Welcome

Semper Point-Of-Sale (POS)

Setup and training guide



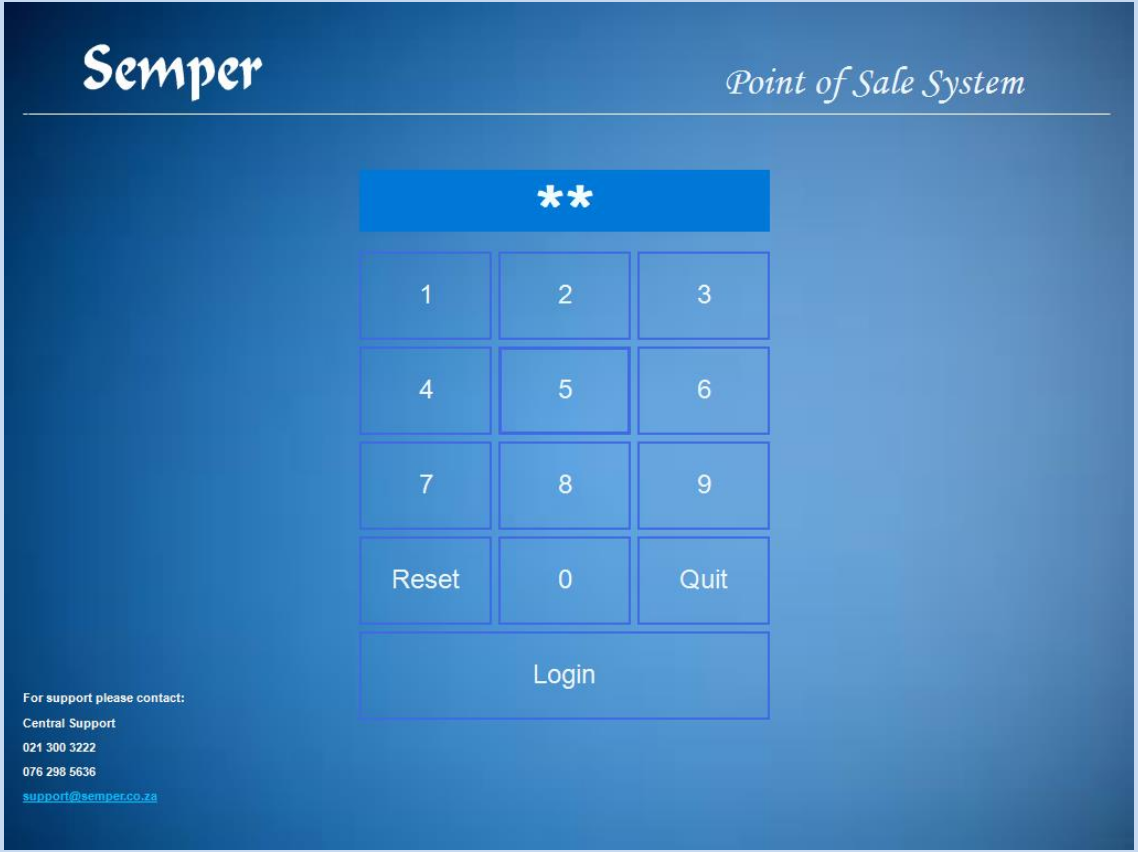
Setup of the POS terminal and users

Accessing your POS terminals

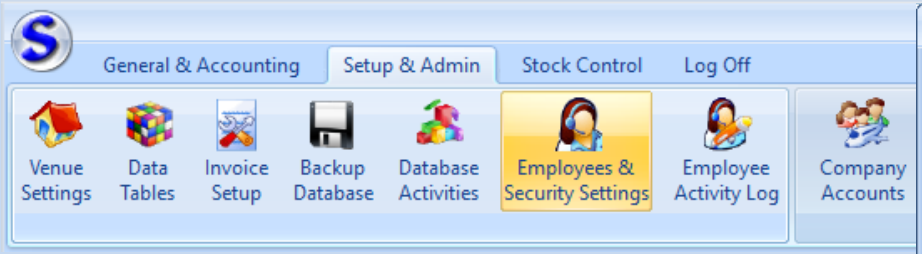
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To access the POS system:

- All employees must be authorised. At least one employee (user) must be authorised as an administrator.
- Each terminal device must be defined and setup with printers etc.



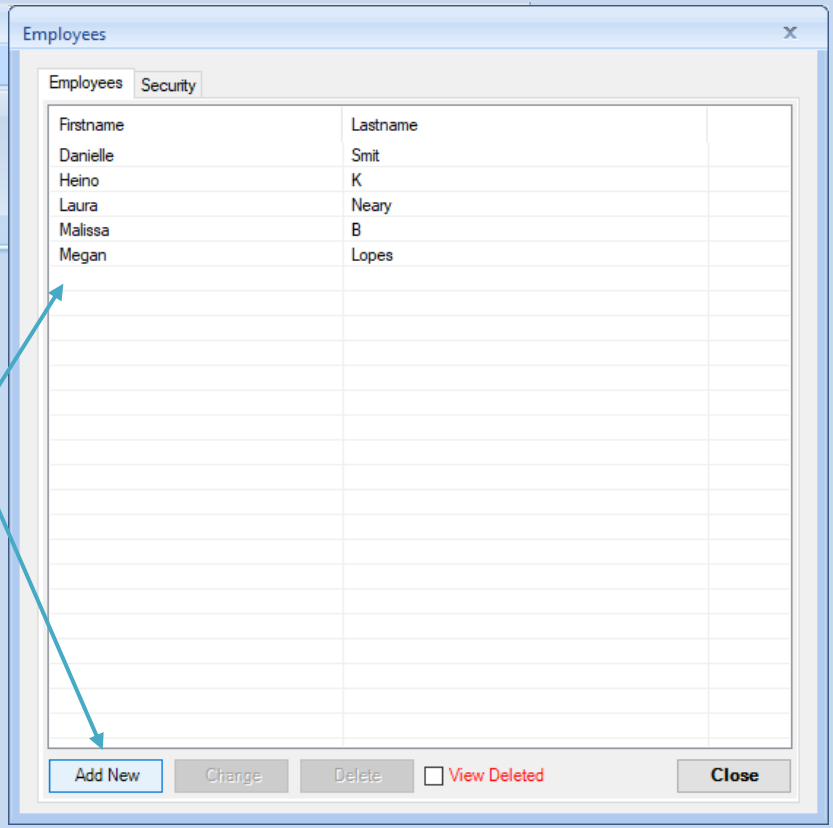
Setup of POS terminal users



To authorise a user for POS

Locate "Employee & Security Settings" under the Setup & Admin tab.

Add a new user or select an existing user from the list.



Setup of POS Terminal Users

Employees & Security Settings

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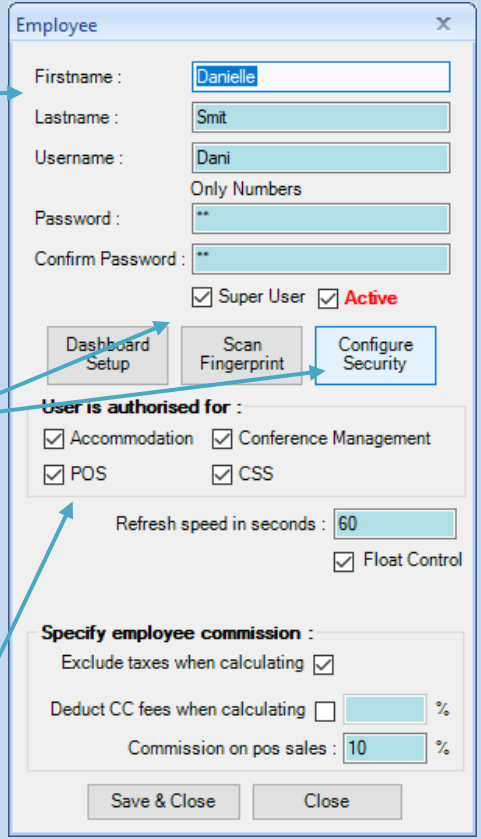
Enter a First and Last name as well as a user name for the user. The user name is used to record activities performed by that user.

Enter a unique numerical password.

A user may be classified as a Super User which enables them to perform any function within the Semper system or a general user with limited functions.

For super users no further action is required. For general users, additional rights may be allocated to selected employees (e.g. the shift supervisor).
Use the Configure Security button to allocate additional rights to the general user.

Important Note: Any user who requires access to a POS terminal must have the POS authorisation option selected.



Setup of POS Terminal Users

Employees & Security Settings

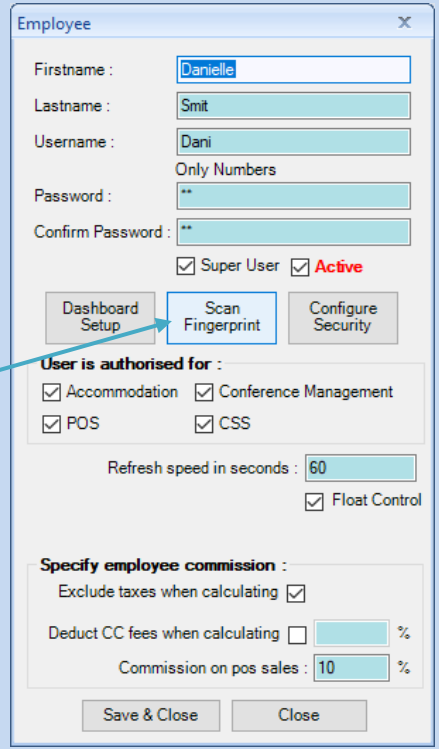
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Please Note: This slide is only applicable to those who have a fingerprint scanner installed on their POS terminal PCs.

To be able to login to your POS terminals using a fingerprint scanner, please open each employee and save their fingerprint to the system.

Select the “Scan Fingerprint” button on the employee setup and follow the on-screen prompts. Only one finger can be saved per employee. Please use the same finger when scanning your fingerprint.

Once successful, select “Save & Close”. This will then allow this user to log onto the POS using his fingerprint the next time they log into POS.



Setup of POS Terminal Users

Employees & Security Settings

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Locate the POS security options. It can be found at the very bottom of the list.

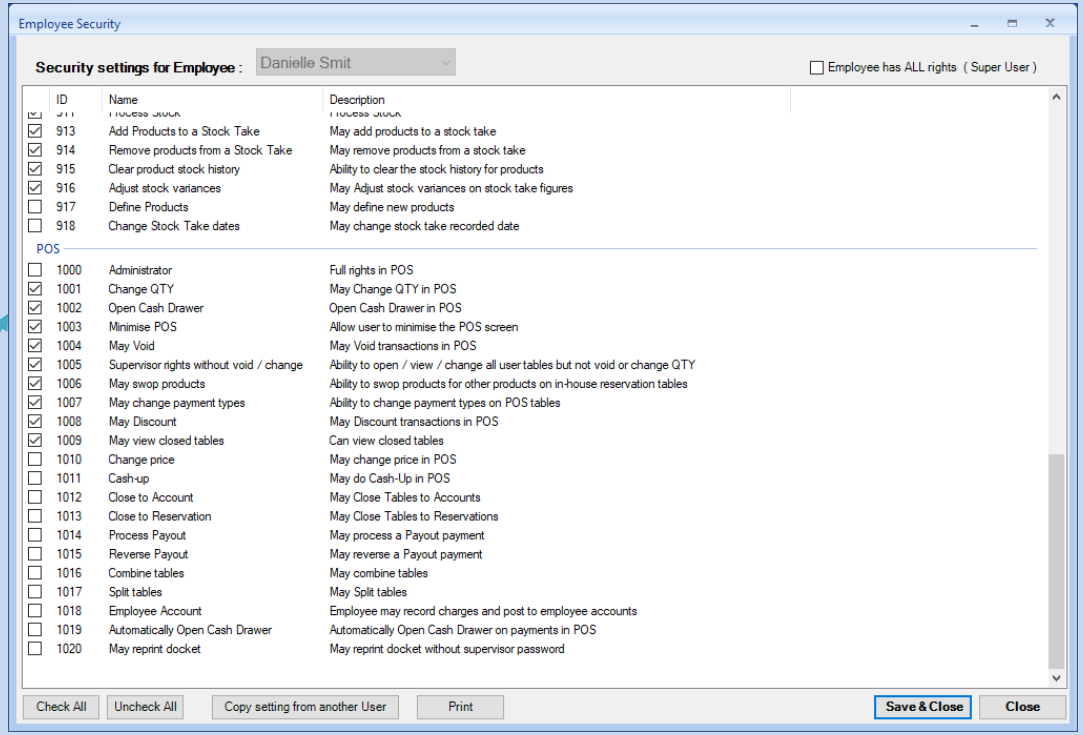
#1000: Administrators can change settings on the POS devices (such as selecting a different price list etc.)

#1001: Change QTY enables the user to change the quantity of a charge. This is normally assigned to shift supervisors.

#1002 : Open Cash Drawer will enable the user to open the cash drawer linked to the computer.

#1003 : Minimise POS – If the Minimise POS security setting is switched off for a user, the user will not be able to open anything on the pc other than the POS. POS will always lie on top of the other open applications.

#1004 : May Void enables users to void any charges or payments added on the POS.



Setup of POS Terminal Users

Employees & Security Settings

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#1005 : Supervisor rights without void/ change QTY enables users to view, open or change any other users tables, without being able to void transactions or change quantities.

#1006 : May swop products enables users to swop non-stock / stock items on an in-house table to be replaced by one or more alternative products.

#1007 May change payment types enables users to change the type of a payment on open or closed tables.

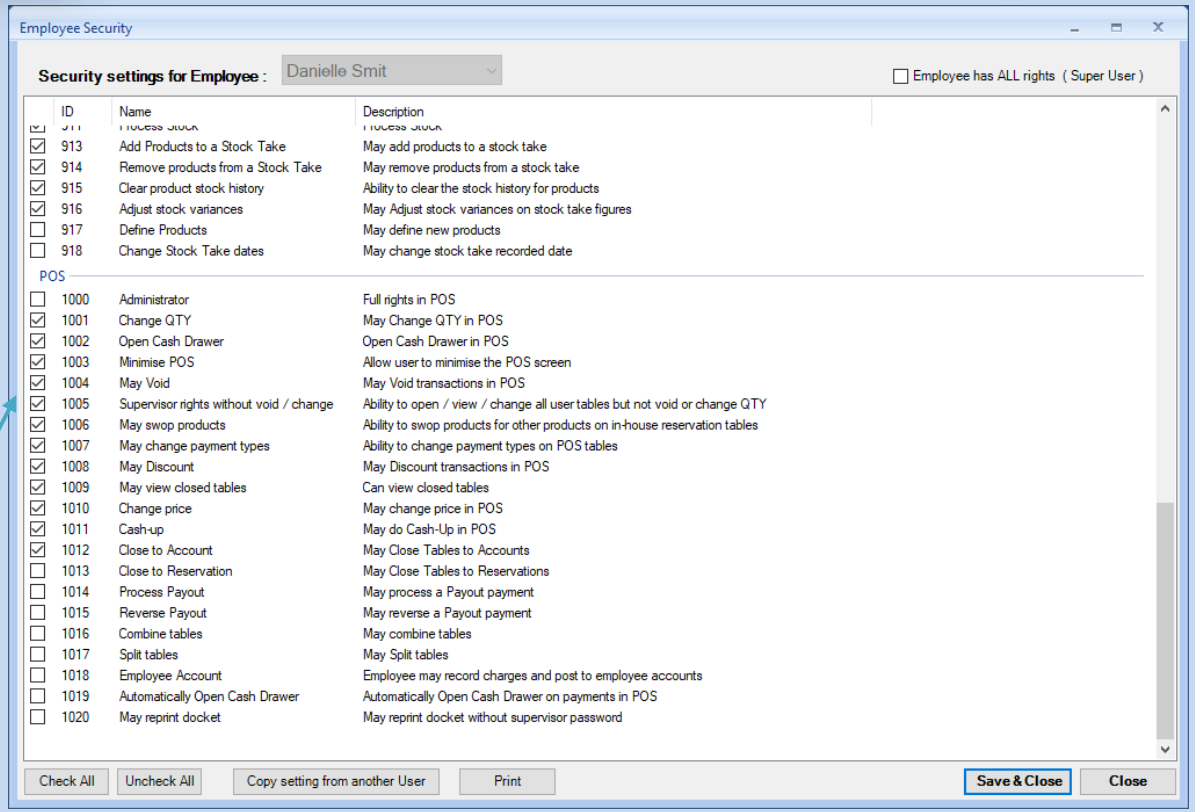
#1008 May Discount enables a user to add a discount in POS.

#1009 May view closed tables enables a user to view the list of closed tables without needing to be a POS Administrator.

#1010 Change Price enables a user to change the price of a charge in POS.

#1011 Cash – Up: enables a user to do a cash up in POS.

#1012 Close to Account: enables a user to close a table to an account.



Setup of POS Terminal Users

Employees & Security Settings

Semper

#1013 Close to Reservation: enables a user to close a table to a reservation.

#1014 Process Payout: enables a user to add a pay-out to the system.

#1015 Reverse Payout: enables a user to reserve a pay-out from the system.

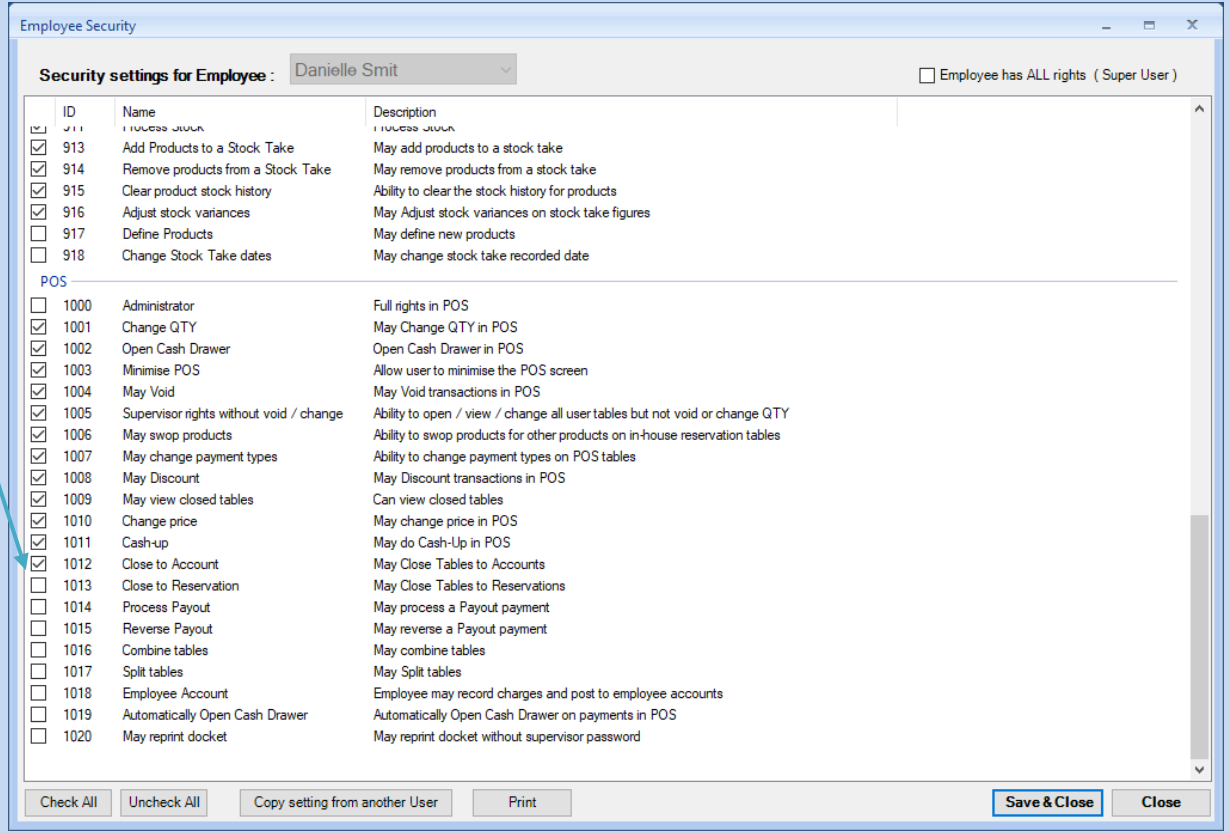
#1016 Combine tables: enables a user to combine 2 or more tables into one.

#1017 Split tables: enables a user to split a table into two tables.

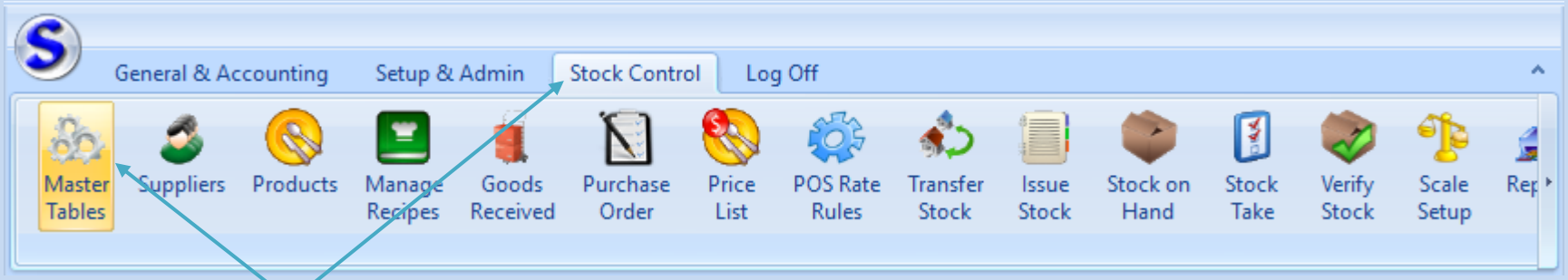
#1018 Employee Account: enables a user to record and post charged on an employee account table.

#1019 Automatically open cash drawer: automatically open cash drawer for this user when a payment is recorded on the POS.

#1020 May reprint docket: enables a user to reprint a docket the 2nd time without the need for a supervisor password.



Setup of the POS terminals



Defining a POS Terminal

This function must be performed for all terminals that access the POS system.

Once defined here, the terminal number will be allocated to the physical device when setup.

Locate the Master Tables within the Stock Control system.

Setup of the POS terminals

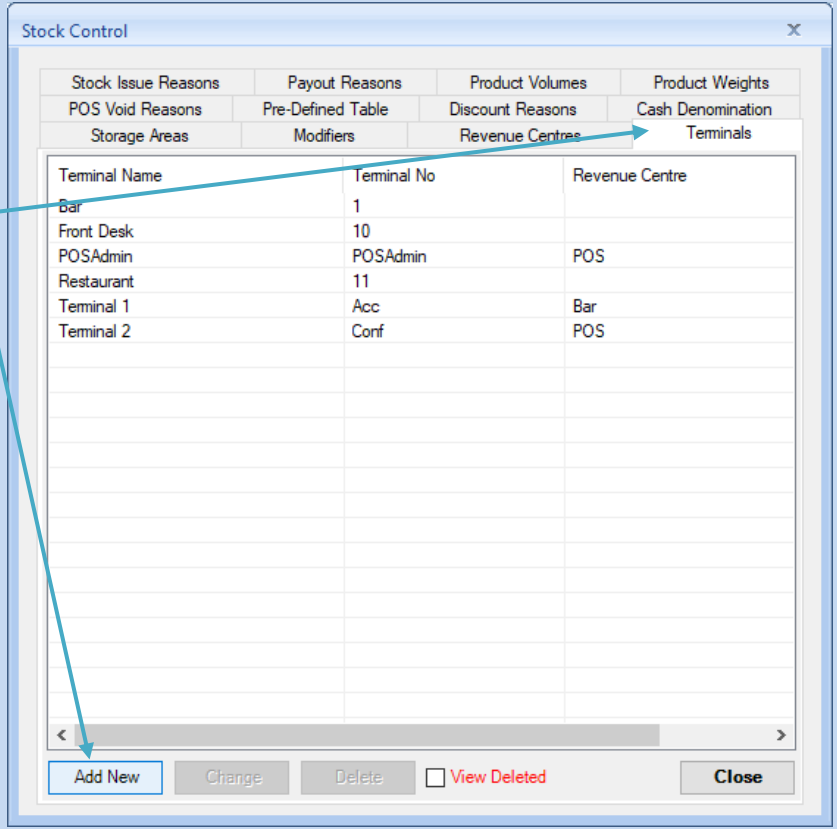
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Defining a POS Terminal

Select the Terminals tab.

