

P R E F A C E

The content of this book provides a broad product base for creating greater awareness and confidence when using IQ Restaurant. You will not only learn about the different features in the product, but also why certain aspects of the program form an important role in the integration of IQ Restaurant and the positive effect it has in a practical business way.

With its wide-ranging coverage and clear illustrations, this reference & training guide is excellent for anyone wishing to understand and use the IQ Restaurant system.

Although every effort has been made to keep this manual up to date, some of the screen examples may not be 100% the same as the ones reflected in the IQ Restaurant program. This is due to the continuous development of the system and the pre-printing of manuals.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the manual is inadequate or requires further explanation, or more and better examples, please feel free to contact us.

We would love to have some feedback so that we can improve the manual in some way or another.

Regards,

IQ Retail (PTY) LTD

CONTENTS

BEFORE YOU START	2
End-User License Agreement	2
Recommended System Requirements	6
Supported Operating Systems	6
Hardware Requirements	6
Supported Networking Options	7
Anti-Virus	7
Printers, Scanners And Printing	7
 INSTALLATION	 10
Downloading	10
How To Create A User Account	10
How To Log In	11
How To Start Downloading	12
Install	14
Installation	14
 SETUP	 22
Mapping A Network Drive	22
Shortcut Setup	23
Selecting A New Company	26
Selecting A Company	28
Hardware Setup	29
Printer Set Up	29
Cash Drawer Setup	35
Open Drawer String Samples	35
Pole Display Setup	36
Display String Samples	36
Company Setup	37
Company & Defaults Details	38
Company Details	38
Store Details	38
Company Logo	39
Stock Defaults	40
Sequence Numbers	40
Closing & Financial Dates	41
Tax Rates	41
Trading Defaults	43
Company Trading Default Settings	43
Weighted Scanning	45
Ledger Defaults	48
Auto Database Archive Defaults	49
Auto Database Archive Default Details	49
Company Defaults	50
Stock Holding & Sales Outlet	52
Stock Holding Details	53
Configure Tills	54
Configure Till Defaults	54
Till Settings 1	54
Till Settings 2	62
Tender Types	66
User Setup	69
Personal Details	70
Contract Details	73
Limitations_1	74
Limitations_2	107
Limitations_3	144
Performance Details	148

Employment Details	150
Limitations_4	152
Waitron Setup Selection Options	158
Formats Parameter	161
Order Slip Layout	163
Order Docket Header And Footer	163
Line Details Format	163
Printing & Processing Details	164
Slip Details & Restrictions	164
Printing Details (A)	165
Printing Details (B)	171
Processing Details (A)	176
Processing Details (B)	191
Slip Image Details	197
Pole Display Messages	197
Foreign Currency Setup	198
Foreign Currency Selection Details	199
DEBTORS	204
What Is A Debtor?	204
Important Notes	204
Entering Opening Balances	204
Entering Negative (Credit) Balances	205
Allocating Opening Balances To The Ledger	205
Debtors Postings To The General Ledger	205
Posting Stock Invoices	205
Posting Payments	206
Debtors Maintenance	207
Capturing Debtor Details	208
Amending Debtor Details	211
Deleting A Debtor	211
Journal Processing	211
Important Notes	211
Entering The Journal Processing Transactions	212
How To Allocate	215
Debtors Enquiries	218
Debtors Enquiries Details	218
Debtors Reporting (Age Analysis)	221
Selection Criteria & Filtering	221
Available Report Types	222
Filtering Explained	225
Transaction Types	228
Entering A New Posting Type	228
Deleting A Transaction Type	229
End Of Month	230
Purpose Of Month End	230
When To Run Month End	230
Backups	231
Reports To Print	231
Running End Of Month	232
CREDITORS	236
What Is A Creditor	236
Important Notes	236
Entering Opening Balances	236
Entering Negative (Debit) Balances	237
Creditor Maintenance	238
Capturing Debtor Details	239
Amending Creditors Details	241
Deleting A Creditors	241

Journal Processing	242
Important Notes	242
Posting To "Open Item" Accounts	242
Postings That Involve Stock Items	242
Correcting A Typing Error	242
Entering The Journal Processing Transactions	243
Creditors Enquiries	248
Creditors Enquiries Details	248
Creditor Age Analysis	251
Available Report Types	251
Selection Criteria & Filtering	251
Filtering Explained	255
Transaction Types	257
Deleting A Transaction Type	258
End Of Month	259
Purpose Of Month End	259
When To Run Month End	259
Backups	260
Reports To Print	260
Running End Of Month	261
STOCK	265
Stock Control Setup	265
The Following Topics That Will Be Covered In Detail:	265
Stock Holding & Sales Outlet Setup	265
Setting-Up A Stock Holding & Sales Outlet	269
Group Setup	269
Creating A Group	270
Department Setup	270
Creating A Department	271
Stock Items Maintenance	272
Add Stock – Item Details	272
Capturing Stock – Ledger Accounts Details	277
Stock Holding Association	278
Ordering Details	278
Menu Pricing Details	280
Editing A Stock Item	281
Deleting A Stock Item	281
Stock Enquiries	281
Current Transactions	282
Historical Transactions	283
Stock Movement	283
Report To Items	284
Stock Holding Monthly Recon	285
Stock Holding Daily Recon	285
Stock Holding Totals	286
Recipe Link	286
Item Links	287
Menu Link Details	288
Menu Pricing	288
Stock & Sales Item Setup	289
Examples Of Stock Items	289
Recipes	315
Recipe Maintenance Detail	316
Purchasing (Creditor Goods Receiving)	322
Grv Item Details	323
Recipe Pre-Manufacturing	327
Issuing & Receiving	328
Debtors Invoicing	330
Entering Customer Details	330
Entering Invoice Item Information	331

Debtors Credit Notes	334
Credit Note Editing	334
Creditors Goods Returned	336
General Ledger Allocations	336
Sales Orders	337
What Is A Sales Order	337
Order Detail	338
Creating Sales Orders	339
Account Details	339
Sales Order Details	339
Sales Order Item Detail	340
Sales Order Report Details	344
Purchase Orders	346
What Is A Purchase Order	346
Purchase Order Detail	346
Creating Purchase Orders	347
Account Details	347
Purchase Order Details	348
Purchase Order Item Detail	349
Sequence	350
Purchase Order Report Details	352
Recipes	354
Recipe Maintenance Detail	354
Stock Management Reports	356
Report Types	356
Sales & Purchased By Group	358
Product Sales & Purchased Analysis	360
12 Month Sales & Purchased Analysis	362
Re-Order Report	363
Audit Report	365
Stock Item List Report	366
Stock Holding Reports	368
Stock Holding Reconciliation Audit	368
Stock Holding Variance Analysis	370
Stock Holding Movement Analysis	371
Stock Holding Value Analysis	374
Stock Labels	375
Sales By Debtor	378
Stock Control	382
Bulk & Portion Control Maintenance	382
Portion Details	383
Stock Holding Transfers	384
Stock Usage & Prep Estimates	385
Stock Usage & Prep Estimates Details	385
Usage & Prep Estimates Selection Details	386
End Of Day Stock Count Only	387
End Of Day Selection Details	388
Stock Adjustments	390
General Ledger Allocations	391
Stock Holding Daily Issues & Count	392
Linked Item Setup	395
Branch Processing	397
Transfer Out	397
Stock On Hand & Adjustment Accounts	398
General Ledger Allocations	399
Transfer In	399
Transfer Details	399
End Of Month	401
Purpose Of Month End	401
When To Run Month End	401
Backups	402

MENU DESIGN	408
Menu Design Details	408
Menu Item Editing	409
Cascading Menu Setup Example	411
Category Maintenance	413
Menu Category Details	414
Instruction Setup	414
Menu Instruction Edit	415
Modifier Setup	416
Modifiers Detail Edit	417
Stock Maintenance	418
Add Details	418
Recipes	422
Menu Preview	423
Define Promotions	424
Promotion Item Details	425
Rules & Conditions Details	425
Menu Report	427
Menu Setup	428
Menu Item Detail	429
Menu Items Rules (A)	431
Menu Items Rules (B)	433
Location Pricing	434
Menu Pricing	435
TILL MANAGEMENT	438
Day End Procedures	438
Here's A List Of The Day End Procedure	438
End Of Day Drawing	439
Waitron Shift Close	440
Payouts	442
Till Cash-Up	443
Point Of Sale Reports	445
Report Types	447
Stock Control	448
Till Close	450
End Of Day	451
Waitron Clock Out	453
Re-Open Tables	454
Table Floor Layout	455
Table Area Setup	456
Table Area Details	457
Table Details Setup	457
Table Details	458
Table Floor Layout Details	459
View Open Tables	460
Price Changes	461
Change System Date & Time	462
Monthly - Month End Procedures	463
Month End Details	463
End Of Month Procedure Drawing	465
POINT OF SALE	468
Getting Started	468
Setup Procedures	468
Daily Point Of Sale Procedures	468
Tables	469
Table Amendment Details	470
Table Order Details	471
Place Order	491

Open C/Drawer	491
Table Orders Amendment Details	491
Discount Tendering Media	494
Discount Media Details	494
Table Options	495
Pay	495
Table Transfer	499
Split Bill	501
Alter Details	502
Table Detail Alterations	503
Item Transfer	504
Quick Sale	505
Cash Sales	505
Take-Aways	506
Take Aways Details	507
Table Reservations	513
Table Reservation Details	514
Table Reservation Amendment Details	515
Table Payments	517
Table Payment Details	517
Payouts	531
Payouts Details	533
Account Details	533
Payout Details	533
Payout Reversal	535
Payout Audit Reports	536
Refunds	536
Refunds	537
Account Payments	540
Till Management	543
Room & Reservations	543
CUSTOMER & LOYALTY SETUP	546
Customer Loyalty Maintenance	546
Customer Amendment Details	547
Contact Details	548
Personal Details	549
Loyalty Card Details	549
How To Allocate Loyalty Points	550
Menu Design	551
How To Accumulate Points Or Commissions.	552
Point & Redeemed Details	555
Sales Audit	556
How To View Redeemed Transactions	559
Commission Matrix	560
Customer Reporting	564
Summary Report Type	566
Summarized With Transactions Report Type	567
ROOM & RESERVATION MANAGER	570
Room Maintenance	570
Accommodation Type Details	571
Rates Maintenance	572
Season Rates Maintenance	574
Room Maintenance	575
Room Detail	575
Guest Details	576
Comments	583
Transaction Details	585
Booking Details	589

Reservation Maintenance	590
Customer Details	591
Booking Details	592
Booking Maintenance Details	593
Transaction Processing (Room Invoice)	597
Room Details	597
Room Analysis	600
Summary Report	601
Detail Report	601
Room & Transaction Listing	602
Other	602
Transaction Audit	603
Transaction Audit Details	603
Reservation Audit	605
Reservation Audit Details	605
Reservation Audit Summarized	606
Reservation Audit Detail Report	607
Room History	607
Customer Loyalty Maintenance	608
GENERAL LEDGER	610
Important Notes	610
What Is The General Ledger	610
Ledger Uses Batch Processing	610
Maximum Amount Of Ledger Periods Allowed	610
What Happens At Year End	610
Setting Up The General Ledger	611
Ledger & Expense Maintenance	611
Ledger Maintenance	612
Print	613
Design	613
Sequence	613
View Details	614
Selection Details	615
How To Add A Ledger Account	615
Account Details	616
How To Edit A Ledger Account	618
Expense Item Maintenance	619
How To Add A New Expenses Item	620
Expense / Non Item Details	620
Ledger Account & Cost Center Analysis	621
Ledger Account & Cost Center Reporting	622
Ledger Account & Cost Center Reporting Selection Details	623
Report Type	624
Journal Postings	625
Creating & Processing A Journal Batch	625
Entering Journal Details	626
Journal Details	626
Notes	627
Design	627
Restore Dates	627
Processing The Batch	627
Load A Recurring Batch	627
Save A Recurring Batch	628
Print A Current Batch	629
Delete A Current Batch	629
Posting Cashbook Transactions (Cheques & Deposits)	630
Posting Creditor / Debtor Payments	631
Posting Creditor / Debtor Reversals	631
Entering Cashbook Details	631

Entering Cashbook Details	631
Cashbook Posting Detail Selections	633
UTILITIES	638
Zero All Values	638
Backups & Restore	639
Restore Default Reports	640
Change System Date	641
Company Maintenance	643
Selecting A Company	643
Creating A New Company	643
Delete A Company	643
Database Maintenance	644
Database Verification	644
Database Verification Selection Details	645
Stock Holding Clear	646
Till Achieve Clear	646
Debtors Transaction Achieve Clear	646
Creditors Transaction Achieve Clear	646
Stock Transaction Achieve Clear	646
Room Archive Clear	647
Debtors & Creditors Balance Recalc	647
Till Table Details Viewing	648
Third Party Loyalty Interface	650
How To Activate The Maxisoft	651
Send Email	653
Email Details	653
File Attachment Details	654
File Details	654
Registration	655
REPORTS	658
Point Of Sale Reports	658
X-Report & Tender Reports	659
X- Report	659
Daily Till Cash-Up Summary Report	661
Slip Reprint	663
Store Document Details	663
Waitron Audit	666
Tale Audit	667
Summarized Weekly & Monthly X-Report	668
Monthly Tender Media Summary Report	670
Trading Reports	671
Yearly & Weekly Summary Report	671
Monthly Tender Media Summary Report	673
Hourly Sales Report	674
Ledger Account & Cost Center Analysis	675
Payout Audit Report	677
Monthly Forex Tender Summary Report	678
Foreign Currency Summary Report	680
Staff & Waitron Reports	681
Shift Totals	682
Waitron Statistics	682
Staff & Waitron Listing	683
Sales & Performance Analysis	683
Time & Attendance Analysis	685
Tax Report	687
Preview Tax Report	687
Menu Report	689
Menu Report Amendment Details	689

Report And Docket Samples	691
X-Report	691
Order	693
SYSTEM INTEGRATION	696
This Is The List Of The Integration Processes:	696
Stock Invoicing Integration	697
Stock Credit Note Integration	698
Stock Goods Receiving Integration	699
Stock Returned Goods Integration	700
Stock Adjustment Integration	701
GENERAL ACCOUNTING TERMS AND CONCEPTS	704
Basic Terms And Concepts	704
Debits And Credits	704
Assets And Liabilities	705
Owners' Equity	706
Income And Expenses	706
Income Accounts	706
General Ledger Fundamentals	707
Subledgers And The General Ledger	707
Components Of The Accounting System	708
Income Statements	709
Balance Sheets	710
Depreciation	712
Amortization	712
Inventory Accounting	713
Weighted Average	713
First In/First Out (Fifo)	713
Last In/First Out (Lifo)	713
Useful Accounting Formulas	714
Working Capital To Total Assets	715
Receivables Turnover	715
Inventory Turnover	715
Times Interest Earned	715
Sales To Operational Assets	715
Return On Total Assets	715
Return On Equity	715
Investment Turnover	716
Financial Leverage	716
PRINTER AND CASH DRAWER STRINGS	718
Printer Strings	718
Cash Drawer Kick Strings	718
Connected Direct To Printer	718
Serial Or Comm Connected	718
Dos Printing Font Size Strings	718
INDEX	719

BEFORE YOU START



CHAPTER 1

BEFORE YOU START

END-USER LICENSE AGREEMENT

1. INTRODUCTION

- 1.1. This End-user License Agreement ("the agreement") is available on the website www.IQRetail.co.za where the program is purchased online or packaged with the program and its documentation so that you may read it before downloading the program online or opening the sealed diskette package.
- 1.2. If you commence with downloading the program via the internet; open the diskette package, or if the envelope seal is tampered with, or you continue with the installation, IQ Retail (Pty) Ltd will assume you have read and agree to the terms and conditions of the agreement.
- 1.3. If you are NOT in agreement with any terms or conditions contained in the agreement, return the unopened package to the Seller from which you have purchased it for a refund of the purchase price less a small handling charge.

2. DEFINITIONS

- 2.1. "IQ Retail" shall mean IQ Retail (Proprietary) Limited, First Floor, Rhino House, 23 Quantum Road, Technopark, Stellenbosch, 7600, the legal distributor of the program.
- 2.2. "The USER" shall mean the original purchaser, either an individual, company or other legally constituted entity.
- 2.3. "PROGRAM" shall mean the software and related manuals and materials supplied in this package.
- 2.4. "COMPUTER" shall mean the single computer on which these programs are used.
- 2.5. "LICENSE" shall mean this agreement and the rights and obligations created hereunder by the local copyright laws.
- 2.6. "IQ RETAIL SYSTEMS LIBRARY" shall mean IQ Retail programs other than the programs supplied with this package.
- 2.7. "NETWORK MODULES" shall mean "program" designed for a single Local Area Network System with multiple workstations.
- 2.8. "SITE LICENSE" shall mean licensing rights for multiple single-user computers belonging to one individual, company, or other legally constituted entity.

3. LICENSE

- 3.1. IQ Retail grants to the USER the right to use this copy of the PROGRAM on a single COMPUTER at a single location as long as the USER complies with the terms of the agreement.
- 3.2. IQ Retail reserves the right to terminate the agreement if the USER violates any provision of the agreement and, in the event of such termination, IQ Retail would no longer provide any assistance or support to the USER under any circumstances.
- 3.3. The copyright in the PROGRAM is the sole and exclusive property of IQ Retail.

- 3.4. The User's ownership is limited to the cd(s) purchased and the usage of the software.
 - 3.5. The USER agrees to make no more than two (2) copies of the software for archival purposes and further agrees to label the copies with all the information included on the original cd label(s).
 - 3.6. In the event that the USER uses the PROGRAM simultaneously on more than one (1) COMPUTER, the USER agree, on request from IQ Retail, to pay for the additional USER copies.
4. By installing the software, the USER subscribes to and agrees to the terms of the agreement.

5. NETWORK MODULE

- 5.1. As an exception to clause 3, NETWORK MODULE USERS are granted the right to load the PROGRAM files from the file server of the network and run these files on any workstation attached to the file server subject to the number of workstation limitations, if any, as may be detailed in the documentation accompanying the program.

6. MULTIPLE SITE LICENSE

- 6.1. As an exception to clause 3, MULTIPLE SITE LICENSEES are granted the right to run PROGRAMS on more than 1 (one) COMPUTER, Network or Multi-user System at the same or different physical locations, subject to written permission by IQ Retail as to costs or charges and limitations as permitted by IQ Retail.

7. TRANSFER AND REPRODUCTION

- 7.1. The USER agrees to take all reasonable steps and to exercise due diligence to protect the PROGRAM from unauthorized reproduction, publication, disclosure and distribution.
- 7.2. Unauthorized transfer and /or reproduction of these materials may be a crime, subjecting the USER to civil and criminal prosecution.
- 7.3. The USER may not transfer, rent, lease or sell any copy of the PROGRAM to any other person without the prior written consent of IQ Retail.
- 7.4. IQ Retail reserves the right to revoke this LICENSE and/or to seek any other legal remedies to which it is entitled should these conditions be violated.

8. ANNUAL RENEWABLE LICENSE FEES

- 8.1. The USER acknowledges and agrees that certain programs acquired from IQ Retail may be subject to an annual renewable license fee, as per schedules published by IQ Retail from time to time, covering tax, program, within version, and other update services deemed necessary by IQ Retail.
- 8.2. The USER further agrees that should such annual license fee remain in arrears for longer than 1 (one) calendar month after due date, IQ Retail has the irrevocable right to prevent the USER having access to any or all of the functions of the program until such time as such arrear license payment has been settled together with any penalties which may accrue due to the User's late payment of the annual renewable license.
- 8.3. IQ Retail reserves the right to revoke the User's license, should payment not be received timeously.

9. LIMITATION OF LIABILITY AND WARRANTY

- 9.1. Subject to any applicable law, the PROGRAM is sold as is without warranty as to performance, merchantability or fitness for any particular purpose. Given the nature and complexity of the program, we cannot warrant that the program is completely free from defects. Should any defect be discovered in the program we shall not be liable to remedy such defect.

- 9.2. Subject to any applicable law, the entire risk as to the results and performance of this program is assumed by the USER.
- 9.3. Subject to any applicable law, IQ Retail makes no warranty against material that has been lost, stolen or damaged by accident, misuse, or unauthorized modification.
- 9.4. Subject to any applicable law, IQ Retail makes no other warranty, express or implied, to the USER or any other entity or person. Specifically, IQ Retail makes no warranty that the software is fit for a particular purpose or free of defects.
- 9.5. Subject to any applicable law, IQ Retail will not be liable for special, incidental, consequential, indirect or other similar damages, even if IQ Retail or IQ Retail's Agent has been advised of the possibility of such damages. This means IQ Retail is not responsible or liable for damages or costs incurred as a result of loss of time, loss of data, loss of profits or revenue, or loss of use of the software, or data or software created by the software, or any other losses. In addition IQ Retail is not responsible or liable for damages or costs incurred in connection with obtaining substitute software, claims by others, inconvenience, or similar costs.
- 9.6. Subject to any applicable law, under no event or circumstances will IQ Retail's liability for any damages to customer or any other entity or person ever exceed the price paid for the license to use the software, regardless of any form of the claim.

10. VIRUS DISCLAIMER

- 10.1. While every Endeavour is made by IQ Retail to check cd(s) dispatched or files made available for download, for virus programs, liability is hereby specifically excluded for any costs or damages that may be incurred by the USER as a result of installing a cd supplied or files made available for download, by IQ Retail which contains, or is alleged to contain, a virus program.
- 10.2. It is the sole responsibility of the USER to check all cd (s) and files supplied by IQ Retail with up-to-date anti-virus programs to ensure that those disks and files are free of viruses. IQ Retail's liability is expressly limited to replacement of cd(s) and files supplied, proved by the USER to have contained a virus program.

11. MISCELLANEOUS

- 11.1. IQ Retail maintains a policy of on-going updates and product improvement. Provided the USER has paid the necessary annual license or support contract fees, IQ Retail shall provide the USER with either copies of updates material or notification of availability and price schedules where appropriate.
- 11.2. The PROGRAM specification and features are subject to change without notice.
- 11.3. In the event legal action is brought by either the USER or IQ Retail to enforce the terms of this agreement the prevailing party shall be entitled to recover reasonable attorneys' fees and expenses in addition to any other relief deemed appropriate by the court.
- 11.4. This agreement shall represent the only agreement between the USER and IQ Retail and it may not be modified by the representation of anyone unless a written amendment has been signed by a duly authorized officer of IQ Retail.
- 11.5. No variations of any of these terms and conditions are valid if not confirmed in writing by IQ Retail (Pty) Ltd or its authorised representative.

11.6. In the event of any one or more of the terms and conditions in the agreement being unenforceable, such term(s) will be removed from the agreement and the rest of the terms and conditions will still apply to the end-user and the remainder of the agreement will remain binding and enforceable.

11.7. IQ Retail shall not be responsible for the installation of the PROGRAM and should any defect arise in this regard, the USER must contact the installer of the PROGRAM to remedy the defect.

11.8. IQ Retail provides only limited telephonic, email and remote access support. IQ Retail may offer free trials of the additional support service offered to USERS. These free trials are provided at the discretion of IQ Retail and may be discontinued at any time. Thereafter, additional support in respect of the PROGRAM from IQ Retail is only available to USERS who have concluded a separate service and update agreement with IQ Retail. IQ Retail only provides support in respect of major version upgrades where a USER has concluded such an agreement with IQ Retail.

11.9. IQ Retail Value Added Resellers ("VARs") and installers of software are independent consultants acting in their own capacity and not agents of IQ Retail and as such IQ Retail will not be held liable for any misrepresentation, false claims or any action performed by a VAR whatsoever.

11.10. The USER agrees to at all times indemnify, defend and hold IQ Retail harmless and/or IQ Retail's employees from and against all liabilities, debts, obligations, claims, penalties, fines, demands, judgments, actions, causes of action, losses, damages, costs or expenses (including attorney fees and any other costs or expenses imposed upon or incurred in the defense, investigation or settlement of any matter which is subject to this agreement), of any amount and whatever nature, incurred by or imposed upon IQ Retail as a result of, related to, or in any way connected with, or arising out of:

11.10.1. A conversion undertaken by any party other than IQ Retail and/or by the VAR using third party products and services;

11.10.2. the importation or merging of data by the VAR into the Client's system using the VAR's own means not supplied nor authorized by IQ Retail, including any Elevate Software program or by using third party products and services, including SQL queries, which causes the system to compute or function in an unintended manner;

11.10.3. The incorrect use of IQ Retail's system by the VAR to modify and/or create reports which do not produce the correct results or values;

11.10.4. Services or hardware purchased by the USER but not yet delivered;

11.10.5. Technical specifications and requirements as laid out in the technical specifications document not been adhered to;

11.11. IQ Retail does not authorize any modification of USER data or information and accepts no liability for such modification by the VAR.

RECOMMENDED SYSTEM REQUIREMENTS

SUPPORTED OPERATING SYSTEMS

WE ONLY SUPPORT:

Windows 98 Second Edition, Windows 2000 Professional, Windows XP Professional, Windows 2000/2003 Server, Windows 2008 Server, Windows Vista Business (x32, x64), Windows Vista Ultimate (x32, x64), Windows 7 Professional (x32, x64) and Windows 7 Ultimate (x32, x64).

NOTE: IQEnterprise and IQElite (**only**) are fully compatible with Small Business 2000/2003 Server.

NOTE: Windows XP Professional is the preferred Operating System. Try not to mix your win98SE with Windows XP Pro, Windows 2000 Pro or 2000/2003 Server. The file locking on the win98SE is totally different to the file locking on Windows XP and Windows 2000 Professional or 2000/2003 Server.

WE DO NOT SUPPORT:

Windows 95, Windows 98 First Edition, Windows ME, Windows XP Home, Windows Vista Home, Linux (All Versions), Windows Vista Home Basic, Windows Vista Home Premium, Windows 7 Home Premium, Windows 2008 Home Server.

HARDWARE REQUIREMENTS

WORKSTATION REQUIREMENTS: (MAXIMUM 10 USER SETUP)*

Minimum Requirements

Processor: CORE 2 DUO CPU or Higher (No Celeron or Sempron CPU's)

Memory: 1GB RAM

Hard Drive: 80GB

Network: 100Mbps Network Card or Faster

UPS: (Uninterrupted Power Supply)

Recommended Requirements

Processor: CORE 2 DUO CPU or Higher (No Celeron or Sempron CPU's)

Memory: 2GB RAM

Hard Drive: 120GB

Network: 1000Mbps Network Card or Faster

UPS: (Uninterrupted Power Supply)

STANDALONE SERVER REQUIREMENTS: (MAXIMUM 10 USER SETUP)*

Minimum Requirements

Processor: CORE 2 DUO CPU or Higher (No Celeron or Sempron CPU's)

Memory: 4GB RAM

Hard Drive: 160GB

Network: 100Mbps Network Card or Faster

UPS: (Uninterrupted Power Supply)

Recommended Requirements

Processor: CORE 2 DUO CPU or Higher (No Celeron or Sempron CPU's)

Memory: 8GB RAM

Hard Drive: 320GB

Network: 1000Mbps Network Card or Faster

UPS: (Uninterrupted Power Supply)

NOTE: If you have 10 users or more on your network, we strongly recommend you speak to your IQ Retail Value Added Reseller regarding the system requirements recommended for your specific environment.

SUPPORTED NETWORKING OPTIONS

We currently do not recommend any Wireless Networking as it is too slow (54Mbps). We do **not** support Wireless Networking for any setup. The recommended setup is 100Mbps (100Mbps Network Cards or 1000Mbps Network Cards).

NOTE: We do **NOT** support peer to peer networks. We require a switch between two terminals for the managing of data being sent from one computer to another.

NOTE: For new installations that are more than two computers (e.g.: server and terminal) cloning of hard drives is not a supported option. The reason for this is that the registration process of the IQ Accounting Systems uses specific hardware serial numbers and the cloning of a hard drive will cause registration problems.

ANTI-VIRUS

We currently recommend Symantec Corporate and NOD32 Anti-Virus Software.

NOTE: NO anti-virus program is allowed to scan any IQ Systems data files. Set the anti-virus programs scanning to exclude all IQ related data files.

PRINTERS, SCANNERS AND PRINTING

POS PRINTERS

We suggest any Epson compatible Slip/Receipt Printers connecting to a COM port, LPT port or USB port. However we recommend using parallel (LPT) or USB printers, they are much faster and easier to configure and more reliable.

NOTE: We currently support or suggest Slip/Receipt Printers connecting to a USB port on the Enterprise 5 system. We only support 40-column receipt printers in the Point Of Sale module.

CASH DRAWERS

We suggest any type of cash drawer that adheres the standard cash drawer design and configuration, connecting to a COM port or direct to printer.

NOTE: We do not currently support or suggest Cash Drawers connecting to a USB port.

HANDHELD SCANNERS

We suggest any handheld scanners connecting to a PS2 port (Keyboard Wedge) or USB port.

GENERAL PRINTING

The software packages don't require any special printing needs. You can use your existing printers connecting to a LPT or USB port (Not for POS slip printing needs).

NOTE: The Server, Terminals and Network also require a UPS (Uninterrupted Power Supply). All software packages require internet access.

NOTE: Due to the nature of today's ever increasing demand and technology requirements the above minimum requirements may change without prior notice. Please contact IQ Retail (PTY) LTD to obtain the latest hardware and operating system requirements.

INSTALLATION



CHAPTER 2

INSTALLATION

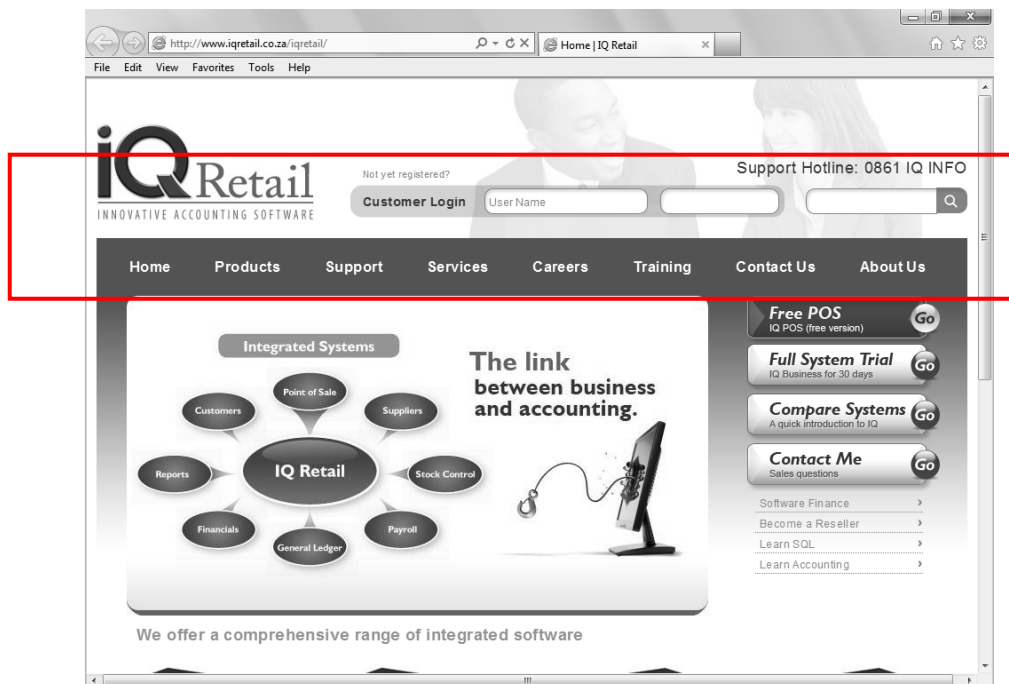
How to download a program IQEnterprise, from our website (www.IQ Retail.co.za)

DOWNLOADING

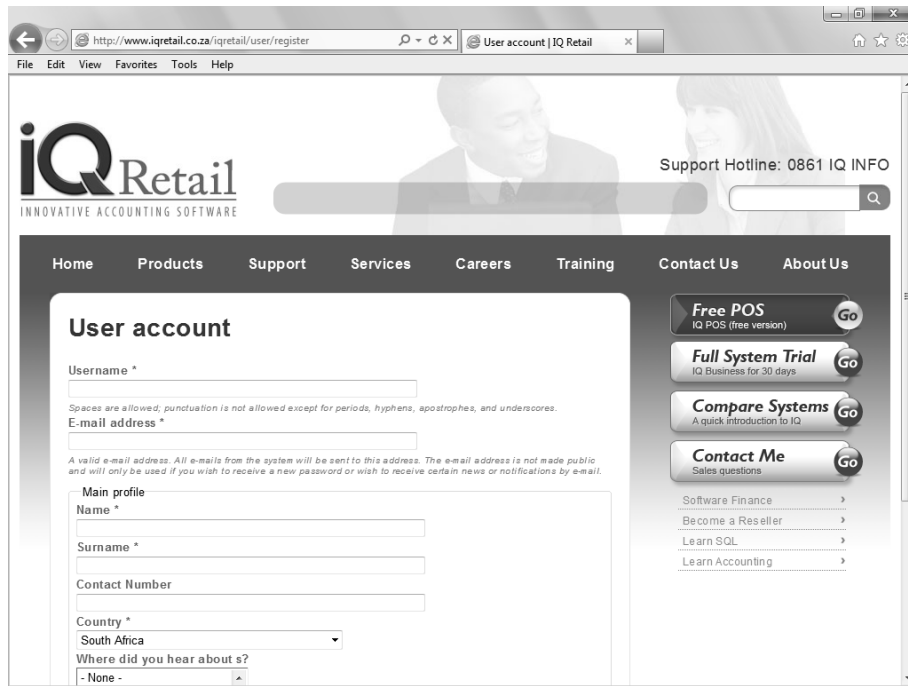
Downloading the program is very simple. You will need a valid "user account" with IQ Retail (Pty) LTD in order to download any of the above mentioned packages. If you don't have an existing "user account" with us, simply create a New Account. Fill in the information, you will receive an email to validate your email address, follow link back and then log in.

HOW TO CREATE A USER ACCOUNT

On our webpage, Select the Not yet Register link, you will be asked your personal details, then click Create New Account.

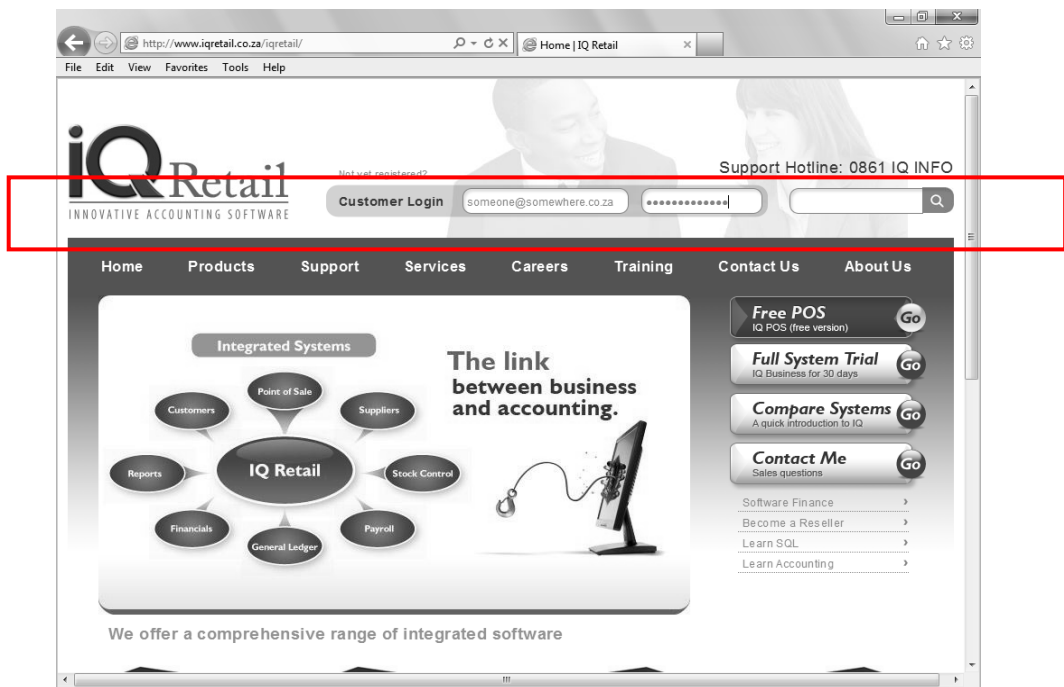


Fill in all the User Account detail then select Create Account, you will receive an email to validate your user account, follow the link back and then log in. The first time a user logs in a new password is required. The default password will be displayed within the email.



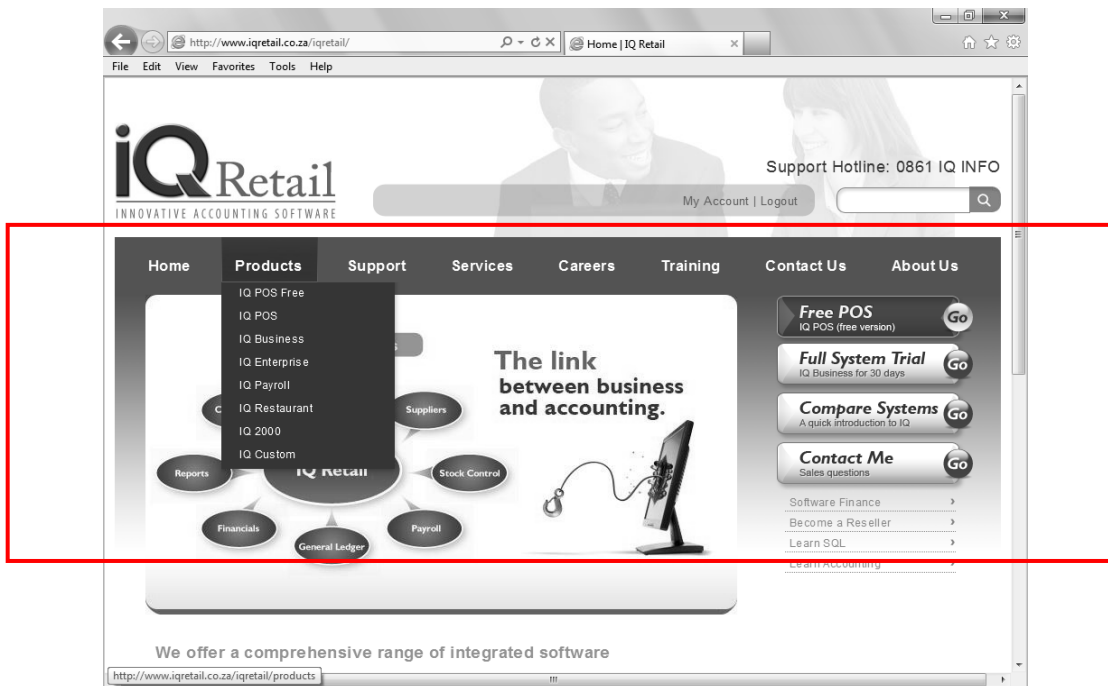
HOW TO LOG IN

Enter Your Customer Login user name and password.

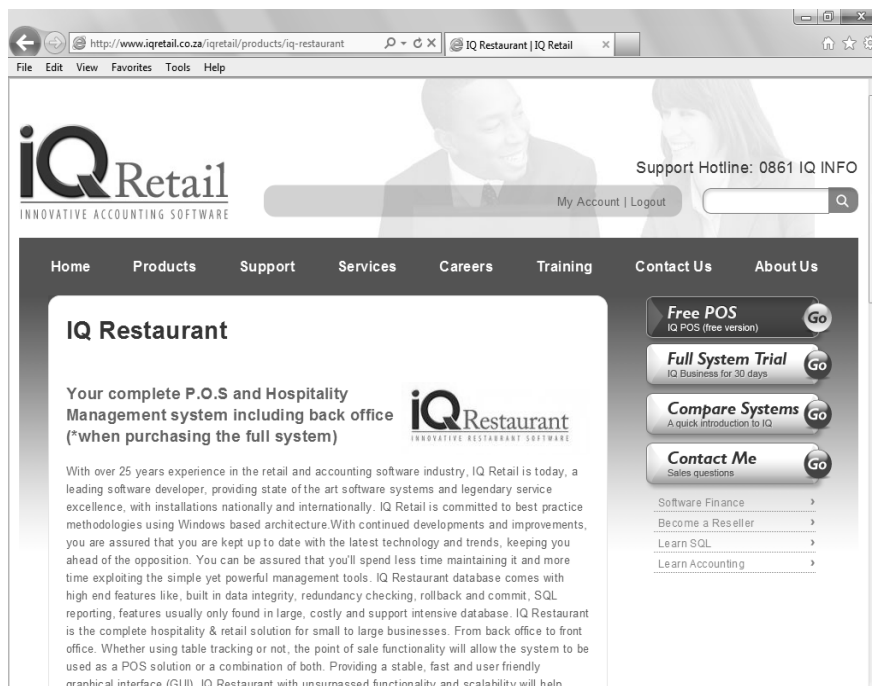


HOW TO START DOWNLOADING

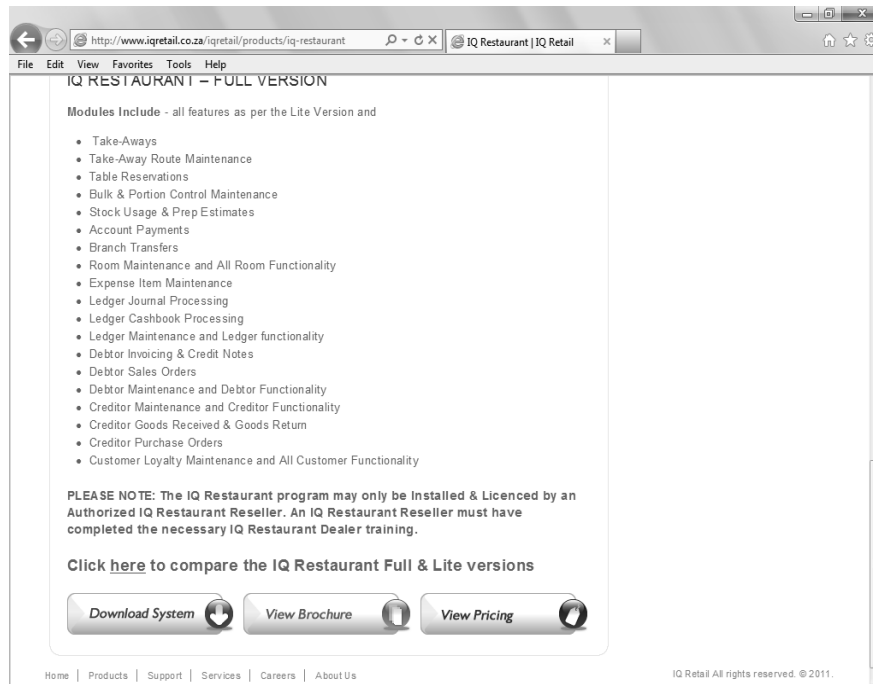
Go to the Product Menu and select the program of your choice.



After Selecting on the relevant product select one of our programs IQ RESTAURANT.



The next screen is the IQ information and download screen. Scroll to the bottom of the page and select the Download System option. Please read all the notes carefully.



NOTE: Make sure that you read the “View Enhancements Address in these Releases” notes.

Select the download option under the Program Installation File, Select Save File (Do not Run).

Once the file is downloaded, move the file to the server or to the PC that IQ is installed on or must be installed on if not already there.

INSTALL

Before running the installation insure that all users are logged off if IQ was previously installed. Run the installation file e.g. iqrest_setup.exe for IQ RESTAURANT on the server.

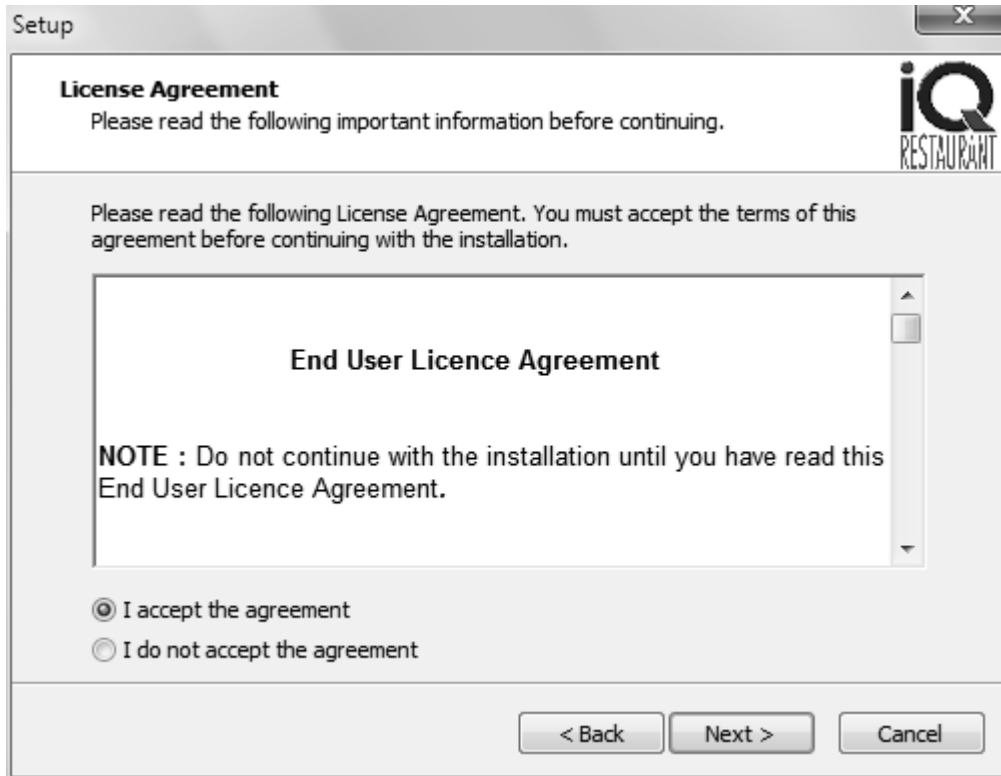


INSTALLATION

NOTE: Should this be a network installation, the installation should always be done on the server PC. The software **must not** be installed on each PC on the network.

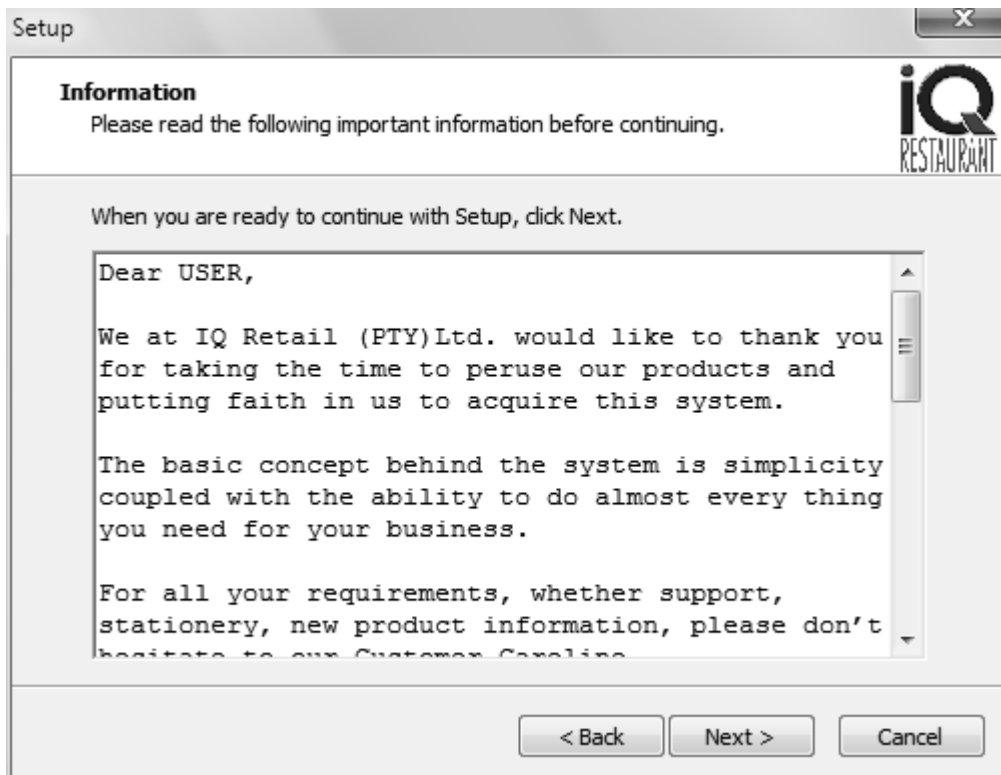


Please read the License Agreement carefully. Should you not agree with the terms the system will terminate the installation of the software.

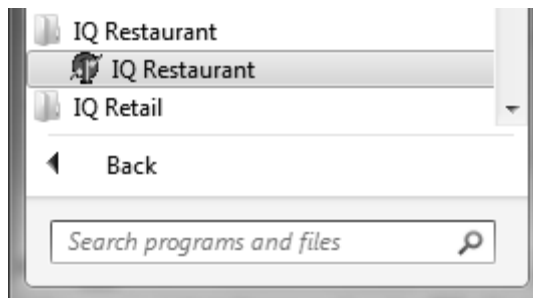
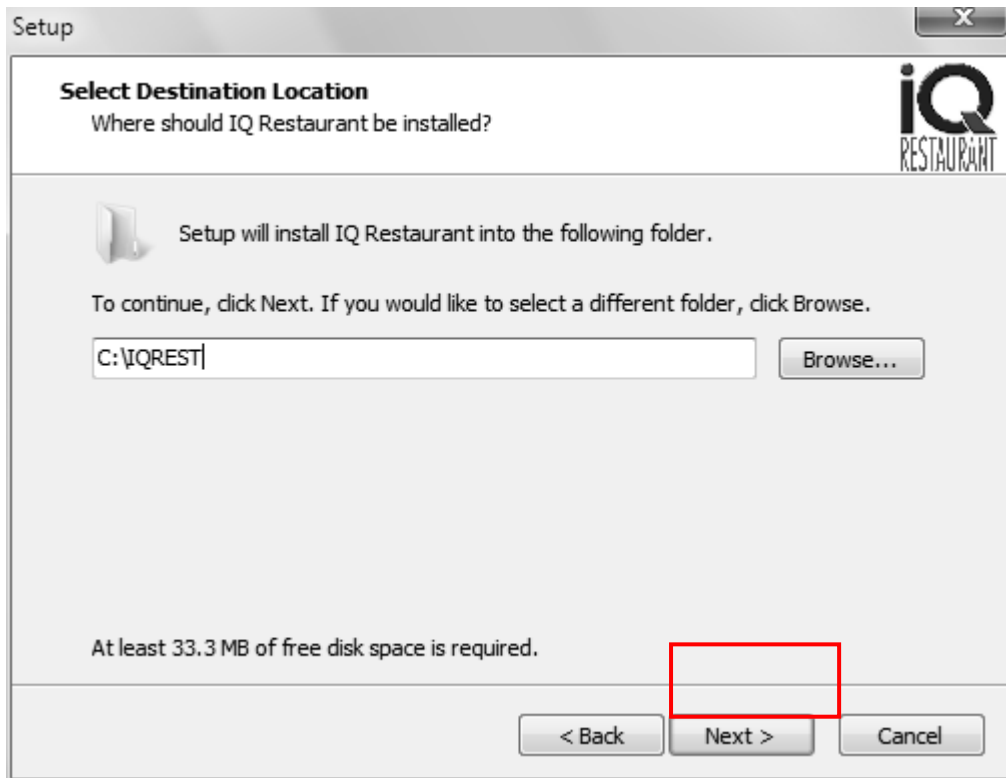


Select the "I Accept the Agreement" option followed by the next button.

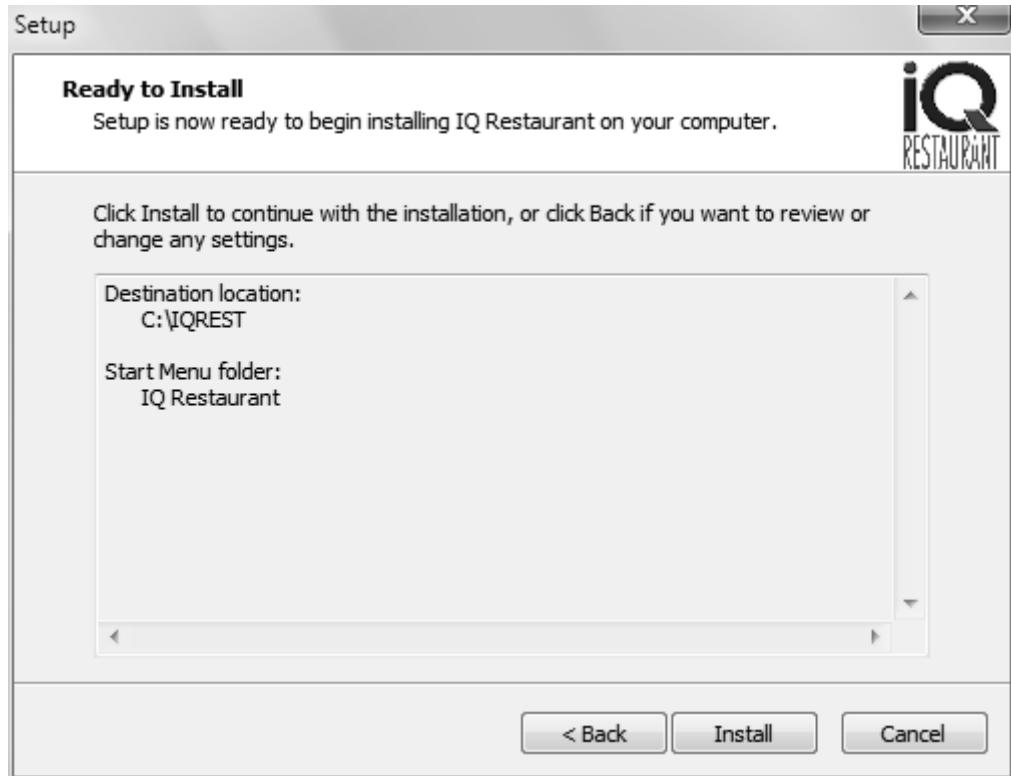
At this point the destination of the IQ Enterprise system must be selected. Always install in the same destination otherwise the programs registration will be lost. Click the Next button to continue to the next screen.



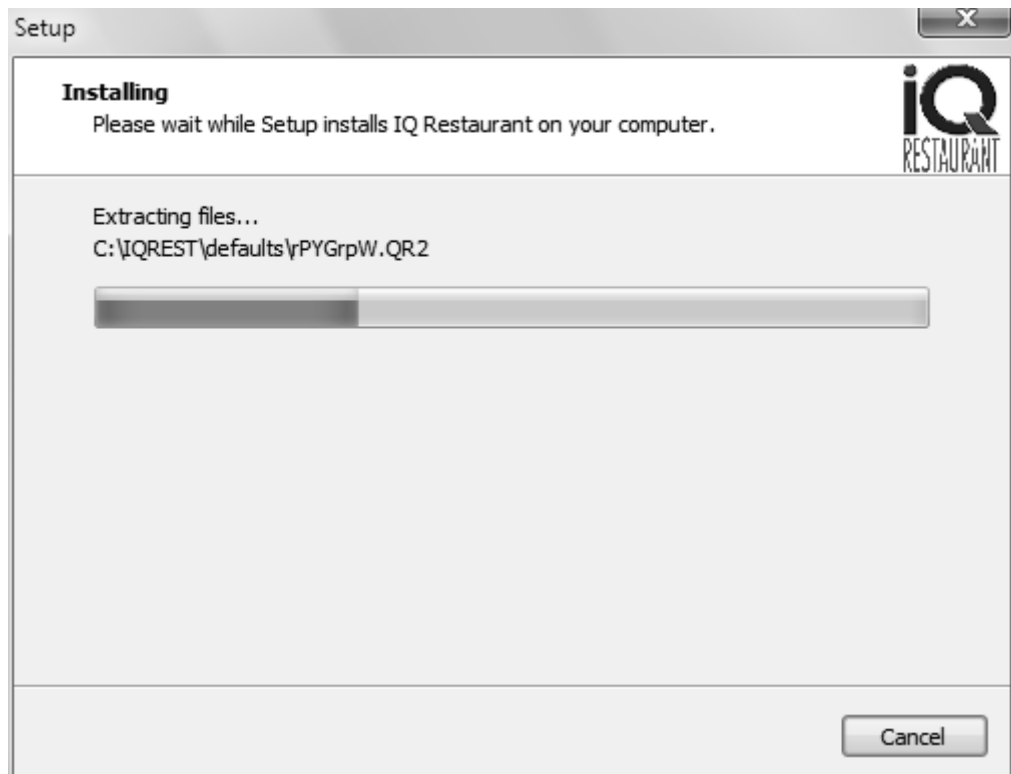
The Select Start Menu Folder will install the IQ Retail Menu in the start Menu of Windows, browse to change the destination folder.



Select Install to start the installation process.



Please wait while the setup installs the IQ product on your computer.



Once the installation is finished the setup complete screen will appear.

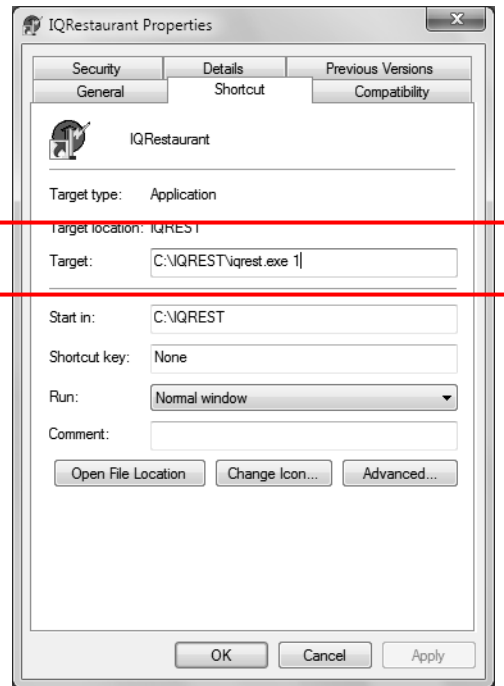


Selecting the Finish button to complete the installation process.

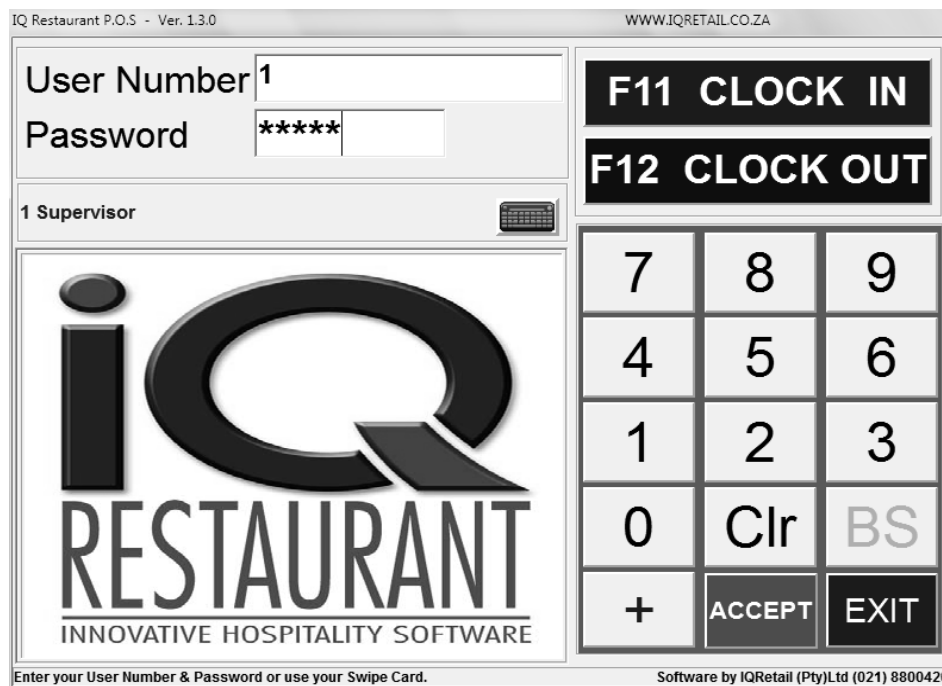


NOTE: Remember to make sure the shortcut has a unique target number. To add a unique target \ terminal number, right click on the IQ Shortcut and select properties, click in the target area and add a different number for each terminal C:\IQREST\iqrest.exe make a space and add number e.g. 1

C:\IQREST\iqrest.exe 1



Double Click on the IQ RESTAURANT shortcut on the Desktop to open IQ RESTAURANT.



When opening IQ Restaurant the **User Number** is 1 and **no password** will be required, just press enter.

To run the IQ Restaurant program locate the IQ Rest Icon on your desktop or the IQ Restaurant entry under the Programs menu.

If this is a brand new installation there will be no company information, therefore the screen that appears next will display an empty list of available companies. To create a new company, select the New Company button. The setting up of this new company will be discussed in detail over the next couple of pages (see creating a new company).

SETUP

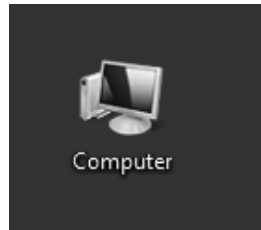


CHAPTER 3

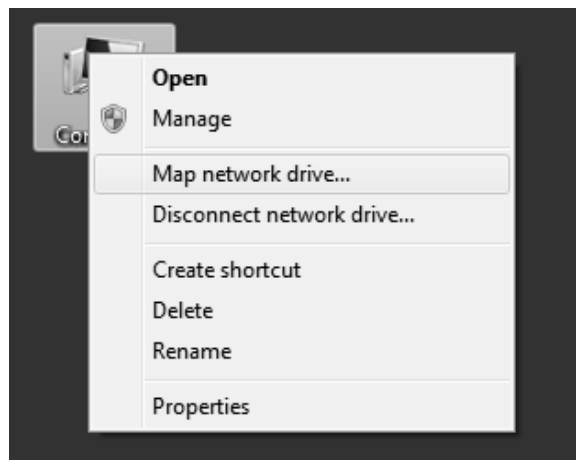
SETUP

MAPPING A NETWORK DRIVE

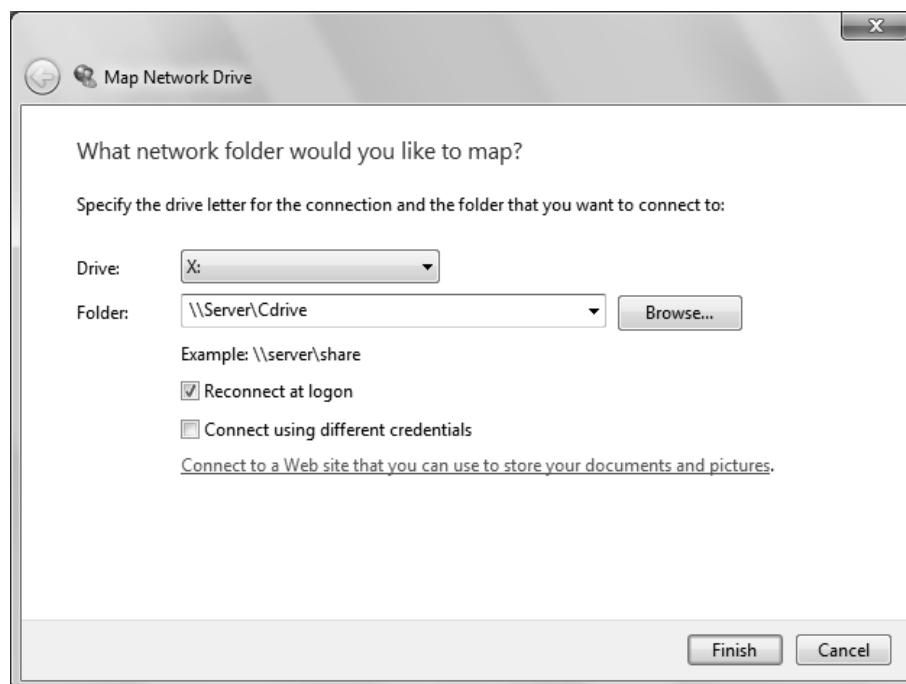
How to map a workstation to the network servers drive Find the "My Computer" icon located on the desktop. Click on the My Computer icon using the right mouse button.



From the menu that appears, select the "Map Network Drive" option. Use the left mouse button to do so.



The "Map Network Drive" screen will appear next. It will automatically default the Drive option to the appropriate network drive to be used. This option may be changed, but it is recommended that it should be left as is if not 100% sure.



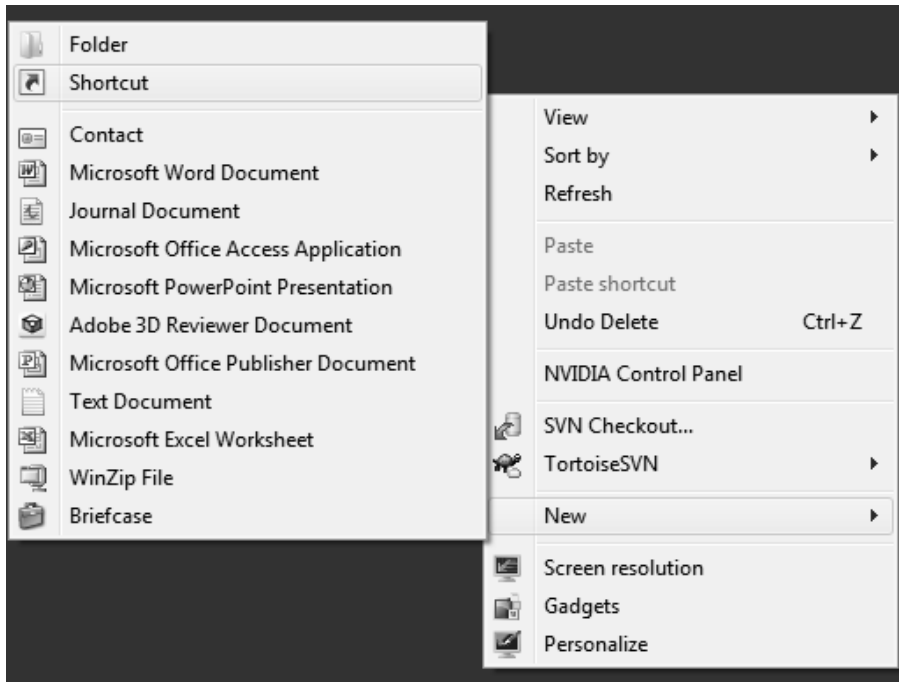
Click on the Browse button to locate the sever PC. A list of the available workstations and servers should appear. From the list select the server or the machine where IQ Restaurant was installed, i.e. where the IQ Restaurant program is kept. **DO NOT** map the IQ RESTAURANT Folder. The Drive must be mapped and not the physical folder of IQ Enterprise.

NOTE: Enable the "Reconnect at Logon" option by clicking on it with the left mouse button.

Once completed select the Finish button to accept the changes or the Cancel button to return to the desktop.

SHORTCUT SETUP

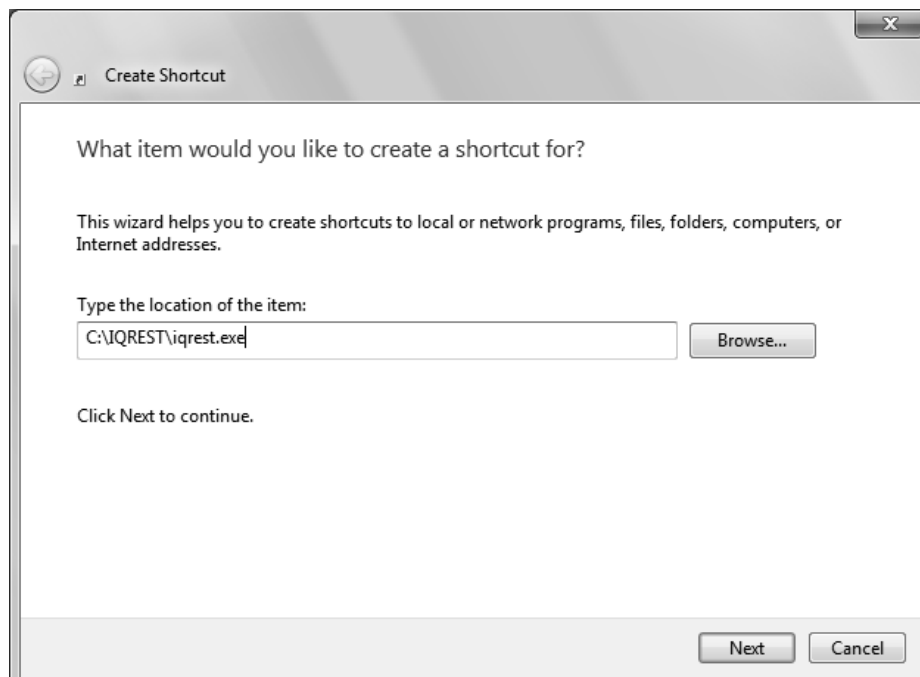
The shortcut setup is intended only for workstations / terminals where IQ Restaurant was not installed, but is required to run the program. This need not be done on the computer where IQ Restaurant 5 was installed on.



Before creating the shortcut make sure that Windows Desktop is visible. Place your mouse cursor on an open space of the Desktop, i.e. Do not highlight or place the cursor on any desktop icons. Now click your right mouse button once.

The following menu should appear. Select the New option followed by the Shortcut option.

The Create Shortcut dialogue box will appear next asking for the Command Line path (i.e. the location of the IQREST.EXE program file) to run the IQ Restaurant program, e.g. "W:\IQREST.EXE 2".



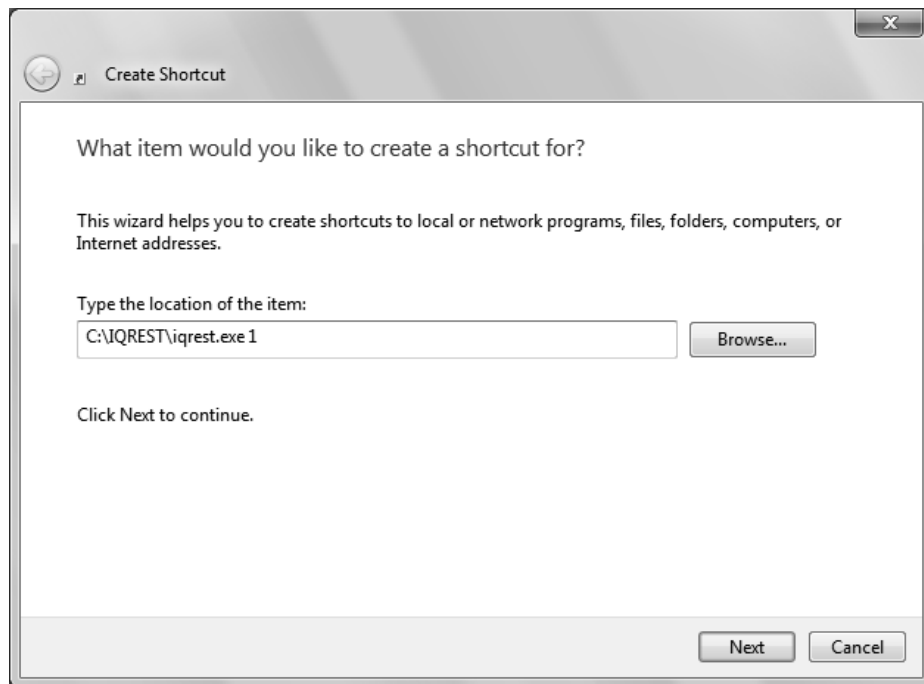
Should you not know the location of the executable file for IQ Restaurant, select the Browse button.

The Browse dialogue will appear next. Select from the Look In field listing the mapped network drive (i.e. the network drive that has been mapped to the servers drive) option by clicking on the triangle to the right of this field.

If a network drive has not yet been mapped to the server consult the "Mapping a Network Drive" heading.

Once the appropriate mapped network drive has been selected the available directory folders will be listed. Double click using the left mouse button on the "IQREST" folder, or click on the "+" sign to open the IQREST folder.

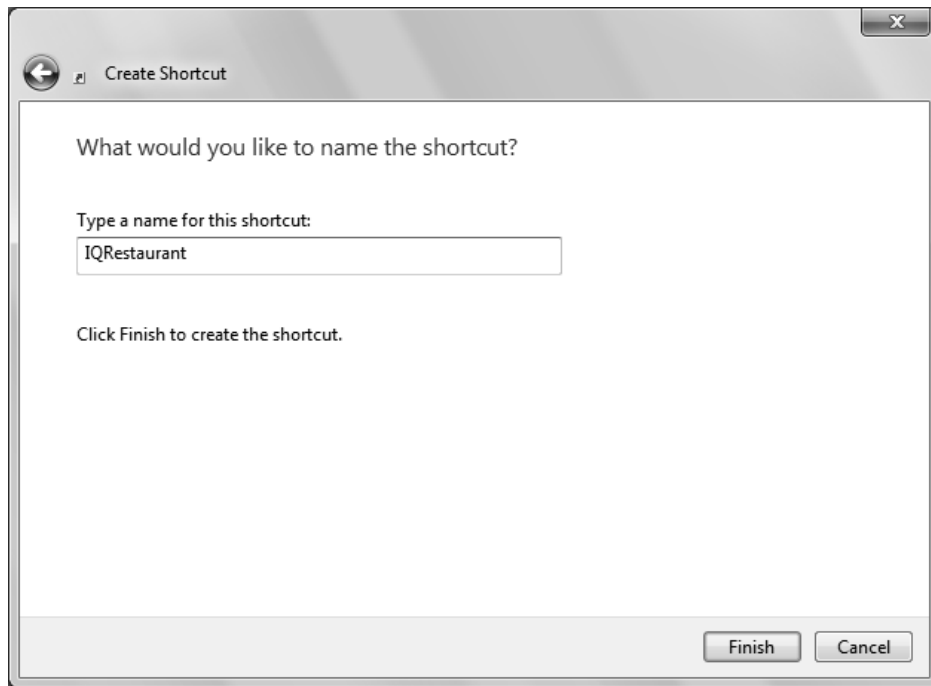
What should appear next, are the contents of the "IQREST" directory. Locate the file "IQREST.exe" and either double click on it, or click on the OK button when the IQREST.exe" file becomes highlighted.



The Create Shortcut dialogue box will reappear, but this time it should have the program path displayed with program path to the IQ Restaurant program on the server or the computer it was originally installed on.

NOTE: Should the program path not have the ".EXE" file extension located next to the IQ Restaurant part of the file name, the incorrect file has been selected. Select the Browse button again and locate the correct IQ Restaurant file. Alternatively delete the text after "IQ Restaurant" and type the following, ".EXE" (including the full stop). It should read as follows, "W:\IQ Retail\IQ Rest\IQ Rest.exe".

Before continuing click on the program path field with your left mouse button and type in a unique numeric terminal / workstation number, e.g. " W:\IQRest\IQ Rest.exe 2" The number entered must be in the range from 1 to the amount of users permitted by the IQ Restaurant Software, i.e. Should IQ Enterprise package be a Network 5 user system then the maximum amount of users permitted is 5, allowing a range from 1 to 5 to be entered. Please make sure that the number that is entered has not been used by another computer. Please note that user "1" must be allocated to the computer where the software was installed on.



Click the Next button to continue or the Cancel button to cancel shortcut setup. The next dialogue box to appear will ask for a descriptive name for the shortcut to be entered. The shortcut name "IQ Restaurant" will already be displayed in this field. The shortcut name can either stay this way, or it may be altered to display your own shortcut name, e.g. "IQ RESTAURANT".

Once the Finish button has been selected the name together with the IQ RESTAURANT logo will appear on your desktop. Should this not happen please follow the Setup Shortcut procedures again.

SELECTING A NEW COMPANY

Double click on the IQ Restaurant shortcut on the desktop, Click on OK and type the Company I.D.

The default Company for this till does not exist. Please standby for new company setup.

OK

Creating File #15 Of 29

Click on F10 Accept. Click on No if ask for sample modifier data. Fill in the Company details in the screen below. Click on F10 Accept and click on the OK.

Company Details

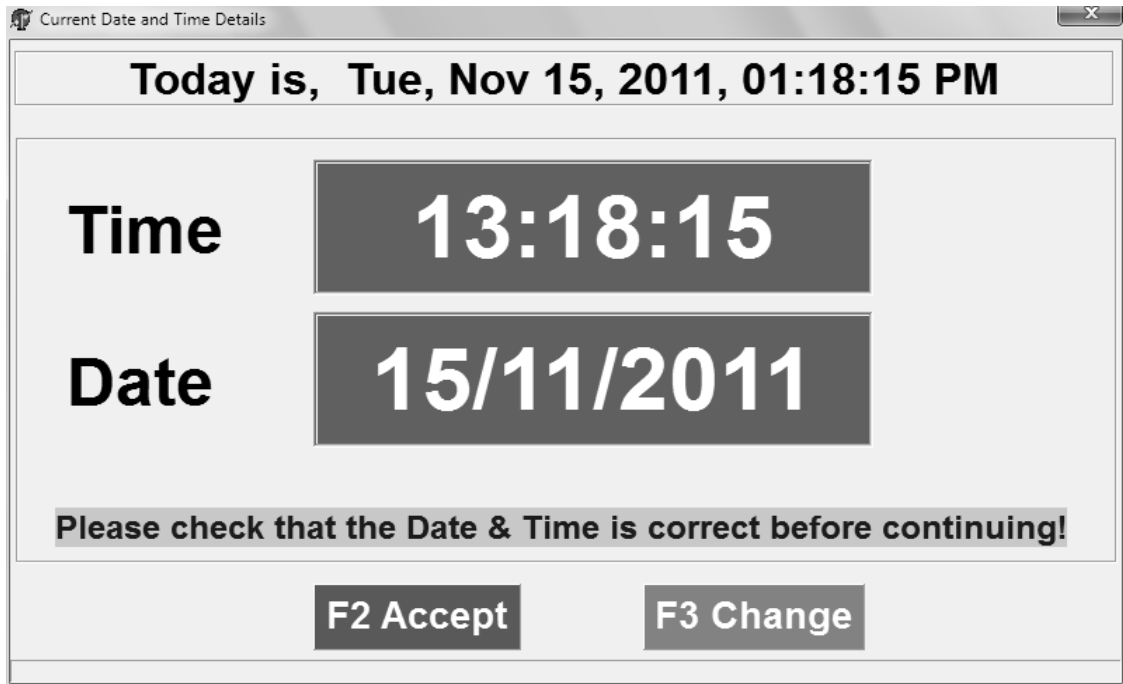
A Company ID & Name	001	IQTraining Demo Data
B Address Line 1		1st Floor, Rhino House
C Address Line 2		23 Quantum Road
D Address Line 3		Techno Park, Stellenbosch
E Address Line 4		7600
F Telephone 1		021 8800420
G Telephone 2		
H Fax Number		021 8800488
I Tax Number		111111111111
J Company Registration Number		222222222222

F10 Accept

Confirm

Would you like to use Sample Data for the New Company?

Yes No Cancel



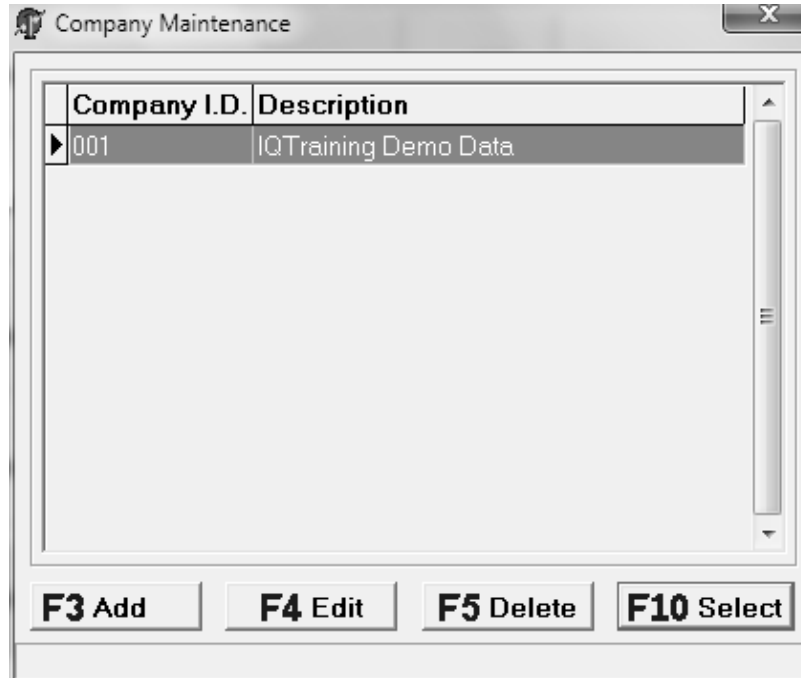
If the time and date is correct click F2 Accept or Click F3 change to correct the time and date. Type the Default user name and password 1 enter.



SELECTING A COMPANY

To select a company, select the Restaurant Back Office option from the Restaurant Point of Sale Menu, then Select Utilities and then select Company Maintenance.

The default company should always be 001, demo companies can be 002,003 etc. Click on the company name and Click on Select. This screen can also be used to Add a new company, Edit Company Details or to Delete a company.



SELECTION DETAIL

ADD

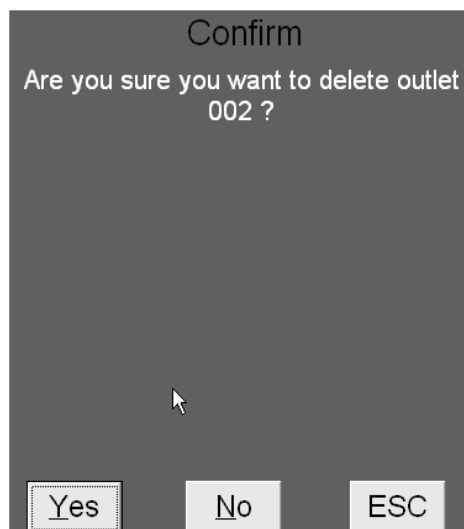
Use the new option to add a new Company / Outlet.

EDIT

Use the edit option to edit an existing Company Details from the list.

DELETE

Use the delete option to remove the Company / Outlet from the list. This option allows one to delete a company that is no longer in use on the IQ Restaurant.



SELECT

Use the select option to select a Company / Outlet from the list.

HARDWARE SETUP

Hardware setup is broken into 3 categories, Printer, Pole Display and Cash Drawer Setup. Each of these categories is till specific.

IMPORTANT: Although the system allows the setup of up each machines hardware from a single PC, the testing of the specific hardware will have to be done at the actual machine.

**PRINTER SET UP**

The first thing when setting up the printers is to make sure that the correct till number has been selected. It is suggested that the default location descriptions are left as is. They are purely used as reference purposes.

There are nine (9) different locations to which a single order can print to. I.e. if there are 9 items on an order each of those items can be setup (see menu setup) to print to 9 different printer locations. When setting up the menu, each menu item has the option of being allocated a specific printer destination. Which printer port is used will come from the printer port that has been allocated to location description. It is not required that you use more than one (1) printer location. The amount printer locations will depend entirely on the setup and size of the restaurant.

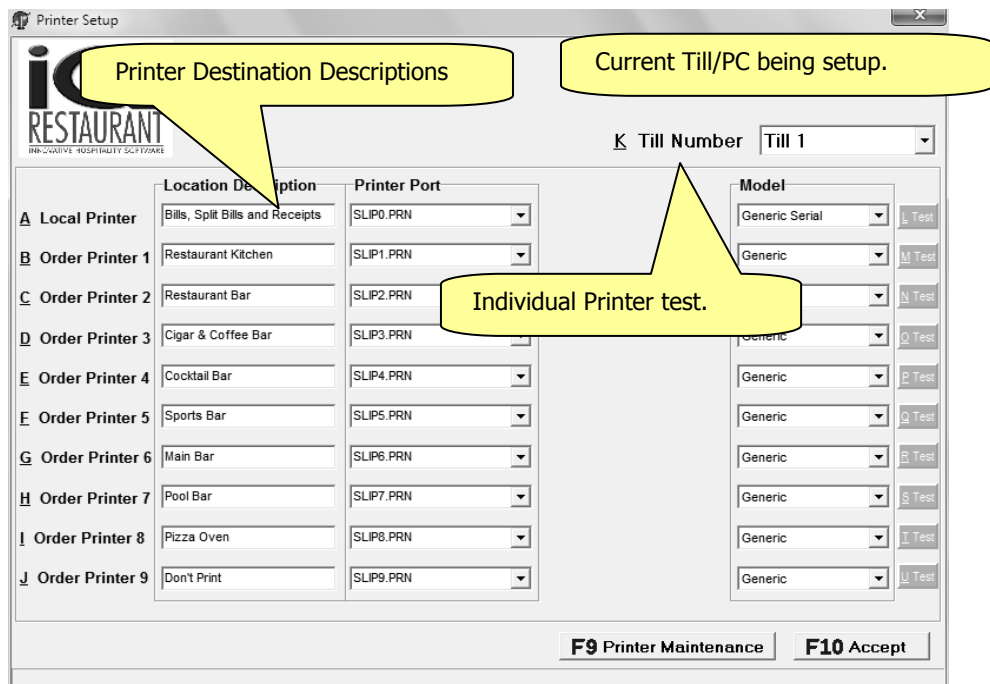
The system caters for parallel, serial, and network path printers. Please note that printer ports that have been captured and rerouted to other PC's on the network must be done via the Windows Printer setup. By default there are three printer models available. Additional printers can be added using the Printer Maintenance option. Once the various locations and their respective printers have been setup use the individual Test option to test these printers before commencing with sales, BUT remember that the actual testing must be done on the physical PC that you want to test.

IMPORTANT: Before exiting or changing the till number that's currently being setup the Accept option must be select in order to save the changes that where made.

To edit the Hardware setup, select the Restaurant Back Office option from the Restaurant Point of Sale Menu, then Select Hardware Setup.



To edit the Printer setup, select the at the Hardware Setup Menu



There are a maximum of 9 different printing destinations that can be setup per machine, each with its own printer setup. This allows the combination of various serial and parallel printers to be installed in a multi user environment. These various printer destinations can either be local ports or network paths.

(e.g. \\KITCHEN\EPSON).

The IQ Restaurant system caters for unlimited outlets (e.g. ladies bar, pub, restaurant, disco bar, patio, pool bar, etc.) with the option of having each of the outlet's setup customized. With the easy to use stock transfers facility, with built in item cascading quantity conversion (e.g. 750ml Bottle to 30ml tot), makes transfers to and from multi storage locations (e.g. bulk store to bar, bar to restaurant, etc.) a breeze. Recurring promotion/specials can be setup for both menu item pricing (e.g. happy hour, burger special) and revolving pole display messages (e.g. "happy hour special, castle draft @ R3.00") per outlet.

	Location Description	Printer Port	Alternate Printer Port	Model	Test
A – J Local Printer 10 Different locations	These are default descriptions and are used as references when assigning menu items. The user can type the Location Description in these blocks	Choose the correct printer port e.g. Lpt1 to Lpt4 or Com 1 to Com 4 or any other printer available or if the printer is not available here you can type the path location for the printer here, e.g. Printer Destination to \\iqserver\HP695	Choose an alternate port if the first printer fail	Choose the model of the printer	Click here to test the printer configuration

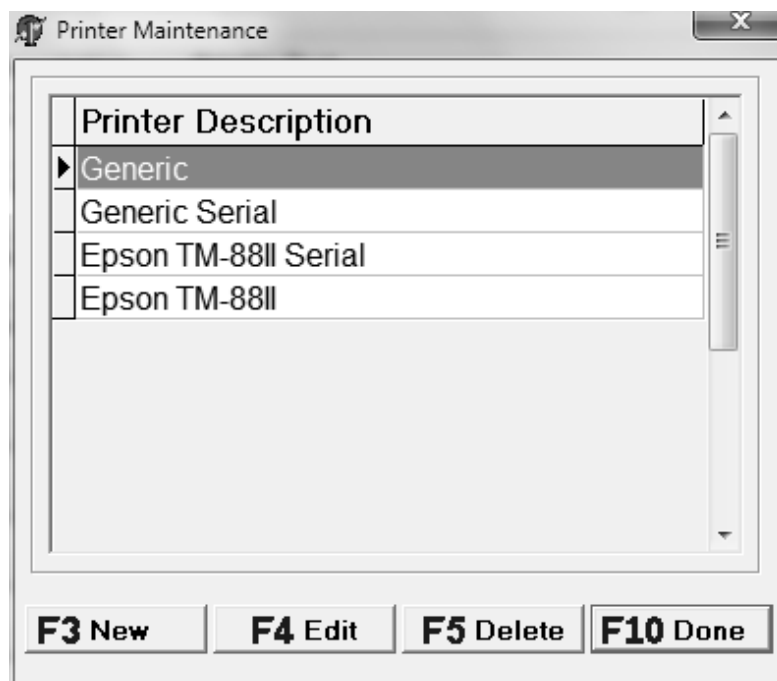
K – Till number

Choose the correct Till Number

PRINTER MAINTENANCE

Click Printer Maintenance

These are default printers. Edit one or the below option or Add and new printer.



PRINTER MAINTENANCE SELECTION DETAIL

ADD

Use the new button to add a new Printer.

EDIT

Use the edit button to edit an existing Printer from the list.

DELETE

Use the delete button to remove a printer from the list.

DONE

Use the Done button to close the Printer Maintenance screen.

PRINTER SETTINGS

Select New to add a printer. If the printer is a serial printer the Serial port setting will be available.

Printer Settings	
Name & Model	Generic
Width	40
Initialize 10 C.P.I.	027-033-000- - - - -
Initialize 16 C.P.I.	027-033-011- - - - -
Initialize Bold	027-033-008- - - - -
Initialize Double Width	027-033-016- - - - -
Initialize Double Height	027-033-032- - - - -
Initialize Colour	- - - - -
Slip Header Image	- - - - -
Serial Printer	<input checked="" type="checkbox"/>
Cut Off String	010-010-010-010- - - - -
Cancel 10 C.P.I.	027-033-000- - - - -
Cancel 16 C.P.I.	027-033-011- - - - -
Cancel Bold	027-033-008- - - - -
Cancel Double Width	027-033-016- - - - -
Cancel Double Height	027-033-032- - - - -
Cancel Colour	- - - - -
Slip Footer Image	- - - - -

Serial Port Settings		Time Delay	
Baud Rate	9600	Line Delay (ms)	0
Stop Bits	1	Inter Character Delay (ms)	0
Data Bits	8		
Parity	NONE		

F6 Printer Test
F10 Accept

NAME & MODE

Enter the name of the printer so that it may be easily reference to when setting up the printer for other PCs that utilize the same printer.

SERIAL PRINTER

In computing, a serial port is a serial communication physical interface through which information transfers in or out one bit at a time. Enable this option if the printer being used uses a serial cable / connection to the Pc/Till being setup. If not sure check with your computer Technician or IT Specialist.

WIDTH

The Width indicates the width of the paper use for the printer e.g. 40 character. Bye default all P.O.S. slip/receipt printers must be set to 40.

CUT OFF STRING

Enter an Escape code character string that will trigger the printer paper cutter. This information can be obtained from the hardware agent or reseller or the printer manual.

NOTE: This option will only work if the correct code has been entered AND if the printer has the facility to cut paper.

Epson : 027-080

027-109

027-105

Citizen : 027-080-001

Star : 027-007-011-055-007

027-100-049 (TSP100 with port replication)

INITIALIZATION STRINGS

Initialization strings are the Escape (10CPI, 16CPI, etc.) codes that are required to print the point of sale slip using various font sizes and styles. It is not a requirement that the codes be captured. The system will function 100% correct with out these codes. These codes are not supplied by the software and therefore need to be obtained from the printer's manual or the manufacture of the printer.

The screen example depicts sample codes for the Epson TM-88II and therefore, may or may not work with other slip printers.

Once the necessary fields have been captured, select the "Save" and then the "Done" option to accept the printer setup. Press Escape at any point to cancel the printer setup. On completion or cancellation the main hardware configuration screen will appear. Make sure that the correct Printer Type is selected, especially if a new printer has been added.

NOTE: 10(CPI), characters per inch is regarded as normal size printing and 16CPI is regarded as condense printing.

SERIAL PORT SETTINGS

BAUD RATE

Baud Rate sets the printer's baud rate. The default is 9600. Serial ports use two-level (binary) signalling, so the data rate in bits per second is equal to the symbol rate in bauds. The port speed and device speed must match. Although some devices may automatically detect popular personal computers, allowing for much higher baud rates, the capability to set a bit rate does not imply that a working connection will result.

STOP BITS

Set the port's stop bit to match the printer's requirements. The default is 1-bit. Stop bits sent at the end of every character allow the receiving signal hardware to detect the end of a character and to resynchronise with the character stream

DATA BITS

Sets the port's data byte to match the printer's requirements. The default is **8-bits**.

PARITY

Set the port's parity to match the printer's requirements. The default is None. Parity is a method of detecting some errors in transmission. Where parity is used with a serial port, an extra data bit is sent with each data character, arranged so that the number of 1 bit in each character, including the parity bit, is always odd or always even. If a byte is received with the wrong number of 1 bit, then it must have been corrupted. If parity is correct there has been an even number of errors. Electromechanical teleprinters were arranged to print a special character when received data contained a parity error, to allow detection of messages damaged by line noise.

NOTE: Should the printer produce strange characters, a type hieroglyphics, the printer data bits or parity is incorrect. To obtain the correct setting do a test page. This is usually done by switching the printer off and then while holding down the form feed button, switched the printer on, but hold the form feed button until the printer starts to print. On the printout the Baud rate and Parity, Stop Data Bits should be printed.

LINE DELAY

The Line Delay indicates the delay of the line. This will slow the Printer. Example if the character being printer are not formed or printed correctly the speed can be slowed. This delay is in m/s.

INTER CHARACTER DELAY

The Line and Inter Character Delay indicates the delay on each character. This option will rarely be used, normally the line delay is sufficient. The line delay must be tested first before the inter character should be set. This delay is in m/s.

NOTE: The Inter Character Delay are there to slow the printing of information for selected POS receipt printer and is used when using older and slower serial bank printer, using a slower baud rate of 9600. The delay option is intended for (e.g. Com1) serial printers only.

Select Printer Test to Test the printer setup.

Select Accept to complete the Printing setup.

CASH DRAWER SETUP

Select the communication port where the cable of the cash drawer will be connected to. If the cash drawer does not connect the PC, but connects to the slip printer, select the option, "Direct to Printer" option. The direct to printer option, will communication directly to the port that has been allocated to the printer. The reason for the cash drawer connecting to one of the ports of the PC or printer is to facilitate the automatic opening of the cash drawer when processing payments.

IQ Restaurant (Cash Drawer Setup) has the option where two cash drawers can be connected to one workstation / computer. The reason why this is possible is to allow two waitron / user to work on one workstation but have their own cashup.

NOTE: Each waitron / user will now be responsible for their own cashup. The cash drawer will open once a paid up point of sale cash sale is concluded.

OPEN DRAWER STRING SAMPLES

NOTE: These strings are intended for cash drawers that are connected directly to the printer.

Generic: 027-112-000-100-150

027-112-000-050-250

027-112-000-127-255

027-112-000-025-250

027-112-048-050-250



NOTE: These strings are intended for cash drawers that are connected to a COM port.

Epson/Star/Citizen : 007-000-000-000-000 (Star TSP100 with port replication only)

065-065-065-065-065

007-007-007-007-007

Select Accept to complete the Cash Drawer setup

POLE DISPLAY SETUP

Like the printer, cash drawer and like many other hardware devices the pole display needs to be connected to the PC in order function correctly. In most cases pole displays do not connect to a LPT port, but rather a COM port. The system will not be able to indicate which port to use or which port the pole display has been connected to. Please consult hardware expert or supplier.

A pole display is exactly what it says it is. A pole that has a two or three lines of 20 characters on either a LCD or LED display, which usually displays the item, the price and the sub-total, so that the customer can see what was scanned and how much to pay. The pole display may also be used to display promotional messages between sales, so that customers are made aware of any specials.

DISPLAY STRING SAMPLES

POSIFLEX

Initialization : 027-064-027-065-069

Top Left : 027-085

Bottom Left : 027-068



GENERIC

Initialization :

Top Left : 027-073

Bottom Left : 027-074

The delay can be left at 0, or changed to 10. It refers to delay between each character that is sent the pole display. Some pole displays prefer to have the information sent at a slower speed, more than others. One will have to experiment to find correct delay.

Select Test Pole Display. Once the test option is completed select save and return to complete the Pole Display setup.

COMPANY SETUP

To edit the new company setup, select the Restaurant Back Office option from the Restaurant Point of Sale Menu, then Select Company Setup.

Select the new Company option. The system will ask for the New Company ID. Enter a new unique company number. The ID number entered can either be numeric or alpha-numeric. You will then find yourself in the new company. Then go through all the set up procedures for the new company.

IQ RESTAURANT SOFTWARE DEVELOPMENT SOFTWARE		Version :1.3.0	Company Setup	
Registered To IQ RETAIL		Company : 001 IQTraining Demo Data		
Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)				
F1	Company Details & Default Settings	F7	Slip & Order Setup	
F2	Configure Till Defaults	F8	Pole Display Messages	
F3	Tender Types	F9	Customer & Loyalty Setup	
F4	User Setup	F10	Foreign Currency Setup	
F5	Stock Holding Sales Outlet Setup			
F6	Table Setup			
Tue, Nov 15, 2011, 01:22:45 PM			ESC Previous Menu	
Tue, Nov 15, 2011, 01:22:45 PM C:\IQREST\001		Trading Date :15/11/2011		www.iqretail.co.za

The company default setting will be explained in detail over the next few pages. It is important that these settings are correctly selected and filled in. The company setup option form a key point of system integration and how the system will function.

When the company selection is changed to another company the system will default to the selected company in all program modules (e.g. debtors, stock, creditors, etc).

COMPANY & DEFAULTS DETAILS

Company & defaults details is where the all the store details are entered.

NOTE: It is important that the Store Details section be entered before proceeding with sales. Information like the address and telephone details can be entered at any time.

Select the Restaurant and Back Office, Company Setup option, Company & Default Details.

Use the available fields to capture the company particulars in the displayed fields. This information will be used by the system when printing reports and extracting other information.

COMPANY DETAILS

Version :1.3.0		Company Setup	
Registered To IQ RETAIL		Company : 001 IQTraining Demo Data	
Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)			
F1	Company Details & Default Settings	F7	Slip & Order Setup
F2	Configure Till Defaults	F8	Pole Display Messages
F3	Tender Types	F9	Customer & Loyalty Setup
F4	User Setup	F10	Foreign Currency Setup
F5	Stock Holding Sales Outlet Setup		
F6	Table Setup		
Tue, Nov 15, 2011, 01:22:45 PM		ESC Previous Menu	
Tue, Nov 15, 2011, 01:22:45 PM C:\IQREST\001		Trading Date :15/11/2011 www.iqretail.co.za	

To setup the company particulars (company name, address details, telephone & fax, posting date format DD/MM/YYYY, etc.) Use the available fields to capture the company particulars in the displayed fields. This information will be used by the system when printing reports and extracting other information.

Fill in the company details: Company Name, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Telephone 1, Telephone2, Fax Number, E-mail Address, Tax number and Company Registration Number.

STORE DETAILS

The store details can be use for franchise, each store will have its own details. Use the available fields to capture the company particulars in the displayed fields. These options will help with the drill down of a wide area e.g. The Sales Analysis of a specific area.

EXAMPLE: A multi-store scenario where detail sales analyses are required, either per store, per area or per country.

COMPANY LOGO

To have your own company logo displayed on the main screen and most of the capturing and reprinting screens select the path by clicking on Browse to find the logo. Locate the picture using the Open Picture dialog that is displayed.

NOTE: The use of a company logo will increase the size of the IQ Restaurant database. The logo will be displayed on various reports where the company logo has been used. Company logos should be kept as small (file size) as possible to limit the amount of space required to store the logo. The JPG file type is the file format supported. Please make sure that all images stored in the \IQREST\PICS folder.

STOCK DEFAULTS

Sequence Numbers	
Next Invoice	1
Next Credit Note	1
Next Sales Order	1
Next Purchase Order	1
Next Receipt No.	1
Next Take-Away No.	9
Next Cash Sale No.	7
Next Payout No.	1
Next Refund No.	1
Next Shift No.	4
Next Restaurant Sale Docket No.	24
Next Goods Received	1
Next Return to Supplier	1
Next Branch Transfer IN	0
Next Branch Transfer OUT	0

Auto Generate Details	
Auto Generate Next Invoice	<input checked="" type="checkbox"/>
Auto Generate Next Credit Note	<input checked="" type="checkbox"/>
Auto Generate Next Sales Order Num.	<input checked="" type="checkbox"/>
Auto Generate Next Purchase Order Num.	<input checked="" type="checkbox"/>
Auto Generate Next GRV Number	<input checked="" type="checkbox"/>
Auto Generate Next Return to Supplier Num.	<input checked="" type="checkbox"/>

Preference Details	
Allow Negative On Hand Processing	<input checked="" type="checkbox"/>
Auto Refresh Sales Order Prices with Latest	<input type="checkbox"/>
May Sell Below Cost Price	<input checked="" type="checkbox"/>

F10 Accept

SEQUENCE NUMBERS

Control numbers define how IQ will number stock transactions and documents generated. The documents in IQ Restaurant are automatically numbered. Should you not wish to start document numbering at 1, enter the number of the next document.

AUTO GENERATE DETAILS

If the Auto Generate Details options are enabled the next Invoice, Credit Note, Sales order, Purchase Order, GRV and Return to Supplier number will be generated. If any one of these options is disabled you will manually have to enter the next number for these documents. When you enter number manually the system will not allow you to enter the same number twice.

PREFERENCE DETAILS

ALLOW NEGATIVE ON HAND PROCESSING

Allow Negative on Hand processing will allow the sale to take place even if there is an on hand quantity less than the quantity being sold. This would then cause your stock levels to drop below zero. Normally this would not be allowed, because the usual process would be to purchase the stock first and then sell. This option only applies to the invoicing option, not P.O.S.

ALLOW REFRESH SALES ORDER PRICES WITH LATEST

Allow sales order prices to be refreshed with the latest selling prices, e.g. The Sales order was done a few months ago and the price has since increased.

MAY SELL BELOW COST PRICE

Enable users to sell items below cost price when processing Back Office Invoices & Sales orders. If this option is disabled only the invoicing will not be able to sell below cost price, the P.O.S will not be affected.

CLOSING & FINANCIAL DATES

Specify a closing date for each month of the year. If the month end is to be done on the last day of the month, set these dates to 31 for last day of the month. February, and months with 30 days will automatically be adjusted.

The screenshot shows the 'Company Default Details' window with the 'Closing & Financial Dates' tab selected. The window is divided into several sections:

- Default Period Closing Dates**
 - A Debtors - Close books each month on day (31 for last):**

January	31	February	31	March	31	April	31
May	31	June	31	July	31	August	31
September	31	October	31	November	31	December	31
 - B Creditors - Close books each month on day (31 for last):**

January	31	February	31	March	31	April	31
May	31	June	31	July	31	August	31
September	31	October	31	November	31	December	31
 - C Ledger - Close books each month on day (31 for last):**

January	31	February	31	March	31	April	31
May	31	June	31	July	31	August	31
September	31	October	31	November	31	December	31
 - D Financial Year Starts On**: 01/03/2011

An 'F10 Accept' button is located at the bottom right of the window.

A closing date has to be specified for each of the following: Debtors and Creditors. Change all the months to 31 and IQ Restaurant will automatically choose the correct period closing date. E.g. leap year the month end will be 29th of February.

NOTE: These dates will be used flags to warn the operator when month end is to be done on each of the Back Office Modules.

FINANCIAL YEAR STATS ON

The start of the financial year must be entered e.g. March. This is important as it indicates when the start of the financial year is for the general ledger. The ledger has no 'Month End' function. The system needs to know which month is the ending financial month because a financial year is a period used for calculating annual ("yearly") financial statements in businesses and other organizations. In many jurisdictions, regulatory laws regarding accounting and taxation require such reports once per twelve months, but do not require that the period reported on constitutes a calendar year (i.e., January through December). Financial years vary between businesses and countries.

EXAMPLE: Retailers tend to close their books at the end of February due to the large amount of December sales. If the financial year-end is too close to a heavy selling season, the company will have extreme time constraints in producing its annual financial statements, having to count inventories, etc...

TAX RATES

The VAT table is the essence for all VAT calculations through out the system. Any transaction processed with a VAT rate numbered from 1 to 9 will have VAT calculated. The VAT amount is based on the VAT rate percentage value that is linked with VAT Rate number at the time of the posting.

TAX SYSTEM

The tax system allows one to specify if the VAT or GST system is going to be used.

VAT is paid by each producer or distributor who handles the goods before they reach the consumer or end user, who is usually a member of the public. It is called value-added tax, because tax is paid at every stage where value is added to the product.

If the VAT system is used the system will utilize the normal VAT posting method will be used when processing takes place in the system. VAT is short for "Value Added Tax".

Under the old system of GST, the only person who would pay tax, would be the person buying from the shop. GST is short "General Sales Tax".

CHANGING VAT RATES

New VAT Rates can actually not be added. One is able to modify anyone of the 9 predefined VAT rates and their descriptions.

The screenshot shows a software window titled "Company Default Details" with a menu bar containing: Ledger Defaults Accounts, Database Archive Defaults, Company Defaults, and Accommodation & Reservation Defaults. The "Company Defaults" menu is open, showing options: Company Details, Company Logo, Stock Defaults, Closing & Financial Dates, Tax Rates, Trading Defaults, and Weighted Scanning. The "Tax Rates" option is selected.

Inside the window, there are two main sections:

- Tax System:** Contains two radio buttons: "Vat" (which is selected) and "Gst".
- Tax Rates:** Contains a table with 9 rows and 3 columns: Rate No, Vat Description, and Tax Rate.

Rate No	Vat Description	Tax Rate
1	Normal Vat	14.00
2	Zero Rated	0.00
3	Exempt	0.00
4	Bad Debt	14.00
5	Not Defined	0.00
6	Capital Goods Vat	14.00
7	Not Defined	0.00
8	Not Defined	0.00
9	Not Defined	0.00

Below the table is a button labeled "F4 Edit". At the bottom right of the window is a button labeled "F10 Accept".

DELETING VAT RATES

The 9 predefined VAT rates cannot be deleted. Their VAT rate values can only be set to zero. Should a particular VAT rate no longer be required, the VAT rate percentage value can set to zero and references to this VAT rate should be changed to the new VAT rate number.

TRADING DEFAULTS

Trading Defaults are used to regulate the Trading hours.

The screenshot shows the 'Company Default Details' window with the 'Company Trading Default Settings' tab selected. The settings are as follows:

Setting	Value
A Trading Starts On?	Monday
B Trading Hours are?	Open: 06:30 TO Close: 05:30
C Current Trading Date	15/11/2011
D Keep Trading Date in Sync with Computer Date?	NO
E Foreign Currency Enabled	YES
E Prompt for Voucher Tender Reference	NO
G Allow Non-Validated Voucher Tender Reference Entry	YES
H P.O.S. Round Down Discount (Round Down to the Nearest)	0 (No Rounding)

At the bottom right of the window, there is a button labeled 'F10 Accept'.

COMPANY TRADING DEFAULT SETTINGS

TRADING STARTS ON?

Choose the date of the week (Monday to Sunday) that trading will start on. For Example many Restaurants will not be open on a Monday.

TRADING HOURS ARE?

Choose the Opening and close times for the business.

CURRENT TRADING DATE

This will display the current date of trading.

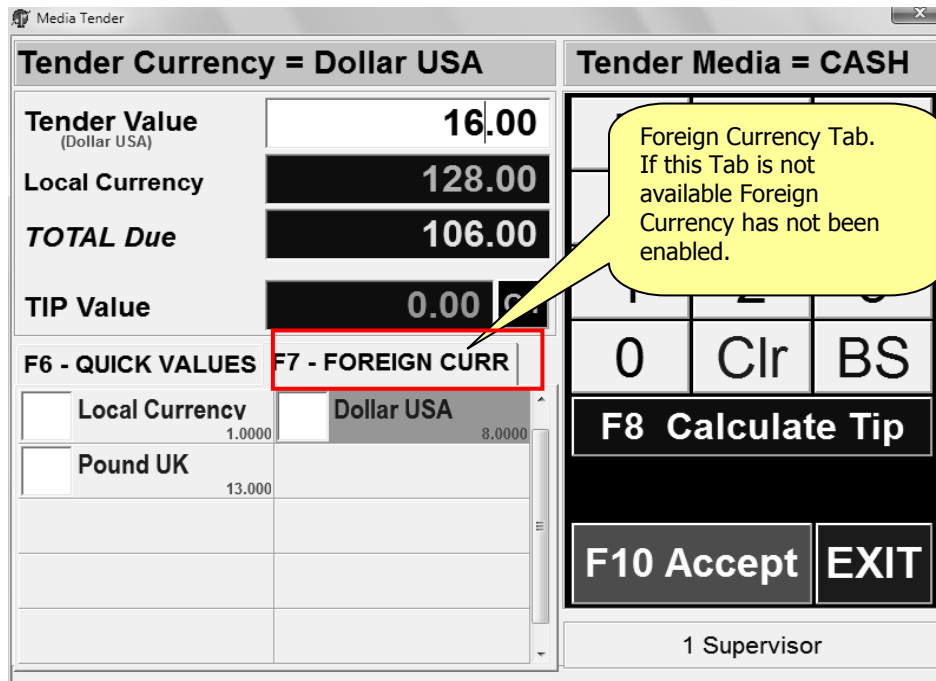
KEEP TRADING DATE IN SYNC WITH COMPUTER DATE

The preferred method is to choose NO. If the closing time of the business is after 12 O'clock then the computer date will not calculate the date correctly. If the day end only gets done the next day, don't choose YES, but leave this option on NO. Select yes, only if your closing time is before 12 pm the same day.

NOTE: The system used the trading date as basis to process all transaction and allows more accurate recording of figures for restaurants where their trading hours exceed 12 hours or extend into the next day. A single trading date will be utilised in this case and only after Day end will the system set the trading date to the current company date. An Addition benefit is Cash-ups, Stock count capture forms can be entered the following day, before end of day.

FOREIGN CURRENCY ENABLED

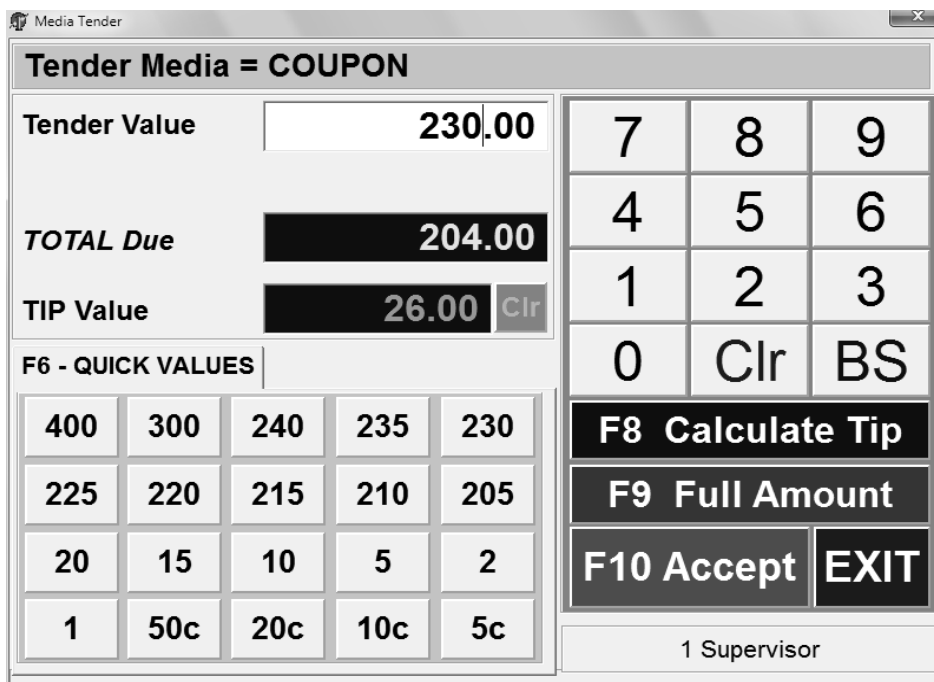
This option will allow Foreign Currency to be made available when processing payments. If enabled foreign currency must be setup. Foreign Currency can be selected under Back office, Company Setup, Foreign Currency Setup. Once the setup is complete the foreign currency will be available at the payment media screen.



PROMPT FOR VOUCHER TENDER REFERENCE

Vouchers are also known as Coupons. This option will prompt for a voucher tender reference. If Yes was selected the voucher detail has to be specified when the coupon tender media is selected.

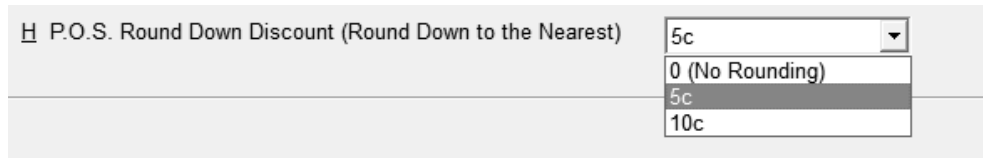
NOTE: When this option is switched on make sure that under Restaurant Back Office, Company Setup, Slip and order setup, Printing and Processing Defaults, Processing Details (A), Must ask for Voucher Reference and Allow invalid Voucher Reference has also been switched on.



ALLOW NON VALIDATED VOUCHER TENDER REFERENCE ENTRY

This option will allow the user to use and non validated (i.e. voucher number / reference need not be validated to see if it has already been used or if it exist in the voucher databases) voucher tender reference. Instead of using your own generated voucher tenders you will be allowed to use a voucher reference generated by another source. E.g. a meal voucher given as a value to be used at a list of Restaurants. Choose between Yes or No.

P.O.S ROUND DOWN DISCOUNT (ROUND DOWN TO THE NEAREST)



This option will allow the user to Round the P.O.S Discount to the nearest 5c or 10c otherwise if 0 is select the then P.O.S Rounding will have no influence on the transactions.

EXAMPLE: If the Total of the P.O.S Sale is R6.68 and 5c was selected under POS Rounding then the R6.68 will round to R6.65, if 10c was selected then the R6.68 will round to R6.60

WEIGHTED SCANNING

By default there are 10 different scalable bar code types listed, which may be modified. Because the variable weighted items bar code is primarily depended on the scale it is important that scan code and the scales bar code are the same. If the bar code printed from a scale is in a format, "20IIIIIDPPPPC", then the scan code setup for Type 20 must be the same.

E.g. If a scale prints a bar code with a code of "2000234810007", where "20" is bar code type, "00234" is the actual item code, where "8" is a check digit and "1000" is the price for that particular item and "7" is another check digit, the scan code type 20 must read as follows "20IIIIIDPPPPC" (20=scan code type to use, IIII = actual item code length, D = check digit, PPPP = price length and position, C = check digit). The same will apply to any other scan code types.

Should the scale print the bar code as follows; "2002348010007", then the scan code for type 20 should be as follows. "20IIIIIDPPPPPC". Four characters for the actual item code and five for the price.

EXAMPLE:

Description : Cheese / Kg
Item Code : 2003

To capture the item code for a block of cheese which has a printed bar code of "2020037012349", use only the scan code type, "20", and the actual item code, "2003". Although the bar code will change with each block of cheese, the scan code type and the actual item code will not.



You may find that for each block of cheese the bar code is different. This does not mean that each and every bar code must be entered. You will notice that the scan code type (the first two characters) and item code (the next 4 to 5 characters), which form part of the actual bar code will stay the same. The only part of the bar code that will change will be the two check digits (between the price and item code and the last character of the barcode) price section of the bar code, "01234" (R12.34). Items with the following bar codes will be treated as one item on the stock file, e.g. 2020038042347, 2020037022348, 2020039015007, etc.

The check digits for the following barcode, 2020038042347, are 8 and 7. The first check digit will always lie between the item code and the price. The second check digit can be found at the end of the barcode.

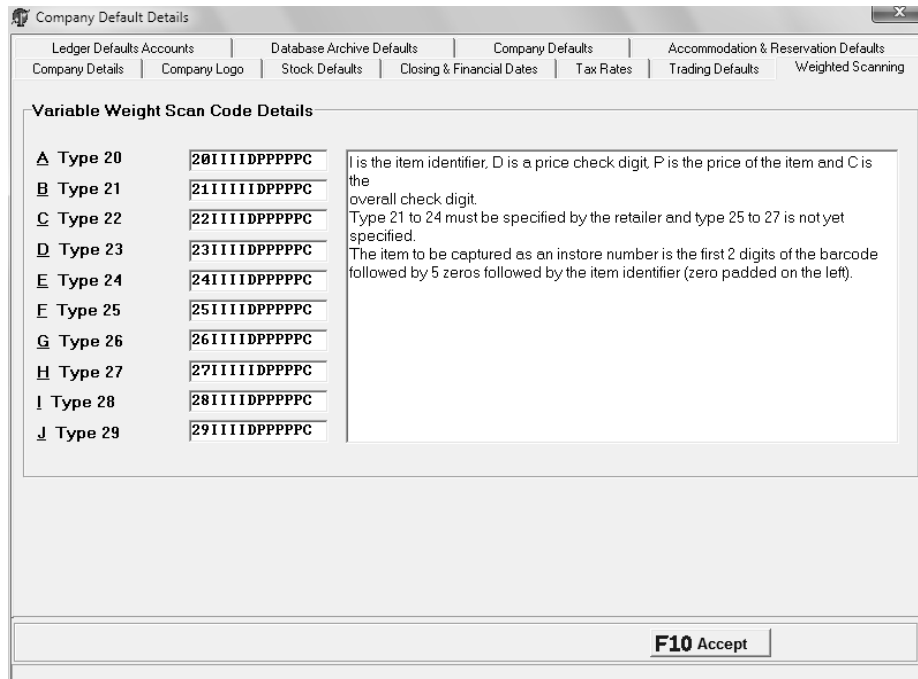
The format for entering weighted items as stock item codes is as follows;

scan code type + "00000" + the item code

20 00000 00123

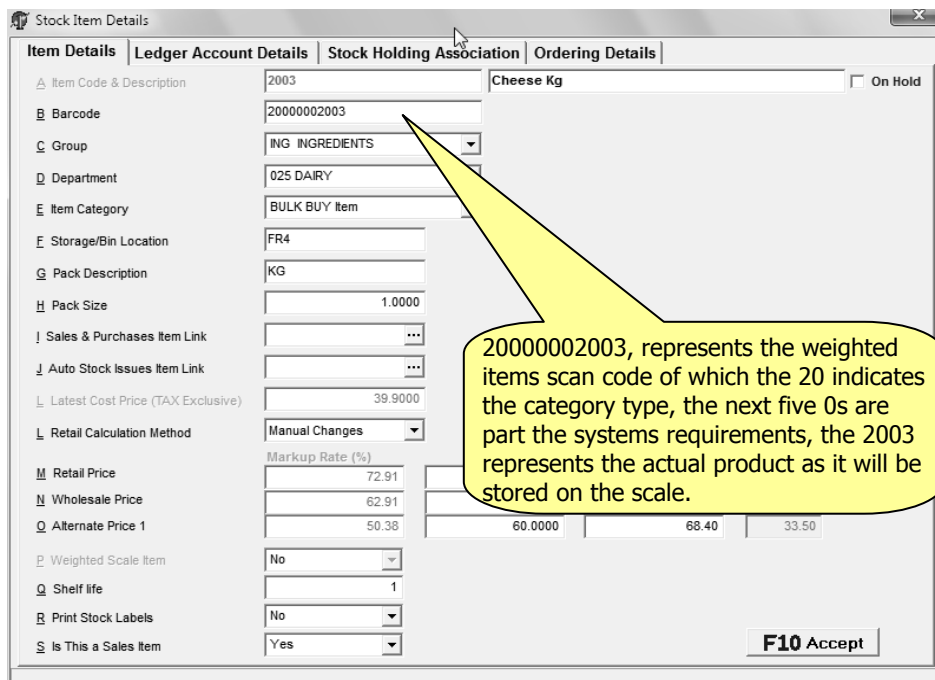
NOTE: The five zeros (00000) must always be added immediately after the scan code type.

The final stock item code for the block of cheese should read "20000002003".



SETTING-UP A STOCK ITEM CODE FOR VARIABLE ITEM SCANNING

To setup a variable weighted item for scanning proceed to the Stock menu followed by the Item Maintenance option. Select the Add option to capture a new item.



When scanning or typing the bar code in, the system will immediately know that the item is a weighted item because of the scan code type indicator. If the first two characters are not found in the scan code type setup, the bar code will be regarded as a normal item and not weighted item.

If the item is a weighted item the system will automatically take the first two characters, "20" and add five zeros, "00000" followed by adding the item code from the bar code, "00123".

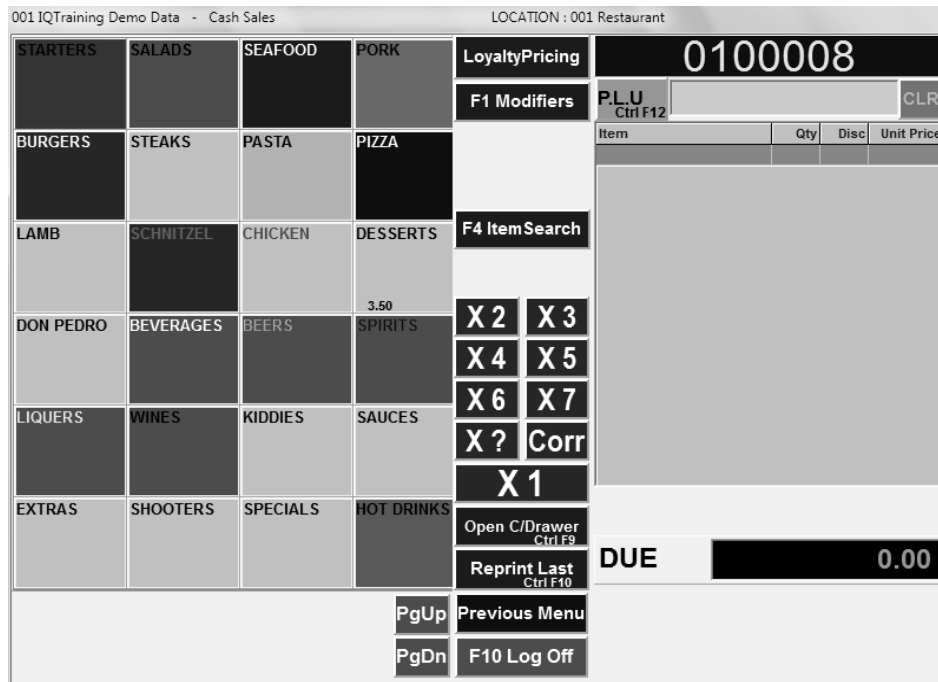
NOTE: The length of the item code is derived from the setup of scan code type, e.g. 20IIIIIDPPPPC. Should the scan code setup have read 20IIIIIDPPPPPC the item code that would have been extracted would have been "2003", (i.e. IIII).

Once the item code has been entered proceed with the entering of the remaining stock item fields.

NOTE: When entering the unit cost and any one of the available retail prices, the price entered should be according to the unit (e.g. kg, pound, litre, etc.) in which it was purchased. If the item is purchased per kilogram then the price, both selling and cost should be per kilogram and not per gram.

HINT: If the first two characters of the bar code can be matched with the first two characters of any of the 10 predefined scan codes then that item is regarded as a weighted item.

SCAN CODE UNIT PRICE AND QUANTITY / WEIGHT CALCULATION



When the bar code is entered, typed or scanned, the quantity of the item is calculated not the price of the item. The price of the item forms part of the bar code.

The system calculates the quantity / weight of the item by taking the price extracted from the bar code and dividing it by the retail price. If the retail price per kilogram for chicken legs is 25.00 and the bar code reflected 10.00 ("1000") as the price, the quantity / weight of that chicken pack would be, 10.00 divided by 25.00, with a result of 0.4 being displayed in the quantity field, 25.00 in the price field and 10.00 in the line total field.

LEDGER DEFAULTS

The integration defaults accounts form part of the automatic integration with the ledger. Whenever a posting involves a debtor, creditor or stock item, the system will then use the integration accounts associated with them, e.g. If posting was done from creditors the system will not ask for the creditors control or the VAT account each time, but will automatically extract the Creditors Control and VAT Input account from the ledger integration defaults.

Integration Accounts					
Debtors Control	3600.000.000.00	...	Suspense Account	3899.000.000.00	...
Creditors Control	4000.000.000.00	...	Sales Account	2000.000.000.00	...
Cash on hand	3700.000.000.00	...	Stock on Hand	3500.000.000.00	...
Bank	3990.000.000.00	...	Stock Adjustments	3510.000.000.00	...
Output Vat	4100.000.000.00	...	Cost of Sales	1000.000.000.00	...
Input Vat	3800.000.000.00	...	Bad Debt	1230.000.000.00	...
Discount allowed	1280.000.000.00	...	Retained Earnings	4900.000.000.00	...
Discount Received	2520.000.000.00	...	General Expenses	1350.000.000.00	...
Interest Received	2500.000.000.00	...	Debtors Clearing	3601.000.000.00	...
Interest Paid	1405.000.000.00	...	Creditors Clearing	4001.000.000.00	...

F10 Accept

The accounts asked for must all be filled in, no vacant fields are permitted. Should any of the accounts not be correct select, the search option located next to that entry field and select the appropriate Ledger Account.

Click on Accept once all the Company Default Details have been completed.

AUTO DATABASE ARCHIVE DEFAULTS

The Auto Database Archive Clear function will clear all the set default transactions on a certain date. It is important to remember that if the e.g. Stock Holding is cleared e.g. 3 months only the last 3 months information will be kept. In other words to compare the variances for the last year or even 6 months will not be possible. If these transactions are cleared IQ Restaurant will be able to do a back up and a day end faster. The difference between Archive clear in Database Maintenance is that the user can set the Auto Archive automatically the user do have to remember, once the Automatic Archive maintenance is enable they will run for you. The automatic archive for till & holding archive maintenance is very flexible on a weekly basis, e.g. if a Monday is to busy or the Restaurant can even be close on a Monday any other day of the week can be selected.

NOTE: This feature was created to help the user with automatic clearing of archive / cold information instead of having to remember to clear the history intermittently.

AUTO DATABASE ARCHIVE DEFAULT DETAILS

ENABLE AUTOMATIC ARCHIVE MAINTENANCE

Choose between Yes or No. If Yes is selected the option will automatically maintain the Archives for you. If No is selected the user will have to do the Archives in Database Maintenance.

PROMPT FOR CONFIRMATION OF AUTOMATIC ARCHIVE MAINTENANCE BEFORE PROCEEDING

Choose between Yes or No. If Yes was selected a prompt screen will appear request a confirmation to continue with the archive maintenance.

AUTOMATICALLY MAINTAIN STOCK HOLDING ARCHIVES AFTER END OF DAY

Choose between Yes or No. Choose the amount of Months to retain, 6 months information must be kept.

AUTOMATICALLY MAINTAIN POS TILL ARCHIVES AFTER END OF DAY

Choose between Yes or No. Choose the amount of Months to retain, 6 months information must be kept.

AUTOMATICALLY MAINTAIN DEBTORS ARCHIVE AFTER DEBTORS MONTH END

Choose between Yes or No. Choose the amount of Months to retain, 12 months information must be kept.

AUTOMATICALLY MAINTAIN SUPPLIER ARCHIVE AFTER SUPPLIER MONTH END

Choose between Yes or No. Choose the amount of Months to retain, 12 months information must be kept.

AUTOMATICALLY MAINTAIN STOCK ARCHIVE AFTER STOCK MONTH END

Choose between Yes or No. Choose the amount of Months to retain, 3 months information must be kept.

PERFORM AUTOMATIC TILL & HOLDING ARCHIVE MAINTENANCE ON WEEKDAY

Choose a weekday between Monday to Sunday.

FREQUENCY OF AUTOMATIC ARCHIVE MAINTENANCE (P.O.S, DEBTORS, SUPPLIERS, STOCK)

The Automatic Archive Maintenance option will maintain the P.O.S, Debtors, Suppliers and Stock Files. Choose a Frequency from 3 Months, 6 Months, 9 Months or 12 Months.

NEXT ESTIMATED SCHEDULED AUTO MAINTENANCE DATE FOR TILL & STOCK HOLDING

Choose the next date to date to schedule the auto archive maintenance.

COMPANY DEFAULTS

Strict credit control refers to the way in which the "over terms" and "over limit" messages are handled when debtor exceeds his limit or is over his terms. If the strict control option is enabled (ticked), the "over terms" and "over limit" are no longer just warning messages. E.g. If a Credit Limit was reached no further invoice may be processed to the account.

The screenshot shows a software window titled "Company Default Details". The window has a menu bar with the following items: Company Details, Company Logo, Stock Defaults, Closing & Financial Dates, Tax Rates, Trading Defaults, and Weighted Scanning. Below the menu bar is a sub-menu bar with: Ledger Defaults Accounts, Database Archive Defaults, Company Defaults (which is highlighted), and Accommodation & Reservation Defaults. The main area of the window contains a single setting: "A Strict Credit Control" with a dropdown menu set to "Yes". At the bottom right of the window, there is a button labeled "F10 Accept".

STRICT CREDIT CONTROL

Choose between Yes or No to enable or disable. Strict Credit Control will display an error notification when a debtor exceeds the credit limit, under Debtors Maintenance, Restaurant Back office.

Debtor Amendments

A Account: ABC001 B Name: ABC Stores (Pty) Ltd C Title: D Initials:

E Area: CPT E Contact: Fred James G On Hold: No

H Postal Address: PO Box 123 I Delivery Address: 23 Olifant Road

J Johannesburg

K 1489

L S Terms: 30 Days

M I Credit Limit: 1,000.00

N U Settlement Discount %: 0.00

O V Language: English

P W Group Type:

Q X Invoice Discount %: 5.00

R Y Sell Price: Retail Price

S Bank:

T Bank Account:

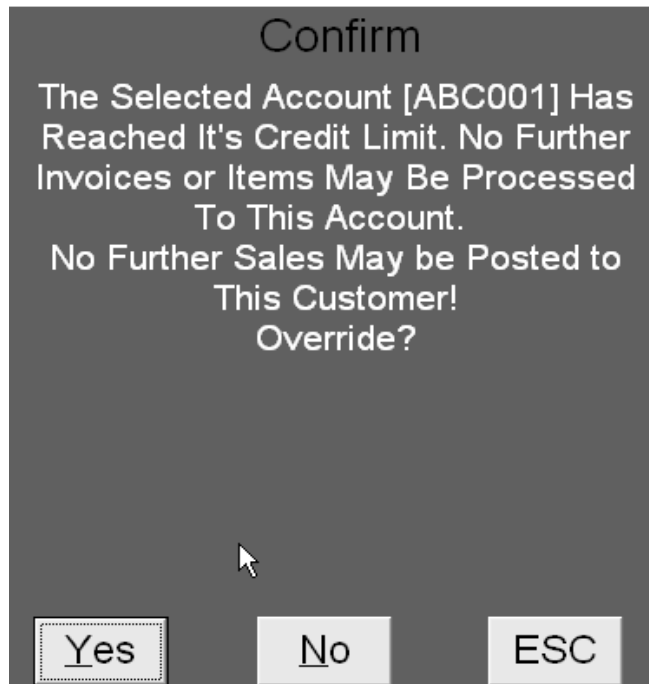
U Tax (VAT) no:

V Status: N

W **F10 Accept**

X Enter the credit limit

If Strict Control is switch on and the credit limit for each Debtors has been entered, an error notification will appear while invoicing when the debtors reaches the specified limit.



NOTE: Only user with correct limitation selection will be allowed to override the strict control.

STOCK HOLDING & SALES OUTLET

This document is designed to help facilitate in the setup and implementation of a typical stock control system for a restaurant environment. The intention is not to help with the general setup of the IQ Restaurant software.

IQ Restaurant POS Back Office - Company Setup Software by IQRetail (Pty)Ltd.

Version :1.3.0

Registered To IQ RETAIL

Company Setup

Company : 001 IQTraining Demo Data

Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)

F1	Company Details & Default Settings	F7	Slip & Order Setup
F2	Configure Till Defaults	F8	Pole Display Messages
F3	Tender Types	F9	Customer & Loyalty Setup
F4	User Setup	F10	Foreign Currency Setup
F5	Stock Holding Sales Outlet Setup		
F6	Table Setup		

Tue, Nov 15, 2011, 01:39:47 PM ESC Previous Menu

Tue, Nov 15, 2011, 01:39:47 PM C:\IQREST\001 Trading Date :15/11/2011 www.iqretail.co.za

Select the Restaurant Back Office Menu, Company Setup, and Stock Holding & Sales Outlet Setup.

Select Add and enter the Location I.D. The maximum of 3 characters (e.g.: BAR, 001). The description should be a full and meaningful explanation for the stock holding.

NOTE: 001 Outlet holding I.D. should and must be the main holding. This stock holding outlet cannot be deleted.

Once completed, select the Accept button.

We now have our two different stock holding and sales outlets. (e.g.: 001 Restaurant and 002 Bar).

Remember your initial main holding outlet is your default holding and sales outlet that is created when the system is first setup, usually Outlet I.D. 001.

Select Restaurant and Back Office, Company Setup option, Stock holding & Sales outlet Setup.

STOCK HOLDING DETAILS**HOLDING ID**

Enter associated Holding ID that will be used to identify the associated Holding & Sales outlets. Three characters must be used as the holding ID.

DESCRIPTION

Enter the Stock holding description, which will be used to identify the holding in full.



Stock Holding Details

A Holding I.D. 002

B Description Bar

F10 Accept

CONFIGURE TILLS

The till setup is probably one of the most important part of the setup that must be done, and done correctly. Till setup is the link between the till and the outlet. This is how the system knows that when till/machine number 2 is used that stock and menus setup for outlet 002 must be used and when till number 1 is used that outlet 001's setup is used. There is no restriction on the amount of machines/ tills that can be linked to an outlet.

NOTE: If the user has been setup to be allowed to exit from the program then the system will not ask for a supervisor override.

Set the Print Order Audit to "YES" if a complete bill of each table is to be printed each and every time a table has a new item(s) added to it. Although this option uses a lot of paper it does allow the restaurant to have hard copies of each table not yet closed up to the last item ordered, should there be a total loss of power.

The Inactivity Timeout option allows the system to automatically log the waitron off if there has been no activity for the indicated timeout period. If there is no inactivity timeout required the set the timeout to zero (0).

IMPORTANT: The above is till specific so therefore it requires you to make sure that each and every till is setup accordingly.

Select the correct Till number and click on Edit.

CONFIGURE TILL DEFAULTS

Till No.	Description	Linked to Sales Outlet	Linked to Company
1	Till Number 1	001	001
2	Till Number 2	001	001

F3 Add F4 Edit F5 Delete F10 Accept

TILL SETTINGS 1

TILL NUMBER

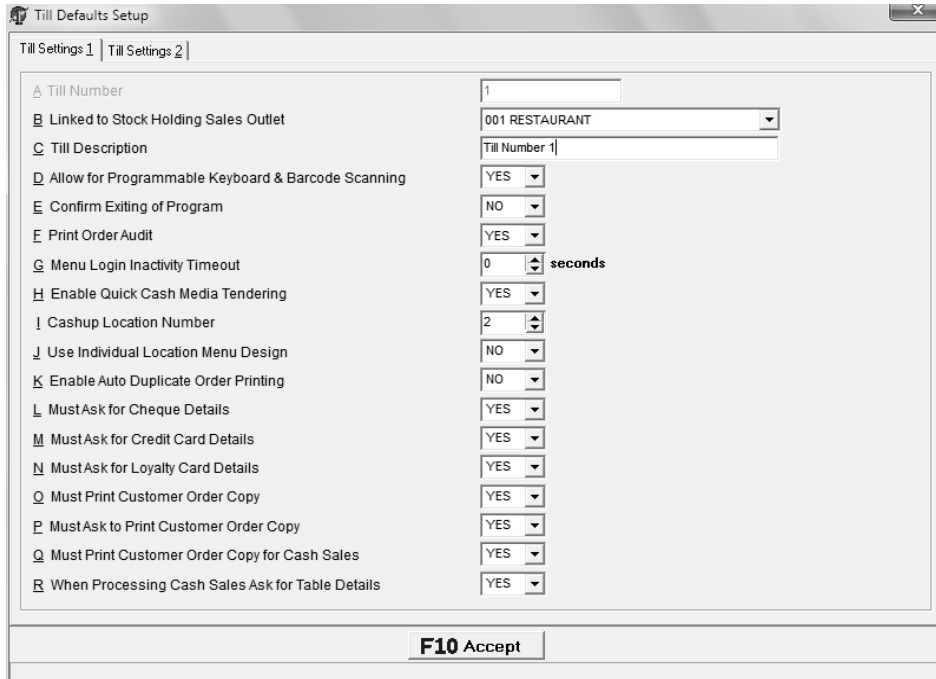
This option will display the specified Till number.

LINKED TO STOCK HOLDING SALES OUTLET

Choose the stock holding sales outlet here. All stock for the associated holding will be affected, and only this holding, so make sure the correct holding is used, e.g. do not link the bar tills with the Restaurant holding.

TILL DESCRIPTION

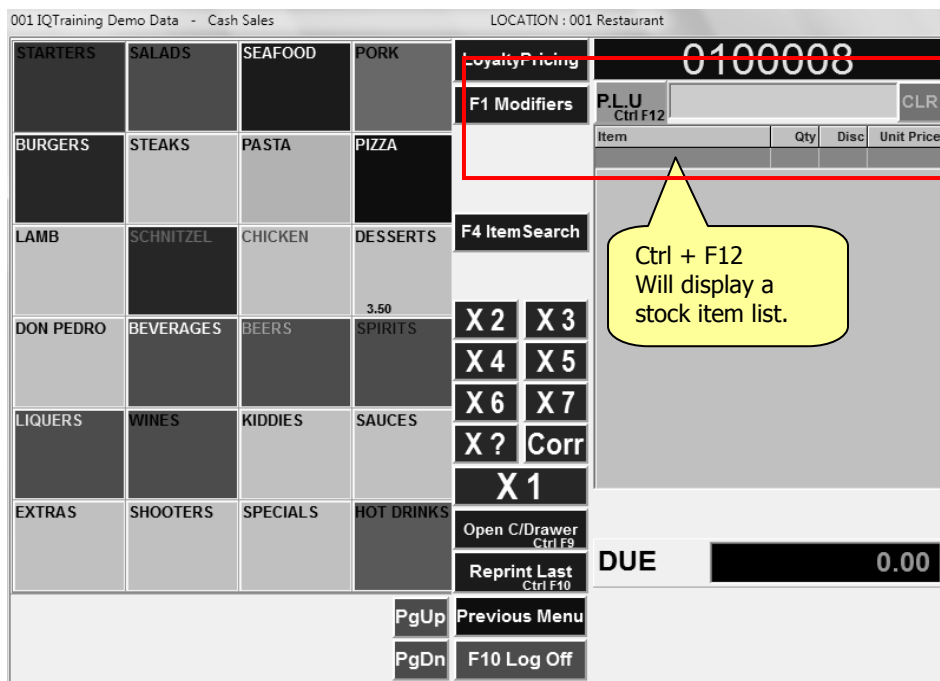
Type the Till Description. A maximum of 25 and a minimum of 1 alphanumeric character(s) may be entered. The outlet description allows you to indicate what this machine used for or where it located.



ALLOW PROGRAMMABLE KEYBOARD & BARCODE SCANNING

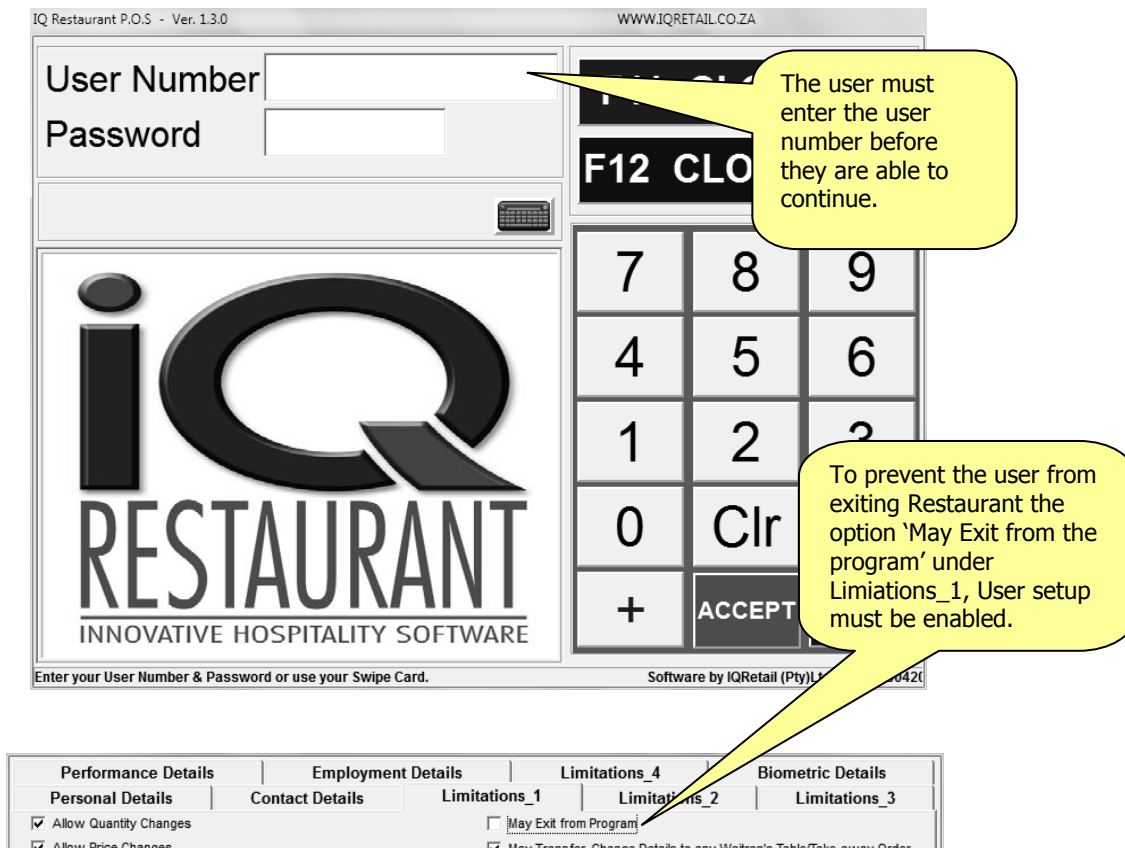
A programmable keyboard is capable of being configured in a range of ways allowing a single keystroke to perform multiple functions. Programmable keyboards allow keys to represent special functions.

The barcode scanning will allow the user to use the barcode scanning option when processing a Cash sale at the P.L.U option. If programmable keyboard & barcode scanning is on No the P.L.U. option will no appear, this option is not necessary for touch screens.



CONFIRM EXITING OF PROGRAM

If the Confirmation exiting of program is on = Yes, then the user will not be able to Exit / Escape out of IQ Restaurant, before entering their user number and password. If this option is set to No, users will be able to exit out of the program, back to the operation system. If this option is set to yes, users will not be allowed to exit the Program they will be asked for an overriding password or returned to the logon screen.



PRINT ORDER AUDIT

This option enable the automatic pricing of a table order details each time the table is amended with new ordered items. The system prints a complete bill up to the last item added. The reason for the order audit is to have a backup of the orders due to power failures. The Print Order Audit will print a complete order and will be up to date with each table. The order audit is printed to the Bill and Receipt printer destination.

MENU LOGIN INACTIVITY TIMEOUT

The option allows one to indicate how long the system should wait before returning the system back to the logon screen. If the user remains inactive in the POS module the login screen will appear after the seconds specified.

NOTE: If a sale or transaction is in progress the system will not return to the logon screen. The inactivity logout option is intended for Front Office processing, Cash Sale, Take-away and tables.

ENABLE QUICK CASH MEDIA TENDERING

Selecting this option will allow you to enable quick cash media tendering. For example a busy bars and night clubs where Quick Value option will save time.

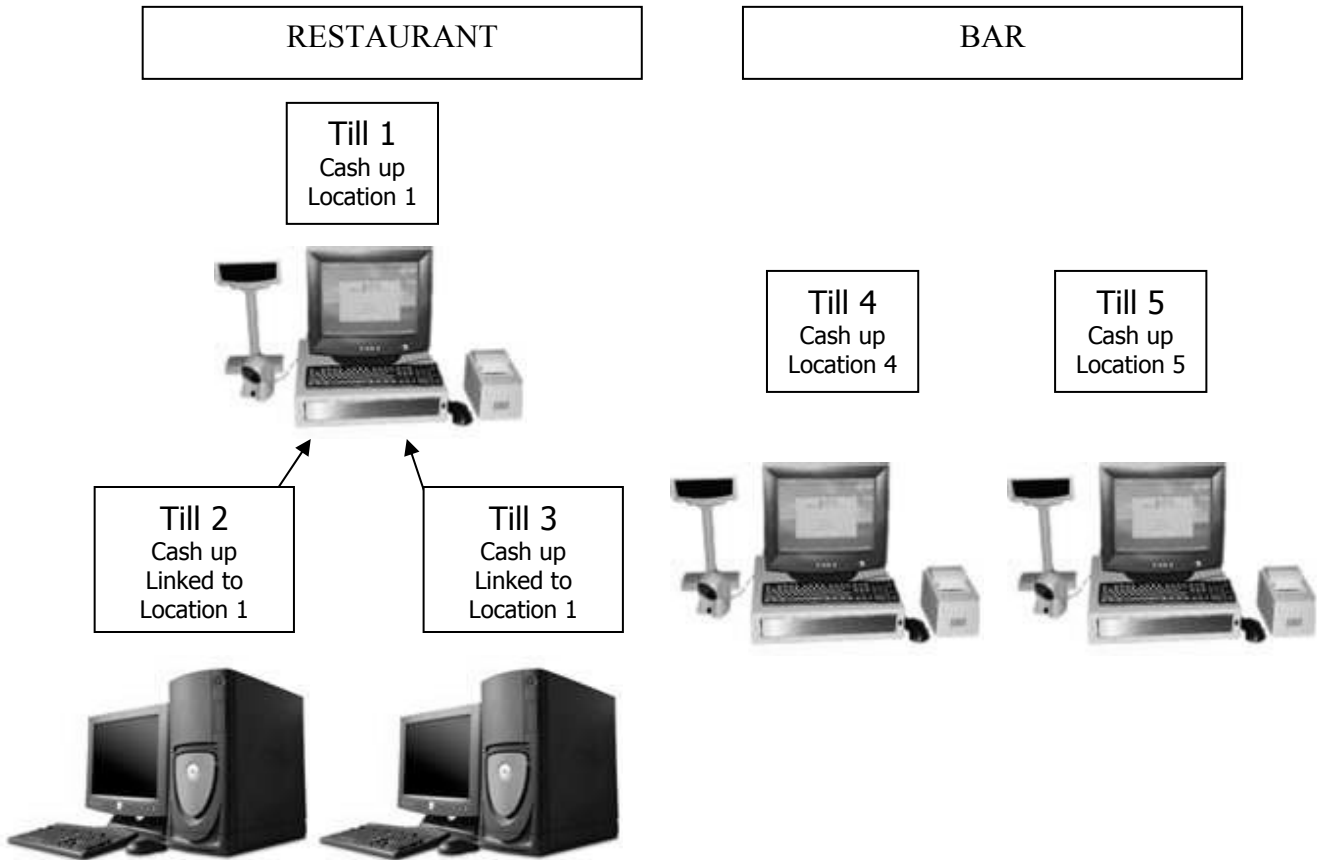
001 IQTraining Demo Data - Cash Sales LOCATION : 001 Restaurant

ICE-CREAM & CHOC SAUCE 9.50	FRUIT SALAD 11.50	BAR-ONE KISSES 9.50	LoyaltyPricing	0100008		
CHOC MOUSSE 14.00	CASATA 14.00	APRICOT CHEESE CAKE 12.50	F1 Modifiers	PLU Ctrl F12	CLR	
TARTUFFO 14.00	WAFFLE 4.50	WITH ICE-CREAM	F2 Pay	Item	Qty	Disc Unit Price
MILK SHAKE 7.50			F3 AmendOrd	OUT OF AFRICA SALAD	1.000	0 18.00
			F4 ItemSearch	CHICKEN SALAD		18.00
			X 2 X 3			30.00
			X 4 X 5			30.00
			X 6 X 7			12.50
			X ? Corr			9.50
			X 1			11.50
			Open C/Drawer Ctrl F6	Up F7	On F8	ClrAll F9
			Reprint Last Ctrl F10	DUE		139.00
			PgUp Previous Menu	Exact Cash Ctrl F1	140 Ctrl F2	145 Ctrl F3
			PgDn F10 Log Off	155 Ctrl F5	160 Ctrl F6	200 Ctrl F7
						OTHER Ctrl F8

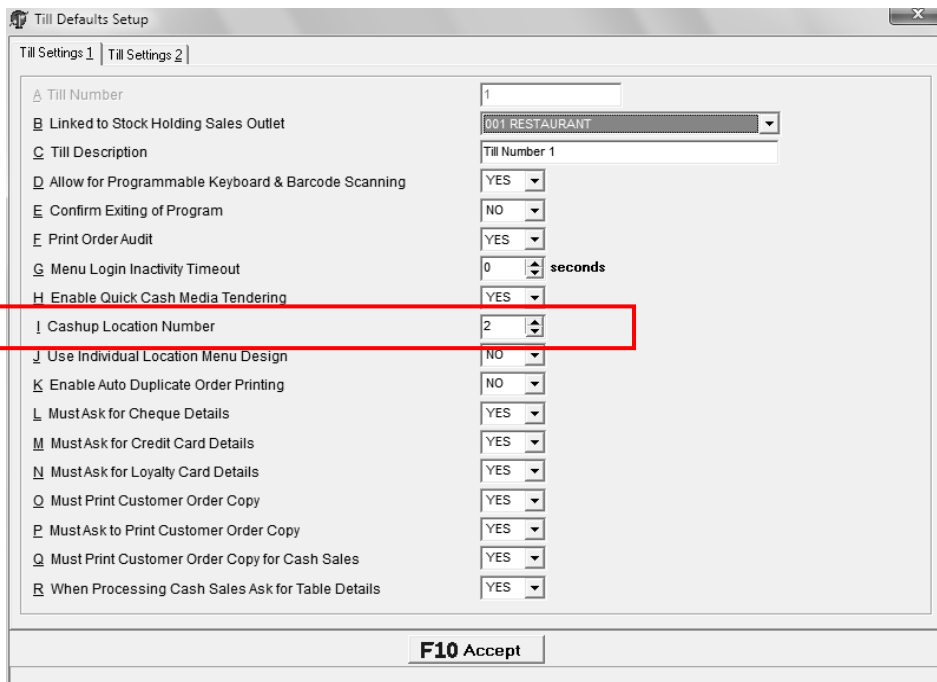
After selecting all the items, the quick cash media tender media will be available, before you select Pay.

CASHUP LOCATION NUMBER

Allow the user to specify the cash-up location number. The Cash-up Location must be selected.



NOTE: More than one till can have the same Cash-up Location.



USE INDIVIDUAL LOCATION MENU DESIGN

The option will allow you to individualize location menu design. In other word you can create a specific menu for every till. E.g. the bar menu will be different to the Restaurant menu.

ENABLE AUTO DUPLICATE ORDER PRINTING

This option will enable print an exact duplicate of the order been placed at the time. The duplicate order will print to the duplicate order printer destination (see Hardware setup and menu item setup).

NOTE: The Duplicate Order Printer Destination must be specified Till Settings 2.

MUST ASK FOR CHEQUE DETAILS

The option will prompt the user the cheque details, when making payments using the cheque tender media option.

CHEQUE Details

Cheque Number: 7878445
 Customer Name: J JOHNSON
 Customer I.D. No.: 71020800000000

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

Q W E R T Y U I O P
 A S D F G H J K L ;
 Z X C V B N M , . ?
 @ # * % Space - + & !

GO BACK F10 Accept 1 Supervisor

MUST ASK FOR CREDIT CARD DETAILS

The option will prompt the user the credit card details, when making payments using the cheque tender media option.

Customer Card Details

Card Number: 4598778131545487
 Customer Name: H BOTHA
 Expire Date (yy/mm): 20 15 / 12

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

Q W E R T Y U I O P
 A S D F G H J K L ;
 Z X C V B N M , . ?
 @ # * % Space - + & !

GO BACK F10 Accept 1 Supervisor

MUST ASK FOR LOYALTY CARD DETAILS

The option will prompt the user the loyalty card details, when selecting a table. The option to ask for the Loyalty Card Detail will ask per till, this is not a global option. Remember to add the Customer under the Customer & Loyalty Setup.

NOTE: If the option to validate a loyalty card has been enabled, a loyalty card number that does not exist on the system will be allowed.

CUSTOMER Loyalty Details

Loyalty Card Number: 123456789

Loyalty Account: JAM001

Surname: JAMES MR L

Name: LEON

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

Q W E R T Y U I O P

A S D F G H J K L ;

Z X C V B N M , . ?

@ # * % Space - + & !

GO BACK F2 Search F10 Accept 1 Supervisor

NOTE: When this option is switched on make sure that under Back Office, Company Setup, Slip and order setup, Printing and Processing Defaults, 3 – Processing Details Tab, N – Must ask for Loyalty Card When using Quick Cash Tender is selected to YES.

MUST PRINT CUSTOMER ORDER COPY

The option will automatically print a copy of the order been placed. This option is usually required or take-aways where the kitchen gets one copy of the order and the customer the other copy. The cashier copy is printed to the bill and receipt printer destination.

MUST ASK TO PRINT CUSTOMER ORDER COPY

This option will ask the user to print a copy of the customer order.

If the structure requires that the "Customer Order Copy" not be printed each time and order is placed, one can request that the system prompts for the confirmation if it should print a "Customer Copy". This option can be disabled for Cash Sales only, by setting the next option "Must Print Customer Order for Cash Sales" to No.

MUST PRINT CUSTOMER ORDER COPY FOR CASH SALES

This option will ask the user to print the customer order copy for cash sales.

WHEN PROCESSING CASH SALES ASK FOR TABLE DETAILS

This option will require the user to fill in the table details when processing a cash sale. Use this option when table tracking is required 'sit down' or 'eat in' cash clients.

TILL SETTINGS 2

The screenshot shows a window titled "Till Defaults Setup" with two tabs: "Till Settings 1" and "Till Settings 2". The "Till Settings 2" tab is active. The settings are as follows:

A Duplicate Order Printer Destination	Restaurant Kitchen
B USB Finger Reader Device	NOT INSTALLED
C Use MaxiSoft Loyalty Card Interface	YES
D Allow Cashup With Open Tables and Take-aways	NO
E Use Slip and Order Layout Number	3
F Allow Auto Debtor Discount & Price Matrix Allocation	YES
G Use Floor Layout Interface for Table Orders	NO

At the bottom of the dialog box, there is a button labeled "F10 Accept".

DUPLICATE ORDER PRINTER DESTINATION

Choose the Printer Destination for the Duplicate order to print.

NOTE: This option is part of the "Enable Auto Duplicate Order Printing" and therefore must be enabled. Should this function be required at other terminals, each of the other terminals will need to be set.

USB FINGER READER DEVICE

If a Finger Reader Device is installed select the correct device name.

USE MAXISOFT LOYALTY CARD INTERFACE

Maxisoft Loyalty card interface is external software that can be use to keep track of Loyalty points. For example the Restaurant are swiping card with invalid card numbers because the information will be given to an external source (maxisoft) that will calculate the points.

ALLOW CASHUP WITH OPEN TABLES AND TAKE-AWAYS

Choose between Yes or No. If yes is selected the user can do a cash up while there is still open Tables and Take-aways. The default setting is No, which means all Tables and take-aways must be closed.

NOTE: Setting this option to Yes can cause waitrons and cashiers to continue selling without a cashup.

USER SLIP AND ORDER LAYOUT NUMBER

Specify the Layout Number to be use for the Slip. Three layouts will be available for selection.

ALLOW AUTO DEBTOR DISCOUNT & PRICE MATRIX ALLOCATIONS

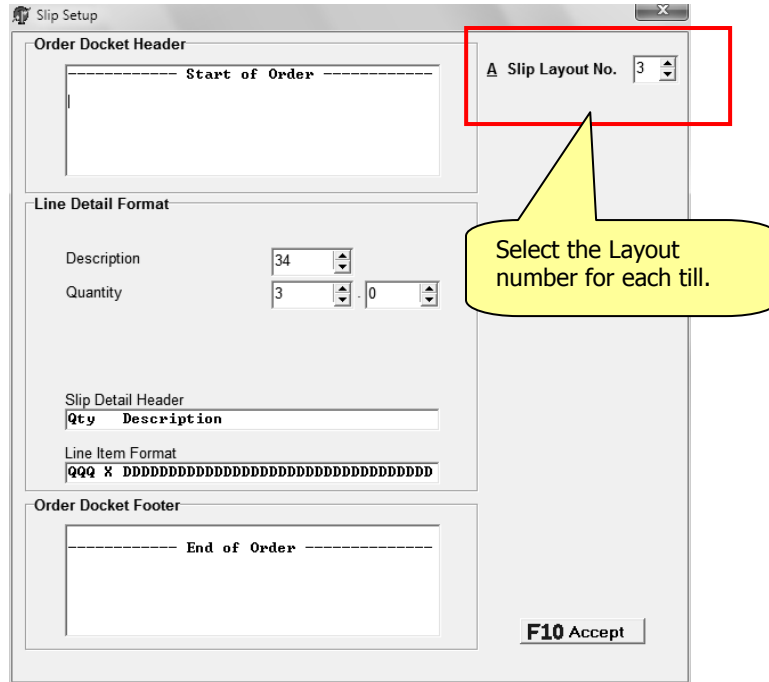
This option will allow the Debtors Discount & Price Matrix Allocations be used if Yes is selected.

USE FLOOR LAYOUT INTERFACE FOR TABLE ORDERS

Choose between Yes or No. If Yes is selected the Floor Layout Interface will be used for table orders, If no the layout will not be available

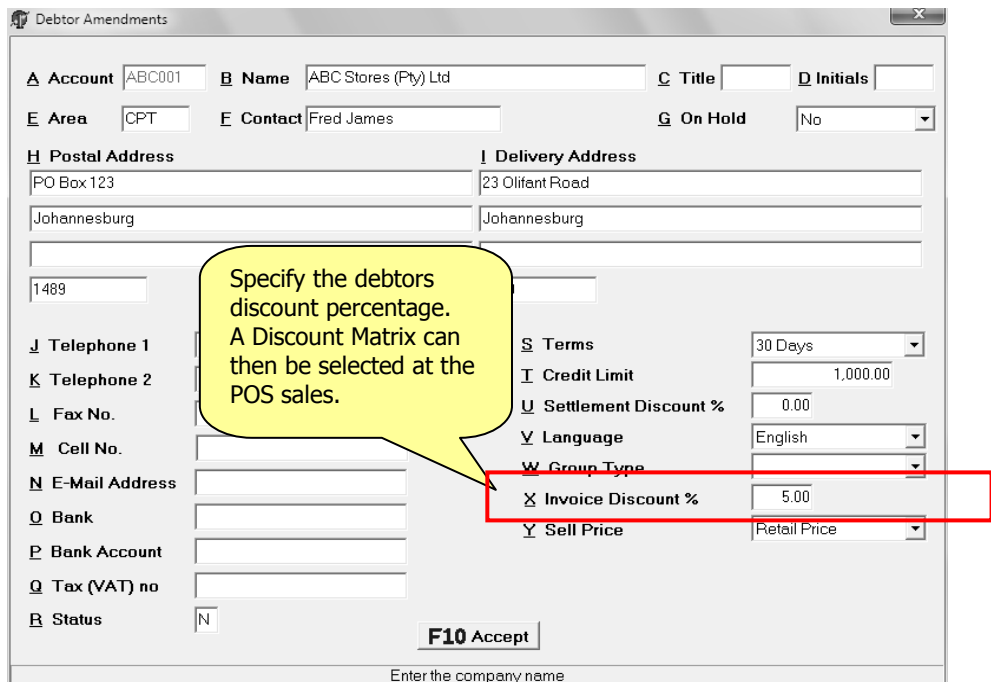
SLIP ORDER LAYOUT NUMBER

Select the slip order layout for each till. In other word each till can have a different layout, up to 5 different layouts is available.

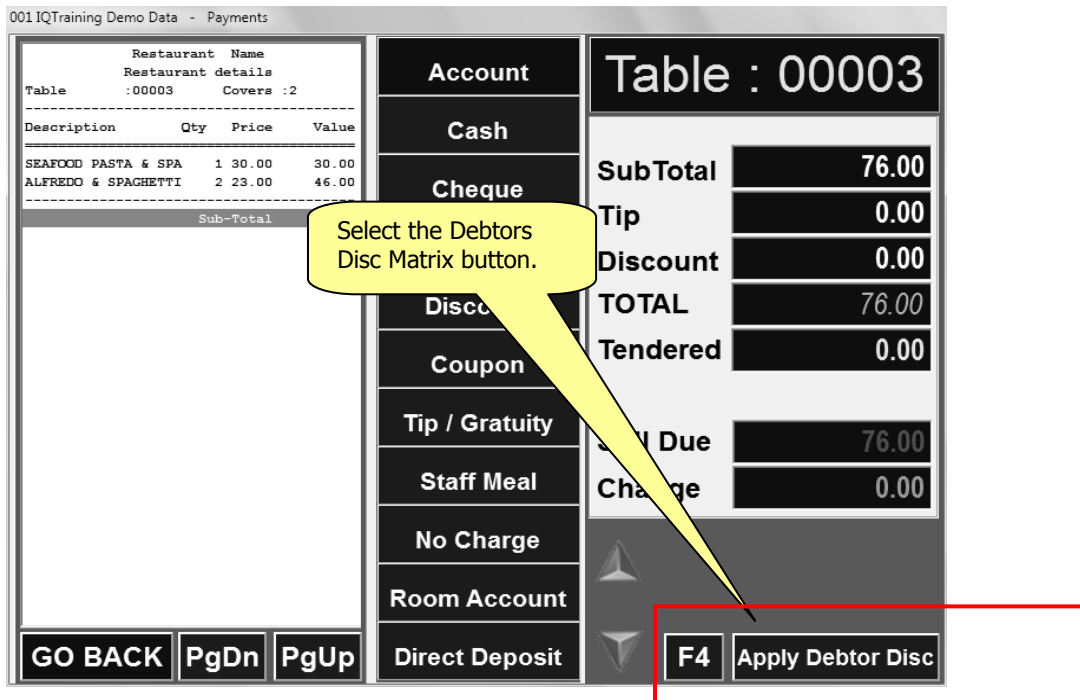


ALLOW AUTO DEBTOR DISCOUNT & PRICE MATRIX ALLOCATION

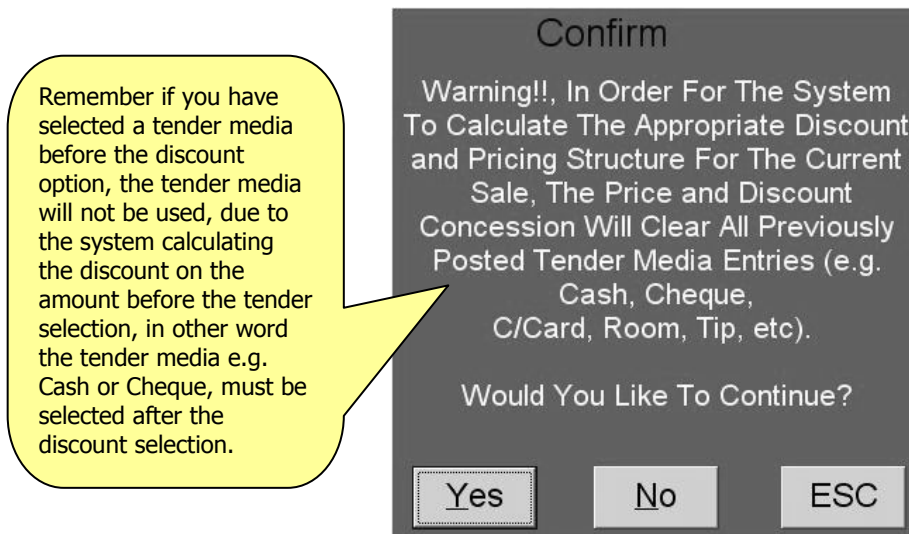
Choose between Yes or No. If Yes is selected a discount percentage can be allocated to the sale total (e.g. Cash Sales, Take-aways and tables). The discount percentage has to be specified under the Back Office menu, followed by Debtors Maintenance and edit option, enter the Invoice Discount %.



Once the discount has been specified select Accept to close Debtors Maintenance. The discount can be accessed at the Tender screen once the order has been processed.



Once the Debtors Discount Matrix has been selected, choose the correct Debtors account and select Accept.



The discount will be calculated on the total of the sale.

Rest Company - Lisa
 1st Floor Rhino House
 23 Quantum Road
 Techno Park, Stellenbosch
 7600

Description	Qty	Price	Value
Dry Red by Glass 25	1	10.00	10.00
Katamba	1	15.00	15.00
Fanta - 24 Case		1175.00	175.00
Doke Can 340ml	1	6.80	6.80
Bottle 750ml		1200.00	200.00

Sub-Total	406.80
Debtor Discount 5%	20.34
ABC Stores (Pty) Ltd	
Sub-Total	386.46

The Debtors Discount will be calculated after the sale on the total of the sale.

NOTE: The Discount and pricing structure will only be available at the end of a Sale and not for a specific item only, but on all the stock items in the sale. From this point, payment tender media can now be processed.

001 IQTraining Demo Data - Payments

Restaurant Name			
Restaurant details			
Table	:00002	Covers	:2
Description	Qty	Price	Value
SEAFOOD PASTA & SPA	1	30.00	30.00
SEAFOOD PASTA & FET	1	30.00	30.00
ALFREDO & SPAGHETTI	1	23.00	23.00
CHICKEN PASTA & FET	1	25.00	25.00
CASATA	1	14.00	14.00
CHOC MOUSSE	1	14.00	14.00
Sub-Total			136.00
Debtor Discount 5%			6.80
ABC Stores (Pty) Ltd			
Sub-Total			129.20

Account

Cash

Cheque

Credit Card

Discount

Coupon

Tip / Gratuity

Staff Meal

No Charge

Room Account

Direct Deposit

Table : 00002

SubTotal **136.00**

Tip **0.00**

Discount **6.80**

TOTAL 129.20

Tendered **0.00**

Still Due **129.20**

Change **0.00**

GO BACK PgDn PgUp

F3 UnDo

F4 Apply Debtor Disc

TENDER TYPES

Select the Tender Types option from the Back Office, Company setup menu. Once selected the tender types maintenance screen will appear.

The tender type facility allows a variety of tendering options to be setup, e.g. Cash, credit card payments, various discounts, account, etc., which may be accessed via point of sale as a means of payment.

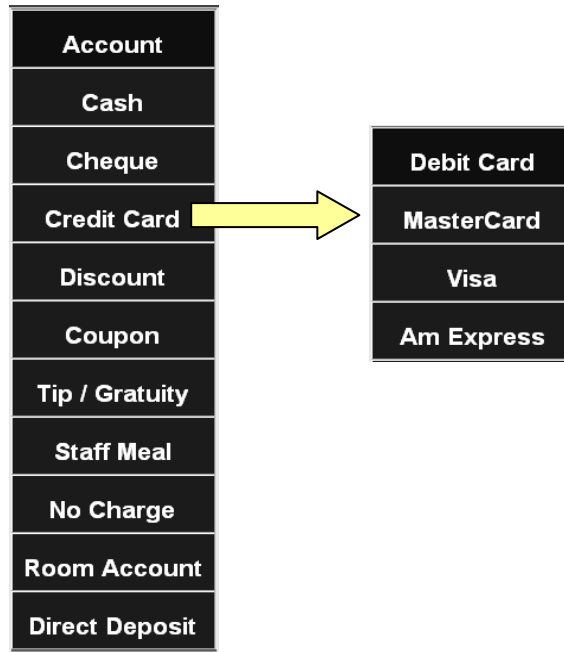
When concluding a point of sale the Main tender types (e.g. Cash, Credit Card and Cheque will appear. Depending on how other tender type's setup these main tender types may have further sub tender types linked to them, e.g. the discount tender type as displayed above has four sub tendering types linked to it, e.g. Discount 10% and Discount 20%. In other words, each of the six main tender types when selected has further tender types to choose from.

Short Code	Description	Category	Allow Over	Bankable	Perc.	Ledger Acc.
DC	Debit Card	CC	False	True	0	BANK
CCM	MasterCard	CCA	False	True	0	BANK
CCV	Visa	CCAF	False	True	0	BANK
CCA	Am Express	CCARD	False	True	0	CASH
EFT	EFT	CCARD	False	False	0	3990.000.000.00
DS2.5	Discount 2.5%	DISC	False	False	-2.5	DISALL
DS5	Discount 5%	DISC	False	False	-5	DISALL
DS10	Discount 10%	DISC	False	False	-10	DISALL
DS20	Discount 20%	DISC	False	False	-20	DISALL
DS	Discount	DISC	False	False	0	DISALL
ACCN	Account	MAIN	True	False	0	DRCTRL
CASH	Cash	MAIN	True	True	0	CASH
CHEQ	Cheque	MAIN	False	True	0	CASH

At the bottom of the window, there are four buttons: **F3 Add**, **F4 Edit**, **F5 Delete**, and **F10 Close**.

Sub categorizing tender types enables fewer key strokes to be used by the operator minimizing the risk of possible fraud and operator input errors and the facility of having a better breakdown of tenders at the end of the day.

Each of the tender types has the facility of having certain limitations, categories, percentages, over tendering and bankable.



NEW TENDER TYPE

Select either the Add option to begin adding a new sub tender type or the Edit option to edit an existing tender type. Once selected the tender input screen will appear.

Tender Type Details

Short Code	CCV
Description	Visa
Category	CCARD
Percentage	0
Allow Over Tendering	NO
Bankable	YES
Ledger Account	BANK Invalid Account

F10 Accept

NOTE: Any new tender types created will be treated as sub tender types which are accessible when any one of the main tender types that they are linked to are selected, e.g. discount, credit card, cash, coupon, account, etc.

SHORT CODE

Enter an abbreviated code that will be used to reference the tender type.

DESCRIPTION

Enter the description that will be associated with the tender type. The description is what will appear when selecting from the available sub tender types.

CATEGORY

Select from the list of available categories the appropriate category to which the tender type should be linked to. If the category selected is CASH, the CASH tender type option when selected will reveal this tender type as a further sub tender type under the CASH tender type.

NOTE: There are 11 Main Type Tender Media Types namely, Account, Cash, Cheque, Coupon, Credit Card, Discount, Staff, No Charge, Tip and Direct Deposit. Of the 11 predefined Tender Types, only 4 have the facility of having sub-categories, Credit Card, Discount, Voucher / Coupons and Tips / Gratuity. The four Main Tender Types can not have their category changed.

The screenshot shows a window titled "Tender Type Details" with the following fields and values:

Short Code	DS2.5
Description	Discount 2.5%
Category	DISC
Percentage	-3
Allow Over Tendering	NO
Bankable	NO
Ledger Account	DISALL Invalid Account

At the bottom of the window is a button labeled "F10 Accept".

PERCENTAGE

Use the percentage facility to setup fixed discounted percentages, e.g. discount tender types. When the tender type is selected the system will automatically calculate the correct amount to be deducted according to percentage entered, from the outstanding sale amount.

ALLOW OVER TENDERING

Activate the over option allowing amounts greater than the amount due to be entered. Tender types such as cash and credit card usually allow for over tendering. Over Tendering will allow client to draw cash from the till. The disadvantage of allowing over tendering is that the till float has to be greater than if allow tendering was off.

If this option is not enabled then the amount tendered must be exactly the same as the due amount.

BANKABLE

Indicate whether the tender type is of monetary value that can be banked, e.g. Coupons, discounts are not bankable.

EDIT TENDER MEDIA

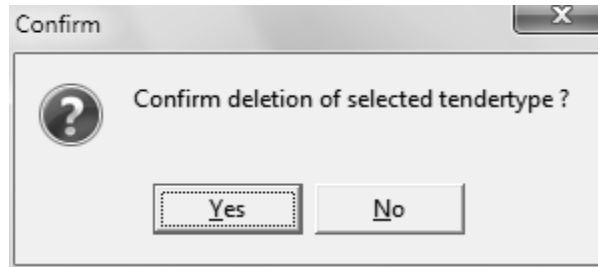
This option will open the New Tender Media screen again and allow you to alter the details.

NOTE: The End of Day X-Report and Waitron shift close reports reflect separate values for bankable and non bank totals.

DELETE TENDER MEDIA

This option will delete the Tender Media. A confirmation screen will appear with asking to delete this reservation.

NOTE: A Main category can not be deleted.

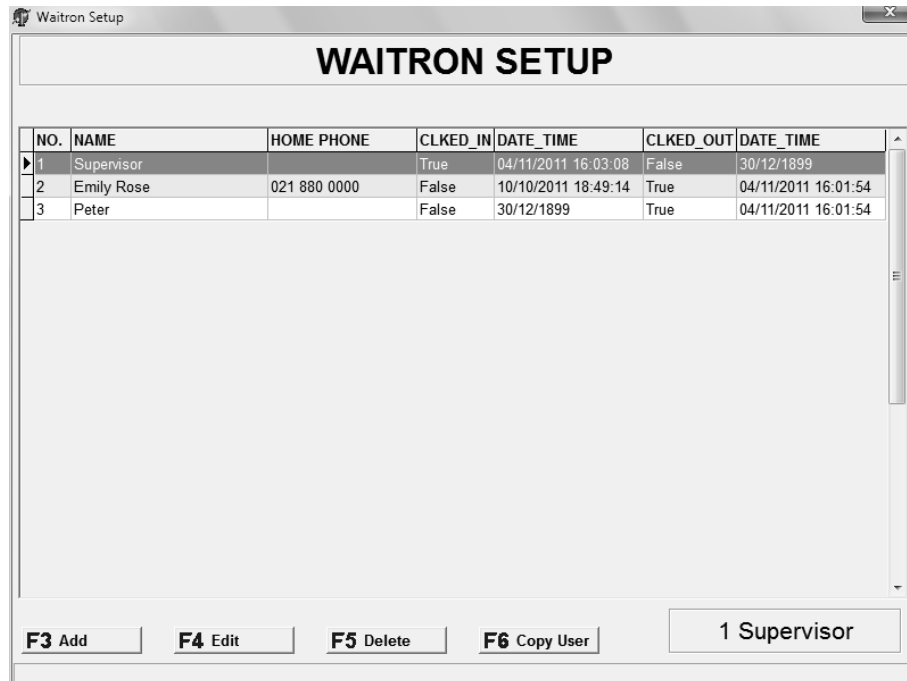


USER SETUP

The user setup allows the capture of new cashiers, waitrons and users who are required to access the program. The user setup option enables the capturing of personal contact, employment, performance as well as an extensive array of limitation and logon capabilities.

The extensive user limitations that are available enable each user's limitation to be individually tailor-made.

NOTE: Should a waiter access a restricted option a supervisor override will be required.



Select F3 Add to add a new Waitron / Cashier or User.

PERSONAL DETAILS

Enter the waitron / user's personal details below.

The screenshot shows a window titled "001 IQTraining Demo Data Waitron Setup". It has several tabs: "Performance Details", "Employment Details", "Limitations_4", and "Biometric Details". Under "Performance Details", there are sub-tabs: "Personal Details", "Contact Details", "Limitations_1", "Limitations_2", and "Limitations_3". The "Personal Details" sub-tab is active. The form contains the following fields:

- A User No.: 2
- B Name: Emily Rose
- C Swipe Card Number: (empty field with note: "(Please note that the swipe card number must start with % or ;)")
- D Employee I.D Number: 8605210000000
- E Password: (empty field)
- F Access Level: 6 - Six (dropdown menu)
- G Password Renewal Frequency: WEEKLY (dropdown menu) with a date field: 17/10/2011 (next renewal date)
- H Pin Code: + (empty field)

There is an "Image Details" section on the right with "Load" and "Clear" buttons. At the bottom right, there is a button labeled "F10 Accept".

USER NO

This would be a cashier/user/employee number. A maximum of 3 and a minimum of 1 alphanumeric character(s).

NAME

Specify the Name of the specific cashier/user/employee.

SWIPE CARD NUMBER

If swipe cards are used for login purposes, this would be the actual card number. The card must be swiped here, because of all the special characters that are encoded within the magnetic strip. **IMPORTANT:** The swipe card number must start with a special character e.g. % or;. If the swipe card is not programmed to start with one of these characters, the system will not recognize when the card is swiped at the logon or log off or supervisor override screens.

NOTE: The swipe card value is not entered. Make sure that the swipe card field is clean and the cursor is positioned at the swipe card field. The next step is to swipe the Waitron swipe card, as if they were logging in. The values will automatically be read from the swipe card device and inserted into the swipe card field.

EMPLOYEE ID NUMBER

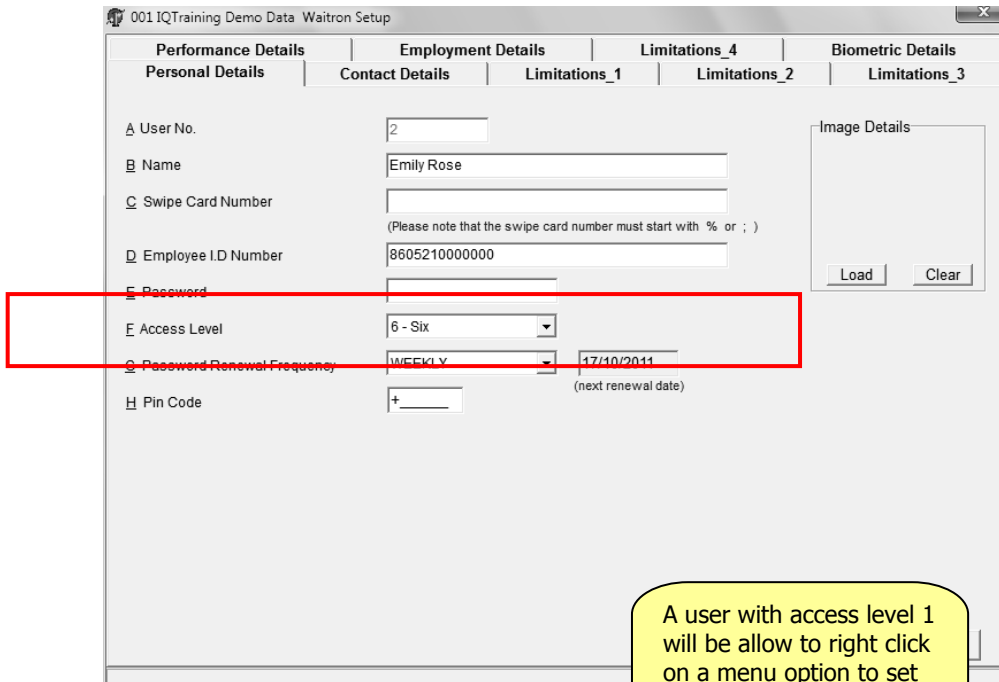
Specify the cashier, user, employee ID or Passport number.

PASSWORD

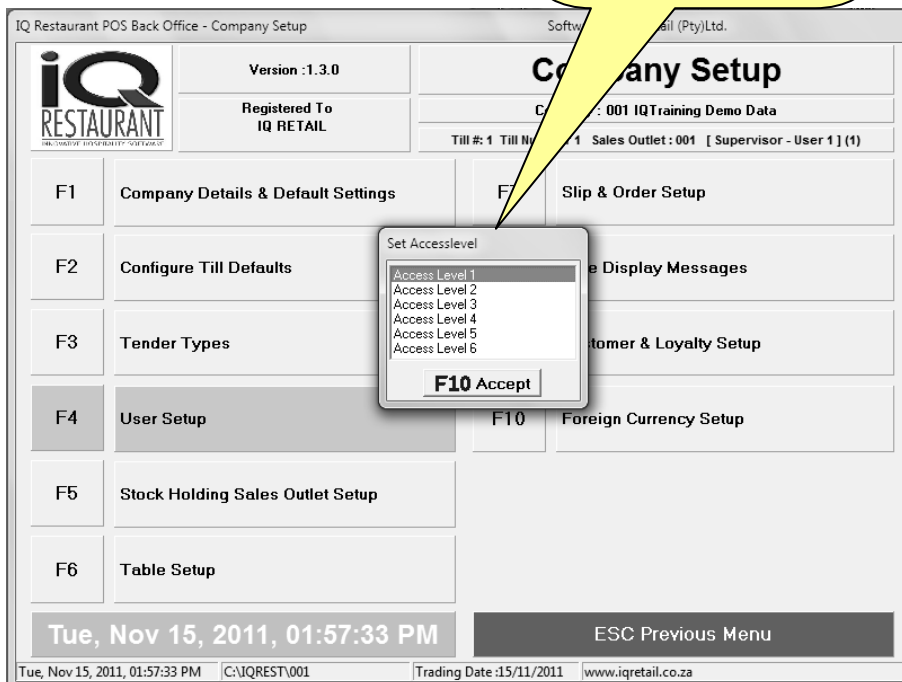
This is the cashier/user/employee's password to gain access into the program. Only numeric values. A maximum of 6 and a minimum of 1 alphanumeric character(s) may be used.

ACCESS LEVEL

The access levels provide certain security levels for specific cashier/user/employee's. Access level 1 is the highest level with the most power whereas Access Level 6 is the lowest level.



A user with access level 1 will be allow to right click on a menu option to set the access level for the option.



NOTE: Access levels one mostly associated with Menu Access control. Each menu option with IQ Restaurant can have an access level assign to it. Any person with the same access level or has a smaller number can access the menu option. If not a supervisor override will have to authorised. A men option where the access level requires someone with higher authority, will be disable \ greyed out.

PASSWORD RENEWAL FREQUENCY

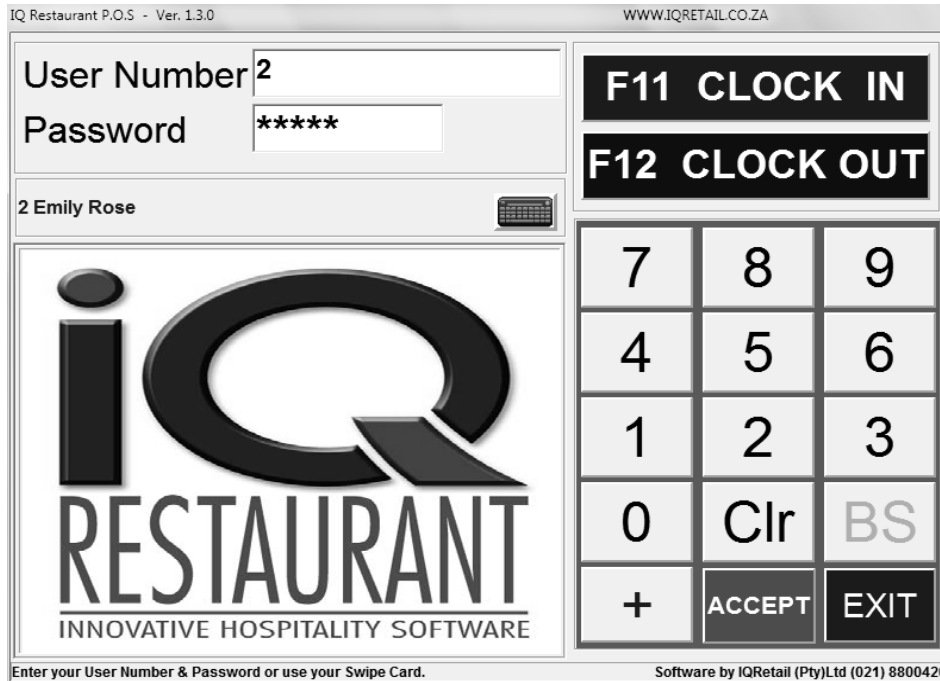
The password renewal frequency will allow IQ Restaurant users to be prompted for a new password after a specific frequency. Choose between never, weekly, monthly, yearly. Select never to not have the Password Renewal Frequency screen appear. Once the frequency was selected the renewal date will be displayed.

The Password renewal screen will appear on the renewal date when logging on for first time for the day. Type the New Password and confirm New password, select Accept to continue with normal processing. A confirmation screen will prompt you to use the new password from now on.

IQ Restaurant does not allow the same password to be used again at the Password Renewal screen. A confirmation will appear with an error, new password may not be the same as the old password, please enter a new password.

PIN CODE

The pin code will allow the user to log in faster than using the user no and password. The pin code entry is entered in the user number field on the logon screen. Before entering the pin code press + followed by the pin number.

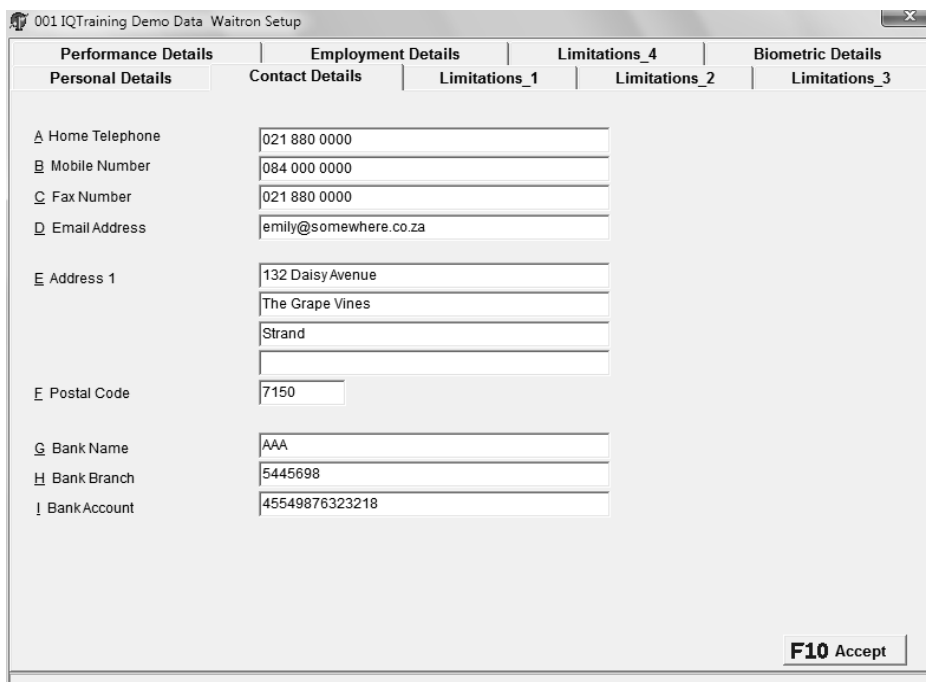


HINT: If all 6 characters are entered for the pin code the system will not require the accept button to be selected when login in as soon as the 6th character is entered on the logon screen under the user number field the system will automatically log the user in.

NOTE: IQ Restaurant will allow 4 login options. User number and passwords, Swipe cards, Pin codes and Finger reader.

CONTRACT DETAILS

Enter the waitron / user Contact Details below.



HOME TELEPHONE

Specify the Waitron home telephone number. Enter relevant customer details for these fields. Otherwise leave blank

MOBILE NUMBER

Specify the Waitron cell phone number.

FAX NUMBER

Specify the Waitron fax number.

EMAIL ADDRESS

Specify the Waitron email address.

ADDRESS

Specify the Waitron physical home address.

POSTAL CODE

The postal code of the address. Use the four input fields for the postal address, where the fourth field being used for the postal code.

BANK NAME

Specify the Bank name where the Waitron does his/her banking.

BANK BRANCH

Specify the branch name e.g.: Absa Somerset West Branch

BANK ACCOUNT

Specify the Waitron bank account number.

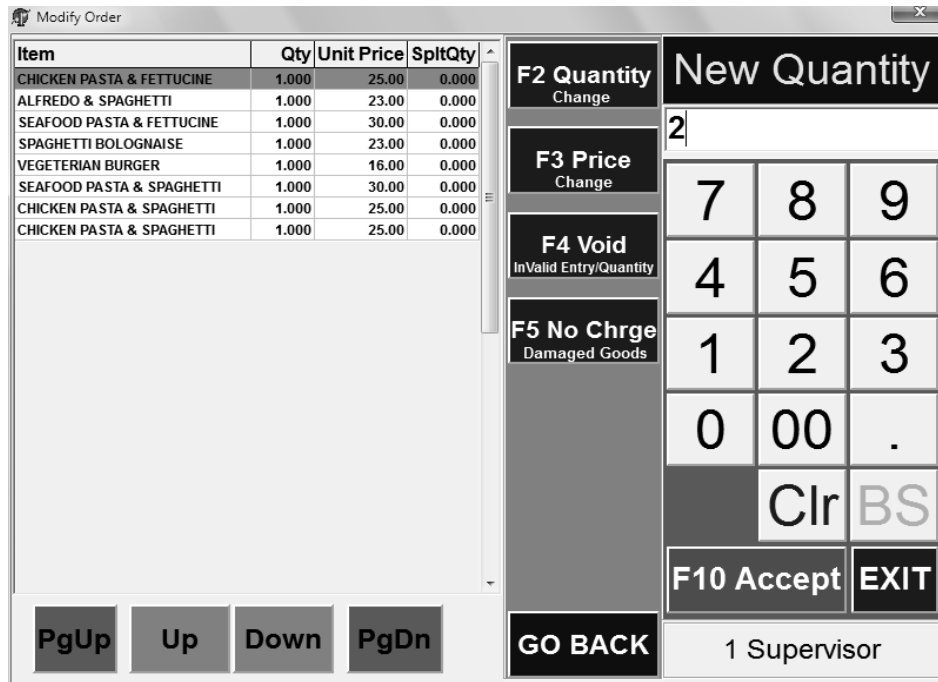
LIMITATIONS_1

Select the Waitron / User Limitation below.

Performance Details		Employment Details		Limitations_4		Biometric Details			
Personal Details		Contact Details		Limitations_1		Limitations_2		Limitations_3	
<input checked="" type="checkbox"/>	Allow Quantity Changes	<input type="checkbox"/>	May Exit from Program	<input checked="" type="checkbox"/>	May Transfer, Change Details to any Waitron's Table/Take-away Order	<input checked="" type="checkbox"/>	May Void Ordered Item	<input checked="" type="checkbox"/>	May Do Till Closure
<input checked="" type="checkbox"/>	Allow Price Changes	<input checked="" type="checkbox"/>	May Do End of Day	<input checked="" type="checkbox"/>	May Create Stock Items	<input checked="" type="checkbox"/>	May Create Suppliers (creditors) & Customers (debtors)	<input checked="" type="checkbox"/>	May Allocate Sales to Room Accounts
<input checked="" type="checkbox"/>	Allow Item Discounts	<input checked="" type="checkbox"/>	May Create Room Payment	<input checked="" type="checkbox"/>	May Transfer Rooms	<input checked="" type="checkbox"/>	May Change Room Details	<input checked="" type="checkbox"/>	May Delete Stored Documents
<input type="checkbox"/>	Allow Payment Processing	<input checked="" type="checkbox"/>	May Change Room Details	<input checked="" type="checkbox"/>	May Delete Take-Away Details	<input checked="" type="checkbox"/>	May Accept Loyalty Card	<input checked="" type="checkbox"/>	May Process "No Charge" Sale
<input checked="" type="checkbox"/>	Allow Editing of Other Waitron's Orders (Table/Take-Away)	<input checked="" type="checkbox"/>	May Delete Stored Documents	<input checked="" type="checkbox"/>	May Edit Take-Away Details	<input checked="" type="checkbox"/>	May Accept "No Charge" Sale	<input checked="" type="checkbox"/>	May Open Cash Drawer
<input checked="" type="checkbox"/>	Allow Slip Reprinting	<input checked="" type="checkbox"/>	May Edit Take-Away Details	<input checked="" type="checkbox"/>	May Accept Loyalty Card	<input checked="" type="checkbox"/>	May Process "No Charge" Sale	<input checked="" type="checkbox"/>	May Reprint Last Document
<input checked="" type="checkbox"/>	Allow Order Discounts	<input checked="" type="checkbox"/>	May Accept Loyalty Card	<input checked="" type="checkbox"/>	May Process "No Charge" Sale	<input checked="" type="checkbox"/>	May Open Cash Drawer	<input checked="" type="checkbox"/>	May Reprint Last Document
<input checked="" type="checkbox"/>	Allow Table Voiding & Deleting	<input checked="" type="checkbox"/>	May Process "No Charge" Sale	<input checked="" type="checkbox"/>	May Open Cash Drawer	<input checked="" type="checkbox"/>	May Re-Open Closed Till	<input checked="" type="checkbox"/>	May Logon after Clocked Out
<input checked="" type="checkbox"/>	Allow Waiter Re-allocating	<input checked="" type="checkbox"/>	May Open Cash Drawer	<input checked="" type="checkbox"/>	May Re-Open Closed Till	<input checked="" type="checkbox"/>	May Logon after Clocked Out	<input checked="" type="checkbox"/>	Auto Clock-Out on Shift Close
<input checked="" type="checkbox"/>	Allow Changing of Guests	<input checked="" type="checkbox"/>	May Re-Open Closed Till	<input checked="" type="checkbox"/>	May Logon after Clocked Out	<input checked="" type="checkbox"/>	Auto Clock-Out on Shift Close	<input checked="" type="checkbox"/>	May Delete Pre-Ordered Order Items
<input checked="" type="checkbox"/>	Allow Item Transferring	<input checked="" type="checkbox"/>	May Logon after Clocked Out	<input checked="" type="checkbox"/>	Auto Clock-Out on Shift Close	<input checked="" type="checkbox"/>	May Delete Pre-Ordered Order Items	<input checked="" type="checkbox"/>	May Close-Off Any Table
<input checked="" type="checkbox"/>	Allow Account Payments	<input checked="" type="checkbox"/>	Auto Clock-Out on Shift Close	<input checked="" type="checkbox"/>	May Close-Off Any Table	<input checked="" type="checkbox"/>	May Enter Half Portion Quantities	<input checked="" type="checkbox"/>	May Process Quick Sales
<input checked="" type="checkbox"/>	Allow Refunding	<input checked="" type="checkbox"/>	May Close-Off Any Table	<input checked="" type="checkbox"/>	May Enter Half Portion Quantities	<input checked="" type="checkbox"/>	May Process Quick Sales	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Account Sales	<input checked="" type="checkbox"/>	May Enter Half Portion Quantities	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Table Transfers	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Table Splitting	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow X-Report Printing	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Order Reprinting	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Payouts	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Document Reprinting	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow End of Shift Processing	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Cash Up	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Proforma Bill Printing	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Account Refunding	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Allow Table Deposit Entries	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

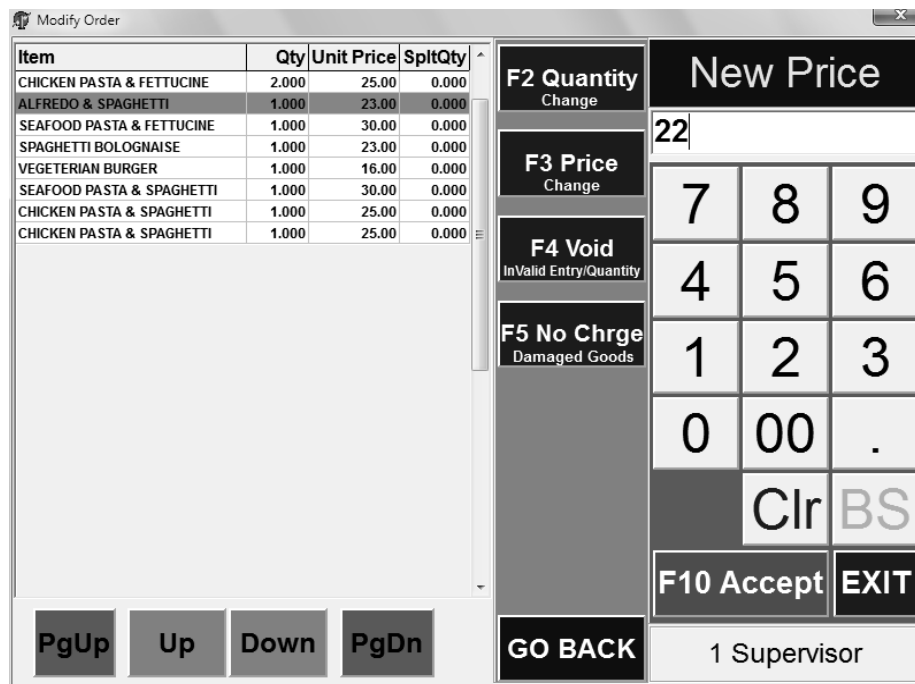
ALLOW QUANTITY CHANGES

This option allows the user to change the quantities for items ordered after it has been place on order.



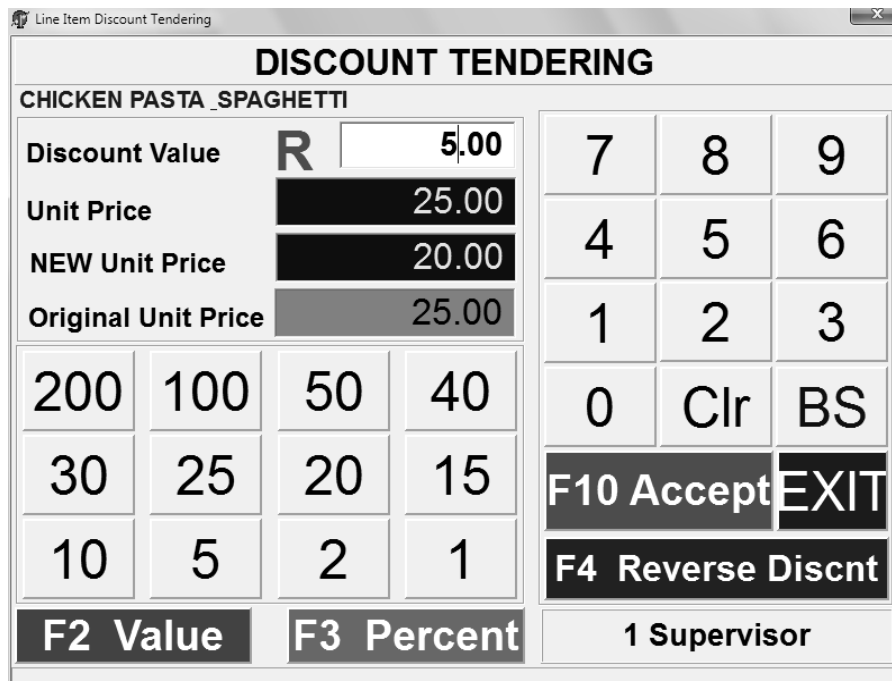
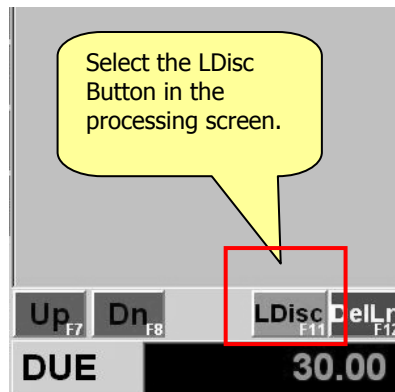
ALLOW PRICE CHANGES

This option allows the user to change the price for items that have been placed on order.



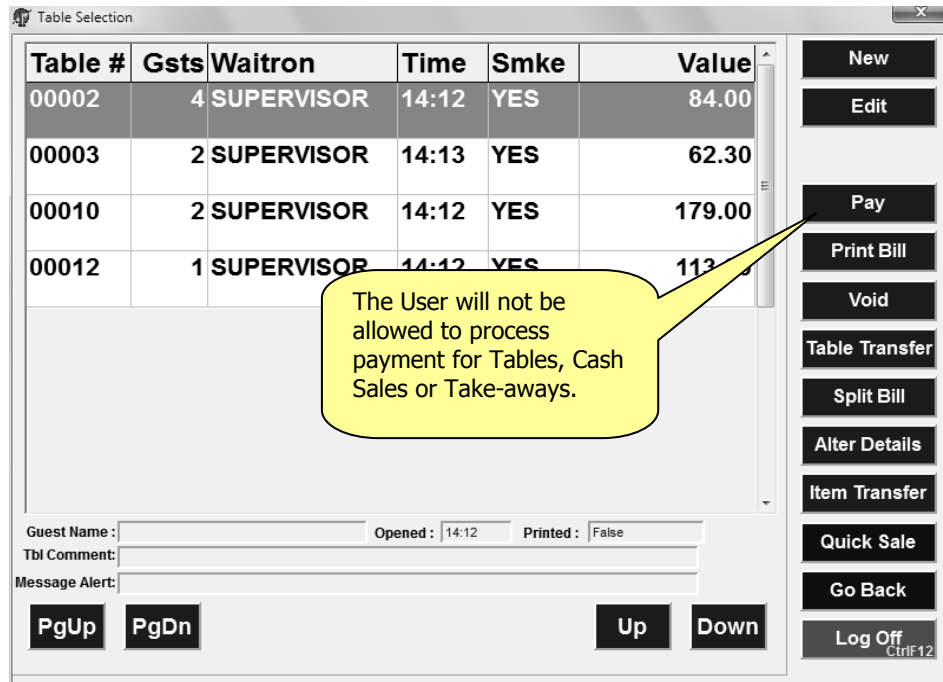
ALLOW ITEM DISCOUNTS

This option allows the user to give item discount on a specific item.

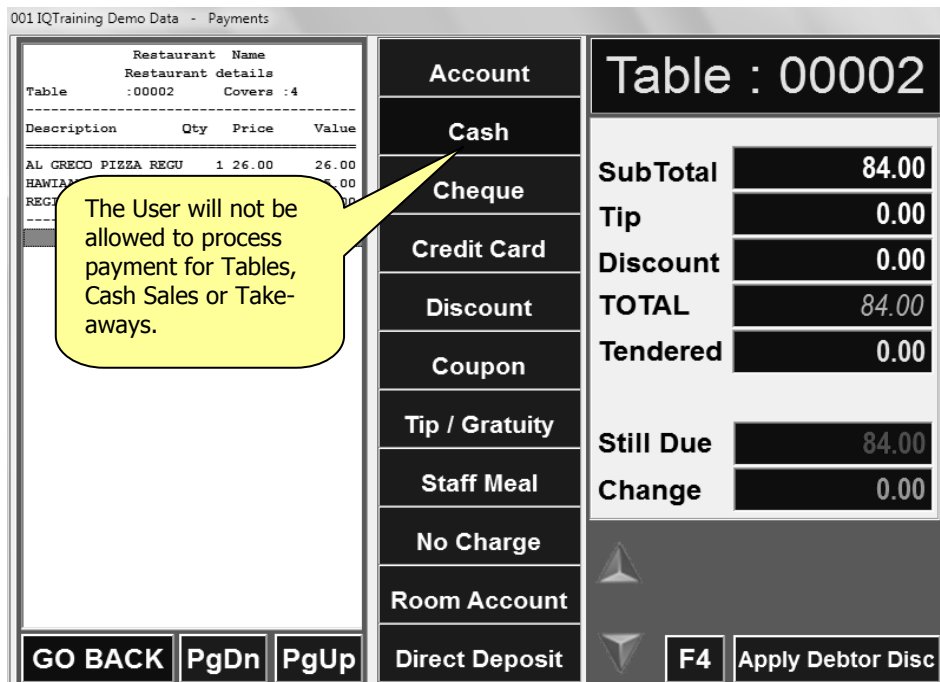


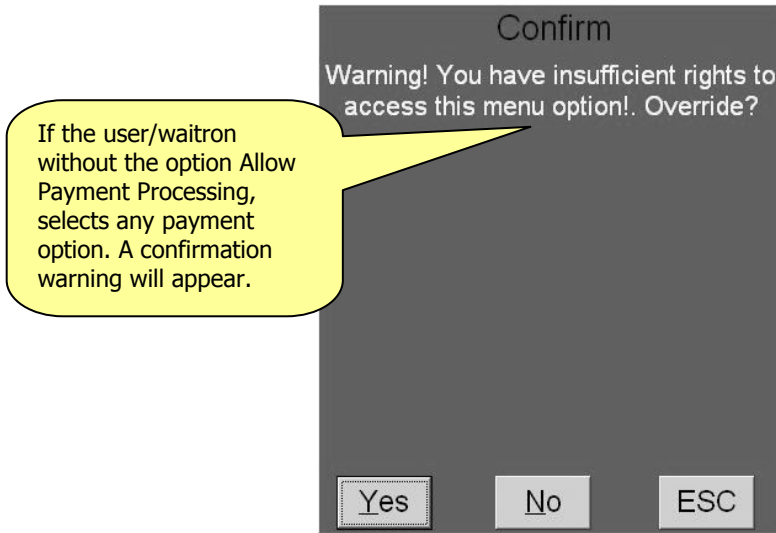
ALLOW PAYMENT PROCESSING

This option allows the user to process payments for Table orders, Take-aways and Cash Sales.

