

Back End User Operation Manual

Version 7.0 (December 2008)

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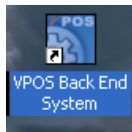
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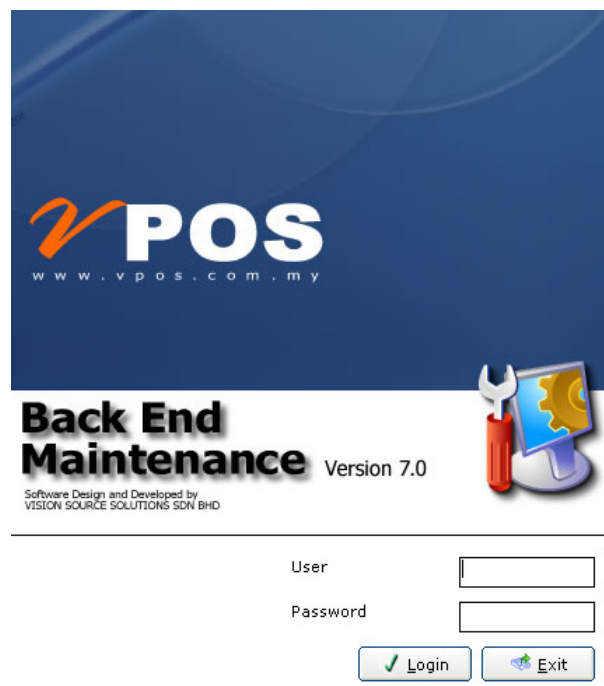
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Getting Started



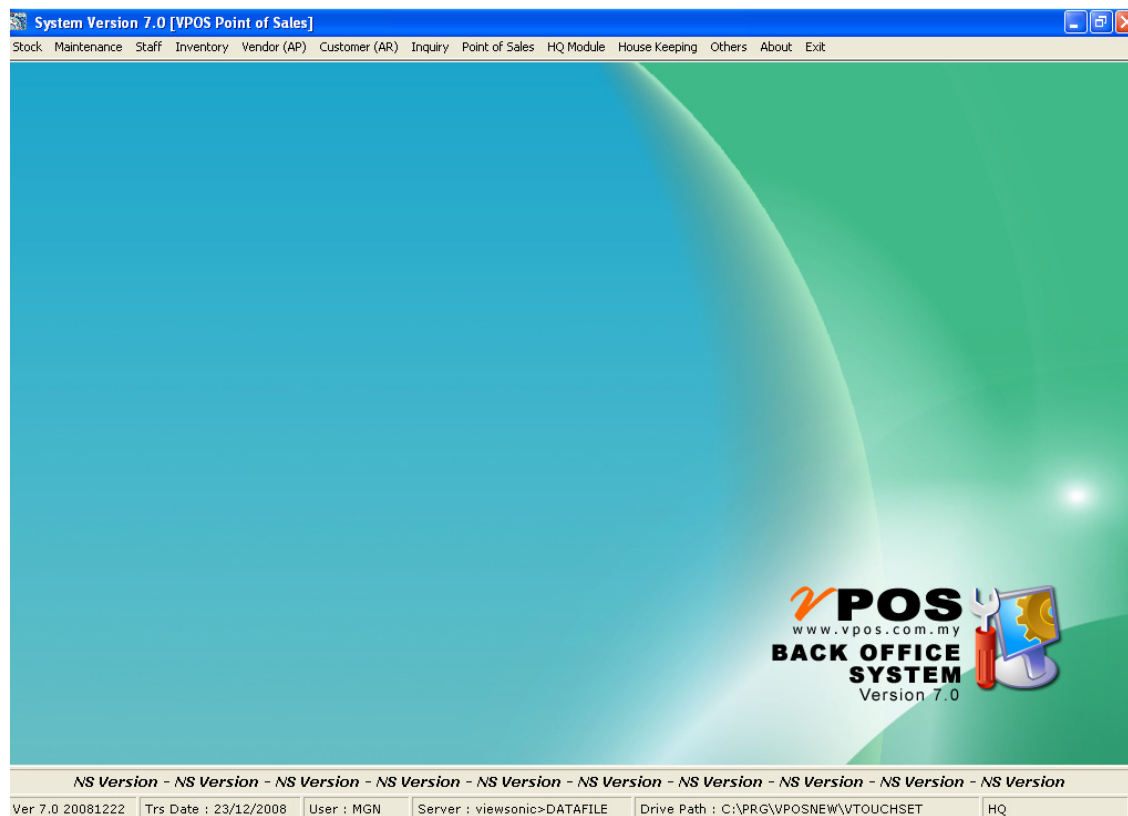
Click on the button VPOS Back End System icon at Windows Desktop and the screen below will prompt.



Select User ID and password then click on [Login] button to login to the main menu.



Select system default date and press [OK] button.



VPOS Main menu.

At Main menu, Select [Stock] -> [Classification Type]

Double click the Number to edit the classification type, edit the name to user requirement, and click on [save] button.

Define Unit of Measurement

At Main menu, Select [Stock]-> [Unit of Measurement]

Create new measurement or edit the name, and click on [save] button to save or [Delete] button to remove unwanted UOM.

Field Name	Maximum length	Explanation
Code	10 alphanumeric	UOM code
Name	50 alphanumeric	UOM Detail

Define General Item's Definition

At Main menu, Select [Maintenance] -> [Item's Definition - General]

Related linking: -

[Stock] -> [Item Details] -> [Definition]

Maintenance - General Level

Maintenance
Key in the maintenance details.

Double Click to View :-

Code	Name
DEF	DEFAULT
EDIT	EDIT
INV	INVENTORY
M1	MODIFIER ITEM
NIL	NIL
RMA	RMA ITEM
VIS	VIS

Code: DEF

Name: DEFAULT

Settings

Level	Value
[B7] Enable Item Sales by Period	☐
[B8] Select RCP Price before Transaction Saved	☐
[B12] Enable Public Promotion Discount	☒
[B13] [Loyalty] Enable Member Discount	☒
[B14] [Loyalty] Enable Point Earning	☐
[B16] Enable RMA Serial No	☒
[B17] Auto Display Special Note	☐
[B18] Check maximum Quantity	☐
[B19] Check minimum Quantity	☐
[B20] Matrix Item	☐
[B21] Show Third line POS Description	☐
[B22] Show Second line POS Description	☐
[B23] Select Issue Location	☐
[B24] Reject Quantity over maximum limit	☐
[B25] Reject Quantity over minimum limit	☐
[B26] Show Button Image	☒
[B27] Advance Edit - Open Quantity	☐
[B28] Button Disable	☐
[B29] Enable Control Quantity	☐
[B30] Supervisor Verification for Item Level Discount	☒
[B31] Allow Below minimum RCP	☐
[B32] Advance Edit - Open UOM	☐

Refresh New Save Delete Close

Field Name	Maximum length	Explanation
Code	10 alphanumeric	Item's Definition code
Name	50 alphanumeric	Item's Definition Detail

Item's Definition Setting

[B1]		
[B7]	Enable Item Sales by Period	
[B8]	Select RCP Price before Transaction Saved	Prompt to Enter Selling Price before transaction saved.
[B11]	Auto Show Remark before transaction Saved	Prompt to Enter additional remark before transaction saved.
[B12]	Enable Public Promotion Discount	Enable Item's periodical promotion discount
[B13]	[Loyalty] Enable Member Discount	Enable Item's periodical discount by member [Loyalty Module]
[B14]	[Loyalty] Enable Point Earning	Enable earning point for item [Loyalty Module]
[B15]		
[B16]	Enable RMA Serial No	Enable Serial Number on this item
[B17]	Auto Display Special Note	Enable Automatic display note on this item
[B18]	Check maximum quantity	
[B19]	Check minimum quantity	
[B20]	Matrix item	Enable this item as matrix
[B21]	Show Third line POS Description	Show 3rd POS Description line on screen
[B22]	Show Second line POS Description	Show 2nd POS Description line on screen
[B23]	Select Issue Location	Select Issue location before transaction saved.
[B24]	Reject Quantity over maximum limit	Reject if quantity above maximum limit
[B25]	Reject Quantity over minimum limit	Reject if quantity below minimum limit
[B26]	Show Button Image	Show item's image on Button
[B27]	Advance Edit – Open Quantity	Force to enter Quantity before Transaction saved.
[B28]	Button Disable	Disable item's button
[B29]	Enable Control quantity	Enable control inventory on quantity
[B30]	Supervisor Verification for Item level Discount	Need supervisor verification when perform item level discount
[B31]	Allow Below minimum RCP	Enable if below minimum item's selling price.
[B32]	Advance Edit – Open UOM	Force to enter unit of measurement before Transaction saved.
[B33]	Advance Edit – Open POS Description	Force to enter POS description before Transaction saved.
[B34]	Advance Edit – Open Unit Price	Force to enter unit price before Transaction saved.
[B35]	Advance Edit	Enable Advance Edit
[B36]	Visible When Print to kitchen	Visible printing when sending to kitchen (F&B)
[B37]	Force to Show Modifier	Force to show item's modifier (F&B)
[B38]	Reject negative Stock value	Reject if stock value become negative
[B39]	Prompt warning Stock level	Prompt to show warning stock quantity
[B41]	[Lot No] Expire Date	Force to show [Lot No] and expire date before transaction saved.
[B42]	Non Item	This is a Non Item
[B43]	Sales Item	Enable This as a Sales Item
[B44]	Inventory Item	Enable this as an inventory item
[B45]	[BackEnd] Modifier Item	Show modifier at back end
[B46]	[BackEnd] Enable Item Discount	Enable item discount at back end
[B47]	[BackEnd] Enable Item Gorv Tax	Enable item gorv. Tax at back end

[B48]	[BackEnd] Enable Item Service Charge	Enable item service charge at back end
[B49]	[BackEnd] Open Unit Price	Enable item unit price at back end

Define General Item's Definition - Season

At Main menu, Select [Maintenance] -> [Item's Definition - Season]

Related linking: -

- [Stock] -> [Item Details] -> [Definition]

Maintenance - Season Access Level

Maintenance
Key in the maintenance details.

Double Click to View :-

Code	Name
NON	NON

Code: NON
Name: NON

Settings

Level	Value
Breakfast (6.00am - 9.00am)	☐
Lunch (12.00pm - 3.00pm)	☐
Dinner (5.00pm-9.00pm)	☐
	☐
	☐
	☐
	☐
	☐
	☐
	☐

Refresh New Save Delete Close

Define General Item's Definition - Tax

At Main menu, Select [Maintenance] -> [Item's Definition -Tax]

Related linking: -

- [Stock] -> [Item Details] -> [Definition]

Maintenance - Tax Access Level

Maintenance
Key in the maintenance details.

Double Click to View :-

Code	Name
T1	T1

Code: T1
Name: T1

Settings

Level	Value
DINE IN	☒
RETAIL	☐
DELIVERY SERVICE	☒
QUICK SERVICE	☒
ROOM SERVICE	☒
TAKE OUT	☒
ADJUSTMENT	☒

Refresh New Save Delete Close

Select which services are applied for Taxation.

Define General Item's Definition – Service Charge

At Main menu, Select [Maintenance] -> [Item's Definition –Service charge]

Related linking: -

[Stock] -> [Item Details] -> [Definition]

Maintenance - Service Charge Access Level

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
C1	C1
S1	S1

Code: C1
Name: C1

Settings

Level	Value
DINE IN	☒
RETAIL	☐
DELIVERY SERVICE	☐
QUICK SERVICE	☐
ROOM SERVICE	☐
TAKE OUT	☐
ADJUSTMENT	☐

Refresh New Save Delete Close

Select which services are applied for Service charges.

