

Simply POS for Restaurants – User Manual

Version 2.0

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ABSTRACT

The Simply POS for Restaurants User Guide provides detailed information about the features, functions and capabilities of Simply POS for Restaurants. It is designed to be used as an everyday reference as well as a reference for periodic routines such as file maintenance tasks and exporting to an accounting system.

Version	Author(s)	Changes
1.0	JK	Initial draft.

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1. Installing Simply POS for Restaurants

1. Download a copy of the “Simply POS Installation Guide” here:

http://www.simplypos.com.au/site/images/InstallationManual_SimplyTouch.pdf.

2. Setting up

2.1 Overview

Setting up involves tasks which you need to perform to get your Simply POS for Restaurants software up and running and customised to suit your needs. As your business changes, you can change how your Simply POS for Restaurants software works.

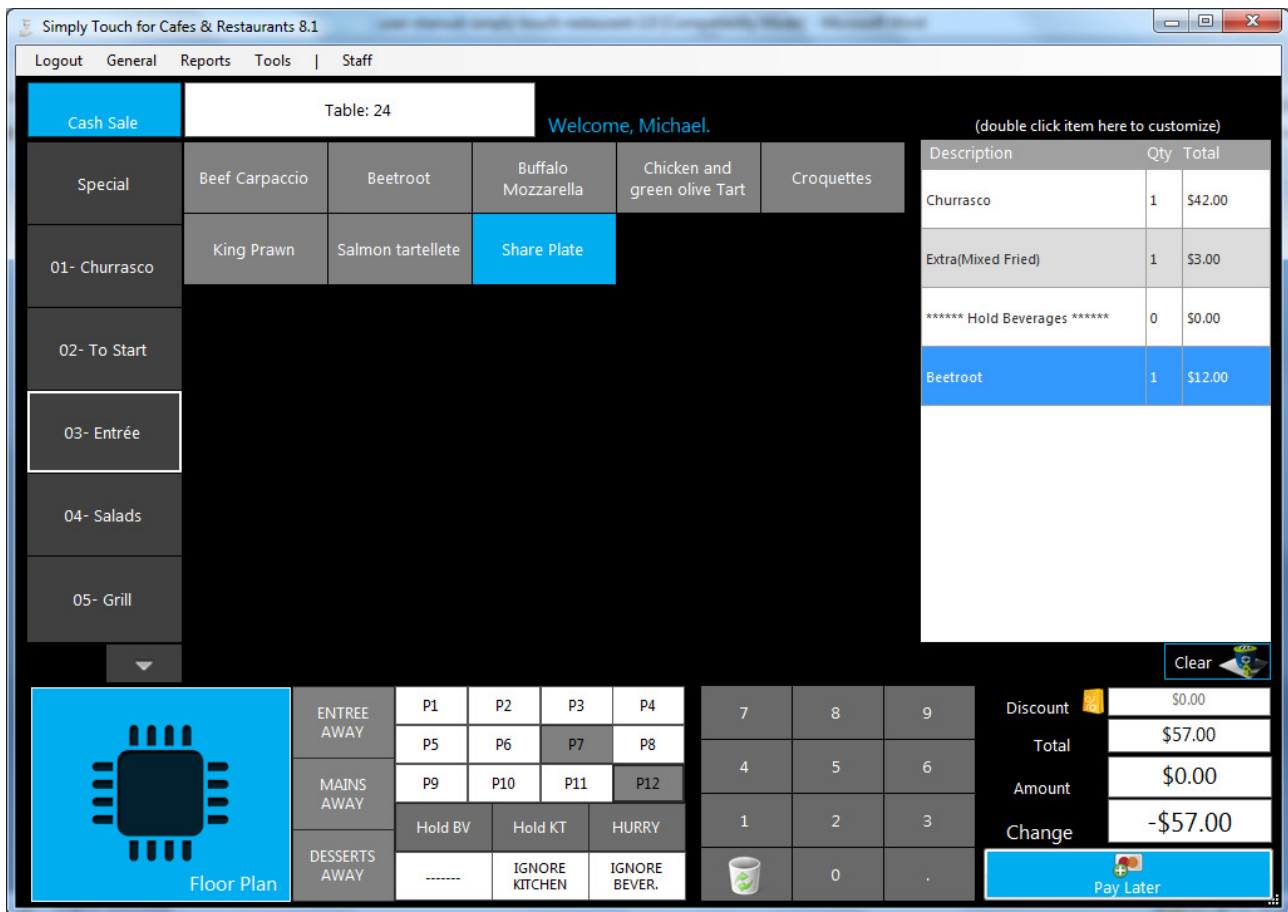


Figure 1: Simply POS for Restaurants

2.2 Invoice/Receipt Layout

1. Tools > Invoice Layout:

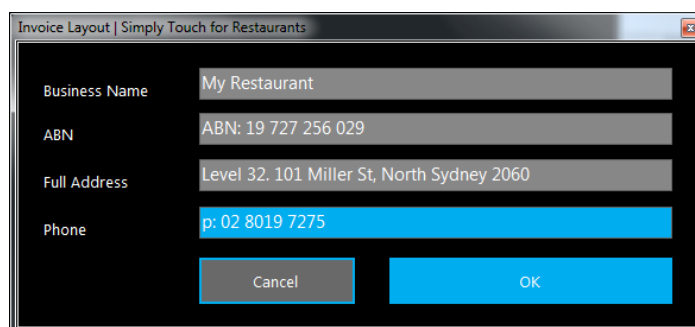


Figure 2: Invoice Layout

2. Complete the **Invoice Layout** window. These will appear on your invoice.

- ◆ Enter the Name of your business.
- ◆ Business ABN
- ◆ Business Address
- ◆ Business Phone/Mobile number

Click OK to save.

2.3 POS Options

To enable and/or disable prompts

1. Tools > POS Options

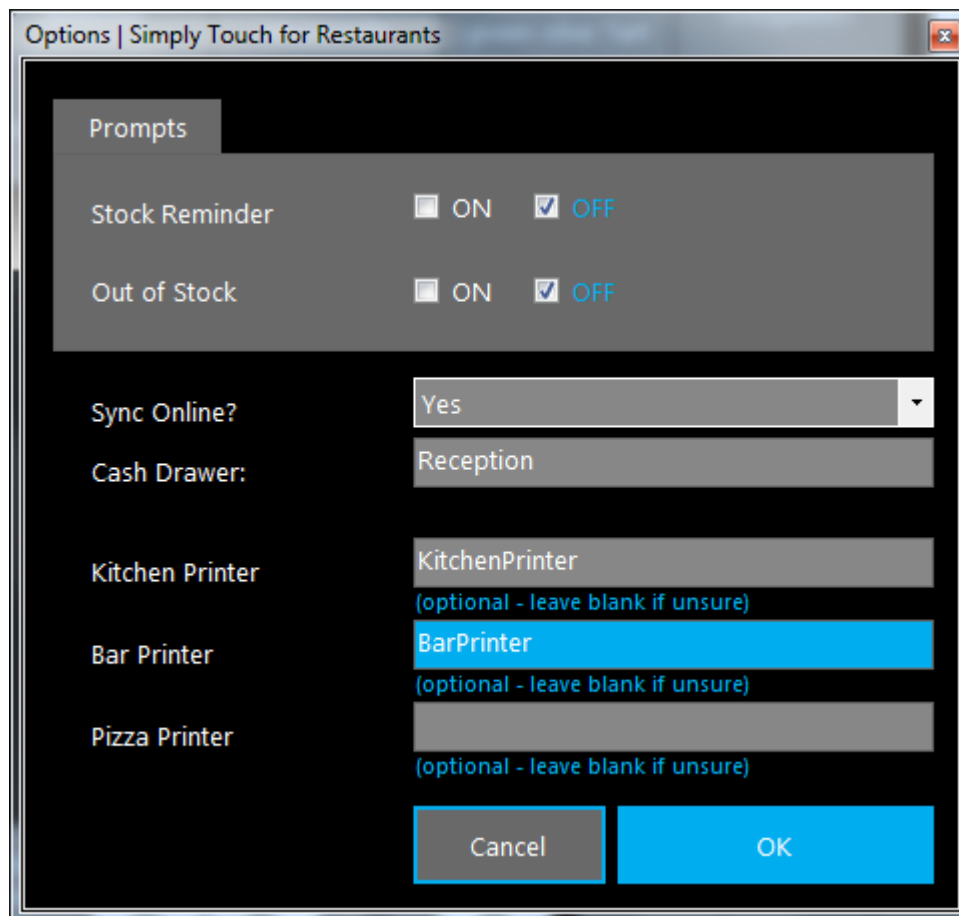


Figure 3: Options Menu

2. **Stock Reminder.** *If you click Turn ON you will be notified each time you add a product to the cart that reaches a quantity of or below the amount selected.*
3. **Out of Stock:** Similar to Stock Reminder, this feature will prompt you when you have run out of stock. A message will appear as you add products to your cart.
4. **Sync Online:** If you select Yes, Simply POS for Restaurants will update your products/orders online. This process happens in the background and does not affect the process speed.
5. **Cash Drawer:** Use this field to identify your POS Terminal. The value will be used in your 'end of day' report.

