

Idealpos 7.1 Build 13 - Update History

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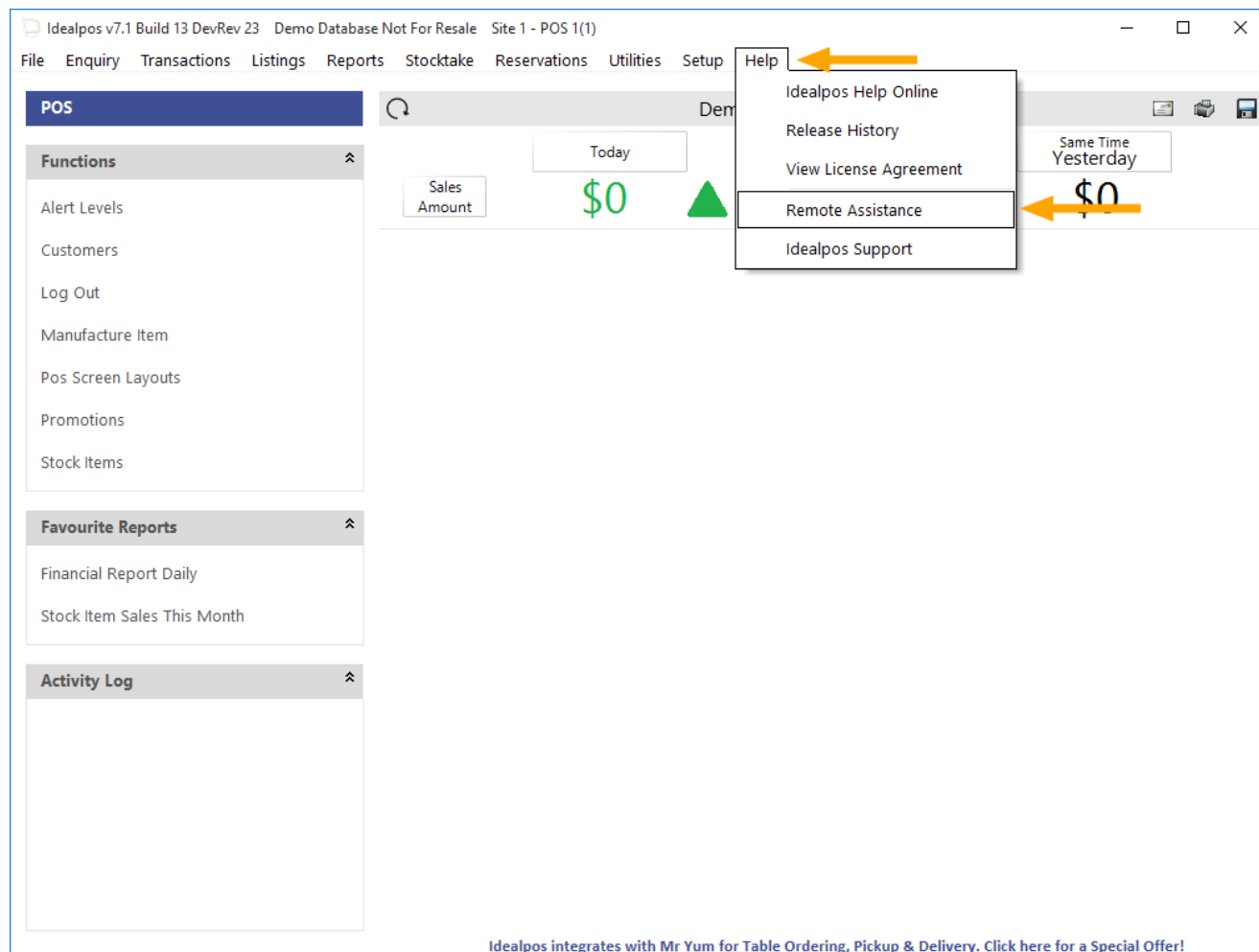
Back Office

IP-3721 – Remote Assistance – Direct link from Backoffice Help Menu

This function adds a Remote Assistance option to the Backoffice Help Menu. When this option is selected from the Back Office Help Menu, it will trigger the TeamViewer Quick Support application to open.

The TeamViewer ID and Password will be displayed which can be provided to the Support Staff so they can connect to your system and render assistance.

To use this function, simply click the Help Menu from the Back Office and then select “Remote Assistance” as shown below:



TeamViewer Quick Support is then displayed showing your ID and Password



Customer Display

IP-3639 – Accumulating Items will accumulate on Customer Display

This function adds accumulating item support to the Customer Display.

The Non-Accumulating checkbox available when editing a Stock Item controls the way the item appears on both the POS screen and Customer Display when more than one quantity of the item is added to a sale.

When the Non-Accumulating checkbox is ticked, adding multiples of the same item will result in each instance of the item occupying a separate line on the POS Screen and Customer Display.

When the Non-Accumulating checkbox is unticked, adding multiples of the same item will result in the item appearing on a single line on the POS Screen and Customer Display with a quantity counter next to the item showing the quantity of the item in the sale/number of times the item has been added to the sale.

Previous to this change, the Non-Accumulating option configured within a Stock Item would only apply to the POS Screen. If a Stock Item had the Non-Accumulating option unticked and multiples of the Item were added to a sale, the item would accumulate on the POS Screen but would not accumulate on the Customer Display.

With the change introduced in this function, accumulating items will now accumulate on both the POS Screen and the Customer Display.

In order to utilise this function, your system will require a Customer Display.

The steps outlined below which outline this function are based on the assumption you already have a Customer Display configured and enabled.

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To configure and use this function, go to:

File > Stock Control > Stock Items

Double-click on a Stock Item to modify it.

Configure the Non-Accumulating function as required.

As outlined above, when Non-Accumulating is unticked, multiples of the same item will be shown on a single line with the quantity counter indicating the number of times the item has been added to the sale.

When Non-Accumulating is ticked, adding multiples of the same item will result in each instance of the item occupying a separate line.

stock items

GeneralAdvancedIndirect Item

Last Modified 28 Oct 2020

Stock Code202001

Department202 > COFFEE

DescriptionCAPPUCCINO (10)

Scan CodeAuto

Kitchen DescriptionCAPPUCCINO (10)

Long DescriptionCAPPUCCINO (10)

Selling Prices (inc Tax)

		Profit%
STANDARD	3.50	90.75
STAFF	0.50	34.62
EXTRAS	0.00	
BOTTLESHOP	0.50	34.62
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	
OWNERS	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 Category2 > 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

Attributes

Keyboard

Save

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Once the item has been configured, go to the POS Screen and add multiples of the same item.
In the below examples, we have added a quantity of two Cappuccinos with the Non-Accumulating option disabled.

POS Screen:



Customer Display:



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When the Non-Accumulating option is enabled, the item will appear on the POS Screen and Customer Display as shown below:

POS Screen:

28 Oct 12:13 Adult ID: 28-Oct-2002		
Jeremy STANDARD		
CAPPUCCINO	1	3.50
CAPPUCCINO	1	3.50
2x		\$7.00

Customer Display:

CAPPUCCINO	\$3.50	
CAPPUCCINO	\$3.50	
		
subtotal		
\$7.00		
Items: 2		

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Another option available to complement the display of accumulating Items on the POS Screen is the Yes/No Option "Show Unit Price of Items". When this Yes/No Option is enabled, the Unit Price will also appear on both the POS Screen and the Customer Display. It should be noted that the Unit Price may be omitted from the Customer Display if the selected Customer Display layout and/or Customer Display screen resolution do not have the required screen real-estate to display the Item Description and the Unit Price.

To display the Unit Price on the Customer Display and the POS Screen, go to:

Setup > Yes/No Options > Enter Keyword Search: Unit

Enable "Show Unit Price of Items"

The screenshot shows the 'yes/no options' configuration interface. At the top, there's a search bar labeled 'Enter Keyword Search' with the text 'unit' entered. Below this is a horizontal menu with tabs: Clerks, Confirmation, Customers, Home Screen, Miscellaneous, POS Screen, Receipt / Kitchen, Restaurant, and Stock Control. The 'POS Screen' tab is selected. Below the menu is a table with columns 'ALL', '1', and '2'. The table has two main sections: 'POS SCREEN' and 'RECEIPT / KITCHEN'. In the 'POS SCREEN' section, the row 'Show Unit Price of Items' has a blue checkmark in the 'ALL' column. In the 'RECEIPT / KITCHEN' section, the row 'Inhibit Unit Price on Bills/Receipt' is visible.

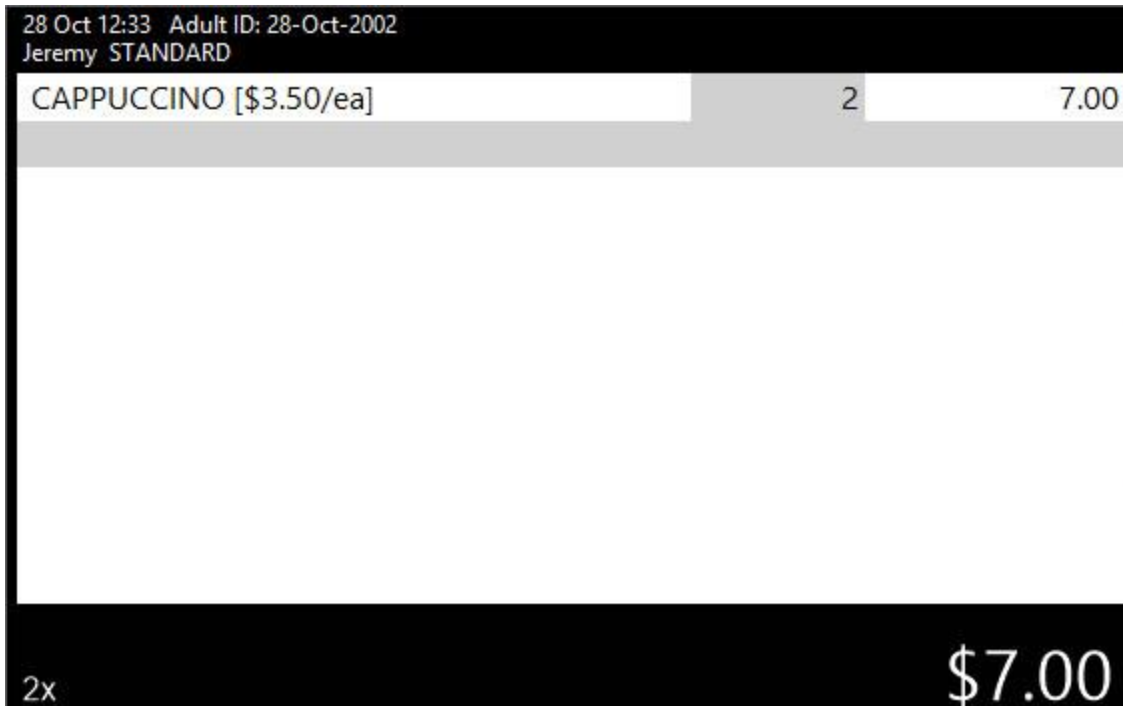
	ALL	1	2
POS SCREEN			
Show Unit Price of Items	✓		
RECEIPT / KITCHEN			
Inhibit Unit Price on Bills/Receipt			

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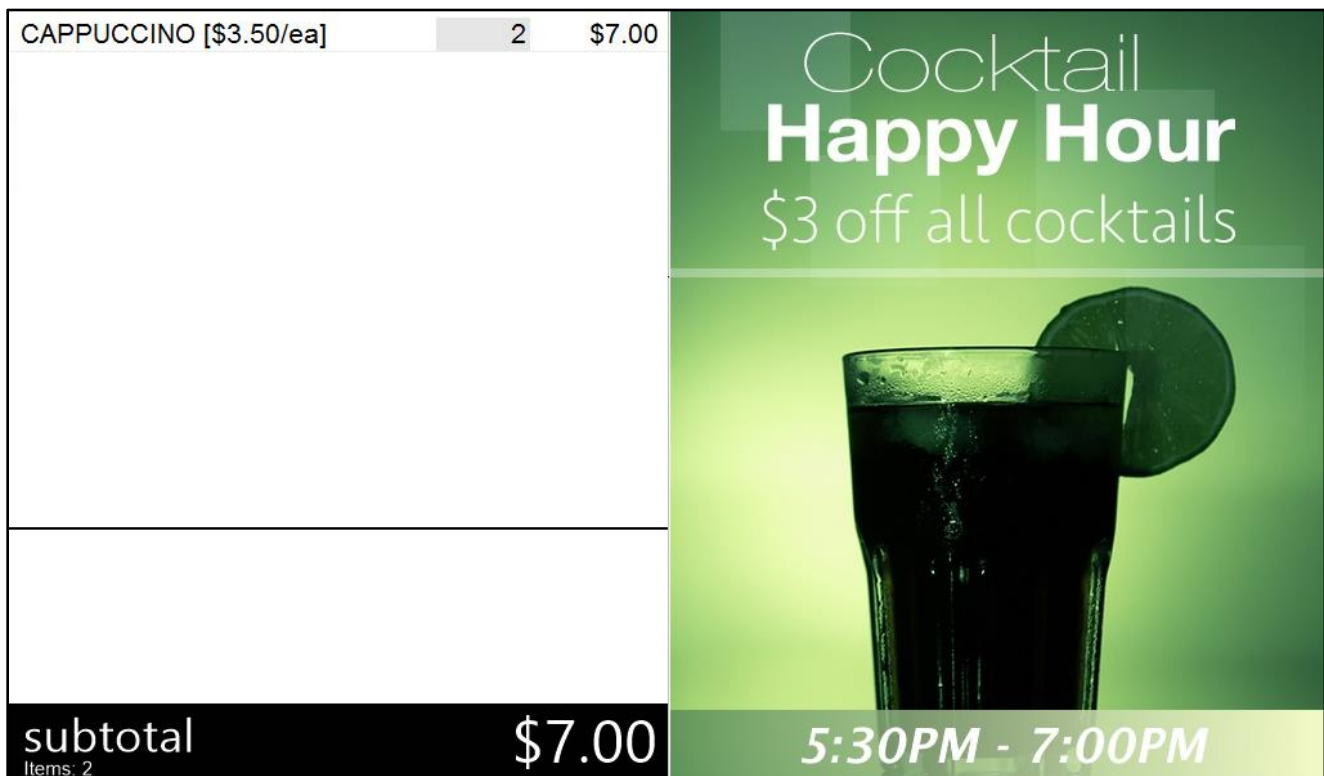
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When an accumulating or non-accumulating Stock Item is added to the Sale, the Unit Price will appear on both the POS Screen and the Customer Display (provided that the Customer Display has enough screen real-estate to display the full Stock Item Description and the Unit Price).

POS Screen:



Customer Display:



Customers

IP-3678 – Customer Type – Bar Tab Descriptor tag in User-Defined Text

This function has been implemented as part of a wider Pre-Ordering function which enables customers to pre-order their items with a deposit, then come back at a later date, pickup the order and pay the outstanding balance. A complete list of new features that have been implemented which allow this function to be utilised are listed below:

- IP-3677 – Yes/No Option – New Bar Tab Customers default to Allow Prepaid
- IP-3678 – Customer Type – Bar Tab Descriptor tag in User-Defined Text
- IP-3680 – Pending Sales Report – Filter by Customer Type
- IP-3681 – Customer Type – Option to Ask for Expected Date on Bar Tabs
- IP-3686 – Yes/No Option – Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done

If you'd like to follow an end-to-end list of steps to configure and use this Pre-Ordering function in the User Guide, [click here](#).

Otherwise, please continue below for details about this change (Customer Type – Bar Tab Descriptor tag in User-Defined Text):

This function adds the ability to configure the Bar Tab Descriptor tag text that is displayed on the POS Sale Screen when a Bar Tab Customer is added to the sale. A usage example of this function is when the Pre-Ordering function described above is being used and the default "BAR TAB" descriptor is unsuitable.

To configure and use this function, go to: File > Customers > Customer Types

In the User-Defined Text field, enter the following text:

[BAR TAB DESCRIPTOR=XMAS CLUB]

Then press the "Save" button on the bottom-right corner of the Customer Types window to save the change.

The screenshot shows the 'customer types' window with the following fields and options:

- Code: 15
- Description: XMAS CLUB
- ☐ Use Points System
- Point Multiplication Factor: 1
- Auto % Discount: []
- Auto Discount POS Range: [] >
- Price Level: []
- Gaming Rating Grade: []
- Auto Populate Tender Spend Limit Credit (1): []
- Auto Populate Tender Spend Limit Credit (2): []
- Macro: []
- User-Defined Text: [BAR TAB DESCRIPTOR=XMAS CLUB] (highlighted with an orange box and arrow)
- ☐ New Customers Default to Bar Tab
- ☐ Print at Kitchen
- ☐ Prompt in POS
- ☐ Inhibit Manual Subtotal Discounts
- ☐ Prompt for Expected Date for Bar Tabs
- Fast Customers: []
- Back Colour: []
- Text Colour: []
- Buttons: Back, Text Colour, Fast Customers, Idealpos Customer, Save

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Go to: File > Customers > Customers

Either create a new Customer by pressing the “Add” button on the bottom-right corner of the window, or select an existing Customer, then press the “Modify” button on the bottom-right corner of the window.

Ensure that the new or existing Customer is linked to the Customer Type configured in the previous step and ensure that the “Bar Tab” checkbox is enabled.

Press the “Save” button on the bottom-right corner of the customer window to save the change.

The screenshot shows the 'new customer' window with the following details:

- Code:** 17
- Last Name:** Citizen
- Given Names:** John
- Title:** Mr
- Customer Type:** XMAS CLUB
- Scan Code:** Auto
- Other Codes:**
- Address Details:**
 - Address:
 - Suburb:
 - State:
 - Postcode:
- Delivery Address:**
 - ☒ Delivery Address same as Above
 - Address:
 - Suburb:
 - State:
 - Postcode:
- Contact Details:**
 - Phone:
 - Mobile:
 - Fax:
 - Email:
- Sales / Accounting:**
 - Auto % Discount: 0
 - Price Level: 0
 - Credit Limit: 1000.00
 - ☒ Bar Tab
 - ☐ Allow Pre-Paid
- Miscellaneous:**
 - Company:
 - ABN:
 - Occupation:
 - Next of Kin:
 - Contact No:
 - Birth Date:
 - Birth Date 2:
 - Password:
 - Gender: M
 - Marital Status:
 - ☒ Mail Out
 - ☐ Discontinue
 - Comments:
 - Sales Prompt:

A 'Save' button is located at the bottom right of the window.

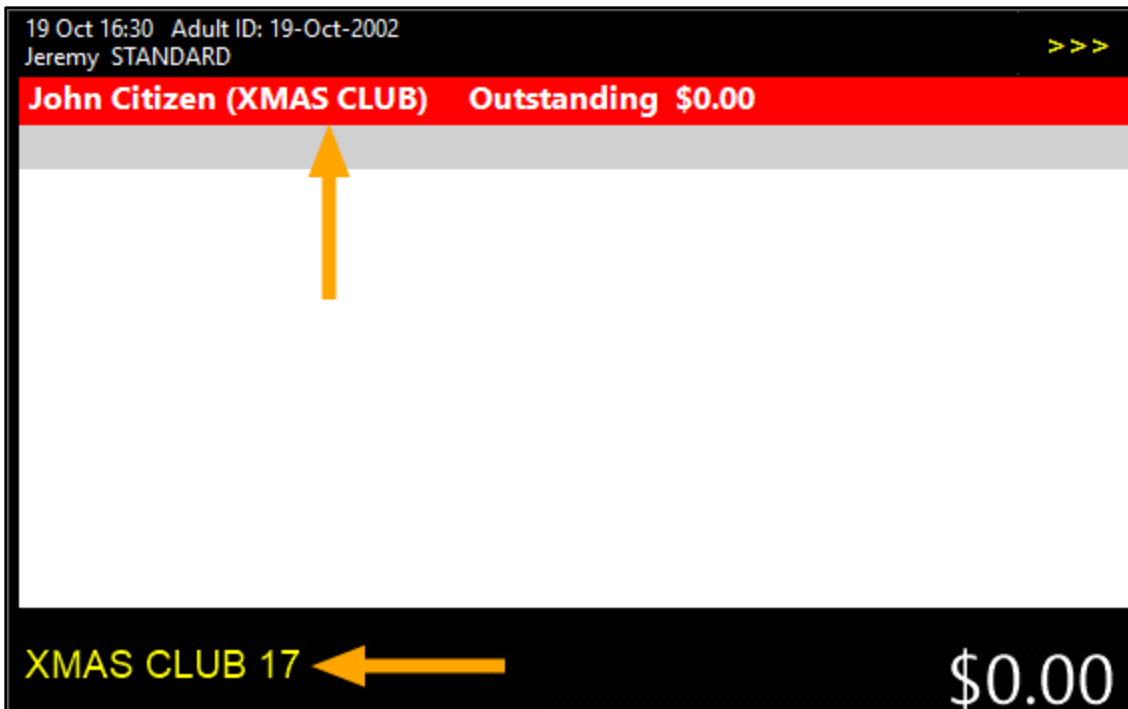
Close the Customers window, then go to the POS Screen by pressing the “POS” button on the top-left corner of the Back Office Dashboard.

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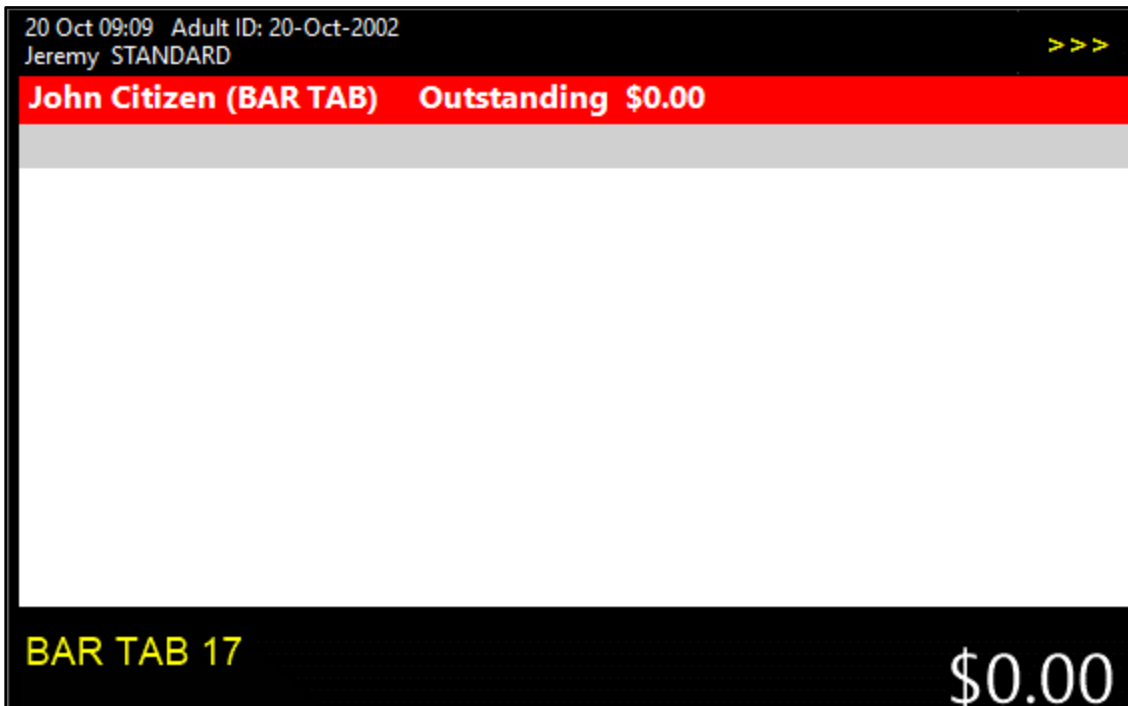
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Press the "Customers" button, then select the above Customer from the list.

