

Idealpos 7.1 Build 4

Update Details:

** Enhancements

- * [IP-983] - Promotions by Item Report - added Cost Price field
- * [IP-2664] - Import Customer "Other Codes" field
- * [IP-2768] - Xero Accounting Module - support for USA/Canada
- * [IP-2779] - PAX Eftpos - POSLink Integration
- * [IP-2872] - Supplier Invoice Report shows the Department and Sales Category
- * [IP-2895] - Customer Tipping Functionality
- * [IP-2906] - Yes/No Option - Confirm to Over-Tender to a Tip
- * [IP-2907] - Stock Location and Stocktake Quantity show on Stock Items by Location Grid
- * [IP-2908] - Enter Stocktake Grid shows Department
- * [IP-2911] - Paymenttree Pay@Table Interface
- * [IP-2912] - Dashboard - Last 90 Days chart includes comparison with Same Time Last Year
- * [IP-2939] - Yes/No Option - Automatically Email Account Payments/Adjustments
- * [IP-2954] - Gratuity Suggestions on Bill
- * [IP-2961] - Stock Item Sales Report - includes Tax Amount for Regions using Ex-Tax Rates
- * [IP-2975] - Customer Display - 1024 x 600 option
- * [IP-2976] - Stock Item Label Export (DesignPro) - Support for Long Description
- * [IP-2977] - Receipts/Bills - option to combine Taxes as a Total Tax amount
- * [IP-2985] - USA - Gratuity Suggestion tag for Receipt Footers

Data Conversion – Important, Read before Upgrading

This build of Idealpos will perform data conversion for Stock Items by Location to SQL.

This process is fairly quick on systems running smaller databases, however, customers who are running larger databases or systems with lots of Stock Items across multiple locations may experience a longer upgrade process (e.g. up to an hour or more, depending on the size of the data). Whilst this data conversion is taking place, it won't be possible to use Idealpos on your system.

Therefore, if there is any uncertainty regarding the size of the database, we recommend that the upgrade be performed either outside of trading hours or alternatively, performed at the end of your trading day.

This will ensure plenty of time for the upgrade to run without interrupting your trade.

The data conversion will automatically take place when Idealpos starts after running the install package for this build.

Whilst the data conversion is occurring, the Idealpos start screen will appear as follows:



After the conversion is completed, Idealpos will either display the back-office screen or the POS screen.

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Accounting Interface

Xero Accounting Module – Support for USA/Canada

This function adds support to the Idealpos Xero Accounting Module for the USA/Canada regions. This will ensure that tax amounts are sent correctly from Idealpos to the Xero Accounting application. The process for configuring Xero is outlined in the User Guide here - [https://userguide.idealpos.com.au/#Accounting%20Interfaces/Xero%20API/Xero API Accounting Interface.htm](https://userguide.idealpos.com.au/#Accounting%20Interfaces/Xero%20API/Xero%20API%20Accounting%20Interface.htm)

We strongly recommend that you seek professional advice from your Accountant or Bookkeeper when using or configuring this module.

When performing a Sales Reconciliation, the amounts displayed under the Tax column will correctly reflect the tax that was applicable for the Sales.

The Sales Reconciliation process is outlined on the following page in the User Guide: [https://userguide.idealpos.com.au/#Accounting%20Interfaces/Xero%20API/End Sales Period.htm](https://userguide.idealpos.com.au/#Accounting%20Interfaces/Xero%20API/End%20Sales%20Period.htm)

In the Idealpos Sales Reconciliation screen, the sales amounts displayed on the left/right side of the screen will need to be balanced. The below example shows an amount of 13.38 on the left. On the right, the Total amount is 13.38 with a 0.01 variance entered in order to make the totals balance.

The cause of the variance below is due to the rounding of tax.

I.e. The pre-tax amounts were:

Food: 9.00

Beverage: 3.50

Total: 12.50

The total tax was 7%, so when adding 7% tax to the 12.50 total, the new figure is 13.375 (12.50 x 1.07 = 13.375).

The screenshot shows a 'sales reconciliation' window for the period '16 Sep 2019 10:54:52 to 16 Sep 2019 11:55:59' at 'Site 1'. The interface is divided into two main sections: 'Expected' and 'Actual'.


Expected	Actual
CASH	
EFTPOS	
ACCOUNT	13.38
AMEX / DINERS	N/A
LAYBY	
CHEQUE	
GV REDEEM	
CREDIT NOTE	
ONLINE	
TENDER 10	
TENDER 11	
TENDER 12	
TENDER 13	
TENDER 14	
TENDER 15	
TENDER 16	
TENDER 17	
TENDER 18	
Layby Deposits	0.00

Sales	Tax
FOOD	9.63
BEVERAGE	3.74
RETAIL	0.00
GROCERIES	0.00
FUEL	0.00
MEMBERSHIPS	0.00
ADMISSIONS	0.00
SERVICES	0.00
LANDSCAPE	0.00
Other Categories	0.00
Total	13.37
Tax Holding Accounts	0.00
Account Payments	
Layby Payments	
TIPS IN	
PAID IN	
GV PURCHASE	
RA 4	
TIPS OUT	
PAID OUT	
PO 3	
PO 4	
Rounding	
Layby Cancellation Fees	0.00
Variance	0.01

At the bottom of the reconciliation table, there are two 'Total' boxes, both containing the value '13.38', indicating that the expected and actual totals are balanced.

After the sales are reconciled in Idealpos and the sales reconciliation has been sent to Xero, the transferred sales in Xero will appear with the correct Tax Amounts:

Sales overview > Invoices > **Invoice 382001**

 Xero now has a better way to invoice, with auto saving, a clean layout and more. [Try it out now](#)

Awaiting Payment Preview Email Print PDF Invoice Options

To	Date	Due Date	Invoice #	Online Payments	Total
POS DEBTOR	Sep 16, 2019	Sep 16, 2019	382001	None. Get set up now	13.38
No address					
Add address					

Amounts are Tax Exclusive

Item Code	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount USD
	FOOD	1.00	9.00		Sales	Sales Tax	9.00
	BEVERAGE	1.00	3.5047		Sales	Sales Tax	3.50
Subtotal							12.50
Total State Tax 5%							0.63
Total Local Tax 2%							0.25
TOTAL							13.38

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Back Office

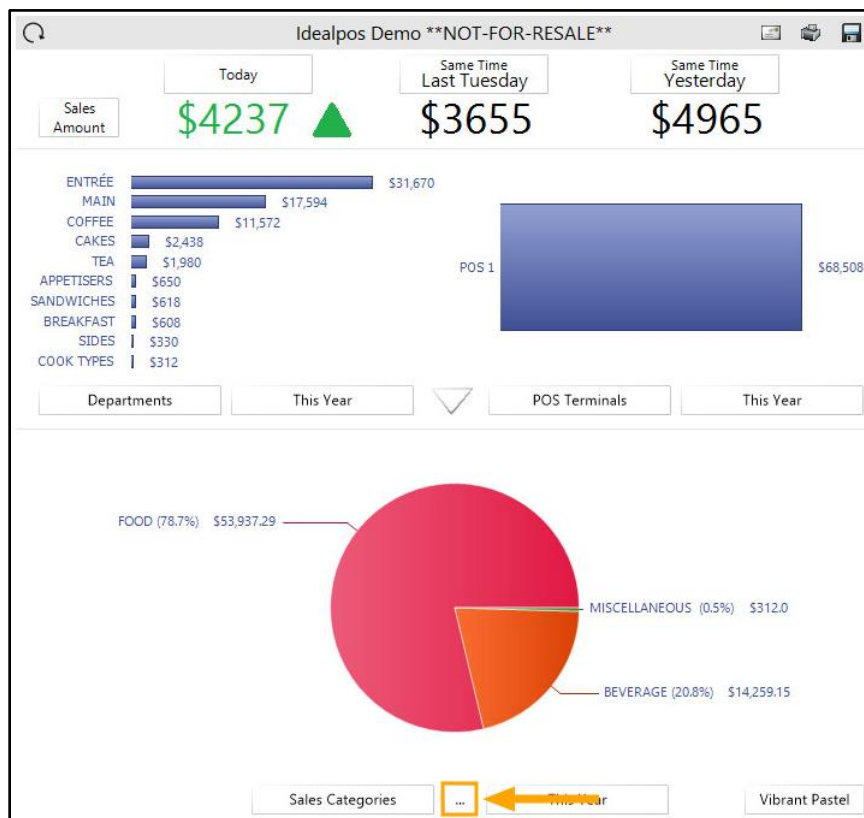
Dashboard – Last 90 Days chart includes comparison with Same Time Last Year

This function enhances the Last 90 Days chart shown on the Back-Office Dashboard so that it includes a comparison with the same time last year. The value from the same time last year is conveyed in the form of unique coloured line, with the key that is displayed at the top of the chart indicating the period that the coloured line represents. The ability to zoom in/out of the last 90 days chart via the mouse scroll-wheel has also been implemented as part of this change.

To use this function, go to:

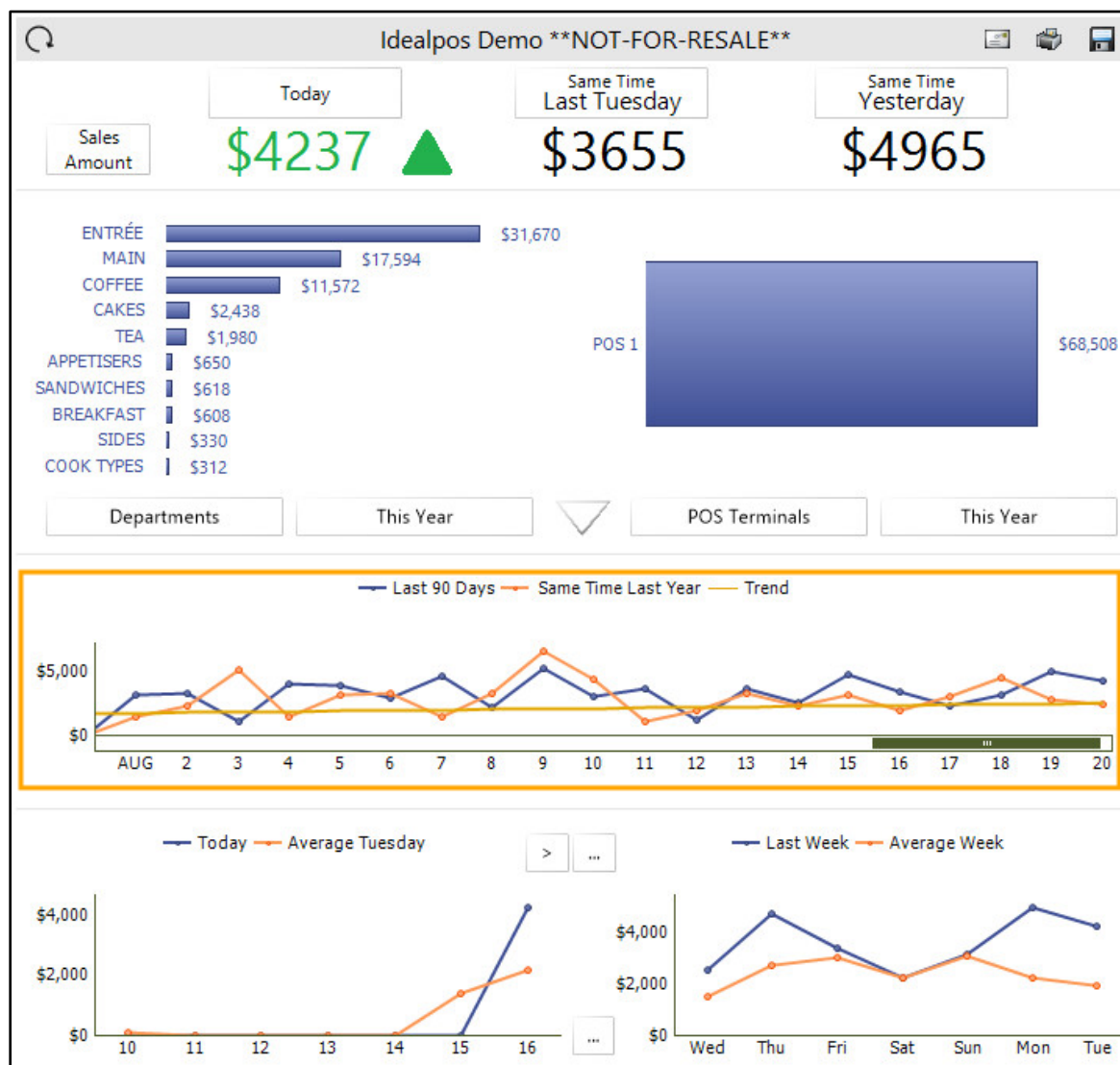
Back Office Dashboard

Press the button which includes three dots to change the data being displayed by the Dashboard:



The Dashboard view will be updated to show additional information.

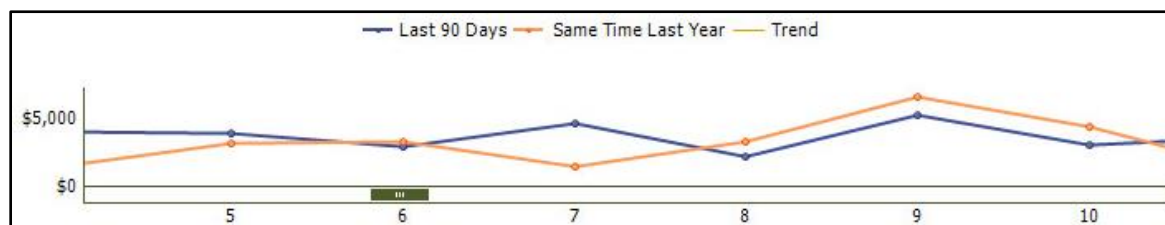
The line graph illustrated in the below example will appear and display sale amounts for each day of the month. A new line has been added to the line graph which represents sales for the same time last year. This can be used to get a visual representation of sales this year compared to sales for the same time last year. The line graph can be dragged left or right to view additional days and will display sales amounts for the last 90 days.



In addition, hovering over a specific part of the line graph will show the exact sales amount for the day.



Another additional change which has been implemented is the ability to zoom in/zoom out whilst viewing the graph. Simply hover over the graph with a mouse, then move the scroll-wheel up/down to zoom in/out on the graph.



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Customer Display

Customer Display – 1024 x 600 option

This function adds the ability to configure the POS Customer Display screen for a native resolution of 1024x600. When this resolution is matched with a Customer Display screen that uses the same resolution, all elements and advertisements which appear on the Customer Display will be shown correctly.

Note that modifying the Customer Display resolution in Idealpos will not modify the actual screen resolution of the Customer Display screen but rather just change the size of the Customer Display elements so they fit within the resolution. If the incorrect resolution is selected in the Idealpos configuration, elements which are usually visible on the Customer display may be too large to fit within the screen. To change the actual screen resolution of the Customer Display, you will need to make changes to the screen resolution in the Windows Display Settings.

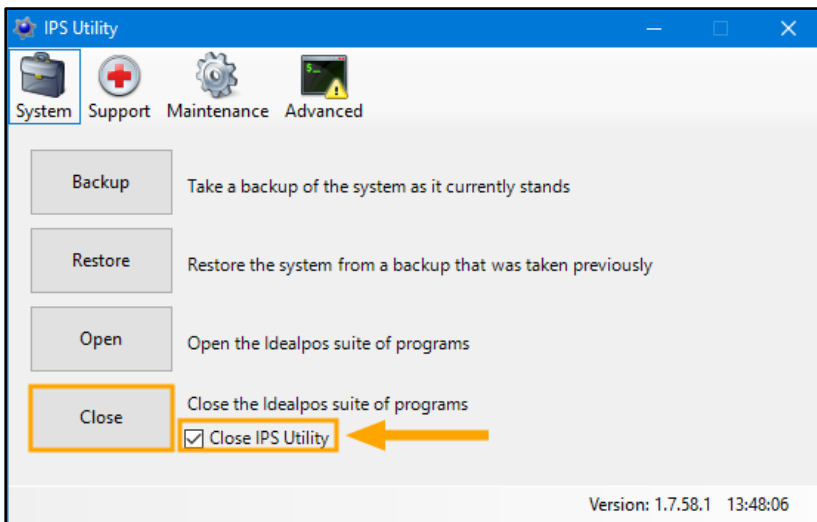
To configure this function in Idealpos, go to: Setup > POS Terminals > Select the POS Terminal > Modify
Go to the Display/Kiosk tab, then select the 1024x600 option from the Resolution dropdown box.

If required, adjust the Display Format as required from the Display Format dropdown box (located below the Resolution dropdown box).

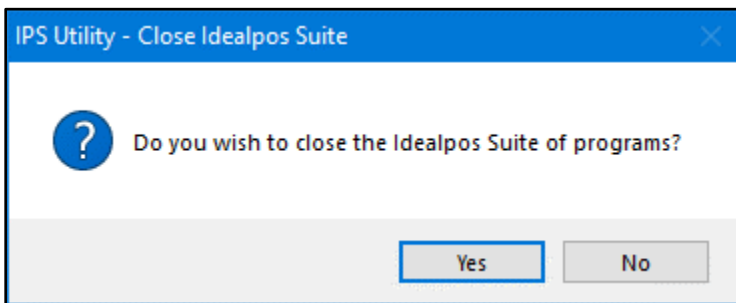
Note that you may also need to adjust your images (i.e. resize your advertising images) to match the new resolution. Refer to the images located in the Image Location and Full Screen Images locations displayed in the below example:

The screenshot displays the 'pos terminals' configuration window for the 'Display / Kiosk' tab. The 'Customer Display Screen' section includes a 'Resolution' dropdown menu set to '1024 x 600', a 'Display Format' dropdown menu set to 'Half Sales / Half Advertising', and a preview window showing a 'LARGE BURGER MEAL' advertisement. The 'Image Location' and 'Full Screen Images' fields are highlighted with orange boxes. The 'Two-Line Customer Display' section includes a 'Type' dropdown menu set to 'None', a 'Connection' dropdown menu set to 'None', and a 'Test' button. The 'Image Options' section includes a 'Skip Images Larger than 500 KB' checkbox, a 'Seconds between images' input field set to '9', and a 'Stretch images to fit' checkbox checked. The 'Kiosk' section includes 'Top Image Location', 'Bottom Image', and 'Home Screen Image' fields, and a 'Clerk' dropdown menu set to 'Jeremy'. The 'Enable Customer Display Tipping' section includes an 'Enable Customer Display Tipping' checkbox, a 'Tip %' input field set to '10', and an 'RA Function' dropdown menu set to 'TIPS IN'.

After configuring the above option, close the POS Terminals screens.
To ensure that the setting has applied, close the Idealpos Suite by going to Start > Idealpos > IPSUtils.
Tick the "Close IPS Utility" box, then press the "Close" button.



Confirm any prompts by pressing "Yes".



Then start Idealpos either by double-clicking on the Idealpos desktop shortcut, or go to Start > Idealpos > Idealpos.
The POS Screen should open automatically, but if not, press the "POS" button on the top-left corner of the Back-Office screen.

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The Customer Display will now appear in the selected resolution.

Note that if your display/advertising images are not in the correct resolution, you may experience white borders at either side of the image as per the below example:




When using images which match the resolution, they should take up the entire width of the Customer Display, as per the below example:



After items are added to the sale, the Customer Display will use the Display Format that was configured in the earlier steps above. In the below example, the Display Format is Half Sales/Half Advertising:

FLAT WHITE	\$3.50
LATTE	\$3.50
SHORT BLACK	\$3.00
LEMON TEA CAKE SLICE	\$7.50
VANILLA SLICE	\$7.50
CARROT CAKE SLICE	\$7.50
PANCAKES	\$9.00
WAFFLES	\$9.00
CANADIAN PANCAKES	\$12.00
BIG BREAKFAST	\$15.00
JAM & TOAST	\$5.00
EGGS BENEDICT	\$13.00
SCRAMBLED	
BLACK FORREST CAKE SLICE	\$7.50



subtotal **\$103.00**
Items: 13

Happy Birthday!

Buy a bottle of house wine on your Birthday and receive an extra bottle for free!

idealpos Update History

Customer Tipping Functionality

This function adds the ability to configure three tip percentages which will be displayed on both the POS terminal and Customer Display at the end of the sale. The customer can then select their desired tip amount using the Customer Display screen.

Note that in order for your customers to be able to use this function, your Customer Display must be touch-enabled in order to allow the customer to press the screen to select their desired tip amount.

Before configuring this function, ensure that you have a Received Account Function assigned to receiving tips.

Go to: Setup > Function Descriptors

If Tips have already been configured on your system, you may see a Description similar to TIPS IN marked against one of the Received Account functions (Received Account 1 up to Received Account 4). If so, you can proceed to the next step further below. Otherwise, you will need to select the next available Received Account function which is currently not being used.

Any Received Account functions that are not being used will have a description of RA #, where # is the number that corresponds to the Received Account function.

In the below example, Received Account 1 is configured for TIPS IN and the next available Received Account is 4, as indicated by the RA 4 text displayed under the description column.

function descriptors	
Function	Description
PAID OUT 1	TIPS OUT
PAID OUT 2	PAID OUT
PAID OUT 3	PO 3
PAID OUT 4	PO 4
RECEIVED ACCOUNT 1	TIPS IN
RECEIVED ACCOUNT 2	PAID IN
RECEIVED ACCOUNT 3	GV PURCHASE
RECEIVED ACCOUNT 4	RA 4
NO SALE 1	NO SALE

If configuring a Received Account function for the purpose of TIPS IN, double click on the unused Received Account and configure it as follows:

function descriptors

Function **RECEIVED ACCOUNT 1**

Description **TIPS IN**

GIFT VOUCHER
 Credit Note
 Allow % Tender Surcharges

Save

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Once you have confirmed that the Received Account function is configured for TIPS IN, go to:

Setup > POS Terminals > Select POS Terminal > Modify > Display/Kiosk

Ensure that the Customer Display is enabled and the resolution which matches your Customer Display is selected from the Resolution drop-down box.

Then enable the checkbox "Enable Customer Display Tipping" and configure the desired tip percentage amounts you'd like to have displayed on the Customer Display. The default values are 10%, 15% and 20%.

Select the TIPS IN function from the RA Function dropdown box. The RA Function selected will be used to record any tips which have been received via the Customer Display Tipping function.

The percentage that the customer selects at the end of the sale will be calculated from the total due amount of the sale.

pos terminals Main Settings POS Settings Receipt Printer Kitchen Printers Display / Kiosk Customer Readers Other Peripherals EFTPOS Settings Import / Export Miscellaneous Settings

Customer Display Screen

Resolution: 800 x 600
Display Format: Half Sales / Half Advertising

CHICKEN BURGER \$13.00
LARGE CHIPS \$4.50
SPRITE 600ML \$5.00

LARGE BURGER MEAL

subtotal \$18.50

Bottom Message
Company Logo: logo-1024x768.png
Image Location: C:\ProgramData\Idealpos Solutions\Idealpos\Pictures\CustDisplay\ActualDisplay\
Full Screen Images: C:\ProgramData\Idealpos Solutions\Idealpos\Pictures\CustDisplay\Full Screen 1024x768\

Kiosk

Top Image Location
Bottom Image
Home Screen Image
Clerk: Jeremy

Two-Line Customer Display

Type: None
Connection
Display Text
 Show Subtotal instead of Qty
Test

Image Options

Skip Images Larger than 500 KB
Seconds between images 9
Stretch images to fit

Enable Customer Display Tipping
Tip %: 10 15 20
RA Function: TIPS IN

Keyboard










Once you have ensured that both the Customer Display screen and Customer Display Tipping are both enabled, close the POS Terminal configuration screen.

Then from the Idealpos Back Office dashboard, press the "POS" button located on the top-left corner of the screen. Add the required items to the sale, then press the "ENTER" button.

20 Sep 15:50 Adult ID: 20-Sep-2001
Jeremy PRICE 1
✕

LATTE 1 3.50	RECEIPT	CLERK	7	8	9	CL
CAPPUCCINO 1 3.50	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
SHORT BLACK 1 3.00	CUSTOMER	5% ITEM	1	2	3	X
	BAR TAB	REFUND				
	PENDING	VOID SALE				
	TABLE MAP	VOID	0	.	ENTER	

3x
\$10.00

								
CAPPUCCINO	FLAT WHITE	LATTE	CHAI	SHORT BLACK	LONG BLACK	MOCHA	HOT CHOC	TEA
EXTRA HOT	SKINNY	DECAF	1 SUGAR	TAKEAWAY	SMALL	ICED DRINK	WATER	KEYBOARD
EXTRA CHOC	SOY	WEAK	2 SUGAR	MARSH MALLOW	MEDIUM	MILKSHAKE	JUICE	ORDER NUMBER
NO CHOC	ALMOND	DOUBLE SHOT	3 SUGAR	EQUAL	LARGE	SMOOTHIE	SOFTDRINK	REWARDS ENQUIRY
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

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The POS screen which is visible to the Clerk will display the pre-configured tip amounts and the Clerk can select from one of the available tip amounts.

The screenshot displays the idealpos POS interface. At the top left, it shows the date and time '20 Sep 15:52' and the user 'Jeremy PRICE 1'. The main area shows a list of items: LATTE (1, 3.50), CAPPUCCINO (1, 3.50), and SHORT BLACK. A modal window is open in the center, displaying a 'Sub-Total' of '\$10.00' and a 'Select a Tip' screen. The modal offers three pre-configured tip options: 10% (\$1.00), 15% (\$1.50), and 20% (\$2.00). Below these are buttons for 'Custom Tip Amount' and 'No Tip'. The background interface includes a numeric keypad (7, 8, 9, 6, 3, ENTER), a 'RECEIPT' button, a 'CLERK' button, and a bottom navigation bar with categories like CAFE, TAP BEER, SPIRITS, COCKTAILS, FRUIT & VEG, GROCERY, RETAIL, and MANAGER.