Each POS device must have a separate entry in this table.

Select the Add New button to define a new terminal device.



Setup of the POS terminals

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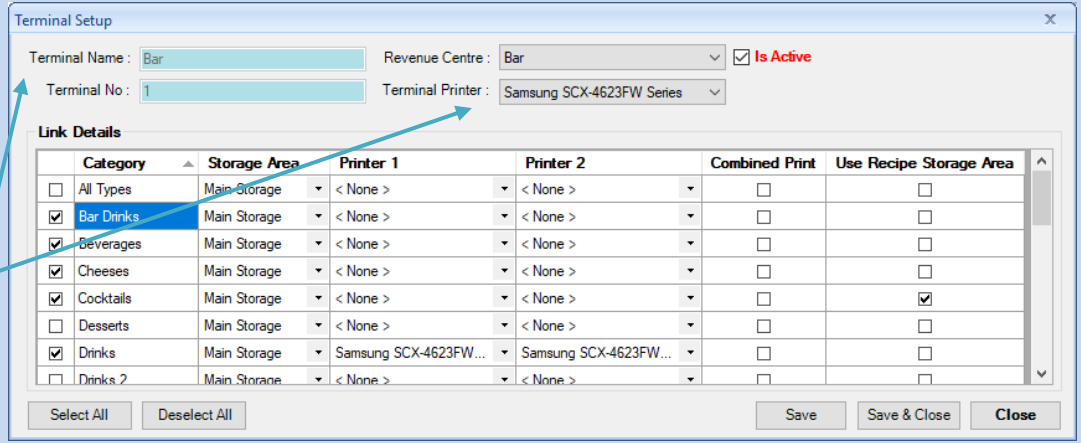
Defining a POS Terminal

Enter a name and unique number which will identify the terminal device.

Please Note: The Terminal Name & Number cannot be altered once transactions are recorded on a terminal.

Select the Revenue group (optional).
Revenue groups enables you to measure revenue income from all terminals allocated to the same group. Use the Income per Revenue centre report for this.

The Terminal Printer will be the printer where to your cash drawer and dockets will connect to.



Setup of the POS terminals

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Defining a POS Terminal

Important: Link the Categories (these are product categories set up in your system).

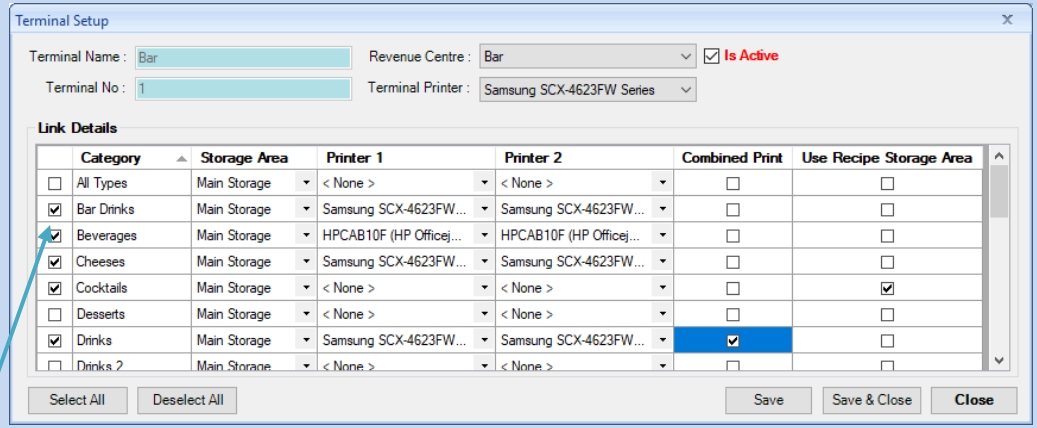
This will determine which categories will be displayed on the terminal. Only products linked to the categories may be sold via the terminal e.g. if the terminal may sell products from the categories Bar Drinks and Drinks then both of these must be selected.

Categories marked as “Block from POS” (Category Setup) will not display in this list.

For each category selected, select which Storage Area this category’s products must be deducted from when sold from this terminal.

For each category selected, select a printer. This printer will be used when an order is processed from POS.

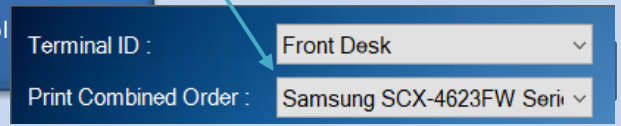
Two printers can be selected per category linked to the terminal. When items from the category are charged and processed in POS, it will be printed to both printer 1 and 2 selected. Printer 2 cannot be selected without having a Printer 1 selected.



Combined Print

When categories are selected for the Combined Print here, when products are sold and processed from these categories they will be sent to the combined order printer which is set up per terminal in your POS under Terminal Settings as a combined order as well as to their different category printers.

This can be used as a measure to control all orders at one printer.

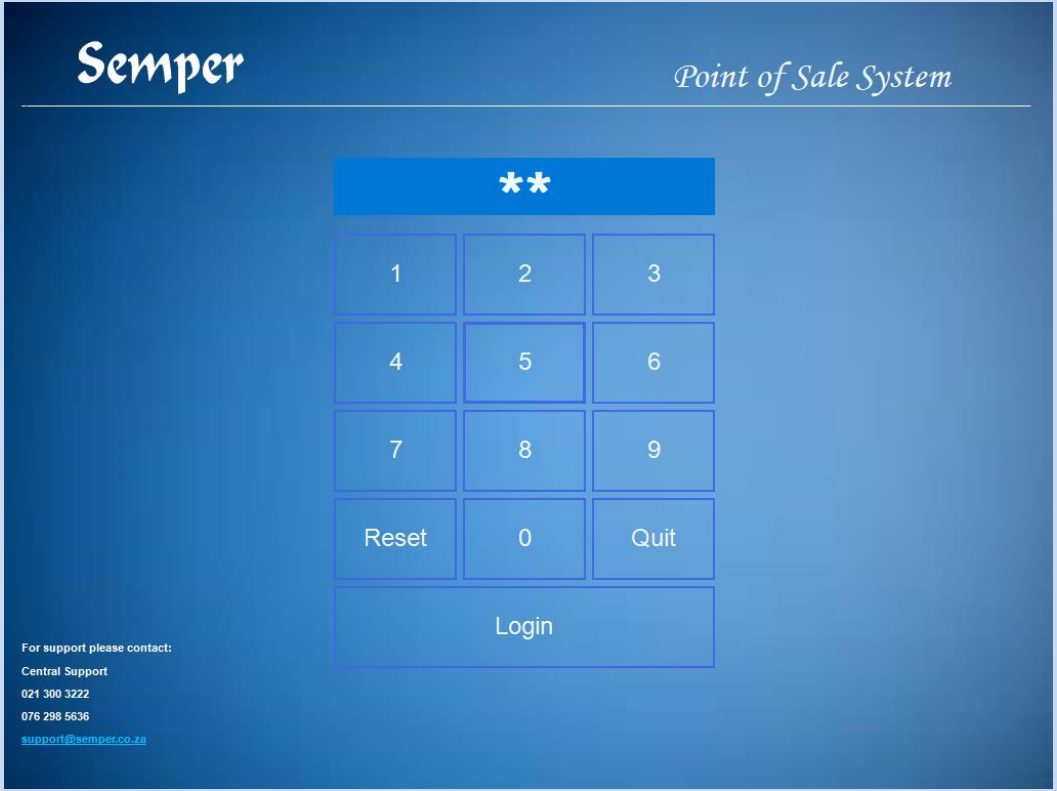


The POS system

Once the terminals have been setup in RES then each terminal needs to be setup separately on each device. On the terminal, the Semper POS system must be installed and the setup completed for that terminal.
This must be performed by a POS super user.

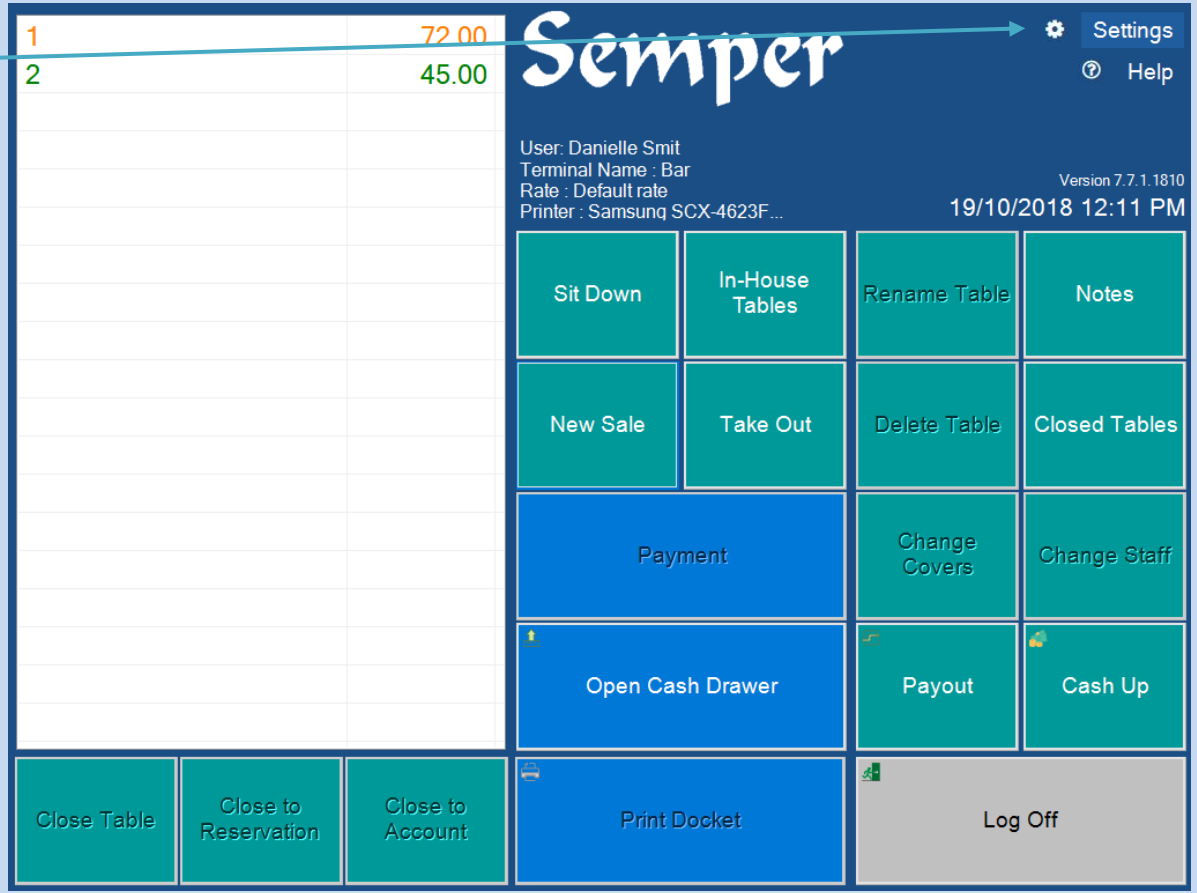
The POS system is represented by the light blue icon which should be placed on your desktop for easy access.

Enter the unique password of a super user in order to complete the setup of the POS terminal.



POS Settings

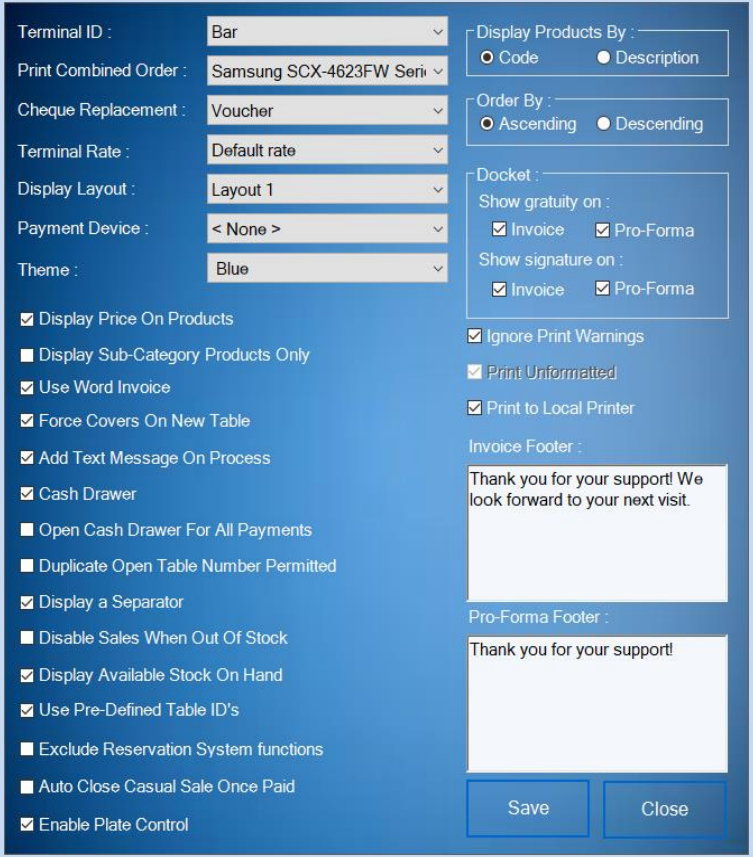
Select the Settings button to complete the setup.



POS Settings

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- Terminal ID: Select the Terminal ID from the drop down list that uniquely identifies the terminal in use.
- Print Combined Order: Categories selected for the combined printer (Master Tables – Terminal Setup), will be printed to the printer selected here when products in that category are sold and processed.
- Cheque Replacement: Replace the Cheque Payment in POS with an alternative payment type of choice. Only non-system payments will be available for selection.
- Terminal Rate: Select the Rate which will apply. The rate must be pre-defined and can be changed at any time. It will remain active for this terminal until changed. This is also the rate which will appear on the product buttons should your "Display Price on products" setting be activated.
- Display Layout: Changing this layout will change the look and feel of the table screen in your POS. Two layout options are available.
- Payment Device: This setting is to link a payment device such as PayBay (see separate manual).
- Theme: This determines the look & feel of your POS System. Choose between Blue, White & Classic.
- Display Price on Products. If this setting is selected, product prices for the selected Terminal Rate will be displayed on the Product buttons on the table screen.



POS Settings

Semper

- Display Sub Category products only. Products can be defined under a category or sub category. If defined under the category and the sub category is selected, this setting will determine if the products under the category will be displayed as well as those under the sub category e.g. the category food, could have products such as hamburger defined directly under the category. A sub category lunch may have products such as sandwich. If this switch is off, both hamburger and sandwich will be displayed when the sub category lunch is selected. If the switch is on, only the sandwich will be displayed.

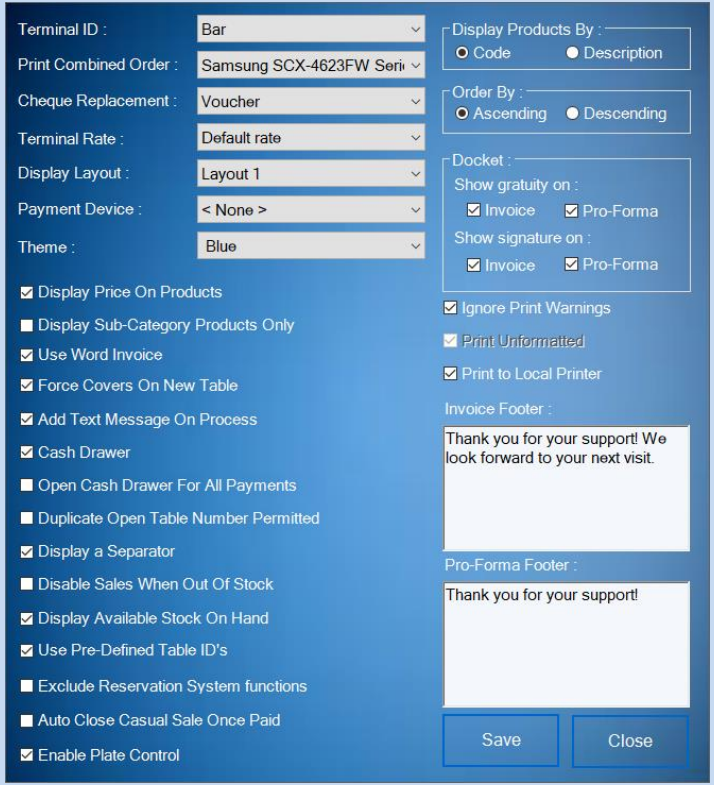
- Use Word Invoice. To print all your dockets & invoices from this terminal as a word document, make sure the "Use Word Invoice" setting is selected. When this setting is selected, the system will look at your venue settings to print either in PDF or as a word document using the same template as specified on your venue settings. In this way, invoices can be customised.

- Force covers on new table. This setting will not allow for tables to be created without first specifying the covers on the table.

- Add Text Message on Process . This setting will allow for a custom message to be added to be sent to the printers when products are sold and processed. The message added will be added to the bottom of the print out. A different message can be added per printer. E.g. "No ice for coke".

- Cash Drawer. This setting should only be active if a cash drawer is connected to the terminal.

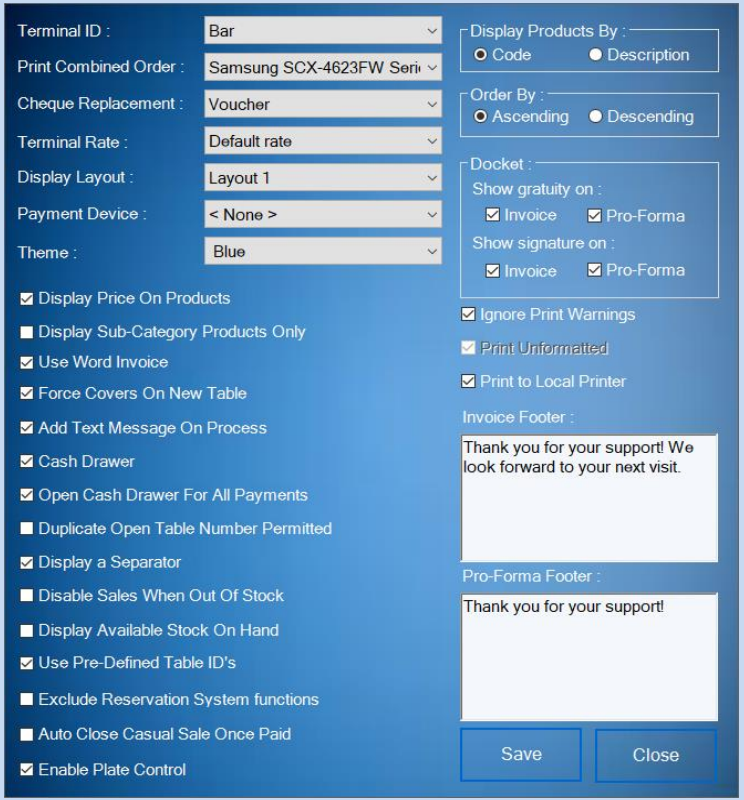
- Open Cash Drawer for all payments. If this setting is active, cash drawer will open for any kind of payment not only cash payments recorded.



POS Settings

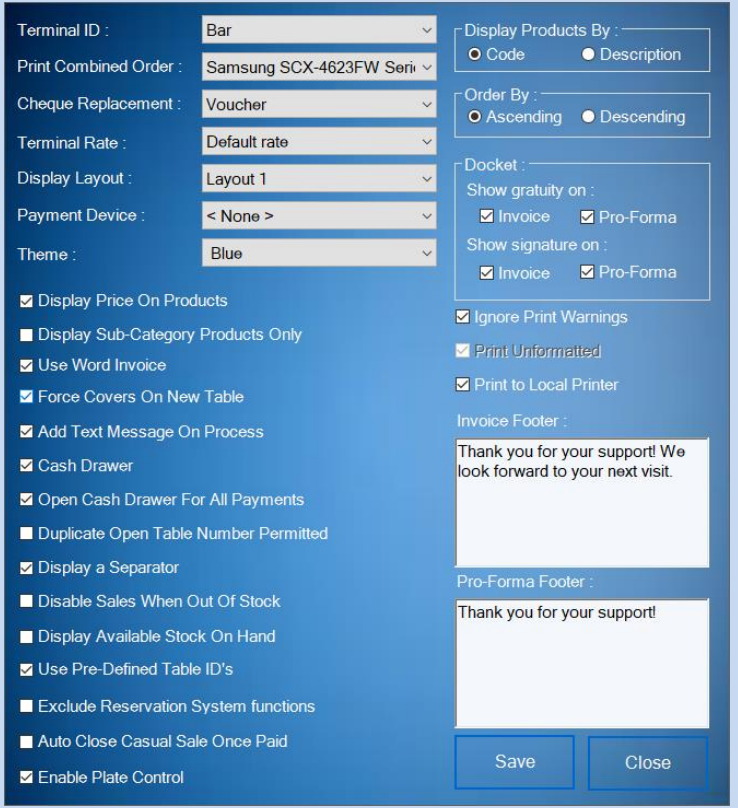
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- Duplicate Open Table Number Permitted. This setting allows the same table number open for different POS users. E.g. If this setting is off, Table 5 can only be opened by Waiter 1 but Waiter 2 will not be able to open a table with the same table name. If this setting is on, Waiter 1 and Waiter 2 can have an open table with the same name.
- Display a Separator. If this setting on, an extra button will appear on the table screen called " - - - - -". When selected, a line separator will be added underneath the last item charged to the table as a line separator.
- Disable Sales When out of Stock. Sale of a product where the stock on hand <= 0 for the categories storage area on the selected terminal will not be allowed if this setting is selected. Product button is then disabled.
- Display Available Stock on Hand. Available stock on hand is displayed on the product buttons for the categories storage area on the selected terminal if this setting is on. E.g. Coke (5).
- Use Pre-Defined Table ID's. See slide #26.
- Exclude Reservation System functions. If this setting is selected, "Close to Reservation" and "In-House Tables" buttons will be hidden and Room Number will not appear on the Docket.
- Auto Casual Sale Once Paid. On a casual sale, if this setting is on and a payment is added to the table to make the balance 0, the sale will be automatically closed and the invoice generated without any messages.
- Enable Plate Control: This setting allows for specifying of when items should be sent through to the kitchen to be plated. The plate control is per category (setup under Stock Control – Products).



POS Settings

- Display Products By: Products can either be displayed by their code or by their description as set up in your Reservations system.
- Order By: Order the Category, Sub-Category and Product buttons on the table screen either alphabetically ascending or descending.
- Ignore Print Warnings. If this setting is selected and any category does not have a printer set up there will be no warning messages to inform you thereof.
- Print Unformatted. Slips can either be printed unformatted (installed as generic devices) or with formatting (text slightly bigger, bigger spacing).
- Print to Local Printer: If this setting is selected, the docket will print to the terminal printer (setup under Master Tables -> Terminals) as well as to the default printer connected directly to the terminal device (not a network printer). If this setting is on then the slips will be printed unformatted.
- Docket – Show Gratuity on / Show Signature on : This setting will determine whether or not the final gratuity or signature lines will be included on your pro-forma or invoice.
- Invoice Footer: Add a message to the bottom of your POS Invoices.
- Pro-forma Footer: Add a message to the bottom of your POS Pro-Forma.