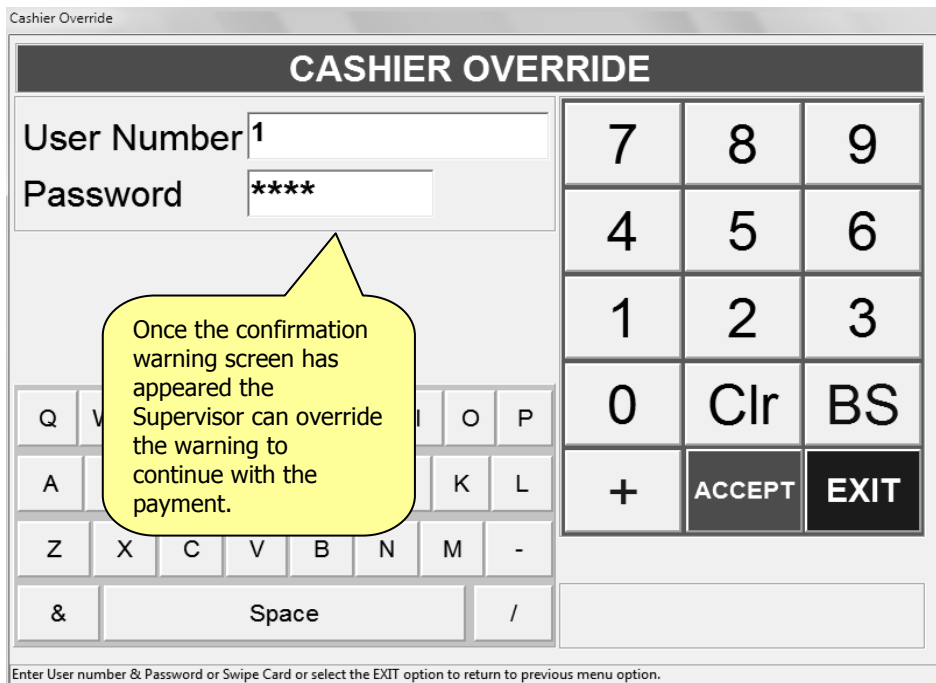


The User will not be allowed to process payment for Tables, Cash Sales or Take-aways.



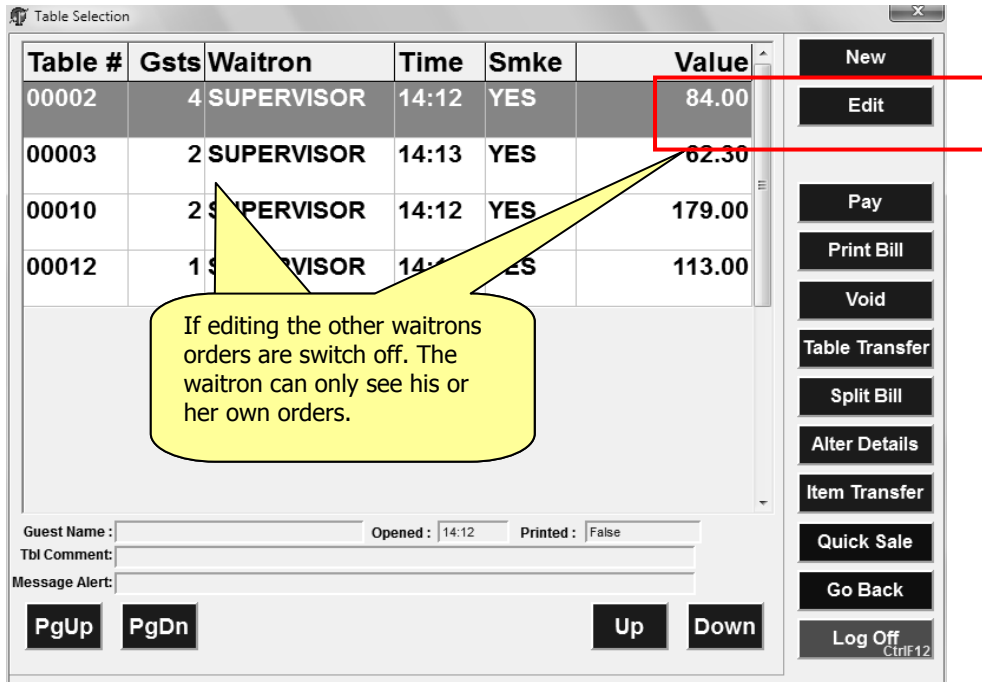


If the user/waitron without the option Allow Payment Processing, selects any payment option. A confirmation warning will appear.



ALLOW EDITING OF OTHER WAITRON ORDERS (TABLE/TAKE-AWAY)

This option allows the user to change table and take away orders that have already been created by another waitron. In other word if this option is switched off the user/waitron will not see the other waitrons orders. Only his or her orders will be displayed giving the waitron the option to only edit his own Orders.



ALLOW SLIP REPRINTING

This option allows the user to reprint any slip of a sale that has already taken place, not the order but the receipt.



ALLOW ORDER DISCOUNTS

This option allows the user to give discounts using the Discount Tender media option on any order that has been placed.

001 IQTraining Demo Data - Payments

Restaurant Name			
Restaurant details			
Table	:00002	Covers	:4
Description	Qty	Price	Value
AL GRECO PIZZA REGU	1	26.00	26.00
HAWIAAN PIZZA REGUL	1	25.00	25.00
REGINA PIZZA LARGE	1	33.00	33.00
Sub-Total			84.00

Table : 00002

SubTotal	84.00
Tip	0.00
Discount	0.00
TOTAL	84.00
Tendered	0.00
Still Due	84.00
Change	0.00

Payment Methods:

- Account
- Cash
- Cheque
- Credit Card
- Discount
- Coupon
- Tip / Gratuity
- Staff Meal
- No Charge
- Room Account
- Direct Deposit

Buttons: GO BACK, PgDn, PgUp, F4, Apply Debtor Disc

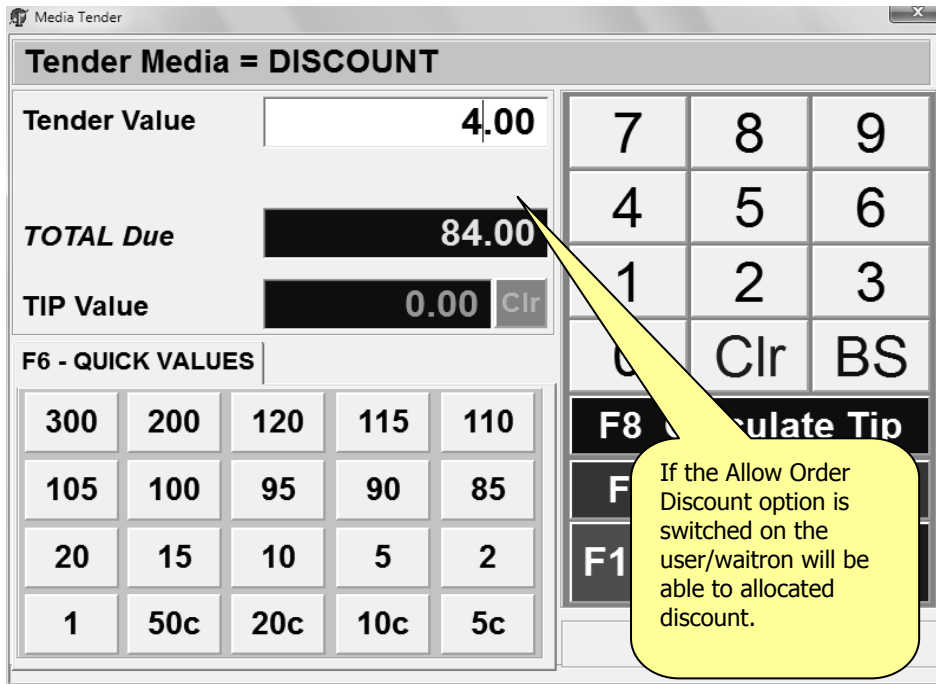
Callout: Discount Tender media

Confirm

Warning! You have insufficient rights to give Discount!. Override?

Buttons: Yes, No, ESC

Callout: If the Allow Order Discount option is switch off the user/waitron will not be able to allocated discount

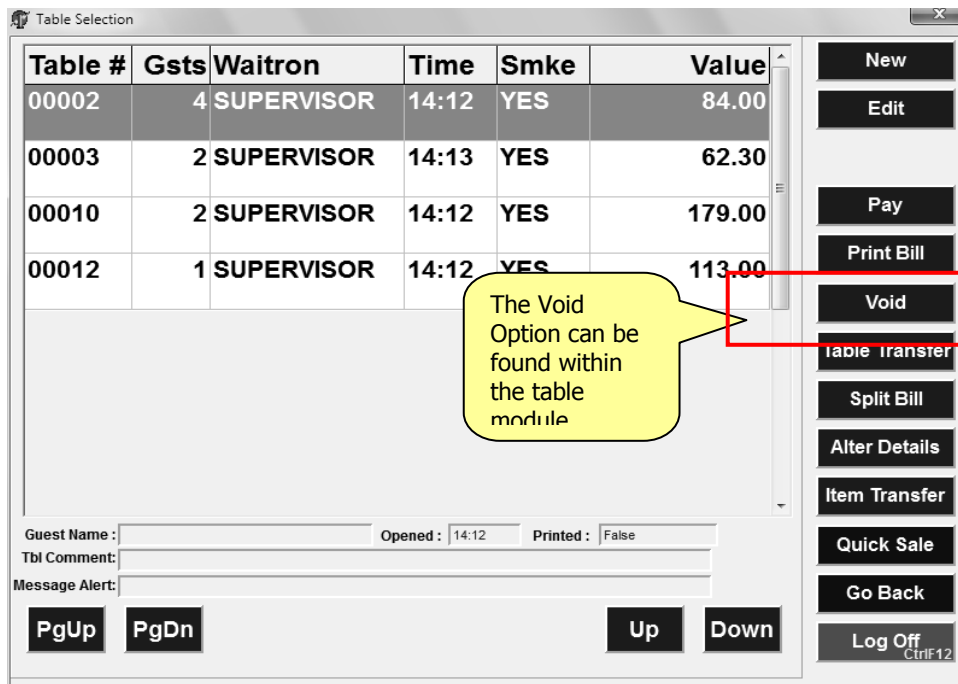


ALLOW TABLE VOIDING & DELETING

This option allows the user to void or delete a table that has order details that have already been process / ordered.

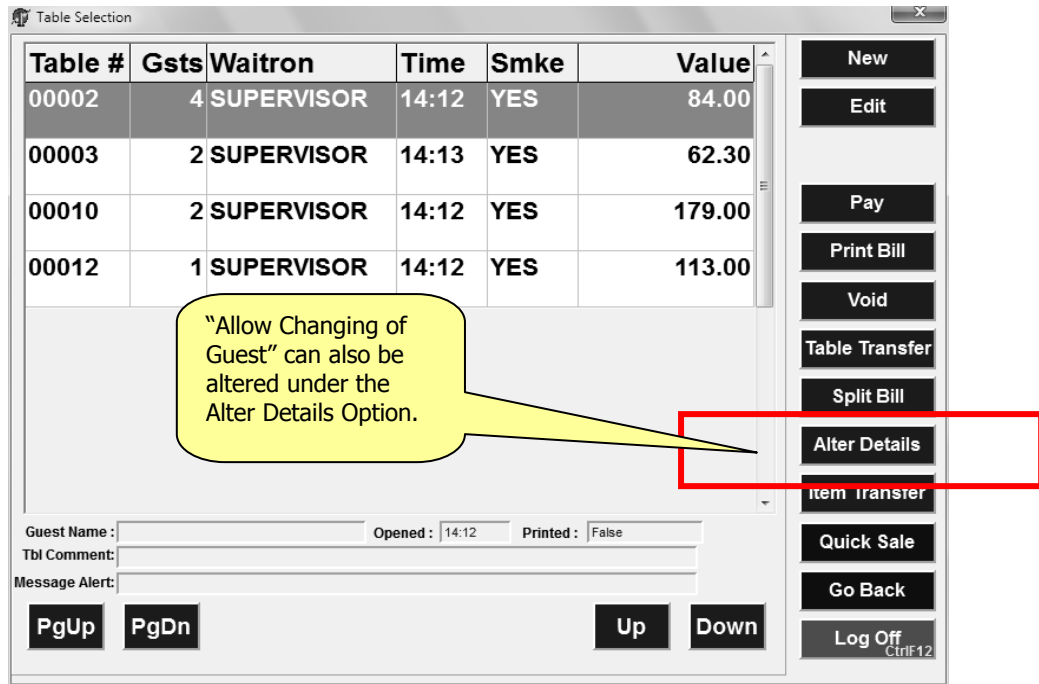
NOTE: All voids are recorder for audit purposes.

VOIDING A TABLE



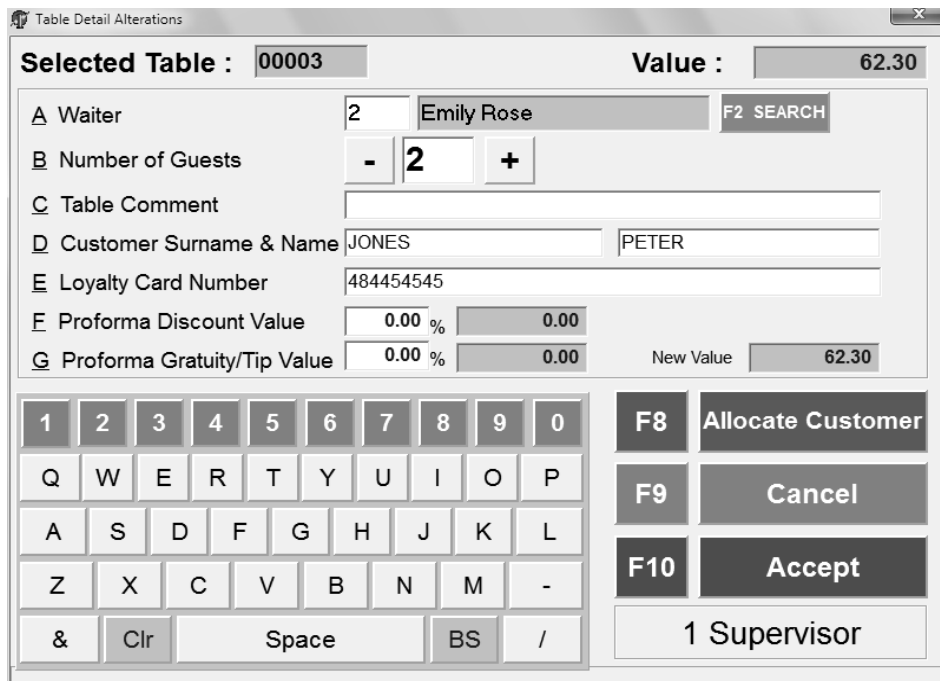
ALLOW WAITER REALLOCATING

This option allows the user to reallocate a waiter to a different table. Waiter allocation is done via the alter details option under the tables module.



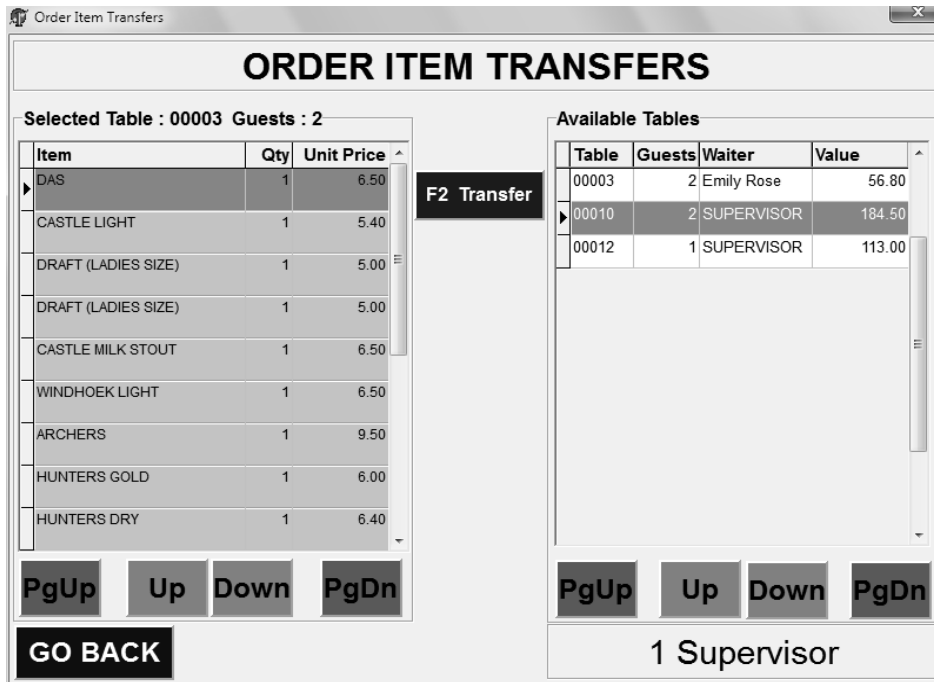
ALLOW CHANGING OF GUESTS

This option allows the user to change guests from one table to another. If a user/waitron does not have access to this option he or she will get a confirmation warning stating they have insufficient rights.



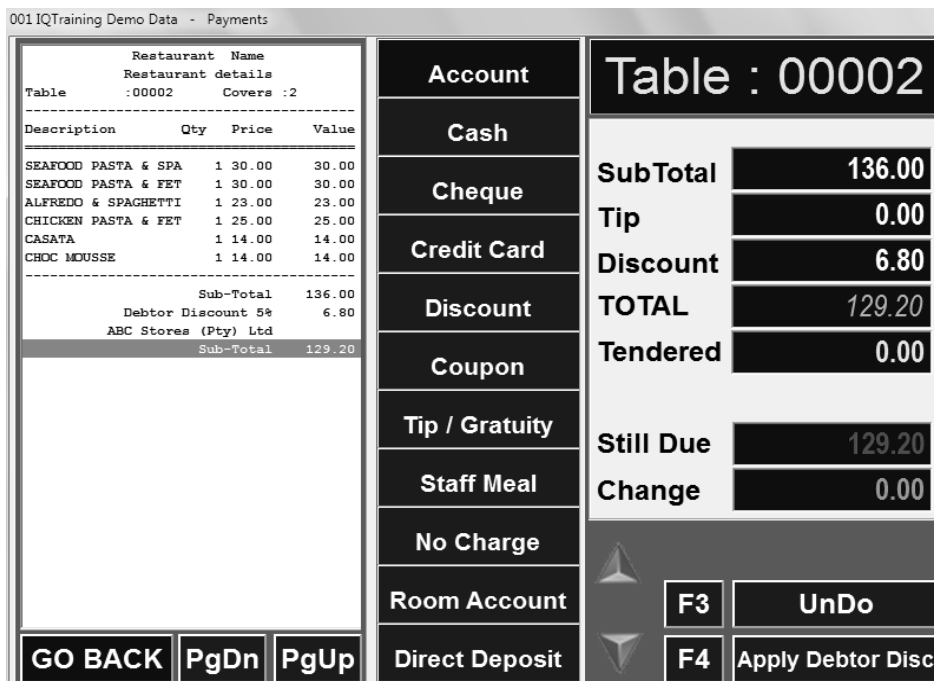
ALLOW ITEM TRANSFERRING

This option allows items that have already been placed or order to be transferred to and from different tables. This option can be access via the Item Transfer option under the Table module.



ALLOW ACCOUNT PAYMENTS

This option allows the user to process Debtors account payments. If this option has been switched off the waitron will not have sufficient right to continue the account payment unless a supervisor override the access level.



ALLOW REFUNDING

This option allows the user to process refunds. Select Restaurant Point of Sale, Refunds.

IQ Restaurant P.O.S - Main Menu Software by IQRetail (Pty)Ltd.

	Version :1.3.0	Restaurant Point of Sale	
	Registered To IQ RETAIL	Company : 001 IQTraining Demo Data	
Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)			
F1	Tables	F7	Refunds
F2	Cash Sales	F8	Account Payments
F3	Take-Aways	F9	Till Management
F4	Table Reservations	F10	Room & Reservation Management
F5	Table Payment	F11	RESTAURANT BACK OFFICE
F6	Payouts		
Tue, Nov 15, 2011, 02:36:32 PM		ESC Log Off	
Tue, Nov 15, 2011, 02:36:32 PM C:\QREST\001		Trading Date :15/11/2011 www.iqretail.co.za	

Select the Items to be refunded, select F2 Refund. Select the refund method followed by refund reason.

001 IQTraining Demo Data - Payments

<p style="text-align: center;">Restaurant Name Restaurant details</p> <p style="text-align: center;">T.A.X R.E.F.U.N.D</p> <p>Refund : 0100001</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Description</th> <th>Qty</th> <th>Price</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>CHICKEN LIVERS</td> <td>1</td> <td>17.00</td> <td>17.00</td> </tr> <tr> <td>SNAILS AND GARLIC C</td> <td>1</td> <td>15.00</td> <td>15.00</td> </tr> <tr> <td>CALAMARI STARTER</td> <td>1</td> <td>18.00</td> <td>18.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Sub-Total</td> <td>50.00</td> </tr> </tbody> </table>	Description	Qty	Price	Value	CHICKEN LIVERS	1	17.00	17.00	SNAILS AND GARLIC C	1	15.00	15.00	CALAMARI STARTER	1	18.00	18.00	Sub-Total			50.00	<p style="text-align: center;">Account</p> <p style="text-align: center;">Cash</p> <p style="text-align: center;">Cheque</p> <p style="text-align: center;">Credit Card</p> <p style="text-align: center;">Discount</p> <p style="text-align: center;">Coupon</p> <p style="text-align: center;">Tip / Gratuity</p> <p style="text-align: center;">Staff Meal</p> <p style="text-align: center;">No Charge</p> <p style="text-align: center;">Room Account</p> <p style="text-align: center;">Direct Deposit</p>	<div style="text-align: center; border: 2px solid black; padding: 5px;">Refund Sale</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">SubTotal</td> <td style="text-align: right; border: 1px solid black;">50.00</td> </tr> <tr> <td>Tip</td> <td style="text-align: right; border: 1px solid black;">0.00</td> </tr> <tr> <td>Discount</td> <td style="text-align: right; border: 1px solid black;">0.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right; border: 1px solid black;">50.00</td> </tr> <tr> <td>Tendered</td> <td style="text-align: right; border: 1px solid black;">0.00</td> </tr> <tr> <td>Still Due</td> <td style="text-align: right; border: 1px solid black;">50.00</td> </tr> <tr> <td>Change</td> <td style="text-align: right; border: 1px solid black;">0.00</td> </tr> </table> <p style="text-align: center; margin-top: 10px;"> GO BACK PgDn PgUp F4 Apply Debtor Disc </p>	SubTotal	50.00	Tip	0.00	Discount	0.00	TOTAL	50.00	Tendered	0.00	Still Due	50.00	Change	0.00
Description	Qty	Price	Value																																	
CHICKEN LIVERS	1	17.00	17.00																																	
SNAILS AND GARLIC C	1	15.00	15.00																																	
CALAMARI STARTER	1	18.00	18.00																																	
Sub-Total			50.00																																	
SubTotal	50.00																																			
Tip	0.00																																			
Discount	0.00																																			
TOTAL	50.00																																			
Tendered	0.00																																			
Still Due	50.00																																			
Change	0.00																																			

ALLOW ACCOUNT SALES

This option allows the user to process account sales and the utilizing of the account tender media options.

001 IQTraining Demo Data - Payments

Restaurant Name		
Restaurant details		
Table	:00010	Covers :2
Description	Qty	Price
CHICKEN PASTA & FET	1	25.00
SEAFOOD PASTA & FET	1	30.00
SEAFOOD PASTA & SPA	1	30.00
SPAGHETTI BOLOGNAIS		23.00
VEGETERIAN BURGER		16.00
BEEF LASAGNE		30.00
CHICKEN PASTA & FET		25.00
		5.50
		184.50

Table : 00010

SubTotal	184.50
Tip	0.00
Discount	0.00
TOTAL	184.50
Tendered	0.00
Still Due	184.50
Change	0.00

Account

Cash

Cheque

Credit Card

Discount

Coupon

Tip / Gratuity

Staff Meal

No Charge

Room Account

Direct Deposit

GO BACK **PgDn** **PgUp** **F4** **Apply Debtor Disc**

The Allow Account Sale option will only appear at the Tender Media screen.

Confirm

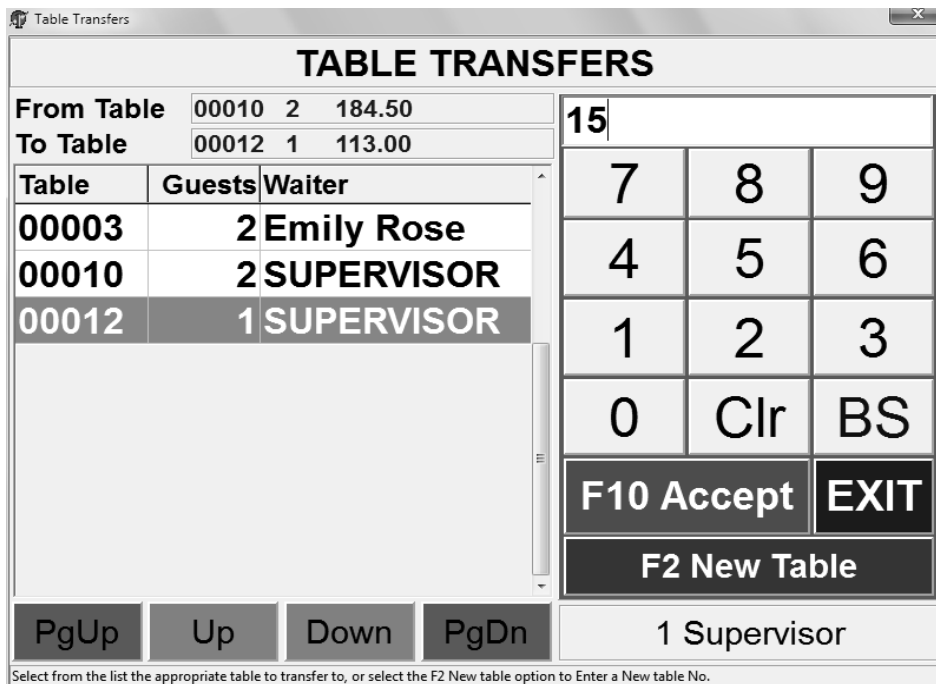
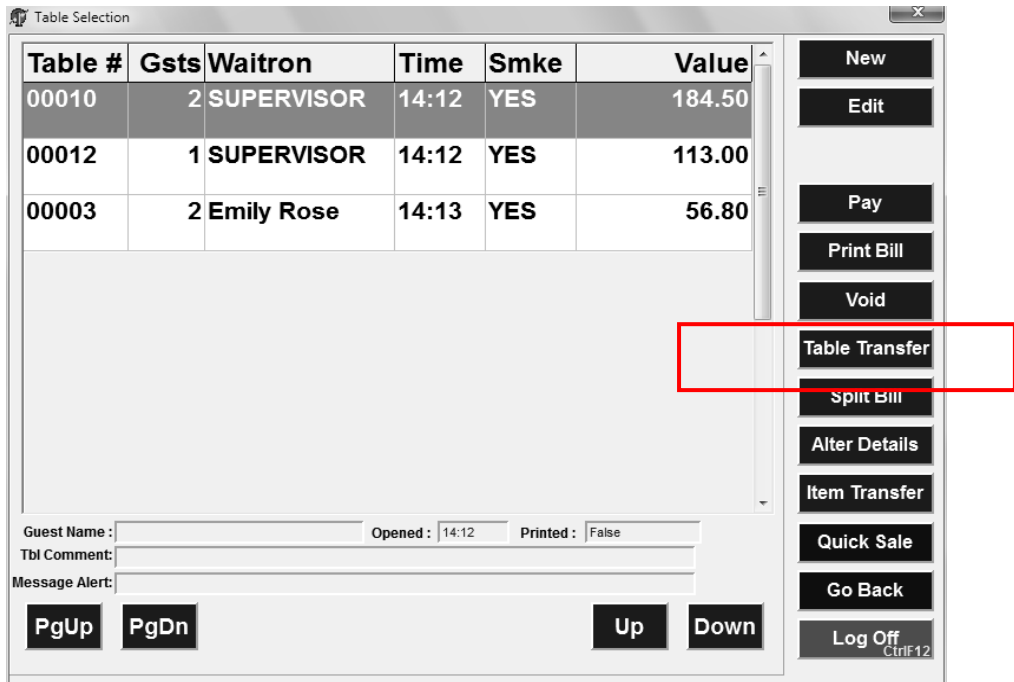
Warning! You have insufficient rights to do Account sales!. Override?

If the waitron does not have sufficient right, only a person, who has the option "Allow Account Sales" enable, will be able to override.

Yes **No** **ESC**

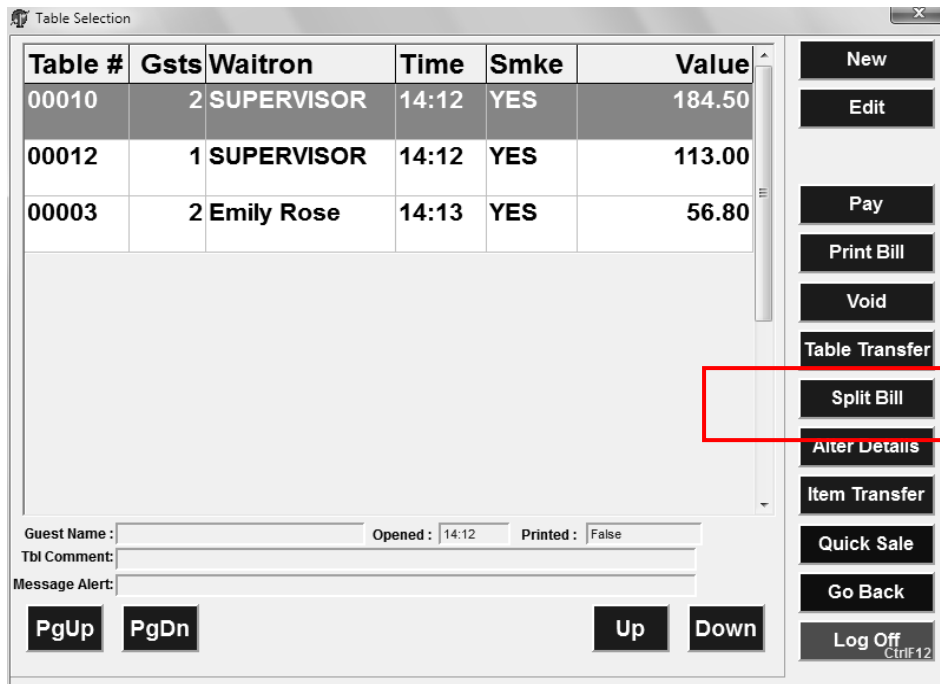
ALLOW TABLE TRANSFERS

This option allows the user to transfer an entire table and its order details to another table, e.g. Tables 2 has moved to Table 4 all the order and guest details will be transferred to the new table.

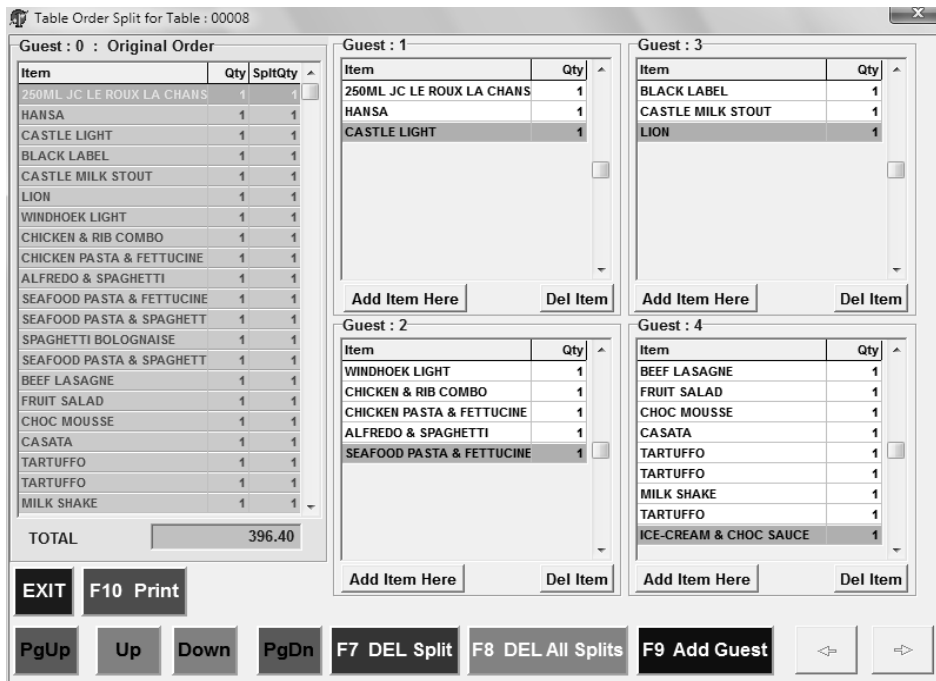


ALLOW TABLE SPLITTING

This option allows the user to split any table amongst two or more guests.



This option will enable you to split the bill between Guests adding their items to their own blocks.



ALLOW X-REPORT PRINTING

This option allows the user to print the daily X-report. If this option is switched off the waitrons will not have access to X-Report and Tender Reports.

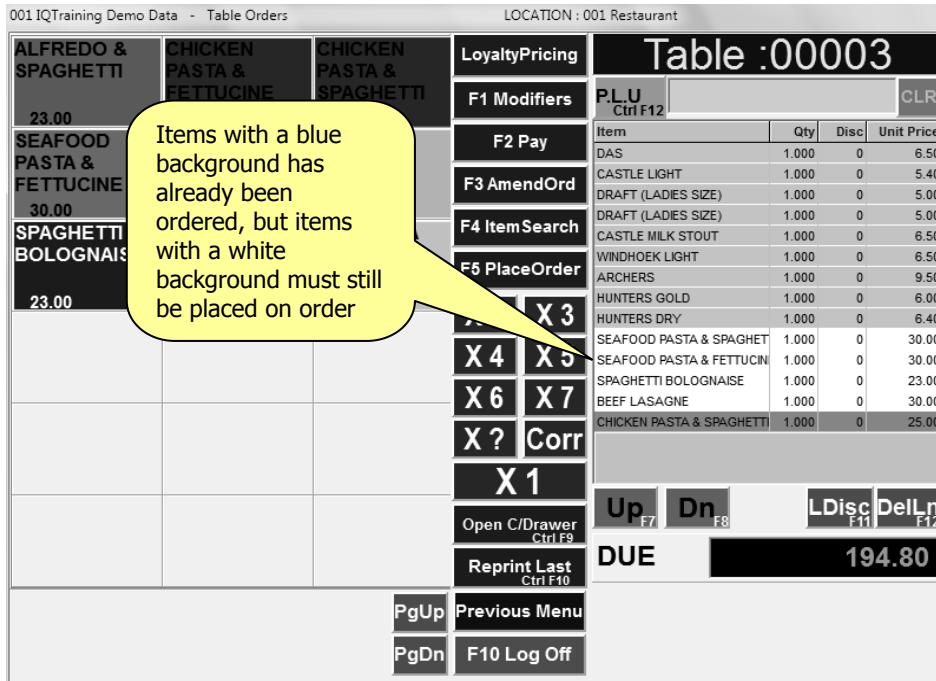
Confirm

Warning! You have insufficient rights to do Account sales!. Override?

If the waitron does not have sufficient right, only a person who has the option "Allow X-Report printing" enable, will be able to override.

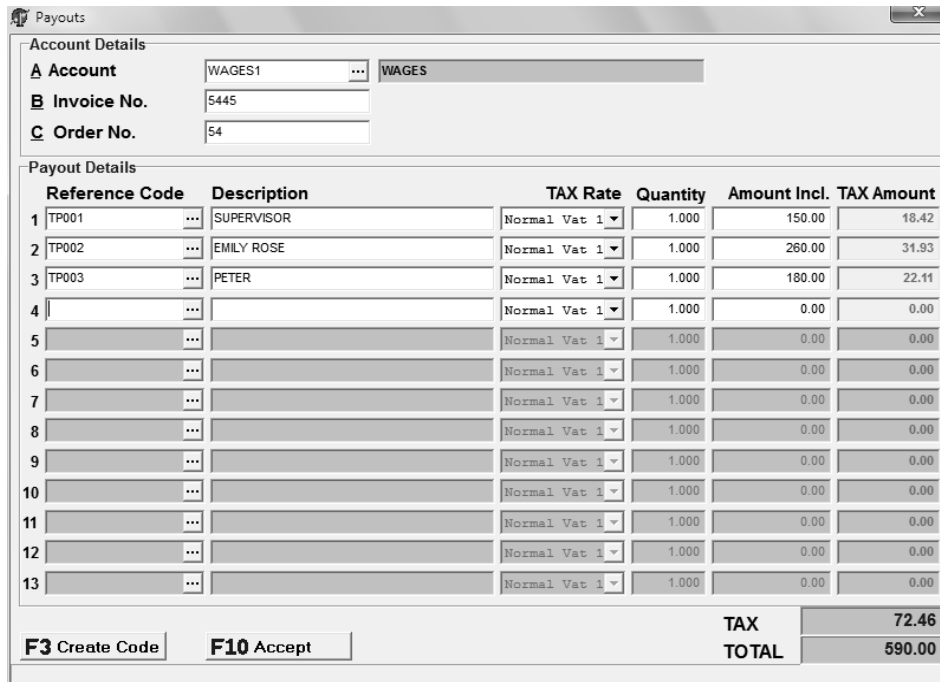
ALLOW ORDER REPRINTING

This option allows the user to reprint an order that has already been placed.



ALLOW PAYOUTS

This option allows the user to do a payout from any till. For example Payouts can to be used to payout the cashier tips for that specific shift or day's trading or for cash purchases of sundry items or expenses, e.g. fines, wages, news palter, cigarettes, etc. The payouts need to be done prior to doing the end of day. Payouts can be found under the Restaurant Point of Sale menu. Select a Creditors Account for the e.g. Wage payout and select Non-Stock \ Expense Stock Items.



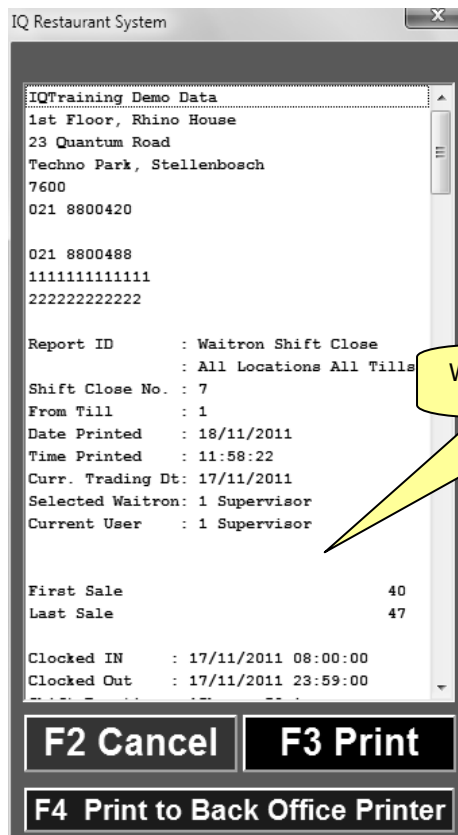
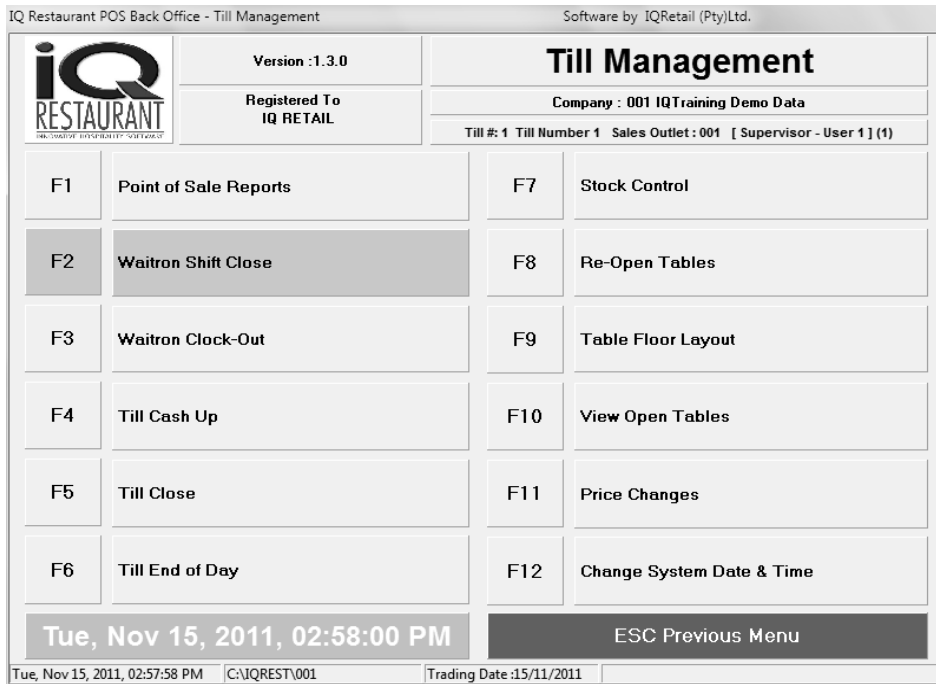
ALLOW DOCUMENT REPRINTING

This option allows the user to reprint any Point of sale (Cash Sale, Payouts etc.) documents that have already been processed.

Doc No.	Cashier	Name	Till #	Date	Time	Reference	Source No.	Guests	Room	Debtor	Shift Num	Value
1	1	Supervisor	1	10/10/2011	18:55:25	Cash Sale	0100001	0			1	25.00
2	1	SUPERVISOR	1	10/10/2011	18:59:47	Restaurant Sale	0000001	2		ABC001	1	108.00
3	1	SUPERVISOR	1	10/10/2011	19:03:20	Restaurant Sale	0000003	1			1	45.00
4	1	Supervisor	1	10/10/2011	19:20:09	Cash Sale	0100002	2			1	75.05
5	2	EMILY ROSE	1	12/10/2011	14:04:32	Restaurant Sale	0000010	2			1	348.00
6	1	SUPERVISOR	1	28/10/2011	09:52:05	Restaurant Sale	0000002	3			1	113.00
7	1	SUPERVISOR	1	28/10/2011	09:52:14	Restaurant Sale	0000002	3			1	113.00
8	1	SUPERVISOR	1	28/10/2011	09:52:24	Restaurant Sale	0000006	2			1	83.00
9	1	SUPERVISOR	1	28/10/2011	09:52:38	Restaurant Sale	0000008	6			1	156.00
10	1	SUPERVISOR	1	28/10/2011	09:57:28	Restaurant Sale	0000001	1			2	505.00
11	1	SUPERVISOR	1	01/11/2011	16:29:08	Restaurant Sale	0000002	1			2	26.00
12	1	Supervisor	1	03/11/2011	16:51:00	Take-Away Sale	0100001	0		ABC001	3	35.00
13	1	SUPERVISOR	1	04/11/2011	15:53:43	Restaurant Sale	0000002	10	2	ABC001	3	130.00
14	1	Supervisor	1	04/11/2011	15:54:02	Take-Away Sale	0100003	0	2	ABC001	3	152.00
15	1	Supervisor	1	04/11/2011	15:59:40	Take-Away Sale	0100005	0	0		3	0.00
16	1	Supervisor	1	04/11/2011	15:59:45	Take-Away Sale	0100006	0	0		3	0.00
17	1	SUPERVISOR	1	04/11/2011	15:59:58	Restaurant Sale	0000001	1			3	78.00
18	1	Supervisor	1	04/11/2011	16:01:07	Take-Away Sale	0100007	0	0		3	0.00
19	1	SUPERVISOR	1	04/11/2011	16:01:21	Restaurant Sale	0000001	2			3	14.00
20	1	Supervisor	1	11/11/2011	12:17:00	Cash Sale	0100003	3			4	100.00

ALLOW END OF SHIFT PROCESSING

This option allows the user to perform the waitron shift close. End of shift processing is where each waitron has their shift completed with a detailed analysis of their Sales & cash takings and commission printed. Select Point of Sale, Till Management. If a user does not have sufficient right to process end of shift processing a warning confirmation will appear requiring supervisor override.



ALLOW CASH UP

This option allows the user to cash up any till by selecting Till Management, Till Cashup.

ALLOW PROFORMA BILL PRINTING

This option allows the user to print a proforma bill for a table before payment is made, gratuity / tips is added.

ALLOW ACCOUNT REFUNDING

This option allows the user to process refunds. Select the IQ Restaurant Point of Sale Menu, Refunds. The cashier will required supervisor override should they wish to perform an account refund.

ALLOW TABLE DEPOSIT ENTRIES

This option allows the user to process monetary deposits for tables. Table deposits can be used as a form of security or as a float for a function.

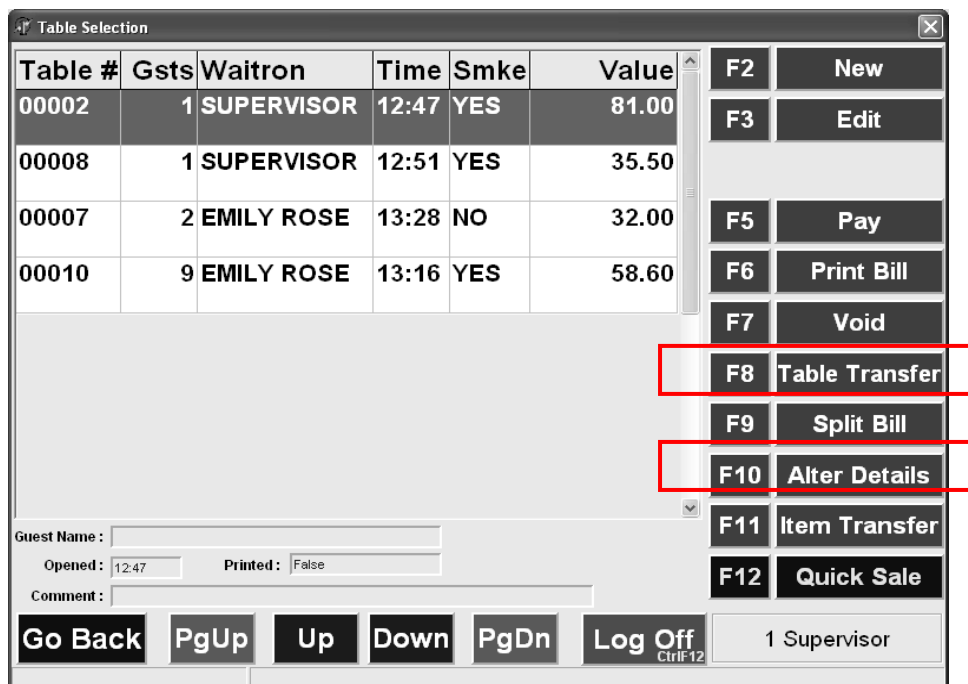
MAY EXIT FROM PROGRAM

This option allows the user either to exit the program without, if this option is switched off the user will not be able to exit the program providing the Configure Till Default option is correct. Confirm existing of program must be change to YES. Once this is done the user will not be able to exit IQ Restaurant.



MAY TRANSFER, CHANGE DETAILS TO ANY WAITRON'S TABLE / TAKE-AWAY ORDER

This option allows the user to change or transfer table details to and from any waitron's orders, regardless of whether they created the table or take-away. Select Point of Sale followed by Tables.



NOTE: If a waitron does not have sufficient right an access denied window will appear requiring a supervisor override.

MAY VOID ORDERED ITEM

This option allows the user to void items that have already been ordered.

001 Test Company - Table Orders LOCATION : 001 Restaurant

PERI PERI CHICKEN LIVERS 17.00	CHICKEN LIVERS 17.00	SNAILS WITH GARLIC BUTTER 15.00	LoyaltyPricing	Table :00008																													
SNAILS GRLIC CREAM SAUCE 15.00	GOLDEN SNAILS 17.00	GARLIC ROLL 8.00	F1 Modifiers	<table border="1"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Disc</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>SNAILS AND GARLIC CREAM</td> <td>1.000</td> <td>0</td> <td>15.00</td> </tr> <tr> <td>GARLIC PITA BREAD</td> <td>1.000</td> <td>0</td> <td>15.00</td> </tr> <tr> <td>CRUMBED MUSHROOMS</td> <td>1.000</td> <td>0</td> <td>19.00</td> </tr> <tr> <td>BUFFALO WINGS</td> <td>1.000</td> <td>0</td> <td>16.00</td> </tr> <tr> <td>GARLIC CHEESE ROLL</td> <td>1.000</td> <td>0</td> <td>10.00</td> </tr> <tr> <td>SNAILS AND GARLIC CREAM</td> <td>1.000</td> <td>0</td> <td>15.00</td> </tr> </tbody> </table>		Item	Qty	Disc	Unit Price	SNAILS AND GARLIC CREAM	1.000	0	15.00	GARLIC PITA BREAD	1.000	0	15.00	CRUMBED MUSHROOMS	1.000	0	19.00	BUFFALO WINGS	1.000	0	16.00	GARLIC CHEESE ROLL	1.000	0	10.00	SNAILS AND GARLIC CREAM	1.000	0	15.00
Item	Qty	Disc	Unit Price																														
SNAILS AND GARLIC CREAM	1.000	0	15.00																														
GARLIC PITA BREAD	1.000	0	15.00																														
CRUMBED MUSHROOMS	1.000	0	19.00																														
BUFFALO WINGS	1.000	0	16.00																														
GARLIC CHEESE ROLL	1.000	0	10.00																														
SNAILS AND GARLIC CREAM	1.000	0	15.00																														
GARLIC CHEESE ROLL 10.00	GARLIC PITA BREAD 15.00	GARLIC & CHEESE PITA 15.00	F3 AmendOrd	<table border="1"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Disc</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>SNAILS AND GARLIC CREAM</td> <td>1.000</td> <td>0</td> <td>15.00</td> </tr> </tbody> </table>		Item	Qty	Disc	Unit Price	SNAILS AND GARLIC CREAM	1.000	0	15.00																				
Item	Qty	Disc	Unit Price																														
SNAILS AND GARLIC CREAM	1.000	0	15.00																														
CALAMARI 18.00	CRUMBED MUSHROOMS 19.00	MUSSELS DELIGHT 19.00	F4 ItemSearch	<p>Once an item has been voided, the line item will appear in red.</p>																													
BUFFALO WINGS 16.00	HAM & ASPARAGUS FLIRT 18.00	SHRIMP COCKTAIL 18.00	F5 PlaceOrder	<p>X 1</p>																													
BLACK MUSHROOMS 17.00	OYSTERS 19.00	lisa	Open C/Drawer Ctrl F9	<p>Up F7 Dn F8 LDisc F11 DelLn F12</p> <p>DUE 90.00</p>																													

X 2 X 3 X 4 X 5 X ? Corr

Go Back PgUp PgDn F10 Log Off

1 Supervisor

Modify Order

Item	Qty	Unit Price	SpltQty
SNAILS AND GARLIC CREAM SAUCE	1.000	15.00	0.000
GARLIC PITA BREAD	1.000	15.00	0.000
CRUMBED MUSHROOMS	1.000	19.00	0.000
BUFFALO WINGS	1.000	16.00	0.000
GARLIC CHEESE ROLL	1.000	10.00	0.000
SNAILS AND GARLIC CREAM SAUCE	1.000	15.00	0.000

F2 Quantity Change

F3 Price Change

F4 Void InValid Entry/Quantity

F5 No Chrgs Damaged Goods

7	8	9
4	5	6
1	2	3
0	00	.
Clr		BS
F10 Accept		EXIT

PgUp Up Down PgDn

GO BACK

1 Supervisor

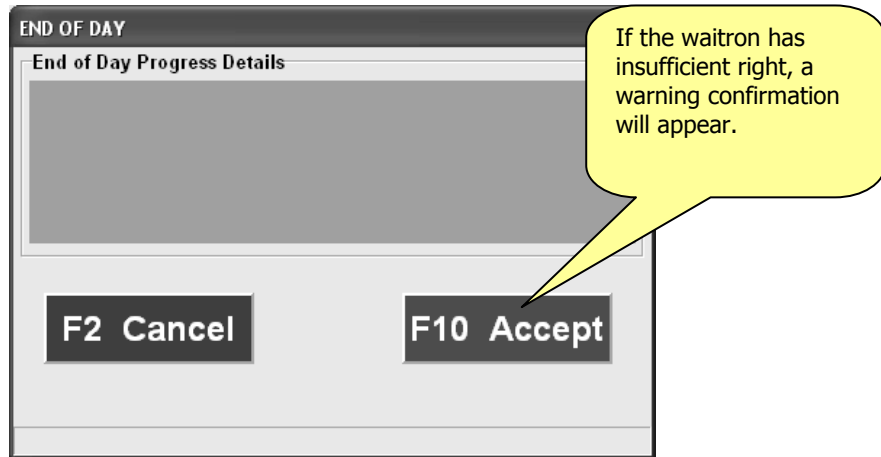
MAY DO TILL CLOSURE

This option allows the user to close all tills. Till closure is part of the end of day procedure where all tills must be closed off before the end of day procedure can be done.



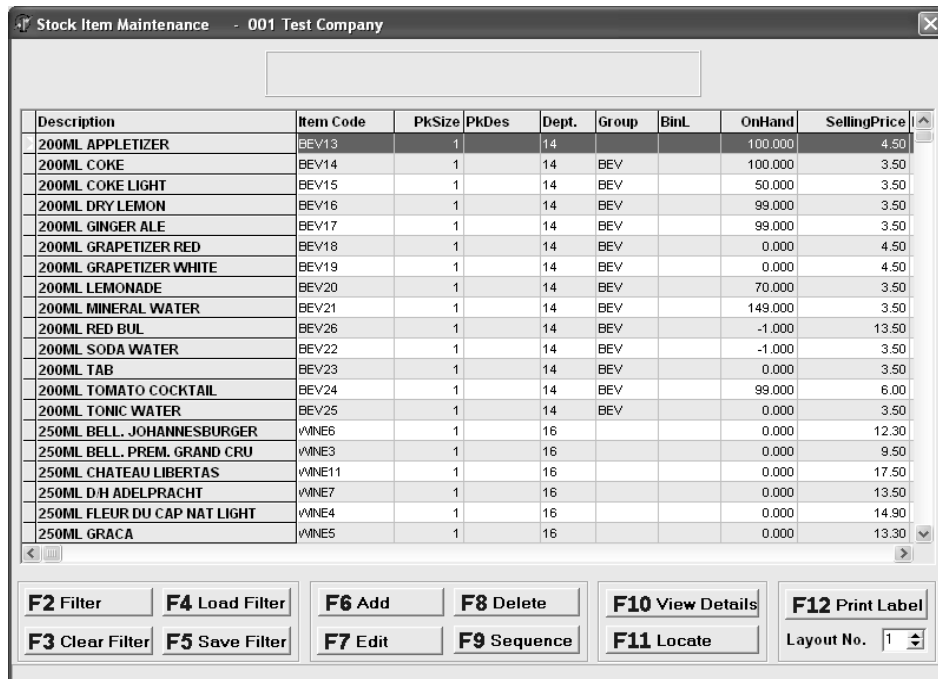
MAY DO END OF DAY

This option allows the user to process the End of Day. The end of day procedure is final procedure to be performed after the day’s trade. Select Point of Sale, Till Management followed by Till End of Day.



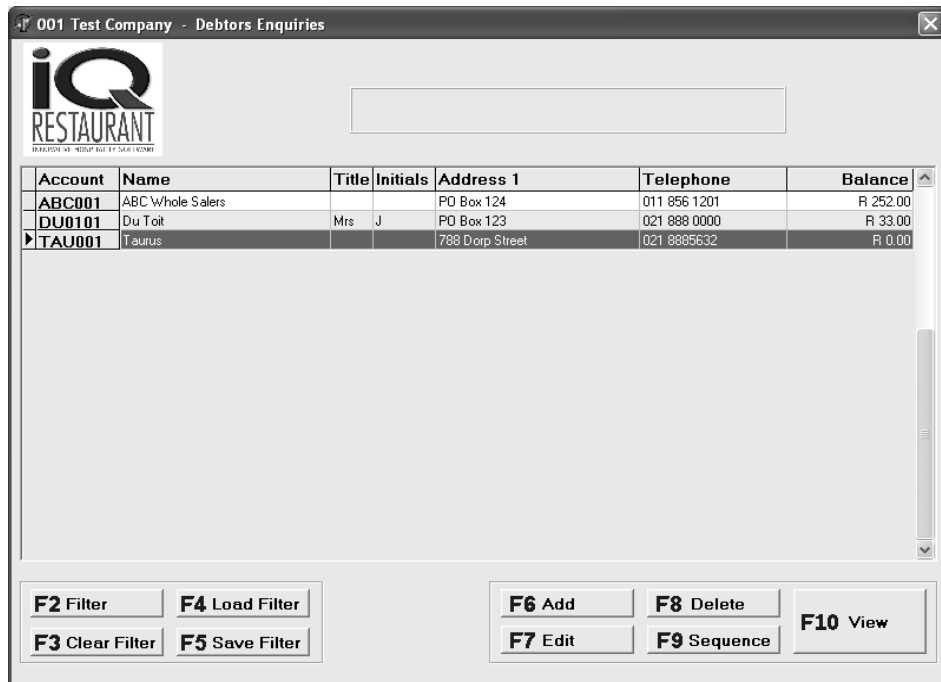
MAY CREATE STOCK ITEMS

This option allows the user to create and edit stock items under the Back Office, Stock Management, Stock Item Maintenance option.



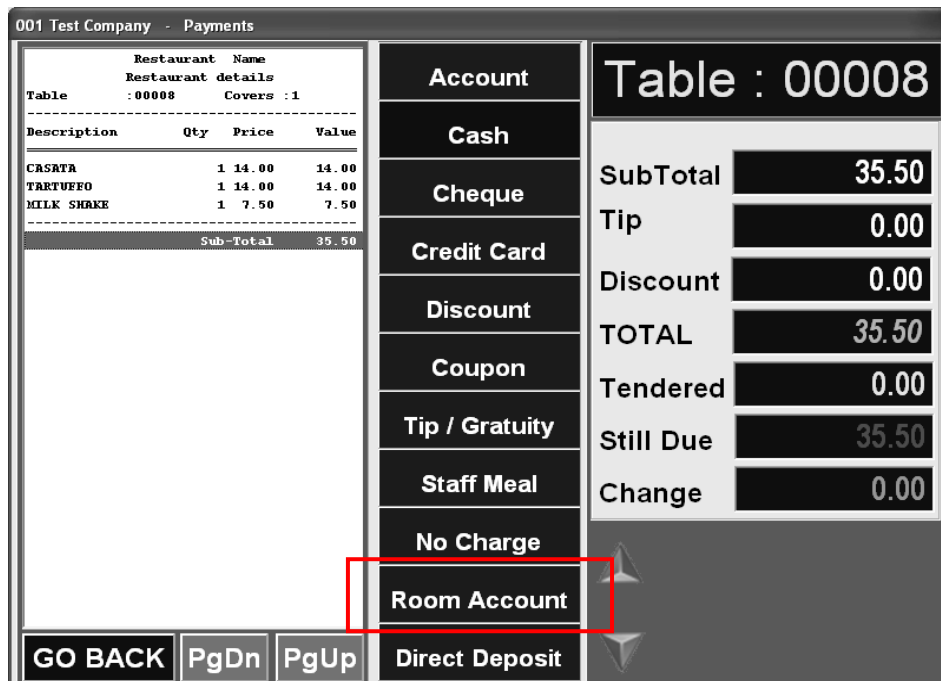
MAY CREATE SUPPLIERS (CREDITORS) & CUSTOMERS (DEBTORS)

This option allows the user to create and edit Supplier (Creditors) and Customers (Debtors). Select Back Office, Debtors followed by Maintenance or Creditors, Maintenance.



ALLOCATE SALES TO ROOM ACCOUNTS

This option allows the user to process Take-away, Table order, Cash Sales using the Room Tender Media options.



NOTE: If a waitron does not have sufficient right an access denied window will appear requiring a supervisor override.

MAY ACCEPT ROOM PAYMENT

This option allows the user to accept any form of payment for a specific room. Select Restaurant Point of Sale, Room & Reservations Management, Room Maintenance, Select Debtors, Transaction Details, Process Journals.

Room Transactions Test Company

ROOM 001 **MR JACKSON** **BALANCE 742.45**

Journal Details

Journal Date: 02/11/2009
 Transaction Type: PM Payment
 Reference: 45445
 Order Number: 112222
 Amount: 742.45
 Vat Rate: 0 No Vat Applicable
 Ledger Account: 3700.000.000.00 ... Cash on Hand

Accommodation Details

Accommodation Type:
 Room Description: SINGLE
 Room Maximum PAX: 1
 Room Area: 2F
 High Season Rate: 0
 Low Season Rate: 0
 Arrival & Departure: 01/10/2009 10:19:53 - 02/10/2009 10:19:53
 PAX: 1

Journal Comment

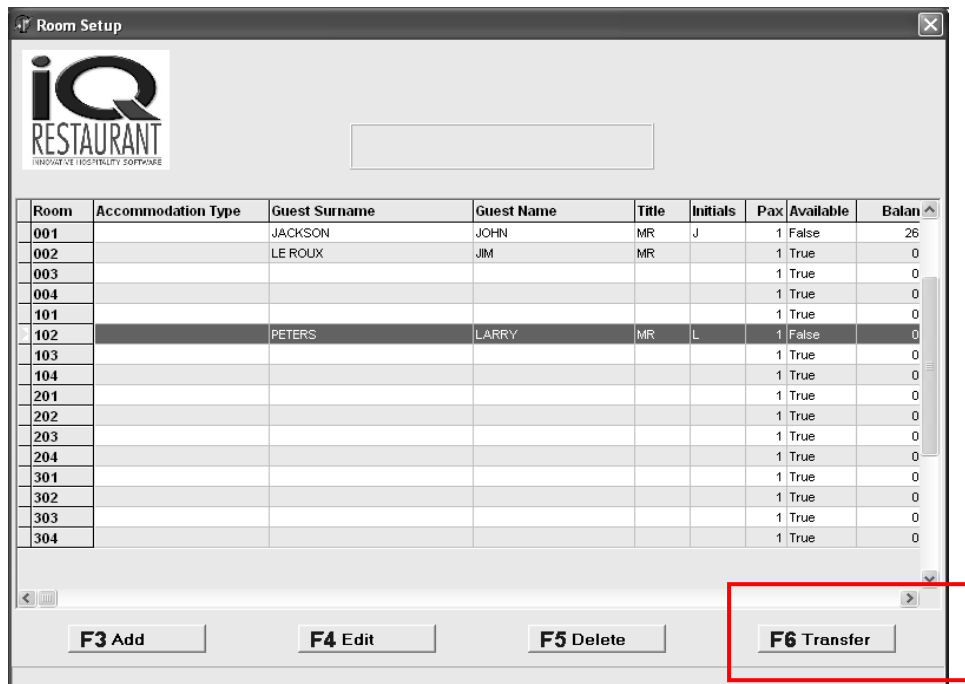
Last Journal Details

Account Number: ABC001
 Journal Number: 6
 Journal Date: 30/10/2009
 Amount: 150.22

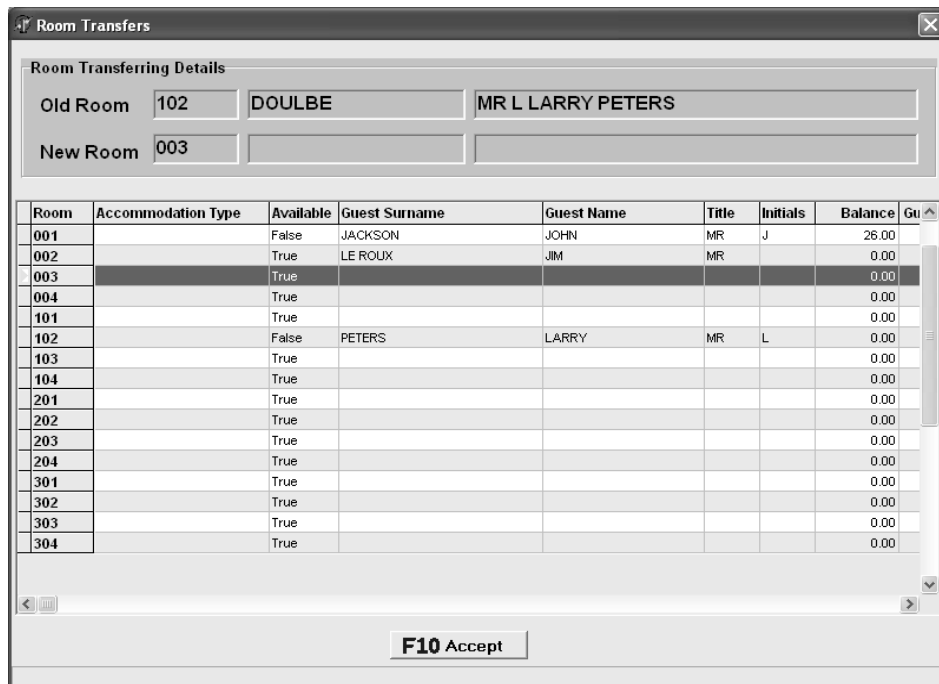
F6 Design Receipt **F7 Memo** **F10 Process**

MAY TRANSFER ROOMS

This option allows the user to transfer an existing room to another vacant room.



Select the Debtor followed by the Transfer option under the Room Maintenance option.



Select the New Room followed by Accept

NOTE: Remember if the Room transfer option is used (Room Maintenance) then the room booking must also be changed under Reservation Maintenance.

MAY CHANGE ROOM DETAILS

This option allows the user to make changes to any guest/customer's room details. Select Restaurant Point of Sale, Room & Reservation Management, Room Maintenance. Select a Room and choose Edit.



MAY DELETE STORED DOCUMENTS

This option allows the user to delete any type of POS document, (e.g. Cash Sale, Table Sales, Payouts documents) that the system has saved.

NOTE: Deleting these document will not influence the sales and purchase information, but will free-up hard drive space.

The screenshot shows a window titled "Stored Document Reprint" with a table of sales data. A "Confirm" dialog box is overlaid on the table, asking "Delete Stored Documents according to a Date Range?". The dialog has "Yes" and "No" buttons. Below the table, there are keyboard shortcuts for various actions like PgUp, Up, First, F2 Filter, F4 Load Filter, F7 Delete, F9 Print, PgDn, Down, Last, F3 Clear Filter, F5 Save Filter, F8 Locate, and F10 Exit. A legend indicates that a grey square represents a "Voided Sale" and a white square represents a "Re-Opened Table".

Doc No.	Cashier	Name	Till #	Date	Time	Reference	Source No.	Guests	Room	Debtor	Shift Num	Value
52	1	SUPERVISOR	1	29/10/2009	08:35:23	Restaurant Sale	0000004	4			14	75.00
53	1	Supervisor	1	29/10/2009	09:18:38	Cash Sale	0100005	0			14	108.00
54	1	Supervisor	1	29/10/2009	09:20:25	Cash Sale	0100006	7			14	130.00
55	1	Supervisor	1	29/10/2009	09:29:35	Cash Sale	0100007	1			14	45.00
56	1	Supervisor	1	29/10/2009	09:33:17	Cash Sale	0100008	0		ABC001	14	101.00
57	1	SUPERVISOR	1	29/10/2009	10:50:28	Restaurant Sale	0000009	1			14	60.00
58	1	Supervisor	1	29/10/2009	10:55:37	Cash Sale	0100009	0			14	54.00
59	1	SUPERVISOR	1	29/10/2009	10:57:42	Restaurant Sale	0000005	3			14	108.00
60	1	SUPERVISOR	1	29/10/2009	10:58:07	Restaurant Sale	0000003	3			14	54.00
61	1	SUPERVISOR	1	29/10/2009	11:15:28	Restaurant Sale	0000001	1			14	83.00
62	1	Supervisor	1	29/10/2009							14	76.00
63	1	Supervisor	1	29/10/2009						DU0101	14	33.00
64	1	SUPERVISOR	1	29/10/2009							14	20.00
65	1	Supervisor	1	29/10/2009							14	235.00
66	1	SUPERVISOR	1	29/10/2009							14	75.00
67	1	Supervisor	1	29/10/2009						ABC001	14	26.00
68	1	SUPERVISOR	1	29/10/2009						ABC001	14	47.50
69	1	SUPERVISOR	1	29/10/2009	12:38:03	Restaurant Sale	0000001	1			14	83.00
70	1	Supervisor	1	29/10/2009	13:42:37	Refund Sale	0100004	0			14	53.00
71	1	SUPERVISOR	1	29/10/2009	14:32:46	Restaurant Sale	0000002	1			14	100.00

The dialog box is titled "Confirm" and contains the text "You are not authorised to Stored Documents. Override?". It has three buttons at the bottom: "Yes", "No", and "ESC".

MAY EDIT TAKE-AWAY DETAILS

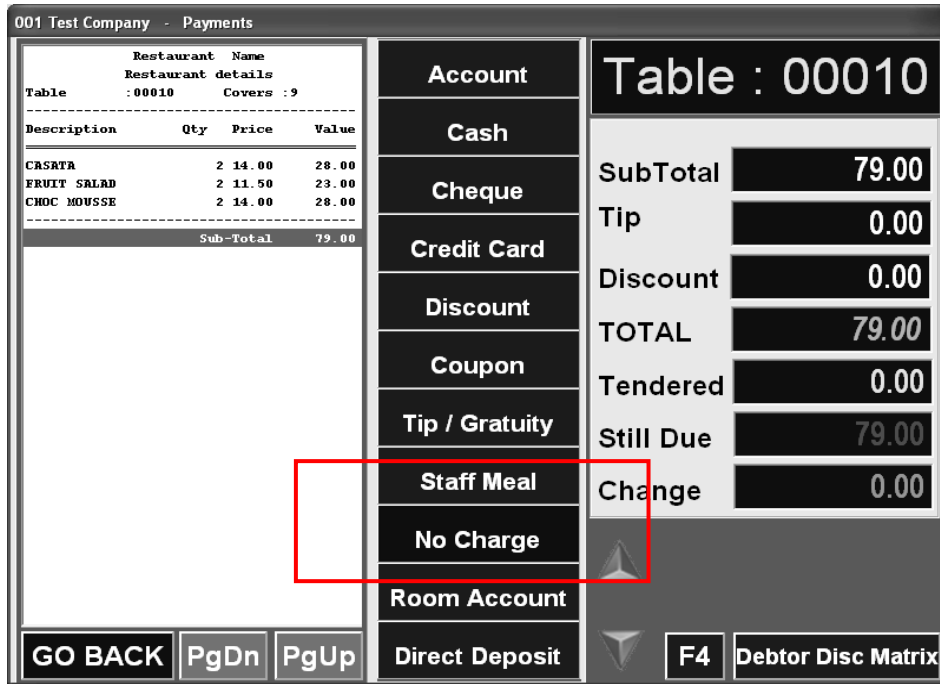
This option allows the user to amend details on a take away order after it has already been accepted.

MAY ACCEPT LOYALTY CARD

This option allows the user to accept loyalty cards and customer details. Remember to make sure that all other loyalty card setting has been switched on. See Till Configuration and Printing and processing default options.

MAY PROCESS "NO CHARGE" SALE

This option allows the user to process any sale utilizing the "No Charge" Tender media option.



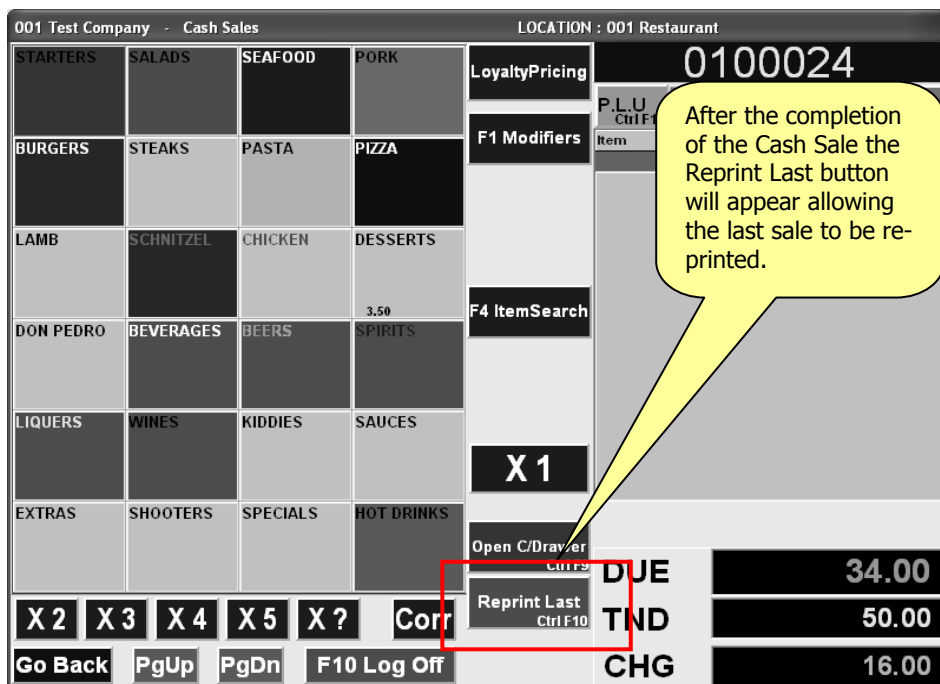
NOTE: If a waitron does not have sufficient right an access denied window will appear requiring a supervisor override.

MAY OPEN CASH DRAWER

This option allows the user to open the cash drawer at any point of the placing on order process. Utilizing the open drawer function. Disabling this option will not cause the drawer to open when process payment that requires the drawer to open.

MAY REPRINT LAST DOCUMENT

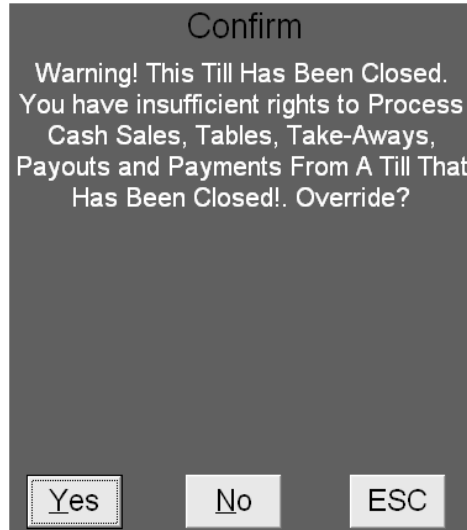
This option will allow the user to reprint the last document that was generated by a Cash sale.



MAY RE-OPEN CLOSED TILL

This option allows the user to open a till that has already been closed.

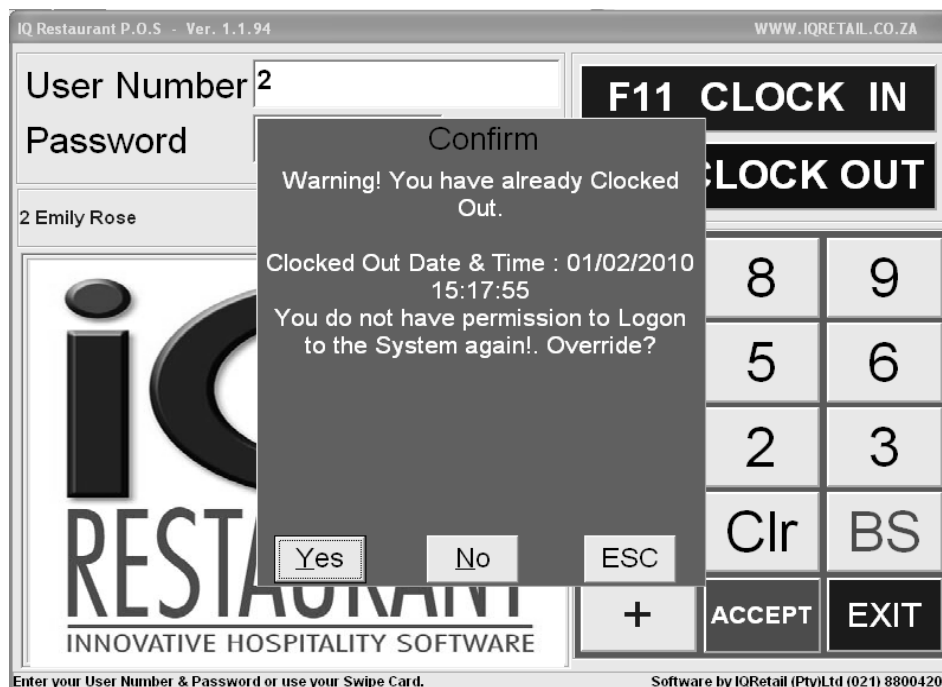
NOTE: To re-open the till the user must do another sale, for example Table Sales. If the "May Re-Open Closed Till" is switched off the waitron/user will get a warning indicating that they have insufficient rights. They will need to have an override entered or proceed to a different PC/Till to continue with the operation.



MAY LOGON AFTER CLOCKED OUT

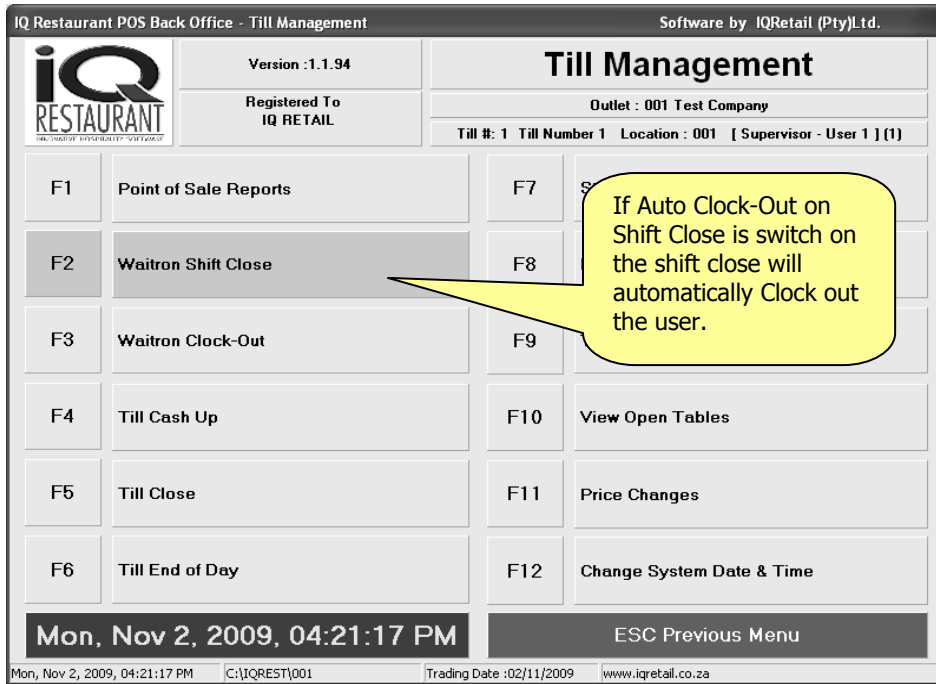
This option allows the user to logon again after they have clocked out.

NOTE: This can potentially be dangerous as the user can then process further sales and pocket income generated from this sale. Unless a Waitron shift close is done, no one will know that the sale took place, which in turn will cause the cash up to not balance with sales.



AUTO CLOCK-OUT ON SHIFT CLOSE

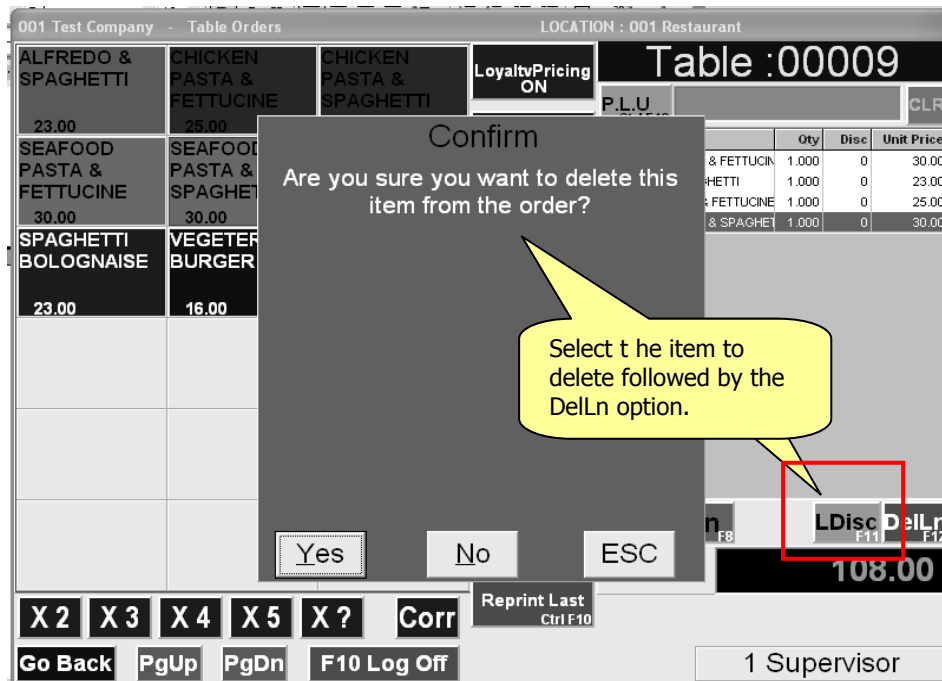
This option allows the user to be clocked out automatically once they have done a shift close.



MAY DELETE PRE-ORDERED ORDER ITEMS

This option allows the user to delete any item on an order that hasn't been placed yet.

NOTE: Items that have not been placed on order are represented as black writing on a white background.



It is important to note there are an audit / tracking of items that are deleted before they are placed on order.

MAY CLOSE-OFF ANY TABLE

This option allows the user to close off any table, even if the table is not associated to them, i.e. they did not open/handle the sale.

Table #	Gsts	Waitron	Time	Smke	Value
00002	2	SUPERVISOR	14:04	YES	221.00
00008	1	SUPERVISOR	14:04	YES	128.00
00001	12	EMILY ROSE	13:54	YES	496.50
00010	2	EMILY ROSE	14:03	YES	46.50
00003	3	PETER	14:03	YES	147.00
00009	10	PETER	14:03	YES	77.00

Function keys: F2 New, F3 Edit, F5 Pay, F6 Print Bill, F7 Void, F8 Table Transfer, F9 Split Bill

Buttons: Go Back, PgUp, Up, Down, PgDn, Log Off (Ctrl+F12), 2 Emily Rose

MAY ENTER HALF PORTION QUANTITIES

This option allows the user to enter half portion quantities for any item. Basically Half portion quantities are quantities less than 1 e.g. 0.5, 0.6 0.2 etc.

NOTE: If the option allows the waitron enter quantities less than 1, then waitron can actual reduce the overall price of the item and defraud the restaurant. It's almost like giving a discount or changing the selling price. E.g. if an item sells for R100 and the user changes the quantity to 0.5 the overall price that will be charged will be R50.00. Therefore, it can be dangerous if used incorrectly.

Buttons: X2, X3, X4, X5, X?, Corr, Go Back, PgUp, PgDn, F10 Log Off

Order Item Quantity dialog: New Value: .5, 9, 8, 7, 6, 5, 4, 3, 2, 1, 0, 00, ., Half Portn, Clr, BS, F10 Accept, EXIT

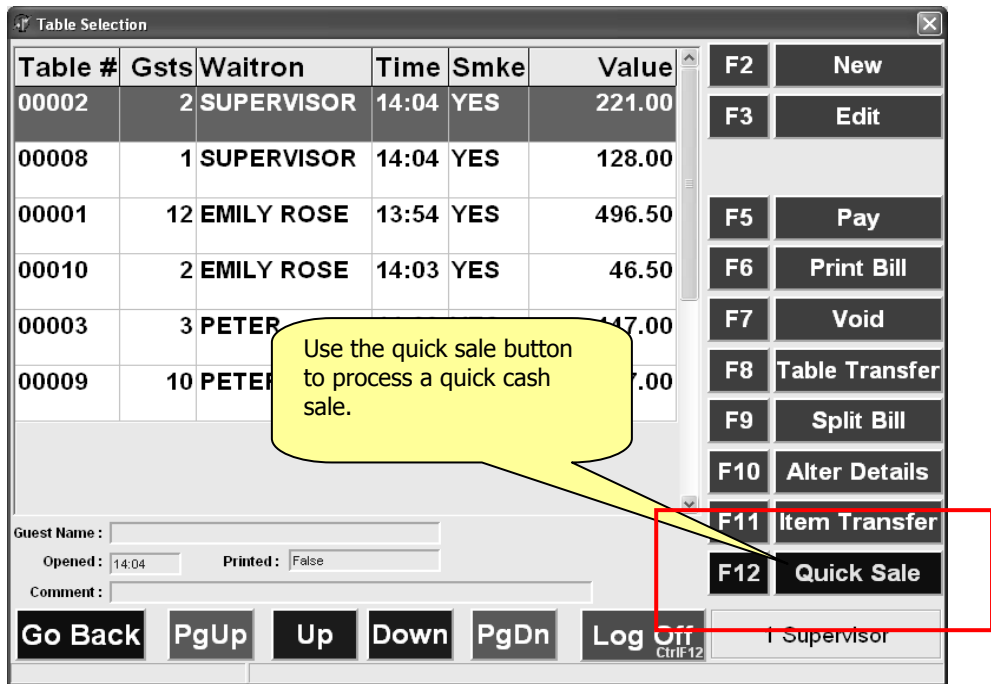
Callout 1: Select the X? option on the Order screen to specify a half portion or any other quantity, other than what is indicated. **NOTE:** Always select the quantity before selecting the item on the menu.

Callout 2: Select the Half Portn button, which will display the default amount that was entered into Printing & Processing Defaults, Processing Details (A), Default Portion Quantity.

MAY PROCESS QUICK SALES

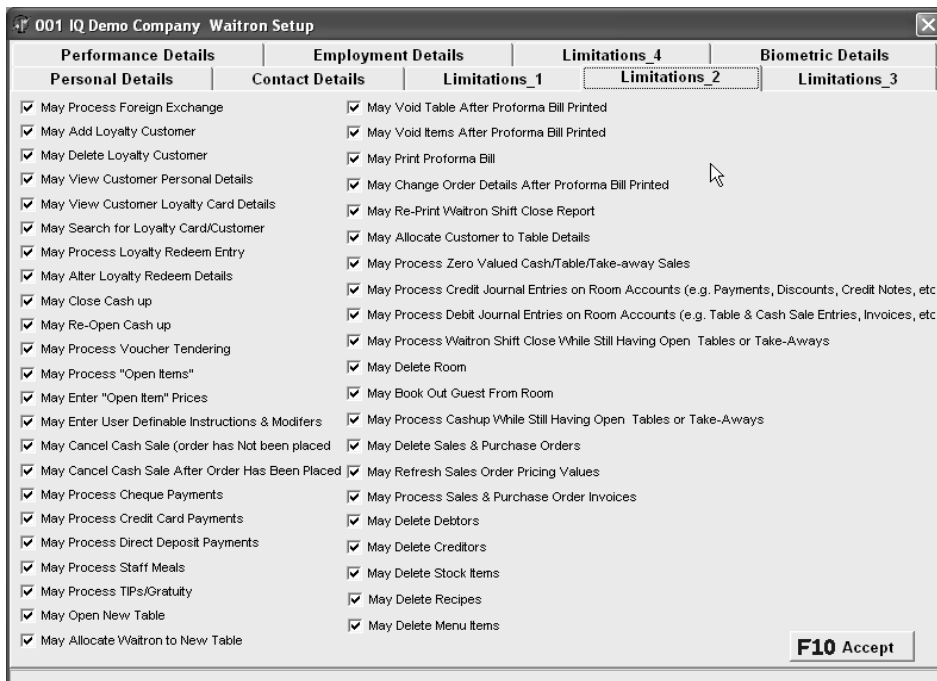
This option allows the user to process a cash sale via the Table Order processing screen.

NOTE: The Cash Sale is completed the system will refer to the table’s menu option.



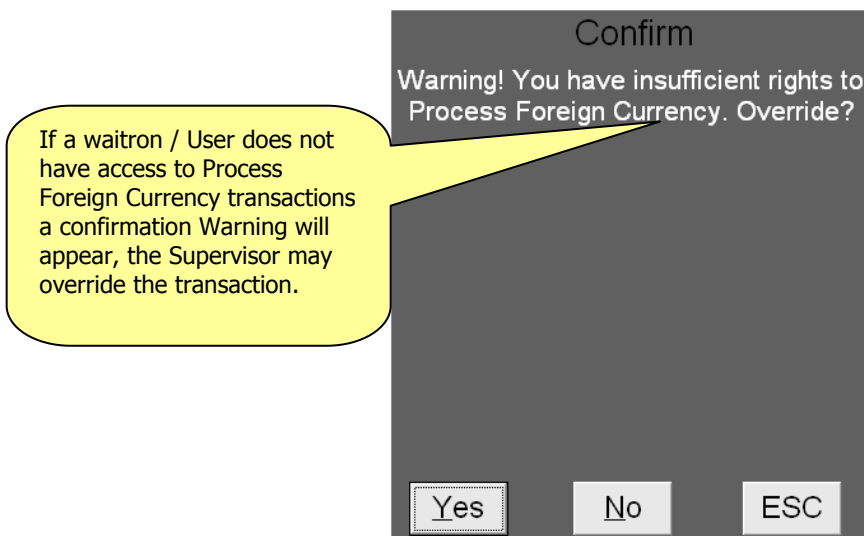
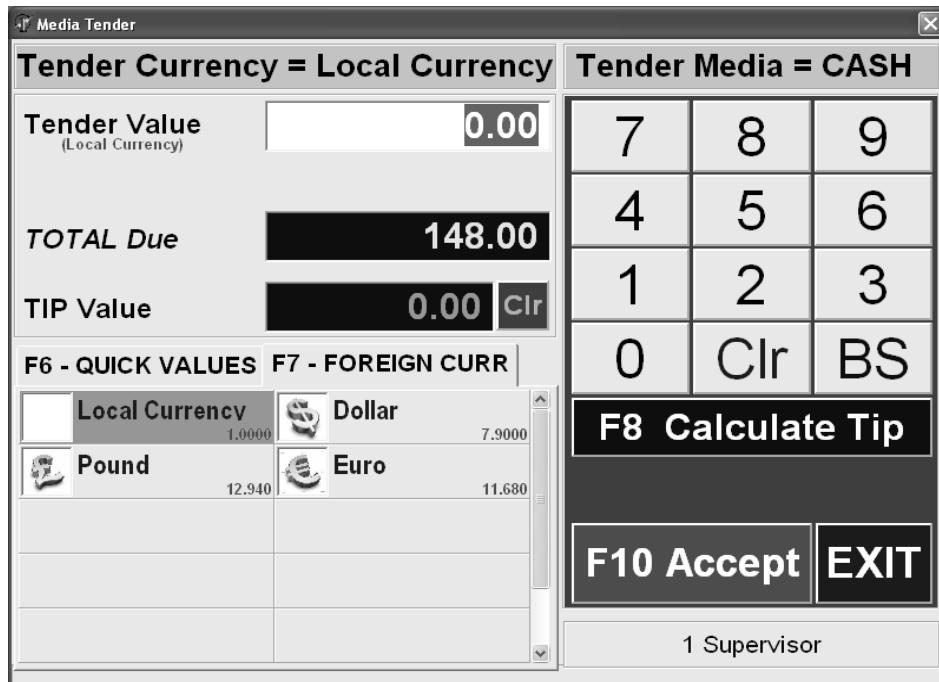
LIMITATIONS_2

Select the waitron / User Limitation below:



MAY PROCESS FOREIGN EXCHANGE

This option allows the user to process foreign currency via Cash Sales, Take-aways and Tables, when selecting Cash Tender media option.



NOTE: Foreign currency must have already been enabled and setup.

MAY ADD LOYALTY CUSTOMER

This option allows the user to add a customer to the loyalty customer database.

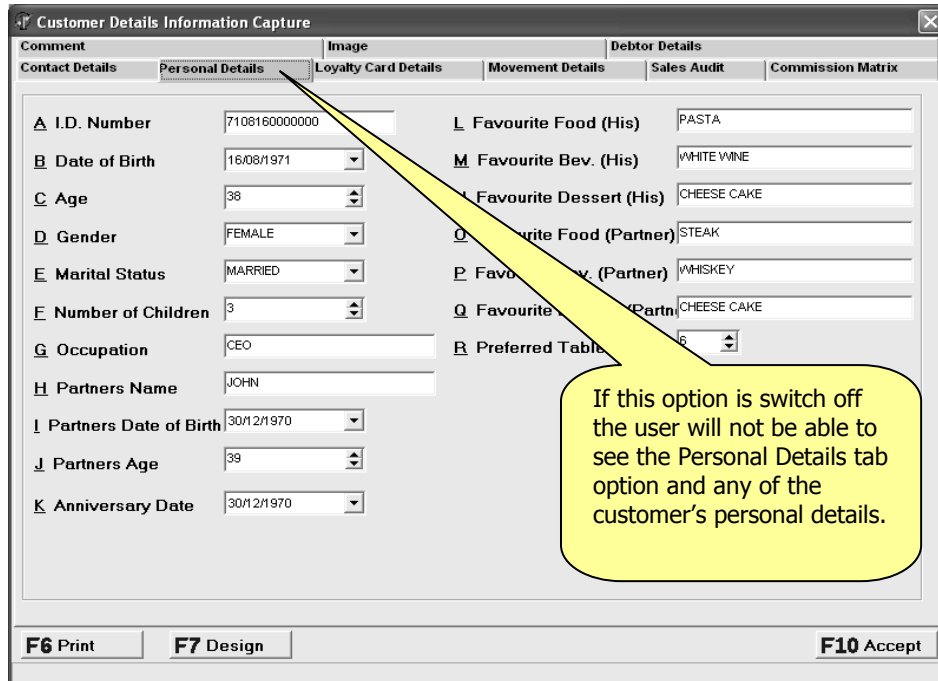
MAY DELETE LOYALTY CUSTOMER

This option allows the user to delete any loyalty customer fro the loyalty database.

ACCOUNT	LOYALTY CARD	SURNAME	NAME	TITLE	INITIALS	ADDRESS1	IDNUMBER
1	125688563201	PETERS	LARRY	Mr	L	8 SHORT STREET	6802140000000
10	10	BRINK	Erwin	Mr	E	78 Short Road	
11	11	KNOT	BEN	Mr	B	45 MAIN ROAD	7108160000000
12	12	HENZ		Mr			
13	13	GR					
14	14	GO					
15	15	KO					
2	751236954123	FE					
3	126598632105	GR					
4	4	YO					
5	5	RO					
6	6	QUINTON	Riaan	Mr	R	34 Mountain Road	
7	7896521254126	GREEN	JACK	Mr	J	98 DRAMA STREET	
8	8	DE VOS	Werner	Mr	W	78 Long Road	
9	9	MEYER	Tony	Mr	T	78 Town Road	
J001	898965231451	JACKSON	JOHN	MR	J	PO BOX 145	

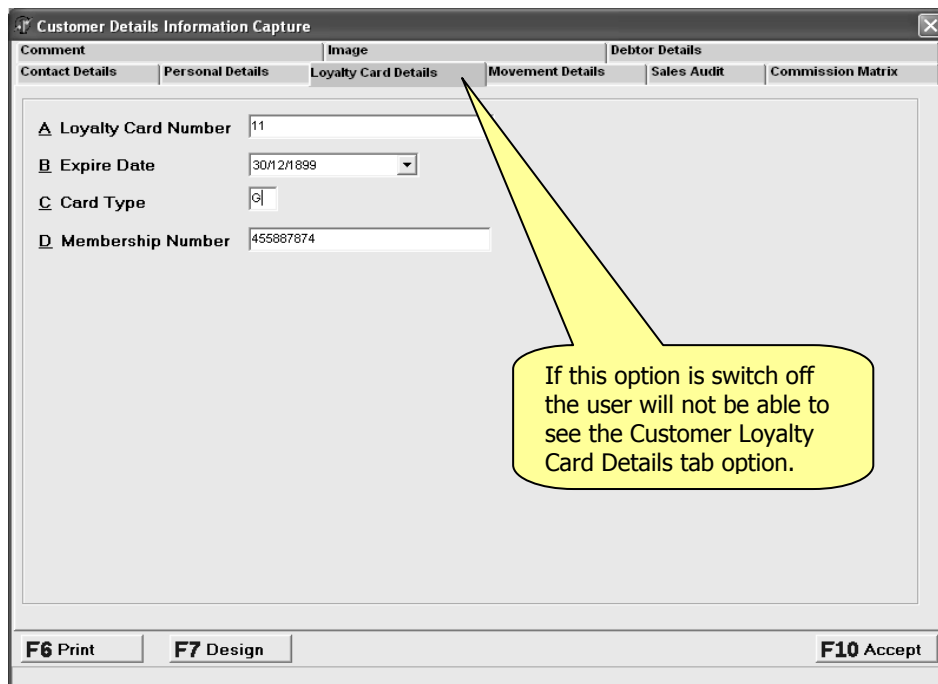
MAY VIEW CUSTOMER PERSONAL DETAILS

This option allows the user to view any personal details of a loyalty customer.



MAY VIEW CUSTOMER LOYALTY CARD DETAILS

This option allows the user to view any customer loyalty card details.



MAY SEARCH FOR LOYALTY CARD/CUSTOMER

This option allows the user to search for a loyalty card number when processing a loyalty Card transaction via Cash Sales, Take-always and Tables.



The screenshot shows a software interface titled "CUSTOMER Loyalty Details". It features several input fields: "Loyalty Card Number", "Loyalty Account", "Surname", and "Name". Below these fields is a numeric keypad (0-9, Clr, BS) and a QWERTY keyboard. A red rectangular box highlights the "F2 Search" button at the bottom of the keyboard. A yellow callout bubble with a pointer to the "F2 Search" button contains the text: "Select the Search option to display a list of Loyalty Card Holders." Other buttons at the bottom include "GO BACK", "F10 Accept", and "1 Supervisor".

NOTE: In most cases the client will have the loyalty card with them and therefore the search will not be required allowing the search can cause loyalty Points to be awarded to the incorrect client accidentally or unethically.

MAY PROCESS LOYALTY REDEEM ENTRY

This option will allow the user to process Redeemed points for loyalty customers.

MAY ALTER LOYALTY REDEEM DETAILS

This option will allow the user to alter the loyalty customer's redeemed details.

Customer Details Information Capture

Comment | Image | Debtor Details

Contact Details | Personal Details | Loyalty Card Details | Movement Details | Sales Audit | **Commission Matrix**

Total Points Accumulated Todate	254.00	Total Points Last Redeemed	25.00
Total Points Accumulated - Month	254.00	Total Points Redeemed - Month	25.00
Total Points Accumulated - Year	254.00	Total Points Redeemed - Year	25.00
Total Value Accumulated Todate	591.00	Total Value Last Redeemed	0.00
Total Value Accumulated - Month	\$		0.00
Total Value Accumulated - Year	\$		0.00
Date Last Redeemed	02/12/2009		34
Redeemed Payment Method	COUP		206

F12 Edit Details

Redeemed Payout Details

SALENUMBER	SOURCE NUMBER	TRANDATE	TRANTIME	PAYMENT METHOD	AMOUNT	POINTS	CASHIERNAME	TILL

F6 Print | F7 Design | F10 Accept

Press F12 to Edit Details.

MAY CLOSE CASH UP

This option allows the user to close cash up once all the information has been entered, if May Close Cash up is switch off the user / waitron will not be allowed to close the Cashup

Cashing Up

CASHUP SEQUENCE | First Cashup | Selected Cashup Location : 1

N.O.T.E.S			FOREIGN CURRENCY		
Denomination	Count	Value	Not Setup	Value Counted	Value Counted
1,000	0	0.00	Not Setup	0.00	0.00
500	0	0.00	Not Setup	0.00	0.00
200	9	1800.00	Not Setup	0.00	0.00
100	15	1500.00	Not Setup	0.00	0.00
50	10	500.00	Not Setup	0.00	0.00
20	19	380.00	Not Setup	0.00	0.00
10	10	100.00	Not Setup	0.00	0.00
Total Notes		4280.00	Not Setup	0.00	0.00
C.O.I.N.S			Credit Cards	408.00	
5	0	0.00	Cheques	0.00	
2	0	0.00	Coupons	0.00	
1	0	0.00	Other	0.00	
50c	10	5.00	Direct Deposits / Bank Transfer	0.00	
20c	10	2.00	Float	0.00	
10c	30	3.00	FIRST Cashup Total		
5c	0	0.00	4698.00		
2c	0	0.00	SECOND Cashup Total		
1c	0	0.00	0.00		
Total Coins		10.00	Local Currency Equivalent Total		
TOTAL		4290.00	0.00		
			X BANKABLE		
			4698.00		
			DIFFERENCE		
			0.00		

Shift Number: 27
Time Printed:
Closed By: Supervisor
Reopened By:
F8 Close | F9 Re-Open

Up | Down | F2 Print | F10 Accept | EXIT | 1 Supervisor

MAY RE-OPEN CASH UP

This option allows the user to re-open a cash up, if it has been previously closed. Remember May Re-open Cashup can be a security risk if given to the wrong user.

CASHUP SEQUENCE			First Cashup	Selected Cashup Location : 1													
N.O.T.E.S			FOREIGN CURRENCY		Cashup Location 1 Cashup Location 2 Shift Number 27 Time Printed Closed By Supervisor Reopened By												
1,000	0	0.00	Not Setup	0.00		Value Counted 0.00											
500	0	0.00	Not Setup	0.00		0.00											
200	9	1800.00	Not Setup	0.00		0.00											
100	15	1500.00	Not Setup	0.00		0.00											
50	10	500.00	Not Setup	0.00		0.00											
20	19	380.00	Not Setup	0.00		0.00											
10	10	100.00	Not Setup	0.00		0.00											
Total Notes		4280.00	Not Setup	0.00		0.00											
C.O.I.N.S			Not Setup	0.00		0.00											
5	0	0.00	Credit Cards		408.00												
2	0	0.00	Cheques		0.00												
1	0	0.00	Coupons		0.00												
50c	10	5.00	Other		0.00												
20c	10	2.00	Direct Deposits / Bank Transfer		0.00												
10c	30	3.00	Float		0.00												
5c	0	0.00	FIRST Cashup Total		4698.00												
2c	0	0.00	SECOND Cashup Total		0.00												
1c	0	0.00	Local Currency Equivalent Total		0.00												
Total Coins		10.00	X BANKABLE		4698.00												
TOTAL		4290.00	DIFFERENCE		0.00												
<table border="1"> <tr> <td>Up</td> <td>Down</td> <td>F2 Print</td> <td>F10 Accept</td> <td>EXIT</td> <td></td> </tr> <tr> <td colspan="5"></td> <td>1 Supervisor</td> </tr> </table>						Up	Down	F2 Print	F10 Accept	EXIT							1 Supervisor
Up	Down	F2 Print	F10 Accept	EXIT													
					1 Supervisor												

MAY PROCESS VOUCHER TENDERING

This option allows the user to process sales where vouchers are used as a payment method.

001 Test Company - Payments

Restaurant Name			
Restaurant details			
Table	: 00008	Covers	: 3
Description	Qty	Price	Value
SPAGHETTI BOLOGNAIS	1	20.18	20.18
SEAFOOD PASTA & FET	1	26.32	26.32
SEAFOOD PASTA & SPR	1	26.32	26.32
HAVAIAN BURGER	1	18.42	18.42
OUT OF AFRICA & GRE	2	22.81	45.62
OUT OF AFRICA	1	15.79	15.79
BACWOOD BURGER	2	25.44	50.88
CHICKEN BURGER	1	18.42	18.42
HALE CHICKEN	1	28.07	28.07
Sub-Total			250.02

Account: **Table : 00008**

Cash

Cheque

Credit Card

Discount

Coupon

Tip / Gratuity

Staff Meal

No Charge

Room Account

Direct Deposit

SubTotal: **285.00**

Tip: **0.00**

Discount: **0.00**

TOTAL: **285.00**

Tendered: **0.00**

Still Due: **285.00**

Change: **0.00**

F2 TAX Exempt

F4 Debtor Disc Matrix

GO BACK PgDn PgUp

Media Tender

Tender Media = COUPON

Tender Value: **300.00**

TOTAL Due: **285.00**

TIP Value: **15.00** Clr

F6 - QUICK VALUES

500	400	320	315	310
305	300	295	290	285
20	15	10	5	2
1	50c	20c	10c	5c

7 8 9

4 5 6

1 2 3

0 Clr BS

F8 Calculate Tip

F9 Full Amount

F10 Accept EXIT

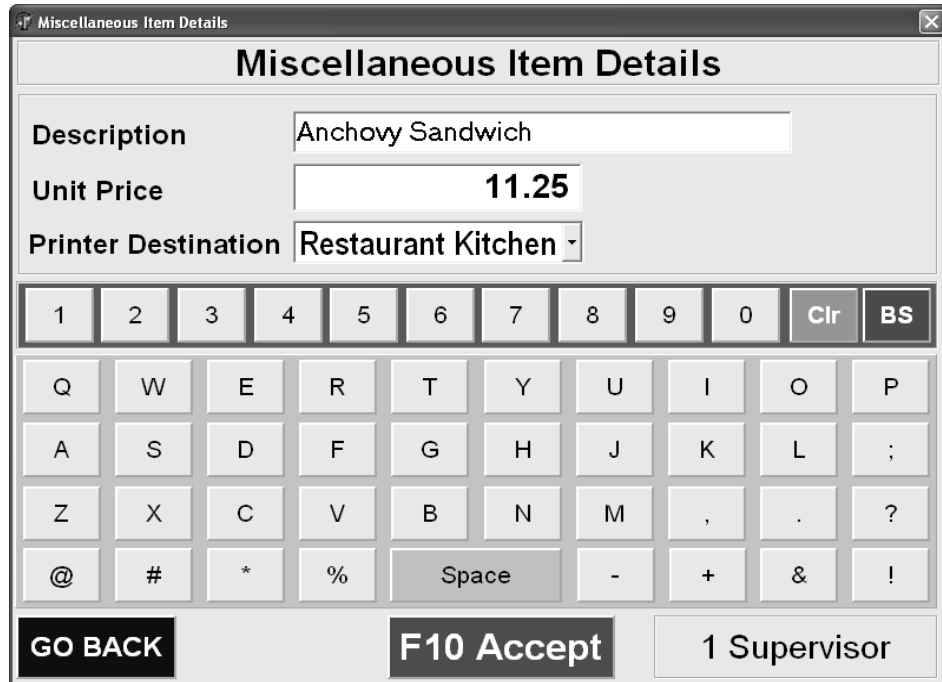
1 Supervisor

MAY PROCESS "OPEN-ITEM"

This option allows the user to process or miscellaneous open items. An open item is a menu item that will allow the user, to use the same menu item for different menu sales. When an open menu item is selected via the order screen the system will prompt a description and the price of the items.

NOTE: The entry of the price is dependant on the limitation option "May Enter Open Item Prices"

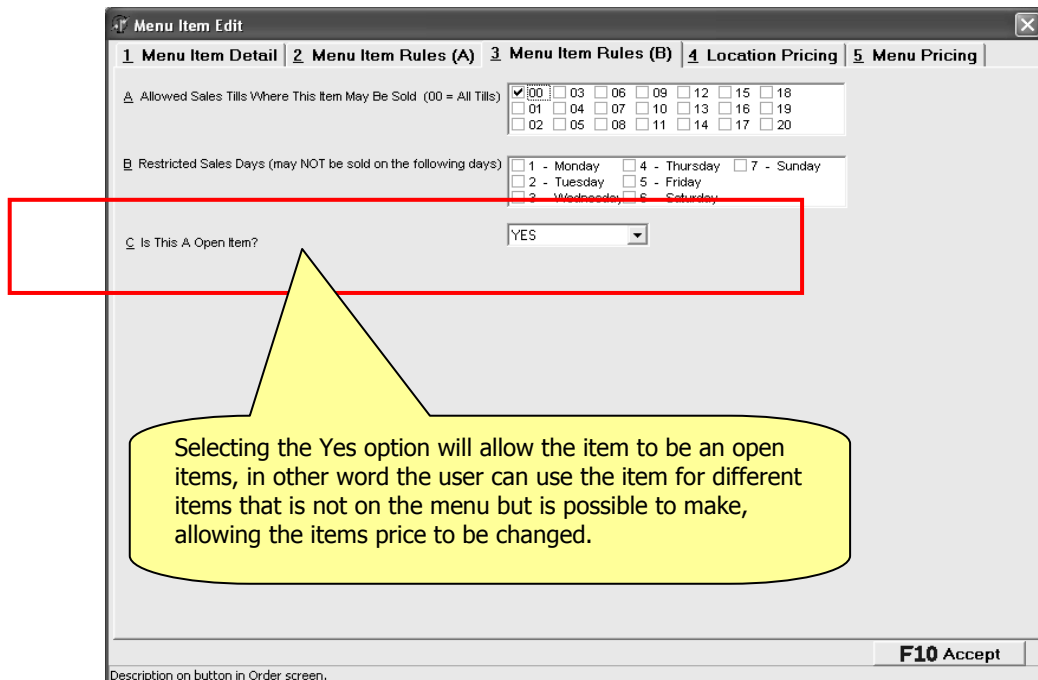
Open items are items that are usually not on the menu allowing for ad-hoc client requirements or requests.



MAY ENTER "OPEN ITEM" PRICES

This option allows the user to change open item prices.

NOTE: Open items can be potentially dangerous as can easily be used for fraud purposes. E.g. a Waitron enter an open item description as a seafood platter and enter a lower selling price. The kitchen staff preparing the order would know no better, resulting in a loss of income.



MAY ENTER USER DEFINABLE MODIFIERS

This option allows the user to change the original description of the modifier, for example when placing an order you can change the modifier description. For example the original modifier was with cream is option will allow the user to change the description to with feta cheese.

NOTE: This option can potentially be dangerous, due to the fact that the description and the price can be change and no stock items will be influenced.

The screenshot shows the POS interface for '001 Test Company - Table Orders' at 'LOCATION : 001 Restaurant'. The main menu displays items like 'ALFREDO & SPAGHETTI' (23.00), 'CHICKEN PASTA & FETTUCINE' (25.00), and 'SEAFOOD PASTA & SPAGHETTI' (30.00). A 'Modifiers & Special Instructions' window is open, showing a grid of modifiers such as 'HALF PORT', 'AFTER STARTER', 'SEND MAIN', and 'TAKEAWAY'. A yellow callout bubble points to the 'NO CHEESE' modifier, with the text: 'If May Enter User Definable Instructions is switched on the user will be able to select a Predefined Modifier and have the facility to type their own Modifier description.' Below the modifier grid is a keyboard overlay with a 'Printer Destination' dropdown set to 'Restaurant Kitchen'. At the bottom, there are buttons for 'GO BACK', 'PaUp', 'PaDn', 'F10 Accept', and '2 Emily Rose'.

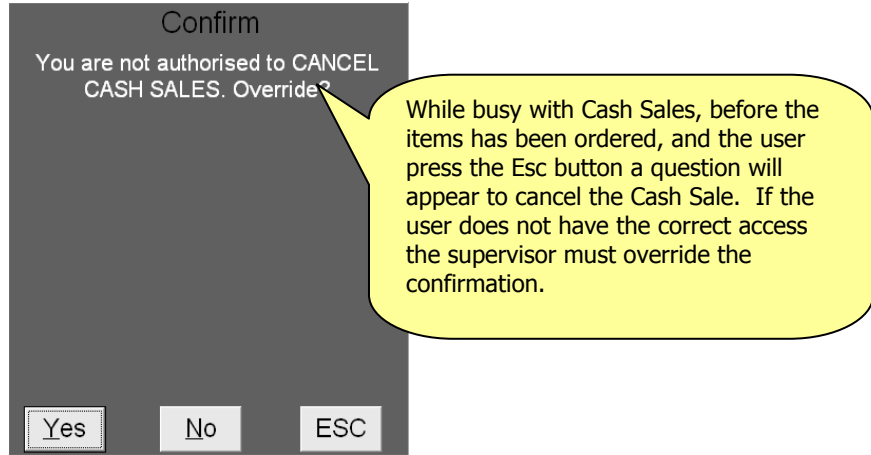
If May Enter User Definable Instructions is switched off the user can only choose a Predefined Modifier.

The dialog box is titled 'Confirm' and contains the text: 'Warning! You have insufficient rights to enter User Definable Modifiers!. Override?'. At the bottom, there are three buttons: 'Yes', 'No', and 'ESC'.

MAY CANCEL CASH SALE (ORDER HAS NOT BEEN PLACED)

This option allows the user to cancel a cash sale at any time, BUT before the items have been placed an order.

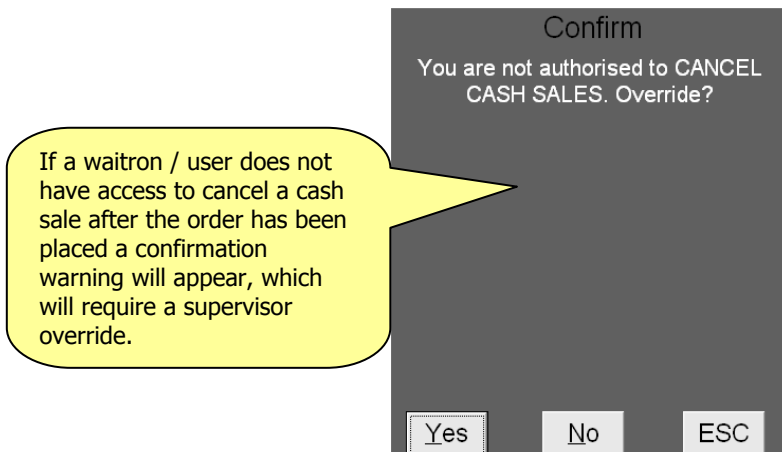
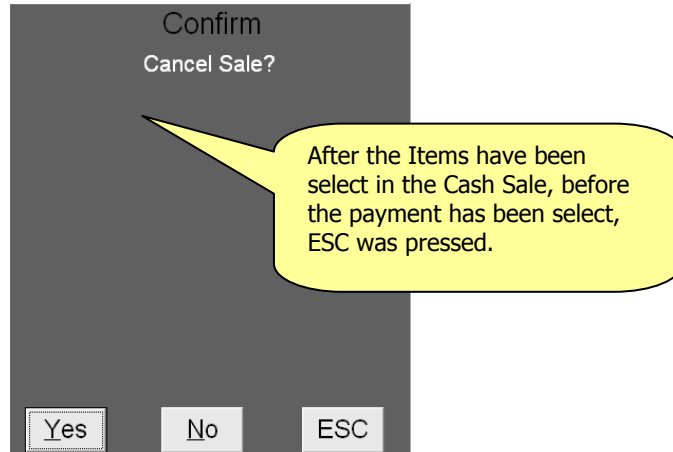
NOTE: If the waitron / user do not have access to allow cancellation of Cash Sale an override confirmation will appear. This option can be dangerous if the customer does not request a slip and the cashier cancels the cash sale before payment is processed thought the system.



MAY CANCEL CASH SALE AFTER ORDER HAS BEEN PLACED

This option allows the user to cancel any cash sale at any time after the order was placed.

NOTE: The option is potentially dangerous because the order has already been sent through to the kitchen. This means that that orders can be placed without being paid for.



MAY PROCESS CHEQUE PAYMENTS

This option allows the user to process sales (e.g. Cash Sales, Take-away and Tables) using the cheque tender media option as a payment method.

Restaurant Name Restaurant details			
Description	Qty	Price	Value
CHICKEN SALAD	2	18.00	36.00
OUT OF AFRICA SALAD	1	18.00	18.00
GREEK SALAD F/POR	1	16.00	16.00
TUNA SALAD	1	18.00	18.00
BILTONG SALAD	1	17.00	17.00
Sub-Total			105.00

Account

- Cash
- Cheque**
- Credit Card
- Discount
- Coupon
- Tip / Gratuity
- Staff Meal
- No Charge
- Room Account
- Direct Deposit

Cash Sale

SubTotal	105.00
Tip	0.00
Discount	0.00
TOTAL	105.00
Tendered	0.00
Still Due	105.00
Change	0.00

GO BACK PgDn PgUp F4 Debtor Disc Matrix

Confirm

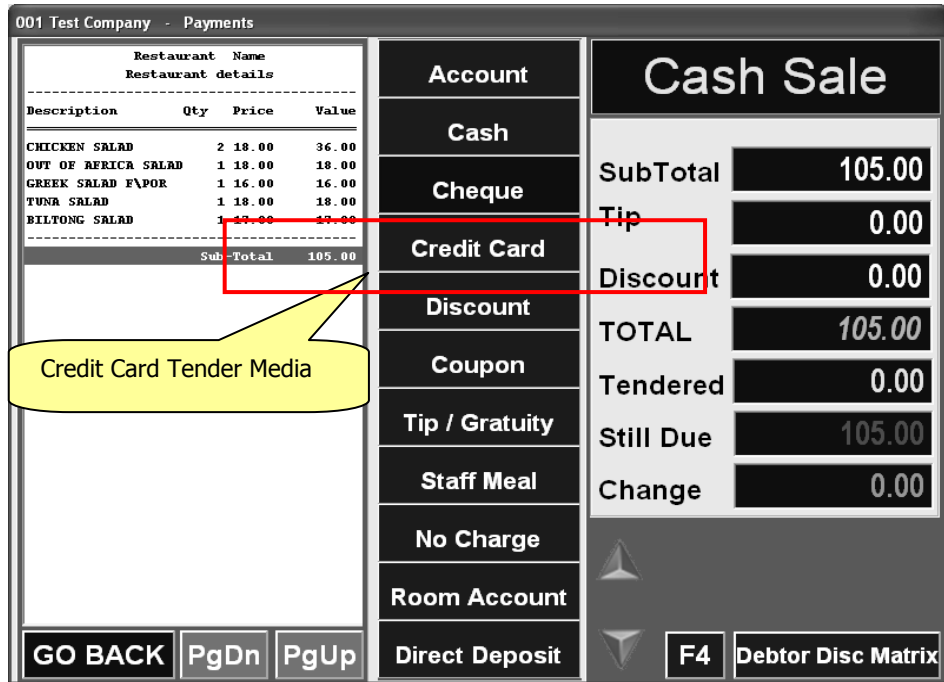
Warning! You have insufficient rights to Process CHEQUES!. Override?

Yes No ESC

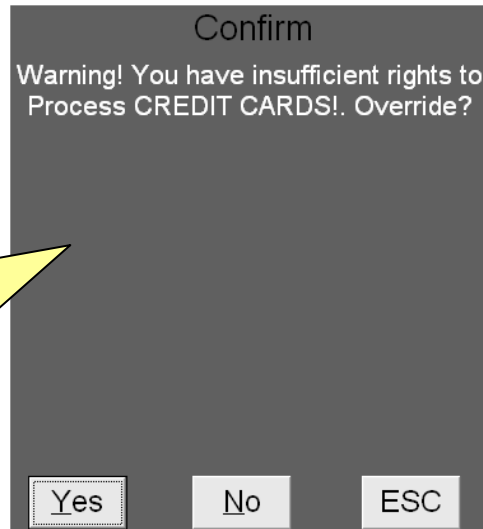
If a waitrons / user does not have access to use the Cheque Tender Media a confirmation warning will appear, the supervisor may override the transaction.

MAY PROCESS CREDIT CARD PAYMENTS

This option allows the user to accept payment using credit cards tender media as a form of payment.

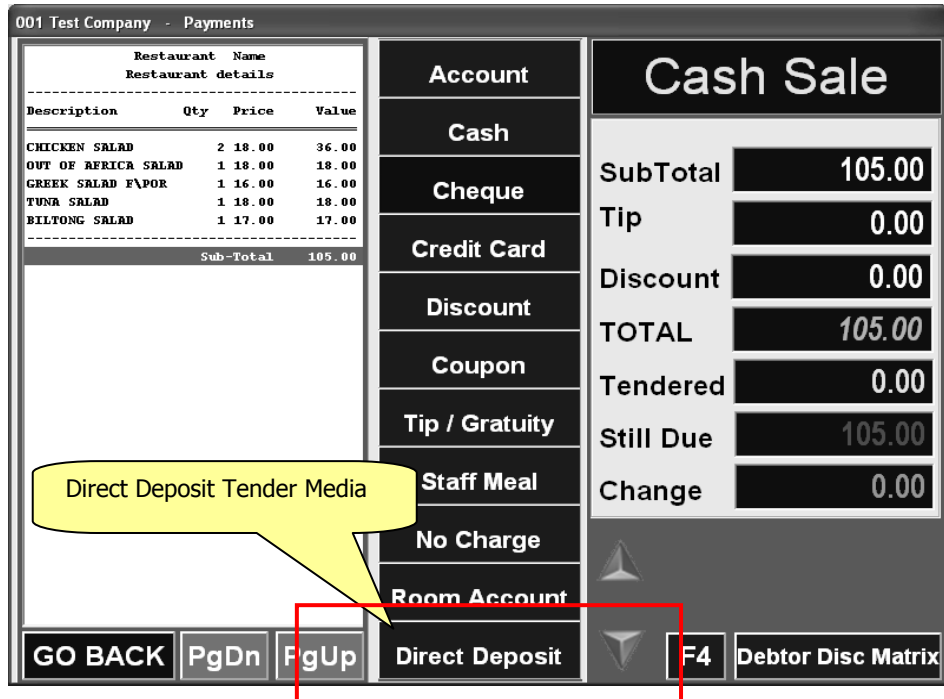


If a waitron / user do not have access to use the Credit Card Tender Media, a confirmation warning will appear, requesting a supervisor override.



MAY PROCESS DIRECT DEPOSIT PAYMENTS

This option allows the user to process payments using the direct deposit option.



MAY PROCESS STAFF MEALS

This option allows the user to process staff meals. Usually only a supervisor will have this option selected. Cash Sale, Take-away and tables utilizing the "staff meals" tender media option.

NOTE: Depending on the staff allowance value will depend weather the staff meal option will be altered. If the Waitron meal value exceeds the allowed allowance of the allowed staff entered on the setup, the system will not allow the staff meal tender option to be selected.

001 Test Company - Payments

Restaurant Name			
Restaurant details			
Table	: 00002		Covers : 2
Description	Qty	Price	Value
SEAFOOD PASTA & SPA	1	30.00	30.00
ALFREDO & SPAGHETTI	1	23.00	23.00
CHICKEN PASTA & FET	2	25.00	50.00
SPAGHETTI BOLOGNAIS	1	23.00	23.00
VEGETERIAN BURGER	1	16.00	16.00
PASTA			
BEEF L			

Table : 00002

SubTotal	221.00
Tip	0.00
Discount	0.00
TOTAL	221.00
Tendered	0.00
Still Due	221.00
Change	0.00

Account

- Cash
- Cheque
- Credit Card
- Account
- Coupon
- Tip / Gratuity
- Staff Meal
- No Charge
- Room Account
- Direct Deposit

GO BACK PgDn PgUp F4 Debtor Disc Matrix

Staff Meal Tender media

Confirm

Charge to staff meal account for SUPERVISOR(1)?

Yes No ESC

001 Test Company Waitron Setup

Personal Details | Contact Details | Limitations_1 | Limitations_2

Limitations_3 | Performance Details | Employment Details | Limitations_4

A Meal Allowance 120.00

B Max Line Price Variance % 10.00

C Max Line Discount % 15.00

D Max Invoice Discount % 17.00

E Max Invoice Discount Value 55.00

F Commission % - Food 2.00

G Commission % - Beverage 2.00

H Commission % - Liquor 2.00

I Commission % - Merchandise 2.00

J Commission % - General 2.00

K Commission % - Turnover / Sales 2.00

L May Only Access Menu Option ALL Menu Options. Access Level Dependent

M Stock Holding Access

- 000 ALL Stock Holdings
- 001 Restaurant
- 002 Bar
- 003 Take-away

N Till Access

- 00 ALL Tills
- 01 Till Number 1
- 03 Till Number 3
- 04 Till Number 4

Q Max Table Deposit 100.00

P Daily Breakage Levy 0.50

R Cash Drawer Number to Use 1

F10 Accept

001 Test Company - Payments

Restaurant Name
Restaurant details
Table : 00003 Covers : 1

Account Table : 00003

Description	Qty	Pr
LAMB & CALAMARI COM	3	41.
LAMB & CHICKEN COMB	1	41.
SEAFOOD PASTA & FET	2	26.
SEAFOOD PASTA & SPA	2	26.
CHICKEN PASTA & FET	1	21.
ALFREDO & SPAGHETTI	1	20.
Sub-Tot		

Confirm

Staff meal transaction allowance exceeded. Staff Member EMILY ROSE will have to Pay-In at Shift End.

OK

Room Account

GO BACK PgDn PgUp Direct Deposit F4 Debtor Disc Matrix

TAX Exempt

356.00

0.00

0.00

356.00

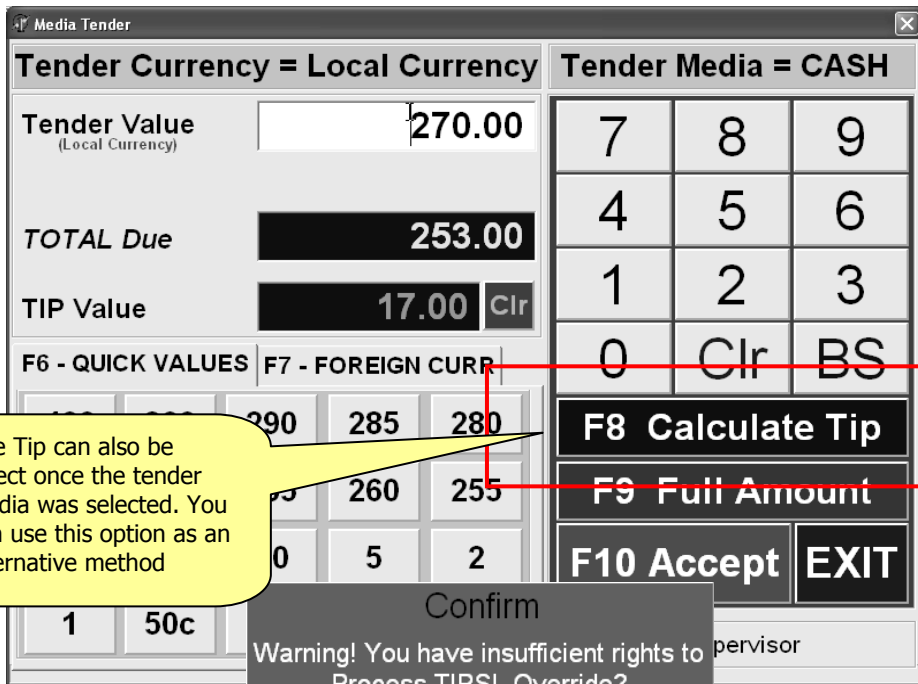
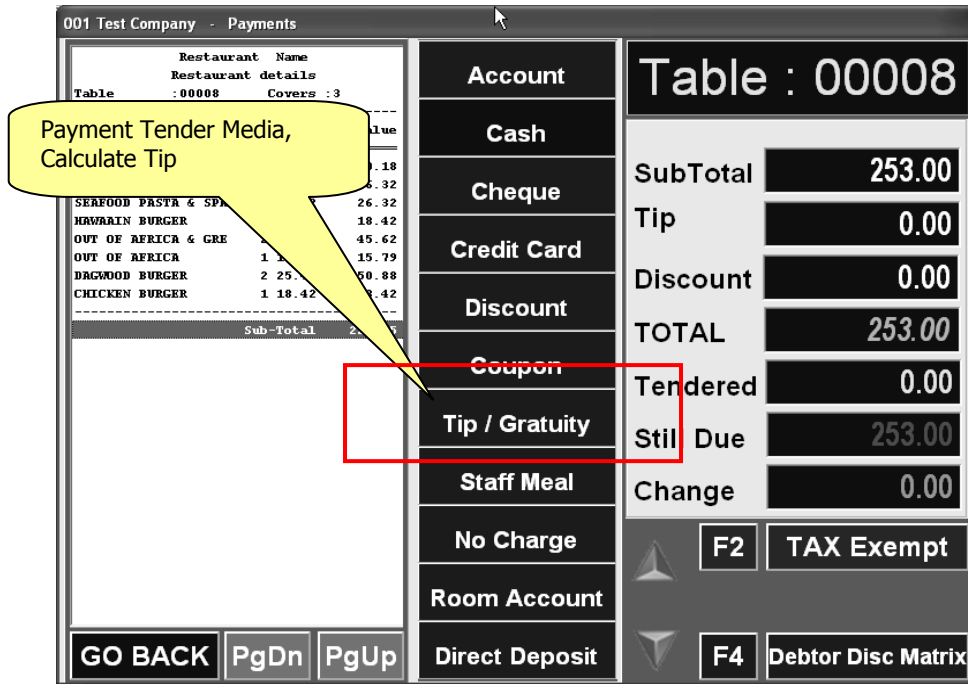
0.00

356.00

0.00

MAY PROCESS TIPS/GRATUITY

This option allows the user to process tips when using the payment tender.



The Tip can also be select once the tender media was selected. You can use this option as an alternative method

If a waitrons / user do not have sufficient rights, only a person who has this option, "May Process Tips/Gratuity" enable will be able to override

MAY OPEN NEW TABLE

This option allows the user to open a new table.

The screenshot shows the 'Table Selection' window with a table list and a function menu. A red box highlights the 'New' button (F2). A 'Confirm' dialog box is overlaid with the text: 'Warning! You have insufficient rights to access this menu option!. Override?'. A yellow callout bubble points to the dialog with the text: 'If a waitron / user does not have access to open a new Table a confirmation warning will appear, the supervisor may override the transaction'.

Table #	Gsts	Waitron	Time	Smke	Value
00009	2	EMILY ROSE	13:16	YES	32.00
00010	9	EMILY ROSE	13:16	YES	58.60

Function Menu:

- F2 New
- F3 Edit
- F4 Search
- F5 Pay
- F6 Print Bill
- F7 Void
- F8 Table Transfer
- F9 S
- F10 Alte
- F11 Item
- F12 Qu

Confirm Dialog:

Warning! You have insufficient rights to access this menu option!. Override?

Buttons: Yes, No, ESC

Callout: If a waitron / user does not have access to open a new Table a confirmation warning will appear, the supervisor may override the transaction

MAY ALLOCATE WAITRON TO NEW TABLE

This option allows the user to allocate a different waitron (i.e. NOT the waitron opening the table) to a new or existing table.

The screenshot shows the 'Table Detail Alterations' window. The 'Selected Table' is 00005 and the 'Value' is 107.00. A red box highlights the 'Waiter' field, which shows '2 Emily Rose' and an 'F2 SEARCH' button. Below the waiter field are buttons for '- 5 +'.

Table Detail Alterations

Selected Table : 00005 Value : 107.00

A Waiter: 2 Emily Rose F2 SEARCH

B Number of Guests: - 5 +

C Table Comment: NON SMOKING

D Customer Surname & Name: DAVIDSON JOHN

E Loyalty Card Number: 45454787851787

F Proforma Discount Value: 0.00 % 0.00

G Proforma Gratuity/Tip Value: 0.00 % 0.00 New Value: 107.00

Buttons: F8 Allocate Customer, F9 Cancel, F10 Accept, 1 Supervisor

MAY VOID TABLE AFTER PROFORMA BILL PRINTED

This option allows the user to void a table after the guests have received the printed proforma bill.

NOTE: This can be a possible security risk if the waitron / user are allowed to Void a Bill that the customer has already paid.

Table #	Gsts	Waitron	Time	Smke	Value
00001	1	SUPERVISOR	11:45	YES	75.00
00009	1	SUPERVISOR	11:50	YES	75.00
00010					32.25
00005					
00015					35.50
00008					60.00

Restaurant Name
Restaurant details

PROFORMA INVOICE

22/01/2010 11:01:33 2 EMILY ROSE

Table :0000003 Covers :1
Fill :1

Description	Qty	Price	Value
LAMB & CALAMARI COM	3	47.00	141.00
LAMB & CHICKEN COMB	1	47.00	47.00
Sub-Total			188.00
Gratuity (Thank You)			
TOTAL			

Thank you.
Come back soon !

F2 Cancel
F4 Print to Back Office Printer

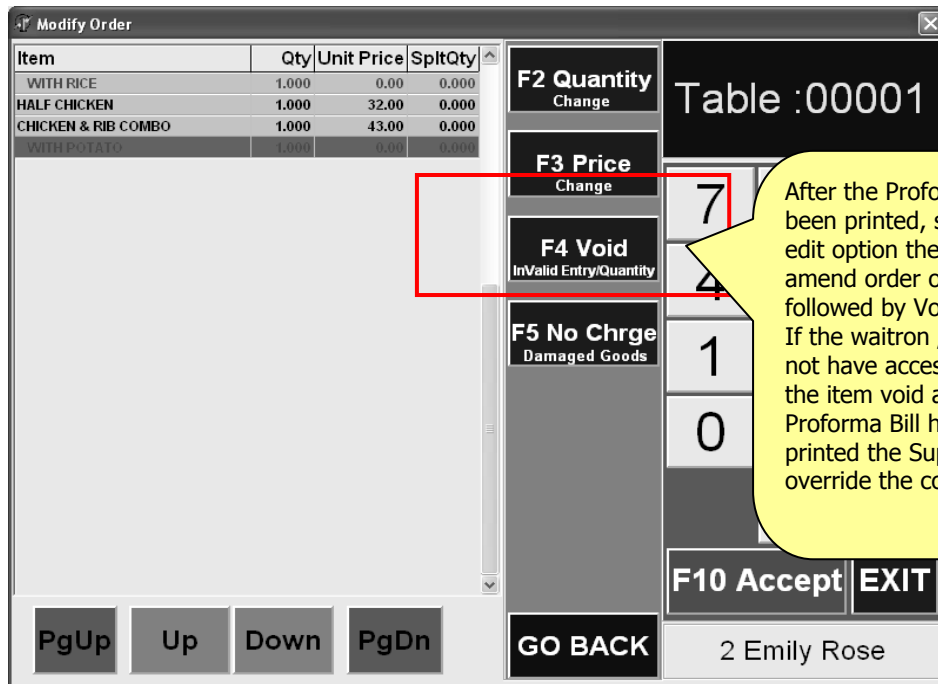
Confirm

Warning! A Proforma Bill Has Already Been Printed for the Selected Table. You have insufficient rights to access this menu option!. Override?

Yes No ESC

MAY VOID ITEM AFTER PROFORMA BILL PRINTED

This option allows the user to void any item(s) on the bill after the proforma bill has been printed. This could mean the waitron is able to remove some of the items from the Bill so that the total becomes less, which would then allow the waitrons to keep the difference between the original amount and the new closed off bill amount. This would not be noticeable from a cash up or tender media point or view as everything would balance.



After the Proforma bill has been printed, select the edit option then select the amend order option followed by Void option. If the waitron / user does not have access to allow the item void after the Proforma Bill has been printed the Supervisor can override the confirmation.



MAY PRINT PROFORMA BILL

This option allows the user to print the proforma bill before the table has been finalised.

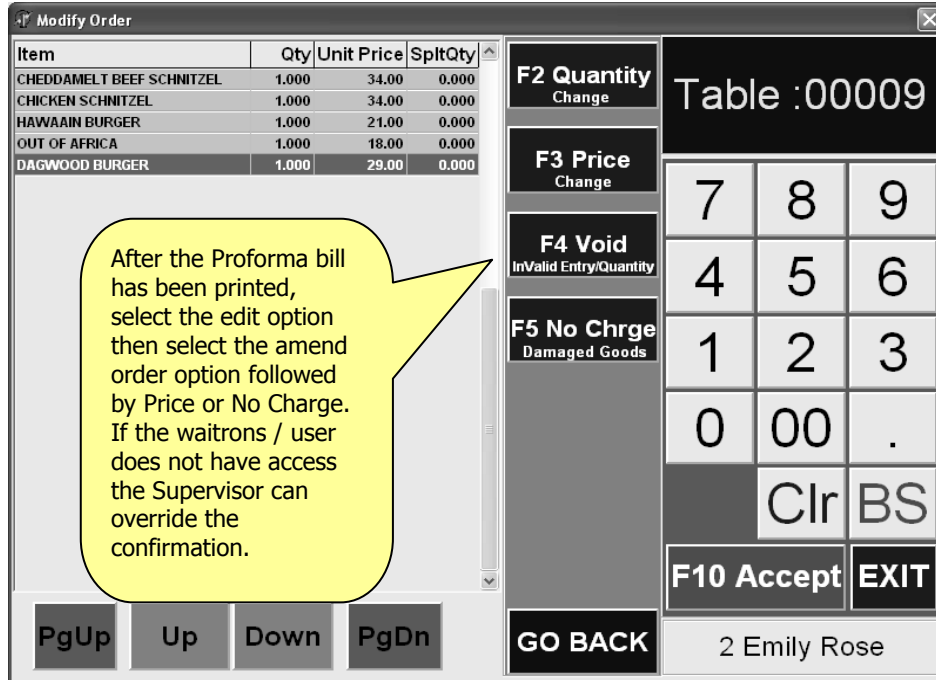
Table #	Gsts	Waitron	Time	Smke	Value
00001	1	SUPERVISOR	11:45	YES	75.00
00009	1	SUPERVISOR	11:50	YES	75.00
00010	1	SUPERVISOR	11:50	YES	32.25
00005	9	EMILY ROSE	11:49	YES	102.00
00015	1	EMILY ROSE	11:50	YES	35.50
00008	3	PETER			0.00

Confirm

Warning! You have insufficient rights to access this menu option!. Override?

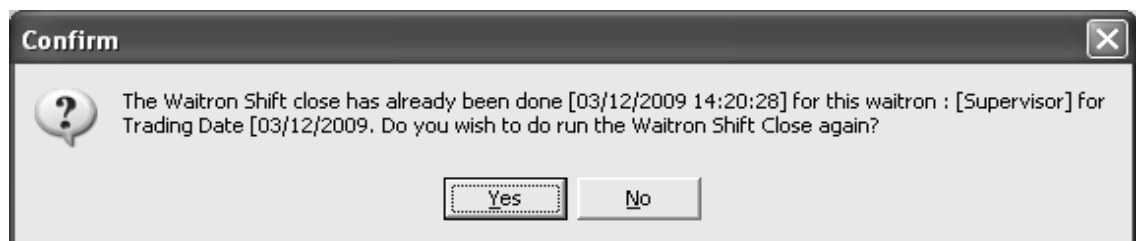
MAY CHANGE ORDER DETAILS AFTER PROFORMA BILL PRINTED

This option allows the user to change any order details on the specific order after the proforma bill has been printed. This could mean the waitron is able to remove some of the items from the Bill so that the total becomes less, which would then allow the waitrons to keep the difference between the original amounts and the new closed off bill amount. This would not be noticeable from a cash up or tender media point or view as everything would balance.



MAY RE-PRINT WAITRON SHIFT CLOSE REPORT

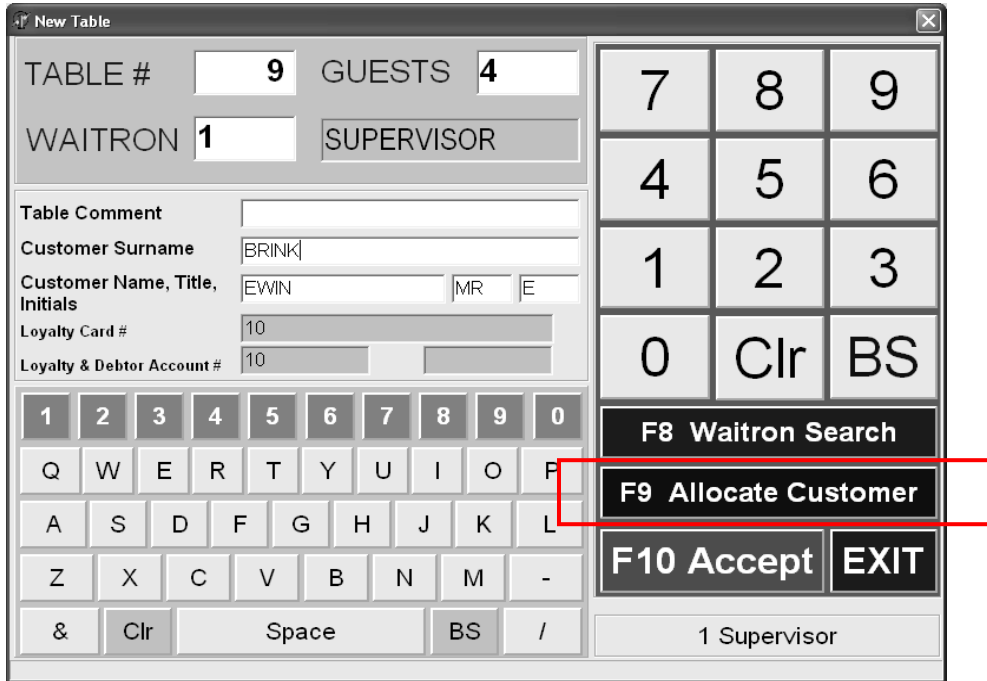
This option allows the user to re-print the waitron shift close report.



MAY ALLOCATE CUSTOMER TO TABLE DETAILS

This option allows the user to allocate customer details to the table details, e.g. Customer Name or Loyalty card No etc.

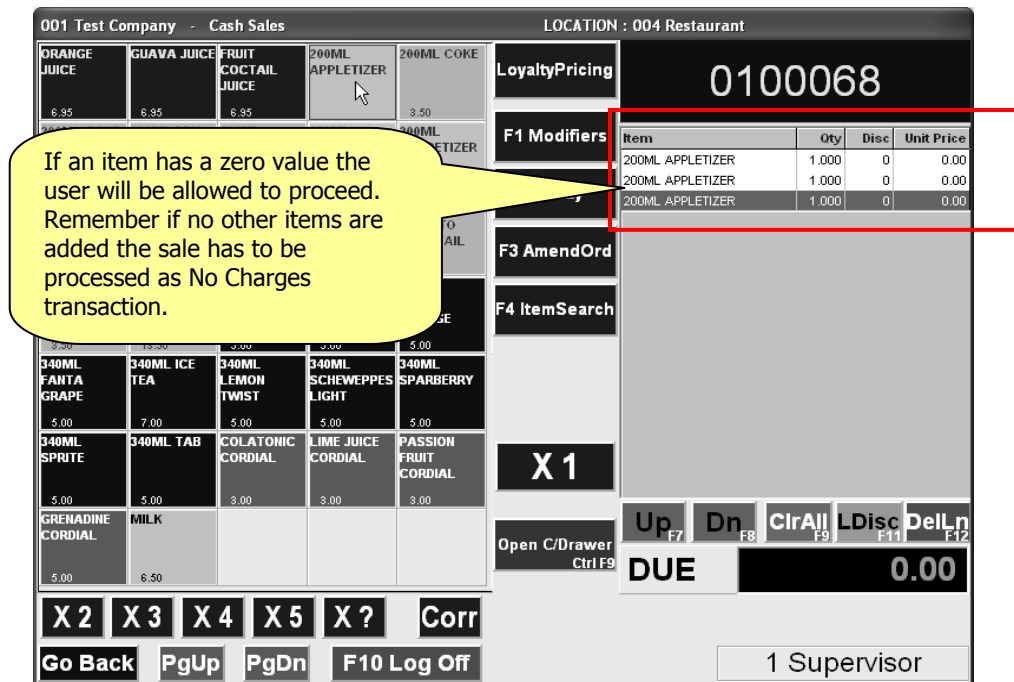
NOTE: Depending on the setup, if a customer is added to an order and loyalty pricing or customer discount is in place, the ordered items may inherit, special pricing based on the customer details. This option is best used with the option of not allowing the waitron to search for a customer, but to have the customer loyalty card with then to swipe.



NOTE: If the waitron / user do not have sufficient access to select the Allocate Customer option.

MAY PROCESS ZERO VALUED CASH/TABLE/TAKE-AWAY SALES

This option allows the user to process zero valued sales. This option can potentially be dangerous if allowed when users have the ability to alter ordered items in such way (price changes, discount, no charge items, items voids) that the total for order reflects a zero value. With zero valued sales, items are still deducted from stock.



001 Test Company - Payments

Restaurant Name Restaurant details			
Description	Qty	Price	Value
200ML APPLETIZER	2	0.00	0.00
Sub-Total			0.00

Account

- Cash
- Cheque
- Credit Card
- Discount
- Coupon
- Tip / Gratuity
- Staff Meal
- No Charge
- Room Account
- Direct Deposit

Cash Sale

SubTotal	0.00
Tip	0.00
Discount	0.00
TOTAL	0.00
Tendered	0.00
Still Due	0.00
Change	0.00

F2 TAX Exempt

F4 Debtor Disc Matrix

GO BACK PgDn PgUp

Confirm

You are not authorised to process
ZEOR VALUED Sales. Override?

If May Process Zero Valued is switch off the
waitron/user will need a supervisor
override to proceed.

Yes No ESC

Cashier Override

CASHIER OVERRIDE

User Number

Password



INNOVATIVE HOSPITALITY SOFTWARE

7	8	9
4	5	6
1	2	3
0	Clr	BS
+	ACCEPT	EXIT

Enter User number & Password or Swipe Card or select the EXIT option to return to previous menu option.

MAY PROCESS CREDIT JOURNAL ENTRIES ON ROOM ACCOUNTS

This option allows the user process credit journal entries on room account e.g. payments, discounts and credit notes.

Room Details - 001 - MR KNOT BEN

1 Room Details | 2 Guest Details | 3 Transaction Detail | 4 Booking Details

DATE & TIME	REFERENCE	ORDER NUMBER	SALE REF.	SALE NO.	TILL	TCODE	TAX	DEBIT
02/12/2009 12:56:09	5			0	1	IN	R 49.12	400.00
02/12/2009 12:56:43	3	RECPT # 12		0	1	PM	R 0.00	0.00

Select the Process Journal Option, under the Transaction Details Tab, in Room Maintenance, Room Edit.

F5 Process Journal | F7 Print Sale Docket | Balance 0.00

F6 Print Statement | F8 Book Out Guest | F9 Design Statement

F10 Accept

Double Click on The Highlighted Transaction to View More Detail

Room Transactions Test Company

ROOM 001 | MR B BEN KNOT | BALANCE 0.00

Journal Details

Journal Date: 04/12/2009

Transaction Type: PM Payment

Reference: 854

Order Number: 1212

Amount:

Vat Rate:

Ledger Account:

Accommodation Details

Accommodation Type:

Room Description: SINGLE

Room Maximum PAX: 1

Room Area: 2F

Journal Comments:

Receipt Details

Last Journal Details

Account Number: TAU001

Journal Number: 18

Journal Date: 02/12/2009

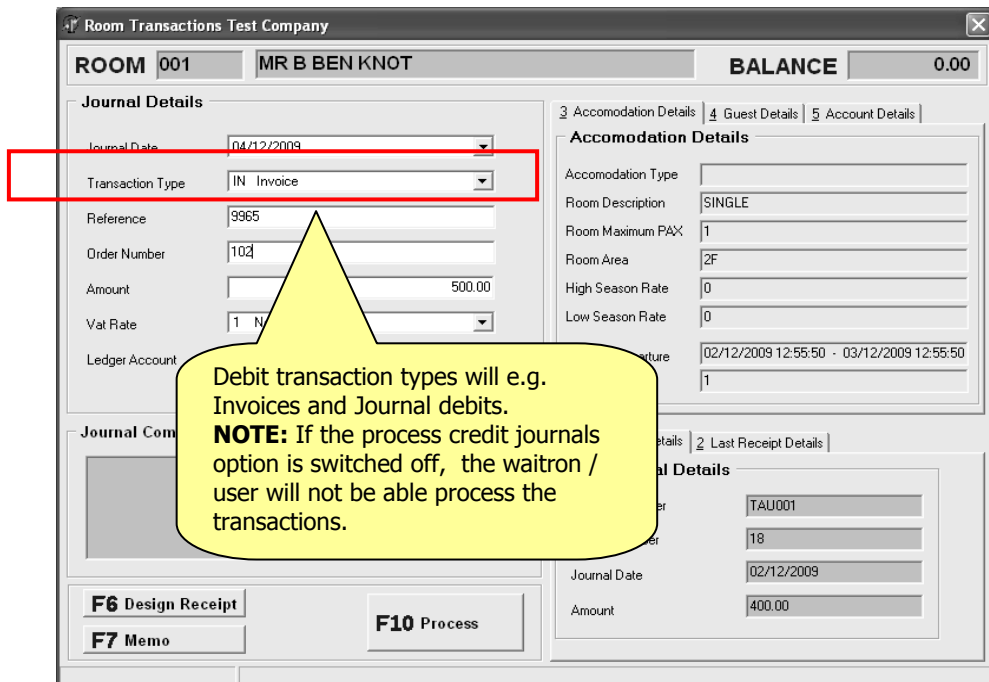
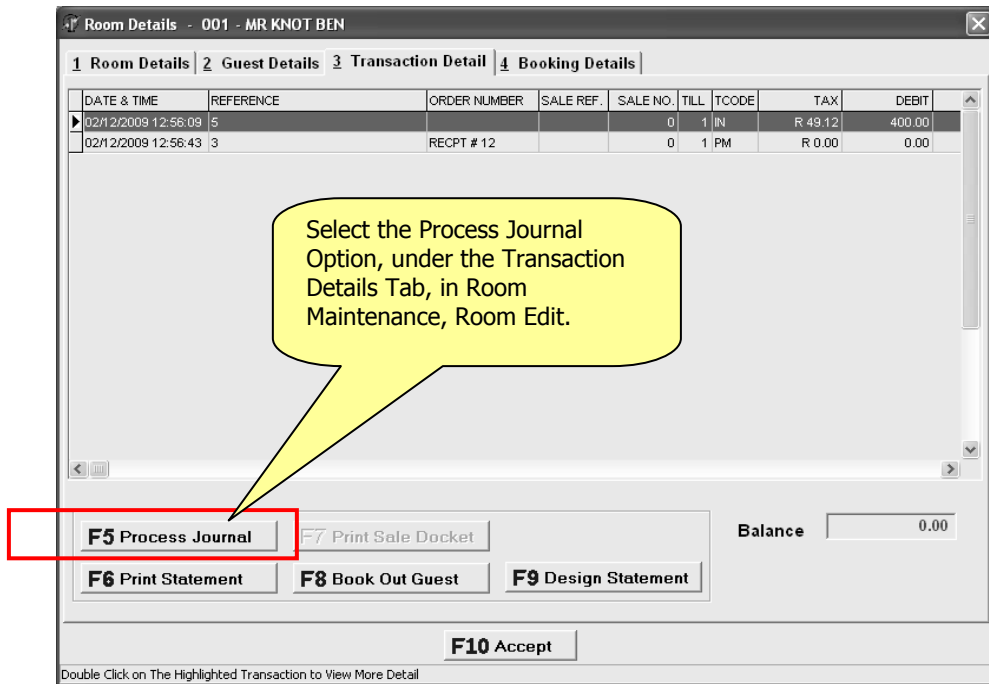
Amount: 400.00

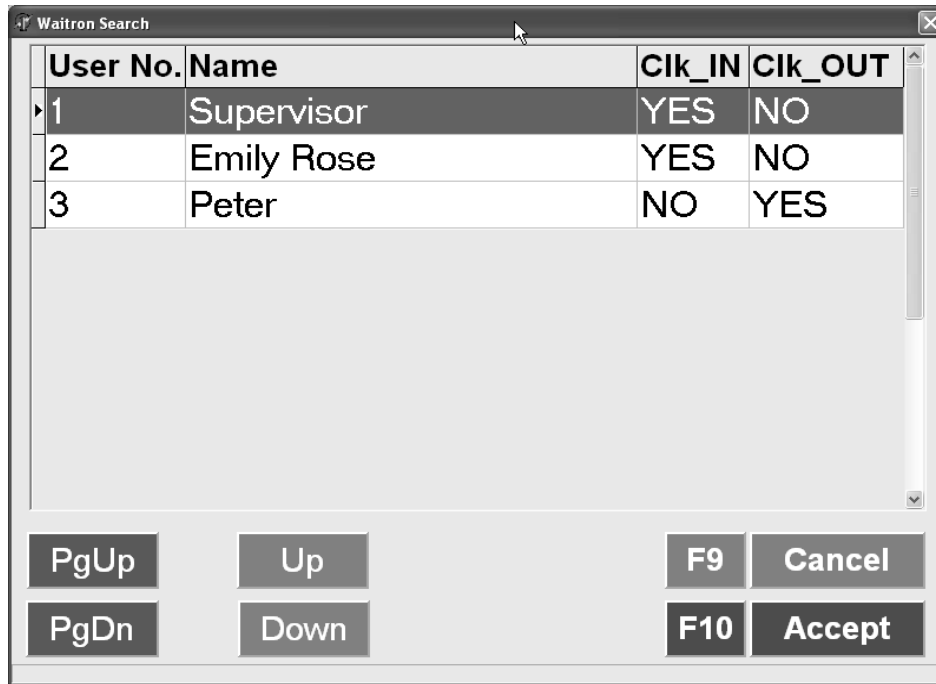
F6 Design Receipt | F7 Memo | F10 Process

Selecting a Credit transaction e.g. Payments, Discount, Credit Notes or Journal Credits.
NOTE: If the process credit journals option is switched off, the waitron / user will not be able process the transactions.

MAY PROCESS DEBIT JOURNAL ENTRIES ON ROOM ACCOUNTS

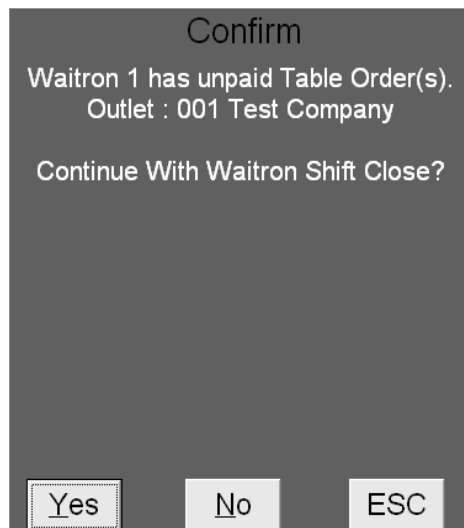
This option allows the user to process debit transaction journal entries on room account e.g. invoices and journal debits (JD).



MAY PROCESS WAITRON SHIFT CLOSE WHILE STILL HAVING OPEN TABLES OR TAKE-AWAYS

User No.	Name	CIK_IN	CIK_OUT
1	Supervisor	YES	NO
2	Emily Rose	YES	NO
3	Peter	NO	YES

PgUp Up F9 Cancel
PgDn Down F10 Accept



Confirm

Waitron 1 has unpaid Table Order(s).
Outlet : 001 Test Company

Continue With Waitron Shift Close?

Yes No ESC

This option allows the user to process the waitron shift close while still having open tables or take-aways associated with their waitron number.

IQ Restaurant System

Test Company
First Floor, Rhino House
Techno Park
Stellenbosch
7600
021 8800420

021 8800488
1111111
222222

Report ID : Waitron Shift Close
: All Locations All Tills
Shift Close No. : 43
From Till : 1
Date Printed : 03/02/2010
Time Printed : 11:30:32
Curr. Trading Dt: 03/02/2010
Selected Waitron: 1 Supervisor
Current User : 1 Supervisor

First Sale 284
Last Sale 284

Clocked IN : 03/02/2010 08:00:00
Clocked Out : 03/02/2010 23:59:00

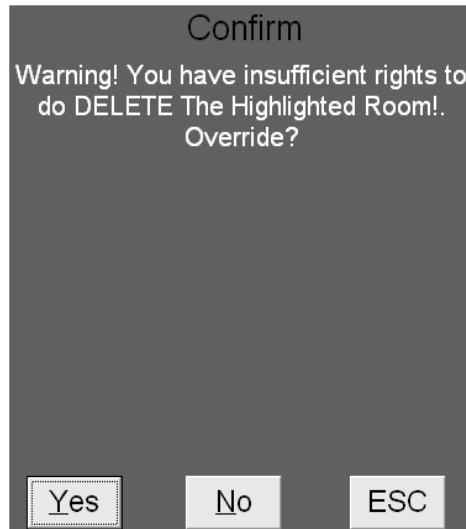
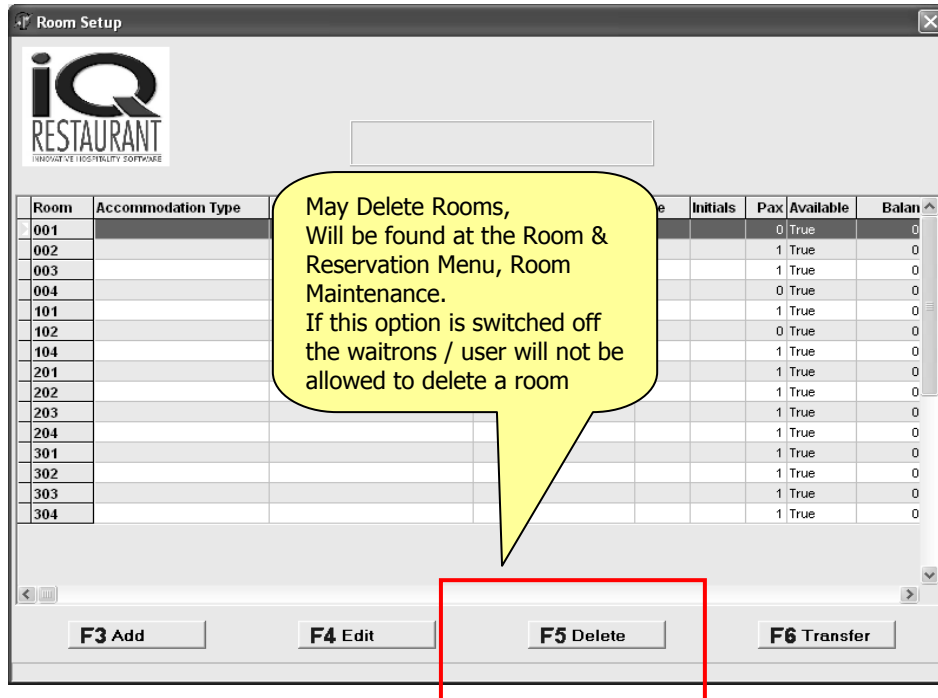
F2 Cancel **F3 Print**

F4 Print to Back Office Printer

NOTE: Because there are potentially unprocessed sales, the system will not include these values in the waitron commission, or tender media summary or sales performance values. However, the system will reflect that there are open table and take-away on the reprint.

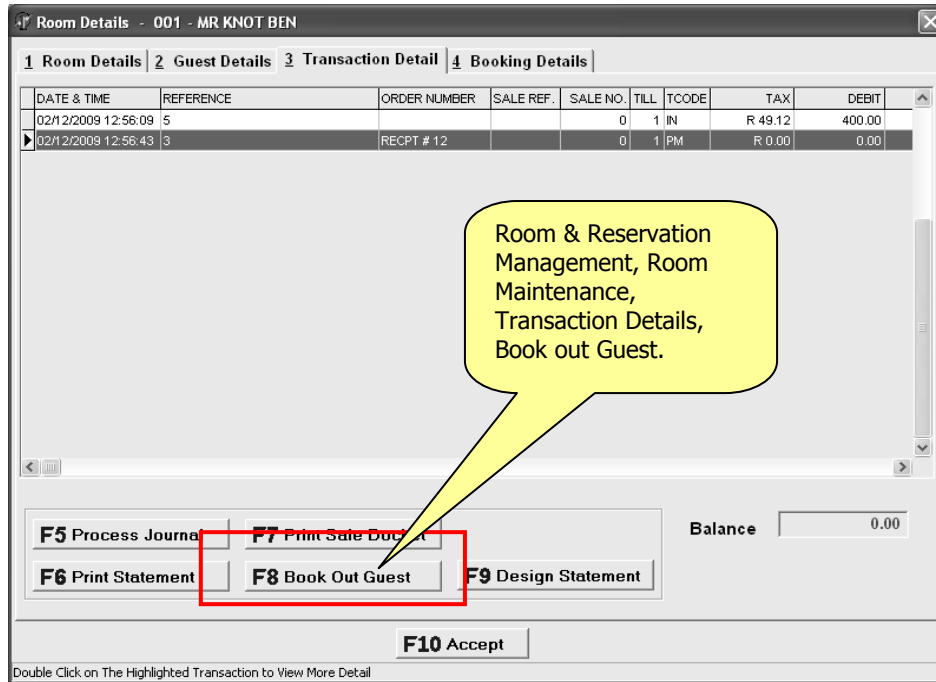
MAY DELETE ROOM

This option allows the user to Delete Rooms. Select the correct room followed by selecting the delete option.



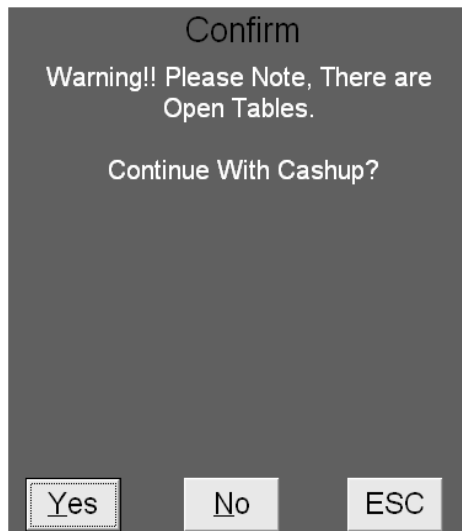
MAY BOOK OUT GUEST

This allows the user to book the guest out of the room allowing the room to become available for the next guest.



MAY PROCESS CASHUP WHILE STILL HAVING OPEN TABLES OR TAKE-AWAYS

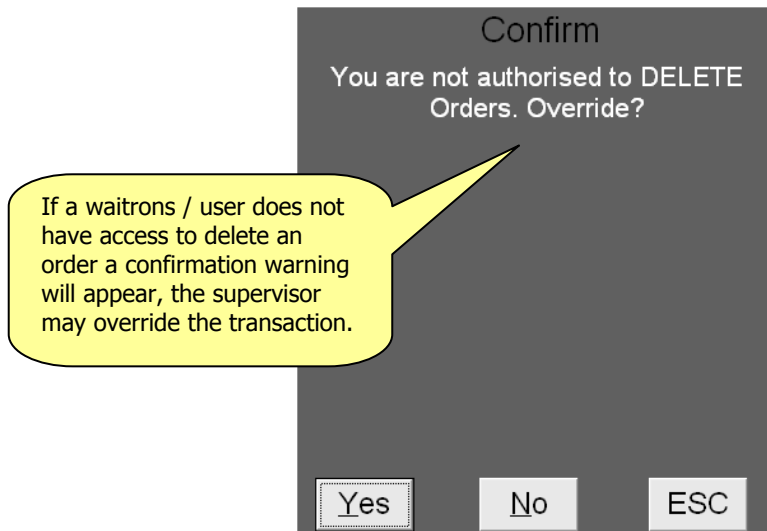
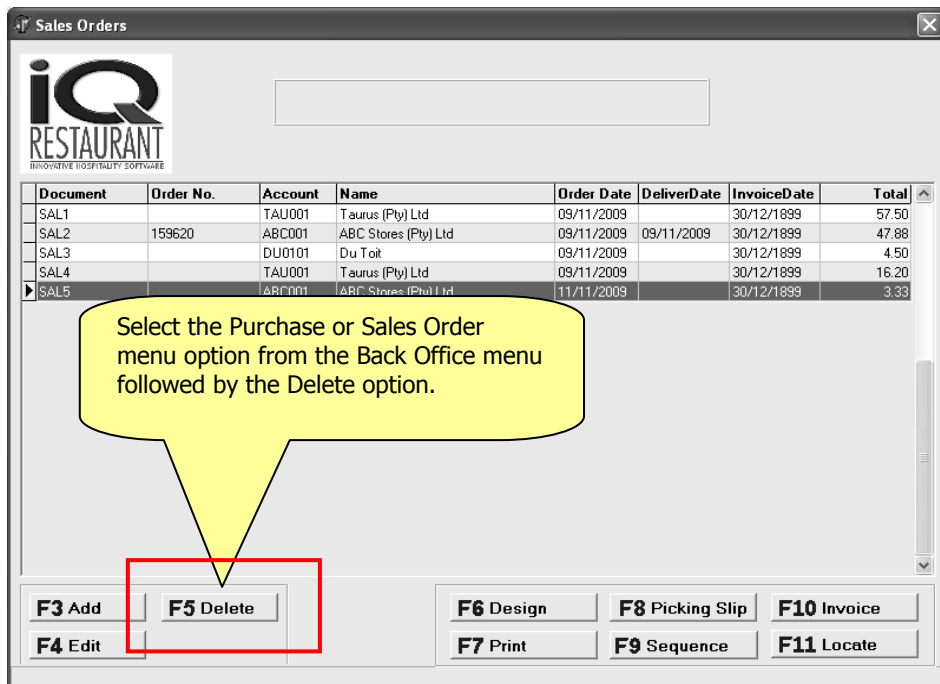
This option allows the user to process a cash-up while still having open tables or take-aways.



NOTE: This option can be abused for fraudulent purposes, for which waitrons may take advantage of. If another cash-up is not performed after the remaining open table and take away are closed the waitrons / cashier could pocket the money obtained from these tables and take-aways without anyone know it unless a weekly or monthly tender analysis is performed.

MAY DELETE SALES & PURCHASE ORDERS

This option allows the user to delete sales & purchase orders that have already been captured.



MAY REFRESH SALES ORDER PRICING VALUES

This option allows the user to refresh sales order pricing values with the latest item retail prices. For example if a sales order was create a month ago and the prices of the product have changed, use this option to refresh the older price with the latest price. The Refresh Button will be displayed inside the Sale Order go to Restaurant Back Office, Stock Management, Sale & Purchase orders, Debtors Sales Order, Select Sales order and select Edit.

The screenshot shows a 'Sales Order' window for Order # SAL2. It includes fields for Account No (ABC001), Name (ABC Stores (Pty) Ltd), Order Date (09/11/2009), and various addresses. A table lists items: 250ML GRACA, 200ML GINGER ALE, and 200ML LEMONADE. At the bottom, there are summary totals and a row of function keys: F3 Amendments, F4 Refresh Prices, F9 Process and Preview, and F10 Process and Print. A yellow callout box points to the F4 Refresh Prices button, and a red box highlights this button.

Use the Refresh Price button to update the price used in the Sales order to the latest selling price of the stock item.

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
WINE5	250ML GRACA	1	13.3000	3.000	0.00	4.9000	39.90
BEV17	200ML GINGER ALE	1	3.5000	1.000	0.00	0.4298	3.50
BEV20	200ML LEMONADE	1	3.5000	1.000	0.00	0.4298	3.50

Summary Totals:

Invoice Disc %	5.00	Goods Total	50.40
		Discount Amount	2.52
		Vat Amount	5.88
		Invoice Total	47.88

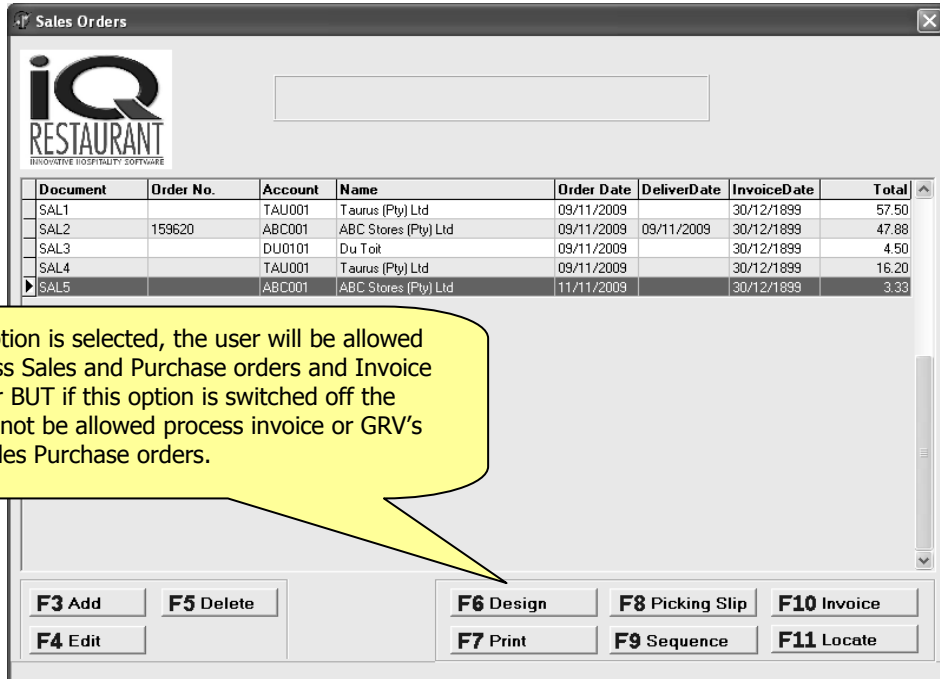
Function Keys: F3 Amendments, **F4 Refresh Prices**, F9 Process and Preview, F10 Process and Print

Use the Up and Down arrow keys to select an Item and press Enter to Edit / Add, Ctrl-Del to Delete a line

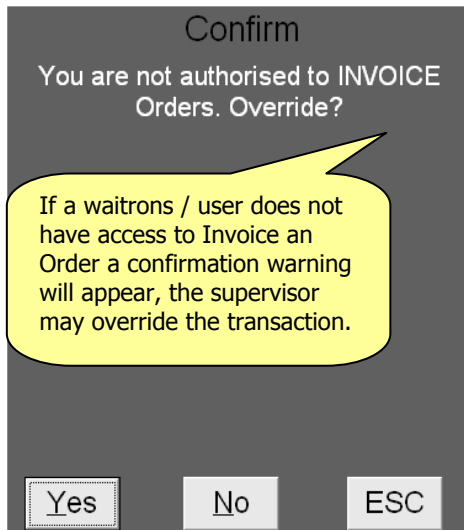
MAY PROCESS SALES & PURCHASE ORDER INVOICES

This option allows the user to convert sales & purchase orders into Invoices and Goods Revived.

NOTE: This option has no bearing on whether the user is allowed to capture new sale or purchase orders. It has to do with the processing part, which is when the system updates the debtors / creditors and the various stock items. A process that can not simply be undone when processing a credit note or a goods returned.



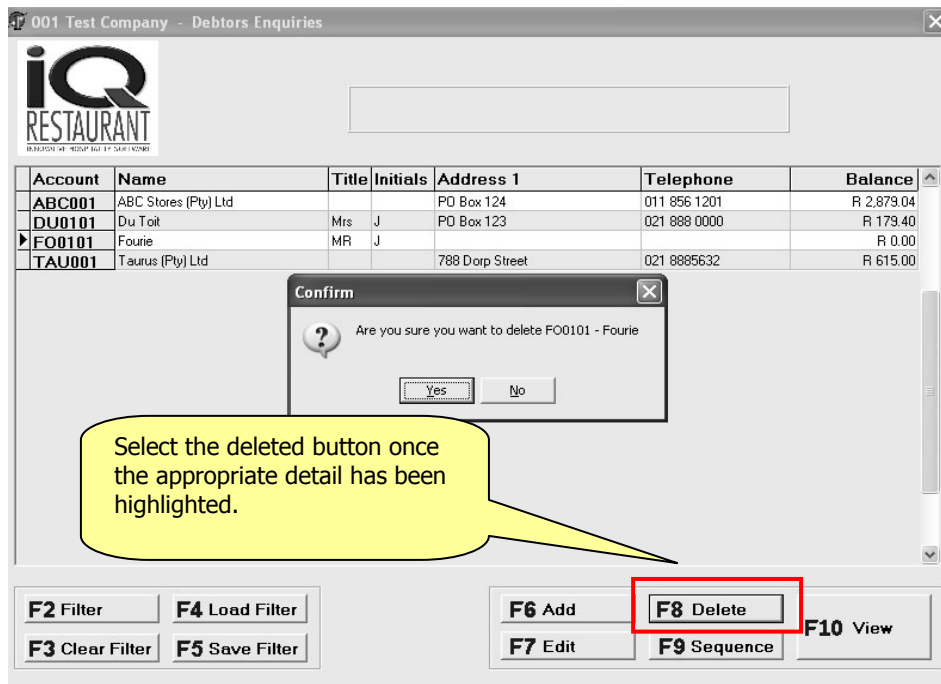
If this option is selected, the user will be allowed to process Sales and Purchase orders and Invoice the order BUT if this option is switched off the user will not be allowed process invoice or GRV's under sales Purchase orders.



MAY DELETE DEBTORS

This option allows the user to delete debtors from the back office system.

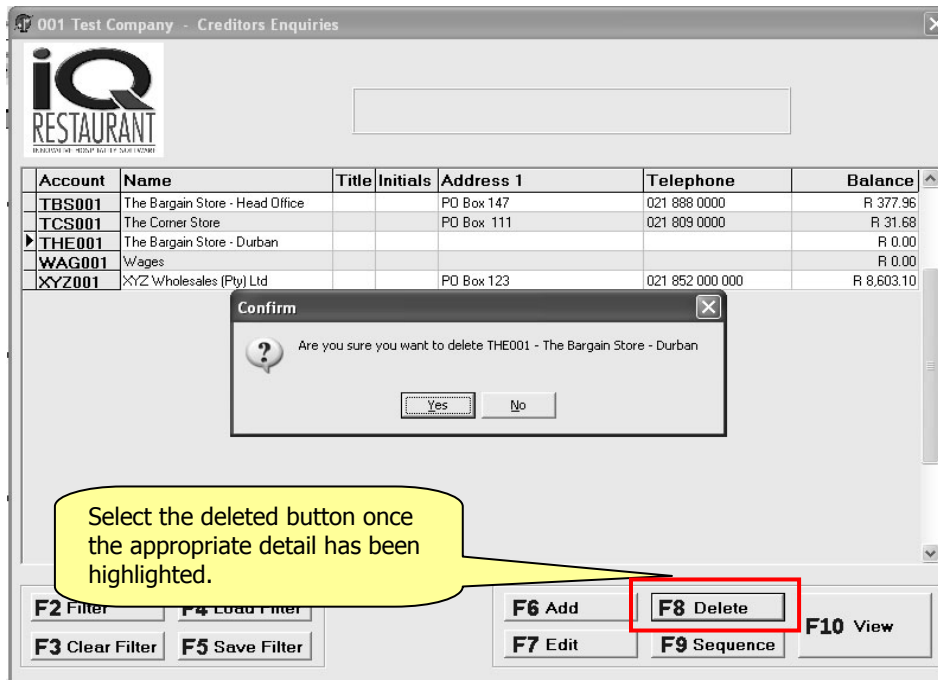
NOTE: Only Debtors that have zero balance and have no transactions.



MAY DELETE CREDITORS

This allows the user to delete creditors from the back office system.

NOTE: Only Creditors that have zero balance and have no transactions.



MAY DELETE STOCK ITEMS

This option allows the user to delete stock items from the back office system.

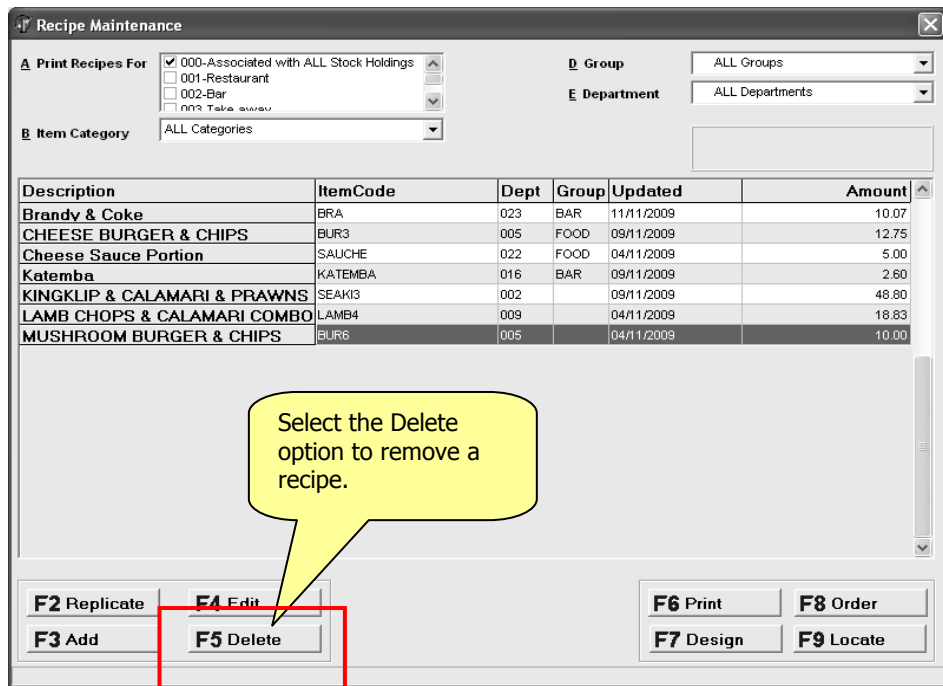
NOTE: Only Stock Items that have on hand zero balance and no transactions can be deleted, are not part of or linked to a menu item.



MAY DELETE RECIPES

This option allows the user to delete recipes.

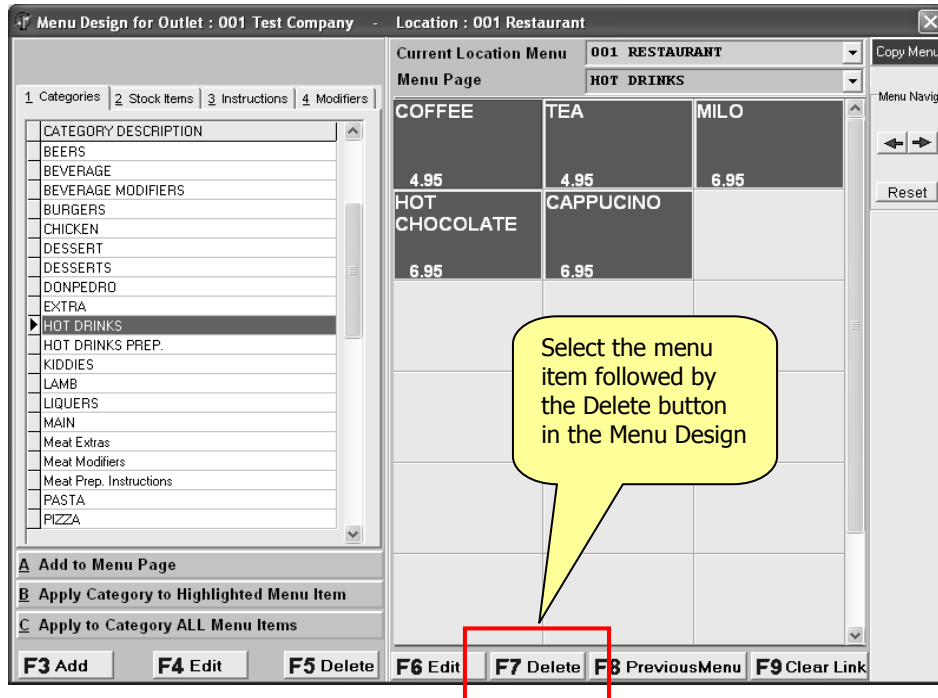
NOTE: Deleting recipes when they should not be deleted, especially if they are linked to a menu item can cause stock control figures to be incorrect.



MAY DELETE MENU ITEMS

This option allows the user to delete menu items. To Remove Menu Items, select Restaurant Point of Sale, Restaurant Back Office, Menu Maintenance followed by Menu Design.

NOTE: If the Delete Menu Items option, in Limitation 2, has been switched off the waitron / user will not be able to delete menu items.



LIMITATIONS_3

Select the waitron / user Limitation below.

The screenshot shows a 'Waitron Setup' window for '001 Test Company'. It is divided into several sections: Personal Details, Contact Details, Limitations_1, Limitations_2, Limitations_3, Performance Details, Employment Details, and Limitations_4. The 'Limitations_3' section includes fields for Meal Allowance (99.00), Max Line Price Variance % (10.00), Max Line Discount % (15.00), Max Invoice Discount % (17.00), Max Invoice Discount Value (55.00), and various Commission % settings for Food, Beverage, Liquor, Merchandise, General, and Turnover/Sales, all set to 2.00. The 'Limitations_1' section includes Max Table Deposit (100.00) and Daily Breakage Levy (0.50). The 'Limitations_2' section includes Cash Drawer Number to Use (1). The 'Limitations_3' section also includes a dropdown for 'ALL Menu Options, Access Level Dependent' and checkboxes for '000 ALL Stock Holdings', '001 Restaurant', '002 Bar', '003 Take-away', '00 ALL Tills', '01 Till Number 1', and '02 Till Number 2'. An 'F10 Accept' button is visible at the bottom right.

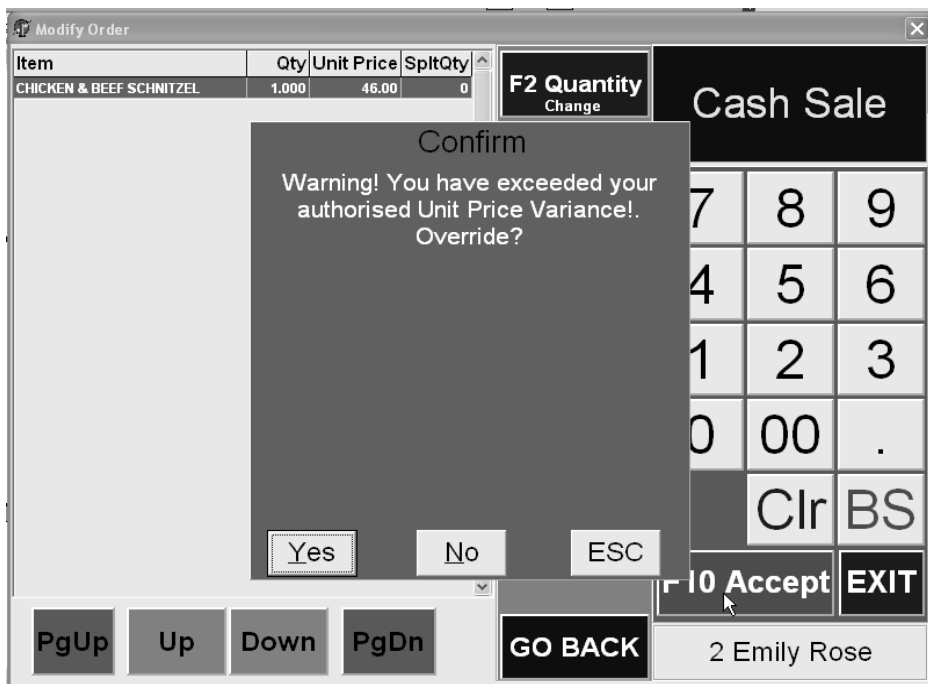
MEAL ALLOWANCE

This option specifies the amount allowed for staff meals. Specify a value in this block. If the option is set to (0) the system will not calculate the percentage.

The screenshot shows a payment screen for '001 Test Company - Payments'. The screen displays a list of items: SNAILS AND GARLIC C (1 13.00), GOLDEN SNAILS (2 14.00), CHICKEN LIVERS (1 14.00), GARLIC CHEESE ROLL (1 8.00), CALAMARI STARTER (1 15.00), and GARLIC PITA BREAD (1 13.00). A 'Confirm' dialog box is overlaid on the screen, displaying the message: 'Staff meal transaction allowance exceeded. Staff Member Emily Rose will have to Pay-In at Shift End.' The dialog box has an 'OK' button. The background shows a 'Cash Sale' screen with a total of 109.00 and a 'TAX Exempt' button. At the bottom, there are buttons for 'GO BACK', 'PgDn', 'PgUp', 'Room Account', 'Direct Deposit', 'F4', and 'Debtor Disc Matrix'.

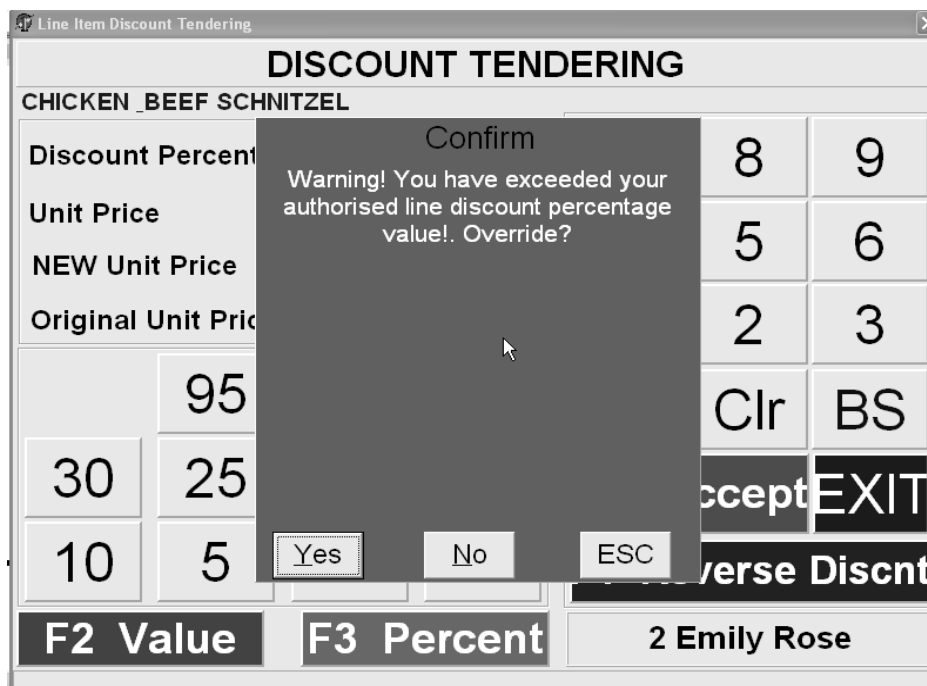
MAX LINE PRICE VARIANCE %

This option specifies the maximum line price variance %.



MAX LINE DISCOUNT %

This option specifies the maximum line discount % per item.



MAX LINE INVOICE DISCOUNT %

This option indicates the maximum discount value on an invoice per line item.

MAX LINE INVOICE DISCOUNT VALUE

This option indicates the maximum discount value on an invoice per line item.

COMMISSION % - FOOD

This option specifies the percentage commission a waitron would receive based on Food Sales.

NOTE: Commission will only be allocated if the correct menu item group has been allocated. Choose from Other, Food, Beverage, Miscellaneous, N/A, Vending Machine, Merchandise and Liquor.

The screenshot shows the 'Menu Item Edit' window with the following fields and values:

Field	Value
Menu Item Group	Other (dropdown menu open)
Commissionable	<input type="checkbox"/>
Fixed Commission %	
Print Line Separator	<input type="checkbox"/>
Maximum Repeat Count	
Item Receipt Group	NO Grouping
On Hold	NO
Points Allocation	0
Must Prompt for Selling Price (S.Q)	NO
Item Not Available (out of stock)	NO
Customer Points Allocation	0
Customer Comm %	0
Customer Fixed Value Comm	
Negative / Return Item	NO
Auto Order Instruction	
Auto Order Instruction Printer Location	Restaurant Kitchen

A yellow callout bubble contains the text: "Commission will only be allocated to a waitron if the Menu Design stock item has the correct Menu Item Group."

COMMISSION % - BEVERAGE

This option specifies the percentage commission a waitron would receive based on Beverage Sales.

NOTE: Commission will only be allocated to a waitron if the Menu item has been allocated with the correct Menu Item Group.

COMMISSION % - LIQUOR

This option specifies the percentage commission a waitron would receive based on Liquor Sales.

COMMISSION % - MERCHANDISE

This option specifies the percentage commission a waitron would receive based on Merchandise Sales.

COMMISSION % - GENERAL

This option specifies the percentage commission a waitron would receive based on General Sales.

COMMISSION % - TURNOVER / SALES

This option specifies the percentage commission a waitron would receive based on Total turnover and Sales for their shift.

MAY ONLY ACCESS MENU OPTIONS

This option specifies which menu options the user may have access to. e.g. All Menu Options or Tables or Cash Sales or Take-Aways. Choose between Tables or Cash Sales or Take-away will override the Limitations.

NOTE: Option All Menu Option will allow the user access to all menu options; therefore it is important for menu access levels to be setup. See Menu Assess Levels for further details.

STOCK HOLDER ACCESS

This option specifies the stock holder access. Which will only allow the user to use e.g. The Bar stock holding?

TILL ACCESS

This option specifies which tills users may access.

MAX TABLE DEPOSIT

This option specifies the maximum deposit for a table that the user is allowed to process when assigning a deposit amount to a table.

DAILY BREAKAGE LEVY

This option specifies the breakage levy percentage. If the option is left on 0 the option will be disabled. The breakage levy will automatically be deducted from the waitrons earnings.

CASH DRAWER NUMBER TO USE

This option specifies which cash drawer number to be used. When a sale is concluded the cash drawer indicated, will be the one that is opened.

NOTE: The 2nd cash drawer option must be ended and setup correctly for it to work. The purpose for the 2nd cash-up is to facilitate the condition where there are two cashiers / waitrons / barmen using a single Pc at the same time and require separate cash-ups.

PERFORMANCE DETAILS

These options will automatically be updated. After each end of day these figures originate from front office sales e.g. cash sales, take-aways and tables.

Personal Details	Contact Details	Limitations_1	Limitations_2
Limitations_3	Performance Details	Employment Details	Limitations_4
A	Sales Value - Today	865.00	
B	Sales Value - Month to Date	6,920.00	
C	Sales Value - Year to Date	62,280.00	
D	Gratuity Value - Today	130.00	
E	Gratuity Value - Month to Date	1,038.00	
F	Gratuity Value - Year to Date	9,342.00	
G	Table Count - Today	9	
H	Table Count - Month to Date	56	
I	Table Count - Year to Date	560	
J	Points Value - Today	169	
K	Points Value - Month to Date	569	
L	Points Value - Year to Date	1,596	
M	Clocked IN	YES	
N	Clocked IN Date & Time	10/11/2009 09:13:29	
O	Clocked OUT	NO	
P	Clocked OUT Date & Time	30/12/1899 00:00:00	

F4 Edit Details
F10 Accept

SALES VALUE – TODAY

This option shows the actual sales value for today for the specific user.

SALES VALUE – MONTH TO DATE

This option shows the month to date sales value for the specific user.

SALES VALUE – YEAR TO DATE

This option shows the year to date sales value for the specific user.

NOTE: Year to date is calculated from the last year end performed on the system.

GRATUITY VALUE – TODAY

This option shows the gratuity / tip value for the specific user on that day.

GRATUITY VALUE – MONTH TO DATE

This option shows the gratuity value for the month to date on that day for the specific user.

GRATUITY VALUE – YEAR TO DATE

This option shows the gratuity value for the year to date on that day for the specific user.

TABLE COUNT – TODAY

This option shows the amount of tables that a specific user has had for the day.

TABLE COUNT – MONTH TO DATE

This option shows the amount of tables that a specific user has had from the day they started until the month to date.

TABLE COUNT – YEAR TO DATE

This option shows the amount of tables that a specific user has had from the day they started until the year to date.

POINTS VALUE – TODAY

This option will allow point to be allocation to a waitron from the sales of items.

NOTE: Point allocations can be found / setup under the menu item setup. See Menu design for further details.

NOTE: This option must no be confused with the customer points or values.

POINTS VALUE – MONTH TO DATE

This option will allow point to be allocation to a waitron from the sales of items.

POINTS VALUE – YEAR TO DATE

This option will allow point to be allocation to a waitron from the sales of items.

CLOCK IN

This option shows if the user has clocked in.

CLOCK IN DATE & TIME

This option shows if the user has clocked in, the day and the time.

CLOCK OUT

This option shows if the user has clocked out.

CLOCK OUT DATE & TIME

This option shows if the user has clocked out, the day and the time.

EMPLOYMENT DETAILS

Select the waitron / user Employment Details below.

Field	Value
Employee Number	478885
Type of Employment	Casual
Salary Amount	0.00
Wages Amount	0.00
Wages Hourly Rate	65.00
Default Start of Shift	11:00:00
Default End of Shift	21:00:00
Use Default Start & End Shift to Calculate Shift Hours	NO
Must Clock-Out	YES
Suspended	NO
Date of Employment	01/12/2006
Date of Termination	07/10/2010
Reason for Termination	
Sick Leave Taken (days)	6
Leave Taken (days)	9

EMPLOYEE NUMBER

This option is the employee's employment number, usually derived from the external payroll system.

TYPE OF EMPLOYMENT

This option indicates whether the employee is employed as casual labour or full time employment.

SALARY AMOUNT

This option shows the employee gross monthly salary amount.

WAGES AMOUNT

This option shows the employee weekly wage amount.

WAGES HOURLY RATE

This option shows the employee hourly rate for wages.

NOTE: The value will be used to calculate the employees shift amounts. The default option to use the default start and end shift hours, the shift hours will be calculated from the default start of shift to the default end of shift time. If the "Use Default start and end shift" option is used, then amount of hour worked is based on the clocked in and clocked out times. By default Kitchen staff or staff that work set hours would used the "Default start and End Shift" option.

DEFAULT START OF SHIFT

This option indicates the start time of a shift for employees.

DEFAULT END OF SHIFT

This option indicates the end time of a shift for employees.

USE DEFAULT START & END SHIFT TO CALCULATE SHIFT HOURS

This option allows the employer to calculate the shift hours using the default start and end of shift time stamps for wage calculation purposes.

MUST CLOCK-OUT

This option is there to make sure the employee clock out for wage calculation.

NOTE: If the employees do not use the clock in and clock out procedures correctly the system may calculate the intended wage value incorrectly.

SUSPENDED

This option suspends the user.

DATE OF EMPLOYMENT

This option indicate the employee's date of employment.

DATE OF TERMINATION

This option shows the users date of termination, usually when they have been dismissed or quit.

REASON FOR TERMINATION

This option shows the reason for termination of employment.

SICK LEAVE TAKEN (DAYS)

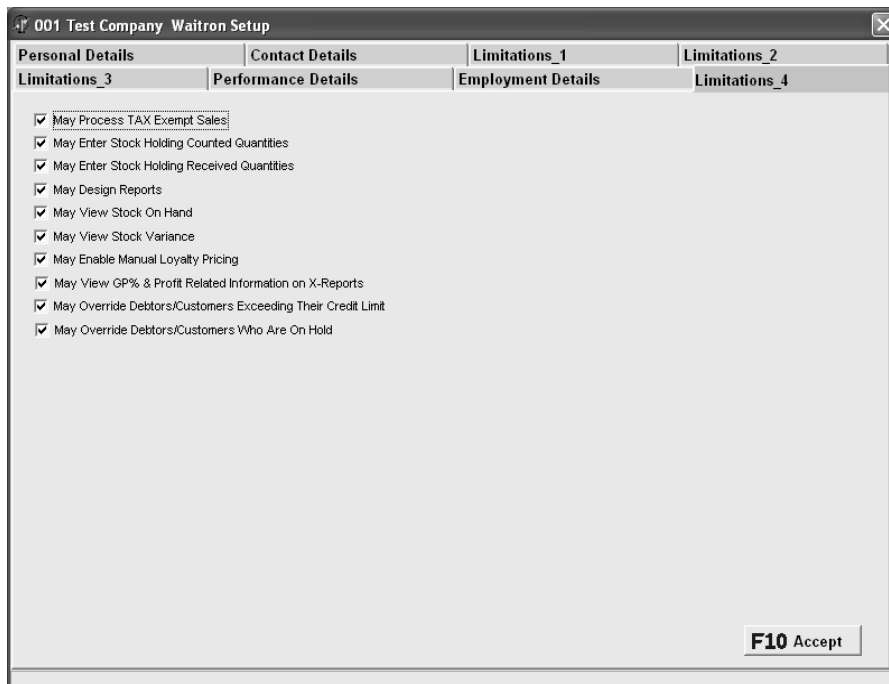
This option shows the amount of sick leave days an employee has taken.

LEAVE TAKEN (DAYS)

This option shows the amount of leave days an employee has taken.

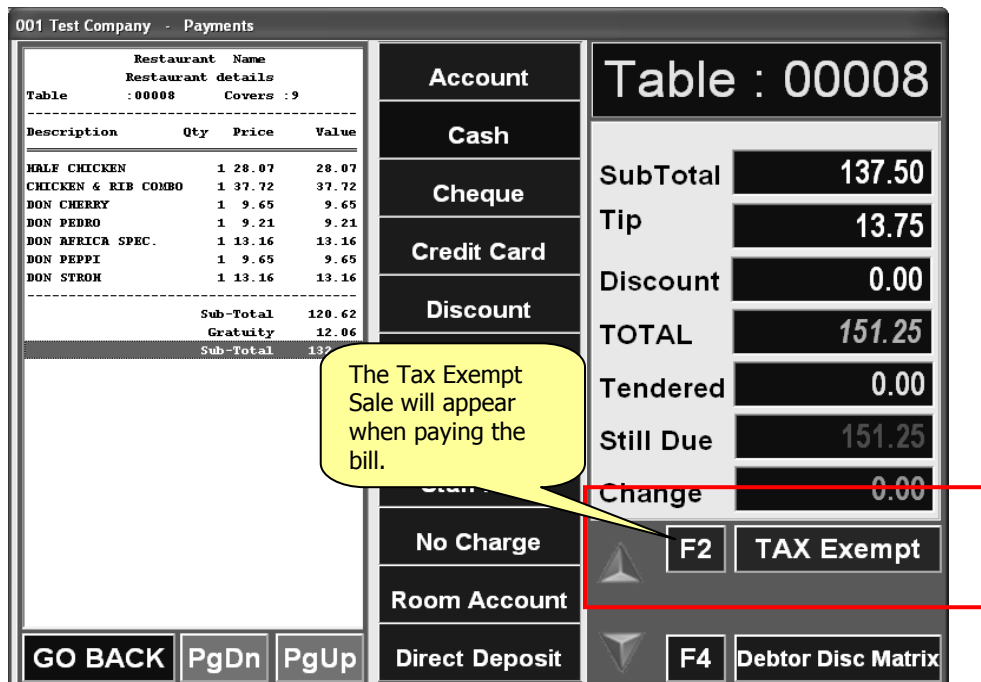
LIMITATIONS_4

Select the waitron / user limitation below.



MAY PROCESS TAX EXEMPT SALES

This option will allow the waitron the processing to tax exempt sales. If May Process Tax Exempt is switched off the waitron / user may not select Tax Exempt.



MAY ENTER STOCK HOLDING COUNTED QUANTITIES

This option allows the user to enter stock holding counted quantities.

When this option is disabled, the closing count field \ column is disabled. No values will be accepted.

Description	Opening	Purch	Bulk Rcvd	Received	Issued	Adjstmnt	Recipes	Sales	Closing	CloseCnt
JACK DANIELS	0.000	0.000	0.000	3.000	0.000	0	0.000	0.000	0.000	98.000
KNIGHTS	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	100.000
KM/V BRANDY	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	36.000
MALIBU	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	120.000
RED HEART	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	52.000
RUM - CAPTAIN MORGAN	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	100.000
RUM - MALIBU RUM	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	12.000
RUM - RED HEART RUM	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	53.000
RUM - SPICE GOLD	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
RUM - SQUADRON RUM	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
RUM - STROH RUM	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
SAMBUCA WHITE	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	10.000
SOUTHERN COMFORT	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
SPICED GOLD	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
SPIR - CANE	0.000	0.000	0.000	52.000	0.000	0	0.000	0.000	52.000	56.000

MAY ENTER STOCK HOLDING RECEIVED QUANTITIES

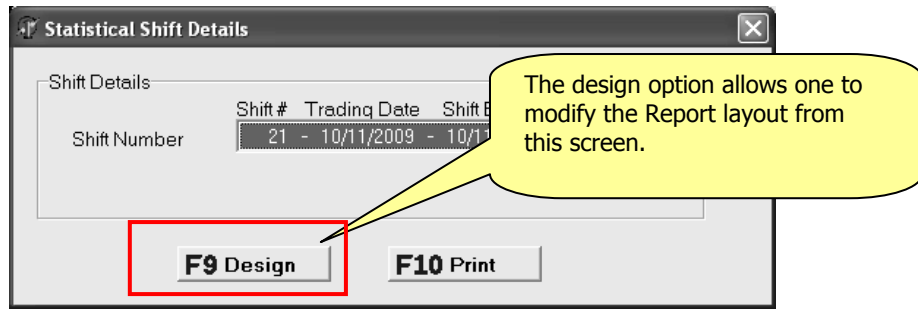
This option allows the user to received quantities for stock holding.

When this option is disabled, the closing count field \ column is disabled. No values will be accepted.

Description	Item Code	Qty	Des	Group	Dept	Bin Loc	Received	CloseCount	B/D Count	C
SPIR - CANE	CANE	30.000		BAR	017		52.000	0.000	0.000	
SPIR - CINZANO BIANCA	CINZBIA	30.000		BAR	017		12.000	0.000	0.000	
SPIR - CINZANO ROSSO	CINZROS	30.000		BAR	017		10.000	0.000	0.000	
SPIR - GIN	GIN	30.000		BAR	017		3.000	0.000	0.000	
SPIR - VODCA	VODCA	30.000		BAR	017		9.000	0.000	0.000	
SQUADRON	SPIR6	1.000		BAR	017		69.000	0.000	0.000	
STROH	SPIR7	1.000		BAR	017		12.000	0.000	0.000	
WHISKEY - SOUTHERN COMFORT	SOUTHC	30.000		BAR	017		56.000	0.000	0.000	
WHISKEY - J & B	JB	30.000		BAR	017		100.000	0.000	0.000	
WHISKEY - KNIGHTS	KNIGHT	30.000		BAR	017		10.000	0.000	0.000	
WISKEY - BELLS	BELLS	30.000		BAR	017		9.000	0.000	0.000	
WISKEY - FIRSTWATCH	FIRSTW	30.000		BAR	017		6.000	0.000	0.000	
WISKEY - JACK DANIELS	JACKD	30.000		BAR	017		3.000	0.000	0.000	
AMARULA	LIQ1	1.000		BAR	018		7.000	0.000	0.000	
ANGELS SHARE	LIQ20	1.000		BAR	018		10.000	0.000	0.000	
ARCHERS SNAPPS	LIQ2	1.000		BAR	018		12.000	0.000	0.000	

MAY DESIGN REPORTS

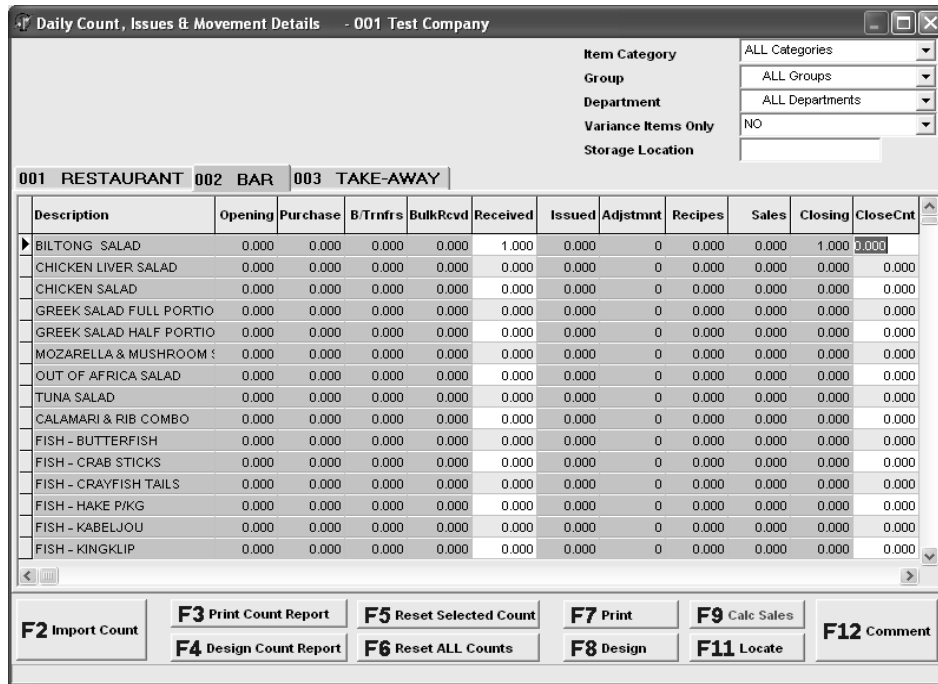
This option allows the user to design / change report layouts. If the Design options are available the user with access will be allowed to edit and change a report.



NOTE: Unless the user has the necessary knowledge or has been for training, this option should not be enabled.

