

Quantity:

~~e~~POS  
cel

Total

6

Sale

Qty	Unit	Total
1	189.95	189.95
1	45.95	45.95
1	29.95	29.95

Motherboards

CPUs

Memory

Cases

Hard Drives

Cables

Transaction Details

Global

# EPOS-Excel User Guide

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# EPOS-Excel User Guide

## System Administration Tasks

At the heart of the EPOS application is the System Administration menu.

From here you can manage stock, suppliers, users and print barcode labels for your products.

### Stock Management screen

This screen is probably the most important and frequently used in the admin menu. From here you can add, edit and delete stock items. Below is an image of the stock manager. Following this is a comprehensive list of methods relating to it.

**Administration Section**

Stock Manager | General Settings | Suppliers | Hardware | Label Designer | Users | Cash Operations | System Options

Code	Description	Barcode
352	Cherub Wind Chime with Stars	5055071531361
9781402717017	Chi Energy Workbook	9781402717017
9781856752152	Chi Kung - The way of Energy	9781856752152
012174	Chiastolite Slice - China	012174
009939	Chief & Eagle Native American Plaque	009939
009844	Childrens Mood Rings assorted	009844
5024418228424	Chinese Coins in Frame	5024418228424
200	Chinese Coins Small Bag	022525
010710	Chinese Dragon Brooch - Silver	010710
009949	Chinese Dragon Oval Pendant & Chain	009949
248	Chinese Dragon Upright Figure 26cm	223389
5055071599071	Chinese Dragon Wall Plaque - large	5055071599071
5055071599101	Chinese Dragon Wall Plaque - Small	5055071599101
466	Chinese Dragon with Mirror Tiles ebony Finish	5055071604102
5022666072124	Chinese Elephant Lady Figure	5022666072124

**Search / Sort Panel**

Search:

Any word  Exact phrase  Promo group

**Total Stock: 6554**

**Selected Stock Item Details**

Stock Code: 009949 Barcode: 009949 Qty: 1 Include in UD group: None Index: 1

Description: Chinese Dragon Oval Pendant & Chain

**Pricing Data**

Cost (Ex VAT): 1.944  
 Cost (Inc VAT): 2.236  
 Subject To VAT  
 VAT Rate (%): 15  
 Ex VAT: 7.04  
 Retail Price: 8.10  
 Profit Per Unit: 5.096

**Promotions Data**

Type: None  
 Quantity:   
 Discount (%):   
 New Profit:   
 Link Group: None

**Supplier / Department Data**

No Supplier For This Item  
 Supplier: Friendly Lion Wholesale  
 Supplier Item Code: RT027  
 Reorder Level: 0 Full Inv: 1  
 Local Department: Jewellery

**Bulk Delivery Data**

Bulk Code: 4456854425 Qty: 18 Cost (Ex VAT): 35.00

### Adding A New Stock Item

Firstly you need to assign a stock code to your item. If this is a barcoded item then you can simply click in the 'Stock Code' field and then scan the item. This will fill in the items unique code. Alternatively you can assign any number you wish to the item simply by typing it in. The third option is to use the 'Auto Code' feature. Pressing this button will automatically complete the stock code field with the next available stock code in the database.

*As of v1.2.0.3* - The item's stock code and barcode can be different. This allows you to alter an item's barcode during it's life on the system.

Now fill in all remaining item fields. The thing to notice here is that not ALL information needs to be completed. For instance EPOS-Excel can be used at a very basic level where by only the stock code and description are entered. No pricing, promotion or supplier data is required. The system will prompt the user for a price when the item is scanned. This is however a bit restrictive and to get the most out of your epos system you want to include as much information as possible.

The pricing data is fairly straight forward to follow. The system will automatically work out VAT and non-VAT fields and also profit as you fill in the data. The other data groups such as promotions, supplier data and bulk delivery we will cover in more detail below.

### Setting Promotions

There are a number of pre-programmed promotion types in EPOS-Excel. These are as follows:

Two For One	Item line total is adjusted to reflect a two for one deal. Three items would be treated as two. Four items would also be treated as two. Five would be treated as three.
Three For Two	As above. Four items would be treated as three. Five items would be treated as four. Six would also be four.
Fixed % Off	Price is reduced by this percentage regardless of quantity.
Quantity Discount	Price is reduced by a specified percentage when a specified quantity is reached.
Fixed Price Quantity	Price is changed to the specified price once a specified quantity is reached.

Something to note here is that the system will automatically calculate your new profit per item based on the promotion you set. This enables you to experiment with different promotion values and know instantly how this affects your 'margin' without having to work out the new value for each promotion you try.

### Supplier Info

Again, this is optional and smaller retailers may decide not to link products to suppliers simply because they may only have one supplier.

However the facility exists so let's look at how to use it...

If, as mentioned above, you don't want to specify a supplier or the item simply doesn't have one (maybe it's a product you make yourself) then click the 'No supplier for this item' checkbox.

Select the supplier for the item from the drop down list.

Now you are required to enter two stock level quantities that the system will use when reporting on stock levels for your item. Firstly is the 'Reorder level'. If the current stock level of this item falls to or below this level then the stock report will flag a reorder request. So how many do I need to reorder? Well this is determined by the second stock level value, the 'Full inventory' field. This tells the system the maximum level of stock you should hold for this particular item. The stock report will then simply work out the difference between your current stock level and this full inventory level and then flag the difference as a reorder request.

If you are using the supplier / stock level tracking facility you will also of course need to complete the 'Current stock level' field. This obviously refers to the level of stock you currently hold for this item.

#### *As of version 1.2.0.4*

You can now assign your stock items to a specific department. Use the 'Suppliers' tab to add / remove your 'Local departments'. For more details see the suppliers help section.

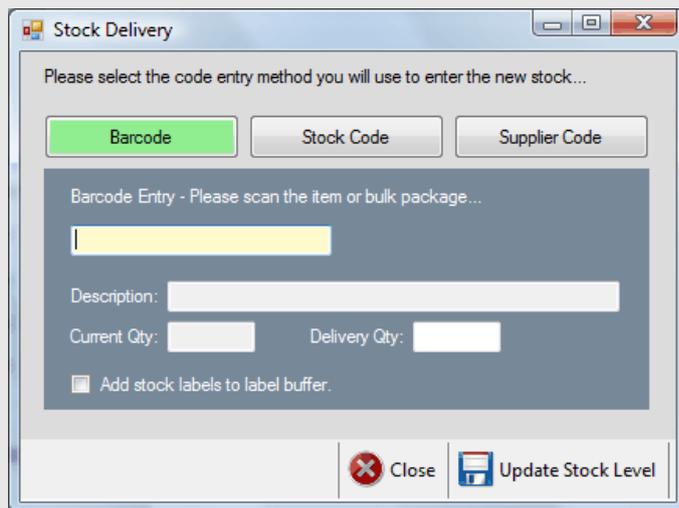
### Bulk Delivery Data

Again, this is optional.

Assume you sell products that you buy from your supplier in box quantities. For example newsagents would buy a box of Mars Bars rather than individual bars. This facility enables you to enter the barcode of the box, the quantity of items in the box and also the ex VAT cost of the box. This means that when you receive a delivery you can simply scan the box's barcode and the system will automatically know the quantity of product to add to the system. You will also notice that if you use this feature, the individual item cost is completed for you (box price / box quantity).

### Add Incoming Stock

This follows on from the previous section. Whether you are taking in a new stock delivery in bulk packaging or individual items you use the same entry method. Click on the 'Add incoming stock' button. This will display the stock delivery dialog window as follows...



Here you can select whether you wish to enter the item's barcode, stock code or supplier code to identify the item. Once the item is identified simply enter the new delivery quantity and hit the 'Update Stock Level' button. The item's stock level will be amended to reflect the delivery quantity.

### Save The Item Record

Once all required information for the stock item has been entered you simply click the 'Save record' button. If this is an existing item of stock that you are amending you will be prompted to confirm to overwrite the record.

### Deleting Stock Items

Really straight forward, just select the item of stock you wish to delete either by selecting it in the listview window or by entering it's product code in the 'Item code' field. Once the item is selected press the 'Delete record' button. You will be asked to confirm deletion.

## Finding Existing Stock

Locating the details of an existing stock item on the database can be done using the following methods. Firstly you must make sure that the listview is selected. To do this just click anywhere on it. By default, the listview is already selected when the stock manager screen loads. Assuming you now want to locate an item using the stock code simply scan the item or start to type in the stock code. As you type the code number in the listview will select the best matching item. Once the list view has selected your required item you can stop typing. The other way of quickly locating an existing item is to start typing the item description. Again, the listview will select the best match based on your text input.

## Extended Options

If you are using EPOS-Excel in a bar environment you will want to be able to sell "a half" or "a double" of something. EPOS-Excel handles this requirement by assigning further measure specific prices to the stock item. So the stock item for a double 'Smiths Vodka' is exactly the same item used for a single 'Smiths Vodka'. The difference is that when adding the item to the checkout you will be prompted to specify the measure of the item (single, half or double). The price of the item will then be adjusted to reflect the measure price you have set in the stock manager.

To set the measure prices for an item simply click the 'Extended Options' button.

**Extended Item Data**

Unit Measure  
Use the following fields to set fractional or multiple unit pricing for the selected stock item.

Single item price: 14.00

Enable 1/2 Measure Price: 6.00

Enable Double Measure Price: 25.00

Max Units Per Sale: 5 (leave blank for unrestricted).

Age Restrictions / Extended Authorisations

Show an age warning when the item is scanned. Required age: 18

Require admin user authorisation for refunds on this item.

Close Save

You can now enable or disable the measure options you wish to allow for this item. When you're finished click the save button. Items are listed separately at the checkout depending on their measure designation. So a 'Pint Smiths Beer' is listed separately to '1/2 Pint Smiths Beer'. The '1/2' and 'Double' prefixes are added to the item's description at the time of checkout. Also the item quantities are adjusted according to their measure designation. For example if you added four '1/2 Smiths Beer' items to the checkout, the stock quantity would be adjusted by -2 units. Likewise two 'Double Vodka' items would represent a stock adjustment of -4 units.

You can also use this dialog window to set a maximum sale quantity per sale, a lower age limit warning that will prompt the till user whenever the item is scanned and also specify whether or not a supervisor is required to authorise returns on the selected item.

### The EEMobile Interface

The EEMobile button takes you to the interface screen that allows communications with your EEMobile PDA. The EEMobile PDA system allows you to perform mobile stock management operations over a WiFi network.

## General Settings

### Company Details

The screenshot shows the 'Administration Section' window with the 'General Settings' tab selected. Under the 'Company Information' sub-tab, the 'Your Company Details' section is visible. The fields are as follows:

Name:	Smiths Computers Ltd	Telephone:	01162 55644
Address:	Smiths Avenue Manchester M14 4RT	VAT No:	789654132
		Email:	info@smiths.com
		Website:	smiths.com
		Logo path:	C:\Program Files\EPOS-Excel\Working\lepos_excel_100x100. [Browse]

At the bottom of the window, there are three buttons: 'Product Registration', 'Save General Settings', and 'Exit Admin'.

The first page in the general settings section holds all the information about your company. You can also specify a logo image that will appear on your A4 invoices, receipts and account statements. This image should ideally be in JPEG format with a size of approx 100 x 100 pixels. This size is not set in stone however and you can experiment with different images sizes and see what looks best with your specific logo.

One thing to note on all pages in the general settings section is the 'Product Registration' button. This will show you the details of the activation key that is currently installed on the system. You can also change the key from here at any time if you need to.

## User Defined Keys

Administration Section

Stock Manager | General Settings | Suppliers | Hardware | Label Designer | Users | Cash Operations | System Options

Company Information | **User Defined Keys** | Till Preferences | Backup / Custom

**UD Key Names / Associated Stock Items**

To add a stock item to a UD button, select the stock item on the stock management page and then select the UD key group you wish to assign the item to.

Key Display Name	Key Group Item(s)	Select
Key 1: MISC	Dump Bin Item 1	<input checked="" type="radio"/>
Key 2: FOOD	Bicarbonate of Soda 500g	<input type="radio"/>
Key 3: FOOD2	Queenswood Natural Soya Mince 375g	<input type="radio"/>
Key 4: ANCIENT WISDOM	Ancient Wisdom - Massage & Bath Oil:	<input type="radio"/>
Key 5: SUPPLEMENTS 1	Asphalia For Natural Sleep 30 Caps	<input type="radio"/>
Key 6: SUPPLEMENTS 2	Australian Bush Grey Spider	<input type="radio"/>
Key 7: BODYCARE	Aubrey Sparkling Mineral Water Mist	<input type="radio"/>
Key 8: AROMATHERAPY	Absolute Aromas Calendula Oil 50 ml	<input type="radio"/>
Key 9: INCENSE	Assorted Indian Incense - Various Aro	<input type="radio"/>
Key 10: JEWELLERY	Cats Eye Chip Bracelets Assorted Col	<input type="radio"/>
Key 11: STONES1	Angel Figure Carved 5cm	<input type="radio"/>
Key 12: CRYSTALS	Arch Laser Art Block Clearance Sale	<input type="radio"/>

Selected UD Set:

Edit Name:

When this terminal starts it will use the following UD key set by default.

Default UD Set:

Auto close UD group when items are selected.

Product Registration | Save General Settings | Exit Admin

In this section you can specify the text that appears on the face of the twelve user defined sales buttons on the main sales screen. You can also view the stock items that are assigned to each of the twelve groups or keys.

One of the most important features of EPOS-Excel is its user defined button facility. This is the bank of large blue buttons that sit on the right hand side of the main sales window. UD buttons allow you to add a stock item to the checkout simply by clicking on its assigned UD button. No scanning, no code entry, just click the button and the item is added in the normal way.

### *So why do you need these buttons?*

Well some users may find in fact that they don't. The most common use for these buttons is with stock items that do not have a barcode and therefore you need a fast and simple way of adding the item to the checkout. I'm sure you'll agree that having to manually enter the item code would be a nightmare! Also let's assume that you run a shop that sells assorted sweets or "Pick & Mix". There's no way you could use a barcode system for such small items.

As a second example you may run a newsagents and use the till system to record paper bill account payments. For this purpose you could add a UD button called 'Account Payment'. This relates to a stock item called 'Account Payment' and has its sale price left blank. This causes the system to prompt for the price at time of sale. This is ideal because we obviously don't know the account payment amount until the time of sale.

## Setting Up a UD Button Group

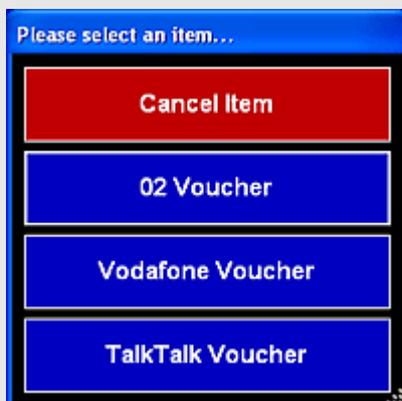
Okay, well the first thing to note is that the UD buttons are split into twelve "UD groups". You may have thought that each of the twelve buttons on the main sales window were linked to a single stock item. Well actually this is partly true. You CAN assign a single stock item to each of these twelve buttons however you can also assign up to 29 items per button and hence this is why the twelve UD buttons are referred to as UD groups. This system allows you to assign up to 348 items to a UD key (12 groups x 29 items). The system also has five separate sets of UD keys allowing you to assign up to 1740 items in total! The key set in use on the main sales screen can be changed at any time using the drop-down selection box at the top right of the UD keys.

Let's run through how to assign a single stock item to a UD group...

1. From the 'General Settings - User Defined Keys' tab in the administration menu select the UD key set you wish to work with by changing the 'Selected UD Set' drop-down box. You can also edit the name of this key set if you wish.
2. Enter a key name for the UD key you wish to use. This name should reflect the description of the item you are going to assign to this key or alternatively if you are going to be adding multiple items to this key, the key name should reflect the type of products you'll be adding.
3. Press the 'Save General Settings' button so that the key set name changes will take effect.
4. In the stock manager select the stock item you wish to assign to the UD group button.
5. In the item details section select the UD group name (the key name).
6. Press the save button to amend the item details and save your UD assignment.

You should now be able to return to the main sales screen and notice that the UD key name has changed to the key name that you entered. Pressing this key should now add the stock item to the checkout.

Multiple items can be added to each key group. The difference is that when the key is clicked a sub menu of UD buttons is displayed allowing the user to select the specific item to add to the checkout. An example of this is shown in the screen shot above where a UD group called 'Phone Top-up' has been created. Three stock items have been assigned to this key group. These are O2 Voucher, Vodafone Voucher and TalkTalk Voucher. When the user clicks this UD group the following sub menu is displayed...



Clicking any of these three options will add the respective stock item to the checkout list. Notice that you can cancel this operation simply by clicking the 'Cancel item' button.

## Till Preferences

The screenshot shows the 'Till Preferences' window within the 'Administration Section'. The window has a menu bar with 'Stock Manager', 'General Settings', 'Suppliers', 'Hardware', 'Label Designer', 'Users', 'Cash Operations', and 'System Options'. Below the menu bar are tabs for 'Company Information', 'User Defined Keys', 'Till Preferences' (which is active), and 'Backup / Custom'. The main content area is organized into several sections:

- Tax Settings:** Includes 'System Default Tax Rate (%)' set to 15, 'System Tax Label' set to VAT, and two checked options: 'New items are subject to tax by default.' and 'Assume default tax rate for new items.'
- Users / System login:** Contains several checkboxes: 'Disable user login.' (unchecked), 'Allow admin only shutdown.' (unchecked), 'Enable hidden drawer button for admin only.' (checked), and 'Timeout user login after' set to 20 minutes (checked). On the right, 'Auto load login screen.' is checked and 'Auto logout after sale.' is unchecked.
- Receipt Printing:** 'Disable receipt printing.' is checked. 'Receipt type:' is set to 'Slip receipt'. 'Print itemised slip receipts.' is checked. 'Prompt to confirm receipt printing.' is unchecked. A 'Set A4 Margins...' button is present. 'Show VAT content on slip receipts.' is checked.
- Till Parameters:** Contains multiple checkboxes: 'Stock prices are VAT inclusive.' (checked), 'Prompt to add stock when item code is not recognised.' (checked), 'Prompt to confirm void on single items.' (unchecked), 'Enable 'Fast Numeric Entry' (999 > 9.99, 99 > 0.99).' (checked), 'Allow session-long global discounts.' (unchecked), 'Prompt to update stock levels when returning items.' (checked), 'Open cash drawer during card payments.' (checked), and 'Allow stock levels to go negative.' (unchecked).
- Reports:** 'Keep sales data for' is set to 90 days.
- Invoices And Statements:** 'Invoice start number:' is set to 100, and 'Keep data for' is set to 72 months.
- Payment Methods:** 'Default payment method:' is set to 'None'. Below, 'Surcharges (Use % or p suffix)' are listed for Cash (0%), Cheque (0%), Debit Cards (0%), and Credit Cards (0%).

