selection of invoice text" function it is possible to enter an item and its different versions.. For example you can enter the item t-shirt with the sizes M, L, XL and give each size a different price. For each of the versions the invoice text has to be the same. The size is then entered in the "Additional selection of invoice text" In the POS front you will then see the Item T- shirt selection. When you select this item you will be given the

choice to choose between the different sizes.

EAN - Code: Only necessary if you work with a bar code reader. Enter at least 8 digits.

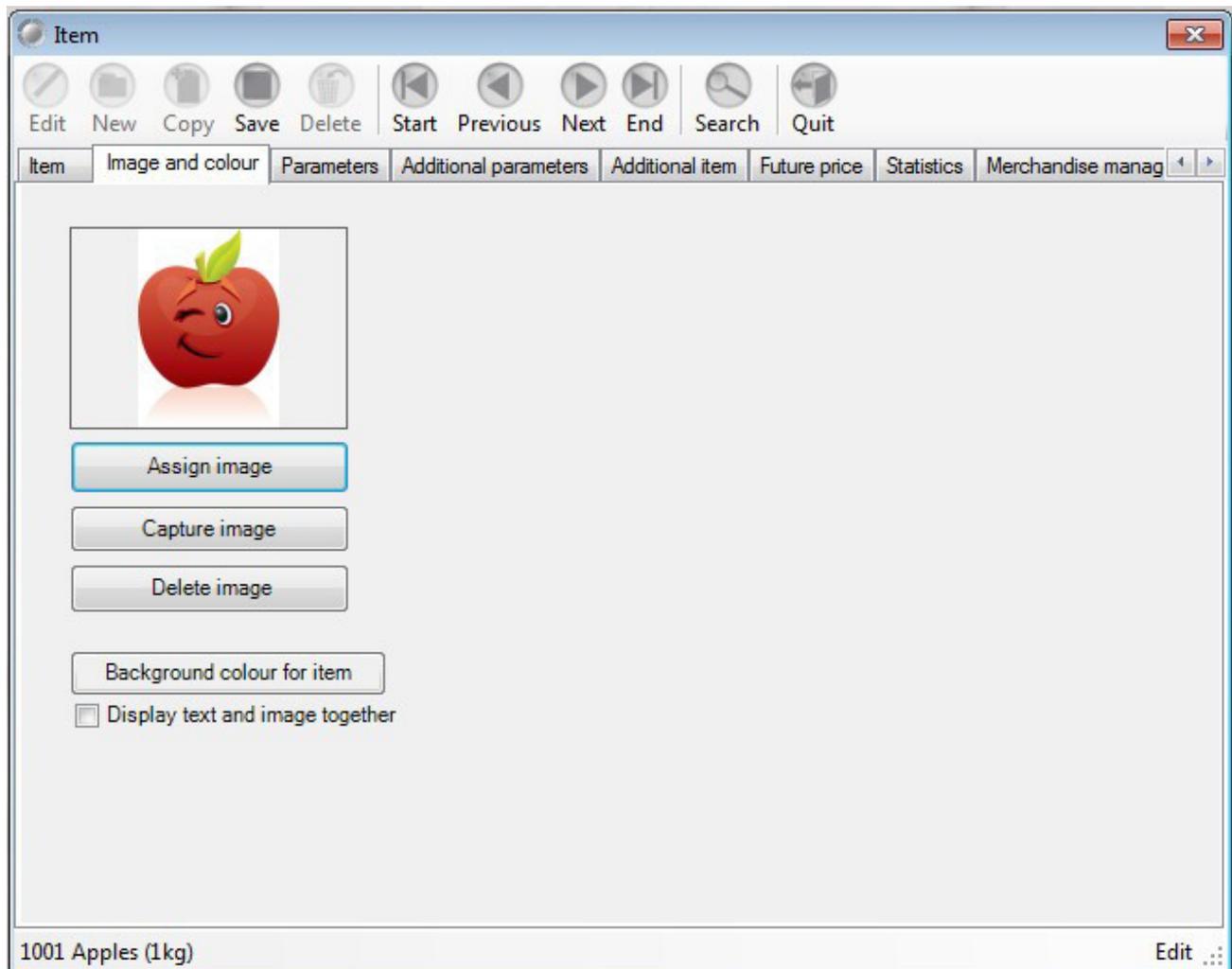
Sales price: Item price. If no sales price is entered, then when the item is booked a price query will open.

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.

Volume - Item weight: If you sell items according to their weight you can enter here the base quantity and unit of weight . The sales price will then be based on this base quantity. If you check the checkbox " Enquire the quantity and calculate price", then when the item is booked a window will open asking you about the quantity. The sales price will then be calculated depending on the desired quantity. If the checkbox is not selected, then the base quantity and units for printing the label will be taken from the information in these fields.

Employee commission: Here you can enter the commission for the item. It can be either a fixed amount or a percentage of the sales price.



Assign picture: You can assign an image in graphic form to every item. This image will be seen in the touch layout. The more images 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 together. By connecting a camera you can also create new images.

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 as additional item: If the item is an additional item, it can be booked in the POS front by using the button "Additional item". The item is an addition to other items and when booked there is a change in the price and in the inventory.

Item can only be booked 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 10% discount to an operation, the discount will be applied only to items that are discountable

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 is reference item: Before creating rental items it is necessary to have a reference item.

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 will open up asking you to verify the age.

Sorting on the display monitor: You can determine the position of an item on the touch layout. Usually items are sorted according to the item number. However if you would like to sort your items according to another criteria, then you can use this field. The items will be sorted according to their value, with the highest value being first.

Item

Edit New Copy Save Delete Start Previous Next End Search Quit

Item Image and colour Parameters Additional parameters Additional item Future price Statistics Merchandise manag

Block item

The item is not blocked

The item is blocked on the display but can be booked by using the item number.

The item is completely blocked

Deposit

Select a deposit item if a an additional deposit should be charged

Deposit item £0.15 - 7002 - Bottle deposit

Additional information

1001 Apples (1kg) Edit ..:

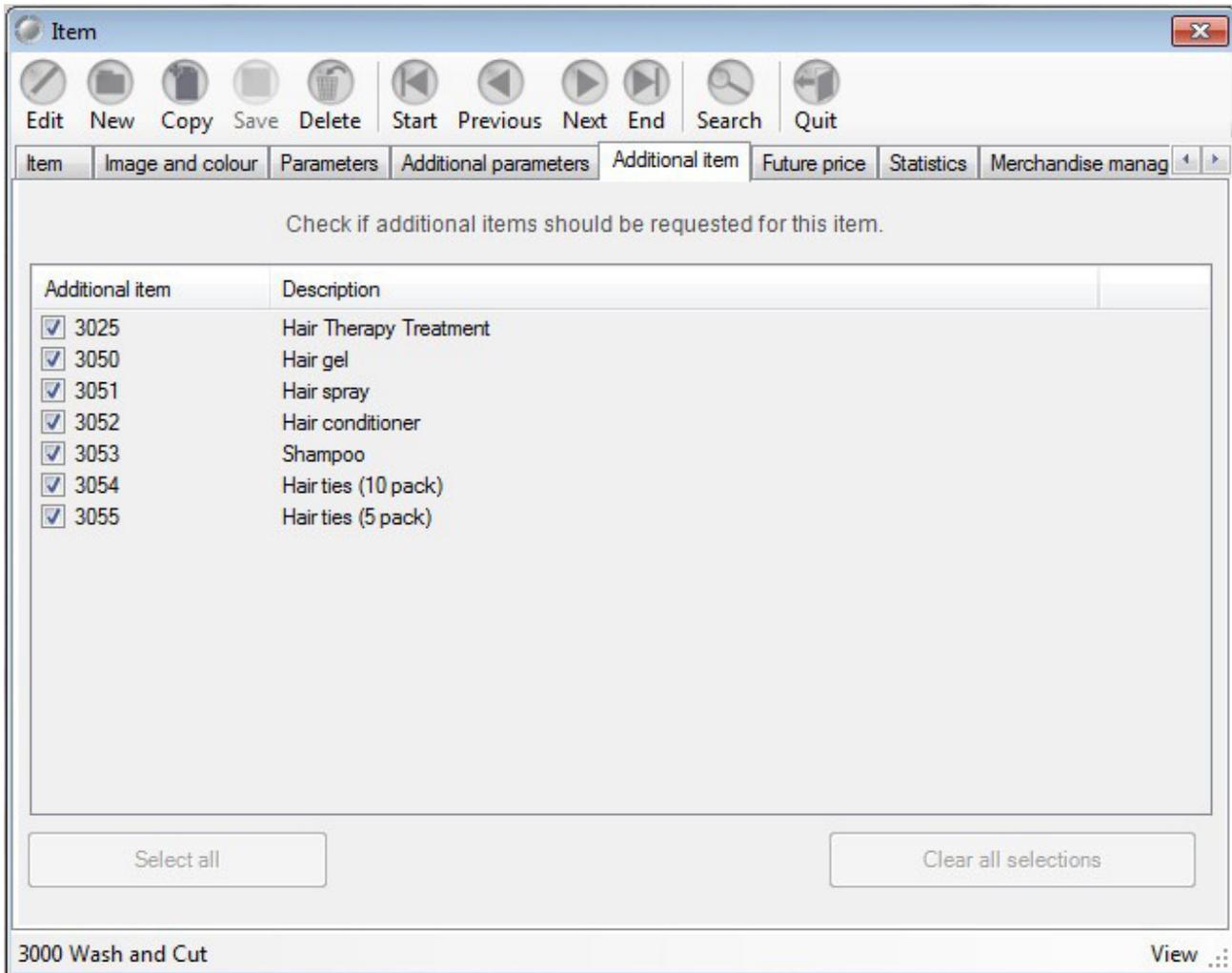
The item is not blocked: The item is available and can be booked in POS

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 seasonal items or for items that are no longer being included in the product line. It is not necessary to enter the item every year in the system. Off-season the item cannot be booked.

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

VAT rate for take-out orders: This item has a different tax rate when it is sold as a take-out item.



The difference between additional texts and additional items is that with additional items the price changes. If for example a salad is selected, then there will be an extra charge added to the price of the main dish.

Item

Edit New Copy Save Delete Start Previous Next End Search Quit

Item Image and colour Parameters Additional parameters Additional item **Future price** Statistics Merchandise manag

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:

Present sales price Present purchase price £

New sale price New purchase price £

5043 T- Shirt Solid (M) Edit

Manage in advance your new price lists. Prepare yourself in advance for the price change. You can assign new sales and purchase prices ahead of time. On the chosen date the old prices will be automatically replaced with the new prices.

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

From Until

Quantity	<input type="text" value="2.00"/>
Actual turnover	<input type="text" value="£5.00"/>
Target turnover	<input type="text" value="£5.00"/>
Discount given	<input type="text" value="£0.00"/>
Purchase value	<input type="text" value="£2.40"/>
Turnover after deduction of purchase price.	<input type="text" value="£2.60"/>

Distribution according to days of the week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	1				

Distribution according to hours

6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3
											1	1	1	2	2	2	

1001 Apples Edit ..:

You can find sales statistics for an item directly in the item's mask. In the tab "Statistic" you can see the quantity of an item that has been sold in a specific period as well as an evaluation of the best weekdays and times in which the item has been sold.

Here the inventory for the item can be monitored.

Component list item: This item is to be used only in recipes. It cannot be individually booked.

Take inventory of this item: For this item inventory of stock should be carried out

The item should be broken up according to its components: See below

Return of goods when item is cancelled: After the item is cancelled, its amount will be returned to the stock

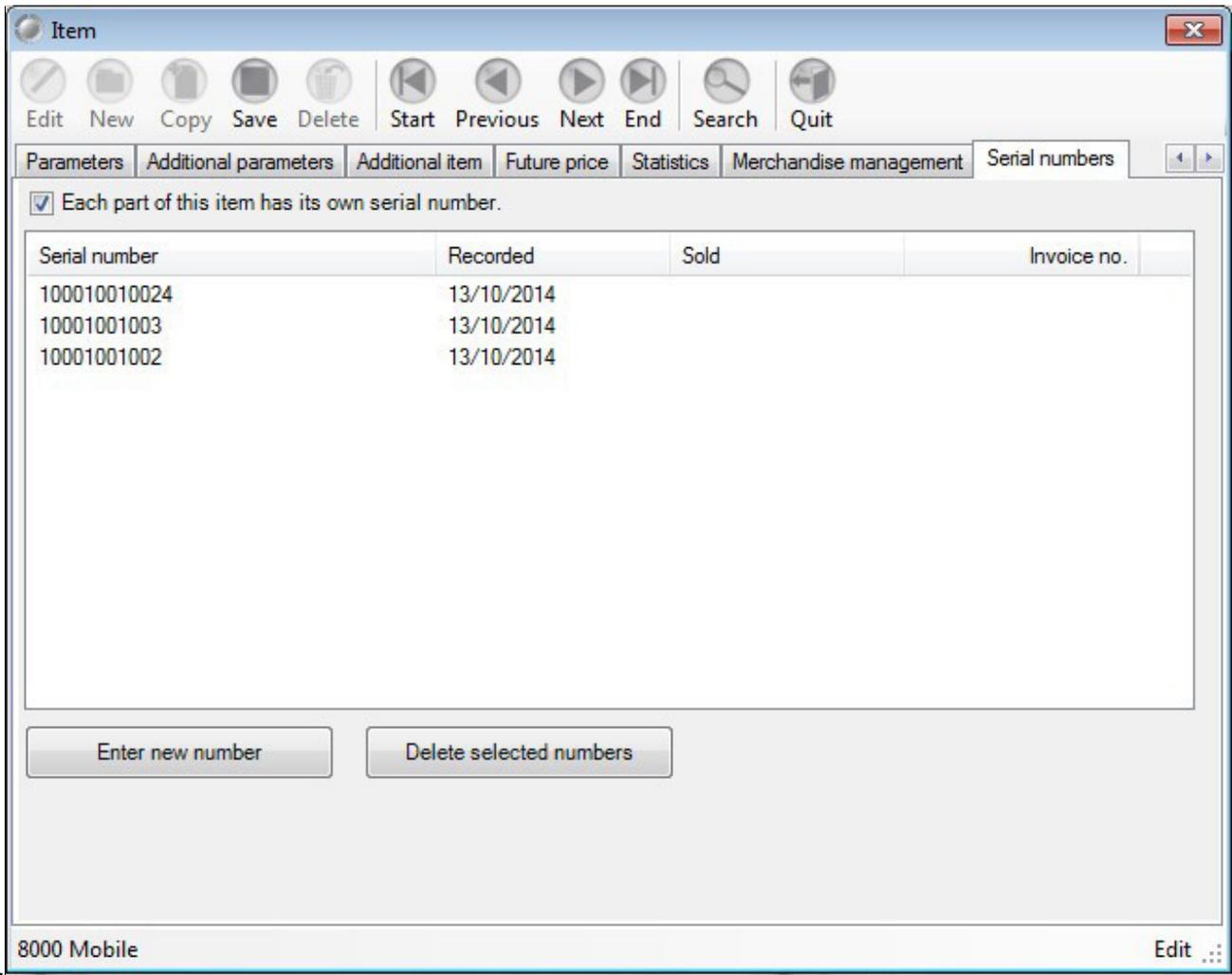
Sale and order units: Here you can enter the different sale and order units as well as the conversion factor. (Example:., sale of 0,5 liter jug per 50 liter beer keg - Sales units: **Jug**, order units: **Keg**, Sales units per order unit:100)

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: f 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 you can enter the serial number of technical products such as mobiles, computers, hard-disks, washing machines, etc. When this items are selected at the cash register, a query asking for the serial number will appear.

Define item serial number

Serial number	Angelegt
100010010024	13/10/2014
10001001003	13/10/2014
10001001002	13/10/2014

Serial number



EXIT @ \ £ ↑ ↓ ← →

 Cancel  Accept

-0-

Item Table

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Item Data / Item Table

Item entry

Item	Description	Price	Category	Sub-group	EAN barcode
1001	Apples (1kg)	£2.50	Fresh Produce	Fruits	
1002	Bananas (1kg)	£1.90	Fresh Produce	Fruits	
1003	Kwi	£0.45	Fresh Produce	Fruits	
1004	Oranges (1kg)	£3.00	Fresh Produce	Fruits	
1005	Pineapple	£2.50	Fresh Produce	Fruits	
1500	Fruit salad	£6.00	Fresh Produce	Salads	7777777
2001	Full Body Massage	£35.00	Beauty	Wellness	
2002	Shoulder Massage	£24.00	Beauty	Wellness	
2003	Hot Stone Massage	£35.00	Beauty	Wellness	
2010	Style and coloring consultation	£55.50	Beauty	Consultation	
2020	Wrinkle Treatment	£31.00	Beauty	Extras	
2021	Face Mask	£12.00	Beauty	Extras	
2022	Face Massage	£19.00	Beauty	Extras	
2023	Eyebrow Waxing	£12.00	Beauty	Extras	
2024	Eyebrow Tint	£8.00	Beauty	Extras	
3000	Wash and Cut	£24.00	Beauty	Hairdresser	
3001	Child Cut, 0-2	£5.00	Beauty	Hairdresser	
3002	Child Cut, 2-7	£8.00	Beauty	Hairdresser	
3003	Child Cut, 7-14	£11.00	Beauty	Hairdresser	

Item	Description	Price	Category	Sub-group	EAN barcode	VAT
2002	Shoulder Massage	£24.00	Beauty	Wellness		1

Additional selection 1 2 3

The item table is to be used for the quick entry of items. Here you can rapidly 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"

-0-

Sorting of Items

Previous Top Next

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

Sorting of items

Category: Beauty Re-sort items

Sub-group: Hairdresser

Item	Category	Sub-group	Invoice/Bill text	Addition 1	Unit price	Sorting
3000	Beauty	Hairdresser	Wash and Cut		£24.00	0
3001	Beauty	Hairdresser	Child Cut, 0-2		£5.00	0
3002	Beauty	Hairdresser	Child Cut, 2-7		£8.00	0
3003	Beauty	Hairdresser	Child Cut, 7-14		£11.00	0
3004	Beauty	Hairdresser	Child Cut, 14-18		£15.00	0
3005	Beauty	Hairdresser	Blow Dry		£15.00	0
3006	Beauty	Hairdresser	Party Hair Style		£28.00	0
3020	Beauty	Hairdresser	Tinting Full head		£35.00	0
3021	Beauty	Hairdresser	Tinting Half Head		£25.00	0
3022	Beauty	Hairdresser	Tinting Roots		£20.00	0
3023	Beauty	Hairdresser	Straightening		£220.00	0
3024	Beauty	Hairdresser	Permanent Waving		£50.00	0
3025	Beauty	Hairdresser	Hair Therapy Treatment		£15.00	0
3026	Beauty	Hairdresser	High/Lowlights Foil (Full Head)		£60.00	0
3027	Beauty	Hairdresser	High/Lowlights Foil (Half Head)		£45.00	0
3050	Beauty	Hairdresser	Hair gel		£3.50	0
3051	Beauty	Hairdresser	Hair spray		£3.50	0
3052	Beauty	Hairdresser	Hair conditioner		£3.50	0
3053	Beauty	Hairdresser	Shampoo		£3.50	0
3054	Beauty	Hairdresser	Hair ties (10 pack)		£4.00	0
3055	Beauty	Hairdresser	Hair ties (5 pack)		£2.50	0

Save sorting Move selected line up or down one position Up + Down - Quit

-0-

Item Data / Comprehensive Item Changes

Often enough you have surely been 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.

WARNING! Changes are permanent and cannot be cancelled once the process has started.

Set all items as discountable Set all items as non-discountable

Set all items to a fixed price Remove fixed price from all items

Stock inventory for all items Remove stock inventory for all items

Lock all displayed items Unlock all items

Alter all item prices according to the given percentage Increase Decrease

Percentage % If fixed prices have been set up, these too should be adapted

Round up prices to: £0.01 £0.05 £0.10 £1.00

The changes can be limited to single categories or sub-groups.

Category Sub-group

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 prevent employees from changing this price? This also does not present a problem. Simply place a check on "Fixed price for all items".

-0-

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 assigned 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.

Items

Edit New Copy Save Delete Start Previous Next End Search Close

Items Parameters Additional parameters Portion price Additional text Additional item Future price Statistic Merchanc

There are small and large portions for this item

Portion price

Sales price normal portion	£2.50	Purchase value normal portion	0.00 £
Sales price small portion	£0.00	Purchase value small portion	0.00 £
Sales price large portion	£0.00	Purchase value large portion	0.00 £

Quantity monitoring will be carried out for this item.

Deposit

Select a deposit item, if for this item a deposit charge should be collected in addition.

Deposit item 1001

Server commission

Server commission 0.00 £ In % of sales price

300 Coca Cola Edit ..:

-0-

List of Components

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Item Data / Create List of Components

By using the list of components you can create bundles of items that can be sold together. For example you can sell a mobile phone together with a docking station, a leather case and a protective cover. All items have to be included in the stock and they can be shown individually on the receipt.

First select the item for which a list of components should be created, in this case a mobile phone. After selecting the main item you can then select all the additional items belonging to the main item. The selected items will appear in green. For each of the selected items you can then decide if an additional price should be charged for the item or if the price is already included in the price of the main item (in this case without a price). Entering a new billing text permits you to clearly identify the bundle item on the bill. If, when the item is sold, you want a change in stock to be registered in the system but you do not want the item to appear on the bill, then you should not check the checkbox "

The item should be booked as an additional item".

Create list of components

You can add items to the list of components by double clicking them, or using the > key.

Item	Sub-group	Invoice/Bill t...	Unit ...
4...	Newspapers	Financial Tim...	£1.00
4...	Newspapers	Daily Mail	£0.45
4...	Newspapers	Guardian	£0.70
4...	Newspapers	Daily Mirror	£0.38
4...	Gum	Trident Mix	£0.38
4...	Gum	Bubble Gum ...	£0.30
4...	Beverages	Coca Cola	£1.20
4...	Beverages	Diet Coke	£1.20
4...	Beverages	Fanta	£1.20
4...	Beverages	Sprite	£1.20
4...	Beverages	Apple Juice	£1.25
4...	Beverages	Coffee	£0.85
8...	Technical	Docking stati...	£19.00
8...	Technical	Leather case	£15.00
8...	Technical	Protective co...	£9.00

Rentals

10...	Bike	£0.00
10...	Bike man	£5.00

Textiles

5...	Shoes	Sandals	£25.00
5...	Shoes	Running Sho...	£65.00

Item	New text	New price	Quantity	Without pri...	Additi...
8001	Docking bundle	£10.00			X
8002					
8003					

Leather case £15.00

Edit list of components for item

New text for bill: Case bundle

New sale price: £0.00

New amount: 0.00

The item should be booked without a price

The item should be booked as an additional item

Enter changes in list

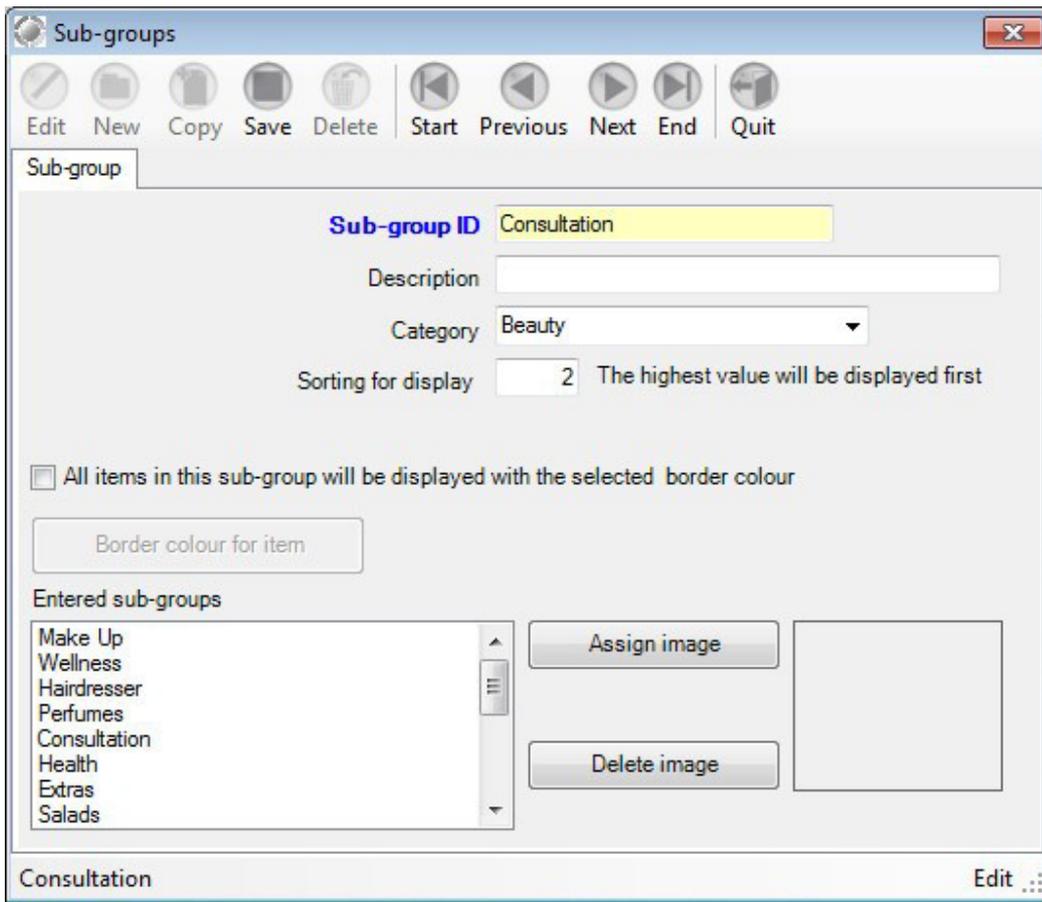
Save and new Save and escape > < <<< Cancel

-0-

The different types of product groups are organized in categories, for example fruit, beauty products, textiles, etc. Each category can have sub-groups. For example the sub-groups shirts, trousers, socks belong to the category textiles. 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 an employee to find an item quickly and without any problem. There should not be more than a maximum of 60 items in a sub-group.

