

# **AcPlus Epos V6**

## **Instruction Manual**



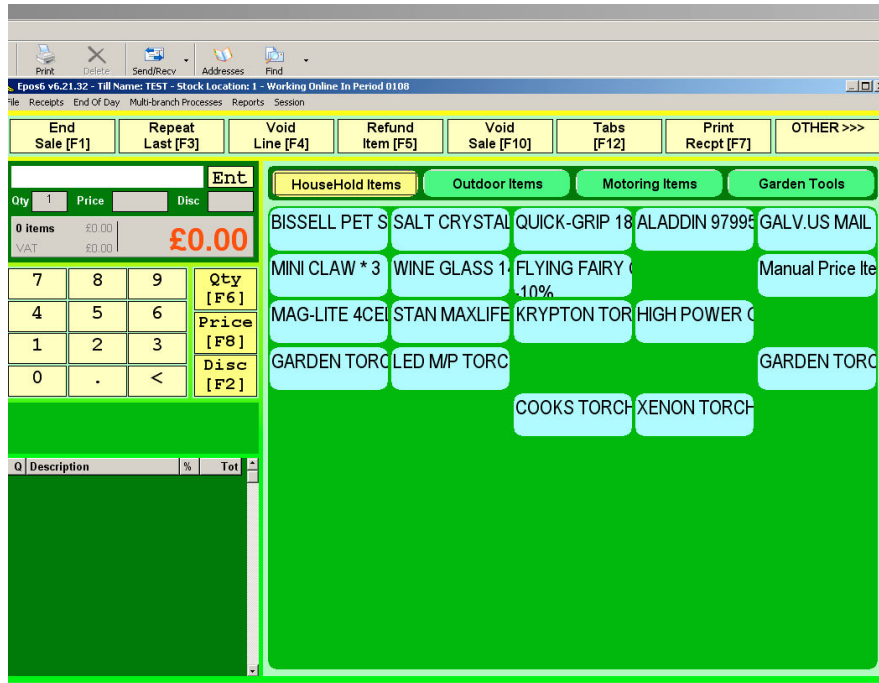
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## ACPlus EPOS v6



This is the main screen of EPOS v6, where a straightforward sale can be processed. This screen also displays the main menu hot-keys and product hot-keys along the right-hand side menu.

The product hot-keys allow the user to add popular products to a sale using the keyboard without having to search the stock database. Such product items could be best-selling products or multi-buy discounts. The “hot keys” are presented as new buttons on the screen and there is no limit to the number of these “hot keys”. You can configure the number of buttons down, across and the colour/size of each button.

### To Add a Product to the Sale

1. Enter the quantity in the **Quantity** box if different than one.
2. Scan the bar code printed on the product item or manually enter the item code. If you do not know the bar code you can press **F9** for the stock search facility, this will allow you to search the stock database using keywords.
3. If the bar code is scanned, then a quantity of one will automatically be added to the sale. If the bar code is entered manually the **ENTER** key must be pressed to go through the description, serial, quantity, price, and discount and finally the product will be added to the sale.

## To End a Sale

1. When finishing a sale an account can be selected for the sale to appear under. Press **CTRL – A** for the account search box to appear where the account code or account name can be entered, press **ENTER** to perform the search. The account can then be selected using the cursor keys.
2. Once you have finished adding products to the sale press **F1** to end the sale (the screen as shown above will appear).
3. The amount for the type of payment should be entered in the appropriate text box provided. A customer can pay using a mixture of cash, cheques and credit cards. The amount outstanding in the sale is shown in the **Change Outstanding** text box.
4. If the customer is paying by Switch and you provide a cash back service then a cash back amount can be entered in the **Cashback** text box, e.g. 10.00.
5. Once the full amount has been entered press **F1** to process the sale.
6. You will now be prompted for your user ID and this should be entered to process the sale.

7. The sale will then process and the receipt will be sent to the printer. The cursor will default to the **Item Code** text box ready for the next sale.

### **To Remove a Product from the Sale**

1. Press **CTRL + L** to set the focus on the products within the sale.
2. Use the cursor keys to highlight the product you would like to remove.
3. Press **F4** to remove the product from the sale. The product will then be removed from the sale lines.

### **To Void a Sale:**

1. A sale can be easily voided simply by pressing the **F10** key.
2. A prompt box will appear confirming the cancel of this sale, click **Yes** to cancel the sale, otherwise click **No** to return to the sale.

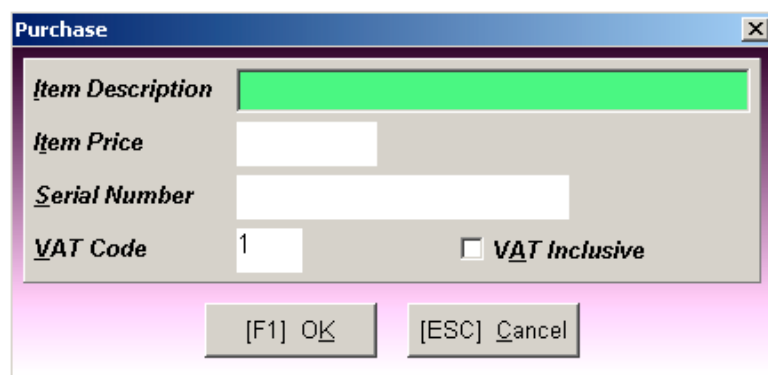
### **Repeating entries**

Sale line entries can be repeated if the customer is purchasing more than one of a particular product. Entries are repeated by pressing the **F3** button. This can be easier than adjusting the quantities for a sale line.

### **Product Refunds**

Refunding products are done almost the same way as putting through a sale, the only exception is that the quantity is a minus figure. If the customer is returning a product which they bought two of, you simply enter a negative figure for the quantity they are returning. You can also press the **F5** key to begin a refund where the bar code is then entered or scanned. You would then end the sale to process the refund.

## Purchase Sale



The screenshot shows a 'Purchase' dialog box with the following fields and controls:

- Item Description**: A text input field, currently highlighted in green.
- Item Price**: A text input field.
- Serial Number**: A text input field.
- VAT Code**: A text input field containing the value '1'.
- VAT Inclusive**: A checkbox that is currently unchecked.
- Buttons**: Two buttons at the bottom: '[F1] OK' and '[ESC] Cancel'.