Define General Item's Definition Discount

At Main menu, Select [Maintenance] -> [Item's Definition –Discount]

Related linking: -

[Stock] -> [Item Details] -> [Definition]

Maintenance - Discount Access Level

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
D1	D1

Code: D1
Name: D1

Settings

Level	Value
DINE IN	☒
RETAIL	☒
DELIVERY SERVICE	☒
QUICK SERVICE	☒
ROOM SERVICE	☒
TAKE OUT	☒
ADJUSTMENT	☒

Refresh New Save Delete Close

Select which services are applied for discount.

Define Item's Modifier

At Main menu, Select [Maintenance] -> [Item's Modifier]

Related linking: -

[Stock] -> [Item Details] -> [Modifier]

Maintenance - Modifier

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
M001	Main Course (A)
M002	Soup
M003	Main course (B)
M004	Dessert
M005	Drinks

Code: M004
Name: Dessert

Item Code: D055
Item Name: Ice Cream
Appearance C.: NIL

Apply Remove

Code	Name	AppCode	AppName
D055	Ice Cream	NIL	NIL
D056	Fruits	NIL	NIL

Refresh New Save Delete Close

Create a modifier code and then add individual item into this modifier group.

Define Matrix Group / Details

At Main menu, Select [Stock] -> [Matrix Group]

Related linking: -

[Stock] -> [Item Details] -> [Matrix]

This matrix usually use for those product segment which related with clothing or shoes.

Matrix	Black	Blue	White	Green	Purple
L					
M					
S					
XL					
XXL					

Create a Group [X] on Row and a Group [Y] on Column

Maintenance - Matrix X

Maintenance
Key in the maintenance details.

Code: M
Name: M Size
X Group Code: NIL

Code	Name	Group Code	Group Name
L	L Size	NIL	Nil
M	M Size	NIL	Nil
S	S Size	NIL	Nil
XL	XL Size	NIL	Nil
XXL	XXL Size	NIL	Nil

Save Delete Close

Item's Details

At Main menu, Select [Stock] -> [Item Details]

Maintenance

Key in the item details.

Grp By: S Inventory

From:

To: ZZZZZZZZZZ

View

- Powder
 - B001 Cheese Powder
 - B002 Coffee Powder
 - B003 Milk Powder
 - B004 Milo Powder
 - B050 JASMINE TEA LEAVES
- Juice
- Noodle
- Dry Item
- Meat
- Seasoning
- SNACK
- Vegetables
- Fruit
- Tea

Item Code *	B001		Inactive	☐	
Name *	Cheese Powder				
Plu Code	Add Plu Code	Date Created	17/09/2008		
Based UOM	KG	Based Qty	1		
Unit Price *	0.00	Warning Qty	0		
Unit Cost	15.00	Reorder Qty	0		
Def. Location Code		Max Qty	10		
Def. Vendor Code	NIL	Min Qty	2		

Classification * | Definition * | Price | Front Pos | Adv. Set | Modifier | Matrix | Auto Note | GL

Browse
Clear

Classification	Classification Type	Classification Code	Classification Name
	FOOD	NIL	
	DRINKS	NIL	
	VOUCHER	NIL	
	NIL	NIL	
	Inventory	BG01	Powder
	NIL	NIL	
	NIL	NIL	
	NIL	NIL	
	MODIFIER ITEM	NIL	
	MENU GROUP	NIL	

Cycle
DAY

Item Group

Refresh
New
Save
Apply
Delete
Close

Figure above show the list screen for different classification, click on the Group by and select the classification type to view.

Grp By 1 FOOD
From 1 FOOD
To 2 DRINKS
3 VOUCHER
4 NIL
5 Inventory
6 NIL
7 NIL
8 NIL

All the item which belong to this classification type will listed out, select the item user wanted to edit by clicking the item.

- ☐ BREAD
- ☐ DESSERT
- ☐ LIGHT MEAL
- ☐ 1201 PANDAN WRAP
- ☐ 1202 VEGETABLE TEMPURA
- ☐ 1203 MARVELLOUS MUSHROOM
- ☐ 1204 NUGGET WONDER
- ☐ 1205 POTATO WEDGES
- ☐ 1206 TEMPEH CUTLET
- ☐ 1207 BO CAFE SPRING
- ☐ MAIN COURSE-LOCAL DELIGHT
- ☐ MAIN COURSE-WESTERN DELIGHT
- ☐ SALAD
- ☐ SIDE DISH
- ☐ SOUP

Create New Item

Maintenance																																																			
Key in the item details.																																																			
Grp By S Inventory From To ZZZZZZZZZZ View	Item Code * B001 Inactive ☐ Name * Cheese Powder Plu Code + Add Plu Code Date Created 17/09/2008 Based UOM KG Based Qty 1 Unit Price * 0.00 Warning Qty 0 Unit Cost 15.00 Reorder Qty 0 Def. Location Code Max Qty 10 Def. Vendor Code NIL Min Qty 2 Browse X Clear																																																		
- Powder - B001 Cheese Powder - B002 Coffee Powder - B003 Milk Powder - B004 Milo Powder - B050 JASMINE TEA LEAVES - Juice - Noodle - Dry Item - Meat - Seasoning - SNACK - Vegetables - Fruit - Tea	Classification * Definition * Price Front Pos Adv. Set Modifier Matrix Auto Note GL <table border="1"> <thead> <tr> <th>Classification</th> <th>Classification Type</th> <th>Classification Code</th> <th>Classification Name</th> </tr> </thead> <tbody> <tr><td></td><td>FOOD</td><td>NIL</td><td></td></tr> <tr><td></td><td>DRINKS</td><td>NIL</td><td></td></tr> <tr><td></td><td>VOUCHER</td><td>NIL</td><td></td></tr> <tr><td></td><td>NIL</td><td>NIL</td><td></td></tr> <tr><td></td><td>Inventory</td><td>BG01</td><td>Powder</td></tr> <tr><td></td><td>NIL</td><td>NIL</td><td></td></tr> <tr><td></td><td>NIL</td><td>NIL</td><td></td></tr> <tr><td></td><td>NIL</td><td>NIL</td><td></td></tr> <tr><td></td><td>MODIFIER ITEM</td><td>NIL</td><td></td></tr> <tr><td></td><td>MENU GROUP</td><td>NIL</td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table> Cycle DAY Item Group			Classification	Classification Type	Classification Code	Classification Name		FOOD	NIL			DRINKS	NIL			VOUCHER	NIL			NIL	NIL			Inventory	BG01	Powder		NIL	NIL			NIL	NIL			NIL	NIL			MODIFIER ITEM	NIL			MENU GROUP	NIL					
Classification	Classification Type	Classification Code	Classification Name																																																
	FOOD	NIL																																																	
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	Inventory	BG01	Powder																																																
	NIL	NIL																																																	
	NIL	NIL																																																	
	NIL	NIL																																																	
	MODIFIER ITEM	NIL																																																	
	MENU GROUP	NIL																																																	
Refresh New Save Apply Delete Close																																																			

Field Name	Maximum length	Explanation
Item Code *	20 alphanumeric	Item's Code
Name *	50 alphanumeric	Item's long Detail
PLU code	20 alphanumeric	PLU code or Bar Code
Based UOM	10 alphanumeric	Item's based unit of measurement
Unit Price	numeric	Item's default selling price
Unit cost	Numeric	Item's fixed cost
Def. Location code	20 alphanumeric	Item's default location
Def. Vendor Code	20 alphanumeric	Item's default vendor code
Date Created	Dd/mm/yyyy	Item Created on
Based Qty	Numeric	Item's based quantity
Warning Qty	Numeric	Quantity to be warn if inventory up to this level
Reorder Qty	Numeric	Reorder quantity level
Max Qty	Numeric	Maximum quantity level
Min Qty	Numeric	Minimum quantity level

How to Create Multiple PLU / Bar Code

The screenshot shows the 'Add Plu Code' button highlighted in a red box. Below it, a 'Plu Code' dialog box is open, prompting the user to 'Enter Plu Code :'. The dialog box has 'OK' and 'Cancel' buttons. In the background, a form is visible with fields for 'Date Created' (09/09/2008), 'Based Qty' (1), and a list of 'Classification Code' and 'Classification Name' (LIGHT MEAL).

Click on the [Add Plu Code] button and a screen will pop, then click on the [Add] button, scan the product Barcode and click OK to save.

[Classification TAB]

Classification *	Definition *	Price	Front Pos	Adv. Set	Modifier	Matrix	Auto Note	GL
Classification	Classification Type	Classification Code	Classification Name					
	FOOD	LM	LIGHT MEAL					
	DRINKS	NIL						
	VOUCHER	NIL						
	NIL	NIL						
	Inventory	NIL						
	NIL	NIL						
	NIL	NIL						
	NIL	NIL						
	MODIFIER ITEM	NIL						
	MENU GROUP	K	LIGHT MEAL					

Cycle	NIL	
Item Group		

Click on the Classification code at the particular Type.

Select Item's Inventory cycle count option by type the cycle code as below figure.

[Definition TAB]

Classification *	Definition *	Price	Front Pos	Adv. Set	Modifier	Matrix	Auto Note	GL
Special Type	[X]-None							
Sub Level Type	[X]-Bom							
Item Type	[X]-None(One to One)							
Item Definition	Type	Definition	Description					
	General	INV	INVENTORY					
	Season	NON	NON					
	Tax	NIL						
	Service Charge	NIL						
	Discount	NIL						

Portion Qty	1000	
Portion UOM	GRM	
Portion Price	0.0350	

B**A****C**

[A] Special Type Features

Field Name	Explanation
Special Type	Special Type for This Item [X] – None [D] – Deposit [T] – Top Up
Sub Level Type	Additional Type of this item [X] - BOM [S] – combination Set
B.O.M Type	Bill of Material Type [X] – None (No BOM) [P] – Finished Goods (Primary) [I] – Finished Goods (Internal Making) [S] – Production (Secondary)

[B] Special Portion

Field Name	Explanation
Portion UOM	Item's Unit portion fraction
Portion Quantity	Item's Unit portion Quantity fraction
Portion Unit Price	Item's Unit portion Price fraction

[C] Item's Definition Features

Click on the row and map those definitions into this item,

- General
- Season
- Tax
- Service charge
- Discount

[Price TAB]

Classification * Definition * Price Front Pos Adv. Set Modifier Matrix Auto Note GL			
Price	Price Group	Price Group Name	Unit Price ▲
	1	Dine in	0.00
	2	Distribution	0.00
	3	Dealer	0.00
	4	Enduser	0.00
	5	Min RCP Price	0.00
	6	Normal	0.00
	7	Retail	0.00
	8	Supermarket	0.00
	9	Special Consumer	0.00
	10	Take Away	0.00
	11		0.00
	12		0.00
	13		0.00 ▼
Min Unit Price			
Max Unit Price			

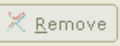
Key in the Unit price for the different Grouping level, Min and Max unit price.

[Front End POS TAB]

Classification *	Definition *	Price	Front Pos	Adv. Set	Modifier	Matrix	Auto Note	GL
Pos Description			Cheese Pizza (M)					
Pos Description [J1] Default - English			Cheese Pizza (M)					
Pos Description [J2] Chinese - BIG5			Cheese Pizza (M)					
Pos Description [J3] Chinese - GB2312			Cheese Pizza (M)					
Pos Description [J4] Malay			Cheese Pizza (M)					
Pos Description [J5] Francis			Cheese Pizza (M)					
Pos Description [J6] Japanese			Cheese Pizza (M)					
Pos Description [J7] Thai			Cheese Pizza (M)					
Pos Description [J8] Vitnam			Cheese Pizza (M)					
Pos Description [J9] Others			Cheese Pizza (M)					
Pos Description [J10] Others			Cheese Pizza (M)					
Appearance Code		A1						

Key in different display languages for this item and select the appearance code.

[Modifier TAB] (F&B Only)

Classification *	Definition *	Price	Front Pos	Adv. Set	C. Set	Modifier	Matrix	Auto Note	GL
Modifier Group									
Modifier Group Code	Modifier Group Name								
M001	Main Course (A)								
M002	Soup								
M004	Dessert								
M005	Drinks								

Select the Alternative group item of this item at the modifier group field and click [Apply] to save.

