

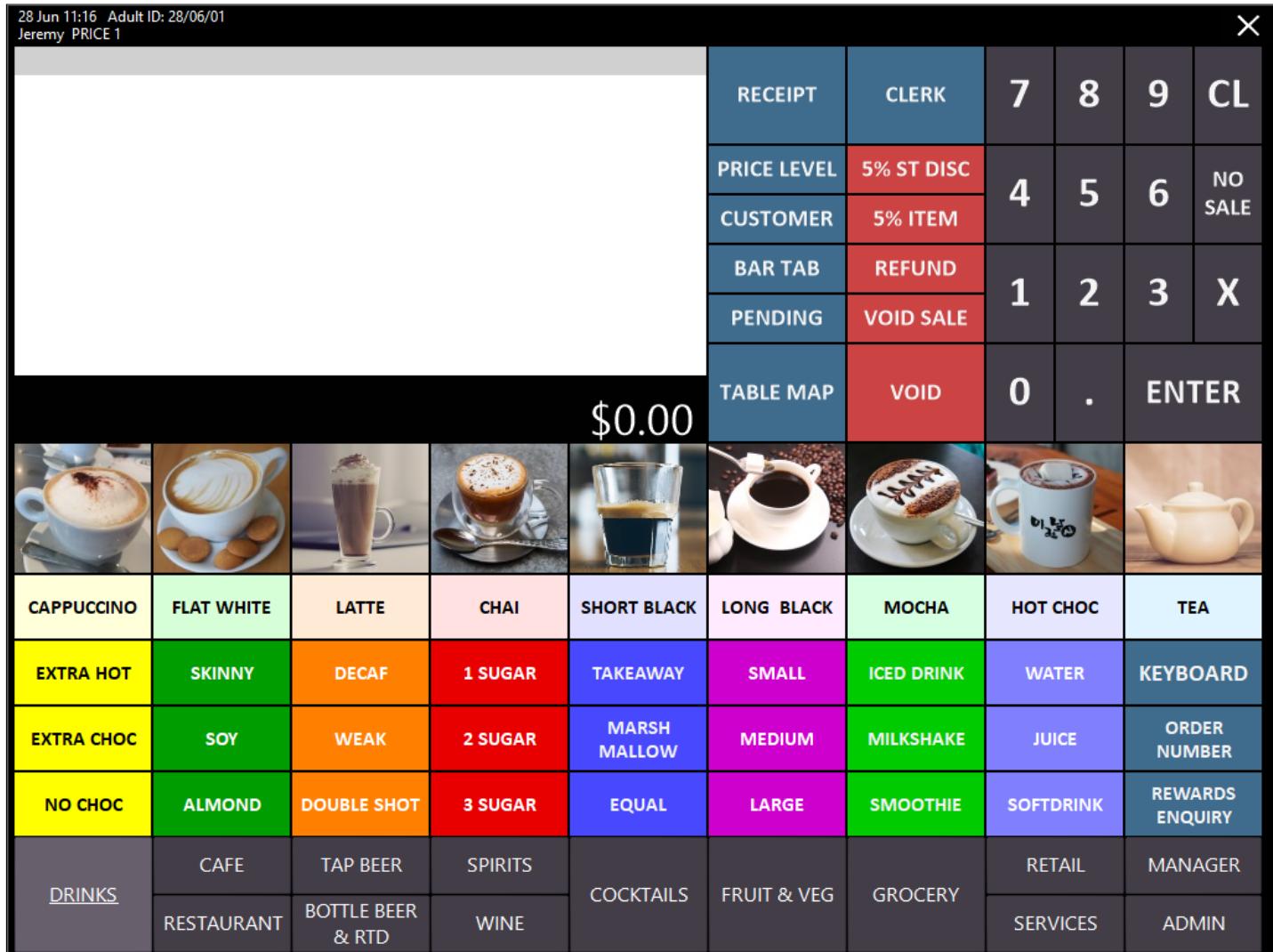
POS Screen in pos

The POS Screen refers to the graphical user interface that is used to process all types of transactions that can be required for businesses. It can be highly customised to suit the needs of each installation and will allow for multiple input selections.

Idealpos can open automatically to the Point of Sale Window, provided the appropriate options are ticked. It is possible to turn this function off if required, for use on a back office terminal for example.

The default POS Screen is configured into three separate sections:

- **Top Left** – This area is used to display the transaction details. It can include information such as Stock Items, Customers, Departments, Promotions and Discounts.
- **Top Right** – By default this area will be programmed with the numerical keyboard and some administrator functions. This area can be customised as much as required.
- **Bottom Half** – This section is used for the programming of Stock Items, Grids, Menus and Administrator functions required by the user to perform all transactions. This section can change at the end of most transactions to display the ‘Tender’ selections.
- **Bottom Right** – This area is toggled for use only if the user selects to display Customer information.



Progress Bar shows while Finalizing Sale

When some transactions (Bar tabs) have a large number of items added to them, this can increase the time it takes to process the transaction. If the time to process the transaction took a long while, the User may sometimes try and press other buttons, causing Windows to display a “This Program is Not Responding” message. Some users would try and close the program then to start again.

When there are more than 30 items within the transaction a second progress bar will display to show how many items are being processed.

During the processing of a transaction there are many different checks that need to be run to ensure the correct data is recorded, hence why larger transactions attract a long processing time. In most instances the progress window will not be noticed.



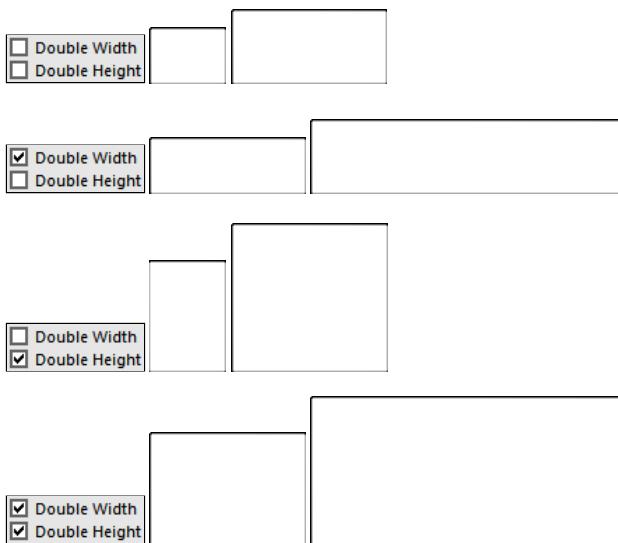
You are here: POS Screen Setup

Buttons

Button Size

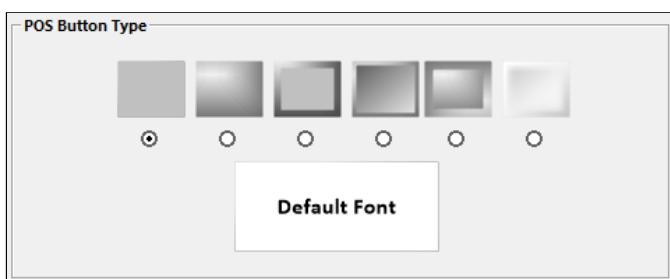
Buttons can vary in size between four different combinations. When you select a button there are two checkboxes that will determine the size of the designated button.

Button Size / Numerical Area / POS Screen Area

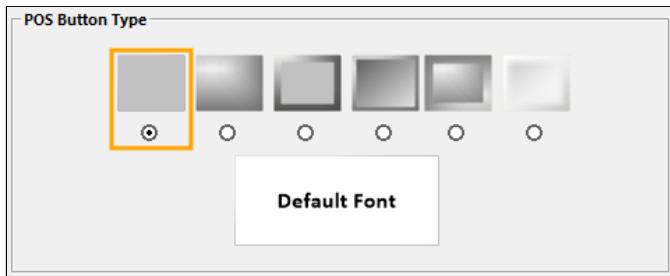


POS Button Type

It is possible to select the button display you want to use on the POS Screen. This will affect all terminals within this Site. You can also set the Default Font for all new buttons that will be created.

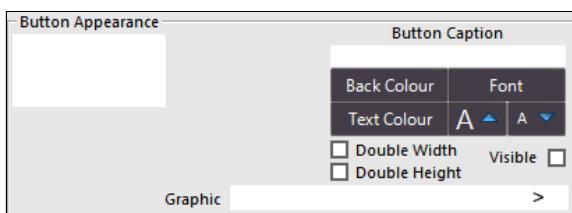


Note: PNG images on POS Screen buttons cannot be used if the flat button type is selected:



Button Appearance

When creating buttons for the POS Screen, regardless of the function selected for the button, you will be able to customize it however you like. When a button has been selected, the middle-left of the screen will show a "Button Appearance" area. A preview of what the button will look like is displayed within this area.



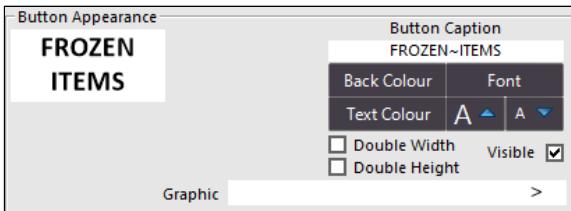
Button Caption

This section will generally be filled in automatically depending on the function used. It is possible to change the caption to be whatever you wish.

Carriage Returns can also be used in a button caption to get the text in the button to move to the next line.

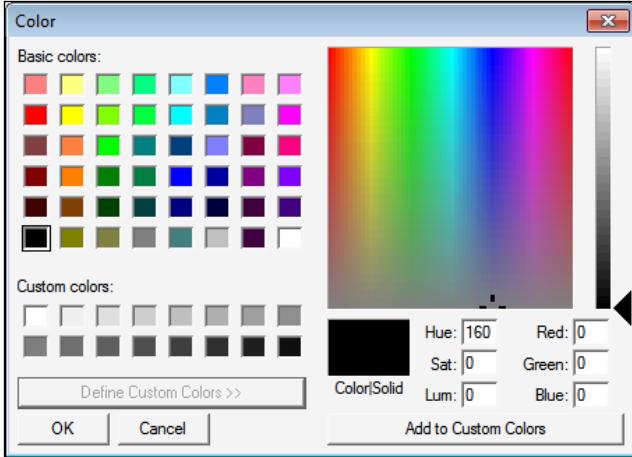
The character that Idealpos will treat as a Carriage Return is the tilde symbol "~".

The below is an example of the tilde symbol on a button caption.



Back Colour

This is the colour that the button is going to be. You can select from the 48 pre-defined colours, or select an additional 16 colours using the custom colours grid.

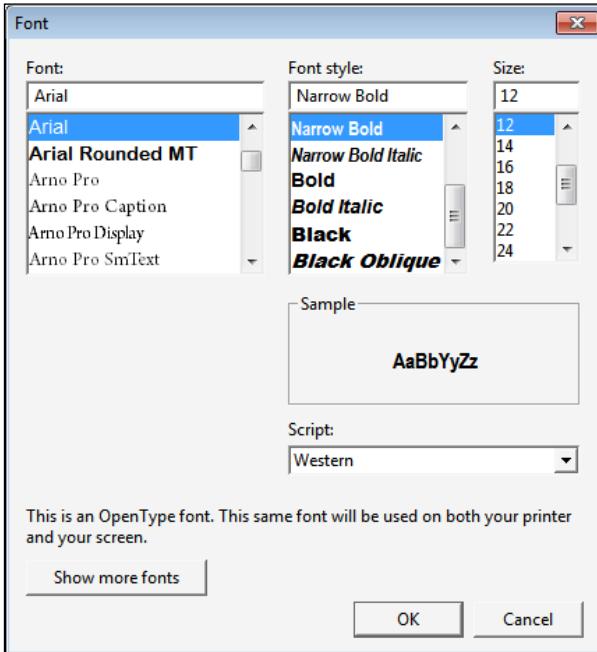


Text Colour

This is the colour that the text on the button is going to be. You can select from the 48 pre-defined colours, or select an additional 16 colours using the custom colours grid.

Font

This allows you to change the font of the selected button. You can change the font, font style and size. Each button can be unique. Some buttons you will want to use the same style and size to allow them to stand out, buttons that link to grids and menus for example.



Change Font Size Arrows

These two arrows allow you to change the size of the font on the selected button.

Visible

This checkbox determines if the button will be visible on the POS Screen. If not selected as visible the button will present as black background.

Double Width

This checkbox will make the button twice the width. It can be used on its own or in conjunction with Double Height.

Double Height

This checkbox will make the button twice the height. It can be used on its own or in conjunction with Double Width.

Graphic

If you want you can add a graphic to a button. It is a good idea to decide on the button size and make the graphics you want to use the same size. It is also a requirement to store the images in the Pictures folder of Idealpos.

1024 x 768 Resolution

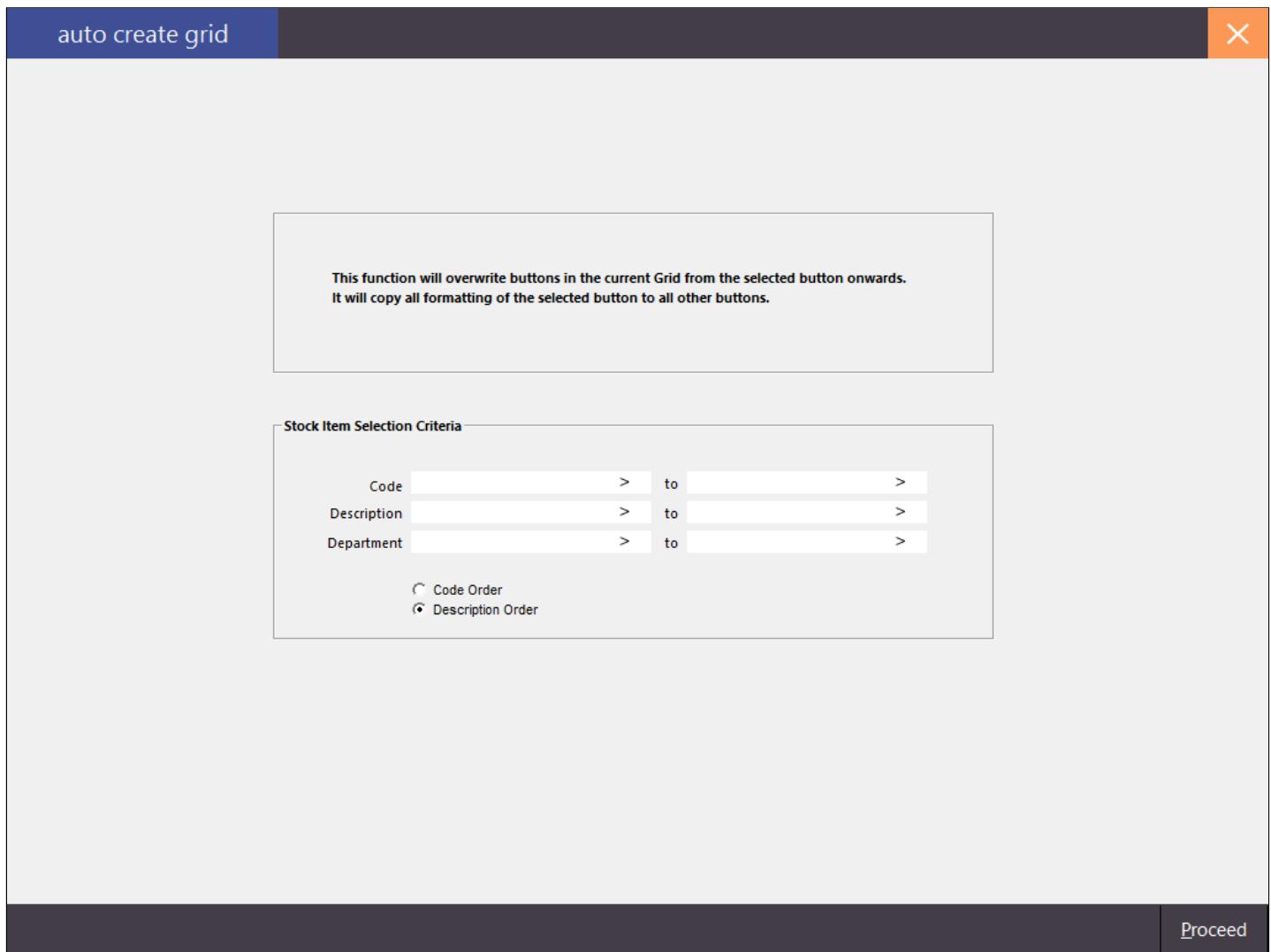
Standard Button Size – 110 x 51 pixels
 Double Width – 222 x 51 pixels
 Double Height – 110 x 104 pixels
 Double Height/Width – 222 x 104 pixels
 Numpad- 54 x 38 pixels
 Numpad Double Width- 110 x 38 pixels
 Numpad Double Height- 54 x 78 pixels
 Numpad Double H/W- 110 x 78 pixels

1280 x 800 Resolution

Standard Button Size – 138 x 51 pixels
 Double Width – 278 x 51 pixels
 Double Height – 138 x 104 pixels
 Double Height/Width – 278 x 104 pixels
 Numpad- 86 x 38 pixels
 Numpad Double Width- 174 x 38 pixels
 Numpad Double Height- 86 x 78 pixels
 Numpad Double H/W- 174 x 78 pixels

Auto Create Grid

This function allows you to create more than one button at a time. It is best to decide on the buttons appearance before using this function. If you select a range of items that is greater than the buttons available, any existing buttons will be overridden. If the range of buttons exceeds the amount of buttons remaining on the POS Screen, the buttons will be created in the available spaces only. The buttons will be created Top to Bottom, Left to Right from the button that you originally selected. Any buttons to the immediate Top and Left of the selected buttons will remain.

**Button Difference**

While it may seem like a good idea to create each button a different colour with different text, it actually makes it harder to use. Using the same colour and differentiating with shading works much better and is easier on the eyes.