A purchase sale should be initiated when purchasing items for company use, such items could be tea, coffee, sugar etc. To initiate a purchase sale press the **SH+F6** keys to display the window as shown above. The purchase sale screen allows you to specify an **Item Description** and **Item Price** for the item(s) purchased, if the item being purchased as **Serial Number** then this can be specified as well. The correct **VAT code** for the item purchased should be specified, as well as specifying whether the item was purchased with **VAT Inclusive**. All purchases for the company must be done through this screen to ensure the till is balanced at the end of the day. To process the purchase sale press the **F1** key, otherwise press the **ESC** key to cancel.

## Unfinished Transactions

Unfinished transactions are sales, which have not been fully paid for. For example, if a customer is purchasing an item for £244.99, they may not want to purchase the product paying the full amount on the sale. Therefore unfinished transactions will allow the customer to pay for the item throughout a period of time.

To create a new unfinished transaction, first create a sale by scanning the barcode of the product and press the **SH+F6** keys. This will display all current unfinished transactions as well as allowing you to create new unfinished transactions. Press the **F1** key, you will be prompted to enter a user ID, enter your user ID and press the **ENTER** key. A new unfinished transaction will be added.

To make a payment on an unfinished transaction select the transaction from the list provided by pressing the **F2** key, then press the **F8** key on the selected transaction, this will display the payment window. The customer can then make a payment from one of the payment methods available, press the **F1** key to process the payment. A payment for the selected unfinished transaction will then be made.

Items on the unfinished transaction sale can be added and removed. To remove an item on an unfinished transaction select the UFT in the list provided which will display all items on that sale,

and then simply highlight the item you would like to remove and press the **F4** key. You will be prompted to confirm the deletion of the selected item, click **OK** to delete the item, otherwise click **Cancel** to return to the previous screen. Upon clicking **OK** the item will then be removed from the UFT sale.

To add an item to a UFT, first, create a new sale by adding an item, then press the **SH+F6** keys to display the UFTs. Select the UFT sale to add the item to and press the **F10** key, the item will then be added to the UFT sale. Multiple items can be added to a UFT sale.

## Layaways

**LAYAWAYS**

**Create Layaway**  
To temporarily suspend or "Layaway" the current sale, press F1.

**Retrieve Layaway**  
To retrieve a previously suspended sale, use the up/down arrow keys to highlight any line from the desired sale, and press F5.

Any previously saved layaways in the list on the right are coloured alternately to help you to choose the correct layaway. The last layaway created on THIS till will be highlighted in bright colour.

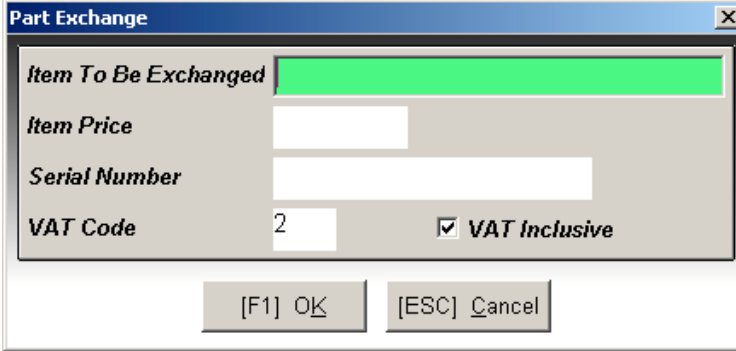
Number	Qty	Description	Total
1	1	OBLONG BUCKET YELLOW	£3.99
1	1	STAN S/DRIVER 5X150MMDISCON	£1.49
1	1	MISC/SOCKETS	£0.65

Layaways allow a sale to be interrupted and “laid to the side”, allowing other customers sales to be processed. An example for such as feature could be: a customer approaches a till with 9 items in which 7 items are scanned, the customer then realises they have forgotten an item they would like to purchase and walks off in the store to find this item. Without disrupting other customers, the sale can be laid to aside until the customer comes back, allowing other customer sales to be processed.

To add a layaway sale, simply create a sale by scanning the customer’s items through the till to add the sale lines. When the order is to be placed aside press the **F12** key to display the layaways screen and press the **F1** key to add the sale to a layaway. The layaway’s screen will then disappear and a confirmation box will be displayed confirming the layaway was added.

To display layaways within the EPOS program press the **F12** key, this will display the layaways screen. Any of the layaways listed can then be restored as a sale by selecting the appropriate layaway to restore and pressing the **F5** key. This will then load the sales lines as a new sale as they were before when they were saved as a layaway.

## Part-Exchange Items



The screenshot shows a 'Part Exchange' dialog box with the following fields and controls:

- Item To Be Exchanged**: A text input field, currently highlighted in green.
- Item Price**: A text input field.
- Serial Number**: A text input field.
- VAT Code**: A text input field containing the number '2'.
- VAT Inclusive**: A checked checkbox.
- Buttons**: '[F1] OK' and '[ESC] Cancel'.

A part-exchange is similar to how a purchase sale works. The only difference is that a part-exchange means that the shop is purchasing an item from a customer and the customer is purchasing an item from the shop, therefore allowing both sales and purchases on a sale.

To add a part-exchange item to a sale press the **SH+F7** key to display the Part Exchange screen as shown as above. You can then enter a name of the item you are purchasing along with the amount you are purchasing for. Additionally a serial number can be entered and the VAT code can be changed as well. If the purchase of the item is VAT inclusive tick the **VAT Inclusive** check box provided. Press the **F1** key to add the purchased item to the sale. Stock items can then be added to the sale by scanning the products to be sold to the customer through the till. Once finished, the sale can then be ended as normally by pressing the **F1** key.

**NOTE** – Part-exchanges do not solely have to be just part-exchanges, they can be used to purchase products from the customer.

## Stock Search Facility

**Stock Search**

Find [F5] HALOGEN And [F6]   
 Group [F7]   
 [F9] Search [F1] Use [ESC] Close

Show All **All 32 Search Results**

Stock Code	Description	Price
200527	HALOGEN LAMP 100WATT	£3.95
200528	HALOGEN LAMP 1000 W	£10.95
200529	HALOGEN LAMP 300 W	£3.95
200530	HALOGEN LAMP 200 W	£3.95
200531	HALOGEN LAMP 150WATT	£3.95
200532	HALOGEN LAMP 1500W	£12.95
200533	HALOGEN LAMP 60W	£4.99
200534	HALOGEN LAMP 500 W	£3.95
4001SWBK	BLACK HALOGEN SPOT S	£19.00
4043689117245	LEUCHTEN HALOGEN 4L STEEL	£37.70
4043689167615	LEUCHTEN HALOGEN SPOT STEEL	£14.25
4043689167622	LEUCHTEN HALOGEN 2LT STEEL	£30.25

Loc	Name	Qty	Alloc	Ordered	Quantities
1	H/ Office	92	0	0	Item: 200527

The stock search facility allows for stock to be searched for within the stock database which also displays real-time stock quantity information for the selected stock item. Press the **F9** key to display the Stock Search window as shown as above.

