

Emperium Hospitality Management



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Angel House
225 Marsh Wall
Docklands
London
E14 9FW
Tel: 08707 605 100
Fax: 08701 319 236

Website: www.e-novations.co.uk



Introduction

Welcome to your Emperium Epos services, which have one simple aim.... To offer you a service that represents real value for money. This means working hand in hand with you.

Emperium Epos is a powerful Hospitality management solution. The entire range of the Emperium Modules can control a Wide Area Network through to a Global Area Network of Branch restaurant through one Emperium Head Office source.

This document will take you through the sales processes and guide you through managing your staff and products inventory.

We listen carefully to what you tell us about your needs so as to develop a thorough understanding of your business. We will strive to work with you in a way that's professional, transparent and fair, including explaining how you can comment on our service.

Help us to help you

It will help us to provide you with a high standard of service if you make sure you let us know as soon as possible if you change your contact name, business name, address, email address, telephone number or any other detail.

We would also welcome your comments and suggestions to improve the level of service and to enhance our product.

This booklet

This booklet forms part of any other relating documentation that may be supplied with the purchase of the Emperium range of software. This booklet will describe the user processes to make efficient use of our Emperium Epos.

Please do not hesitate to contact us by email on: technical@e-novations.co.uk with your comments or questions about the software.

Technical support

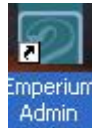
Please contact our UK support centre on **08707 605 100** selecting option 2 for technical support.

■ **EMPERIUM ADMIN**

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 - **Login Screen**
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 - Reporting

EMPERIUM ADMIN



To open this module you can double click on the following icon which is on the desktop of screen, you can also find in Start --> Programs --> Emperium Admin

Login Screen

Swipe ID	<input type="text"/>														
User Code	<input type="text"/>														
Pass Code	<input type="text"/>														
<table border="1"><tr><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td></tr><tr><td>0</td><td>CLEAR</td><td rowspan="2">O.K.</td></tr><tr><td>EXIT</td><td>BKP</td></tr></table>		1	2	3	4	5	6	7	8	9	0	CLEAR	O.K.	EXIT	BKP
1	2	3													
4	5	6													
7	8	9													
0	CLEAR	O.K.													
EXIT	BKP														

Picture 1

This is the entry point of the Emperium Admin module; every user accessing the Emperium Hospitality EPOS is identified by a unique Swipe ID or user code and pass code.

User can either enter the Swipe Id or User Code and Pass code

All transactions carried out by the user are recorded into the Emperium EPOS based on this login details.

Note: The Emperium software is provided with an Administrator User Code and Pass Code. The password can be changed later.

Admin Screen



Picture 2

All the screens can be accessed by menu on the top (indicated above as 1) or menu on Left Hand side (indicated above as 2)

Note: The menu changes based upon the user rights

Company/Branch Information

This screen can be accessed from the Company Information on the Admin screen

Click on Company Information --> Company Information to access this screen

The screenshot shows the Company Information screen. The left-hand side menu (labeled 2) is the same as in Picture 2. The main area of the screen is divided into two main sections: Branch Details and Corporate Information. The Branch Details section contains the following fields: Branch Code (EH), Branch Name (E-novations [London] Ltd), Address Line1 (225 Marshwall), Address Line2 (Angel House), Town (Docklands), County (London), Post Code (E14 9FW), Vat Number (830590342), Phone No1 (0870605100), Fax, Email (info@e-novations.co.uk), Refund Days (14 Days), Head Office (checked), and Number Of Tabs (100). The Corporate Information section contains a Receipt Text field with the text: "THANKS FOR YOUR VISIT FOR SPECIAL OFFER OF THE WEEK PLEASE VISIT www.e-novations.co.uk". Below this is a Bank Account Details table with columns: Sr.No, Bank Name, Sort Code, Account Number. The table has two rows: 1 and 2. Below the table is a Vat Percentage table with columns: Sr.No, Vat Percentage, Standard. The table has four rows: 1 (17.50, checked), 2 (00.00, unchecked), 3 (05.00, unchecked), and 4 (unchecked). At the bottom right, there is a logo and a button labeled "Select Image". Below the logo is a text field labeled "Select Image:" and a button labeled "Clear Image".

Sr.No	Bank Name	Sort Code	Account Number
1			
2			

Sr.No	Vat Percentage	Standard
1	17.50	<input checked="" type="checkbox"/>
2	00.00	<input type="checkbox"/>
3	05.00	<input type="checkbox"/>
4		<input type="checkbox"/>

Picture 3

Here the company/Branch (if you have multiple Branches) Information of the business is defined, Fields with blue in colour are mandatory.

The Branch Information values entered are reflected on the Till Receipt and all the Management Reports.

1 Receipt Text

This is printed at the bottom of Till Receipt; you can define your description at the bottom such as Thank you for your visit or any new promotions to promote your sales.



Receipt Text

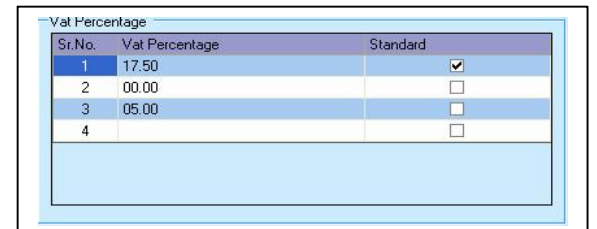
THANKS FOR YOUR VISIT

FOR SPECIAL OFFER OF THE WEEK PLEASE VISIT www.e-novations.co.uk.

2 VAT Percentage

Here different VAT Percentages are defined which are in turn linked to products.

Note: If you are having multiple branches, please make sure Branch code is unique



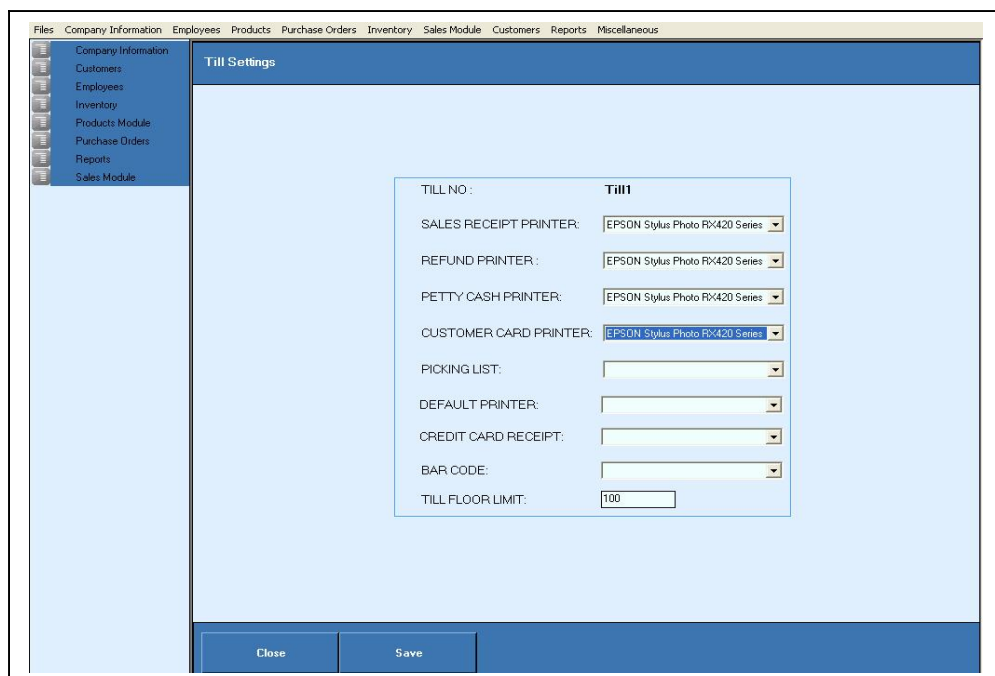
Sr.No.	Vat Percentage	Standard
1	17.50	<input checked="" type="checkbox"/>
2	00.00	<input type="checkbox"/>
3	05.00	<input type="checkbox"/>
4		<input type="checkbox"/>

3 Image / Logo

Select or clear image/logo of company

Till Settings

Click on Company Information -- >Till Settings to access this screen



Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information Customers Employees Inventory Products Module Purchase Orders Reports Sales Module

Till Settings

TILL NO.: **Till**

SALES RECEIPT PRINTER: EPSON Stylus Photo R_x420 Series

REFUND PRINTER: EPSON Stylus Photo R_x420 Series

PETTY CASH PRINTER: EPSON Stylus Photo R_x420 Series

CUSTOMER CARD PRINTER: EPSON Stylus Photo R_x420 Series

PICKING LIST:

DEFAULT PRINTER:

CREDIT CARD RECEIPT:

BAR CODE:

TILL FLOOR LIMIT: 100

Close Save

Picture 4

Every Individual Computer is identified by a Till Number; this helps in finding out through which system the Transaction has taken place.

By default all the printers installed are displayed on the drop down. Once set and saved the receipts would be printed to the set printer.

Note: Please set the Till Settings from the Emperium Till Module

Employees

Click on Employees --> Employee Information to access this screen

To Identify the Transactions, every Employee is identified by unique Swipe Id/User Code and Pass code, this screen gives access to add/modify/delete an Employee.

Files

Company Information

Employees

Products

Purchase Orders

Inventory

Sales Module

Customers

Reports

Miscellaneous

Company Information

Customers

Employees

Inventory

Products Module

Purchase Orders

Reports

Sales Module

Add

Modify

Delete

Commissions

Close

Employees List

Sr.No.	Name	Address	Town	County	Post Code	Phone Number	Mobile Number	User Code
1	Mr. Charlie Isaac	123 Hollow Avenue	Sandhurst	Bucks	W12 6T2			1999
2	Miss. Christiana Lucy	225	Marshall	London	E14 9FW			1000
3	Mr. Danny Kourosh	225 Marshall Road	ff	ff	fff			1998
4	Mrs. Dipa Suda	225	Marshall	London	E14 9FW			12
5	Mr. dss sdds	dsds	sd	sdds	sdds			22
6	Miss. ff ff	ff	ff	f	f	f	f	3333
7	Mr. Nina Gupta	225 Marshall	London	London	E14 9FW			10001
8	Mrs. Patel...	0002
9	Miss. Raj	5678
10	Mr. Samatha Anderson	225 Marshall	London	London	E14 9FW			1111

Picture 5

1 2 3 4

1 Add

To **Add** a new Employee click on Add button.

2 Modify

To **Modify**, select the Employee from the list and click on Modify button.

3 Delete

To **Delete**, select the Employee from the list and click on Delete button

Note: Employee won't be deleted permanently from the system, if any of the Transactions are recorded against the employee

4 Commissions

To **define** Commission for employees, click on Employees, Commissions would be explained in detail below.

Employee Screen

This screen is popped up when Add/Modify is clicked on Employees List screen

The screenshot shows a software window titled "Employee Information". Inside, there is a form with the following fields: Title (dropdown), First Name, Middle Name, Last Name, Address, Town, County, Post Code, Phone Number, Mobile Number, Email, User Code, PassCode, and Swipe ID. Below these is a section for "External Employee" with a checkbox and "Salary/Year" field, and "Employee Type" with a dropdown set to "Permanent" and a "0" value. At the bottom are three buttons: "Close", "Save", and "Payment Log".

Annotation 1: An arrow points from the number "1" to the "Salary/Year" field.

Annotation 2: An arrow points from the number "2" to the "Employee Type" dropdown menu.

Annotation 3: The text "Picture 6" is located above the arrow for annotation 2.

Titles for New Employee can be added from the Employees > Name Titles List..

1 External Employee

External Employee is to identify people like cleaners, paper rounding boys and other staff who are not part of sales, this helps in finding out attendance of external employees.

2 Employee Type

Here this field identifies whether the employee is permanent or on Contract, this information helps in calculating the Salaries based on the Number of Hours worked, which can be traced from the Clock In Module.

Commissions

This screen helps in defining the Commissions of Employees, this screen can be accessed from Employees --> Commissions.

Commissions are of two types Flat Rate/ Commission on sales Range

Note: Commission is calculated on Sales after Excluding VAT on Sales

Picture 7

1 Commission Type

This helps in identifying whether the commission is flat or is on a range of sale, if flat commission rate is selected, it would calculate commission for every sale after excluding VAT.

If the commission is Commission range, it can be defined by selecting commission range from down which is displayed as shown in Pic 9, here we can define different commission range based on sales as shown in Pic 9.

Sr.No.	Target Amount	Comm (%)
1	100.00	2.00
2	300.00	3.00
3	500.00	5.00
4		

Picture 8

Access Rights

Click on Employees --> Access Rights to access this screen

Every Employee/Staff working should be given privileges to access Menu/Modular screen, once the importance of every module is identified, then the access rights screen can be set.

Select the employee from the drop down box provided and then check the check box for which you want to give access rights and then click save.

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information
Customers
Employees
Inventory
Products Module
Purchase Orders
Reports
Sales Module

Access Rights

Select User: 1000-Miss. Christiansa Lucy

Company Info

- ☐ Select All
- ☐ Company Info
- ☐ Exchange Rate
- ☐ Till Settings

Employee Information

- ☐ Select All
- ☐ Access Rights
- ☐ Clock In Adjustment
- ☐ Employee Information
- ☐ Name Titles List

Products

- ☐ Select All
- ☒ Brands
- ☒ Categories
- ☒ Colors List
- ☐ Family Grouping
- ☒ Fittings List
- ☒ Multi Products
- ☒ Products
- ☒ Promotions
- ☒ Sizes List
- ☒ Suppliers
- ☒ Unit Of Measure

Purchase

- ☐ Select All
- ☐ Invoice Entry
- ☐ Non Inventory Based Invoice Re
- ☐ Purchase Order List
- ☐ Remits/Adjustments

Inventory

- ☐ Select All
- ☐ GRN
- ☐ Locations
- ☐ Stock Adjustment
- ☐ Stock Adjustment Reasons List
- ☐ Stock Conversion
- ☐ Stock In
- ☐ Stock Movement
- ☐ Stock Movement Reasons List

Sales

- ☐ Select All
- ☒ Add Miscellaneous
- ☒ Cash Drawer
- ☐ Discount
- ☒ Discount Reason Lists
- ☒ End Of Day Balancing
- ☒ End Of Day Denominations
- ☒ Petty Cash
- ☒ Refunds
- ☒ Sales
- ☒ Sales Enquiry

Customers

- ☐ Select All
- ☐ Customer List
- ☐ Customer Magazines Delivery
- ☐ Customer Magazines Link
- ☐ Customer Payments
- ☐ Customer Types
- ☐ Loyalty Screen
- ☐ Magazine Types

Reports

- ☐ Select All
- ☐ Reporting
- ☐ Reports Customers
- ☐ Reports Employees
- ☐ Reports Inventory
- ☐ Reports Products
- ☐ Reports Sales
- ☐ Reports Summary
- ☐ Reports Suppliers

Close Save

Picture 9

Name Titles List

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information
Customers
Employees
Inventory
Products Module
Purchase Orders
Reports
Sales Module

Name Titles List

Sr.No	Title
1	Mr.
2	Mrs.
3	Sir.
4	Miss.
5	

Close Save Please Suffix the Title with dot (.)

Picture
10

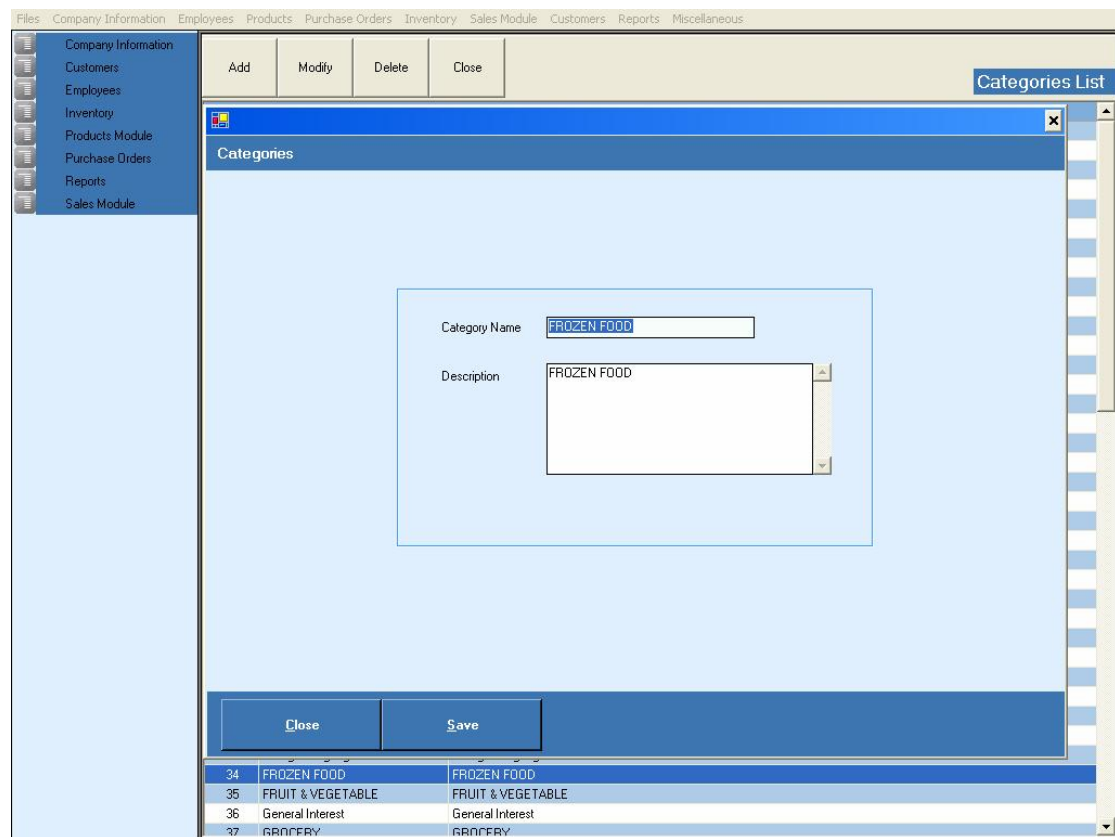
Name Titles are defined to link to employee Titles, this is a Master List.