The Customer is added to the sale, and the descriptor that was configured for the XMAS CLUB Customer Type is displayed on the POS Screen as per the below example:



When the User-Defined option is not configured and a Bar Tab Customer from the XMAS Club Customer Type is added to the sale, the POS Screen will appear as follows:



IP-3681 – Customer Type – Option to Ask for Expected Date on Bar Tabs

This function has been implemented as part of a wider Pre-Ordering function which enables customers to pre-order their items with a deposit, then come back at a later date, pickup the order and pay the outstanding balance. A complete list of new features that have been implemented which allow this function to be utilised are listed below:

- IP-3677 – Yes/No Option – New Bar Tab Customers default to Allow Prepaid
- IP-3678 – Customer Type – Bar Tab Descriptor tag in User-Defined Text
- IP-3680 – Pending Sales Report – Filter by Customer Type
- IP-3681 – Customer Type – Option to Ask for Expected Date on Bar Tabs
- IP-3686 – Yes/No Option – Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done

If you'd like to follow an end-to-end list of steps to configure and use this Pre-Ordering function in the User Guide, [click here](#).

Otherwise, please continue below for details about this change (Customer Type – Option to Ask for Expected Date on Bar Tabs):

This new option (Prompt for Expected Date for Bar Tabs) has been added to the Customer Types screen. When this option is enabled for a Customer Type and the Customer assigned to this Customer Type has the "Bar Tab" option enabled in their Customer record, Idealpos will display a prompt for a pickup date when items are saved to the Customer's Bar Tab. The date which is entered in the prompt is then displayed in the Pending Sales report which can be used for reporting purposes.

Before configuring and using this function, it is assumed that your system has already been configured and ready-to-use with Bar Tabs. For further details about configuring and using Bar Tabs, visit the [Bar Tab topic](#) in the Idealpos User Guide.

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To configure and use this function, go to: File > Customers > Customer Types

Either select an existing Customer Type and press the "Modify" button on the bottom-right corner of the window, or press the "Add" button on the bottom-right corner of the window to create a new Customer Type.

When Modifying/Creating a new Customer Type, enable the option "Prompt for Expected Date for Bar Tabs".

Note that the "New Customers Default to Bar Tab" option does not need to be enabled for the Customer Type, however, any Customer assigned to this Customer Type will need to have the "Bar Tab" option enabled within their Customer record in order to utilise and see the "Prompt for Expected Date for Bar Tabs".

Once you have finished creating or modifying the existing Customer Type, press the "Save" button on the bottom-right corner of the Customer Types window.

customer types

Code 6

Description BAR TABS

☐ Use Points System

Point Multiplication Factor 1

Auto % Discount

Auto Discount POS Range >

Price Level

Gaming Rating Grade

Auto Populate Tender Spend Limit Credit (1)

Auto Populate Tender Spend Limit Credit (2)

Macro

User-Defined Text

☒ New Customers Default to Bar Tab

☐ Print at Kitchen

☐ Prompt in POS

☐ Inhibit Manual Subtotal Discounts

☒ Prompt for Expected Date for Bar Tabs

Back Colour

Text Colour

Fast Customers

Save

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As mentioned above, you will need to ensure that the Customer has the Bar Tab option enabled to utilise the Expected Date functionality.

Go to: File > Customers > Customers.

Select the required Customer, then press the "Modify" option on the bottom-right corner of the window.

Then enable the "Bar Tab" option as shown in the below example.

If the Pre-Paid functionality isn't being utilised, you will also want to ensure that a Credit Limit has been set (located to the right of the "Bar Tab" tickbox). The Credit Limit controls the maximum total sale amount allowed for the Bar Tab. The customer cannot have a total sale amount that exceeds the Credit Limit entered when saving to the Bar Tab.

Once you have finished making changes to the Customer, press the "Save" button on the bottom-right corner of the Modify Customer window:

modify customer

General Advanced

Code 12

Last Name Bar Tab Customer

Given Names

Title

Customer Type BAR TABS

Scan Code Auto

Other Codes

Address Details

Address

Suburb

State

Postcode

Sales / Accounting

Auto % Discount 0

Price Level 1

Credit Limit 50.00

☒ Bar Tab

☐ Allow Pre-Paid

Delivery Address

☐ Delivery Address same as Above

Address

Suburb

State

Postcode

Contact Details

Phone 1471064969

Mobile 0504832623

Fax

Email

Miscellaneous

Company

ABN

Occupation

Next of Kin

Contact No

Birth Date

Birth Date 2

Password

Gender

Marital Status

☐ Mail Out

☐ Discontinue

Comments

Sales Prompt

Save

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From the Back-Office dashboard, open the POS Screen by pressing the POS button on the top-left corner of the window.

Press the BAR TAB button to show a list of Bar Tab Customers, then select a Bar Tab Customer.

The Bar Tab Customer is added to the sale:

19 Oct 13:25 Adult ID: 19-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB)	Outstanding	\$0.00
----------------------------	-------------	--------

BAR TAB 12

\$0.00

Add the required items to the sale. Remember that the total value of all items that can be saved to the Bar Tab is limited to the amount set in the Credit Limit for the Bar Tab Customer.

19 Oct 13:54 Adult ID: 19-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB)	Outstanding	\$0.00
CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
SHORT BLACK	1	3.00
PASTA	1	11.00
BEEF	1	13.00
DUCK	1	14.00

BAR TAB 12

6x

\$48.00

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Press the "ENTER" button to save the Bar Tab.



Idealpos will prompt for the Pickup date. Select a date from the Calendar when the order is required. The below example shows the current date of 19/10/2020, with the selected date being the 20/10/2020.

pickup date

◀

October 2020

▶

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

Today: 19/10/2020

OK

Press OK to proceed with the selected date.
The sale is now cleared from the POS screen, ready to serve the next customer.

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The Pending Sales Report can now be run to show Bar Tabs that are due for Pickup on any given day.

Go to: Reports > Sales > Pending Sales

Select the date on the left-hand side of the window.

You have the option to select a pre-selected period (today, tomorrow, next week, etc.), or you can select Custom to select a specific day or period.

The "Show Bar Tabs only" checkbox can also be enabled to exclude any non-Bar Tab Pending Sales from appearing in the Report.

pending sales report

Tomorrow

From 20/10/2020 00:00

To 20/10/2020 23:59

Group by Order Date

Group by Status

Customer Type

Quantity Totals only

✓ Show Bar Tabs only

Print View

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Any Bar Tabs that have a Pickup Date which matches the date chosen when running the Report will be displayed. If the date period entered when running the report covers a range of more than one day and there are Bar Tabs with Pickup Dates that fall within the range, the Bar Tabs will be grouped by date (provided that Group by Order Date is selected). Otherwise, the Pending Sales will be grouped by Status.

The Pending Sales Report is useful to determine the number of orders that are going to be picked up on any given day along with the items that are required for each order and the Customer Name which placed the order.

In the below example, the Customer Name is "Bar Tab Customer", the order was placed on 19th October 2020 and the Pickup date is Tuesday 20 October 2020.

POS 1(1)

Pending Sales

Printed 19/10/2020 14:22:23

20 Oct 2020 00:00:00 to 20 Oct 2020 23:59:59

Page 1 of 1

Bar Tabs only

Code	Date	Clerk	Order Date	
Tuesday 20 Oct 2020				
888812-1	19-Oct-2020 14:05	Jeremy	20-Oct-2020 0:00	Customer 12 - Bar Tab Customer
202001	CAPPUCCINO			3.50
202002	FLAT WHITE			3.50
202004	SHORT BLACK			3.00
106007	PASTA			11.00
106002	BEEF			13.00
106001	DUCK			14.00

				48.00
			Less Paid	0.00
			Total Owing	48.00

				48.00
			Subtotal	48.00
			Less Paid	0.00
			Grand Total Owing	48.00

When the Customer arrives to pickup their order on the day, the process is as simple as adding the Customer to the sale, then pressing the "Pay Bar Tab" button which will recall all the items to the sale, followed by pressing the "ENTER" button to go to the Tender screen and take payment from the Customer.

For further details about using the Bar Tab functionality, please refer to the [Bar Tab topic](#) in the User Guide.

EFTPOS

IP-595 – Tyro Pay@Table – Support for Newbook/GuestCentrix/GuestPoint

This function adds support for posting sales to Newbook/Guestcentrix/Guestpoint that have been paid for using Tyro Pay@Table.

To use this function, you will require the following:

- Tyro Pay@Table Pinpad and Tyro Pay@Table enabled in your Licence Gateway
- Room Interface enabled and configured (either Newbook, GuestCentrix or GuestPoint)
- Idealpos Restaurant Module (to use Table Maps/Table Ordering)

The steps in the Update History document for using this function only outline the basics due the complexity in setting this up in addition to the requirement of already having specific interfaces enabled and configured. It is assumed that your system is already configured for Tyro Pay@Table and one of the Room Interfaces outlined above.

To configure and use this function, go to: Setup > Global Options > Interfaces > Room Interface

Ensure that “Post Paid Transactions” is enabled for your Room Interface.

The below examples show the GuestPoint and Newbook Interfaces with the “Post Paid Transactions” option enabled. Note that when enabling the Post Paid Transactions option, other options in your system will already be configured and should not be modified unless necessary.

It is also assumed that you understand the repercussions of enabling this option for your Room Interface.

If unsure, please consult with your Room Interface provider on whether this will affect your Room Interface.

The screenshot shows the 'Room Interface' configuration window. The 'Interface Type' is set to 'GuestPoint'. The 'Output from POS#' is '4'. The 'Network Path' is 'C:\Export'. The 'Tender Type' is 'ROOM CHARGE'. The 'Post Paid Transactions' checkbox is checked and highlighted with an orange box. The 'Use Folio Number' checkbox is unchecked.

The screenshot shows the 'Room Interface' configuration window. The 'Interface Type' is set to 'Newbook'. The 'Output from POS#' is '4'. The 'Network Path' is 'C:\Export'. The 'Tender Type' is 'ROOM CHARGE'. The 'Post Paid Transactions' checkbox is checked and highlighted with an orange box. The 'Use Scan Code' and 'Tax Flag' checkboxes are unchecked.

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Once the "Post Paid Transactions" option is enabled, any tables which are paid off using the Tyro Pay@Table interface will be written to the CHARGES.DAT file in your Network Path location configured above.
Save Items to a table by adding them to a sale then press the Table Map and select a table.

After Items have been saved to a table, they can be paid off using the Tyro Pay@Table Pinpad.

To pay off a table from the Tyro Pay@Table pinpad, first, enter the Clerk ID.

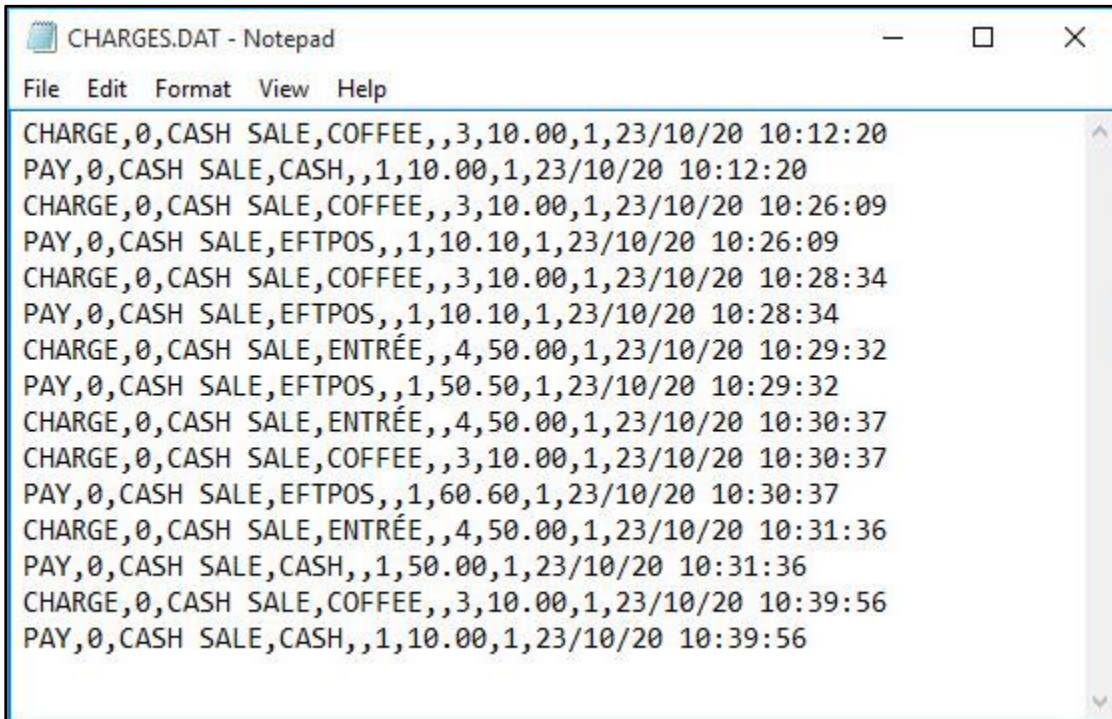
Then enter the Table Number.

The amount due for the table will be shown.

It can be either paid off in full or paid using Split Payments.

Once the table is paid, the transaction data is exported to the Room Interface in the CHARGES.DAT file as per the example shown below.

For further information about the process on how to use the Tyro Pay@Table Interface, please refer to the [Tyro Pay@Table topic](#) in the Idealpos User Guide.



```
CHARGE,0,CASH SALE,COFFEE,,3,10.00,1,23/10/20 10:12:20
PAY,0,CASH SALE,CASH,,1,10.00,1,23/10/20 10:12:20
CHARGE,0,CASH SALE,COFFEE,,3,10.00,1,23/10/20 10:26:09
PAY,0,CASH SALE,EFTPOS,,1,10.10,1,23/10/20 10:26:09
CHARGE,0,CASH SALE,COFFEE,,3,10.00,1,23/10/20 10:28:34
PAY,0,CASH SALE,EFTPOS,,1,10.10,1,23/10/20 10:28:34
CHARGE,0,CASH SALE,ENTRÉE,,4,50.00,1,23/10/20 10:29:32
PAY,0,CASH SALE,EFTPOS,,1,50.50,1,23/10/20 10:29:32
CHARGE,0,CASH SALE,ENTRÉE,,4,50.00,1,23/10/20 10:30:37
CHARGE,0,CASH SALE,COFFEE,,3,10.00,1,23/10/20 10:30:37
PAY,0,CASH SALE,EFTPOS,,1,60.60,1,23/10/20 10:30:37
CHARGE,0,CASH SALE,ENTRÉE,,4,50.00,1,23/10/20 10:31:36
PAY,0,CASH SALE,CASH,,1,50.00,1,23/10/20 10:31:36
CHARGE,0,CASH SALE,COFFEE,,3,10.00,1,23/10/20 10:39:56
PAY,0,CASH SALE,CASH,,1,10.00,1,23/10/20 10:39:56
```

Export Data

IP-3598 – Automatic Export – Filter for Scale Items only

This function adds the ability to configure the Automatic Export in Idealpos so that only Scale Items are included in the export file. This may be useful in environments where you need to import scale items into a scale and require a file only containing scale items in the exported data.

To configure and use this function, go to:

Back Office > Setup > POS Terminals > Import/Export

Enable the “Scale Items Only” checkbox.

The screenshot shows the 'pos terminals' window with the 'Import/Export' tab selected. The 'Automatic Export Settings' section on the left includes fields for 'Export Folder' (C:\Export), 'Delete files older than' (7 days), 'Export Stock Items' (All Items), 'Department Range', 'Filter by Attribute Type', 'Export Daily at', 'Or every 5 minutes', 'Filename' (Stockitems.csv), and a list of checkboxes: 'Append Date/Time to filename' (checked), 'Append Site Name to filename', 'Append Venue ID to filename', 'Include Discontinued Items', and 'Use Saved Automatic Export Format'. The 'Scale Items Only' checkbox is also checked and highlighted with an orange arrow. The 'Export Sales Format' is set to 'No Daily Export', 'Sales From' is 'All POS Terminals', and 'Daily Export Time' is empty. The 'Automatic Import Settings' section on the right includes fields for 'Import Folder', 'Delete files older than' (7 days), 'Delete files after importing' (checked), 'Import Stock Items', 'Filename', 'If imported items exist, update selling prices' (checked), 'Import Promotions', and 'Filename'. The 'Supplier Invoices' section includes checkboxes for 'Automatically Import Supplier Invoices', 'Retrieve Location from Filename' (Right of, Left of), 'Retrieve Supplier from Filename' (Right of, Left of), 'Automatically Add/Modify Stock Items during Import' (Update Description, Update Department, Update Sell Price), and 'Automatically Process Invoices after Import Complete'. The 'Import Items Only Folder' field is at the bottom.

If your system hasn't already been configured to Automatically Export data, you will need to ensure that the following fields are configured to enable the Automatic Export functionality:

- Export Folder
- Export Daily at/Or every # minutes
- Filename

Any other checkboxes can also be enabled as required.

idealpos Update History

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Once configured, the Automatic Export will occur either daily at the specified time, or the export will occur using the interval entered into the *every # minutes* field.

When Scale Items Only is enabled, any Stock Item which has the Scale checkbox enabled will be included in the exported data and any non-scale items will be excluded from the exported data.

The scale option appears in the Stock Items screen (from the Back Office, go to: File > Stock Control > Stock Items > Select Stock Item > Modify).

The below example shows a Scale Item with the Scale checkbox enabled:

stock items

GeneralAdvancedIndirect Item

Stock Code121018

Department121>MEAT & FISH

DescriptionBEEF SAUSAGE(12)

Scan CodeAuto

Kitchen DescriptionBEEF SAUSAGE(12)

Long DescriptionBEEF SAUSAGE(12)

Selling Prices (inc Tax)

		Profit%
STANDARD	8.99	38.80
STAFF	6.50	15.40
EXTRAS	0.00	
BOTTLESHOP	0.00	
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	
OWNERS	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 Category1>FOOD

Default Supplier9>Master's Meat Supplies

Default Supplier Stock Code3V45G638

Other Options

☒ Stock Control

☐ Indirect Item

☐ Non-Accumulating

☒ Scale kgTare 0

☐ Can't Buy with GIFT VOUCHER

☐ Instruction

☐ Print Red

☐ Web Store

☐ Inhibit Discounts

☐ Inhibit Voids

☐ Manufactured Item

Cost Prices (ex Tax)

Standard Cost5.0000

Last Cost5.0000

Average Cost5.0000

Tax Settings (Selling)

☒ GST

☐ GST-Free

☐ Not Defined

☐ Not Defined

☐ Not Defined

Attributes

Keyboard

Save

idealpos Update History

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The below is an example showing data exported using the Automatic Export function with the Scale Items Only checkbox enabled:

File Edit Format View Help

ASTK,	121001,"	PORK BELLY,"	"121","0","0","","10","10","10","True","False","18.99","13","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121002,"	PORK MEDALLIONS,"	"121","0","","","7.5","7.5","7.5","True","False","13.99","9.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121003,"	PORK CHOPS,"	"121","0","","","8","8","8","True","False","14.99","10.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121004,"	PORK SHOULDER,"	"121","0","","","6.5","6.5","6.5","True","False","11.99","8.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121005,"	PORK SAUSAGES,"	"121","0","","","4.5","4.5","4.5","True","False","7.99","6","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121006,"	PORK MINCE,"	"121","0","","","5.5","5.5","5.5","True","False","8.99","6.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121007,"	LAMB RACK,"	"121","0","","","11.5","11.5","11.5","True","False","21.99","14.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121008,"	LAMB FOREQUARTER CHOPS,"	"121","0","","","9","9","9","True","False","16.99","11.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121009,"	LAMB SHANKS PK 2,"	"121","0","","","6","6","6","True","False","10.99","8","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"8
ASTK,	121010,"	LAMB LEG,"	"121","0","","","6","6","6","True","False","10.99","8","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"8",3V45C
ASTK,	121011,"	LAMB & ROSEMARY SAUSAGES,"	"121","0","","","5.5","5.5","5.5","True","False","8.99","6.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"8
ASTK,	121012,"	LAMB MINCE,"	"121","0","","","5.5","5.5","5.5","True","False","9.99","7","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"8
ASTK,	121013,"	BEEF RIBS,"	"121","0","","","9","9","9","True","False","16.99","11.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"9",3
ASTK,	121014,"	BEEF PORTERHOUSE,"	"121","0","","","11.5","11.5","11.5","True","False","21.99","14.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121015,"	BEEF EYE FILLET,"	"121","0","","","12","12","12","True","False","22.99","15.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121016,"	BEEF SCOTCH FILLET,"	"121","0","","","10","10","10","True","False","18.99","13","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121017,"	BEEF CORNED,"	"121","0","","","10.5","10.5","10.5","True","False","19.99","13.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"9",^
ASTK,	121018,"	BEEF SAUSAGE,"	"121","0","","","5.5","5.5","5.5","True","False","8.99","6.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"9",^
ASTK,	121019,"	BEEF MINCE,"	"121","0","","","4.5","4.5","4.5","True","False","7.99","6","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"9",^
ASTK,	121020,"	CHICKEN LEGS,"	"121","0","","","2.8","2.8","2.8","True","False","4.59","4","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121021,"	CHICKEN WINGS,"	"121","0","","","2.5","2.5","2.5","True","False","3.99","3.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121022,"	CHICKEN THIGH,"	"121","0","","","2.5","2.5","2.5","True","False","3.99","3.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121023,"	CHICKEN BREAST,"	"121","0","","","4.5","4.5","4.5","True","False","7.99","6.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121024,"	WHOLE CHICKEN,"	"121","0","","","3.5","3.5","3.5","True","False","5.99","4.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121025,"	CHICKEN FRAMES,"	"121","0","","","2","2","2","True","False","2.99","3","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"9",^
ASTK,	121026,"	CHICKEN MINCE,"	"121","0","","","4","4","4","True","False","6.99","5.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"9",^
ASTK,	121027,"	TURKEY LEGS,"	"121","0","","","8.5","8.5","8.5","True","False","15.99","11","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121028,"	DUCK LEGS,"	"121","0","","","9.5","9.5","9.5","True","False","17.99","12","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"9
ASTK,	121029,"	DUCK BREAST,"	"121","0","","","11.5","11.5","11.5","True","False","21.99","14.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121030,"	GROUSE PRAMIS,"	"121","0","","","7.5","7.5","7.5","True","False","13.99","9.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121031,"	TIGER PRAMIS,"	"121","0","","","9.5","9.5","9.5","True","False","17.99","12","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121032,"	TUNA,"	"121","0","","","12","12","12","True","False","23","15.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",3V45GE
ASTK,	121033,"	SALMON,"	"121","0","","","14","14","14","True","False","27","18","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",3V45GE
ASTK,	121034,"	WHALE SNAPPER,"	"121","0","","","9.5","9.5","9.5","True","False","17.99","12","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121035,"	SCALLOPS,"	"121","0","","","8.5","8.5","8.5","True","False","15.99","11","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	121036,"	SEAFOOD MIX,"	"121","0","","","7","7","7","True","False","12.99","9","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",3V
ASTK,	123001,"	LEG HAM OFF THE BONE,"	"123","0","","","6","6","6","True","False","10.99","8","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^
ASTK,	123002,"	ROAST CHICKEN SLICED,"	"123","0","","","5.5","5.5","5.5","True","False","8.99","6.5","0","0","0","0","0","0","0","0","0","0","1","0","False","False","",,,,"10",^

<

Ln 1, Col 1 100% Windows (CRLF) UTF-8

For further details about configuring and using the Automatic Export function, refer to the [POS Terminal Settings Import/Export topic](#) in the Idealpos User Guide.