[Matrix TAB]

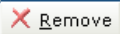
Click on the matrix option, select X and Y Group, click on the required combination, press [Generate] button.

Matrix ☒

X Group Code 

Y Group Code 

X ()	Y/N	Y (-)	Y/N
L Size	☐	Black	☒
M Size	☐	Blue	☐
S Size	☐	Orange	☐
XL Size	☒	Purple	☐
XXL Size	☒	White	☒

[Auto Display Note] (F&B only)

Add in those alternative remark which need to show while click on this item.

Classification * | Definition * | Price | Front Pos | Adv. Set | Modifier | Matrix | Auto Note | GL

Name	Name [J1] Default - English	Name [J2] Chinese - BIG5	Name [J3] Chinese - GB2312	Name [J4] Malay
▶ ASSAM SAUCE				
GINGER SOYA SAUCE				
KERABU SAUCE				
SWEET SOUR				
*				

GL Mapping Code TAB

If user needs to post the bills back to account, use this mapping to map with the Account GL Code.

Map GL Code	Description	GL Code	GL Name
	Purchase Received Note		
	Sales Invoice		

Maintenance – Point of Sales

General Setup

At Main menu, Select [Point of Sales] -> [General Setup]

Maintenance - Pos General Setup

Maintenance
Key in the maintenance details.

Double Click to View :-

Code	Name
001	001

Code: 001
Name: 001

Settings | Settings - 2

Level	Value
[01] Service Charge Caption	10% Service Charge
[02] Gorv Tax Caption	5% Gorv. Tax
[03] Service Charge %	10
[04] Gorv Tax %	5
[05] Default Member Discount Option	1
[06] Remark - Member Discount in %	Member Discount
[07] Remark - Member discount in Value	Member Discount
[08] Remark - Loyalty Earning	REDEEMPTION
[09] Remark - Loyalty Redeem	EARNING
[010] Auto Log out Duration	0
[011] Default Screen Display Format (1/2/3)	5
[012] Screen Saver Rotation (in second)	10
[013] Default Top Number	10
[014] Default Member Discount Group	ClassCode8
[015] Start Screen Saver After (in second)	2
[016] Refresh Table/Room Diagram (in sec)	5
[017] Default Currency	RM
[018] Starting Check No if EOF	100000
[020] Default Table/Room Code	Room
[021] Classification Code	1
[027] Remark - Void Receipt	** VOID RECEIPT **
[028] Remark - RePrint Receipt	** REPRINT RECEIPT **

Refresh New Save Delete Close

Settings Explanation

General Setup	
[01] Service Charge Caption	Enter Service charge caption
[02] Gorv Tax Caption	Enter Tax caption
[03] Service Charge %	Enter Service charge value in %
[04] Gorv Tax %	Enter Tax Value in %
[05] Default Member Discount Option	Enter Default member discount
[06] Remark - Member Discount in %	Enter Remark for member discount
[07] Remark - Member discount in Value	Enter Remark for member discount in value
[08] Remark - Loyalty Earning	Enter Remark for loyalty earning

[O9] Remark - Loyalty Redeem	Enter Remark for loyalty redeem
[O10] Auto Log out Duration	Enter Log out duration value
[O11] Default Screen Display Format (1/2/3/4/5)	Enter Default screen format
[O12] Screen Saver Rotation (in second)	Enter screen saver rotation (in second)
[O13] Default Top Number	Enter Default top number
[O14] Default Member Discount Group	Enter Default member discount group
[O15] Start Screen Saver After (in second)	Enter value for starting screen saver
[O16] Refresh Table/Room Diagram (in second)	Enter value for refresh table diagram
[O17] Default Currency	Enter Default currency
[O18] Starting Check No if EOF	Enter Starting Receipt No of End of File
[O20] Default Table/Room Code	Enter Default Table / Room Code
[O21] Classification Code	Enter Classification Code
[O27] Remark - Void Receipt	Enter Remark for void receipt
[O28] Remark - Reprint Receipt	Enter Remark for Reprint
[O29] Remark - Resent Item	Enter Remark for Resent item
[O30] Remark - Discount	Enter Remark for Discount
[O33] Default Cash Code	Enter Default Cash Code

Maintenance - Pos General Setup

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
001	001

Code: 001
Name: 001

Settings Settings - 2

Level	Value
[P1] Fast Cash Note 1 Caption	EXTACT
[P2] Fast Cash Note 1 Value	0
[P3] Fast Cash Note 2 Caption	RM 5.00
[P4] Fast Cash Note 2 Value	5
[P5] Fast Cash Note 3 Caption	RM 10.00
[P6] Fast Cash Note 3 Value	10
[P7] Fast Cash Note 4 Caption	RM 50.00
[P8] Fast Cash Note 4 Value	50
[P9] Fast Cash Note 5 Caption	RM 100.00
[P10] Fast Cash Note 5 Value	100

Refresh New Save Delete Close

Settings 2 Explanation

Key in the Fast Cash Note Caption and value

POS Services Setup

At Main menu, Select [Point of Sales] -> [POS Services]

Maintenance - Service

Maintenance
Key in the maintenance details.

Double Click to View : -

Type	Name
D	DINE IN
J	ADJUSTMENT
K	RETAIL
O	DELIVERY SERVICE
Q	QUICK SERVICE
R	ROOM SERVICE
T	TAKE OUT

Code: D

Name: DINE IN

Service Caption: DINE IN

Price Group: [BasedUnitPrice]-Based Unit Price

Settings

Level	Value
[Q1] Force to add Client Details	☒
[Q2] Enable Tax	☒
[Q3] Enable Service Charge	☒
[Q4] Enable Discount	☒
[Q5] Enter Special Reference	☐
[Q6] Force to Enter Promoter ID	☐
[Q7] Force to Enter Member ID	☐
[Q8] Enter Pax/Cover	☒
[Q9] Log out After Settlement	☒
[Q10] Split Bill / Check	☒
[Q11] Combine Bill / Check	☒
[Q12] Force to Enter Sales Agent ID	☐
[Q13] Enter Member ID at Start up	☐
[Q14] Force to Enter Tour Agency ID	☐
[Q15] Show Sales Agent on each Trans. Line	☐
[Q16] Tax Inclusive	☐
[Q17] Show Promoter ID on each Trans. Line	☐
[Q18] Service Charge Inclusive	☐

Refresh Save Close

The current services that applied as following:-

D	Dine In	Fine Dining Service
J	Adjustment	Not Used
K	Retail	Retail Service
O	Delivery Service	Delivery Services
Q	Quick Service	Quick Services
R	Room Service	Hotel Room Services
T	Take Away	Take Out

Users are not able to add new service as this is a preset service from VPOS, if users need to edit the services name to other, just double click on the services on left side and change the name to and services caption. Price Group is refer to default pricing grouping level, [Based Unit Price] refer to default selling price, User are able to change to other price group as well.

Related linking: -

1. [Stock] -> [Price Group file]
2. [Stock] -> [Item Details] -> [Price Tab]

[Q1] Force to add Client Details	Not Used
[Q2] Enable Tax	Enable Tax for this service
[Q3] Enable Service Charge	Enable Service charge for this service
[Q4] Enable Discount	Enable Discount for this service
[Q5] Enter Special Reference	Not Used
[Q6] Force to Enter Promoter ID (Retail)	Force to enter promoter on every bills
[Q7] Force to Enter Member ID (Retail)	Force to enter member on every bills
[Q8] Enter Pax/Cover (F&B)	Force to enter Pax/cover on every check
[Q9] Log out After Settlement	Log out on every bill settlement
[Q10] Split Bill / Check	Allow Split Bill / Check (F&B)
[Q11] Combine Bill / Check	Allow Combine Bill / check (F&B)
[Q12] Force to Enter Sales Agent ID	Force to enter sales agent on every bills
[Q13] Enter Member ID at Start up	Force to enter member at start up
[Q14] Force to Enter Tour Agency ID	Force to enter tour agency on every bills
[Q15] Show Sales Agent on each Trans. Line	Not Used
[Q16] Tax Inclusive	Enable Tax Inclusive (Y/N)
[Q17] Show Promoter ID on each Trans. Line	Not Used
[Q18] Service Charge Inclusive	Enable Service charge inclusive (Y/N)

Payment Setup

At Main menu, Select [Point of Sales] -> [Payment]

Field Name	Maximum length	Explanation
Code	10 alphanumeric	Payment code
Name	50 alphanumeric	Payment Caption
Charge Value	numeric	Fix charges for this payment mode
Min charge	Numeric	Minimum charges for this payment mode
Max charge	Numeric	Maximum charges for this payment mode
GL Code	10 alphanumeric	GL Code Linking to Accounting
Payment Type		Payment Type C – Cash R – Card H – Cheque A - Account V - voucher D - Deposit M – Redeem O - Others

Link Option		N – Normal M – Member D – Deposit S – Staff T – Top up
-------------	--	--

Settings Explanation

[D1] Follow Amount Due	Payment settle follow amount due
[D2] Open Drawer	Kick out drawer while settlement
[D3] Staff Verify	Need staff verification while perform this payment mode
[D4] Need Verification	Need verification while perform this payment mode
[D5] Open Value	Force to enter open value while perform this payment mode
[D6] Show Remark	Force to show remark while perform this payment mode
[D7] Show Interest Charges	Not Used
[D8] Show Button Image	Show Image on this button
[D9] Button Disable	Disable this button
[D10] Print 2 copies	Print 2 receipt copies
[D11] MSR Slot Card Require	Require MSR slot
[D12] Force to Match Ref No.	Force to match Reference Number
[D13] Print Loyalty Details	Print Member loyalty Details on Receipt
[D14] Exclude Service Charge	Exclude Service Charge on this payment mode
[D15] Exclude Gov Tax	Exclude Tax on this payment mode
[D16] Foreign Exchange	This is a foreign exchange payment
[D17] Show Signature	Show Signature on Receipt
[D18] Sales Excluded	Not Used

Ref No Range

To create voucher's ref number, range, batch number, expire date.

Maintenance - Payment

Maintenance

Key in the maintenance details.

Double Click to View : -

Code	Name
BOSS	COMP.
P1	CASH
P10	CHEQUE
P11	S.PURCHASE
P12	O/C
P13	NEWNEW
P14	FOREX
P15	ATM
P2	VISA
P3	MASTER
P4	AMEX
P6	VOUC. RM10.00
P7	VOUCHER OPEN \$
P8	MEMBER REDEEM
P9	DEPOSIT
V1	VOUCHER RM 10.00
V2	VOUCHER RM 20.00
V3	VOUCHER RM 30.00

Code

V3

Name

VOUCHER RM 30.00

Charge Value

30.00

Payment Type

V- Voucher

Min Charge

0.00

Link Option

N- Normal

Max Charge

9999.99

GL Code

Settings

Ref No Range

Batch Code

Batch Name

Voucher From

Total Voucher

Start Date

/ /

Expire Date

/ /

Generate Date

/ /

Clear

Generate

Remove

Voucher No.	Status

Refresh

New

Save

Delete

Close

Discount Setup

At Main menu, Select [Point of Sales] -> [Discount]

Maintenance - Discount

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
D1	DISCOUNT 10%
D2	DISCOUNT RM 50
D3	DISCOUNT 50%
D4	OPEN VALUE DISC
D5	NEW DISCOUNT
D6	STAFF DISCOUNT
D7	DISCOUNT 15%
D8	BIRTHDAY DISCOUNT
I0001	OPEN RM DISCOUNT
I0002	DISCOUNT 10%
I0003	DISCOUNT 20%
I0004	DISCOUNT 30%
I0005	DISCOUNT 40%
I0006	DISCOUNT 50%
I0007	FOC

Code: D1
Name: DISCOUNT 10%

Discount Type: B [B] - Bill Level / [I]- Item
Value Type: P [P] - Percentage / [V]- Value

Discount Value: 10.00 Min Disc Value: 1.00
Discount Value 2: Max Disc Value: 999.00
GL Code:

Settings

Level	Value
[E1] Need Verification	☒
[E2] Open Value	☐
[E3] Add Remark	☒
[E4] Show Button Image	☐
[E5] Button Disable	☐
[E6] [Bill Level] Include Service Charge	☐
[E7] [Bill Level] Include Gov. Tax	☐

Refresh New Save Delete Close

Field Name	Maximum length	Explanation
Code	10 alphanumeric	Discount code
Name	50 alphanumeric	Discount Caption
Discount Type	numeric	Select [B]Bill Level or [I] Item level discount
Value type	10 alphanumeric	Select [P] Percentage or [V] Value Discount
Discount value	numeric	Fix Discount Value
Discount Value 2	numeric	Second Fix Discount Value (e.g 10% + 5%)
Min Discount value	Numeric	Minimum discount value
Max discount Value	Numeric	Maximum discount value
GL Code	10 alphanumeric	GL Code Linking to Accounting

Settings Explanation

[E1] Need Verification	Need verification to apply this discount (Y/N)
[E2] Open Value	Force to enter open value
[E3] Add Remark	Force to add remark
[E4] Show Button Image	Show button image
[E5] Button Disable	Visible this button
[E6] [Bill Level] Include Service Charge	Include service charge for bill level disc
[E7] [Bill Level] Include Gov. Tax	Include tax for bill level disc
[E8] Include GST	No Used

Outlet Setup

At Main menu, Select [Point of Sales] -> [Outlet]

Maintenance - Outlet

Maintenance
Key in the maintenance details.