Recommended

		
SCHOONER	SCHOONER	SCHOONER
POT	POT	POT
PINT	PINT	PINT
JUG	JUG	JUG

Not Recommended

	
MID	MID
SCH	SCH
JUG	PINT

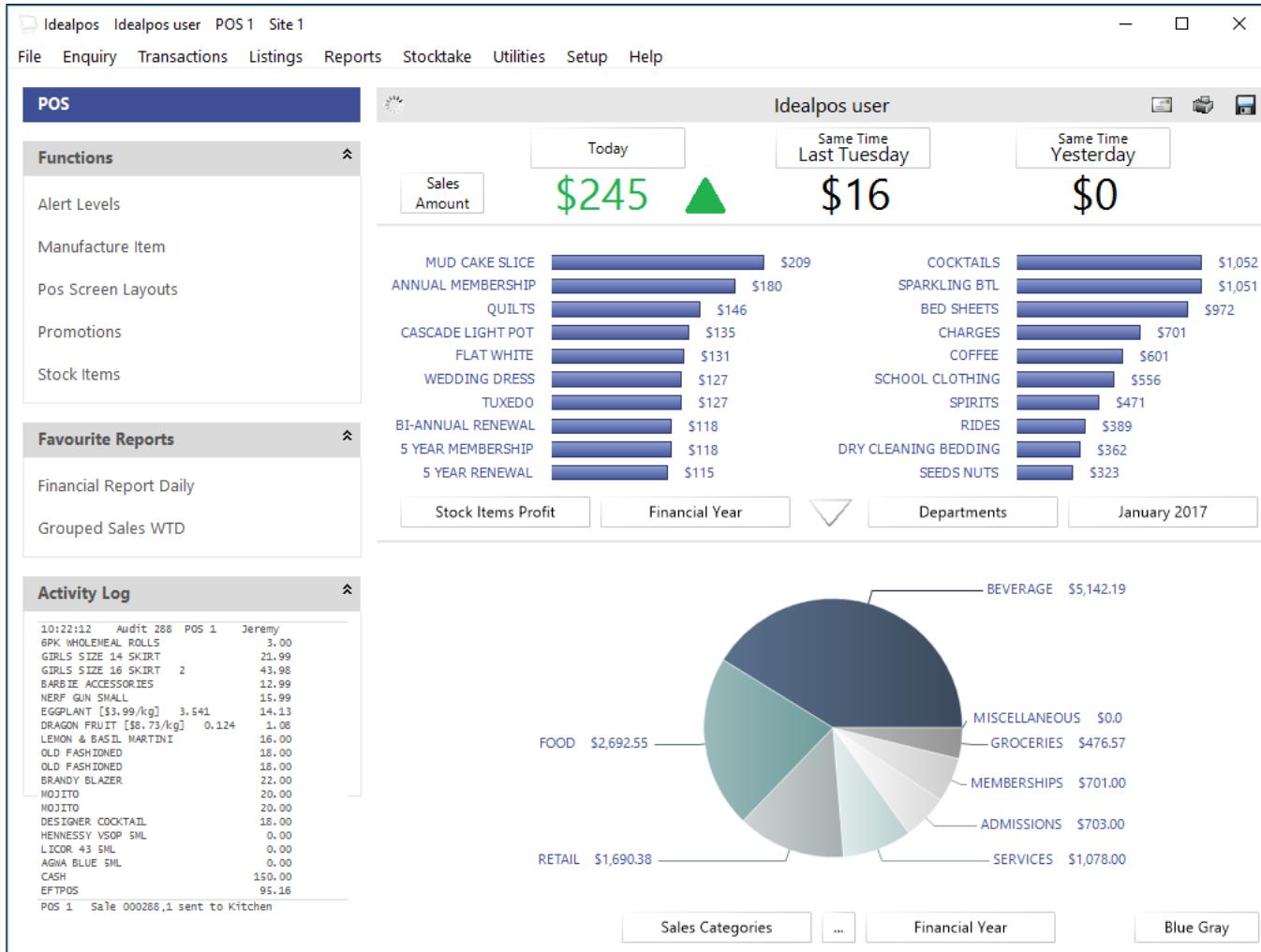
You are here: Back Office

Back Office in Idealpos

The Back Office is what Idealpos uses to allow access to the entire setup of the program. It also provides access to the Menus, Dashboard, Shortcuts and Activity Log. The Back Office is generally reserved for Admin Users, but permissions can be used on all functions to allow different Users access they require.

The Back Office can be accessed from the POS Screen by pressing Exit. If Idealpos is not licensed with POS in the registration, it will be the default screen when the program opens.

You have the option to expand the Back Office section of Idealpos to as large as you want. The default size of the Back Office window is '1024 x 768'. Screens that only support this resolution cannot be re-sized.

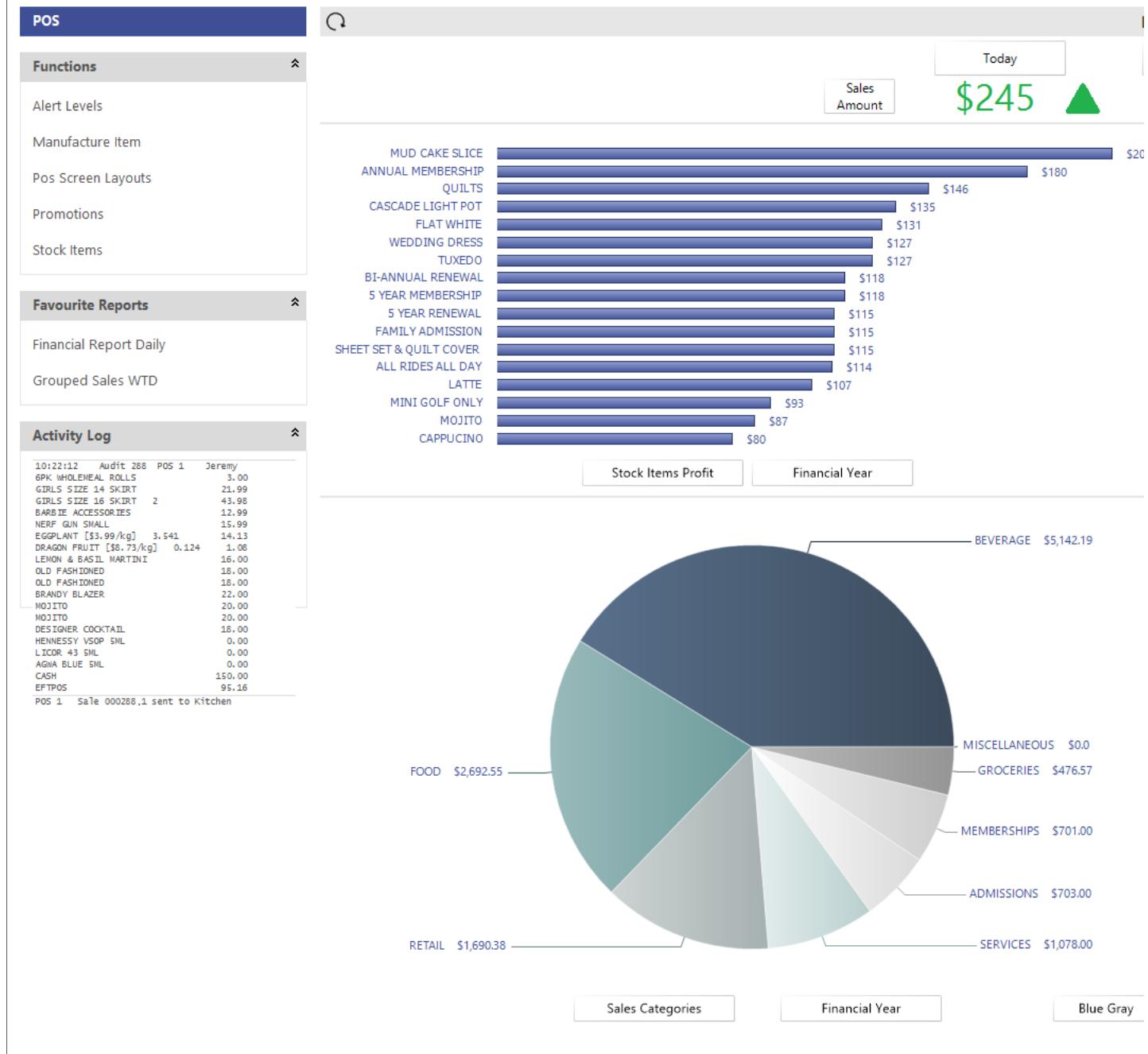


The default and smallest screen resolution that the Idealpos POS screen runs at is 1024x768.

On screens with resolutions greater than 1024x768, the POS screen is always displayed at the top left-corner of the screen.

When the Idealpos POS screen is opened, the Back Office screen is hidden, regardless if the Back Office screen has been resized to a resolution greater than 1024x768.

When exiting the POS Screen, the Back Office will be displayed using the previously selected size with the Shortcuts and Menus remaining in place.



When the Back Office screen has been resized to a resolution greater than 1024x768, any menu or screen that is displayed will appear in the centre of the Back Office screen.

When using the default Back Office screen size of 1024x768, any menu or screen that is displayed will also be displayed at 1024x768 and will be displayed in exactly the same position as the Back Office screen.

POS



Clerks

Confirmation

Customers

Home Screen

Miscellaneous

POS Screen

Receipt / Kitchen

Functions

ALL

1

2

Pos Screen Setup

RESTAURANT

✓

Promotions

1 Allow Selection of Text/Zero items on Table Details

Send Message

2 Always Recall items to POS Screen

✓

Stock Items

3 Attach Order Numbers to matching Hold Print Orders

✓

Favourite Reports

ENTREE

4 Auto "Finish" Table after Finalization

Financial Report - Today

5 Auto "Finish" Table after Printing

Stock Sales - This Month

6 Automatically Print to Kitchen

✓

Stock Sales - Today

7 Clear Table when Pre-Paid

Activity Log

FRUIT

8 Each Table locked to Single Clerk

SIDES

9 Fast Service Table Map

PACKAGED BEER

10 Force Seat Number at Start of Sale

CHEESE \$0

11 Go Straight to Table Map on Startup

✓

12 Hold Clerk open from POS

13 Inhibit Cash Sale Transfers to Tables

✓

14 Inhibit Clerk Entry on Table Map

15 Inhibit Customer Add to Table when paying items

16 Inhibit Delete Items Button

17 Inhibit Exit from Enter Clerk Screen

✓

18 Inhibit Multiple Table Maps

19 Inhibit Occupy Table Function

20 Inhibit Text on Table Details screen

✓

21 Inhibit Voids when Paying Tables/Bar Tabs/Pend Sales

22 Large Clerk Entry screen

23 Prompt for Covers

24 Prompt for Name

25 Seat Buttons don't make new items

✓

26 Send Deleted Items to Kitchen

✓

27 Send Sales to Kitchen Printers

✓

28 Send Table Transfers to Kitchen Printers

29 Show Customer Names on Tables

✓

30 Show Decimal Quantities on Receipts

✓

31 Show Restaurant Reports

✓

32 Show Seat Buttons

33 Show Seat Numbers on POS screen

✓

34 Show Surcharge Totals on Bills

35 Show Tips section on Bills

✓

36 Transfers to Table Map return to POS

37 Use Hold Print Function

38 Warn when Saving Tables

✓

39 When adding Reservation, search Customers by Code

You are here:Hierarchy of Stock

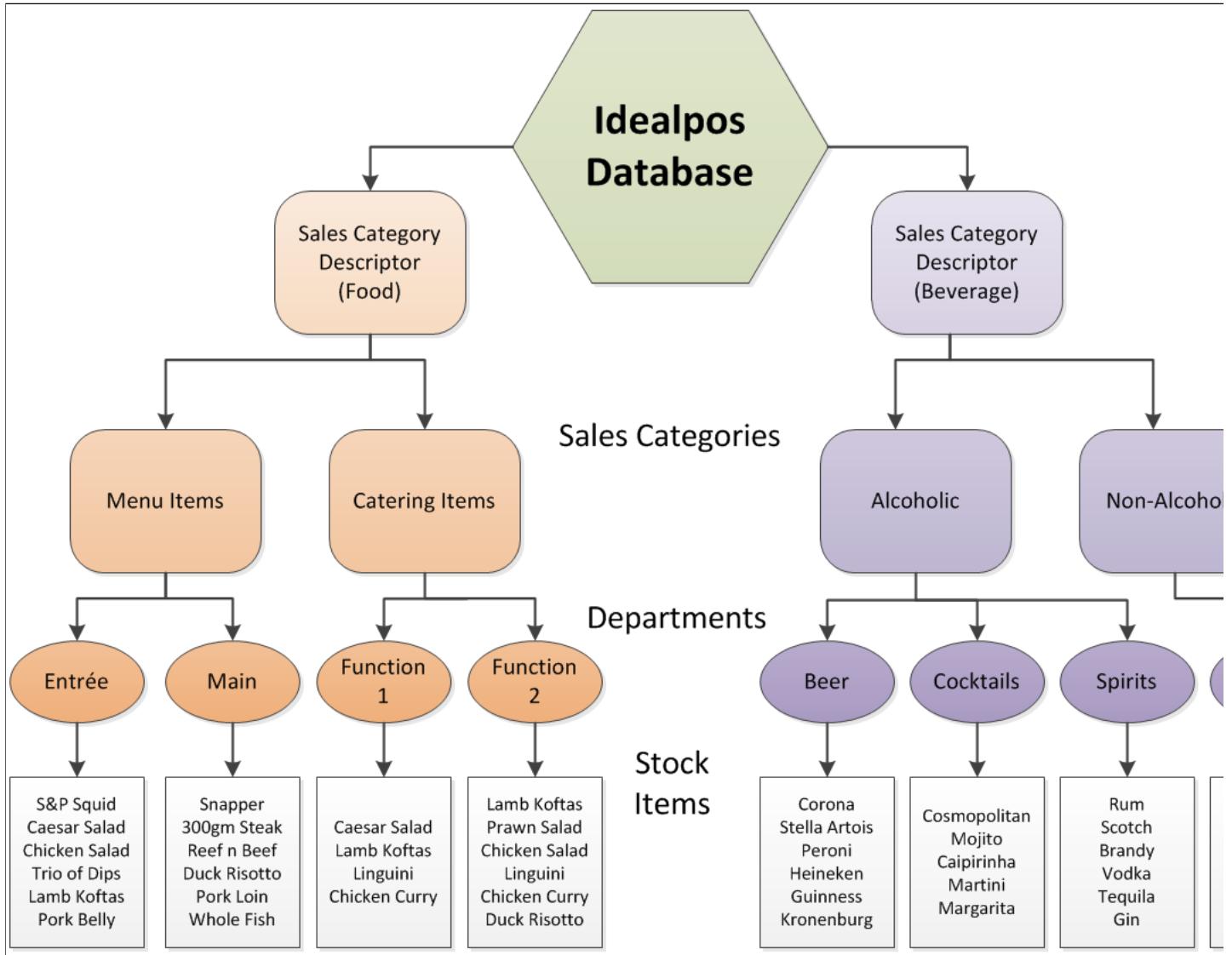
Hierarchy of Stock

Idealpos is able to be configured however you choose, but it is a good idea to sit down and work out the database structure before attempting to program the data.

There are three available levels of reporting with Stock Items when they are created in the database. Setup of Stock Items contribute the bulk of programming your database and you want to ensure that this is managed as easily and effectively as possible. In order to do that, you will need to work out the grouping types used to keep your items manageable.

The three levels available are Sales Categories, Departments and Stock Items. Sales Categories group the Departments, which in turn group the Stock Items. Stock Items will influence reports of the Department and Sales Categories of which they are linked.

Any changes that take place after the items initial programming will only take place when the change is made. Previous sales history will NOT be affected or display this change.



You are here: Stock Items

Stock Items

Stock Items in Idealpos

The Stock Item screen is one of the primary data editing screens in Idealpos. From this screen, you can manage all of your products with the ability to add new products, change prices and much more.

POS terminals without a Back-Office license do not have access to the Stock Items screen.