6. **Kitchen Printer:** If you are using a Kitchen Printer, make sure your printer is installed and exists in your Windows Control Panel. Enter its name exactly as shown in Control Panel.
7. **Bar Printer:** Similar to Kitchen Printer, enter the Bar Printer name as it is shown in Control Panel.
8. **Pizza Printer:** Similar to Kitchen Printer, enter the Pizza Printer name as it is shown in Control Panel.

2.4 Setting up your Homepage

How to set up the layout of your main homepage!

1. General > Setup Homepage
By default, Simply POS for Restaurants automatically creates your homepage. The left columns highlights your **categories**, the right columns represent your **products**.
2. Select a Category from the left > a Popup Window will appear. Enter your chosen category name, tick Display to enable category (or tick Delete to remove). Click Save Category when done.
3. **Adding a product.** Select a box from the right columns (products), a Popup Window will appear. To allocate a product to selected box, click "**Select Products**", search for your product then **double click** its line.
4. Product Description is the text that will be printed to the kitchen/bar and invoice.
5. Display Text is the text that will be displayed on your Selected Box.
6. Modify Text then click **Save Product** to allocate product to box.
7. **Deleting a product from homepage.** Tick "Delete" in Step 6 (above) then click **Save Products**.

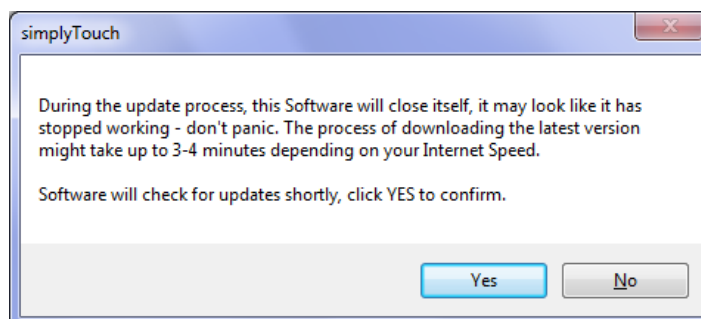
Your product will now appear on your homepage!

Repeat Steps 1 to Step 7 until you have setup your entire homepage!

2.5 Update POS

To update Simply POS for Restaurants

1. Tools > Update POS. (Or simply click F12 on your Keyboard)
The following message will come up.

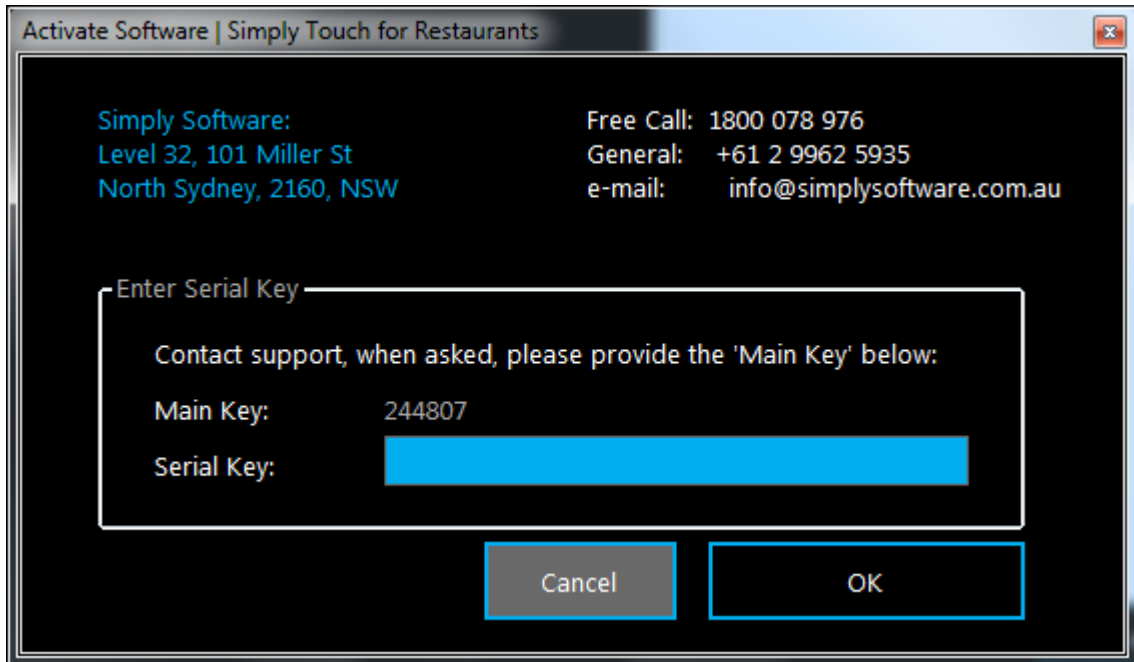


2. Click **YES**.
3. Wait a few minutes. *Simply POS for Restaurants will display a message once the update process is complete.*
P.S: You **WILL NOT** lose any information.

2.6 Activate Simply POS for Restaurants

This option allows you to activate your copy of Simply POS for Restaurants (After 14 day trial)

1. Tools > Activate Software. The following will appear:



2. Contact Simply POS (www.simplypos.com.au) and provide the Main Key provided. Enter the "given" serial key in the textbox then click OK. (You will need to restart Simply POS for Restaurants)

3 Products

Overview

Managing your stock is a fundamental part of running a good restaurant business. Simply POS for Restaurants gives you complete control of your stock and provides you with many tools to maintain your

inventory. Not only can you set the code, description and price of an item, you can also set the required stock levels, supplier, product categories, commission level, minimum stock level and more.

When you make a sale, Simply POS for Restaurants automatically adjusts your stock levels to reflect the sale (for items not ticked as **Ignore Stock!**).

3.1 Adding a product

To add a new product

1. General > Add Product (or simply click F2 on your Keyboard)

Adding a product

2. Complete the **Product** details. These fields are compulsory fields:

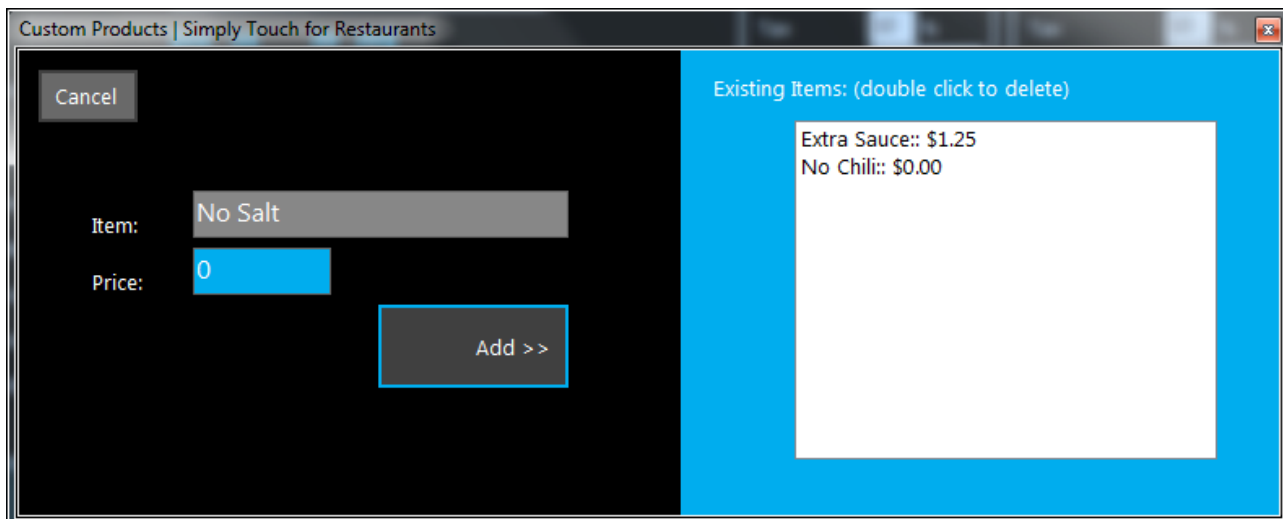
- ◆ Product (Product Description. E.g: Garlic Bread). This will appear on customer invoice.
- ◆ Sell Price (After Tax. e.g: 10)
- ◆ Stock (Current Stock. e.g: 15) – Use the **Blue + Sign** to increment/decrement stock.