Double Click to View :-

Code	Name
V001	outlet 1

Code: V001
Name: outlet 1

Details | Header | Footer | Report Format

Print Option: 0- Direct
Enable Tax: ☐
Enable Serv Chrg: ☒
Print Logo: ☐
Logo Location:

Default Language: 0
Logout Duration: 20

Settings

Level	Value
[L1] Show PLU on Button	☒
[L2] Prompt for Below Minimum RCP	☐
[L3] Reject Below Minimum RCP	☐
[L4] Verification for Allow Min RCP	☒
[L5] Show RCP on Button	☒
[L6] Verification for Void Bill Level Discount	☒
[L7] Verification for Void Item Already Sent to Kitchen	☒
[L8] Verification for Void Item	☒
[L9] Ask Remark when Void Sent Item	☒
[L10] Send Void Item to Kitchen	☐
[L11] Direct Send Void Item to Kitchen	☒
[L12] Show PLU on List Screen	☐
[L13] No Quantity Price After Discount	☒

Refresh Save Close

Field Name	Maximum length	Explanation
Print Option		Select direct Print or Prompt to Print option
Enable Tax	50 alphanumeric	Enable / disable Tax
Enable Serv. Chrg	numeric	Enable / disable Service charges
Print Logo	10 alphanumeric	Enable / disable to Print Receipt logo
Logo Location	numeric	Receipt logo stored location folder
Default Language	numeric	Outlet Front end default language 0 – Default / English 1 – English 2 – Big5 3 – GB2312 4 – Malay 5 – Francis 6 – Japanese 7 – Thai 8 – Vitnam 9 – Others 10 – Others
Logout Duration	Numeric	Front End Logout duration (F&B)

Receipt Header Details

Maintenance - Outlet

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
V001	outlet 1

Code: V001 Name: outlet 1

Details Header Footer Report Format

1 Header Details 1	6 Header Details 6
2 Header Details 2	7 Header Details 7
3 Header Details 3	8 Header Details 8
4 Header Details 4	9 Header Details 9
5 Header Details 5	10 Header Details 10

Settings

Level	Value
[L1] Show PLU on Button	☒
[L2] Prompt for Below Minimum RCP	☐
[L3] Reject Below Minimum RCP	☐
[L4] Verification for Allow Min RCP	☒
[L5] Show RCP on Button	☒
[L6] Verification for Void Bill Level Discount	☒
[L7] Verification for Void Item Already Sent to Kitchen	☒
[L8] Verification for Void Item	☐
[L9] Ask Remark when Void Sent Item	☒
[L10] Send Void Item to Kitchen	☐
[L11] Direct Send Void Item to Kitchen	☒
[L12] Show PLU on List Screen	☐
[L13] No Quantity Price After Discount	☒

Refresh Save Close

Receipt Footer Details

Maintenance - Outlet

Maintenance

Key in the maintenance details.

Double Click to View : -

Code	Name
V001	outlet 1

Code: V001
Name: outlet 1

Details | Header | Footer | Report Format

1	*** Thank You ***	6	
2	Please Come Again	7	
3		8	
4		9	
5		10	

Settings

Level	Value
[L1] Show PLU on Button	☒
[L2] Prompt for Below Minimum RCP	☐
[L3] Reject Below Minimum RCP	☐
[L4] Verification for Allow Min RCP	☒
[L5] Show RCP on Button	☒
[L6] Verification for Void Bill Level Discount	☒
[L7] Verification for Void Item Already Sent to Kitchen	☒
[L8] Verification for Void Item	☐
[L9] Ask Remark when Void Sent Item	☒
[L10] Send Void Item to Kitchen	☒
[L11] Direct Send Void Item to Kitchen	☒
[L12] Show PLU on List Screen	☐
[L13] No Quantity Price After Discount	☒

Refresh Save Close

Report Format

Maintenance - Outlet

Maintenance
Key in the maintenance details.

Double Click to View : -

Code: V001

Name: outlet 1

Type	Name	Fix Design	Report Name
C	Collection Slip Format		COL
K	Kitchen Print Format	☒	KIT
O	Order Slip Format		OR001
R	Receipt Print Format	☐	FNB

Settings

Level	Value
[L1] Show PLU on Button	☒
[L2] Prompt for Below Minimum RCP	☐
[L3] Reject Below Minimum RCP	☐
[L4] Verification for Allow Min RCP	☒
[L5] Show RCP on Button	☒
[L6] Verification for Void Bill Level Discount	☒
[L7] Verification for Void Item Already Sent to Kitchen	☒
[L8] Verification for Void Item	☐
[L9] Ask Remark when Void Sent Item	☒
[L10] Send Void Item to Kitchen	☐
[L11] Direct Send Void Item to Kitchen	☒
[L12] Show PLU on List Screen	☒
[L13] No Quantity Price After Discount	☒

Refresh Save Close

Field Name	Fix Design	Explanation
Collection Slip		Select Report Name
Kitchen Print Slip	True / False	Select Report Name
Order Slip		Select Report Name
Receipt	True / False	Select Report Name

Settings Explanation

[L1] Show PLU on Button	Show PLU Code on Button (F&B)
[L2] Prompt for Below Minimum RCP	Prompt if saved item below min Selling price
[L3] Reject Below Minimum RCP	Reject if saved item below min selling price
[L4] Verification for Allow Min RCP	Need verification if allowed min selling price
[L5] Show RCP on Button	Show Selling price on Button (F&B)
[L6] Verification for Void Bill Level Discount	Need verification on void bill level discount

[L7] Verification for Void Item Already Sent to Kitchen	Need verification on void sent item (F&B)
[L8] Verification for Void Item	Need verification on void item
[L9] Ask Remark when Void Sent Item	Force to enter remark when void sent item (F&B)
[L10] Send Void Item to Kitchen	Enable void sent item to printer (F&B)
[L11] Direct Send Void Item to Kitchen	Direct sending void item to printer (F&B)
[L12] Show PLU on List Screen	Show PLU Code on List Screen (F&B)
[L13] No Quantity Price After Discount	
[L14] Report - Show PLU Code	Show PLU Code on Report
[L15] Show Void Item on List Screen	Show Void item on List Screen (F&B)
[L16] Force to Close Drawer After Open	Not Used
[L17] Auto Close Tender window After Close Drawer	Not Used
[L18] Verification for Void Payment	Need verification for void payment
[L19] Control Max limit of Pax/Cover	Control the max limit of pax or cover (F&B)
[L20] Prompt to fire when Void	Prompt to send to printer when void (F&B)
[L21] Don't Fire to Kitchen after Void	Do not send to printer after void (F&B)
[L22] Don't Fire to Kitchen after Finish	Do not send to printer after finish (F&B)
[L23] Apply Rounding Mechanism	Apply rounding mechanism to the nearest figure
[L24] Prompt to Add Remark When Resent	Force to enter remark when resent item (F&B)
[L25] Show UOM on Button	Show UOM on button (F&B)
[L26] Group Similar Plucode while Print Receipt	Receipt Group on similar PLU Code
[L27] Show Last 4 Digit Credit Card No	Not Used
[L28] Auto Log out for each entry	Auto log out after each transaction (F&B)
[L29] Force to Swipe Supervisor Card	Force to swipe supervisor 's MSR Card
[L30] With Scale Plu Code	Use PLU code as a Scale
[L31] Enter Remark for Cancel Check	Force to enter remark on cancel Check (F&B)
[L32] Verification for Negative Quantity/Value	Need verification for negative value
[L33] Enter Remark for Negative Quantity/Value	Force to enter remark for negative value
[L34] Centralize running Check No.	Centralize bill number
[L35] Allow Loyalty Point Earning after Member Discount	Allow Loyalty Point Earning after Member Discount
[L36] Allow Member Discount at promotion Period	Allow Member Discount at promotion Period
[L37] Force to swipe Member ID Card	Force to swipe Member ID Card
[L38] Swipe Staff ID Card for Verification	Force to swipe Staff ID Card on verification

[L39] Verification for Edit Unit Price	Need verification for edit unit price
[L40] Allow Manual enter PLU Item Code	Enable/Disable manual enter PLU Code
[L41] Enable Screen Saver at Main Menu	Enable/Disable Screen saver at Main menu
[L42] Swipe ID Card on Login Screen	Swipe MSR ID Card on login screen
[L43] Verification for Cancel Order	Need verification for cancel order (F&B)
[L44] Range Control for Voucher No.	Apply range control for voucher number
[L45] Include Gov Tax on Bill Level Discount	Include Gov Tax on Bill Level Discount
[L46] Include Service charge on Bill Level Discount	Include Service charge on Bill Level Discount
[L47] 24 hours Business operation	24 hours Business operation
[L48] EOD Rejected if some Staff are not clocking out	Reject EOD of some staff are not clocking out
[L49] EOD Rejected if some check are not closed	Reject EOD of some check are not closed
[L50] EOD Rejected if no paid check detected	Reject EOD if no paid check detected
[L51] EOD Rejected if no cashier closed performed	Reject EOD if cashier not performed closing
[L52] Perform Staff auto clock out at EOD	Auto clock out at EOD
[L53] Shut down Terminal after EOD	Auto Shut down Terminal after EOD
[L54] Allow zero amount settlement	Allow zero value settlement
[L55] Apply Minimum Table/Room charges	Apply min charges on Table / Room (F&B)
[L56] Minimum Table/Room charges base on Amt Due	Min charges based on amount due
[L57] Enable Edit Currency Rate	Enable to edit currency rate
[L58] Tax Inclusive for Service Charge	Include tax on service charges
[L59] Reset Check No after EOD	Reset bill number after EOD
[L60] Allow Negative Amount settlement	Allow negative amount settlement
[L61] Disable Cancel Order button	Enable / disable cancel order button
[L62] Display Time Spending on Table/Room	Not Used
[L63] Status change to Dirty when settlement	Change status to dirty when settlement
[L64] Report sort according with Item Code	Perform sorting according to Item code
[L65] Reject Settlement if No Guest check Printed	Reject settlement if guest check are not printed
[L66] Reject Settlement if some items not Fire to Kitchen	Reject settlement if items not sending to printer
[L67] Disable Edit Unit Price button	Enable / disable Edit unit price button
[L68] Disable Edit (-) Value button	Enable / disable Negative button
[L69] Disable Item Level Discount button	Enable / disable item level discount button