At the bottom of the window, there are three buttons: 'Product Registration', 'Save General Settings', and 'Exit Admin'.

The till preferences page holds quite a lot of data relating to till behaviour and system customisation. Most of these preferences are quite self explanatory so we won't cover the obvious. However I will explain some of the less obvious items below together with a full description of the system backup facility.

### Disable User Login

EPOS-Excel has the ability to force the till user to login using a username and password combination. This is however not compulsory and can be disabled using this option. This does mean however that all areas of the application are available to anyone using the till system.

For example all stock, supplier and user data can be amended as the administration menu is not locked as it would be if a 'General till user' login was used.

The 'Disable user login' option is useful if the software is only used in a small shop for example where the ability to restrict user access is not really an important requirement.

### User Login Timeout

This is quite straight forward. If a user logs into the system but then there is no till activity for a preset number of minutes the system will automatically log them out.

Again this is not compulsory and can be enabled or disabled.

### Prompt To Void Single Items

By default the till / terminal screen will prompt to confirm a VOID request if the user is requesting to clear ALL items in the checkout. However the system will not prompt to confirm a void request if just one single item is selected, it will just clear it. This option simply prompts the user for confirmation before the single item is deleted.

### VAT Inclusive / Exclusive Pricing

EPOS-Excel has the ability to process both retail (Inc VAT) and ex-VAT prices. This is important as retailers will only deal with VAT inclusive pricing and hence want to specify an exact retail price in the product manager. Wholesale and trade users however will want the ability to process ex-VAT prices and then have the system add on the VAT at the point of sale.

The system operates slightly differently depending on how this option is set...

Prices are processed inclusive of VAT

1. You can only enter prices in the product manager that are inclusive of VAT.
2. The sales screen will show retail total in the large total display and ex-VAT total in the sub-display.
3. Invoices show a VAT summary per % VAT group.

Prices are processed exclusive of VAT

1. You can only enter ex-VAT prices in the product manager.
2. The sales screen will show ex-VAT total in the large total display and inc-VAT total in the sub-display.
3. VAT will be added on to the transaction total at the checkout screen.

Please note that changing this setting once your system is up and running is not advised as all previous transactions will show incorrect totals.

### Data Validity (Reports & Invoices / Statements)

All transactions that go through the epos terminal are stored on a transaction database. Over time this database will grow in size as the number of transactions mount up. This field specifies how many days you wish to keep sales data for. Every time EPOS-Excel starts it performs a routine called 'House keeping' which deletes any transaction entries that are older than required.

Please note that this field only relates to sales reporting and statistics records. All customer account transactions are stored using a separate database and the validity period for this data is set in the 'Invoices And Statements' groupbox. The current requirement by the inland revenue in the UK is that all VAT invoices and transaction data is held for a minimum period of 6 years (72 months). This is the default setting.

**Please Note: EPOS-Excel is NOT an accounting package and should not be used as a way of holding long term financial data. By default all sales transactions will only be held on the system for a three month period so you should have a method of transferring any required sales data to an accounting package of your choice. This is made easy using the 'Data Export Manager' as detailed later in this help section.**

Depending on how important customer transaction data is to your business it is recommended that you do not simply rely on EPOS-Excel to store this data for you. If this data is very important (for VAT return purposes etc) we would advise keeping your own "offline records" just in case of a systems error or hardware malfunction. Long term storage of critical data is always a concern and the user should always be aware of the risks involved.

**Please Note: We will not be held responsible for any loss of data and it is the responsibility of the user to have a suitable backup or duplicate record plan in place.**

#### Fast Numeric Entry

People that are used to entering prices on conventional till systems will be aware that you don't always need to enter a decimal point. Although the onscreen keypad of EPOS-Excel does have a decimal point button, it also does not have to be used. This is personal preference I suppose but say for example we want to enter a price of £1.59 using the onscreen keypad. You could key in 1 - point - 5 - 9. That's fine but with 'Fast numeric entry' enabled we can leave out the decimal point and just enter the value in pence (1 - 5 - 9) The system will automatically add the decimal point for you.

With this option disabled the keypad defaults to all entries being in pounds or decimals of a pound. For example entering 1 - 5 with this option disabled will produce a value of £15. With fast numeric entry on this will equate to 15p. Try with both methods and see which you prefer.

#### Invoice Start Number

Whenever a transaction takes place and it is assigned to a customer account number, the system will assign an invoice number to it. The starting invoice number can be specified here. All subsequent invoices will be assigned a +1 number (100,101,102 etc)

#### Receipt Type Selection

With EPOS-Excel you can choose between using a small "slip receipt" or alternatively a full A4 receipt. To print a slip receipt you will require a dedicated receipt printer. Please refer to our hardware section for further details. Certain customers will prefer to use a full A4 receipt format. This form of receipt tends to suit trade counters etc where a full VAT receipt is "the norm". The A4 receipt also has the ability to display the customer's full business address where required.

The A4 receipt, when selected, is printed using the default windows printer. This means that the user is not prompted with a printer selection window every time they complete a transaction. The printer margins for the receipt are the same margin settings that are used for the customer invoice document so to set your receipt margins simply set the invoice page margins in the 'Accounts' section. *As of Version 1.3.0.3 You can select Receipt Type at checkout, set it to 'Prompt'*

#### Payment Methods & Surcharges

Here you can pre-select a payment method. When you first open the transaction payment window at checkout time, this payment method will be pre-selected ready to accept the tendered amount. This is useful if you normally only use the one payment method.

In this section you can also set the system surcharges that are applied to transactions depending on the payment method used. You can enter either a percentage or a fixed decimal value. For example '3.5%' or '17p'.

## Back-up/Custom

The screenshot shows the 'Administration Section' window with the 'Backup / Custom' tab selected. The window has a menu bar with 'Stock Manager', 'General Settings', 'Suppliers', 'Hardware', 'Label Designer', 'Users', 'Cash Operations', and 'System Options'. Below the menu bar are sub-tabs: 'Company Information', 'User Defined Keys', 'Till Preferences', and 'Backup / Custom'. The 'System Backup' section includes a 'Path' field set to 'E:\My DB Backups', a browse button ('...'), a 'Backup Now!' button, a 'Copy Server' button, and a checked checkbox for 'Run a backup at system shutdown.'. The 'Custom Transaction Fields' section explains that users can specify custom data fields for transactions and lists three fields: 'Delivery Company' (length 30), 'Delivery Date' (length 10), and an empty field (length 10). The 'Custom Payment Type' section allows specifying a payment type like 'PayPal' and includes an unchecked checkbox for 'Open cash drawer during payment.'. At the bottom, there are buttons for 'Product Registration', 'Save General Settings', and 'Exit Admin'.

EPOS-Excel uses two separate database files to store all system settings and stock information. In the event of a computer hardware failure it is possible that these files may become damaged meaning that you would lose all your valuable data. It is therefore very important that you perform regular database backups. Fortunately EPOS-Excel provides a simple automated way of doing this.

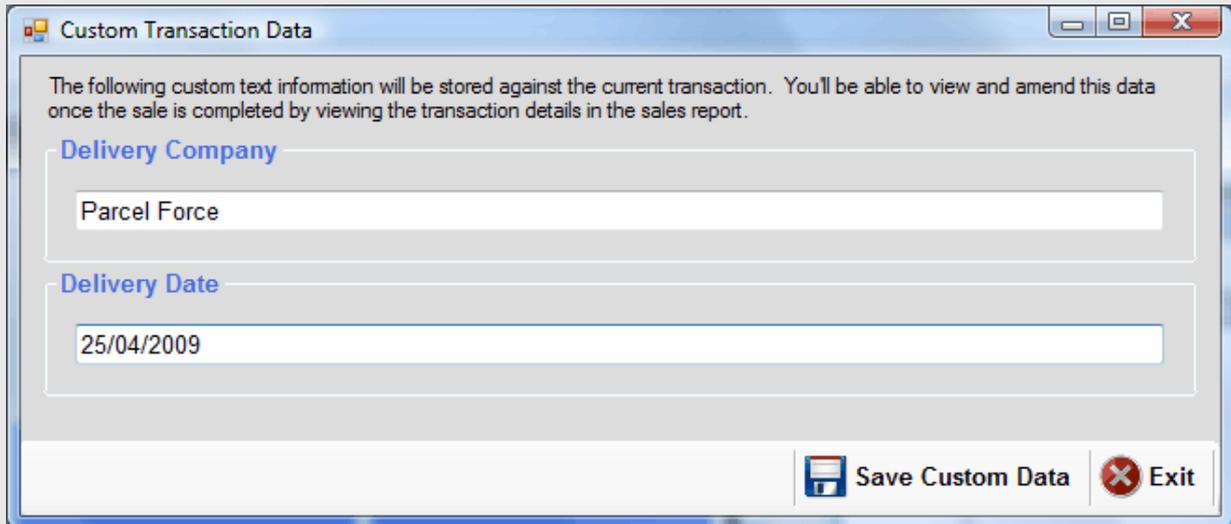
All the backup script requires is that you select the folder you wish to backup the files to. To do this simply click on the '...' button and navigate to your required folder. You need to make sure that this folder has write permissions enabled otherwise the backup operation will fail. You should not keep the back-ups on the same hard drive as the main EPOS-Excel software, as if this hard drive becomes damaged or corrupt, you will not only lose your EPOS-Excel database but your Back-up as well.

You can perform an instant backup by pressing the 'Backup now' button. Also there is the option for the system to automatically perform a backup when the application shuts down.

The other button that is included in the system backup group is the 'Copy server' button. This button is only used when connected to a network of PCs running EPOS-Excel. If you are running as a client terminal on the network you can copy all the system settings from the server terminal.

## Custom Fields

You can specify up to three custom text fields that can be used to store transaction specific information during a sale. For example, above we have specified a custom field to store the name of the delivery company and also the delivery date for the order. You can specify a field length of between 1 and 256 characters per field. During a sale you can enter the required information by pressing the 'Transaction Details' button on the main sales screen. This will show the following custom fields dialog window...



The screenshot shows a dialog box titled "Custom Transaction Data". Inside the dialog, there is a text box with the following text: "The following custom text information will be stored against the current transaction. You'll be able to view and amend this data once the sale is completed by viewing the transaction details in the sales report." Below this text, there are two input fields. The first is labeled "Delivery Company" and contains the text "Parcel Force". The second is labeled "Delivery Date" and contains the text "25/04/2009". At the bottom right of the dialog, there are two buttons: "Save Custom Data" and "Exit".

Simply enter the required information and press the 'Save custom data' button. Once a sale is completed you can view and amend this data from the sales report in the reports section.

## Custom Payment Types

The third section on this page allows you to set a custom payment type. You can see in the example above that we have set a custom type as 'PayPal'. When you now open the system payment window during a sale you'll see a new payment button called 'PayPal'. The method of payment is exactly the same as most of the other standard payment types listed.

## Supplier Management

Administration Section

Stock Manager | General Settings | **Suppliers** | Hardware | Label Designer | Users | Cash Operations | System Options

Selected Supplier:

**Selected Supplier Details**

Name:  Tel:

Address:  Mobile:

Post Code:  Fax:

Contact Name:  Email:

Website:  ID:

**Local Stock Departments**

You can group your stock items into different departments. To add a new department simply enter the department name and press the save button. You can then assign each of your stock items to a specific department in the stock manager.

ID	Department Name
2	Vitamins
3	Minerals
4	Herbs
5	...

ID:  Name:

The supplier database page is used for adding, amending and deleting suppliers from your system. You can add, delete or amend supplier information simply by entering all the required information in the text boxes provided. The function buttons for the supplier records (Add, Delete and Save) are located on the bottom toolbar.

### *As of version 1.2.0.4*

We also use this page to add, delete and amend the "local stock departments". All stock items in EPOS-Excel can be assigned to specific local departments. This is however no compulsory and you can leave the departments section blank if you wish. This feature is useful if you wish to perform stocktaking or analyses sales statistics on a per-department basis. For example if you were running a computer store you may wish to do a stock take of all computer motherboards. EPOS-Excel will allow you to list stock levels of all items in the "Motherboards" department.

## Hardware

The screenshot shows the 'Administration Section' window with the 'Hardware' tab selected. The interface includes several configuration panels:

- Receipt Foot Note:** A text input field containing 'Thank you for your custom.'
- Customer Display Standby Message:** A text input field containing 'Your standby message here...'
- Slip Receipt Printer Settings:**
  - Enable Slip Receipt Printer
  - Interface: Direct Serial I/O
  - Printer Model: Epson TM-T88II
  - Port: COM4, Baud: 9600
  - Data Bits: 8, Stop Bits: 1
  - Parity: None, Control: None
  - Columns: 42
  - Send auto cut command at end of print.
  - Enable printer's cash drawer connection (DK).
  - Monitor cash drawer status.
  - Print logo on receipts (OPOS Only).
  - Logo Path: C:\
- Customer Display Settings:**
  - Enable LCD / VFD Customer Display
  - Interface: Direct Serial I/O
  - Port: COM3
  - Data Bits: 8, Baud: 9600
  - Parity: None, Stop Bits: 1
  - Display Width: 20, Control: None
  - Language Settings... button
- OPOS Cash Drawer Settings:**
  - For standalone cash drawer connection using an 'OPOS For .NET' driver.
  - Enable OPOS Cash Drawer
- Terminal Operation Mode:**
  - Terminal Mode: Networked Server
  - Server IP: 192.168.1.200
  - Station Number: 1

At the bottom right, there are buttons for 'Save Hardware Settings' and 'Exit Admin'.

The system hardware page holds all settings relating to the receipt printer, customer display, cash drawer and also terminal operation mode.

### Receipt Foot Note

This is a short message that is printed at the bottom of every receipt.

### Receipt Printer Settings

Firstly if you are not using a receipt printer (very unlikely) then you can un-tick the 'Enable receipt printing' check box and ignore the rest of this information.

If your printer uses a USB, parallel or Ethernet connection you must install OPOS drivers. You can read more about OPOS driver setup [HERE](#). If you are using a serial interface please follow the steps below...

Use this settings group to set all the parameters of the serial data connection to the receipt printer. Consult the manual that came with your printer to ensure you use the correct settings.

If your printer supports an auto-cut feature then you can instruct EPOS-Excel to send an 'Auto cut command' at the end of every receipt.

The last check box in the printer settings group box is used to enable the cash drawer connection. Currently EPOS-Excel only supports cash drawers that connect via the receipt printer. This is a very

common way of connecting a cash drawer so this should suit most users.

### Customer Display Settings

If your customer display uses a USB, parallel or Ethernet connection you must install OPOS drivers. You can read more about OPOS driver setup [HERE](#). If you are using a direct serial interface to a single COM port please follow the steps below...

EPOS-Excel has the facility to output transaction information directly to a 2 line RS232 serial display unit. Most serial VFD customer displays should be compatible. The only requirement is that they use a dedicated serial port and do not connect via the receipt printer. Please note that interface via the receipt printer is something we are looking at supporting in the near future.

### Terminal Mode

Okay, so what exactly is 'Terminal mode'? Well EPOS-Excel can run in one of three modes of operation. These are listed below:

#### Independent Terminal

In this mode the epos terminal is totally isolated from any sort of network. The system uses it's locally stored database files to operate the terminal. This is by far the most common mode of operation as most small retailers that use EPOS-Excel will only be using the one terminal.

#### Networked Client

In this mode the client terminal uses it's local settings database as if it were an independent terminal. In other words all printer, customer display and UD button preferences stay unique to that one terminal. The difference however is that the main system database is now located on a network server terminal (the mode below). All client machines "feed" off the same stock, supplier, transaction and user database information stored on the network server.

This mode of operation is useful for larger businesses that want to be able to have several terminals all able to access and the same data.

When this mode is selected you will need to specify the network IP address of the server terminal and also specify a 'Terminal number' for each machine on the network. The server will always have a terminal ID of 1. Client machines must be assigned a value between 2 and 10. Please ensure that no two terminals are assigned the same ID number.

#### Networked Server

This mode is largely explained above. One terminal on the network must be a server terminal. This terminal will "share" it's system database with all other client terminals. As mentioned above, this server will be assigned a terminal ID of 1 by default. The IP address of this terminal is important and must be fixed. The use of DHCP to assign the server's IP address is not recommended as this can change. Once you know the fixed IP address of your server terminal you can then enter the IP into each client terminal.

Please note that before a server terminal can successfully share it's database with the rest of your Windows network you must enable file sharing on the server terminal. This is done differently depending on the operating system you are using. Please see below for further details...

**Windows XP**

1. Navigate to C:\Program Files\EPOS-Excel and right-click on the \Database folder.
2. Click on the 'Sharing' tab.
3. About half way down you should see a message explaining that windows has disabled remote access to this computer.
4. Click the link below that that says you understand the security risk and want to share files.
5. That's it! You should now be able to run EPOS-Excel in server mode.