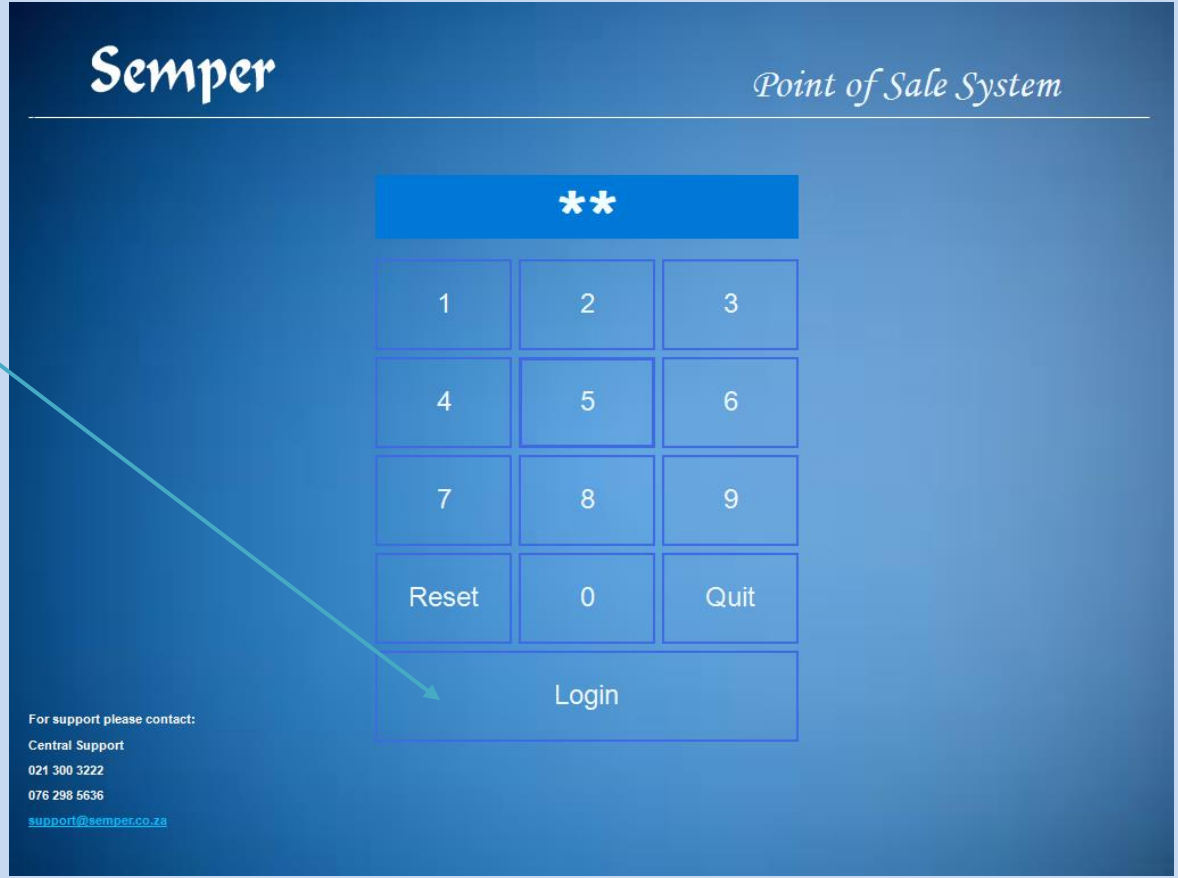
Signing into a POS Terminal

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The following slides deal with the operations of the POS system by employees.

Employees sign in by entering their passwords or using a fingerprint scanner.

Each password is unique to each employee.

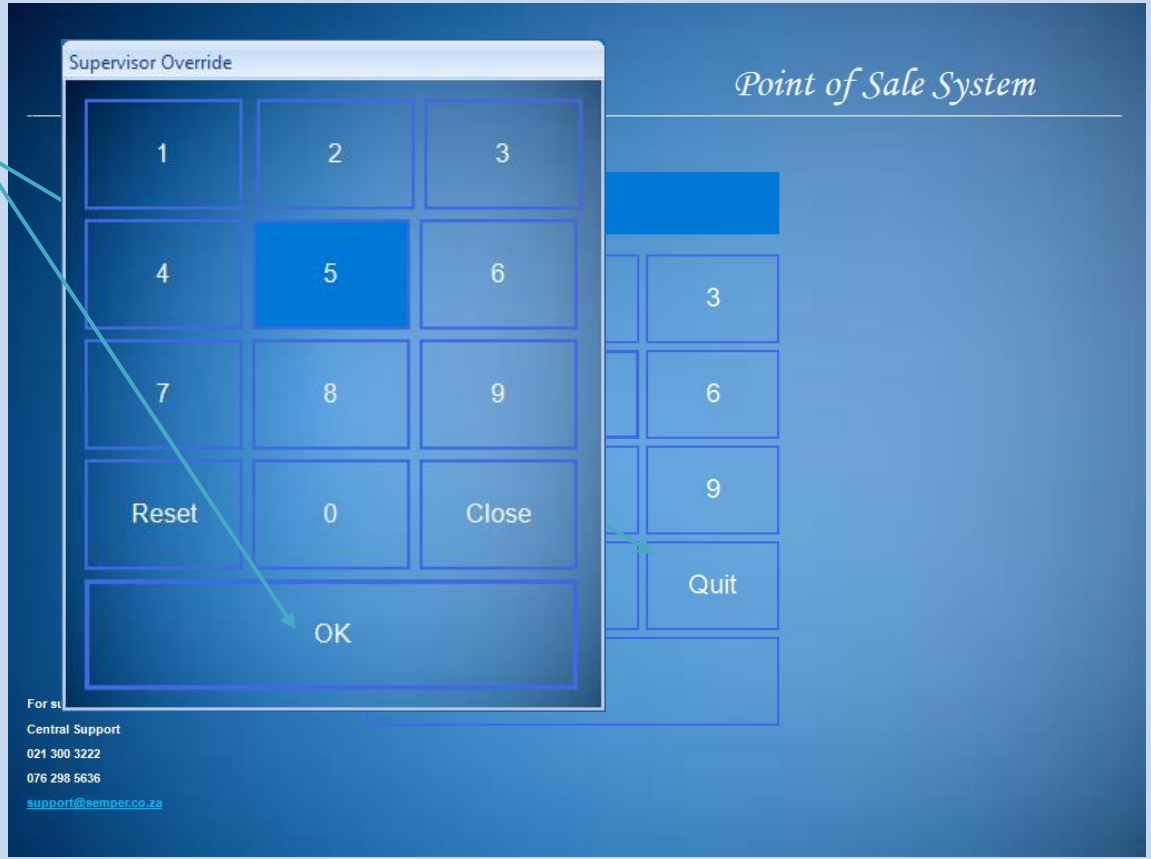


Quitting a POS Terminal

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To quit the system, a supervisor password will be required.

Enter the supervisor password, and select “OK”.



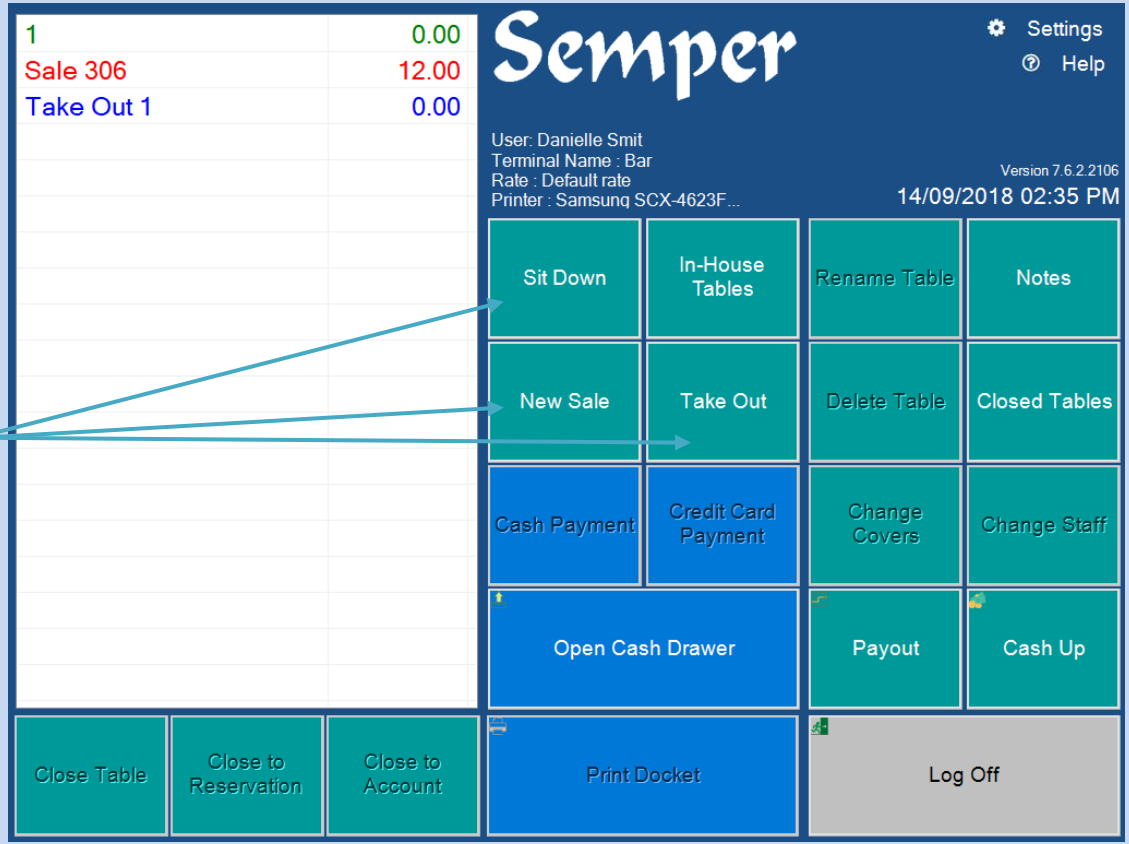
Opening Tables

Opening tables

Sit Down– Tables are used where multiple sales can be added as they get ordered over a period of time. Each table must be assigned a unique name or number. The user who created the table is also the owner of the table. Administrators can view and process against any table and other users can view and process only their tables. Security setting #1005 will allow users to view other user's tables without voiding or changing the quantity of charges.

Cash Sale – This is used when a sale will be made and completed (i.e. money taken for the sale) in one action. This is typical in a bar situation or when sales over the counter are made.

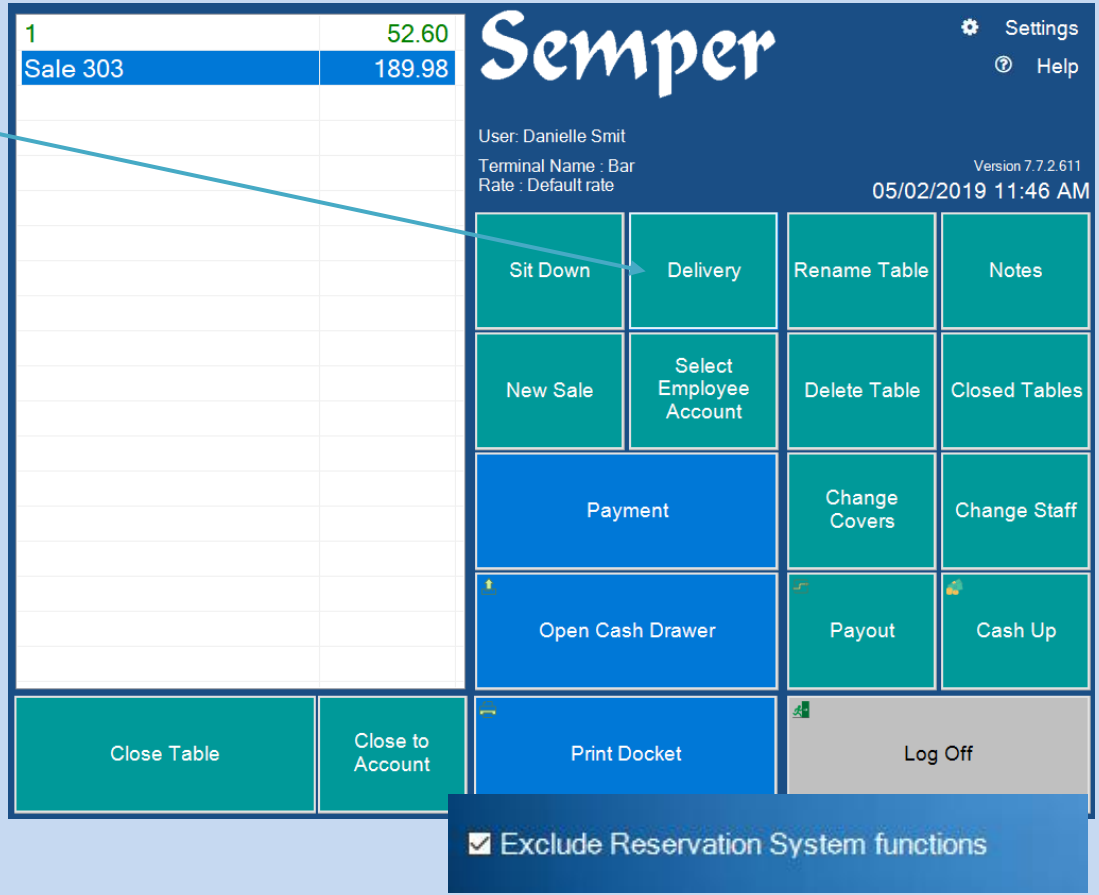
Take out – a unique number is generated (in ascending sequence) every time a new Take out is selected. Administrators can view and process against any take out and other users can view and process only their own take outs.



Opening Tables

Opening tables

Delivery – The Delivery option will only be displayed if the 'Exclude Reservation System functions' setting is selected (under Settings) and works exactly like a Take Out / Sale.



In-House Tables

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Opening tables

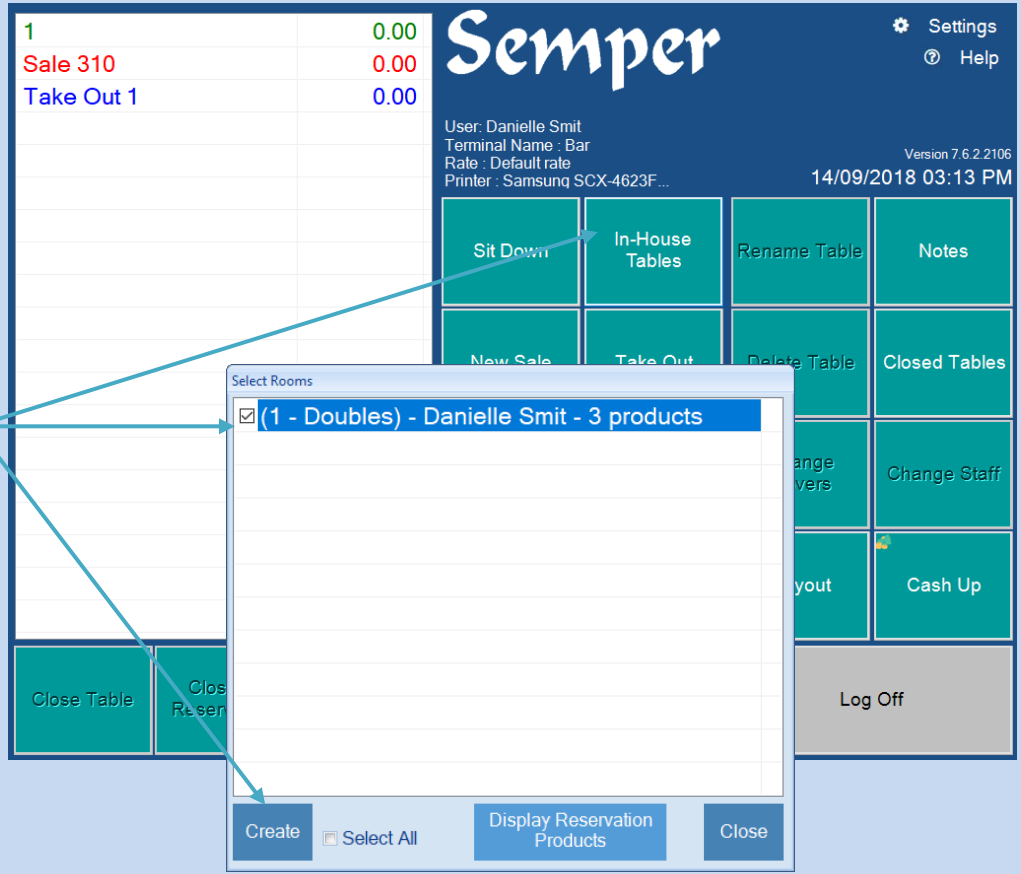
In – House Tables – This function can be used when a separate table for each in house reservation needs to be created (e.g. all In House bookings come for breakfast every morning and a table needs to be opened for each reservation).

Select the “In-House Tables” button. This will bring up a screen indicating all in house reservations with the room code & main guest’s name and surname, as well as how many products have already been charged to the reservation that have not yet been processed from stock. These will include both stock & non-stock items.

This list is sorted by Room Code.

Select those which need to be created as a table and select the “Create” button. A table will be created with the room number as the table number as well as the main guests name.

To view the products pre charged on the reservation, select the “Display Reservation Products” button.



In-House Tables

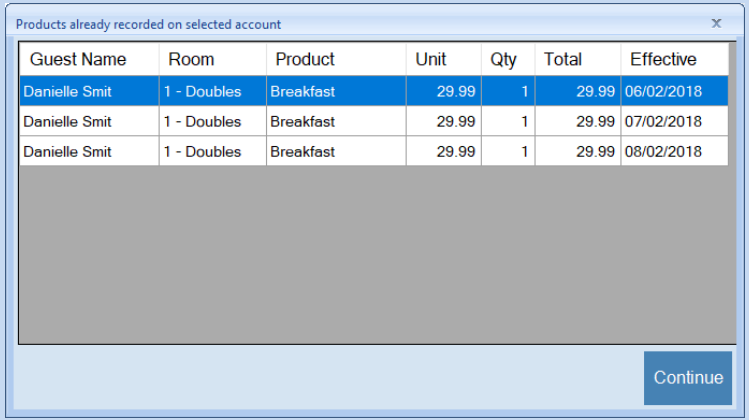
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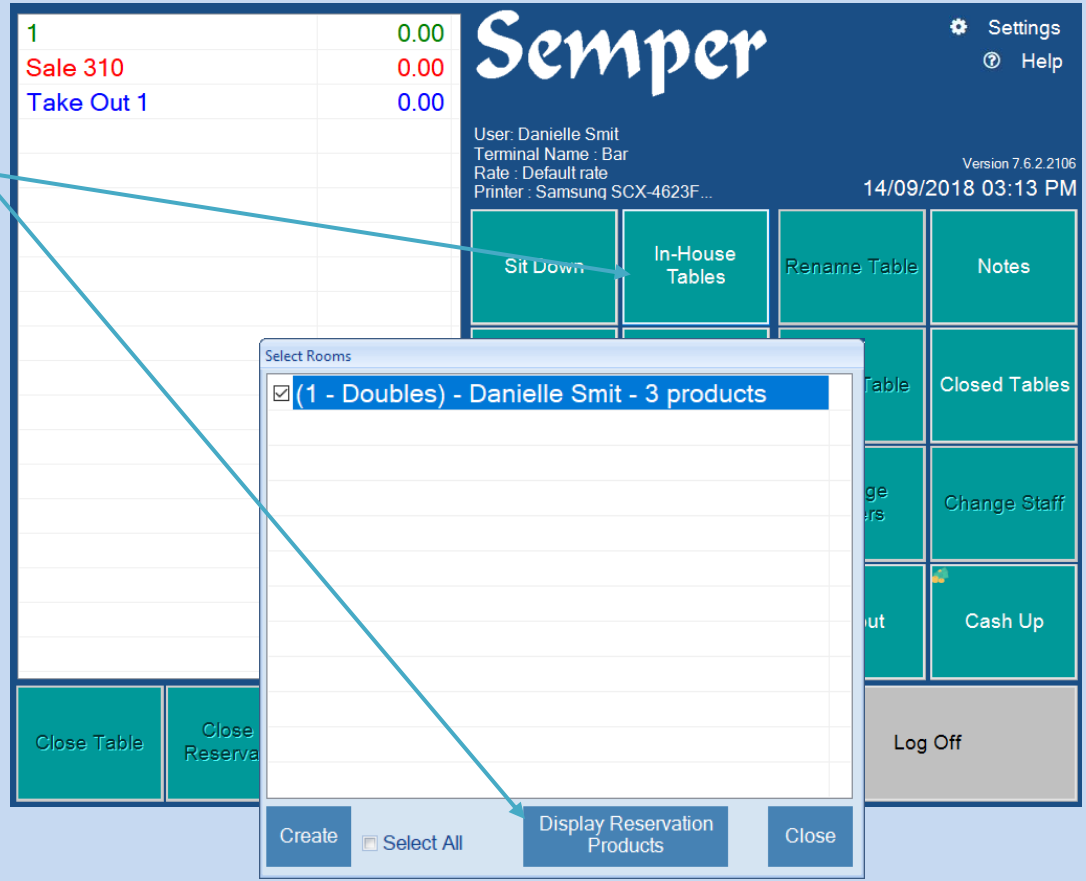
Opening tables

In – House Tables (cont.)

A list of all products pre-recorded on the reservation but not yet processed will appear in this list.

This is for display purposes only. Products can be swopped out when the table is closed to the reservation.

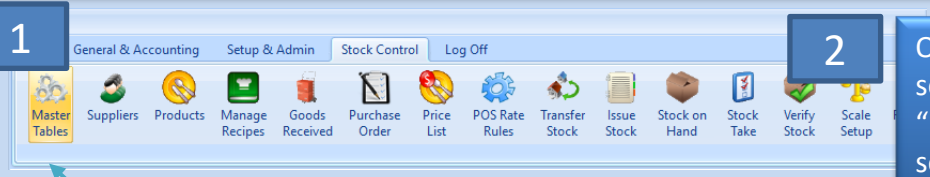




Pre-defined Tables

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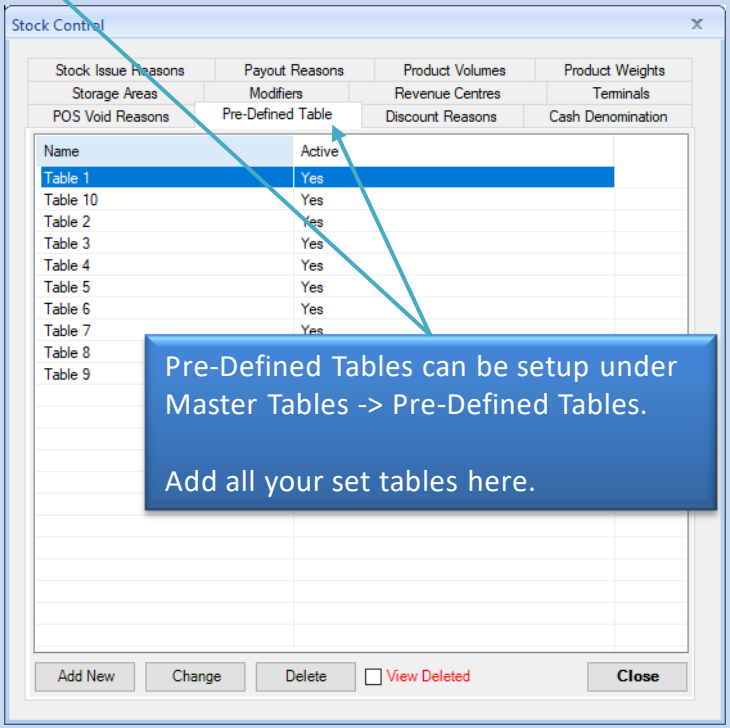
1



2

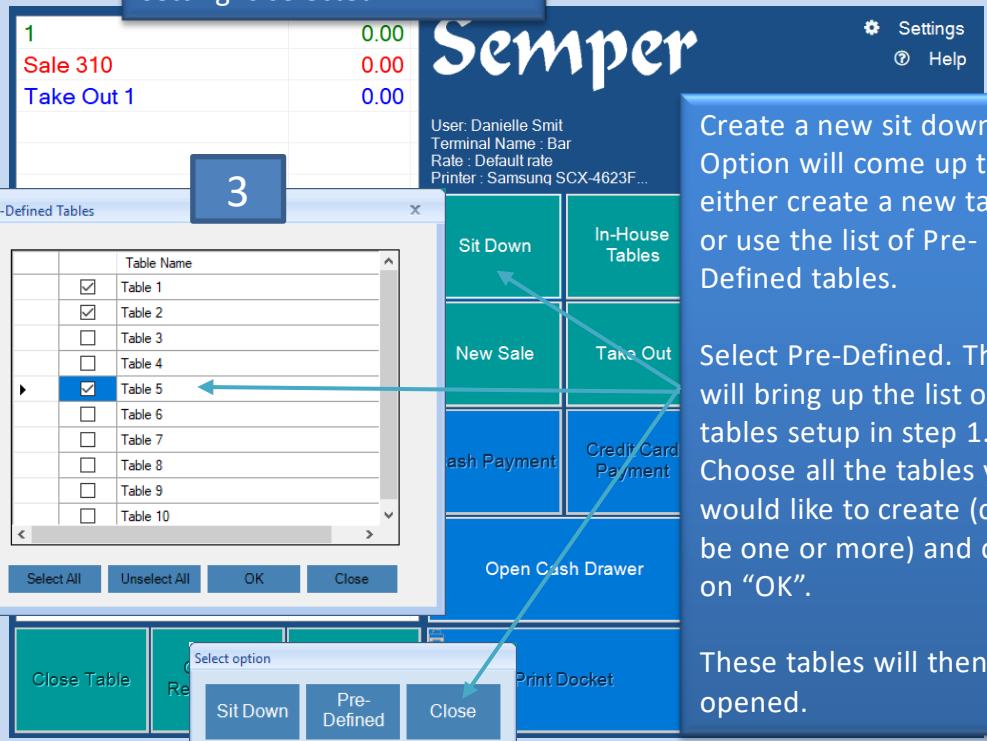
On your terminal, locate settings and make sure the "Use Pre-Defined Table ID's" setting is selected.