In this mask you can also predefine accounts with a credit balance for transfer into accounting.

-0-

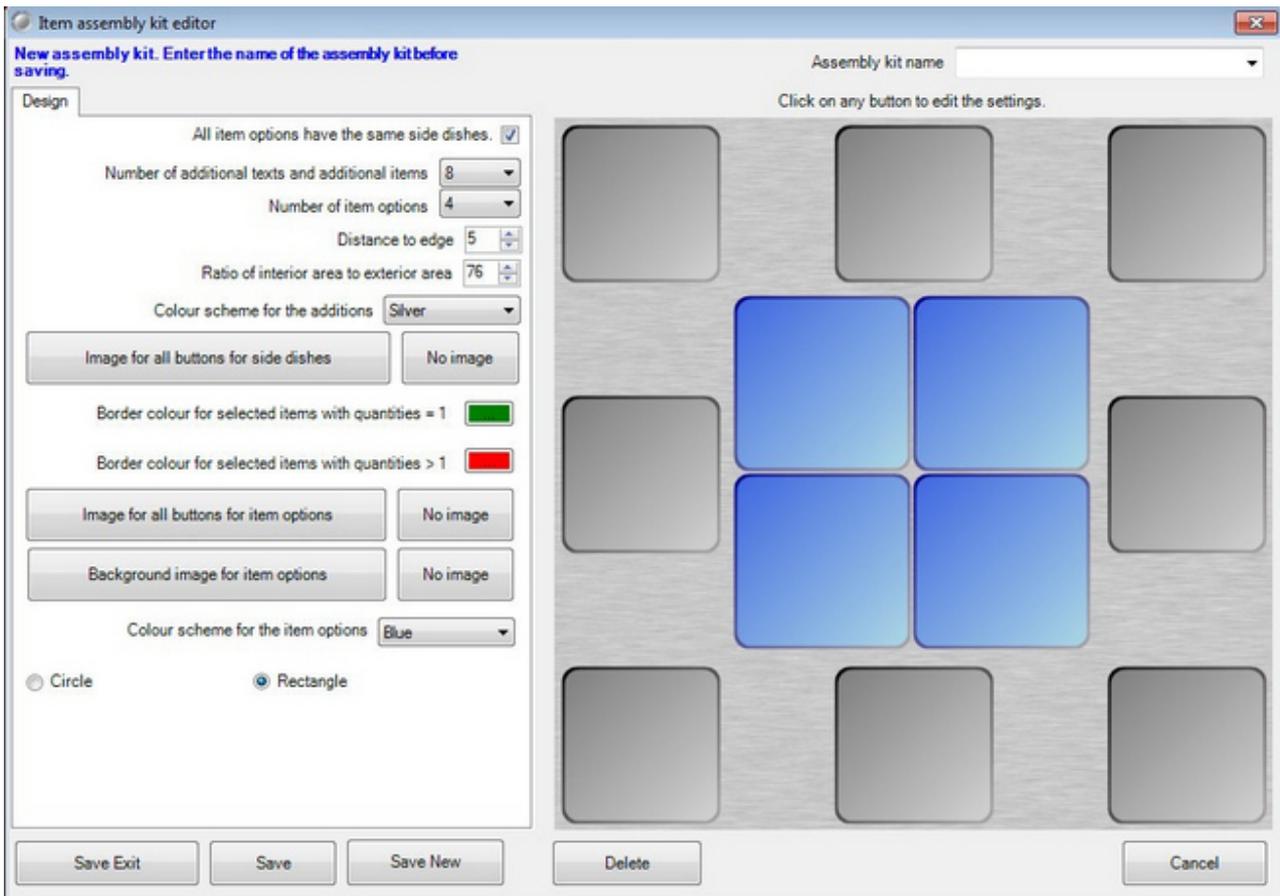


Create the sub-groups that correspond to the categories, for example perfume and health products belong to the subgroup drugstore. How easy it is to find an item depends on its allocation to a category and sub-group. Because of this it is of extreme importance to plan your categories and sub-groups properly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

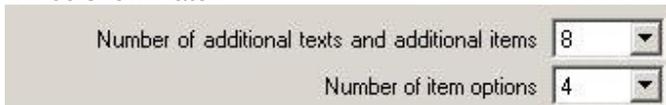
In order to identify items more easily in the POS layout for fast selling items, you can provide the items of a sub-group with a frame colour. All items in this sub-group will then have identical frames.

-0-

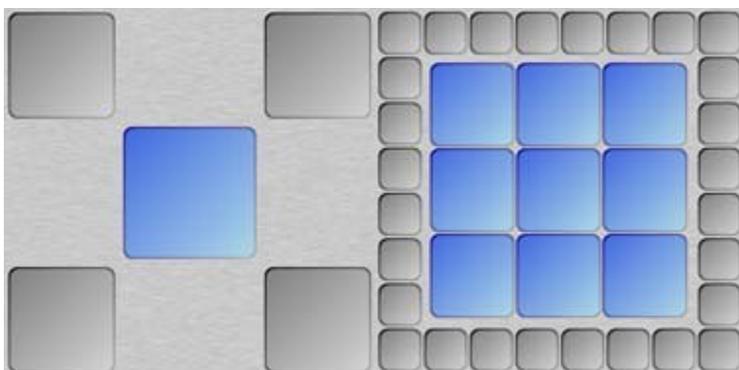
With the help of the editor an assembly kit can be created or altered. The basic principle of an assembly kit is very simple. In the middle you find the items or the different price options that exist for an item. The additional texts and additional items which from now on will be referred to as additions are found arranged around the items



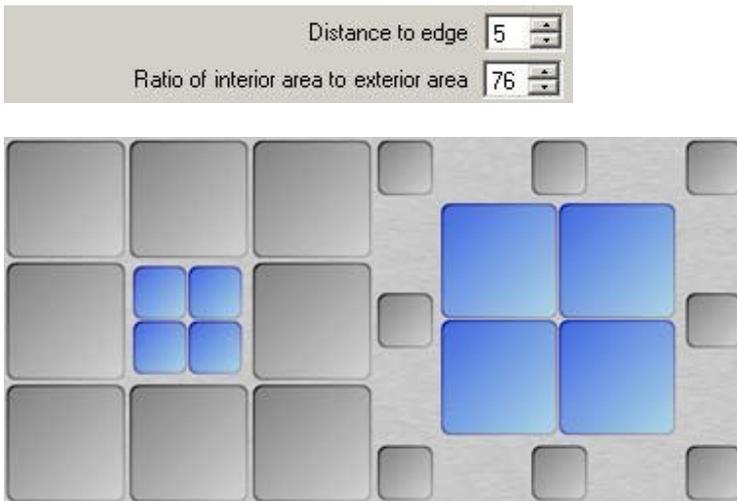
It is possible to display between one and nine items. The number of the additions lies between 4 and 28 in the following steps: 4, 8, 12, 16, 20, 24, 28. Should the desired number of additions lie between two possible values, the next higher value should be selected. The unnecessary buttons can then 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



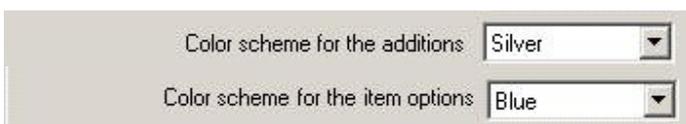
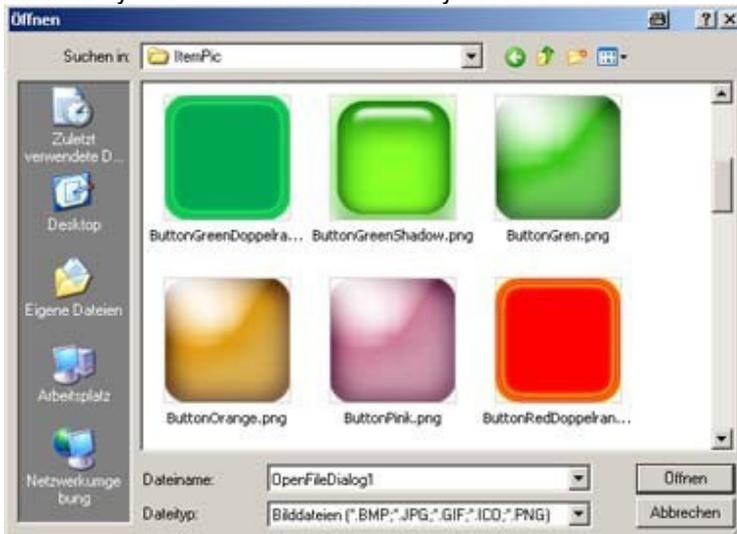
To a certain extent you can determine the size relationship of the item buttons to the addition buttons. Settings that are not possible will be ignored to prevent the buttons from overlapping.



With these settings you should always keep in mind that most of the time graphics appear larger in the POS terminal than in the item assembly kit editor. Texts that in the editor are too long and don't fit in a button will most probably be properly displayed in the POS terminal.

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.

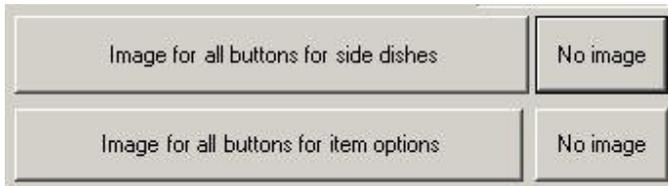
The next step is to determine the appearance of the buttons. With the selection boxes for the different colour schemes you can choose the colours you want for the buttons.



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

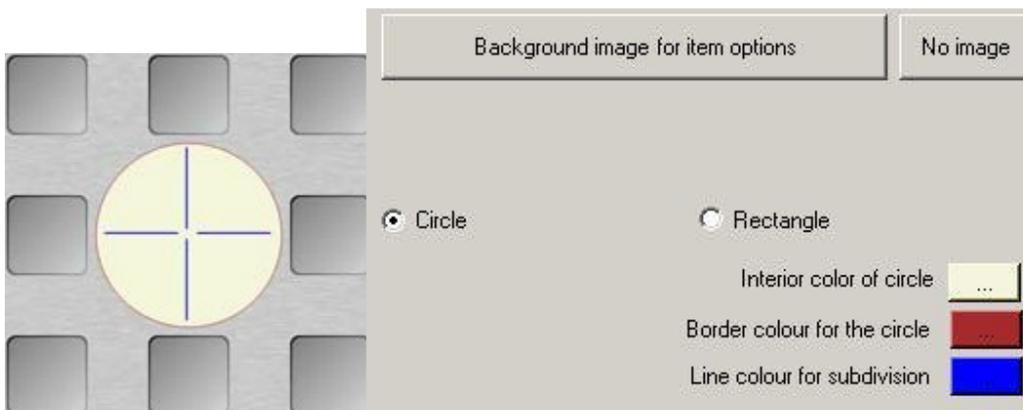
The integration of images provides additional design possibilities. A small selection of images is already present in PosBill. With the buttons "Image for al buttons..." you can select and add an image to a button. With the button "No image" you can remove already added images. Each item or addition button can have its own image. By

adding an image to a button a previously selected colour scheme is overwritten.



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 automatically adjust 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 not originally 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.

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. Employees should be provided with a clear depiction of all the items and additions that can be selected.



Here is an example of a simple item assembly kit for a hairdresser salon:

Medium hair cut
£17.00

#	Description	Price
	Wash	£7.00
	Blow dry	£10.00
	Set	£7.00
	Hydrating treatment	£12.00
	Hairspray	£1.00

Selected 5
Total £54.00

Wash £7.00

Blow dry £10.00

Re-style £20.00

Short hair cut £15.00

Medium hair cut £17.00

Set £7.00

Long hair cut £19.00

Fringe £4.00

Conditioner £2.00

Re-Design £29.00

Hairspray £1.00

Hydrating treatment £12.00

Scalp massage £10.00

Finish

Reset selection

Cancel

-0-

Item Data / Price Lists / Price List Management

Price lists

Edit New Copy Save Delete Start Previous Next End Quit

Price list

Price list ID PROMOTION

Comment(s)

Newly created items will be automatically assigned to this price list.

Only items found in the price list can be viewed on the screen

Every item in this price list has an unalterable fixed price

None of the items in the price list can be discounted

Promotion

A discount will be given to all discountable items in the price list. 10 %

PROMOTION Edit ..

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"

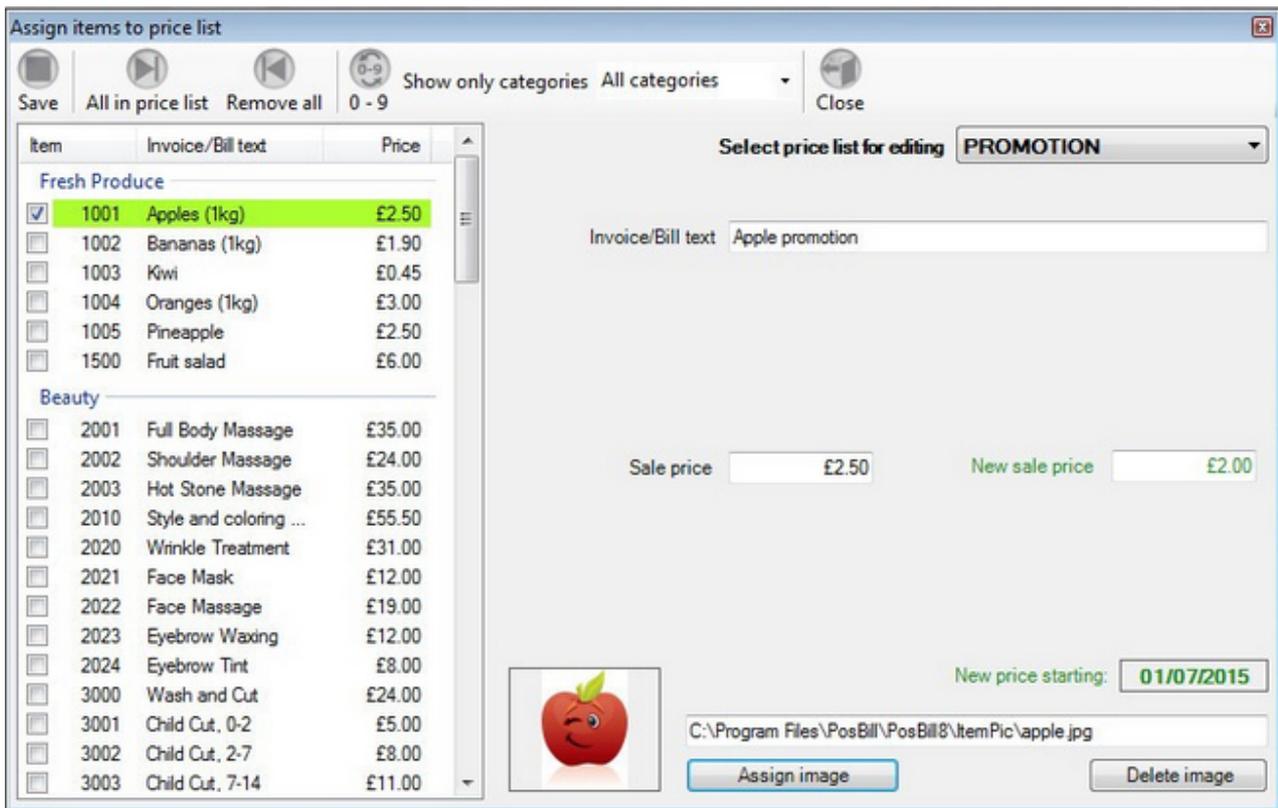
Discount: No additional discount can be given to the items on the price list.

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 an employee or a workstation with individual items by simply assigning the price list to an employee or a workstation.

For promotions, it is also possible to enter here a percent discount for all discountable items.

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 "Price list management". 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, 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 Price list management "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 groups with different items to use on different occasions. These groups can be assigned to an employee or activated at specific period of time.

Activate price lists at a specific time

Edit New Copy Save Delete Start Previous Next End Quit

Time period

Time period ID Evening discount

Description Discount for bakery items sold in the evening

From date 01/01/2014 Until date 31/12/2014

Starting time 18:00 Until time 22:00

Go to activated price list PROMOTION

The date will be assigned to this POS terminal POS

Only once during a given time period
 Daily at a specific time
 Only on certain days of the week

Days of the week

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

New data record ..

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.

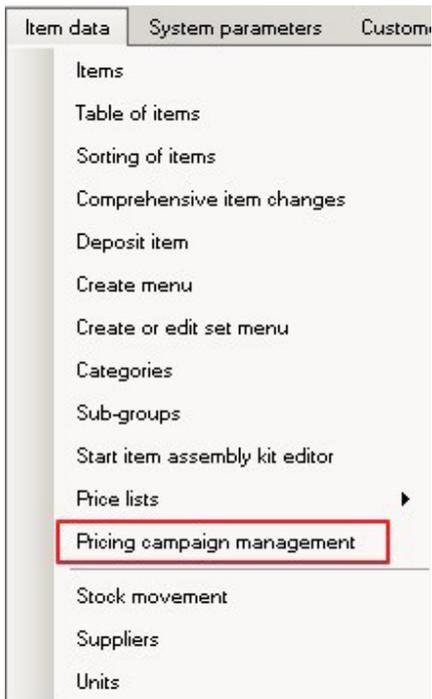
-0-

Pricing campaigns

Previous Top Next

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 be already 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 has been activated, other settings that influence prices like price lists and customer discounts will be overwritten. The pricing campaign has priority.

Enter and edit pricing campaign

General information | Activation times | Item selection | Price scales

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

Enter new pricing campaign

Enter a unique name for the new pricing campaign! Postcard

Optional additional text for bill or receipt

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

Postcard sale

Select pricing campaign type!

Type of pricing campaign: Price scale

- 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

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 new name for pricing campaign

The current name of the pricing campaign is:
Beer Test

- The present pricing campaign will be saved under a new name.
- The present campaign will be maintained. A new campaign with a new name will be created.

Enter the new name for the pricing campaign!

Cancel Accept

Enter and edit pricing campaign

General information | **Activation times** | Item selection | Price scales

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

Activation times

From	Until	Time	Restrictions

From date

Until date

From time

Restricted to certain weekdays

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 Save and escape

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

Enter and edit pricing campaign

General information | Activation times | **Item selection** | Price scales

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

Selection criteria

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

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

Only the selected items

PLU	Description	Eprice
Souvenirs /		
<input checked="" type="checkbox"/> 500	Postcard	£2.00
<input type="checkbox"/> 501	Children's shirt	£4.00
<input type="checkbox"/> 502	Children's shirt	£4.00
<input type="checkbox"/> 503	Children's shirt	£4.00
<input type="checkbox"/> 504	Children's shirt	£4.00

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

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.

Enter and edit pricing campaign

General information | Activation times | Item selection | Price scales

Number from	Price/discount
5	£1.80
10	£1.50
15	£1.30

The price scale uses discount percentages

Number from Unit price £

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

Postcard	£1.80	Postcard	£1.50
Postcard	£1.80	Postcard	£1.50
Postcard	£1.80	Postcard	£1.50
Postcard	£1.80	Postcard	£1.50
Postcard	£1.80	Postcard	£1.50
Date: 14/10/2014 09:46:08 Item: 500		Date: 14/10/2014 09:50:40 Item: 500	

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 existing pricing campaign

Enter new pricing campaign

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

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

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.

Enter and edit pricing campaign

General information | Activation times | Item selection

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

Selection criteria

Only include discountable items
 Do not include items with a fixed price
 Only the selected items

PLU	Description	Eprice
Souvenirs / Miscellaneous		
<input type="checkbox"/> 500	Postcard	£2.00
<input type="checkbox"/> 501	Children's shirt	£4.00
<input type="checkbox"/> 502	Children's shirt	£4.00
<input type="checkbox"/> 503	Children's shirt	£4.00
<input type="checkbox"/> 504	Children's shirt	£4.00
<input checked="" type="checkbox"/> 505	Beer glass 0.2	£2.00
<input checked="" type="checkbox"/> 506	Beer glass 0.5	£3.00
<input checked="" type="checkbox"/> 507	Beer glass 0.7	£4.00
<input type="checkbox"/> 508	Beer glass set	£8.00

Categories: Beverages, Food, Rentals, Souvenirs

Sub-groups: Miscellaneous, Tickets

Set item: Set item number

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!

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.

<table border="1"> <tr> <td style="background-color: #ffcc00;">Beer glass 0.5</td> <td style="text-align: right;">£3.00</td> </tr> <tr> <td style="background-color: #ffcc00;">Beer glass 0.2</td> <td style="text-align: right;">£2.00</td> </tr> </table>	Beer glass 0.5	£3.00	Beer glass 0.2	£2.00	<table border="1"> <tr> <td style="background-color: #ffcc00;">Beer glass set</td> <td style="text-align: right;">£8.00</td> </tr> </table>	Beer glass set	£8.00
Beer glass 0.5	£3.00						
Beer glass 0.2	£2.00						
Beer glass set	£8.00						
<p>Date: 14/10/2014 10:13:08 Item: 506</p>	<p>Date: 14/10/2014 10:10:57 Item: 508</p>						

Alternative: Menu of the day

Enter and edit pricing campaign [X]

General information | Activation times | Item selection

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

Selection criteria

Categories

Beverages

Food

Souvenirs

Sub-groups

Dessert

Main courses

Side dishes

Starter

Set item

Set item number:

Select the set item that contains the selected items.

Only include discountable items

Do not include items with a fixed price

Only the selected items

PLU	Description	Eprice
<input type="checkbox"/> 201	Fruit sorbet	£5.00
<input type="checkbox"/> 204	Cream portion	£0.50
<input checked="" type="checkbox"/> 509	Day's dessert	£3.00
Food / Main courses		
<input type="checkbox"/> 100	Rump steak	£14.90
<input type="checkbox"/> 101	Tenderloin	£9.80
<input type="checkbox"/> 102	Salmon filet	£9.80
<input type="checkbox"/> 106	Rib Eye Steak	£14.90
<input type="checkbox"/> 107	Filet Mignon	£15.90
<input type="checkbox"/> 108	T-bone-steak	£16.00
<input type="checkbox"/> 506	Combi menu	£15.00
<input checked="" type="checkbox"/> 511	Day's steak	£13.50
Food / Side dishes		

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!

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

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

C. 3 for the price of 2

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 Edit existing pricing campaign

Edit existing pricing campaign

Select the pricing campaign that should be edited! 3 for 2

Optional additional text for bill or receipt 3 for 2

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

3 drinks for 2

Select pricing campaign type!

Type of pricing campaign: X items at a price of Y

- 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 Delete Save with new name (copy) Save and escape

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
 Only the selected items

Selection criteria

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

Categories	Sub-groups
<input type="checkbox"/> Beverages	<input checked="" type="checkbox"/> Miscellaneous
<input type="checkbox"/> Food	<input type="checkbox"/> Tickets
<input type="checkbox"/> Rentals	
<input checked="" type="checkbox"/> Souvenirs	

PLU	Description	Eprice
Souvenirs / Miscellaneous		
<input type="checkbox"/> 500	Postcard	£2.00
<input checked="" type="checkbox"/> 501	Children's shirt	£4.00
<input checked="" type="checkbox"/> 502	Children's shirt	£4.00
<input checked="" type="checkbox"/> 503	Children's shirt	£4.00
<input checked="" type="checkbox"/> 504	Children's shirt	£4.00
<input type="checkbox"/> 505	Beer glass 0.2	£2.00
<input type="checkbox"/> 506	Beer glass 0.5	£3.00
<input type="checkbox"/> 507	Beer glass 0.7	£4.00
<input type="checkbox"/> 508	Beer glass set	£8.00

X for Y

Number sold Number discounted

Enter 100% discount for free items Discount %

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

Children ´s shirt White	£4.00
Children ´s shirt Blue	£4.00
Children ´s shirt Red	£0.00
Discount 100.00%	
Date: 14/10/2014 10:31:16	
Item: 503	

Alternative: Every 10th beer is free of charge.

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 a unique name for the new pricing campaign! Every 10th beer for free

Optional additional text for bill or receipt 10th free

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

Select pricing campaign type!

Type of pricing campaign: X items at a price of Y

- 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 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!