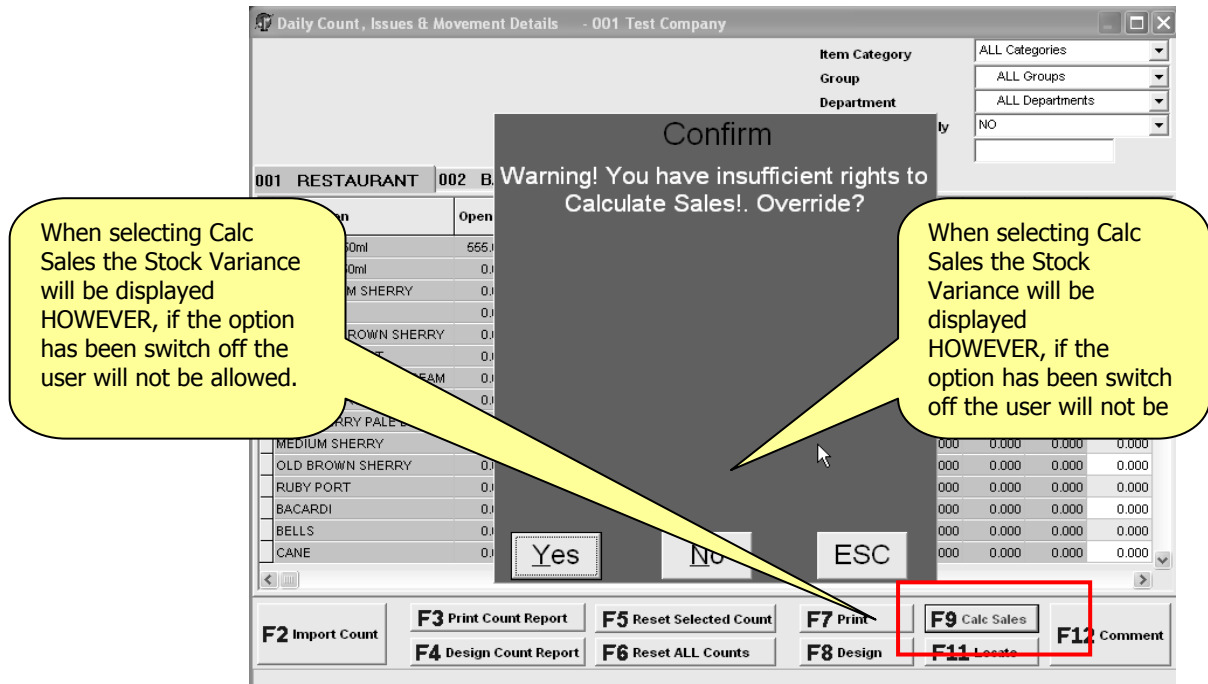
MAY VIEW STOCK ON HAND

This option allows the user to view on hand stock quantities.



MAY VIEW STOCK VARIANCE

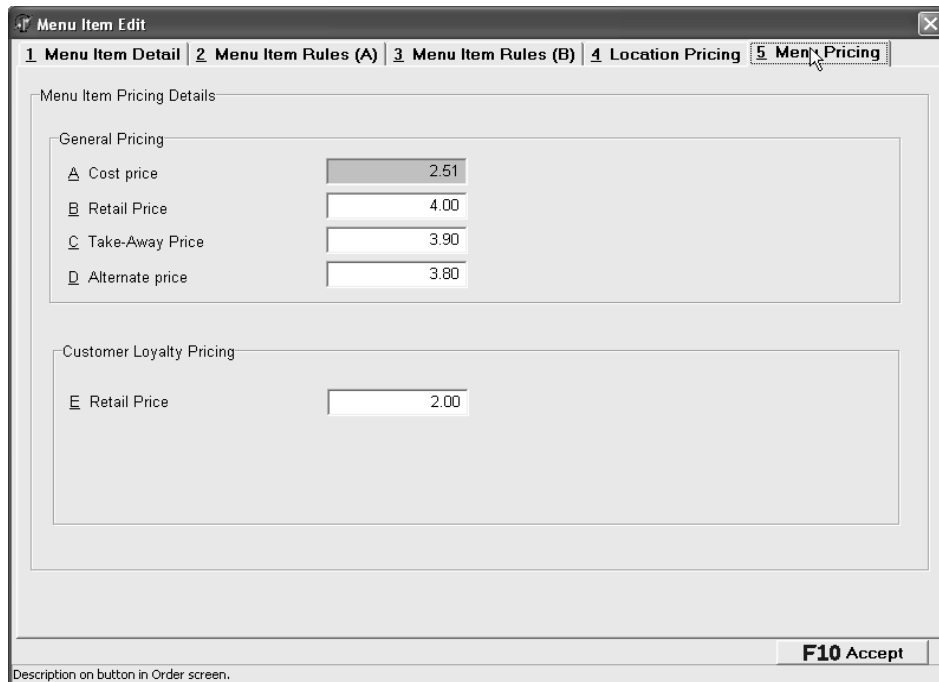
This option allows the user to view stock variances. Select the Stock Holding Daily Issues & Count and Calc Sales.



NOTE: If these options (View Stock on hand and Stock Variance) are disabled the employer does not want the employee to try and balance the closing count with the on hand quantity, so that there is no variance allowing the employee to remove items form stock without knowing, anyone.

MAY ENABLE MANUAL LOYALTY PRICING

This option allows the user to switch on Loyalty price in Table Sales, Cash Sales, Take-aways.



Loyalty pricing can be use in two ways. Firstly where the loyalty price is connected to a customer, then the loyalty price will automatically appear during the sale. Secondly, if a customer was not selected the loyalty price option can be switched on during the sale.

001 Test Company - Table Orders LOCATION : 004 Restaurant

Table : 00003

Loyalty Pricing ON

Item	Qty	Disc	Unit Price
200ML APPLLETIZER	1.000	0	4.00
200ML APPLLETIZER	1.000	0	2.00

If a loyalty customer was allocated at the beginning of the sale the loyalty price will automatically be displayed, otherwise click on the Loyalty Price option, the Price for the item will immediately change to the loyalty

First price: Loyalty pricing off.
Second price: Loyalty pricing on.

X 1

DUE 6.00

1 Supervisor

MAY VIEW GP% & PROFIT RELATED INFORMATION ON X-REPORTS

This option will allow the display of the GP% and the Profit on the X-Report. If the option is switched off the Gross Profit will not display.

IQ Restaurant System

ITEM SALES

SALES (Excl. Tips)	4	148.00
- REFUNDS	0	0.00
- VENDING SALES	0	0.00
- STAFF SALES	0	0.00
- NO CHARGE SALES	0	0.00
- DISCOUNTS	0	0.00
- RETURNED ITEMS	0	0.00
NETT SALES	0	148.00
Gratuity(Tips)	1	10.00
GROSS PROFIT	80.48%	104.48

ITEM SALES SUMMARY

VOIDED TABLES	1	324.00
VOIDED ITEMS	0	0.00
LINE DISCOUNTS	0	0.00
NO CHARGE ITEMS	0	0.00
PROMOTION ITEMS	0	0.00

ITEM GROUPS SUMMARY (excl.)

Food	129.82
------	--------

F2 Cancel F3 Print
F4 Print to Back Office Printer

IQ Restaurant System

ITEM SALES

SALES (Excl. Tips)	4	148.00
- REFUNDS	0	0.00
- VENDING SALES	0	0.00
- STAFF SALES	0	0.00
- NO CHARGE SALES	0	0.00
- DISCOUNTS	0	0.00
- RETURNED ITEMS	0	0.00
NETT SALES	0	148.00
Gratuity(Tips)	1	10.00
GROSS PROFIT	*****	*****

ITEM SALES SUMMARY

VOIDED TABLES	1	324.00
VOIDED ITEMS	0	0.00
LINE DISCOUNTS	0	0.00
NO CHARGE ITEMS	0	0.00
PROMOTION ITEMS	0	0.00

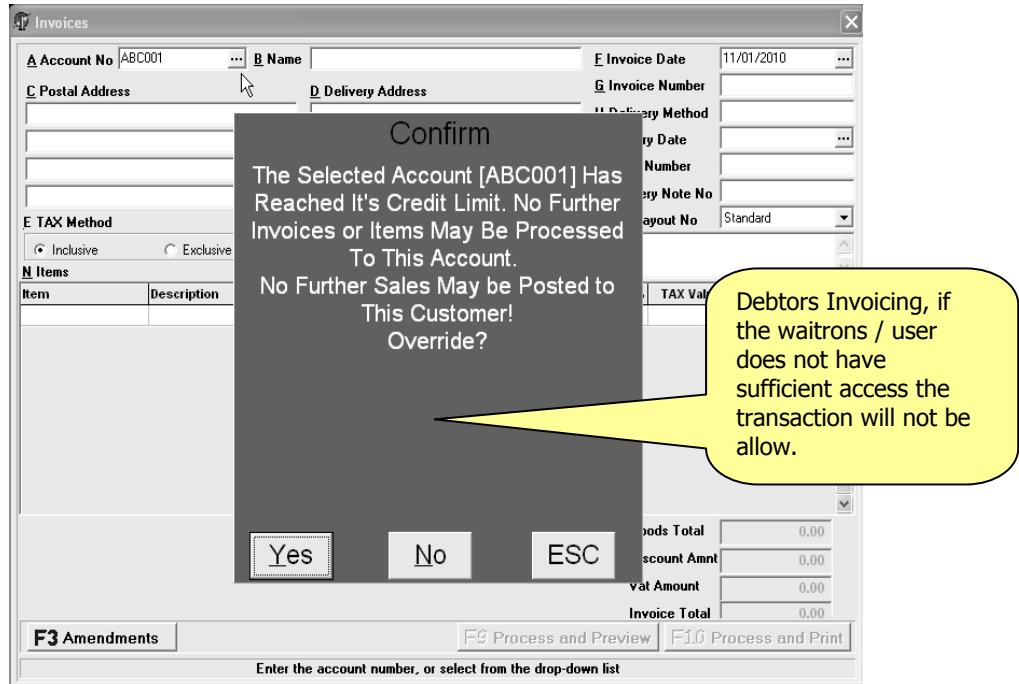
ITEM GROUPS SUMMARY (excl.)

Food	129.82
------	--------

F2 Cancel F3 Print
F4 Print to Back Office Printer

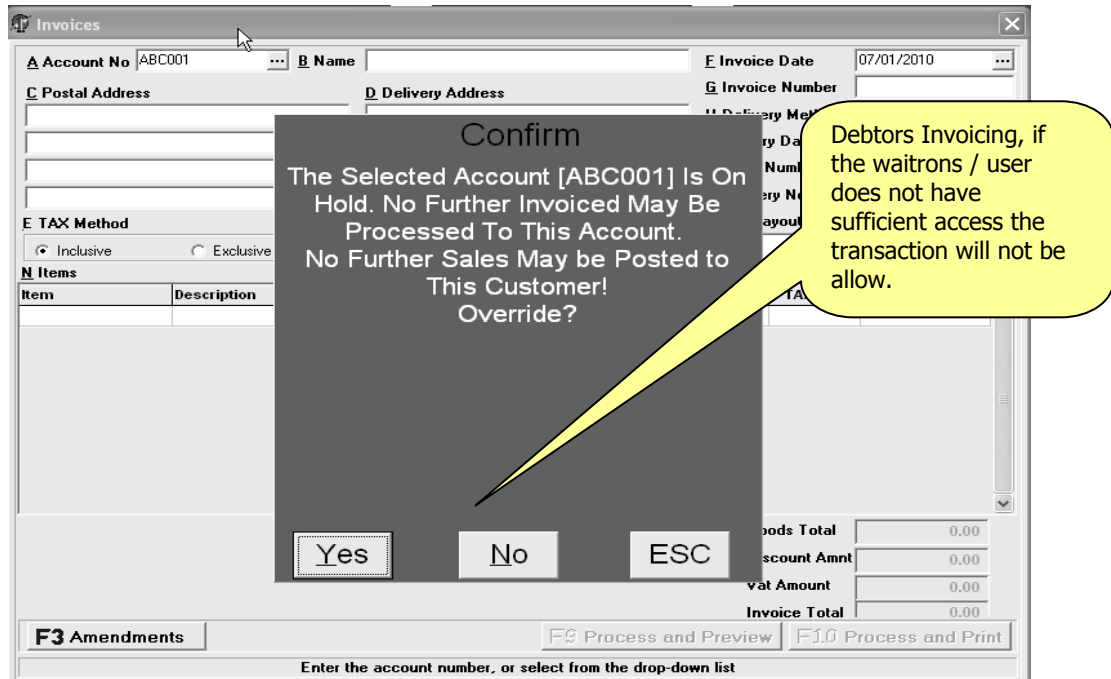
MAY OVERRIDE DEBTORS/CUSTOMER EXCEEDING THEIR CREDIT LIMIT

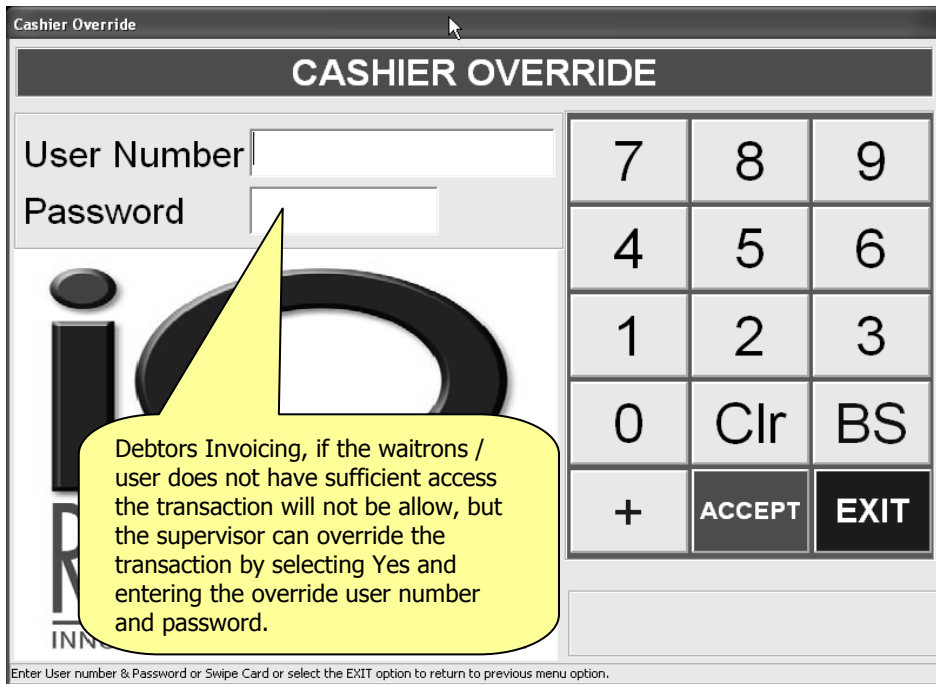
If this option is switched on, the user will be allowed to override the confirmation if a Debtors exceeds his or her Credit Limit. If the option is switched off the user will not be allowed to proceed with the transaction, unless there is a supervisor override.



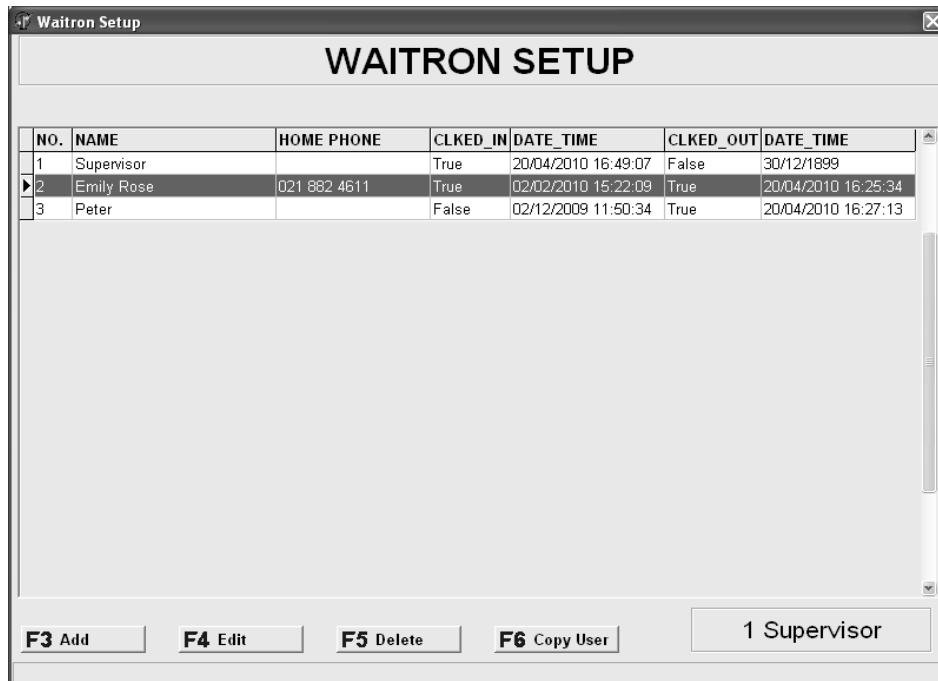
MAY OVERRIDE DEBTORS/CUSTOMER WHO ARE ON HOLD

If this option is switched on, the user will be allowed to override the warning confirmation when Debtors is on hold. If the option is switched off the user will not be allowed to proceed with the transaction, unless there is a supervisor override.





WAITRON SETUP SELECTION OPTIONS



EDIT

The edit option will allow the user to edit an existing waitron.

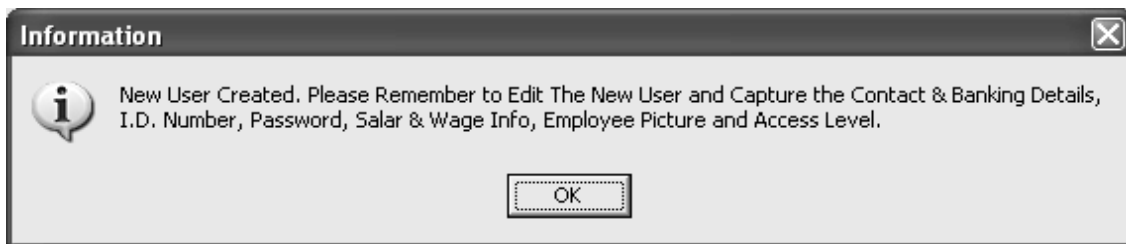
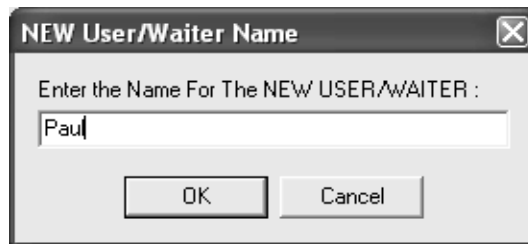
DELETE

The edit option will allow the user to edit an existing waitron.

COPY USER

The copy option allows one to copy an existing waitron.

NOTE: The copy function will copy all the details of the highlighted user, to a new user which will be prompted for. Only the limitation details will be replicated to the new user.




SLIP LAYOUT SETUP

IQ Restaurant POS Back Office - Company Setup Software by IQRetail (Pty)Ltd.

	Version :1.1.94	Company Setup	
	Registered To IQ RETAIL	Outlet : 001 Test Company	
Till #: 1 Till Number 1 Location : 001 [Supervisor - User 1] (1)			
F1	Company Details & Default Settings	F7	Slip & Order Setup
F2	Configure Till Defaults	F8	Pole Display Messages
F3	Tender Types	F9	Customer & Loyalty Setup
F4	User Setup	F10	Foreign Currency Setup
F5	Stock Holding Sales Outlet Setup		
F6	Table Setup		
Wed, Nov 11, 2009, 01:54:14 PM		ESC Previous Menu	
Wed, Nov 11, 2009, 01:54:14 PM C:\IQREST\001		Trading Date :11/11/2009 www.iqretail.co.za	

BILL & RECEIPTS SLIP LAYOUT

Slip & Order Setup Software by IQRetail (Pty)Ltd.

	Version :1.1.94	Slip Layout Setup	
	Registered To IQ RETAIL	Outlet : 001 Test Company	
Till #: 1 Till Number 1 Location : 001 [Supervisor - User 1] (1)			
F1	Bill & Receipt Slip Layout		
F2	Order Slip Layout		
F3	Printing & Processing Defaults		
Wed, Nov 11, 2009, 01:55:44 PM		ESC Previous Menu	
Wed, Nov 11, 2009, 01:55:44 PM C:\IQREST\001		Trading Date :11/11/2009 www.iqretail.co.za	

LINE DETAIL FORMAT

Description, Quantity, Unit Price, Line Total can be changed to suite your layout.

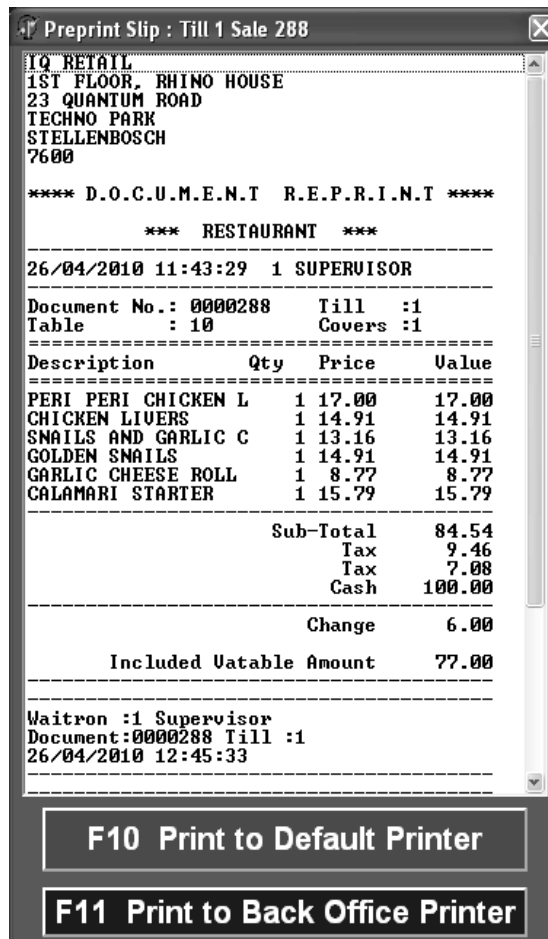
FORMAT STRUCTURE EXPLAINED

- D** – Represents the number of item description characters.
- Q** – Represents the number of item Quantity characters.
- U** – Represents the number of item price characters.
- E** – Represents the number of line total (Q x P) characters.

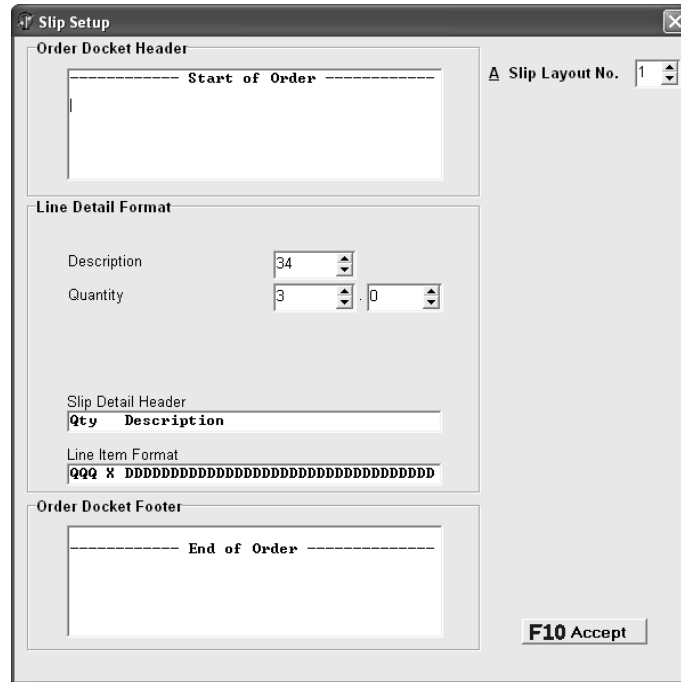
BILL DOCKET HEADER AND FOOTER

Use this area to alter the way the header and footer of the slip is printed.

When complete select the Accept to save whatever changes have been made, or press the ESC key to cancel any changes made.



ORDER SLIP LAYOUT

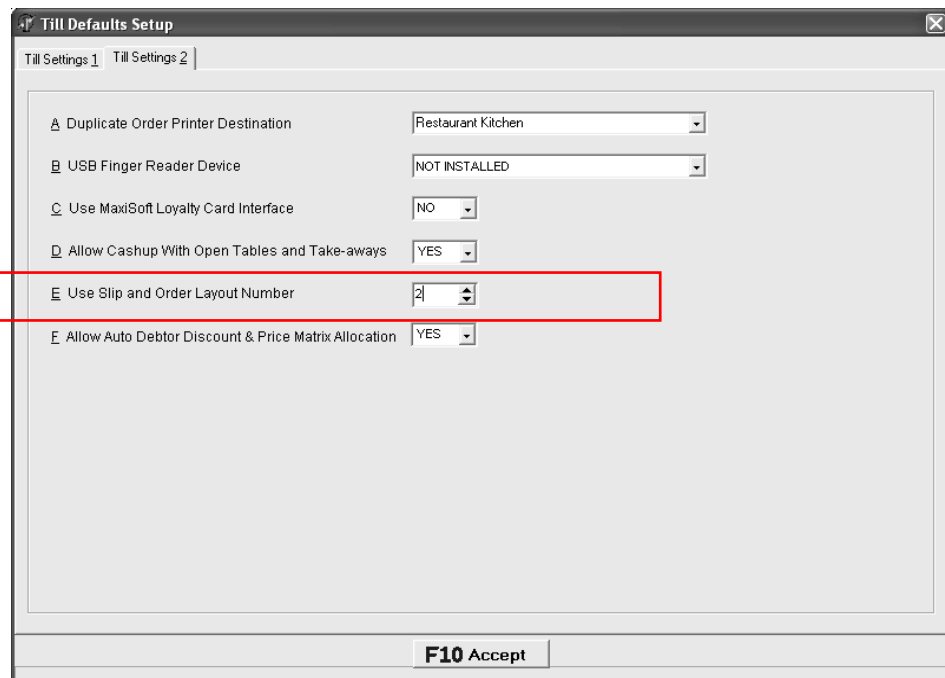


ORDER DOCKET HEADER AND FOOTER

Use this area to alter the way the header and footer of the order is printed.

SLIP LAYOUT NUMBER

The Slip layout option will allow user to choose from 5 different slip designs. Each till can have a different slip design.



LINE DETAILS FORMAT

Specify the Description and quantity amount here.

LINE ITEM FORMAT

- Q – Represents the number of item Quantity characters.
- D – Represents the number of item description characters.

When complete select the Accept to save whatever changes have been made, or press the ESC key to cancel any changes made.

PRINTING & PROCESSING DETAILS

SLIP DETAILS & RESTRICTIONS

Category	No. of Copies to Print	Restriction	Value
A Sales	1	L Display & Print Bankable values on Cash Up	Yes
B Refunds	1	M Print Waitron Shift Detailed Tender Media	Yes
C Account Payments	2		
D Petty Cash	2		
E Cash Up	2		
F Account Sales	1		
G Take-Aways	1		
H Room Sale	2		
I Staff Sale	1		
J No Charge Sale	1		
K Redeem Payouts	1		

SALES

This option allows for the automatic printing of one or more copies of a sales document.

REFUND

This option allows for the automatic printing of one or more copies of a refund document.

ACCOUNT PAYMENTS

This option allows for the automatic printing of one or more copies of an account payments document.

PETTY CASH

This option allows for the automatic printing of one or more copies of a petty cash document.

CASH UP

This option allows for the automatic printing of one or more copies of a Cash Up document.

ACCOUNT SALES

This option allows for the automatic printing of one or more copies of an account sales document.

TAKE-AWAYS

This option allows for the automatic printing of one or more copies of a take-aways document.

ROOM SALE

This option allows for the automatic printing of one or more copies of a room sale document.

STAFF SALE

This option allows for the automatic printing of one or more copies of a staff sale document.

NO CHARGE SALE

This option allows for the automatic printing of one or more copies of a no charge sale document.

REDEEM PAYOUTS

This option allows for the automatic printing of one or more copies of a redeem payout document.

DISPLAY & PRINT BANKABLE VALUES ON CASH UP

This option allows for the bankable values to be printed on the cash up report.

PRINT WAITRON SHIFT DETAILS TENDER MEDIA

This option allows for waitron shift detail tenders to be printed.

PRINTING DETAILS (A)

Processing Details(A)	Processing Details(B)	Slip Image Details
Slip Details & Restrictions	Printing Details(A)	Printing Details(B)
Printing Details		
A Must Print Table Orders	Yes	N Automatically Print to Alternate Printer
B Must Print Takeaway Orders	Yes	Q Group Menu Items on Bill
C Must Print Cash Sales Orders	Yes	P Must Print Quick Cash Tendered Receipts
D Automatically Print Table Orders	Yes	Q Automatically Print Quick Tendered Receipts
E Automatically Print Takeaway Orders	Yes	R Must Print Quick Cash Tendered Orders
F Automatically Print Cash Sales Orders	Yes	S Automatically Print Quick Cash Tendered Orders
G Automatically Print Receipt Slips	Yes	I Must Print Staff Sale
H Confirm Reprint Receipt Slips	Yes	U Must Print Room Sale
J Enable Printing of Order Line Separators	Yes	V Must Print No Charge Sale
L Must Print Account Sales	Yes	W Must Print Redeem Payouts
K Must Print Account Payments	Yes	X Must Print Item Summary on X-Report
M Must Print Refunds	Yes	Y Must Print Voided Summary on X-Report
M Must Print Payouts	Yes	Z Must Print Department Totals on X-Report

F10 Accept
Press Enter to Accept the Changes.

MUST PRINT TABLE ORDERS

This option allows for table orders to be printed after the place orders option has been selected.

MUST PRINT TAKE-AWAY ORDERS

This option allows for take-away orders to be printed after the order has been placed.

MUST PRINT CASH SALES ORDERS

This option allows for cash sale order to be printed.

NOTE: Disabling the above option will cause all orders being process via Table/Cash/Take-away to not print to the various destinations. (Kitchen / Bar)

AUTOMATICALLY PRINT TABLE ORDERS

This allows automatic printing of table orders.

AUTOMATICALLY PRINT TAKE-AWAYS ORDERS

This allows automatic printing of take away orders.

AUTOMATICALLY PRINT CASH SALES ORDERS

This allows automatic printing of cash sale orders.

AUTOMATICALLY PRINT RECEIPT SLIPS

This allows automatic printing of receipt slips.

NOTE: The above automatic print option, if set to No will prompt the waitrons to indicate if the order is to be printed. This may slow the order processing procedure down a bit as there will be an extra keystroke added, but it may also allow for certain or specialized condition to be catered for each time an order is placed.

CONFIRM REPRINT RECEIPT SLIPS

This option allows the user to a reprint of a receipt.

**ENABLE PRINTING OF ORDER LINE SEPARATORS**

This option allows the order to be printed with line separators in between.

MUST PRINT ACCOUNT SALES

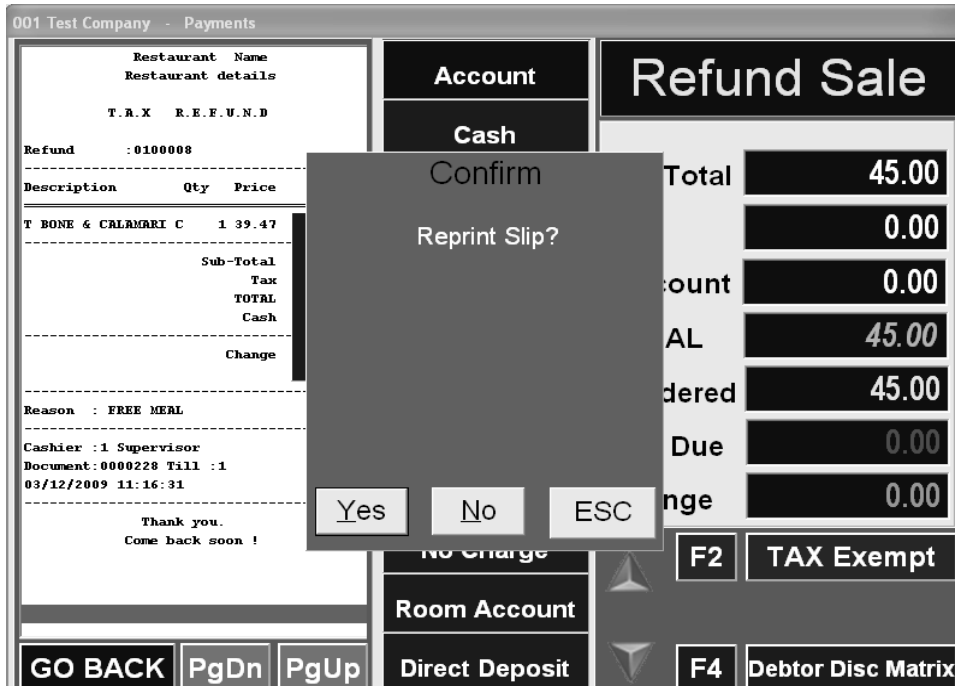
This option allows for account sales to be printed yes or no. Must Print Account Sales will print the account sale once the sale was processed.

MUST PRINT ACCOUNT PAYMENTS

This option, when enable will automatically, print account payment receipts. If disable no receipt will be printed.

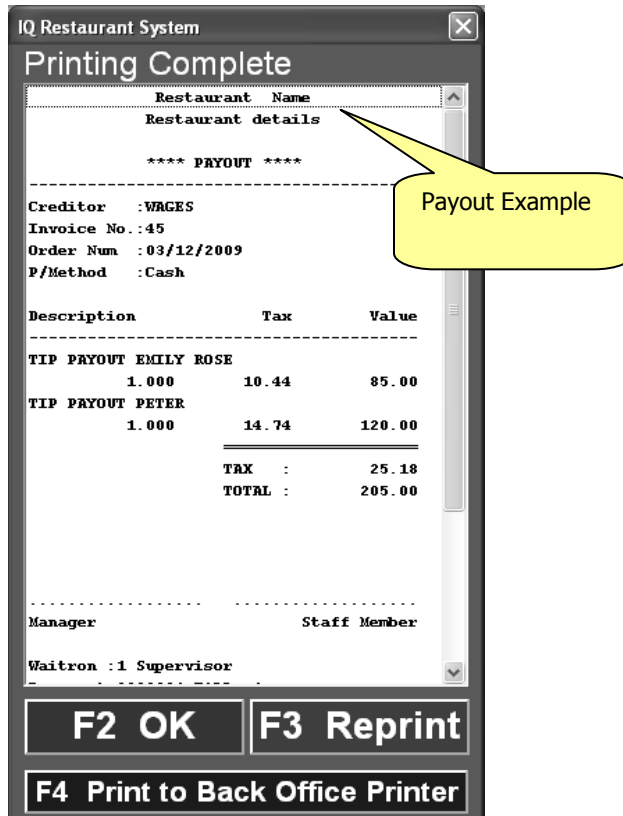
MUST PRINT REFUNDS

This option will cause the system to confirm if a reprint should be done when processing refunds..



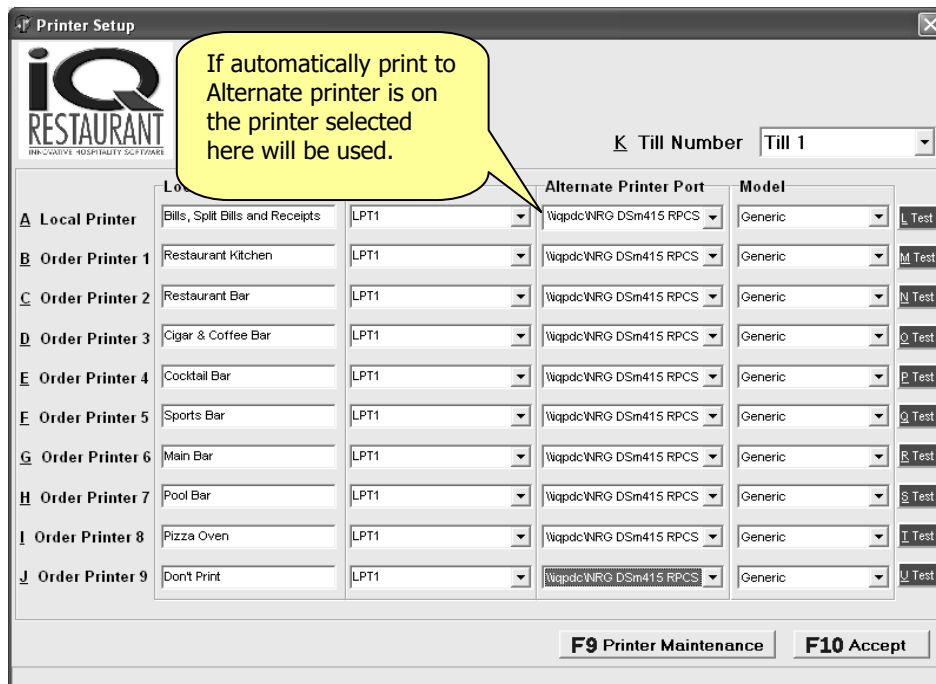
MUST PRINT PAYOUTS

This option will cause the system to print payouts slips / documents when processing either a payout or a payin.



AUTOMATICALLY PRINT TO ALTERNATE PRINTER

This option will allow the system to print an Alternate printer.

**GROUP MENU ITEM ON BILL**

This option will allow a group menu item on the bill.

MUST PRINT QUICK CASH TENDERED RECEIPTS

This option will allow the system to print cash tender receipts.

AUTOMATICALLY PRINT QUICK TENDERED RECEIPTS

This option will allow the system to print quick tender receipts.

MUST PRINT QUICK CASH TENDERED ORDERS

This option will allow the system to print cash tender orders.

AUTOMATICALLY PRINT QUICK CASH TENDERED ORDERS

This option will allow the system to print quick ash tender orders.

MUST PRINT STAFF SALE

This option will allow the system to print staff sales.

MUST PRINT ROOM SALE

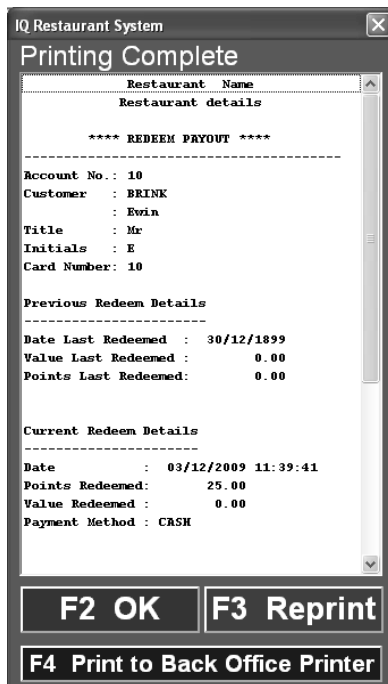
This option will allow the system to print room sales.

MUST PRINT NO CHARGE SALE

This option will allow the system to print no charge sales.

MUST PRINT REDEEM PAYOUTS

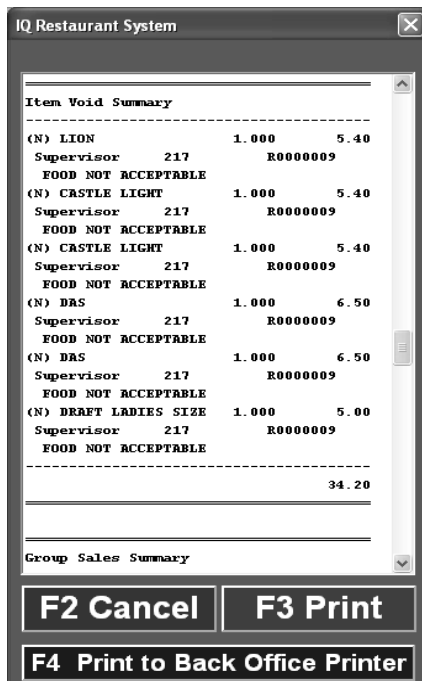
This option will allow the system to print redeem payouts.



MUST PRINT ITEM SUMMARY ON X-REPORT

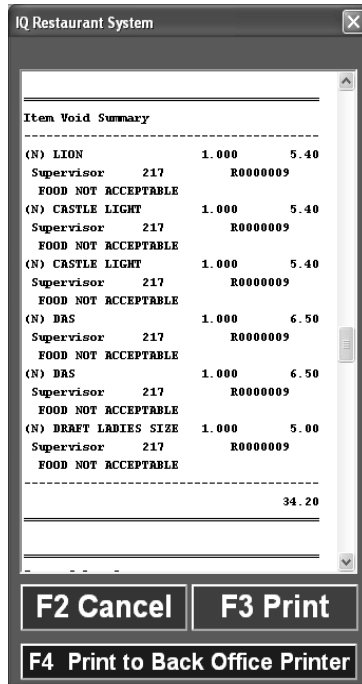
This option will allow the system to print items summary on x-report. The advantage of selecting the above option is that the sale information is all on one report but the disadvantage is that the information will increase the size of the report. To display the Item sale Summary select Restaurant Back Office, Reports, Point of Sale Reports, X-Report & Tender Reports.

NOTE: The Item Sale Summary will be display at the end of the X-Report displaying all the Items sold for the day with quantities and selling prices. The item will show a summary of how many was sold for the day, not each sale individually.



MUST PRINT VOIDED SUMMARY ON X-REPORT

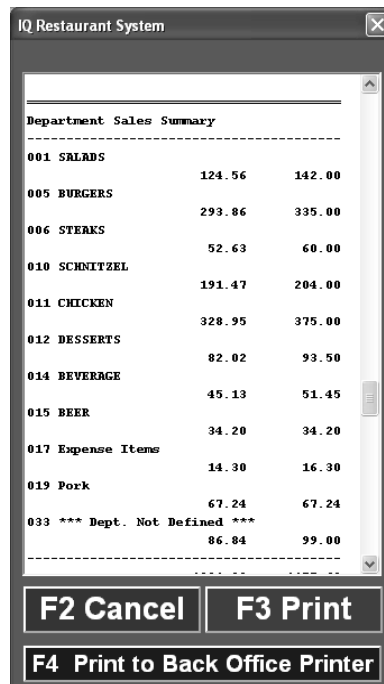
This option will allow the system to print voided summary on x-report.



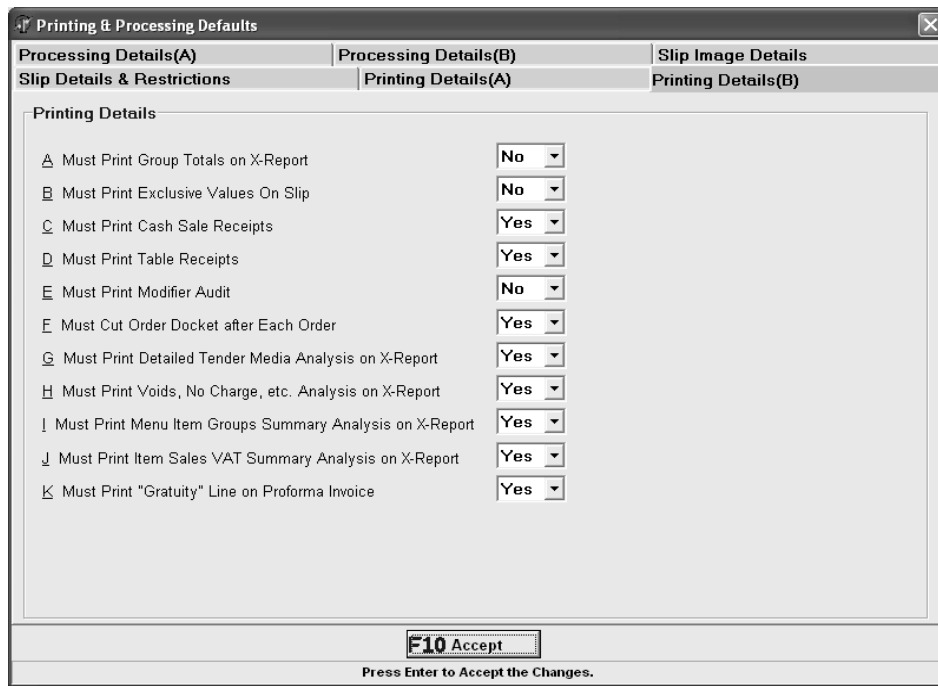
MUST PRINT DEPARTMENT TOTALS ON X- REPORT

This option will allow the system to print department totals on x-report. The advantage of selecting the above option is that the sale information is all on one report but the disadvantage is that the information will increase the size of the report. To display the Department totals select Restaurant Back Office, Reports, Point of Sale Reports, X-Report & Tender Reports.

NOTE: The Department Sale Summary will be display at the end of the X-Report displaying the Department code and name and the inclusive and exclusive, using the Exclusive amounts to compare with the Sales Reports.



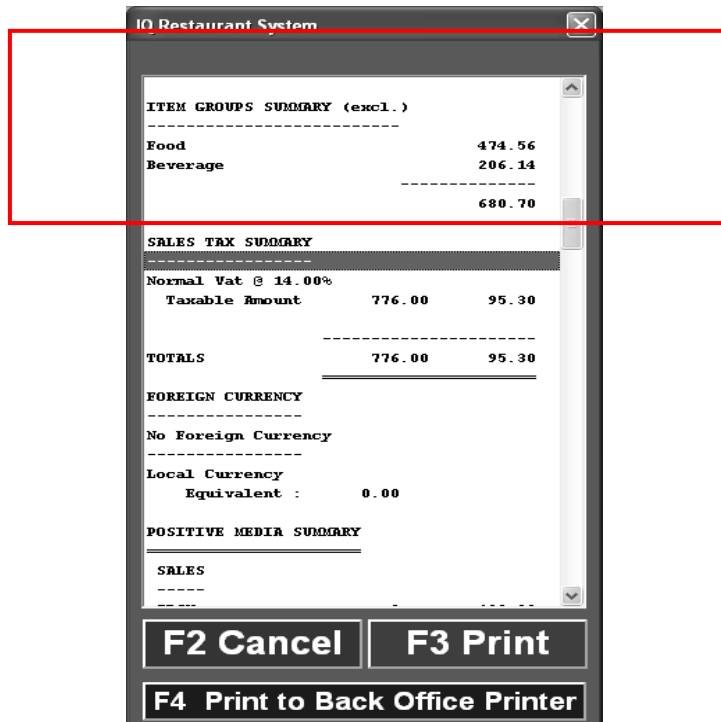
PRINTING DETAILS (B)



MUST PRINT GROUP TOTALS ON X-REPORT

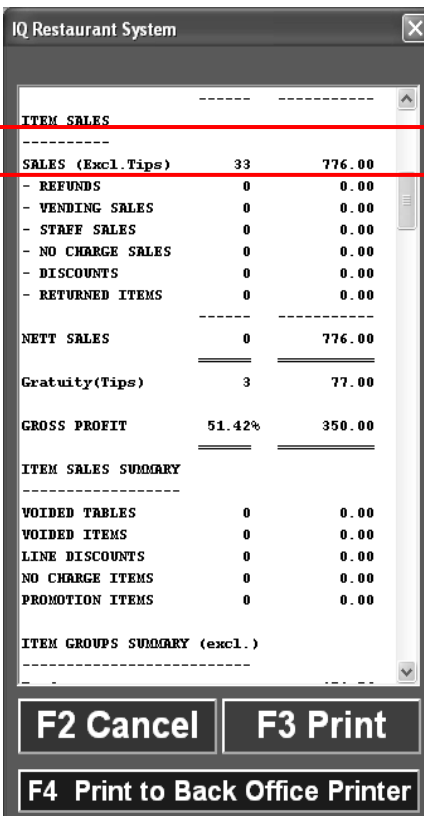
This option will allow the system to print group totals on x-report. The advantage of selecting the above option is that the sale information is all on one report but the disadvantage is that the information will increase the size of the report. To display the Group Totals select, Restaurant Back Office, Reports, Point of Sale Reports, X-Report & Tender Reports.

NOTE: The Group Totals will be display at the end of the X-Report displaying the Group coder and name and the inclusive and exclusive, using the Exclusive amounts to compare with the Sales Reports.



MUST PRINT EXCLUSIVE VALUES ON SLIP

This option will allow the system to print exclusive values on slip.



The screenshot shows a window titled "IQ Restaurant System" with a scrollable list of sales items. A red rectangular box highlights the line item "SALES (Excl. Tips) 33 776.00". Below this are various other sales categories, all with zero values. At the bottom of the window are three buttons: "F2 Cancel", "F3 Print", and "F4 Print to Back Office Printer".

ITEM SALES		
SALES (Excl. Tips)	33	776.00
- REFUNDS	0	0.00
- VENDING SALES	0	0.00
- STAFF SALES	0	0.00
- NO CHARGE SALES	0	0.00
- DISCOUNTS	0	0.00
- RETURNED ITEMS	0	0.00
NETT SALES	0	776.00
Gratuity(Tips)	3	77.00
GROSS PROFIT	51.42%	350.00
ITEM SALES SUMMARY		
VOIDED TABLES	0	0.00
VOIDED ITEMS	0	0.00
LINE DISCOUNTS	0	0.00
NO CHARGE ITEMS	0	0.00
PROMOTION ITEMS	0	0.00
ITEM GROUPS SUMMARY (excl.)		

MUST PRINT CASH SALE RECEIPTS

This option will allow the system to print cash sale receipts. The cash slip will print after the tender media selection.

MUST PRINT TABLE RECEIPT

This option will allow the system to print table receipts. The Table Receipt will print after the tender media selection.

MUST PRINT MODIFIER AUDIT

This option will allow the system to print modifier audit.

The screenshot shows a POS interface for '001 Test Company - Table Orders' at 'LOCATION : 001 Restaurant'. The main display shows a grid of menu items with prices. A red box highlights a table with the following data:

Item	Qty	Disc	Unit Price
SEAFOOD PASTA & FETTUCIN	1.000	0	30.00
ALFREDO & SPAGHETTI	1.000	0	23.00
SEAFOOD PASTA & SPAGHET	1.000	0	30.00
SEAFOOD PASTA & SPAGHET	1.000	0	30.00
SEAFOOD PASTA & FETTUCIN	1.000	0	30.00
NO BACON	1.000	0	0.00

A yellow callout bubble points to the table with the text: "If a Modifier was used and Audit Report will print."

Other interface elements include: 'Table : 00001', 'P.L.U Ctrl F12 CLR', 'F1 Modifiers', 'F2 Pay', 'F3 AmendOrd', 'F4 Item Search', 'F5 PlaceOrder', 'X 1', 'Up F7 Dn F8 ClrAll F9 LDisc F11 DelLn F12', 'Open C/Drawer Ctrl F9', 'Reprint Last Ctrl F10', 'DUE 143.00', and '1 Supervisor'.

MUST CUT ORDER DOCKET AFTER EACH ORDER

This option will allow the system to cut order docket after each order.

MUST PRINT DETAILED TENDER MEDIA ANALYSIS ON X-REPORT

If this option is switched on (YES) a Detail Tender Media Analysis will be displayed on the X-Report.

POSITIVE MEDIA SUMMARY		
SALES		

CASH	6	446.50
ACCOUNT	0	0.00
CREDIT CARD	1	60.00
CHEQUE	1	32.25
COUPON	0	0.00
ROOM	0	0.00
DISCOUNT	0	0.00
STAFF	1	112.20
NO CHARGE	0	0.00
DIRECT DEPOSIT	0	0.00

MUST PRINT VOIDS, NO CHARGE, ETC ANALYSIS ON X-REPORT

If this option is switched on (YES) all the Voids, No Charge etc Analysis will be displayed on the X-Report.

IQ Restaurant System		
- DISCOUNTS	1	11.25
- RETURNED ITEMS	0	0.00
NETT SALES	0	835.80
Gratuity(Tips)	1	10.20
GROSS PROFIT	55.47%	405.20
ITEM SALES SUMMARY		
VOIDED TABLES	2	211.00
VOIDED ITEMS	0	0.00
LINE DISCOUNTS	0	0.00
NO CHARGE ITEMS	6	34.20
PROMOTION ITEMS	0	0.00
ITEM GROUPS SUMMARY (excl.)		
Food		777.88
Beverage		110.30
		888.17
SALES TAX SUMMARY		
Normal Vat @ 14.00%		
F2 Cancel		F3 Print
F4 Print to Back Office Printer		

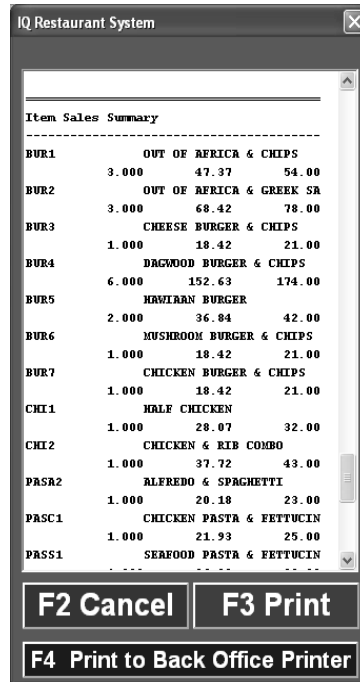
MUST PRINT MENU ITEM GROUPS SUMMARY ANALYSIS ON X-REPORT

If this option is switched on (YES) all the Menu Item Groups Summary Analysis will be displayed on the X-Report.

IQ Restaurant System			
Item Sales Summary			
BEER10	LION		
1.000	5.40		5.40
BEER4	CASTLE LIGHT		
2.000	10.80		10.80
BEER5	DAS		
2.000	13.00		13.00
BEER7	DRAFT LADIES SIZE		
1.000	5.00		5.00
BEV12	FRUIT COCKTAIL JUICE		
1.000	6.10		6.95
BEV16	200ML DRY LEMON		
1.000	3.07		3.50
BEV22	200ML SODA WATER		
1.000	3.07		3.50
BEV26	200ML RED BUL		
1.000	11.84		13.50
BEV31	340ML ICE TEA		
2.000	12.28		14.00
BEV33	340ML SCHEWEPPE'S LIGHT		
1.000	4.39		5.00
BEV36	340ML TAB		
1.000	4.39		5.00
BUR1	OUT OF AFRICA & CHIPS		
F2 Cancel		F3 Print	
F4 Print to Back Office Printer			

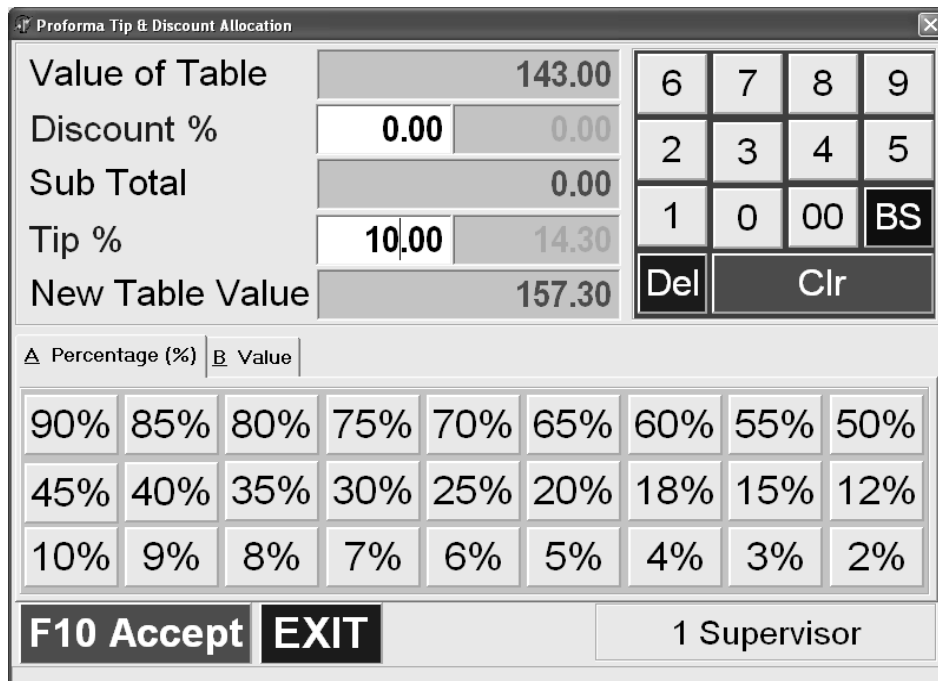
MUST PRINT ITEM SALES VAT SUMMARY ANALYSIS ON X-REPORT

If this option is switched on (YES) all the Items Sales Vat Summary Analysis will be displayed on the X-Report.

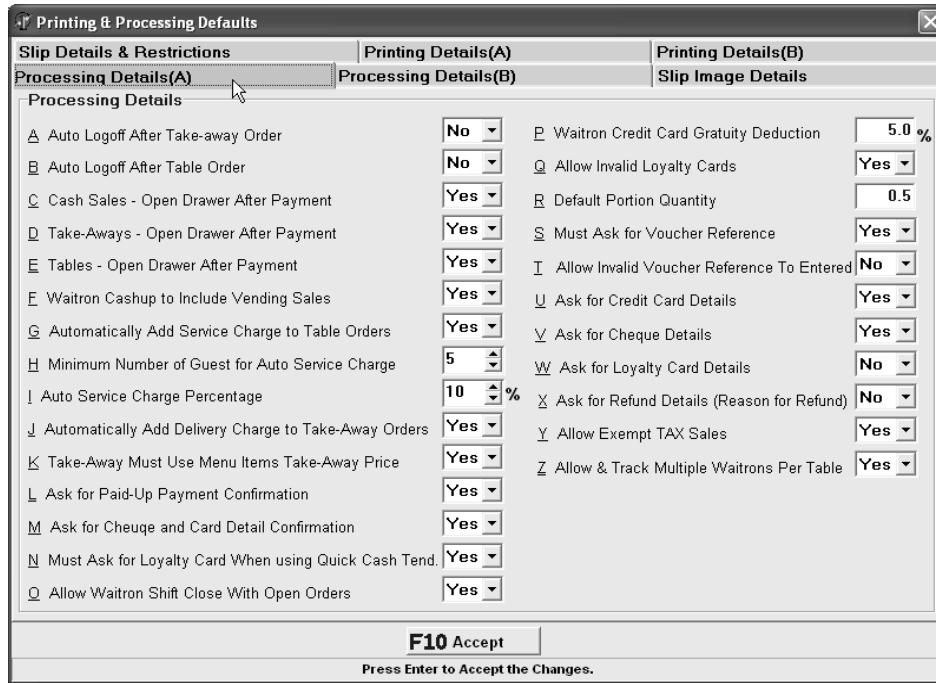


MUST PRINT MUST PRINT "GRATUITY" LINE ON PROFORMA INVOICE

If this option is switched on (YES) all the Items Sales Vat Summary Analysis will be displayed on the X-Report. The tip will print on the Proforma Invoice. Select the Print Bill option under the Table selection option.



PROCESSING DETAILS (A)



AUTO LOGOFF AFTER TAKE-AWAY ORDER

This option will logoff the user after each transaction while using Take-aways.



AUTO LOGOFF AFTER TABLE ORDER

This option will logoff the user after each transaction while using Table orders.

**CASH SALES – OPEN DRAWER AFTER PAYMENT**

This option will allow the drawer to open after a payment has been processed via Cash Sales.

TAKE-AWAYS – OPEN DRAWER AFTER PAYMENT

This option will allow the drawer to open after a payment has been processed via Take-Aways.

TABLES – OPEN DRAWER AFTER PAYMENT

This option will allow the drawer to open after a payment has been processed via Tables

WAITRON CASHUP TO INCLUDE VENDING SALES

This option will allow the user when cashing-up to include vending sales. For example if the customer give the waiter R20 to buy an item from the Vending Machine.

NOTE: The Vending Machine Stock item must be on the Menu and the Menu Item group Vending Machine must be selected.



AUTOMATICALLY ADD SERVICE CHARGE TO TABLE ORDER

This option will allow automatically add service charges to table orders.

Automatically Add Service Charge to Table Orders Yes ▾
 Minimum Number of Guest for Auto Service Charge 5 ▲ ▾
 Auto Service Charge Percentage 10 ▲ ▾ %

001 Test Company - Payments

Restaurant Name			
Table		Restaurant details	
: 00010		Covers : 8	
Description	Qty	Price	Value
PERI PERI CHICKEN L	1	17.00	17.00
SNAILS AND GARLIC C	1	15.00	15.00
GARLIC CHEESE ROLL	1	10.00	10.00
CALAMARI STARTER	1	18.00	18.00
BUFFALO WINGS	1	16.00	16.00
BLACK MUSHROOMS	1	17.00	17.00
OYSTERS	1	19.00	19.00
HRM & ASPRAGUS FLI	1	18.00	18.00
ALFREDO & SPAGHETTI	2	23.00	46.00
SEAFOOD PASTA & FET	2	30.00	60.00
SPAGHETTI BOLOGNAIS	1	23.00	23.00
VEGETERIAN BURGER	1	16.00	16.00
SEAFOOD PASTA & SPR	1	30.00	30.00
CHICKEN PASTA & FET	1	25.00	25.00
Sub-Total			330.00
Gratuity			33.00
Sub-Total			363.00

Table : 00010

SubTotal 330.00

Tip 33.00

0.00

363.00

0.00

363.00

0.00

Account

Cash

Cheque

Credit Card

Room Account

Direct Deposit

GO BACK PgDn PgUp

F4 Debtor Disc Matrix

The Gratuity will automatically be added if the service charge to Table order is switch on. **Remember** the Minimum Number of Guest and the Service charge percentage must be specified.

MINIMUM NUMBER OF GUEST FOR AUTO SERVICE CHARGE

This option will automatically add a service fee if a table has the minimum number of guest.

NOTE: The automatically add service charge to table order option and auto service charge percentage must be specified.

AUTO SERVICE CHARGE PERCENTAGE

This option will allow the automatic service charge percentage to be added to the Bill total, but only if the minimum number of guest has been obtained.

NOTE: The automatically add service charge to table order option and Minimum Number of Guest for Auto Service Charge must be specified

AUTOMATICALLY ADD DELIVERY CHARGE TO TAKE-AWAY ORDER

This option will automatically added delivery charge to take-away orders after the Route selection.

1 Delivery Details 2 Delivery Instructions

Operator 1 Supervisor

Waitron 1 Supervisor

Route

Driver Supervisor

Route Time (hours) (minutes)

Delivery Fee 0.00

Deliver Time 13:28

If the Delivery Fee is not available, it is because the Route has not been set up.

Route Details

Route Code 1

Route Destination Area SOMERSET HILL

Description SOMERSET HILL

Driver's Name JOHN

Distance 0

Required Delivery Time 12 (minutes)

Charge Value 25.00

Item Link DELIVERY

F10 Accept

Create the Rout Details under Restaurant Back office, Route Maintenance.

001 Test Company - New Phone-in Take-Away

Account # F2 SEARCH

Telephone 021 8523691

Surname GREY

Title & Initials Mr J

Contact Person James

Delivery Address 25 Ulet Street, Somerset Hill, Somerset West

Payment Details

NEW Customer 13:07:24

1 Delivery Details 2 Delivery Instructions

Operator 1 Supervisor

Waitron 1 Supervisor

Route SOMERSET HILL

Driver JOHN

Route Time 0 (hours) 12 (minutes)

Delivery Fee 25.00

Deliver Time 13:06:24 F3 SEARCH

Type of Order

F4 - Counter F5 - Collect F6 - Delivery

F10 Accept EXIT

1 Supervisor

001 Test Company - Payments

Restaurant Name

Restaurant details

Customer : James GREY, 021 8523691, 25 Ulet Street, Somerset Hill, Somerset West

Order Time : 13:28

Order Type : DELIVERY

Description	Qty	Price	
SOMERSET HILL	1	25.00	25.00
AL GRECO PIZZA REGU	1	26.00	26.00
Sub-Total			51.00

Account 0100043

Cash

SubTotal 51.00

0.00

0.00

51.00

Tendered 0.00

Still Due 51.00

Change 0.00

F2 TAX Exempt

F4 Debtor Disc Matrix

GO BACK PgDn PgUp

Tip / Gratuity

Staff Meal

No Charge

Room Account

Direct Deposit

The Delivery Route will be displayed on the receipts.

TAKE-AWAY MUST USE MENU ITEMS' TAKE-AWAY PRICE

This option will allow take-away orders to use menu take-away prices. That have been setup under the menu item, allowing individual location pricing.

The screenshot shows the 'Menu Item Edit' window with the following sections:

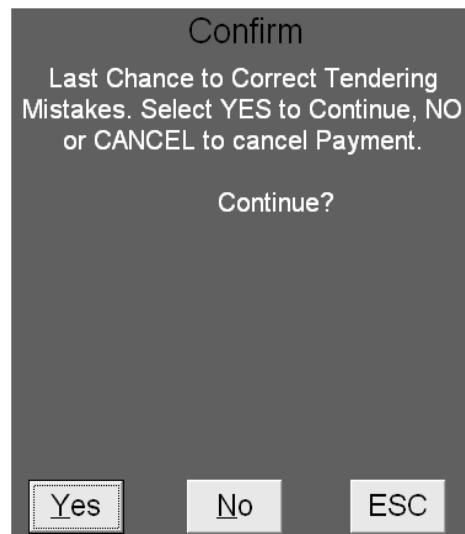
- Menu Item Pricing Details:**
 - General Pricing:
 - Cost price: 5.03
 - Retail Price: 17.00
 - Take-Away Price: 15.00
 - Alternate price: 0.00
- 001 Test Company - Take Away Orders (LOCATION: 004 Restaurant):**
 - Item ID: 0100045
 - Menu Grid:

PERI PERI CHICKEN LIVERS 15.00	CHICKEN LIVERS 17.00	SNAILS WITH GARLIC BUTTER 15.00
SNAILS GRLIC CREAM SAUCE	GOLDEN SNAILS	GARLIC ROLL
- 001 Test Company - Cash Sales (LOCATION: 004 Restaurant):**
 - Item ID: 0100056
 - Menu Grid:

PERI PERI CHICKEN LIVERS 17.00	CHICKEN LIVERS 17.00	SNAILS WITH GARLIC BUTTER 15.00
SNAILS GRLIC CREAM SAUCE 15.00	GOLDEN SNAILS 17.00	GARLIC ROLL 8.00
GARLIC CHEESE ROLL 10.00	GARLIC PITA BREAD 15.00	GARLIC & CHEESE PITA 15.00
CALAMARI 18.00	CRUMBED MUSHROOMS 19.00	MUSSELS DELIGHT 19.00
BUFFALO WINGS 16.00	HAM & ASPARAGUS FLIRT 18.00	SHRIMP COCKTAIL 18.00
BLACK MUSHROOMS 17.00	OYSTERS 19.00	

ASK FOR PAID-UP PAYMENT CONFIRMATION

This option will allow a paid-up payment confirmation.



Confirm

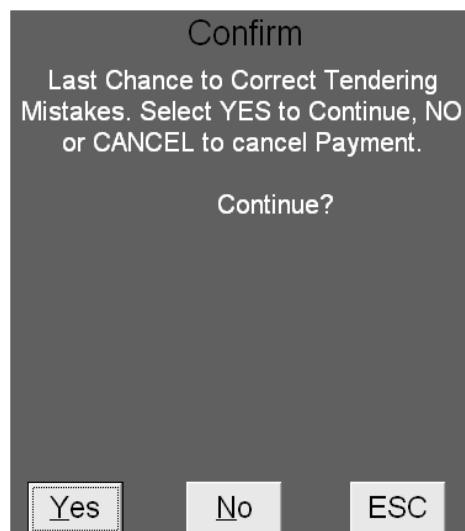
Last Chance to Correct Tendering Mistakes. Select YES to Continue, NO or CANCEL to cancel Payment.

Continue?

Yes No ESC

ASK FOR CHEQUE AND CARD DETAIL CONFIRMATION

This option will allow cheque and card detail confirmation.



Confirm

Last Chance to Correct Tendering Mistakes. Select YES to Continue, NO or CANCEL to cancel Payment.

Continue?

Yes No ESC

MUST ASK FOR LOYALTY CARD WHEN USING QUICK CASH TENDER

This option will allow asking for a loyalty card when using quick cash.

CUSTOMER Loyalty Details

Loyalty Card Number: 7896521254126

Loyalty Account: 7

Surname: GREEN MR J

Name: JACK

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

Q W E R T Y U I O P

A S D F G H J K L ;

Z X C V B N M , . ?

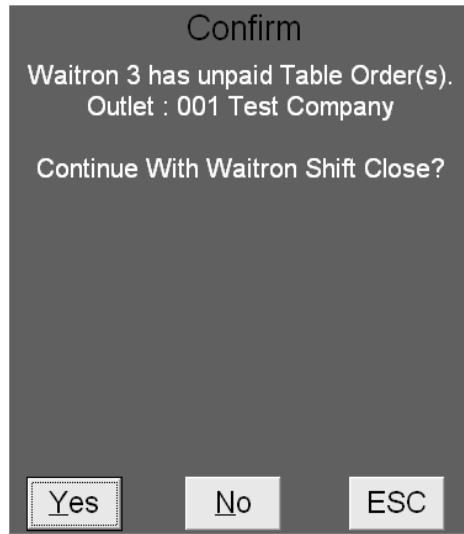
@ # * % Space - + & !

GO BACK F2 Search F10 Accept 1 Supervisor

NOTE: When this option is switched on make sure that under Back Office, Company Setup, Configure Till Defaults, Choose correct Till, Till Settings 1, N – Must ASK for Loyalty Card Details is Switched to YES.

ALLOW WAITRON SHIFT CLOSE WITH OPEN ORDERS

This option will allow the user to close a waitron shift close with open orders.



WAITRON CREDIT CARD GRATUITY DEDUCTION

This option will allow the user to process credit card gratuity deductions.

Waitron Credit Card Gratuity Deduction

- C/Card Chrg @ 5%	1	1.45
(C/Card Tips 29.00)		
+ Nett Tips	1	29.00
+ Wages	1	0.00
15.58 Hrs @ 0		
+ Waitron Payouts	1	0.00
+ Commissions	1	0.00
+ Vending Machne	1	0.00
- Allowance Overs	1	0.00
- Breakage Levy	1	0.00
	-----	-----
= Total Earnings	1	27.55
	-----	-----

ALLOW INVALID LOYALTY CARDS

This option will allow the user process invalid loyalty cards. This means that IQ Restaurant will not check for the card number but allow the card number and an external source will correlate the card numbers.

EXAMPLE: When selling food coupons that can be use at a specific restaurant change anywhere in South Africa, each branch will have the card number store, but the transaction will be allowed.



NOTE: When this option is switched on make sure that under Back Office, Company Setup, Configure Till Defaults, Choose correct Till, Till Settings 1, N – Must ASK for Loyalty Card Details is Switched to YES.

DEFAULT PORTION QUANTITY

This option will allow the user use default portion quantities

Order Item Quantity

New Value

9	8	7	6
5	4	3	2
1	0	00	.
Half Portn		Clr	BS
F10 Accept		EXIT	

R Default Portion Quantity

Click on the Half Portn button to avoid having to type 0.5.

001 Test Company - Table Orders LOCATION : 004 Restal

OUT OF AFRICA 18.00	OUT OF AFRICA & GREEK 26.00	CHEESE BURGER 19.00			Table : 00006																												
DAGWOOD BURGER 29.00	HAWIAAN BURGER 21.00	MUSHROOM BURGER 21.00			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Disc</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>SEAFOOD PASTA & SPAGHETI</td> <td>1.000</td> <td>0</td> <td>30.00</td> </tr> <tr> <td>SEAFOOD PASTA & FETTUCINI</td> <td>1.000</td> <td>0</td> <td>30.00</td> </tr> <tr> <td>SEAFOOD PASTA & FETTUCINI</td> <td>1.000</td> <td>0</td> <td>30.00</td> </tr> <tr> <td>SEAFOOD PASTA & SPAGHETI</td> <td>1.000</td> <td>0</td> <td>30.00</td> </tr> <tr style="border: 2px solid red;"> <td>SEAFOOD PASTA & SPAGHETI</td> <td>1.000</td> <td>0</td> <td>30.00</td> </tr> <tr style="border: 2px solid red;"> <td>DAGWOOD BURGER</td> <td>0.500</td> <td>0</td> <td>29.00</td> </tr> </tbody> </table>	Item	Qty	Disc	Unit Price	SEAFOOD PASTA & SPAGHETI	1.000	0	30.00	SEAFOOD PASTA & FETTUCINI	1.000	0	30.00	SEAFOOD PASTA & FETTUCINI	1.000	0	30.00	SEAFOOD PASTA & SPAGHETI	1.000	0	30.00	SEAFOOD PASTA & SPAGHETI	1.000	0	30.00	DAGWOOD BURGER	0.500	0	29.00
Item	Qty	Disc	Unit Price																														
SEAFOOD PASTA & SPAGHETI	1.000	0	30.00																														
SEAFOOD PASTA & FETTUCINI	1.000	0	30.00																														
SEAFOOD PASTA & FETTUCINI	1.000	0	30.00																														
SEAFOOD PASTA & SPAGHETI	1.000	0	30.00																														
SEAFOOD PASTA & SPAGHETI	1.000	0	30.00																														
DAGWOOD BURGER	0.500	0	29.00																														
CHICKEN BURGER 21.00					DUE 164.50																												

1 Supervisor

MUST ASK FOR VOUCHER REFERENCE

This option will ask the user for a voucher reference.

Media Tender

Tender Media = COUPON

Tender Value

TOTAL Due

TIP Value

F6 - QUICK VALUES

300	200	110	105	100
95	90	85	80	75
20	15	10	5	2
1	50c	20c	10c	5c

7	8	9
4	5	6
1	2	3
0	Clr	BS
F8 Calculate Tip		
F9 Full Amount		
F10 Accept		EXIT

1 Supervisor

VOUCHER Details

Voucher Reference

Surname

Name

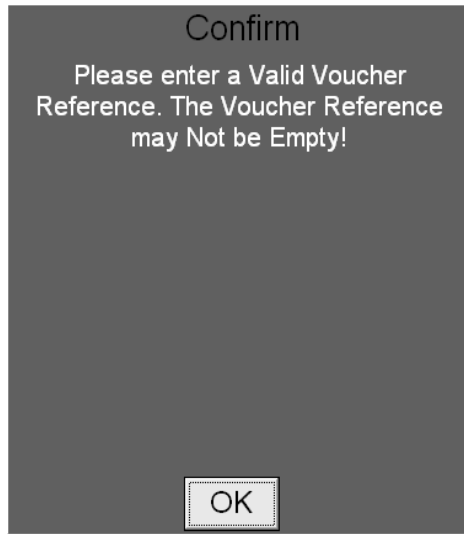
Telephone No.

1	2	3	4	5	6	7	8	9	0	Clr	BS
Q	W	E	R	T	Y	U	I	O	P		
A	S	D	F	G	H	J	K	L	:		
Z	X	C	V	B	N	M	,	.	?		
@	#	*	%	Space	-	+	&	!			

GO BACK **F10 Accept** 1 Supervisor

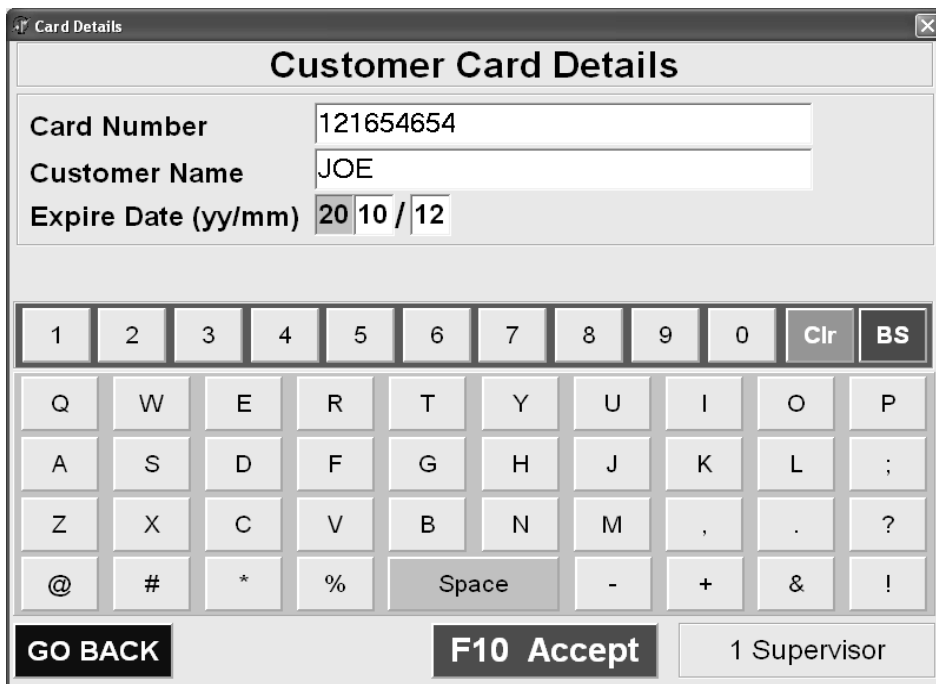
ALLOW INVALID VOUCHER REFERENCE TO ENTERED

This option will allow invalid voucher reference.



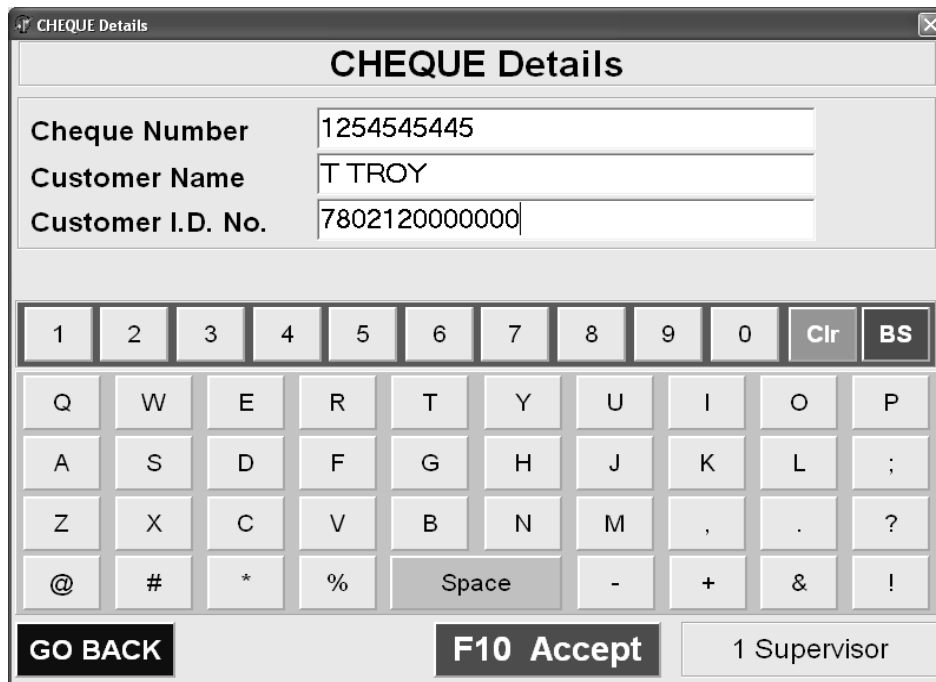
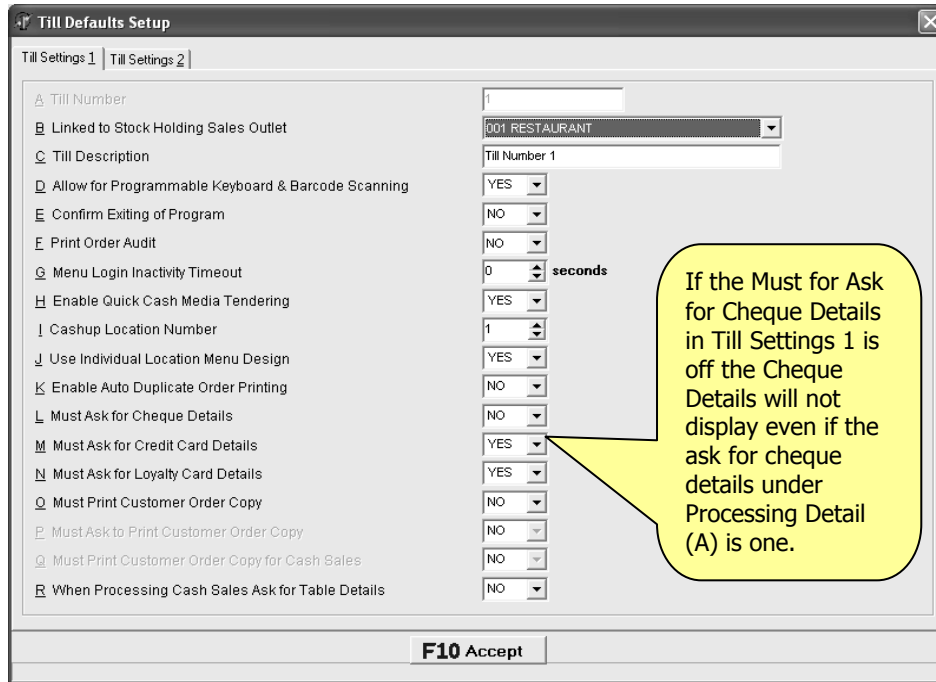
ASK FOR CREDIT CARD DETAILS

This option will ask the user for credit card details.



ASK FOR CHEQUE DETAILS

This option will ask the user for cheque details when selecting the cheque tender media in POS Sales.



ASK FOR LOYALTY CARD DETAILS

This option will ask the user for loyalty card details.

ASK FOR REFUND DETAILS (REASON FOR REFUND)

This option will ask the user for refund details before the completion of the transaction.

ALLOW EXEMPT TAX SALES

This option will allow exempt tax sales.

001 Test Company - Payments

Restaurant Name		Restaurant details	
Table : 00009		Covers : 2	
Description	Qty	Price	Value
HAWAIIAN PIZZA LARGE	1	28.95	28.95
HAWAIIAN PIZZA REGUL	1	21.93	21.93
LADIES FILLET 200g	1	34.21	34.21
GOLDEN SNAILS	1	14.91	14.91
CALAMARI STARTER	1	15.79	15.79
BUFFALO WINGS	1	14.04	14.04
GARLIC CHEESE ROLL	1	8.77	8.77
GARLIC PITA BREAD	1	13.16	13.16
Sub-Total			151.76
Gratuity			25.80
Sub-Total			177.56

Table : 00009

Account: Cash

SubTotal: 173.00

Tip: 29.41

Discount: 0.00

TOTAL: 202.41

Tendered: 0.00

Still Due: 202.41

Change: 0.00

F2 TAX Exempt

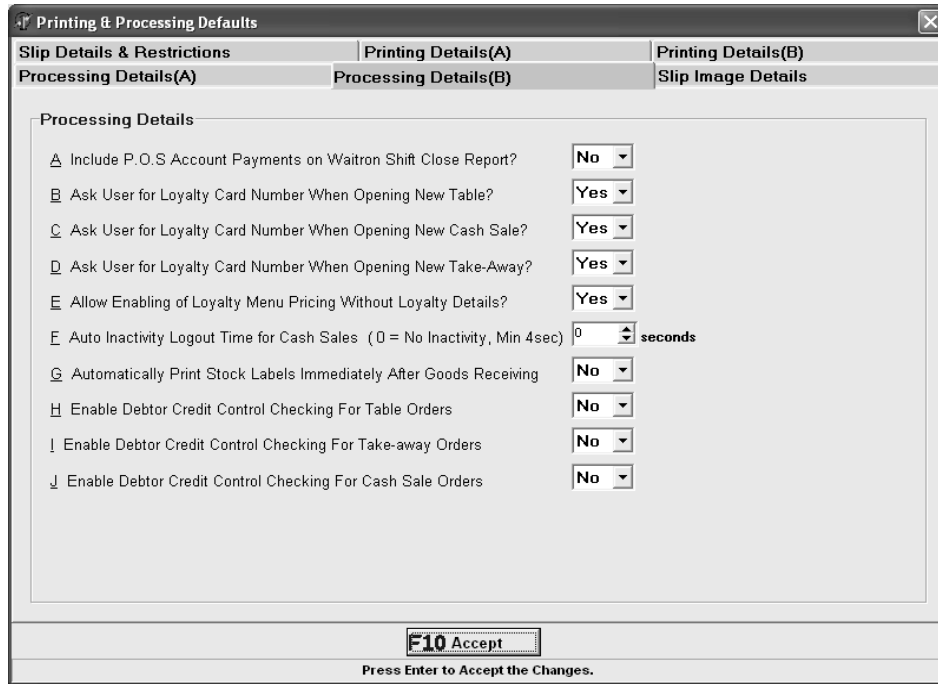
F4 Debtor Disc Matrix

ALLOW & TRACK MULTIPLE WAITRONS PER TABLE

This option will allow and track multiple waitrons per item and not per table.

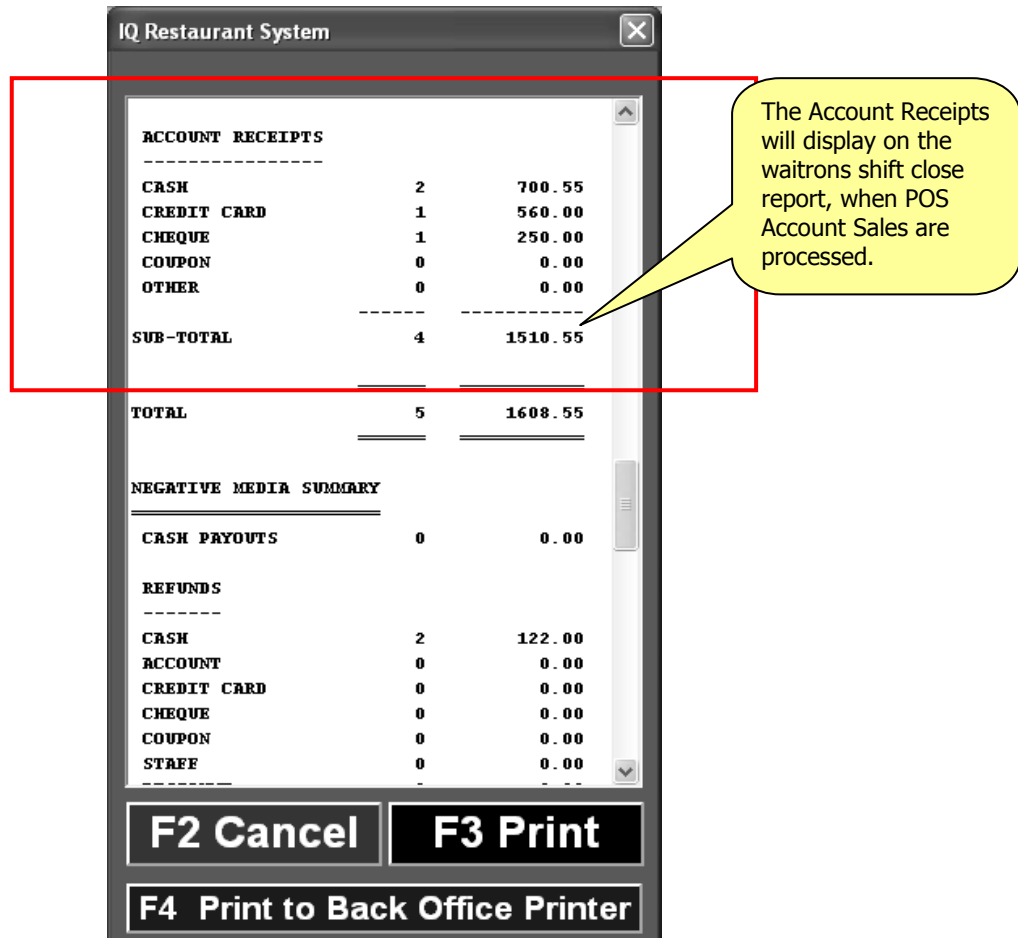
For example if Track Multiple waitrons per table is switched on waitrons will be able to help each other with items on a sale. On the Waitron Shift close the total per item for the waitrons will be displayed instead of the Total.

PROCESSING DETAILS (B)



INCLUDE P.O.S ACCOUNT PAYMENT ON WAITRON SHIFT CLOSE REPORT?

The option will include Point of Sale account payment on the waitron’s ship close report. Select Till Management under the Restaurant Point of Sale menu, Waitron shift close.



ASK USER FOR LOYALTY CARD NUMBER WHEN OPENING NEW TABLE?

The option will ask the user for the loyalty card number when opening a new table.

CUSTOMER Loyalty Details

Loyalty Card Number: 11887

Loyalty Account: 11

Surname: KNOT MR B

Name: BEN

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

Q W E R T Y U I O P

A S D F G H J K L ;

Z X C V B N M , . ?

@ # * % Space - + & !

GO BACK **F2 Search** **F10 Accept** 1 Supervisor

ASK USER FOR LOYALTY CARD NUMBER WHEN OPENING NEW CASH SALE?

The option will ask the user for the loyalty card number when opening a new cash sale.

CUSTOMER Loyalty Details

Loyalty Card Number: 6

Loyalty Account: 6

Surname: QUINTON MR R

Name: RIAAN

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

Q W E R T Y U I O P

A S D F G H J K L ;

Z X C V B N M , . ?

@ # * % Space - + & !

GO BACK **F2 Search** **F10 Accept** 1 Supervisor

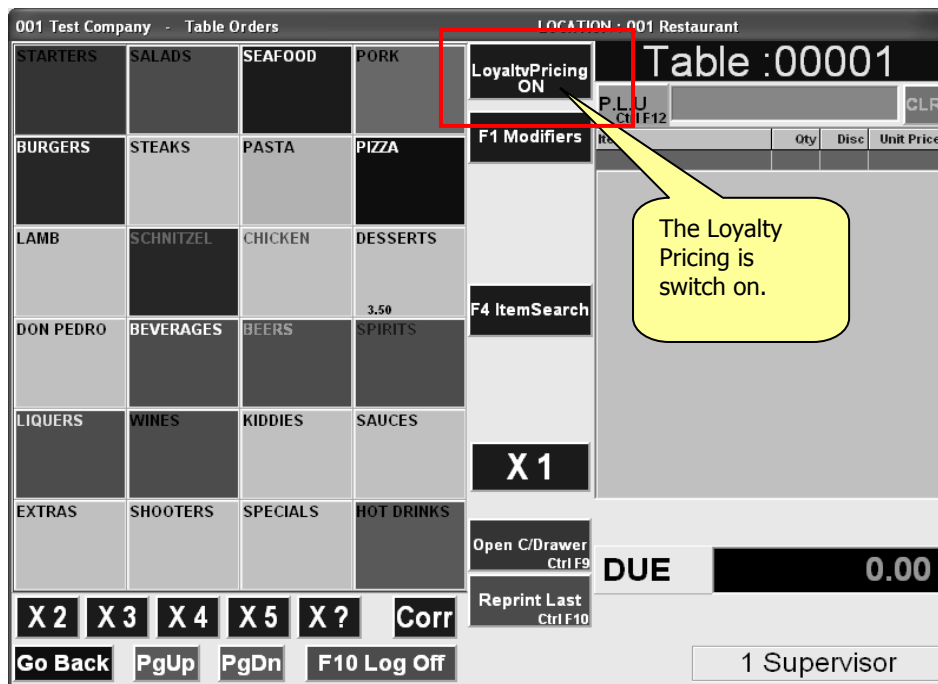
ASK USER FOR LOYALTY CARD NUMBER WHEN OPENING NEW TAKE-AWAY?

The option will ask the user for the loyalty card number when opening a new take-away.



ALLOW ENABLING OF LOYALTY MENU PRICING WITHOUT LOYALTY DETAILS?

The option will allow the loyalty card menu pricing without asking for the loyalty details.



AUTO INACTIVITY LOGOUT TIME FOR CASH SALES (0= NO INACTIVITY, MIN 4SEC)

The options will automatically logout of Cash sales if an inactive time has been specified.

IQ Restaurant P.O.S - Ver. 1.1.94 WWW.IQRETAIL.CO.ZA

User Number

Password

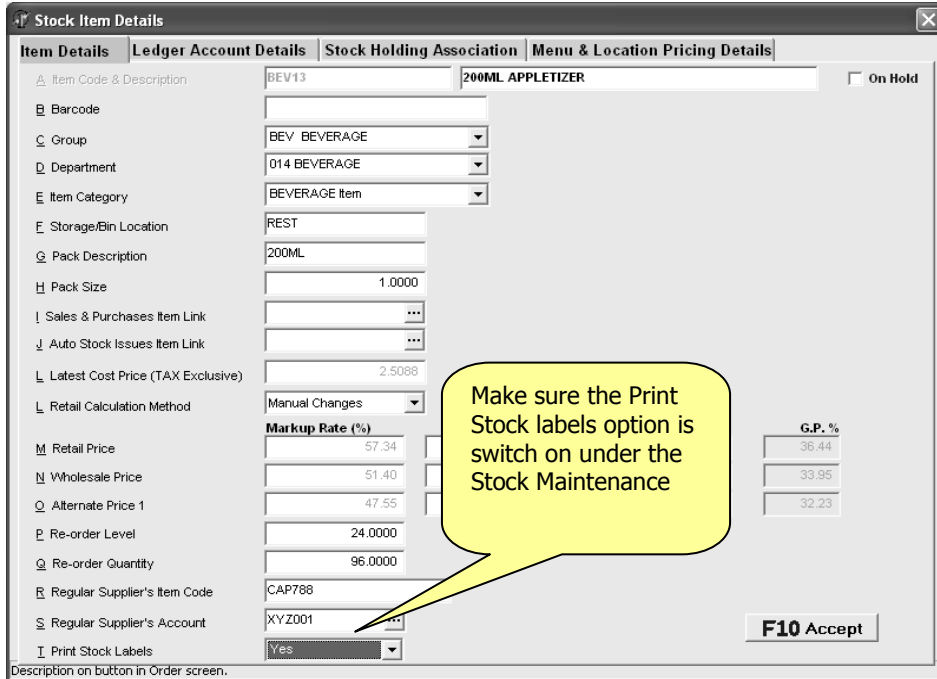
iQ
RESTAURANT
INNOVATIVE HOSPITALITY SOFTWARE

F11 CLOCK IN		
F12 CLOCK OUT		
7	8	9
4	5	6
1	2	3
0	Clr	BS
+	ACCEPT	EXIT

Enter your User Number & Password or use your Swipe Card. Software by IQRetail (Pty)Ltd (021) 8800420

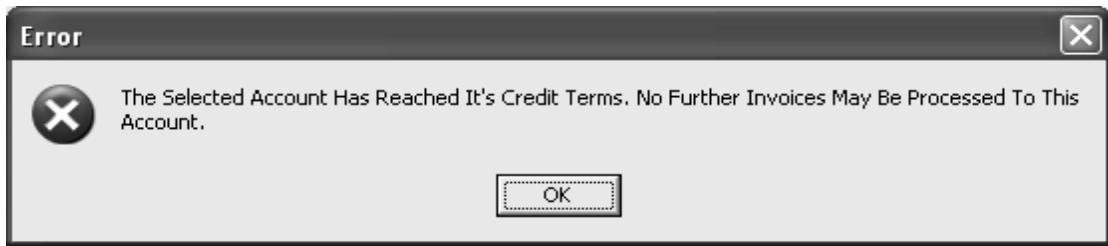
AUTOMATICALLY PRINT STOCK LABELS IMMEDIATELY AFTER GOODS RECEIVING

This option will automatically print stock label after a Goods Receive Voucher if selected but the stock item must also have Print Stock Label selected. If the user does not want to printer the labels immediately the stock labels can be printed under Stock Management Reports, Stock Labels.

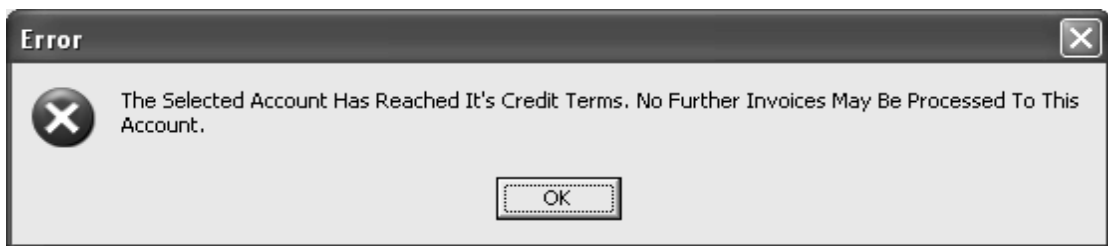


ENABLE DEBTORS CREDIT CONTROL CHECKING FOR TABLE ORDERS

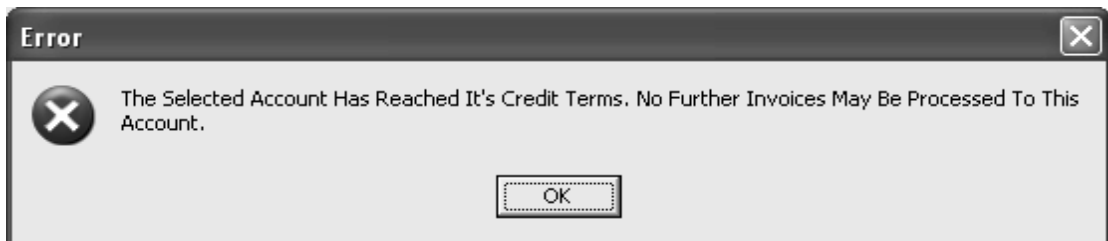
The options will automatically display a prompt if the Debtors have reached the credit limit, when doing Table Orders.

**ENABLE DEBTORS CREDIT CONTROL CHECKING FOR TAKE-AWAY ORDERS**

The options will automatically display a prompt if the Debtors have reached the credit limit, when doing Take-Away orders.

**ENABLE DEBTORS CREDIT CONTROL CHECKING FOR CASH SALE ORDERS**

The options will automatically display a prompt if the Debtors have reached the credit limit, when doing Cash Orders orders.



SLIP IMAGE DETAILS



The slip image details will allow you assign an image to the slip which will be printed at the top of the slip. Locate to your logo by clicking on the Browse button.

NOTE: Only thermal type printer is supported by the IQ Restaurant System. Not all thermal slip printers can print images. Please check with the manufacture before attempting to printer images.

POLE DISPLAY MESSAGES

Fill in the Promotional Messages in the areas supplied. The available message will be displayed on the pole display connected to the PC. There is a total of 5 messages that will be periodically displayed. Not all 5 messages are required.

A pole that has a two or three lines of 20 characters on either a LCD or LED display, which usually displays the item, the price and the sub-total, so that the customer can see what was scanned and how much to pay. The pole display may also be used to display promotional messages between sales, so that customers are made aware of any specials.

NOTE: Should the pole display not cater for 20 character display line, the message entered may not exceed the total amount of characters allowed for the display.



FOREIGN CURRENCY SETUP

The system caters for Foreign Currency payment form Cash Sales, Tables and Take-aways.

Foreign Currency Setup

iq
RESTAURANT
PROGRESSIVE POS SYSTEMS

Number	Description	Abbreviation	Date Last Changed	Exchange Rate
1	Local Currency	LOCL	09/10/2009	1.000
2	Dollar	DOL	29/10/2009	7.900
3	Pound	POU	29/10/2009	12.940
4	Euro	EU	02/11/2009	11.680

F3 Add F5 Delete F6 Preview F8 Print
F4 Edit F7 Design

Transactions can be processed in a foreign currency depending on the exchange rate as entered here. These foreign currency rates should be monitored daily and changed if necessary.

Please monitor these rates on a daily basis to ensure accurate transaction processing when receiving foreign currency payments.

FOREIGN CURRENCY SELECTION DETAILS

ADDING FOREIGN CURRENCY

There is no limit to the number of Foreign Currency Entries.

Click Add to a new currency

Add the following information to add a new foreign currency

A – Number, B - Abbreviation Code, C - Description, D - Exchange Rate.

The screenshot shows a 'Currency Details' window with the following fields:

- A** Number: 2
- B** Abbreviation Code: DOL
- C** Description: Dollar
- D** Exchange Rate: 7.900
- E** Currency Image: Image Details section containing a dollar sign icon and 'Load' and 'Clear' buttons.

An **F10 Accept** button is located at the bottom of the window.

NOTE: In order for foreign currency to be made available an additional option must be enabled. Select Yes under Restaurant Back office, company setup, Company & Default settings, Trading Defaults.

The screenshot shows the 'Company Default Details' window with the following settings:

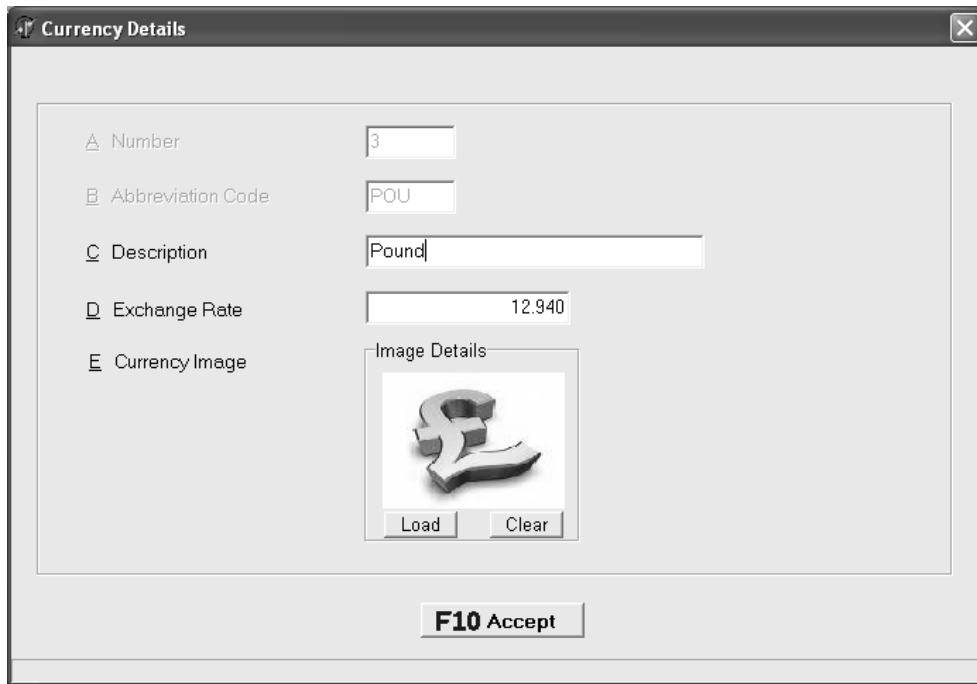
- A** Trading Starts On?: Monday
- B** Trading Hours are?: 06:30 TO 05:30
- C** Current Trading Date: 02/11/2009
- D** Keep Trading Date in Sync with Computer Date?: NO
- E** Foreign Currency Enabled: YES (highlighted with a red box)
- F** Prompt for Voucher Tender Referen: NO
- G** Allow Invalid Voucher Tender Referen: YES

A yellow callout bubble points to the 'Foreign Currency Enabled' option with the text: "If foreign currency is not enabled the foreign currency setup will not be available."

An **F10 Accept** button is located at the bottom of the window.

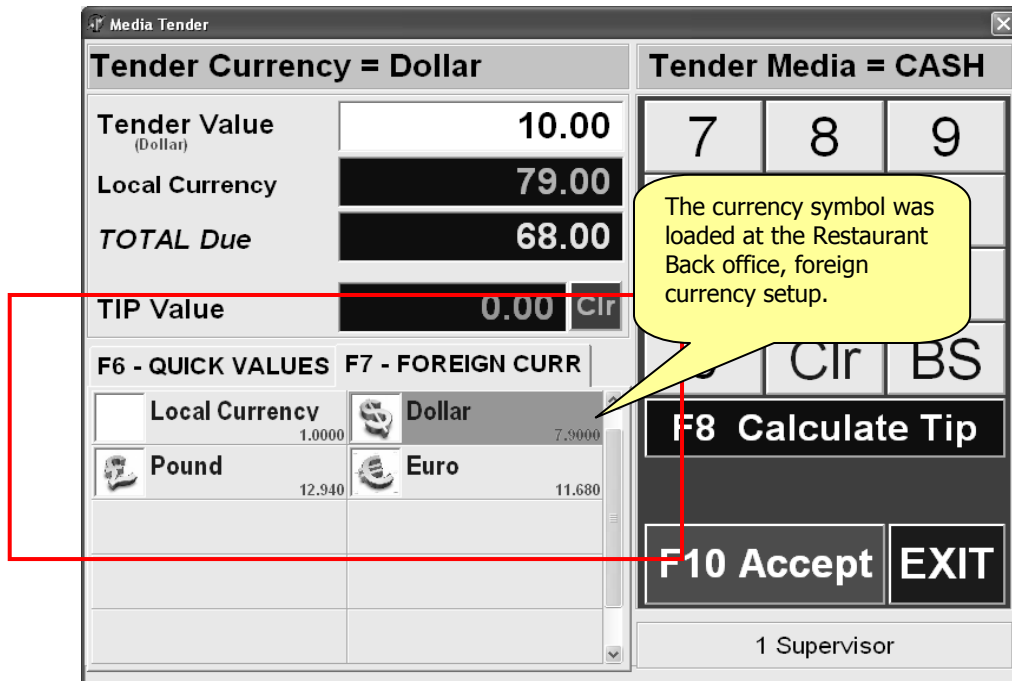
CURRENCY IMAGE

A currency image can be added by selecting the load button and browsing for the image. Once the image's been selected it can be selected at the payment media tender.



Once the image is selected the user can use the image at the Payment Media Tender. This option will help with finding the foreign currency quicker while doing the sale.

NOTE: The foreign currency option will only be available when using the Cash media tender.



FOREIGN CURRENCY CASHUP SAMPLE

After receiving a foreign currency the Cashup will include the Values for the specific currency. Each currency will be specified separately.

CASHUP SEQUENCE First Cashup Selected Cashup Location : 1

N.O.T.E.S			FOREIGN CURRENCY		
Denomination	Count	Value	Currency	Value Counted	Value
1,000	0	0.00	Dollar	50.00	49.00
500	0	0.00	Pound	24.00	24.00
200	0	0.00	Euro	100.00	99.90
100	8	800.00	Not Setup	0.00	0.00
50	0	0.00	Not Setup	0.00	0.00
20	0	0.00	Not Setup	0.00	0.00
10	1	10.00	Not Setup	0.00	0.00
Total Notes		810.00	Not Setup	0.00	0.00
Total Coins		5.73	Not Setup	0.00	0.00
C.O.I.N.S			Credit Cards		200.00
5	1	5.00	Cheques		100.00
2	0	0.00	Coupons		0.00
1	0	0.00	Other		0.00
50c	1	0.50	Direct Deposits / Bank Transfer		0.00
20c	1	0.20	Float		0.00
10c	0	0.00	FIRST Cashup Total 1115.73		
5c	0	0.00	SECOND Cashup Total 0.00		
2c	1	0.02	Local Currency Equivalent Total 1873.56		
1c	1	0.01	X BANKABLE 1115.73		
Total Coins		5.73	0.00		
TOTAL		815.73			

Shift Number: 16
Time Printed: []
Closed By: []
Reopened By: []

7 8 9
4 5 6
1 2 3
0 Clr BS
F8 Close F9 Re-Open
1 Supervisor

Up Down F2 Print F10 Accept EXIT

AMENDING FOREIGN CURRENCY DETAILS

To edit a foreign currency the following procedures should be followed; select IQ Restaurant Back office, Company setup and the foreign currency option. Select the appropriate client from the list being displayed followed by the edit button being selected.

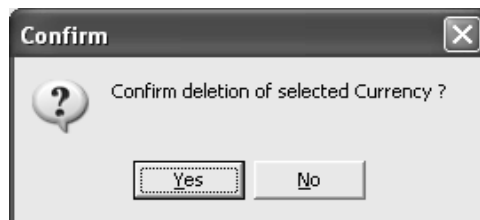
Most of the foreign currency details may be altered but certain fields cannot be accessed or changed.

A foreign currency account number and abbreviation code CANNOT be changed.

DELETING FOREIGN CURRENCY

In order to delete a foreign currency the following procedures should be followed. Select the foreign currency setup from the Restaurant back office. Select the appropriate currency from the list being displayed followed by the delete button.

When deleting the account the system will ask for confirmation before deleting the account. If you are sure that the currency must be removed select the YES option.



DEBTORS



CHAPTER 4

DEBTORS

WHAT IS A DEBTOR?

An individual or organization to which you have supplied goods or services on credit is called a debtor. Debtors usually occur as a result of credit sales, i.e. customers purchasing on account. Debtors are classified as current assets in the ledger as the amounts owing are usually paid during the course of the current trading year.

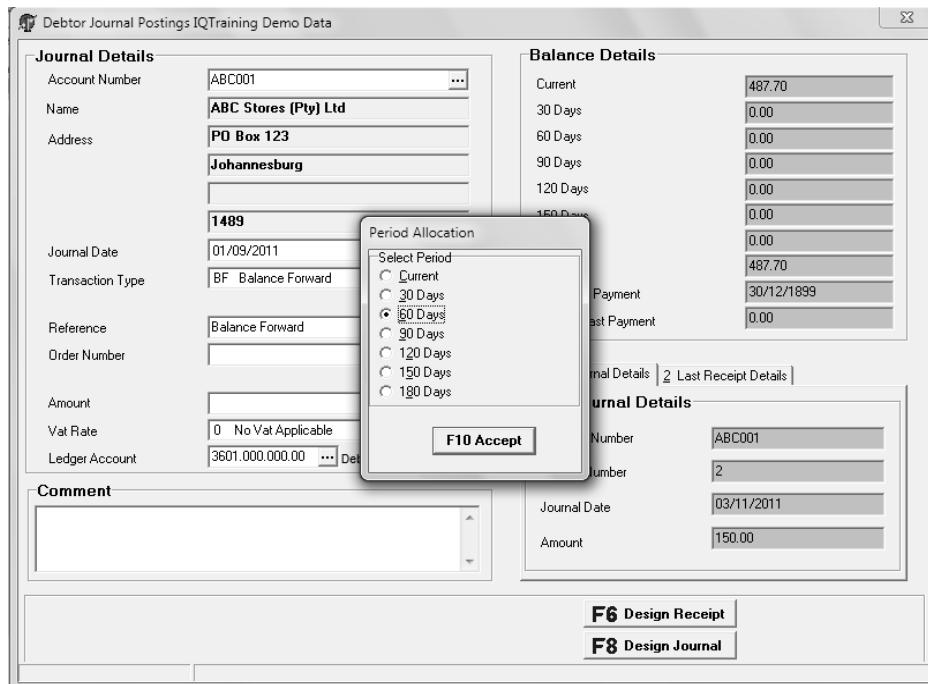
To set up your debtors system, follow the steps as outlined on the next few pages

IMPORTANT NOTES

ENTERING OPENING BALANCES

NOTE: Opening balances are NOT entered under debtors, Debtors Maintenance.

To enter the opening balances, select the Debtor journal processing option. When entering opening balances use the balance brought forward code (BF). The brought forward code will allow you to age (e.g. allocate values to 30 days, 60 days, etc.) the amount, once the entry has been accepted. Note that you may only age one amount at a time.



EXAMPLE: If a customer had an outstanding balance of R100.00 of which R70.00 was in 30 days and R30.00 in 60 days, then two balance brought forward transaction entries would have to be entered. The date that should be used should be the 1st of the month for the relevant age. I.e. the 30 days transaction date would be the 1st of the previous month and the 60 days transaction date will be the 1st of month for two months prior to the current month.

The screenshot shows a window titled "Edit Posting Types" with a sub-section "Posting Type Details". The details are as follows:

Transaction Code	BF
Description	Balance Forward
Relates to Code	JD - Journal Debit
Tax Rate	0 No Vat Applicable
Ledger Account	3601.000.000.00 Debtors Clearing Account

At the bottom of the window is a button labeled "F10 Accept".

NOTE: The Brought Forward posting type must have the letters "BF" as the short code (see Posting Types) otherwise the system will not allow it to be aged. Another important bit of information is the date of the transaction has absolutely no affect on the age of transaction, therefore it's important to use the "BF" code when capturing opening balances. This is the only posting type that allows you indicate the age of the transaction that is being posted.

ENTERING NEGATIVE (CREDIT) BALANCES

Credit balances must be entered using the JOCK (Journal credit) transaction code.

ALLOCATING OPENING BALANCES TO THE LEDGER

Opening balances should be allocated to the **debtors clearing** account in the general ledger.

When posting these opening balances the accounts that are affected in the ledger will be the debtor's control (debit) and the debtors clearing account (credit). This should then be cleared when the opening trial balance is entered in the general ledger, i.e. Post the debtors control total as per the trial balance to the debtors clearing account when entering the opening trial balance.

DEBTORS POSTINGS TO THE GENERAL LEDGER

When using the debtor's module, all entries will be posted by default to the Debtors Control Account in the general ledger. Contra entries may be allocated to any ledger account. The most common default contra postings may be set under debtors Posting Types.

POSTING STOCK INVOICES

Should the invoice / credit note involve stock items or service items (e.g. Labour, services rendered, etc?) Or where tax invoices / credit notes are to be printed then precede to the Debtors Invoicing / Debtors Credit notes, under the Stock menu.

POSTING PAYMENTS

VIA DEBTORS JOURNAL PROCESSING

When posting payments via the debtor's journal processing option all payments are posted to the ledger cash control account called Cash On Hand, but a different account can be chosen. This account, at the end of the day will hold the total deposits made for that day (assuming that deposits are made daily). Once all receipts have been put through then precede the Cashbook Postings option under Ledger and post a deposit entry for the amount of the total amount received.

NOTE: When posting the general ledger cashbook, allocate all debtor deposits to the same Cash on Hand account. At the end of each deposit the Cash on Hand account balance should be zero.

That is why all receipting should preferably be done under Debtor Postings so that all moneys received are posted to one central ledger account (Cash On Hand) which is cleared when the actual deposit is made in the Cash Book, debit, Bank, credit, Cash On Hand. These deposits made on the computer are directly related to the amount of times you deposit funds at the bank, e.g. if you make two deposits in one day then two cash book deposits must be entered for those separate deposit book amounts.

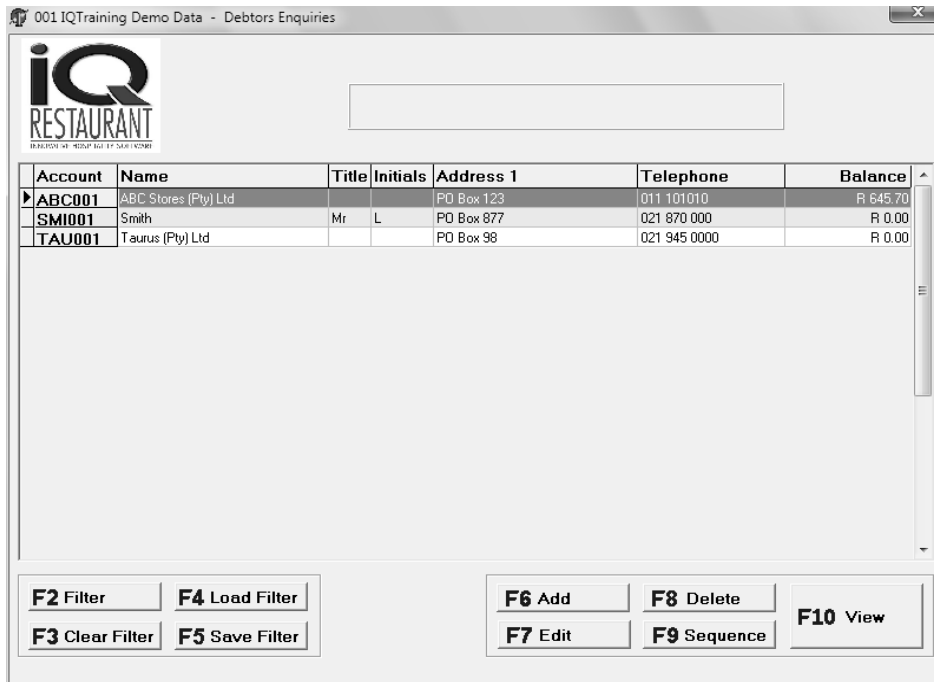
EXAMPLE: Client 'A' pays R100.00 cash & client 'B' pays R200.00 cheque. The first step is to post these receipts under Debtor Postings using the payment code ('PM'). These receipts amounts will automatically be posted to the cash on hand account. At this time you have written these two amounts in the deposit book and the value comes to R300.00. Now that this is done, proceed to the bank as per normal and deposit the R300.00. The bank accepts the deposit as one amount (R300.00). After doing the manual deposit the same must be applied to the computer system. This is achieved by doing a deposit for R300.00 via the cashbook option, making the contra account the cash on hand account. Once this has been done the cash on hand account will be cleared.

DEBTORS MAINTENANCE

Select the Debtor Maintenance option from the debtors menu followed by the add option to add a new debtor, edit to amend, or delete to delete an existing account.



Select Maintenance and click Add



CAPTURING DEBTOR DETAILS

ACCOUNT NUMBERS

This unique account identifier consists of up to 9 alpha-numeric characters. Duplicate account numbers will not be permitted. Account numbers can automatically be generated, for example, if the first three digits of the account for ABC Stores (Pty) Ltd are entered as "ABC", the suffix "001" will automatically be added. The account number will thus be ABC001. If there is an existing account starting with ABC, 002 will be added. This number cannot be changed after it has been assigned to an account, so please take care when entering these account numbers.

The screenshot shows a 'Debtor Amendments' window with the following data:

A Account	ABC001	B Name	ABC Stores (Pty) Ltd	C Title		D Initials	
E Area	CPT	E Contact	Fred James	G On Hold	No		
H Postal Address				I Delivery Address			
PO Box 123				23 Olifant Road			
Johannesburg				Johannesburg			
1489				1489			
J Telephone 1	011 101010	S Terms	30 Days				
K Telephone 2	011 101011	I Credit Limit	400.00				
L Fax No.	011 101012	U Settlement Discount %	0.00				
M Cell No.	084 000 0000	Y Language	English				
N E-Mail Address	abc@somewhere.co.za	W Group Type					
O Bank	S&S	X Invoice Discount %	5.00				
P Bank Account	4545445	Y Sell Price	Retail Price				
Q Tax (VAT) no	454654465						
R Status	N						

F10 Accept
Enter the credit limit

NAME

Enter the company name or the surname if the debtor is an individual.

TITLE / INITIALS

ONLY enter if the customer is an individual. This is NOT the contact persons initials and title.

NOTE: If the customer is a company, initials and title should NOT be entered. Otherwise the statement print will be affected (i.e. initials and title will be printed with the company name on the customers statement).

AREA

Not to be confused with the postal code. This field is used for report analysis should you require customer reports by area.

EXAMPLE: Let's say that you would like to have sales reports for certain areas, Durban, Cape Town, etc. printed out each month. To do so you would enter the abbreviated format, e.g. DURB, CAPT, etc. In the area field so when printing a report you can either have it printed for a certain area, or area's or, even sorted on these areas.

HINT: This field need not be used as an area entry field but may be a field that you require to group certain debtors, e.g. Wholesalers (WHOL), retailers (RETL), etc.

CONTACT

Enter the name of the person that maybe contacted in the case of queries relating to this account.

ON HOLD

If the debtor is placed on hold, a warning will be issued when processing any debits to the account. It does not however prevent the processing of debits from the Debtor Postings option.

POSTAL ADDRESS

Use the four input fields for the postal address, where the fourth field being used for the postal code. These address fields will appear on invoices and statements as entered here.

DELIVERY ADDRESS

Use the four input fields for the delivery address, where the fourth field being used for the postal code. These address fields will appear on invoices as entered here, but may be altered at the time of invoicing.

TELEPHONE / FAX / BANK ACCOUNT NUMBERS

Enter relevant customer details for these fields. Otherwise leave blank.

NOTE: These fields may be used to store information other than what is actually asked for.

E-MAIL ADDRESS

Enter the clients e-mail address if one is available. If the e-mail address is entered the system will allow you to directly e-mail the client, various reports, invoices or orders, if available on your system.

NOTE: The format of the e-mail address should be as follows:
e.g. someone@somewhere.co.za. (lowercase)

TAX (VAT) NO

Enter the Debtors Tax/ Vat number.

STATUS

You may assign a single character status to each debtor.

EXAMPLE: S for slow payer or H for handed over. These status codes are a means of grouping or separating some clients from others.

Reports throughout the debtors system have the facility of entering multiple include or exclude status codes.

TERMS

Select the appropriate number of day's credit that you are prepared to extend to this customer. Valid entries for this field are, C.O.D, 30, 60, 90, 120, 150 & 180 days. Terms will be checked during transaction processing and invoicing, and most reports may be printed with terms as a selection criteria, e.g. Print all accounts over 60 days.

CREDIT LIMIT

Enter credit limit, if applicable. Otherwise leave blank. If the limit is greater than zero (0) the account will be checked during transaction processing and invoicing, and most reports may be printed with terms or credit limit as a selection criteria, checking if any client has exceeded their limit or terms. Depending on the level of credit control the system may differ from a warning to a complete suspension of the account if the limit or terms has been exceeded.

SETTLEMENT DISCOUNT %

The discount % is a settlement discount which may be printed on statements at month end. Normally a message like "settlement discount of 15% R150.00 may be deducted if settled by 25-MAY-1997", would appear on the statement layout.

NOTE: The settlement discount amount will not automatically be posted to the clients account. A manual entry done via the Debtors Postings option, using the "DS" posting type code will have entered.

LANGUAGE

Messages may be printed on statements in one of 2 different languages. This option comes into use when printing statements. The statements printing option has the facility of having messages defined per age (e.g. Current message, 30 days message, etc.) and per language (English and Afrikaans). Please note messages will be printed according to the oldest aged balance of the account.

EXAMPLE: When a statement is printed for a client that has been set to English and has balances in 30 days, 60 days & 90 days the system will then print the English message for 90 days.

GROUP TYPE

This system supports two types of accounts, namely Branch / Warehouse Account or Staff Account. Use the cursor keys to select the appropriate option.

INVOICE DISCOUNT %

This is the percentage discount the debtor will get on all invoices. This will automatically be given on the invoice when invoicing to this debtor.

SELLING PRICE METHOD

Indicate whether the debtor receives goods at the retail, wholesale, or specially reserved alternate price (3 alternate prices). These prices are directly linked to stock selling prices. When goods are sold to the client the appropriate selling price will be used/appear.

When amendments are completed select the accept option and this debtor will be added to the list of debtors held by the system. Press Escape to cancel all input at any time.

AMENDING DEBTOR DETAILS

To edit a debtor the following procedures should be followed; select Debtors Maintenance option from the debtors menu. Select the appropriate client from the list being displayed followed by the edit button being selected.

Most of the customers details may be altered but certain fields cannot be accessed or changed.

A customer account number CANNOT be changed.

DELETING A DEBTOR

In order to delete a debtor the following procedures should be followed. Select the Account Maintenance option from the debtors menu. Select the appropriate client from the list being displayed followed by the delete button.

When deleting the account the system will ask for confirmation before deleting the account. If you are sure that the debtor must be removed select the YES option.

NOTE: The postings (invoice, payments, journal credits) that have been posted to the various ledger accounts and stock items will not be removed from the system or affect any balances whatsoever.

A debtor CANNOT be removed from the system if there is a balance on the account, or has transactions.

JOURNAL PROCESSING

IMPORTANT NOTES

WHAT HAPPENS TO A TRANSACTION?

Transactions processed under this option are real-time i.e. instantly updated, and not in batch form. However on each occasion that you perform postings a separate transaction audit trail is created, i.e. postings processed while in the Journal processing option will have its own audit trail number.

Any transaction done under postings will always automatically be posted to the general ledger that the debtors system integrates to (see Set Debtors Defaults). The ledger accounts that will be involved will always be the Debtors Control account and the contra account will be that of the posting type being used at the time of the posting.



Debtor Posting Types - IQTraining Demo Data

Posting Types

Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount
BF	Balance Forward	JD	D	3601.000.000.00	1	R 158.00
CN	Credit Note	CN	C	2001.000.000.00	0	R 0.00
DS	Discount	DS	C	1280.000.000.00	0	R 0.00
IN	Invoice	IN	D	2001.000.000.00	0	R 0.00
IT	Interest Charge	IT	D	2500.000.000.00	0	R 0.00
JC	Journal Credit	JC	C	3601.000.000.00	0	R 0.00
JD	Journal Debit	JD	D	3601.000.000.00	0	R 0.00
PM	Payment	PM	C	3700.000.000.00	0	R 0.00
RF	Refund	RF	D	3700.000.000.00	0	R 0.00

F3 Add F4 Edit F5 Delete F7 Design F10 Print

Record 1 of 9 Use arrow keys to move, or start typing the desired transaction type

Should the posting type be a credit (e.g. JC, PM, DS, etc.) the debtors control will be credited and the ledger account linked to the posting type will be debited and vice versa.

POSTING TO "OPEN ITEM" ACCOUNTS

All Debtors in IQ Restaurant will use the "Open Item" account Type". When posting a credit, the program will request you to allocate the payment to either the oldest invoice(s) or manually to a displayed list of unpaid debits. All the debits for that customer will be displayed with original amounts, the balance outstanding, indicating paid, part-paid and fully paid.

POSTINGS THAT INVOLVE STOCK ITEMS

Invoice / credit note documents being printed on pre-printed stationery or transactions where stock items are involved, must be processed from within the Stock module and not in debtors.

CORRECTING A TYPING ERROR

To correct an error while entering a transaction click the left mouse button on the appropriate field or use Shift & Tab to go back one field at a time. Once the transaction has been accepted you cannot go back and alter the transaction information in this manner.

NOTE: If the incorrect information is entered, except the amount, it can be corrected by selecting the edit button under the Debtors Enquiries option.

ENTERING THE JOURNAL PROCESSING TRANSACTIONS

SELECTING THE ACCOUNT NUMBER

To locate the appropriate client, one can either type in the account number or the company name, or use the vertical scroll bar. If the clients account number is not known toggle the sequence option to that of the Name, to search by the company's name. The search will immediately advance character for character as the name or account is being typed in.

NOTE: To figure out in which sequence the debtors are shown look at the first column. If the first column reflects the account number the sequence is in account number sequence. However, if the Name is the first column the order of the debtor accounts are then according to name of the debtor.

The screenshot displays the 'Debtor Journal Postings' window for 'IQTraining Demo Data'. It is divided into several sections:

- Journal Details:**
 - Account Number: ABC001
 - Name: ABC Stores (Pty) Ltd
 - Address: PO Box 123, Johannesburg, 1489
 - Journal Date: 15/11/2011
 - Transaction Type: DS Discount
 - Reference: Discount
 - Order Number: (empty)
 - Amount: 5.70
 - Vat Rate: 1 Normal Vat
 - Ledger Account: 1280.000.000.00 Discount Allowed
- Balance Details:**

Current	487.70
30 Days	0.00
60 Days	158.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00
Total	645.70
Date Last Payment	30/12/1899
Amount Last Payment	0.00
- Last Journal Details:**
 - Account Number: ABC001
 - Journal Number: 3
 - Journal Date: 01/09/2011
 - Amount: 158.00

At the bottom, there are three buttons: **F6 Design Receipt**, **F8 Design Journal**, and **F10 Process**.

When the client has been found select the OK option.

JOURNAL DATE

Enter the transaction date in the format DD/MM/YYYY. This date does not determine the ageing month, only the general ledger month into which the transaction is posted. For aging purposes debits are current and credits have a separate ageing function. The general ledger month is determined by the month number entered when entering the transaction processing option (confirm integration dialogue).

TRANSACTION TYPE

In order for the transaction to be completed one must select or enter the appropriate posting type (IN, JC, JD, PM, etc) code from the list provided (use the ALT & Down arrow, or the mouse to access the available posting types). These codes can be amended, deleted and new ones added under Posting Types on the debtors menu. On accepting the code, the ledger account, VAT rate and representative for which this code has been setup to default to, will be displayed.

REFERENCE

Enter the reference number for this transaction (e.g. a cheque number, invoice number, etc.). The reference field may NOT be blank. The reference field will automatic increment if the previous reference was a value. E.g. If 1234 was entered in the previous line (for the same client only) the next line will automatically have a reference of 1235.

ORDER NUMBER

Enter the order number (alphanumeric) associated with this transaction or another referencing entry, otherwise leave blank.

AMOUNT (INCLUDE VAT)

Enter the total transaction amount, including VAT. This amount will be posted to debtor account as well as the debtors control account in the ledger.

NOTE: Negative values are not allowed and are not a means to correct a previous transaction entry. The appropriate posting code must be used for this.

VAT RATE

If the posting type selected has been setup to prompt for a VAT rate, a VAT rate may be entered or left as is. The VAT amount will be displayed to the right of the tax rate field, depending on the VAT rate percentage (14%, 0%, etc), see VAT setup under company details. Select the search option for this field to search for the correct VAT rate in the VAT rate table.

NOTE: Do not enter a VAT rate of 0, unless this is for a payment. To have a transaction displayed on the VAT report, even if the VAT amount is zero, always enter a VAT rate (1 - 9).

LEDGER ACCOUNT

If the ledger account that appears is incorrect select the search facility to choose the correct account, otherwise leave as is to accept the default account.

NOTE: Any posting done through debtors will always go to the debtors control account and the contra ledger account will be the account number linked to posting type, specified under transaction types. Creditors control account will be used when posting via creditor postings.

COMPLETING THE TRANSACTION

After entering the ledger allocation account number, select the accept option f10 process the entry or press Escape (ESC) to cancel. On accepting, this transaction line will immediately be posted to the debtor and general ledger. Choose the payment method.

INFORMATION UPDATED

On the main transaction screen, the total amount due by the customer will be updated by the transaction entered and totals outstanding and other relevant information fields adjusted, e.g. over terms, credit limit, balance of unallocated credits etc.

NOTE: Any credits left unallocated for that debtor will be reflected on the posting and any debtors search screen with a [*].

OPEN ITEM ALLOCATIONS / CREDIT POSTINGS

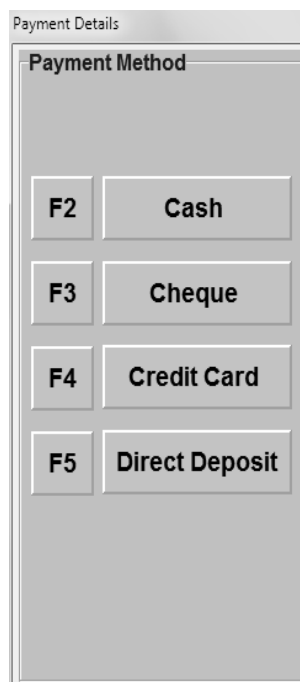
If the entry was a credit entry the system will proceed to allocations screen. After allocating credits select the accept button. If no credits were allocated to any outstanding entries and the cancel or accept option was selected then that amount left unallocated will stay there until allocated to a particular entry or entries, which may be done at anytime.

At this point there will be no further opportunity to accept the final transaction and the cursor will proceed directly to the next line entry. If finished processing transactions to this debtor select the cancel option and the cursor will return to the debtors search screen.

When posting a credit to an open item debtor, the program will request you to allocate the payment to either the oldest invoice(s) (automatically) or manually to a displayed list of unpaid debits. All the debits for that customer will be displayed with original amounts, the balance outstanding, and an indicator on the right hand side of the screen, indicating paid, part-paid and fully paid.

The full amount of the credit does not have to be allocated. The value of any credits left unallocated will be highlighted beneath the word terms on the bottom of the main debtors posting screen next to the word "unallocated".

Click on No to Allocation specific credit posting.



The image shows a software window titled "Payment Details". Inside the window, there is a section labeled "Payment Method". Below this label, there are four rows of buttons. Each row consists of a small button on the left containing a function key (F2, F3, F4, F5) and a larger button on the right containing the payment method name (Cash, Cheque, Credit Card, Direct Deposit).

Payment Method	
F2	Cash
F3	Cheque
F4	Credit Card
F5	Direct Deposit

Credit Allocations

Account Details
Account No. ABC001
Name ABC Stores (Pty) Ltd

Transaction Part Allocation Details
Available for Allocation 100
Outstanding Amount 129.2
Allocate how much 100.00

Available Allocation Amount
Amount to Allocate -100.00

Transactions to Allocate

Date	Code	Reference	Order Number	Sale No.	Age	D/C	Amount	Due
01/09/2011	BF	Balance Forward			0 60 Days	D	R 158.00	R 158.00
10/10/2011	IN	Sale[1-2] - 00001			2 Current	D	R 108.00	R 108.00
03/11/2011	IN	Sale[1-12] - 0100001			12 Current	D	R 35.00	R 35.00
15/11/2011	IN	Sale[1-26] - 00003			26 Current	D	R 76.00	R 76.00
15/11/2011	IN	Sale[1-27] - 00001			27 Current	D	R 139.50	R 139.50
15/11/2011	IN	Sale[1-28] - 00002			28 Current	D	R 129.20	R 129.20
15/11/2011	PM	Payment	RECPT # 2		0 Current	C	R 100.00	R 100.00

Selections
F3 Part Allocate **F4 Allocate Oldest** **F5 Unallocate All** **F6 Unallocate** **F10 Exit**

Record 6 of 7 Press Space or double click to Allocate/Unallocate entries

ALLOCATING / UNALLOCATING CREDITS

To allocate or re-allocated existing credits, activate the allocate button. A screen with all existing credits will appear. Under normal circumstances when posting any debit posting type to a creditors account the system will automatically ask whether that debit amount currently being posted should automatically be allocated to the outstanding credit transactions or if the operator wishes to allocate to the debit amount manually to each of the outstanding credit transactions.

HOW TO ALLOCATE

Move the highlight bar to the debit being paid. If the amount of the available credit ("To allocate" amount) is Greater than the debit ("due") being paid, press, Enter or click with the left mouse button, and the highlighted debit will be paid up (due amount will become zero)

Credit Allocations

Account Details
Account No. ABC001
Name ABC Stores (Pty) Ltd

Available Allocation Amount
Amount to Allocate 0.00

Transactions to Allocate

Date	Code	Reference	Order Number	Sale No.	Age	D/C	Amount	Due
01/09/2011	BF	Balance Forward			0 60 Days	D	R 158.00	R 158.00
10/10/2011	IN	Sale[1-2] - 00001			2 Current	D	R 108.00	R 108.00
03/11/2011	IN	Sale[1-12] - 0100001			12 Current	D	R 35.00	R 35.00
15/11/2011	IN	Sale[1-26] - 00003			26 Current	D	R 76.00	R 76.00
15/11/2011	IN	Sale[1-27] - 00001			27 Current	D	R 139.50	R 139.50
15/11/2011	IN	Sale[1-28] - 00002			28 Current	D	R 129.20	R 29.20
15/11/2011	PM	Payment	RECPT # 2		0 Current	C	R 100.00	R 100.00

Selections
F3 Part Allocate **F4 Allocate Oldest** **F5 Unallocate All** **F6 Unallocate** **F10 Exit**

Record 6 of 7 Press Space or double click to Allocate/Unallocate entries

If a debit (Invoice, JD, etc.) is already paid up, you can use the same keys to un-allocate i.e. if an entry was paid up, the entry will now be unpaid, and the amount of the credit released will become available for reallocation.

NOTE: The enter key or the right mouse button will only work when the amount to allocate is greater or is equal to the outstanding debit amount. If the amount to allocate is less, then select the part allocate option.

PART ALLOCATE (PART PAYMENTS)

If insufficient credit is available to allocate to any of the outstanding transactions use the part payment option to partially pay the outstanding amount. You may apply the full credit as part payment or enter only that portion of the credit being applied as part payment of the invoice.

EXAMPLE: If the "To allocate" field had an amount of R100.00 and two entries were still outstanding for R70.00 and R100.00. Use the available credit and allocate (use the Enter key to allocate) the full amount to the R70.00. The "To allocate" field will be reduced by that amount leaving R30.00 over. Allocate the next outstanding entry, the R100.00 with the R30.00 that is left over, using the part allocate option.

ALLOCATING TO OLDEST BALANCES

To automatically allocate all available credits to the oldest debits, select the Oldest Balance button.

UN-ALLOCATING

To automatically reverse the allocated amount use the Enter key or the left mouse button to unallocated the previous allocation made.

OVERPAYING

The system will prohibit you from allocating credits in excess of the outstanding unpaid debit balance.

RE-ALLOCATING CREDITS

To re-allocate existing credits after transactions have been posted and allocated, follow the procedures as described below.

This can be done at any time. You do not have to be posting a transaction at the time, i.e. you may select debtor's postings just to allocate credits. To do this proceed as if you were going to post a transaction to the client, except select the *allocate* button instead to access the allocation facility.

001 IQTraining Demo Data - Enquiries for Account : ABC001

Account No. ABC001
 Company ABC Stores (Pty) Ltd
 Address Line 1 PO Box 123 Johannesburg
 1489

Telephone 1 011 101010
 Telephone 2 011 101011
 Fax Number 011 101012
 Email abc@somewhere.co.za

Last Payment 15/11/2011
 Amount 100.00
 Balance B/F 266.00

Date	Reference	Till	Order #	Sale Num	Rep	Age	Tax	Debit	Credit	Balance
01/09/2011	BF Balance Forward	1		0	1	60 Days	R 0.00	R 158.00	R 0.00	R 158.00
10/10/2011	IN Sale[1-2] - 00001	1		2	1	Current	R 13.26	R 108.00	R 0.00	R 266.00
03/11/2011	IN Sale[1-12] - 0100001	1		12	1	Current	R 4.30	R 35.00	R 0.00	R 301.00
15/11/2011	IN Sale[1-26] - 00003	1		26	1	Current	R 9.33	R 76.00	R 0.00	R 377.00
15/11/2011	IN Sale[1-27] - 00001	1		27	1	Current	R 17.13	R 139.50	R 0.00	R 516.50
15/11/2011	IN Sale[1-28] - 00002	1		28	1	Current	R 16.70	R 129.20	R 0.00	R 645.70
15/11/2011	PM Payment	1	RECPT # 2	0	1	Current	R 0.00	R 0.00	R 100.00	R 545.70

Totals 645.70 100.00 545.70

Total Outstanding 545.70
 Credit Limit 400.00
 Terms 30 DAYS
 Unallocated 0.00

F2 Search F3 Print Document F4 Balances
F8 Allocations F9 Statement

Use the Up / Down arrow keys or use the scroll bar, to scroll. Press ENTER or double click with the mouse on the highlighted transaction for more detail

DEBTORS ENQUIRIES

This facility can be used to view transactions, outstanding balances, reprint invoices and credit notes and print single account statements

All debtor balances and transactions can be viewed here. A list of all debtors will be displayed here, from which you can select an account to view.

Select an account by clicking on it, or by scrolling to it with your arrow keys. Once the account is selected, you can click on the F10 View Button.

Once you select the account, all current transactions and the relevant details will be displayed on a detailed screen. The date and amount of the last payment on the account will also be displayed. By default, all transactions for the current month will be displayed. To view transactions for other periods, select the View History button.

NOTE: Double click or enter on a selected transaction to view the transaction details.

001 IQTraining Demo Data - Enquiries for Account : ABC001

Account No. ABC001
 Company ABC Stores (Pty) Ltd
 Address Line 1 PO Box 123
 Johannesburg
 1489

Telephone 1 011 101010
 Telephone 2 011 101011
 Fax Number 011 101012
 Email abc@somewhere.co.za

Last Payment 15/11/2011
 Amount 100.00
 Balance B/F 266.00

View History File

Date	Reference	Till	Order #	SaleNum	Rep	Age	Tax	Debit	Credit	Balance
01/09/2011	BF Balance Forward	1		0	1	60 Days	R 0.00	R 158.00	R 0.00	R 158.00
10/10/2011	IN Sale[1-2] - 00001	1		2	1	Current	R 13.26	R 108.00	R 0.00	R 266.00
03/11/2011	IN Sale[1-12] - 0100001	1		12	1	Current	R 4.30	R 35.00	R 0.00	R 301.00
15/11/2011	IN Sale[1-26] - 00003	1		26	1	Current	R 9.33	R 76.00	R 0.00	R 377.00
15/11/2011	IN Sale[1-27] - 00001	1		27	1	Current	R 17.13	R 139.50	R 0.00	R 516.50
15/11/2011	IN Sale[1-28] - 00002	1		28	1	Current	R 16.70	R 129.20	R 0.00	R 645.70
15/11/2011	PM Payment	1	RECPT # 2	0	1	Current	R 0.00	R 0.00	R 100.00	R 545.70

Totals Debit: 645.70 Credit: 100.00 Balance: 545.70

Total Outstanding 545.70
 Credit Limit 400.00
 Terms 30 DAYS
 Unallocated 0.00

F2 Search F3 Print Document F4 Balances
 F8 Allocations F9 Statement

Use the Up / Down arrow keys or use the scroll bar, to scroll. Press ENTER or double click with the mouse on the highlighted transaction for more detail

DEBTORS ENQUIRIES DETAILS

SEARCH

Click on this button to search for text on the transaction display grid. Please note that this facility searches through every transaction, and evaluates each column or data field.

DOCUMENT

Any documents generated by the original transactions can be reprinted from here by clicking on the Document button. This will generate a preview of the document, which you can then print to an installed printer.

BALANCES

Displays the balances and ageing for the selected account.

ALLOCATIONS

Credit Allocations are done after a payment or credit transaction is processed. Payment allocations can be made to oldest balances or to specific invoices or debit transactions. This feature is used to mark off which invoices are paid by the payment. If a payment is not allocated to the intended invoices then they will reflect as unpaid and will reflect an outstanding amount. If no debit transactions exist, the payment cannot be allocated, and will be reflected as an unallocated credit.

STATEMENT

Displays statement printing function, from where the account statement can be printed or viewed.

Statements should be printed at the end of each month, usually the 25th. They must be printed before performing the month-end clear. As the system runs real-time and not in batch mode, statements must be printed before beginning the following day's postings. Statements may be printed / reprinted as often as required during the course of the month. Select maintenance under the Debtors Menu, Click on a Debtors and select the F10 View Button and click on F9 Statement.

Page1

Statement for
 ABC Stores (Pty) Ltd
 PO Box 123
 Johannesburg
 1489

Date : 15/11/2011
Account : ABC001
Credit Limit : R 400.00
Terms : 30 Days

















Date	Reference	Order Number	Description	Debit	Credit	Balance
01/09/2011	Balance Forward			R 158.00	R 0.00	R 158.00
10/10/2011	Sale[1-2] - 00001			R 108.00	R 0.00	R 266.00
03/11/2011	Sale[1-12] - 0100001			R 35.00	R 0.00	R 301.00
15/11/2011	Sale[1-26] - 00003			R 76.00	R 0.00	R 377.00
15/11/2011	Sale[1-27] - 00001			R 139.50	R 0.00	R 516.50
15/11/2011	Sale[1-28] - 00002			R 129.20	R 0.00	R 645.70
15/11/2011	Payment	RECPT #2		R 0.00	R 100.00	R 545.70

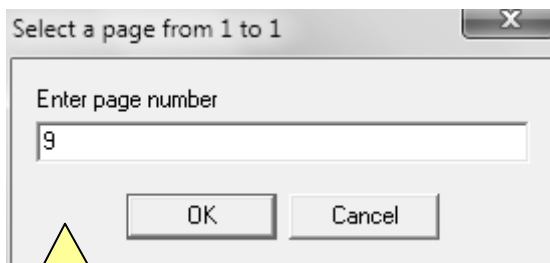
Page 1 of 1


REPORT PREVIEW

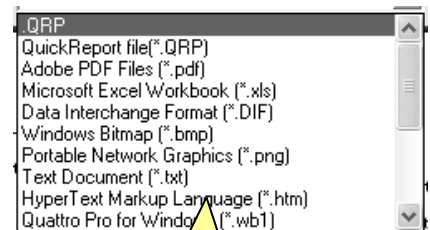



A LIST OF THE REPORT PREVIEW OPTIONS:

	Zoom to Fit
	100%
	Zoom to Width
	First Page
	Previous Page
	Next Page
	Last Page
	Go to Page
	Search for text
	Email Report
	Copy Page to Clipboard
	Printer Setup
	Print
	Load Report
	Save Report
	Close



Go to Page

 Enter the page number.



Save Report

 Select the correct file type.

DEBTORS REPORTING (AGE ANALYSIS)

Under the Reporting option 5 different reports may be obtained namely, Name & Address, Full Listing, Short listing & Balances, Accounts & All Transactions, and Totals Only. These reports may be printed as often as required.

NOTE: The Short Listing & Balances (displays all accounts with their outstanding balances, total to 180) should be printed and filed just prior to running the month end close. The system unfortunately does not allow these reports to be printed the way they were printed with the same values, a month or two ago, if transactions have already been posted.



SELECTION CRITERIA & FILTERING

PREVIEW

The preview report allows one to preview the selected report. From the preview of the report, one is able to print or email the report.

PRINT

The print option allows one to print the selected or highlighted sales order. This will send the sales order directly to the printer.

SEQUENCE

Use the sequence option to print the various report types in either account number or in name sequence.

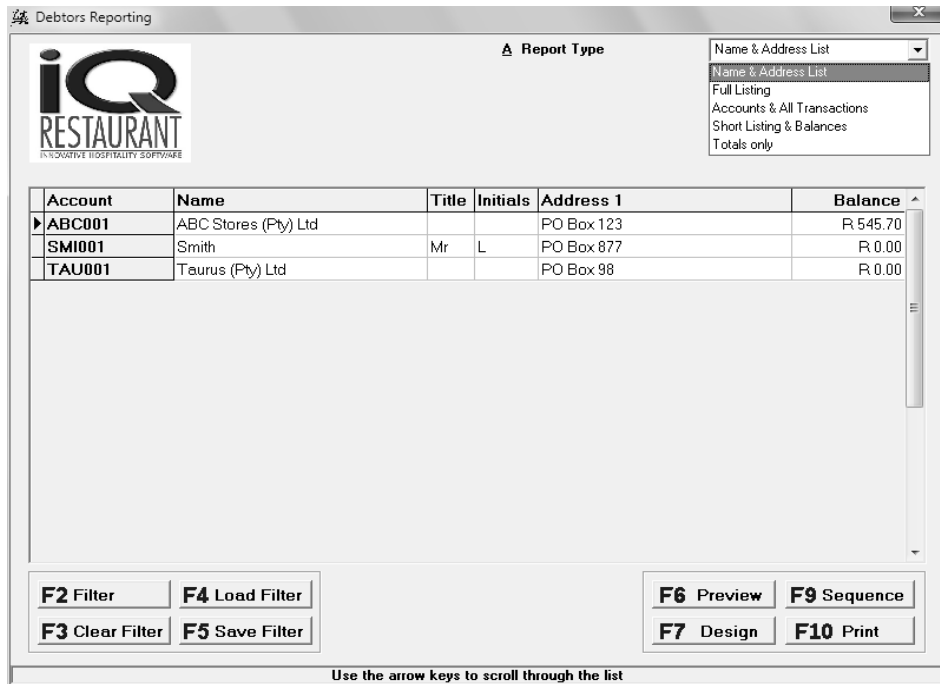
NOTE: Every time the sequence option is changed the Apply Selections button must be selected so that the new sequence selected can be applied.

DESIGN

The design option allows one to modify the sales order layout from this sale order screen.

AVAILABLE REPORT TYPES

If all that is needed is the name & address of the client, select the Name & Address List option. If all the details (account status, terms, balances, etc.) are needed, select the Full Listing report type. If however all that is needed is the outstanding balances, select the Short Listing or Accounts & All Transactions if the balances and all outstanding transactions for the client is to be printed. If outstanding balance totals are need for all the debtors.



NAME & ADDRESS LIST

The Age Analysis Report type Name & Address List will only display the Account, Name, Address, Telephone and Fax number of the Debtors.

Account	Name	Address	Telephone	Fax
ABC001	ABC Stores (Pty) Ltd	PO Box 124 Johannesburg 1489	011 856 1201 011 856 1202 084 456 2101	011 856 1203
DU0101	Du Toit	PO Box 123 Stellenbosch 7600	021 888 0000	
TAU001	Taurus (Pty) Ltd	788 Dorp Street Stellenbosch 7600	021 8885632	

End of Report

FULL LISTING

The Age Analysis Report type Debtors Full Listing List will only display the Account, Name, Address, Total, Current, 30 Days, 60 Days, 90 Days and 120+ Days of the Debtors.

Debtors Full Listing as at 30/10/2009 10:23:36								Page :1
Account	Name, Address	Total	Current	30 Days	60 Days	90 Days	120 Days+	
ABC001	ABC Stores (Pty) Ltd PO Box 124 Johannesburg 1489 Tel: 011 856 1201 011 856 1202	2,562.03	2,562.03	0.00	0.00	0.00	0.00	
DU0101	Du Toit PO Box 123 Stellenbosch 7600 Tel: 021 888 0000	33.00	33.00	0.00	0.00	0.00	0.00	
TAU001	Taurus (Pty) Ltd 788 Dorp Street Stellenbosch 7600 Tel: 021 8885632	615.00	615.00	0.00	0.00	0.00	0.00	
Report Totals		Total	Current	30 Days	60 Days	90 Days	120 Days+	
		3,210.03	3,210.03	0.00	0.00	0.00	0.00	
End Of Report								

ACCOUNTS & TRANSACTIONS

The Age Analysis Report type Debtors Full Listing List will only display the Account, Name & Address & Telephone, Total, Current, 30 Days, 60 Days, 90 Days, 120+ Days and Transactions of the Debtors.

Test Company								Debtors List with All Transactions								30/10/2009 10:23:53	Page: 1
Account	Name, Address, Telephone	Total	Current	30 Days	60 Days	90 Days	120 Days										
ABC001	ABC Stores (Pty) Ltd PO Box 124 Johannesburg 1489 Tel: 011 856 1201 011 856 1202	2,562.03	2,562.03	0.00	0.00	0.00	0.00										
Date	Reference	Order No	Description	Sale Num	TAX	Debit	Credit										
08/10/2009	Sale[1-1] - 00010			1	7.61	62.00											
12/10/2009	Sale[1-12] - 00002			12	108.93	887.00											
12/10/2009	Sale[1-13] - 00009			13	1.23	10.00											
13/10/2009	Sale[1-19] - 00025			19	9.70	79.00											
14/10/2009	Payment	RECPT # 2		0	0.00		1,000.00										
15/10/2009	Sale[1-26] - 00010			26	4.85	39.50											
29/10/2009	Sale[1-56] - 0100008			56	12.40	101.00											
29/10/2009	Sale[1-67] - 0100013			67	3.19	26.00											
29/10/2009	Sale[1-68] - 00565			68	5.83	47.50											
30/10/2009	Payment	RECPT # 3		0	0.00		100.00										
30/10/2009	INV2			0	52.80	427.50											
30/10/2009	INV3			0	35.00	285.00											
30/10/2009	INV4			0	165.67	1,349.00											
30/10/2009	INV5			0	40.83	332.50											
30/10/2009	INV6			0	20.42	166.25											
30/10/2009	Payment	RECPT # 4		0	0.00		150.22										
					488.16	3812.25	1250.22										
DU0101	Du Toit PO Box 123 Stellenbosch	33.00	33.00	0.00	0.00	0.00	0.00										

SHORT LISTING

The Age Analysis Report type Debtors Short Listing & Balances List will only display the Account, Name & Telephone, Total, Current, 30 Days, 60 Days, 90 Days, and 120+ Days of the Debtors.

Test Company		Debtors Short Listing & Balances			30/10/2009 10:24:09			Page1
Account	Name & Telephone	Total	Current	30 Days	60 Days	90 Days	120 Days	
ABC001	ABC Stores (Pty) Ltd 011 856 1201 011 856 1202 Opening Balance for ABC Stores	2,562.03	2,562.03	0.00	0.00	0.00	0.00	
DU0101	Du Toit 021 888 0000	33.00	33.00	0.00	0.00	0.00	0.00	
TAU001	Taurus (Pty) Ltd 021 8886632 Opening Balance for Taurus (Pty) Ltd	615.00	615.00	0.00	0.00	0.00	0.00	
Report Totals		Total	Current	30 Days	60 Days	90 Days	120 Days+	
		3,210.03	3,210.03	0.00	0.00	0.00	0.00	
			100.00%	0.00%	0.00%	0.00%	0.00%	
End Of Report								

TOTALS ONLY

The Age Analysis Report type Debtors Totals Only List will only display the Ageing and Amount Due of the Debtors.

Test Company		Debtors - Totals Only as at		30/10/2009 10:24:16		Page1
Ageing	Amount Due					
Current	3,210.03					
30 Days	0.00					
60 Days	0.00					
90 Days	0.00					
120 Days	0.00					
150 Days	0.00					
180 Days	0.00					
Total	<u>3,210.03</u>					

FILTERING EXPLAINED

Should the report type be printed for certain clients and certain conditions (e.g. accounts that have a total greater than 0 or for a certain status code or area) select the filter button to enter such criteria. If previous filters have already been setup then use the Load Filter to access the saved filters for this report.

FILTERING EXAMPLE

For this example a short listing with balances will be extracted for debtors that are in the JHB area, have the debtor status set 'C' and have a balance greater than 0

1. Select the Filter button. The filter screen will appear next. From the Field listing, locate the Total field. Click on the Total field so it becomes highlighted.

2. Now click on the white edit area of the Starting Range and type 1. Do not press Enter or click the Ok button.

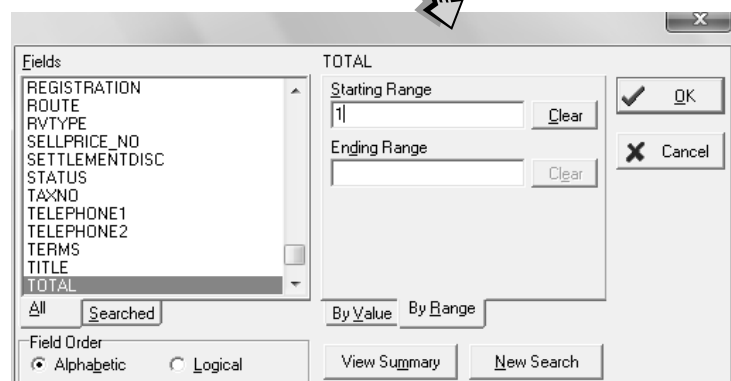
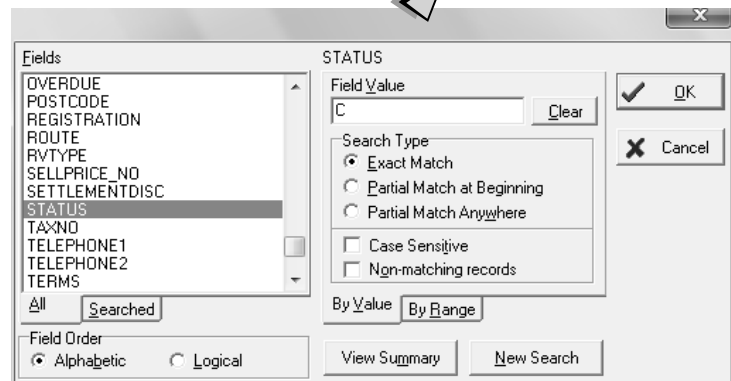
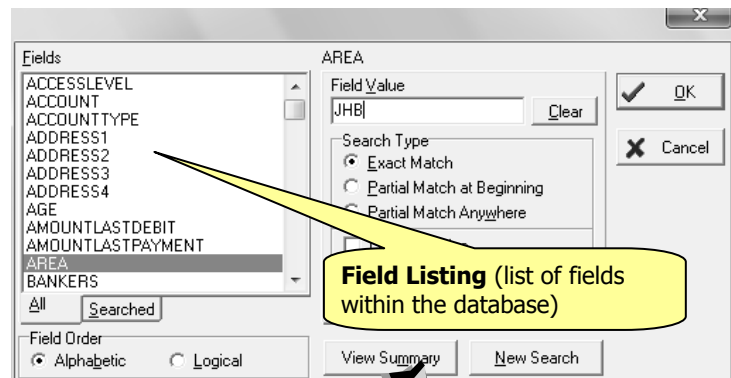
NOTE: For this exercise the Ending range is not entered as we are not looking for accounts that fall between a certain value range. We require accounts with an outstanding value from 1 and upwards. However, if we entered 3000 in the Ending range, the filter would extract only accounts that have a balance that falls between 1 and 3000.

3. From the Fields listing, locate the Status field. Click on the Status field.

4. Click on the white edit area of the Field Value and enter "C". Do not press Enter or click the Ok button.

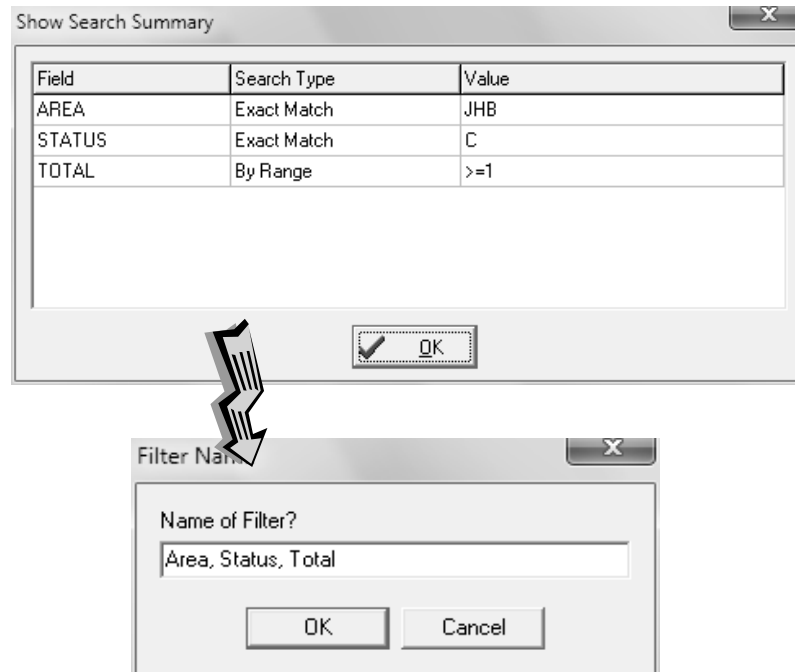
5. For the next filter criteria locate and select the Area field from Fields listing.

6. Click on the white edit area of the Field Value and enter "JHB" (to extract all debtors that live in the JHB area).



NOTE: It's important to mention that the "Case Sensitive" option has not been enabled (no tick). This allows the query to match debtors area regardless of the format used, e.g. "CPT", "cpt", "Cpt", etc. This in turn allows for a more accurate query result.

NOTE: The terms "Field Value" or "By Value" do not imply that a numeric value(s) is/are to be entered.



8. The final step is view the filter criteria that we have created. Select the View Summary button. A screen reflecting the various fields that had values entered against them will appear. Select OK when finished viewing the summarized filter query.

9. At this point we can select the OK button to have the filter applied, or we can continue to add additional fields with their respective values and ranges to our existing query by repeating the above steps.

NOTE: Should you have accidentally select the OK button or pressed Enter, at any point during the filter setup select the Filter button again to have the filter screen displayed again. The previous captured information will still be available allowing you to continue where you left-off. However, if you escaped out of the age analysis screen this information would have been lost. It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.

10. Now that filter has been completed select the Save Filter button so that the filter can be saved and re-used again. Saved filters can be used again by selecting the Load Filter button. There is an unlimited amount of filters that can be configured and saved.

The final result of the applied filter should reflect a two debtors' account. If the available list does not show a two account, it would mean that the filter criteria entered is incorrect. Select the Filter button and proceed with each of the previously discussed steps.

001 IQTraining Demo Data - Debtors Enquiries

Account	Name	Title	Initials	Address 1	Telephone	Balance
ABC001	ABC Stores (Pty) Ltd			PO Box 123	011 101010	R 545.70
SM1001	Smith	Mr	L	PO Box 877	021 870 000	R 0.00
TAU001	Taurus (Pty) Ltd			PO Box 98	021 945 0000	R 0.00

F2 Filter **F4 Load Filter** **F6 Add** **F8 Delete** **F10 View**
F3 Clear Filter **F5 Save Filter** **F7 Edit** **F9 Sequence**

TRANSACTION TYPES

Any posting to a debtors account, other than from the stock module, will use Transaction Types set under this option. The more common codes are pre-created for you. You may amend existing codes, add new or remove non-required codes. Up to 99 codes may be defined on the system.

On selecting this option, all the existing/default Transaction code will be displayed. Select the Edit button to edit the highlighted posting type, or the Add button to amend the posting type.

On entering, you will be displayed with a screen used for altering, creating or deleting existing codes. Each transaction code will display both month to date and a year to date total value of transactions posted. The ledger contra account will also be shown.

Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount
BF	Balance Forward	JD	D	3601.000.000.00	1	R 159.00
CN	Credit Note	CN	C	2001.000.000.00	0	R 0.00
DS	Discount	DS	C	1280.000.000.00	0	R 0.00
IN	Invoice	IN	D	2001.000.000.00	0	R 0.00
IT	Interest Charge	IT	D	2500.000.000.00	0	R 0.00
JC	Journal Credit	JC	C	3601.000.000.00	0	R 0.00
JD	Journal Debit	JD	D	3601.000.000.00	0	R 0.00
PM	Payment	PM	C	3700.000.000.00	1	R 100.00
RF	Refund	RF	D	3700.000.000.00	0	R 0.00

ENTERING A NEW POSTING TYPE

Select the Add button.

TRANSACTION CODE

The transaction code that is required is a two character code that is usually an abbreviation to the description of the transaction. (e.g. IN – Invoice, CP – Cash Payment, DD – Direct Deposit, EF – EFT, etc).

Posting Type Details

A Transaction Code: IN

B Description: Invoice

D Tax Rate: 1 Normal Vat

E Ledger Account: 2001.000.000.00 Other Income

F10 Accept

NOTE: Enter BF if the transaction type is required to be aged. The posting type description can be anything, but the transaction type must be a debit.

DESCRIPTION

Enter the description associated with this transaction, e.g. Payment, rent, club fees, etc. The description field allows for a total length of 30 characters.

VAT RATE

Activating (a tick will appear in the block) this option will mean that when this transaction code is used, the VAT portion of the transaction amount will be calculated and processed to the appropriate general ledger VAT account (Output Vat).

NOTE: The VAT portion will be calculated according to the selected VAT rate at the time of posting the transaction. The VAT account that will be used will be the VAT Output account that is defined under the Ledger Integration menu option (see Utilities followed by the Default Settings option).

LEDGER ACCOUNT

Use the search facility provided to search for the correct ledger account number if it is not known. This ledger account number will automatically be used whenever the posting type is used. This ledger account number will always be displayed when processing a transaction and therefore may be changed when posting the transactions.

When all amendments have been completed select the Accept option or press the ESC (escape) key to cancel any changes made and exit.

The screenshot shows a software window titled "Edit Posting Types". Inside the window, there is a section labeled "Posting Type Details" with the following fields:

- Transaction Code: IN
- Description: Invoice
- Tax Rate: 1 Normal Vat (dropdown menu)
- Ledger Account: 2001.000.000.00 (with a search icon) Other Income

At the bottom of the window, there is a button labeled "F10 Accept".

DELETING A TRANSACTION TYPE

Select the Delete button to delete a transaction code. Transactions that have already been posted using the highlighted code will not be affected (i.e. all entries found under creditors, stock and ledger), but it may cause problems when trying to reconcile figures from the ledger that used the posting type at a later stage.

END OF MONTH

At the end of each month the month-end procedure should be run. The end of each month is determined by the company's policy as to when month end occurs for debtors. The norm is usually the 25/26th of each month. Please note that this does not normally apply for creditors and stock month ends, which is usually done on the last day of each month.

PURPOSE OF MONTH END

The sole purpose of debtors month end is to age transactions and balances, update the history file with new transactions (current) and remove any transactions (from the enquiries screen only) that have been paid up (depending if there is no unallocated credits). This is all that the debtor month end does. It does not affect, alter or post any balances or transactions in any other module (i.e. creditors, stock or ledger).

NOTE: No transactions will be deleted from the system, unless instructed to do so when using the Delete History option.

Failing to do the month end will result in all debtor transactions and balances reflecting a balance age of current and nothing in any of the 30, 60, 90, 120, 150 or 180 day ageing.

An important factor that must be taken into consideration is that one cannot continue processing new work for the following month if the current month's work has not been month ended. Changing the date of the new work that is to be processed will not fix the problem. The current month's work must be completed before the next month's work can be captured, even if the current date is already in the next month. This is the disadvantage of a manual month ending system, as opposed to a date driven system where date of the transaction dictates the age of the transaction and month ends are not required.

NOTE: A month end cannot be run on an unlicensed system.

Before running your month end, data backups should be made, all required reports printed, and statements run.

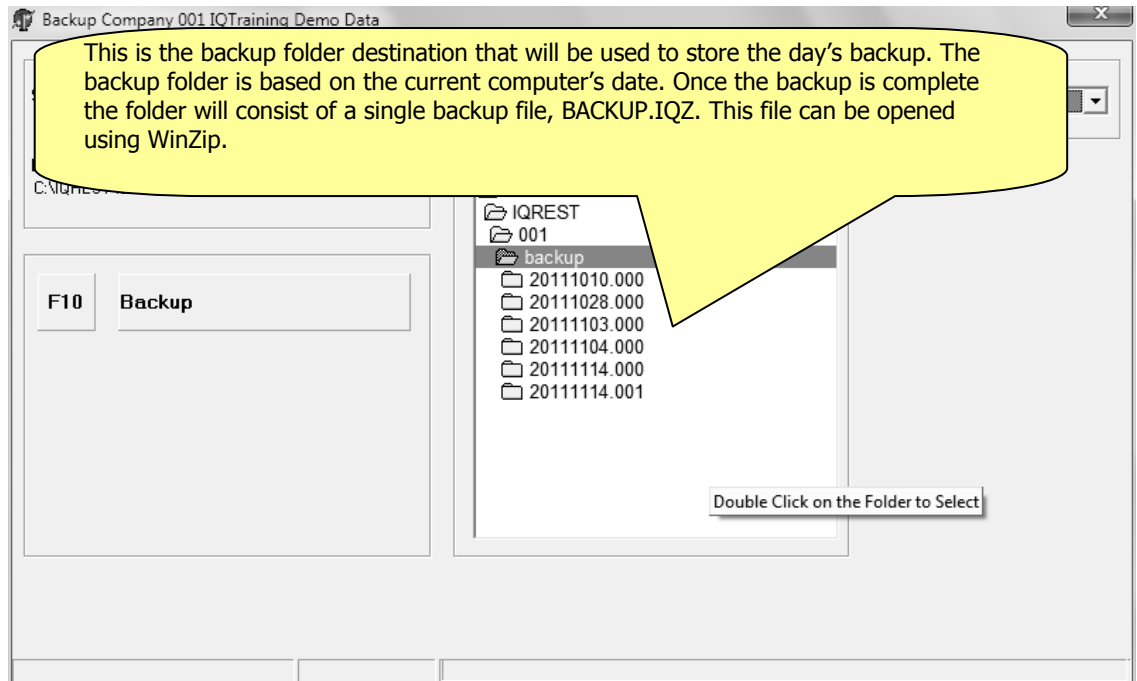
WHEN TO RUN MONTH END

Immediately after running statements and reports, the debtors End of Month function must be run. This will place the transactions on history (if system set that way) and age the debtor accounts.

The screenshot shows the 'Month & Year End' software interface. At the top, it says 'Month & Year End' and 'Software by IQRetail (Pty)Ltd.'. The main window has a header with the IQ RESTAURANT logo, 'Version : 1.3.0', and 'Registered To IQ RETAIL'. Below this, it displays 'Company : 001 IQTraining Demo Data' and 'Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)'. The main area contains two buttons: 'F1 Month End' and 'F2 Year End'. At the bottom, there is a status bar showing 'Tue, Nov 15, 2011, 03:44:57 PM' and 'ESC Previous Menu'. The system tray at the very bottom shows 'Tue, Nov 15, 2011, 03:44:55 PM', 'C:\QREST\001', 'Trading Date :15/11/2011', and 'www.iqretail.co.za'.

BACKUPS

Prior to month end, a backup should be made. The backup Ensure that the data has been backed up to the point where the very last bit of work has been done for the month. Backups are made via the Backup & Restore option found under the Restaurant Back office, Utilities menu. Failure to do backup's can result in all the information on the system being lost should there be a need to restore the month end backup!!!!!!



NOTE: Although the system is setup to do backups automatically for each of the month-end procedures for each module, this function should be solely relied on as an alternative means of doing your backups!!! Should you month-end procedure be incomplete for whatever reason you would then be able to restore from this backup that was automatically done prior to month-end.

REPORTS TO PRINT

Ensure that month end statements and age analysis reports have been run before month end. These balances cannot be printed after month-end as they were before month-end.

RUNNING END OF MONTH

Select the Month & Year end option from the Restaurant Back Office menu, Select Month end. The system will provide you with a checklist and remind you to do backup's. When selecting End of Month the following checklist screen would appear. Use the drop down arrow to choose the Yes to do a month end for Debtors or Creditors or Stock.

Select the Accept button or press Escape (ESC) key to cancel the month end process.

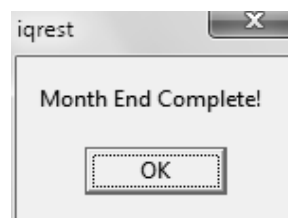
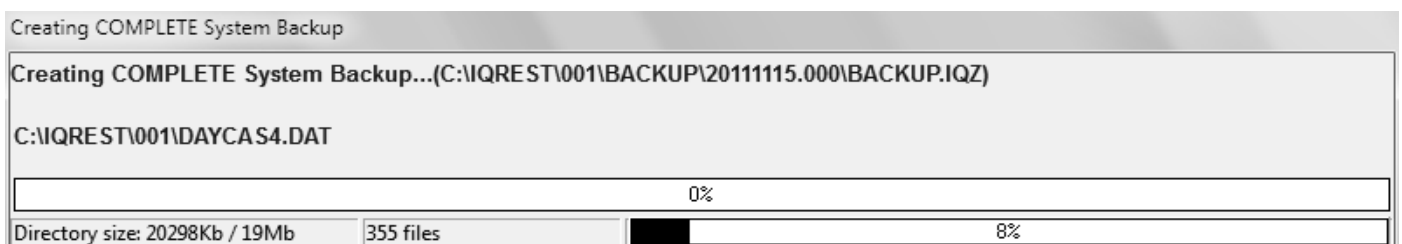
Once you have selected the process option, a final warning will be issued. This will be the last chance to terminate the month end procedure.

Select the Yes button to continue. Upon confirming that you have checked that there is no one in the IQ for Windows system. The automated backup procedure will be the next screen to appear. The backup procedure that is done is a backup of the entire company and *not* debtor information only.

NOTE: This backup is placed in the normal backup folder that is used in the Backup option found under the utilities menu

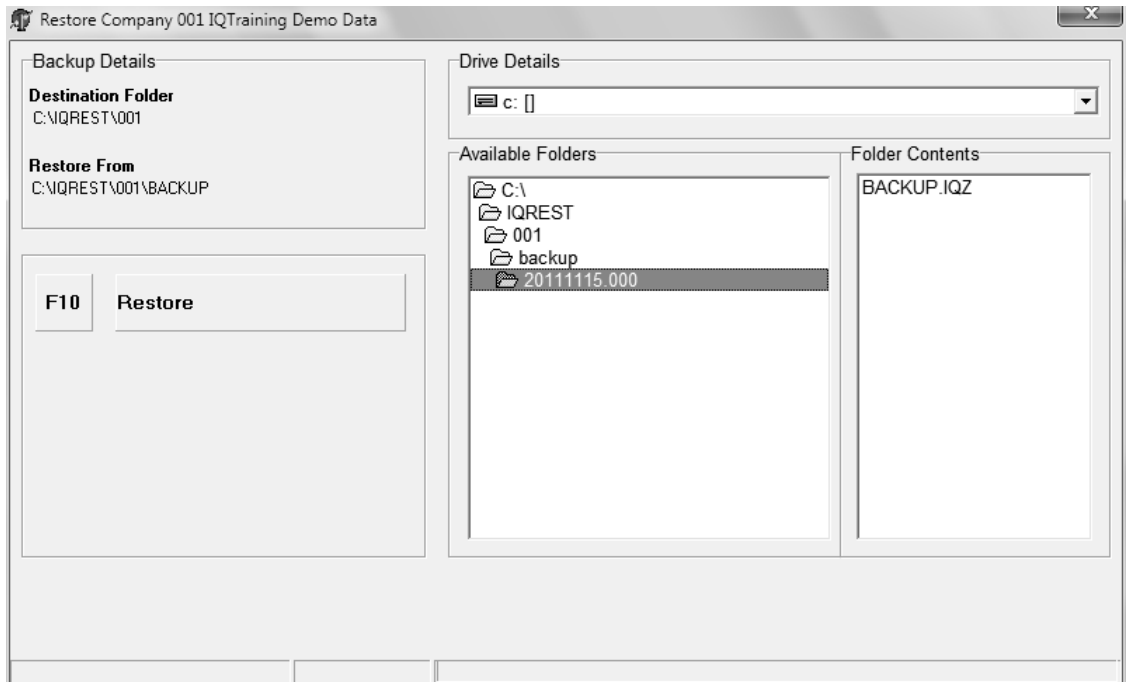
E.g. C:\IQREST\001\BACKUP\20080423.001

Please note that this month end backup file is overwritten each time a month end is done, therefore it is imperative that a manual backup using the backup option via the utilities menu is done prior to doing the month end.



Should the month end procedure fail for whatever reason the backup can be restored using the Backup & Restore function found under the Utilities menu. The backup file that should be used for restoring will either be located under today's date, that is, if the manual backup was done prior to doing the month end, or located under the "20080423.001" sub-folder of the "BACKUP" folder.

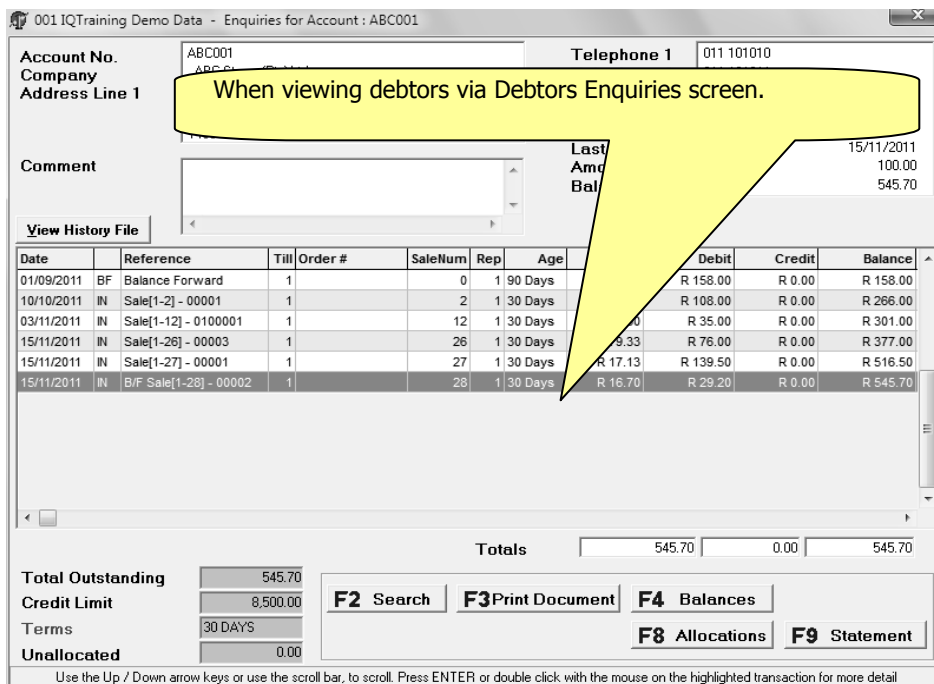
The screen below is the restore of the debtors month end backup that is automatically generated at month end.



The screen above is the restore of the debtors month end backup that is manually generated by the user prior to doing the month end.

Once the month end is complete the following should have taken place (*open item account type debtors only*);

- a. Under normal circumstances a debtor will have all new transactions posted for the month added to the history file.
- b. All outstanding transactions will be aged.
- c. Any transaction that is fully paid up (i.e. the amount due for the transaction is zero) will be removed from the enquiries screen, but can still viewed using the "View History file" option.
- d. All credits (payments, discounts, journal credits, etc.) will be discarded, but only if there is no unallocated credits on the account. Otherwise they will be moved to the history file if they have not been aged.



e. Transactions that have been partially paid will be altered in such a way so that the debit amount reflects the outstanding amount at the time of doing month end. The reference (description) will automatically be changed and prefixed with the symbol "B/F", followed by the original reference, E.g. B/F Inv1

NOTE: It is important to check that there are no accounts reflecting unallocated credits prior to doing the month end. This is the cause of older transaction being reflected under the enquiries screen even though they have been paid-up and numerous month ends have been done.

The enquiries screen for brought forward accounts will always reflect the current months' transactions, unlike an open item debtor that reflects all current and outstanding transactions.

At the end of the month the system will display the following screen to indicate the month end is complete. Select the OK button to exit the month end procedure and continue with further work.

NOTE: It is important that while the month end procedure is in progress no one must log back into the system.

Should confirmation screen to indicate that the month end is complete not appear or your are unsure as to whether if you have already done the month end a quick way to check this is to print a "Totals Only" or "Short Listing & Balances" age analysis report. If the reports reflect positive values in current the month has not been done or was incomplete. Month end moves the balances up a level so current should have moved to 30 days, and the 30 days balances should have moved to 60 days, etc, etc. The 150 days balance does not move to the 180 days balance, but gets added to the existing 180 day balance. If you are unsure then restore the backup that was made before doing the month end.

CREDITORS



CHAPTER 5

CREDITORS

WHAT IS A CREDITOR

An individual or organization, who supplies goods or services to you on credit, is called a Creditor. Creditors generally occur as a result of credit sales, i.e. items bought on account. Creditors are classified as current liabilities because the amounts owing are usually paid during the course of the current trading year.

To set up your Creditors system follow the steps as outlined on the next few pages.

IMPORTANT NOTES

ENTERING OPENING BALANCES

NOTE: Opening balances are NOT entered under Creditors Account Maintenance.

To enter the opening balances, select the Creditor Single Journal option. When entering opening balances use the balance Journal Credit code (JC). The Credit Journal code (JC) will allow you to age (e.g. allocate values to 30, 60, 90, etc. up to 180 days) the amount, once the date of the entry has been changed.

NOTE: Only one entry may be aged at a time.

EXAMPLE: If a creditor is owed R100.00, of which R70.00 was in 30 days and R30.00 in 60 days, two balance brought forward entries would have to be entered. The date that should be used should be the 1st of the month for the relevant age, i.e. the 30 days transaction date would be the 1st of the previous month and the 60 days transaction date will be the 1st of the month for two months prior to the current month.

Opening balances should be allocated to the **Creditors Clearing** account in the general ledger.

When posting these opening balances the accounts that are affected in the ledger will be the Creditors Control (credit) and the clearing account (debit). This should then be cleared when the opening trial balance is entered in the general ledger, i.e. Post the Creditors control total as per the trial balance to the Creditors Clearing account when entering the opening trial balance.

ENTERING NEGATIVE (DEBIT) BALANCES

Debit balances (overpaid supplier) must be entered using the JD (Journal debit) transaction code.

WHAT HAPPENS TO CREDITOR POSTINGS?

When using the creditor module, all entries will be posted by default to the Creditors Control account in the general ledger. Contra entries may be allocated to any ledger account. The most common default contra postings may be set under creditors Transaction Types. You can integrate to any ledger (i.e. Postings to creditors in company 001 can be allocated to the general ledger of company 002 etc.) and /or to any month in the ledger.

POSTING STOCK PURCHASES

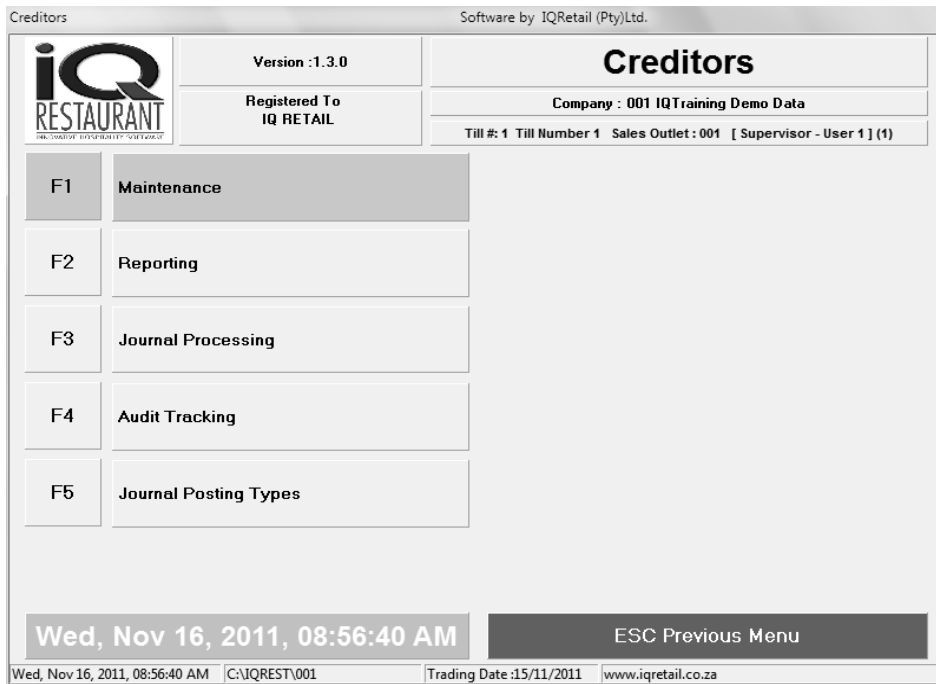
Should the purchase or return to supplier involve stock items or where there is a requirement to produce full tax document as per SARS requirements. If this is not the case, process through Creditors transactions.

VIA CREDITOR JOURNAL POSTINGS

When posting payments one can use the journal posting option, located under the creditors menu. If the payment method is cash then the ledger contra account will be that of the Cash On Hand account. If the payment method is cheque, credit card or EFT, the contra account will be that of the Bank.

CREDITOR MAINTENANCE

Select the Creditors Maintenance option from the creditors menu followed by the add option to add new Creditors, edit to amend, or delete to delete an existing account.



Select Maintenance and select Add.



CAPTURING DEBTOR DETAILS

ACCOUNT NUMBERS

This unique account identifier consists of up to 9 alpha-numeric characters. Duplicate account numbers will not be permitted. Account numbers can automatically be generated, for example, if the first three digits of the account for ABC Stores (Pty) Ltd are entered as "ABC", the suffix "001" will automatically be added. The account number will thus be ABC001. If there is an existing account starting with ABC, 002 will be added. This number cannot be changed after it has been assigned to an account, so please take care when entering these account numbers.

Account	Name	Title	Initials	Address 1	Telephone	Balance
TBS001	The Bargain Store			PO Box 444	021 680 2222	R 0.00
TCS001	The Corner Store			PO Box 123	011 854 0000	R 0.00
XYZ001	XYZ Wholesalers (Pty) Ltd					R 1 650.00

NAME

Enter the company name, or the surname if the debtor is an individual.

INITIALS / TITLE

ONLY enter if the customer is an individual. This is NOT the contact persons initials and title.

If the customer is a company, initials and title should NOT be entered. Otherwise the statement print will be affected (i.e. initials and title will be printed with the company name on the customers statement).

AREA

Not to be confused with the postal code. This field is used for report analysis should you require customer reports by area.

EXAMPLE: Let's say that you would like to have sales reports for certain areas, Durban, Cape Town, etc. printed out each month. To do so you would enter the abbreviated format, e.g. DURB, CAPT, etc. In the area field so when printing a report you can either have it printed for a certain area, or area's or, even sorted on these areas.

HINT: This field need not be used as an area entry field but may be a field that you require to group certain debtors, e.g. Wholesalers (WHOL), retailers (RETL), etc.

CONTACT

Enter the name of the person that maybe contacted in the case of queries relating to this account.

ON HOLD

If the debtor is placed on hold, a warning will be issued when processing any debits to the account. It does not however prevent the processing of debits from the Debtor Postings option.

POSTAL ADDRESS

Use the four input fields for the postal address, where the fourth field being used for the postal code. These address fields will appear on invoices and statements as entered here.

DELIVERY ADDRESS

Use the four input fields for the delivery address, where the fourth field being used for the postal code. These address fields will appear on invoices as entered here, but may be altered at the time of invoicing.

TELEPHONE / FAX / BANK ACCOUNT NUMBERS / TAX NO

Enter relevant customer details for these fields. Otherwise leave blank.

NOTE: These fields may be used to store information other than what is actually asked for.

E-MAIL ADDRESS

Enter the clients e-mail address if one is available. If the e-mail address is entered the system will allow you to directly e-mail the client, various reports, invoices or orders, if available on your system.

NOTE: The format of the e-mail address should be as follows:
e.g. someone@somewhere.co.za. (lower case)

TAX (VAT) NO

Type the Creditors vat number here.

STATUS

You may assign a single character status to each debtor.

EXAMPLE: S for slow payer or H for handed over. These status codes are a means of grouping or separating some clients from others.

Reports throughout the debtors system have the facility of entering multiple include or exclude status codes.

TERMS

Select the appropriate number of day's credit that you are prepared to extend to this customer. Valid entries for this field are, C.O.D, 30, 60, 90, 120, 150 & 180 days. Terms will be checked during transaction processing and invoicing, and most reports may be printed with terms as a selection criteria, e.g. Print all accounts over 60 days.

CREDIT LIMIT

Enter credit limit, if applicable. Otherwise leave blank. If the limit is greater than zero (0) the account will be checked during transaction processing and invoicing, and most reports may be printed with terms or credit limit as a selection criteria, checking if any client has exceeded their limit or terms. Depending on the level of credit control the system may differ from a warning to a complete suspension of the account if the limit or terms has been exceeded.

SETTLEMENT DISCOUNT %

The discount % is a settlement discount which may be printed on statements at month end. Normally a message like "settlement discount of 15% R150.00 may be deducted if settled by 25-MAY-1997", would appear on the statement layout.

NOTE: The settlement discount amount will not automatically be posted to the clients account. A manual entry done via the Debtors Postings option, using the "DS" posting type code will have entered.

LANGUAGE

Messages may be printed on statements in one of 2 different languages. This option comes into use when printing statements. The statements printing option has the facility of having messages defined per age (e.g. Current message, 30 days message, etc.) and per language (English and Afrikaans). Please note messages will be printed according to the oldest aged balance of the account.

EXAMPLE: When a statement is printed for a client that has been set to English and has balances in 30 days, 60 days & 90 days the system will then print the English message for 90 days.

GROUP TYPE

This system supports two types of accounts, namely Branch / Warehouse Account or Staff Account. Use the cursor keys to select the appropriate option.

INVOICE DISCOUNT %

This is the percentage discount the creditor will allow on all invoices. This will automatically be given on the invoice when invoicing.

AMENDING CREDITORS DETAILS

To edit a Creditor the following procedures should be followed; select Creditors Maintenance option from the creditors menu. Select the appropriate supplier from the list being displayed followed by the edit button being selected.

Most of the suppliers details may be altered but certain fields cannot be accessed or changed.

A creditor's account number CANNOT be changed.

DELETING A CREDITORS

In order to delete a creditor the following procedures should be followed. Select the Account Maintenance option from the creditors menu. Select the appropriate supplier from the list being displayed followed by the delete button.

When deleting the account the system will ask for confirmation before deleting the account. If you are sure that the creditors must be removed select the YES option.

NOTE: The postings (invoice, payments, journal credits) that have been posted to the various ledger accounts and stock items will not be removed from the system or affect any balances whatsoever.

A debtor CANNOT be removed from the system if there is a balance on the account, or has transactions.

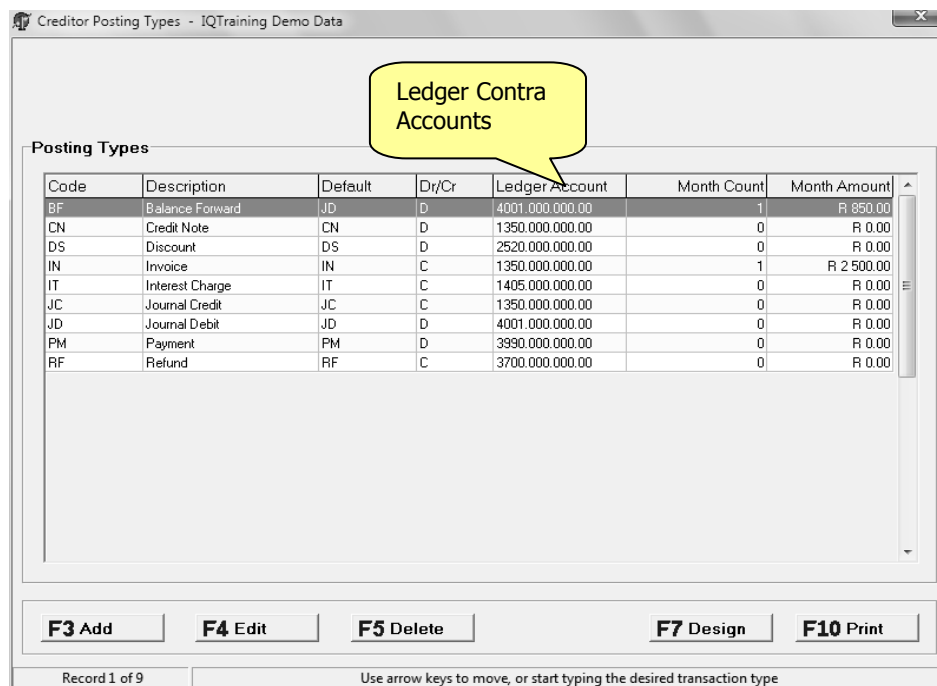
JOURNAL PROCESSING

IMPORTANT NOTES

WHAT HAPPENS TO A TRANSACTION?

Transactions processed under this option are real-time i.e. instantly updated, and not in batch form. However on each occasion that you perform postings a separate transaction audit trail is created, i.e. postings processed while in the Journal processing option will have its own audit trail number.

Any transaction done under postings will always automatically be posted to the general ledger that the creditors system integrates to. The ledger accounts that will be involved will always be the Creditors Control account and the contra account will be that of the posting type being used at the time of the posting.



Creditor Posting Types - IQTraining Demo Data

Posting Types

Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount
BF	Balance Forward	JD	D	4001.000.000.00	1	R 850.00
CN	Credit Note	CN	D	1350.000.000.00	0	R 0.00
DS	Discount	DS	D	2520.000.000.00	0	R 0.00
IN	Invoice	IN	C	1350.000.000.00	1	R 2 500.00
IT	Interest Charge	IT	C	1405.000.000.00	0	R 0.00
JC	Journal Credit	JC	C	1350.000.000.00	0	R 0.00
JD	Journal Debit	JD	D	4001.000.000.00	0	R 0.00
PM	Payment	PM	D	3990.000.000.00	0	R 0.00
RF	Refund	RF	C	3700.000.000.00	0	R 0.00

F3 Add F4 Edit F5 Delete F7 Design F10 Print

Record 1 of 9 Use arrow keys to move, or start typing the desired transaction type

Should the posting type be a debit (e.g. JC, PM, DS, etc.) the debtors control will be credited and the ledger account linked to the posting type will be debited and vice versa.

POSTING TO "OPEN ITEM" ACCOUNTS

All Creditors in IQ Restaurant will use the "Open Item" account Type". When posting a debit, the program will request you to allocate the payment to either the oldest invoice(s) or manually to a displayed list of unpaid debits. All the credits for that supplier will be displayed with original amounts, the balance outstanding, indicating paid, part-paid and fully paid.

POSTINGS THAT INVOLVE STOCK ITEMS

Invoice / credit note documents being printed on pre-printed stationery or transactions where stock items are involved, must be processed from within the Stock module and not in debtors.

CORRECTING A TYPING ERROR

To correct an error while entering a transaction click the left mouse button on the appropriate field or use Shift & Tab to go back one field at a time. Once the transaction has been accepted you cannot go back and alter the transaction information in this manner.

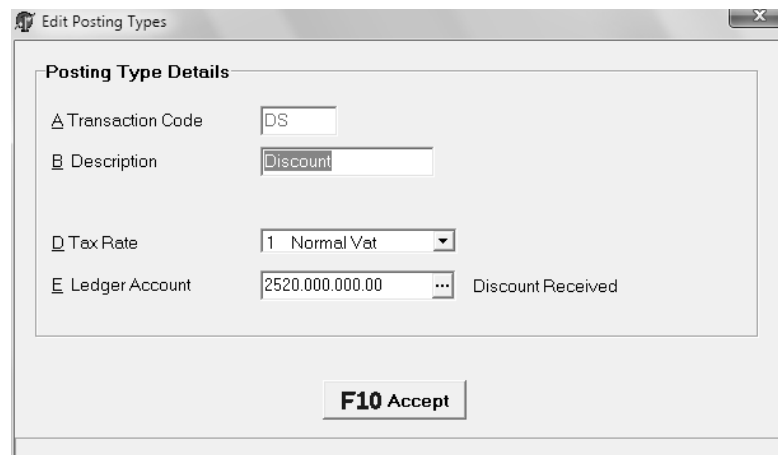
NOTE: If the incorrect information is entered, except the amount, it can be corrected by selecting the edit button under the Debtors Enquiries option.

ENTERING THE JOURNAL PROCESSING TRANSACTIONS

SELECTING THE ACCOUNT NUMBER

To locate the appropriate client, one can either type in the account number or the company name, or use the vertical scroll bar. If the supplier account number is not known toggle the sequence option to that of the Name, to search by the company's name. The search will immediately advance character for character as the name or account is being typed in.

NOTE: To figure out in which sequence the creditors are shown look at the first column. If the first column reflects the account number the sequence is in account number sequence. However, if the Name is the first column the order of the debtor accounts are then according to name of the debtor.



The screenshot shows a window titled "Edit Posting Types" with a close button in the top right corner. Inside the window, there is a section titled "Posting Type Details" containing four input fields:

- Transaction Code: DS
- Description: Discount
- Tax Rate: 1 Normal Vat (with a dropdown arrow)
- Ledger Account: 2520.000.000.00 (with a search icon) and the text "Discount Received" to its right.

At the bottom center of the window, there is a button labeled "F10 Accept".

JOURNAL DATE

Enter the transaction date in the format DD/MM/YYYY. This date does not determine the ageing month or the general ledger month into which the transaction is posted. For aging purposes debits are current and credits have a separate ageing function. The general ledger month is determined by the month number entered when entering the transaction processing option (confirm integration dialogue).

TRANSACTION TYPE

In order for the transaction to be completed one must select or enter the appropriate posting type (IN, JC, JD, PM, etc) code from the list provided (use the ALT & Down arrow, or the mouse to access the available posting types). These codes can be amended, deleted and new ones added under Posting Types on the debtors menu. On accepting the code, the ledger account, VAT rate and representative for which this code has been setup to default to, will be displayed.

Creditor Journal Postings IQTraining Demo Data

Journal Details		Balance Details	
Account Number	XYZ2001	Current	1 650.00
Name	XYZ Wholesalers (Pty) Ltd	30 Days	0.00
Address	PO Box 111	60 Days	0.00
	Stellenbosch	90 Days	0.00
		120 Days	0.00
	7600	150 Days	0.00
Journal Date	16/11/2011	180 Days	0.00
Transaction Type	PM Payment	Total	1 650.00
Reference	Payment	Date Last Payment	30/12/1899
Order Number		Amount Last Payment	0.00
Amount	500.00	1 Last Journal Details	
Vat Rate	0 No Vat Applicable	Last Journal Details	
Ledger Account	3990.000.000.00 Bank Account	Account Number	XYZ2001
Comment		Journal Number	2
		Journal Date	16/11/2011
		Amount	850.00
		F8 Design Journal F10 Process	

REFERENCE

Enter the reference number for this transaction (e.g. a cheque number, invoice number, etc.). The reference field may NOT be blank. The reference field will automatic increment if the previous reference was a value. E.g. If payment was entered in the previous line (for the same client only) the next line will automatically have a reference of payment.

ORDER NUMBER

Enter the order number (alphanumeric) associated with this transaction or another referencing entry, otherwise leave blank.

AMOUNT (INCLUDE VAT)

Enter the total transaction amount, including VAT. This amount will be posted to debtor account as well as the creditors control account in the ledger.

NOTE: Negative values are not allowed and are not a means to correct a previous transaction entry. The appropriate posting code must be used for this.

VAT RATE

If the posting type selected has been setup to prompt for a VAT rate, a VAT rate may be entered or left as is. The VAT amount will be displayed to the right of the tax rate field, depending on the VAT rate percentage (14%, 0%, etc), see VAT setup under company details. Select the search option for this field to search for the correct VAT rate in the VAT rate table.

NOTE: Do not enter a VAT rate of 0, unless this is for a payment. To have a transaction displayed on the VAT report, even if the VAT amount is zero, always enter a VAT rate (1 - 9).

LEDGER ACCOUNT

If the ledger account that appears is incorrect select the search facility to choose the correct account, otherwise leave as is to accept the default account.

NOTE: Any posting done through creditor will always go to the creditors control account and the contra ledger account will be the account number linked to posting type, specified under transaction types. Creditors control account will be used when posting via creditor postings.

COMPLETING THE TRANSACTION

After entering the ledger allocation account number, select the accept option process the entry or press Escape (ESC) to cancel. On accepting, this transaction line will immediately be posted to the debtor and general ledger. Choose the payment method.

INFORMATION UPDATED

On the main transaction screen, the total amount due by the supplier will be updated by the transaction entered and totals outstanding and other relevant information fields adjusted, e.g. over terms, credit limit, balance of unallocated credits etc.

OPEN ITEM ALLOCATIONS / CREDIT POSTINGS

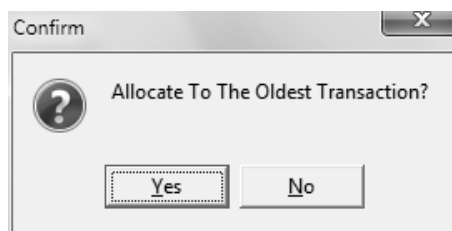
If the entry was a credit entry the system will proceed to allocations screen. After allocating credit select the accept button. If no credit where allocated to any outstanding entries and the cancel or accept option was selected then that amount left unallocated will stay there until allocated to a particular entry or entries, which may be done at anytime.

At this point there will be no further opportunity to accept the final transaction and the cursor will proceed directly to the next line entry. If finished processing transactions to this creditor select the cancel option and the cursor will return to the creditor search screen.

When posting a credit on an open item creditor, the program will request you to allocate the payment to either the oldest invoice(s) (automatically) or manually to a displayed list of unpaid debits. All the debits for that supplier will be displayed with original amounts, the balance outstanding, and an indicator on the right hand side of the screen, indicating paid, part-paid and fully paid.

The full amount of the credit does not have to be allocated. The value of any debit left unallocated will be highlighted beneath the word terms on the bottom of the main creditors posting screen next to the word "unallocated".

Click on No to Allocation specific credit posting.



ALLOCATING / UNALLOCATING DEBITS

To allocate or re-allocated existing credits, activate the allocate button. A screen with all existing debits will appear. Under normal circumstances when posting any credits posting type to a creditors account the system will automatically ask whether that credit amount currently being posted should automatically be allocated to the outstanding credit transactions or if the operator wishes to allocate to the credit amount manually to each of the outstanding debit transactions.

HOW TO ALLOCATE

Move the highlight bar to the credit being paid. If the amount of the available debits ("To allocate" amount) is Greater than the credit ("due") being paid, press, Enter or click with the left mouse button, and the highlighted credit will be paid up (due amount will become zero)

The screenshot shows a window titled "Credit Allocations" with the following details:

- Account Details:**
 - Account No.: XYZ001
 - Name: XYZ Wholesalers (Pty) Ltd
- Available Allocation Amount:**
 - Amount to Allocate: -500.00
- Transactions to Allocate:**

Date	Code	Reference	Order Number	Sale No.	Age	D/C	Amount	Due
01/09/2011	IN	445		0	Current	C	R 2 500.00	R 1 650.00
16/11/2011	BF	Balance Forward		0	60 Days	D	R 850.00	R 850.00
16/11/2011	PM	Payment		0	Current	D	R 500.00	R 500.00
- Selections:**
 - F3 Part Allocate
 - F4 Allocate Oldest
 - F5 Unallocate All
 - F6 Unallocate
 - F10 Exit
- Footer:**
 - Record 3 of 3
 - Press Space or double click to Allocate/Unallocate entries

If a credit (Invoice, JC, etc.) is already paid up, you can use the same keys to un-allocate i.e. if an entry was paid up, the entry will now be unpaid, and the amount of the debit released will become available for reallocation.

NOTE: The enter key or the right mouse button will only work when the amount to allocate is greater or is equal to the outstanding credit amount. If the amount to allocate is less, then select the part allocate option.

PART ALLOCATE (PART PAYMENTS)

If insufficient debits are available to allocate to any of the outstanding transactions use the part payment option to partially pay the outstanding amount. You may apply the full debits as part payment or enter only that portion of the debit being applied as part payment of the invoice.

EXAMPLE: If the "To allocate" field had an amount of R100.00 and two entries where still outstanding for R70.00 and R100.00. Use the available debit and allocate (use the Enter key to allocate) the full amount to the R70.00. The "To allocate" field will be reduced by that amount leaving R30.00 over. Allocate the next outstanding entry, the R100.00 with the R30.00 that is left over, using the part allocate option.

ALLOCATING TO OLDEST BALANCES

To automatically allocate all available credits to the oldest debits, select the Oldest Balance button.

UN-ALLOCATING

To automatically reverse the allocated amount use the Enter key or the left mouse button to unallocated the previous allocation made.

OVERPAYING

The system will prohibit you from allocating credits in excess of the outstanding unpaid debit balance.

Credit Allocations

Account Details
Account No. XYZ001
Name XYZ Wholesalers (Pty) Ltd

Transaction Part Allocation Details
Available for Allocation 500
Outstanding Amount 1650
Allocate how much 500.00

Availale Allocation Amount
Amount to Allocate -500.00

Transactions to Allocate

Date	Code	Reference	Order Number	Sale No.	Age	D/C	Amount	Due
01/09/2011	IN	445		0	Current	C	R 2 500.00	R 1 650.00
16/11/2011	BF	Balance Forward		0	60 Days	D	R 850.00	R 850.00
16/11/2011	PM	Payment		0	Current	D	R 500.00	R 500.00

Selections
F3 Part Allocate **F4** Allocate Oldest **F5** Unallocate All **F6** Unallocate **F10** Exit

Record 1 of 3 Press Space or double click to Allocate/Unallocate entries

RE-ALLOCATING CREDITS

To re-allocate existing credits after transactions have been posted and allocated, follow the procedures as described below.

This can be done at any time. You do not have to be posting a transaction at the time, i.e. you may select creditor’s postings just to allocate credits. To do this proceed as if you where going to post a transaction to the supplier, except select the *allocate* button instead to access the allocation facility.

Credit Allocations

Account Details
Account No. XYZ001
Name XYZ Wholesalers (Pty) Ltd

Availale Allocation Amount
Amount to Allocate 0.00

Transactions to Allocate

Date	Code	Reference	Order Number	Sale No.	Age	D/C	Amount	Due
01/09/2011	IN	445		0	Current	C	R 2 500.00	R 1 150.00
16/11/2011	BF	Balance Forward		0	60 Days	D	R 850.00	R 850.00
16/11/2011	PM	Payment		0	Current	D	R 500.00	R 500.00

Selections
F3 Part Allocate **F4** Allocate Oldest **F5** Unallocate All **F6** Unallocate **F10** Exit

Record 1 of 3 Press Space or double click to Allocate/Unallocate entries

CREDITORS ENQUIRIES

This facility can be used to view transactions, outstanding balances, reprint invoices and credit notes and print single account statements

All creditors' balances and transactions can be viewed here. A list of all credits will be displayed here, from which you can select an account to view.

Select an account by clicking on it, or by scrolling to it with your arrow keys. Once the account is selected, you can click on the View Button.

Once you select the account, all current transactions and the relevant details will be displayed on a detailed screen. The date and amount of the last payment on the account will also be displayed. By default, all transactions for the current month will be displayed. To view transactions for other periods, select the View History button.

NOTE: Double click or enter on a selected transaction to view the transaction details.

001 IQTraining Demo Data - Enquiries for Account : XYZ001

Account No.	XYZ001	Telephone 1	
Company	XYZ Wholesalers (Pty) Ltd	Telephone 2	
Address Line 1	PO Box 111	Fax Number	
	Stellenbosch	Email	
	7600		
Comment		Last Payment	16/11/2011
		Amount	500.00
		Balance B/F	4500.00

Date	Reference	Till	Order #	SaleNum	Rep	Age	Tax	Debit	Credit	Balance
01/08/2011	IN Invoice	1		0	1	Current	R 61.40	R 0.00	R 500.00	R 500.00
01/09/2011	IN 445	1		0	1	Current	R 307.02	R 0.00	R 2 500.00	R 3 000.00
01/10/2011	IN Invoice	1		0	1	Current	R 184.21	R 0.00	R 1 500.00	R 4 500.00
16/11/2011	BF Balance Forward	1		0	1	60 Days	R 0.00	R 850.00	R 0.00	R 3 650.00
16/11/2011	PM Payment	1		0	1	Current	R 0.00	R 500.00	R 0.00	R 3 150.00
16/11/2011	PM Payment	1		0	1	Current	R 0.00	R 450.00	R 0.00	R 2 700.00
16/11/2011	IN Invoice	1		0	1	Current	R 491.23	R 0.00	R 4 000.00	R 6 700.00
16/11/2011	PM Payment	1		0	1	Current	R 0.00	R 500.00	R 0.00	R 6 200.00

Totals 2 300.00 8 500.00 6 200.00

Total Outstanding	6,200.00
Credit Limit	0.00
Terms	
Unallocated	0.00

Use the Up / Down arrow keys or use the scroll bar, to scroll. Press ENTER or double click with the mouse on the highlighted transaction for more detail

CREDITORS ENQUIRIES DETAILS

SEARCH

Click on this button to search for text on the transaction display grid. Please note that this facility searches through every transaction, and evaluates each column or data field.