A search criteria can be entered in the **Find** text box provided in which a partial or exact criteria can be entered, additional another search criteria can be entered in the **And** text box in which the search will match both criteria's entered. To start the search press the **ENTER** or **F9** key. The EPOS program will start to search through the stock database and will display any matches in the table provided below. A stock item can be highlighted to display the stock quantity information to see if that item is within stock or is currently on order.

One of the stock items provided in the search results table can be added to the current sale by pressing the **ENTER** key.

## Stock Enquiry Facility

Stock Levels				
Loc	Name	Qty	Alloc	Order
1	H/ Office	12	0	

Whilst in the main EPOS screen a customer may want to know whether a particular item is within stock without having to physically look. To do this, the stock enquiry facility allows you to search the stock database to display the quantities of the stock item.

Press the **F11** key to display the stock enquiry window as shown as above. You should then scan the barcode of the product or alternatively enter the item code using the keyboard. Upon scanning the barcode the following stock quantity information will be displayed: quantity on hand, quantity allocated, and the quantity currently on order. The product description, product group and price will also be displayed.

**NOTE:** If entering the item code using the keyboard the exact item code should be entered. The system will not display the near match to a partial item code entered.

## Working Online/Offline

EPOS v6 has new options to allow a till to work either online or offline from the network. If the network goes down or is unavailable, then the till can set the option to work offline and can continue to process transactions on that till.

When a user first logons to the EPOS program, the program will automatically look for a connection to the server via the network. If the program successfully finds the server, then the till will be automatically connected and set to online.

The following features are disabled in EPOS while the computer is offline:

- Live stock levels on EPOS when selling;
- Updating of stock and accounts at end of sale;
- Main epos system configuration (affecting all users);
- Unfinished Transactions (UFTs);
- Datamail (i.e. customer's details stored from previous sales);
- Layaways (as layaways must be retrieved on all tills);
- End of Day (as EPOS data must be sent to the EPOS server).

To change the connection state of the till you must have direct configuration access to the till. To set the till as online, select "Work Online" from the "File" main menu, otherwise to work offline, select "Work Offline" from the "File" main menu.

## EPOS till Settings

**Settings For This Till**

**Settings Which Affect All Tills**

Update Period: 13 Year: 04

ID	Name
1	Dave
10	Paul
11	Mark
12	Steve
13	Ryan
14	Jackie
15	Alison
2	Vinny
3	Justin
4	Ann
5	Jill
6	Rowena
7	Clare
8	Michell
9	Mark B
*	

Save Server Settings

**Settings Specific To This Till**

Cleardown This Till

Purch Nominal: 6422 P/X Nominal: SUSPENSE  
Purch Def VAT Cd: 1 Inc P/X Def VAT Cd: 1 Inc  
Sales Nominal: 1117 UFT Nominal: 1000  
Stock Location: 1 Shortcut Count: 8  
 Auto-Load Shortcuts (instead of needing F1 also) Tab Count: 4  
Cash Sale Nominal: CASH Card Nominal: CASH  
Cheque Nominal: CASH Switch Nominal: CASH  
Suspense Nominal: SUSPENSE  
This is set in the ini file 'C:\Epos6\Epos6Global.ini'  
Cash Drawer Open Codes: Try 007  
27,112,0,48 Enter ASCII code. If more than one, separate with commas.  
Cash Drawer Port:  
E.g. lpt1 or com1 - No quotes or colon. If no drawer, blank.  
 Require Password For Refunds

Upload Till Settings Download Till Settings Font Setup Save Till Settings Close

Global settings for all tills and the specific till you are currently on can be configured by selecting “Settings” from the “File” main menu.

### Settings affecting all Tills

**Update Period** – This is the default period which all tills will be working in when they login. This is required to be updated when your Accounts period and years change.

**Year** – The default year which all tills will be working in when they login. This is required to be updated when your Accounts period and years change.

**User IDs** – The user IDs for each staff member within the company. A unique ID should be specified along with a name. Names can be changed and user IDs can be deleted. To delete a user ID from EPOS, highlight a row and press the “DELETE” key, a confirmation box will appear confirming the deletion of the selected user, click “Yes” to delete otherwise click “No” to cancel.

After updating the global till settings the “Save Server Settings” button should be pressed. This will automatically update all tills on the network.

## **Settings Specific to this Till**

### **Purch Nominal**

The nominal code to assign till purchase transactions to.

### **Purch Def VAT Cd / Inc**

### **Sales Nominal**

The nominal code to assign till sale transactions to.

### **Stock Location**

### **Shortcut Count**

The number of products to display on the main EPOS screen.

### **Auto-Load Shortcuts**

To enable product shortcuts

### **P/X Nominal**

The nominal code to assign till part-exchange transactions to.

### **P/X Def VAT Cd / Inc**

### **UFT Nominal**

The nominal code to assign till unfinished transactions to.

### **Tab Count**

The number of pink category tabs to display for product shortcut keys.

### **Cash Sale Nominal**

The nominal code to assign cash sale transactions to.

### **Cheque Nominal**

The nominal code to assign cheque sale transactions to.

### **Suspense Nominal**

This

### Card Nominal

The nominal code to assign credit/debit card sale transactions to.

### Switch Nominal

The nominal code to assign Switch card sale transactions to.

### Drawer Open Cd

The code to open the till drawer through AcPlus EPOS v6.