**Windows Vista/7**

1. Open the Windows control panel and click on the 'Network And Sharing Center' icon.
2. Ensure that 'Network Discovery' and 'File Sharing' are enabled.
3. That's it! You should now be able to run EPOS-Excel in server mode.

## Label Designer

The label designer is a great way of producing fully customised barcode labels for your products. The interface is pretty straight forward and I'm sure that with a little practice you'll work out exactly what's what. Below is a description of each layout tool / feature just to give you a helping hand.

### Label Preview

Shows exactly what your finished printed label will look like. All adjustments you make to your design will change "Real Time".

### Label Property Selection

Selects the specific label item you wish to amend (barcode, description etc).

### Property Checkbox

Determines if the selected property is displayed on the label.

### PosX, PosY

This is the X & Y coordinates for the selected label property. Use these values to change your label property's location on the label.

### Width, Height

The width and height of the label.

### Set Font Button

Set the font and size of the selected label property.
<b>Save Layout Button</b>
Saves all parameters of the label design. All subsequent labels will use these settings.
<b>Print Preview Button</b>
Displays a screen preview of how your printed labels will appear on your printer.
<b>Page Setup Button</b>
Set page margins etc.
<b>Print Button</b>
Opens a standard windows print dialog so that you can print your current label.
<b>Label Quantity Selection</b>
The number of labels to print in this print job.
<b>Label Spacing Selection</b>
The space in mm between the edges of each label on the print job.
<b>Crop Marks Checkbox</b>
Selects whether to print crop marks at the four corners of each label to assist in label cutting. A very handy feature!
<b>Print Label Buffer Button</b>
When adding stock via the stock delivery function you will be prompted whether of not to add labels for these items to the "label buffer". If you select YES EPOS-Excel will store the correct number of stock labels for this item in the label buffer. When you have completed your stock delivery you can simply open the label designer page and click the 'Print Label Buffer' button. All labels queued in the buffer can then be printed for the new stock.

## Users

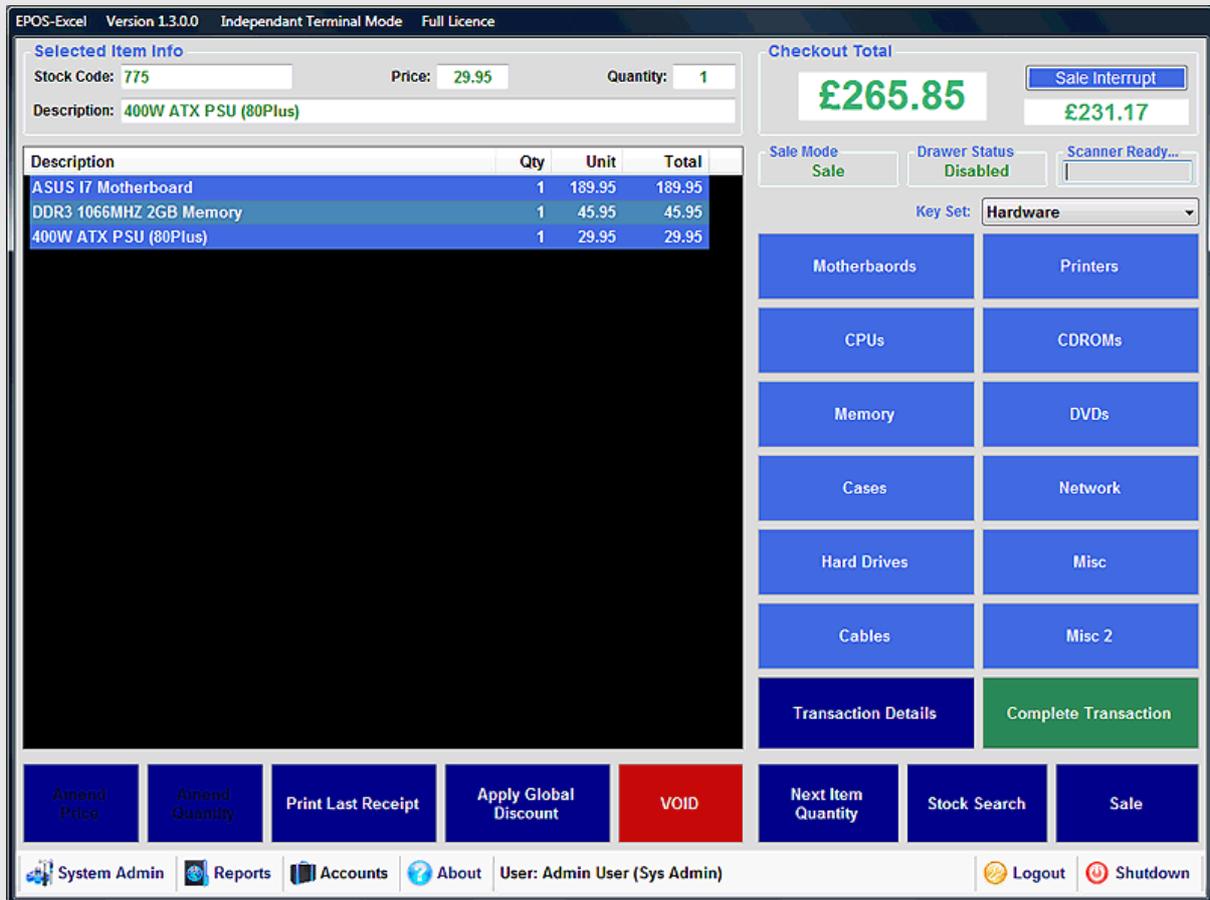
The screenshot shows the 'Administration Section' window with the 'Users' tab selected. The interface includes a navigation bar with tabs for Stock Manager, General Settings, Suppliers, Hardware, Label Designer, Users, Cash Operations, and System Options. Below the navigation bar, there is a 'Selected User' dropdown menu currently set to 'me'. A 'Selected User Details' box contains the following information: Username: me, Password: \*\*, Display Name: Super User, Level: System Administrator (dropdown), and Last Login: Currently logged in... Logged in: 24/04/2009 16:09:05. At the bottom of the window, there are four buttons: 'Add New User' (with a person icon), 'Delete User' (with a red X icon), 'Save User' (with a floppy disk icon), and 'Exit Admin' (with a red X icon).

The user database is really quite straight forward to use.

To add a new user simply click the 'Add new user' button and enter all the required fields. The display name is the name that appears on the bottom of the main terminal window when a user logs in to the system.

General till user accounts by default do not allow users to access the admin sections of the software however this access can be turned on per user using the respective check boxes.

## The Main Sales Screen



The main sales screen is the application window that you will use 99% of the time whilst using EPOS-Excel. This is the main interface between the system and the till user. The screen layout is simple and clear in an attempt to make till operation as quick and as easy as possible. You'll notice that the interface uses large, highly visible buttons which makes the system ideally suited for use with touch screen monitors.

Below is a detailed overview of till operations...

### Adding An Item To The Checkout

Adding items to the checkout is really easy and can be done a few different ways . Assuming your scanner is connected and working you can simply scan the item in the normal way. The item description, quantity, unit price and line total will be displayed. The quantity for the scanned item defaults to 1 if the 'Next item quantity' feature has not been used.

You can use the 'User defined buttons' section of the sales screen to add stock items also. Please refer to the help section on UD buttons for further information on the setting up and use of the UD buttons feature.

The third way to add an item to the checkout is to search for the item first using the 'Stock Search / Info' button. See the section below for further details.

## Stock Search / Info Feature

You may want to search for a stock item before adding it to the checkout. This enables you to check things like price, current stock levels etc. The stock search dialog box is shown below...

Search for stock using item ID, barcode or description...

sandwich < DEL / \ \_

q w e r t y u i o p 1 2 3

a s d f g h j k l 4 5 6

z x c v b n m Search 7 8 9

Caps Space \* 0 .

Item ID	Barcode	Description	Price	Stock
LARGE SANDWICH	LARGE SANDWICH	LARGE SANDWICH LOAF 800G	1.20	0
5000178105229	5000178105229	MATT. SANDWICH HAM pm1.19	1.19	0
SAND 195	SAND 195	SANDWICH £1.95	1.95	0
SAND 215	SAND 215	SANDWICH £2.15	2.15	0
SAND 225	SAND 225	SANDWICH £2.25	2.25	0
SAND 235	SAND 235	SANDWICH £2.35	2.35	0

Barcode Stock Code Description Cancel Add To Sale

In this example we wanted to do a quick price lookup on item 5000178105229. We didn't actually have the barcode to hand so we simply performed a description search on 'sandwich'. The search listed all sandwiches on the system and we can see the associated retail price and current stock level of the item in question on line 2.

As well as description searches you can also search by stock code or barcode by changing the selector on the bottom left of the window. You can actually select any item in the search list by clicking on it.

Once highlighted you can add this item to the checkout by pressing the 'Add To Sale' button.

## Setting Item Quantity

There are two ways in which you can set the quantity of an item at checkout. The first way is to use the 'Next item quantity' feature. When you press this button you can set in advance the quantity of the item you are about to scan. This is a very handy and fast way of entering multiple item quantities.

The other way is to amend the quantity value of a selected item after the item has been scanned. To do this; simply select the item you wish to change by clicking on the item line in the checkout list. This will show a selection bar over the selected line. You can now click on the 'Amend quantity' button and set the required quantity value.

### Setting Item Price

All stock items that are held in your stock database will have a retail price attached to them. If any of these items are scanned then this price is instantly used as the item's sale price. However this price can be amended once added to the checkout list. To do this select the required item by clicking on it. Once the line is highlighted you can click the 'Amend price' button and set the amended price.

There is an exception to the above in that you do not actually have to set a retail price for your stock items when entering them into the database. This is useful when adding items that may not have a fixed sale price (account payments, vouchers, services etc).

You can still assign these payments as a stock item for reporting purposes however their sale price is not known until sale time. For these items you can leave the retail price empty in the stock manager. When you scan or select the item at checkout you will be asked to enter the item's sale price. This will then be applied in the normal way.

### Item Voids

There are two methods of voiding a stock item.

By voiding we simply mean delete the item from the checkout list. To void a single item you must first select the item from the checkout list.

Once selected click the 'VOID' button. It is possible to clear the whole checkout list by simply clicking on the 'VOID' button when no individual items are selected.

You will of course be asked to confirm this step.

### Print Last Receipt Button

The system always has a copy of the receipt generated from the last till transaction (regardless of whether it was printed or not). Pressing this button will print the receipt.

### Opening The Cash Drawer

By default, the cash drawer will be opened during every transaction when the till operator keys in the amount tendered. There is a hidden manual cash drawer release button however. Clicking on the sales screen total display will open the cash drawer.

### Sale Mode Button

To change between sale and return modes simply use the button in bottom right of the screen labelled 'Sale'.

This button will change it's label depending on the current mode of operation. The available modes are listed below:

#### **Sale**

This is the normal default state for this button. When in this mode items can be sold as normal.

#### **Single Return**

In this mode you can scan a single item as a return. The item will be added to the checkout with a negative quantity and value. As soon as the item is scanned the sale mode returns back to the default 'Sale' mode.

**Multi Return**

This mode operates as above however the sale mode will remain in the 'Return' state until you select otherwise by pressing the sale mode button again.

**Acc Payment**

This mode allows you to take a payment through the till system to pay off an existing customer account balance. In this mode you will not be able to add items to the checkout list. Instead, once you have selected 'Acc Payment' mode, all you need to do is press the 'Complete Sale' button. This will take you straight to the payment window where you can select the required customer account and specify the amount the customer wishes to pay off the account balance.

**Applying Discounts****Global Discounts**

The term 'Global Discount' means a discount that is applied to all items in the checkout list. To apply a discount simply click the 'Global Discount' button and enter a discount %. All items currently in the checkout will have this discount applied (not subsequent items).

If you wish to apply this discount automatically to ALL items added to the checkout list for the duration of the session you need to enable the option 'Allow session long global discounts' in the settings 2 page. For as long as the global discount is set, all new items added to the checkout will have this discount applied.

**Line Discounts**

You may only wish to apply a discount to a single item in the list. To do this simply click on the item to select it. The discounts button will now change to 'Apply Line Discount'. Again, enter the required percentage discount and press OK. Only the selected line will have the discount applied. You can do this with as many individual items in the list as you wish. To cancel the line discount re-select the item and you will notice that the discount button changes again to say 'Cancel line discount'. Pressing the button will clear the discount for the selected line.

**Sale Interrupt**

This feature is also sometimes called 'Clerk Interrupt'. Lets assume that user A is half way through a transaction and decides they need to go and check a price. This in effect ties up the terminal until the user returns to complete the sale. The sale interrupt function allows a second user to save the current part completed transaction and then start a new one. The part completed sale can then be re-called at a later time and completed.

Any part completed sale that is saved in the sale interrupt buffer is always re-displayed once the current sale has been processed. This prevents transactions sitting in the buffer for prolonged periods and also frees up the buffer for the next interrupt request.

If user login is enabled, part completed sales are stored against a user's account when they logout. This enables users to restore a part completed sale when logging back in to the system from any network terminal.

**Completing A Transaction**

Once all goods have been added to the checkout you are ready to complete the sale and take payment.

### Training Mode

EPOS-Excel offers the ability for system administrators (with a current admin user account) to train staff using a special training mode. When the terminal is placed into this mode of operation all sales will complete as normal however no sales data will be written to the transaction database. Also stock levels will not be amended.

To activate the training mode do the following

1. Log in to any terminal as a system admin user.
2. Click on your user name at the bottom of the main terminal screen.
3. You will be presented with a list of terminal session options.
4. Click the training mode checkbox and click OK.

To de-activate this mode simply un tick the checkbox in the same way as above. Note that once a terminal has been placed in training mode it will remain in this mode until an admin user de-activates it or the terminal is shutdown and restarted.

# Reports Manager

Transaction Time	ID	Terminal	VAT Goods	exVAT Goods	Total Goods	Total VAT	Charges	Sale Total	Cost exVAT	Profit	Pay Method	Customer Name
24/04/2009 17:16:16	33367	1	89.95	0.00	89.95	11.73	0.00	89.95	n/a	n/a	Account	One Vision Applications
24/04/2009 17:16:39	33368	1	45.65	0.00	45.65	5.95	0.00	45.65	5.100	34.600	Account	One Vision Applications
24/04/2009 17:16:57	33369	1	20.00	0.00	20.00	2.61	0.00	20.00	n/a	n/a	Account	One Vision Applications
24/04/2009 17:17:22	33370	1	0.00	0.00	0.00	0.00	0.00	0.00	0.000	0.000	Cash, Account	One Vision Applications
24/04/2009 17:17:51	33371	1	0.00	0.00	0.00	0.00	0.00	0.00	0.000	0.000	Cash, Account	One Vision Applications
<b>5 Transactions</b>			<b>£155.60</b>	<b>£0.00</b>	<b>£155.60</b>	<b>£20.29</b>	<b>£0.00</b>	<b>£155.60</b>	<b>£5.10</b>	<b>£34.60</b>		

The reports manager is used to display all transaction history, provide detailed stock analysis and also provide full sales statistics information.

Below is a detailed description of each of the sales report options:

## Till Sales

Provides a quick list of all till transactions that have occurred on a given day. This is the report that you use to give you your total daily sales figures (VAT and non-VAT). This is the equivalent of the X and Z readings that you would obtain from a standard POS till. Assuming that you have recorded the cost of your stock items in the stock manager, the report will also show you total cost and total profit.

Any transactions that contain items without a cost associated to them will show "N/A" for the profit calculation. This is because the system can only perform an accurate profit calculation for a transaction if ALL items have their cost specified. You are advised to enter the item cost in the stock manager in order to make use of the cost / profit tracking facility.

You can change the selected report date simply by clicking the 'Change report date' button.

To show the details of the individual transactions, i.e. the items purchased, just click on the transaction and then click the 'Show transaction detail' button.

One feature that is unique to the till sales report is the ability to print a summary of the sales totals using the receipt printer. This is useful if you require a printed record of each day's X and Z readings without wanting to print off the full transaction report. To do this use the 'Print totals receipt' button.

### Stock Reorder

The stock reorder report uses the stock database to determine which stock items require re-ordering. When you run the report any items that have a current stock level of less than the reorder level will be flagged for reordering. Each item will show the required reorder quantity depending on the selected 'Re-stock type'.

A useful feature is the ability to report for a single supplier. The required supplier can be selected from the drop down list. When this is done only stock items that are supplied for that one supplier will be show in the report.

### Sales Statistics

The sales statistics report is used to show you information about how well or how badly your stock has sold over a given time frame. To generate a report firstly select the start and end dates that you wish to obtain sales information from. Next select the 'Report type'. The most popular and probably most useful is the 'Sort top selling' report. When this report is run you will see a list of stock items. These items are arranged in order of units sold. The items that have sold the most are listed first.

The 'Sort worst selling' option will again list all the items that have sold in this period but this time they will be ordered with the least selling items at the top.

The 'Stock with zero sales' option will identify any stock items that have not sold at all in the selected period.

### Stock List

Provides a full and detailed list of all stock items on your database. This report is useful for stock-taking purposes and allows you to compare your "on shelf" stock with the details you have on record.

### Account Balances

This report simply provides a list of all customer accounts and their current account balance.

# Customer Accounts

**Customer Accounts**

**Business Accounts:**

Acc No	Business Name
1	The Hardware Store

**Individual Accounts:** Click on column headings to change order.

Acc No	Surname	First Name

**Customer Account Information**

Acc No:   Individual  Business

First Name:

Surname:

Address:

Tel:

Mobile:

Email:

Comments:

Invoice Prefix:

Credit Limit:

Discount (%):

Price Break:

Account Blocked

**Account Transaction Information**

	Date / Time	Type / Comment	Invoice No	Value	Balance
Invoices	25/04/2010 18:37:12	Cash Sale	1/100	£0.85	£0.00
Statements	25/04/2010 18:37:37	Purchase on account	1/101	£85.00	£85.00
Manual Credit/Debit					

New Account
 Delete Account
 Show Transaction Detail

Save Account
 Exit

EPOS-Excel gives you the ability to store customer details and keep a record of your customers' purchases over a given period. You can also use this facility to setup customer credit accounts. Below is an overview of the system and a more detailed explanation of the features available.