DOCUMENT

Any documents generated by the original transactions can be reprinted from here by clicking on the Document button. This will generate a preview of the document, which you can then print to an installed printer.

BALANCES

Displays the balances and ageing for the selected account.

ALLOCATIONS

Debit Allocations are done after a payment or debit transaction is processed. Payment allocations can be made to oldest balances or to specific invoices or debit transactions. This feature is used to mark off which invoices are paid by the payment. If a payment is not allocated to the intended invoices then they will reflect as unpaid and will reflect an outstanding amount. If no credit transactions exist, the payment cannot be allocated, and will be reflected as an unallocated credit.

ADVICE NOTE

Creditor advice notes (also known as payment advice notes) are printed to accompany your payment to your creditor. Although they may be printed at any time during the month and reprinted as often as required they must be printed before performing the month-end clear.

To print advice notes, select the Creditor Advice Notes option from the creditors menu. The following screen will appear:

Select maintenance under the Creditors Menu, Click on a Creditor and select the View Button and click on advice note.

Page 1

Advice Note

for :
 XYZ Wholesalers (Pty) Ltd
 PO Box 111
 Stellenbosch
 7600

Date : 16/11/2011
 Account : XY Z001

















Date	Reference	Debit	Credit	Balance
01/08/2011	Invoice	R 0.00	R 500.00	R 500.00
01/09/2011	445	R 0.00	R 2 500.00	R 3 000.00
01/10/2011	Invoice	R 0.00	R 1 500.00	R 4 500.00
16/11/2011	Balance Forward	R 850.00	R 0.00	R 3 650.00
16/11/2011	Payment	R 500.00	R 0.00	R 3 150.00
16/11/2011	Payment	R 450.00	R 0.00	R 2 700.00
16/11/2011	Invoice	R 0.00	R 4 000.00	R 6 700.00
16/11/2011	Payment	R 500.00	R 0.00	R 6 200.00

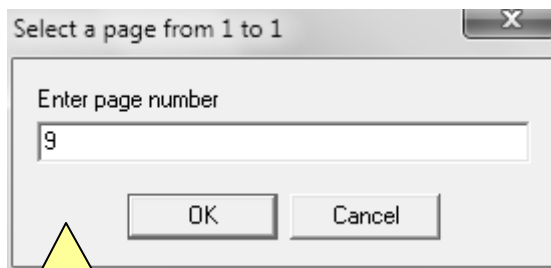
Page 1 of 1


REPORT PREVIEW

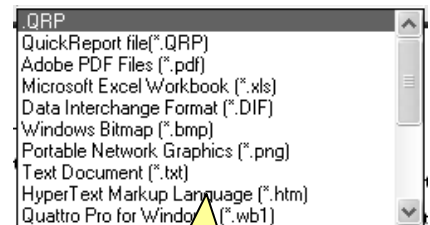



A LIST OF THE REPORT PREVIEW OPTIONS:

	Zoom to Fit
	100%
	Zoom to Width
	First Page
	Previous Page
	Next Page
	Last Page
	Go to Page
	Search for text
	Email Report
	Copy Page to Clipboard
	Printer Setup
	Print
	Load Report
	Save Report
	Close



Go to Page

 Enter the page number.



Save Report

 Select the correct file type.

CREDITOR AGE ANALYSIS

Under the age analysis option six different reports may be obtained namely, Name & Address List, Full Listing, Short listing & Balances, Accounts & All Transactions, and Totals Only. These reports may be printed as often as required.

Account	Name	Title	Initials	Address 1	Balance
TBS001	The Bargain Store			PO Box 444	R 0.00
TCS001	The Corner Store			PO Box 123	R 0.00
XYZ001	XYZ Wholesalers (Pty) Ltd			PO Box 111	R 6 200.00

NOTE: The Short Listing & Balances (displays all accounts with their outstanding balances, total to 180) should be printed and filed just prior to running the month end close. The system unfortunately does not allow these reports to be printed the way they were printed with the same values, a month or two ago, if transactions have already been posted.

AVAILABLE REPORT TYPES

If all that is needed is the name & address of the client, select the Name & Address List option. If all the details (account status, terms, balances, etc.) are needed, select the Full Listing report type. If however all that is needed is the outstanding balances, select the Short Listing or Accounts & All Transactions if the balances and all outstanding transactions for the client is to be printed. If outstanding balance totals are need for all the creditors, select the Totals Only or Payment Forecasting List report. When selecting the Most Active Supplier report type, the system will prompt you to select whether the report must report on the month values or the year values.

SELECTION CRITERIA & FILTERING

PREVIEW

The preview report allows one to preview the selected report. From the preview of the report, one is able to print or email the report.

PRINT

The print option allows one to print the selected or highlighted sales order. This will send the sales order directly to the printer.

SEQUENCE

Use the sequence option to print the various report types in either account number or in name sequence.

NOTE: Every time the sequence option is changed the Apply Selections button must be selected so that the new sequence selected can be applied.

DESIGN

The design option allows one to modify the sales order layout from this sale order screen.

NAME & ADDRESS LIST

The Age Analysis Report type Name & Address List will only display the Account, Name, Address, Telephone and Fax number of the Creditors.

Test Company		Creditors Name & Address Listing			Date	Time	Page
Account	Name	Address	Telephone	Fax			
TBS001	The Bargain Store (Pty) Ltd	PO Box 147 Stellenbosch 7600	021 888 0000		30/10/2009	13:44:23	Page : 1
	Email :						
TCS001	The Corner Store	PO Box 111 Centorion	021 809 0000				
	Email :						
XYZ001	XYZ Wholesales (Pty) Ltd	PO Box 123 Somerset West 7130	021 852 000 000	021 852 000 000			
	Email : xyz@somewhere.co.za						
End of Report							

CREDITORS FULL LISTING

The Age Analysis Report type Debtors Full Listing List will only display the Account, Name, Address, Total, Current, 30 Days, 60 Days, 90 Days and 120+ Days of the Creditors.

Creditors Full Listing as at 30/10/2009 13:50:17								Page : 1
Account	Name, Address	Total	Current	30 Days	60 Days	90 Days	120 Days+	
TBS001	The Bargain Store (Pty) Ltd PO Box 147 Stellenbosch 7600 Tel: 021 888 0000	0.00	0.00	0.00	0.00	0.00	0.00	
TCS001	The Corner Store PO Box 111 Centurion Tel: 021 809 0000	0.00	0.00	0.00	0.00	0.00	0.00	
XYZ001	XYZ Wholesales (Pty) Ltd PO Box 123 Somerset West 7130 Tel: 021 852 000 000	821.00	821.00	0.00	0.00	0.00	0.00	
Report Totals		Total	Current	30 Days	60 Days	90 Days	120 Days+	

ACCOUNTS & TRANSACTIONS

The Age Analysis Report type Debtors Full Listing List will only display the Account, Name & Address & Telephone, Total, Current, 30 Days, 60 Days, 90 Days, 120+ Days and Transactions of the Creditors.

Test Company		Creditors List with All Transactions				30/10/2009 13:48:22		Page: 1
Account	Name, Address, Telephone	Total	Current	30 Days	60 Days	90 Days	120 Days	
XYZ001	XYZ Wholesales (Pty) Ltd PO Box 123 Somerset West 7130 Tel: 021 852 000 000	821.00	821.00	0.00	0.00	0.00	0.00	
Date	Reference	Order No	Description	Sale Num	TAX	Debit	Credit	
01/10/200	Journal Credit	23423		0	0.00		1,000.00	
01/10/200	Balance Forward			0	0.00		1,000.00	
30/10/200	Payment			0	0.00	100.00		
30/10/200	Discount	26554		0	3.07	25.00		
30/10/200	Payment			0	0.00	1,500.00		
30/10/200	Payment			0	0.00	1,500.00		
30/10/200	GRV564			0	394.46		3,212.00	
30/10/200	GRV564			0	0.00	3,212.00		
30/10/200	GRVZXDS			0	238.98		1,946.00	
					636.51	6337.00	7158.00	
TOTALS					636.51	6337.00	7158.00	

SHORT LISTING

The Age Analysis Report type Debtors Short Listing & Balances List will only display the Account, Name & Telephone, Total, Current, 30 Days, 60 Days, 90 Days, and 120+ Days of the Debtors.

Test Company		Creditors Short Listing & Balances 30/10/2009 13:48:52						Page1
Account	Name & Telephone	Total	Current	30 Days	60 Days	90 Days	120 Days	
TBS001	The Bergain Store (Pty) Ltd 021 888 0000	0.00	0.00	0.00	0.00	0.00	0.00	
TCS001	The Corner Store 021 809 0000	0.00	0.00	0.00	0.00	0.00	0.00	
XYZ001	XYZ Wholesales (Pty) Ltd 021 852 000 000	821.00	821.00	0.00	0.00	0.00	0.00	
2.5 % Discount Received								
Report Totals		Total	Current	30 Days	60 Days	90 Days	120 Days+	
		821.00	821.00	0.00	0.00	0.00	0.00	
			100.00%	0.00%	0.00%	0.00%	0.00%	
End Of Report								

TOTALS ONLY

The Age Analysis Report type Debtors Totals Only List will only display the Ageing and Amount Due of the Debtors.

Test Company		Creditors - Totals Only as at	30/10/2009 13:49:00	Page1
Ageing	Amount Due			
Current	821.00			
30 Days	0.00			
60 Days	0.00			
90 Days	0.00			
120 Days	0.00			
150 Days	0.00			
180 Days	0.00			
Total	<u>821.00</u>			

FILTERING EXPLAINED

Should the report type be printed for certain clients and certain conditions (e.g. accounts that are over their limit or terms or for a certain status code or area) select the filter button to enter such criteria. If previous filters have already been setup then use the Load Filter to access the saved filters for this report.

FILTERING EXAMPLE

For this example a short listing with balances will be extracted for creditors that have "Pty" in the company name.

1. Select the Filter button. The filter screen will appear next. From the Field listing, locate the NAME field. Click on the NAME field so it becomes highlighted.

2. Now click on the white edit area of the Field Value and type "PTY". Do not press Enter or click the Ok button.

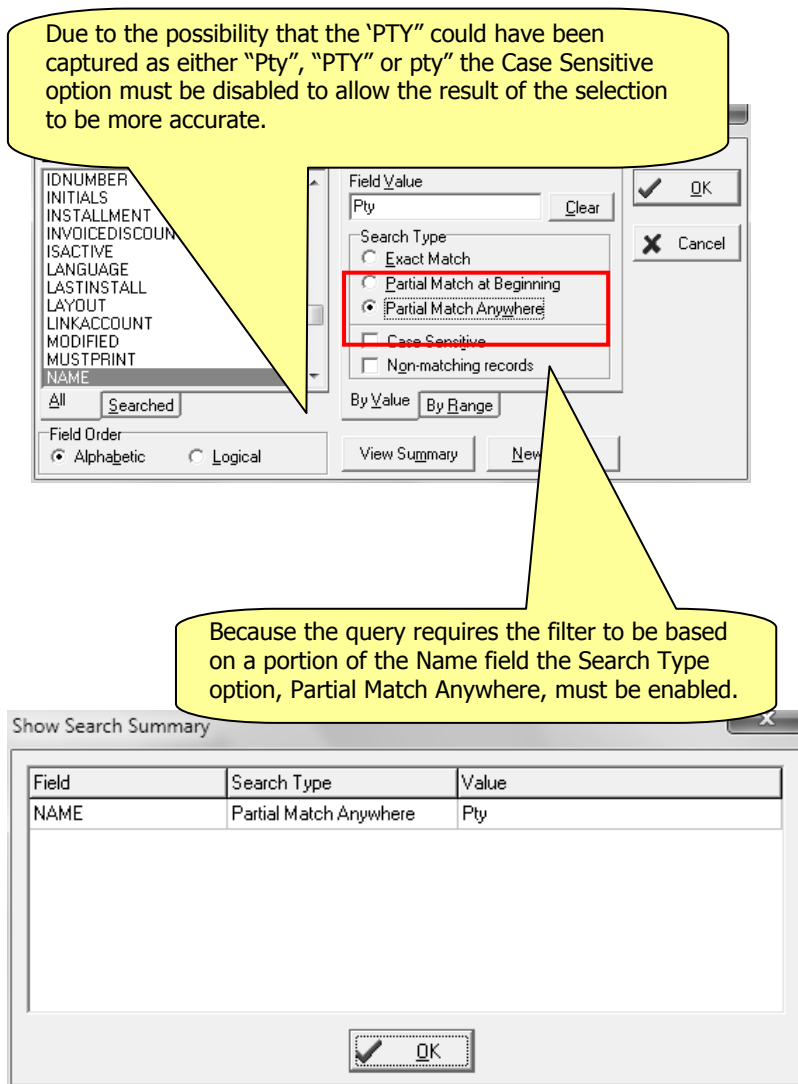
NOTE: It's important to mention that the "Case Sensitive" option has not been enabled (no tick). This allows the query to match the Name regardless of the format used, e.g. "PTY", "pty", "Pty", etc. This in turn allows for a more accurate query result.

NOTE: The terms "Field Value" or "By Value" do not imply that a numeric value(s) is/are to be entered.

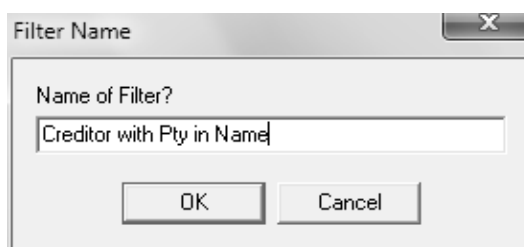
3. The final step is view the filter criteria that we have created. Select the View Summary button. A screen reflecting the various fields that had values entered against them will appear. Select OK when finished viewing the summarized filter query.

4. At this point we can select the OK button to have the filter applied, or we can continue to add additional fields with their respective values and ranges to our existing query by repeating the above steps.

NOTE: Should you have accidentally select the OK button or pressed Enter, at any point during the filter setup select the Filter button again to have the filter screen displayed again. The previous captured information will still be available allowing you to continue where you left-off. However, if you escaped out of the age analysis screen this information would have been lost. It is therefore important for any filters that have been setup and are required to be used repeatedly, need to be saved after the filter has been applied or completed.



5. Now that filter has been completed select the Save Filter button so that the filter can saved and re-used again. Saved filters can be used again by selecting the Load Filter button. There is an unlimited amount of filters that can be configured and saved.



The final result of the applied filter should reflect two creditor accounts, TBS001 and XYZW01. If the available list does not show these two accounts, it would mean that the filter criteria entered is incorrect. Select the Filter button and work through each of the previously discussed steps.

TRANSACTION TYPES

Any posting to a creditors account, other than from the stock module, will use Transaction Types set under this option. The more common codes are pre-created for you. You may amend existing codes, add new or remove non-required codes. Up to 99 codes may be defined on the system.

On selecting this option, all the existing/default Transaction code will be displayed. Select the Edit button to edit the highlighted posting type, or the Add button to amend the posting type.

On entering, you will be displayed with a screen used for altering, creating or deleting existing codes. Each transaction code will display both month to date and a year to date total value of transactions posted. The ledger contra account will also be shown.

Creditor Posting Types - IQTraining Demo Data

Code	Description	Default	Dr/Cr	Ledger Account	Month Count	Month Amount
BF	Balance Forward	JD	D	4001.000.000.00	1	R 850.00
CN	Credit Note	CN	D	1350.000.000.00	0	R 0.00
DS	Discount	DS	D	2520.000.000.00	0	R 0.00
IN	Invoice	IN	C	1350.000.000.00	4	R 8 500.00
IT	Interest Charge	IT	C	1405.000.000.00	0	R 0.00
JC	Journal Credit	JC	C	1350.000.000.00	0	R 0.00
JD	Journal Debit	JD	D	4001.000.000.00	0	R 0.00
PM	Payment	PM	D	3990.000.000.00	3	R 1 450.00
RF	Refund	RF	C	3700.000.000.00	0	R 0.00

Buttons: F3 Add, F4 Edit, F5 Delete, F7 Design, F10 Print

Record 1 of 9 Use arrow keys to move, or start typing the desired transaction type

Select the Add button.

TRANSACTION CODE

The transaction code that is required is a two character code that is usually an abbreviation to the description of the transaction. E.g. IN – Invoice, CP – CashPayment, DD – Direct Deposit, EF – EFT, etc).

Edit Posting Types

Posting Type Details

A Transaction Code: CN

B Description: Credit Note

D Tax Rate: 1 Normal Vat

E Ledger Account: 1350.000.000.00 General Expenses

F10 Accept

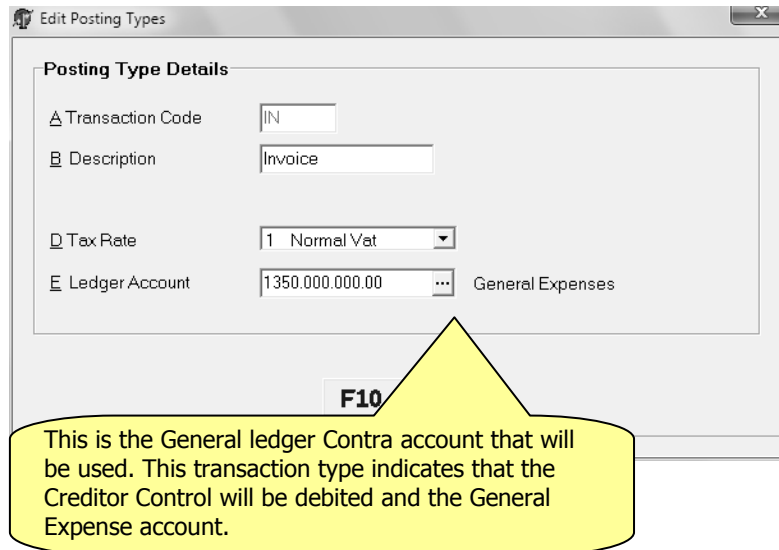
DESCRIPTION

Enter the description associated with this transaction, e.g. Payment, rent, club fees, etc. The description field allows for a total length of 30 characters.

VAT RATE

Activating (a tick will appear in the block) this option will mean that when this transaction code is used, the VAT portion of the transaction amount will be calculated and processed to the appropriate general ledger VAT account (Output Vat).

NOTE: The VAT portion will be calculated according to the selected VAT rate at the time of posting the transaction. The VAT account that will be used will be the VAT Output account that is defined under the Ledger Integration menu option (see Utilities followed by the Default Settings option).



LEDGER ACCOUNT

Use the search facility provided to search for the correct ledger account number if it is not known. This ledger account number will automatically be used whenever the posting type is used. This ledger account number will always be displayed when processing a transaction and therefore may be changed when posting the transactions.

When all amendments have been completed select the Accept option or press the ESC (escape) key to cancel any changes made and exit.

DELETING A TRANSACTION TYPE

Select the Delete button to delete a transaction code. Transactions that have already been posted using the highlighted code will not be affected (i.e. all entries found under creditors, stock and ledger), but it may cause problems when trying to reconcile figures from the ledger that used the posting type at a later stage.

END OF MONTH

At the end of each month the month-end procedure should be run. The end of each month is determined by the company's policy as to when month end occurs for creditors.

PURPOSE OF MONTH END

The sole purpose of creditors month end is to age transactions and balances, update the history file with new transactions (current) and remove any transactions (from the enquiries screen only) that have been paid up (depending if there is no unallocated credits). This is all that the creditor's month end does. It does not affect, alter or post any balances or transactions in any other module (i.e. creditors, stock or ledger).

NOTE: No transactions will be deleted from the system, unless instructed to do so when using the Delete History option.

Failing to do the month end will result in all creditor transactions and balances reflecting a balance age of current and nothing in any of the 30, 60, 90, 120, 150 or 180 day ageing.

An important factor that must be taken into consideration is that one cannot continue processing new work for the following month if the current month's work has not been month ended. Changing the date of the new work that is to be processed will not fix the problem. The current month's work must be completed before the next month's work can be captured, even if the current date is already in the next month. This is the disadvantage of a manual month ending system, as opposed to a date driven system where date of the transaction dictates the age of the transaction and month ends are not required.

NOTE: A month end cannot be run on an unlicensed system.

Before running your month end, data backups should be made, all required reports printed, and statements run.

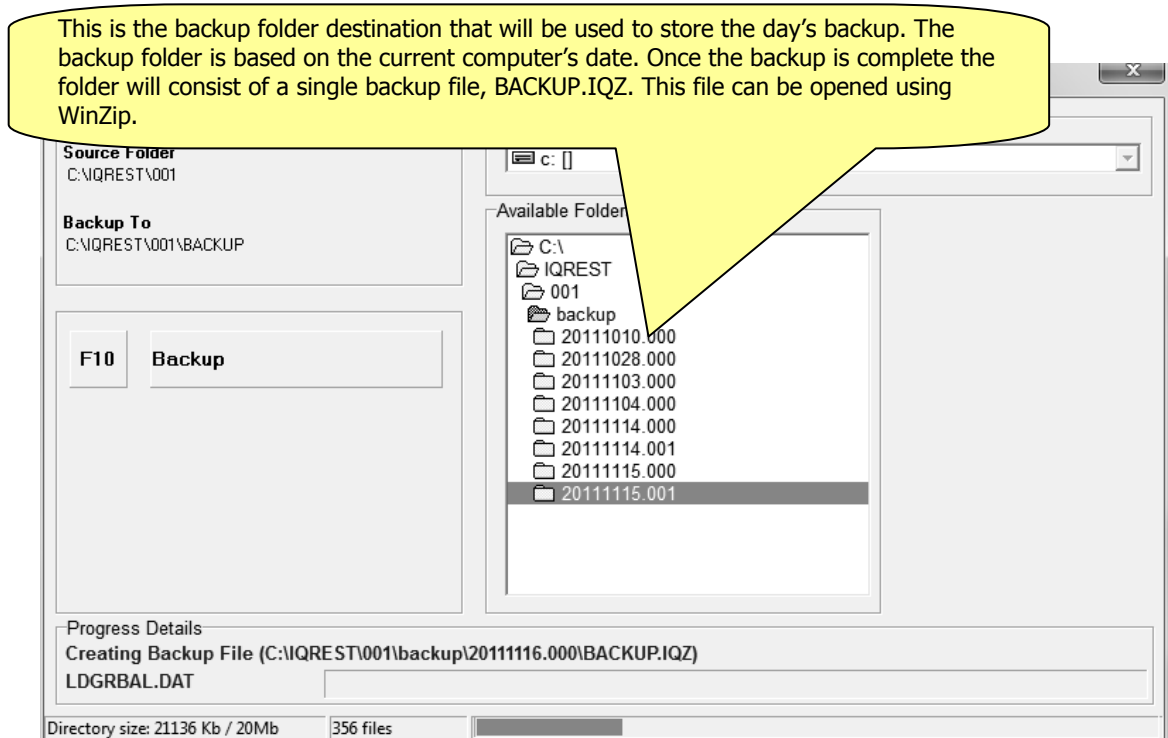
WHEN TO RUN MONTH END

Immediately after running advice notes and reports, the debtors End of Month function must be run. This will place the transactions on history (if system set that way) and age the creditor's accounts.

IQ Restaurant POS Back Office - Main Menu		Software by IQRetail (Pty)Ltd.	
		Version :1.3.0	Restaurant Back Office
Registered To IQ RETAIL		Company : 001 IQTraining Demo Data	
Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)			
F1	Hardware Setup	F7	Utilities
F2	Company Setup	F8	Month & Year End
F3	Menu Maintenance	F9	Route Maintenance
F4	Debtors	F10	Room & Reservation Management
F5	Creditors	F11	General Ledger
F6	Reports	F12	Stock Management
Wed, Nov 16, 2011, 09:18:31 AM		ESC Previous Menu	
Wed, Nov 16, 2011, 09:18:31 AM C:\IQREST\001		Trading Date :15/11/2011 www.iqretail.co.za	

BACKUPS

Prior to month end, a backup should be made. The backup Ensure that the data has been backed up to the point where the very last bit of work has been done for the month. Backups are made via the Backup & Restore option found under the Restaurant Back office, Utilities menu. Failure to do backup's can result in all the information on the system being lost should there be a need to restore the month end backup!!!!!!



NOTE: Although the system is setup to do backups automatically for each of the month-end procedures for each module, this function should be solely relied on as an alternative means of doing your backups!!! Should you month-end procedure be incomplete for whatever reason you would then be able to restore from this backup that was automatically done prior to month-end.

REPORTS TO PRINT

Ensure that month end reports have been run before month end. These balances cannot be printed after month-end as they were before month-end.

RUNNING END OF MONTH

Select the Month & Year end option from the Restaurant Back Office menu, Select F1 Month end. The system will provide you with a checklist and remind you to do backup's. When selecting End of Month the following checklist screen would appear. Use the droop down arrow to choose the Yes to do a month end for Debtors or Creditors or Stock.

Month End Details		Date & Time of Last Month End
A Debtors Month End	NO	15/11/2011 15:47:05
B Creditors Month End	YES	15/11/2011 15:47:05
C Stock Month End	NO	15/11/2011 15:47:07

F10 Accept

Select which of the modules require Month Ending. Debtors is usually done on the 25th. Creditors & Stock is on th

Select the Accept button or press Escape (ESC) key to cancel the month end process.

Once you have selected the process option, a final warning will be issued. This will be the last chance to terminate the month end procedure.

Creating COMPLETE System Backup

Creating COMPLETE System Backup...(C:\IQREST\001\BACKUP\20111115.002\BACKUP.IQZ)

C:\IQREST\001\RTDAY002.IDX

18%

Directory size: 21136Kb / 20Mb 356 files 62%

iqrest

Month End Complete!

OK

Select the Yes button to continue. Upon confirming that you have checked that there is no one in the IQ for Windows system. The automated backup procedure will be the next screen to appear. The backup procedure that is done is a backup of the entire company and *not creditor's* information only.

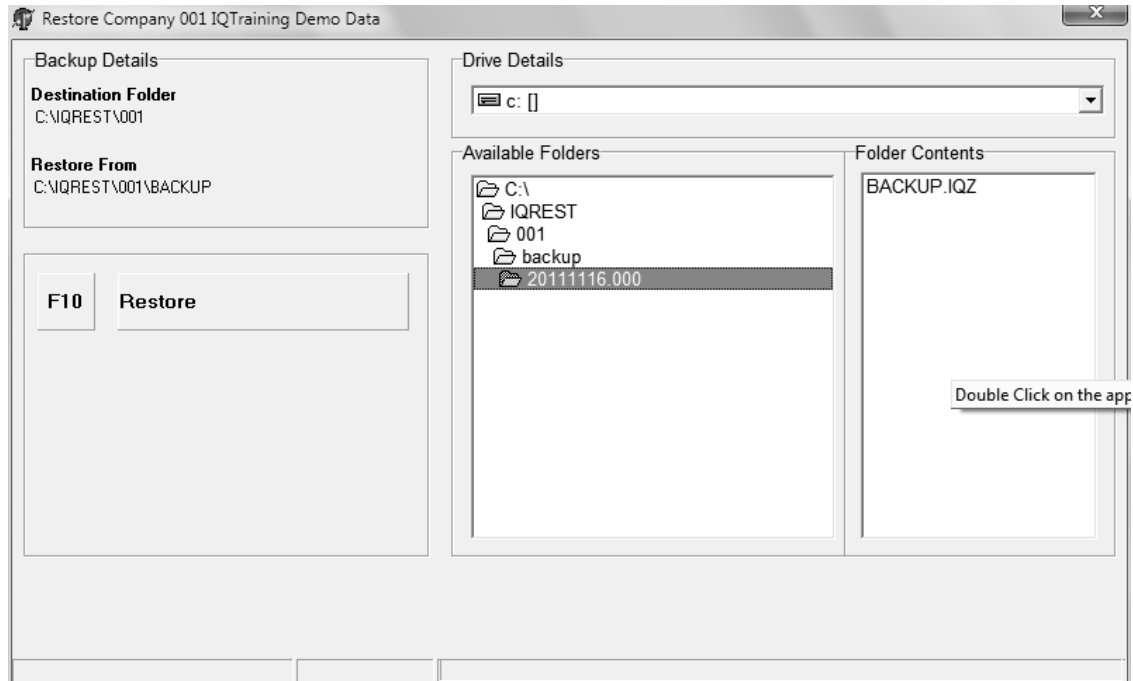
NOTE: This backup is placed in the normal backup folder that is used in the Backup option found under the utilities menu

E.g. C:\IQREST\001\BACKUP\20111116.001

Please note that this month end backup file is overwritten each time a month end is done, therefore it is imperative that a manual backup using the backup option via the utilities menu is done prior to doing the month end.

Should the month end procedure fail for whatever reason the backup can be restored using the Backup & Restore function found under the Utilities menu. The backup file that should be used for restoring will either be located under today's date, that is, if the manual backup was done prior to doing the month end, or located under the "20080423.001" sub-folder of the "BACKUP" folder.

The screen below is the restore of the creditors month end backup that is automatically generated at month end.



The screen above is the restore of the debtors month end backup that is manually generated by the user prior to doing the month end.

Once the month end is complete the following should have taken place (open item account type debtors only);

- a. Under normal circumstances a creditor will have all new transactions posted for the month added to the history file.
- b. All outstanding transactions will be aged.
- c. Any transaction that is fully paid up (i.e. the amount due for the transaction is zero) will be removed from the enquiries screen, but can still viewed using the "View History file" option.

001 IQTraining Demo Data - Enquiries for Account : XYZ001

Account No. XYZ001
 Company XYZ Wholesalers (Pty) Ltd
 Address Line 1 PO Box 111
 Stellenbosch
 7600

Telephone 1
 Telephone 2
 Fax Number
 Email

Comment

Last Payment 16/11/2011
 Amount 500.00
 Balance B/F 6200.00

View History File

Date	Reference	Till	Order	SaleNum	Rep	Age	Tax	Debit	Credit	Balance
01/09/2011	IN B/F 445		1			30 Days	R 307.02	R 0.00	R 700.00	R 700.00
01/10/2011	IN Invoice					30 Days	R 184.21	R 0.00	R 1 500.00	R 2 200.00
16/11/2011	IN Invoice					30 Days	R 491.23	R 0.00	R 4 000.00	R 6 200.00

When viewing Creditors via Creditors Enquiries screen.

Totals 0.00 6 200.00 6 200.00

Total Outstanding 6,200.00
 Credit Limit 0.00
 Terms
 Unallocated 0.00

F2 Search F3 Print Document F4 Balances
 F8 Allocations F9 Adv Note

Use the Up / Down arrow keys or use the scroll bar, to scroll. Press ENTER or double click with the mouse on the highlighted transaction for more detail

d. All debits (payments, discounts, journal credits, etc.) will be discarded, but only if there is no unallocated credits on the account. Otherwise they will be moved to the history file if they have not been aged.

e. Transactions that have been partially paid will be altered in such a way so that the debit amount reflects the outstanding amount at the time of doing month end. The reference (description) will automatically be changed and prefixed with the symbol "B/F", followed by the original reference, E.g. B/F Inv1

NOTE: It is important to check that there are no accounts reflecting unallocated credits prior to doing the month end. This is the cause of older transaction being reflected under the enquiries screen even though they have been paid-up and numerous month ends have been done.

The enquiries screen for brought forward accounts will always reflect the current months' transactions, unlike an open item debtor that reflects all current and outstanding transactions.

At the end of the month the system will display the following screen to indicate the month end is complete. Select the OK button to exit the month end procedure and continue with further work.

NOTE: It is important that while the month end procedure is in progress no-one must log back into the system.

Should confirmation screen to indicate that the month end is complete not appear or your are unsure as to whether if you have already done the month end a quick way to check this is to print a "Totals Only" or "Short Listing & Balances" age analysis report. If the reports reflect positive values in current the month has not been done or was incomplete.

Month end moves the balances up a level so current should have moved to 30 days, and the 30 days balances should have moved to 60 days, etc, etc. The 150 days balance does not move to the 180 days balance, but gets added to the existing 180 day balance.

If you are unsure then restore the backup that was made before doing the month end.

STOCK



CHAPTER 6

STOCK

STOCK CONTROL SETUP

This document is designed to help facilitate in the setup and implementation of a typical stock control system for a restaurant environment. The intention is not to help with the general setup of the IQ Restaurant software.

Not all areas of stock control will be covered. The areas of stock control that will be covered will be those that influence costs, profit, purchases, sales, on hand quantities and multiple stock holding locations.

THE FOLLOWING TOPICS THAT WILL BE COVERED IN DETAIL:

1. Stock Holding Sales Outlet Setup
2. Group Setup
3. Department Setup
4. Stock and Sales Item Setup
5. Recipe Setup
7. Purchasing Stock
8. Pre-Manufacturing (e.g.: Bulk Sauces, Basting, etc...)
9. Issuing & Receiving
10. Menu Design

STOCK HOLDING & SALES OUTLET SETUP

What is a stock holding and sales outlet? A stock holding can be defined as an area that reflects both *sales* and stock quantity control on a day to day basis. Areas like the kitchen, fridge or storeroom, are not stock holding areas. These are storage locations, also known as bin locations. These storage locations can, and do, facilitate in reflecting the day to day stock movement (opening, closing, variances, etc values), but no sales values. It's for this reason that storage locations like the store room, kitchen, fridge, etc. are not setup as separate stock holdings.

NOTE: The rule of thumb is as follows; if sales and stock control (opening, closing, transfer, issues, variances) is required then a separate stock holding is required. If No sales figures are required, but opening, closing, transfer, issues, variances, etc. values are required, then it is NOT required to create a separate stock holding.

DO NOT create separate stock holding & sales outlets for storage areas like, front fridge, front freezer, back fridge, back freezer, or meat freezer, meat fridge, dry goods, etc. When creating stock items use the storage location field to enter an abbreviated location identifier. Stock count reports will still be possible.

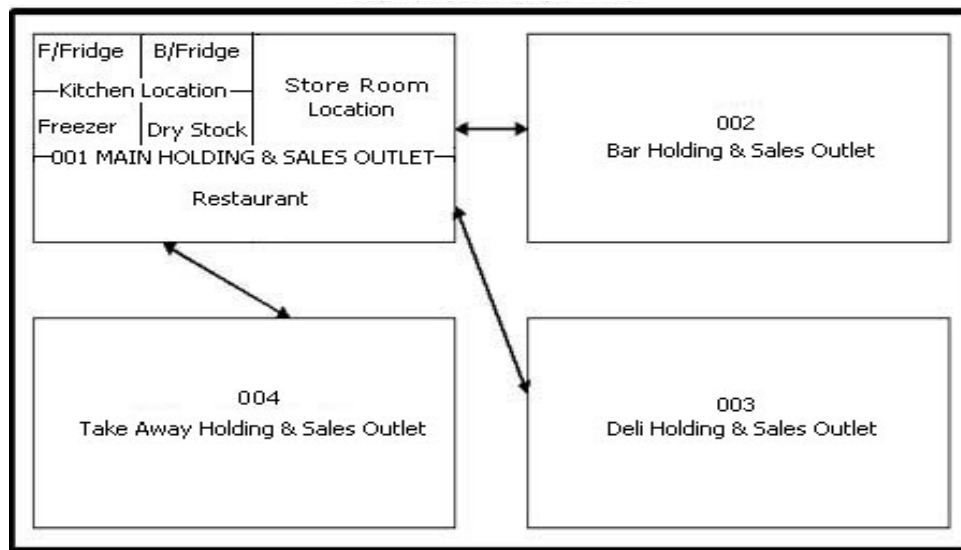
Should there be a requirement to track the same type of stock item in more than one location (not stock holding & sales outlets) then following method should be applied. Two separate stock items should be created. The one item would facilitate in the purchasing and issuing, the other item would facilitate in the daily usage and sales. The purchase items (i.e. bulk item) would be setup to have the storage location setup with appropriate location abbreviated I.D. e.g. STOR or STORE, etc. and the item (i.e. menu item) would be setup with storage location being set the appropriate location where the item can be found, e.g. KITCH or KIT, FRIDGE, etc.

However, many restaurants are not setup according to the above method. The preferred method is to have a single item that keeps stock control for the store room, kitchen, front fridge, etc. and all purchases, sales, usage, etc. is done via single item, but still having the facility view stock control per stock holding and sales outlets (e.g. BAR, DELI, TAKE-AWAY, CURIOS SHOP, etc) Unless stock is stored in the store room and then transferred and stored in the kitchen, the separate items per storage location should be used.

The following diagrams are examples of various restaurant establishments with different stock holdings layouts.

EXAMPLE 1: This example illustrates a restaurant that has 4 stock holding and sales outlets.

NOTE: The Restaurant sales outlet forms part of the main company holding as does the kitchen, store room, etc. The illustrations below demonstrate the different stock holding and sales outlets and their various storage locations, i.e. Kitchen, Store Room.



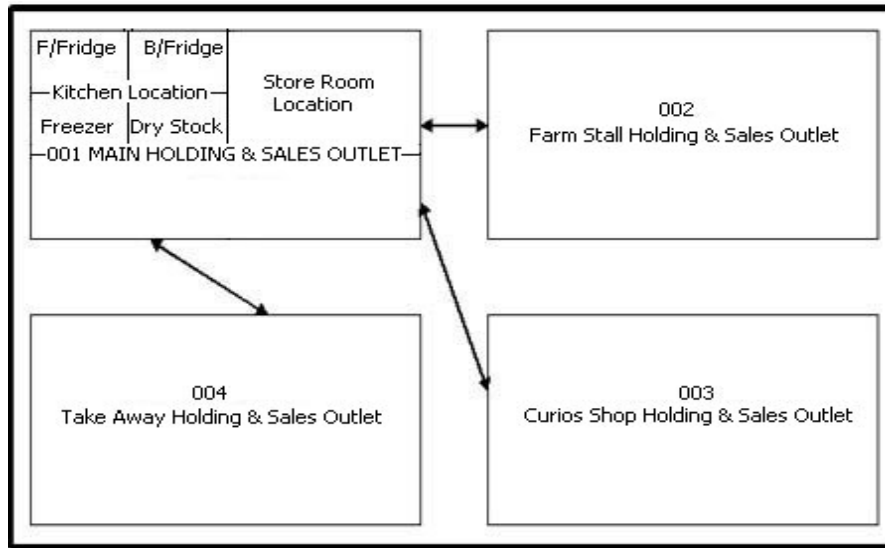
From the above diagram and all other examples, the kitchen, store room and the restaurant are part of one stock holding. This holding I.D. is usually 001. It is automatically created when running the software for the first time. All stock is usually purchased directly into this stock holding and sales outlets and then issued to the various other stock holding and sales outlets.

The screen below is how the above diagram would look like, once entered into the system.



EXAMPLE 2: This example illustrates a restaurant that has 4 stock holding and sales outlets.

NOTE: The Restaurant sales outlet forms part of the main company holding as does the kitchen, store room, etc. The illustrations below demonstrate the different stock holdings and their various storage locations, i.e. Kitchen, Store Room.



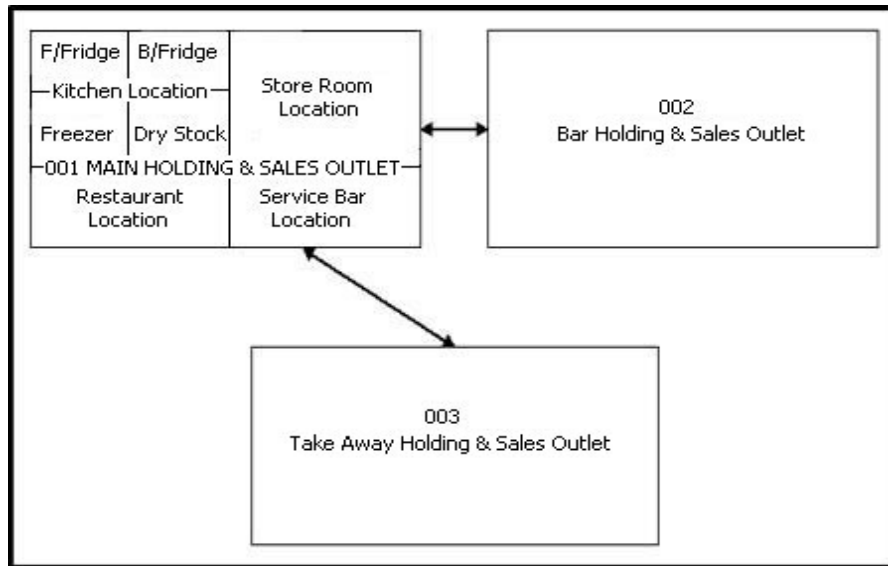
From the above diagram and all other examples, the kitchen, store room and the restaurant are part of one stock holding. This holding I.D. is usually 001. It is automatically created when running the software for the first time. All stock is usually purchased directly into this stock holding and then issued to the various stock holdings.

The screen below is how the above diagram would look like, once entered into the system.



EXAMPLE 3: This example illustrates a restaurant that has 3 stock holding and sales outlets. What's different with this setup is the "service bar" storage location. Note that the "service bar" still forms part of the main holding, 001, together with the store room, kitchen and restaurant.

NOTE: The Service Bar should only be setup when the restaurant's beverage and liquor orders must NOT effect the Bar stock holding.



The screen below is how the above diagram would look like, once entered into the system.



SETTING-UP A STOCK HOLDING & SALES OUTLET

Please follow these few easy steps below to setup your different stock holding locations.

Select the Restaurant Back Office Menu, Company Setup, and Stock Holding & Sales Outlet Setup.

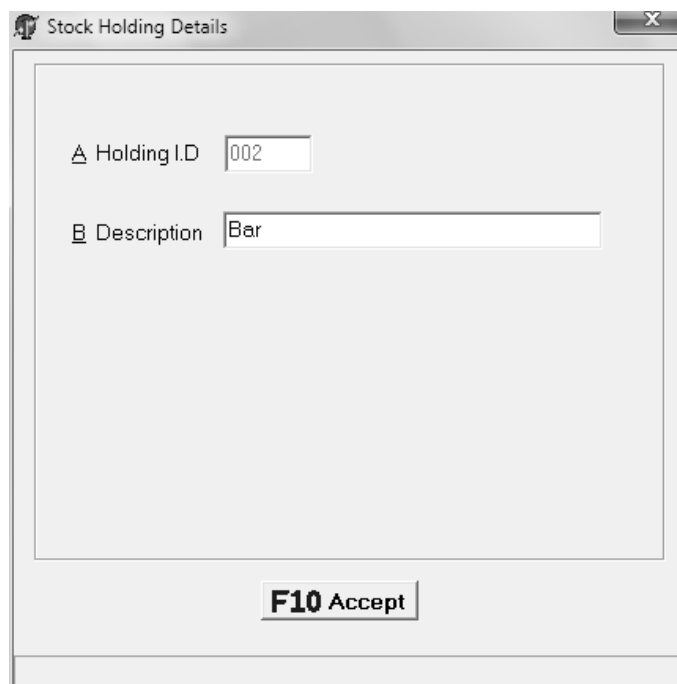
Select Add and enter the Location I.D. The maximum of 3 characters (e.g.: BAR, 001). The description should be a full and meaningful explanation for the stock holding.

NOTE: 001 Outlet holding I.D. should and must be the main holding. This stock holding outlet cannot be deleted.

Once completed, select the Accept button.

We now have our two different stock holding and sales outlets. (e.g.: 001 Restaurant\Store Room\Kitchen and 002 Bar)

Remember your initial main holding outlet is your default holding and sales outlet that is created when the system is first setup, usually Outlet I.D. 001.



Stock Holding Details

A Holding I.D

B Description

F10 Accept

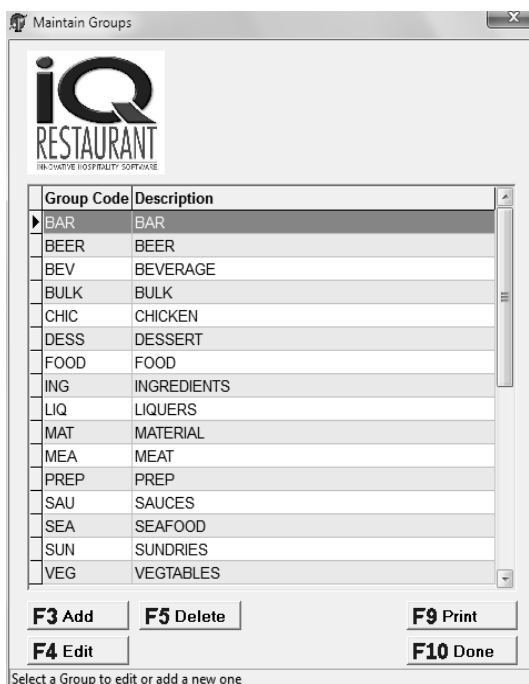
GROUP SETUP

A group can be defined as a means of grouping various stock items together for reporting, stock counts, searching, enquiry, etc. purposes. From the example below, it's possible to see what group types can be used. Groups do not form part of stock location control, but merely form part of a means to extract information from the system, whether it be sales, purchase, issues, stock counts, transactions, etc.

The idea with groups is not to have too many, but enough for reporting and other stock function useful and meaningful. The department setup is where more detail (items are broken down into further categories) should be entered.

NOTE: The difference between a group and a department is; a group is less detailed of the two and sits above the department in the hierarchy. Departments are usually more detailed, e.g. wine, beer, soft drinks, mineral water, milk shakes, etc. where as groups would be, beverage, food, liquor, etc.

NOTE: Groups and Departments are Not linked to each other. Each stock item gets allocated with a group and a department when the stock item is created.



CREATING A GROUP

Please follow from the Restaurant Back Office menu option, Stock Management followed by Group Setup.

Select the Add option and enter the group code. The group code can only be 4 alpha-numeric characters. The group description should be a full and meaningful explanation for the group. A maximum of 30 characters may be entered.

DEPARTMENT SETUP

A department can be defined as a means of grouping various stock items together for reporting, stock counts, searching, enquiry, etc. purposes. From the example below, it's possible to see what department types can be used. Departments do not form part of stock location control, but merely form part of a means to extract information from the system, whether it be sales, purchase, issues, stock counts, transactions, etc.

The idea with departments is to have a more detailed breakdown of stock items into their various departments. It's important one does not create too many departments. How many departments or how detailed will depend entirely on the information that is required to be extracted on a day to day basis. Having the department listing too detailed, can make reporting and data extractions time consuming and meaningless. E.g. depending the requirements, one can create a department a Wine or White Wine, Red Wine department, but having departments, Rose wine, semi sweet wine, Dry wine, late harvest wine, etc. is far too detailed for a department setup.

On the other hand, having only a single department Wine setup will mean that information pertaining to red wine and white wine will not be able to be extracted individually.

NOTE: The difference between a group and a department is; a group is less detailed of the two and sits above the department in the hierarchy. Departments are usually more detailed, e.g. wine, beer, soft drinks, mineral water, milk shakes, etc. where as groups would be, beverage, food, liquor, etc.

NOTE: Groups and Departments are Not linked to each other. Each stock item gets allocated with a group and a department when the stock item is created.

Dept	Description	TAX Rate	Neg. Dept	Sales Acc	Stock Acc	Purcha:
001	SALADS		1	SALES	STOCK	
002	SEAFOOD		1	SALES	STOCK	
003	EXTRAS		1	SALES	STOCK	
004	PORK		1	SALES	STOCK	
005	BURGERS		1	SALES	STOCK	
006	STEAKS		1	SALES	STOCK	
007	PASTA		1	SALES	STOCK	
008	PIZZA		1	SALES	STOCK	
009	LAMB		1	SALES	STOCK	
010	SCHNITZELS		1	SALES	STOCK	
011	CHICKEN		1	SALES	STOCK	
012	DESSERTS		1	SALES	STOCK	
013	DON PEDRO		1	SALES	STOCK	
014	BEVERAGE		1	SALES	STOCK	
015	BEER		1	SALES	STOCK	
016	WINES		1	SALES	STOCK	
017	SPIRITS		1	SALES	STOCK	
018	LIQUERS		1	SALES	STOCK	
019	KIDDIES		1	SALES	STOCK	
020	DRY GOODS		1	SALES	STOCK	

Select a department to edit or add a new one

CREATING A DEPARTMENT

Please follow from the Restaurant Back Office menu option, Stock Management followed by Department Setup.

The department code can only be 3 numeric characters in length. The department description should be a full and meaningful explanation for the department. A maximum of 30 characters may be entered.

STOCK ITEMS MAINTENANCE

Select the stock menu choose Stock Item Maintenance under the Stock Management, Restaurant back office options to add, edit or delete stock items.

Should you need to add a new item select the "Add" button.

Stock Adjustment Search

Item Category: ALL Categories
 Group: ALL Groups
 Department: ALL Departments
 Storage Location: []

Description	Code	PackSize	PackDes	Dept.	Group	BinL	On hand	Latest Cost	Retail Price
200ML APLETIZER	BEV13	1		001			31.00	2.51	39.96
200ML COKE	BEV14	1		14	BEV		262.00	2.11	3.07
200ML COKE LIGHT	BEV15	1		14	BEV		100.00	2.24	3.07
200ML DRY LEMON	BEV16	1		14	BEV		59.00	2.21	3.07
200ML GINGER ALE	BEV17	1		14	BEV		0.00	2.24	3.07
200ML GRAPETIZER RED	BEV18	1		14	BEV		0.00	2.47	3.95
200ML GRAPETIZER WHITE	BEV19	1		14	BEV		37.00	2.51	3.95
200ML LEMONADE	BEV20	1		14	BEV		0.00	2.11	3.07
200ML MINERAL WATER	BEV21	1		14	BEV		0.00	2.24	3.07
200ML RED BUL	BEV26	1		14	BEV		0.00	10.00	11.84
200ML SODA WATER	BEV22	1		14	BEV		0.00	2.11	3.07
200ML TAB	BEV23	1		14	BEV		0.00	2.20	3.07
200ML TOMATO COCKTAIL	BEV24	1		14	BEV		0.00	3.05	5.26
200ML TONIC WATER	BEV25	1		14	BEV		93.00	2.24	3.07
250ML BELL. JOHANNESBURGER	WINE6	1		16			0.00	6.10	10.79
250ML BELL. PREM. GRAND CRU	WINE3	1		16			0.00	4.75	8.33
250ML CHATEAU LIBERTAS	WINE11	1		16			0.00	7.85	15.35

F2 Filter F4 Load Filter F7 Design F9 Sequence
 F3 Clear Filter F5 Save Filter F8 Print F10 Adjust

Record 1 of 604 Use arrow keys to move, or start typing the desired account number or name

ADD STOCK – ITEM DETAILS

ITEM CODE

A maximum of 15 and a minimum of 1 alphanumeric character(s) may be entered.

ITEM DESCRIPTION

Enter the stock item description. Maximum length is 50 characters (alphanumeric).

ITEM ON HOLD

Select this setting to prevent any transactions on the selected stock item.

BARCODE

The Barcode is the barcode number of the item. Should this number differ from the item code, the number printed beneath the barcode printed on the item packaging can be entered here.

GROUP

Use the group code to categorize product items into sub categories, e.g. Let say you have an item, Cadbury’s 200grm Chocolate. This item would be linked to the chocolate department and have a group code CADB. This group code will allow various sales reports to group all Cadbury’s chocolates products together for that department.

DEPARTMENT

Select the department code by pressing the ALT and down arrow key, and select the department for which the item must be linked to. The Vat rate, Sales account, Cost of sales account, and Stock account which will be affected during processing (e.g. Invoicing, goods received, stock adjustments, etc) are taken from the selected department (see Department heading later).

HINT: Utilize the department facility to link items to departments that are zero rated or exempt from VAT.

ITEM CATEGORIES

- Bulk Buy Items
 - Preparation Item (portion items)
 - Fruit / Veg Item
 - Dry goods Item (e.g. Flour, Sugar)
 - Liquor Item
 - Beverage Item
 - Food Item
 - Merchandise Item
 - Expense / Non Stock Item
 - Consumable
- Choose one of the above Item Categories.

The screenshot shows the 'Stock Item Details' window with the following data:

- Item Code & Description: BEV14 200ML COKE
- Barcode: 4545447874120
- Group: BEV BEVERAGE
- Department: 001 SALADS
- Item Category: BEVERAGE Item
- Storage/Bin Location: BAR
- Pack Description: 340ML
- Pack Size: 1.0000
- Latest Cost Price (TAX Exclusive): 2.1100
- Retail Calculation Method: Manual Changes

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
Retail Price	184.36	6.0000	6.84	64.83
Wholesale Price	170.23	5.7018	6.50	62.99
Alternate Price 1	161.91	5.5263	6.30	61.82

Other fields include: On Hold (checkbox), Weighted Scale Item (No), Shelf life (0), Print Stock Labels (Yes), and is This a Sales Item (Yes). A button labeled 'F10 Accept' is visible at the bottom right.

STORAGE LOCATION

Storage Location or bin location of the item. This would be the physical place where the item is stored, for example: BIN1, F/FRIDGE OR B/FRIDGE.

PACK DESCRIPTION

Enter a three character pack description e.g. box, lit (litres), If not required leave blank.

PACK SIZE

Enter a numeric pack size for this stock item, e.g. 1 (single units) 12 (dozens). A stock item can only have one pack size, e.g. if an item is stored in dozens, but packs are sometimes broken up. Those separate packs must be treated as a new product and captured in item maintenance as a new product.

EXAMPLE: Let's say that you have a bottle store and wish to setup a bulk item (case of beers) and its respective broken packs, namely the 6 pack of cans and a single dumpy beer. To set these items up correctly you would make your bulk items (the case of beers) pack size 24, and the first broken pack item, the 6 can pack to have a pack size of 6. The single item pack should be setup to have a pack size of one (1).

NOTE: Both 6 pack item and the single item should not have cost entered but only selling prices and retail calculation price method set to manual. The unit cost prices for these items is automatically calculated by taking the pack size of the broken pack item and dividing it by the main items pack size and then multiplying it by the unit cost of the main / bulk item. Please remember to make both broken pack items "is this a main item" option set Yes and both should report to the main item. If not required leave this field blank.

SALES & PURCHASES REPORT TO ITEM LINK

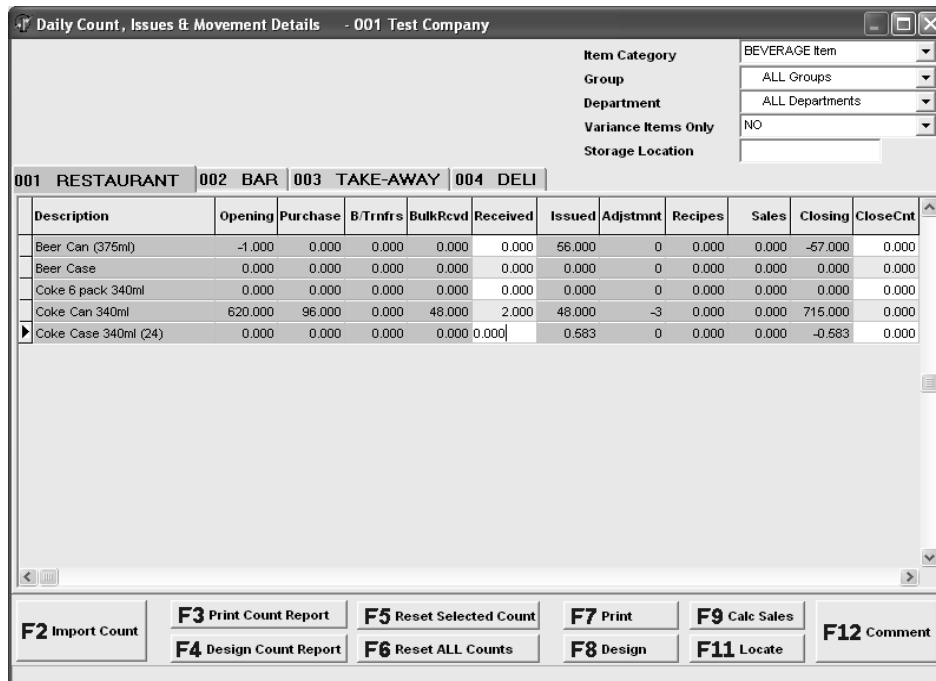
The Report to Item will be the main purchase unit, in this example it is the case of beers. If the item being created is purchased in bulk, it can be linked to the bulk pack. The creation of these items will be discussed under the Cascading items topic.

AUTO STOCK ISSUES ITEM LINK

The Auto Stock Issues Item Link field should only be used when stock is to be automatically transferred from one item to another. The stock item where stock will come from will be the item that is entered in this field. This facility is only utilized when utilizing the Daily Issues and Count function. The Auto Stock Issues Item Link works in conjunction with Daily Issues & Count as follows; Before End of Day is done, stock received during the course of the day is entered per item. As the received quantities are entered per item the system will automatically check to see if the item is linked to another item and auto issue the item.

The screenshot shows a software window titled "Daily Count, Issues & Movement Details - 001 Test Company". It features a table with columns: Description, Opening, Purchase, B/Tnfrs, BulkRcvd, Received, Issued, Adjstmnt, Recipes, Sales, Closing, and CloseCnt. The table lists items like Beer Can (375ml), Beer Case, Coke 6 pack 340ml, Coke Can 340ml, and Coke Case 340ml (24). A yellow callout box points to the "Received" column and contains the text: "Click on the main holding location, i.e. the first location listed, usually BAR. All that is required is for the correct receiving location to be selected before". Below the table is a menu bar with function keys: F2 Import Count, F3 Print Count Report, F4 Design Count Report, F5 Reset Selected Count, F6 Reset ALL Counts, F7 Print, F8 Design, F9 Calc Sales, F11 Locate, and F12 Comment.

Description	Opening	Purchase	B/Tnfrs	BulkRcvd	Received	Issued	Adjstmnt	Recipes	Sales	Closing	CloseCnt
Beer Can (375ml)	0.000	240.000	0.000	0.000	56.000	0.000	0	0.000	0.000	296.000	40.000
Beer Case	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Coke 6 pack 340ml	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Coke Can 340ml	40.000	0.000	0.000	0.000	12.000	0.000	0	0.000	0.000	52.000	10.000
Coke Case 340ml (24)	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000



LATEST COST PRICE (TAX EXCLUSIVE)

Enter the current (i.e. latest) cost price excluding VAT. No future change to cost price will be allowed as this field will be automatically updated as goods are received, i.e. from the goods received vouchers (GRV's).

NOTE: Once the new item has been saved (Accept button selected) the unit cost field will be greyed out and cannot be altered. As mentioned above, the unit cost will be updated as the item is purchased.

RETAIL CALCULATION METHOD

This must be correctly set as your selling prices are based on this setting. The calculation of selling prices depend on this calculation mode. % Markup on latest cost, % Markup on Average cost, % Markup on highest cost automatically recalculate the selling price based on the set markup percentage and the unit cost. If these methods are used you may need to reprint retail prices lists fairly frequently because the selling price are automatically recalculated each time there is a unit cost change. If you choose manual price method, all selling prices will stay fix regardless of the unit cost price changing.

SELLING PRICES

If your pricing method is manual changes, you must enter the selling prices manually. Select the Inclusive option to change from VAT exclusive pricing to VAT inclusive prices. To change from inclusive to exclusive or vice versa, click on the respective column headings (e.g. "Incl. VAT" or "Excl. VAT").

WEIGHTED SCALE ITEM

Select the Yes option for the weighted scale item option in order to tell the system that this specific stock item is a scale item. This means that together with the export scale option under Stock > Stock Utilities, Scale Export, the system will then know that those items are variable weighted scale items and can be exported to the scale.

SHELF LIFE

Enter the amount of day for the item’s Shelf Life. This option can be used for Barcode Label. The Shelf Life Field will be available from the Stock Table and will display the number of days entered under Stock Maintenance.



PRINT STOCK LABELS

Select between No or Yes. If Yes the option enables one to print GRV labels after the Goods Receiving process by going to Restaurant Back office, Stock Management, Stock Management Reports, Stock Labels. The On hand quantity of the GRV items will be available. (For more information on Print Stock Labels go to the Stock Labels section feature in the Stock Chapter.)

NOTE: Once the Stock Labels for the GRV'd items was printed remember to Zero the label Quantities otherwise if another GRV was processed the second GRV Quantities will be added to the first GRV, increasing the stock label quantity for the next print.

 BEV13 200ML APPLLETIZER R4.50	 BEV26 200ML RED BUL R13.50	 WINE4 250ML FLEUR DU CAP NAT LIC R14.90	 BEV30 340ML FANTA GRAPE R5.00
 BEV14 200ML COKE R3.50	 BEV22 200ML SODA WATER R3.50	 WINE5 250ML GRACA R13.30	 BEV29 340ML FANTA ORANGE R5.00
 BEV15 200ML COKE LIGHT R3.50	 BEV23 200ML TAB R3.50	 WINE10 250ML GRUN. ROSELESE R15.20	 BEV31 340ML ICE TEA R7.00
 BEV16 200ML DRY LEMON R3.50	 BEV24 200ML TOMATO COCKTAIL R6.00	 WINE2 250ML JC LE ROUX LA CHANS R15.20	 BEV32 340ML LEMON TWIST R5.00
 BEV17 200ML GINGER ALE R3.50	 BEV25 200ML TONIC WATER R3.50	 WINE1 250ML JC LE ROUX LE DOMAI R15.20	 BEV33 340ML SCHEWEPES LIGHT R5.00

IS THIS A SCALE ITEM

The “Is This a scale item” option will allow only the stock items with the option selection of Yes to appear at the Menu > Maintenance Item Price Change to appear. In other word all the items that are not Sales Item, e.g. Ingredients will not be displayed.

CAPTURING STOCK – LEDGER ACCOUNTS DETAILS

The integration defaults accounts form part of the automatic integration with the ledger. Whenever a posting involves a debtor, creditor or stock item, the system will then use the integration accounts associated with them, e.g. Debtors Control, Creditors Control, Vat Paid, Vat Received, etc. The accounts asked for must all be filled in, no vacant fields are permitted.

Linked Ledger Account Details		
A Purchases Account	1305.000.000.00	Sundry Purchases
B Sales Account	2000.000.000.00	Sales Account
C Stock Account	3500.000.000.00	Stock on Hand
D Write-off Account	1000.000.000.00	Cost of Sales
E Adjustment Account	3510.000.000.00	Stock Adjustment Account

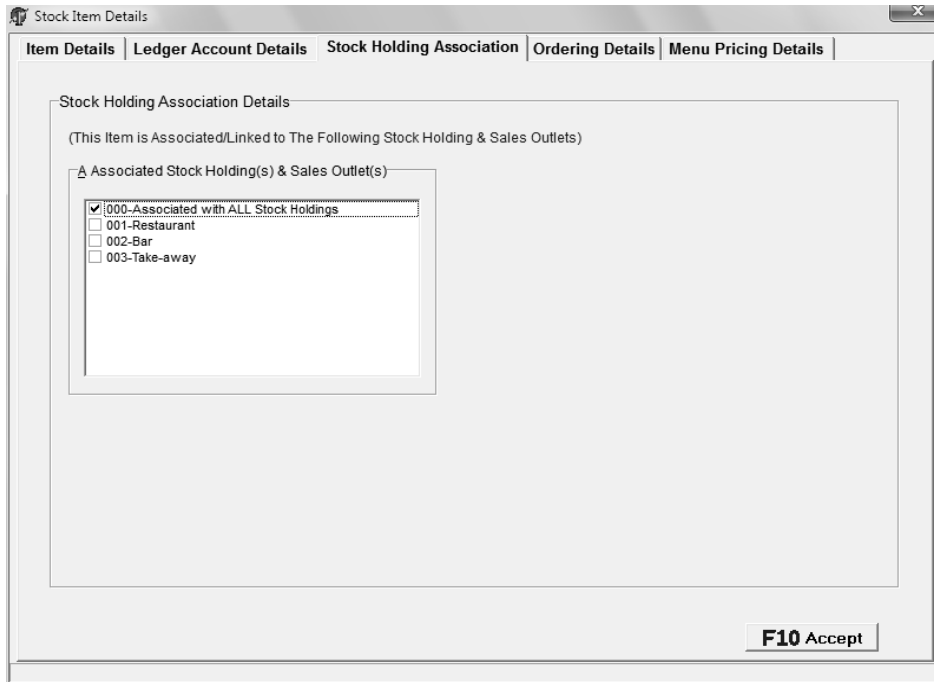
F10 Accept

Choose a ledger account link for each account below.

For example Sales account = 2000.000.000.00 Sales. Click on the browse button, select the correct account. To edit these ledger accounts go to Restaurant Back office, Company Setup, Ledger & Expense Maintenance, select Add or Edit an existing account.

STOCK HOLDING ASSOCIATION

A stock holding can be defined as an area that reflects both *sales* and stock quantity control on a day to day basis. Areas like the kitchen, fridge or storeroom, are not stock holding areas. These are storage locations, also known as bin locations. These storage locations can, and do, facilitate in reflecting the day to day stock movement (opening, closing, variances, etc values), but *no* sales values. It's for this reason that storage locations like the store room, kitchen, fridge, etc. are not setup as separate stock holdings. This item is associated to the flowing stock holding & sales outlets. Select a specific stock holding or choose 000- Associated with all stock holdings.



ORDERING DETAILS



REORDER LEVEL

Enter the stock level at which the reorder reports and notification should be activated (i.e. when the reorder report is printed it will only include those items where the stock item's on hand value is equal or less than the stated reorder level). The system will automatically display a warning message when the item is below or equal to the reorder level, when invoicing.

NOTE: The calculation used to determine when an item has reached the reorder level is as follows;

$(\text{Reorder Level} + \text{Reorder Qty} + \text{Sales Order} > 0)$ AND $(\text{Reorder Level} \geq \text{On Hand} + \text{Purchase Order} - \text{Sales Order} - \text{Laybye})$

REORDER QUANTITY

Enter the reorder quantity to be reordered when the stock levels reach the reorder level.

NOTE: The calculation used to determine how much of an item must be ordered is as follows;

$(\text{Order Level} + \text{Order Quantity} - (\text{On Hand} + \text{Purchase Order}) - \text{Sales Order} - \text{Laybye})$

REGULAR SUPPLIER'S ITEM CODE

Enter the supplier's stock item code number, if different from your stock number. The suppliers' item code would usually be required when reordering goods from the supplier.

NOTE: If there is more than one supplier for the item leave the field blank.

REGULAR SUPPLIER'S ACCOUNT

Enter the account number of your regular supplier for this item as defined under the creditors section of this manual.

NOTE: If there is more than one supplier for the item leave the field blank.

When printing the re-order report it will automatically extract which supplier is best supplier to order from.

MENU PRICING DETAILS

AUTO UPDATE STANDARD MENU WITH STOCK ITEM PRICE CHANGES

Auto Update Standard Menu with Stock Item Price Changes will change the Selling Price on the Menu when the Selling price changes. PLEASE NOTE: The Auto Price Change Option will change the Selling Prices on the Menu, thus the change has to be made to the printed menu accordingly.

STANDARD MENU PRICE DETAILS FOR SALES OUTLET

Choose the Standard Menu Pricing details for the item namely Retail Selling Price, Alternate Selling Price and Take-away selling price.

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association | Ordering Details | Menu Pricing Details

Auto Update Standard Menu Prices with Stock Item Price Changes **NO**

001 Restaurant

Standard Menu Pricing Details For Sales Outlet : 001 Restaurant

	Including VAT	G.P. %
Retail Selling Price	4.50	36.41
Alternate Selling Price	6.84	58.17
Take-away Selling Price	0.00	0.00
Loyalty Customer Price	0.00	0.00

Alternate Sales Outlet Menu Pricing Details

		Including VAT	G.P. %
A Sales Outlet 1	002 Bar	Selling Price 4.45	35.70
B Sales Outlet 2	003 Take-away	Selling Price 4.20	
C Sales Outlet 3		Selling Price	
D Sales Outlet 4		Selling Price	

F10 Ad

001 Restaurant will not be available under alternate locations.

Locations will only display the alternate locations the location currently being use will not display

ALTERNATE SALES OUTLET MENU PRICING DETAILS

Alternate Location prices can also be specified by choosing the location and entering the price for the specific location.

EDITING A STOCK ITEM

From the Stock Management, Restaurant back office menu select the Item Maintenance option. From the list of stock items locate the appropriate stock item using either the vertical scroll bars or by typing the stock code or stock description. Once located, select the Edit button.

The stock code number cannot be changed. Otherwise proceed as described in the take-on of a new stock item.

DELETING A STOCK ITEM

From the Stock menu select the Item Maintenance option. From the list of stock items locate the appropriate stock item using either the vertical scroll bars or by typing the stock code or stock description. Once located, select the Delete button.

A stock item may not be deleted if there is stock on hand, or if any transactions were entered for this item during the current month.

Once the stock item is selected, you will be prompted to confirm the deletion of this item. If confirmed, the item will be removed from the stock database.

STOCK ENQUIRIES

The stock enquiries are the hart and soul of stock control. This option will allow the user to view details for each item separately and display all the information on the item. Stock Enquiries centralise information on one screen. For example all the current transactions, Retail price, Average Cost, Latest Cost, Stock Movement or Stock Holding Totals to name but a few.

Stock Item Maintenance - 001 IQTraining Demo Data

Description	Item Code	Pk Size	PkDes	Dept.	Group	BinL	OnHand	SellingPrice
200ML APPLTZER	BEV13	1		001			24.000	45.56
200ML COKE	BEV14	1		001	BEV		262.000	3.50
200ML COKE LIGHT	BEV15	1		14	BEV		100.000	3.50
200ML DRY LEMON	BEV16	1		14	BEV		59.000	3.50
200ML GINGER ALE	BEV17	1		14	BEV		0.000	3.50
200ML GRAPETIZER RED	BEV18	1		14	BEV		0.000	4.50
200ML GRAPETIZER WHITE	BEV19	1		14	BEV		36.000	4.50
200ML LEMONADE	BEV20	1		14	BEV		0.000	3.50
200ML MINERAL WATER	BEV21	1		14	BEV		-1.000	3.50
200ML RED BUL	BEV26	1		14	BEV		0.000	13.50
200ML SODA WATER	BEV22	1		14	BEV		0.000	3.50
200ML TAB	BEV23	1		14	BEV		0.000	3.50
200ML TOMATO COCKTAIL	BEV24	1		14	BEV		0.000	6.00
200ML TONIC WATER	BEV25	1		14	BEV		93.000	3.50
250ML BELL. JOHANNESBURGER	WINE6	1		16			0.000	12.30
250ML BELL. PREM. GRAND CRU	WINE3	1		16			0.000	9.50
250ML CHATEAU LIBERTAS	WINE11	1		16			0.000	17.50
250ML D/H ADELPRACHT	WINE7	1		16			0.000	13.50
250ML FLEUR DU CAP NAT LIGHT	WINE4	1		001			0.000	14.90
250ML GRACA	WINE5	1		16			0.000	13.30

F2 Filter **F4 Load Filter** **F6 Add** **F8 Delete** **F10 View Details** **F12 Print Label**
F3 Clear Filter **F5 Save Filter** **F7 Edit** **F9 Sequence** **F11 Locate** Layout No. 1

Select the Restaurant Back Office, Stock Management, Stock Item Maintenance, Select item and click F10 View Details.

001 IQTraining Demo Data - Stock Enquiries

Item Code: BEV13 | 200ML APPLETIZER

Pack Size: 1.0000

Department: 001 | SALADS

On Hand Recon | Retail_Cost Pricing

Opening Stock: 0.000
 + Purchases: 0.000
 - Sales: 7.000
 Branch Transfers: 0.000
 Write Offs: 0.000
 Location Transfers: 0.000
 Adjustments: 31.000
 Recipes: 0.000
 POS Values: 0.000
 Current Stock: 24.000

Date	Reference	Order	Till	Loc	Rep	Disc	Cost	Profit	Quantity	Amount
15/11/2011	AJ 0/H 0@2.51	AJ 10@2.51	1	001	0	0.00%	2.51	0.00	10.000	25.10
15/11/2011	AJ 0/H 0@2.51	AJ 12@2.51	1	002	0	0.00%	2.51	0.00	12.000	30.12
15/11/2011	AJ 0/H 0@2.51	AJ 9@2.51	1	003	0	0.00%	2.51	0.00	9.000	22.59
15/11/2011	IN Sale [1-32]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-32]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-32]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-33]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-34]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-35]		1	001	2	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-36]		1	001	1	0.00%	2.51	1.44	1.000	3.95

F2 Locate | F3 Cost Levels | F5 Document | F6 Print Detail | F7 Design Report

The stock enquiries screen will display the Item Code, Pack Size, Pack Description, Department, Group code, Storage Location, Sales Order Quantities, Purchase Order Quantities, and Transfer out, Last Sale. Followed by on hand Recon tab display information namely Opening stock, + Purchases, - Sales, Branch Transfers, Write Offs, Location Transfers, Adjustments, Recipes, POS Values and Current Stock.

The Retail & Cost Pricing tab display information namely Retail Price, Average Cost and Latest Cost.

001 IQTraining Demo Data - Stock Enquiries

Item Code: BEV13 | 200ML APPLETIZER

On Hand Recon | **Retail_Cost Pricing**

Retail Price: 45.56
 Average Cost: 2.51
 Latest Cost: 2.51

Date	Reference	Order	Till	Loc	Rep	Disc	Cost	Profit	Quantity	Amount
15/11/2011	AJ 0/H 0@2.51	AJ 10@2.51	1	001	0	0.00%	2.51	0.00	10.000	25.10
15/11/2011	AJ 0/H 0@2.51	AJ 12@2.51	1	002	0	0.00%	2.51	0.00	12.000	30.12
15/11/2011	AJ 0/H 0@2.51	AJ 9@2.51	1	003	0	0.00%	2.51	0.00	9.000	22.59
15/11/2011	IN Sale [1-32]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-32]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-32]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-33]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-34]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-35]		1	001	2	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-36]		1	001	1	0.00%	2.51	1.44	1.000	3.95

F2 Locate | F3 Cost Levels | F5 Document | F6 Print Detail | F7 Design Report

CURRENT TRANSACTIONS

The current transaction tab display information namely Date, Reference, Order, Till, Location, Reps, Discount, Cost Price, Profit, Quantity and Amount of each transaction for an item.

HISTORICAL TRANSACTIONS

The Historical transaction tab display information namely Date, Reference, Order, Till, Location, Reps, Discount, Cost Price, Profit, Quantity and Amount of each transaction for an item. Historical transaction will only be displayed after a stock month end.

Date	Reference	Order	Till	Loc	Rep	Disc	Cost	Profit	Quantity	Amount
15/11/2011	AJ 0/H 0@2.51	AJ 10@2.51	1	001	0	0.00%	2.51	0.00	10.000	25.10
15/11/2011	AJ 0/H 0@2.51	AJ 12@2.51	1	002	0	0.00%	2.51	0.00	12.000	30.12
15/11/2011	AJ 0/H 0@2.51	AJ 9@2.51	1	003	0	0.00%	2.51	0.00	9.000	22.59
15/11/2011	IN Sale [1-32]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-32]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-32]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-33]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-34]		1	001	1	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-35]		1	001	2	0.00%	2.51	1.44	1.000	3.95
15/11/2011	IN Sale [1-36]		1	001	1	0.00%	2.51	1.44	1.000	3.95

STOCK MOVEMENT

The Stock Movement tab display information namely Month, Sale Quantities, Return Quantities, Purchases Quantities, Refund Quantities, Other In Quantities, Other Out Quantities, August Quantities, Transfer In Quantities, Transfer Out Quantities, BTransfer In Quantities, BTransfer Out Quantities, Recipe In Quantities, Recipe out Quantities, Write Off Quantities, Quantities on Hand, Sales, Cost, Returns, Nett Cost, Nett Sales, Purchases, Refunds, Adjust, Recipe In, Recipe Out, Transfer In, Transfer Out, BTransfer In, BTransfer Out, Write Off and Stock Value.

Month	Sales Qty	ReturnQty	PurchasesQty	RefundQty	Other InQty	Other OutQty	AdjustQty	Trfr_INQty	Trfr_OutQty	BTrfrINC
01/11/2011	7	0.000	0.000	0.000	0.000	0.000	31.000	0.000	0.000	0.0
01/12/2011	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.0

REPORT TO ITEMS

The Report to Items tab display information namely Item Description, Pack Size, Pack Description, Last Cost, Price Exclusive, Price Inclusive and GP % of the linked item.

001 IQTraining Demo Data - Stock Enquiries

Item Code: BEV13 | 200ML APPLETIZER

Pack Size: 1.0000

Department: 001 SALADS

On Hand Recon: 24.000

Retail Cost Pricing: 24.000

Opening Stock: 24.000

+ Purchases: 0.000

- Sales: 0.000

Branch Transfers: 0.000

Write Offs: 0.000

Location Transfers: 0.000

Adjustments: 0.000

Recipes: 0.000

PDS Values: 0.000

Current Stock: 24.000

Item Description	Pack Size	Pack Des.	Ltst Cost	Price (Exc)	Price (Inc)	GP %
APPLETZER CASE	24.0000		60.2400	86.0000	98.04	29.95
APPLETZER 6 PACK	6.0000		15.0600	44.0000	50.16	65.77
	0.0000		0.0000	0.0000	0.00	0.00
	0.0000		0.0000	0.0000	0.00	0.00
	0.0000		0.0000	0.0000	0.00	0.00

F2 Locate | **F3 Cost Levels** | F5 Document | F6 Print Detail | F7 Design Report

The Report to Items tab will display the selected Sales & Purchased Report to Item Link at the Edit Stock Maintenance screen.

Stock Item Details

Item Code & Description: CASE01 | APPLETIZER CASE

Barcode: [Empty]

Group: [Empty]

Department: 001 SALADS

Item Category: N/A

Storage/Bin Location: [Empty]

Pack Description: [Empty]

Pack Size: 24.0000

Sales & Purchases Item Link: BEV13 | 200ML APPLETIZER

Auto Stock Issues Item Link: [Empty]

Latest Cost Price (TAX Exclusive): 65.0000

Retail Calculation Method: Manual Changes

Markup Rate (%)	Exclusive	Inclusive	G.P. %
32.31	86.0000	98.04	24.42
29.23	84.0000	95.76	22.62
26.15	82.0000	93.48	20.73

Weighted Scale Item: No

Shelf life: 1

Print Stock Labels: No

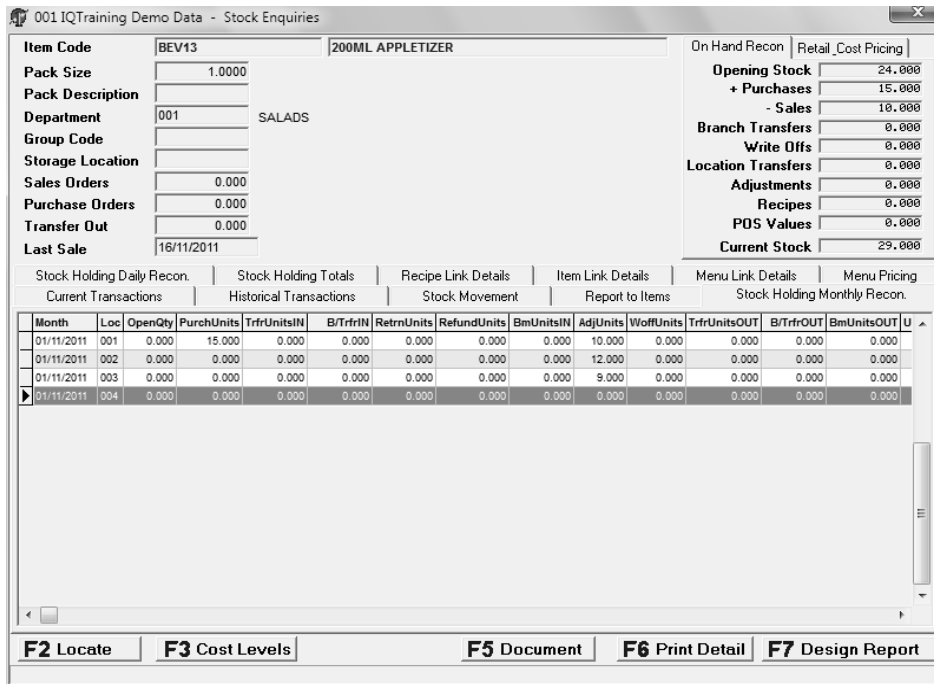
Is This a Sales Item: Yes

F10 Accept

The Sales & Purchases report to Item Link will be selected at the Appeltizer Case 24 screen but be displayed at both the Report to Item screens.

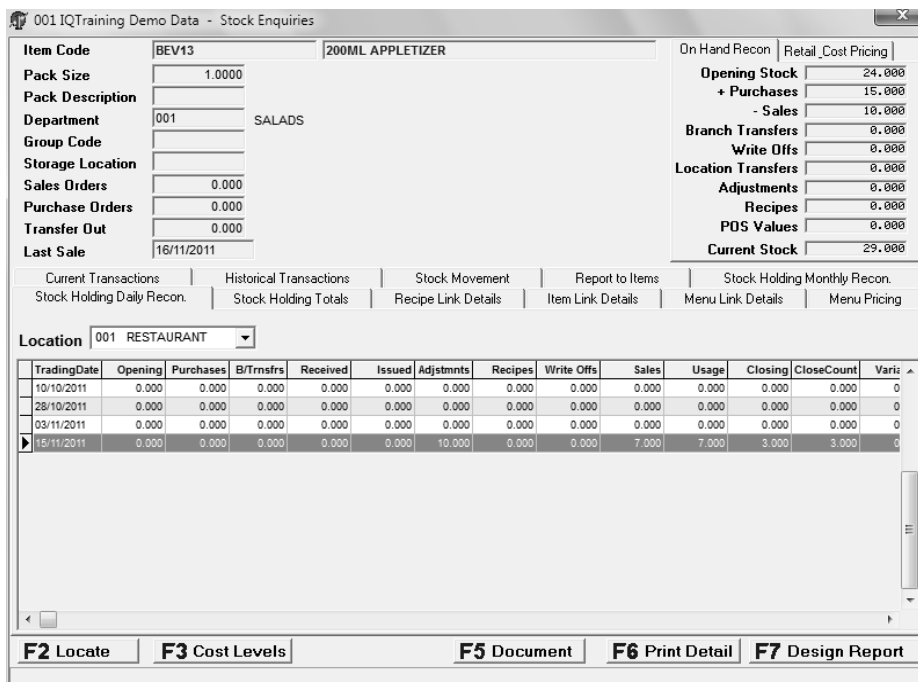
STOCK HOLDING MONTHLY RECON

The Stock Holding Monthly recon tab display information namely Month, Location, Opening Quantities, Purchased Units, Transfer Units In, B Transfer In, Return Units, Refund Units, Bill of Material Units In, Adjust Units, Write off Units, Transfer Units Out, B Transfer Out, Bill of Material Units Out, Unit Sales and Quantity on Hand. The Stock Holding Monthly Recon will display historical transactions. Displaying the different holding locations on the 1st of each Month, Monthly Totals.



STOCK HOLDING DAILY RECON

The Stock Holding Daily recon tab display information namely Trading Date, Opening balance, Purchases, B Transfers, Received, Issued, Adjustments, Recipes, Write Offs, Sales, Usage, Closing, Closing Count, Variance and Comments. Choose the Holding Location. The Stock Holding Daily Recon will display each transaction for the item with Daily totals.



STOCK HOLDING TOTALS

The Stock Holding Totals tab display information namely Location ID, Description, Theoretical, -P.O.S Values, = Actual On Hand for each Location.

001 IQTraining Demo Data - Stock Enquiries

Item Code: BEV13 200ML APPLTZER

Pack Size: 1.0000

Department: 001 SALADS

On Hand Recon: Retail_Cost Pricing

Opening Stock: 24.000
 + Purchases: 15.000
 - Sales: 10.000
 Branch Transfers: 0.000
 Write Offs: 0.000
 Location Transfers: 0.000
 Adjustments: 0.000
 Recipes: 0.000
 PDS Values: 3.000
 Current Stock: 26.000

Current Transactions | Historical Transactions | Stock Movement | Report to Items | Stock Holding Monthly Recon.
 Stock Holding Daily Recon. | Stock Holding Totals | Recipe Link Details | Item Link Details | Menu Link Details | Menu Pricing

Current Stock Holding Quantities

Sales Outlet ID	Description	Theoretical	P.O.S. Values	Actual On Hand
001	Restaurant	8.000	3.000	5.000
002	Bar	12.000	0.000	12.000
003	Take-away	9.000	0.000	9.000
		29.000	3.000	26.000

F2 Locate F3 Cost Levels F5 Document F6 Print Detail F7 Design Report

RECIPE LINK

The Recipe Link tab display information namely Recipe Code, Ingredients Code, Ingredient description, Pack Size, Department, Group, Unit Cost and Recipe Cost. The Recipe Link will display all the Recipes that the item appears in.

001 IQTraining Demo Data - Stock Enquiries

Item Code: BEV13 200ML APPLTZER

Department: 001 SALADS

On Hand Recon: Retail_Cost Pricing

Opening Stock: 24.000
 + Purchases: 15.000
 - Sales: 10.000
 Branch Transfers: 0.000
 Write Offs: 0.000
 Location Transfers: 0.000
 Adjustments: 0.000
 Recipes: 0.000
 PDS Values: 3.000
 Current Stock: 26.000

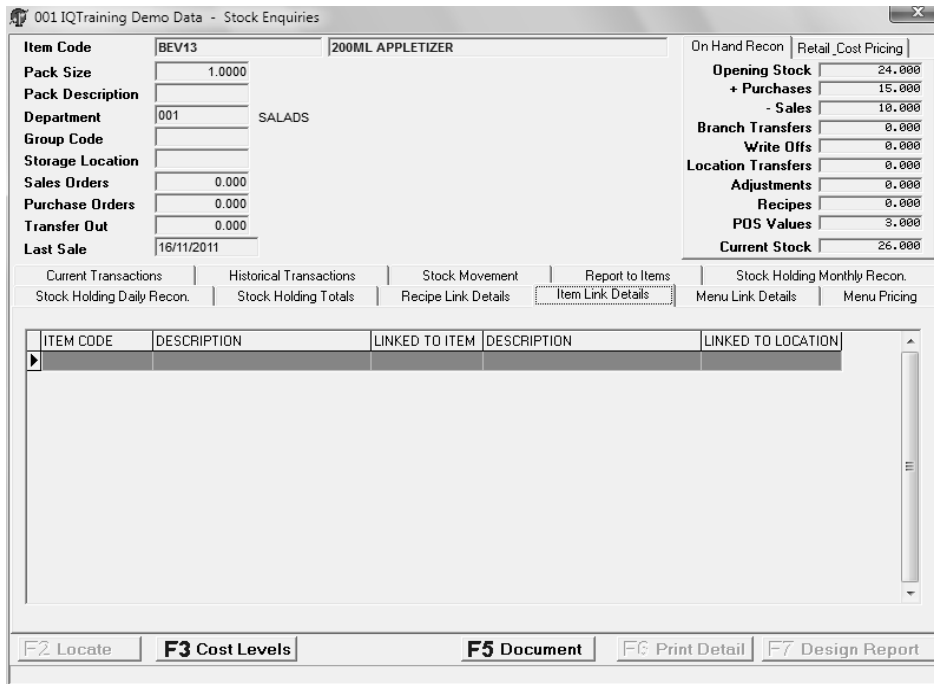
Current Transactions | Historical Transactions | Stock Movement | Report to Items | Stock Holding Monthly Recon.
 Stock Holding Daily Recon. | Stock Holding Totals | Recipe Link Details | Item Link Details | Menu Link Details | Menu Pricing

RECIPE CODE	INGREDIENTS CODE	INGREDIENTS DESCRIPTION	PKSIZE	PKDES	DEPT	GROUP	QUANTITY	UNITCOST	RECIP
▶D0N14	BEV13	200ML APPLTZER	1.0000		001		2.0000	2.51	

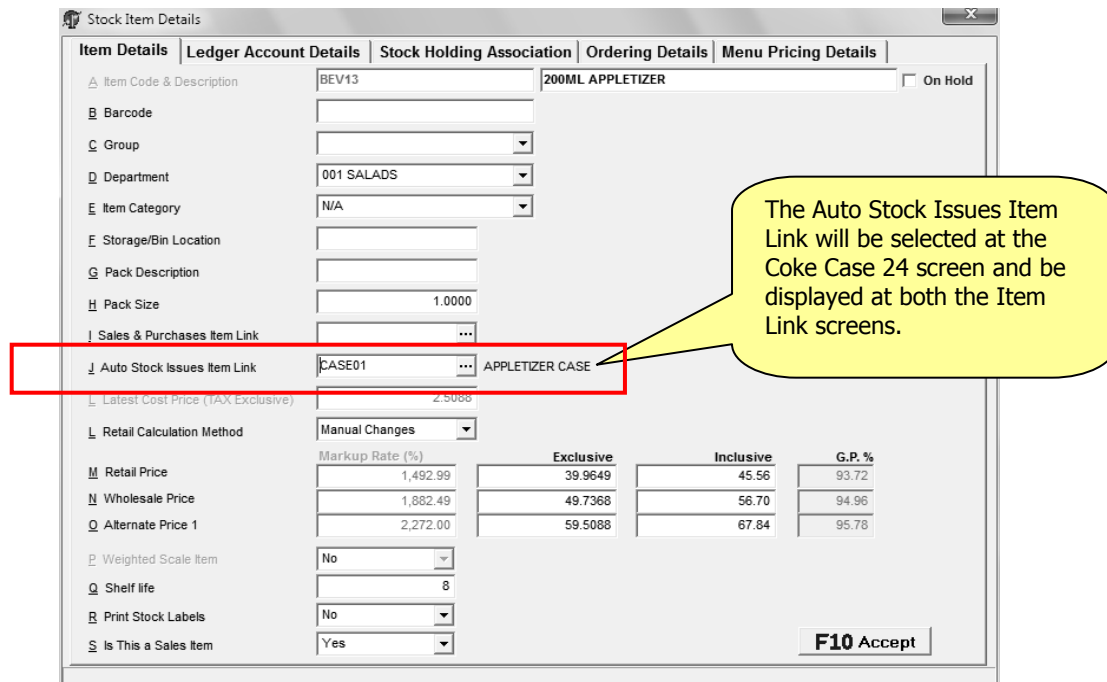
F2 Locate F3 Cost Levels F5 Document F6 Print Detail F7 Design Report

ITEM LINKS

The Item Links tab display information namely Item Code, Description, Link To Item, Description Linked to Location.



The Item Link tab will display the selected Auto Stock Issues Item Link at the Edit Stock Maintenance screen.



MENU LINK DETAILS

The Menu Links details tab display information namely Slip Description, Selling Price, Alternate Price, Cash Sale price, Takeaway Price, Callup Category, Prints To, Stock holding ID, Is Menu Option, Points, Combo Code, Item Type, Cost Center Code, Customer Commission Percentage, Customer Commission Value and Customer Points.

MENU CODE	SLIPDESC	SELLING PRICE	ALTERNATE PRICE	CASH SALES PRICE	TAKEAWAY PRICE	CALLUP
BEV13	200ML APPLTIZER	4.50	6.84			

MENU PRICING

The Menu Pricing tab display information namely Standard Menu Pricing details and Alternate Location Menu Pricing details. Standard Menu options display Retail Selling Price, Alternate Selling Price and Take-away selling price. Alternate Location Menu Pricing Details display Location 1 – 4 and Selling Prices for each Location.

Standard Menu Pricing Details	
Retail Selling Price	4.50
Alternate Selling Price	6.84
Take-away Selling Price	0.00

Alternate Sales Outlet Menu Pricing Details			
Sales Outlet 1	002 BAR	Selling Price	4.45
Sales Outlet 2	003 TAKE-AWAY	Selling Price	4.20
Sales Outlet 3		Selling Price	0.00
Sales Outlet 4		Selling Price	0.00

STOCK & SALES ITEM SETUP

Stock (e.g. mince, milk, cheese, salt, flower, oil, bread, case items, etc) and sales (e.g. hamburger, pizza, cocktails, cool drinks) items are all setup in the same way. There is no separate menu option where stock and sales items are setup. In most cases when it comes to setting-up of food and cocktail sales items a recipe will have to be created for each item. As mentioned earlier there is a variety of methods one can use when setting up stock items. Should there be a scenario where there is a single stock holding and sales outlet, but with multiple storage locations (e.g. front fridge, back fridge, back freezer, store room, kitchen, restaurant, etc) that require separate stock control for each, two stock items will have to be created. By creating the two separate stock items one is able to allocate different storage location identifiers for each of them, which in turn allows for separate stock control.

The scenario where two stock items must be created to facilitate stock control in two different storage locations can also be used when the purchase unit and usage unit are different AND stock control (opening, closing, purchase, issues, etc) for both items is required stock. E.g. bacon is bought in kg, but used in recipes as individual bacon strips, or bread is bought in individual loaves, but used in recipes as slices, chicken is bought in kg, but used in recipes as individual 100g portions.

It is possible to use only one item when stock control is *Not* required for two items. The rule is that the purchasing unit and the recipe or sales unit of measure must be the same. If the item is bought in Kg, it must be used or sold in Kg's. E.g. If bacon is bought in Kg's the recipes that utilize the bacon item must have the quantity represented as kg (e.g. 0.050) and not as single units (e.g. 2 pieces of bacon). Another example is where loaves and slices of bread are treated as one item, (i.e. there is only one stock item, slices of bread, that is used for both purchasing, recipes and possibly sales). The catch with the loaves and slices of bread is that only the slices of bread item must be created and when purchased the quantity entered must be the estimated amount of slices received for the loaves. The system will reflect the total amount of slices that are currently on hand. The bread slices item is then used in the various recipes as a quantity represented as slices.

To keep the stock setup simple, the general rule is that all food related items be utilized as weighted items and not as individual portioned units. However should there be need to represent stock purchased in a different unit of measurement to that in which it is used, one will have to setup two items. As mentioned earlier.

EXAMPLES OF STOCK ITEMS

Over the next few pages, examples on how to setup the following items will be explained, (Case, Can of Beer, Can of Coke, Bottle, Single Tot, Double Tot, 2x 5Liter wine boxes, Carafe, Wine Glass, Katemba (coke and wine recipe), Brandy and Coke, Cheese Burger, Cheese , bulk bacon, bacon strips, Bun, Mince, Milk and Bulk Cheese Sauce, cheese sauce). These example items will be referred back to, through out this document.

NOTE: The steps below show the correct way of setting up the above mentioned stock items where the restaurant establishment has two stock and sales holding outlets, (i.e. Restaurant (includes store room, kitchen, f/fridge, b/fridge, etc.) and a bar.

Description	Item Code	PkSize	PkDes	Dept.	Group	BinL	OnHand	SellingPrice
200ML APPLETIZER	BEV13	1		001			29.000	45.56
200ML COKE	BEV14	1		001	BEV		262.000	3.50
200ML COKE LIGHT	BEV15	1		14	BEV		100.000	3.50
200ML DRY LEMON	BEV16	1		14	BEV		59.000	3.50
200ML GINGER ALE	BEV17	1		14	BEV		0.000	3.50
200ML GRAPETIZER RED	BEV18	1		001	BEV		0.000	4.50
200ML GRAPETIZER WHITE	BEV19	1		14	BEV		36.000	4.50
200ML LEMONADE	BEV20	1		14	BEV		0.000	3.50
200ML MINERAL WATER	BEV21	1		14	BEV		-1.000	3.50
200ML RED BUL	BEV26	1		14	BEV		0.000	13.50
200ML SODA WATER	BEV22	1		14	BEV		0.000	3.50
200ML TAB	BEV23	1		14	BEV		0.000	3.50
200ML TOMATO COCKTAIL	BEV24	1		14	BEV		0.000	6.00
200ML TONIC WATER	BEV25	1		14	BEV		93.000	3.50
250ML BELL. JOHANNESBURGER	WINE6	1		16			0.000	12.30
250ML BELL. PREM. GRAND CRU	WINE3	1		16			0.000	9.50
250ML CHATEAU LIBERTAS	WINE11	1		16			0.000	17.50
250ML D/H ADELPRACHT	WINE7	1		16			0.000	13.50
250ML FLEUR DU CAP NAT LIGHT	WINE4	1		001			0.000	14.90
250ML GRACA	WINE5	1		16			0.000	13.30

From the main menu select the Restaurant Back Office menu option, followed by the Stock Management option. Select the Stock Maintenance menu option. The illustrations below show each item setup correctly. Proceed to setup all the stock items. Select the Add button.

BEER CASE ITEM

For the Case item the pack size has to be 24. The reason why this items pack size is 24 is because one would usually want to see how many cases are available in stock, and not how many litres or how many single cans. This item is primarily a stock item and not a sales item.

However, should the case item be required to be stored as single units, the pack size should be set 1. The important procedure to remember when the case item must be stored as single units, is that the purchasing of the case must be entered in single can units, i.e. if 3 cases were to be purchased a quantity of 72 must be entered.

An alternate method is to use the Sales & Purchases Report to Item field. The single can field would then be entered into this field allowing the purchasing of cases possible, but at the same controlling stock in single beer cans.

How the Sales & Purchases Report to Item fields works is as follows; all sales and purchases captured for this item (i.e. the item that is currently being edited) will automatically be processed on the item that is entered in this field. No stock control, sales, purchases, etc. will be obtainable from this item. All movement that is processed on this item will be found on the item that is entered in the Sales & Purchases Report to Item field.

NOTE: The only time that this field (sales & purchases report to item) is utilized is when the item that is used to purchase (e.g. case of beers) is not the same item that is used for stock control (e.g. single can of beers) . Another example would be the double tot item. Although the double tot is not purchased, nor is there stock control associated with it, it is however an item that is sold and must reduce another items stock. In this case the double tot will have the single tot's item code entered in the Sales & Purchases Report to Item field.

NOTE: The "G Storage Location" field is for reporting and filtering purposes. This field makes it easier for the user when it comes to reporting and filtering. This field does *Not* form part of the different stock holding values for any specific stock item. This option also allows one to list a specific range of items located in the stock holding.

The screenshot shows the 'Stock Item Details' window with the following fields and values:

- Item Code & Description: CASE002, BEER CASE
- Barcode: (empty)
- Group: BEER BEER
- Department: 014 BEVERAGE
- Item Category: BEVERAGE Item
- Storage/Bin Location: (empty)
- Pack Description: (empty)
- Pack Size: 24.0000
- Sales & Purchases Item Link: BEER, BEER CAN
- Auto Stock Issues Item Link: (empty)
- Latest Cost Price (TAX Exclusive): 80.0000
- Retail Calculation Method: Manual Changes
- Markup Rate (%): (empty)
- Retail Price: 53.51
- Wholesale Price: 48.03
- Alternate Price 1: 42.54
- Weighted Scale Item: No
- Shelf life: 1
- Print Stock Labels: No
- Is This a Sales Item: Yes

	Exclusive	Inclusive	G.P. %
Retail Price	122.8070	140.00	34.86
Wholesale Price	118.4211	135.00	32.44
Alternate Price 1	114.0351	130.00	29.85

The Auto Stock Issues Item Link field should only be used when stock is to be automatically transferred from one item to another. The stock item where stock will come from will be the item that is entered in this field. This facility is only utilized when utilizing the Daily Issues and Count function. The Auto Stock Issues Item Link works in conjunction with Daily Issues & Count as follows; Before End of Day is done, stock received during the course of the day is entered per item. As the received quantities are entered per item the system will automatically check to see if the item is linked to another item and auto issue the item.

For the case item this field will not be utilized. The reason for this is that the case item will be purchased and stored. It will not be used for sales. However, the single beer can, will facilitate both storage and sales. The single beer can, will be the item that will be receiving quantities via the daily issues and count facility, unlike the case item that receives stock via goods receiving.

NOTE: The quantity that is issued, is a calculation based on the two items pack sizes multiplied by the quantity received. The received quantity is always entered as unit in which it is sold, e.g. the beer can is sold in single units therefore the receiving quantity will be in single units and not in cases, a tot will be received as the number tots and not how many bottles. The quantity received will be deducted from this item, i.e. the system will not ask where (which holding) the stock is coming from nor will it ask which item must be reduced. This function exists to simplify the issuing process.

BEER SINGLE CAN ITEM

For the Single can item the pack size has to be 1. The reason why this items pack size is 1 is because one would usually want to see how many single cans are available in stock, and not how many litres or millilitres. Another reason is that this item is used and sold as individual units. This item is both a stock and sales item.

NOTE: The "G Storage Location" field is for reporting, stock counts, and filtering purposes. This field makes it easier for the user when it comes to reporting and filtering. This field does *Not* form part of the different stock holding values for any specific stock item. This option also allows one to list a specific range of items located within a stock holding.

Markup Rate (%)	Exclusive	Inclusive	G.P. %
0.00	6.9474	7.92	100.00
0.00	6.8509	7.81	100.00
0.00	6.7544	7.70	100.00

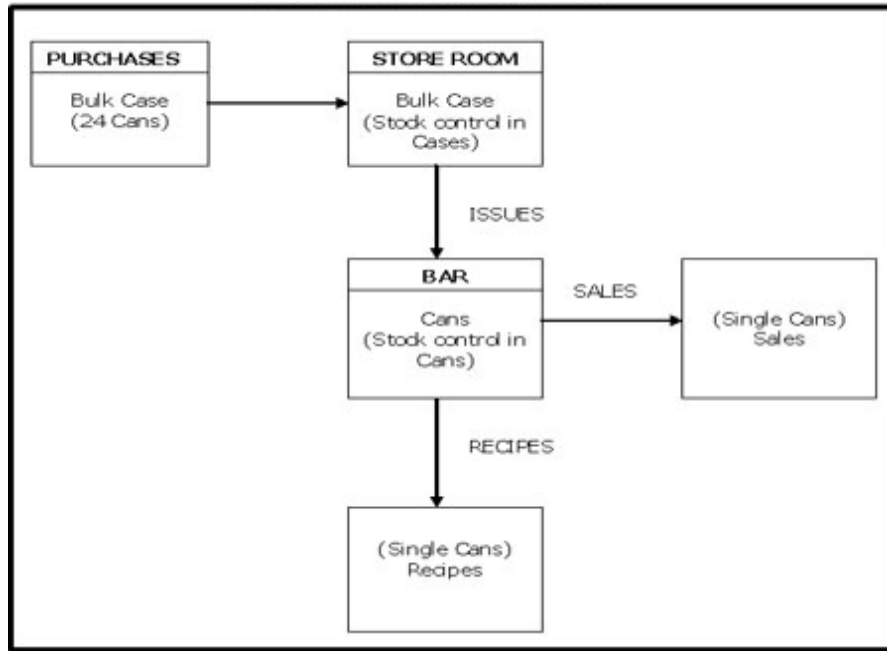
Do not enter the pack size as 340ml or 250ml, etc. Enter this detail as part of the description or part of the pack description.

The Auto Stock Issues Item Link field should only be used when stock is to be automatically transferred from one item to another. The stock item where stock will come from will be the item that is entered in this field. This facility is only utilized when utilizing the Daily Issues and Count function. The Auto Stock Issues Item Link works in conjunction with Daily Issues & Count as follows; Before End of Day is done, stock received during the course of the day is entered per item. As the received quantities are entered per item the system will automatically check to see if the item is linked to another item and auto issue the item.

For the single beer can item this field will be utilized. The single beer can will for both storage and sales. The single beer can, will be the item that will be receiving quantities via the daily issues and count facility, unlike the case item that receives stock via goods receiving.

NOTE: The quantity that is issued, is a calculation based on the two items pack sizes multiplied by the quantity received. The received quantity is always entered as unit in which it is sold, e.g. the beer can is sold in single units therefore the receiving quantity will be in single units and not in cases, a tot will be received as the number tots and not how many bottles. The quantity received will be deducted from this item, i.e. the system will not ask where (which holding) the stock is coming from nor will it ask which item must be reduced. This function exists to simplify the issuing process.

BOTTLE ITEM (STOCK ITEM)



When creating the bottle item make sure the pack size is 750(ml) or 0.75(litres), represented as millilitres or as litres. The preferred method is in millilitres. The reason why the pack size is not 1 bottle is because the tot item will be required to deduct stock from the bottle in tot units.

NOTE: The pack size of the main purchasing item should always be represented in the same unit of measurement of the smallest unit. E.g. In this case the tot is the smallest unit. The tot's unit measurement is millilitres, so therefore the bottle's pack size must be represented in millilitres.

Item Code & Description	SPIR15		BELL'S 750ml		<input type="checkbox"/> On Hold
Barcode					
Group	BAR BAR				
Department	001 SALADS				
Item Category	LIQUOR item				
Storage/Bin Location	STORE				
Pack Description	SPIRITS BOTTLE				
Pack Size	750.0000				
Latest Cost Price (TAX Exclusive)	1.9900				
Retail Calculation Method	Manual Changes				
	Markup Rate (%)	Exclusive	Inclusive	G.P. %	
Retail Price	8,693.97	175.0000	199.50	98.86	
Wholesale Price	0.00	0.0000	0.00	0.00	
Alternate Price 1	0.00	0.0000	0.00	0.00	
Weighted Scale Item	No				
Shelf life	0				
Print Stock Labels	No				
Is This a Sales Item	Yes				

When the tot item receives 30 tots it will automatically deduct a quantity of 1 from the bottle. The formula is as follows;

The pack size of the main purchasing item divided by the receiving items pack size multiplied by the receiving quantity.

750ml divided by (25ml X receiving quantity of 30) equals 1 bottle.

NOTE: The pack size has no effect on the receiving item when purchasing stock, unless the receiving items reports to an alternate item (see "sales & purchase report to item" field).

SINGLE & DOUBLE TOT ITEM (SALES ITEMS)

For the single tot item, the pack size will be 25(ml) or 0.025(litres). The reason for the pack size being 25 and not 1 is because the single and double items obtain their stock from the bottle. In order for the tot to receive the correct amount of quantity, the bottle and the tot items must have the pack sizes set correctly otherwise the quantities for the tot items will be calculated incorrectly.

The screenshot shows the 'Stock Item Details' window for a 'DOUBLETOT' item. The 'Item Code & Description' field contains 'DOUBLETOT' and 'Double Tot 50ml'. The 'Pack Description' is 'DOUBLE TOT' and the 'Pack Size' is '50.0000'. The 'Sales & Purchases Item Link' is 'SINGLETOT' with a note 'Single Tot 250ml'. The 'Retail Calculation Method' is 'Manual Changes'. A table shows pricing details:

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
M Retail Price	6.77	11.4035	13.00	6.34
N Wholesale Price	5.95	11.3158	12.90	5.62
Q Alternate Price 1	5.13	11.2281	12.80	4.88

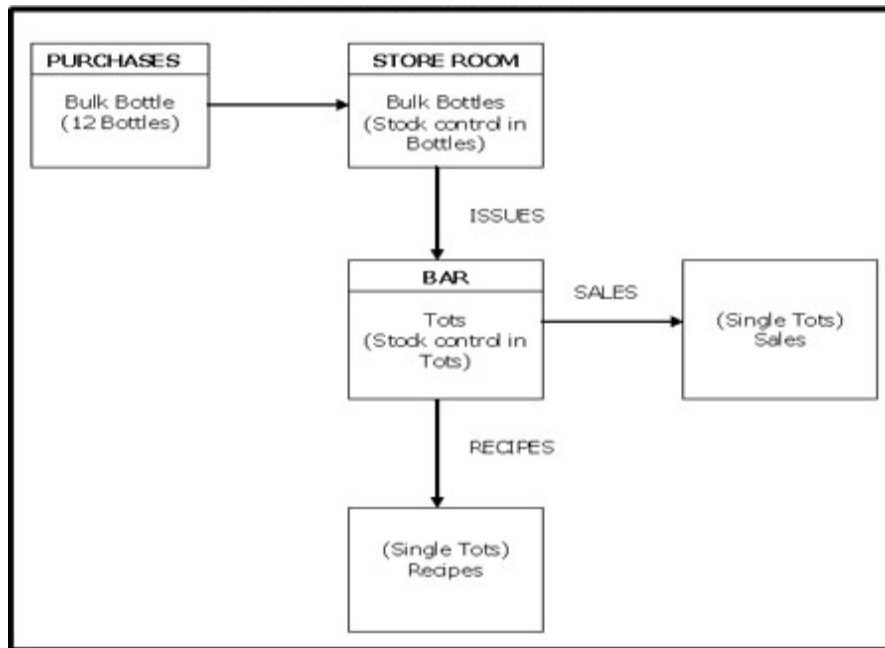
For the double tot item, the pack size will be 50(ml) or 0.050(litres). The pack description can have either the wording double or single tot, or entered as 25ml or 50ml.

The screenshot shows the 'Stock Item Details' window for a 'SINGLETOT' item. The 'Item Code & Description' field contains 'SINGLETOT' and 'Single Tot 250ml'. The 'Pack Description' is 'SINLGE TOT' and the 'Pack Size' is '25.0000'. The 'Sales & Purchases Item Link' is empty. The 'Retail Calculation Method' is 'Manual Changes'. A table shows pricing details:

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
M Retail Price	8.58	5.7982	6.61	7.90
N Wholesale Price	4.80	5.5965	6.38	4.58
Q Alternate Price 1	1.19	5.4035	6.16	1.18

NOTE: When creating the double tot item, make sure that the item reports to the single tot item i.e. enter the single tot's item code in the "sales & purchase report to" field. The double tot is an item we sell, not an item we keep or want to track stock of.

When a single double tot is sold it will deduct two tots off the single tot item. The reason for this is that we are not keeping stock control for the double tot item. This item merely facilitates the reducing of stock for the single tot, based on the pack size of the items reporting to it. An alternate method is to ignore the double tot and sell two single tots each time a double tot is required.



WINE BOX ITEM (STORE ROOM)

When creating the wine box item make sure that the pack size is represented as litres. The reason for this is because our selling items, the wine glass and carafe will be sold in millilitres.

NOTE: An additional wine box item (for the bar) must be created to facilitate the stock control for the different stock holding & sales locations. The reason for this is that the box in the main holding location keeps stock control per box. Therefore we need another item that will keep stock control in millilitres or litres in the bar holding location, because there are various sales items (e.g. glass of wine, carafe, recipes, etc) that reduce the box of wine in millilitres.

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association

A Item Code & Description: WINEBOX | 5 Liter Wine Box Bar | On Hold

B Barcode: []

C Group: WINE WINE

D Department: 016 WINES

E Item Category: LIQUOR Item

F Storage/Bin Location: BAR

G Pack Description: 5 LITER WINE

H Pack Size: 5.0000

I Sales & Purchases Item Link: []

J Auto Stock Issues Item Link: WNEREST | 5 Liter Wine Box

K Latest Cost Price (TAX Exclusive): 0.0000

L Retail Calculation Method: Manual Changes

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
M Retail Price	0.00	61.4035	70.00	100.00
N Wholesale Price	0.00	52.6316	60.00	100.00
O Alternate Price 1	0.00	43.8596	50.00	100.00

P Re-order Level: 10.0000

Q Re-order Quantity: 25.0000

R Regular Supplier's Item Code: 9J735L

S Regular Supplier's Account: XYZ001

T Print Stock Labels: No

F10 Accept

Description on button in Order screen.

WINE BOX ITEM (STOCK ITEM - BAR)

The wine box item facilitates the stock control and sales for the various linked sales items (e.g. glass of wine, carafe, recipes, etc).

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association

A Item Code & Description: WINEBOX | 5 Liter Wine Box Bar | On Hold

B Barcode: [Empty]

C Group: WINE WINE

D Department: 016 WINES

E Item Category: LIQUOR Item

F Storage/Bin Location: BAR

G Pack Description: 5 LITER WINE

H Pack Size: 5.0000

I Sales & Purchases Item Link: WINEGLASS | Wine Glass 250ml

J Auto Stock Issues Item Link: [Empty]

K Latest Cost Price (TAX Exclusive): 0.2500

L Retail Calculation Method: Manual Changes

Markup Rate (%)	Exclusive	Inclusive	G.P. %
0.00	61.4035	70.00	100.00
0.00	52.6316	60.00	100.00
0.00	43.8596	50.00	100.00

M Retail Price: [Empty]

N Wholesale Price: [Empty]

O Alternate Price 1: [Empty]

P Re-order Level: 10.0000

Q Re-order Quantity: 25.0000

R Regular Supplier's Item Code: 9J735L

S Regular Supplier's Account: XYZ001

T Print Stock Labels: No

F10 Accept

Description on button in Order screen.

WINE GLASS ITEM (SALES ITEM)

For the wine glass, the pack size will be 250(ml) or 0.25(litres) When creating the wine glass item, make sure that the item reports to the second wine box item (the bar wine box item), i.e. enter the wine boxes' item code in the "sales & purchases report to" field for the glass.

The wine glass item is merely used to facilitate the reducing of stock on hand for the wine box in the bar, based on the pack size of the items. The reason why we don't link these items to the purchasing wine box item (the wine box item that is stored in the main holding / store room holding location) is because these items are not sold in that location.

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association

A Item Code & Description: WINEGLASS | Wine Glass 250ml | On Hold

B Barcode: [Empty]

C Group: WINE WINE

D Department: 016 WINES

E Item Category: LIQUOR Item

F Storage/Bin Location: BAR

G Pack Description: 250ML

H Pack Size: 0.2500

I Sales & Purchases Item Link: WINEBOX | 5 Liter Wine Box Bar

J Auto Stock Issues Item Link: [Empty]

K Latest Cost Price (TAX Exclusive): 0.0500

L Retail Calculation Method: Manual Changes

Markup Rate (%)	Exclusive	Inclusive	G.P. %
17,443.80	8.7719	10.00	99.43
16,566.60	8.3333	9.50	99.40
15,689.40	7.8947	9.00	99.37

M Retail Price: [Empty]

N Wholesale Price: [Empty]

O Alternate Price 1: [Empty]

P Re-order Level: 0.0000

Q Re-order Quantity: 0.0000

R Regular Supplier's Item Code: WJ150

S Regular Supplier's Account: XYZ001

T Print Stock Labels: Yes

F10 Accept

Description on button in Order screen.

WINE CARAFE ITEM (SALES ITEM)

The Carafe, the pack size will be 500(ml) or 0.50(litres). When creating the Carafe item, make sure that the item reports to the second wine box item (the bar wine box item), i.e. enter the wine boxes' item code in the "sales & purchases report to" field for the glass.

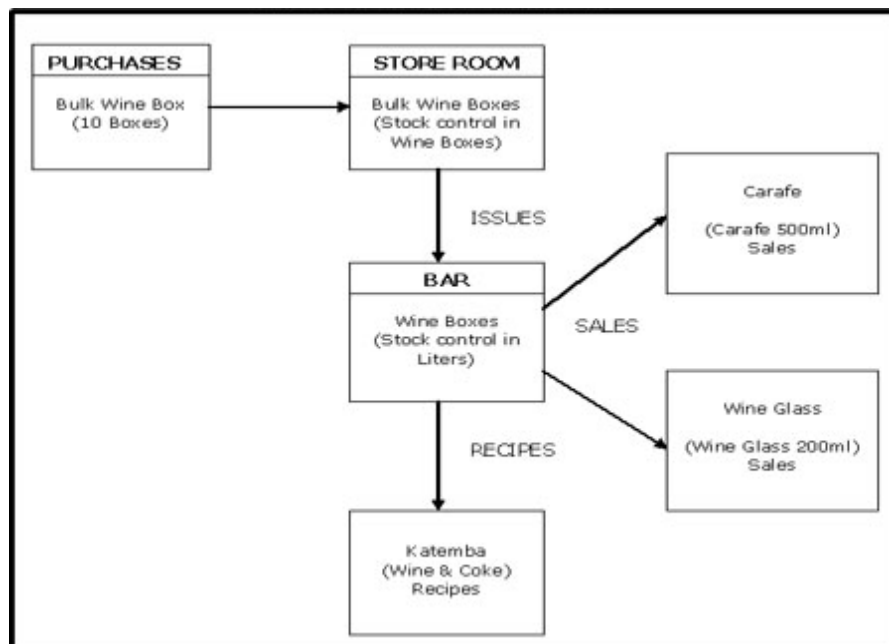
The reason for this is the Carafe item merely facilitates in the reduction of stock for the wine box in the bar, based on the pack size of the item. The reason why we don't link these items to the purchasing box item (the box item that is stored in the main holding / store room holding location) is because of two reasons.

The screenshot shows the 'Stock Item Details' window for 'WINECARAFE'. The 'Item Code & Description' is 'WINECARAFE' with a description of 'Wine Carafe 500ml'. The 'Group' is 'WINE WINE', 'Department' is '016 WINES', and 'Item Category' is 'LIQUOR Item'. The 'Storage/Bin Location' is 'BAR' and 'Pack Description' is '500ML'. The 'Pack Size' is '0.5000'. The 'Sales & Purchases Item Link' is 'WINEBOX' with a note '5 Liter Wine Box Bar'. The 'Latest Cost Price (TAX Exclusive)' is '0.1000'. The 'Retail Calculation Method' is 'Manual Changes'. A table shows pricing details:

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
M Retail Price	13,057.90	13.1579	15.00	99.24
N Wholesale Price	12,619.30	12.7193	14.50	99.21
Q Alternate Price 1	13,900.00	14.0000	15.96	99.29

Other fields include 'Re-order Level' and 'Re-order Quantity' both at '0.0000', 'Regular Supplier's Item Code' as 'XYZ001', and 'Print Stock Labels' as 'Yes'. An 'F10 Accept' button is visible at the bottom right.

The one being the purchasing box of wine is purchased as boxes and the sales items, wine glass, carafe and recipes use millilitres. The use of two different units of measurement, where two or more items are linked together, is not allowed and will cause stock discrepancies. Each time a carafe, wine glass or recipe is used or sold, the on hand quantity for the box of wine will be reduced by millilitres or litres, depending on the items pack size. The second reason, and for this example, is that separate stock control for the box of wine for the store room (stored box units) and the box of wine in the bar (stored in litres) is required.



BURGER BUN ITEM (STOCK ITEM)

For the burger bun the pack size will be 1 (for this example). There are two main reasons why the pack size is set to one. The first reason is the freedom of inputting any receiving quantity. If the burger bun had a pack size of 6 it would mean that purchasing quantities would be based on the number 6 pack buns are purchased. A twelve pack would not be a problem. The quantity entered will be represented the number 6 pack buns received. The problem with this method is that one is restricted to enter items that are half dozen or full dozen quantities. Quantities that are not half or full dozens will not be received correctly. The only drawback when making the pack size 1 is the receiving quantities must be entered as the number of buns and not the number half dozens. The second reason for setting the pack size to 1 is because the bun is used (i.e. recipes) as single units and not in packs of 6 or 12.

The screenshot shows the 'Stock Item Details' window with the following fields and values:

- Item Code & Description:** 1004 Burger Buns
- Barcode:** (Empty)
- Group:** FOOD FOOD
- Department:** 005 BURGERS
- Item Category:** FOOD Item
- Storage/Bin Location:** STORE
- Pack Description:** 12 BURGER BUNS
- Pack Size:** 1.0000
- Latest Cost Price (TAX Exclusive):** 2.0000
- Retail Calculation Method:** Manual Changes
- Price Table:**

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
Retail Price	0.00	0.0000	0.00	0.00
Wholesale Price	0.00	0.0000	0.00	0.00
Alternate Price 1	0.00	0.0000	0.00	0.00
Re-order Level	0.0000			
Re-order Quantity	0.0000			
- Print Stock Labels:** Yes

Buttons: 'F10 Accept' and 'On Hold' checkbox.

BULK CHEESE ITEM (STOCK ITEM)

Because the cheese item is bought in kilograms the pack size must be set to 1.

NOTE: The general rule for weighted stock items (e.g. mince, fillet, cheese, tomatoes, potatoes, lettuce, sugar, etc) and liquid type items (e.g. milk, etc.) that are not linked should have their pack size set to 1.

The cheese item that will be created will be a bulk cheese item that will be used in various recipes with the quantity being represented as kilograms, whether it is as 20 gram slice of cheese or kilogram for a sauce.

The screenshot shows the 'Stock Item Details' window with the following configuration:

- Item Code & Description:** 1007 Bulk Cheese Sauce
- Barcode:** (Empty)
- Group:** FOOD FOOD
- Department:** 014 BEVERAGE
- Item Category:** BULK BUY Item
- Storage/Bin Location:** KITCH
- Pack Description:** KG
- Pack Size:** 10.0000
- Latest Cost Price (TAX Exclusive):** 25.0000
- Retail Calculation Method:** Manual Changes
- Markup Rate (%):** 0.00
- Exclusive:** 0.0000
- Inclusive:** 0.00
- G.P. %:** 0.00
- Retail Price:** 0.00
- Wholesale Price:** 0.00
- Alternate Price 1:** 0.00
- Re-order Level:** 5.0000
- Re-order Quantity:** 10.0000
- Print Stock Labels:** Yes

Buttons: F10 Accept

NOTE: It will make no difference if the cheese item is packaged in slices or not. The important part is to remember to enter the receiving quantity in kilograms and not slices. However, should there be a requirement to use cheese slices in some recipes and bulk cheese in others, two separate stock items would be required.

BULK MINCE ITEM (STOCK ITEM)

Because the bulk mince item is bought in kilograms the pack size must be set to 1.

NOTE: The general rule for weighted stock items (e.g. mince, fillet, cheese, tomatoes, potatoes, lettuce, sugar, etc) and liquid type items (e.g. milk, oil, etc.) that are not linked should have their pack size set to 1.

The bulk mince item that will be created, will, and can be utilized in various recipes with the quantity being represented as kilograms, whether it be as 100 gram meat patty, form part of cottage pie, pasta, or any recipe that may require mince.

Field	Value	Exclusive	Inclusive	G.P. %
Markup Rate (%)	0.00	0.0000	0.00	0.00
Retail Price	0.00	0.0000	0.00	0.00
Wholesale Price	0.00	0.0000	0.00	0.00
Alternate Price 1	0.00	0.0000	0.00	0.00

NOTE: It will make no difference if the bulk mince item is packaged in pre-packed portions or not. The important part is to remember to enter the receiving quantity in kilograms and not in portions or packs. However, should there be a requirement to use mince in portioned quantities, two separate stock items would be required. As previously discussed, as soon as there is a requirement for stock control, where the purchasing unit of measure is different to the usage and sales unit of measure two stock items will have to be created.

Unlike bulk cheese and cheese slices, bulk mince cannot be mixed with mince patty portions. Cheese slices can be used in any recipe that requires cheese, but portion mince patties cannot be used in recipes where mince is required. A separate mince patty portions item would have to be created. The mince patty pack size would be set as 1. If there is more than one size of burger patty (e.g. 100g, 150g, 200g, etc) used or purchased, separate items would have to be created for each size. This would also allow for separate stock control (i.e. purchases, usage, transfers, issues, variances, recipes, etc.).

MILK ITEM (STOCK ITEM)

Because the milk item is purchased and utilized in a liquid format the pack size must be set to 1.

NOTE: The general rule for weighted stock items (e.g. mince, fillet, cheese, tomatoes, potatoes, lettuce, sugar, etc) and liquid type items (e.g. milk, sauces, etc.) that are not linked should have their pack size set to 1.

The milk item that will be created will a bulk milk item that will be used in various recipes with the quantity being represented as litres, e.g. half a litter of milk in a recipe will be represented as an ingredient quantity of 0.500.

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association

A Item Code & Description: 1006 Milk On Hold

B Barcode:

C Group: FOOD FOOD

D Department: 018 Dairy

E Item Category: FOOD Item

F Storage/Bin Location:

G Pack Description: 10 LITERS

H Pack Size: 1.0000

I Sales & Purchases Item Link:

J Auto Stock Issues Item Link:

K Latest Cost Price (TAX Exclusive): 10.0000

L Retail Calculation Method: Manual Changes

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
M Retail Price	0.00	0.0000	0.00	0.00
N Wholesale Price	0.00	0.0000	0.00	0.00
O Alternate Price 1	0.00	0.0000	0.00	0.00
P Re-order Level	0.0000			
Q Re-order Quantity	0.0000			

R Regular Supplier's Item Code: MDL102

S Regular Supplier's Account: XYZ001

T Print Stock Labels: No

F10 Accept

Description on button in Order screen.

NOTE: It is important to remember that milk must always be received as litres and not the number of litres cartons or sachets received.

BULK & BACON STRIPS ITEM

As with most weighted items it is possible to use two methods when setting up bacon. The one method is to use two separate stock items. This method should only be used when separate stock control (opening, closing, transfers, variances, etc) is required for the item that is purchased and for the item that is used (i.e. recipes and sales) or where the purchasing unit of measure differs from the unit of measurement in which it is used or sold (i.e. purchased as kilograms, but sold or used in strips of bacon or single units).

If it is required to see stock control for bacon in kilograms in the store room and bacon in strips or kilograms in the kitchen the above method would be the preferred method or where the purchasing and usage unit of measure is different.(i.e. purchased in kilograms, but is sold /used in single units or portions).

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association

A Item Code & Description: BULKBACON Bulk Bacon On Hold

B Barcode:

C Group: MEAT MEAT

D Department: 019 Pork Negative Department

E Item Category: FOOD Item

F Storage/Bin Location: STORE

G Pack Description:

H Pack Size: 1.0000

I Sales & Purchases Item Link:

J Auto Stock Issues Item Link:

K Latest Cost Price (TAX Exclusive): 80.0000

L Retail Calculation Method: Manual Changes

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
M Retail Price	0.00	0.0000	0.00	0.00
N Wholesale Price	0.00	0.0000	0.00	0.00
O Alternate Price 1	0.00	0.0000	0.00	0.00
P Re-order Level	0.0000			
Q Re-order Quantity	0.0000			

R Regular Supplier's Item Code: BBB98867

S Regular Supplier's Account: XYZ001

T Print Stock Labels: Yes

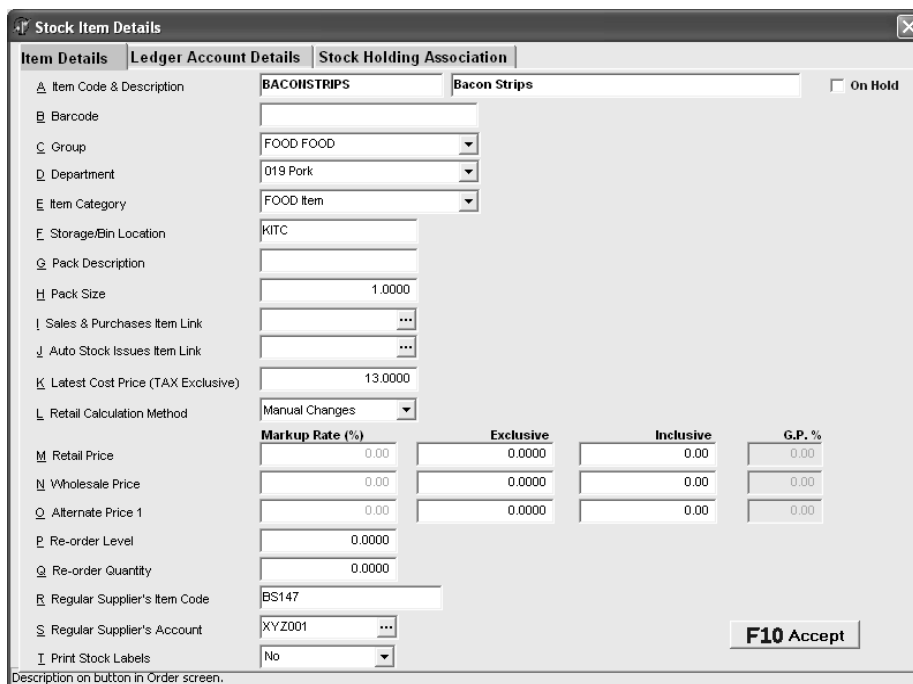
F10 Accept

Description on button in Order screen.

SAMPLE CASE STUDY 1

When two separate locations (not holding & sales outlets) (e.g. kitchen, store room) require stock control for two items that use different unit of measurement for purchasing, selling and recipes, the following setup is required;

The bulk bacon item (purchasing item) would be setup to receive in kilograms. If the bacon item that is to be used in recipes or sales is to be sold in kilograms, the pack size of both of these items must be set to one (1). If the bacon item that is to be used in recipes or sales is to be used as portions or strips of bacon, the pack size of the bulk purchasing bacon item must be equal to the approximate or average amount of bacon strips in a single kilogram of bacon. For this example the pack size of bulk purchasing bacon item will be 40. The pack size of the single bacon strips item will be one (1).



The reason why the bulk bacon item’s pack size is set to 40 and not to 1 is because the rule for items that are purchased and sold, or used in recipes, and have different units of measurement, require the purchasing item’s pack size to be represented as the total number single units of the smallest item being used or sold. E.g. 1kg of bacon consist of 40 bacon strips, 1 loaf of bread consists of 16 slices, 1 case of beer consists of 24 single cans of beer, etc.

All recipes and sales items will use the bacon strips item and not the bulk bacon item and will be reference the bacon strips item as bacon strip units and not in kilograms.

SAMPLE CASE STUDY 2

When two separate locations (not holding & sales outlets) (e.g. kitchen, store room) require stock control for two items that use the same unit of measurement for purchasing, selling and recipes, the following setup is required;

The bulk bacon item (purchasing item) would be setup to receive in kilograms. If the bacon item that is to be used in recipes or sales is to be sold in kilograms, the pack size of both of these items must be set to one (1). For this example the pack size of bulk purchasing bacon item will be 1. The pack size of the single bacon strips item will be one (1). The reason why the bulk bacon and the bacon strips item’s pack sizes are the same is because both of these items are being utilized in kilograms. Unlike the previous case study where the purchasing item is bought in kilograms, but is used or sold in portions or single units, both of these items are being utilized in kilograms.

All recipes and sales items will use the bacon strips item and not the bulk bacon item and will be reference the bacon strips item kilograms (e.g. 50grams of bacon strips in a recipe would be represented as a quantity of 0.050).

The alternate method is to use a single item to control either the weight, or the number of single units / strips of bacon. This method will only work if there is a single stock control location requirement (i.e. the item will not be required to keep stock control for multiple storage locations (not stock holding outlets) and a single unit of measurement is used (i.e. the item will be purchased in kilograms and will be used / sold in kilograms or purchased in bacon strips and used as bacon strips).

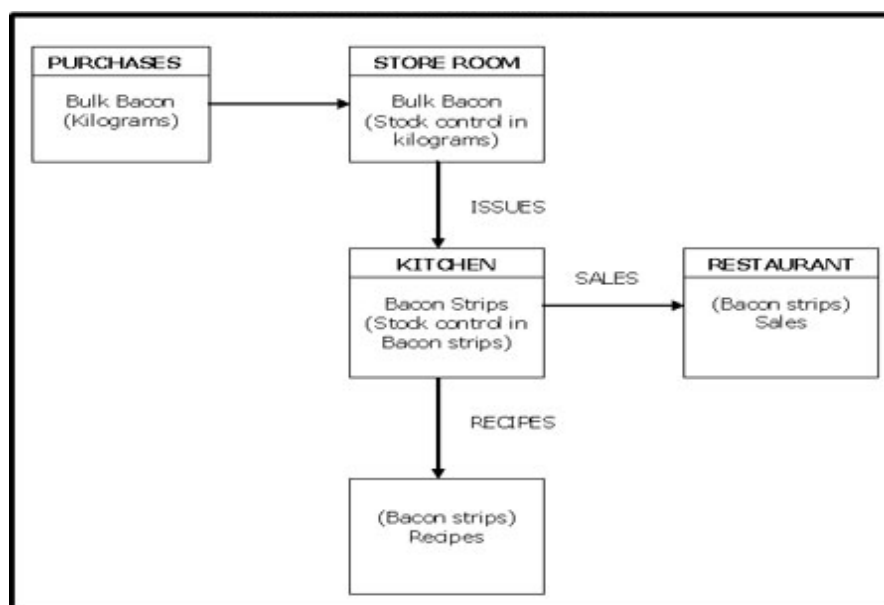
Whether the choice is to keep stock control for bacon in kilograms or in bacon strips the pack size can be set to 1 and will not be used in any conversion calculation. Please note that if the choice has been made to store the bacon as bacon strips the purchase quantity must be entered as the number of bacon strips received and *not* kilograms.

SAMPLE CASE STUDY 1

When a single location (not holding & sales outlets) (e.g. kitchen, store room) requires stock control for items that use the same unit of measurement for purchasing, selling and recipes, etc, the following setup is required;

The bulk bacon item (purchasing item) would be setup to receive in kilograms. There would no requirement to create a separate bacon strips item, because there is no requirement to the stock holding of bulk bacon in one location and stock holding for bacon strips in another location.. For this example the pack size of bulk purchasing bacon item will be 1.

All recipes and sales for the bulk bacon will be utilized in kilograms, therefore all purchases, recipes, sales, issues, transfers, adjustments, etc. must be in kilograms (e.g. 50grams of bacon in a recipe would be represented as a quantity of 0.050).



BULK BREAD & BREAD SLICES ITEM

As mentioned in the previous bacon example, bulk bread loaves and bread slices can be setup in a similar way. The only difference is that loaves of bread are purchased as single units and not kilograms.

NOTE: It's not always required to have two items setup. It depends entirely on what you require. If there must be separate stock control for the number of loaves and the number of slices, irrespective of the number different locations or holdings, two items will have to be created. A single item would suffice, if you don't mind having loaves of bread reflecting as fraction values, e.g. 2.9375 loaves. All items utilizing the loaf of bread, e.g. recipes, will have to have the quantity entered as a fraction of an entire loaf of bread (e.g. 0.0625) and not the number of slices. By the same token the slices of bread could also be used instead of using loaves of bread.

The only problem when using single bread slices as the preferred method of stock control is the entering of purchase quantities. Entering of received quantities will have to be entered as the number of slices and not the number of loaves. On the positive side, all items utilizing the slices

item (e.g. recipes) can be used as slices and all stock control will be in full quantities and not fractions.

Why and when each of the various methods should and should not be used will be explained in more detail in the few paragraphs.

The one method is to use two separate stock items. This method should only be used when separate stock control (opening, closing, transfers, variances, etc) is required for the item that is purchased and for the item that is used (i.e. recipes and sales) *or* where the purchasing unit of measure differs from the unit of measurement in which it is used or sold (i.e. purchased as single units, but sold or used in portions or slices).

If it is required to see stock control for bread in loaves in the store room and bread in slices or in loaves in the kitchen, the above method would be the preferred method *or* where the purchasing and usage unit of measure is different. (i.e. purchased in loaves, but is sold /used in single slices or portions).

The screenshot shows the 'Stock Item Details' window with the following configuration:

- Item Code & Description:** BREAD, Bread Loaves, On Hold
- Barcode:** [Empty]
- Group:** FOOD FOOD
- Department:** 020 BREAD
- Item Category:** FOOD Item
- Storage/Bin Location:** STORE
- Pack Description:** [Empty]
- Pack Size:** 18.0000
- Sales & Purchases Item Link:** [Empty]
- Auto Stock Issues Item Link:** [Empty]
- Latest Cost Price (TAX Exclusive):** 5.0000
- Retail Calculation Method:** Manual Changes
- Markup Rate (%):** 0.00
- Price Table:**

	Exclusive	Inclusive	G.P. %
Retail Price	0.00	0.00	0.00
Wholesale Price	0.00	0.00	0.00
Alternate Price 1	0.00	0.00	0.00
- Re-order Level:** 0.0000
- Re-order Quantity:** 0.0000
- Regular Supplier's Item Code:** BL14897
- Regular Supplier's Account:** XY2001
- Print Stock Labels:** Yes

Buttons: F10 Accept

Footnote: Description on button in Order screen.

SAMPLE CASE STUDY 1

When two separate locations (not holding & sales outlets) (e.g. kitchen, store room) require stock control for two items that use a different unit of measurement for purchasing, selling and recipes, the following setup is required;

The bulk bread item (purchasing item) would be setup to receive in loaves. If the bread item that is to be used in recipes or sales is to be sold in loaves or fraction of the loaf, the pack size of both of these items must be set to one (1). If the bread item that is to be used in recipes or sales is to be used as portions or slices of bread, the pack size of the bulk purchasing bread item must be equal to the approximate or average amount of bread slices in a single loaf of bread. For this example the pack size of the bulk purchasing bread item will be 16. The pack size of the single bread slices item will be one (1).

The reason why the bulk bread item's pack size is set to 16 and not to 1 is because the rule for items that are purchased and sold, or used in recipes, and have different units of measurement, require the purchasing item's pack size to be represented as the total number single units of the smallest item being used or sold. E.g. 1 loaf of bread consist of 16 slices, 1 case of beer consists of 24 single cans of beer, etc.

All recipes and sales items will use the bread slices item and not the bulk bread loaf item, and will be reference the bread slices item as bread slice units and not in kilograms or loaves.

Field	Value																
Item Code & Description	BREADSLICE Bread Slice																
Group	FOOD FOOD																
Department	020 BREAD																
Item Category	FOOD Item																
Storage/Bin Location	KITCH																
Pack Description	SLICE																
Pack Size	1.0000																
Latest Cost Price (TAX Exclusive)	0.0000																
Retail Calculation Method	Manual Changes																
<table border="1"> <thead> <tr> <th>Markup Rate (%)</th> <th>Exclusive</th> <th>Inclusive</th> <th>G.P. %</th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td>0.0000</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>0.00</td> <td>0.0000</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>0.00</td> <td>0.0000</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Markup Rate (%)	Exclusive	Inclusive	G.P. %	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00	0.00	0.0000	0.00	0.00
Markup Rate (%)	Exclusive	Inclusive	G.P. %														
0.00	0.0000	0.00	0.00														
0.00	0.0000	0.00	0.00														
0.00	0.0000	0.00	0.00														
Regular Supplier's Item Code	BS159																
Regular Supplier's Account	XY Z001																
Print Stock Labels	Yes																

SAMPLE CASE STUDY 2

When two separate locations (not holding & sales outlet) (e.g. kitchen, store room) require stock control for two items that use the same unit of measurement for purchasing, selling and recipes, the following setup is required;

The bulk bread item (purchasing item) would be setup to receive in loaves. If the loaf bread item that is to be used in recipes or sales is to be sold in loaves, the pack size of both of these items must be set to one (1). For this example the pack size of bulk purchasing bread item will be 1. The pack size of the bread slices item will be one (1).

The reason why the bulk bread and the bread slices item’s pack sizes are the same is because, both of these items are being utilized in loaf of bread units. Unlike the previous case study where the purchasing item is bought in loaves, but is used or sold in portions or slices, both of these items are being utilized in loaves.

All recipes and sales items will use the bread slices item and not the bulk bread item and will be reference the bread slices item loaves .When utilizing the bread slices item in a recipe the slice of bread will be required to be entered as a fraction of a loaf of bread. A quantity of 0.0625 (a single slice of bread. 1 loaf divided by 16 slices in a loaf) would have to be entered.

The **alternate method** is to use a single item to control either the number of loaves, or the number of bread slices. This method will only work if there is a single stock control location requirement (i.e. the item will not be required to keep stock control for multiple storage locations (not stock holding & sales outlets) and a single unit of measurement is used (i.e. the item will be purchased in loaves and will be used / sold in loaves or purchased in slices and used as slices).

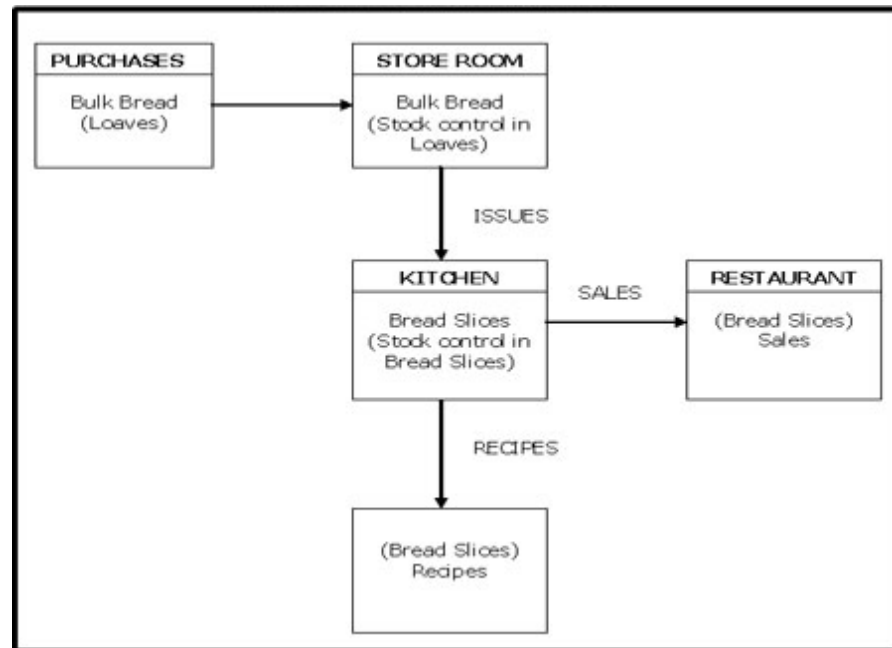
Whether the choice is to keep stock control for bread in loaves or in slices the pack size can be set to 1 and will not be used in any conversion calculation. Please note that if the choice has been made to store the bread as bread slices the purchase quantity must be entered as the number of bread slices received and *not* loaves of bread.

SAMPLE CASE STUDY 1

When a single location (not holding & sales outlets) (e.g. kitchen, store room) requires stock control for items that use the same unit of measurement for purchasing, selling and recipes, etc, the following setup is required;

The bulk bread item (purchasing item) would be setup to receive in loaves of bread. There would no requirement to create a separate bread slices item, because there is no requirement to track the stock holding of bulk bread loaves in one location and stock holding for bread loaves or slices in another location. For this example the pack size of bulk purchasing bread item will be 1.

All recipes and sales items will use the bread slices item and not the bulk bread item and will be reference the bread slices item loaves .When utilizing the bread slices item in a recipe the slice of bread will be required to be entered as a fraction of a loaf of bread. A quantity of 0.0625 (a single slice of bread. 1 loaf divided by 16 slices in a loaf) would have to be entered.



SALT, PEPPER, FLOWER, SPICES, TOMATOES, POTATOES, ETC (STOCK ITEMS)

Because items like salt, pepper, flower, spices are primarily used in kilograms or grams, the pack size must be set to 1, even if they purchased in various container or pocket sizes (e.g. 200g, 340 g, 500g, 1kg, etc). All purchasing quantities must be entered in kilograms and not the number of 500g or 1kg container units received. If it is required to see stock control any item in more than one location (**Note:** this does not apply to stock holding and sales outlets) two separate stock items would have to be created.

Because these items will be controlled in kilograms it will not be necessary for any conversion to take place when issuing stock from the one item in the one location to other item in another location. (i.e. salt in the store room to salt in the kitchen). Therefore, both item's pack sizes can be set one.

NOTE: The general rule for weighted stock items (e.g. mince, fillet, cheese, tomatoes, potatoes, lettuce, sugar, etc) and liquid type items (e.g. milk, oil, etc.) that are not linked and use the same unit of measurement to for stock control should have their pack size set to 1.

The screenshot shows the 'Stock Item Details' window with the following fields and values:

- Item Code & Description: BULKSALT Bulk Salt
- Barcode: (empty)
- Group: FOOD FOOD
- Department: 021 PREP
- Item Category: DRY GOODS Item (e.g. flour, sugar)
- Storage/Bin Location: KITCH
- Pack Description: KG
- Pack Size: 1.0000
- Latest Cost Price (TAX Exclusive): 5.0000
- Retail Calculation Method: Manual Changes
- Markup Rate (%): 0.00
- Price Table:

	Exclusive	Inclusive	G.P. %
Retail Price	0.00	0.00	0.00
Wholesale Price	0.00	0.00	0.00
Alternate Price 1	0.00	0.00	0.00
- Re-order Level: 5.0000
- Re-order Quantity: 15.0000
- Regular Supplier's Account: XYZ001
- Print Stock Labels: No

Buttons: 'F10 Accept' and 'On Hold' checkbox.

The salt item that will be created will be a bulk salt item that will be used in various recipes with the quantity being represented as kilograms. All recipes utilizing the salt item will be represented as kilograms (e.g. 5grams of salt represented as 0.005 kilograms of salt).

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
M Retail Price	0.00	0.0000	0.00	0.00
N Wholesale Price	0.00	0.0000	0.00	0.00
Q Alternate Price 1	0.00	0.0000	0.00	0.00

COKE CASE ITEM (STOCK ITEM)

For the Case item the pack size has to be 24. The reason why this items pack size is 24 is because one would usually want to see how many cases are available in stock, and not how many litres or how many single cans. This item is primarily a stock item and not a sales item and is usually stored in the store room and not the bar.

However, should the case item be required to be stored as single units, the pack size should be set 1. If it's not required to keep separate stock control for various storage locations the case item can actually be ignored and only the single coke can, can be created. The important procedure to remember when the case item must be stored as single units is that purchasing of the case must be entered in single can units, i.e. if 3 cases were to be purchased a quantity of 72 must be entered.

A possible reason why one would store the case as single units is usually because there is no store room and the bar functions both as store room and bar. Scenarios such as these all have just one holding, the default main stock holding. There is no additional bar holding because the bar item's e.g. i.e. a Coke can, Amstel, Castle, are all stored in a single location.

NOTE: The "G Storage Location" field is for reporting and filtering purposes. This field makes it easier for the user when it comes to reporting and filtering. This field does *Not* form part of the different stock holding values for any specific stock item. This option also allows one to list a specific range of items located in the stock holding.

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association

Item Code & Description: BEV100 | Coke Case 340ml (24) On Hold

Barcode: [Empty]

Group: BEV BEVERAGE

Department: 014 BEVERAGE

Item Category: BEVERAGE Item

Storage/Bin Location: [Empty]

Pack Description: COKE CASE

Pack Size: 24.0000

Sales & Purchases Item Link: BEV27 ... | Coke Can 340ml

Auto Stock Issues Item Link: [Empty] ...

Latest Cost Price (TAX Exclusive): 61.2000

Retail Calculation Method: Manual Changes

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
Retail Price	43.79	88.0000	100.32	30.45
Wholesale Price	42.16	87.0000	99.18	29.66
Alternate Price 1	40.52	86.0000	98.04	28.84

Re-order Level: 10.0000

Re-order Quantity: 6.0000

Regular Supplier's Item Code: CC45544

Regular Supplier's Account: XYZ001 ...

Print Stock Labels: Yes

F10 Accept

Description on button in Order screen.

COKE SINGLE CAN ITEM (SALES & STOCK ITEM)

For the single can items the pack size has to be 1. The reason why this items pack size is 1 is because one would usually want to see how many single cans are available in stock, and not how many litres or millilitres. Another reason is that this item is used (recipes and transfers) and sold as individual units. This item is both a stock and sales item.

NOTE: The "G Storage Location" field is for reporting, stock counts, and filtering purposes. This field makes it easier for the user when it comes to reporting and filtering. This field does *Not* form part of the different stock holding values for any specific stock item. This option also allows one to list a specific range of items located within a stock holding.

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association | Menu & Location Pricing Details

Item Code & Description: BEV27 | Coke Can 340ml On Hold

Barcode: [Empty]

Group: BEV BEVERAGE

Department: 014 BEVERAGE

Item Category: BEVERAGE Item

Storage/Bin Location: BAR

Pack Description: 340ML

Pack Size: 1.0000

Sales & Purchases Item Link: [Empty] ...

Auto Stock Issues Item Link: BEV100 ... | Coke Case 340ml (24)

Latest Cost Price (TAX Exclusive): 2.5500

Retail Calculation Method: Manual Changes

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
Retail Price	150.98	6.4000	7.30	60.16
Wholesale Price	123.80	5.7018	6.50	55.28
Alternate Price 1	115.69	5.5000	6.27	53.64

Re-order Level: 48.0000

Re-order Quantity: 96.0000

Regular Supplier's Item Code: ZT198

Regular Supplier's Account: XYZ001 ...

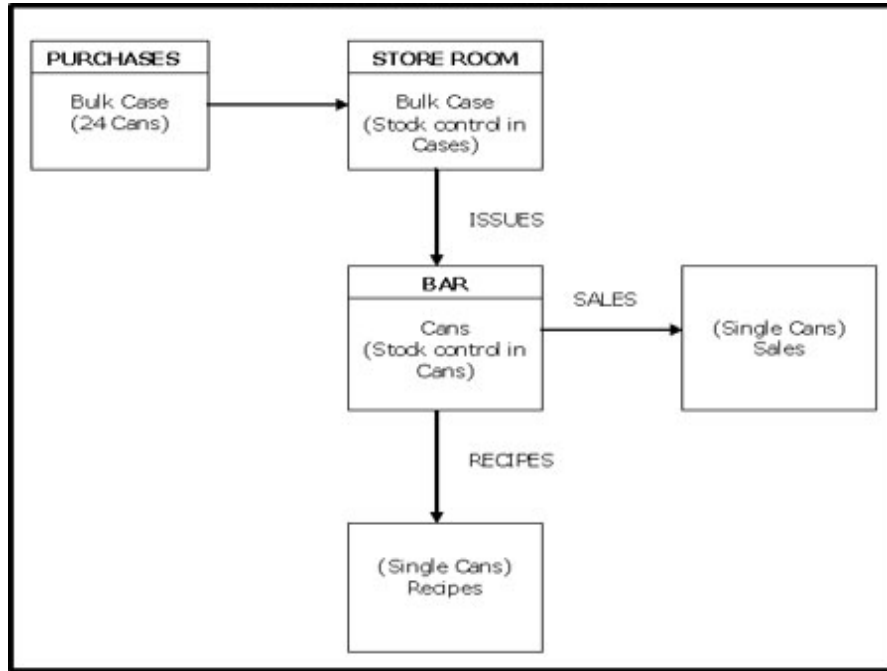
Print Stock Labels: Yes

F10 Accept

Description on button in Order screen.

Unlike other sales items that are recipe based, this item is not derived from a recipe therefore the storage location should be utilized.

Do not enter the pack size as 340ml or 250ml, etc. Enter this detail as part of the description or part of the pack description.



BULK CHEESE SAUCE (STOCK ITEM)

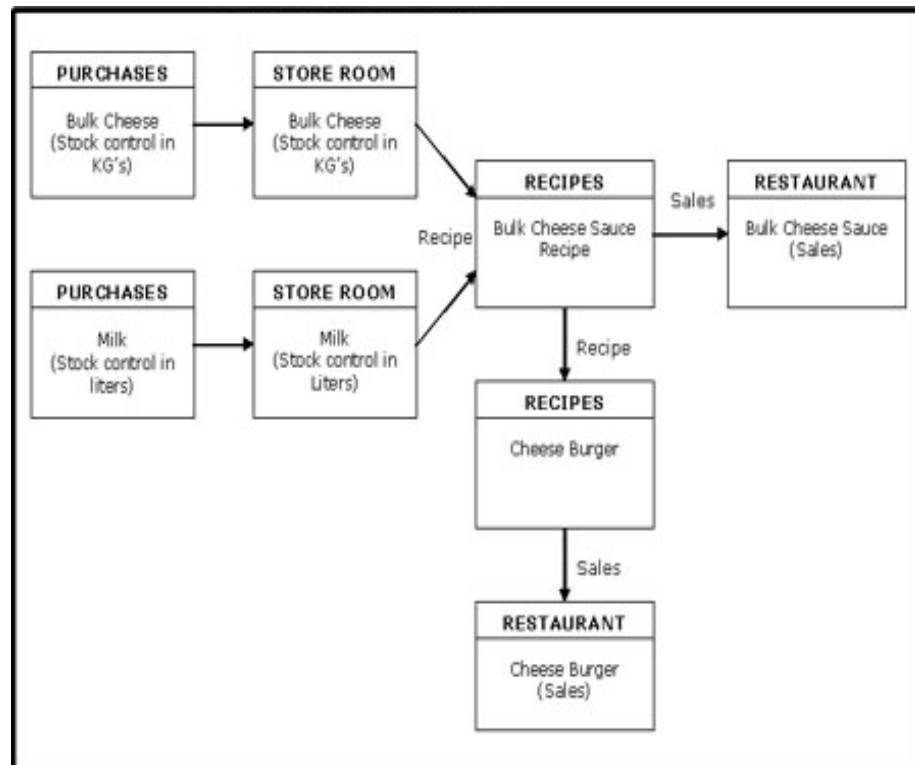
Bulk cheese sauce is unlike any item that has previously been discussed. This is an item that is neither purchased nor sold. There are many items (e.g. tomato basting, tartar sauce, chicken liver pate, soup, etc) that function and are setup in the same way as the bulk cheese sauce item. These items are manufactured from a range of different ingredients (i.e. stock items) which in turn create a finished product (e.g. cheese sauce, chicken liver pate, tartar sauce, soup, curry, etc).

Field	Value	Exclusive	Inclusive	G.P. %
Item Code & Description	1009 Cheese Sauce			
Group	SAUC SAUCES			
Department	022 SAUCE			
Item Category	PREPARATION Item (portion items)			
Storage/Bin Location	KITCH			
Pack Description	5 LITER			
Pack Size	5.0000			
Latest Cost Price (TAX Exclusive)	25.0000			
Retail Calculation Method	Manual Changes			
Markup Rate (%)	0.00	0.0000	0.00	0.00
Retail Price	0.00	0.0000	0.00	0.00
Wholesale Price	0.00	0.0000	0.00	0.00
Alternate Price 1	0.00	0.0000	0.00	0.00
Re-order Level	0.0000			
Re-order Quantity	0.0000			

Items like bulk cheese sauce, basting sauce, chicken liver pate, etc. once manufacture are then utilized in various other recipes as an ingredient or are portioned into set portions.

NOTE: Although these items are not purchased, stock control will still be possible. This possible when using the manufacturing option to create stock on hand quantities, which are then either sold or utilized in other recipes.

Because these items are not purchased or sold, their pack sizes should be set to 1. The pack description can be used to indicate the container or portion size, e.g. 5lt, 0.200lt, etc. The actual setting up of these items as recipes, and the manufacturing thereof, will be discussed later.



CHEESE SAUCE PORTION (SALES ITEM)

The cheese sauce portion item can be handled in two ways. If stock control is required for both the number of 50ml cheese sauce portions and how much bulk cheese sauce is available, two separate items would have to be created. We have already discussed the setup of bulk cheese sauce item.

Item Code & Description	SAUCHE	On Hold
Barcode		
Group	FOOD FOOD	
Department	022 SAUCE	
Item Category	LIQUOR Item	
Storage/Bin Location		
Pack Description	PORTION	
Pack Size	1.0000	
Latest Cost Price (TAX Exclusive)	2.5000	
Retail Calculation Method	Manual Changes	
Retail Price	75.44	Exclusive 4.3860 Inclusive 5.00 G.P. % 43.00
Wholesale Price	57.90	Exclusive 3.9474 Inclusive 4.50 G.P. % 36.67
Alternate Price 1	49.12	Exclusive 3.7281 Inclusive 4.25 G.P. % 32.94
Re-order Level	0.0000	
Re-order Quantity	0.0000	
Regular Supplier's Account		
Print Stock Labels	No	

NOTE: The cheese sauce portion item should only be created if the item is pre-portioned, i.e. cheese sauce is periodically portioned into containers that will be sold during the course of the week (e.g. twenty 50ml portioned cheese sauce containers are made each Monday to cater for the coming week's trade).

Sales items and recipes will reference this portioned item as portioned units (**NOTE:** all portioned items are referenced this way) and not as millilitres, litres or weight.

If there no need to see how many 50ml portioned cheese sauce containers are in stock, or how many have been sold, etc., but rather a need to see how many litres of bulk cheese sauce is left over. The cheese sauce portioned item would not be required to be created. All recipes would utilized the bulk cheese sauce item and each of these recipes utilizing the bulk cheese sauce would be represented in litres, e.g. a cheese burger would use the bulk cheese sauce item with a quantity of 0.050 (ml))

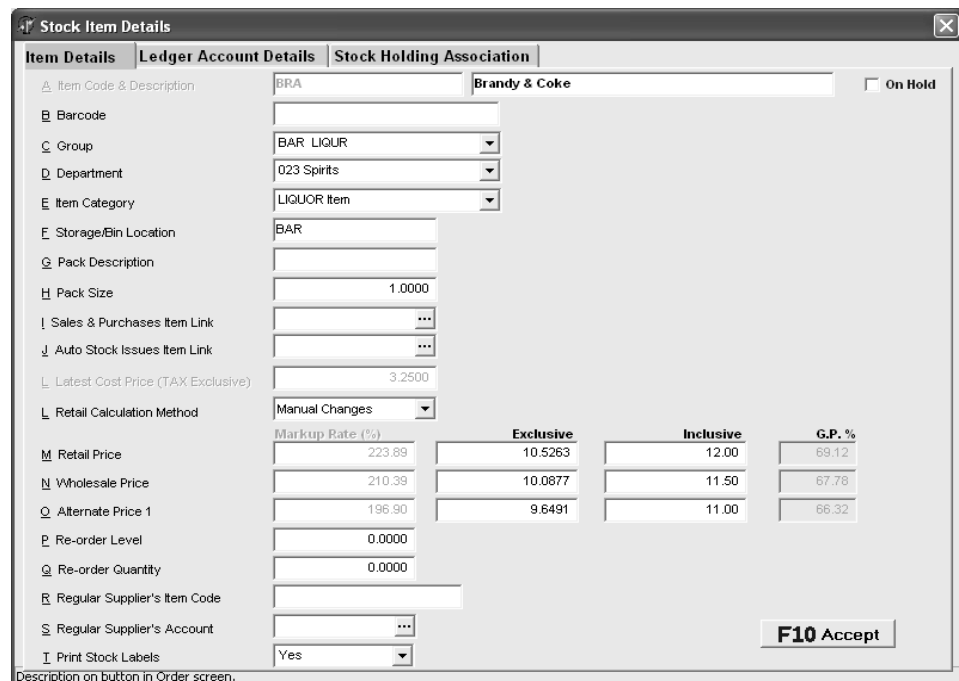
NOTE: Because this item requires stock control and is found in a particular area of the restaurant the storage location and the re-order level and quantity fields should be utilized. The storage location when utilized will aid with stock counts, and the re-order level and quantity fields will aid when to manufacture more cheese sauce.

BRANDY AND COKE (SALES ITEM)

The brandy & coke item neither and item buy nor pre-manufacture. It’s a recipe that is made to order and consist of ingredients that is either purchased or manufactured from another recipe. Whether it is, food or beverage, all recipes are setup in the same way. Recipes can either be sales or stock items. The brandy and coke item would be a sales item. There is never any stock control (i.e. opening, closing, on hand, variances) associated with it, but rather with the ingredients that make up the recipe.

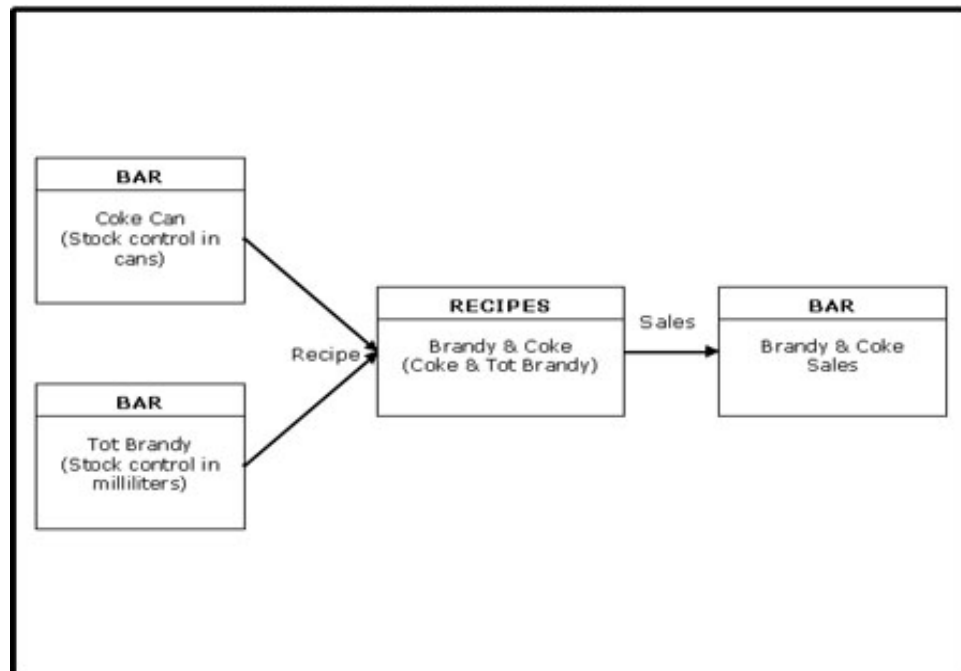
The item is made to order (i.e. 10 brandy & cokes are not pre-manufactured for the day or week the barman makes then when requested) These item types will always reflect a zero on hand value. The system will automatically, at day end, manufacture the required quantities based on the number of sales that have taken place for the day. This is principle behind all recipes.

As with all items that originate from a recipe are not purchased or sold, their pack sizes should be set to 1. The pack description can used to indicate the container or portion size, e.g. 5lt, 0.200lt, etc.



The actual ingredient detail concerning the recipe setup for the brandy and coke will be discussed later.

NOTE: Should the recipe not be created for the brandy and coke item, or for any sales item that it made from a recipe no stock control for the ingredients, in this case, the 200ml coke and the tot of brandy, will be possible. The recipe plays an important role for stock control. It's the only way the system knows what items must be reduced and by how much when the sales item (brandy and coke) is sold. Not having a recipe setup will also cause the sales item (brandy and coke) to reflect negative values.



KATEMBA (SALES ITEM)

Due to the similarities of the brandy and coke item (i.e. both being recipes), the Katemba can be setup in the same way. It functions the same as the brandy and coke item. The Katemba item is also a sales item that consists of a recipe with various ingredients.

Note that the unit cost field is left empty. The system will automatically adjust the unit cost for all recipes based on the some of their ingredients. The storage location is left empty because the item is not stored, it's made to order. The pack description can be left empty or one could allocate a short description pertaining to the pack description of the item, e.g. 250ml, Glass, Jug, each, large, small, etc.

Please remember that the pack size should be set to one (1).

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association

A Item Code & Description: KATEMBA | Katemba On Hold

B Barcode: [Empty]

C Group: BAR LIQUOR

D Department: 016 WINES

E Item Category: LIQUOR Item

F Storage/Bin Location: [Empty]

G Pack Description: [Empty]

H Pack Size: 1.0000

I Sales & Purchases Item Link: [Empty]

J Auto Stock Issues Item Link: [Empty]

K Latest Cost Price (TAX Exclusive): 3.6300

L Retail Calculation Method: Manual Changes

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
M Retail Price	262.48	13.1579	15.00	72.41
N Wholesale Price	258.85	13.0263	14.85	72.13
Q Alternate Price 1	244.35	12.5000	14.25	70.96

P Re-order Level: 0.0000

Q Re-order Quantity: 0.0000

R Regular Supplier's Item Code: [Empty]

S Regular Supplier's Account: [Empty]

T Print Stock Labels: Yes

F10 Accept

Description on button in Order screen.

NOTE: The storage location, re-order level & quantity, regular supplier's item code and account need not be captured, because this a sales items that is made to order, i.e. the item is made up from a recipe of ingredients. The item is not purchased nor is there stock control. This is the norm for all sales items that are recipe based.

CHEESE BURGER (RECIPE & SALES ITEM)

The cheese burger sales item is no different from the previously discussed recipe sales items (i.e. brandy and code, katemba, etc). The same setup principles can be applied to this item and all other recipe items.

Stock Item Details

Item Details | Ledger Account Details | Stock Holding Association | Menu & Location Pricing Details

A Item Code & Description: BUR3 | CHEESE BURGER & CHIPS On Hold

B Barcode: [Empty]

C Group: FOOD FOOD

D Department: 005 BURGERS

E Item Category: FOOD Item

F Storage/Bin Location: [Empty]

G Pack Description: [Empty]

H Pack Size: 1.0000

I Sales & Purchases Item Link: [Empty]

J Auto Stock Issues Item Link: [Empty]

K Latest Cost Price (TAX Exclusive): 10.1000

L Retail Calculation Method: Manual Changes

	Markup Rate (%)	Exclusive	Inclusive	G.P. %
M Retail Price	290.83	39.4737	45.00	74.41
N Wholesale Price	273.46	37.7193	43.00	73.22
Q Alternate Price 1	256.09	35.9649	41.00	71.92

P Re-order Level: 0.0000

Q Re-order Quantity: 0.0000

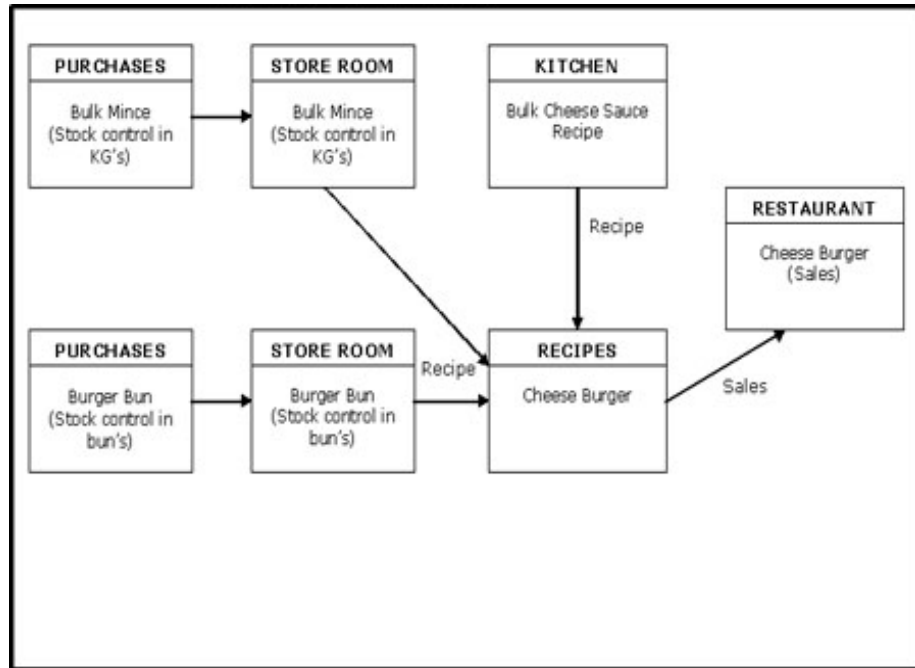
R Regular Supplier's Item Code: [Empty]

S Regular Supplier's Account: [Empty]

T Print Stock Labels: No

F10 Accept

Description on button in Order screen.



RECIPES

Now that the stock and sales items have been created, recipes for the various sales and stock items can be created. Not all recipes will be discussed in detail, but there will be references and procedures made that can be applied to almost all recipes.

Recipe maintenance can be found under the Stock Management menu located under the Back Office menu.

Recipe Maintenance

000-Associated with ALL Stock Holdings
 001-Restaurant
 002-Bar
 003-Take away

Group: ALL Groups
Department: ALL Departments

Item Category: ALL Categories

Description	ItemCode	Dept	Group	Updated	Amount
Brandy & Coke	BRA	023	BAR	09/11/2009	12.62
CHEESE BURGER & CHIPS	BUR3	005	FOOD	09/11/2009	8.30
Cheese Sauce Portion	SAUCHE	022	FOOD	04/11/2009	19.53
KINGKLIP & CALAMARI & PRAWNS	SEAK13	002		04/11/2009	48.80
LAMB CHOPS & CALAMARI COMBO	LAMB4	009		04/11/2009	18.83
MUSHROOM BURGER & CHIPS	BUR6	005		04/11/2009	10.00

F2 Replicate **F4** Edit **F6** Print **F8** Order
F3 Add **F5** Delete **F7** Design **F9** Locate

RECIPE MAINTENANCE DETAIL

PRINT RECIPES FOR

This option will allow you to print only certain stock holdings. Choose between 000 – Associated with All Stock Holding or 002 – Bar, or 002 – Restaurant etc. A Stock holding will only be selected at Stock Maintenance not a the recipes options

ITEM CATEGORY

This option will allow you to choose an Item Category. After the Item Category was select only the recipes with the selected categories will be displayed. Choose between, All Categories, Bulk Buy Item, Preparation Item (portion items), Fruit/Veg Item, Dry goods Item (e.g. flour, sugar), Liquor Item, Beverage Item, Food item, Merchandise Item, Expense/ Non Stock item or consumables.

GROUP

Choose all groups or a specific group.

DEPARTMENT

Choose all departments or a specific department.

Each recipe is created separately using the Add option. The Edit option should be used if the ingredient details for the highlighted recipe need to be altered. .

Recipe items usually consist of one or more items that make up the recipe item. The pack size of the main recipe item, not the ingredients, is set to one (1).

NOTE: Without stock item ingredients (e.g. milk, sugar, salt, mince, buns, eggs, etc) recipes cannot be setup correctly.

All recipes utilize the stock system when creating the recipe, i.e. the recipe code is derived from the stock or sales item code, and one cannot enter the recipe code without it being already being created.

NOTE: Because the restaurant system is batch based (i.e. values are only posted at end of day) recipes and their ingredients only affected once End of Day is done. The system will not manufacture the cheese burger or all other recipe for that matter, when cheese burger is sold.

The following recipes will be discussed in more detail, Brandy & Code, Katemba (coke and wine recipe), Cheese Burger, Bulk Cheese Sauce, and portioned Cheese Sauce.

CHEESE BURGER

Select the Add option from the recipe maintenance screen. The following screen will require you to allocate the recipe code. This code is the item code that was entered when creating the item under item maintenance. If the code is not known select the item.

Recipe Amendments - Editing an Item

Item Code: BUR3 CHEESE BURGER & CHIPS

Associated Stock Holding(s):
 000-Associated with ALL Stock Holdings
 001-Restaurant
 002-Bar

Must NOT Auto Manufacture:

Pack Size: 1.0000
 Pack Descrip.:
 Storage Location:
 Department: 005
 Group: FOOD
 Theoretical On Hand: 0.0000
 Total Cost: 12.75

Ingredient Code	Description	Dept	Grp	PKSize	PKDes	Quantity	Latest Item Cost	RecipeUnit Cost
1004	Burger Buns	005	FOOD	1 12 BU		2.0000	2.00	4.00
1005	Bulk Mince	005	MEA	1 5 KG		0.2500	25.00	6.25
1009	Cheese Sauce	022	SAUC	5 5 LIT		0.1000	25.00	2.50

F3 Add F4 Edit F5 Delete F6 Print F7 Design F10 Accept

By using the Add, Edit and Delete option one is able to maintain the recipe ingredients. Note that the mince ingredient for this example has been entered using weight as the preferred method and not portion units. Because the mince ingredient is being purchased in weight, kilograms, the unit of measure must stay same wherever the mince is utilized. From the above example it is possible deduce that the cheese burger meat patty has a weight of 250grams, but because the mince is purchased in kilograms, the amount required to make one burger must be represented in kilograms and not grams. Therefore the quantity entered must be 0.25 kilograms.

NOTE: As with rest of the ingredients used in the cheese burger recipe and all other recipe, the above rule must be applied.

When the above cheese burger is sold the system will automatically reduce the mince by 0.25, burger bun by 1 and the sauce by 0.1 (100ml).at day end. If there where 10 cheese burgers sold, the system would then reduce each ingredient by 10 times their normal ingredient quantity required to create one cheese burger. If the meat patty was purchased as portioned 250gram meat patties, the mince ingredient would be replaced with a portioned meat patty item and the quantity entered would not be 0.25 or 250, but one (1).

NOTE: A very important factor if portioned items are to be used is that all portioned items, when purchased, must be entered as single units and not pack units, i.e. a dozen eggs or buns must be entered as 12, one pack of 8 meat patties must be entered as 8. The same will apply to liquid items that purchased in packs, i.e. one 6 pack of ever fresh milk must be entered 6 litres.

As with most recipes the facility to have more than one recipe within a recipe is possible. The cheese sauce ingredient that forms part of the cheese burger is also a recipe.

BULK CHEESE SAUCE

The cheese sauce will be setup as like any other recipe. Remember that the recipe code that is required when creating the recipe is derived from the stock system. Therefore, make sure that cheese sauce item has been created using the Item Maintenance option located under the Restaurant Back Office part of the program.

Recipe Amendments - Editing an Item

Item Code: SAUCHE | Cheese Sauce Portion

Pack Size: 1.0000
 Pack Descrip.: PORTION
 Storage Location:
 Department: 022
 Group: FOOD
 Theoretical On Hand: 0.0000
 Total Cost: 5.00

Associated Stock Holding(s):
 000-Associated with ALL Stock Holdings
 001-Restaurant
 002-Bar

Must NOT Auto Manufacture

Ingredient Code	Description	Dept.	Grp	PKSize	PKDes	Quantity	Latest Item Cost	RecipeUnit Cost
1009	Cheese Sauce	022	SAUC	5	5 LIT	0.2000	25.00	5.00

F3 Add | F4 Edit | F5 Delete | F6 Print | F7 Design | F10 Accept

MUST NOT AUTO MANUFACTURE

NOTE: The option "Must NOT Auto Manufacture" for the cheese sauce example must be ticked (i.e. enabled). The purpose of this option is to indicate to the system whether the recipe should be manufactured first before processing the sale. Auto manufacturing of recipes is done when End of Day procedure performed. The rule when to enable the option "Must NOT Auto Manufacture"

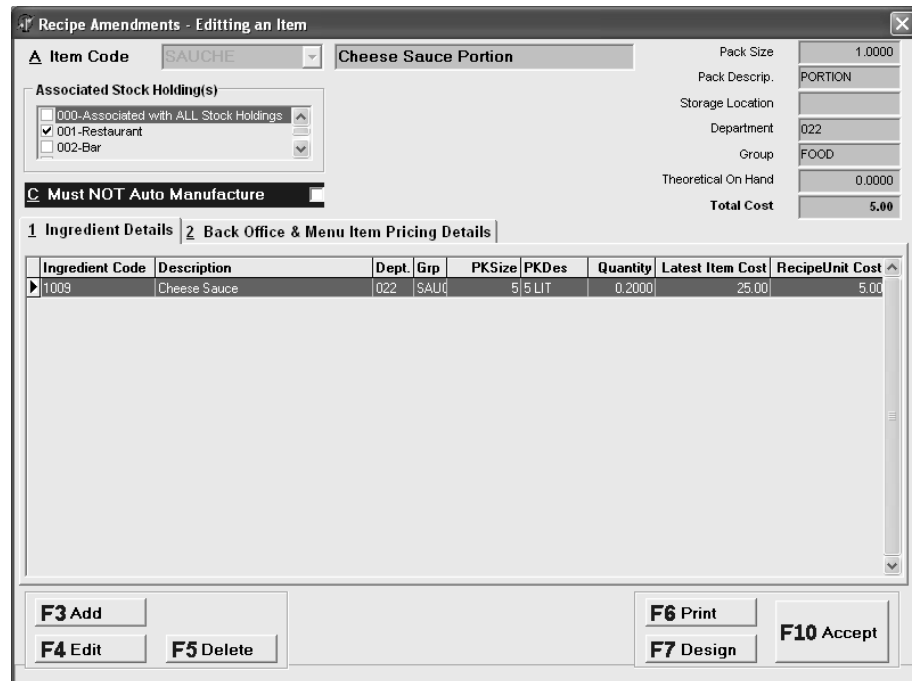
The above ingredient quantities for the cheese sauce have been entered to cater for a single litre of cheese sauce.

NOTE: Although the cheese sauce quantity that will be required will be 5 litres, the recipe ingredient quantities must be entered for a single litre or a single portion. Doing it this way will allow more freedom when manufacturing the cheese sauce. Should the occasion arise that 10 litres of cheese sauce is require, it would be long tedious task to go and change each and every ingredient to accommodate for 10 litres. It would easier to enter the manufacturing quantity.

Another problem entering the ingredient quantities for the full 5 litres or 10 litres will mean that when the item is manufactured it will reduce the ingredients with correct quantities, but the manufacturing quantity will be one (i.e. one ten litre, or one five litre), which is incorrect. This is why the individual ingredient quantities should have their quantities based on the quantity to manufacture one (1) portion, or one litre, or one kilogram.

PORTIONED CHEESE SAUCE

Unless each every portion is individually prepared the ingredient for the portioned cheese sauce item should be the bulk cheese sauce item. The bulk cheese sauce item is a pre-manufactured recipe item which is then utilized in other recipes. The quantity that should be used for the bulk cheese sauce should be the portion size of the cheese sauce portion, e.g. 100ml would entered as 0.100, 200ml as 0.200.

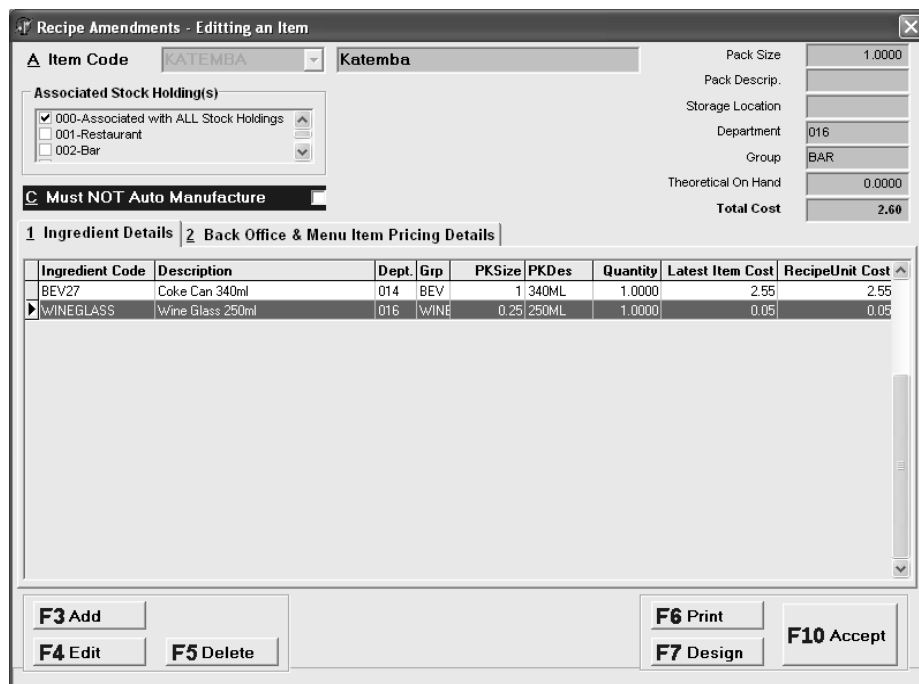


KATEMBA

The Katemba recipe will consist of the following ingredients, one 340ml coke, and 250ml of read wine which will be deducted from the 5lt box of red wine. Notice that the can of coke is *not* being represented in litres, millilitres or in weight, but in units. The reason why can units are being used and not litres or millilitres is because the can of coke is being stored in the bar as individual cans of coke.

The wine on the other hand is being stored in litres in the bar (store room would be as the number of 5liter boxes of wine) and therefore needs to be utilized as litres throughout the system.

Another reason why the 5liter box wine is being stored in litres and not in units of 5liters is because there are various sales items reducing the stock holding in various quantities, e.g. a 250ml, 500ml glass or jug (karafe). Each of these sales items that feed of the main box wine will be required to be setup as recipes. Each of them will have one ingredient, the box of wine, and the appropriate quantity entered as litres, e.g. 0.250 or 0.500, or 0.175, etc. A similar example to the wine box scenario would the keg of beer, where 250ml or 500ml drafts are drawn from the main 50liter keg.



How the single 5liter box of wine purchased in units of 5liter boxes of wine ends up in the bar and sold and stored as litres and not units of 5liters will be discussed in more detail under heading issuing and receiving of stock.

BRANDY & COKE

Like the Katemba recipe the brandy and coke, and for most other beverage and liquor recipes, there will be a mix of ingredients that will utilize combinations of unit measurements (e.g. cans, bottles, tots or double tots mixed with litres or weight).

NOTE: It is very important that the quantities entered for the various ingredients are 100% correct. They must correspond to the unit in which they are stored or controlled. Failing to do this will cause the stock control of the system to report incorrect values.

The screenshot shows a software window titled "Recipe Amendments - Editing an Item". The main title bar includes a close button. The window is divided into several sections:

- Item Code:** A dropdown menu showing "BRA" and a text field containing "Brandy & Coke".
- Associated Stock Holding(s):** A list with checkboxes for "000-Associated with ALL Stock Holdings", "001-Restaurant", and "002-Bar". The "002-Bar" option is checked.
- Must NOT Auto Manufacture:** A checkbox that is currently unchecked.
- Ingredient Details:** A table with columns: Ingredient Code, Description, Dept., Grp, PKSize, PKDes, Quantity, Latest Item Cost, and RecipeUnit Cost.

Ingredient Code	Description	Dept.	Grp	PKSize	PKDes	Quantity	Latest Item Cost	RecipeUnit Cost
BEV27	Coke Can 340ml	014	BEV	1	340ML	1.0000	2.55	2.55
KLIPDFT	BRANDY · KLIPDRIFT	017		1		0.2500	30.09	7.52
- Summary Fields:** Pack Size (1.0000), Pack Descrip., Storage Location (BAR), Department (023), Group (BAR), Theoretical On Hand (0.0000), and Total Cost (10.07).
- Navigation Buttons:** F3 Add, F4 Edit, F5 Delete, F6 Print, F7 Design, and F10 Accept.

Should additional recipes be required, repeat the previously discussed procedures and steps to do so.

The setup of all the stock, sales and recipe items is now complete.

PURCHASING (CREDITOR GOODS RECEIVING)

Purchasing can either be done via purchase orders or via goods receiving. Supplier Goods Receiving is the place where all purchases of stock items are made for this example.

Once the relevant supplier has been selected, all details pertaining to the supplier will appear according to the supplier's information that was entered under the Suppliers Maintenance Option. Please note that we will not deal with details regarding the inputting of each and every field available on the purchasing screen. What will be dealt with is the explanation on how the various items that have previously been discussed are to be captured on the goods received voucher.

NOTE: The following example will cater for the following restaurant setup. A restaurant that has a store room, kitchen, various fridges and a bar (one or more bars will not make difference). In other words setup that has two stock holding and sales outlets (the restaurant and the bar).

For this example we will be purchasing the following items and quantities;

Case of beer	10 cases
Bulk Mince	40 kg
Bulk Milk	10 Litres
Bulk Cheese	10 Kg
Bulk Bacon	10kg
Burger Buns	48 buns/4 dozen
5lt Red Wine	5 Boxes
Case of Brandy	12 bottles
Bread	5 loaves
Salt	10kg
Pineapple Slices	5kg
Meat Patties	4 boxes (8 per box)
Calamari	2 Boxes (20kg/box)

Goods Received

A Account No XYZ001 **B Name** XYZ Wholesales (Pty) Ltd

E Invoice Date 09/11/2009

G GRV Number 159

C Postal Address PO Box 123, Somerset West, 7130

D Delivery Address 45 Main Road, Somerset West, 7130

H Delivery Method By Courier

I Delivery Date 23/11/2009

J Order Number 159

K Delivery Note No N/A

L Use Layout No Standard

E TAX Method Inclusive Exclusive

M Comments

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
BEERCASE	Beer Case	1	91.2000	10.000	0.00	112.0000	912.00
1005	Bulk Mince	1	28.5000	40.000	0.00	140.0000	1140.00
BULKSALT	Bulk Salt	1	5.7000	5.000	0.00	3.5000	28.50
KLIPDFT	BRANDY - KLIPDRIFT	1	34.3000	100.000	0.00	421.2261	3430.00
BREAD	Bread Loaves	1	5.7000	15.000	0.00	10.5000	85.50
BULKBACON	Bulk Bacon	1	91.2000	10.000	0.00	112.0000	912.00
1004	Burger Buns	1	2.2800	48.000	0.00	13.4400	109.44

R Invoice Disc % 0.00 **Goods Total** 6,617.44

S Update Stock Holding 002 Bar **Discount Amnt** 0.00

Vat Amount 812.67

Invoice Total 6,617.44

F3 Amendments **F9 Process and Preview** **F10 Process and Print**

Use the Up and Down arrow keys to select an Item and press Enter to Edit / Add

GRV ITEM DETAILS

CASE OF BEERS

The case of beers will be received in cases because that is how the store room will store it, in cases not single beers. If this is not how it is stored, then the quantity, and perhaps the item used should be changed to the single beer can item and the quantity entered as the number single beers received. An alternative method is to use the case of beers item to receive the case quantity and have it *report to* the single beer item. When using this method, it is important to use the "Sales & Purchases Report to Item" option (see stock maintenance) to report the case to the single beer can item.

BULK MINCE

There is no special procedure to use when entering the quantity of the bulk mince item. This is an item that will be stored as weight (i.e. kilograms) and will be utilized in various recipes as weight (i.e. kilograms).

BULK MILK

Bulk milk should always be captured as litres and not sachets or cartons. IN most cases stock control for milk is done in litres and all recipes utilizing the milk item will be entered as litres.

However, should there be need to store or control stock in the store room as the number of one (1) litre cartons an additional item would be required for this purpose. The end result, two milk items would have to be used for stock control, using two different unit types of measurement (e.g. cartons and litres). The one being the bulk milk item represented as cartons, and stored in the store room, and the second milk item stored in the kitchen and utilized in litres. This example is not the preferred or normal method.

BULK CHEESE

Unless the bulk cheese is being purchased *and* utilized in kilograms there would be no need to enter the quantity received as the number slices of cheese. If there is a need to see stock control as the number of slices used, or available, an additional cheese slices item would be required. The preferred method is to purchase cheese in kilograms and utilize it in recipes as kilograms and not slices.

BULK BACON

The bacon item is no different from the bulk cheese item with regards to the purchasing and the utilizing thereof. Once again, like the previously discussed weighted items, this weighted item can be purchased in weight and utilized in another format. In order to do this one must have two separate stock items. The one used for purchasing and the other used for recipes or sales. An example of this would be to purchase bacon in kilograms and have an additional item, bacon strips, facilitate recipes with the usage of bacon as the number bacon strips.

BURGER BUNS

Unlike the previously discussed items, the burger buns are not items that stored or used in weighted. Burger buns should be purchased as individual buns and not how many dozens or half dozens, packs or cartons. Storing the burger buns in single bun units allows the burger buns to be used in recipes as the number of buns required and stock to be counted in bun units.

5LT WINE BOX

The example that is being dealt with caters for a restaurant with a separate bar. This setup allows the 5lt wine box to be entered as the number of wine boxes received or not the amount of litres received. This setup also requires two separate items be created. The one item will facilitate in the purchasing and the stock control for the store room, represented as the number of 5lt wine boxes, and the other item will facilitate the stock control in the bar, represented as the number of litres of wine for the bar box of wine item.

Should the establishment not have a storeroom and a bar, two separate items would not be required. The 5lt wine box can either be purchased as the number of 5lt boxes or as the total number of litres.

NOTE: Whichever method is used, the rule, that the same unit of measurement is used throughout the system must be applied. If purchased as the number of 5lt wine boxes, the recipes utilizing the wine boxes must have their ingredient quantities entered as a representation of 5lt box of wine. E.g. if the recipe ingredient uses 250ml of wine, one is required to work out what quantity is required to be deducted from a single 5lt box of wine. The problem that arises is that stock control is maintained in boxes of wine, but utilized within the recipes as litres. The solution to this problem is to use the following formula;

The ingredient quantity represented in litres or kilograms (depending on the item), divided by the pack size of the item

$$0.250\text{lt} / 5\text{lt} = 0.05$$

The quantity that should be entered in the quantity field for ingredient is 0.05 and not 0.25. Why? We are no longer using litres, but rather boxes of wine. It is for this reason why it's preferred method to have either two separate stock items or to use one stock item, but purchase the stock in the same unit of measure that it will be utilized.

CASE OF BRANDY

The case of brandy is to be processed as individual bottle quantities and not as case quantities. There are two reasons for this. The one being that bottles of wine or spirits are not always purchased in cases lots, therefore allowing one to enter both odd quantities and full case quantities. The other benefit is that you need not setup an additional item to handle the stock control for the bar or any other location.

It would be difficult to receive 9 bottles of wine if the item is setup reflect cases. You would have to enter the quantity received as 0.75 (9 divide by 12).in order reflect 9 bottles as a case.

BREAD LOAF

Depending on the setup, bread loaves can be received in different units, e.g. as loaves of bread, as slices or in weight. The general rule is to receive bread as the number of bread loaves and not the number of slices.

AS SLICES

Receiving bread as slices of bread would mean that the loaves of bread would reflect the on hand quantity as the number of slices. This would also mean that recipes utilizing this item would need to reflect the quantities required in slices and not in weight or as a fraction of a loaf. All transfers or issues would also need to be utilized in the same manner. The benefit when working with slices of bread is that the recipes are easier to manage when entering the required quantities. E.g. A early bird breakfast recipe requires two slices of bread. The negative is that the receiving and issuing and the on hand is all represented as slices. One would have to calculate how many loaves of bread are in stock (e.g. 400 slices divide by 15 slices).

AS WEIGHT

When weight is used as the preferred method of stock control the on hand value and purchased quantities would have to be captured, issued, received and used in recipes as kilograms (e.g. 0.450g). The real benefit when using weight is that conforms to the same unit of measure (weight) used by meat and other foodstuffs, keeping things simple.

AS LOAVES

Loaves of bread provide one small drawback. When utilizing loaves of bread in a recipe, the required quantity entered for the recipe must be represented as a loaf. In other words, 2 slices of bread cannot be entered as 2 or 0.2, but rather as 0.133 (2 slices divide by 15 slices, assuming that there are on average 15 slices in a loaf).

NOTE: It is important to remember that when a particular unit of measure is decided on, the re-order level and re-order quantities are also entered in that same unit of measure.

BULK SALT

Regardless of the unit or pack size, salt should be purchased in weight. If the supplier delivered a palette of 500g salt containers, the correct quantity would be 6kg (500g multiplied by 12units) and not 12. There are two major benefits doing it this way. The one benefit being, it does not matter what the pack or unit size the supplier supplies the goods in, the quantity received will still be entered in as weight (i.e. kilograms). The other obvious benefit is the utilizing of salt as weight (i.e. kilograms) in recipes which is easier to work with and understand.

PINEAPPLE SLICES

Depending on the setup, pineapple slices can be received as slices or as weight. Unless the recipes require the pineapple slice ingredient to be entered as slices, the pineapple slice item must be purchased as weight. The benefit in using weight as unit measure of stock control enables the receiving of pineapple slices in various unit or pack sizes. For this example the purchased quantity of 5 is for 5kg's of pineapple slices.

The general rule is to receive pineapple slices in a weight format.

AS SLICES

Receiving pineapple slices as slices of pineapple would mean that the pineapple slices would reflect the on hand quantity as the number of slices. This would also mean that recipes utilizing this item would need to reflect the quantities required in slices and not in weight. All transfers or issues would also need to be utilized in the same manner. The benefit when working with slices of pineapples is that the recipes are easier to manage when entering the required quantities. E.g. A Hawaiian burger recipe requires one pineapple slice. The recipe quantity would then be one. The negative is that the receiving and issuing and the on hand is all represented as slices. One would have to calculate how many kilograms of pineapple slices are in stock (e.g. 400 on hand slices multiplied by approximate weight per slice, 50g).

AS WEIGHT

When weight is used as the preferred method of stock control the on hand value and purchased quantities would have to be captured, issued, received and used in recipes as kilograms (e.g. 0.450g).

Unless the bulk cheese is being purchased *and* utilized in kilograms there would be no need to enter the quantity received as the number slices of cheese. If there is a need to see stock control as the number of slices used, or available, an additional cheese slices item would be required. The preferred method is to purchase cheese in kilograms and utilize it in recipes as kilograms and not slices.

BULK MEAT PATTIES

Unlike the bulk mince item, bulk meat patties are already pre-made into individual portioned 250g meat patties. They will therefore be used as individual units and not as weight. The quantities used for purchasing, issuing, transferring, recipes, stock counts, etc. must be done as individual meat patties. The on hand quantities will always reflect the number of meat patties.

The one disadvantage, is, should meat patties be received in different weight units, e.g. 150g, 250g, 400g., separate bulk meat patty items would have to be created, one for the 150g, another for the 250g and one more the 400g. Each of these meat patty items must be used separately. They will have to be purchased and maintained separately.

If weight were to be used there would be no need to create separate portioned meat patty items. Regardless of the unit size, the total weight of the meat patties being purchased would be entered. All stock control would be in weight and not individual items. Recipes, issues, stock counts, etc. would require the weight (in kilograms) of the meat patty to be entered. The problem with this method is that one would never know how many 150g or 250g or 400g meat patties there are, which makes stock control a nightmare.

For this example a total of 4 packs were purchased .Each of these packs included 12 250g portioned meat patties, which would is equal to 48 individual meat patties.

BULK CALAMARI

Unless calamari is purchased in portioned units, calamari quantities should always be entered in as weight. When receiving a carton or cartons of calamari, the total weight of these carton(s) must be the quantity entered. However, if the calamari was supplied in portioned 200g units within these cartons, the total number of portioned units would used as the purchasing quantity. This would mean that stock control would be in portioned units. Recipes, issues and stock counts would require the number of portioned units to be entered and not the weight.

To know which method to use, weight or units, is dependant on what unit of measure, weight or portions, is decide to work with. If the desire is to see the number of portions available and use portions in recipes then the preferred method would be portioned unit quantities. If calamari is to be used as weight in recipes, the option available is to purchase calamari as weight.

NOTE: As previously discussed one cannot mix the way items are purchased with the way the are counted, issued or utilized in recipes. Purchase the item in weight and enter all quantities as weight, or purchase portioned units and utilize the item in portioned unit quantities.

Press Process to process the GRV (Goods Received Voucher). All the items have now been purchased successfully.

The next example deals with recipes. The steps below will show the correct way of setting up the recipes for the Katemba, Klippies & Coke, Burger and the Cheese Sauce items. Please proceed to the Stock Management menu option and then the Recipes menu option.

RECIPE PRE-MANUFACTURING

So far all the appropriate sales, recipe and stock items have been created, and some of them have been purchased. However, there are some recipe items that need to be pre-manufactured before some items can be sold. For example, the bulk cheese sauce needs to be prepared before we can include it in the cheese burger recipe and the extra portioned cheese sauce item. If this is not done, the bulk cheese sauce item will continue to reflect negative on hand values.

The screenshot shows a software window titled "Recipes - Manufacture". At the top, there is a dropdown menu for "Recipe Item Code" set to "SAUCHE" and a text field for "Cheese Sauce Portion". Below this are two main sections: "Manufacture Details" and "Recipe Item Information".

Manufacture Details:

- A Action:** A dropdown menu set to "Manufacture".
- C Quantity:** A text field containing "5.0000".
- D Date:** A date field containing "09/11/2009".
- E Reference:** A text field containing "125-9".
- F Batch Number:** A text field containing "125/12-96".

Recipe Item Information:

- Sales Order:** A text field containing "0".
- On Hand:** A text field containing "0".
- Pack Size:** A text field containing "1".
- Pack Des.:** A text field containing "PORTION".
- Department:** A text field containing "022".

At the bottom of the window, there is a dropdown menu for "Update Stock Holding Sales Outlet" set to "001 Restaurant". Below this is a button labeled "F10 Process".

All pre-manufactured items should form part the daily or weekly stock control *process* in order to establish which items are running low and need to be replenished. Utilizing the stock re-order report one is able to establish which items need to be manufactured or purchased (**Note** : this will only work if the re-order level & re-order quantity fields have been utilized correctly. See stock item maintenance).

All pre-manufacturing is done via the Recipe Manufacturing option found under the Recipes menu (see Stock Management).

NOTE: By default the "Use Stock Holding" should always be set to the main holding company (e.g. 001). Once the item has been manufactured it can then be transferred to another stock holding and sales outlet (use Stock Holding Transfers for this).

An example when the "Use Stock holding" would not be the default stock holding would be when the ingredients and the manufactured item are derived from a different stock holding to that of the main holding, e.g. a bakery holding & sales. An establishment that has a bakery outlet is a typical example of this. All the ingredients are purchased either directly into the bakery holding or transferred. Because the bakery would require its own stock control, and can perform such functions as sales or transfers of finished / manufactured products to other holdings, the "Use Stock Holding" would be set to the bakery holding.

ISSUING & RECEIVING

This can be done in two ways. The one way utilizes the Stock Holding Transfer option which allows one to issue from one item to another in same or different location. Unfortunately this method can be longwinded especially when issuing large amounts of items and there is little time available. The stock holding transfers option is best used when issuing a large amount of items to a single stock holding as once off, e.g. function, wedding, etc. It is not intended to be part of the daily issues procedure. The Daily Issues and Count option is far more user friendly to use.

FROM Item	PkDes	PkSize	Issued Qty	TO Item	PkDes	PkSize	Recvd Qty
COKE CASE 340ML (24)	COKE	24.0000	2.0000	COKE CASE 340ML	COKE	24.0000	2.0000

Another method which is the preferred method is to setup a list of items that are linked to each other. This has already been done previously. The linking of items, facilitate in the auto issuing of stock to the receiving item.

NOTE: The IQ Restaurant system does not require the entry of stock issues, but rather entry of stock receiving. The receiving item must have the receiving quantity entered. The system will automatically issue the correct quantity from the appropriate stock item. The appropriate stock item obtained from the "Auto Stock Issues Item Link" field (see stock maintenance) and the appropriate quantity issued is calculated using the pack size of the item or item(s) and the receiving quantity that is entered.

Another very important note is that daily issues and count is a batch process. Stock entered in either the received or count fields will not affect the stock until end of day has been done.

NOTE: Quantities received and counted must be BEFORE end of day is done. Entering these values after end of day will have no affect on the system until the following end of day is done.

Now that we have created the linked items, on hand quantities for all the items can now be entered. To do this, proceed to Stock Holding Daily Issues and Count Menu option located under the stock control menu. The stock holding daily issues and count with the various stock locations capture screen will be displayed. Select the Bar location tab and locate the single can, using either the Locate option or by using a combination of the item category, department, group or bin location to display only items you require.

Description	Opening	Purchase	B/Tnfrs	BulkRcvd	Received	Issued	Adjstmnt	Recipes	Sales	Closing	CloseCnt
Single Tot 250ml	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Double Tot 50ml	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Brandy & Coke	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Beer Can (375ml)	-1.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	-1.000	0.000
Coke Can 340ml	620.000	96.000	0.000	0.000	2.000	0.000	0	0.000	0.000	718.000	0.000
5 Ltr Wine Box Bar	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Wine Carafe 500ml	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Wine Glass 250ml	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	1.000

Once located enter the amount of single cans that Bar location received. Do not enter 1 for 1 case, but rather enter 24 for 24 single units. Do not enter 0.5 for half a case, but rather 12. For this example enter 24. Because of the linked item that was previously setup, the system knows exactly from which item, which location and how much to deduct. Our main item, the case has a pack size of 24 and our single can has a pack size of 1, therefore a single can will deduct a quantity of 1 from the case item.

Click on the main holding location, i.e. the first location listed, usually 001. Locate the case item. The case item should have a purchase quantity of 2 and an issued quantity of 1. As you can see this method is an easy process to follow. All that is required is for the correct receiving location to be selected before entering the received quantities.

The stock holding daily issues and count, with the various stock locations capture screen will be displayed once selected. Select the Bar location tab and locate the single tot, using either the Locate option or by using a combination of the item category, department, group or bin location to display only items you require.

Once located enter the amount of single tots that the Bar location received. Do not enter 1 for 1 bottle, but rather enter 30 for 30 single tots or 90 for 90 tots (i.e. three bottles). Do not enter 0.5 for half a bottle, but rather 15. For this example enter 30. Because of the linked item that was previously setup, the system knows exactly from which item, which location and how much to deduct. Our main item, the bottle has a pack size of 750 and our single tot has a pack size of 25, therefore the single tot item will deduct a quantity of 1 from the bottle item.

The stock holding daily issues and count, with the various stock locations capture screen will be displayed once selected. Select the Bar location tab and locate the bottle item, using either the F11 Locate option or by using a combination of the item category, department, group or bin location to display only items you require.

Once located enter the amount of bar bottles that the Bar location received. (Depending how you have set the item up the quantity can either be represented in bottles or in millilitres or litres). Because we have not linked the item to any other item the system will reduce the stock for the same item code, but from the main holding location. Click on the main holding tab and locate the bottle item. There should be a value in the issued field.

If the bottle item has been setup to reflect on hand values as bottle units then the following applies;

Enter the number of bottles that bar received. Enter 0.5 for half a bottle. For this example enter 1. Because this item is not linked to another item the system will always reduce the on hand quantity of the main holding location for the same item code. This will deduct the correct amount of one 5 litre box from the store and being issued to the 5 litre wine in the bar.

Click on the main holding location, i.e. the first location listed, usually 001. Locate the case item. The bottle item should have a purchase quantity of 12 and an issued quantity of 1. As you can see this method is an easy process to follow. All that is required is for the correct receiving location to be selected before entering the received quantities.

DEBTORS INVOICING

Sales of stock items or services are performed through Invoicing. During this process invoices will be printed, stock items, debtor details and the relevant ledger accounts updated. Select the Debtors Invoicing option from the Stock management menu.



ENTERING CUSTOMER DETAILS

ACCOUNT NUMBER

Enter the debtors account number, or select the search option to search for an account. To switched between number and name search, use the sequence option.

POSTAL AND DELIVERY ADDRESS DETAILS

Use the available postal and delivery address details to type a different address should the invoice or credit note goods be delivered to a different address to that what is already specified. If a multiple Delivery address was specified you can click in the first line of the name & address details and Press F2. Select one and click on F10 Accept.

NOTE: The altering of the address details will only affect the invoice or credit note that is posted at the time and will not alter the original clients address details in any way.

TAX METHOD

Select Inclusive or Exclusive VAT charging method. The default VAT method is derived from the Company Details, Tax Rates option.

INVOICE DATE

Enter the invoice date in the format DDMMYYYY. This date will effect the period into which this transaction will be transferred into the general ledger, stock or debtors.

Invoices

A Account No: ABC001 B Name: ABC Stores (Pty) Ltd E Invoice Date: 06/11/2009

C Postal Address: PO Box 124, Johannesburg, 1489 D Delivery Address: 23 Olifant Road, Johannesburg, 1490

G Invoice Number: H Delivery Method: By Courier I Delivery Date: 16/11/2009

J Order Number: 122221 K Delivery Note No: 3354 L Use Layout No: Standard

E TAX Method: Inclusive Exclusive M Comments:

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
BEV27	Coke Can 340ml	1	7.3000	15.000	0.00	13.4474	109.50
BEER12	WINDHOEK LAGER	1	6.5000	3.000	0.00	2.3947	19.50
BEV26	200ML RED BUL	1	13.5000	3.000	0.00	4.9737	40.50
BEV14	200ML COKE	1	3.5000	1.000	0.00	0.4298	3.50
...	1 Nox		0.0000	0.000	0.00	0.0000	0.00

B Invoice Disc %: 5.00 Goods Total: 173.00

S Update Stock Holding: 001 Restaurant Discount Amnt: 8.65

Vat Amount: 20.18 Invoice Total: 164.35

F9 Process and Preview F10 Process and Print

Enter the item code, or select from the drop-down list

INVOICE NUMBER

If invoice prefixes and start numbers under Company Defaults, Number Control. The number will be automatically generated. Invoice numbers will only appear *after* the invoice is accepted e.g. INV107 or IN0001

DELIVERY METHOD

Enter the delivery method. E.g. RAIL, COURIERS, etc. or else leave blank.

ORDER NUMBER

Enter the customer order number, if applicable.

HINT: When processing Cash Sales (e.g. CASH01 account is used) use the order number field to enter the customers name or surname. This will aid with the searching through hundreds or thousands of cash sale invoices, should their ever be a query.

DELIVERY NOTE NUMBER

Enter a delivery note number if goods are sent on a separate delivery note, or use this field to store information other than a delivery note, e.g. Drivers name, telephone number, etc.

ENTERING INVOICE ITEM INFORMATION

STOCK CODE NUMBER

Enter the stock code number and press Enter, or use the search facility to search for the appropriate stock item. Select the amendments button to add items which are not yet on file. When searching for the stock item use the detail button and the history button to obtain more detail on the stock item.

STOCK DESCRIPTION

The stock description as defined in the Item Maintenance section will be displayed. Press Enter to accept this description or enter a new description.

VAT RATE

Enter the VAT rate (1-9) which applies to this item. This VAT rate is automatically linked to the stock item via the department that is linked to the item. Should you wish to change the VAT rate so that it will permanently come up with a different VAT rate select the Maintain Departments option under the stock menu.

SELLING PRICES

If selling price changes are not allowed, this field will not be accessible. The normal selling for the debtor will appear in this field.

QUANTITY

Enter the quantity of the item to be sold or credited. Should you enter more than what is on hand you will be warned, if your system is not allowed to have negative stock, it will revert back to the stock code number.