### Drawer Port

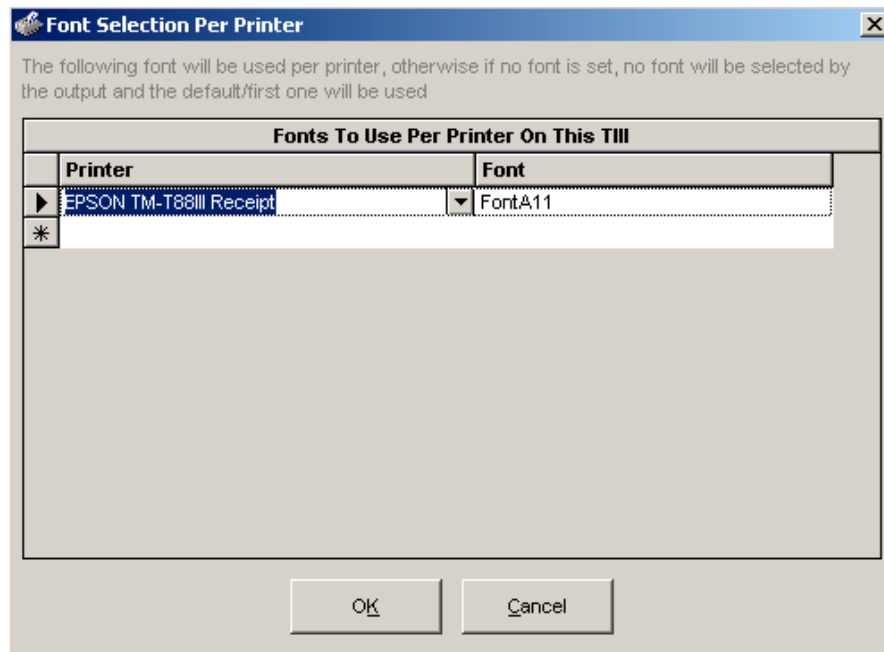
The port which the till drawer is operating on at the current till, usually LPT1 or COM1.

### Require Password For Refunds

To enable password authorisation for till refunds tick this box, otherwise leave this box unticked.

### Font Setup

Click the **Font Setup** button to change the font which is used for the till receipt printer. You can select more than one printer if available and the font to use with the printer.



### Save Server Settings

Any changes which have been made to all tills such as user ID name changes need to be saved to the server. Clicking the **Save Server Settings** button will initiate the save to the server. A confirmation box will then appear after the changes have been saved.

### **Upload Till Settings**

Changes which have taken place for a specific till can be uploaded to the server for other tills to use. This makes the configuration of the settings easier and less error-prone for configuring all tills on the EPOS system. Click the **Upload Till Settings** button to initiate the upload.

### **Download Till Settings**

EPOS till settings which have been uploaded to the server from another till can be downloaded to be configured on the current operating till. This allows for easy configuration of each individual till for the same or similar settings allowing this method to be less error-prone. Click the **Download Till Settings** button to initiate the download.

### **Save Till Settings**

Any changes made specifically for the current operating till are required to be saved. Click the **Save Till Settings** button to initiate the save.

## Product Shortcuts

Shortcuts				
Key	Stock Code Tab 1	Stock Code Tab 2	Stock Code Tab 3	Stock Code Tab 4
CTRL-F1	0005	EB120		
CTRL-F2	001114120288			
CTRL-F3	0018612			
CTRL-F4	002			
CTRL-F5				
CTRL-F6				
CTRL-F7				
CTRL-F8				

Tab Names	
Tab	Name
1	Stuff
2	
3	
4	

Save the shortcuts for THIS TILL  
 Upload the shortcuts from this till onto the server for download by other tills  
 Download shortcuts previously uploaded by another till onto this till

All tills have their own predefined shortcuts for popular selling stock items. These can be modified as well as the tab names for each of the 3 shortcut tabs. To access the till shortcuts select **Shortcuts** from the **File** main menu. Each shortcut tab can support up to 8 shortcuts allowing a total of 24 shortcuts to be configured.

### Save Shortcuts

Changes which have been made to the shortcuts should be saved before closing. Click the **Save** button to save the shortcuts specifically for the current operating till. A confirmation box will appear confirming that the shortcuts have been saved.

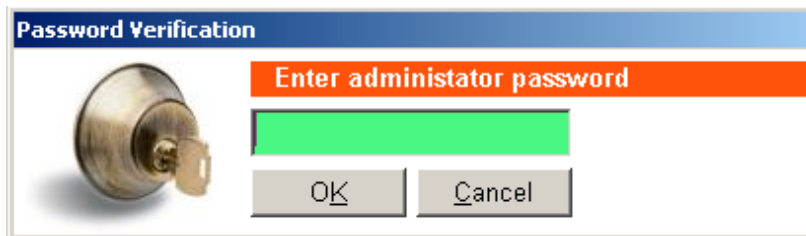
### Upload Shortcuts

Shortcuts for the current operating till can be uploaded to the server for other tills to download. This allows other tills to be easily configured with the same or similar shortcuts. Click the **Upload** button to upload the shortcuts for the current till to the server. A prompt window will appear confirming the upload of the shortcuts to the server as they will overwrite all current shortcut settings on the server.

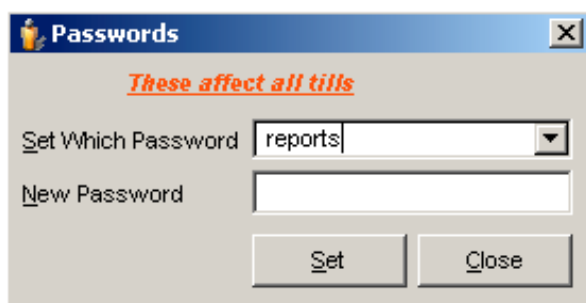
## **Download Shortcuts**

Shortcuts currently existing on the server can be downloaded to each individual till, thus making the configuration of shortcuts for each till easy. Click the **Download** button to download the shortcuts from the server to the till. A prompt window will appear confirming the download of the shortcuts as they will overwrite all current shortcut settings for this specific till.

## Password Settings



Various tasks within AcPlus EPOS v6 require authentication by providing a valid password. Different passwords can be set for each individual task by accessing the password administration menu. To access the password administration menu select Passwords from the File main menu to display the window shown above, you must enter the administrator password to access the password administration menu. Type the password in the text box provided and click **Ok**, if the password was correct the password administration menu will appear as shown below, otherwise an invalid password will make the window disappear.



### Set Which Password

This drop down menu allows you to select which task to set the password for. Passwords can be set for the following tasks/areas of AcPlus EPOS v6:

- Master – The main EPOS password for the entire system. Highest level of security.
- Shortcuts – The password for accessing and editing the EPOS shortcuts.
- Reports – The password for accessing and printing reports within EPOS.
- TillSettings – The password for accessing and changing settings specific to the current operating till.
- Multibuy – The password for authorising multibuy discounts on stock items during a sale.
- EndOfDays – The password for authorising an end of day.
- EndOfDayConsolidated -
- WorkshopJobs – The password for accessing workshop jobs.
- WorkshopJobsCategories – The authorisation password for changing workshop job categories.