Pre-Defined Tables can be setup under Master Tables -> Pre-Defined Tables.

Add all your set tables here.



3

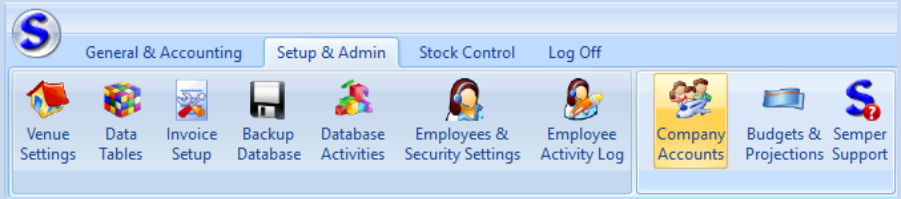
Create a new sit down. Option will come up to either create a new table or use the list of Pre-Defined tables.

Select Pre-Defined. This will bring up the list of all tables setup in step 1. Choose all the tables you would like to create (can be one or more) and click on "OK".

These tables will then be opened.

Employee Accounts

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Employees can be charged at a selected rate when dining at your establishment.

To set this up, each employee needs to have their own Employee Account set up (Setup & Admin -> Travel Agents & Companies -> Employee Accounts).

Once the Employee Account is set up, locate the POS Account tab. Select the 'Employee Account' checkbox to activate these settings for this Employee Account.

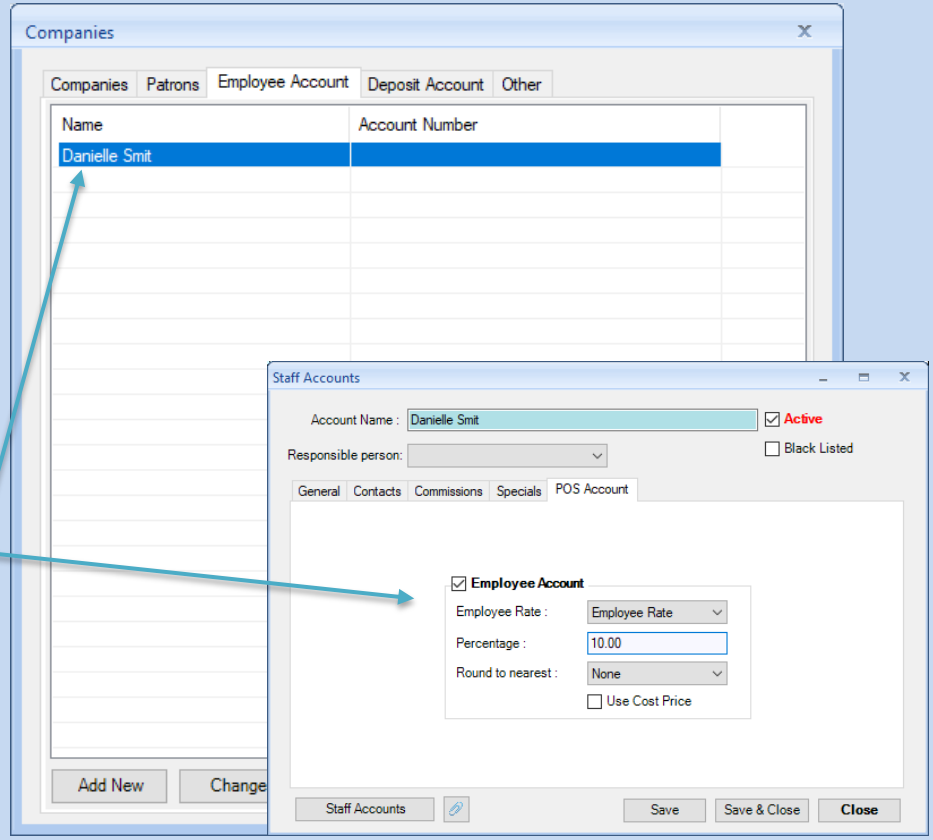
Employee Rate – Select the Rate at which the employee will be charged.

Percentage

- If a Employee Rate is selected and a Percentage is inserted here, this percentage will be deducted from the Rate selected to determine a price.
- If the 'Use Cost Price' setting is selected and a Percentage is inserted here, this percentage will be added onto the product's Cost Price to determine a price.

Round to the nearest - Options here are None, Whole, Tenth, Hundredth. Depending on what is selected, the price charged will be rounded up/down to the nearest xxx.

Use Cost Price – Employee will be charged at cost price + percentage increment (if a percentage is added).



Employee Accounts (cont.)

Semper

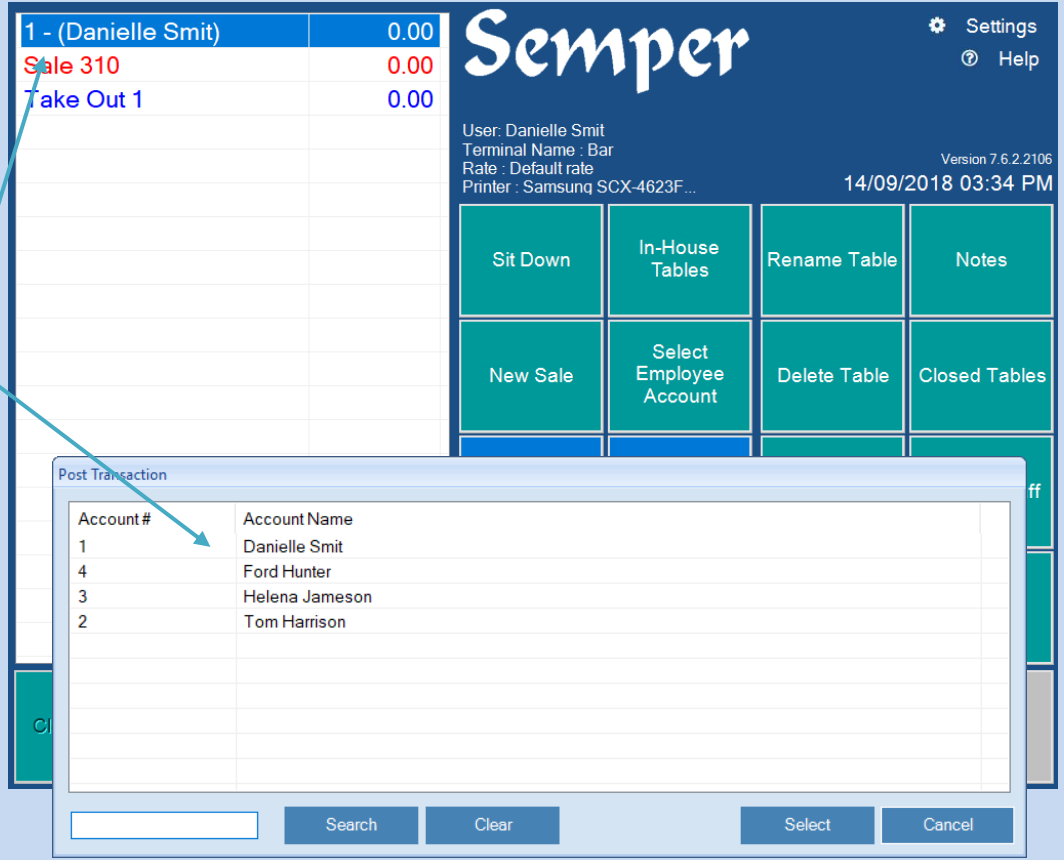
On the POS, when a table or a Take Out is opened, select the Table and then select the 'Select Employee Account' button.

This will bring up a screen displaying all Employee Accounts that have been set up. Select the Employee or search for the employee by using the search function and then select the 'Select' button.

This will change the selected table name to include the Employee Account Name (in this example – Table 1 – Danielle Smit.

When items are charged to the table, they will be charged at the price selected on the Employee Account.

To Close the Employee table, select the table and select the 'Close to Account' button. This will automatically post it to the selected employees account (No need to re-select an account).



Placing an Order

Semper

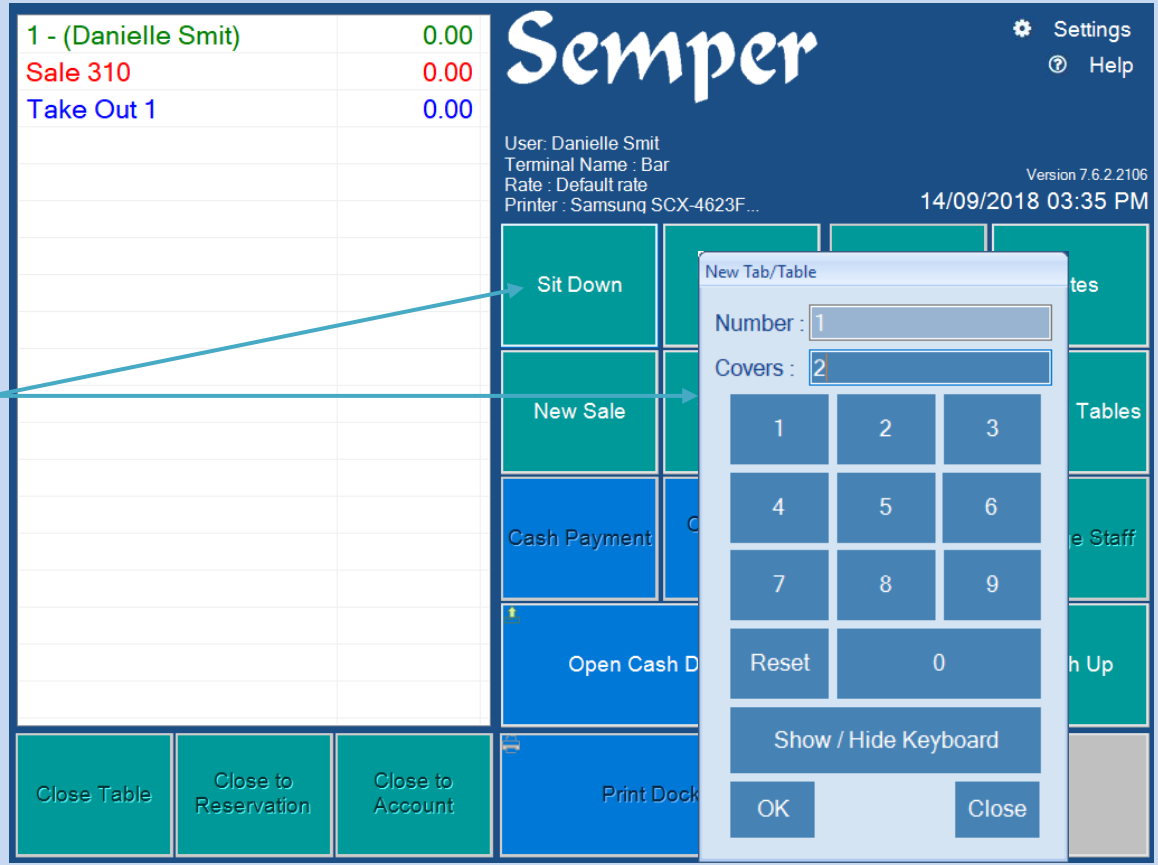
Placing an order

The terminal should be set up which is done under Settings. This will determine which categories & products will be available from each POS Terminal for selling.

Before any orders can be placed, a table must be selected from this list.

Click twice on the table to place an order.

This will open the product selection screen. Only those categories linked to the selected Terminal will appear.



Placing an Order

Semper

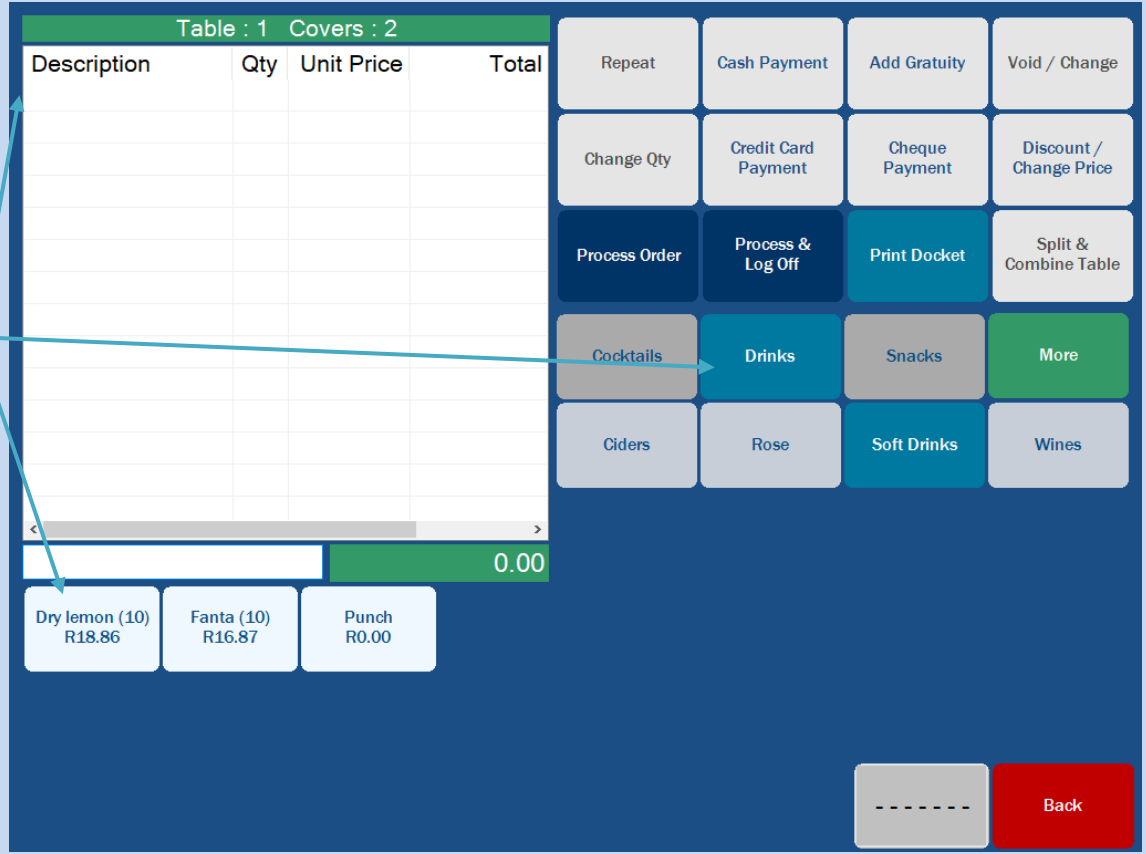
Placing an order

The open table is displayed with all previous orders listed.

The products sellable in the selected terminal, are displayed per category and sub category in this area. At the top are the categories and below them the subcategories.

The products are displayed in this area.

If the “Display price on products” setting is active, prices set up for each product (In Res, Setup & Admin –> Product Rates) will appear on the product buttons.



Placing an Order – Repeat / Change Quantity / Void

Semper

Placing an order

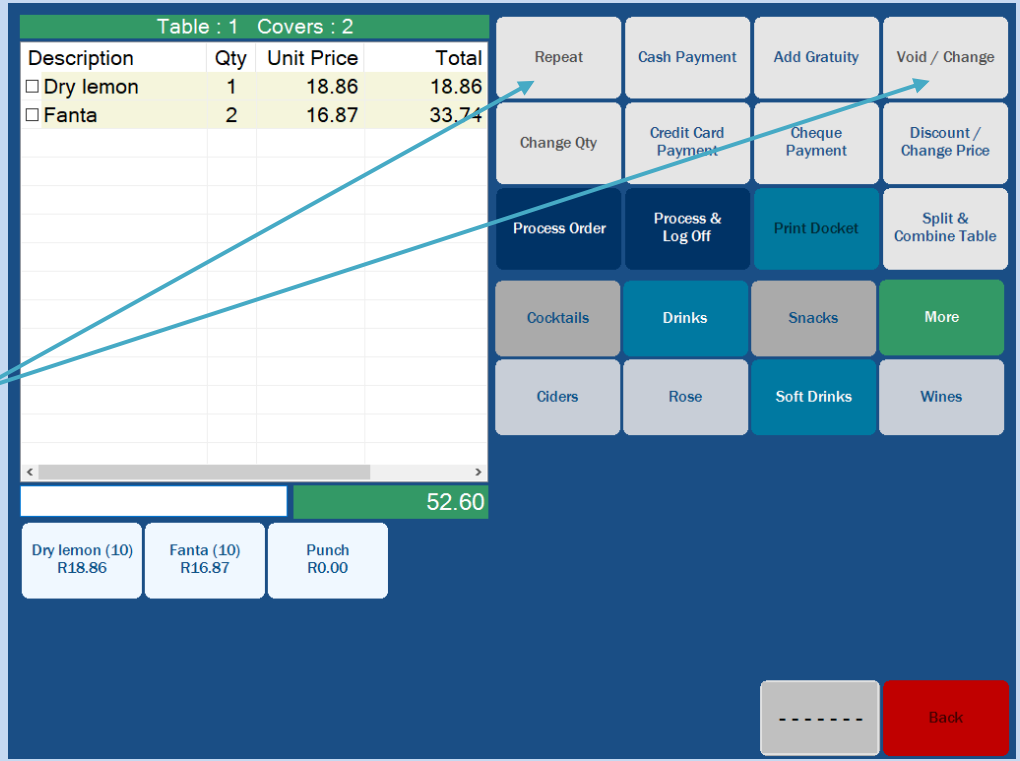
Single click a product to select it.

The Repeat button will use the same quantity already defined on the table and duplicate it.
For example, if you have charged 2 Cokes on a table and then select the Repeat button, the quantity will become 4. More than one charge may be repeated at once.

Change Qty enables a selected qty to be entered instead of having to select the repeat multiple times. The quantity of a charge can only be changed before it has been processed. Once its been processed it can then only be voided and re-charged if incorrect.

The Void button removes the selected products from the table. Please Note: If the in-house table function is used to charge products to reservations. These items cannot be voided once selected. Please make sure the products are correct before selecting them to be charged. A stock take will need to be performed to correct incorrect orders.

Please Note: The "Back" button will be disabled until all products on the table have been processed.



Processing an Order

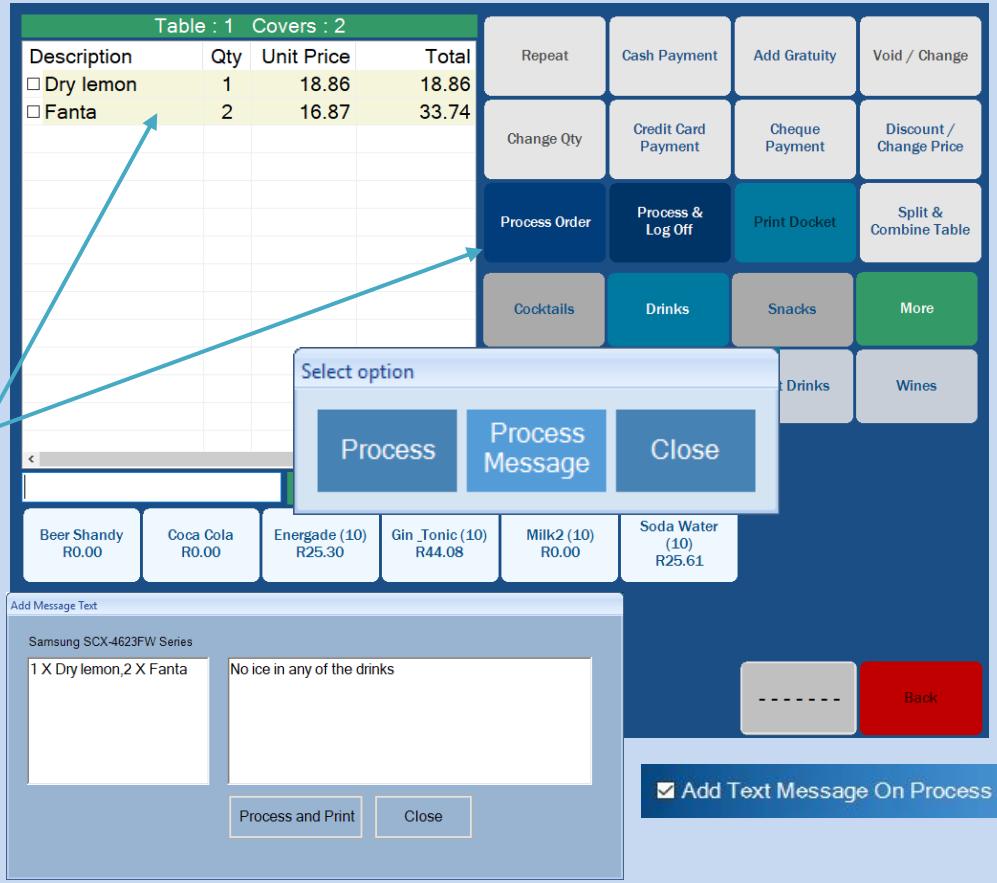
Placing an order

The Process Order button will process the products charged to the table which have not already been processed and send them to the printer connected to the category it was sold from on the selected terminal (see Terminal Setup).

Stock will only be deducted from your stock on hand once processed in POS. Products will be printed to the printer specified per category per terminal on the terminal setup.

The "Process & Log Off" button will process all un-processed items on the table and log the user off from the POS. Products that are highlighted in beige in the list are unprocessed.

If the "Add Text Message on Process" setting is selected, when an order is processed, you will have the option to process normally or to process with a message. If Process with message is selected, a screen will appear
With the products being printed, which printer it will go to and you can add a custom message will be printed at the bottom of the slip.



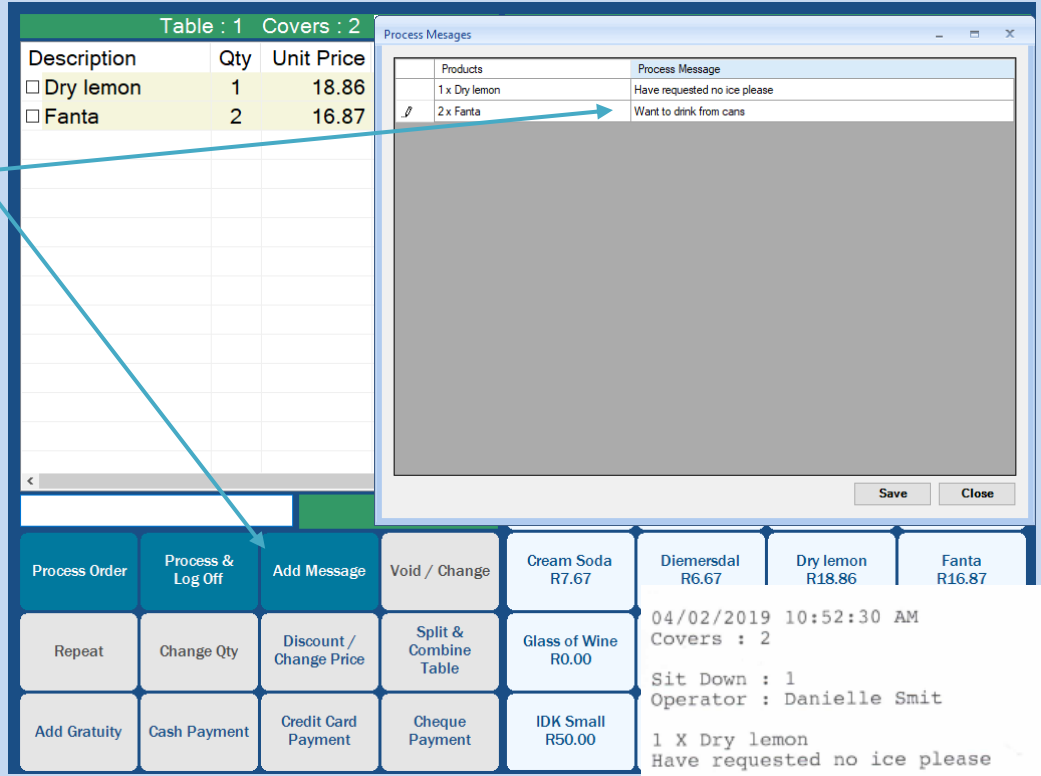
Processing an Order

Semper

Placing an order

The Add Message button will only be active if only un-processed items are present on the table or if only un-processed items have been selected.

