

## **EMPERIUM HOSPITALITY** **SALES PROCEDURE**

### **Use :-**

- 1) Searching product
- 2) Searching product stock
- 3) Identifying product Eat In price & eat Out price
- 4) Serving product to cash customer
- 5) Serving product to account customer
- 6) Serving product to takeaway customer
- 7) Serving product to Restaurant customer
- 8) Holding sales
- 9) Checking order date wise
- 10) Facility like table transfer
- 11) Facility included like order break
- 12) Sending order notes as well as kitchen message
- 13) Providing line discount ( Individual product wise discount )
- 14) Providing Overall discount ( Full order discount )
- 15) Facilitates to identify/manage financial transaction like Petty cash, End of day balancing, Cash drawer transaction, Banking money facility
- 16) Reports like hourly sales or all order summery
- 17) Display recipe regarding specific product
- 18) Serving product as Miscellaneous if not into system
- 19) Sales inquiry and refund facility
- 20) Payment acceptance into cash, card, cheque and into customer account

### **How to open/ Find :-**

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 Till



## Login Screen

### Use :-

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

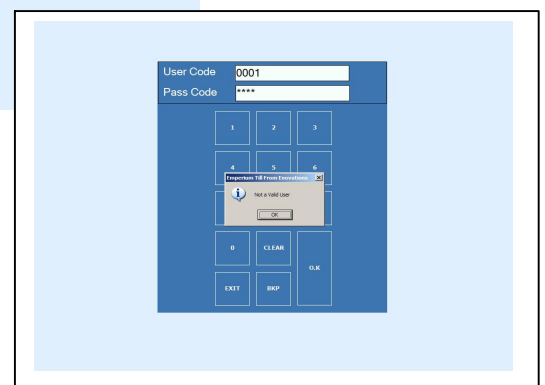
User can either enter the Swipe Id or User Code and Pass code

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

The diagram illustrates the Emperium Login Screen interface. It features three input fields at the top: 'Swipe ID' (light pink), 'User Code' (light green), and 'Pass Code' (light green). Below these fields is a numeric keypad with buttons for digits 1-9, 0, and function keys: 'CLEAR', 'O.K.', 'EXIT', and 'BKP'. A double-headed vertical arrow indicates a toggle between the numeric keypad and a full-screen numeric menu.

Callouts provide the following information:

- Enter swipe ID here ( Numeric Value )**: Points to the 'Swipe ID' input field.
- Enter Use Name & Password ( Numeric Value )**: Points to the 'User Code' and 'Pass Code' input fields.
- If screen is touch screen then you can use this numbering menu from screen**: Points to the numeric keypad.
- After entering user name/password or swipe Id press enter or ok . If login information is correct then sales screen open other wise not valid user message comes**: Explains the login process and potential outcomes.



## Main Sales Screen

Till1

Mr. Administrator Administrator

10/07/2007 14:49:35

QTY: 1

Code

Search

Recipe

↑

↓

Description

Notes

Qty

Unit Price

Disc

Total Price

Order Break

Transfer Order

Orders Summary

Delete

Hold

UnHold

Void Order

Admin

Customer

Number Of Items

Total Amount

Line Discount

Overall Disc (%)

Items Total

Service Charge

To Pay

Log Off

Order Notes

Misc

Delete Sub Item

Kitchen Messages

Swipe ID

Name

Category

Item

Notes

Price

Tab

Bar

Restaurant

TakeAway

PRINT RECEIPT

PAYMENT

Version 1.2.2

BAGELS

BEERS

COLD DRINKS

EXTRAS

FOOD MENU

HOT DRINKS

JACKETS

SALADS

SANDWICHES

SATURDAY MENU

SATURDAY MENU

SATURDAY MENU

SATURDAY MENU

SATURDAY MENU

SATURDAY MENU

Emperium Hospitality Till mainly useful into

- A) Bar Sales
- B) Restaurant Sales
- C) Takeaway customer sales
- D) Account Customer sales ( Credit account customer )
- E) Table reservation
- F) Deposit management

## General Information about sales screen

The screenshot shows the Emperium Hospitality Till interface. Annotations provide the following information:

- Top Left:** A box states "Either select product from list Or Search product", pointing to the search bar and the product list area.
- Top Right:** Two boxes labeled "Sub Category display here" and "Category display here" point to the category and sub-category grids.
- Bottom Left:** A box labeled "Select Tab or Bar or Restaurant or Takeaway" points to the service selection buttons (Tab, Restaurant, TakeAway, Bar).
- Bottom Center:** A box labeled "Product display here" points to the main product grid.
- Bottom Right:** A box labeled "Set menu categories display here" points to the category selection buttons.
- Bottom Far Right:** A box labeled "Set menu categories product display here" points to the product selection buttons.

The interface includes a top header with "Till1", "Mr. Administrator Administrator", and a timestamp "10/07/2007 18:35:09". Below this is a search bar with "QTY: 1" and a "Code" field. The main area is divided into a left sidebar with buttons like "Order Break", "Transfer Order", "Orders Summary", "Delete", "Hold", "UnHold", "Void Order", "Admin", and "Customer". The right side features a grid of product categories and sub-categories, including "APERITIFS", "BAR MESSAGES", "BEER", "BOTTLES FROM AROUND T", "BUFFET MEALS", "HOT DRINKS", "JS COCKTAILS", "MIXERS", "OPEN DRINK", "SOFT DRINKS", "SPIRITS", "WATER", "WINE RED", "WINE ROSE", "WINE SPARKLING CHAMPAG", "WINE WHITE", "ABSINTHE", "AFTERSHO CK BLUE", "AFTERSHO CK GREEN", "AFTERSHO CK RED", "AMARETTO SINGLE", "ARCHERS PEACH SCHNAPPS", "BAILEYS", "CINZANO", "DRAMBUIE", "GOLDSCHL AGER", "GRAN MARNIER", "JAEGERMEI LTER", "KAHLUA", "MARTINI BIANCO", "MARTINI EXTRA DRY", "MARTINI ROSSO", "PERNOD", "SAMBUCCA BLACK", "SAMBUCCA WHITE", "SOUTHERN COMFORT DOUBLE", "SOUTHERN COMFORT SINGLE", "TABOO", "TAYLORS VINTAGE PORT", "TIA MARIA", and "TIO PEPE".