## **New Password**

This text box is provided to allow a password to be entered for select task/area within AcPlus EPOS v6. Once a password has been entered for the selected task/area click the **Set** button.

This will change the password and a confirmation box will appear confirming this. AcPlus EPOS v6 will require restarting for the changes to take affect.

## Product Multi-Buys Administration

There are two types of multi-buys, *single-multibuys* and *combined-multibuys*.

**Single multibuys** are simply "Buy x, get the y% discount off the cheapest" or "Buy x, get the cheapest for £y".

**Combined multibuys** work in a similar way, but allow the offer to apply to different items, for example, "Buy any x of a range of products, get y% discount off the cheapest", or "Buy and x of a range of products and get the cheapest for £y".

### Setting Up Single-Multibuys

- First, set up a multibuy code in the EPOS program. Go to **File -> Multibuys**. Enter any password if required, and you will be presented with the following box.
- We will now set up a multibuy type. Fill in a new row with the following details in the diagram below. ("Buy one get one free" means the customer will be charged for ONE, but receive TWO). The code "B1" can be anything you like, and is just a unique code for this type of deal. Make sure "Don't Combine" is ticked for single-multibuys. If you wish to give the cheapest one for a certain price instead of a discount percent, enter 0 for the discount percent. Save the changes by pressing **Save**.

Multibuy Types				
Code	Qty To Buy	Disc Off Cheapest	Description	Don't Combine
B1	2	100	Buy One Get One Free!	<input checked="" type="checkbox"/>
*				<input type="checkbox"/>

Once you have set up the multibuy codes in here, you must assign items or groups of item to a code you have chosen. Do this in stock maintenance.  
 "Don't Combine" means the multibuy discounts on items will only be applied if enough of the SAME STOCK ITEM are purchased

Save Exit

- We now need to apply our new multibuy code "B1" to any stock items we wish. Enter the STOCK program, and go to **Stock -> Stock Maintenance**. Find the code you wish to apply this multibuy to. Press the button **EPOS** located near the middle of the screen. A new green panel is displayed. Type "B1" in the box marked "Link" as follows. If you chose to apply a special PRICE instead of the DISCOUNT, enter the special price in the box marked **EPOS Multibuy Price**.

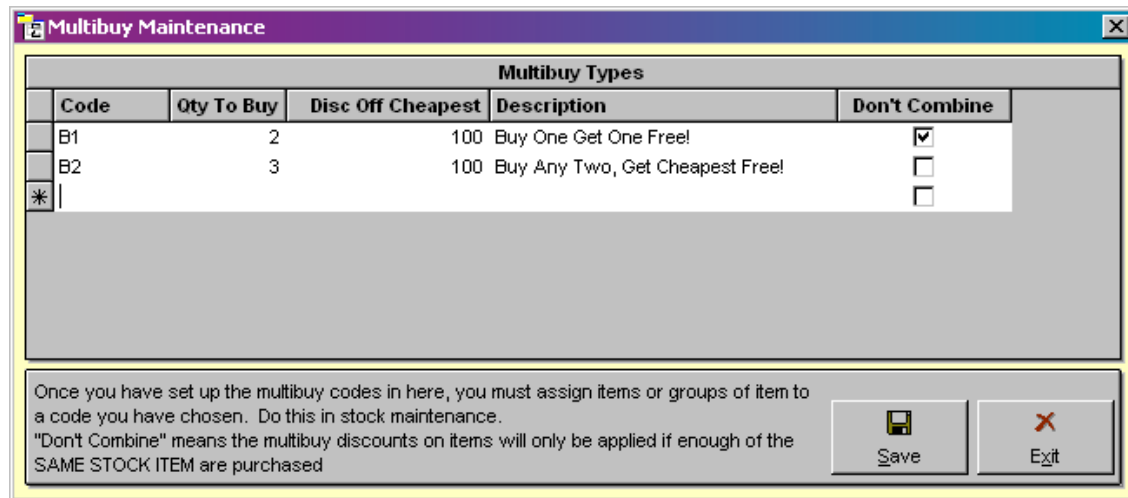
- Save the stock item by pressing **Save** at the top of the screen.

That's it. The next time EPOS downloads its stock data, the multibuy will be active. To test this multibuy, we'll force a download now to make sure we have up-to-date stock information. In the EPOS program, go to **File -> Download Stock/Accounts Data**. Now, on a new sale, scan or read the item. Now scan it again, or press F3 to duplicate the last item and you will see the second item appear on the sale in **GREEN**, indicating that line has a multibuy discount.

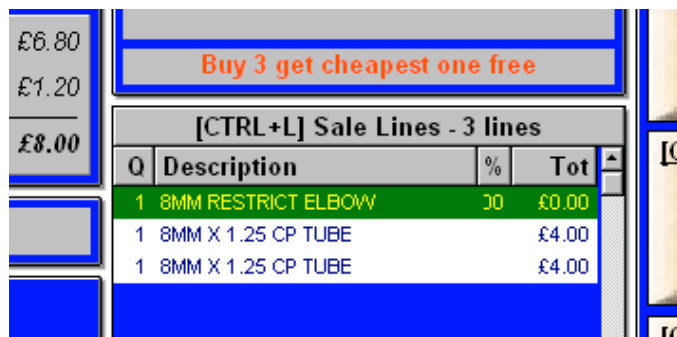
Q	Description	%	Tot
1	MISC/SOCKETS		£5.00
1	MISC/SOCKETS	100	£0.00

## Setting Up Combined-Multibuy

Combined multibuy are set up in the same way; the only difference is that where you set up the multibuy details, you must untick the **Don't Combine** column, as follows. Again, if you wish to use a special PRICE instead of a discount percent, use 0 as the discount percent.