## Entering a new customer and setting account options

To add a new account simply click the 'New Account' button at the bottom of the screen. This will clear all the detail boxes and auto generate an account number. This number will be the next available number following the highest account number on record. You can however change this number to any number you like at this stage.

Next you need to select whether this is an individual account or a business account as the account names are stored slightly differently depending on your selection. All the rest of the customer information is pretty self explanatory however the fields at the right hand side of the group box may not be so obvious so I'll explain these in more detail...

### Invoice Prefix

All transactions that are generated against a customer account are given a unique invoice number. The starting number in this range is set in the admin section (default is 100). The invoice prefix is a series of characters that can be placed before the invoice number specific to this customer. For

example if IBM and BOC Edwards were two of your customers you could use 'IBM' and 'BOC' respectively which would generate invoice numbers like 'IBM100' and 'BOC100' etc.

The invoice prefix is not actually required and, if left blank, the system will default to the following format of invoice numbering

"ACCOUNT NUMBER / INVOICE NUMBER" e.g. 137/100 (Invoice number 100 for account no 137)

#### **Credit Limit**

You can set the maximum amount of credit to allow the account. If at the point of sale the customer attempts to charge to account and the transaction total would push the account balance over this limit, the system will flag a warning message and would not allow the transaction to complete unless an alternative payment method was specified. For an unlimited credit limit simply enter '0'.

#### **Discount %**

Here you can specify a customer discount percentage that will be applied to all transactions this customer makes. You do have the option at the point of sale to disable this discount should you wish.

#### **Price Break**

This option is tied in with the discount above. This allows you to set at what transaction price you want the customer discount to apply. For example you could set a discount of 2% but only on transactions that exceeded £100 in value. For no price break simply set this value to '0'.

#### **Account Blocked Option**

This option allows you to stop this customer from making purchases on account and in effect prevents the account from accepting any credit. The customer will however still be able to make cash / credit card purchase.

Once all the customer data and account options are completed click the 'Save Account' button.

#### **Manual credit / debits**

Here you can add a single credit or debit amount to the selected account. You need to enter some description text to explain the type of credit or debit and also of course the value of the entry. Then simply click either the credit or debit button to add the entry to the account. The running balance will be adjusted accordingly.

#### **Invoice / Statement printing**

Any transaction that has an invoice number associated with it can have an invoice printed. Simply use the print option buttons to either preview or print the invoice for the selected transaction. As soon as you select a customer account you have the option of printing a customer statement. This statement will detail all the transactions that the customer has made in a given period. Note that when you select to print or preview the statement you will be asked to specify this time period.

#### **Show transaction details**

If you wish to look at the details of an individual transaction without having to preview the invoice you can simply select the required transaction and then click the 'Show Transaction Detail' button. This will show all transaction items, prices and totals.

*As of version 1.3.0.3, you can now assign a cash, cheque or card sales to an account at checkout.*

*You can also select to sell all items to that account at cost price (ex or Inc VAT).*

# OPOS Driver Installation & Setup

**Please Note: OPOS drivers are not always required when installing POS hardware. EPOS Excel also supports direct serial communication with many standard device types. USB, Parallel and Ethernet attached devices however do require an OPOS driver.**

EPOS-Excel supports communication with POS hardware devices that are connected using the OPOS driver environment.

Please Note: that the Microsoft Point of Service version that is installed with EPOS-Excel is 'Microsoft POS For .NET V1.11' and for this reason only OPOS drivers that are compatible with Microsoft POS For .NET V1.11 are supported by EPOS-Excel.

Many POS hardware manufacturers supply OPOS drivers for use with their devices. The following setup tutorial concentrates specifically on the Epson OPOS driver but most manufacturers' drivers are similar in setup and operation.

## **EPSON Driver Download**

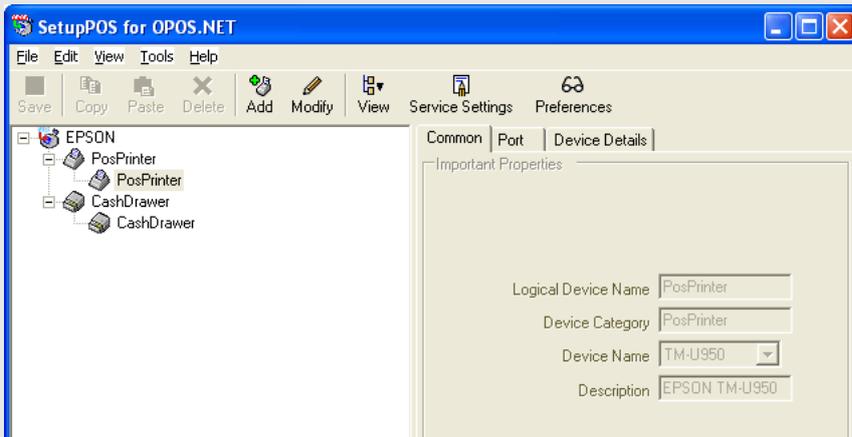
The following steps will guide you through obtaining the correct OPOS drivers...

1. Visit <http://www.epson-pos.com/>.
2. Click on 'OPOS ADK For .NET' under the software section.
3. Click on the latest version of the driver (normally only the latest version is shown unless you are logged in with an EPSON user account).
4. Read the licence agreement and, if you agree, click the 'Download' button.
5. Follow the installation steps to complete the installation.

During the installation you may be asked if you wish to install USB or Parallel support drivers. If your receipt printer uses these interfaces then you should answer YES.

## **EPSON OPOS Driver Setup Tool**

The OPOS driver setup tool allows you to select and setup all the POS hardware devices that you wish EPOS-Excel to use. From the start menu click on the SetupPOS link in the Epson OPOS for .NET program group. The setup tool will open as follows...



I have actually already added a receipt printer and cash drawer but your device window should be empty.

To add a new device simply click the 'Add' button and complete all the required hardware settings information for your attached device. These settings can be altered at any time by selecting the device in the device window and clicking the 'Modify' button. For more specific help on using the setup tool use the help menu. Please note that this OPOS driver is only intended to setup devices that connect directly to the receipt printer. If your hardware connects directly to the host PC you will need to setup that connection separately.

See below the end of this page for 'Standalone cash drawer support'.

Please ensure that the following "Logical Device Names" are used when setting up your devices...

Device	LDN
Receipt printer	PosPrinter
Cash drawer	CashDrawer
Customer display	LineDisplay

Any devices that are listed in your device window are setup and ready to be used by EPOS-Excel. All you need to do in EPOS-Excel in order to start using your new hardware is to visit the 'Hardware Settings' tab in the admin section and then set the interface type selection to 'Use OPOS Driver' for your required device type.

### Standalone Cash Drawer OPOS Support

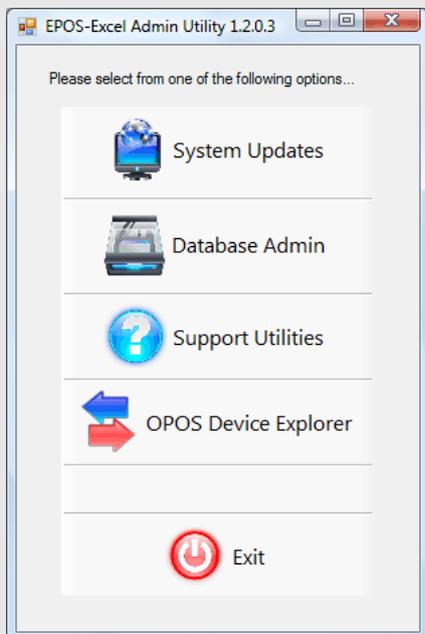
As of version 1.1.1.0 EPOS-Excel also provides support for "standalone" cash drawers. By this we mean a cash drawer that does not connect into the printer's DK connector and instead connects directly to the host PC via a serial, parallel or USB connection. To enable this form of connection for your cash drawer simply tick the 'Enable OPOS cash drawer' checkbox in the hardware admin page. Again, as above, you must ensure that the LDN name for your device is set to 'CashDrawer'. You must also ensure that only ONE device on the system has this name associated with it otherwise problems will arise.

### OPOS Driver Setup Without Using LDNs (v1.3.0.2 and above)

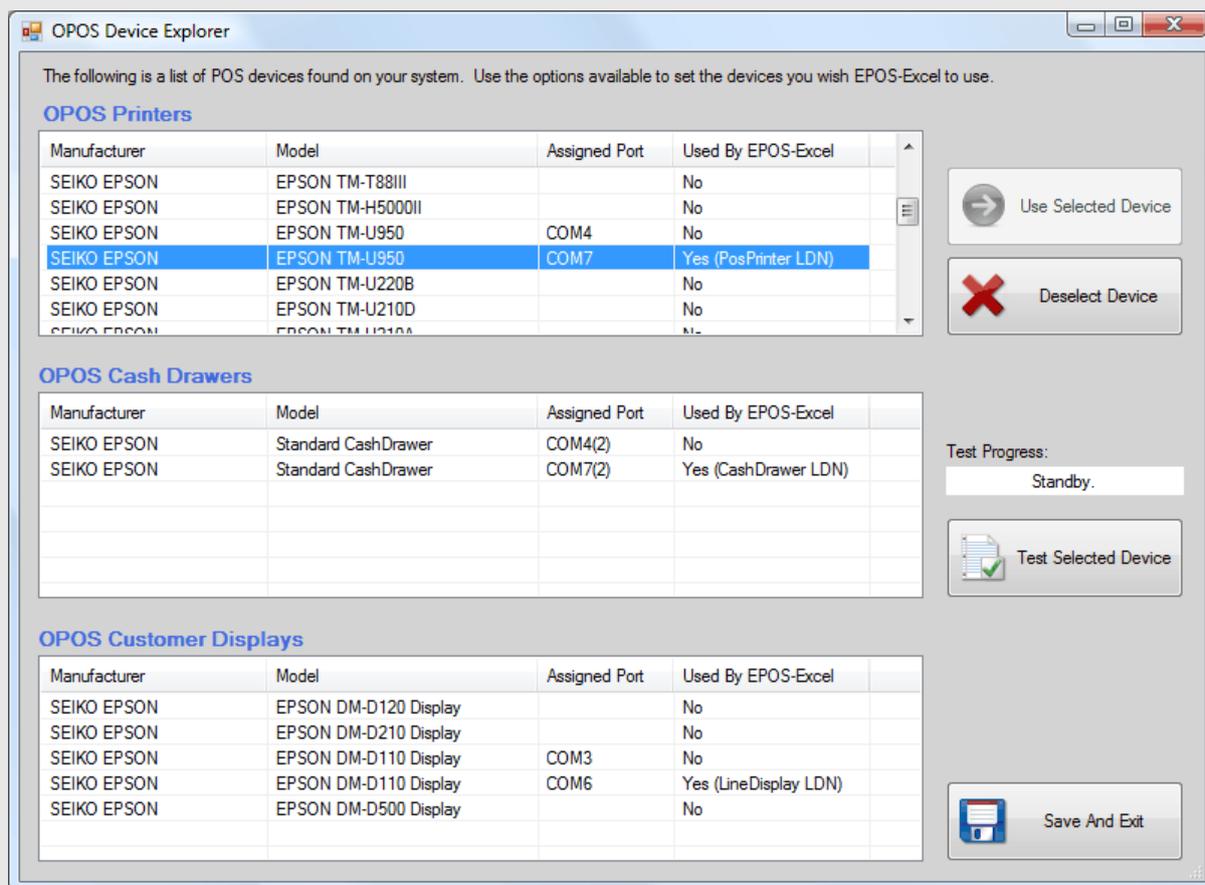
As previously described, EPOS-Excel will, by default, attempt to use any OPOS device with an LDN (logical device name) of either PosPrinter, CashDrawer or LineDisplay. This is great for OPOS drivers that are fully ".NET compatible" such as the Epson driver described above. However as of EPOS-Excel version 1.3.0.2 BETA 10 (and v1.3.0.2 Final Release) we also provide a second method of OPOS device assignment. Because of this EPOS-Excel can now use OPOS devices regardless of the LDN used. This is useful when using OPOS hardware drivers that do not correctly expose the device LDN to the .NET framework.

OK, so that all sounds very complicated but the method of using OPOS devices is now much simpler in *EPOS-Excel v1.3.0.2*.

Simply open the EPOS-Excel Admin Utility from the EPOS-Excel program group (Start menu > All programs > EPOS-Excel > EPOS-Excel Admin Utility). You should see a menu similar to the following.



Click on the 'OPOS Device Explorer' button which will present you with the following screen...



The OPOS Device Explorer lists all installed OPOS devices found on your system. As I have the Epson OPOS driver installed on my test system you'll notice that I have many Epson products listed above. I don't physically have all of these devices but the driver installs a long list of "Service Objects" on my system. We can then use the EPOS-Excel OPOS Explorer to choose which service objects I wish to use.

You'll notice that I have three devices currently selected to be used by EPOS-Excel. You'll also notice that they are being used, not because I have manually selected them to be, but because they have already been assigned an LDN of PosPrinter, CashDrawer and LineDisplay by the Epson OPOS setup utility.

Lets assume that my TM-U950 printer was NOT assigned an LDN of 'PosPrinter'. EPOS-Excel wouldn't normally use this device by default. To manually select the device to be used I'd simply select it from the 'OPOS Printers' list window and click the 'Use Selected Device' button. You can also perform a simple operations test on the selected device by clicking the 'Test Selected Device' button. Once happy that you have correctly selected all of your OPOS hardware, press the 'Save And Exit' button. When EPOS-Excel next starts it will attempt to use your selected OPOS hardware.

So to recap, EPOS-Excel has two methods of assigning OPOS devices for use. Firstly you can use the manufacturer's OPOS setup utility to assign the device a valid LDN. This LDN must be PosPrinter, CashDrawer or LineDisplay. If however you are using a non ".NET Compatible" OPOS driver you may need to manually select the OPOS device to use. To do this follow the steps above describing the use of the EPOS-Excel OPOS Device Explorer.

**Still having problems?**

Unfortunately OPOS driver setup is sometimes not as straight forward as it first seems. Driver compatibility can sometimes be an issue so for further assistance with setting up OPOS devices please feel free to contact us via our website.

## Using The Data Export Manager

EPOS-Excel allows the user to export all system report data to an external application for further processing. An example of such an application would be an accounting package such as Sage, QuickBooks, Money Manager etc. There are lots of these applications on the market and all have slightly different requirements for importing data to them. EPOS-Excel tries to make this process as simple as possible by allowing you to fully customise the format of the data you export so that it matches the requirements of your application.

### Exporting Data

Firstly you need to run a report. You can export data from any one of the standard system reports in the reports manager. For this example we will use a till sales report.

Now to export the data in this report we need to click the 'Export' button at the bottom of the screen. You will then be taken to the export manager screen.

Use this page to format your report data ready for export to an external program such as an accounting package. The data is saved in CSV format. Use the options below to format your report columns and data to match the import requirements of your application.

**Report Parameters**  
Report Type: Till Sales

**Add New Output Data Column**  
Column Name:  Associated Input Column:  Add / update this column

**Column Data Formatting**

- No formatting. Copy data exactly from input column.
- Use a portion of input column data. Start index:  Length:
- Don't use report column data, use the following string text:
- Use column data but replace occurrences of:  with:

**Conditional Output (Only display data that matches these criteria)**  
 Is Numeric  Greater than zero  Less than zero

**Final Data Format**  
 Absolute  Uppercase  Lowercase

**Output Data Column Format**

Id	Output Column	Input Column	Format	Parameters	Conditions	Final Format
1	Trans_Date	Transaction Time	Portion Of Input	Index=0 Length=10		
2	Trans_Time	Transaction Time	Portion Of Input	Index=11 Length=8		
3	Pay Type	Pay Method	Exact Copy			Uppercase
4	Credit	Sale Total	Exact Copy		<0	ABS
5	Debit	Sale Total	Exact Copy		>0	ABS
6	My Column		Fixed String	The cat sat on the mat		

Move UP Move DOWN Delete

Save Output Format Export Data Now! Exit Reports

Okay, the fundamentals of data export are as follows. We need to provide data in columns and rows very similar to a spreadsheet format. In this case a row would be a single transaction and contain all the data relating to that one sales transaction. Each row would contain several columns that would hold each separate piece of data for that transaction. Looking at the original report you can see that there are nine original columns and seven transaction rows. We could just export all this data "as is"

but the problem would be that your target application might not understand the column names and/or the format of the transaction information that you send.

The data export manager allows you to customise your columns and rows in such a way to suit your target application.

### Creating An Output Column

Lets assume that our target application requires our transaction data to have a separate date and time column called 'Trans\_Date' and 'Trans\_Time' respectively. EPOS-Excel reports the time and date together in one column called 'Transaction Time'. We therefore need to perform some formatting.

The way we build our output format is by adding individual output columns one by one. So lets take our 'Trans\_Date' and 'Trans\_Time' columns as an example. Firstly you need to specify the name of the output column. Then we need to tell the export manager which of the report columns we wish to use as a source of data.

Now as previously mentioned, we need to only show the date in this column and NOT the time. Therefore we need to use only a portion of the original data. The original data looks something like 20/07/2007 12:33:00. We therefore select the second formatting option and specify the start index and length of the data we want to use. In this example the start index is 0 as we need to start at the very beginning of the string and the length is 10 because we only want to transfer the first ten characters. We can now press the 'Add / update this column' button to add the new output column.

You can see from the example screen above that the 'Trans\_Time' column is exactly the same but this time we need to transfer the '12:33:00' portion of the data so we specify a start index of 11 and a length of 8.

There are quite a few formatting options available. The following table explains these in more detail.