Selection criteria

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

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

Categories	Sub-groups
<input checked="" type="checkbox"/> Beverages	<input checked="" type="checkbox"/> Beer
<input type="checkbox"/> Food	<input type="checkbox"/> Soft drinks
<input type="checkbox"/> Souvenirs	<input type="checkbox"/> Spirits
	<input type="checkbox"/> Warm drinks

X for Y

Number sold Number discounted

Enter 100% discount for free items Discount %

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

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

Enter new pricing campaign [button] Edit existing pricing campaign [button]

Enter new pricing campaign

Enter a unique name for the new pricing campaign!

Optional additional text for bill or receipt

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

Select pricing campaign type!

Type of pricing campaign: Discount all items

- 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 [button] Save and escape [button]

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 [button] Delete date [button] Save [button]

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 [button] Save and escape [button]

Enter and edit pricing campaign

General information | Activation times | **Item selection**

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

Selection criteria

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

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

Categories	Sub-groups	PLU	Description	Eprice
<input checked="" type="checkbox"/> Beverages <input type="checkbox"/> Food <input type="checkbox"/> Souvenirs	<input type="checkbox"/> Beer <input type="checkbox"/> Soft drinks <input checked="" type="checkbox"/> Spirits <input checked="" type="checkbox"/> Warm drinks			

Discount

Discount %

Define 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

-0-

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

Promotion campaign

General information | Activation times | Printer layout | Statistics

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

Create new discount campaign

Create a new discount campaign

Enter a unique name for the discount campaign! 25th anniversary promotion

How should the discount be calculated?

- Fixed percentage of turnover
- Differentiated percentages based on turnover
- Differentiated fixed amounts based on turnover

_____ % from turnover

How should the discount be shown on the coupon?

- as amount
- as percentage

Validity

- Only for loyalty card customers
- Anonymously, no personal data

Turnover calculation restrictions on selected groups

- No restrictions, valid for all items
- All items in the selected categories
- All items in the selected sub-groups

Categories	Sub-groups

Cancel Save and escape

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

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

Promotion campaign

General information | Activation times | Printer layout | Statistics

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

Create a new discount campaign

Enter a unique name for the discount campaign!

How should the discount be calculated?

Fixed percentage of turnover

Differentiated percentages based on turnover

Differentiated fixed amounts based on turnover

% from turnover

How should the discount be shown on the coupon?

as amount as percentage

Validity

Only for loyalty card customers Anonymously, no personal data

Turnover calculation restrictions on selected groups

No restrictions, valid for all items

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

Categories	Sub-groups

Cancel Save and escape

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

Promotion campaign

General information | Activation times | Printer layout | Statistics

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

Create new discount campaign | Edit existing discount campaign

Create a new discount campaign

Enter a unique name for the discount campaign! 25th anniversary promotion

How should the discount be calculated?

Fixed percentage of turnover
 Differentiated percentages based on turnover
 Differentiated fixed amounts based on turnover

Validity

Only for loyalty card customers
 Anonymously, no personal data

Turnover calculation restrictions on selected groups

No restrictions, valid for all items
 All items in the selected categories
 All items in the selected sub-groups

Categories | Sub-groups

How should the discount be shown on the coupon?

as amount
 as percentage

From turnover	Amount discount
£100.00	£3.00
£250.00	£20.00
£500.00	£50.00
£0.00	£0.00
£0.00	£0.00