Gaming

IP-3719 – Gaming – Option to Trigger Card Swipe manually using semi-colon prefix

This function adds the ability to have Idealpos trigger a Card Swipe manually when it receives any data entered either manually or via Keyboard Wedge which starts with a semi-colon [;].

To enable this functionality, go to:

Setup > Global Options > Gaming

Enable "Trigger Card Swipe manually using [;] Prefix

The screenshot shows the 'global options' window for 'site 1 (Site 1)'. The 'Gaming' tab is selected. The 'Gaming Interface' section includes fields for 'Interface Type' (None), 'Redeem Tender' (No Pay by Points), 'Username', and 'Password'. Below these are checkboxes for 'Add Members to POS' (checked), 'Use Price Level Schedule' (unchecked), 'Redemptions treated as Discounts' (checked), and 'Trigger Card Swipe manually using [;] Prefix' (checked). The 'StarrSvr Interface' section includes a checkbox for 'Use StarrSvr' (checked), 'IP Address', 'Redeem Tender' (EFTPOS), 'Redeem Tender 2' (EFTPOS), 'Interface Type' (IRC), 'Customer Timeout' (0), 'Rating Points per Dollar', and 'Customer Type' (Length 0). The 'Tickets' section includes radio buttons for 'None', 'One Only', 'Multiple by Threshold', and 'Multiple by Points'. The 'Trigger Card Swipe manually using [;] Prefix' checkbox is highlighted with an orange box and an orange arrow.

Close the Global Options window to save the change.

Any data the POS receives which contains the prefix shown above will trigger a card swipe manually.

Pending Sales

IP-3657 – Pending Sales – Option to record Order Date in Journal

This function will add the Pending Sale Order Date into the Transaction Journal when the Pending Sale is finalised. This can serve as a useful option when you require the ability to see the Order Date/Required Date in the Journal History for historical or informational purposes. This applies to both Pending Sales as well as eCommerce orders that are received by Idealpos.

This option is controlled by toggling the Yes/No Option “Pending Sale Order recorded as Text in Journal”

Note that this option will need to be enabled prior to saving/recalling the Pending Sale.

Enabling the Yes/No option after the Pending Sale has already been finalised will not trigger prior sales to have their Order Dates populated in the Journal.

To configure and use this function, go to: Setup > Yes/No Options > Enter Keyword Search: order date
Enable “Pending Sale Order Date recorded as Text in Journal”

yes/no options		Enter Keyword Search	
		order date	>
Clerks	Confirmation	Customers	Home Screen
Miscellaneous	POS Screen	Receipt / Kitchen	Restaurant
Stock Control			
		ALL	1 2
POS SCREEN			
Pending Sale Order Date recorded as Text in Journal		<input checked="" type="checkbox"/>	

Close the Yes/No Options, then restart the Idealpos suite to ensure changes have applied.

Go to: Start > Idealpos > IPSUtils > Close IPS Utility > Close

IPS Utility

System

Support

Maintenance

Advanced

Backup

Take a backup of the system as it currently stands

Restore

Restore the system from a backup that was taken previously

Open

Open the Idealpos suite of programs

Close

Close the Idealpos suite of programs

☒ Close IPS Utility

Version: 7.1.0.2 10:59:00

idealpos Update History

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Start Idealpos by either double-clicking on the Idealpos desktop shortcut, or go to Start > Idealpos > Idealpos
From the POS Screen, add items to a sale, then press the "PENDING" button:

02 Nov 13:30 Adult ID: 02-Nov-2002
Jeremy STANDARD

TOP SOIL /MTR	1	50.00
POTTING MIX /MTR	1	35.00
CRUSHER DUST /MTR	1	45.00

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

\$130.00

TOP SOIL /MTR	GARDEN BOOST SOIL /MTR	BUILDERS SAND /MTR	RIVER STONES /MTR	STRAW BALE	BAG LIME	BAG INSTANT CONCRETE	BAG LIME	KEYBOARD
POTTING MIX /MTR	PINE BARK /MTR	BRICKIES LOAM /MTR		SUGAR CANE BALE	BAG BLOOD & BONE	BAG POTTING MIX	BAG BLOOD & BONE	PLANTS
CRUSHER DUST /MTR	PINE CHIPS /MTR	GRAVEL /MTR		HAY BALE	BAG CEMENT	BAG FERTILIZER	BAG SEASOL	TOOLS & EQUIPMENT
								MAIN SCREEN
								Back
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

idealpos Update History

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In the Save Pending Sale window, enter the Customer's Name, Address and Order Date/Time, then press the "Save" button on the bottom-right corner to save the Pending Sale. The date entered in the annotated field below will be displayed in the Journal Enquiry once the sale is finalised as shown in the steps further below:

Save Pending Sale

Code389

NameJohn Citizen

Address1/212 Curtin Ave West

SuburbEAGLE FARM

StateQLD

Post Code4009

03 Nov 202018:00

+5+10+15

☒ None

☐ Takeaway

☐ Delivery

☐ Pickup

☐ Cater

qwertyuio789/ @

asdgfhjkln#456: !

↑zxcvbnm&%123

CLbackspace\?0.-

Save

idealpos Update History

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Once the Pending Sale has been saved, press the "PENDING" button and select the Pending Sale from the list, then press the "OK" button on the bottom-right corner of the window to recall the sale to the POS Screen:

Pending Sale

☐ Code
☐ Clerk Name
☐ Clerk Code
☒ Name

Search For >

Status ALL

Code	Date	Clerk	Name	Address	Postcode	Status	Order Date
306	20 Oct 20	Jeremy	John Smith			Takeaway	20 Oct 20 09:22
307	20 Oct 20	Jeremy	Fred Johnson			Delivery	20 Oct 20 09:22
361	02 Nov 20	Jeremy					02 Nov 20 10:00
389	02 Nov 20	Jeremy	John Citizen	1/212 Curtin Ave West EAGLE FARM	4009		03 Nov 20 18:00

TOP SOIL /MTR 50.00
 POTTING MIX /MTR 35.00
 CRUSHER DUST /MTR 45.00
 130.00

Windows Print

Transfer to Table

Email

Reprint Kitchen

Modify

Delete

OK

The Pending Sale is recalled to the POS Screen:

02 Nov 17:01 Adult ID: 02-Nov-2002

Jeremy STANDARD

TOP SOIL /MTR	1	50.00
POTTING MIX /MTR	1	35.00
CRUSHER DUST /MTR	1	45.00

Balance: \$130.00

3x

\$130.00

idealpos Update History

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Press the ENTER button on the POS Screen and tender the sale using the required Tender type.
In the below example, we will tender with CASH:

02 Nov 17:02 Adult ID: 02-Nov-2002
Jeremy STANDARD

TOP SOIL /MTR	1	50.00
POTTING MIX /MTR	1	35.00
CRUSHER DUST /MTR	1	45.00

Balance: \$130.00
3x
\$130.00

CASH

EFTPOS

AMEX/DINERS

POINTS

LAYBY

GV REDEEM

CREDIT NOTE

TENDER 10

ACCOUNT

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

PENDING

VOID SALE

TABLE MAP

VOID

0

.

ENTER

130.00

Balance 130.00

Close the POS Screen, then from the Back Office, go to: Enquiry > Journal History
Select the finalised transaction from the left-hand side of the Journal History Enquiry window.
The right-hand side of the window will display the Journal details, including the Order Date as shown in the example below:

journal history enquiry

Today

From 02 Nov 2020 00:00:00
To 02 Nov 2020 23:59:59
Top 1000 records

Customer
Clerk
POS
Price Level
Location
Site

Tender Type
Function
Stock Item
Department
Sale Total to

Table
Audit
Filter Table/Bar Tabs
Select

Audit	POS	Date	Customer
716	1	Mon 02/11/2020 17:08:09	Jeremy
715	1	Mon 02/11/2020 16:58:46	
714	1	Mon 02/11/2020 16:34:28	
713	1	Mon 02/11/2020 16:34:17	
712	1	Mon 02/11/2020 16:32:09	
711	1	Mon 02/11/2020 16:31:59	
710	1	Mon 02/11/2020 15:13:53	
709	1	Mon 02/11/2020 15:13:45	
708	1	Mon 02/11/2020 15:12:10	

02 Nov 2020 17:08:09 Audit 716,1

Order Date: 03 Nov 2020 18:00

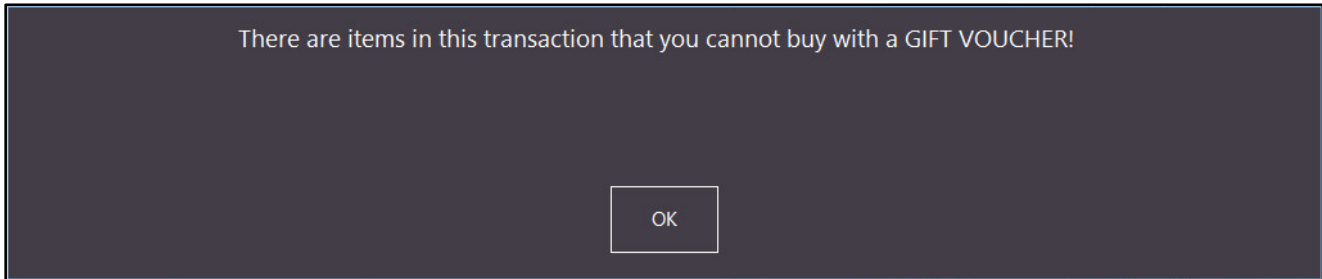
901001 TOP SOIL /MTR	50.00
901002 POTTING MIX /MTR	35.00
901003 CRUSHER DUST /MTR	45.00
GST Subtotal	130.00
GST Amount	11.82
CASH	130.00
Change	0.00

POS Screen

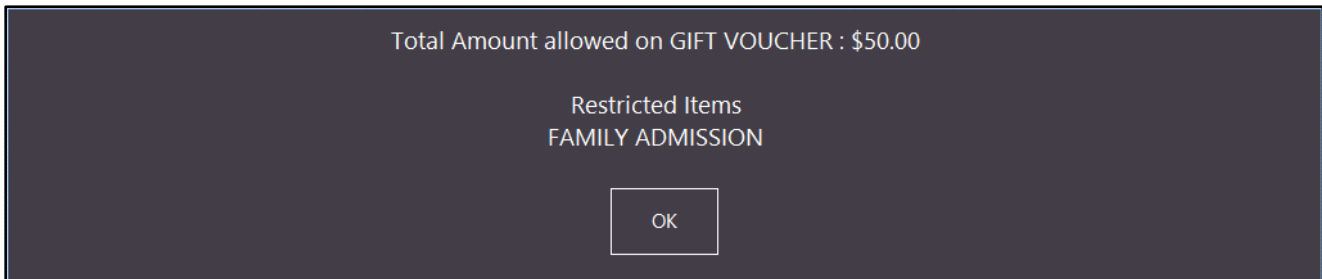
IP-3668 – Can't buy with Gift Voucher message enhanced

This function enhances the prompt that appears on the POS Screen when attempting to tender the transaction with a Gift Voucher when the transaction contains Items marked as "Can't buy with Gift Voucher". Previous to this enhancement, Idealpos will display a prompt that simply stated "There are items in this transaction that you cannot buy with a GIFT VOUCHER!", however, the prompt did not give any indication which items were affected, nor did it state what maximum permissible value could be tendered with the Gift Voucher for the current transaction.

An example of the old prompt is shown below:



When using a Gift Voucher to tender a sale that contains items which are marked as "Can't buy with Gift Voucher", an enhanced and more informative prompt is now displayed which will appear similar to the below example. The prompt will display a list of offending items which cannot be purchased with the Gift Voucher, and it also indicates the maximum permissible amount that can be tendered using a Gift Voucher for the current sale.



idealpos Update History

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To use this function, you will need to ensure that the following conditions are met:

- Stock Items which are marked as "Can't Buy with GIFT VOUCHER"
- Gift Voucher Redemption button exists on your Tender Screen

You will also need to ensure that your system is configured for the sale of Gift Vouchers.

Complete details on how to configure your system for Gift Vouchers can be found in the [Gift Vouchers – Setting up Gift Vouchers topic](#) in the User Guide. You may also want to refer the Gift Vouchers topic for complete details on how to utilise the Gift Vouchers function in Idealpos.

The steps outlined below will only cover the two bullet points above which are required to demonstrate the enhanced "Can't buy with Gift Voucher" prompt.

To enable the Can't Buy with GIFT VOUCHER setting on the Stock Items you want to restrict, go to:

File > Stock Control > Stock Items

Select a Stock Item which you want to exclude from Gift Voucher purchase, then press "Modify" on the bottom-right corner of the window to modify the Stock Item.

Enable the "Can't Buy with GIFT VOUCHER" checkbox, then press the "Save" button on the bottom-right corner of the Stock Item window.

The screenshot shows the 'stock items' window with the 'Advanced' tab selected. The window contains several sections for configuring a stock item. At the top, there are fields for Stock Code (701005), Description (FAMILY ADMISSION), Kitchen Description (FAMILY ADMISSION), Long Description (FAMILY ADMISSION), Department (701), and Scan Code (Auto). Below these are three main sections: 'Selling Prices (inc Tax)', 'Printer Settings', and 'Purchasing'. The 'Selling Prices' section has a table with columns for item type, price, and profit percentage. The 'Printer Settings' section has checkboxes for various printers. The 'Purchasing' section has fields for Purchase Category (7), Default Supplier, and Default Supplier Stock Code. Below these are 'Other Options' and 'Tax Settings (Selling)'. The 'Other Options' section has checkboxes for Stock Control, Indirect Item, Non-Accumulating, Scale, Instruction, Print Red, Web Store, Inhibit Discounts, Inhibit Voids, and Manufactured Item. The 'Tax Settings (Selling)' section has checkboxes for GST, GST-Free, and Not Defined. At the bottom right, there is a 'Save' button. An orange arrow points to the 'Can't Buy with GIFT VOUCHER' checkbox, which is checked. Another orange arrow points to the 'Save' button.

		Profit%
STANDARD	42.00	100.00
STAFF	0.00	
EXTRAS	0.00	
BOTTLESHOP	0.00	
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	
OWNERS	0.00	

Standard Cost	0.0000
Last Cost	0.0000
Average Cost	0.0000

You may repeat the above process for all Stock Items which you want to exclude from purchase with a Gift Voucher. Once complete, close the Stock Item windows.

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You will also need to ensure that a GV Redeem button exists on the Tender Screen.

To enable this, go to: Setup > Function Descriptors.

Ensure that one of your Received Account functions are configured for GV Purchase.

Typically, one of the Received Account 1 to 4 will have GV Purchase or similar entered into the Description.

If not, you may select the first unused RA function and double-click on it to configure it. Unused Ra functions are named as RA #, where # will reflect the number of the Received Account.

The below example shows a system which has already been configured with the GV PURCHASE:

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
NO SALE 2	NO SALE 2
NO SALE 3	NO SALE 3
NO SALE 4	NO SALE 4

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Whether you are configuring a new Received Account function for GV PURCHASE or you're checking an existing GV PURCHASE (to ensure it is configured correctly), the Received Account should be labelled correctly (GV PURCHASE/Gift Voucher Purchase/etc.) and the GIFT VOUCHER option should be ticked as shown in the below example.

Press "Save" to save any changes to the Function Descriptor.

The screenshot shows a software window titled "function descriptors" with a close button (X) in the top right corner. Inside the window, there is a form with the following fields and options:

- Function:** A text box containing "RECEIVED ACCOUNT 3".
- Description:** A text box containing "GV PURCHASE", highlighted with an orange border and an orange arrow pointing to it from the right.
- Options:** A list of checkboxes on the right side:
 - ☒ GIFT VOUCHER, highlighted with an orange border and an orange arrow pointing to it from the right.
 - ☐ Credit Note
 - ☐ Allow % Tender Surcharges

At the bottom right of the window, there is a "Save" button, highlighted with an orange border and an orange arrow pointing to it from the left.

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Then ensure that you have a Tender configured for the GV Redeem button.

Tenders are listed as TENDER 1 up to TENDER 18.

Ensure that you have a Tender labelled GV REDEEM or Gift Voucher Redeem.

If you don't have a GV REDEEM tender or equivalent, find the next unused Tender and modify it.

Unused Tenders are simply labelled as TENDER ##, where ## refers to the tender number.

The below example shows the GV REDEEM being assigned to Tender 7, however, your Tender number may vary depending on the existing tender functions that have already been assigned and configured:

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	
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	AMEX/DINERS	
TENDER 4	POINTS	
TENDER 5	TENDER 5	
TENDER 6	LAYBY	
TENDER 7	GV REDEEM	
TENDER 8	CREDIT NOTE	
TENDER 9	CHEQUE	
TENDER 10	TENDER 10	
TENDER 11	TENDER 11	
TENDER 12	ACCOUNT	
TENDER 13	TENDER 13	
TENDER 14	TENDER 14	
TENDER 15	TENDER 15	
TENDER 16	TENDER 16	
TENDER 17	TENDER 17	
TENDER 18	ONLINE	
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	

Modify

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Ensure that the following changes are made to the selected Function Descriptor:

- Description is set accordingly (e.g. GV REDEEM)
- GIFT VOUCHER Redemption enabled

The screenshot shows the 'function descriptors' window with the following details:

- Function:** TENDER 7
- Description:** GV REDEEM
- # of Receipts:** 1
- Exchange Rate:** 0
- Lower Limit:** 0.00
- Upper Limit:** 99999.99
- Scan Code:** (empty)
- Scan Code Amount:** 0.00
- Surcharge:** 0.00
- Waive Surcharge Threshold:** (empty)
- Override Receipt Footer:** (empty text area)
- User-Defined Text:** (empty)
- 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

The 'Save' button is located at the bottom right of the window.

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The last step to enable the GV Redemption button on the POS Screen is to enable it in the Yes/No Options.
Go to: Setup > Yes/No Options > Tenders

Ensure that the "Inhibit GV REDEEM" tender is unticked.

Any Tenders which are checked in this list are disabled and do not appear on the Tender screen, and unticked Tenders will appear on the Tender screen.

yes/no options		Enter Keyword Search		Clear					
Clerks	Confirmation	Customers	Home Screen	Miscellaneous	POS Screen	Receipt / Kitchen	Restaurant	Stock Control	Tenders
17	Finalize Warning - TENDER 17								
18	Finalize Warning - ONLINE								
19	Inhibit CASH								
20	Inhibit EFTPOS								
21	Inhibit AMEX/DINERS								
22	Inhibit POINTS								
23	Inhibit TENDER 5				✓				
24	Inhibit LAYBY								
25	Inhibit GV REDEEM								
26	Inhibit CREDIT NOTE								
27	Inhibit CHEQUE				✓				
28	Inhibit TENDER 10								
29	Inhibit TENDER 11				✓				
30	Inhibit ACCOUNT								
31	Inhibit TENDER 13				✓				
32	Inhibit TENDER 14				✓				
33	Inhibit TENDER 15				✓				
34	Inhibit TENDER 16				✓				
35	Inhibit TENDER 17				✓				
36	Inhibit ONLINE				✓				

Once the above steps have been completed, restart the Idealpos suite to ensure changes have applied.
Go to: Start > Idealpos > IPSUtils > Close IPS Utility > Close

IPS Utility

System Support Maintenance Advanced

Backup Take a backup of the system as it currently stands

Restore Restore the system from a backup that was taken previously

Open Open the Idealpos suite of programs

Close Close the Idealpos suite of programs

☒ Close IPS Utility

Version: 7.1.0.2 10:59:00

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Start Idealpos via the Idealpos Desktop shortcut, or go to: Start > Idealpos > Idealpos

From the Idealpos POS Screen, add items to the sale and ensure that you add an item which has had the Can't Buy with GIFT VOUCHER option enabled.

In the below example, the Can't Buy with GIFT VOUCHER option was enabled on the FAMILY ADMISSION Stock Item.

02 Nov 11:04 Adult ID: 02-Nov-2002
Jeremy STANDARD

CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
SHORT BLACK	1	3.00
FAMILY ADMISSION	1	42.00

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

4x

\$52.00

NEW MEMBER		SINGLE ADULT ADMISSION	STUDENT ADMISSION	ALL RIDES ALL DAY		DRY CLEANING SERVICES
ANNUAL MEMBERSHIP	ANNUAL RENEWAL	SINGLE CHILD 1-3 ADMISSION	SINGLE CHILD 3-12 ADMISSION	ALL RIDES 2 HOURS	LEVEL 2 RIDES UNTIL 1PM	
BI-ANNUAL MEMBERSHIP	BI-ANNUAL RENEWAL	SINGLE CHILD 13-18 ADMISSION	FAMILY ADMISSION	LEVEL 2 RIDES ALL DAY		PICKUP DATE
5 YEAR MEMBERSHIP	5 YEAR RENEWAL	PENSIONER ADMISSION	VISITOR (NO RIDES) ADMISSION	ALL RIDES UNTIL 5PM	LEVEL 2 RIDES UNTIL 5PM	
MINI GOLF ONLY						

DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

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Press "ENTER" to go to the Tender screen, then press the GV REDEEM button:

02 Nov 11:06 Adult ID: 02-Nov-2002
Jeremy STANDARD

CAPPUCCINO	1	3.50	RECEIPT CLERK 7 8 9 CL PRICE LEVEL 5% ST DISC CUSTOMER 5% ITEM BAR TAB REFUND PENDING VOID SALE TABLE MAP VOID 0 . ENTER
FLAT WHITE	1	3.50	
SHORT BLACK	1	3.00	
FAMILY ADMISSION	1	42.00	

4x \$52.00

CASH	
EFTPOS	
AMEX/DINERS	
POINTS	
LAYBY	
GV REDEEM	
CREDIT NOTE	
TENDER 10	
ACCOUNT	

52.00
Balance 52.00

Idealpos will display a prompt indicating which items in the current sale are not applicable for purchase with a Gift Voucher:

Total Amount allowed on GIFT VOUCHER : \$10.00
Restricted Items
FAMILY ADMISSION
OK

Because an amount wasn't entered when pressing the GV REDEEM button, Idealpos has determined that the total amount includes items not applicable for redemption with a Gift Voucher.

You have the two following options:

- Return to the sale and void the items not applicable for purchase with a Gift Voucher
- Continue with the sale and advise the customer they will need to purchase the Restricted Items using Cash/EFTPOS

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If the Customer wants to continue with the purchase of the Restricted Items using Cash or EFTPOS, note down the amount shown in the above prompt next to "Total Amount allowed on GIFT VOUCHER", then press "OK". Enter the amount using the on-screen numeric keypad and the amount will show in the amount field as shown in the below example, then press the "GV REDEEM" button:

02 Nov 11:17 Adult ID: 02-Nov-2002
Jeremy STANDARD

CAPPUCCINO	1	3.50	RECEIPT CLERK 7 8 9 CL PRICE LEVEL 5% ST DISC CUSTOMER 5% ITEM BAR TAB REFUND PENDING VOID SALE TABLE MAP VOID 0 . ENTER
FLAT WHITE	1	3.50	
SHORT BLACK	1	3.00	
FAMILY ADMISSION	1	42.00	

4x \$52.00

CASH		<div> 10.00 </div> <div> Balance 52.00 </div>
EFTPOS		
AMEX/DINERS		
POINTS		
LAYBY		
GV REDEEM		
CREDIT NOTE		
TENDER 10		
ACCOUNT		

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Idealpos will then display the GIFT VOUCHER redemption prompt where you can Scan or Enter the Voucher Code:

GIFT VOUCHER redemption

Scan or Enter Voucher Code

>

Name

Search

Amount to Tender
10.00

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

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The process outlined in the [User Guide - Redeem Gift Voucher topic](#) can be used to redeem the Gift Voucher. Once the Voucher has been redeemed, the remaining balance due can be paid using Cash, EFTPOS or any other non-Gift Voucher tender. Press the desired Tender method to finalise the remaining amount.