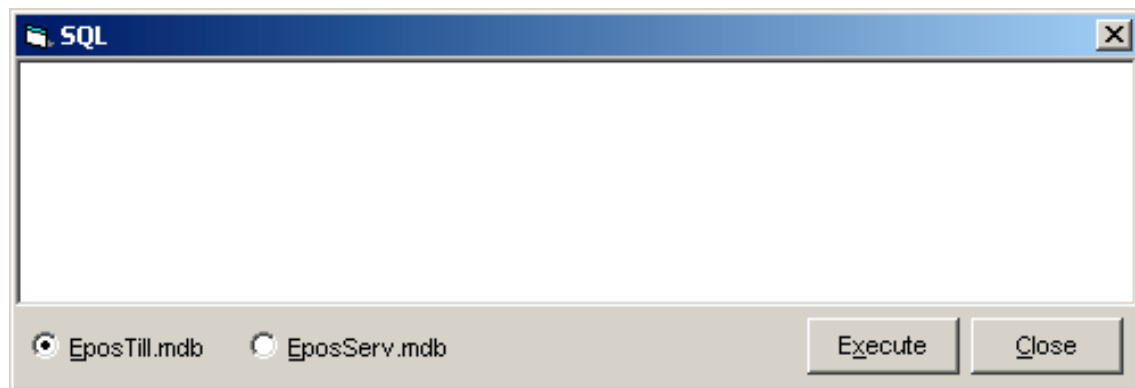
And here, I have bought two of one item, and one of the other:



## Notes on Multibuys

When adding items to a sale which have a multibuy code attached, you can only add the lines singly. So for instance, scan the item once, and press the repeat key (F3) until the desired number have been added. This is because the discount applied will only apply to ONE of the items, so must be shown separately.

## SQL Administrator

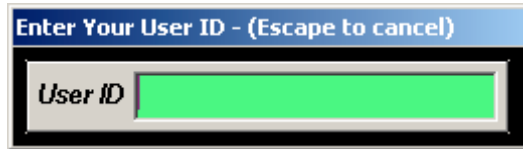


The SQL administrator allows you to perform SQL queries and updates to the local EPOS till and EPOS server databases. A password is required to access the SQL administrator, in which this feature can be accessed from any till using the correct password. You must contact Systems Created to retrieve the password to access the SQL administrator. This feature is very powerful in which data from the databases can be easily deleted and modified; therefore we will only provide people with access if they have sufficient knowledge of using SQL.

Systems Created staff will commonly use this interface to fix problems within the database or modify data which has become corrupt.

To access the SQL administrator select "SQL" from the "File" main menu, the master authorisation password will require entering.

## Upload Outstanding Till Transactions



If a till has been working offline on the network then all sales processed on that till will only be available on that till. These transactions should be uploaded to the server when the till is online. This is so that all other tills can access these transactions if they need to and so that the server database is up-to-date and with the correct data.

**Example:** If a sale is processed on a till running offline and a customer would like a refund on this sale, then this refund can only be processed on the till the sale went through on. The customer can not get a refund on any other till as the data has not yet been uploaded to the server.

To upload data from a till to the server select **Upload Outstanding Till Transactions** from the **File** main menu. You will be prompted for your user ID as shown as above, enter your **User ID** and press **ENTER**. A confirmation box will then appear once the data has been uploaded.

## **Download Stock/Accounts Data**

This feature downloads the most recent Stock and Accounts data from the server and updates the local databases.

## End of Day

**Till End Of Day**

Previous Float

Cash/Cheques Banked


Credit Card Banked

Switch Banked

Float Now

Bank Reference

Processing the End Of Day will include all sales processed on this till since the last End Of Day was processed



**Process EOD**

**Previous End Of Day List**

EOD	Till	Time Run
33	PAULS	07/04/2005 12:23:29
32	PAULS	06/03/2005 12:01:23
31	PAULS	06/03/2005 12:00:13
30	PAULS	06/03/2005 11:46:13
29	TOOLS	06/02/2005 17:37:28
28	TILL2	06/02/2005 17:34:40
27	TOOLS	06/01/2005 17:29:44
26	TILL2	06/01/2005 17:22:13
25	TOOLS	31/05/2005 17:42:42
24	TOOLS	28/05/2005 17:34:21
23	TOOLS	27/05/2005 19:41:29
22	TOOLS	26/05/2005 17:37:42
21	TOOLS	25/05/2005 17:37:34

**Reprint EOD**

Printer To Use: WGRANT\EPSON\_AL-C900 Advanced | Character Width: 40

Output to notepad instead of printing

**Exit**

At the end of the trading day an End Of Day (EOD) should be processed to group all of the transactions for that day under one day. To access the EODs press **SH+F12** to display the window as shown above. To process an EOD click the **Process EOD** button, alternatively press the **ALT+O** keys. Previous EODs can be reprinted using the selection menu provided on the right. To reprint an existing EOD, select the appropriate EOD to reprint and click the Reprint EOD button, alternatively press the **ALT+R** keys.

### Printer To Use

This option allows you to select which printer to print the end of day to along with a maximum character width for the till receipt printer being used. Alternatively, you can print directly to NotePad so the EOD can be saved to a file on either the till or the server, to enable this option tick the **Output to notepad instead of printing** check box.

### Till End Of Day

On a till end of day the following information will be printed:

### Total Takings

Displays the total number of transactions and the total amount for each different payment method including: cash, cheque, credit/debit card, switch and cashback.

### **Purchases**

Displays the total number of purchase transactions and the total amount for each different payment method including: cash, cheque, credit/debit card and switch.

### **Banking Figures**

Displays the float for the current and previous EOD, including the total value of the payment types banked, stating whether the till is under or over.

### **UFT Payments**

Displays the total number of UFT payments for each different payment method including: cash, cheque, credit/debit card and switch.

### **Cheque Listing**

Displays all of the cheque transactions which have taken place for the current day along with the receipt number.

### **Card Listing**

Displays all of the credit and debit card transactions which have taken place for the current day along with the receipt number.

### **Nominal Code Listing**

Displays all of the nominal transactions which have taken place for the current day along with the nominal code, goods and VAT value.

### **VAT Code Listing – All**

Displays the totals of sales, UFT payments and invoices for the VAT codes as well as the VAT value for each.

### **VAT Code Listing – Account Invoices Only**

Similar to VAT code listing but displays account invoices only.

### **Account Sale Listing**

Displays all of the account payment transactions which have taken place for the current day along with the receipt number.

### **Discount Listing**

Displays all of the discount transactions which have taken place for the current day along with the receipt number, description of discount and the percentage of the discount.

### **Voucher Listing**

Displays all of the voucher transactions which have taken place for the current day along with the stock code, quantity and total.