Cancel | Save and escape

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 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!
```

4. Discount coupon with differentiated percentages based on turnover

Promotion campaign

General information | Activation times | Printer layout | Statistics

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

Create new discount campaign | Edit existing discount campaign

Edit existing discount campaign

Select discount campaign for editing! 50th anniversary promotion

How should the discount be calculated?

Fixed percentage of turnover

Differentiated percentages based on turnover

Differentiated fixed amounts based on turnover

Validity

Only for loyalty card customers Anonymously, no personal data

How should the discount be shown on the coupon?

as amount as percentage

From turnover	% from turnover
£100.00	3.00 %
£250.00	5.00 %
£500.00	7.50 %
£0.00	0.00 %
£0.00	0.00 %

Turnover calculation restrictions on selected groups

No restrictions, valid for all items

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

Categories	Sub-groups
<input checked="" type="checkbox"/> Beverages	<input checked="" type="checkbox"/> Beer
<input type="checkbox"/> Food	<input type="checkbox"/> Soft drinks
<input type="checkbox"/> Souvenirs	<input type="checkbox"/> Spirits
	<input checked="" type="checkbox"/> Warm drinks

The discount applies only to the turnover of the selected product groups. (applies only to percentage discounts)

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

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.

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

Validity

Only for loyalty card customers Anonymously, no personal data

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.

Promotion campaign

General information | Activation times | Printer layout | Statistics

The discount campaign should be automatically activated within the defined period of time

Activation times

From	Until	Time	Restrictions
------	-------	------	--------------

From date: 01/05/2014
Until date: 31/05/2014
From time: []

Restricted to certain weekdays

Days of the week:
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

New date | Delete date | Save

Gültigkeitsdauer des Coupons in Tagen ab Ausstellungsdatum. 0 = zwei Jahre Gültigkeit. [0]

Important! If a period of time has not been defined, then the discount campaign must be turned on and off by ticking the checkbox.

The discount campaign will be manually activated by ticking the lower checkbox, regardless of the period of time defined.

Activate by date

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

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.

Warehouse Management

Stock Movement

Previous Top Next

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”

Goods entry/delivery note capturing

List of items with changes in stock amount

PLU	Description	Additional	Purchase price	Unit	Stock	Change
1001	Apples	Boskopp	£1.20	10	25.00	12.00
4010	Lollipops	Multi-flavour	£0.20	10	20.00	0.00

Display of all merchandise management items

Display restrictions: No grouping

Categories: All categories

PLU	Description	Additional
1001	Apples	Boskopp
1002	Bananas (1kg)	
1003	Kiwi	
1004	Oranges (1kg)	10 kg bag
3050	Hair gel	
3051	Hair spray	
3052	Hair conditioner	
3053	Shampoo	
3054	Hair ties (10 pack)	
3055	Hair ties (5 pack)	
4008	Jelly Beans	
4009	Candy Sticks	
4010	Lollipops	Multi-flavour
4011	Fruity Chewes	
4012	Lemom Bon Bons	
4030	Financial Times	
4031	Daily Mail	
4032	Guardian	
4033	Daily Mirror	
4040	Trident Mix	
4041	Bubble Gum Lolly	
4060	Coca Cola	
4061	Diet Coke	
4062	Fanta	
4063	Coke	

Enter quantity of goods

Item no. 4010 Unit 10

Description Lollipops

Additional Multi-flavour

Incoming goods (selected)

Outgoing goods

Purchase price: 0.20 £

Quantity: 32

Buttons: Delete from list, Accept new data, Cancel, Print item label, Post goods movement and quit

-0-

Inventory of Stock

Previous Top Next

Inventory clearance

List of items with changes in stock amount

PLU	Description	Additional	Unit	Stock
1001	Apples	Boskopp	10	25.00
4010	Lollipops	Multi-flavour	10	15.00

Display of all merchandise management items

Display restrictions: No grouping

Categories: All categories

PLU	Description	Additional
1001	Apples	Boskopp
1002	Bananas (1kg)	
1003	Kwi	
1004	Oranges (1kg)	10 kg bag
3050	Hair gel	
3051	Hair spray	
3052	Hair conditioner	
3053	Shampoo	
3054	Hair ties (10 pack)	
3055	Hair ties (5 pack)	
4008	Jelly Beans	
4009	Candy Sticks	
4010	Lollipops	Multi-flavour
4011	Fruity Chewes	
4012	Lemon Bon Bons	
4030	Financial Times	
4031	Daily Mail	
4032	Guardian	
4033	Daily Mirror	
4040	Trident Mix	
4041	Bubble Gum Lolly	
4060	Coca Cola	
4061	Diet Coke	
4062	Fanta	
ANC	Santa	

Enter quantity of goods

Item no. Unit

Description

Additional

New stock **20.00**

Item search

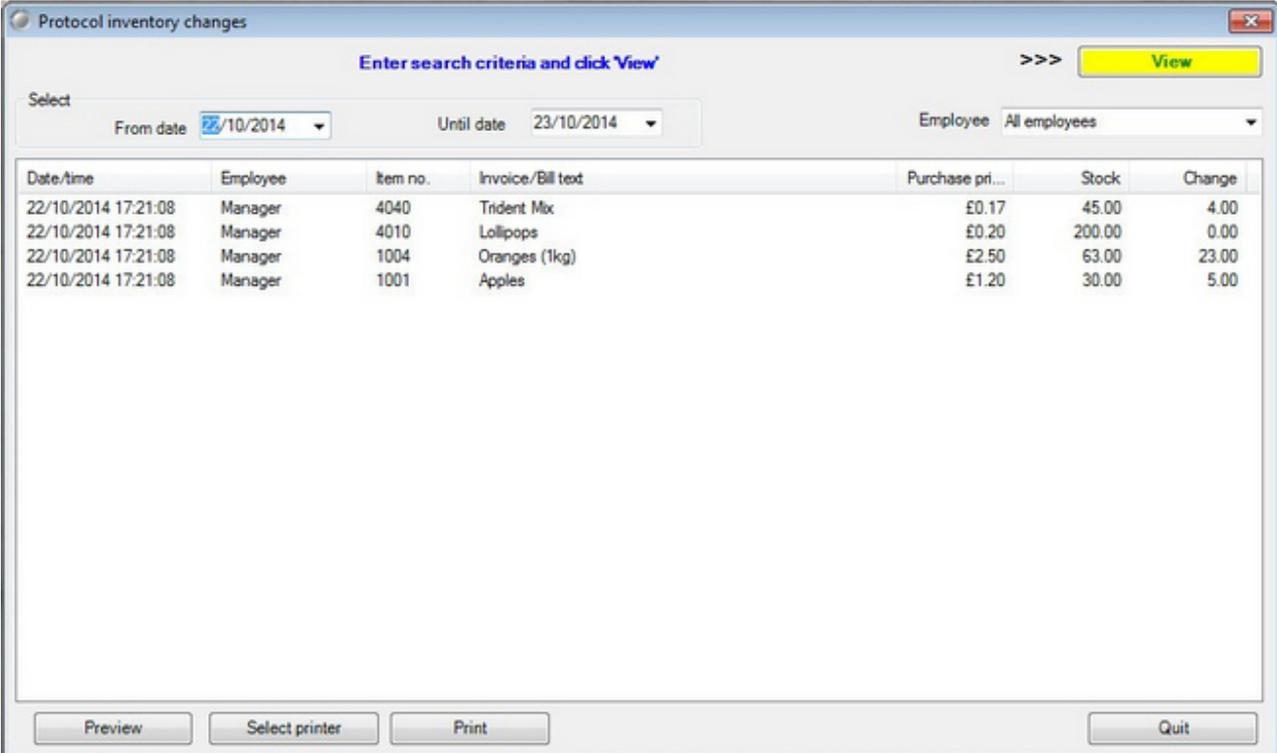
Item number

Description

EAN barcode

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.

-0-



The screenshot shows a software window titled "Protocol inventory changes". At the top, it says "Enter search criteria and click 'View'". There are search filters for "From date" (22/10/2014), "Until date" (23/10/2014), and "Employee" (All employees). A yellow "View" button is on the right. Below the filters is a table with the following data:

Date/time	Employee	Item no.	Invoice/Bill text	Purchase pri...	Stock	Change
22/10/2014 17:21:08	Manager	4040	Trident Mix	£0.17	45.00	4.00
22/10/2014 17:21:08	Manager	4010	Lollipops	£0.20	200.00	0.00
22/10/2014 17:21:08	Manager	1004	Oranges (1kg)	£2.50	63.00	23.00
22/10/2014 17:21:08	Manager	1001	Apples	£1.20	30.00	5.00

At the bottom of the window are buttons for "Preview", "Select printer", "Print", and "Quit".

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

-0-

Suppliers

[Previous](#) [Top](#) [Next](#)

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.

The screenshot shows a software window titled "Administration of suppliers" with a standard toolbar (Edit, New, Copy, Save, Delete, Start, Previous, Next, End, Close). The main area is a form for a supplier named "Cocktails & Co. Ltd.". The form includes the following fields:

- Supplier ID:** Cocktails & Co. Ltd. (highlighted in yellow)
- Form of address:** Two dropdown menus.
- First name:** Empty text field.
- Name 1:** Cocktails & Co. Ltd.
- Name 2:** Empty text field.
- Country:** USA (dropdown menu) and US (text field).
- Street:** 45 Main Street
- Postal code:** 06528
- City/Town:** New Haven
- Form of address:** Empty text field.
- Phone:** Empty text field.
- Fax:** Empty text field.
- Cell/mobile:** Empty text field.
- E-mail:** Empty text field.
- Remarks:** Empty text area.

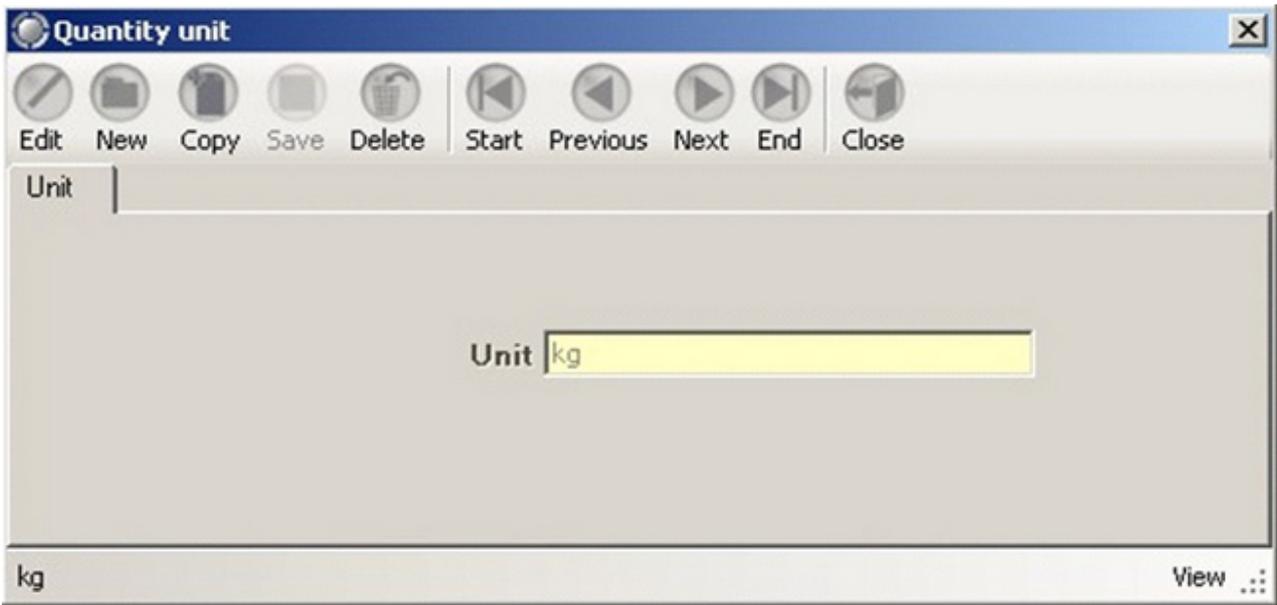
At the bottom left of the window, it says "Cocktails Co. Ltd." and at the bottom right, there is an "Edit" button with a dropdown arrow.

-0-

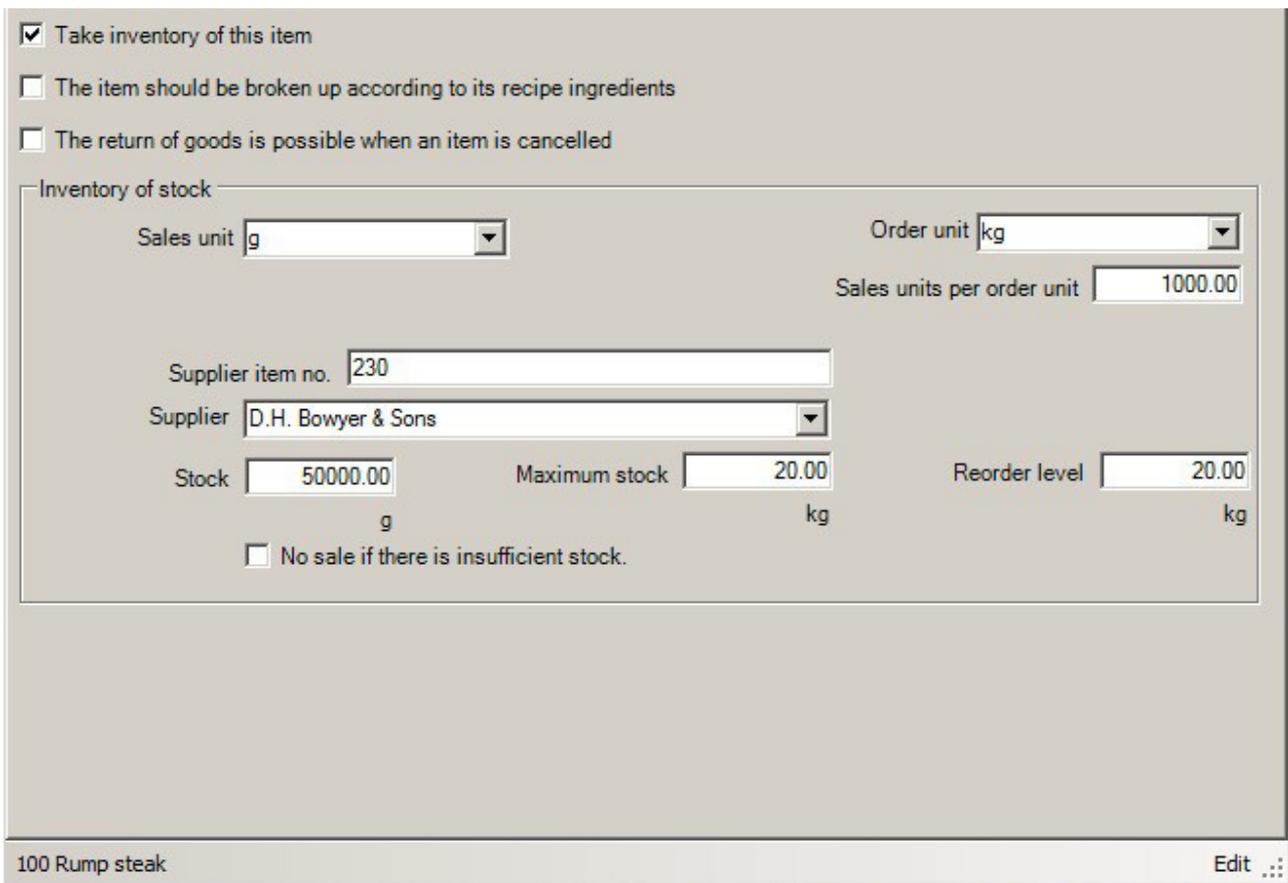
Units

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.

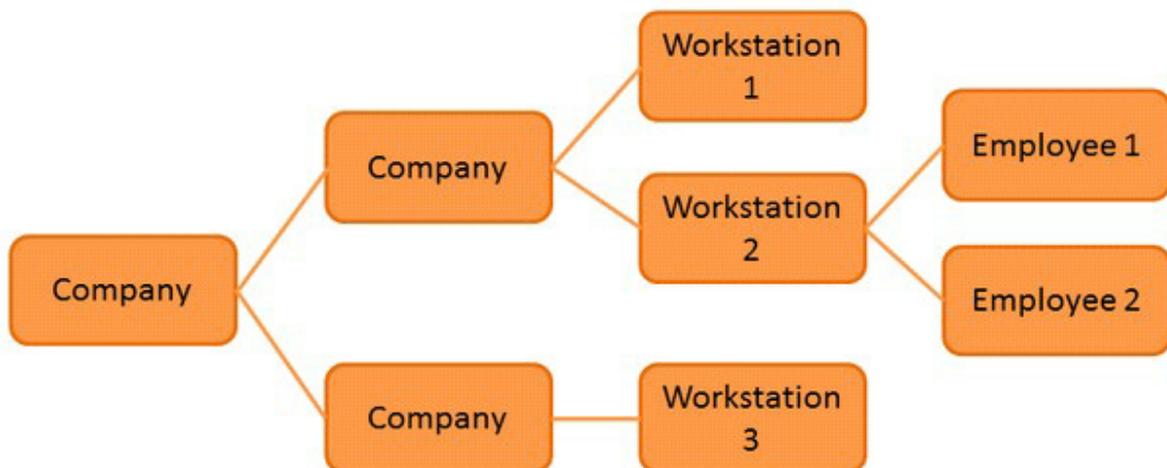


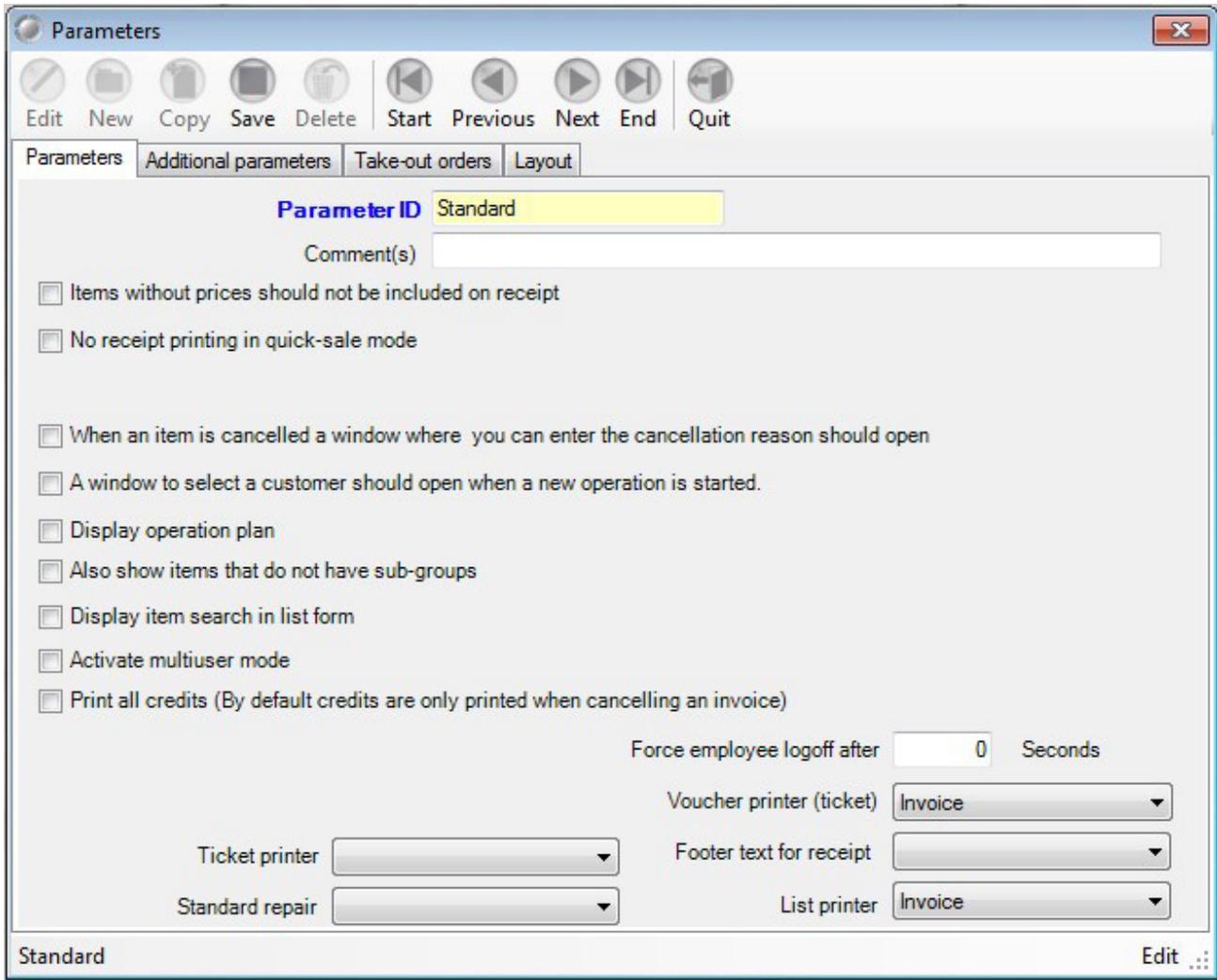
System parameters

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.





Items without price: Items without prices will not be included in receipts.

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.

With new operation enter customer: When a new operation is started a window will automatically open up where you can enter the customer details.

Display operation plan: When you start POS or after printing a receipt a window will open displaying all operations that are still open.

Display items without sub-groups: When displaying categories, items without a sub-group will also be displayed.

Display item search in list form: When searching for items you can select to view the items in the front display either in a list or in buttons.

Activate multiuser mode: The multiuser mode permits you to change quickly between your individual sales people. Your employees remain logged on during the day and don't log off until the daily closing. There is **NO** park function when the multiuser mode is activated

Printing of credits: Here you can activate the printing of all credits. In PosBill credits are created internally for such processes as change method of payment or retrieve receipts. Usually these credits are not printed. However with this function you can activate printing.

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

Ticket printer: Here you can enter the printer that should be used for printing admission tickets.

List printer: You can print all lists and reports on this printer, for example the end of day and employee 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 slip: Here you can select the layout for your repair slips.