Search product by Bar code, Name , Product code, Description or Category

Product stock available

Selected product comes here

The screenshot displays the 'Product Search' application window. It features a search criteria section at the top with fields for Bar Code, Name, Product Code, Description, and Category, along with 'Search', 'Clear', 'Show Stock', and 'Select' buttons. Below this is a table listing products with columns for Sr.No, Product Code, Name, Description, Main Category, Price, and Takeaway Price. A virtual keyboard is positioned at the bottom of the screen.

Sr.No	Product Code	Name	Description	Main Category	Price	Takeaway Price
1	322	ORANGE & PASHION FRUIT J20	ORANGE & OASION FRUIT	SOFT DRINKS	2.25	2.25
2	323	ORANGE & CRANBERRY J20	ORANGE & CRANBERRY J20	SOFT DRINKS	2.25	2.25
3	J20	APPLE & MELON J20	APPLE & MELON J20	SOFT DRINKS	2.25	2.25
4	JAJAGD	LAGAVULIN DOUBLE	LAGAVULIN DOUBLE	SPIRITS	7	7
5	JIMTE	ENGLISH BREAKFAST TEA	ENGLISH BREAKFAST TEA	HOT DRINKS	1.6	1.6
6	JP	CHILLI CON CARNE WITH SOU	CHILLI CON CARNE WITH SOUR CRE	FOOD FOR NYC	0	0

Keyboard display on screen

## (A) Bar Sales

### Step :- 1 Selecting/Searching Menu items for Bar

Press Bar

Bar display here

Press Yes.  
So order receipt  
printed on bar  
printer

Select product from menu display on right

Press  
Hold for  
placing  
order

Press  
Un Hold  
for taking  
order  
Payment  
or  
Amending  
order

Select  
Order from  
list  
For payment  
Or  
Amendment

Selected order display on screen for Amendment or payment

Click on Payment

Click on Print receipt for Receipt Before payment

### Step :- 2 Payment process

Click here for entering gratuity/Tip

Entered/ Selected amount display here

Other major Amount display here

Exact amount display here

Nearest Round figure display here

Enter £ 10.00  
 And click on Cheque  
 So it comes into payment  
 detail list

Enter £ 20.00  
 And click on card  
 So it comes into  
 payment detail list

## Mixing different payment option in one bill

The screenshot shows the 'Payment Details' section of the software. It lists two payment methods: 1. Cheque for £10.00 and 2. Card for £20.00. The 'Items Total' is £34.90, 'Gratuity' is £5.10, and 'To Pay' is £40.00. The 'Paid Amount' is £30.00, leaving a 'Balance' of £10.00. The 'Change' is £0.00. The 'Split By' section shows a split of £10.00 and £40.00. The 'Split Total' is £0.00 and 'Balance' is £0.00. The 'Split By' section has a 'Split By' button and an 'Add Split Bill' button.

Enter  
 Remaining  
 amount and  
 press cash

## Split bill

The screenshot shows the 'Payment Details' section of the software. It lists two payment methods: 1. Cheque for £10.00 and 2. Card for £20.00. The 'Items Total' is £34.90, 'Gratuity' is £5.10, and 'To Pay' is £40.00. The 'Paid Amount' is £0.00, leaving a 'Balance' of £40.00. The 'Change' is £0.00. The 'Split By' section shows a split of £10.00 and £40.00. The 'Split Total' is £40.00 and 'Balance' is £0.00. The 'Split By' section has a 'Split By' button and an 'Add Split Bill' button.

Enter billing  
 amount here

Tick split by  
 for splitting  
 bill into  
 number of  
 people

Click on Add  
 Split bill

Split total and  
 balance display  
 here

For Deleting Split  
 amount Select and  
 click here

Split amount  
 display here

## B) Restaurant Sales

### Step :- 1 Select table & product

The screenshot displays the Restaurant Sales interface. At the top, it shows the user 'Mr. Administrator Administrator' and the date/time '02/08/2007 11:39:16'. Below this is a search bar with 'QTY: 1' and a 'Code' field. A grid of menu items is visible on the right, including categories like CHAMPAGNE, DESSERT, and WINE. On the left, there's a section for 'Order Break' and 'Transfer Order'. A callout box points to the 'Restaurant' button in the bottom left corner.

Click on Restaurant

The screenshot shows the Table Numbers interface. It features a grid of table numbers (01 to 20) with their respective capacities. A callout box points to the grid, stating 'All table with cover details display here You can Select one or more table'. Another callout box points to the 'Number of People' field, stating 'Enter number of people into table from here'. A third callout box points to the 'Confirm' button, stating 'After selecting table press confirm'. The interface also includes a 'RESERVATIONS' section and a 'Close' button.