NOTE: For Restaurant products such as meals, **enter 0** in the Stock field and tick: **Ignore Stock**.

NOTE: Scan your product barcode at anytime, Simply POS for Restaurants will recognise the barcode number and automatically enter it in the **Barcode** field.

3. Send to Kitchen/Bar/Pizza. E.g: Tick “Send to Kitchen” if you wish to print item at the Kitchen Printer. NOTE: Make sure you have added your printer names in Tools > POS Options.
4. Click “Generate” if you wish Simply POS for Restaurants to automatically create a new Barcode number for your product.
5. Line 1. You can use this field to add additional product information.
6. Line 2. You can use this field to add additional product information.

7. Category. Select from the drop down menu or enter your own: e.g: Grill
8. Ignore Stock. Tick this field if you do not wish to keep a stock count for the product.
9. Notify Quantity: In this field, enter a number. You will be prompted as you are adding product to your cart if the stock reaches the level indicated in this field.
10. **Extras/No Add:** Click this button to add “extras” or “no add” components to your products. E.g: If you’re adding a Chicken Burger, you might want to add: Extra Sauce, \$1.25, No Chili, \$0.00.
NOTE: These components will appear when you add the item to your cart, then double click it to modify quantity, price etc..



11. Upload Picture: Select this option to attach a picture to your product. Browse your local computer, click OK when done.
12. In the Purchase (Cost) section, enter your **cost** price for your item in the **Inc. Tax Field**.
13. In the Sales (RRP) section, enter your **selling** price for your item in the **Inc. Tax Field**.

NOTE: This price can be changed as you add products to your cart.

Click Save to save your product

3.2 Adding Bulk Products

This option allows you to add multiple “related” products.

1. General > Add Product > Click “Bulk Add”. The following window will appear:

2. **Product:** This is Main Product Description. E.g: Churrasco.
3. **Category:** Enter 01- Churrasco.
4. **Upload Picture:** Click upload picture, select a picture by clicking “browse” then click OK.
5. **Enter Purchase Cost, Sale RRP details.**
6. **Product Style:** Here you enter all different styles or sizes for the product.
 - Select “Product 1” tab
 - Enter **Feijo** in line 1
 - Enter 0 the Stock field (tick ignore stock)

 - Select “Product 2” tab
 - Click “Enable Product”
 - Enter **Farofa** in line 1
 - Enter 0 the Stock field (tick ignore stock)

Note: If 2 products have the same Product Description and Category with different Line 1 information, a popup message will appear when you select the product to add to cart. The popup will list the 2 (or more) different Line 1 values for the product.
 e.g: If 2 Products have the same description: Rib Eye (Category: Grill) with 2 different values in Line 1, one is rare, one is medium; then a popup will display: Rare, Medium when you click: Rib Eye.

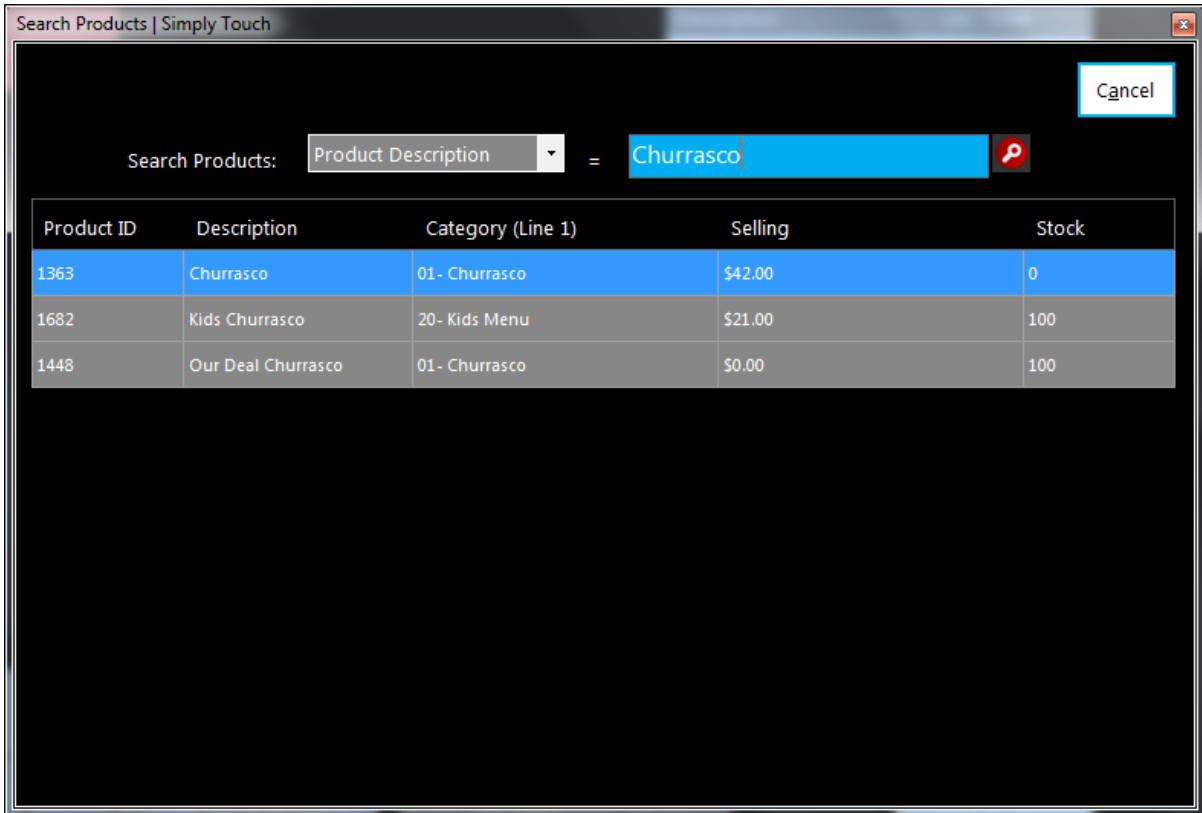
Click SAVE to commit changes.