Categories

Click on Products --> Categories to access this screen

Every Product (SKU) is identified under a particular category, Categories are defined to group similar products. Categories grouping help in identifying products more quickly.

Reports are generated to identify how the sales are on every category, which identifies the performance of category and thus indicate to the management to take necessary steps to further improve the performance.



Picture 11

To Add a Category Click on **Add**

Category Name should be unique.

To Modify the Category Click on **Modify** Category

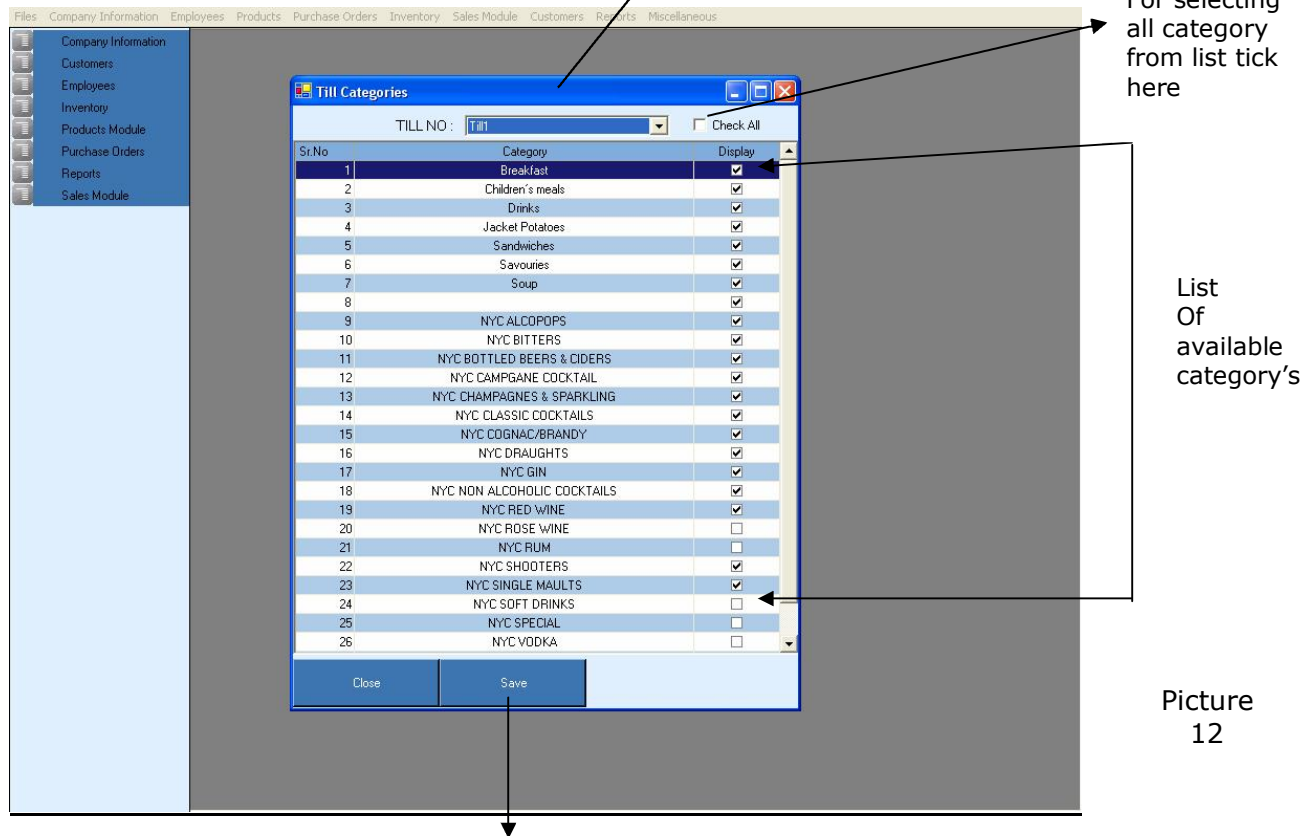
To Delete a category, Click on **Delete**

Note: Categories can only be deleted provided, they don't have any sub categories, and Brands or Products linked to them. Categories can be added from Products screen directly.

Please select Till No From list
 Use :- So select categories display on specific till only not on other till

Till Category Linking

Click on Products --> Till Category Linking to access this screen



Picture 12

Click save so selected category's display on selected till only

Sub Categories

Click on Products --> Sub Categories to access this screen

Every Product (SKU) is identified under a particular Sub category, Sub Categories are defined to group similar products much more in detail compared to Category.

Reports are generated to identify how the sales are on every sub category, which identifies the performance of sub category and thus indicate to the management to take necessary steps to further improve the performance.

Eg. Performance sales of sub category this year for Christmas, would give an estimate of how much should be bought for next year.

Sub Categories List				
Sr.No	Name	Description	Category	
1	Bottle	Bottle	Drinks	
2	Bottle	Bottle	Drinks	
3	Bottle pint 2	Colfee	Drinks	
4	Colfee	Full English breakfast	Breakfast	
5	Full English breakfast	Full English breakfast	Breakfast	
6	Hot Chocolate	Hot Chocolate	Drinks	
7	Hot Chocolate	Hot Chocolate	Drinks	
8	Jacket Potatoes	Jacket Potatoes	Jacket Potatoes	
9	Light Breakfast	Light Breakfast	Breakfast	
10	Pine	Pine	Drinks	
11	Sandwiches	Sandwiches	Sandwiches	
12	Sandwiches	Sandwiches	Sandwiches	
13	Scones, localities and desserts	Scones, localities and desserts	Children's meals	
14	Shots (Dmg)	Shots (Dmg)	Drinks	
15	Soft Drink	Soft Drink	Drinks	
16	Tea	Tea	Drinks	
17	Vegetarian breakfast	Vegetarian breakfast	Breakfast	
18	Wholesome homemade Soup	Wholesome homemade Soup	Soup	

Picture 13

To Add a Sub Category Click on **Add**

Under Every Category Sub Category Name should be unique.

To Modify the Sub Category Click on **Modify**

To Delete a Sub category, Click on **Delete**

Note: Sub Categories can only be deleted provided; they don't have any Products linked to them.

Sub Categories can be added from Products screen directly.

*For e.g. Food menus a category
Starter/Main course etc are Sub Categories*

When you press add following screen comes

Select Category

Enter Sub category

Select Printer name you want to print this item

Enter Description for sub category

Press Save So subcategory added into list

Picture 14

Suppliers

Click on Products --> Suppliers to access this screen

Every Product has to be bought, for this product has to be linked to supplier who would be supplying the products, this screen acts as Master screen for adding all the suppliers who supply the product.

Note: Non Product Based suppliers like Electricity supplier etc can also be added to identify the outgoings.

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Add Modify Delete Close

Suppliers List

Suppliers

Supplier Code: ENOV Name: E-NOVATIONS (LONDON) LTD Lead Time: Credit Limit: 0.00

Address Line 1: ENOVATIONS CENTRE Address Line 2: MARSH WALL Conditions of Purchase:

Town: DOCKLANDS County: LONDON Description:

Post Code: E14 Phone Number1: 087070605100 Pop Up Notes: TECHNICAL SUPPORT FOR RETAIL/ECOM/WEB SITE

Phone Number2: Fax: Mobile Number: Currency Type: Bank Name: Sort Code: Acc Number:

Email: Contact Person: SUKU/RICHARD

Close Save

Picture 15

To Add a Supplier Click on **Add**

Supplier Code should be Unique.

To Modify the Supplier Click on **Modify**

To Delete a Supplier, Click on **Delete**

Bank Details of supplier are added to help the system to get details automatically while doing payments to supplier.

Note: Suppliers can be added from Products screen directly

Unit Of Measure

Click on Products --> Unit Of Measure to access this screen

Unit of Measure defines the product pack type, like whether it is Each, Pack of 10, Pack of 6, Most of the Time it would be Each.

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Add Modify Delete Close

Unit Of Measure List

Unit Of Measure

Unit Name: Pack of 10 Description:

Close Save

Picture 16

To Add a Unit Click on **Add**

Unit Name should be Unique.

To Modify the Unit Click on **Modify**

To Delete a Unit, Click on **Delete**

Note: Unit of measure can be added from Products screen directly

Products

Click on Products --> Products to access this screen

This is core of Emperium Hospitality EPOS System, every Transaction recorded against a product starts from here.

Files

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Add	Modify	Delete	Show All	Search	Pop Up Notes	Close	Products List	
Sr.No.	Product Code	Name	Description	Max. Level	Min. Level	Unit Of Sale	Main Category	
1	C064	£1.95	£1.95	2	1	EACH	Breakfast	
2	C065	£2.25	£2.25	2	1	EACH	Breakfast	
3	C066	£2.50	£2.50	2	1	EACH	Breakfast	
4	C067	£5.95 (Eng)	£5.95 (Eng)	2	1	EACH	Breakfast	
5	C068	£5.95 (Veg)	£5.95 (Veg)	2	1	EACH	Breakfast	
6	C019	Alcho Pops	Alcho Pops	2	1	EACH	Drinks	
7	C029	All other spirits	All other spirits	2	1	EACH	Drinks	
8	C056	Americano 'Black S	Americano 'Black Stron	2	1	EACH	Drinks	
9	C046	Appletizer	Appletizer	2	1	EACH	Drinks	
10	C026	Bacardi	Bacardi	2	1	EACH	Drinks	
11	C073	Bacon & melted Brie	Bacon & melted Brie bag	2	1	EACH	Savouries	
12	C024	Baileys	Baileys	2	1	EACH	Drinks	
13	C062	Baileys Cappuccino	Baileys Cappuccino	2	1	EACH	Drinks	
14	C061	Baileys Hot Chocola	Baileys Hot Chocolate	2	1	EACH	Drinks	
15	C063	Baileys Latte	Baileys Latte	2	1	EACH	Drinks	
16	C020	Becks/Sol	Becks/Sol	2	1	EACH	Drinks	
17	C038	Britvic Bottles	Britvic Bottles	2	1	EACH	Drinks	
18	C080	Brown or white toast	Brown or white toast	2	1	EACH	Children's meals	
19	C058	Cafe Mocha 'Choco	Cafe Mocha 'Chocolate	2	1	EACH	Drinks	
20	C052	Cappuccino 'Frothy	Cappuccino 'Frothy Milk	2	1	EACH	Drinks	
21	C011	Carling C2 (1/2 Pint	Carling C2 (1/2 Pint)	2	1	EACH	Drinks	
22	C002	Carling C2 (Pint)	Carling C2 (Pint)	2	1	EACH	Drinks	
23	C010	Carling Extra (1/2 P	Carling Extra (1/2 Pint)	2	1	EACH	Drinks	
24	C001	Carling Extra (Pint)	Carling Extra (Pint)	2	1	EACH	Drinks	
25	C027	Cinzano	Cinzano	2	1	EACH	Drinks	
26	C057	Classic Coffee 'Norr	Classic Coffee 'Normal	2	1	EACH	Drinks	
27	C017	Cobra (1/2 Pint)	Cobra (1/2 Pint)	2	1	EACH	Drinks	
28	C008	Cobra (Pint)	Cobra (Pint)	2	1	EACH	Drinks	
29	C015	Coors (1/2 Pint)	Coors (1/2 Pint)	2	1	EACH	Drinks	
30	C006	Coors (Pint)	Coors (Pint)	2	1	EACH	Drinks	
31	C055	Espresso Double 'S	Espresso Double 'Shot	2	1	EACH	Drinks	
32	C054	Espresso Single 'S	Espresso Single 'Shot o	2	1	EACH	Drinks	
33	C060	Extra luxury Chocol	Extra luxury Chocolate	2	1	EACH	Drinks	
34	C092	Free range egg may	Free range egg mayo ar	2	1	EACH	Sandwiches	
35	C079	Fresh baked scone	Fresh baked scone	2	1	EACH	Children's meals	
36	C078	Fresh scone	Fresh scone	2	1	EACH	Children's meals	
37	C030	Fruit 'Cordial & mint F	Fruit 'Cordial & mint Black	2	1	EACH	Drinks	

Picture 17

The Products list loads up 100 products by default,

To Add a Product Click on **Add**, Product in detail would be explained below.

To Modify the Unit Click on **Modify**

To Delete a Unit, Click on **Delete**

To see all Products at a time, Click on Show All.

To search a particular product, Click on Search and you are provided with different options in search criteria, which is displayed below.

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Company Information Customers Employees Inventory Products Move Purchase Order Reports Sales Module

Add Modify Delete Show All Search Close

Product Search

Enter Your Search Criteria

Product Code Supplier Name

Product Name Category

Description Brand

Unit Of Sale Bar Code

Search Clear

Sr.No.	Product Code	Name	Description	Vat	Max. Level	Min. Level	Unit
1							
49	9771743157	ACTION GTX	ACTION GTX	0	10	1	Each
50	9771479793	ACTION HERO	ACTION HERO	0	10	1	Each
51	9771364075	ACTION MAN	ACTION MAN	0	10	1	Each
52	454761	SOIN AROMATIC	Activateur - Starter (Les	17.5	10	1	Each
53	9771744534	ACTIVITY FLIN	ACTIVITY FLIN	0	10	1	Each

Close Select Select All

Picture 18

Product Definition

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information Customers Employees Inventory Products Move Purchase Order Reports Sales Module

Add Modify Delete Show All Search Pop Up Notes Close

Products

Product Details Pricing & BarCodes

Product Code Not to Re-Ordered ☐

Name Menu Page No.

Description

Category New

Sub Category New

To be Displayed on Till ☒ Display on Both ☐ Display on Eat In Only ☐ Display on Eat Out Only

Unit Of Sale New

Weight/Volume ml New

Recipe Details

Pop Up Notes

Max Level

Re-Order Level

Current Stock Update Stock

Available Hours ☒ Any Time

Close Save

32	C004	Espresso Single	Espresso Single	2	1	EACH	Drinks
33	C060	Extra luxury Chocol	Extra luxury Chocolate	2	1	EACH	Drinks
34	C032	Free range egg may	Free range egg mayo an	2	1	EACH	Sandwiches
35	C079	Fresh baked scone	Fresh baked scone	2	1	EACH	Children's meals
36	C078	Fresh scone	Fresh scone	2	1	EACH	Children's meals
37	C030	Fruit Cereal 1/2 pint	Fruit Cereal 1/2 pint Black	2	1	EACH	Drinks

Picture 19

Picture 20

1 Product Code

Every Product is defined by Unique Product code, which is Central Product Code, once created, this cannot be edited, and all the Product Transactions are recorded against the Product Code. This is a mandatory field.

2 Product Name

This is short description of product. This is a mandatory field.

3 Product Description

Product Description is one of the integral part of the system, every product is defined with unique product description, by which it is identified. Product description is displayed in every Inventory Transaction of the system.

All the reports related to Inventory carry the Product Description.

This is a mandatory field.

Note: Product Description is printed on the Receipt

4 Category

Every Product falls under a Category, the category is linked to product by selecting it from the Dropdown

This is a mandatory field.

Category helps in grouping similar products together. If a new category needs to be added, Click New button which is adjacent to the Category Drop down

5 Sub Category

Every Product falls under a Sub Category, the Sub Category is linked to product by selecting it from the Drop down

This is a mandatory field.

Sub Category helps in grouping similar products together. If a new Sub category needs to be added, Click New button which is adjacent to the Sub Category Drop down

6 To Be displayed on Till

Select option for this product/category display on Eat In or Eat Out or both

By default tick for Display on both

7 Unit Of Sale

Every Product falls should be linked to its packing size.

This is a mandatory field.

If a new Unit Of Sale needs to be added, Click New button which is adjacent to the Unit Of Sale Drop down.

8 Weight

This helps in finding out the delivery weight of products, if delivery module is linked, this helps in finding out the weight of whole sales order

9 Not to be Reordered

If the product reordering has to be stopped then check this option.

Note: Once you check this option, Product won't be reflected in purchase orders

10 Menu Page Number

If you maintain a catalogue of all the products, the Menu page number can be entered here.