All table with cover details display here You can Select one or more table

Enter number of people into table from here

After selecting table press confirm

Till1 Mr. Administrator Administrator 02/08/2007 12:18:20

QTY: 1 Code Search Recipe

Description	Notes	Qty	Unit Price	Disc	Total Price
PROSECCO DI VALDOBBI		1	20.50		20.50
JOSEPH PERRIER CUVÉE		1	46.95		46.95
JOSEPH PERRIER CUVÉE		1	34.95		34.95

Order Break Transfer Order Orders Summary Number Of Items 3  
 Delete Hold UnHold Total Amount 102.40  
 Void Order Admin Customer Line Discount 0  
 Overall Disc (%) 0.00  
 Items Total 102.40  
 Service Charge @ 0.00 %  
 To Pay 102.40

Log Off Order Notes Misc Delete Sub Item Kitchen Messages Swipe ID Name

Category	Item	Notes	Price
Tab	Bar		

PRINT RECEIPT PAYMENT

Table Numbers : 01

Version 1.2.2

Selected Product/Item display here

Select products/Items from categories display here

Selected table display here

## Step :- 2 Payment process

Please refer A) Bar sales → Step 2 → Payment process

## C) Takeaway customer sales

Step :- 1 Select takeaway

Till1 Mr. Administrator Administrator 02/08/2007 11:39:16

QTY: 1 Code Search Recipe

Description	Notes	Qty	Unit Price	Disc	Total Price
-------------	-------	-----	------------	------	-------------

Order Break Transfer Order Orders Summary Number Of Items  
 Delete Hold UnHold Total Amount 0.00  
 Void Order Admin Customer Line Discount 0.00  
 Overall Disc (%) 0.00  
 Items Total 0.00  
 Service Charge 0.00  
 To Pay 0.00

Log Off Order Notes Misc Delete Sub Item Kitchen Messages Swipe ID Name

Category	Item	Notes	Price
Tab	Bar		

PRINT RECEIPT PAYMENT

Version 1.2.2

Press Takeaway

Select customer detail press customer details

Use search criteria and select customer

For walk in customer select walk-in option

Select product whatever want ....

Selected customer name display here

## Step :- 2 Payment process

Please refer A) Bar sales → Step 2 → Payment process

## D) Account Customer sales ( Credit account customer )

On sales screen click on customer

The screenshot shows the main sales interface. On the right is a menu grid with categories like CHAMPAGNES, DESSERTS, and MAIN COURSES. At the bottom, there's a summary section with buttons for 'Order Break', 'Transfer Order', 'Orders Summary', 'Delete', 'Hold', 'UnHold', 'Void Order', 'Admin', and 'Customer'. An arrow points from the 'Customer' button to the 'Customer Search' screen below.

Use different search criteria. If customer exist then select it otherwise enter customer detail

The 'Customer Search' screen has fields for 'Enter Your Search Criteria' including Account Number, Address, Customer Name, Post Code, Order Reference, Order By, and Phone. It also has buttons for 'Search', 'Select', 'Update Customer', 'Clear', 'New Customer', and 'Delivery Details'. Below the fields is a table with columns: Sr.No., Acc No., Customer Name, Company Name, Address, Town, County, Post Code, and Type Of Customer. At the bottom is a numeric keypad and a 'Close' button.

Select customer display here

Then follow Bar/Restaurant or Takeaway sales procedure

Change in payment process

At the time of payment Enter Exact amount and click credit customer . So amount due in his account

## E) Table reservation:-

Title: Mr. Administrator Administrator 01/08/2007 17:22:51  
 QTY: 1 Code: Search Recipe ↑ ↓

Description	Notes	Qty	Unit Price	Disc	Total Price

Order Break  
Transfer Order  
Orders Summary  
Delete  
Hold  
UnHold  
Void Order  
Admin  
Customer

Number Of Items  
Total Amount 0.00  
Line Discount 0.00  
Overall Disc (%) 0.00  
Items Total 0.00  
Service Charge 0.00  
To Pay 0.00

Log Off Order Notes Misc Delete Sub Item Kitchen Messages Swipe ID Name

Category	Item	Notes	Price

Tab Restaurant TakeAway PRINT RECEIPT PAYMENT

CHAMPAGNE SPARKLING	CONNOISSEUR LIST	DESSERT WINES	DESSERT WINES	DESSERTS	EVENING MENU
HOUSE WINES RED	HOUSE WINES ROSE	HOUSE WINES WHITE	KIDS SUNDAY MENU	LUNCH MENU	MAIN COURSES
RED WINES	STARTERS	SUNDAY LUNCH MENU	TEST	WHITE WINES	
BOTTLE	GLASS				
CUVEE JOSEPHINE 1995/1996	JOSEPH PERRIER CUVÉE RO	JOSEPH PERRIER CUVÉE RO	JOSEPH PERRIER CUVÉE RO	JOSEPH PERRIER CUVÉE RO	NYETIMBER CLASSIC CUVÉE 1998
PROSECCO DI VALDOBBI					