Terminal Setup

At Main menu, Select [Point of Sales] -> [Terminal]

Maintenance - Terminal

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
001	Server
002	TERMINAL 1

Code: 001
Name: Server

Server Path: C:\VPOS7
IP Address: 127.0.0.1
Local Pos Printer: 1
VFD Port: 1
Drawer Port: LPT1

Def. Zone Code: A1
Menu Button Type: 2- Auto
Unlock Inused: ☐

Settings | Settings - 2 | Printer Setup

Level	Value
[H1] Print Void Item on receipt	☐
[H2] Print Order Slip	☐
[H3] Disable Ctrl+Atl+Del	☐
[H4] Hide Windows Desktop Icon	☐
[H5] Hide Windows TaskBar	☐
[H6] Show Zone Diagram	☒
[H7] Connect Drawer	☐
[H8] Cashier Terminal	☒
[H9] Connect Local POS Printer	☒
[H10] Connect Customer Display	☐
[H11] Connect MSR Reader	☒
[H12] Display Time Spending on Each Table/Room	☐
[H14] Lock Terminal	☐
[H15] Using POS Printer	☐

Refresh New Save Delete Close

Field Name	Maximum length	Explanation
Server Path		Server location folder of where to stored VPOS
IP Address	xxx.xxx.xxx.xxx	IP Address for this terminal (Type 127.0.0.1 if no Network connected or Standalone)
Local Pos Printer	numeric	Select local POS Printer
VFD Port		Customer display Connection Port
Drawer Port		Cash Drawer Connection Port
Default Zone Code		Default location for zone area
Menu button Type	Numeric	[1] Menu button (Customized Menu button) [2] Auto (Auto display according to Classification Details)

Settings Explanation

[H1] Print Void Item on receipt	Print those item already void on receipt
[H2] Print Order Slip	Allow print order slip while completed order
[H3] Disable Ctrl+Atl+Del	Disable Ctrl+Alt+Del while running Front End POS
[H4] Hide Windows Desktop Icon	Hide Desktop Icon while running Front End POS
[H5] Hide Windows Taskbar	Hide Windows Taskbar while running Front End POS
[H6] Show Zone Diagram	Show Zone Diagram while running Front End POS
[H7] Connect Drawer	This Terminal Connect to Drawer (Y/N)
[H8] Cashier Terminal	This is a Cashier Terminal (Y/N)
[H9] Connect Local POS Printer	This Terminal Connect to POS Printer (Y/N)
[H10] Connect Customer Display	This Terminal Connect to Customer Display (Y/N)
[H11] Connect MSR Reader	This Terminal Connect to MSR Reader (Y/N)
[H12] Display Time Spending on Each Table/Room	Not Used
[H13] Force to Close Drawer after each Transaction	Not Used
[H14] Lock Terminal	Lock This Terminal (Y/N)
[H15] Using POS Printer	This Terminal using POS Printer (Y/N)
[H16] Preview Before Print	Perform Preview before print out (A4 Size) only
[H17] Show Pax on Table/Room	Not Used
[H18] Enable Point Earning at Settlement	Enable Point Earning at Payment settled

Settings 2 (Services applied)

Maintenance - Terminal

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
001	Server
002	TERMINAL 1

Code: 001
Name: Server

Server Path: C:\VPOS7
IP Address: 127.0.0.1
Local Pos Printer: 1
VFD Port: 1
Drawer Port: LPT1

Def. Zone Code: A1
Menu Button Type: 2- Auto
Unlock Inused: ☐

Settings | Settings - 2 | Printer Setup

Level	Value
DINE IN	☒
RETAIL	☐
DELIVERY SERVICE	☐
QUICK SERVICE	☒
ROOM SERVICE	☐
TAKE OUT	☒
ADJUSTMENT	☐

Refresh New Save Delete Close

Select those services allow to access for this terminal

Maintenance - Terminal

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
001	Server
002	TERMINAL 1

Code: 001
Name: Server

Server Path: C:\VPOS7
IP Address: 127.0.0.1
Local Pos Printer: 1
VFD Port: 1
Drawer Port: LPT1

Def. Zone Code: A1
Menu Button Type: 2- Auto
Unlock Inused: ☐

Settings | Settings - 2 | Printer Setup

Printer Group: Cashier
Printer Code:

Printer Group	Printer Group Name	Printer	Printer Name
1	Cashier	1	Cashier
3	BAR	3	Bar

Select Different Printer Group

Printer Setup

At Main menu, Select [Point of Sales] -> [Printer]

Code	Name
1	SAMSUNG BIXOLON SRP
2	Kitchen
3	Bar
4	PosPrinter4
5	PosPrinter5
6	PosPrinter6
7	PosPrinter7
8	PosPrinter8
9	PosPrinter9
10	PosPrinter10
11	PosPrinter11
12	PosPrinter12
13	PosPrinter13
15	No Printer

Code: 1
Name: SAMSUNG BIXOLON SRP-370

Printer Group: 1
Option Printer 1: 0
Option Printer 2: 0
Print Type: 0 (O- OPOS / W- Direct Print)
Char Per Row: 40

Printer Font: FONTA1X1
Char Size: 12x24

A) For Windows Printer : Printer Name must same as what you install



A) For OPOS Driver : Printer Name must same as your LDN Name.

BIXOLON SAMSUNG OPOS Setup Utility version 4.0.5 [UPOS 1.9]

Device Name: SRP-370
Local Device Name(LDN): SAMSUNG BIXOLON SRP-370

Port Settings:
Select Interface: ☒ Serial ☐ Parallel ☐ USB ☐ Ethernet
Port: COM1
Baud Rate: 115200
Bit Length: 8
Parity: NONE
Stop Bit(s): 1
Flow Control: DTR/DSR
Input Buffer: 8192
Output Buffer: 8192
Output Interval Time: 0
Input Sleep Time: 0

CheckHealth
OK CANCEL

B) Printer Type : Select [O] for OPOS and [W] for Windows Direct Print

C) Printer Font / Char Size

Model	Font	
BIXOLON 270/275 (Impact)	FONTB1X1	
BIXOLON 370/372/350+ (Thermal)	FONTA1X1	
LUKHAN TP-21 (Thermal)	FONTA11	

Char Size: 33 char per Line (9x17), 40 char per Line (12 x 24)

More details for other printer model, Check out for your printer user manuals.

How to map your selected printer into your terminal

- [Point of Sales] -> [Terminal] -> [Local Pos Printer] (Select the Printer No)
- Tick on [H9] Connect Local POS Printer
- Tick on [H17] Using POS Printer

How to Configure Kitchen or Bar Printer

- Repeat the Step on Printer Setup on VPOS
- Connect POS Printer with LAN Interface
- Plug in RH-45 cable into Printer and connect to Network switch.
- Please refer to Ethernet manual_V3.1_ENG for BIXOLON provided on VPOS installation CD on how to install LAN interface for BIXOLON.
- Create 2 Printer Department groups
- Point of Sales -> Printer Group

Code	Name
1	Cashier
2	Kitchen
3	Bar
4	Printer Group 4
5	Printer Group 5
6	Printer Group 6
7	Printer Group 7
8	Printer Group 8
9	Printer Group 9
10	Printer Group 10
11	Printer Group 11
12	Printer Group 12
13	Printer Group 13
14	Printer Group 14
15	Printer Group 15

Map those Printer Group to Selected Department

- [Point of Sales] -> [Printer Definition]

Code	Name
K1	Kitchen
K2	Bar

Code	Name
K1	Kitchen

Level	Value
Cashier	☐
Kitchen	☒
Bar	☐
Printer Group 4	☐
Printer Group 5	☐
Printer Group 6	☐
Printer Group 7	☐
Printer Group 8	☐
Printer Group 9	☐
Printer Group 10	☐
Printer Group 11	☐

Map Item into Selected Department Group

[Point of Sales] -> [Map Item Printer]

Type	Map Printer Definition
Definition Code	K1 Kitchen

Select Item to Map	
Y/N	Classification
☐	Category-Appetizers
☐	Category-Desserts
☐	Category-Fish
☐	Category-Fresh Juices
☐	Category-Function
☐	Category-Hot & Cold Beverage
☐	Category-Icy Freezy
☐	Category-MODIFIER
☐	Category-New Temptation
☐	Category-Omelette

Y/N	Item	Definition Name
☐	7'up	Bar
☐	Aloha	Bar
☐	Apple 7 Up	Bar
☐	Apple Jc	Bar
☐	Assam Laksa	Kitchen

Y/N	Item
☐	Assam Laksa
☐	Assam Sauce
☐	Assam Tumis Fish
☐	Baba Chicken
☐	BBQ Chicken
☐	Beef Ginger
☐	Beef Hor Fun
☐	Beef Koay Teow
☐	Beef Peanut
☐	Beef Rendang
☐	Beef Rendang
☐	Black Bean Fish
☐	Black Bean Fried Rice
☐	Black Pepper Beef
☐	Brinjal Sambal
☐	Broccoli Mushrooms

Select Terminal using which printer group

Point of Sales -> Terminal

Settings | Settings - 2 | **Printer Setup**

Printer Group:

Printer Code:

Printer Group	Printer Group Name	Printer	Printer Name
2	Kitchen	2	Kitchen
3	Bar	3	Bar

Zone diagram Setup

At Main menu, Select [Point of Sales] - > [Zone Area]

More Exit

Maintenance
Key in the zone details.

Zone Code: Zone Name: Picture:

Table Details

Table Code:

Table Shape:

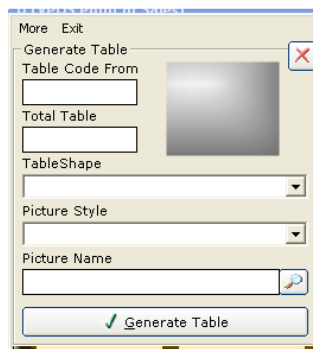
Picture Style:

Picture Name:

How to Generate New Table or room

Click on [More] – [Generate Table]

Select the starting Number from and the total number of table wanted to generate. Click on [Generate Table button] to start generate.

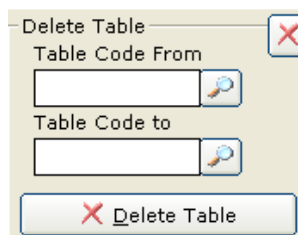


Delete Table

How to Remove Table or room

Click on [More] – [Delete Table]

Select the starting Number from and Ending number of table wanted to delete. Click on [Delete Table button] to start delete.



Appearance Setup

Maintenance - App

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
A1	A1
A10	A10
A11	A11
A2	A2
A3	A3
A4	A4
A5	A5
A6	PAYMENT APP
A7	A7
A8	A8
A9	A9
NIL	NIL

Code: A1
Name: A1

Button

Btn Back Color: 8404992
Btn Surface: 4- Sunken Pillow

Text

Text Color: 16777215
Text Align: 0- Center
Text Style: 0- None
Text Font: Tahoma
Text Size: 8

Bold: ☒
Italic: ☐
Underline: ☐
Strikethrough: ☐

Picture

Picture Style: 0- Center (Horizontal) Middle (Vertical)

Sample : -

Sample

☐ View By Sample Picture

Refresh New Save Delete Close

Special display note

At main menu, Select [Point of sales] -> [Special Display Note]

Maintenance - Special Note File

Key in the maintenance details.