Go to File > Stock Control > Stock Items.

stock items		Code Search		>							
Code	Description	Department	Average Cost	Indirect	STANDARD	STAFF	EXTRAS	BOTTLESHOP	S		
101001	EGGS ON TOAST	BREAKFAST	2.50	No	9.00	3.50	0.00	0.00			
101002	BACON & EGGS	BREAKFAST	3.00	No	10.00	4.00	0.00	0.00			
101003	EGGS BENEDICT	BREAKFAST	4.50	No	13.00	6.00	0.00	0.00			
101004	AVOCADO ON TOAST	BREAKFAST	5.00	No	11.00	6.50	0.00	0.00			
101005	BAKED BEANS & TOAST	BREAKFAST	2.00	No	8.50	3.00	0.00	0.00			
101006	PANCAKES	BREAKFAST	2.00	No	9.00	3.00	0.00	0.00			
101007	CANADIAN PANCAKES	BREAKFAST	3.50	No	12.00	4.50	0.00	0.00			
101008	WAFFLES	BREAKFAST	2.50	No	9.00	3.50	0.00	0.00			
101009	WAFFLES CHOCOLATE	BREAKFAST	3.00	No	10.00	4.00	0.00	0.00			
101010	JAM & TOAST	BREAKFAST	1.20	No	5.00	2.00	0.00	0.00			
101011	BIG BREAKFAST	BREAKFAST	5.20	No	15.00	7.00	0.00	0.00			
102001	EXTRA BACON	BREAKFAST MODS	0.65	No	2.00	1.00	0.00	0.00			
102002	EXTRA EGG	BREAKFAST MODS	0.23	No	1.00	0.50	0.00	0.00			
102003	EXTRA TOAST	BREAKFAST MODS	0.10	No	0.50	0.50	0.00	0.00			
102004	EXTRA AVOCADO	BREAKFAST MODS	0.50	No	1.00	1.00	0.00	0.00			
102005	EXTRA CHEESE	BREAKFAST MODS	0.20	No	1.00	0.50	0.00	0.00			
102006	EXTRA SALMON	BREAKFAST MODS	1.00	No	3.00	1.50	0.00	0.00			
102007	EXTRA JAM	BREAKFAST MODS	0.10	No	0.50	0.50	0.00	0.00			
102008	EXTRA MAPLE	BREAKFAST MODS	0.50	No	1.00	1.00	0.00	0.00			
102009	EXTRA CREAM	BREAKFAST MODS	0.10	No	0.50	0.50	0.00	0.00			
102010	EXTRA SAUCE	BREAKFAST MODS	0.10	No	0.50	0.50	0.00	0.00			
102011	EXTRA HASHBROWN	BREAKFAST MODS	0.05	No	1.00	0.50	0.00	0.00			
102012	WHITE	BREAKFAST MODS	0.00	No	0.00	0.00	0.00	0.00			
102013	MULTI-GRAIN	BREAKFAST MODS	0.00	No	0.00	0.00	0.00	0.00			
102014	WHOLEMEAL	BREAKFAST MODS	0.00	No	0.00	0.00	0.00	0.00			
102015	GLUTEN FREE	BREAKFAST MODS	0.25	No	1.00	0.50	0.00	0.00			
102016	TURKISH	BREAKFAST MODS	0.20	No	0.50	0.50	0.00	0.00			
102017	BAGEL	BREAKFAST MODS	0.20	No	0.50	0.50	0.00	0.00			
103001	GARLIC BREAD	LUNCH	1.50	No	7.00	2.00	0.00	0.00			
103002	COB LOAF	LUNCH	1.80	No	8.00	2.50	0.00	0.00			
103003	SOUP OF THE DAY	LUNCH	2.20	No	10.00	3.00	0.00	0.00			
103004	FISH OF THE DAY	LUNCH	3.40	No	11.00	4.50	0.00	0.00			
103005	STEAK SPECIAL	LUNCH	6.50	No	13.00	8.50	0.00	0.00			
103006	CHICKEN SPECIAL	LUNCH	4.80	No	12.00	6.50	0.00	0.00			
103007	LASAGNE	LUNCH	3.20	No	9.00	4.50	0.00	0.00			
104001	EXTRA CROUTONS	LUNCH MODS	0.05	No	1.00	0.50	0.00	0.00			
104002	CHIPS AND SALAD	LUNCH MODS	0.00	No	0.00	0.00	0.00	0.00			
104003	MASH AND VEGES	LUNCH MODS	0.00	No	0.00	0.00	0.00	0.00			
104004	SALAD ONLY	LUNCH MODS	0.00	No	0.00	0.00	0.00	0.00			
104005	VEGES ONLY	LUNCH MODS	0.00	No	0.00	0.00	0.00	0.00			
105001	GARLIC BREAD	APPETISERS	1.50	No	7.00	2.00	0.00	0.00			
105002	COB LOAF	APPETISERS	1.80	No	8.00	2.50	0.00	0.00			
105003	SCALLOPS	APPETISERS	4.25	No	11.00	5.50	0.00	0.00			
105004	KOFTAS	APPETISERS	3.80	No	10.00	5.00	0.00	0.00			
106001	DUCK	ENTRÉE	7.60	No	14.00	10.00	0.00	0.00			
106002	BEEF	ENTRÉE	6.25	No	13.00	8.00	0.00	0.00			
106003	LAMB	ENTRÉE	5.80	No	12.00	7.50	0.00	0.00			
106004	SEAFOOD	ENTRÉE	8.70	No	16.00	11.00	0.00	0.00			

1600 records

Discontinued Only
 Supplier Items Only Enabled in Location

Copy Promotions Supp Cod

Cost Prices

Cost Prices Ex Tax can be entered to give you a profit margin beside each price level. Standard Cost is the initial cost of the goods, a manual "Base Cost" that can be loaded against the Stock Item. It will not automatically fluctuate with stock received, so if it needs to be changed for any reason, you will need to change this. Last Cost is the last purchase cost of the goods received.

Average Cost is calculated by the following equation:

$$\text{Avg Cost} = \frac{((\text{Current Average Cost} \times \text{Current Stock Level}) + (\text{Purchase Quantity} \times \text{Purchase Cost}))}{\text{Current Stock Level} + \text{Purchase Quantity}}$$

Stock Items

Basically, it computes the total purchase cost of the particular item and divide by the total quantity of the item purchased. If the average cost increases rapidly it generally indicates the value of the goods is significantly different to the last purchase. If the stock item is Indirect these fields will be updated automatically from the Direct Item they are linked to.

Cost Prices (ex Tax)	
Standard Cost	160.0000
Last Cost	172.5700
Average Cost	172.5700

Cost Prices (ex Tax)	
Standard Cost	1.3760
Last Cost	1.4841
Average Cost	1.4841

You are here: Stock Item Types

Stock Item Types

There are 7 different types of Stock Items that are used in Idealpos. Some combinations are able to be used more than once in the same item settings.

Stock Control

A stock controlled item is an item that has been brought into your stock system, and is sold basically as it is. Simply enter the appropriate details for the stock item and press save. A normal stock item must have the Stock Control check box ticked, and the indirect checkbox un-ticked. This is also classed as a Direct Item and can also be a Component Item.

<input checked="" type="checkbox"/> Stock Control
<input type="checkbox"/> Indirect Item
<input type="checkbox"/> Non-Accumulating
<input type="checkbox"/> Scale <input type="text"/>
<input type="checkbox"/> Instruction
<input type="checkbox"/> Print Red
<input type="checkbox"/> Can't Buy with GIFT VOUCHER
<input type="checkbox"/> Inhibit Voids
<input type="checkbox"/> Inhibit Discounts
<input type="checkbox"/> Web Store

Non-Stock Control

This is an item that you sell but do not need to keep track of the stock levels. This could include but is not limited to service and labour charges, for which there is nothing to count at a stock control level, or items that are insignificant to the running of the stock control, but necessary for tracking supplier transactions. Leave both the Stock Control and Indirect check boxes un-ticked.

<input type="checkbox"/> Stock Control
<input type="checkbox"/> Indirect Item
<input type="checkbox"/> Non-Accumulating
<input type="checkbox"/> Scale <input type="text"/>
<input type="checkbox"/> Instruction
<input type="checkbox"/> Print Red
<input type="checkbox"/> Can't Buy with GIFT VOUCHER
<input type="checkbox"/> Inhibit Voids
<input type="checkbox"/> Inhibit Discounts
<input type="checkbox"/> Web Store

Indirect Items

These are items that are made up of a part of 1 or more items that are stock controlled. Examples include but are not limited to, a glass of wine. A glass of wine is considered as Indirect, while the bottle of wine is the Direct Item. The glass is Indirect because it uses only 150/750ml of the bottle of wine. Cocktails and other recipes may include various items.

<input checked="" type="checkbox"/> Stock Control
<input checked="" type="checkbox"/> Indirect Item
<input type="checkbox"/> Non-Accumulating
<input type="checkbox"/> Scale <input type="text"/>
<input type="checkbox"/> Instruction
<input type="checkbox"/> Print Red
<input type="checkbox"/> Can't Buy with GIFT VOUCHER
<input type="checkbox"/> Inhibit Voids
<input type="checkbox"/> Inhibit Discounts
<input type="checkbox"/> Web Store
<input type="checkbox"/> Indirect Components go to Kitchen Printers

Indirect Non-Stock Control

By un-ticking the stock control option on an indirect item, this will cause the indirect item to still calculate its cost price from the stock control items it is linked to, but no stock control is performed.

<input type="checkbox"/> Stock Control
<input checked="" type="checkbox"/> Indirect Item
<input type="checkbox"/> Non-Accumulating
<input type="checkbox"/> Scale <input type="text"/>
<input type="checkbox"/> Instruction
<input type="checkbox"/> Print Red
<input type="checkbox"/> Can't Buy with GIFT VOUCHER
<input type="checkbox"/> Inhibit Voids
<input type="checkbox"/> Inhibit Discounts
<input type="checkbox"/> Web Store
<input type="checkbox"/> Indirect Components go to Kitchen Printers

Instructions Non-Stock Control

This is a special non-stock control item that is used for food and service instructions. Stock Control and Indirect Item check boxes won't be ticked, although Indirect can be ticked if required.

<input type="checkbox"/> Stock Control
<input type="checkbox"/> Indirect Item
<input checked="" type="checkbox"/> Non-Accumulating
<input type="checkbox"/> Scale <input type="text"/>
<input checked="" type="checkbox"/> Instruction
<input type="checkbox"/> Print Red
<input type="checkbox"/> Can't Buy with GIFT VOUCHER
<input type="checkbox"/> Inhibit Voids
<input type="checkbox"/> Inhibit Discounts
<input type="checkbox"/> Web Store

Instructions Stock Control

This is an instruction item that needs to be stock controlled, but needs to print as an instruction on the kitchen printer. An example of this would be flavoured syrup in a coffee.

<input checked="" type="checkbox"/> Stock Control
<input type="checkbox"/> Indirect Item
<input checked="" type="checkbox"/> Non-Accumulating
<input type="checkbox"/> Scale []
<input checked="" type="checkbox"/> Instruction
<input type="checkbox"/> Print Red
<input type="checkbox"/> Can't Buy with GIFT VOUCHER
<input type="checkbox"/> Inhibit Voids
<input type="checkbox"/> Inhibit Discounts
<input type="checkbox"/> Web Store

Scale Stock Items

By ticking a stock item as a scale stock item, this will force Idealpos to get the weight measure from the scale. The weight is then multiplied by the selling price to calculate the correct unit price.

<input checked="" type="checkbox"/> Stock Control
<input type="checkbox"/> Indirect Item
<input checked="" type="checkbox"/> Non-Accumulating
<input checked="" type="checkbox"/> Scale kg [] Tare 0 [] kg
<input type="checkbox"/> Instruction
<input type="checkbox"/> Print Red
<input type="checkbox"/> Can't Buy with GIFT VOUCHER
<input type="checkbox"/> Inhibit Voids
<input type="checkbox"/> Inhibit Discounts
<input type="checkbox"/> Web Store

You are here: Stocktake

Stocktake in Idealpos

Idealpos provides an easy to use step by step process for performing a stocktake. The basic process is to start at the top of the list and work your way down until you have either updated the stock levels or cleared the stocktake. You will find the list under the Stocktake heading from the back office.

- [Start Stocktake](#)
- [Stocktake Forms](#)
- [Enter Stocktake](#)
- [Stocktake Variance Report](#)
- [Stocktake Valuation Report](#)
- [Generate Stock Transfer](#)
- [Update Stock Levels](#)
- [Clear Stocktake](#)

Important Details

The stocktake procedure is one that can cause major changes to your database and reporting. It is important to ensure that all details are correct throughout the entire process.

- Do not sell any items of stock between starting the stocktake and when you actually count the stock.
- Once an item has been counted and recorded, that item is able to be sold through the terminal.
- Any stock purchases, returns, transfers or write-offs that are entered after the stocktake has been started will affect the Stocktake; you will have the choice to apply these changes to the current stock levels.

Stocktake Procedure

The basic stocktake procedure is as follows:

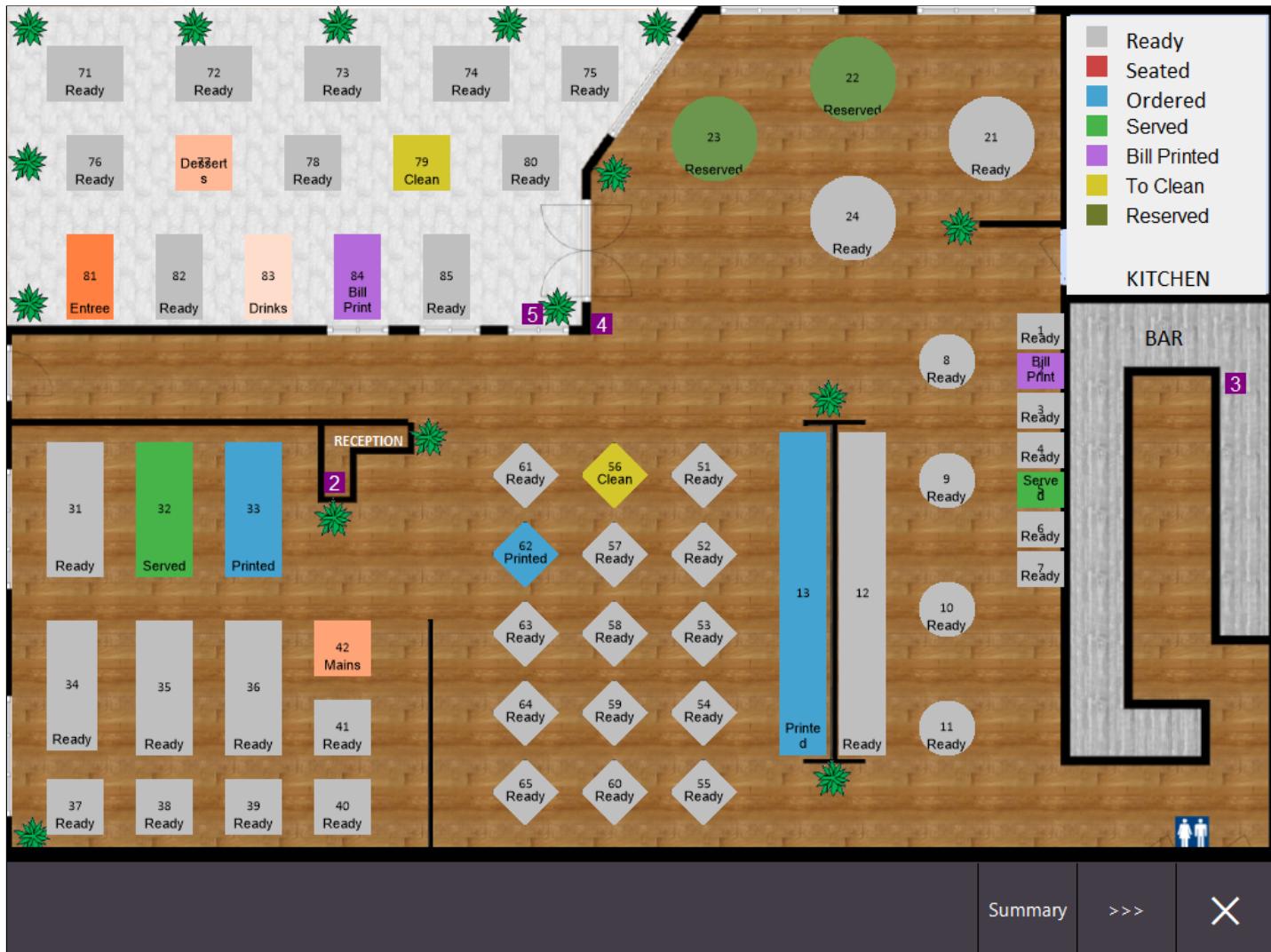
- Choose the Location/s you wish to stocktake.
- Click '**Start Stocktake**'.
- Print out the Stocktake Forms for the selected locations.
- Physically count each item in the selected locations and record the quantities on the stocktake forms.
- Enter the Stocktake into Idealpos.
- View or print the Stocktake Variance Report.
- View or print the Stocktake Valuation Report.
- Update the stock levels for the locations selected.

You are here: Restaurant and Table Map

Restaurant & Table Map in Idealpos

To be able to use the Restaurant functions and the Table Map screen, you require the Restaurant (RST) License Module. The restaurant module will give you access to advanced functions required to help with the successful running of a hospitality business. The RST module will need to have been added to the registration details of each terminal needing access to these functions. Enter your registration details by going to Setup > User Registration.

The Table Map provides a graphical user interface to view at a glance the status of all tables within the establishment. The table map is completely customizable and can facilitate the configuration of many different functions. Each colour represents a different status for the table, which can be custom designed to each install. If you want to spend the time and effort, it is possible to use an image as the background for the Table Map.



You are here: Suppliers

Suppliers in Idealpos

Suppliers need to be entered into the database if you want to use Idealpos for Stock Control purposes. Even if you don't want to record each and every supplier, at least one supplier must be entered into the database before any item can be Stock Received.

Suppliers are able to be utilised for reporting on nearly all issues relating to Stock Control. Suppliers are also used to link Supplier Stock Codes to Stock Items to enable receiving stock more efficient.

Suppliers and Supplier Stock Codes can be accessed by going to File > Suppliers.

[Suppliers](#)

[Supplier Stock Codes](#)

You are here: Stock Purchases

Stock Purchases in Idealpos

Stock Purchases is used to receive and credit stock into the Stock Control system. Generally, an invoice from a supplier is used as confirmation of the details of the items being added to the database. If you want Stock Control to be correct, this is an important procedure that has to take place.

Go to Transactions > Stock Control > Stock Purchases.



The Stock Purchases window will display any open Invoices and Purchase Orders.

Code	Supplier Name	Date	Type	Order No.	Invoice No.	Details	Processed	Location	Total

Show Purchase Orders
 Show Stock Received
 Show Orders NOT Received

Show Tax Inclusive
 Send to Label Printing

[Add](#) [Modify](#) [Delete](#) [Copy](#) [View](#) [Email](#) [Import](#) [Export](#) [Labels](#) [Items Only](#) [Process](#)

The Stock Purchases window allows you to perform multiple functions that control the use of Purchases and Orders.

Stock Purchases

<input type="checkbox"/> Show Purchase Orders <input type="checkbox"/> Show Stock Received <input type="checkbox"/> Show Orders NOT Received	<input type="checkbox"/> Show Tax Inclusive <input type="checkbox"/> Send to Label Printing
Add Modify Delete Copy View Email Import Export Labels	Items Only Process

Add

This button will allow you to create a new Purchase Order, or enter an Invoice. When you select this button a new window will open. You can then use a drop-down box to select which type you want to create. Both the Invoice and Purchase Order numbers can be a maximum of 20 characters.

stock received

Purchase Type: **Stock Received**

Supplier: >

Purchase Order No:

Invoice No:

Date of Invoice:

Stock Process Date:

Tax Inc

Location: **Location 1**

*	Stock Code	Supplier Code	Description	Quantity	Unit Cost	Disc %	Tax 1	Total	Last Cost
*									

Enquiry Prices

Sales Quantity: Week:

All Locations:

Week 4: Week 3: Week 2: Week 1: This Week:

Subtotal: 0.00

Auto-Allocate: GST: Freight:

Auto-Allocate: GST: Admin Fee:

Tax: >

Invoice Total: 0.00

[Save](#)

Modify

This button will allow you to modify an already created Purchase Order or Invoice.