DISCOUNT

Enter the line item discount percentage, if any. A discount amount cannot be entered while entering a sale line item on the invoice, only a percentage.

If a discount has already been setup a discount percentage will automatically appear in the discount column.

NOTE: The discount amount / value derived from the discount percentage is not posted the any ledger account, but the discounted line total is posted to ledger.

Repeat the above steps for each line of the invoice. When all lines have been entered, press ESC.

ADDING COMMENT IN THE BODY OF THE INVOICE

The screenshot shows the 'Invoices' window with the following details:

- Account No:** ABC001
- Name:** ABC Stores (Pty) Ltd
- Invoice Date:** 06/11/2009
- Delivery Address:** 23 Ollivant Road, Johannesburg
- Delivery Date:** 16/11/2009
- Order Number:** 122221
- Delivery Note No:** 3354
- Comments:** The the Invoice comment in the box.

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
BEV27	Coke Can 340ml	1	7.3000	15.000	0.00	13.4474	109.50
BEER12	WINDHOEK LAGER	1	6.5000	3.000	0.00	2.3947	19.50
BEV26	200ML RED BUL	1	13.5000	3.000	0.00	4.9737	40.50
BEV14	200ML COKE	1	3.5000	1.000	0.00	0.4298	3.50

Summary:

- Invoice Disc %:** 5.00
- Goods Total:** 173.00
- Discount Amnt:** 8.65
- Vat Amount:** 20.18
- Invoice Total:** 164.35

Buttons: F3 Amendments, F9 Process and Preview, F10 Process and Print

Use the Up and Down arrow keys to select an Item and press Enter to Edit / Add

Click in the comment block and add your comment. The comment will be displayed above the Account number field.

Test Company - Lisa 1st Floor Rhino House 23 Quantum Road Technopark, Stellenbosch 7600		Telephone : 021 8800420 Fax Number : Vat Registration No : Invoice Date : 25/04/2008 E-Mail :				
Customer Details ABC Stores (Pty) Ltd PO Box 147 Johannesburg		Delivery Details 23 Dilfant Street Johannesburg				
Customer VAT Number : 111111111		Delivery Method :				
Memo: Type your comment here.						
Account No	Invoice Date	Delivery Note No	Order No	Rep	Invoice Number	Page

COMPLETING THE INVOICE

Press ESC at the next stock code field to exit the line item entry section. The cursor will then jump to the invoice discount percentage field.

CORRECTING AN INVOICE AFTER ACCEPTANCE

Invoices are processed real-time, i.e. all files are updated when the invoice is accepted. To correct an invoice after acceptance a Credit Note from stock (not debtors) must be processed.

ACCOUNTS AFFECTED IN THE GENERAL LEDGER

When an invoice is posted, the amounts are automatically transferred to the customer in the debtors system as well as to the general ledger.

The following general ledger transactions will take place after accepting an invoice. The general ledger account numbers are set on the stock item master files.

The total amount of the invoice is debited to the *Debtors Control account*.

The total amount of the sale excluding VAT is added to the *Sales accounts*.

The total VAT amount is added to the *Output Vat account*.

The cost price of each item sold is posted to the *Cost Of Sales accounts*, if the item has a cost. The value transferred is calculated on a FIFO basis. This amount is transferred from the Stock On Hand account.

NOTE: When the stock on hand value becomes negative, the value which is posted to the Cost Of Sales account will be calculated on the latest unit cost and not calculated on the FIFO basis. E.g. If ten (10) items invoiced, but there are only have five (5) items on hand. The system will calculate the value for the first five using the FIFO basis and the second five using the latest unit cost.

DEBTORS CREDIT NOTES

Stock returns from customers and / or invoice corrections are performed through the Credit Note option. Select the Stock menu option followed by the Customer Credit Notes option.

NOTE: The entering of information is identical to that of Customer Invoicing, therefore customer credit notes will not be discussed in detail.

Credit Note

A Account No: ABC001 **B** Name: ABC Stores (Pty) Ltd **F** Invoice Date: 06/11/2009

C Postal Address: PO Box 124, Johannesburg, 1489 **D** Delivery Address: 23 Dilliant Road, Johannesburg, 1490

E TAX Method: Inclusive Exclusive **G** Credit Note Num. **H** Delivery Method **I** Delivery Date **J** Order Number **K** Delivery Note No **L** Use Layout No: Standard

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
BEV27	Coke Can 340ml	1	7.3000	5.000	0.00	4.4825	36.50
...	...	1 Noor	0.0000	0.000	0.00	0.0000	0.00

B Invoice Disc %: 5.00 **Goods Total**: 36.50

S Update Stock Holding: 001 Restaurant **Discount Amnt**: 1.83

Vat Amount: 4.26 **Invoice Total**: 34.68

F9 Process and Preview **F10** Process and Print

Enter the item code, or select from the drop-down list

CREDIT NOTE EDITING

CORRECTING A CREDIT NOTE

Credit notes are processed real-time, i.e. all files are updated after the credit note is accepted. To correct a credit note, an invoice must be passed.

ACCOUNTS AFFECTED IN THE GENERAL LEDGER

When a credit note is posted the amounts are automatically subtracted from the customer in the debtors system as well as transferred to the general ledger. The following general ledger transactions will take place after accepting a credit note.

The total amount of the credit note is deducted from the Debtors Control account.

The total amount of the credit note excluding VAT is deducted from the Sales accounts.

The total VAT amount is deducted from the Output Vat account.

The cost price of each item, if the item has a cost, is deducted from the Cost of Sales accounts, and added back into the Stock accounts.

ALLOCATING CREDIT NOTES TO THE ORIGINAL INVOICE

After accepting the credit note, credit allocation must be allocated to a specific invoice.

HOW TO ALLOCATE

Move the highlight bar to the credit being paid. If the amount of the available debit ("Amount to allocate") is Greater than the credit ("due") being paid, press, Enter or double click with the left mouse button, and the highlighted credit will be paid up (due amount will become zero).

If a credit (Invoice, JC, etc.) is already paid up, you can use the same keys to un-allocate or click on the unallocated button i.e. if an entry was paid up, the entry will now be unpaid, and the amount of the credit released will become available for reallocation.

NOTE: The enter key or double click will only work when the amount to allocate is greater or is equal to the outstanding debit amount. If the amount to allocate is less, then select the part allocate option.

Payment Details

- Payment Method

F1 Account

F2 Cash

F3 Cheque

F4 Credit Card

F5 Direct Deposit

Confirm [X]

? You have selected Account as your payment method. Is this correct?

Yes No

Credit Allocations [X]

- Account Details

Account No. ABC001

Name ABC Stores (Pty) Ltd

- Available Allocation Amount

Amount to Allocate -34.68

- Transactions to Allocate

Date	Code	Reference	Order Number	Sale No.	Age	D/C	Amount	Due
29/10/2009	IN	Sale[1-56] - 0100008			56	60 Days	D	R 101.00
29/10/2009	IN	Sale[1-67] - 0100013			67	60 Days	D	R 26.00
29/10/2009	IN	Sale[1-68] - 00565			68	60 Days	D	R 47.50
30/10/2009	IN	INV2			0	60 Days	D	R 427.50
30/10/2009	IN	INV3			0	60 Days	D	R 285.00
30/10/2009	IN	B/F INV4			0	60 Days	D	R 1,349.00
30/10/2009	IN	INV5			0	60 Days	D	R 332.50
30/10/2009	IN	INV6			0	60 Days	D	R 166.25
02/11/2009	IN	INV8			0	Current	D	R 64.98
02/11/2009	IN	INV11			0	Current	D	R 32.49
02/11/2009	IN	INV1244	1001		0	Current	D	R 38.00
02/11/2009	IN	INV15	12122		0	Current	D	R 72.68
02/11/2009	CN	CRN2			0	Current	C	R 20.81
06/11/2009	IN	INV16	122221		0	Current	D	R 164.35
06/11/2009	CN	CRN3			0	Current	C	R 34.68

- Selections

F3 Part Allocate F4 Allocate Oldest F5 Unallocate All F6 Unallocate F10 Exit

Record 19 of 20 Press Space or double click to Allocate/Unallocate entries

CREDITORS GOODS RETURNED

Returning stock to a supplier is performed through the Goods Returned option found under the Stock menu.

The procedures used are the same as for Goods Received (and Invoicing). A return to supplier advice note is printed, onto which you should also enter your original order number. Each item would separately be specified.

Goods Received

A Account No XYZ001 **B** Name XYZ Wholesales (Pty) Ltd **E** Invoice Date 09/11/2009

C Postal Address **D** Delivery Address **G** GRV Number 159

PO Box 123 45 Main Road **H** Delivery Method By Courier

Somerset West Somerset West **I** Delivery Date 23/11/2009

7130 7130 **J** Order Number 159

E TAX Method **K** Delivery Note No N/A

Inclusive Exclusive **L** Use Layout No Standard

M Comments

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
BEERCASE	Beer Case	1	91.2000	10.000	0.00	112.0000	912.00
1005	Bulk Mince	1	28.5000	40.000	0.00	140.0000	1140.00
BULK SALT	Bulk Salt	1	5.7000	5.000	0.00	3.5000	28.50
KLIPDFT	BRANDY - KLIPDRIFT	1	34.3000	100.000	0.00	421.2281	3430.00
BREAD	Bread Loaves	1	5.7000	15.000	0.00	10.5000	85.50
BULK BACON	Bulk Bacon	1	91.2000	10.000	0.00	112.0000	912.00
1004	Burger Buns	1	2.2800	48.000	0.00	13.4400	109.44

R Invoice Disc % 0.00 **Goods Total** 6,617.44

S Update Stock Holding 002 Bar **Discount Amnt** 0.00

Vat Amount 812.67

Invoice Total 6,617.44

F3 Amendments **F9** Process and Preview **F10** Process and Print

Use the Up and Down arrow keys to select an Item and press Enter to Edit / Add

GENERAL LEDGER ALLOCATIONS

The total amount of the goods returned is deducted from the creditors account and the general ledger Creditors Control account.

The actual value of the goods being returned is deducted from the Stock On Hand account(s).

The total VAT amount is deducted from the Input Vat account.

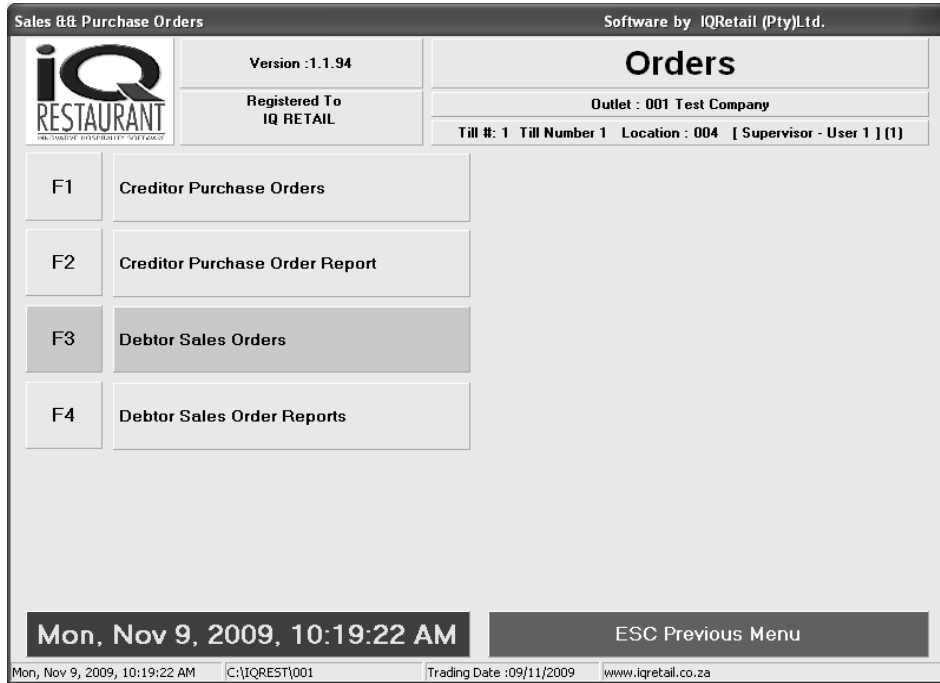
PRICE VARIANCES

On returning goods to suppliers, if there is a discrepancy between the weighted average unit cost price of the item, and the actual value at which the goods are being returned, the difference (i.e. the cost price variance) will be adjusted against the item's cost of sales account. The adjustment would come from the Stock On Hand account.

SALES ORDERS

WHAT IS A SALES ORDER

A sales order is an internal document of the company, meaning the company itself generates it. A sales order should record the customer's originating purchase order which is an external document. Rather than using the customer's purchase order document, an internal sales order form allows the internal audit control of completeness to be monitored as a sequential sales order number can be used by the company for its sales order documents.



The customer's PO is the originating document which triggers the creation of the sales order. A sales order, being an internal document, can therefore contain many customer purchase orders under it.

NOTE: All sales orders that are created will be listed in this screen/view.



ORDER DETAIL**DOCUMENT**

The Document number show the number allocated for the Sales orders.

ORDER NO

The order no field shows the internal order number that has been used on the sales order when it was created.

ACCOUNT

The account field shows the account number that is linked to the customer for whom the sales order was created.

ORDER DATE

The order date holds the date when the sales order was created or when the sales order goods have been ordered.

DELIVERY DATE

The delivery date field holds the date information when that specific sales order is going to be delivered.

INVOICE DATE

The invoice date field holds the date information when that specific sales order was invoiced. In other words, as soon as one invoices that specific sales order, the invoice date will have that date in the field.

TOTAL

The total field shows the total value of the existing sales order.

CREATING SALES ORDERS

In order to create sales order, select the "ADD" button located at the bottom of the Debtors Sales Order screen.

The screenshot shows a 'Sales Order' window for Order# :SAL2. It contains the following fields and data:

- Account No:** ABC001
- Name:** ABC Stores (Pty) Ltd
- Order Date:** 09/11/2009
- Internal Order No:** SAL2
- Postal Address:** PO Box 124, Johannesburg, 1489
- Delivery Address:** 23 Olifant Road, Johannesburg, 1490
- Delivery Method:** By Courier
- Delivery Date:** 09/11/2009
- Order Number:** 159620
- Delivery Note No:** N/A
- Use Layout No:** Standard
- TAX Method:** Inclusive
- Comments:** (Empty)

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
WINE5	250ML GRACA	1	13.3000	3.000	0.00	4.9000	39.90
BEV17	200ML GINGER ALE	1	3.5000	1.000	0.00	0.4298	3.50
BEV20	200ML LEMONADE	1	3.5000	1.000	0.00	0.4298	3.50
BEV23	200ML TAB	1	3.5000	1.000	0.00	0.4298	3.50

Totals:

- Invoice Disc %: 5.00
- Goods Total: 50.40
- Discount Amount: 2.52
- Vat Amount: 5.88
- Invoice Total: 47.88

Buttons at the bottom: F3 Amendments, F4 Refresh Prices, F9 Process and Preview, F10 Process and Print.

Footer: Use the Up and Down arrow keys to select an Item and press Enter to Edit / Add, Ctrl-Del to Delete a line

ACCOUNT DETAILS

ACCOUNT NO

The very first thing that needs to be entered in the sales order screen is the account number. This account number is the debtors account number. One can either select it from a drop down list or if the account number is known, it may be typed in.

NAME AND ADDRESS DETAILS

The name and address details will automatically pick up the relevant debtors information. However, if this sales order is made out to a cash customer\debtor then the name and address details may be typed in.

SALES ORDER DETAILS

ORDER DATE

The sales order date specifies the date on which the sales order was created.

INTERNAL ORDER NUMBER

The sales order number is an internal number created by the system automatically. This number auto increment every time a new sales order is created.

NOTE: Every time a sales order is changed the sales order number will change. The system will add a decimal point after the original sales order number and the next available number.

DELIVERY METHOD

The delivery method field can be used either for the actual delivery method (e.g. courier, post etc) or if it's not used for that purpose, it may then be used for something else.

DELIVERY DATE

The Delivery date specifies a date of when the goods will be available in order to invoice it out to the client. Either the delivery date should therefore be equal to the sales order date or it must be a future date.

ORDER NUMBER

The order number field is used for the client's purposes. In other words if the client orders the goods from your company then they would have to supply an order number. This order number helps to keep track of sales orders.

DELIVERY NOTE NO

The delivery note number can be utilized for a physical delivery number that is assigned to the sales order. If the delivery note number field is not utilized in that way, it may be used for something else.

SALES ORDER COMMENT

The sales order memo is used for any additional information that can be added to the specific sales order. In other words if any additional notes or comments need to be added to the sales order, the sales order memo field may be used.

SALES ORDER INCLUSIVE

The sales order inclusive allows one to specify whether the specific sales order is either inclusive or exclusive. To change the sales order between inclusive or exclusive, select the appropriate option.

GOODS TOTAL

The goods total field will be allocated by the system automatically. This field shows the goods total, this will be the total exclusive of VAT.

DISCOUNT AMOUNT

The discount amount field will be allocated by the system automatically. The discount amount field will show the discount that is given on the specific sales order.

VAT AMOUNT

The vat amount field will be allocated by the system automatically. The vat amount field will show the total amount of VAT applicable on the specific sales order.

SALES ORDER DISCOUNT %

Sales Order discount percentage is the discount given on the complete sales order.

NOTE: This discount is not per line item, this discount is only applicable on the full sales order value.

SALES ORDER ITEM DETAIL**ITEM**

The code field is where the stock items are selected. This can be done by clicking on the drop down option and then selecting the item code, if the stock item code is known it may be entered in manually or if scanners are used it may be scanned in as well.

DESCRIPTION

The description field will show the description of the selected stock item. If any additional information is required, additional characters may be entered after the existing description.

UNIT PRICE

The unit price field shows the unit price of the selected item, this unit price may not be altered. However if at any point it needs to be changed, the supervisor would have to login in order to change the unit price.

TAX RATE

The VAT table is the essence for all VAT calculations through out the system. Any transaction processed with a VAT rate numbered from 1 to 6 will have VAT calculated. The VAT amount is based on the VAT rate percentage value that is linked with VAT Rate number at the time of the posting.

QUANTITY

The quantity field is where the necessary quantity is entered for the specific item or items.

DISC %

The discount percentage field is only used if line discount is given on a stock item.

NOTE: The discount percentage is only discount per item not discount on the complete sales order.

TOTAL

The total field shows the full line total. This means that the system will show the quantity times the unit price, which in turn shows the full line Total.

PROCESS & DISPLAY

The process and display option allows one to process the specific sales order and then display it on screen. This option makes printing and emailing very easy. Once in the preview screen, the options to print and email are available.

PROCESS AND PRINT

The process and print option will process the sales order and print immediately. This option does not allow one to display the sales order first, it automatically prints.

SALES ORDER MAINTENANCE DETAIL**ADD**

Selecting the add option allows a new sales order to be created.

EDIT

The edit option allows one to edit any existing sales order that is listed in the sales order screen.

DELETE

The delete option allows one to delete either selected sales orders or all the completed sales orders.

NOTE: Once a sales order has been deleted, the sales order is gone. Make sure that backups have been made prior to deleting sales orders.

DESIGN

The design option allows one to modify the sales order layout from this sales order screen.

PRINT

The print option allows one to print the selected or highlighted sales order. This will send the sales order directly to the printer.

Sales Order							
Test Company - Lisa 1st Floor Rhino House 23 Quantum Road Technopark, Stellenbosch 7600				Telephone : 021 8800420 Fax Number : 021 8800488 Vat Registration No : 46258369147 Invoice Date : 30/12/1899 E-Mail : info@iqretail.co.za			
Customer Details : ABC Stores (Pty) Ltd PO Box 147 Johannesburg 1460				Deliver Details : 23 Olifant Street Johannesburg 1460			
Memo:							
Account No	Order Date	Delivery Note No	Delivery Date	Order No	Rep	Sales Order No	Page
ABC001	13/02/2009		13/02/2009		0	SAL1	1
Item Code	Description	Quantity	Unit Price	Disc %	Tax	Line Total	
NOGGAT3	4546	5.000	25.0000	0.00	15.3509	125.00	
Order Discount %						5.00	
Subtotal						125.00	
Discount Amount						6.25	
TAX						14.58	
Total						118.75	

PICKING SLIP

The Picking Slip button will produce a slip to be displayed at the pick up section. E.g. Ordering and paying for brick inside the store and then going to the delivery area and getting the brick packed into the vehicle.

Picking Slip					1
Customer Details :					
ABC Stores (Pty) Ltd					
Postal Address :			Delivery Address :		
PO Box 147 Johannesburg			23 Olifant Street Johannesburg		
1460			1460		
Item Code	Description	Pack Size	Quantity	Picked Quantity	
NOGGAT3	4546	1	5.00		
Final Totals			5.00		

SEQUENCE

Choose the sequence by which to sort the transactions. Choose Documents, Order No., Invoice Date and Account.

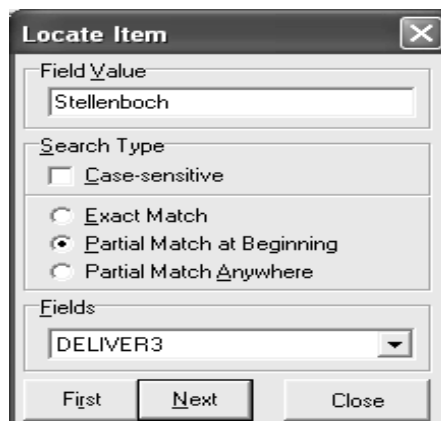
INVOICE

The invoice option allows one to turn any of the existing sales order into an invoice.

NOTE: If a sales order has already been invoiced, the invoice date will be changed to the date on which the invoice was done. The sales order line will also change to a blue colour to indicate that it is completed.

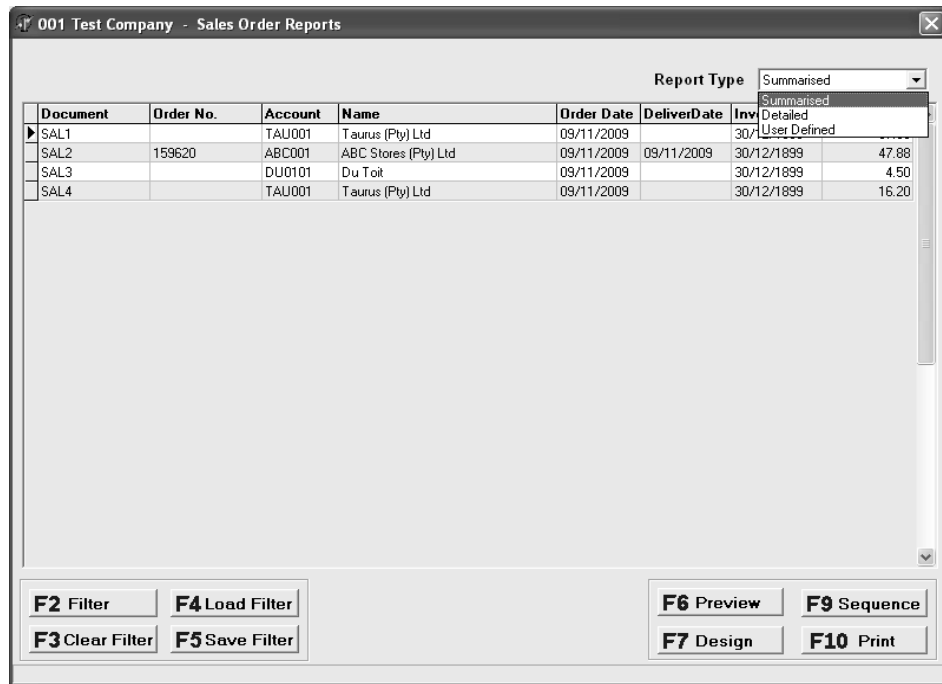
LOCATE

The locate option allows one to search for any information on a specific field. Select a Field e.g. Deliver, Type the Town in the Field Value box. Click first or next to find the item.



DEBTOR SALES ORDER REPORTS

Sales order reports are split into to three types of reports namely Summarised, Detailed and User Defined. The user defined report can be edited by the user to any custom report.



SALES ORDER REPORT DETAILS

PREVIEW REPORT

The preview report allows one to preview the selected report. From the preview of the report, one is able to print or email the report.

DESIGN REPORT

Design report allows one to design any of the existing reports listed in the standard reports screen.

SEQUENCE

Choose the sequence by which to sort the transactions. Choose Documents, Order No., Invoice Date and Account.

PRINT

The print option allows one to print the selected report. This will send the report directly to the printer.

SUMMARISED DEBTORS SALE ORDER REPORT

The Summarised Sales Order Report will display the following information: Document number, Order Date, Account number, Customer Name, Contact, Phone, Order Number, Rep Number, Delivery Note Number, Delivery Method, Invoice Date and Total.

Test Company											Page 1
Sales Order Summary as at 09/11/2009 10:38:44											
DOCUMENT	ORDER DATE	ACCOUNT NUMBER	CUSTOMER NAME	CONTACT	PHONE	ORDER NUMBER	REP	DELIVERY NOTE NUM	DELIVERY METHOD	INVOICE DATE	TOTAL
SAL1	09/11/2009	TALD01	Taurus (Pty) Ltd					0		30/12/18	57.50
SAL2	09/11/2009	AB0001	ABC Stores (Pty) Ltd			159620		0 N/A	By Courier	30/12/18	47.88
SAL3	09/11/2009	DU0101	Du Tot					0		30/12/18	4.50
SAL4	09/11/2009	TALD01	Taurus (Pty) Ltd					0		30/12/18	16.20
										TOTAL:	126.08

DETAIL DEBTORS SALES ORDER REPORT

Test Company											Page 1
Sales Orders Detail Listing as at 09/11/2009 11:13:07											
Test Company First Floor, Rinko House Techno Park Steilebosch 7600						Telephone : 021 8800400 Fax Number : 021 8800488 Vat Registration No : 1111111 Invoice Date : 30/12/1899 E-Mail : info@kjetalbo.za					
Supplier Details : Taurus (Pty) Ltd 768 Dorp Street Steilebosch 7600						Deliver Details :					
Memo:											
Account No	Order Date	Delivery Note No	Delivery Date	Order No	Rep	Purchase Order No	Page				
TAU001	09/11/2009				0	SAL1	1				
Item Code	Description	Quantity	Unit Price	Disc %	Tax	Line Total					
8 EV18	200ML GRAPETCER RED	6.000	4.5000	0.00	3.3188	27.00					
8 EV19	200ML GRAPETCER WHITE	3.000	4.5000	0.00	1.6579	13.50					
8 EV26	200ML RED BUL	1.000	13.5000	0.00	1.6579	13.50					
8 EV22	200ML SODA WATER	1.000	3.5000	0.00	0.4296	3.50					
Order Discount %						0.00	Subtotal	57.50			
							Discount Amount	0.00			
							TAX	7.06			
							Total	57.50			

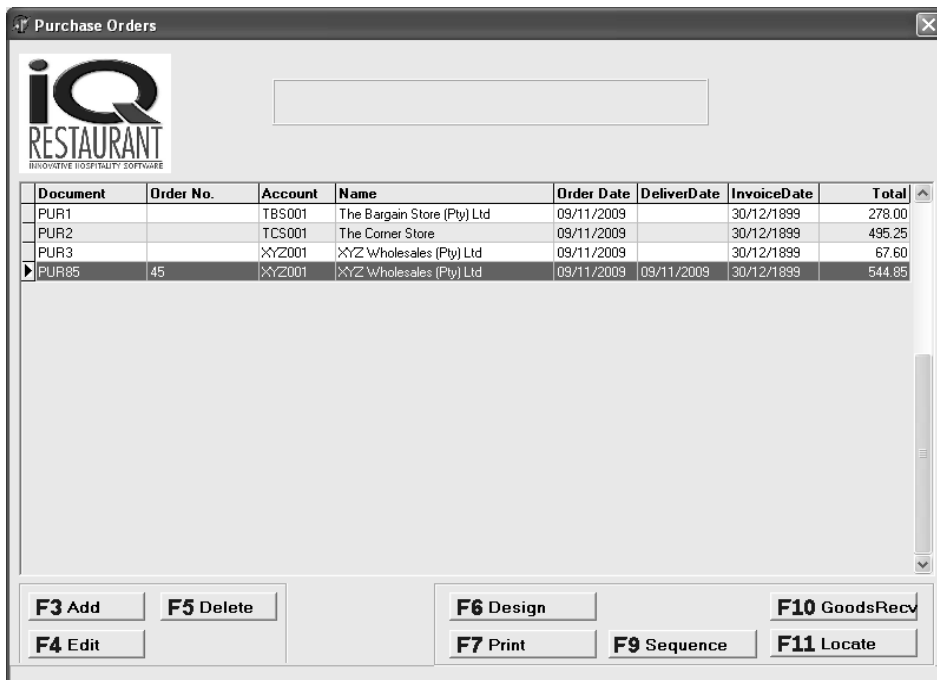
PURCHASE ORDERS

WHAT IS A PURCHASE ORDER

A purchase order (PO) is a commercial document issued by a buyer or to a seller, indicating the type, quantities and agreed prices for products or services the seller will provide to the buyer. Sending a PO to a supplier constitutes a legal offer to buy products or services. Acceptance of a PO by a seller usually forms a once-off contract between the buyer and seller so no contract exists until the PO is accepted. POs usually specify terms of payment, for liability and freight responsibility, and required delivery date.



NOTE: All purchase orders that are created will be listed in this screen/view.



PURCHASE ORDER DETAIL

DOCUMENT

The Document number show the number allocated for the Purchase orders.

ORDER NO

The order no field shows the internal order number that has been used on the Purchase order when it was created.

ACCOUNT

The account field shows the account number that is linked to the customer for whom the Purchase order was created.

ORDER DATE

The order date holds the date when the Purchase order was created or when the Purchase order goods have been ordered.

DELIVERY DATE

The delivery date field holds the date information when that specific Purchase order is going to be delivered.

INVOICE DATE

The invoice date field holds the date information when that specific Purchase order was invoiced. In other words, as soon as one invoices that specific Purchase order, the invoice date will have that date in the field.

TOTAL

The total field shows the total value of the existing Purchase order.

CREATING PURCHASE ORDERS

In order to create Purchase order, select the "ADD" button located at the bottom of the Debtors Purchase Order screen.

The screenshot shows a 'Purchase Order' window with the following details:

- Account No:** XYZ001
- B Name:** XYZ Wholesales (Pty) Ltd
- Order Date:** 09/11/2009
- Internal Order No.:** 85
- Delivery Method:** N/A
- Delivery Date:** 09/11/2009
- Order Number:** 45
- Delivery Note No.:** n/a
- Use Layout No.:** Standard

Postal Address: PO Box 123, Somerset West, 7130

Delivery Address: 45 Main Road, Somerset West, 7130

TAX Method: Inclusive

Items Table:

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
WINE5	250ML GRACA	1	7.8000	10.000	0.00	9.5789	78.00
BEV15	200ML COKE LIGHT	1	2.5500	95.000	0.00	29.7500	242.25
BEV16	200ML DRY LEMON	1	2.5200	10.000	0.00	3.0947	25.20
WINE12	250ML NED. CAB. SAUVIGNON	1	0.0000	9.000	0.00	0.0000	0.00
WINE5	250ML GRACA	1	7.8000	10.000	0.00	9.5789	78.00
BEV28	340ML CREAM SODA	1	2.7400	10.000	0.00	3.3649	27.40
BEV36	340ML TAB	1	2.6400	10.000	0.00	3.2421	26.40
WINE9	250ML NED. ROSE	1	6.7600	10.000	0.00	8.3018	67.60

Totals:

- Invoice Disc %:** 0.00
- Goods Total:** 544.85
- Discount Amount:** 0.00
- Vat Amount:** 66.91
- Invoice Total:** 544.85

Buttons: F3 Amendments, F9 Process and Preview, F10 Process and Print

Footer: Use the Up and Down arrow keys to select an Item and press Enter to Edit / Add, Ctrl-Del to Delete a line

ACCOUNT DETAILS

ACCOUNT NO

The very first thing that needs to be entered in the Purchase order screen is the account number. This account number is the debtors account number. One can either select it from a drop down list or if the account number is known, it may be typed in.

NAME AND ADDRESS DETAILS

The name and address details will automatically pick up the relevant debtors information. However, if this Purchase order is made out to a cash supplier\creditor then the name and address details may be typed in.

PURCHASE ORDER DETAILS**ORDER DATE**

The Purchase order date specifies the date on which the Purchase order was created.

DELIVERY METHOD

The delivery method field can be used either for the actual delivery method (e.g. courier, post etc...) or if it's not used for that purpose, it may then be used for something else.

DELIVERY DATE

The Delivery date specifies a date of when the goods will be available in order to invoice it out to the client. Either the delivery date should therefore be equal to the Purchase order date or it must be a future date.

ORDER NUMBER

The order number field is used for the client's purposes. In other words if the client orders the goods from your company then they would have to supply an order number. This order number helps to keep track of Purchase orders.

DELIVERY NOTE NO

The delivery note number can be utilized for a physical delivery number that is assigned to the Purchase order. If the delivery note number field is not utilized in that way, it may be used for something else.

PURCHASE ORDER COMMENT

The Purchase order memo is used for any additional information that can be added to the specific Purchase order. In other words if any additional notes or comments need to be added to the Purchase order, the Purchase order memo field may be used.

PURCHASE ORDER INCLUSIVE

The Purchase order inclusive allows one to specify whether the specific Purchase order is either inclusive or exclusive. To change the Purchase order between inclusive or exclusive, select the appropriate option.

GOODS TOTAL

The goods total field will be allocated by the system automatically. This field shows the goods total, this will be the total exclusive of VAT.

DISCOUNT AMOUNT

The discount amount field will be allocated by the system automatically. The discount amount field will show the discount that is given on the specific Purchase order.

VAT AMOUNT

The vat amount field will be allocated by the system automatically. The vat amount field will show the total amount of VAT applicable on the specific Purchase order.

PURCHASE ORDER DISCOUNT %

Purchase Order discount percentage is the discount given on the complete Purchase order.

NOTE: This discount is not per line item, this discount is only applicable on the full Purchase order value.

PURCHASE ORDER ITEM DETAIL

ITEM

The code field is where the stock items are selected. This can be done by clicking on the drop down option and then selecting the item code, if the stock item code is known it may be entered in manually or if scanners are used it may be scanned in as well.

DESCRIPTION

The description field will show the description of the selected stock item. If any additional information is required, additional characters may be entered after the existing description.

TAX RATE

The VAT table is the essence for all VAT calculations through out the system. Any transaction processed with a VAT rate numbered from 1 to 6 will have VAT calculated. The VAT amount is based on the VAT rate percentage value that is linked with VAT Rate number at the time of the posting.

UNIT PRICE

The unit price field shows the unit price of the selected item, this unit price may not be altered. However if at any point it needs to be changed, the supervisor would have to login in order to change the unit price.

QUANTITY

The quantity field is where the necessary quantity is entered for the specific item or items.

DISC %

The discount percentage field is only used if line discount is given on a stock item.

NOTE: The discount percentage is only discount per item not discount on the complete Purchase order.

TAX VALUE

The Tax Value will display the tax amount of the Unit Price.

TOTAL

The total field shows the full line total. This means that the system will show the quantity times the unit price, which in turn shows the full line Total.

PROCESS & DISPLAY

The process and display option allows one to process the specific Purchase order and then display it on screen. This option makes printing and emailing very easy. Once in the preview screen, the options to print and email are available.

PROCESS AND PRINT

The process and print option will process the Purchase order and print immediately. This option does not allow one to display the Purchase order first, it automatically prints.

PURCHASE ORDER MAINTENANCE DETAIL

ADD

Selecting the add option allows a new Purchase order to be created.

EDIT

The edit option allows one to edit any existing Purchase order that is listed in the Purchase order screen.

DELETE

The delete option allows one to delete either selected Purchase orders or all the completed Purchase orders.

NOTE: Once a Purchase order has been deleted, the Purchase order is gone. Make sure that backups have been made prior to deleting Purchase orders.

DESIGN

The design option allows one to modify the Purchase order layout from this sale order screen.

PRINT

The print option allows one to print the selected or highlighted Purchase order. This will send the Purchase order directly to the printer.

Purchase Orders							
Test Company First Floor, Rinko House Techno Park Steilboshok 7600				Telephone : 021 8900400 Fax Number : 021 8900488 Vat Registration No : 1111111 Invoice Date : 30/12/1999 E-Mail : info@kjetalbo.za			
Supplier Details : XYZWholesales (Pty) Ltd P.O. Box 123 Somerset West 7130				Delivery Details : 45 Main Road Somerset West 7130			
Memo:							
Account No	Order Date	Delivery Note No	Delivery Date	Order No	Rep	Purchase Order No	Page
XY2001	09/11/2009	1/a	09/11/2009	45	0	PUR85	1
Item Code	Description	Quantity	Unit Price	Disc. %	Tax	Line Total	
WINE5	250ML GRACA	10.000	7.8000	0.00	9.5789	78.00	
6 EV15	200ML COKE LIGHT	95.000	2.5500	0.00	29.7500	242.25	
6 EV16	200ML DRY LEMON	10.000	2.5200	0.00	3.0947	25.20	
WINE12	250ML RED. CAB. SAUVIGNON	9.000	0.0000	0.00	0.0000	0.00	
WINE5	250ML GRACA	10.000	7.8000	0.00	9.5789	78.00	
6 EV28	340ML CREAM SODA	10.000	2.7400	0.00	3.3649	27.40	
6 EV36	340ML TAB	10.000	2.6400	0.00	3.2421	26.40	
WINE9	250ML RED. ROSE	10.000	6.7600	0.00	8.3018	67.60	
Order Discount%						0.00	
Subtotal						544.85	
Discount Amount						0.00	
TAX						66.91	
Total						544.85	

SEQUENCE

Choose the sequence by which to sort the transactions. Choose Documents, Order No., Invoice Date and Account.

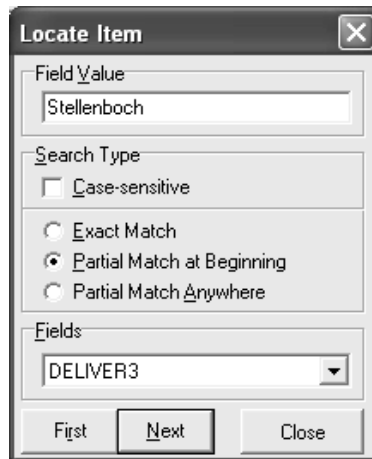
INVOICE

The invoice option allows one to turn any of the existing Purchase order into a Good Receive Note.

NOTE: If a Purchase order has already been invoiced, the GRV date will be changed to the date on which the GRV was done. The Purchase order line will also change to a blue colour to indicate that it is completed.

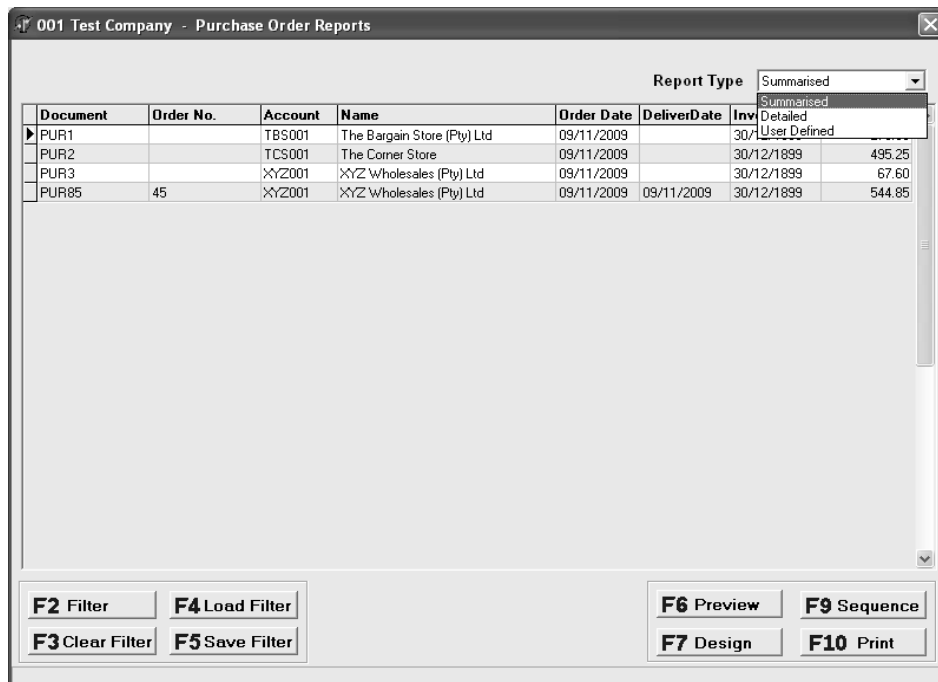
LOCATE

The locate option allows one to search for any information on a specific field. Select a Field e.g. Deliver3, Type the Town in the Field Value box. Click first or next to find the item.



CREDITORS PURCHASE ORDER REPORTS

Purchase order reports are split into to three types of reports namely Summarised, Detailed and User Defined. The user defined report can be edited by the user to any custom report.



PURCHASE ORDER REPORT DETAILS

PREVIEW REPORT

The preview report allows one to preview the selected report. From the preview of the report, one is able to print or email the report.

DESIGN REPORT

Design report allows one to design any of the existing reports listed in the standard reports screen.

SEQUENCE

Choose the sequence by which to sort the transactions. Choose Documents, Order No., Invoice Date and Account.

PRINT

The print option allows one to print the selected report. This will send the report directly to the printer.

SUMMARISED CREDITORS PURCHASE ORDER REPORT

The Summarised Purchase Order Report will display the following information: Document number, Order Date, Account number, Supplier Name, Contact, Phone, Order Number, Delivery Note Number, Delivery Method, Invoice Date and Total.

DOCUMENT	ORDER DATE	ACCOUNT NUMBER	SUPPLIER NAME	CONTACT	PHONE	ORDER NUMBER	DELIVERY NOTE NUM	DELIVERY METHOD	INVOICE DATE	TOTAL
PUR1	13/02/2009	XYZ001	XYZ Wholesales (Pty) Ltd			432432	1545	courier	30/12/18	280.00
PUR2	13/02/2009	SPA001	Spar (Pty) Ltd						30/12/18	22.80
									TOTAL:	302.80

DETAIL CREDITORS PURCHASE ORDER REPORT

Purchase Orders							
Test Company First Floor, Rinko House Techno Park Stellenbosch 7600				Telephone : 021 8800420 Fax Number : 021 8800488 Vat Registration No : 1111111 Invoice Date : 30/12/1899 E-Mail : info@kjetabo.za			
Supplier Details : XYZWholesales (Pty) Ltd P.O. Box 123 Somerset West 7130				Deliver Details : 45 Main Road Somerset West 7130			
Memo:							
Account No	Order Date	Delivery Note No	Delivery Date	Order No	Rep	Purchase Order No	Page
XYZ001	09/11/2009	N/A	09/11/2009	45	0	PUR85	1
Item Code	Description	Quantity	Unit Price	Disc. %	Tax	Line Total	
WINE5	250ML GRACA	10.000	7.8000	0.00	9.5789	78.00	
B EV15	200ML COKE LIGHT	95.000	2.5500	0.00	29.7500	242.25	
B EV16	200ML DRY LEMON	10.000	2.5200	0.00	3.0947	25.20	
WINE12	250ML NED. CA B. SAUVIGNON	9.000	0.0000	0.00	0.0000	0.00	
WINE5	250ML GRACA	10.000	7.8000	0.00	9.5789	78.00	
B EV28	340ML CREAM SODA	10.000	2.7400	0.00	3.3649	27.40	
B EV36	340ML TAB	10.000	2.6400	0.00	3.2421	26.40	
WINE9	250ML NED. ROSE	10.000	6.7600	0.00	8.3018	67.60	
Order Discount%				0.00	Subtotal		544.85
Discount Amount						0.00	
TAX						66.91	
Total						544.85	

RECIPES

Now that the stock and sales items have been created, recipes for the various sales and stock items can be created. Not all recipes will be discussed in detail, but there will be references and procedures made that can be applied to almost all recipes.

Recipe maintenance can be found under the Stock Management menu located under the Back Office menu.

Description	ItemCode	Dept	Group	Updated	Amount
Brandy & Coke	BRA	023	BAR	09/11/2009	12.62
CHEESE BURGER & CHIPS	BUR3	005	FOOD	09/11/2009	8.30
Cheese Sauce Portion	SAUCHE	022	FOOD	04/11/2009	19.53
KINGKLIP & CALAMARI & PRAWNS	SEAK13	002		04/11/2009	48.80
LAMB CHOPS & CALAMARI COMBO	LAMB4	009		04/11/2009	18.83
MUSHROOM BURGER & CHIPS	BUR6	005		04/11/2009	10.00

RECIPE MAINTENANCE DETAIL

PRINT RECIPES FOR

This option will allow you to print only certain stock holdings. Choose between 000 – Associated with All Stock Holding or 002 – Bar, or 002 – Restaurant etc. When adding or editing a recipe you will be able to choose an associated stock holding for each recipe items.

ITEM CATEGORY

This option will allow you to choose an Item Category. After the Item Category was select only the recipes with the selected categories will be displayed. Choose between, All Categories, Bulk Buy Item, Preparation Item (portion items), Fruit/Veg Item, Dry goods Item (e.g. flour, sugar), Liquor Item, Beverage Item, Food item, Merchandise Item, Expense/ Non Stock item or consumables.

GROUP

Choose all groups or a specific group.

DEPARTMENT

Choose all departments or a specific department.

Each recipe is created separately using the Add option. The Edit option should be used if the ingredient details for the highlighted recipe need to be altered. .

Recipe items usually consist of one or more items that make up the recipe item. The pack size of the main recipe item, not the ingredients, is set to one (1).


NOTE: Without stock item ingredients (e.g. milk, sugar, salt, mince, buns, eggs, etc) recipes cannot be setup correctly.

All recipes utilize the stock system when creating the recipe, i.e. the recipe code is derived from the stock or sales item code, and one cannot enter the recipe code without it being already being created.

NOTE: Because the restaurant system is batch based (i.e. values are only posted at end of day) recipes and their ingredients only affected once End of Day is done. The system will not manufacture the cheese burger or all other recipe for that matter, when cheese burger is sold.

STOCK MANAGEMENT REPORTS

Select the Stock management reports from the stock management menu option from the Restaurant back office menu.

Stock Management Reports		Software by IQRetail (Pty)Ltd.	
	Version :1.1.94	Stock Management Reports	
	Registered To IQ RETAIL	Outlet : 001 Test Company	
		Till #: 1 Till Number 1 Location : 001 [Supervisor - User 1] (1)	
F1	Sales & Purchases By Department	F7	Stock Item List Report
F2	Sales & Purchases By Group	F8	Stock Holding Reports
F3	Product Sales & Purchases Analysis	F9	Stock Labels
F4	12 Month Sales & Purchase Analysis	F10	Sales By Debtor
F5	Re-Order Report	F11	Purchases By Creditor
F6	Audit Report	F12	Branch Transfer Analysis
Mon, Nov 9, 2009, 11:21:26 AM		ESC Previous Menu	
Mon, Nov 9, 2009, 11:21:26 AM C:\IQREST\001		Trading Date :09/11/2009 www.iqretail.co.za	

REPORT TYPES

The Stock Management Report will assist in analysis each aspect of the stock procedure using a variety of Report namely, Sales & Purchase by Department, Sale & Purchase by Group, Product Sale & Purchases Analysis, 12 Months Sales & Purchase Analysis, Re-Order Report, Audit Report, Stock Item List Report, Stock Holding Reports, Stock Labels, Sales by Debtor, Purchase By Creditor and Branch Transfer Analysis.

SALES & PURCHASED BY DEPARTMENT

The report will display the Department, Description Sales Value, Tax, Invoice Cost, Credit Notes, Credit Note Cost, Nett Cost, Nett Sales, Profit, GP%, Bank Transfer, Returns, Net Purchase Tax and Nett Purchased of each department.

EOD SEQUENCE & TRADING DATE

Choose the End of Day Sequence and the Trading Date.

FIRST DATE & START TIME

Choose the First date & Start Time.

LAST DATE & END TIME

Choose the Last date & End Time.

PRINT DEPARTMENTS WITH NO MOVEMENT

Print departments with out any movement. Yes will print all the departments, No will only print departments with movement.

WAITRON / CASHIER

Choose all cashiers or a specific waitron.

EXTRACT FROM HISTORY FILE

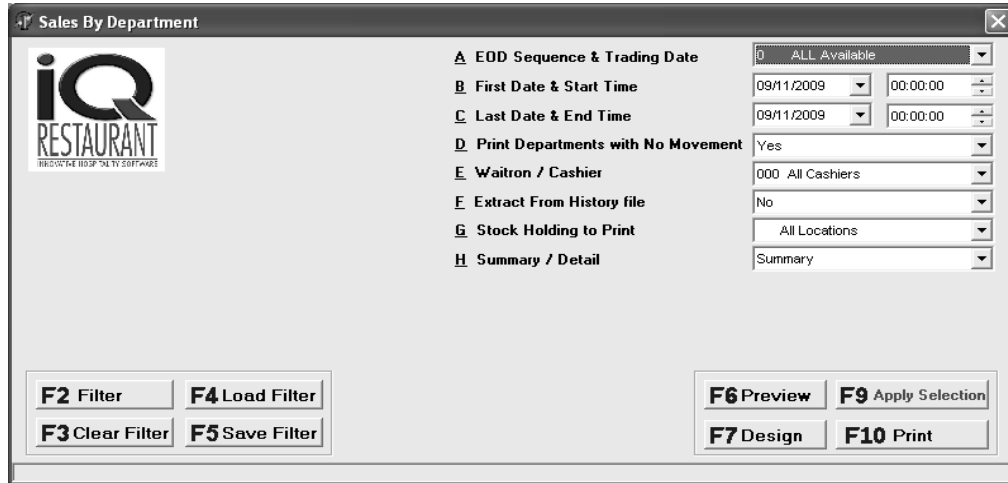
Choose to allow transaction to be extract from the history files. Yes will show history files and No, will not display the History files.

STOCK HOLDING TO PRINT

Choose all locations or a specific Stock holding to print.

SUMMARY / DETAIL

Choose between summary or detail information to be displayed.



Select F9 Apply Selection, Select F6 Preview.

Test Company - Lisa		Department Sales Analysis as at 29/04/2008 11:30:24										Page No:1		
Start Date :	26/03/2008	Start Time :	00:00:00	Rep :	000 All Cashiers	EOD Seq :	0 ALL Available							
End Date :	29/04/2008	End Time :	00:00:00	Selected Location :		All Locations								
Dept	Description	Sales Value	TAX	In vCo ct	Cr No te s	Om Co ct	NettCo ct	NettSale s	Pro fit	GP%	BTran ct s	Re turn s	NettPuroh TAX	NettPurohase
001	Soft Drinks	280.72	29.48	240.00	70.18	60.00	180.00	210.54	30.54	14.51	0.00	15.00	31.50	225.00
002	Burgers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
003	Meal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
004	Bread	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005	Dairy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
006	Sauce	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		280.72	29.48	240.00	70.18	60.00	180.00	210.54	30.54	14.51	0.00	15.00	31.50	225.00

SALES & PURCHASED BY GROUP

The report will display the Group, Description Sales Value, Tax, Invoice Cost, Credit Notes, Credit Note Cost, Nett Cost, Nett Sales, Profit, GP%, Bank Transfer, Returns, Net Purchase Tax and Nett Purchased of each group.

EOD SEQUENCE & TRADING DATE

Select the End of Day Sequence and the Trading Date.

FIRST DATE

Choose the First date

LAST DATE

Choose the Last date.

START TIME

Choose the Start Time.

END TIME

Choose the End Time.

PRINT GROUPS WITH NO MOVEMENT

Print groups with out any movement. Yes will print all the groups, No will only print groups with movement.

WAITRON / CASHIER

Choose all cashiers or a specific waitron.

STOCK HOLDING TO PRINT

Choose all locations or a specific Stock holding to print.

EXTRACT FROM HISTORY FILE

Choose to allow transaction to be extract from the history files. Yes will show history files and No will not display the History files.

SUMMARY / DETAIL

Choose between summary or detail information to be displayed.

The screenshot shows the 'Sales By Group' window with the following settings:

- A EOD Sequence & Trading Date:** 0 ALL Available
- B First Date:** 09/11/2009
- C Last Date:** 09/11/2009
- D Start Time:** 00:00:00
- E End Time:** 00:00:00
- F Print Groups with No Movement:** Yes
- G Waitron / Cashier:** 000 All Cashiers
- H Stock Holding to Print:** All Locations
- I Extract From History file:** No
- J Summary / Detail:** Summary

Function keys visible: F2 Filter, F3 Clear Filter, F4 Load Filter, F5 Save Filter, F6 Preview, F7 Design, F9 Apply Selection, F10 Print.

Select F9 Apply Selection, Select F6 Preview.

Test Company - Lisa		Group Sales & Purchases Analysis as at 29/04/2008 12:05:04								Page No:1				
Start Date : 25/03/2008	Start Time : 00:00:00	Rep : 000 All Cashiers				EOD Seq : 0 ALL Available								
End Date : 29/04/2008	End Time : 00:00:00					Selected Location : All Locations								
Grp.	Description	Sales Value	TAX	In vCo st	Cr Note s	Crn Co st	NettCo st	NettSale s	Pro fit	GP%	BT ran cts	Retu rns	PurTAX	NetPurc h
	Group Not Defined	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BEER BEER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BEV BEVERAGES	280.72	29.48	240.00	70.18	60.00	180.00	210.54	30.54	14.51	0.00	15.00	31.50	225.00
	BULK BULK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	CHC CHICKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DESS DESSERT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	FOO FOOD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	ING INGREDIENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	MEA MEAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PREP PREP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SAU SAUCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SUN SUNDRIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	VEG VEGGIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	WINE WINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		280.72	29.48	240.00	70.18	60.00	180.00	210.54	30.54	14.51	0.00	15.00	31.50	225.00

PRODUCT SALES & PURCHASED ANALYSIS

The report will display the Group name by Pack Size, Pack Department, Unit, Value, Sales Tax, Cost, Profit, and GP%, B/Transfer Units, B/Transfer, Purchase Unit and Purchases Purchase Tax for each Item in the Group.

ITEM CATEGORY

Choose the Item Category. Choose All Categories, Bulk Buy Items, Preparation Items, Fruit / Veg Items, Dry Goods Items, Liquor Items, Beverage Items, Food Items, Merchandise Items, Expense / Non Stock Items or Consumables.

GROUP

Choose all groups or a specific group.

DEPARTMENT

Choose all departments or a specific department.

TRADING DATE

Choose a trading date.

FIRST DATE & START TIME

Choose the First date & Start Time.

LAST DATE & END TIME

Choose the Last date & End Time.

WAITRON / CASHIER

Choose all cashiers or a specific waitron.

EXTRACT PRE-END OF DAY SALES ONLY

Choose to extract pre-end of day sales only. Yes will show extract pre-end of day sales only and No will not display the pre-end of day sales files.

STOCK HOLDING TO PRINT

Choose all locations or a specific Stock holding to print.

SEQUENCE

Choose the sequence by which to sort the transactions. Choose Group, Department, Description, Item Code, Sales Value or Sales Units.

REPORT FROM ARCHIVE

Print from the archive. Yes will print from Archive, No will not print archive transactions.

PRINT ITEMS WITH NO MOVEMENT

Print items with out any movement. Yes will print all the items, No will only print items with movement.

Select F9 Apply Selection, Select F6 Preview.

Test Company - Lisa		Product Sales & Purchases Analysis as at 29/04/2008 12:09:32										Page No:1					
Start Date : 25/03/2008		Start Time : 00:00:00		Rep : 000 All Cashiers		Location : All Locations		Bld of Day Trade Seq : 0 ALL Available		Selected Category : ALL Categories		End Date : 29/04/2008		End Time : 00:00:00		Sequence : Group	
Description	Pk Size	Pk Desc	Group	Dept	Units	Value	Sale Tax	Cost	Profit	Op %	B/T/r Units	B/T/r	Purch Units	Purchase	Purch Tax		
Group : BEV BEVERAGES																	
Coke - 6 Pack	6,000		BEV	001	0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
Coke - Case (24)	24,000		BEV	001	0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
Coke - Single	1,000		BEV	001	72,000	210.54	29.48	180.00	30.54	14.51	0.000	0.00	90,000	225.00	31.50		
TOTAL					72,000	210.54	29.48	180.00	30.54	14.51	0.000	0.00	90,000	225.00	31.50		
Group : BULK BULK																	
Bulk Cheese	1,000		BULK	001	0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
Bulk Milk	1,000		BULK	001	0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
Bulk Mince	1,000		BULK	001	0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
TOTAL					0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
Group : FOOD FOOD																	
Burger Buns	1,000		FOOD	001	0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
TOTAL					0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
Group : MEAT MEAT																	
Cheese Burger	1,000		MEAT	002	0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
TOTAL					0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
Group : SAUC SAUCE																	
Cheese Sauce	1,000		SAUC	006	0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
TOTAL					0.000	0.00	0.00	0.00	0.00	0.00	0.000	0.00	0.000	0.00	0.00		
GRAND TOTAL					72,000	210.54	29.48	180.00	30.54	14.51	0.000	0.00	90,000	225.00	31.50		

12 MONTH SALES & PURCHASED ANALYSIS

This report will display the Date, Day of Week, Sale, Cost of Sales, Credit note, Nett Sales, Sales Tax, Nett Profit, GP%, B/Transfer, Purchases, Returns, Nett Purchases and Purchased Tax for each Day.

REPORT TYPE

Choose one of the Report Types. Monthly Sales & Purchases, Yearly Sales & Purchases, Department, Group or Stock Items.

SELECT THE MONTH TO PRINT

Choose the correct month to print.

SEQUENCE (ONLY IF REPORT TYPE – STOCK ITEM IS SELECTED)

Choose the sequence by which to sort the transactions. Choose Code, Description, Department, Department / Description, Group / Department / Description, or Value.

SALES AND PROFIT UNITS (ONLY IF REPORT TYPE - DEPARTMENT, GROUP OR STOCK ITEM IS SELECTED)

Choose the correct between Sales & Purchase Value, Profit Value or Sales & Purchase Unit.

STOCK HOLDING LOCATION

Choose all locations or a specific Stock holding to print.

EXPORT REPORT

Choose all locations or a specific Stock holding to print.

STORAGE LOCATION

Type the specific Storage Location.

GROUP

Choose No not to export or to export into Excel, HTML, Column Fmt or CSV format.

DEPARTMENT

Choose all departments or a specific department.

Select F6 Preview.

Test Company - Lisa Monthly Sales by Day as at 29/04/2008 12:33:52 Page : 1

Selected Period : April 2008 Selected Group : ALL Groups

Selected Location : All Locations Selected Department : ALL Departments

Date	Day of Week	Sales	Cost of Sales	Credit Notes	Nett Sales	Sales Tax	Nett Profit	Gp %	BTTrns	Purchases	Returns	Nett Purchases	PurTax
23/04/2008	Wednesday	140.37	120.00	0.00	120.00	19.65	48.00	40.00%	140.37	0.00	0.00	120.00	16.80
25/04/2008	Friday	280.72	240.00	70.18	210.54	29.48	30.54	14.51%	0.00	240.00	15.00	225.00	31.50
Totals		421.09	360.00	70.18	380.64	48.18	78.64	23.78	140.37	240.00	16.00	346.00	48.80

RE-ORDER REPORT

This report will display the Code, Description, Pack Description, Pack Size, Department, Group Reorder Level, Reorder Quantity, On Hand, Sales Order Quantity, Purchase Order Quantity, Order Quantity of the items that must be reordered.

ITEM CATEGORY

Choose the Item Category. Choose All Categories, Bulk Buy Items, Preparation Items, Fruit / Veg Items, Dry Goods Items, Liquor Items, Beverage Items, Food Items, Merchandise Items, Expense / Non Stock Items or Consumables.

GROUP

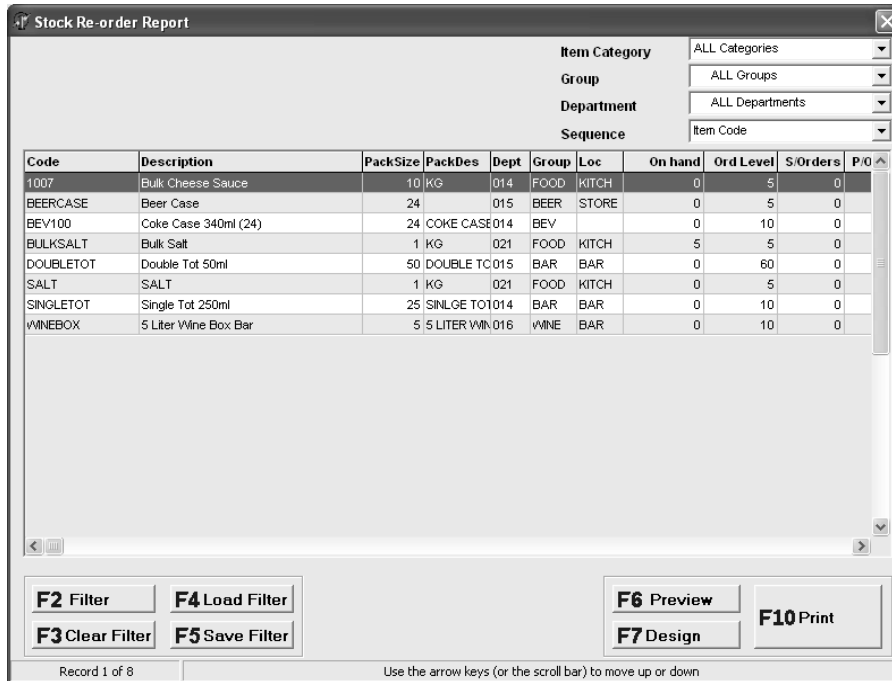
Choose all groups or a specific group.

DEPARTMENT

Choose all departments or a specific department.

SEQUENCE

Choose the sequence by which to sort the transactions. Choose Item Code, Description, Group / Department / Description, Group / Description, Group / Department / Bin Location/ Description, Item Category / Group / Department / Description, Group / Department / Item Code.



Select F6 Preview.

Test Company - Lisa		Re-Order Report as at			29/04/2008 13:30:49		Page :1			
Selected Sequence : Item Code										
Code	Description	Pack Des	Pack Size	Dept. Group	ReOrder Lvl	Re Order Qty	On Hand	S/Order Qty	P/Order	Order Qty
1002	Coke - Single		1	001 BEV	50.000	50.000	42.000	0.000	0.000	58.000

AUDIT REPORT

Choose between the Stock Audit Details or the Till Stock Audit Details. This report will display the Code, Date, Reference, Order Reference, Till Number, Transaction Code, Group, Department, Tax, Sales number and Location of each transaction.

PREVIEW

Choose F6 to Preview the report.

DESIGN

Choose F7 to change the Design of the report.

VIEW HISTORY

Choose F8 to View History.

PRINT

Choose F10 to Print the report.

VIEW DOC

Choose F11 to View the specific document e.g. GRV, INV, CNT or RST.

LOCATE

Choose F12 to Locate a field value.



Select F6 Preview.

Test Company - Lisa		Stock Audit Tracking as at 29/04/2008 14:06:57			Page : 1													
Code	Date	Reference	Order Ref	Till No.	Rep	T/Code	Group	Dept	TAX	Debit	Credit	Quant	Profit	Co st	Line Desc	Inv Desc	Doc. Sale#	Loc.
1002	25/04/2008	GRV258			1	O PU	8 B/	001	33.60	240.00		96.00	0.00	0.00	0.00	0.00	0	TBB
1002	25/04/2008	INV3			1	I IN	8 B/	001	19.65		140.35	48.00	20.35	120.00	0.00	0.00	0	TBB
1002	25/04/2008	INV4			1	I IN	8 B/	001	19.65		140.37	48.00	20.37	120.00	0.00	0.00	0	TBB
1002	25/04/2008	CRM1			1	I CM	8 B/	001	9.82	70.18		24.00	10.18	60.00	0.00	0.00	0	TBB
1002	25/04/2008	RTS1			1	O RT	8 B/	001	2.10		15.00	6.00	0.00	0.00	0.00	0.00	0	TBB
									2.02	310.18	286.72	18.00						

			Costs	
Invoices :	280.72		240.00	
Credit Notes :	70.18		60.00	
Invoices - Credit Notes :	<u>210.54</u>		<u>180.00</u>	
Purchases :	240.00			
Returns :	15.00			
Purchases - Returns :	<u>225.00</u>			
Adjustments :	0.00			
Recipes :	0.00			
Transfers :	0.00			
Write-Offs :	0.00			

STOCK ITEM LIST REPORT

This report will display the Code, Item Description, Pack Size, Pack Description, Department, Group, Bin Location, Order Level, Order Quantity, On hand, Latest Cost, Retail Price, Report To Item, Supplier, Supplier Item code and Item Category for each item.

ITEM CATEGORY

Choose the Item Category. Choose All Categories, Bulk Buy Items, Preparation Items, Fruit / Veg Items, Dry Goods Items, Liquor Items, Beverage Items, Food Items, Merchandise Items, Expense / Non Stock Items or Consumables.

GROUP

Choose all groups or a specific group.

DEPARTMENT

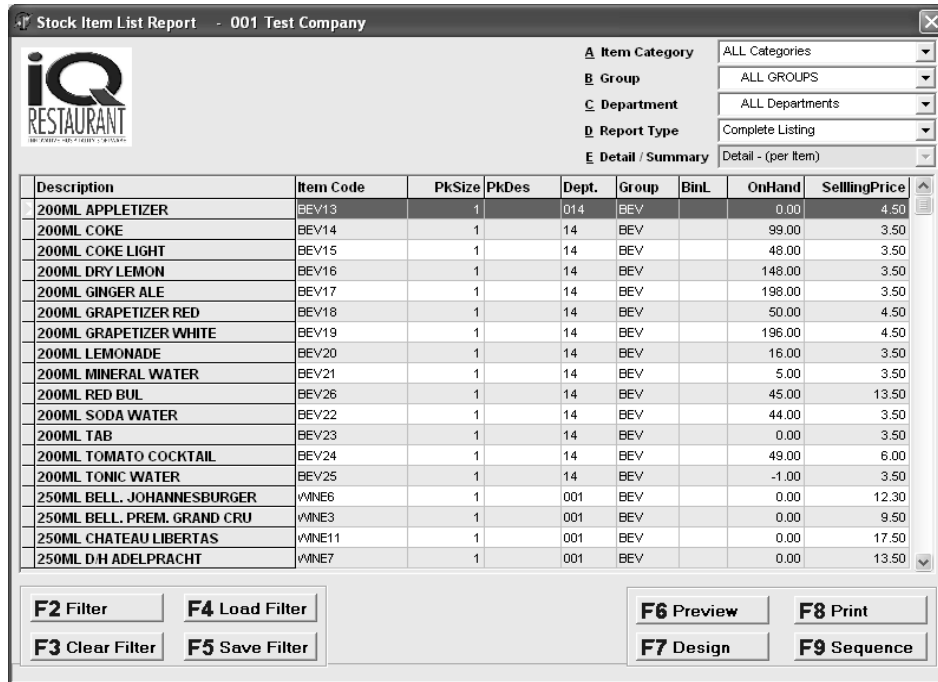
Choose all departments or a specific department.

REPORT TYPE

Choose from one of the report types: Complete Listing, Retail Price Listing, Item Code / Description / Department, Item Value Listing, Linked Ledger Account Listing.

SUMMARY / DETAIL

This option will only be available when choosing the Item Value Listing Report Type. Choose between Detail – (per item), Summary – (per Department), Summary – (per Group).



PREVIEW

Choose F6 to Preview the report.

PRINT

Choose F10 to Print the report.

DESIGN


Choose F7 to change the Design of the report.

Select F6 Preview.

Code	Item Description	Pk Size	Pk Des	Dept	Group	Bin Loc	Ord Level	Ord Qty	On Hand	Ltd Cost	Retail Price	Report To Item	Supplier	Supr Item Code	Item Cat
1007	Bulk Cheese	1,000		001	BULK		0.00	0.00	0.000	25.00	0.00				N/A
1005	Bulk Milk	1,000		001	BULK		0.00	0.00	0.000	10.00	0.00				N/A
1005	Bulk Mince	1,000		001	BULK		0.00	0.00	0.000	25.00	0.00				N/A
1004	Burger Buns	1,000		001	FOOD		0.00	0.00	0.000	2.00	0.00				N/A
1008	Cheese Burger	1,000		002	MEAT		0.00	0.00	0.000	0.00	45.00				N/A
1009	Cheese Sauce	1,000		006	SAUC		0.00	0.00	0.000	0.00	0.00				N/A
1003	Coke - 6 Pack	6,000		001	BEV		0.00	0.00	0.000	15.00	22.80	1002			N/A
1001	Coke - Case (24)	24,000		001	BEV		0.00	0.00	0.000	60.00	80.00	1002			N/A
1002	Coke - Single	1,000		001	BEV		50.00	50.00	42,000	2.50	6.84				N/A

END OF REPORT

STOCK HOLDING REPORTS

Stock Holding Reports		Software by IQRetail (Pty)Ltd.	
	Version :1.1.94	Stock Holding Reports	
	Registered To IQ RETAIL	Outlet : 001 Test Company	
		Till #: 1 Till Number 1 Location : 001 [Supervisor - User 1] (1)	
F1	Stock Holding Reconciliation Audit		
F2	Stock Holding Variance Analysis		
F3	Stock Holding Movement Analysis		
F4	Stock Holding Value Analysis		
Mon, Nov 9, 2009, 11:31:04 AM		ESC Previous Menu	
<small>Mon, Nov 9, 2009, 11:31:04 AM C:\IQREST\001</small>		<small>Trading Date :09/11/2009 www.iqretail.co.za</small>	

STOCK HOLDING RECONCILIATION AUDIT

This report will display the Item, Pack Description, Pack Size, Bin Location, Group, Department, Opening, Purchase, Branch Transfer, Received, Issued, Recipes, Adjustment, Write Offs, Sales, Usage, Closing, Counted and Variance by Group per Item.

ITEM CATEGORY

Choose the Item Category. Choose All Categories, Bulk Buy Items, Preparation Items, Fruit / Veg Items, Dry Goods Items, Liquor Items, Beverage Items, Food Items, Merchandise Items, Expense / Non Stock Items or Consumables.

GROUP

Choose all groups or a specific group.

DEPARTMENT

Choose all departments or a specific department.

REPORT TYPE

Choose from one of the report types: Complete Listing, Retail Price Listing, Item Code / Description / Department, Item Value Listing, Linked Ledger Account Listing.

STOCK HOLDING LOCATION

Choose all locations or a specific Stock holding to print.

TRADING DATE

Choose a trading date.

END TRADING DATE

Choose an end trading date. Only available if the Details Report type was selected.

VARIANCE ITEMS ONLY

Only display the item with variances.

ITEMS WITH MOVEMENT ONLY

Only display the item with movement.

PREVIEW

Choose F6 to Preview the report.

PRINT

Choose F8 to Print the report.

Item	Pk D#	Pk Sz	EnL Grp.	Dpt	Opening	Purchase	BmchTrf	Received	Issued	Recipe	Adjusted	Write Off	Sale	Usage	Closing	Counted	Variance
Test Company - Lisa Summarised Stock Holding Reconciliation Report as at 09/01/2009 09:14:10 Page :1																	
Selected Trading Date : 19 07/01/2009 08/01/2009 12:23:57 Selected Location : TES Restaurant																	
Group :																	
4546		1.000		001	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
bbbbbbbbbb		1.000		001	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
cccccc		1.000		001	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
scal Item		1.000		001	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Steak Kg		1.000		003	20.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	20.000	20.000	0.000
Group : BAR																	
s16 wille s bow l		1.000	BAR	001	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Bottle 750ml	SPRIT	750.000	STD	BAR	009	30.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	30.000	30.000	0.000
Brady & Cole		1.000	BAR	009	30.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	11.000	11.000	19.000	19.000	0.000
Double Tot50ml	DOUB	50.000	BAR	009	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.000	1.000	-1.000	-1.000	0.000
Single Tot250ml	SINGL	25.000	BAR	009	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Kalemba		1.000	BAR	010	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Blk Bacon		1.000	STD	BAR	011	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

STOCK HOLDING VARIANCE ANALYSIS

The report will display the Item Code, Description, Group, Department, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday and the total for each item.

REPORT TYPE

Choose from one of the report types: Item Variance, Group Value Variance, Department Value Variance.

REPORT PERIOD

Choose the Report Period.

WEEK TO PRINT

Choose the Week to Print.

STOCK HOLDING LOCATION

Choose all locations or a specific Stock holding to print.

VARIANCE ITEM ONLY

Choose to display Variance items only.

VARIANCE TYPE

Choose to display Variance type.

UNITS/ VALUES

Choose to between Units or Values.

STORAGE LOCATION

Type the specific Storage Location.

ITEM CATEGORY

Choose the Item Category. Choose All Categories, Bulk Buy Items, Preparation Items, Fruit / Veg Items, Dry Goods Items, Liquor Items, Beverage Items, Food Items, Merchandise Items, Expense / Non Stock Items or Consumables.

GROUP

Choose all groups or a specific group.

DEPARTMENT

Choose all departments or a specific department.

SEQUENCE

Choose the sequence by which to sort the transactions. Choose Item Code, Description, Group / Department / Description, Group / Description, Group / Department / Bin Location/ Description, Item Category / Group / Department / Description, Group / Department / Item Code.

Select F6 Preview.

Test Company - Lisa Stock Holding Weekly Unit Variance analysis as at 13/05/2008 10:23:13 Page :1

Selected Location : 002 BAR Trading Date : 13/05/2008

Week Starting : Week 20 Starting : 12/05/2008 Selected Sequence : Item Code

Item Code	Description	Group	Dept.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
1001	Coke - Case (24)	BEV	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1002	Coke - Single	BEV	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1003	Coke - 6 Pack	BEV	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1004	Burger Buns	FOOD	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1005	Bulk Mince	BULK	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1005	Bulk Milk	BULK	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1007	Bulk Cheese	BULK	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1008	Cheese Burger	MEA	002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1009	Cheese Sauce	SALC	005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

STOCK HOLDING MOVEMENT ANALYSIS

This report will display the Item Code, Description, Opening, Purchases, Branch Transfer, Received, Issued, Adjustment, Recipes, Sales, Write Offs, Total, Closing Count and Variance for each item by Item Code, Description, Department, Group and Bin Location for each item by unit and Value @ Average Cost.

REPORT TYPE

Choose from one of the report types: Item Movement, Department Movement, and Group Movement.

REPORT PERIOD

Choose the Report Period.

TRADING DATE

Choose a trading date.

WEEK TO PRINT

Choose the week to print. This option will only be available if the report period weekly is selected.

UNITS / VALUES

Choose to between Units or Values.

STOCK HOLDING LOCATION

Type the specific Storage Location.

SUMMARY OR DETAILED

Choose between Summary or Detailed transaction on the Report.

ITEM CATEGORY

Choose the Item Category. Choose All Categories, Bulk Buy Items, Preparation Items, Fruit / Veg Items, Dry Goods Items, Liquor Items, Beverage Items, Food Items, Merchandise Items, Expense / Non Stock Items or Consumables.

GROUP

Choose all groups or a specific group.

DEPARTMENT

Choose all departments or a specific department.

STORAGE LOCATION

Type the specific Storage Location.

Item Code		Description	Dept.	Group	BinLocation	Opening	Purchases	BrnchTrf	Received	Issued	Adjustment	Recipes	Sales	Writeoffs	Total	Closing Count	Variance
Test Company			Stock Holding Item Movement Totals Report as at : 09/11/2009 11:38:20										Page : 1				
Selected Period : Trading Date :19 06/11/2009			Selected Category : ALL Categories														
Selected Sequence : Item Code			Selected Group : ALL Groups														
Selected BinLoc :			Selected Department : ALL Departments														
Selected Location : All Locations			Items with Movement Only : ALL														
A.MA.RUL LIQ - A.MA.RULA			018			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Units						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Values (@ Avg Cost)						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A.NG.SHR LIQ - A.NGEL SHARE			018			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Units						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Values (@ Avg Cost)						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A.RC.SNA.P LIQ - ARCHERS SNAPPS			018			-0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	-0.03	0.00
Units						-0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	-0.03	0.00
Values (@ Avg Cost)						-1.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1.02	-1.02	0.00
B.A.CON BA CON 250G			028			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Units						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Values (@ Avg Cost)						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B.A.CRUM RUM - BA CARDI RUM			017			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Units						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Values (@ Avg Cost)						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B.A.RONE DES - BA R-ONE KISSES			012	DESS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Units						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Values (@ Avg Cost)						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B.BREAD BREAD - BROWN BREAD			026			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Units						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Values (@ Avg Cost)						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B.EER1 A.M STEEL			015			498.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	498.00	498.00	0.00
Units						498.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	498.00	498.00	0.00
Values (@ Avg Cost)						1354.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1354.21	1354.21	0.00
B.EER10 LION			15			-1.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	-3.00	-3.00	0.00
Units						-1.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	-3.00	-3.00	0.00
Values (@ Avg Cost)						-2.39	0.00	0.00	0.00	0.00	0.00	0.00	4.78	0.00	-7.17	-7.17	0.00

SEQUENCE

Choose the sequence by which to sort the transactions. Choose Item Code, Description, Group / Department / Description, Group / Description, Group / Department / Bin Location/ Description, Item Category / Group / Department / Description, Group / Department / Item Code.

ITEMS WITH MOVEMENT ONLY

Only display the item with movement.

Select F6 Preview.

Test Company - Lisa Stock Holding Item Movement Totals Report as at : 29/04/2008 16:12:57 Page : 1

Selected Period : Trading Date to 29/04/2008 Selected Category : ALL Categories

Selected Sequence : Item Code Selected Group : ALL Groups

Selected Bin Loc : Selected Department : ALL Departments

Selected Location : All Locations Items with Movement Only : Yes

Item Code	Description	Dept	Group	BinLocation	Opening	Purchases	EnrichTrf	Received	Issued	Adjustment	Recipe	Sales	Writeoffs	Total	Closing Count	Variance
1002	COKE- SINGLE	001	BEV													
	Units				24.00	90.00	0.00	0.00	0.00	0.00	0.00	72.00	0.00	42.00	42.00	0.00
	Value @ Avg Cost				60.00	225.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00	105.00	105.00	0.00
	Total (Units):				24.00	90.00	0.00	0.00	0.00	0.00	0.00	72.00	0.00	42.00	42.00	0.00
	Total (Value):				60.00	225.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00	105.00	105.00	0.00

END OF REPORT

All values calculated using Average Cost

STOCK HOLDING VALUE ANALYSIS

This report will display the Item code, Description, Pack Size, Pack Description, Department, Group, Bin Location, On Hand, Average Cost, Value@ Average Cost, Latest Cost, Value @ Latest Cost, Retail Price, Value @ Retail for each item.

REPORT TYPE

Choose from one of the report types: Value by Stock Items, Value by Department, and Value by Group.

REPORT PERIOD

Choose the Report Period.

TRADING DATE

Choose a trading date.

STOCK HOLDING LOCATION

Type the specific Storage Location.

SUMMARY OR DETAILED

Choose between Summary or Detailed transaction on the Report.

INCLUDE ZERO ON HAND ITEMS

Choose to include zero on hand items.

ITEM CATEGORY

Choose the Item Category. Choose All Categories, Bulk Buy Items, Preparation Items, Fruit / Veg Items, Dry Goods Items, Liquor Items, Beverage Items, Food Items, Merchandise Items, Expense / Non Stock Items or Consumables.

GROUP

Choose all groups or a specific group.

DEPARTMENT

Choose all departments or a specific department.

STORAGE LOCATION

Type the specific Storage Location.

SEQUENCE

Choose the sequence by which to sort the transactions. Choose Item Code, Description, Group / Department / Description, Group / Description, Group / Department / Bin Location/ Description, Item Category / Group / Department / Description, Group / Department / Item Code.

Select F6 Preview.

Test Company - Lisa		Stock Item Holding Value Report as at : 29/04/2008 16:24:14										Page : 1	
Selected Period : 0 Current Total Holding		Selected Category : ALL Categories										Selected Group : ALL Groups	
Selected Sequence : Item Code		Selected Department : ALL Departments											
Selected Bin Loc : All Locations													
Selected Holding : All Locations													
Item Code	Description	Pk Size	Pk Desc	Dept	Group	Bin Loc	On Hand	Avg Cost	Value @ Avg Cost	List Cost	Value @ List Cost	Retail Price	Value @ Retail
1002	COKE - SINGLE	1,000		001	BEV		42,000	2.50	105.00	2.50	105.00	6.00	252.00
TOTALS							42,000		106.00		106.00		262.00

STOCK LABELS

Stock label printing is used to print stock labels, shelf talkers and bar-coded stock labels. Labels can be printed in any format, using a number of different bar code types (e.g. Code 39, EAN13, EAN128, etc). Some bar-code types make provision for numeric values, and some make provision for alpha-numeric values. Barcode type EAN13 is for numeric only item codes that are 12 characters in length, and Code39 or Code 3 of 9, is for alpha-numeric item codes of any length. Ensure that the barcode used in the report template makes provision for the item code or barcode structure in use.

ITEM CATEGORY

Choose the Item Category. Choose All Categories, Bulk Buy Items, Preparation Items, Fruit / Veg Items, Dry Goods Items, Liquor Items, Beverage Items, Food Items, Merchandise Items, Expense / Non Stock Items or Consumables.

GROUP

Choose all groups or a specific group.

DEPARTMENT

Choose all departments or a specific department

STORAGE LOCATION

Type the specific Storage Location.

LABEL QUANTITIES

The label quantities are selected here. Please select one of the available label quantity methods.

PRINT USING ON HAND QUANTITIES

The amount of labels to be printed for each item is defined by the value in the on hand field on the data grid. If there are 21 units of the item on hand, 21 labels will be printed for the item.

PRINT ONE BARCODE FOR EACH

One barcode will be printed for each item displayed in the data grid.

SPECIFY A QUANTITY FOR ALL ITEMS

When this option is selected, a small text box will be displayed, where the item quantity can be entered. If a value of 5 is entered here, 5 labels will be printed for each of the items displayed on the data grid.

USER DEFINABLE LABEL QUANTITIES

Selecting this option allows the user to specify a label quantity for each of the items on the data grid. Double click on each of the items to specify a quantity for each item.

LABEL LAYOUT

There are three layouts one can choose from. These layouts are user definable. You decide what each label layout should look like. Make that the correct layout is selected when printing or designing the label.

The screenshot shows the 'Stock Label Printing' window. At the top, there are dropdown menus for 'Item Category' (ALL Categories), 'Group' (ALL GROUPS), and 'Department' (ALL Departments). There is also a 'Storage Location' text box. On the right side, there are 'Label Quantities' and 'Label Layout' dropdowns, with 'Print using Onhand Quantities' and 'Layout 1' selected respectively.

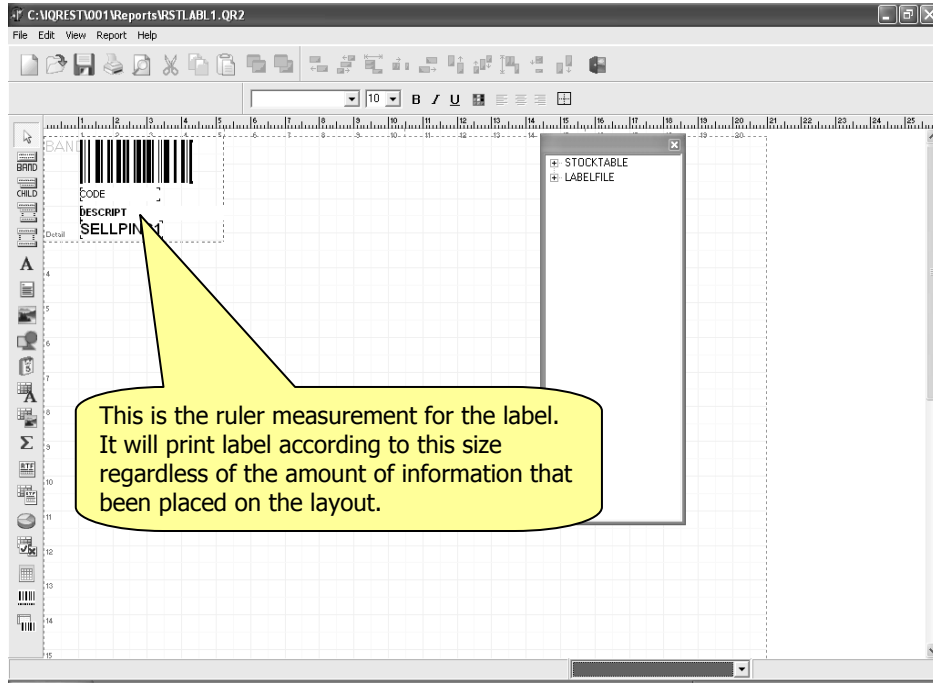
Code	Description	Dept.	Group	BinLoc	Price	On Hand	Label Qty
1004	Burger Buns	005	FOOD	STORE	0.00	48.00	48
1005	Bulk Mince	005	MEAT	STORE	0.00	40.00	40
1006	Milk	018	FOOD		0.00	0.00	0
1007	Bulk Cheese Sauce	014	FOOD	KITCH	0.00	0.00	0
1009	Cheese Sauce	022	SAUC	KITCH	0.00	-1.00	0
AMARULA	LIQ - AMARULA	18			0.00	0.00	0
ANGSHR	LIQ - ANGEL SHARE	18			0.00	0.00	0
ARCSNAP	LIQ - ARCHERS SNAPPS	18			0.00	-0.03	0
BACON	BACON 250G	28			0.00	0.00	0
BACONSTRIPS	Bacon Strips	018	FOOD		0.00	0.00	0
BACRUM	RUM - BACARDI RUM				0.00	0.00	0
BARONE	DES - BAR-ONE KIS				0.00	0.00	0
BBREAD	BREAD - BROWN B				0.00	0.00	0
BEER1	AMSTEL					498.00	0
BEER10	LION					-3.00	0
BEER11	CASTLE MILK STOU					-3.00	0
BEER12	WINDHOEK LAGER					-4.00	0

At the bottom of the window, there are several function buttons: F2 Filter, F3 Clear Filter, F4 Load Filter, F5 Save Filter, F7 Print Selected, F8 Print, F9 Design, F10 Sequence, and F12 Zero Label Qty.

DESIGN

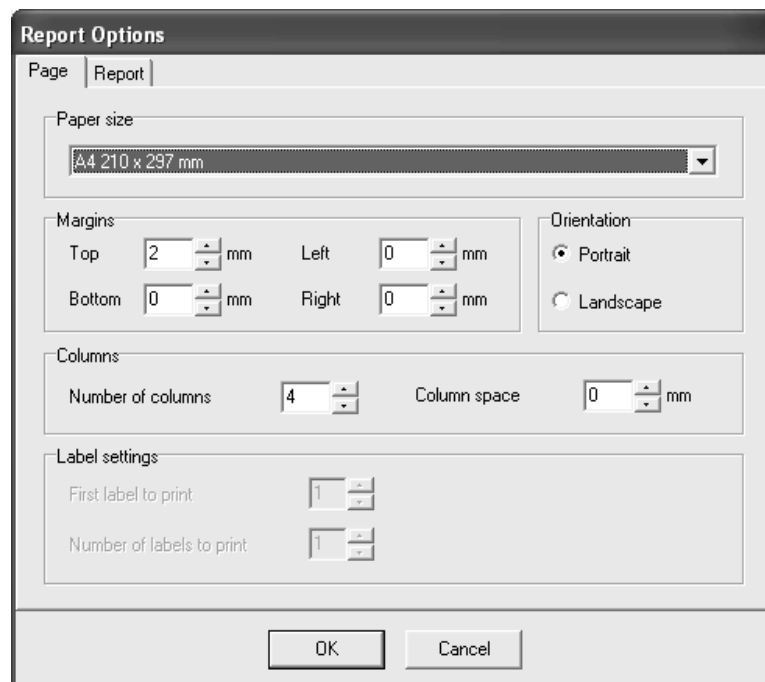
Utilize the Design option to create or modify the selected label layout. There are a total of three different layouts one can use. One could be, for shelf talkers (those labels that appear on the shelves showing the barcode, price and description of the item), another could be normal barcode labels that stuck onto items. The third layout could be used for general labels that may not include a barcode.

Make sure that the correct label layout has been selected.



Another important aspect when designing the label layout is to make sure that the number of labels that must be printed on a page. If printing on an A4 size page, the number of labels across is normally 3. The number of labels down the page is calculated from the height of the label. If printing on continuous fed labels (dedicated barcode printer) the number of labels across is usually 1.

The number labels across and down the page can be altered via accessing the Option under the Report menu.

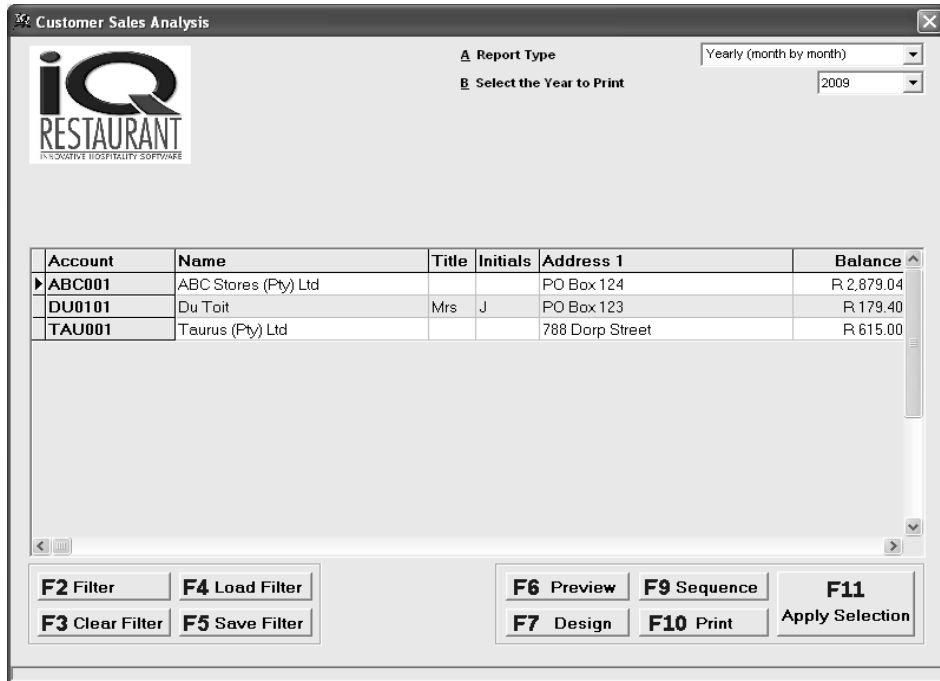


ZERO LABEL QUANTITIES

This option will reset the label quantities for each item to zero.

SALES BY DEBTOR

This report will display the Item Code, Description, Nett Sales (Exclusive), Nett Cost, GP, Tax and Nett Sales (Inclusive) for each Customer per month.



REPORT TYPE

Choose from one of the report types: Yearly (month by month), Weekly, By Group, By Department, Transaction Detailed, and Stock Details.

SELECT THE YEAR TO PRINT

Test Company - Lisa Customer Sales Analysis (By Year) as at : 12/05/2008 10:43:08 Page : 1

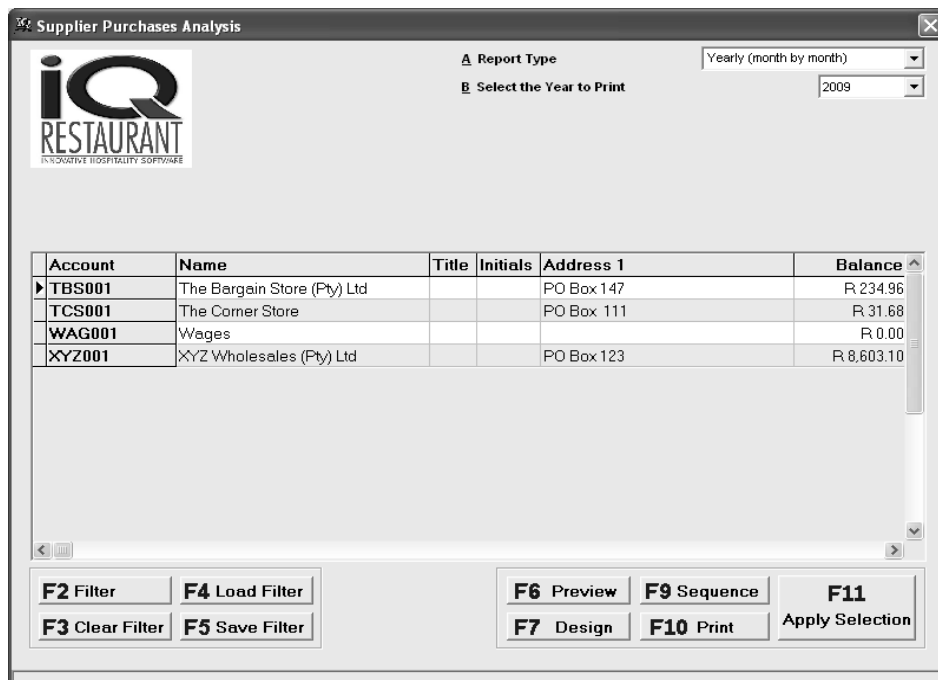
Selected Period : 2008

	January	February	March	April	May	June	July	August	September	October	November	December
ABC0001 ABC Stores (Pty) Ltd												
Net Sales (Excl) :	0.00	0.00	140.37	350.91	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Cost :	0.00	0.00	120.00	300.00	12.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GP :	0.00	0.00	20.37	50.91	17.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX :	0.00	0.00	19.65	49.13	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Sales (Incl) :	0.00	0.00	160.02	400.04	34.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CH0001 Chuck Norris												
Net Sales (Excl) :	0.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Cost :	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GP :	0.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX :	0.00	0.00	0.00	0.00	8.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Sales (Incl) :	0.00	0.00	0.00	0.00	68.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAU0001 Taurus (Pty) Ltd												
Net Sales (Excl) :	0.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Cost :	0.00	0.00	0.00	0.00	37.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GP :	0.00	0.00	0.00	0.00	52.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX :	0.00	0.00	0.00	0.00	12.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Sales (Incl) :	0.00	0.00	0.00	0.00	102.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Sales (Excl) :												
	0.00	0.00	140.37	360.81	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Cost :												
	0.00	0.00	120.00	300.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GP :												
	0.00	0.00	20.37	60.81	106.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX :												
	0.00	0.00	19.65	49.13	25.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Sales (Incl) :												
	0.00	0.00	160.02	400.04	206.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Choose the correct year.

PURCHASES BY CREDITOR

This report will display the Item Code, Description, Nett Purchases (Exclusive), Tax and Nett Purchases (Inclusive) for each Creditor per month.



REPORT TYPE

Choose from one of the report types: Yearly (month by month), Weekly, By Group, By Department, Transaction Detailed, and Stock Details.

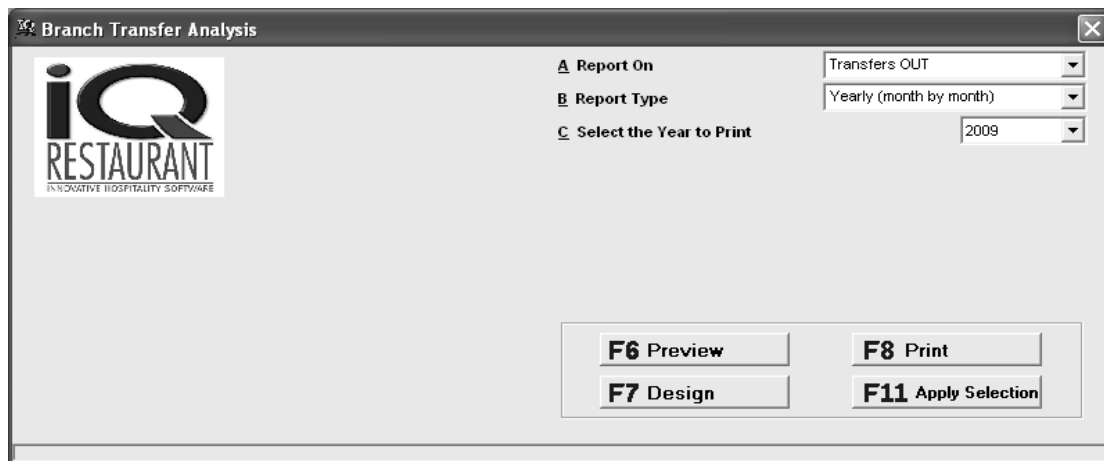
SELECT THE YEAR TO PRINT

Choose the correct year.

Test Company - Lisa		Supplier Purchase Analysis (By Year) as at : 12/05/2008 10:53:33											Page : 1
Selected Period : 2008													
	January	February	March	April	May	June	July	August	September	October	November	December	
SAL001 Salaries & Wages													
Net Purchases (Bct) :	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TAX :	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Net Purchases (incl) :	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SPA001 Spar (Pty) Ltd													
Net Purchases (Bct) :	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TAX :	0.00	0.00	0.00	0.00	84.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Net Purchases (incl) :	0.00	0.00	0.00	0.00	684.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
XYZ001 XYZ Wholesales (Pty) Ltd													
Net Purchases (Bct) :	0.00	0.00	120.00	345.00	280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TAX :	0.00	0.00	16.80	48.30	39.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Net Purchases (incl) :	0.00	0.00	136.80	393.30	319.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS													
(Excl.)	0.00	0.00	120.00	345.00	280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(TAX)	0.00	0.00	16.80	48.30	128.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(Incl.)	0.00	0.00	136.80	393.30	1008.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

BRANCH TRANSFER ANALYSIS

This report will display the Item Code, Description, Nett Transfers (Exclusive) for each Item per month.



REPORT ON

Choose between Transfer Out or Transfer In.

REPORT TYPE

Choose from one of the report types: Yearly (month by month), Weekly, By Group, By Department, Transaction Detailed, Stock Details.

SELECT THE YEAR TO PRINT

Choose the correct year.

Test Company - Lisa		Branch Transfer Out Value Analysis (By Year) as at: 09/01/2009 09:25:05											Page: 1
Selected Period: 2009		January	February	March	April	May	June	July	August	September	October	November	December
ABC001	ABC Stores (Pty) Ltd	252.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CH0001	Chuck Norris	87.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Transfers (Excl):		340.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

STOCK CONTROL

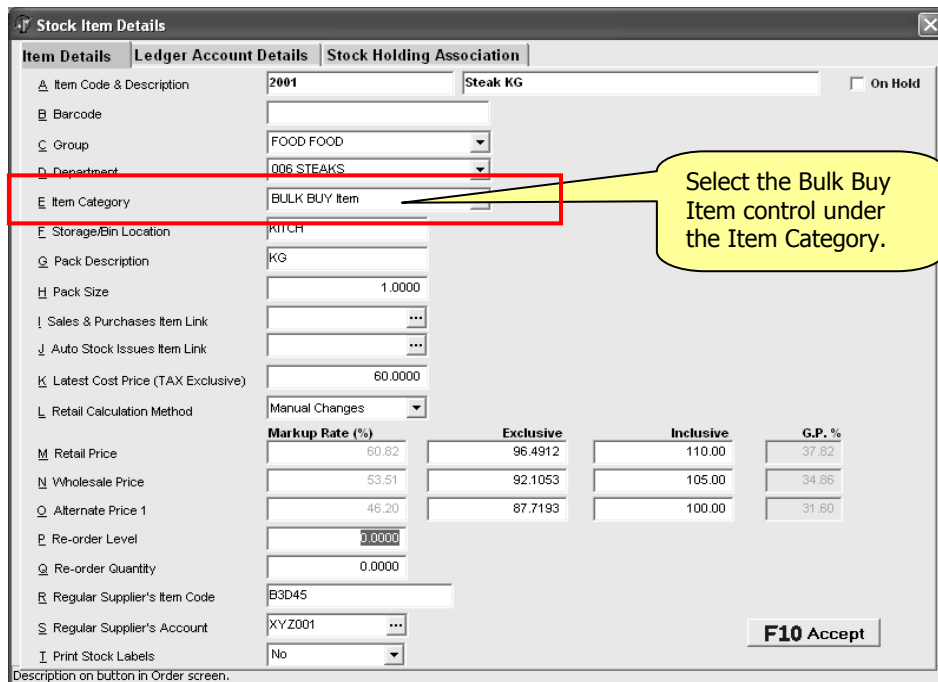
Stock Control will assist the user with Bulk & Portion Control Maintenance, Stock Holding Transfers, Stock Usage & Prep Estimates, End of Day Stock Count Only, Stock Adjustments, Stock Holding Daily Issues & Count, Linked Item Setup and Branch Processing.



BULK & PORTION CONTROL MAINTENANCE

This option is used to allow you to have strict stock control. For example create Steak in Kg and steak 100g when create the portions there will be a lost this will then be process correctly.

When using Bulk & Portion control the Item Category – Bulk Buy Item must selected at the Stock Maintenance, Edit item screen. If this option is not selected the item will not be displayed at the Stock Control, Bulk & portion control Maintenance screen.



PORTION DETAILS

This option will allow you to F3 Add the portion and the weight for each item that was created. For example 9 100gm steaks was cut form the 1000 gm steak. The Actual weight and the Yield Value will be displayed.

Bulk Sheet Maintenance for item 2001

Item Code	2001	Steak KG	Weight Loss + Pack Loss	100.000
A Type	Weight		Calculated Gross Weight	9.000
B Issued Weight	1,000.0000		Actual Weight	900.000
C Pack Loss	0.00		Yield Value	90.00
Date Last Issued	09/11/2009 13:12:16		Latest Purchase Price	60.00
From Location	001 RESTAURANT		New Adjusted Cost	66.67
E Issue To Location	No Location Selected			

Description	PackSize	PackDes	Dept.	Group	Portions	Weight	Average	Unit Cost	Yield
Steak KG	1.000	KG	6	FOOD	9.00	900.000	100.000	0.00	10000.00

9.00 | 0.000

F3 Add F4 Edit F5 Delete F7 Design F8 Print F9 Process F10 Accept

Specify the portions amount and the total weight. The Unit Cost for Steak kg and Unit cost for Steak 100g will be adjusted.

Edit bulk Sheet Item

Item	2001	Steak KG
Group	FOOD	
Pack Size	1.000	
Portions	9.00	
Total Weight	900.000	
Unit Cost	0.00	
Adjusted Bulk Unit Cost	0.00	

F10 Accept

Select F10 Accept and then select F9 Process.

After the Processing was done the Steak Kg will have an adjustment of 10 and the Steak will only display 9.

Once the Portion detail have been processed select F7 to Preview the Adjustments

Test Company		Bulk Portion report as at		09/11/2009 13:14:27		Page : 1	
Item :	Bulk Cheese Sauce	Issued Qty :	0.000				
Dept :	14	Pack Loss :	0.00				
Group :	FOOD	Gross Weight :	0.000				
Pack Size :	10.000	Nett Weight :	0.000				
Pack Des :	KG	Weight Loss :	0.000				
BinLocation :	KITCH	Yield % :	0.00				
Purchase Price :	25.00	New Adjusted Cost Price :	0.00				
Item	Dept. Group	BinL	PackSize	PackDes	Portions	Weight	Yield %
			0.000		0.00	0.000	0.00
					0.00	0.000	
Item :	Steak KG	Issued Qty :	1000.000				
Dept :	6	Pack Loss :	0.00				
Group :	FOOD	Gross Weight :	9.000				
Pack Size :	1.000	Nett Weight :	900.000				
Pack Des :	KG	Weight Loss :	100.000				
BinLocation :	KITCH	Yield % :	90.00				
Purchase Price :	60.00	New Adjusted Cost Price :	66.67				

STOCK HOLDING TRANSFERS

To utilizes the Stock Holding Transfer option which allows one to issue from one item to another in same or different location. Unfortunately this method can be longwinded especially when issuing large amounts of items and there is little time available. The stock holding transfers option is best used when issuing a large amount of items to a single stock holding as once off, e.g. function, wedding, etc. It is not intended to be part of the daily issues procedure. The daily issues and count option is far more user friendly to use.

Stock Transfer FROM Stock Holding 001 Restaurant TO Stock Holding 001 Restaurant							
A From Stock Holding 001 Restaurant				B To Stock Holding 001 Restaurant			
From Item	PackSize	PackDes	IssuedQty	To Item	PackDes	PackSize	Recvd Qty
200ML LEMONADE	1.0000		1.0000	200ML LEMONADE		1.0000	1.0000
200ML SODA WATER	1.0000		10.0000	200ML SODA WATE		1.0000	10.0000
250ML CHATEAU LIBERTAS	1.0000		1.0000	250ML CHATEAU L		1.0000	1.0000
COKE CASE 340ML (24)	24.0000	COKE	2.0000	COKE CASE 340ML	COKE	24.0000	2.0000
F3 Add F5 Delete F7 Print F10 Process F12 Exit F4 Edit F6 Delete ALL F8 Design F11 Locate							

NOTE: The IQ Restaurant system does not require the entry of stock issues, but rather entry of stock receiving. The receiving item must have the receiving quantity entered. The system will automatically issue the correct quantity from the appropriate stock item. The appropriate stock item obtained from the

“Auto Stock Issues Item Link” field (see stock maintenance) and the appropriate quantity issued is calculated using the pack size of the item or item(s) and the receiving quantity that is entered.

Another very important note is that daily count is a batch process. Stock entered in the received fields will not affect the stock until end of day has been done.

NOTE: Quantities received and counted must be BEFORE end of day is done. Entering these values after end of day will have no affect on the system until the following end of day is done.

STOCK USAGE & PREP ESTIMATES

The will show what stock items was used over a period. In other word you will be able to compare items used with a previous week or estimate what items to prepare from the comparison.

STOCK USAGE & PREP ESTIMATES DETAILS

DATE OF PREP-ESTIMATE

Choose the date for the prep-Estimate.

DEFAULT ISSUE QUANTITY

Choose a day of the week or the average option

AVERAGE WORKING WEEK

Choose the average working week: 5 Day Week, 6 Day Week or 7 Day Week.

VIEW DEPARTMENT

Choose this option to View all the Department or select each Department separately.

VIEW GROUP

Choose this option to View all the Groups or select each Group separately.

Description	Dept	Group	PkSize	PkDes	OnHand	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Avg	IssueQty
Bulk Mince	5	MEAT	1.000	5 KG MI	40.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	10.000
Bulk Bacon	19	MEAT	1.000		10.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Bulk Salt	21	FOOD	1.000	KG	5.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000

USAGE & PREP ESTIMATES SELECTION DETAILS**ADD**

Choose F3 Add to add a Stock Items to the Usage & Prep Estimate Option.

DELETE

Choose F4 Delete to Delete a Stock Item to the Usage & Prep Estimate Option.

DELETE ALL

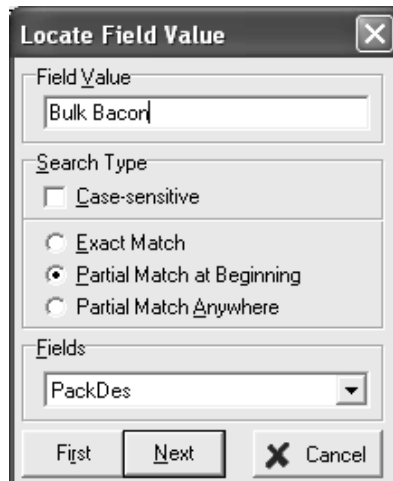
Choose F5 Delete all to Delete all the Stock Items to the Usage & Prep Estimate Option.

ZERO ISSUES

Choose F6 Zero Issues to zero all the Issue quantities of all Stock Items to the Usage & Prep Estimate Option.

SEARCH

Choose F7 to search for specific item. Select a Field e.g. Item Code, Type the item code in the Field Value box. Click First or next to find the item.

**PREVIEW**

Choose F6 to Preview the report.

DESIGN

Choose F9 to change the Design of the report.

POPULATE ESTIMATE

Choose F10 to Populate the estimates.

GET WEEKLY ISSUES

Choose F11 to get the weekly issues.

PROCESS

Choose F12 to process the Issue Quantities.

END OF DAY STOCK COUNT ONLY

The importance of the daily stock count only is that this needs to be done on a day to day basis. This option is very similar to the Daily Stock count and issues but the difference is that the option will not allow you to issue item. This option is idea for Waiter doing an end of day.

This is one of the most important steps. Without this step being done the system will not be able to calculate the stock movement, variances and stock holding correctly.

Select the End of Day Stock count only from the Stock Control menu. Another method which is the preferred method is to setup a list of items that are linked to each other. This has already been done previously. The linking of items, facilitate in the auto issuing of stock to the receiving item.

NOTE: The IQ Restaurant system does not require the entry of stock issues, but rather entry of stock receiving. The receiving item must have the receiving quantity entered. The system will automatically issue the correct quantity from the appropriate stock item.

Another very important note is that daily stock count only is a batch process. Stock entered in either the received or count fields will not affect the stock until end of day has been done.

NOTE: Quantities received and counted must be BEFORE end of day is done. Entering these values after end of day will have no affect on the system until the following end of day is done.

Description	Item Code	PkSize	PkDes	Group	Dept	BinLoc	Received	CloseCount	B/D Count	C
750ML BELLINGH. PINOTAGE	WINE38	1.000			016		0.000	0.000	0.000	
750ML CHATEAU LIBERTAS	WINE37	1.000			016		12.000	10.000	1.000	
750ML D/G SAUVIGNON BLANC	WINE23	1.000			016		24.000	20.000	0.000	
750ML D/H ADELPRACHT	WINE30	1.000			016		30.000	25.000	0.000	
750ML FLEUR DU CAP NAT. LIGHT	WINE24	1.000			016		19.000	0.000	1.000	
750ML GRACA	WINE26	1.000			016		5.000	0.000	0.000	
750ML GRACA ROSE	WINE34	1.000			016		16.000	0.000	1.000	
750ML GRUNB. FREUDENLESE	WINE32	1.000			016		23.000	0.000	0.000	
750ML GRUNB. ROSENLESE	WINE36	1.000			016		30.000	0.000	0.000	
750ML JC LE ROUX LA CHANSON	WINE21	1.000			016		4.000	0.000	0.000	
750ML JC LE ROUX LE DOMAINE	WINE20	1.000			016		3.000	0.000	0.000	
750ML KUPFERBERGER AUSLESE	WINE29	1.000			016		10.000	0.000	0.000	
750ML NED. CABERNET SAUVIGNON	WINE41	1.000			016		96.000	0.000	0.000	
750ML NED. CHARDONNAY	WINE25	1.000			016		10.000	0.000	0.000	
750ML NED. LYRIC	WINE27	1.000			016		48.000	0.000	0.000	
750ML NED. SPEC. LATE HARVEST	WINE31	1.000			016		12.000	0.000	0.000	

Type the Received, Close Count and D/B count (bad debt count) quantities in the correct items boxes

END OF DAY SELECTION DETAILS

IMPORT COUNT

This option uses a third party software called Totalize that will count the total tots used and import the count into the Stock holding daily count screen.

RESET SELECT COUNT

This option will only Reset all the selected amount.

RESET ALL COUNTS

This option will Reset all the amounts in the close count column.

PREVIEW

This option will Displayed / Print a sheet that will allow you to type in the Counted Quantity.

Test Company		Daily Count Only Report as at			09/11/2009 13:54:44 Page :1	
Selected Trading Date : 09/11/2009		Selected Location : 001 RESTAURANT				
Sequence : Group / Department / Description						
Item	Description	Dept.	Group	BinLoc	Closing Count	Quantity Counted
Group :						
BPOT	BAKED POTATO	001			0.000
SALBIL	BILTONG SALAD	001			0.000
SALCLS	CHICKEN LIVER SALAD	001			0.000
SALCHI	CHICKEN SALAD	001			0.000
SALGRF	GREEK SALAD FULL PORTION	001			0.000
SALGRH	GREEK SALAD HALF PORTION	001			0.000
SALMMS	MOZARELLA & MUSHROOM	001			0.000
SALOUT	OUT OF AFRICA SALAD	001			0.000
SALTUN	TUNA SALAD	001			0.000
SEACA3	CALAMARI & RIB COMBO	002			0.000
BFISH	FISH - BUTTERFISH	002			0.000
CS TCS	FISH - CRAB STICKS	002			0.000
CARYFT	FISH - CRAYFISH TAILS	002			0.000
HAKF	FISH - HAKE P/KG	002			0.000
KABELJ	FISH - KABELJOU	002			0.000
KKLP	FISH - KINGKLIP	002			0.000
QPRAWN	FISH - QUEEN PRAWNS	002			0.000
SPRAWN	FISH - SMALL PRAWNS	002			0.000
SOLE	FISH - SOLES	002			0.000
SSPRAWN	FISH - SS PRAWNS	002			0.000
TPRAWNS	FISH - TIGER PRAWNS	002			0.000
SEAFIS	FISH OF THE DAY	002			0.000
SEACA2	FRIED CALAMARI	002			0.000
SEACA1	GRILLED CALAMARI	002			0.000

PRINT

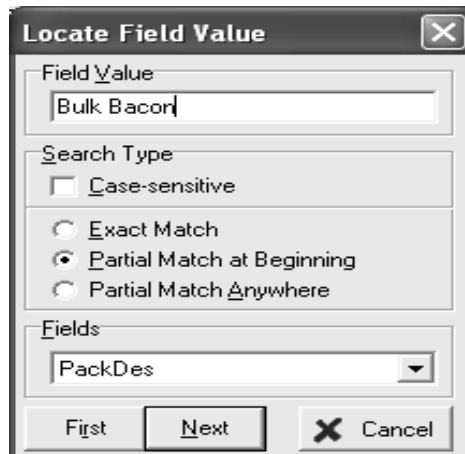
This option will Print a sheet that will allow you to type in the Counted Quantity.

DESIGN

Choose F8 to change the Design of the report.

LOCATE

Choose F11 to location a specific item. Select a Field e.g. Item Code, Type the item code in the Field Value box. Click First or next to find the item.



The screenshot shows a dialog box titled "Locate Field Value". It has a close button in the top right corner. The dialog is divided into three main sections. The first section, "Field Value", contains a text input field with the text "Bulk Bacon". The second section, "Search Type", contains a checkbox for "Case-sensitive" which is unchecked, and three radio buttons: "Exact Match", "Partial Match at Beginning" (which is selected), and "Partial Match Anywhere". The third section, "Fields", contains a dropdown menu with "PackDes" selected. At the bottom of the dialog are three buttons: "First", "Next", and "Cancel".

CALC SALES

This option will calculate the Sales for the day and display the count variance for the day.

COMMENTS

This option will allow you to add a comment about this item.

STOCK ADJUSTMENTS

Take-on values or stock count corrections are done using stock adjustments. Stock adjustments can be found under the Restaurant Back Office, followed by the stock management menu option, followed by the stock control menu option.



NOTE: Stock adjustments are NOT to be used for daily purchases. Please use the Supplier Purchase Orders module located under the Stock Management menu.

Once selected a list all items (stock items, expenses, ingredients, etc) will be listed. Unfortunately, stock adjustments can be a slow process. Each and every item that requires an on hand quantity or an adjusting entry will have to be selected individually.

By defaults all items are listed in description order. This can be changed by selecting the Sequence button until the desired sequence is found. Depending on the chosen sequence either the description or the code will have to be entered when trying to locate the specific item.

NOTE: There is no input field for searching for an item. As soon as a key is entered on the keyboard the system will attempt to find the first item that starts with the key pressed.

GENERAL LEDGER ALLOCATIONS

The total amount of the stock is deducted (stock is less than original amount) or increased (Stock is more than original amount) for the stock on hand account and the general ledger Stock Adjustment account that was selected at the Stock Maintenance, Edit Item, Ledger Account Details.

NOTE: IQ Restaurant does not use department for stock ledger allocation each stock item will have its own ledger account details.

NOTE: This Stock Adjustment procedure is in real-time and will update the adjustment immediately.



To do this locate the appropriate item followed by the Adjust button. Depending how many stock holding locations you have setup the following adjusting screen will display the holding quantity for each of these locations. If the selected item can only be found a single location there is no need to enter a quantity for the other locations.



NOTE: Please note that the stock adjustments are NOT meant for daily stock counts. Please use the Stock Holding Daily Issues & Count option (located under the Stock Control menu).

After all the quantity(ies) has/have been entered a comment regarding the adjustment can be entered. This comment is not compulsory, but may help with identification of the stock adjustment at a later stage.

Select the Accept button when complete to accept the entries made.

Locate the next item that needs adjusting. Repeat this step for each item

Once all this has been done you are now ready to sell.

STOCK HOLDING DAILY ISSUES & COUNT

This is one of the most important steps. Without this step being done the system will not be able to calculate the stock movement, variances and stock holding correctly.

Select the Stock Holding Daily Issues & Count from the Stock Control menu option also available under the Till Management.

Another method which is the preferred method is to setup a list of items that are linked to each other. This has already been done previously. The linking of items, facilitate in the auto issuing of stock to the receiving item.

NOTE: The IQ Restaurant system does not require the entry of stock issues, but rather entry of stock receiving. The receiving item must have the receiving quantity entered. The system will automatically issue the correct quantity from the appropriate stock item. The appropriate stock item obtained from the "Auto Stock Issues Item Link" field (see stock maintenance) and the appropriate quantity issued is calculated using the pack size of the item or item(s) and the receiving quantity that is entered.

The screenshot shows the 'Stock Item Details' window with the following fields and values:

- Item Code & Description: SINGLETOT, Single Tot 250ml
- Barcode: (empty)
- Group: BAR LIQUR
- Department: 014 BEVERAGE
- Item Category: LIQUOR Item
- Storage/Bin Location: BAR
- Pack Description: SINGLE TOT
- Pack Size: 25.0000
- Auto Stock Issues Item Link: KLIPDFT BRANDY - KLIPDRIFT (highlighted with a red box and callout)
- Latest Cost Price (TAX Exclusive): 5.3400
- Retail Calculation Method: Manual Changes
- Markup Rate (%): 6.58
- Wholesale Price: 4.80
- Alternate Price 1: 1.19
- Re-order Level: 10.0000
- Re-order Quantity: 15.0000
- Regular Supplier's Item Code: SDG6787
- Regular Supplier's Account: XYZ001
- Print Stock Labels: Yes

Price table:

	Exclusive	Inclusive	G.P. %
Retail Price	5.7982	6.61	7.90
Wholesale Price	5.5965	6.38	4.58
Alternate Price 1	5.4035	6.16	1.18

Buttons: F10 Accept

Another very important note is that daily issues and count is a batch process. Stock entered in either the received or count fields will not affect the stock until end of day has been done.

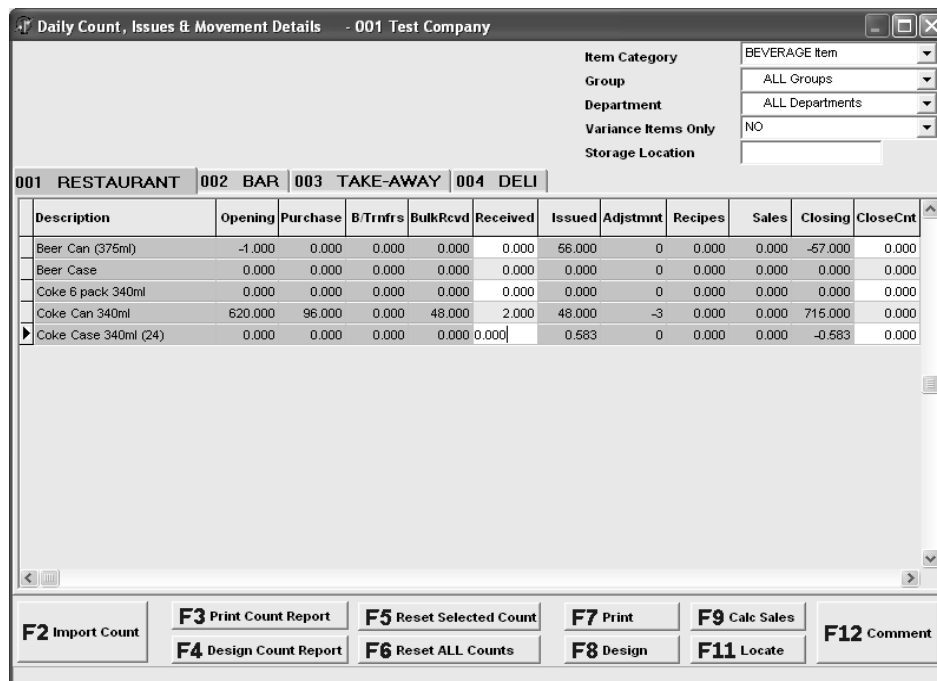
NOTE: Quantities received and counted must be BEFORE end of day is done. Entering these values after end of day will have no affect on the system until the following end of day is done.

Now that we have created the linked items, on hand quantities for all the items can now be entered. To do this, proceed to Stock Holding Daily Issues and Count Menu option located under the stock control menu. The stock holding daily issues and count with the various stock locations capture screen will be displayed. Select the Bar location tab and locate the single can, using either the F11 Locate option or by using a combination of the item category, department, group or bin location to display only items you require.

Once located enter the amount of single cans that Bar location received. Do not enter 1 for 1 bottle, but rather enter 30 for 30 single units. Do not enter 0.5 for half a bottle, but rather 15. For this example enter 30. Because of the linked item that was previously setup, the system knows exactly from which item, which location and how much to deduct. Our main item, the bottle has a pack size of 30 and our single can has a pack size of 1, therefore a single will deduct a quantity of 1 from the bottle item.

Description	Opening	Purchase	B/Trnfrs	BulkRcvd	Received	Issued	Adjstmnt	Recipes	Sales	Closing	CloseCnt
Beer Can (375ml)	0.000	240.000	0.000	0.000	56.000	0.000	0	0.000	0.000	296.000	40.000
Beer Case	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Coke 6 pack 340ml	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Coke Can 340ml	40.000	0.000	0.000	0.000	12.000	0.000	0	0.000	0.000	52.000	10.000
Coke Case 340ml (24)	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000

Click on the main holding location, i.e. the first location listed, usually 001. Locate the bottle item. The bottle item should an issued quantity of 1. As you can see this method is an easy process to follow. All that is required is for the correct receiving location to be selected before entering the received quantities.



The stock holding daily issues and count, with the various stock locations capture screen will be displayed once selected. Select the Bar location tab and locate the single tot, using either the F11 Locate option or by using a combination of the item category, department, group or bin location to display only items you require.

Once located enter the amount of single tots that the Bar location received. Do not enter 1 for 1 bottle, but rather enter 30 for 30 single tots or 90 for 90 tots (i.e. three bottles). Do not enter 0.5 for half a bottle, but rather 15. For this example enter 30. Because of the linked item that was previously setup, the system knows exactly from which item, which location and how much to deduct. Our main item, the bottle has a pack size of 750 and our single tot has a pack size of 25, therefore the single tot item will deduct a quantity of 1 from the bottle item.

The stock holding daily issues and count, with the various stock locations capture screen will be displayed once selected. Select the Bar location tab and locate the bottle item, using either the F11 Locate option or by using a combination of the item category, department, group or bin location to display only items you require.

Once located enter the amount of bar bottles that the Bar location received. (Depending how you have set the item up the quantity can either be represented in bottles or in millilitres or litres). Because we have not linked the item to any other item the system will reduce the stock for the same item code, but from the main holding location. Click on the main holding tab and locate the bottle item. There should be a value in the issued field.

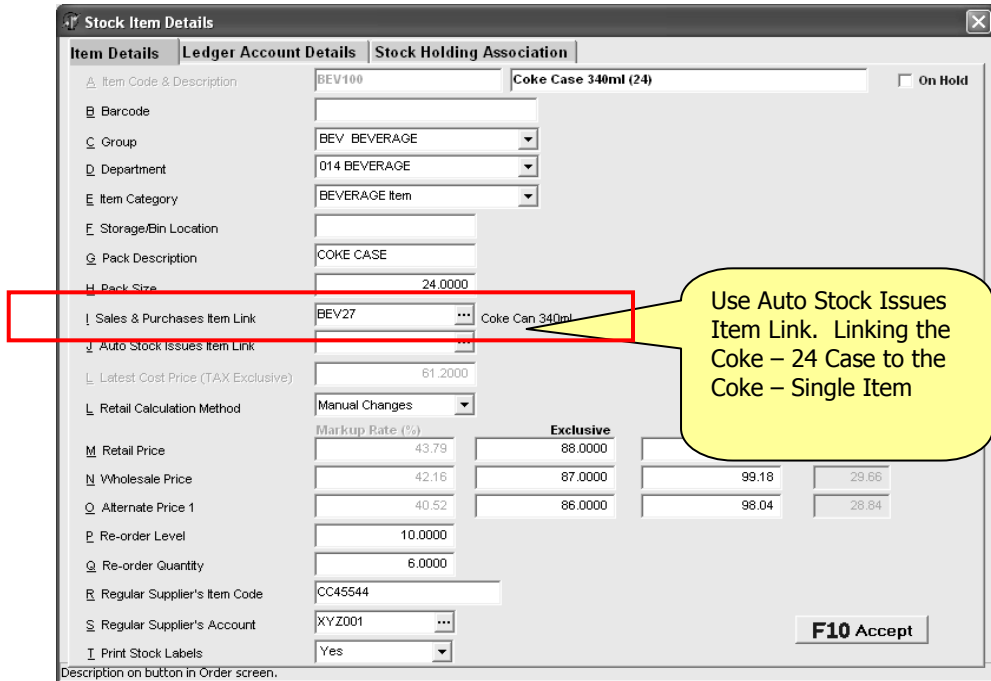
If the bottle item has been setup to reflect on hand values as bottle units then the following applies;

Enter the number of bottles that bar received. Enter 0.5 for half a bottle. For this example enter 1. Because this item is not linked to another item the system will always reduce the on hand quantity of the main holding location for the same item code. This will deduct the correct amount of one 5 litre box from the store and being issued to the 5 litre wine in the bar.

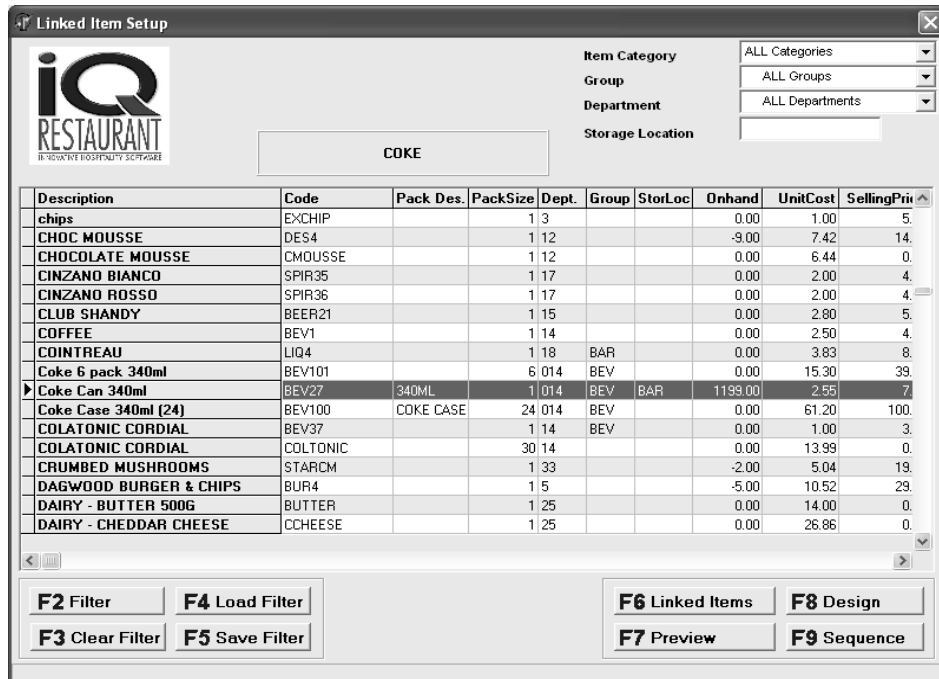
Click on the main holding location, i.e. the first location listed, usually 001. Locate the case item. The bottle item should have a purchase quantity of 12 and an issued quantity of 1. As you can see this method is an easy process to follow. All that is required is for the correct receiving location to be selected before entering the received quantities.

LINKED ITEM SETUP

The Auto Stock Issues Item Link field should only be used when stock is to be automatically transferred from one item to another. The stock item where stock will come from will be the item that is entered in this field. This facility is only utilized when utilizing the Daily Issues and Count function. The Auto Stock Issues Item Link works in conjunction with Daily Issues & Count as follows; Before End of Day is done, stock received during the course of the day is entered per item. As the received quantities are entered per item the system will automatically check to see if the item is linked to another item and auto issue the item. The Stock Control, Linked Item Setup will allow you to view the Linked items.



Select the item (Coke – 24 Case) that has the Auto Stock Issues Item Link activated.



Select F6 Linked Items to display the linked item. This option will not display more than one item.

NOTE: Make sure you don't confuse this option with the Sale and Purchase report to linked this option will not influence the Purchase or Sale of an item.

Linked Item Details

Main Item Details

Item: PackSize:

Linked Item Details

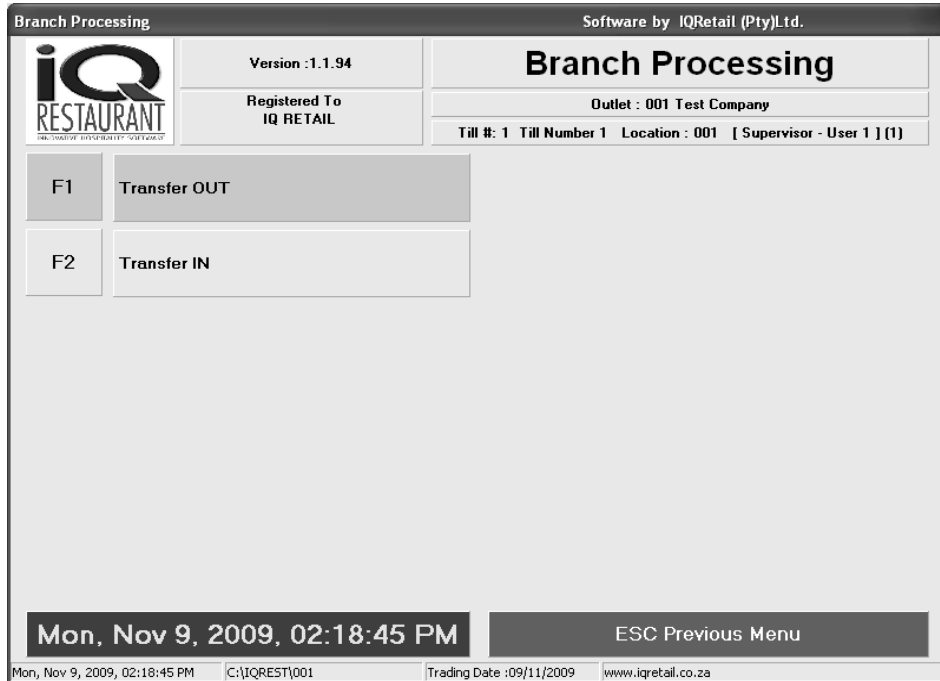
Description	Item Code	PackSize	Linked to Holding
▶ Coke Can 340ml	BEV27	R 1.00	001

Select F6 Preview to display a report with all the Auto Stock Issues Item Link item.

Test Company	Stock Linked Items listing as at	09/11/2009 15:53:43	Page : 1
<hr/>			
Item Description	PkSize	PkDescrip	Group Dept. BinLoc C / Factor
Coke Case 340ml (24)	24.000	COKE CA SEBEV	01 4
Coke Can 340ml	1.000	BEV	14 0.0417

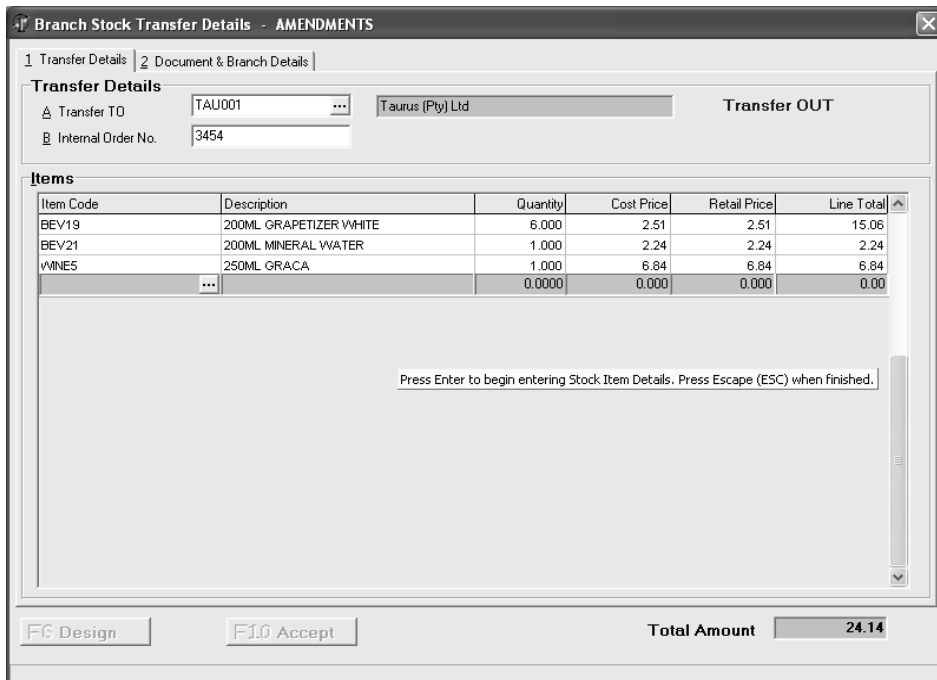
BRANCH PROCESSING

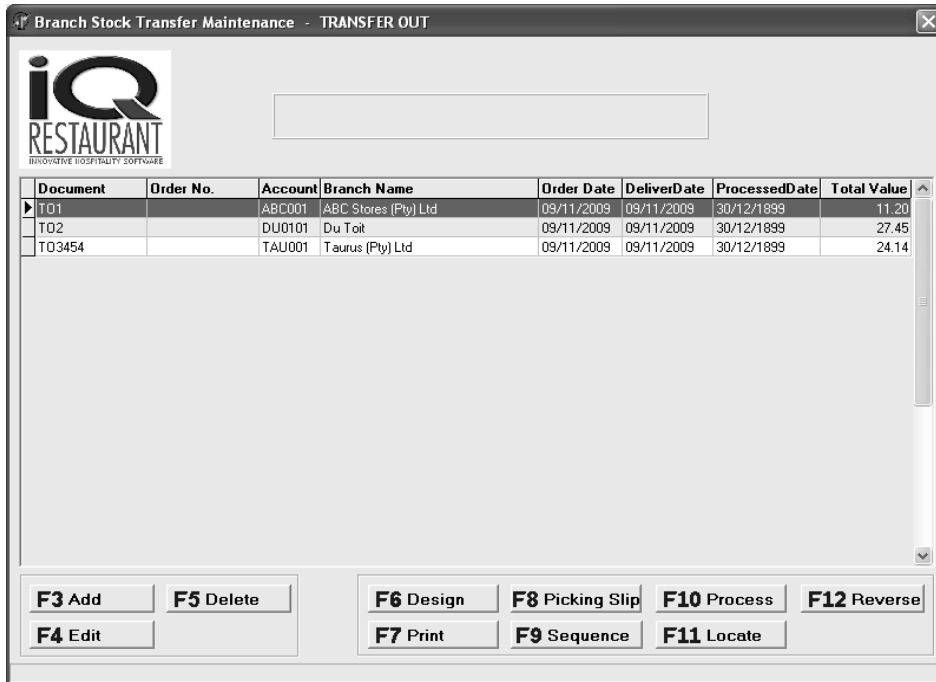
This option will allow stock items to be transferred stock between branches. When using Transfer out Debtors can be selected and using Transfer in a Creditor can be selected, BUT only the stock will be adjusted. This transaction will only be seen under stock maintenance View details as a BO (Branch Out) IBT. In other words, this is only a stock deduction and does not get process as an Invoice where Vat will be influenced.



TRANSFER OUT

Select the Debtor at the Transfer Out option. Followed by an Internal Order No. Thereafter choose the item code that will be transferred and type the Quantities. Click on Accept.

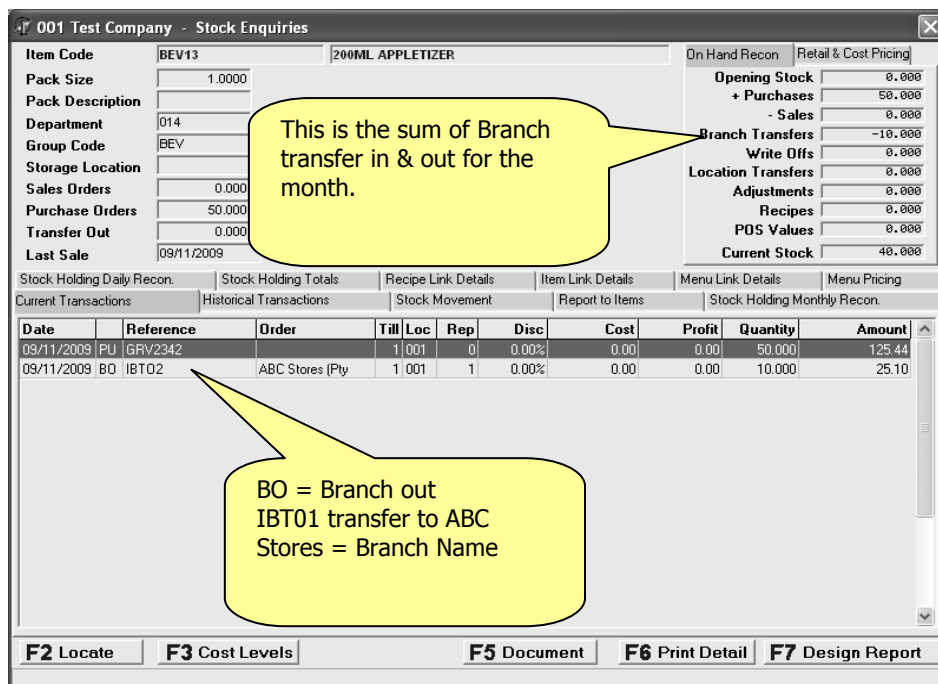




The transaction will show up on the Stock Maintenance, F10 View Details screen.

STOCK ON HAND & ADJUSTMENT ACCOUNTS

The account affected by the stock transfer out is the



GENERAL LEDGER ALLOCATIONS

The total amount of the stock is deducted (stock is less than original amount) or increased (Stock is more than original amount) for the stock on hand account and the general ledger Stock Adjustment account that was selected at the Stock Maintenance, Edit Item, Ledger Account Details.

NOTE: IQ Restaurant does not use department for stock ledger allocation each stock item will have its own ledger account details.

NOTE: This Stock Adjustment procedure is in real-time and will update the adjustment immediately.

NOTE: Vat is not applicable when using Branch Transfers.

TRANSFER IN

Select the Creditor at the Transfer In option. Followed by an Internal Order No.

Thereafter choose the item code that will be transferred and type the Quantities.

Item Code	Description	Quantity	Cost Price	Retail Price	Line Total
BEV26	200ML PEPSI	9.000	10.00	10.00	90.00
BEV15	200ML PEPSI	1.000	2.24	2.24	2.24
WINE7	250ML DAH ADELPRACHT	5.000	6.84	6.84	34.20
BEV14	200ML COKE	1.000	2.11	2.11	2.11
BEV16	200ML DRY LEMON	10.000	2.21	2.21	22.10
		0.0000	0.000	0.000	0.00

Total Amount 150.65

TRANSFER DETAILS

DESIGN

Choose F6 Design to change the Design of the Transfer detail report.

ACCEPT

Choose F10 Accept to complete the Transfer details.

The user does not have to process the transfer immediately the transfer can be left for a day or two before the user process the transfers.

Once the user is ready Select F10 Process.

Select F10 Process.

Once the Transfer in is completed a Transfer in report will display with the detail of the transferred items and Creditors details.

NOTE: The Creditors account will not be affected by the transfer only the stock will increase.

FROM :		Page #:	1		
		Printed as at:	16/05/2008 14:18:28		
Transfer IN					
TO : XYZ Wholesales (Pty) Ltd		Order Date:	16/05/2008		
Postal Address :	Delivery Address :	Delivery Method :			
PO Box 111	85 Daisy Drive	Order Number :			
Somerset West	Somerset West	Delivery Note :			
		Document Number :	IBT11		
		Processed Date :	16/05/2008		
Comment :		I.B.T Number :	IBT11		
<hr/>					
Item Code	Description	Order Qty	Supplied Qty	Unit Cost	Line Total
1007	Bulk Cheese	10.000	10.000	25.00	250.00

NOTE: The transaction will show up on the Stock Maintenance, F10 View Details screen.

END OF MONTH

At the end of each month the month-end procedure should be run. The end of each month is determined by the company's policy as to when month end occurs. The norm is usually the 25/26th of each month for Debtors. Please note that this does not normally apply for creditors and stock month ends, which is usually done on the last day of each month.

PURPOSE OF MONTH END

The sole purpose of stock month end is to update the history files. This process clears the transaction file, updates the historic data on each stock item. This is all that the stock month end does. It does not affect, alter or post any balances or transactions in any other module (i.e. creditors, debtors or ledger).

NOTE: No transactions will be deleted from the system, unless instructed to do so when using the Delete History option.


An important factor that must be taken into consideration is that one cannot continue processing new work for the following month if the current months work has not been month ended. Changing the date of the new work that is to be processed will not fix the problem. The current months work must be completed before the next months work can be captured, even if the current date is already in the next month. This is the disadvantage of a manual month ending system, as opposed to a date driven system where date of the transaction dictates the age of the transaction and month ends are not required.

NOTE: A month end cannot be run on an unlicensed system.

Before running your month end, data backups should be made, all required reports printed, and statements run.

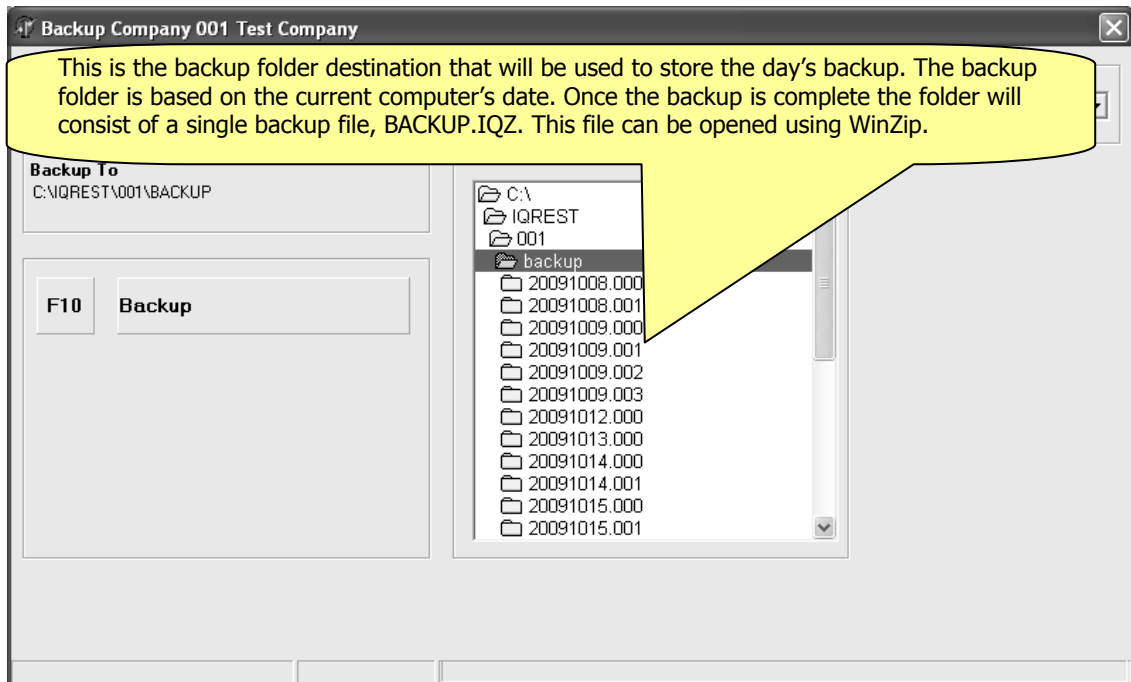
WHEN TO RUN MONTH END

Immediately after running stock reports e.g. Sales by Department or Product Analysis, the Stock End of Month function must be run. Fortunately all Stock reports can be printed again after month end.

IQ Restaurant POS Back Office - Utilities		Software by IQRetail (Pty)Ltd.	
	Version :1.1.94	Utilities	
	Registered To IQ RETAIL	Outlet : 001 Test Company	
		Till #: 1 Till Number 1 Location : 004 [Supervisor - User 1] (1)	
F1	Zero ALL Values	F7	Till Table Details Viewing
F2	Backup & Restore	F8	Third-Party Loyalty Interface
F3	Restore Default Reports	F9	Send Email
F4	Change System Date & Time	F10	Registration
F5	Company Maintenance		
F6	Database Maintenance		
Mon, Nov 9, 2009, 02:27:04 PM		ESC Previous Menu	
Mon, Nov 9, 2009, 02:27:04 PM C:\IQREST\001		Trading Date :09/11/2009 www.iqretail.co.za	

BACKUPS

Prior to month end, a backup should be made. The backup Ensure that the data has been backed up to the point where the very last bit of work has been done for the month. Backups are made via the Backup & Restore option found under the Restaurant Back office, Utilities menu. Failure to do backup's can result in all the information on the system being lost should there be a need to restore the month end backup!!!!!!



NOTE: Although the system is setup to do backups automatically for each of the month-end procedures for each module, this function should be solely relied on as an alternative means of doing your backups!!! Should you month-end procedure be incomplete for whatever reason you would then be able to restore from this backup that was automatically done prior to month-end.

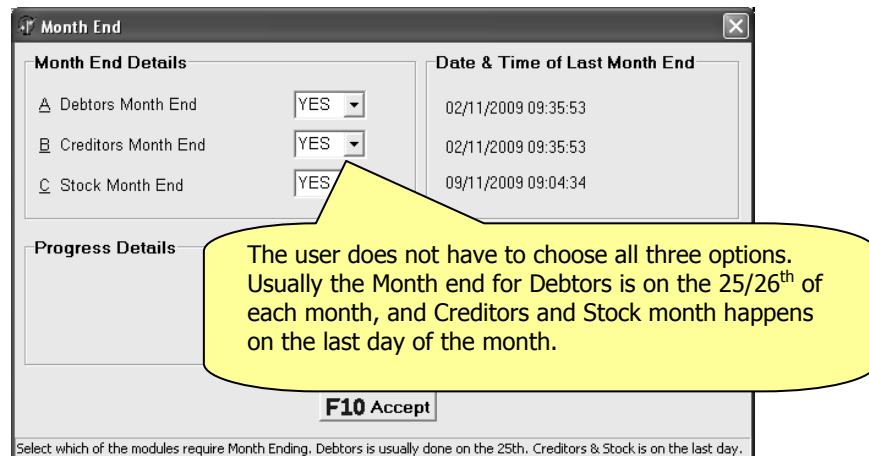
NOTE: The Backups that are made are a complete backup of all the data fore the current company including Debtors, Creditors, Stock, Ledger, etc. The system automatically maintain the backup archive (Number of Backups) only keeps a total number of 50 Backup folders. It will automatically delete the oldest backup made.

RUNNING END OF MONTH

Select the Month & Year end option from the Restaurant Back Office menu, Select F1 Month end.

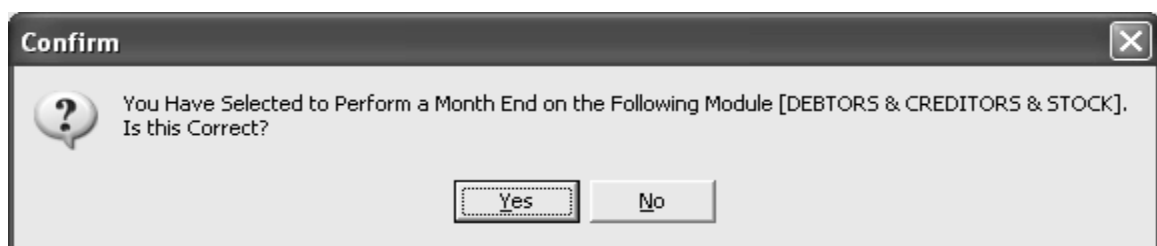


The system will provide you with a checklist and remind you to do backup's. When selecting End of Month the following checklist screen would appear. Use the drop down arrow to choose the Yes to do a month end for Debtors or Creditors or Stock



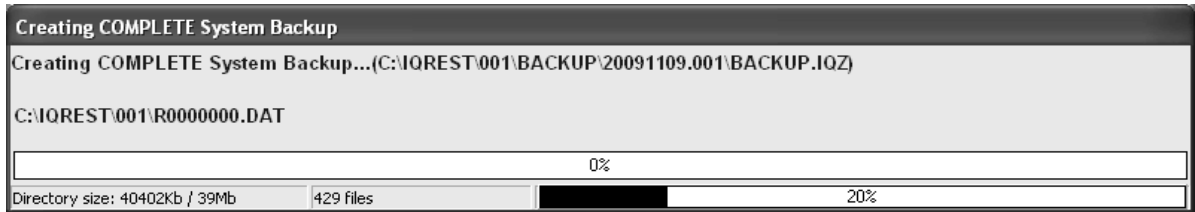
Select the Accept button or press Escape (ESC) key to cancel the month end process.

Once you have selected the process option, a final warning will be issued. This will be the last chance to terminate the month end procedure.



Select the Yes button to continue. Upon confirming that you have checked that there is no one in the IQ for Windows system. The automated backup procedure will be the next screen to appear.

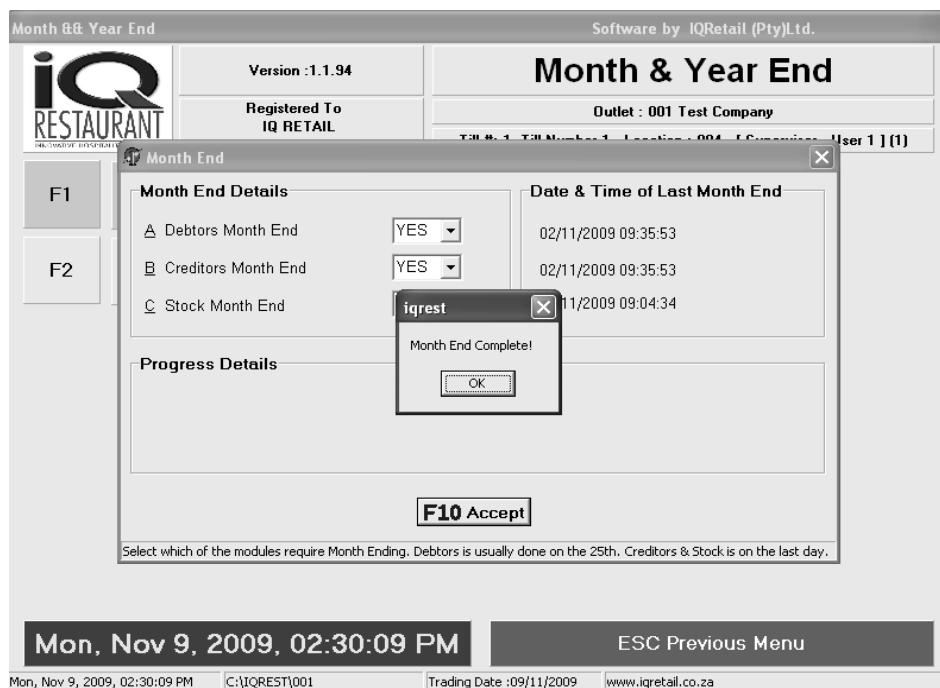
The backup procedure that is done is a backup of the entire company and *not* debtor information only.



NOTE: This backup is placed in the normal backup folder that is used in the Backup option found under the utilities menu

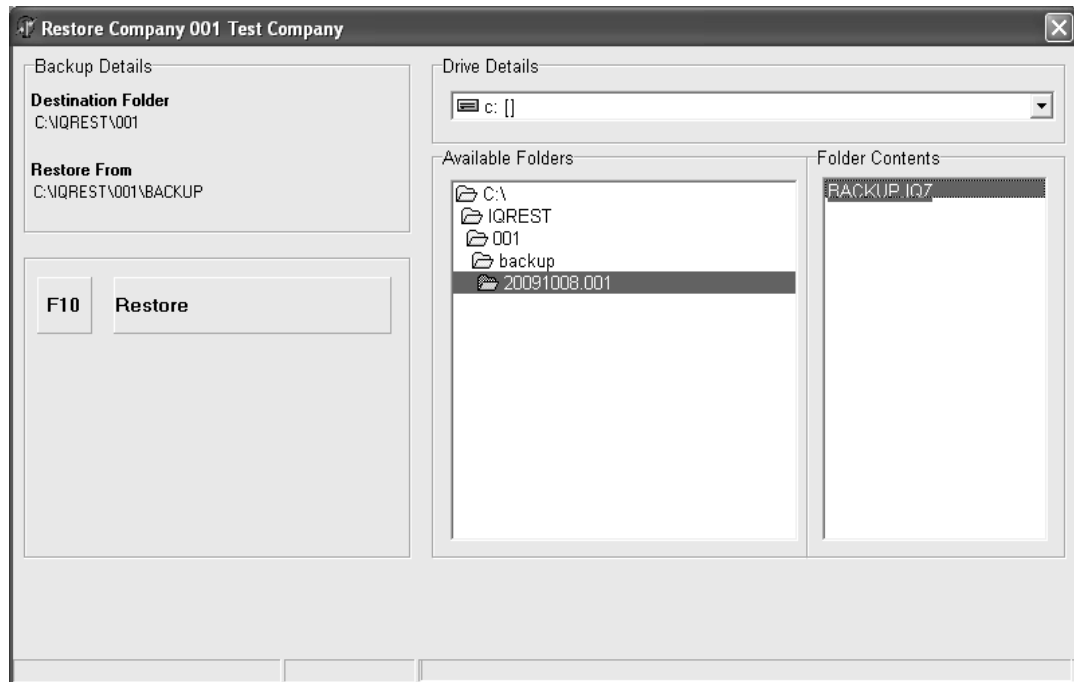
E.g. C:\IQREST\001\BACKUP\20080423.001

Please note that this month end backup file is overwritten each time a month end is done, therefore it is imperative that a manual backup using the backup option via the utilities menu is done prior to doing the month end.



Should the month end procedure fail for whatever reason the backup can be restored using the Backup & Restore function found under the Utilities menu. The backup file that should be used for restoring will either be located under today's date, that is, if the manual backup was done prior to doing the month end, or located under the "20080423.001" sub-folder of the "BACKUP" folder.

The screen below is the restore of the debtors month end backup that is automatically generated at month end.



The screen above is the restore of the debtors month end backup that is manually generated by the user prior to doing the month end.

NOTE: It is important that while the month end procedure is in progress no-one must log back into the system.

If you are unsure then restore the backup that was made before doing the month end.

MENU DESIGN



CHAPTER 7

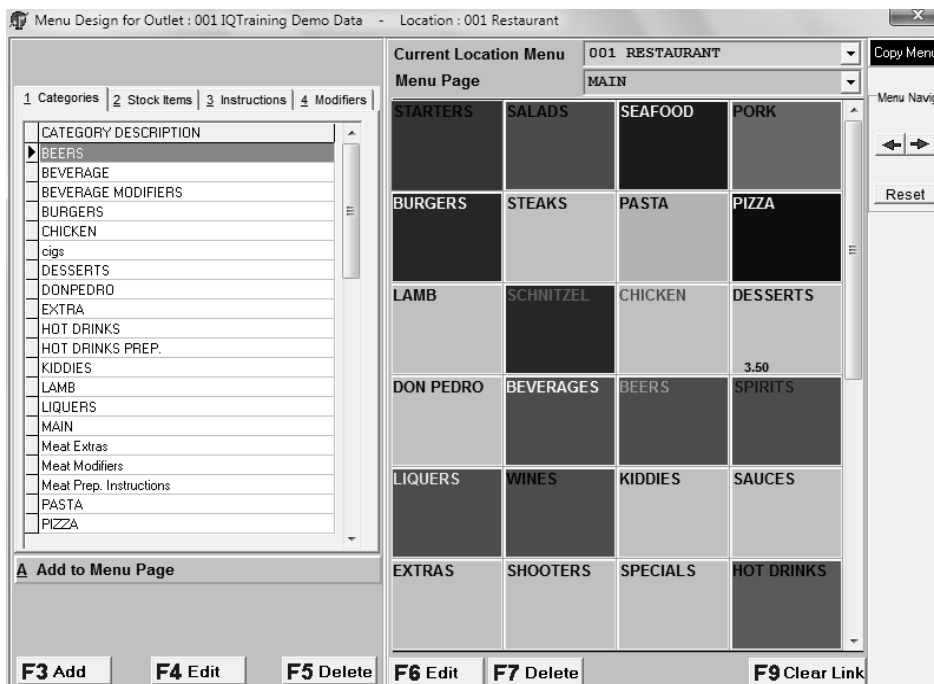
MENU DESIGN

Menu Design can be found under the Menu Maintenance menu option. By default, the system includes a predefined demo menu, which is prompted for confirmation when running the program for the first time. There is no limit to the number of menu items that can be created



MENU DESIGN DETAILS

How the restaurant menu is designed to work is as follows. The first menu screen that will appear is the "Main" menu. What are displayed on the main menu will be all menu items, including instructions that have been setup with the category named "Main". When creating any new menu structures you will have to create a menu item that has the category set to "Main", unless it is a menu option that already exists. The "Main" menu category is a predefined category and cannot be deleted.



Every menu item created must be linked to a category.

Think of the menu design as a recipe. On the left side of the screen you have all your ingredients (categories, stock items, instruction and modifiers) and the right side, you have your menu layout.

To add a category, stock item, instruction or modifier to the menu on the left, select the appropriate category, stock item, etc. Followed by the option Add to Menu Page. The menu page on the left will immediately be updated with this new selection.

NOTE: If a new category with various menu items is to be added to your menu select the appropriate category followed by the Add to menu Page. The category will appear on left. Double click on this newly add category. The menu page for this category will be displayed. At this point there will be no menu items. These steps are to start adding the appropriate menu items that must appear on this menu when this menu page is selected. Click on the stock items tab. Select the appropriate stock and select the option Add to Menu Page. Repeat this step for each item that is to be added.

Should any of these newly added items, categories, instructions need to be modified or deleted use the Edit or Delete option. The editing option will allow you to individually customize each menu item.

MENU ITEM EDITING

A Button description is the text that will appear on the menu screen and the slip description is what will actually be printed out. The button description need not be the same as the slip description, and vice versa. Because the menu button is limited in size it is not always possible to enter the full description, therefore full description can be entered in slip description option and abbreviated entry in the button description.

The background, button text colour options and the image options are there so that waitron need not always read the instruction, but rather associate it with colour or an image, which in turn speeds up the placing of orders.

NOTE: When using images it important that the original size is kept small and not should not exceed 40k in size. Unfortunately when using images the system will become a little slower.

Because the categories should have all been setup it's easy to allocate the menu item to a particular category. There is no limit as to how many menu items can be allocated to a single category.

IMPORTANT: If the menu item that is being created must appear on the very first page of the menu then the category must be set to "Main", only menu items with the category set "Main" will be displayed on the first page. Usually items that frequently sold and menu items such as starters, main course, deserts, etc. appear on the first menu page. When a menu item is set to "Main" the only option that will be made available will be the 'Menu Category to be Displayed' option, which will in turn display all items with this category.

The restaurant menu can be broken up into two categories. Menu options that must be printed and those that must not. If a menu item is not to be printed, then the option "Is this a menu option?" will be set to 'YES', which would mean that when this menu item is selected it will display another list of items that have the same category as the 'Menu Category to be Displayed'. Instruction and menu items (items that require stock control or have a price attached) are in most cases not menu options. Setting "Is this a menu option" to 'YES' will make the 'Menu Category to be Displayed' option the only other option available for selection.

If the menu item is the last option that can be selected, i.e. there are no further categories that will, be displayed, and it is required that when selected it must return to the original starting off category, make sure the "Return to Previous Menu" has a tick next to it.

Menu items are broken up into 6 groups, "N/A", "Other", "Food", "Beverage", "Miscellaneous" and "Vending Machine". The only importance regarding these groups is the calculating of commission on food and beverage items. Without the appropriate menu items being setup with the correct group will mean that commission cannot be calculated correctly. Items that are sold from a vending machine (e.g. Cigarettes) must be set to the "Vending" group and must be linked to a department that is Exempt from VAT, if the vending machine is not maintained by the restaurant. Link menu items to the "Miscellaneous" group if it is required that the menu item is to be used as a once off or special item (i.e. menu items that are not catered for but are asked for) where the description, price and printing destination can entered. Menu item group "N/A" should be used if you are unsure or do not require menu grouping and the menu group "Other" to be used if there is group is required but not catered for in the system.

It is important that when selecting the stock code that the two items correspond with each other, i.e. if the menu item is a Kudu steak then the stock code must also be a Kudu steak and not an Amstel beer. If this does happen the incorrect item will be updated. If you cannot find a the corresponding item in back office accounting stock list then the creating of the menu item will have to be cancelled and the created in the IQ for Windows back office Stock Maintenance section first.

The Stock Quantity Multiplier is the quantity that will is used when selecting the item. If there the multiplier was set to two (2) then each time this item is selected a quantity of two (2) will be used. By default leave the multiplier to one (1).

The Price, Alternate price, Cost price and Department should not be altered with unless the system has been setup to not integrate with back office accounting system. Once the stock item code has been entered these fields will automatically be populated with values from the stock item that was created in the back office accounting system. If prices are to be changed then change them under the Stock Maintenance section of back office accounting system or use the Price Updates option under the "Utilities" section of the Restaurant Back Office program.

The Prints to Printer Destination is very important. This option lets the system know where it must print to. There are nine available printer destinations. By default these printer destination will not print anywhere. They will have to be setup to indicate to which printer port the information must be sent to. This can be done under the Printer Setup located under the Hardware Setup menu option.

The difference between the "Category" and "Menu Category to be Displayed" option is as follows. The "Menu Category to be Displayed" is the category that will be displayed when this menu item is selected from the menu, i.e. All items, whether it be instructions or actual menu items that have been setup to have the same category as the "Menu Category to be Displayed" will be displayed. If there was no entry, i.e. the category to display being left empty, will cause system to not bring up any further menu items or instructions and will return to the previous menu, if the "Return to Previous Menu" has been ticked otherwise it will stay until the user has selected the escape key or the "Go Back" option from the ordering screen.

If the item is to form part of the commission calculations then set this option to "YES" otherwise leave as "NO". This option may change at a later stage.

If each menu item on the kitchen order is to be separated with a line set this option to "YES". The advantage for this is that the kitchen staff are able to see a line break between two or mores items on the same order.

NOTE: This option should not be set to "YES" on every menu item, but only on the first menu item that is to be selected AND the "Enable Printing of Order Line Separators"

The option is set "YES". This option can be found under the "Slip and Order Setup" menu followed by the "Slip and Order Printing Details" option.

If there should be a limit on the number of times a menu item can be selected set the Maximum repeat Count to the required quantity. Set this option to zero to have this facility ignored. An example where this function would be used is when there are free side orders that can be selected when ordering the main meal.

E.g. With your steak you are entitled to three vegetable side orders, spinach, pumpkin and mushrooms, but only 1 of each. To prevent the waitron from selecting anyone these items more than once, mistakenly or intentionally, set the repeat count to 1.

Should the situation arise that there are items that are not to be sold set the On Hold option to "YES". In doing so, will prevent all waitrons from selling the menu item. This option will have to be set back to "NO" before the item can be sold.

CASCADING MENU SETUP EXAMPLE

The following example is how to create new menu category. For this example a "Non Seafood Eaters" category and its respective menu items are going to be created and link to each other.

The first place to start is the creating of our new category. The new category can be created in two ways. The one way is to click on the categories tab followed by the F3 Add option. This will take straight in to category details form. The other way is exit the menu design and proceed to the Category Maintenance menu. For this example we will use the F3 Add option to create our new category.

NOTE: The options F3 Add, F4 Edit and F5 Delete not only for the maintenance of categories, but also for stock items, instructions and modifiers. Select first the correct tab (i.e. Stock items, instructions, etc.) followed by one of these options. The F6 Edit and F7 Delete options on the left apply only the current menu page. (i.e. So deleting a new added item to menu page will result in deleting the item from the stock listing).

Once the you have entered the new categories details select the F10 Accept option. This new category will now appear in the category list. Select the "Non-Seafood Eaters" category followed by the "Add to Menu Page" option.

NOTE: Before adding this menu category to your menu page make sure that the menu page that is currently being viewed is the Main Menu page. (I.e. Make sure that Menu Page option show 'MAIN').

The "Non-Seafood Eaters" category will now appear on menu page on the left.

The next step is to add the various items to our new category. To do this we must have the "Non-Seafood Eaters" menu page displayed. Double click on our new menu page category.

The next screen that will appear will the contents of the "Non-Seafood Eaters" menu page. In this case it will be empty. We now need to add the various items or instructions that must appear on this menu. Select the Stock Items tab. Locate the appropriate item and select the "Add to Menu page" option. The item will appear on the left. Repeat this step until all relevant items for this menu page have been added.

Our next step is to add a new category that will display how the food is to be prepared. Select the category tab. Select the F3 Add option to add our next menu page category.

Once complete select the F10 Accept option. This new category will now part of our category list. Locate this new category.

In order for the system to know that when one of menu items has been selected that a new page must be displayed with the preparation instruction we need to link all the menu items on current menu page with our new category. To do this, click on the option "Apply category to All Menu Items". The system will then prompt you with a confirmation. Select "Yes".

If you only wanted one or more items to be linked with a particular category then the option "Apply to Highlighted Menu Item" would then be selected. Make sure that you highlight the correct menu item before selecting this option. If did not, highlighted the incorrect item again and select the F9 Clear link (bottom left) to remove the menu item being linked to this category.

Now that the menu items have been linked to this new category to display the possible preparation instructions or next step is to add these preparation options.

Double click on any menu item. You will now be displayed with menu page category that the highlighted item has been linked with. In this case, "Meat Instructions".

An empty Instruction menu page will appear. Select the Instruction tab add the appropriate instruction that should appear on our "meat instruction" menu category page. Use the "Add to Menu Page" option.

Once complete our next step is to create one more menu page category prompt for any sauces to be included on the meal.

Once again click on the category tab and select the sauces category. If it does not exist the use the F3 Add option to create it.

Now that the Sauces category is highlight select the "Apply Category to All menu Items" option.

You will be prompted again with confirmation of applying the linking of all items with the highlighted category. Select "yes".

An empty "Sauces" menu page will be displayed. Select the stock items tab and add the various sauces to the sauces menu page.

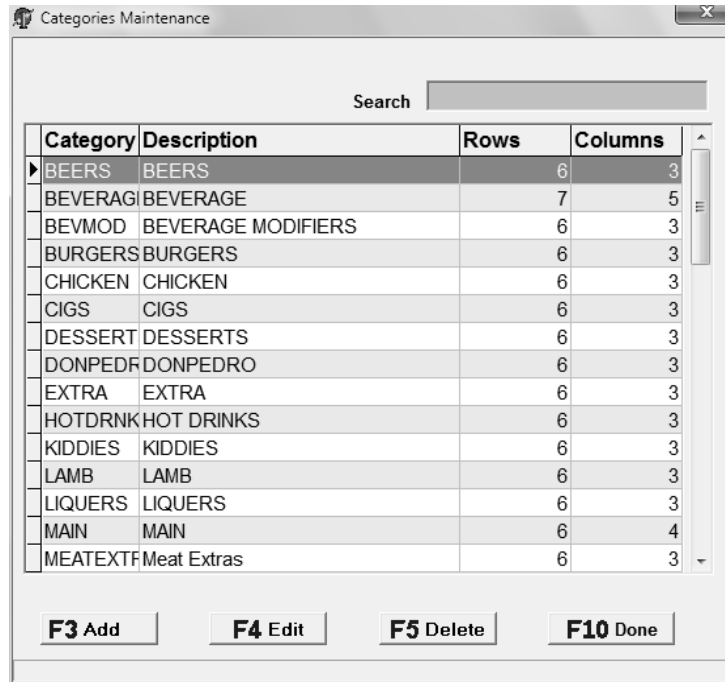
At this point you should notice that the categories play an important role in letting the system know what must be done when a menu option is selected.

CATEGORY MAINTENANCE

Category maintenance is the heart and sole of the restaurant menu functionality. Every menu and instruction item will have to be linked to a category. There is not limit to the number of categories that can be entered.

Careful planning and design will be required before categories are created. It is suggested that layout or design of the menu already be in place before starting.

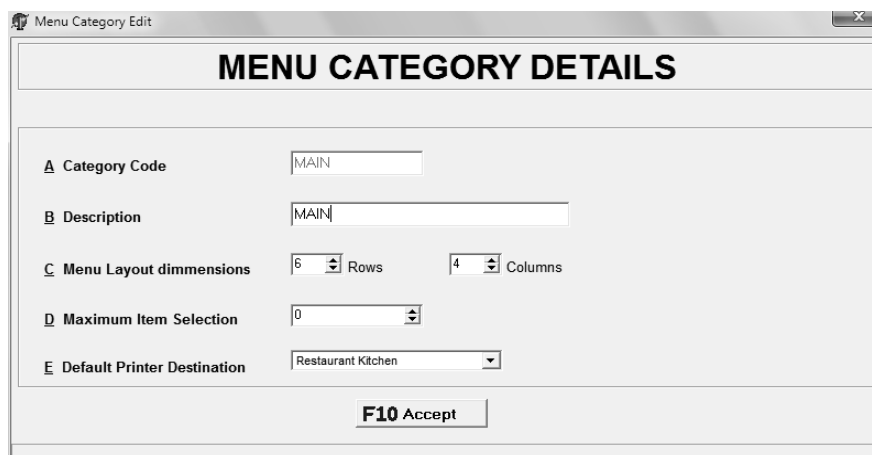
Before starting with menu and instruction setup all the relevant categories must have been created.



Each category consists of an 8 character alpha numeric code, description, display dimensions and maximum repeat count. The category code can be an abbreviated category description or a numeric value, e.g. 00012345.

It is important to note that should there be any deleting of categories that those menu items utilizing the deleted categories will have new categories allocated to them.

Click on the F3 Add Option.



MENU CATEGORY DETAILS

CATEGORY CODE

Specify the Category Code. When entering the category code please use letters from 'A'..'Z' and '0'..'9' and no other characters, e.g. &%@^*_+=\? etc.

DESCRIPTION

Type the menu Description.

MENU LAYOUT DIMENSIONS

Choose the number of Rows and columns that must be available in the menu.

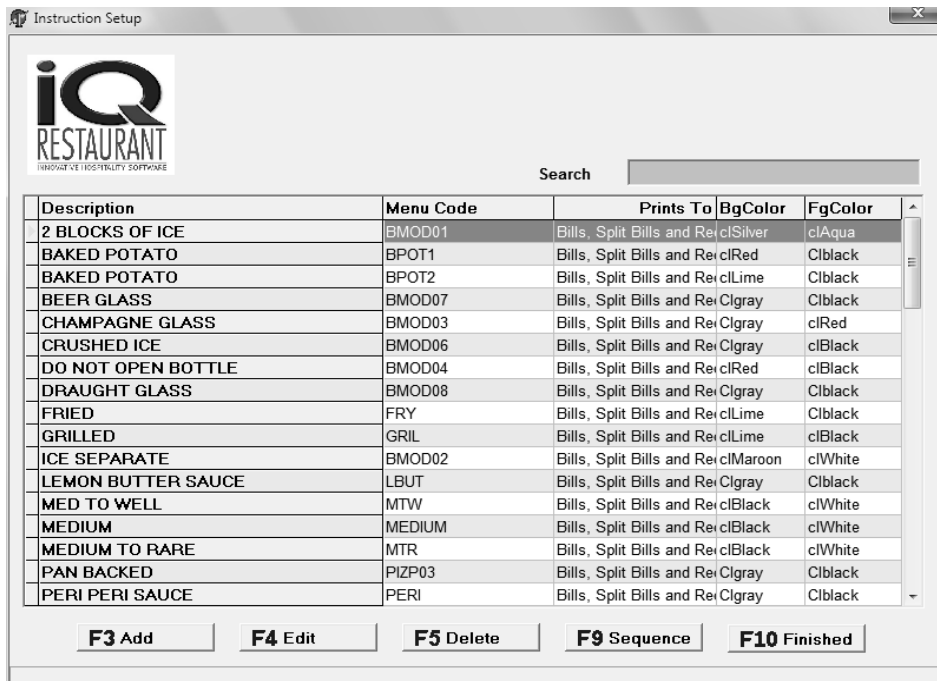
MAXIMUM ITEM SELECTION

Choose the Maximum item selection within the menu.

Select F10 Accept to complete the Menu Category details.

INSTRUCTION SETUP

Like categories menu instruction are very important to the restaurant menu working correctly. It is very important to understand the difference between a menu item and an instruction. An instruction is merely descriptive text entry explaining how or when the item ordered is to be prepared, what to include, exclude, etc, etc.



Instructions, like categories also require a unique menu code.

MENU INSTRUCTION EDIT

INSTRUCTION CODE

Specify the Instruction Code. When entering the Instruction code please use letters from 'A'..'Z' and '0'..'9' and no other characters, e.g. &%@^*_+=\?, etc.

BUTTON DESCRIPTION

Type the menu Description. A Button description is the text that will appear on the menu screen and the slip description is what will actually be printed out. The button description need not be the same as the slip description, and vice versa. Because the menu button is limited in size it is not always possible to enter the full description, therefore full description can be entered in slip description option and abbreviated entry in the button description.

SLIP DESCRIPTION

Choose the number of Rows and columns that must be available in the menu.

BUTTON TEXT COLOUR

The text colour options are there so that waitron need not always read the instruction, but rather associate it with colour, which in turn speeds up the placing of orders.

BACKGROUND COLOUR

The background colour options are there so that waitron need not always read the instruction, but rather associate it with colour, which in turn speeds up the placing of orders.

RETURN TO PREVIOUS MENU

If the instruction is the last option that can be selected, i.e. there are no further categories that will be displayed, and it is required when selected it must return to the original starting off category, make sure the "Return to Previous Menu" has a tick next to it.

PRINT LINE SEPARATOR ON ORDER

If each instruction the kitchen order is to be separated with a line set this option to "YES". The advantage for this is that the kitchen staff are able to see a line break between two or more items on the same order.

NOTE: This option should not be set to "YES" on every instruction, but only on the last instruction that can be selected AND the "Enable Printing of Order Line Separators" option is set "YES". This option can be found under the "Slip and Order Setup" menu followed by the "Slip and Order Printing Details" option.

NOTE: You will notice that there is no selection for category to say that this instruction belong to a certain category. The linking of instructions, modifiers and menu items are not done when they are setup, but when the actual menu is designed. When designing the menu you will have the facility to link (access) the same instruction to different categories.

Select F10 Accept to complete the Menu Instructions details.

MODIFIER SETUP

Unlike instructions, Modifiers do not form part of any category grouping at all. They are a listing of options that can be applied to any item that has been ordered and can be selected at any point in the order for as many times as required.

Select the "Modifiers Setup" option from the "Menu Maintenance" menu. Once selected a list of the available modifiers will appear. Select the "Add" option and proceed with the entering of information as indicated in the screen example.

Menu No.	Description	Slip Description	Prints To
001	HALF PORT	HALF PORT	Bills, Split Bills and
501	AFTER STARTER	AFTER STARTER	Bills, Split Bills and
502	SEND MAIN	SEND MAIN	Bills, Split Bills and
503	TAKE AWAY	TAKE AWAY	Bills, Split Bills and
504	AS MAIN	AS MAIN	Bills, Split Bills and
505	GLASS OF WATER	GLASS OF WATER	Bills, Split Bills and
506	NO SALAD DRESSING	NO SALAD DRESSING	Bills, Split Bills and
507	GLASS OF ICE	GLASS OF ICE	Bills, Split Bills and
508	DO NOT MAKE	DO NOT MAKE	Bills, Split Bills and
509	NO CHEESE	NO CHEESE	Bills, Split Bills and
510	NO BACON	NO BACON	Bills, Split Bills and
511	NO SALAD	NO SALAD	Bills, Split Bills and
512	NO OLIVES	NO OLIVES	Bills, Split Bills and
515	EXTRA CHEES	EXTRA CHEES	Bills, Split Bills and

NOTE: The modifiers require a menu code as well, just like menu items, instructions and categories, except the menu code for modifiers must be numeric only.

MODIFIERS DETAIL EDIT

MENU CODE

Specify the Instruction Code. When entering the Instruction code please use letters from 'A'..'Z' and '0'..'9' and no other characters, e.g. &%@^*_+=\?, etc.

BUTTON DESCRIPTION

Type the menu Description. A Button description is the text that will appear on the menu screen and the slip description is what will actually be printed out. The button description need not be the same as the slip description, and vice versa. Because the menu button is limited in size it is not always possible to enter the full description, therefore full description can be entered in slip description option and abbreviated entry in the button description.

SLIP DESCRIPTION

Choose the number of Rows and columns that must be available in the menu.

BUTTON TEXT COLOUR

The text colour options are there so that waitron need not always read the instruction, but rather associate it with colour, which in turn speeds up the placing of orders.

BACKGROUND COLOUR

The background colour options are there so that waitron need not always read the instruction, but rather associate it with colour, which in turn speeds up the placing of orders.

RETURN TO PREVIOUS MENU

If the instruction is the last option that can be selected, i.e. there are no further categories that will be displayed, and it is required when selected it must return to the original starting off category, make sure the "Return to Previous Menu" has a tick next to it.

PRINT TO PRINTER

Modifiers have an additional option, "Prints to Printer". By default this option is set to "last item ordered". What this means is that if the last item or instruction that was selected to print to the

Kitchen, or the bar or the patio, etc., then the modifier will printed to that printer destination as well.

NOTE: When selecting the modifier at the time of processing the order, the printer destination can be altered.

Select F10 Accept to complete the Menu Instructions details.

NOTE: Modifiers are accessed with the "F1 Modifiers" option located on the main ordering screen.

STOCK MAINTENANCE

NOTE: Before entering stock items see that the *Stock Defaults* are correctly specified. These are found under main menu option Utilities, sub-option Default Settings.

To activate the stock menu use your arrow left/right keys. Select Item Maintenance from the Stock menu to add, edit and delete stock items.

NOTE: The opening stock quantities for any stock item are entered via the Stock Adjustments option, and not under Maintenance.

Locate the appropriate stock item to edit by either typing in the item code or by typing the description of the item should you have changed the sequence to description, or use the mouse together with vertical scroll bars. Should you need to add a new item select the *Add* button.

Description	Item Code	PkSize	PkDes	Dept.	Group	BinL	OnHand	SellingPrice
200ML APPLETIZER	BEV13	1		001			-4.000	45.56
200ML COKE	BEV14	1		001	BEV		262.000	3.50
200ML COKE LIGHT	BEV15	1		14	BEV		100.000	3.50
200ML DRY LEMON	BEV16	1		14	BEV		59.000	3.50
200ML GINGER ALE	BEV17	1		14	BEV		0.000	3.50
200ML GRAPETIZER RED	BEV18	1		001	BEV		0.000	4.50
200ML GRAPETIZER WHITE	BEV19	1		14	BEV		36.000	4.50
200ML LEMONADE	BEV20	1		14	BEV		0.000	3.50
200ML MINERAL WATER	BEV21	1		14	BEV		-1.000	3.50
200ML RED BUL	BEV26	1		14	BEV		0.000	13.50
200ML SODA WATER	BEV22	1		14	BEV		0.000	3.50
200ML TAB	BEV23	1		14	BEV		0.000	3.50
200ML TOMATO COCKTAIL	BEV24	1		14	BEV		0.000	6.00
200ML TONIC WATER	BEV25	1		14	BEV		93.000	3.50
250ML BELL. JOHANNESBURGER	WINE6	1		16			0.000	12.30
250ML BELL. PREM. GRAND CRU	WINE3	1		16			0.000	9.50
250ML CHATEAU LIBERTAS	WINE11	1		16			0.000	17.50
250ML D/H ADELPRACHT	WINE7	1		16			0.000	13.50
250ML FLEUR DU CAP NAT LIGHT	WINE4	1		001			0.000	14.90
250ML GRACA	WINE5	1		16			0.000	13.30

ADD DETAILS

STOCK CODE NUMBER

The stock item code entered will be as per your stock matrix format (see *Set Stock Defaults* heading). A maximum of 15 and a minimum of 1 alphanumeric character(s) may be entered.

DESCRIPTION

Enter the stock item description. Maximum length is 50 characters (alphanumeric).

DEPARTMENT CODE

Select the department code by pressing the *ALT* and *down arrow* key, and select the department for which the item must be linked to. The Vat rate, Sales account, Cost of sales account, and Stock account which will be affected during processing (e.g. Invoicing, goods received, stock adjustments, etc) are taken from the selected department (see *Department* heading later).

If a new department is needed, or if the description, ledger accounts or VAT rate for the department needs to be altered select the Department option located under the Stock, Utilities menu.

NOTE: These departments are the essence of the integration to the general ledger, therefore they must be checked that they are being linked / integrated to the correct *Sales, Cost Of Sales, Stock on Hand* and that the correct *VAT rate* is being used (see the *Departments* heading later).

HINT: Utilize the department facility to link items to departments that are zero rated or exempt from VAT.

GROUP CODE

Use the group code to sub categorize product items into sub categories, e.g. Let say you have an item, Cadbury's 200grm Chocolate. This item would be linked to the chocolate department and have a group code CADB. This group code will allow various sales reports to group all Cadbury's chocolates products together for that department.

ITEM CATEGORY

There are nine possible categories that item can be linked to. One can look at categories as been third form of grouping items together.

It is important that these categories are correctly linked to the correct items and vice versa, i.e. All bulk buying items should be linked to the bulk category, and items that are portioned from the bulk item that are used in recipes should be linked to the preparation category.

NOTE: Items that are both menu items (items that appear on your menu for selling) and are used as part of a recipe should not be linked to the prep category.

Should an item not be food or beverage item, but is a selling item that is not the menu (e.g. Clothing, toys, etc.) linked them to the merchandise category.

NOTE: The stock capturing screen is doubles up as the input of expense or consumable items. These items should be linked to the expense / non-stock item category.

COST CENTER

Cost centres form a vital part when printing the income and expenditure reports. These cost centres can be setup under Cost Centres menu option located under Stock Management menu.

The cost centre field can be inputted at a later stage.

COLOUR & PACK DESCRIPTION

The colour and pack description fields are there for product items like shoes, items of clothing, etc., where the actual item is the same, but is available in different colours and sizes. A maximum of 15 alphanumeric characters for the colour field and maximum of 14 alphanumeric characters for the pack description. Utilize the Colour and Size button options to add, edit or delete colour and pack description entered.

RETAIL PRICE CALCULATION METHOD

This must be correctly set as your selling prices are based on this setting. The calculation of selling prices depend on this calculation mode.

%Markup on Latest Cost, %Markup on Average Cost and %Markup on Highest Cost automatically recalculate the selling prices based on the set markup percentage and the unit cost. If these methods are used you may need to reprint retail price lists fairly frequently because the selling prices are automatically recalculated each time there is a unit cost change. If using these methods you cannot access or manually override the new calculated retail selling prices, unless setup under stock defaults to allow the selling price to be changed during invoicing. All five selling prices will be recalculated based on the markup % entered.

PACK SIZE

Enter a numeric pack size for this stock item, e.g. 1 (single units) 12 (dozens). A stock item can only have one pack size, e.g. if an item is stored in dozens, but packs are sometimes broken up. Those separate packs must be treated as a new product and captured in item maintenance as a new product.

EXAMPLE: Let's say that you buy an item in cases, but sell single items from the case. To setup this up you will need to create two separate items. The one item being the bulk item (case of beers) and the selling item, a single beer dumpy. To set these items up correctly you would make your bulk items (the case of beers) pack size 24, and the single item pack should be setup to have a pack size of one (1).

NOTE: The single item should not have the cost entered but only selling prices and retail calculation price method set to *manual*. The unit cost price for the single beer item is automatically calculated by the system when goods receiving product, by taking the pack size of the broken pack item and dividing it by the main items pack size and then multiplying it by the unit cost of the main / bulk item, i.e. the case of beers. Please remember to make the single beer dumpy pack item option "is this a main item" set Yes. BUT the bulk item (case of beers) should have the option, "is this a main item" set to No, and the option "Report to Item" set to the single dumpy beers item code.

PACK DESCRIPTION

Enter a three character pack description e.g. box, lit (litres), ml, gr, etc. If not required leave blank.

STORAGE LOCATION

Enter the location in the store where this item is located. The location can be printed on reports. If not required leave blank.

UNIT COST

Enter the current (i.e. latest) cost price excluding VAT. No future change to cost price will be allowed as this field will be automatically updated as goods are received, i.e. from the goods received vouchers (GRV's).

ACTUAL / REALIZABLE VALUE

Enter the estimated realizable value, or standard cost, for the item. Reports are available with this valuation method as a costing option.

MARKUP RATES

If manual price updates was selected in the previous field, this field will not be accessible. Enter the percentage markup to be added to the unit cost for all 5 selling prices. The retail prices will be calculated automatically.

SELLING PRICES

If your pricing method is manual updates, you must enter the selling prices manually. Select the *Inclusive* option to change from VAT exclusive pricing to VAT inclusive prices.

REGULAR SUPPLIER.

Enter the account number of your regular supplier for this item as defined under the creditors section of this manual.

SUPPLIER CODE

Enter the supplier's stock item code number, if different from your stock number. The supplier's item code would usually be required when reordering goods from the supplier.

REORDER LEVEL

Enter the stock level at which reorder reports should be activated.

REORDER QUANTITY

Enter the reorder quantity to be reordered when the stock levels reach reorder level.

DISCOUNT NUMBER

Enter the discount number corresponding to this stock item. Valid entries are 1 to 9. See *Discount Structures* for more details.

STORE SERIAL NUMBERS

If you wish to store serial numbers for this stock item, enter YES. When posting invoices and GRV's, the system will prompt for the serial number. Only 1 item per line may be invoiced for serialized stock items while doing invoicing, but when processing GRV's more than 1 item per line may be entered. The system will prompt for the line item serial number once the GRV has been processed.

MAIN ITEM

If you wish to report this item to a different stock item (e.g. 6 packs or singles of beers reporting back to the case, or Tots of whiskey in Bar Reports to Bottles of whiskey), enter No to this prompt.

Refer back to the Pack Size heading for a detailed example.

REPORT ITEM

If you responded No to the previous prompt, enter the stock item to which this item must report to. Use the *ALT* and the down arrow key or the mouse to search for a stock code.

NOTE: The reporting and posting of the report items will be on the basis of the pack size of the main item divided by the pack size of the report item. All transactions / postings will be found under the main item and NOT the broken pack / reporting item.

RECIPES

Now that the stock and sales items have been created, recipes for the various sales and stock items can be created. Not all recipes will be discussed in detail, but there will be references and procedures made that can be applied to almost all recipes.

Recipe maintenance can be found under the Stock Management menu located under the Back Office menu.

Description	ItemCode	Dept	Group	Updated	Amount
CHEESE BURGER & CHIPS	BUR3	5		16/11/2011	2.50
CHEESE SAUCE	SAUCHE	27		16/11/2011	25.14
KINGKLIP & CALAMRIE & PRAWNS	KING	001		16/11/2011	48.80
MUSHROOM BURGER & CHIPS	BUR6	5		16/11/2011	62.24

Each recipe is created separately using the Add option. The Edit option should be used if the ingredient details for the highlighted recipe need to be altered. .

Recipe items usually consist of one or more items that make up the recipe item. The pack size of the main recipe item, not the ingredients, is set to one (1).

NOTE: Without stock item ingredients (e.g. milk, sugar, salt, mince, buns, eggs, etc) recipes cannot be setup correctly.

All recipes utilize the stock system when creating the recipe, i.e. the recipe code is derived from the stock or sales item code, and one cannot enter the recipe code without it being already being created.

NOTE: Because the restaurant system is batch based (i.e. values are only posted at end of day) recipes and their ingredients only affected once End of Day is done. The system will not manufacture the cheese burger or all other recipe for that matter, when cheese burger is sold.

MENU PREVIEW

The screenshot shows a software window titled "001 IQTraining Demo Data - MENU PREVIEW". The main area is a grid of menu items under the heading "STARTERS Menu".

STARTERS Menu		
PERI PERI CHICKEN LIVERS 17.00	CHICKEN LIVERS 17.00	SNAILS WITH GARLIC BUTTER 15.00
SNAILS GRLIC CREAM SAUCE 15.00	GOLDEN SNAILS 17.00	GARLIC ROLL 8.00
GARLIC CHEESE ROLL 10.00	GARLIC PITA BREAD 15.00	GARLIC & CHEESE PITA 15.00
CALAMARI 18.00	CRUMBED MUSHROOMS 19.00	MUSSELS DELIGHT 19.00
BUFFALO WINGS 16.00	HAM & ASPARAGUS FLIRT 18.00	SHRIMP COCKTAIL 18.00
BLACK MUSHROOMS 17.00	OYSTERS 19.00	

At the bottom of the grid are three buttons: "Go Back", "PgUp", and "PgDn".

To the right of the grid is a summary panel:

- Current Location: 001 Restaurant
- Item list table:

Item	Qty	Disc	Unit Price
PERI PERI CHICKEN LIVERS	1	0	17.00
SNAILS AND GARLIC CREAM	1	0	15.00
GARLIC CHEESE ROLL	1	0	10.00
CRUMBED MUSHROOMS	1	0	19.00
GARLIC PITA BREAD	1	0	15.00
GARLIC ROLL	1	0	8.00
SNAILS WITH GARLIC BUTTER	1	0	15.00
CHICKEN LIVERS	1	0	17.00
GARLIC PITA BREAD	1	0	15.00

Below the item list is a large empty box, followed by a "Due" field showing "131.00". At the bottom of the summary panel are two buttons: "F10 EXIT" and "F11 CLR".

At the very bottom of the window is a status bar showing "1 Supervisor".

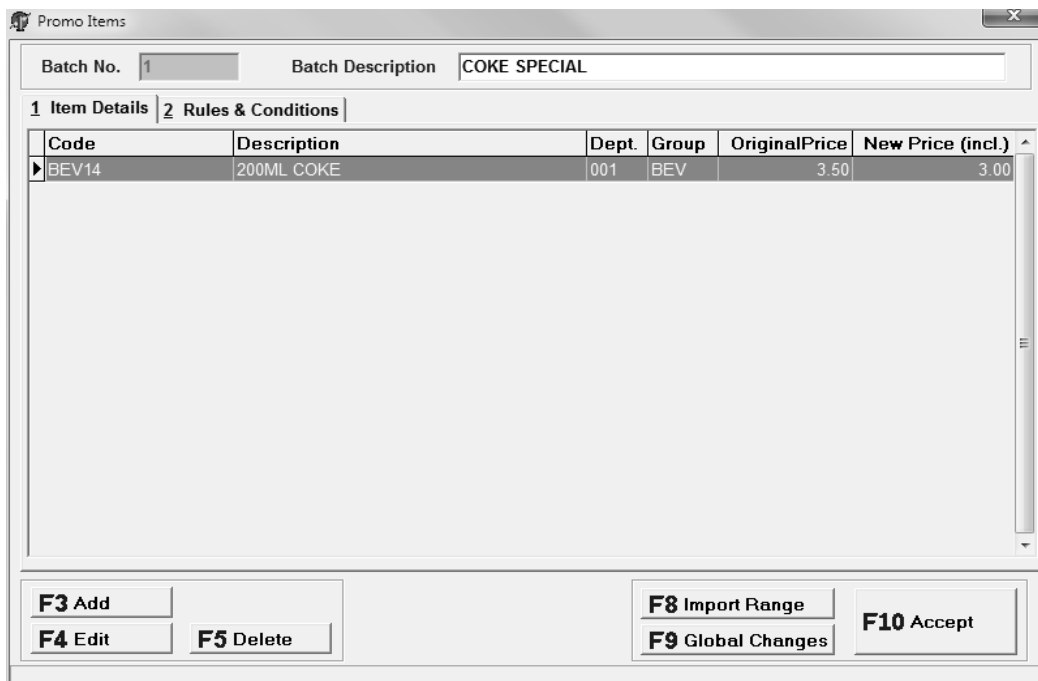
Use the Menu Preview option to test the menu design. This option will allow you to see how all the Categories, Instruction and Modifiers work together.

Select on F11 CAR to clear the screen and test another menu option or F10 Exit to close the Menu Preview

DEFINE PROMOTIONS



When special offers, discount sales or similar events have to be catered for, it is not necessary to change the stock item prices, but a promotion sheet can simply be created. The item prices can then be changed for a certain period only. To create a new promotion sheet, go to Restaurant Back Office, Menu Maintenance, Define Promotions. From this screen the user can choose to create new, edit existing or delete cancelled or expired promotions.



Select F6 Add and the Select F6 Add again to add the Menu Item Code.

Promotion Item Details

A Menu Item Code

Description

Department

Group

Current Retail Price

B NEW Promotional Retail Price

F10 Accept

PROMOTION ITEM DETAILS

MENU ITEM CODE

Select the Stock Item to be use for the Promotion

NEW PROMOTIONAL RETAIL PRICE

Type the New promotion retail price. Select F10 Accept.

Select the 2 Rules & Conditions Tab

RULES & CONDITIONS DETAILS

Promo Items

Batch No. Batch Description

1 Item Details 2 Rules & Conditions

Rule & Condition Details

A Start Date

B End Date

C First Daily Start Time

D First Daily End Time

E Second Daily Start Time

E Second Daily End Time

G Repeat Promo Day(s)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

F3 Add F4 Edit F5 Delete F8 Import Range F9 Global Changes F10 Accept

START DATE

Select the start date for the Promotion.

END DATE

Select the end date for the Promotion.

FIRST DAILY START TIME

Select the first daily start time.

FIRST DAILY END TIME

Select the first daily end time.

SECOND DAILY START TIME

Select the second daily start time.

SECOND DAILY END TIME

Select the second daily end time.

REPEAT PROMO DAYS

Select the days to repeat the promotion.

Select F10 Accept to complete the Promotion Item details.

Batch	Description	Start Date	End Date	Repeat S_Time	Repeat E_Time	2nd Repeat S_Time	2nd Repeat E_Time
1	COKE SPECIAL	16/11/2011	16/11/2011	11:00:00	14:00:00	11:00:00	15:00:00

Once the promotion has been activated, the promotion prices will be applied on the select dates, between the specified times. Please note that the time on each computer must be set correctly for this function to work reliably.

NOTE: Promotions will not be implemented until the promotion has been activated. To do this, select the promotion list, and then click on the activate promotion button.

001 IQTraining Demo Data - Cash Sales LOCATION : 001 Restaurant

STARTERS	SALADS	SEAFOOD	PORK	LoyaltyPricing	0100012			
BURGERS	STEAKS	PASTA	PIZZA	F1 Modifiers	P.L.U	Qty	Disc	Unit Price
LAMB	SCHNITZEL	CHICKEN	DESSERTS	F2 Pay	200ML COKE	1.000	0	3.00

Cash Sales.
This display the Waffle Promotional price.
Once the time of the promotion is over
the price will return to the normal Retail
price of R4.50.

DUE 3.00

Exact Cash 4 5 10
Ctrl F1 Ctrl F2 Ctrl F3 Ctrl F4
15 20 100 OTHER
Ctrl F5 Ctrl F6 Ctrl F7 Ctrl F8

MENU REPORT

Menu Report - 001 IQTraining Demo Data

Current Location 001 Restaurant

CODE	DESCRIPTION	DEPT	STOCK CODE	BARCODE	CATEGORY	CALLUP	PRINTTO	it
BEER1	AMSTEL	015	BEER1		BEERS		Restaurant Kitch	N
BEER2	BLACK LABEL	15	BEER2		BEERS		Restaurant Bar	N
BEER3	CASTLE	15	BEER3		BEERS		Restaurant Bar	N
BEER4	CASTLE LIGHT	15	BEER4		BEERS		Restaurant Bar	N
BEER5	DAS	15	BEER5		BEERS		Restaurant Bar	N
BEER6	DRAFT (MENS SIZE)	15	BEER6		BEERS		Restaurant Bar	N
BEER7	DRAFT (LADIES SIZE)	15	BEER7		BEERS		Restaurant Bar	N
BEER8	HANSA	15	BEER8		BEERS		Restaurant Bar	N
BEER9	HEINEKEN	15	BEER9		BEERS		Restaurant Bar	N
BEER10	LION	15	BEER10		BEERS		Restaurant Bar	N
BEER11	CASTLE MILK STOUT	15	BEER11		BEERS		Restaurant Bar	N
BEER12	WINDHOEK LAGER	15	BEER12		BEERS		Restaurant Bar	N
BEER13	WINDHOEK LIGHT	15	BEER13		BEERS		Restaurant Bar	N
BEER14	ARCHERS	15	BEER14		BEERS		Restaurant Bar	N
BEER15	BACARDI BREEZER	15	BEER15		BEERS		Restaurant Bar	N
BEER16	HUNTERS GOLD	15	BEER16		BEERS		Restaurant Bar	N
BEER17	HUNTERS DRY	15	BEER17		BEERS		Restaurant Bar	N
BEER18	SAVANNA DRY	15	BEER18		BEERS		Restaurant Bar	N
BEER19	SAVANNA LIGHT	15	BEER19		BEERS		Restaurant Bar	N

F2 Filter F4 Load Filter F6 Preview F9 Sequence
F3 Clear Filter F5 Save Filter F7 Design F10 Print

The Menu Report will display the Menu Code the Description, the Stock Code, the Categories, Department number, Links To Instruction and the Price

Test Company		Menu Report as at		04/11/2009 13:00:40		Page : 1	
Menu Code	Description	Stock Code	Category	Dept.	Links To	Instruct.	Price
BEER1	AMSTEL	BEER1	BEERS	15	No	No	7.00
BEER2	BLACK LABEL	BEER2	BEERS	15	No	No	5.40
BEER3	CASTLE	BEER3	BEERS	015	No	No	5.40
BEER4	CASTLE LIGHT	BEER4	BEERS	15	No	No	5.40
BEER5	DAS	BEER5	BEERS	15	No	No	6.50
BEER6	DRAFT (MENS SIZE)	BEER6	BEERS	15	No	No	7.50
BEER7	DRAFT (LADIES SIZE)	BEER7	BEERS	15	No	No	5.00
BEER8	HANSA	BEER8	BEERS	15	No	No	5.50
BEER9	HEINEKEN	BEER9	BEERS	15	No	No	7.50
BEER10	LION	BEER10	BEERS	15	No	No	5.40
BEER11	CASTLE MILK STOUT	BEER11	BEERS	15	No	No	6.50
BEER12	WINDHOEK LAGER	BEER12	BEERS	15	No	No	6.50
BEER13	WINDHOEK LIGHT	BEER13	BEERS	15	No	No	6.50
BEER14	ARCHERS	BEER14	BEERS	15	No	No	9.50
BEER15	BACARDI BREEZER	BEER15	BEERS	15	No	No	9.50
BEER16	HUNTERS GOLD	BEER16	BEERS	15	No	No	6.00
BEER17	HUNTERS DRY	BEER17	BEERS	15	No	No	6.40
BEER18	SAVANNA DRY	BEER18	BEERS	15	No	No	7.00
BEER19	SAVANNA LIGHT	BEER19	BEERS	15	No	No	7.00
BEER20	SMIRNOFF ICE	BEER20	BEERS	15	No	No	7.50
BEER21	CLUB SHANDY	BEER21	BEERS	15	No	No	5.50
BEER25	REDDS	REDDS	BEERS	15	BEVMOD	No	7.00
BEV5	ORANGE JUICE	BEV5	BEVERAGE	14	BEVMOD	No	6.95

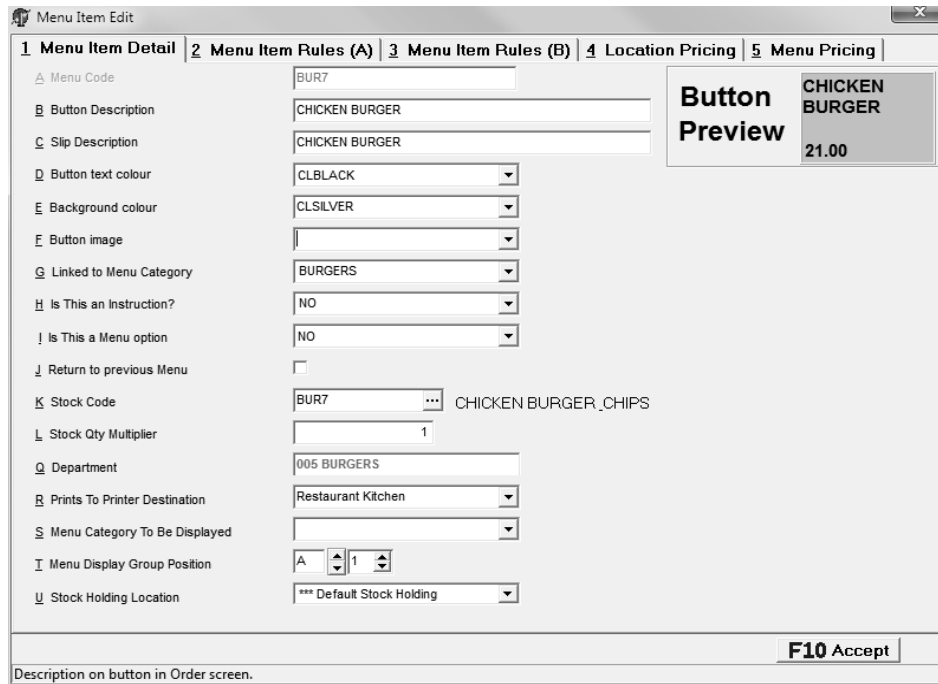
MENU SETUP

Menu Maintenance - 001 IQTraining Demo Data

Search: Current Location: 001 Restaurant

DESCRIPTION	MENU CODE	DEPT.	GROUP	STOCK CODE	BARCODE	TYPE	CATEGORY	PRINTS TO	CALI
1 EXTRA HAM	EXHAM	29	0	EXHAM		F	EXTRA	Restaurant K	
12 PRAWNS	SEA12P	2	0	SEA12P		F	SEAFOOD	Restaurant K	
2 BLOCKS OF ICE	BMOD01	0	0			N	BEVMOD	Bills, Split Bill	
200ML APPLETIZER	BEV13	001		BEV13		B	BEVERAGE	Restaurant B	
200ML COKE	BEV14	001	BEV	BEV14		B	BEVERAGE	Restaurant B	
200ML COKE LIGHT	BEV15	14	0	BEV15		B	BEVERAGE	Restaurant B	
200ML DRY LEMON	BEV16	14	0	BEV16		B	BEVERAGE	Restaurant B	
200ML GINGER ALE	BEV17	14	0	BEV17		B	BEVERAGE	Restaurant B	
200ML GRAPETIZER RED	BEV18	001	BEV	BEV18		B	BEVERAGE	Restaurant B	
200ML GRAPETIZER WHITE	BEV19	14	0	BEV19		B	BEVERAGE	Restaurant B	
200ML LEMONADE	BEV20	14	0	BEV20		B	BEVERAGE	Restaurant B	
200ML MINERAL WATER	BEV21	14	0	BEV21		B	BEVERAGE	Restaurant B	
200ML PLAY	BEV26	14	0	BEV26		B	BEVERAGE	Restaurant B	
200ML SODA WATER	BEV22	14	0	BEV22		B	BEVERAGE	Restaurant B	
200ML TAB	BEV23	14	0	BEV23		B	BEVERAGE	Restaurant B	
200ML TOMATO COCKTAIL	BEV24	14	0	BEV24		B	BEVERAGE	Restaurant B	
200ML TONIC WATER	BEV25	14	0	BEV25		B	BEVERAGE	Restaurant B	
250ML BELL. JOHANNESBURGER	WINE6	16	0	WINE6		B	WINES	Restaurant B BEV/	
250ML BELL. PREM. GRAND CRU	WINE3	16	0	WINE3		B	WINES	Restaurant B BEV/	
250ML CHATEAU LIBERTAS	WINE11	16	0	WINE11		B	WINES	Restaurant B BEV/	
250ML D/H ADELPRACHT	WINE7	16	0	WINE7		B	WINES	Restaurant B BEV/	

This is another way to create the menu items. Instead of using the different screens this will allow you to use one screen to add all the options.



MENU ITEM DETAIL

MENU CODE

Specify the Instruction Code. When entering the Instruction code please use letters from 'A'..'Z' and '0'..'9' and no other characters, e.g. &%@^*_+=\?, etc.