11 Recipe Details

In recipe details need to enter product's ingredients.

This recipe detail display on sales point (Till).

Click on Recipe

The screenshot shows the main interface of the EMPERIUM HOSPITALITY MANAGEMENT SYSTEM. At the top, it displays 'Till1', 'Mr. Administrator Administrator', and the date/time '21/06/2007 12:53:51'. Below this is a search bar with 'QTY: 1' and 'Code: C064'. A 'Recipe' button with an upward arrow is highlighted. The main area is a grid of product categories and items. The 'DRINKS' category is selected, showing items like 'NYC BOTTLED BEERS', 'NYC CAMPGANE COCKTAIL', 'NYC CHAMPAGNE', 'NYC CLASSIC COCKTAILS', 'NYC COGNAC', 'NYC DRAUGHTS', 'NYC GIN', 'NYC NON ALCOHOLIC COCKTAILS', 'NYC RED WINE', 'NYC SHOOTERS', 'NYC SINGLE MALT', and 'SANDWICHES'. The 'SANDWICHES' item is highlighted in green. On the right side, there are buttons for 'Order Break', 'Transfer Order', 'Orders Summary', 'Delete', 'Hold', 'UnHold', 'Void Order', 'Admin', and 'Customer'. At the bottom, there are buttons for 'Tab', 'Restaurant', 'TakeAway', 'PRINT RECEIPT', and 'PAYMENT'.

Picture 21

Select product

The screenshot shows the 'Recipe Details' pop-up window. The window displays the product name 'Product: £1.95' and the details 'Details: Scrambled, two poached or two fried eggs on toast'. The 'Recipe' button from the main menu is highlighted. The 'Recipe Details' window has a 'Close' button and a 'Print' button. The 'Print' button is highlighted. The main interface is partially visible in the background, showing the same product grid as in Picture 21.

Picture 22

Recipe comes on screen

Print option also available

12 Pop Up Notes

Pop up notes is sought of reminder message linked to product, whenever the product is accessed in different modules, the pop up message is reflected.

13 Max Level

Max Level is the maximum stock level, which has to be maintained in the store at any point of time. This can be estimated either on the season sale/shelf space/Previous sales History.

14 Min/ Reorder Level

Reorder Level is the minimum stock level, for which the system pops up in reorder reports if the product is equal or falls below the reorder level.

15 Update Stock

Once product is saved, the physical quantity of the stock can be updated from here.

16 Available hours

Select what time this product display on till or sales point.
 Ex. Between 17:00 to 22:00

Available Hours: 01:00 03:00 ☒ Any Time

17 Any time

By ticking this option product available on all time

Adjust Stock

Product Code: C064

Product Description: £1.95

Sr.No	Location	Quantity	Reason For Adjustment	Previous Qty
1	SHOP	1.000		1.000

Close Confirm Add Line

Pricing and Bar Codes Tab

Picture 23

21 22 23 24 25 26 27 28

29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44

Products

Product Details Pricing & BarCodes

Supplier Link to Products

Sr.No.	Supplier Ref.	Supp. Name	Supp. Code	Description	Purchase Price (£)	VAT (%)	Unit Of Purchase	Equivalent UOS
1								

Generate Bar Code New Supplier

Inventory Products

Sr.No	Code	Description	%	Weight/Volume	Amount Required
1					

Cost Price: 0.000

EAT IN

VAT Percentage: 17.5

Margin: 100.0000

Selling Price: 1.95

EAT OUT

VAT Percentage: 0

Margin: 100.0000

Selling Price: 1.95

Set Menus

Close Save

21 Barcode

Product has to be linked to barcode, Bar code can be linked to a product here.
 Barcode has to be unique for product.
 Multiple Barcodes can be linked to different products.

If you want to put supplier reference code, you can put it in the Barcode field and link it to supplier, the barcode can still be added to next line.

Note: For faster and accurate data entry put the cursor focus on the Barcode and scan the Product using scanner.

22 Supplier Name

The product can be linked to supplier who supplies the product, the link can be done from the selected drop down.

23 Supplier Code

The supplier code is popped up in the field automatically when the supplier name is selected.

24 Description

Description is the product description, how the supplier recognises the product, most of the times, it would be Product description.

25 Cost/Unit price

This is the cost price per unit for the product, this is generally calculated based on the average price of the product or from your supplier invoice.

26 VAT

This is VAT Percentage of the product, how much the supplier Product VAT is.

27 Unit Of Purchase

Unit of Purchase is the supplier packing size, for e.g., if a supplier sells in pack of 10 and if it is sold in each/single, Unit Of Purchase is Pack of 10 and Unit of sale is each/single.

28 Equivalent UOS

Equivalent UOS (Unit of Sale) is one of the important fields, when product is linked to supplier for reordering products, Equivalent UOS has to be defined. This helps in updating stock when you receive stock from supplier.

For e.g. when a supplier Pack size is Pack Of 10 and you sell it in each/single, the Equivalent UOS would be 10.
So when you buy one unit from supplier, the physical stock level increases by 10.

29 Generate Barcode

If a product doesn't have any barcode for a product, click on Generate Bar Code, which generates a unique number.

30 New Supplier

If a New supplier has to be added, just click on New supplier, which opens up the supplier screen for addition.

31 → 35 Weight product management

Example :- product you entering now is product A.
 In product A development you need product B (25%), product C (30%).
 So, when you sell this product A, Product B's stock automatically deducted 25%, product C's stock automatically deducted 30%.

31 Product code

Double click on product code then automatically product search screen comes, select particular product.

32 Product description

By default it comes automatically when you choose product.

33 %

34 Weight/Volume

35 Amount Required

Inventory Products					
Sr.No	Code	Description	%	Weight/Volume	Amount Required
1	C004	Guiness (Pint)	15.00	25 ml	1.00
2					

36 Cost price

Enter product cost price. Depends on cost price margin generated automatically.

37 → 39 Eat In Price

For Each and Every product you define Eat In price separately.

37 Vat Percentage

Select Eat In Vat percentage from list

38 Margin

It calculate automatically depends upon selling price

39 Selling Price

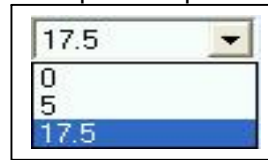
Enter sell price so margin calculated automatically

40 → 42 Eat Out (Takeaway) Price

For Each and Every product you define Eat Out price separately.

40 Vat Percentage

Select Eat Out Vat percentage from list

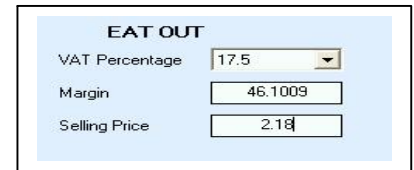


41 Margin

It calculate automatically depends upon selling price

42 Selling Price

Enter sell price so margin calculated automatically



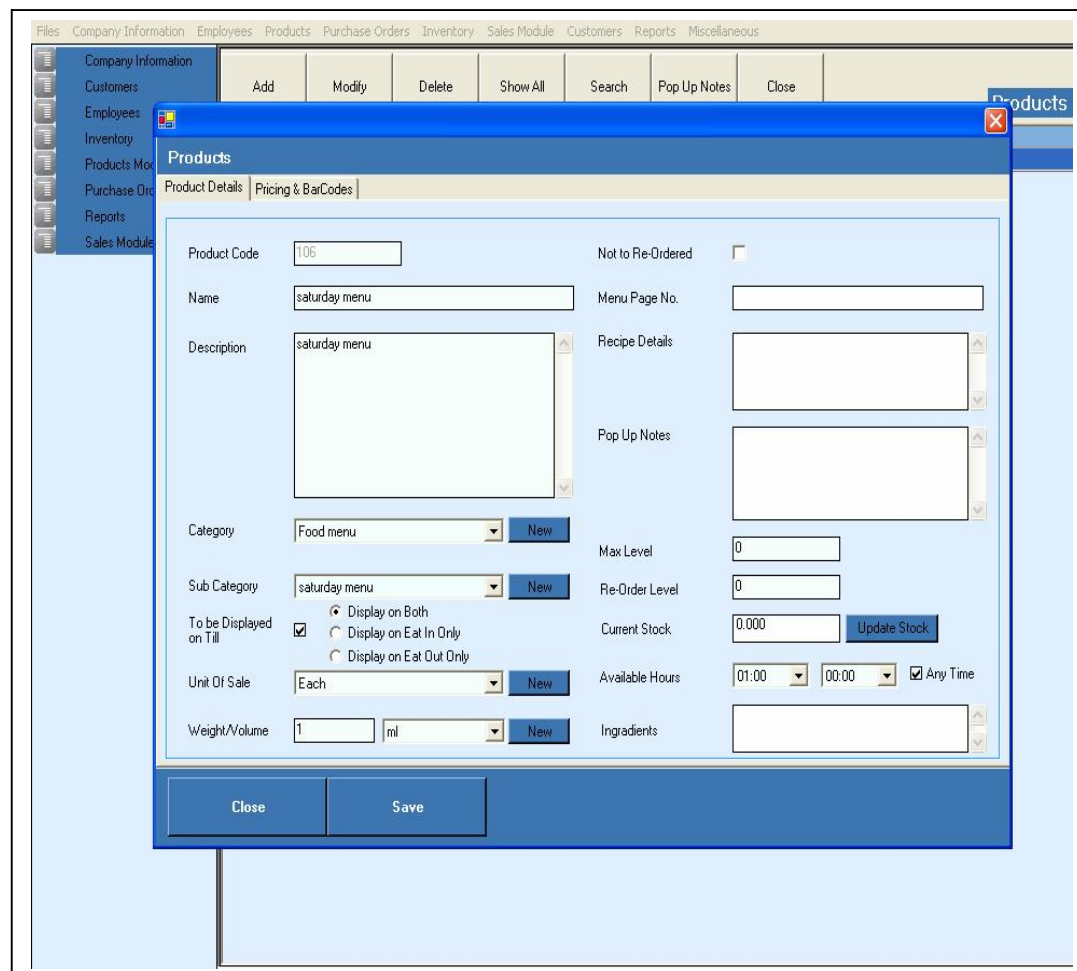
43 Set Menu

Use :- Creating Saturday/ Sunday or specific types of menu.

Example :-

Step :- 1 Create new product as Saturday menu, With category name like Saturday menu and sub category name like Saturday menu.

Picture 24



Step :- 2 Enter Saturday menu price (Eat In and/or Eat Out)

Picture 25

Click on set menu for entering menu details

Enter menu price Eat In or Eat Out

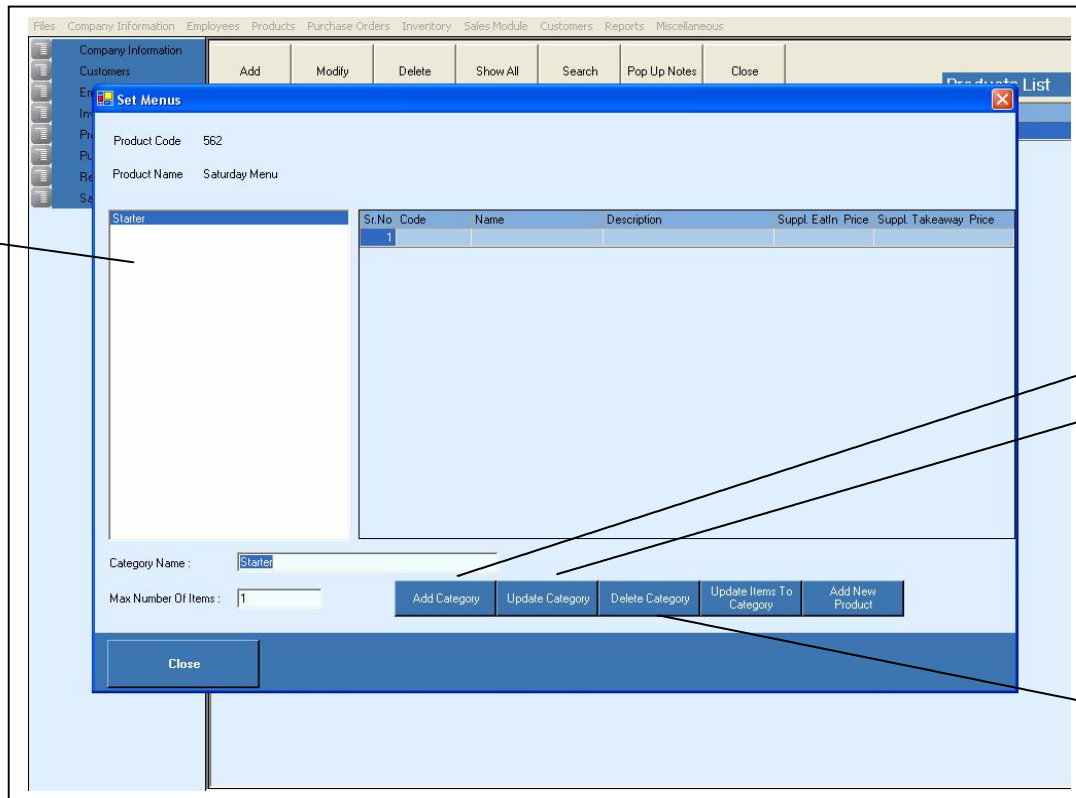
Step :- 3 Creating category into Saturday menu

Creating set menu category

Enter how many item need to be choose from theses category

Picture 26

Example :- If you enter Max number of items = 2 . So you select only two items from this starter category only.

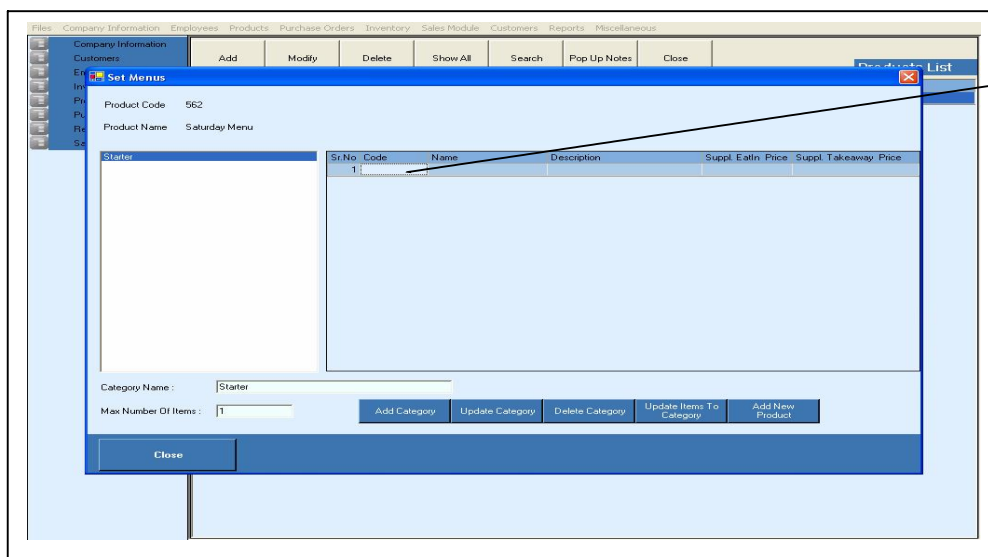


Picture 27

Message box display for confirmation of deleting category



Step :- 4 Entering product into category of Saturday menu



Picture 28

Confirmation message display on screen Press Ok.
 So product search display On screen



Step :- 4 Searching and selecting product from product search and press select or select all.

Note :- Must enter all product with 0.00 price (Eat In and/or Eat out)

Picture 29

Sr.No.	Product Code	Name	Description	Max. Level	Min. Level	Unit Of Sale
1	107	Chilled terrine of foie gras	Chilled terrine of foie gras	0	0	Each

Step :- 5 Enter cost price and selling price as 0.00

Picture 30

Sr.No.	Code	Name	Description	Suppl. EatIn Price	Suppl. Takeaway Price
1	107	Chilled terrine of foie gras	Chilled terrine of foie gras	0.00	0.00
2					

Selected product display here.

Enter Eat in price and Eat out price as 0.00

Press Add new product for new product entry

After product entry press close

Press Update item to category for save product list into specific category

Product Details: Pricing & BarCodes

Sr.No	Supplier Ref	Supp. Name	Supp. Code	Description	Purchase Price (£)	VAT (%)	Unit Of Purchase	Equivalent UOS
1								

Generate Bar Code New Supplier

Sr.No	Code	Description	%	Weight/Volume	Amount Required
1					

Cost Price: 0.000

EAT IN VAT Percentage: 17.5 Margin: 100.0000 Selling Price: 20.00

EAT OUT VAT Percentage: 17.5 Margin: 100.0000 Selling Price: 20.00

Set Menu

Press save for updating all product details

Enter set menu colour change

Picture 31

44 Save

Save all details for product.

Default Miscellaneous Descriptions

When a product is not recognised by the system and if it is sold under Miscellaneous Item, to avoid the delay in sale, the system is having flexibility of defining 10 miscellaneous descriptions in the system.