### **Price Change Listing**

Displays all of the price change transactions which have taken place for the current day along with the stock price and the sale price with the receipt number.

### **Refund Listing**

Displays all of the refund transactions which have taken place for the current day along with the receipt number, quantity refunded, price as well as the items and reasons for refund.

### **P/X Item Listing**

Displays all of the part-exchange transactions which have taken place for the current day along with the receipt number.

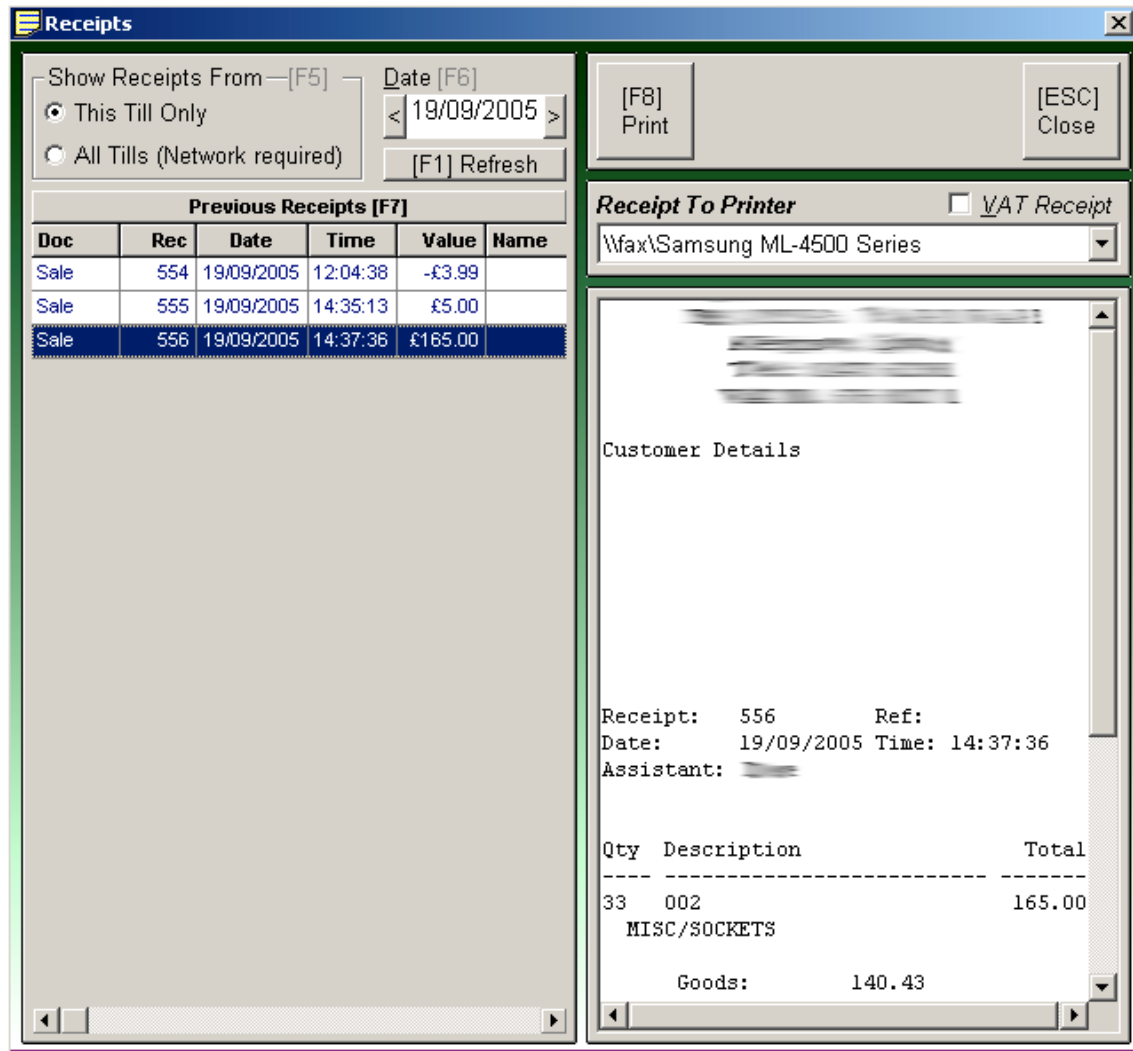
### **Purchase Item Listing**

Displays all of the purchase item transactions which have taken place for the current day along with the receipt number.

### **Account Payment Listing**

Displays all of the account payment transactions which have taken place for the current day along with the receipt number, customer account name and the value paid.

## Reprint Receipts



Receipts can be easily reprinted by accessing **Reprint Receipts** on the **Receipts** main menu, the window shown above will appear. All previous receipts will be shown on the left-hand side of the window and will show the transaction information for each one.

### Reprinting Receipts from this Till Only

1. Select the **This Till Only** option button.
2. A date can be specified in the **Date** box provided. This will display all of the receipts for the chosen date.
3. Select the receipt to reprint from the selection menu provided.
4. Select which printer to print the receipt to in the **Receipt To Printer** drop down menu.
5. Click the **Print** button to reprint the receipt.