	Name	Name1	Name2	Name3	ShowRemark	Op
[4] Kitchen Note	K.T. MEE			N	N	N
[5] Pay In Description	MEE ONLY			N	N	N
[6] Pay Out Description	BEEHOON ONLY			N	N	N
[7] Complain Note	K.T BEEHOON			N	N	N
[8] Complain Note	VEGATARIAN			N	N	N
	CHICKEN ONLY			N	N	N
	LESS OIL			N	N	N
	NO OIL			N	N	N
	OUT FIRST			N	N	N
	LATER			N	N	N
	T.AWAY			N	N	N
	OPEN TEXT			N	Y	Y
	ASSAM SAUCE			N	N	N
	GINGER SOYA SAUCE			N	N	N
	KERABU SAUCE			N	N	N
	SWEET SOUR			N	N	N
	K.T. ONLY	K.T. ONLY	K.T. ONLY	N	N	N
	MODE CHILI	MODE CHILI	???	N	N	N
	MORE	MORE	?	N	N	N
	MORE OIL	MORE OIL	??	N	N	N
	MORE SAUCE	MORE SAUCE	???	N	N	N
	MORE SOUP	MORE SOUP	??	N	N	N
	MORE SUGAR	MORE SUGAR	??	N	N	N
	MORE VEG	MORE VEG	???	N	N	N
	OPEN TEXT	OPEN TEXT	????	N	N	Y
	*					

Close

Maintenance – Staff Details / Access Level

Staff Maintenance

At Main menu, click on [Staff] -> [Staff Details]

Maintenance - Staff

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
001	CASHIER
999	VPOS
MANAGER	MANAGER
ORDER	ORDER

Code: 001
Name: CASHIER

Designation Code: CASH
Fix. Commission: 0.00
Allowance Type: D- Daily
Allowance: 0.00
Def. Login Scrn.: L1- Table Diagram

Inactive ☐

Password

Name	Access Level	Description
Front POS Access Level	L1	Cashier
Back End Access Level		

Refresh New Save Delete Close

Field Name	Maximum length	Explanation
Code	10 alphanumeric	Staff's ID Code
Name	50 alphanumeric	Staff's Name
Designation code	10 alphanumeric	Staff's Designation Code
Fix commission	Numeric	Staff's fix commission applied
Allowance Type		Allowance Type Applied D – Daily M – Monthly Y – Yearly N – No limit
Allowance	Numeric	Allowance in value
Def. Login Scr.		Front End default login screen stop at (F&B) L1 – Table diagram L2 – Quick Service L3 – Take Away L4 - Retail L5 – Main menu
Inactive		Enable / disable Staff

Click on the Password to create or edit staff's password

Designation Code	CASH	Inactive	☐
Fix. Commission	0.00		
Allowance Type	D- Daily		
Allowance	0.00		
Def. Login Scrn.	L1- Table Diagram		 Password

House Keeping - Generate Password

Key in the password details.

Module: VPOS- Point Of Sales General Password

Staff Code: 001  CASHIER

Old Password:

Password: * Numeric Only

Re-enter Password:

For New Password

Key in staff's type in new password (Note accept on Numeric character), re-Enter password and press [SAVE] button to save.

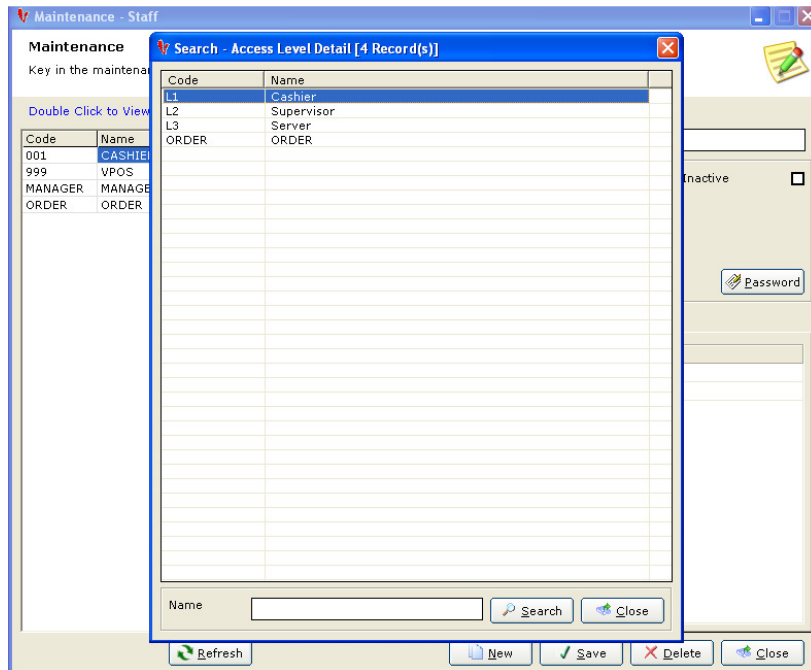
For Modify Password

Key in staff's old password, type in new password (Note accept on Numeric character), re-Enter password and press [SAVE] button to save.

Select Access Level for Front End

Settings Settings - 2		
Name	Access Level	Description
Front POS Access Level	L1	Cashier
Back End Access Level		

Click on the access level on the row Front POS Access Level, and select your access level group. Same method applied for Back End Access level.



Staff's access for different services

Level	Value
DINE IN	☒
RETAIL	☐
DELIVERY SERVICE	☐
QUICK SERVICE	☐
ROOM SERVICE	☐
TAKE OUT	☒
ADJUSTMENT	☐

Click on the services allow for this staff.

Designation

At Main menu, click on [Staff] -> [Designation]

[illegible]

Staff Access level for Front end POS

At Main menu, click on [Staff] -> [Staff Access Level – Front End POS]

Maintenance - Staff Access Level

Maintenance
Key in the maintenance details.

Double Click to View : -

Code	Name
L1	Cashier
L2	Supervisor
L3	Server
ORDER	ORDER

Code:

Name:

Settings

Level	Value
[A1] Allow Edit Item Unit Price	☐
[A2] Allow to Hold Bill/Check	☐
[A3] Allow to View Stock Inventory	☐
[A4] Allow to Reprint Sent Item	☐
[A5] Verification on MSR Slot	☐
[A6] Allow Cancel Check/Bill	☐
[A7] Allow access to Back Office	☐
[A8] Perform Cashier close	☐
[A9] Perform Cashier function	☐
[A11] Perform End Of Day Process	☐
[A12] Allow to View Manager Report	☐
[A13] Allow to access Bill Viewer	☐
[A16] Allow to access Table Lock/Unlock	☐
[A18] Enable Login Password	☐
[A21] RePrint Check	☐
[A22] Allow Split Check	☐
[A24] Allow to Join Table/Room	☐
[A25] Allow to Exchange Table/Room	☐
[A26] Allow to Enter Item Level Discount	☐
[A27] Allow to Access Member Loyalty	☐
[A30] Allow to access Time Clock	☐
[A31] Allow Bill Level Discount	☐

Refresh New Save Delete Close

No	Definition	
[A1]	Allow Edit Item Unit Price	Allow to edit item's unit price
[A2]	Allow to Hold Bill/Check	Allow to hold this bill or receipt
[A3]	Allow to View Stock Inventory	Allow to view stock inventory
[A4]	Allow to Reprint Sent Item	Allow to reprint sent item
[A5]	Verification on MSR Slot	Verification on MSR Card
[A6]	Allow Cancel Check/Bill	Allow to cancel bill or receipt
[A7]	Allow access to Back Office	Allow to access back office
[A8]	Perform Cashier close	Allow to perform Cashier close
[A9]	Perform Cashier function	Allow to perform cashier function
[A10]		
[A11]	Perform End Of Day Process	Allow to perform Day end Process
[A12]	Allow to View Manager Report	Allow to view manager report
[A13]	Allow to access Bill Viewer	Allow to access bill viewer option
[A16]	Allow to access Table Lock/Unlock	Allow to access Table Unlock (F&B)
[A18]	Enable Login Password	Force to enter login password
[A21]	Reprint Check	Allow to reprint receipt or check
[A22]	Allow Split Check	Allow to split receipt or check

[A24]	Allow to Join Table/Room	Allow to join table or room (F&B)
[A25]	Allow to Exchange Table/Room	Allow to exchange table or room (F&B)
[A26]	Allow to Enter Item Level Discount	Allow to access Item level discount
[A27]	Allow to Access Member Loyalty	Allow to access member loyalty module
[A30]	Allow to access Time Clock	Allow to access time clock
[A31]	Allow Bill Level Discount	Allow to access bill level discount
[A33]	Management Function	Allow to access management function
[A34]	Allow to Combine Check/Bill	Allow to combine receipt or check
[A35]	Allow to View Log file	Allow to view log file
[A36]	Exit to window	Allow to exit windows
[A37]	Restart Terminal	Allow to Restart Terminal
[A38]	Shut Down Terminal	Allow to Shut Down Terminal
[A39]	Lock Terminal	Allow to Lock Terminal
[A40]	Enable Negative Quantity/Value	Allow to enter negative value button (F&B)
[A41]	Enable Define Out of Stock	Allow to define out of stock (F&B)
[A42]	Verification on Discount	Allow verification on discount
[A43]	Verification on Edit Unit Price	Allow verification to Edit Unit Price
[A44]	Verification on Minimum RCP	Allow verification on minimum Selling Price
[A45]	Verification on Void Bill Level Discount	Allow verification on void bill level discount
[A46]	Verification on Void Item Level Discount	Allow verification on void item level discount
[A47]	Verification on Void Item Already Sent to Kitchen	Allow verification on void sent item
[A48]	Verification on Void Item	Allow verification on Void Item
[A49]	Verification on Void Payment	Allow verification on void payment
[A50]	Verification on Split Check	Allow verification on split check
[A51]	Verification on Unlock Terminal	Allow verification while unlock terminal
[A52]	Verification on Negative Quantity/Value	Allow verification on enter negative value
[A53]	Verification on Recall Paid Check	Allow verification on recall paid receipt or bills
[A54]	Verification on Reverse Paid check	Allow verification on reversal bills
[A55]	Verification on Training Mode	Allow verification on training mode
[A56]	Verification on Cancel Order	Allow verification on cancel order (F&B)
[A57]	Verification on Settlement for unsent item	Allow verification on perform settlement for unsent item
[A58]	Verification on Special Payment Mode	Allow verification on payment mode

Staff Access level for Back End POS

At Main menu, click on [Staff] -> [Staff Access Level –Back End POS]

The screenshot shows a window titled "Access Level - Back End" with a subtitle "Access Level" and a note "Maintain the access level." Below this, there are input fields for "Access Code" (containing "A1") and "Access Name" (containing "A1"). The main area contains three columns of checkboxes, each with a "Y/N" column and a "Description" column. The first column lists general access categories, the second lists specific system functions, and the third lists permissions for adding, editing, or deleting items. At the bottom right, there are "Save", "Delete", and "Close" buttons.

Y/N	Description	Y/N	Description	Y/N	Description
☒	Stock	☒	Item Details	☒	Allow to Add New Item.
☒	Maintenance	☒	Item Group	☒	Allow to Edit Item.
☒	Staff	☒	Price Group	☒	Allow to Delete Item.
☒	Inventory	☒	Unit of Measurement		
☒	Vendor (AP)	☒	Classification Type		
☒	Customer (AR)	☒	Classification Details		
☒	Inquiry	☒	Modifier		
☒	Point of Sales	☒	Matrix X Group		
☒	HQ Module	☒	Matrix X Details		
☒	House Keeping	☒	Matrix Y Group		
☒	Others	☒	Matrix Y Details		
		☒	Inventory Cycle		
		☒	Adjustment Note - In		
		☒	Adjustment Note - Out		
		☒	Transfer Note - In		
		☒	Transfer Note - Out		
		☒	Physical Count		

Create New Access level code, select Main group from left side, middle column shown the sub menu, and the third column for advance Add, Edit or Delete.

This custom type maintenance is use to group those bills like different project, Batches or Department as well.

User are not able to create new custom code, maximum custom will be 10, click on the number below to edit the custom details description.

At Main menu, click on [Maintenance] -> [Custom Details]

[illegible]

Forex Currency

At Main menu, click on [Maintenance] -> [Multi Currency]

[illegible]

Create / Edit foreign currency and rate.