A message can be added per product which will then be printed on the process slip directly underneath the product line.



Placing an Order – Print Docket

Semper

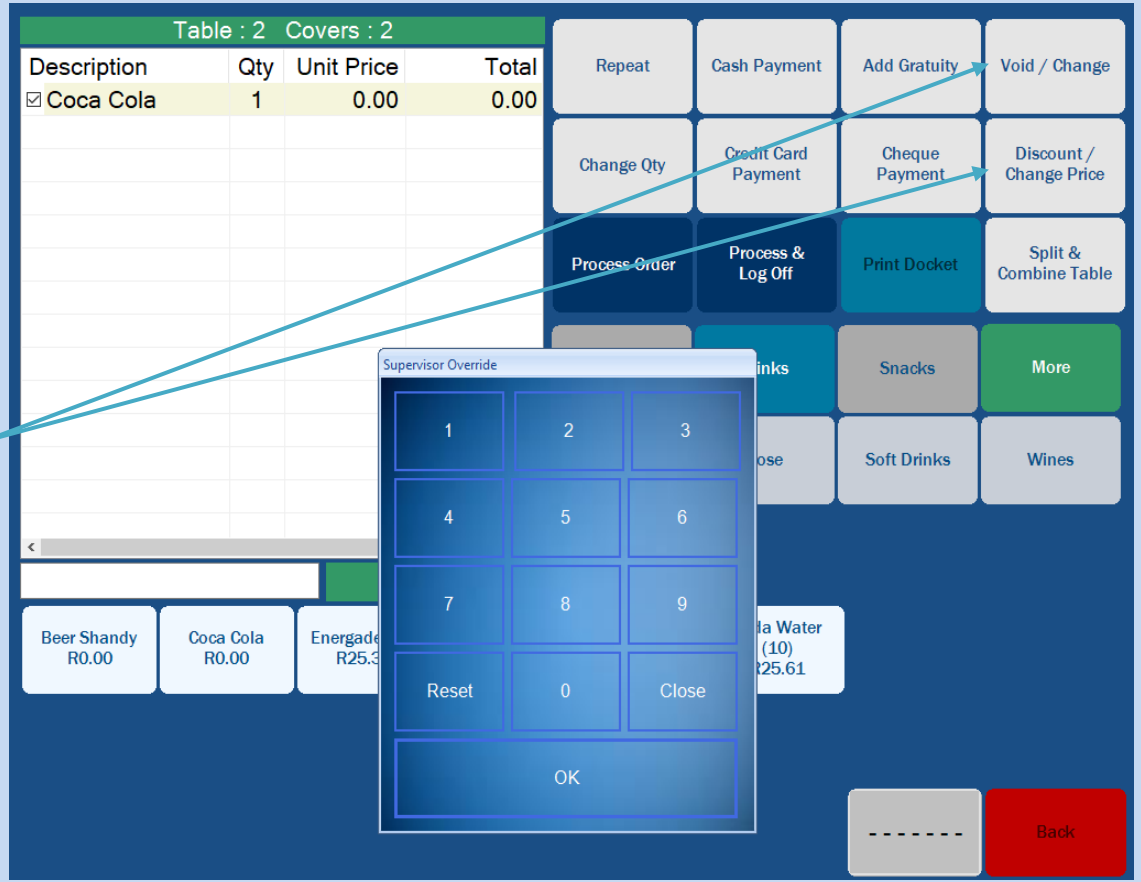
Placing an order

Once an order is processed, certain functions will require an authorised user to override, such as the void function.

Change is used to change the payment type of a payment already added to a table. This can be done on closed or open tables provided the payment is not on a cash-up, day end, month end or close. Only authorised users may change payment types (see Security Setting #1007).

The discount and splitting or combining tables are functions only performed by administrators.

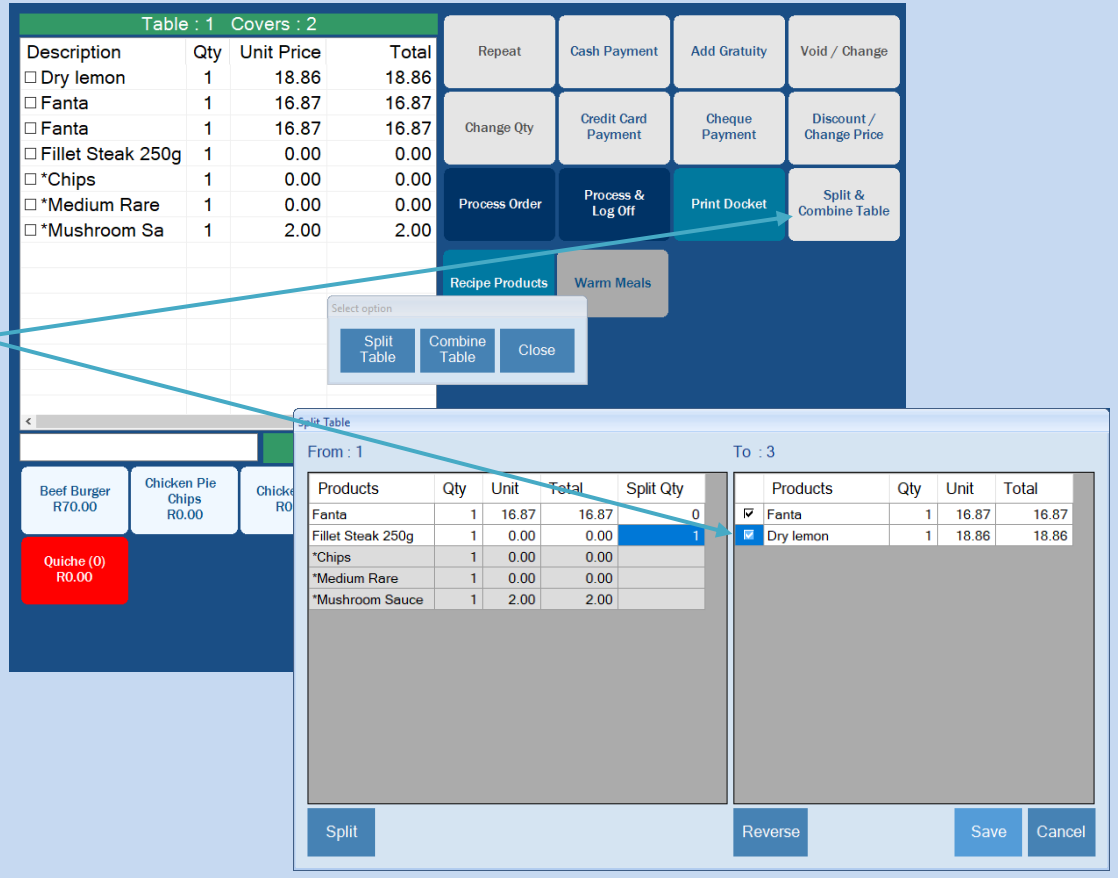
The Print Docket function can be used at any time and will print the content of the open table to the printer setup for the printer (RES-> Stock Control –> Master Tables –> Terminals –> Terminal Printer), this is used to present the bill to the customer. If the "Use Word Invoice" setting is activated, the docket will be displayed as a word document on your PC instead of being sent to the printer.



Splitting a Table

When splitting a table:

1. All the products charged to the table which is being split will appear on the left hand side of the screen along with the quantity of each. Modifiers & comments added to products will appear here but only for display purposes.
2. Enter the quantity to be split to the new table in the "Split Qty" column. Please Note: This amount may not be larger than the quantity charged on the table.
3. When all the quantities are entered, select the "Split" button. This will move the products to the right hand side of the screen where a split quantity was entered.
4. Incorrect items can be removed from the new table by selecting the item (checkbox) and then selecting the "Reverse" button.
5. Please check all quantities are correct before saving. The actual splitting of the table will only occur once the "Save" button is selected.
6. To undo all, select the "Cancel" button.



Void Reasons

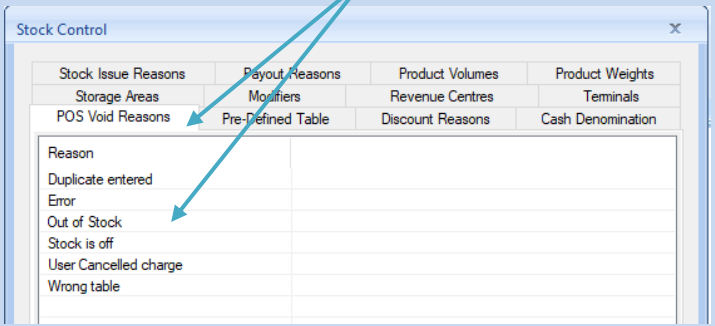
Semper

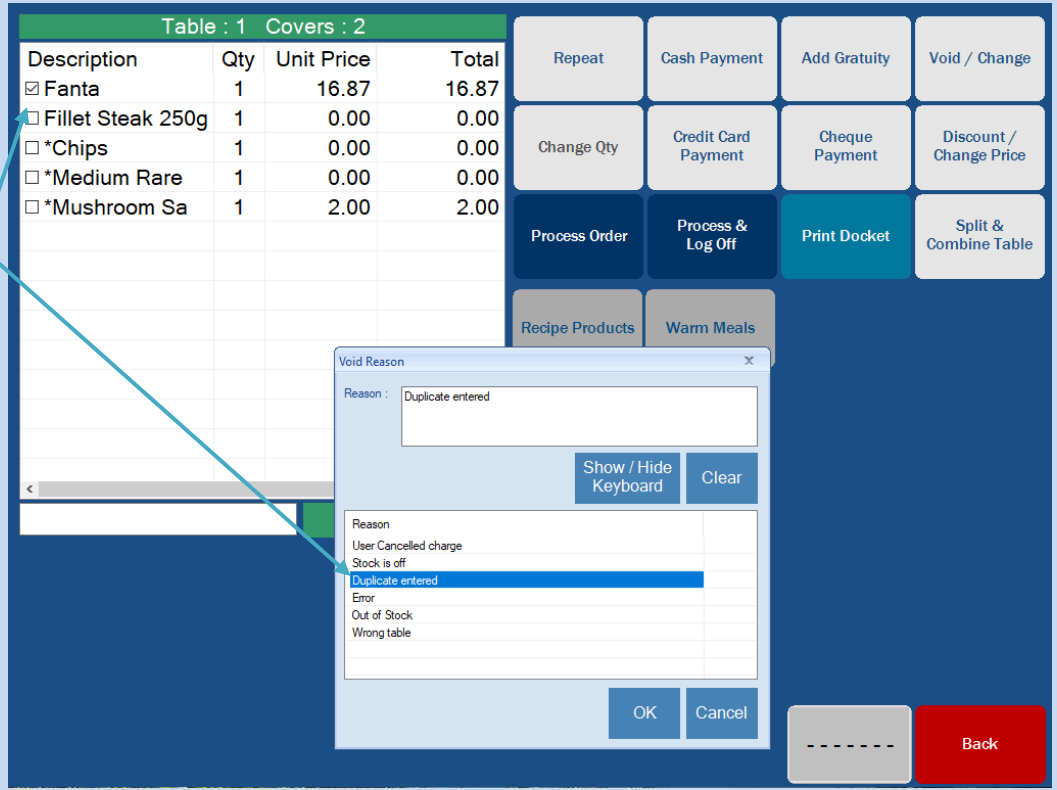
Void

Default void reasons can be set up in your reservation system, by locating Master Tables under the Stock Control tab.

When voiding in POS, all your setup void reasons will appear to be chosen from or a custom reason can be added by typing it into the reason textbox.

Please Note: A void reason will only be required if a product is voided after being processed.





Processing Payments and Gratuities

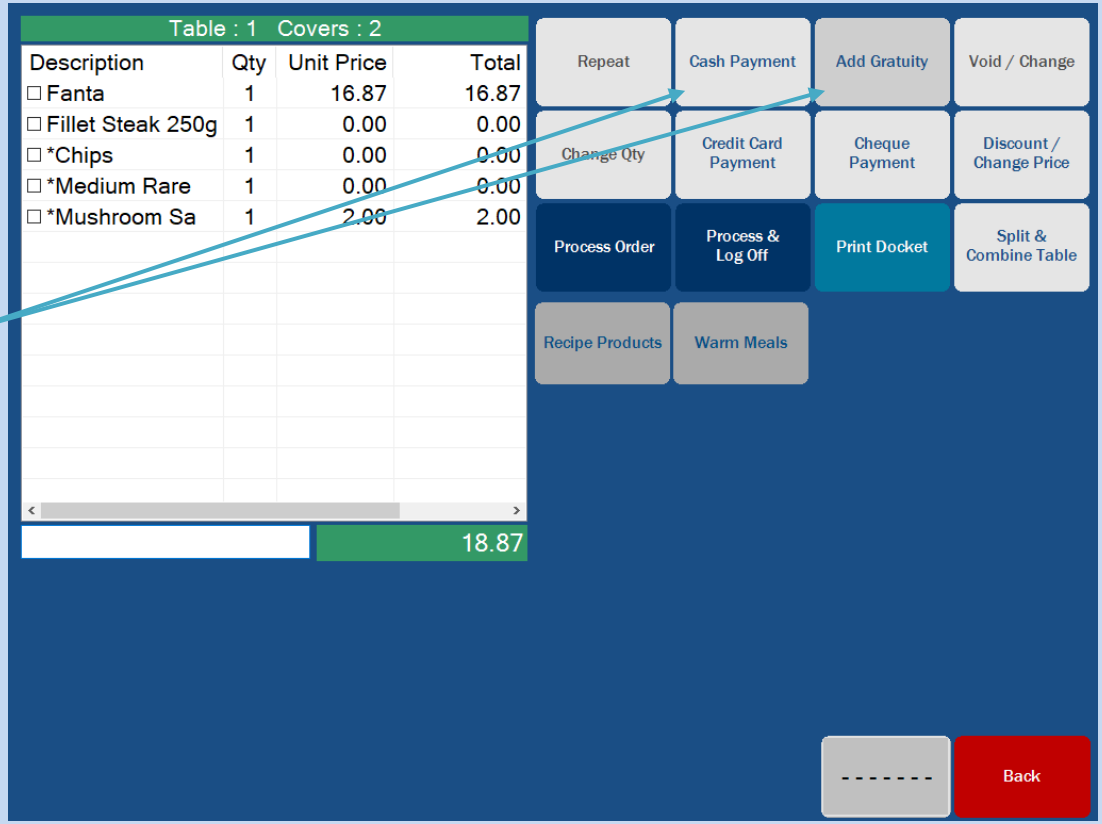
Semper

Processing payments and gratuities

Once all products have been added to the table, use the Add Gratuity function to add tips to the bill.

Then add the payment presented. Ensure no balance is outstanding before closing the table.

Please Note: If table is closed to a reservation or account there is no need for the balance to be 0 before the table is closed.



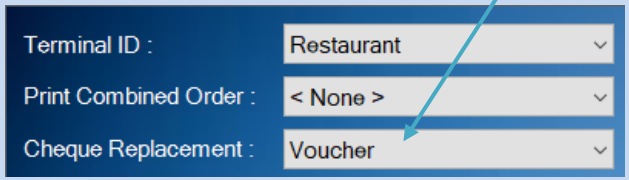
Cheque Payment Replacement

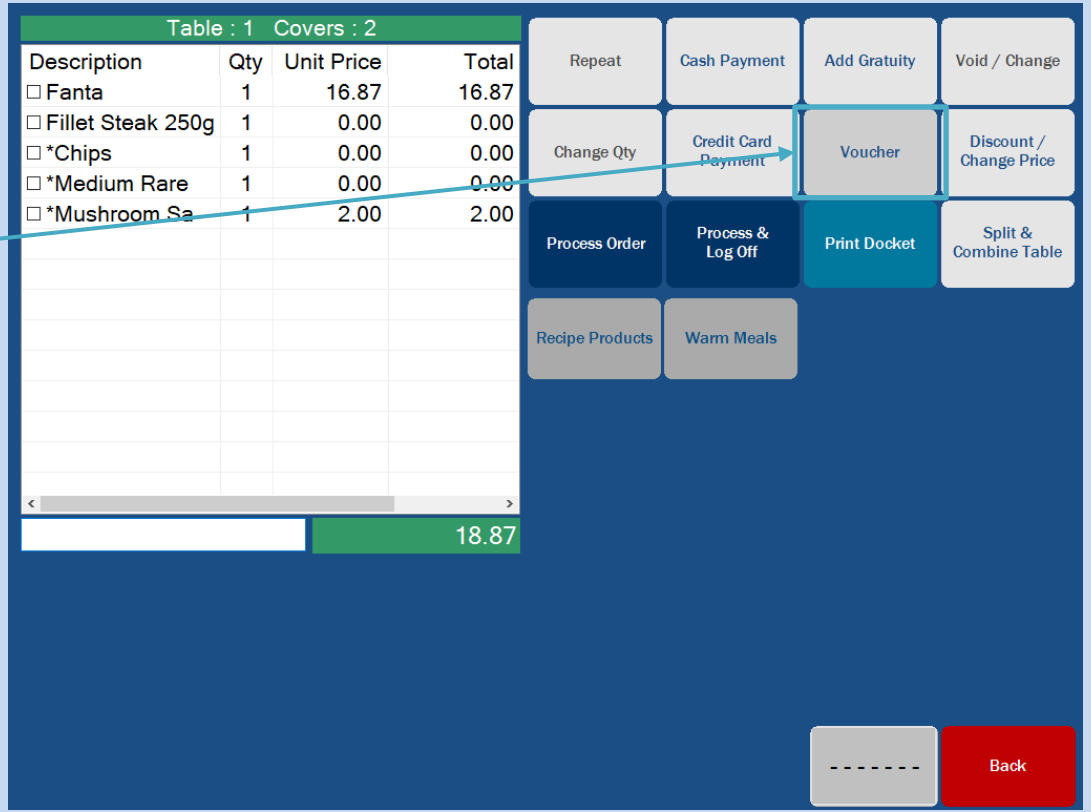
Semper

Cheque Payment Replacement

The Cheque Payment type in Semper can be replaced by a payment type of your choice.

Under Terminal Settings, select the payment type of your choice to replace the cheque payment button. Only non-system entries are available for selection.





Product Display

Semper

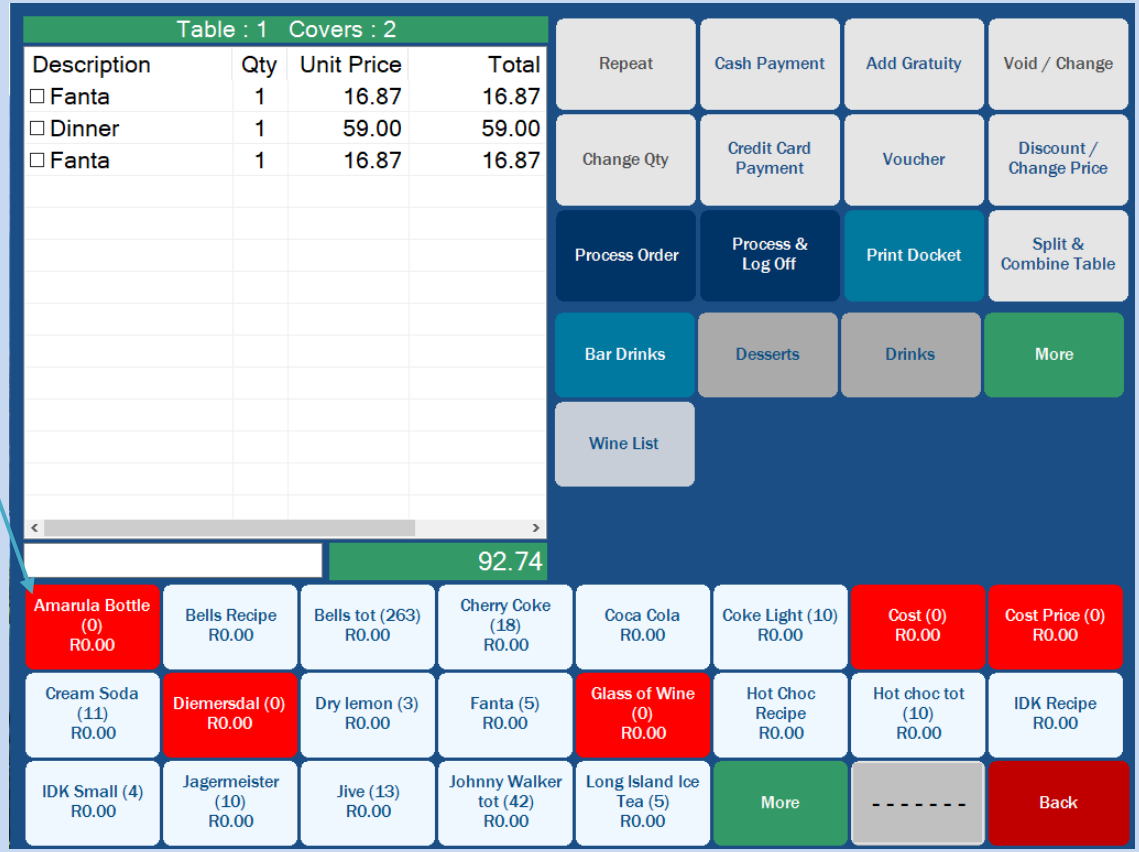
Products

Products displayed in green (Classic Theme) / off white (Blue /White Theme) are available and there is stock on hand for these.

Products where the stock on hand has been depleted will display here in red.

If the 'Disable Sales When Out of Stock' setting is selected, these products will not be able to be sold.

If the 'Display Available Stock On Hand' setting is not selected, all products will show in green.