3.3 Editing a product

To edit a product

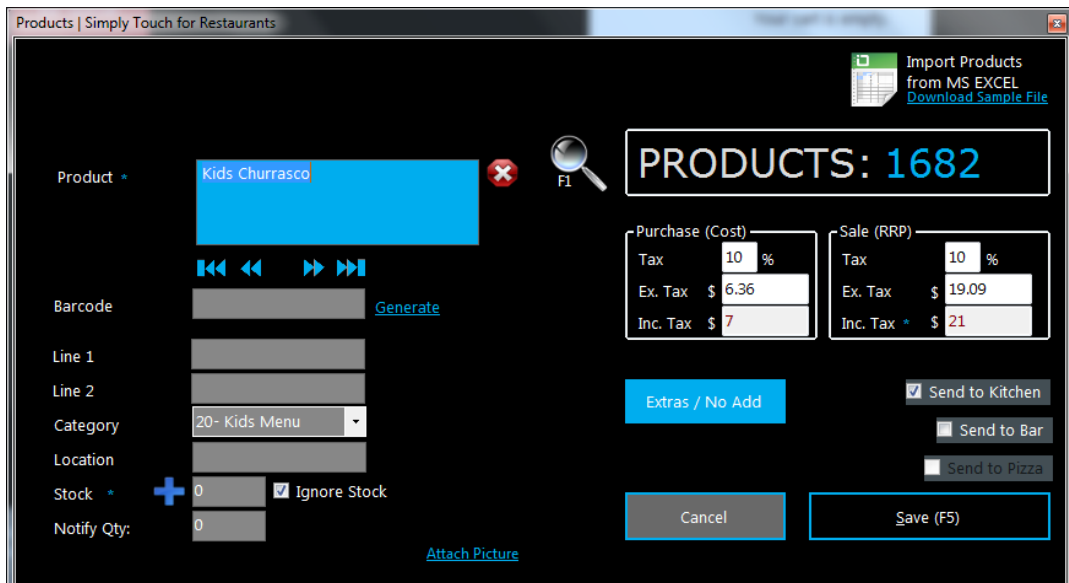
1. General > Edit Product

- Your most recently added product will appear by default. You can either locate your product in the list, double click on it or,
 - Select "Product Description" from the (Search Products) Drop Down Menu
 - Enter your search query in the (blue) text field. E.g: Churrasco
 - Click the "red" button (or hit Enter).



Product search window

- Upon "double clicking", the product window will appear:



- Edit your product (as discussed above in section 3.2) then click Save.

TIP: Click the NEXT, PREVIOUS, GO TO LAST, GO TO FIRST icons to browse through records.



3.4 Importing products from Microsoft Excel

Simply POS for Restaurants allows users to import products from MS Excel; this could be handy if you are looking at adding multiple products at once or migrating to Simply POS for Restaurants from another point-of-sale software.

First, you must download a “customized” version of the excel file. Visit this link to download a copy:

<http://www.simplypos.com.au/updateSimplyTouch/restaurant/simplyproducts.xls>

(right click on file, save link as, and then select a target location)

1. Open the file name: simplyproducts.xls. By default, the file should have 3 sample products.

Product	Barcode	Line 1	Line 2	Category
Product Description	Barcode (or leave blank)	Line 1 (or leave blank)	Line 2 (or leave blank)	Category (or leave blank)
Churrasco		Feijao		01- Churrasco
Churrasco		Carreteiro		01- Churrasco
Mixed Olives				02- To Start

2. There are 15 column headers by default. Here’s a quick definition of each of these columns.

Product: This is the product description. Maximum 200 characters

Barcode: Product Barcode. Maximum 150 characters. (optional)

Line 1: Additional Product Information... Maximum 150 characters. (optional)

Line 2: Additional Product Information... Maximum 150 characters. (optional)

Category: Product Category. Maximum 150 characters. (optional)

Location: Location of the product. Maximum 150 characters. (optional)

Stock: Product Stock. Numbers Only!

Ignore Stock: Enter 0 to monitor stock, 1 to ignore stock. (0 or 1 only)

Notify: This is the notify quantity field. Numbers Only!

Tax Cost: Tax value on cost: e.g: 10. Numbers Only!

Ex Tax Cost: Product cost Value Before tax. Numbers Only!

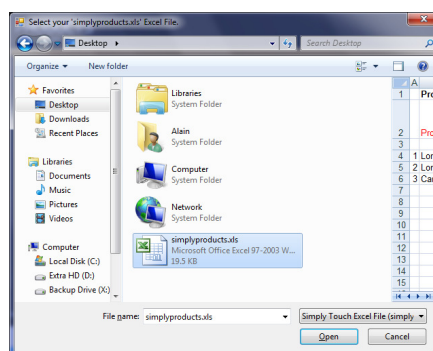
Inc Tax Cost: Product cost Value After tax. Numbers Only!

Tax Selling: Product Tax value: e.g: 10. Numbers Only!

Ex Tax Selling: Product Value Before tax. Numbers Only!

Inc Tax Selling: Product Value After tax. Numbers Only!

3. Populate the excel file with your products (remove the default 3 sample products).
4. Save your file, anywhere on your computer.
5. Start Simply POS for Restaurants. General > Add Product >Click the Excel Icon
6. Locate your saved file (in step 4) then click open.



7. A message will appear after the import process is complete, notifying your of the outcome.

4 Customers

4.1 Overview

Managing your customers is a useful feature for your “Takeaway” customers. Use Simply POS for Restaurants to add/edit and delete customers. Allocate customers as “Account Customers”, view their statements etc...

4.2 Adding a customer

To add a new customer

1. General > Add Customer

The screenshot shows a software window titled "Customers | Simply Touch for Restaurants". In the top right corner, a box displays "CUSTOMERS: 1002". The form contains the following fields and options:

- Company ***: John Smith (with a red 'X' icon and "F1" label, and "(or Customer Name)" below it)
- Salutation**: Mr.
- Name ***: TakeAway (highlighted in blue)
- Surname**: Customer
- e-mail**: [Empty field]
- Phone**: 0438 033 332
- Fax**: [Empty field]
- Mobile**: [Empty field]
- Address**: Pick Up (with three stacked input lines)
- City**: [Empty field]
- Region**: [Empty field]
- Postcode**: [Empty field]
- Country**: [Empty field]
- Delivery Address** (enclosed in a white box):
 - Address**: Pick Up (with three stacked input lines)
 - City**: [Empty field]
 - Region**: [Empty field]
 - Postcode**: [Empty field]
 - Country**: [Empty field]
 - Same as Postal Address
- Account
- Buttons**: Cancel and Save (F5) (highlighted in blue)
- Feedback**: Updated! (in blue text below the Save button)

Adding a customer

2. Complete the **Customer** details. These fields are compulsory fields:

- ◆ Company (Company Name. E.g: Simply POS)
- ◆ Name (Contact Name. e.g: Keane)

3. Enter customer details then click Save (F5).

4.3 Editing a Customer record

To edit a customer record

1. General > Edit Customer
2. Your most recently added customers will appear by default. You can either locate your customer in the list, double click on it or,
 - Select "Company" from the (Search Customers) Drop Down Menu
 - Enter your search query in the (yellow) text field
 - Click the "red" button (or hit Enter).
3. Double click your customer to populate Customers page. Edit your customer information then hit Save to store changes.

4.4 View Customer Statement

To view customer statement

1. Click "My Customer" button on the home screen.
2. Double click a Company name (from the list)
3. A new window with all your customers invoices (paid and unpaid) opens up.

Customer Statement | Simply Touch for TakeAway

Search Criteria: Show All

Order ID	Customer	Date Processed	Order Total	Remaining
10334	Cash Sale	Friday, February 03, 2012	\$2,999.00	\$0.00
10317	Ness Corporation	Friday, January 27, 2012	\$8.80	\$0.00
			\$3,007.80	\$0.00

4. The list displays all invoices total remaining and will summarise on the bottom line totals.

5 Staff

5.1 Overview

Each sale or sale-based transaction performed in Simply POS for Restaurants must be associated with a staff member. Staff member information can be as simple as a name and a number, with only one staff member defined for all transactions, or it can be detailed information, including contact numbers and addresses, and information such as whether a staff member is employed full-time or part-time.

With consistent use of the Simply POS for Restaurants staff features, you can perform staff reporting and information tracking tasks. Details of transactions (sales, payments, orders) that a staff member has processed can also be recorded.

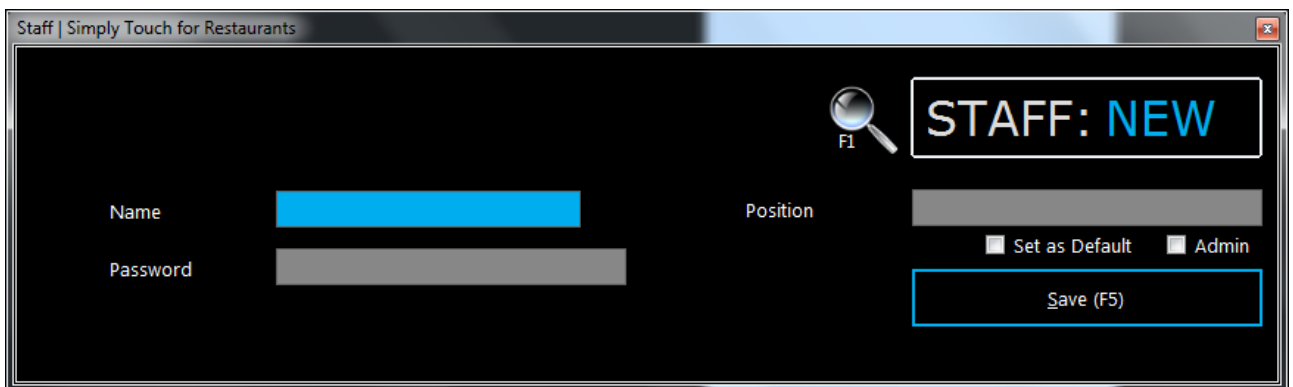
You need to define at least one staff member to use Simply POS for Restaurants. If a single staff member uses the system most of the time, you have the option of setting a default staff number, which will appear automatically in the Staff Number field each time you open a transaction window.