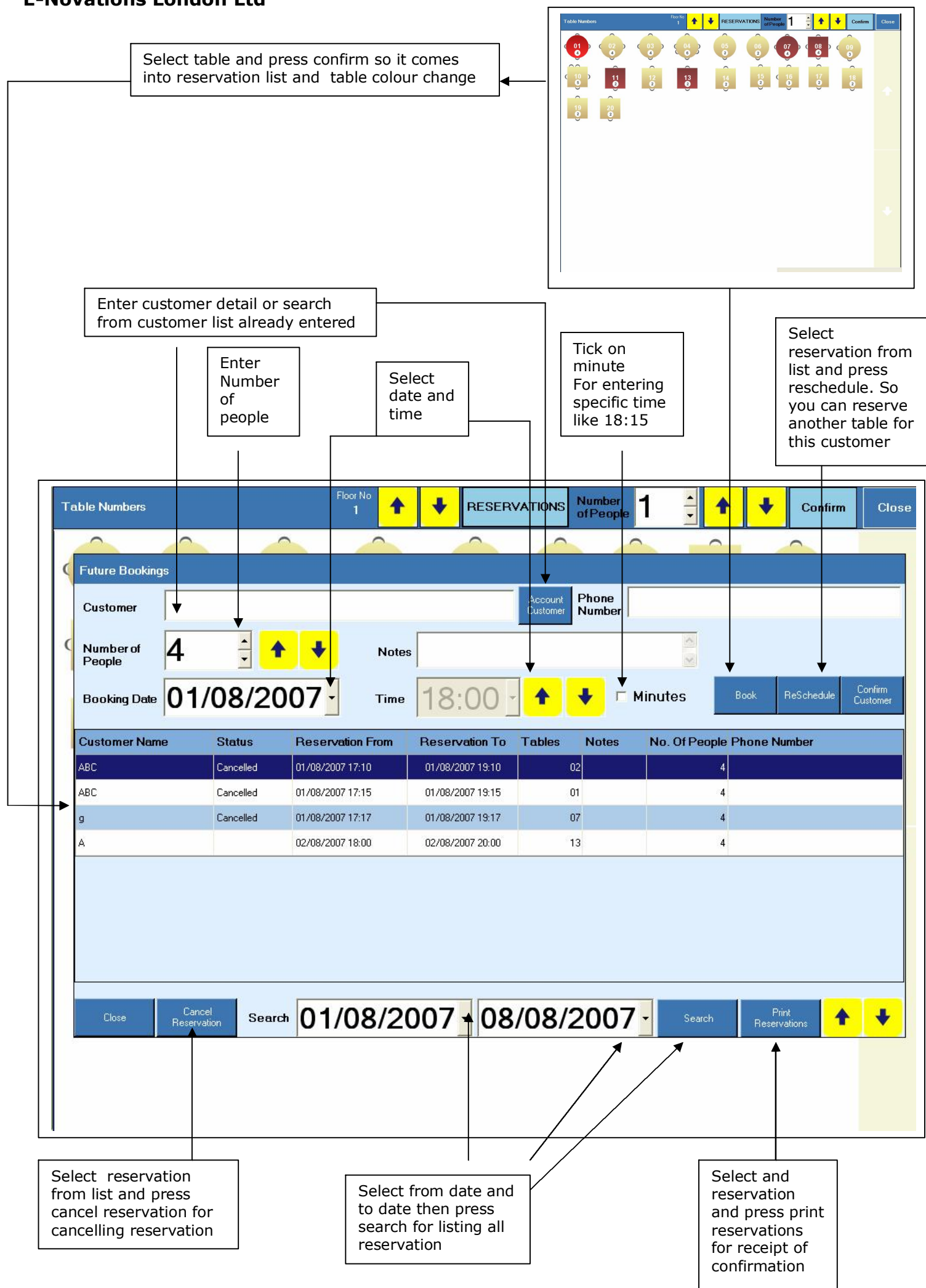
Version 1.22

Click on restaurant

Click on Reservation

Table Numbers Floor No 1 RESERVATIONS Number of People 1 Confirm Close

01 4	02 4	03 4	04 6	05 2	06 2	07 4	08 4	09 3
10 5	11 2	12 2	13 2	14 2	15 2	16 3	17 2	18 2
19 2	20 2							



So at the time of order taking go to Un hold → select that table → select product/item → take a order → press hold for putting order into system or further chage → At the time of payment use payment process from A) Bar → Payment process

[illegible]

## Table Numbers

Floor No  
1

## RESERVATIONS

Number  
of People

1

Confirm

Close

### Future Bookings

Customer

Account Customer

Phone Number

Number of  
People

4

## Notes

Booking Date

01/08/2007

Time

18.00

☐ Minutes

Book

ReSchedule

Confirm  
Customer

Customer Name	Status	Reservation From	Reservation To	Tables	Notes	No. Of People	Phone Number
ABC	Cancelled	01/08/2007 17:10	01/08/2007 19:10	02		4	
ABC	Cancelled	01/08/2007 17:15	01/08/2007 19:15	01		4	
g	Cancelled	01/08/2007 17:17	01/08/2007 19:17	07		4	
A		02/08/2007 18:00	02/08/2007 20:00	13		4	

Clos

Cancel  
Reservation

Search

01/08/2007

08/08/2007

Search

[Print Reservations](#)

### F) Deposit management

#### Step :- 1 How to take deposit

Click on customer

Click deposit values and enter deposit amount

Select payment type and press save. So deposit confirmation receipt comes from printer

Cash  
Card  
Cheque  
Bank Transfer

Sl.No.	Acc.No.	Customer Name	Company Name	Address	Town	County	Post Code	Type Of Customer
1								

Use search criteria and select customer. the click on update customer

## **Step :- 2 How to use deposit at the time of payment**

When customer arrive at restaurant → Go to customer → use search criteria → select customer from list → Take order → Hold order so order placed in bar/kitchen → At time of payment un go to un hold → Select that table → The click on payment → So payment screen display as below

Available deposit display here

The screenshot displays the payment interface with the following details:

- Header:** Till1, Mr. Administrator Administrator, 02/08/2007 15:26:19
- Payment Details:** Customer: A, Available Deposit: 9.00, Close button.
- Table:**

Description	Qty	Unit Price	Disc	Total Price
CHATEAU BELLINGARD M	1	4.50		4.50
- Summary:**
  - Items Total: 4.50
  - Gratuity: 0.00
  - To Pay: 4.50
  - Paid Amount: .00
  - Balance: 4.50 (highlighted in red)
  - Change: 0.00
- Payment Options:** Cash, Card, Cheque, Voucher, Credit Customer, Bank Transfer, Card Processed, Deposit Payment.
- Buttons:** Order Break, Transfer Order, Orders Summary, Delete, Hold, UnHold, Void Order, Admin, Customer, Log Off, Order Notes, Misc, Delete Sub Item, Kitchen Messages, Swipe ID, Name A, PRINT RECEIPT, PAYMENT.
- Table Numbers:** 09

Click on exact amount and press deposit payment.  
 So payment receipt comes from printer.  
 If available deposit is less than total amount then you need to use other option of payment with deposit

## Step :- 2 How to Refund deposit

Till: Mr. Administrator Administrator 02/08/2007 14:57:04

QTY: 1 Code: [ ] Save Receipt [ ] [ ]