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

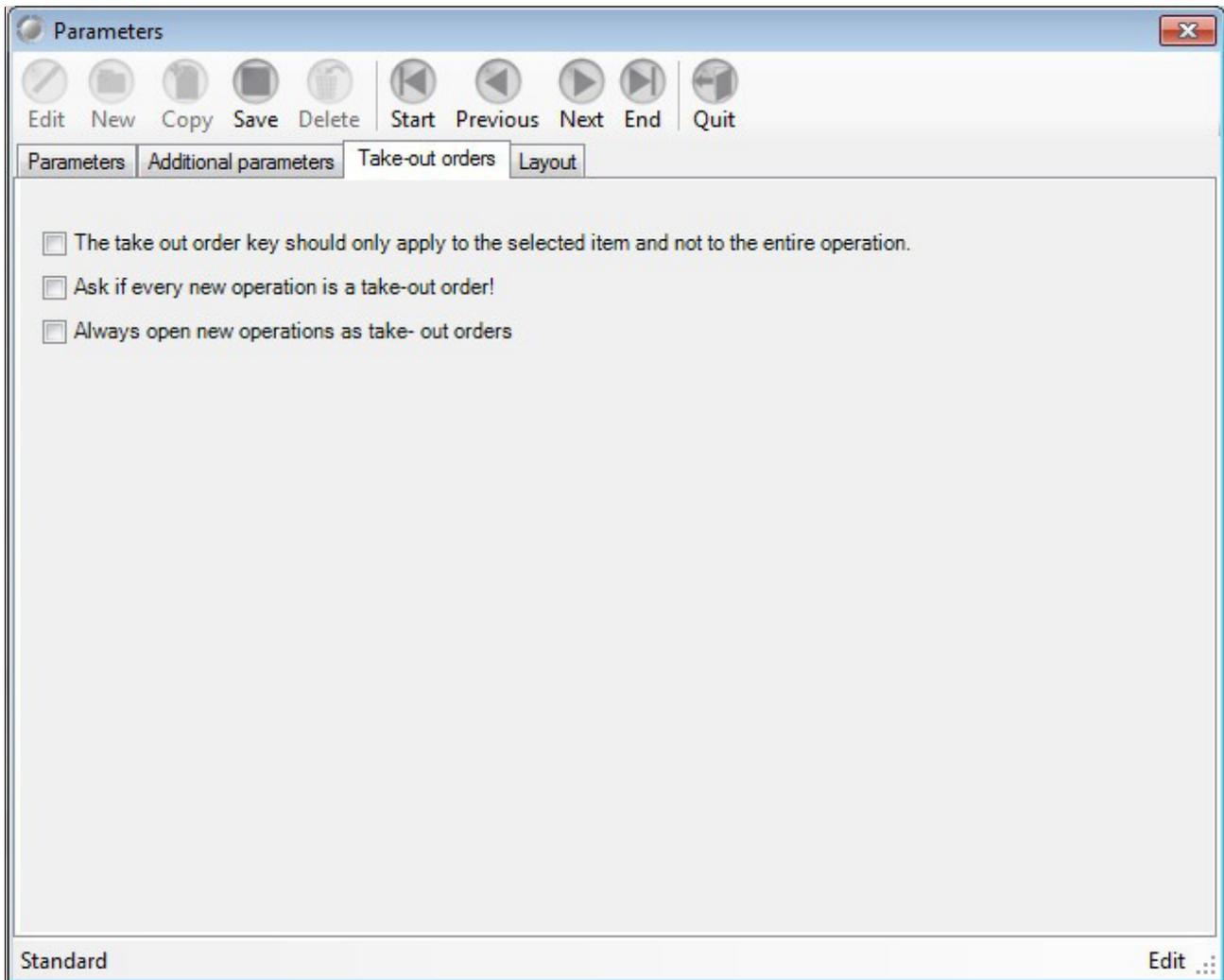
Bill printer for quick sale: Quick sale receipts will be printed on this printer. In most cases this is the bar printer. If you have several workstations you can also set this up in Master data/ Workstations

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 frequently used methods. On the POS front these payment methods will each have its 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.

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.

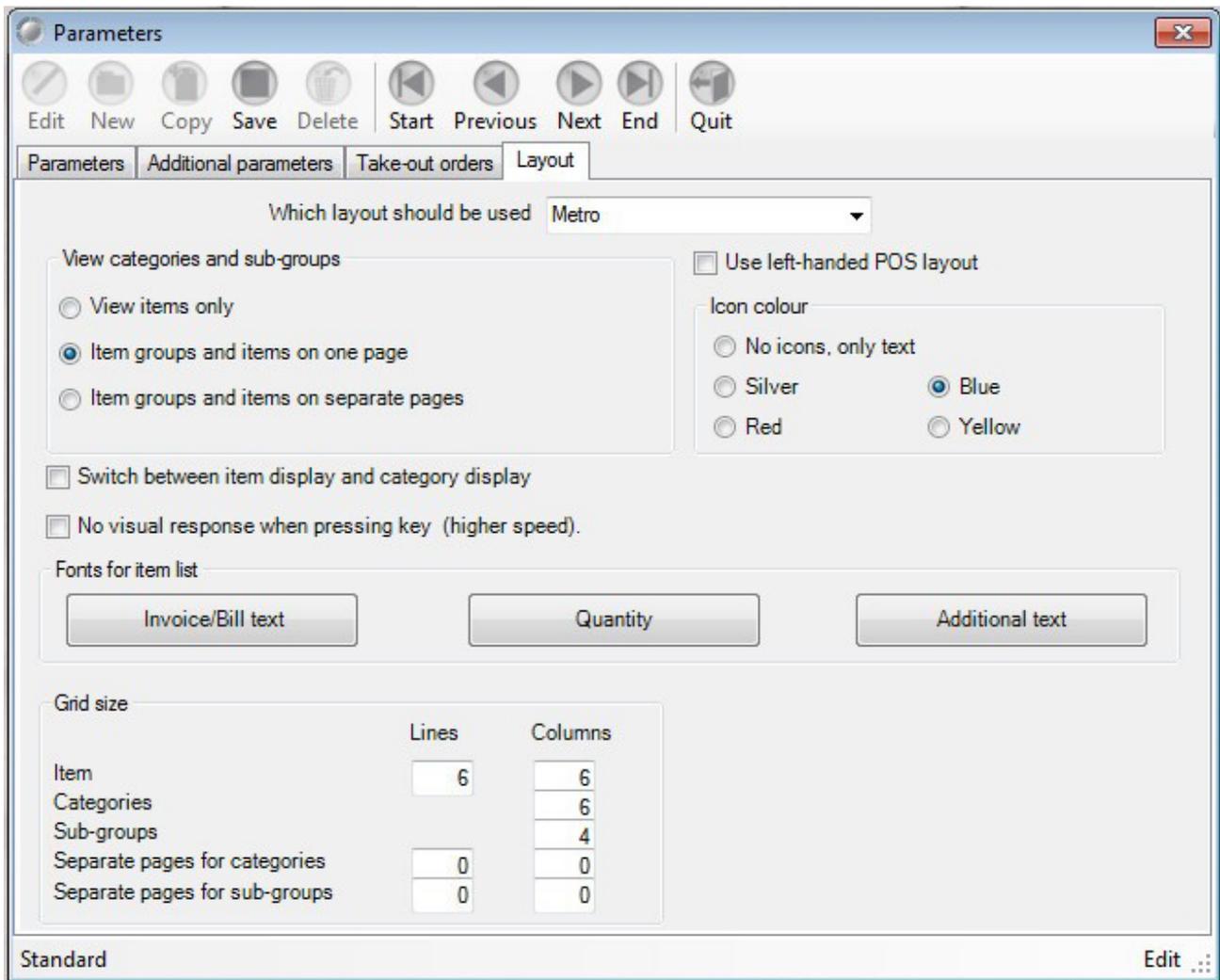


The take-out order function is intended for bakeries and other shops where food is consumed. It allows for different VAT rates for in-house and take-out sales.

Take-out orders key: The take-out order VAT rate will be applied to the selected item only.

Take-out order query: When opening a new operation a query will appear asking if it is a 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 operation".



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”

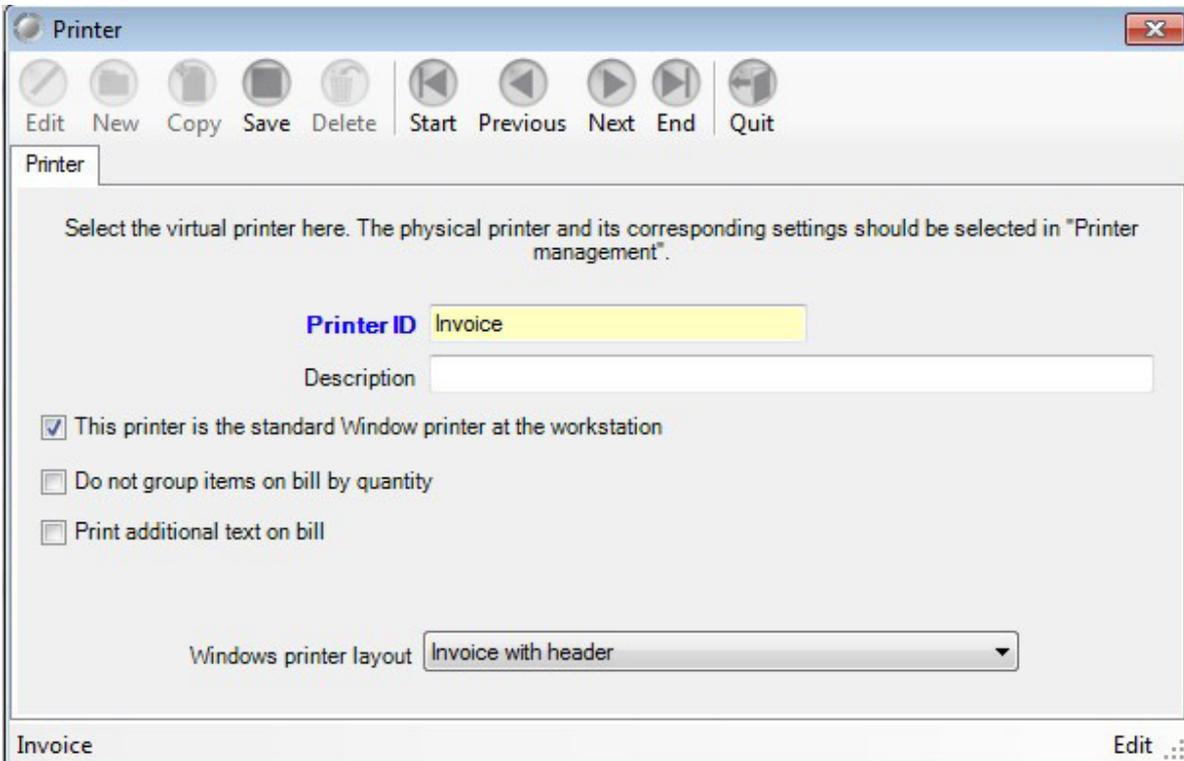
POS layout for left-handed persons: For left-handed persons the number pad will appear on the layout on the left-hand side and not on the right.

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 an operation 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.

Grid size: This is one of the most important settings in the layout file. Determine how many operations, 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: Operations: 5 lines, 5 columns (25 operations 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”

System Parameter / Printer



Determine your various list printers and receipt printers. Generally the printer receipt should be set up.

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.



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.

-0-

Terms of payment

Short description IMMEDIATELY

Internal description Payable immediately.net

Use automatic calculation

Automatic calculation

Days until due

Discount days Discount %

New data record ...

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

-0-

Footer Text

Previous Top Next

System Parameter/Footer Text

Footer text for receipt

Short form Thank you

Footer text Thank you for your visit

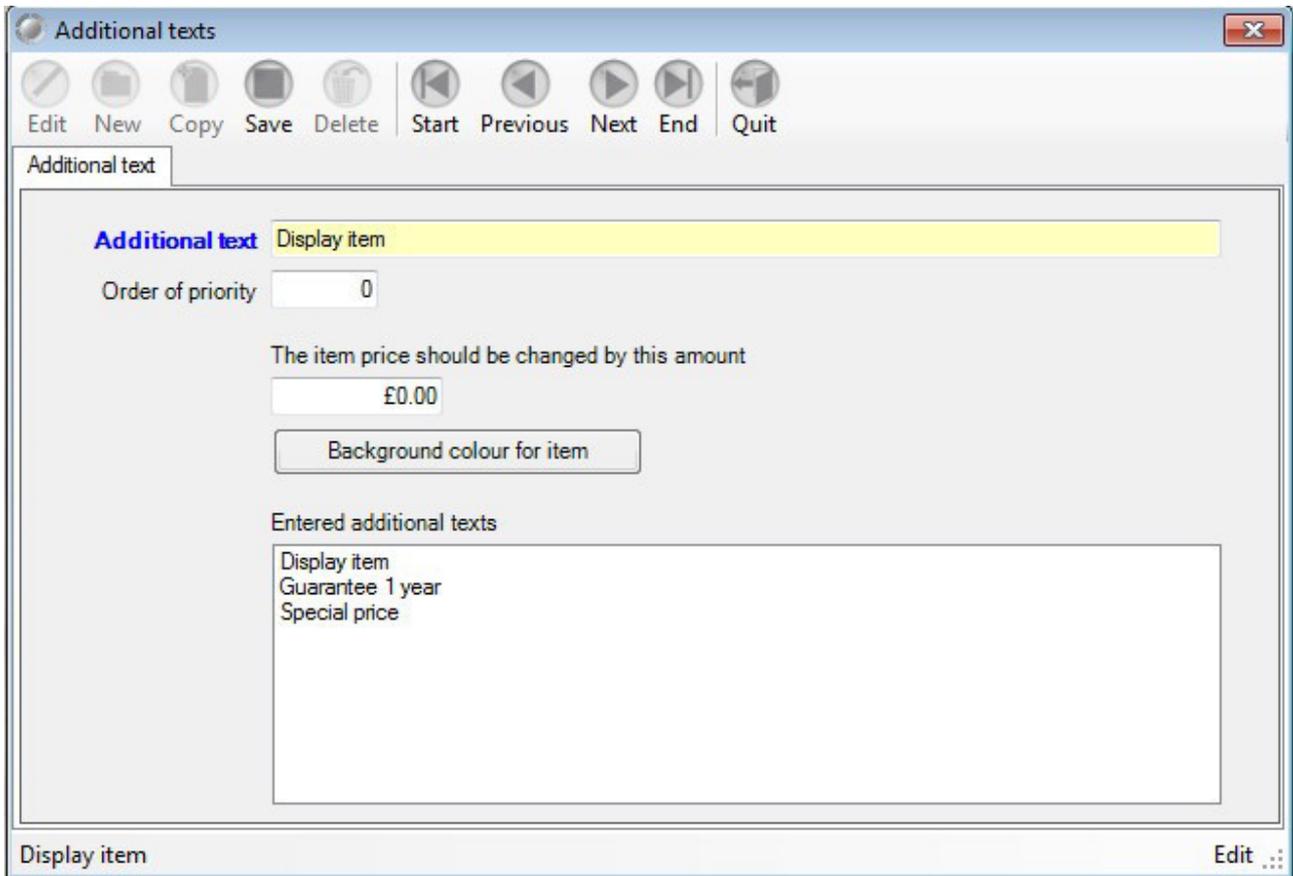
Thank you

Edit ...

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.

-0-

Here you can enter text blocks for diverse functions, for example for additional texts. These texts can then be used later in the POS front and allows you to save time when checking out customers.



-0-

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

Voucher promotion

Edit New Copy Save Delete Start Previous Next End Close

Promotion

Promotion Birthday

Description

The promotion has expired

New data record

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.

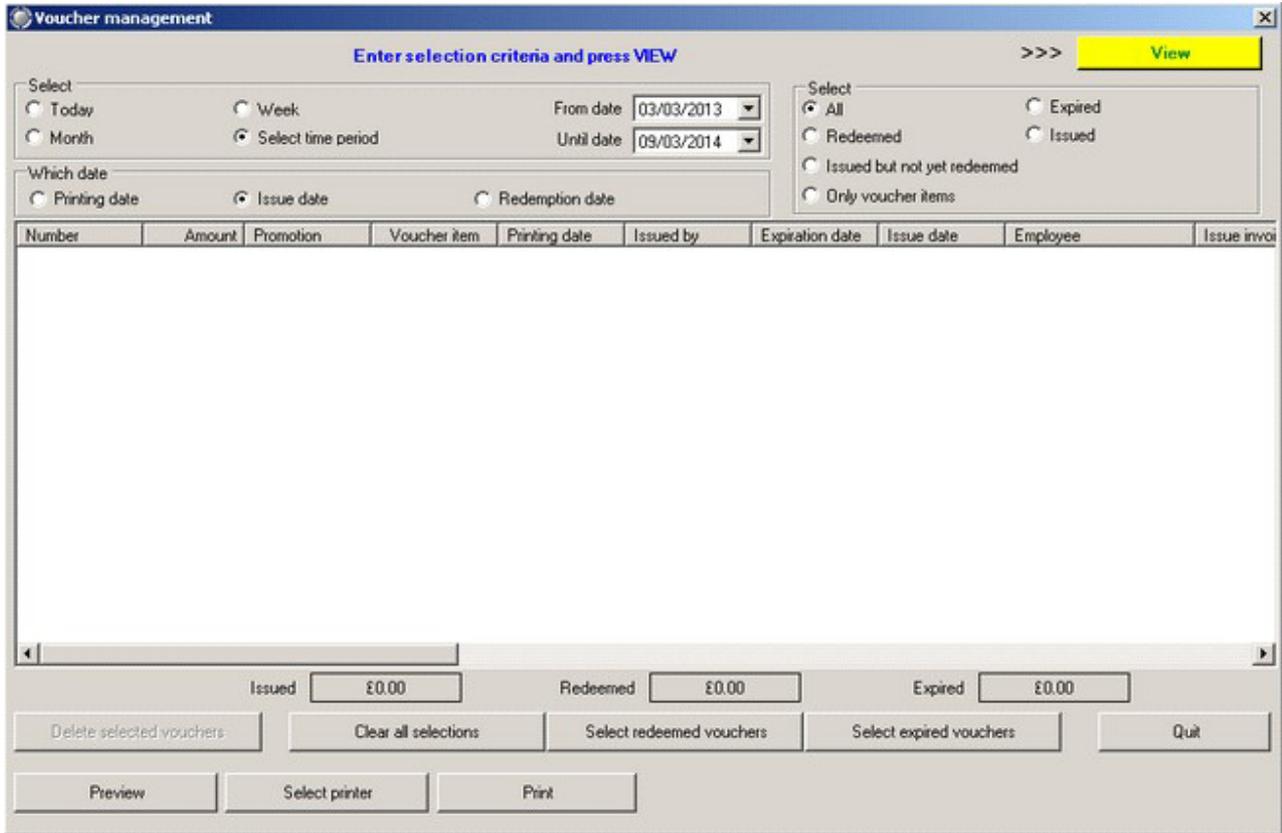
The voucher should only be printed and not saved. A number will not be assigned to it.

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.

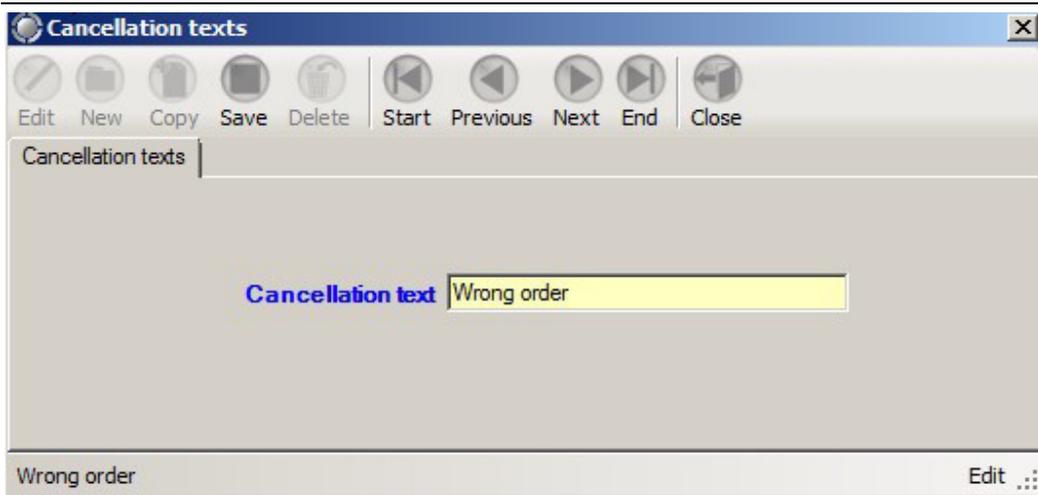


-0-

-0-

Cancellation Texts

[Previous](#) [Top](#) [Next](#)



Here you can enter texts with the different cancellation reasons.

-0-

Customer

Customer

Previous Top Next

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.

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

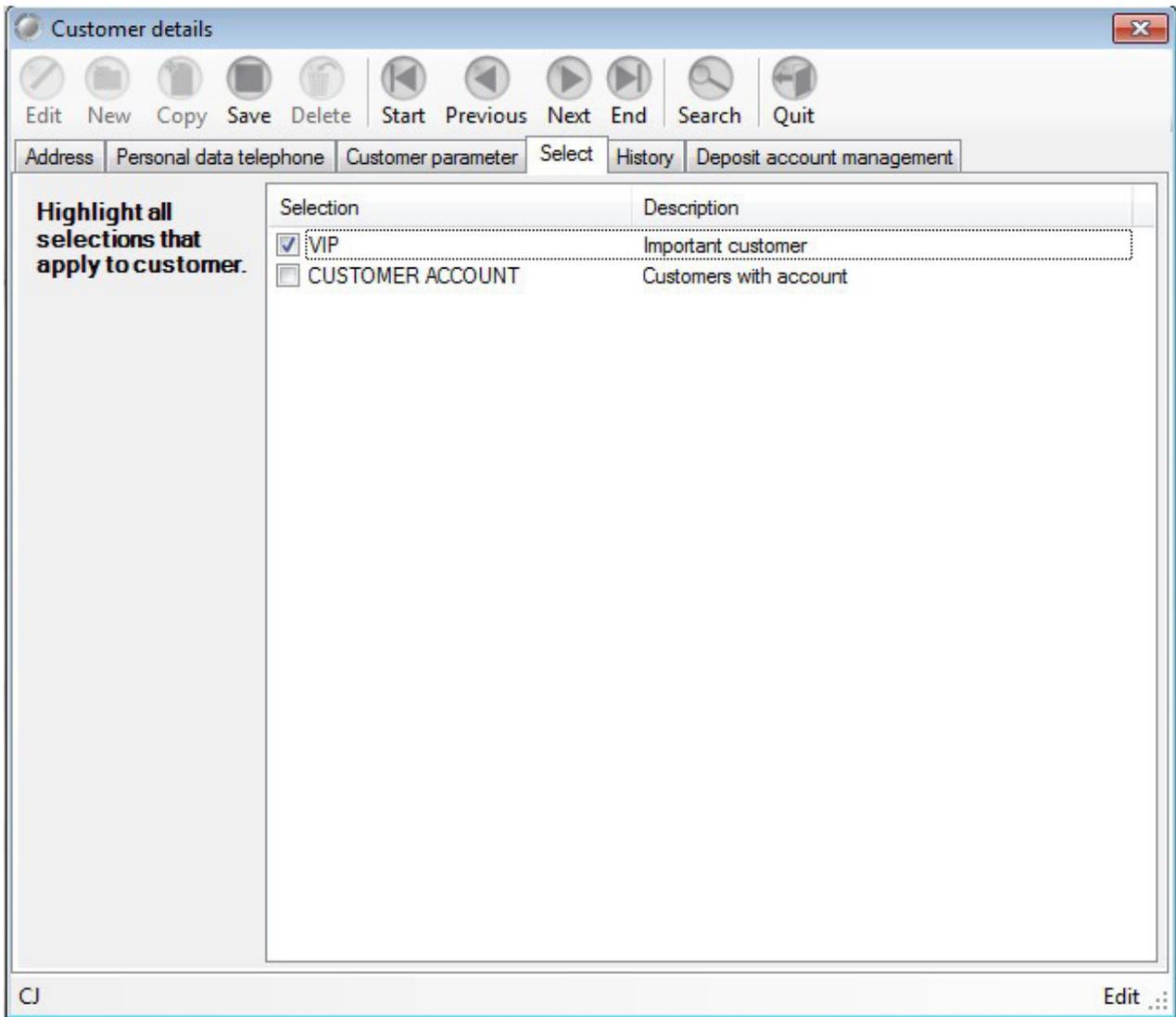
Attention! It will not be checked if there is an overlap with other customers!

Customer discount %

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.

Customer details

Edit New Copy Save Delete Start Previous Next End Search Quit

Address Personal data telephone Customer parameter Select History Deposit account management

Total turnover Number of operations

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

PT View ...

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

Customer details

Edit New Copy Save Delete Start Previous Next End Search Quit

Address Personal data telephone Customer parameter Select History Deposit account management

Administer deposit account for this customer Current balance £0.00

The deposit account should be administered as a debit account The account can be overdrawn up to the given amount. (Amount should be given as a positive value) £0.00

Date	Amount	Receipt	Receipt no.

Print excerpt

Current month
 All bookings

New payment

Delete booking

CJ Edit

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.

-0-

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

Company details

Edit Save Close

Company data | Settings | Bank account | Value added tax | **Special methods of payment** | Vouchers

Hotel charges are always made as receivable accounts. When the guest is at the hotel, the billed amount appears as a guest expense, thus double revenue bookings are avoided.

Method of payment for hotel charge

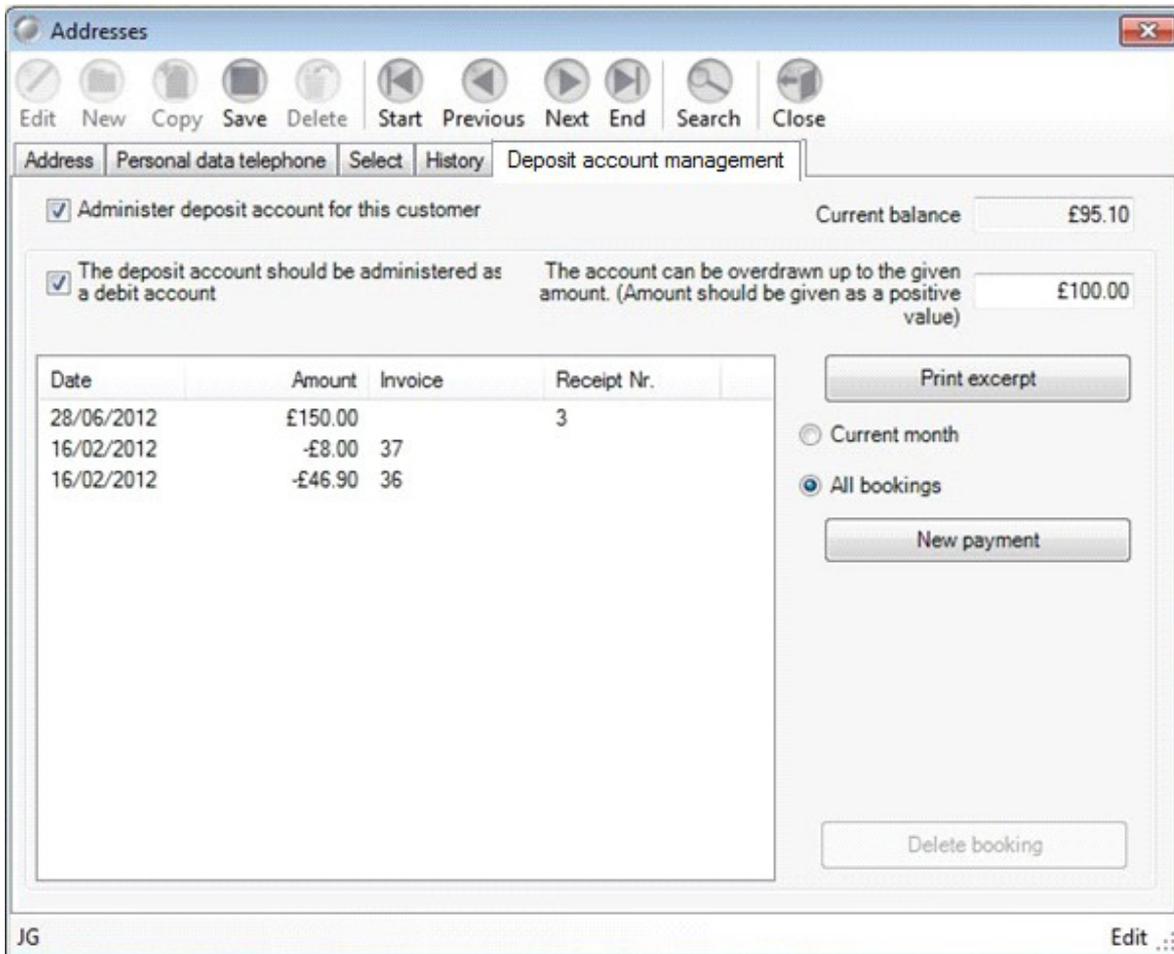
Method of payment for deposit account

Method of payment for collective invoices

ATTENTION! the normal method of payment for accounts receivable cannot be used in special methods of payment. First, enter in methods of payment for each special method of payment, a special method of payment with the assignation accounts receivable!

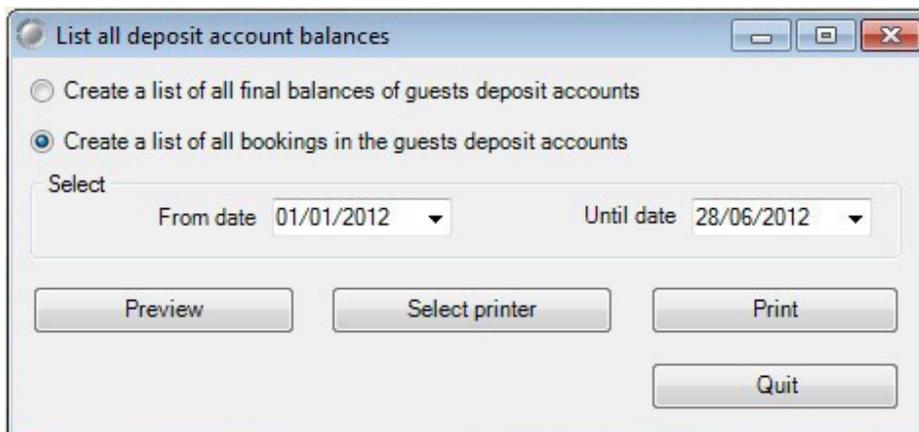
POSBILL Edit ...

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 Seite 1

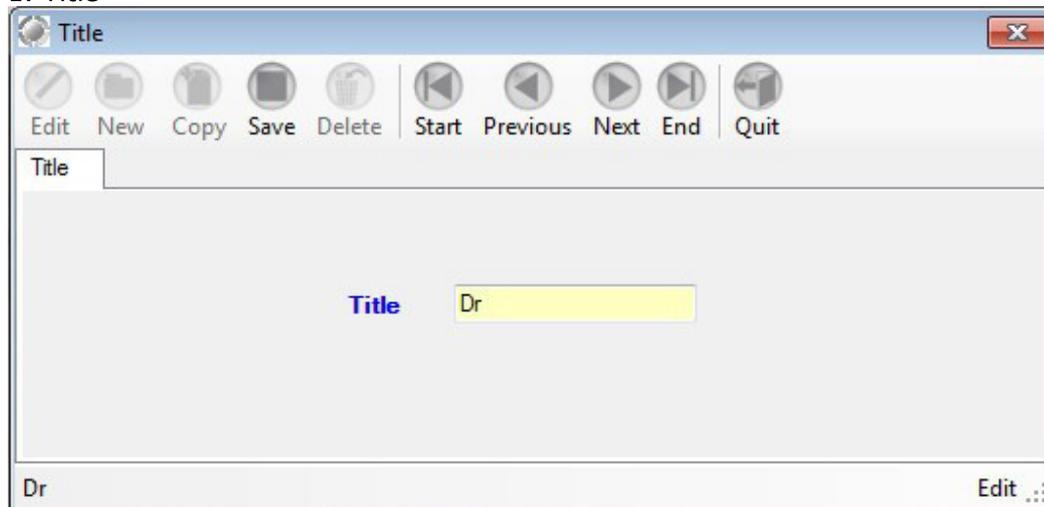
Date	Amount	Receipt	Bill no.	
25/03/2014	£200.00		1	Sara
23/03/2014	- £55.00	14		Sara
23/03/ 2014	- £41.70	15		Sara

-0-

Greeting

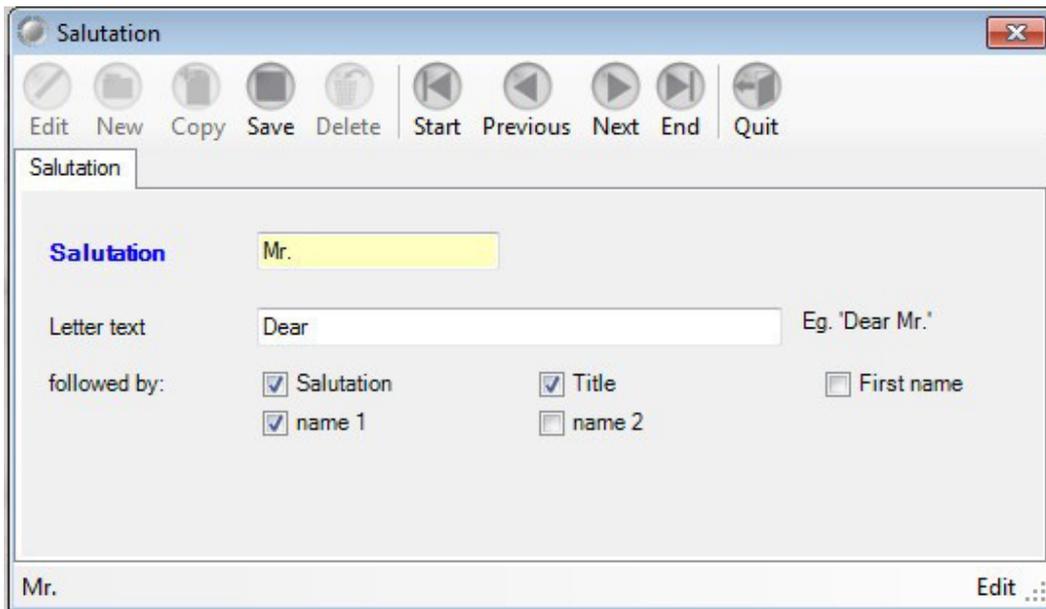
Customer/Greeting

1. Title



Create different titles, for example Dr., Prof.

2. Salutation

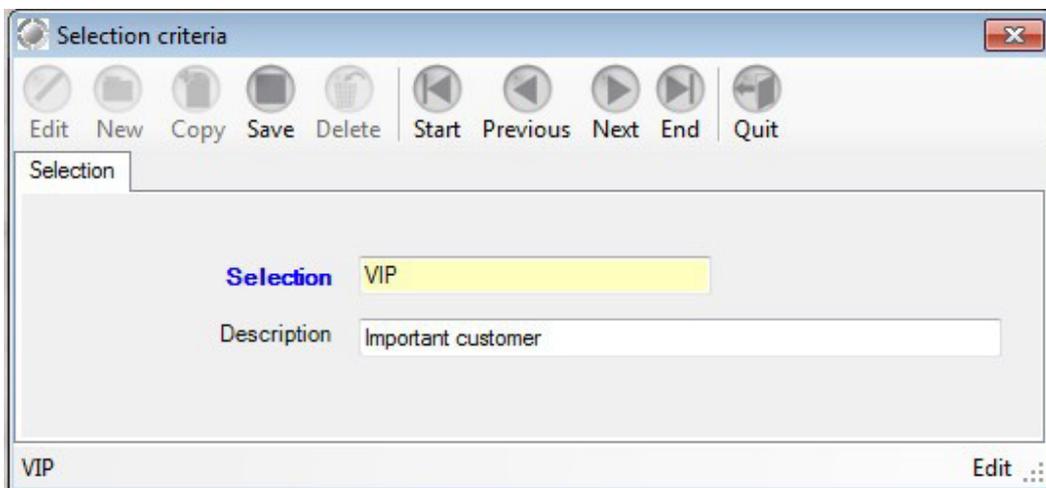


Salutations such as Mr., Mrs., Family, Company may be created. In letters or bills only the selected fields will be printed.

-0-

Selection Previous Top Next

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 customer register you can assign a customer to a group.

-0-

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 define 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

-0-

Table Reservations

Reservations

Previous Top Next

Reservations can be made in Back office as well as in the POs front.
Please note that the tab for "Settings" can only be found in Back office.

In the mask for settings you can enter the opening hours, company holidays and days off as well as colours for the reservation status

The screenshot shows the 'Settings' configuration window for table reservations. At the top, the date is set to 16 October 2014, and the opening hours are 09:00 - 12:00 / 14:00 - 19:00. The 'Settings' tab is selected, showing options for 'Days off' (all days are unchecked), 'Opening hours' (Monday-Friday 09:00-19:00, Saturday 09:00-14:00), and 'Company holiday' (from 24/12/2014 to 05/01/2015). There are also sections for 'Select colours' (Confirmed, Option, Waiting list, Arrived, Finished, Cancelled), 'Legend' (Warning, Cancelled reservation, Reservation without allocation to employee, No show), and 'General information' (Average stay in minutes: 90, No reservations outside opening hours: checked, You must assign an employee in order to make reservations: unchecked, Delete past reservations automatically: unchecked). A 'Save settings' button and a 'Quit' button are also visible.

In the reservation mask you can assign customers and employees to a reservation

If you click on the tab "Display chart" a mask opens showing you an overview of the reservations. By setting the date the opening hours are automatically adjusted. This way you can always maintain a good grasp of your reservations.

under the tab "Settings" For further details regarding reservations please go to Back office / Reservations

The screenshot shows a software interface for managing reservations. At the top, there is a date selector set to "16 October 2014" and opening hours "09:00 - 12:00 / 14:00 - 19:00". Below this, there are navigation buttons and a "Display list" tab. The main area shows a table of reservations. The table has the following columns: Employee, Until, Num..., Status, Short name, Telephone no., and Customer. There are two reservations listed, both highlighted in green. The first reservation is for "Employee 2" (Patrick Taylor) with a status of "Arrived" and a count of 3. The second reservation is for "Manager" (Mr. Charles Jones) with a status of "Arrived" and a count of 4. The interface also includes a "Reservations" counter showing "2" and a "Grouped according to" dropdown set to "Time".

Employee	Until	Num...	Status	Short name	Telephone no.	Customer
Employee 2	10:30	3	Arrived	PT		Patrick Taylor