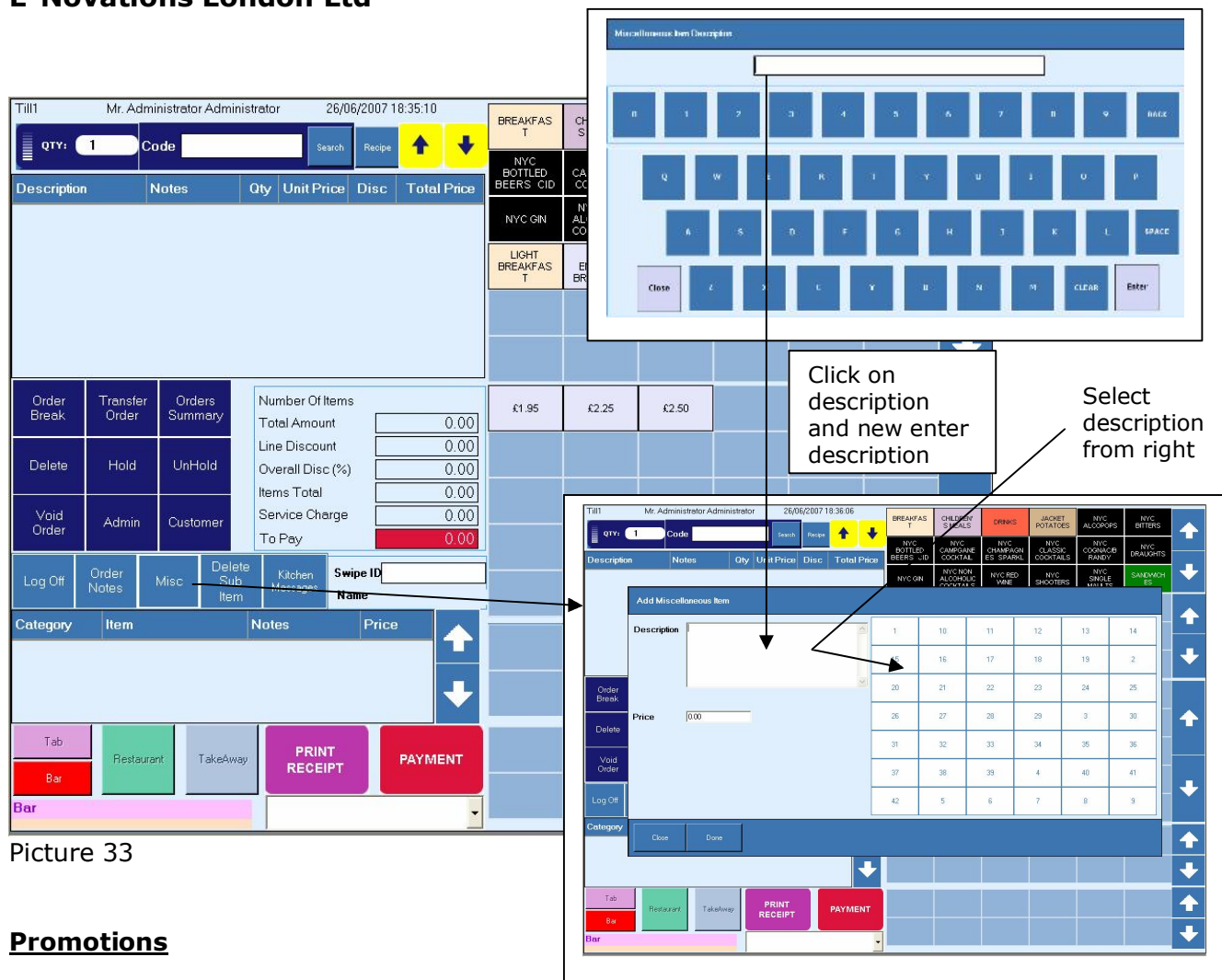
When you click miscellaneous button on sales screen, this descriptions are reflected automatically on the screen as below.

Default Miscellaneous Descriptions

Sr.No	Reason
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36

Close Save

Picture 32



Picture 33

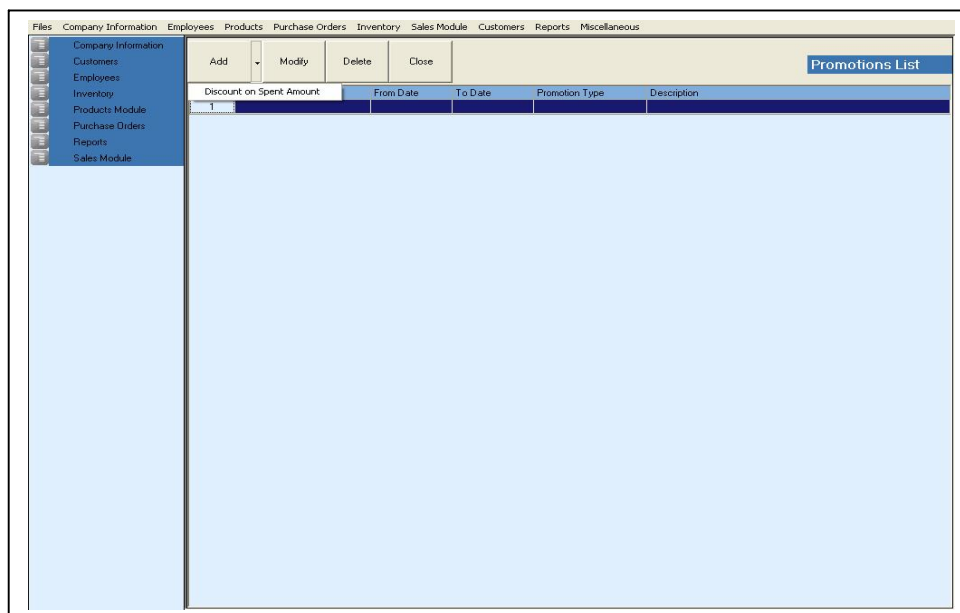
Promotions

To access this screen Click on Products --> Promotions

The Application handles promotion, you can set promotions with Date Range.

Discount on Spent Amount

Click on Button arrow to get access to every promotion.



Picture 34

Discount on Spent Amount

This promotion gives discount in percentage at spent amount.

Sr.No.	Spent Amount (£)	Discount Percentage (%)
1	100	2
2	200	3
3	500	4
4		

Picture 35

For above e.g. if the amount spent is less than 100, then discount is 0 percentage

If the amount spent is equal or greater than 100 and less than 200, then discount is 2 percentage

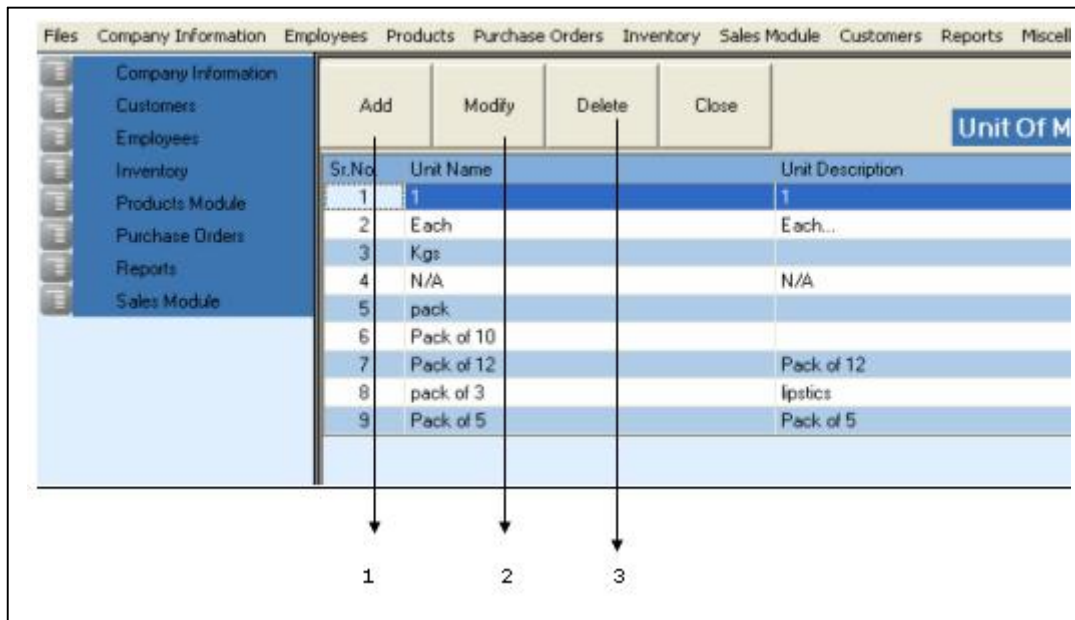
If the amount spent is equal or greater than 200 and less than 500, then discount is 3 percentage

If the amount spent is equal or greater than 500 then discount is 4 percentage

Unit Of Measure

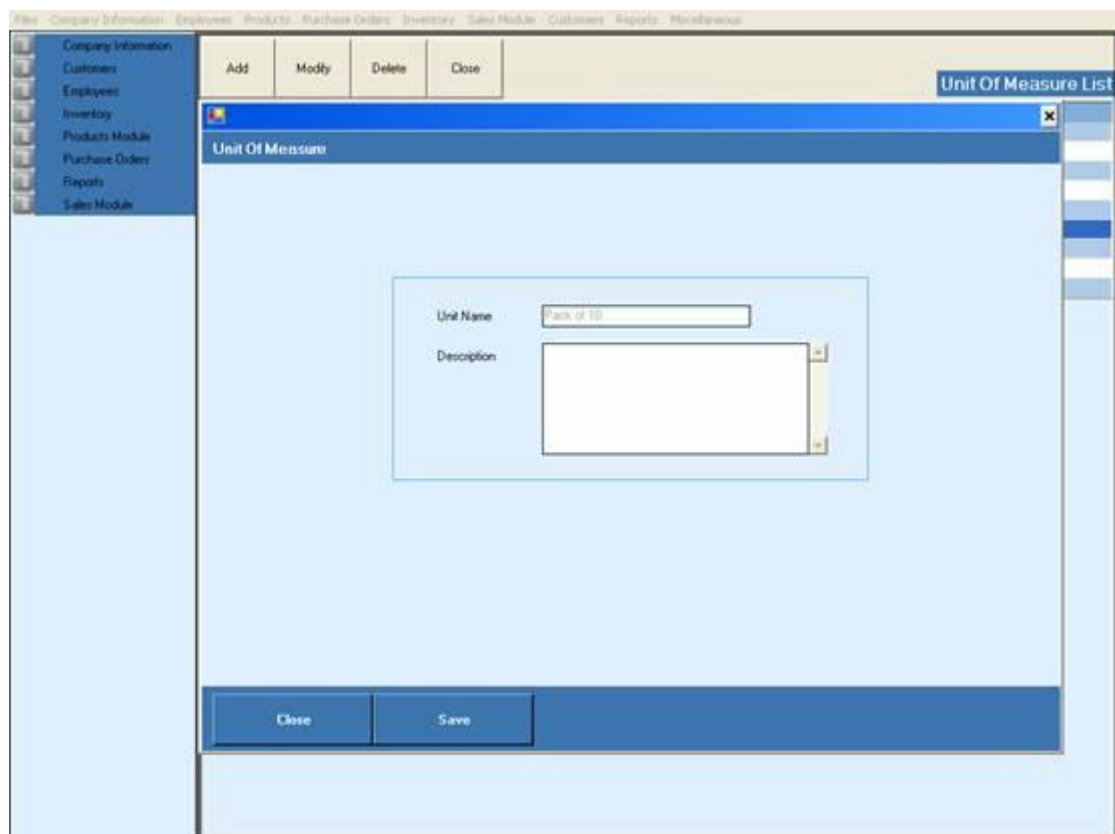
Click on Products --> Unit Of Measure to access this screen

Unit of Measure defines the product pack type, like whether it is Each, Pack of 10, Pack of 6, Most of the Time it would be Each.



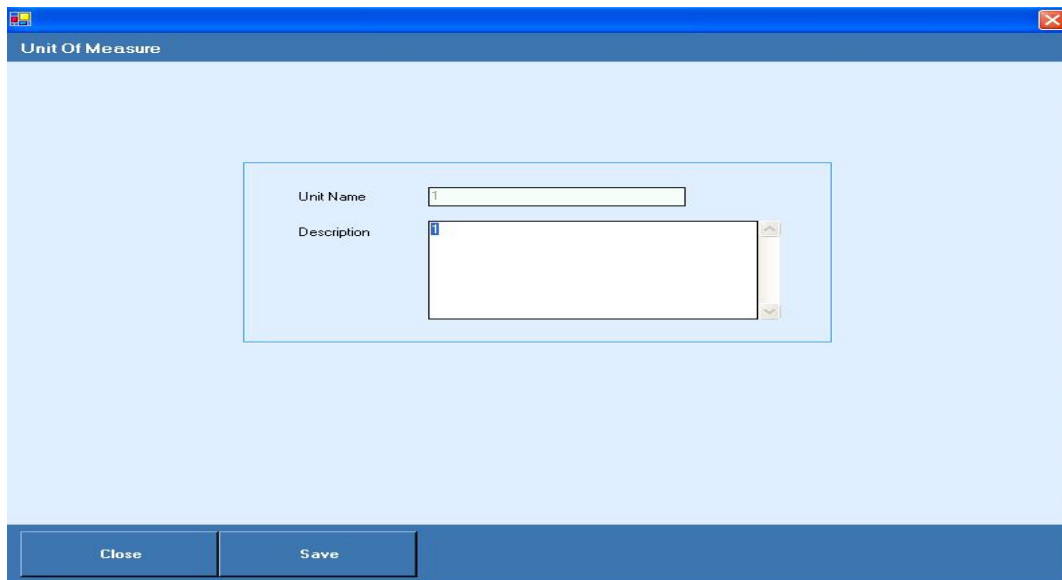
Picture 36

1) Add :- To Add a Unit Click on **Add** Unit Name should be Unique.



Picture 37

2) Modify :- To Modify the Unit Click on **Modify**



Unit Of Measure

Unit Name: 1

Description:

Close Save

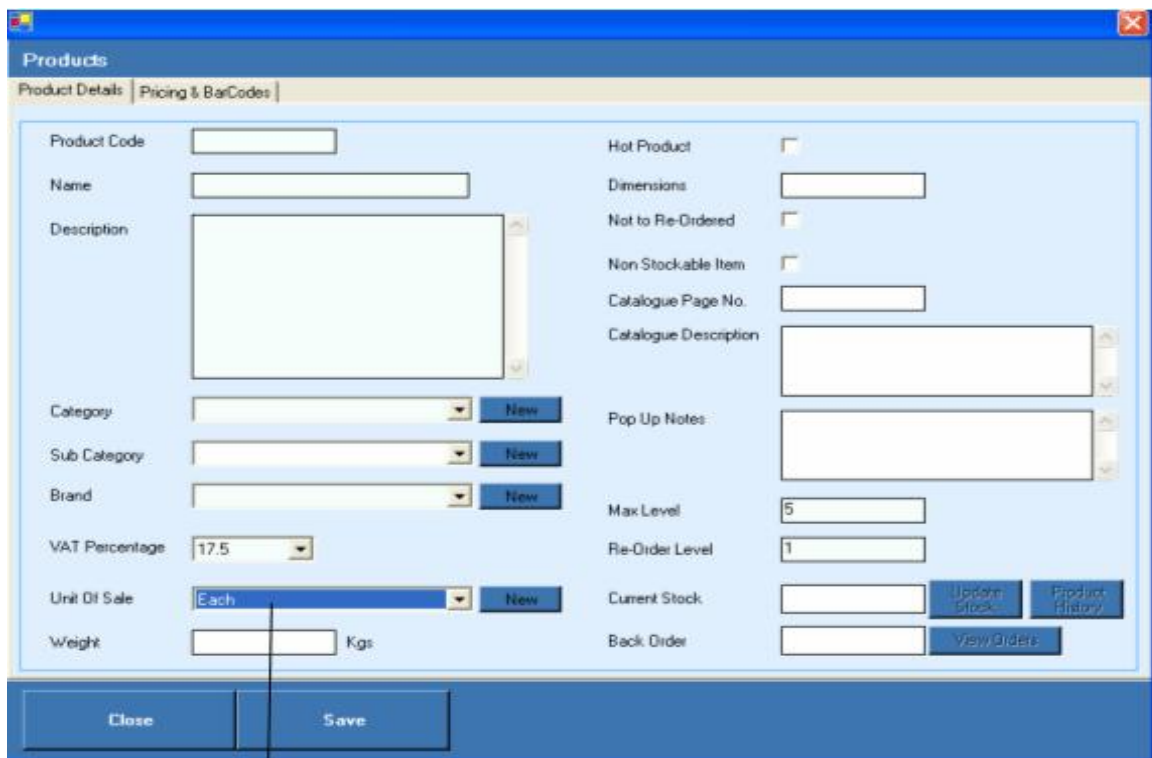
Picture 38

3) Delete :- To Delete a Unit, Click on **Delete**

Note:-Unit of measure can be added from Products screen directly

Note :- Inserted Unit of measure Comes in drop down box called unit of sale displayed in below Picture 1 and Picture 2.