Description	Notes	Qty	Unit Price	Disc	Total Price

Order Break Transfer Order Orders Summary Number Of Items  
Delete Hold UnHold Total Amount 0.00  
Void Order Admin Customer Line Discount 0.00  
Overall Disc (%) 0.00  
Items Total 0.00  
Service Charge 0.00  
To Pay 0.00

Log Off Order Notes Misc Delete Sub Item Kitchen Messages Swipe ID  
Name

Category	Item	Notes	Price
Tab	Restaurant		
Bar			

PRINT RECEIPT PAYMENT

Version 1.22

Click on customer

Click refund deposit values

Select payment type and press save.  
 So refund deposit confirmation receipt comes from printer

Click on Refund deposit

Deposit Management

Customer Details: ABC AGOT

Deposit Value: 9.05 Available Deposit: 9.05

Cash  
 Card  
 Cheque  
 Bank Transfer

Confirm Close

Payment Date	Payment For	Amount	Payment Type
02/08/2007	Sales Payment	-90.95	Deposit Payment
02/08/2007	Sales Payment	-67.45	Bank Transfer
01/08/2007	Deposit Paid	100.00	Cash
27/07/2007	Refund Deposit	-53.05	Cash
27/07/2007	Sales Payment	-46.95	Deposit Payment
27/07/2007	Deposit Paid	100.00	Cash

Z X C V B N M CLEAR

Customer Details

Customer Details: Account Number: 100 Customer Type: ac

Customer Name: A Credit Limit: 100

Address Line 1: A Pop Up Notes: [ ]

Address Line 2: A

Town: A How Old You Hear About Us: [ ]

County: A Contact Person: [ ]

Post Code: 1 Deposit: 9 Take Deposit Refund Deposit

Home Number: [ ]

Work Number: [ ]

Mobile Number: [ ]

Fax Number: [ ]

Email: [ ]

Use search criteria and select customer . the click on update customer

Customer Search

Enter Your Search Criteria

Account Number: [ ] Address: [ ] Search Select Update Customer

Customer Name: [ ] Post Code: [ ] Clear New Customer Delivery Details

Order Reference: [ ] Order By: [ ] Phone: [ ]

Sr.No.	Acc No.	Customer Name	Company Name	Address	Town	County	Post Code	Type Of Customer
1								

0 1 2 3 4 5 6 7 8 9 BACK

Q W E R T Y U I O P

A S D F G H J K L SPACE

Close Z X C V B N M CLEAR

## G) Other functionality

### 1) Table transfer :- Transfer order from one table to another

Click Table transfer

The screenshot shows the main application interface. At the top, there's a header with 'Till1', 'Mr. Administrator Administrator', and the date/time '02/08/2007 15:51:39'. Below this is a search bar with 'QTY: 1' and 'Code'. A menu on the left contains buttons like 'Order Break', 'Transfer Order', 'Orders Summary', 'Delete', 'Hold', 'UnHold', 'Void Order', 'Admin', and 'Customer'. A central panel shows order details like 'Number Of Items', 'Total Amount', 'Line Discount', 'Overall Disc (%)', 'Items Total', 'Service Charge', and 'To Pay'. On the right, there's a grid of menu items categorized by color (e.g., CHAMPAGNE SPARKLING, HOUSE WINES, DESSERT WINES, etc.). At the bottom, there are buttons for 'Tab', 'Bar', 'Restaurant', 'TakeAway', 'PRINT RECEIPT', and 'PAYMENT'.

Click on from and select from which table you want to transfer

Click on to and select to which table you want to transfer

Click close for closing this table transfer

TRANSFER ORDER

FROM TO CLOSE

The dialog box titled 'TRANSFER ORDER' has a light blue background. It contains three large, dark blue buttons with white text: 'FROM', 'TO', and 'CLOSE'. Arrows from the text boxes above point to these buttons.

After pressing To, you receive following message . Press Yes and table transfer process completed. But you need to re-enter discount for that table