Location

At Main menu, click on [Maintenance] -> [Location]

[illegible]

Area

At Main menu, click on [Maintenance] -> [Area]

[illegible]

Tour Agency

At Main menu, click on [Maintenance] -> [Tour Agency]

[illegible]

Promoter

At Main menu, click on [Maintenance] -> [Promoter]

Account Payable (A.P)

Vendor Details

How to create / amend vendor details

At main menu, click on [Vendor A.P] -> [Vendor Details]

Field Name	Maximum length	Explanation
Code	20 alphanumeric	Vendor's Code
Name	100 alphanumeric	Vendor's Name
Contact Person	100 alphanumeric	Vendor's contact person name
Telephone No.	100 alphanumeric	Telephone Number
Fax No.	100 alphanumeric	Fax Number
Hand phone No.	100 alphanumeric	Hand phone Number
Billing Address	100 alphanumeric(each)	Billing Address 1,2,3,4
Email Address	100 alphanumeric	Email Address
Web Site	100 alphanumeric	Web Site Address

The above screen highlighted showed a General Tab which allow user to key in Bill's Header Information.

Field Name	Maximum length	Explanation
Bill No	20 alphanumeric	Bill's Number, (Can be Auto or Manual)
Our Ref	20 alphanumeric	Own references
Your Ref No.	20 alphanumeric	Opposite references
Outlet code.	20 alphanumeric	This Bills belong to which outlet
Trs Date	Dd/mm/yyyy	Transaction's Date
Location	20 alphanumeric	This bill wanted to Issue or received goods into which location
Agent	20 alphanumeric	Agent code
Vendor	20 alphanumeric	Billing Vendor Code
Trs Outlet	20 alphanumeric	Current Outlet Code

[OTHERS TAB]

The above screen highlighted showed Others Tab which allow user to key in others Bill's Header Information.

Transaction - Purchase Received Note

Key in transaction details.

General Others Deliver to Footer

Reference No. 1		Custom Code	Custom Type	Custom Code	Custom Name
Reference No. 2			Project		
Reference No. 3			Custom Type 2		
Reference No. 4			Custom Type 3		
			Custom Type 4		

Key in addition bills references, the total references allowed to accepted 4 fields, and the custom code at the right hand side, user are able to record whether this bill belong to which project.

[DELIVERY TAB]

The above screen highlighted showed Delivery Tab which allow user to key in Delivery Bill's Header Information.

Transaction - Purchase Received Note

Key in transaction details.

General Others Deliver to Footer

Delivery Address

Bill's Delivery Address

[FOOTER TAB]

The above screen highlighted showed Footer Tab which allow user to key in others Bill's Footer Information.

Transaction - Purchase Received Note

Key in transaction details.

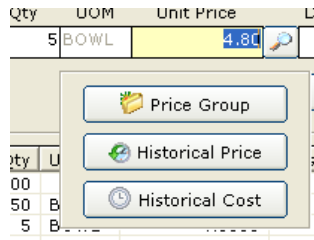
General Others Deliver to Footer

Footer Remark

Disc	numeric	Discount in %
Disc Value	numeric	Discounted Value
Total	numeric	Nett Total Amount

How to select item historical price

At Unit price field, press down arrow key and then a screen will pop up as below.



[Price Group] button

Price group will showed all the 30 groups of pricing applied for this item

No. I.T.	Item Code	Name	Qty	UOM	Unit Price	Disc %	Disc. Val	Total Amt
	1053	PEACH TOFU MOUSSE	5	BOWL	4.80	0	0.00	24.00

More Details Save Remove

Price Group	Unit Price
- Min Unit Price	0.00
- Normal Unit Price	4.80
01 Price Group 1	0.00
02 Price Group 2	0.00
03 Price Group 3	0.00
04 Price Group 4	0.00
05 Price Group 5	0.00
06 Price Group 6	0.00
07 Price Group 7	0.00
08 Price Group 8	0.00

Hide

[Historical Price] button

Historical Price will show out all vendors historical purchases of this item with quantity, unit price, and discount and amount as well.

No. I.T.	Item Code	Name	Qty	UOM	Unit Price	Disc %	Disc. Val	Total Amt
	1053	PEACH TOFU MOUSSE	5	BOWL	4.80	0	0.00	24.00

More Details Save Remove

Date	Type	Bill No	Acc. Code	Acc. Name	Qty	UOM	U. Price
22/12/2008	INV	0001	AR001	Anq Foods Sdn Bhd	5.00	BOWL	4.80

Hide

[Historical Cost] button

Historical Cost will show out all vendors historical costing of this item with quantity, unit price.

No. I.T.	Item Code	Name	Qty	UOM	Unit Price	Disc %	Disc. Val	Total Amt
	1053	PEACH TOFU MOUSSE	5	BOWL	4.80	0	0.00	24.00

 More Details
  Save
  Remove

Date	Type	Bill No	Acc. Code	Acc. Name	Qty	UOM	U. Price
22/12/2008	PUR	0003	AP001	AP Supply Sdn Bhd	66.00	BOWL	16.00

 Hide

[More Details TAB]**General**

Allow to amend line item remark and issue or receive location.

General | Others | Cost & Margin

Location Code

Item Remark

 Hide

Others

Allow to amend line item custom Type or project

General | Others | Cost & Margin |

Custom Code	Custom Type	Custom Code	Custom Name
	Project		
	Custom Type 2		
	Custom Type 3		
	Custom Type 4		
	Custom Type 5		
	Custom Type 6		
	Custom Type 7		
	Custom Type 8		
	Custom Type 9		
	Custom Type 10		

 Hide

Cost & Margin

Show the item's unit price and margin gained.

General | Others | Cost & Margin |

Unit Cost	0.0000
Total Cost	0.00
Margin Rate (%)	100.00
Margin Value	62.50  Refresh

Bills footer

Transaction - Purchase Received Note

Key in transaction details.

General | Others | Deliver to | Footer

Bill No. 0004 Trs Date 22/12/2008 Trs Outlet HQ

Our Ref No. 0001 Location Code L1 Location A

Your Ref No. Agent Code

Outlet Code HQ Vendor Code AP004 Alpha Enterprise Solution Sdn Bhd

No. I.T.	Item Code	Name	Qty	UOM	Unit Price	Disc %	Disc. Val	Total Amt
	B006	Meehoon	5	PK	12.50	0	0.00	62.50

More Details Save Remove

No.	Item	Name	Qty	UOM	Unit Price	Disc %	Disc	Amount
	B001	Cheese Powder	100	KG	15.0000	0	0.00	1500.00
	B002	Coffee Powder	200	KG	35.0000	0	0.00	7000.00
	B003	Milk Powder	15	KG	28.5000	0	0.00	427.50
	B006	Meehoon	5	PK	12.5000	0	0.00	62.50
	B065	Water	100	LTR	1.2000	0	0.00	120.00
	B022	SEASONING-AJINOMOTO	50	PK	7.5000	0	0.00	375.00

Remarks

Gross Amt 9485.00

Discount 0 % 0.00

Sales Tax 0 % 0.00

Nett Amt 9485.00

New Bill Save Bill Apply Cancel Bill Delete Bill Close

Enter the footer remark, Gross Amount, Bill level discount, Tax Applied and Nett Amount.

Click [Save] button to save this bill.

How to received Item's with Matrix

If the item contain a matrix option, the below screen will appear, key in the number of quantity at the matrix form.

[illegible]

Click [Save] button to save.

Account Receivable (A.R)

Customer Details

How to create / amend Customer details

At main menu, click on [Customer A.R] -> [Customer Details]

Field Name	Maximum length	Explanation
Code	20 alphanumeric	Customer's Code
Name	100 alphanumeric	customer's Name
Contact Person	100 alphanumeric	Customer's contact person name
Telephone No.	100 alphanumeric	Telephone Number
Fax No.	100 alphanumeric	Fax Number
Hand phone No.	100 alphanumeric	Hand phone Number
Billing Address	100 alphanumeric(each)	Billing Address 1,2,3,4
Email Address	100 alphanumeric	Email Address
Web Site	100 alphanumeric	Web Site Address
Delivery Address	100 alphanumeric(each)	Delivery Address 1,2,3,4

How to create / amend Customer's Price Table

At main menu, click on [Customer A.R] -> [Customer's Price Table]

Maintenance - Customer Price Maintenance

Maintenance
Generate the price.

Type: By Price Group

Filter

Account : -		Classification : -		Item : -		
Y/N	Customer	Y/N	Classification	Y/N	Name	
☒	Ang Foods Sdn Bhd	☐	DRINKS-COLD COFFEE SECT	☐	MANGO ICE WITH LIME SYUR	
☐	Anshi Company Sdn Bhd	☒	DRINKS-COLD DRINK	☐	COCONUT WITH PINEAPPLE C	
☐	Chun Yip Sdn Bhd	☐	DRINKS-COMPLIMENTARY DR	☐	PEACH TOFU MOUSSE	
☐	F&B (M) Sdn Bhd	☐	DRINKS-HOT COFFEE SECTI	☐	ASSORTED CAKE L	
☐	S Supply Sdn Bhd	☐	DRINKS-HOT DRINK	☐	ASSORTED CAKE S	
☐	Seng Huat Enterprise Sdn Bhd	☐	DRINKS-ICE BLEND	☐	BROWNIE W ICE CREAM	
☐	Wine Sdn Bhd	☐	DRINKS-ICE BLEND	☐	BROWNIE	
		☐	DRINKS-JUICE	☐	REFRESH SALAD	
		☐	DRINKS-TEA	☐	ROASTED VEGETABLE SALAD	
		☐	FOOD-BREAD	☐	POTATO SALAD	
		☐	FOOD-DESSERT	☐	TOMATO & SWEET PEPPER S	
		☐	FOOD-LIGHT MEAL			

Y/N	Customer	Item	Price Group
☐	Ang Foods Sdn Bhd	ICE TEA LATTE	
☐	Ang Foods Sdn Bhd	ICE HONEY TEA	
☐	Ang Foods Sdn Bhd	ICE LEMON TEA	
☐	Ang Foods Sdn Bhd	ICE MINT TEA	
☐	Ang Foods Sdn Bhd	ICE CHOCOLATE	
☐	Ang Foods Sdn Bhd	RED PLUM LIME SODA	

Price Group: [BasedUnitPrice]-Based Unit Price

A.R Transaction Billing

Bill type	Bill Name	Explanation	Update Stock
QUO	Quotation	Customer's Quotation	No
SO	Sales Order	Customer's Sales Order	No
DO	Delivery Order	Customer's Delivery Order	Yes (Stock Out)
INV	Sales Invoice	Sales Invoices	Yes (Stock Out)
CSH	Cash sales	Cash sales	Yes (Stock Out)
SIN	Stock Issue Note	goods Issue out to customer	Yes (Stock Out)
SRN	Stock Return Note	goods receiving from Customer	Yes (Stock In)

As all the Screen Entry format is the same display layout, so the below example will only explained using [Bills] to represent the above bill type.

Please Refer to A.P Transaction.

At main menu, press [Inventory] -> [BOM Group]

Create a group for different B.O.M type,
e.g :
A Coke might have 2 different packaging, 1 dining pack, and the other take away pack, so in this case, it will involved 2 different costing.

At main menu, press [Inventory] -> [Bill of Materials (BOM)]

Maintenance - BOM

Maintenance - BOM

Key in the BOM details.