Item	Quantity	Price
LATTE	1	3.50
CAPPUCCINO	1	3.50
SHORT BLACK		

Sub-Total
\$10.00

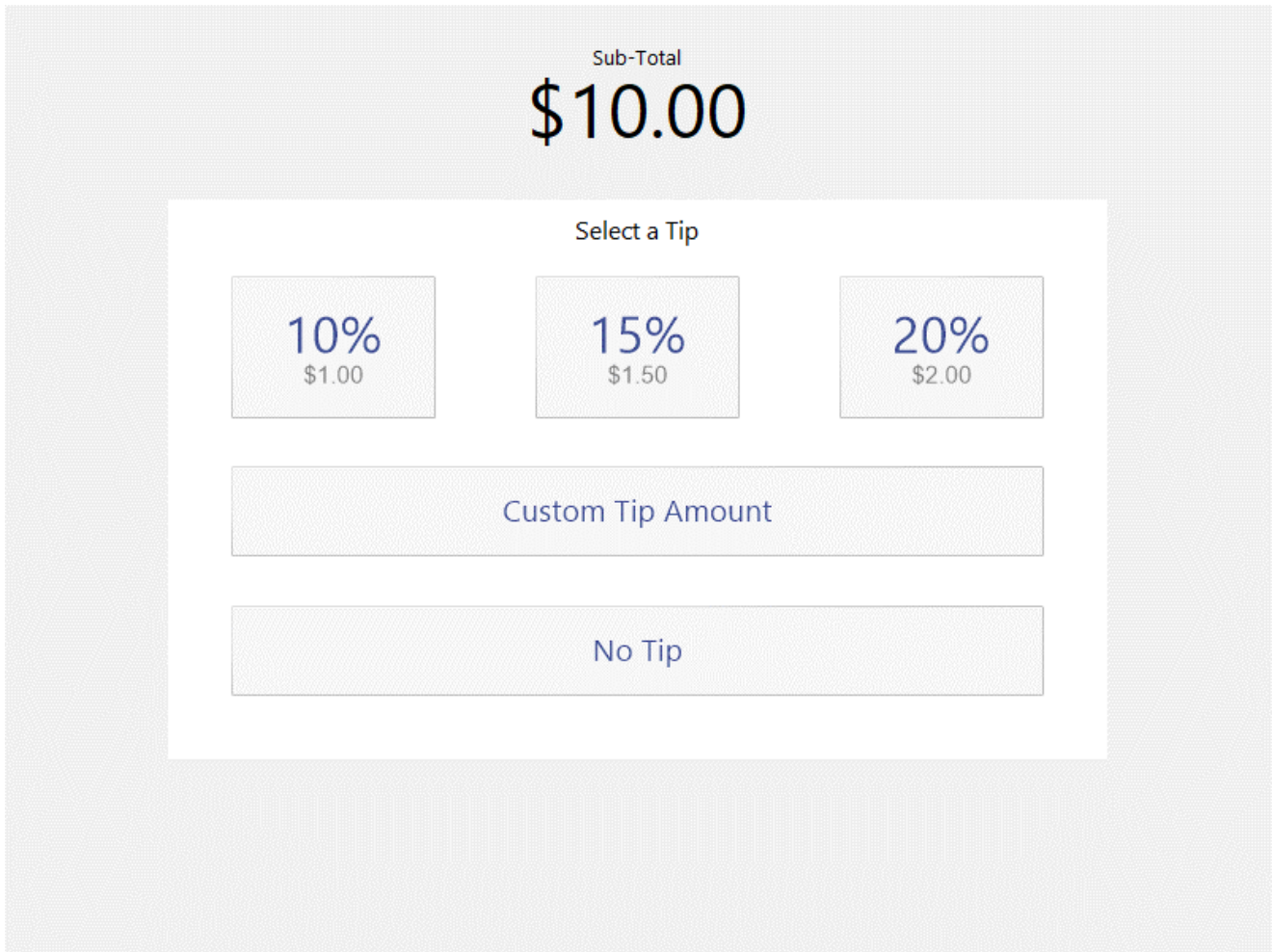
Select a Tip

- 10% (\$1.00)
- 15% (\$1.50)
- 20% (\$2.00)

Custom Tip Amount

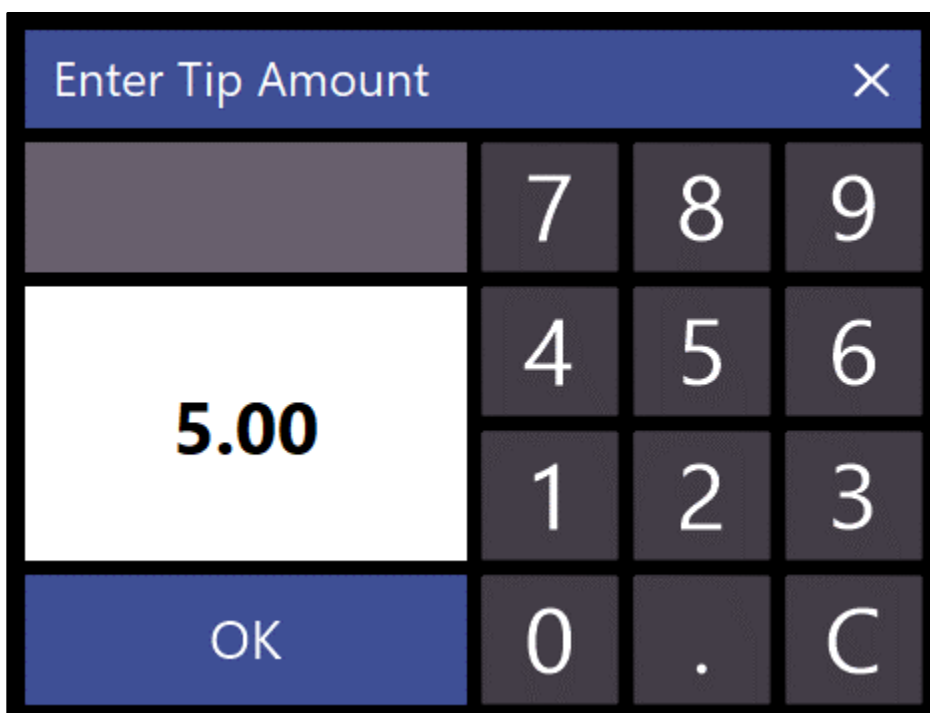
No Tip

In addition to the POS screen, the Customer Display will also display the same type of screen from which the customer can use to select their desired tip amount.



Should either the Clerk or the Customer select the "Custom Tip Amount" option, they will be prompted to enter the tip amount that they want to add to the sale using the on-screen numeric keypad.

The below example shows a tip amount of \$5.00 entered via the Custom Tip Amount option.








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Once the OK button on the Enter Tip Amount prompt has been entered, the POS screen will display the Tender prompt. The Tip amount will appear as TIPS IN along with the entered Tip amount. The Clerk can then select a tender type to finalise the sale.

20 Sep 16:00 Adult ID: 20-Sep-2001
Jeremy PRICE 1
✕

LATTE	1	3.50					
CAPPUCCINO	1	3.50					
SHORT BLACK	1	3.00					
TIPS IN	1	5.00					

	\$15.00
CASH	
EFTPOS	
ACCOUNT	
LAYBY	
GIFT VOUCHER	
CREDIT NOTE	
POINTS	

15.00	    
Balance 15.00	

RECEIPT	CLERK
PRICE LEVEL	5% ST DISC
CUSTOMER	5% ITEM
BAR TAB	REFUND
PENDING	VOID SALE
TABLE MAP	VOID

7	8	9	CL
4	5	6	NO SALE
1	2	3	X
0	.	ENTER	

EFTPOS

PAX Eftpos – POSLink Integration

This function adds the ability to configure Idealpos with PAX EFTPOS integration.

PAX Eftpos – POSLink is a new integration available to customers in the United States of America.

We recommend researching this integration before configuring it.

An extensive set of steps is available in the User Guide which outlines the exact process for configuring Idealpos so that it can communicate with the PAX EFTPOS – POSLink integration.

Before configuring this function, ensure that you are licenced for the PAX module – you will need to speak to our Sales Team who can organise this.

Once this module has been added to your licence, go to: Setup > Licence Gateway.

Press the "Reload" button located towards the bottom of the Licence Gateway window.

This will ensure that Idealpos retrieves your most up-to-date licence from our server which will include the PAX module.

The screenshot shows the 'licence gateway' window with the following sections:

- Settings:** Connection Mode (Online Licence), Username, Password, Computer Name, Computer Signature, and a Disconnect button.
- Registered Licence Information:** POS Number: 1, Company Name: Idealpos user, Trading Name: Idealpos user, Contact Name, ABN, Phone Number, Address, and Australia.
- Table:** A table with columns: Product, Ver, Options, POS #, Scr#, Type, and Expiry(D/M/Y). The first row is highlighted in green and includes 'PAX Idealpos' in the Options column.
- Legend:** Green box for 'This terminal', blue box for 'Other terminals', and white box for 'Available'.
- Buttons:** Activate, Deactivate, Reload, and OK.

Product	Ver	Options	POS #	Scr#	Type	Expiry(D/M/Y)
IPS	7.0	Back Office + POS Screen, Quickbooks, IBA, Liquorfile, Denso, Ideal Handheld 5, Stock Manage PAX Idealpos, Reservations, Idealpos Restaurant	1		Annual	07/09/2019
IKM	2.0			1	Annual	07/09/2019
IPS	7.0	Back Office + POS Screen, Idealpos Restaurant, SmartConnect	2		Annual	07/09/2019
IPS	7.0	Back Office + POS Screen, Idealpos Restaurant, SmartConnect	3		Annual	07/09/2019
IPS	7.0	Back Office + POS Screen, Idealpos Restaurant	4		Annual	07/09/2019

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The Payment Terminal will then need to have the IP address set to a static address.

This can be done by holding down Function then the 1 keys at the same time, then entering the Password provided by PAX.

Then navigate to: Communication > Re-enter Password > LAN Parameters > LAN Type > Static > IP Address > Enter static Address > Subnet Mask > Enter Subnet Mask > Gateway IP > Enter Gateway IP > DNS Mode > Manual > DNS IP 1 > Enter DNS IP 1 > DNS IP 2 > Enter DNS IP 2

Once the Payment Terminal IP address has been configured, the terminal can then be connected to Idealpos.

Go to: Setup > POS Terminals > Modify > EFTPOS Settings.

Set the EFTPOS Type to PAX

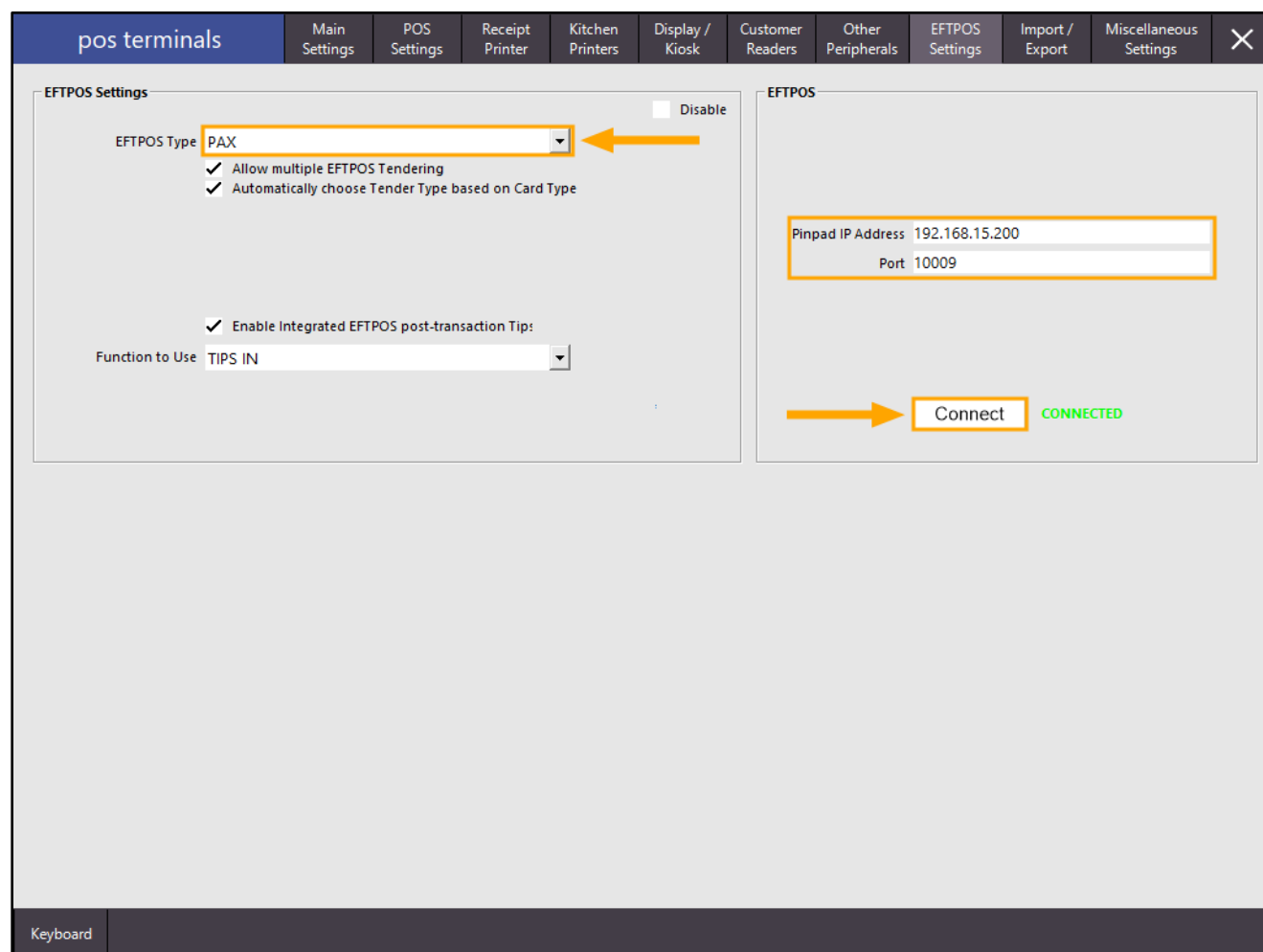
Enable tickboxes: Allow multiple EFTPOS Tendering, Automatically choose Tender Type based on Card Type

Enter Pinpad IP Address: Enter the static IP address as configured on the payment terminal

Port: 10009

Press the "Connect" button in the Idealpos EFTPOS Settings tab to Connect to the payment terminal.

The text "CONNECTED" will appear next to the "Connect" button after a connection is established with the Payment Terminal.



Create POS Screen buttons for EFTPOS Reversal and EFTPOS Settlement functions.

The PAX EFTPOS integration should then be ready for use.

As mentioned further above, the complete list of steps are outlined in further detail in the Idealpos User Guide.

Paymenttree Pay@Table Interface

This function adds the ability to configure and use Paymenttree Pay@Table using a Clover Payment device.

This function is available to Customers in the United States/Canada region.

In order to use this function, you will require a Paymenttree Clover device and you will need to have the Paymenttree Pay@Table Module included in your Idealpos licence.

It is also highly recommended that you have the Idealpos Restaurant Module licenced with this Paymenttree Module.

As the steps required to configure this function are quite extensive and too large to include in the Update History, please refer to the following topics in the User Guide for further details:

Main Paymenttree Topic - <https://userguide.idealpos.com.au/#EFTPOS/Paymenttree/Paymenttree.htm>

Configuring Paymenttree Pay@Table –

<https://userguide.idealpos.com.au/#EFTPOS/Paymenttree/Configuring Paymenttree Pay@Table.htm>

Using Paymenttree Pay@Table –

<https://userguide.idealpos.com.au/#EFTPOS/Paymenttree/Using Paymenttree Pay@Table.htm>

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Import Data

Import Customer "Other Codes" field

This function adds the ability to import data into the "Other Codes" field within a Customer record when importing Customers from a file (either manually or automatically).

The Other Codes field is typically used for storing secondary Card Numbers and other codes used to identify a customer.

Before using this function in Idealpos, ensure that you have a Customer file which contains the Customer records which you want to import into Idealpos.

When importing Customers into Idealpos via an import file, the bare minimum headers/data required for import are: CODE, LASTNAME

For the purpose of demonstrating this function, we'll list a basic import file below, including headers for CODE, LASTNAME, FIRSTNAME and OTHERCODES.

```
CODE, LASTNAME, FIRSTNAME, OTHERCODES
```

```
201, SMITH, JOHN, 12345
```

```
202, BROWN, BOB, 23456
```

```
203, JANE, MARY, 34567
```

Create a new Import Text file with a format similar to the above and save the file to a known location.

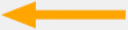
For this example, we'll save the file into C:\Import\CustomerImport.txt

Once the file has been created, go to: Utilities > Import Data > Customers

Click on the magnifying glass icon as per the below example to browse to the folder which contains your Customer Import file.

This option will import customers from a comma delimited text file.
The text file must include a header row containing the field names.

C:\ProgramData\dealpos Solutions\dealpos\cust.txt

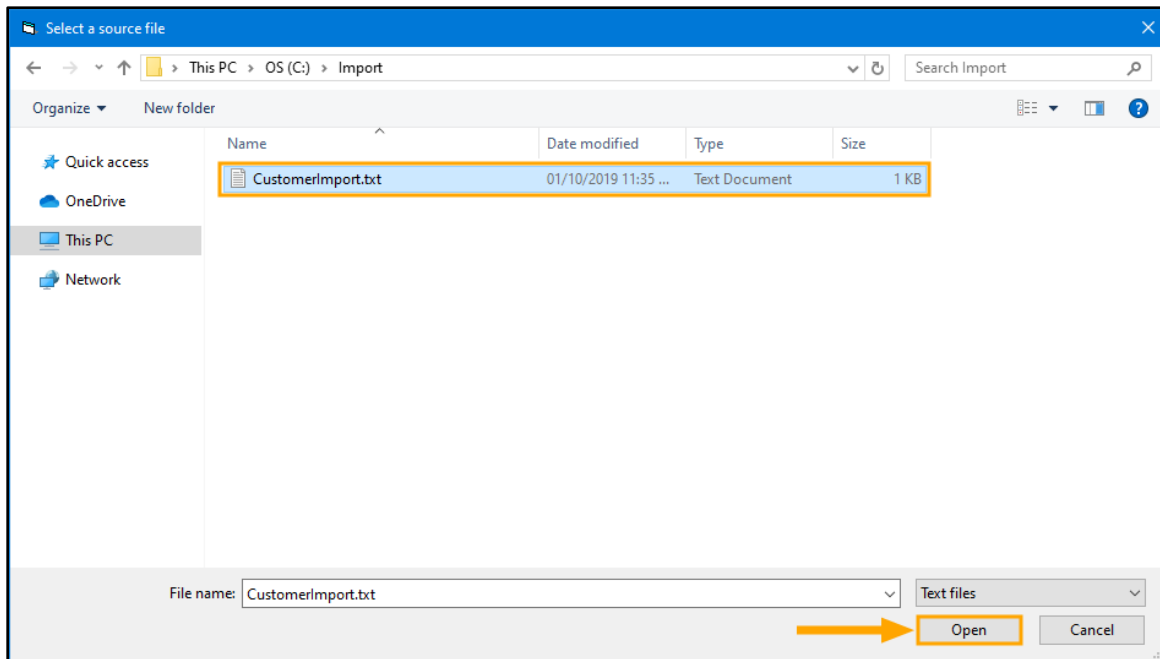


File selection dialog box showing a large empty area for file listing.

Starting Customer Code

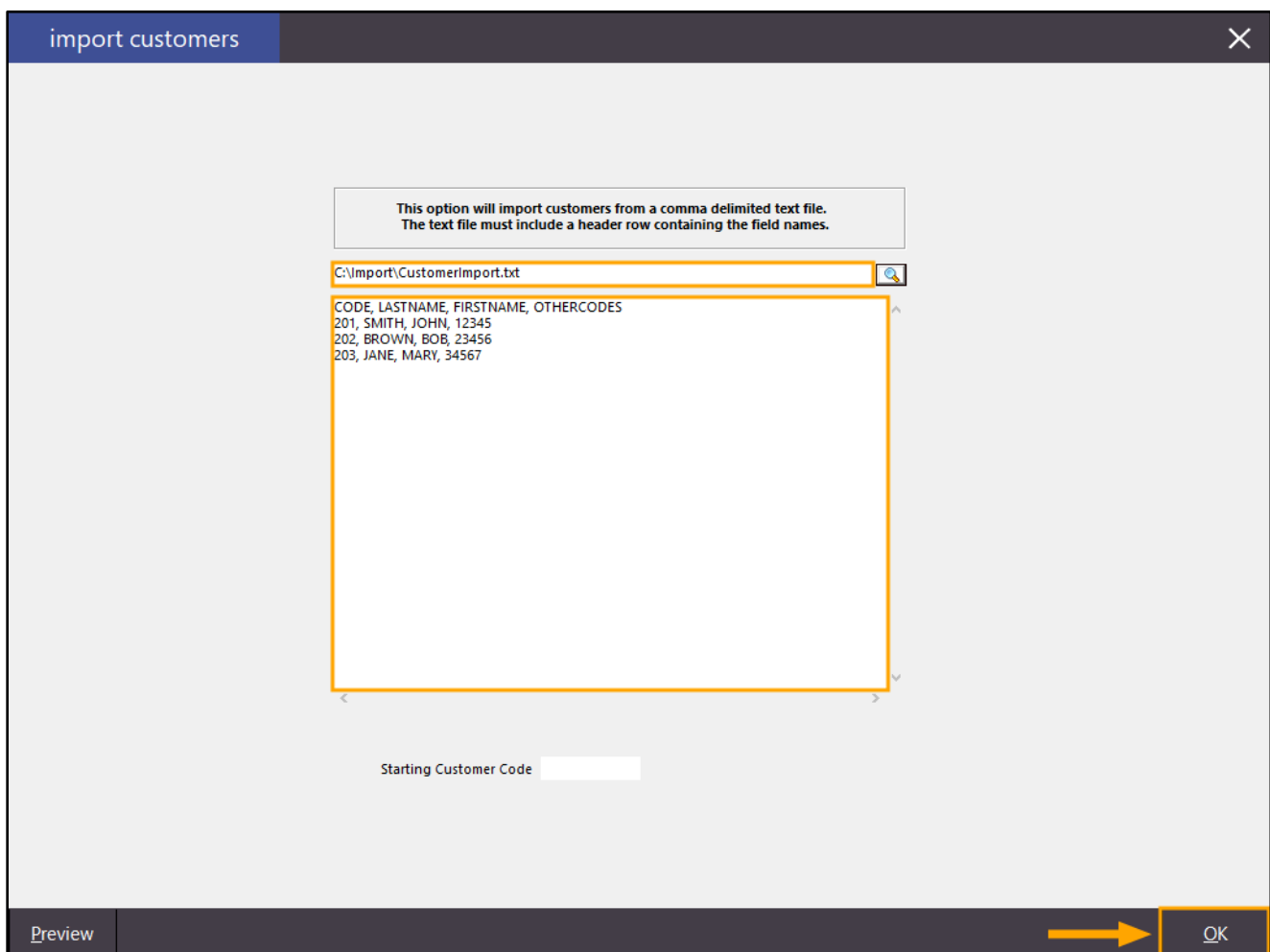
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Browse to the folder, select the file, then press the "Open" button.

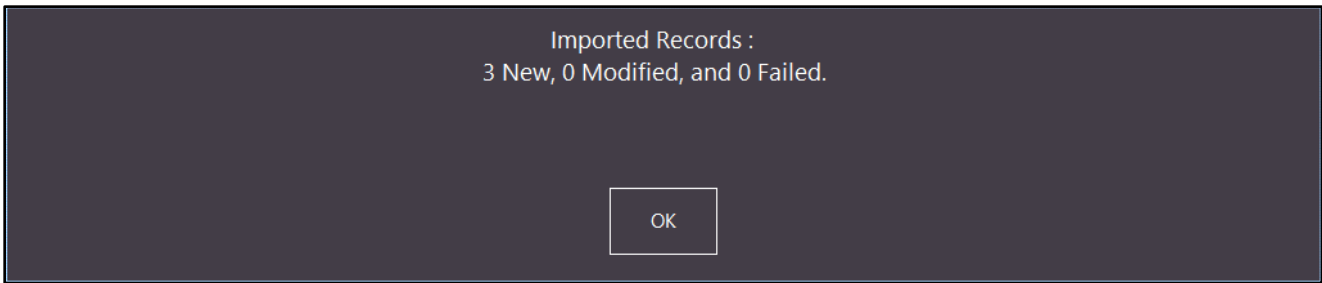


The path to the selected Customer file and the contents of the file will be displayed within the Import Customers window as per the below example.

To import the file, press the "OK" button on the bottom-right corner of the screen:



Once the import has been completed, a prompt will appear showing the number of new, modified and failed records.



Press the "OK" button to dismiss the prompt, then go to File > Customers > Customers

The newly imported customers will appear in the Customers screen.

The below example shows a Code Search of 20 which includes the newly imported Customers/Customer Codes.

Code	Last Name	First Name	Address 1	Address 2	Suburb	Scan Code
201	SMITH	JOHN				
202	BROWN	BOB				
203	JANE	MARY				

Double-clicking on any of the imported Customers shows that the data from the Other Code field has been imported.

The "modify customer" form is displayed with the "Advanced" tab selected. The "Code" field is set to 201, "Last Name" is SMITH, and "Given Names" is JOHN. The "Customer Type" is set to "ACCOUNTS". An orange arrow points from the "Customer Type" dropdown to the "Other Codes" field, which contains the value "12345". The "Scan Code" field is set to "Auto". The form is divided into several sections: "Address Details" (Address, Suburb, State, Postcode), "Sales / Accounting" (Auto % Discount, Price Level, Bar Tab, Account, Credit Limit), "Delivery Address" (Delivery Address same as Above, Address, Suburb, State, Postcode), "Miscellaneous" (Company, Occupation, Next of Kin, Contact No, Birth Date, Birth Date 2, Password, Gender, Marital Status, Mail Out, Discontinue), and "Contact Details" (Phone, Mobile, Fax, Email). A "Comments" field and a "Sales Prompt" field are also present. A "Save" button is located at the bottom right of the form.

idealpos Update History

Labels

Stock Item Label Export (DesignPro) – Support for Long Description

This function adds the ability to export the Description 3/Long Description field from Idealpos into the Data file which is used by third-party Label printing applications such as Avery DesignPro. This then allows the Description 3/Long Description to be printed and included on a label.

In order to use this function, you may need to re-link the text file that Idealpos produces which contains the Stock Items and fields that are used in the label generation process.

After the file has been re-linked, you will also need to update or modify the label format file and the Description 3 to the label design in order to print the Description 3 on the label.

As this process may vary depending on your setup, the basics of what is required is outlined in this Update History document below.

In Idealpos, go to: Utilities > Labels.

Your system may contain numerous Formats. Each Format will link to a unique Format File.

Therefore, you may need to complete this process for each Print Format.

Select the Format from the Format Dropdown box, then take note of the Format File (the folder and file name).

Also take note of the Data File Location and Name.

The locations and filenames of both the Format File and Data File may be required when updating the Label format to include the Description 3 field further below.