Searching for Products

Semper

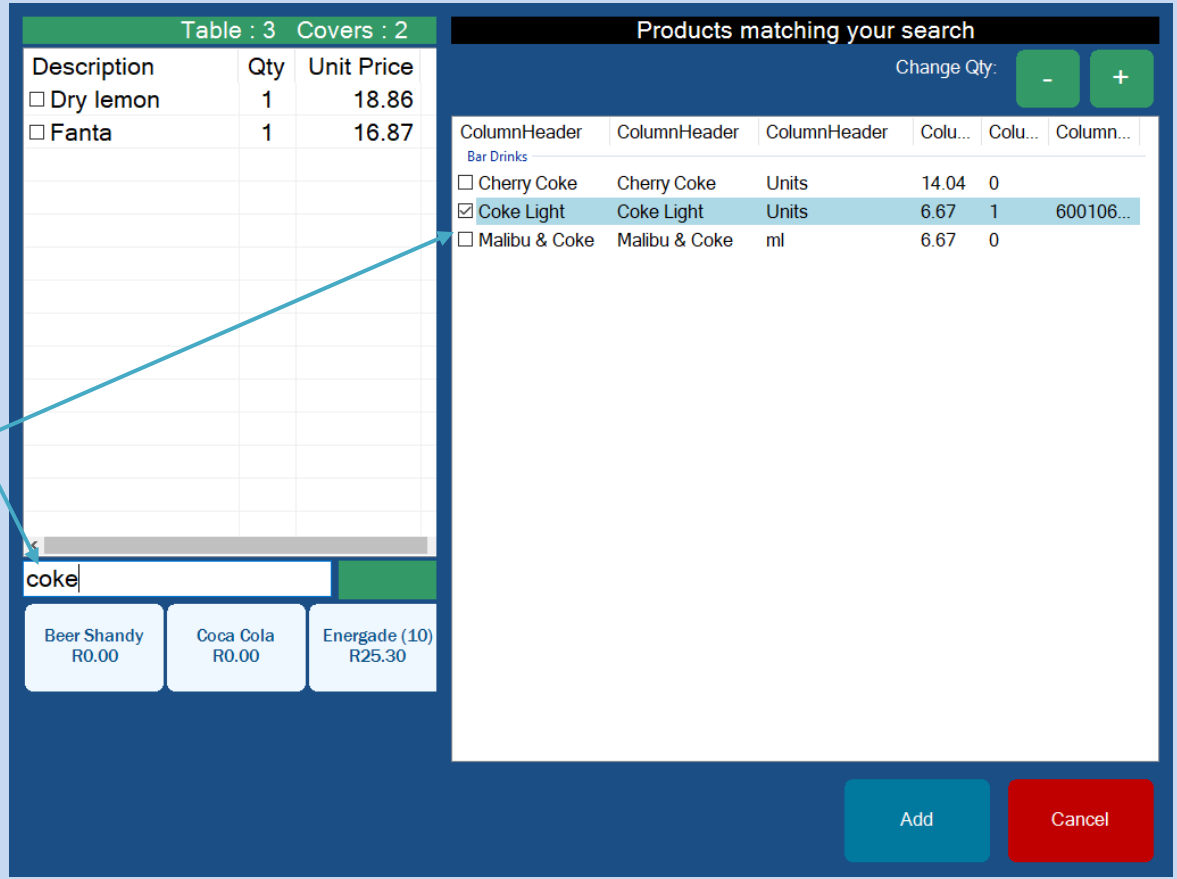
Product Search

Search for any product linked to the selected POS Terminals by typing in the start of the product name you are looking for or any letters that the product name contains.
Alternatively, search for a Product's barcode.

This will bring up a list of products that match the search criteria.

Please Note: If the "Disable Sales When Out of Stock" setting is selected for the terminal, products where the Stock On Hand is < 0 in the Storage Area on the selected Terminal, these products will not be returned with the search.

Select the product to be added to the table which will automatically change the quantity to 1. To increase the quantity select the + button. Select "Add" to add the selected products to the table.



Bar Coding

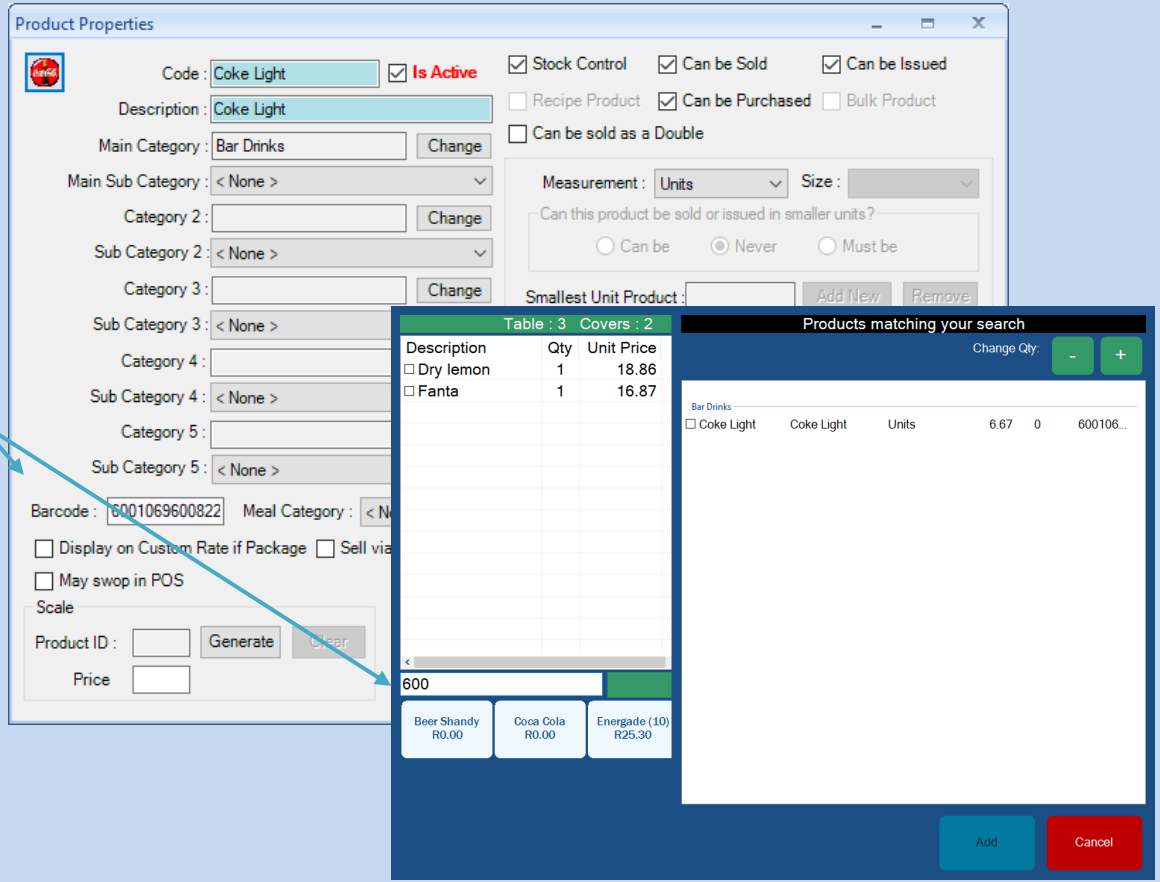
Bar Coding

Bar codes can be added per product in your Reservation system. Select the Barcode textbox, and scan in the product's bar code. Save & Close the product and repeat for all products which can be scanned in.

Once saved to a product, the barcode can be used in your POS system.

On a table, select the empty textbox and scan the product to be sold on the table. This will pick up all products with that bar code and display them in the search return. Select the product to charge and select the "Add" button.

In this way, you can enter the start of a barcode if the whole one is not known and this will bring up all products where the barcode contains the alphanumerical values entered.



Selling using a Scale

Semper

Scale

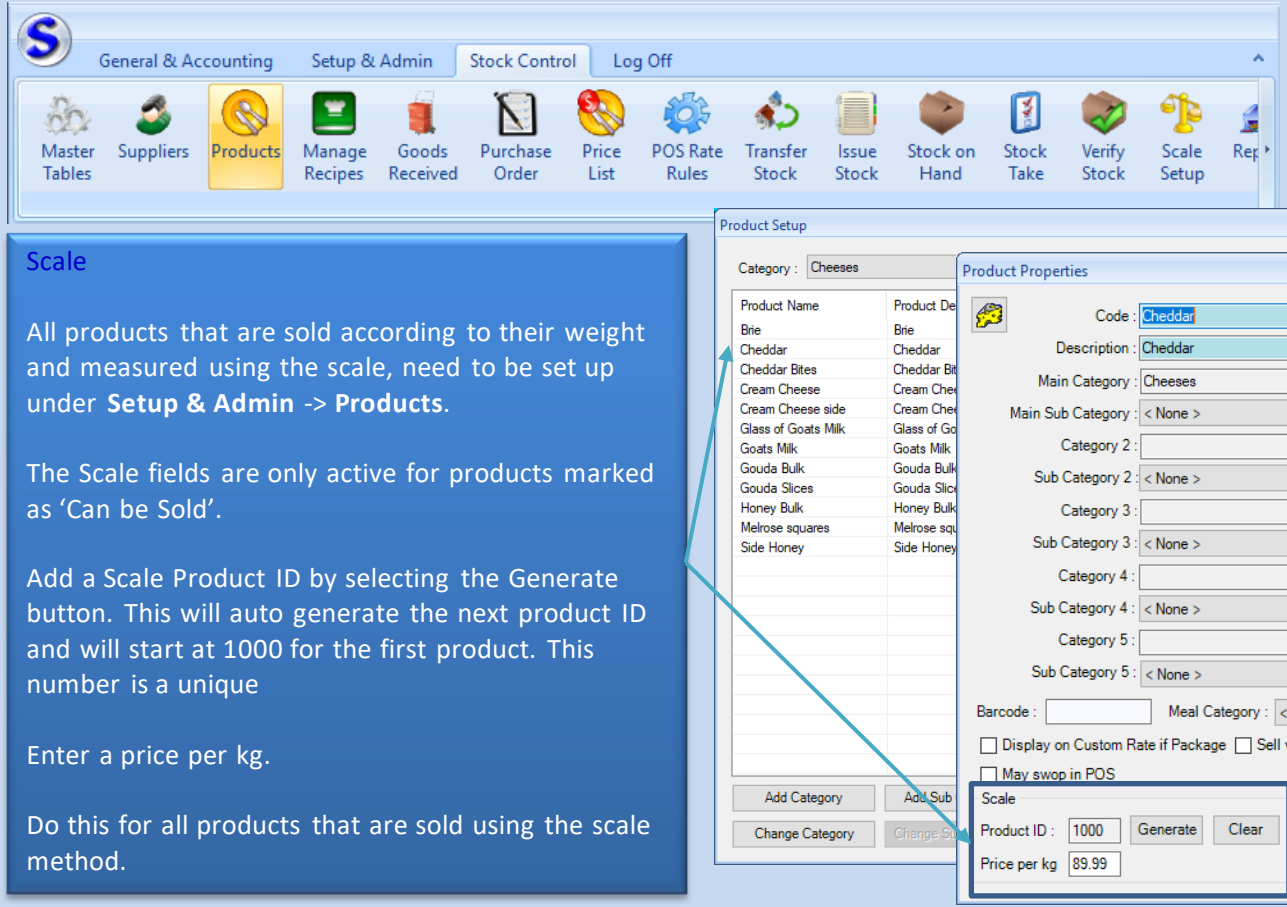
All products that are sold according to their weight and measured using the scale, need to be set up under **Setup & Admin** -> **Products**.

The Scale fields are only active for products marked as 'Can be Sold'.

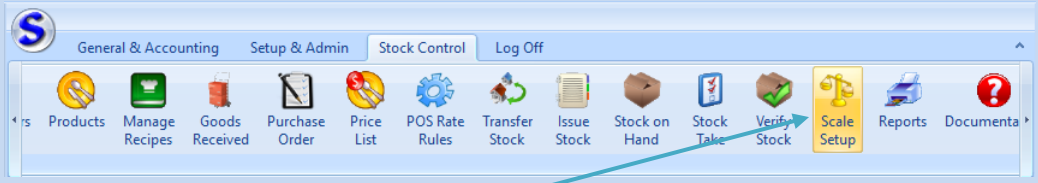
Add a Scale Product ID by selecting the Generate button. This will auto generate the next product ID and will start at 1000 for the first product. This number is a unique

Enter a price per kg.

Do this for all products that are sold using the scale method.



Selling using a Scale



Scale

Once all scale products have been set up as per slide above, locate the **Scale Setup** function under the **Stock Control** tab.

All products which have a Scale Product ID will appear in this list.

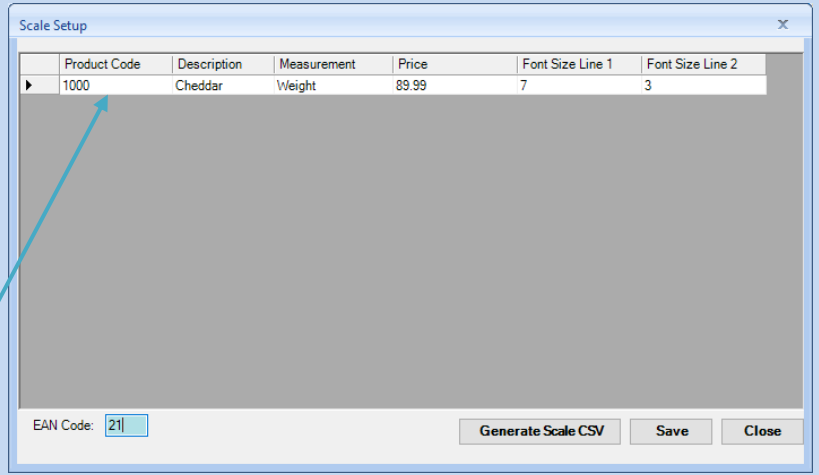
The price and the Font Sizes can be changed from this screen. The product can also be opened and edited by double clicking on the arrow to the left of the product.

Enter your EAN Code here.

Once all details are correct, generate the scale csv file using the **'Generate Scale CSV'** button.

This file will be saved in your Semper folder -> Scales folder with todays date for easy reference.

This CSV file gets imported into your scale system, which should be done every time something changes on your Scale products setup (e.g. the price).



Selling using a Scale

Semper

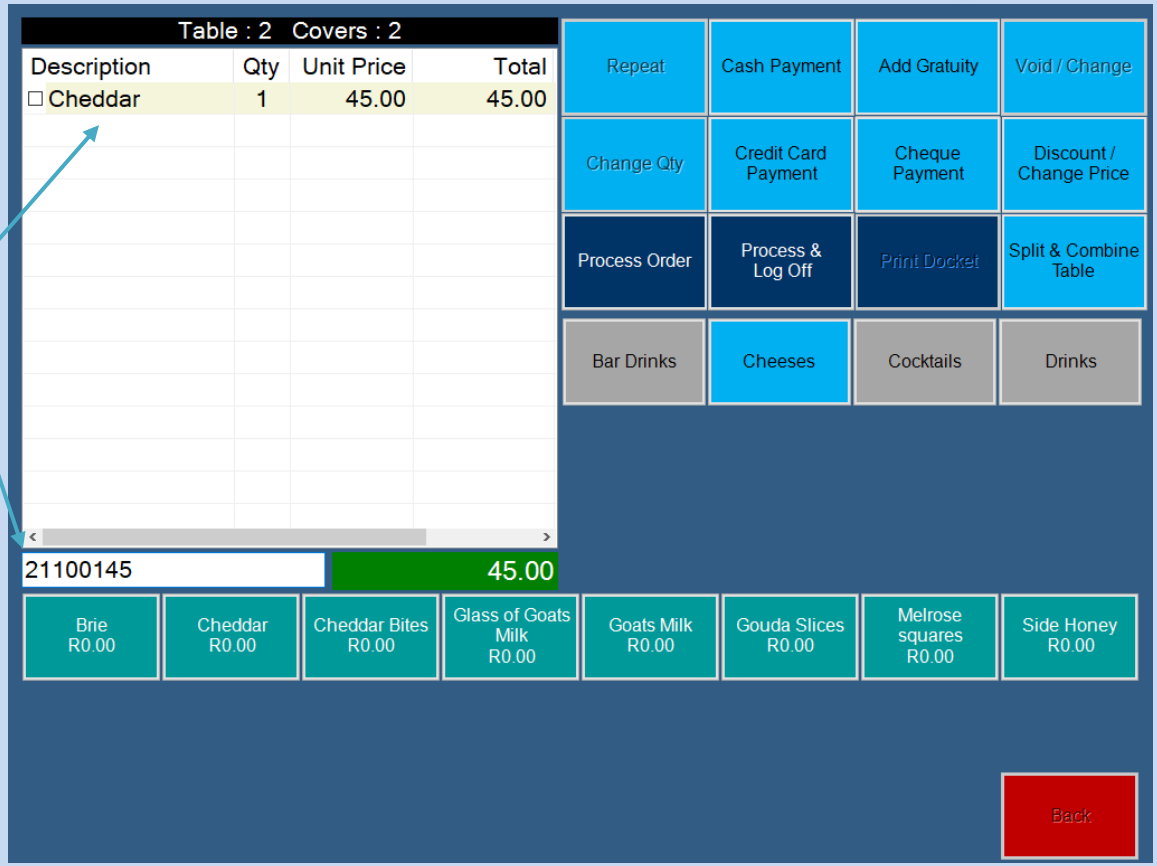
Scale

On the POS, when selling an item using the scale, open the table and simply scan the barcode from the product (or barcode can be entered manually into the barcode search bar).

The barcode consists of the EAN + Scale Product ID + Price.

The system will then calculate the measurement sold based on the entered price per kg and the price of the charge.

This measurement will then be deducted of your stock on hand for the product, once the charge is processed on the POS using the 'Process Order' button



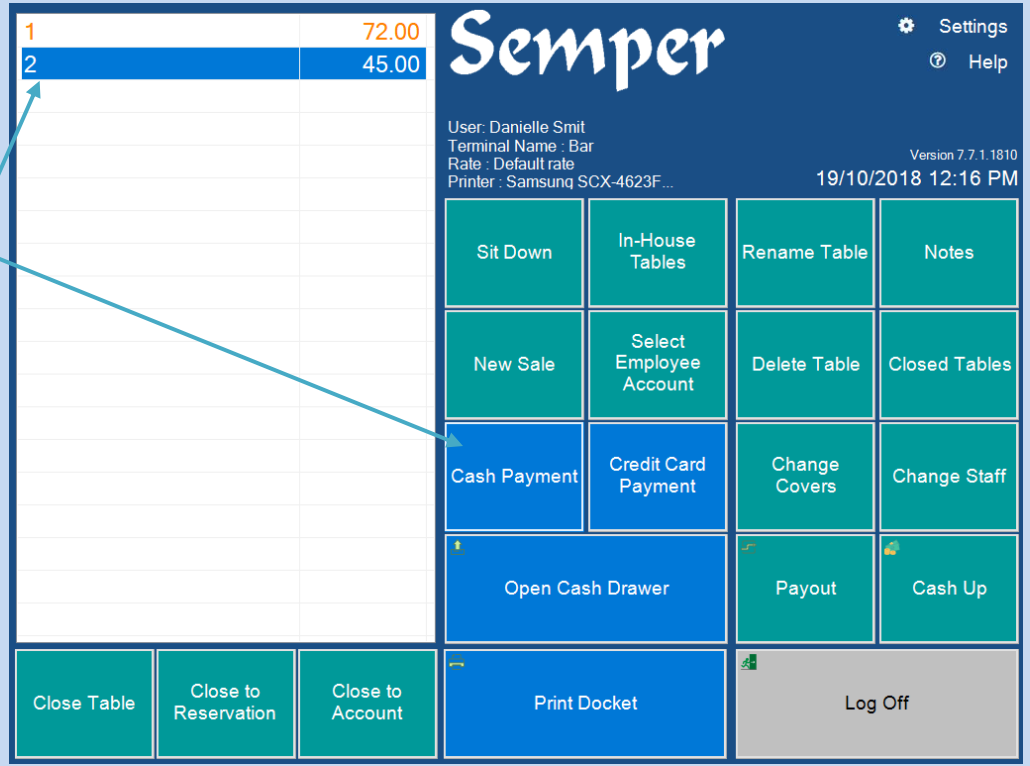
Closing Tables

Closing tables

Next to each table name, the outstanding balance for that table can be seen at any given time.

To close a table from the home screen, select a table in the list and if there is a balance outstanding on the table, a quick payment can be added by selecting either the “Credit Card Payment” or “Cash Payment” buttons. This will add the payment unto the table.

The table can then be closed.



Closing Tables

Closing tables

Close to Account

This will list all Debtor Company accounts for selection. The table will be closed to that account and can be accessed via the Semper Debtors system. Accounts that are marked as “Block from POS” in Res will not appear in this list. This list also excludes any supplier accounts.

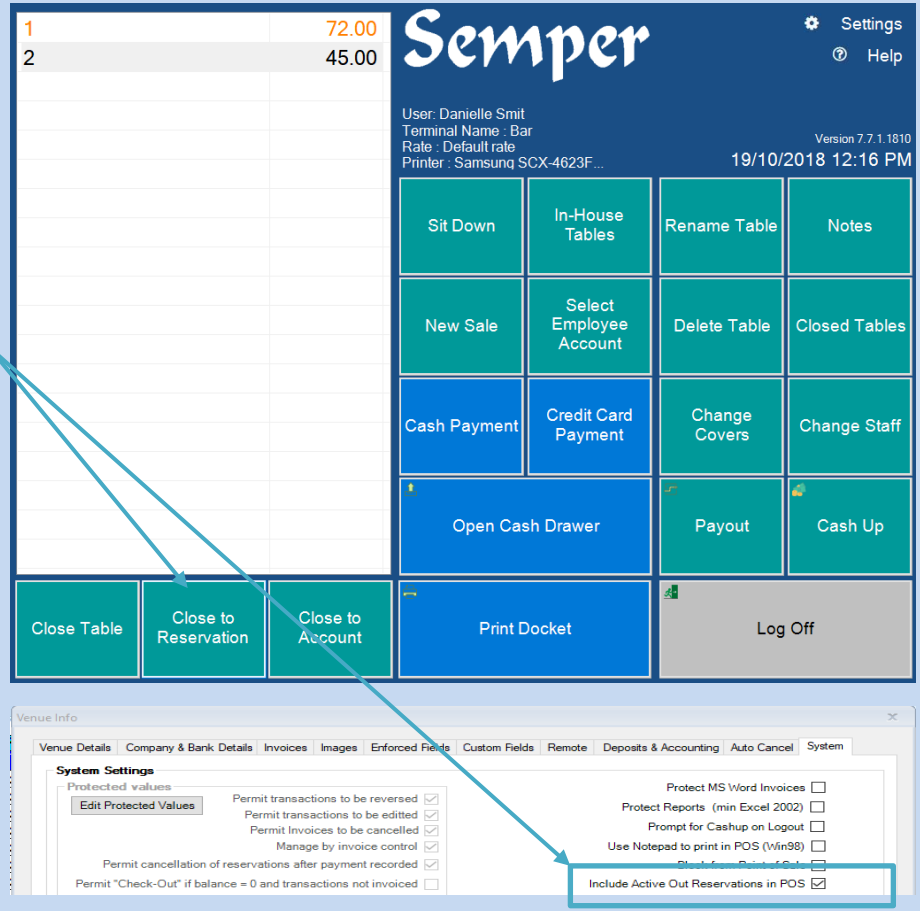
Close to Reservation

This is valid only if the Semper reservation system is used.
This will list all in-house reservations & conferences . Tables can be closed to any of the reservation’s accounts if multiple exists within a reservation. If your “Include Active Out Reservations in POS” setting is activated under Venue Settings in your Reservations, tables can be closed to these reservations as well. Only Guests that are not marked as “Block from POS” in RES will be included in this list.

Close Table

Tables can be closed if no outstanding balance exists.

Once a table has been closed it will be removed from the list.