<b>Use a portion of input data</b>
Takes a substring of the input data. Start index (starting with 0) and length (length of string to transfer) need to be set. For further information on this see the date / time example above.
<b>Don't use input data, replace with fixed string</b>
Does not use any original data. The output column simply holds the specified string for every row of the data file.
<b>Use input data but replace occurrences of x with y</b>
Transfers an exact copy of the source data to the output column but replaces any occurrences of a specified value or character with an alternative specified value or character. An example would be converting 20/07/2007 to 20-07-2007.
You can specify multiple replacements if you wish by inserting a comma "," separator between your data. For example...

Replace occurrences of '/', '#' with '-', '?' will substitute all forward slash symbols in the data with hyphen symbols and all hash symbols will be substituted by question marks.

### Conditional Output

You may wish that certain data is not transferred if a certain condition exists. For example you might only want the input data to be transferred if it is positive and not negative. One example of this is that some target applications require 'Credit' and 'Debit' columns to be separate EPOS-Excel only reports a single 'Sale Total' column in it's till sales report but reports a negative value for a credit. In the example report above you can see how we have set two separate output columns called 'Credit' and 'Debit'. The credit column will only show a value when the original value is negative and likewise the debit column will only show a value when the original value is positive. All conditional operators are shown in the table below.

<b>Is Numeric</b>
Only numeric data will be passed to the output column.
<b>Greater than zero</b>
Only numeric data that evaluates to be greater than zero will be passed to the output column.
<b>Less than zero</b>
Only numeric data that evaluates to be less than zero will be passed to the output column.

### Final Formatting

Final formatting allows you to specify the way you wish your data to look once it has been passed to the output column. One example of this would be in the previous example where we had two separate output columns for credit and debit amounts. Don't forget that EPOS-Excel will always show a negative value for a return sale or a credit (hence the reason it is filtered into this output column in the first place). The problem is that we don't want the value in this column to be negative so for this reason we apply an absolute (ABS) function to the resulting data. All final formatting operators are shown in the table below.

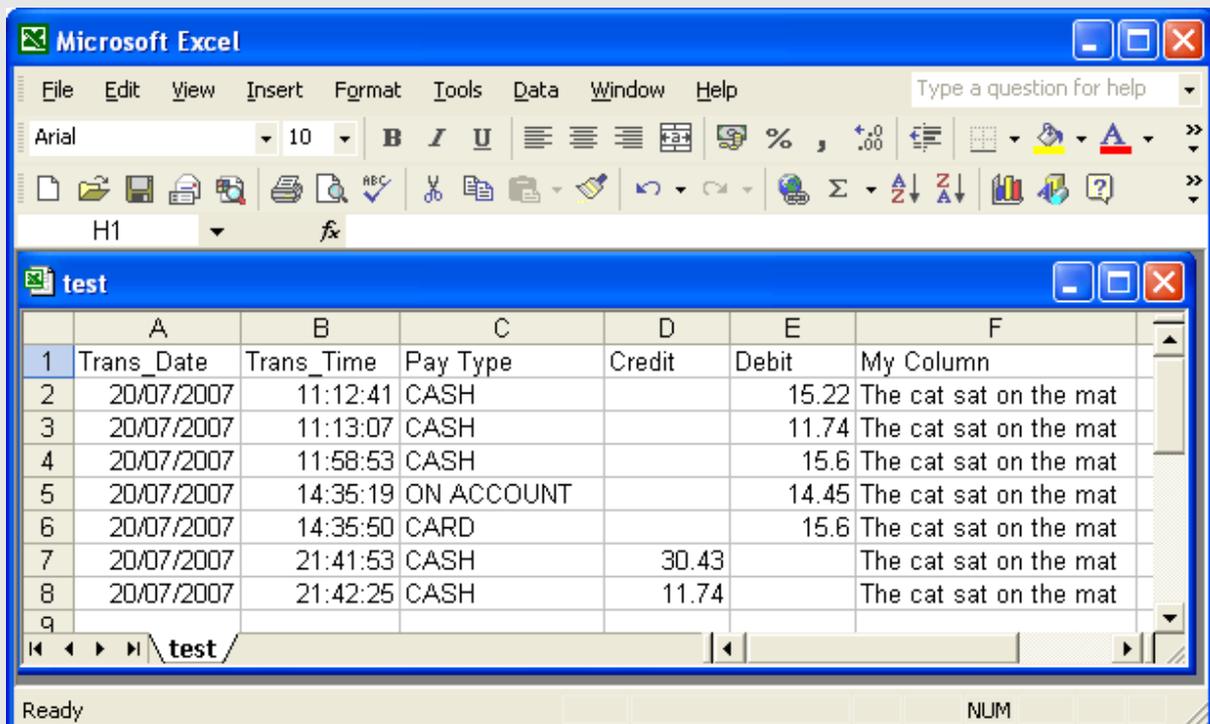
<b>Absolute (ABS)</b>
Removes sign from numeric data (makes negative values positive)
<b>Uppercase</b>
Makes all characters in a text string UPPERCASE
<b>Lowercase</b>
Makes all characters in a text string lowercase.

Saving Your Formatting Options, Exporting The CSV File & Opening In Excel

Once you have completed the formatting of your CSV output columns you will want to save this format for future use. Click the 'Save Output Format' button at the bottom of the screen. From now on whenever you click the 'Export' button at the bottom of the report page the data export manager will open with all your saved columns settings for that particular report. Obviously the output format for each report type is different so you will need to save a different output format for the till report, re-order report, customer account balance report etc.

Okay, so now we need to actually export the selected report using our chosen formatting options. The report will be saved in CSV format (comma separated values). At the bottom of the screen click the 'Export Data Now!' button. You will be asked to specify a filename and file location. Once the file is saved that's it! All you need to do now is import the file into your chosen target application and check that the data format is correct. Just as an example of how the CSV file is formatted from our till sales example, I've imported it into Microsoft Excel below.

We can see our six column heading across the top. For each of the transaction rows we can see how the formatting options we set using the data export manager have been applied to the data.



	A	B	C	D	E	F
1	Trans_Date	Trans_Time	Pay Type	Credit	Debit	My Column
2	20/07/2007	11:12:41	CASH		15.22	The cat sat on the mat
3	20/07/2007	11:13:07	CASH		11.74	The cat sat on the mat
4	20/07/2007	11:58:53	CASH		15.6	The cat sat on the mat
5	20/07/2007	14:35:19	ON ACCOUNT		14.45	The cat sat on the mat
6	20/07/2007	14:35:50	CARD		15.6	The cat sat on the mat
7	20/07/2007	21:41:53	CASH	30.43		The cat sat on the mat
8	20/07/2007	21:42:25	CASH	11.74		The cat sat on the mat
9						

## Importing Stock Data Using A CSV File

With EPOS-Excel you can add stock items to the system one by one using the stock manager in the administration section. Alternatively you may already have a large stock list that you want to import into the system to save time. This facility exists in the form of a CSV file import procedure. Follow the following steps to build your CSV file ready for import into EPOS-Excel.

### Creating The CSV Template

Before you can import your stock data into the system database you need to build your CSV (comma separated values) file. This file needs to be in a certain format in order for EPOS-Excel to understand it. EPOS-Excel provides you with a method for creating a template file that you can build on and add your stock items to.

Firstly navigate from the start menu to the EPOS-Excel program group and click on the 'Online Updater' tool (*As of Version v1.3.0.2* is now called 'EPOS-Excel Admin Utility') On the bottom toolbar of the updater tool you will find a button called 'DB Admin. Clicking this will take you to the database administration page which will look something like this...

Local Database Admin Utility

Use this utility to backup and restore your local database files. This utility is handy if you need to perform database administration in situations where the main application will not run.

**Backup**  
Backup Path

**Restore**  
Location Of Settings DB File (settings.mdb)  
    
Location Of System DB File (epos-db.mdb)

**Stock Data Import**  
If you already have a stock database that you wish to import into EPOS-Excel without having to manually enter each item you need to first create a 'Stock Database CSV File'. Click the button below to create this file (it will be saved to your EPOS-Excel program directory in the CSV sub folder).  
  
This file can now be opened in Microsoft Excel. You can then add all of your existing stock data to this file. For formatting information see the help section on our website. Once the file is complete simply click the import button below to add all your stock items.

**Database Update**  
By default EPOS-Excel will only run a database update when it detects an incompatible database version number. Use this option to "force" EPOS-Excel to perform this update when the program next starts regardless of database version numbers.

**Update Stock Tax Rates**  
Although you can individually change the tax rate of a given product using the stock manager you may need to globally alter a tax rate on all products. This simple utility will amend ALL stock items with a given tax rate to a new tax rate of your choice.  
Change rate:  % to new rate of:  %

Click the button 'Create File stock\_db\_import.csv'. This will create a template file in your EPOS-Excel\CSV folder. This file will contain all the stock database information that is currently stored on

the system. If your stock database is empty only the column headings will be shown. This may all sound a bit confusing at the moment so let's take a look at a sample CSV file...

Navigate to your EPOS-Excel\CSV directory and open the stock\_db\_import.csv file in a program that can read CSV data (such as Microsoft Excel). Please note that if you are using Microsoft Excel to edit your data you'll need to import the file as described below in order to maintain correct formatting:-

1. Open a new (blank) Excel spreadsheet.
2. Excel 2007 - From the 'Data' menu select the 'Get external data from text' option.
3. Excel 2003 - From the 'Data' menu select the 'Import External Data' option and then the 'Import Data' option.
4. Select your CSV file from the file browser.
5. At stage 1 of the import wizard leave all options as they are and press 'Next'.
6. At stage 2 change the 'Tab' delimiter option to 'Comma'. Press 'Next'.
7. At stage 3 select the 'item\_barcode', 'item\_supplier\_code' and 'item\_box\_code' columns and change their data format to 'Text'.
8. Click next to complete the import.

Below is an example of the imported data...

	A	B	C	D	E	F	G
1	item_id	item_description	item_cost_incvat	item_retail	item_tax_rate	item_stock_level	item_supplier
2	10	02 Voucher	-1	-1	0	-1	-1
3	11	Vodafone Voucher	-1	-1	17.5	-1	-1
4							
5							
6							
7							

The file is made up of rows and columns. Each row is a separate item of stock and each column holds a specific piece of data relating to that item. The first row of the file actually holds the column names and should NOT be altered (Your stock data begins at row 2) . This sample file already contains two stock items. If your stock database was empty at the time of creating the template file then you will simply see the column headings and no stock items listed.

The task now is to work your way through this file and add in all your stock items. Please note that if you do have existing items listed then you will need to keep these in the list otherwise they will be deleted when you import the new CSV file! This file should include ALL the items that you want to have in your stock database.

Most column headings are fairly self explanatory, such as item\_id, item\_description etc but some may not be quite so obvious. Below is a table explaining exactly what information is required for

each column heading. Please note that not all columns need to be completed at this stage. Any cell that is not populated will need to contain a default value as shown in the table.

Please note that NO cells can contain a comma "," character.

Column Heading	Description	Default Value
item_id	The product code for the item. Can be alphanumeric and contain special characters.	Must be completed.
item_description	The text description of the item.	Must be completed.
item_cost_incvat	As of v1.2.0.3 this column ALWAYS holds the exVAT item cost.	-1
item_retail	The price of the stock item. If you have configured the system to process stock prices inclusive of VAT then this price must include VAT. If you have configured the system to process stock prices exclusive of VAT then this price must be Ex-VAT.  If a price is not set (set to -1) then you will be prompted to enter a price at checkout time.	-1
item_tax_rate	The rate of VAT applied to the item. Please note that if there is no VAT payable on this item you should set this value to 0.	0
item_stock_level	The correct stock level you hold for this item.	-1
item_supplier	The supplier ID number for the item's supplier (see supplier record for ID number).	-1
item_reorder	The inventory level at which to flag a re-order request.	-1
item_high_level	The full inventory level quantity for this item.	-1
item_promo_type	Not to be set here - Just set to default value for new items >>	None
item_promo_quantity	Not to be set here - Just set to default value for new items >>	-1
item_promo_discount	Not to be set here - Just set to default value for new items >>	-1
item_box_code	If this item is delivered in a bulk package or box then enter the bulk package barcode number here.	-1
item_box_quantity	The quantity of the product normally contained in the bulk package.	-1
item_box_cost	The Ex-VAT cost of the bulk package	-1
item_udkey	Not to be set here - Just set to default value for new items >>	-1

item_ud_index	Not to be set here - Just set to default value for new items >>	-1
item_supplier_code	The supplier's stock code for this item.	-1
price_half	As per 'item_retail' field but price reflects a "half measure" of the stock item.	-1
price_double	As per 'item_retail' field but price reflects a "double measure" of the stock item.	-1
item_barcode	The barcode for the item.	-1
item_department	The department ID code of the department this item belongs to.	-1
item_promo_group	The group number to which this item belongs (for promotions grouping).	-1
max_units_per_sale	The maximum number of units that can be sold per transaction.	-1
track_level	Indicates whether the stock level of this item should be tracked. A value of 'TRUE' indicates that stock levels should be tracked and a value of 'FALSE' indicates that they should not.	FALSE
required_age	If you require an age check warning for this item, enter the minimum required age here. If you do not require an age check simply enter a value of '-1'.	-1
refund_auth	Indicates whether a supervisor password is required to authorise refunds on this item. A value of 'TRUE' indicates that supervisor auth is required. A value of 'FALSE' indicates that it is not.	FALSE

### Importing Stock CSV File To EPOS-Excel

**IMPORTANT!** - If you have an existing stock database always backup your database before performing this operation.

Okay, once you are happy with your stock CSV file we need to import the data into the stock database. EPOS-Excel does not 'add' this data, it actually wipes the content of the existing database and then fills it with your new data so your CSV file should contain ALL your stock data and not just new stock items. As a quick check make sure that ALL columns of your file are filled in (most probably with a default '-1' value). Make sure that the VAT rate column is set to '0' for items with no VAT (not '-1'!!)

item\_promo\_type default value should be None i.e. actually type the text string 'None' into the cell.

To import the data all you need to do is click the 'Import stock from 'db\_stock\_import.csv' button in the DB admin tool. The tool will then read your data line by line and create your new stock database. If an error occurs the message should include a column name and line number where the error occurred. Simply open your CSV file again and check that the data at this cell location is correct.

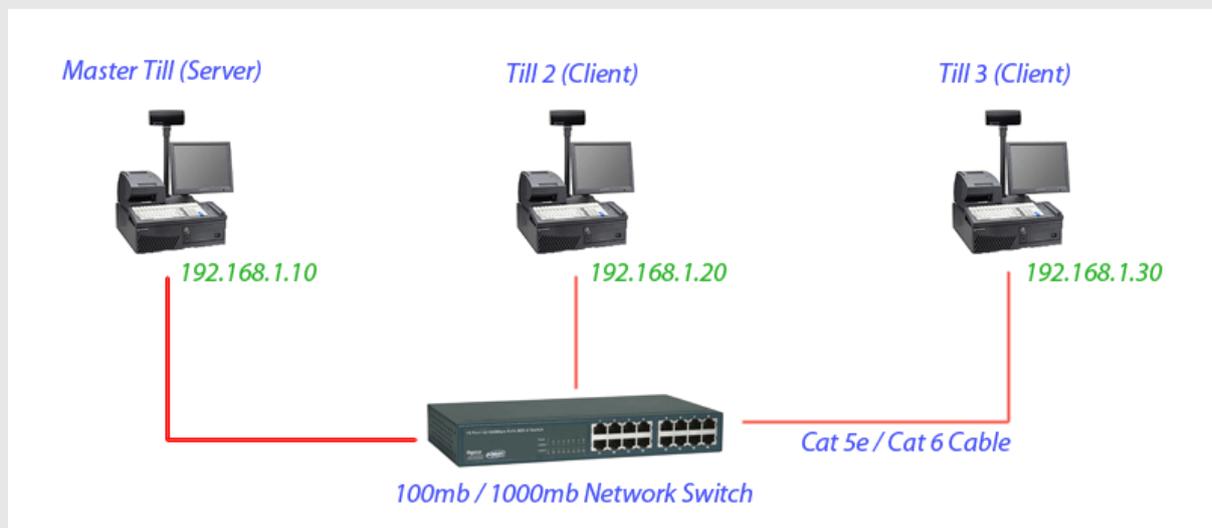
**If all goes well, that's it!**

Open up EPOS-Excel and check in the stock manager that all your products are present and correct.

## Network Setup

As well as running as a single till system EPOS-Excel can be configured to run in a multi terminal environment. Up to ten EPOS-Excel terminals can be connected together to share a common database. The connection between the terminals is a standard Windows network using the TCP/IP protocol.

I will take you through the basic steps required to set up a three terminal EPOS-Excel network. The following connection diagram shows how everything will connect together and also the IP addresses we'll assign to each terminal.



There are hundreds of different manufacturers that make network hardware and thousands of different models of network switches available but in general they all do the same job so we'll not go into any specific detail regarding the network hardware here. Just about any network switch capable of 100mbit connection speeds or above should do the job just fine. You may also be able to use a wireless network however this is not recommended as a wired network is always the faster and more secure option.