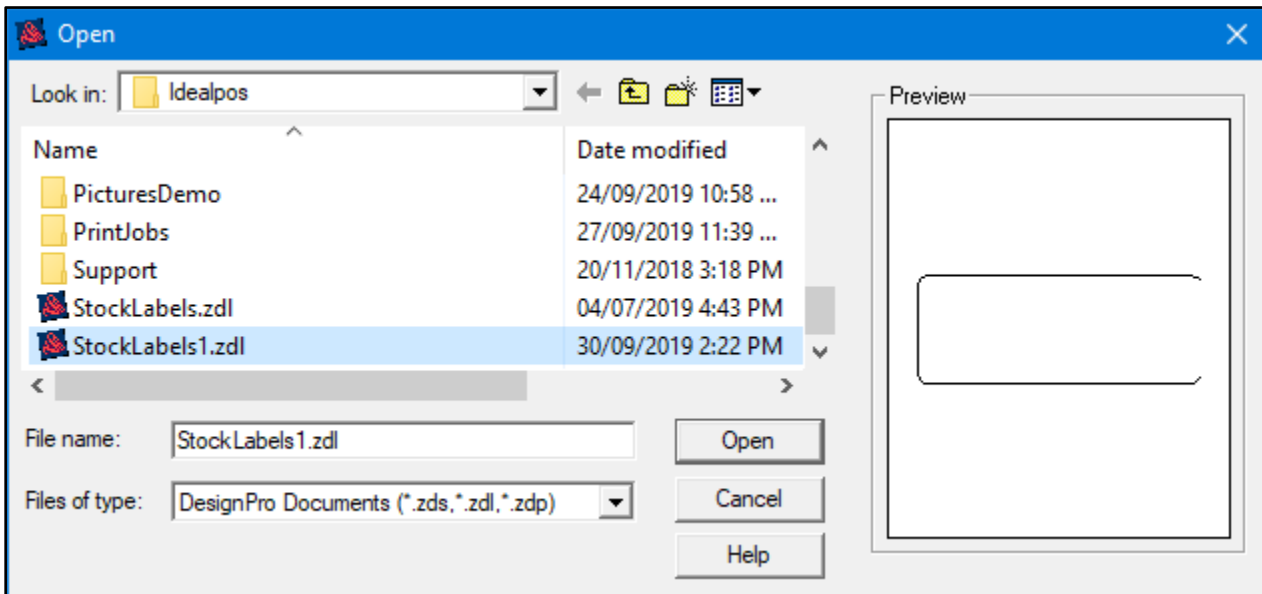
The example below shows the Format dropdown box and the Format File/Data File fields.

If the Location of either the Format File or Data File is too long to display in the field, click the mouse cursor into the field then use the arrow keys to scroll through the field.

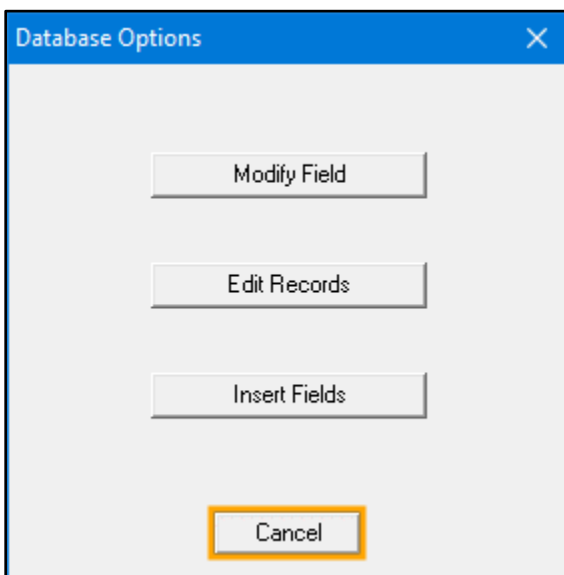
The screenshot shows a software window titled "labels" with a dark blue header. Below the header, there is a "Format" dropdown menu currently set to "Stock Item Labels" with a "Delete" button to its right. Below this, there are two more dropdown menus: "Data Type" set to "Stock Items" and "Output To" set to "DesignPro". Below these are two text input fields: "Format File" containing the path ":a\Idealpos Solutions\Idealpos\StockLabels1.zdl" and "Data File" containing "C:\IdealposPrint\Export.csv". Both text fields have a right-pointing arrow icon. At the bottom, there is a checkbox labeled "After Printing, Exit External Program" which is currently unchecked.

Then open Avery DesignPro.
If a Welcome screen appears, select "Open Existing Project".
Otherwise, select File > Open.

Browse to the folder which contains the ZDL or ZDP file and open the Project.



If a Database Options window appears, press the "Cancel" button.



idealpos Update History

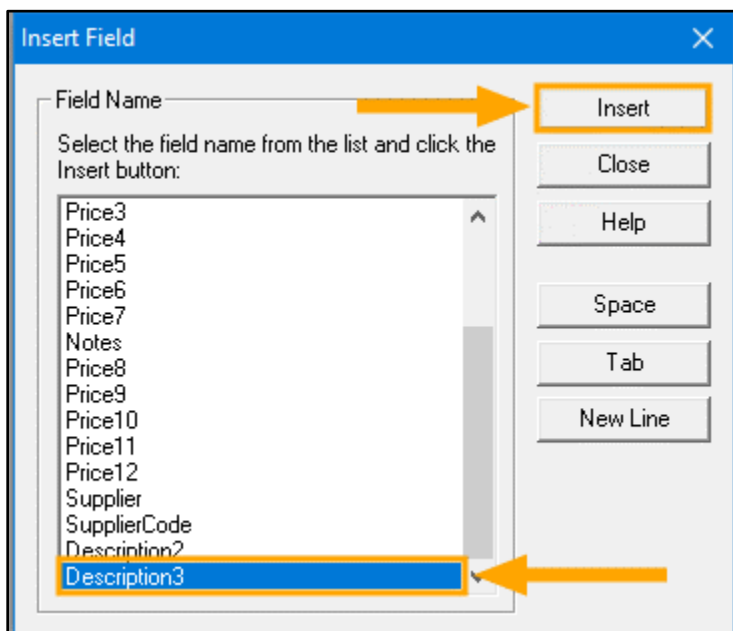
The label design will then appear containing the current elements/fields that have been previously configured for the label.



To add Description 3 to the label, select the "Database" menu option from the top of the screen, then select "Insert Field" option.

Description3 should be listed at the bottom of the list of available fields.

Select "Description3" then press the "Insert" button as per the below example:



Drag the Description3 field to the location of the label where you'd like Description3 to print.

Ensure that the field is large enough to accommodate long descriptions which have been entered into Description 3.

Then go to File > Save to save the label format.

From this point on, any labels printed from Idealpos to the label format file used by Avery will include the Description 3 field.

Note that you may need to repeat the above process if you use multiple label formats which require the Description3 field.

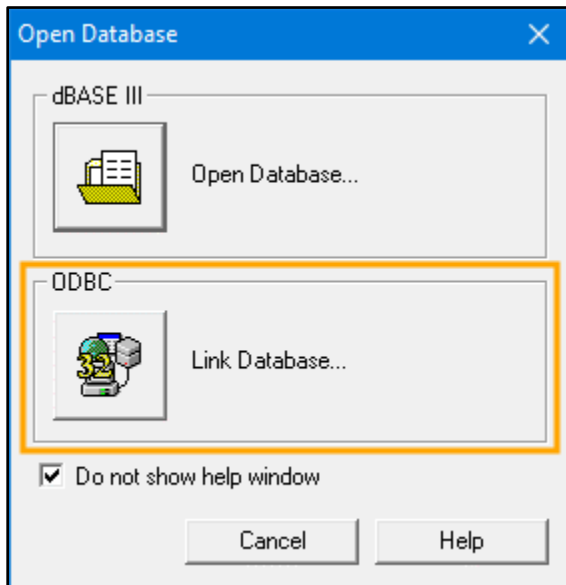
More information on using Avery DesignPro to print labels is available in the User Guide via the below link –

<https://userguide.idealpos.com.au/#Labels/Avery Design Pro.htm>

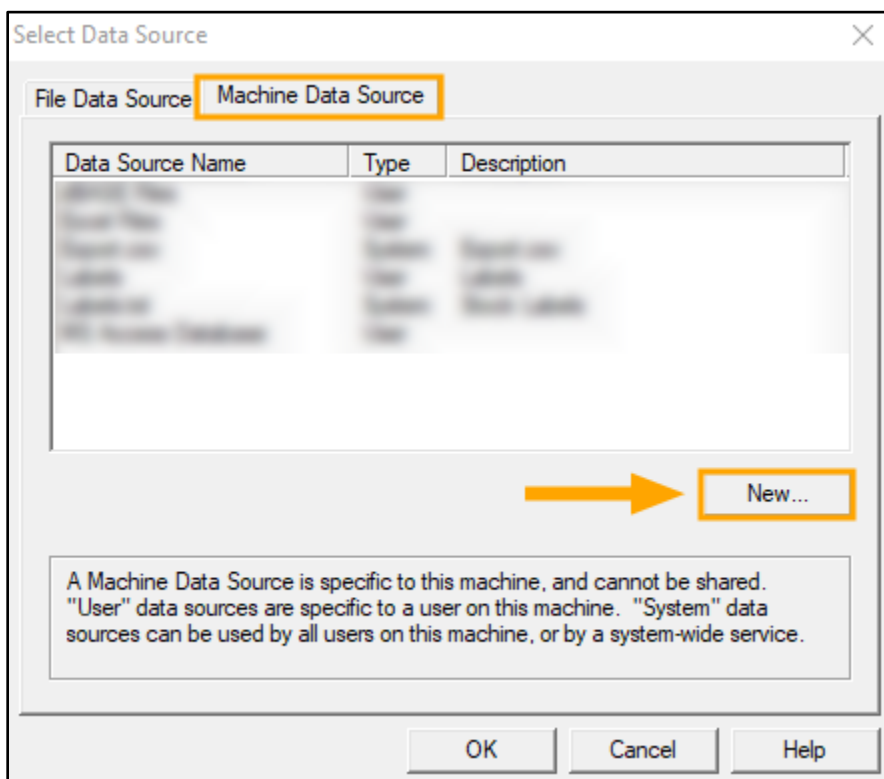
Should you find that Description3 does not appear at the bottom of the Insert Field list, you will need to "Close" the Database connection, then create a new Database Connection to the Data File that is configured in the Utilities > Labels screen in Idealpos.

This is done through Avery DesignPro by going to Database > Deactivate.

Once Deactivated, a new connection is created by going to Database > Open > ODBC/Link Database

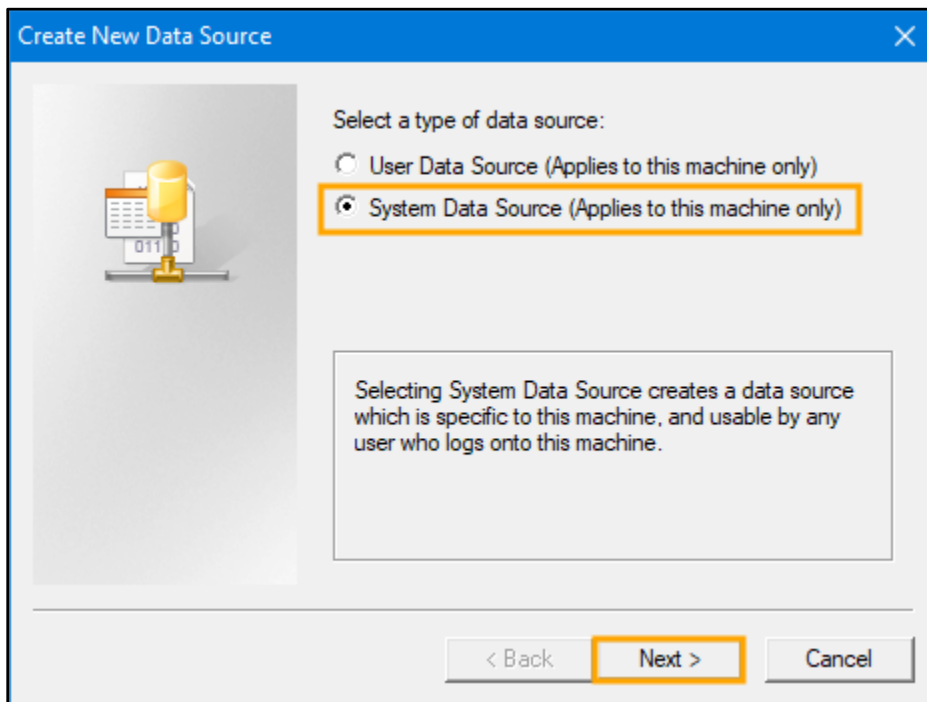


From the Select Data Source window, select the "Machine Data Source" tab, then press the "New..." button as below:

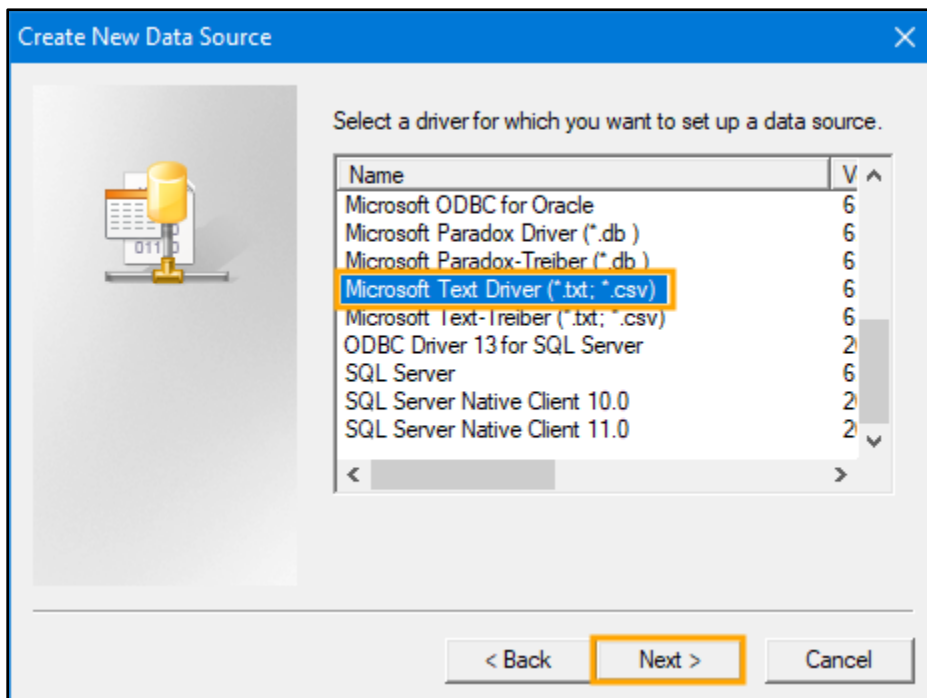


idealpos Update History

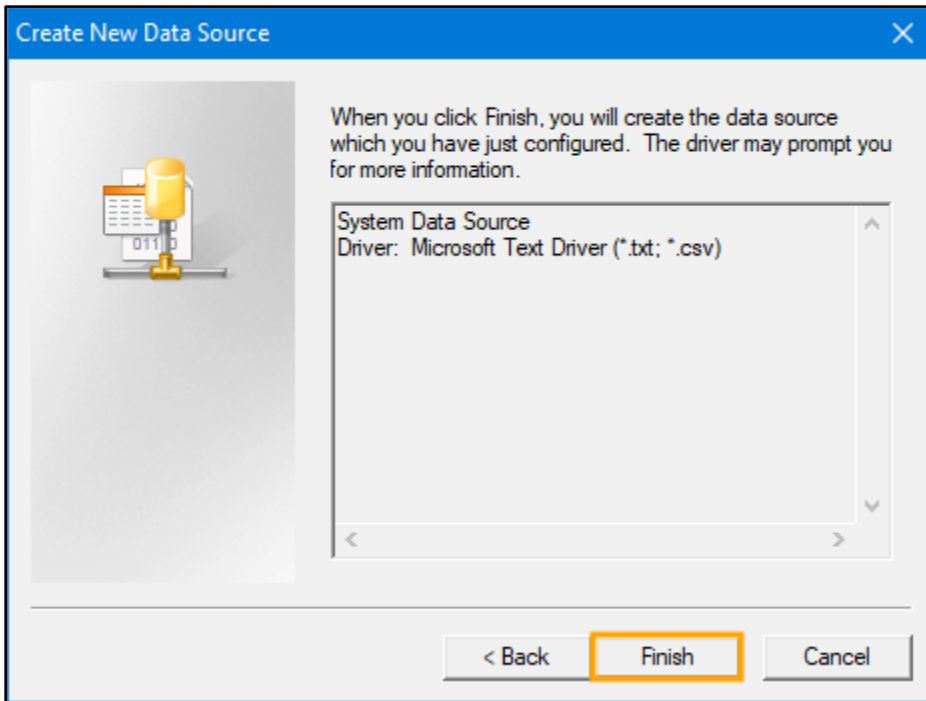
On the Create New Data Source window, select "System Data Source (Applies to this machine only)"
If this option is greyed out or if an error message was displayed preventing this option from being accessible, you may need to run Avery DesignPro as an Administrator (close Avery DesignPro, then right click on the Avery DesignPro shortcut and choose "Run as Administrator").



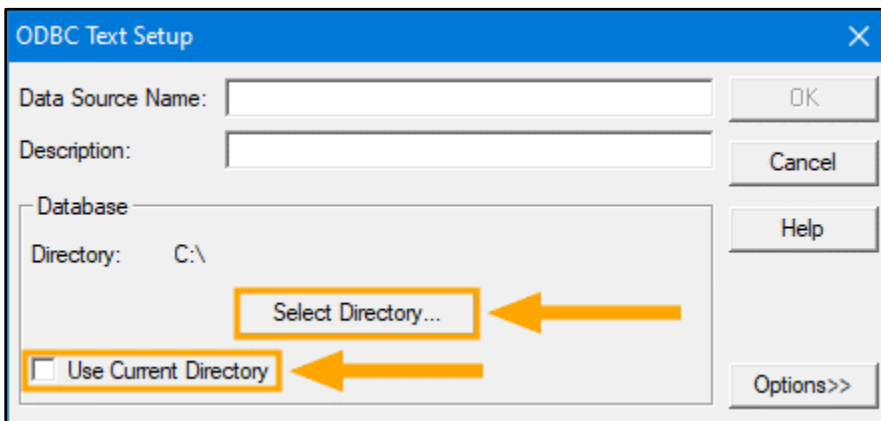
Then select "Microsoft Text Driver (*.txt; *.csv)" and press "Next"



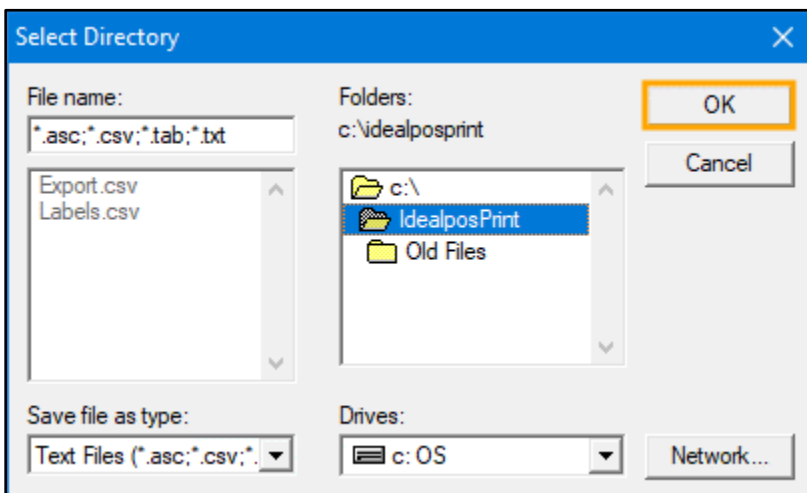
On the Final step of the wizard, press "Finish"



Untick the "Use Current Directory" option, then press the "Select Directory" button.

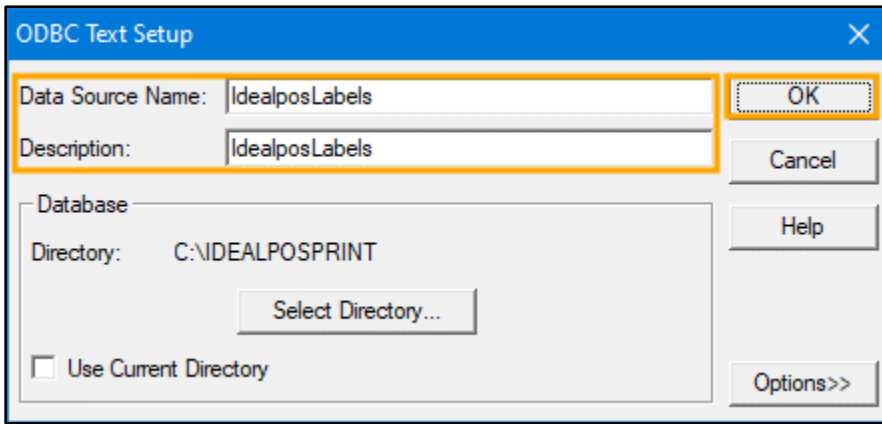


Browse to the folder which contains the Data File (Data File configured in the Label Format in Idealpos > Utilities > Labels), then press "OK"

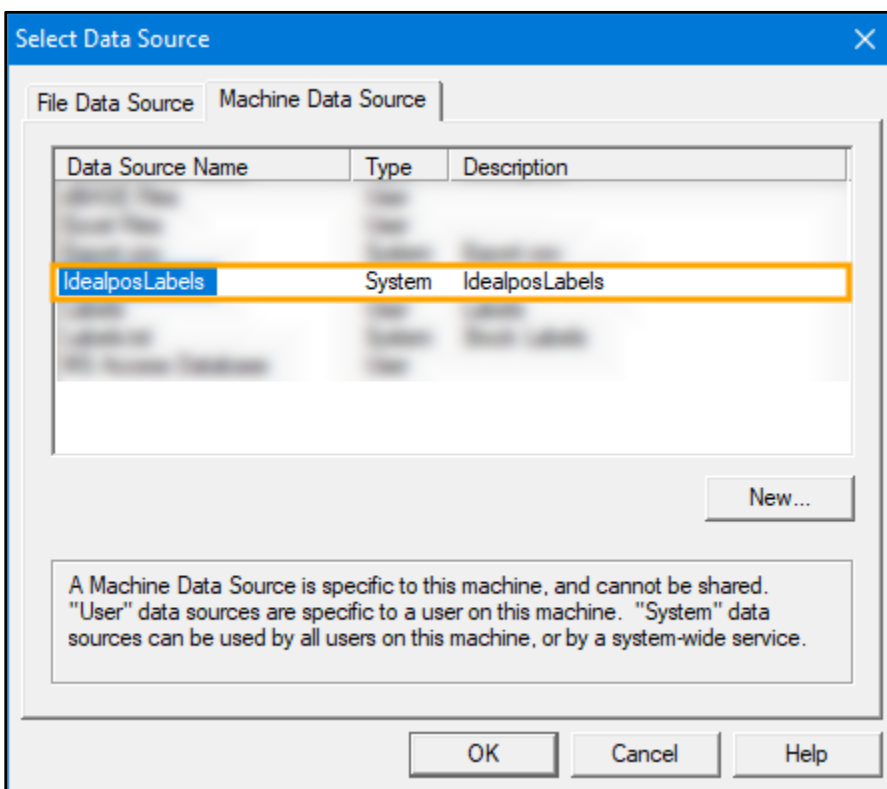


Enter a Description into the Data Source Name and Description fields, then press "OK".

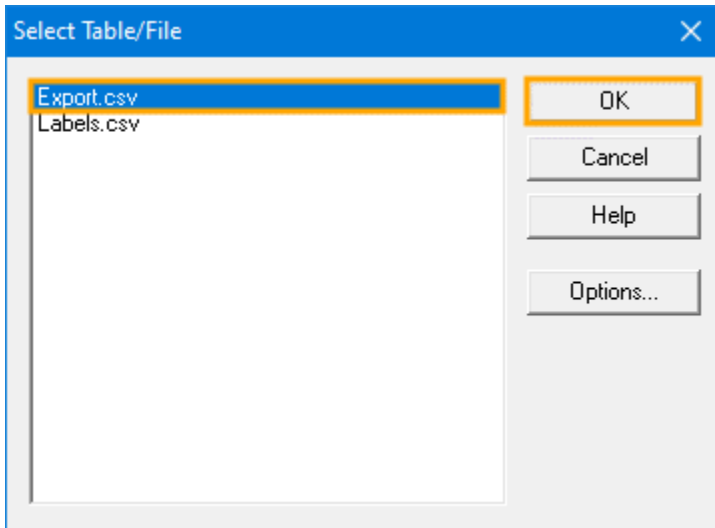
idealpos Update History



From the "Machine Data Source" tab, double click on the newly created Data Source:

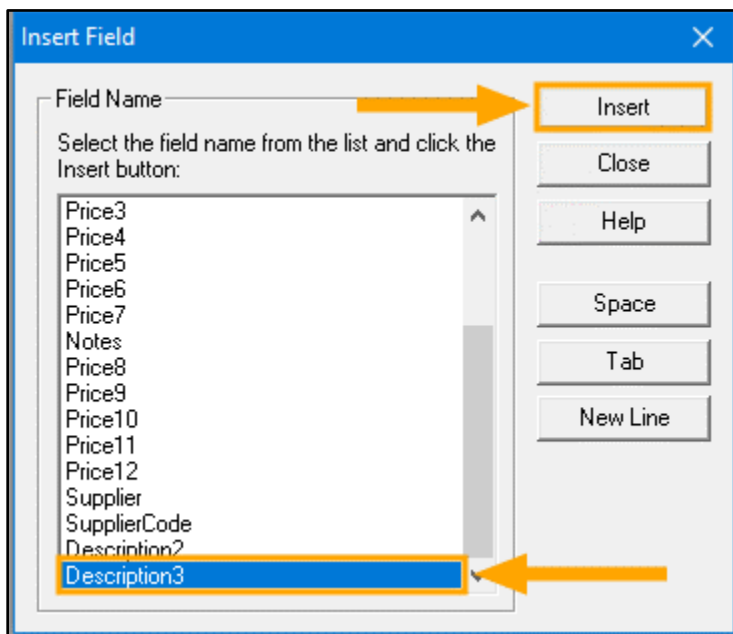


Select the same File Name for the Data Source as the name which is configured in Utilities > Labels > Data File, then press "OK"



A "Database Options" window will appear. Press the "Cancel" button.

After completing the above steps, you should now be able to add the Description3 field to the label format by going to Database > Insert Field > Select Description3 from the list, then press "Insert"



Drag the Description3 field to the location of the label where you'd like the field to print. Ensure that the field is large enough to accommodate content that has been entered into the Description 3 field, then go to File > Save to save the label format. From this point on, any labels printed from Idealpos to the label format file used by Avery will include the Description 3 field. Note that you may need to repeat the above process if you use multiple label formats which require the Description3 field.

More information on using Avery DesignPro to print labels is available in the User Guide via the below link – https://userguide.idealpos.com.au/#Labels/Avery_Design_Pro.htm

idealpos Update History

Receipts/Bills

Gratuity Suggestions on Bill

This function adds the ability to include gratuity (tip) suggestions at the bottom of the bill.