02 Nov 11:24 Adult ID: 02-Nov-2002
Jeremy STANDARD

CAPPUCCINO	1	3.50
FLAT WHITE	1	3.50
SHORT BLACK	1	3.00
FAMILY ADMISSION	1	42.00

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				

4x

\$52.00

CASH	
EFTPOS	
AMEX/DINERS	
POINTS	
LAYBY	
GV REDEEM	10.00
CREDIT NOTE	
TENDER 10	
ACCOUNT	

42.00

Balance 42.00

POS Screen Setup

IP-3720 – Remote Assistance Function for POS Screen

This function adds the ability to create a button on the POS Screen to open the TeamViewer Quick Support application. When Remote Assistance button is pressed, the TeamViewer Quick Support application will be displayed and will contain Your ID and Password. Provide the ID and Password to support staff when you require support and once the support staff establish a connection to your system, they will see POS screen, ready to provide assistance. This functionality is particularly useful if you're currently faced with an issue on the POS Screen and need to give the support staff access to the system quickly. The Remote Assistance button can be pressed without having to close the POS Screen.

To configure and use this function, go to: Setup > POS Screen > POS Screen Setup

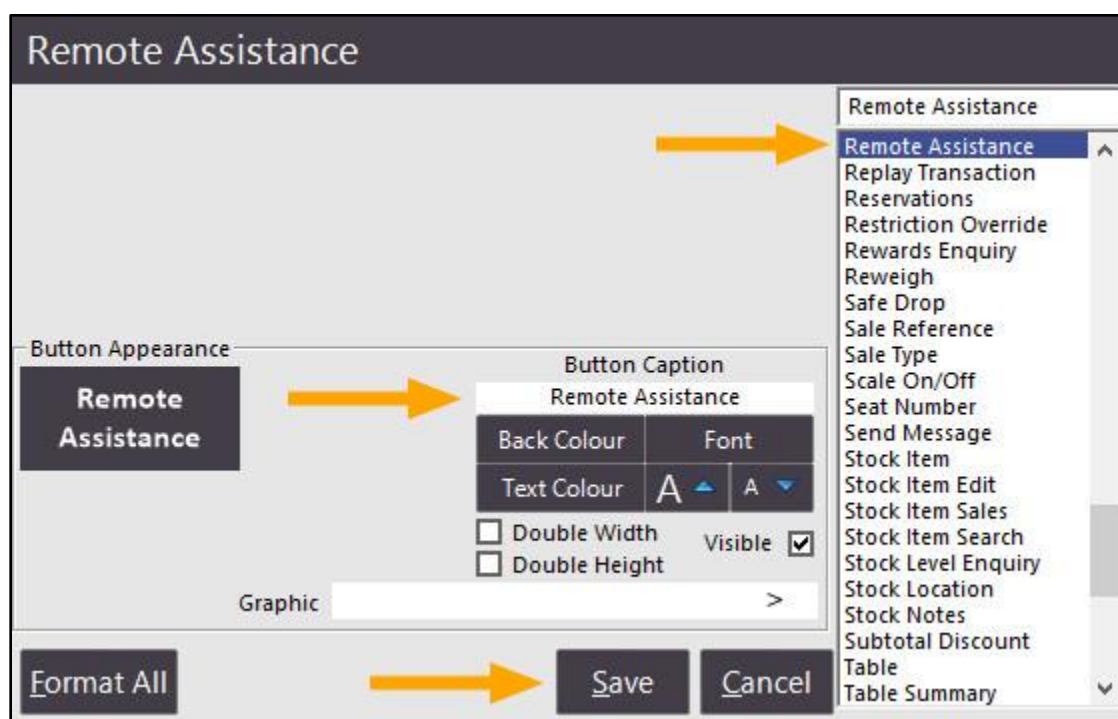
Select the POS Screen layout, then press the "Buttons" button on the bottom-left corner of the window.

Click on a suitable POS Screen tab where you'd like to have the Remote Assistance button located, then locate a blank/unused button and select it.

From the Function List, select "Remote Assistance".

The button can be customised as required (Button Caption, Button Size, Button Colour, Font, Font Size)

Once finished creating and customising the button, press the "Save" button.



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Close the POS Screen layout windows, then go to the POS Screen by pressing the "POS" button on the top-left corner of the Back-Office Dashboard.

Press the POS Screen tab where the Remote Assistance button was created and press it.

The TeamViewer Quick Support window is displayed, showing the ID and Password which you will need to provide to Support Staff to get remote assistance.



Once the support session has been completed, ensure that you close TeamViewer Quick Support.

Pre-Ordering Functionality

This function enables customers to pre-order their items with a deposit, then come back at a later date, pickup the order and pay the outstanding balance.

A complete list of new features that have been implemented which allow this function to be utilised are listed below:

- IP-3677 – Yes/No Option – New Bar Tab Customers default to Allow Prepaid
- IP-3678 – Customer Type – Bar Tab Descriptor tag in User-Defined Text
- IP-3680 – Pending Sales Report – Filter by Customer Type
- IP-3681 – Customer Type – Option to Ask for Expected Date on Bar Tabs
- IP-3686 – Yes/No Option – Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done

For a complete end-to-end list of steps required to configure and use this Pre-Ordering function, please refer to the Pre-Ordering Function topic in the User Guide by [clicking here](#).

Reports

IP-3640 – Customer Invoice Report – Email Invoice based on Invoice Number

This function adds the ability to email Customer Invoices by entering an Invoice Number range into the Customer Invoices report, then press the Email button. Any Customer Invoices within the entered Invoice Number range will be emailed to Customers who have their email address entered in their Customer record.

In previous builds of Idealpos, entering an Invoice range then pressing the Email button would result in an “Invoice Ranges not supported with Emailing”. This functionality is now supported from Idealpos 7.1 Build 13 and onwards.

Before using this function, the following conditions must be met:

- Valid Email Settings configured in Setup > Global Options > Other Options > Email Settings

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- Customers that have Accounts need to have an email address entered in their Customer Record (File > Customers > Select the Account Customer > Modify > Ensure that an Email Address has been entered into the Email field located under the Contact Details section)

modify customer General Advanced ✕

Code Customer Type Scan Code Other Codes

Last Name Given Names Title

Address Details

Address
Suburb State Postcode

Sales / Accounting

Auto % Discount Price Level ☐ Bar Tab

☒ Account Credit Limit Aging Type Master Account

Delivery Address

☒ Delivery Address same as Above

Address
Suburb State Postcode

Contact Details

Phone
Mobile
Fax
Email

Miscellaneous

Company Birth Date
ABN Birth Date 2
Occupation Password
Next of Kin Gender
Contact No Marital Status
☒ Mail Out ☐ Discontinue

Comments

Save

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Go to: Back Office > Reports > Customers > Customer Invoices

Select the required report selection criteria.

Note that if you have any Account Customers that don't have an email address and have invoices in the entered Invoice range, they will not receive their Invoice. However, you can enable the checkbox "Print if no Email Address" which will trigger Idealpos to print Invoices for Customers who do not have an email address.

Finally, ensure that you enter an Invoice Range into the Invoice and to fields, then press the "Email" button as shown in the below example:

customer invoices report

Date Range

Today

From 26 Oct 2020 00:00:00

To 26 Oct 2020 23:59:59

Select Printer

☒ Windows Default

☐ Receipt

Options

☐ Show Only Customer Invoices

☐ Consolidated Invoices

☐ Hide Payments/Adjustments

Selection Range

Code > to >

Last Name > to >

Company > to >

Invoice 662 to 664

Print Email ☐ Print if no Email Address View

After pressing the "Email" button on the bottom-left corner of the window, an "Are you sure you wish to proceed?" prompt will be displayed. Press "Yes" to continue with the email operation.

Ensure that you are certain you want to continue, as this operation will result in all customers who have invoices in the entered range being emailed a copy of their Invoices.

Are you sure you wish to proceed?

Yes No

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Each Customer will receive an email containing an attachment with a filename of "Customer Invoice Customer x.pdf" (where x is the Customer's Code in Idealpos). This attachment will include all their invoices that were included in the Invoice Range entered when emailing the report in the previous step.

It should be noted that when tendering a sale

The below is an example of what the Customer Invoice will look like when the Customer opens their PDF attachment. If there is more than one Invoice included in the PDF attachment, each Invoice will appear on a separate page in the PDF file.

TAX INVOICE
 Page 1 of 1

To: **John Citizen**

Customer 17

Phone
 Date 26/10/2020 14:27:45
 Served by Jeremy
 Invoice # 663-1

Stock Code	Description	Unit Cost	Quantity	Amount
202001	CAPPUCCINO*	3.50	1.0000	3.50
202002	FLAT WHITE*	3.50	1.0000	3.50
202004	SHORT BLACK*	3.00	1.0000	3.00
	New Account Balance			20.00

* taxable item

Includes GST \$0.91
Total \$10.00
Paid \$0.00
Balance Due \$10.00

IP-3680 – Pending Sales Report – Filter by Customer Type

This function has been implemented as part of a wider Pre-Ordering function which enables customers to pre-order their items with a deposit, then come back at a later date, pickup the order and pay the outstanding balance. A complete list of new features that have been implemented which allow this function to be utilised are listed below:

- IP-3677 – Yes/No Option – New Bar Tab Customers default to Allow Prepaid
- IP-3678 – Customer Type – Bar Tab Descriptor tag in User-Defined Text
- IP-3680 – Pending Sales Report – Filter by Customer Type
- IP-3681 – Customer Type – Option to Ask for Expected Date on Bar Tabs
- IP-3686 – Yes/No Option – Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done

If you'd like to follow an end-to-end list of steps to configure and use this Pre-Ordering function in the User Guide, [click here](#).

Otherwise, please continue below for details about this change (Pending Sales Report – Filter by Customer Type):

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This function introduces additional options to the Pending Sales Report which are outlined as follows:

- **Group by Status:** Enabling this option will group the orders in the Pending Sales Report based on status (e.g. Takeaway, Delivery, Pickup, Cater, etc.). The Sale Type Status is selected at the time the Pending Sale is saved and the Sale Type Statuses can be configured via Setup > Global Options > Sales > Sale Type Status.
- **Customer Type:** This field enables the selection of the required Customer Types to include in the report. It is possible to select one or more Customer Types. To select multiple Customer Types, press the ">" button, select the Customer Type, press "OK", then repeat the process until the required Customer Types have been selected. Alternatively, you can manually enter the Customer Type codes separated by commas.
- **Quantity Totals only:** When the report is run with this option enabled, the report will simply show a list of Stock Items and the quantities ordered and will be grouped by either the Order Date or Status (depending on the Group by selection made when running the report). This enables you to quickly gather a list of Items and their quantities that are required for the selected date range without displaying further details such as Customer Names, Amounts Owning, Clerk Names, etc.

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

The new options are shown in the below example:

The screenshot shows a window titled "pending sales report" with a close button (X) in the top right corner. The main area contains a form with the following elements:

- A date range selector with a dropdown menu set to "All Dates".
- Two date input fields: "From" with the value "01/01/2000 00:00" and "To" with the value "31/12/2999 00:00".
- Two radio button options: "Group by Order Date" (selected) and "Group by Status".
- A "Customer Type" input field with a ">" button next to it.
- Two checkboxes: "Quantity Totals only" and "Show Bar Tabs only", both of which are currently unchecked.

At the bottom of the window, there are two buttons: "Print" on the left and "View" on the right.

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An example of running the report with the Group by Status option enabled is shown below:

All Dates

☐ Group by Order Date
☒ Group by Status

From
01/01/2000 00:00

To
31/12/2999 00:00

Customer Type
>

☐ Quantity Totals only
☐ Show Bar Tabs only

POS 1(1)

Pending Sales

All Dates

Printed 20/10/2020 10:00:05

Page 1 of 1

Code	Date	Clerk	Order Date		
No Status					
888812-1	19-Oct-2020 14:05	Jeremy	20-Oct-2020 0:00	Customer 12 - Bar Tab Customer	
	202001 CAPPUCCINO				3.50
	202002 FLAT WHITE				3.50
	202004 SHORT BLACK				3.00
	106007 PASTA				11.00
	106002 BEEF				13.00
	106001 DUCK				14.00

					48.00
				Less Paid	0.00
				Total Owning	48.00

					48.00
Takeaway					
306-1	20-Oct-2020 9:22	Jeremy	20-Oct-2020 9:22		
	202001 CAPPUCCINO				3.50
	202002 FLAT WHITE				3.50
	202004 SHORT BLACK				3.00

					10.00
				Less Paid	0.00
				Total Owning	10.00

					10.00
Delivery					
307-1	20-Oct-2020 9:22	Jeremy	20-Oct-2020 9:22		
	202002 FLAT WHITE				3.50
	202003 LATTE				3.50
	201006 CHAI				4.00

					11.00
				Less Paid	0.00
				Total Owning	11.00

					11.00

				Subtotal	69.00
				Less Paid	0.00
				Grand Total Owning	69.00

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An example of running the report with the Customer Type option populated is shown below:

All Dates

From 01/01/2000 00:00

To 31/12/2999 00:00

☒ Group by Order Date

☐ Group by Status

Customer Type 15 >

☐ Quantity Totals only

☐ Show Bar Tabs only

The selected Customer Type is listed at the top of the report below the Report Heading/Date Range:

POS 1(1)

Pending Sales

All Dates

Customer Type 15

Printed 20/10/2020 13:16:13

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Code

Date

Clerk

Order Date

Tuesday 20 Oct 2020

888817-1

20-Oct-2020 13:02

Jeremy

20-Oct-2020 13:02

Customer 17 - John Citizen

121001 PORK BELLY

121002 PORK MEDALLIONS

121003 PORK CHOPS

121004 PORK SHOULDER

121005 PORK SAUSAGES

121006 PORK MINCE

10

10

10

10

10

10

189.90

139.90

149.90

119.90

79.90

89.90

769.40

Less Paid

0.00

769.40

769.40

Subtotal

Less Paid

Grand Total Owng

769.40

0.00

769.40

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An example of running the report with the Quantity Totals only option enabled is shown below:

All Dates

From

01/01/2000 00:00

To

31/12/2999 00:00

☒ Group by Order Date

☐ Group by Status

Customer Type

>

☒ Quantity Totals only

☐ Show Bar Tabs only

Quantity Totals only will simply show a list of Items and the quantity that has been saved in Pending Sales:

POS 1(1)	Pending Sales All Dates Quantity Totals only	Printed 20/10/2020 13:20:12 Page 1 of 1
Tuesday 20 Oct 2020		
121001	PORK BELLY	10.0000
121002	PORK MEDALLIONS	10.0000
121003	PORK CHOPS	10.0000
121004	PORK SHOULDER	10.0000
121005	PORK SAUSAGES	10.0000
121006	PORK MINCE	10.0000

Restaurant and Table Map

IP-1756 – Table Map – Support for more than 10 Map Selection Buttons

This functionality has increased the previous limit of 10 Map Selection Buttons up to a new maximum of 20 Map Selection Buttons. Previous to this change, a maximum of 10 Table Map Selection Buttons would appear, regardless of how many Table Maps had been created in the system.

To configure and use this function, go to: Setup > Restaurant > Table Maps

New Table Maps can be created by pressing the “Add” button on the bottom-right corner of the Table Maps window. You may now create up to 20 Table Maps and a button for each Table Map will appear at the bottom of the Table Map screen.

The below example shows 20 Table Maps displayed on the Table Maps window.

table maps

Code Search

>

20 records

Delete

Add

Modify

idealpos Update History

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Once you have created a maximum of 20 Table Maps, close the Table Map windows.
Go to the POS Screen > Table Map.
On the bottom-right corner of the Table Map window, press the ">>>" button to show a list of Table Maps.



Each of the Table Maps are represented by a button at the bottom of the Table Maps window, with a maximum of 20 Table Map Selection Buttons:

Restaurant	Table Map 2	Table Map 3	Table Map 4	Table Map 5	Table Map 6	Table Map 7	Table Map 8	Table Map 9	Table Map 10		<<<	Modify
Table Map 11	Table Map 12	Table Map 13	Table Map 14	Table Map 15	Table Map 16	Table Map 17	Table Map 18	Table Map 19	Table Map 20			

IP-2781 – Table Map Setup – Option to set format defaults for new Tables

This function introduces the ability to set the default format that will be used when creating new tables within the Table Map as well as the ability to reset the defaults, should you wish to revert back to the original format. The default format used for the creation of new tables includes the default Table Size, default Table Shape, default Font Style/Size and default number of Covers. Previous to this change, it was only possible to configure the formatting of a table after it was created. With this change, you can now configure a default table style using your personal preferences, then anytime a new table is created in the Table Map, it will be created using the defaults that have been configured.

To configure and use this function, go to:

Setup > Restaurant > Table Maps

From the list of Table Maps, select Table Map you want to modify and press the “Modify” button on the bottom-right corner of the window.

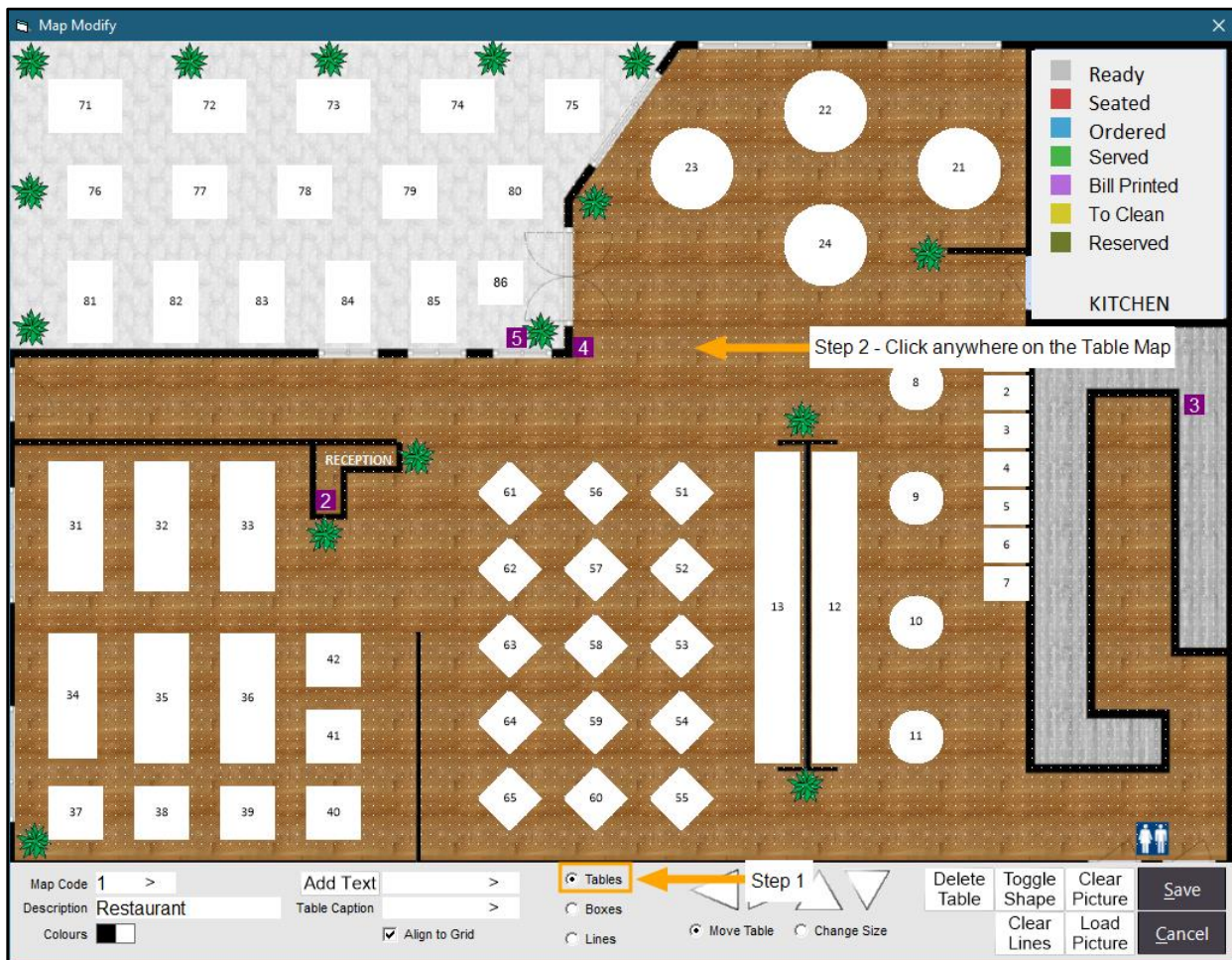
To setup a new default table format, you can choose one of three options which are outlined below. The option chosen will depend on whether you already have an existing table with the desired formatting to use as the default, or whether you want to create a new table, customise it as desired then set its formatting as the default:

- **Option 1 - Create a new table and customise the table as desired** (set the Table Size, Table Shape, Font Style/Size and the Number of Covers), then right-click on the table and select “Make Default”. Any new tables created from this point on will use the same formatting as the newly created table.
- **Option 2 - Customise an existing table** (set the Table Size, Table Shape, Font Style/Size and the Number of Covers), then right-click on the table and select “Make Default”. Any new tables created from this point on will use the same formatting as the existing table which you’ve just customised.
- **Option 3 - Right-click on an existing table that has previously been customised**, then “Make Default”. Any new tables created from this point on will use the same formatting as the existing table.

idealpos Update History

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To create a new table, ensure that "Tables" is selected, then press anywhere on the Table Map that doesn't already contain a Table and a new Table will be created.

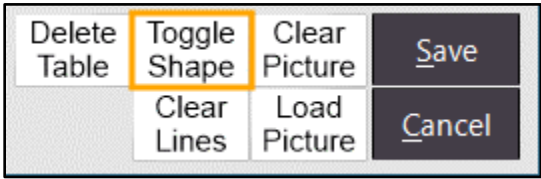


A new table will appear in the area of the Table Map that was pressed



The table can then be customised as required by following the steps outlined below:

To change the Table Shape, ensure the table is selected, then press the “Toggle Shape” button at the bottom of the Map Modify window.



The Table Shape will change each time the shape button is pressed. There are three different types of shapes available (square, circle and diamond) as shown in the below example.

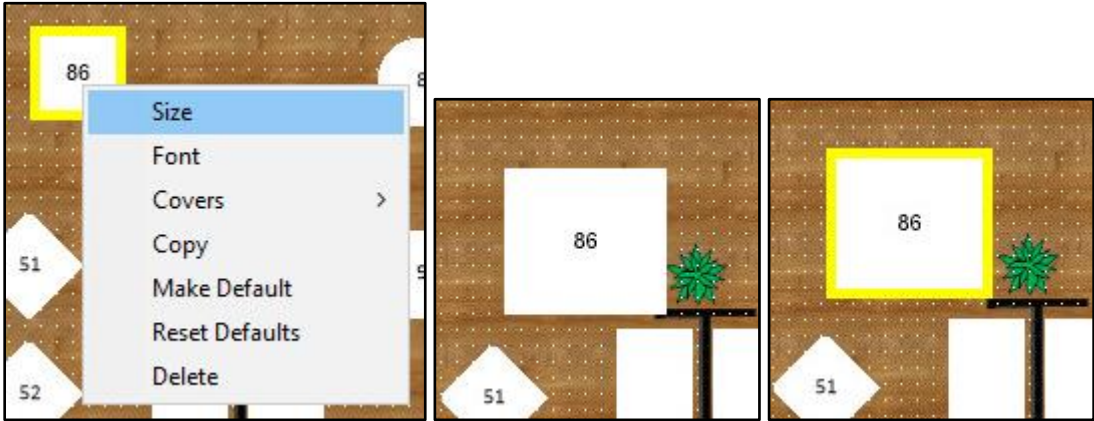


The Table Size can also be modified by right-clicking on the shape and selecting “Size” (this will allow you to move the mouse cursor and see the table size change dynamically, then once the table is the desired size, press the mouse button again).