Manager	12:30	4	Arrived	□		Mr. Charles Jones

-0-

-0-

Rentals

Rentals

Previous Top Next

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.

Categories

Edit New Copy Save Delete Start Previous Next End Quit

Category

Category ID Rentals

Description

Sorting for display 0 The highest value will be displayed first

This category will not be displayed on the POS terminal

Accounts with a credit balance for transfer into accounting

VAT Key	Account	VAT Key	Account	VAT Key	Account
0 = 5 %	0	0 = 0 %	0	0 = 0 %	0

Entered categories

- Beauty
- Deposit item
- Drugstore
- Fresh Produce
- Kiosk
- Rentals
- Souvenirs
- Textiles

Assign image

Delete image

Rentals Edit

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

Item

Edit New Copy Save Delete Start Previous Next End Search Quit

Item Image and colour Parameters Additional parameters Additional item Future price Statistics Merchandise manag

Assign item assembly kit

Assign ticket layout

Assign label layout

This item can also be ticketed as an additional item

This item should only be ticketed as an additional item

This item is discountable

This item can be billed without a price entry

This item has an unalterable fixed price

This item is a reference item for rental items

This item has an age restriction. You may only sell to people over the age of 0 Year

0 Sorting on the display monitor. Select number between 0 and 9,999,999

10000 Bike Edit

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

The screenshot shows a window titled "Rental management" with a standard toolbar (Edit, New, Copy, Save, Delete, Start, Previous, Next, End, Search, Quit). Below the toolbar are two tabs: "Rental items" and "Price and price scale". The "Rental items" tab is active, displaying the following fields:

- Item ID:** Bike boy 1
- Description:** Boy's racing bike no. 1
- Rental items groups:** Bicycles
- Reference item:** 10000 Bike
- Deposit:** £15.00
- Acquisition or commissioning date:** 01/07/2013
- Inventory or serial number:** 0815
- Character string for barcode:** (empty)
- Additional information:** Rent only to kids with racing experience

At the bottom left of the window, the text "Bike boy 1" is displayed. At the bottom right, there is an "Edit" button with a small icon.

Now you can assign the prices. First you should decide if the item should be rented by the 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 Quit

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 hours

Basic price	Class 1	Class 2	Class 3	Class 4
0		£0.00	<input type="checkbox"/>	
0		£0.00	<input type="checkbox"/>	
0		£0.00	<input type="checkbox"/>	
0		£0.00	<input type="checkbox"/>	
0		£0.00	<input type="checkbox"/>	
0		£0.00	<input type="checkbox"/>	
0		£0.00	<input type="checkbox"/>	
0		£0.00	<input type="checkbox"/>	
0		£0.00	<input type="checkbox"/>	
0		£0.00	<input type="checkbox"/>	

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

£10.00

Bike boy 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.

Rental parameters

Select colours

Confirmed	Picked up
Returned	Cancelled

Legend

- Warning, in case of overlapping dates
- Cancelled reservation
- No show

Company holiday or days off

from date	until date
10/10/2014	20/10/2014
12/12/2014	31/12/2014

No pickup or returns during off- times

Valid times for price classes

Class 1 | Class 2 | Class 3 | Class 4

from date	until date
01/01/2014	30/04/2014
01/10/2014	31/12/2014

Save settings Quit

Now you can change to the POS front and take a look at what you 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.

Item rentals

Date: 20 October 2014 < > All operations from this day on

List | Table

1 Reservations Grouped according to Time Item Grouped according to rental groups

Also display cancelled reservations Item group: All groups

Number	From date	Until date	Item	Status	Customer
2	20/10/2014 20:19	20/10/2014 21:19	Boat15 blue	No show	Patrick Taylor

New Edit Quit

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. Clicking on New empties the mask.

Reservations

Assign customer

Customer:

Identification number:

Item group: Boats

Item: Boat20blue

Price class: Basic price Enforce price class

From date: 07/08/2014 Time: 10:00 Duration hours: 3

Until date: 07/08/2014 Time: 13:00 Set date to current date

Deposit: £10.00 Price per hour: £6.00 Total: £18.00

Enter price manually. (Automatic pricing will be switched off.)

Remarks:

In the field "Customer" you can enter the customer'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 is handed over to the customer.

Reservations Pick up

Customer ID: SR
Sarah Ryan, 98 High Street, OX1 4BJ Oxford

Item: boat 12 blue

From date: 06/08/2014
Time: 20:16
Duration hours: 1
Until date: 06/08/2014
Time: 21:16

Price per hour: £6.00
Total rental fee: £6.00

Enter price manually. (Automatic pricing will be switched off.)

Deposit: £10.00
Advance payment: £6.00
Total down payment: £16.00

Set 'from date' to today

Set advance payment

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

Deposit: £10.00
Advance payment: £18.00
Total down payment: £28.00

Set advance payment

After saving the reservation separate 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.

Reservations Returns

Customer ID: PT
Patrick Taylor, 67 Banbury Road, OX2 6PE Oxford

Item

From date Until date Set 'to date' to today

Time Time

Total duration Price per hour

Security deposit payed
 + Advance payment
 - Rental fees
Total

Recalculate rental amount

After saving the items will appear on the display.

+ Deposit	-£50.00
+ Advance payment	-£6.00
■ Boat rental	£12.00

TIP:

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

-0-

Cash book			www.posbill.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					

-0-

Cash Book Export

Previous Top Next

Export of cash book as mentioned above.

Export of cash book [X]

Define disk drive and path where file should be saved.

?

File name

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!

-0-

Cash Book (Front Display)

Previous Top Next

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. This is the "POS bookings" button:



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 Amount **Book new expenditures**

Revenues Booking date

Booking text

Account

Receipt no.

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**

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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.

POS and employee reports

Select

Company POS Employee

Type of report

Reprint close out Periodic report

POS

POS

Printer

Invoice

Print report

From date 01/08/2014

Until date 01/08/2014

Quit

In order to print POS or Employee close outs 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.

Close out	Working date	Date on terminal
1	30/07/2014	04/08/2014 17:13:46
2	31/07/2014	16/10/2014 17:40:00
3	31/07/2014	16/10/2014 21:08:09
4	01/08/2014	28/10/2014 19:30:09

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Back Office/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.

Item list X

Turnover analysis of top list

Top item

Top 0 = all items From Until

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

Select POS

Select workstation

Should voucher items be considered?

Select category

Top 20 Item

Infinity Business Advancement Systems Ltd.

Page 1 Select from 01/06/2014 until 31/10/2014

Printing date 03 November 2014

All categories All POS terminal All workstations, Without considering the voucher item

Item	Invoice/Bill text	Turnover	Quantity	Category
3000	Wash and Cut	£552.00	39.00	Beauty
8000	Mobile	£500.00	2.00	Kiosk
3023	Straightening	£220.00	1.00	Beauty
2002	Shoulder Massage	£144.00	12.00	Beauty
3020	Tinting Full head	£140.00	6.00	Beauty
2001	Full Body Massage	£140.00	6.00	Beauty
5002	Running Shoes Women Red	£130.00	2.00	Textiles
2020	Wrinkle Treatment	£124.00	6.00	Beauty
2010	Style and coloring consultation	£111.00	2.00	Beauty
6052	Multivitamins (90 Capsules)	£90.00	3.00	Drugstore
3005	Blow Dry	£75.00	9.00	Beauty
2003	Hot Stone Massage	£70.00	6.00	Beauty
3025	Hair Therapy Treatment	£60.00	8.00	Beauty
5045	T- Shirt Logo	£56.00	2.00	Textiles
3056	Medium hair cut	£54.00	1.00	Beauty
5044	T- Shirt Solid (L)	£48.00	2.00	Textiles
6003	Dancing Flower Perfume	£44.00	2.00	Drugstore
2022	Face Massage	£38.00	10.00	Beauty
2023	Eyebrow Waxing	£36.00	7.00	Beauty

-0-

-0-

Cost of Goods

Previous Top Next

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.

Cost of goods

Enter criteria and press VIEW >>> **View**

Working date area
 From date: 01/01/2014 Until date: 03/11/2014

Selection
 Item Sub-groups Categories

Also include items without purchase value

Item	Invoice/Bill text	Quantity	Sales	Purchasing	Rough profit	%
Drugstore						
6050	Multivitamins (30 Capsules)	1	£12.60	£7.00	£5.60	55.56