When this function is configured and enabled, the suggested tip amounts which are printed at the bottom of the bill will include the gratuity percentage, the gratuity dollar amount and the total amount of the bill, including the gratuity amount.

To configure this function, go to: Setup > Function Descriptors.

Select the "Gratuity Text" Function, then press the "Modify" button on the bottom-right corner of the screen.

function descriptors

Function	Description
RECEIVED ACCOUNT 4	RA 4
NO SALE 1	NO SALE
NO SALE 2	NO SALE 2
NO SALE 3	NO SALE 3
NO SALE 4	NO SALE 4
VOID	VOID
REFUND	REFUND
%+ ITEM	%+ ITEM
%+ ST	%+ SUBTOTAL
TENDER 1	CASH
TENDER 2	EFTPOS
TENDER 3	ACCOUNT
TENDER 4	AMEX / DINERS
TENDER 5	LAYBY
TENDER 6	CHEQUE
TENDER 7	GIFT VOUCHER
TENDER 8	CREDIT NOTE
TENDER 9	ONLINE
TENDER 10	POINTS
TENDER 11	TENDER 11
TENDER 12	TENDER 12
TENDER 13	TENDER 13
TENDER 14	TENDER 14
TENDER 15	TENDER 15
TENDER 16	TENDER 16
TENDER 17	TENDER 17
TENDER 18	TENDER 18
AMOUNT	Amt Override
ACC/LB PAYMENT	Acc/LB Payment
ACC/LB CREDIT	Acc/LB Credit
ACC/LB ADJUST	Acc/LB Adjust
LB Cancellation	LB Cancel
Redeem Points	Redeem Points
Tax Invoice	Tax Invoice
Pending Sale	Pending Sale
Item Discount 1	Item Discount
Item Discount 2	Item Disc 2
Item Discount 3	Item Disc 3
Item Discount 4	Item Disc 4
ST Discount 1	ST Discount
ST Discount 2	ST Discount 2
ST Discount 3	ST Discount 3
ST Discount 4	ST Discount 4
Delivery Docket	DELIVERY DOCKET
Hold Print	Hold Print
Gift Voucher	GIFT VOUCHER
Gratuity Text	TIPS Amount
Promotions	Promotions
LAYBY	Layby

Modify

Enable the "Print Suggestion on Bills" option, then configure the Suggestion Text and Suggestion % Rates. The Suggestion Text will appear as a heading at the bottom of the bill.

A list of Suggestion % Rates will be displayed below the Suggestion text. You can enter as many suggestion % rates as required. Simply separate the Suggestion % Rates by using a comma.

Example Suggestion Text: Suggested Gratuity for Table Total

Example Suggestion % Rates: 22,20,18,15

After configuring the required options, press "Save" on the bottom-right corner of the screen.

function descriptors

Function **Gratuity Text**

Description TIPS Amount

Print Suggestion on Bills

Suggestion Text Suggested Gratuity for Table Total

Suggestion % Rates 22,20,18,15

Save

idealpos Update History

Bills are generally printed when items have been saved to either a Table or Pending Sale, allowing the customer to be made aware of what the total due amount is prior to them paying for their meal.

If you are licenced for the Restaurant Module, you will print the Bill from the Table Map screen.

If you aren't licenced for the Restaurant module, you can print the Bill from the Pending Sales screen.

If you're licenced for the Handheld module, you can also print bills from the Handheld app which will also contain the gratuity text.

Printing Bills from each of the above methods are listed below:

Printing a Pending Sale Bill:

Add Items to a Sale, then press the "PENDING" button:

The screenshot shows the POS interface with the following elements:

- Header:** 23 Sep 15:33 Adult ID: 23-Sep-2001 Jeremy PRICE 1
- Bill Summary:**

FLAT WHITE	1	3.50
LATTE	1	3.50
SHORT BLACK	1	3.00
- Keypad:**
 - RECEIPT, CLERK, 7, 8, 9, CL
 - PRICE LEVEL, 5% ST DISC, 4, 5, 6, NO SALE
 - CUSTOMER, 5% ITEM
 - BAR TAB, REFUND, 1, 2, 3, X
 - PENDING** (highlighted with a yellow arrow), VOID SALE
 - TABLE MAP, VOID, 0, ., ENTER
- Product Menu:**
 - Total: 3x \$10.00
 - Grid of product categories: CAPPUCCINO, FLAT WHITE, LATTE, CHAI, SHORT BLACK, LONG BLACK, MOCHA, HOT CHOC, TEA
 - Grid of modifiers: EXTRA HOT, SKINNY, DECAF, 1 SUGAR, TAKEAWAY, SMALL, ICED DRINK, WATER, KEYBOARD
 - Grid of modifiers: EXTRA CHOC, SOY, WEAK, 2 SUGAR, MARSH MALLOW, MEDIUM, MILKSHAKE, JUICE, ORDER NUMBER
 - Grid of modifiers: NO CHOC, ALMOND, DOUBLE SHOT, 3 SUGAR, EQUAL, LARGE, SMOOTHIE, SOFTDRINK, REWARDS ENQUIRY
 - Grid of categories: DRINKS, CAFE, TAP BEER, SPIRITS, COCKTAILS, FRUIT & VEG, GROCERY, RETAIL, MANAGER
 - Grid of categories: RESTAURANT, BOTTLE BEER & RTD, WINE, SERVICES, ADMIN

If required, enter the Customer Name, Address, and Pending Sale Type (None, Takeaway, Delivery, etc.), then press the "Save" button on the bottom-right corner of the screen.

Save Pending Sale ✕

Code

Name

Address

Suburb

State

Post Code

:

None
 Takeaway
 Delivery
 Pickup
 Cater

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	Save	
CL	backspace						\	?	0	.	-			

idealpos Update History

After saving the Pending Sale, you will either return to the POS screen or the Home screen.

From the POS screen, press the "PENDING" button, select the Pending Sale created above, then press the "Print" button.

Pending Sale

Search For Code Clerk Name > Status ALL

Code	Date	Clerk	Name	Address	Postcode	Status	Order Date	
758	12/08/19	Jeremy	John Citizen	Windy St BRISBANE QLD	4000	Delivery	12/08/19 16:27	
759	12/08/19	Jeremy	Bob Brown				12/08/19 16:30	
787	23/09/19	Jeremy	Frank Williams				23/09/19 15:37	

FLAT WHITE 3.50
LATTE 3.50
SHORT BLACK 3.00

10.00

Windows Print | Transfer to Table | Email | Reprint Kitchen | Modify | Delete | **Print** | OK

The Pending Sale will be printed and will contain the Suggested Gratuity for Table Total at the bottom of the printout as per the below example:

IDEALPOS

1/212 Curtin Ave West
Eagle Farm QLD 4009
Australia

TAX INVOICE
123-456-789-11

*** Pending Sale ***

787-1

Jeremy 23-Sep-2019 15:45

Covers :

Frank Williams

FLAT WHITE 3.50
LATTE 3.50
SHORT BLACK 3.00

Includes Tax:
GST Amount \$0.48

SUB TOTAL \$10.00

Suggested Gratuity for Table Total		
Percentage	Amount	Total
22%	\$2.20	\$12.20
20%	\$2.00	\$12.00
18%	\$1.80	\$11.80

TIPS Amount -----

GRAND TOTAL -----

*indicates taxable supply

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idealpos Update History










If the Restaurant Module is licenced in Idealpos, add items to the sale, then press the "TABLE MAP" button.
 If you aren't licenced for the Restaurant module and you press the "TABLE MAP" button, the system will simply display the Pending Sale screen as shown above.

23 Sep 15:54 Adult ID: 23-Sep-2001
Jeremy PRICE 1
✕

FLAT WHITE	1	3.50							
LATTE	1	3.50	RECEIPT	CLERK	7	8	9	CL	
SHORT BLACK	1	3.00							
			PRICE LEVEL	5% ST DISC	4	5	6	NO SALE	
			CUSTOMER	5% ITEM					
			BAR TAB	REFUND	1	2	3	X	
			PENDING	VOID SALE					
			TABLE MAP	VOID	0	.	ENTER		

3x

\$10.00

								
CAPPUCCINO	FLAT WHITE	LATTE	CHAI	SHORT BLACK	LONG BLACK	MOCHA	HOT CHOC	TEA
EXTRA HOT	SKINNY	DECAF	1 SUGAR	TAKEAWAY	SMALL	ICED DRINK	WATER	KEYBOARD
EXTRA CHOC	SOY	WEAK	2 SUGAR	MARSH MALLOW	MEDIUM	MILKSHAKE	JUICE	ORDER NUMBER
NO CHOC	ALMOND	DOUBLE SHOT	3 SUGAR	EQUAL	LARGE	SMOOTHIE	SOFTDRINK	REWARDS ENQUIRY
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

Select a table from the Table Map to save the sale to.

Ready
Seated
Ordered
Served
Bill Printed
To Clean
Reserved

KITCHEN

BAR

RECEPTION

WeddingFunction

Transfer Sale to

If prompted, enter the number of Covers and press OK.

Covers - Table 1

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

idealpos Update History

With the same Table selected on the Table, press the "Bill" button at the bottom of the screen. A Bill will be printed and will contain the Gratuity amounts at the bottom of the printout.

IDEALPOS
1/212 Curtin Ave West
Eagle Farm QLD 4009
Australia
TAX INVOICE
123-456-789-11

Table 1
Jeremy 23-Sep-2019 16:00
Covers : 4

-----**BEVERAGE**-----
FLAT WHITE \$3.50
LATTE \$3.50
SHORT BLACK \$3.00

Includes Tax:
GST Amount \$0.48

SUB TOTAL \$10.00

Suggested Gratuity for Table Total		
Percentage	Amount	Total
22%	\$2.20	\$12.20
20%	\$2.00	\$12.00
18%	\$1.80	\$11.80

TIPS Amount -----

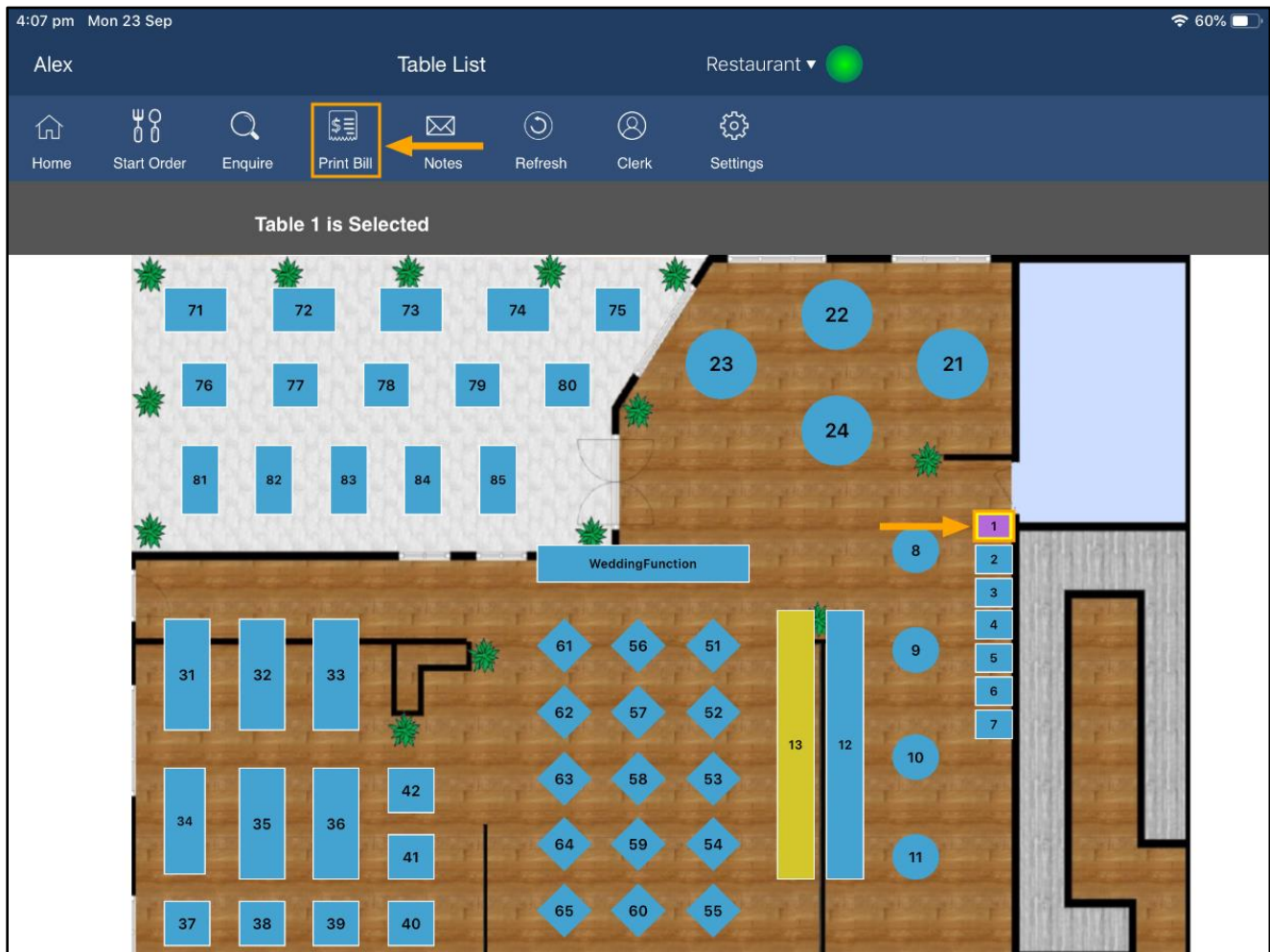
GRAND TOTAL -----

*indicates taxable supply

Powered by Idealpos

Finally, if you are licenced for and use the Handheld app, a Bill can be printed from the app by selecting the Table and pressing the "Print Bill" button.

This will also produce a Bill similar to the above examples and contain the Suggested Gratuity for Table Total text, along with the percentages, amounts and totals.



idealpos Update History

USA – Gratuity Suggestion tag for Receipt Footers

This function is most beneficial and targeted at customers who use Idealpos in the United States market and use Post-Transaction tipping functionality to apply a tip to a transaction after a customer has left the premises.

This function adds the ability to configure Idealpos so that a list of Gratuity Suggestions are printed at the bottom of the final receipt. In addition to printing gratuity suggestions at the bottom of the receipt, Idealpos can also be configured to print additional text at the bottom of the receipt where the Customer can write the Tip amount, Total amount and a line for the Customer to sign their signature authorising the post-transaction tip.

To configure this function, go to: Setup > Function Descriptors.

Select the "Gratuity Text" Function, then press the "Modify" button on the bottom-right corner of the screen.

function descriptors

Function	Description
RECEIVED ACCOUNT 4	RA 4
NO SALE 1	NO SALE
NO SALE 2	NO SALE 2
NO SALE 3	NO SALE 3
NO SALE 4	NO SALE 4
VOID	VOID
REFUND	REFUND
%+ ITEM	%+ ITEM
%+ ST	%+ SUBTOTAL
TENDER 1	CASH
TENDER 2	EFTPOS
TENDER 3	ACCOUNT
TENDER 4	AMEX / DINERS
TENDER 5	LAVBY
TENDER 6	CHEQUE
TENDER 7	GIFT VOUCHER
TENDER 8	CREDIT NOTE
TENDER 9	ONLINE
TENDER 10	POINTS
TENDER 11	TENDER 11
TENDER 12	TENDER 12
TENDER 13	TENDER 13
TENDER 14	TENDER 14
TENDER 15	TENDER 15
TENDER 16	TENDER 16
TENDER 17	TENDER 17
TENDER 18	TENDER 18
AMOUNT	Amt Override
ACC/LB PAYMENT	Acc/LB Payment
ACC/LB CREDIT	Acc/LB Credit
ACC/LB ADJUST	Acc/LB Adjust
LB Cancellation	LB Cancel
Redeem Points	Redeem Points
Tax Invoice	Tax Invoice
Pending Sale	Pending Sale
Item Discount 1	Item Discount
Item Discount 2	Item Disc 2
Item Discount 3	Item Disc 3
Item Discount 4	Item Disc 4
ST Discount 1	ST Discount
ST Discount 2	ST Discount 2
ST Discount 3	ST Discount 3
ST Discount 4	ST Discount 4
Delivery Docket	DELIVERY DOCKET
Hold Print	Hold Print
Gift Voucher	GIFT VOUCHER
Gratuity Text	TIPS Amount
Promotions	Promotions
LAYBY	Layby

Modify

In the Suggestion Text field, enter the text that you want to print above the Suggestion Rates.

In the Suggestion % Rates field, enter the suggested rates that you would like to be printed at the bottom of the Receipt. Multiple suggestion % rates can be entered by separating them with a comma.

E.g. 22,20,18,15

You also have the ability to print the Tip suggestions at the bottom of Bills; enable the "Print Suggestion on Bills" tickbox to enable this option.

Press the "Save" button on the bottom-right corner of the screen after the required changes have been made.

The screenshot shows a window titled "function descriptors" with a close button (X) in the top right corner. The main content area contains a form with the following fields:

- Function: **Gratuity Text**
- Description: TIPS Amount
- Print Suggestion on Bills
- Suggestion Text: Suggested Gratuity for Table Total
- Suggestion % Rates: 22,20,18,15

An orange box highlights the "Print Suggestion on Bills" checkbox, the "Suggestion Text" field, and the "Suggestion % Rates" field. An orange arrow points from the right side of the box to the "Suggestion Text" field. At the bottom right of the window, there is a "Save" button, also highlighted with an orange box and an orange arrow pointing to it from the left.

idealpos Update History

The next step involves configuring the footer of the receipt which is used when paying with specific or certain Tender types (e.g. post-transaction tipping is usually performed when customers pay using their Credit card).

From the Function Descriptors screen, select the Tender type that you would like to have the Gratuity Suggestion printed on the receipt.

In the below example, we have selected TENDER 2 (which is the Tender type used for CREDIT), however, your Function may be configured with a different description such as EFTPOS, Credit Card, etc.

The screenshot shows a window titled "function descriptors" with a close button (X) in the top right corner. The window contains a table with two columns: "Function" and "Description". The table lists various functions, with "TENDER 2 CREDIT" highlighted in blue. A yellow arrow points to this row from the right. At the bottom right of the window, there is a "Modify" button, also highlighted with a yellow arrow pointing to it from the left.

Function	Description
PAID OUT 1	TIPS OUT
PAID OUT 2	PAID OUT
PAID OUT 3	PO 3
PAID OUT 4	PO 4
RECEIVED ACCOUNT 1	TIPS IN
RECEIVED ACCOUNT 2	PAID IN
RECEIVED ACCOUNT 3	GV PURCHASE
RECEIVED ACCOUNT 4	RA 4
NO SALE 1	NO SALE
NO SALE 2	NO SALE 2
NO SALE 3	NO SALE 3
NO SALE 4	NO SALE 4
VOID	VOID
REFUND	REFUND
%+ ITEM	%+ ITEM
%+ ST	%+ SUBTOTAL
TENDER 1	CASH
TENDER 2	CREDIT
TENDER 3	ACCOUNT
TENDER 4	AMEX / DINERS
TENDER 5	LAVBY
TENDER 6	CHEQUE
TENDER 7	GIFT VOUCHER
TENDER 8	CREDIT NOTE
TENDER 9	ONLINE
TENDER 10	POINTS
TENDER 11	TENDER 11
TENDER 12	TENDER 12
TENDER 13	TENDER 13
TENDER 14	TENDER 14
TENDER 15	TENDER 15
TENDER 16	TENDER 16
TENDER 17	TENDER 17
TENDER 18	TENDER 18
AMOUNT	Amt Override
ACC/LB PAYMENT	Acc/LB Payment
ACC/LB CREDIT	Acc/LB Credit
ACC/LB ADJUST	Acc/LB Adjust
LB Cancellation	LB Cancel
Redeem Points	Redeem Points
Tax Invoice	Tax Invoice
Pending Sale	Pending Sale
Item Discount 1	Item Discount
Item Discount 2	Item Disc 2
Item Discount 3	Item Disc 3
Item Discount 4	Item Disc 4
ST Discount 1	ST Discount
ST Discount 2	ST Discount 2
ST Discount 3	ST Discount 3

In the Override Receipt Footer field, enter the text [GRATUITYSUGGESTION].

This text will trigger Idealpos to print the list of Gratuity Suggestions which have been configured in the above step.

In addition to the [GRATUITYSUGGESTION], you may also want to include sections for the Customer to write down the Tip Amount, Total and a section for them to sign their signature.

This can be done by entering text as follows.

Note that the “#” sign placed before the TIP, TOTAL and SIGN lines will make the text print in bold type:

[GRATUITYSUGGESTION]

#TIP _____

#TOTAL _____

#SIGN _____

Configure the Function Descriptor as below.

Note that if you require multiple receipts to be printed when using the Tender Type, update the “# of Receipts” field to reflect the number of receipts that are required. Additional receipts can also be printed by pressing the RECEIPT button on the POS screen immediately after the sale has been completed.

Once the required changes have been made, press the “Save” button on the bottom-right corner.

The below example shows the Override Receipt Footer configured with the [GRATUITYSUGGESTION] as well as the additional lines for the TIP, TOTAL and SIGNATURE:

function descriptors

Function: TENDER 2

Description: CREDIT

of Receipts: 1

Exchange Rate: 0

Lower Limit: 0.00

Upper Limit: 9999.99

Scan Code: _____

Scan Code Amount: 0.00

Surcharge: 0.00 %

Waive Surcharge Threshold: 0.00

Options:

- Rounding?
- Credit Function
- Allow Points per Dollar?
- Show in Banking
- Compulsory Amount
- Open Cash Drawer
- EFTPOS
- Account Tender
- Layby Tender
- Force Receipt
- GIFT VOUCHER Redemption
- Credit Note Tender
- Force Customer
- Force Reference
- Allow Overcharging To Tips

Override Receipt Footer: [GRATUITYSUGGESTION]

#TIP _____

#TOTAL _____

#SIGN _____

User-Defined Text: _____

Save

idealpos Update History

Now that the above process has been completed, the system will print the details at the bottom of the final receipt when tendering using the above tender type.










Close the Function Descriptors screen, then open the POS screen by pressing the POS button on the top-left corner of the Idealpos dashboard.

Add items to the sale, then press the "ENTER" button.

26 Sep 12:43 Adult ID: 26-Sep-2001
Jeremy PRICE 1
✕

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">FLAT WHITE</td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: right; padding: 2px;">3.50</td> </tr> <tr> <td style="padding: 2px;">LATTE</td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: right; padding: 2px;">3.50</td> </tr> <tr> <td style="padding: 2px;">SHORT BLACK</td> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: right; padding: 2px;">3.00</td> </tr> </table>	FLAT WHITE	1	3.50	LATTE	1	3.50	SHORT BLACK	1	3.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">RECEIPT</td> <td style="padding: 5px;">CLERK</td> <td style="padding: 5px;">7</td> <td style="padding: 5px;">8</td> <td style="padding: 5px;">9</td> <td style="padding: 5px;">CL</td> </tr> <tr> <td style="padding: 5px;">PRICE LEVEL</td> <td style="padding: 5px;">5% ST DISC</td> <td style="padding: 5px;">4</td> <td style="padding: 5px;">5</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">NO SALE</td> </tr> <tr> <td style="padding: 5px;">CUSTOMER</td> <td style="padding: 5px;">5% ITEM</td> <td style="padding: 5px;">1</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">3</td> <td style="padding: 5px;">X</td> </tr> <tr> <td style="padding: 5px;">BAR TAB</td> <td style="padding: 5px;">REFUND</td> <td style="padding: 5px;">1</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">3</td> <td style="padding: 5px;">X</td> </tr> <tr> <td style="padding: 5px;">PENDING</td> <td style="padding: 5px;">VOID SALE</td> <td style="padding: 5px;">1</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">3</td> <td style="padding: 5px;">X</td> </tr> <tr> <td style="padding: 5px;">TABLE MAP</td> <td style="padding: 5px;">VOID</td> <td style="padding: 5px; text-align: center;">0 →</td> <td colspan="3" style="padding: 5px; text-align: center; border: 2px solid orange;">ENTER</td> </tr> </table>	RECEIPT	CLERK	7	8	9	CL	PRICE LEVEL	5% ST DISC	4	5	6	NO SALE	CUSTOMER	5% ITEM	1	2	3	X	BAR TAB	REFUND	1	2	3	X	PENDING	VOID SALE	1	2	3	X	TABLE MAP	VOID	0 →	ENTER		
FLAT WHITE	1	3.50																																												
LATTE	1	3.50																																												
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RECEIPT	CLERK	7	8	9	CL																																									
PRICE LEVEL	5% ST DISC	4	5	6	NO SALE																																									
CUSTOMER	5% ITEM	1	2	3	X																																									
BAR TAB	REFUND	1	2	3	X																																									
PENDING	VOID SALE	1	2	3	X																																									
TABLE MAP	VOID	0 →	ENTER																																											

3x
\$10.00

								
CAPPUCCINO	FLAT WHITE	LATTE	CHAI	SHORT BLACK	LONG BLACK	MOCHA	HOT CHOC	TEA
EXTRA HOT	SKINNY	DECAF	1 SUGAR	TAKEAWAY	SMALL	ICED DRINK	WATER	KEYBOARD
EXTRA CHOC	SOY	WEAK	2 SUGAR	MARSH MALLOW	MEDIUM	MILKSHAKE	JUICE	ORDER NUMBER
NO CHOC	ALMOND	DOUBLE SHOT	3 SUGAR	EQUAL	LARGE	SMOOTHIE	SOFTDRINK	REWARDS ENQUIRY
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

Press the Tender Type which contains the updated Receipt Footer containing the Gratuity Suggestions.

26 Sep 13:10 Adult ID: 26-Sep-2001
Jeremy PRICE 1

FLAT WHITE	1	3.50
LATTE	1	3.50
SHORT BLACK	1	3.00


RECEIPT	CLERK	7	8	9	CL
PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CUSTOMER	5% ITEM	1	2	3	X
BAR TAB	REFUND	1	2	3	X
PENDING	VOID SALE	1	2	3	X
TABLE MAP	VOID	0	.	ENTER	

3x \$10.00

CASH	
CREDIT	←
ACCOUNT	
LAYBY	
GIFT VOUCHER	
CREDIT NOTE	
POINTS	

10.00

Balance 10.00



idealpos Update History

The receipt will be printed to the Receipt Printer and will contain the Suggested Gratuity totals in addition to the sections for writing the Tip, Total and Signature.