Closing Tables

Semper

Closing tables

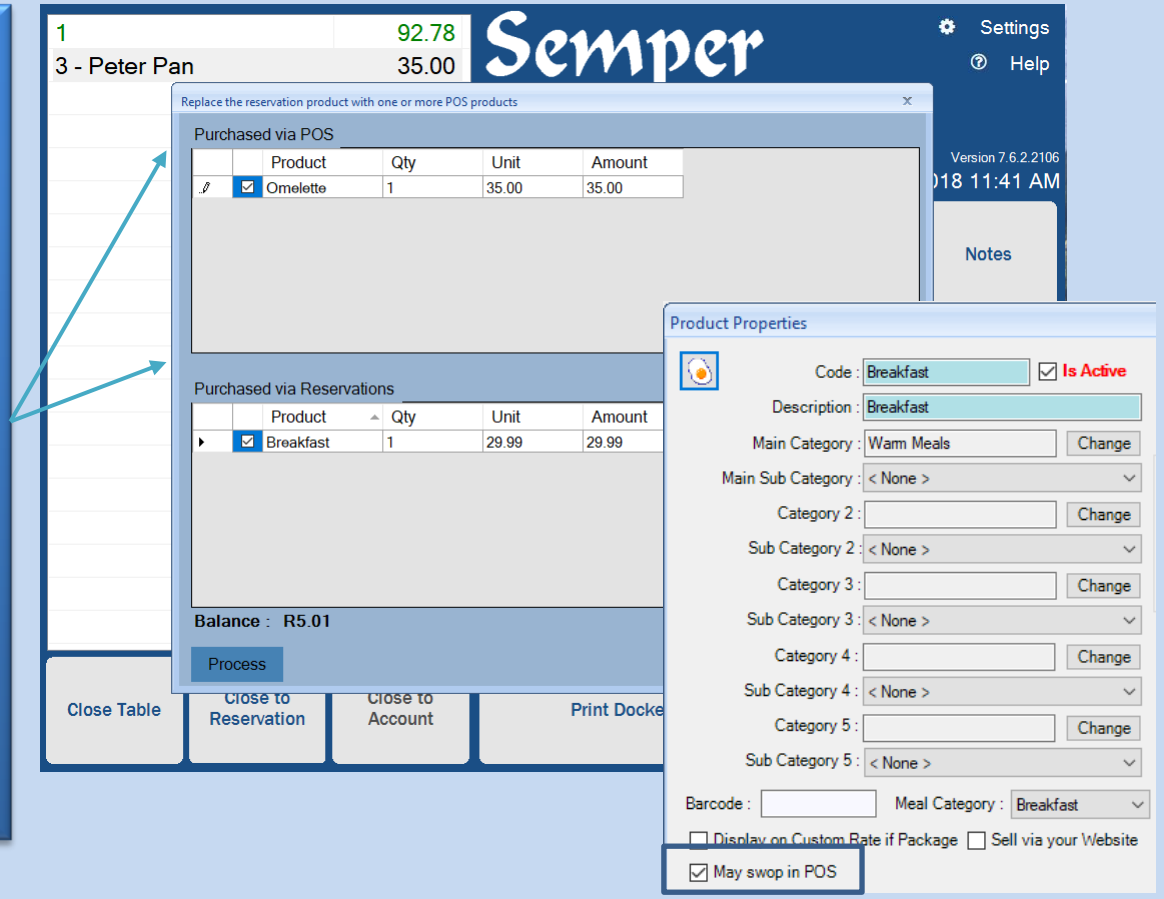
Closing to a Reservation & Swopping products

When closing to a reservation, a list of all the items charged to the table being closed will be displayed.

Items pre-charged to the selected reservation can then be swopped out for the products charged on the table. Products charged on reservation must be marked as ‘May swop in POS’ for it to be swopped here. Only charges where the effective date of the charge = current date will display here.

E.g. Guest is charged for a bed & breakfast package. Guest orders an Omelette which is charged on the POS. When closing the table to the reservation, that Omelette breakfast can then replace the breakfast pre-charged on the reservation.

The reason for this is that you as the venue will only know what was consumed by the guest when they are at the venue and not when booking the reservation which can then be deducted off your stock on hand.



Closing Tables

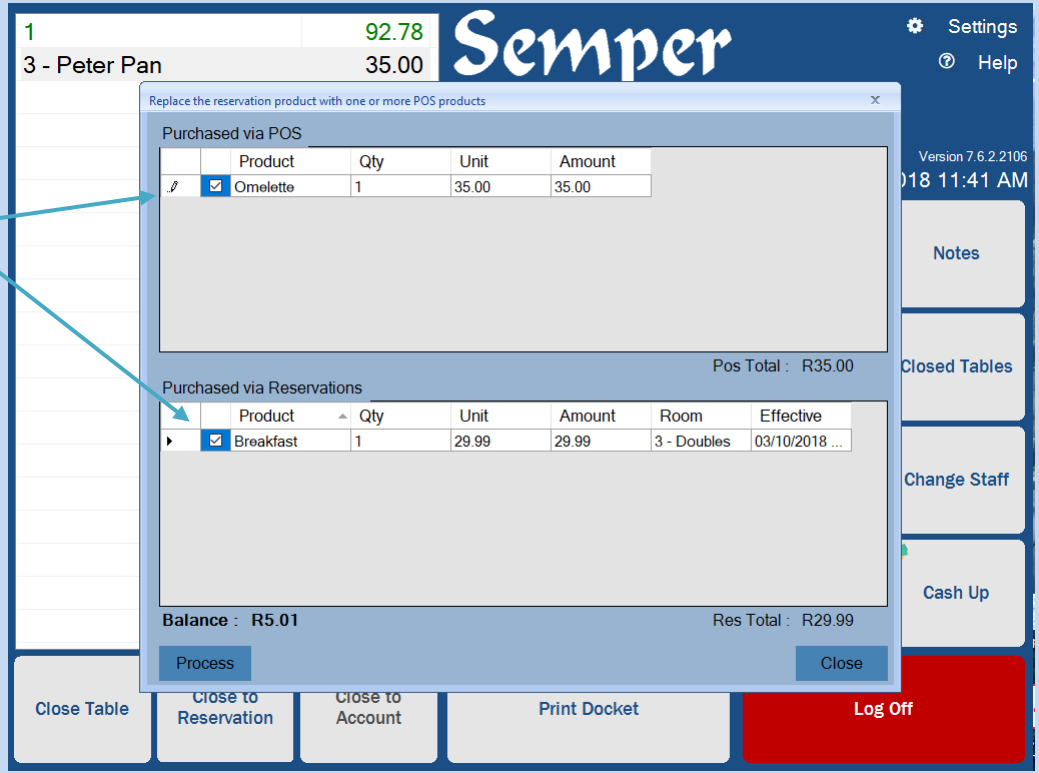
Semper

Closing tables

Closing to a Reservation & Swopping products

Select the item(s) on the charged in POS on the table and next select which item these must replace which were pre-charged on the reservation.

Next, select the “Process” button.



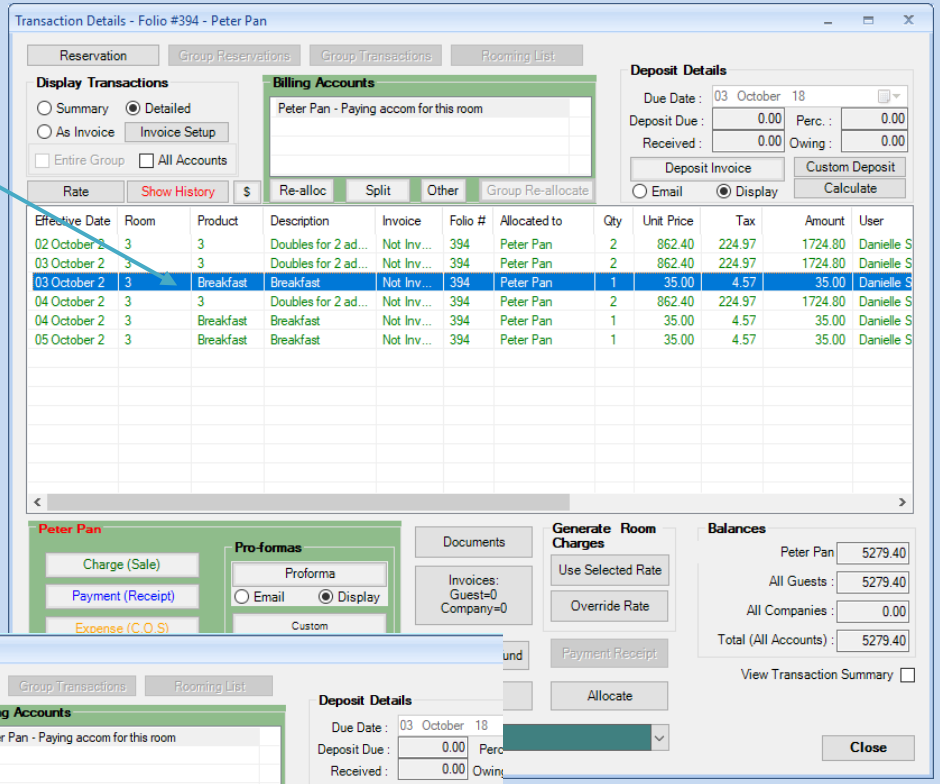
Closing Tables

Semper

Closing tables

Closing to a Reservation & Swopping products

Should the original transaction recorded form part of a package on the reservation, when being swopped out, the new transaction will still be a part of the package when re-opening the reservation once the swop has been performed.



Closed Tables

Semper

Closed Tables

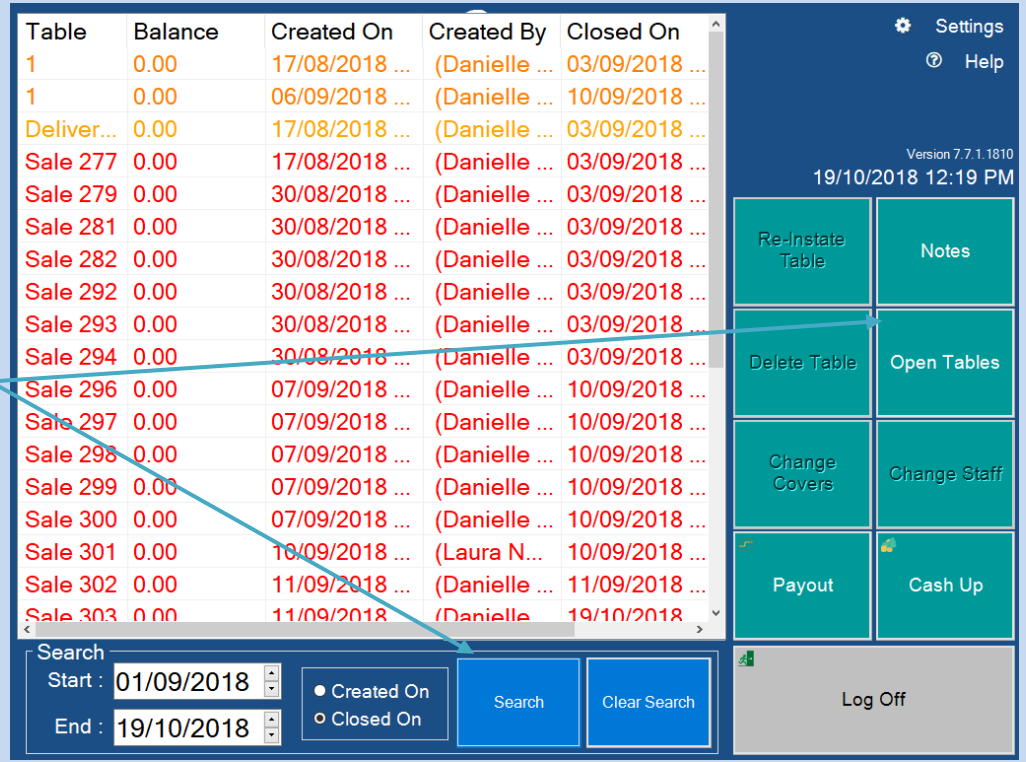
This list displays all tables which have been closed along with the balance of the table.

The list can be refined by searching for tables either closed or created during a user specified time period.

Select your search period by adjusting the start and end date accordingly and then select whether you would like to view tables that were created or closed during the specified time period.

To go back to all your open tables, select the "Open Tables" button.

Only authorised users may view closed tables (either POS administrators or users who are authorised for Security Setting #1009.



Re-Instating Closed Tables

Semper

Closed Tables

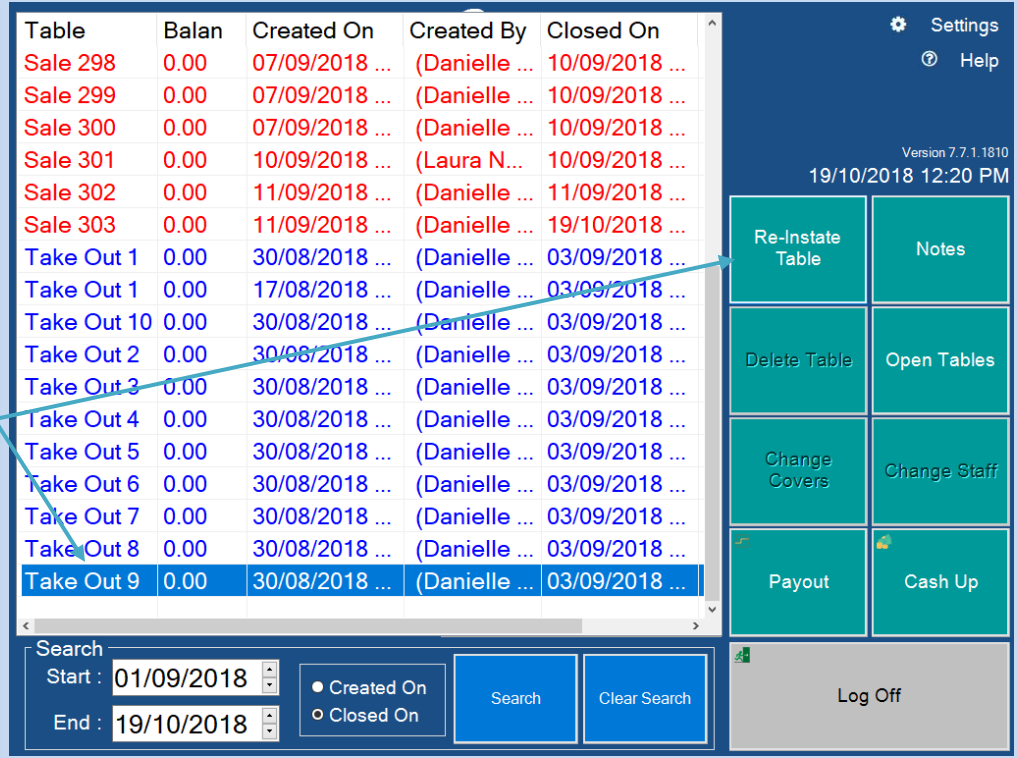
Closed tables can be re-instated by locating the closed table you would like to re-open and selecting the “Re-instate button”.

Tables where the transactions lie on a day end, month end or on an accounting close cannot be re-instated.

If there are transactions on a cash up which are reversed or altered when a table is re-instated, will simply be reversed on the existing cash up up and corrected on the following one.

Select the table and then select the “Re-Instate Table” button. Any invoice already on the table will be cancelled.

Only POS Admin users will be able to re-instate a closed table.



Closed Tables & Payment Types

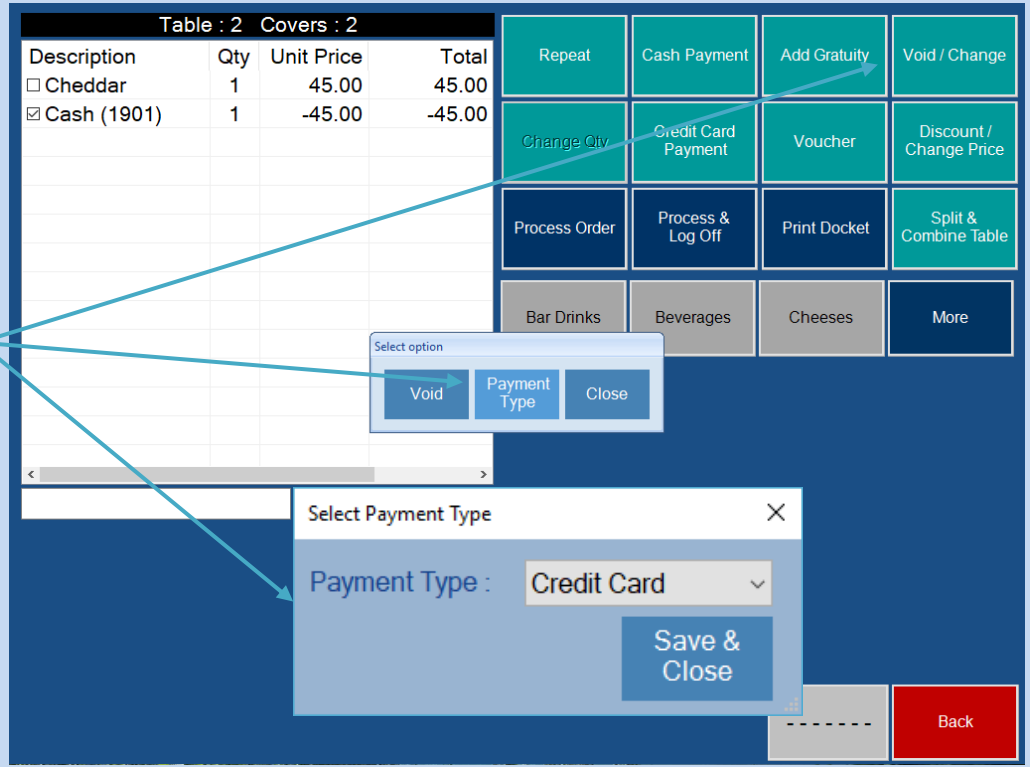
Closed Tables

Payment Types of payments can be changed on both closed and open tables.

Open the table, select the payment that was incorrectly charged to the table and then select the "Void / Change" button. Next, select the Payment Type option.

A screen will appear where you can select the payment type that the payment should have been and then select the "Save and Close" which will then change the payment on the table to the selected type.

Please Note:
Payments that are already on a Day End, Accounting Close or Month End may not be altered.



Cash Ups

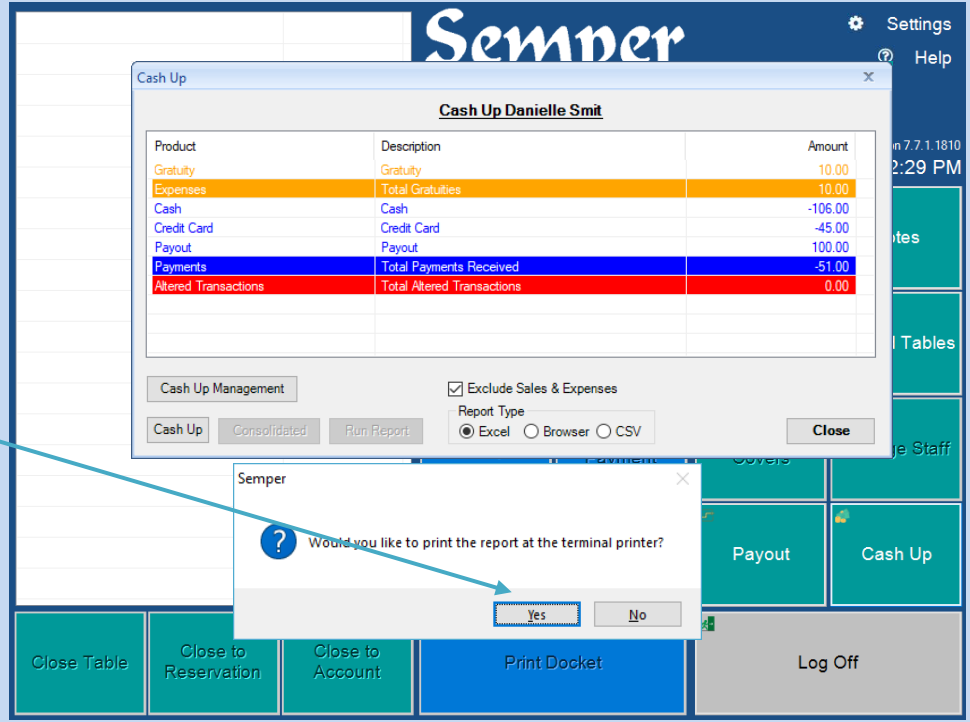
Cash Up

All users must perform a cash-up at the end of each of their shifts. This will produce a report that shows in detail all charges and expenses they made, as well as the monies they collected (payments).

All tables for the selected user needs to be closed before a cash up can be done.

When generating the Cash Up from the POS, the option is given to print the cash up to the slip printer instead of opening it as a excel document.

Please refer to the Cash Up manual for greater detail on how cash ups work.





Cash Ups

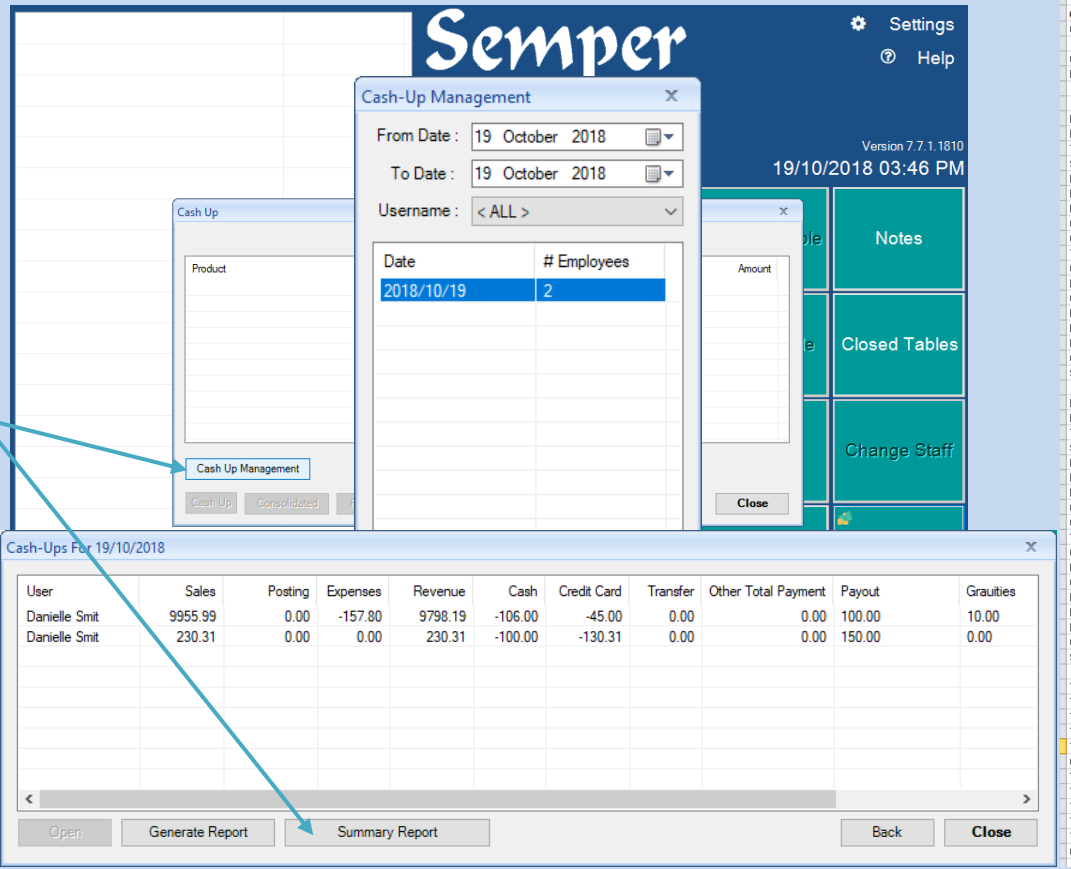
Cash Up Management

To view history cash ups on the POS, select the ‘Cash Up Management’ button.

Select a start and end date which will give you the number of employees cashed up per day selected.

Select the day you wish to view. From here a summarised view of the individual cash ups for the selected day will be displayed per user.

The details can be generated to excel or printed to the terminal printer by selecting the ‘Summary Report’ button.