### Assigning Fixed IP Addresses

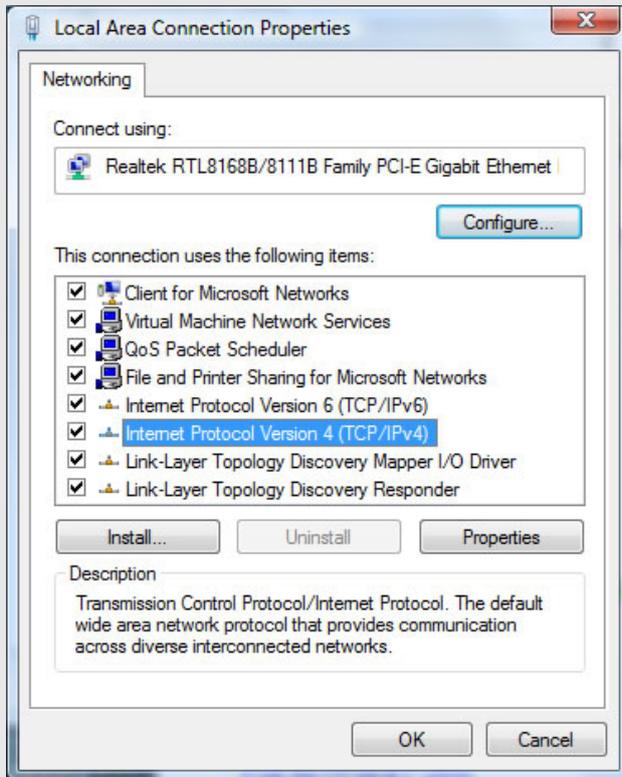
It's important that the server terminal has a fixed IP address because each of the client PCs need to know the IP address of the server at all times. If the server's IP address is assigned dynamically using DHCP this address could change periodically preventing communications between the server and the clients. For the purposes of this tutorial we'll assume that ALL terminals will be assigned a static IP address as per the diagram above.

Please follow these steps...

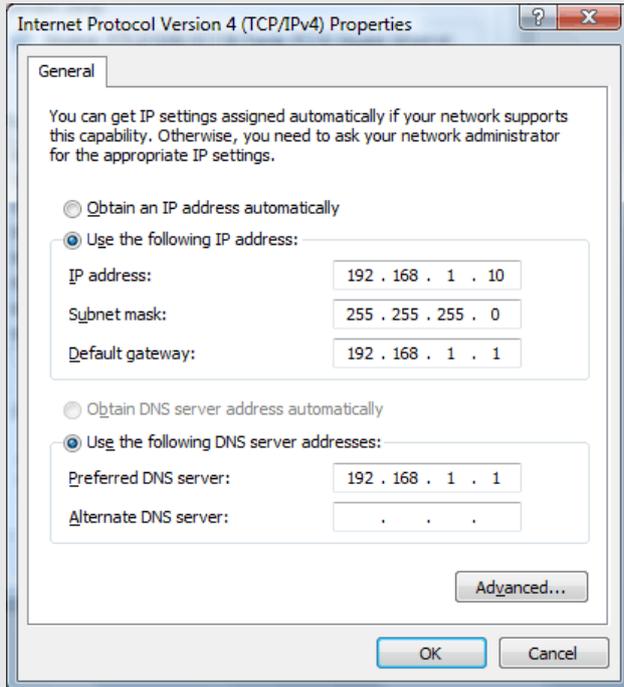
1. Open the network connection properties for your local area connection (from control panel).

- Click on the TCP/IP settings and select 'Properties'.

Please note that this example is Windows Vista, Windows XP will look very similar however.



- You should see a dialog box similar to the following. Fill in your IP address (192.168.1.10 for the server in this case). The subnet mask is rather complicated to explain and well beyond the scope of this setup procedure. For the purposes of our small network always enter the subnet 255.255.255.0 for all PCs connected to the network. The default gateway and DNS server can be left blank if you are not connected to the internet. If you have a network router that connects your network to the internet simply type in the address of the router here. This address should also be used for your preferred DNS server.

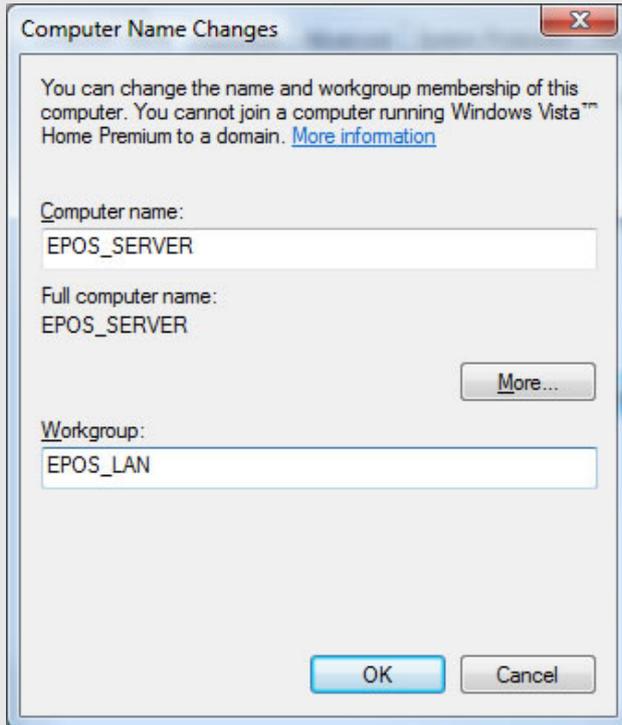


In the above example my local area network is connected to the internet using a router. I have therefore specified the address of my default gateway (the "gateway" to the outside world - the internet). My router has the address 192.168.1.1. This is a common default router address but please check as yours may be different.

4. Repeat the above steps for each client terminal but make sure you set the correct IP address for each. You may be prompted to restart your computer after each IP address change.

### Setting A Common Workgroup Name

Now that all our EPOS PCs have a fixed IP address we also have to make sure that they are part of the same "workgroup". For Windows computers to share files between each other they need to be part of the same workgroup. From the windows control panel select the 'System' icon. Select the 'Computer Name' tab and then click on 'Change'. You should see the following dialog box.



As you can see above, the workgroup in this case is EPOS\_LAN. This name can be anything you like just as long as it's the same on all EPOS terminals. The computer name can also be anything you like but must be different for each PC. For example you could use names like EPOS\_SERVER, EPOS\_TILL\_1, EPOS\_TILL\_2 etc.

### Enabling Windows File Sharing

Before the server terminal can share its database with the rest of the network we need to enable 'Windows File Sharing'. This step ONLY has to be completed on the server terminal. This procedure can be slightly different depending on which operating system you are using.

Below are the steps required to enable file sharing on Windows XP and Windows Vista/7.

#### Windows XP

1. Navigate to C:\Program Files\EPOS-Excel and right-click on the \Database folder.
2. Click on the 'Sharing' tab.
3. About half way down you should see a message explaining that windows has disabled remote access to this computer.
4. Click the link below that that says you understand the security risk and want to share files.
5. That's it! You should now be able to run EPOS-Excel in server mode.

#### Windows Vista/7

1. Open the Windows control panel and click on the 'Network And Sharing Center' icon.
2. Ensure that 'Network Discovery' and 'File Sharing' are enabled.
3. That's it! You should now be able to run EPOS-Excel in server mode.

### EPOS-Excel Terminal Mode

From the 'Hardware' tab in the EPOS-Excel admin section we now need to set the terminal operation mode for each of the terminals. We'll start with the server terminal...

The screenshot shows the 'Administration Section' with the 'Hardware' tab selected. The 'Terminal Operation Mode' is set to 'Independent Terminal'. The 'Server IP' is 192.168.1.100 and the 'Station Number' is 1. Other settings include Receipt Foot Note (Thank You), Slip Receipt Printer Settings (Epson TM-T88III, COM1, 9600), Customer Display Standby Message (Welcome to My Store), and OPOS Cash Drawer Settings.

Select the 'Networked Server' option from the option list. The 'Server IP' text box and the 'Station Number' will be grayed out. This is because the server terminal does not need to access an IP address, only client terminals need this.

Also the station number of the server terminal is always 1.

Click 'Save Hardware Settings' and the terminal will then close down. Restart the EPOS-Excel program as normal. The program will start up in server mode and will share its database with the network.

Now let's configure the two client PCs...

Select the 'Networked Client' mode from the option list. This time we DO need to specify the IP address of the server terminal we wish to connect to. We know that this IP address should be 192.168.1.10 because we assigned the server's address at the start of this tutorial. Also each client will need a unique station number. We'll specify number 2 for the first client and then number 3 for the second.

Click 'Save Hardware Settings' and the terminal will then close down. Restart the EPOS-Excel program as normal. The program will start up in client mode and attempt to connect to the server

terminal. If all goes well you should see no error messages. If you do see any error messages please read back carefully through this section and ensure that you have correctly completed ALL steps.

For further network troubleshooting you can download our networking flow chart for our websites help/support section.

## EEMobile PDA Stock Control Option

The EEMobile PDA option allows you to use a PDA device to perform basic stock control tasks such as taking stock deliveries and performing stocktakes. EPOS-Excel does of course already have a built in method for adjusting stock levels and entering stock deliveries however this all has to be done locally at the PC terminal. The PDA option allows you to wander freely around your shop or store room and make stock level adjustments "on the fly".

Due to the wide range of PDA's on the market and the number of different hardware configurations available we will not be discussing specific hardware or network setup information here.

The only basic network requirements for running this system are as follows:

1. The PDA must have an active wireless connection to your local network.

2. Both the PDA and the hard-wired EPOS terminals must be on the same subnet (i.e. 192.168.1.xxx).

More information on the hardware requirements for the EEMobile system is available on the EEMobile information page on our website.

### Downloading and Installing EEMobile

The following steps will take you through the process of installing the EEMobile software onto your PDA device.

1. Visit the download section of our web site and download the EEMobile CAB file (cabinet file).
2. Transfer this file to your PDA device using your sync software or whatever method you prefer.
3. Now on your PDA, double click on the CAB file.  
The application will now be installed automatically.

### Running EEMobile For The First Time

Once you have successfully installed the software onto your PDA device open up the 'Programs' folder from the start menu. You should now see the EEMobile icon listed in the folder. Clicking on this will start the application running. You can of course create a shortcut to the program and locate the shortcut wherever you like.



This is the main menu screen of the EEMobile PDA application. There are a number of options on this screen so we'll go through each of the different options in turn.

## Settings Screen

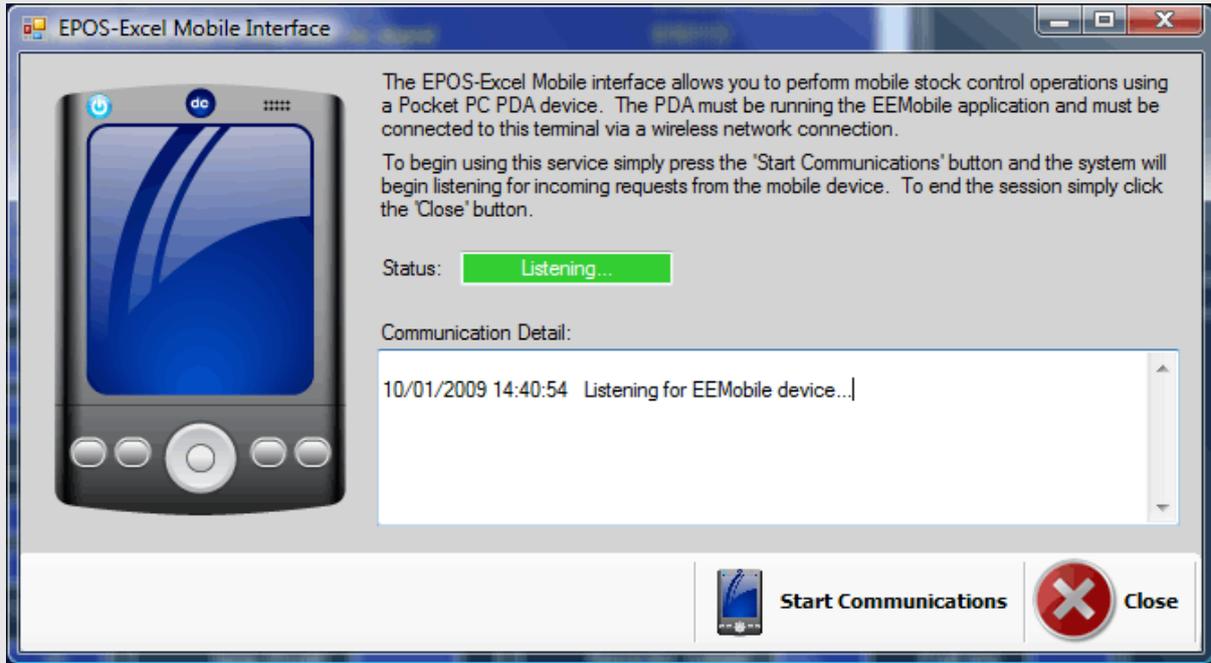


Before we can start using the system we need to setup the communications between our PDA device and the EPOS-Excel till terminal that's running the EEMobile connection interface. This is a simple process and all that's required here is that we enter the IP address of the terminal in question. In the example above we've entered IP address 192.168.1.154. Once you have entered the required IP address, click the 'Save' button. The 'Back' button will return you to the main menu screen.

## EPOS-Excel EEMobile Connection Interface

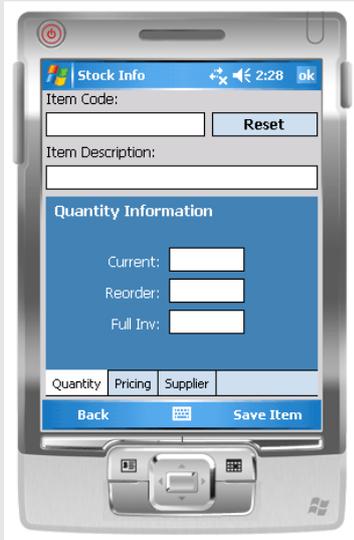
At your EPOS-Excel terminal you now need to start the EEMobile connection interface. This can be found either on the bottom toolbar of the stock manager screen or in the 'Options' tab of the admin section. Please note that this is a "bolt-on" option and there is a small charge for this feature. Pricing can be found on our website

Pressing the 'Start Communications' button will start the EEMobile interface listening for incoming requests from the EEMobile PDA.



Ok, so at this stage you're all ready to start using your PDA software. Lets get started by requesting a simple stock record using the stock management screen below...

### Stock Management Screen



This screen allows you to view and amend stock item data. The page has three tabs at the bottom of the screen that allow you to see quantity, price and supplier information for the selected item. To retrieve a stock record simply scan the required item's barcode. There may be a slight delay whilst the stock record is found and sent across the network but most of the time a stock record should be returned in around only one or two seconds depending on wireless network speed.

Once the record is shown you can amend any data you require. Pressing the 'Save' button will write all the changes back to the EPOS-Excel database.

### Stock Delivery Screen



The stock delivery screen is very simple to use. To take a stock delivery simply do the following:-

1. Ensure the cursor is flashing in the 'Item Code' text box and then scan the stock item's barcode.
2. Enter the quantity of items in this delivery.
3. Press the 'Save' button.

That's it!

The selected stock item's quantity will now reflect the delivery quantity.

The screen will automatically reset once the 'Save' button is pressed, ready for the next delivery item to be scanned.

## EEOnline Web Store Synchronisation Module

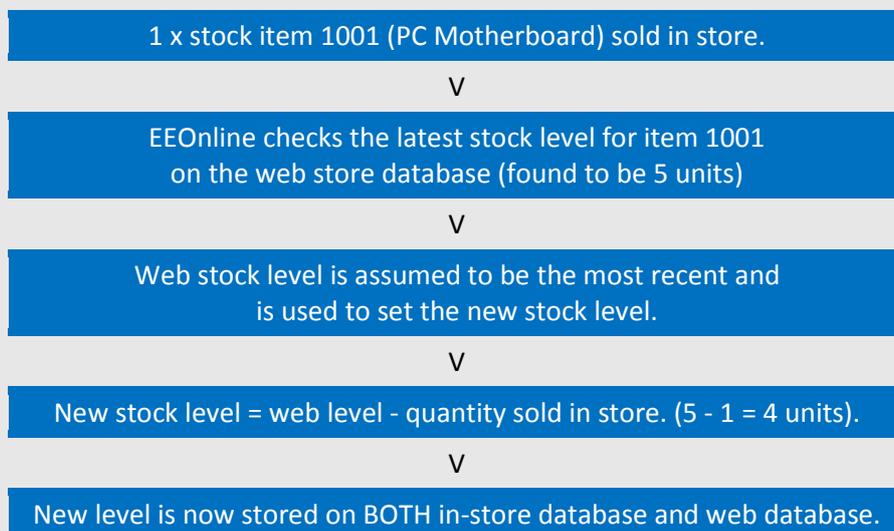
The EEOonline module is one of the "bolt-on" options available with the EPOS-Excel system. It enables you to synchronise stock level and price data between your in-store EPOS system and up to two remote web store databases.

### How does the system work?

To explain how the system works further lets assume that you have a high street store selling computer hardware. You also sell most of your in-store products online using an online store web site. Although in effect you have two separate shops, all the stock that you sell is stored in a common location (more than likely in the store room at your high street store). So what happens if someone walks into your store to buy stock item 1001 which in this case we'll assume is a PC motherboard...

You complete the transaction on your in-store EPOS system and the stock level is adjusted accordingly. But what about the stock level that's showing on your online store? Well the only way to reflect the new stock level would be to manually enter it using the web store admin interface. That's not too bad if you've only got a few amendments to make during the day but if you're selling larger quantities, stock level adjustments between the two systems can become a real pain.

EEOonline is a method of automating this process. The following flow diagram shows how the EEOonline module deals with a simple shop sale.



It's important to note that ONLY stock items that appear on BOTH your web store database AND your EPOS-Excel database will be synchronised. The module will not attempt to update any online stock records that do not appear on your EPOS-Excel database.

### What happens when I sell items via my online store?

So you may be wondering how this system works in reverse. What happens when someone makes a web purchase? Well the key to this is that the EEOnline system will always check the latest web store levels before showing you a local stock level. For example lets assume that at the start of the day your in-store database and web store database were both showing 10 units of stock item 1001. However at 10AM you sell two of these motherboards via your online store. If EEOnline is enabled, whenever you perform a stock record lookup using EPOS-Excel, the EEOnline module will download the latest stock level from your web store and show this value as the current stock level. It will also save this value locally to your EPOS-Excel database so that everything is synchronised.

So in the above example, the EEOnline module will return a value of 8 items. This will then be shown to the till user as the current stock level.