IDEALPOS
1/212 Curtin Ave West
Eagle Farm QLD 4009
Australia

TAX INVOICE
123-456-789-11

#001270-1 Jeremy 26-Sep-2019 13:13:14

-----**BEVERAGE**-----

FLAT WHITE*	\$3.50
LATTE*	\$3.50
SHORT BLACK*	\$3.00

TOTAL \$10.00

GST Subtotal \$10.00
GST Amount \$0.48

CREDIT \$10.00

FOOD TOTAL \$0.00
BEVERAGE TOTAL \$10.00
Other Categories TOTAL \$0.00

Approved or
completed
successfully

CUSTOMER COPY

Suggested Gratuity for Table Total		
Percentage	Amount	Total
22%	\$2.20	\$12.20
20%	\$2.00	\$12.00
18%	\$1.80	\$11.80

TIP _____

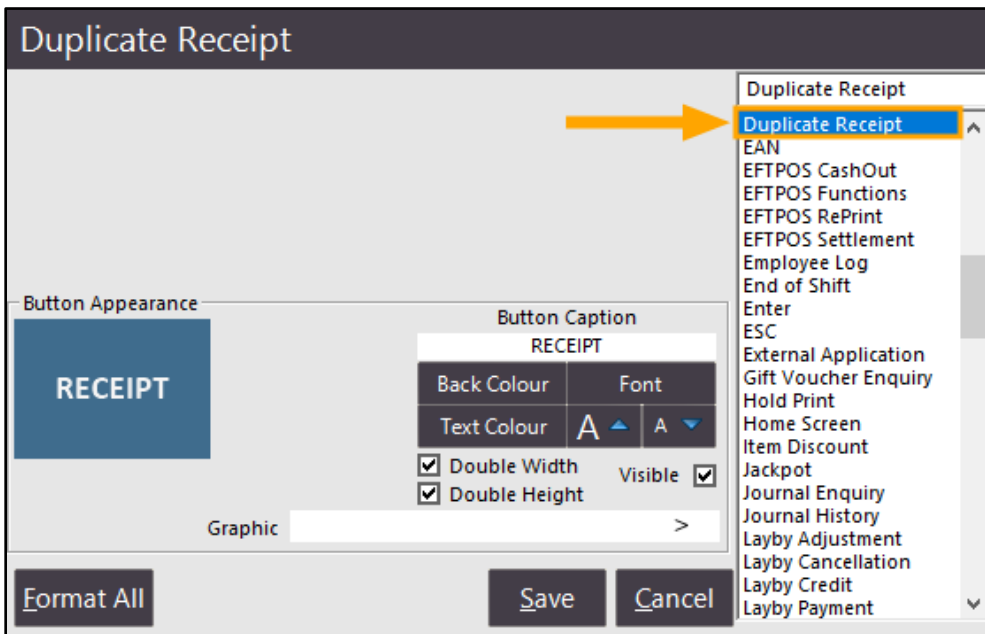
TOTAL _____

SIGN _____

Should additional copies of the receipt be required, they can be printed by pressing the "RECEIPT" button on the POS screen.



Should you require information on creating a Receipt button, refer to the Creating New Buttons topic in the User Guide located here - https://userguide.idealpos.com.au/#POS_Screen_Setup/Creating_New_Buttons.htm
The Function to use when creating the button is Duplicate Receipt as shown below.



The steps for processing or applying a post-transaction tip will vary depending on the type of payment integration you are using with Idealpos.

For non-integrated payments, you will need to process the post-transaction tip directly via your payment terminal you use to process the payment.

Idealpos can also perform integrated Payment/EFTPOS post-transaction tips.

This may vary depending on the Payment/EFTPOS integration.

For an example on how to use and perform post-transaction tips with the First American EFTPOS/Payment integration, please see topic [First American – Tip Adjustment](#) in the User Guide. This is simply an example to demonstrate post-transaction tips with an EFTPOS integration; the process for performing post-transaction tips with your EFTPOS/Payment Integration may vary.

idealpos Update History

USA – Option to combine Taxes a Total Tax amount

This function is only available in regions which typically add tax onto items at the end of the sale (regions including Canada, Saudi Arabia, Singapore, USA and India).

This function adds the ability to configure Idealpos so that all taxes are combined into a single amount on the Receipt and Bill. When this option is disabled, taxes will be displayed individually at the bottom of the Bill/Receipt and when enabled, all taxes will be combined into a single line labelled "Tax".

To configure this function, go to: Setup > Global Options

Select the Sales tab, then enable the option "Combine Rates into One Total on Receipts/Bills":

The screenshot shows the 'global options' window for 'site 1 (Site 1)' with the 'Sales' tab selected. The 'Tax Rates' section contains a table with the following data:

Default	Description	Rate	Label	Inc
<input type="checkbox"/>	GST	5.000	GST	<input type="checkbox"/>
<input type="checkbox"/>	PST	7.000	PST	<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>

Below the table, the checkbox 'Combine Rates into One Total on Receipts/Bills' is checked and highlighted with a yellow box and an arrow. Other sections include 'Programmable Barcodes', 'Miscellaneous', 'Selling Price Descriptors', 'Refund Reasons', 'Fast Add Stock Items', 'Undistributed Links', 'Sale Type Status', 'Pending Sales', 'Food/Beverage Total Descriptors', and 'A4 Pending Sale Messages'.

If the Tax Rates section doesn't show the required checkbox and appears as per the below example, the Region/Country you are in does not support this function due to the way taxes are handled:

The screenshot shows the 'Tax Rates' section with the following data:

Default	Description	Rate	Label
Rate 1 <input checked="" type="radio"/>	GST	5.000	GST
Rate 2 <input type="radio"/>	PST	7.000	FRE
Rate 3 <input type="radio"/>	Not Defined	0.000	
Rate 4 <input type="radio"/>	Not Defined	0.000	
Rate 5 <input type="radio"/>	Not Defined	0.000	
Rate 6 <input type="radio"/>	Not Defined	0.000	

After enabling the Combine Rates into One Total on Receipts/Bills, close the Global Options screen to save the change. Open the Stock Items screen (File > Stock Control > Stock Items) and locate a small sample of Stock Items which either have two or more taxes enabled for each item (Stock Items which have GST and PST, etc. enabled in the one item), or locate a small sample of Stock Items where each item in your sample contains a unique tax type (e.g. Item One has GST enabled, Item two has PST enabled, etc.).

To identify which items currently have taxes enabled, locate the columns which show the taxes (you may need to keep scrolling right until you locate the Tax columns), then enter the character "Y" into the search fields for the columns that represent the taxes. Depending on your region, the Tax labels may differ; in the below example, the tax labels are "GST" and "PST".

After entering the "Y" character into the search fields for the tax columns, the results displayed in the Stock Items grid will be updated to display any items which have both taxes enabled.

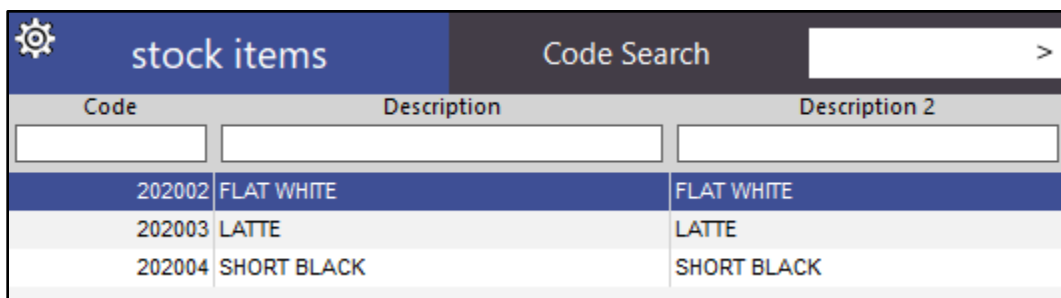


The screenshot shows the 'stock items' interface with a search filter applied to the GST and PST columns. The search results show three items, all with 'Yes' for both GST and PST.

GST	PST
Y	Y
Yes	Yes
Yes	Yes
Yes	Yes

You can also search for an individual tax by only entering "Y" into the search field for a single tax type.

You can then scroll to the left until you see the Stock Item Codes and Descriptions.



The screenshot shows the 'stock items' interface with a search filter applied to the 'Code' column. The search results show three items: 202002 FLAT WHITE, 202003 LATTE, and 202004 SHORT BLACK.

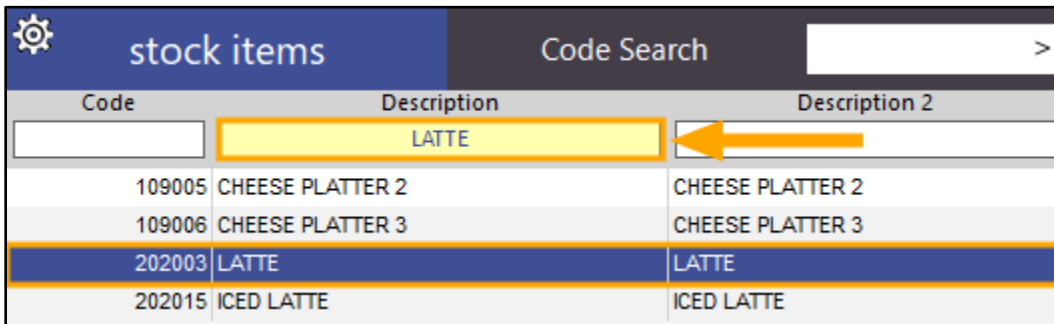
Code	Description	Description 2
202002	FLAT WHITE	FLAT WHITE
202003	LATTE	LATTE
202004	SHORT BLACK	SHORT BLACK

Note down the Stock Item Codes/Descriptions for demonstrating the combined tax totals on the Receipt Bill further below.

idealpos Update History

If required, you can enable taxes for any items that should incur taxes.

From the Stock Items grid, enter the required Stock Item description into the search field below the description.



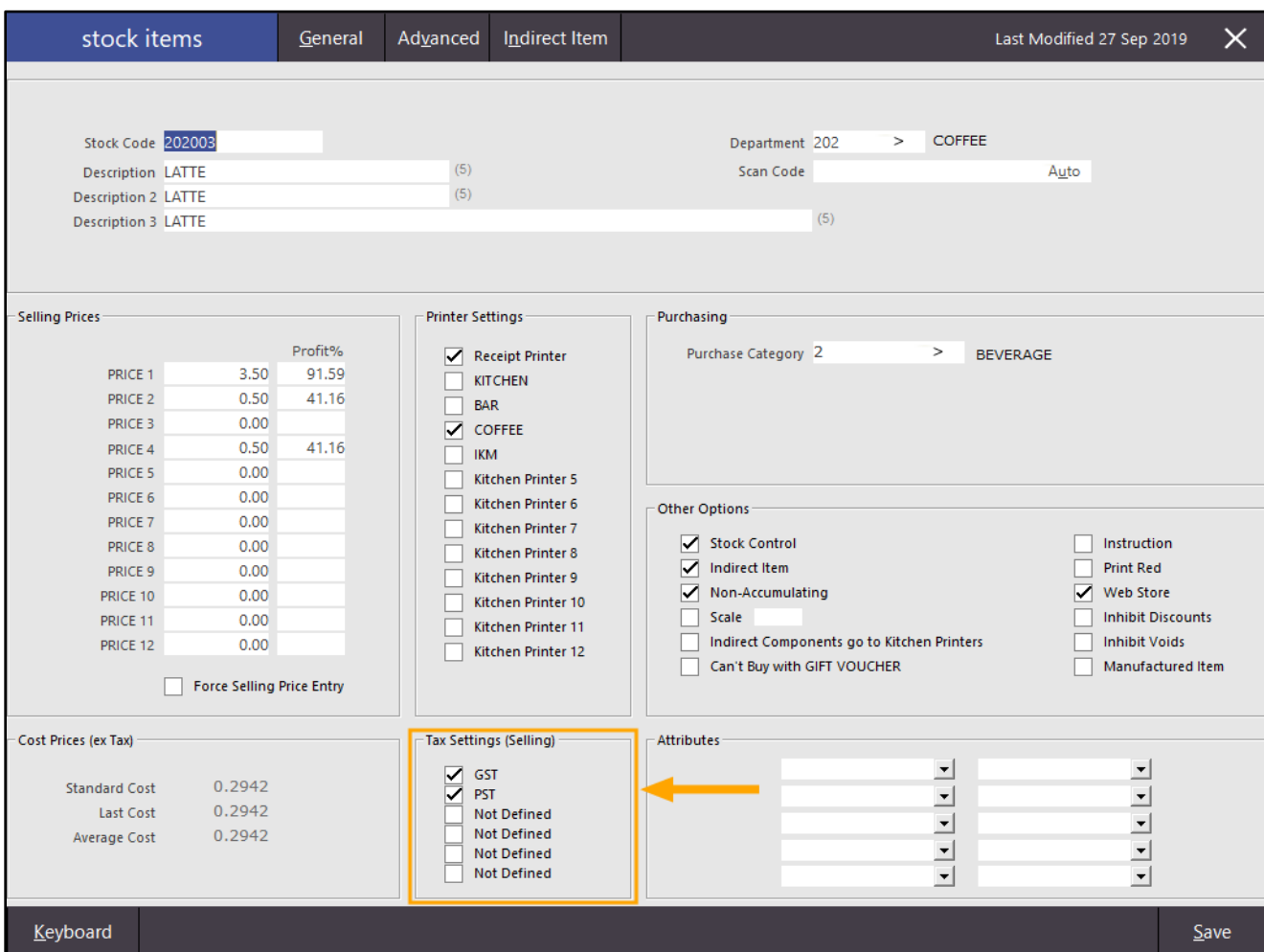
Code	Description	Description 2
	LATTE	
109005	CHEESE PLATTER 2	CHEESE PLATTER 2
109006	CHEESE PLATTER 3	CHEESE PLATTER 3
202003	LATTE	LATTE
202015	ICED LATTE	ICED LATTE

Then double click on the Stock Item from the results displayed as per the above example.

After opening the Stock Item, the Tax Settings are located at the bottom of the Stock Item screen.

Enable the required checkboxes for the taxes which need to be enabled.

The below example shows the Tax Types "GST" and "PST" enabled for the LATTE Stock Item.



stock items | General | Advanced | Indirect Item | Last Modified 27 Sep 2019

Stock Code: 202003 | Department: 202 > COFFEE

Description: LATTE (5) | Scan Code: Auto

Description 2: LATTE (5)

Description 3: LATTE (5)

Selling Prices

PRICE		Profit%
PRICE 1	3.50	91.59
PRICE 2	0.50	41.16
PRICE 3	0.00	
PRICE 4	0.50	41.16
PRICE 5	0.00	
PRICE 6	0.00	
PRICE 7	0.00	
PRICE 8	0.00	
PRICE 9	0.00	
PRICE 10	0.00	
PRICE 11	0.00	
PRICE 12	0.00	

Force Selling Price Entry

Printer Settings

- Receipt Printer
- KITCHEN
- BAR
- COFFEE
- IKM
- Kitchen Printer 5
- Kitchen Printer 6
- Kitchen Printer 7
- Kitchen Printer 8
- Kitchen Printer 9
- Kitchen Printer 10
- Kitchen Printer 11
- Kitchen Printer 12

Purchasing

Purchase Category: 2 > BEVERAGE

Other Options

- Stock Control
- Indirect Item
- Non-Accumulating
- Scale
- Indirect Components go to Kitchen Printers
- Can't Buy with GIFT VOUCHER
- Instruction
- Print Red
- Web Store
- Inhibit Discounts
- Inhibit Voids
- Manufactured Item

Cost Prices (ex Tax)

Standard Cost	0.2942
Last Cost	0.2942
Average Cost	0.2942

Tax Settings (Selling)

- GST
- PST
- Not Defined
- Not Defined
- Not Defined
- Not Defined

Attributes

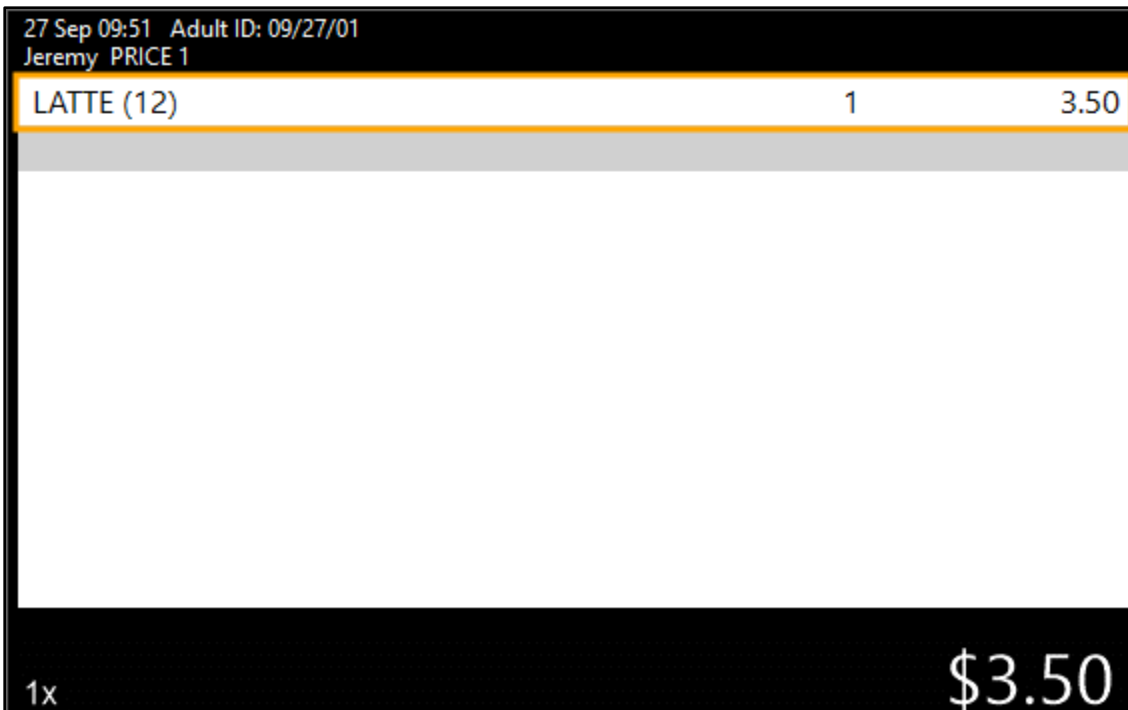
Keyboard | Save

Once the required Tax Types/Rates have been enabled, press the "Save" button on the bottom-right corner of the Stock Item window. Repeat the above process for any other Stock Items which require multiple tax rates enabled. You may also want to note down the Stock Codes for some of the Stock Items which you have enabled multiple tax rates/types for demonstrating the Combined Total Tax Rates on the Bill/Receipt demonstrated further below.

Open the POS screen by pressing be "POS" button on the top-left corner of the Back-Office dashboard screen. Enter the Stock Code into the POS screen then press the "ENTER" button.



After pressing the "ENTER" button, the Stock Item will appear in the sale.



idealpos Update History

Repeat the process for a few more Stock Items; the Stock Items will appear one after another in the Sale screen:

27 Sep 09:52 Adult ID: 09/27/01
Jeremy PRICE 1

FLAT WHITE (12)	1	3.50
LATTE (12)	1	3.50
SHORT BLACK (12)	1	3.00

3x \$10.00

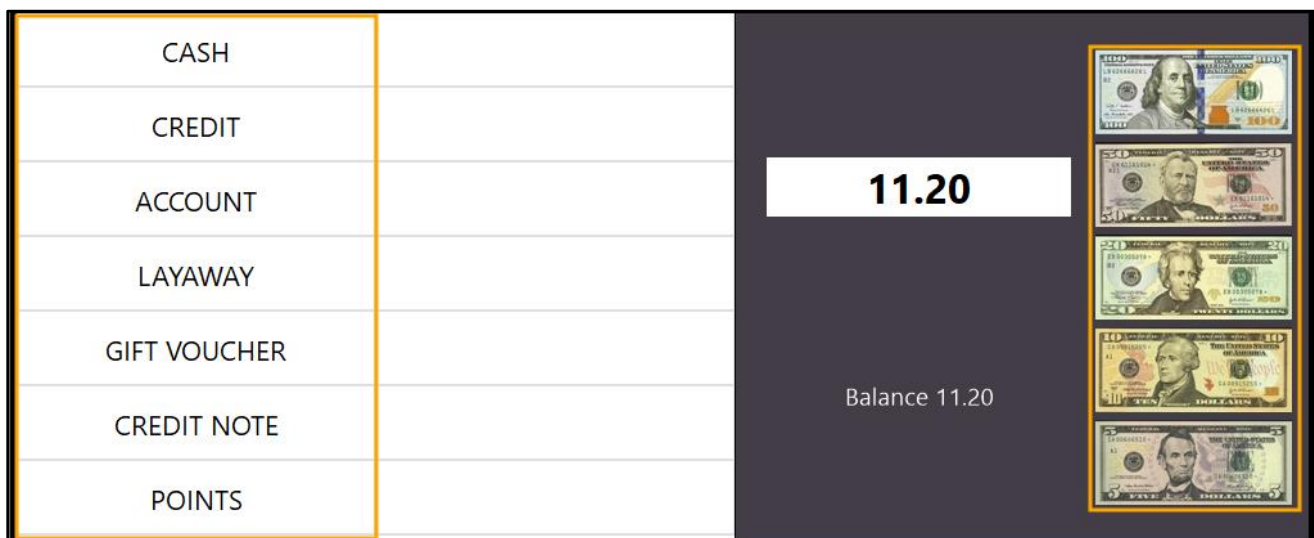
Once items have been added to the sale, press the "ENTER" button on the POS screen. The POS will then display the Tender screen, showing the tax rates below the items and the total amount will be updated to include the additional tax that has been applied to the sale as per the below example:

27 Sep 09:56 Adult ID: 09/27/01
Jeremy PRICE 1

FLAT WHITE (12)	1	3.50
LATTE (12)	1	3.50
SHORT BLACK (12)	1	3.00
GST		0.51
PST		0.71

3x \$11.22

Either enter an amount via the Numeric Keypad then press a tender type from the left-hand side of the screen, or alternatively select a fast cash button from the right-hand side of the screen.



The receipt will be printed and will contain the combined Tax amount.

The example on the left shows the Combined Tax amount (Combine Rates into One Total on Receipts/Bills enabled), and the example on the right shows the Individual Tax amounts (Combine Rates into One Total on Receipts/Bills disabled).

IDEALPOS		IDEALPOS	
1/212 Curtin Ave West Eagle Farm QLD 4009 Australia		1/212 Curtin Ave West Eagle Farm QLD 4009 Australia	
TAX INVOICE 123-456-789-11		TAX INVOICE 123-456-789-11	
#001273-1 Jeremy 09/27/19 08:24:54		#001272-1 Jeremy 09/27/19 08:23:49	
-----BEVERAGE-----		-----BEVERAGE-----	
FLAT WHITE	\$3.50	FLAT WHITE	\$3.50
LATTE	\$3.50	LATTE	\$3.50
SHORT BLACK	\$3.00	SHORT BLACK	\$3.00
Sub-Total	\$10.00	Sub-Total	\$10.00
ROUNDING	-\$0.02	ROUNDING	-\$0.02
Tax	\$1.22	GST	\$0.51
		PST	\$0.71
TOTAL	\$11.20	TOTAL	\$11.20
CASH	\$11.20	CASH	\$11.20
FOOD TOTAL	\$0.00	FOOD TOTAL	\$0.00
BEVERAGE TOTAL	\$10.00	BEVERAGE TOTAL	\$10.00
Other Categories TOTAL	\$0.00	Other Categories TOTAL	\$0.00
*indicates taxable supply		*indicates taxable supply	
Powered by Idealpos		Powered by Idealpos	

idealpos Update History

Reports

Promotions by Item Report – Added Cost Price field

This function enhances the Promotions by Item Report by adding a Cost field to the right-hand side of the report which displays the cost of the Stock Item contained in the promotion.

The costs of items that are displayed in the report are the costs of the item at the time that the promotion was triggered.

To use this function, go to: Reports > Sales > Promotions

Select the required Date Range from the Date Range Dropdown box.

Select the Report Type "Promotion Details by Item".

Then press the "View" button on the bottom-right corner of the screen to view the Report.

The screenshot shows a software interface titled "promotions report" with a close button (X) in the top right corner. The interface is divided into four main sections:

- Date Range:** A dropdown menu currently set to "All Dates". An orange arrow points to the dropdown arrow.
- Group by:** Three radio button options: "POS Terminal", "Location", and "Site".
- Report Type:** Two radio button options: "Promotion Summary by Type" and "Promotion Details by Item". The "Promotion Details by Item" option is selected and highlighted with an orange box. An orange arrow points to this box.
- Selection Range:** Four input fields with dropdown arrows: "Promotion Group", "Site", "POS System", and "Supplier".

At the bottom of the interface, there is a "Print" button on the left and a "View" button on the right. The "View" button is highlighted with an orange box, and an orange arrow points to it from the left.

The Promotions by Item Report will be displayed.

The new Cost field is displayed on the far-right side of the report.

As mentioned above, the Costs displayed in this column are the cost of the item at the time that the promotion was triggered.

Idealpos Demo **NOT-FOR-RESALE** POS 1(1)		Promotions by Item Report All Dates					Printed 27/09/2019 3:19PM Page 1 of 1	
Item Description	Date	Unit Price	Quantity	Pre-Discount Amount	Discount	Discounted Amount	Cost	
Promotion Group 0 : Automatic Customer Discounts								
<u>Automatic Customer Discount</u>								
1198-1	MICROWAVE	12/09/2019 12:51:30	90.99	1.0000	90.99	4.55	86.44	71.20
1198-1	HAND MIXER	12/09/2019 12:51:30	30.99	1.0000	30.99	1.55	29.44	23.20
1198-1	BREAD MAKER	12/09/2019 12:51:30	80.99	1.0000	80.99	4.05	76.94	63.20
1198-1	FOOD PROCESSOR	12/09/2019 12:51:30	90.99	1.0000	90.99	4.55	86.44	71.20
1198-1	STICK BLENDER	12/09/2019 12:51:30	40.99	1.0000	40.99	2.05	38.94	31.20
1198-1	BREVILLE BLENDER	12/09/2019 12:51:30	70.99	1.0000	70.99	3.55	67.44	55.20
1200-1	MICROWAVE	12/09/2019 14:10:57	90.99	1.0000	90.99	4.55	86.44	71.20
				7.0000	496.93	24.85	472.08	388.40
				7.0000	496.93	24.85	472.08	444.49
Promotion Group 1 : Promotions								
<u>Main Meal Buy 1 Get 1 Free</u>								
688-1	KANGAROO	25/03/2019 13:08:47	24.00	1.0000	24.00	24.00	0.00	18.00
				1.0000	24.00	24.00	0.00	18.00
<u>2 Flat Whites 25% Off</u>								
721-1	FLAT WHITE	27/03/2019 10:27:05	3.50	4.0000	14.00	3.50	10.50	0.29
953-1	FLAT WHITE	28/06/2019 11:23:17	3.50	1.0000	3.50	0.88	2.62	0.29
953-1	FLAT WHITE	28/06/2019 11:23:17	3.50	1.0000	3.50	0.87	2.63	0.29
				6.0000	21.00	5.25	15.75	0.88
<u>Daily Specials \$4 Off</u>								
37-901	PORK	04/04/2019 14:57:29	13.00	1.0000	13.00	4.00	9.00	4.65
38-901	PORK	04/04/2019 15:08:20	13.00	1.0000	13.00	4.00	9.00	4.65
1161-1	PORK	09/09/2019 13:00:05	13.00	1.0000	13.00	4.00	9.00	4.65
				3.0000	39.00	12.00	27.00	13.95
				10.0000	84.00	41.25	42.75	444.49
Promotion Group 3 : Coupons								
<u>Birthday Bottle House Wine</u>								
1088-1	COUPON: B2000200000000210819	YELLOWGLEN BTL	35.00	1.0000	35.00	35.00	0.00	25.26
		(1 Coupons)		1.0000	35.00	35.00	0.00	25.26
		(1 Coupons)		1.0000	35.00	35.00	0.00	444.49
Grand Total (1 Coupons)								
				18.0000	615.93	101.10	521.57	444.49

Should you need to find out when a Stock Item's Cost changed, the Price Changes Report can be utilised by going to: Reports > Stock Control > Price Changes, selecting the Date Range, ticking the "Cost Price Changes" option and any other required criteria.