Picture 1



Products

Product Details | Pricing & BarCodes

Product Code:

Name:

Description:

Category: New

Sub Category: New

Brand: New

VAT Percentage: 17.5

Unit Of Sale: Each New

Weight: Kgs

Hot Product: ☐

Dimensions:

Not to Re-Ordered: ☐

Non Stockable Item: ☐

Catalogue Page No.:

Catalogue Description:

Pop Up Notes:

Max Level: 5

Re-Order Level: 1

Current Stock: Update Stock Product History

Back Order: View Orders

Close Save

Unit of measure comes here

Picture 2

Unit of measure comes here

Products

Product Details Pricing & BarCodes

Supplier Codes

Name	Supp. Code	Description	Purchase Price	VAT (%)	Lead Time	Unit Of Purchase	Equivalent UOS	Not Available	Ca
						1			
						Each			
						Kgs			
						N/A			
						pack			
						Pack of 10			
						Pack of 12			
						pack of 3			

Generate Bar Code New Supplier

Cost Price Per Unit 0.000

Product Pricing

Sr.No.	Quantity	Price (Inc VAT.)	Margin (%)
1	1	0.000	
2			

Multiple Products

Sr.No.	Code	Description	%	Unit Of Sale
1				

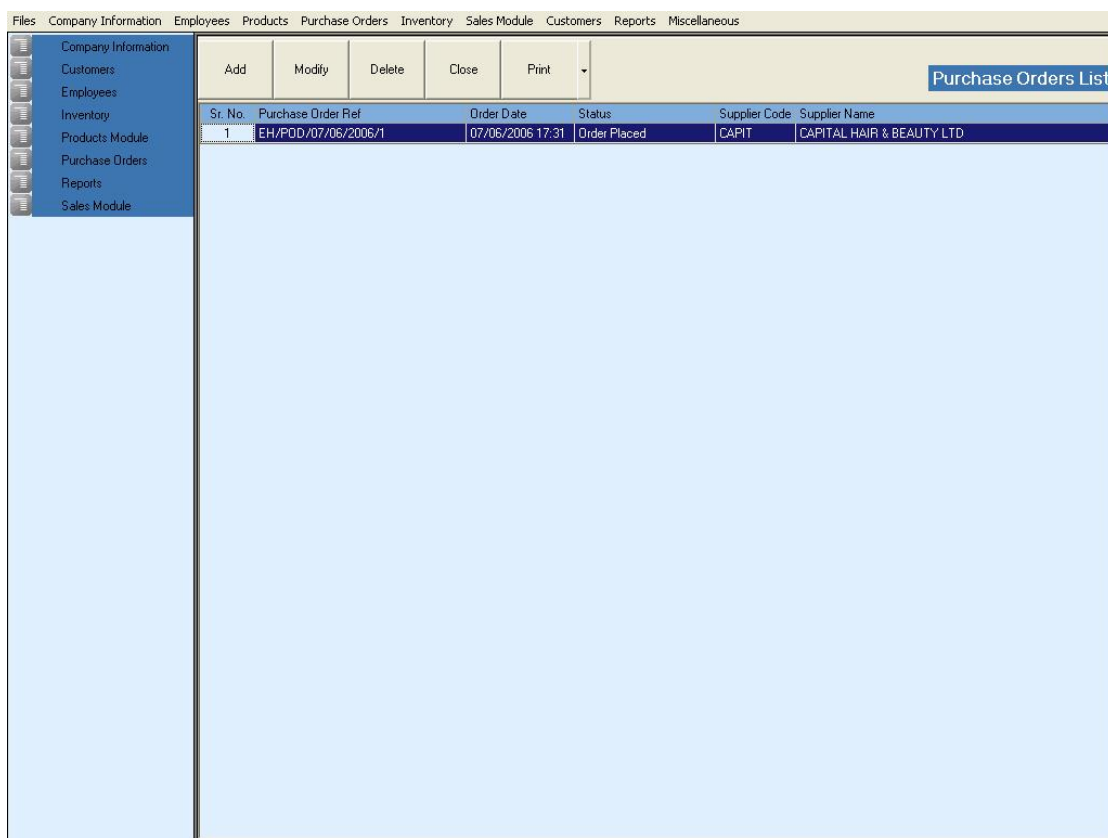
Close Save

Purchase Orders

To access this screen Click on Purchase Orders --> Purchase Orders List

Purchase orders is raising the orders for product from the supplier, this is core part of business as it helps in deciding how much you need to stock up based on various parameters like Lead Time, sales and best supplier for that product.

Purchase orders generally would be in one of status,
 When you raise the Order, it is in Order Placed Status
 If you receive partial stock from the Placed Order, it is in Partial Order Received status
 If you receive full stock from the Placed Order, it is in Full Order Received status



Picture 39

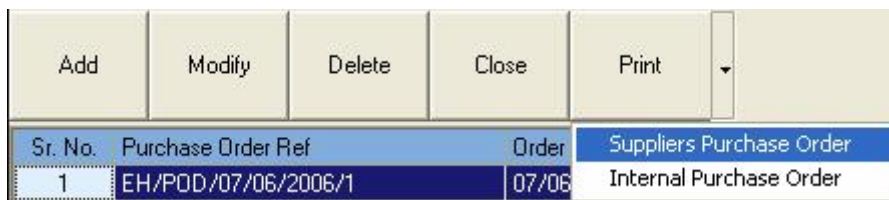
Click on Add to Add a New Purchase Order (In detail would be explained below)

Click on Modify to Edit Purchase Order

Note: You cannot edit a purchase order, once the whole stock is received from the supplier

To delete a purchase order click On Delete.

Note: You cannot delete a purchase order only if the status is order placed status.



Picture 40

Purchase order Printing has two reports, one is Internal Purchase Order, which generally carries the prices of the products.

Second one is Supplier Purchase order, which has the supplier's details along with the product details.

Adding / Modifying Purchase Order.

The screenshot shows the 'Purchase Order' form with the following fields and buttons:

- Supplier Code:** AAND2-AAND2 Ltd (Callout 1)
- Select:** Button (Callout 2)
- Notes:** Please deliver between 12:00 to 16:00. (Callout 3)
- Expected Delivery Date:** 25/06/2006 (Callout 4)
- Product Grid:**

Sr. No.	Product Code	Product Description	Supp Prod. Code	UOP	Cost Price/UOP	Qty in UOP	Line Price	VAT	Line Price INC VAT	Qty in UOS	Qty Received	Purchase Price	Original Cost
1	496G	Chicken Masala 100		pack of 3	5.000	5	25.00	17.50	29.38	15	0	1.667	1.700
- Product Summary:**

		Last Order Quantity	Last Cost Price	Last Purchased	Avg Sales Week 1	
AAND2-AAND2 Ltd		0.00	0.00		0	
		0.00	0.00		0	
					1	
					0	
					1	
- Order Value (Exc VAT):** 25.00
- VAT Value:** 4.38
- Total Order Value:** 29.38
- Buttons:** Close, Save, Add New Product, Update the Prices, Select Product (Callout 21)

Picture 41

1 Supplier

Based on the Reorders list report for a supplier which is in Reports> Inventory > Reorder Products List Supplier Wise.

Supplier can be picked from the Supplier drop down, once the Supplier code is selected the Products which are to be reordered are reflected automatically in grid, these would be reflected based upon the min and max levels you set in the Product definition. Click here to go to [Max Level](#)

2 Select

If you have too many suppliers, you can pick up the supplier by clicking select.

3 Notes

This are the comments written to supplier when raising the Purchase order, this would be reflected on the purchase order copies when sent to supplier.

4 Expected Delivery Date

This is the expected delivery date for the products to be received from the supplier, these helps in tracking the products back order when they are expected.

5 Product Code

This is product code of the product, which is defined in the product definition.

6 Product Description

This is description of the product, which is defined in the product definition, these would be reflected in the purchase orders and is popped up automatically once the product is selected.

7 Supp. Product Code

This is product reference of the supplier, it's not mandatory but if you add the reference, while linking the product to the supplier. Click here how to set the [product reference](#) of the supplier.

8 UOP (Unit Of Purchase)

This is the supplier Pack size, how you buy from the supplier, whether the pack size is pack of 10, pack of 20 or box with 100 items etc.
This gets printed on supplier copy of Invoice, just to make sure you get right quantity.

9 Cost Price UOP

This is the supplier cost price, if you set the purchase price in Product definition, the Cost Price per UOP would be reflected automatically, if not you can override with the new Cost Price, once set here would reflect on next purchase order automatically.

10 Qty in UOP

This is the quantity you are buying in supplier units, this can be based on your Qty in UOS.

For e.g. you need 15 units in Unit Of Sale and supplier supplies in pack of 3, the Quantity in UOP would be 5 and Qty in UOS would be 15.

Note: Please make sure you are checking UOS while setting the UOP as UOS.

11 Line Price

Line Price is Total of Quantity * Cost Price Per UOP, this is calculated automatically once both fields are entered.

12 VAT

This is the VAT percentage on the product, once set would reflect on next purchase order against the product.

13 Line Price Inc VAT

This is VAT Value, which is calculated on Line Price plus the Line Price.

Line Price Inc VAT=Line Price + (Vat Percentage/100) * Line Price

14 Qty in UOS

This is the Qty in Unit of sale, basically your units, the stock levels would be updated by this quantity when you receive stock.

For above e.g. when supplier supplies 5 pack of 3, the stock gets automatically increased by 15 as each pack is having 3 individual units in it.

15 Qty Received

This is the qty received against the line, if you are trying to edit the order after receiving the order, you can see the qty received.

16 Purchase Price

This gives an estimate of how much you are buying for every single unit, once you put the Line Price and Qty in UOS. Purchase price is Line Price/Qty in UOS.

17 Original cost

This gives current cost price per unit set in product definition, this is given so that, if the purchase price is varying from cost price per unit, you can update the cost price by clicking update the prices against the selected line.

18 Selected Supplier

This particular information is about the previous purchase details from the selected supplier, this helps in negotiating the price, in case if there is any variance.

19 Last purchased From

This gives information about the supplier where the product is last bought, It can be the same selected supplier.

20 Current Stock

This gives information about current physical stock.

21 Back Order

This gives information about back orders on the selected line, to view back orders in detail click in view orders.

22 Average sales for Last 4 weeks.

This gives information about average sales for Last 4 weeks, this helps in estimating how many has to be bought.

23 Add New Product

If the new Product is to be added, click on Add New Product.

24 Update the Prices

If you want to prices when there is new price, click on Update the Price.

25 Select Product

If you want to add a new product which is not in reorder list items, you can click select product, which gives list of products selected by the supplier and click on select to select the product.

Invoice Entry

To access this screen Click on Purchase Orders --> invoice Entry

When you raise purchase order to the supplier, once you receive the stock, the next step would be getting the Invoice from the supplier, You can also enter Invoices which are Non Inventory based something like overheads over here.

The reason for entering this information is you can track the out goings for the business and also claim VAT on the Purchases.

The screenshot shows the 'Invoice Entry' window with the following fields and callouts:

- 1**: Points to the 'Order Type' dropdown menu.
- 2**: Points to the 'Type' radio buttons (Invoice, Credit).
- 3**: Points to the 'Supplier Inv Ref' text field.
- 4**: Points to the 'Non Inventory Based Reason' dropdown menu.
- 5**: Points to the 'Supplier' text field.
- 6**: Points to the 'Internal Purchase Ref' text field.
- 7**: Points to the 'Order Status' dropdown menu.
- 8**: Points to the 'Invoice Date' dropdown menu.
- 9**: Points to the 'Notes' text area.
- 10**: Points to the 'Close' button.
- 11**: Points to the 'Save' button.
- 12**: Points to the 'Select Items' button.
- 13**: Points to the 'Sr. No.' column header in the table.
- 14**: Points to the 'Supp Prod. Code' column header in the table.
- 15**: Points to the 'Product Description' column header in the table.
- 16**: Points to the 'Internal Product Code' column header in the table.
- 17**: Points to the 'Goods Total (Exc VAT)' field.
- 18**: Points to the 'Delivery Charges' field.

Sr. No.	Supp Prod. Code	Product Description	Internal Product Code	Qty in UOP	Cost Price	Line Price	VAT	Line Price INC VAT
1	97/09623891	100 WORDSEARCH	9770962389	5.00	5.00	25.00	17.50	29.38

Summary fields:

- Goods Total (Exc VAT): 25.00
- Delivery Charges: [Field]
- Delivery VAT (%): [Field]
- VAT Value: 4.38
- Total Order Value: 29.38

1 Order Type

This gives the Invoice entry type, whether it is an Inventory based or Non Inventory based Purchase order.

2 Invoice / Credit

This specifies the whether the data entered is Invoice / Credit.

3 Supplier Inv Reference

This is the place where you can enter the supplier Invoice number for future reference

4 Non Inventory Based Reason

Here the non-inventory based reason is selected, if order Type is Non Inventory based. Once you select the Non Inventory based reason, which are basically your overheads, the invoices would be reflected in Profit/Loss statement.

5 Supplier

When Invoice entry is done, the supplier has to be specified where the Invoice came for, the supplier is selected here. Click select to pick the order

6 Internal Purchase Reference

If it is an Inventory based Invoice, you can pick up the purchase order here against which the Invoice entry is done. Click select to pick the order

7 Invoice Date

This is the date when the invoice is received from the supplier this helps in finding out how many days the invoice is due to be paid.

8 Notes

This is just a note, which can be entered while entering the Invoice.

10 Supplier Product Code

This code is automatically popped up, if you pick up the Inventory based purchase order, if not you can enter product code for Non Inventory based Invoice.

11 Product Description

This description is automatically popped up, if you pick up the Inventory based purchase order, if not you can enter description for Non Inventory based Invoice.

12 Internal Product Code

This is the product code from product definition, which would be popped up automatically, if you pick Inventory based purchase order.

13 Qty in UOP

This is number of units you bought from the supplier against the product.

14 Cost Price

This is the cost price of the product excluding VAT, this is popped up automatically, if you pick up Inventory based Purchase order, if not just enter the value, which you received from the supplier for e.g. Electricity bill value etc.

15 Line Price

This is Qty in UOP * Cost price value.

16 VAT

This VAT value is automatically popped up, if you pick up the Inventory based purchase order, if not you can enter VAT for Non Inventory based Invoice.

17 Delivery Charges

Here deliver charges can be entered, if supplier is charging any Delivery charges.

18 VAT on Delivery Charges

This is VAT percentage, which would be applied on delivery charges.

Remits / Adjustments

To access this screen Click on Purchase Orders --> Remits / Adjustments

The screenshot displays the 'Remits/Adjustments' window. On the left is a sidebar with icons for Company Information, Customers, Employees, Inventory, Products Module, Purchase Orders, Reports, and Sales Module. The main area is titled 'Remits/Adjustments' and contains the following sections:

- Supplier Details:** Includes a 'Supplier' field with 'CAPITAL HAIR & BEAUTY LTD', a 'Select' button, a 'Credit Limit' of '1000.00', and radio buttons for 'Payment' (selected) and 'Adjustment'.
- Address Details:** A text box containing 'THE OLD COACH HOUSE, 110 OLD LONDON RD, PATCHAM/BRIGHTON, BN18YA'.
- Bank Details:** An empty text box.
- Notes:** A large empty text area.
- Table:** A table with columns: Sr.No, Supplier Invoice Ref, Invoiced Date, Type, Goods Total, Delivery Charges, VAT, Total Inc. VAT, Paid, Balance, Pay, Val to Alloc. It contains one row with data for invoice 1234 dated 20/06/2006.
- Totals:** A summary row showing: Goods Total (25.00), Delivery Charges (0), VAT (4.38), Total Inc. VAT (29.38), Paid (0), Balance (29.38).
- Payment Details:** Includes dropdowns for 'Payment Type' and 'Bank', and text boxes for 'Payment Ref', 'Sort Code', and 'Account Number'.
- Discount and Payment Amount:** Fields for 'Discount' and 'Payment Amount' (set to 20.00).
- Buttons:** 'Close', 'Save', and 'View Supplier Transactions' at the bottom.

Picture 43

Once you enter the Invoice from the supplier, the next step would be you paying to the supplier, here is the place, where you can post your payments to the supplier. Click on pay for which the Invoice has to be paid and if you want to pay partial amount, you can edit Val. To Allocate and enter whatever amount you want to enter. Once posted the Remittance advice would be printed which you can post it to supplier.

Non Inventory Based Reasons List

To access this screen Click on Purchase Orders --> Non Inventory based Reason List.

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information
Customers
Employees
Inventory
Products Module
Purchase Orders
Reports
Sales Module

Non Inventory Based Reason List

Sr.No	Reason
1	Rent
2	Electricity
3	Insurance
4	Travel Expenses
5	

Close Save

Picture 44

Here is the place where you can enter the different overhead reasons, these would be reflected in Non Inventory based reasons for Non Inventory based invoices.

GRN (Goods Received Note)

To access this screen Click on Inventory --> GRN

Once you raise purchase orders, you receive stock from the supplier, here is the place, where you would check and enter the quantities against your purchase order.