### **What hardware & software do I need to use the EEOnline system?**

The following is a list of basic requirements for the EEOnline system:-

1. Either a standalone EPOS-Excel PC or an EPOS-Excel server PC with an activated EEOnline licence (see web site for pricing).
2. A broadband internet connection.
3. An online web store with remote database access via MySQL port or SSH connection (see below for details).

The connection between your EPOS-Excel computer and your online store database can be achieved in two ways.

These are as follows:

#### **Remote MySQL Port Connection**

This is the fastest connection method however it is also the least secure. On your web server you will need to "open" the standard MySQL port for remote access. This port is normally closed by default for security reasons. The default port number for MySQL is 3306.

For a complete run through of setting up this type of connection on a cPanel Linux server please visit the help/support section of our website or contact us

**Please Note: that in some cases it may not be possible to enable remote access to your MySQL port due to your hosting company's security policies.**

#### **Secure SSH Tunnel Connection**

This is a much more secure method of transferring the data between your EPOS-Excel system and your online store database. With every EEOnline transaction the system will open an SSH (Secure Shell) connection with your web server. All the MySQL data that is sent and received during the EEOnline session is then "tunneled" through this encrypted channel.

This is a slightly slower connection method however, with today's high bandwidth internet lines, the

extra transmission time is very low and wherever possible we recommend using this type of connection.

For a complete run through of setting up your SSH connection with EEOonline, please visit the help/support section of our website or contact us.

**Please Note: that in some cases your hosting company may ask you to sign a security policy form.**

### How can I update stock prices using the EEOonline system?

This is actually a very simple process. When the EEOonline system is enabled and you have configured the system to perform price updates (see below) whenever you save a stock record using the EPOS-Excel stock manager, the local price is transferred automatically to your online store database. For obvious reasons we recommend that you double check online prices after a price update to ensure that all is how it should be. Please note that the price update function only works one way. Price adjustments made directly to your online store will NOT be transferred to EPOS-Excel.

### Configuring The EEOonline Module

Assuming that you have now enabled remote database access to your web store let's go ahead and look at the EEOonline settings screen. The settings screen can be accessed from the admin section under the 'Options' tab.

**EEOonline Sync Module Settings**

**Primary Web Store Server**  
 This is the web address where your online store database is located. This is normally the same URL as your online store. NOTE: Always use www and NOT http://.  
 URL:   
 Please provide the following information from your online store database:-  
 Database name:  Primary key field:   
 Stock table name:  Stock ID field:   
 User name:  Stock level field:   
 Password:  Stock price field:

**Secondary Web Store Server**  
 Enable Secondary Web Store Server  
 URL:   
 Please provide the following information from your online store database:-  
 Database name:  Primary key field:   
 Stock table name:  Stock ID field:   
 User name:  Stock level field:   
 Password:  Stock price field:

**Test Connection**  
 Test the above settings by pressing the 'Test Connection' button...  
 Primary server:   
 Secondary server:

The EEOonline module allows you to synchronise stock data between your EPOS-Excel database and up to two online store databases. The stock codes for all items must be the same on all databases because EPOS-Excel uses it's own stock codes to perform the sync operations.

Enable EEOonline Module

**Duplicate Stock Codes**  
 Run the connection test below to search for duplicate stock codes. The EEOonline module requires unique stock codes in all of it's databases to operate correctly.

You can synchronise with one or two online store databases. For this example we're just connecting to one but the process is identical for the 2nd server. Firstly we need to enter the URL of our online store. Always use the 'www.' prefix here and never the 'http://' prefix. Next fill in the required information from your web database.

Below is a basic description of the required fields.

Field	Description
Database name	The name of the web store database on your web server.
Stock table name	The name of the database table that holds your product records.
User name	The user name that has authorisation to connect to the database.
Password	Password for the above user.
Primary key field	The field name that contains the primary key for the table (usually row_id or product_id etc).
Stock ID field	The field name that contains the product code for the stock item.
Stock level field	The field name that contains the stock level value for the stock item.

### Testing The Connection & Duplicates Check

We can test if these settings are correct by pressing the 'Test Connection' button. When pressed, the system will attempt to connect to your database and download a list of all of your stock items. It will also run a check to see if any of your stock records have duplicate stock codes. The EEOnline module requires unique stock codes to operate correctly. The following screen shot shows a successful connection.

**EEOOnline Sync Module Settings**

**Primary Web Store Server**  
 This is the web address where your online store database is located. This is normally the same URL as your online store. NOTE: Always use www and NOT http://.  
 URL:

Please provide the following information from your online store database:-

Database name: <input type="text" value="teststore"/>	Primary key field: <input type="text" value="products_id"/>
Stock table name: <input type="text" value="products"/>	Stock ID field: <input type="text" value="products_model"/>
User name: <input type="text" value="web_store_user"/>	Stock level field: <input type="text" value="products_quantity"/>
Password: <input type="password" value="*****"/>	Stock price field: <input type="text" value="products_price"/>

The EEOOnline module allows you to synchronise stock data between your EPOS-Excel database and up to two online store databases. The stock codes for all items must be the same on all databases because EPOS-Excel uses it's own stock codes to perform the sync operations.

**Enable EEOOnline Module**

**Secondary Web Store Server**  
 Enable Secondary Web Store Server  
 URL:

Please provide the following information from your online store database:-

Database name: <input type="text"/>	Primary key field: <input type="text"/>
Stock table name: <input type="text"/>	Stock ID field: <input type="text"/>
User name: <input type="text"/>	Stock level field: <input type="text"/>
Password: <input type="password"/>	Stock price field: <input type="text"/>

**Duplicate Stock Codes**  
 Run the connection test below to search for duplicate stock codes. The EEOOnline module requires unique stock codes in all of it's databases to operate correctly.

Primary server passed.

**Test Connection**  
 Test the above settings by pressing the 'Test Connection' button...

Primary server: Connected to teststore - Checks passed!  
 Secondary server: Not tested...

All that's left to do now is enable the module by clicking the 'Enable EEOOnline Module' checkbox. Now press the 'Save Settings' button. EPOS-Excel will have to close and be restarted for the module settings to take effect. Whenever you start EPOS-Excel with the EEOOnline module active you will be asked to select the startup mode for EEOOnline. The startup options are as follows:

**EEOOnline System Startup**

Please select from the following startup options:-

**Normal Startup**  
 This is the normal startup mode for EEOOnline. In this mode the system assumes that your EPOS-Excel system has been offline and therefore your local stock data may be out of date. The system will download ALL the latest stock levels from your online store database(s).

**EPOS-Excel Master Startup**  
 In this mode your EPOS-Excel database is assumed to contain the most recent and up-to-date stock data. This maybe the case if you lost connection with your online store database for a period of time and you have processed in-store transactions during that time. All local stock data will be transferred over to your web store database(s) using this method. Please note that any online transactions made during this period will not be accounted for and will need to be updated manually.

**No Synchronisation**  
 This option will skip the initial startup synchronisation all together. This does not disable the EEOOnline module and synchronisation will continue to work during transaction processing as normal.

All startup options are clearly explained within the dialog window. If this is the very first time you have started the EEOOnline system and you wish to synchronise ALL of your stock records in a certain direction (EPOS-Excel >> Online Store for example) you'll need to press the 'EPOS-Excel Master Startup' mode. If on the other hand you know that your online store database holds the most recent data simply select the normal startup mode.

That's it!!

You can now start using EPOS-Excel as normal knowing that your online store is keeping "in sync" with your stock movements and likewise, your local EPOS-Excel database is being automatically updated with the latest online store information. The EEOnline module remains largely "in the background" but you will see small status messages displayed from time to time when the module is accessing and updating stock data. This is normal and is nothing to worry about.

**DISCLAIMER - PLEASE NOTE**

Because the EEOnline module has direct access to your online store database it is VERY important that you keep good backups of both your local EPOS-Excel database and your online store database. Whilst every precaution has been taken in preventing data corruption and data loss, things CAN and DO go wrong. We take no responsibility for any loss of data or loss of earnings resulting from the use of this database synchronisation module.

## Using the Purchase Order Manager

In *EPOS-Excel versions 1.3.0.2* and above you now have a fully integrated purchase order management system. This feature allows you to create a purchase order from the existing stock reorder report. Once you have created your order you can email it directly to your suppliers. Once your order is delivered you can complete the order and update all of your stock quantities in one single easy step!

Lets look at a typical ordering scenario. We'll assume that we have just run a standard reorder report for a specific supplier. The reorder report is now showing all the stock items that require ordering and also their respective quantities. Ok, lets now click on the 'Purchase Orders' button at the top right of the reports window.

### The Purchase Order Manager Main Window

Use the following options to either recall a previous purchase order or save a new purchase order.

Import From Reorder Report   Open Purchase Order   Save Purchase Order   Add To Stock   Print / Email To Supplier

Line	Qty	Code	Description	Unit Price	Line Price	VAT	Total	Qty Received	Qty Open	Qty Stock
------	-----	------	-------------	------------	------------	-----	-------	--------------	----------	-----------

Selected Purchase Order Details

PO Number:    Order Status:    Order Notes:  Internal Note    Supplier Note

Supplier:    Buyer Name:

Creation Time:

Sub Total:  0.00  
VAT:  0.00  
Total:  0.00

Exit Purchase Order Manager

On first opening the PO manager window you will see an empty order sheet. From here you can either open an existing order by pressing the 'Open Purchase Order' button or alternatively we can import data from our current reorder report. That's what we're going to do so go ahead and click the 'Import From Reorder Report' button.

The order sheet should then be filled with your order details as shown below...

Purchase Orders

Use the following options to either recall a previous purchase order or save a new purchase order.

Line	Qty	Code	Description	Unit Price	Line Price	VAT	Total	Qty Received	Qty Open	Qty Stock
001	5	15AVV	BioHealth Vit C Buff. 500mg non-acidic	3.740	18.70	2.81	21.51	0	5	0
002	4	23AVV	BioHealth Extra Calcium+Mag. Zinc & VitD	3.260	13.04	1.96	15.00	0	4	0
003	5	29AVV	BioHealth Extra Iron+C 20mg	2.700	13.50	2.03	15.53	0	5	0
004	5	34AVV	BioHealth Vit. C Crystals Buff. 150g	6.840	34.20	5.13	39.33	0	5	0
005	4	40AVV	BioHealth Agnus Castus 400mg powdered	3.740	14.96	2.24	17.20	0	4	0
006	3	43AVV	BioHealth Chamomile Flowers 250mg pow/d	3.480	10.44	1.57	12.01	0	3	0
007	4	47AVV	BioHealth Feverfew Leaf 125mg pow/d leaf	3.400	13.60	2.04	15.64	0	4	0
008	5	53AVV	BioHealth Slippery Elm 300mg bark x 60	4.490	22.45	3.37	25.82	0	5	0
009	5	64AVV	BioHealth Valerian Root 400mg root	3.830	19.15	2.87	22.02	0	5	0
010	4	49CVV	BioHealth Ginkgo Leaf 450mg powdered leaf	6.230	24.92	3.74	28.66	0	4	0
011	3	53CVV	BioHealth Slippery Elm 300mg bark x 120	7.480	22.44	3.37	25.81	0	3	0
012	2	LM007	Biohealth Blue Flag Compound 100tabs	4.740	9.48	1.42	10.90	0	2	0
013	2	LM008	Biohealth Motherwort Compound 100tabs	5.080	10.16	1.52	11.68	0	2	0
014	3	THR004V	BioHealth Valdian 400mg 60 Caps	5.080	15.24	2.29	17.53	0	3	0

Selected Purchase Order Details

PO Number: 1002  
 Supplier: Bio-Health Ltd  
 Creation Time: 24/10/2009 16:07:42

Order Status:   
 Buyer Name: Admin User

Order Notes:

Sub Total: 242.28  
 VAT: 36.36  
 Total: 278.64

There are a few things we need to take note of here. Firstly you'll notice that the 'PO Number' field has automatically been completed. This number will be the next available PO number on the system. By default EPOS-Excel will start creating purchase orders at PO number 1001 however you will be asked if you want to start at a different number when you create your very first purchase order.

The supplier, creation time and buyer name have also been automatically completed however you'll notice that the buyer name can actually be changed if you wish.

Every order on the system has an 'Order Status' associated with it. Any new orders that have not yet been sent to the supplier will be in the 'In Progress' state. As you can see from our newly created order above, this is the indicated state of our order as it stands.

### Making Changes To Your Order Quantities

At this stage we can do one of two things. If we are happy with the automatically generated order quantities calculated by the reorder report, we can go ahead and save the current order. If however we wish to make some changes to these quantities we can easily do that now. You'll notice that the 'Qty' column is highlighted in green. This indicates that the column is editable. Simple click on the relevant order quantities and change them to your required level.

It's a good idea to now save the current order so that you don't lose any of your data. To do this just click on the 'Save Purchase Order' button.

## Internal / Supplier Notes

The order manager allows you to add both an internal note and a supplier note to the order. The internal note is for your reference only and can be used to record specific notes relating to the order. The supplier note is shown on the completed purchase order document and should include any information you wish to pass on to the supplier (required shipping details etc). Again, once you have added any order notes you must save the order.

## Print / Email The Completed Order

At this stage we would either need to print the order or alternatively, if the supplier in question has an email address where we can send the order, we'd want to send it directly to them. EPOS-Excel allows you to do both of these.

Press the 'Print / Email to supplier' button. Your purchase order document will be generated and the following preview window will appear...

**HTML Email Preview**

**eXcel**

**PURCHASE ORDER**

P.O. Number: **1002**  
P.O. Date / Time: 24/10/2009 16:51:08  
Account Reference: ABC123

**Supplier Address**

Bio-Health Ltd  
Stirling House  
Culpepper Close  
Medway City Estate  
Rochester  
Kent  
ME2 4HN

**Ship To Address**

My Test Store  
221 Station Road  
Portslade  
Brighton  
East Sussex  
BN21 6GX

**Order Notes**

Please ship UPS overnight.

**Order Details**

Line Number	Quantity	Item Code	Description	Unit Price	Line Price	Line Tax	Line Total
001	5	15AVV	BioHealth Vit C Buff. 500mg non-acidic	3.740	18.70	2.81	21.51
002	4	23AVV	BioHealth Extra Calcium+Mag. Zinc & VitD	3.260	13.04	1.96	15.00
003	5	29AVV	BioHealth Extra Iron+C 20mg	2.700	13.50	2.03	15.53
004	5	34AVV	BioHealth Vit. C Crystals Buff. 150g	6.840	34.20	5.13	39.33
005	4	40AVV	BioHealth Agnus Castus 400mg powdered	3.740	14.96	2.24	17.20
006	3	43AVV	BioHealth Chamomile Flowers 250mg pow/d	3.480	10.44	1.57	12.01
007	4	47AVV	BioHealth Feverfew Leaf 125mg pow/d leaf	3.400	13.60	2.04	15.64
008	5	53AVV	BioHealth Slippery Elm 300mg bark x 60	4.490	22.45	3.37	25.82
009	5	64AVV	BioHealth Valerian Root 400mg root	3.830	19.15	2.87	22.02
010	4	49CVV	BioHealth Ginkgo Leaf 450mg powdered leaf	6.230	24.92	3.74	28.66
011	3	53CVV	BioHealth Slippery Elm 300mg bark x 120	7.480	22.44	3.37	25.81
012	2	LM007	Biohealth Blue Flag Compound 100tabs	4.740	9.48	1.42	10.90
013	2	LM008	Biohealth Motherwort Compound 100tabs	5.000	10.00	1.52	11.52

Close Print Send Email

We now have the choice to either print or email the document. If you click on the 'Print' button you'll be greeted by the standard Windows print preview dialog where you'll be able to adjust various printer settings and then print the document. Alternatively you can press the 'Send Email' button. The system will then attempt to send the email direct to your supplier. Please note that

before you can send any automated emails using EPOS-Excel you need to ensure you have the following information correctly configured in the system settings:-

1. You need to fill in the SMTP email server details under the 'Company Info' tab in the admin section.
2. You need to specify an orders email address in the selected supplier's information record (in admin section).

Assuming your order is sent successfully you will notice that the 'Order Status' selector will automatically change to 'Order Placed'.

### Order Statuses Explained

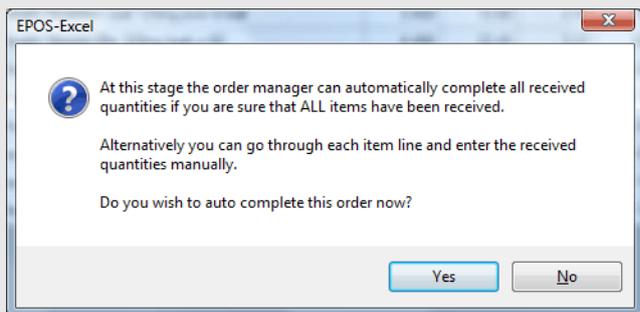
The following table explains the difference between each of the different order statuses:-

Order Status	Details
In Progress	<p>This is the initial status of any order created on the system. It will remain in this state until the order is sent by email or the user manually increments the order status.</p> <p>During this state the order quantities are fully editable.</p>
Order Placed	<p>This state is automatically selected when the order is emailed to the supplier. If the order is printed and sent by post to the supplier the user must manually select this order state.</p> <p>During this state the order quantities are fully editable.</p>
Order Confirmed	<p>This state can only be manually selected by the user. It is used to signify that the order has been fully accepted by the supplier and the supplier has committed to ship the order.</p> <p>Order quantities are no longer editable in this state.</p>
Order Dispatched	<p>Can be used to indicate that the selected order has been dispatched by the supplier.</p>
Order Delivered	<p>When an order has been received the user should select this order state. The user will be prompted to confirm that all specified order quantities have been received. If so, the user can choose to complete the whole order and add the selected order quantities into stock.</p> <p>If the delivery is not complete, the user can choose to manually enter the delivered quantities. The system will automatically update the 'Open Qty' and 'Stock Qty' columns. See later in this tutorial for further details.</p>
Order Closed	<p>This state is automatically selected when an order is showing no open quantities and all order items have been</p>

added into stock.  
Once in this state the order is no longer editable.