Additional information about Promotions is available in the User Guide under the Promotions topic by clicking on the following link – <https://userguide.idealpos.com.au/#Promotions/Promotions.htm>

idealpos Update History

Stock Item Sales Report – Includes Tax Amount for Regions using Ex-Tax Rates

The Stock Item Sales Report has been updated for regions that use Ex-Tax Rates (regions which have tax rates added onto the item at the end of the sale). The Stock Item Sales report will now display the Stock Item Unit Price including the tax amount. The Unit Price Excluding Tax can be calculated by simply deducting the amount shown in the Unit Tax column from the amount shown in the Unit Price Inc column.

Previous to this change, regions which used Ex-Tax Rates would see the Ex-Tax Unit Price shown in the Unit Price column.

To supplement this change, the "VAT" text shown above the tickboxes next to tax rates in the Global Options > Sales screen has also been modified to show "Inc". The behaviour or logic used when this checkbox is either ticked or unticked is still the same and has not been modified. I.e. When Inc. is enabled for a tax rate, the tax rate is inclusive in the Sell Price (which means that additional tax is not added onto the item when finalising the sale).

When Inc. is unchecked, the tax rate is exclusive (which means that when finalising a sale with an item that has the tax rate enabled, the tax will be added onto the sell price of the item when finalising the sale).

Note that the below steps used to demonstrate this function involve setting/changing tax rates.

On a production system, you may want to skip the changes of tax rates and simply run the Stock Item Sales Report by going to: Reports > Sales > Stock Item Sales.

To demonstrate this function end-to-end, perform the below steps:

Go to: Setup > Global Options > Sales.

Under the Tax Rates section, create the following rates:

Description: GST Inc

Rate: 10.00

Label: GSTInc

Inc Checkbox: Enabled

Description: GSTEx

Rate: 10.00

Label: GSTEx

Inc Checkbox: Disabled

The screenshot shows the 'global options' window with the 'Sales' tab selected. The 'Tax Rates' section contains a table with the following data:

Default	Description	Rate	Label	Inc
<input type="checkbox"/>	GST Inc	10.00	GSTInc	<input checked="" type="checkbox"/>
<input type="checkbox"/>	GST Ex	10.00	GSTEx	<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>
<input type="checkbox"/>	Not Defined	0.000		<input type="checkbox"/>

Below the table, there are two checkboxes:

- Show Rates next to items on Receipt
- Combine Rates into One Total on Receipts/Bills

Close the Global Options screen.

We will now create two new Stock Items; the first item which will use the GST Inc Rate, and the second item which will use the GST Ex Rate. Both items will have a sell price of \$10.00 for simplicity

Go to: File > Stock Control > Stock Items > Add

Create two Stock Items:

Stock Code: 1

Descriptions: GST Inc

Sell Price 1: 10.00

Tax Settings: GST Inc enabled, all other rates disabled.

The screenshot shows the 'stock items' application window with the following configuration:

- General:** Stock Code: 1, Department: 101 > BREAKFAST, Description: GST Inc (7), Kitchen Description: GST Inc (7), Long Description: GST Inc (7), Scan Code: Auto.
- Selling Prices:** Table with columns for price type and Profit%. The 'STANDARD' row is highlighted with a sell price of 10.00 and a profit margin of 100.00.
- Printer Settings:** Receipt Printer and KITCHEN are checked. Other printer options (BAR, COFFEE, IKM, Kitchen Printer 5-12) are unchecked.
- Purchasing:** Purchase Category: 1 > FOOD, Default Supplier: >, Default Supplier Stock Code: >.
- Other Options:** Stock Control and Non-Accumulating are checked. Indirect Item, Scale, Indirect Components go to Kitchen Printers, Can't Buy with GIFT VOUCHER, Instruction, Print Red, Web Store, Inhibit Discounts, Inhibit Voids, and Manufactured Item are unchecked.
- Cost Prices (ex Tax):** Standard Cost: 0.0000, Last Cost: 0.0000, Average Cost: 0.0000.
- Tax Settings (Selling):** GST Inc is checked. GST Ex, Not Defined, and other tax options are unchecked.
- Attributes:** Six dropdown menus are present, all currently empty.

At the bottom of the window, there are 'Keyboard' and 'Save' buttons.

idealpos Update History

Stock Code: 2

Descriptions: GST Ex

Sell Price 1: 10.00

Tax Settings: GST Ex enabled, all other rates disabled.

stock items General Advanced Indirect Item New Item X

Stock Code Department >

Description (6) Scan Code

Kitchen Description (6)

Long Description (6)

Selling Prices

		Profit%
STANDARD	<input type="text" value="10.00"/>	100.00
STAFF	<input type="text" value="0.00"/>	
EXTRAS	<input type="text" value="0.00"/>	
BOTTLESHOP	<input type="text" value="0.00"/>	
Price 5	<input type="text" value="0.00"/>	
Price 6	<input type="text" value="0.00"/>	
Price 7	<input type="text" value="0.00"/>	
Price 8	<input type="text" value="0.00"/>	
Price 9	<input type="text" value="0.00"/>	
Price 10	<input type="text" value="0.00"/>	
Price 11	<input type="text" value="0.00"/>	
OWNERS	<input type="text" value="0.00"/>	

Force Selling Price Entry

Printer Settings

- Receipt Printer
- KITCHEN
- BAR
- COFFEE
- IKM
- Kitchen Printer 5
- Kitchen Printer 6
- Kitchen Printer 7
- Kitchen Printer 8
- Kitchen Printer 9
- Kitchen Printer 10
- Kitchen Printer 11
- Kitchen Printer 12

Purchasing

Purchase Category >

Default Supplier

Default Supplier Stock Code

Other Options

- Stock Control
- Indirect Item
- Non-Accumulating
- Scale
- Indirect Components go to Kitchen Printers
- Can't Buy with GIFT VOUCHER
- Instruction
- Print Red
- Web Store
- Inhibit Discounts
- Inhibit Voids
- Manufactured Item

Cost Prices (ex Tax)

Standard Cost

Last Cost

Average Cost

Tax Settings (Selling)

- GST Inc
- GST Ex
- Not Defined
- Not Defined
- Not Defined
- Not Defined

Attributes

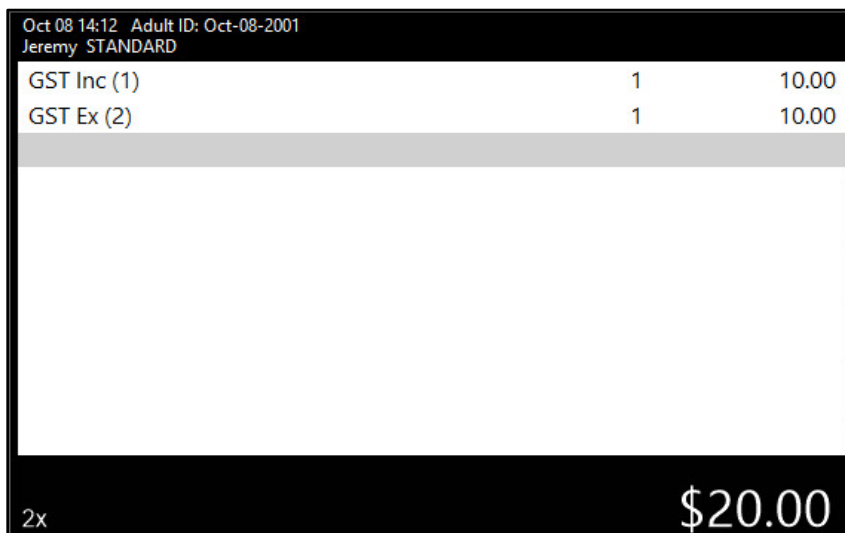
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Keyboard Save

Close the Stock Item screens, then go to the POS Screen (POS Button on the top-left corner of the Back-Office dashboard screen).

Add the two newly created Stock Items by entering the Stock Code, then pressing the Enter button.

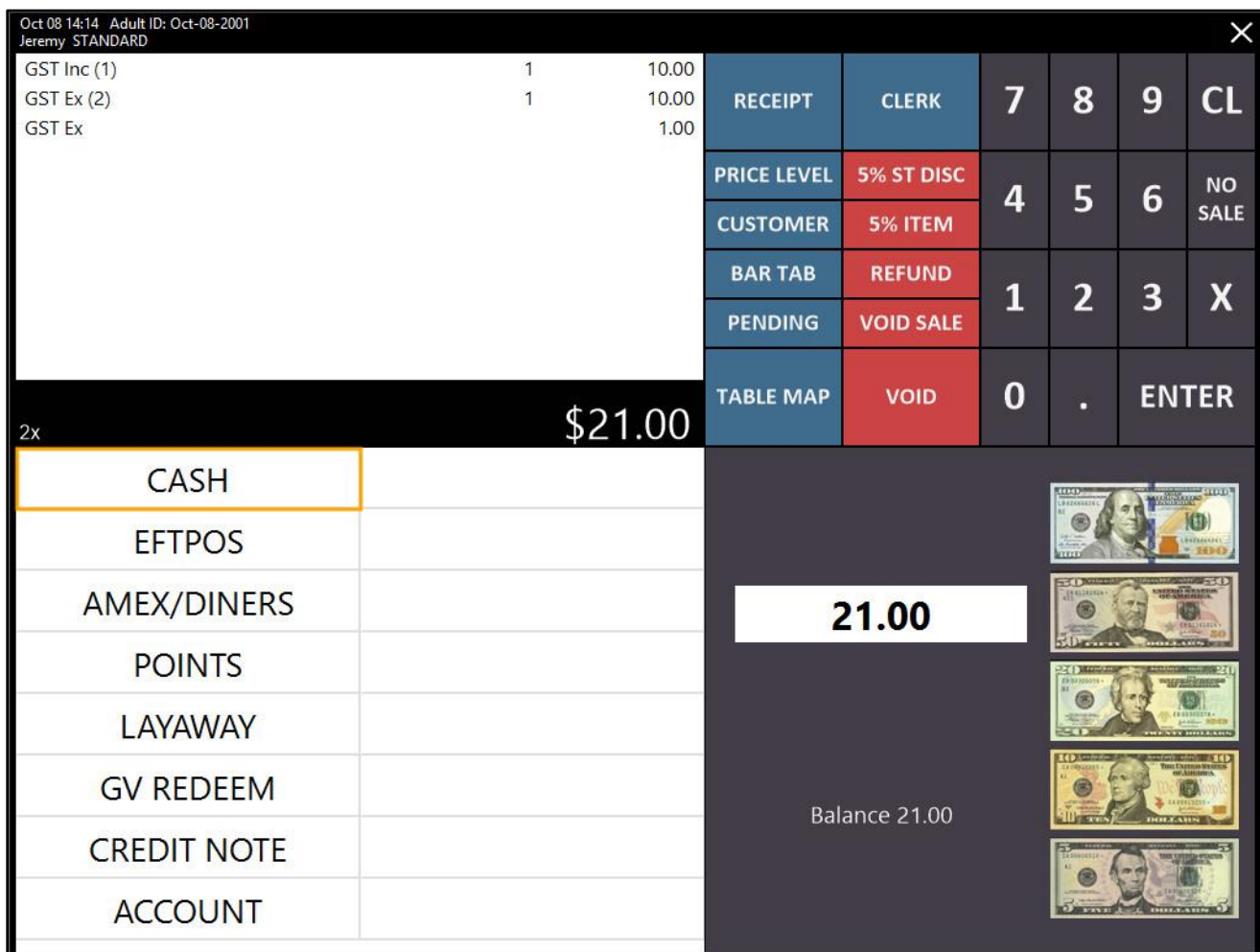
The Items will appear in the sale screen.



Press the Enter button on the POS Screen.

An additional line will appear with an amount of \$1.00 for the GST Ex item which attracts additional GST during the transaction finalisation.

Select CASH to finalise the transaction.



idealpos Update History

Close the POS Screen, then go to: Reports > Sales > Stock Item Sales Report.
Ensure that "Today" is selected from the Date Range then press "View".

In the below example, the Unit Price Inc column shows the Unit Price with the inclusive tax rate for both the GST Inc and GST Ex cases.

The GST Inc item Unit Price is 10.00 with a Unit Tax of 0.91 (as the 10% Tax is inclusive in the \$10.00 Sell Price).

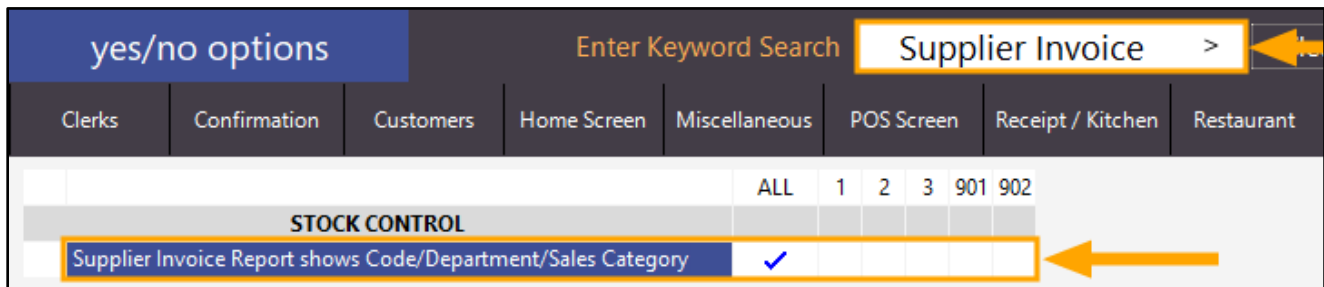
The GST Ex item Unit Price is 11.00 with a Unit Tax of 1.00 (the Ex Tax Rate of 10.00% was added to the \$10.00 Unit Price, resulting in a final Unit Price of \$11.00 when including the Ex Tax).

		Stock Item Sales Report										Printed 08/10/2019 14:17:46		
Idealpos Demo **NOT-FOR-RESALE** POS 1(1)		Oct 08 2019 00:00:00 to Oct 08 2019 23:59:59										Page 1 of 1		
		Sales								Cost of Sales		Gross Profit		
	Unit Price inc	Unit Tax	Quantity	Net ex	Tax	Net inc	Discounts	Gross ex	%	Amount	%	Amount	%	
1	GST Inc	10.00	0.91	1.0000	9.09	0.91	10.00	0.00	9.09	47.62	0.00	0.00	9.09	100.00
2	GST Ex	11.00	1.00	1.0000	10.00	1.00	11.00	0.00	10.00	52.38	0.00	0.00	10.00	100.00
				2.0000	19.09	1.91	21.00	0.00	19.09		0.00	0.00	19.09	100.00

Supplier Invoice Report shows the Department and Sales Category

This function adds the Stock Code, Department and Sales Category to each line of a Supplier Invoice Report. This will allow the staff that use the Supplier Invoice Report to easily identify the Department and Sales Category that each Stock Item on a Supplier Invoice Report belongs to. This option is enabled by default so the Department and Sales Category will appear on the Supplier Invoice Report.

To control whether the Department and Sales Category are displayed on the Supplier Invoice Report, go to: Setup > Yes/No Options > Enter Keyword Search: Supplier Invoice
Enable or disable the checkbox for **Supplier Invoice Report shows Code/Department/Sales Category** under the All column.
When checked, the Supplier Invoice Report will show the Code/Department/Sales Category.
When unchecked, these details will not appear on the Supplier Invoice Report.



There are two types of Supplier Invoice Report (Enquiry > Suppliers > View, or Transactions > Stock Control > Stock Purchases > Select Invoice > View).
The Department and Sales Category will be displayed on both Report Types if the Yes/No option has been enabled.

idealpos Update History

These Reports are accessed as follows.

Supplier Invoice Report via Transactions > Stock Control > Stock Purchases > Select any Invoice from the list > View.
 This Report will show the unprocessed Supplier Invoice. The Department and Sales Category will also be included for each Stock Item within the Report when the Yes/No Option **Supplier Invoice Report shows Code/Department/Sales Category** has been enabled.

Idealpos Demo **NOT-FOR-RESALE** POS 1(1)		Supplier Invoice Report		Printed 10/10/2019 12:58:12 Page 1 of 1		
Code	3	Audit	46			
Company Name	Coca Cola	Date	10/10/2019			
Phone		Reference Number	111			
Fax						
Details	1.25L Soft Drink Order					
Location	Location 1					
Item Code	Description	Quantity	Unit Cost Ex	Disc %	Amount	Tax Codes
124KSS501	DIET COKE 1.25L Stock Code: 205302 (SOFT DRINK : BEVERAGE)	10.0000	0.75	0.00	8.25	GST
124KSS480	COKE ZERO 1.25L Stock Code: 205303 (SOFT DRINK : BEVERAGE)	10.0000	0.75	0.00	8.25	GST
124KSS459	SPRITE 1.25L Stock Code: 205304 (SOFT DRINK : BEVERAGE)	10.0000	0.75	0.00	8.25	GST
124KSS438	LIFT 1.25L Stock Code: 205305 (SOFT DRINK : BEVERAGE)	10.0000	0.75	0.00	8.25	GST
124KSS417	DRY GINGER 1.25L Stock Code: 205306 (SOFT DRINK : BEVERAGE)	10.0000	0.75	0.00	8.25	GST
124KSS396	FANTA 1.25L Stock Code: 205307 (SOFT DRINK : BEVERAGE)	10.0000	0.75	0.00	8.25	GST
124KSS375	TONIC 1.25L Stock Code: 205308 (SOFT DRINK : BEVERAGE)	10.0000	0.75	0.00	8.25	GST
124KSS354	SODA WATER 1.25L Stock Code: 205309 (SOFT DRINK : BEVERAGE)	10.0000	0.63	0.00	6.93	GST
	Freight				0.00	GST
	Admin Fee				0.00	GST
	Invoice Total				<u>64.68</u>	

Once the Invoice has been processed via Supplier Invoice Report via Enquiry > Suppliers > Select an Invoice > Process, the Supplier Invoice Report showing the Processed Invoice can be accessed via:

Enquiry > Suppliers > Select Invoice from the list > View.

The Processed Supplier Invoice will be displayed and the Department and Sales Category will also be included for each Stock Item within the Report when the Yes/No Option **Supplier Invoice Report shows Code/Department/Sales Category** has been enabled.

Idealpos Demo **NOT-FOR-RESALE** POS 1(1)		Supplier Invoice Report		Printed 11/10/2019 08:55:08 Page 1 of 1		
Code	3	Audit	14-1			
Company Name	Coca Cola	Invoice Date	10 Oct 2019 00:00:01			
Phone		Stock Transaction Date	10 Oct 2019 00:00:01			
Fax		Processed Date	11 Oct 2019 08:54:59			
Details	1.25L Soft Drink Order	Reference Number	111			
Location	Location 1					
Item Code	Description	Quantity	Unit Cost Ex	Disc %	Amount	Tax Codes
	DIET COKE 1.25L Stock Code 205302 (SOFT DRINK : BEVERAGE)	10.0000	0.79	0.00	8.25	GST
	COKE ZERO 1.25L Stock Code 205303 (SOFT DRINK : BEVERAGE)	10.0000	0.79	0.00	8.25	GST
	SPRITE 1.25L Stock Code 205304 (SOFT DRINK : BEVERAGE)	10.0000	0.79	0.00	8.25	GST
	LIFT 1.25L Stock Code 205305 (SOFT DRINK : BEVERAGE)	10.0000	0.79	0.00	8.25	GST
	DRY GINGER 1.25L Stock Code 205306 (SOFT DRINK : BEVERAGE)	10.0000	0.79	0.00	8.25	GST
	FANTA 1.25L Stock Code 205307 (SOFT DRINK : BEVERAGE)	10.0000	0.79	0.00	8.25	GST
	TONIC 1.25L Stock Code 205308 (SOFT DRINK : BEVERAGE)	10.0000	0.79	0.00	8.25	GST
	SODA WATER 1.25L Stock Code 205309 (SOFT DRINK : BEVERAGE)	10.0000	0.66	0.00	6.93	GST
				Freight	0.00	GST
				Admin Fee	0.00	GST
				TOTAL	<u>\$64.68</u>	

idealpos Update History

Stock Items

Stock Location and Stocktake Quantity show on Stock Items by Location Grid

This function adds new columns to the Stock Items by Location screen. The new columns which have been added are Stock Location and Stocktake.

The previously existing Location column displays the Location at which the Stock is located.

The new Stock Location column will display the Location from where the Stock is being sold.

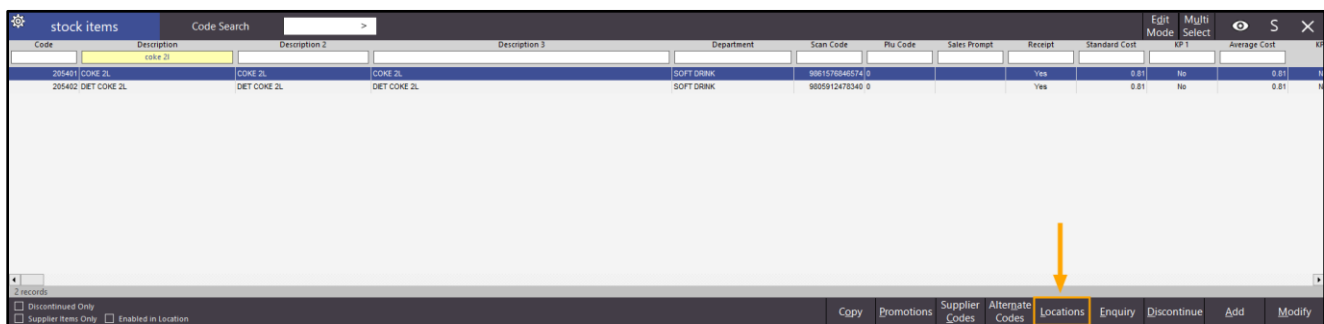
Typically, both the Location and Stock Location columns will show the same Location.

The only time this will differ is if the Location where the Stock is being sold is different to the location where the stock is actually located.

The new Stocktake column will always be visible, however, will only show a value if there is an active Stocktake for the selected Location and the item has had a count entered in the Stocktake.

To use this function, go to: File > Stock Control > Stock Items

Search/Select an item from the list, then press the "Locations" button on the bottom-right corner of the screen.



The Stock Items by Location window will appear.

The new columns have been illustrated below.

The below example shows Stock Item "Coke 2L" in Location 1 and Location 2.

A Stocktake is currently active in Location 1 and the item has had a count of 20 entered, as indicated in the Stocktake column.

Location	Stock Location	Stock Level	Recommended Level	Reorder Level	Layby Level	Carton Quantity	Stocktake
1	Location 1	19	0	0	0	1	20
2	Location 2	0	0	0	0	1	

Total Stock Level **19**

[Delete](#) [Add](#) [Modify](#)

Starting a Stocktake in a location and counting the item in the Location will show the count entered for the item in the location.

idealpos Update History

Close the Stock Items by Location and the Stock Items windows, then go to: Stocktake > Start Stocktake
Click in the column labelled "Click to Start Stocktake" for row which shows the desired Location which you want to start a Stocktake. The text "START" will then appear in the Click to Start Stocktake column for the Location row that was selected.

Press the "Start Stocktake" button to begin the Stocktake in the selected Location.

	Location	Stocktake Started?	Click to Start Stocktake
1	Location 1	Yes	
2	Location 2	No	START
3	Location 3	No	
4	Location 4	No	
5	Location 5	No	
20	Location 20	No	

A similar prompt to the below will appear. Press the "OK" button to dismiss the message.

Stocktake will be posted to 18 Aug 2019 23:59:59 for the following Locations:

Location 2

DO NOT do a transaction on an item until it is physically counted!