6052	Multivitamins (90 Capsules)	3	£90.00	£0.00	£90.00	100.00
6053	Zinc Tablets	1	£22.00	£0.00	£22.00	100.00
6055	Vitamin C	1	£12.70	£0.00	£12.70	100.00
6025	Rose Blush	3	£36.00	£0.00	£36.00	100.00
6026	Face Powder	2	£29.00	£0.00	£29.00	100.00
6027	Eyebrow Pencil	2	£11.00	£0.00	£11.00	100.00
6028	Eyeliner	1	£10.00	£0.00	£10.00	100.00
6001	Women's Cologne	1	£7.80	£0.00	£7.80	100.00
6003	Dancing Flower Perfume	2	£44.00	£0.00	£44.00	100.00
Fresh Produce						
1001	Apples (1kg)	1	£2.50	£1.20	£1.30	48.00
1002	Bananas (1kg)	3	£5.70	£0.00	£5.70	100.00
1003	Kiwi	1	£0.45	£0.00	£0.45	100.00
1004	Oranges (1kg)	1	£3.00	£2.50	£0.50	83.33
1005	Pineapple	1	£2.50	£0.00	£2.50	100.00
1500	Fruit salad	1	£6.00	£0.00	£6.00	100.00

Preview Select printer Print Cost of goods total % **0.36** Quit

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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 employee. After entering your selection criteria please click on view

Invoice Protocol

Enter search criteria and click 'View'

Select
 From date: 01/01/2014
 Until date: 03/11/2014

Sorting
 Date
 Invoice no.
 Operation
 Employee

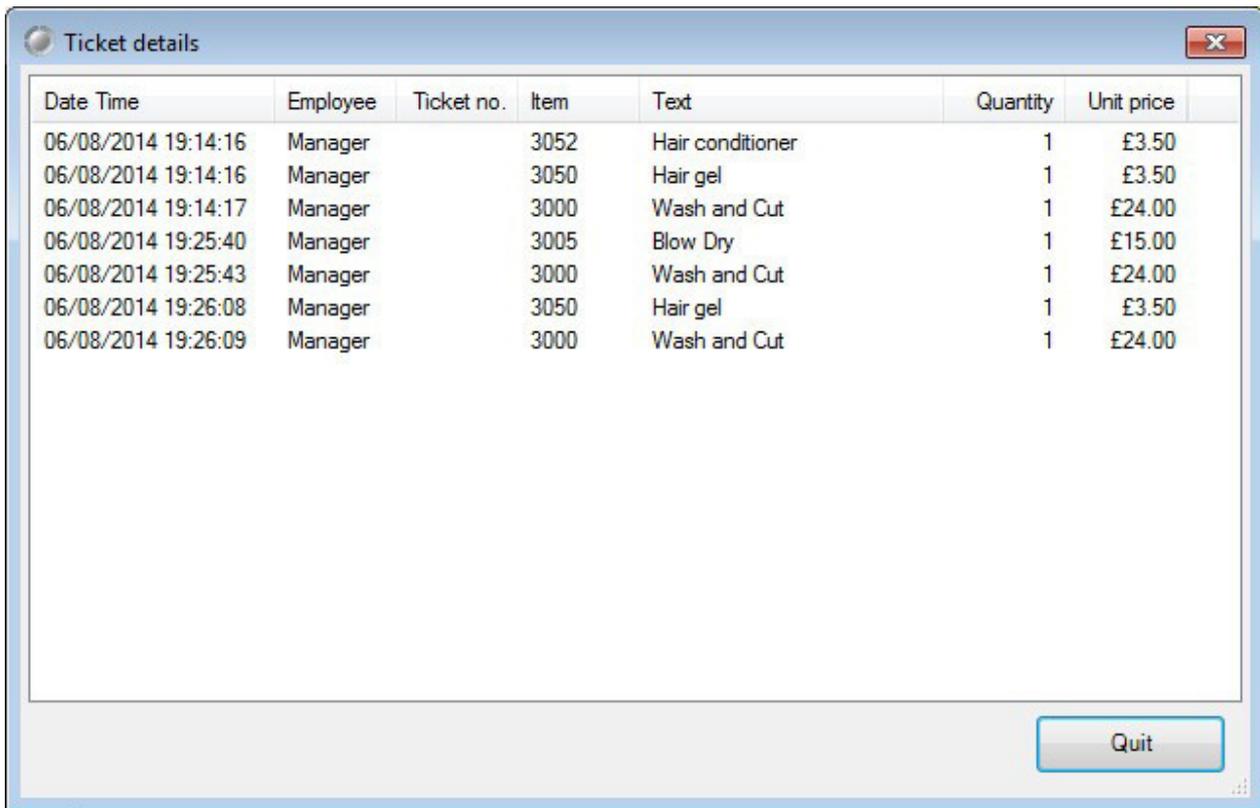
With tax and method of payment
 Employee: All employees

Date	Employee	Nu...	Gross	Net	Advance...	Expense	Voucher	Amount pa...	Method of payment
31/07/2014	Manager	51	-£28.95	-£24.12				-£28.95	CASH -£28.95
31/07/2014	Manager	52	£25.45	£21.21				£25.45	CASH £25.45
31/07/2014	Manager	53	£63.45	£52.87				£63.45	VISA £63.45
31/07/2014	Manager	54	-£63.45	-£52.87				-£63.45	VISA -£63.45
31/07/2014	Manager	55	£62.00	£51.67				£62.00	CASH £62.00
31/07/2014	Manager	56	-£62.00	-£51.67				-£62.00	CASH -£62.00
31/07/2014	Manager	57	£53.50	£44.58				£53.50	CASH £53.50
31/07/2014	Manager	58	-£53.50	-£44.58				-£53.50	CASH -£53.50
31/07/2014	Manager	59	£19.85	£16.54				£19.85	CASH £19.85
31/07/2014	Manager	60	£42.50	£35.42				£42.50	CASH £42.50
31/07/2014	Manager	61	£63.50	£52.92				£63.50	CASH £63.50
31/07/2014	Manager	62	£97.50	£81.25				£97.50	CASH £97.50
31/07/2014	Manager	63	£47.30	£39.42				£47.30	CASH £47.30
31/07/2014	Manager	64	£35.00	£29.17				£35.00	CASH £35.00
31/07/2014	Manager	65	£24.00	£20.00				£24.00	CASH £24.00
31/07/2014	Manager	66	£78.50	£65.42				£78.50	CASH £78.50
31/07/2014	Manager	67	-£78.50	-£65.42				-£78.50	CASH -£78.50
31/07/2014	Manager	68	-£24.00	-£20.00				-£24.00	CASH -£24.00

Double click on any list line to open a detailed display of the ticketed items in the bill.

Preview Select printer Print Gross total: £3,074.08 Net total: £2,578.78 Quit

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



Date Time	Employee	Ticket no.	Item	Text	Quantity	Unit price
06/08/2014 19:14:16	Manager	3052	Hair conditioner		1	£3.50
06/08/2014 19:14:16	Manager	3050	Hair gel		1	£3.50
06/08/2014 19:14:17	Manager	3000	Wash and Cut		1	£24.00
06/08/2014 19:25:40	Manager	3005	Blow Dry		1	£15.00
06/08/2014 19:25:43	Manager	3000	Wash and Cut		1	£24.00
06/08/2014 19:26:08	Manager	3050	Hair gel		1	£3.50
06/08/2014 19:26:09	Manager	3000	Wash and Cut		1	£24.00

Item Protocol

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

Item protocol

Enter search criteria and click 'View' >>> **View**

Select From date: 01/03/2014 Until date: 03/11/2014

Sorting: Date Operation Employee

The date refers to the system date Employee: All employees

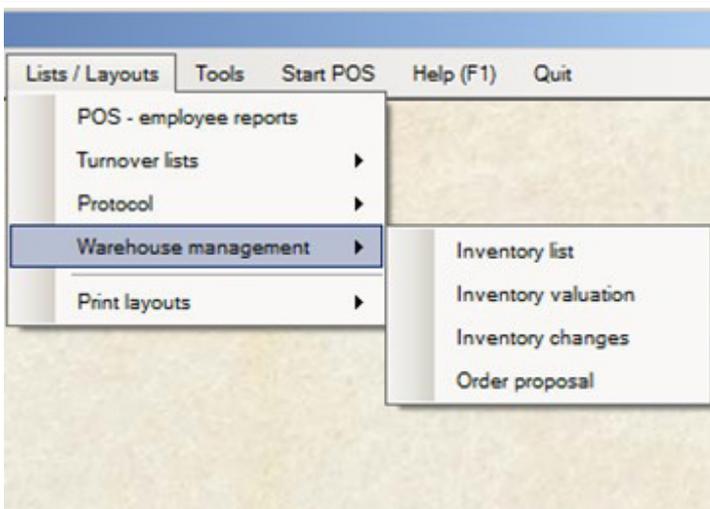
Date on terminal	Working date	Employee	Operation	Item no.	Quan...	Unit price	Description	Invoice no.
30/07/2014 21:33:34	30/07/2014	Manager	#5	2001	1.00	£35.00	Full Body Massage	30
30/07/2014 21:33:34	30/07/2014	Manager	#5	2001	1.00	-£35.00	Full Body Massage	21
30/07/2014 21:46:27	30/07/2014	Manager	#6	3000	1.00	£24.00	Wash and Cut	29
30/07/2014 21:47:58	30/07/2014	Manager	#7	3003	1.00	£11.00	Child Cut, 7-14	31
30/07/2014 21:47:58	30/07/2014	Manager	#7	3003	1.00	-£11.00	Child Cut, 7-14	24
30/07/2014 21:48:07	30/07/2014	Manager	#7	3004	1.00	£15.00	Child Cut, 14-18	31
30/07/2014 21:48:07	30/07/2014	Manager	#7	3004	1.00	-£15.00	Child Cut, 14-18	24
30/07/2014 21:48:25	30/07/2014	Manager	#7	3025	1.00	£15.00	Hair Therapy Treatment	31
30/07/2014 21:48:25	30/07/2014	Manager	#7	3025	1.00	-£15.00	Hair Therapy Treatment	24
30/07/2014 21:48:26	30/07/2014	Manager	#7	3000	1.00	£24.00	Wash and Cut	31
30/07/2014 21:48:26	30/07/2014	Manager	#7	3000	1.00	-£24.00	Wash and Cut	24
01/08/2014 13:44:02	30/07/2014	Manager	#15	3020	1.00	£35.00	Tinting Full head	7
01/08/2014 13:44:02	30/07/2014	Manager	Collective in...	3020	1.00	-£35.00	Tinting Full head	18
01/08/2014 13:44:02	30/07/2014	Manager	Collective in...	3020	1.00	£35.00	Tinting Full head	32
01/08/2014 13:44:04	30/07/2014	Manager	Collective in...	3005	1.00	-£15.00	Blow Dry	18
01/08/2014 13:44:04	30/07/2014	Manager	Collective in...	3005	1.00	£15.00	Blow Dry	32
01/08/2014 13:44:04	30/07/2014	Manager	#15	3005	1.00	£15.00	Blow Dry	7
01/08/2014 13:44:12	30/07/2014	Manager	Collective in...	4062	1.00	-£1.20	Fanta	18
01/08/2014 13:44:12	30/07/2014	Manager	#15	4062	1.00	£1.20	Fanta	7

Preview Select printer Print Quit

-0-

Warehouse Management

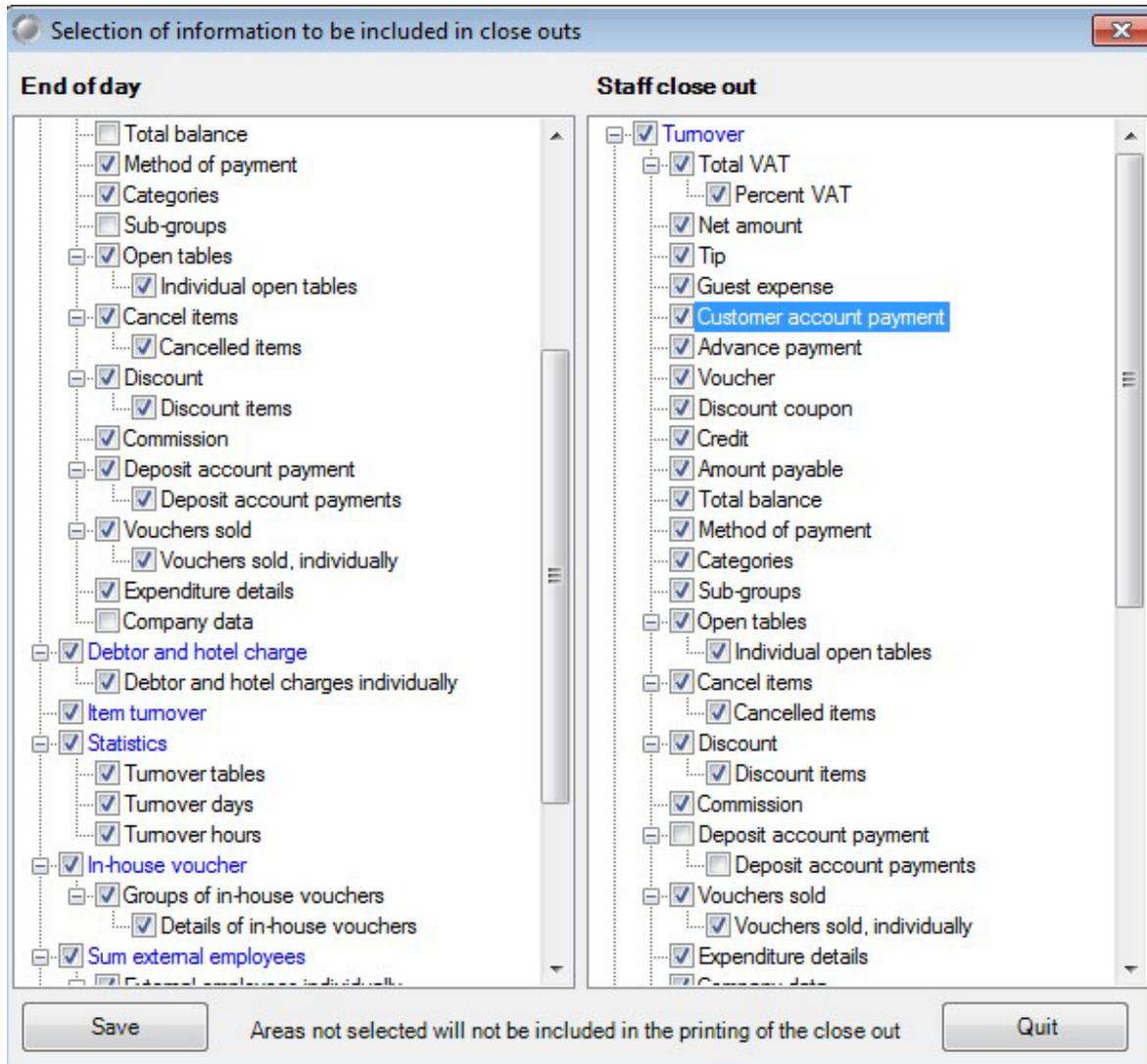
Previous Top Next



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.

-0-

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.

-0-

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

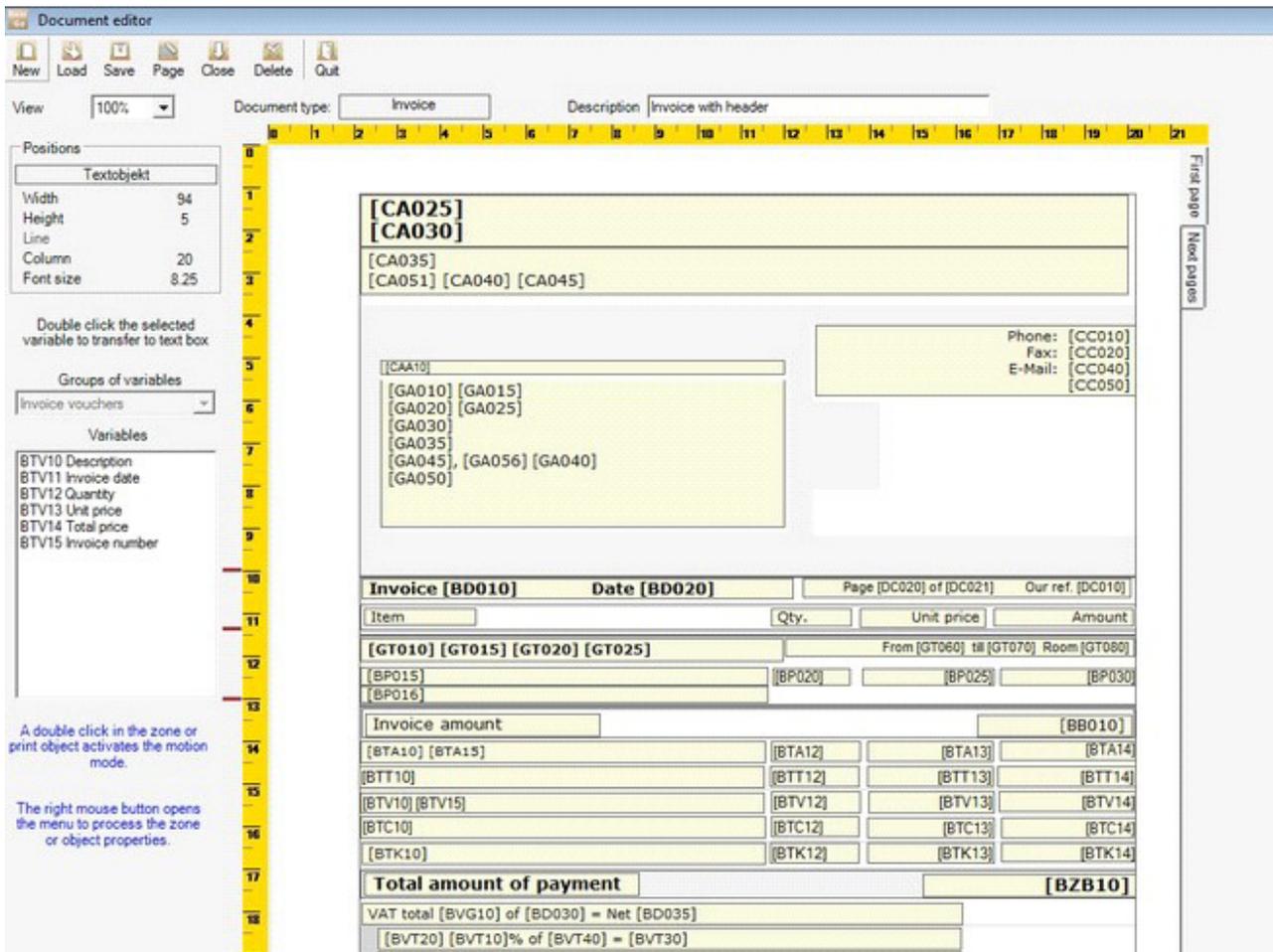
Each of these elements is always a component of the preceding element. This concerns primarily the co-ordinates top and left. Example: *If you give a printing object the position top = 0 and Left = 0, the object will be placed in the upper left corner of the printing zone.* If the position of the zone 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]																					
<table border="1"> <tr> <td>[CAA10]</td> </tr> <tr> <td>[CV010][GA010] [GA015] [GA020] [GA025] [GA030] [GA035] [GA045], [GA056] [GA040] [GA050]</td> </tr> </table>	[CAA10]	[CV010][GA010] [GA015] [GA020] [GA025] [GA030] [GA035] [GA045], [GA056] [GA040] [GA050]	<table border="1"> <tr> <td>Phone:</td> <td>[CC010]</td> </tr> <tr> <td>Fax:</td> <td>[CC020]</td> </tr> <tr> <td>E-Mail:</td> <td>[CC040] [CC050]</td> </tr> <tr> <td>Bank:</td> <td>[CB010]</td> </tr> <tr> <td>Account No:</td> <td>[CB011]</td> </tr> <tr> <td>Bank Code:</td> <td>[CB012]</td> </tr> <tr> <td>IBAN:</td> <td>[CB013]</td> </tr> <tr> <td>Tax Number:</td> <td>[CV020]</td> </tr> <tr> <td>VAT Reg. No.:</td> <td>[CV020]</td> </tr> </table>	Phone:	[CC010]	Fax:	[CC020]	E-Mail:	[CC040] [CC050]	Bank:	[CB010]	Account No:	[CB011]	Bank Code:	[CB012]	IBAN:	[CB013]	Tax Number:	[CV020]	VAT Reg. No.:	[CV020]
[CAA10]																					
[CV010][GA010] [GA015] [GA020] [GA025] [GA030] [GA035] [GA045], [GA056] [GA040] [GA050]																					
Phone:	[CC010]																				
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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.

9	
10	
11	
12	
13	
14	Invoice [BD010] Date [BD020]
15	Item
16	[GT010] [GT015] [GT020] [GT025]
17	[BP015]
18	[BP016]
19	Invoice amount
20	[BTA10] [BTA15]
21	[BTT10]
22	[BTV10] [BTV15]
23	[BTC10]
24	[BTK10]
25	Total amount of payment
26	VAT total [BVG10] of [BD030] = Net [BD035]
27	[BVT20] [BVT10]% of [BVT40] = [BVT30]
28	[BZT11] [BZT20]
29	[BZT10]
30	

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.

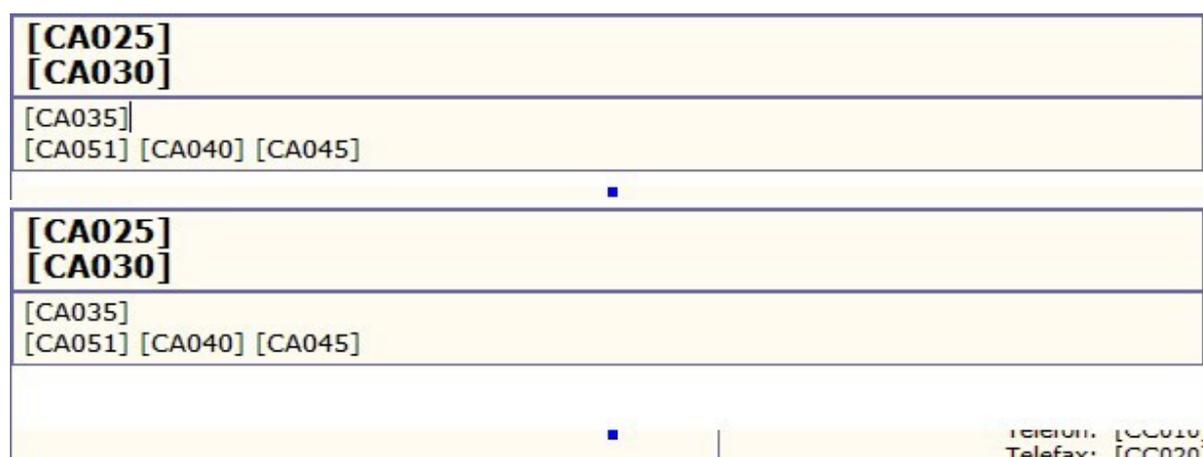
The zones with their corresponding variables depend on the type of document and are determined by the program. In the middle zone, in center and total only variables pertaining to these zones are permitted. In other zones meaningful variables are offered but the access to the other general variables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



5. Printing objects

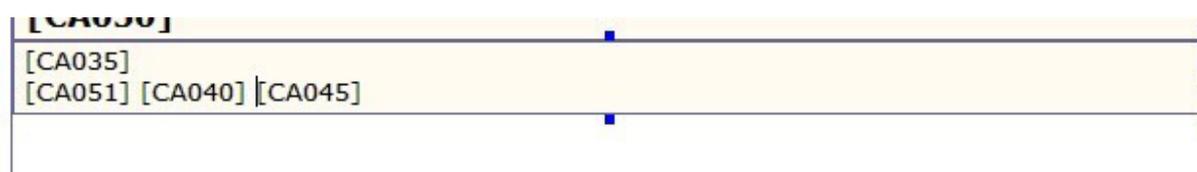
Zones have two main functions. First of all, since variables are designated to the different zones, a zone presents a user with meaningful variables while it excludes variables that do not make sense. Secondly, a zone determines a position within an area.

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.

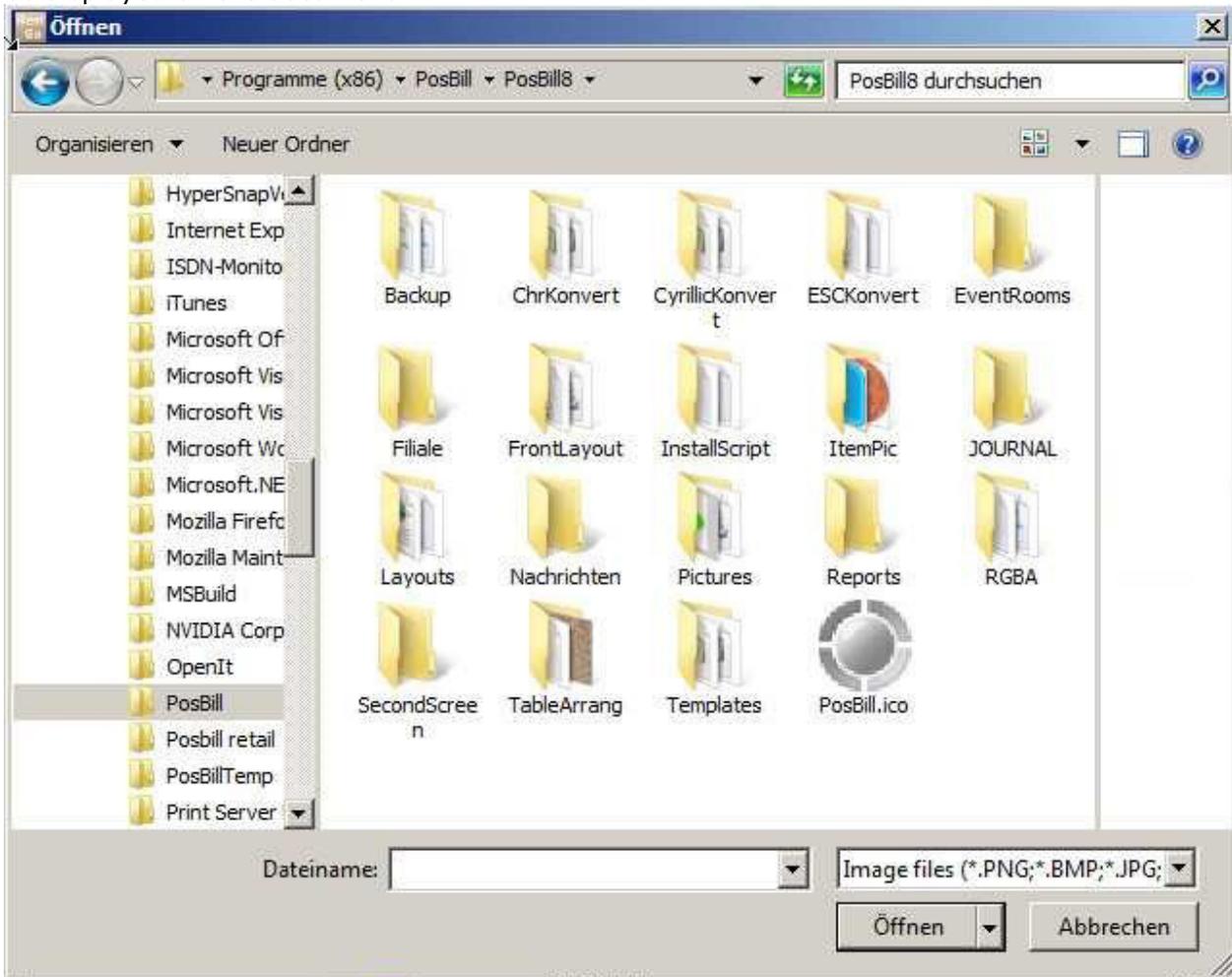
In the setting **Frame** you can enclose a zone with a frame. In text type and colour you can select the settings for the printing objects. The page break is always determined by the zone. The entire zone must fit within the page.

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.



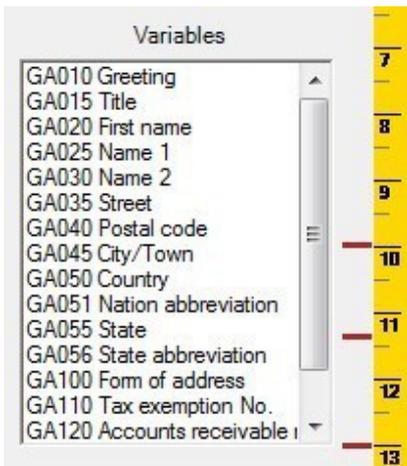


You can create a new object or insert an image by clicking on a zone with the right mouse. You can then click on create a new text object or create a new image object. When you create a new image object a new printing object appears. By clicking on it with the right mouse key you can then load an image. 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.