### Receiving Deliveries

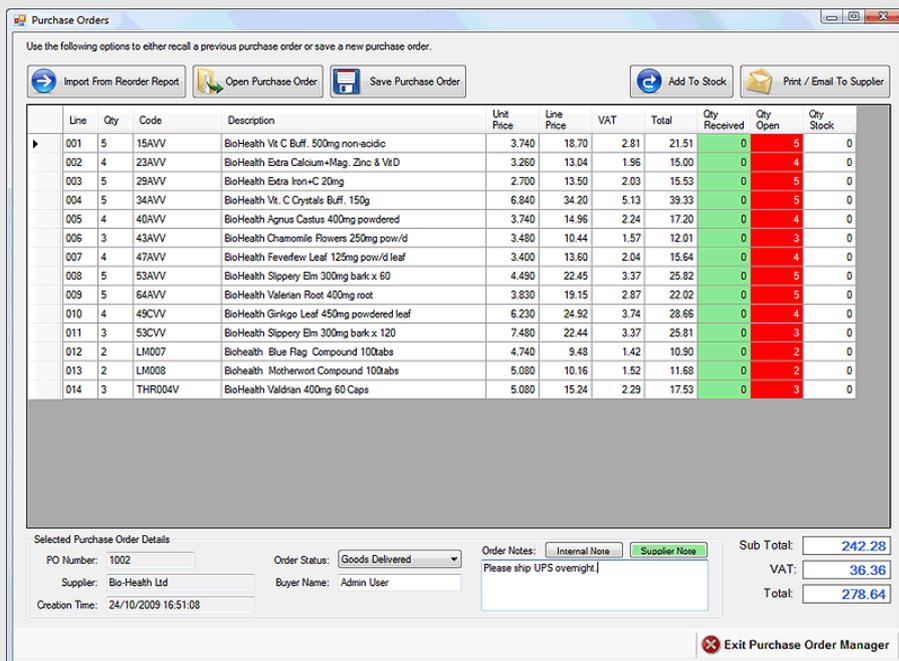
Using the above order as an example, lets assume that we have now received the delivery from our supplier. We first need to open the order and manually increment the order status to 'Order Delivered'. This will cause the system to prompt as follows...



If we are sure that all of the items in the order have indeed been delivered we can go ahead and press 'YES'. All open quantities will then automatically be zeroed and all received quantities will reflect the delivered stock levels. The 'Qty Stock' column will also show the received quantities. This indicates that you now have stock items ready to be submitted into inventory.

At this stage you will again be prompted whether or not you wish to add these items into stock. Pressing 'YES' will add all of the items from this delivery into stock in a single operation.

For the purposes of this demonstration let's assume that we have some outstanding items on our order. In this case we will answer 'NO' to the first prompt. Our order sheet will then look like this...



The 'Qty Open' column is highlighted in red indicating that we have outstanding or "open" quantities on our order. Lets assume that we have received all of our order except we have only received two items from line#8. The 'Qty Received' column is highlighted in green indicating that we can edit the received quantities. Let now go through and fill in all the received quantities...

Use the following options to either recall a previous purchase order or save a new purchase order.

Line	Qty	Code	Description	Unit Price	Line Price	VAT	Total	Qty Received	Qty Open	Qty Stock
001	5	15AVV	BioHealth Vit C Buff. 500mg non-acidic	3.740	18.70	2.81	21.51	5	0	5
002	4	23AVV	BioHealth Extra Calcium+Mag. Zinc & VitD	3.260	13.04	1.96	15.00	4	0	4
003	5	29AVV	BioHealth Extra Iron+C 20mg	2.700	13.50	2.03	15.53	5	0	5
004	5	34AVV	BioHealth Vit. C Crystals Buff. 150g	6.840	34.20	5.13	39.33	5	0	5
005	4	40AVV	BioHealth Agnus Castus 400mg powdered	3.740	14.96	2.24	17.20	4	0	4
006	3	43AVV	BioHealth Chamomile Flowers 250mg pow/d	3.480	10.44	1.57	12.01	3	0	3
007	4	47AVV	BioHealth Feverfew Leaf 125mg pow/d leaf	3.400	13.60	2.04	15.64	4	0	4
008	5	53AVV	BioHealth Slippery Elm 300mg bark x 60	4.490	22.45	3.37	25.82	2	3	2
009	5	64AVV	BioHealth Valerian Root 400mg root	3.830	19.15	2.87	22.02	5	0	5
010	4	49CVV	BioHealth Ginkgo Leaf 450mg powdered leaf	6.230	24.92	3.74	28.66	4	0	4
011	3	53CVV	BioHealth Slippery Elm 300mg bark x 120	7.480	22.44	3.37	25.81	3	0	3
012	2	LM007	Biohealth Blue Flag Compound 100tabs	4.740	9.48	1.42	10.90	2	0	2
013	2	LM008	Biohealth Motherwort Compound 100tabs	5.080	10.16	1.52	11.68	2	0	2
014	3	THR004V	BioHealth Valerian 400mg 60 Caps	5.080	15.24	2.29	17.53	3	0	3

Selected Purchase Order Details

PO Number: 1002      Order Status: Goods Delivered      Order Notes: Internal Note      Supplier Note      Sub Total: 242.28  
 Supplier: Bio-Health Ltd      Buyer Name: Admin User      Please ship UPS overnight.      VAT: 36.36  
 Creation Time: 24/10/2009 16:51:08      Total: 278.64

You can see that the order sheet is clearly indicating that we have three outstanding units at line#8. You can also see that we now have a number of items ready to be entered into stock inventory. We can either do this now or we can wait until the rest of the order is delivered. We'll go ahead and do this now. Simply click the 'Add To Stock' button and answer the confirmation prompt with 'YES'. The order sheet will be updated as follows...

Use the following options to either recall a previous purchase order or save a new purchase order.

Line	Qty	Code	Description	Unit Price	Line Price	VAT	Total	Qty Received	Qty Open	Qty Stock
001	5	15AVV	BioHealth Vit C Buff. 500mg non-acidic	3.740	18.70	2.81	21.51	5	0	0
002	4	23AVV	BioHealth Extra Calcium+Mag. Zinc & VitD	3.260	13.04	1.96	15.00	4	0	0
003	5	29AVV	BioHealth Extra Iron+C 20mg	2.700	13.50	2.03	15.53	5	0	0
004	5	34AVV	BioHealth Vit. C Crystals Buff. 150g	6.840	34.20	5.13	39.33	5	0	0
005	4	40AVV	BioHealth Agnus Castus 400mg powdered	3.740	14.96	2.24	17.20	4	0	0
006	3	43AVV	BioHealth Chamomile Flowers 250mg pow/d	3.480	10.44	1.57	12.01	3	0	0
007	4	47AVV	BioHealth Feverfew Leaf 125mg pow/d leaf	3.400	13.60	2.04	15.64	4	0	0
008	5	53AVV	BioHealth Slippery Elm 300mg bark x 60	4.490	22.45	3.37	25.82	2	3	0
009	5	64AVV	BioHealth Valerian Root 400mg root	3.830	19.15	2.87	22.02	5	0	0
010	4	49CVV	BioHealth Ginkgo Leaf 450mg powdered leaf	6.230	24.92	3.74	28.66	4	0	0
011	3	53CVV	BioHealth Slippery Elm 300mg bark x 120	7.480	22.44	3.37	25.81	3	0	0
012	2	LM007	Biohealth Blue Flag Compound 100tabs	4.740	9.48	1.42	10.90	2	0	0
013	2	LM008	Biohealth Motherwort Compound 100tabs	5.080	10.16	1.52	11.68	2	0	0
014	3	THR004V	BioHealth Valerian 400mg 60 Caps	5.080	15.24	2.29	17.53	3	0	0

Selected Purchase Order Details

PO Number: 1002      Order Status: Goods Delivered      Order Notes: Internal Note      Supplier Note      Sub Total: 242.28  
 Supplier: Bio-Health Ltd      Buyer Name: Admin User      Please ship UPS overnight.      VAT: 36.36  
 Creation Time: 24/10/2009 16:51:08      Total: 278.64

As we can see, the 'Qty Stock' column has now been zeroed because all the received quantities have been submitted into stock. The only outstanding items are the three units at line#8. As and when these items arrive it's simply a case of opening the order and incrementing the 'Qty Received' column to read 5 units. The 'Qty Stock' column will then increment to '3' and these items can be entered into stock by pressing the 'Add To Stock' button.

Once these outstanding items have been entered into stock, the order status will automatically be incremented to 'Order Closed'. No parts of the order can be edited from this point on. The order will remain on the system and can be opened at any time for future reference.

## Customising the PO Template

You have the choice in EPOS-Excel to either use the default purchase order template or alternatively create your own customised version. The template is an HTML file which is stored in the 'c:\program files\epos-excel\working' folder. The file name is POTemplate.html. If you load this file into an HTML editor you will see the HTML code that is used to build the default purchase order.

Below is an example of a completed purchase order using the standard system template.

Line Number	Quantity	Item Code	Description	Unit Price	Line Price	Line Tax	Line Total
001	5	15AVV	BioHealth Vit C Buff. 500mg non-acidic	3.740	18.70	2.81	21.51
002	4	23AVV	BioHealth Extra Calcium+Mag. Zinc & VitD	3.260	13.04	1.96	15.00
003	5	29AVV	BioHealth Extra Iron+C 20mg	2.700	13.50	2.03	15.53
004	5	34AVV	BioHealth Vit. C Crystals Buff. 150g	6.840	34.20	5.13	39.33
005	4	40AVV	BioHealth Agnus Castus 400mg powdered	3.740	14.96	2.24	17.20
006	3	43AVV	BioHealth Chamomile Flowers 250mg pow/d	3.480	10.44	1.57	12.01
007	4	47AVV	BioHealth Feverfew Leaf 125mg pow/d leaf	3.400	13.60	2.04	15.64
008	5	53AVV	BioHealth Slippery Elm 300mg bark x 60	4.490	22.45	3.37	25.82
009	5	64AVV	BioHealth Valerian Root 400mg root	3.830	19.15	2.87	22.02
010	4	49CVV	BioHealth Ginkgo Leaf 450mg powdered leaf	6.230	24.92	3.74	28.66
011	3	53CVV	BioHealth Slippery Elm 300mg bark x 120	7.480	22.44	3.37	25.81
012	2	LM007	Biohealth Blue Flag Compound 100tabs	4.740	9.48	1.42	10.90
013	2	LM008	Biohealth Motherwort Compound 100tabs	5.000	10.00	1.57	11.57

The end user can use an HTML editor of their choice to edit the custom template and tailor it to their needs. You must however be aware that EPOS-Excel uses certain "embedded variables" in the PO template file in order to insert order data. These variables are listed below:

Variable ID	Details
PO_NUMBER	The purchase order number for the selected order.
PO_DATE	The date for the selected order.

ACC_REF	This is your account reference number with the supplier. You can set this field in the supplier's info record (in admin section).
SUPPLIER_ADDRESS	The address of the selected supplier. Taken from supplier's info record.
CUSTOMER_ADDRESS	Your business address. Taken from company information settings.
ORDER_NOTES	The text that has been inserted into the 'Supplier Notes' textbox within the purchase order manager.
ORDER_CONTENTS	The details of this order in HTML table form. The table includes column headings.
EX_TAX_TOTAL	The order total excluding tax.
TAX_TOTAL	The total amount of tax for this order.
INC_TAX_TOTAL	The grand total inclusive of tax for this order.

The embedded variables must be encased in HTML comment tags. For example the variable ORDER\_NOTES must be written as <!--ORDER\_NOTES-->. At "run time" EPOS-Excel will substitute these embedded variables with actual order data.

As well as modifying the default template you can alternatively create your own from scratch. This operation does however require a certain level of knowledge regarding HTML formatting and for this reason we would suggest that you seek the advice of an experienced web designer if you are wanting to create a highly customised template.

### **Using A Separate Template Per Supplier**

EPOS-Excel also allows you to use a different PO template for each supplier if you wish. To do this simply specify the file path to the required template in the supplier's info record (in admin section). If this information is left blank, the default template file will be used.

If you need any help with custom templates please contact us via our website

## Z Report & Till Balance Function

As of *EPOS-Excel version 1.3.0.2*, you now have the ability to run a complete Z report via an attached slip receipt printer. You also have the functionality to perform a till balance operation that will ensure all values of cash, cheques and card payments present in the till balance with those expected by the EPOS system.

### **What Is A Z Report?**

A Z report is a report of all monetary totals that have been processed through a given EPOS terminal over a given period of time. A Z report accounts for a specific range of transactions (between two transaction IDs) and presents the associated transaction totals for these transactions. Every time a Z report is run, the system will reset the current "Z Period". When the next Z report is executed **ONLY** transactions that have occurred since the last Z report will be accounted for.

For example you may run your Z report at the close of business every day. When you ran your Z report on Monday, your last transaction ID was 12750. The system now knows that all transactions up to and including 12750 have been accounted for in a Z report. When you next run the report at the close of business on Tuesday all transactions after 12750 will be accounted for... and so on.

The report receipt itself shows totals such as total sales per tax rate, total tax charged per tax rate, monies received per payment type etc.

### **The Z Report Screen In Detail**

To access the Z report screen simply press the 'Z Report' button at the bottom left of the main sales screen. The following window will be displayed...

**Z Report / Payment Balance Screen**

To print a Z report for the current period press the 'Print Z Receipt' button. If you wish to also enter the current till balances for this Z period you can do so below. Please note that the expected balance values will not be shown until you have submitted the actual values. You can also specify a starting float value for the next Z period if you wish or alternatively specify a cash value to remove for banking.

**Z Report Details**

Unique report ID:  Starting float:   
 Report from txn ID:  Report to txn ID:

	Expected Value	Actual Value	Discrepancy
Cash (inc float):	<input type="text" value="106.22"/>	<input type="text" value="106.22"/>	<input type="text" value="0.00"/>
Cheques:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Cards:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total:</b>	<input type="text" value="106.22"/>	<input type="text" value="106.22"/>	<input type="text" value="0.00"/>

**Cash Float Reset Options**

Reset float to fixed value of:

Required removal value:

I wish to remove value of:

Float will be reset to value of:

Close    Open Cash Drawer    Submit Balance Values    Print Z Receipt

Each Z report has a unique identifier (shown above as 74). This number will be incremented every time the report is run. This number is an important way of checking for report concurrency. Also above we see the start and end transaction ID numbers. If this is a standalone terminal, all transactions between these two ID values will be accounted for in this Z report. If this terminal is part of an EPOS-Excel network, only transactions that have been processed through this specific till will be accounted for.

The other important value that is shown above is the 'Starting float' value. This was the value of cash present in the cash drawer at the start of the current Z period.

### Printing a Z Receipt

At this stage we can do one of two things. We can either perform a "cashing up" operation and count up the total of all cash, cheque and card payments in the till drawer or we can bypass this step and proceed directly to print the Z receipt. The function of entering the till payment balances is optional as many smaller businesses may not feel it necessary to do this on a regular basis.

To print a Z receipt for the current period simply press the 'Print Z Receipt' button. Please note that this does require a slip receipt printer to be connected to the system. The action of printing the receipt and exiting the Z report screen will automatically reset the current Z period so it is important that you make sure the receipt has printed correctly before closing the window.

### Till Balance / "Cashing up" Operation

As previously mentioned, this procedure is optional however it does provide an easy way of checking if the payment values you have present in the till drawer are correct according to what the EPOS system expects to see. The most important of the three payment types will of course be the cash value as this is the payment type most susceptible to theft or handling errors by staff members.

All you need to do is count up the exact value of cash, cheques and card payments you have for the current period. Enter these values into the 'Actual Value' column. Once all three values are entered press the 'Submit Balance Values' button. The system will now show you both the expected and discrepancy values for each payment type as follows...

**Z Report / Payment Balance Screen**

To print a Z report for the current period press the 'Print Z Receipt' button. If you wish to also enter the current till balances for this Z period you can do so below. Please note that the expected balance values will not be shown until you have submitted the actual values. You can also specify a starting float value for the next Z period if you wish or alternatively specify a cash value to remove for banking.

**Z Report Details**

Unique report ID:  Starting float:   
 Report from btn ID:  Report to btn ID:

	Expected Value	Actual Value	Discrepancy
Cash (inc float):	<input type="text" value="110.46"/>	<input type="text" value="105.00"/>	<input type="text" value="5.46 DOWN"/>
Cheques:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Cards:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total:</b>	<b><input type="text" value="110.46"/></b>	<b><input type="text" value="105.00"/></b>	<b><input type="text" value="5.46 DOWN"/></b>

**Cash Float Reset Options**

Reset float to fixed value of:

Required removal value:

I wish to remove value of:

Float will be reset to value of:

Close    Open Cash Drawer    Submit Balance Values    Print Z Receipt

As can clearly be seen above the system is showing us that we have a discrepancy of £5.46 in cash. It would now be up to the user to account for this error. For security reasons, once the balance values have been submitted, they cannot be altered. This prevents the user from entering false information once the expected values are shown.

At this stage we can now print the Z receipt. Because we have completed the payment balances these will also be included on the receipt.

### Cash Float Reset Options

To the right hand side of the Z window you will see two options to specify the new float reset value. By this we mean the float value that will be used for the start of the next Z period. The first option is to specify a fixed starting float value. In the example above this is £100. The system will automatically inform you of the amount of cash required to be removed from the cash drawer in order to leave the new float value. If you normally start with the same float value every day you can actually specify this value in the 'Cash Operations' screen in the admin section. The Z window will then default to this fixed starting value every time it loads.

The second method is for people who don't normally use a "fixed float" and prefer to simply specify a "take out" value. This is the value you would remove and bank at the end of the day's trading. When you specify this value the system will inform you of the remaining float value that will be carried forward to the start of the next Z period.