BUTTON DESCRIPTION

Type the menu Description. A Button description is the text that will appear on the menu screen and the slip description is what will actually be printed out. The button description need not be the same as the slip description, and vice versa. Because the menu button is limited in size it is not always possible to enter the full description, therefore full description can be entered in slip description option and abbreviated entry in the button description.

SLIP DESCRIPTION

Choose the number of Rows and columns that must be available in the menu.

BUTTON TEXT COLOUR

The text colour options are there so that waitron need not always read the instruction, but rather associate it with colour, which in turn speeds up the placing of orders.

BACKGROUND COLOUR

The background colour options are there so that waitron need not always read the instruction, but rather associate it with colour, which in turn speeds up the placing of orders.

BUTTON IMAGE

The option will allow you to choose an image to be added onto a button for the menu.

MENU CATEGORY

Choose the menu category here.

IS THIS AN INSTRUCTION?

Choose between Yes or No if this item is a menu instruction or not.

IS THIS A MENU OPTION

Choose between Yes or No if this item is a menu option or not.

RETURN TO PREVIOUS MENU

If the instruction is the last option that can be selected, i.e. there are no further categories that will be displayed, and it is required when selected it must return to the original starting off category, make sure the "Return to Previous Menu" has a tick next to it.

STOCK CODE

Choose the item stock code here.

STOCK QTY MULTIPLIER

The quantity specified there will automatically deduct e.g. two items from the stock list.

RETAIL PRICE

The retail price of the item will be display here. The price can be changed here.

TAKE AWAY PRICE

The Take away price of the item will be display here. The price can be changed here.

ALTERNATE PRICE

The alternate price of the item will be display here. The price can be changed here.

COST PRICE

The cost price of the item will be display here. The price can be changed here.

DEPARTMENT

The department will be displayed here, but you cannot change the department here will have to go back to stock maintenance to be changed.

PRINTS TO PRINTER DESTINATION

Choose the printer destination.

MENU CATEGORY TO BE DISPLAYED

Choose the menu category to be displayed.

MENU DISPLAY GROUP POSITION

Choose the group position for the item here e.g. B 5 This will display the item in the second line, from the left

STOCK HOLDING LOCATION

This option will use the default stock holding location for the item.

MENU ITEMS RULES (A)

Tab	Field	Value
1	Menu Item Group	Food
2	Commissionable	YES
2	Fixed Commission %	0 %
2	Print Line Separator	NO
2	Maximum Repeat Count	0
2	Item Receipt Group	NO Grouping
2	On Hold	NO
2	Points Allocation	0
2	Must Prompt for Selling Price (S.Q)	NO
2	Item Not Available (out of stock)	NO
2	Customer Points Allocation	0
2	Customer Comm %	0
2	Customer Fixed Value Comm	0.00
2	Negative / Return Item	NO
2	Auto Order Instruction	
2	Auto Order Instruction Printer Location	Restaurant Kitchen

Description on button in Order screen. **F10 Accept**

MENU ITEM GROUP

Specify the Menu group item.

COMMISSIONABLE

Choose between Yes or No if the item is commissionable or not.

FIXED COMMISSION %

If the item is commissionable type the commission percentage.

PRINT LINE SEPARATOR

Choose between Yes or No to specify if a Line separation must be printer or not.

MAXIMUM REPEAT COUNT

Specify the maximum repeat count for a specific item.

ITEM RECEIPT GROUP

Specify the in what group must the item be printed on the slip. E.g. all the food item will be printed together and all the beverages will be in one group.

ON HOLD

Specify the item is can be used on the menu e.g. This item may no longer be on the Menu.

POINTS ALLOCATION

Specify the points allocated for this item to a waitron. In other words how many points will this item be worth.

MUST PROMPT FOR SELLING PRICE (S.Q)

This option will display a price prompt for this item. This might be a seasonal item whereby the price cannot be specified earlier.

ITEM NOT AVAILABLE (OUT OF STOCK)

This option will be prompt message when the item is used that will specify this item is out of stock

CUSTOMER POINT ALLOCATION

This option will only be available if the loyalty customer option is activated. Then the option will allocate the specified to the loyalty customer.

CUSTOMER COMM %

Instead of using loyalty point for a customer a customer commission can be specified using a percentage

CUSTOMER FIXED VALUE COMMISSION

Instead of using loyalty point for a customer a customer commission can be specified using a fixed value

NEGATIVE / RETURN ITEM

Specify if this item is a negative item. E.g. The item is an empty cool drink glass bottle or a empty gas bottle.

AUTO ORDER INSTRUCTION

This option will send an instruction (message) to a location. Example a reminder to bar to add a tot of brandy to a specific order going out.

AUTO ORDER INSTRUCTION PRINTER LOCATION

Specify the order instructions print location.

MENU ITEMS RULES (B)

Menu Item Edit

1 Menu Item Detail | 2 Menu Item Rules (A) | 3 Menu Item Rules (B) | 4 Location Pricing | 5 Menu Pricing

A Allowed Sales Tills Where This Item May Be Sold (00 = All Tills)

<input checked="" type="checkbox"/> 00	<input type="checkbox"/> 03	<input type="checkbox"/> 06	<input type="checkbox"/> 09	<input type="checkbox"/> 12	<input type="checkbox"/> 15	<input type="checkbox"/> 18
<input type="checkbox"/> 01	<input type="checkbox"/> 04	<input type="checkbox"/> 07	<input type="checkbox"/> 10	<input type="checkbox"/> 13	<input type="checkbox"/> 16	<input type="checkbox"/> 19
<input type="checkbox"/> 02	<input type="checkbox"/> 05	<input type="checkbox"/> 08	<input type="checkbox"/> 11	<input type="checkbox"/> 14	<input type="checkbox"/> 17	<input type="checkbox"/> 20

B Restricted Sales Days (may NOT be sold on the following days)

<input type="checkbox"/> 1 - Monday	<input type="checkbox"/> 4 - Thursday	<input type="checkbox"/> 7 - Sunday
<input type="checkbox"/> 2 - Tuesday	<input type="checkbox"/> 5 - Friday	
<input type="checkbox"/> 3 - Wednesday	<input type="checkbox"/> 6 - Saturday	

C Is This an Open Item?

NO

F10 Accept

Description on button in Order screen.

ALLOW SALES TILLS WHERE THIS ITEM MAY BE SOLD

Select the till numbers where this item may be sold. If 00 is select all the till will be available.

RESTRICT SALES DAYS (MAY NOT BE SOLD ON THE FOLLOWING DAYS)

Select the days that the item is not allowed to be sold e.g. a café is not allowed to sell alcohol on a Sunday.

IS THIS AN OPEN ITEM?

Specify if this is an open item, which will allow you to order an item that is not on the menu.

EXAMPLE: Toast with Bovril.

LOCATION PRICING

This option allow different price for a menu item at a different location. Example and Cocktail will have a different price in the ladies bar that in the restaurant. This option will be an easier option than having to create two different menus for these locations.

Alternate Location Pricing Details				
Latest Cost Price (excl. VAT)		2.51		
		Selling Price (Incl. VAT)	Markup Rate (%)	G.P. %
A Location 1	002 Bar	4.45	55.52	35.70
B Location 2	003 Take-away	4.20	46.78	31.87
C Location 3		0.00	0.00	0.00
D Location 4		0.00	0.00	0.00

F10 Accept

Description on button in Order screen.

LOCATION 1

Select the location and type the selling price.

LOCATION 2

Select the location and type the selling price.

LOCATION 3

Select the location and type the selling price.

LOCATION 4

Select the location and type the selling price.

Select F10 Accept to complete the Menu Item Edit option

MENU PRICING

This option allow different price for a menu item. The Menu Item Pricing details is divided into two sections: General Pricing and Customer Loyalty Pricing.

The screenshot shows the 'Menu Item Edit' window with the 'Menu Pricing' tab selected. It contains two main sections: 'General Pricing' and 'Customer Loyalty Pricing'. Each section has a table of input fields for price, markup rate, and gross profit percentage.

General Pricing			
A Latest Cost Price (excl. VAT)	10.10	Markup Rate (%)	G.P. %
B Retail Price (Incl. VAT)	21.00	82.39	45.17
C Take-Away Price (Incl. VAT)	20.50	78.04	43.83
D Alternate Price (Incl. VAT)	20.00	73.70	42.43

Customer Loyalty Pricing			
E Retail Price (Incl. VAT)	21.00	Markup Rate (%)	G.P. %
		82.39	45.17

At the bottom right of the window, there is a button labeled 'F10 Accept' and a note: 'Description on button in Order screen.'

GENERAL PRICING

COST PRICE

The cost price option will display the average unit cost of the stock item.

RETAIL PRICE

The Retail Price will display the Retail Selling Price that was entered in the Stock Maintenance screen, Menu & Location Pricing Details and will be displayed on the Menu.

The screenshot shows the 'Stock Item Details' window with the 'Menu Pricing Details' tab selected. It displays pricing information for '001 Restaurant'.

Standard Menu Pricing Details For Sales Outlet : 001 Restaurant		
	Including VAT	G.P. %
Retail Selling Price	21.00	45.17
Alternate Selling Price	20.00	42.43
Take-away Selling Price	20.50	43.83
Loyalty Customer Price	21.00	0.00

NOTE: The Retail, Alternate, Take-away and Loyalty Price for the Menu will be a different price to the prices under Stock Maintenance, Item Detail tab. The Item Detail tab pricing is used for Debtors Invoicing.

TAKE-AWAY PRICE

The Take-away Price will display the Take-away Selling Price that was entered in the Stock Maintenance screen, Menu & Location Pricing Details and will be displayed on the Menu.

ALTERNATE PRICE

The Alternate Price will display the Alternate Price that was entered in the Stock Maintenance screen, Menu & Location Pricing Details and will be displayed on the Menu.

CUSTOMER LOYALTY PRICE

RETAIL PRICE

The Customer Loyalty Retail Price will display the Retail Price that was entered in the Stock Maintenance screen, Menu & Location Pricing Details and will be displayed on the Menu.

001 IQTraining Demo Data - Cash Sales LOCATION : 001 Restaurant

OUT OF AFRICA 18.00	OUT OF AFRICA & GREEK 26.00	CHEESE BURGER 21.00	LoyaltyPricing	0100012
DAGWOOD BURGER 29.00	HAWIAAN BURGER 21.00	MUSHROOM BURGER 21.00	F4 Modifiers	PL U CLR
CHICKEN BURGER 21.00			F2 Pay	Item Qty Disc Unit Price
			F3 AmendOrd	WAAIN BURGER 1.000 0 21.00
			F4 ItemSearch	WOOD BURGER 1.000 0 29.00
			X 2 X 3	URGER 1.000 0 21.00
			X 4 X 5	OUT OF AFRICA 1.000 0 18.00
			X 6 X 7	OUT OF AFRICA & GREEK SAL 1.000 0 26.00
			X ? Corr	CHEESE 1.000 0 21.00
			X 1	
			Open C/Drawer Ctrl F9	
			Up F7 Dn F8 CtrAll F9 LDisc F11 DelLn F12	
				DUE 136.00
			PgUp Previous Menu	Exact Cash 137 140 145
			PgDn F10 Log Off	Ctrl F1 Ctrl F2 Ctrl F3 Ctrl F4
				150 155 200 OTHER
				Ctrl F5 Ctrl F6 Ctrl F7 Ctrl F8

Select the Loyalty Pricing option to switch on the Loyalty price option for all loyalty

TILL MANAGEMENT



CHAPTER 8

TILL MANAGEMENT

Till Management will help with the completion of the day end procedure.

iQ RESTAURANT		Version : 1.3.0	Restaurant Point of Sale	
		Registered To IQ RETAIL	Company : 001 IQTraining Demo Data	
		Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)		
F1	Tables	F7	Refunds	
F2	Cash Sales	F8	Account Payments	
F3	Take-Aways	F9	Till Management	
F4	Table Reservations	F10	Room & Reservation Management	
F5	Table Payment	F11	RESTAURANT BACK OFFICE	
F6	Payouts			
Wed, Nov 16, 2011, 06:50:17 PM		ESC Log Off		
Wed, Nov 16, 2011, 06:50:17 PM C:\QREST\001		Trading Date: 16/11/2011		www.iqretail.co.za

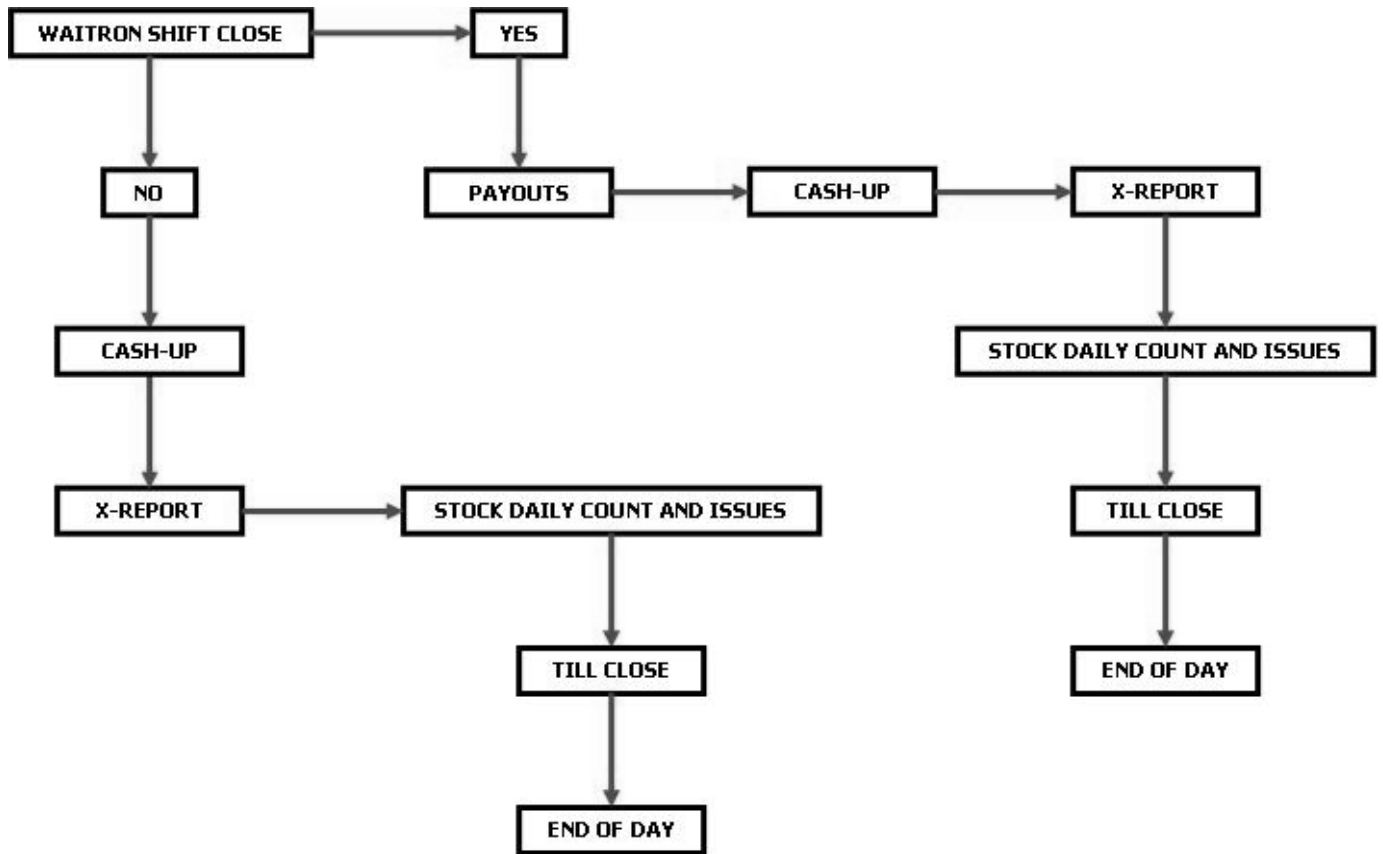
DAY END PROCEDURES

All the end of day procedure options can all be found under the Till Management option. The following are steps that must be performed before each day end;

HERE'S A LIST OF THE DAY END PROCEDURE

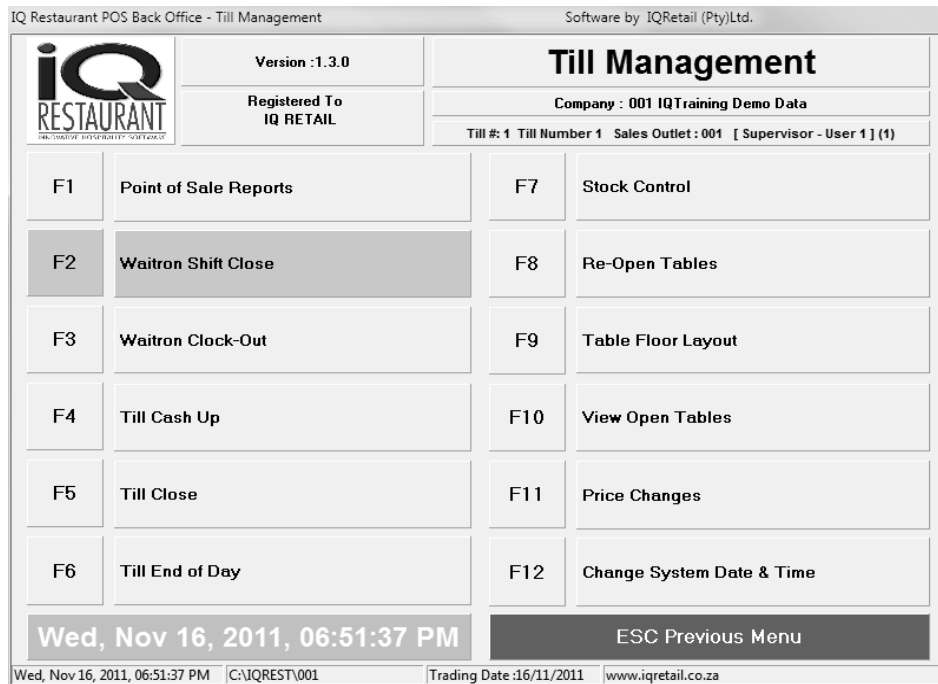
- Waitron Shift Close
- Payouts
- Cash-up
- X-Report
- Stock Count & Issues
- Till close
- End of Day

END OF DAY DRAWING



WAITRON SHIFT CLOSE

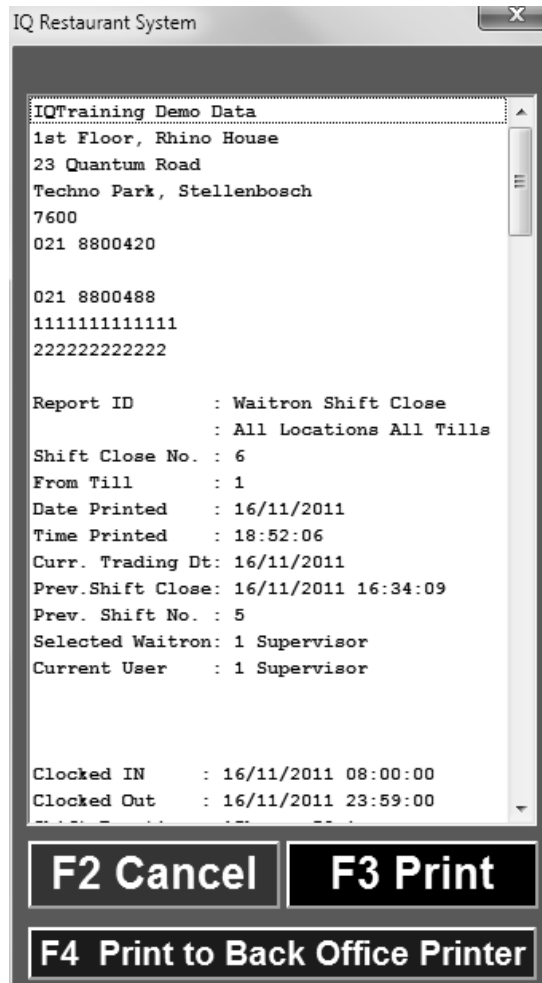
The waitron shift close can be done as the waitron's finish the shift. It not need be done at the end of day, but is important when doing individual waitron cash-ups that it is done. The waitron shift close can be printed per cashier. The Waitron shift close can be found under the Till Management menu option.



The cashier/waitron shift close is the very first step in completing the end of day procedure.

Follow the illustrations to successfully close of the end of day.

The waitron shift close report is important when doing individual cash ups.



The above screen shows the waitron shift close report.

Note this report is only necessary if individual cash-ups are needed.

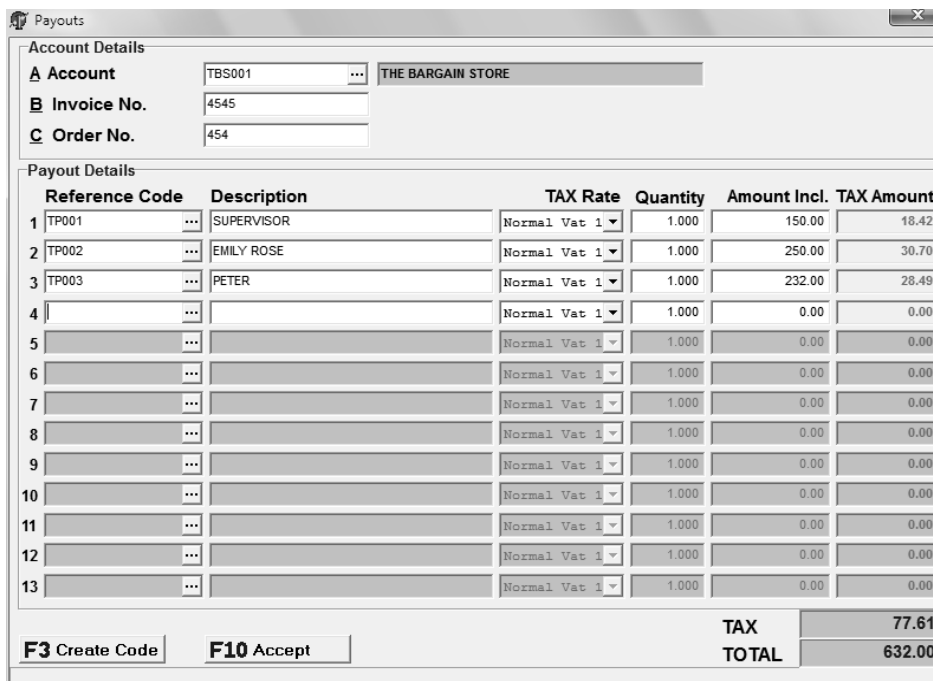
PAYOUTS

Payouts have to be done in order to payout the cashier tips for that specific shift or day's trading. The payouts need to be done prior to doing the end of day. Payouts can be found under the Restaurant Point of Sale menu.



Any tips or wages need to be paid to that cashier.

A payout needs to be generated in order to pay the cashiers as needed.



When payouts are done, take note of the following:

The account chosen must be a creditor that is only used for payouts e.g.: (Tips, Wages and Salaries.)

Options "B" and "C" can be used for description purposes as wages or tips depending on which is being paid out to the cashier.

In order to do the payout correctly, an expense/non-stock item e.g.: (Wages\Salaries) needs to be created.

The reference code is the expense \ non-stock item that was created.

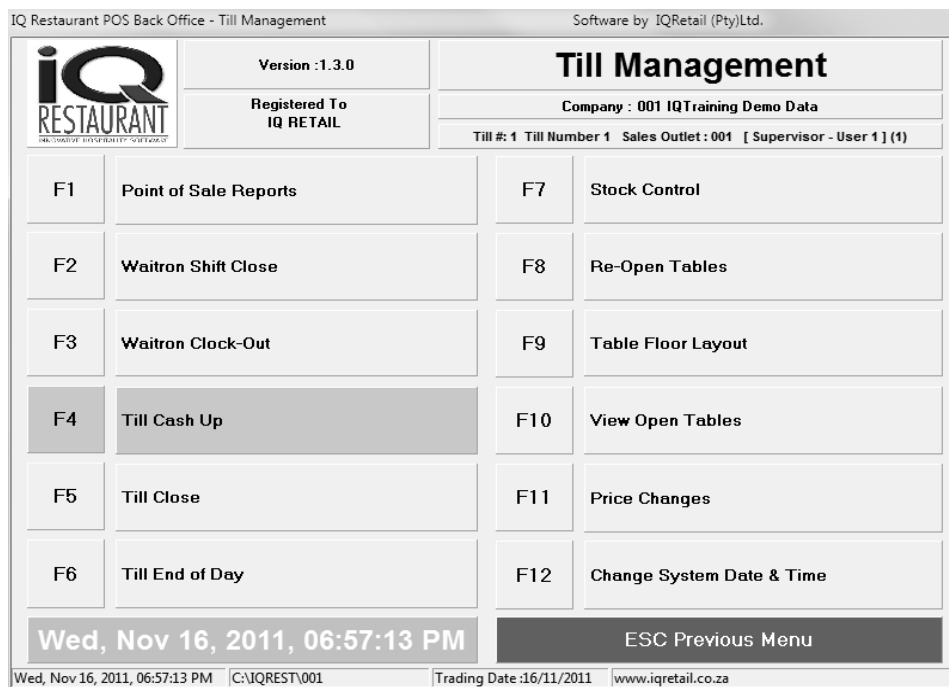
The description field can be used for the cashier or waitron's name that are receiving the cash payout.

The payout is now ready to be processed.

Once the payout has been processed, the monetary value will be deducted from the cash register.

TILL CASH-UP

The cash-up has two possible sequences, namely First Cash-up and Second Cash-up. The second cash-up will only be used when there is more than one person involved responsible for the cash-up per trading day. The Cash-Up is where the physical monetary count is entered.

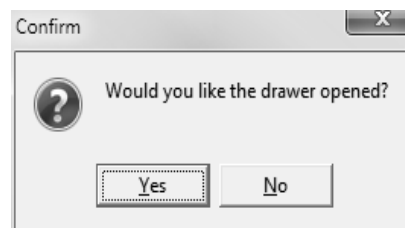


The cash up can be found under the Till Management menu option.

NOTE: If the cash up sequences are different, remember to close that specific cash up in order to stop anybody from editing or changing values on that cash up.

When entering the cash up, the system will prompt and ask if the cash drawer should be open or not. This is entirely up to the person\manager that will be cashing up the cashier.

Once selected the cash up screen shall appear. Start off by selecting the correct till number before entering any amounts.



Cashing Up

CASHUP SEQUENCE			First Cashup	Selected Cashup Location : 1	
N.O.T.E.S			FOREIGN CURRENCY		
1,000	0	0.00	Not Setup	0.00	0.00
500	0	0.00	Not Setup	0.00	0.00
200	0	0.00	Not Setup	0.00	0.00
100	20	2000.00	Not Setup	0.00	0.00
50	4	200.00	Not Setup	0.00	0.00
20	10	200.00	Not Setup	0.00	0.00
10	45	450.00	Not Setup	0.00	0.00
Total Notes		2850.00	Not Setup	0.00	0.00
C.O.I.N.S			Credit Cards		580.00
5	0	0.00	Cheques		450.00
2	0	0.00	Coupons		0.00
1	0	0.00	Other		220.00
50c	0	0.00	Direct Deposits / Bank Transfer		0.00
20c	2	0.40	Float		250.00
10c	0	0.00	FIRST Cashup Total		3850.45
5c	1	0.05	SECOND Cashup Total		0.00
2c	0	0.00	Local Currency Equivalent Total		0.00
1c	0	0.00	X BANKABLE		3850.45
Total Coins		0.45	DIFFERENCE		0.00
TOTAL		2850.45			

Cashup Location 2

Shift Number 6

Time Printed

Closed By

Reopened By

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

Close Cashup Re-Open Cashup

Accept Changes Print Cashup

EXIT

When all the money has been counted and correct values are entered and completed.

Proceed to the F2 print option in order to print the cash up.

If individual cash ups are being used, remember to close these individual cash ups. This will stop any other user\cashier to alter any values already entered

When all the appropriate amounts have been entered the Difference field should be zero. Should the difference not be zero check that the cash media has correctly been entered or consult the cashier responsible for that till.

HINT: On most occasions when the cash-up has not balanced is due to the following reason;

1. Incorrect tender differences from that actual tender media used to conclude the sale. E.g. Cash was used to conclude the sale, but the cashier accidentally selected the cheque tender media to conclude sale or vice versa.
2. The X-report for the selected terminal has not been printed.
3. Cash has been removed from the cash drawer, but has not been recorded. E.g. cash has been taken to purchase or to pay cashiers, but the petty cash (payout) has not been processed.
4. The float has not been entered, or has not been entered correctly or the float for the day was never placed into the cash drawer.

Select the Print Report option to print the cash up report for the selected till followed by the Done option to complete the cash-up for the selected till.

NOTE: Please note that the cashing up for each till / cashier must be done before the End of Day procedure is done.

POINT OF SALE REPORTS

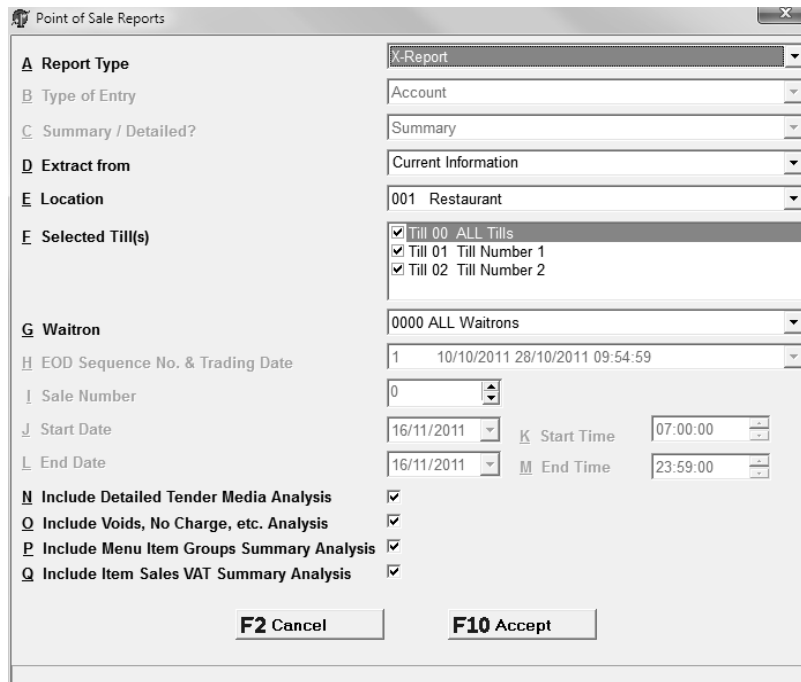
The X-Report is the total summarized report for the store listing total sales, refunds, cash, credit cards, cheques, GP, voids, table voids, etc. Although the X-Report has various selections options, a rule at day end is not to change any of the defaults options, i.e. Leave as is, and just select the Accept option.

iQ RESTAURANT		Version : 1.3.0	Till Management	
Registered To IQ RETAIL		Company : 001 IQTraining Demo Data		
Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)				
F1	Point of Sale Reports	F7	Stock Control	
F2	Waitron Shift Close	F8	Re-Open Tables	
F3	Waitron Clock-Out	F9	Table Floor Layout	
F4	Till Cash Up	F10	View Open Tables	
F5	Till Close	F11	Price Changes	
F6	Till End of Day	F12	Change System Date & Time	
Wed, Nov 16, 2011, 07:02:35 PM			ESC Previous Menu	
Wed, Nov 16, 2011, 07:02:35 PM C:\IQREST\001		Trading Date :16/11/2011		www.iqretail.co.za

Printing the X-Report is very important; this report will show all sales information for that specific day's trade.



The next screen shows many options that are available to print the X-Report.



The options on the above screen can be left as is.

These options only needs altered if individual cash ups are being done or if a different type of report is required.

REPORT TYPES

Choose between X-Report, Tender Report or Journal Report.

X- REPORT

IQ Restaurant System

IQTraining Demo Data
1st Floor, Rhino House
23 Quantum Road
Techno Park, Stellenbosch
7600
021 8800420

021 8800488
11111111111111
222222222222

Report I.D. : X-REPORT

Report For : Location:001
From Till : 1
Date Printed : 16/11/2011
Time Printed : 19:04:13
Current User : 1 Supervisor

Shift No. : 6
Trading Date : 16/11/2011
Selected Till(s) : 1,2,

First Sale # 39
Last Sale # 39

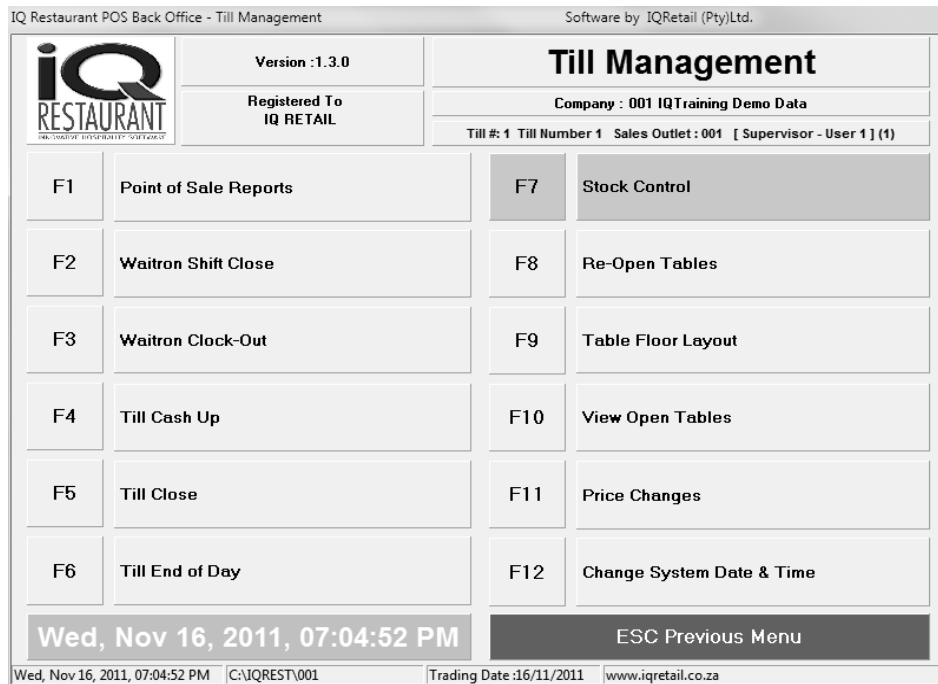
NO	AMOUNT
----	--------

F2 Cancel **F3 Print**
F4 Print to Back Office Printer

A typical example of an X-Report that needs to be printed before the end of day process is done.

STOCK CONTROL

Next the daily stock count, this option can be found under till management, stock control.

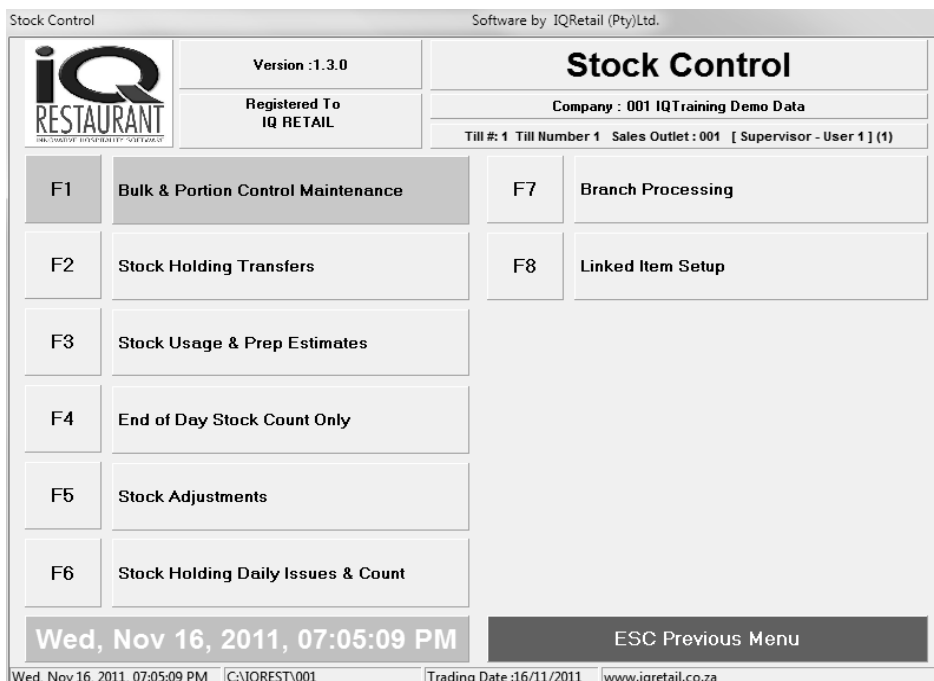


The importance of the daily stock count and issues is that this needs to be done on a day to day basis.

This is one of the most important steps. Without this step, being done the system will not be able to calculate the stock movement, variances and stock holding correctly.

Select the Stock Holding Daily Issues & Count from the Stock Control menu option located on the Till Management screen.

Another method which is the preferred method is to setup a list of items that are linked to each other. This has already been done previously. The linking of items, facilitate in the auto issuing of stock to the receiving item.



NOTE: The IQ Restaurant system does not require the entry of stock issues, but rather entry of stock receiving. The receiving item must have the receiving quantity entered. The system will automatically

issue the correct quantity from the appropriate stock item. The appropriate stock item obtained from the "Auto Stock Issues Item Link" field (see stock maintenance) and the appropriate quantity issued is calculated using the pack size of the item or item(s) and the receiving quantity that is entered.

Another very important note is that daily issues and count is a batch process. Stock entered in either the received or count fields will not affect the stock until end of day has been done.

NOTE: Quantities received and counted must be BEFORE end of day is done. Entering these values after end of day will have no affect on the system until the following end of day is done.

Now that we have created the linked items, on hand quantities for all the items can now be entered. To do this, proceed to Stock Holding Daily Issues and Count Menu option located under the stock control menu. The stock holding daily issues and count with the various stock locations capture screen will be displayed. Select the Bar location tab and locate the single can, using either the F11 Locate option or by using a combination of the item category, department, group or bin location to display only items you require.

Description	Opening	Purchase	B/Trnfrs	BulkRcvd	Received	Issued	Adjstmnt	Recipes	Sales	Closing	CloseCnt
▶ 200ML APPLETIZER	12.000	0.000	0.000	0.000	10.000	0.000	0	0.000	0.000	22.000	8.000
250ML FLEUR DU CAP NAT LI	0.000	0.000	0.000	0.000	12.000	0.000	0	0.000	0.000	12.000	6.000
APPLETIZER 6 PACK	0.000	0.000	0.000	0.000	2.000	0.000	0	0.000	0.000	2.000	2.000
APPLETIZER CASE	0.000	0.000	0.000	0.000	2.000	0.000	0	0.000	0.000	2.000	1.000
BILTONG SALAD	0.000	0.000	0.000	0.000	2.000	0.000	0	0.000	0.000	2.000	1.000
CHEESE BURGER & CHIPS	0.000	0.000	0.000	0.000	9.000	0.000	0	0.000	0.000	9.000	6.000
CHEESE SAUCE	0.000	0.000	0.000	0.000	10.000	0.000	0	0.000	0.000	10.000	8.000
CHICKEN LIVER SALAD	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
CHICKEN SALAD	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
GREEK SALAD FULL PORTIO	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
GREEK SALAD HALF PORTIO	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
KINGKLIP & CALAMRIE & PRA	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
MOZARELLA & MUSHROOM :	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
MUSHROOM BURGER & CHIF	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
OUT OF AFRICA SALAD	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000

The "CloseCnt" column is where the daily closing stock figures need to be entered.

Without entering these figures on a daily basis, the stock control can never be correct.

It is with utmost importance that the stock count is entered everyday, in order to have 100% stock control (Opening and Closing stock values).

Once located enter the amount of single cans that Bar location received. Do not enter 1 for 1 case, but rather enter 24 for 24 single units. Do not enter 0.5 for half a case, but rather 12. For this example enter 24. Because of the linked item that was previously setup, the system knows exactly from which item, which location and how much to deduct. Our main item, the case has a pack size of 24 and our single can has a pack size of 1, therefore a single can will deduct a quantity of 1 from the case item.

Click on the main holding location, i.e. the first location listed, usually 001. Locate the case item. The case item should have a purchase quantity of 2 and an issued quantity of 1. As you can see this method is an easy process to follow. All that is required is for the correct receiving location to be selected before entering the received quantities.

The stock holding daily issues and count, with the various stock locations capture screen will be displayed once selected. Select the Bar location tab and locate the single tot, using either the F11 Locate option or by using a combination of the item category, department, group or bin location to display only items you require.

Once located enter the amount of single tots that the Bar location received. Do not enter 1 for 1 bottle, but rather enter 30 for 30 single tots or 90 for 90 tots (i.e. three bottles). Do not enter 0.5 for half a bottle, but rather 15. For this example enter 30. Because of the linked item that was previously setup, the system knows exactly from which item, which location and how much to deduct. Our main item, the bottle has a pack size of 750 and our single tot has a pack size of 25, therefore the single tot item will deduct a quantity of 1 from the bottle item.

The stock holding daily issues and count, with the various stock locations capture screen will be displayed once selected. Select the Bar location tab and locate the bottle item, using either the F11 Locate option or by using a combination of the item category, department, group or bin location to display only items you require.

Once located enter the amount of bar bottles that the Bar location received. (Depending how you have set the item up the quantity can either be represented in bottles or in millilitres or litres). Because we have not linked the item to any other item the system will reduce the stock for the same item code, but from the main holding location. Click on the main holding tab and locate the bottle item. There should be a value in the issued field.

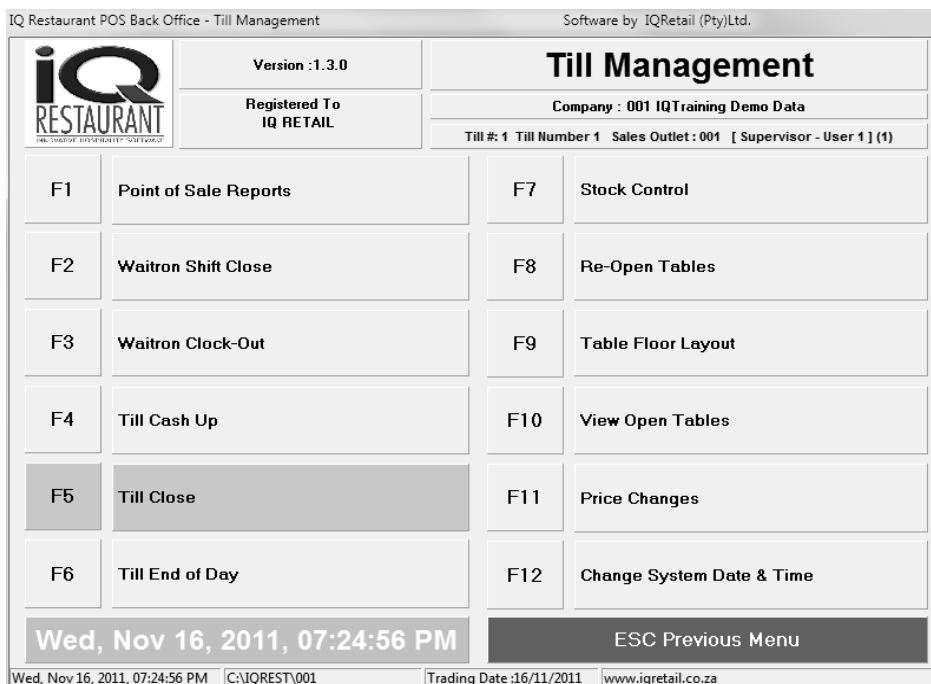
If the bottle item has been setup to reflect on hand values as bottle units then the following applies;

Enter the number of bottles that bar received. Enter 0.5 for half a bottle. For this example enter 1. Because this item is not linked to another item the system will always reduce the on hand quantity of the main holding location for the same item code. This will deduct the correct amount of one 5 litre box from the store and being issued to the 5 litre wine in the bar.

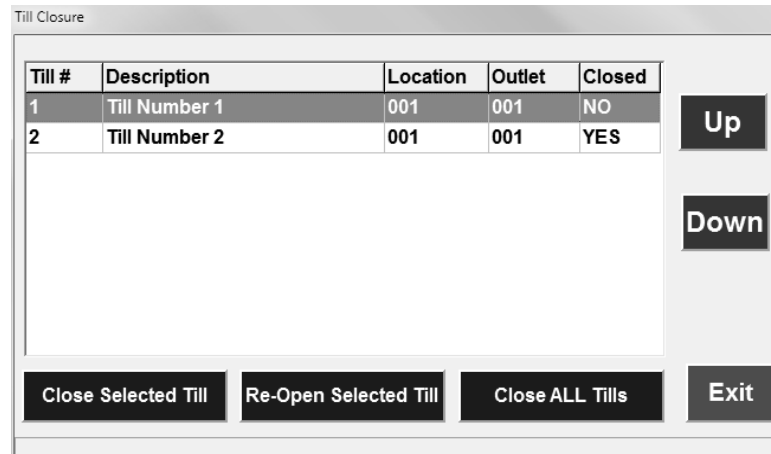
Click on the main holding location, i.e. the first location listed, usually 001. Locate the case item. The bottle item should have a purchase quantity of 12 and an issued quantity of 1. As you can see this method is an easy process to follow. All that is required is for the correct receiving location to be selected before entering the received quantities.

TILL CLOSE

Till closure only closes the tills to ensure that no further processing can take place.



Once all the above has been done each till or all tills must be closed so that no further processing can be done.



When ready to close all tills, click "F10 All Tills" option. This will close all the tills automatically.

Once the till closure has been done, proceed to the end of day.

END OF DAY

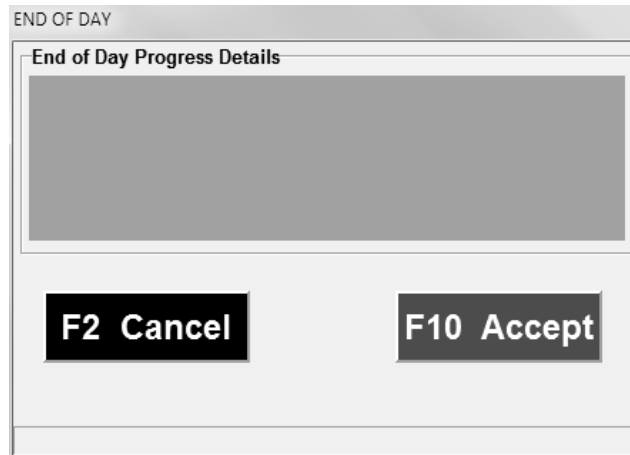
The end of day procedure is the last procedure that is to be done. This procedure is critical. Please make sure that ALL users are out of the program before commencing. Once the end of day is complete the system will automatically exit. You are then ready for the next day's trade.

NOTE: The end of day does not have to be done at the end of the evening's trade. The end of day can also be done the next morning before the trading starts for that specific day.

NOTE: Should the end of day procedure not be done, the sales information for each of the tills / cashiers will be accumulated with next day's figures.



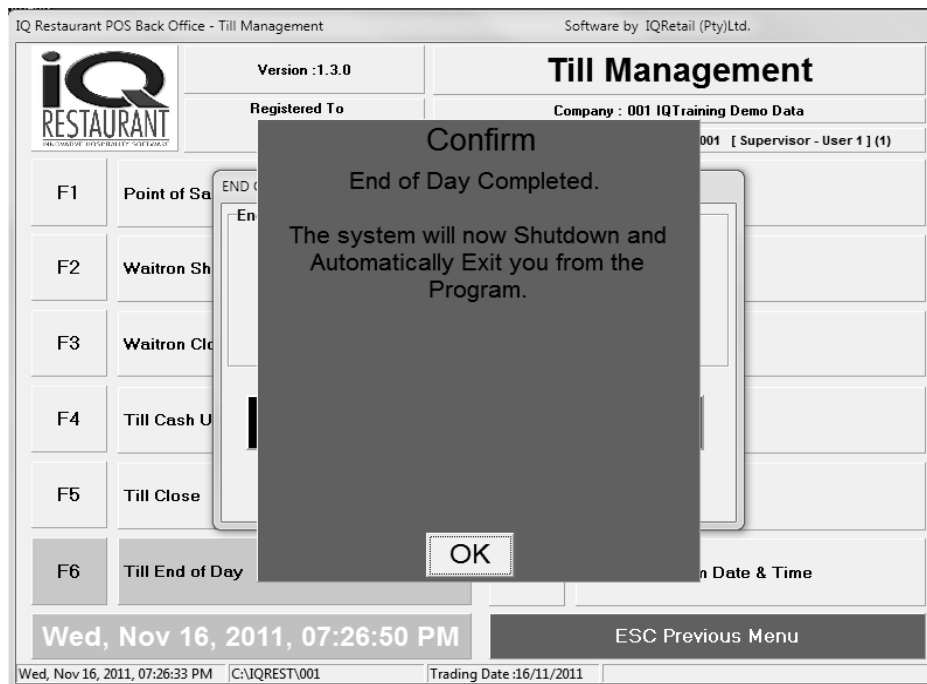
The end of day is the last step of closing off for the day.



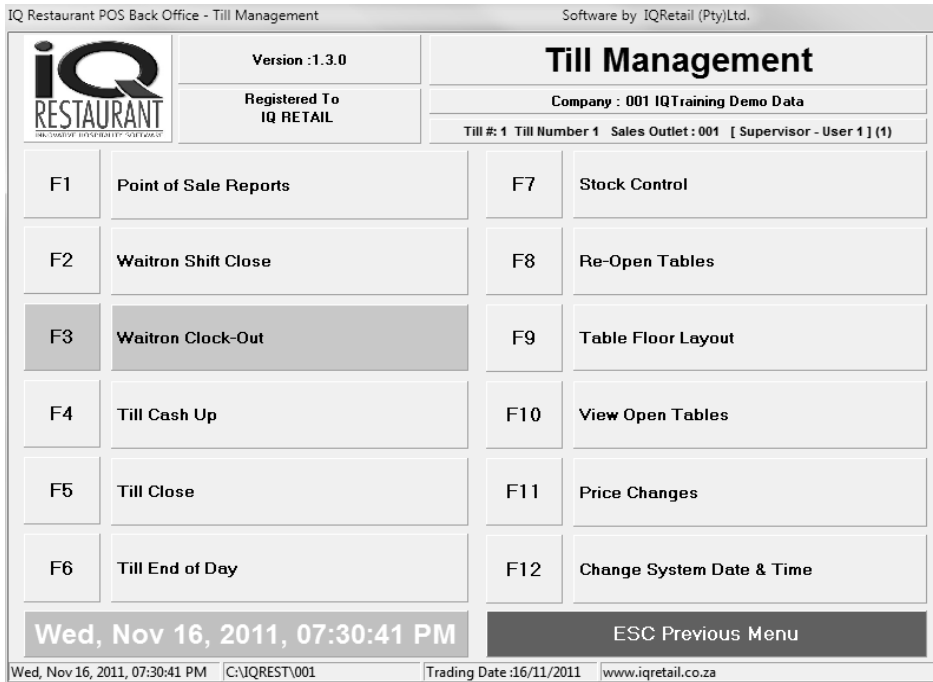
Click the "F10 Accept" option.

The system will automatically create a backup however, this does not mean that no backup should be made.

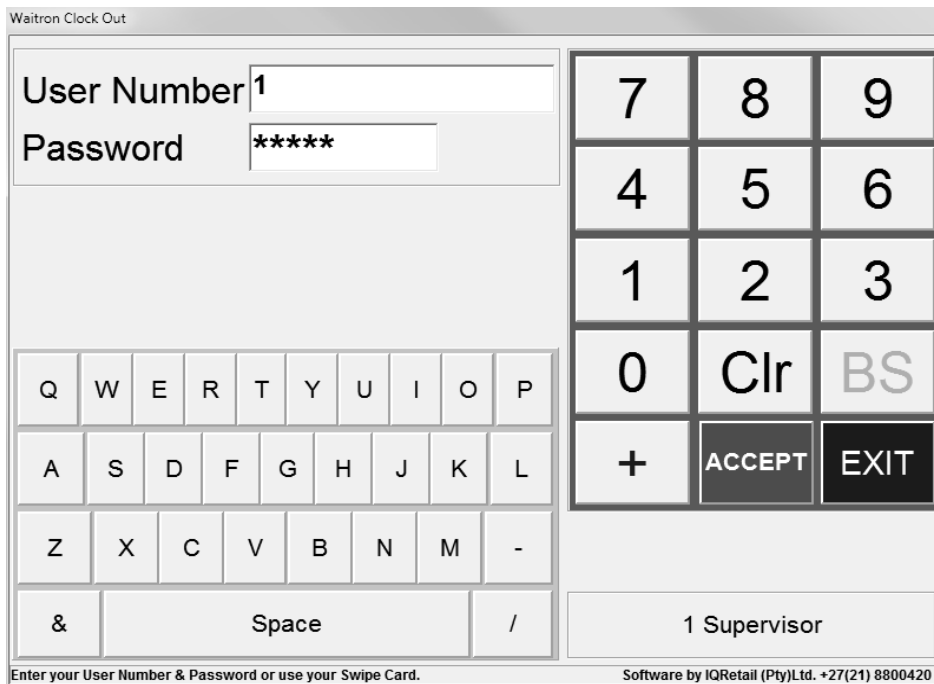
Although the system is setup to do backups automatically for the end of day, this function should be solely relied on as an alternative means of doing your backups! Should your end of day procedure be incomplete for whatever reason you would then be able to restore from this backup that was automatically done prior to month end.



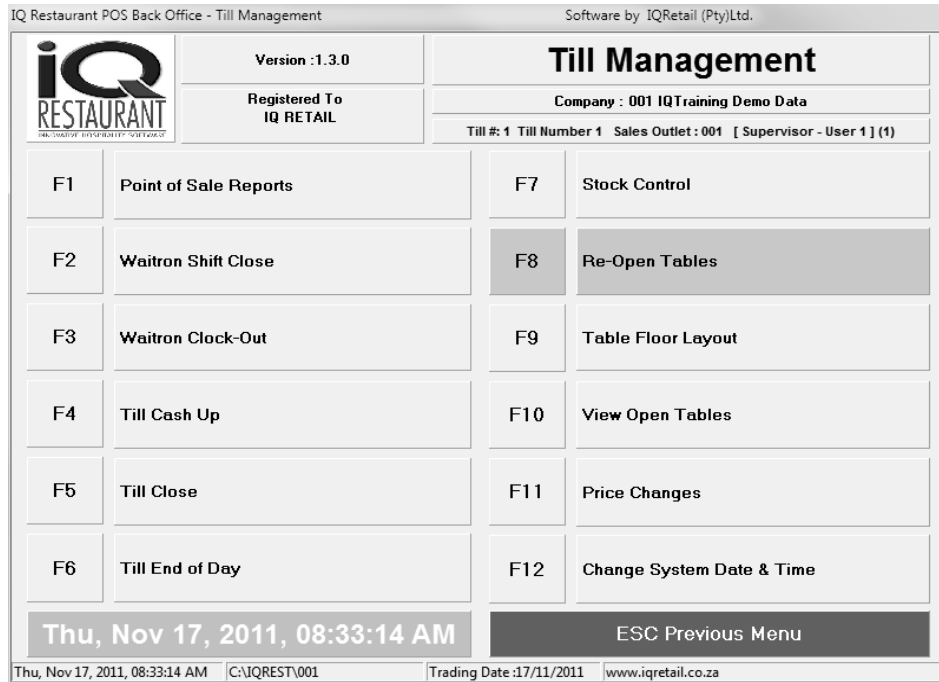
WAITRON CLOCK OUT



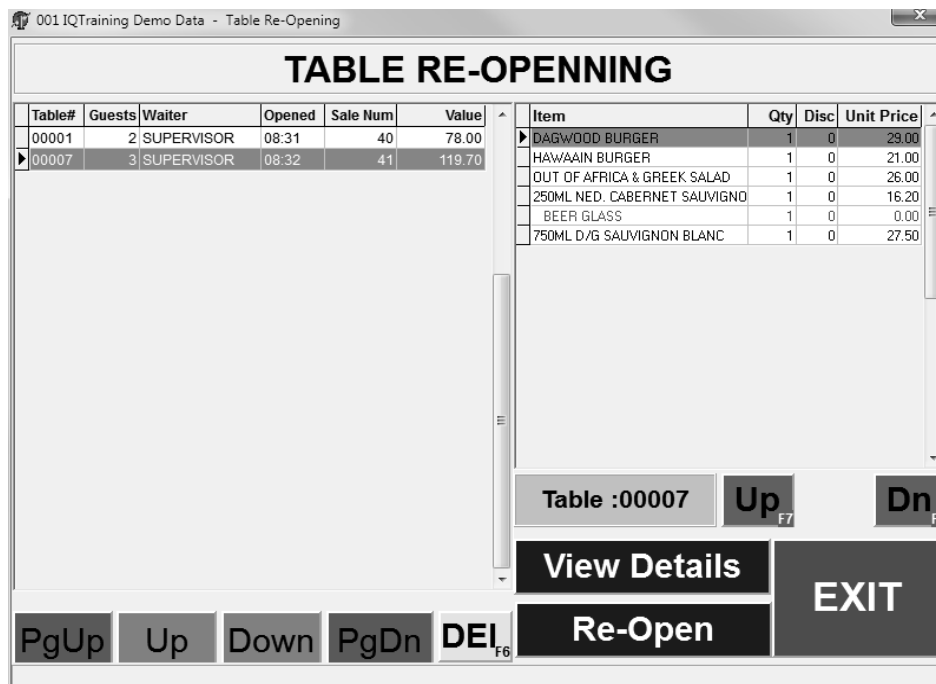
This option will allow the waitron to clock out which will enable you to continue with the day end procedure.



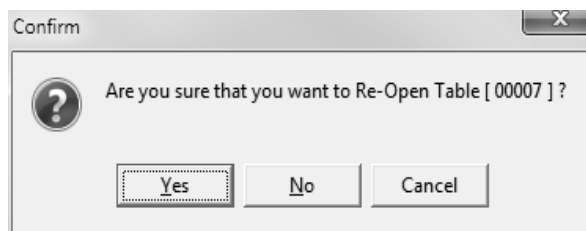
RE-OPEN TABLES



This option will allow you to re-open a closed table



Select F9 Details to view the table items. Select F11 Open the selected table.



Once a table has been re-opened it will be moved from this screen back to the table selection (Restaurant Point of Sales) screen where you can continue adding item to the table.

TABLE FLOOR LAYOUT

The Table Area setup must first be done. Select Restaurant Back Office, Company setup, Table Setup.


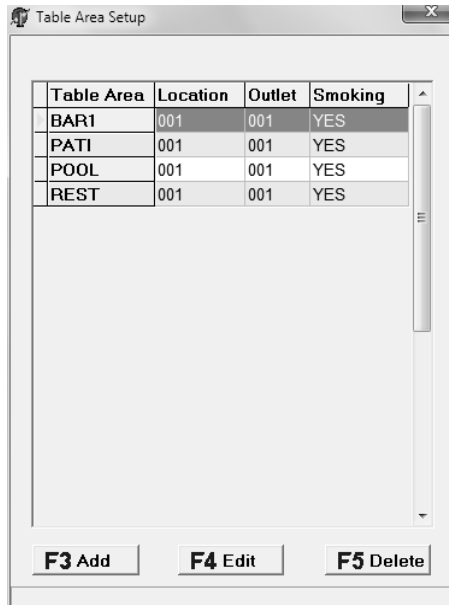
IQ Restaurant POS Back Office - Till Management		Software by IQRetail (Pty)Ltd.	
	Version :1.3.0	Till Management	
	Registered To IQ RETAIL	Company : 001 IQTraining Demo Data	
		Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)	
F1	Point of Sale Reports	F7	Stock Control
F2	Waitron Shift Close	F8	Re-Open Tables
F3	Waitron Clock-Out	F9	Table Floor Layout
F4	Till Cash Up	F10	View Open Tables
F5	Till Close	F11	Price Changes
F6	Till End of Day	F12	Change System Date & Time
Thu, Nov 17, 2011, 08:34:16 AM		ESC Previous Menu	
Thu, Nov 17, 2011, 08:34:16 AM C:\QREST\001		Trading Date :17/11/2011 www.iqretail.co.za	

TABLE AREA SETUP

Select the Table Area Setup. The Table Area Setup has to be create Under Company Setup > Table Setup> Table Area Setup



The default Table Area's is BAR1, PAT1, POOL and REST.



Select the F3 Add a new Table Area

TABLE AREA DETAILS

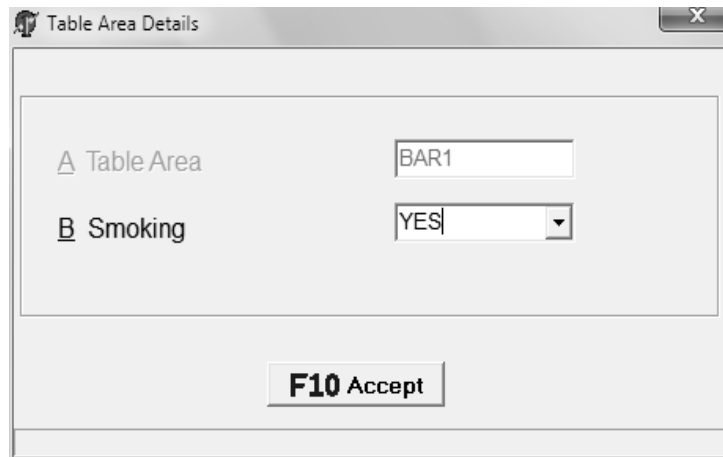


TABLE AREA

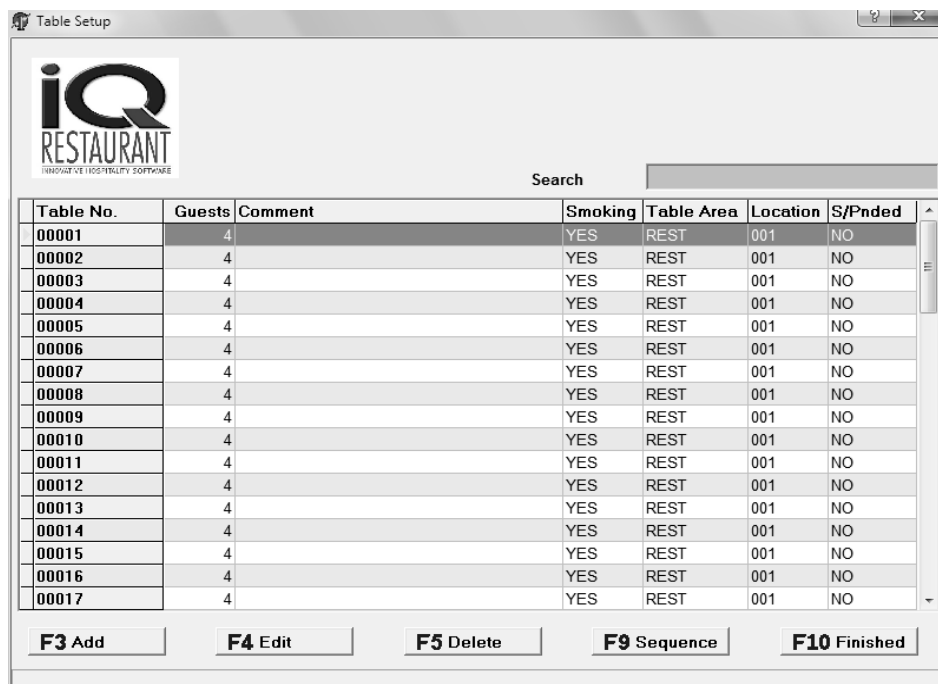
Type the Table Area code here.

SMOKING

Select between Yes or No to choose if this area is smoking or non-smoking.

TABLE DETAILS SETUP

The Table Detail setup will display a default of 50 tables. The Details Setup will allow you to edit the table details. Select a table.



Select F4 Edit to change the table details.

Table Details

A Table Number 00001

B Table Area REST

C Outlet Location 001 RESTAURANT

D How Many Guests can be seated? 4

E Comment

E Smoking YES

G Suspended NO

H Required Access Level 6

F10 Accept

TABLE DETAILS

TABLE NUMBER

The Table number cannot be changed.

TABLE AREA

Choose the table area that was defined at the table area setup

OUTLET LOCATION

This field will not be available. This option will display the outlet name (company name)

HOW MANY GUEST CAN BE SEATED?

Choose the number of guest that this table can accommodate.

COMMENTS

Use this field to add any extra information about this table.

SMOKING

Select between Yes or No to choose if this area is smoking or non-smoking.

SUSPENDED

Choose between Yes or No.

REQUIRED ACCESS LEVEL

Select the access level required for this table.

Select F10 Accept to complete the table details option

TABLE FLOOR LAYOUT DETAILS

This option Display the floor layout of the restaurant. You can move the table to suit your own table floor layout.

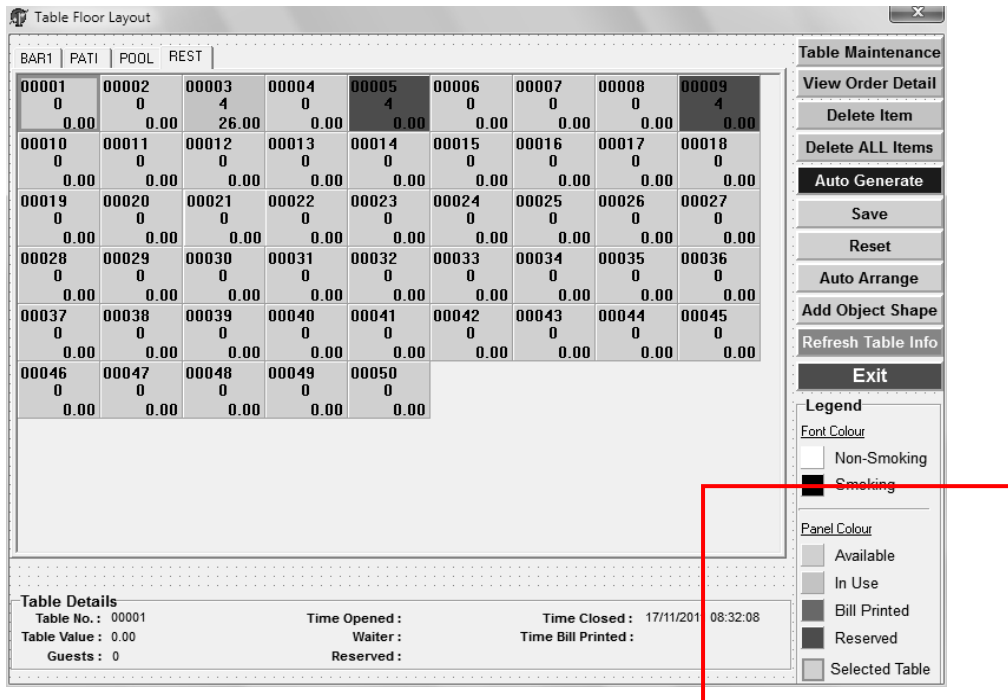


TABLE MAINTENANCE

This will display the table maintenance option.

VIEW ORDER DETAILS

Select the table. The view order details will display the items on order for this specific table.

DELETE ITEM

This option will delete the table form the floor layout.

DELETE ALL ITEMS

This option will delete all tables form the floor layout.

AUTO GENERATE

This option will automatically generate the table floor layout.

SAVE

This option will save the table layout.

RESET

This option will reset the table layout.

AUTO ARRANGE

This option will auto arrange all the table back to the default layout.

ADD OBJECT SHAPES

This option allows you to add shapes to your Table floor layout. Choose between Rectangle, Ellipse, Circle, square, Rounded Square and Rounded Rectangle.

REFRESH TABLE INFO

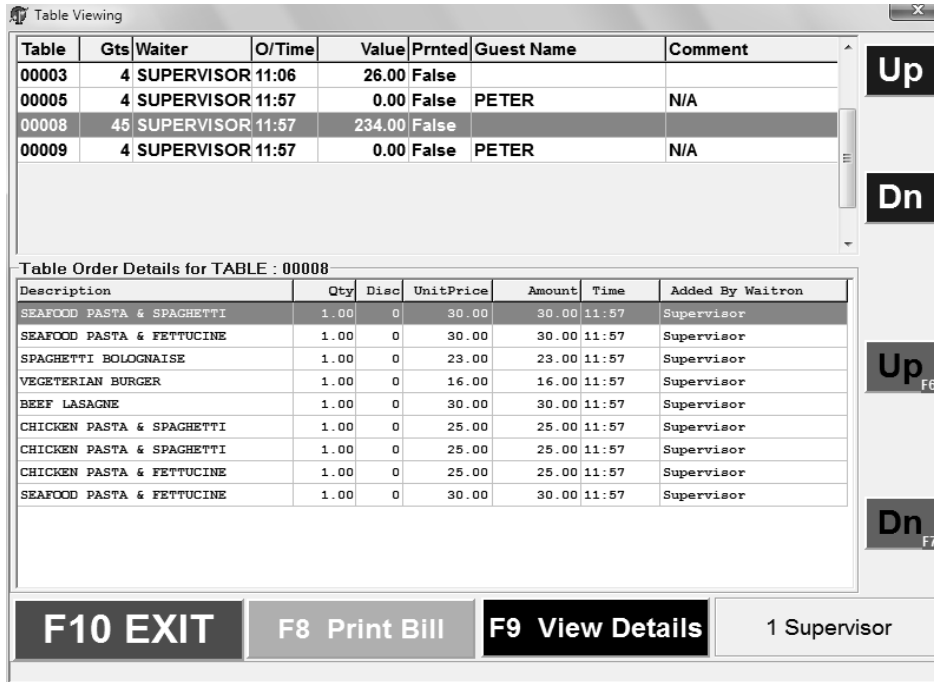
This option refreshes the table information.

EXIT

This option exits the table floor layout and will ask if the change must be saved.

VIEW OPEN TABLES

This option will allow you to view all the open tables.



Select a table. F9 View Details will display the table detail. F8 Print will print the bill and F10 Exit will close the view table screen.

PRICE CHANGES

This option can be used to change the prices of the Stock Items.

The screenshot shows a window titled "Menu Item Price Changes" with a table of items and a keyboard overlay. A red box highlights the table and the "NEW PRICE" field. A yellow callout bubble provides instructions.

Description	Item Code	Dept.	Group	PackDes	SellingPrice
200ML APPLLETIZER	BEV13	001			4.50
200ML COKE	BEV14	001	BEV		3.50
200ML COKE LIGHT	BEV15	14	0		3.50
200ML DRY LEMON	BEV16	14	0		3.50
200ML GINGER ALE	BEV17	14	0		3.50
200ML GRAPETIZER RED	BEV18	001	BEV		4.50
200ML GRAPETIZER WHITE	BEV19	14	0		4.50
	BEV20	14	0		3.50
	BEV21	14	0		3.50
	BEV26	14	0		13.50

NEW PRICE 5.50

F8 Cancel Change
F9 Change Sequence
F10 Accept EXIT
 1 Supervisor

Select F9 Change Price.
 Type the new item price in the new price block. Select F10 Accepts to complete the Price Change.

Select the item to be used for the price change

Select F8 Change Price. Type the new price.

Click the "F10 Accept" option.

CHANGE SYSTEM DATE & TIME

Click the F10 Accept option if the Time and Date is correct otherwise click F3 Change.

The screenshot shows a dialog box titled "Current Date and Time Details". At the top, it displays "Today is, Thu, Nov 17, 2011, 12:00:13 PM". Below this, there are two large input fields: "Time" with the value "12:00:13" and "Date" with the value "17/11/2011". A message box below the inputs says "Please check that the Date & Time is correct before continuing!". At the bottom, there are two buttons: "F2 Accept" and "F3 Change".

F3 Change will allow you to change the system time and date if incorrect.

The screenshot shows a dialog box titled "Current Date and Time Amendments". At the top, it displays "Today is, Thu, Nov 17, 2011, 12:00:34 PM". Below this, there are two rows of input fields. The "Time" row has three boxes: "12", a box with up/down arrows, and "00", a box with up/down arrows. The "Date" row has four boxes: "17", a box with up/down arrows, "11", a box with up/down arrows, and "2011", a box with up/down arrows. At the bottom, there are two buttons: "F2 Accept" and "F3 Cancel".

MONTHLY - MONTH END PROCEDURES

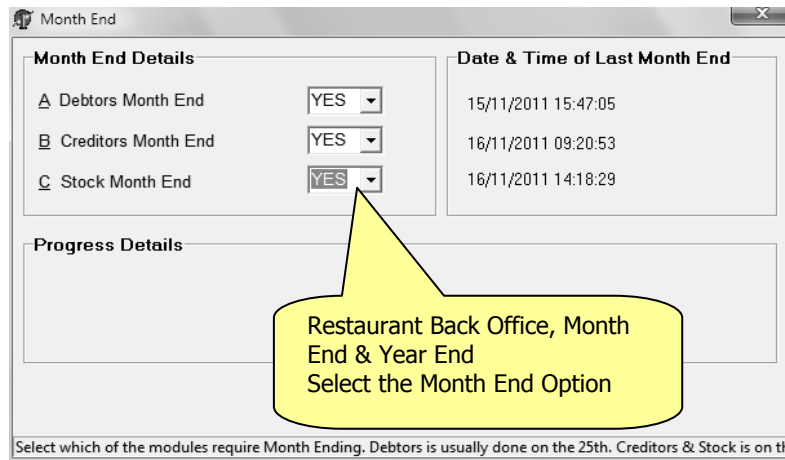
All the month end procedures can be found under the Restaurant Back Office Option. The following are steps that need to be done at every month end after the end of day has been completed. At the end of each month this month end procedure should be run.

MONTH END DETAILS

1. It will have the effect of aging the outstanding Debtors and Creditors balances, clearing out completed transactions of Debtors and Creditors for that specific month. The stock month end function should be done just after the debtor's month end option has been done. Please note this is merely a guide line and adjusted according to your business needs. This will place all the transactions (invoices, GRV's, Adjustments, etc.) into stock history.
2. Before running your month end, data backups should be made, all required reports printed; Statements, Advice Notes and Age Analysis. The month end would probably be run at or about the 25th of each month.
3. Make sure that all transactions have been posted. E.g. Payments, Interest Charging and all Allocations have been done.
4. When to run the month end would be immediately after all transactions have been posted i.e. Payment, Interest Charging and after all the necessary reports have been printed and after End of Day.
5. Once the debtors, creditors and stock month end have been done, the system then generates a "Date & Time" stamp in order to show when the last debtors, creditors and stock month ends were done.

6. **BACKUPS**, this is a very important function. Prior to month end a backup to local disk, a backup should also be kept off site (e.g. External Hard Drive, Tape Drive, CD, DVD etc...) should be made. Ensure that the data has been backed up before running month end. Backups are made via the Restaurant Back Office, Utilities, Backup & Restore option.

NOTE: Failure to do backup's can result in all the information on the system being lost!!!!!!

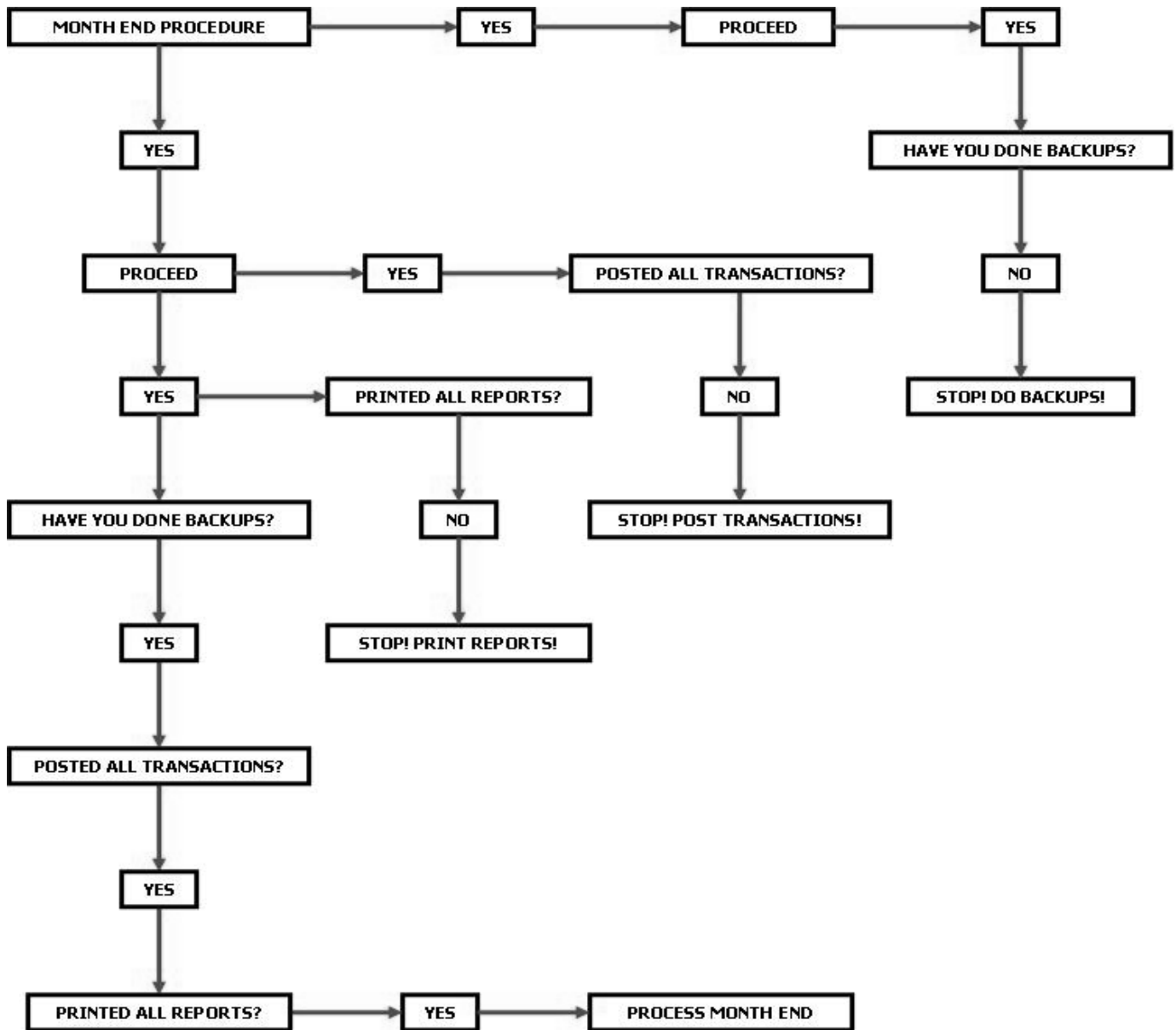


7. **IMPORTANT NOTE:** Although the system is setup to do backups automatically for each of the month end procedures for each module, this function should be solely relied on as an alternative means of doing your backups! Should your month-end procedure be incomplete for whatever reason you would then be able to restore from this backup that was automatically done prior to month end.



See diagram of the month procedure below.

END OF MONTH PROCEDURE DRAWING



FRONT OFFICE – P.O.S



CHAPTER 9

POINT OF SALE

GETTING STARTED

SETUP PROCEDURES

Before commencing with any of the point of sales functions please follow the next couple of steps closely.

- Step 1) Check Hardware Configuration setup.
- Step 2) Check Slip Header Details.
- Step 3) Check that Tender Types are setup correctly and any new tender types added.
- Step 4) Check Messages for Slip and Pole Display are correct.
- Step 5) Check variable weighted item Scan Codes are setup.

DAILY POINT OF SALE PROCEDURES

Once all work for the day has been posted the following steps should be done.

- Step 1) Daily Reports (X-reports for each till/cashier or consolidate) must be done. Remember to log cashiers off.
- Step 2) The Cash Up procedure must be done for each till / cashier (if consolidated X-report not taken).
- Step 3) The End of Day function must be done which will involve both the Backup function and the End of Day function.

Once the above steps have been completed you may proceed with next day's point of sale entries.

NOTE: Please follow the above (daily and setup procedure) in the order that they appear.



TABLES

From the table maintenance screen functions like new table, edit table details, search, payments, printing of bills, voiding, bill splitting and the alteration of table details is possible. Each of these functions are merely a single key stroke away making processing quick and easy. Bills splitting cater for unlimited items and each item can be individually allocated to a guest number from 1 to 9999. Once guests have been allocated to respective items ordered the bill printout will group the items ordered per guest number and allocate a sub-total to each group and a grand sub-total at the end.

By default, table maintenance is waiter sensitive (i.e. the available tables shown will be for the current logged on waiter). All available tables can still be accessed via the search facility if current waiter has sufficient rights.

Table #	Gsts	Waitron	Time	Smke	Value
00010	3	SUPERVISOR	18:47	YES	110.00
00005	5	Emily Rose	12:41	YES	107.00
00002	2	SUPERVISOR	18:47	YES	53.50
00009	1	PETER	18:48	YES	120.00

Guest Name:

Opened: Printed:

Comment:

Ctrl+F12

TABLE AMENDMENT DETAILS

NEW

This option will allow the Waitron to add a new Table.

Add all the requested details, Table #, Guests, Table Comments, Customer Surname, and Customer Name

WAITRON SEARCH

This option will allow the user to search for another Waitron.

CUSTOMER SEARCH

This option will allow the user to search for a Customer.

ACCEPT

Choose F10 Accept to complete the New Table option and proceed with the Table order screen.

EXIT

Exit will cancel the new table option

TABLE ORDER DETAILS

001 Test Company - Table Orders LOCATION : 001 Restaurant

Table : 00001

White Shaded Background – Item not yet ordered
 Blue Shaded Background – Items already ordered
 Green Font - Instructions

Item	Qty	Disc	Unit Price
GOLDEN SNAILS	1.000	0	17.00
SNAILS AND GARLIC CREAM	1.000	0	15.00
GARLIC CHEESE ROLL	1.000	0	10.00
HAWMAAN PIZZA LARGE	1.000	0	33.00
THICK BASE	1.000	0	0.00
CHEDDAMELT BEEF SCHNITZE	1.000	0	34.00
CHICKEN SCHNITZEL	1.000	0	34.00
WITH CHIPS	1.000	0	0.00
HALF CHICKEN	1.000	0	32.00
WITH RICE	1.000	0	0.00
LAMB & CALAMARI COMBO	1.000	0	47.00
MIXED GRILL	1.000	0	43.00

DUE 265.00

1 Supervisor

The Table order will allow you to choose all the required items from the menu for the order.

MODIFIERS

Modifiers & Special Instruction will allow the Waitron to extra add items not on the menu to the order.

Modifiers & Special Instructions

HALF PORT	AFTER STARTES	SEND MAIN	TAKEWAY
AS MAIN	GLASS OF WATER	NO SALLAD DRESSING	GLASS OF ICE
DO NOT MAKE	NO CHEESE	NO BACON	NO SALAD
NO OLIVES	SALAD DRESSING SEPARATE	EXTRA CHEESE	

Printer Destination Restaurant Kitchen

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	0	1
2	3	4	5	6	7	8
9	@	#	*	%	-	+
&	Space		Clr	BS	/	

GO BACK PgUp PgDn F10 Accept 2 Emily Rose

Select F10 Accept or Select the Go back button to exit out of the Modifiers & Special Instruction screen.

PAY

Choose the Tender type for this Table. Remember to choose the Tip / Gratuity first.

001 Test Company - Payments			
Restaurant Name		Table : 00001 Covers : 3	
Restaurant details			
Description	Qty	Price	Value
GOLDEN SNAILS	1	17.00	17.00
SNAILS AND GARLIC C	1	15.00	15.00
GARLIC CHEESE ROLL	1	10.00	10.00
HAWAIIAN PIZZA LARGE	1	33.00	33.00
CHEDDERMELT BEEF SCH	1	34.00	34.00
CHICKEN SCHNITZEL	1	34.00	34.00
HALF CHICKEN	1	32.00	32.00
LAMB & CALAMAGRI COM	1	47.00	47.00
MIXED GRILL	1	43.00	43.00
Sub-Total			265.00

Account	Table : 00001
Cash	SubTotal 265.00
Cheque	Tip 0.00
Credit Card	Discount 0.00
Discount	TOTAL 265.00
Coupon	Tendered 0.00
Tip / Gratuity	Still Due 265.00
Staff Meal	Change 0.00
No Charge	
Room Account	
Direct Deposit	

ACCOUNT

Choose the account tender media. Select the correct Debtors Account. Select F10 Accept to complete the account payment. (See Account Payment for more details).

ACCOUNT SEARCH						
ACCOUNT	NAME	TITLE	INITIALS	ADDRESS1	TELEPHONE1	TOTAL
ABC001	ABC Stores (Pty) Ltd			PO Box 124	011 856 1201	R 2,879.04
DU0101	Du Toit	Mrs	J	PO Box 123	021 888 0000	R 179.40
TAU001	Taurus (Pty) Ltd			788 Dorp Street	021 8885632	R 615.00

7	8	9
4	5	6
1	2	3
0	Clr	BS
F10 Accept		EXIT
F8 Enter Reference		
F9 Change Sequence		
1 Supervisor		

Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
Z	X	C	V	B	N	M	-		
&	Space				/				
PgUp	Up	Down	PgDn	First	Last				

A Confirmation screen will appear prompting you to confirm the Debit Current Sale to the Debtors Account.



This screen below displays where the transaction can be found.

Select the Debtors, Maintenance, View screen

001 Test Company - Enquiries for Account : ABC001

Account No. ABC001	Telephone 1 011 856 1201	
Company ABC Stores (Pty) Ltd	Telephone 2 011 856 1202	
Address Line 1 PO Box 124 Johannesburg 1489	Fax Number 011 856 1203	
Comment Opening Balance for ABC Stores	Last Payment Amount 30/10/2009 150.22	
	Balance B/F 2879.04	

View History File

Date	Reference	Till	Order #	Sale Item	Rep	Age	Tax	Debit	Credit	Balance
30/10/2009	IN B/F INV4	1			0	1 120 Days	R 165.67	R 98.78	R 0.00	R 2,063.28
30/10/2009	IN INV5	1			0	1 120 Days	R 40.83	R 332.50	R 0.00	R 2,395.78
30/10/2009	IN INV6	1			0	1 120 Days	R 20.42	R 166.25	R 0.00	R 2,562.03
02/11/2009	IN INV8	1			0	1 60 Days	R 7.98	R 64.98	R 0.00	R 2,627.01
02/11/2009	IN INV11	1			0	1 60 Days	R 3.99	R 32.49	R 0.00	R 2,659.50
02/11/2009	IN INV1244	1	1001		0	1 60 Days	R 4.67	R 38.00	R 0.00	R 2,697.50
02/11/2009	IN INV15	1	12122		0	1 60 Days	R 8.93	R 72.68	R 0.00	R 2,770.18
02/11/2009	CN CRN2	1			0	1 60 Days	R 2.56	R 0.00	R 20.81	R 2,749.37
06/11/2009	IN INV16	1	122221		0	1 60 Days	R 20.18	R 164.35	R 0.00	R 2,913.72
06/11/2009	CN CRN3	1			0	1 60 Days	R 4.26	R 0.00	R 34.68	R 2,879.04
12/11/2009	IN Sale[1-127] - 00001	1			127	1 Current	R 32.54	R 265.00	R 0.00	R 3,144.04

Totals 3,199.53 55.49 3,144.04

Total Outstanding 3,144.04	F2 Search	F3 Document	F4 Balances
Credit Limit 35,000.00			
Terms 90 DAYS			
Unallocated 0.00	F8 Allocations	F9 Statement	

Use the Up / Down arrow keys or use the scroll bar, to scroll. Press ENTER or double click with the mouse on the highlighted transaction for more detail

CASH

Select the cash tender. You can type the amount or use the quick value buttons to specify the amount, use the F8 Calculate Tip. This option will calculate the difference between the Total Due and Tender Value. If F8 Calculated Tip were not select the difference would be regarded as change.

The screenshot shows the 'Media Tender' window with the following details:

- Tender Currency = Local Currency** and **Tender Media = CASH**
- Tender Value (Local Currency):** 150.00
- TOTAL Due:** 138.00
- TIP Value:** 12.00 (with a 'Clr' button next to it)
- QUICK VALUES (F6):** 300, 200, 170, 165, 160, 155, 150, 145, 140, 135, 20, 15, 10, 5, 2, 1, 50c, 20c, 10c, 5c
- FUNCTIONS (F7):** F8 Calculate Tip, F9 Full Amount, F10 Accept, EXIT
- Other buttons:** 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, Clr, BS
- Supervisor:** 1 Supervisor

TENDER MEDIA DETAILS**TENDER VALUE**

Type the tender value or use the number keys supplied on the right.

TOTAL DUE

This amount will be displayed. The user will not be able to change the amount.

TIP VALUE

If the user selects the F8 Calculate tip. The Difference between the Tender Value and the Total due will be used e.g. Tender Value R200 and Total Due 180 the Type value will be 20. Use the Ctrl button to clear the Tip Value.

QUICK VALUES

Use the supplied button to specify an amount instead of having to type the amount.

CALCULATE TIP

The Calculate Tip option will Deduct the Total Due from the Tender Value (if tender value is more that total due) display the difference as the Tips value.

FULL AMOUNT

The Full amount option will calculate the full amount for the sale and use that as the payment amount.

ACCEPT

Select Accept to complete the cash tender.

EXIT

Select exit to cancel the Tender media screen.

CHEQUE

Select the cheque tender. You can type the amount or use the quick value buttons to specify the amount, use the F8 Calculate Tip. This option will calculate the difference between the Total Due and Tender Value. If F8 Calculated Tip were not select the difference would be regarded as change. Select F10 Accept to complete the cash tender selection or Select exit to cancel.

Tender Media = CHEQUE

Tender Value

TOTAL Due

TIP Value

F6 - QUICK VALUES

300	200	170	165	160
155	150	145	140	135
20	15	10	5	2
1	50c	20c	10c	5c

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

F8 Calculate Tip
F9 Full Amount
F10 Accept EXIT

1 Supervisor

NOTE: Before doing the day end remember to do the payouts for the tips for all the waitrons.

Payouts have to be done in order to payout the cashier tips for that specific shift or day's trading. The payouts need to be done prior to doing the end of day. Payouts can be found under the Restaurant Point of Sale menu.

Any tips or wages need to be paid to that cashier.

A payout needs to be generated in order to pay the cashiers as needed.

CREDIT CARD

Select the credit card tender. Choose between Debit Card, Master Card, Visa, Am Express. More Tender Media's can be added at the Restaurant Back Office, Company Setup, and Tender Types. You can type the amount or use the quick value buttons to specify the amount, use the F8 Calculate Tip. This option will calculate the difference between the Total Due and Tender Value. If F8 calculated Tip is not select the difference would be regarded as change. Select F10 Accept to complete the cash tender selection or Select exit to cancel.

001 Test Company - Payments

Restaurant Name			
Restaurant details			
Table	: 00002	Covers	: 3
Description	Qty	Price	Value
SEAFOOD PASTA & FET	2	30.00	60.00
ALFREDO & SPAGHETTI	1	23.00	23.00
CHICKEN PASTA & FET	1	25.00	25.00
SEAFOOD PASTA & SPR	1	30.00	30.00
Sub-Total			138.00

Debit Card
MasterCard
Visa
Am Express

Table : 00002

SubTotal 138.00
Tip 0.00
Discount 0.00
TOTAL 138.00
Tendered 0.00
Still Due 138.00
Change 0.00

GO BACK PgDn PgUp F4 Debtor Disc Matrix

Media Tender

Tender Media = VISA

Tender Value 150.00

TOTAL Due 138.00

TIP Value 12.00 Clr

F6 - QUICK VALUES

300	200	170	165	160
155	150	145	140	135
20	15	10	5	2
1	50c	20c	10c	5c

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

F8 Calculate Tip
F9 Full Amount
F10 Accept EXIT

1 Supervisor

DISCOUNT

Discount 2.5%, Discount 5%, Discount 10%, Discount 20% or Discount that will allow you to type the discount amount.

The discount will be deducted from the sub-total of the payment whereby the tender media payment will follow.

COUPON

Choose the coupon tender media. The Coupon Tender will allow you to type the discount amount. You can type the amount or use the quick value buttons to specify the amount.

Media Tender

Tender Media = COUPON

Tender Value

TOTAL Due **138.00**

TIP Value

F6 - QUICK VALUES

300	200	170	165	160
155	150	145	140	135
20	15	10	5	2
1	50c	20c	10c	5c

F8 Calculate Tip

F9 Full Amount

F10 Accept **EXIT**

1 Supervisor

The coupon amount will be deducted from the total of the payment whereby the tender media payment will follow.

001 Test Company - Payments

Restaurant Name			
Restaurant details			
Table	:00002	Covers	:3
Description	Qty	Price	Value
SERFOOD PASTA & EET	2	30.00	60.00
ALFREDO & SPAGHETTI	1	23.00	23.00
CHICKEN PASTA & EET	1	25.00	25.00
SERFOOD PASTA & SPR	1	30.00	30.00
Sub-Total			138.00
Coupon			38.00

Account

- Cash
- Cheque
- Credit Card
- Discount
- Coupon
- Tip / Gratuity
- Staff Meal
- No Charge
- Room Account
- Direct Deposit

Table : 00002

SubTotal **138.00**

Tip **0.00**

Discount **0.00**

TOTAL **138.00**

Tendered **38.00**

Still Due **100.00**

Change **0.00**

GO BACK **PgDn** **PgUp**

F3 **UnDo**

F4 **Debtor Disc Matrix**

TIP / GRATUITY

Choose between the Tip 10 % or the Specify Tip (amount)

001 Test Company - Payments

Restaurant Name			
Restaurant details			
Table	:00002	Covers	:3
Description	Qty	Price	Value
SERFOOD PASTA & FET	2	30.00	60.00
ALFREDO & SPAGHETTI	1	23.00	23.00
CHICKEN PASTA & FET	1	25.00	25.00
SERFOOD PASTA & SPA	1	30.00	30.00
Sub-Total			138.00

Table : 00002

Tip 10%

Specify Tip

SubTotal 138.00

Tip 0.00

Discount 0.00

TOTAL 138.00

Tendered 0.00

Still Due 138.00

Change 0.00

GO BACK PgDn PgUp F4 Debtor Disc Matrix

If the Tip 10% option was select the 10 percent will be worked out for you.

001 Test Company - Payments

Restaurant Name			
Restaurant details			
Table	:00002	Covers	:3
Description	Qty	Price	Value
SERFOOD PASTA & FET	2	30.00	60.00
ALFREDO & SPAGHETTI	1	23.00	23.00
CHICKEN PASTA & FET	1	25.00	25.00
SERFOOD PASTA & SPA	1	30.00	30.00
Sub-Total			138.00
Tip 10%			13.80
Sub-Total			151.80

Table : 00002

Account

Cash

Cheque

Credit Card

Discount

Coupon

Tip / Gratuity

Staff Meal

No Charge

Room Account

Direct Deposit

SubTotal 138.00

Tip 13.80

Discount 0.00

TOTAL 151.80

Tendered 0.00

Still Due 151.80

Change 0.00

GO BACK PgDn PgUp F3 UnDo F4 Debtor Disc Matrix

If the Specify Tip option was selected the Media Tender = Specify Tip screen will appear whereby you can type the amount or use the quick value buttons to specify the amount. Select F10 Accept to complete the specify tip selection or Select exit to cancel.

Media Tender

Tender Media = SPECIFY TIP

Tender Value

TOTAL Due **138.00**

F6 - QUICK VALUES

300	200	170	165	160
155	150	145	140	135
20	15	10	5	2
1	50c	20c	10c	5c

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

F10 Accept **EXIT**

1 Supervisor

STAFF MEAL

Choose the staff meal tender media.

001 Test Company - Payments

Restaurant Name
Restaurant details
Table : 00002 Covers : 3

Description	Qty	Price	Value
SERFOOD PASTA & FET	2	30.00	60.00
ALFREDO & SPAGHETTI	1	23.00	23.00
CHICKEN PASTA & FET	1	25.00	25.00
SERFOOD PASTA & SPR	1	30.00	30.00
Sub-Total			138.00

Account

- Cash
- Cheque
- Credit Card
- Discount
- Coupon
- Tip / Gratuity
- Staff Meal
- No Charge
- Room Account
- Direct Deposit

Table : 00002

SubTotal **138.00**

Tip **0.00**

Discount **0.00**

TOTAL **138.00**

Tendered **0.00**

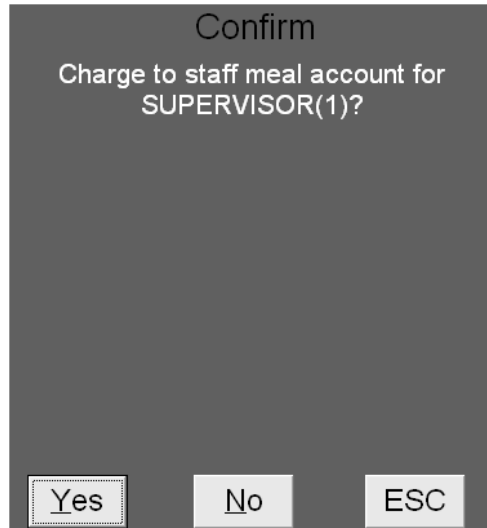
Still Due **138.00**

Change **0.00**

GO BACK PgDn PgUp

F4 Debtor Disc Matrix

A Confirmation screen will appear prompting you to charge the staff meal account for the logon Waitron e.g. Supervisor.



The staff meal will be displayed on the X-Report for the specific Waitron.

NO CHARGE

Choose the no charged tender media.

001 Test Company - Payments

Restaurant Name			
Restaurant details			
Table	: 00002	Covers	: 3
Description	Qty	Price	Value
SEAFOOD PASTA & FET	2	30.00	60.00
ALFREDO & SPRAGHETTI	1	23.00	23.00
CHICKEN PASTA & FET	1	25.00	25.00
SEAFOOD PASTA & SPR	1	30.00	30.00
Sub-Total			138.00

Account

Cash

Cheque

Credit Card

Discount

Coupon

Tip / Gratuity

Staff Meal

No Charge

Room Account

Direct Deposit

Table : 00002

SubTotal	138.00
Tip	0.00
Discount	0.00
TOTAL	138.00
Tendered	0.00
Still Due	138.00
Change	0.00

▲

▼

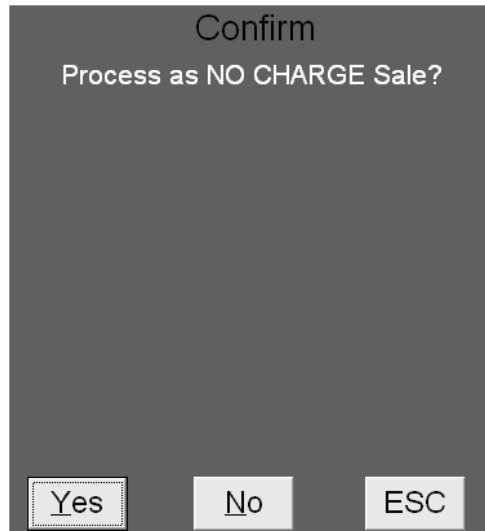
F4 Debtor Disc Matrix

GO BACK

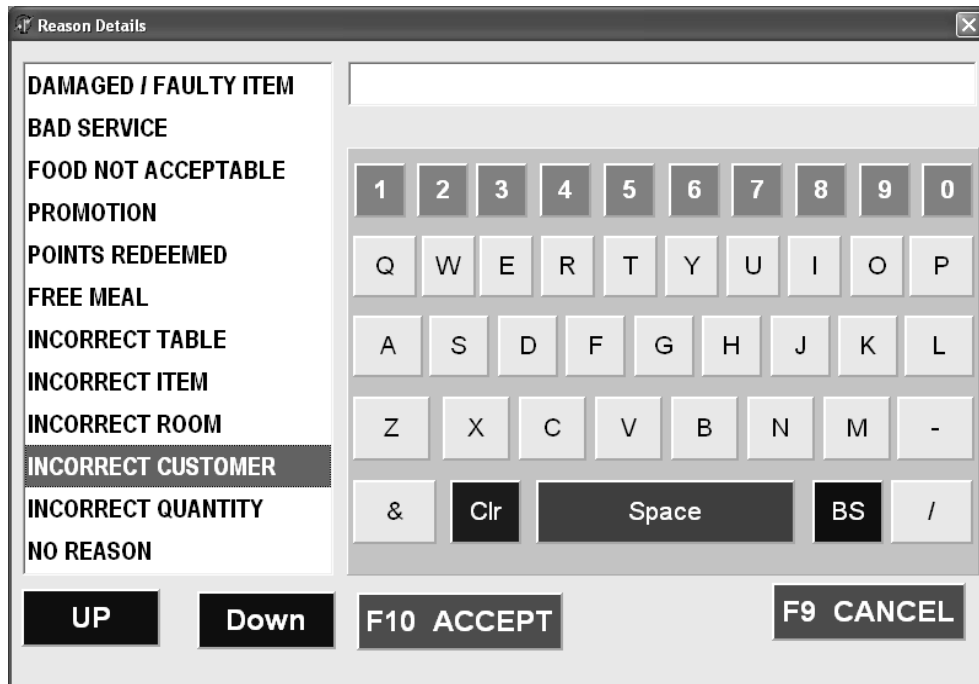
PgDn

PgUp

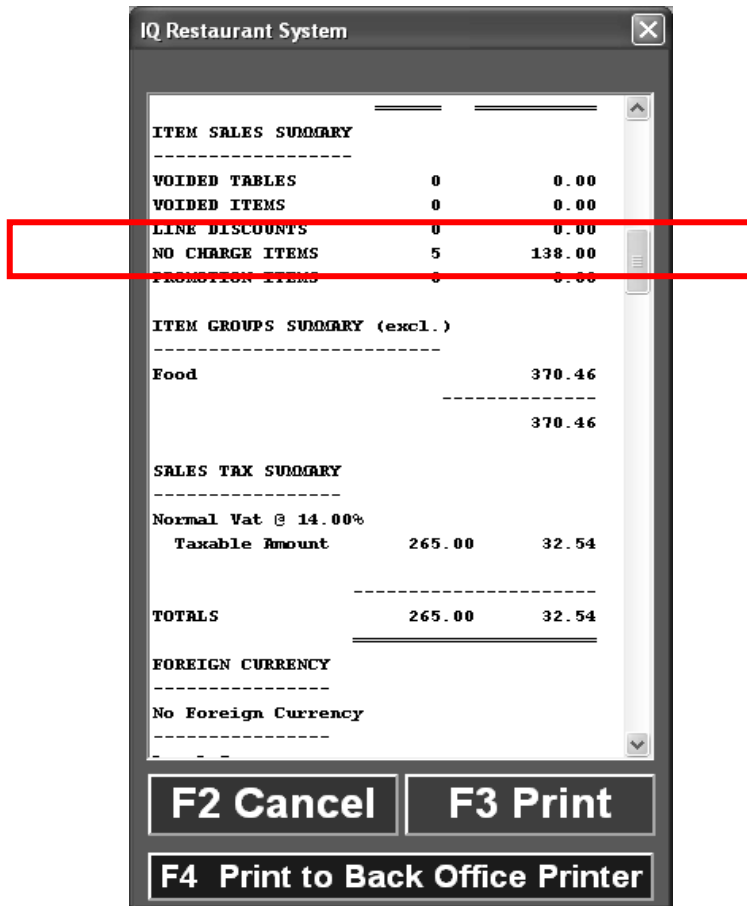
A Confirmation screen will appear prompting you to process as No Charge sale.



Choose from one of the Reason why three is a no charge payment. Click F10 Accept to complete the no charge payment.

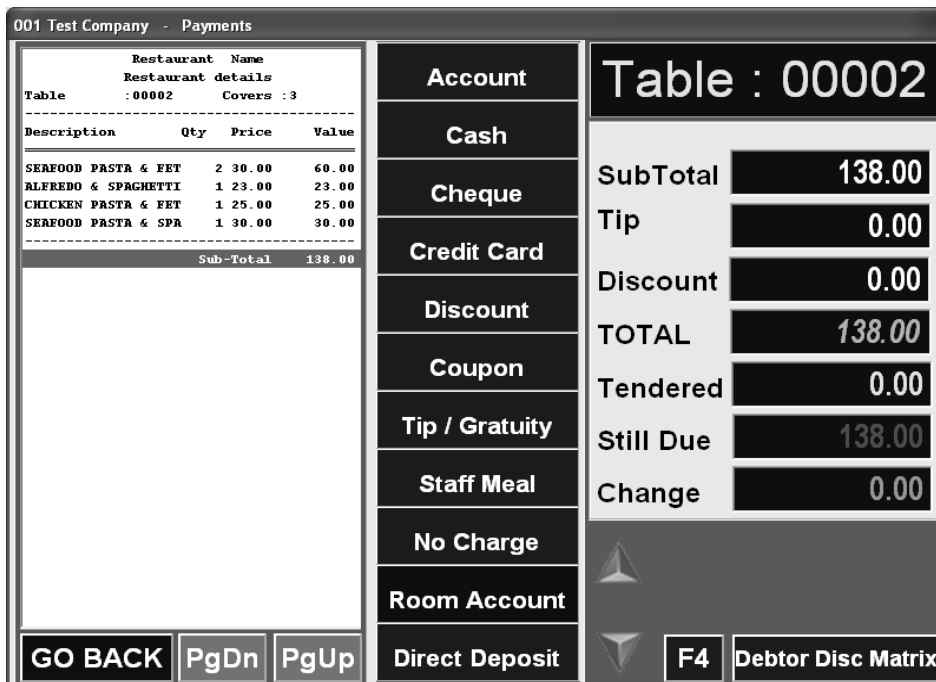


The no charge payments will be displayed on the X-Report for the specific Waitron.

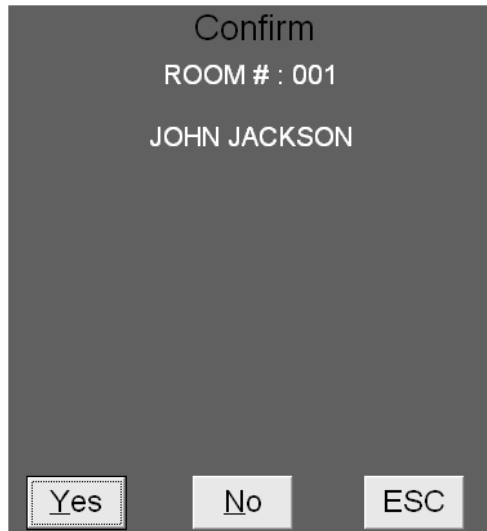


ROOM ACCOUNT

Choose the Room account tender media. Select the correct Debtors Account or type the room number. Select F10 Accept to complete the account payment.



A Confirmation screen will appear prompting you to confirm the room number with the name of the customer account.



This screen below displays where the transaction can be found.

Select the Room & Reservations Management, Room Maintenance, Select Customer and click Edit, Select the Transaction Detail Tab.

Room Details - 001 - MR JACKSON JOHN

1 Room Details | 2 Guest Details | 3 Transaction Detail | 4 Booking Details

DATE & TIME	REFERENCE	ORDER NUMBER	SALE REF.	SALE NO.	TILL	TCODE	TAX	DEBIT
09/10/2009 10:20:51	Restaurant Sale		6	8	1	IN	R 7.37	60.00
13/10/2009 11:39:37	121			0	1	IN	R 61.40	500.00
13/10/2009 11:40:00	Restaurant Sale		12	20	1	IN	R 4.79	39.00
15/10/2009 09:40:42	Restaurant Sale		10	24	1	IN	R 6.26	51.00
15/10/2009 09:41:20	Cash Sale		100002	25	1	IN	R 4.73	38.50
15/10/2009 09:52:34	Restaurant Sale		5	27	1	IN	R 6.63	53.95
02/11/2009 15:55:48	45445	RECPT # 5		0	1	PM	R 0.00	0.00
12/11/2009 13:12:23	Restaurant Sale		2	130	1	IN	R 16.95	138.00
12/11/2009 13:13:20	Restaurant Sale		2	131	1	IN	R 16.95	138.00

F5 Process Journal **F7 Print Sale Docket** Balance

F6 Print Statement **F8 Book Out Guest** **F9 Design Statement**

F10 Accept

Double Click on The Highlighted Transaction to View More Detail

DIRECT DEPOSIT

Choose the room account tender media. Select the correct Debtors Account. Select F10 Accept to complete the Room account payment.

001 Test Company - Payments			
Restaurant Name		Table : 00002	
Restaurant details		Covers : 3	
Description	Qty	Price	Value
SEAFOOD PASTA & FET	2	30.00	60.00
ALFREDO & SPAGHETTI	1	23.00	23.00
CHICKEN PASTA & FET	1	25.00	25.00
SEAFOOD PASTA & SPR	1	30.00	30.00
Sub-Total			138.00

Account	Table : 00002
Cash	SubTotal 138.00
Cheque	Tip 0.00
Credit Card	Discount 0.00
Discount	TOTAL 138.00
Coupon	Tendered 0.00
Tip / Gratuity	Still Due 138.00
Staff Meal	Change 0.00
No Charge	
Room Account	
Direct Deposit	

GO BACK	PgDn	PgUp	F4	Debtor Disc Matrix
---------	------	------	----	--------------------

Media Tender	
Tender Media = DIRECT DEPOSIT	
Tender Value	150.00
TOTAL Due	138.00
TIP Value	12.00 Clr
F6 - QUICK VALUES	
300	200
170	165
160	155
150	145
140	135
20	15
10	5
2	1
50c	20c
10c	5c

7	8	9
4	5	6
1	2	3
0	Clr	BS
F8 Calculate Tip		
F9 Full Amount		
F10 Accept		EXIT
1 Supervisor		

The amount will go directly to the Bank account. To view the details go to Restaurant Back Office, Company setup, Ledger & Expense Maintenance, Ledger Maintenance, Search for 3990.000.000.00 and select F10 View Details.

NOTE: The detail of the payment will only show once a day end was done.

Ledger Transaction Details

Account Details

Account: 3990.000.000.00 BANK ACCOUNT
 Department:
 Reporting Group: 0
 Type: 5 Bank Account

Transaction Details

Start & End Viewing Period: 01/11/2009 to 30/11/2009

DATE	DESCRIPTION	REFERENCE	ORDER NUMBER	TAX	DEBIT	CREDIT
06/11/2009	CCARD	C0100025		0.00	550.00	0.00
12/11/2009	DDEP	R0000002		0.00	150.00	0.00
27/11/2009	CCARD	R0000005		0.00	399.00	0.00
27/11/2009	CCARD	C0100038		0.00	354.00	0.00

0.00 1,453.00 0.00

F6 Print F7 Design F9 Apply Selection

AMEND ORDER DETAILS

Modify Order

Item	Qty	Unit Price	SpltQty
KOEDOE STEAK	1.000	60.00	0.000
RARE	1.000	0.00	0.000
WITH RICE	1.000	0.00	0.000
FILLET ALA FIGURE	1.000	38.00	0.000
MEDIUM	1.000	0.00	0.000
DON JAMAICAN	1.000	12.00	0.000
DON KAHLUA	1.000	11.00	0.000
DON AFRICA SPEC.	1.000	15.00	0.000

F2 Quantity Change Table :00007

F3 Price Change

F4 Void Invalid Entry/Quantity

F5 No Chrgs Damaged Goods

7 8 9
 4 5 6
 1 2 3
 0 00 .
 Clr BS
F10 Accept **EXIT**

PgUp Up Down PgDn GO BACK 1 Supervisor

AMEND ORDER

Choose F3 to Amend order. The Amend order option will allow you to edit and add to the existing order.

QUANTITY

This option will allow you to change the quantity of the item

PRICE

This option will allow you to change the price of the item.

VOID

This option will allow you to a void an item.

NO CHARGE

This option will allow you to a specify a no charge item.

TABLE ORDER DETAIL

001 Test Company - Table Orders LOCATION : 001 Restaurant

Table :00007

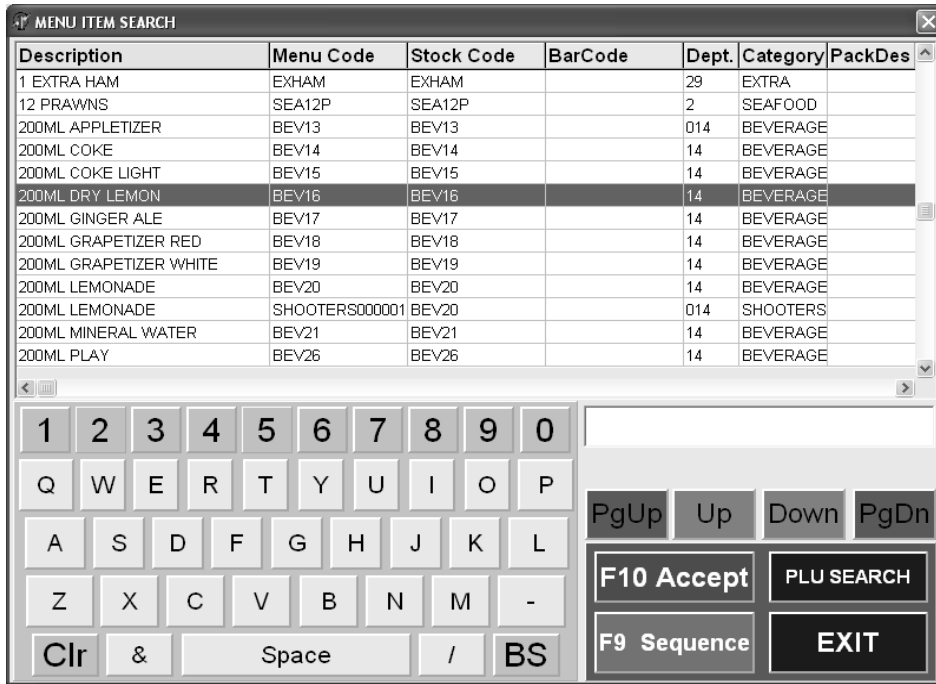
Rem	Qty	Disc	Unit Price
KOEDOE STEAK	1.000	0	60.00
RARE	1.000	0	0.00
W/TH RICE	1.000	0	0.00
FILLET ALA FIGURE	1.000	0	38.00
MEDIUM	1.000	0	0.00
DON JAMAICAN	1.000	0	12.00
DON KAHLUA	1.000	0	11.00
DON AFRICA, SPEC.	1.000	0	15.00

DUE 136.00

1 Supervisor

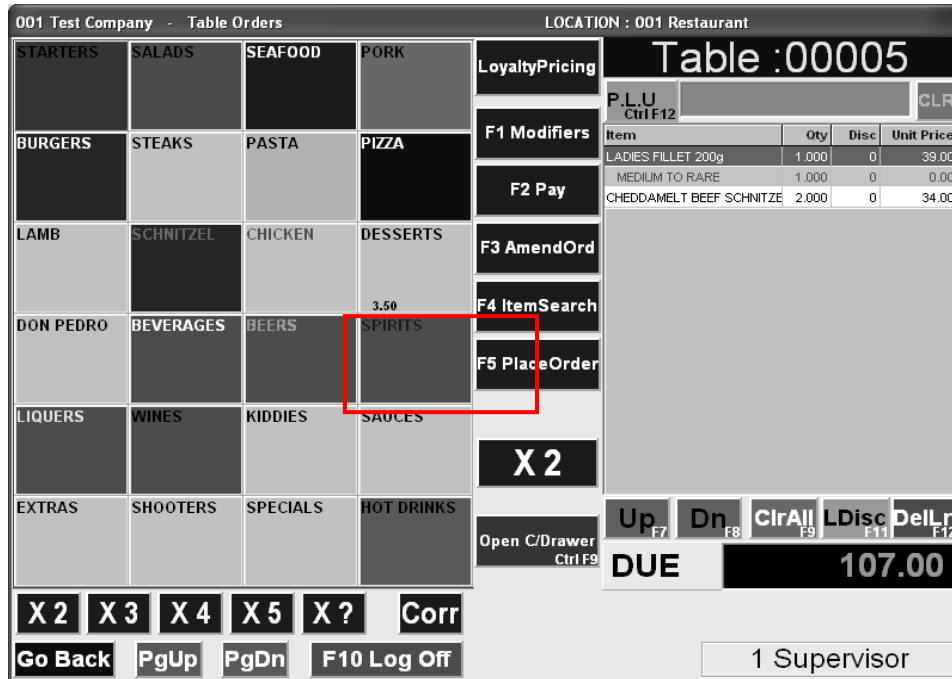
ITEM SEARCH

This option will allow you to Search of an item and find the item perhaps quicker than on the menu. The F9 Sequence can be use to sort by Description or Code.



PLACE ORDER

This option send the order to the selected location e.g. Kitchen printer.



QUANTITY

Select the quantity option before selecting a menu item.

001 Test Company - Table Orders LOCATION : 001 Restaurant

Table :00005

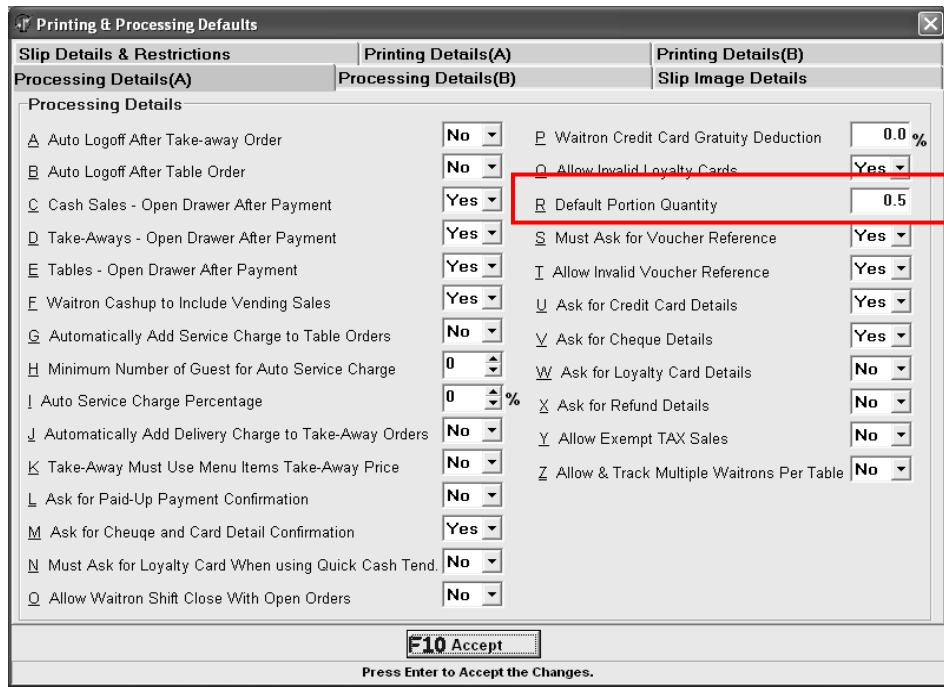
Item	Qty	Disc	Unit Price
LADIES FILLET 200g	1.000	0	39.00
MEDIUM TO RARE	1.000	0	0.00
CHEDDAMELT BEEF SCHNITZE	2.000	0	34.00

1. Select the quantity option.
 2. The Quantity selector will display the selected quantity.
 3. The Menu Item's quantity will display 2.

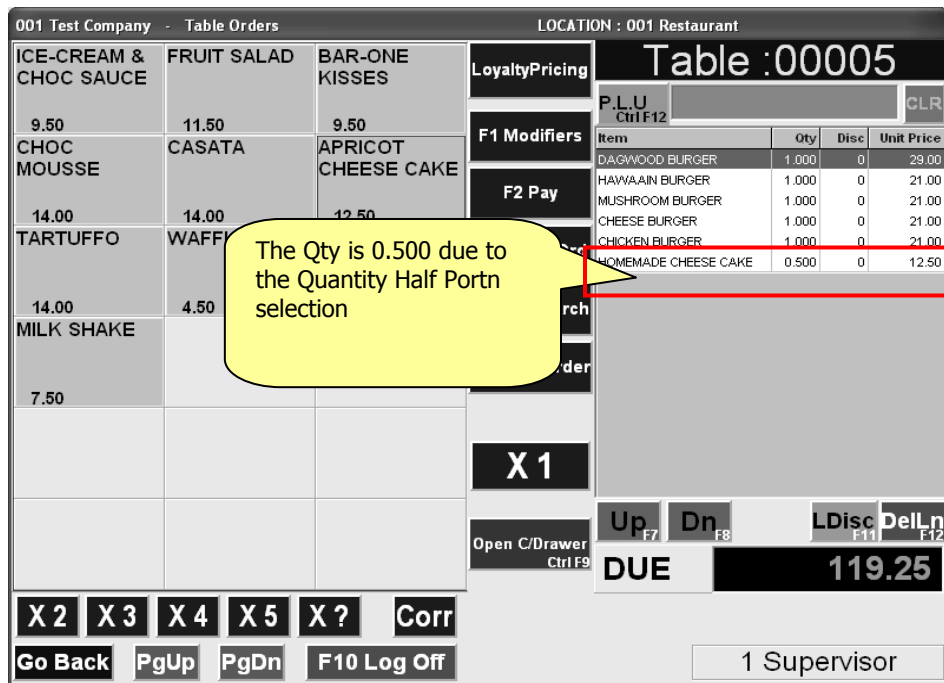
Click on the Half port button to avoid having to type 0.5.

Click on the Half Portn Button to avoid making an error when typing the half amount. Select F10 Accept to complete the Quantity process.

NOTE: The Restaurant Back Office, Company Setup, Slip & Order Setup, Slip & Order Printing details, Processing Details Tab, R - Default Portion Quantity, Type the 0.5 quantity required.

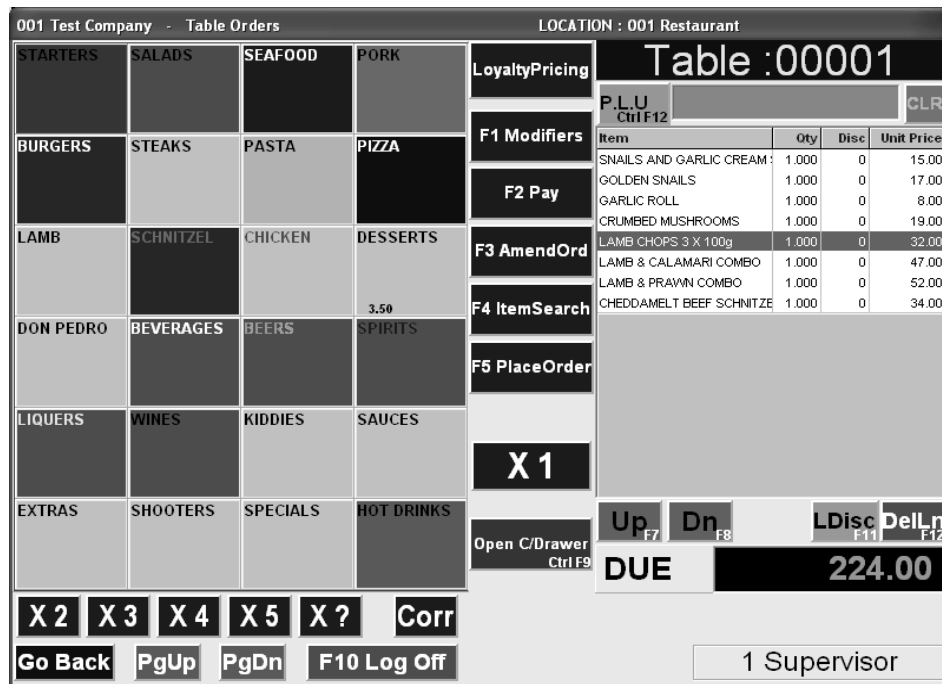


The Quantity of the peri-peri chicken liver is 0.500 due to the Default Portion = 0.5 in the Printer & Processing Details setup.



PLACE ORDER

Select the Place Order button to send the order to the Kitchen/Bar area to be prepared.



OPEN C/DRAWER

Select this button and the cash drawer will open. Ctrl F9 can also be use as a keyboard shortcut.

TABLE ORDERS AMENDMENT DETAILS

UP

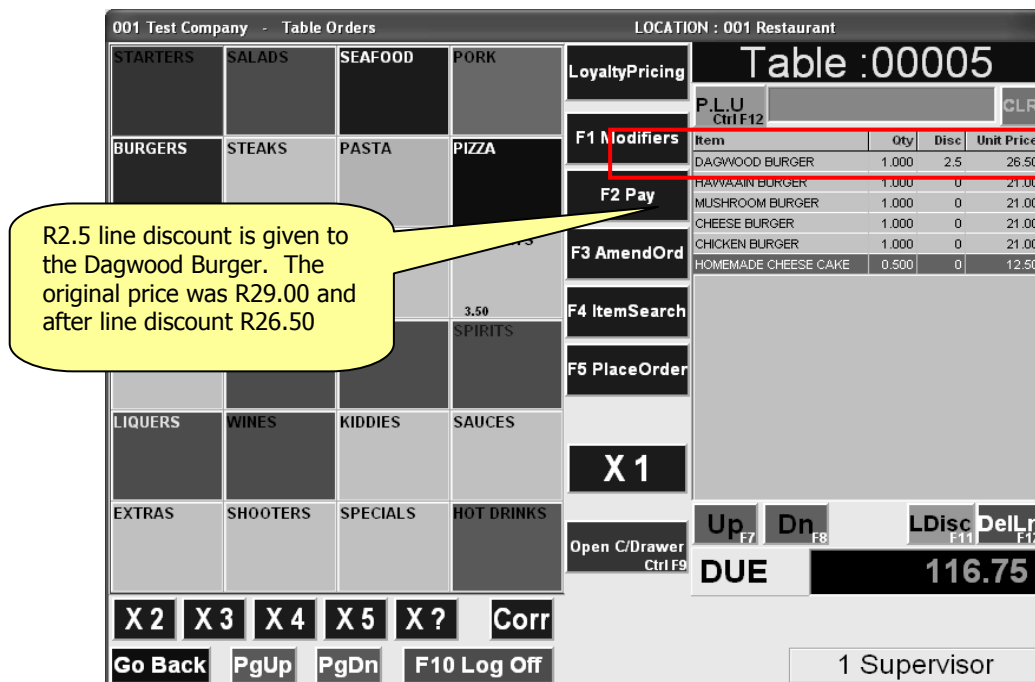
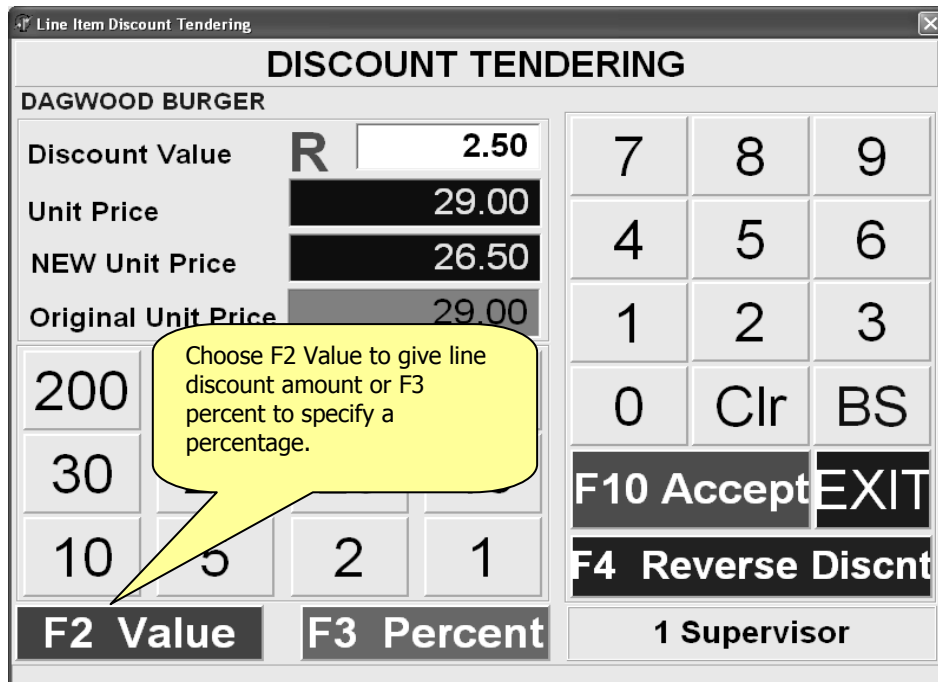
Select this button and the selection will move one line up. Ctrl F7 can also be use as a keyboard shortcut.

DN

Select this button and the selection will move one line down. Ctrl F8 can also be use as a keyboard shortcut.

LDISC

Select this button and the selection will give the line discount. Ctrl F12 can also be use as a keyboard shortcut. Two type of Line discount is available Percentage or Value.



DELLN

Select this button and the selection will delete one line. Ctrl F12 can also be use as a keyboard shortcut.

001 Test Company - Table Orders LOCATION : 001 Restaurant

Table :00002

Item	Qty	Disc	Unit Price
DAGWOOD BURGER	1.000	0	29.00
HAWAIIAN BURGER	1.000	0	21.00
OUT OF AFRICA & GREEK SAL	1.000	0	26.00
OUT OF AFRICA	1.000	0	18.00
OUT OF AFRICA	1.000	0	18.00

DUE 138.00

1 Supervisor

Use the Delete Line option to remove incorrect menu items.
NOTE: The DelLn option can only be user if the item has not yet been ordered; otherwise the line void must be user.

NOTE: The DelLn does not work after items have been placed on order. To DelLn function can only work in the Waitron logged on if this option was enabled under the user setup.

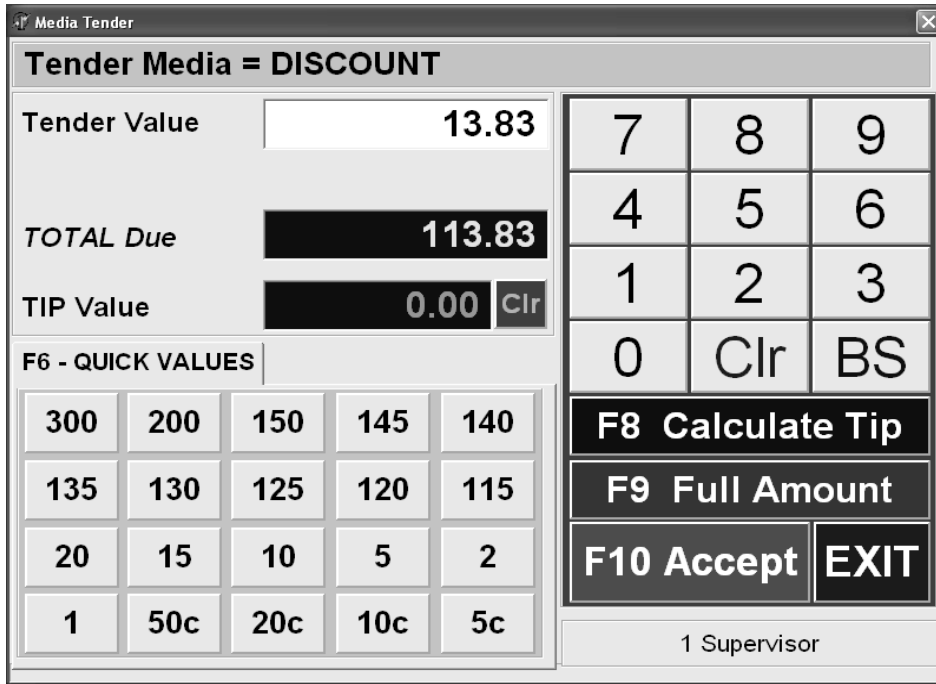
A confirmation screen will appear prompting you to confirm deleting the item from the order

Confirm

Are you sure you want to delete this item from the order?

Yes No ESC

DISCOUNT TENDERING MEDIA



DISCOUNT MEDIA DETAILS

DISCOUNT VALUE

Select F2 Value or F3 percent to display the format of the discount.

UNIT PRICE

Select Unit Price will display the price before the discount.

NEW UNIT PRICE

Select Unit Price will display the price after the discount.

ORIGINAL UNIT PRICE

Select Unit Price will display the original price of the item.

VALUE

Select F2 Value to display the discount in Value.

PERCENT

Select F3 Value to display the discount in Percentage.

ACCEPT

Select F10 Accept to complete the discount tendering.

EXIT

Select Exit to cancel and close the discount tendering.

REVERSE DISCNT

Select F4 to reverse the discount specified.

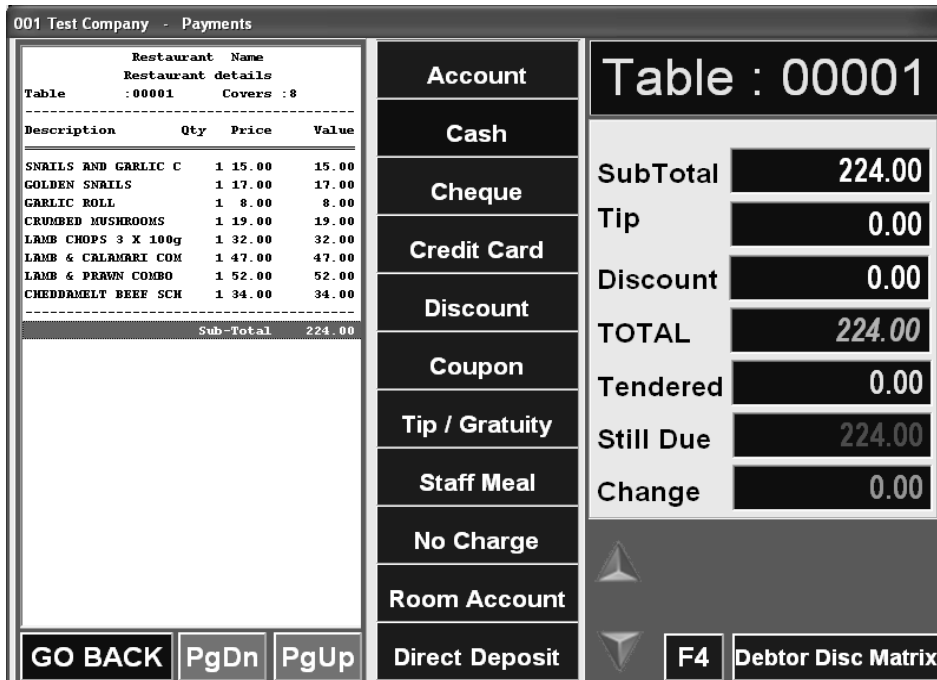
TABLE OPTIONS

PAY

Choose F5 Pay to pay the open table. The table can also be paid after order was placed, by going to the Table Selection screen, choosing the table and selection F5 Pay.



Choose a Tender Media. For more detail on Tender Media refer to the New Table explanation. For more details on the Payment options please see the Table Payment Details.



NOTE: Split table payment has to be paid under the Split bill option.

PAYMENT EXPLANATION DETAILS**ACCOUNT**

When processing a Room Account payment the amount will be credited on the Debtors account only after the account has been paid the selected ledger account of the Tender Type will be debited.

CASH

When processing a Cash payment the amount will be debited in the selected ledger account of the Tender Types, the default ledger account is Cash on hand.

CHEQUE

When processing a Cheque payment the amount will be debited in the selected ledger account of the Tender Types, the default ledger account is Cash on hand.

CREDIT CARD

When processing a Credit Card payment the amount will be debited in the selected ledger account of the Tender Types, the default ledger account is the Bank Account.

DISCOUNT

When processing a Cash payment the amount will be debited in the selected ledger account of the Tender Types, the default ledger account is Discount Allowed.

COUPON

When processing a Coupon payment the amount will be debited in the selected ledger account of the Tender Types, the default ledger account is Cash on hand.

TIP/ GRATUITY

When processing a Tip / Gratuity payment amount will be debited in the selected ledger account of the Tender Types, the default ledger account is Cash on hand. The Tip will then be given to the waiter via the Payout option.

STAFF MEAL

When processing a Staff meal the amount will be debited in the selected ledger account of the Tender Types, the default ledger account is Discount Allowed.

NO CHARGE

When processing a No Charge payment the amount will be debited in the selected ledger account of the Tender Types, the default ledger account is Discount Allowed.

ROOM ACCOUNT

When processing a Room Account payment the amount will be credited on the Debtors account only after the account has been paid the selected ledger account of the Tender Type will be debited.

DIRECT DEPOSIT

When processing a Credit Card payment the amount will be debited in the selected ledger account of the Tender Types, the default ledger account is the Bank Account.

PRINT BILL

Choose F6 Print bill. The Print Bill option will allow the user to print the table transactions, e.g. Proforma bill.

```

THE RED BARON
101 Long Street
1st Floor
Cape Town

(021) 55123212

VAT # : 52342332
-----
PROFORMA INVOICE
-----
24/01/2002 16:13:19 1 Manager
-----
Table      :0000007   Covers :5
Till       :1
-----
Description      Qty Price   Value
=====
HAMBURGER - WITH CH  1 14.00  14.00
CHEESEBURGER WITH C  1 16.00  16.00
AMSTEL            1  5.00   5.00
GRACA             1 14.60  14.60
MINI BREAKFAST    1 19.50  19.50
ENERGY BLUE BERRY 5  5.46   5.46
TOY STORY 2       1  2.50   2.50
ICE-CREAM WITH CHOC 1  6.50   6.50
-----
Sub-Total                            83.56

Gratuity (Thank You) R.....

TOTAL                                R.....

V.A.T Amount @ 14%    10.25
Included Vatable Amount 83.56
-----
Thank you.
Come back soon !
    
```

VOID

Select the table, choose F7 Void. A confirmation screen will appear asking to Void the Specify table. Select yes to continue.

```

Confirm
Void this table? [TABLE :00001]

Yes No ESC
    
```

Choose a reason for voiding the table.

Reason Details

DAMAGED / FAULTY ITEM
 BAD SERVICE
 FOOD NOT ACCEPTABLE
 PROMOTION
 POINTS REDEEMED
 FREE MEAL
 INCORRECT TABLE
 INCORRECT ITEM
INCORRECT ROOM
 INCORRECT CUSTOMER
 INCORRECT QUANTITY
 NO REASON

Room 103 instead of 109

1 2 3 4 5 6 7 8 9 0
 Q W E R T Y U I O P
 A S D F G H J K L
 Z X C V B N M -
 & Clr Space BS /

UP Down F10 ACCEPT F9 CANCEL

A confirmation screen will appear to asking if the correct reason was selected. Select Yes to continue.

Confirm

Is this the correct Reason ?

Room 103 instead of 109

Yes No ESC

A second confirmation screen will appear telling you the table have been voided. Click on Ok to continue.

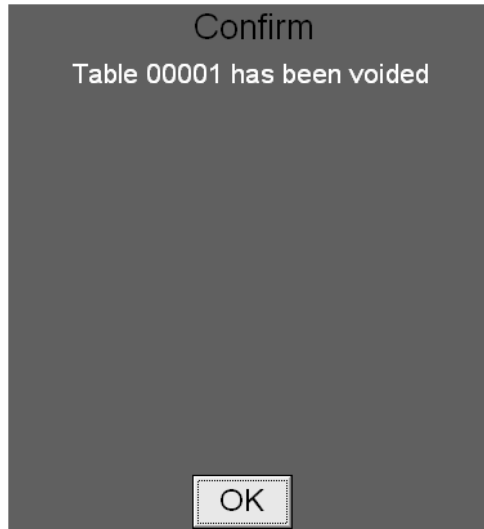
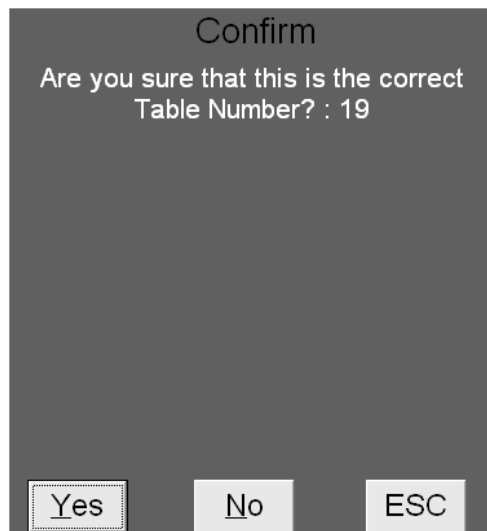


TABLE TRANSFER

Choose F8 Table Transfer. This option will allow you to transfer a guest from one table to another table.



A confirmation screen will appear confirming if you are sure that his is the correct table. Select Yes.



Confirm
Are you sure that this is the correct
Table Number? : 19

Yes No ESC

A second confirmation screen will appear prompting you to transfer table e.g. 5 to table e.g. 14. Select Yes.

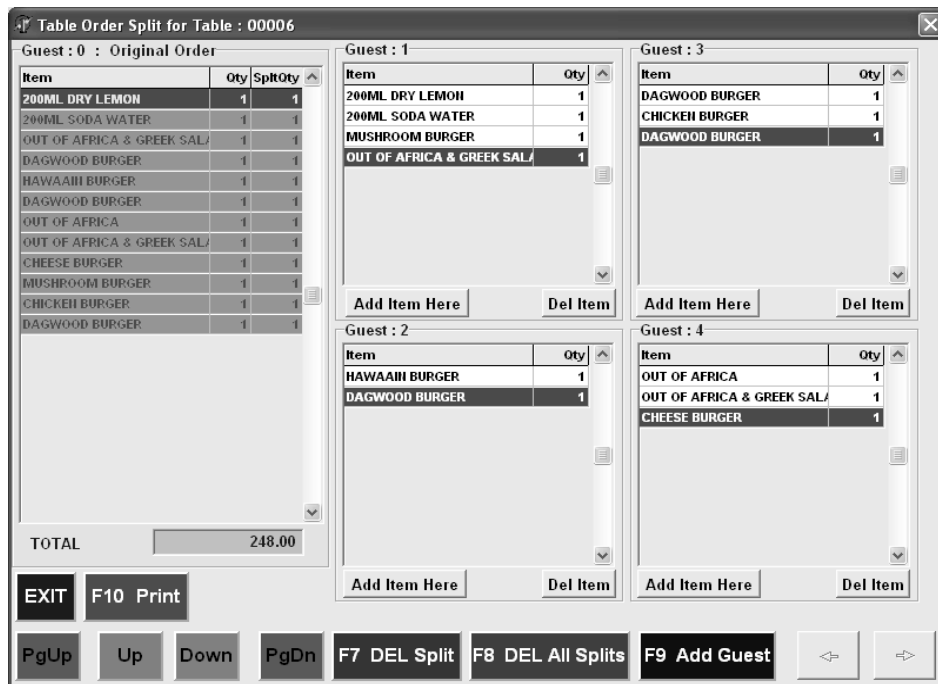


Confirm
Transfer Table 00002 3 153.40 To
Table 00019

Yes No ESC

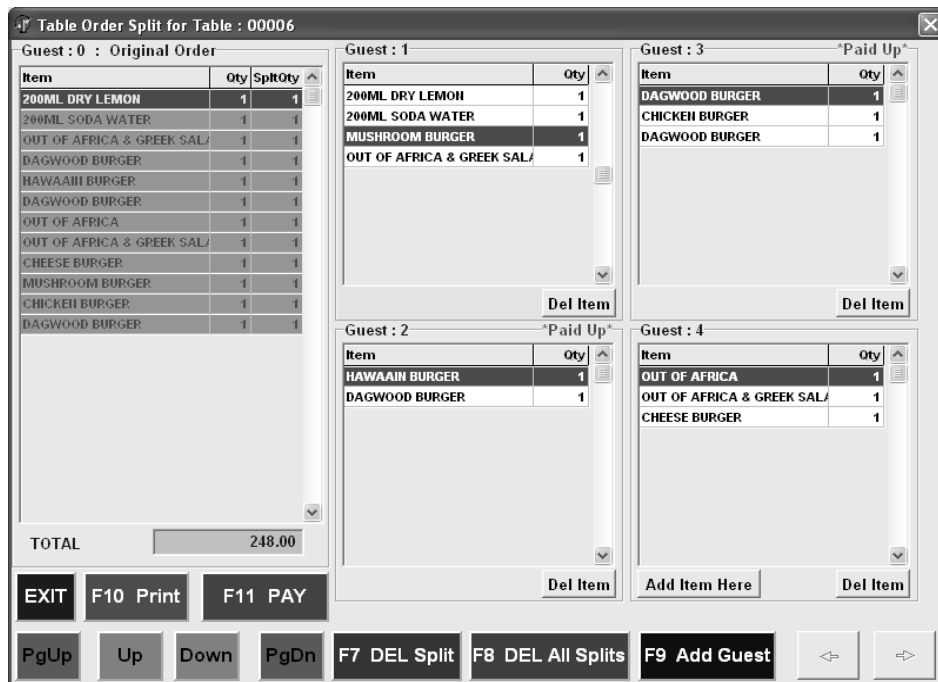
SPLIT BILL

This option will enable you to split the bill between Guests adding their items to their own blocks.



Select F9 Add Guest, a new Guest Block will appear, select the guest item and click on Add item here button. Add as many guests as need and allocate there items to their blocks. Each Split can be deleted or Delete all the Splits. To pay a guest click on the Guest block, the F11 Pay button will appear. Click on the F11 Pay button and the payment tender screen will appear, proceed with payment.

Once the Guest has paid for his or her items *Paid Up* in red will appear in the top right corner of the block. Once all the guest has paid their bills the Table total will be 0.



When printing the Split Bill (F10 Print) you will have a choice to print on the same slip or on a separate slips and to add a tip or discount.

Restaurant Name			
Restaurant details			

PROFORMA INVOICE - SPLIT BILL			

Table	: 0000015	Covers	: 6

Description	Qty	Price	Value

PRAWN PLATTER		1100.00	100.00
GRILLED CALAMARI	1	31.00	31.00

Total for Guest 1			131.00

PIZZA	1	32.00	32.00
KINGSRIP	1	44.00	44.00

Total for Guest 2			77.00

Sub Total			208.00

Gratuity (Thank You)			

TOTAL			

Printed Split Bill. Choosing the option to print the guest on one slip.

ALTER DETAILS

This option will allow you to edit / change the table details.

Table Detail Alterations

Selected Table : 00010 Value : 69.60

A Waiter 3 Peter F2 SEARCH

B Number of Guests - 1 +

C Table Comment NO SMOKING

D Customer Surname & Name DU TOIT JUSTIN

E Loyalty Card Number 12544477

F Proforma Discount Value 0.00 % 0.00

G Proforma Gratuity/Tip Value 10.00 % 6.96 New Value 76.56

1	2	3	4	5	6	7	8	9	0	<p>F8 Allocate Customer</p> <p>F9 Cancel</p> <p>F10 Accept</p> <p>3 Peter</p>
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L		
Z	X	C	V	B	N	M	-			
&	Clr	Space	BS	/						

TABLE DETAIL ALTERATIONS**WAITER**

Search for a different waiter using F2 Search.

NUMBER OF GUESTS

Type the number of guest or use the – or + buttons.

TABLE COMMENT

Use this option to type a table comment.

CUSTOMER SURNAME & NAME

Type or Edit the Customer Surname & Name

LOYALTY CARD NUMBER

Enter the Customer Loyalty card number

PROFORMA DISCOUNT VALUE

Enter the discount value.

PROFORMA GRATUITY/TIP VALUE

Enter the discount value.

Select F10 Accept to complete the Alter Details option.

A confirmation screen will ask you accept the changes.



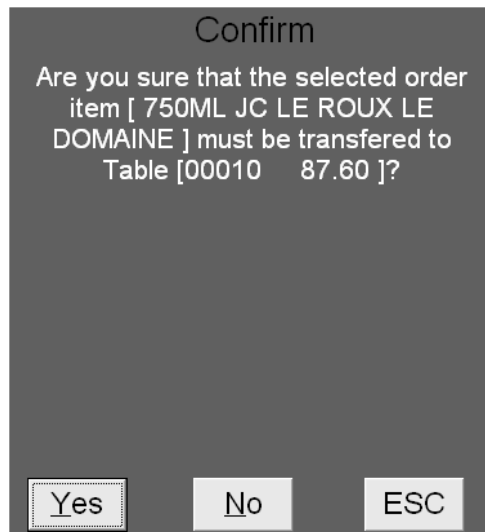
ITEM TRANSFER

Select the table before clicking on the item transfer screen.



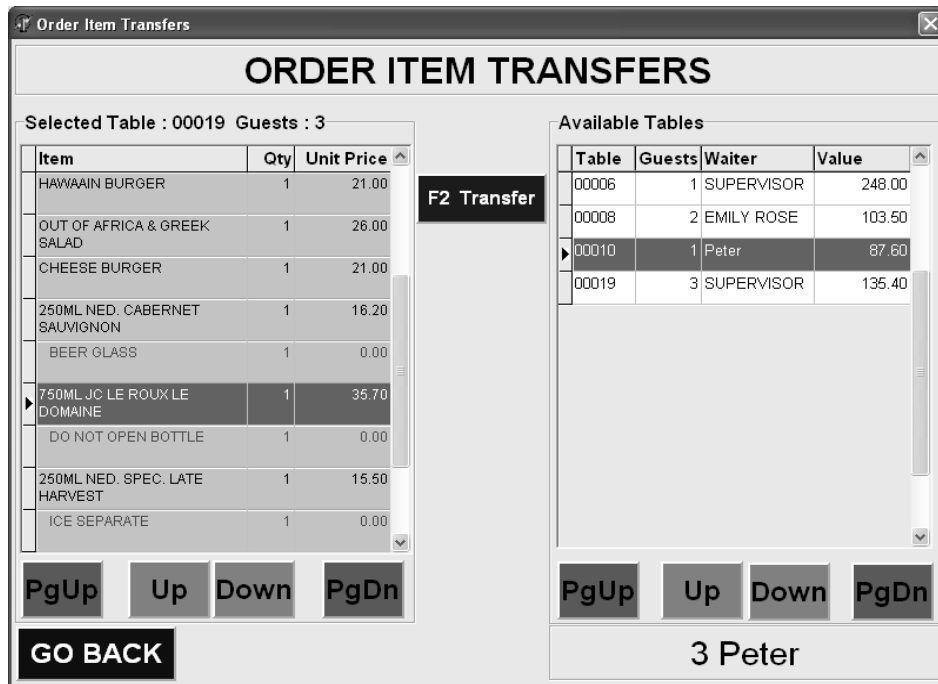
Select the item to transfer. Click on the F2 transfer button.

A confirmation screen will appear asking if you are sure the selected order item must be transferred to the specified table.



QUICK SALE

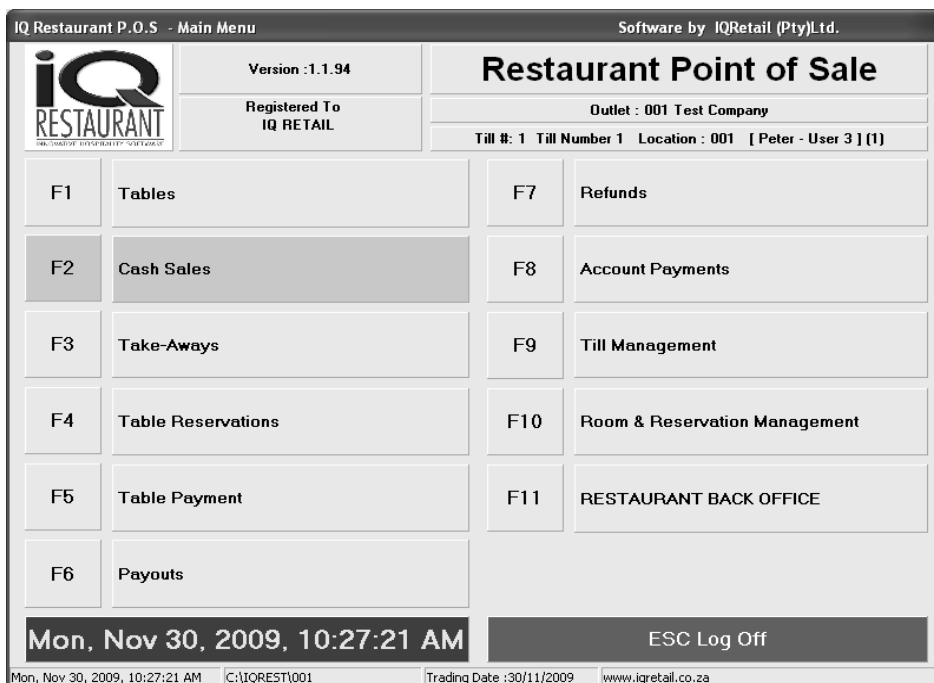
This option will allow you to do a quick sale, this option will take you immediately into the Table Menu screen without asking to table details.



CASH SALES

Processing Cash Sales is exactly the same as Tables, but the table details screen does not get used.

Please refer to the Table order explanations above.



Select Cash Sale to immediately go into the menu ordering screen.

001 Test Company - Cash Sales LOCATION : 001 Restaurant

HALF CHICKEN 32.00	CHICKEN & RIB COMBO 43.00	WITH CHIPS	LoyaltyPricing	0100040		
WITH POTATO	WITH RICE		F1 Modifiers	P.L.U Ctrl F12	CLR	
			F2 Pay	Rem	Qty	Disc Unit Price
			F3 AmendOrd	HALF CHICKEN	1.000	0 32.00
			F4 ItemSearch	WITH RICE	1.000	0 0.00
				CHICKEN & RIB COMBO	1.000	0 43.00
				WITH POTATO	1.000	0 0.00
			X 1			
			Open C/Drawer Ctrl F9	Up F7	Dn F8	ClrAll F9
			Reprint Last Ctrl F10	LDisc F11	Delln F12	
X 2	X 3	X 4	X 5	X ?	Corr	
Go Back	PgUp	PgDn	F10 Log Off	Exact Cash Ctrl F1	76 Ctrl F2	80 Ctrl F3
				85 Ctrl F4	DUE 75.00	
				90 Ctrl F5	95 Ctrl F6	100 Ctrl F7
						OTHER Ctrl F8

Proceed with the ordering as normal.

TAKE-AWAYS

The Restaurant Point of Sale Take-away will allow you to manage take-aways via Phone in order or Counter orders.

001 Test Company - Take-Aways

TAKE-AWAYS

No.	Surname	Contact	OTime	CTime	Telephone	Type	Paid	Value
0100018	YOUNG	Peter	10:30	10:29	021 8888888	DELVRY	NO	177.00
0100019			10:31	10:31		COUNTR	NO	71.00
0100020			10:31	10:31		COUNTR	NO	114.00
0100021	ROUX	Mrs Roux	10:32	10:32	021 999 9999	DELVRY	NO	145.00
0100022	QUINTON	Riaan	10:33	10:32	021 7777777	DELVRY	NO	88.00
0100023			10:33	10:33		COUNTR	NO	120.00
0100024			10:33	10:33		COUNTR	NO	175.00
0100025	DE VOS	vWerner	10:34	10:34	021 444 4444	DELVRY	NO	34.00
0100026	MEYER	Tony	10:35	10:34	021 965 1230	DELVRY	NO	119.50
0100027	BRINK	Ewin	10:36	10:35	021 456 4564	DELVRY	NO	161.00
0100028	KNOT	Ben	10:36	10:36	021 741 2321	DELVRY	NO	115.00
0100029			10:37	10:37		COUNTR	NO	154.00
0100030			10:37	10:37		COUNTR	NO	122.00
0100031			10:37	10:37		COUNTR	NO	32.00
0100032			10:37	10:37		COUNTR	NO	75.00
0100033			10:37	10:37		COUNTR	NO	64.00

PgUp
PgDn
Up
Down
EXIT

F1	New Phone-In Order	F2	Edit Phone-In Details	F3	New Counter Order	F4	Edit Order
F5	Pay	F6	Print	F7	Void	F10	Log Off

TAKE AWAYS DETAILS

NEW PHONE-IN ORDER

The phone-in order will require Details of the Customer before allowing you to specify the item on the take-away.

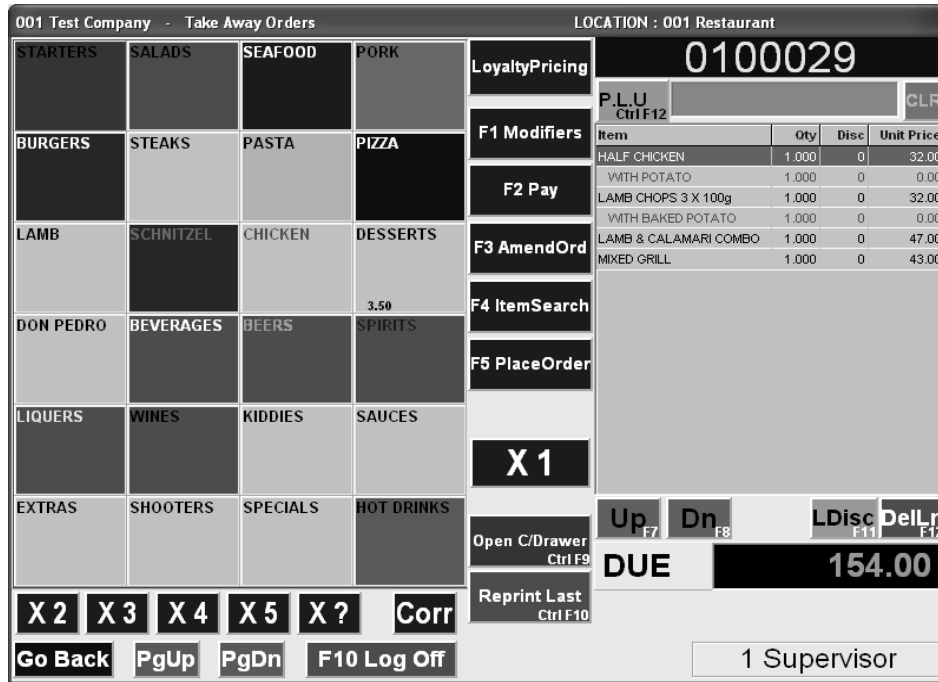
Fill in Telephone, Surname, Title & Initials, Contact Person, Address, Payment details and specify the type of order. Choose between F4 Counter, F5 Collect or F6 Delivery.

EDIT PHONE-IN DETAILS

The Edit phone-in details will allow you to open the detail screen and add or edit the details. You will not be able to edit counter orders, they have no details.

NEW COUNTER ORDER

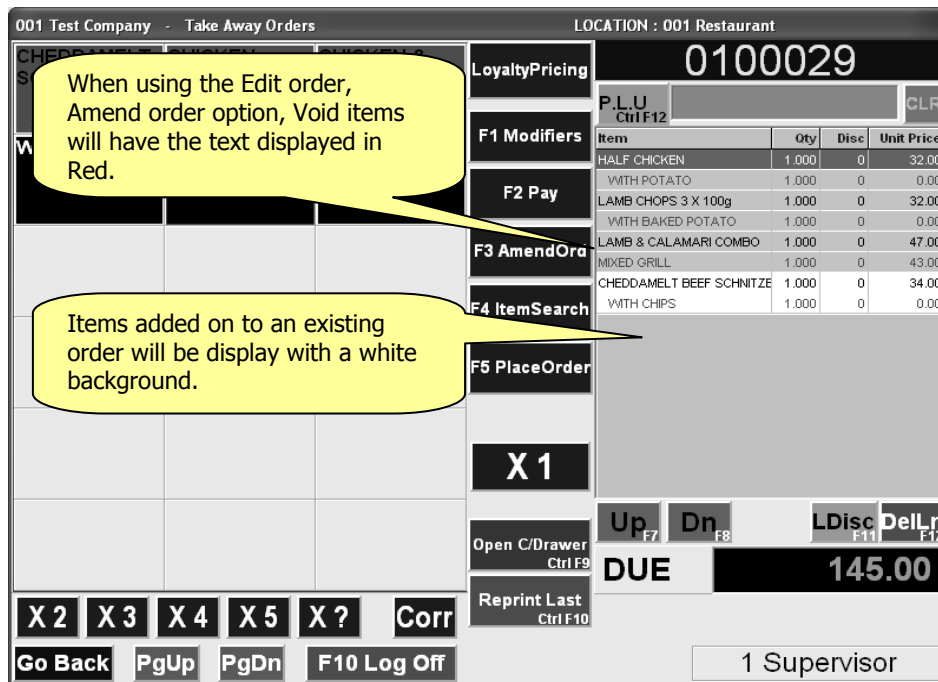
The new counter order will take you directly to the Take-away orders screen.
(see table orders for more details).



EDIT ORDER

The edit order option will allow you to use the Amend Order button to Change the Quantity, Void an item, change the price or use the no charge per item option.

NOTE: Item that was already ordered will have a blue background, item that was added to the order afterward will have a white background. Only the add items will be send, not the whole order.



PAY

Choose F5 Pay to pay a Take-away.

001 Test Company - Take-Aways

TAKE-AWAYS

No.	Surname	Contact	OTime	CTime	Telephone	Type	Paid	Value
0100018	YOUNG	Peter	10:30	10:29	021 8888888	DELVRY	NO	177.00
0100019			10:31	10:31		COUNTR	NO	71.00
0100020			10:31	10:31		COUNTR	NO	114.00
0100021	ROUX	Mrs Roux	10:32	10:32	021 999 9999	DELVRY	NO	145.00
0100022	QUINTON	Riaan	10:33	10:32	021 7777777	DELVRY	NO	88.00
0100023			10:33	10:33		COUNTR	NO	120.00
0100024			10:33	10:33		COUNTR	NO	175.00
0100025	DE VOS	Werner	10:34	10:34	021 444 4444	DELVRY	NO	34.00
0100026	MEYER	Tony	10:35	10:34	021 965 1230	DELVRY	NO	119.50
0100027	BRINK	Ewin	10:36	10:35	021 456 4564	DELVRY	NO	161.00
0100028	KNOT	Ben	10:36	10:36	021 741 2321	DELVRY	NO	115.00
0100029			10:37	10:37		COUNTR	NO	145.00
0100030			10:37	10:37		COUNTR	NO	122.00
0100031			10:37	10:37		COUNTR	NO	32.00
0100032			10:37	10:37		COUNTR	NO	75.00
0100033			10:37	10:37		COUNTR	NO	64.00

PgUp PgDn Up Down EXIT

F1 New Phone-In Order F2 Edit Phone-In Details F3 New Counter Order F4 Edit Order

F5 Pay F6 Print F7 Void F10 Log Off

Choose a Tender Media refer to the take-away screen, (see pay for more details).

001 Test Company - Payments

Restaurant Name Restaurant details			
Description	Qty	Price	Value
CHOC MOUSSE	1	14.00	14.00
CASRFA	1	14.00	14.00
FRUIT SALAD	1	11.50	11.50
ICE-CREAM & CHOC SA	1	9.50	9.50
MILK SHAKE	2	7.50	15.00
Sub-Total			64.00

Account

Cash

Cheque

Credit Card

Discount

Coupon

Tip / Gratuity

Staff Meal

No Charge

Room Account

Direct Deposit

0100033

SubTotal **64.00**

Tip **0.00**

Discount **0.00**

TOTAL **64.00**

Tendered **0.00**

Still Due **64.00**

Change **0.00**

F4 Debtor Disc Matrix

GO BACK PgDn PgUp

PRINT

This option will allow you to print the proforma invoice for the Take-away.

Restaurant Name			
Restaurant details			

PROFORMA INVOICE			
***** TAKE-AWAY *****			

Till No.	:	1	
Order #	:	0100010	
Order Time	:	16:48	
Order Type	:	COUNTER SALE	

Description	Qty	Price	Value

AL GRECO PIZZA LARG	1	33.00	33.00
HAWIARN PIZZA LARGE	1	33.00	33.00
EXTRA ONIONS LARGE	1	3.00	3.00
340ML LEMON TWIST	1	5.00	5.00
340ML COKE	1	5.00	5.00
200ML TAB	1	3.50	3.50

Subtotal			82.50
		V.A.T Amount @ 14%	10.13
		Included Vatable Amount	82.50

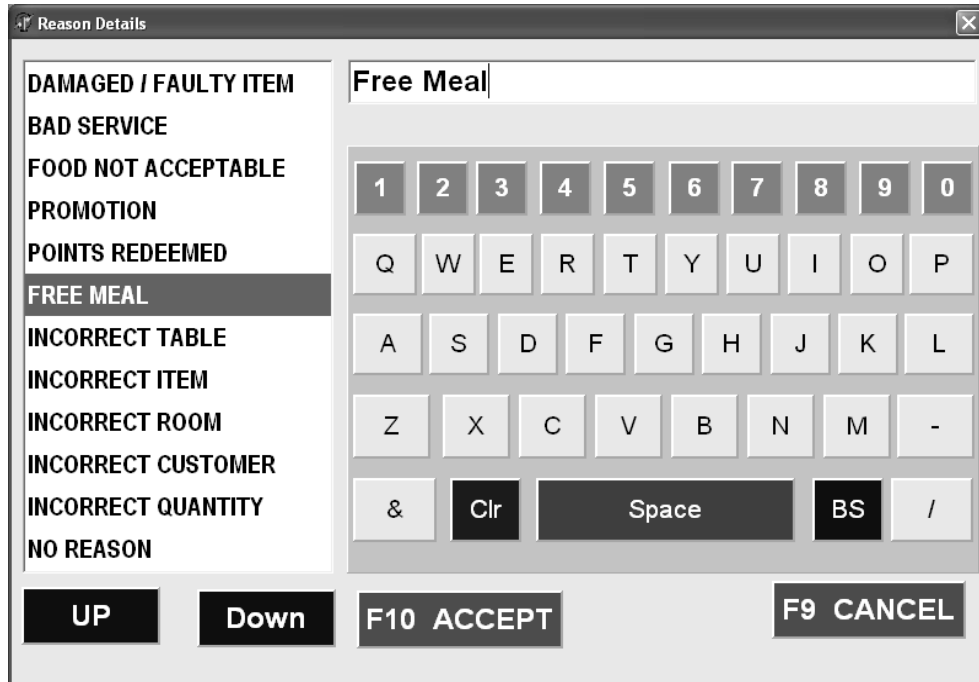
28/05/2008 16:50:14 1 Supervisor			

VOID

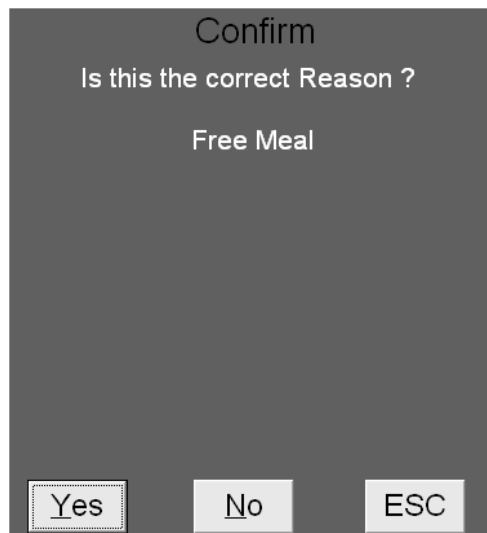
This option will allow you to void the take-away order. Select the F7 Void option to cancel a sale at any time. A void sale will not be posted to the debtors, stock or general ledger files. In other words no stock or ledger entries will take place. The only record of the void will be available in the point of sale till file. All voids can be tracked using, the x-report or the reprint journal report. A confirmation screen will appear requesting if this is the correct table.



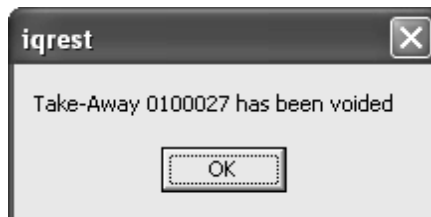
Choose the Reason for the Table Void.



A confirmation screen will appear requesting if this is the correct reason.



Select Ok to specify that the Take-away was voided.



If the cashier does not have the required rights to process the void a supervisor override will be required.

LOG OFF

The F10 Log Off button will log the Waitron out of IQ Restaurant to the Clock In, Clock Out screen.

GO BACK

The Go Back button returns to the Restaurant Point of Sale Screen.

PGUP

The PgUp button will jump a whole page (screen) up. PgUp will scroll by however many take-away can fit on a screen

UP

The Up button will jump a one take-away order up.

DOWN

The Down button will jump a one take-away order down.

PGDN

The PgDn button will jump a whole page (screen) down. PgDn will scroll by however many take-away can fit on a screen

TABLE RESERVATIONS

Table Reservation will allow you to keep track of tables reservations. You can allocate the reservation to the table order or hand over to the Waitron to create a table order. This option will also allow you add comment as to the specific part e.g. 21t Birthday, Business Function, Conference, Engagement, Birthday Party, Private Party or Reunion.

RESERVATIONS

TELEPHONE	SURNAME	NAME	TABLE	GUESTS	DATE	TIME	SMOKE	ARRIVED	COMMENT
021 8528526	Baadjies	Werne	00015	4	30/11/2009	11:17	YES	YES	21st Birthday
021 865 1330	Coxley	Kim	00007	4	30/11/2009	11:19	YES	NO	Engagement
021 963 2154	Lesley	Sarah	00005	4	30/11/2009	11:18	YES	NO	Private Party
021 963 8521	Femando	James	00030	4	30/11/2009	11:18	YES	NO	Business Function
082 454 1200	Samuals	Desmond	00035	4	30/11/2009	11:20	YES	YES	Conference
082 654 1020	Johnson	Jardine	00012	4	30/11/2009	11:20	YES	NO	Reunion
085 123 6521	Zane	Jenny	00009	4	30/11/2009	11:21	YES	NO	Birthday Party
5465465465	peterson	John	00013	4	06/11/2009	15:10	YES	NO	Birthday Party

PgUp	PgDn	F3	New	F4	Edit	F5	Delete
Up	Down	F6	Print			F8	Arrived
Go Back		F9	Sequence	F10	Log off	1 Supervisor	

TABLE RESERVATION DETAILS

NEW

This option will allow you to specify the new reservation detail. Add all the detail e.g. Surname, Name, Telephone, Choose a description, Table number, Smoking area, Number of Guests, Arrival Time, Date of Booking.

Choose F10 to Accept the New Reservation or Exit to cancel the new reservation. F8 Search for Table will allow you to search for a specific table. F9 Search for Customer will allow you to choose from the list of Customer or Loyalty cardholders.

EDIT

This option will open the New Reservation screen again and allow you to alter the details.

DELETE

This option will delete the reserved table. A confirmation screen will appear with asking to delete this reservation.

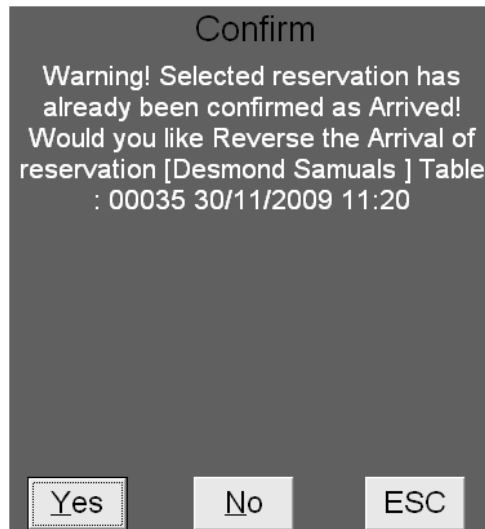
PRINT

The print option will display a report showing the date, Time, Name, Surname, Telephone no, Comments, Table no, Guest no., the reservation date and reservation guest totals.

Test Company - Lisa		Reservations Report as at 04/06/2008 14:57:37					Page 1	
Date	Time	Name	Surname	Telephone	Comment	Smking	Table	Guests
29/05/2008	16:04	Lizel	Kotze	021 8552824	Conference	YES	00001	3
04/06/2008	14:55	Henry	Jackson	021 9639632	Private Party	YES	00014	4
04/06/2008	14:56	Riaan	Fargo	028 4741471	Business Function	YES	00006	4
30/05/2008	16:04	john	du toit	082 123456	21st Birthday	YES	00002	5
Reservation Guest Total for (04/06/2008)							2	8
Reservation Guest Total							4	16

ARRIVED

Select the table, click on the F8 Arrive button. This option will ask you to allocate a table for this reservation. If Yes was selected then continue with the New Table procedure.



SEQUENCE

The sequence for the Table reservations can be changed between Telephone, Table or Surname

TABLE RESERVATION AMENDMENT DETAILS

LOG OFF

The F10 Log Off button will log the Waitron out of IQ Restaurant to the Clock In, Clock Out screen.

PGUP

The PgUp button will jump a whole page (screen) up. PgUp will scroll by however many reservations can fit on a screen.

UP

The Up button will jump one reservation up.

DOWN

The Down button will jump one reservation down.

PGDN

The PgDn button will jump a whole page (screen) down. PgDn will scroll by however many reservations can fit on a screen.

GO BACK

The Go Back button returns to the Restaurant Point of Sale Screen.

TABLE PAYMENTS

The Table Payment option can be used to pay tables, but payment can also be done under F1 Tables at the Restaurant Point of Sales menu.

TABLE SEARCH

Table	Gts	Waiter	Value	Opened	Prnted
00006	1	SUPERVISOR	248.00	09:28	False
00008	2	EMILY ROSE	103.50	09:28	False
00010	1	Peter	87.60	09:29	False
00015	0	SUPERVISOR	0.00	11:22	False
00019	3	SUPERVISOR	135.40	09:39	False
00035	5	SUPERVISOR	0.00	11:22	False

PgUp Up Down PgDn

7 8 9

4 5 6

1 2 3

0 Clr BS

F8 View F9 Print

F10 Accept EXIT

1 Supervisor

TABLE PAYMENT DETAILS

PAY

Choose the Tender type for this Table. Remember to choose the Tip / Gratuity first.

001 Test Company - Payments

Restaurant Name
Restaurant details
Table : 00019 Covers : 3

Description	Qty	Price	Value
HAWAIIAN BURGER	1	21.00	21.00
OUT OF AFRICA & GRE	1	26.00	26.00
CHEESE BURGER	1	21.00	21.00
250ML NED. CABERNET	1	16.20	16.20
750ML JC LE ROUX LE	1	35.70	35.70
250ML NED. SPEC. LR	1	15.50	15.50
Sub-Total			135.40

Table : 00019

SubTotal	135.40
Tip	0.00
Discount	0.00
TOTAL	135.40
Tendered	0.00
Still Due	135.40
Change	0.00

GO BACK PgDn PgUp

Account
Cash
 Cheque
 Credit Card
 Discount
 Coupon
 Tip / Gratuity
 Staff Meal
 No Charge
 Room Account
 Direct Deposit

F4 Debtor Disc Matrix

ACCOUNT

Choose the account tender media. Select the correct Debtors Account. Select F10 Accept to complete the account payment. (See Account Payment for more details)



A Confirmation screen will appear prompting you to confirm the Debit Current Sale to the Debtors Account.



This screen below displays where the transaction can be found.

Select the Debtors, Maintenance, and View screen

001 Test Company - Enquiries for Account : ABC001

Account No. ABC001
 Company ABC Stores (Pty) Ltd
 Address Line 1 PO Box 124
 Johannesburg
 1489

Telephone 1 011 856 1201
 Telephone 2 011 856 1202
 Fax Number 011 856 1203

Comment Opening Balance for ABC Stores

Last Payment Amount 30/10/2009
 Balance B/F 150.22
 2879.04

View History File

Date	Reference	Till	Order #	Sale/Item	Rep	Age	Tax	Debit	Credit	Balance
02/11/2009	IN INV11	1			0	1 60 Days	R 3.99	R 32.49	R 0.00	R 2,659.50
02/11/2009	IN INV1244	1	1001		0	1 60 Days	R 4.67	R 38.00	R 0.00	R 2,697.50
02/11/2009	IN INV15	1	12122		0	1 60 Days	R 8.93	R 72.68	R 0.00	R 2,770.18
02/11/2009	CN CRN2	1			0	1 60 Days	R 2.56	R 0.00	R 20.81	R 2,749.37
06/11/2009	IN INV16	1	122221		0	1 60 Days	R 20.18	R 164.35	R 0.00	R 2,913.72
06/11/2009	CN CRN3	1			0	1 60 Days	R 4.26	R 0.00	R 34.68	R 2,879.04
12/11/2009	IN Sale[1-127] - 00001	1		127	1	Current	R 32.54	R 265.00	R 0.00	R 3,144.04
20/11/2009	IN Sale[1-136] - 00005	1		136	1	Current	R 19.50	R 158.75	R 0.00	R 3,302.79
20/11/2009	IN Sale[1-139] - 00004	1		139	1	Current	R 12.04	R 98.00	R 0.00	R 3,400.79
30/11/2009	IN Sale[1-158] - 00010	1		158	1	Current	R 10.76	R 96.36	R 0.00	R 3,632.55

Totals 3,688.04 55.49 3,632.55

Total Outstanding 3,632.55
 Credit Limit 35,000.00
 Terms 90 DAYS
 Unallocated 0.00

F2 Search F3 Document F4 Balances
 F8 Allocations F9 Statement

Use the Up / Down arrow keys or use the scroll bar, to scroll. Press ENTER or double click with the mouse on the highlighted transaction for more detail

CASH

Select the cash tender. You can type the amount or use the quick value buttons to specify the amount, use the F8 Calculate Tip. This option will calculate the difference between the Total Due and Tender Value. If F8 Calculated Tip were not select the difference would be regarded as change. Select F10 Accept to complete the cash tender selection or Select exit to cancel.

Media Tender

Tender Currency = Local Currency Tender Media = CASH

Tender Value (Local Currency) 120.00

TOTAL Due 103.50

TIP Value 16.50 Clr

F6 - QUICK VALUES F7 - FOREIGN CURR

300	200	140	135	130
125	120	115	110	105
20	15	10	5	2
1	50c	20c	10c	5c

7	8	9
4	5	6
1	2	3
0	Clr	BS
F8 Calculate Tip		
F9 Full Amount		
F10 Accept		EXIT

1 Supervisor

CHEQUE

Select the cheque tender. You can type the amount or use the quick value buttons to specify the amount, use the F8 Calculate Tip. This option will calculate the difference between the Total Due and Tender Value. If F8 Calculated Tip were not select the difference would be regarded as change. Select F10 Accept to complete the cash tender selection or Select exit to cancel.

Tender Media = CHEQUE				
Tender Value	120.00			
TOTAL Due	103.50			
TIP Value	16.50 Clr			
F6 - QUICK VALUES				
300	200	140	135	130
125	120	115	110	105
20	15	10	5	2
1	50c	20c	10c	5c

7	8	9
4	5	6
1	2	3
0	Clr	BS
F8 Calculate Tip		
F9 Full Amount		
F10 Accept		EXIT

1 Supervisor

TENDER MEDIA DETAILS

TENDER VALUE

Type the tender value or use the number keys supplied on the right.

TOTAL DUE

The amount will be displayed. The user will not be able to change the amount.

TIP VALUE

If the user selects the F8 Calculate tip. The Difference between the Tender Value and the Total due will be used e.g. Tender Value R200 and Total Due 180 the Type value will be 20. Use the Ctrl button to clear the Tip Value.

QUICK VALUES

Use the supplied button to specify a amount instead of having to type the amount.

CALCULATE TIP

The Calculate Tip option will Deduct the Total Due from the Tender Value (if tender value is more that total due) display the difference as the Tips value.

FULL AMOUNT

The Full amount option will calculate the full amount for the sale and use that as the payment amount

ACCEPT

Select Accept to complete the cash tender

EXIT

Select exit to cancel.

CREDIT CARD

Select the credit card tender. Choose between Debit Card, Master Card, Visa, Am Express. More Tender Media's can be added at the Restaurant Back Office, Company Setup, and Tender Types. You can type the amount or use the quick value buttons to specify the amount, use the F8 Calculate Tip. This option will calculate the difference between the Total Due and Tender Value. If F8 Calculated Tip were not select the difference would be regarded as change. Select F10 Accept to complete the cash tender selection or Select exit to cancel.

001 Test Company - Payments

Restaurant Name
Restaurant details
Table : 00008 Covers : 2

Description	Qty	Price	Value
CHICKEN & RIB COMBO	1	43.00	43.00
HALF CHICKEN	1	32.00	32.00
200ML PLY	1	13.50	13.50
200ML LEMONADE	1	3.50	3.50
200ML COKE LIGHT	1	3.50	3.50
200ML DRY LEMON	1	3.50	3.50
200ML GRAPETIZER RE	1	4.50	4.50
Sub-Total			103.50

Table : 00008

Debit Card

MasterCard

Visa

Am Express

SubTotal 103.50

Tip 0.00

Discount 0.00

TOTAL 103.50

Tendered 0.00

Still Due 103.50

Change 0.00

GO BACK PgDn PgUp

F4 Debtor Disc Matrix

Payouts have to be done in order to payout the cashier tips for that specific shift or day's trading. The payouts need to be done prior to doing the end of day. Payouts can be found under the Restaurant Point of Sale menu.

Any tips or wages need to be paid to that cashier.

A payout needs to be generated in order to pay the cashiers as needed.

DISCOUNT

Choose between Discount 2.5%, Discount 5%, Discount 10%, Discount 20% or Discount that will allow you to type the discount amount.

001 Test Company - Payments

Restaurant Name			
Restaurant details			
Table	: 00008	Covers	: 2
Description	Qty	Price	Value
CHICKEN & RIB COMBO	1	43.00	43.00
HALF CHICKEN	1	32.00	32.00
200ML PLAY	1	13.50	13.50
200ML LEMONADE	1	3.50	3.50
200ML COKE LIGHT	1	3.50	3.50
200ML DRY LEMON	1	3.50	3.50
200ML GRAPETIZER RE	1	4.50	4.50
Sub-Total			103.50

Table : 00008

Discount 2.5%

Discount 5%

Discount 10%

Discount 20%

Discount

SubTotal 103.50

Tip 0.00

Discount 0.00

TOTAL 103.50

Tendered 0.00

Still Due 103.50

Change 0.00

GO BACK PgDn PgUp F4 Debtor Disc Matrix

The discount will be deducted from the sub-total of the payment whereby the tender media will follow.

001 Test Company - Payments

Restaurant Name			
Restaurant details			
Table	: 00008	Covers	: 2
Description	Qty	Price	Value
CHICKEN & RIB COMBO	1	43.00	43.00
HALF CHICKEN	1	32.00	32.00
200ML PLAY	1	13.50	13.50
200ML LEMONADE	1	3.50	3.50
200ML COKE LIGHT	1	3.50	3.50
200ML DRY LEMON	1	3.50	3.50
200ML GRAPETIZER RE	1	4.50	4.50
Sub-Total			103.50
Discount 2.5%			2.59
Sub-Total			100.91

Table : 00008

Account

Cash

Cheque

Credit Card

Discount

Coupon

Tip / Gratuity

Staff Meal

No Charge

Room Account

Direct Deposit

SubTotal 103.50

Tip 0.00

Discount 2.59

TOTAL 100.91

Tendered 0.00

Still Due 100.91

Change 0.00

GO BACK PgDn PgUp F3 Undo F4 Debtor Disc Matrix

The discount will be deducted from the sub-total of the payment.

COUPON

Choose the coupon tender media. The Coupon Tender will allow you to type the discount amount. You can type the amount or use the quick value buttons to specify the amount.

The coupon amount will be deducted from the total of the payment whereby the tender media payment will follow.

If the Specify Tip option was select the Media Tender = Specify Tip screen will appear whereby you can type the amount or use the quick value buttons to specify the amount. Select F10 Accept to complete the specify tip selection or Select exit to cancel.

Media Tender

Tender Media = SPECIFY TIP

Tender Value	16.50	7	8	9
TOTAL Due	103.50	4	5	6
		1	2	3
		0	Clr	BS

F6 - QUICK VALUES

300	200	140	135	130
125	120	115	110	105
20	15	10	5	2
1	50c	20c	10c	5c

F10 Accept
EXIT

1 Supervisor

STAFF MEAL

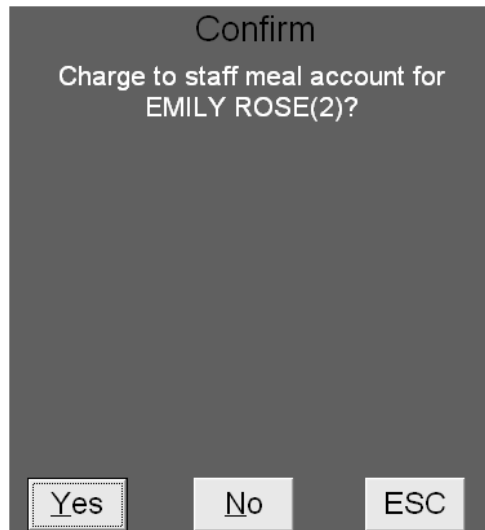
Choose the staff meal tender media.

001 Test Company - Payments

<table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th colspan="4" style="text-align: center;">Restaurant Name</th> </tr> <tr> <th colspan="4" style="text-align: center;">Restaurant details</th> </tr> <tr> <td style="width: 30%;">Table</td> <td style="width: 10%;">:00008</td> <td style="width: 10%;">Covers</td> <td style="width: 50%;">:2</td> </tr> <tr> <th style="text-align: left;">Description</th> <th style="text-align: left;">Qty</th> <th style="text-align: left;">Price</th> <th style="text-align: left;">Value</th> </tr> <tr> <td>CHICKEN & RIB COMBO</td> <td>1</td> <td>43.00</td> <td>43.00</td> </tr> <tr> <td>HALF CHICKEN</td> <td>1</td> <td>32.00</td> <td>32.00</td> </tr> <tr> <td>200ML PLAY</td> <td>1</td> <td>13.50</td> <td>13.50</td> </tr> <tr> <td>200ML LEMONADE</td> <td>1</td> <td>3.50</td> <td>3.50</td> </tr> <tr> <td>200ML COKE LIGHT</td> <td>1</td> <td>3.50</td> <td>3.50</td> </tr> <tr> <td>200ML DRY LEMON</td> <td>1</td> <td>3.50</td> <td>3.50</td> </tr> <tr> <td>200ML GRAPETIZER RE</td> <td>1</td> <td>4.50</td> <td>4.50</td> </tr> <tr> <td colspan="3" style="text-align: right;">Sub-Total</td> <td>103.50</td> </tr> </table>	Restaurant Name				Restaurant details				Table	:00008	Covers	:2	Description	Qty	Price	Value	CHICKEN & RIB COMBO	1	43.00	43.00	HALF CHICKEN	1	32.00	32.00	200ML PLAY	1	13.50	13.50	200ML LEMONADE	1	3.50	3.50	200ML COKE LIGHT	1	3.50	3.50	200ML DRY LEMON	1	3.50	3.50	200ML GRAPETIZER RE	1	4.50	4.50	Sub-Total			103.50	<p>Account</p> <p>Cash</p> <p>Cheque</p> <p>Credit Card</p> <p>Discount</p> <p>Coupon</p> <p>Tip / Gratuity</p> <p>Staff Meal</p> <p>No Charge</p> <p>Room Account</p> <p>Direct Deposit</p>	<p style="font-size: large; font-weight: bold;">Table : 00008</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">SubTotal</td> <td style="text-align: right;">103.50</td> </tr> <tr> <td>Tip</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Discount</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right; background-color: black; color: white;">103.50</td> </tr> <tr> <td>Tendered</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Still Due</td> <td style="text-align: right;">103.50</td> </tr> <tr> <td>Change</td> <td style="text-align: right;">0.00</td> </tr> </table>	SubTotal	103.50	Tip	0.00	Discount	0.00	TOTAL	103.50	Tendered	0.00	Still Due	103.50	Change	0.00
Restaurant Name																																																																
Restaurant details																																																																
Table	:00008	Covers	:2																																																													
Description	Qty	Price	Value																																																													
CHICKEN & RIB COMBO	1	43.00	43.00																																																													
HALF CHICKEN	1	32.00	32.00																																																													
200ML PLAY	1	13.50	13.50																																																													
200ML LEMONADE	1	3.50	3.50																																																													
200ML COKE LIGHT	1	3.50	3.50																																																													
200ML DRY LEMON	1	3.50	3.50																																																													
200ML GRAPETIZER RE	1	4.50	4.50																																																													
Sub-Total			103.50																																																													
SubTotal	103.50																																																															
Tip	0.00																																																															
Discount	0.00																																																															
TOTAL	103.50																																																															
Tendered	0.00																																																															
Still Due	103.50																																																															
Change	0.00																																																															

GO BACK
PgDn
PgUp
F4 Debtor Disc Matrix

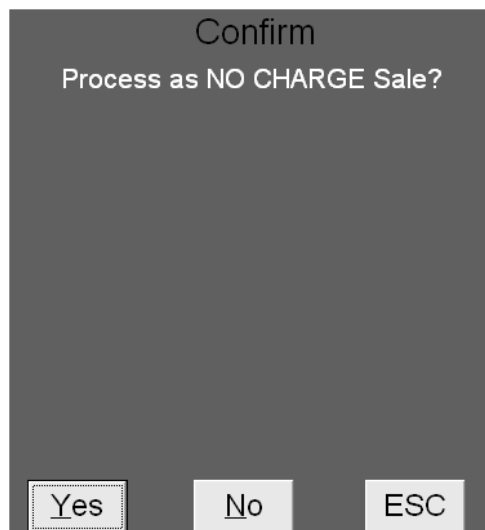
A Confirmation screen will appear prompting you to charge the staff meal account for the logon Waitron e.g. Supervisor.



The staff meal will be displayed on the X-Report for the specific Waitron.

NO CHARGE

Choose the no charged tender media. A Confirmation screen will appear prompting you to process as No Charge sale.



Choose from one of the Reason why this is a no charge payment. Click F10 Accept to complete the no charge payment.

Reason Details
✕

DAMAGED / FAULTY ITEM

BAD SERVICE

FOOD NOT ACCEPTABLE

PROMOTION

POINTS REDEEMED

FREE MEAL

INCORRECT TABLE

INCORRECT ITEM

INCORRECT ROOM

INCORRECT CUSTOMER

INCORRECT QUANTITY

NO REASON

Point Redeemed

1234567890

QWERTYUIOP

ASDFGHJKL

ZXCVBNM-

&ClrSpaceBS/

UP

Down

F10 ACCEPT

F9 CANCEL

The no charge payment will be displayed on the X-Report for the specific Waitron.

POSITIVE MEDIA SUMMARY		
SALES		

CASH	1	26.90
ACCOUNT	0	0.00
CREDIT CARD	1	117.50
CHEQUE	4	533.40
COUPON	1	15.00
ROOM	0	0.00
DISCOUNT	0	0.00
STAFF	0	0.00
NO CHARGE	1	17.00
DIRECT DEPOSIT	0	0.00
PAYOUT REVERSAL		
CASH	0	0.00
ACCOUNT	0	0.00
CREDIT CARD	0	0.00
CHEQUE	0	0.00
D/DEPOSIT	0	0.00
OTHER	0	0.00
TOTAL	8	709.80

ROOM ACCOUNT

Choose the Room account tender media. Select the correct Debtors Account or type the room number. Select F10 Accept to complete the account payment.

The screenshot shows a 'Room Search' window with a table of room accounts and a virtual keyboard interface. The table lists room numbers, account numbers, guest surnames, guest names, titles, initials, pax, arrival dates, departure dates, and balances. The row for room 102 is highlighted.

ROOM	ACCNO.	GUESTSURNAME	GUEST NAME	TITLE	INITIALS	PAX	A_DATE	D_DATE	BALANCE
001	J001	JACKSON	JOHN	MR	J	1	01/10/2009	02/10/2009	26.00
002	LR001	LE ROUX	JIM	MR		1	09/11/2009	20/11/2009	0.00
003						1	09/11/2009	10/11/2009	0.00
004						1	09/11/2009	10/11/2009	0.00
101						1	09/11/2009	10/11/2009	0.00
102	1	PETERS	LARRY	MR	L	1	01/11/2009	16/11/2009	0.00
103						1	09/11/2009	10/11/2009	0.00
104						1	09/11/2009	10/11/2009	0.00
201						1	09/11/2009	10/11/2009	0.00
202						1	09/11/2009	10/11/2009	0.00
203						1	09/11/2009	10/11/2009	0.00
204						1	09/11/2009	10/11/2009	0.00

Below the table is a virtual keyboard with buttons for numbers 1-0, letters QWERTYUIOP, ASDFGHJKL, ZXCVBNM, and special keys like Clr, Space, BS, /, PgUp, Up, Down, PgDn, First, Last. To the right of the keyboard is a 'Room Number' input field and buttons for 'F9 Change Sequence', 'F10 Accept EXIT', and '1 Supervisor'.

A Confirmation screen will appear prompting you to confirm the room number with the name of the customer account.

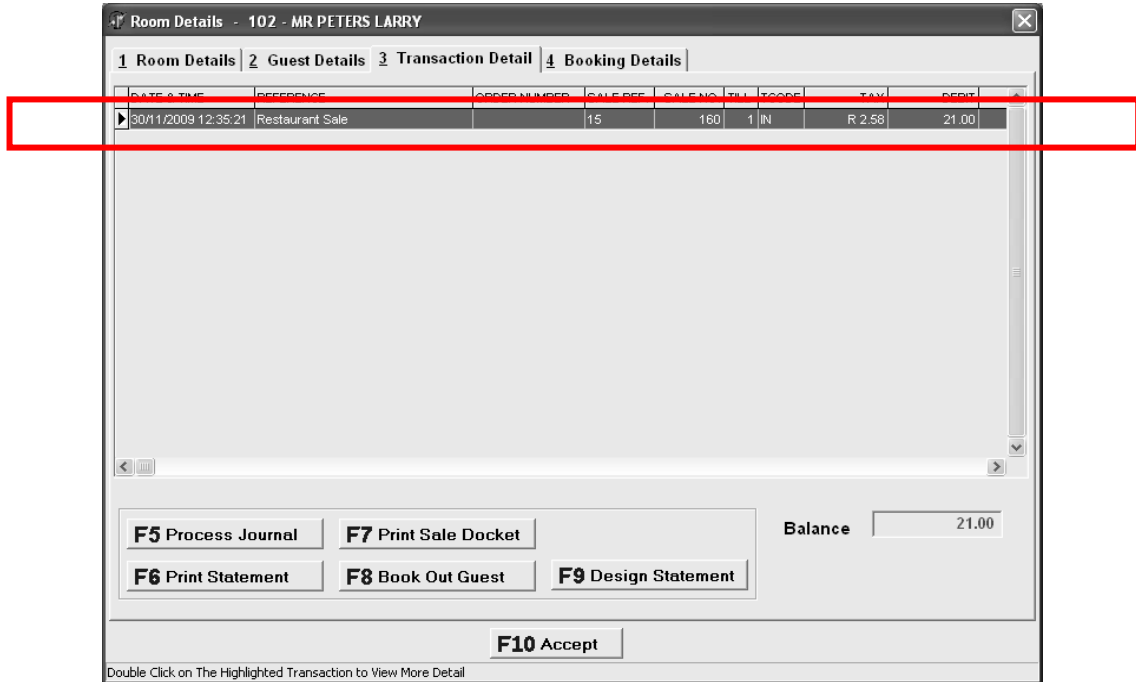
The confirmation screen displays the following text:

Confirm
 ROOM # : 102
 LARRY PETERS

At the bottom, there are three buttons: 'Yes', 'No', and 'ESC'.

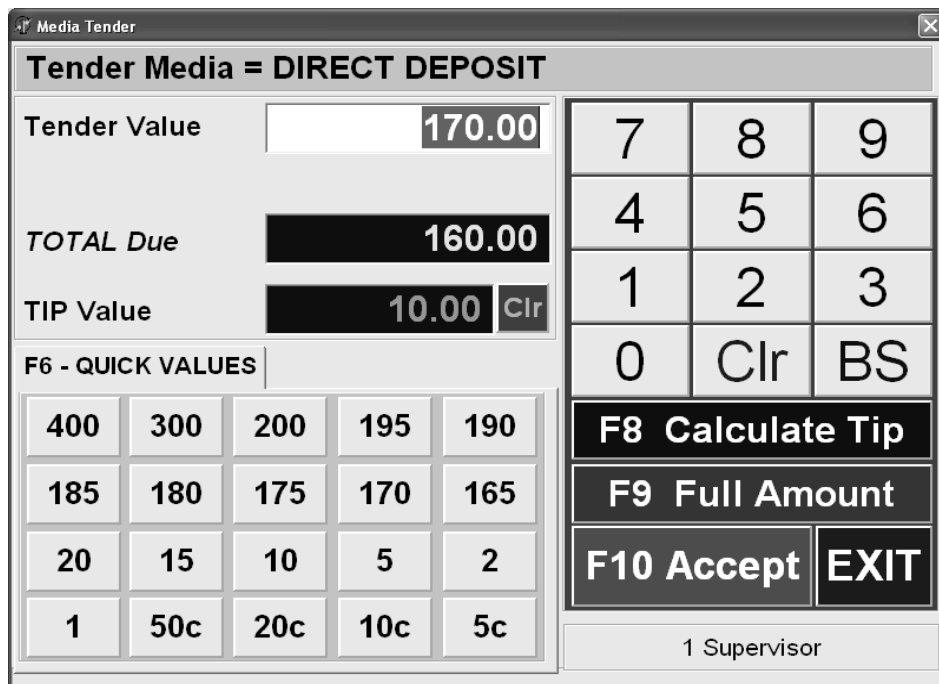
This screen below displays where the transaction can be found.

Select the Room & Reservations Management, Room Maintenance, Select Customer and click Edit, Select the Transaction Detail Tab.



DIRECT DEPOSIT

Choose the room account tender media. Select the correct Debtors Account. Select F10 Accept to complete the Room account payment.



The amount will go directly to the Bank account. To view the details go to Restaurant Back Office, Company setup, Ledger & Expense Maintenance, Ledger Maintenance, Search for 3990.000.000.00 and select F10 View Details.

NOTE: The detail of the payment will only show once a day end was done.

Ledger Transaction Details

Account Details

Account: 3990.000.000.00 BANK ACCOUNT
 Department:
 Reporting Group: 0
 Type: 5 Bank Account

Transaction Details

Start & End Viewing Period: 01/11/2009 30/11/2009

DATE	DESCRIPTION	REFERENCE	ORDER NUMBER	TAX	DEBIT	CREDIT
06/11/2009	CCARD	CC0100025		0.00	556.00	0.00
12/11/2009	DDEP	R0000002		0.00	150.00	0.00
27/11/2009	CCARD	R0000005		0.00	399.00	0.00
27/11/2009	CCARD	C0100038		0.00	354.00	0.00

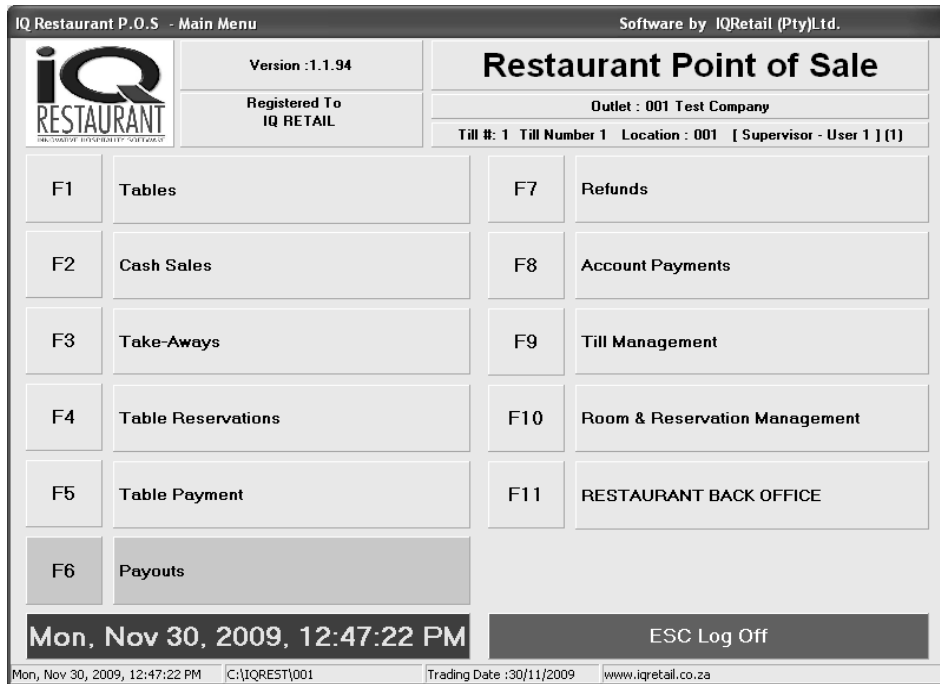
Summary: 0.00 1,453.00 0.00

F6 Print F7 Design F9 Apply Selection

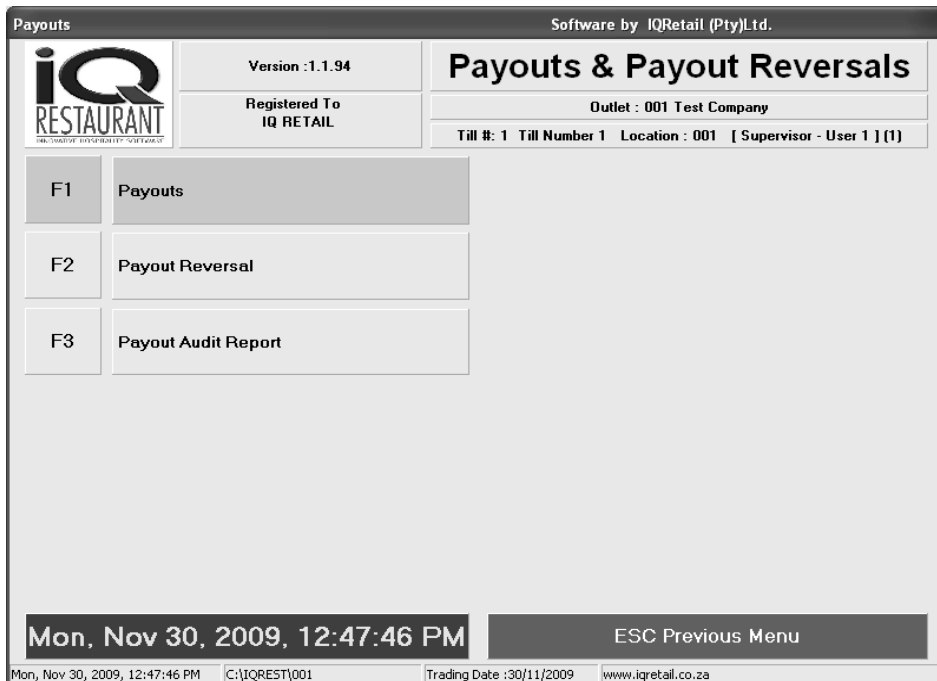
PAYOUTS

Payouts have to be done in order to payout expenses out of the till. Payouts can be found under the Restaurant Point of Sale menu. Example: Tips, Stationary, cleaning materials, or fairly small amounts.

NOTE: Payout are only use if money is fiscally taken out of the till for a payment, not when you are using cash from yesterdays cash up.



Payout, payout reversal and payout audit reports can utilize.



Before using Payouts, a creditors account must to be available and a Stock Item. Restaurant Back office, Creditors, Maintenance, F6 Add to add a creditor e.g. salaries or wages, Stationary or donations.

Restaurant Back office, Stock, Maintenance, F6 Add to add a non-stock item e.g. Stamps, Office refreshments etc.

NOTE: The Item Category must be Expense / Non-stock Item.

PAYOUTS DETAILS

Once a creditor’s account and a non-stock are created you can continue with the payout.

The screenshot shows a software window titled "Payouts". It has two main sections: "Account Details" and "Payout Details".

Account Details:

- A Account:** PSN001 (dropdown), POSTNET (text)
- B Invoice No.:** 123 (text)
- C Order No.:** 554 (text)

Payout Details:

Reference Code	Description	TAX Rate	Quantity	Amount Incl.	TAX Amount
1 P101	PRINTER INK	Normal Vat 1	1.000	856.32	105.16
2 STAMP	STAMPS	Normal Vat 1	3.000	63.25	7.77
3		Normal Vat 1	1.000	0.00	0.00
4		Normal Vat 1	1.000	0.00	0.00
5		Normal Vat 1	1.000	0.00	0.00
6		Normal Vat 1	1.000	0.00	0.00
7		Normal Vat 1	1.000	0.00	0.00
8		Normal Vat 1	1.000	0.00	0.00
9		Normal Vat 1	1.000	0.00	0.00
10		Normal Vat 1	1.000	0.00	0.00
11		Normal Vat 1	1.000	0.00	0.00
12		Normal Vat 1	1.000	0.00	0.00
13		Normal Vat 1	1.000	0.00	0.00

At the bottom right, there is a summary table:

TAX	112.93
TOTAL	919.57

Buttons at the bottom: **F3 Create Code** and **F10 Accept**.

ACCOUNT DETAILS

ACCOUNT

Select the creditors account.

INVOICE NO.

Type the number on the creditor’s receipts

ORDER NO.

Type an order number if available.

PAYOUT DETAILS

REFERENCE CODE

Select the non-stock item.

TAX RATE

Select from the available list a tax rate e.g. Normal Vat 14%

QUANTITY

Type the quantity for the non-stock item.

AMOUNT INCLUSIVE

Type the inclusive amount for the item, the Tax amount will be displayed for you.

Once all line is completed Select F10 accepts to complete the Payout.

Choose the Payment Tender. Remember this would be money taken form the cash drawer.