Stock Purchases

stock received
Purchase Type Stock Received
Location Location 1
X

Supplier 17 >

Purchase Order No 10

Invoice No Chino's Imports

Stock Process Date 23/01/2017

Date of Invoice 23/01/2017

Details 23/01/2017

Tax Inc

Stock Code	Supplier Code	Description	Quantity	Unit Cost	Disc %	Tax 1	Total	Last Cost
903501	HGYBD23	SMALL TERRACOTTA POT	8	3.5	0.00	GST	28.00	<input type="checkbox"/>
903502	HGYBD27	MED TERRACOTTA POT	6	5.5	0.00	GST	33.00	<input type="checkbox"/>
903503	HGYBD31	LARGE TERRACOTTA POT	5	6.5	0.00	GST	32.50	<input type="checkbox"/>
903504	HGYBD35	TERRACOTTA BASE	7	4	0.00	GST	28.00	<input type="checkbox"/>
903505	HGYBD39	SMALL PLASTIC POT	16	2.6	0.00	GST	41.60	<input type="checkbox"/>
903506	HGYBD43	MED PLASTIC POT	8	2.9	0.00	GST	23.20	<input type="checkbox"/>
903507	HGYBD47	LARGE PLASTIC POT	9	3.4	0.00	GST	30.60	<input type="checkbox"/>
903508	HGYBD51	PLASTIC BASE	5	2.3	0.00	GST	11.50	<input type="checkbox"/>
903007	WFA107	SHOVEL HANDLE	9	6.55	0.00	GST	58.95	<input type="checkbox"/>
903001	WFA23	STANLEY SHOVEL	8	17.85	0.00	GST	142.80	<input type="checkbox"/>
903002	WFA37	STANDARD SHOVEL	7	11.65	0.00	GST	81.55	<input type="checkbox"/>
903003	WFA51	GARDEN SPADE	9	12.35	0.00	GST	111.15	<input type="checkbox"/>
903004	WFA65	GARDEN FORK	8	12.35	0.00	GST	98.80	<input type="checkbox"/>
903005	WFA79	CROWBAR SMALL	5	16.5	0.00	GST	82.50	<input type="checkbox"/>
903006	WFA93	CROWBAR LARGE	14	18.65	0.00	GST	261.10	<input type="checkbox"/>

* * *

8x SMALL TERRACOTTA POT (903501)
@ \$3.50 each 8 on Order

Enquiry
Prices

Sales Quantity Week All Locations

Week 4	Week 3	Week 2	Week 1	This Week
0	0	0	0	0

Subtotal 1065.25
 Auto-Allocate GST Freight 0.00
 Auto-Allocate GST Admin Fee 0.00
 Tax > 106.53
Invoice Total 1171.78

Save

Delete

This button will allow you to delete a Purchase Order or Invoice.

Are you sure?

Yes
No

Copy

This button allows you to create a new stock purchase based on the selected item.

Create a new stock purchase using the contents of this stock purchase?

Yes
No

View

This button will display the Purchase Order as it would be printed.

IdealPOS Solutions-Adam

ABN 34 091 801 204

ACN 091 801 204

Idealpos Solutions

PO Box 3128

Newstead QLD 4006

Phone 07 3630 2216

Fax 07 3630 2217

Email email@domainname.com

PURCHASE ORDER**5**

Page 1 of 1

Fax :

Phone :

Contact :

Location: LOCATION 1

To : **TOOHEYS BREWING**

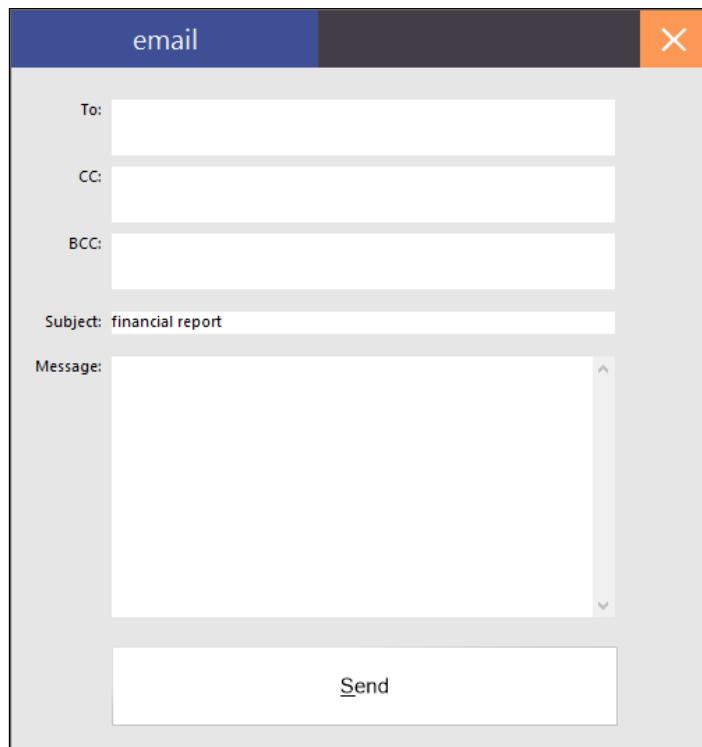
<u>Date</u> 20/09/2011	<u>Contact</u>	<u>Delivery Via</u>	<u>Delivery Date</u> 20/09/2011
Quantity	Description	Item Code	
1.00	TOOHEYS OLD KEG	43	
3.00	TOOHEYS NEW KEG	38	

Print

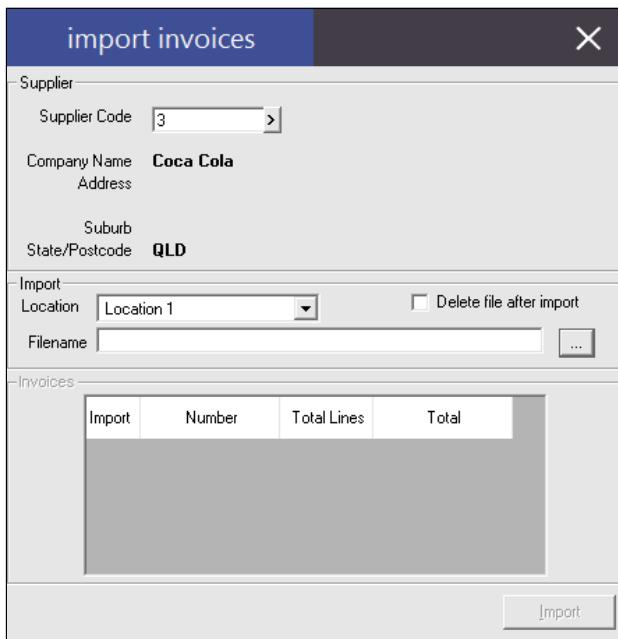
This button will print the Purchase Order or Stock Received to the default windows printer.

Email

This button will allow you to send the Purchase Order by email to the Supplier.

**Import**

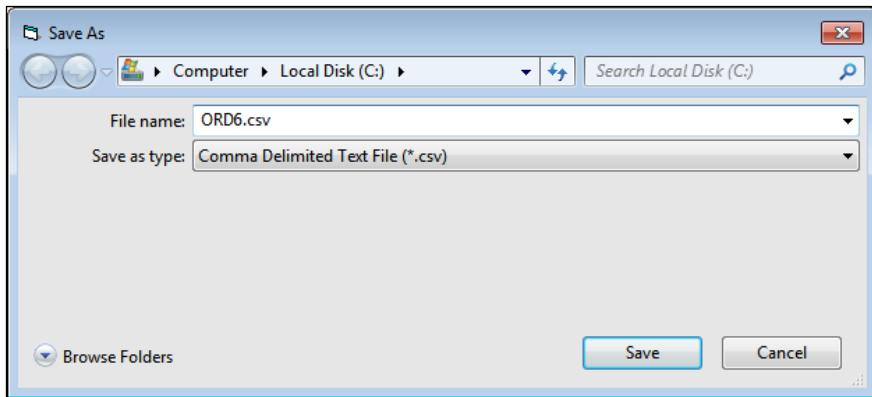
This button allows you to import an Invoice that has been sent to you electronically. Idealpos supports multiple formats for electronic invoices, which need to be set up to match the supplier.



The following formats are supported by Idealpos:
ALM (.dat), Generic (.csv), HLW (.INV), HLW (.txt), ILG (.INV) and Innkeeper (.DAT)

Export

This button allows you to export a Purchase Order to a .csv or .txt file for use in other programs or supplier formats.



Checkboxes

- Show Purchase Orders** – Select to toggle Purchase Orders being displayed.
- Show Stock Received** – Select to toggle Stock Received being displayed.
- Show Orders NOT Received** – Select to toggle orders that have not yet been received.
- Show Tax Inclusive** – Select to toggle the Tax Inclusive figure on cost prices.
- Send to Label Printing** – Select to print labels of items that have been processed.

Labels

This button will allow you to print labels for Stock Items which exist in any non-finalised Purchase Order.
Select a Purchase Order from the list, then press the "Labels" button.
The Labels screen will open and will contain any Stock Items that were added to the Purchase Order.
Any Label options required to print the Labels can be selected and when ready, the Preview or Print buttons can be used to Preview or Print the Labels.

S X

labels

Format

 Delete

Output To: Idealpos A4 Labels
A4 Printer: Foxit Reader PDF Printer
Dimensions: 22 labels (2 x 11) Portrait
Design: Format 1
Top Margin: 0 Price Level: 1
Left Margin: 0
Start Position: 1

 Use Stock Code as Barcode
 Show Print Dialog Box

Barcode Type

Auto
 EAN 13
 EAN 8
 UPCE
 UPCA
 Code 128
 Code 39

 Save
 Format As

Code	>	to	>
Scan Code	>	to	>
Description	>	to	>
Department	>	to	>

Indirect

 Modified Stock Items Only
 Quantities Match Stock Levels

Code
 Sort by Department /Description
 Description

 Multi Select Add to Grid

Code	Description	Quantity
205205	LIFT 600ML	1
205204	SPRITE 600ML	1
205201	COKE 600ML	1

 Clear

Total 3

 Preview Print**Items Only**

This button will allow you to receive Items Only without an Invoice.

receive without invoice

Supplier Code Name Chino's Imports
AddressSuburb
State/Postcode QLD
ABN 345976754Phone
Fax
Mobile
Email
Contact Alvin ChinofskiStock Process Date Purchase Order No
Invoice No Location

	Item Code	Description	Ordered	Previously Received	Delivered Quantity
▶	HGYBD23	SMALL TERRACOTTA POT	8	0	8
	HGYBD27	MED TERRACOTTA POT	6	0	6
	HGYBD31	LARGE TERRACOTTA POT	5	0	5
	HGYBD35	TERRACOTTA BASE	7	0	7
	HGYBD39	SMALL PLASTIC POT	16	0	16
	HGYBD43	MED PLASTIC POT	8	0	8
	HGYBD47	LARGE PLASTIC POT	9	0	9
	HGYBD51	PLASTIC BASE	5	0	5
	WFA107	SHOVEL HANDLE	9	0	9
	WFA23	STANLEY SHOVEL	8	0	8
	WFA37	STANDARD SHOVEL	7	0	7
	WFA51	GARDEN SPADE	9	0	9
	WFA65	GARDEN FORK	8	0	8
	WFA79	CROWBAR SMALL	5	0	5
	WFA83	CROWBAR LARGE	14	0	14

Process

This button will open the Purchase Order or Stock Received and Process the values you have entered into the Stock Control of the items.

Are you sure you wish to Process?

You are here: Stock Received

Stock Received

This function allows for stock to be entered into the database, or supplier credited for stock returned. This function is used when stock has been delivered with an invoice, without an order being placed through Idealpos. This is the most common form of receiving stock into the database. This can be done manually from an invoice, electronically from a file or generated from a PDE file.

The Stock Received screen is broken into 3 different areas.

- 1 – **Information Area** – This area will show the Supplier and Invoice details and reference numbers.
- 2 – **Items Area** – This area is used for adding the Stock Items and prices to the database.
- 3 – **Totals Area** – This area is used last to enter additional charges and total figures.

stock received

Purchase Type
Stock Received
Location
Location 1

Supplier
17 >
Purchase Order No

Date of Invoice

>>>

Invoice No

Stock Process Date

 Tax Inc

Chino's Imports
Details

Stock Code	Supplier Code	Description	Quantity	Unit Cost	Disc %	Tax 1	Total	Last Cost
903501	HGYBD23	SMALL TERRACOTTA POT	8	3.5	0.00	GST	28.00	<input type="checkbox"/>
903502	HGYBD27	MED TERRACOTTA POT	6	5.5	0.00	GST	33.00	<input type="checkbox"/>
903503	HGYBD31	LARGE TERRACOTTA POT	5	6.5	0.00	GST	32.50	<input type="checkbox"/>
903504	HGYBD35	TERRACOTTA BASE	7	4	0.00	GST	28.00	<input type="checkbox"/>
903505	HGYBD39	SMALL PLASTIC POT	16	2.6	0.00	GST	41.60	<input type="checkbox"/>
903506	HGYBD43	MED PLASTIC POT	8	2.9	0.00	GST	23.20	<input type="checkbox"/>
903507	HGYBD47	LARGE PLASTIC POT	9	3.4	0.00	GST	30.60	<input type="checkbox"/>
903508	HGYBD51	PLASTIC BASE	5	2.3	0.00	GST	11.50	<input type="checkbox"/>
903007	WFA107	SHOVEL HANDLE	9	6.55	0.00	GST	58.95	<input type="checkbox"/>
903001	WFA23	STANLEY SHOVEL	8	17.85	0.00	GST	142.80	<input type="checkbox"/>
903002	WFA37	STANDARD SHOVEL	7	11.65	0.00	GST	81.55	<input type="checkbox"/>
903003	WFA51	GARDEN SPADE	9	12.35	0.00	GST	111.15	<input type="checkbox"/>
903004	WFA65	GARDEN FORK	8	12.35	0.00	GST	98.80	<input type="checkbox"/>
903005	WFA79	CROWBAR SMALL	5	16.5	0.00	GST	82.50	<input type="checkbox"/>
903006	WFA93	CROWBAR LARGE	14	18.65	0.00	GST	261.10	<input type="checkbox"/>

Enquiry
Prices

Sales Quantity
Week
Subtotal 1065.25

Auto-Allocate
GST
Freight 0.00

Auto-Allocate
GST
Admin Fee 0.00

Tax >
106.53

Invoice Total
1171.78

Save

Information Area

The Information Area is where details that are not related to the Stock Items themselves are entered. Details can be added here which apply to the Invoice itself.

Purchase Type – Select Stock Received from the drop-down menu.

Supplier – Enter the Supplier Code or search for the supplier in your database to be added to the transaction.

Address & Contact Details – These fields will only contain data if the data has been entered against the supplier record. You cannot add or modify data within these fields from this screen.

Date of Invoice – Enter the date from the invoice that the stock was processed from the supplier.

Stock Process Date – Select a date that the stock was processed into your Stock database.

Purchase Order No – If the invoice is for items relating to a PO, enter the PO number.

Invoice Number – This field is mandatory if you want to process the stock.

Details – This field can be used to add a note to the Invoice that you want to retain.

Location – Only one Location can and must be selected using the drop-down menu.

Tax Inclusive – Checkbox to toggle the invoiced amounts as Tax Inclusive or Exclusive.

Options – Changes the window display to allow you to enter more information to the invoice.

stock received

Purchase Order No
Order Date
27/05/2015
>>>

Supplier
COKE >
Invoice No
Stock Process Date
27/05/2015
 Tax Inc

COCA COLA AMATIL
Details

<<<

Supplier COCA COLA AMATIL

Address

Contact

Email

Phone

Mobile

Fax

ABN

Delivery Address

Contact

Delivery Via

Delivery Date

Display Amounts Use Supplier's Codes

Top Message

Middle Message

Bottom Message

- Display Stock Code
- Display Supplier Code
- Display Stock On Hand

Items Area

The Items Area allows you to enter in details of the Stock Items the supplier has provided on the invoice. Depending on the supplier, the invoice may or may not display the details of the Unit Cost and ex-Tax Amounts. If using correct Stock Control procedures, you will need to ensure the details that are entered match what has been supplied against the Invoice. By pressing the Enter button you will move through each column from left-to-right.

Stock Code – This column will detail the Code that you use in Idealpos for this item. This code is unique and is unable to be used for other items.

Supplier Code – This column will display (if available) the Code that the supplier uses to record this item on the Invoice. This code is usually unique to suppliers.

Description – This column is the description of the Stock Item.

Quantity – This column must contain the quantity of each stock item that was received and invoiced.

Stock On Hand – This column will display the current quantity of each stock item that is recorded in the database.

Unit Cost – This column is the cost of a single unit of the goods that have been supplied.

Disc % - This column will enable you to enter any discounts that have been applied to the stock items from the supplier.

Tax 1 – This column is used to designate the tax type used on the stock items from the supplier.

Total – This column will display the total of the Quantity field multiplied by the Unit Cost field. If the Unit Cost is rounded and the Total figure doesn't match the Invoice Line total, you can enter the invoice line total in here, and the Unit Cost will be adjusted accordingly.

Last Cost – This checkbox can be selected to update the Last Cost of the stock items being processed. Reasons for not selecting this checkbox might be that the last figure is well below what you normally pay, and you don't wish to adjust your profit figures due to a special discount from a supplier.