Image 1 – Right-click the table and select “Size”.

Image 2 – The table resizes dynamically as you move the mouse cursor.

Image 3 – Clicking the mouse button will apply the size and the table will be selected with a yellow border



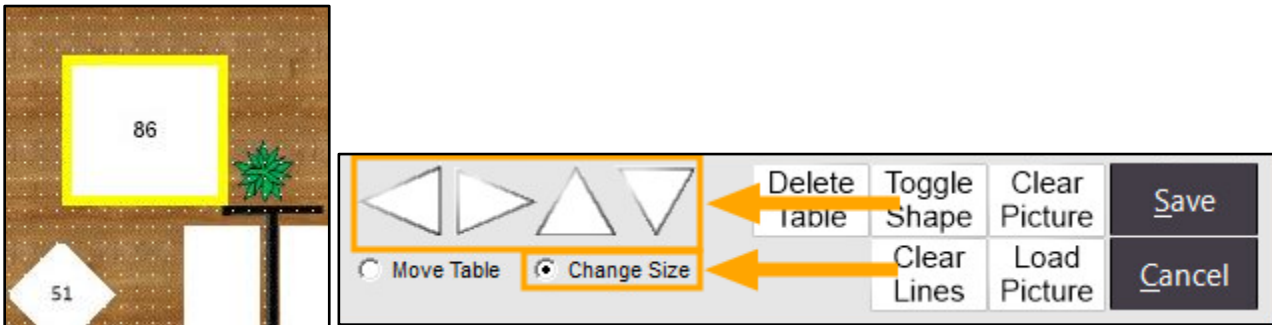
idealpos Update History

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The Table Size can also be modified by pressing the “Change Size” option at the bottom of the Table Map, then using the on-screen arrow buttons to alter the size.

Image 1 – Ensure the table is selected.

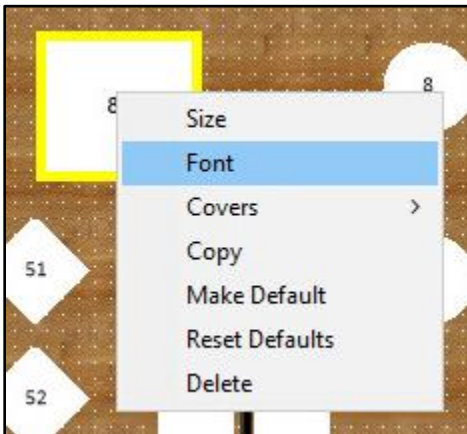
Image 2 – Select the “Change Size” option at the bottom of the table map and use the on-screen arrows to change the table size



The left/right arrows will decrease/increase the width of the table.

The up/down arrows will decrease/increase the height of the table.

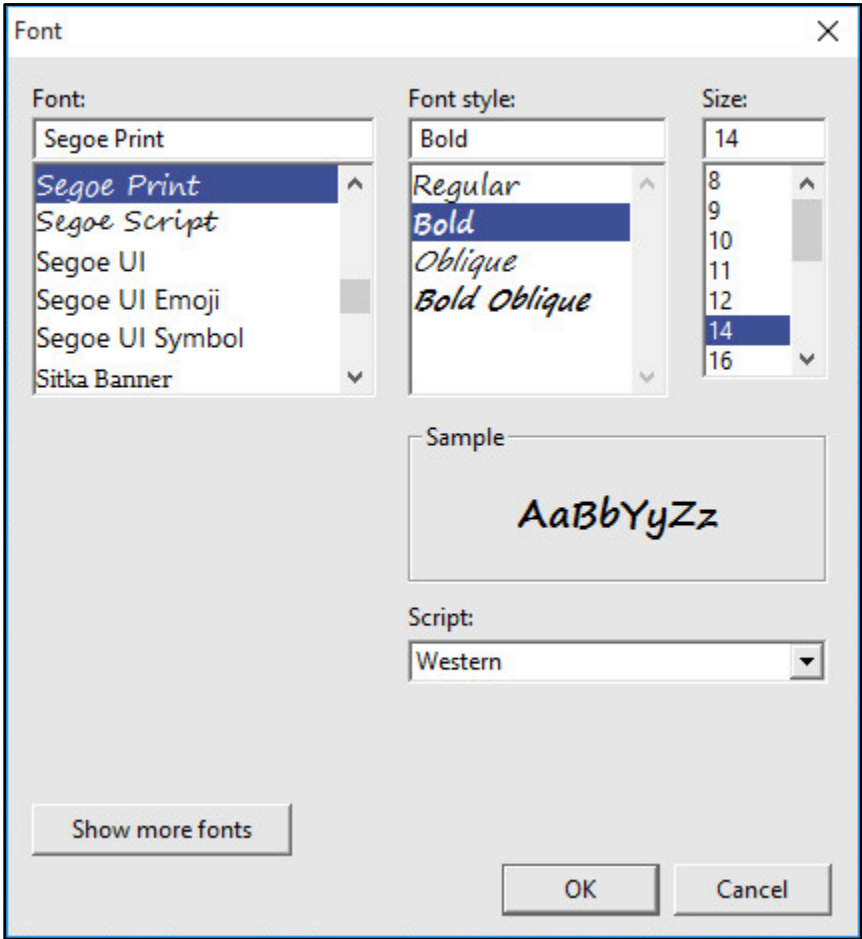
The Font (Font Type, Font Style and Font Size) can be modified by right-clicking on the Table and selecting “Font”.



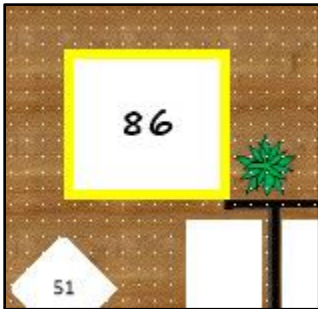
idealpos Update History

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Select the desired Font, Font Style and Size, then press "OK".



The Font displayed on the Table is now updated.



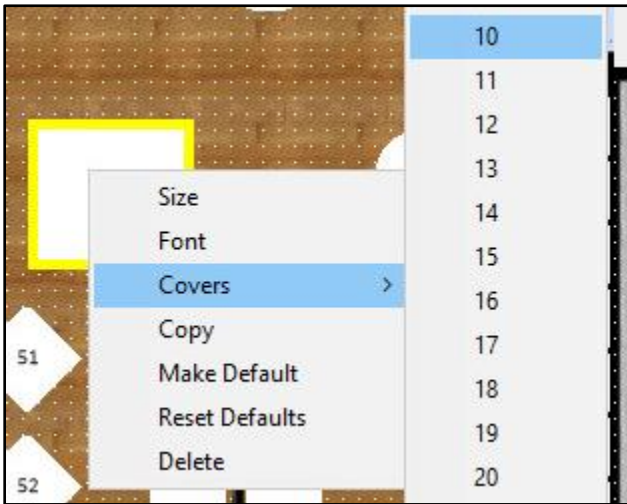
idealpos Update History

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Finally, you can also select the number of Covers for the Table.

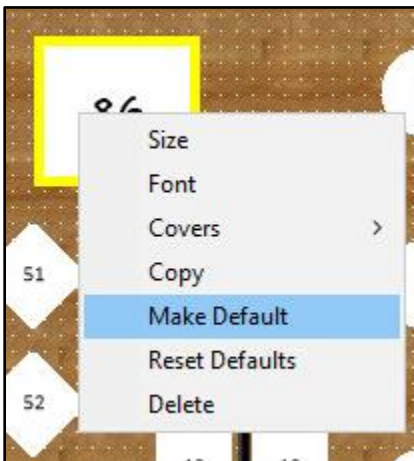
The number of Covers selected will also be included in the default.

Right-click on the Table, select "Covers", then click on the number of covers you want to set.

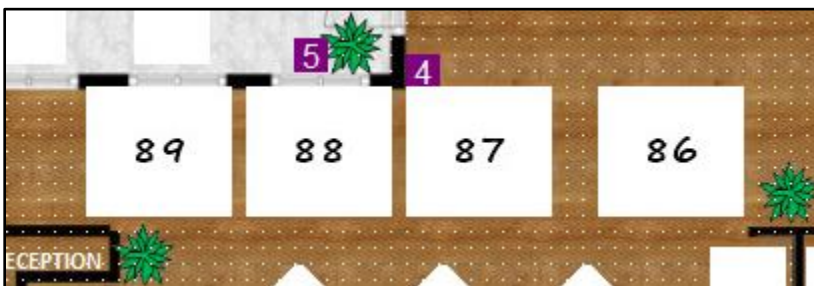


Now that the table has been customised, this table's customisation can be set as the default.

Right-click on the table and select "Make Default".



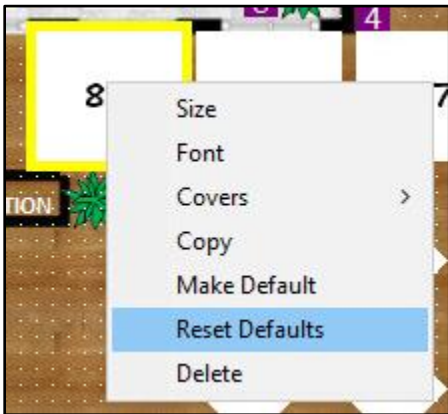
From this point on, any new tables that are created on the Table Map will use the defaults that have been set in the above steps (in the below example, tables 87, 88 and 89 have been created using the new default).



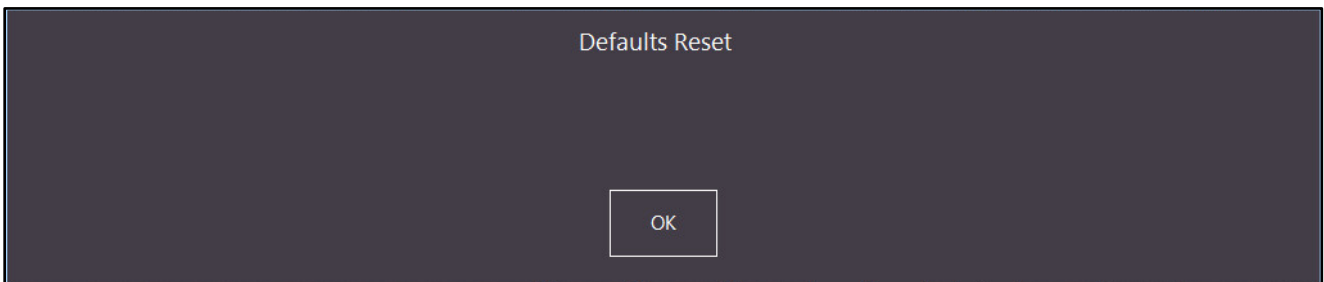
idealpos Update History

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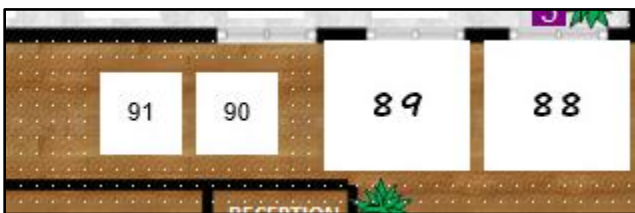
Should you wish to reset the defaults back to the original settings, right-click on any table on the Table Map and select the “Reset Defaults” option.



A “Defaults Reset” prompt will appear, and the original defaults will be used when creating any new tables from this point forward. Note that pressing “Reset Defaults” will not affect the customisation or formatting of any existing tables. The original defaults will only be used for the creation of new tables.



The below example shows the creation of two additional tables (90 and 91) after the defaults were reset.



Room Interface

IP-3616 – Newbook Interface – Tax Amount field

This function adds the Tax Amount field to the Newbook Interface data export included in the Charges.dat file. This ensures that Tax amounts are sent through to the Newbook Interface. There is no additional configured required to enable the Tax Amount field. Having the Tax Rates/amounts configured in your Stock Items is sufficient for the tax values to be exported to the Charges.dat.

Tax Rates/Descriptions are configured in Global Options (Setup > Global Options > Sales > Tax Rates)
The Room Interface is configured in Setup > Global Options > Interfaces > Rooms
Stock Item Taxes are configured in the individual Item (File > Stock Control > Stock Items > Select Stock Item > Modify > Tax Settings (Selling))

The below example shows the Journal and the resulting content of the CHARGES.DAT file:

Journal shown in Journal Enquiry (Enquiry > Journal History):

21 Oct 2020 12:07:27	Audit 515,1	Jeremy
202003	LATTE	3.50
201006	CHAI (1)	4.00
202004	SHORT BLACK (12)	3.00
	GST	0.35
	PST	0.21

	Subtotal	11.06
	CASH	5.00
	EFTPOS	6.06
	Change	0.00

Note the LATTE is tax free, the CHAI has tax 1 and the SHORT BLACK has tax 1 and 2. Also note that the second-last field is only 1 if it is tax-free, the last field is the total tax for that department.

This is the resulting CHARGES.DAT file:

```
CHARGE,0,CASH SALE,TEA,,1,4.00,1,21/10/20 12:07:27,0,0.20
CHARGE,0,CASH SALE,COFFEE,,1,3.00,1,21/10/20 12:07:27,0,0.36
CHARGE,0,CASH SALE,COFFEE,,1,3.50,1,21/10/20 12:07:27,1,0
PAY,0,CASH SALE,CASH,,1,5.00,1,21/10/20 12:07:27,1,0
PAY,0,CASH SALE,EFTPOS,,1,6.06,1,21/10/20 12:07:27,1,0
```


IP-3617 – eCommerce Orders – Support for Newbook/GuestCentrix/GuestPoint

This function adds support for posting sales to Newbook/Guestcentrix/Guestpoint that have been paid for using an eCommerce interface such as Mr Yum, Shopify, etc.

To use this function, you will require the following:

- An eCommerce Integration such as Shopify, Mr Yum
- Room Interface enabled and configured (either Newbook, GuestCentrix or GuestPoint)

The steps in the Update History document for using this function only outline the basics due the complexity in setting this up in addition to the requirement of already having specific interfaces enabled and configured. It is assumed that your system is already configured using one of the available eCommerce Interfaces as well as one of the Room Interfaces outlined above.

To configure and use this function, go to: Setup > Global Options > Interfaces > Room Interface

Ensure that “Post Paid Transactions” is enabled for your Room Interface.

The below examples show the GuestPoint and Newbook Interfaces with the “Post Paid Transactions” option enabled. Note that when enabling the Post Paid Transactions option, other options in your system will already be configured and should not be modified unless necessary.

It is also assumed that you understand the repercussions of enabling this option for your Room Interface.

If unsure, please consult with your Room Interface provider on whether this will affect your Room Interface.

The screenshot shows the 'Room Interface' configuration window for 'GuestPoint'. The 'Interface Type' is set to 'GuestPoint'. The 'Output from POS#' is '4'. The 'Network Path' is 'C:\Export'. The 'Tender Type' is 'ROOM CHARGE'. The 'Post Paid Transactions' checkbox is checked and highlighted with an orange box. The 'Use Folio Number' checkbox is unchecked.

The screenshot shows the 'Room Interface' configuration window for 'Newbook'. The 'Interface Type' is set to 'Newbook'. The 'Output from POS#' is '4'. The 'Network Path' is 'C:\Export'. The 'Tender Type' is 'ROOM CHARGE'. The 'Post Paid Transactions' checkbox is checked and highlighted with an orange box. The 'Use Scan Code' and 'Tax Flag' checkboxes are unchecked.

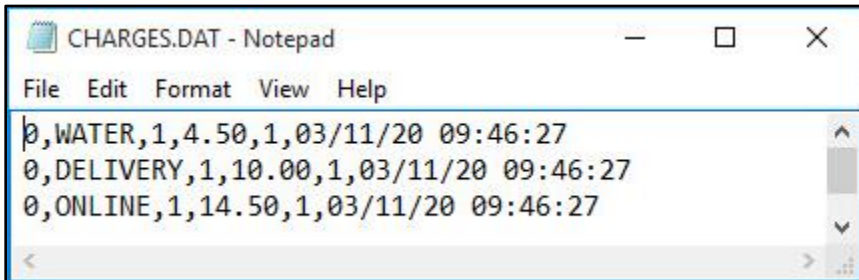
idealpos Update History

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Once the “Post Paid Transactions” option is enabled, any eCommerce orders which are received and processed by Idealpos will be written to the CHARGES.DAT file in your Network Path location configured above.

This function supports Pre-Paid Web Orders which have been automatically finalised, Pre-Paid Web Orders which are manually finalised as well as Web Orders that are paid for in-store.

Once the eCommerce order has been finalised in Idealpos, the transaction data is exported to the Room Interface in the CHARGES.DAT file as per the example shown below.



Stock Items

IP-750 – Stock Item Availability option

This function adds the ability to control whether a Stock Item is available for sale based on the setting that has been selected in the Availability dropdown box. When an Item is available, it can be sold from the POS Screen by either pressing the Stock Item's button on the POS Screen or scanning the Item Barcode/manually entering the Stock Code/Barcode. When the Item is unavailable, the Stock Item's POS Screen button will appear with a red "X" through it. An unavailable Item cannot be sold by scanning the Item Barcode/manually or entering the Stock Code/Barcode. Attempting to sell an unavailable Item from the POS Screen will result in a prompt being displayed "This item is unavailable and cannot be sold". Attempting to sell a quantity higher than the currently available Stock Level via the "X" quantity function will result in a prompt being displayed "You have entered a Quantity that would sell the item below Zero".

Note that using "Unavailable when Alert Level reaches Zero" can impact POS performance if the option is applied to numerous items on the POS Screen.

The options that can be used to control an Item's availability are outlined as follows:

- **Always Available** – The item can always be sold, regardless of whether or not the Stock Level and/or Alert Level is positive.
- **Unavailable** – The item cannot be sold. This option may be useful if you have particular Stock Items that don't have Stock Control enabled/Stock Levels aren't maintained, however, you know that these items are currently unavailable and want to stop them from being sold. Once they become available, you can manually change their Availability setting back to "Available".
- **Unavailable when Stock Level reaches Zero** – The Item can be sold provided that the Stock Level is above zero. Once the Stock Level reaches zero, the Item will become Unavailable and can't be sold from the POS Screen until the Stock Level is either manually incremented or a Stock Purchase has been processed containing the item to increment the Stock Level, making it available.
- **Unavailable when Alert Level reaches Zero** – The Item can be sold provided that the Alert Level is above zero. Once the Stock Item's Alert Level reaches zero, it can no longer be sold (until the Alert Level is manually incremented, or until the Availability option is changed to Always Available).

Some of the Availability options are only applicable to specific types of Items as outlined below:

- **Unavailable when Stock Level reaches zero** – Only applicable to Stock Items which have Stock Control enabled. This option does not support Indirect items. If you want to control the availability of Indirect Items, we recommend setting up Alert Levels for the Stock Item and using the Availability option "Unavailable when Alert Level reaches Zero".
- **Unavailable when Alert Level reaches Zero** – Item only becomes available once an Alert Level has been configured for the Stock Item and the Alert Level is greater than 0.

idealpos Update History

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To configure and use this function, go to:

Back Office > File > Stock Control > Stock Items

Either Double-Click on a Stock Item, or select it and press "Modify" on the bottom-right corner.

To use the Availability option "Unavailable when Stock Level reaches Zero", the "Stock Control" option must be enabled as shown in the below example:

stock items

GeneralAdvancedIndirect Item

Last Modified 29 Oct 2020

X

Stock Code303002

Department303>ELECTRICAL APPLIANCES

DescriptionSTICK BLENDER(13)

Scan Code9811384741233Auto

Kitchen DescriptionSTICK BLENDER(13)

Long DescriptionSTICK BLENDER(13)

Selling Prices (inc Tax)

		Profit%
STANDARD	40.99	16.26
STAFF	39.50	13.12
EXTRAS	0.00	
BOTTLESHOP	0.00	
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	
OWNERS	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 Category3>RETAIL

Default Supplier4>Bidvest

Default Supplier Stock CodeGFDH5223

Other Options

☒ Stock Control

☐ Indirect Item

☐ Non-Accumulating

☐ Scale

☐ Can't Buy with GIFT VOUCHER

☐ Instruction

☐ Print Red

☐ Web Store

☐ Inhibit Discounts

☐ Inhibit Voids

☐ Manufactured Item

Cost Prices (ex Tax)

Standard Cost31.2000

Last Cost31.2000

Average Cost31.2000

Tax Settings (Selling)

☒ GST

☐ GST-Free

☐ Not Defined

☐ Not Defined

☐ Not Defined

Attributes

Keyboard

Save

idealpos Update History

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Go to the “Advanced” tab, then from the Availability dropdown box, select the required Availability option. The below example shows all options that are available:

stock items General **Advanced**

Sales Prompt

Availability **Always Available**

- Always Available
- Unavailable
- Unavailable when Stock Level reaches Zero
- Unavailable when Alert Level reaches Zero

Link to Menu 0 > MAIN

Link to Grid 0 > MAIN

Link Table 0 >

For this example, we have selected the option “Unavailable when Stock Level reaches Zero”. The Stock Level will be used to control the Stock Item’s availability as shown in the below example. Once configured, press the “Save” button on the bottom-right corner of the window.

stock items General **Advanced** Indirect Item Last Modified 29 Oct 2020

Sales Prompt

Availability **Unavailable when Stock Level reaches Zero**

Link to Menu 0 > MAIN

Link to Grid 0 > MAIN

Link Table 0 >

Amount Override Limits

	Lower Limit	Upper Limit	Profit%
	0.00	0.00	

Location 1

	Stock Level	Recommended Level	Reorder Level
	7	0	0

Points by Price Level

	STANDARD	STAFF	EXTRAS	BOTTLESHOP	Price 5	Price 6	Price 7	Price 8	Price 9	Price 10	Price 11	OWNERS
	0	0	0	0	0	0	0	0	0	0	0	0

Points Settings

- ☐ Use Special Points : 0
- ☐ Inhibit Points Accrual
- ☐ Inhibit Purchase With Points
- ☐ Print Promotional Ticket

Miscellaneous

National Product Number 0

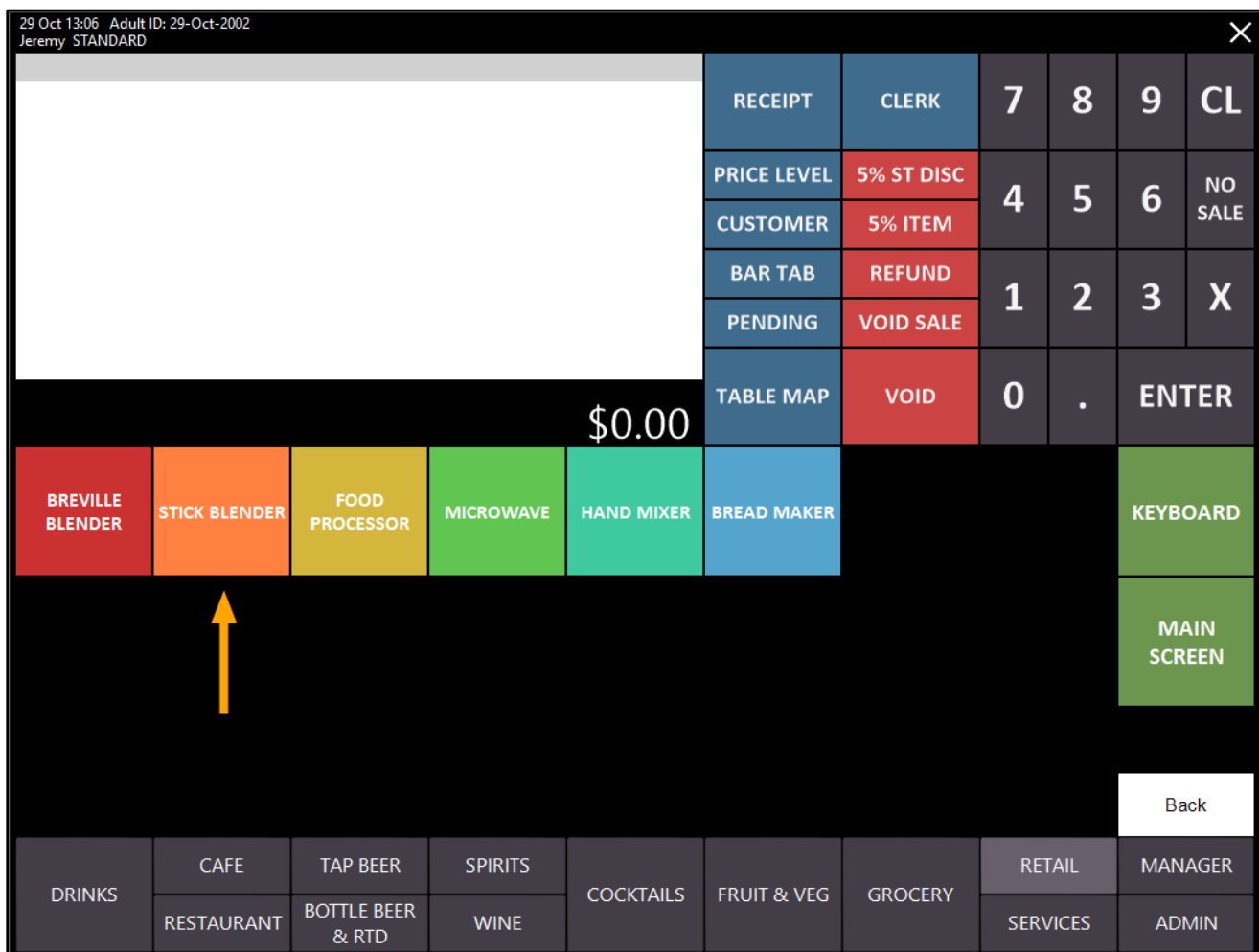
Receipt Tabs 0

Keyboard Save

idealpos Update History

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The Availability option applies to the Stock Item whether it is sold by scanning the barcode/Stock Code, manually entering the Barcode/Stock Code, or sold by pressing the Stock Item button on the POS Screen. Go to the POS Screen and navigate to the POS Screen Tab where the Stock Item's button is located. While the Stock Level for the Stock Item is not zero, the POS Screen button for the Stock Item will be displayed using the button colour and formatting that was configured when the button was created.



idealpos Update History

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Once the Stock Item's quantity reaches zero, the button will change and will show a red X, indicating that the item is no longer available.