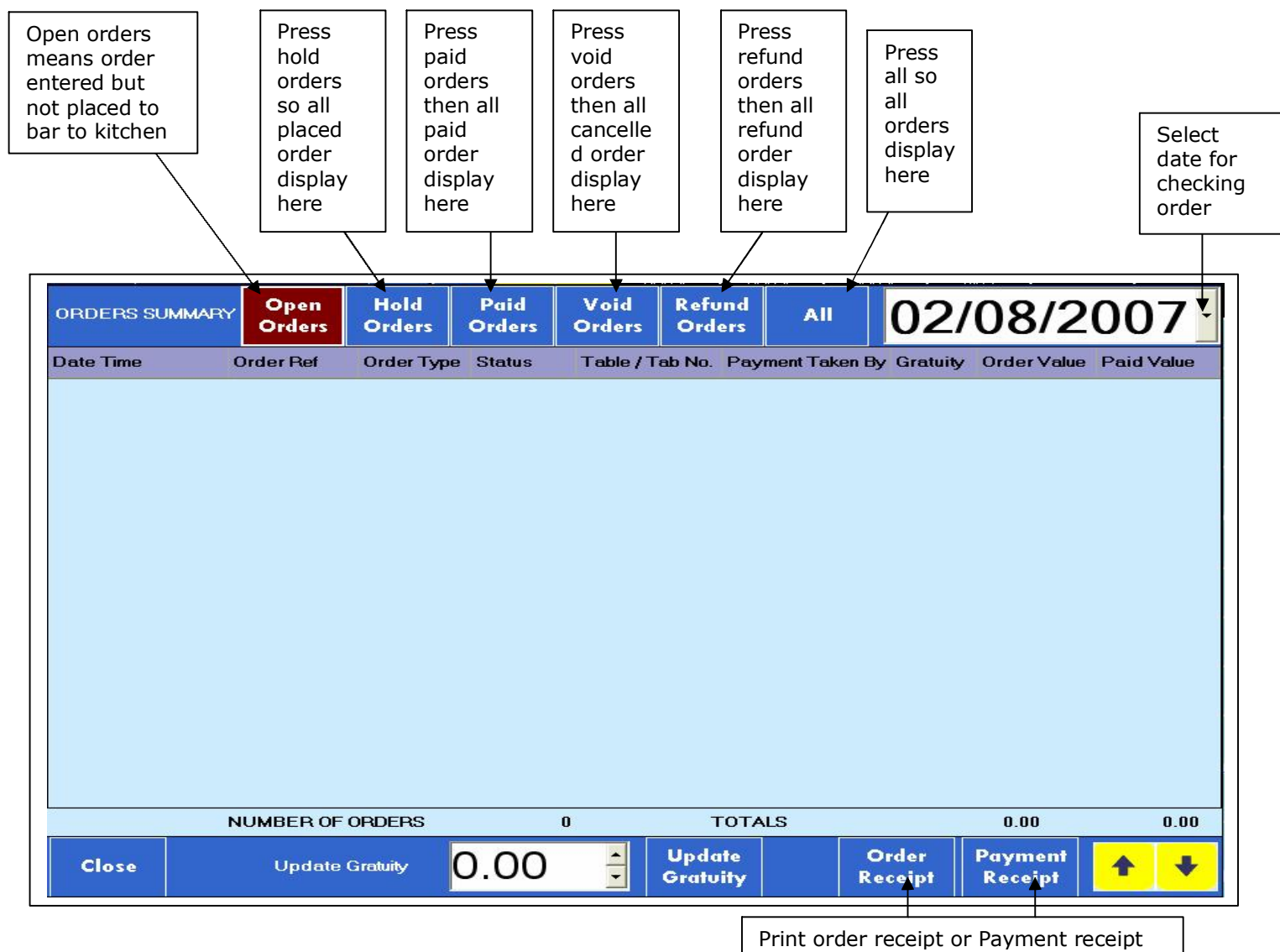
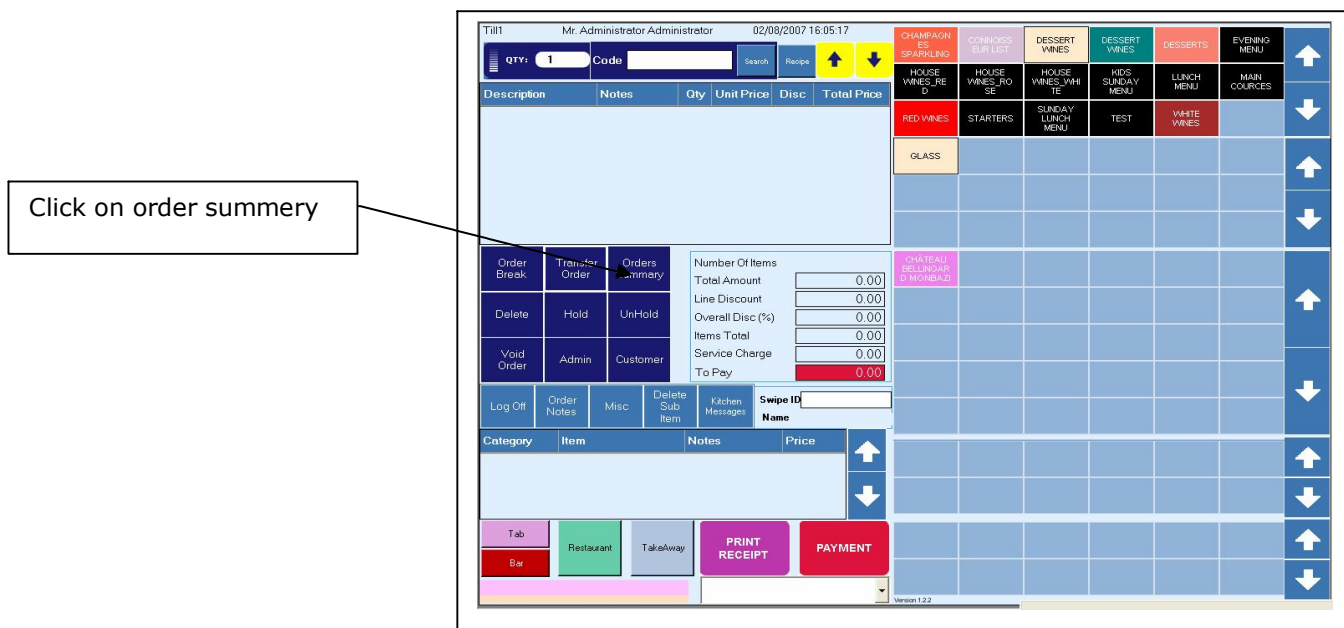
EMPERIUM HOSPITALITY

Are you sure you want to Transfer the whole Order as Discounts would be Lost ?

YES NO Cancel

The confirmation dialog box has a dark blue header with 'EMPERIUM HOSPITALITY'. The main text asks 'Are you sure you want to Transfer the whole Order as Discounts would be Lost ?'. At the bottom, there are three buttons: 'YES', 'NO', and 'Cancel'.

## 2) Order summery :- Checking order and printing receipt



### 3) Order Notes :- Enter notes on order

After selecting any table → Taking orders → Click on order notes

Enter order notes and press Enter

The screenshot shows the main menu interface. At the top, there's a header with 'Mr. Administrator Administrator' and a date/time stamp '02/08/2007 16:32:38'. Below this is a search bar with 'QTY: 1' and a 'Code' field. A grid of menu items is displayed, including 'CHAMPAGNE SPARKLING', 'CONNOISSEUR LIST', 'DESSERT WINES', 'DESSERTS', 'EVENING MENU', 'HOUSE WINES RED', 'HOUSE WINES ROSE', 'HOUSE WINES WHITE', 'KIDS SUNDAY MENU', 'LUNCH MENU', and 'MAIN COURSES'. A summary panel on the right shows 'Number Of Items: 2', 'Total Amount: 0.00', 'Line Discount: 0.00', 'Overall Disc (%): 0.00', 'Items Total: 0.00', 'Service Charge: 0.00', and 'To Pay: 0.00'. At the bottom, there are buttons for 'Tab', 'Restaurant', 'TakeAway', 'PRINT RECEIPT', and 'PAYMENT'.