Stock Code	Supplier Code	Description	Quantity Ordered	Unit Cost	Disc %	Tax 1	Total	Last Cost
280		COKE NRB 250ML	24	1.1644	0.00	GST	27.95	<input type="checkbox"/>
								<input type="checkbox"/>

At the bottom-left side of this window the details of the Stock Item within your database currently will be displayed.

When the item has been entered, if it is already entered on a Purchase Order, it will display the quantity at the bottom left of the window.

1x CASTER SUGAR 2KG (126022)	Enquiry	Prices
@ \$1.85 each	3 on Order	

As well as Sales Quantity, it will display Write-Offs, Transfers, Purchases, Returns and Variances. You are able to select a time period of Days, Weeks or Months. The details will display in the bottom left corner of the Purchase Order window.

Sales Quantity	Day	All Locations <input type="checkbox"/>		
17 Dec	18 Dec	19 Dec	20 Dec	21 Dec
0	0	10	0	0

Totals Area

This area will display the invoice total as it is calculated from the items entered in the Items Area. It also allows you to add additional service fees and tax rates.

Stock Received

Freight – This field is defined by setting a Purchase Category and assigning it within Global Options. It is used to enter and record any transport costs applied from the supplier.

Admin Fee – This field is defined by setting a Purchase Category and assigning it within Global Options. It is used to enter and record any administration costs applied from the supplier.

Tax – This setting allows you to enter up to 6 different Tax Rates associated with the invoice.

edit tax amounts

Code	Rate	Taxable Amount	Tax Amount
GST	0.10	27.95	2.80
GST FREE	0.00	0.00	0.00
Not Defined	0.00	0.00	0.00
Not Defined	0.00	0.00	0.00
Not Defined	0.00	0.00	0.00
Not Defined	0.00	0.00	0.00

Total Tax

Cancel
Save

Auto-allocate – These checkboxes are available to be applied to both the Freight and Admin Fee fields. They will allocate the cost equally across all stock items received on the invoice. This will ensure you have a correct cost attributed to the item.

Invoice Total – This figure should match exactly what is recorded on the Invoice from the supplier.

	Subtotal	27.95
Auto-Allocate <input checked="" type="checkbox"/> GST <input type="button" value="▼"/>	Freight	0.00
Auto-Allocate <input type="checkbox"/> GST <input type="button" value="▼"/>	Admin Fee	0.00
Tax >		2.80
Invoice Total		30.75

You are here: [Introduction to Idealpos 7](#) > Purchase Orders

Purchase Orders

This function allows for stock to be ordered from the supplier, and received into the stock control database in part or full. Purchase orders complete a full circle of control and reporting on what has been ordered, against what has been delivered.

The Purchase Order screen is broken into 3 different areas.

- 1 – **Information Area** – This area will show the Supplier and Order details and reference numbers.
- 2 – **Items Area** – This area is used for adding the Stock Items and prices to the database.
- 3 – **Totals Area** – This area is used last to enter additional charges and total figures.

The screenshot shows the Purchase Order window with the following details:

- Information Area:**
 - Supplier: Ben's Smallgoods (selected)
 - Purchase Order No: 9
 - Order Date: 23/01/2017
 - Stock Process Date: 23/01/2017
 - Tax Inc checkbox (unchecked)
- Items Area:**

Stock Code	Supplier Code	Description	Quantity Ordered	Unit Cost	Disc %	Tax 1	Total	Last Cost
402001	GFDH34971	APRICOT JAM	5	4	0.00	GST	20.00	
402002	GFDH35415	STRAWBERRY JAM	6	4	0.00	GST	24.00	
402003	GFDH35859	RASPBERRY JAM	2	4	0.00	GST	8.00	
402004	GFDH36303	BERRY FRUIT JAM	3	4	0.00	GST	12.00	
402005	GFDH36747	BLACKBERRY JAM	4	4	0.00	GST	16.00	
402006	GFDH37191	MARMALADE	1	4.8	0.00	GST	4.80	
402007	GFDH37635	LEMON SPREAD	5	3.2	0.00	GST	16.00	
402008	GFDH38079	HONEY SQUEEZE	3	5.6	0.00	GST	16.80	
402009	GFDH38523	HONEY JAR	8	5.2	0.00	GST	41.60	
402010	GFDH38967	HONEY TUB 1KG	7	8.8	0.00	GST	61.60	
402011	GFDH39411	GOLDEN SYRUP SQUEEZE	3	4.8	0.00	GST	14.40	
402012	GFDH39855	TREACLE TIN	5	6.4	0.00	GST	32.00	
402013	GFDH40299	VEGEMITE SMALL	1	3.2	0.00	GST	3.20	
402014	GFDH40743	VEGEMITE LARGE	5	5.2	0.00	GST	26.00	
402015	GFDH41187	NUTELLA SMALL	7	4	0.00	GST	28.00	
402016	GFDH41631	NUTELLA LARGE	3	6.4	0.00	GST	19.20	
402017	GFDH42075	LIME CORDIAL	4	2.85	0.00	GST	11.40	
402018	GFDH42519	RASPBERRY CORDIAL	6	2.85	0.00	GST	17.10	
- Totals Area:**

5x APRICOT JAM (402001)	Subtotal	372.10		
@ \$4.00 each	Auto-Allocate	<input checked="" type="checkbox"/> GST	Freight	0.00
5 on Order	Auto-Allocate	<input checked="" type="checkbox"/> GST	Admin Fee	0.00
		Tax >		37.21
		Invoice Total		409.31

Information Area

The Information Area is where details that are not related to the Stock Items themselves are entered. Details can be added here which apply to the Invoice itself.

Purchase Type – Select Purchase Order from the drop-down menu.

Supplier – Enter the Supplier Code or search for the supplier in your database to be added to the transaction.

Address & Contact Details – These fields will only contain data if the data has been entered against the supplier record. You cannot add or modify data within these fields from this screen.

Order Date – The date will automatically be filled in for “todays” date by default, but this can be changed.

Stock Process Date – Select a date that the stock will be processed into your Stock database. By default it will change to the current Date/Time it is actually processed. This can be changed by selecting the date you want the process to be recorded.

Purchase Order No – The Purchase Order number will be allocated consecutively.

Invoice Number – This field is mandatory if you want to process the stock.

Details – This field can be used to add a note to the Purchase Order that you want to retain.

Location – Only one Location can and must be selected using the drop-down menu.

Tax Inclusive – Checkbox to toggle the ordered amounts as Tax Inclusive or Exclusive.

Options – Changes the window display to allow you to enter more information to the invoice.

The screenshot shows the Purchase Order window with the following details:

- Supplier: COKE (selected)
- Purchase Order No: 7
- Order Date: 27/05/2015
- Stock Process Date: 27/05/2015
- Tax Inc checkbox (unchecked)

Purchase Order

Purchase Type: Purchase Order | Location: Location 1 | X | <<<

Supplier Address	Contact Email	Fax
Phone Mobile	ABN	
Delivery Address		Contact
		Delivery Via
		Delivery Date
<input type="checkbox"/> Display Amounts <input type="checkbox"/> Use Supplier's Codes		
Top Message Middle Message Bottom Message		
<input checked="" type="checkbox"/> Display Stock Code <input checked="" type="checkbox"/> Display Supplier Code <input type="checkbox"/> Display Stock On Hand		

Generate by Reorder Levels **Generate by Supplier** **Remove Zero Quantity Items** **Save**

Items Area

The Items Area allows you to enter in details of the Stock Items you want to purchase from the supplier. By pressing the Enter button you will move through each column from left-to-right.

Stock Code – This column will detail the Code that you use in Idealpos for this item. This code is unique and is unable to be used for other items.

Supplier Code – This column will display the Code that the supplier uses to record this item in their database. This code is usually unique to suppliers.

Description – This column is the description of the Stock Item.

Quantity – This column must contain the quantity of each stock item that you want to purchase.

Stock On Hand – This column will display the current quantity of each stock item that is recorded in the database.

Unit Cost – This column is the cost of a single unit of the goods that have been supplied previously.

Disc % - This column will enable you to enter any discounts that have been applied to the stock items from the supplier.

Tax 1 – This column is used to designate the tax type used on the stock items from the supplier.

Total – This column will display the total of the Quantity field multiplied by the Unit Cost field.

Last Cost – This checkbox can be selected to update the Last Cost of the stock items being processed. Reasons for not selecting this checkbox might be that the last figure is well below what you normally pay, and you don't wish to adjust your profit figures due to a special discount from a supplier.

Stock Code	Supplier Code	Description	Quantity Ordered	Unit Cost	Disc %	Tax 1	Total	Last Cost
280		COKE NRB 250ML	24	1.1644	0.00	GST	27.95	<input checked="" type="checkbox"/>
								<input type="checkbox"/>

At the bottom-left side of this window the details of the Stock Item within your database currently will be displayed.

When the item has been entered, if it is already entered on a Purchase Order, it will display the quantity at the bottom left of the window.

1x CASTER SUGAR 2KG (126022)	Enquiry	Prices
@ \$1.85 each	3 on Order	

As well as Sales Quantity, it will display Write-Offs, Transfers, Purchases, Returns and Variances. You are able to select a time period of Days, Weeks or Months. The details will display in the bottom left corner of the Purchase Order window.

Sales Quantity	Day	All Locations		
17 Dec	18 Dec	19 Dec	20 Dec	21 Dec
0	0	10	0	0

Generate by Reorder Levels – This button will automatically fill the Purchase Order with Stock Items based on the recommended and reorder levels previously set.

This will clear all existing items. Are you sure you wish to proceed?

generate purchase order



This option will clear the Purchase Order and automatically Generate an order based on the recommended and reorder levels of stock items linked to the selected supplier.

ALL Locations
 Choose Specific Location

LOCATION 1

Round Up
 Round Down
 Round Nearest
 Don't Round

Take into account Items On Back Orders

Bypass Recommended Levels - Base Quantity on Sales of Last Month

Proceed

Generate by Supplier – This button will sort the Purchase Order with Stock Items linked to the selected Supplier.

Remove All Items with Zero Qty – This button allows you to tidy the Purchase Order by not including items that do not need to be ordered.

Back Orders – Select this option to not over-order stock.

Bypass – Select this option to use last month's sales as a guide.

Generate by Reorder Levels	Generate by Supplier	Remove Zero Quantity Items	Save
----------------------------	----------------------	----------------------------	------

Totals Area

This area will display the invoice total as it is calculated from the items entered in the Items Area. It also allows you to add additional service fees and tax rates.

Freight – This field is defined by setting a Purchase Category and assigning it within Global Options. It is used to enter and record any transport costs applied from the supplier.

Admin Fee – This field is defined by setting a Purchase Category and assigning it within Global Options. It is used to enter and record any administration costs applied from the supplier.

Tax – This setting allows you to enter up to 6 different Tax Rates associated with the invoice.

edit tax amounts

Code	Rate	Taxable Amount	Tax Amount
GST	0.10	0.00	0.00
GST-Free	0.00	0.00	0.00
Not Defined	0.00	0.00	0.00
Not Defined	0.00	0.00	0.00
Not Defined	0.00	0.00	0.00
Not Defined	0.00	0.00	0.00

Total Tax

Auto-allocate – These checkboxes are available to be applied to both the Freight and Admin Fee fields. They will allocate the cost equally across all stock items received on the invoice. This will ensure you have a correct cost attributed to the item.

Invoice Total – This figure should match exactly what is recorded on the Invoice from the supplier when the stock is supplied.

Subtotal	27.95
Auto-Allocate <input checked="" type="checkbox"/> GST <input type="button" value="▼"/>	Freight <input type="text" value="0.00"/>
Auto-Allocate <input type="checkbox"/> GST <input type="button" value="▼"/>	Admin Fee <input type="text" value="0.00"/>
Tax > <input type="button" value="▼"/>	2.80
Invoice Total	30.75

You are here: Process Invoices

Process Invoices

Once Invoices have been entered they can be saved and processed at any time. Stock will NOT be added to the Idealpos database until it has been processed. This is something to keep in mind if performing a Stocktake.

Highlight the Invoice in the Stock Purchases window and press Process.

stock purchases		Reference Search		>	Location			S	X
Code	Supplier Name	Date	Type	Order No.	Invoice No.	Details	Processed	Location	Total
COKE	COCA COLA AMATIL	27/05/2015	Order	7			No	LOCATION 1	\$27.94
CUB	CARLTON UNITED BREWERIES	26/05/2015	Order	6			No	LOCATION 1	\$129.33
CUB	CARLTON UNITED BREWERIES	26/05/2015	Invoice		68171874		No	LOCATION 1	\$574.00

Show Purchase Orders Show Stock Received Show Orders NOT Received Show Tax Inclusive Send to Label Printing

[Add](#) [Modify](#) [Delete](#) [Copy](#) [View](#) [Email](#) [Import](#) [Export](#) [Items Only](#) [Process](#)

Confirm you want to Process the Invoice.

Are you sure you wish to Process?

[Yes](#)

[No](#)

You will be given the option of printing a copy of the Stock Purchase to attach to the invoice.

Print a copy of this Stock Purchase?

[Yes](#)

[No](#)

Process Invoices

Once the invoice has been processed it will be removed from the list.

You are here: Network Printers

Network Printers in Idealpos

Using Network Printers in Idealpos will give you the ability to control all the Receipt and Kitchen/Bar/Promo Printers used throughout your system. Printers can be connected to any terminal via Serial or Ethernet interface. They can be controlled by Site to allow the maximum number of printers for each area. Network Printers also ensures that any print jobs that don't print properly for a variety of reasons can be re-printed, printed from another printer, or automatically redirected. The Network Printing screen will open to as large as possible if required when supported by a large screen.

Network Printing is controlled by the IPSPrintServer, which needs to run on all terminals that need to connect to a printer. You can see the icon in the bottom right corner of your PC. This service will start automatically on a windows restart. If for some reason you have closed IPS Deploy then IPS Print Server may not be running.



You can access the setup of Network Printers by going to Setup > Network Printers.

network printers						Add
Name	POS Terminal	Printer Type	Connection	Settings	Redirect Printer	
BAR	POS 2	Epson TM-T88	COM2	19200,n,8,1	None	
		Epson TM-T88	Ethernet	192.168.1.171,9100	None	
Kitchen	POS TERMINAL 1	Epson TM-T88	COM1	19200,n,8,1	None	
RCT	POS TERMINAL 1	Epson TM-T88		19200,n,8,1	None	

printers by pos		drag-and-drop from above							
POS	Description	Receipt Printer	Kitchen Printer	Bar Printer	Kitchen Printer 3	Kitchen Printer 4	Kitchen Printer 5	Kitchen Printer 6	Kitchen Printer 7
1	POS TERMINAL 1	Coffee			Coffee				
2	POS 2	RCT			Coffee				
3	POS 3	RCT			Coffee				

Clear All
Clear
Copy
Timeout 4

You can Add, Modify, Delete and Test any printer for any site while using any terminal, provided the network is connected. It is recommended however, to perform all printer functions for a specific terminal, on the terminal the printer is directly connected to. Use the scroll bar at the bottom of the screen to view other printers.

Network Printers supports the following printer drivers:

Model	Print	Connection
Epson TM-T88	Thermal	Serial, Ethernet, OPOS
Epson TM-U210B	Dot Matrix	Serial, Ethernet

Epson TM-U230	Dot Matrix	Serial, Ethernet
Toshiba A-10	Thermal	Serial, Ethernet, USB
Idealpos LK-D30	Dot Matrix	Serial, Ethernet
Idealpos LK-210	Thermal	Serial, Ethernet, USB
Kitchen Monitor	Display Screen	Ethernet
Zebra HC100		Ethernet

Most thermal POS receipt printers will be able to use the Epson TM-T88 driver, but you will need to read the documentation included with your printer to confirm this.

You may be required to perform a 'Self-Test' on the printer itself. This will require a number of simple steps, which should print out a docket containing information about the printer.

- Turn the Printer Off.
- Hold the Feed button down.
- Restart the Printer while holding the Feed button down.
- Once the printer has power or starts to print, release the Feed button. A receipt will print out with the details of the printer.

Below are 2 examples of a Self-Test receipt. The example on the left is from a Serial Printer, and the example on the right is from an Ethernet Printer.

```
*****
Printer is as follows:
Firmware Version      Ver 1.05
*****
Characters           : 42 Char/Line
Codepage 437(ENGLISH) : Inetall
*****
Emulation            : Epson
Print Density         : Normal
Cutter mode          : Partial cut
Paper-Low Detect     : ON
Interface             : RS-232C(STD)
Baudrate              : 19200
Data Bits             : 8 Bits
Stop Bits             : 1 Bits
Parity                : None
Handshaking           : DTR/DSR
```

Selftest

Version:	1.7TY
Interface:	Ethernet(10Base-T)
Protocols:	TCP/IP
Ethernet ID:	0-142-217-130-217-129
IP address:	192.168.1.134
Netmask:	255.255.255.0
Q polling time:	2 seconds
Cutter:	Yes
Beeper:	No
Chinese character mode:	Yes
Cutter with drawer:	No
Character per line:	42-fontA/56-fontB
Print Density:	Light
Default code page:	page 0
Black mark mode:	No
Print Speed:	220mm/s(Max)
Modify date:	2007/03/26

You are here: Global Options

Global Options in Idealpos

Global Options are settings that control all terminals within a Site. These are generally the settings that cannot be allocated to just one terminal, and you want to make sure that each terminal behaves the same.

There are fourteen different tabs that make up Global Options which are: General, Miscellaneous, Purchase, Restaurant, Customers, Sales, Reservations, Accounting, Credit Notes/Gift Vouchers, Interfaces, Interfaces 2, Printing, Other Options and Gaming.

Not all tabs are available as some are relevant to a specific module and will only display when that module has been licensed. Other options are region specific and will display only when a selected region has been set.