OK

Go to: Stocktake > Enter Stocktake

In the "Direct Stock Item Entry" section, click on the ">" button in the Search Code field.

enter stocktake
S X

Stock Code	Description	Department	Stock Level	Stocktake
107009	KANGAROO	MAIN	5	
112206	Hot Dog	HOTBOX	0	
115006	BISCOTTI	CAKES	0	
117001	APPLES	FRUIT	32.2	
117002	APRICOT	FRUIT	21.9	
117003	AVOCADO	FRUIT	24.7	
117004	BANANA	FRUIT	31.626	
117005	BLACKBERRIES	FRUIT	5.6	
117006	BLUEBERRIES	FRUIT	5.21	
117007	COCONUT	FRUIT	9.54	
117008	FIGS	FRUIT	12.3	
117009	GRAPES AUTUMN ROYAL	FRUIT	15.7	
117010	GRAPES CRIMSON	FRUIT	16.9	
117011	GRAPES GREEN	FRUIT	12.836	
117012	KIWI	FRUIT	4.52	
117013	LEMON	FRUIT	6.45	
117014	LIME	FRUIT	0.845	
117015	MANDARIN	FRUIT	9.82	
117016	MANGO	FRUIT	12.37	
117017	NECTARINE	FRUIT	8.7	
117018	ORANGE	FRUIT	5.202	
117019	PAPAYA	FRUIT	6.54	
117020	PASSIONFRUIT	FRUIT	2.275	
117021	PAW PAW	FRUIT	11.57	
117022	PEACH	FRUIT	12.3	
117023	PEAR	FRUIT	16.2	
117024	PERSIMMON	FRUIT	3.87	
117025	PINEAPPLE	FRUIT	14.6	
117026	PLUM	FRUIT	9.32	
117027	POMEGRANATE	FRUIT	11.37	
117028	RASPBERRIES	FRUIT	4.914	
117029	TOMATO	FRUIT	18.5	
117030	TOMATO CHERRY	FRUIT	12.3	
117031	STRAWBERRIES	FRUIT	16.43	
117032	WATERMELON	FRUIT	24.8	
117033	DRAGON FRUIT	FRUIT	3.272	
118001	ALFALFA	VEGETABLES	3.75	
118002	ARTICHOKE	VEGETABLES	6.87	
118003	BEETROOT	VEGETABLES	9.25	
118004	BROCCOLI	VEGETABLES	14.65	
118005	BROCCOLINI	VEGETABLES	9.6	
118006	BOK CHOY	VEGETABLES	11.4	
118007	CABBAGE GREEN	VEGETABLES	13.2	
118008	CABBAGE RED	VEGETABLES	11.6	
118009	CARROT DUTCH	VEGETABLES	21.7	
118010	CARROT PURPLE	VEGETABLES	15.6	
118011	CARROT	VEGETABLES	27.959	

Filter Criteria

Location: 1 - Location 1

Department: >

Sort Order: Stock Code
 Description
 Department/Stock Code
 Department/Description
 Supplier/Stock Code

Show Counted Items Only

Direct Stock Item Entry

Search Code: > Add to Stocktake

Quantity:

Automatically Add One to Stocktake with each Scan

7

8

9

4

5

6

1

2

3

0

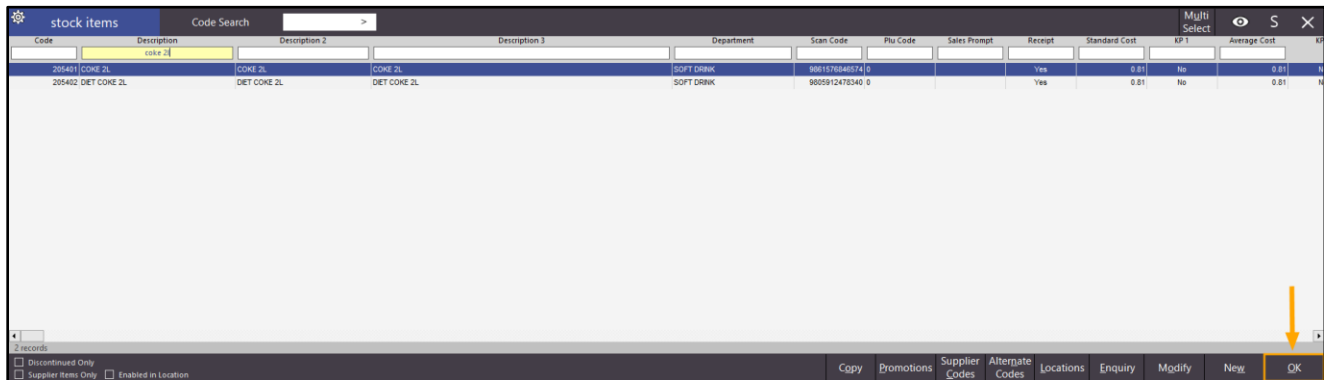
.

CL

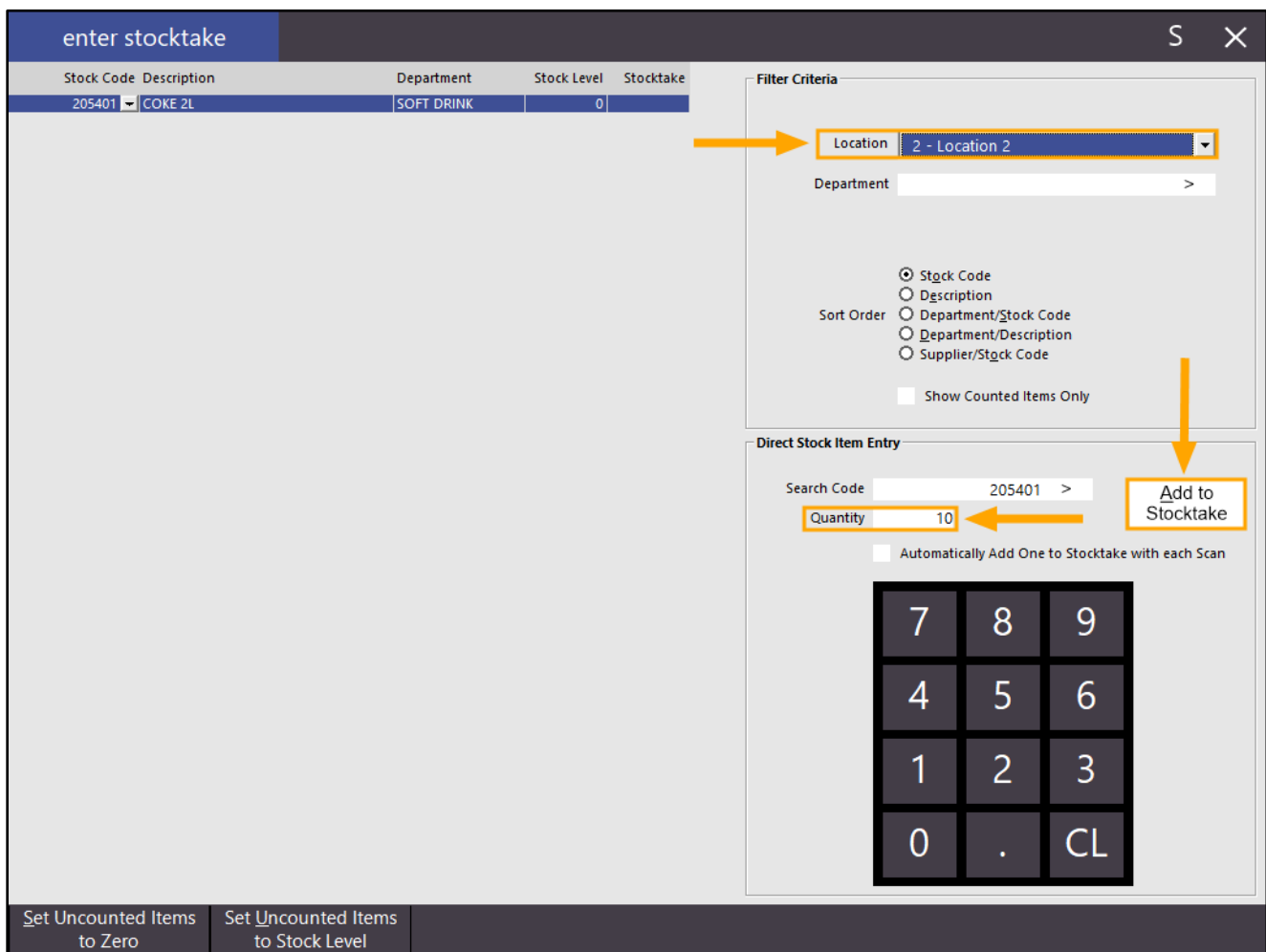
Set Uncounted Items to Zero
Set Uncounted Items to Stock Level

idealpos Update History

The Stock Items screen will appear.
Search for the Stock Item, select it, then press "OK".



Select the Location at which the count is being entered.
Enter a Quantity that has been counted for the location, then press the "Add to Stocktake" button.



The count will appear in the Stocktake column.

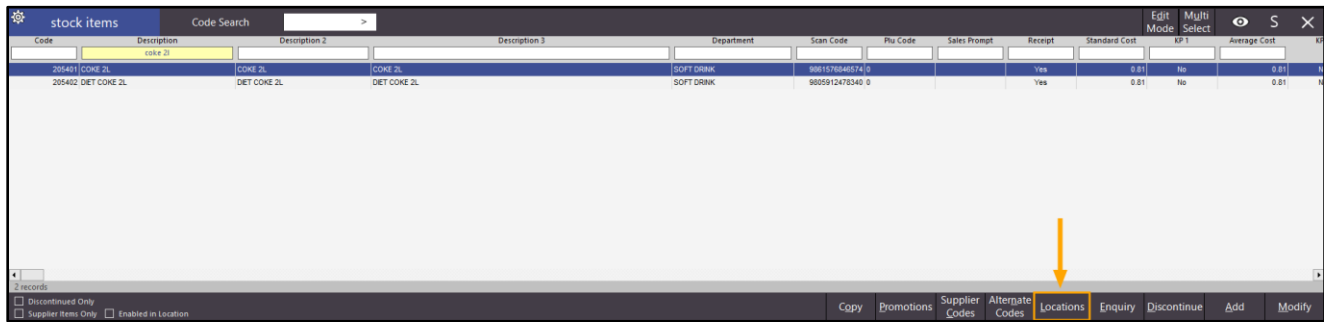
Stock Code	Description	Department	Stock Level	Stocktake
3	LYNX YOU	GROCERIES	0	
4	ICE CREAM HAT	MISCELLANOUS	0	
5	Stella Artois Glass Original	MISCELLANOUS	0	
1424	Pumpkin Soup	COCKTAILS	0	
1987	Test Item One	ENTRÉE	0	
112206	Hot Dog	HOTBOX	0	
115006	BISCOTTI	CAKES	0	
124016	YOGHURT BERRY	DAIRY	3	
126007	COFFEE 1KG	BULK	3	
126008	DE CAF 1KG	BULK	3	
126009	HOT CHOC 500GM	BULK	3	
126011	SUGAR SACHET BOX 1000	BULK	3	
126012	NAPKIN BOX 1000	BULK	3	
203013	MARSHMALLOW	HOT DRINK MODS	0	
205401	COKE 2L	SOFT DRINK	0	10
205404	SPRITE 2L	SOFT DRINK	0	
208011	KILKENNY KEG	BEER KEGS	1	
303004	MICROWAVE	ELECTRICAL APPLIAN	5	
303005	HAND MIXER	ELECTRICAL APPLIAN	0	
308101	CALCULATOR	SCHOOL SUPPLIES	12	
308102	SCIENTIFIC CALCULATOR	SCHOOL SUPPLIES	12	
308103	COMPASS SET	SCHOOL SUPPLIES	12	
308104	GEOMOTRY SET	SCHOOL SUPPLIES	12	
308105	PAINT SET	SCHOOL SUPPLIES	12	
402007	LEMON SPREAD	GROCERIES	1	
402008	HONEY SQUEEZE	GROCERIES	2	
402009	HONEY JAR	GROCERIES	3	
402010	HONEY TUB 1KG	GROCERIES	4	
404005	LEMON DISHWASHING LIQUID	CLEANING PRODUC	15	
10011001	UNDISTRIBUTED DISCOUNT	MISCELLANOUS	0	
10011002	UNDISTRIBUTED SURCHARGE	MISCELLANOUS	0	

Close the Enter Stocktake screen.

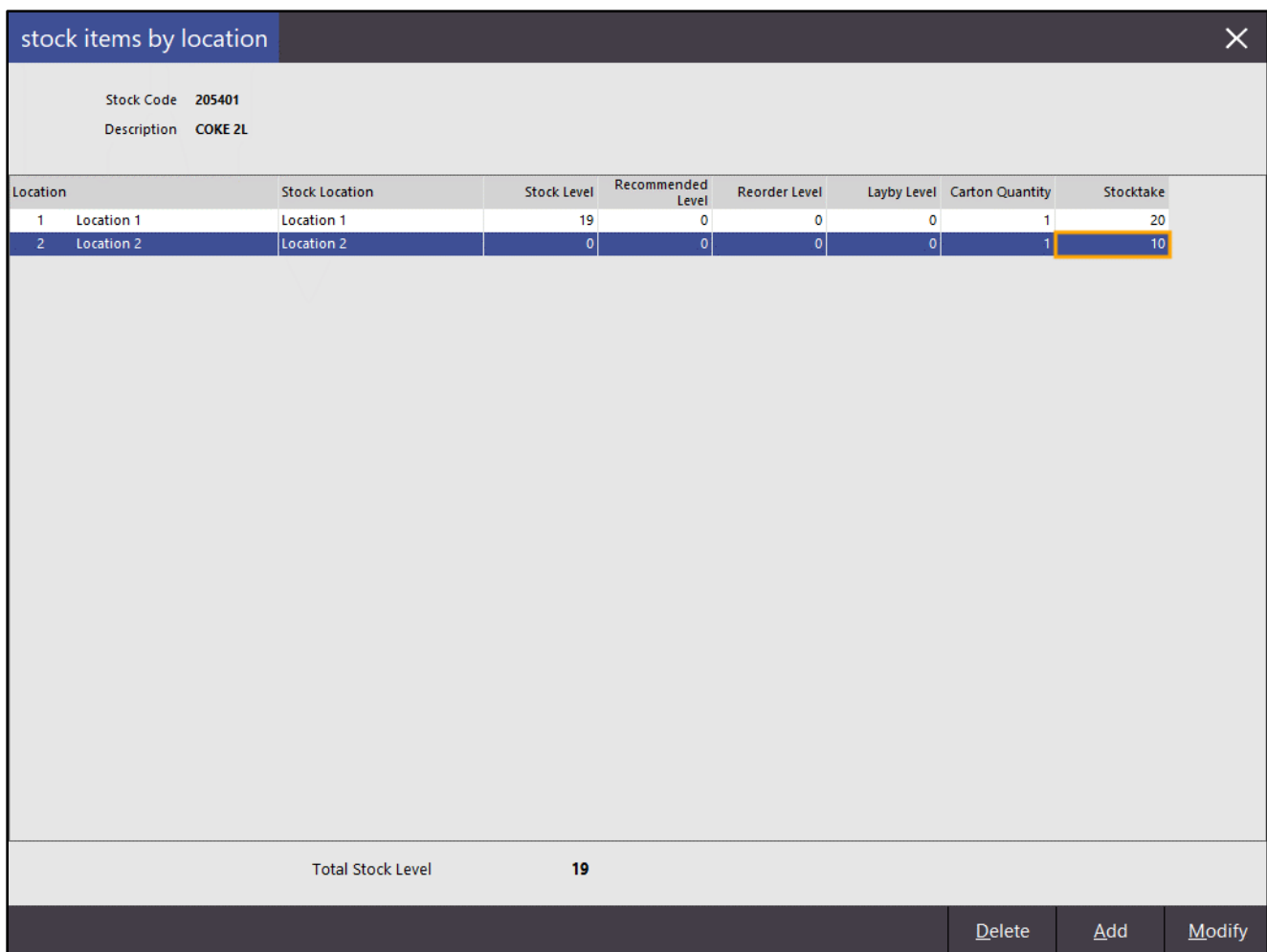
idealpos Update History

Go to: File > Stock Control > Stock Items

Search/Select an item from the list, then press the "Locations" button on the bottom-right corner of the screen.



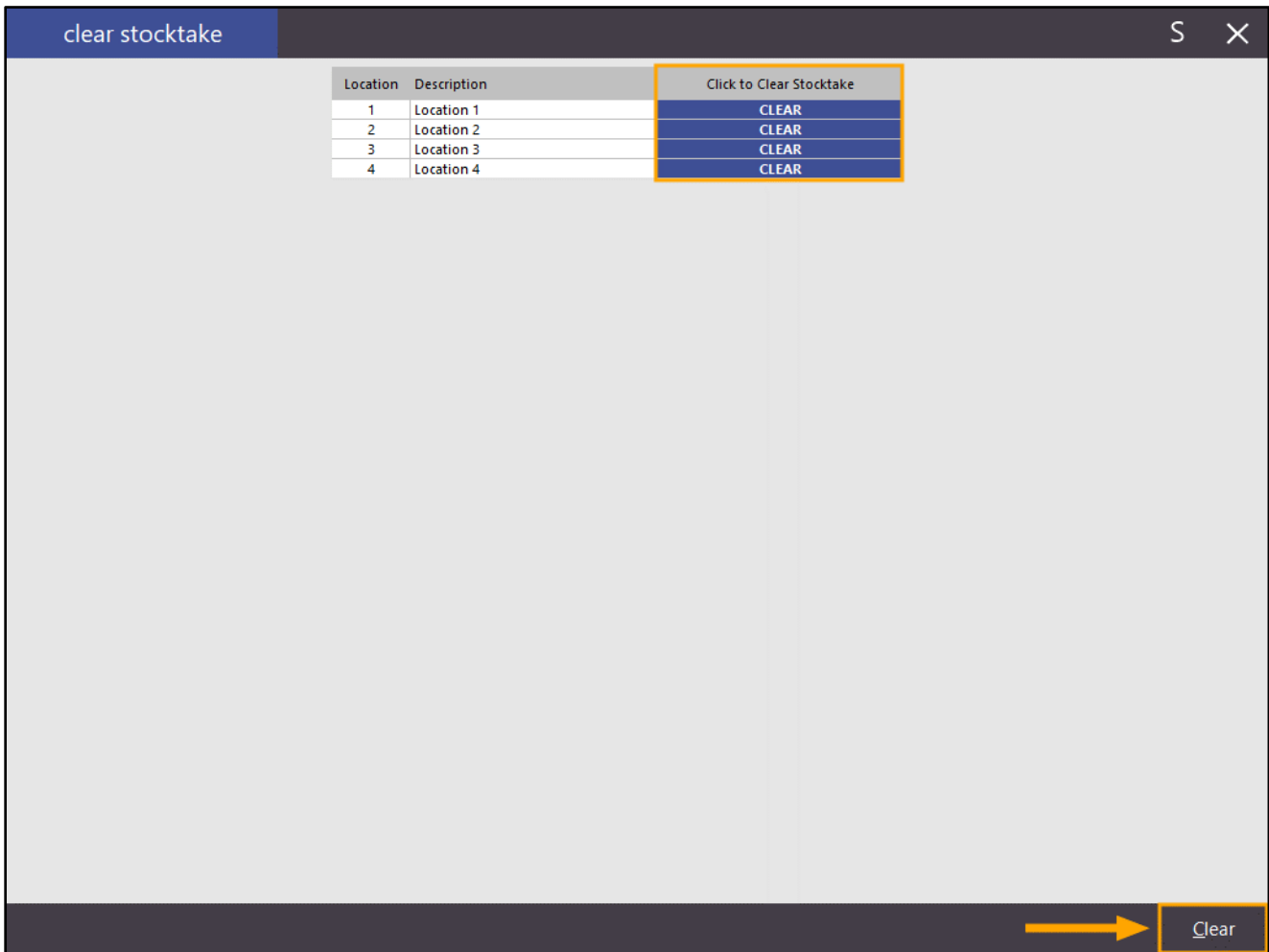
The count entered for the location will now appear under the Stocktake column for the Location.



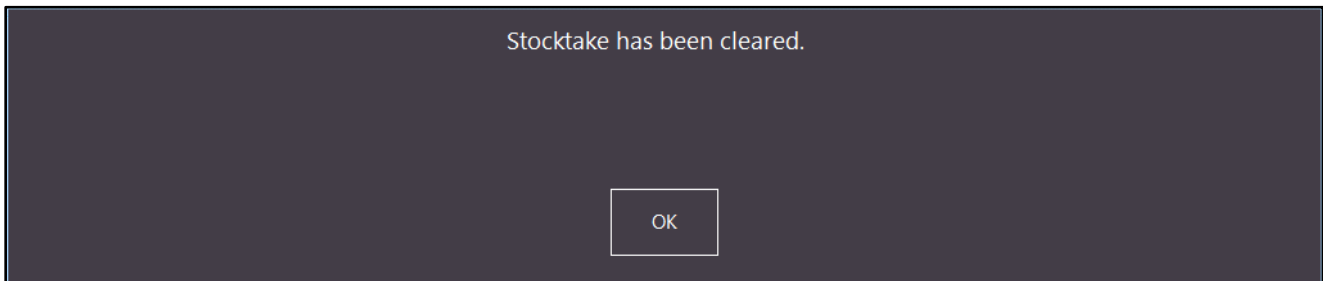
If you started any Stocktakes for the purposes of only testing/demonstrating this function, we recommend that you Cancel/Clear the Stocktakes to prevent old/test counts from accidentally being used in future Stocktakes.

Go to: Stocktake > Clear Stocktake

Select any Locations which do not currently have an active Stocktake in progress, then press the "Clear" button on the bottom-right corner of the screen.



After clearing the Stocktakes, "Stocktake has been cleared" will be displayed.



idealpos Update History

Stocktake

Enter Stocktake Grid shows Department

This function adds a Department column to the Enter Stocktake Grid screen which is shown when adding items to a Stocktake. The Department column will display the description of the Department for each Stock Item shown in the Enter Stocktake screen. This will simplify the process of entering Stock Items and determining exactly which Department the item is from. In addition, sorting the Enter Stocktake Grid by the Department then Stock Code or by the Department then Description is also possible.

Before accessing and using this function, you need to have an active Stocktake in at least one Stock Location.

For the purpose of demonstrating this function, we will not be performing a Stocktake or Updating Stock Levels. We will only access the "Enter Stocktake" screen to demonstrate and show the new function.

To start a Stocktake, go to: Stocktake > Start Stocktake

Click in the "Click to Start Stocktake" column next to the Location that you wish to start the Stocktake.

The text "START" will appear.

Then press the "Start Stocktake" button on the bottom-right corner of the screen.

The screenshot shows the 'start stocktake' interface. On the left, there is a 'Stocktake Procedure' section with the following steps:

- Step 1 : Choose Location(s) and Click 'Start Stocktake'
- Step 2 : Print Stocktake Forms
- Step 3 : Physically count stock recording quantities on stocktake forms
- Step 4 : Enter the stocktake into Idealpos
- Step 5 : Print Stocktake Variance Report
- Step 6 : Print Stocktake Valuation Report
- Step 7 : Update Stock Levels

Below the steps, there is a note: "It is essential that you DO NOT sell a stock item between Step 1 (Starting the stocktake) and Step 3 (Physically counting that stock item). Once an item has been physically counted and recorded on the stocktake form, sales of that stock item can resume."

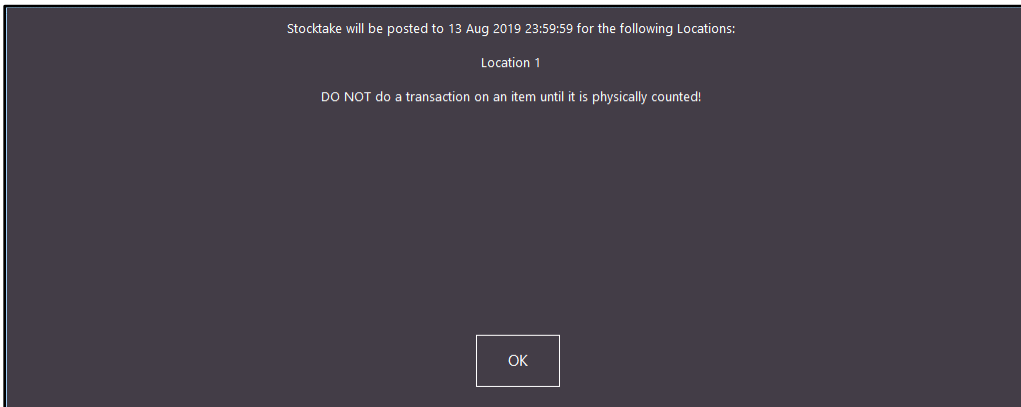
There is a checkbox for "Print Stocktake Procedure" and a timestamp: "This Stocktake will be posted to 13 Aug 2019 23:59:59".

In the center, there is a table with the following data:

	Location	Stocktake Started?	Click to Start Stocktake
1	Location 1	No	START
2	Location 2	No	
3	Location 3	No	
4	Location 4	No	
5	Location 5	No	
20	Location 20	No	

At the bottom right, there is a "Start Stocktake" button, which is highlighted with a yellow arrow.

A message similar to the below will be displayed.
Press OK to dismiss the message.



Now go to: Stocktake > Enter Stocktake

A new "Department" column is now included which will show the Department of each Stock Item shown in the list. Stock Items displayed in the Enter Stocktake grid can be sorted by the Department column by clicking on the "Department/Stock Code" or "Department/Description" options from the Sort Order section.

Note that when sorting by Department, the items are sorted by the Department code, not the Department description. Also note the same is true when sorting by Supplier/Stock Code – The Supplier Code is used to sort the results, not the Supplier Description or Supplier Name.

Selecting Department/Stock Code will sort by the Department Code then the Stock Code.

Selecting Department/Description will sort by the Department Code then the Description.

Stock Code	Description	Department	Stock Level	Stocktake
107009	KANGAROO	MAIN	5	
112206	Hot Dog	HOTBOX	0	
115006	BISCOTTI	CAKES	0	
117001	APPLES	FRUIT	32.2	
117002	APRICOT	FRUIT	21.9	
117003	AVOCADO	FRUIT	24.7	
117004	BANANA	FRUIT	31.626	
117005	BLACKBERRIES	FRUIT	5.6	
117006	BLUEBERRIES	FRUIT	5.21	
117007	COCONUT	FRUIT	9.54	
117008	FIGS	FRUIT	12.3	
117009	GRAPES AUTUMN ROYAL	FRUIT	15.7	
117010	GRAPES CRIMSON	FRUIT	16.9	
117011	GRAPES GREEN	FRUIT	12.836	
117012	KIWI	FRUIT	4.52	
117013	LEMON	FRUIT	6.45	
117014	LIME	FRUIT	0.845	
117015	MANDARIN	FRUIT	9.82	
117016	MANGO	FRUIT	12.37	
117017	NECTARINE	FRUIT	8.7	
117018	ORANGE	FRUIT	5.202	
117019	PAPAYA	FRUIT	6.54	
117020	PASSIONFRUIT	FRUIT	2.275	
117021	PAW PAW	FRUIT	11.57	
117022	PEACH	FRUIT	12.3	
117023	PEAR	FRUIT	16.2	
117024	PERSIMMON	FRUIT	3.87	
117025	PINEAPPLE	FRUIT	14.6	
117026	PLUM	FRUIT	9.32	
117027	POMEGRANATE	FRUIT	11.37	
117028	RASPBERRIES	FRUIT	4.914	
117029	TOMATO	FRUIT	18.5	
117030	TOMATO CHERRY	FRUIT	12.3	
117031	STRAWBERRIES	FRUIT	16.43	
117032	WATERMELON	FRUIT	24.8	
117033	DRAGON FRUIT	FRUIT	3.272	
118001	ALFALFA	VEGETABLES	3.75	
118002	ARTICHOKE	VEGETABLES	6.87	
118003	BEETROOT	VEGETABLES	9.25	
118004	BROCCOLI	VEGETABLES	14.65	
118005	BROCCOLINI	VEGETABLES	9.6	
118006	BOK CHOY	VEGETABLES	11.4	
118007	CABBAGE GREEN	VEGETABLES	13.2	
118008	CABBAGE RED	VEGETABLES	11.6	
118009	CARROT DUTCH	VEGETABLES	21.7	
118010	CARROT PURPLE	VEGETABLES	15.6	
118011	CARROT	VEGETABLES	27.959	

idealpos Update History

If you only started a Stocktake to test and review this function, ensure that you Clear the Stocktake so that there are no active Stocktakes whilst the Stocktake function is not in use.