Item Code

PESTO PASTA

Bom Group

Default [BOM]

Duplicate BOM

Item Code

Serve Qty

Serve Unit Cost

Yield (%)

Serve Total Cost

Auto Update Cost ☐

Item Code	Item Name	Serve Qty	UOM	Unit Cost	Total Cost	Yield	Upd.	Last Upd.
B008	Sugar	15.00	GRM	0.0013	0.0195	0.00		22/11/2008
B009	Cheese	10.00	GRM	0.0185	0.1850	0.00		22/11/2008
B022	SEASONING-AJINOMOTO	0.30	GRM	0.0075	0.0023	0.00		22/11/2008
B065	Water	100.00	ML	0.0012	0.1200	0.00		22/11/2008
B067	Virgin Olive Oil	0.90	LTR	0.0095	0.0086	0.00		22/11/2008

Cost / Margin

Remark

Price Group	Unit Price	Margin
0-Based Unit Price	8.80	8.46
1-Price Group 1	0.00	-0.34
2-Price Group 2	0.00	-0.34
3-Price Group 3	0.00	-0.34
4-Price Group 4	0.00	-0.34
5-Price Group 5	0.00	-0.34
6-Price Group 6	0.00	-0.34

Actual Bom Cost

Mark Up Cost

Total Bom Cost

Last Update

22/11/2008

Field Name	Maximum length	Explanation
Item Code	20 alphanumeric	Menu or Front End Item Code
BOM Group	100 alphanumeric	B.O.M Grouping
Item Code	20 alphanumeric	Ingredient Item or Recipe Code
Serve Qty	Numeric	Served Quantity
Serve Unit Cost	Numeric	Served Unit Cost
Serve Total cost	Numeric	Total Costing
Yield (%)	Numeric	Yield in % of this item
Auto Update Cost	True / False	Enable / Disable automatically update unit cost

Cost / Margin

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Price Group	Unit Price	Margin	
0-Based Unit Price	8.80	8.46	
1-Price Group 1	0.00	-0.34	
2-Price Group 2	0.00	-0.34	
3-Price Group 3	0.00	-0.34	
4-Price Group 4	0.00	-0.34	
5-Price Group 5	0.00	-0.34	
6-Price Group 6	0.00	-0.34	

Actual Bom Cost

0.3354

Mark Up Cost

0

0.00

Total Bom Cost

0.3354

Last Update

22/11/2008

The above screen showed the margin for each individual grouping for this item.

Define Adjustment Type

At main menu, press [Maintenance] -> [Adjustment Type]

[illegible]

Inventory Entry

As all the Screen Entry format is the same display layout, so the below example will only explained using [Bills] to represent the above bill type.

Please Refer to A.P Transaction.

Bill Name	Explanation
Production	Enter those item need to have production or manufacturing before selling
Finished Good	Enter those item need to transfer as a finished good entry
Usage	Enter item's usage
Wastage	Enter item's wastage
Transfer In/Out	Enter item's Transfer In / Out for inter outlet transfer
Adjustment In/Out	Enter item's internal adjustment

Define Production

At main menu, press [Inventory] -> [Production]

Define Finished Goods

At main menu, press [Inventory] -> [Finished Goods]

Define Usage

At main menu, press [Inventory] -> [Usage]

Define Wastage

At main menu, press [Inventory] -> [Wastage]

Define Inventory Cycle

At main menu, press [Stock] -> [Inventory Cycle]

Transfer In/Out Entry

At main menu, press [Stock] -> [Transfer In/Out]

Adjustment In/Out Entry

At main menu, press [Stock] -> [Adjustment In/Out]

[illegible]

Physical count

At main menu, press [Stock] -> [Physical Count]

Transaction - Physical Count

Transaction - Physical Count

Generate the physical count.

C. Date

Edit

23/12/2008

Generate Physical Count

Filter

Cycle Code

MTH

Location Code

L1

Show

Y/N

Classification

☒ DRINKS-COLD COFFEE SECTION
☒ DRINKS-COLD DRINK
☒ DRINKS-COMPLIMENTARY DRINKS
☒ DRINKS-HOT COFFEE SECTION
☒ DRINKS-HOT DRINK
☒ DRINKS-ICE BLEND
☒ DRINKS-JUICE
☒ DRINKS-TEA
☒ FOOD-BREAD
☒ FOOD-DESSERT
☒ FOOD-LIGHT MEAL
☒ FOOD-MAIN COURSE-LOCAL DELIGHT
☒ FOOD-MAIN COURSE-WESTERN DELIG
☒ FOOD-SALAD
☒ FOOD-SIDE DISH
☒ FOOD-SOUP
☒ Inventory-Dry Item
☒ Inventory-Fruit
☒ Inventory-Juice
☒ Inventory-Meat
☒ Inventory-Noodle
☒ Inventory-Powder
☒ Inventory-Seasoning

Y/N	Item	UOM	Onhand	Count	Different	Adjusted
☐	ADDITIONAL BREAD	UNIT	10.0000			
☐	ADDITIONAL RICE	UNIT	0.0000			
☐	AMERICANO DOUBLE	GLS	0.0000			
☐	AMERICANO SINGLE	GLS	0.0000			
☐	Apple	KG	0.0000			
☐	APPLE CHAMOMILE TEA(CUP)	CUP	0.0000			
☐	APPLE CHAMOMILE TEA(POT)	POT	0.0000			
☐	ASSORTED CAKE L	PCS	-5.0000			
☐	ASSORTED CAKE S	PCS	0.0000			
☐	BANANA & MANGO	GLS	0.0000			
☐	BEAN SPROUT	KG	0.0000			
☐	Beef	PK	0.0000			
☐	BITTER MELON NOODLES SOUP	BOWL	0.0000			
☐	BO CAFE FRY RICE	PLATE	0.0000			
☐	BO CAFE SPRING	BOWL	0.0000			
☐	BROWN RICE SET	BOWL	0.0000			
☐	BROWNIE	PCS	0.0000			
☐	BROWNIE W ICE CREAM	PCS	0.0000			
☐	BURGER BUN	PK	95.0000			
☐	CABBAGE GRAPE JUICE	GLS	0.0000			
☐	CAFE LATTE DOUBLE	GLS	0.0000			
☐	CAFE LATTE SINGLE	GLS	0.0000			
☐	CAFE MOCHA	GLS	0.0000			
☐	CAFE VIENNA	GLS	0.0000			
☐	CAPPUCINO DOUBLE	GLS	0.0000			

Save Value

Apply All Different Quantity to Adjusted Quantity

Clear

Generate Adjusted Qty to ADJ

View Adjustment Note

Delete P. Count + ADJ

Close

APPENDIX NOTICES

Basic configuration Setup

Configure General Setup

Point of Sales -> General Setup

1. Configure POS Services

Point of Sales -> POS Services

2. Configure Outlet Setup

Point of Sales -> Outlet

3. Configure Terminal Setup

Point of Sales -> Terminal

Note :

- Remove those unwanted Terminal
- Type in correct IP Address for each terminal
- Select Proper Device Interface Port, Device Connect Option
- Select Services allowed for each terminal (Settings 2)

4. Configure Printer Setup

Point of Sales -> Printer Group (F&B)

Point of Sales -> Printer Definition (F&B)

Point of Sales -> Printer

5. Configure Staff Access

Staff -> Access Level – Front POS (create grouping for each different levels)

Staff -> Staff Details (create staff id, name, access level and password)

Note :

- Select Default Login Screen (F&B)
- Select Services allowed for each Staff (Settings 2)

6. Configure 5 levels Item Definition

Maintenance - > Item Definition – General

Maintenance - > Item Definition – Menu season

Maintenance - > Item Definition - Tax

Maintenance - > Item Definition – Service charge

Maintenance - > Item Definition – Discount

7. Configure Price group file

Stock -> Item Price Group (configure those required price group name)

8. Configure Classification

Stock -> Classification Type (e.g : Group, Category, Model, Brand, Size, Color etc)

Stock -> Classification Details (create sub details for the above classification type)

9. Item Details

Stock -> Item Details

Note:

Item Code: (Use meaningful Code to represent your item code) e.g : ACC001, HDD001, RAM001

Name: Item Description

PLU Code : Item Barcode (for Retail POS)

Unit Price : Item Default Selling Price

[Tab] Classification: map this item belong to which classification details

[Tab] Definition: map this item belong to which definition (default is NIL)

[Tab] Price: Select Different prices for different group (leave blank if not apply)

[Tab] Front POS : Appearance Code for Button Display Design (F&B)

[Tab] Adv. Set: for Periodical Promotion, Special Discount, Special Price, Buy X Free Y

10. Payment Mode

Point of Sales -> Payment

Select those required payment mode and visible those not required.

11. Discount

Point of Sales -> Discount

Create what types of item level and bill level discount needed.

12. Zone Area (F&B)

Point of Sales -> Zone Area

Create no of zone area, how many table required and your flood plan.

Discount Setup

How to maintain Bill level / Item level Discount

Point of Sales -> Discount

How to enable / Disable Bill level / Item level Discount

Point of Sales -> Discount -> [E5] Button Disable

How to enable / disable Discount on different services

Point of Sales -> Pos Services -> Select Services Type -> [Q4] Enable Discount

How to enable / disable Item Discount

Maintenance -> Item Definition-General > [B12] Enable Public Promotion Discount

How to enable / disable Item Discount for different services

Maintenance -> Item Definition-Discount > Tick on different services

How to allow staff to access Item level Discount

Staff->Access Level - Front End POS > Select Staff's Grouping -> [A26] Allow to Enter Item Level Discount

How to allow staff to perform verification on Discount

Staff->Access Level - Front End POS > Select Staff's Grouping -> [A42] Verification on discount

How to allow staff to perform verification on Void Bill level Discount

Staff->Access Level - Front End POS > Select Staff's Grouping -> [A45] Verification on Bill level discount

How to allow staff to perform verification on Void item level Discount

Staff->Access Level - Front End POS > Select Staff's Grouping -> [A46] Verification on item level discount

Tax configuration Setup

General Tax Setup

Pos of Sales -> General Setup -> [O4] Gov. Tax % (Enter Tax Value)
[O2] Gov. Tax Caption (Enter Display Tax Caption)

Tax for Different POS Service Setup

Point of Sales -> Pos Services – [Q2] Enable Tax, [Q16] Tax Inclusive
Maintenance -> Item Definition-Tax > Select Different services

Tax Included for Bill level Discount

Point of Sales -> Discount -> [E7] [Bill Level] Include Gov. Tax
Point of Sales -> Outlet-> [L45] Include Gov. Tax on Bill level discount

Outlet Tax Setup (if this option disables all the above setting will disable)

Point of Sales -> Outlet -> Enable Tax

Tax inclusive for Service charge

Point of Sales -> Outlet -> [L58] Tax inclusive for service charge

Service Charge configuration Setup

General Service charge Setup

Pos of Sales -> General Setup -> [O3] Service charge % (Enter S. Charge Value)
[O1]Service charge Caption (Enter Display S. charge Caption)

S. Charge for Different POS Service Setup

Point of Sales -> Pos Services – [Q3] Enable Service Charge
Maintenance -> Item Definition-Service Charge > Select Different services

S. Charge Included for Bill level Discount

Point of Sales -> Discount -> [E6] [Bill Level] Include Service Charge
Point of Sales -> Outlet-> [L46] Include Service Charge on Bill level discount

Outlet Service charge Setup (if this option disables all the above setting will disable)

Point of Sales -> Outlet -> Enable Service Charge

Printer configuration Setup

General Info

Recommended POS Printer: SAMSUNG BIXOLON, EPSON, LUKHAN

Recommended Interface Port: LPT, Serial for Front End Cashier or Order, LAN for Kitchen or Bar

For Serial Cable: Maximum length 10meter

For LPT Cable: Maximum length 1 meter

For RJ-45 Cable: Maximum length 95 meter

Using Windows Driver

- Perform Printer Self test (Power off and Press Feed then turn on)
- Check Default Interface port and band rate
- Install recommended windows printer driver.
- Made sure interface port are configure properly. (if using Serial Interface, Band rate must match with printer default)
- Enable Auto Cut if printer able to perform this option,
- For Samsung Bixolon – Right click Printer icon-> Properties - > Additional Command -> Cut Receipt
- Perform Windows Print test page

Using OPOS Driver

- Perform Printer Self test (Power off and Press Feed then turn on)
- Check Default Interface port and band rate
- Install recommended OPOS printer driver.
- Made sure interface port are configure properly. (if using Serial Interface, Band rate must match with printer default)
- Add Printer (Select Printer Model)
- Type in LDN name
- Select Interface port correctly
- Press Check Health to Test Print