Please note that any items which have been saved to a Pending Sale are deducted from the available Stock Level (when using "Unavailable when Stock Level reaches Zero").

E.g. If you have 5x Stick Blenders in stock and you save 1x Stick Blender in a Pending Sale, the Availability function will only allow you to sell 4x Stick Blenders. After 4x Stick Blenders are sold, the button will become unavailable. When the Pending Sale is recalled, the item will be recalled to the POS Screen.

29 Oct 13:10 Adult ID: 29-Oct-2002
Jeremy STANDARD

STICK BLENDER

7

286.93

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

7x

\$286.93

BREVILLE BLENDER

STICK BLENDER

FOOD PROCESSOR

MICROWAVE

HAND MIXER

BREAD MAKER

KEYBOARD

MAIN SCREEN

Back

DRINKS

CAFE

TAP BEER

SPIRITS

COCKTAILS

FRUIT & VEG

GROCERY

RETAIL

MANAGER

RESTAURANT

BOTTLE BEER & RTD

WINE

SERVICES

ADMIN

Attempting to sell the Item once the Stock Level has reached zero will result in the following prompt appearing on the POS screen:

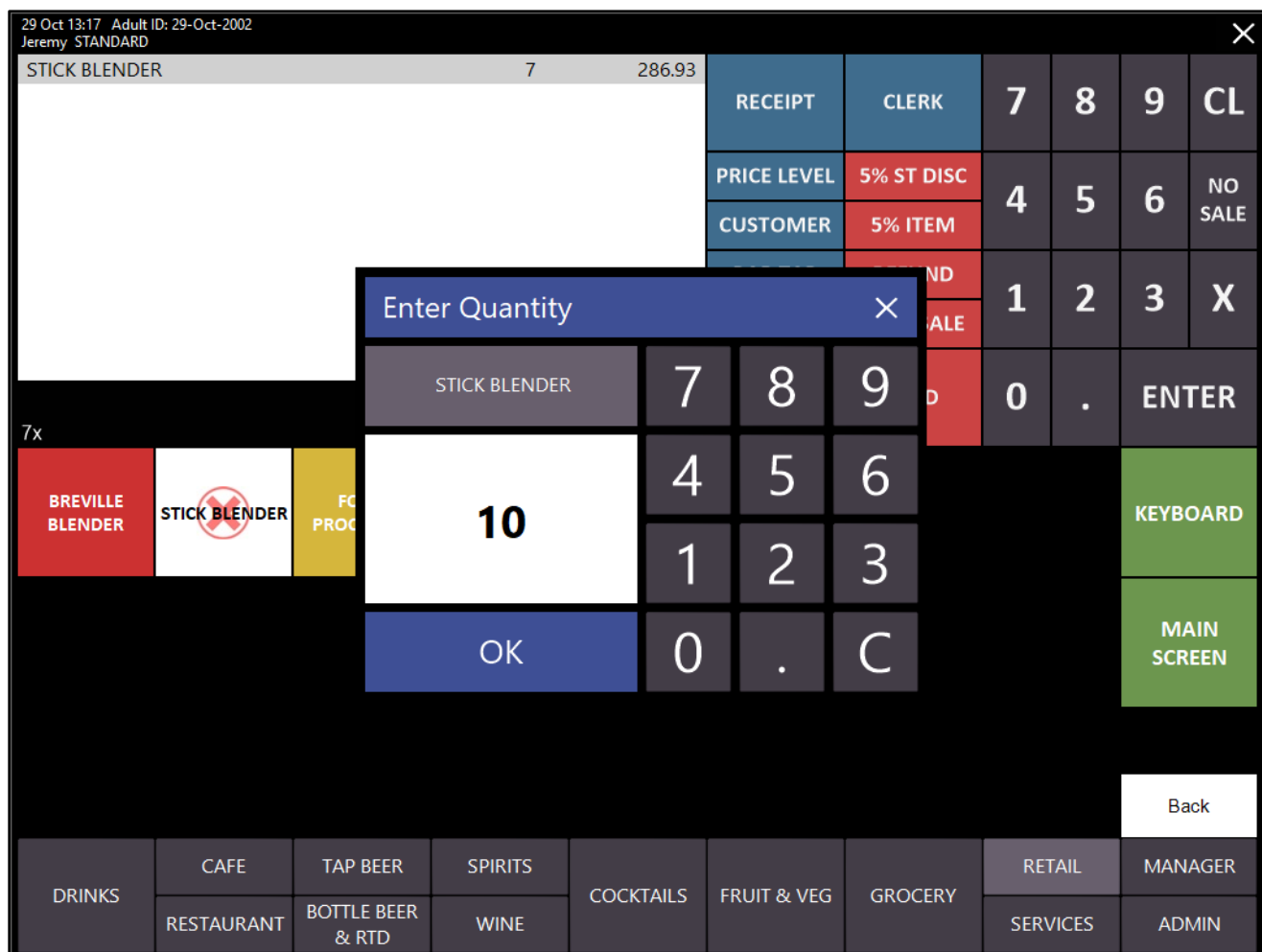
This item is unavailable and cannot be sold.

OK

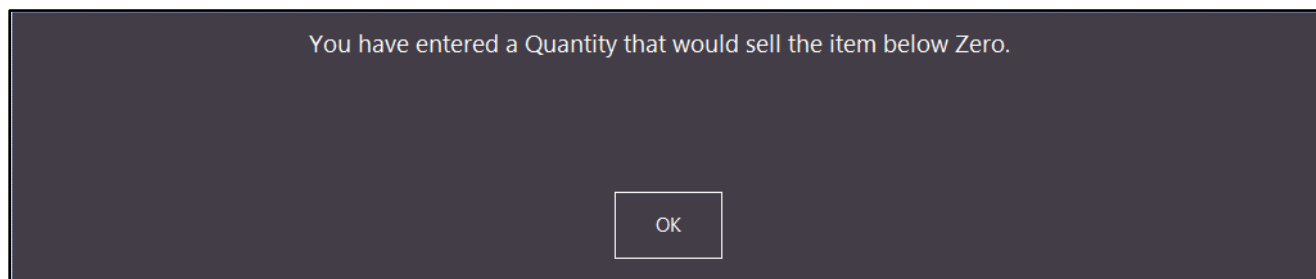
idealpos Update History

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Idealpos will also prevent the Clerk from selling more than the available Stock Level via the "X" function (select the Stock Item in the sale, press the "X" button on the POS Screen and attempt to enter a quantity higher than the available Stock Level):



After entering a quantity that is higher than the available Stock Level and pressing OK, the below prompt will be displayed:



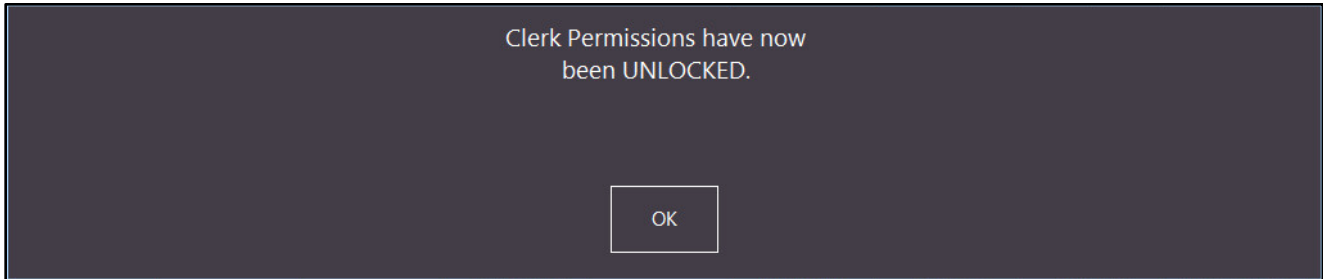
idealpos Update History

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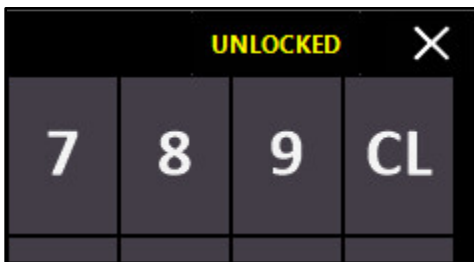
Should you want to sell an item that is Unavailable, the UNLOCK PERMISSION function can be used to override the Unavailable restriction. Please refer to the [Unlock Permissions](#) topic in the User Guide for further details on how to configure and use this function.

To use the Unlock Permission function to override an Unavailable Item, either press the Unlock Permission button, or swipe your Admin Card.

Idealpos will display a prompt to indicate that the Clerk Permissions have now been UNLOCKED:



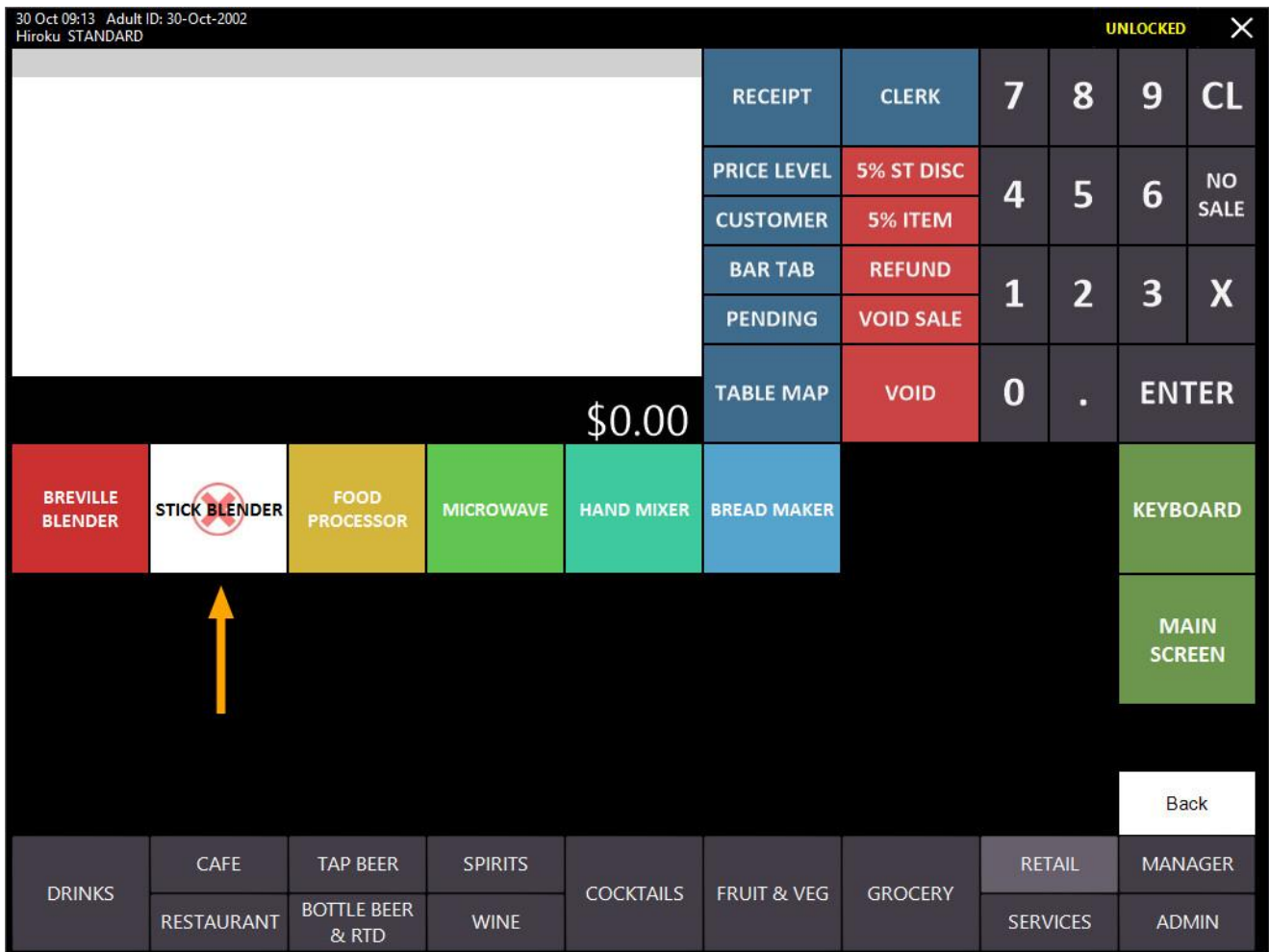
The top-right corner of the POS Screen will also display "UNLOCKED":



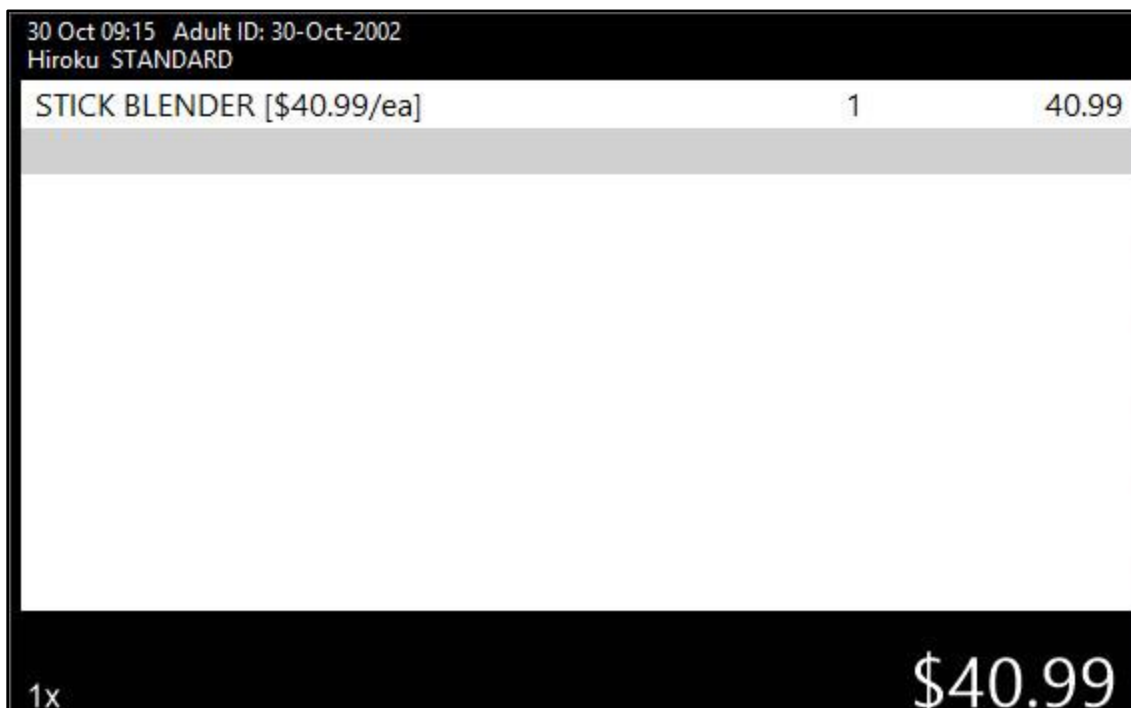
idealpos Update History

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When the Unlocked text appears, you can now sell the Unavailable Item by either pressing the Item's POS Screen Button, or you can either scan/enter the Stock Item Code/Barcode:



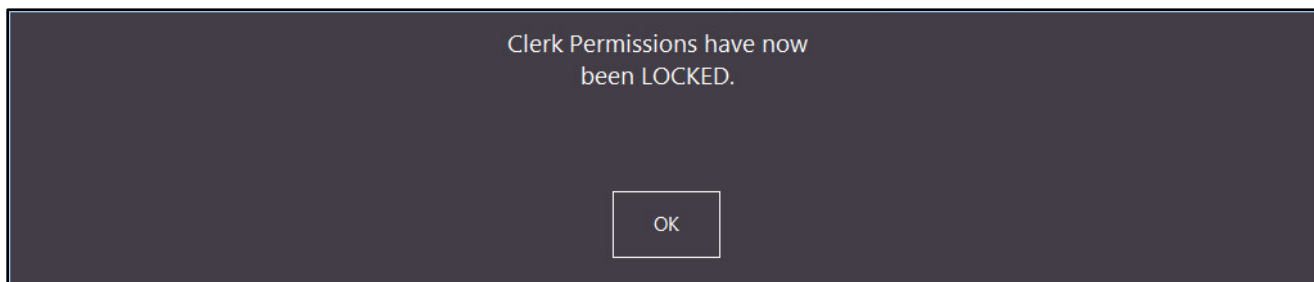
The Item is added to the sale:



idealpos Update History

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Should you wish to lock the permissions again to prevent access to any restricted functions and prevent the sale of other Unavailable Items, the "UNLOCKED" button on the top-right corner of the POS Screen can be pressed. Idealpos will then display "Clerk Permissions have now been LOCKED" as shown in the below example:



To set an item as Unavailable when Alert Level reaches Zero, enable this setting in a Stock Item's Advanced Tab. This option can be used with any item, however, it is the only way to count the availability of Indirect Items, as these types of Items cannot use the option "Unavailable when Stock Level reaches Zero".

Go to: Back Office > File > Stock Control > Stock Items

Select an Indirect Item such as Cappuccino and either double click on the item or press the "Modify" button on the bottom-right corner of the window.

stock items

General

Advanced

Last Modified 30 Oct 2020

X

Stock Code 202001

Department 202 > COFFEE

Description CAPPUCCINO (10)

Scan Code Auto

Description 2 CAPPUCCINO (10)

Description 3 CAPPUCCINO (10)

Selling Prices (inc Tax)

		Profit%
PRICE 1	3.50	90.75
PRICE 2	2.50	87.04
PRICE 3	0.00	
PRICE 4	0.00	
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

☐ GST-Free

☐ Not Defined

☐ Not Defined

☐ Not Defined

Attributes

Keyboard

Save

idealpos Update History

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Set the Availability to “Unavailable when Alert Level reaches Zero”, then press the “Save” button on the bottom-right corner of the window.

stock items General Advanced Indirect Item Last Modified 30 Oct 2020 X

Sales Prompt

Availability **Unavailable when Alert Level reaches Zero** ▼

Link to Menu 0 > MAIN

Link to Grid 0 > MAIN

Link Table 0 >

Amount Override Limits

	Profit%
Lower Limit	0.00
Upper Limit	0.00

Location 1

Stock Level	0	>>>
Recommended Level	0	
Reorder Level	0	

Points by Price Level

PRICE 1	1
PRICE 2	0
PRICE 3	0
PRICE 4	0
PRICE 5	0
PRICE 6	0
PRICE 7	0
PRICE 8	0
PRICE 9	0
PRICE 10	0
PRICE 11	0
PRICE 12	0

Points Settings

- ☐ Use Special Points : 0
- ☐ Inhibit Points Accrual
- ☐ Inhibit Purchase With Points
- ☐ Print Promotional Ticket

Stock Notes

Miscellaneous

National Product Number 0

Receipt Tabs 0

Keyboard Save

Note that attempting to save an Indirect Item with an Availability option of “Unavailable when Stock Level reaches Zero” will produce the following prompt, preventing this availability option from being selected.

Indirect Items cannot have the 'Unavailable when Stock Level reaches Zero' setting.

OK

idealpos Update History

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Once the Alert Levels Availability option has been set within the Stock Item, close the Stock Item windows and configure the Stock Item Alert Levels for the Item.

Go to: Back Office > File > Sales > Stock Item Alert Levels

Press the "Add" button on the bottom-right corner of the Alert Levels window.

In the Stock Code field, press the ">" button to open the Stock Item Search screen, then add the same Item which the Availability setting was configured in the previous step.

Once the Item has been added, enter a value into the Remaining and Alert Level fields.

Press "Save" on the bottom-right corner of the window to save the Alert Levels for the Item.

Note that only the "Remaining" field is used for the purpose of counting the number of available items using the Availability function. Once the value remaining reaches the value entered into the Alert Level field, a prompt will be displayed warning the Clerk. Once the Alert level has been reached, a prompt will appear each time the item is sold until the remaining level reaches zero.