To do this, go to: Stocktake > Clear Stocktake

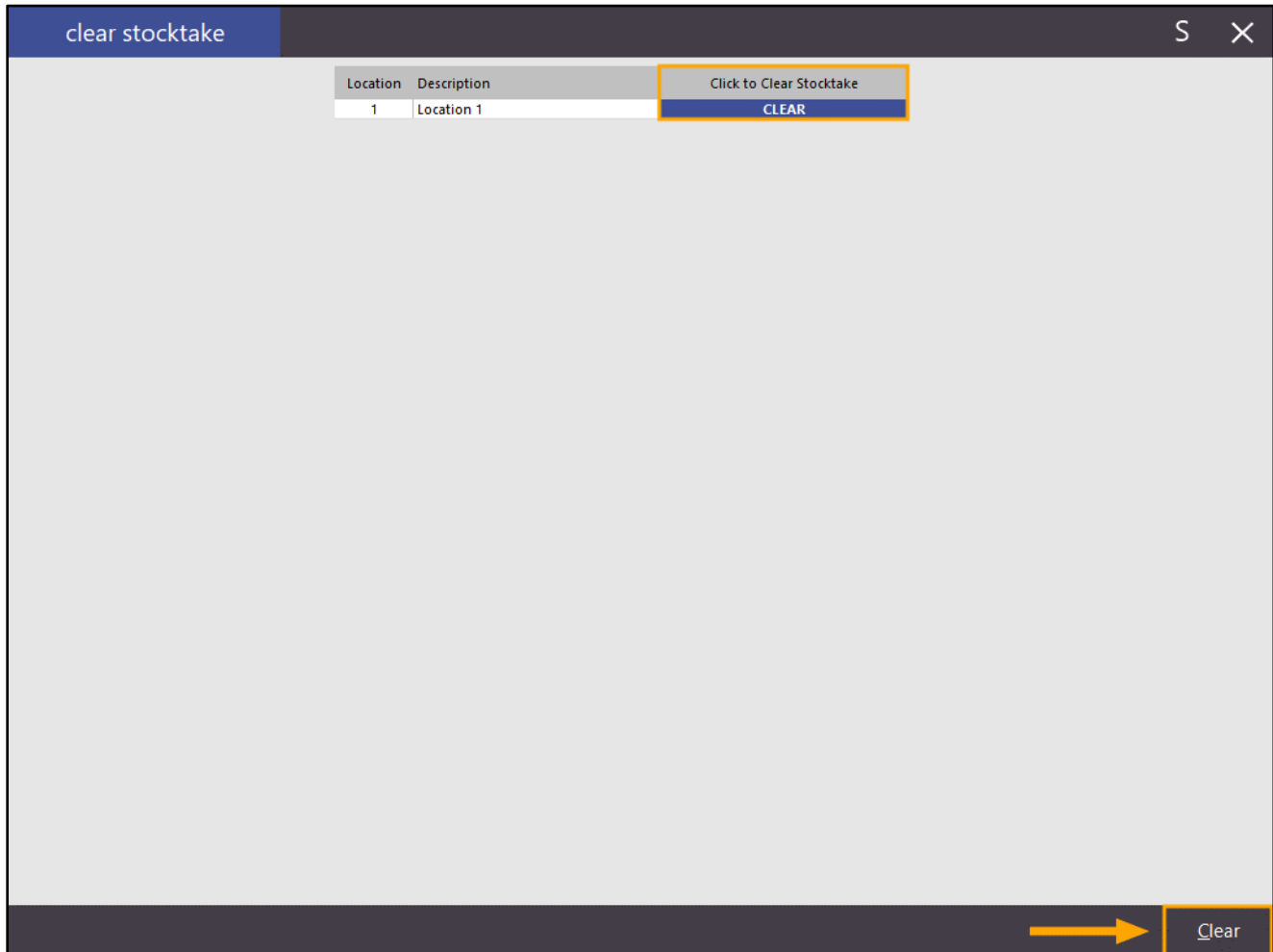
Click in the "Click to Clear Stocktake" column next to the Location that you wish to clear the Stocktake from.

The text "CLEAR" will appear.

Then press the "Clear Stocktake" button on the bottom-right corner of the screen.

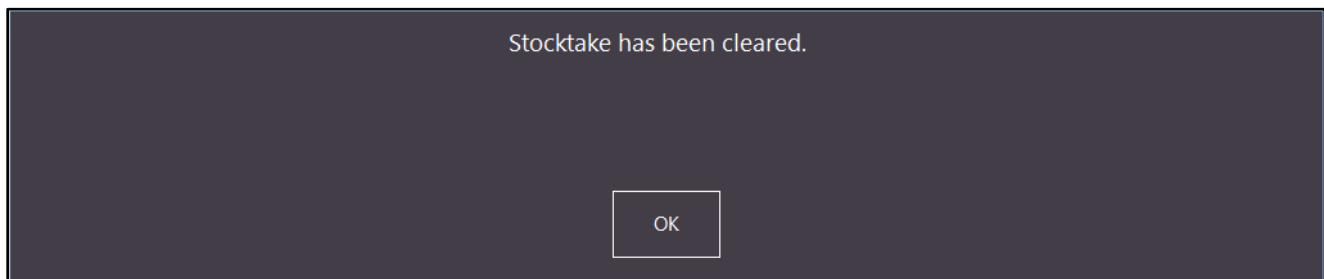
Clearing the Stocktake will clear any counts that have been entered.

Stock Levels will NOT be updated when clearing a Stocktake, so ensure that you are not clearing an active Stocktake.



A prompt will be displayed confirming that the stocktake has been cleared.

Press OK.



Yes/No Options

Yes/No Option – Automatically Email Customer Account Payments/Adjustments

This function allows you to automatically send an Account Customer Payments/Adjustments if there is an email address linked to their customer record. You will need to ensure that you have your outgoing email settings defined.

To use this function, go to: Setup > Yes/No Options > Enter Keyword Search “automatically”
Then ensure that the option “Automatically Email Customer Account Payments/Adjustments” is enabled.

The screenshot shows a software interface with a top navigation bar and a main content area. The top bar has a blue tab labeled 'yes/no options' and a search field containing 'automatically' with a right-pointing arrow. Below the search field is a horizontal menu with categories: Clerks, Confirmation, Customers, Home Screen, Miscellaneous, POS Screen, Receipt / Kitchen, Restaurant, and Stock Control. The main content area is a table with columns for 'ALL', '1', '2', '3', '901', and '902'. The table is organized into sections: CONFIRMATION, CUSTOMERS, MISCELLANEOUS, RESTAURANT, and STOCK CONTROL. The row 'Automatically Email Customer Account Payments/Adjustments' is highlighted with a blue background and a yellow border, and has a blue checkmark in the 'ALL' column. A yellow arrow points to this row from the right. Another yellow arrow points to the search field from the right.

	ALL	1	2	3	901	902
CONFIRMATION						
Confirm you want to Automatically Print Stock Transfer						
CUSTOMERS						
Automatically Clear Balanced Account Transactions						
Automatically Email Customer Account Invoices	✓					
Automatically Email Customer Account Payments/Adjustments	✓					
Automatically Email Customer Invoices						
Automatically Print A4 Invoice after each sale						
Automatically send Gift Voucher Email if email address is present	✓					
MISCELLANEOUS						
Login Default User Automatically	✓					
RESTAURANT						
Automatically Print to Kitchen	✓					
STOCK CONTROL						
Automatically allocate Admin Fee on Stock Purchases	✓					
Automatically allocate Freight on Stock Purchases	✓					

idealpos Update History

When using this function, you will also need to ensure that your Outgoing Email Server settings have been configured. To do this, go to: Setup > Global Options > Other Options > Email Settings

The fields required are:

- SMTP Outgoing Email Server
- Sending Email Address
- SMTP Username
- SMTP Password SMTP Port
- Enable SSL/TLS Protocol (toggle the setting as required)

You may need to refer to your Internet Service Provider for the above details.

Alternatively, refer to your email account provider for the above details.

These settings will typically be listed under help topics of "how to setup your email client" or "SMTP Email Client Settings" for your Internet Service Provider or email account provider. You can also try using a search engine such as Google to try and find your SMTP settings. E.g. Try searching Google for SMTP settings for Gmail or SMTP settings for Telstra, depending on which provider you are using for your Internet or email.

Additional fields that you may also want to configure include:

- Default Subject for Invoices
- Default Subject for Statements
- Default Message when sending Customer Statements/Invoices

The screenshot shows the 'global options' window for 'site 1 (Site 1)'. The 'Other Options' tab is selected. The 'Email Settings' section is highlighted with a yellow border and contains the following fields:

- SMTP Outgoing Email Server:
- Sending Email Address:
- SMTP Username:
- SMTP Password:
- SMTP Port: 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: Sent from Idealpos User Shop
- Default Message when sending Customer Statements/Invoices: Please pay your outstanding invoices within 7 business days. Thank you

Other sections visible in the interface include:

- Home Screen:** Home Screen Graphic (pictures folder), Last Transaction Timeout (20), Slideshow Start Time (60), Seconds between images (30).
- Alerts:** Output from POS # 1
- Mag Card Printing:** Mag Card Printer, Format (Format 1)
- FTP Details:** Server Address, Folder, Username, Password
- Special Attribute Types:** Stock Item Linking (Family), Remove Tax (Remove Tax)
- Attribute Column Headers:** 1 Container Type, 2 Country of Origin, 3 Dietary, 4 Spirit Varietal, 5 Wine Varietals
- Stock Item Descriptions:** Description 2 (Description 2), Description 3 (Description 3)

Once the Email Settings have been configured, you will need to ensure that your Customer has a valid email address entered.

Go to: File > Customers > Customers > Select Customer from the list > Modify

In the Contact Details section, ensure that their Email address has been entered and/or update the email address so that it is current and valid, then press the "Save" button.

The screenshot shows a 'modify customer' window with the following sections:

- General:** Code 7, Last Name Account Customer, Given Names, Title, Customer Type BRONZE MEMBERS, Scan Code Auto, Other Codes.
- Address Details:** Address, Suburb, State, Postcode.
- Sales / Accounting:** Auto % Discount 0, Price Level 1, Bar Tab, Account (checked), Credit Limit 1000.00, Aging Type 30-60-90 / Monthly, Master Account.
- Delivery Address:** Delivery Address same as Above, Address, Suburb, State, Postcode.
- Miscellaneous:** Company, Occupation, Next of Kin, Contact No, Birth Date, Birth Date 2, Password, Gender, Marital Status, Mail Out (checked), Discontinue.
- Contact Details:** Phone 1029182936, Mobile 0502293393, Fax, Email johnsmith@email.com.

The email field 'johnsmith@email.com' is highlighted with a yellow box and an arrow. The 'Save' button at the bottom right is also highlighted with a yellow box and an arrow.

Finally, any Payments/Adjustments can now be made for this customer.

Any Payment or Adjustment will be emailed to the email address that was entered in the above customer record.

The Yes/No option configured earlier will be obeyed.

If the "Automatically Email Customer Account Payments/Adjustments" option is enabled, the Customer will be emailed.

If the option is disabled, the Customer won't be emailed automatically.

Using the numeric keypad on the top-right corner of the screen, enter the amount that you want to pay, then click on the Payment column for the line that you want to pay.

Alternatively, you can select the line you want to pay by pressing it, then press the "Pay Line" button to pay the entire amount for the selected line. You can also press the "Pay All" button to pay the outstanding amount for all lines.

The selected amounts that will be paid appear in the Payment column.

Should you need to Clear any amounts that have been entered for a line, press the "Clear Line" button on the bottom-left corner of the screen.

Once you are happy with the amounts displayed in the Payment column, press the "ENTER" button on the POS screen to proceed to the Tender screen where the payment will be processed.

12 Sep 13:27 Adult ID: 12-Sep-2001
Jeremy PRICE 1
<<<
X

Account Customer - 0 Points
Payment

Total Amount **385.64**

Audit

Audit	Date	Type	Reference	Amount	Outstanding	Payment
1198	12/09/19	INV	1198	385.64	385.64	385.64

Reference

Details

0.00

RECEIPT	CLERK	7	8	9	CL
PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CUSTOMER	5% ITEM	1	2	3	X
BAR TAB	REFUND	0	.	ENTER	
PENDING	VOID SALE				
TABLE MAP	VOID				

Code 7 Name Account Customer

Address Phone 1029182936

Fax

Mobile 0502293393

Email accountcustomer

Dob

Type BRONZE MEMBERS Birth Date 2

Company

Occupation

Comments

Price Level 1 Marital Status

Password Gender

[Modify](#)

Total	Current	1 month	2 months	3 months+
385.64	385.64	0.00	0.00	0.00

Credit Limit 1000.00

Avail Credit 614.36

idealpos Update History

Finally, select the Tender type to use to process the payment.

12 Sep 13:41 Adult ID: 12-Sep-2001
Jeremy PRICE 1
>>>
✕

Account Customer - 0 Points
Payment

Total Amount **385.64** Reference


Details 385.64

Audit	Date	Type	Reference	Amount	Outstanding	Payment
1198	12/09/19	INV	1198	385.64	385.64	385.64

RECEIPT	CLERK	7	8	9	CL
PRICE LEVEL	5% ST DISC	4	5	6	NO SALE
CUSTOMER	5% ITEM				
BAR TAB	REFUND	1	2	3	X
PENDING	VOID SALE				
TABLE MAP	VOID	0	.	ENTER	

385.65

Balance 385.65



CASH	
EFTPOS	
ACCOUNT	
LAYBY	
GIFT VOUCHER	
CREDIT NOTE	
POINTS	

After selecting the Tender type, the POS screen will show the following prompt to indicate that the receipt is being emailed.

12 Sep 13:43 Adult ID: 12-Sep-2001
Jeremy PRICE 1

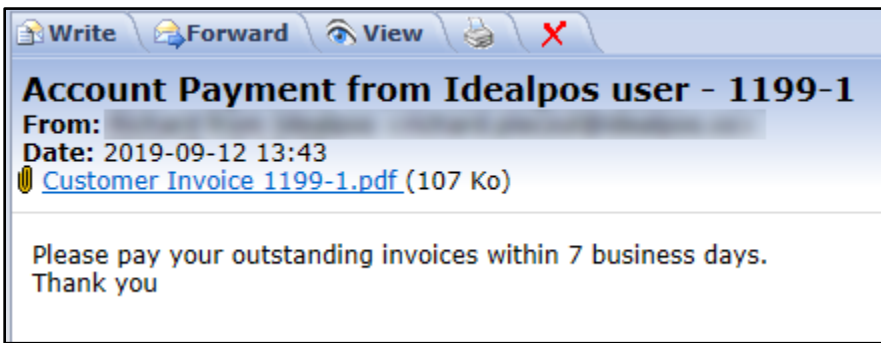
Account Customer - 0 Points
Payment

PAY 1199	385.64
INV 1198-1 385.64	
ROUNDING	0.01

Emailing Invoice...

0 Points


The Customer will receive the Invoice at the email address which was configured for the customer record. The email body will contain the Default Message when sending Customer Statements/Invoices as configured in the Setup > Global Options > Email Settings:



The attachment included in the email is the Payment as per the below example.

Idealpos user
34 091 801 204
 ACN 091 801 204
Idealpos Solutions
 1/212 Curtin Ave West
 Eagle Farm QLD 4009

Phone 07 3630 2455
 Email email@domainname.com



PAYMENT
Page 1 of 1

To: **Account Customer** Customer 7

Phone 1029182936
 Date 12/09/2019 13:43:19
 Served by Jeremy
 Invoice # 1199-1

Stock Code	Description	Unit Cost	Quantity	Amount
	PAY 1199		1.0000	385.64
	INV 1198-1 385.64			
	ROUNDING	0.01	1.0000	0.01
	New Account Balance			0.00
Total				-\$385.63

* Taxable item

How to pay

by credit card
 To pay via MasterCard or VISA
 by PHONE: 07 3630 2018
 by FAX: 07 9630 2017

by mail
 Detach this section and mail your cheque to
Idealpos Solutions
 PO Box 3128
 Newstead QLD 4006

by internet
 Logon to your financial institution to make this payment from your bank account.
 BSB: xxx-xxxx
 Account #: xxxxxxxx
 Use surname or invoice number as reference.
 Email remittance to: info@idealpos.com.au

in person
 To make a payment via credit card, cheque, cash or EFTPOS. Present this invoice at Idealpos Solutions.

idealpos Update History

After finalising an Adjustment, the Customer will also receive an email containing the Adjustment that was completed (provided that this Yes/No option was enabled).


Write Forward View

Account Payment from Idealpos user - 1201-1

From: [Redacted]
Date: 2019-09-12 14:29
 [Customer Invoice 1201-1.pdf](#) (104 Ko)

Please pay your outstanding invoices within 7 business days.
Thank you

Idealpos user
34 091 801 204
ACN 091 801 204
Idealpos Solutions
1/212 Curtin Ave West
Eagle Farm QLD 4009
Phone 07 3630 2455
Email email@domainname.com



CREDIT
Page 1 of 1


To: **Account Customer** Customer 7


Phone: 1029182936
Date: 12/09/2019 14:28:36
Served by: Jeremy
Invoice #: 1201-1


Stock Code	Description	Unit Cost	Quantity	Amount
CJL 1201			1.0000	10.00
INV 1200-1	10.00			
	New Account Balance			76.44
Total				-\$10.00


* taxable item


How to pay

 **by credit card**
To pay via MasterCard or VISA
by PHONE: 07 3630 2016
by FAX: 07 3630 2017



 **by mail**
Detach this section and mail your cheque to
Idealpos Solutions
PO Box 3128
Newstead QLD 4006

 **by internet**
Logon to your financial institution to make this payment
from your bank account.
BSB: xxx-xxxx
Account #: xxxxxxxx
Use surname or invoice number as reference.
Email remittance to: info@idealpos.com.au

 **in person**
To make a payment via credit card, cheque, cash or EFTPOS.
Present this invoice at Idealpos Solutions.

Yes/No Option – Confirm to Over-Tender to a Tip

This function adds the ability to control whether or not a confirmation will be displayed on the POS screen asking if you want your over-tendered amount converted to a tip.

This setting will be used when you tender off a sale using a tender type which has the option "Allow Overcharging To Tips" enabled and you enter a tender amount which exceeds the total amount that is due for payment.

If this Yes/No option is enabled, a confirmation prompt will ask the Clerk whether they want to convert the over-tendered amount to a tip. Pressing Yes will convert to a tip and pressing no will result in any excess amount tendered being returned to the customer as change.

If this Yes/No option is disabled, a confirmation prompt will not be displayed and when over-tendering, any excess amount tendered will automatically be converted to a tip without displaying any prompts or confirmation.

Before modifying this Yes/No option, first ensure that you have a tender which has the "Allow Overcharging to Tips" option enabled.

To do this, go to: Setup > Function Descriptors > Select a Tender > Modify

For this example, we'll use the EFTPOS tender

Enable "Allow Overcharging To Tips", then press "Save" on the bottom-right corner of the screen to save the change.

The screenshot shows a software window titled "function descriptors" with a close button (X) in the top right corner. The window contains a form for configuring a tender type. The "Function" field is set to "TENDER 2" and the "Description" is "EFTPOS". On the right side, there is a list of checkboxes for various options. The "Allow Overcharging To Tips" checkbox is checked and highlighted with a yellow box. A yellow arrow points from the "Waive Surcharge" field to this checkbox. At the bottom right of the window, there is a "Save" button, also highlighted with a yellow box and a yellow arrow pointing to it.

Function	TENDER 2
Description	EFTPOS
# of Receipts	1
Exchange Rate	0
Lower Limit	0.00
Upper Limit	9999.99
Scan Code	
Scan Code Amount	0.00
Surcharge	0.00 % \$
Waive Surcharge Threshold	0.00
Override Receipt Footer	
User-Defined Text	

- Rounding?
- Credit Function
- Allow Points per Dollar?
- Show in Banking
- Compulsory Amount
- Open Cash Drawer
- EFTPOS
- Account Tender
- Layby Tender
- Force Receipt
- GIFT VOUCHER Redemption
- Credit Note Tender
- Force Customer
- Force Reference
- Allow Overcharging To Tips

idealpos Update History

Now go to: Setup > Yes/No Options

In the "Enter Keyword Search" field, enter "Over-Tender".

Then, enable or disable the Yes/No Option "Confirm when Over-Tendering to Convert to Tip".

The screenshot shows the 'yes/no options' window. The search field contains 'Over-Tender'. The 'CONFIRMATION' section is active, and the option 'Confirm when Over-Tendering to Convert to Tip' is highlighted with a blue bar and an orange arrow pointing to it.

Before closing the Yes/No options window, ensure that the tender you are using is enabled.

In the "Enter Keyword Search" field, enter "Inhibit tender".

Then, ensure that the tender you enabled the "Allow Overcharging to Tips" option is not inhibited.

In this example, we have used EFTPOS, therefore, the Inhibit EFTPOS tender is unchecked, allowing it to be used as a Tender Type on the POS screen.

The screenshot shows the 'yes/no options' window. The search field contains 'Inhibit tender'. The 'TENDERS' section is active, and the option 'Inhibit EFTPOS' is highlighted with a blue bar and an orange arrow pointing to it.

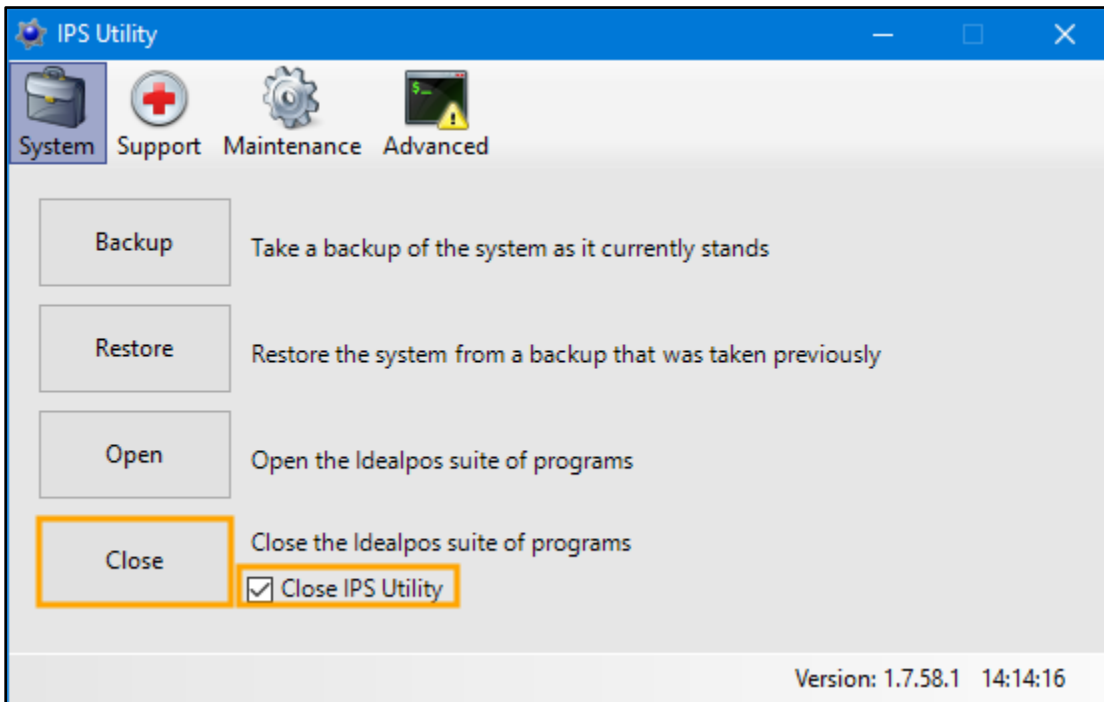
	ALL	1	2	3	901
TENDERS					
Inhibit CASH					
Inhibit POINTS					
Inhibit TENDER 11	✓				
Inhibit TENDER 12	✓				
Inhibit TENDER 13	✓				
Inhibit TENDER 14	✓				
Inhibit TENDER 15	✓				
Inhibit TENDER 16	✓				
Inhibit TENDER 17	✓				
Inhibit TENDER 18	✓				
Inhibit EFTPOS					
Inhibit ACCOUNT					
Inhibit AMEX / DINERS	✓				
Inhibit LAYBY					
Inhibit CHEQUE	✓				
Inhibit GIFT VOUCHER					
Inhibit CREDIT NOTE					
Inhibit ONLINE	✓				

Close the Yes/No options window.

To ensure that the Yes/No options have been applied, restart the Idealpos suite via IPSUtils.

Go to: Start > Idealpos > IPSUtils, or alternatively, search for IPSUtils by entering IPSUtils using your keyboard.

Enable the option "Close IPS Utility", then press the "Close" button.



idealpos Update History

Go to the POS Screen and add item(s) to the sale, then press the "ENTER" button to go the Tender screen. Using the on-screen numerical keypad, enter an amount that exceeds the total amount due. The entered amount will be displayed in the field located to the left of the Fast Cash buttons. If any errors are made during the keying of the amount, press the CL or Clear button. When the correct amount is displayed, press the Tender type which was configured in the above steps.

The screenshot shows the Idealpos POS interface. At the top left, it displays the date and time: "14 Aug 14:17 Adult ID: 14-Aug-2001" and the user name: "Jeremy PRICE 1". The main display area shows a sale for "MICROWAVE" with a quantity of "1" and a price of "90.99". Below this, the total amount is displayed as "1x \$90.99". To the right of the main display is a keypad with buttons for "RECEIPT", "CLERK", "PRICE LEVEL", "CUSTOMER", "BAR TAB", "PENDING", "TABLE MAP", "5% ST DISC", "5% ITEM", "REFUND", "VOID SALE", "VOID", and a numeric keypad (0-9, ., ENTER, CL, NO SALE, X). Below the keypad is a list of tender types: "CASH", "EFTPOS", "ACCOUNT", "LAYBY", "GIFT VOUCHER", "CREDIT NOTE", and "POINTS". The "EFTPOS" option is highlighted with a yellow border and a yellow arrow pointing to it. To the right of the tender list, the amount "100.00" is displayed in a yellow box, and below it, the text "Balance 91.00" is shown. On the far right, there are images of Australian banknotes: 100, 50, 20, 10, and 5.

If the Yes/No option "Confirm when Over-Tendering to Convert to Tip" is enabled, a confirmation prompt similar to the below will appear which allows the operator to either press Yes or No. Pressing Yes will convert the over-tendered amount into a tip, and pressing No will return any over-tendered amount as change back to the customer.

If the Yes/No option is disabled, the below prompt will not be displayed and Idealpos will automatically convert any over-tendered amount into a tip, then proceed to processing and finalising the payment.

The screenshot shows a confirmation prompt with the text: "You have OverTendered by \$9.01 - Would you like to convert this to a Tip?". Below the text are two buttons: "Yes" and "No".