Files Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Add Modify Delete Close Print Print Labels

Goods Received Note List

Add Delivery Note	Purchase Order Ref	Status	Grn Date	Supplier Code	Supplier Name
2006/20	EH/POD/05/10/2004/1	Full Order Received	10/02/2006 10:46	FREEM	FREEMANS
2	EH/GRN/21/10/2005/19	EH/POD/21/10/2005/30	Full Order Received	21/10/2005 12:27	MDH
3	EH/GRN/21/10/2005/18	EH/POD/21/10/2005/20	Partial Order Received	21/10/2005 12:26	MDH
4	EH/GRN/20/10/2005/17	EH/POD/20/10/2005/29	Full Order Received	20/10/2005 11:16	ENOV
5	EH/GRN/23/08/2005/16	EH/POD/23/08/2005/22	Full Order Received	23/08/2005 12:39	CAPIT
6	EH/GRN/03/05/2005/15	EH/POD/03/05/2005/24	Full Order Received	03/05/2005 17:36	AROMA
7	EH/GRN/03/05/2005/14	EH/POD/03/05/2005/24	Partial Order Received	03/05/2005 17:35	AROMA
8	EH/GRN/04/03/2005/13	EH/POD/04/03/2005/23	Full Order Received	04/03/2005 12:40	ENOV
9	EH/GRN/04/03/2005/12	EH/POD/04/03/2005/23	Partial Order Received	04/03/2005 12:39	ENOV
10	EH/GRN/11/01/2005/11	EH/POD/11/01/2005/22	Full Order Received	11/01/2005 14:21	ENOV
11	EH/GRN/11/01/2005/10	EH/POD/11/01/2005/21	Full Order Received	11/01/2005 13:49	ENOV
12	EH/GRN/11/01/2004/9	EH/POD/11/01/2005/20	Full Order Received	11/01/2005 11:23	ENOV
13	EH/GRN/02/12/2004/8	EH/POD/02/12/2004/19	Full Order Received	02/12/2004 10:16	LYNTO
14	EH/GRN/02/12/2004/7	EH/POD/02/12/2004/18	Full Order Received	02/12/2004 10:14	LYNTO
15	EH/GRN/01/12/2004/6	EH/POD/01/12/2004/17	Full Order Received	01/12/2004 16:49	LYNTO
16	EH/GRN/10/11/2004/5	EH/POD/10/11/2004/10	Full Order Received	10/11/2004 17:53	CAPIT
17	EH/GRN/08/11/2004/4	EH/POD/08/11/2004/5	Full Order Received	08/11/2004 11:10	BELLE
18	EH/GRN/20/10/2004/3	EH/POD/20/10/2004/4	Full Order Received	20/10/2004 13:19	ENOV
19	EH/GRN/20/10/2004/2	EH/POD/20/10/2004/3	Partial Order Received	20/10/2004 12:41	ENOV
20	EH/GRN/15/10/2004/1	EH/POD/15/10/2004/2	Full Order Received	15/10/2004 14:12	ENOV

Picture 45

These can be done in two ways.

- 1> First do the delivery note, where you just enter the quantities against the Purchase order as in delivery note of the supplier and later on do the final check, which is Goods Receipt Note.
- 2> If not you can directly do the Goods Receipt Note.

Add Delivery Note

This is place where you enter the stocks as in delivery note and you won't have time to check stocks. To do this just enter the quantity in Qty Delivered field.

Note: If you do not want to delay the process of GRN, you can directly start from Add GRN Note.

Sr. No.	Product Code	Product Description	Supp. Prod. Code	Supp. Description	Ordered Qty	Qty Received	Qty to be Confirmed	Qty Pending	Qty Delivered
1	9770962389	100 WORDSEARCH	9770962389	100 WORDSEARCH	5	0	0	5	5

Picture 46

Add Goods Receipt

Here you can update the stock against the purchase order, here the location is selected and stock is entered, if you want to allocate stock to multiple locations, check on multiple locations.

1 Qty Checked

Here is the place where the checked quantity is entered, once you enter the Qty checked the Qty in UOS is automatically increased based on the pack size of Qty Checked.

2 Location

Here the stock location can be selected, where the stock would be allocated.

3 Multiple

If you want to allocate stock to multiple locations, click on multiple.

1 2 3

Goods Receipt Confirmation

Supplier : AANDA-AANDA Ltd. **Show Order**

Purchase Order Ref: EH/POD/20/06/2006/2 **Clear**

Delivery Note: **Notes:**

Order Summary

Ordered Date: 20/06/2006 22:44:05 Order Status: Order Placed

Order Ref:

Sr. No.	Product Code	Product Description	Supp. Prod. Code	Ordered Qty	Qty Received	Qty to be Confirmed	Qty Pending	Qty Checked	Location	Multiple	UOS Qty
1	50183063059	clipper	5018306305908	5	0	0	5	5	SHOP	<input checked="" type="checkbox"/>	5

Product Pricing

Cost Price: 0.45

Sr.No	Quantity	Price	Margin
1	1	0.650	18.65
2	5	0.550	3.06

Close **Save** Double Click to see the Locations if the Multiple is checked against the Selected Product **Update Product Details**

Picture 47

If you want to update the new prices, in case if there is new cost price, you can update by clicking update product prices.

Note: As the quantity is updated against the purchase order, the purchase order status changes. If you receive partial stock the purchase order it is Partial order status, if you receive full order it is Full order received.

On GRN list you can print the GRN report as well as labels, in case if the products aren't bar-coded.

Locations

To access this screen Click on Inventory --> Locations

Here the Locations of the business are defined, e.g. Warehouse, External Locations, Shop Location. In the Emperium system, A SHOP location has to be defined in the system, these is important as the stock gets deducted from the Shop Location.

Note: You can have only one shop floor in the system

Here if you check the External Location, it is considered as different branch.

File Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information Customers Employees Inventory Products Module Purchase Orders Reports Sales Module

Add Modify Delete Products List Close

Locations

Location Code: SHOP

Description: SHOP

Shop Floor: ☒

External Branch: ☐

Service Location: ☐

Close Save

Locations List

Location Code	Description	Shop Floor	External Branch	Service Location
SHOP	SHOP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Picture 48

Stock Movement

To access this screen Click on Inventory --> Stock Movement

File Company Information Employees Products Purchase Orders Inventory Sales Module Customers Reports Miscellaneous

Company Information Customers Employees Inventory Products Module Purchase Orders Reports Sales Module

Add Show Close

Stock Movement

Sr.No	Product Code	Product Description	From Location	Avail. Quantity	Quantity to be Moved	To Location	Reason For Movement
1	11001	Advanced Hydrating Complex Creme30	SHOP	11	2	To Location	Reason For Movement
2							

External
MESSAGE
NEW LOCATION
SHOP
Warehouse

Close Save & Print

Stock Movement List

Picture 49

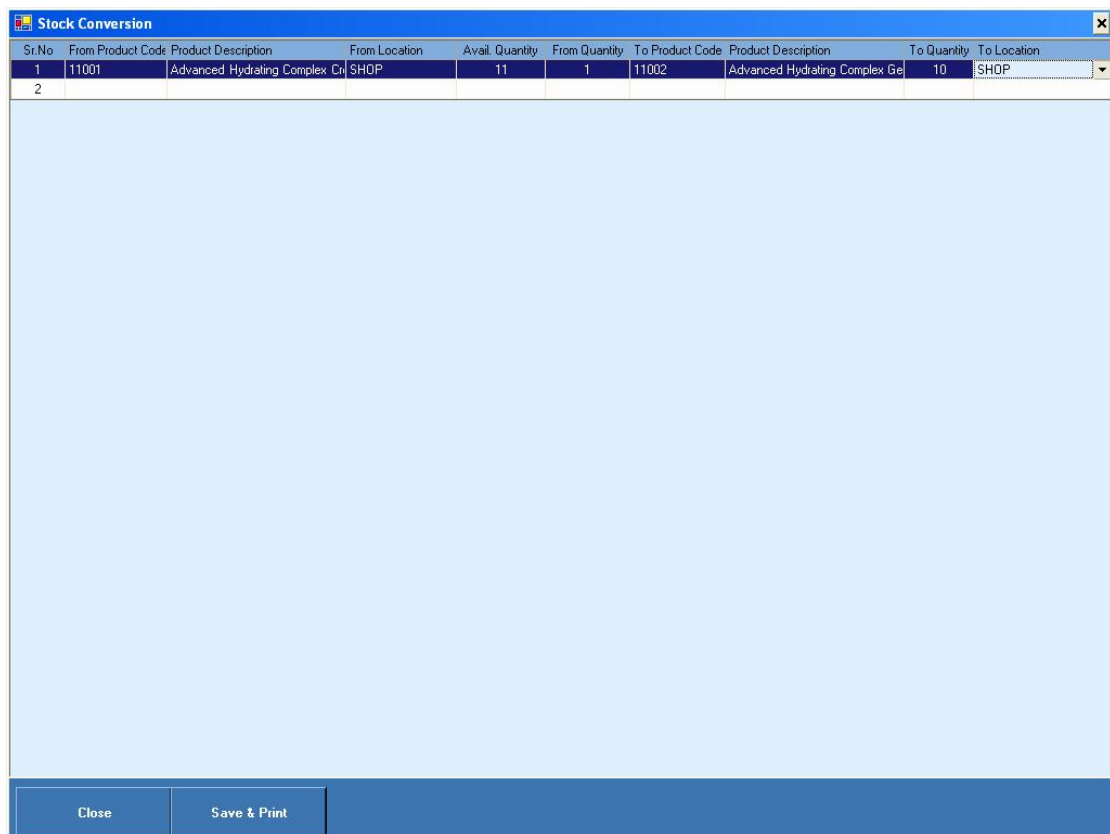
Stock movement is the Transfer between two locations, the destination location can be external branch or the different location i.e. warehouse to shop.

To move stock, double click on product code and pick the product which you want to move, then pick the locations which would be automatically popped up based on the product selected, pick the location and enter the Quantity to be moved to the destination location with the reason specified.

Stock Conversion

To access this screen Click on Inventory --> Stock Conversion

This is breaking of single product to multiple quantities, for e.g. you add 10 pack noodle and singles separately into the system, here you can convert 1 10 pack to 10 singles.



Sr.No	From Product Code	Product Description	From Location	Avail. Quantity	From Quantity	To Product Code	Product Description	To Quantity	To Location
1	11001	Advanced Hydrating Complex Cr	SHOP	11	1	11002	Advanced Hydrating Complex Ge	10	SHOP
2									

Close Save & Print

Picture 50

Double click on From product code from which you want to convert, then pick the location, enter the From quantity and double click on To Product code to which you want to convert and then enter the destination location, where the to product code stock has to reflect.

Stock Adjustment

To access this screen Click on Inventory --> Stock Adjustment

Here the stock adjustment for discrepancies is done, if you are adjusting stock for single product only, then pick the product from the search and adjust stock, every adjustment transaction is registered into the system.

Sr.No	Product Code	Description	Physical Qty	Conversion Value	Back Order Qty	Max Level	Min Level	Main Category
1	C001	Carling Extra (Pint)	1.00	0 ml	0.00	2	1	Drinks
2	C002	Carling C2 (Pint)	1.00	0 ml	0.00	2	1	Drinks
3	C003	Strongbow (Pint)	1.00	0 ml	0.00	2	1	Drinks
4	C004	Guinness (Pint)	1.00	0 ml	0.00	2	1	Drinks
5	C005	Worthingtons (Pint)	1.00	0 ml	0.00	2	1	Drinks
6	C006	Coors (Pint)	1.00	0 ml	0.00	2	1	Drinks
7	C007	Peroni (Pint)	1.00	0 ml	0.00	2	1	Drinks
8	C008	Cobra (Pint)	1.00	0 ml	0.00	2	1	Drinks
9	C009	Grolsch (Pint)	1.00	0 ml	0.00	2	1	Drinks
10	C010	Carling Extra (1/2 Pint)	1.00	0 ml	0.00	2	1	Drinks
11	C011	Carling C2 (1/2 Pint)	1.00	0 ml	0.00	2	1	Drinks
12	C012	Strongbow (1/2 Pint)	1.00	0 ml	0.00	2	1	Drinks
13	C013	Guinness (1/2 Pint)	1.00	0 ml	0.00	2	1	Drinks
14	C014	Worthingtons (1/2 Pint)	1.00	0 ml	0.00	2	1	Drinks
15	C015	Coors (1/2 Pint)	1.00	0 ml	0.00	2	1	Drinks
16	C016	Peroni (1/2 Pint)	1.00	0 ml	0.00	2	1	Drinks
17	C017	Cobra (1/2 Pint)	1.00	0 ml	0.00	2	1	Drinks
18	C018	Grolsch (1/2 Pint)	1.00	0 ml	0.00	2	1	Drinks
19	C020	Becks/Sol	1.00	0 ml	0.00	2	1	Drinks
20	C021	Magners	1.00	0 ml	0.00	2	1	Drinks
21	C022	Newcastle Brown	1.00	0 ml	0.00	2	1	Drinks
22	C023	Small Wine Bottles	1.00	0 ml	0.00	2	1	Drinks
23	C024	Baileys	1.00	0 ml	0.00	2	1	Drinks
24	C025	Martini	1.00	0 ml	0.00	2	1	Drinks
25	C026	Bacardi	1.00	0 ml	0.00	2	1	Drinks
26	C027	Cinzano	1.00	0 ml	0.00	2	1	Drinks
27	C028	Glenfiddich	1.00	0 ml	0.00	2	1	Drinks
28	C029	All other spirits	1.00	0 ml	0.00	2	1	Drinks
29	C030	Fruit Cordial ½ pint Blackcurrant	1.00	0 ml	0.00	2	1	Drinks
30	C031	Fruit Cordial ½ pint Orange	1.00	0 ml	0.00	2	1	Drinks
31	C032	Fruit Cordial ½ pint Lime	1.00	0 ml	0.00	2	1	Drinks
32	C033	Fruit Cordial with soda	1.00	0 ml	0.00	2	1	Drinks
33	C034	Pure Orange Juice ½ pint	1.00	0 ml	0.00	2	1	Drinks
34	C035	Mineral Water Still	1.00	0 ml	0.00	2	1	Drinks
35	C036	Mineral Water Sparkling	1.00	0 ml	0.00	2	1	Drinks
36	C037	Tanna (Tanna)	1.00	0 ml	0.00	2	1	Drinks

Picture 51

Adjust Stock

Product Code: **C001**

Product Description: Carling Extra (Pint)

Sr.No	Location	Quantity	Reason For Adjustment	Previous Qty
1				0.000

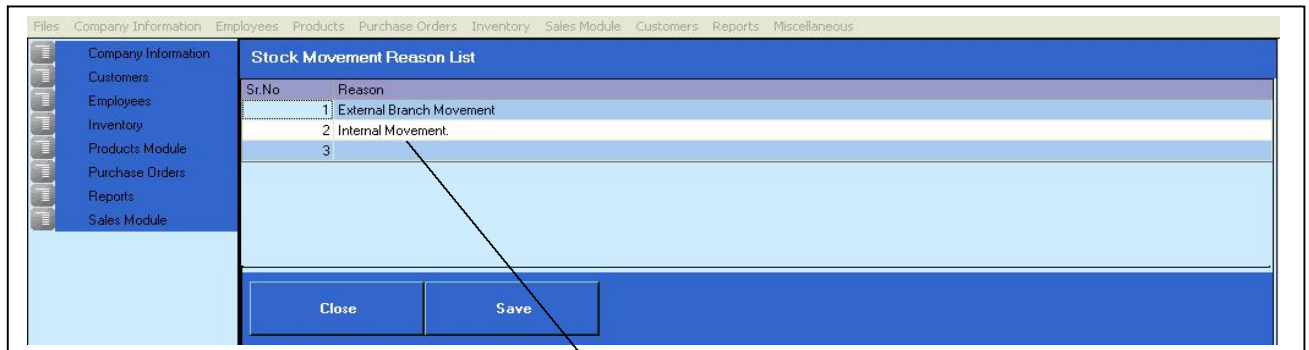
Close Confirm Add Line

Picture 52

Stock Movement Reasons Listing

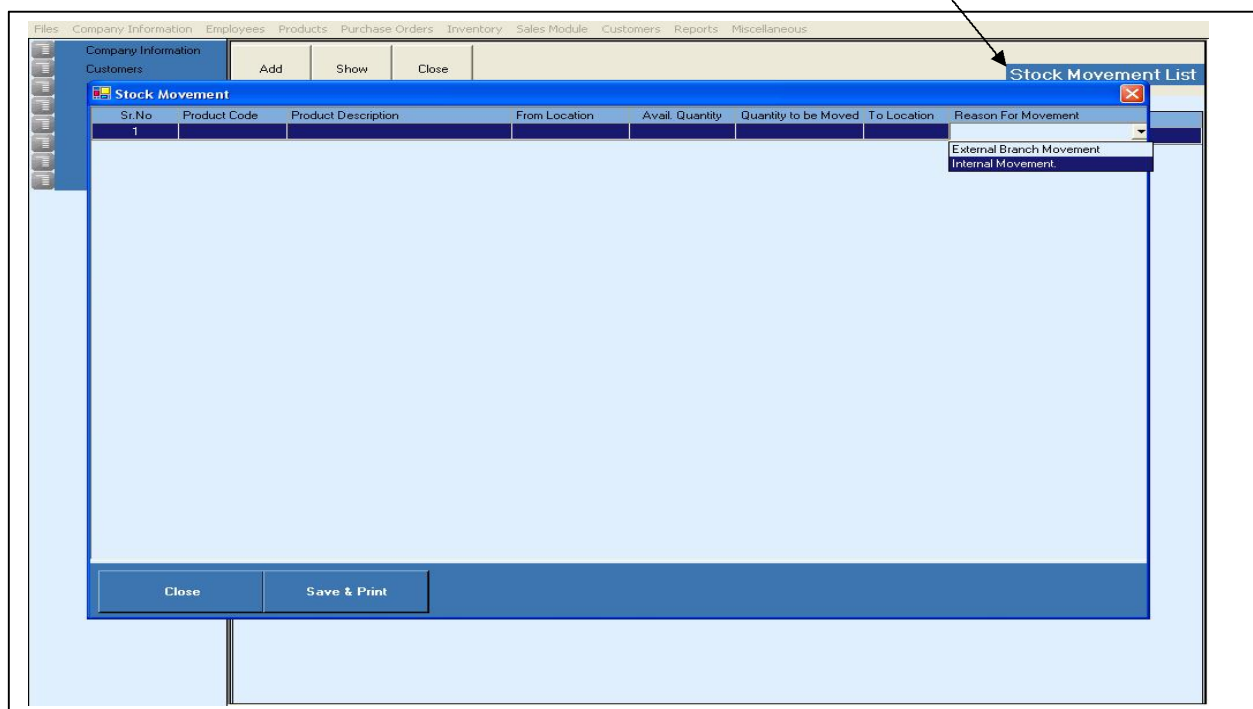
To access this screen Click on Inventory -->Stock Movement Reasons Listing

Here the stock movement reasons list can be added, these reasons would be listed in the reasons of the stock movement.