5.2 Adding Staff

Staff records are created and edited in the Staff window. It is a good idea to enter as much information as possible and keep the information up to date.

To add a staff record

1. General > Add Staff (or simply click F3 on your keyboard)

The screenshot shows a software window titled "Staff | Simply Touch for Restaurants". The main content area is dark with white text. At the top right, there is a magnifying glass icon with "F1" below it and a box containing the text "STAFF: NEW". Below this, there are three input fields: "Name" (with a blue highlight), "Position" (with a grey highlight), and "Password" (with a grey highlight). To the right of the "Position" field, there are two checkboxes: "Set as Default" and "Admin". At the bottom right, there is a button labeled "Save (F5)".

Adding a Staff record

2. Complete the **Staff** details.
 - ◆ Staff Name
 - ◆ Staff Position (leave blank or enter a position. E.g: Sales Manager)
 - ◆ Password: This unique number will be used for Staff to Login to the Software.

NOTE: Tick Admin option to give staff full access to Simply POS for Restaurants. If this option is un-ticked, staff will not have access to administrator options such as: product cost, reporting, adjusting sell price.

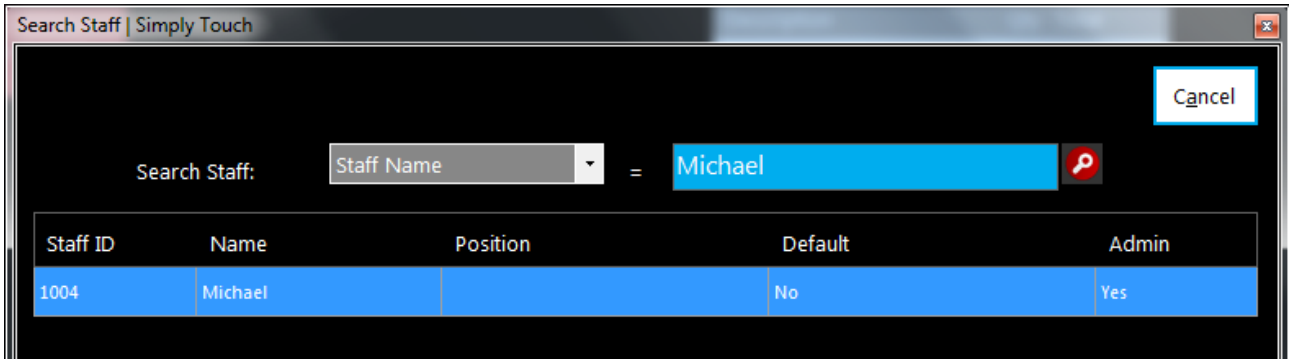
3. Click **Save**.

5.3 Editing a Staff record

To edit a staff record

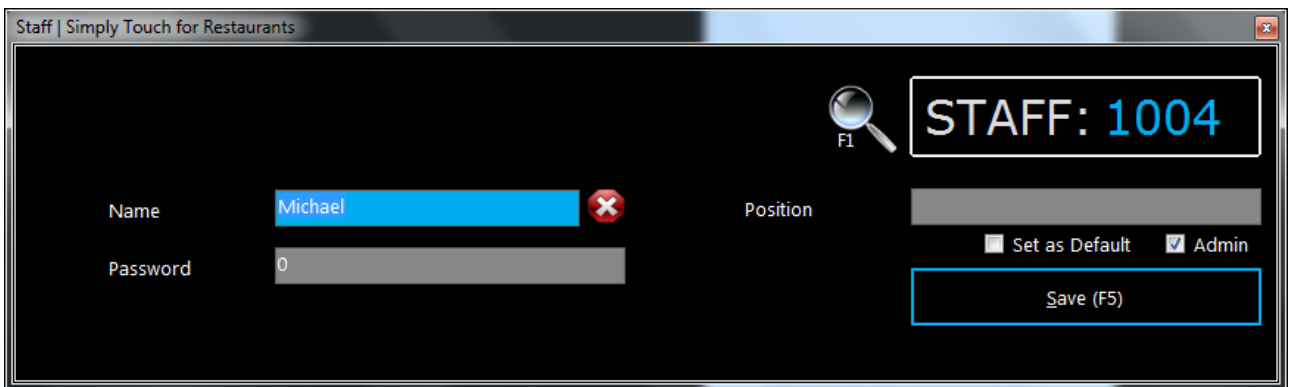
1. General > Edit Staff

2. Your most recently added staff will appear by default. You can either locate your staff in the list, double click on it or,
 - Select "Staff Name" from the (Search Staff) Drop Down Menu
 - Enter your search query in the (blue) text field
 - Click the "red" button (or hit Enter).



Staff search window

3. Upon "double clicking", the staff window will appear:



4. Modify staff record then Click Save.

5.4 Record Staff Attendance

Simply POS for Restaurants allows you to record your Staff Times. You can print a weekly/daily or monthly reports of your staff attendance.

1. Your staff members will login using their user ID
2. Staff > Clock In
3. At end of shift, staff members will Clock Out: Staff > Clock Out

Printing Staff Clock Report

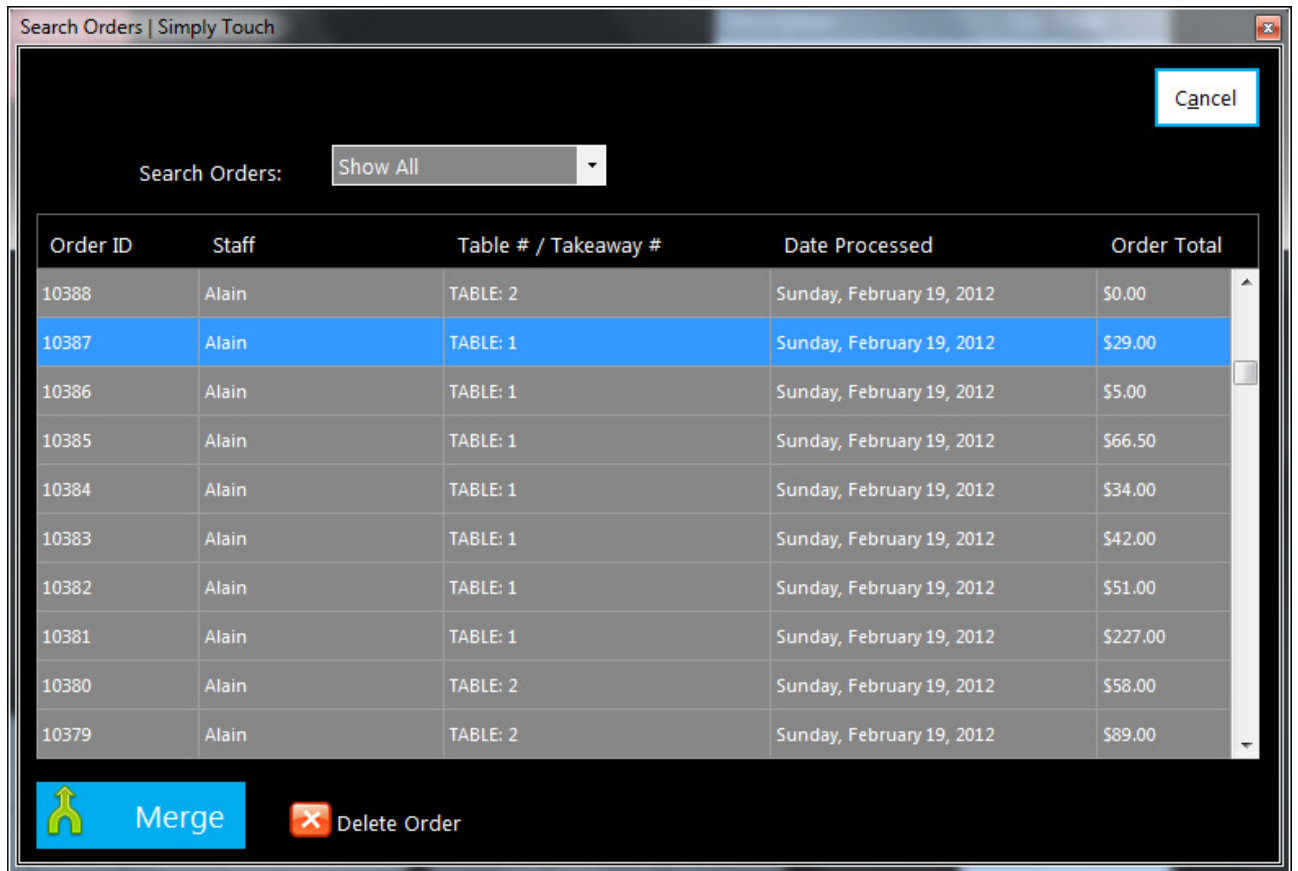
1. Login with your Administrator User ID
2. Reports > Staff Clock Report
3. Select your time frame(e.g: 1 March 2012 > 3 March 2012) then click the excel icon to export report to Microsoft Excel