The screenshot shows the 'Enter Customer Notes' screen. It has a title bar 'Enter Customer Notes' and a large text input field. Below the input field is a numeric keypad with buttons for digits 0-9 and a 'BACK' button. Below the numeric keypad is an alphabetic keypad with buttons for letters Q-P, A-L, Z-V, B-M, and 'CLEAR'. There are also 'Close' and 'Enter' buttons at the bottom.

The screenshot shows the main menu interface after an order has been placed. The 'Description' field now contains 'PROSECCO DI VALDOBBI' and 'CUVEE JOSEPHINE 1995/1996'. The 'Qty' field is '1'. The 'Unit Price' is '20.50' and '90.95' respectively. The 'Total Price' is '20.50' and '90.95' respectively. The summary panel on the right shows 'Number Of Items: 2', 'Total Amount: 111.45', 'Line Discount: 0', 'Overall Disc (%): 0.0000', 'Items Total: 111.45', 'Service Charge: 0.00', and 'To Pay: 111.45'. At the bottom, there are buttons for 'Tab', 'Restaurant', 'TakeAway', 'PRINT RECEIPT', and 'PAYMENT'. A status bar at the bottom shows 'Table Numbers : 18' and 'abc'.

Order noted display here and printed at order receipt

#### 4) Kitchen message :-

Select kitchen message that transfer to kitchen with order

After selecting any table → Taking orders → Click on kitchen message

Select kitchen message and press confirm to transfer kitchen message

## 5) Miscellaneous :- Selling/Selecting item not available into system

Press Misc

The screenshot shows the main menu of the system. At the top, it displays 'Till1', 'Mr. Administrator Administrator', and the date '02/08/2007 17:01:26'. Below this is a search bar with 'QTY: 1' and a 'Code' field. A grid of buttons is visible, including 'CHAMPAGNE SPARKLING', 'CONNOISSEUR LIST', 'DESSERT WINE', 'DESSERT WINE', 'DESSERTS', 'EVENING MENU', 'HOUSE WINE RED', 'HOUSE WINE ROSE', 'HOUSE WINE WHITE', 'KIDS SUNDAY MENU', 'LUNCH MENU', 'MAIN COURSES', 'RED WINE', 'STARTERS', 'SUNDAY LUNCH MENU', 'TEST', 'WHITE WINE', 'BOTTLE', 'GLASS', 'CUVEE JOSEPHINE 1995/96', 'JOSEPH PERrier CUVEE RO', 'JOSEPH PERrier CUVEE RO', 'JOSEPH PERrier CUVEE RO', 'JOSEPH PERrier CUVEE RO', 'JOSEPH PERrier CUVEE RO', 'NYETIMBER CLASSIC CUVEE 1999', 'PROSECCO DI VALDOBBIENA', 'Order Break', 'Transfer Order', 'Orders Summary', 'Number Of Items', 'Total Amount', 'Line Discount', 'Overall Disc (%)', 'Items Total', 'Service Charge', 'To Pay', 'Log Off', 'Order Notes', 'Misc', 'Delete Sub Item', 'Kitchen Messages', 'Swipe ID', 'Name', 'Category', 'Item', 'Notes', 'Price', 'Tab', 'Bar', 'Restaurant', 'Takeaway', 'PRINT RECEIPT', 'PAYMENT', 'Table Numbers : 18', 'abc', and 'Version 1.2.2'.

Enter description or select from right

Enter Price

Enter Done . So Item/Product select on sale screen

The screenshot shows the 'Add Miscellaneous Item' screen. It has a 'Description' field, a 'Price' field, and a grid of numbers from 1 to 42, with 'Food' in the bottom right cell. At the bottom are 'Close' and 'Done' buttons. Arrows point from the text boxes to the corresponding fields and buttons.

## 6) Admin :-

Select Admin

The screenshot displays the main interface of the EMPERIUM Stock Management software. At the top, it shows the user as 'Mr. Administrator Administrator' on '02/08/2007 17:11:47'. The interface is divided into several sections:

- Top Bar:** Includes a 'Till' button, a 'Qty' input field, a 'Code' input field, and a 'Search' button.
- Menu Grid:** A grid of buttons for various menu items, including 'CHAMPAGNE SPARKLING', 'COMBOS BURLIST', 'DESSERT WINES', 'DESSERT WINES', 'EVENING MENU', 'HOUSE WINES RED', 'HOUSE WINES ROSE', 'HOUSE WINES WHITE', 'KIDS SUNDAY MENU', 'LUNCH MENU', 'MAIN COURSES', 'RED WINES', 'STARTERS', 'SUNDAY LUNCH MENU', 'TEST', 'WHITE WINES', 'BOTTLE', and 'GLASS'.
- Order Management:** Buttons for 'Order Break', 'Transfer Order', 'Orders Summary', 'Delete', 'Hold', 'UnHold', 'Void Order', 'Admin', and 'Customer'.
- Financials:** A section for 'Number Of Items', 'Total Amount', 'Line Discount', 'Overall Disc (%)', 'Items Total', 'Service Charge', and 'To Pay'.
- Logistics:** Buttons for 'Log Off', 'Order Notes', 'Misc', 'Delete Sub Item', 'Kitchen Messages', and 'Swipe ID'.
- Category Selection:** A dropdown menu for 'Category' with options like 'Tab', 'Bar', 'Restaurant', and 'Takeaway'.
- Bottom Bar:** Includes buttons for 'PRINT RECEIPT' and 'PAYMENT'.