Semper Danielle Lodge

Cash-Ups For 19/10/2018
Generated on 19/10/2018 15:51:14

Cash-Ups Report
Date: 19 Oct 2018

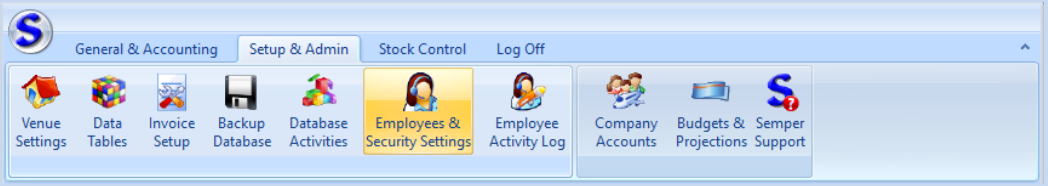
ID:	Danielle Smit
Nr:	27
Time:	12:30:30
Sales	R 9 955.99
Posting	R 0.00
Expenses	R - 157.80
Revenue	R 9 798.19
Cash	R - 106.00
Credit Card	R - 45.00
Transfer	R 0.00
Other Total Payments	R 0.00
Payout	R 100.00
Gratuities	R 10.00
Balance	R 9 757.19
Employee Comission:	R 11.87
Float Received	R 0.00
Cash On Hand	R 0.00
Short / Over:	R 0.00

ID:	Danielle Smit
Nr:	28
Time:	15:45:52
Sales	R 230.31
Posting	R 0.00
Expenses	R 0.00
Revenue	R 230.31
Cash	R - 100.00
Credit Card	R - 130.31
Transfer	R 0.00
Other Total Payments	R 0.00
Payout	R 150.00
Gratuities	R 0.00
Balance	R 150.00
Employee Comission:	R 20.03
Float Received	R 0.00
Cash On Hand	R 0.00
Short / Over:	R 0.00

Total Sales	R 10 186.30
Total Expenses	R - 157.80
Total Revenue	R 10 028.50
Total Cash	R - 206.00
Total Credit Card	R - 175.31
Other Total Payme	R 0.00
Total Bank Transf	R 0.00
Total Payouts	R 250.00
Total Gratuities	R 10.00
Total Balance	R 9 907.19
Total Commissior	R 31.90
Grand Total	R 19 935.69

Employee Commissions

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Employee Commissions

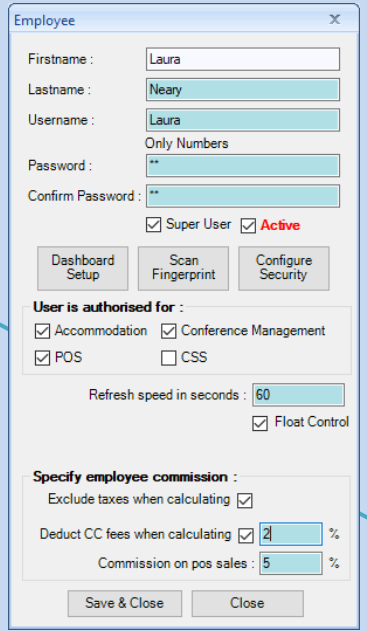
Is set up in Setup & Admin -> Employees & Security Settings.

Employees can earn commission based on POS sales.

To activate the commission for the employee, insert a commission %.

If Credit Card fees must be deducted from the commission insert the fee % and make sure the check box is selected.

The commission is calculated when a Cash up is done for this user and will display at the bottom of the Cash up.



Product	Description	Amount	Forex Amount
1	Doubles	R 500.00	
B.A.M	B.A.M	R 85.00	
Regina	Regina	R 65.00	
Something Meaty	Something Meaty	R 90.00	
10	Doubles	R 500.00	
12	Suites	R 1 470.00	
Saucey Chicken	Saucey Chicken	R 85.00	
Fanta Grape 330ml	Fanta Grape 330ml	R 18.00	
Fanta Orange 330ml	Fanta Orange 330ml	R 18.00	
Dry Lemon 330ml	Dry Lemon 330ml	R 18.00	
Lemon Twist 330ml	Lemon Twist 330ml	R 18.00	
50g Biltong	50g Biltong	R 25.00	
100g Droewors	100g Droewors	R 25.00	
Lays Chips	Lays Chips	R 10.00	
50g Peanuts	50g Peanuts	R 15.00	
Saucey Beef	Saucey Beef	R 95.00	
Breakfast	Breakfast	R 114.66	
Test Levy	Test Levy	R 32.34	
	Total Sales	R 3 184.00	
Posted to Account			
	Total Posted to Accounts	R 0.00	
Posted to Reservations			
	Total Posted To Reservations	R 0.00	
	Total Postings	R 0.00	
	Sales + Postings + Levies	R 3 184.00	
	Total Expenses	R 0.00	
Credit Card	Credit Card	R - 567.00	0.00
Bank Transfer	Bank Transfer	R - 2 617.00	0.00
	Total Receipts	R - 3 184.00	
	Total Receipts less Gratuities	R - 3 184.00	
Employee Commission - POS			
Total Sales (excl.)	R 497.37		
Less Expenses	R 0.00		
Total Commissionable Amount	R 497.37		
Commission at 5%	R 24.87		
Less Credit Card fees	R - 11.34		
Total Commission Due	R 13.53		

Payouts

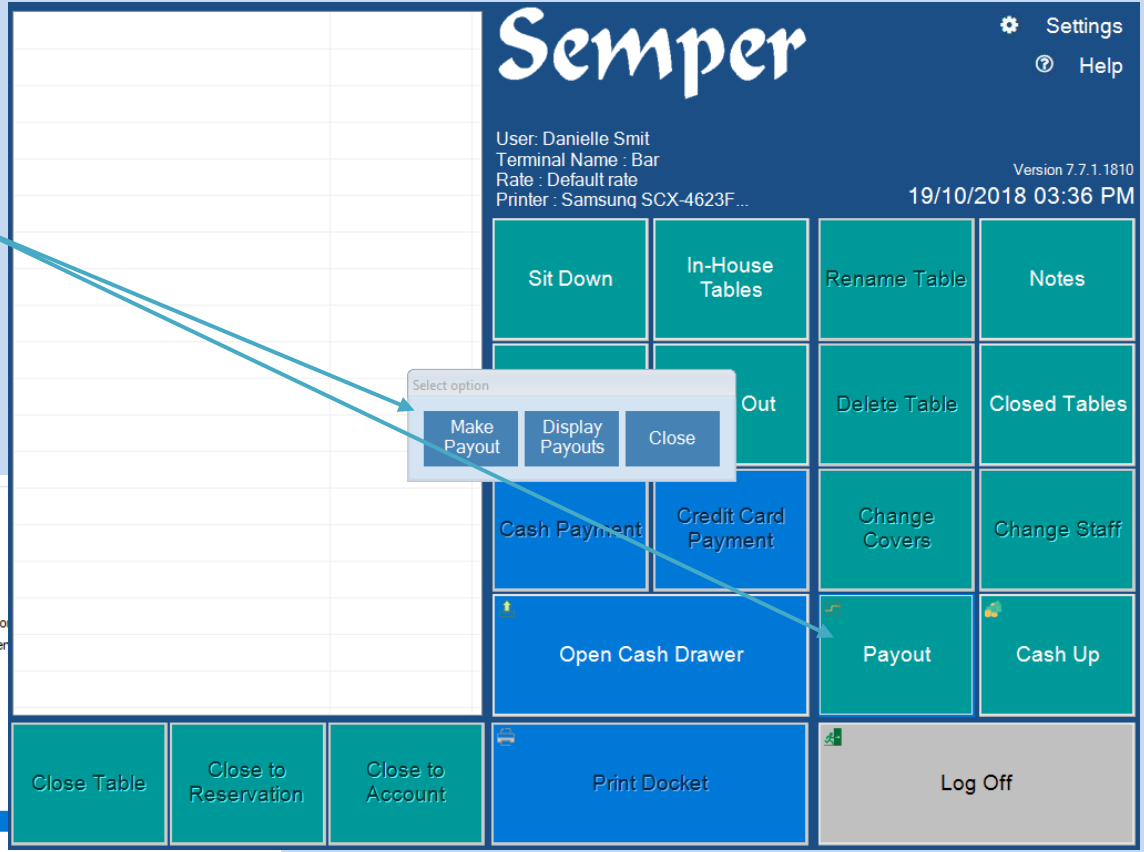
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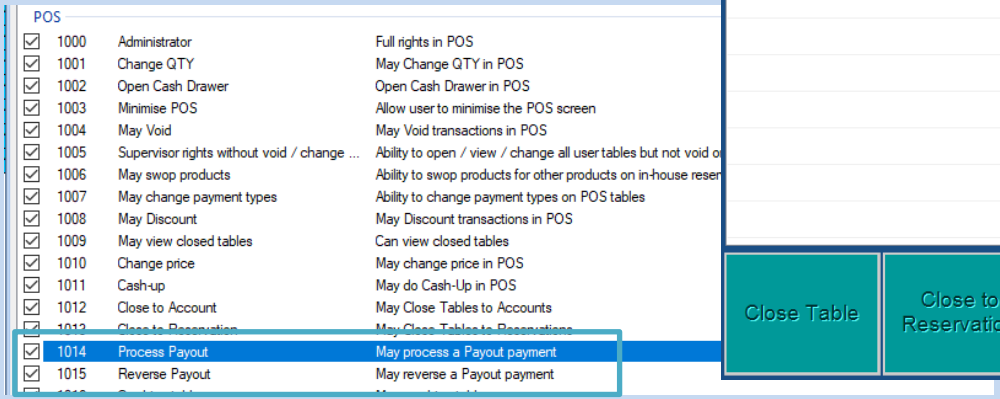
Pay Out

The pay out function allows you to record and manage cash taken out of the till to for example pay for a delivery or pay a supplier.

The pay out button will only be visible for users who are authorised to process a pay out (Setup & Admin – Employee & Security Settings).

From here you can Make Pay-outs or Display History Pay-outs.





Payouts

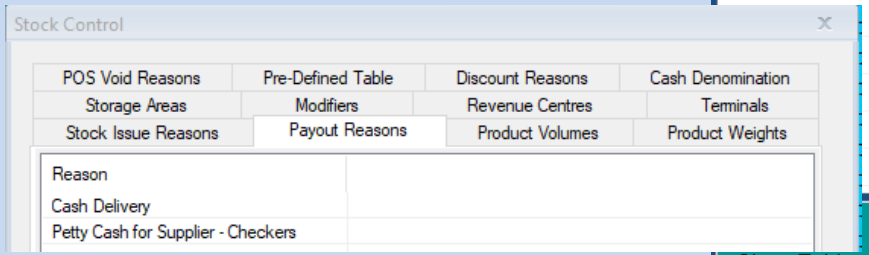
Making a Pay Out

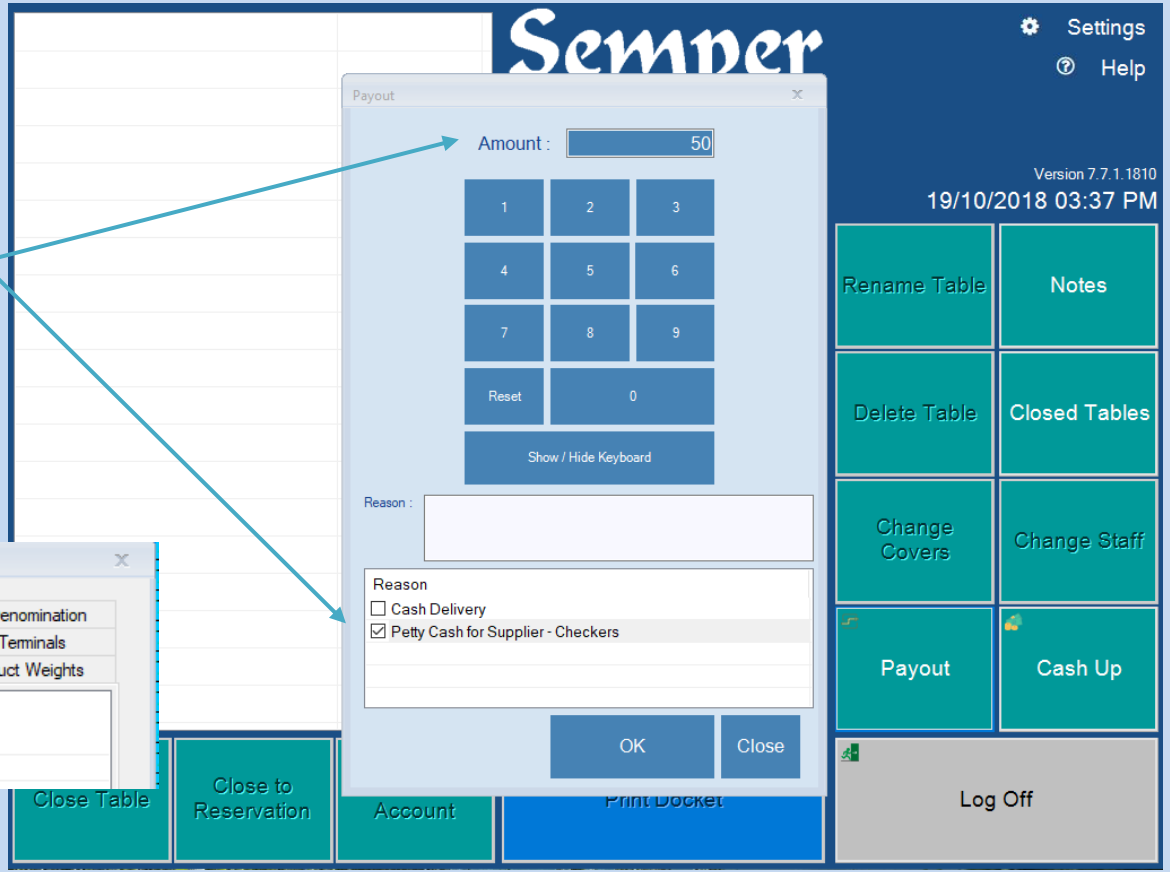
When adding a pay out to the system, enter an amount as well as a Pay Out reason.

These reasons can be predefined or added on the go. The reasons added on the go will not be added to your predefined reasons.

These reasons are set up under Stock Control – Master Tables -> Payout Reasons.

Once the Payout has been created, a slip will be printed with the details of the pay-out.





Payouts

Displaying Pay Outs

By default we only display the payouts added in the last 30 days when this screen opens. Pay outs already on a Cash Up or Day end will not be displayed here.

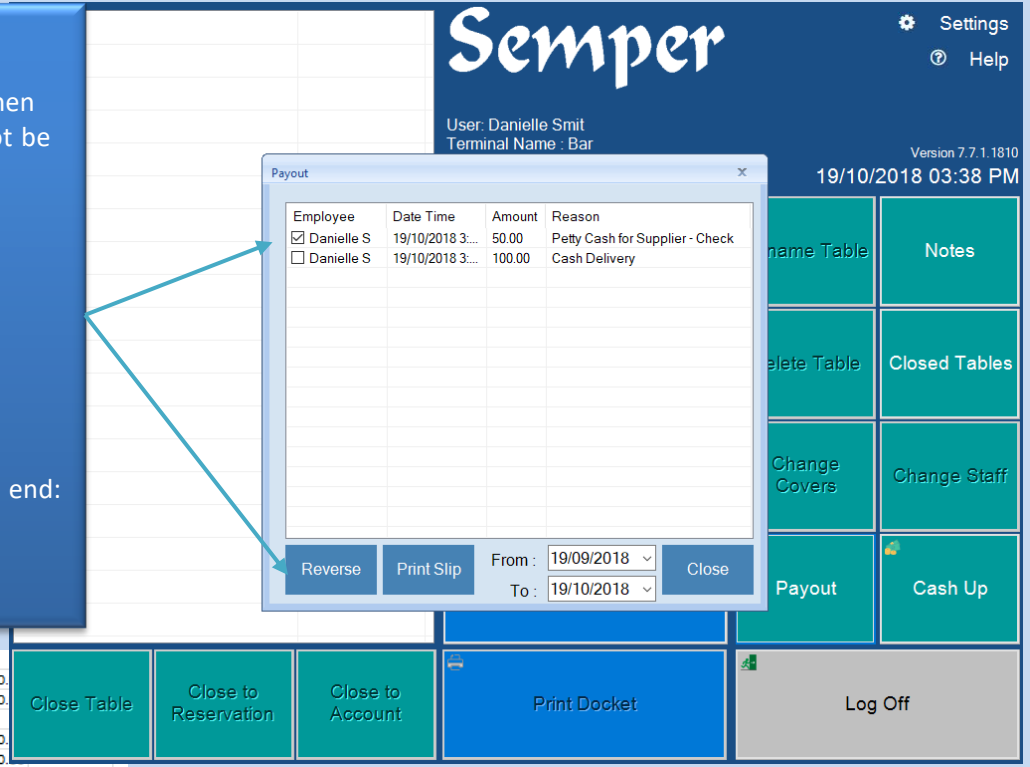
The list can then be filtered by using the date fields.

From here a pay out can selected and reversed. When a pay out is reversed the system will create an activity log for this reversal.

The slip for the pay out can also be reprinted from here.

Use the following reports to view Payouts already on cash-up / day end:

- **Cash up report**
- **Standard / Summarized day-end report**
- **Management summary report in day-end**

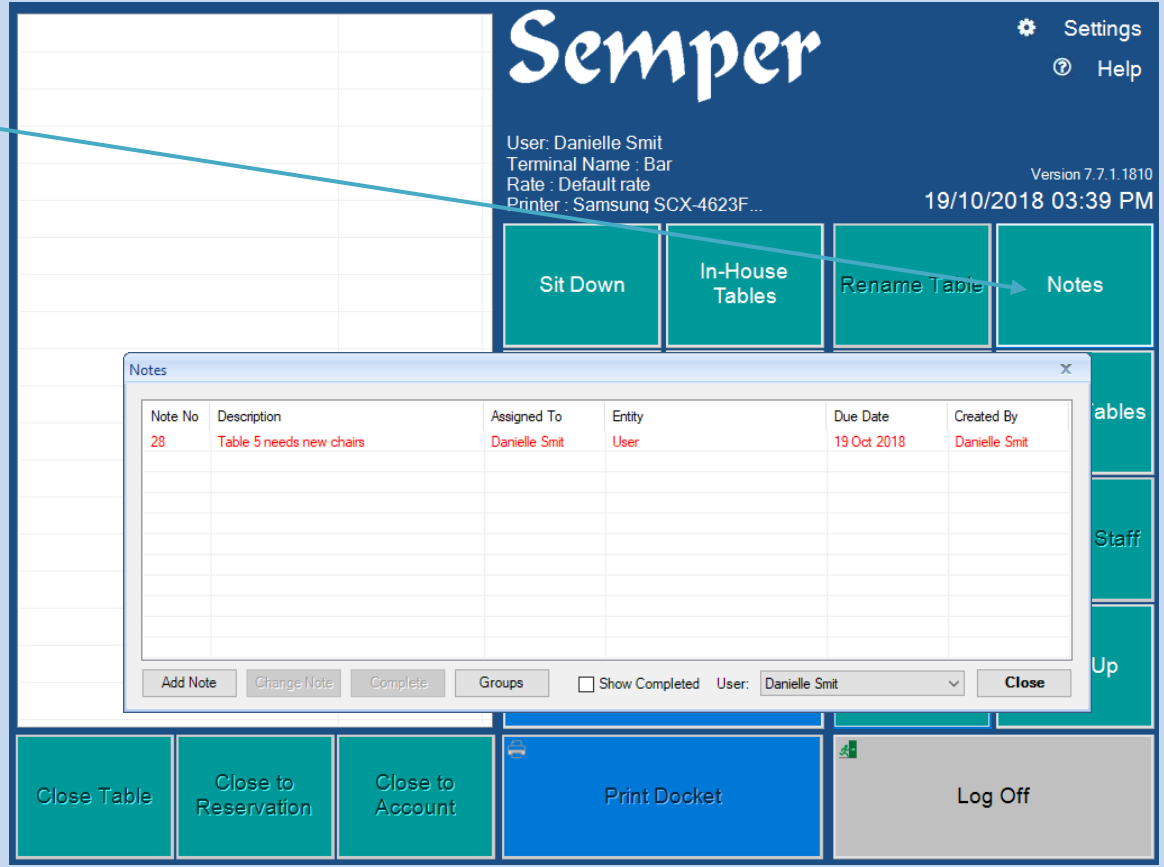


Cash	Cash	R - 35 062.20	0.
Payout	Payout	R 100.00	0.
	Cash Balance	**R - 34 962.20**	
Voucher	Voucher	R - 37.90	0.
Commissions Paid	Commissions Paid	R 105.00	0.
Credit Card	Credit Card	R - 1 054.99	0.00
Bank Transfer	Bank Transfer	R - 1 318.00	0.00
Internet Payment	Internet Payment	R 482.50	0.00
	Total Receipts	R - 36 785.59	

Notes

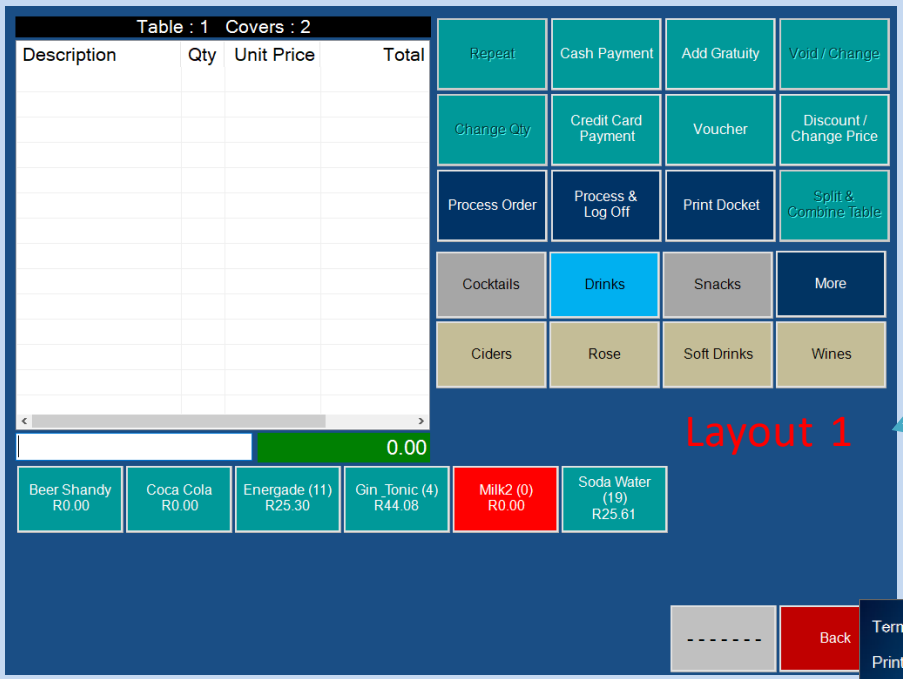
Notes

Notes can be assigned to users for the POS. Use the Notes function either from RES or POS.

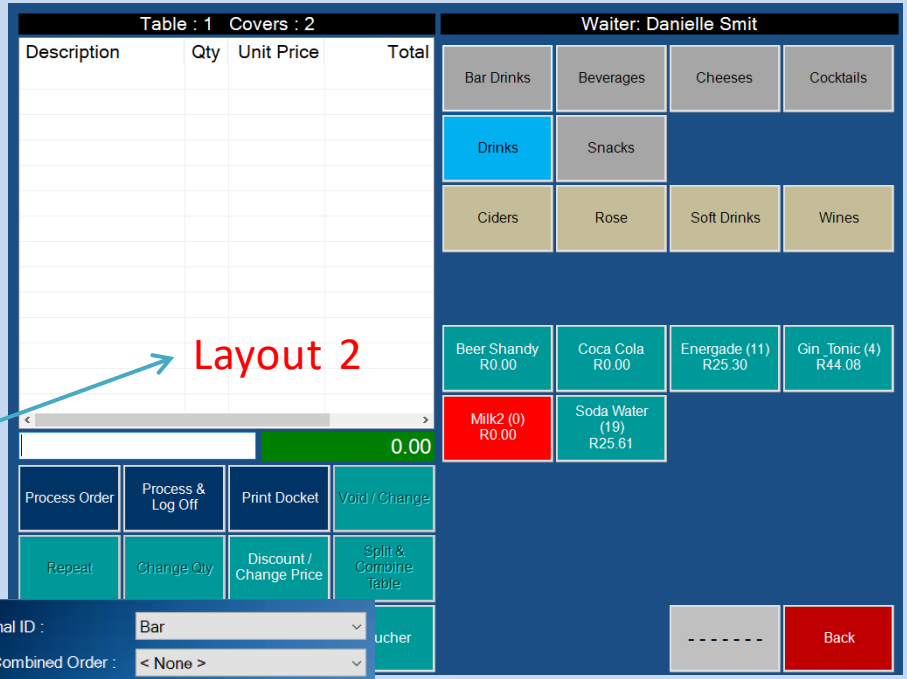


Display Layouts

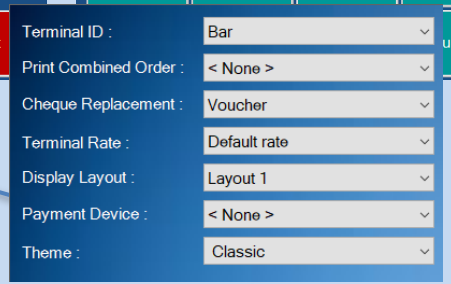
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Layout 1



Layout 2



Your display layout can be changed at will by locating your POS Terminal Settings and changing the display layout.

End of Training Manual

Semper POS