Picture 53

It comes into Inventory -->Stock movement
List → Reason for stock movement



Picture 54

Stock Adjustment Reasons Listing

To access this screen Click on Inventory -->Stock Adjustment Reasons Listing

Here the stock Adjustment reasons list can be added, these reasons would be listed in the reasons of the stock Adjustment.

Sr.No	Reason
1	Excess Stock Found
2	Discrepancy
3	New Stock
4	

Picture 55

It comes into

Inventory --> Stock Adjustment --> Adjust Stock --> Reason for adjustment

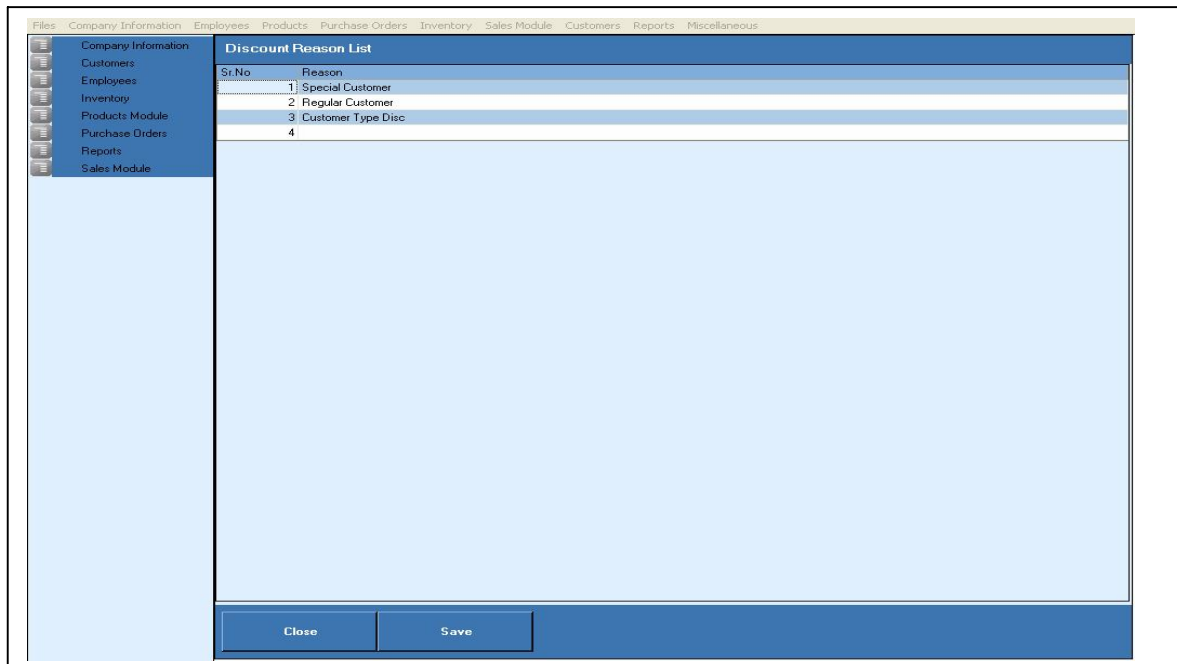
Sr.No	Product Code	Description	Physical Qty	Conversion Value	Back Order Qty	Max Level	Min Level	Main Category
1	C001	Carling Extra (Pint)	1.00	0 ml	0.00	2	1	Drinks
2	C002	Carling C2 (Pint)	1.00	0 ml	0.00	2	1	Drinks
3	C003	Stonebow (Pint)	1.00	0 ml	0.00	2	1	Drinks
4						2	1	Drinks
5						2	1	Drinks
6						2	1	Drinks
7						2	1	Drinks
8						2	1	Drinks
9						2	1	Drinks
10						2	1	Drinks
11						2	1	Drinks
12						2	1	Drinks
13						2	1	Drinks
14						2	1	Drinks
15						2	1	Drinks
16						2	1	Drinks
17						2	1	Drinks
18						2	1	Drinks
19						2	1	Drinks
20						2	1	Drinks
21						2	1	Drinks
22						2	1	Drinks
23						2	1	Drinks
24						2	1	Drinks
25						2	1	Drinks
26						2	1	Drinks
27						2	1	Drinks
28	C029	All other spirits	1.00	0 ml	0.00	2	1	Drinks
29	C030	Fruit Cordial ½ pint Blackcurrant	1.00	0 ml	0.00	2	1	Drinks
30	C031	Fruit Cordial ½ pint Orange	1.00	0 ml	0.00	2	1	Drinks
31	C032	Fruit Cordial ½ pint Lime	1.00	0 ml	0.00	2	1	Drinks
32	C033	Fruit Cordial with soda	1.00	0 ml	0.00	2	1	Drinks
33	C034	Pure Orange Juice ½ pint	1.00	0 ml	0.00	2	1	Drinks
34	C035	Mineral Water Still	1.00	0 ml	0.00	2	1	Drinks
35	C036	Mineral Water Sparkling	1.00	0 ml	0.00	2	1	Drinks
36	C037	Tanno (cans)	1.00	0 ml	0.00	2	1	Drinks

Picture 56

Discount Reasons List

To access this screen Click on Sales Module -->Discount Reasons List

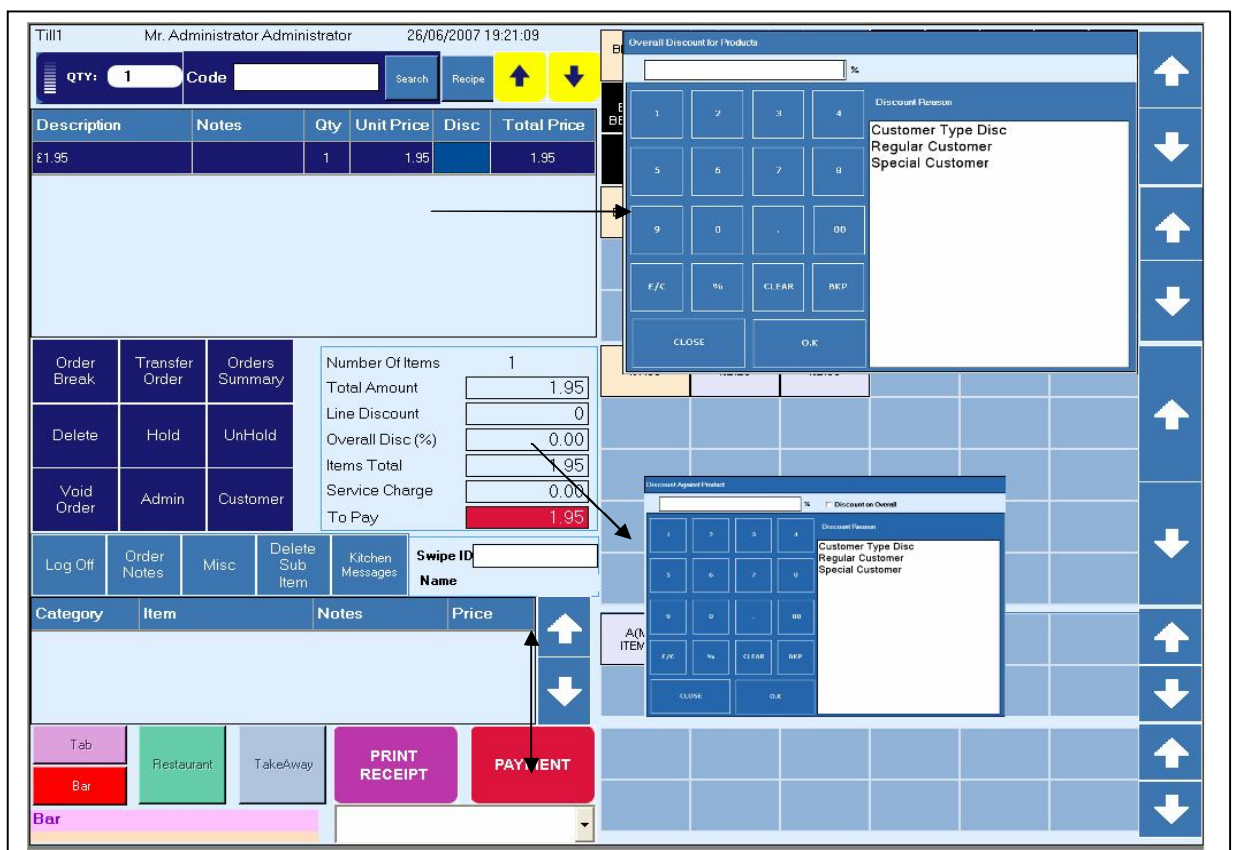
Here the discount reasons are entered into the EPOS system, these are reflected while you are giving discount on sales.



Picture 57

Picture 58

↑
↓ On till click on disc or over all discount



Sales Enquiry

To access this screen Click on Sales Module -->Sales Enquiry
 Here the sales transactions history can be viewed, if you want to print a duplicate receipt, select the order and click Print.

Use search criteria for searching order

Searched order comes here

Printing order receipt Click here

SrNo	Transaction Date	Payment For	Total Value	Paid Amount	Change	Customer AccNo
------	------------------	-------------	-------------	-------------	--------	----------------

SrNo	Code	Description	Quantity	Unit Price	Promotional Discount	Discount	T
------	------	-------------	----------	------------	----------------------	----------	---

Picture 59

End Of Day Balancing Denominations

Picture 60

To access this screen Click on Sales Module --> End of day Balancing Denominations
 Here the currencies are entered for Till Transactions verification, here different currencies are entered and equivalent amounts are entered. These denomination equivalent values are reflected on the End Of Day Balancing screen when you click on the Till

SrNo	Denomination Display	Denomination Equivalent
1	£ 1	1
2	£ 2	2
3	£ 5	5
4	£ 10	10
5	50 PENCE	0.5
6	1 Euro	0.6012
7	Credit cards	1
8	Visa	1
9	mastercard	1
10	10 pence	0.1
11	1 pence	0.01
12	2 pence	0.02
13	20 pence	0.2
14		

End Of Day Balancing

To access this screen Click on Sales Module --> End of day Balancing

Here the Till Payments Totals are verified against the Till Transactions, when there is variance in the Till Totals against the Balance of the Till, you can print the Transactions summary Report to recheck, this can be printed from Reports>Sales> Transactions Summary.

Click on the Till for which the amount has to be verified, automatically all the denominations would be popped up, just enter the quantity of denominations and Totals would be updated.

Till No	Sales	Refunds	Petty Cash	Customer Payments	Opening Balance	Banked Amount	Cash	Card	Cheque	Credit Customer	Vouchers	Transfers	Balance
Till1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Till2	6177.45	0.00	0.00	0.00	50.00	0.00	2120.31	2000.00	0.00	0.00	2107.14	0.00	6227.45

Denomination	Qty	Total Amount
£ 1		
£ 2		
£ 5		
£ 10		
50 PENCE		
1 Euro		
Credit cards		
Visa		
mastercard		
10 pence		
1 pence		

Total Till Amount: 6227.45
 Denomination Total: 0.00
 Variance: 6227.45

Till Float: 0.00

Buttons: Close, Save

Picture 61

1 Till No

Here all the Tills used in the business are displayed.

2 Sales

Here all the sales Totals for that till are reflected from the last End of Day balancing.

3 Till No

Here all the Refund Totals for that till are reflected from the last End of Day balancing.

4 Petty Cash



Select proper Denominations

Variance means difference between Cash drawer amount And sales transaction amount

Notes for End of day

Float means opening balance for next day

After calculating Denominations click on save So End of day balancing completion message comes on screen

Here all the Petty cash Transactions Totals for that till are reflected from the last End of Day balancing.

5 Customer Payments

Here all the Customer outstanding payment Totals for that till are reflected from the last End of Day balancing.

6 Opening Balance

Here the opening balance/Till float Totals for that till are reflected from the last End of Day balancing.

7 Banked Amount

Here the Banked amount Totals for that till are reflected from the last End of Day balancing.

8 Cash

Here all the cash Transactions Totals for that till are reflected from the last End of Day balancing.

9 Card

Here all the Card Transactions Totals for that till are reflected from the last End of Day balancing.

10 Cheque

Here all the Cheque Transactions Totals for that till are reflected from the last End of Day balancing.

11 Credit Customer

Here all the Credits against the customers Totals for that till are reflected from the last End of Day balancing.

12 Vouchers

Here all the Voucher Transactions Totals for that till are reflected from the last End of Day balancing.

13 Transfers

Here all the Bank Transfer Transactions Totals for that till are reflected from the last End of Day balancing.

14 Balance

Here all the
Balance =Sales-Refunds-Petty Cash+ Customer Payments + Opening Balance

You can put the Till float/opening balance after the amount is verified against the Till before save is clicked.

Denominations message

At the time of End of day balancing if you are not putting denominations then message like



Variance message

If cash drawer amount and sales transaction amount is not matched then message comes like....

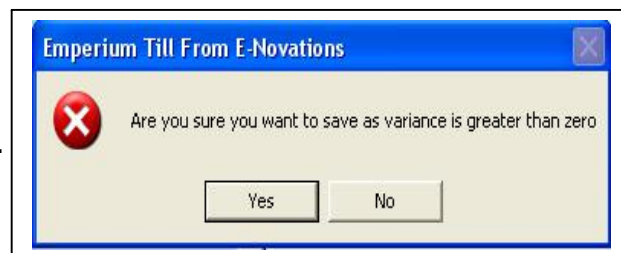


Table management

To access this screen Click on Sales Module --> Table management

Enter table number

Enter table location

Enter number of seats on table

Define service charge

Select table Picture

Define Floor number

Press save for updating table details

Picture 62

Table display on till after pressing Emperium Till → Restaurant

[illegible]

Picture 63

Customer Types

To access this screen Click on Customers --> Customer Types

Customer Types is the master list for grouping customers, the grouping helps to group customers for various combinations ,such as flat and certain percentage of discount on certain products.

Here you can define student type customers or Old age people, if you want to give any specific discount percentage, you do not need to register for them to get discount.

To add Customer Type click on Add

To Modify click on Modify

To delete click on delete

Sr.No.	Customer Type	Add Product List	Flat Discount Percentage	Customer Registration Required
1	Account Customer	<input type="checkbox"/>	00.00	<input checked="" type="checkbox"/>
2	Cash Only	<input type="checkbox"/>	00.00	<input checked="" type="checkbox"/>
3	Hair Only	<input type="checkbox"/>	00.00	<input checked="" type="checkbox"/>
4	Regular Restaurant Customer	<input checked="" type="checkbox"/>	00.00	<input checked="" type="checkbox"/>
5	Student	<input type="checkbox"/>	00.00	<input type="checkbox"/>

Picture 65

Adding/Modifying Customer Type

Here enter the Customer Type, whether he is a student, credit customer, non-credit customer etc.

Credit available is if you tick this option when you add customer and link customer to this Customer type, they can set credit limit for the customer.