Option display for refunds, Petty cash , End of day , Cash Drawer, Till Settings, Hourly Reports, Sales Summary



The screenshot displays the 'Options' menu in the EMPERIUM Stock Management software. It features a grid of buttons for various administrative functions:

- Top Row:** 'Refunds', 'PettyCash', 'End Of Day', 'Cash Drawer', 'Till settings', and 'Exit'.
- Bottom Row:** 'Recall Order', 'Hourly Report', and 'Sales Summary'.
- Date Display:** A large digital display showing the date '02/08/2007' with a dropdown arrow next to it.

**Refunds :- Providing refund amount against order**

Enter product code  
and qty and then  
press enter for  
searching specific  
item order

Enter Order ref. No or Press search for  
searching specific order

Returns												
<div style="float: right; width: 20%;">           Till#            Mr. Administrator Administrator            02/08/2007 17:23:44            Order Date         </div>												
Order Ref : <input type="text"/>			<input type="button" value="Search"/>		Product : <input type="text"/>							
SrNo	Product Code	Description	Unit Of Sale	Qty	Unit Price	Promotional Discount	Discount	Total Price	Return Qty	Ret. Unit Price	Ret.Total Price	Prev. Ret. Qty
								Total		0.00		
										Ret. Nett Amount		0.00
										<b>Payment</b>		
Close												

[illegible]

Change  
refund  
price click  
on return  
unit price

Click on exact amount and press cash/card, cheque, voucher, credit customer or bank transfer

Payment Details		Customer:		Close	
		Available Deposit 0.00			
Delete Row	Sr.No		Payment Type	Details	Paid Amt
Items Total		80.00		Paid Amount	.00
To Pay		80.00		Balance	80.00
				Change	0.00
<div style="background-color: #4a7ebb; color: white; text-align: center; padding: 5px;">Cash</div> <div style="background-color: #4a7ebb; color: white; text-align: center; padding: 5px;">Card</div> <div style="background-color: #4a7ebb; color: white; text-align: center; padding: 5px;">Cheque</div> <div style="background-color: #4a7ebb; color: white; text-align: center; padding: 5px;">Voucher</div> <div style="background-color: #4a7ebb; color: white; text-align: center; padding: 5px;">Credit Customer</div> <div style="background-color: #4a7ebb; color: white; text-align: center; padding: 5px;">Bank Transfer</div> <div style="background-color: #4a7ebb; color: white; text-align: center; padding: 5px;">Card Processed</div> <div style="background-color: #4a7ebb; color: white; text-align: center; padding: 5px;">Deposit Payment</div>		£5		£10	
		£20		£50	
		7		8	
		9		CLEAR	
		4		5	
6		BKP			
1		2		80.00	
3		80			
0		00		.	
Split Total 0.00		Balance 0.00			
Delete Row		Sr.No		Split Amount	
		↑		Split By	
		↓		Add Split Bill	

Till#

Mr. Administrator Administrator

02/08/2007 17:32:00

Order Date

Product : thdine25

al Discount	Discount	Total Price	Return Qty	Ret. Unit Price	Ret.Total Price	Prev. Ret. Qty
		90.95	1	80.000	80.00	0

0.00

Ret. Nett Amount

80.00

Payment

## Petty cash :- Taking money from cash drawer

Enter amount for petty cash

Enter reason for petty cash

The screenshot displays the 'Petty Cash' entry interface. At the top, a status bar shows 'Till1', 'Mr. Administrator Administrator', and the date/time '02/08/2007 17:35:09'. Below this is a menu bar with various categories. The main area features a 'Petty Cash' form with 'Amount' and 'Reason' input fields. A 'Done' button is located at the bottom of the form. A toolbar at the very bottom includes buttons for 'Tab', 'Restaurant', 'TakeAway', 'PRINT RECEIPT', and 'PAYMENT'. Annotations with arrows point to the 'Amount' field, the 'Reason' field, and the 'Done' button.

Press done so receipt petty cash receipt comes from printer

## End of day :- Checking cash drawer amount against sales order payments

On End of day all payments transaction display properly.  
 Click on balance payment. So denominations display on screen. Check cash drawer and enter qty into proper denomination.

Till No	Sales	Refunds	Petty Cash	Customer Payments	Deposits Paid	Deposits Refund	Opening Bal.	Banked	Cash	Card	Cheque	Credit Customer	Vouchers	Transfers	Deposits	Balance
Till	238.40	0.00	0.00	0.00	100.00	0.00	100.00	0.00	210.00	40.00	30.00	0.00	0.00	67.45	90.95	438.40

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

Total Till Amount	438.40
Denomination Total	0.00
Variance	438.40

Total amount == Paid sales order amount  
 Denominations total == cash drawer amount  
 Variance == Difference between cash drawer amount & Paid order amount

Notes need to be enter here for end of day balance

Till float means enter amount for next day as opening balance into cash drawer

Press save means end of day completed and receipt comes from printer

**Cash Drawer :- Banking money from cash drawer or Putting money into cash drawer**

select verified by ( Enter verification password )

Select till no

Enter opening balance

Press confirm

Press confirm

Select Banker name ( Enter Banker password )

Enter banking amount

Select Banking verification person name ( Enter verification password )

## **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 R2420 Series

REFUND PRINTER: EPSON Stylus Photo R2420 Series

PETTY CASH PRINTER: EPSON Stylus Photo R2420 Series

CUSTOMER CARD PRINTER: EPSON Stylus Photo R2420 Series

PICKING LIST:

DEFAULT PRINTER:

CREDIT CARD RECEIPT:

BAR CODE:

TILL FLOOR LIMIT: 100

Close Save

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*

## **Hourly / Sales summery Report**

Report explain hourly / sales summery report