Once the remaining quantity reaches Zero, the item will become unavailable and cannot be sold.

alert levels

Stock Item

Stock Code 202001 >

CAPPUCCINO

☐ Use Stock Level

Remaining 5

Alert Level 2

Department

Department

Alert Level

7 8 9

4 5 6

1 2 3

0 . CL

Save

idealpos Update History

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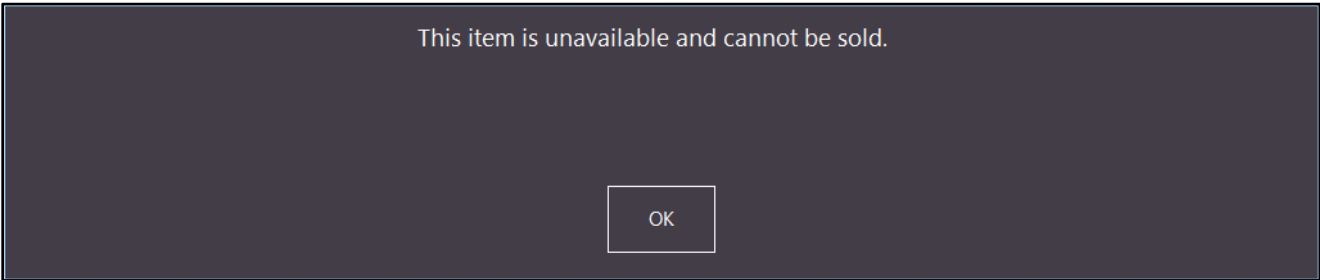
Close the Alert Level windows, then open the POS Screen.
The POS Screen buttons for the Cappuccino item show an Alert Level counter on the bottom-right corner as shown below.



The Item can be added to a sale until the remaining level reaches zero. Once this occurs, the button appearance will change and will appear as per the below example:



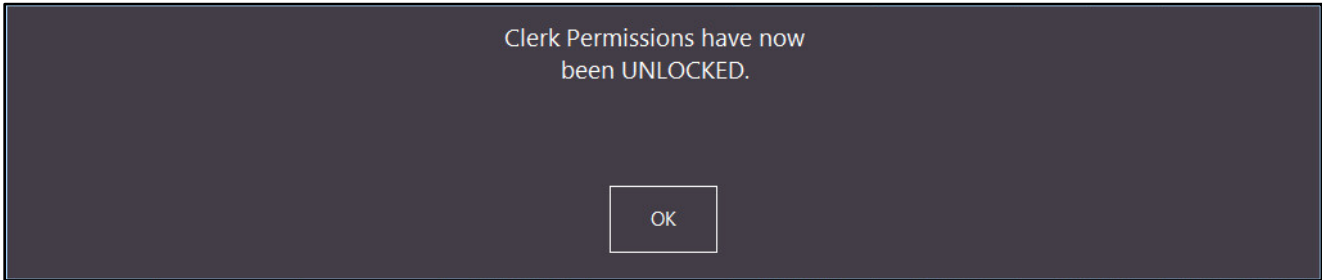
Attempting to sell the item by pressing the Stock Item's button or entering the Stock Item Code will display the following prompt:



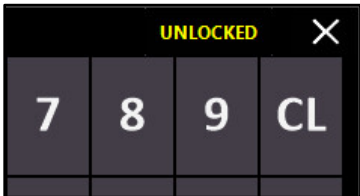
idealpos Update History

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As shown in the example further above for Unavailable when Stock Level reaches Zero, the Unlock Permissions button can be pressed or Admin Card swiped to Unlock Permissions and sell the Unavailable item.



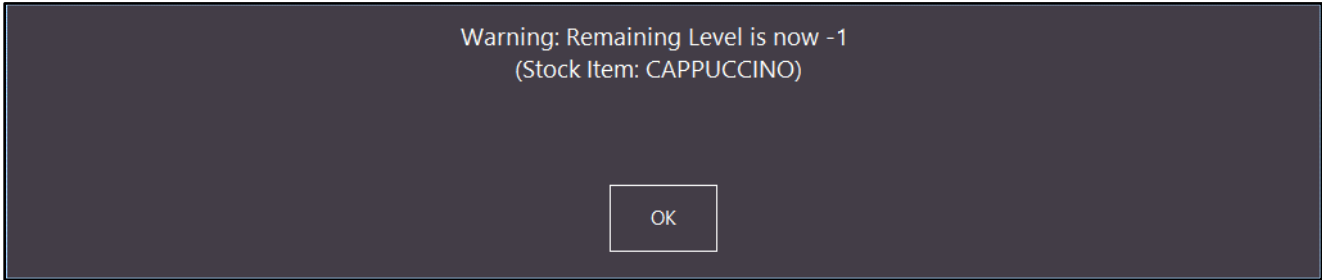
Once Permissions have been Unlocked, the text “Unlocked” will appear on the top-right corner of the POS Screen.



The Item can then be sold by either pressing the button on the POS Screen, entering the Scan Code/Stock Code, or add the item to the sale via the Stock Item Search screen.



The Alert Level shown on the Stock Item’s POS Screen button will go into negative, and if the Item’s POS Screen button is pressed, an Alert prompt will be displayed.



Stock Purchases

IP-3688 – Stock Purchasing Stock Item Search opens in Single Item Mode with Multi Mode option

In the previous build of Idealpos, the Stock Purchasing Stock Item Search screen was updated to open in Multi-Select Mode to allow the selection of more than one item at a time. However, this also removed the ability to access specific buttons that are only available on the Stock Item Search - Single Item select mode screen. This change restores the Stock Purchasing Stock Item Search screen as the default view, with the ability to press a Multi-Mode option on the top-right corner of the screen to access the multi-select functions. By having the ability to use either Multi-Select or Single-Mode screens, access to functions that were traditionally available have been restored, whilst also enabling the ability to use the Multi-Select functionality if required.

There is no configuration required to use this function. An additional button has simply been instated which can be used to open the Multi-Select mode if required.

To use this function, go to: Back Office > Transactions > Stock Control > Stock Purchases

Either select an existing Purchase Order, or press the "Add" button on the bottom-left corner of the window to create a new Purchase Order.

Then within the Stock Received/Purchase Order window, click into the Stock Code dropdown box to open the Stock Item Search screen:

The screenshot shows the 'purchase order' window. At the top, there's a header bar with 'purchase order' and a close button. Below it, there are fields for 'Purchase Type' (set to 'Purchase Order') and 'Location' (set to 'Location 1'). The main form area contains fields for 'Supplier' (with a search icon), 'Purchase Order No' (COKE2020083101), 'Order Date' (30/10/2020), 'Invoice No', 'Stock Process Date' (30/10/2020), 'Due Date' (30/10/2020), and a 'Tax Inc' checkbox. Below these fields is a table with columns: 'Stock Code', 'Supplier Code', 'Description', 'Quantity Ordered', 'Unit Cost', 'Disc %', 'Tax 1', 'Total', and 'Last Cost'. The 'Stock Code' column has a dropdown arrow highlighted with an orange arrow. At the bottom of the window, there are buttons for 'Generate by Reorder Levels', 'Generate by Supplier', 'Remove Zero Quantity Items', and 'Save'. There are also 'Enquiry' and 'Prices' buttons, and a 'Sales Quantity' dropdown. On the right side, there is a summary section with 'Subtotal 0.00', 'Freight 0.00', 'Admin Fee 0.00', 'Tax 0.00', and 'Invoice Total 0.00'.

idealpos Update History

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The Single-Mode Search Item screen opens by default which includes access to specific functions that are unavailable on the Multi-Select screen. The Single-Mode functions are displayed on the bottom-right corner of the Stock Items Search screen as shown in the example below. The Multi-Select button is shown on the top-right corner of the Stock Items Search screen which when pressed, will display the Multi-Select Stock Items search screen.

[illegible]

After pressing the Multi-Select button shown in the example above, the Multi-Select Stock Items Search screen will appear as shown in the example below. The Multi-Select screen enables the ability to select more than one item at a time to add to the Purchase Order/Stock Receive. Press and hold down the CTRL button and click on multiple items to select them all at once. You can also select an item, hold down shift, then select another item further below to select the entire block of items between the first item and last item. Finally, you can also filter the Stock Items Search screen by entering value(s) into the search fields at the top, then press the "Select All" button at the bottom to select all items that match the search criteria. Once the required items have all been selected, press the "OK" button on the bottom-right corner of the search window to add them to the Purchase Order/Stock Receive.

stock items		Code Search																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										</	
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Yes/No Options

IP-3656 – Yes/No Option – Pending Sale Address recorded as Text in Journal

This function adds the ability to control whether the Pending Sale Address will be copied into the Transaction Journal when the Pending Sale is finalised.

This function may be utilised when you require the ability to view the Customer's address in the Journal History enquiry; particularly useful in environments where you are delivering or shipping orders to a Customer's address. This setting applies to both Pending Sales and eCommerce Orders.

Note that this setting must be enabled prior to saving and recalling a Pending Sale. Enabling this option will not populate the Pending Sale Address into existing Journals that have already been completed.

To configure and use this function, go to: Setup > Yes/No Options > Enter Keyword Search: Pending Sale
Enable Yes/No Option "Pending Sale Address recorded as Text in Journal"

yes/no options		Enter Keyword Search	Pending Sale
Clerks	Confirmation	Customers	Home Screen
Miscellaneous	POS Screen	Receipt / Kitchen	Restaurant
Stock Control			
		ALL	1 2
CUSTOMERS			
Pending Sale Codes inherit Customer Phone Number			
POS SCREEN			
Fast Pending Sales			
Pending Sale Address recorded as Text in Journal <input checked="" type="checkbox"/>			
Pending Sale Order Date recorded as Text in Journal			
RECEIPT / KITCHEN			
Print Pickup Date on Pending Sale Printers <input checked="" type="checkbox"/>			

Close the Yes/No Options, then restart the Idealpos suite to ensure changes have applied.

Go to: Start > Idealpos > IPSUtils > Close IPS Utility > Close

IPS Utility

System

Support

Maintenance

Advanced

Backup

Take a backup of the system as it currently stands

Restore

Restore the system from a backup that was taken previously

Open

Open the Idealpos suite of programs

Close

Close the Idealpos suite of programs

☒ Close IPS Utility

Version: 7.1.0.2 10:59:00

idealpos Update History

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Start Idealpos by double-clicking the Idealpos desktop shortcut, or go to: Start > Idealpos > Idealpos
From the POS Screen, add items to a sale, then press the "PENDING" button:

02 Nov 13:30 Adult ID: 02-Nov-2002
Jeremy STANDARD

TOP SOIL /MTR	1	50.00
POTTING MIX /MTR	1	35.00
CRUSHER DUST /MTR	1	45.00

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

\$130.00

TOP SOIL /MTR	GARDEN BOOST SOIL /MTR	BUILDERS SAND /MTR	RIVER STONES /MTR	STRAW BALE	BAG LIME	BAG INSTANT CONCRETE	BAG LIME	KEYBOARD
POTTING MIX /MTR	PINE BARK /MTR	BRICKIES LOAM /MTR		SUGAR CANE BALE	BAG BLOOD & BONE	BAG POTTING MIX	BAG BLOOD & BONE	PLANTS
CRUSHER DUST /MTR	PINE CHIPS /MTR	GRAVEL /MTR		HAY BALE	BAG CEMENT	BAG FERTILIZER	BAG SEASOL	TOOLS & EQUIPMENT
								MAIN SCREEN
								Back
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

idealpos Update History

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In the Save Pending Sale window, enter the Customer's Name, Address and Order Date/Time, then press the "Save" button on the bottom-right corner to save the Pending Sale:

Save Pending Sale

Code

375

Name

John Citizen

Address

1/212 Curtin Ave West

Suburb

EAGLE FARM

State

QLD

Post Code

4009

02 Nov 2020

13:33

+5

+10

+15

None

Takeaway

Delivery

Pickup

Cater

q

w

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backspace

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-

Save

idealpos Update History

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Once the Pending Sale has been saved, press the "PENDING" button and select the Pending Sale from the list, then press the "OK" button on the bottom-right corner of the window to recall the sale to the POS Screen:

Pending Sale

☐ Code
☐ Clerk Name
☐ Clerk Code
☒ Name

Search For >

Status ALL

Code	Date	Clerk	Name	Address	Postcode	Status	Order Date
306	20 Oct 20	Jeremy	John Smith			Takeaway	20 Oct 20 09:22
307	20 Oct 20	Jeremy	Fred Johnson			Delivery	20 Oct 20 09:22
361	02 Nov 20	Jeremy					02 Nov 20 10:00
375	02 Nov 20	Jeremy	John Citizen	1/212 Curtin Ave West EAGLE FARM	4009		02 Nov 20 13:33

TOP SOIL /MTR 50.00
POTTING MIX /MTR 35.00
CRUSHER DUST /MTR 45.00

130.00

Windows Print

Transfer to Table

Email

Reprint Kitchen

Modify

Delete

OK

The Pending Sale is recalled to the POS Screen:

02 Nov 13:41 Adult ID: 02-Nov-2002
Jeremy STANDARD

TOP SOIL /MTR	1	50.00
POTTING MIX /MTR	1	35.00
CRUSHER DUST /MTR	1	45.00

Balance: \$130.00
3x

\$130.00

idealpos Update History

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Press the ENTER button on the POS Screen and tender the sale using the required Tender type.
In the below example, we will tender with CASH:

02 Nov 13:43 Adult ID: 02-Nov-2002
Jeremy STANDARD

TOP SOIL /MTR	1	50.00
POTTING MIX /MTR	1	35.00
CRUSHER DUST /MTR	1	45.00

RECEIPT

PRICE LEVEL

CUSTOMER

BAR TAB

PENDING

TABLE MAP

CLERK

5% ST DISC

5% ITEM

REFUND

VOID SALE

VOID

7

8

9

4

5

6

1

2

3

0

.

ENTER

CL

NO SALE

X

Balance: \$130.00






3x

\$130.00

CASH	
EFTPOS	
AMEX/DINERS	
POINTS	
LAYBY	
GV REDEEM	
CREDIT NOTE	
TENDER 10	
ACCOUNT	

130.00

Balance 130.00

idealpos Update History

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Close the POS Screen, then from the Back Office, go to: Enquiry > Journal History

Select the finalised transaction from the left-hand side of the Journal History Enquiry window.

The right-hand side of the window will display the Journal details, including the Customer's address that was entered when the Pending Sale was initially saved. The Customer's name and address will appear at the top of the Journal as shown in the example below:

The screenshot shows the 'journal history enquiry' window. On the left, a table lists transactions with columns for Audit, POS, Date, and Customer. Transaction 702 is selected. On the right, the details for transaction 702 are displayed, including the date and time (02 Nov 2020 13:44:47), the audit number (702,1), and the customer's name (Jeremy). The customer's address is highlighted in a box: John Citizen, 1/212 Curtin Ave West, EAGLE FARM QLD 4009. Below the address, a list of items and their prices is shown: 901001 TOP SOIL /MTR (50.00), 901002 POTTING MIX /MTR (35.00), 901003 CRUSHER DUST /MTR (45.00), GST Subtotal (130.00), GST Amount (11.82), CASH (130.00), and Change (0.00).

Audit	POS	Date	Customer
702	1	Mon 02/11/2020 13:44:47	
701	1	Mon 02/11/2020 13:36:02	
700	1	Mon 02/11/2020 13:19:21	
699	1	Mon 02/11/2020 13:18:38	
698	1	Mon 02/11/2020 13:17:38	
697	1	Mon 02/11/2020 13:16:34	
696	1	Mon 02/11/2020 11:58:45	27
695	1	Mon 02/11/2020 11:57:27	27
694	1	Mon 02/11/2020 11:55:06	
693	1	Mon 02/11/2020 11:54:35	
692	1	Mon 02/11/2020 11:40:15	
691	1	Mon 02/11/2020 11:23:22	
690	1	Mon 02/11/2020 10:33:47	
689	1	Mon 02/11/2020 10:00:51	
688	1	Mon 02/11/2020 10:00:38	
687	1	Mon 02/11/2020 10:00:16	

02 Nov 2020 13:44:47 Audit 702,1 Jeremy

John Citizen
1/212 Curtin Ave West
EAGLE FARM QLD 4009

901001 TOP SOIL /MTR 50.00
901002 POTTING MIX /MTR 35.00
901003 CRUSHER DUST /MTR 45.00
GST Subtotal 130.00
GST Amount 11.82
CASH 130.00
Change 0.00

When the Yes/No option is disabled, the Customer's name and address does not appear at the top of the Journal as shown in the example below:

The screenshot shows the 'journal history enquiry' window. On the left, a table lists transactions with columns for Audit, POS, Date, and Customer. Transaction 699 is selected. On the right, the details for transaction 699 are displayed, including the date and time (02 Nov 2020 13:18:38), the audit number (699,1), and the customer's name (Jeremy). The customer's address is missing. Below the address, a list of items and their prices is shown: 901001 TOP SOIL /MTR (50.00), 901002 POTTING MIX /MTR (35.00), 901003 CRUSHER DUST /MTR (45.00), GST Subtotal (130.00), GST Amount (11.82), CASH (130.00), and Change (0.00).

Audit	POS	Date	Customer
702	1	Mon 02/11/2020 13:44:47	
701	1	Mon 02/11/2020 13:36:02	
700	1	Mon 02/11/2020 13:19:21	
699	1	Mon 02/11/2020 13:18:38	
698	1	Mon 02/11/2020 13:17:38	
697	1	Mon 02/11/2020 13:16:34	
696	1	Mon 02/11/2020 11:58:45	27
695	1	Mon 02/11/2020 11:57:27	27
694	1	Mon 02/11/2020 11:55:06	
693	1	Mon 02/11/2020 11:54:35	
692	1	Mon 02/11/2020 11:40:15	
691	1	Mon 02/11/2020 11:23:22	
690	1	Mon 02/11/2020 10:33:47	
689	1	Mon 02/11/2020 10:00:51	
688	1	Mon 02/11/2020 10:00:38	
687	1	Mon 02/11/2020 10:00:16	

02 Nov 2020 13:18:38 Audit 699,1 Jeremy

901001 TOP SOIL /MTR 50.00
901002 POTTING MIX /MTR 35.00
901003 CRUSHER DUST /MTR 45.00
GST Subtotal 130.00
GST Amount 11.82
CASH 130.00
Change 0.00

It should also be noted that the Customer's name and address will not print on the Customer's receipt if the Yes/No Option "Print Text on Bills/Receipts" is disabled. If "Print Text on Bills/Receipts" is enabled, then the Customer's receipt will contain the Customer's name and address.

IP-3677 – Yes/No Option – New Bar Tab Customers default to Allow Prepaid

This function has been implemented as part of a wider Pre-Ordering function which enables customers to pre-order their items with a deposit, then come back at a later date, pickup the order and pay the outstanding balance. A complete list of new features that have been implemented which allow this function to be utilised are listed below:

- IP-3677 – Yes/No Option – New Bar Tab Customers default to Allow Prepaid
- IP-3678 – Customer Type – Bar Tab Descriptor tag in User-Defined Text
- IP-3680 – Pending Sales Report – Filter by Customer Type
- IP-3681 – Customer Type – Option to Ask for Expected Date on Bar Tabs
- IP-3686 – Yes/No Option – Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done

If you'd like to follow an end-to-end list of steps to configure and use this Pre-Ordering function in the User Guide, [click here](#).

Otherwise, please continue below for details about this change (Yes/No Option – New Bar Tab Customers default to Allow Prepaid):

This option causes new customers that are set to work as Bar Tabs to also set the Allow Prepaid option by default. This can be utilised as part of the Pre-Ordering functionality described above, or alternatively, this functionality can also be used in any scenario which requires new Bar Tab Customers to have the ability to pre-pay their Bar Tab. When this option is enabled, any new Customers that are created and assigned to a Customer Type which has the "New Customers Default to Bar Tab" enabled will also have the "Allow Pre-Paid" option automatically ticked on their Customer record.

This option applies when the Customer is created either via the Back Office Customers screen (File > Customers > Customers > Add), or via the New Customer button on the POS Screen.

Before configuring and using this function, it is assumed that your system has already been configured and ready-to-use with Pre-Paid Bar Tabs. For further details about configuring and using Pre-Paid Bar Tabs, please visit the [Pre-Paid Bar Tab topic](#) in the Idealpos User Guide.

To configure and use this function, go to:

Setup > Yes/No Options > Enter Keyword Search: prepaid

Enable Yes/No Option "New Bar Tab Customers default to Allow Prepaid"

yes/no options		Enter Keyword Search	
		prepaid	>
Clerks	Confirmation	Customers	Home Screen
Miscellaneous	POS Screen	Receipt / Kitchen	Restaurant
Stock Control			
		ALL	1 2
CUSTOMERS			
New Bar Tab Customers default to Allow Prepaid		✓	

Close the Yes/No options window.

idealpos Update History

[Return to top](#)

Then ensure that you have a Bar Tab Customer Type by going to: File > Customers > Customer Types.

Identify the Customer Type(s) which you are using for Bar Tabs.

If a Bar Tab Customer Type does not exist, press the "Add" button on the bottom-right corner of the Customer Types window.

Whether you are creating a new Customer Type or modifying an existing Bar Tab Customer Type, ensure that the "New Customers Default to Bar Tab" are enabled.

The screenshot shows the 'customer types' window in Idealpos. The window has a title bar with 'customer types' and a close button. The main area contains a form for configuring a customer type. The 'Code' field is set to '6' and the 'Description' is 'BAR TABS'. There are several checkboxes: 'Use Points System' is unchecked, 'New Customers Default to Bar Tab' is checked (highlighted with an orange box and an arrow), 'Print at Kitchen' is unchecked, 'Prompt in POS' is unchecked, 'Inhibit Manual Subtotal Discounts' is unchecked, and 'Prompt for Expected Date for Bar Tabs' is unchecked. There are also input fields for 'Point Multiplication Factor' (set to '1'), 'Auto % Discount', 'Auto Discount POS Range' (with a '>' button), 'Price Level', 'Gaming Rating Grade', 'Auto Populate Tender Spend Limit Credit (1)', 'Auto Populate Tender Spend Limit Credit (2)', 'Macro', and 'User-Defined Text'. At the bottom, there are buttons for 'Back Colour', 'Text Colour', and 'Idealpos Customer'. A 'Save' button is located at the bottom right, highlighted with an orange box and an arrow.

customer types

Code 6

Description BAR TABS

☐ Use Points System

Point Multiplication Factor 1

Auto % Discount

Auto Discount POS Range >

Price Level

Gaming Rating Grade

Auto Populate Tender Spend Limit Credit (1)

Auto Populate Tender Spend Limit Credit (2)

Macro

User-Defined Text

☒ New Customers Default to Bar Tab

☐ Print at Kitchen

☐ Prompt in POS

☐ Inhibit Manual Subtotal Discounts

☐ Prompt for Expected Date for Bar Tabs

Back Colour

Text Colour

Fast Customers

Save

idealpos Update History

[Return to top](#)

Close the Customer Type windows, then either go to:
POS Screen > Customer > New Customer
Enter Customer details and select the Bar Tab Customer Type > OK

customers

Last Name

Tab POS Screen

Phone

First Name

Bar

Mobile

Scan Code

DOB

Email

Address

Suburb

State

☐ Mail Out

Post Code

Company

Customer Type

BAR TABS

q

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t

y

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o

p

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OK

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idealpos Update History

[Return to top](#)

Once created, you can confirm that the Allow Pre-Paid option is enabled by closing the POS Screen and going to:
File > Customers > Customers > Search for and open the newly created Customer.
"Allow Pre-Paid" is enabled:

modify customer

GeneralAdvanced

Code14

Customer TypeBAR TABS

Scan CodeAuto

Last NameTab POS Screen

Other Codes

Given NamesBar

Title

Address Details

Address

Suburb

StatePostcode

Sales / Accounting

Auto % Discount0

Price Level0

Credit Limit1000.00

☒ Bar Tab

☒ Allow Pre-Paid

Delivery Address

☐ Delivery Address same as Above

Address

Suburb

StatePostcode

Miscellaneous

Company

ABN

Occupation

Next of Kin

Contact No

Birth Date

Birth Date 2

Password

Gender

Marital Status

☐ Mail Out

☐ Discontinue

Contact Details

Phone

Mobile

Fax

Email

Comments

Sales Prompt

Save

idealpos Update History

[Return to top](#)

The Allow Pre-Paid option is also enabled when creating a Customer via the Back Office Customers screen.