When used in a Multi-Site environment with Multi-Site Management enabled, Global Options will only control the terminals within a Site. Head Office licensed terminals will be able to modify all Global Options for all Sites, whereas Site Management licensed terminals will only be able to modify the Global Options of the Site they are linked to. When you create a new Site in the Idealpos database, all settings from Global Options in Site 1 will be created in the other sites by default.

Global Options are found by going to Setup > Global Options.

global options		site 1 (Site 1)											
General	Miscellaneous	Purchases	Restaurant	Customers	Sales	Reservations	Accounting	Credit Notes/ Gift Vouchers	Interfaces	Interfaces 2	Printing	Other Options	Gaming
General													
First Day of Week <input type="text" value="Monday"/> <input type="button" value="▼"/>				POS Button Type  <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="button" value="Default Font"/>									
End of Day <input type="text" value="23:59:59"/>													
Decimal Places on Quantities <input type="text" value="4"/> <input type="button" value="▼"/>													
Clerk Timeout <input type="text" value="0"/> sec													
Reset Finalized Sale Time <input type="text" value="0"/> sec													
Unlock Permissions Timeout <input type="text"/> sec													
Tender Grid Button Height <input type="text" value="700"/>				Fast Cash Buttons  Amount <input type="text" value="100"/> <input type="checkbox"/> Show on button Graphic <input type="text" value="100NoteAus.jpg"/> >									
Tender Grid Font Size <input type="text" value="16"/>													
Tender Grid Line Width <input type="text" value="2"/>													
Venue ID <input type="text"/>				<input type="checkbox"/> NZ EFTPOS 200s <input type="checkbox"/> Ice Terminal									
Exit POS Password <input type="text"/>													
"Each" item text <input type="text"/>													
Report default zoom % <input type="text" value="100"/> <input type="button" value="Clear Export Format"/>													
Dynamic Search Delay <input type="text" value="50"/> ms													
Safe Drop Warning Threshold <input type="text"/>													
Adult ID Age <input type="text" value="18"/>													
Report Printer <input type="text" value="Windows Default Printer"/> <input type="button" value="▼"/>				 Amount <input type="text" value="10"/> <input type="checkbox"/> Show on button Graphic <input type="text" value="10NoteAus.jpg"/> >									
Company Logo Graphic (pictures folder) <input type="text" value="idealpos RPT Logo.jpg"/> <input type="button" value=">"/> <small>(max pixel size 330w x 90h)</small>													
Invoice Footer Graphic (pictures folder) <input type="text" value="Tax Invoice Footer.png"/> <input type="button" value=">"/> <small>(max pixel size 710w x 192h)</small>				 Amount <input type="text" value="5"/> <input type="checkbox"/> Show on button Graphic <input type="text" value="5noteAus.jpg"/> >									
Printer Logo Download Utility <input type="text" value="C:\Program Files\SEWOO\LogoSetup 2.34\NVUp1"/> <input type="button" value=">"/>													
Label Printing Software Override <input type="text"/> <input type="button" value=">"/>													

You are here: Gift Vouchers

Gift Vouchers

Gift Vouchers in Idealpos

Gift Vouchers can be sold through Idealpos and redeemed at a later date, which you can decide. Gift vouchers enable you to keep track of purchased vouchers in case of loss or theft. Gift vouchers can be linked to your custom stationery, gift cards or Idealpos can print the voucher out of the receipt printer or email a PDF file.

All Gift Vouchers are tracked and monitored through Idealpos, making it easy to replace a lost Gift Voucher.

Each time a Gift Voucher is used, the amount of the sale will be deducted from the original voucher, and a new voucher will be printed with the remaining balance. The expiry date will not change on the voucher unless it is edited by a Clerk. A voucher can also be set to never expire (and therefore have no expiry date printed on the receipt/voucher) by setting the Expiry Days value to 99999. It is also possible to configure Idealpos so that Gift Vouchers expire after a Single Redemption.

There are usually laws that govern the sale and supply of gift vouchers country or state wide. It is important to ensure you comply with these laws in your area. For example, you can view the requirements for [Australia](#), [New Zealand](#) and [Canada](#).

Gift Vouchers			
Gift Voucher Type	Expiry Days	Receipt Printer Logo	PDF Logo
1 Gift Voucher	365	Gift Voucher Receipt.png	Gift Voucher PDF.jpg
2 Birthday Voucher	30	Gift Voucher Receipt.png	Gift Voucher BD PDF.jpg
3 Certificate	90	Gift Certificate Receipt.png	Gift Certificate PDF.jpg
4 Birthday Certificate	30	Gift Certificate Receipt.png	Gift Certificate BD PDF.jpg
5 Gift Voucher Type 5	90		
6 Gift Voucher Type 6	90		
7 Gift Voucher Type 7	90		
8 Gift Voucher Type 8	90		
9 Gift Voucher Type 9	90		
10 Gift Voucher Type 10	90		
11 Gift Voucher Type 11	90		
12 Gift Voucher Type 12	90		
13 Gift Voucher Type 13	90		
14 Gift Voucher Type 14	90		
15 Gift Voucher Type 15	90		
16 Gift Voucher Type 16	90		
17 Gift Voucher Type 17	90		
18 Gift Voucher Type 18	90		
19 Gift Voucher Type 19	90		
20 Gift Voucher Type 20	90		

Message Terms and Conditions
 Vouchers redeemable up to and including the expiry date.
 Voucher is not redeemable for cash or to purchase another voucher.
 Vouchers can be redeemed at ANY one of

Company Logo Idealpos_Gift_Voucher_Banner.jpg

Website www.idealpos.com.au

Print Vouchers on Receipt Printer
 Only Print Voucher if No Email Address
 Automatically create Gift Voucher codes
 Gift Vouchers can be redeemed at any Site
 Gift Vouchers use Customer Code
 Can Search Gift Vouchers by Name
 Voucher details shown on Receipts
 Inhibit ability to add value to existing Gift Vouchers
 Expire Gift Voucher after a Single Redemption

Use Programmable Barcodes
 Position Length
 Amount
 Type

[Setting up Gift Vouchers](#)

[Selling a Gift Voucher](#)

[Adding value to existing Gift Vouchers](#)

[Redeem Gift Voucher](#)

[Gift Voucher Enquiry](#)

[Gift Voucher Related Reports](#)

You are here: Setting up Gift Vouchers

Setting up Gift Vouchers

Before you can use Gift Vouchers you need to configure the default settings for each voucher.

Go to Setup > Global Options > Credit Notes/Gift Vouchers > Gift Vouchers

Gift Vouchers				
Gift Voucher Type	Expiry Days	Receipt Printer Logo	PDF Logo	
1 Gift Voucher	365	Gift Voucher Receipt.png	Gift Voucher PDF.jpg	
2 Birthday Voucher	30	Gift Voucher Receipt.png	Gift Voucher BD PDF.jpg	
3 Certificate	90	Gift Certificate Receipt.png	Gift Certificate PDF.jpg	
4 Birthday Certificate	30	Gift Certificate Receipt.png	Gift Certificate BD PDF.jpg	
5 Gift Voucher Type 5	90			
6 Gift Voucher Type 6	90			
7 Gift Voucher Type 7	90			
8 Gift Voucher Type 8	90			
9 Gift Voucher Type 9	90			
10 Gift Voucher Type 10	90			
11 Gift Voucher Type 11	90			
12 Gift Voucher Type 12	90			
13 Gift Voucher Type 13	90			
14 Gift Voucher Type 14	90			
15 Gift Voucher Type 15	90			
16 Gift Voucher Type 16	90			
17 Gift Voucher Type 17	90			
18 Gift Voucher Type 18	90			
19 Gift Voucher Type 19	90			
20 Gift Voucher Type 20	90			

Message Terms and Conditions
- Vouchers redeemable up to and including the expiry date.
- Voucher is not redeemable for cash or to purchase another voucher.
- Vouchers can be redeemed at ANY one of

Company Logo Idealpos_Gift_Voucher_Banner.jpg

Website www.idealpos.com.au

Print Vouchers on Receipt Printer
 Only Print Voucher if No Email Address
 Automatically create Gift Voucher codes
 Gift Vouchers can be redeemed at any Site
 Gift Vouchers use Customer Code
 Can Search Gift Vouchers by Name
 Voucher details shown on Receipts
 Inhibit ability to add value to existing Gift Vouchers
 Expire Gift Voucher after a Single Redemption

Use Programmable Barcodes

Position	Length
<input type="text" value="Amount"/>	<input type="text" value="Type"/>

The choices you can set are:

Gift Voucher Type – This can be used to specifically use different types of vouchers for different uses, to help you identify what type of voucher is more likely to be redeemed. Each voucher type can have a custom Expiry, Receipt Printer Logo and PDF Logo.

Expiry Days – Set this value to be a default expiry date for the vouchers you sell. Gift vouchers not redeemed within this time frame will expire at 23:59:59 on the selected day. Each Gift Voucher Type is able to have their own expiry date, enabling you have great freedom over vouchers.

Receipt Printer Logo – You are able to use any logo that is stored in the Pictures folder ("C:\ProgramData\Idealpos Solutions\Idealpos\Pictures"). Logos will print in Black/White only. Different printers may display your logo different to what's expected. Default images have been included in the Pictures folder for your use.

PDF Logo – You are able to use any logo that is stored in the Pictures folder ("C:\ProgramData\Idealpos Solutions\Idealpos\Pictures"). Logos can be full colour, representation will depend on the device it is displayed on. Images should be 507x378px ratio for best display. Default images have been included in the Pictures folder for your use.

Message – This message will display on the printed voucher if setting the voucher to print through the receipt. This is where you can insert the voucher conditions, which are usually governed by law. Ensure you comply with your local laws and regulations when issuing gift vouchers.

Company Logo – You are able to use any image stored in the Pictures folder ("C:\ProgramData\Idealpos Solutions\Idealpos\Pictures"). This image cannot be any wider than 735 pixels and the height can be whatever you want. Keep in mind that whatever height is used might affect how many pages the PDF will be printed on.

Website – Enter your website URL here, which will enable the Company Logo to have a hyperlink.

Print Vouchers on Receipt Printer – Uses the default receipt printer for voucher printing.

Only Print Voucher if No Email Address – Select this option to print the voucher only if there is no email address added to the sale. If an email address has been added, there is no need to print a Gift Voucher. If you select this option, the option "Print Vouchers on Receipt Printer" must be selected.

Automatically create Gift Voucher codes – If you do not have a numbering system in place and you are not using Customer Codes, you can select this to always create a number. This number will be represented as a barcode at the bottom of the receipt.

Gift Vouchers can be redeemed at any Site – If you have multiple venues in differing locations, this option gives you the flexibility to offer redemption at any of your stores.

Gift Vouchers use Customer Code – If you use customer loyalty and add all your customers to your database, you can use the default customer code that is already applied to the customer.

Can Search Gift Vouchers by Name – Gives you the ability to quickly find the purchaser of the voucher for re-printing or extending the expiry (provided that a name was entered when the Gift Voucher was sold).

Voucher details shown on Receipts – This option will print the Gift Voucher Details at the bottom of the Sale Receipt. Voucher details include: Gift Voucher Code, Name and Remaining Value.

Inhibit ability to add value to existing Gift Vouchers - This option will disable the ability to add extra value to any Gift Vouchers which have already been issued.

Expire Gift Voucher after a Single Redemption - This option will expire Gift Vouchers after they have been used for a Single Redemption. This can be used to encourage customers to spend the entire value of their Gift Voucher. Any value that remains on the Gift Voucher after it has been redeemed will be forfeited and no longer available. Note that should any special circumstances arise, any Gift Vouchers which still contain any remaining value and have been expired after a single redemption can be edited by the Clerk and have the Expiry Date extended, allowing the customer to spend the remaining value of their Gift Voucher. In addition, adding value to an expired Gift Voucher will extend the expiry date and make it usable again.

Programmable Bar Codes

Enable this option and configure the Position and Length fields for the Amount/Type if you sell pre-printed Gift Vouchers which contain Programmable Barcodes.

Programmable Barcodes typically contain information about the Gift Voucher such as the Gift Voucher Type and Gift Voucher amount embedded in the barcode.

During the sale of a Gift Voucher with a Programmable Barcode, you will typically scan the Programmable Barcode printed on the Gift Voucher.

Idealpos will then automatically extract the Gift Voucher Type and Gift Voucher amount from the Barcode and automatically input these details into the GIFT VOUCHER screen.

In order for this to happen, some configuration will need to be completed.

You will need to refer to a pre-printed Gift Voucher and determine what each number in the programmable barcode represents, then configure the following settings:

Amount - This will be used to extract the value or amount that the Gift Voucher will contain from the Programmable Barcode.

In the **Position** field, enter the position on the Programmable Barcode where the voucher amount/value begins.

In the **Length** field, enter the length of numbers in the barcode that contain the voucher amount or value.

The value entered into the Position field will be used as the starting point and the entered length will be used to extract the amount from the barcode.

Type - This will be used to extract the Gift Voucher Type from the Programmable Barcode.

In the **Position** field, enter the position on the Programmable Barcode where the voucher type begins.

In the **Length** field, enter the length of numbers in the barcode that contain the Voucher Type.

Setting up Gift Vouchers

The value entered into the Position field will be used as the starting point and the entered length will be used to extract the voucher type from the barcode.

An example of a Programmable Barcode and the settings that will need to be entered is displayed below.

Note that your pre-printed Gift Vouchers that contain Programmable Barcodes will very likely differ to the below example.

After you have configured these settings, we strongly recommend that you test selling a Gift Voucher to ensure that the correct Amount and Type is being read from the Programmable Barcodes on your Gift Vouchers.

Programmable Barcode settings:

<input checked="" type="checkbox"/> Use Programmable Barcodes	Position	Length
Amount	6	3
Type	4	2

An example Gift Voucher showing Programmable Barcode:



Barcode: FFB0102010001

Amount: Extract amount from the barcode starting at position 6 using a length of 3. This will result in an amount of 020 being extracted (\$20)

Type: Extract code from the barcode starting at position 4 using a length of 2. This will result in a Gift Voucher type of 01 being extracted.

Using the above as an example, the Amount and Type will be extracted and used when the Gift Voucher is sold.

From the Idealpos POS screen, press the GIFT VOUCHER button to sell a Gift Voucher.

Then scan one of your Gift Vouchers that contain a programmable barcode (such as the example shown above).

The fields will fill out automatically and the cursor will default to the Customer Name field. You cannot edit any other field.

GIFT VOUCHER Sale X

Scan or Enter Voucher Code

Amount

Customer Name

GIFT VOUCHER Type

Keyboard:

q	w	e	r	t	y	u	i	o	p	7	8	9	/	@
a	s	d	f	g	h	j	k	l	#	4	5	6	:	!
↑	z	x	c	v	b	n	m	&	%	1	2	3	OK	
CL						backspace	\	?	0	.	-			

Enter the customer name and press OK.

GIFT VCH SALE : Fred Smith	1	20.00

Finalise the sale as normal. The voucher is now recorded through Idealpos and will be tracked.

Sell Gift Voucher Setting

The sale of a Gift Voucher is recorded against an RA Function (Received Account).

To set this up go to Setup > Functions > Received Account – Select an appropriate function > Modify > Change Description > Tick Gift Voucher > Save.

function descriptors X

Function **RECEIVED ACCOUNT 3**

Description GV PURCHASE

GIFT VOUCHER
 Credit Note
 Allow % Tender Surcharges

Save

Redeem Gift Voucher Setting

Gift Vouchers are redeemed by selecting the Gift Voucher Tender.

To set the Tender for Gift Voucher Redemptions, go to Setup > Functions > Select a Tender > Modify > Change Description to Gift Voucher > Tick Gift Voucher Redemption > Save.

function descriptors

Function **TENDER 7**

Description **GIFT VOUCHER**

# of Receipts	1	<input type="checkbox"/> Rounding?
Exchange Rate	0	<input checked="" type="checkbox"/> Credit Function
Lower Limit	0.00	<input type="checkbox"/> Allow Points per Dollar?
Upper Limit	99999.99	<input type="checkbox"/> Show in Banking
Scan Code		<input type="checkbox"/> Compulsory Amount
Scan Code Amount	0.00	<input checked="" type="checkbox"/> Open Cash Drawer
Surcharge	0.00 <input checked="" type="radio"/> %	<input type="checkbox"/> EFTPOS
Waive Surcharge		<input type="checkbox"/> Account Tender
Threshold	0.00 <input type="radio"/> \$	<input type="checkbox"/> Layby Tender
		<input type="checkbox"/> Force Receipt
		<input checked="" type="checkbox"/> GIFT VOUCHER Redemption
		<input type="checkbox"/> Credit Note Tender
		<input type="checkbox"/> Force Customer
		<input type="checkbox"/> Force Reference
		<input type="checkbox"/> Allow Overcharging To Tips

Override Receipt Footer

User-Defined Text

Save

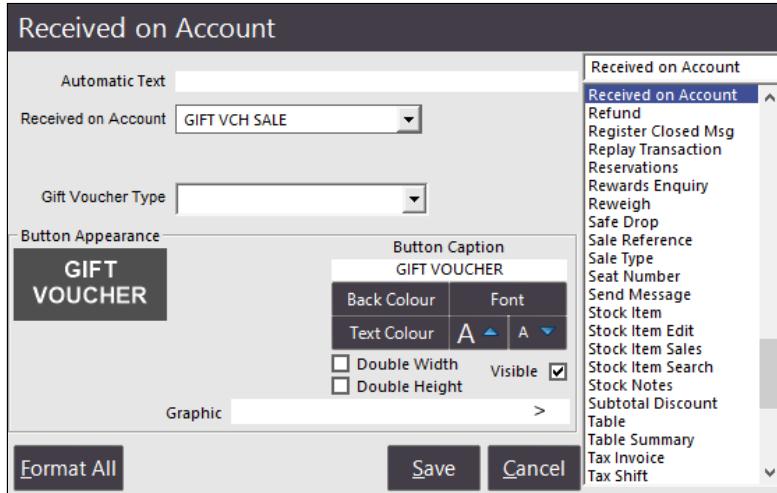
The next step is to enable the Tender to be used on the selected POS Terminals. Go to Setup > Yes/No Options > Tenders > Un-tick the option to inhibit the Gift Voucher Tender for the selection of POS Terminals.