Payment Details

Payment Method

F1	Account
F2	Cash
F3	Cheque
F4	Credit Card
F5	Direct Deposit
F6	Paid by Waitron

The payout is now ready to be processed.

IQ Restaurant System

Printing Complete

Restaurant Name
Restaurant details

**** PAYOUT ****

Creditor : POSTNET
Invoice No.: 123
Order Num : 554
P/Method : Cash

Description	Tax	Value
PRENTER INK		
1.000	105.16	856.32
STRMPS		
3.000	7.77	63.25
	TAX :	112.93
	TOTAL :	919.57

Manager Staff Member

Waitron : 1 Supervisor

F2 OK F3 Reprint

F4 Print to Back Office Printer

Once the payout has been processed, the monetary value will be deducted from the cash register.

PAYOUT REVERSAL

The payout reversal option will reverse a payout. Select the Account, Type Invoice No., Search for a reference code, change the quantity and Inclusive amount e.g. Credit Note or Refund.

Payout Reversals

Account Details
A Account: PSN001 ... POSTNET
B Invoice No.:
C Order No.:

Reference Code	Description	TAX Rate	Quantity	Amount Incl.	TAX Amount
1 P101	PRINTER INK	Normal Vat 1	1.000	150.00	18.42
2		Normal Vat 1	1.000	0.00	0.00
3		Normal Vat 1	1.000	0.00	0.00
4		Normal Vat 1	1.000	0.00	0.00
5		Normal Vat 1	1.000	0.00	0.00
6		Normal Vat 1	1.000	0.00	0.00
7		Normal Vat 1	1.000	0.00	0.00
8		Normal Vat 1	1.000	0.00	0.00
9		Normal Vat 1	1.000	0.00	0.00
10		Normal Vat 1	1.000	0.00	0.00
11		Normal Vat 1	1.000	0.00	0.00
12		Normal Vat 1	1.000	0.00	0.00
13		Normal Vat 1	1.000	0.00	0.00

F3 Create Code **F10 Accept**

TAX: 18.42
TOTAL: 150.00

Select F10 Accept to complete the Payout Reversal option.

IQ Restaurant System

Printing Complete

Restaurant Name
 Restaurant details

**** PAYOUT REVERSAL ****

 Creditor : POSTNET
 Invoice No.: 11245
 Order Num : 12
 P/Method : Account

Description	Tax	Value
PRINTER INK		
1.000	18.42	150.00
	TAX :	18.42
	TOTAL :	150.00

 Manager: Staff Member

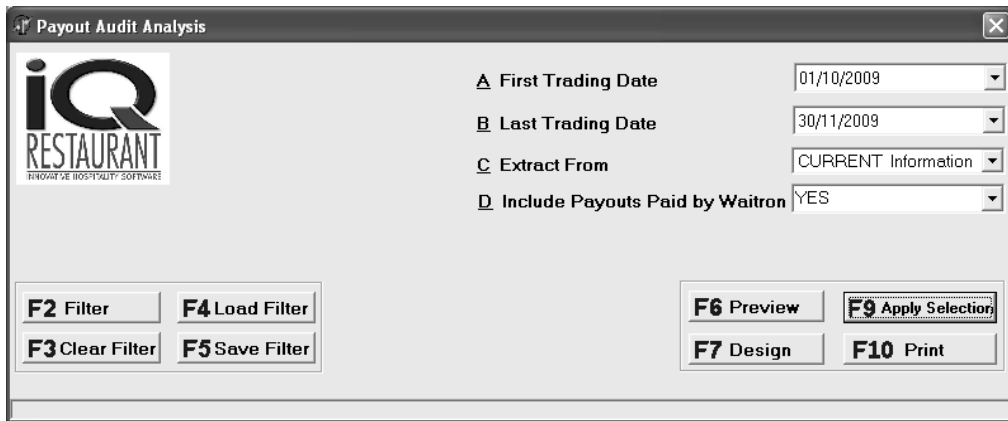
Waitron : 1 Supervisor
 Document: 0000163 Till : 1
 30/11/2009 13:37:45

F2 OK **F3 Reprint**

F4 Print to Back Office Printer

PAYOUT AUDIT REPORTS

The Payout Audit Report will Display date, Description, Till number, Location, Cashier, Ledger Account, Quantity, Tax Amount, Total Amount (debit or credit).



FIRST TRADING DATE

Choose the first trading date for the payout audit analysis report.

LAST TRADING DATE

Choose the last trading date for the payout audit analysis report.

EXTRACT FROM

Choose between current information and Archived Information.

INCLUDE PAYOUTS PAID BY WAITRON

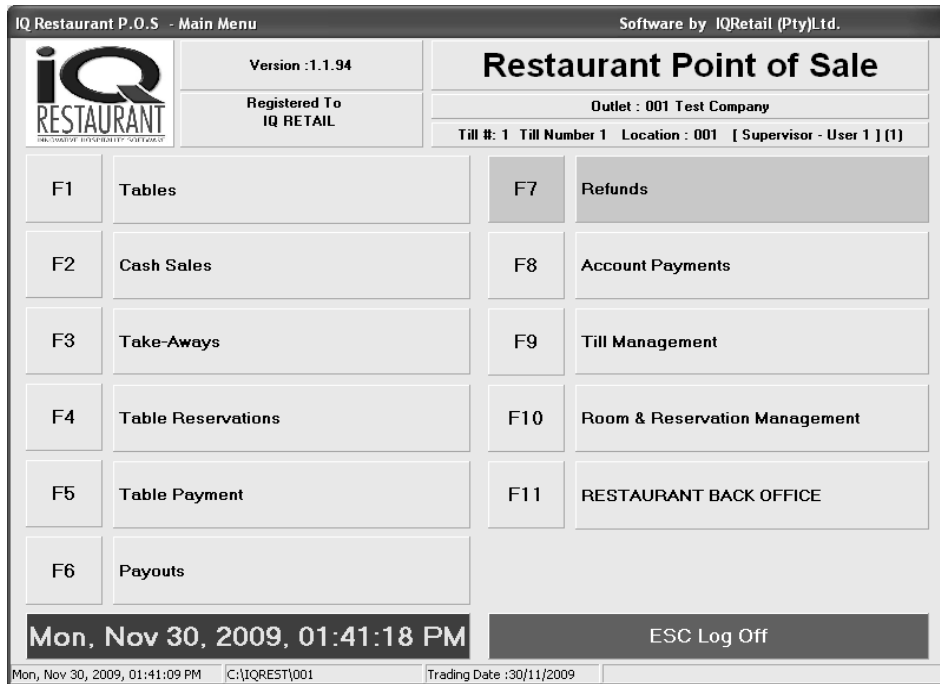
Choose Yes or No to include view Waitron Payout.

Select F9 Apply Selection followed by F6 Preview.

Test Company		Payout Analysis as at 30/11/2009 13:39:23							Page : 1		
Date	Time	Description	SupplrAcc	Order No.	Till	Location	Cashier	Account	Quantity	Tax Amount	Amount
30/11/2009	13:35:28	PRINTER INK	POSTNET	554	1	001	Supervisor	1550.000.000.00	1.000	105.16	856.32
30/11/2009	13:35:28	STAMPS	POSTNET	554	1	001	Supervisor	1000.000.000.00	3.000	7.77	63.25
30/11/2009	13:37:45	PRINTER INK	POSTNET	12	1	001	Supervisor	1550.000.000.00	1.000	-18.42	-150.00
										94.51	789.57

REFUNDS

In order for a refund to be processed select the Refund option from the Restaurant Point of Sale menu. Use the refund option to process items that are returned by the client for refund.



NOTE: The cash refunds process is purely meant for refunds and not combination of sales and refunds as with the cash sales. Do not enter negative quantity as done in the cash sales processing screen.

Unlike cash sales, refunds treat all quantities and tendered values as returns so there is no need to enter negative quantity or tender values.

Should the incorrect item be entered select the "F12 DelLn" option as used in a normal sale to correct it.

Process the refund as if it were a normal sale.



Once all relevant items have been captured conclude the refund by selecting the F2 Refund option followed by one of the available tender types.

001 Test Company - Payments

Restaurant Name Restaurant details			
T.A.X R.E.F.U.N.D			
Refund	: 0100006		
Description	Qty	Price	Value
HAMBAIN BURGER	1	21.00	21.00
Sub-Total			21.00

Account
Cash
Cheque
Credit Card
Discount
Coupon
Tip / Gratuity
Staff Meal
No Charge
Room Account
Direct Deposit

Refund Sale	
SubTotal	21.00
Tip	0.00
Discount	0.00
TOTAL	21.00
Tendered	0.00
Still Due	21.00
Change	0.00

GO BACK PgDn PgUp F4 Debtor Disc Matrix

Choose the Reason for the refund.

Reason Details

DAMAGED / FAULTY ITEM	Incorrect Item
BAD SERVICE	
FOOD NOT ACCEPTABLE	
PROMOTION	
POINTS REDEEMED	
FREE MEAL	
INCORRECT TABLE	
INCORRECT ITEM	
INCORRECT ROOM	
INCORRECT CUSTOMER	
INCORRECT QUANTITY	
NO REASON	

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
Z	X	C	V	B	N	M	-		
&	Clr	Space		BS	/				

UP Down F10 ACCEPT F9 CANCEL

Select F10 Accept to complete the refund procedure.

Below is an extract of the X-report for display the refund.

	NO	AMOUNT
ITEM SALES		
SALES (EXCL. TIPS)	48	103.50
- REFUNDS	1	21.00
- VENDING SALES	0	0.00
- STAFF SALES	1	103.50
- NO CHARGE SALES	0	0.00
- DISCOUNTS	0	0.00
- RETURNED ITEMS	0	0.00
NETT SALES	0	641.00
Gratuity (Tips)	4	64.76
GROSS PROFIT	42.06%	236.50
ITEM SALES SUMMARY		
VOIDED TABLES	2	385.00
VOIDED ITEMS	0	0.00
LINE DISCOUNTS	0	0.00
NO CHARGE ITEMS	0	0.00
PROMOTION ITEMS	0	0.00

F2 Cancel F3 Print
F4 Print to Back Office Printer

This screen below displays where the transaction can be found.

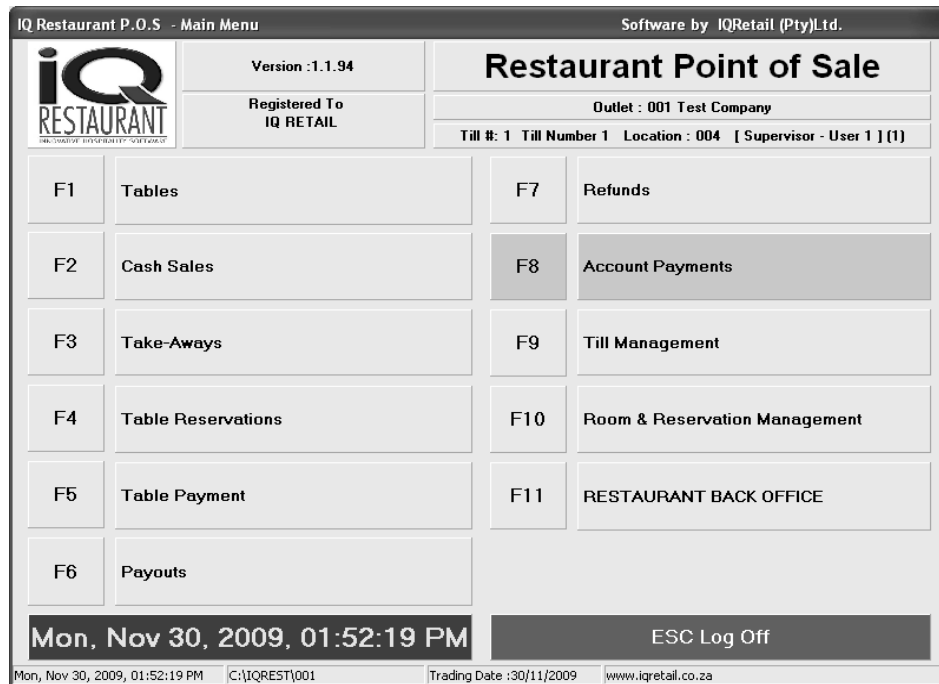
Select the Stock Management, Stock Item Maintenance, Select Item, F10 View Details.

Date	Reference	Order	Till	Loc	Rep	Disc	Cost	Profit	Quantity	Amount
20/11/2009	IN Sale [1-136]		1	001	1	0.00%	10.54	7.88	1.000	18.42
30/11/2009	IN Sale [1-153]		1	001	1	0.00%	10.54	7.88	1.000	18.42
30/11/2009	IN Sale [1-157]		1	001	1	0.00%	10.54	7.88	1.000	18.42
30/11/2009	IN Sale [1-160]		1	001	1	0.00%	10.54	7.88	1.000	18.42
30/11/2009	IN Sale [1-161]		1	001	1	0.00%	10.54	7.88	1.000	18.42
30/11/2009	CN Refund [1-164]		1	001	1	0.00%	10.54	7.88	1.000	18.42
30/11/2009	IN Sale [1-170]		1	001	1	0.00%	10.54	7.88	1.000	18.42

This is a screen extract from Stock enquiries listing all transactions for a particular account that have been processed.

ACCOUNT PAYMENTS

In order for a debtors account to be paid, select the Account Payment option from the Restaurant Point of Sale menu.



NOTE: Only debtor payments that are received at a point of sale terminal should be posted using the point of sale account payment option. The money received must be placed in the cash drawer of that terminal doing the payment. Failing to place the money received into the cash drawer will result in the cash-up to not balance. If these account payments are not going to be stored or placed in the point of sale terminals cash drawers, the alternate method is to process all debtor payments via the debtor's transaction processing option. This option can be found under the debtors menu.

The point of sale account payments processing facility will only allow payments to be made using anyone or more of the available tender type, except the account tender type.

Account payments done via point of sale will form part of the cash-up and will reflect on all the point of sale reports, the X-reports and journal reprints. Payments done via the debtor's transaction processing screen will not be included and will not form part of any x-report or journal reprint or cash-up.

When selected, a list of the available clients / debtors will appear. Select from the list the client paying their account. Click F10 Accept to proceed with the Account Payment.

Account Search

ACCOUNT	NAME	TITLE	INITIALS	ADDRESS1	TELEPHONE1	TOTAL
ABC001	ABC Stores (Pty) Ltd			PO Box 124	011 856 1201	R 3,632.55
DU0101	Du Toit	Mrs	J	PO Box 123	021 888 0000	R 179.40
TAU001	Taurus (Pty) Ltd			788 Dorp Street	021 8885632	R 633.50

7 8 9
4 5 6
1 2 3
0 Clr BS
F10 Accept EXIT
F9 Change Sequence
PgUp Up Down PgDn First Last 1 Supervisor

The point of sale account payment screen reflecting the selected client's details and the option to enter the payment reference and amount will appear next.

Account Payments

Account : TAU001, Taurus (Pty) Ltd

Amount to Pay

TOTAL Due

Current	18.50
30 Days	0.00
60 Days	123.12
90 Days	0.00
120 Days	491.88
150 Days	0.00
180 Days	0.00

200 100 50 20
10 5 2 1
50c 20c 10c 5c
1 Supervisor
7 8 9
4 5 6
1 2 3
0 Clr BS
F10 Accept EXIT

It is required that the full amount is entered first followed by indicating the tender media type that was used, e.g. cash, credit card, cheque, etc. Select the Tender Media to proceed.

Account Payments																					
Restaurant Name Restaurant details <hr/> ACCOUNT RECEIPT 30/11/2009 13:55:51 1 Supervisor <hr/> Receipt No. : 0100001 <hr/> Account Number : TRV001 Surname : Taurus (Pty) Ltd Initials : Title : Address : 788 Dorp Street : Stellenbosch : : 7600 Telephone Number : 021 8885632 <hr/> Account Payment 633.50	<table border="1"> <tr><td>Account</td></tr> <tr><td>Cash</td></tr> <tr><td>Cheque</td></tr> <tr><td>Credit Card</td></tr> <tr><td>Discount</td></tr> <tr><td>Coupon</td></tr> <tr><td>Tip / Gratuity</td></tr> <tr><td>Staff Meal</td></tr> <tr><td>No Charge</td></tr> <tr><td>Room Account</td></tr> </table>	Account	Cash	Cheque	Credit Card	Discount	Coupon	Tip / Gratuity	Staff Meal	No Charge	Room Account										
Account																					
Cash																					
Cheque																					
Credit Card																					
Discount																					
Coupon																					
Tip / Gratuity																					
Staff Meal																					
No Charge																					
Room Account																					
	<table border="1"> <tr><td colspan="2">RECT #0100001</td></tr> <tr><td>SubTotal</td><td>633.50</td></tr> <tr><td>Tip</td><td>0.00</td></tr> <tr><td>Discount</td><td>0.00</td></tr> <tr><td>TOTAL</td><td>633.50</td></tr> <tr><td>Tendered</td><td>0.00</td></tr> <tr><td>Still Due</td><td>633.50</td></tr> <tr><td>Change</td><td>0.00</td></tr> <tr><td colspan="2">F3 Undo</td></tr> <tr><td colspan="2">1 Supervisor</td></tr> </table>	RECT #0100001		SubTotal	633.50	Tip	0.00	Discount	0.00	TOTAL	633.50	Tendered	0.00	Still Due	633.50	Change	0.00	F3 Undo		1 Supervisor	
RECT #0100001																					
SubTotal	633.50																				
Tip	0.00																				
Discount	0.00																				
TOTAL	633.50																				
Tendered	0.00																				
Still Due	633.50																				
Change	0.00																				
F3 Undo																					
1 Supervisor																					
<table border="1"> <tr> <td>GO BACK</td> <td>PgDn</td> <td>PgUp</td> </tr> </table>	GO BACK	PgDn	PgUp	<table border="1"> <tr> <td>F10 Log Off</td> </tr> </table>	F10 Log Off																
GO BACK	PgDn	PgUp																			
F10 Log Off																					

Enter the full amount followed by the F10 Accept button, or press escape to cancel and exit the payment screen.

Media Tender																													
Tender Currency = Local Currency	Tender Media = CASH																												
Tender Value (Local Currency) 633.00	<table border="1"> <tr><td>7</td><td>8</td><td>9</td></tr> <tr><td>4</td><td>5</td><td>6</td></tr> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td>0</td><td>Clr</td><td>BS</td></tr> </table>	7	8	9	4	5	6	1	2	3	0	Clr	BS																
7	8	9																											
4	5	6																											
1	2	3																											
0	Clr	BS																											
TOTAL Due 633.00																													
<table border="1"> <tr> <td colspan="2">F6 - QUICK VALUES</td> <td colspan="2">F7 - FOREIGN CURR</td> </tr> <tr> <td>800</td><td>700</td><td>670</td><td>665</td><td>660</td> </tr> <tr> <td>655</td><td>650</td><td>645</td><td>640</td><td>635</td> </tr> <tr> <td>20</td><td>15</td><td>10</td><td>5</td><td>2</td> </tr> <tr> <td>1</td><td>50c</td><td>20c</td><td>10c</td><td>5c</td> </tr> </table>	F6 - QUICK VALUES		F7 - FOREIGN CURR		800	700	670	665	660	655	650	645	640	635	20	15	10	5	2	1	50c	20c	10c	5c	<table border="1"> <tr><td colspan="2">F9 Full Amount</td></tr> <tr><td>F10 Accept</td><td>EXIT</td></tr> </table>	F9 Full Amount		F10 Accept	EXIT
F6 - QUICK VALUES		F7 - FOREIGN CURR																											
800	700	670	665	660																									
655	650	645	640	635																									
20	15	10	5	2																									
1	50c	20c	10c	5c																									
F9 Full Amount																													
F10 Accept	EXIT																												
1 Supervisor																													

This screen below displays where the transaction can be found.

Select the Debtors, Maintenance, View screen.

This is a screen extract from debtor's enquiries listing all transactions for a particular account that have been processed. All payment done via point of sale will always have "Receipt" as part of the reference field.

Date	Refer	Ref #	Sale Item	Rep	Age	Tax	Debit	Credit	Balance
30/10/2009	DS Balanc	42342		0	1 120 Days	R 122.81	R 0.00	R 1,000.00	R -1,000.00
30/10/2009	IN INV7			0	1 120 Days	R 179.91	R 1,465.00	R 0.00	R 465.00
30/10/2009	EF Balanc	1 45454		0	1 120 Days	R 0.00	R 150.00	R 0.00	R 615.00
02/11/2009	IN INV9	1		0	1 60 Days	R 4.20	R 34.20	R 0.00	R 649.20
02/11/2009	PM INV9	1		0	1 60 Days	R 0.00	R 0.00	R 34.20	R 615.00
02/11/2009	IN INV13	1		0	1 60 Days	R 10.92	R 88.92	R 0.00	R 703.92
02/11/2009	PM INV13	1		0	1 60 Days	R 0.00	R 0.00	R 88.92	R 615.00
20/11/2009	IN INV18	1		0	1 Current	R 0.43	R 3.50	R 0.00	R 618.50
20/11/2009	IN INV18	1		0	1 Current	R 1.84	R 15.00	R 0.00	R 633.50
30/11/2009	PM Rec [1-0100001]	1		166	1 Current	R 0.00	R 0.00	R 633.50	R 0.00

Totals: 1,756.62 | 1,756.62 | 0.00

Total Outstanding: 0.00
 Credit Limit: 0.00
 Terms:
 Unallocated: 0.00

Buttons: F2 Search, F3 Document, F4 Balances, F8 Allocations, F9 Statement

Use the Up / Down arrow keys or use the scroll bar, to scroll. Press ENTER or double click with the mouse on the highlighted transaction for more detail

TILL MANAGEMENT

For more details see Chapter 8 Till Management.

ROOM & RESERVATIONS

For more details see Chapter 11 Room & Reservations

CUSTOMER & LOYALTY SETUP



CHAPTER 10

CUSTOMER & LOYALTY SETUP

IQ Restaurant will enable you to use the Loyalty system that will keep track of Customer Loyalty points or Customer Loyalty commissions.



CUSTOMER LOYALTY MAINTENANCE

Customer Loyalty Maintenance will enable add or editing of Customers details and Customer Reporting.



ACCOUNT	LOYALTY CARD	SURNAME	NAME	TITLE	INITIALS	ADDRESS1	IDNUMBER
BLA001	789654126	BLACK		MR	L	PO BOX 141	
BLU001	451256987	BLUE	HARRIETTE	MRS	H	465 MADISON AVENUE	
GRE001	145784120	GREEN	GARY	MR	G	PO BOX 456	
JAM001	123456789	JAMES	LEON	MR	L	PO BOX 41414	780512000000
WHI001	459871236	WHITE	POPPY	MISS	P	PO BOX	

CUSTOMER AMENDMENT DETAILS

ADD

Choose F6 Add to add a Customer. Fill in all the information

EDIT

Choose F7 Edit to edit an existing Customer. When editing a customer extra tab will be added. These options can only be generated after a customer was accepted.

DELETE

Choose F8 Delete to add a Customer.

SEQUENCE

Choose F to search for specific item e.g. Account, Loyalty Card, Surname or Id Number.

LOCATE

Choose F11 to location a specific item. Select a Field e.g. Item Code, Type the item code in the Field Value box. Click First or next to find the item.

CONTACT DETAILS

Specify all the details in the Contact details tab. For example: Account, Surname, Title, Initial, Name Address Details, Contact Person, Area, Telephone 1, Telephone 2, Fax, Cell Phone, E-mail address, Home Language, Group, Category, Status, On Hold and Company name.

PERSONAL DETAILS

Specify all the details in the personal details tab. For example: I.D. Number, Date of Birth, Age, Gender, Marital Status, Number of Children, Occupation, Wife's Name, Wife's Date of Birth, Wife Age, Anniversary Date, Favourite Food (His), Favourite Bev. (His), Favourite Dessert (His), Favourite Food (Wife), Favourite Bev. (Wife), Favourite Dessert (Wife) and Preferred Table.

Customer Details Information Capture

Comment and Message | Image | Debtor Details | Movement Details | Sales Audit | Commission Matrix

Contact Details | **Personal Details** | Loyalty Card Details

A I.D. Number: 7805120000000
 B Date of Birth: 11/10/2011
 C Age: 33
 D Gender: M
 E Marital Status: SINGLE
 F Number of Children: 3
 G Occupation: CEO
 H Partners Name: JANE
 I Partners Date of Birth: 11/10/2011
 J Partners Age: 0
 K Anniversary Date: 31/12/1899
 L Favourite Food (His): RUMP STEAK
 M Favourite Bev. (His): WHISKEY
 N Favourite Dessert (His): CHEESE CAKE
 O Favourite Food (Partner): PIZZA
 P Favourite Bev. (Partner): GIN & TONIC
 Q Favourite Dessert (Partner):
 R Preferred Table: 25

F6 Print | F7 Design | F10 Accept

Enter the customer Surname

LOYALTY CARD DETAILS

Specify all the details in the Loyalty Card details tab. For example: Loyalty card number, Expire Date, Card Type, Membership Number. The Loyalty Card Number must be scanned here and not typed due to the special characters of the card number.

Customer Details Information Capture

Comment and Message | Image | Debtor Details | Movement Details | Sales Audit | Commission Matrix

Contact Details | Personal Details | **Loyalty Card Details**

A Loyalty Card Number: 123456789
 B Expire Date: 08/10/2021
 C Card Type: G
 D Membership Number: 123456789

F6 Print | F7 Design | F10 Accept

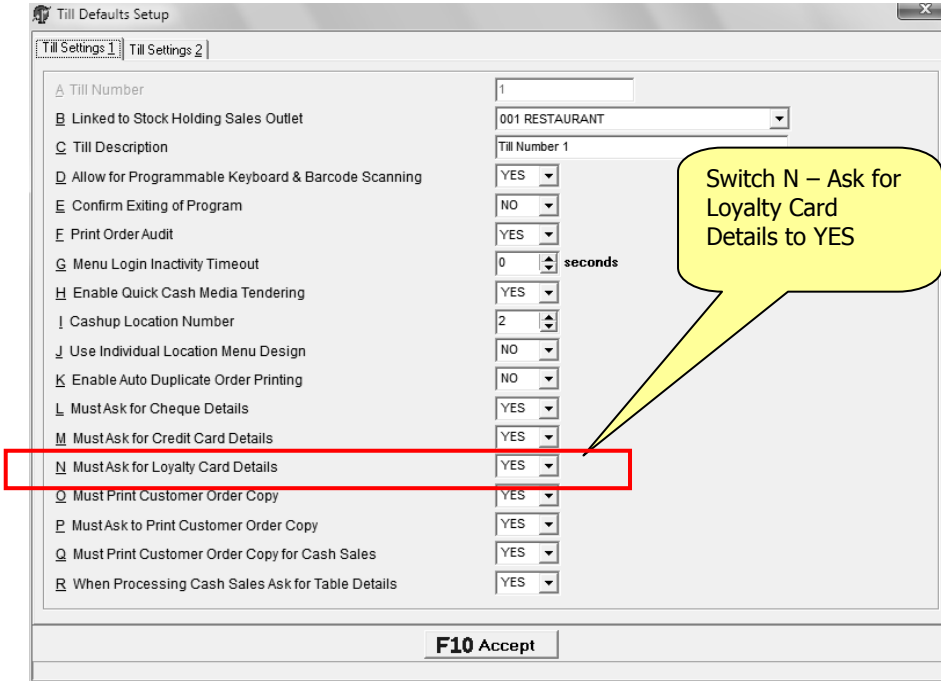
Enter the customer Surname

HOW TO ALLOCATE LOYALTY POINTS

Activate Till Default setup and printing & processing detail to must ask for loyalty card details followed by the Menu design, items verifying all the points or commission was specified.

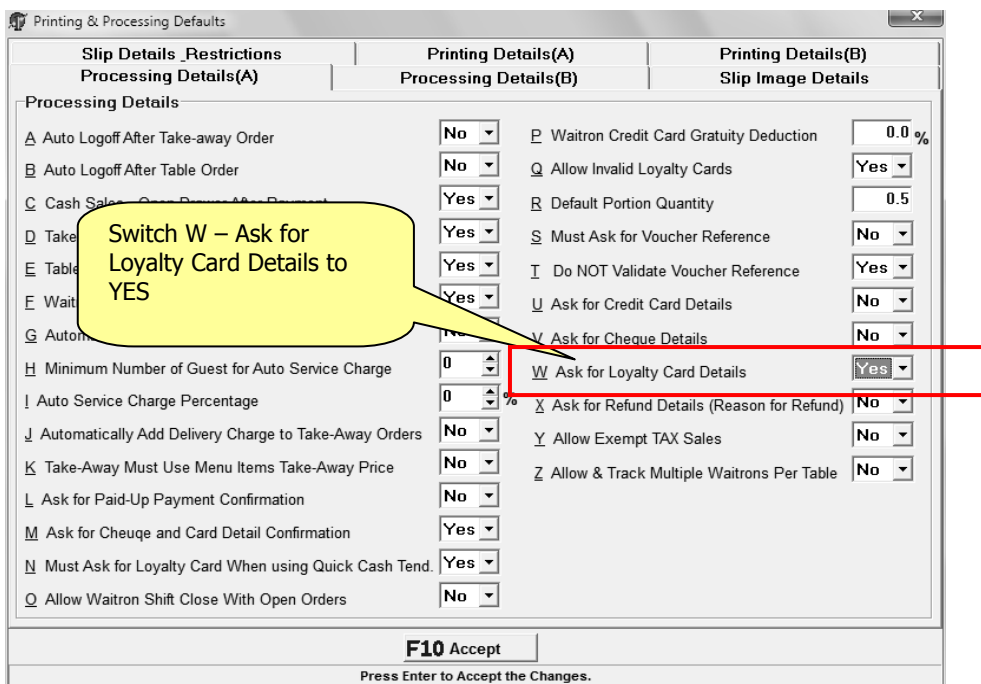
TILL DEFAULTS SETUP

Firstly, switched on the option, Must ask for Loyalty Card Details by going to Restaurant Back Office, Company Setup, Configure Till Defaults, Till Setting 1 N – Must ask for Loyalty Card Details = Yes.



PRINT & PROCESSING DETAILS

Secondly, switch on the option, Ask for Loyalty Card Details by going to Restaurant Back Office, Company Setup, Slip & Order Setup, Slip & Order Printing Details, Processing Details Tab, W- Ask for Loyalty Card Details = Yes.



MENU DESIGN

Add customer Points at the Restaurant Back office, Menu Maintenance, Menu Design, Select Menu Item, select F6 Edit.

The screenshot shows the 'Menu Item Edit' window with the following fields and values:

Field	Value
A Menu Item Group	Food
B Commissionable	YES
C Fixed Commission %	0 %
D Print Line Separator	NO
E Maximum Repeat Count	0
F Item Receipt Group	NO Grouping
G On Hold	NO
H Points Allocation	9
I Must Prompt for Selling Price (S.Q)	NO
J Item Not Available (out of stock)	NO
K Customer Points Allocation	2
L Customer Comm %	0
M Customer Fixed Value Comm	0.00
N Negative / Return Item	NO
O Auto Order Instruction	
P Auto Order Instruction Printer Location	Restaurant Kitchen

A red box highlights the 'Customer Points Allocation' field, which is set to '2'. A yellow callout bubble points to this field. At the bottom right of the window, there is a button labeled 'F10 Accept'.

Set the Maximum Repeat Count to the amount of times this item may be selected per order placing. 0 = Unlimited.

CUSTOMER POINTS ALLOCATION

Specify the amount of point the specific menu item carries. This Point will be shown at the Customer Loyalty Point & Redeemed Details tab, under Restaurant Back Office.

CUSTOMER COMMISSION %

Specify the customer commission percentage the specific menu item carries. This commission will be shown at the Customer Loyalty Point & Redeemed Details tab, under Restaurant Back Office. Choose this option instead of point allocated. Customer Commission Percentage will not be use with Customer Point Allocation, use either Points or commission.

CUSTOMER FIXED VALUE COMMISSION

Specify the customer fixed value commission the specific menu item holds carries. This value will be shown at the Customer Loyalty Point & Redeemed Details tab, under Restaurant Back Office. Choose Fixed Value instead of commission percentage.

HOW TO ACCUMULATE POINTS OR COMMISSIONS.

Process a normal Cash Sale or Table Sale.

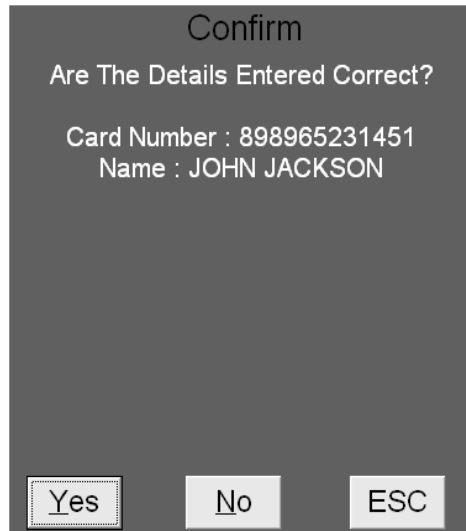


Select the Customer Loyalty Card Details.

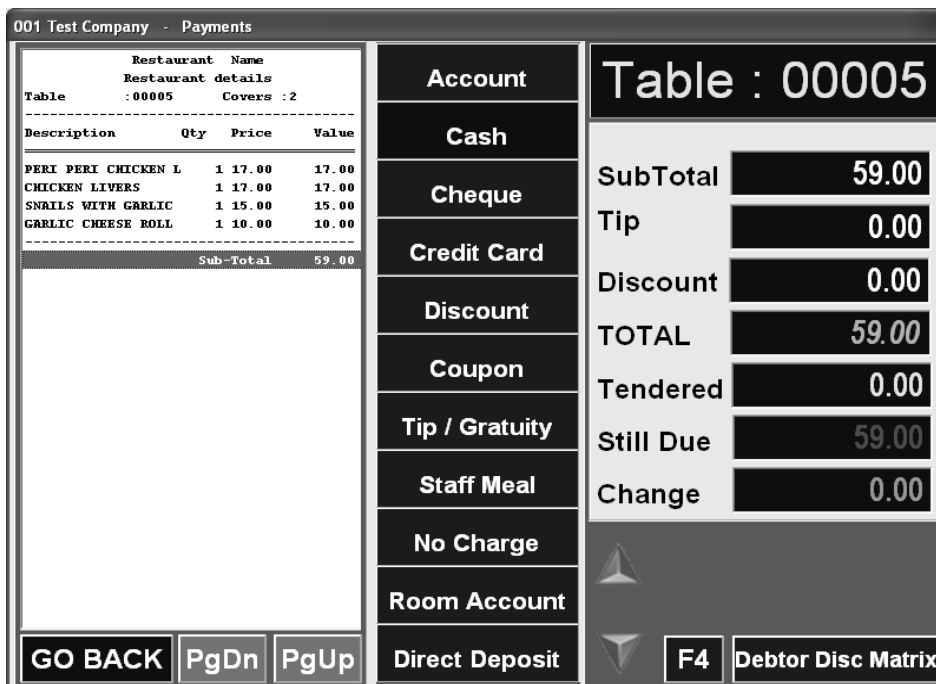


There is different methods to process the card number: Type the card number, Scan the card number, scan a barcode card number, Magnetic strip card using a more advance card machine or using the F2 Search option. The Search option can be disabled due to bigger error margin.

Select F10 Accept to complete the Loyalty Card Details. A confirmation screen will ask if the details are entered correctly, select Yes to proceed.



Select Items for Order remembering that each item has items own point specification.



Place the order followed by the F2 Pay procedure.

001 Test Company - Table Orders LOCATION : 001 Restaurant

PERI PERI CHICKEN LIVERS 17.00 SNAILS GRLIC CREAM SAUCE 15.00 GARLIC CHEESE ROLL 10.00 CALAMARI 18.00 BUFFALO WINGS 16.00 BLACK MUSHROOMS 17.00	CHICKEN LIVERS 17.00 GOLDEN SNAILS 17.00 GARLIC PITA BREAD 15.00 CRUMBED MUSHROOMS 19.00 HAM & ASPARAGUS FLIRT 18.00 OYSTERS 19.00	SNAILS WITH GARLIC BUTTER 15.00 GARLIC ROLL 8.00 GARLIC & CHEESE PITA 15.00 MUSSELS DELIGHT 19.00 SHRIMP COCKTAIL 18.00	LoyaltyPricing F1 Modifiers F2 Pay F3 AmendOrd F4 ItemSearch F5 PlaceOrder X 1 Open C/Drawer Ctrl F9 Reprint Last Ctrl F10	Table :00005 P.L.U. Ctrl F12 CLR <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Qty</th> <th>Disc</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>PERI PERI CHICKEN LIVERS</td> <td>1.000</td> <td>0</td> <td>17.00</td> </tr> <tr> <td>CHICKEN LIVERS</td> <td>1.000</td> <td>0</td> <td>17.00</td> </tr> <tr> <td>SNAILS WITH GARLIC BUTTER</td> <td>1.000</td> <td>0</td> <td>15.00</td> </tr> <tr> <td>GARLIC CHEESE ROLL</td> <td>1.000</td> <td>0</td> <td>10.00</td> </tr> </tbody> </table> Up F7 Dn F8 LDisc F11 DelLn F12 DUE 59.00 1 Supervisor	Item	Qty	Disc	Unit Price	PERI PERI CHICKEN LIVERS	1.000	0	17.00	CHICKEN LIVERS	1.000	0	17.00	SNAILS WITH GARLIC BUTTER	1.000	0	15.00	GARLIC CHEESE ROLL	1.000	0	10.00
Item	Qty	Disc	Unit Price																					
PERI PERI CHICKEN LIVERS	1.000	0	17.00																					
CHICKEN LIVERS	1.000	0	17.00																					
SNAILS WITH GARLIC BUTTER	1.000	0	15.00																					
GARLIC CHEESE ROLL	1.000	0	10.00																					

X 2 X 3 X 4 X 5 X ? Corr
Go Back PgUp PgDn F10 Log Off

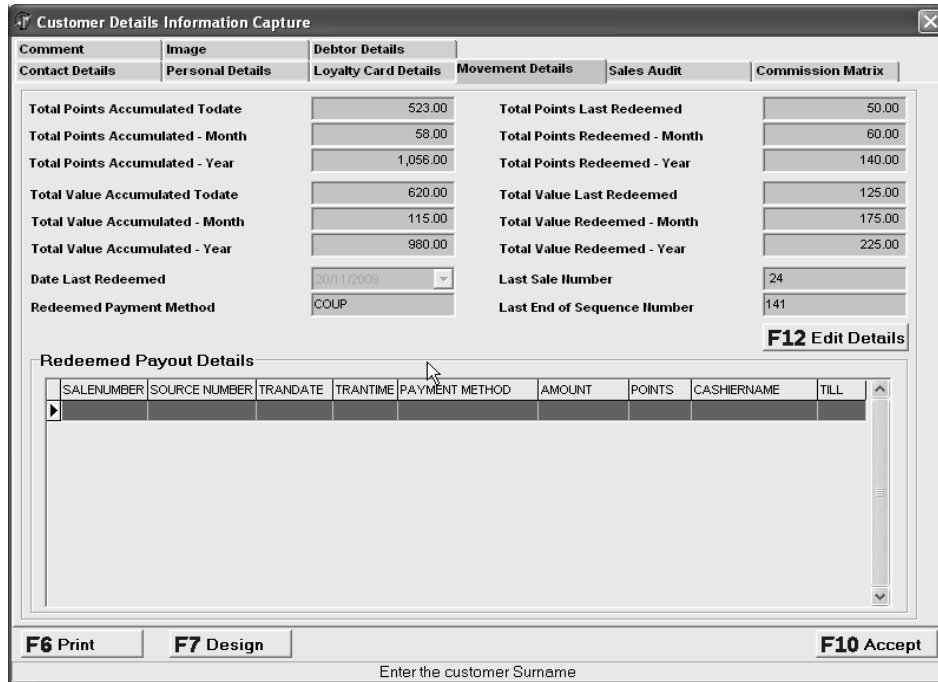
Choose the Tender Media e.g. Cash.

Media Tender

Tender Currency = Local Currency		Tender Media = CASH	
Tender Value (Local Currency)	75.00	7	8
TOTAL Due	59.00	4	5
TIP Value	16.00 Clr	1	2
F6 - QUICK VALUES F7 - FOREIGN CURR		0	3
200	100	60	55
45	40	35	30
20	15	10	5
1	50c	20c	10c
		5c	
		F8 Calculate Tip	
		F9 Full Amount	
		F10 Accept	EXIT
1 Supervisor			

POINT & REDEEMED DETAILS

Select Restaurant Back office, Company Setup, Customer & Loyalty setup, Customer & Loyalty Maintenance, Select Customer, Edit, Click Movement OR use a shortcut select Restaurant Point of Sale, Room & Reservation Manager, Customer & Loyalty Maintenance, Select Customer, Edit, Click Movement.



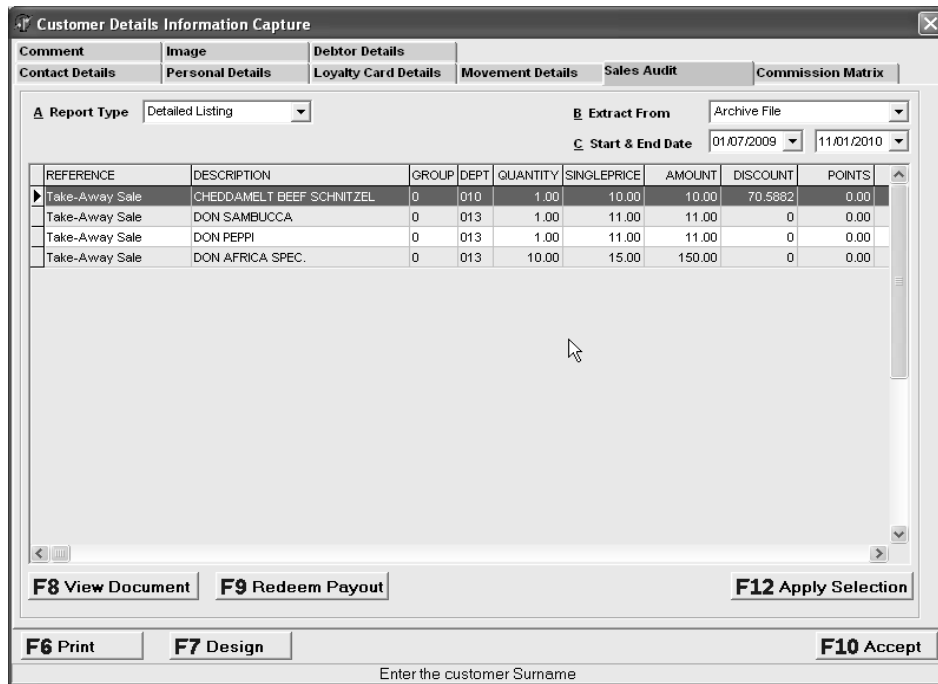
The movement details will display the Accumulated Points and Accumulated Total Value on commissions. Once the Point has been redeemed the payout details will be displayed.

The Accumulated points and Values can be edited using the F12 Edit Details BUT only if May Alter Redeem Details is selected at the Restaurant Back Office, Company Setup, User Setup, Select Waitron, 4 Limitations _2.



SALES AUDIT

The Sales Audit will display all the transaction for the customer with point of commission allocations. Select F12 Apply Selection to display the transactions.



REPORT TYPE

Choose between Detailed Listing, Department totals and Group totals report type.

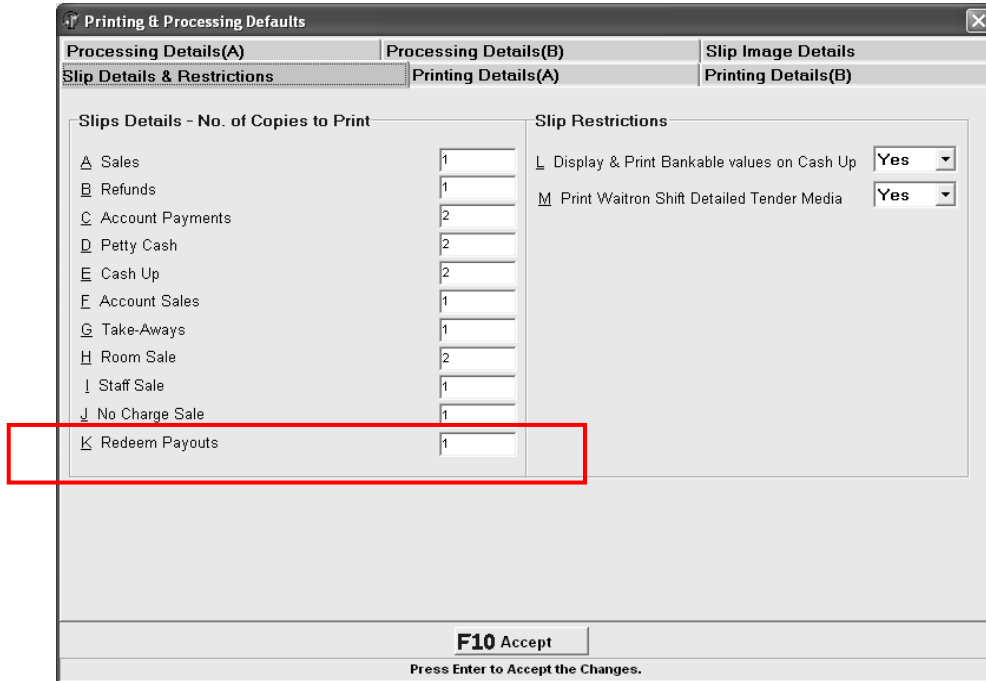
EXTRACT FROM

Choose between a current or achieve report, the current report will only display the transaction before day end. The achieve file option displays historic transactions.

START & END DATE

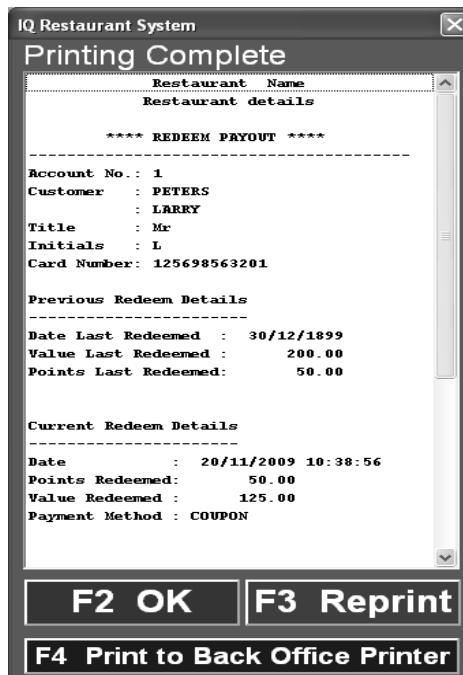
The start & end date option will only be available if the Achieve file is selected. Choose a start & end date.

Before the user can Redeem Payouts make sure the number of copies to print is correct. Restaurant Back Office, Company Setup, Slip & Order setup, Slip & Order Printing Details, Slip Details & Restrictions. Select F10 Accept to complete the Printing & Processing Details.



VIEW DOCUMENT

Select the correct Item and click on the F8 View Document button. The View Document will reprint the cash sale docket.



REDEEM PAYOUT

Select the F9 Redeem Payout option, Specify the Point Redeemed or Value Redeemed followed by the payment method. Select F10 Accept to complete the Redeem Payout processing.

Redeem Payout Processing

Redeem Payout Details

A Points Redeemed

B Value Redeemed

C Payment Method

F10 Accept

PRINT

The F6 Print option will print the current file transactions specifying the Sale number, Date & Time, Item Description, Group, Department, List Price, Quantity, Selling Price, Amount and Points.

Test Company Customer Loyalty Transaction Details listing as at 20/11/2009 10:52:07 Page :1

Account Number : 1 **Loyalty Card Number :** 125698563201

Sumame : PETERS **Membership Number :** 125698563201

Name : LARRY **Telephone 1 :** 021 880 0123

Title : Mr **Telephone 2 :** 021 880 0124

Initials : L **Fax Number :** 021 880 0125

Cell Phone Number : 084 000 0000

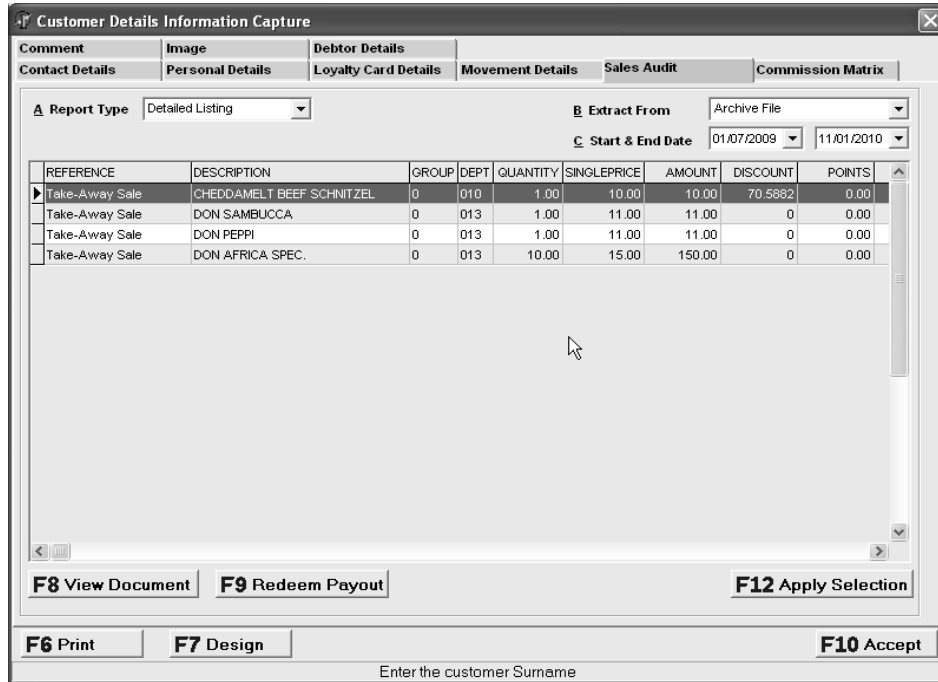
Start Date : 27/04/2009

End Date : 20/11/2009

Sale Number	Date & Time	Item Description	Group	Dept.	ListPrice	Quantity	SellPrice	Amount	Points
46	29/10/2009 08:16:44	CHEDDA MELT BEEF	0	010	34.00	1.00	10.00	10.00	0.00
46	29/10/2009 08:16:45	DON SAMBUCCA	0	013	11.00	1.00	11.00	11.00	0.00
46	29/10/2009 08:16:45	DON FEPPI	0	013	11.00	1.00	11.00	11.00	0.00
46	29/10/2009 08:16:45	DON AFRICA SPEC.	0	013	15.00	10.00	15.00	150.00	0.00
								182.00	0.00

HOW TO VIEW REDEEMED TRANSACTIONS

Once Point have been Redeemed the Point & Redeemed Details tab will display the transaction.



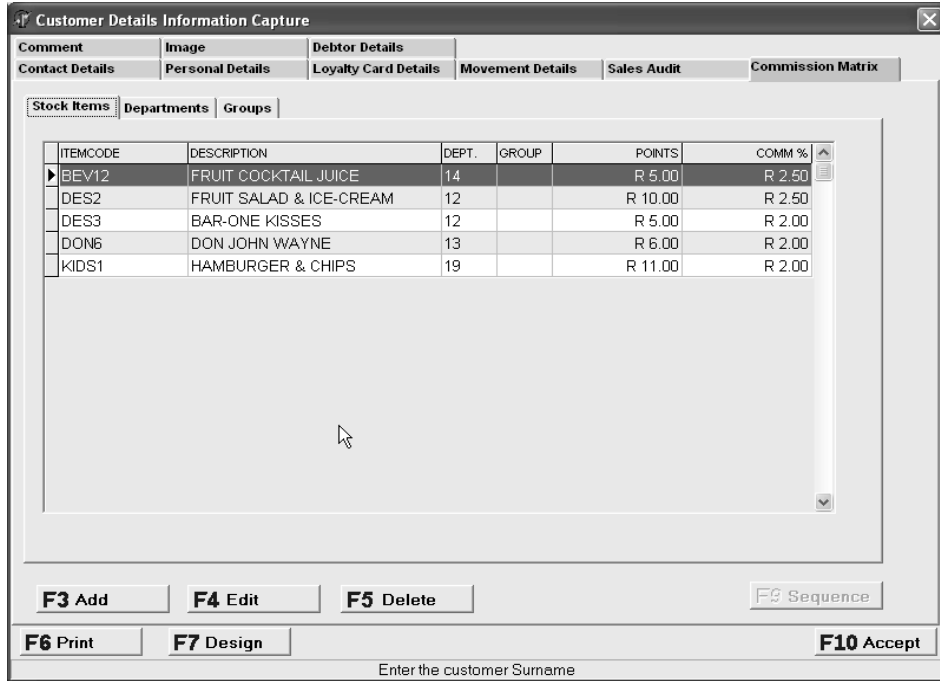
PRINT

F6 Print will display the account details of the customer, Point Accumulated – Month, Point Accumulated – Year, Point Redeemed – month, Point Redeemed – Year, Value Redeemed – Month, Value Redeemed – Year, Point last redeemed, Value last Redeemed, Date last Redeemed, Redeemed Payment Method and the payout details.

Test Company - Lisa		Customer Redeem Payout listing as at		Page :1				
Account Number :	CN001	Point Accumulated - Month :	40.00					
Surname :	NORRIS	Points Accumaltes - Year :	40.00					
Name :	CHUCK	Points Redeemed - Month :	10.00					
Title :	MR	Poins Redeemed - Year :	10.00					
Initials :	C	Value Redeemed - Month :	0.00					
Cell Phone Number :		Value Redeemed - Year :	0.00					
Loyalty Card Number :	000147852121474	Points Last Redeemed :	10.00					
Membership Number :	002	Value Last Redeemed :	0.00					
Telephone 1 :	021 7896325	Date Last Redeemed :	13/06/2008 09:13:59					
Telephone 2 :		Redeemed Payment Method :	CASH					
Fax Number :	021 7896329							
P.A.Y.O.U.T D.E.T.A.I.L.S								
Sale Number	Source No.	Date & Time	Description	Payment Method	Amount	Points	Cashier	Till #
33	F0100006	13/06/2008 09:13:59	REDEEM PAYOUT	CASH	0.00	10.00	Supervisor	1
					0.00	10.00		

COMMISSION MATRIX

The commission Matrix was created to for IQ Restaurant user who don't use the Menu items for Loyalty Point allocation. This option will allow the user to add specific items to a specific customer. If added here the Loyalty Point will over ride the Menu allocation. The user can allocation points or commission by Stock item, Department or Groups. Once the specified item where sold the Sale Audit will be adjusted.



Select the F6 Print Button

Test Company	Customer Loyalty - Item Commission Matrix listing as at 20/11/2009 11:07:34	Page:1				
Account Number : 1	Loyalty Card Number : 125698563201					
Surname : PETERS	Membership Number : 125698563201					
Name : LARRY	Telephone 1 : 021 880 0123					
Title : Mr	Telephone 2 : 021 880 0124					
Initials : L	Fax Number : 021 880 0125					
Cell Phone Number : 084 000 0000						
Item Code	Item Description	Group	Dept.	Com%	Com.Value	Com.Points
BEV12	FRUIT COCKTAIL JUICE		14	2.50	0.00	5.00
DES2	FRUIT SALAD & ICE-CREAM		12	2.50	0.00	10.00
DES3	BAR-ONE KISSES		12	2.00	0.00	5.00
DON6	DON JOHN WAYNE		13	2.00	0.00	6.00
KIDS1	HAMBURGER & CHIPS		19	2.00	0.00	11.00

COMMENTS

Add comments to the customer comments tab. There is not limit to the amount of information typed.

Customer Details Information Capture

Contact Details | Personal Details | Loyalty Card Details | Movement Details | Sales Audit | Commission Matrix

Comment and Message | Image | Debtor Details

Comment

This it hte comment box.

POS Alert Message

POS Alert Message that will appear on the selected screens

Cash Sales Enabled

Tables Enabled

Take Away Enabled

F6 Print | F7 Design | F10 Accept

Enter the customer Surname

Select F6 Print to print the Individual Customer Details.

Test Company	Individual Customer Details listing as at 20/11/2009 11:12:10	Page :1
<hr/>		
ACCOUNT DETAILS		
Account Number : 1		
Surname : PETERS	Link to Debtor Account :	
Name : LARRY		
Title : Mr		
Initials : L		
<hr/>		
CONTACT DETAILS		
Postal Address Details		Physical Address Details
8 SHORT STREET STRAND		8 short street streand
7150		
Telephone 1 : 021 880 0123		
Telephone 2 : 021 880 0124		
Fax Number : 021 880 0125		
Cell Phone Number : 084 000 0000		
Email Address : PETERS@SOMEWHERE.CO.ZA		
<hr/>		
PERSONAL DETAILS		
I.D. Number : 6802140000000		
Gender : F		
Marital Status : MARRIED		
<hr/>		
LOYALTY CARD DETAILS		
Card Number : 125698563201		
Membership Number : 125698563201		

IMAGE

Add a Photograph of the Customer.



LOAD IMAGE

Select the load image option to select a Saved image from an area on the computer.

DELETE IMAGE

Select the Delete image option to remove the current Image.

DEBTORS DETAILS

LINKED DEBTOR ACCOUNT

This option will allow a supervisor/manager to link a customer account to a debtor. This option will facilitate the automatic association between Debtors and Customers. Remember a Debtors account was merely created for marketing purposes; no balance can be attached to a debtors account. When receiving payment for a sale and the Account payment tender media was the selected the link account will automatically appear. The option can also be used to link certain price option to Account Debtors.

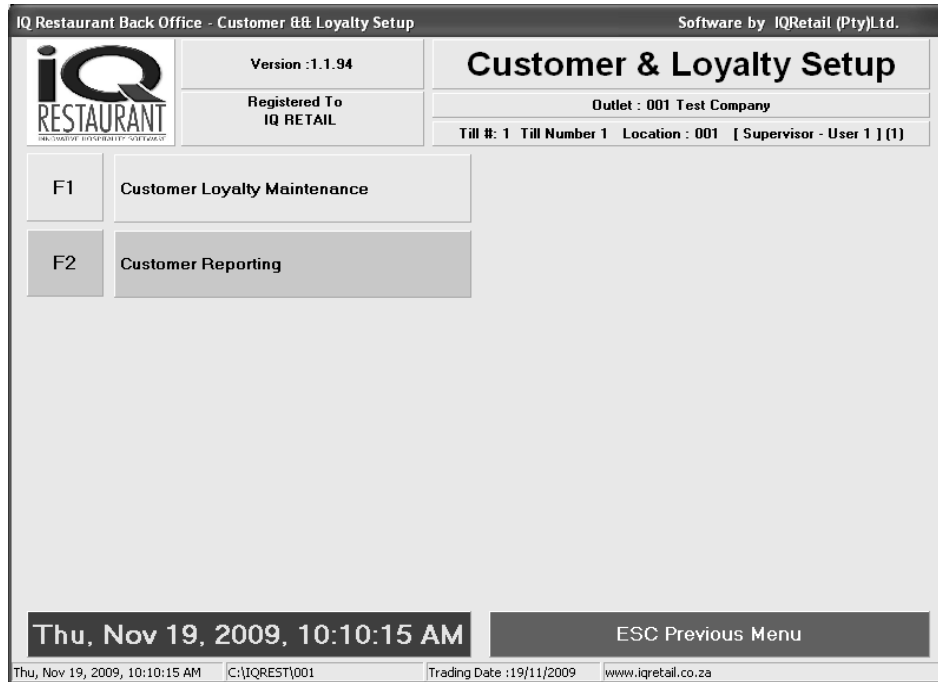
NOTE: The Link Debtor account option will help the cashier when processing a cash sale or table sale faster and without incorrect account selection. In other words the Cashier does not have to select the account because the account was linked by a manager or supervisor.

The screenshot shows a software window titled "Customer Details Information Capture". It has several tabs: "Contact Details", "Personal Details", "Loyalty Card Details", "Movement Details", "Sales Audit", and "Commission Matrix". The "Debtor Details" tab is selected. Below the tabs, there are fields for "Comment", "Image", and "Debtor Details". The "Debtor Account Details" section contains a dropdown menu labeled "Linked Debtor Account" with the value "ABC001" and a button with three dots. To the right of the dropdown is the text "ABC Stores (Pty) Ltd". At the bottom of the window, there are three buttons: "F6 Print", "F7 Design", and "F10 Accept". Below these buttons is the text "Enter the customer Surname".

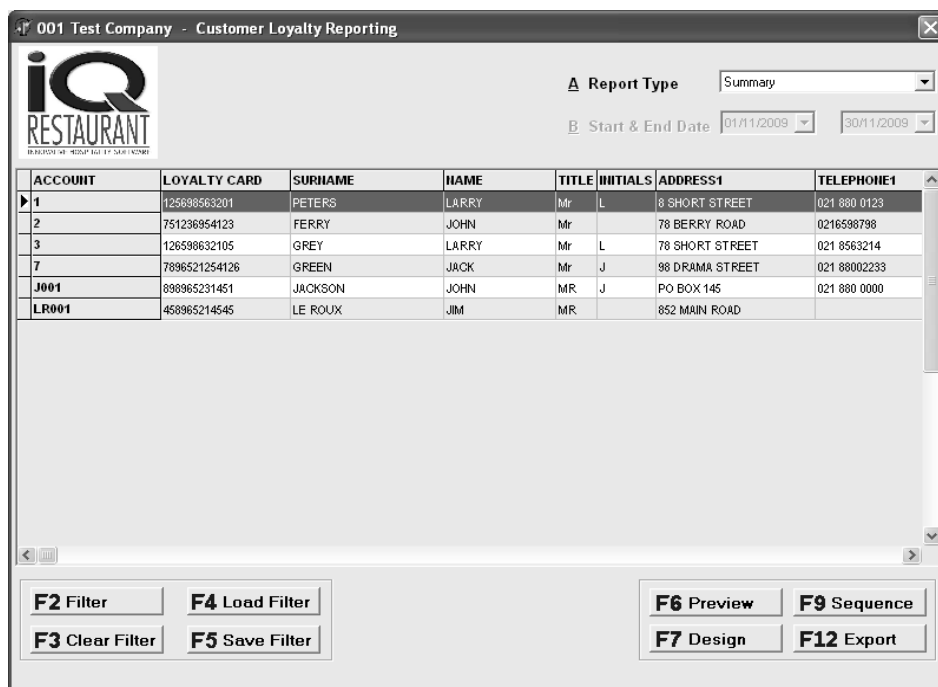
Select F10 accept after completing all customer detail information.

CUSTOMER REPORTING

The Customer Reporting option will display customer Loyalty Information. Select Restaurant Back Office, Company Setup, Customer & Loyalty Setup, Customer Reporting.



Select the correct Report Type followed by the F6 Preview button



REPORT TYPE

The Customer Loyalty Report display the Loyalty Card members detail. Choose between a Summary, Detail, Summarized with Transaction, Custom Report 1 and Custom Report 2.

START & END DATE

The start & end date will only be available if the Summarized with transaction report is selected. Choose the Start and end date to display specific transactions.

PREVIEW

Choose F6 to Preview the report.

DESIGN

Choose F7 to change the Design of the report.

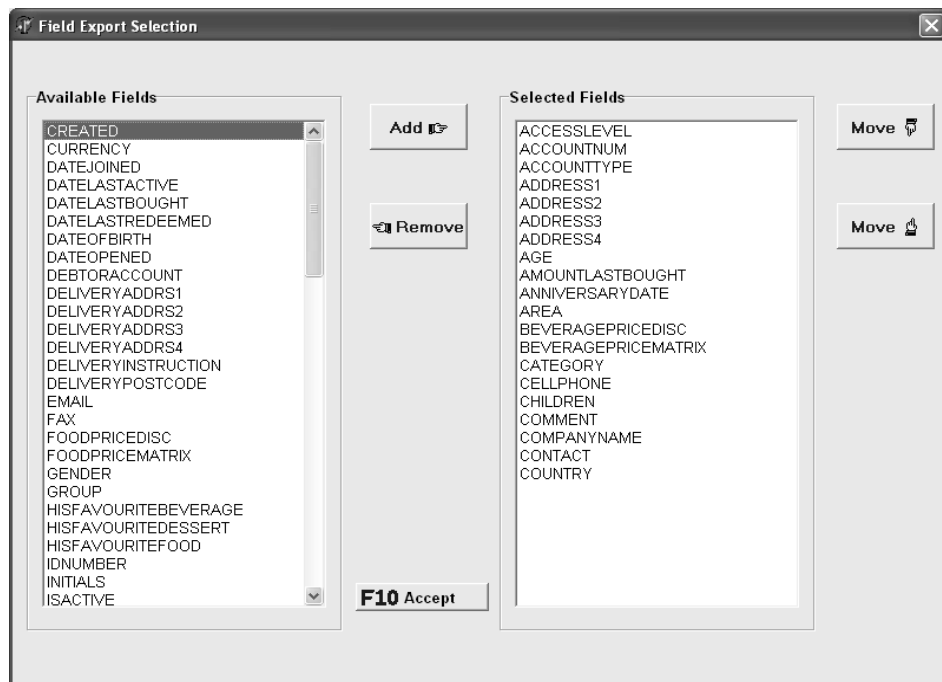
SEQUENCE

Choose F9 to change the sort sequence of the report. Choose between Account, Loyalty Card, Surname, Telephone and Cell phone.

EXPORT

Loyalty point can be used in a few different ways. Firstly, Using a company (loyalty to manage the loyalty card for you. In other word you are not using IQ Restaurant for loyalty at all the external company is keeping a record of the loyalty customers. Secondly, using IQ Restaurant to keep track of Loyalty customers using IQ Restaurant, but this option can be time consuming requiring extra staff member to control all marketing and distribution of Loyalty Customers. Thirdly, using IQ Restaurant to keep record of Loyalty customer, but using an external company to do the marketing and distrusting of loyalty cards, for this reason the export function will be used.

Choose F12 to export the Customer loyalty field information as a CSV file. If Microsoft Excel is installed on the computer the information will be opened in MS Excel.



SUMMARY REPORT TYPE

The summary Customer Loyalty report display the following information namely: Account Number, Card Number, Surname, Name, Title, Initials, Telephone 1, Telephone 2, Fax Number, Cell Number and Email address.

Test Company - Lisa		Customer Summarised listing as at				11/06/2008 11:13:41		Page :1		
Account Number	Card Number	Surname	Name	Title	Initials	Telephone 1	Telephone 2	Fax Number	Cell Number	Email Address
CND01	0001478521214	NORRIS	CHUC	MR	C	021 7896325		021 7896329		norris@somewhere.com
DJ001	0001238569854	DU TOIT	PETE	MR	P	021 88145236			082 4563217	dutoit@somewhere.com
WML01	0000123654785	WILSON	JANE	MRS		021 8565412		021 8565414	072 5632147	wilson@somewhere.com
End Of Report										

DETAILED REPORT TYPE

The Detailed Loyalty report display the following information in Categories per page: Account details, Contact Detail, Personal Details and Loyalty Card Details.

Test Company		Individual Customer Details listing as at		20/11/2009 11:12:10		Page :1	
ACCOUNT DETAILS							
Account Number : 1							
Surname : PETERS		Link to Debtor Account :					
Name : LARRY							
Title : Mr							
Initials : L							
CONTACT DETAILS							
Postal Address Details				Physical Address Details			
8 SHORT STREET				8 short street			
STRAND				strand			
7150							
Telephone 1 : 021 880 0123							
Telephone 2 : 021 880 0124							
Fax Number : 021 880 0125							
Cell Phone Number : 084 000 0000							
Email Address : PETERS@SOMEWHERE.CO.ZA							
PERSONAL DETAILS							
I.D. Number : 6802140000000							
Gender : F							
Marital Status : MARRIED							
LOYALTY CARD DETAILS							
Card Number : 125698563201							
Membership Number : 125698563201							

SUMMARIZED WITH TRANSACTIONS REPORT TYPE

The Summarized with Transaction Loyalty report display the following information: Customer and Transaction Details, Date & Time, Item Description, Loyalty Card No, Points, Sale Number, Quantity and Value.

Test Company		Loyalty Customer Transaction Details listing as at 20/11/2009 11:35:10			Page :1			
<table border="0" style="width:100%"> <tr> <td style="width:50%"> Account Number : 1 Surname : PETERS Name : LARRY Title : Mr Initials : L Card Number : 125698563201 </td> <td style="width:50%"> Link to Debtor Account : Telephone 1 : 021 880 0123 Telephone 2 : 021 880 0124 Fax Number : 021 880 0125 Cell Phone Number : 084 000 0000 Email Address : PETERS@SOMEWHERE.CO.ZA </td> </tr> </table>							Account Number : 1 Surname : PETERS Name : LARRY Title : Mr Initials : L Card Number : 125698563201	Link to Debtor Account : Telephone 1 : 021 880 0123 Telephone 2 : 021 880 0124 Fax Number : 021 880 0125 Cell Phone Number : 084 000 0000 Email Address : PETERS@SOMEWHERE.CO.ZA
Account Number : 1 Surname : PETERS Name : LARRY Title : Mr Initials : L Card Number : 125698563201	Link to Debtor Account : Telephone 1 : 021 880 0123 Telephone 2 : 021 880 0124 Fax Number : 021 880 0125 Cell Phone Number : 084 000 0000 Email Address : PETERS@SOMEWHERE.CO.ZA							
Date & Time	Item Description	Loyalty Card No.	Points	Sale Number	Qty	Value		
			0		0.000	0.00		
<table border="0" style="width:100%"> <tr> <td style="width:50%"> Account Number : 2 Surname : FERRY Name : JOHN Title : Mr Initials : Card Number : 751236954123 </td> <td style="width:50%"> Link to Debtor Account : Telephone 1 : 0216598798 Telephone 2 : Fax Number : Cell Phone Number : Email Address : </td> </tr> </table>							Account Number : 2 Surname : FERRY Name : JOHN Title : Mr Initials : Card Number : 751236954123	Link to Debtor Account : Telephone 1 : 0216598798 Telephone 2 : Fax Number : Cell Phone Number : Email Address :
Account Number : 2 Surname : FERRY Name : JOHN Title : Mr Initials : Card Number : 751236954123	Link to Debtor Account : Telephone 1 : 0216598798 Telephone 2 : Fax Number : Cell Phone Number : Email Address :							
Date & Time	Item Description	Loyalty Card No.	Points	Sale Number	Qty	Value		
20/11/2009 11:29:31	12 PRAWNS	751236954123	0	142	1.000	95.00		
20/11/2009 11:29:31	PRAWN & CALAMARI COMBO	751236954123	0	142	1.000	49.00		
20/11/2009 11:29:31	PRAWN & RIB COMBO	751236954123	0	142	1.000	50.00		
20/11/2009 11:29:31	PRAWN PLATTER	751236954123	0	142	1.000	100.00		
20/11/2009 11:29:31	PERI PERI CHICKEN LIVERS	751236954123	25	142	1.000	17.00		
20/11/2009 11:29:31	CHICKEN LIVERS	751236954123	30	142	1.000	17.00		
20/11/2009 11:29:31	SNAILS AND GARLIC CREAM	751236954123	0	142	1.000	15.00		
			55		7.000	343.00		

ROOM & RESERVATION MANAGER



CHAPTER 11

ROOM & RESERVATION MANAGER

With IQ Restaurant, system reservations have never been easier. Reservations that have already passed will appear in gray and all outstanding reservations in white. Additional detail such, smoking or non-smoking or if the reservation is for a birthday, business function, wedding, etc can also be added. With a single keystroke reservation can be amended or deleted/cancelled or even printed utilizing one of the available menu options. If the customer could not be located with search facility the system will automatically add it the database so that next time the customer details need not be recaptured.

ROOM MAINTENANCE

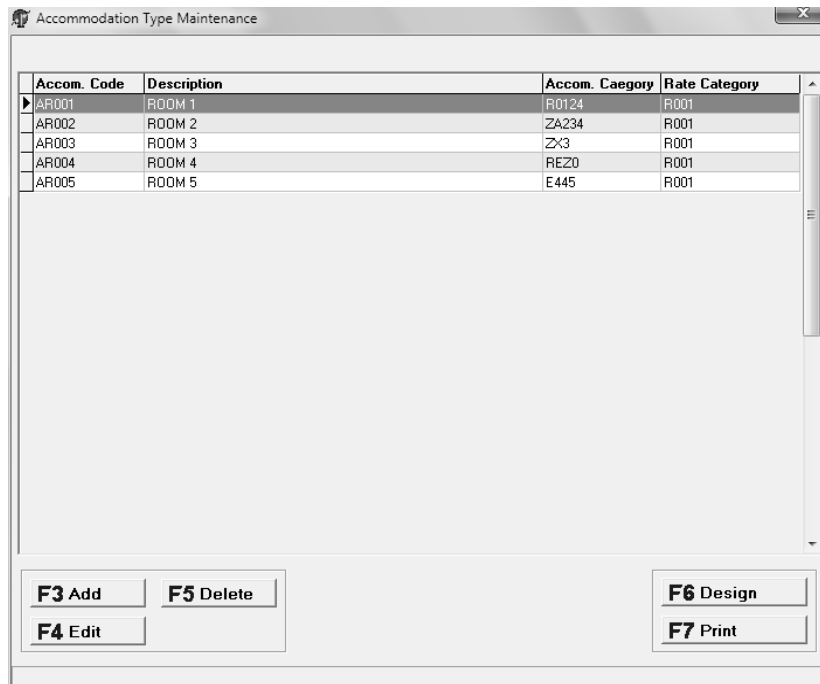
IQ Restaurant P.O.S - Main Menu		Software by IQRetail (Pty)Ltd.	
		Version :1.3.0	Restaurant Point of Sale
Registered To IQ RETAIL		Company : 001 IQTraining Demo Data	
		Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)	
F1	Tables	F7	Refunds
F2	Cash Sales	F8	Account Payments
F3	Take-Aways	F9	Till Management
F4	Table Reservations	F10	Room & Reservation Management
F5	Table Payment	F11	RESTAURANT BACK OFFICE
F6	Payouts		
Thu, Nov 17, 2011, 01:54:34 PM		ESC Log Off	
Thu, Nov 17, 2011, 01:54:34 PM C:\QREST\001		Trading Date :17/11/2011 www.iqretail.co.za	

Open the IQ Restaurant program and proceed to Room & Reservation Management.

Select the Accommodation Type Maintenance.

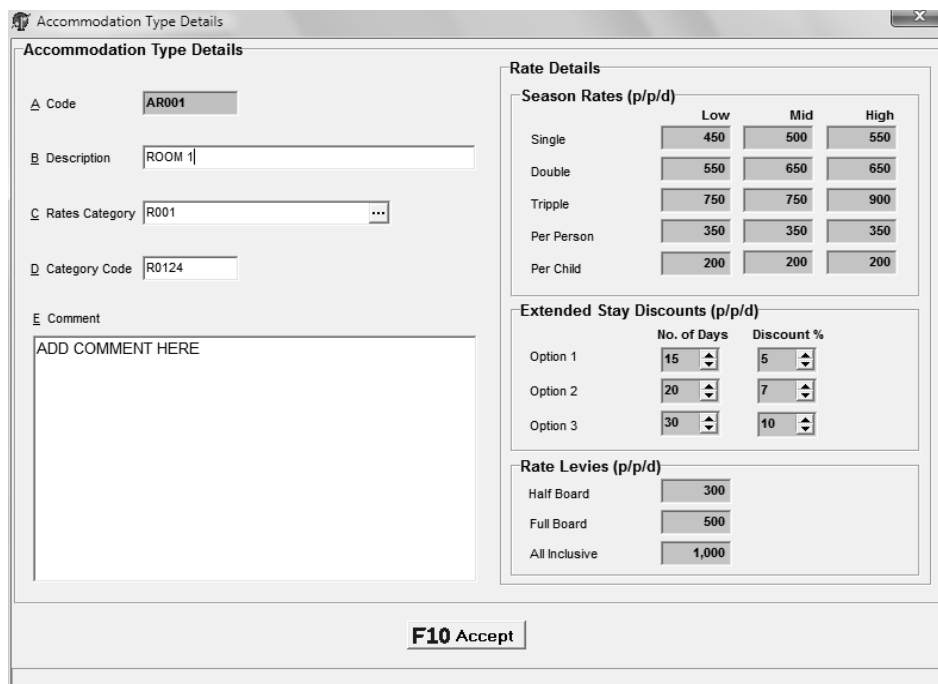
IQ Restaurant POS Back Office - Rooms & Reservations		Software by IQRetail (Pty)Ltd.	
		Version :1.3.0	Rooms & Reservations
Registered To IQ RETAIL		Company : 001 IQTraining Demo Data	
		Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)	
F1	Accommodation Type Maintenance	F7	Reservation Maintenance
F2	Rates Maintenance	F8	Reservation Quotes
F3	Season Rate Maintenance	F9	Reservation Audit
F4	Room Maintenance	F10	Room History
F5	Room Analysis	F11	Customer Loyalty Maintenance
F6	Transaction Audit		
Thu, Nov 17, 2011, 01:54:59 PM		ESC Previous Menu	
Thu, Nov 17, 2011, 01:54:59 PM C:\QREST\001		Trading Date :17/11/2011 www.iqretail.co.za	

The next option is to add a room.



Select F3 Add.

ACCOMMODATION TYPE DETAILS



CODE

Type the room CODE

DESCRIPTION

Type the Room Description e.g. Luxury Single – Mopane 1

RATES CATEGORY

Select a Rate Category from the list. Rates Category must be added under Rates maintenance

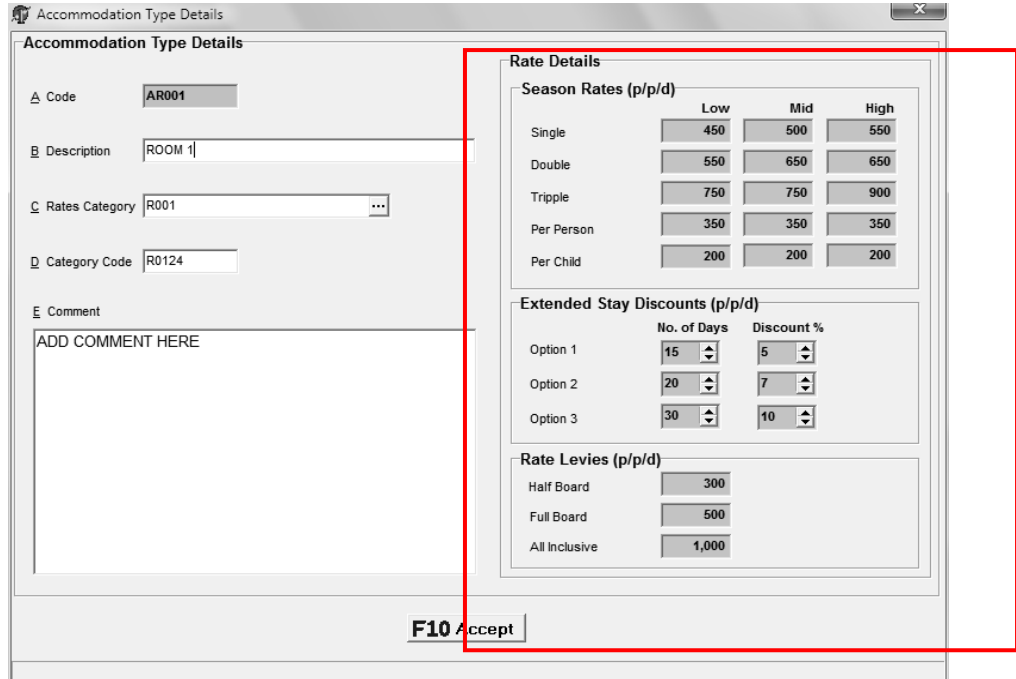
CATEGORY CODE

COMMENTS

Type additional information on the room in the comments block

RATES DETAIL

The Rates Detail on the right side of the screen is on view option only; these options can not be change here, but can be change under Rate Maintenance.



RATES MAINTENANCE



Select F3 Add

Rate Amendments

Rate Details

Category Code & Description: R002 CATEGORY LUXURY

1 Rate Details | 2 Stay Discounts | 3 Additional Levies & Charges

Season Rates

	Low Season			Mid Season			High Season		
	Mid Week	Weekend	4/5 Night Mid Week	Mid Week	Weekend	4/5 Night Mid Week	Mid Week	Weekend	4/5 Night Mid Week
ROOM RATES									
C Single	650	600	650	650	700	650	700	750	700
D Double	750	700	750	800	850	800	850	900	850
E Tripple	800	800	800	1,000	1,000	1,000	1,200	1,200	1,200
COMPLETE UNIT RATES									
F Complete Unit	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
G Per Extra Person (p/n)	400	400		400	400		400	400	
H Per Extra Child (p/n)	200	200		200	200		200	200	
PER PERSON RATES									
I Per Person Per Night Based	400	400	400	400	400	400	400	400	400
J Per Child Per Night Based	200	200	200	200	200	200	200	200	200

F10 Accept

CATEGORY CODE

Type the Category Code, up to 5 Characters is available.

CATEGORY DESCRIPTION

Type the Description e.g. Luxury Single – Mopani 1

RATE DETAILS

ROOM RATES

Enter the Room Rates for Mid Week, Weekends 4/5 Night Mid Week and for Low, Mid and High Season.

COMPLETE UNIT RATES

Enter the Unit Rates for Complete Units, Per Extra Person and Per Extra Child, for Mid week, Weekends 4/5 Night Mid Week and for Low, Mid and High Season.

PER PERSON RATES

Enter Person Per Night Base Rates and Per Child Per Night Based Rates.

SEASON RATES MAINTENANCE

Season Type	Start Date	End Date
HIGH	01 January	28 February
LOW	01 March	05 May
MID	01 June	01 October
HIGH	01 November	31 December

Select F3 Add

Seasonal Rates

A Season Type:

B Start Date: / March

C End Date: / September

SEASONAL RATE

Select between Low, Mid or High Season.

START DATE

Select the Start Date for the type of Seasonal Rate e.g. High 1 / 12

END DATE

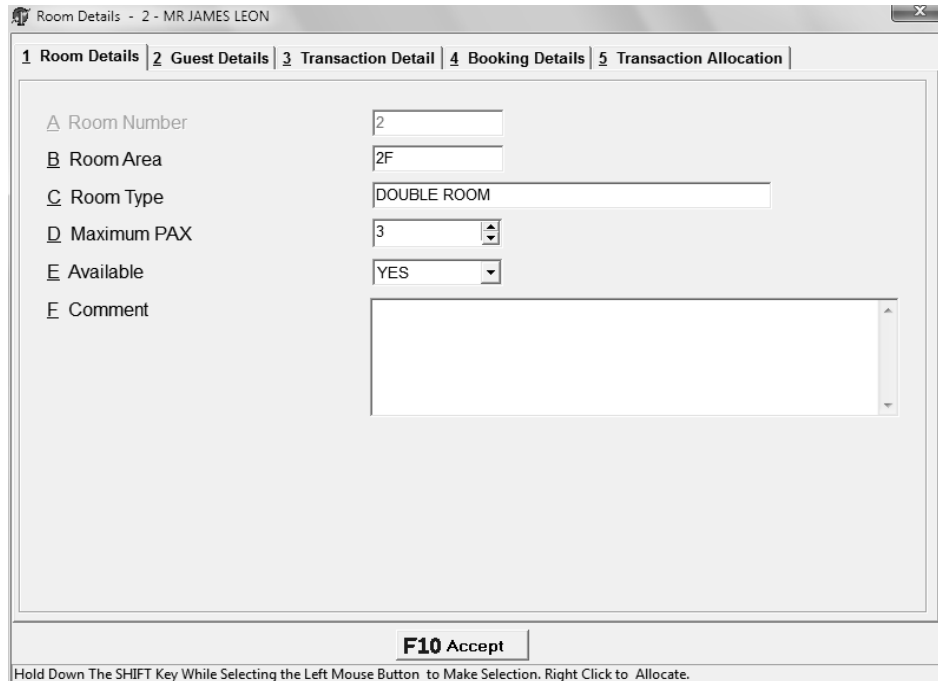
Select the End Date for the type of Seasonal Rate e.g. High 31 / 12

ROOM MAINTENANCE



Select F3 Add

ROOM DETAIL



ROOM NUMBER

Enter the Room Number.

ROOM AREA

Enter the Room Area of the Room e.g. 1FL = 1st Floor.

ROOM TYPE

Enter the Room Type e.g. Single or Double.

MAX PAX

Specify the maximum amount of guest in the room.

AVAILABLE

Select between Yes or No to specify if the room is available or not.

COMMENTS

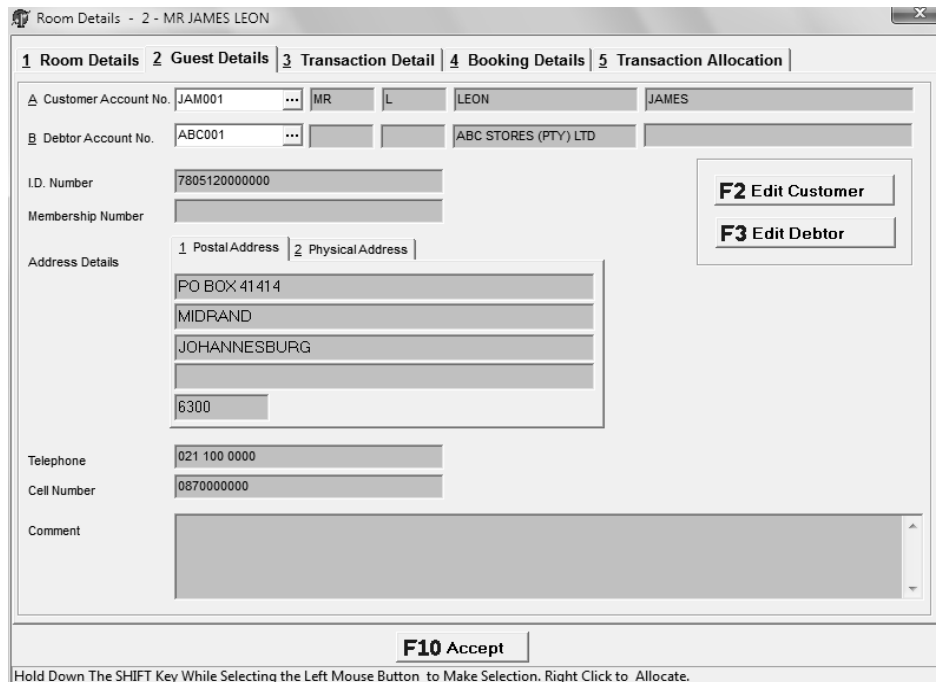
Type additional information about the room in the comment block.

GUEST DETAILS**CUSTOMER ACCOUNT NO**

Search for the Customer account or otherwise click F2 Create a customer

DEBTORS ACCOUNT NO

Search for the Debtor account or otherwise click F3 Create a Debtor. If the debtor and Customer is the same person then the customer and debtor has to be the same person.


ADD A CUSTOMER

Select Add a Customer and fill in the Customer Detail information option.

CAPTURING CONTACT DETAILS**ACCOUNT**

If the account number mask is set to ##### (see Set Debtor Defaults) you will not be able to enter alphabetic characters. The next account number will already appear in the account number field. Press enter to accept the account, or enter a new unique numeric account number. The system will not allow you to enter a duplicate account number.

If the account number mask was set to !!!!!!, you will be able to enter any character (alphabetic and/or numeric) into this field. However, only the first three or four characters need be entered. The system will automatically assign the last numeric digits, e.g. if the previous account number entered was ABC001 and another ABC was entered, the next numeric digits assigned will be 002 etc. If the number is not unique it will add 1 until number is unique.

In all instances duplicate numbers will be rejected.

SURNAME

Enter the surname of the specific debtors if this Customer is an individual.

INITIALS / TITLE

ONLY enter if the customer is an individual. This is NOT the contact persons initials and title.

If the customer is a company, initials and title should NOT be entered. Otherwise the statement print will be affected (i.e. initials and title will be printed with the company name on the customers statement).

NAME

Enter the name of the specific debtors if this Customer is an individual.

POSTAL ADDRESS

Use the four input fields for the postal address, where the fourth field being used for the postal code. These address fields will appear on invoices and statements as entered here.

DELIVERY ADDRESS

Use the four input fields for the delivery address, where the fourth field being used for the postal code. These address fields will appear on invoices as entered here, but may be altered at the time of invoicing.

CONTACT PERSON

Enter the name of the person that maybe contacted in the case of queries relating to this account.

AREA

Not to be confused with the postal code. This field is used for report analysis should you require customer reports by area.

EXAMPLE: Let's say that you would like to have sales reports for certain areas, Durban, Cape Town, etc. printed out each month. To do so you would enter the abbreviated format, e.g. DURB, CAPT, etc. In the area field so when printing a report you can either have it printed for a certain area, or area's or, even sorted on these areas.

TELEPHONE / FAX / BANK ACCOUNT NUMBERS

Enter relevant customer details for these fields. Otherwise leave blank.

NOTE: These fields may be used to store information other than what is actually asked for.

E-MAIL ADDRESS

Enter the clients e-mail address if one is available. If the e-mail address is entered the system will allow you to directly e-mail the client, various reports, invoices or orders, if available on your system.

HOME LANGUAGE

Messages may be printed on statements. This option comes into use when printing statements. The statements printing option has the facility of having messages defined per age (e.g. Current message, 30 days message, etc.) and per language (English and Afrikaans).

GROUP TYPE

The Group option is a user defined field supports a 8 characters. A group of debtors can be given a unique Group Type. A filter can be use to select a specific group for reporting purposes.

CATEGORY

The Category option is a user defined field supports a 8 characters. A group of debtors can be given a unique Category. A filter can be use to select a specific group for reporting purposes.

STATUS

Each user can be given a unique Status, for example, 'R' for regular customers, 'W' for Wholesale customers or

ON HOLD

If the debtor is placed on hold, a warning will be issued when processing any debits to the account. It does not however prevent the processing of debits from the Debtor Postings option.

COMPANY NAME

Enter the company name, or the surname if the debtor is an individual.

PERSONAL DETAILS

Enter the personal detail of the customer.

Field Label	Value	Field Label	Value
A I.D. Number	780512000000	L Favourite Food (His)	RUMP STEAK
B Date of Birth	11/10/2011	M Favourite Bev. (His)	WHISKEY
C Age	33	N Favourite Dessert (His)	CHEESE CAKE
D Gender	M	O Favourite Food (Partner)	PIZZA
E Marital Status	SINGLE	P Favourite Bev. (Partner)	GIN & TONIC
F Number of Children	3	Q Favourite Dessert (Partner)	
G Occupation	CEO	R Preferred Table	25
H Partners Name	JANE		
I Partners Date of Birth	11/10/2011		
J Partners Age	0		
K Anniversary Date	31/12/1899		

F6 Print F7 Design F10 Accept

Enter the customer Surname

I.D. NUMBER

Enter the I.D number of the Customer.

DATE OF BIRTH

Enter the Date of Birth of the Customer.

AGE

Enter the Age of the Customer.

GENDER

Enter the Gender of the Customer.

MARITAL STATUS

Enter the Marital Status of the Customer, if applicable.

NUMBER OF CHILDREN

Enter the Number of Children of the Customer, if applicable.

OCCUPATION

Enter the Occupation of the Customer.

PARTNER NAME

Enter the Partner Name of the Customer.

PARTNER DATE OF BIRTH

Enter the Partner Date of Birth of the Customer.

PARTNER'S AGE

Enter the Partner Age of the Customer.

ANNIVERSARY DATE

Enter the Anniversary Date of the Customer, if applicable.

FAVOURITE FOOD (HIS)

Enter the Favourite Food of the Customer.

FAVOURITE BEV. (HIS)

Enter the Favourite Beverage of the Customer.

FAVOURITE DESSERT (HIS)

Enter the Favourite Dessert of the Customer.

FAVOURITE FOOD (PARTNER)

Enter the Favourite Food of the Partner, if applicable.

FAVOURITE BEV. (PARTNER)

Enter the Favourite Beverage of the Partner, if applicable.

FAVOURITE DESSERT (PARTNER)

Enter the Favourite food of the Customer.

PREFERRED TABLE

Enter the preferred table of the Customer, if applicable.

LOYALTY CARD DETAILS

Customer Details Information Capture

Comment and Message | Image | Debtor Details | **Loyalty Card Details** | Movement Details | Sales Audit | Commission Matrix

Contact Details | Personal Details | **Loyalty Card Details** | Movement Details | Sales Audit | Commission Matrix

A Loyalty Card Number 123456789

B Expire Date 08/10/2021

C Card Type G

D Membership Number 123456789

F6 Print | F7 Design | F10 Accept

Enter the customer Surname

LOYALTY CARD NUMBER

EXPIRE DATE

Enter the Expire date of the loyalty card holder, e.g. 10/10/2010.

CARD TYPE

Enter the Card Type of the loyalty card holder, e.g. Silver Card Holder or Gold Card Holder.

MEMBERSHIP NUMBER

Enter the Membership Number of the loyalty card holder, e.g. HAR1549 OR FOU001.

MOVEMENT DETAILS

The Points & Redeemed details will display the Accumulated Points and Accumulated Total Value on commissions. Once the Point has been redeemed the payout details will be displayed.

Customer Details Information Capture

Comment and Message | Image | Debtor Details | **Movement Details** | Sales Audit | Commission Matrix

Contact Details | Personal Details | Loyalty Card Details | **Movement Details** | Sales Audit | Commission Matrix

Total Points Accumulated Todate	523.00	Total Points Last Redeemed	50.00
Total Points Accumulated - Month	58.00	Total Points Redeemed - Month	80.00
Total Points Accumulated - Year	1,056.00	Total Points Redeemed - Year	140.00
Total Value Accumulated Todate	950.00	Total Value Last Redeemed	125.00
Total Value Accumulated - Month	245.00	Total Value Redeemed - Month	175.00
Total Value Accumulated - Year	9,930.00	Total Value Redeemed - Year	225.00

Date Last Redeemed 04/11/2011

Redeemed Payment Method COUP

Last Sale Number 24

Last End of Sequence Number 141

F12 Edit Details

Redeemed Payout Details

SALENUMBER	SOURCE NUMBER	TRANDATE	TRANTIME	PAYMENT METHOD	AMOUNT	POINTS	CASHIERNAME	TILL

F6 Print | F7 Design | F10 Accept

Enter the customer Surname

TOTAL POINTS ACCUMULATED TO DATE

Display the total loyalty point accumulated to date

TOTAL POINTS ACCUMULATE – MONTH

Display the total loyalty point accumulated for the month.

TOTAL POINTS ACCUMULATE – YEAR

Display the total loyalty point accumulated for the Year.

TOTAL VALUE ACCUMULATE – TO DATE

Display the Total Value Accumulate to Date.

TOTAL VALUE ACCUMULATE – MONTH

Display the Total Value Accumulate to Month.

TOTAL VALUE ACCUMULATE – YEAR

Display the Total Value Accumulate to Year.

DATE LAST REDEEMED

Display the Last Redeemed Date for Loyalty Points.

REDEEMED PAYMENT METHOD

Display the Redeemed payment method e.g. Coupons, Cash or Vouchers.

TOTAL POINTS LAST REDEEMED

Display the Total Loyalty Points Last Redeemed.

TOTAL POINTS REDEEMED – MONTH

Display the Total loyalty Points Redeemed for the Month.

TOTAL POINTS REDEEMED – YEAR

Display the Total loyalty Points Redeemed for the Year.

TOTAL VALUE REDEEMED – MONTH

Display the Total Value Redeemed for the Month.

TOTAL VALUE REDEEMED – YEAR

Display the Total Value Redeemed for the Year.

LAST SALE NUMBER

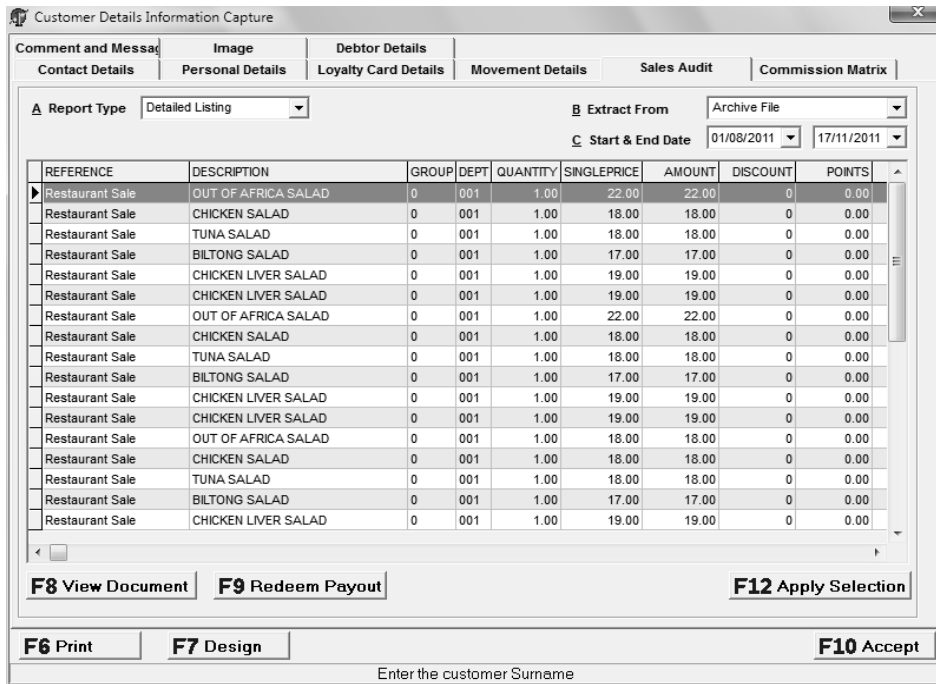
Display the last sale number for the Customer

LAST END OF SEQUENCE NUMBER

Display the End of Last Sequence Number for the Customer.

SALES AUDIT

The Sales Audit will display all the transaction for the customer with point of commission allocations. Select F12 Apply Selection to display the transactions.



REPORT TYPE

Choose between Detailed Listing, Department totals and Group totals report type.

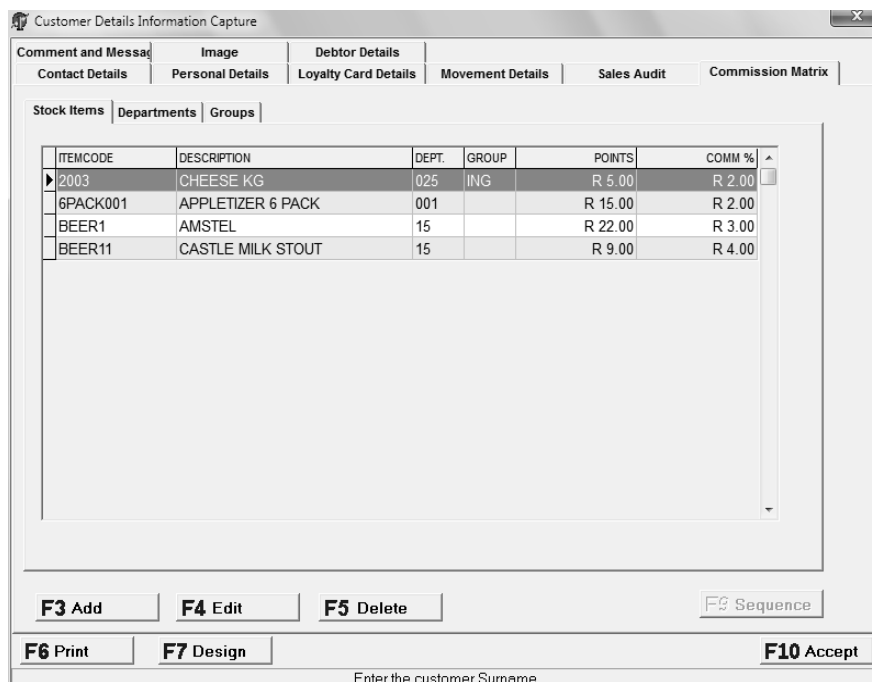
EXTRACT FROM

Choose between a current or achieve report, the current report will only display the transaction before day end. The achieve file option displays historic transactions

COMMISSION MATRIX

STOCK ITEMS

The commission Matrix was created to for IQ Restaurant user who don't use the Menu items for Loyalty Point allocation. This option will allow the user to add specific items to a specific customer. If added here the Loyalty Point will over ride the Menu allocation. The user can allocation points or commission by Stock item, Department or Groups. Once the specified item where sold the Sale Audit will be adjusted.



COMMENTS

Add comments to the customer comments tab. There is not limit to the amount of information typed.

Customer Details Information Capture

Contact Details | Personal Details | Loyalty Card Details | Movement Details | Sales Audit | Commission Matrix

Comment and Message | Image | Debtor Details

Comment

Enter the Comment for the Customer in this box

POS Alert Message

The POs Alert Message will display the message at the selected Modules

Cash Sales Enabled
 Tables Enabled
 Take Away Enabled

F6 Print | F7 Design | F10 Accept

Enter the customer Surname

IMAGE

Add a Photograph of the Customer.

Customer Details Information Capture

Contact Details | Personal Details | Loyalty Card Details | Movement Details | Sales Audit | Commission Matrix

Comment and Message | Image | Debtor Details

Main Member Image

F4 Load Image | F5 Delete Image

F6 Print | F7 Design | F10 Accept

Enter the customer Surname

LOAD IMAGE

Select the load image option to select a Saved image from an area on the computer.

DELETE IMAGE

Select the Delete image option to remove the current Image.

DEBTORS DETAILS

LINKED DEBTOR ACCOUNT

This option will allow a supervisor/manger to link a customer account to a debtor. This option will facilitate the automatic association between Debtors and Customers. Remember a Debtors account was merely created for marketing purposes; no balance can be attached to a debtors account. When receiving payment for a sale and the Account payment tender media was the selected the link account will automatically appear. The option can also be use to link certain price option to Account Debtors.

NOTE: The Link Debtor account option will help the cashier when processing a cash sale or table sale faster and without incorrect account selection. In other word the Cashier does not have to select the account because the account was linked by a manager or supervisor.

Customer Details Information Capture

Contact Details | Personal Details | Loyalty Card Details | Movement Details | Sales Audit | Commission Matrix

Comment and Message | Image | Debtor Details

Debtor Account Details

Linked Debtor Account SMI001 ...

F6 Print | F7 Design | F10 Accept

Enter the customer Surname

Select F10 accept after completing all customer detail information.

TRANSACTION DETAILS

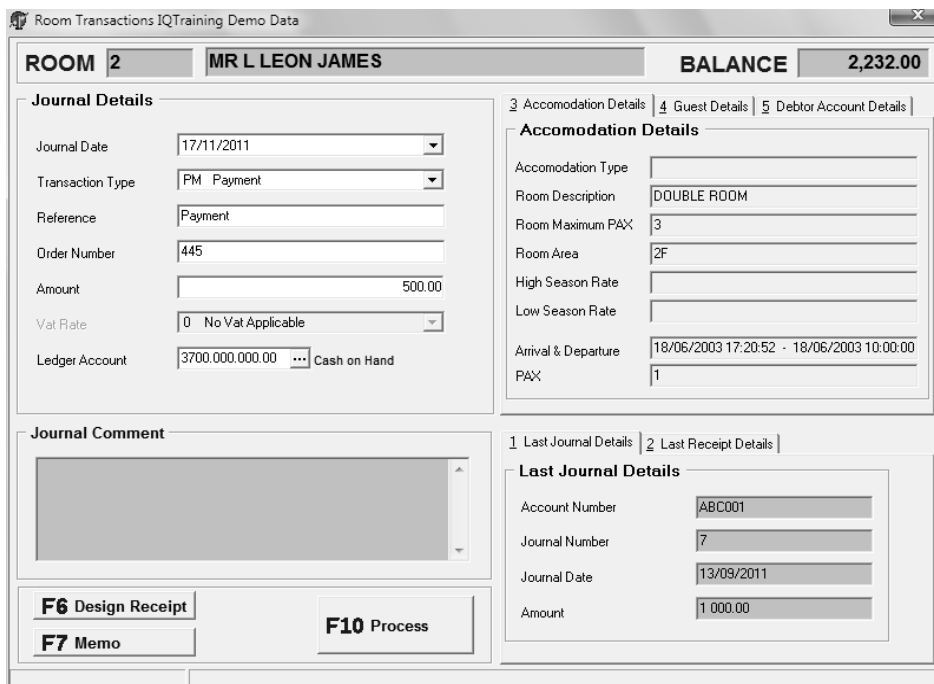
Select the Transaction Detail Tab. The Transaction Detail will display all the transaction for this customer e.g. Restaurant Sale and Journal processing.



PROCESS JOURNAL

The process Journal option will allow you to following transaction types: Brought forward, Credit Note, Discount, Invoice, Interest Charge, Journal Credit, Journal Debit, Payment and Refunds.

Select F5 Process Journal to add the Customers Room account.



JOURNAL DATE

Enter the transaction date in the format DD/MM/YYYY. This date does not determine the ageing month or the general ledger month into which the transaction is posted. For aging purposes debits are current and credits have a separate ageing function. The general ledger month is determined by the month number entered when entering the transaction processing option (confirm integration dialogue).

TRANSACTION TYPE

Select the one of the following transaction types: Brought forward, Credit Note, Discount, Invoice, Interest Charge, Journal Credit, Journal Debit, Payment and Refunds e.g. IN. In order for the transaction to be completed one must select or enter the appropriate posting type (IN, JC, JD, PM, etc) code from the list provided (use the ALT & Down arrow, or the mouse to access the available posting types). These codes can be amended, deleted and new ones added under Posting Types on the debtors menu. On accepting the code, the ledger account, VAT rate and representative for which this code has been setup to default to, will be displayed.

REFERENCE

Enter the reference number for this transaction (e.g. a cheque number, invoice number, etc.). The reference field may NOT be blank. The reference field will automatic increment if the previous reference was a value. E.g. If 1234 was entered in the previous line (for the same client only) the next line will automatically have a reference of 1235.

ORDER NUMBER

Enter the order number (alphanumeric) associated with this transaction or another referencing entry, otherwise leave blank.

AMOUNT

Enter the total transaction amount, including VAT. This amount will be posted to debtor account as well as the debtors control account in the ledger.

VAT RATE

If the posting type selected has been setup to prompt for a VAT rate, a VAT rate may be entered or left as is. The VAT amount will be displayed to the right of the tax rate field, depending on the VAT rate percentage (14%, 0%, etc), see VAT setup under company details. Select the search option for this field to search for the correct VAT rate in the VAT rate table.

LEDGER ACCOUNT

If the ledger account that appears is incorrect select the search facility to choose the correct account, otherwise leave as is to accept the default account.

Select F10 to process the Journal.

PRINT STATEMENT

Displays statement printing function, from where the account statement can be printed or viewed. Statements should be printed at the end of each month, usually the 25th. They must be printed before performing the month-end clear. As the system runs real-time and not in batch mode, statements must be printed before beginning the following day's postings.

Accommodation TAX Invoice									
Test Company - Lisa					Page : 1				
Telephon No.: 021 8800420					Date: 09/06/2008 14:13:50				
Fax No.:					Company Reg.:				
Email:					VAT Reg.:				
Guest Surname : WILSON, MRS,					Debtor Account : ABC001				
Guest Name : JANE					Customer Account : WLD1				
Guest I.D. No.:					Room #: 2				
Guest PAX : 1					Room Type:				
Arrival Date & Time : 11/06/2008 13:27					Accommodation Type:				
Departure Date & Time : 16/06/2008 13:27					Accommodation Option:				
Booking Reference :					Outstanding Balance : 2,456.84				
Date & Time	Reference	Sale No.	Sale Ref Till	Loc	Tax	Debit	Credit	Balance	
09/06/2008 13:29:07	Restaurant Sale	23	R000000	1 TES	6.98	56.84	0.00	56.84	
09/06/2008 13:33:20	5 night @ R480	0		1 TES	294.74	2400.00	0.00	2456.84	
						301.72	2456.84	0.00	2456.84
						TOTAL DUE : 2,456.84			

PRINT SALE DOCKET

This option will print the sale docket form a transaction process e.g. in the Restaurant. Below is an example of a Table order with the payment tender Room Account. You will not be able to print a Sales docket for an invoice.

```

Test Company - Lisa
1st Floor Rhino House
23 Quantum Road
Techno Park, Stellenbosch
7600

**** D.O.C.U.M.E.N.T R.E.P.R.I.N.T ****

*** RESTAURANT ***

-----
09/06/2008 13:29:07 1 SUPERVISOR
-----
Document No.: 0000023      Till :1
Table       : 1           Covers :1
-----
Description      Qty  Price  Value
-----
Cheese Burger    1  50.00  50.00
Coke - Single    1   6.84   6.84
-----
Sub-Total                56.84
Tax                      0.00
Room Account             56.84
Room # : 2
-----
Change                   0.00

Taxable Amount @14.00%    6.98
-----

Thank you
Call again
    
```

BOOK OUT GUEST

This option will book the guest out, making the room available again. The information on the room will be available at the Room History option.

DESIGN STATEMENT

F9 Design statement will allow you to design the layout of the statement.

PRINT SALE DOCKET

F7 Print a Sale Docket will allow the re-print of a Cash Sale or Table Sale

BOOK OUT GUEST

F8 Book out Guest will allow the user to book the Guest out of the room at this screen instead of having to close the option use the Reservation Manteca option.

PRINT STATEMENT

F9 Print a Statement will print the Debtors Statement instead of have to close the option and use the Debtors Report option.

Once the customer and debtor details are completed click on the tab "Booking Details".

BOOKING DETAILS

Room Details - 001 - MR JACKSON JOHN

1 Room Details | 2 Guest Details | 3 Transaction Detail | 4 Booking Details

A Room Number: 001

B Room Area: 2F

C Room Type: SINGLE

D Maximum PAX: 1

E Low Season Daily Rate: 0

E Low Season Date Range: 09/10/2009 - 09/10/2009

G High Season Daily Rate: 0

H High Season Date Range: 09/10/2009 - 09/10/2009

I Available: NO

J Comment: No Aricon.

F10 Accept

Double Click on The Highlighted Transaction to View More Detail

GUEST PAX

Specify the amount of guest for the room.

BOOKING REFERENCE

Specify the booking reference.

ARRIVAL

Choose between Yes or No

DEPARTED

Choose between Yes or No

ARRIVAL DATE

Specify the arrival date of the guest.

DEPARTURE DATE

Specify the departure date of the guest.

ACCOMMODATION PACKAGE OPTION

Choose between Room only, Bed & Breakfast, Dinner & Bed & Breakfast (excl, Alcohol), Dinner & Bed & Breakfast (incl, Alcohol), Full Bill Back, Half board, Full Board. These are default options and cannot be changed.

ACCOMMODATION TYPE

Type an accommodation type

COMMENTS

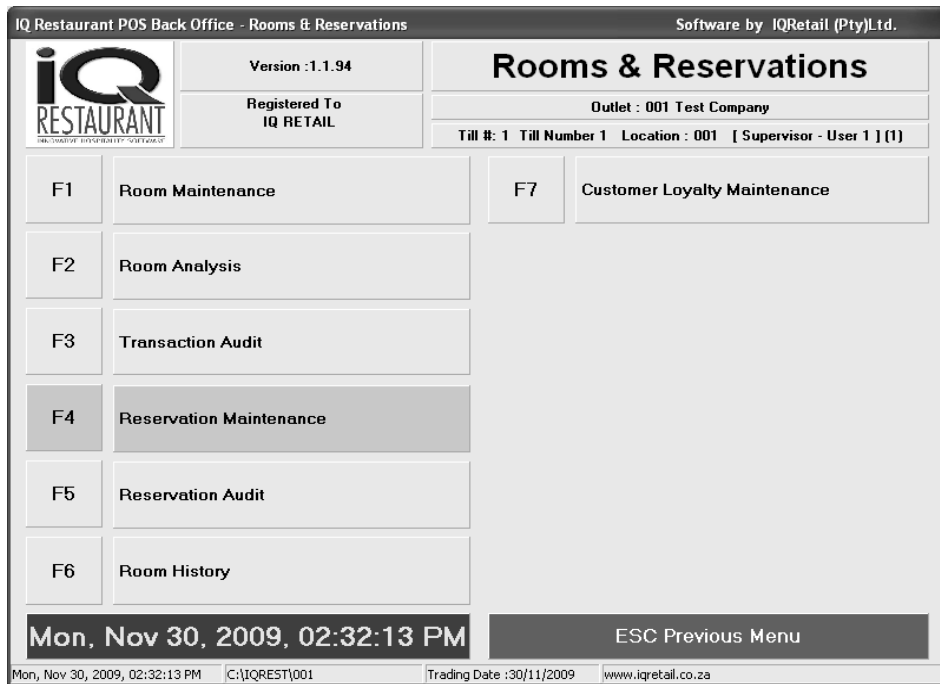
Type a comment about the booking details here.

Select the F10 Accept to complete Booking Details

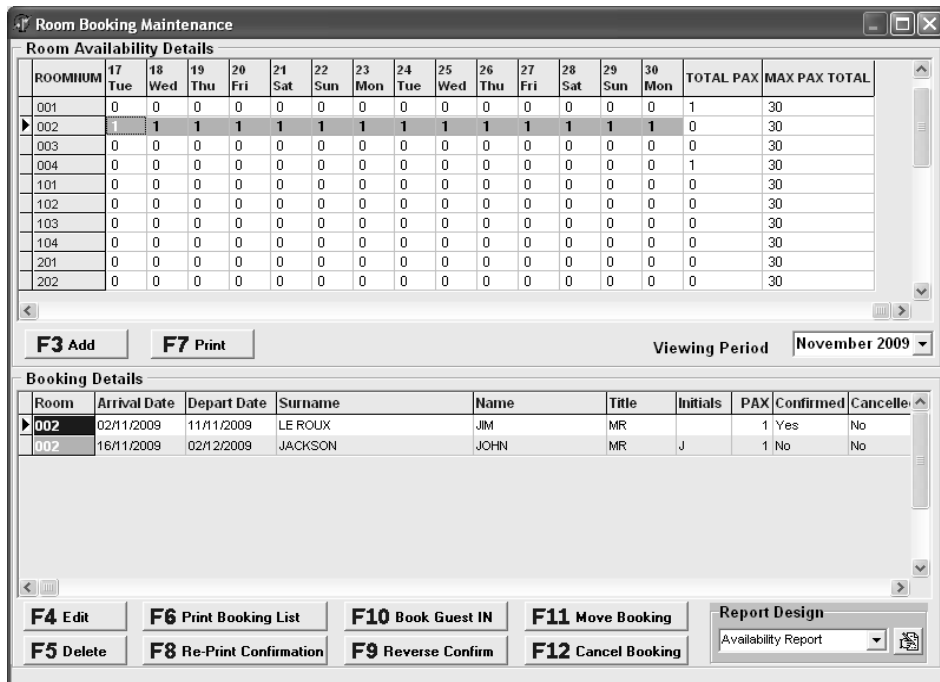
Proceed to Reservation Maintenance.

RESERVATION MAINTENANCE

The Reservation Maintenance option will display each room details and reservation dates. Customer & Debtors can be added followed by Reservation confirming and booking details.



The next option is to add a customer and or debtor. Select start of the booking date.



Click on the Add button.

CUSTOMER DETAILS**CUSTOMER ACCOUNT NO**

Search for the Customer account or otherwise click F2 Create a customer, if this information is not already displayed

DEBTORS ACCOUNT NO

Search for the Debtor account or otherwise click F3 Create a Debtors. If the debtor and Customer is same person then the customer and debtor has to be the same person, if this information is not already displayed

Customer Booking Details - Room : 004

1 Customer Details | 2 Booking Details | 3 Room Details

A Customer Account No. 11 Title Initials Name Surname
B Debtor Account No. ABC001 ABC STORES (PTY) LTD
Postal Address Details 45 MAIN ROAD
SOMERSET WEST
Country
Company Name
Telephone 021 741 2321
Fax Number
Cell Number
Email
Comment

F2 Edit Customer
F3 Edit Debtor
F10 Accept

Enter The Debtor's Surname

Enter all the necessary details (customer & debtor).

Proceed to the tab "Booking Details".

BOOKING DETAILS
GUEST PAX

Specify the amount of guest for the room.

BOOKING REFERENCE

Specify the booking reference.

ARRIVAL DATE

Specify the arrival date of the guest.

DEPARTURE DATE

Specify the departure date of the guest.

ACCOMMODATION PACKAGE OPTION

Choose between Room only, Bed & Breakfast, Dinner & Bed & Breakfast (excl, Alcohol), Dinner & Bed & Breakfast (incl, Alcohol), Full Bill Back, Half board, Full Board.

ACCOMMODATION TYPE

Specify an accommodation type.

TRAVEL AGENT

Specify the Travel agent details if supplied.

AMOUNT PAID

Specify the amount paid for the room

METHOD OF PAYMENT

Specify the method of payment for the room

PAYMENT DETAILS

Specify the Payment details.

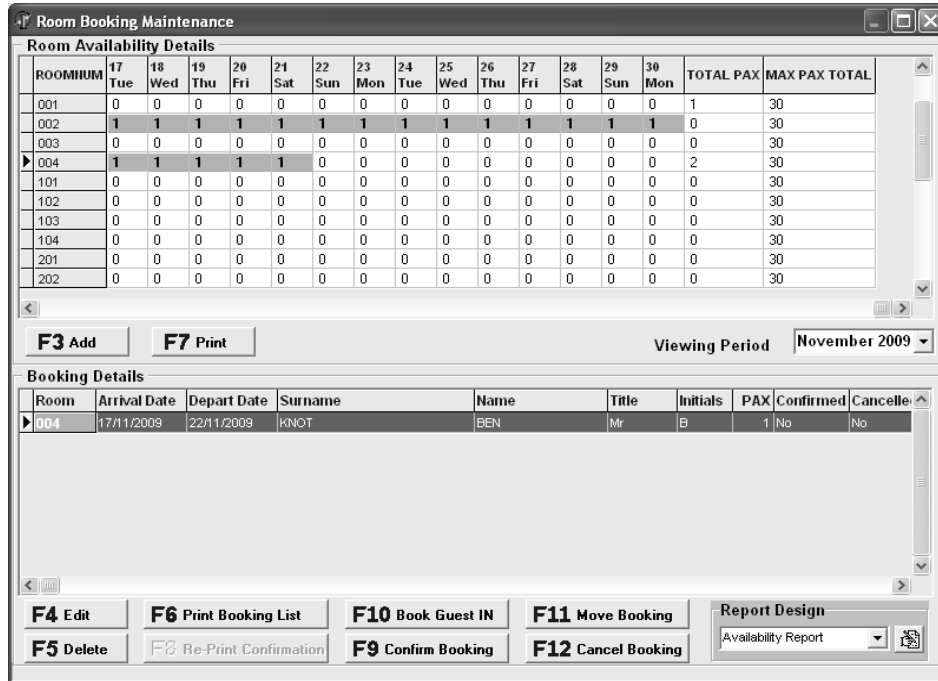
COMMENTS

Type a comment about the booking details here.

BOOKING STATUS COLOUR INDICATOR

Choose from the list of colours e.g. clBlue, clFuchisa, clAqua or clWhite that will represent the guest booking period.

Select the F10 Accept to complete Booking Details Room Availability Details.



BOOKING MAINTENANCE DETAILS

EDIT

The option will edit the booking. Allowing you to change the Customer Detail and Booking Details.

DELETE

The option will delete the booking. The delete function will only be utilized if the booking has not been confirmed. If the booking was confirmed cancel the booking followed by the delete button.

PRINT BOOKING LIST

Select the booking. Click Print booking. This will display a summary of the booking details.

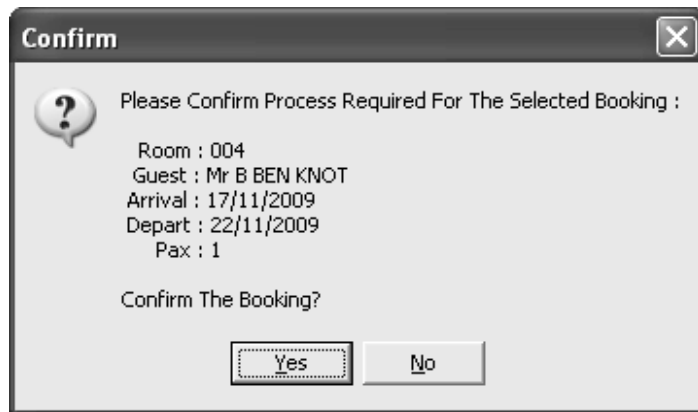
Company - Lisa		Summarized Booking Analysis as at 05/06/2008 13:38:21				Page: 1	
Period : 200805							
Room : 1							
Arrive	Depart	Pax	Booking Reference	Guest Details	Email	Cell Number	Telephone
03/06/2008	11/06/2008	1	123	C CHUCK NO RRB			

PRINT CONFIRMATION

Print confirmation will only be available on the booking was confirmed.

CONFIRM BOOKING

Select the Room and the date of the booking. Click F9 Confirm booking. Click Yes to confirm the booking whereby the booking confirmation screen will appear. Once the booking is confirmed the F9 Confirm Booking will change to F9 Reverse Confirm.



This document needs to be faxed or emailed to the customer\debtor.

Once the customer has confirmed his\her booking, they fax or email the confirmation back.

Together with the confirmation is a deposit for the booking.

BOOKING CONFIRMATION		30/11/2009 15:49:17
Test Company		
First Floor, Rhino House	Company Reg. No. : 222222	
Techno Park	TAX Number : 1111111	
Stellenbosch	Telephone : 021 8800420	
7600	Fax Number : 021 8800488	
	Email : info@iqretailco.za	
<hr/>		
Guest Details		
Guest Name :	Mr B BEN KNOT	
Company Name :		
Arrival Date :	17/11/2009	
Depart Date :	22/11/2009	
Guest Pax :	1	
Guest Instructions :		
Booking Details		
Room No.	004	
Accommodation Type :		
Accommodation Package :	BED & BREAKFAST	
Booking Reference :	JG45-89/10	
Travel Agent :	ROUND TRAVEL	

BOOK GUEST IN

After the Booking confirmation select the book Guest In button. Select Yes to confirm the booking of the correct guest.



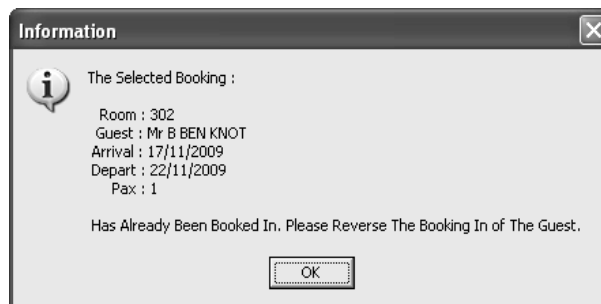
MOVE BOOKING

The booking can be moved from one room to another. Select F11 Move Booking, choose from the available room list another room, Click F10 Accept.



CANCEL BOOKING

The booking can be cancelled. Select Yes to confirm the cancellation, followed by the delete button. This is to ensure that the booking cannot just be cancelled, but has to be a two part process to avoid human error.



TRANSACTION PROCESSING (ROOM INVOICE)

Once the Reservation Maintenance is complete go back to Room Maintenance. Select the Room number Click F4 Edit. Select the Customer and Debtors Details. Select the Transaction Detail Tab. The Transaction Detail will display all the transaction for this customer e.g. Restaurant Sale and Journal processing.

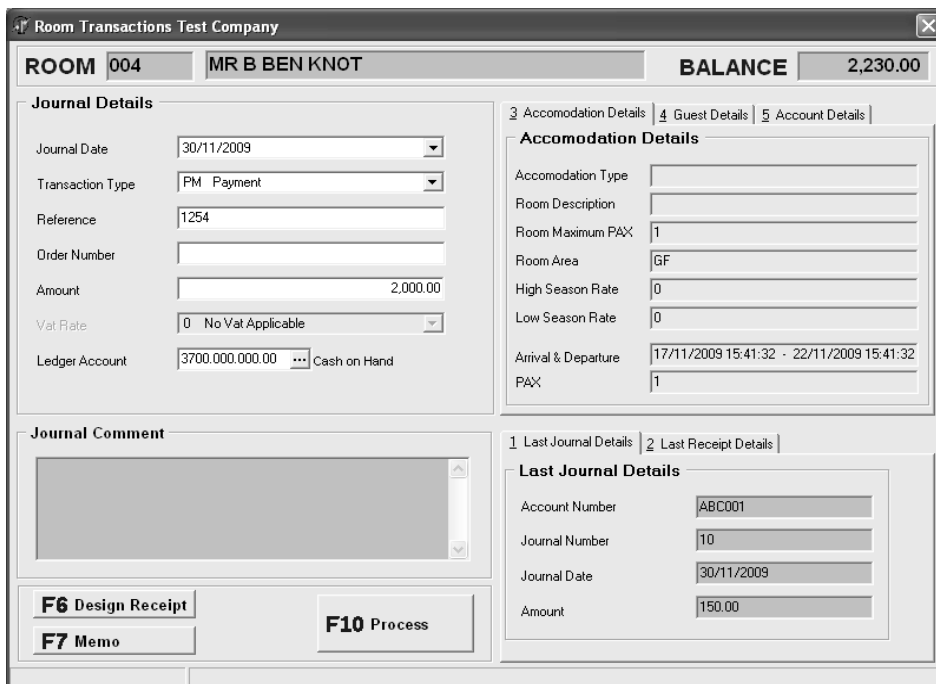


ROOM DETAILS

PROCESS JOURNAL

The process Journal option will allow you to following transaction types: Brought forward, Credit Note, Discount, Invoice, Interest Charge, Journal Credit, Journal Debit, Payment and Refunds.

Select F5 Process Journal to add the Customers Room account.



JOURNAL DATE

Enter the transaction date in the format DD/MM/YYYY. This date does not determine the ageing month or the general ledger month into which the transaction is posted. For aging purposes debits are current and credits have a separate ageing function. The general ledger month is determined by the month number entered when entering the transaction processing option (confirm integration dialogue).

TRANSACTION TYPE

Select the one of the following transaction types: Brought forward, Credit Note, Discount, Invoice, Interest Charge, Journal Credit, Journal Debit, Payment and Refunds e.g. IN. In order for the transaction to be completed one must select or enter the appropriate posting type (IN, JC, JD, PM, etc) code from the list provided (use the ALT & Down arrow, or the mouse to access the available posting types). These codes can be amended, deleted and new ones added under Posting Types on the debtors menu. On accepting the code, the ledger account, VAT rate and representative for which this code has been setup to default to, will be displayed.

REFERENCE

Enter the reference number for this transaction (e.g. a cheque number, invoice number, etc.). The reference field may NOT be blank. The reference field will automatic increment if the previous reference was a value. E.g. If 1234 was entered in the previous line (for the same client only) the next line will automatically have a reference of 1235.

ORDER NUMBER

Enter the order number (alphanumeric) associated with this transaction or another referencing entry, otherwise leave blank.

AMOUNT

Enter the total transaction amount, including VAT. This amount will be posted to debtor account as well as the debtors control account in the ledger.

VAT RATE

If the posting type selected has been setup to prompt for a VAT rate, a VAT rate may be entered or left as is. The VAT amount will be displayed to the right of the tax rate field, depending on the VAT rate percentage (14%, 0%, etc), see VAT setup under company details. Select the search option for this field to search for the correct VAT rate in the VAT rate table.

LEDGER ACCOUNT

If the ledger account that appears is incorrect select the search facility to choose the correct account, otherwise leave as is to accept the default account.

Select F10 to process the Journal.

PRINT STATEMENT

Displays statement printing function, from where the account statement can be printed or viewed. Statements should be printed at the end of each month, usually the 25th. They must be printed before performing the month-end clear. As the system runs real-time and not in batch mode, statements must be printed before beginning the following day's postings.

Accommodation TAX Invoice									
Test Company - Lisa				Page : 1					
Telephone No.: 021 8800420				Date : 09/06/2008 14:13:50					
Fax No.:				Company Reg.:					
Email:				VAT Reg.:					
Guest Surname : WILSON, MRS,				Debtor Account : ABC001					
Guest Name : JANE				Customer Account : WLD01					
Guest I.D. No.:				Room #: 2					
Guest PAX : 1				Room Type :					
Arrival Date & Time : 11/06/2008 13:27				Accommodation Type :					
Departure Date & Time : 16/06/2008 13:27				Accommodation Option :					
Booking Reference :				Outstanding Balance : 2,456.84					
Date & Time	Reference	Sale No.	Sale Ref	Till	Loc	Tax	Debit	Credit	Balance
09/06/2008 13:29:07	Restaurant Sale	23	R000000	1	TES	6.98	56.84	0.00	56.84
09/06/2008 13:33:20	5 night @ R480	0		1	TES	294.74	2400.00	0.00	2456.84
						301.72	2456.84	0.00	2456.84
TOTAL DUE :								2,456.84	

PRINT SALE DOCKET

This option will print the sale docket form a transaction process e.g. in the Restaurant. Below is an example of a Table order with the payment tender Room Account. You will not be able to print a Sales docket for an invoice.

```

Test Company - Lisa
1st Floor Rhino House
23 Quantum Road
Techno Park, Stellenbosch
7600

**** D.O.C.U.M.E.N.T R.E.P.R.I.N.T ****

*** RESTAURANT ***

09/06/2008 13:29:07 1 SUPERVISOR

Document No.: 0000023 Till :1
Table : 1 Covers :1

=====
Description Qty Price Ualue
=====
Cheese Burger 1 50.00 50.00
Coke - Single 1 6.84 6.84

Sub-Total 56.84
Tax 0.00
Room Account 56.84
Room # : 2

Change 0.00

Taxable Amount @14.00% 6.98

=====
Thank you
Call again
    
```

BOOK OUT GUEST

This option will book the guest out, making the room available again. The information on the room will be available at the Room History option.

DESIGN STATEMENT

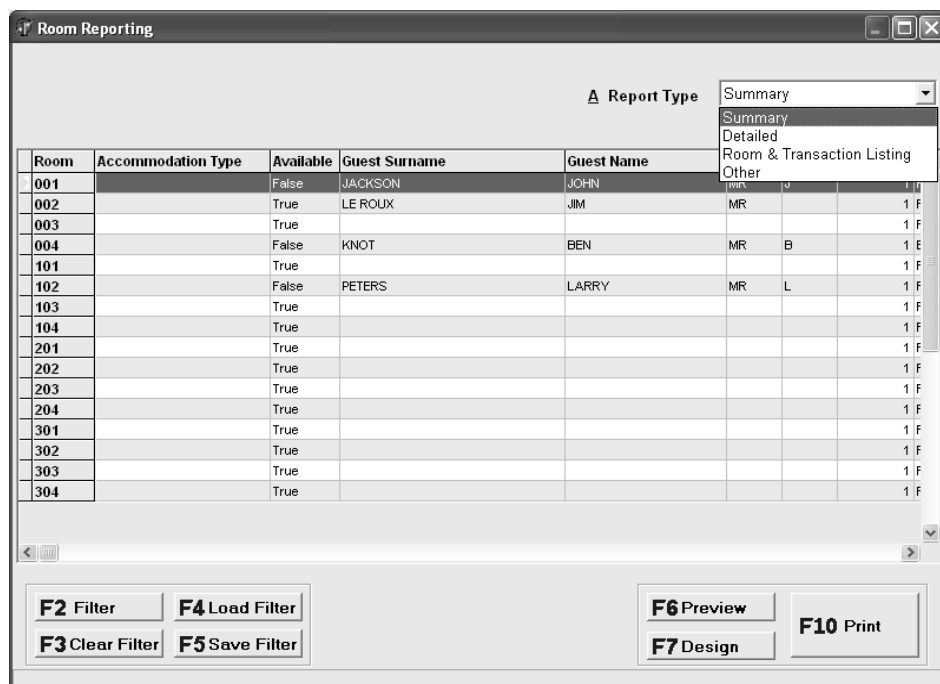
F9 Design statement will allow you to design the layout of the statement.

ROOM ANALYSIS

The Room Analysis will display the room information in four different reports. A summary, detail, room & transaction listing or other reports.



Select the Report Type, followed by F6 Preview or F10 Print.



SUMMARY REPORT

The summary report display the Room number, Accommodation Type, Room Type, Guest Name, Pax, Booking Reference, Accommodation Package, Arrival and Departure Date and the Balance.

Room	Accommodation Type	Room Type	Guest Name	Pax	Booking Reference	Accommodation Package	Arrival	Departure	Balance
1		DOUBLEROOM	C CHUCK NORRIS	1	123	BED & BREAKFAST	03/06/2008	11/06/2008	0.00
2				0		ROOM ONLY	11/05/2008	15/05/2008	50.00
									50.00

DETAIL REPORT

The Detail Report displays all the detail about the room and the customer. For Example Room, Outstanding balance, Customer Account, Travel Agent, Booked by, Arrival & Departure Date and Outstanding Balance to name but a few.

Test Company - Lisa		Detailed Room Analysis	
Room :	1	Room Type :	DOUBLE ROOM
Outstanding Balance :	0.00	Customer Acc. :	CN001
Debtor Acc. :	ABC001	Guest Name :	C CHUCK NORRIS
Pax :	1	Guest Memo :	
Booking Reference :	123	Booking Reference :	123
Accommodation Type :		Accommodation Type :	
Accommodation Package :	BED & BREAKFAST	Accommodation Package :	BED & BREAKFAST
Travel Agent :	STA TRAVEL	Travel Agent :	STA TRAVEL
Booked By :	Supervisor	Booked By :	Supervisor
Arrival Date :	03/06/2008 13:18	Arrival Date :	03/06/2008 13:18
Departure Date :	11/06/2008 13:18	Departure Date :	11/06/2008 13:18
Booking Memo :		Booking Memo :	
Arrived :	Yes	Arrived :	Yes
Departed :	No	Departed :	No
Room :	2	Room Type :	
Outstanding Balance :	50.00	Customer Acc. :	
Debtor Acc. :		Debtor Acc. :	
Guest Name :		Guest Name :	
Pax :	0	Pax :	0
Guest Memo :		Guest Memo :	
Booking Reference :		Booking Reference :	
Accommodation Type :		Accommodation Type :	
Accommodation Package :	ROOM ONLY	Accommodation Package :	ROOM ONLY
Travel Agent :		Travel Agent :	
Booked By :		Booked By :	
Arrival Date :	11/05/2008 16:03	Arrival Date :	11/05/2008 16:03
Departure Date :	15/05/2008 16:03	Departure Date :	15/05/2008 16:03
Booking Memo :		Booking Memo :	
Arrived :	Yes	Arrived :	Yes
Departed :	No	Departed :	No

ROOM & TRANSACTION LISTING

The room & transaction listing display the room detail and all the transaction for the room e.g. Invoice for room, payments, Restaurant sales etc.

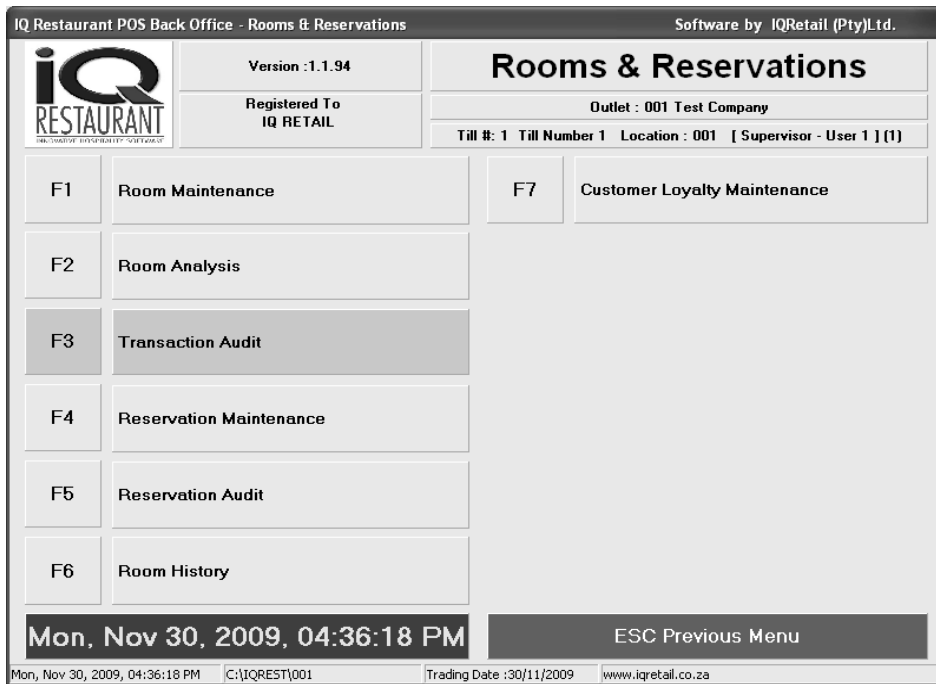
Room		Accommodation Type	Room Type	Guest Name	Pax Booking Reference			Accommodation Package	Arrival	Departure	Balance		
Date	Type	Reference	Table #	Source No.	Sale No.	Till No.	Cashier	Orgnl Room	Ledger Account	Tax	Debit	Credit	
1		DOUBLE ROOM		C CHUCK NORRIS			1 123		BED & BREAKFAST		03/06/2008	11/06/2008	0.00
26/03/2008 12:56:49	IN	6 Nights			0		1 Supervisor		2001.000.00	184.21	1,500.00	0.00	1,500.00
26/03/2008 14:46:19	PM	6 Nights payment			0		1 Supervisor		3700.000.00	0.00	0.00	1,500.00	0.00
22/05/2008 08:54:39	IN	Restaurant Sale	1	R0000001	6		1 SUPERVISOR			9.21	75.00	0.00	0.00
											1,575.00	1,500.00	0.00
2							0		ROOM ONLY		11/05/2008	15/05/2008	50.00
22/05/2008 09:28:22	IN	Restaurant Sale	10	R0000010	7		1 SUPERVISOR			6.14	50.00	0.00	50.00
											50.00	0.00	50.00

OTHER

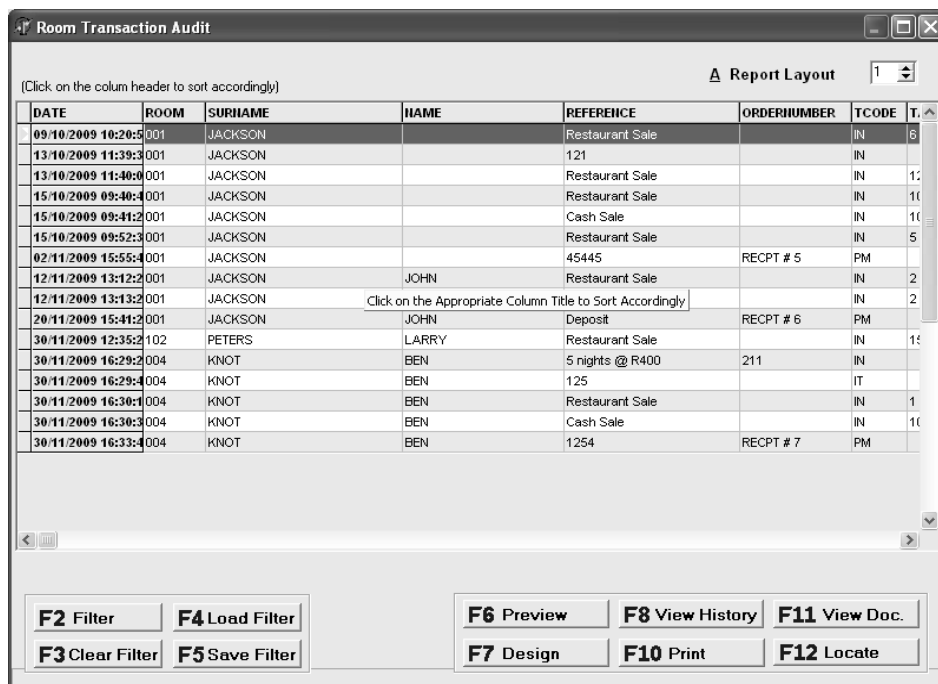
The other report allows the user to add their own report by changing the design to suit their needs.

TRANSACTION AUDIT

The transaction audit display all the transaction for each room for example Current and history files and View the original document.



TRANSACTION AUDIT DETAILS



PREVIEW

Choose F6 to Preview the report.

DESIGN

Choose F7 to change the Design of the report.

VIEW HISTORY

Choose F8 to View History on the report. History will only be visible after the first month end.

PRINT

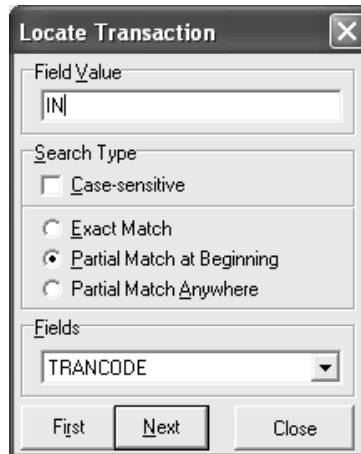
Choose F10 to Print the report.

VIEW DOC

Choose F11 to Print the document e.g. Invoice.

LOCATE

Choose F12 to location a specific item. Select a Field e.g. Item Code, Type the item code in the Field Value box. Click First or next to find the item.

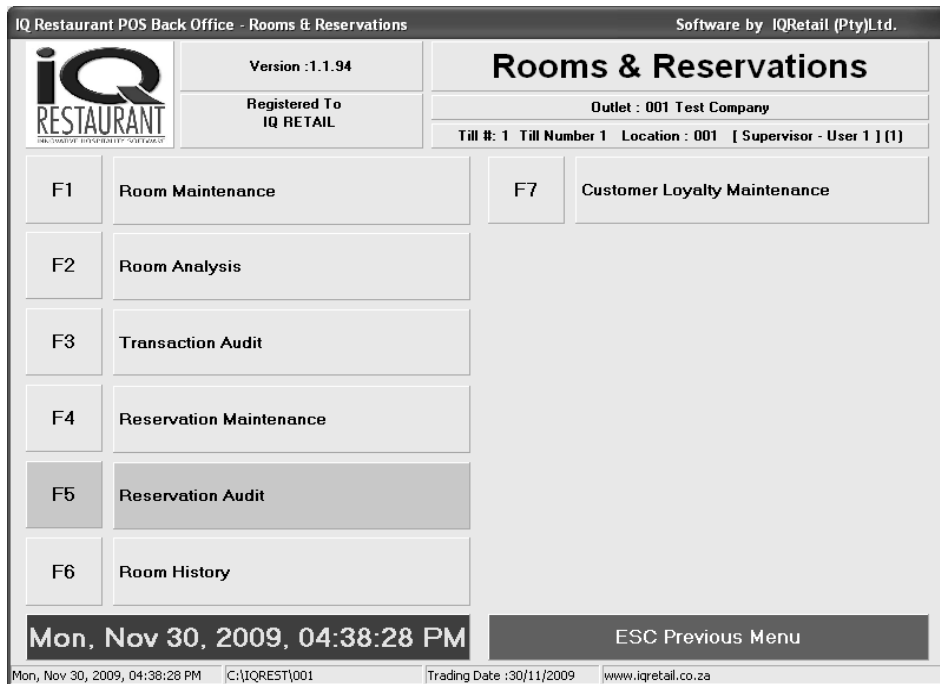


The screenshot shows a dialog box titled "Locate Transaction" with a close button in the top right corner. The dialog is divided into several sections:

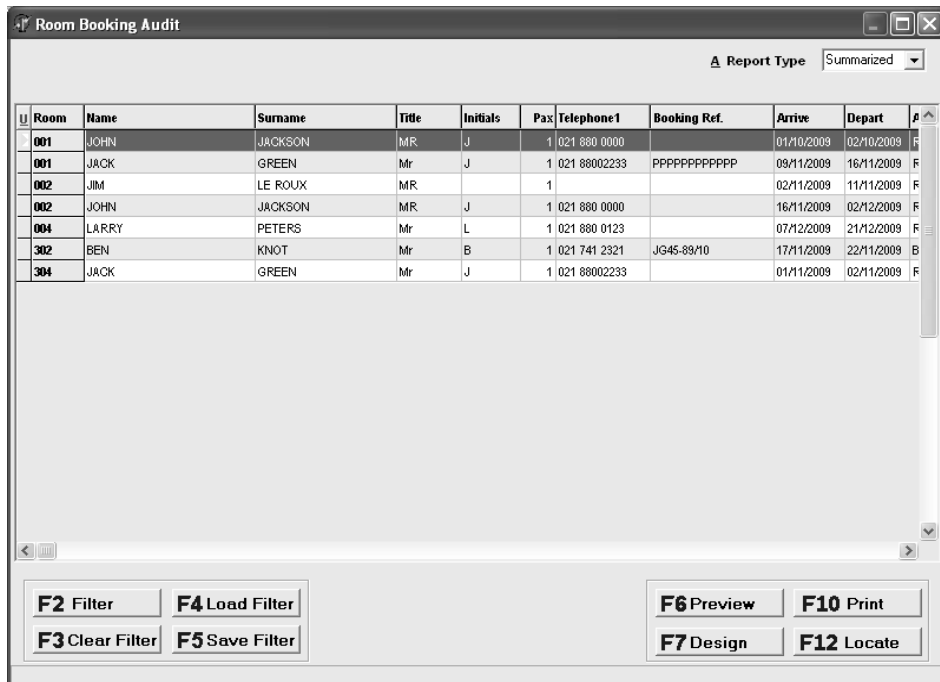
- Field Value:** A text input field containing the text "IN".
- Search Type:** A section containing a checkbox for "Case-sensitive" (which is unchecked) and three radio buttons: "Exact Match", "Partial Match at Beginning" (which is selected), and "Partial Match Anywhere".
- Fields:** A dropdown menu currently displaying "TRANCODE".
- Navigation:** Three buttons at the bottom: "First", "Next", and "Close".

RESERVATION AUDIT

The reservations audit display all the transaction for each reservation. Choose between a Summarized, Detailed or User Defined Report.



RESERVATION AUDIT DETAILS



PREVIEW

Choose F6 to Preview the report.

DESIGN

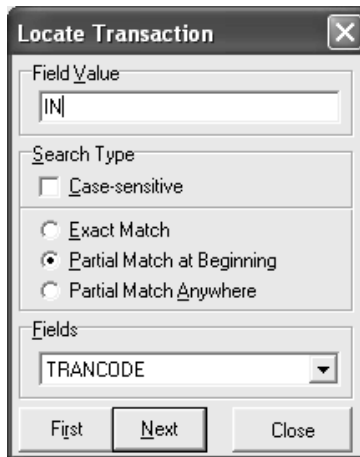
Choose F7 to change the Design of the report.

PRINT

Choose F10 to Print the report.

LOCATE

Choose F12 to location a specific item. Select a Field e.g. Item Code, Type the item code in the Field Value box. Click First or next to find the item.



RESERVATION AUDIT SUMMARIZED

The Summarized report display the information of all the Rooms on one page where as the detail report will use one page per room

Room	Arrive	Depart	Pax	Booking Reference	Guest Details	Package	Cell Number	Telephone
1	01/05/2008	09/05/2008	1		C CHUCK NORRIS	ROOM ONLY		
1	03/06/2008	11/06/2008	1	123	C CHUCK NORRIS	BED & BREAKFAST		
2	04/06/2008	09/06/2008	1		MRS JANE WILSON	ROOM ONLY		

RESERVATION AUDIT DETAIL REPORT

The Detail report displays the information of the Rooms per page.

Test Company - Lisa Summarized Room Booking Audit as at 06/06/2008 11:12:48 Page :1

Room	Arrive	Depart	Pax	Guest Details
1	01/05/2008	09/05/2008	1	C CHUCK NORRIS

<p><u>PERSONAL DETAILS</u></p> <p>Company:</p> <p>Contact:</p> <p>Surname: NORRIS</p> <p>Name: CHUCK</p> <p>Title:</p> <p>Initials: C</p> <p>ID Number:</p> <p>D.O.B: 26/03/2008</p> <p>Wife's Name:</p> <p>Wife's DOB: 26/03/2008</p> <p>Wife's Age: 0</p> <p>Language: ENGLISH</p> <p>Marital Status: SINGLE</p> <p>Anniversary Date: 31/12/1899</p> <p>Children: 0</p> <p>Occupation:</p>	<p><u>ACCOUNT DETAILS</u></p> <p>Account Number: CND01</p> <p>Debtor Account: ABC001</p> <p>Loyalty Card Number:</p> <p><u>CONTACT DETAILS</u></p> <p>Physical Address:</p> <p>Telephone:</p> <p>Cell Number:</p> <p>Fax Number:</p> <p>Email Address:</p>	<p><u>ROOM DETAILS</u></p> <p>Room Num: 1</p> <p>Accommodation Type:</p> <p>Room Type: DOUBLE ROOM</p> <p>Area: 1SFL</p> <p>Available: No</p> <p>Room PAX: 2</p> <p>Comment:</p>	<p><u>BOOKING DETAILS</u></p> <p>Package: ROOM ONLY</p> <p>Reference:</p> <p>Arrival Date: 01/05/2008</p> <p>Depart Date: 09/05/2008</p> <p>Booked By: Supervisor</p> <p>Modified By: Supervisor</p> <p>Date Modified: 14/05/2008 16:03:05</p> <p>Comment:</p>
--	---	--	---

ROOM HISTORY

Room History will display all the Rooms and Guest that has booked out.

F10 View Details will display all the Room & Booking Details, Contact Details and Transaction Details.

Room History


Room	Guest Surname	Guest Name	Title	Initials	Pax	Arrv Date	Dept Date	Accomodation Package
001	JACKSON	JOHN	MR	J	1	01/10/2009	02/10/2009	ROOM ONLY
004	KNOT	BEN	MR	B	1	17/11/2009	22/11/2009	BED & BREAKFAST
102	PETERS	LARRY	MR	L	1	01/11/2009	16/11/2009	ROOM ONLY

F5 Delete
F10 View Details
F12 Locate

CUSTOMER LOYALTY MAINTENANCE

For more details see Chapter 10 Customer Loyalty.

IQ Restaurant POS Back Office - Rooms & Reservations Software by IQRetail (Pty)Ltd.



Version : 1.1.94
Registered To
IQ RETAIL

Rooms & Reservations

Outlet : 001 Test Company
Till #: 1 Till Number 1 Location : 001 [Supervisor - User 1] (1)

F1	Room Maintenance	F7	Customer Loyalty Maintenance
F2	Room Analysis		
F3	Transaction Audit		
F4	Reservation Maintenance		
F5	Reservation Audit		
F6	Room History		

Mon, Nov 30, 2009, 04:45:43 PM

ESC Previous Menu

Mon, Nov 30, 2009, 04:45:43 PM C:\IQREST\001 Trading Date : 30/11/2009 www.iqretail.co.za

GENERAL LEDGER



CHAPTER 12

GENERAL LEDGER

IMPORTANT NOTES

WHAT IS THE GENERAL LEDGER

The general ledger stores all your final or ultimate financial information. Your income (e.g. sales) and expenses (e.g. rent) are accumulated in the ledger and balanced with each other to tell you whether you're trading at a profit (Total income greater than total expenses) or loss (vice versa).

In addition, the ledger keeps records of all your assets (the things you own), e.g. your motor car costing 15000.00, and all your liabilities (the people you owe money to) e.g. Trust bank HP on the car of 12000.00. Subtract the liabilities from the assets, and you end up with the 'Owners Net Worth'. E.g. $15000 - 12000 = 3000$. Close your business at that point and you take home 3000.00.

The owners Net Worth is vitally affected by successful / unsuccessful trading. If you trade at a profit, your owners Net Worth increases, but if you trade at a loss, it decreases. The following example will explain it better:-

EXAMPLE: You sell the car (above) for 17000.00 cash to Peter Piper. The car will go to the new owner. You will put his 17000 cheque in the bank. Simultaneously you settle the HP of 12000. That leaves you with 5000 cash. Your worth previously was 3000. The additional 2000 came about due to the Profit you made on the sale, i.e. 17000 sale prices - 15000 original costs. So now you are worth the original 3000 plus a trading profit of 2000, which equals your cash in the bank of 5000.

Should you have sold the car for 12000 you would have had to pay the bank the full 12000. That would have left you with nothing. Reason? Your original Net Worth of 3000 was wiped out by a trading loss of 3000 i.e. 12000 sale price - 15000 cost = loss of 3000. You can now queue for unemployment!

All the other systems e.g. stock and debtors are actually part of the general ledger and are consequently continually feeding financial data to it. It is the general ledger that ultimately decides your fate.

From the foregoing, you can see that keeping track of your financial affairs in your ledger is vitally important to the success of all business.

LEDGER USES BATCH PROCESSING

Journal entries are entered under Creditor Journal Processing. Creating an Invoice followed by a Payment.

MAXIMUM AMOUNT OF LEDGER PERIODS ALLOWED

The ledger is open for up to 12 months. As the ledger has no month end procedure, you can post to any ledger period. When posting from any other module, the computer will always prompt for the ledger period, allowing selection to any of the 24 ledger periods.

WHAT HAPPENS AT YEAR END

If your financial year starts on the 01/03/2007 and by the end of the year 28/02/2008 your final audit adjustments have not been received, you should continue working with your system uninterrupted.

This will close off all the books and make the final postings to your Retained Earnings (Profit and Loss) account. This should only be done after all the year end postings are done and the books have been reviewed by the accountants/auditors.

To close a financial year, go to Ledger, Close financial year. Select the financial year to close, and then click on Close financial year button

The system will then close off your accounts at 28/02/2007, automatically clearing your income & expenditure accounts, carry forward necessary balances (i.e. retained income). You will be able to view any report but will not be able to process any transaction in the close financial year.

SETTING UP THE GENERAL LEDGER

By commencing with any posting, invoice, payments etc. Please make sure that the ledger default settings have been set up correctly. Select from the Utilities menu the Restaurant Back Office, General Ledger option. Proceed through each of these options before doing any entry in the system.

LEDGER & EXPENSE MAINTENANCE

This option will allow you to edit the Ledger accounts, add expense items for payouts and view certain reports.




LEDGER MAINTENANCE

Ledger Maintenance will allow you to add, edit or delete Ledger Accounts.

Select the Account Maintenance option from the Ledger menu.

Locate the appropriate ledger account to edit, by typing in the account code or by typing the description of the account should you have changed the sequence to description, or use the mouse together with vertical scroll bars. Or Select the Add button to begin adding a new ledger account.

IQ Restaurant Back Office - General Ledger Software by IQRetail (Pty)Ltd.



Version :1.3.0

Registered To
IQ RETAIL

General Ledger

Company : **001 IQTraining Demo Data**

Till #: **1** Till Number **1** Sales Outlet : **001** [Supervisor - User 1] (1)

F1	Ledger Maintenance
F2	Expense Item Maintenance
F3	Ledger Account & Cost Center Analysis
F4	Ledger Journal Processing
F5	Ledger Cashbook Processing

Wed, Nov 16, 2011, 04:02:47 PM

ESC Previous Menu

Wed, Nov 16, 2011, 04:02:47 PM | C:\QREST\001 | Trading Date :16/11/2011 | www.iqretail.co.za

Ledger Accounts Maintenance



Account	Description	Branch	Dept	R_Group	Type
▶ 1000.000.000.00	Cost of Sales			0 2	Cost of Sales
1001.000.000.00	Food Purchases			0 1	Expense
1002.000.000.00	Beverage Purchases			0 1	Expense
1003.000.000.00	Liquor Purchases			0 1	Expense
1004.000.000.00	Retail Purchases			0 1	Expense
1100.000.000.00	Stock Write-Off			0 2	Cost of Sales
1103.000.000.00	Food Write-Off			0 2	Cost of Sales
1106.000.000.00	Beverage Write-Off			0 2	Cost of Sales
1109.000.000.00	Liquor Write-Off			0 2	Cost of Sales
1112.000.000.00	Retail Write-Off			0 2	Cost of Sales
1200.000.000.00	Advertising			0 1	Expense
1205.000.000.00	Accounting fees			0 1	Expense
1225.000.000.00	Bank Charges			0 1	Expense
1230.000.000.00	Bad Debts			0 1	Expense
1250.000.000.00	Cleaning Expenses			0 1	Expense
1254.000.000.00	Collection Fees			0 1	Expense

F3 Add **F5 Delete**

F4 Edit

F6 Print **F9 Sequence**

F7 Design **F10 View Details**

Select a Cost Center to edit or add a new one

PRINT

It is essential that a chart of accounts is planned and implemented that will cater for the exact needs of the organization. A standard chart of accounts is generated when a company is created in IQ Restaurant, but these may not be ideally suited to every business.

Test Company - Lisa		Ledger Account Listing as at 22/10/2009 09:42:19			Page :1
Account	Description	Branch	Dept.	RGroup	Type
1000.000.000.00	Cost of Sales			0	Cost of Sales
1001.000.000.00	Food Purchases			0	Expense
1002.000.000.00	Beverage Purchases			0	Expense
1003.000.000.00	Liquor Purchases			0	Expense
1004.000.000.00	Retail Purchases			0	Expense
1100.000.000.00	Stock Write-Off			0	Cost of Sales
1103.000.000.00	Food Write-Off			0	Cost of Sales
1106.000.000.00	Beverage Write-Off			0	Cost of Sales
1109.000.000.00	Liquor Write-Off			0	Cost of Sales
1112.000.000.00	Retail Write-Off			0	Cost of Sales
1200.000.000.00	Advertising			0	Expense
1205.000.000.00	Accounting fees			0	Expense
1225.000.000.00	Bank Charges			0	Expense
1230.000.000.00	Bad Debts			0	Expense
1250.000.000.00	Cleaning Expenses			0	Expense
1254.000.000.00	Collection Fees			0	Expense
1260.000.000.00	Consumable Stores			0	Expense
1275.000.000.00	Directors Remuneration			0	Expense
1280.000.000.00	Discount Allowed			0	Expense
1285.000.000.00	Donations & Fines			0	Expense
1286.000.000.00	Depreciation			0	Expense
1300.000.000.00	Electricity & Water			0	Expense

DESIGN

Select the Design option to design the Accounting Listing. This option will open the report designer.

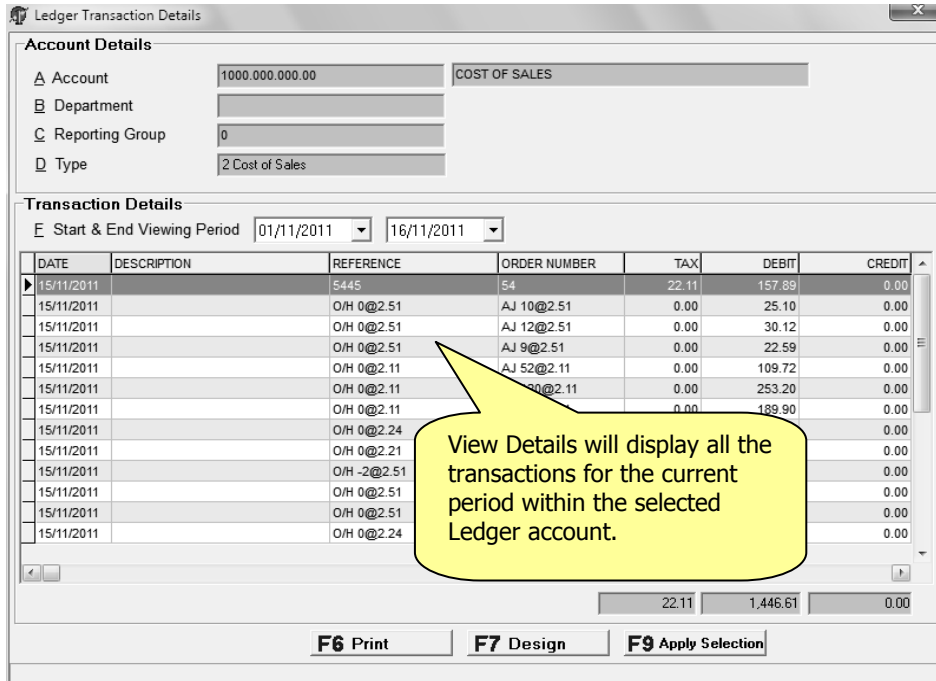
NOTE: If any changes have been made to the report, remember to save otherwise all new changes will be lost.

SEQUENCE

The sort order allows one to change the order in which the default ledger account appear in the account maintenance screen. They can be sorted by either: account, description or type.

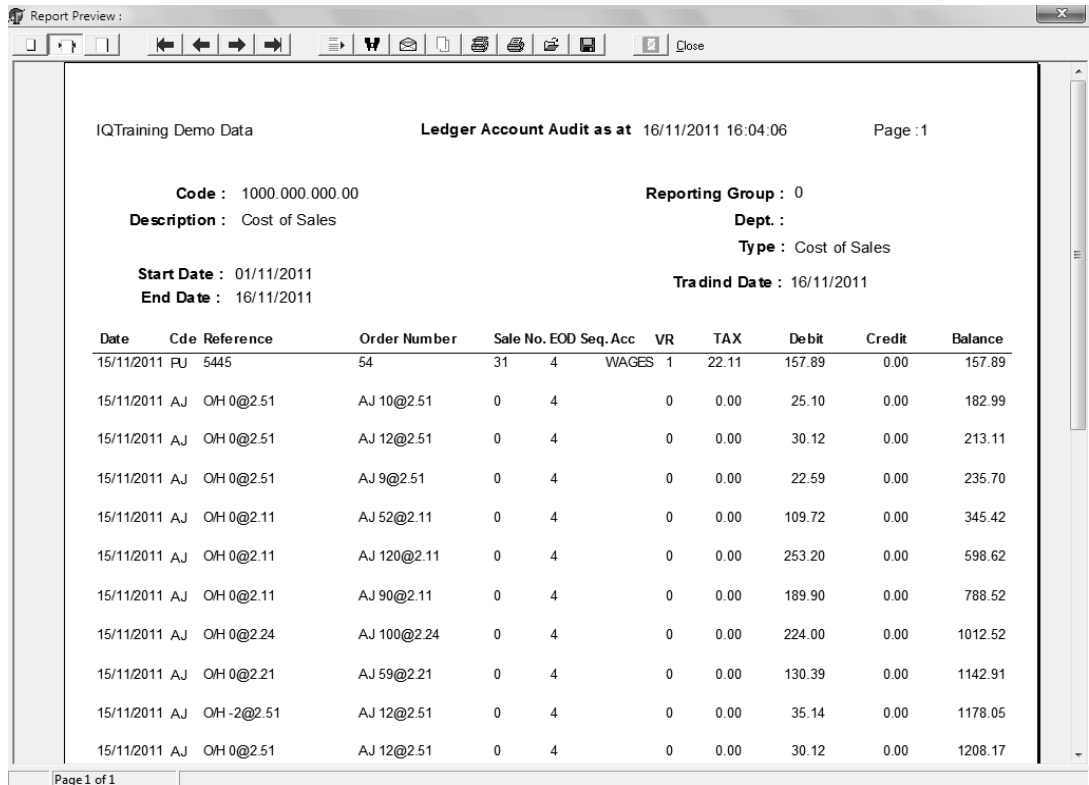
VIEW DETAILS

View Details will enable you to enquire into the current status of a Ledger account. View Details display the details of the transactions currently on file. View Details will display all the transaction within each ledger account.



PRINT

Select the Print option to print the Ledger Account Audit report to a selected printer.



DESIGN

Select the Design option to design the Ledger Account Audit Report. This option will open the report designer.

NOTE: If any changes have been made to the report, remember to save otherwise all new changes will be lost.

APPLY SELECTION

Select F9 Apply Selection after the date selection or a change was made to the date option of View Details.

SELECTION DETAILS

ADD

The add option allows one to any additional ledger accounts to the system.

EDIT

The edit option allows one to edit any of the existing ledger account or newly created accounts.

NOTE: When editing a ledger account, the account number cannot be changed. When editing a reserved ledger account, the account type cannot be changed.

DELETE

The delete option allows one to delete ledger accounts without balances and newly created ledger accounts.

HOW TO ADD A LEDGER ACCOUNT

Select the Add button option to add a new ledger account. A dialogue box will appear for the entry of the ledger account information.

Account Details

A Code: 1560.000.000.00
 B Description: Petrol & Diesel
 C Reporting Group: 7
 D Department: 5
 E Branch: 2
 F Type: Expense
 G Default VAT Rate: Normal Vat
 H Allow Journals?: Yes

Budget Details

Year: 2011

I Month 1	0.00	Q Month 7	0.00
J Month 2	0.00	P Month 8	0.00
K Month 3	0.00	R Month 9	0.00
L Month 4	0.00	S Month 10	0.00
M Month 5	0.00	T Month 11	0.00
N Month 6	0.00	I Month 12	0.00

F10 Accept

Ledger Account Description

ACCOUNT DETAILS**CODE**

Type the new Ledger Code. Enter a new account number with a maximum of 15 alphanumeric characters, e.g. 1000.000.00, 1200.000, 1000.ABC, Petrol, Advertising, etc.

DESCRIPTION

Enter a suitable description for the account consisting of 30 characters.

REPORTING GROUP

If you use the available reports or the report writer, you may enter a group code for easy access by these options.

EXAMPLE: If all vehicle expenses are grouped as 123, it is easy to use the available reports to total all items belonging to a particular reporting group 123.

DEPARTMENT

Use the department to further the break down of your chart of accounts into various categories, e.g. marketing dept. administration dept. etc.

BRANCH

Use the branch field to group your chart of accounts into various categories.

TYPE

Select the type (expense, income, asset, liability) of account by using the ALT and the down arrow key.

The account type will influence reporting and how the transaction information is displayed, so it is important that the correct account type selection is made. It is important to know the differences between the account types, and what each one is used for. The following account types are used in Generally Accepted Accounting Practice (GAAP):

Income

Expense

Asset

Liabilities

Owner's Equity

These account types are used according to GAAP for the calculation of the basic accounting equation:

In IQ, each of these account types have been sub-categorized, to allow for more detailed financial reports and audits.

NOTE: The numbers seen below correspond to the numbers of the account types in IQ

EXPENSE ACCOUNTS

Expense accounts are affected when moneys are paid from the business, other than for the purchase of assets. For example, if the company pays the telephone account or a water and electricity, this will have an affect on one or more relevant expense accounts. The sale of stock items also generates expenses in most cases, but these are more trade related expenses. The expense incurred when selling a stock item, will generally be the cost price of the stock item. The two types of expense accounts are discussed below:

EXPENSE

This account type is used to record expenses incurred, other than the Cost of Sales generated. Accounts of this type will generally be expenses regarded as business overhead expenses such as telephone accounts and rent expense.

COST OF SALES

This account type is used to record the Cost of Sales i.e. the cost incurred in making the sale/transaction. For example, when a box of matches is purchased for 30 cents, and then resold for 57 cents inclusive of VAT, the 30 cents will be posted to the cost of sales accounts, as this was the cost of the item sold. Accounts of these types are considered "trade" expenses.

INCOME ACCOUNTS

Income accounts are affected when moneys are received by the business, for example, when stock items are sold, or interest is received from a financial institution. The two types of income accounts are discussed below:

SALES

This account type is used to record sales of stock items or services. Accounts of these types will generally be trade income accounts.

OTHER INCOME

This account type will be used to record the income generated other than from the sales of stock items or services. Examples of other income accounts are discount received, interest received and rent income.

ASSET ACCOUNTS

Asset accounts are used to record assets owned by a company. Examples of assets are inventory, vehicles, equipment and buildings. IQ differentiates between four different types of asset accounts:

BANK ACCOUNT

Bank accounts are used to record the cash flow in and out of the business bank accounts. Bank accounts can be either in a debit or credit balance, which means that the account can be either an asset or a liability. IQ makes provision for an unlimited amount of accounts of this type, each of which is separately kept and separately reconciled.

NOTE: Petty cash accounts can also be defined as bank accounts, which make petty cash transactions simple - using the Cashbook Postings interface.

FIXED ASSETS

Accounts of this type are generally items of value which will not completely depreciate or be depleted within the current financial year. Examples of fixed assets are furniture, vehicles and buildings.

CURRENT ASSETS

Accounts of this type are usually assets which will be sold or otherwise traded within the current financial year. Moneys owed to a business within the current financial year are also examples of current assets. Stock items which are traded throughout the financial year, are regarded as current assets, even though their "shelf life" may as long as that of a fixed asset.

OTHER ASSETS

Any asset which does not belong to the 2 categories specified above.

LIABILITY ACCOUNTS

Liability accounts are used to record the liabilities or debts payable by a business. There are two types of liability accounts:

CURRENT LIABILITY

Current liability accounts are used to record debts payable by the business within the current financial year. Examples of this account type are short term loans, trade accounts payable, outstanding taxes and other short term debts.

LONG TERM LIABILITIES

These accounts are used to record long term debts payable by a company, for example mortgage loans, vehicle finance accounts etc.

EQUITY ACCOUNT

Accounts of this type are the owner's interest in the company, or the amount of money that the owner is due from the business.

BUDGET DETAILS

Specify a budget amount for each period.

HOW TO EDIT A LEDGER ACCOUNT

Select a Ledger account and click on the F4 Edit button. Once the Ledger code was specified it will not be possible to edit. The rest of the option can be change e.g. the description or ledger type.

The screenshot shows a software window titled "Ledger Account Details". It is divided into two main sections: "Account Details" and "Budget Details".

Account Details:

- A Code:** 2000.000.000.00
- B Description:** Sales Account
- C Reporting Group:** 0
- D Department:** (empty field)
- E Branch:** (empty field)
- F Type:** 3 Sales
- G Default VAT Rate:** 0 No Vat Applic
- H Allow Journals?:** Yes

Budget Details:

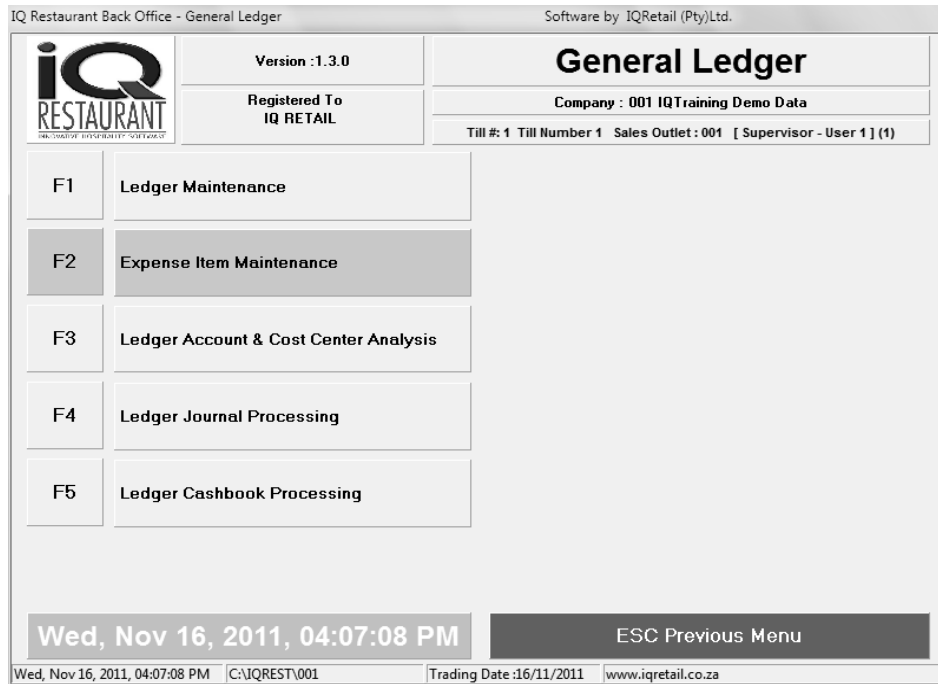
Year: 2011

I Month 1	0.00	Q Month 7	0.00
J Month 2	0.00	R Month 8	0.00
K Month 3	0.00	S Month 9	0.00
L Month 4	0.00	T Month 10	0.00
M Month 5	0.00		
N Month 6	0.00		

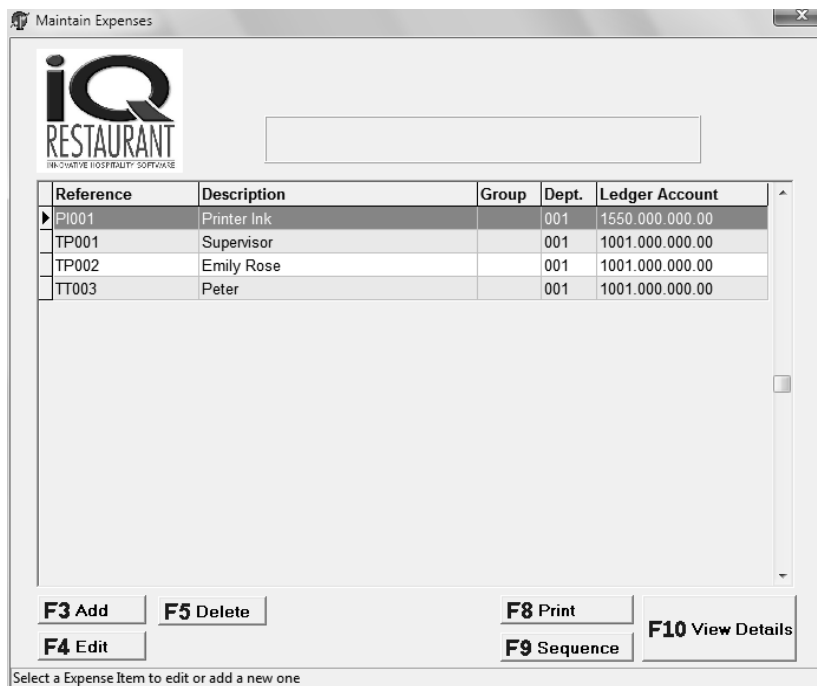
At the bottom of the window, there is a button labeled "F10 Accept".

EXPENSE ITEM MAINTENANCE

Expense account can be added to use for payouts.



This option was create for easy access; the same expense item can be added at the Stock Maintenance screen.



HOW TO ADD A NEW EXPENSES ITEM

Select Restaurant Back Office, General Ledger, Expense Item Maintenance and select F3 TO Add a new Expense Item.

The screenshot shows a window titled "Expense / Non Item Details" with the following fields and values:

A Reference Code	PI001
B Description	Printer Ink
C Department	022 PACKAGING
D Group	SUN SUNDRIES
E Item Category	EXPENSE / NON STOCK Item
F Ledger Account	1550.000.000.00

At the bottom of the window is a button labeled "F10 Accept".

EXPENSE / NON ITEM DETAILS

REFERENCE CODE

Enter a suitable reference code for the account consisting of 15 characters.

DESCRIPTION

Enter a suitable description for the account consisting of 30 characters.

DEPARTMENT

Choose the correct Department.

GROUP

Choose the correct Group

ITEM CATEGORY

This option will stay on Expense/Non Stock item. You will be able to change this.

LEDGER ACCOUNT

Choose the correct Ledger account for this expenses account.

This is an example of how to use the expense / non stock items. Restaurant Point of Sale Menu, Payout, F1 Payouts.

Account Details

A Account XYZ2001 XYZ WHOLESALERS (PTY) LTD

B Invoice No. 4545

C Order No. 1002

Payout Details

Reference Code	Description	TAX Rate	Quantity	Amount Incl.	TAX Amount
1 PI001	PRINTER INK	Normal Vat 1	1.000	896.60	110.11
2 PASA1	STATIONERY	Normal Vat 1	1.000	369.36	45.36
3		Normal Vat 1	1.000	0.00	0.00
4		Normal Vat 1	1.000	0.00	0.00
5		Normal Vat 1	1.000	0.00	0.00
6		Normal Vat 1	1.000	0.00	0.00
7				0.00	0.00
8				0.00	0.00
9				0.00	0.00
10				0.00	0.00
11		Normal Vat 1	1.000	0.00	0.00
12		Normal Vat 1	1.000	0.00	0.00
13		Normal Vat 1	1.000	0.00	0.00

F3 Create Code **F10 Accept**

TAX TOTAL 155.47

TOTAL 1,265.96

This is an example of how to use expense / non stock items.

LEDGER ACCOUNT & COST CENTER ANALYSIS

This option will display reports analyzing each account per account or between Expense and Income.

IQ Restaurant Back Office - General Ledger Software by IQRetail (Pty)Ltd.

Version : 1.3.0

Registered To IQ RETAIL

General Ledger

Company : 001 IQTraining Demo Data

Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)

- F1 Ledger Maintenance
- F2 Expense Item Maintenance
- F3 Ledger Account & Cost Center Analysis**
- F4 Ledger Journal Processing
- F5 Ledger Cashbook Processing

Wed, Nov 16, 2011, 04:32:59 PM ESC Previous Menu

Wed, Nov 16, 2011, 04:32:59 PM CAIQREST001 Trading Date: 16/11/2011 www.iqretail.co.za

LEDGER ACCOUNT & COST CENTER REPORTING

Ledger Account & Cost Center Reporting

iQ RESTAURANT

Please Note! The System Has Detected That P.O.S Data Exists. An End of Day Must Be Performed. The Monthly Ledger Account Movement Report May Not Balance For The Current Month Due To Information That Has Not Being Posted.

A Report Type Account Analysis

B Year 2011

C Month November

D Include Accounts with No Movement NO

E Export Report NO

F6 Preview **F7 Design** **F10 Print**

REPORT TYPE

Choose between the report type Account Analysis and Cost center & Income Analysis.

YEAR

Choose the year to view the report type in e.g. 2007 or 2008.

MONTH

Choose a month.

INCLUDE ACCOUNT WITH NO MOVEMENT

This option will display account with no movement if on Yes, but if on No account with no transaction will not be displayed.

EXPORT REPORT

Choose to export the report to into one of the following formats: Excel, Html, Column Fmt, CSV, IQ Elite Journal Batch

LEDGER ACCOUNT & COST CENTER REPORTING SELECTION DETAILS

PREVIEW

Choose Preview to display the report on screen before you print.

Account	Description	Dept.	RGroup	Debit	Tax	Credit	Exclusive Total	NETT Tax	Inclusive Total
Expense									
1001.000.000.00	Food Purchases	0		359.65	50.35	0.00	0.00	50.35	410.00
1280.000.000.00	Discount Allowed	0		10.80	0.00	0.00	0.00	0.00	10.80
1305.000.000.00	Sundry Purchases	0		37.63	5.27	0.00	0.00	5.27	42.90
1350.000.000.00	General Expenses	0		3508.77	491.23	0.00	0.00	491.23	4000.00
				3916.85	546.85	0.00	0.00	546.85	4463.70
Cost of Sales									
1000.000.000.00	Cost of Sales	0		157.89	22.11	0.00	0.00	22.11	180.00
3510.000.000.00	Stock Adjustment Account	0		0.00	0.00	1288.72	0.00	-1288.72	-1288.72
				157.89	22.11	1288.72	0.00	-1130.83	-1108.72
Income									
2000.000.000.00	Sales Account	0		43.86	6.14	3044.36	426.21	3000.50	3420.57
				43.86	6.14	3044.36	426.21	3000.50	3420.57
Bank									
3990.000.000.00	Bank Account	0		84.50	0.00	1450.00	0.00	-1365.50	-1365.50
				84.50	0.00	1450.00	0.00	-1365.50	-1365.50
Current Asset									
3500.000.000.00	Stock on Hand	0		1288.72	0.00	0.00	0.00	1288.72	1288.72
3600.000.000.00	Debtors Control	0		960.63	0.00	100.00	0.00	860.63	860.63
3700.000.000.00	Cash on Hand	0		2403.25	0.00	92.90	0.00	2310.35	2310.35
3800.000.000.00	Vat Input - Trade	0		568.96	0.00	0.00	0.00	568.96	568.96
				5221.56	0.00	192.90	0.00	5028.66	5028.66

DESIGN

Choose F7 to change the Design of the report.

PRINT

Choose F10 to Print the selected report.

REPORT TYPE

ACCOUNT ANALYSIS

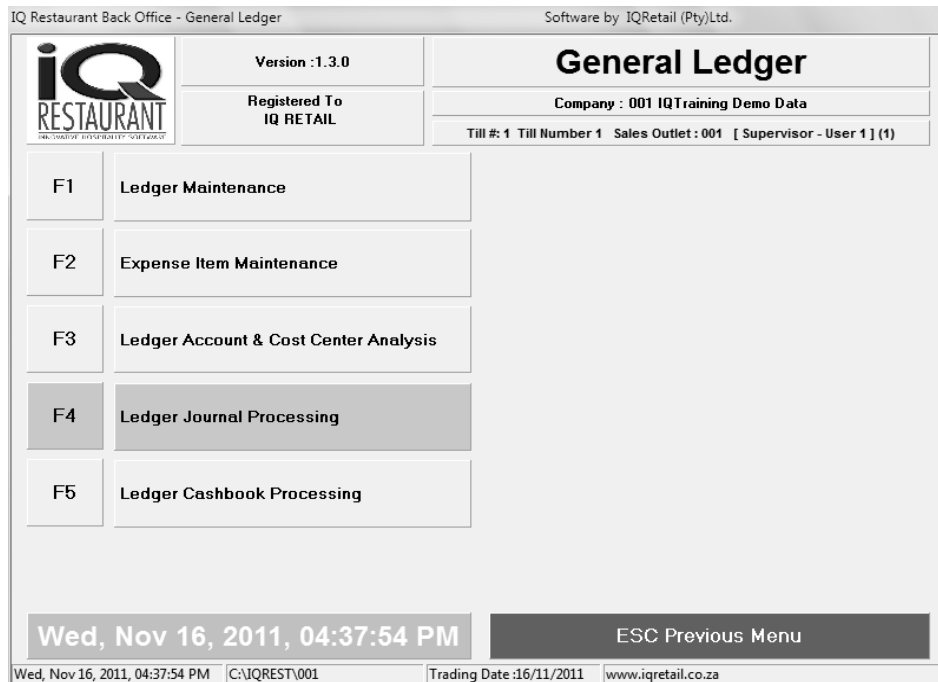
Test Company - Lisa		Ledger Account Monthly Movement Analysis as at 04/06/2008 12:57:18						Page :1		
Selected Period : June 2008										
Current Trading Date : 04/06/2008										
Account	Description	Dept.	RGroup	Debit	Tax	Credit	Tax	Exclusive Total	NETT Tax	Inclusive Total
Expense										
1200.000.000.00	Advertising		0	1397.59	195.66	0.00	0.00	1397.59	195.66	1593.25
				1397.59	195.66	0.00	0.00	1397.59	195.66	1593.25
Cost of Sales										
1000.000.000.00	Cost of Sales		0	259.65	36.35	631.58	18.42	-371.93	17.93	-354.00
				259.65	36.35	631.58	18.42	-371.93	17.93	-354.00
Income										
2000.000.000.00	Sales Account		0	0.00	0.00	1932.11	270.49	1932.11	270.49	2202.60
				0.00	0.00	1932.11	270.49	1932.11	270.49	2202.60
Current Asset										
3500.000.000.00	Stock on Hand		0	500.00	0.00	0.00	0.00	500.00	0.00	500.00
3600.000.000.00	Debtors Control		0	2202.60	0.00	1602.60	0.00	600.00	0.00	600.00
3700.000.000.00	Cash on Hand		0	1752.80	0.00	296.00	0.00	1456.60	0.00	1456.60
3800.000.000.00	Vat Input - Trade		0	232.01	0.00	18.42	0.00	213.59	0.00	213.59
				4687.21	0.00	1917.02	0.00	2770.19	0.00	2770.19
Current Liability										
4000.000.000.00	Creditors Control		0	446.00	0.00	2039.25	0.00	1593.25	0.00	1593.25
4100.000.000.00	Vat Output		0	0.00	0.00	270.49	0.00	270.49	0.00	270.49
				446.00	0.00	2309.74	0.00	1863.74	0.00	1863.74
GRAND TOTALS				6790.46	232.01	6790.46	288.92	7591.70	484.08	8075.78

COST CENTRE & INCOME ANALYSIS

Test Company - Lisa		Cost Center Analysis as at 04/06/2008 13:03:20						Page 1	
Selected Period : June 2008									
		<u>Expenses/Purchases</u>			<u>Income</u>				
Account	Description	% of Tot	Amount	TAX	% of Tot	Amount	TAX		
1000.000.000.00	Cost of Sales	R 100.00	R 128.07	17.93	R 100.00	R	270.49		
Total		100.00	128.07	17.93	100.00	1932.11	270.49		

JOURNAL POSTINGS

Like cashbook postings, journal postings operate in batch mode. Therefore, allowing all entries to be made and checked prior to processing.



CREATING & PROCESSING A JOURNAL BATCH

Select Journal Processing option from the Ledger menu. A list of journal batches will appear on the top left hand side of the screen. Select the first batch.

By default the available batches will have batch names set as "Empty".

NOTE: If you press the Escape key while in the batch, that batch will be retained automatically, and saved until finally processed or erased.

ENTERING JOURNAL DETAILS

Ledger Journal Processing IQTraining Demo Data

Available Batches

1 5 Available 9 Available
 2 Available 6 Available 10 Available
 3 Available 7 Available
 4 Available 8 Available

Batch Description

Journal Details

Date	Period	Account	Reference	Description	Debit	Credit	Tax
16/11/2011	Nov-2011	3700.000.000.00	4554	Cash on Hand	R 0.00	R 850.00	0
16/11/2011	Nov-2011	1250.000.000.00	598	Cleaning Expenses	R 150.00	R 0.00	0
16/11/2011	Nov-2011	1285.000.000.00	778	SPCA	R 250.00	R 0.00	0
16/11/2011	Nov-2011	1205.000.000.00	54	Accounting fees	R 450.00	R 0.00	0
16/11/2011	Nov-2011	...			0.00	0.00	0

850.00 850.00

F2 Load Recurring Batch F4 Print Current Batch
F3 Save Recurring Batch F5 Delete Current Batch
F6 Notes F8 Restore Date
F7 Design F10 Process

Please enter the journal date (DD/MM/YYYY), or select the calendar option

JOURNAL DETAILS**JOURNAL DATE**

The default date will already appear in this field. Just press Enter to accept the date, or enter a new date in the format DDMMYYYY. This date will tell the system where in the financial year this transaction is being posted.

PERIOD

The period column will automatically be displayed once the journal date was selected.

ACCOUNT

Enter the account number for the journal, or use the search facility (ALT and down arrow) to access the ledger search.

NOTE: This account may not be a bank account, a Debtors Control, Creditors Control, Stock Control, Vat Input or VAT Output. These are the systems default ledger accounts that are updated automatically.

REFERENCE NUMBER

Enter the journal reference number. Usually something that has some meaning that could help identify the journal entry at a later stage or perhaps a folio, suppliers account, or invoice number or even the cashiers name when paying wages. The maximum allowed characters or the reference is limited to 15 characters.

DESCRIPTION

On entry, this will default to the Ledger account description. Override this description if required. The entire field will not be visible. Just keep on typing, and the information will scroll from right to left. The maximum allowed characters is 30.

DEBIT / CREDIT

Enter the full amount of the journal inclusive of VAT in the correct debit or credit column. As a basic guideline:

Debit an expense (e.g. wages) to increase it.

Debit an asset (e.g. office equipment) to increase it.

Credit income (e.g. sales) to increase it.

Crediting a liability (e.g. creditors) increases it.

TAX RATE

Enter the vat rate 0.6 which is applicable to the transaction.

NOTE: There is no need to post VAT manually. The vat amount will automatically be posted to the correct vat accounts during the posting of the batch.

E.g. If an inclusive amount 114.00 is be posted to Advertising from Petty Cash, the full amount of 114.00 would be entered under the Debit column and a VAT rate of one (1) selected. The opposite entry (i.e. contra account) who be the Petty Cash account, with a value of 114.00 entered in the Credit column, but with a zero (0) VAT rate. When this transaction is processed, an amount of 100.00 will be posted to Advertising, 14.00 to VAT Input account and 114.00 to the Petty Cash account.

If the ledger account has previously been assigned a VAT rate, the VAT rate column will automatically be populated with the appropriate VAT rate (see Ledger Account Maintenance regarding the VAT rate link setup).

DELETING A JOURNAL ENTRY

If you wish to delete a cashbook entry use the arrow up/down keys to locate the appropriate line to delete. Once located, use the following key combination, CTRL and DELETE. A screen confirming deletion of the highlighted line should appear next. Select Yes to confirm the deletion.

NOTES

Click on the notes button to enter a long description for the select journal entry. These entries can be viewed when viewing ledger transactions.

DESIGN

Select the Design option to design the Ledger Journal Processing Report. This option will open the report designer.

NOTE: If any changes have been made to the report, remember to save otherwise all new changes will be lost.

RESTORE DATES

Select Restore Dates option to change the dates of all the entries, to the date of the selected transactions date.

PROCESSING THE BATCH

NOTE: Journals must balance before processing. The screen displays the list box and the transactions as line entries. Before you are able to select the Process button, the journals must balance. In other words, the total debits must be equal to total credits.

NOTE: If you press the Escape key while in the batch, the batch will be retained automatically, and saved until finally processed or erased.

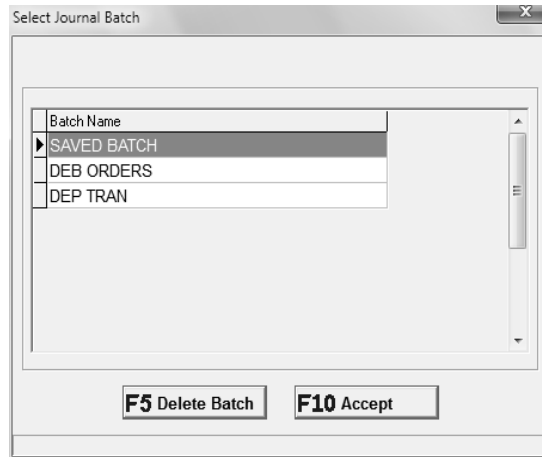
NOTE: Select the Process button to process the current batch. Only balanced batches will be allowed to be processed. If balanced, the batch will be posted to the ledger and cleared.

LOAD A RECURRING BATCH

Process your current batch before retrieving a saved batch. All information on your current batch will be replaced with that of the selected batch.

NOTE: The dates that were used when the batch was saved will changes to today's date.

When the appropriated batch has been selected the current batch will now contain all the entries that where stored / entered in that standard journal batch.



SAVE A RECURRING BATCH

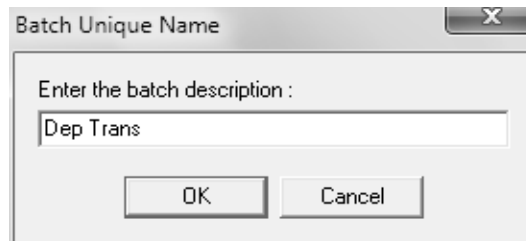
Firstly enter the entire batch as per normal, but before posting or processing the batch, save the batch.

Select the Save Batch to save the standard batch. (Up to 10 standard batches may be stored at any time).

Once the save batch option has been selected the available standard journal batches will appear. Select from the list provided an empty batch

If an existing batch is selected the current batch will overwrite the previously saved standard batch and will not be appended to it.

When the appropriate new batch or existing batch is selected you will be prompted to give the batch a meaningful name. E.g. Depreciation, Monthly Journals. This batch is now available for future retrieval and may be used / retrieved as often as you like.



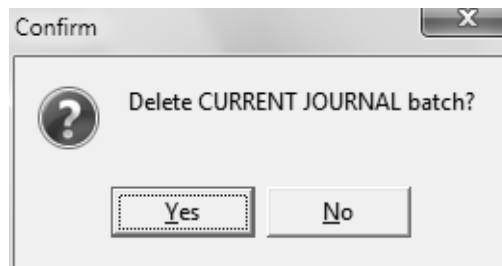
PRINT A CURRENT BATCH

Select the Print option to print the Ledger Journal Processing report to a selected printer.

Test Company - Lisa		Ledger Journal Processing as 23/10/2009 10:37:53				Page : 1	
Journal Batch Name : LISA							
Date	GL. Period	Account	Reference	Description	Debit	Credit	Vat Rt
13/10/2009	Oct-2009	1200.000.000.00	1790	Advertising	250.00	0.00	1
Journal processing - Note 2							
13/10/2009	Oct-2009	3700.000.000.00	1598	Cash on Hand	0.00	1,500.00	0
13/10/2009	Oct-2009	1700.000.000.00	1788	Wages	850.00	0.00	0
13/10/2009	Oct-2009	1250.000.000.00	1789	Cleaning Expenses	150.00	0.00	1
13/10/2009	Oct-2009	1285.000.000.00	1791	Donations & Fines	250.00	0.00	0
Totals					1,500.00	1,500.00	

DELETE A CURRENT BATCH

The delete current batch will remove all the transaction in the current batch.



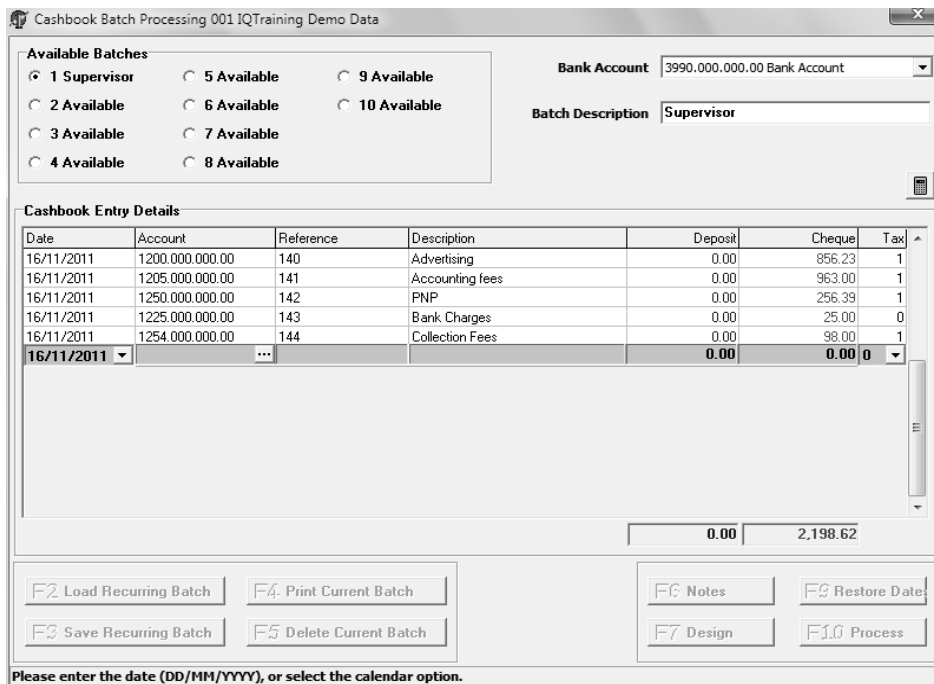
POSTING CASHBOOK TRANSACTIONS (CHEQUES & DEPOSITS)

To process bank deposits and payments (cheques), select Cashbook Postings option from the Ledger menu.



The cashbook screen will appear. The top right hand corner of the screen will show the 10 different cashbook batches. Select the batch to be used. If a previous batch has already been used and saved, this batch can be recalled to alter details or to process.

By default the Bank Account field has been left blank. This allows one to choose the specific bank account before posting any cashbook related entries.



POSTING CREDITOR / DEBTOR PAYMENTS

If the contra account is either the Debtors or Creditors Control account (as defined under Integration Defaults), the system will prompt you for the individual Debtor's or Creditor's account number once you have entered passed the VAT rate field.

Once you have entered either the Creditors or Debtors Control account number and have proceeded to the end of the line, the Debtor's / Creditor's dialogue box will appear. Enter the creditors or Debtors account no.

POSTING CREDITOR / DEBTOR REVERSALS

A cheque will generate a refund type transaction for a debtor, or a payment type transaction for a creditor. Similarly, a deposit will generate a payment type transaction for a debtor, or a refund transaction for a creditor.

If a Creditor is paid, or a Debtor pays their account, the discount portion of the entry may be entered. This portion will automatically post the appropriate journal entry to the accounts. Only one debtor / creditor may be allocated per payment / deposit.

ENTERING CASHBOOK DETAILS

BANK ACCOUNT NUMBER

The specific bank account has to be selected before any processing takes place. Click on the 3 dotted button or alternatively use the ALT and down arrow to locate the specific bank account. Once found, press Enter to accept the account.

NOTE: Only a bank account may be used in this field. This account number must be defined in the ledger Maintenance section as being a bank account type and, i.e. typing the account description as being "bank" is not going to make it a bank account.

ENTERING CASHBOOK DETAILS

TRANSACTION DATE

The default date will already appear in this field. Just press Enter to accept the date, or enter a new date in the format DDMMYYYY. This date will tell the system where in the financial year this transaction is being posted to. The cashbook entries will always be posted to the month as defined by the computer date and the company's financial period starting or ending. It is therefore important to set the computer date to the correct month and see that the Ledger Closing Dates specifying the day of the month end, and the financial year, be correctly entered.

NOTE: The ledger is a date driven system, automatically the transactions will be posted to the date specified. E.g. If the starting financial period is 01/03/2007, and the computer date is 01/05/2007, the system will post the transaction to that specific date. This will mean that entries affecting the ledger will be posted / integrated to that specified date.

ACCOUNT NUMBER

Enter the account number that the payment (cheque) or deposit must be allocated to or use the available search facility (ALT and down arrow or click on the button with the three dots).

REFERENCE NUMBER

Enter the journal reference number. Usually something that has some meaning that could help identify the journal entry at a later stage or perhaps a folio, suppliers account, or invoice number or even the cashiers name when paying wages. The maximum allowed characters or the reference is limited to 15 characters.

DESCRIPTION

On entry, this will default to the Ledger account description. Override this description if required. The entire field will not be visible. Just keep on typing, and the information will scroll from right to left. The maximum allowed characters is 30.

DEBIT / CREDIT

Enter the full amount of the journal inclusive of VAT in the correct debit or credit column. As a basic guideline:

Debit an expense (e.g. wages) to increase it.

Debit an asset (e.g. office equipment) to increase it.

Credit income (e.g. sales) to increase it.

Crediting a liability (e.g. creditors) increases it.

TAX RATE

Enter the vat rate 0..6 which is applicable to the transaction.

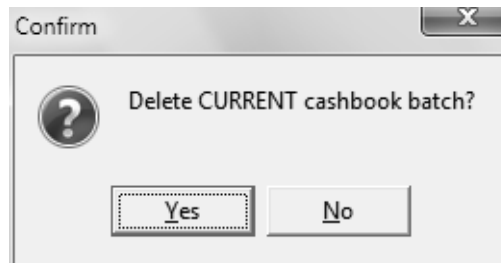
NOTE: There is no need to post VAT manually. The vat amount will automatically be posted to the correct vat accounts during the posting of the batch.

E.g. If an inclusive amount 114.00 is be posted to Advertising from Petty Cash, the full amount of 114.00 would be entered under the Debit column and a VAT rate of one (1) selected. The opposite entry (i.e. contra account) who be the Petty Cash account, with a value of 114.00 entered in the Credit column, but with a zero (0) VAT rate. When this transaction is processed, an amount of 100.00 will be posted to Advertising, 14.00 to VAT Input account and 114.00 to the Petty Cash account.

If the ledger account has previously been assigned a VAT rate, the VAT rate column will automatically be populated with the appropriate VAT rate (see Ledger Account Maintenance regarding the VAT rate link setup).

DELETING A CASHBOOK ENTRY

If you wish to delete a cashbook entry use the arrow up/down keys to locate the appropriate line to delete. Once located, use the following key combination, CTRL and DELETE. A screen confirming deletion of the highlighted line should appear next. Select Yes to confirm the deletion.



CASHBOOK POSTING DETAIL SELECTIONS

NOTES

Click on the notes button to enter a long description for the selected transaction entry. These entries can be viewed when viewing ledger transactions.

DESIGN

Select the Design option to design the Cashbook Postings Report. This option will open the report designer.

NOTE: If any changes have been made to the report, remember to save otherwise all new changes will be lost.

RESTORE DATES

Select Restore Dates option to change the dates of all the entries, to the date of the selected transactions date.

PROCESSING THE BATCH

If you press the Escape key while in the batch, the batch will be retained automatically, and saved until finally processed or erased. Select the Process button to process the current batch. Only balanced batches will be allowed to be processed. If balanced, the batch will be posted to the ledger and cleared.

LOAD A RECURRING BATCH

Process your current batch before retrieving a saved batch. All information on your current batch will be replaced with that of the selected batch.

NOTE: The dates that were used when the batch was saved will change to today's date.

When the appropriated batch has been selected the current batch will now contain all the entries that were stored / entered in that standard journal batch.



SAVE A RECURRING BATCH

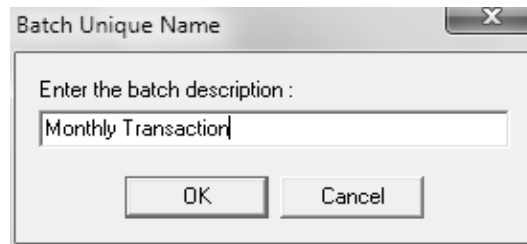
Firstly enter the entire batch as per normal, but before posting or processing the batch, save the batch.

Select the Save Batch to save the standard batch. (Up to 10 standard batches may be stored at any time).

Once the save batch option has been selected the available standard journal batches will appear. Select from the list provided an empty batch

If an existing batch is selected the current batch will overwrite the previously saved standard batch and will not be appended to it.

When the appropriate new batch or existing batch is selected you will be prompted to give the batch a meaningful name. E.g. Depreciation, Monthly Journals. This batch is now available for future retrieval and may be used / retrieved as often as you like.



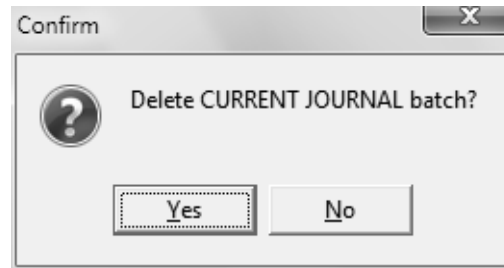
PRINT A CURRENT BATCH

Select the Print option to print the Ledger Journal Processing report to a selected printer.

Test Company - Lisa		Ledger Journal Processing as 23/10/2009 10:37:53				Page :1		
Journal Batch Name : LISA								
Date	GL. Period	Account	Reference	Description	Debit	Credit	Vat Rt	
13/10/2009	Oct-2009	1200.000.000.00	1790	Advertising	250.00	0.00	1	
Journal processing - Note 2								
13/10/2009	Oct-2009	3700.000.000.00	1598	Cash on Hand	0.00	1,500.00	0	
13/10/2009	Oct-2009	1700.000.000.00	1788	Wages	850.00	0.00	0	
13/10/2009	Oct-2009	1250.000.000.00	1789	Cleaning Expenses	150.00	0.00	1	
13/10/2009	Oct-2009	1285.000.000.00	1791	Donations & Fines	250.00	0.00	0	
Totals					1,500.00	1,500.00		

DELETE A CURRENT BATCH

The delete current batch will remove all the transaction in the current batch.



UTILITIES

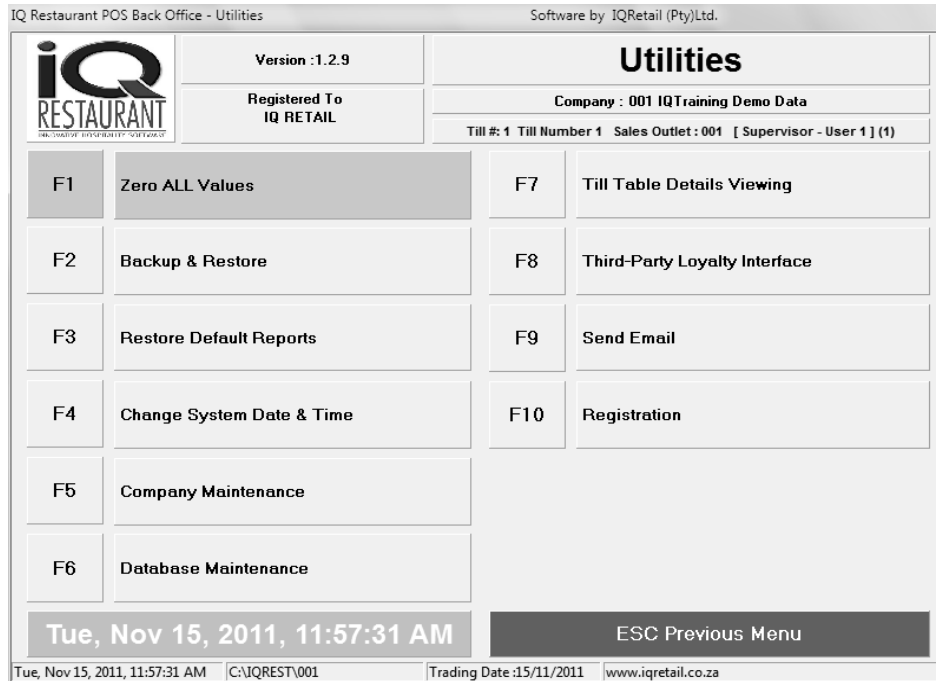


CHAPTER 13

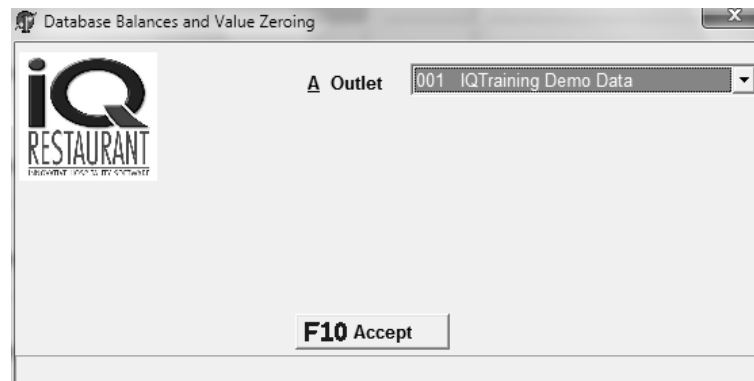
UTILITIES

ZERO ALL VALUES

The zero All Values option will delete all transaction, keeping only physical detail e.g. Stock Item & prices, Debtors accounts with no balance, Creditor Account with no balances. For example if a new user started using IQ Restaurant create transaction as a demo and decides to start using IQ Restaurant, zero all the values that was generate by demo transactions.