-0-

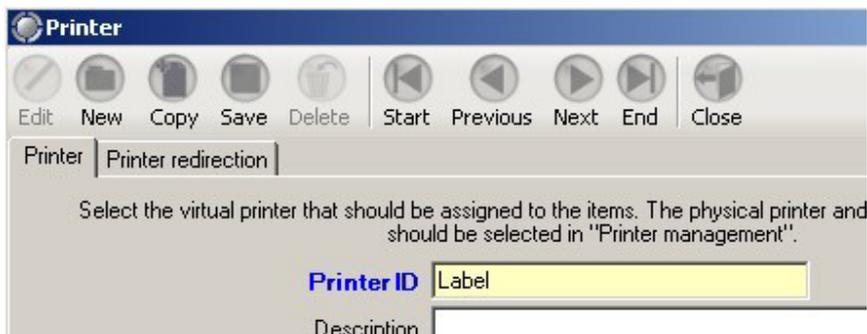
Label Printing

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.

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: [dropdown]

Cancel: [dropdown]

Dispatch ticket: [dropdown]

Receipt deposit account payment: [dropdown]

receipt advance payment: [dropdown]

Reports: [dropdown]

Receipt: [dropdown]

Running total: [dropdown]

Reprint bill: [dropdown]

Invoice credit: [dropdown]

Message: [dropdown]

Call up course: [dropdown]

Table for control characters: [dropdown] Test print Edit table for control characters

Table for character conversion: [dropdown] Test print Edit table for character conversion

Cyrillic table for character conversion: [dropdown] 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

Description

Paper format

A4 US letter

User-defined

Width

Height

Page margins

left

right

Top

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

Height

Alignment

Portrait format

Landscape format

Distance between labels

Vertical

Horizontal

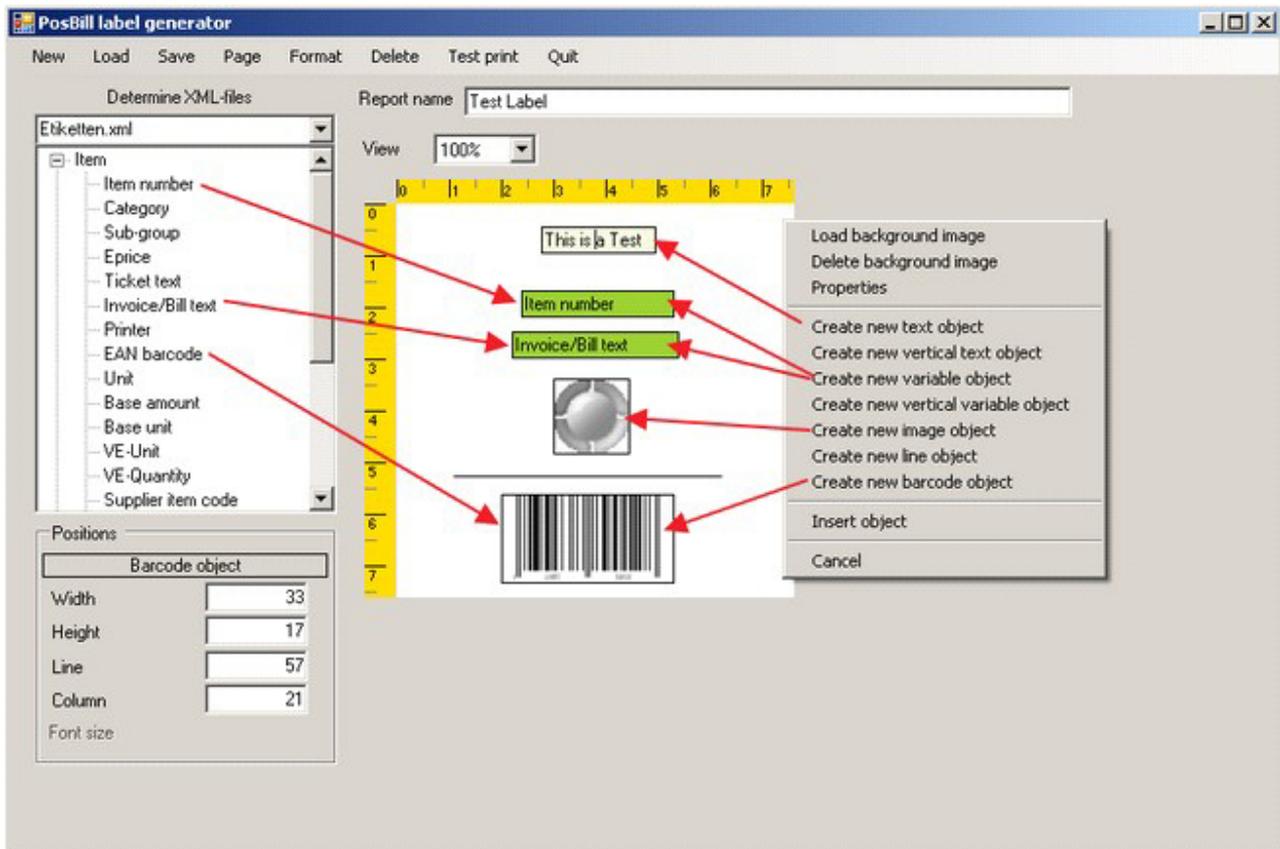
Ticket type

Enter

Cancel

In our example we have selected a label size of 76mm 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.

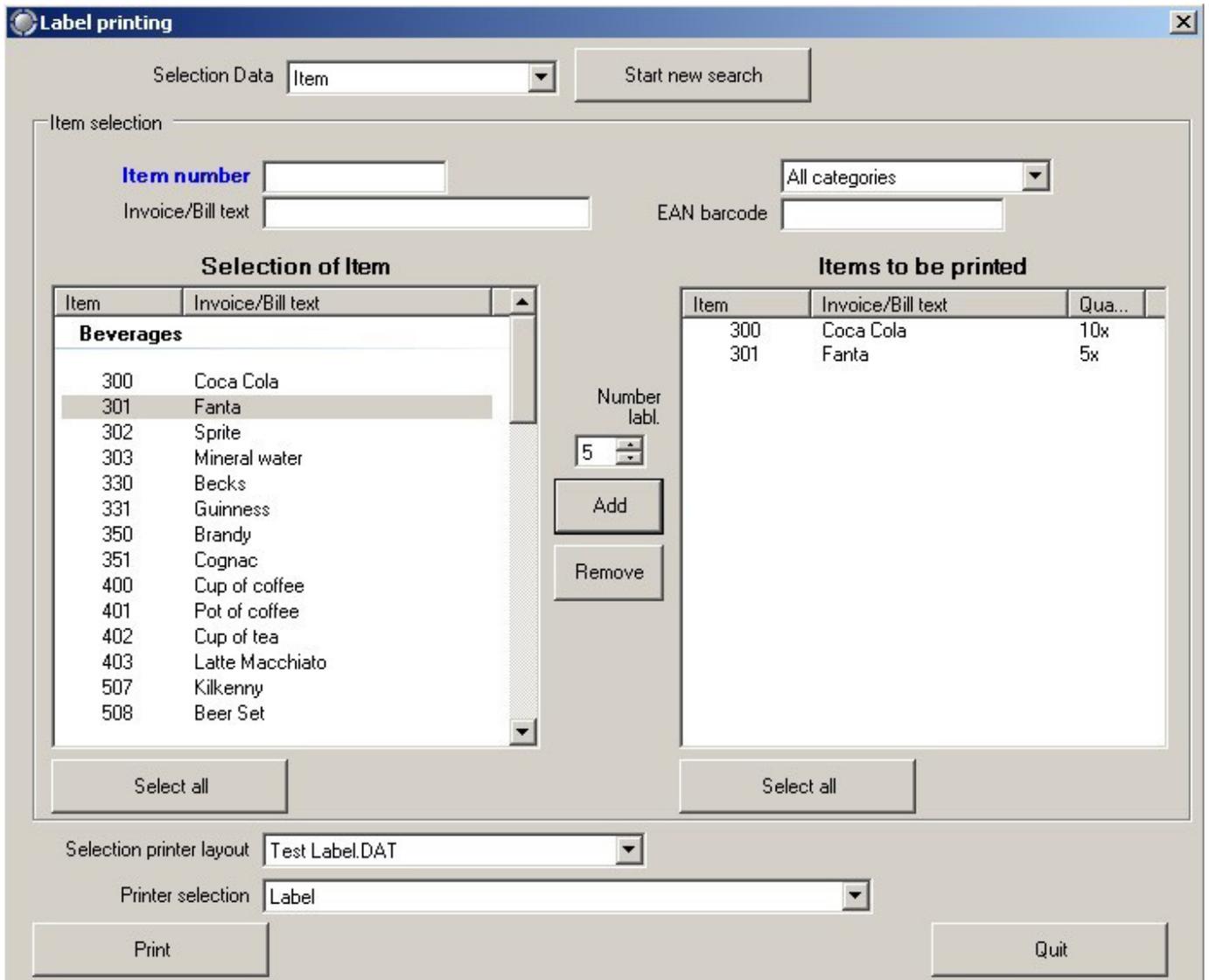
The label format that we have just created is now ready to be individually adapted.



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 while pressing 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

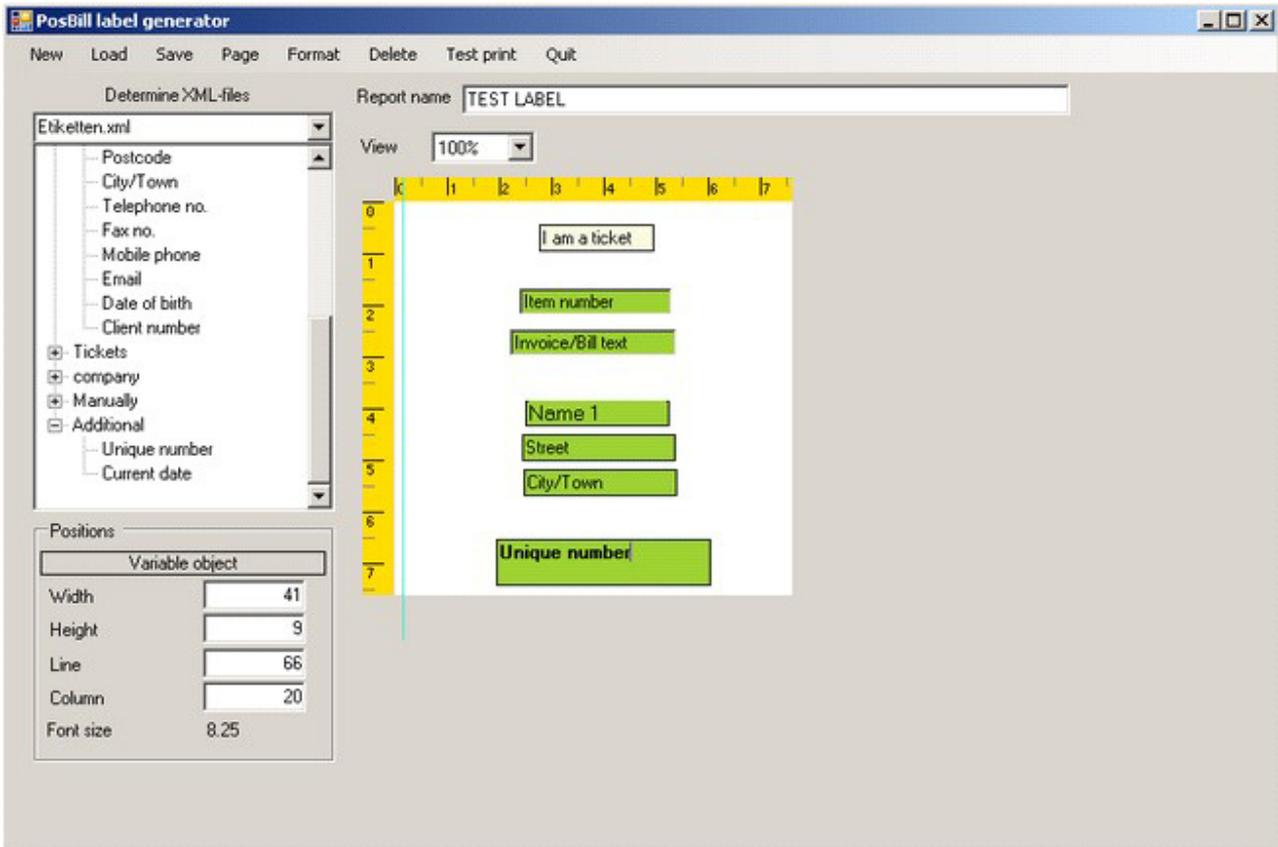
Alignment:
 Portrait format
 Landscape format

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			

-0-

Tools

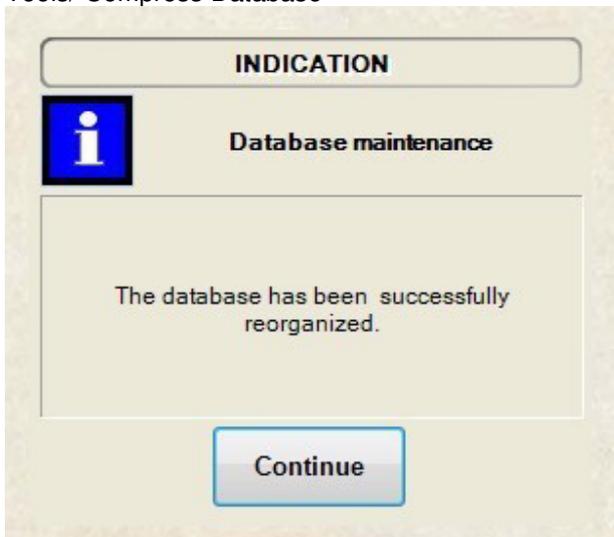
Network Lock

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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



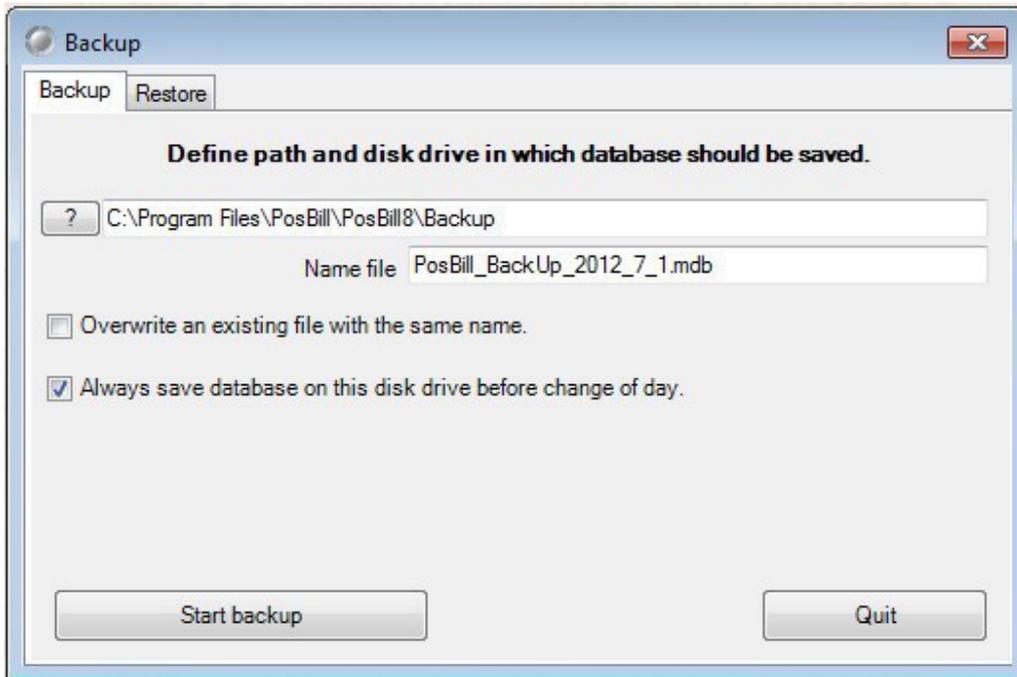
This menu item is only relevant in connection with our single-user version with Access database. By compressing a database, the size of the database is decreased. This in turn speeds up the operation of POS. In networks or with our high-end version this is not necessary since a Microsoft SQL Server 2005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

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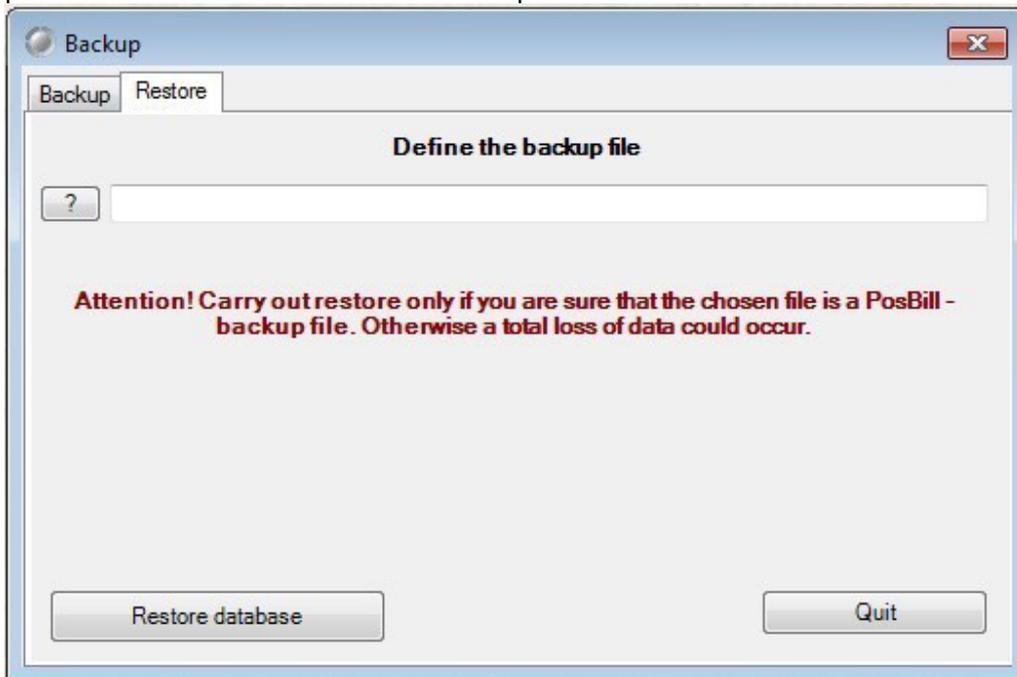
Backup and Restore

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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

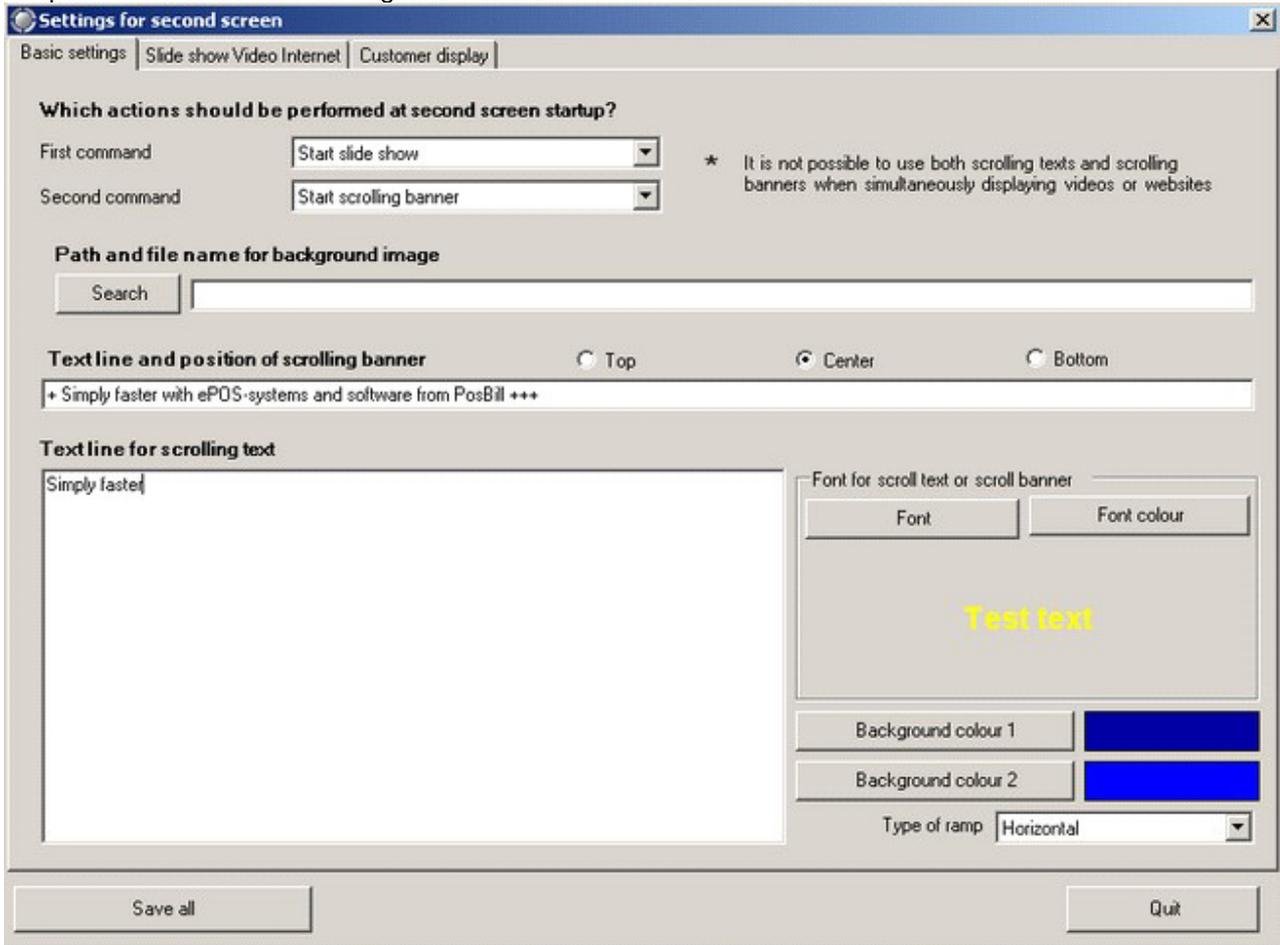
have exited all applications which access the database including printer applications and all mobile devices!!

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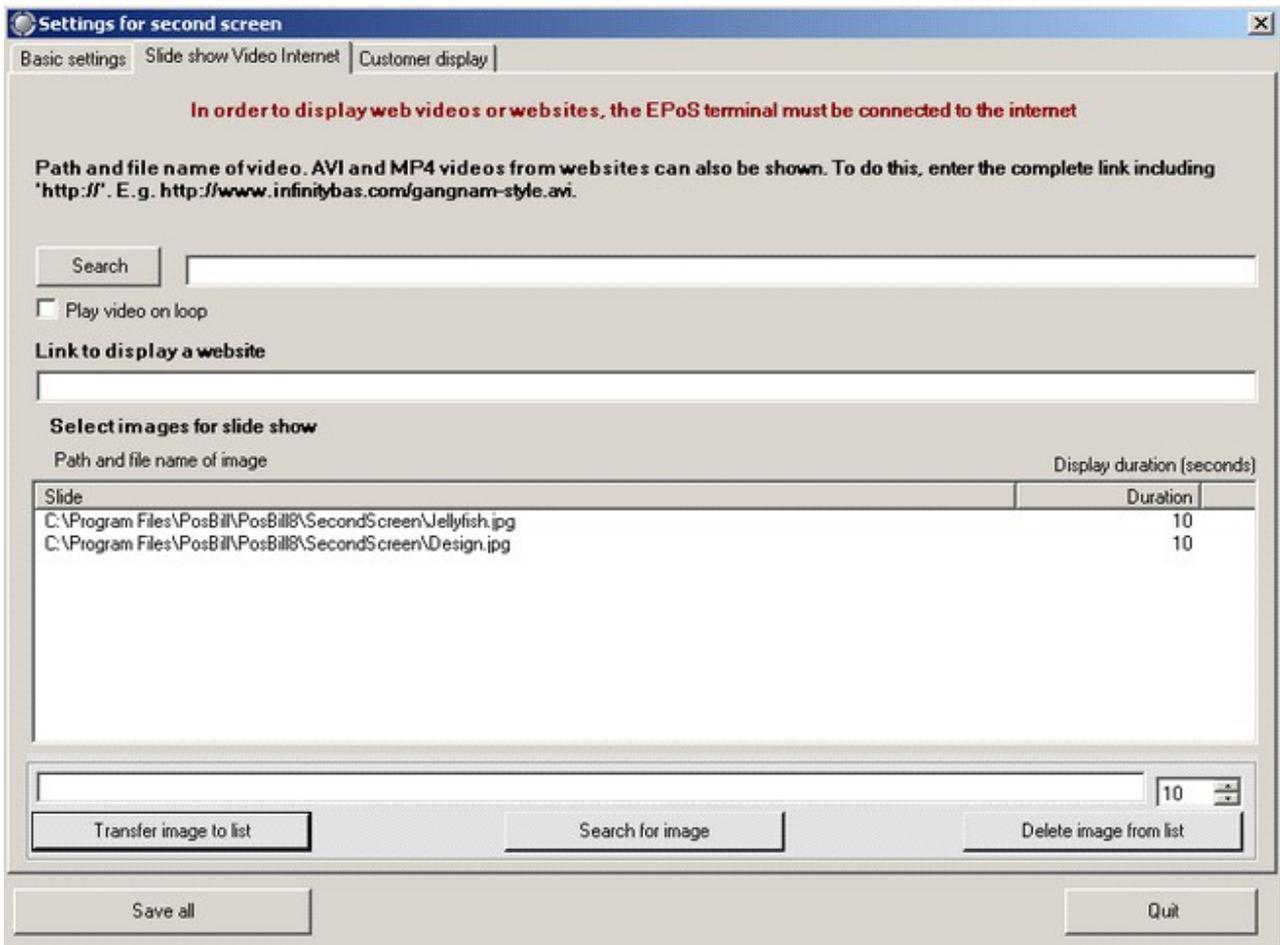
Second Screen

Backoffice / Tools / Customer display on second screen

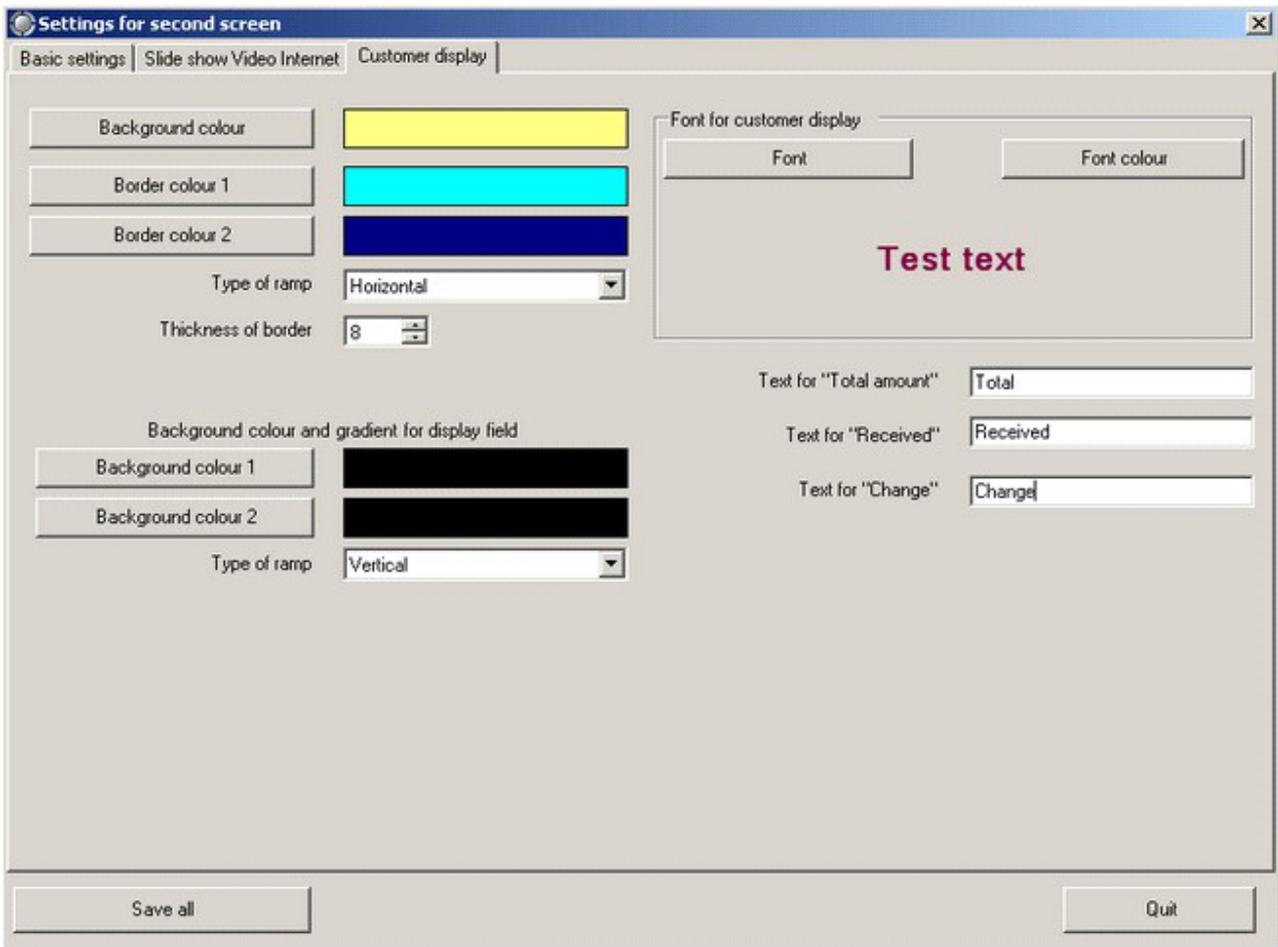
In the first tab "Basic settings" you can set up the desired type of use for the 2nd screen. In the following example we will let a series of images run as a slide show with an information ticker underneath.



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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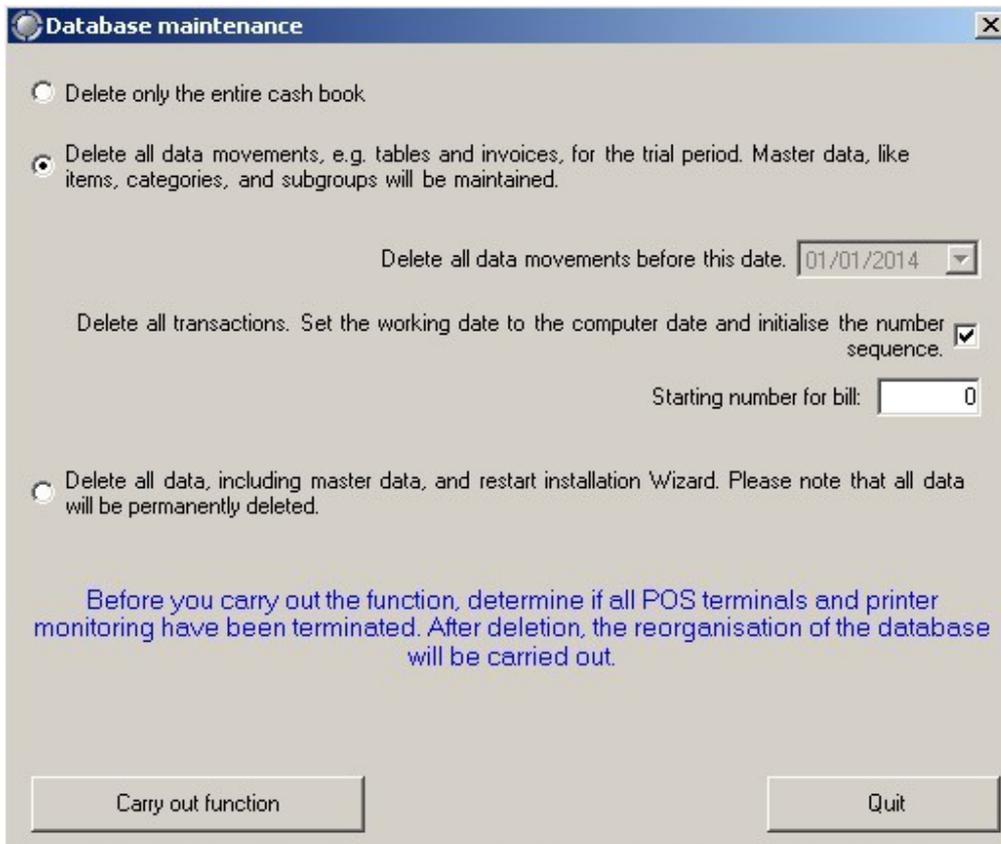
-0-

Delete Test Data

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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.

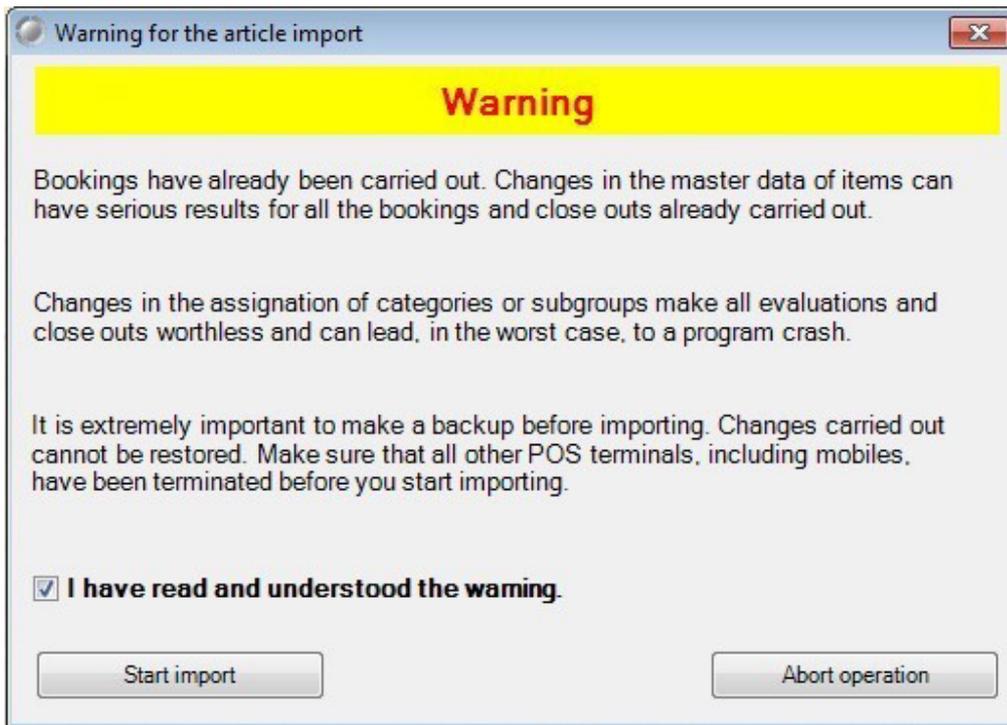
Deleting all the data requires that you set up the system from the beginning. All settings like printer settings, employee lock... are lost!!

Please observe the regulations regarding retention periods.

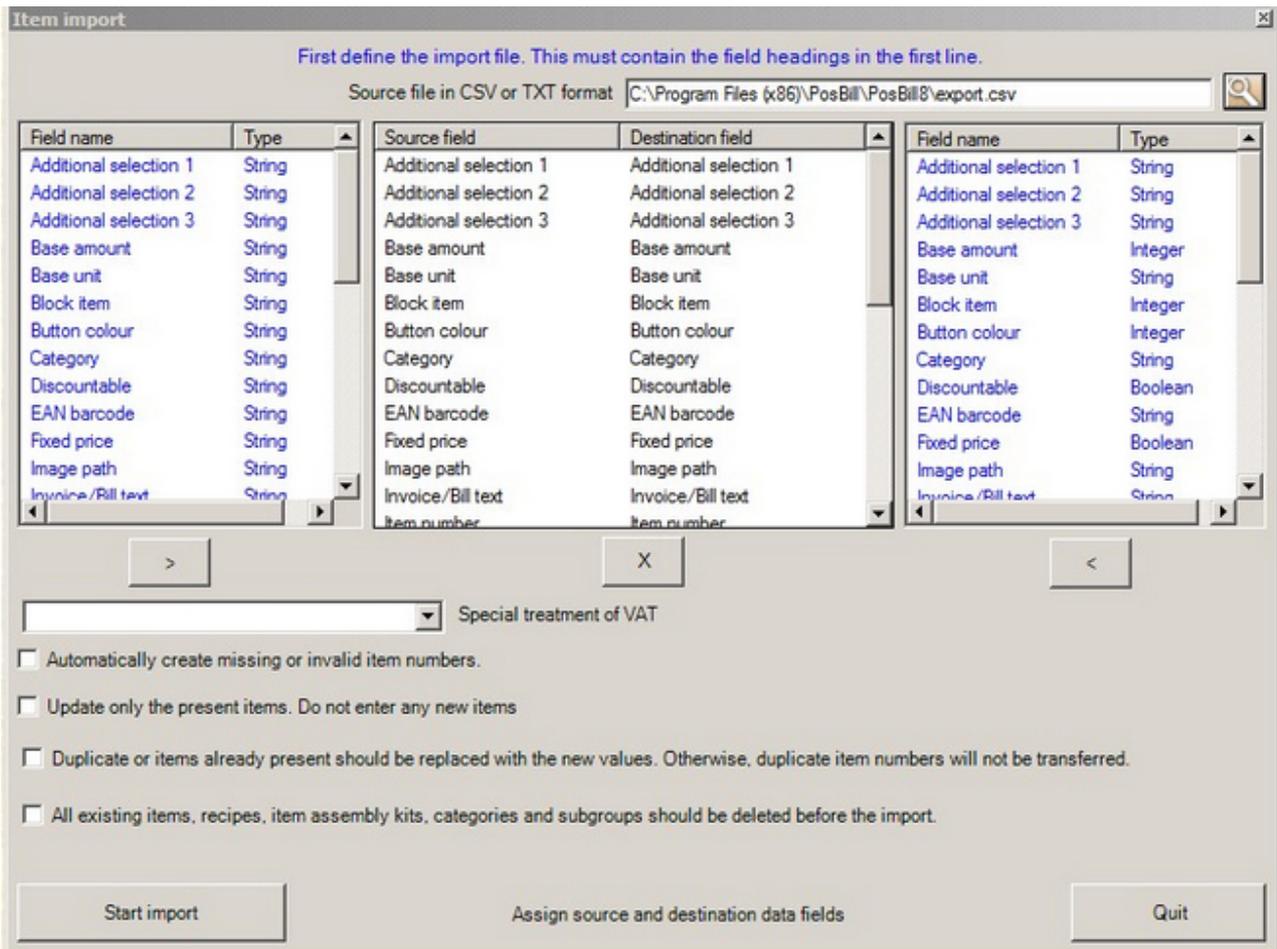
-0-

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!

-0-

Order Ticket Rolls

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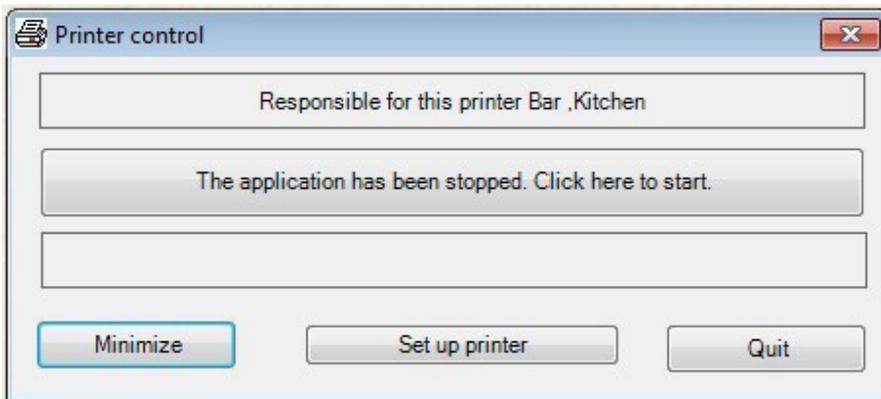
With this function you can order ticket rolls directly from us. If you have other suppliers of consumable supplies, you can enter here their data, thus making it easier for you to place an order.

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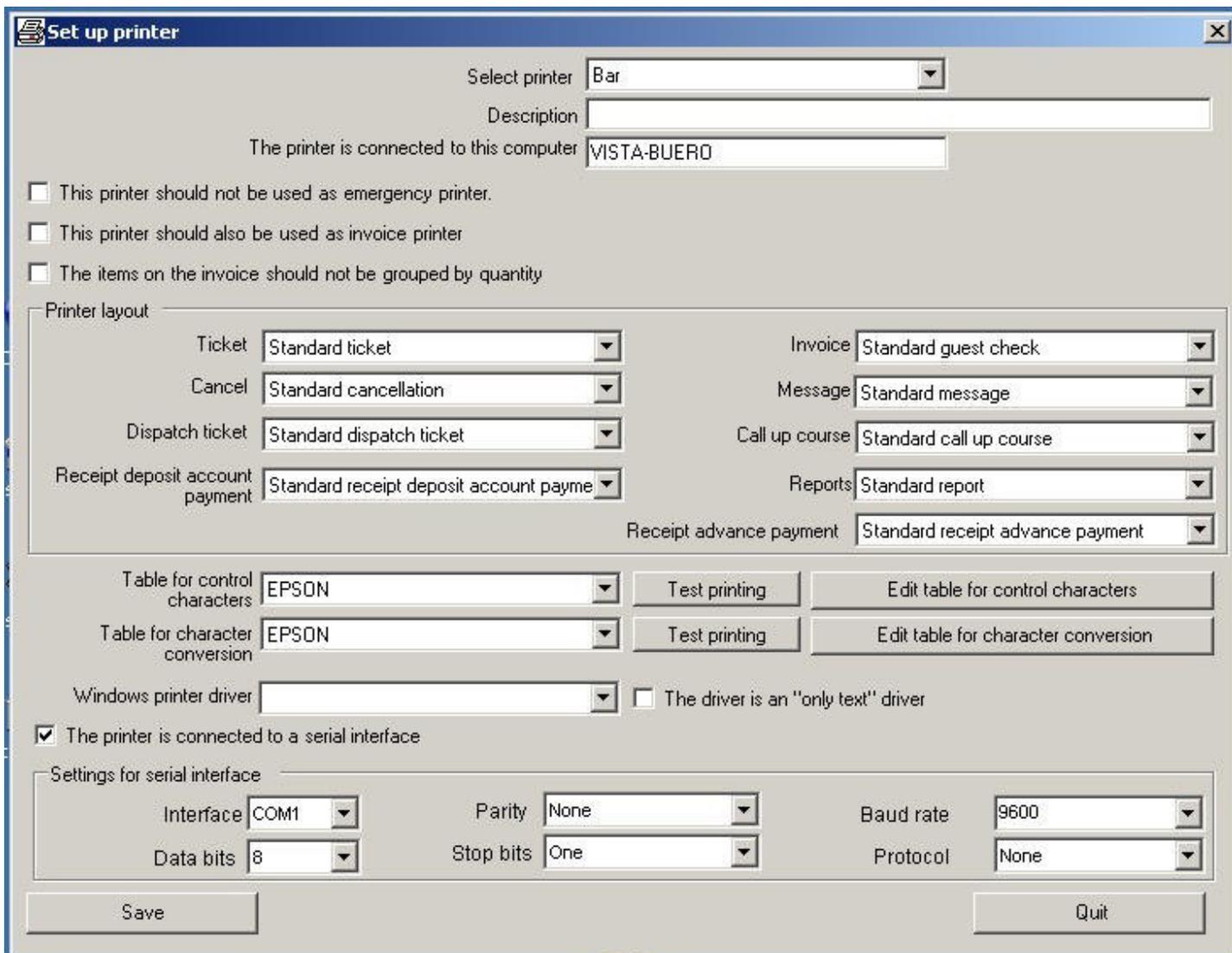
Printer Configuration

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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!!



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 19200 instead 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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Data Export

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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.

Export addresses

Field selection | Requirements | Finish

Check mark each field that should be transferred!

<input checked="" type="checkbox"/> Greeting	<input type="checkbox"/> Phone
<input checked="" type="checkbox"/> Title	<input type="checkbox"/> Fax
<input checked="" type="checkbox"/> First name	<input type="checkbox"/> Cell/mobile
<input checked="" type="checkbox"/> Name 1	<input type="checkbox"/> E-mail
<input checked="" type="checkbox"/> Name 2	<input type="checkbox"/> Web Address (URL)
<input checked="" type="checkbox"/> Street	<input type="checkbox"/> Date of birth
<input checked="" type="checkbox"/> Country	<input type="checkbox"/> Remarks
<input checked="" type="checkbox"/> Postal code	
<input checked="" type="checkbox"/> City/Town	
<input type="checkbox"/> Form of address	

Select all | Do not select any

Cancel | <- Back | Continue -> | Save

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

Export addresses

Field selection Requirements Finish

Here you can enter specifications or restrictions. For example: only guests with postal code 20000 to 40000.

Selection	Range of values	Value 1	Value 2
Postal code	Between	20000	40000
None	Equal		
None	Equal		
None	Equal		

If you wish to filter guests according to specific features, check mark the appropriate features.

VIP

Cancel <- Back Continue -> Save

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.

Export addresses

Field selection Requirements Finish

Text export Excel export

Which format should be used to save the export file?

Each address in one line with a space between the fields.
Space Tabulator (TAB)

The first line contains the column headings

Cancel <- Back Continue -> Save

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.

Item export

Check each field to be transferred

Select category: All categories

Sorting:
 Sort by item # Sort by invoice text

Text file (txt) CSV file (csv) Excel export

Which format should be used to save the export file?

The first line contains the column headings

In which text format should the data be written:
 Unicode ASCII UTF8

Cancel Select all Select none Save

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.

Which data should be exported?

Invoices Billed items Operating records Working time account

Determine the time period, the drive, the path and the file name for the file to be written.

From date: 01/07/2014 Until date: 31/07/2014

Drive and path: c:\program files (x86)\posbill\posbill8\ ?

File name: billexport_2014_7_3.csv 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

In which text format should the data be written

ASCII ANSI (1252) UTF8 Unicode

Determine date and file name!

Start export Quit

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

-0-

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

Data export financial accounting

Export Settings

Determine the date, the disk drive and the path where the file should be written.

From date: 07/01/2013 Until date: 07/01/2013

Path: c:\program files\posbill\posbill8\

File name: fbuexport_2013_01_08.csv

Overwrite an existing file with the same name.

The first line contains the heading

In which text format should the data be written

ASCII ANSI (1252) UTF8 Unicode

Last transmission: []

Invoice number from: [] Invoice number until: []

[Determine date and file name] [Start export]

[Quit]

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.

Data export financial accounting

Export Settings

Revenue accounts for groups of items

Category	Account 0%	Account 0%	Account 0%
Food	0	0	0
Drinks	0	0	0
Take Out	0	0	0
Christmas Dinner	0	0	0
Rental	0	0	0

Account number Account name

POS

Credit card

Settlement

Various customers

Optional accounts

Guest expenses

Tip

Advance payment

Vouchers

Difference due to VAT rounding - off

Summarize product group revenues in revenue accounts

Save settings

Quit

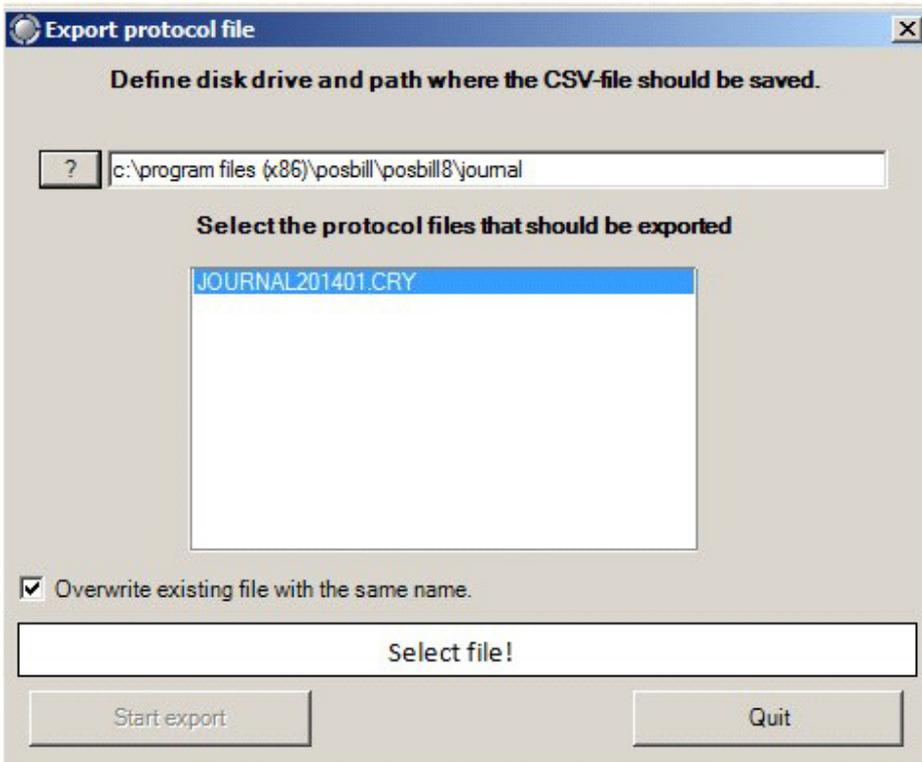
Accept line

ID or account for the VAT key in the financial accounting

1 2 3 4 5

-0-

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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HowToBuy

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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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