Inhibit GIFT VOUCHER

Gift Voucher Purchase Button

You will need to set up a button to sell Gift Vouchers.

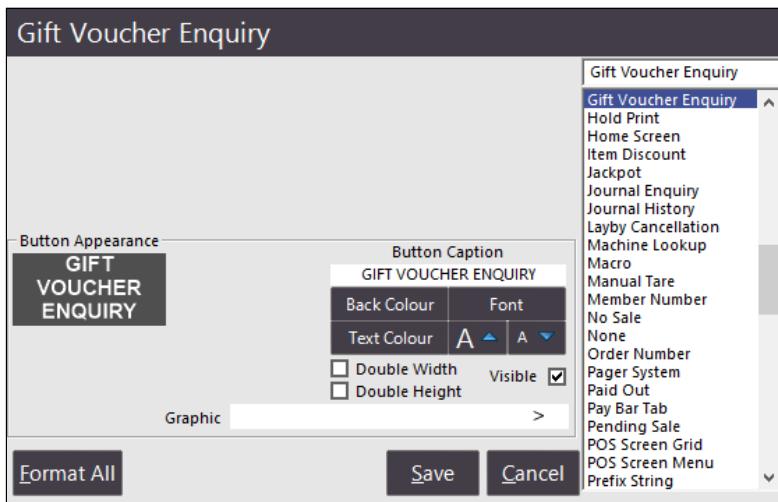
Go to Setup > POS Screen > POS Screen Layouts > Select the Layout to program > Buttons > Select a blank button > Select the Function Type as “Received on Account” > Select Gift Voucher from the drop down menu > Select a Gift Voucher Type (if you want to only sell this type of Gift Voucher with this button) > Save.



Gift Voucher Enquiry Button

Once you start selling Gift Vouchers you may need to do Enquiries on them.

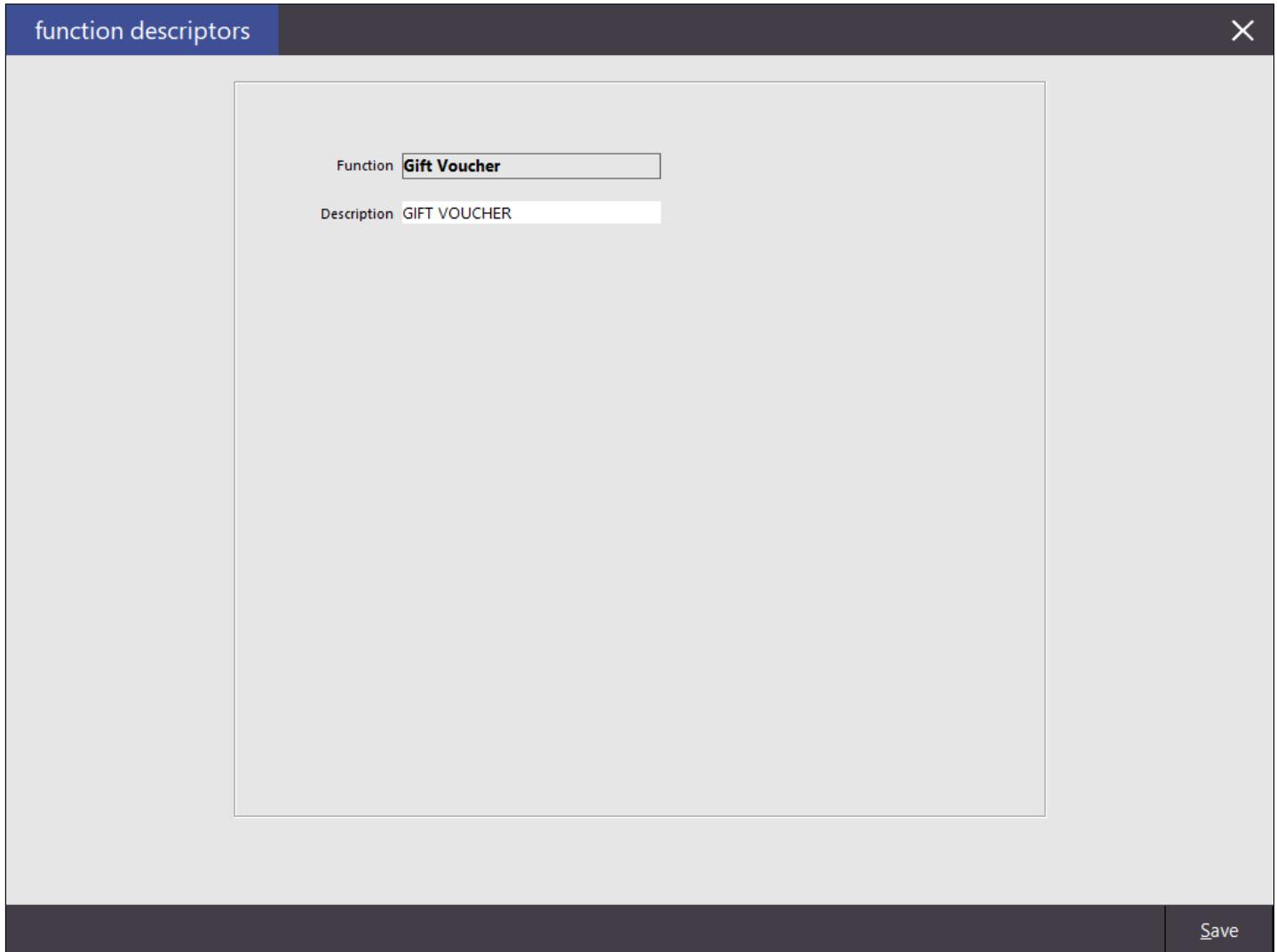
Go to Setup > POS Screen > POS Screen Layouts > Select the Layout to program > Buttons > Select a blank button > Select the Function Type as “Gift Voucher Enquiry” > Save.



Ability to change Gift Voucher Descriptor

When you change the description of the Gift Voucher, it will be recognised throughout different areas of the program automatically.

Go to Setup > Functions > Gift Voucher > Modify > Description > Save.



This will now be reflected in various locations throughout the program, for example:

Stock Items

By default, any Stock Item can be purchased using a Gift Voucher.

To prevent customers from purchasing a Stock Item using a Gift Voucher, you can enable the "Can't Buy with GIFT VOUCHER" setting on the Stock Item.

Go to: File > Stock Control > Stock Items > Select the Stock Item > Modify > Enable/Disable "Can't Buy with GIFT VOUCHER" as required.

Other Options	
<input type="checkbox"/> Stock Control	<input type="checkbox"/> Instruction
<input type="checkbox"/> Indirect Item	<input type="checkbox"/> Print Red
<input type="checkbox"/> Non-Accumulating	<input type="checkbox"/> Web Store
<input type="checkbox"/> Scale	<input type="checkbox"/> Inhibit Discounts
<input type="checkbox"/> Can't Buy with GIFT VOUCHER	<input type="checkbox"/> Inhibit Voids
	<input type="checkbox"/> Manufactured Item

Email PDF Vouchers

You need to configure email settings before you will be able to send an email.

Go to Setup > Global Options > Other Options > Email Settings.

Email Settings

Outgoing Email Server - Also known as a SMTP Server, this is supplied by your ISP

This field is required if you want to send emails directly from Idealpos. You can email any report generated as well as Customer Invoices.

Sending Email Address

Some email servers require you to have a sending email address to authenticate. If this field is left blank it will use the email address that is set in POS Terminal > Miscellaneous > User Details. This email address *must match* the server details of the service you are using. For example, with Gmail you would need to use a @gmail.com account.

SMTP Username & Password

This is generally used for any email that requires being passed through an Authentication Server. This functionality will not support encryption, only authentication.

Checkbox: Enable SSL/TLS Protocol

Check this box when your email server requires this authentication.

SMTP Port

Different servers require different ports to access.

Default CC & BCC Email Address

These fields can contain email addresses that will receive an email copy each time an email is sent from Idealpos.

Default Subject for Invoices/Statements

Setup default subjects that will be sent with every Invoice/Statement from Idealpos to customers via email. You can enter whatever you like in these fields and they will be used, however additional information can also be included.

[UN] – User Name from Idealpos 7 Licence Gateway.

[INV] – Invoice/Statement Number for the attached document.

licence gateway	
Settings	
Connection Mode	<input type="button" value="Online Licence"/>
Username	idealposuser

Go to Setup > Global Options > Other Options > Email Settings > Default Subject for Invoices/Statements.

Default Subject for Invoices	Invoice from [UN] - [INV]
Default Subject for Statements	This is the statement from [UN]

When the email is received by the customer, the details will be added into the subject.

<input type="button"/> <input type="button"/> <input type="button"/>	<input type="button"/> More <input type="button"/>									
<table border="1"> <tr> <td><input type="checkbox"/> Primary</td> <td><input type="checkbox"/> Social</td> <td><input type="checkbox"/> P</td> </tr> <tr> <td><input type="checkbox"/> Idealpos user</td> <td colspan="2">This is the statement from Idealpos user</td> </tr> <tr> <td><input type="checkbox"/> Idealpos user</td> <td colspan="2">Invoice from Idealpos user - 70-1</td> </tr> </table>		<input type="checkbox"/> Primary	<input type="checkbox"/> Social	<input type="checkbox"/> P	<input type="checkbox"/> Idealpos user	This is the statement from Idealpos user		<input type="checkbox"/> Idealpos user	Invoice from Idealpos user - 70-1	
<input type="checkbox"/> Primary	<input type="checkbox"/> Social	<input type="checkbox"/> P								
<input type="checkbox"/> Idealpos user	This is the statement from Idealpos user									
<input type="checkbox"/> Idealpos user	Invoice from Idealpos user - 70-1									

Default Email Message when sending Reports

This function allows you to create a default message that will be sent when you send reports. There are two separate messages that you can select.

Email Settings

SMTP Outgoing Email Server	smtp.telstrabusiness.com
Sending Email Address	adam@idealpos.com.au
SMTP Username	
SMTP Password	
SMTP Port	25
<input type="checkbox"/> Enable SSL/TLS Protocol	
Default CC Email Address	
Default BCC Email Address	
Default Subject for Invoices	Invoice from [UN] - [INV]
Default Subject for Statements	This is the statement from [UN]
Default Message when sending Reports	
<pre>----- [Redacted Content] -----</pre>	
Default Message when sending Customer Statements/Invoices	
<pre>----- [Redacted Content] -----</pre>	

Common Email Server Settings

We are happy to add to this list if you can provide us with all the necessary details to make the email server work.

Gmail

Outgoing = smtp.gmail.com

User = Gmail email address

Password = Gmail Password

Port = 587 (Alternative ports are 465 or 25)

SSL = Ticked

Sending Email Address = Must be a Gmail account.

You must login to your Gmail account & enable IMAP in the settings before being able to use Gmail. You must also use the Gmail email as your sending email address.

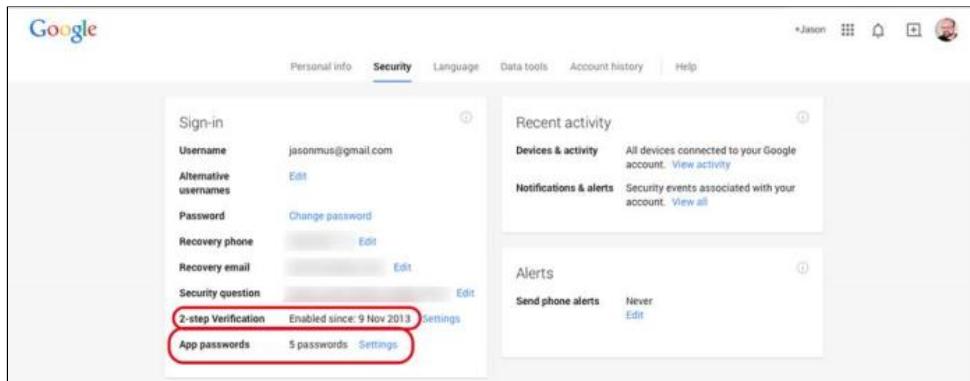
When setting up POS to use a Gmail account as the SMTP server, take note if the account being used has 2 factor authentication turned on. This will change the way we set details in POS.

When 2 factor authentication is turned on, any application that attempts to log in to the user's gmail account for the first time will trigger an SMS message to the user's phone with an authentication code. Apps that support the 2 factor authentication will then ask for this code, while those that don't will simply fail to authenticate. The way to get applications that DO NOT support 2 factor authentication to work (when it is turned on for the account) is to set application specific passwords in the user's google account settings.

On the user's gmail page, click the account picture in the top right corner, and click Account. Then, click on the Security tab.

If 2 factor authentication is enabled, it will be visible here.

If it is enable, you will need to click on the "Settings" option next to "App passwords".



This will list all current application specific passwords. At the bottom, select "Mail" and "Windows Computer", then "Generate".

Name	Created	Last used	Access
OSX Accounts	12 Nov 2013	Today at 12:08	<button>Revoke</button>
Adium OSX	3 Mar	12 Nov	<button>Revoke</button>
OSX Airmail	18 Jun	16 Sep	<button>Revoke</button>
iphone	12 Nov 2013	26 May	<button>Revoke</button>

Mail ▾ on my Windows Computer ▾ Generate

This will generate a password that you can then use in POS to authenticate successfully with the gmail SMTP server.

Generated app password

Your app password for Windows Computer

Add your Google account

Email address: securerally@gmail.com
Password: Include your Google contacts and calendars

How to use it

1. Open the "Mail" app.
2. Open the "Settings" menu.
3. Select "Accounts" and then select your Google Account.
4. Replace your password with the 16-character password shown above.

Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone. [Learn more](#)

Done

The user must use this password (not their account password) so that POS can authenticate without supporting Google's 2 factor authentication.

TPG

Outgoing = mail.tpg.com

User = TPG User name

Password = TPG Password

SMTP Port = 25

Live/Hotmail

Outgoing = smtp.live.com

Sending Email Address = Must be a Live/Hotmail account.

User = Live/Hotmail Email Address

Password = Live/Hotmail Password

SMTP Port = 587

SSL = Ticked

You must also use the live/Hotmail email as your sending email address.

Spark (ex Xtra)

Outgoing = send@xtra.co.nz

Sending Email Address = Must be a Spark account.

User = Spark Username

Password = Spark Password

SMTP Port = 587 (Spark recommend 465 however we could not get this to work)

SSL = Ticked

You must use the Spark email as the sending email address as this service require authentication.

Telstra BigPond

Outgoing = mail.bigpond.com

Sending E-mail Address = Must be Telstra outgoing e-mail address

SMTP Port = 25

SSL = Unticked

You are here: Selling a Gift Voucher

Selling a Gift Voucher

To sell a Gift Voucher, login a clerk and press the Gift Voucher Sale button. A new screen will open showing you the details of the Gift Voucher. You have the option to scan or manually enter a Voucher Code, or one can be provided for you.

Enter the amount in Dollars (\$) you want to issue the Voucher for. It is not required, but you can enter the Customers Name, either the purchaser or the redeemer. As you type, any customers from your database that match the letters entered will be displayed so you can select them.

Enter an email address to send the voucher in .PDF format.

X

GIFT VOUCHER Sale

Scan or Enter Voucher Code

Amount

Customer Name

Email Address

GIFT VOUCHER Type

▼

Steve Murray

q w e r t y u i o p 7 8 9 / @
a s d f g h j k l # 4 5 6 : !
↑ z x c v b n m & .com 1 2 3
CL
OK

backspace
\ ? 0 . -

Press OK to enter the voucher into the sale window. If you selected a Customer from your database, their name will display at the top of the screen.

Steve Murray - 0 Points		
GV PURCHASE : Steve Murray	1	20.00

The Gift Voucher can then be printed to the default receipt printer.

If "Voucher details shown on Receipts" is enabled in Setup > Global Options > Credit Notes/Gift Vouchers, the Sale Receipt will also show the Gift Voucher details on the bottom, which will include the Gift Voucher Code, Name and the Remaining Value.



If the voucher is being emailed to the customer, it will happen automatically when the sale is being finalised.

GV PURCHASE	1	20.00
Emailing Gift Voucher...		

9858140923656

Current Balance:
As at 15 Jun 2017

\$10.00

Original Value: \$10.00

Issue Date: 15 Jun 2017 11:31:22

Expiry Date: 15 Jul 2017 23:59:59

Recipient: Ads

Terms & Conditions:
- Voucher is not redeemable for cash or to purchase another voucher.
- All unused balances at the end of the expiry date will no longer be available.
- Vouchers cannot be transferred.
- Vouchers are the responsibility of the purchaser. In some instances we can reprint a voucher.

www.idealpos.com.au

Powered by **idealpos**

Gift Vouchers with Item Discounts

When selling a Gift Voucher, you may wish to offer a certain value to the Customer while only expecting them to pay for part of that value. Being able to perform an Item Discount allows you to do this.

Enter a Gift Voucher with a value into the POS Screen. Enter the Item Discount value you want to use against it.

Selling a Gift Voucher

GIFT VCH SALE : Alan Jand	1	50.00
Item Disc 1 :20		-20.00

You are here: Adding value to existing Gift Vouchers

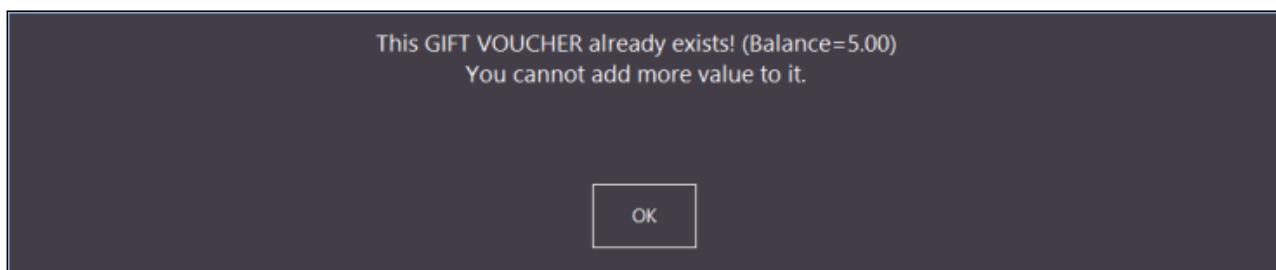
Adding value to existing Gift Vouchers

After a Customer purchases a Gift Voucher, they might come back at a later time or date requesting to add extra value to the Gift Voucher.