Select the Outlet in other word select the company e.g. 001.

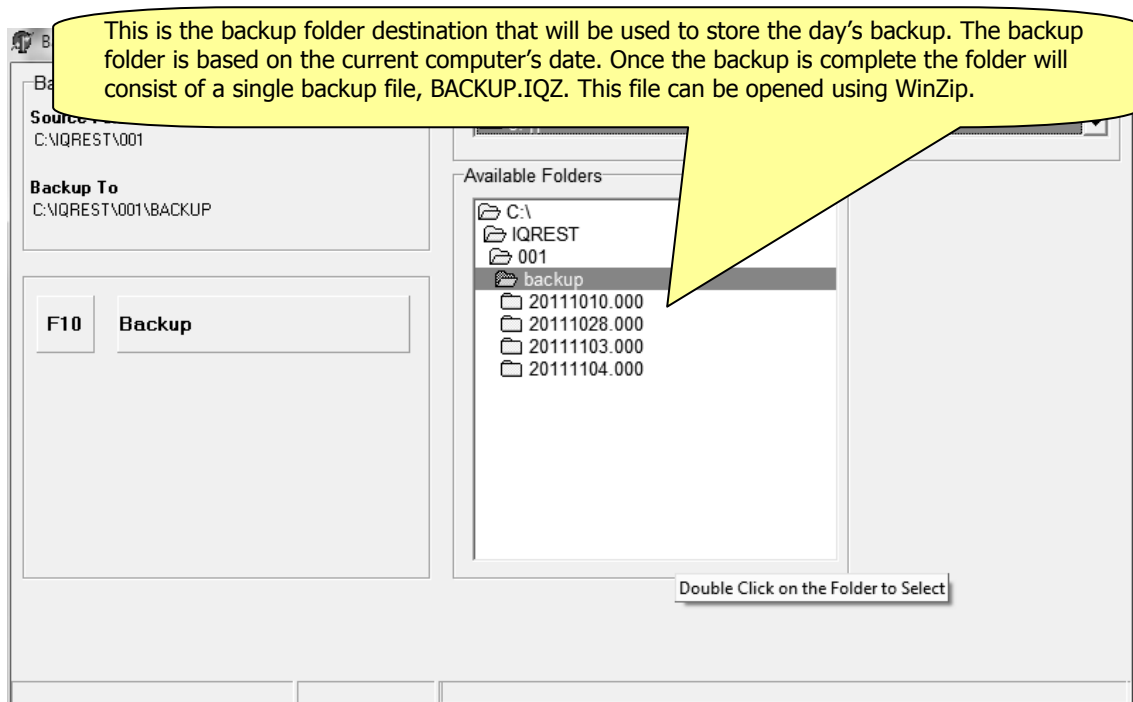


Follow all the prompt making sure you want to continue. When the Password option appear contact IQ Retail, we will supplier you with a password.

BACKUPS & RESTORE

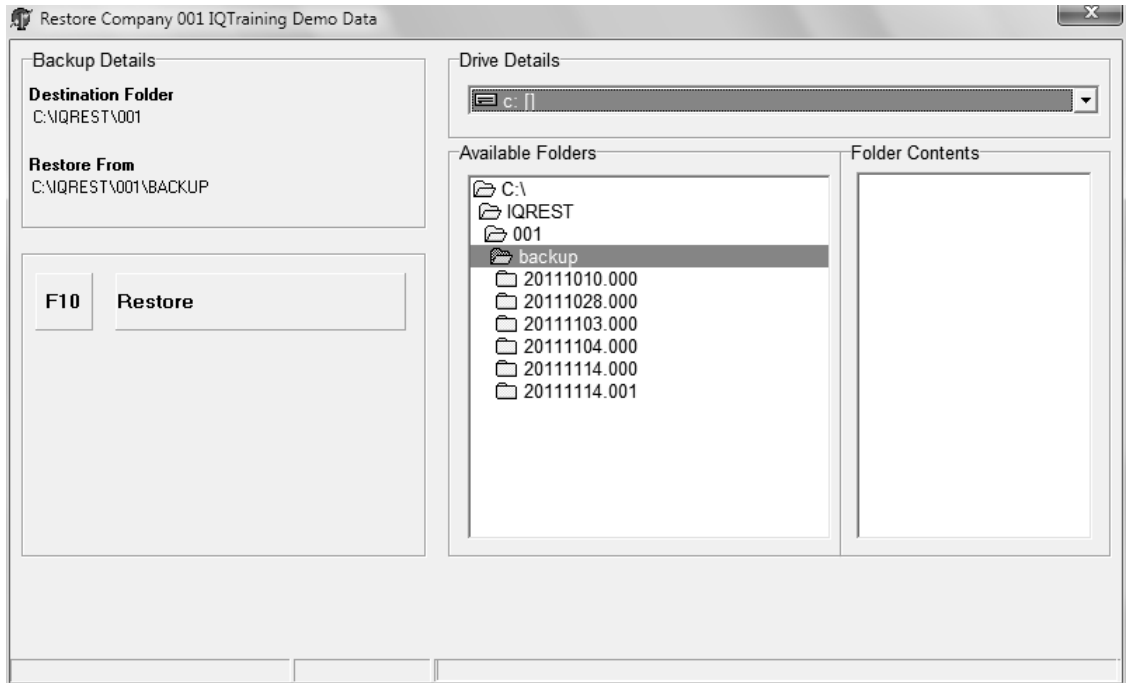


The backup Ensure that the data has been backed up to the point where the very last bit of work has been done. Backups are made via the Backup & Restore option found under the Restaurant Back office, Utilities menu. Failure to do backup's can result in all the information on the system being lost should there be a need to restore the month end backup!!!!!!



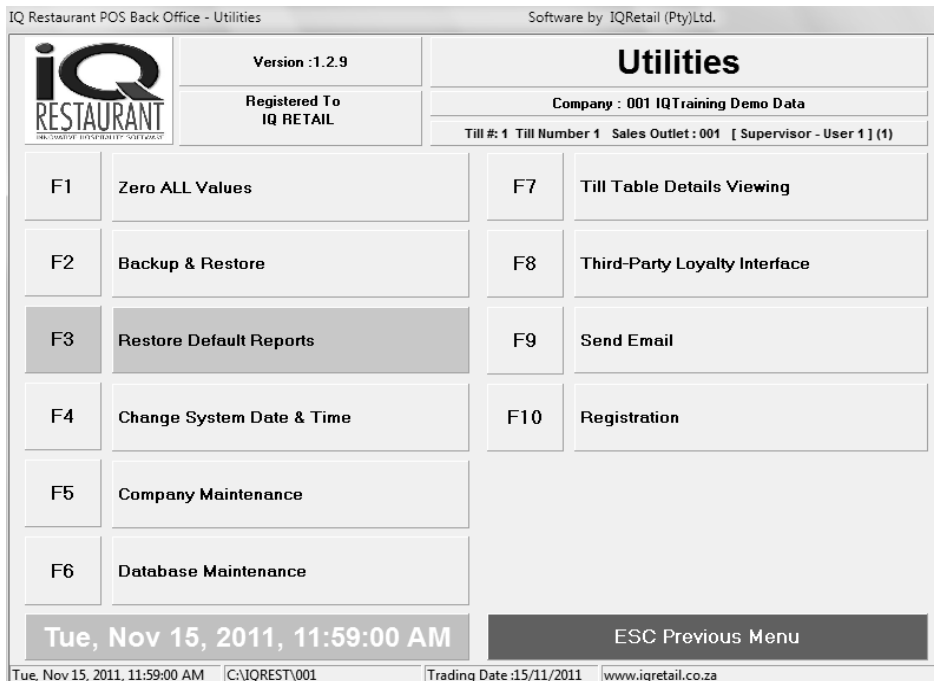
NOTE: Although the system is setup to do backups automatically for each of the month-end procedures for each module, this function should be solely relied on as an alternative means of doing your backups!!! Should you month-end procedure be incomplete for whatever reason you would then be able to restore from this backup that was automatically done prior to month-end.

The screen below is the restore of the debtors month end backup that is automatically generated at month end.



The screen above is the restore of the backup that is manually generated by the user prior to doing the month end.

RESTORE DEFAULT REPORTS

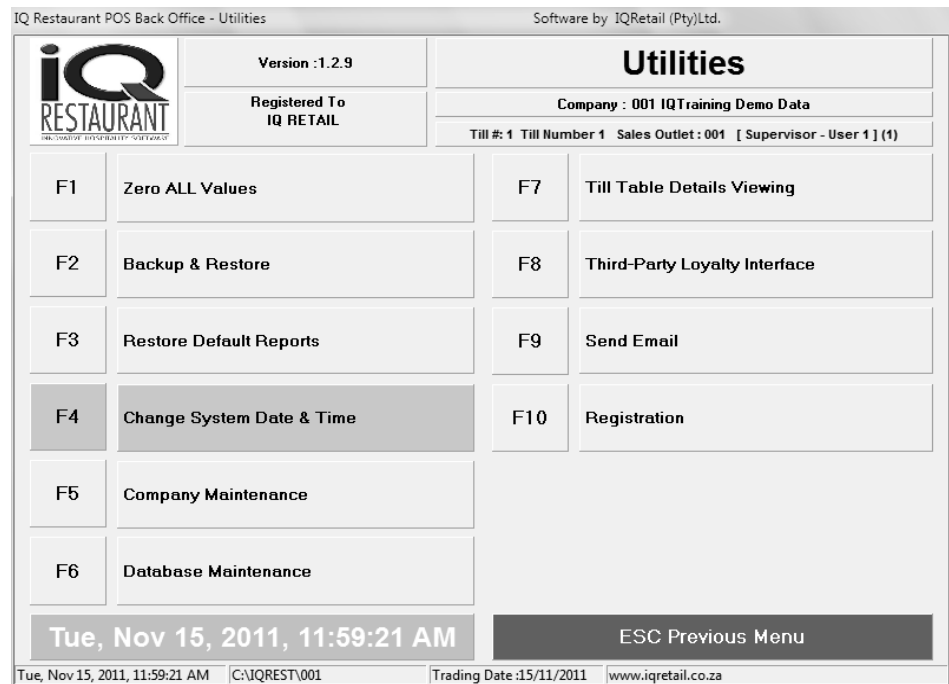


This option will restore ALL the system's default reports. This option will overwrite the reports you've edited or made changes to, make a backup of those report before you restore the system default reports.



Select Yes to continue.

CHANGE SYSTEM DATE



This option must only be use if the system date is incorrect.

Select the F2 Accept option if the Time and Date is correct otherwise Select F3 Change

Current Date and Time Details

Today is, Tue, Nov 15, 2011, 11:59:22 AM

Time 11:59:22

Date 15/11/2011

Please check that the Date & Time is correct before continuing!

F2 Accept F3 Change

This screenshot shows a dialog box titled "Current Date and Time Details". At the top, it displays the current date and time: "Today is, Tue, Nov 15, 2011, 11:59:22 AM". Below this, there are two large, dark grey boxes. The first box is labeled "Time" and contains the text "11:59:22". The second box is labeled "Date" and contains the text "15/11/2011". Below these boxes, there is a line of text that reads "Please check that the Date & Time is correct before continuing!". At the bottom of the dialog box, there are two buttons: "F2 Accept" and "F3 Change".

Current Date and Time Amendments

Today is, Tue, Nov 15, 2011, 11:59:25 AM

Time 11 : 59

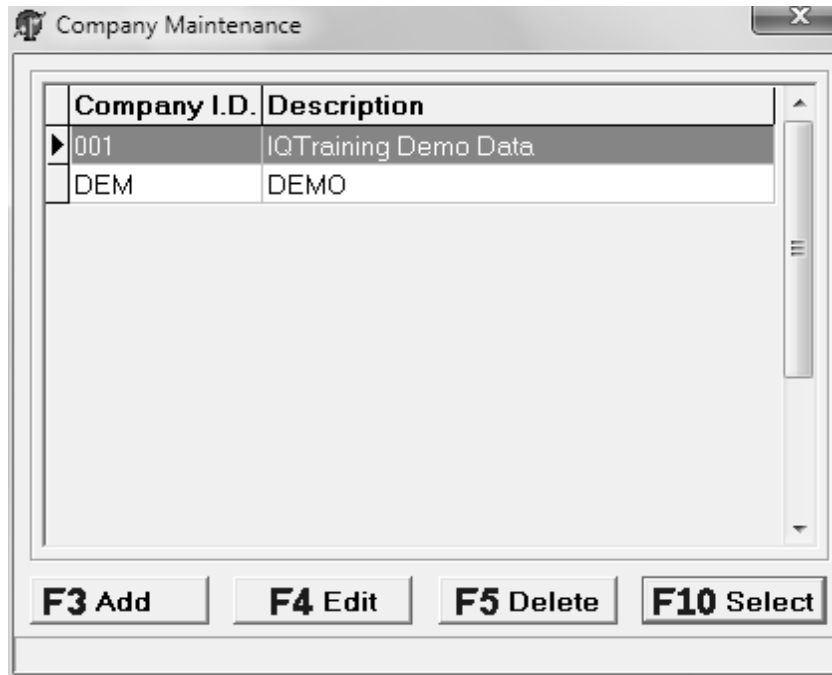
Date 15 / 11 / 2011

F2 Accept F3 Cancel

This screenshot shows a dialog box titled "Current Date and Time Amendments". At the top, it displays the current date and time: "Today is, Tue, Nov 15, 2011, 11:59:25 AM". Below this, there are two rows of input fields. The first row is labeled "Time" and contains three boxes: "11", ":", and "59". Each box has a small upward-pointing arrow above it and a downward-pointing arrow below it. The second row is labeled "Date" and contains four boxes: "15", "/", "11", and "/ 2011". Each box has a small upward-pointing arrow above it and a downward-pointing arrow below it. At the bottom of the dialog box, there are two buttons: "F2 Accept" and "F3 Cancel".

F3 Change will allow you to change the system time and date if incorrect.

COMPANY MAINTENANCE



SELECTING A COMPANY

To choose a company select Utilities, option Company Maintenance and select the required company. You will then operate in that company until another company is selected or you exit from the system. Use your arrow keys, or if you are using a mouse, the scroll bar to scroll through the companies.

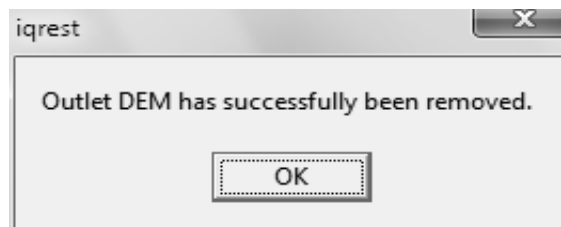
CREATING A NEW COMPANY

To create a new company, select the F3 Add option. The system will ask for the New Company ID. Enter a new unique company number. The ID number should be 001. You will then find yourself in the new company. Then go through all the set up procedures for the new company.

The system will default always default to company 001.


DELETE A COMPANY

To delete company, select the F5 Delete option. Select the company to Delete. The system will ask two very important questions. Question 1 – Are you sure you want to delete outlet (001). Choose between Yes, No or Esc. Question 2 – All data for outlet (001) will be lost. Choose between yes no or Esc.



DATABASE MAINTENANCE


IQ Restaurant POS Back Office - Utilities Software by IQRetail (Pty)Ltd.

	Version : 1.2.9	Utilities	
	Registered To IQ RETAIL	Company : 001 IQTraining Demo Data	
Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)			
F1	Zero ALL Values	F7	Till Table Details Viewing
F2	Backup & Restore	F8	Third-Party Loyalty Interface
F3	Restore Default Reports	F9	Send Email
F4	Change System Date & Time	F10	Registration
F5	Company Maintenance		
F6	Database Maintenance		
Tue, Nov 15, 2011, 12:03:00 PM		ESC Previous Menu	
Tue, Nov 15, 2011, 12:03:00 PM C:\IQREST\001		Trading Date :15/11/2011 www.iqretail.co.za	

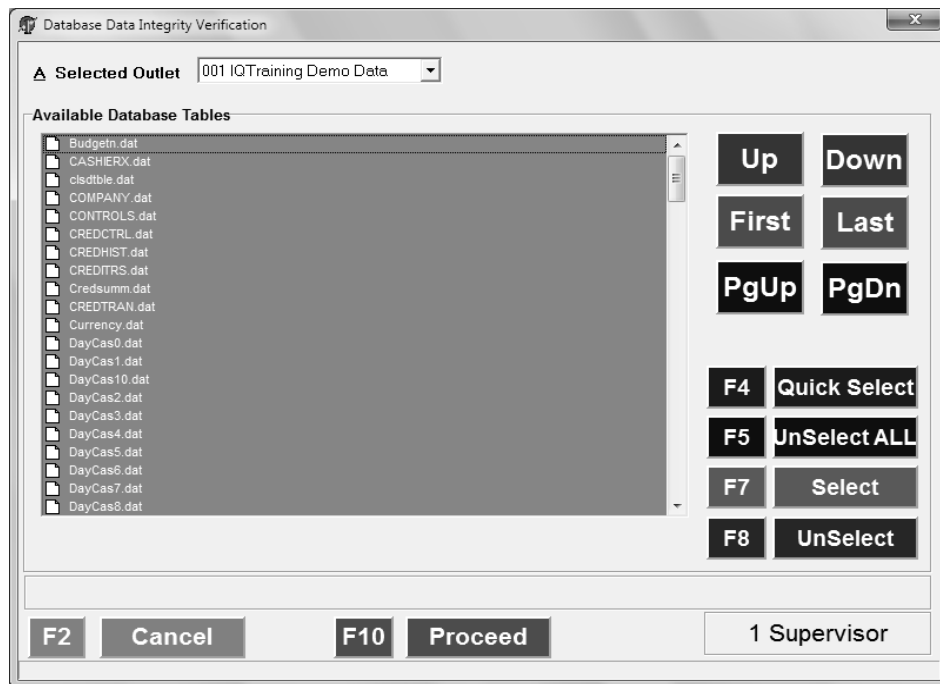
DATABASE VERIFICATION

The Database verification will run a data integrity. A Data integrity is a mean ensuring data is whole or complete. The Database Verification will have to be done when a DBISAM error occur.

Database Maintenance Software by IQRetail (Pty)Ltd.

	Version : 1.2.9	Database Maintenance	
	Registered To IQ RETAIL	Company : 001 IQTraining Demo Data	
Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)			
F1	Database Verification	F7	Room Archive Clear
F2	Stock Holding Clear	F8	Debtors & Creditors Balance Recalc
F3	Till Archive Clear		
F4	Debtor Transaction Archive Clear		
F5	Creditor Transaction Archive Clear		
F6	Stock Transaction Archive Clear		
Tue, Nov 15, 2011, 12:03:18 PM		ESC Previous Menu	
Tue, Nov 15, 2011, 12:03:18 PM C:\IQREST\001		Trading Date :15/11/2011 www.iqretail.co.za	

This means that there is corruption in the Database due to Faulty Hard drives, Incorrect switch off of the Operating System while IQ Restaurant is still open or incorrect closing of the IQ Restaurant program to name only a few.



It is important that everyone log out of IQ Restaurant and restart The Sever to ensure that no files are still open.

DATABASE VERIFICATION SELECTION DETAILS

UP

The Up button will move one document up at a time.

DOWN

The down button will move one document down at a time.

FIRST

first button will jump to the first line of Stored Documents.

LAST

The last button will jump to the last line of Stored Documents.

PGUP

The PgUp button will move a page up allowing the user to move between documents easier.

PGDN

The PgDn button will move a page down allowing the user to move between documents easier.

QUICK SELECT

The F4 Quick Select button will select the Point of Sale file e.g. Cash, Take-Away, Table order etc. Therefore the verification process will be quicker than the complete verification which can take up to 3 hours to complete.

SELECT ALL

The F5 Select All button will select all the Data in the Database Table.

SELECT

The F7 Select button will select one data file at a time. To select a few file click on Select button a few times.

UNSELECT

The F8 UnSelect button will unselect one data file at a time. To unselect a few file click on UnSelect button a few times.

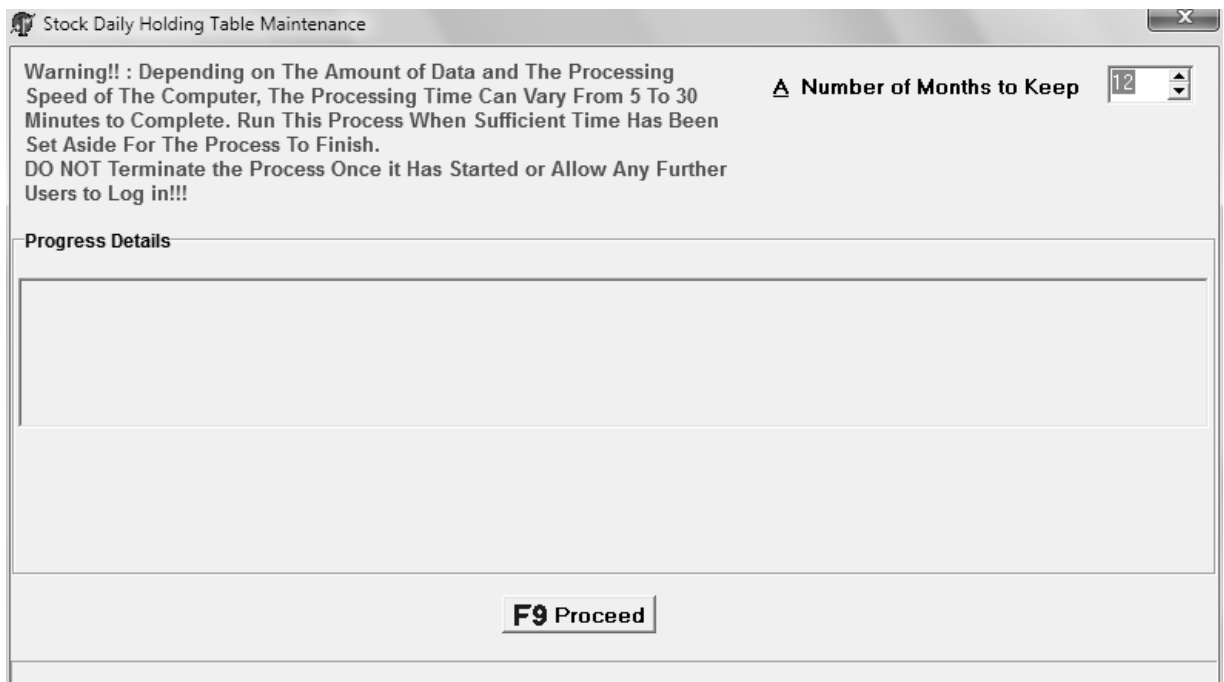
PROCEED

The F10 Proceed button will start the Data Verification.

STOCK HOLDING CLEAR

The Stock Holding Clear function will clear all the Stock Holding transactions before a certain period. It is important to remember that if the Stock Holding is cleared e.g. 3 months only the last 3 months information will be kept. In other words to compare the variances for the last year or even 6 months will not be possible. The Stock Holding stores every transaction for every item per day. If these transactions are cleared IQ Restaurant will be able to do a back up and a day end faster.

Choose the number of months to keep before selecting the F9 Process button.



NOTE: The Stock Holding clear option can take up to 3 hours to complete depending on the size of the Database, Do Not stop the process once it has started and don't let any other users log into IQ Restaurant when processing.

TILL ACHIEVE CLEAR

The Till Achieve Clear function will clear all the Till Achieve transactions for the period specified.

DEBTORS TRANSACTION ACHIEVE CLEAR

The Debtors Transaction Achieve Clear function will clear all the Debtors Achieve transactions for the period specified.

CREDITORS TRANSACTION ACHIEVE CLEAR

The Creditors Transaction Achieve Clear function will clear all the Creditor Achieve transactions for the period specified.

STOCK TRANSACTION ACHIEVE CLEAR

The Stock Transaction Achieve Clear function will clear all the Stock Achieve transactions for the period specified.

ROOM ARCHIVE CLEAR

The Room Achieve Clear function will clear all the Room transactions for the period specified.

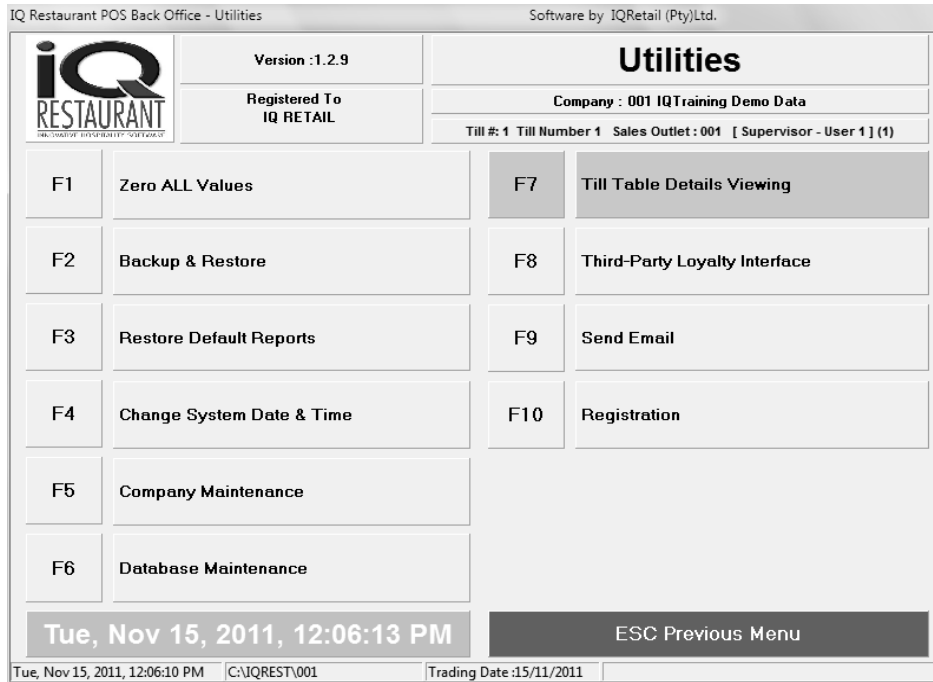


DEBTORS & CREDITORS BALANCE RECALC

The Debtors & Creditors Balance Recalc function will recalculate all the Debtors or Creditors transactions balances. This option calculates Debtor \ Creditors ageing in the system. This recalculation uses the debtors' or creditors previously defined allocations and then recalculates the outstanding balances. Please note that if the recalculation process finds a problem with the transaction the allocation might be lost. Always do a backup before using the Debtors or Creditors Balance Recalc.



TILL TABLE DETAILS VIEWING



The Till Table Details Viewing option will allow the user to view each till or all the till transaction details. For example Till number, Transaction Type, Transaction account Description, Transaction Type Description, Sub Type, Sub Type Description, Tender Category, Act Type, Tender Description, PLU Description, PLU Code, PLU Department, Cashier, Cashier Name, Supervisor, Supervisor Name, Quantity, Single Price, Amount, List Price, Transaction Time, Transaction Date, Guest, Sales Number, Added by Waitron Name, Source Number, Voided, Discount, Cost Price, Suspended, Reason Description, Resumed, Commissionable, Debtor, Cost of Sale, Purchased Account, Stock Account, Sales Account, Petty Cash, Contra Account, Petty Cash Account, Petty Cash Reason, Vat Rate, Change, Rep, Till Number, Location ID, Outlet ID, Staff Number, Currency, Currency Location, Currency Ex, Currency ID, PLU Group, Slip Group, Item Type, Group, Source Type, Customer Surname, Customer Title, Customer Initial, Customer Name, Delivery Address 1, Delivery Address 2, Delivery Address 3, Delivery Address 4, Payment Details 1, Payment Details 2, Telephone 1, Driver, Route, Room Number, External Account, Is Deposit, Points, Order Time, Order Date, Loyalty Card Number, Shift Number, Item Category, Customer Balance, Customer credit Limit, Cheque Name, Cheque Number, Credit Card Name, Credit Card Number, Credit Card Expire, Customer ID Number, Voucher Reference, Email Address, Tender Discount, PD Aid, Cost Center Code, Creditor, Creditor Name, Order Number, Delivery Note Number, Invoice Number, Invoice Discount, Travel Agent, Debtor Name, Customer Details Account, End of Day Sequence Number, Added By Waitron, Tip Value, Commission Percentage on Item, Customer Commission Percentage, Customer Commission Value, Customer Points, No Charge Item, On Promotion, Stock Holding ID, Store Area, Store Country, Store Number, Store Region and Trading Date. Using F2 Filter specific data can be extracted.

Select F6 Preview to View a Detail Till Table Audit. The report will display the following information, Type, Entry Type, Source Type, Sale Number, Guests, Waitron, Item Description, Quantity, Unit Price, Value, Added By and Till number for each sale,


Type		Entry Type	Source Type	Sale Num	Guests	Waitron	Item Description	Qty	Unit Price	Value	Added By	Till
CS	HDR		R0000010	24	4	SUPERVISOR		0.00	0.00	0.00	Supervisor	1
CS	NDTL		R0000010	24	4	SUPERVISOR		1.00	0.00	0.00	Supervisor	1
CS	NLI		R0000010	24	4	SUPERVISOR	Cheese Burger	1.00	50.00	50.00	Supervisor	1
CS	NLI		R0000010	24	4	SUPERVISOR	Brandy & Coke	1.00	25.00	25.00	Supervisor	1
CS	NLI		R0000010	24	4	SUPERVISOR	Coke - Single	1.00	6.84	6.84	Supervisor	1
CS	TIP	TIP	R0000010	24	4	SUPERVISOR		1.00	0.00	18.16	Supervisor	1
CS	CHEQ	CHEQ	R0000010	24	4	SUPERVISOR		1.00	0.00	100.00	Supervisor	1
CS	TOTAL		R0000010	24	4	SUPERVISOR		0.00	0.00	100.00	Supervisor	1
CS	HDR		C0100003	25	0	Supervisor		0.00	0.00	0.00	Supervisor	1
CS	NDTL		C0100003	25	0	Supervisor		1.00	0.00	0.00	Supervisor	1
CS	NLI		C0100003	25	0	Supervisor	Cheese Burger	1.00	50.00	50.00	Supervisor	1
CS	NLI		C0100003	25	0	Supervisor	Coke - 6 Pack	1.00	22.80	22.80	Supervisor	1
CS	ACCN	ACCN	C0100003	25	0	Supervisor		1.00	0.00	72.80	Supervisor	1
CS	TOTAL		C0100003	25	0	Supervisor		0.00	0.00	72.80	Supervisor	1
CS	HDR		T0100003	26	0	Supervisor		0.00	0.00	0.00	Supervisor	1
CS	NDTL		T0100003	26	0	Supervisor		1.00	0.00	0.00	Supervisor	1
CS	NLI		T0100003	26	0	Supervisor	Fanta - 24 Case	1.00	150.00	150.00	Supervisor	1
CS	NLI		T0100003	26	0	Supervisor	Cheese Burger	1.00	50.00	50.00	Supervisor	1
CS	CASH	CASH	T0100003	26	0	Supervisor		1.00	0.00	200.00	Supervisor	1
CS	TOTAL		T0100003	26	0	Supervisor		0.00	0.00	200.00	Supervisor	1

END OF REPORT

THIRD PARTY LOYALTY INTERFACE

The Third party Loyalty interface will connect remotely to the Maxisoft Head office server. Maxisoft will maintain the Customer loyalty details. All IQ Restaurant will allow the user to do is View Balance and Redeem Points.

IQ Restaurant POS Back Office - Utilities Software by IQRetail (Pty)Ltd.

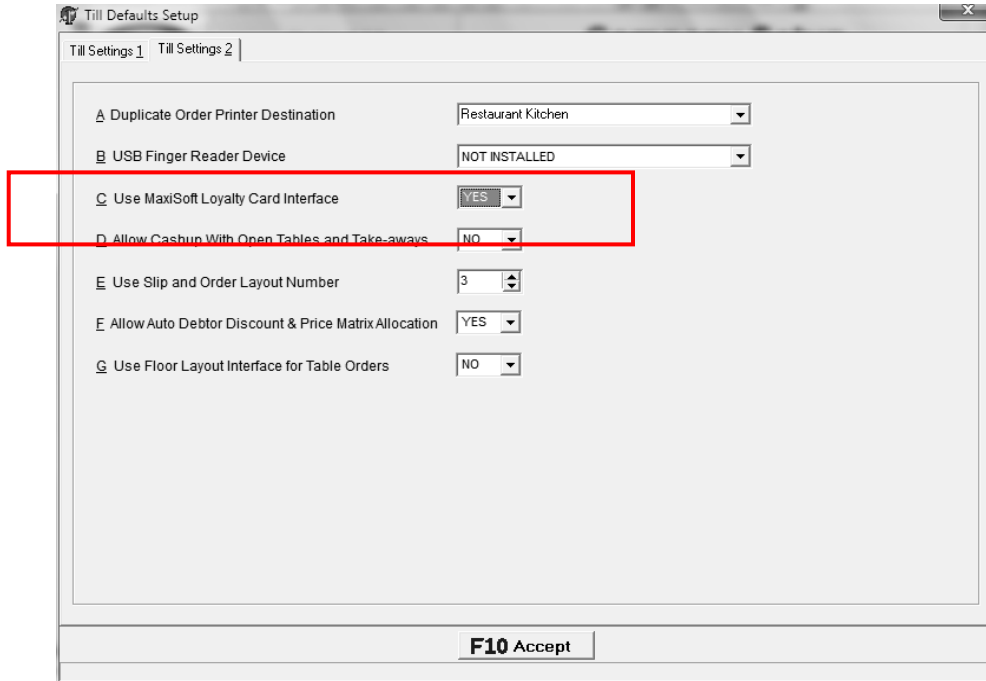
	Version :1.2.9	Utilities	
	Registered To IQ RETAIL	Company : 001 IQTraining Demo Data	
Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)			
F1	Zero ALL Values	F7	Till Table Details Viewing
F2	Backup & Restore	F8	Third-Party Loyalty Interface
F3	Restore Default Reports	F9	Send Email
F4	Change System Date & Time	F10	Registration
F5	Company Maintenance		
F6	Database Maintenance		
Tue, Nov 15, 2011, 12:06:44 PM		ESC Previous Menu	
Tue, Nov 15, 2011, 12:06:44 PM C:\IQREST\001		Trading Date :15/11/2011 www.iqretail.co.za	

Third-Party Loyalty Interface Software by IQRetail (Pty)Ltd.

	Version :1.2.9	Third-Party Loyalty Interface	
	Registered To IQ RETAIL	Company : 001 IQTraining Demo Data	
Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)			
F1	Balance Enquiry		
F2	Points Accumulation		
F3	Redeem Points		
Tue, Nov 15, 2011, 12:09:32 PM		ESC Previous Menu	
Tue, Nov 15, 2011, 12:09:31 PM C:\IQREST\001		Trading Date :15/11/2011	

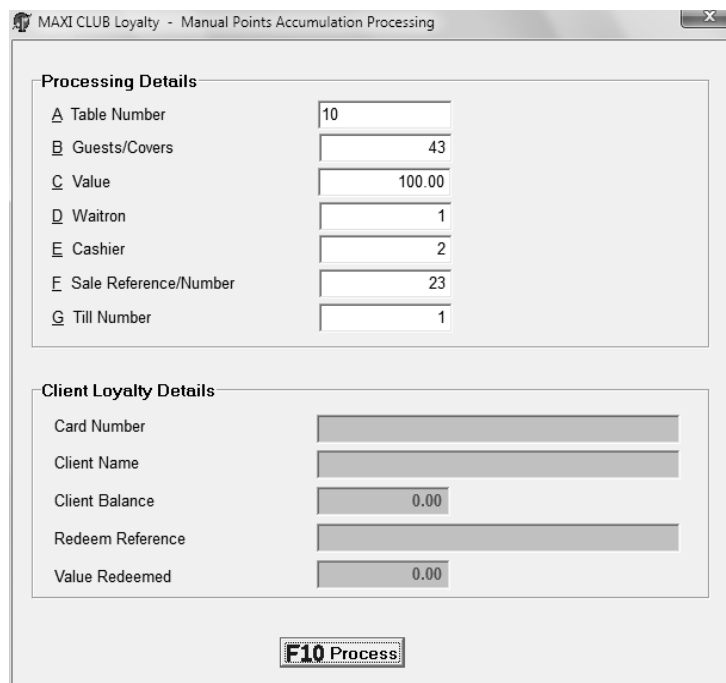
HOW TO ACTIVATE THE MAXISOFT

Activate the Maxisoft loyalty card interface by going to Restaurant Back Office, Company Setup, Configure Till Defaults, Till Setting 2, C- Use MaxiSoft Loyalty Card Interface to Yes. The MaxiSoft software should also be installed.



POINT ACCUMULATION

The Point Accumulation option will display the Maxisoft Club Loyalty – Manual Points Accumulation. The user can edit the Processing Details.



Once all the Processing and Client Details are correct Select F10 Process whereby the MaxiSoft Server will be contacted.

REDEEM POINTS

The Redeem Point option will display the Maxisoft Club Loyalty – Manual Loyalty Redeem. The user can edit the Processing Details.

Processing Details	
A Table Number	10
B Guests/Covers	43
C Value	100.00
D Waitron	1
E Cashier	2
F Sale Reference/Number	23
G Till Number	1

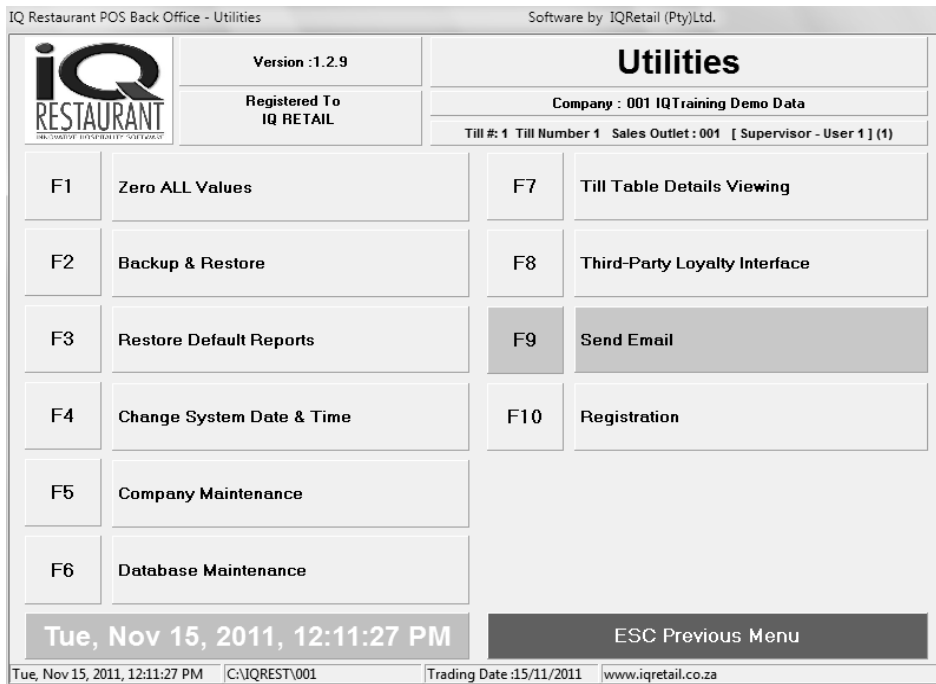
Client Loyalty Details	
Card Number	
Client Name	
Client Balance	0.00
Redeem Reference	
Value Redeemed	0.00

F10 Redeem

Once all the Processing and Client Details are correct Select F10 Redeem whereby the MaxiSoft Server will be contacted.

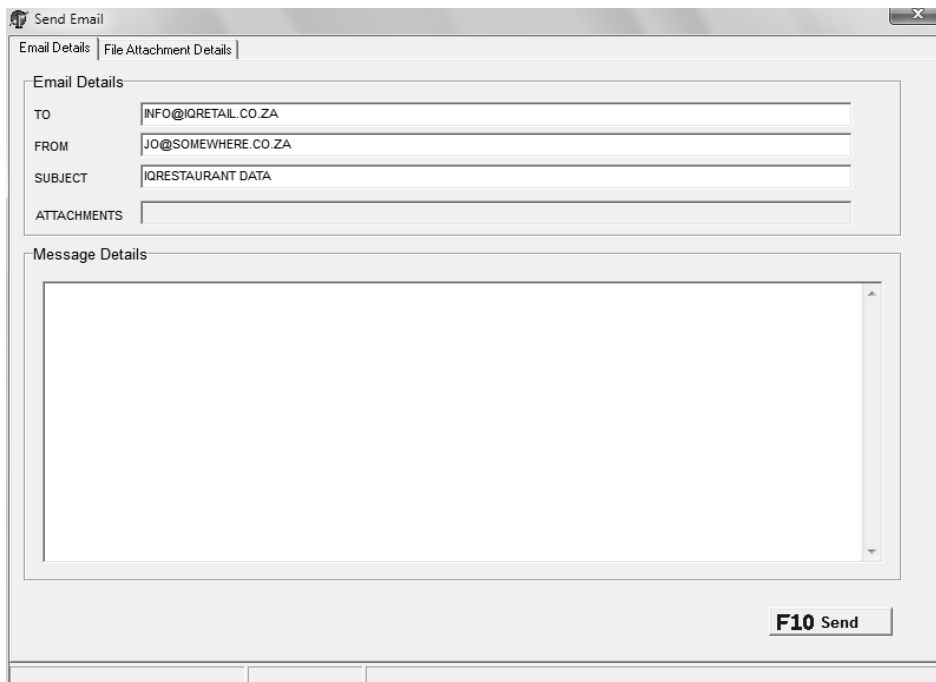
SEND EMAIL

The Send Email option is used when IQ Restaurant user have to send files for support purposes or sending information to head office, using IQ Restaurant to help choose the type and files, the user does not have to go into Windows Explorer to find the Files.



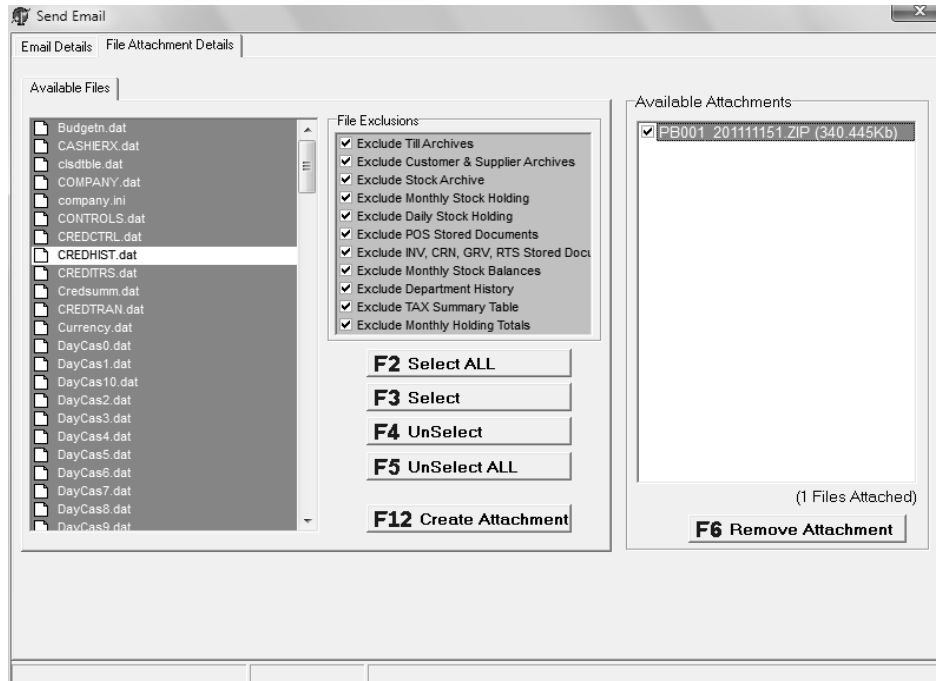
EMAIL DETAILS

Specify the To email address, the From email address and the subject. Type the Details of the message. Once the Files attachment details have been select click on the F10 Sent button. The users default email client will be used to send the email.



FILE ATTACHMENT DETAILS

Select the File Exclusion category to be send via email.



FILE DETAILS

SELECT ALL

The F2 Select All button will select all the Data in the Database Table.

SELECT

The F3 Select button will select one data file at a time. To select a few file click on Select button a few times.

UNSELECT

The F4 UnSelect button will unselect one data file at a time. To unselect a few file click on UnSelect button a few times.

UNSELECT ALL

The F5 UnSelect All button will UnSelect all the Data in the Database Table.

REMOVE ATTACHMENT

The F6 Remove Attachment option will Remove the attached files.

CREATE ATTACHMENT

The F12 Create Attachment option will attached the selected data files to an email.

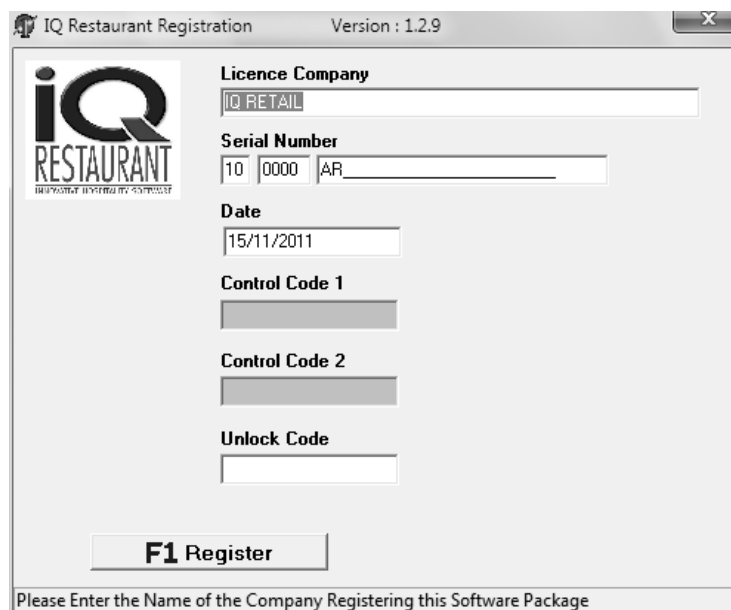
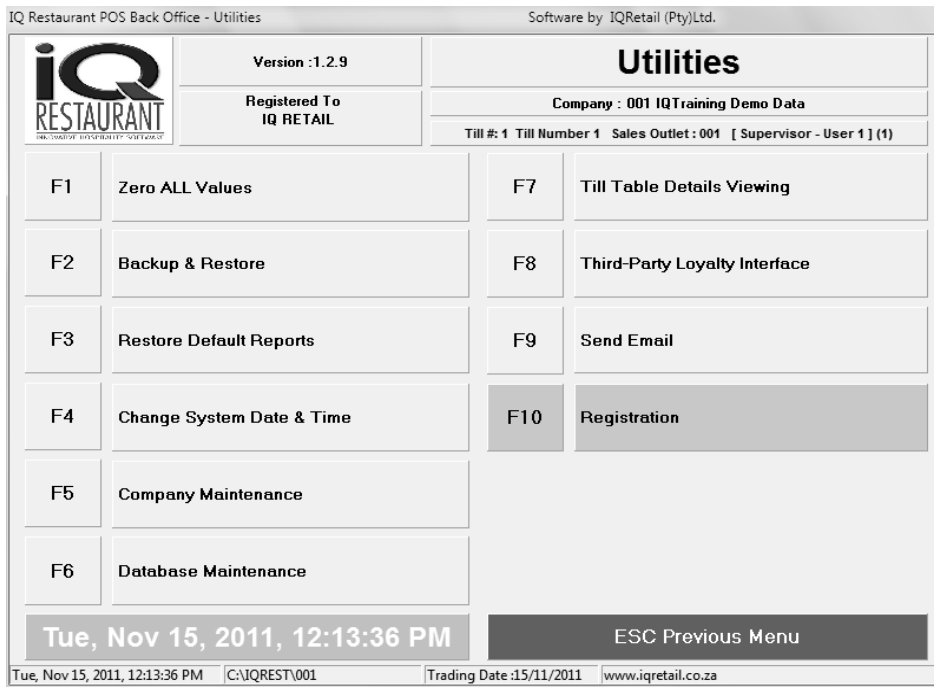
Once the Files attachment details have been selected click on the Email Details Tab and Click on the F10 Sent button.

REGISTRATION

To register the IQ for Windows software select the Registration option from the Utilities Menu. Upon entering the company name, software serial no., date, control code 1 and the unlock to be entered, will be displayed.

Before dialling (021 8800420) one of our operators to obtain Unlock Code, please make sure that the date displayed is the current date and that the necessary information is at hand, i.e. Company name, address details, fax and telephone no., serial no., control code 1, etc.

Once the Unlock Code has been entered select the F1 Register option. The system will now be licensed. Should the F2 Run as Evolution option be selected, the system will continue to run as an evolution system for 30 days from the date the program was first run.



REPORTS



CHAPTER 14

REPORTS

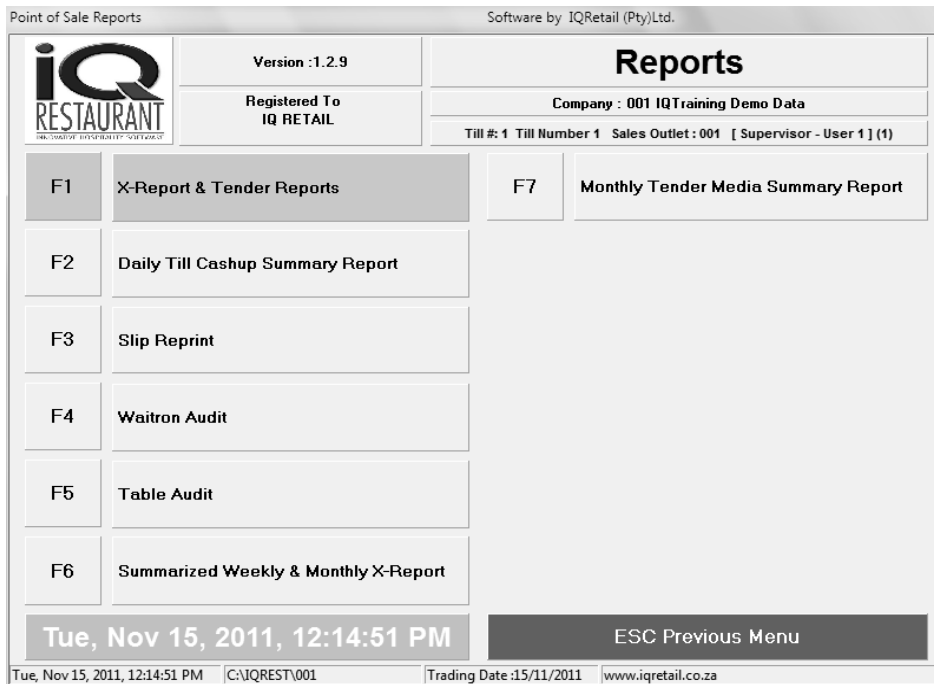
This option will display a variety of reports for example Point of Sale Reports, Trading Reports, Staff & Waitron Reports, Tax Reports and Menu Reports.



POINT OF SALE REPORTS

The point of sale Reports will display a variety of reports for example: X- Report & Tender Reports, Daily Till Cash-up Summary Report, Slip Reprint, Waitron Audit, Table Audit, Summarized Weekly & Monthly X-Report, Monthly Tender Media Summary Report.





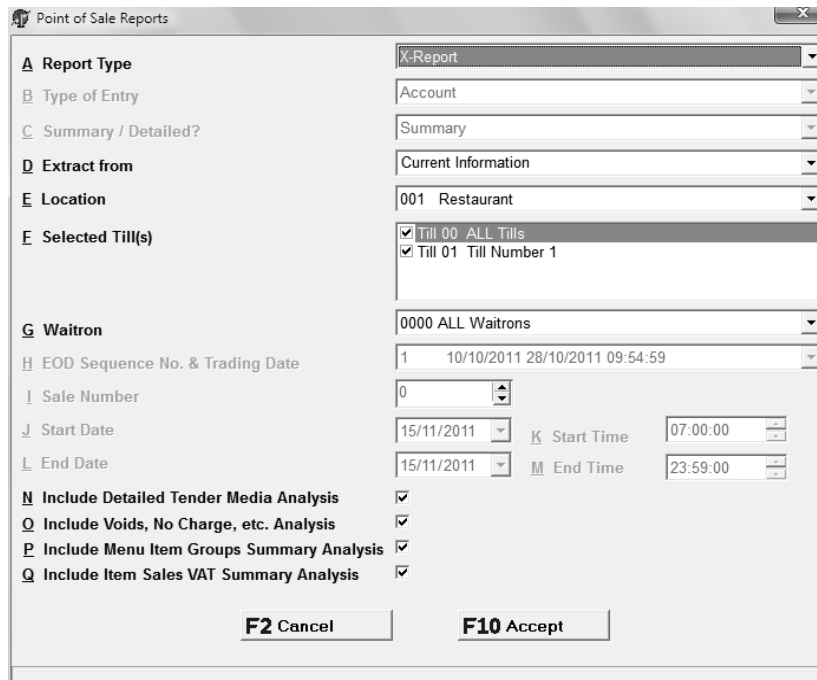
X-REPORT & TENDER REPORTS

This report will print an X-Report, Tender Media or Journal report. This report will print a detailed sales and tender analysis. The X-Report will also reflect all refunds, Vending Sales, Staff Sales, No Charge Sales, Discount, Returned items, Gratuity (Tips), Gross profit and a VAT analysis.

NOTE: All point of sale reports (e.g. X-reports, journal reprints, etc) are deigned to print on a point of sale 40 column printer and not an 80 column dot-matrix, laser or inkjet printer.

NOTE: The x-report must be printed before commencing with the cash-up.

X- REPORT



REPORT TYPE

Choose between the following reports: X-Report, Tender Report, Journal Reports

TYPE OF ENTRY

The type of Entry is only available when choose the Tender Report. Choose between Account, Cash, Cheque, Credit Card, Coupons / Vouchers, Discount, Tips, Pay Outs, Voided Tables, P.O.S Customer Account Payments. Voided Order Items, Refunds, Line Item Discounts, Pay in / Payout

Reversals, Room Sale, No charge Sale, Staff Sale, Item Goods Received, Item Goods Returned, Item Invoices, Item Credit Notes and Supplier & Customer Receipts.

SUMMARY OR DETAIL

The type of Entry is only available when choose the Tender Report. Choose between a Summary or Detail report.

EXTRACT FROM

Choose between Current Information and Archive Information.

LOCATION

Choose a stock holding Location or view all locations

SELECTED TILL(S)

Choose a specify Till number or choose 00 to View all the tills

WAITRON

Choose 0000 All Waitrons or select a specify Waitron.

EOD SEQUENCE NO. & TRADING DATE

This option is only available when choose the Tender Report and Extract from Archive Information. Choose a specific date range.

SALE NUMBER

This option is only available when choose the Tender Report and Extract from Archive Information. Choose a specific Sale Number.

START DATE

This option is only available when choose the Tender Report and Extract from Archive Information and the EOF sequence no. & trading date is on All available Shifts. Choose the Start Date.

START TIME

This option is only available when choose the Tender Report and Extract from Archive Information and the EOF sequence no. & trading date is on All available Shifts. Choose the Start Time.

END DATE

This option is only available when choose the Tender Report and Extract from Archive Information and the EOF sequence no. & trading date is on All available Shifts. Choose the End Date.

END TIME

This option is only available when choose the Tender Report and Extract from Archive Information and the EOF sequence no. & trading date is on All available Shifts. Choose the End Time.

DETAIL TENDER MEDIA

The detail tender media can be switch on or off. If switch off only a summary of the tender media will be displayed.

IQ Restaurant System

IQ Training Demo Data

1st Floor, Rhino House
23 Quantum Road
Techno Park, Stellenbosch
7600
021 8800420

021 8800488
11111111111111
222222222222

Report I.D. : X-REPORT

Report For : Location:001
From Till : 1
Date Printed : 15/11/2011
Time Printed : 12:18:48
Current User : 1 Supervisor

Shift No. : 4
Trading Date : 15/11/2011
Selected Till(s) : 1,

First Sale # 20
Last Sale # 22

NO AMOUNT

F2 Cancel **F3 Print**

F4 Print to Back Office Printer

DAILY TILL CASH-UP SUMMARY REPORT

Daily Cashup Report

iq
RESTAURANT
BRANDS • DESIGN • SERVICE

A Report Date 15/11/2011

B Cashup Start Location 1

C Cashup End Location 10

F10 Print

REPORT DATE

Select the Report Date for the Daily Cash-up.

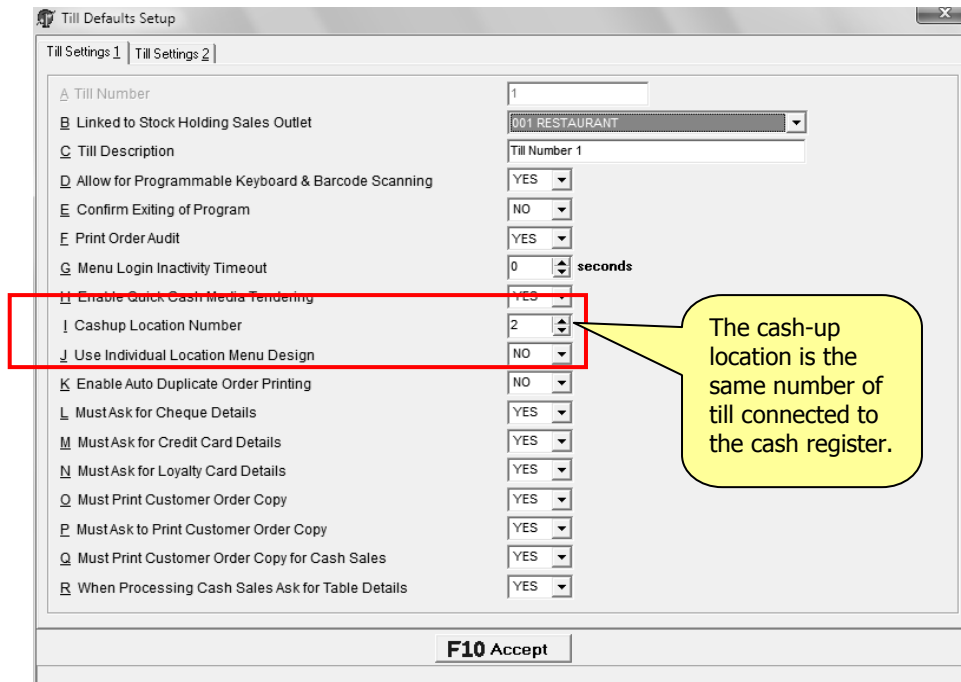
CASH UP START LOCATION

Type the Start Location. Type the correct location number. The location is the number of till connected to the cash up location. E.g. A Restaurant does not necessarily have only one till the waitrons work on they might put the order into one till and pay on another. The till without the

cash drawer must have the same Cash-up Location number as the computer with the cash register.

CASH UP END LOCATION

Type the End Location.

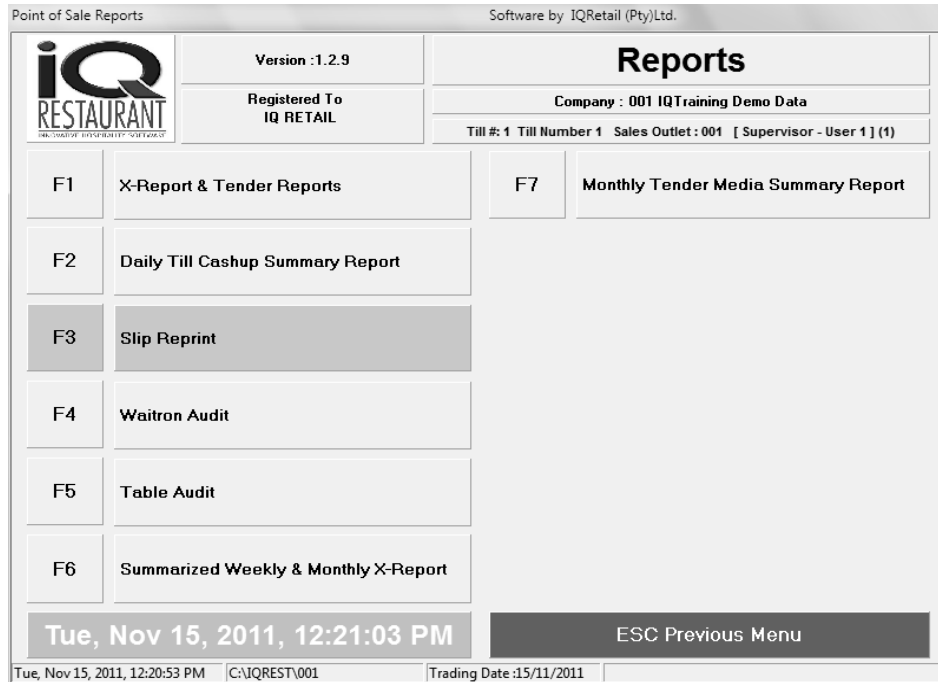


Select F10 Print to Preview the report in spreadsheet format.

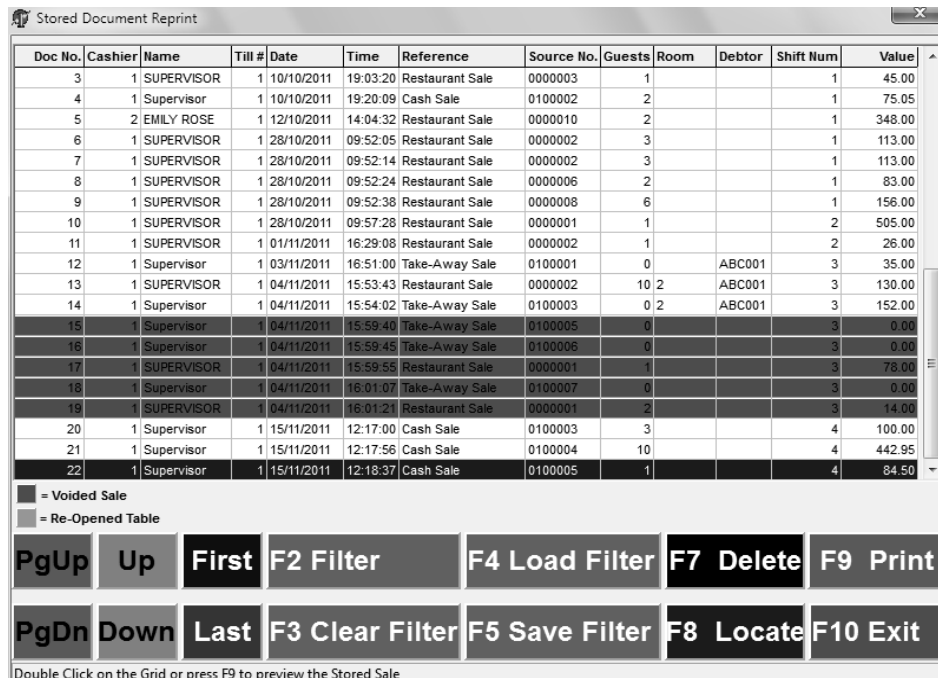
TENDER	STORE TOTAL	LOCATION 1	LOCATION
MEDIA SUMMARY			
Account Takings	170.00	170.00	0.0
Account Refunds	0.00	0.00	0.0
(Account Payments)	0.00	0.00	0.0
Account Payouts	0.00	0.00	0.0
Nett Account Takings	170.00	170.00	0.0
Cash Takings	270.00	270.00	0.0
Cash Refunds	0.00	0.00	0.0
Cash Payouts	0.00	0.00	0.0
Nett Cash Takings	270.00	270.00	0.0
Cheque Takings	95.00	95.00	0.0
Cheque Refunds	0.00	0.00	0.0
Cheque Payouts	0.00	0.00	0.0
Nett Cheque Takings	95.00	95.00	0.0
Credit Card Takings	378.70	378.70	0.0
Credit Card Refunds	0.00	0.00	0.0
Credit Card Payouts	0.00	0.00	0.0
Nett Credit Card Takings	378.70	378.70	0.0
Vouchers Cashed In	0.00	0.00	0.0
Vouchers Issued	0.00	0.00	0.0
Nett Vouchers	0.00	0.00	0.0
Direct Deposits	0.00	0.00	0.0
D/Deposit Refunds	0.00	0.00	0.0
D/Deposit Payouts	0.00	0.00	0.0
Nett D/Deposits	0.00	0.00	0.0
Room Takings	0.00	0.00	0.0
Room Refunds	0.00	0.00	0.0

SLIP REPRINT

Access the Slip Reprint option from the Restaurant Point of Sale, Restaurant Back Office, Reports, Point of Sale Reports menu to reprint historical slips. Slip Reprint can be used to reprint a slip for example if the printer ran out of paper.



The Slip Reprint can be use at any time, once a sale has been complete the slip will appear at the slip reprint screen. The purpose of the slip reprint is to reprint any slip that was created of Table sales, Cash Sales and Takeaways.



STORE DOCUMENT DETAILS

PGUP

The PgUp button will move a page up allowing the user to move between documents easier.

PGDN

The PgDn button will move a page down allowing the user to move between documents easier.

UP

The Up button will move one document up at a time.

DOWN

The down button will move one document down at a time.

FIRST

The first button will jump to the first line of Stored Documents.

LAST

The last button will jump to the last line of Stored Documents.

FILTER

The F2 Filter button will display the filter feature, which allows user to filter records for certain criteria.

CLEAR FILTER

Used this button to clear a created filter

LOAD FILTER

Used this button to load a saved filter

SAVE FILTER

Used this button to save a filter

DELETE

Used this button to deleted stored document. A prompt will appear requesting the number of months to retain. Follow the prompts to delete stored documents.

LOCATE

Choose F8 to location a specific item. Select a Field e.g. Item Code, Type the item code in the Field Value box. Click First or next to find the item.

Locate Field Value

Field Value
14

Search Type
 Case-sensitive
 Exact Match
 Partial Match at Beginning
 Partial Match Anywhere

Fields
TILLNUMBER

First Next Close

PRINT

Choose F9 to Print the selected Slip.

Preprint Slip : Till 1 Sale 22

Restaurant Name
Restaurant details

**** D.O.C.U.M.E.N.T R.E.P.R.I.N.T ****

*** CASH SALE ***

15/11/2011 12:18:36 1 Supervisor

Document No.: 0000022 Till :1
Table : 9 Covers :1

Description	Qty	Price	Uvalue
TARTUFFO	2	14.00	28.00
CHOC MOUSSE	1	14.00	14.00
CASATA	1	14.00	14.00
FRUIT SALAD	1	11.50	11.50
ICE-CREAM & CHOC SA	1	9.50	9.50
MILK SHAKE	1	7.50	7.50
Sub-Total			84.50
Visa			84.50
Change			0.00
Taxable Amount @14.00%			10.38
Included Uatable Amount			84.50

Credit Card # :45645645
Card Holder :1000IU

Cashier :1 Supervisor
Document:0000022 Till :1
15/11/2011 12:23:22
Order # :100005

Thank you.
Come back soon *

F10 Print to Default Printer

F11 Print to Back Office Printer

EXIT

Choose F10 to Exit the selected Slip Reprint.

WAITRON AUDIT

The waitron audit will display the Table number, Sales Number, Amount of Guest, Till number, Waitron number, Shift number, End of day Number, and the transaction details of each sale.

The screenshot shows a software window titled "Waitron Till Table Audit". On the right side, there are five dropdown menus labeled A through E:

- A Report Type**: Order Audit
- B Waitron**: 0000 ALL Waitrons
- C Till Number**: Till 00 ALL Tills
- D Extract From**: CURRENT Till Information
- E EOD Seq. Number**: 3 03/11/2011 04/11/201

At the bottom right, there are three buttons: "F6 Preview", "F7 Design", and "F10 Print".

REPORT TYPE

Choose between the following reports: Order Audit or Item Audit.

WAITRON

Choose a specific waitron or choose 0000 All Waitrons.

TILL NUMBER

Choose a specific Till or choose 00 All Tills.

EXTRACT FROM

Choose between the Current Till Information or Achieve Information.

EOD SEQ. NUMBER

The end of day sequence number will only be available if Achieve information is selected. Choose the end of day sequence number from the drop down list.

Test Company - Lisa		Detailed Waitron Audit as at 17/06/2008 09:58:29				Page : 1				
Cash Sale : 0100009		Waitron : 1								
Sale Number : 36		Shift Number : 0								
Guests : 0		End of Day Number : 0								
Till Number : 1										
Order Date / Time	Description	Unit Price Dsc%	Qty	Amount	Chang	Void	NChrg	Added By	Item Grp	Comm
17/06/2008 09:22:12	Cheese Burger	50.00	1.00	50.00	0.00	No	No	Supervisor	0	NO
17/06/2008 09:22:14	Steak 100gm	120.00	1.00	120.00	0.00	No	No	Supervisor	0	NO
17/06/2008 09:22:29	Cash		1.00	200.00	30.00	No	No	Supervisor		NO

Cash Sale : 0100010		Waitron : 1								
Sale Number : 37		Shift Number : 0								
Guests : 0		End of Day Number : 0								
Till Number : 1										
Order Date / Time	Description	Unit Price Dsc%	Qty	Amount	Chang	Void	NChrg	Added By	Item Grp	Comm
17/06/2008 09:22:38	Fanta - 24 Case	150.00	1.00	150.00	0.00	No	No	Supervisor	0	NO
17/06/2008 09:22:40	Coke - Single	6.84	1.00	6.84	0.00	No	No	Supervisor	0	NO
17/06/2008 09:22:42	Steak 100gm	120.00	1.00	120.00	0.00	No	No	Supervisor	0	NO
17/06/2008 09:22:44	Cheese Burger	50.00	1.00	50.00	0.00	No	No	Supervisor	0	NO
17/06/2008 09:22:58	Cash		1.00	400.00	73.16	No	No	Supervisor		NO

TALE AUDIT

The Table Audit Report will display the Table number, Guest, Waitron, Sale Number, Item, Description, Quantities, Unit Price, Discount, Amounts, Added by waitron of each table.

REPORT TYPE

Choose between the following reports: Detailed or Summarized Table Audit Reports.

WAITRON

Choose a specific waitron or choose 0000 All Waitrons.

TILL NUMBER

Choose a specific Till or choose 00 All Tills.

EXTRACT FORM

Choose between the Current Till Information or Achieve Information.

TABLE NUMBER

Specific a Table Number.

SALE NUMBER

Specific a Sale Number.

EOD SEQ. NUMBER

The end of day sequence number will only be available if Achieve information is selected. Choose the end of day sequence number form the drop down list.

Test Company - Lisa Detailed Table Audit as at 17/06/2008 10:49:34 Page : 1

Table : R0000002 Guests : 4 Waitron : SUPERVISOR Sale Number : 41
Till : 1

Description	Qty	Unit Price	Disc	Amount	Voided	Change	Added By Waitron
Fanta single	1.00	6.50	0.00	6.50	No		Supervisor
Fanta - 24 Case	1.00	150.00	0.00	150.00	No		Supervisor
Coke - Single	1.00	6.84	0.00	6.84	No		Supervisor
Coke - 6 Pack	1.00	22.80	0.00	22.80	No		Supervisor
Steak 100gm	1.00	120.00	0.00	120.00	No		Supervisor
Steak 100gm	1.00	120.00	0.00	120.00	No		Supervisor
Steak 100gm	1.00	120.00	0.00	120.00	No		Supervisor
Steak 100gm	1.00	120.00	0.00	120.00	No		Supervisor
Account	1.00	0.00	0.00	666.14	No		Supervisor

Table : R0000005 Guests : 1 Waitron : SUPERVISOR Sale Number : 40
Till : 1

Description	Qty	Unit Price	Disc	Amount	Voided	Change	Added By Waitron
Cheese Burger	1.00	50.00	0.00	50.00	No		Supervisor
Coke - 6 Pack	1.00	22.80	0.00	22.80	No		Supervisor
Cash	1.00	0.00	0.00	100.00	No	27.20	Supervisor

Table : R0000010 Guests : 2 Waitron : SUPERVISOR Sale Number : 39
Till : 1

Description	Qty	Unit Price	Disc	Amount	Voided	Change	Added By Waitron
Steak 100gm	1.00	120.00	0.00	120.00	No		Supervisor
Coke - 6 Pack	1.00	22.80	0.00	22.80	No		Supervisor
Cash	1.00	0.00	0.00	200.00	No	57.20	Supervisor

END OF REPORT

SUMMARIZED WEEKLY & MONTHLY X-REPORT

The Summarized Weekly X-Report will display the Weekdays or Month, Totals, Item sales, Item Sale Summary, Sales, Tax Summary, Tender Media, Bankable totals and Non bankable totals.

Point of Sale Reports

A Report Type Weekly

B Week To Print 15/11/2011

C Year To Print 2011

F6 Preview **F9 Apply**

F7 Design **F10 Print**

Please Note That End of Day Should Be Performed if The Week to Print Includes Today.

REPORT TYPE

Choose between the following reports: Weekly or Yearly Reports.

WEEK TO PRINT

Choose a specific week date.

Point of Sale Reports

A Report Type Yearly

C Year To Print 2011

F6 Preview F9 Apply
F7 Design F10 Print

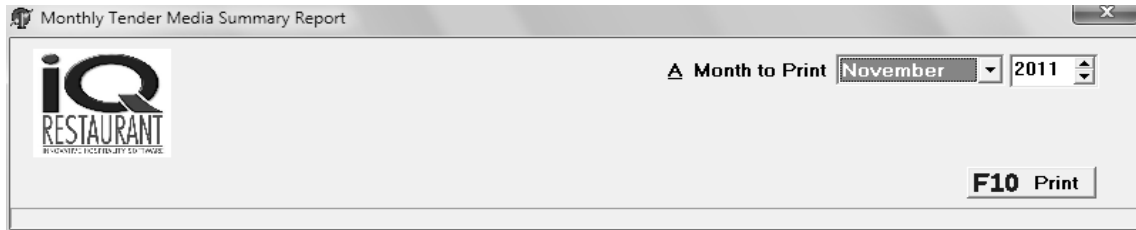
Please Note That End of Day Should Be Performed if The Week to Print Includes Today.

Test Company - Lisa Weekly Summarized X-Report as at : 17/06/2008 11:24:03 Page No. 1

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
ITEM SALES								
Sales	0.00	1931.90	0.00	0.00	0.00	0.00	0.00	1931.90
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vending Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No Charge Sales	0.00	170.00	0.00	0.00	0.00	0.00	0.00	170.00
Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Returned Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NETT Sales	0.00	1761.90	0.00	0.00	0.00	0.00	0.00	1761.90
Gratuity (Tips)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	0.00	471.03	0.00	0.00	0.00	0.00	0.00	471.03
GP Percentage	0.00	30.48	0.00	0.00	0.00	0.00	0.00	30.48
ITEM SALES SUMMARY								
Voided Tables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Voided Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No Charge Items	0.00	170.00	0.00	0.00	0.00	0.00	0.00	170.00
Promotion Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALES TAX SUMMARY								
Taxable Total	0.00	1761.90	0.00	0.00	0.00	0.00	0.00	1761.90
Tax Total	0.00	216.37	0.00	0.00	0.00	0.00	0.00	216.37
TENDER MEDIA								
Cash	0.00	1095.76	0.00	0.00	0.00	0.00	0.00	1095.76
Account	0.00	666.14	0.00	0.00	0.00	0.00	0.00	666.14
Credit Card	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cheque	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Coupon	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Room	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No Charge	0.00	170.00	0.00	0.00	0.00	0.00	0.00	170.00
Direct Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NETT Media	0.00	1931.90	0.00	0.00	0.00	0.00	0.00	1931.90
Bankable Total	0.00	1095.76	0.00	0.00	0.00	0.00	0.00	1095.76
Non Bankable Total	0.00	836.14	0.00	0.00	0.00	0.00	0.00	836.14
PURCHASE TAX SUMMARY								
Taxable Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

MONTHLY TENDER MEDIA SUMMARY REPORT

The Monthly tender Media Summary report will display the different tender for each day in spreadsheet format.



MONTH TO PRINT

Choose the month and year to print the Monthly Tender Media summary Report

Monthly Tender Media Summary Report for period June 2008 as at 17/06/2008 11:26:56																
Day	Sales Takings															
	Bankable	Nett Media	Cash Tendered	Cash Counted	Chq Tendered	Chq Counted	Card Tendered	Card Counted	Vouchers Tendered	Vouchers Counted	Vouchers Given	Accounts	Discounts	No Charge	Staff Sale	
1st	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2nd	-146.00	-146.00	-146.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5th	373.00	373.00	323.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10th	793.70	976.70	320.00	0.00	95.00	0.00	378.70	0.00	0.00	0.00	0.00	170.00	13.00	0.00	0.00	0.00
11th	227.36	227.36	220.52	0.00	6.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12th	200.00	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13th	56.84	56.84	56.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17th	1095.76	1931.90	1095.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	666.14	0.00	170.00	0.00	0.00
18th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21st	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22nd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tot	2600.66	3619.60	2070.12	0.00	151.84	0.00	378.70	0.00	0.00	0.00	0.00	836.14	13.00	170.00	0.00	0.00

TRADING REPORTS

The Trading Reports will display a variety of reports for example: Yearly & Weekly Summary Report, Monthly Tender Media Summary Report, Hourly Sales Report, Ledger & Account& Cost Center Analysis, Payout Audit Report and Monthly Forex Tender Summary Report.

Reports Software by IQRetail (Pty)Ltd.

IQ RESTAURANT Version : 1.2.9 Registered To IQ RETAIL

Reports Company : 001 IQTraining Demo Data
Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)

- F1 Point of Sale Reports
- F2 Trading Reports**
- F3 Staff & Waitron Reports
- F4 TAX Report
- F5 Menu Report

Tue, Nov 15, 2011, 12:28:20 PM ESC Previous Menu

Tue, Nov 15, 2011, 12:26:06 PM C:\IQREST\001 Trading Date:15/11/2011

YEARLY & WEEKLY SUMMARY REPORT

The Yearly & Weekly Summary Report will display the Weekdays or Month, Sales (Excl. Tax), Stock (Excl), Tax Summary and Statistic (Incl. Tax).

IQ Restaurant Back Office - Trading Reports Software by IQRetail (Pty)Ltd.

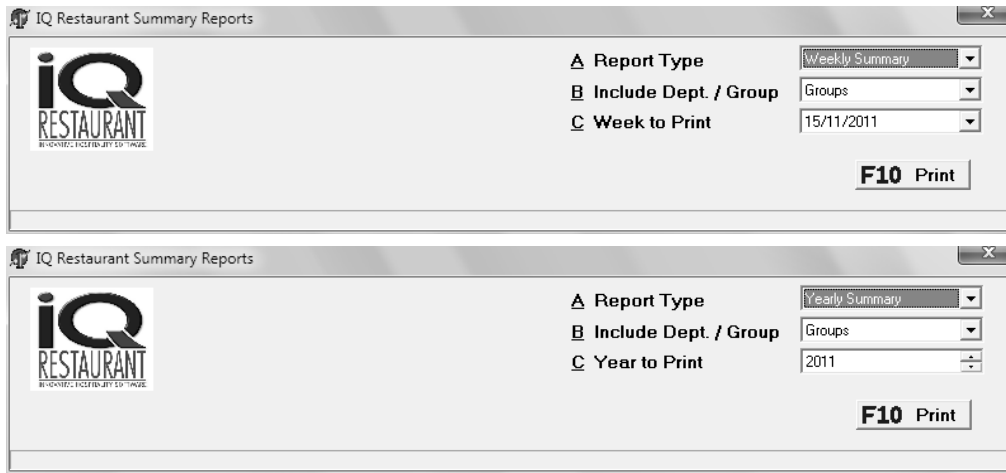
IQ RESTAURANT Version : 1.2.9 Registered To IQ RETAIL

Trading Reports Company : 001 IQTraining Demo Data
Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)

- F1 Yearly & Weekly Summary Report**
- F2 Monthly Tender Media Summary Report
- F3 Hourly Sales Report
- F4 Ledger Account & Cost Center Analysis
- F5 Payout Audit Report
- F6 Monthly Forex Tender Summary Report

Tue, Nov 15, 2011, 12:28:22 PM ESC Previous Menu

Tue, Nov 15, 2011, 12:28:22 PM C:\IQREST\001 Trading Date:15/11/2011



REPORT TYPE

Choose between the following reports: Weekly Summary or Yearly Summary Reports.

INCLUDE DEPT. / GROUP

Choose between a Department and a Group.

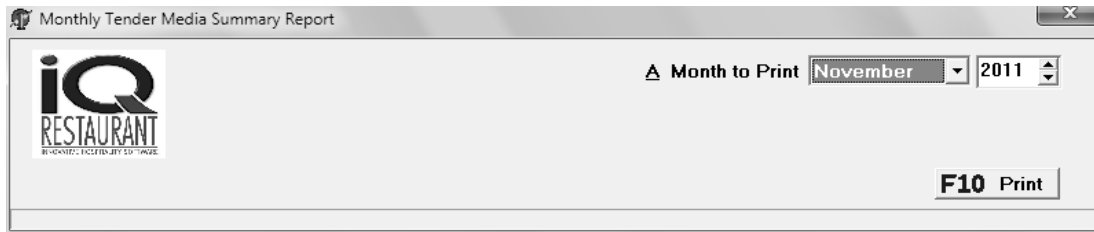
WEEK TO PRINT

Choose a specific week date.

Test Company - Lisa		<u>Weekly Summary</u>							as at 14/06/2008
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>	<u>Total</u>	
	9/6/2008	10/6/2008	11/6/2008	12/6/2008	13/6/2008	14/6/2008	15/6/2008		
Sales (Excl. TAX)									
Sales	0.00	875.80	184.82	160.82	49.86	2172.67	0.00	3443.97	
Refunds/Credit Notes	0.00	11.40	0.00	0.00	0.00	0.00	0.00	11.40	
Total Sales	0.00	864.39	184.82	160.82	49.86	2172.67	0.00	3432.57	
Discounts Given	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Usage	0.00	7159.42	6714.92	6704.92	35.75	80602.50	0.00	101217.51	
Profit	0.00	-6295.03	-6530.10	-6544.10	14.11	-78429.83	0.00	-97784.94	
Trading GP%	0.00	-729.42	-3533.13	-4069.09	28.30	-3609.84	0.00	-2848.74	
Stock (Excl)									
Opening Stock	0.00	-30473.08	-36406.50	-43121.42	-49826.33	-49862.08	0.00	0.00	
(+)Nett Purchases	0.00	1236.00	0.00	0.00	0.00	0.00	0.00	1236.00	
(+/-)Adjustments	0.00	-10.00	0.00	0.00	0.00	0.00	0.00	-10.00	
(+/-)Branch Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(-)Sales (Cost of)	0.00	7159.42	6714.92	6704.92	35.75	80602.50	0.00	101217.51	
(-)Write Offs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(=)Closing Stock	0.00	-36406.50	-43121.42	-49826.34	-49862.08	-130464.58	0.00	0.00	
TAX Summary									
Invoices TAX	0.00	128.14	25.88	22.52	6.98	304.17	0.00	487.69	
Credit Notes TAX	0.00	1.60	0.00	0.00	0.00	0.00	0.00	1.60	
Purchases TAX	0.00	181.44	0.00	0.00	0.00	0.00	0.00	181.44	
Returns TAX	0.00	8.40	0.00	0.00	0.00	0.00	0.00	8.40	
NETT Total TAX	0.00	-46.50	25.88	22.52	6.98	304.17	0.00	313.05	
Statistics (Incl. TAX)									
Tables	0	3	3	0	0	5	0	11	
Table Average	0.00	164.47	76.78	0.00	0.00	325.23	0.00	213.63	
Guests	0	8	4	0	0	21	0	33	
Guest Average	0.00	61.68	57.59	0.00	0.00	77.44	0.00	7192.06	
Take Aways - Counter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Take Aways - Delivery	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00	
Take Aways - Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

MONTHLY TENDER MEDIA SUMMARY REPORT

The Monthly tender Media Summary report will display the different tender for each day in spreadsheet format.



MONTH TO PRINT

Choose the month and year to print the Monthly Tender Media summary Report.

Monthly Tender Media Summary Report for period June 2008 as at 14/06/2008 15:51:44															
Day	Sales Takings														
	Bankable	Nett Media	Cash Tendered	Cash Counted	Chq Tendered	Chq Counted	Card Tendered	Card Counted	Vouchers Tendered	Vouchers Counted	Vouchers Given	Accounts	Discounts	No Charge	Staff Sale
1st	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2nd	-146.00	-146.00	-146.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5th	373.00	373.00	323.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10th	793.70	976.70	320.00	0.00	95.00	0.00	378.70	0.00	0.00	0.00	0.00	170.00	13.00	0.00	0.00
11th	227.36	227.36	220.52	0.00	6.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12th	200.00	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13th	56.84	56.84	56.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14th	2157.20	2476.84	1857.20	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126.84	192.80
15th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21st	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22nd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30th	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tot	3662.10	4164.74	2831.56	0.00	451.84	0.00	378.70	0.00	0.00	0.00	0.00	170.00	13.00	126.84	192.80

HOURLY SALES REPORT

Hourly Sales report will display the Department, Group or Day hourly amounts or units.

REPORT BY

Choose between Department, Group or Day.

VALUES

Choose between Monetary or Units.

REPORT PERIOD

Choose between Daily, Weekly or Monthly.

REPORT DATE

Select the Report Date for the Hourly Sales Reports.

REPORT TYPE

The report type will only be available if the report period Weekly or Monthly is selected. Choose between Detailed or Summary.

Test Company		Hourly Monetary Sales per Department Daily Report as at Sunday, 15 June 2008 07:59:45											Page1
Date : Saturday, 14 June 2008		08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
Department	Description	20:00	21:00	22:00	23:00	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00
00001	Soft Drinks												
	Saturday 14 June 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	470.91	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	470.91	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00002	Burgers												
	Saturday 14 June 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	438.80	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	909.51	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00003	Meat												
	Saturday 14 June 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1283.16	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	2172.87	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	2172.87	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LEDGER ACCOUNT & COST CENTER ANALYSIS

The Ledger Account & Cost Center Analysis will Display the Account, Description, Department, Group, Debit, Tax, Credit, Tax, Exclusive Total, Nett Tax and Inclusive Total of each Ledger account.

A Report Type Account Analysis

B Year 2011

C Month November

D Include Accounts with No Movement NO

E Export Report NO

F6 Preview **F10 Print**

F7 De Preview selected report before printing it

REPORT TYPE

Choose between the report type Account Analysis and Cost center & Income Analysis.

YEAR

Choose the year to view the report type in e.g. 2007 or 2008.

MONTH

Choose a month.

INCLUDE ACCOUNT WITH NO MOVEMENT

This option will display account with no movement if on Yes, but if on No account with no transaction will not be displayed.

EXPORT REPORT

Choose to export the report to into one of the following formats: Excel, Html, Column Fmt, CSV, IQ Elite Journal Batch

PREVIEW

Choose Preview to display the report on screen before you print.

DESIGN

Choose F7 to change the Design of the report.

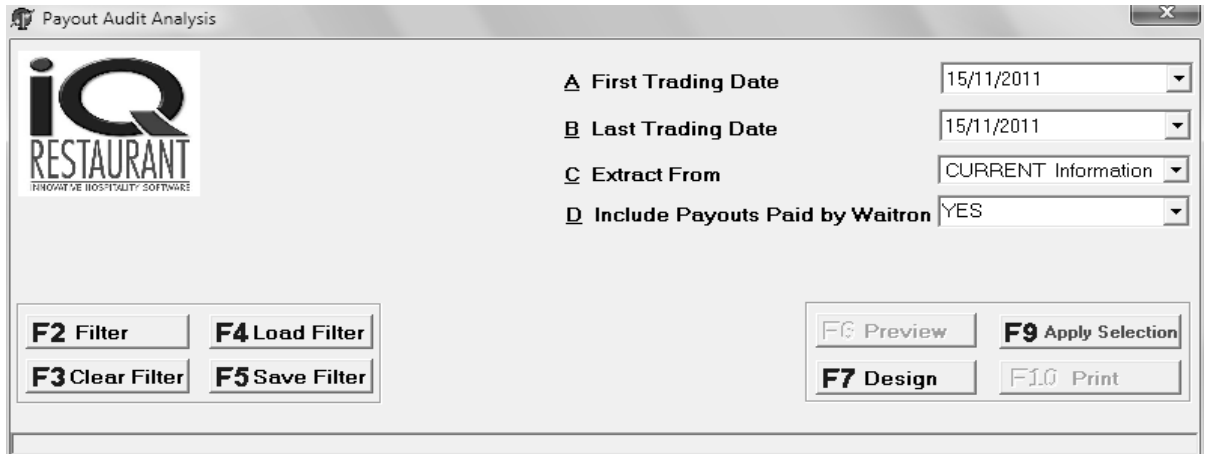
PRINT

Choose F10 to Print the selected report.

Test Company - Lisa		Ledger Account Monthly Movement Analysis as at 04/06/2008 12:57:18						Page :1		
Selected Period : June 2008										
Current Trading Date : 04/06/2008										
Account	Description	Dept.	RGroup	Debit	Tax	Credit	Tax	Exclusive Total	NETT Tax	Inclusive Total
Expense										
1200.000.000.00	Advertising		0	1397.59	195.66	0.00	0.00	1397.59	195.66	1593.25
				1397.59	195.66	0.00	0.00	1397.59	195.66	1593.25
Cost of Sales										
1000.000.000.00	Cost of Sales		0	269.65	36.35	631.58	18.42	-371.93	17.93	-354.00
				269.65	36.35	631.58	18.42	-371.93	17.93	-354.00
Income										
2000.000.000.00	Sales Account		0	0.00	0.00	1932.11	270.49	1932.11	270.49	2202.60
				0.00	0.00	1932.11	270.49	1932.11	270.49	2202.60
Current Asset										
3500.000.000.00	Stock on Hand		0	500.00	0.00	0.00	0.00	500.00	0.00	500.00
3600.000.000.00	Debtors Control		0	2202.60	0.00	1602.60	0.00	600.00	0.00	600.00
3700.000.000.00	Cash on Hand		0	1752.60	0.00	296.00	0.00	1466.60	0.00	1466.60
3800.000.000.00	Vat Input - Trade		0	232.01	0.00	18.42	0.00	213.59	0.00	213.59
				4687.21	0.00	1917.02	0.00	2770.19	0.00	2770.19
Current Liability										
4000.000.000.00	Creditors Control		0	446.00	0.00	2039.25	0.00	1593.25	0.00	1593.25
4100.000.000.00	Vat Output		0	0.00	0.00	270.49	0.00	270.49	0.00	270.49
				446.00	0.00	2309.74	0.00	1863.74	0.00	1863.74
GRAND TOTALS				6790.46	232.01	6790.46	288.92	7591.70	484.08	8075.78

PAYOUT AUDIT REPORT

The Payout Audit Report will Display the Date, Description, Till number, Location, Cashier, Ledger Account, Quantity, Tax Amount, Total Amount (debit or credit).



FIRST TRADING DATE

Choose the first trading date for the payout audit analysis report

LAST TRADING DATE

Choose the last trading date for the payout audit analysis report

EXTRACT FROM

Choose between current information and Archived Information

INCLUDE PAYOUTS PAID BY WAITRON

Choose Yes or No to include view Waitron Payout.

Select F9 Apply Selection followed by F6 Preview

Test Company - Lisa Payout Analysis as at 02/06/2008 09:27:37 Page :1

Date	Time	Description	SupplrAcc	Order No.	Till	Location	Cashier	Account	Quantity	Tax Amount	Amount
02/06/2008	09:05:52	STAMPS	C NA		1	TBB	Supervisor	1000.000.000.00	10.000	6.88	56.00
02/06/2008	09:05:52	PEN PARKER BLUE	C NA		1	TBB	Supervisor	1000.000.000.00	5.000	18.42	150.00
02/06/2008	09:05:52	PEN PARKER BLACK	C NA		1	TBB	Supervisor	1000.000.000.00	3.000	11.05	90.00
02/06/2008	09:10:43	PEN PARKER BLUE	C NA		1	TBB	Supervisor	1000.000.000.00	5.000	-18.42	-150.00
										17.93	146.00

MONTHLY FOREX TENDER SUMMARY REPORT

Before the Forex Tender Report will display information the setup must be done correctly. Firstly, Change the Foreign Currency Enable to Yes, under the Restaurant Back office, Company Setup, Company Details & Default settings, Trading Defaults Tab. Secondly, Add the new tender currencies under Restaurant Back office, Company Setup, Foreign Currency Setup.

Company Default Details

Ledger Defaults Accounts | Database Archive Defaults | Company Defaults | Accommodation & Reservation Defaults

Company Details | Company Logo | Stock Defaults | Closing & Financial Dates | Tax Rates | Trading Defaults | Weighted Scanning

Company Trading Default Settings

A Trading Starts On? Monday

B Trading Hours are? Open 06:30 TO Close 05:30

C Current Trading Date 15/11/2011

D Keep Trading Date in Sync with Computer Date? NO

E Foreign Currency Enabled NO

E Prompt for Voucher Tender Reference NO

G Allow Non-Validated Voucher Tender Reference Entry YES

H P.O.S. Round Down Discount (Round Down to the Nearest) 0 (No Rounding)

F10 Accept

Foreign Currency Setup

iq RESTAURANT

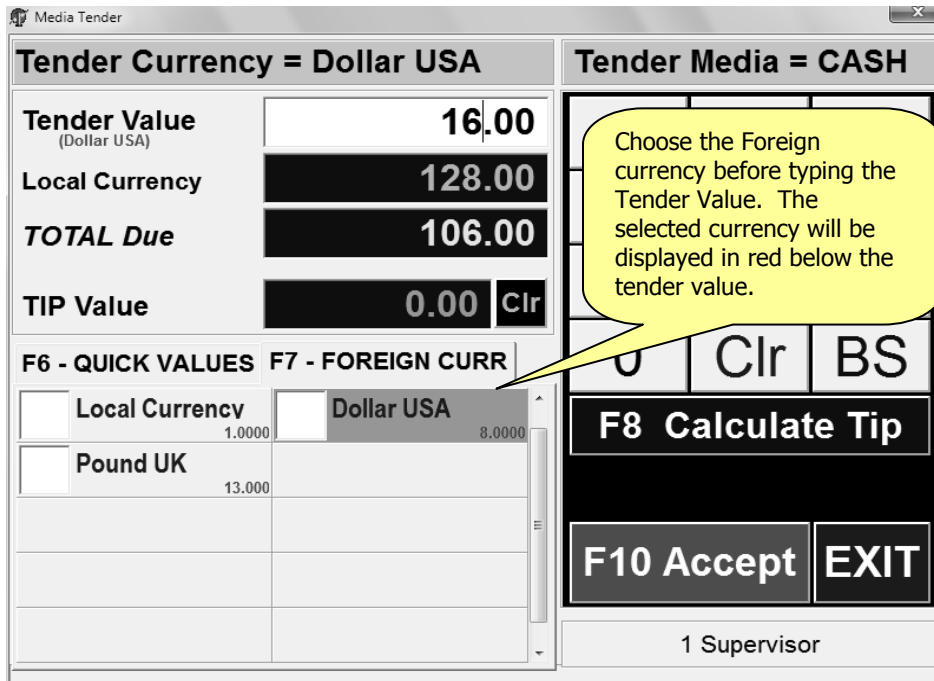
Number	Description	Abbreviation	Date Last Changed	Exchange Rate
1	Local Currency	LOCL	28/10/2011	1.000
2	Dollar USA	DOL	15/11/2011	8.000
3	Pound UK	POU	15/11/2011	13.000

F3 Add | F5 Delete | F6 Preview | F8 Print

F4 Edit | F7 Design

Once the setup option is complete continue to Cash Sale, choose the payment tender e.g. Cash.

The Tender Currency Window will be displayed. Select the F7 – Foreign Currency Tab, Click the Type of Currency, The Tender Value will now be displayed as e.g. Dollar, type the amount in dollar IQ Restaurant will display the amount in local currency continue to F10 Accept.



TENDER VALUE

Firstly, select the foreign currency to be used by selecting the Currency block. Once the currency has been selected type the Tender Value. The Selected currency will be display in red below the tender value.

LOCAL CURRENCY

The Local currency will be displayed multiplying the foreign currency e.g. Dollar = 1 for every 8 local currency. Example 40 dollar will be 320 South African Rands.

TOTAL DUE

Total Due will be displayed in the local currency.

TIP VALUE

The Tip Value will be display after the calculated tips option was selected. The Tip Value will be the difference between Tender Value and Total Due.

QUICK VALUES

Quick values can be use instead of having to type the amount. Selecting a quick value button will change the tender value.

FOREIGN CURRENCY

Select the foreign currency tab to choose the currency for the tender media. Remember follow the correct setup procedures specified above.

CALCULATE TIPS

Select F8 Calculate Tip option to display the tip in the Tip Value block.

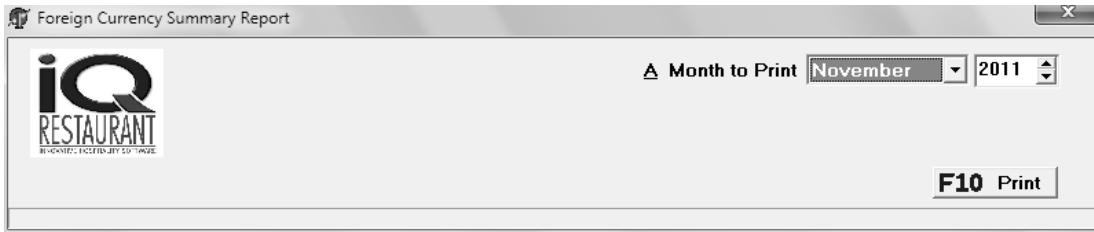
ACCEPT

Select F10 Accept to complete the foreign currency tender media.

EXIT

Select Exit to cancel the Tender Currency Media.

FOREIGN CURRENCY SUMMARY REPORT



MONTH TO PRINT


Choose the month and year to print the Month Forex Summary Report.

Foreign Currency Summary Report for period June 2008 as at 17/06/2008 12:36:41												
Foreign Currency Details												
Day	Dollar	Pound										
1st	0.00	0.00										
2nd	0.00	0.00										
3rd	0.00	0.00										
4th	0.00	0.00										
5th	0.00	0.00										
6th	0.00	0.00										
7th	0.00	0.00										
8th	0.00	0.00										
9th	0.00	0.00										
10th	0.00	0.00										
11th	0.00	0.00										
12th	0.00	0.00										
13th	0.00	0.00										
14th	0.00	0.00										
15th	0.00	0.00										
16th	0.00	0.00										
17th	40.00	37.00										
18th	0.00	0.00										
19th	0.00	0.00										
20th	0.00	0.00										
21st	0.00	0.00										
22nd	0.00	0.00										
23rd	0.00	0.00										
24th	0.00	0.00										
25th	0.00	0.00										
26th	0.00	0.00										
27th	0.00	0.00										
28th	0.00	0.00										
29th	0.00	0.00										
30th	0.00	0.00										
Tot	40.00	37.00										

STAFF & WAITRON REPORTS

The Trading Reports will display a variety of reports for example: Shift Totals, Waitron Statics, Staff & Waitron Listing, Sales & Performance Analysis and Time and Attendance Analysis.

Reports Software by IQRetail (Pty)Ltd.

	Version : 1.2.9	Reports
	Registered To IQ RETAIL	Company : 001 IQTraining Demo Data
Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)		
F1	Point of Sale Reports	
F2	Trading Reports	
F3	Staff & Waitron Reports	
F4	TAX Report	
F5	Menu Report	
Tue, Nov 15, 2011, 12:36:42 PM		ESC Previous Menu
Tue, Nov 15, 2011, 12:36:42 PM C:\QREST\001		Trading Date: 15/11/2011

IQ Restaurant Back Office - Staff & Waitron Reports Software by IQRetail (Pty)Ltd.

	Version : 1.2.9	Staff & Waitron Reports
	Registered To IQ RETAIL	Company : 001 IQTraining Demo Data
Till #: 1 Till Number 1 Sales Outlet: 001 [Supervisor - User 1] (1)		
F1	Shift Totals	
F2	Waitron Statistics	
F3	Staff & Waitron Listing	
F4	Sales & Performance Analysis	
F5	Time & Attendance Analysis	
Tue, Nov 15, 2011, 12:36:44 PM		ESC Previous Menu
Tue, Nov 15, 2011, 12:36:44 PM C:\QREST\001		Trading Date: 15/11/2011

SHIFT TOTALS

The Shift Total Report will Display the Waiter No & Name, Sales (Today), Sales MTD, Sales YTD, Tips (Today), Tips MTD and Tips YTD.

Test Company - Lisa		Waiter Sales Report			17/06/2008 12:44:50	Page 1	
Waiter No.	Name	Sales(Today)	Sales MTD	Sales YTD	Tips(Today)	Tips MTD	Tips YTD
1	Supervisor	1,309.30	3,695.78	3,695.78	0.00	115.02	115.02
2	Emily Rose	759.64	0.00	0.00	17.00	0.00	0.00
End of Report							

WAITRON STATISTICS

The Waitron Statistics Report will Display the Number of Guest, Number of Tables, Average Revenue per Table, Average Revenue per Guest, Total Tips and Totals of each Payment Tender.



Choose Shift Number for the Shift Detail report following by F10 Print.

Test Company - Lisa		Stats Report as at : 17/06/2008 12:55:29		Page: 1
Current Trading Date : 17/06/2008				
Selected Shift Number : 24				
	Selected Date (17/06/2008)	M.T.D.	Y.T.D.	
Number of Guests	10	26	54	
Number of Tables	5	12	20	
Average Revenue per Table	216.28	154.59	112.60	
Average Revenue per Guest	108.14	71.35	41.70	
Total Table Revenue	1,081.38	1,855.12	2,251.96	
Total Cash Sales	680.52	1,419.20	1,419.20	
Total Take Aways	220.00	556.50	556.50	
Total Refunds	0.00	0.00	-50.00	
Totals	1,981.90	3,830.82	4,177.66	
Total Tips	204.20	319.22	329.22	
Total Cash	3,351.70	4,472.06	4,527.06	
Total Cheques	200.00	351.84	351.84	
Total Credit Cards	0.00	378.70	378.70	
Total Vouchers	0.00	0.00	0.00	
Total Coupons	700.00	700.00	700.00	
Total Account	796.14	966.14	1,122.98	
Total Staff Sales	150.00	150.00	150.00	
Total Room Sales	0.00	0.00	125.00	
Total No Charge Sales	0.00	0.00	0.00	
	5,197.84	7,018.74	7,355.58	
Totals	End of Report			

STAFF & WAITRON LISTING

The Staff & Waitron Listing will Display the Waitron No & Name and all the User Setup option e.g. Password, Access Level, Allow Discount, Wages, May Do Cash-up, May Split Table, May Print X-Report and Commission % on Food.

Test Company - Lisa		Waiter Listing as at		17/06/2008 13:03:05	Page: 1
Waiter No.	1	Name:	Supervisor		
Password	2	May Do End Of Shift	True		
Access level	1	May Receive Payments	True		
Allow Quantity Change	True	May Change Allocated Table Waiter	True		
Allow Price Change	True	May Process Payouts	True		
Allow Item Discount	True	May Print Bill	True		
Allow Order Discount	True	May Process Account Payments	True		
Allow Order Void	True	May Process Refunds	True		
Maximum Invoice Discount %	0	May Reprint Order	True		
Maximum Invoice Discount Value	0	May Split Table	True		
Maximum Line Item Discount %	0	May Transfer Items	True		
Maximum Line Pirce Variance %	0	May Transfer Tables	True		
Wages	0.00	May Print X-Report	True		
Wages Hrly Rate	50.00	Eating Allowance	0		
May Do Account Sales	True	Eating Allowance to Date	0		
May Do Account Refund	True	Commission % on Beverage	0.00		
May Do Cash-up	True	Commission % on Food	0.00		
May Change Number of Guests	True				
May Reprint Documents	True				
May Reprint Bill	True				

SALES & PERFORMANCE ANALYSIS

The Sales & Performance Analysis will Display the Sales Media Analysis, Tender Media Analysis, Commission Analysis, Commission on Turnover, Total Commission, Gratuity (Tips), Deductions, Total Earnings and To be Paid in by Waitron for each Waitron.

The screenshot shows a window titled "Waitron Report" with the following configuration options:

- A Report Type:** Detailed
- B Report Format:** A4 Report Type
- C Waitron:** 0000 ALL Waitrons
- D Start (End of Day Trading Date):** 1 Mon, Oct 10, 2011
- E End (End of Day Trading Date):** 1 Mon, Oct 10, 2011

At the bottom of the window, there are two buttons: **F9 Design** and **F10 Accept**.

REPORT TYPE

Choose between the Report type Detailed or Summarised.

REPORT FORMAT

Choose between the Slip Report Type or A4 Report Type. The Report Format will only be available if a specific Waitron is selected.

WAITRON

Choose a specific waitron or choose 0000 All Waitrons.

Test Company - Lisa		Waitron Sales, Tender Media & Performance Analysis as at				17/06/2008 13:39:01		Page :1			
Requested Trading Period : Tue, Jun 17, 2008			End of Day Sequence # : 24								
1 Supervisor											
	<u>Item Sales</u>	<u>Item Refunds</u>	<u>Vending</u>	<u>Staff</u>	<u>HoCharge</u>	<u>Discount</u>	<u>Line Disc</u>	<u>Reg. Items</u>	<u>Total</u>		
Sales Media Analysis :	R 2,129.48	R 0.00	R 0.00	R 130.00	R 0.00	R 13.82	R 0.00	R 0.00	1985.66		
	<u>Item Voids</u>		<u>Table Voids</u>	<u>T.Way Voids</u>	<u>Promo Items</u>	<u>HiCharge Items</u>					
Sales Summary Break-up :	120.00		0.00	0.00	0.00	0.00					
	<u>Sales</u>	<u>Count</u>	<u>Average</u>	<u>Voids</u>	<u>Guest Count</u>	<u>Guest Avrg</u>					
Tables Sales Details :	R 600.00	3	R 200.00	R 0.00	4	R 150.00					
Take-Away Sales Details :	R 270.00	1	R 270.00	R 0.00							
Cash Sales Sales Details :	R 1,300.50	3	R 433.50								
	2170.50	7	310.07	0.00							
	<u>Cash</u>	<u>CreditCard</u>	<u>Cheque</u>	<u>Account</u>	<u>Voucher</u>	<u>LoyaltyRedeem</u>	<u>Room</u>	<u>Staff Sale</u>	<u>DirectDep</u>	<u>HoCharge</u>	<u>Discount</u>
Tender Media Analysis :	R 300.00	R 1,000.00	R 470.00	R 386.68	R 0.00	R 0.00	R 0.00	R 130.00	R 0.00	R 0.00	R 13.82
	<u>Food</u>	<u>Beverage</u>	<u>Liquor</u>	<u>Merchandise</u>		<u>Other</u>					
Commission Analysis :	0.00 @%	0.00 @%	0.00 @%	0.00 @%	0.00 @%	0.00 @%	0.00 @%	0.00 @%	0.00 @%	0.00 @%	0.00 @%
Comm on Turnover :	1985.66 @%	0.00 @%									
Total Commission :	0.00										
	<u>Cash</u>	<u>Cheque</u>	<u>C.Card</u>	<u>Voucher</u>	<u>Total</u>						
Gratuity (Tips) :	R 80.00	R 20.00	71.02	0.00	171.02						
	<u>Card Charges</u>	<u>Breakage Levy</u>	<u>Over Allowances</u>		<u>Total</u>						
Deductions :	R 0.00	R 0.00	R 0.00		0.00						
	<u>Wages</u>	<u>Commission</u>	<u>Waitron Payout</u>	<u>Vending</u>	<u>Gratuity (Tips)</u>	<u>Deductions</u>		<u>Total</u>			
Total Earnings :	0.00 +	0.00 +	0.00 +	0.00 +	171.02 -	0.00 =		171.02			
To be PAID III by Waitron :	CASH (Before Earnings) 300.00		CASH (After Earnings) :		128.98						
			NON-CASH :		1470.00						
			Total :		1598.98						

START (END OF DAY TRADING DATE)

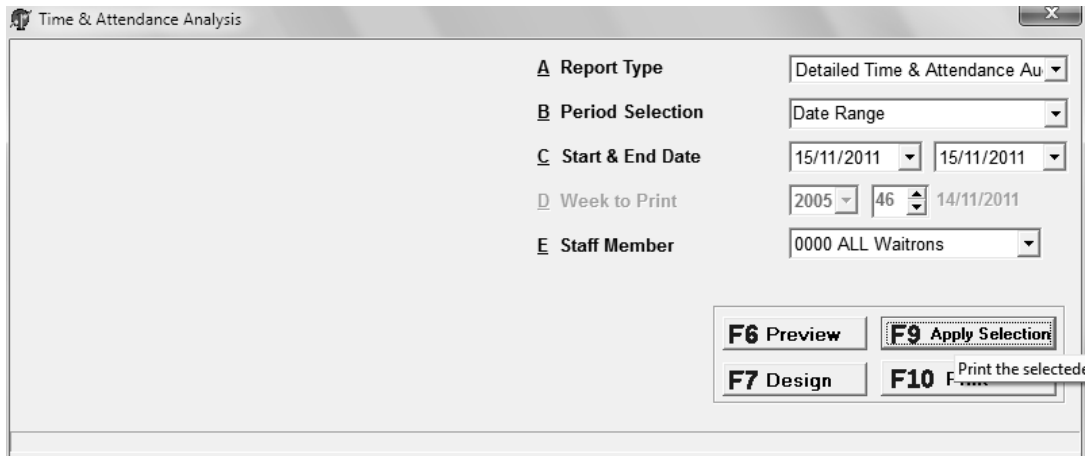
Choose the start of the trading date.

END (END OF DAY TRADING DATE)

Choose the end of the trading date. The End of day trading date will only be available if the Summarised report type is selected

TIME & ATTENDANCE ANALYSIS

The Time & Attendance Analysis will Display the Theoretical Clock in Date, Theoretical Clock Out Date, Actual Clock In Date, Actual Clock Out Date, Shift Close Date & Time, End of day sequence number, Shift trading Date and Shift Hours for each Waitron.



REPORT TYPE

Choose between the Report type Detailed Time & Attendance Audit or Summarized Time & Attendance Audit.

PERIOD SELECTION

Choose between the Data Range, Weekly, Monthly or Yearly period selection.

START & END DATE

Choose the Start and End Date for the Time & Attendance Analysis.

WEEK TO PRINT

Choose the Year and week number to print. The week to print option will only be select if the Weekly period range is selected.

STAFF MEMBER

Choose a specific staff member or choose 0000 All Waitrons.

Test Company - Lisa		Detailed Time & Attendance Audit as at 17/06/2008 13:59:03					Page : 1	
Selected Period : Date Range :01/06/2008 - 17/06/2008		Current Trading Date : 17/06/2008						
Selected Waitron : 0000 ALL Waitrons								
	Theoretical CkIn Date	Theoretical CkOut Date	Actual CkIn Date	Actual CkOut Date	Shift Close Date & Time	E.O.D Sequence Number	Shift Trading Date	Shift Hours
1	Supervisor							
	02/06/2008	02/06/2008	02/06/2008 08:59:24	03/06/2008 16:26:26	03/06/200 16:26:26	14	02/06/2008	0.00
	03/06/2008 16:27:23	30/12/1899	03/06/2008 16:27:23	30/12/1899		15	03/06/2008	0.00
	04/06/2008 08:00:00	04/06/2008 23:59:00	30/12/1899	05/06/2008 08:31:01	05/06/200 08:31:01	15	04/06/2008	15.58
	05/06/2008 08:00:00	05/06/2008 23:59:00	05/06/2008 09:02:33	06/06/2008 08:48:24	06/06/200 08:48:24	16	05/06/2008	15.58
	06/06/2008 08:00:00	06/06/2008 23:59:00	06/06/2008 08:49:50	10/06/2008 13:10:59	10/06/200 13:10:59	17	06/06/2008	15.58
	10/06/2008 08:00:00	10/06/2008 23:59:00	10/06/2008 13:11:45	11/06/2008 08:39:20	11/06/200 08:39:20	18	10/06/2008	15.58
	11/06/2008 08:00:00	11/06/2008 23:59:00	11/06/2008 08:40:37	12/06/2008 09:58:18	12/06/200 09:58:18	19	11/06/2008	15.58
	12/06/2008 08:00:00	12/06/2008 23:59:00	12/06/2008 10:15:44	13/06/2008 08:59:50	13/06/200 08:59:50	20	12/06/2008	15.58
	13/06/2008 08:00:00	13/06/2008 23:59:00	13/06/2008 09:01:53	17/06/2008 09:20:19	17/06/200 09:20:19	21	13/06/2008	15.58
	17/06/2008 08:00:00	17/06/2008 23:59:00	17/06/2008 09:21:28	17/06/2008 11:22:51	17/06/200 11:22:51	22	17/06/2008	15.58
								124.64
2	Emily Rose							
	30/12/1899	03/06/2008 16:26:59	30/12/1899	03/06/2008 16:26:59	03/06/200 16:26:59	14	02/06/2008	0.00
	30/12/1899	05/06/2008 09:02:16	30/12/1899	05/06/2008 09:02:16	05/06/200 09:02:16	15	04/06/2008	0.00
	30/12/1899	06/06/2008 08:49:31	30/12/1899	06/06/2008 08:49:31	06/06/200 08:49:31	16	05/06/2008	0.00
	30/12/1899	10/06/2008 13:11:29	30/12/1899	10/06/2008 13:11:29	10/06/200 13:11:29	17	06/06/2008	0.00
	30/12/1899	11/06/2008 08:40:21	30/12/1899	11/06/2008 08:40:21	11/06/200 08:40:21	18	10/06/2008	0.00
	30/12/1899	12/06/2008 09:59:04	30/12/1899	12/06/2008 09:59:04	12/06/200 09:59:04	19	11/06/2008	0.00
	30/12/1899	13/06/2008 09:00:50	30/12/1899	13/06/2008 09:00:50	13/06/200 09:00:50	20	12/06/2008	0.00
	30/12/1899	17/06/2008 09:21:04	30/12/1899	17/06/2008 09:21:04	17/06/200 09:21:04	21	13/06/2008	0.00
	30/12/1899	17/06/2008 11:23:24	30/12/1899	17/06/2008 11:23:24	17/06/200 11:23:24	22	17/06/2008	0.00
	17/06/2008 12:41:36	17/06/2008 12:51:17	17/06/2008 12:41:39	17/06/2008 12:51:18	17/06/200 12:51:18	23	17/06/2008	0.09
								0.09

End of Report

TAX REPORT

The tax report reads all the entries made on the entire system and is not dependent on the actual values on the vat input and output accounts. Only those entries made with vat rate of 1..9 will be recorded. The Tax Report will Display the All Entry Types, Stock Sales & Credit Notes, Stock Purchased & Returns, Expenses, Debtor Journals, Creditor Journals, or Vat Output Entries tax details.

Reports Software by IQRetail (Pty)Ltd.

Version : 1.2.9
Registered To IQ RETAIL
Company : 001 IQ Training Demo Data
Till #: 1 Till Number 1 Sales Outlet : 001 [Supervisor - User 1] (1)

F1 Point of Sale Reports
F2 Trading Reports
F3 Staff & Waitron Reports
F4 **TAX Report**
F5 Menu Report

Tue, Nov 15, 2011, 12:39:19 PM ESC Previous Menu

Tue, Nov 15, 2011, 12:39:19 PM C:\IQREST\001 Trading Date :15/11/2011 www.iqretail.co.za

TAX Report

A Report Type: Detailed Report
B Start Date: 15/11/2011
C End Date: 15/11/2011
D Sequence: Default
E Stock Details: Summarised

E TAX Reporting Details

Available Details
 ALL Entry Types
 Stock Sales & Credit Notes
 Stock Purchases & Returns
 Expenses
 Debtor Journals
 Creditor Journals
 VAT Output Entries

F6 Preview F7 Design F9 Print

PREVIEW TAX REPORT

REPORT TYPE

Choose between the Details and Summary Tax Report.

START DATE

Choose the Start date for the Tax Reports.

END DATE

Choose the Start date for the Tax Reports.

SEQUENCE

Sort by Date or Reference.

STOCK DETAILS

Choose between the Detailed or Summarised Stock Details.

TAX REPORTING DETAILS

Choose between the All Entry Types, Stock Sales & Credit Notes, Stock Purchased & Returns, Expenses, Debtor Journals, Creditor Journals, or Vat Output Entries tax details Reporting details.

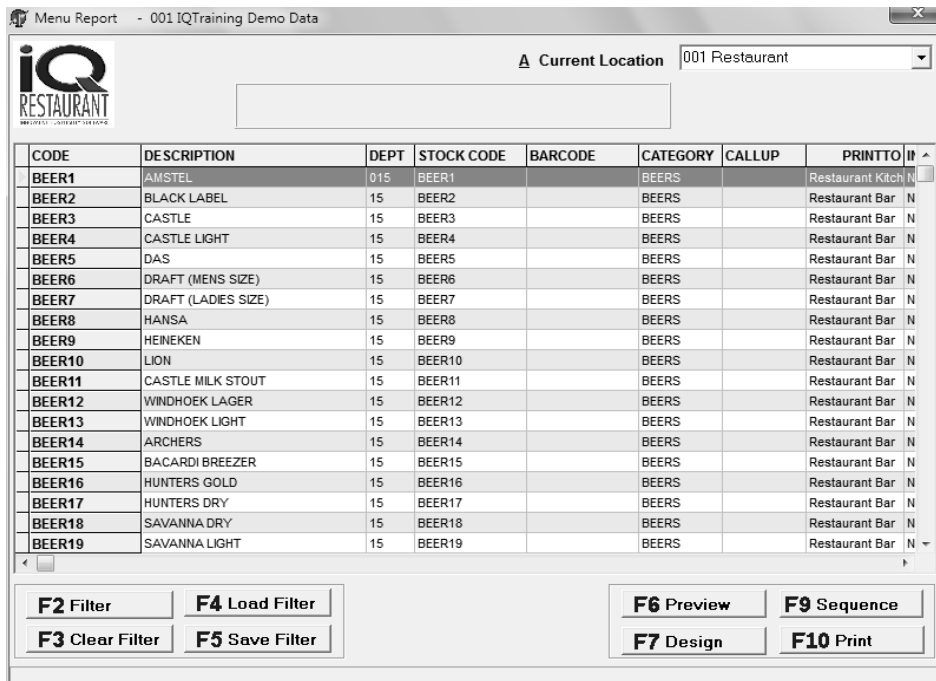
Test Company - Lisa		Detailed Tax Report as at 18/06/2008 08:54:07			Page1			
(15/06/2008 - 18/06/2008)								
Date	Cde Reference	Orderflum	Account GL Acc	Rate	Inclusive Output Amount	Output TAX	Inclusive Input Amount	Input TAX
17/06/2008	IN Sale [1-36]			1	170.00	20.88	0.00	0.00
17/06/2008	IN Sale [1-37]			1	326.84	40.14	0.00	0.00
17/06/2008	IN Sale [1-38]			1	183.68	22.56	0.00	0.00
17/06/2008	IN Sale [1-39]			1	142.80	17.54	0.00	0.00
17/06/2008	IN Sale [1-40]			1	72.80	8.94	0.00	0.00
17/06/2008	IN Sale [1-41] Taurus (Pty) Ltd		TAU001	1	666.14	81.81	0.00	0.00
17/06/2008	IN Sale [1-42]	NOCHARGE		1	170.00	20.88	0.00	0.00
17/06/2008	IN Sale [1-43]			1	199.64	24.52	0.00	0.00
17/06/2008	IN Sale [1-44]			1	50.00	6.14	0.00	0.00
17/06/2008	IN Sale [1-45]			1	250.00	30.70	0.00	0.00
17/06/2008	IN Sale [1-46]			1	319.30	39.21	0.00	0.00
17/06/2008	IN Sale [1-47] Taurus (Pty) Ltd		TAU001	1	130.00	15.96	0.00	0.00
17/06/2008	IN Sale [1-48]			1	560.00	68.77	0.00	0.00
17/06/2008	IN Sale [1-49]			1	589.64	72.41	0.00	0.00
17/06/2008	IN Sale [1-50]			1	170.00	20.88	0.00	0.00
17/06/2008	IN Sale [1-51]			1	170.00	20.88	0.00	0.00
17/06/2008	IN Sale [1-52]			1	622.80	76.48	0.00	0.00
17/06/2008	IN Sale [1-53]			1	150.00	18.42	0.00	0.00
17/06/2008	IN Sale [1-54]			1	220.00	27.02	0.00	0.00
17/06/2008	IN Sale [1-55]			1	220.00	27.02	0.00	0.00
17/06/2008	IN Sale [1-56]			1	170.00	20.88	0.00	0.00
17/06/2008	IN Sale [1-57]			1	200.00	24.56	0.00	0.00
17/06/2008	IN Sale [1-58]			1	552.80	67.89	0.00	0.00
17/06/2008	IN Sale [1-59] Taurus (Pty) Ltd		TAU001	1	386.68	47.49	0.00	0.00
17/06/2008	IN Sale [1-60]			1	250.00	30.70	0.00	0.00
17/06/2008	IN Sale [1-61]			1	220.00	27.02	0.00	0.00
17/06/2008	IN Sale [1-62]			1	130.00	15.96	0.00	0.00
Summary					7293.12	895.64	0.00	0.00

MENU REPORT

The Menu Report will Display the Menu Code, Description, Stock Code, Category, Department, Instruction and Price.



Select F6 Preview.



MENU REPORT AMENDMENT DETAILS

FILTER

The F2 Filter button will display the filter feature, which allows user to filter records for certain criteria.

CLEAR FILTER

Used this button to clear a created filter

LOAD FILTER

Used this button to load a saved filter

SAVE FILTER

Used this button to save a filter

PREVIEW

Choose F6 Preview to display the report on the screen before printing.

DESIGN

Choose F7 to change the Design of the report.

PRINT

Choose F10 to Print the selected report.

SEQUENCE

Sort by Code, Call up, Stock Code, Category and Bar Code.

Test Company - Lisa		Menu Report as at		18/06/2008 09:06:08		Page : 1	
Menu Code	Description	Stock Code	Category	Dept.	Links To	Instruct.	Price
002000001	Fanta single	1010	002	001		No	6.50
002000002	Fanta - 24 Case	1011	002	001		No	150.00
002000003	Coke - Single	1002	002	001		No	6.84
002000004	Coke - Case (24)	1001	002	001		No	80.00
002000005	Coke - 6 Pack	1003	002	001		No	22.80
003000001	Cheese Burger	1008	003	002	004	No	50.00
003000002	Steak 100gm	2002	003	003		No	120.00
004000001	Medium		004			Yes	0.00
004000002	With Chips		004			Yes	0.00
MAIN000001	IQ BURGERS		MAIN	001	003	No	0.00
MAIN000002	IQ BEVERAGE		MAIN		002	No	0.00
MAIN000003	IQ MODS		MAIN		004	No	0.00
End of Report							

REPORT AND DOCKET SAMPLES

X-REPORT

IQ RESTAURANT SYSTEM
 CARPE DIEM OFFICE PARK
 TECHNOPARK
 STELLENBOSCH
 7600
 021-8800420
 021-8800420
 00000TAXNUM0000

Report ID : X-Report Specific Till.
 For : Outlet RES Till 1
 From Till : 1
 Date Printed : 14/01/2002
 Time Printed : 12:52:58
 User : 1 Manager

First Sale		1
Last Sale		1
	NO	AMOUNT
SALES		
Cash	2	245.14
Am Express	1	421.00
MasterCard	1	102.00
Visa	1	390.99
Cheque	1	221.00
Coupon	1	30.00
Debit Card	1	39.87
Discount	1	50.00
TOTAL SALES	9	1500.00

REFUNDS, TIPS & STAFF MEALS

CASH REFUNDS	0	0.00
ACCOUNT REFUNDS	0	0.00
CREDIT CARD REFUNDS	0	0.00
STAFF MEALS	0	0.00
TIPS	0	0.00
TOTAL	0	0.00

NETT SALES 9 1500.00

OTHER RECEIPTS

ACCOUNT PAYMENTS	0	0.00
TOTAL RECEIPTS	0	0.00

PETTY CASH

PETTY CASH IN	0	0.00
PETTY CASH OUT	0	0.00

PETTY CASH NETT 0 0.00
TOTAL TRANSACTIONS 9 1500.00

Cash	2	245.14
Am Express	1	421.00
Credit Card	0	0.00
MasterCard	1	102.00
Visa	1	390.99
Cheque	1	221.00
Debit Card	1	39.87

BANKABLE TOTAL 7 1420.00

Account	0	0.00
Coupon	1	30.00
Discount	0	0.00
Discount	1	50.00
Discount 10%	0	0.00
Discount 2.5%	0	0.00
Discount 20%	0	0.00
Discount 5%	0	0.00
Staff Meal	0	0.00
Tip / Gratuity	0	0.00
Tip 10%	0	0.00
Specify Tip	0	0.00

NON BANKABLE TOTAL 2 80.00

TOTAL TENDERS 9 1500.00

BALANCE CHECK 0.00

VOIDED SALES

TOTAL TRANSACTIONS 0 0.00

LINE DISCOUNTS

TOTAL LINE DISCOUNT 0.00

GROSS PROFIT 100.00% 1315.79

END OF REPORT

DOCUMENT REPRINT

IQ RESTAURANT POS SYSTEM
 TECHNOPARK
 STELLENBOSCH
 021-880-0420

**** D.O.C.U.M.E.N.T R.E.P.R.I.N.T ****

Cash Sale

14/01/2002 13:27:02 1 Manager

Document No.: 0000001 Till :1

Description	Qty	Price	Value
SODA WATER 200ML	1	2.65	2.65
GARLIC BREAD	1	6.50	6.50
CASILE	1	3.50	3.50
DROSTY LATE HARVEST	1	11.20	11.20
FISH & CHIPS	1	13.50	13.50
BONAQUA STILL 1.5L	1	6.00	6.00
		Sub-Total	55.59
		Tip / Gratuity	10.00
		Sub-Total	65.59
		Cash	75.00
		Change	9.41

Included Uatable Amount @14.00% 191.99

Thank you.
 Come back soon !

WAITRON SHIFT CLOSE

IQ RESTAURANT SYSTEM
 CARPE DIEM OFFICE PARK
 TECHNOPARK
 STELLENBOSCH
 7600
 021-8800420

021-8800420
 00000TAXNUM0000

Report ID : Waitron Shift End Report
 From Till : All Outlets
 From Till : 1
 Date Printed : 14/01/2002
 Time Printed : 13:02:24
 Prev.Shift Close: 30/12/1899
 Select Waitron : 1 Manager
 Current User : 1 Manager

Source ID	Guests	Sale No.	Time	Value
Outlet : RES IQ RESTAURANT SYSTEM				
Till No. : 1				
C0000001	0	1	12:30	1500.00
				1500.00

Commission Summary

Nett Food Sales : 0.00
 Nett Beverage Sales : 0.00

Beverage. Comm @	0%	0.00
Food Comm @	0%	0.00

	COUNT	AMOUNT
SALES		
Cash	2	245.14
Am Express	1	421.00
MasterCard	1	102.00
Visa	1	390.99
Cheque	1	221.00
Coupon	1	30.00
Debit Card	1	39.87
Discount	1	50.00
TOTAL SALES	9	1500.00

TIPS

TOTAL TIPS 0 0.00

VOIDED SALES

TOTAL TRANSACTIONS 0 0.00

- C/Card Charges	1	0.00
+ Nett Tips	0	0.00
+ Wages	1	0.00
+ Commissions	1	0.00
- Allowance Overs	1	0.00
TOTAL TIPS	0	0.00

VOIDED SALES

TOTAL TRANSACTIONS 0 0.00

- C/Card Charges	1	0.00
+ Nett Tips	0	0.00
+ Wages	1	0.00
+ Commissions	1	0.00
- Allowance Overs	1	0.00

= Total Earnings 1 0.00

Total Sales	9	1500.00
- Non Cash	1	1254.86
- Total Earnings	1	0.00

= Cash To be Paid IN by Waitron 1 245.14

Waiter :

Manager :

SLIP/TAX INVOICE

ACCOUNT RECEIPT

DELIVERY SLIP

THE RED BARON
101 Long Street
1st Floor
Cape Town

(021) 55123212

VAT # : 52342332

24/01/2002 16:13:26 1 Manager

Table :00007 Covers :5
Document No.:0000086 Till :1

Description	Qty	Price	Value
HAMBURGER - WITH CH	1	14.00	14.00
CHEESEBURGER WITH C	1	16.00	16.00
AMSTEL	1	5.00	5.00
GRACA	1	14.60	14.60
MINI BREAKFAST	1	19.50	19.50
ENERGY BLUE BERRY 5	1	5.46	5.46
TOY STORY 2	1	2.50	2.50
ICE-CREAM WITH CHOC	1	6.50	6.50

Sub-Total 83.56
Tip 10% 8.36
Sub-Total 91.92
Cash 100.00

Change 8.08

V.A.T Amount @ 14% 10.25

Thank you.
Come back soon !

THE RED BARON
101 Long Street
1st Floor
Cape Town

(021) 55123212

VAT # : 52342332

ACCOUNT RECEIPT

24/01/2002 17:27:12 1 Manager

Receipt No. :0000005
Document No.:0000093 Till :1

Account Number : 000002
Surname : Smith
Initials :
Title :
Address : 34 Plain Street
: Somerset West
: 7130

Telephone Number : 8527488

Account Payment 20.00
Cash 20.00

Outstanding Balance 13.70
Credit Limit 0.00
Open to Buy 0.00

.....
Cashier Signature Customer Signature

.....
Cashier Name Customer Name

Thank you.
Come back soon !

THE RED BARON
101 Long Street
1st Floor
Cape Town

(021) 55123212

VAT # : 52342332

24/01/2002 16:17:29 1 Manager

T/Away Order:0000115 Covers :0
Document No.:0000088 Till :1

Customer : Koos
Smith
8527488
34 Plain Street
Somerset West
7130

8527488
Order Time :16:17
Order Type :DELIVERY

Description	Qty	Price	Value
HAMBURGER - WITH CH	1	14.00	14.00
SAVANNA	1	5.00	5.00
CHEESEBURGER NO CHI	1	13.00	13.00
COLD MEAT & SALADS	1	20.00	20.00

Sub-Total 52.00
Cash 60.00

Change 8.00

V.A.T Amount @ 14% 6.39

Thank you.
Come back soon !

ORDER

PROFORMA INVOICE

INVOICE SPLIT BILL

----- Start of Order -----

Table :000007 Covers :5
 Waiter :1 Manager

24/01/2002 16:12:47

Qty Description

1 x HAMBURGER - WITH CHIPS
 well done

1 x CHEESEBURGER WITH CHIPS
 no onion rings

1 x AMSTEL
 1 x GRACA
 tall glass

1 x MINI BREAKFAST
 1 x ENERGY BLUE BERRY 500ML
 1 x TOY STORY 2
 1 x ICE-CREAM WITH CHOC SAUCE

----- End of Order -----

----- Start of Order -----

Table :000016 Covers :3
 Waiter :1 Manager

24/01/2002 16:14:43

Qty Description

1 x HAMBURGER - NO CHIPS
 1 x BONAQUA STILL 1.5L
 1 x HAM & TOMATO
 1 x CURRY & RICE
 1 x TROPIQUE SLUSH BLUE BERRY
 1 x DROSTY PREMIER GRAND CRU 500ML
 1 x FANTA ORANGE 500ML
 1 x TEA/COFFEE
 1 x TEA/COFFEE

----- End of Order -----

THE RED BARON
 101 Long Street
 1st Floor
 Cape Town

(021) 55123212

VAT # : 52342332

PROFORMA INVOICE

24/01/2002 16:13:19 1 Manager

Table :000007 Covers :5
 Till :1

Description	Qty	Price	Value
HAMBURGER - WITH CH	1	14.00	14.00
CHEESEBURGER WITH C	1	16.00	16.00
AMSTEL	1	5.00	5.00
GRACA	1	14.60	14.60
MINI BREAKFAST	1	19.50	19.50
ENERGY BLUE BERRY 5	1	5.46	5.46
TOY STORY 2	1	2.50	2.50
ICE-CREAM WITH CHOC	1	6.50	6.50

Sub-Total 83.56

Gratuity (Thank You) R.....

TOTAL R.....

V.A.T Amount @ 14% 10.25
 Included Vatable Amount 83.56

Thank you.
 Come back soon !

THE RED BARON
 101 Long Street
 1st Floor
 Cape Town

(021) 55123212

VAT # : 52342332

PROFORMA INVOICE - SPLIT BILL

24/01/2002 16:15:26 1 Manager

Table :000016 Covers :3
 Till :1

Description	Qty	Price	Value
HAMBURGER - NO CHIP	1	11.00	11.00
BONAQUA STILL 1.5L	1	6.00	6.00
HAM & TOMATO	1	8.00	8.00
HUNTERS DRY	1	5.00	5.00
FANTA ORANGE 500ML	1	3.90	3.90

Total for Guest 1 33.90

CURRY & RICE	1	17.50	17.50
TROPIQUE SLUSH BLUE	1	4.50	4.50
SMIRNOFF ICE	1	7.20	7.20
TEA/COFFEE	1	3.75	3.75

Total for Guest 2 32.95

HUNTERS DRY	1	5.00	5.00
DROSTY PREMIER GRAN	1	11.70	11.70
TEA/COFFEE	1	3.75	3.75

Total for Guest 3 20.45

Sub-Total 87.30

Gratuity (Thank You) R.....

TOTAL R.....

V.A.T Amount @14.00% 10.71
 Included Vatable Amount 87.30

Thank you.
 Come back soon !

SYSTEM INTEGRATION



CHAPTER 15

SYSTEM INTEGRATION

Over the next few pages a visual explanation will be given depicting the integration of the various modules with each other and the general ledger. The examples that are used are from the course exercises.

THIS IS THE LIST OF THE INTEGRATION PROCESSES:

- Stock Invoicing
- Stock Credit Note
- Stock Goods Receiving
- Stock Returned Good
- Stock Adjustment

STOCK INVOICING INTEGRATION

This is the general flow of a Stock Invoice and the accounts that will be affected.

Stock Invoicing

Account No: ABC001
B Name: ABC Stores (Pty) Ltd
Postal Address: PO Box 123, Johannesburg

Invoice Date: 18/11/2011
Invoice Number: Courier
Delivery Method: 23 Ollivant Road, Johannesburg

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
BEV13	200ML APPLETZER	1	45.5500	10.000	0.00	55.9386	455.50
BEV14	200ML COKE	1	3.5000	5.000	0.00	2.1491	17.50
BEV17	200ML GINGER ALE	1	3.5000	3.000	0.00	1.2895	10.50
				0.000	0.00	0.0000	0.00

Goods Total: 483.50
Discount Amnt: 24.18
Vat Amount: 56.41
Invoice Total: 459.33

F9 Process and Preview

Debtors Enquiries

Date	Reference	Till	Order #	Sale Item	Rep	Age	Tax	Debit	Credit	Balance
06/09/2011	IN Invoice					0	1	R 500.00	R 0.00	R 500.00
13/09/2011	BF Balance Forward					0	1	R 0.00	R 1 000.00	R 1 500.00
10/10/2011	IN Sale1-2					2	1	R 13.26	R 108.00	R 121.26
03/11/2011	IN Sale1-12					12	1	R 30.00	R 35.00	R 65.00
15/11/2011	IN Sale1-26					26	1	R 9.33	R 76.00	R 85.33
15/11/2011	IN Sale1-27					27	1	R 17.13	R 139.50	R 156.63
15/11/2011	IN BF Sale1-28					28	1	R 16.70	R 29.20	R 45.90
16/11/2011	IN INV1					0	1	R 53.14	R 42.73	R 103.87
17/11/2011	IN INV2					42	1	R 3.62	R 29.50	R 33.12
17/11/2011	IN INV3					0	1	R 54.37	R 42.70	R 117.07
17/11/2011	IN INV3					0	1	R 56.41	R 459.33	R 515.74

Totals: 5,903.95 | 25,000.00 | 30 DAYS | 5,903.95

Stock Enquiries

Date	Reference	Order	Till	Loc	Rep	Disc	Cost	Profit	Quantity	Amount
15/11/2011	IN Sale1-30	1	0001	1	0001	0.00%	15.05	26.95	6,000	44.00
15/11/2011	IN Sale1-30	1	0001	1	0001	0.00%	60.21	24.79	24,000	86.00
15/11/2011	TO EDD Total Issue	1	0001	0	0001	0.00%	0.00	0.00	16,000	30.11
15/11/2011	TO EDD Recd [001]	1	0001	0	0001	0.00%	0.00	0.00	12,000	40.16
15/11/2011	TO EDD C/Ch 10	0	0001	0	0001	0.00%	2.51	0.00	10,000	25.10
15/11/2011	TO EDD Total Issue	1	0001	0	0001	0.00%	0.00	0.00	24,000	185.74
15/11/2011	TO EDD Recd [001]	1	0001	0	0001	0.00%	0.00	0.00	12,000	30.12
15/11/2011	TO EDD C/Ch 10	0	0001	0	0001	0.00%	0.00	0.00	10,000	25.10
15/11/2011	VO EDD C/Ch 1	1	0001	0	0001	0.00%	0.00	0.00	46,800	120.48
15/11/2011	VO EDD C/Ch 1	1	0001	0	0001	0.00%	0.00	0.00	24,000	60.24
17/11/2011	IN INV2	1	0001	1	0001	0.00%	25.10	354.48	10,000	379.58
17/11/2011	IN INV3	1	0001	1	0001	0.00%	25.10	354.48	10,000	379.58

NOTE: In all instances, the Stock Control Account is involved. A Stock Invoice will credit the Vat Output Account.

STOCK CREDIT NOTE INTEGRATION

This is the general flow of a Credit Note Invoice and the accounts that will be affected.

Stock Credit Note

A Account No: ABC001
B Name: ABC Stores (Pty) Ltd
C Postal Address: PO Box 123, Johannesburg
D Delivery Address: 23 Ollant Road, Johannesburg
E TAX Method: 1489
F Invoice Date: 18/11/2011
G Credit Note Num.:
H Delivery Method:
I Delivery Date:
J Order Number:
K Delivery Note No:
L Use Layout No: Standard
M Comments:
N Items: Inclusive, Exclusive

Debtors Enquiries

Date	Reference	Till/Order#	Sale/Item#	Rep	Age	Tax	Debit	Credit	Balance
13/09/2011	BF Balance Forward	1	0	160 Days	R.00	R.1000.00	R.0.00	R.0.00	R.4158.00
10/10/2011	IN Sale(1-12) - 00001	1	2	130 Days	R.13.26	R.108.00	R.0.00	R.0.00	R.4286.00
03/11/2011	IN Sale(1-12) - 00001	1	12	130 Days	R.4.30	R.35.00	R.0.00	R.0.00	R.4301.00
15/11/2011	IN Sale(1-28) - 00003	1	26	130 Days	R.9.33	R.76.00	R.0.00	R.0.00	R.4377.00
15/11/2011	IN Sale(1-27) - 00011	1	27	130 Days	R.17.13	R.139.50	R.0.00	R.0.00	R.4516.50
15/11/2011	IN BF Sale(1-28) - 00002	1	28	130 Days	R.16.70	R.29.20	R.0.00	R.0.00	R.4545.70
16/11/2011	IN BV1	1	0	1 Current	R.53.14	R.432.73	R.0.00	R.0.00	R.4978.43
17/11/2011	IN Sale(1-42) - 00004	1	42	1 Current	R.3.62	R.29.50	R.0.00	R.0.00	R.5007.93
17/11/2011	IN BV2	1	12122	1 Current	R.54.37	R.442.70	R.0.00	R.0.00	R.5450.63
17/11/2011	IN BV2	1	11154	1 Current	R.66.41	R.66.41	R.0.00	R.0.00	R.5517.04
17/11/2011	IN CRN1	1	0	1 Current	R.15.94	R.0.00	R.129.82	R.0.00	R.5780.14

Totals
 Total Outstanding: 5780.14
 Credit Limit: 25000.00
 Unallocated: 0.00

Stock Enquiries

Date	Reference	Order	Till/Loc	Reg	Disc	Cost	Profit	Quantity	Amount
16/11/2011	IN Sale(1-38)	1	1001	1	0.00%	60.21	25.79	24.000	86.00
16/11/2011	TI EDD Total Issue	1	1001	0	0.00%	0.00	0.00	12.000	30.11
16/11/2011	TI EDD Rev(001)	1	1001	0	0.00%	0.00	0.00	16.000	40.16
16/11/2011	AJ EDD C/CK/10	01H(0@2.51)	1	1001	0	0.00%	2.51	0.000	25.10
16/11/2011	TI EDD Total Issue	1	1001	0	0.00%	0.00	0.00	74.002	183.74
16/11/2011	TI EDD Rev(001)	1	1002	0	0.00%	0.00	0.00	12.000	30.12
16/11/2011	TI EDD C/CK/10	01H(0@2.51)	1	1002	0	0.00%	2.51	0.000	25.10
16/11/2011	TI EDD Rev(001)	1	1002	0	0.00%	0.00	0.00	14.000	35.14
16/11/2011	TI EDD C/CK/10	01H(0@2.51)	1	1002	0	0.00%	2.51	0.000	25.10
16/11/2011	TI EDD Rev(001)	1	1002	0	0.00%	0.00	0.00	49.000	123.48
17/11/2011	IN BV2	12122	1	1001	1	0.00%	25.10	354.48	1000.00
17/11/2011	AJ 01H(0@2.51)	1	1001	1	0.00%	2.51	0.00	615.012	1543.65
17/11/2011	IN BV2	11154	1	1001	1	0.00%	25.10	354.48	1000.00
17/11/2011	IN CRN1	1	1001	1	0.00%	7.53	108.34	3.000	118.87

NOTE: In all instances, the Stock Control Account is involved. A Stock Credit Note will debit the Vat Output Account.

STOCK GOODS RECEIVING INTEGRATION

This is the general flow of a Stock Goods Receive voucher and the accounts that will be affected.

Stock Goods Receiving

Goods Received

A Account No XYZ001 **B Name** XYZ Wholesalers (Pty) Ltd

C Postal Address
PO Box 111
Stellenbosch
7600

E TAX Method Exclusive

F Invoice Date 18/11/2011

G GRV Number 1

H Delivery Method Courier

I Delivery Date 22/11/2011

J Order Number 2454

K Delivery Note No 98

L Use Layout No Standard

M Comments

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
BEV13	200ML APPLETZER	1	5.6000	20.000	0.00	13.7544	112.00
BEV31	340ML ICE TEA	1	4.9500	28.000	0.00	17.0211	138.60
BEV32	340ML LEMON TWIST	1	4.0000	15.000	0.00	7.3684	60.00
BEV35	340ML SPRITE	1	5.6000	19.000	0.00	13.0667	106.40
BEER1	AMSTEL	1	8.9000	24.000	0.00	26.2316	213.60
BEV21	200ML MINERAL WATER	1	5.6000	1.000	0.00	0.6877	5.60

F9 Process and Preview **F10 Process and Print**

Use the Up and Down arrow keys to select an Item and press Enter to Edit / Add

Creditors Enquiries

001:IQ:Training Demo Data - Enquiries for Account:

XYZ001
XYZ Wholesalers (Pty) Ltd
PO Box 111
Stellenbosch
7600

Telephone 1
Telephone 2
Fax Number
Email

Last Payment Amount
Balance B/F

16/11/2011 42.90
6200.00

Date	Reference	Till Order #	Sale/Inv	Rep	Age	Tax	Debit	Credit	Balance
01/09/2011	IN BF 445	1	0		1 30 Days	R 307.02	R 0.00	R 1700.00	R 700.00
01/10/2011	IN Invoice	1	0		1 30 Days	R 184.21	R 0.00	R 1500.00	R 2300.00
16/11/2011	IN Invoice	1	0		1 30 Days	R 491.23	R 0.00	R 4000.00	R 6200.00
16/11/2011	IN GRV454	1	0		1 Current	R 5.27	R 0.00	R 42.90	R 6242.90
17/11/2011	IN GRV1	1	2454		1 Current	R 78.13	R 0.00	R 636.20	R 6879.10
Totals							42.90	6 873.10	6 836.20

Total Outstanding 6 836.20
Credit Limit 0.00
Unallocated 0.00

F2 Search **F3 Print Document** **F4 Balances** **F8 Allocations** **F9 Adv Note**

Stock Enquiries

001:IQ:Training Demo Data - Stock Enquiries

200ML APPLETZER

Item Code BEV13
Pack Size 1.0000
Department 001
Group Code SALADS
Storage Location 0.000
Sales Orders 0.000
Purchase Orders 0.000
Transfer Out 0.000
Last Sale 17/11/2011

Date	Reference	Order	Till Loc	Rep	Disc	Cost	Quantity	Profit	Amount
16/11/2011	TI EOD Total Issue	1.001	0		0.00%	0.00	0.00	12.000	30.11
16/11/2011	TI EOD Recvd (001)	1.001	0		0.00%	0.00	0.00	16.000	40.16
16/11/2011	AJ EOD C/Ch 10	0.001	082.51		0.00%	2.51	0.00	10.000	25.10
16/11/2011	TI EOD Total Issue	1.001	0		0.00%	0.00	0.00	74.002	188.74
16/11/2011	TI EOD Recvd (001)	1.002	0		0.00%	0.00	0.00	12.000	30.12
16/11/2011	TI EOD Recvd (001)	1.002	0		0.00%	0.00	0.00	10.000	25.10
16/11/2011	WO EOD C/Ch 8	0.001	282.51		0.00%	0.00	0.00	14.000	35.14
16/11/2011	TI EOD Recvd (001)	1.002	0		0.00%	0.00	0.00	48.000	120.48
16/11/2011	WO EOD C/Ch 1	0.001	282.51		0.00%	0.00	0.00	24.000	60.24
17/11/2011	IN INV2	1.001	1		0.00%	25.10	54.48	10.000	379.98
17/11/2011	AJ DJH:95:001682	0.001	509.51		0.00%	2.51	0.00	615.002	1543.95
17/11/2011	IN INV3	1.001	1		0.00%	25.10	54.48	10.000	379.98
17/11/2011	IN GRV1	1.001	0		0.00%	0.00	0.00	30.000	113.67
Totals							106.34	20.000	532.82

On Hand Stock Retail Cost Pricing
Opening Stock 24.988
+ Purchases 25.998
Branch Transfers 60.998
Value Off 38.998
Location Transfers -30.998
Adjustments 655.998
Receipts 0.998
PDS Values 0.998
Current Stock 556.998

Stock Holding Daily Recm. Stock Holding Totals
Current Transactions Historical Transactions Report to Items Menu Link Details Menu Pricing
Menu Link Details Menu Pricing
Stock Holding Monthly Recm. Stock Holding Monthly Recm.

F2 Locate **F3 Cost Levels** **F5 Document** **F6 Print Detail** **F7 Design Report**

NOTE: In all instances, the Stock Control Account is involved. A Stock Goods Receiving will debit the Vat Input Account.

IQ Retail (Pty) Ltd © 2011

Chapter 15 – System Integration

699

STOCK RETURNED GOODS INTEGRATION

This is the general flow of a Returned Goods and the accounts that will be affected.
NOTE: In all instances, the Stock Control Account is involved. A Stock Returned Goods will credit the Vat Input Account.

Stock Returned Goods

Return to Supplier

A Account No XYZ001 **B** Name XYZ Wholesalers (Pty) Ltd **E** Invoice Date 18/11/2011

C Postal Address PO Box 111 Stellenbosch **D** Delivery Address **H** Delivery Method **I** Delivery Date **J** Order Number **K** Delivery Note No **L** Use Layout No Standard

E TAX Method Inclusive **M** Comments

N Items

Item	Description	TAXRate	Unit Price	Quantity	Disc %	TAX Value	Total
BEV13	200ML APPLETIZER	1	5.6000	5.000	0.00	3.4386	28.00

F3 Amendments **F9** Process and Preview **F10** Process and Print

Use the Up and Down arrow keys to select an Item and press Enter to Edit / Add

Creditors Enquiries

XYZ001
 XYZ Wholesalers (Pty) Ltd
 PO Box 111
 Stellenbosch
 7600

Telephone 1
 Telephone 2
 Fax Number
 Email

Last Payment Amount
 Balance B/F

18/11/2011 42.30
 6300.00

View History File

Date	Reference	In	BF	445	Sales/Item	Rep	Age	Tax	Debit	Credit	Balance	
01/09/2011	IN	BF	445	1	0	1	30 Days	R 307.02	R 0.00	R 700.00	R 700.00	
01/10/2011	IN	Invoice		1	0	1	30 Days	R 184.21	R 0.00	R 1 500.00	R 2 200.00	
18/11/2011	IN	Invoice		1	0	1	30 Days	R 491.23	R 0.00	R 4 000.00	R 6 200.00	
18/11/2011	IN	GRV4654		1	0	1	Current	R 5.27	R 0.00	R 42.90	R 6 242.90	
18/11/2011	PM	GRV4654		1	0	1	Current	R 0.00	R 0.00	R 42.90	R 6 200.00	
17/11/2011	IN	GRV1		1	2454	0	1	Current	R 78.13	R 0.00	R 632.20	R 6 832.20
17/11/2011	CR	RT31		1		0	1	Current	R 3.44	R 28.00	R 0.00	R 6 804.20

Totals 6.888.20 70.90 6.879.10 6.888.20

Total Outstanding 6.888.20 **F2** Search **F3** Print Document **F4** Balances **F8** Allocations **F9** Adv Note

Credit Limit 0.00

Terms 0.00

Unallocated 0.00

Use the Up/Down arrow keys or use the scroll bar to scroll. Press ENTER or double click with the mouse on the highlighted transaction for more detail

Stock Enquiries

001 IQ Training Demo Data - Stock Enquiries

Item Code BEV13
 Pack Size 1.0000
 Department 001
 Storage Location SALAOS
 Sales Orders 0.000
 Purchase Orders 0.000
 Transfer Out 0.000
 Last Sale 17/11/2011

On Hand (Picon) 1.0000
 Opening Stock 35.7638
 Purchases 60.308
 Sales 0.308
 Write Offs 38.308
 Location Transfers -0.002
 Adjustments 65.382
 Receipts 0.008
 POU Values 0.008
 Current Stock 581.888

Menu Link Details
 Stock Holding Monthly Picon
 Report to Items

Date	Reference	Order	Unit Price	Rep	Disc	Quantity	Amount
15/11/2011	TI	EOD Recvd (001)	1.001	0	0.00%	0.00	0.00
15/11/2011	AI	EOD C/Ch 10	0.008251	1.001	0	0.00%	2.81
15/11/2011	TO	EOD Total Issue	1.002	0	0.00%	0.00	0.00
15/11/2011	TI	EOD Recvd (001)	1.002	0	0.00%	0.00	0.00
15/11/2011	WO	EOD C/Ch 8	0.008251	1.002	0	0.00%	0.00
15/11/2011	TI	EOD Recvd (001)	1.002	0	0.00%	0.00	0.00
15/11/2011	WO	EOD C/Ch 1	0.008251	1.002	0	0.00%	0.00
17/11/2011	IN	INV2	12.12	1.001	0	0.00%	25.10
17/11/2011	AI	50.000 (682)	0.008251	1.001	0	0.00%	25.10
17/11/2011	IN	INV3	11.54	1.001	0	0.00%	25.10
17/11/2011	CR	CRN1	284	1.001	0	0.00%	7.53
17/11/2011	PO	GRV1	0.008251	1.001	0	0.00%	0.00
17/11/2011	TI	RT31	0.008251	1.001	0	0.00%	0.00

F2 Locate **F3** Cost Levels **F5** Document **F6** Print Detail **F7** Design Report

STOCK ADJUSTMENT INTEGRATION

The stock adjustment shown here is of the Coke Single item. It previously had an on hand quantity of 156, but adjusted to have an on hand quantity of the restaurant to 30. The actual adjustment posted is for four items, i.e. the difference between the stock before and the stock after adjustment. The GL Audit displays the amount of 10.00, which is the average cost value of the four items. The stock on hand Account is credited and Stock Adjustment Account is debited

Stock Adjustment

Stock Details

Item Code: BEV13 | 200ML APPLLETIZER

Pack Size: 1.0000

Department: SALADS

Storage Location: 0.0000

Purchase Orders: 0.0000

Transfer Out: 0.0000

Last Sale: 17/11/2011

Average Cost: 2.59

Latest Cost: 4.31

Current Theoretical On Hand Quantity: 581.0000

Current Actual On Hand Quantity: 581.0000

Adjustment Details

Stock holding	Restaurant	Bar	Take-away	No Defined	No Defined	No Defined	No Defined	No Defined	No Defined
528.0000	001	002	003	9.0000	0.0000	0.0000	0.0000	0.0000	0.0000
0.0000				0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
528.0000				9.0000	0.0000	0.0000	0.0000	0.0000	0.0000
New Stock on Hand				19.0000	0.0000	0.0000	0.0000	0.0000	0.0000
New Unit Cost				2.59					

Reason For Adjustment:

F10 Accept

Enter the cost price of this stock item

Stock Enquiries

Item Code: BEV13 | 200ML APPLLETIZER

Pack Size: 1.0000

Department: SALADS

Storage Location: 0.0000

Purchase Orders: 0.0000

Transfer Out: 0.0000

Last Sale: 17/11/2011

On Hand Recon | Retail Cost Pricing

Opening Stock: 24.000

+ Purchases: 30.000

- Sales: 68.000

Branch Transfers: 0.000

Write Offs: 58.000

Location Transfers: -0.000

Adjustments: 635.000

Recipes: 0.000

POS Values: 0.000

Current Stock: 591.000

Date	Reference	Order	Till	Loc	Rep	Disc	Cost	Profit	Quantity	Amount
16/11/2011	AJ EDD C/Ck 10	D/H 0@2.51	1	001	0	0.00%	2.51	0.00	10.000	25.10
16/11/2011	TO EDD Total Issue		1	001	0	0.00%	0.00	0.00	74.002	185.74
16/11/2011	TI EDD Recvd [001]		1	002	0	0.00%	0.00	0.00	12.000	30.12
16/11/2011	TI EDD Recvd [001]		1	002	0	0.00%	0.00	0.00	10.000	25.10
16/11/2011	W/O EDD C/Ck 8	D/H 22@2.51	1	002	0	0.00%	0.00	0.00	14.000	35.14
16/11/2011	TI EDD Recvd [001]		1	002	0	0.00%	0.00	0.00	48.000	120.48
16/11/2011	W/O EDD C/Ck 1	D/H 2@60.24	1	002	0	0.00%	0.00	0.00	24.000	60.24
17/11/2011	IN INV2	12122	1	001	1	0.00%	25.10	354.48	10.000	379.98
17/11/2011	AJ D/H -95.0016@2.		1	001	0	0.00%	2.51	0.00	615.002	1543.65
17/11/2011	IN INV3	1154	1	001	1	0.00%	25.10	354.48	10.000	379.98
17/11/2011	CN CRN1		1	001	1	0.00%	7.53	106.34	3.000	113.87
17/11/2011	PO GRN1	2404	1	001	0	0.00%	0.00	0.00	20.000	36.29
17/11/2011	RT RTS1		1	001	0	0.00%	0.00	0.00	5.000	24.56
17/11/2011	AJ D/H 9@2.59	AJ 19@2.59	1	003	0	0.00%	2.59	0.00	10.000	25.90

GENERAL ACCOUNTING TERMS AND CONCEPTS



CHAPTER 16

GENERAL ACCOUNTING TERMS AND CONCEPTS

BASIC TERMS AND CONCEPTS

There are a few (and only a few) things you need to understand in order to make setting up your accounting system easier. They're basic (trust me), and they will probably clear up any confusion you may have had in the past when talking with your CPA or other technical accounting types.

DEBITS AND CREDITS

These are the backbone of any accounting system. Understand how debits and credits work and you'll understand the whole system. Every accounting entry in the general ledger contains both a debit and a credit. Further, all debits must equal all credits. If they don't, the entry is out of balance. That's not good. Out-of-balance entries throw your balance sheet out of balance.

Therefore, the accounting system must have a mechanism to ensure that all entries balance. Indeed, most automated accounting systems won't let you enter an out-of-balance entry—they'll just beep at you until you fix your error.

Depending on what type of account you are dealing with, a debit or credit will either increase or decrease the account balance. (Here comes the hardest part of accounting for most beginners, so pay attention) Figure 1 illustrates the entries that increase or decrease each type of account.

Figure 1

Debits and Credits vs. Account Types

Type Account	Increase	Decrease
Asset	Debit	Credit
Liability	Credit	Debit
Equity	Credit	Debit
Revenue	Credit	Debit
Expense	Debit	Credit

Notice that for every increase in one account, there is an opposite (and equal) decrease in another. That's what keeps the entry in balance. Also notice that debits always go on the left and credits on the right.

EXAMPLE:

In the first stage of the example we'll record a credit sale:

Accounts Receivable	1,000
Sales Income	1,000

If you looked at the general ledger right now, you would see that receivables had a balance of 1,000 and income also had a balance of 1,000.

Now we'll record the collection of the receivable:

Cash	1,000
Accounts Receivable	1,000

Notice how both parts of each entry balance? See how in the end, the receivables balance is back to zero? That's as it should be once the balance is paid. The net result is the same as if we conducted the whole transaction in cash:

Cash	1,000
Sales Income	1,000

Of course, there would probably be a period of time between the recording of the receivable and its collection.

That's it. Accounting doesn't really get much harder. Everything else is just a variation on the same theme. Make sure you understand debits and credits and how they increase and decrease each type of account.

ASSETS AND LIABILITIES

Balance sheet accounts are the assets and liabilities. When we set up your chart of accounts, there will be separate sections and numbering schemes for the assets and liabilities that make up the balance sheet.

A quick reminder: Increase assets with a debit and decrease them with a credit. Increase liabilities with a credit and decrease them with a debit.

IDENTIFYING ASSETS

Simply stated, assets are those things of value that your company owns. The cash in your bank account is an asset. So is the company car you drive. Assets are the objects, rights and claims owned by and having value for the firm.

Since your company has a right to the future collection of money, accounts receivable are an asset. The machinery on your production floor is also an asset. If your company owns real estate or other tangible property, those are considered assets as well. If you were a bank, the loans you make would be considered assets since they represent a right of future collection.

There may also be intangible assets owned by your company. Patents, the exclusive right to use a trademark, and goodwill from the acquisition of another company are such intangible assets. Their value can be somewhat hazy.

Generally, the value of intangible assets is whatever both parties agree to when the assets are created. In the case of a patent, the value is often linked to its development costs. Goodwill is often the difference between the purchase price of a company and the value of the assets acquired (net of accumulated depreciation).

IDENTIFYING LIABILITIES

Think of liabilities as the opposite of assets. These are the obligations of one company to another. Accounts payable are liabilities, since they represent your company's future duty to pay a vendor. So is the loan you took from your bank. If you were a bank, your customer's deposits would be a liability, since they represent future claims against the bank.

We segregate liabilities into short-term and long-term categories on the balance sheet. This division is nothing more than separating those liabilities scheduled for payment within the next accounting period (usually the next twelve months) from those not to be paid until later. We often separate debt like this. It gives readers a clearer picture of how much the company owes and when.

OWNERS' EQUITY

After the liability section in both the chart of accounts and the balance sheet come owners' equity. This is the difference between assets and liabilities. Hopefully, it's positive-assets exceed liabilities and we have a positive owners' equity. In this section items like the following be included

- Partners' capital accounts
- Stock
- Retained earnings

NOTE: Owners' equity is increased and decreased just like a liability:

- Debits decrease
- Credits increase

Most automated accounting systems require identification of the retained earnings account.

Retained earnings are the accumulated profits from previous years. At the end of one accounting year, all the income and expense accounts are netted against one another, and a single number (profit or loss for the year) is moved into the retained earnings account. This is what belongs to the company's owners. That's why it's in the owners' equity section. The income and expense accounts go to zero. That's how we're able to begin the new year with a clean slate against which to track income and expense.

The balance sheet, on the other hand, does not get zeroed out at year-end. The balance in each asset, liability, and owners' equity account rolls into the next year. So the ending balance of one year becomes the opening balance of the next.

Think of the balance sheet as today's snapshot of the assets and liabilities the company has acquired since the first day of business. The income statement, in contrast, is a summation of the income and expenses from the first day of this accounting period (probably from the beginning of this fiscal year).

INCOME AND EXPENSES

Most companies want to keep track of just where they get income and where it goes, and these accounts tell you.

NOTE: For income accounts, use credits to increase them and debits to decrease them. For expense accounts, use debits to increase them and credits to decrease them.

INCOME ACCOUNTS

If you have several lines of business, you'll probably want to establish an income account for each. In that way, you can identify exactly where your income is coming from. Adding them together yields total revenue.

Typical income accounts would be

- Sales revenue from product A
- Sales revenue from product B (and so on for each product you want to track)
- Interest income
- Income from sale of assets
- Consulting income

Most companies have only a few income accounts. That's really the way you want it. Too many accounts are a burden for the accounting department and probably don't tell management what it wants to know. Nevertheless, if there's a source of income you want to track, create an account for it in the chart of accounts and use it.

EXPENSE ACCOUNTS

Most companies have a separate account for each type of expense they incur. Your company probably incurs pretty much the same expenses month after month, so once they are established, the expense accounts won't vary much from month to month. Typical expense accounts include

- Salaries and wages
- Telephone
- Water & Electricity
- Repairs
- Maintenance
- Depreciation
- Amortization
- Interest
- Rent

GENERAL LEDGER FUNDAMENTALS

The general ledger is the core of your company's financial records. These constitute the central "books" of your system, and every transaction flows through the general ledger. These records remain as a permanent track of the history of all financial transactions since day one of the life of your company.

SUBLEDGERS AND THE GENERAL LEDGER

Your accounting system will have a number of subsidiary ledgers (called subledgers) for items such as cash, accounts receivable, and accounts payable. All the entries that are entered (called posted) to these subledgers will transact through the general ledger account. For example, when a credit sale posted in the account receivable subledger turns into cash due to a payment, the transaction will be posted to the general ledger and the two (cash and accounts receivable) subledgers as well.

There are times when items will go directly to the general ledger without any subledger posting. These are primarily capital financial transactions that have no operational subledgers. These may include items such as capital contributions, loan proceeds, loan repayments (principal), and proceeds from sale of assets. These items will be linked to your balance sheet but not to your profit and loss statement.

SETTING UP THE GENERAL LEDGER

There are two main issues to understand when setting up the general ledger. One is their linkage to your financial reports, and the other is the establishment of opening balances.

The two primary financial documents of any company are their balance sheet and the profit and loss statement, and both of these are drawn directly from the company's general ledger. The order of how the numerical balances appear is determined by the chart of accounts, but all entries that are entered will appear. The general ledger accrues the balances that make up the line items on these reports, and the changes are reflected in the profit and loss statement as well.

The opening balances that are established on your general ledgers may not always be zero as you might assume. On the asset side, you will have all tangible assets (the value of all machinery, equipment, and inventory) that are available as well as any cash that has been invested as working capital. On the liability side, you will have any bank (or stockholder) loans that were used, as well as trade credit or lease payments that you may have secured in order to start the company. You will also increase your stockholder equity in the amount you have invested, but not loaned to, the business.

GENERAL LEDGER AUDIT TRAIL

Don't let the word audit scare you in any way. Although, if you are audited for whatever reason, a well-maintained general ledger is essential.

But you will also want an internal trail of transaction so that you can trace any discrepancy (such as double billing or an unrecorded payment) through your own system. You must be able to find the origin of any transaction in order to verify its accuracy, and the general ledger is where you will do this.

COMPONENTS OF THE ACCOUNTING SYSTEM

Think of the accounting system as a wheel whose hub is the general ledger (G/L). Feeding the hub information are the spokes of the wheel. These include

- Accounts receivable
- Accounts payable
- Order entry
- Inventory control
- Cost accounting
- Payroll
- Fixed assets accounting

These modules are ledgers themselves. We call them subledgers. Each contains the detailed entries of its specific field, such as accounts receivable. The subledgers summarize the entries, then send the summary up to the general ledger. For example, each day the receivables subledger records all credit sales and payments received. The transactions net together then go up to the G/L to increase or decrease A/R, increase cash and decrease inventory.

We'll always check to be sure that the balance of the subledger exactly equals the account balance for that subledger account in the G/L. If it doesn't, then there's a problem.

INCOME STATEMENTS

An income statement, otherwise known as a profit and loss statement, is a summary of a company's profit or loss during any one given period of time, such as a month, three months, or one year. The income statement records all revenues for a business during this given period, as well as the operating expenses for the business.

WHAT ARE INCOME STATEMENTS USED FOR?

You use an income statement to track revenues and expenses so that you can determine the operating performance of your business over a period of time. Small business owners use these statements to find out what areas of their business are over budget or under budget. Specific items that are causing unexpected expenditures can be pinpointed, such as phone, fax, mail, or supply expenses. Income statements can also track dramatic increases in product returns or cost of goods sold as a percentage of sales. They also can be used to determine income tax liability.

It is very important to format an income statement so that it is appropriate to the business being conducted.

Income statements, along with balance sheets, are the most basic elements required by potential lenders, such as banks, investors, and vendors. They will use the financial reporting contained therein to determine credit limits.

1. Sales: The sales figure represents the amount of revenue generated by the business. The amount recorded here is the total sales, less any product returns or sales discounts.

2. Cost of goods sold: This number represents the costs directly associated with making or acquiring your products. Costs include materials purchased from outside suppliers used in the manufacture of your product, as well as any internal expenses directly expended in the manufacturing process.

Gross profit: Gross profit is derived by subtracting the cost of goods sold from net sales. It does not include any operating expenses or income taxes.

3. Operating expenses: These are the daily expenses incurred in the operation of your business. In this sample, they are divided into two categories: selling, and general and administrative expenses.

Sales salaries: These are the salaries plus bonuses and commissions paid to your sales staff.

Collateral and promotions : collateral fees are expenses incurred in the creation or purchase of printed sales materials used by your sales staff in marketing and selling your product. Promotion fees include any product samples and giveaways used to promote or sell your product.

Advertising: These represent all costs involved in creating and placing print or multi-media advertising.

Other sales costs: These include any other costs associated with selling your product. They may include travel, client meals, sales meetings, equipment rental for presentations copying, or miscellaneous printing costs.

Office salaries: These are the salaries of full- and part-time office personnel.

Rent: These are the fees incurred to rent or lease office or industrial space.

Utilities: These include costs for heating, air conditioning, electricity, phone equipment rental, and phone usage used in connection with your business.

Depreciation: Depreciation is an annual expense that takes into account the loss in value of equipment used in your business. Examples of equipment that may be subject to depreciation includes copiers, computers, printers, and fax machines.

Other overhead costs: Expense items that do not fall into other categories or cannot be clearly associated with a particular product or function are considered to be other overhead costs. These types of expenses may include insurance, office supplies, or cleaning services.

4. Total expenses: This is a tabulation of all expenses incurred in running your business, exclusive of taxes or interest expense on interest income, if any.
5. Net income before taxes: This number represents the amount of income earned by a business prior to paying income taxes. This figure is arrived at by subtracting total operating expenses from gross profit.
6. Taxes: This is the amount of income taxes you owe to the federal government and, if applicable, state and local government taxes.
7. Net income: This is the amount of money the business has earned after paying income taxes.

BALANCE SHEETS

A balance sheet is a snapshot of a business' financial condition at a specific moment in time, usually at the close of an accounting period. A balance sheet comprises assets, liabilities, and owners' or stockholders' equity. Assets and liabilities are divided into short- and long-term obligations including cash accounts such as checking, money market, or government securities. At any given time, assets must equal liabilities plus owners' equity. An asset is anything the business owns that has monetary value. Liabilities are the claims of creditors against the assets of the business.

WHAT IS A BALANCE SHEET USED FOR?

A balance sheet helps a small business owner quickly get a handle on the financial strength and capabilities of the business. Is the business in a position to expand? Can the business easily handle the normal financial ebbs and flows of revenues and expenses? Or should the business take immediate steps to bolster cash reserves?

Balance sheets can identify and analyze trends, particularly in the area of receivables and payables. Is the receivables cycle lengthening? Can receivables be collected more aggressively? Is some debt uncollectable? Has the business been slowing down payables to forestall an inevitable cash shortage?

Balance sheets, along with income statements, are the most basic elements in providing financial reporting to potential lenders such as banks, investors, and vendors who are considering how much credit to grant the company.

1. Assets: Assets are subdivided into current and long-term assets to reflect the ease of liquidating each asset. Cash, for obvious reasons, is considered the most liquid of all assets. Long-term assets, such as real estate or machinery, are less likely to sell overnight or have the capability of being quickly converted into a current asset such as cash.

2. Current assets: Current assets are any assets that can be easily converted into cash within one calendar year. Examples of current assets would be checking or money market accounts, accounts receivable, and notes receivable that are due within one year's time.

Cash: Money available immediately, such as in checking accounts, is the most liquid of all short-term assets.

Accounts receivables: This is money owed to the business for purchases made by customers, suppliers, and other vendors.

Notes receivables: Notes receivables that are due within one year are current assets. Notes that cannot be collected on within one year should be considered long-term assets.

3. Fixed assets: Fixed assets include land, buildings, machinery, and vehicles that are used in connection with the business.

Land: Land is considered a fixed asset but, unlike other fixed assets, is not depreciated, because land is considered an asset that never wears out.

Buildings: Buildings are categorized as fixed assets and are depreciated over time.

Office equipment: This includes office equipment such as copiers, fax machines, printers, and computers used in your business.

Machinery: This figure represents machines and equipment used in your plant to produce your product. Examples of machinery might include lathes, conveyor belts, or a printing press.

Vehicles: This would include any vehicles used in your business.

Total fixed assets: This is the total dollar value of all fixed assets in your business, less any accumulated depreciation.

4. **Total assets:** This figure represents the total dollar value of both the short-term and long-term assets of your business.

5. **Liabilities and owners' equity:** This includes all debts and obligations owed by the business to outside creditors, vendors, or banks that are payable within one year, plus the owners' equity. Often, this side of the balance sheet is simply referred to as "Liabilities."

Accounts payable: This is comprised of all short-term obligations owed by your business to creditors, suppliers, and other vendors. Accounts payable can include supplies and materials acquired on credit.

Notes payable: This represents money owed on a short-term collection cycle of one year or less. It may include bank notes, mortgage obligations, or vehicle payments.

Accrued payroll and withholding: This includes any earned wages or withholdings that are owed to or for employees but have not yet been paid.

Total current liabilities: This is the sum total of all current liabilities owed to creditors that must be paid within a one-year time frame.

Long-term liabilities: These are any debts or obligations owed by the business that are due more than one year out from the current date.

Mortgage note payable: This is the balance of a mortgage that extends out beyond the current year. For example, you may have paid off three years of a fifteen-year mortgage note, of which the remaining eleven years, not counting the current year, are considered long-term.

Owners' equity: Sometimes this is referred to as stockholders' equity. Owners' equity is made up of the initial investment in the business as well as any retained earnings that are reinvested in the business.

Common stock: This is stock issued as part of the initial or later-stage investment in the business.

Retained earnings : These are earnings reinvested in the business after the deduction of any distributions to shareholders, such as dividend payments.

6. **Total liabilities and owners' equity:** This comprises all debts and monies that are owed to outside creditors, vendors, or banks and the remaining monies that are owed to shareholders, including retained earnings reinvested in the business.

DEPRECIATION

The concept of depreciation is really pretty simple. For example, let's say you purchase a truck for your business. The truck loses value the minute you drive it out of the dealership. The truck is considered an operational asset in running your business. Each year that you own the truck, it loses some value, until the truck finally stops running and has no value to the business. Measuring the loss in value of an asset is known as depreciation.

Depreciation is considered an expense and is listed in an income statement under expenses. In addition to vehicles that may be used in your business, you can depreciate office furniture, office equipment, any buildings you own, and machinery you use to manufacture products.

Land is not considered an expense, nor can it be depreciated. Land does not wear out like vehicles or equipment.

To find the annual depreciation cost for your assets, you need to know the initial cost of the assets. You also need to determine how many years you think the assets will retain some value for your business. In the case of the truck, it may only have a useful life of ten years before it wears out and loses all value.

STRAIGHT-LINE DEPRECIATION

Straight-line depreciation is considered to be the most common method of depreciating assets. To compute the amount of annual depreciation expense using the straight-line method requires two numbers: the initial cost of the asset and its estimated useful life. For example, you purchase a vehicle for 20,000 and expect it to have use in your business for ten years. Using the straight-line method for determining depreciation, you would divide the initial cost of the truck by its useful life.

The 20,000 becomes a depreciation expense that is reported on your income statement under operation expenses at the end of each year.

For tax purposes, some accountants prefer to use other methods of accelerating depreciation in order to record larger amounts of depreciation in the early years of the asset to reduce tax bills as soon as possible.

You need, additionally, to check the regulations published by the federal Internal Revenue Service and various state revenue authorities for any specific rules regarding depreciation and methods of calculating depreciation for various types of assets.

AMORTIZATION

In the course of doing business, you will likely acquire what are known as intangible assets. These assets can contribute to the revenue growth of your business and, as such, they can be expensed against these future revenues. An example of an intangible asset is when you buy a patent for an invention.

CALCULATING AMORTIZATION

The formula for calculating the amortization on an intangible asset is similar to the one used for calculating straight-line depreciation. You divide the initial cost of the intangible asset by the estimated useful life of the intangible asset. For example, if it costs 10,000 to acquire a patent and it has an estimated useful life of ten years, the amortized amount per year equals 1,000. The amount of amortization accumulated since the asset was acquired appears on the balance sheet as a deduction under the amortized asset.

Formula:

Initial Cost / Useful Life = Amortization per Year

10,000 / 10 = 1,000 per Year

INVENTORY ACCOUNTING

Inventory accounting may sound like a huge undertaking but in reality, it is quite straightforward and easy to understand. You start with the inventory you have on hand. No matter when you sell product, the value of your inventory will remain constant based on accepted and rational methods of inventory accounting. Those methods include weighted average, first in/first out, and last in/first out.

WEIGHTED AVERAGE

Weighted average measures the total cost of items in inventory that are available for sale divided by the total number of units available for sale. Typically this average is computed at the end of an accounting period.

Suppose you purchase five apples at 10 apiece and five apples at 20 each. You sell five units of product. The weighted average method is calculated as follows:

Total Cost of Goods for Sale at Cost (divided) Total Number of Units Available for Sale =
Weighted Average Cost per apple

Five apples at 10 each = 50
Five apples at 20 each = 100
Total number of apples = 10
Weighted Average = $150 / 10 = 15$
15 is the average cost of the 10 apples

FIRST IN/FIRST OUT (FIFO)

First in, first out means exactly what it says. The first apple you bring into inventory will be the first ones sold as product. First in, first out, or FIFO as it is commonly referred to, is based on the principle that most businesses tend to sell the first goods that come into inventory.

Suppose you buy five apples at 10 each on January 3 and purchase another five apples at 20 each on January 7. You then sell five apples on January 30. Using first in, first out, the five apples you purchased at 10 would be sold first. This would leave you with the five apples that you purchased at 20, which would leave the value of your inventory at 100.

LAST IN/FIRST OUT (LIFO)

This method, commonly referred to as LIFO, is based on the assumption that the most recent units purchased will be the first units sold. The advantage of last in, first out accounting, or LIFO, is that typically the last apple purchased were purchased at the highest price and that by considering the highest priced items to be sold first, a business is able to reduce its short-term profit.

Suppose you purchase five apples at 10 apiece on January 4 and five more widgets at 20 apiece on February 2. You then sell five apples on February 20. The value of your inventory, using LIFO, would be 50, since the most recent apples purchased, at a total value of 100 on February 2, were sold. You were left with the five apples valued at 10 each.

USEFUL ACCOUNTING FORMULAS

Accounting formulas, also known as financial ratios, express relationships among the amounts reported in the financial statements. These accounting formulas, or financial ratios, can offer insights into the economic health of a business. The ratios can also indicate the reasonableness of the assumptions implicit in any business plan forecasts. For example, by comparing the ratios of your business with the ratios of similar businesses, you can compare the financial characteristics of your business with those of other businesses. By comparing the ratios in your pro forma model with industry averages and standards, you also test your modelling assumptions for reasonableness.

Two general categories of accounting formulas, or financial ratios, exist: common size ratios and intrastatement or interstatement ratios. Common size ratios convert a financial statement usually a balance sheet or an income statement from dollars to percentages. Common size ratios allow for comparisons of the assets, liabilities, revenues, owner equity, and expenses of businesses of various sizes. The comparison can be either at a point in time or as a trend over time.

Intrastatement or interstatement ratios quantify relationships among amounts from different financial statements or from different parts of the same financial statement. Intrastatement and interstatement ratios are an attempt to account for the fact that amounts usually cannot be interpreted alone, but must be viewed in the context of other key financial factors and events. Common intrastatement and interstatement ratios include the following accounting formulas:

CURRENT RATIO

The Current Ratio figures show the ratio of current assets to current liabilities. The current ratio provides one measure of a business's ability to meet its short-term obligations.

Current assets	= x	:1
Current Liabilities		

QUICK RATIO

The Quick Ratio figures show the ratio of the sum of the cash and equivalents plus the accounts receivable to the current liabilities. The quick ratio provides a more stringent measure of a business's ability to meet its short-term financial obligations than other ratios.

Current assets - Inventory	= x	:1
Current Liabilities		

GROSS PROFIT PERCENTAGE RATIO

The Gross Profit Percentage Ratio should be of a concern for the business if there is a decline in the year to year comparisons. The reasons for a decline could include lost of obsolete inventory, stolen inventory, clearance sales etc.

Gross Profit	X 100	= x%
Total Sales		

NET PROFIT PERCENTAGE RATIO

The Nett Profit Percentage Ratio is part of the Profitability Ratios. The reasons for a decline could be in the efficiency ratios, the bottom line of the business has been affected negatively.

Net Profit	X 100	= x%
Total Sales		

RETURN ON AVERAGE OWNER'S EQUITY RATIO

The Return on Average owner's Equity Ratio is part of the Profitability Ratios. The reasons for a decline could be in the efficiency ratios, the bottom line of the business has been affected negatively.

Net Profit	x 100	= x%
Average owner's equity		

AVERAGE DEBTORS COLLECTION PERIOD RATIO

If the Average Debtors Collection period increases it could contributor to poor cash flow of the business. If there's an increase in the average number of days it take for debtors to pay their account the business should be concerned.

Average Trade Debtors	x 365	= x days
Credit Sales		

AVERAGE CREDITORS SETTLEMENT PERIOD RATIO

If the Average Creditors Collection period decrease it could be a liquidity problem.

Average Trade Creditors	x 365	= x days
Credit Sales		

WORKING CAPITAL TO TOTAL ASSETS

The Working Capital to Total Assets figures show the ratio of working capital (the current assets minus the current liabilities) to the total assets. The Working Capital to Total Assets ratio is another measure of a firm's ability to meet its financial obligations and gives an indication as to the distribution of a business' assets into liquid and non-liquid resources.

RECEIVABLES TURNOVER

The Receivables Turnover figures show the ratio of sales to the accounts receivable balance. The Receivables Turnover ratio indicates the efficiency of sales collections. One problem with the measure as it's usually applied is that both credit and cash sales might be included in the ratio denominator. Two potential shortcomings exist with this approach. First, the presence of the cash sales might make the receivables collections appear more efficient than is the case. Also, mere changes in the mix of credit and cash sales might affect the ratio, even though the efficiency of the receivables collections process has not changed.

INVENTORY TURNOVER

The Inventory Turnover row shows the ratio of the cost of sales to the inventory balance. The Inventory Turnover ratio calculates how long inventory is held. It can indicate depleted or excessive inventory balances.

TIMES INTEREST EARNED

The Times Interest Earned row shows the ratio of the sum of the net income after taxes plus the interest income to the interest expense. The ratio indicates the relative ease with which the business is paying its financing costs.

SALES TO OPERATIONAL ASSETS

The Sales to Operational Assets row shows the ratio of sales revenue to net plant, property, and equipment. The ratio indicates the efficiency with which a business uses its operational assets to generate sales revenue.

RETURN ON TOTAL ASSETS

The Return on Total Assets row shows the ratio of the sum of the net income after taxes plus the interest expense to the total assets for each period. The ratio indicates the overall operating profitability of the business, expressed as a rate of return on the business assets.

RETURN ON EQUITY

The Return on Equity row shows the ratio of the net income after taxes to the owner equity for each period. The ratio indicates the profitability of the business as an investment of the owners.

INVESTMENT TURNOVER

The Investment Turnover row shows the ratio of the sales revenue to the total assets. The ratio, like the Sales to Operational Assets ratio, indicates the efficiency with which a business uses its assets (for example, its total assets) to generate sales.

FINANCIAL LEVERAGE

The Financial Leverage shows the difference between the return on the owner equity and the return on the total assets. The ratio indicates the increase or decrease in an equity return as a result of borrowing. A positive value indicates an improvement in the return on owner equity by using financial leverage; a negative value indicates deterioration in the return on owner equity.

PRINTER AND CASH DRAWER STRINGS



CHAPTER 17

PRINTER AND CASH DRAWER STRINGS

PRINTER STRINGS

Epson (Cut Strings) : 027-105

027-109

Citizen (Cut String) : 027-080-001

Star (Cut String) : 027-007-011-055-007

027-100-049

(TSP100 model with port replication only)

CASH DRAWER KICK STRINGS

CONNECTED DIRECT TO PRINTER

Epson/Star/Citizen

Cash Drawer Kick Strings : 027-112-000-100-150

027-112-000-050-250

027-112-000-127-255

027-112-000-025-250

027-112-048-050-250

SERIAL OR COMM CONNECTED

Epson/Star/Citizen : 007- (TSP100 with port replication only)

065-065-065-065-065

007-007-007-007-007

DOS PRINTING FONT SIZE STRINGS

Normal / 10cpi : 027-018

027-040-115-016-072

Condense / 16cpi : 027-015

027-040-115-049-057-072

Form Feed : 027-012

Expand Print: ON : 027-014

Expand Print: OFF : 027-018

INDEX

A

Access Levels, 71
 Account Payments, 83, 164, 540
 Account Payments, 83, 164, 166, 660
 Account Payments, 540
 Account Sales, 85, 164, 166
 Account Sales, 85, 164, 166
 Account Type, 234, 262, 615, 616, 617, 618, 631
 Account Type, 704
 Accounting Terms, 703, 704
 Advice Notes, 249, 259
 Advice Notes, 249, 463
 Age Analysis, 226, 231, 234, 251, 255, 263
 Age Analysis, 222, 223, 224, 252, 253, 254, 463
 Age Analysis, 221, 251
 Allocations, 214, 219, 245, 249, 336, 391, 399, 556, 581
 Allocations, 219, 249, 463
 Allocations, 214, 245
 Assets And Liabilities, 705, 706
 Average Cost, 701, 713
 Average Cost, 281, 282, 371, 374, 420, 713

B

Backup, 231, 232, 233, 234, 260, 261, 262, 263, 402, 403, 404, 405, 452, 464, 639, 640, 641
 Backup, 231, 232, 233, 260, 261, 262, 402, 404, 464, 468, 639
 Backup, 232, 233, 261, 262, 404
 Backup & Restore, 231, 233, 260, 262, 402, 404, 464, 639
 Balance Brought Forward, 204, 236
 Balance Sheet, 704, 705, 706, 707, 708, 709, 710, 711, 712, 714
 Balance Sheet, 710
 Balances, 204, 205, 210, 211, 218, 219, 222, 225, 230, 231, 234, 236, 237, 241, 248, 249, 251, 255, 259, 260, 263, 401, 463, 610, 615, 638, 708, 715
 Balances, 216, 218, 221, 224, 234, 246, 248, 251, 254, 263
 Balances, 204, 205, 236, 237
 Bank, 74, 206, 610, 617, 626, 630, 631, 705, 708, 711
 Bank, 74, 206, 209, 237, 240, 356, 358, 486, 496, 530, 577, 617, 630, 631
 Bank, 74, 617
 Barcode, 55, 272, 375, 376, 377, 552
 Barcode, 55, 272, 375
 Bin Locations, 265, 278
 Book Guest In, 596
 Book Out Guest, 137, 588, 600
 Branches, 397

C

Cancel Booking, 596
 Cash Drawers, 35, 540
 Cash Drawers, 7
 Cash Refunds, 537
 Cash Sales, 61, 537, 715
 Cash Sales, 97, 111, 119, 147, 165, 177, 198, 331, 505, 663
 Cash Sales, 194, 505
 Cash Up, 62, 92, 113, 127, 165, 441, 443, 444, 445, 446, 531, 661
 Cash Up, 92, 164, 165, 468
 Cash Up, 164
 Cashbook Postings, 625
 Cashbook Postings, 206, 617, 630, 633

Cashier, 70, 71, 440, 442, 443, 444, 445, 468, 475, 511, 521, 563, 584
 Cashier, 356, 358, 360, 536, 563, 584, 648, 677
 Category Maintenance, 411
 Category Maintenance, 413
 Change System Date & Time, 462
 Chart Of Accounts, 613, 616, 705, 706, 708
 Cheque Payments, 119
 Clear Filter, 664, 689
 Closing Date, 41
 Closing Date, 631
 Comments, 340, 348, 458, 561, 572, 583, 589, 593
 Comments, 285, 389, 470, 514
 Comments, 561, 583
 Commission Matrix, 560, 582
 Company Details, 38, 213, 244, 586, 598
 Company Details, 28, 330, 678
 Company Details, 38
 Company Logo, 39
 Company Logo, 39
 Company Maintenance, 28, 643
 Company Maintenance, 643
 Configure Till Defaults, 182, 184, 550, 651
 Configure Till Defaults, 54
 Confirm Booking, 594
 Contact Details, 548
 Credit Control, 210, 240
 Credit Control, 196
 Credit Limit, 196, 210, 214, 240, 245, 709
 Credit Limit, 50, 157
 Credit Limit, 157
 Credit Notes, 132, 205, 218, 248, 334
 Credit Notes, 334, 356, 358, 660, 687, 688
 Credit Notes, 334
 Creditors Enquiries, 248
 Creditors Goods Return, 336
 Creditors Maintenance, 238, 241
 Creditors Month End, 259, 262
 Current Stock, 282
 Customer & Loyalty Setup, 564
 Customer & Loyalty Setup, 545, 546
 Customer Loyalty Maintenance, 546
 Customer Loyalty Maintenance, 546

D

Database Maintenance, 49
 Database Maintenance, 644
 Debtors Credit Note, 334
 Debtors Detail, 563, 584
 Debtors Enquiries, 212, 218, 242
 Debtors Enquiries, 218
 Debtors Invoicing, 205, 330, 435
 Debtors Invoicing, 330
 Debtors Maintenance, 207
 Debtors Maintenance, 204, 211
 Debtors Month End, 49, 230, 233, 262, 404, 405, 640
 Default Settings, 229, 258, 418
 Default Settings, 43
 Define Promotions, 424
 Define Promotions, 424
 Delete Company, 643
 Department Setup, 269, 270
 Department Setup, 265, 271
 Department Setup, 270
 Departments, 270, 272, 316, 355, 356, 360, 363, 366, 368, 371, 372, 374, 376, 419

Departments, 269, 270, 332, 356, 419
 Depreciation, 705, 709, 711, 712
 Depreciation, 628, 634, 707, 709, 712
 Design, 154, 221, 252, 341, 344, 350, 352, 408, 551, 565,
 588, 600, 615
 Design Reports, 154
 Design Statement, 588, 600
 Discount, 63, 64, 66, 67, 68, 76, 106, 145, 146, 210, 240,
 241, 332, 333, 340, 341, 348, 349, 421, 424, 477, 478,
 492, 494, 502, 503, 522, 523, 617, 631
 Discount, 64, 65, 66, 80, 282, 283, 332, 421, 477, 494, 496,
 522, 585, 586, 597, 598, 648, 659, 660, 667, 683
 Discount, 63, 210, 241, 340, 348, 421, 494
 Discount Matrix, 64
 Discount Structure, 421

E

Email Address, 74
 Employment Details, 150
 End Of Day, 49, 95, 316, 328, 355, 360, 385, 387, 392, 393,
 422, 438, 440, 441, 442, 447, 449, 451, 452, 463, 475,
 521, 666, 668
 End Of Day, 360, 451, 684
 Enquiries, 230, 234, 248, 259, 262, 263
 Enquiries, 218, 248
 Exclusive, 170, 171, 172, 275, 340, 348, 421, 705, 710
 Exclusive, 170, 171, 284, 330, 378, 379, 380, 675
 Expenses, 390, 531, 610, 616, 617, 621, 706, 707, 709, 710,
 712, 714
 Expenses, 687, 688, 706
 Expenses, 620
 Export, 362, 565, 622, 675
 Export, 362, 622, 675
 Export, 565

F

Fifo, 333, 713
 Filter, 664, 689, 690
 Filters, 225, 226, 227, 255, 256
 Financial Ratio, 714
 Foreign Currency, 44, 108, 198, 199, 200, 201, 679
 Foreign Currency, 44, 198, 199, 201, 678, 679
 Foreign Currency, 680
 Foreign Currency Setup, 44, 201
 Foreign Currency Setup, 44, 678
 Foreign Exchange, 108

G

Get Weekly Issues, 386
 Group Setup, 265, 270
 Group Setup, 269
 Groups, 269, 270, 316, 354, 358, 360, 363, 366, 368, 370,
 372, 374, 375, 410
 Groups, 174, 269, 270, 385, 560, 582
 Groups, 174

H

Hardware Configuration, 33
 Hardware Configuration, 468

I

Image, 562, 563, 583
 Import, 388
 Import, 388

Inclusive, 170, 171, 275, 340, 348, 421, 533, 617, 626, 627,
 632
 Inclusive, 275, 284, 330, 378, 379, 421, 535, 675
 Inclusive, 340, 348
 Income Statement, 706, 709, 710, 712, 714
 Income Statement, 709
 Input Vat, 336
 Installation, 19
 Installation, 9
 Instruction Setup, 413
 Instruction Setup, 414
 Integration Accounts, 48, 277
 Interest Charging, 463
 Invoicing, 40, 209, 210, 240, 241, 278, 420, 421, 577
 Invoicing, 272, 330, 334, 336, 419
 Invoicing, 330, 697

J

Journal Processing, 204, 206
 Journal Processing, 610, 625, 627, 629, 634
 Journal Processing, 211, 212, 242, 243

L

Label Printing, 375
 Latest Cost, 275
 Latest Cost, 281, 282, 366, 374, 420
 Ledger Account, 229, 258, 615, 618, 675
 Limitations, 107, 144, 152
 Linked Debtor Account, 563, 584
 Load Filter, 664, 690
 Local Currency, 679
 Locate, 19, 22, 24, 212, 225, 243, 255, 281, 328, 329, 343,
 351, 390, 391, 393, 394, 449, 450, 627, 631, 632
 Locate, 24, 39, 197, 328, 329, 330, 365, 389, 392, 393, 394,
 411, 418, 449, 450, 548, 612
 Locate, 604, 606, 664
 Log Off, 512
 Loyalty Card Number, 192, 193
 Loyalty Pricing, 155

M

Maintenance, 49, 50, 66, 219, 249, 273, 315, 317, 354, 411,
 413, 420, 422, 459, 469, 590, 608, 613
 Maintenance, 29, 31, 32, 207, 211, 236, 238, 241, 277, 281,
 318, 322, 331, 382, 418, 473, 486, 518, 530, 532, 543,
 555, 611, 612, 620, 627, 631, 632, 707
 Maintenance, 31, 49, 50, 238, 272, 316, 354, 382, 413, 546,
 593, 619, 643, 644
 Management Reports, 356
 Management Reports, 356
 Manufacturing, 310, 311, 318, 319, 327, 709
 Manufacturing, 265, 327
 Manufacturing, 327
 Menu Design, 59, 409, 411, 423
 Menu Design, 265, 408, 551
 Menu Design, 407, 408, 551
 Menu Maintenance, 408, 416, 424, 551
 Menu Preview, 423
 Menu Preview, 423
 Menu Report, 428, 658, 689
 Menu Report, 427
 Menu Setup, 29
 Menu Setup, 428
 Menu Setup, 411
 Messages, 34, 36, 50, 197, 198, 210, 241, 577
 Messages, 197, 210, 241, 468, 577
 Messages, 197

Modifiers Setup, 416
 Month End, 41, 50, 210, 221, 230, 231, 232, 233, 234, 240,
 251, 259, 260, 261, 262, 263, 401, 402, 403, 404, 405,
 452, 463, 464, 603, 610, 631, 639, 640
 Month End, 230, 259, 401, 463
 Move Booking, 596

N

New Phone-In Order, 507
 Non Stock Items, 621
 Non Stock Items, 360, 363, 366, 368, 370, 372, 374, 375

O

On Hold, 157, 209, 240, 432, 578
 On Hold, 272, 411, 548
 On Hold, 157
 Open Drawer, 35
 Open Drawer, 177
 Opening Balance, 204, 205, 236, 706, 708
 Opening Balance, 204, 205, 236
 Order Report, 279, 327, 344, 351, 353
 Order Report, 356, 363
 Order Report, 344, 345, 352
 Output Vat, 229, 258, 333, 334
 Outstanding Balances, 218, 221, 222, 248, 251

P

Pack Description, 273, 292, 294, 310, 311, 312, 313, 419,
 420
 Pack Description, 282, 284, 363, 366, 368, 374
 Pack Description, 419, 420
 Pack Size, 273, 274, 290, 291, 292, 293, 294, 295, 296, 297,
 298, 299, 300, 302, 303, 304, 305, 306, 307, 308, 309,
 310, 311, 312, 313, 316, 324, 325, 328, 329, 355, 385,
 392, 393, 394, 420, 421, 422, 449, 450
 Pack Size, 282, 284, 286, 360, 363, 366, 368, 374, 421
 Pack Size, 420
 Pay, 495, 509
 Payouts, 167, 169, 442, 475, 521, 611, 619
 Payouts, 101, 165, 167, 169, 438, 442, 475, 521, 531, 532,
 533, 557, 621
 Payouts, 442, 531, 536, 677
 Performance Details, 148
 Periods, 218, 248, 610
 Periods, 610
 Personal Details, 70, 578
 Petty Cash, 164, 445, 617
 Petty Cash, 164, 627, 632, 648
 Point Of Sale, 33, 35, 66, 445, 468, 510, 540, 541, 658, 659
 Point Of Sale, 7, 468
 Point Of Sale, 468, 658
 Point Of Sale Report, 659
 Point Of Sale Report, 658
 Pole Display, 31, 36, 197, 198
 Pole Display, 29, 36, 468
 Pole Display, 197
 Pole Display Messages, 31
 Pole Display Messages, 197
 Price Changes, 332
 Price Changes, 75
 Price Changes, 461
 Print Booking List, 593
 Print Sale Docket, 587, 588, 599
 Print Statement, 587, 588, 599
 Printer Setup, 30, 33, 34
 Printer Setup, 220, 250, 410
 Printing Details, 165, 171

Promotions, 424, 709
 Promotions, 426
 Promotions, 424
 Purchase, 40, 101, 138, 237, 265, 269, 270, 274, 289, 290,
 294, 303, 305, 322, 323, 324, 326, 329, 330, 337, 346,
 352, 394, 445, 449, 450, 616, 705, 709, 712, 713
 Purchase, 40, 139, 279, 282, 326, 346, 347, 348, 349, 350,
 351, 352, 353, 356, 358, 360, 362, 363, 368, 390, 395
 Purchase, 138, 140, 346, 347, 348
 Purchase Order, 138, 322, 337, 346
 Purchase Order, 40, 279, 282, 347, 348, 352, 363, 390
 Purchase Order, 138, 140, 346, 347, 348

Q

Quantity, 341, 349, 385, 421

R

Recipes, 289, 295, 296, 297, 298, 299, 300, 301, 302, 303,
 304, 305, 306, 307, 309, 310, 311, 312, 313, 315, 316,
 317, 318, 319, 320, 321, 323, 324, 325, 326, 354, 355,
 419, 422
 Recipes, 282, 285, 286, 312, 326, 327, 368, 371, 422
 Recipes, 315, 316, 354
 Reconciliation, 368
 Redeem Payout, 558
 Reference, 1, 29, 32, 44, 45, 68, 186, 187, 213, 234, 244,
 263, 302, 304, 305, 306, 312, 443, 535, 541, 586, 589,
 592, 598, 620, 626, 631
 Reference, 44, 186, 187, 213, 244, 282, 283, 365, 533, 586,
 598, 601, 620, 626, 631, 648, 687
 Refunds, 84, 167, 445, 537, 659
 Refunds, 84, 167, 283, 585, 586, 597, 598, 660
 Refunds, 537
 Registration, 655
 Registration, 38, 655
 Re-Open Tables, 454
 Report To Item, 290, 294
 Report To Item, 366
 Report Types, 222, 251
 Report Writer, 616
 Reports, 38, 39, 208, 209, 210, 221, 230, 231, 234, 239,
 240, 251, 259, 260, 263, 265, 278, 294, 296, 297, 344,
 351, 352, 401, 419, 420, 421, 463, 468, 531, 536, 540,
 577, 600, 611, 616, 621, 641, 658, 659, 660, 666, 667,
 669, 671, 672, 681, 708
 Reports, 169, 170, 171, 209, 240, 356, 368, 420, 421, 468,
 658, 660, 663, 667, 669, 672
 Reports, 154, 156, 231, 260, 344, 351, 356, 640, 657, 658,
 659, 671, 681
 Reprint Last, 103
 Reservation Audit, 606, 607
 Reservation Audit, 605
 Reservation Maintenance, 99, 589, 590, 597
 Restaurant Back Office, 28, 29, 37, 44, 52, 96, 139, 169,
 170, 171, 232, 261, 269, 270, 271, 282, 290, 318, 390,
 403, 410, 424, 455, 463, 464, 476, 486, 489, 521, 530,
 550, 551, 555, 557, 564, 611, 620, 651, 663
 Restore, 231, 233, 234, 260, 262, 263, 402, 404, 405, 452,
 464, 627, 633, 639, 640, 641
 Restore, 627, 633
 Restore, 640
 Restore Default Reports, 640
 Retail Price, 275, 420, 425, 430
 Retail Price, 282, 366, 368, 374, 435, 436
 Retail Price, 420, 435, 436
 Returned Goods, 700
 Returned Goods, 700
 Room & Reservations Management, 98, 484, 529

Room Analysis, 600
 Room Analysis, 600
 Room History, 588, 600, 607
 Room Maintenance, 98, 99, 100, 484, 529, 597

S

Sales Audit, 556, 581
 Sales Order, 40, 139, 221, 251, 252, 337, 338, 339, 340, 341, 342, 343, 344, 345
 Sales Order, 139, 279, 282, 339, 340, 345, 363
 Sales Order, 40, 139, 337, 339, 340
 Sales Report, 208, 239, 272, 419, 577
 Sales Report, 170, 171, 671, 674
 Sales Report, 674
 Save Batch, 628, 634
 Save Batch, 628, 634
 Save Filter, 664, 690
 Search, 48, 111, 212, 213, 214, 218, 229, 243, 244, 245, 248, 258, 330, 331, 343, 351, 386, 421, 469, 470, 488, 514, 548, 586, 598, 626, 631
 Search, 111, 218, 220, 248, 250, 470, 486, 488, 503, 514, 530, 535, 552, 576, 591
 Select Company, 37
 Send Email, 653
 Send Email, 653
 Sequence, 40, 212, 221, 243, 252, 330, 343, 344, 350, 352, 360, 362, 364, 371, 373, 375, 390, 418, 515, 565, 581, 612, 660, 661, 666, 668, 685
 Sequence, 356, 358, 360, 362, 364, 371, 373, 375, 390, 488, 515, 548, 581, 613, 648
 Sequence, 221, 252, 565, 660, 687, 690
 Serial Numbers, 421
 Serial Numbers, 421
 Service Item, 205
 Settlement Discount, 210, 240, 241
 Settlement Discount, 210, 240
 Slip & Order Setup, 489, 550
 Slip Details, 557
 Slip Details, 164
 Spreadsheet, 662, 670, 673
 Staff & Waitron Reports, 658
 Staff & Waitron Reports, 681
 Statements, 209, 210, 218, 219, 230, 231, 240, 241, 248, 259, 401, 577, 587, 599, 709, 714
 Statements, 219, 463, 587, 599, 709
 Stock Adjustment, 272, 390, 392, 419, 701
 Stock Adjustment, 382, 391, 399, 418, 696, 701
 Stock Adjustment, 701
 Stock Control, 52, 265, 266, 281, 289, 290, 295, 296, 297, 300, 301, 302, 303, 304, 305, 306, 307, 308, 310, 311, 312, 313, 314, 321, 323, 324, 325, 326, 327, 328, 382, 390, 393, 409, 448, 449
 Stock Control, 382, 387, 392, 395, 448, 626, 697, 698, 699, 700
 Stock Control, 265, 382
 Stock Credit Note, 696, 698
 Stock Credit Note, 698
 Stock Enquiries, 281, 282
 Stock Enquiries, 281
 Stock Goods Receiving, 696, 699
 Stock Goods Receiving, 699
 Stock Holding Sales Outlet Setup, 265
 Stock Invoicing, 696
 Stock Invoicing, 697
 Stock Item Maintenance, 327
 Stock Item Maintenance, 272, 282, 539
 Stock Maintenance, 323, 328, 385, 392, 397, 430, 449
 Stock Maintenance, 284, 287, 290, 316, 382, 391, 398, 399, 400, 410, 418, 435, 436, 619

Stock Management Reports, 195, 276
 Stock Management Reports, 356
 Stock Month End, 50, 230, 283, 401, 463
 Stock On Hand, 281, 296, 310, 333, 391, 399, 701
 Stock On Hand, 333, 336
 Stock On Hand, 154, 398
 Stock Reports, 401
 Stock Transfers, 31

T

Table Floor Layout, 459, 460
 Table Floor Layout, 455
 Table Payment, 495
 Table Payment, 495, 517
 Table Payment, 517
 Table Reservations, 513
 Table Setup, 455
 Tables, 122, 134, 137, 148, 149, 457, 459, 460, 469, 513, 517
 Tables, 62, 86, 93, 111, 119, 147, 177, 198, 505, 517, 660, 682
 Tables, 134, 137, 454, 460, 469
 Take-Aways, 137, 164
 Take-Aways, 147, 164, 177
 Take-Aways, 62, 134, 137, 506
 Tax Rates, 330
 Tax Report, 687
 Tax Report, 658, 687
 Tax Report, 687, 688
 Tender Types, 66, 67, 68, 468, 538
 Tender Types, 66, 468, 476, 496, 521
 Tender Types, 66
 Terminals, 23, 540
 Terminals, 7
 Terms, 50, 209, 210, 214, 222, 226, 240, 245, 251, 255, 346
 Terms, 209, 240
 Terms, 703, 704
 Till Close, 450
 Till Management, 448
 Till Management, 91, 92, 96, 191, 392, 438, 440, 443, 448, 543
 Till Management, 437, 543
 Till Number, 667
 Till Table Details Viewing, 648
 Trading Reports, 658, 671, 681
 Trading Reports, 671
 Transaction Audit, 211, 242, 603
 Transaction Audit, 603
 Transaction Detail, 585
 Transaction Types, 213, 245, 585, 586, 597, 598
 Transaction Types, 228, 237, 257
 Transaction Types, 228, 257
 Transfers, 31, 32, 300, 301, 303, 304, 309, 325, 327, 328, 384, 399
 Transfers, 86, 282, 285, 327, 380, 382, 399
 Trial Balance, 205, 236

U

User, 70, 192, 193
 User Setup, 493
 User Setup, 69, 555, 683
 Utilities, 232, 261, 262, 404
 Utilities, 28, 229, 231, 233, 258, 260, 262, 402, 404, 410, 418, 419, 464, 611, 639, 643, 655, 709
 Utilities, 637, 638

V

Vat Input, 687
Vat Input, 626, 699, 700
Vat Output, 687, 688, 697, 698
Vat Rate, 627, 632, 687
Vat Rate, 586, 598, 648
Vat Rate, 42
View Doc, 557, 604
View History, 603
Void, 510

W

Waitrons, 190
Weighted Items, 45, 289, 301, 324

Y

Year End, 610

Z

Zero All Values, 638