Go to: File > Customers > Customers > Add > Select Bar Tabs Customer Type.

The Bar Tab option is automatically enabled (New Customers Default to Bar Tab enabled for this Customer Type) and the Allow Pre-Paid option is also enabled (Yes/No Option New Bar Tab Customers default to Allow Prepaid).

The screenshot shows the 'new customer' form with the following details:

- General:** Code 15, Last Name Tab Back Office, Given Names Bar, Title (dropdown), Customer Type BAR TABS, Scan Code Auto, Other Codes.
- Address Details:** Address, Suburb, State (dropdown), Postcode.
- Delivery Address:** ☒ Delivery Address same as Above, Address, Suburb, State (dropdown), Postcode.
- Contact Details:** Phone, Mobile, Fax, Email.
- Sales / Accounting:** Auto % Discount 0, Price Level 0, Credit Limit 1000.00, ☒ Bar Tab, ☒ Allow Pre-Paid (highlighted with an orange arrow).
- Miscellaneous:** Company, ABN, Occupation, Next of Kin, Contact No, Birth Date, Birth Date 2, Password, Gender (dropdown), Marital Status (dropdown), ☒ Mail Out, ☐ Discontinue, Comments, Sales Prompt.

A 'Save' button is located at the bottom right of the form.

When a Customer in the system has the Pre-Paid option enabled, they will be able to Pre-Pay a Bar Tab.

For detailed steps outlining the use of Pre-Paid Bar Tabs, refer to the [Pre-Paid Bar Tabs topic](#) in the User Guide.

idealpos Update History

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IP-3679 – Yes/No Option – Pre-paid Bar Tabs recall Bar Tab after Prepayment

This function enables the ability to have a Pre-Paid Bar Tab recalled to the sale screen after a pre-payment has been applied to the Bar Tab. This function may be useful in bar environments where it is a policy that the customer must Pre-Pay their Bar Tab before they can save items to their Bar Tab. By enabling this option, you will first add the Bar Tab to the sale, then immediately afterwards, enter an amount to pre-pay and press the Account Payment button. After the payment is taken, the Bar Tab will be immediately recalled to the sale screen, ready for the customer of the Bar Tab to save their first items to their tab.

Before configuring and using this function, it is assumed that your system has already been configured and ready-to-use with Pre-Paid Bar Tabs. For further details about configuring and using Pre-Paid Bar Tabs, please visit the [Pre-Paid Bar Tab topic](#) in the Idealpos User Guide.

To configure and use this function, go to: Setup > Yes/No Options

Enter Keyword Search: "pre-paid bar"

Enable Yes/No Option "Pre-paid Bar Tabs recall Bar Tab after Prepayment"

yes/no options		Enter Keyword Search		pre-paid bar >				
Clerks	Confirmation	Customers	Home Screen	Miscellaneous	POS Screen	Receipt / Kitchen	Restaurant	Stock Control
				ALL	1	2		
CUSTOMERS								
Pre-paid Bar Tabs recall Bar Tab after Prepayment				✓				
Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done								

idealpos Update History

[Return to top](#)

Close the Yes/No options window.

Ensure that you have a Pre-Paid Bar Tab Customer in your system.

Go to: File > Customers > Customers

Enable "Include Bar Tabs" on the bottom-left corner of the window.

A list of Bar Tab Customers will be included in your list of Customers.

Select a Bar Tab Customer from the list and press "Modify" on the bottom-right corner of the window.

Alternatively, you can create a new Customer.

While modifying or creating the Customer, ensure that the "Allow Pre-Paid" checkbox is enabled.

The "Allow Pre-Paid" checkbox will only be displayed when the "Bar Tab" checkbox is also enabled.

Also ensure that a Credit Limit has been entered for the purpose of demonstrating and using this function.

Press the "Save" button on the bottom-right corner once you have finished creating or modifying the customer.

modify customer General Advanced ×

Code Customer Type Scan Code
Last Name Other Codes
Given Names
Title

Address Details
Address
Suburb
State Postcode

Delivery Address
☐ Delivery Address same as Above
Address
Suburb
State Postcode

Contact Details
Phone
Mobile
Fax
Email

Sales / Accounting
Auto % Discount
Price Level
☒ Bar Tab
☒ Allow Pre-Paid
Credit Limit

Miscellaneous
Company
ABN
Occupation
Next of Kin
Contact No
Birth Date
Birth Date 2
Password
Gender
Marital Status
☐ Mail Out
☐ Discontinue

Comments
Sales Prompt

Save

idealpos Update History

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Open the POS Screen by pressing the “POS” button on the top-left corner of the Back-Office Dashboard.
Press the “Bar Tab” button and then select the newly created or modified Bar Tab Customer (which has the Bar Tab and Pre-Paid options enabled).

customers

Bar Tab 5001

Bar Tab 5002

Bar Tab 5003

Bar Tab 5004

Bar Tab 5005

Bar Tab 5006

Bar Tab 5007

Bar Tab 5008

Bar Tab 5009

Bar Tab 5010

Bar Tab 5011

Bar Tab 5012

Bar Tab 5013

Bar Tab 5014

Bar Tab 5015

Bar Tab 5016

Bar Tab 5017

Bar Tab 5018

Bar Tab 5019

Bar Tab 5020

Bar Tab Customer

Name

Phone

Company

Code

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New Customer

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The Pre-Paid Bar Tab Customer is added to the Sale.

15 Oct 11:26 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB) Outstanding \$0.00

BAR TAB 12

\$0.00

idealpos Update History

[Return to top](#)

Enter any amount then press the "Account Layby Payment" button.

15 Oct 11:35 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

×

Bar Tab Customer (BAR TAB) Outstanding \$0.00

5.00

← 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

BAR TAB 12

\$0.00

COUPON PROMO

JACKPOT

CR NOTE ENQUIRY

ACCOUNT LAYBY ADJUST

GIFT VOUCHER

BAR TAB BILL

VOID LAST ITEM

END OF SHIFT

BANKING REPORT

CUSTOMER COUPON

RAFFLES

PRICE ENQUIRY

ACCOUNT LAYBY CREDIT

GIFT VOUCHER ENQUIRY

PAY BAR TAB

10% ITEM DISCOUNT

PRINT TAX INVOICE

DEPT SALES REPORT

EFTPOS CASHOUT

PROMO ENQUIRY

ACCOUNT LAYBY CREDIT

GIFT VOUCHER ENQUIRY

PAY BAR TAB

10% ST DISCOUNT

PRINT TAX INVOICE

DEPT SALES REPORT

TENDER CORRECT

REWARDS ENQUIRY

ACCOUNT LAYBY CREDIT

GIFT VOUCHER ENQUIRY

PAY BAR TAB

10% ST DISCOUNT

PRINT TAX INVOICE

DEPT SALES REPORT

RECEIPT IS OFF

SEND MESSAGE

STOCK ITEM SEARCH

ACCOUNT LAYBY PAYMENT

←

BAR TAB REPORT

JOURNAL ENQUIRY

STOCK SALES REPORT

DRINKS

CAFE

TAP BEER

SPIRITS

COCKTAILS

FRUIT & VEG

GROCERY

RETAIL

MANAGER

RESTAURANT

BOTTLE BEER & RTD

WINE

SERVICES

ADMIN

idealpos Update History

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Select a Tender method

15 Oct 11:37 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

×

Bar Tab Customer (BAR TAB) Outstanding \$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

BAR TAB 12

\$5.00

CASH

EFTPOS

AMEX/DINERS

POINTS

LAYBY

GV REDEEM

CREDIT NOTE

5.00

Balance 5.00







The tender screen is cleared and the Bar Tab is then recalled to the POS Screen (as per the enabled Yes/No option "Pre-paid Bar Tabs recall Bar Tab after Prepayment"), ready for adding items to the tab:

15 Oct 17:40 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB) Outstanding -\$5.00

BAR TAB 12

Pre-Paid : \$5.00

\$0.00

IP-3686 – Yes/No Option – Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done

This function has been implemented as part of a wider Pre-Ordering function which enables customers to pre-order their items with a deposit, then come back at a later date, pickup the order and pay the outstanding balance. A complete list of new features that have been implemented which allow this function to be utilised are listed below:

- IP-3677 – Yes/No Option – New Bar Tab Customers default to Allow Prepaid
- IP-3678 – Customer Type – Bar Tab Descriptor tag in User-Defined Text
- IP-3680 – Pending Sales Report – Filter by Customer Type
- IP-3681 – Customer Type – Option to Ask for Expected Date on Bar Tabs
- IP-3686 – Yes/No Option – Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done

If you'd like to follow an end-to-end list of steps to configure and use this Pre-Ordering function in the User Guide, [click here](#).

Otherwise, please continue below for details about this change (Yes/No Option – Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done):

If a Pre-paid bar tab transaction has been finalised and the Prepayment has not taken place, then the Bar Tab will be brought back for the next transaction when this option is enabled. This can be utilised as part of the Pre-Ordering functionality described above, or alternatively, this functionality can also be used in any scenario where you require customers who have not placed a prepayment on their Pre-Paid Bar Tab to make a payment immediately after the Pre-Paid Bar Tab is finalised.

Before configuring and using this function, it is assumed that your system has already been configured and ready-to-use with Pre-Paid Bar Tabs. For further details about configuring and using Pre-Paid Bar Tabs, please visit the [Pre-Paid Bar Tab topic](#) in the Idealpos User Guide.

To configure and use this function, go to: Setup > Yes/No Options

Enter Keyword Search: "pre-paid bar"

Enable Yes/No Option "Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done"

yes/no options		Enter Keyword Search	
		pre-paid bar	>
Clerks	Confirmation	Customers	Home Screen
Miscellaneous	POS Screen	Receipt / Kitchen	Restaurant
Stock Control			
		ALL	1 2
CUSTOMERS			
Pre-paid Bar Tabs recall Bar Tab after Prepayment			
Pre-paid Bar Tabs recall Bar Tab if no Prepayment has been done		✓	

idealpos Update History

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Close the Yes/No options window.

Ensure that you have a Pre-Paid Bar Tab Customer in your system.

Go to: File > Customers > Customers

Enable "Include Bar Tabs" on the bottom-left corner of the window.

A list of Bar Tab Customers will be included in your list of Customers.

Select a Bar Tab Customer from the list and press "Modify" on the bottom-right corner of the window.

Alternatively, you can create a new Customer.

While modifying or creating the Customer, ensure that the "Allow Pre-Paid" checkbox is enabled.

The "Allow Pre-Paid" checkbox will only be displayed when the "Bar Tab" checkbox is also enabled.

Also ensure that a Credit Limit has been entered for the purpose of demonstrating and using this function.

Press the "Save" button on the bottom-right corner once you have finished creating or modifying the customer.

modify customer General Advanced ✕

Code Customer Type Scan Code
Last Name Other Codes
Given Names
Title

Address Details
Address
Suburb
State Postcode

Delivery Address
☐ Delivery Address same as Above
Address
Suburb
State Postcode

Contact Details
Phone
Mobile
Fax
Email

Sales / Accounting
Auto % Discount
Price Level
Credit Limit
☒ Bar Tab
☒ Allow Pre-Paid

Miscellaneous
Company
ABN
Occupation
Next of Kin
Contact No
Birth Date
Birth Date 2
Password
Gender
Marital Status
☐ Mail Out
☐ Discontinue

Comments
Sales Prompt

Save

idealpos Update History

[Return to top](#)

Open the POS Screen by pressing the “POS” button on the top-left corner of the Back-Office Dashboard.
Press the “Bar Tab” button and then select the newly created or modified Bar Tab Customer (which has the Bar Tab and Pre-Paid options enabled).

customers

Bar Tab 5001

Bar Tab 5002

Bar Tab 5003

Bar Tab 5004

Bar Tab 5005

Bar Tab 5006

Bar Tab 5007

Bar Tab 5008

Bar Tab 5009

Bar Tab 5010

Bar Tab 5011

Bar Tab 5012

Bar Tab 5013

Bar Tab 5014

Bar Tab 5015

Bar Tab 5016

Bar Tab 5017

Bar Tab 5018

Bar Tab 5019

Bar Tab 5020

Bar Tab Customer

Name

Phone

Company

Code

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New Customer

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The Pre-Paid Bar Tab Customer is added to the Sale.

15 Oct 11:26 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB) Outstanding \$0.00

BAR TAB 12

\$0.00

idealpos Update History

[Return to top](#)

Add items to the Bar Tab, then press the “ENTER” button.

15 Oct 11:28 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB)		Outstanding \$0.00
LITTLE CREATURES	1	8.00
JAMES BOAGS	1	8.00

BAR TAB 12
2x

\$16.00

ENTER

The Bar Tab is recalled to the POS Screen as per the Yes/No option which was enabled for this function.

15 Oct 11:30 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB)		Outstanding \$16.00
-----------------------------------	--	----------------------------

BAR TAB 12

\$0.00

When the Bar Tab is recalled to the POS Screen, you have the following options:

- Take a payment for the Bar Tab by entering an amount then pressing the “Account Payment” button (this option will leave all items on the Bar Tab so a full payment can be taken at a later time).
- Pay the Bar Tab by entering an amount and pressing the “Pay Bar Tab” button (this option will finalise the Bar Tab sale, print a receipt and clear any items that were saved to the Bar Tab).

idealpos Update History

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If a Pre-Payment is taken for a Pre-Paid Bar-Tab, the Bar Tab will not be recalled to the POS Screen after saving items to the Bar Tab.

To take a Pre-Payment for a Bar Tab, press the "Bar Tab" button from the POS Screen and select the Bar Tab Customer.

customers

Bar Tab 5001

Bar Tab 5002

Bar Tab 5003

Bar Tab 5004

Bar Tab 5005

Bar Tab 5006

Bar Tab 5007

Bar Tab 5008

Bar Tab 5009

Bar Tab 5010

Bar Tab 5011

Bar Tab 5012

Bar Tab 5013

Bar Tab 5014

Bar Tab 5015

Bar Tab 5016

Bar Tab 5017

Bar Tab 5018

Bar Tab 5019

Bar Tab 5020

Bar Tab Customer

Name

Phone

Company

Code

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New Customer

CL

backspace

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-

The Bar Tab Customer is added to the sale

15 Oct 11:26 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB)

Outstanding \$0.00

BAR TAB 12

\$0.00

Enter any amount then press the "Account Layby Payment" button.

idealpos Update History

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15 Oct 11:35 Adult ID: 15-Oct-2002
Jeremy STANDARD

Bar Tab Customer (BAR TAB) Outstanding \$0.00

5.00

← RECEIPT

PRICE LEVEL

CUSTOMER

BAR TAB

PENDING

TABLE MAP

CLERK

5% ST DISC

5% ITEM

REFUND

VOID SALE

VOID

7

4

5

1

2

0

8

5

2

3

.

9

6

3

X

ENTER

CL

NO SALE

BAR TAB 12

\$0.00

COUPON PROMO	JACKPOT	CR NOTE ENQUIRY	ACCOUNT LAYBY ADJUST	GIFT VOUCHER	BAR TAB BILL	VOID LAST ITEM	END OF SHIFT	BANKING REPORT
CUSTOMER COUPON		PRICE ENQUIRY						
EFTPOS CASHOUT	RAFFLES	PROMO ENQUIRY	ACCOUNT LAYBY CREDIT	GIFT VOUCHER ENQUIRY	PAY BAR TAB	10% ITEM DISCOUNT	PRINT TAX INVOICE	DEPT SALES REPORT
TENDER CORRECT		REWARDS ENQUIRY				10% ST DISCOUNT		
RECEIPT IS OFF	SEND MESSAGE	STOCK ITEM SEARCH	ACCOUNT LAYBY PAYMENT	←	BAR TAB REPORT		JOURNAL ENQUIRY	STOCK SALES REPORT
DRINKS	CAFE	TAP BEER	SPIRITS	COCKTAILS	FRUIT & VEG	GROCERY	RETAIL	MANAGER
	RESTAURANT	BOTTLE BEER & RTD	WINE				SERVICES	ADMIN

idealpos Update History

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Select a Tender method

15 Oct 11:37 Adult ID: 15-Oct-2002
Jeremy STANDARD

Bar Tab Customer (BAR TAB) Outstanding \$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

PENDING

VOID SALE

TABLE MAP

VOID

0

.

ENTER

BAR TAB 12

\$5.00

CASH

EFTPOS

AMEX/DINERS

POINTS

LAYBY

GV REDEEM

CREDIT NOTE

5.00

Balance 5.00

100

50

20

10

5

The sale is cleared and a blank POS screen is displayed:

15 Oct 11:39 Adult ID: 15-Oct-2002
Jeremy STANDARD

\$0.00

idealpos Update History

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Now that the Bar Tab has had a pre-payment applied, anytime items are saved to the Bar Tab, the bar tab will not be recalled.

Press the Bar Tab button and select the Bar Tab Customer.

The Bar Tab Customer is added to the sale and the Pre-Paid amount will appear on the bottom-left corner of the transaction details area.

15 Oct 11:49 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB) Outstanding -\$5.00

BAR TAB 12
Pre-Paid : \$5.00

\$0.00

Add items to the Bar Tab then press the "ENTER" button:

15 Oct 11:52 Adult ID: 15-Oct-2002
Jeremy STANDARD

>>>

Bar Tab Customer (BAR TAB) Outstanding -\$5.00

LITTLE CREATURES	1	8.00
JAMES BOAGS	1	8.00

BAR TAB 12
Pre-Paid : \$5.00

\$16.00

ENTER

idealpos Update History

[Return to top](#)

The POS screen is cleared and a blank sale is displayed, ready to process the next sale.



idealpos Update History

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IP-3690 – Yes/No Option – Cash Declaration auto-populates integrated Eftpos totals

This function adds the ability to toggle whether the Cash Declaration auto-populates the integrated EFTPOS totals. When enabled, the EFTPOS label in the Cash Declaration screen at the End of Shift will not contain a field for the user to enter the EFTPOS amount as the EFTPOS value will be auto-populated.

The auto-populated EFTPOS amount will also appear under the Actual EFTPOS amount on the Sales Report printed after the Cash Declaration is completed on the POS Screen.

When this Yes/No option is disabled, a field will appear next to the EFTPOS label in the Cash Declaration screen at the End of Shift. The Clerk will need to manually enter the EFTPOS takings into the EFTPOS field, and this value will then appear under the Actual EFTPOS amount on the Sales Report printed after the Cash Declaration is completed on the POS Screen. It is a requirement that the Include in Banking setting in the EFTPOS function descriptor be enabled for this Yes/No option to be applicable. Having the Include in Banking setting disabled will result in the EFTPOS Counted Amount being auto-populated, regardless of how this Yes/No Option is configured.

To configure and use this function, go to:

Setup > Yes/No Options > Enter Keyword Search: integrated eft

Toggle the Yes/No Option "Cash Declaration auto-populates Integrated Eftpos Totals"

The screenshot shows the 'yes/no options' window. At the top, there is a search bar with the text 'integrated eft' and a search icon. Below the search bar, there are several tabs: 'Clerks', 'Confirmation', 'Customers', 'Home Screen', 'Miscellaneous', 'POS Screen', 'Receipt / Kitchen', 'Restaurant', and 'Stock Control'. The 'Miscellaneous' tab is selected. Below the tabs, there is a table with the following columns: 'ALL', '1', and '2'. The table contains one row with the text 'Cash Declaration auto-populates Integrated Eftpos Totals' and a checkmark in the '1' column. An orange arrow points to the search bar, and another orange arrow points to the checkmark.

	ALL	1	2
MISCELLANEOUS			
Cash Declaration auto-populates Integrated Eftpos Totals	✓		

Close the Yes/No options window to save the change.

idealpos Update History

[Return to top](#)

When completing an End of Shift with the Yes/No Option enabled, the Cash Declaration will appear as follows. Note that there is no field next to the EFTPOS label; this is because the EFTPOS amount will be auto-populated as per the state of this Yes/No Option:

Cash Declaration - POS 1 : POS 1

Enter Full CASH Amount

CASH

or Each Denomination

\$100		\$0.50	
\$50		\$0.20	
\$20		\$0.10	
\$10		\$0.05	
\$5			
\$2			
\$1			

Calc

EFTPOS

AMEX/DINERS

POINTS

TENDER 5

LAYBY

GV REDEEM

CREDIT NOTE

CHEQUE

TENDER 10

TENDER 11

ACCOUNT

TENDER 13

TENDER 14

TENDER 15

TENDER 16

TENDER 17

ONLINE

7

8

9

4

5

6

1

2

3

0

.

-

CL

OK

When completing an End of Shift with the Yes/No Option disabled, the Cash Declaration will appear as follows. Note that there is a field next to the EFTPOS label. When the Yes/No option is disabled, you will need to manually enter the EFTPOS amount into the EFTPOS field. The amount entered will appear under the Actual EFTPOS amount on the Sales Report that is printed after pressing OK on the Cash Declaration window:

Cash Declaration - POS 1 : POS 1

Enter Full CASH Amount

CASH

or Each Denomination

\$100		\$0.50	
\$50		\$0.20	
\$20		\$0.10	
\$10		\$0.05	
\$5			
\$2			
\$1			

Calc

EFTPOS

AMEX/DINERS

POINTS

TENDER 5

LAYBY

GV REDEEM

CREDIT NOTE

CHEQUE

TENDER 10

TENDER 11

ACCOUNT

TENDER 13

TENDER 14

TENDER 15

TENDER 16

TENDER 17

ONLINE

7

8

9

4

5

6

1

2

3

0

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-

CL

OK

idealpos Update History

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In addition to the above, the EFTPOS amount will appear in the EFTPOS field of the Edit Cash Declaration window. To edit a Cash Declaration, go to: Utilities > Edit Cash Declaration > Select the Cash Declaration from the list > Press Edit on the bottom-right corner of the window:

edit cash declaration

Clerk 1 : Jeremy 03 Nov 2020 13:42:13

Float Taken Out

Enter Full Amount	Counted	Expected
CASH		
(less Float)		

Or Each Denomination

\$100	
\$50	
\$20	
\$10	
\$5	
\$2	
\$1	
\$0.50	
\$0.20	
\$0.10	
\$0.05	

☐ Denomination Count includes Float

	Counted	Expected
EFTPOS	10.00	10.00
AMEX/DINERS		
POINTS		
TENDER 5		
LAYBY		
GV REDEEM		
CREDIT NOTE		
CHEQUE		
TENDER 10		
TENDER 11		
ACCOUNT		
TENDER 13		
TENDER 14		
TENDER 15		
TENDER 16		
TENDER 17		
ONLINE		

Notes

Save & Print Save

It should also be noted that the ability to edit the EFTPOS Counted amount on the Edit Cash Declaration window is determined based on the EFTPOS Function Descriptor > Show in Banking setting. When Show in Banking is enabled, the Counted amount can be edited within the Edit Cash Declaration window. When Show in Banking is disabled, the Counted amount will appear as Read-Only in the Edit Cash Declaration window. As noted above, if "Include in Banking" is disabled on the EFTPOS Function Descriptor, the EFTPOS amount will always be auto-populated for integrated EFTPOS.