Idealpos allows additional value to be added to any existing Gift Vouchers which have been sold.

This is provided that the option "Inhibit ability to add value to existing Gift Vouchers" has not been enabled in Setup > Global Options > Credit Notes/Gift Vouchers.

If you attempt to add value to a Gift Voucher when "Inhibit ability to add value to existing Gift Vouchers" is ticked/enabled, a prompt similar to the below will be displayed:



To add value to an existing Gift Voucher, ensure that you have either the Gift Voucher Code or Barcode on hand from the existing Gift Voucher.

Then from the POS Screen, press the "GIFT VOUCHER" button.

You will need to either scan or enter the Voucher Code of the existing Gift Voucher, then enter the value that you want to add to the Gift Voucher into the Amount field.

If required, you can also enter the Customer Name and Email Address. If entering an Email Address, Idealpos will need to be configured for sending emails (refer to [Setting up Gift Vouchers](#) for more details).

q	w	e	r	t	y	u	i	o	p	7	8	9	/	@
a	s	d	f	g	h	j	k	l	#	4	5	6	:	!
↑	z	x	c	v	b	n	m	&	.com	1	2	3		
CL						backspace	\	?	0	.	-		OK	

Once this has been done, press the "OK" button to add the Gift Voucher to the sale.

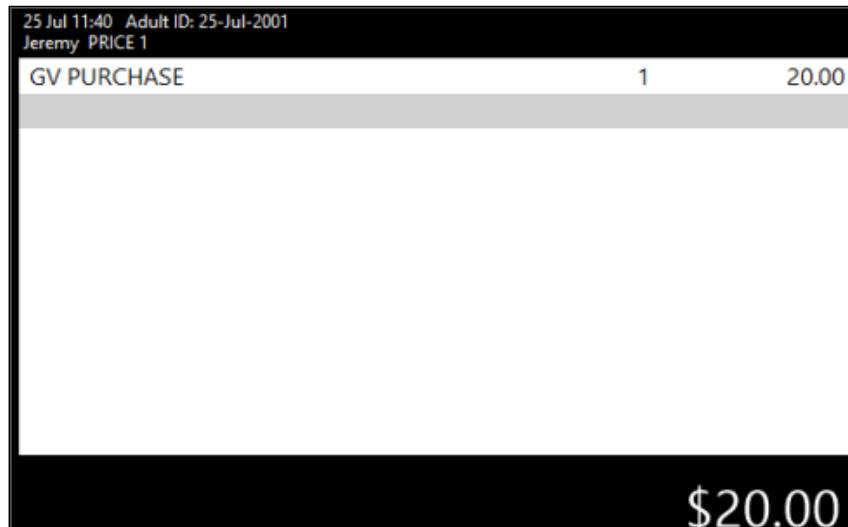
A message similar to the below will appear prompting that the Gift Voucher already exists, along with the existing balance of the voucher. Press "Yes" to continue and add value to the existing Gift Voucher.

This GIFT VOUCHER already exists! (Balance=51.50)
Do you want to ADD to this GIFT VOUCHER?

Yes

No

After pressing "Yes", the Gift Voucher will then appear in the sale screen.



The sale will need to be tendered off and finalised in order to finish adding value to the Gift Voucher.

Press the ENTER button on the POS Screen, then select a Tender Amount/Type.

The Gift Voucher will be printed and it will include details showing the Amount, Redeemed, Balance, Date Bought and the Expiry Date.

The below examples show a Gift Voucher before and after adding value:

The image shows two side-by-side gift voucher prints. Both vouchers have a decorative border at the top with the words 'Gift Voucher' and a barcode area at the bottom.

Voucher 1 (Left):

- Amount = 76.00
- Redeemed = 24.50
- Balance = 51.50**
- Date Bought : 25-Jul-2019
- Expiry Date : 24-Jul-2020
- Gift Voucher
9823214395523

Voucher 2 (Right):

- Amount = 96.00
- Redeemed = 24.50
- Balance = 71.50**
- Date Bought : 25-Jul-2019
- Expiry Date : 24-Jul-2020
- Gift Voucher
9823214395523

Terms and Conditions (Both Vouchers):

- Vouchers redeemable up to and including the expiry date.
- Voucher is not redeemable for cash or to purchase another voucher.
- Vouchers can be redeemed at ANY one of our awesome stores.
- Vouchers cannot be redeemed for cash or other services.

You are here: Redeem Gift Voucher

Redeem Gift Voucher

Redeeming a Gift voucher takes place at the end of the sale as a Tender Type.

Enter items into the sale and press Enter to be taken to the Tender Selection screen. Select Gift Voucher as a Tender.

07 Sep 09:09 Rebecca PRICE 1												
Cappuccino	1	3.20	7	8	9	CL	PRINT RECEIPT		TABLE MAP			
skinny			4	5	6	NO SALE	EMPLOYEE LOG		PENDING SALE			
flat white	1	3.20					10% ST DISC		COUPON PROMOTION			
earl grey	1	3.20					VOID SALE		RESERVATIONS			
chai tea	1	3.20					VOID		REWARDS ENQUIRY			
Discounts (+/-) 0.00			1	2	3	X	ENTER		CLERK		CUSTOMER	
\$12.80			0	.								
CASH												
POINTS												
EFTPOS												
ACCOUNT												
LAYBY												
GIFT VOUCHER												
CREDIT NOTE												
12.8												
Balance 12.80												

A screen will open where you scan the barcode, swipe the card or manually enter the Voucher code.



GIFT VOUCHER redemption

Scan or Enter Voucher Code

>

Name
Search

Amount to Tender

12.80

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

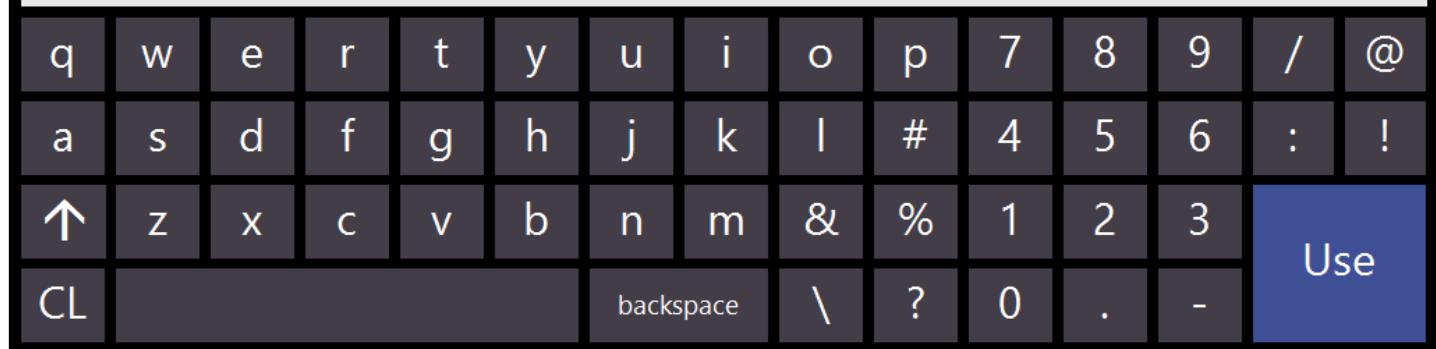
If you select to search by name, a new screen will open to allow you to search by name. Start entering the Customers Name and any Vouchers that include that detail will start to display in the window. Select the customer you are searching for and press Use This Name.

GIFT VOUCHER name search X

Jame Townsand (\$35.00)

Enter Name

J



The Gift Voucher Redemption screen will now display the details of the voucher. You have some choices that you can action on the voucher if you choose. The voucher Code, Amount to Tender and current Balance will be displayed.

GIFT VOUCHER redemption X

Scan or Enter Voucher Code

9847288942551

Name
Search

Amount to Tender

12.80

Balance of Voucher 35.00

Jame Townsand
 Bought 07/09/15 - \$35.00
 Expires 06/12/15

[Print](#)[View History](#)[Edit](#)[Add](#)

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

Print – This button will re-print the voucher to the receipt printer.

View History – This will show you all redemptions that have taken place on this voucher code. It is possible to re-issue a voucher if the entire amount of the voucher has not been fully redeemed in previous transactions.

Edit – This option will open a new window with a calendar to change the Expiry Date for the voucher. Select a new date and press Save.

Add – This button will add the amount owing to the sale as redemption.

edit GIFT VOUCHER X

GIFT VOUCHER Code **9847288942551**
 Expiry Date **06/12/2015**

December 2015						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 07/09/2015

[Save](#)

GIFT VOUCHER redemption



Voucher Code	Redeeming Amount
9847288942551	12.80

Total Voucher Redemption **12.80**

Clear

Finalize

Click Finalize to total the voucher as a tender, or Clear to start again.

If you want to only charge a certain amount to the voucher tender, and not the full amount, enter the amount you want to redeem and press Gift Voucher.

If you want to add more than one voucher to the same transaction, the first voucher added to the sale *must* be less than the total amount outstanding on the sale. Add a voucher and click Add.

GIFT VOUCHER redemption

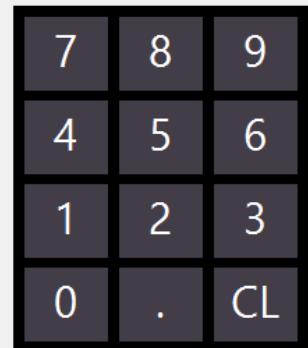


Scan or Enter Voucher Code

>

Name
Search

Amount to Tender

27.91

Voucher Code	Redeeming Amount
9847288942551	35.00

Total Voucher Redemption **35.00**[Clear](#)[Finalize](#)

To add a second voucher scan a barcode, swipe a card, enter a number, or select Name Search to find the second voucher.

GIFT VOUCHER redemption X

Scan or Enter Voucher Code

9847559938085 >

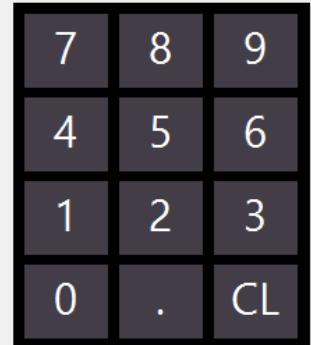
Name
Search

Amount to Tender

27.91

Balance of Voucher 50.00

Alan Jand
Bought 07/09/15 - \$50.00
Expires 06/12/15

[Print](#)[View History](#)[Edit](#)[Add](#)

Voucher Code	Redeeming Amount
9847288942551	35.00

Total Voucher Redemption **35.00**[Clear](#)[Finalize](#)

Press Add to add this voucher to the current sale. Both voucher details will be displayed along with the amount they will be redeeming.

GIFT VOUCHER redemption



Voucher Code	Redeeming Amount
9847288942551	35.00
9847559938085	27.91

Total Voucher Redemption **62.91**[Clear](#)[Finalize](#)

A voucher for the remaining value will be printed.

```

Idealpos Solutions
Demo System - Not For Re-Sale
T A X   I N V O I C E

ABN 12 345 678 901
* * * * * * * * * * * * * * * *
*                               *
*      G I F T   V O U C H E R   *
*                               *
* * * * * * * * * * * * * * * *
Amount = 35.00
Redeemed = 25.71
Balance = 9 . 2 9

Date Bought : 07/06/2011
Expiry Date : 05/09/2011

Jame Townsend
9868651353262

9868651353262
Gift Voucher Message

```

The voucher redemptions will display as 2 separate lines to differentiate the values redeemed by each.

Date 07/09/2015 09:45:21	Audit 144,1	Rebecca
1405 Santa's Christmas Gift Basket	69.90	
-6.99 Gift Basket 10% Off Promot		
1406 Lindemans Premier Brut Cuvee	0.00	
1407 Rum & Brandy Cake	0.00	
1408 Rum & Brandy Cake	0.00	
1409 Macs Quality Choc Shortbread	0.00	
1410 The Nut Market Pretzels	0.00	
1411 The Nut Market Beer Nuts	0.00	
20 Gift Basket 10% Off Promotion	-6.99	
GST Subtotal	62.91	
GST Amount	5.72	
9847288942551 GIFT VOUCHER Redemption	35.00	
9847559938085 GIFT VOUCHER Redemption	27.91	
GIFT VOUCHER	62.91	
Change	0.00	

You are here: Gift Voucher Enquiry

Gift Voucher Enquiry

A Gift Voucher Enquiry will tell you specific details about the selected voucher. Details of the voucher that will be displayed are Name, Purchase date, Original value, Expiry date, Current balance value, View all history and Voucher code.

To enquire about a Gift Voucher, press the Gift Voucher Enquiry button. A screen will open where you can enter the gift voucher code, or search for the gift voucher by name.



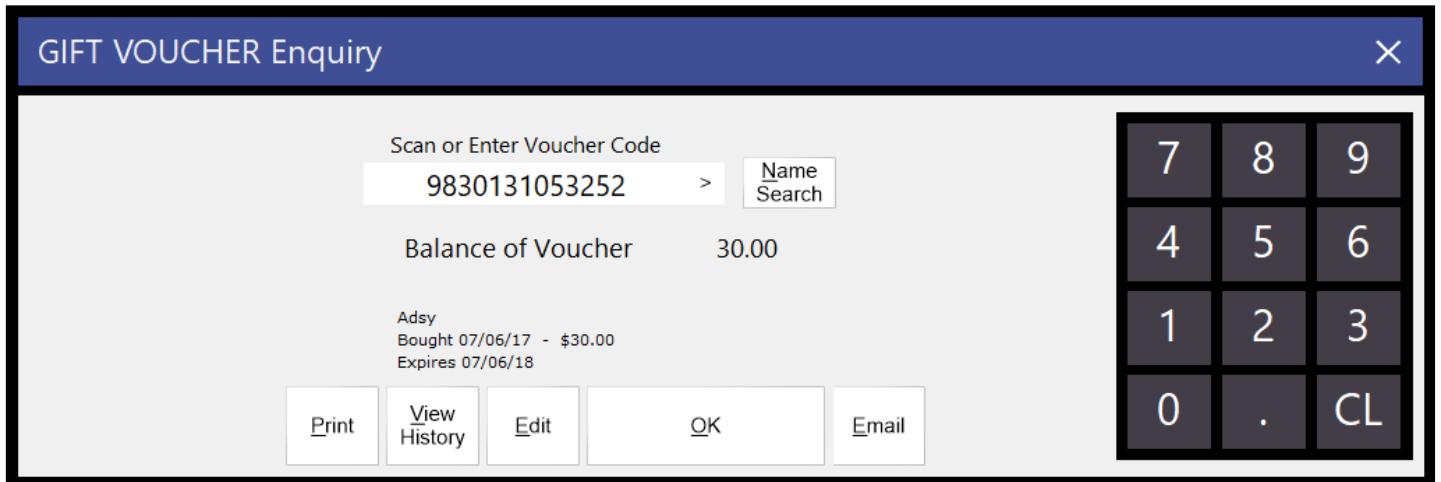
A new screen will be displayed giving you the details of the voucher, as well as the ability to perform some other actions.

Print – This button will re-print the voucher to the receipt printer.

View History – This will show you all redemptions that have taken place on this voucher code. It is possible to re-issue a voucher if the entire amount of the voucher has not been fully redeemed in previous transactions.

Edit – This option will open a new window with a calendar to change the Expiry Date for the voucher. Select a new date and press Save.

Email - This function allows you to send an email of the Gift Voucher to the customer.



You are here: Gift Voucher Related Reports

Gift Voucher Related Reports

The below Gift Voucher Related Reports can be run by going to Reports > Sales > Select the desired report:

-

Gift Vouchers/Gift Voucher Redemption

This report will give you the following options:

- Report Type – Gift Vouchers, Gift Voucher Redemptions (by POS)
- Vouchers Bought – Date Range
- Gift Voucher Type Range
- Vouchers Expiring Range
- Report Options – All Unredeemed, Totally or Partially Redeemed, Expired, Exclude Expired, Group by Amount, Include Drill-Down Transactions. When using Include Drill-Down Transactions, you have the ability to double-click on a Gift Voucher code within the report to Drill-Down into the voucher. Drilling Down into the Voucher Code displays further details such as the initial sale of the voucher as well as any redemptions which occurred for the voucher and the values of all redemptions for the voucher (if the voucher was redeemed in multiple transactions).

GIFT VOUCHER report

X

Report Type

GIFT VOUCHER
 GIFT VOUCHER Redemptions
 Group by POS

GIFT VOUCHER Bought

All Dates

GIFT VOUCHER Type

from:
 to:

GIFT VOUCHER Expiring

Anytime
 Custom Date

Report Options

All Unredeemed Vouchers
 Exclude Expired
 Group by Amount
 Totally Redeemed
 Partially Redeemed
 Expired
 Include drill-down transactions

[Print](#)
[View](#)

This report will show the Gift Voucher details dependent of the options selected.

Gift Vouchers Report				Printed 19/07/2011 12:44:18		
				Page 1 of 1		
Code	Date Bought	Expires	Name	Amount	Redeemed	Balance
Type 0 : Gift Vouchers						
9890226919733	19/07/2011	17/10/2011	John Walters	15.00	0.00	15.00
				15.00	0.00	15.00
Type 2 : Gift Voucher Type						
9826731028141	19/07/2011	17/10/2011	Andrew Chapman	85.00	28.40	56.60
				85.00	28.40	56.60
				100.00	28.40	71.60