Staff	Date_In	Date_Out	Login_Time
Michael	3-Mar-2012 8:31 AM	3-Mar-2012 3:41 PM	7 Hours, 10 Minutes.

6 Orders

6.1 Reprinting/Deleting and

1. General > Reprint or Merge

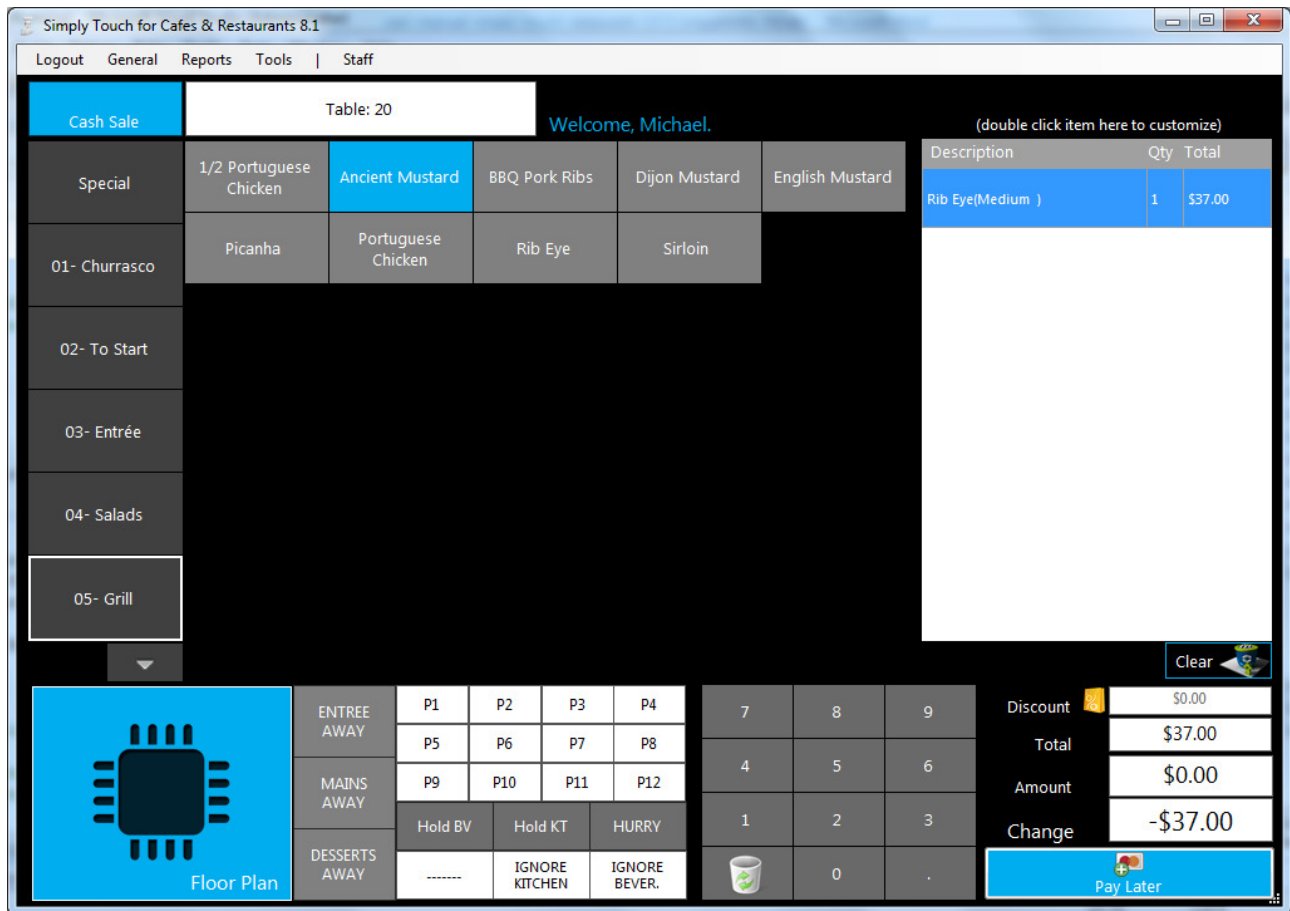


2. By default, your most recent orders appear. Locate your order then double click on it or
 - Select "Order ID" from the (Search Orders) Drop down Menu.
 - Enter your order ID in the (blue) text field. E.g: 10387
 - Click the "red" button (or hit Enter).
3. Double click your order to display (then print).
4. **Delete an Order:** Select your order (by clicking one on the line) then click (Delete Order). When prompted, click OK.
5. **Merge Orders:** Select your order (click once) then click Merge. Simply POS for Restaurants will display your Floor Map. Select the **Table Number** you wish to append the selected order to. All items belonging to selected order will be automatically added to your Selected Table.

7 Sales

Overview

The Sales window is used to make sales transactions. Each sale is processed and recorded, and allocated to a staff member.



Each Simply POS for Restaurants sale transaction shares a set of characteristics:

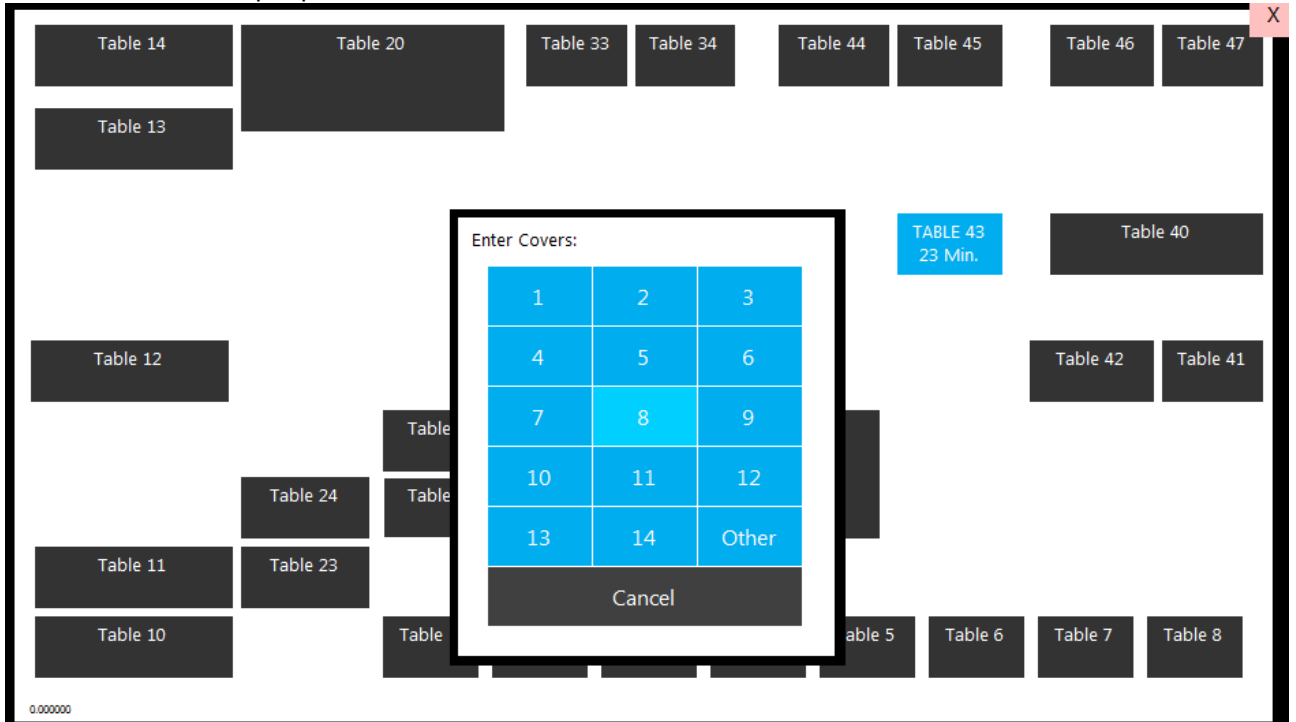
- **Staff member.** You need to define at least one staff member.
- **Customer.** You can select a “Cash Sale” customer for all your transactions.
- **Table Number.** You must select a Table to allocate items to.
- **Items sold.** The items to be sold are entered in the Product Details area. You can adjust the price and quantity as required. Note that if you want to edit an item’s description in the Sales window, double click on an item in the “Product Details List” or “Cart Section”.
- **Discount.** This field is available for every sale, if required.
- **Pay Later.** This button is used to process a sale and send to kitchen/bar or pizza bar.

7.1 Making a Sale

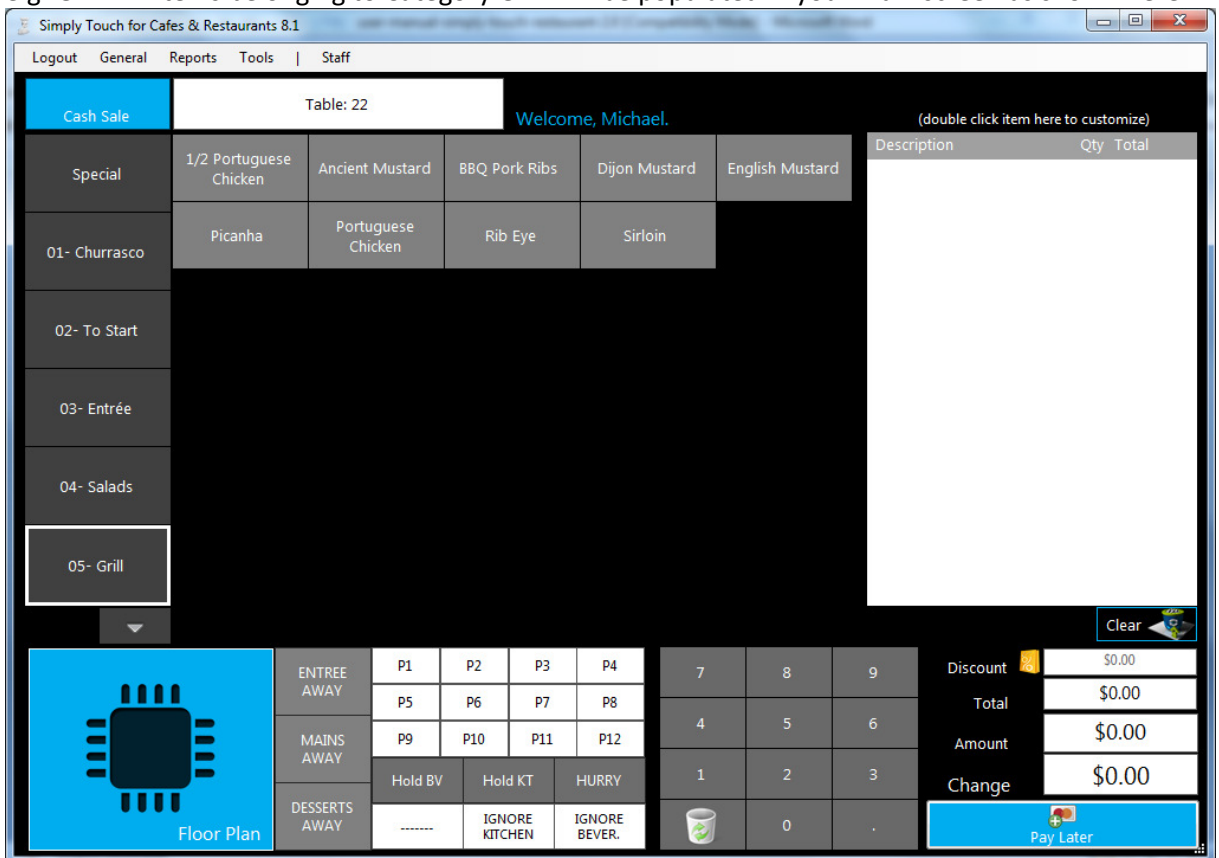
To make a sale

1. Login using your User ID.

- From the main window, click the "PLEASE SELECT" button. Select a Table.
- Enter the number of people on the Table.



- From the left menu (categories), select a category by clicking on it.
e.g: Grill. All items belonging to Category Grill will be populated in your main screen as shown here:



- Adding product to Cart.** Select your product by clicking on it.
- Your product will automatically be added to your cart.

6. Additional Options

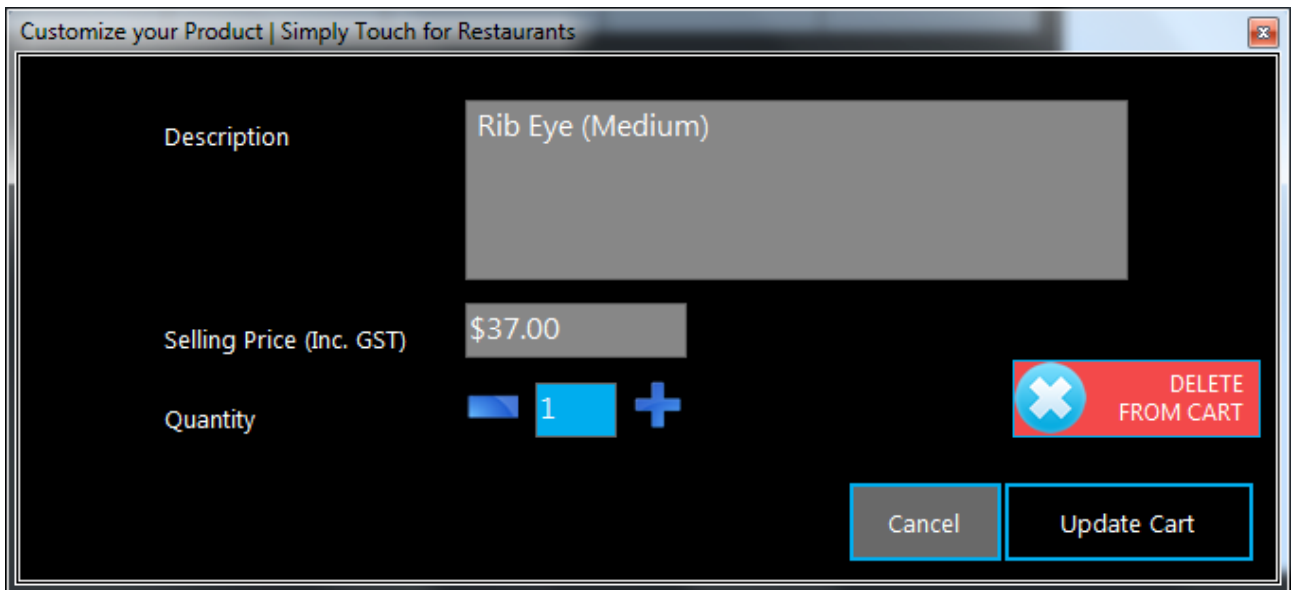
- **Allocate Table Positions** to meal added. Highlight an item from the cart section, then click a button from P1 to P12.
- **Send Special Messages to Kitchen/Bar.** Click Hold Beverages, Hold Kitchen, Hurry buttons. Click --- to separate items. Click Ignore Kitchen, Ignore Beverages to alert kitchen/bar staff.
- **Away Messages.** Click Entree/Mains/Desserts away buttons to notify kitchen/bar.