Customer Type

Credit Available ☐

Flat Discount

Customer Registration Required ☒

Close Save

Picture 66

Customer registration required is the option whether the account type needs Customer registration, for e.g. students, Railway staff don't require customer registration as their ID reflects they are students/Railway staff.

Flat Discount is the flat discount percentage you can set against the customer type where in customer would get flat discount as set on whatever they buy. Something like burtons, they get 15 % discount whatever they buy, you can set those sought of discounts here.

Products List for Customer Type

Select add product list
 For create customize products price list

Select modify
 product for
 modifying
 (changing)
 customize product
 list

Select delete
 Product list
 For deleting
 customize
 product list

Sr.No	Customer Type	Add Product List	Modify Product List	Delete Product List	Flat Discount Percentage	Customer Registration Required
1	Account Customer				00.00	<input checked="" type="checkbox"/>
2	Cash Only				00.00	<input checked="" type="checkbox"/>
3	Hair Only				00.00	<input checked="" type="checkbox"/>
4	Regular Restaurant Customer			<input checked="" type="checkbox"/>	00.00	<input checked="" type="checkbox"/>
5	Student			<input type="checkbox"/>	00.00	<input type="checkbox"/>

Adding customize product list

Sr.No	Product Code	Product Name	Description	VAT	Unit Of Sale	Main Category
1	11002	MD FORMULATION	Advanced Hydrating Complex Gel30ml	17.50	Each	FACE
2						

Sr.No	Quantity	Price (£)	Customer Price (£)	Disc (%)	Disc (£)
1	1	34.50	30.00	13.04	4.50

Picture 68

Here the specific products can be linked against a product for a specific discount on the products, double click on the top grid and search for the product for which you want to give discount against and enter the customer price.

You can modify the product list for customer type by selecting customer type and click on Modify products list.

These customer types when linked against the customers, they would get discount as defined when the discount products are selected.

Customers

To access this screen Click on Customers --> Customer List

From customer list the customers are added,
Note : Customers can be added from Till as well
To Add click Add on customer list screen
To Modify click Modify on customer list screen
To Delete click Delete on customer list screen
To Search click search on customer list screen

1

Str.No.	AccNo	Customer Name	Address	Town	Post Code	Phone Number	Customer Type
1							

Picture 69

1 Account Number
2 Customer Name
3 Address Line 1
4 Address Line 2
5 Town
6 County
7 Post Code
8 Home Number
9 Work Number
10 Mobile Number
11 Fax Number
12 Email
13 Customer Type
14 Credit Limit
15 Pop Up Notes
16 How Did You Hear About Us

Picture 70

Customer carries the following information.

1 Account Number

Unique account number identifies every customer, and here the account number is entered

2 Customer Name

Customer Name is entered here, it can be company name or individual name.

3 Address Line1

First line of address is entered here.

4 Address Line 2

Second line of address is entered here.

5 Town

Town of the customer is entered here.

6 County

County of the customer is entered here.

7 Postcode

Postcode of the customer is entered here.

8 Home Number

Home number of the customer is entered here.

9 Work Number

Work Number of the customer is entered here.

10 Mobile Number

Mobile Number of the customer is entered here.

11 Fax

Fax of the customer is entered here.

12 Email

Email of the customer is entered here.

13 Customer Type

Here the customer grouping can be defined, once you define the customer type, you can set credit limit or based on customer type, customer would be getting discount on products according to products list set on customer type or flat discount on customer type.

Note :To give credit to customers, you have to set the credit limit to the customer.

14 Credit Limit

Credit limit is set against the customer, based upon this amount, customer is entitled to get credits.

15 Pop up Notes

This is sought of reminder set against the customer, whenever customer is accessed in different modules, the pop up or reminder notes is popped up. For e.g. you want to pass a message about customer to the person working on the till, if you have set once, whenever any one accesses this customer, the pop up is popped up automatically.

16 How did you hear about US

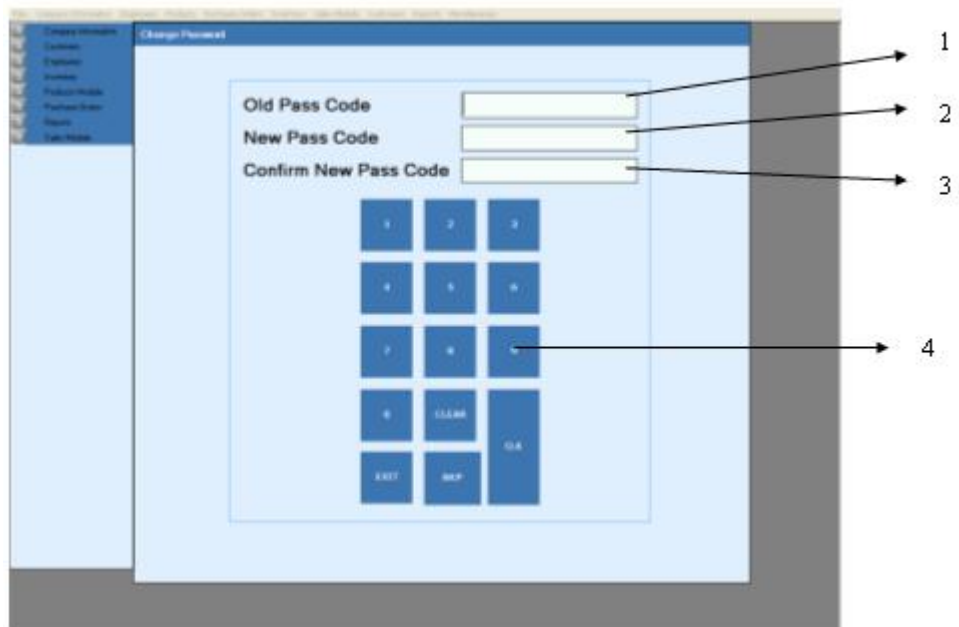
This is to just get details about how they know about their business, as part of marketing.

Miscellaneous

Change Password

To access this screen Click on Miscellaneous>Change Password

Here the password can be changed for the employee



Picture 71

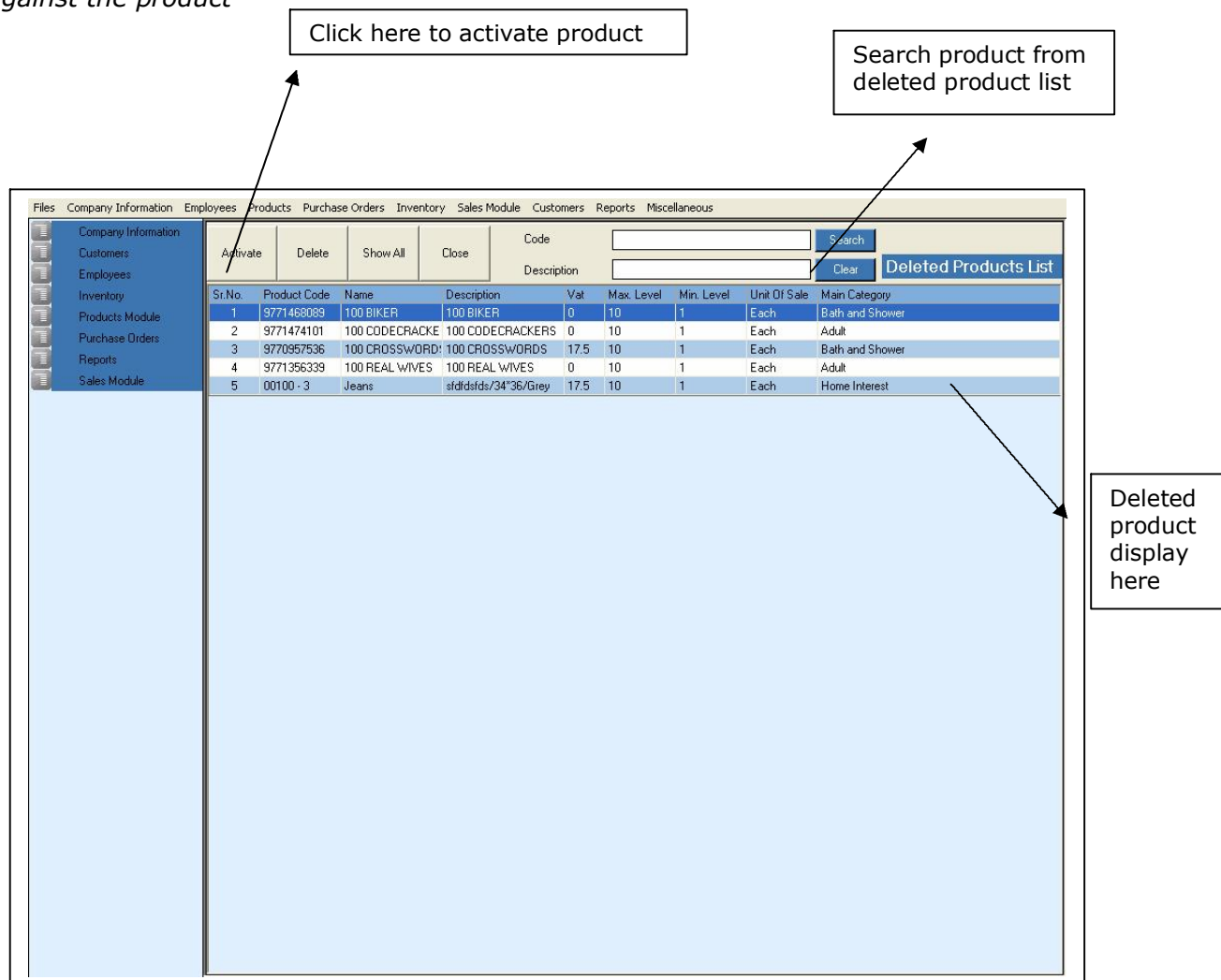
- 1) Enter old password
- 2) Enter new password
- 3) Confirm new password
- 4) Use key pad for new entry or clear entry

Deleted Products

To access this screen Click on Miscellaneous>Deleted products

This acts as recycle bin, once the products are deleted from the products list, they fall in this list, and you can delete permanently or activate the product again.

Note : You cannot delete product completely once it records transactions against the product



Picture 72

Deleted Bar codes

To access this screen Click on Miscellaneous>Deleted Bar codes
 This acts as recycle bin, once the Bar codes are deleted from the products, they fall in this list, and you can delete permanently or activate the barcode again.

Click here to activate barcode

Search barcode from
deleted barcode list

The screenshot shows the 'Deleted Bar Codes List' window. On the left is a sidebar with menu items: Company Information, Customers, Employees, Inventory, Products Module, Purchase Orders, Reports, and Sales Module. The main window has a menu bar (Files, Company Information, Employees, Products, Purchase Orders, Inventory, Sales Module, Customers, Reports, Miscellaneous) and a toolbar with 'Activate', 'Delete', 'Show All', and 'Close' buttons. Below the toolbar are search fields for 'Bar Code' and 'Description', each with a 'Search' button. The title bar of the main window reads 'Deleted Bar Codes List'. The data is presented in a table with the following columns: Sr.No, Bar Code, Product Code, Name, Description, Supplier, and Main Category.

Sr.No	Bar Code	Product Code	Name	Description	Supplier	Main Category
1	2345	9771474101	100 CODECRACKERS	100 CODECRACKERS	AANDA Ltd	Adult
2	9770957536	9770957536	100 CROSSWORDS	100 CROSSWORDS		Bath and Shower
3	97713563391	9771356339	100 REAL WIVES	100 REAL WIVES	AANDA Ltd	Adult
4	3500465285334	528533	GUINOT	Absolue Minceur - Intensive Contouring	R.ROBSON LI	BODY
5	5000000000053	00100 - 3	Jeans	sfdidsfs/34"36/Grey	FREEMANS	Home Interest

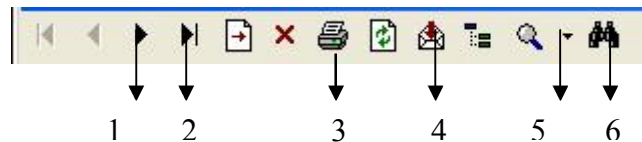
Picture 73

REPORTING OVERVIEW

Click on Reports>Reporting

Reports are designed on modular basis.

Reports are displayed on the screen first, if you want to print the report click the Print button that would take you to the Report screen.



1 Indicates you can move to the next page of the report.

2 Indicates you can go to the last page.

3 Print to the printer, this would be popped up with the printers connected to you system

4 You can export the report to various formats like PDF, WORD, and EXCEL.

5 Zooms the report

6 If you want to search for any particular thing, you can click here.

Products

Categories

Here you can pull out all the categories.

Brands

Here you can pull out all the Brands.

Products List

Here the products list is displayed here.

Price List

Here you the price list of the products with their cost prices and selling prices are displayed.

Sales Price List

Sales Price is in the report, which gives only the selling prices, this is for the customer to look up.

Changes Log

Here the changes log done to the product is recorded.

Shelf Edge Tickets

Here you can print out you barcodes, shelf edge tickets, you have got different types of bar codes available based upon the size of the label you are looking, you can print 24, 27 and 65 per sheet, with price or without price.

To pick the product double click on the grid and search for the product and enter the quantity of labels you would like to print.

Note : You have filter option to pick up products according to your search

Employees

Employees List

Employees List is displayed here.

Employees Commission Definition

If you set commissions against the employees, the employee commission is calculated based upon their sales.

Employees Working Hours

Based on the clock in feature of the system, the employee working hours are calculated here..

Employee Sales details

Here the employee sales details are displayed.

Employees Payment summary

Based on the number of working hours and the salary you have set for employee plus the commission if you have set the employee payment summary is calculated and displayed here.

Employee Deliveries

Here the paper rounding can be displayed.

Suppliers

Suppliers List

Here the supplier's list is displayed.

Suppliers Product List

Here the list of products supplied by that supplier is displayed.

Inventory Based Purchase Orders

Here the list of purchase orders related to Inventory is displayed.

Purchase Ledger Analysis

Here the list of purchase orders is displayed with the Total Net amount.

Transaction Analysis

Here the Transaction done against the supplier is recorded, like posting and payment of invoices.

VAT Summary

Here the VAT Summary of all the posted invoices is displayed.

Outstanding Invoices General

Here the list of purchase orders is displayed with the Total Net amount.

Sales

Sold Items Summary List

Here the summary of sales of every individual product is displayed, the sales figure is excluding VAT. The lines are displayed by product group

Sold Items Individual List

Here the individual sales of every individual product is displayed, the sales figure is excluding VAT.

Products sales Hit parade

Here the Top and bottom products are displayed, the top/bottom can be displayed based on price/quantity.

Sales Turn over by Category

Here the sales Turn Over by Category are displayed.

Sales Turn over by sub Category

Here the sales Turn Over by sub Category are displayed.

Sold Turn by Hour and day of week

Here the summary of sales for every hour is calculated against the day of the week.

Cash drawer Transactions

Here the cash drawer transactions like opening balance and banking is displayed.

Sales/VAT summary

Here the Sales VAT Summary is displayed

Transactions Summary

Here the summary of every transaction recorded against the Till is displayed, if you have variance while doing End of Day Balancing, you print this and check against the amount.

End Of Day Balancing

Here the End Of Day Balancing summary can be printed.

Sales Discount summary

Here the discount summary on sales is displayed.

Note: Check the Filter criteria like dates according the reports would be printed.

Cover sales summery

Deleted Line summery

A list of deleted product from till at the time of serving customer comes here.

Order type Summery

A list of order type summery display in this report.

Inventory

Locations List

Here the List of all inventory locations is displayed

Stock Above Max Level

Here the products which are above stock level is displayed, the maximum level is set in product definition

Reorder Products List

Based on your minimum level set in product definition, the reorder products list is displayed.

Reorder Products List Supplier Wise

Based on your minimum level set in product definition, the reorder products list is displayed according the supplier.

Stock History

This report displays all the Inventory Transactions based upon the Transaction Type.

Stock Valuation

Here the current stock valuation is displayed.

Note: The stock is calculated based upon First In First out

Locations Wise Stock List

Location wise stock list is displayed here.

Stock Adjustment Summary By Reasons

Here the stock adjustment by reason is displayed.

Product Stock History

Here stock history of products is displayed.

Customers

Customers List

List of customers is displayed here

Top/Bottom Customers

List of customers is displayed here based upon their spending

Customer Statements

Here monthly statements of the customers can be printed.

Customer Yearly Sales Summary

Here the customer spending per month is displayed.

Customer Outstanding Invoices

Here the customer outstanding invoices are displayed.

Customer List By Types

Here customers list is displayed by the customer type.

Customer Type Products List

Here the customer discount products are displayed based upon the Group.

Customer Delivery Summary

This is summary of paper rounding against the customer

Summary Reports

Products Summary

This gives summary of every individual product for the last 4 weeks from the day selected.

Yearly Sales Summary Comparison

This displays the sales summary against the same month for the years selected.

Monthly Sales Comparison In a Year

This displays the monthly sales summary for the year selected.

VAT Summary

This is the VAT Summary calculated from the sales and purchases, the summary is calculated from the sales VAT summary – purchase VAT summary

Profit/Loss Summary

This is calculated based upon the Sales, purchases and overheads.