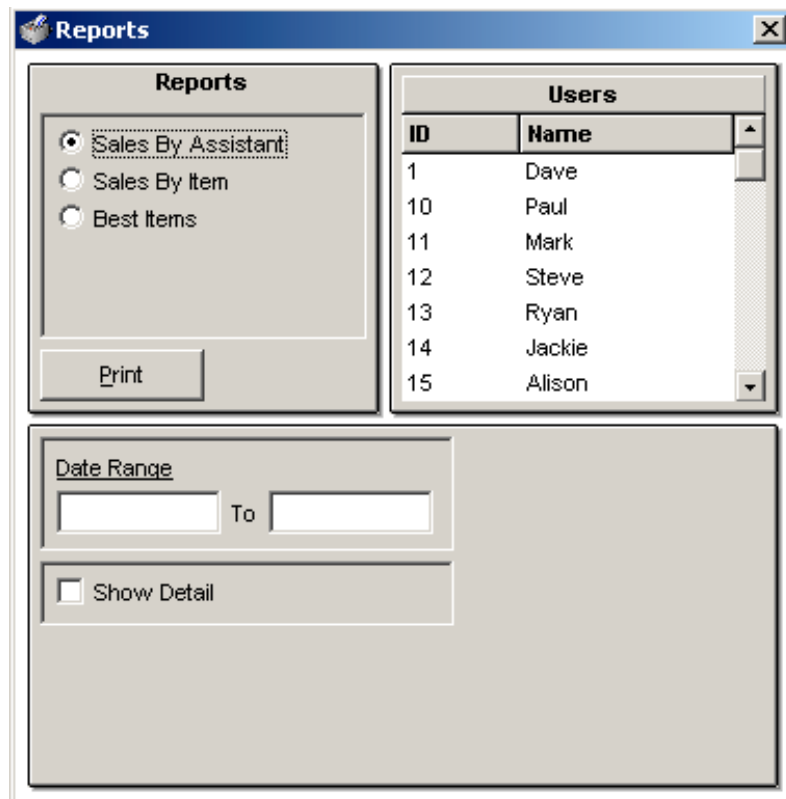
### Reprinting Receipts from all Tills

1. Select the **All Tills** option button.

2. A date can be specified in the **Date** box provided. This will display all of the receipts for the chosen date from all of the tills.
3. Select the receipt to reprint from the selection menu provided.
4. Select which printer to print the receipt to in the **Receipt To Printer** drop down menu.
5. Click the **Print** button to reprint the receipt.

Previews of the receipt are available by selecting the appropriate receipt on the left-hand side of the window and a preview of the selected receipt will be shown on screen. VAT receipts can also be printed by ticking the **VAT Receipt** check box.

## Reports



The EPOS program provides basic facilities for printing sales by assistant, sales by item, or best selling items. To access the reports select **Reports** from the **Reports** main menu.

### Sales By Assistant

Sales By Assistant will by default print all totals of sales for each assistant within the EPOS program. Individual or multiple assistants can be selected in the users list provided. To select more than item in this list, hold the “CTRL” key and use the left mouse button to select the desired assistant. Click the “Print” button to print the report to screen, which can then be sent to a printer. A **Date Range** can be specified for stock items which have only been sold between the two dates specified, all other stock items will be ignored within the report.

### Sales By Item

This will display the transaction totals for each stock item within the EPOS database. Additionally, this report allows for selection of the following options: show stock items, show product groups, and show master groups. Individual or multiple assistants can be selected in the users list provided. A **Date Range** can be specified for stock items which have only been sold between the two dates specified, all other stock items will be ignored within the report.

### Show Stock Items

Will display the totals for each stock item on the report.

### **Show Product Groups**

Will display the totals for each individual product groups on the report.

### **Show Master Groups**

Will display the totals for each individual master group on the report.

### **Show Detail**

This will show a breakdown of transactions for each stock item, product group or master group.

### **Best Selling Items**

This report displays the best selling stock items within EPOS sorted by either profit or profit percentage. A **Date Range** can be specified for stock items which have only been sold between the two dates specified, all other stock items will be ignored within the report.

### **Sort By Profit**

Selecting this option button will sort the stock items with the most profitable stock item first down to the least profitable stock item.

### **Sort By Profit %**

Selecting this option button will sort the stock items with the highest profit percentage stock item first down to the least profit percentage stock item.

## INI EPOS Configuration Files

The EPOS system consists of four INI configuration files. AcPlus EPOS v6 depends on these configuration files to operate the EPOS system. These configuration files reside in the EPOS installation folder on the host/client machine; therefore each till has their own independent EPOS configuration files. Although these EPOS configuration files can be manually edited, these should first be backed-up before editing and should only be edited by approved IT administrators.

### Company.ini

The absolute path to the AcPlus Accounts databases, this maybe a path to another machine such as a server.

**database=c:\epos6\**

The absolute path to the AcPlus Accounts reports, this maybe a path to another machine such as a server.

**Reports=\\SERVER\COMMON\vb6\acplus\rpts\**

The current working period for AcPlus Accounts integration.

**Period=07**

The current working year for AcPlus Accounts integration.

**Year=03**

### Epos6.ini

This file contains the configurations settings for each dedicated EPOS till on the EPOS network. These settings will not affect all tills.

The driver which VB6 uses to access the Microsoft Access databases. This should only be changed by an administrator.

**DbProvider=Microsoft.Jet.OLEDB.4.0**

The absolute path to the accounts, stock and period databases.

**MainAcPath=C:\Epos6\**

The absolute path to the location where the reports are stored on the host machine. This does not need to be changed if the reports are already working.

**Reports=C:\Epos6\**

This is the name of the till on the network, it is best practice to use the name of the host machine on the network. The till name must be unique on the EPOS system as is the host name on a company network.

**TillName=PAULS**

Enable/Disable the Workshop Jobs module within AcPlus EPOS v6. This should only be enabled for specific customers. Set to 'Yes' to enable the module, otherwise set to 'No'.

**ShowWorkshopJobs=Yes**

The invoice sequence number can be set in the form 'till:1234' or just the invoice number '1234'. To include the EPOS till name in the invoice sequence number set to 'Yes', otherwise set to 'No' to just use the invoice number without the till name.

**InvoiceDontUseAccountsInvoiceRef=Yes**

## **Epos6Global.ini**

This INI configuration file is separate from the main EPOS INI configuration as this contains settings which apply to all tills on the EPOS network. This file should reside on the EPOS server so each EPOS till can download this configuration file upon launching AcPlus EPOS v6.

To enable asterisks in password text boxes within the EPOS system set this to 'Yes', otherwise set this to 'No' to display passwords (insecure as passwords are shown on screen and visible to overlooking colleagues or customers). We highly recommend setting this to 'Yes' to ensure security, although some companies are happy for passwords to be displayed.

**AllowAsterisksAsRefundPassword=Yes**

When receipts are sent to the receipt printer a confirmation box can appear between copies, to enable this set to 'Yes', otherwise set to 'No'.

**PauseBetweenReceiptCopies=Yes**

## **PG\_DM.ini**

AcPlus EPOS v6 can be integrated with AcPlus Datamail, simply by configuring the PG\_DM.ini configuration file. The Datamail configuration file has the following settings:

The absolute path to the Datamail database on either the host machine or company server.

**Datamail=c:\epos6\**

The absolute path to the Accounts database on either the host machine or company server.

**AC+=c:\epos6\**

The absolute path to the Accounts reports on either the host machine or company server.

**Reports=c:\epos6\**

## Hospitality System

The Epos system is configurable by use of the Epos6.ini file. Within the standard system there are two versions. The retailers version and the Hospitality version. The hospitality version shares many of the same features



Features of the system:

Multiple configurable hot keys