7. Repeat step 3 until all your products are added to cart.

Delete a Product: To delete a product from cart, simply double click on it, click "Delete From Cart"

Modify Price: To modify the selling price, double click on your item then change the price in the "Selling Price (inc. GST)" section.

Change Quantity: To change a product quantity, double click on your item then click the + or – sign as shown in this screen shot:



8. Click the "Pay Later" button when done.

Note: If you have added Kitchen items and Bar items in the same order, 2 invoices will be printed. 1 will be printed at the Kitchen; the other will print at the Bar.

Order by: Michael, Tax Invoice #10420

TABLE: 22 [Covers: 8]

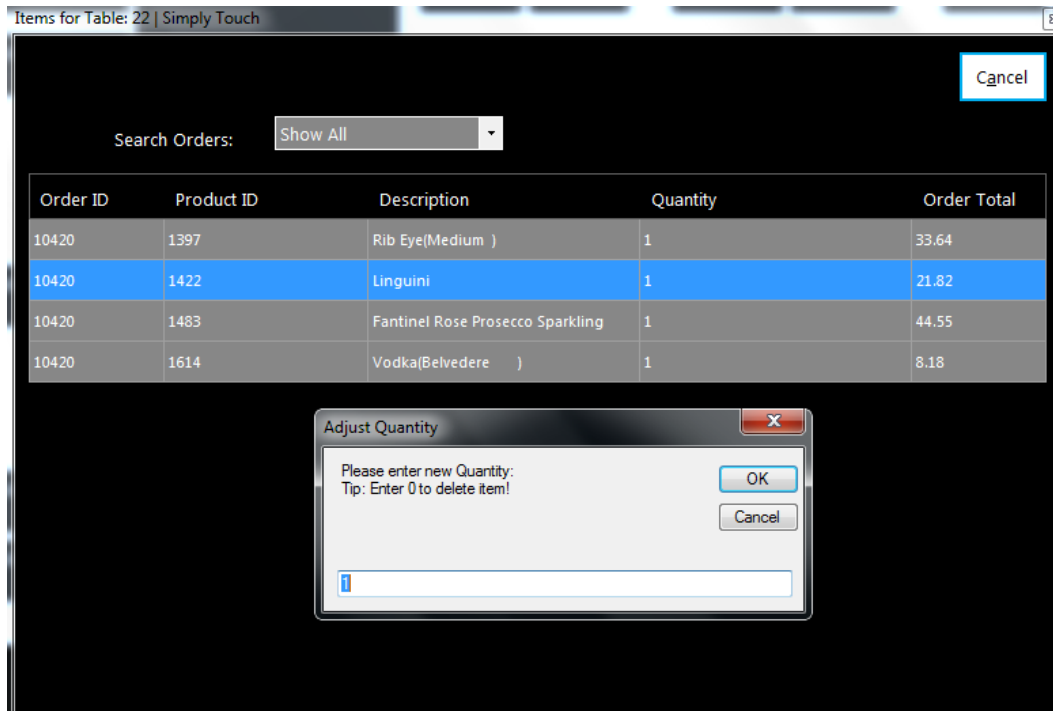
=====
1x Fantinel Rose Prosecco
Sparkling
1x Vodka(belvedere)

Date: Saturday, 03 Mar 2012 at 12:19

7.2 Modifying an Order Item

1. Login > Click Floor Map.
2. Select a Table Number > Modify Line.
3. Double click the line you wish to modify.

4. Enter 0 to delete or enter a new quantity to update.



5. Click OK to apply.

7.3 Merge Tables

Use this option to Merge Tables together.

1. General > Merge Tables.
2. Select your 1st Table Number from the Floor Map.
3. Select your 2nd Table Number from the Floor Map.

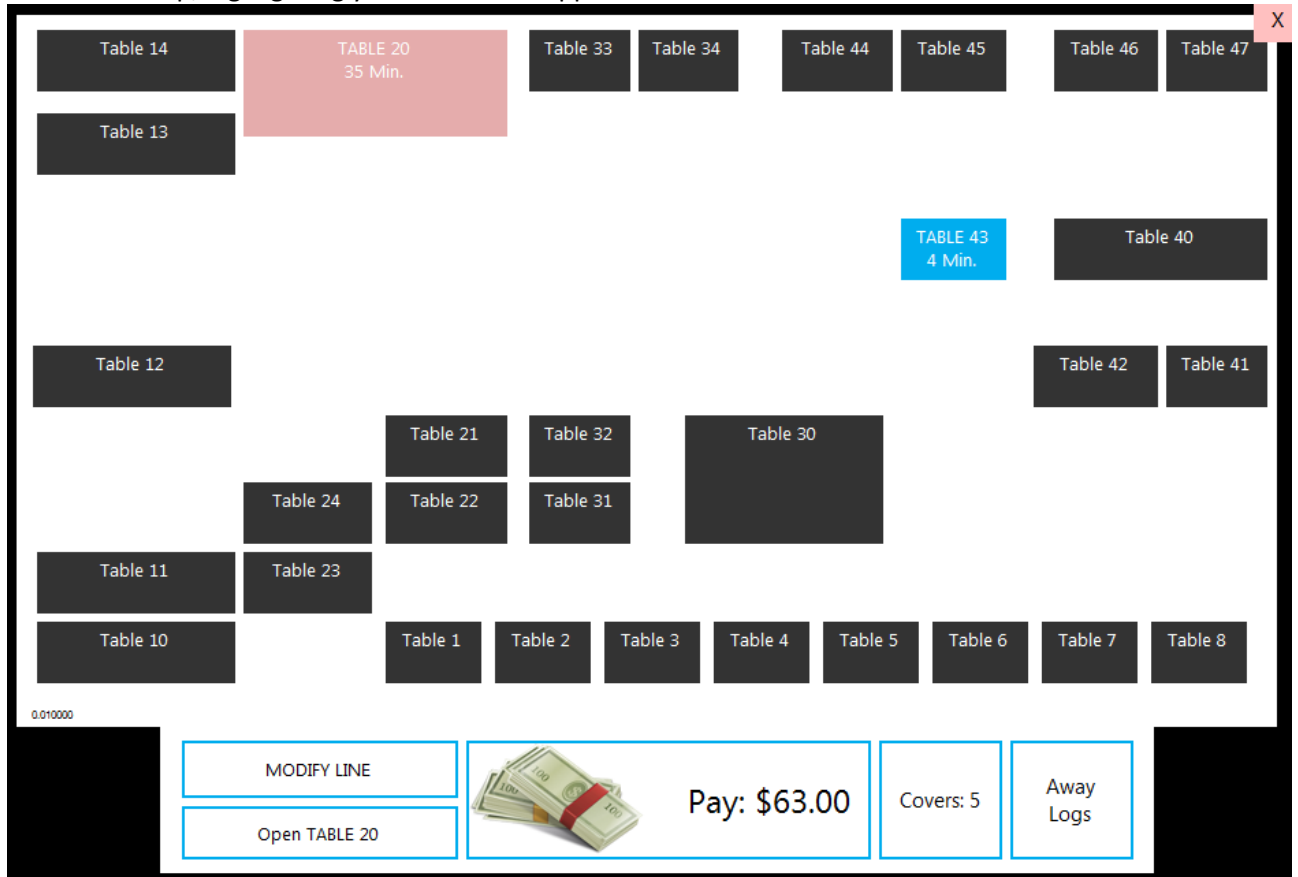
Simply POS for Restaurants will merge both tables. (Your second Table will contain all items!)

7.4 Making a Payment

Simply POS for Restaurants allows you to Pay an Order, Discount an Order, Add Tips and split a bill.

1. **Floor Map.** Login > Click Floor Map from the bottom left.

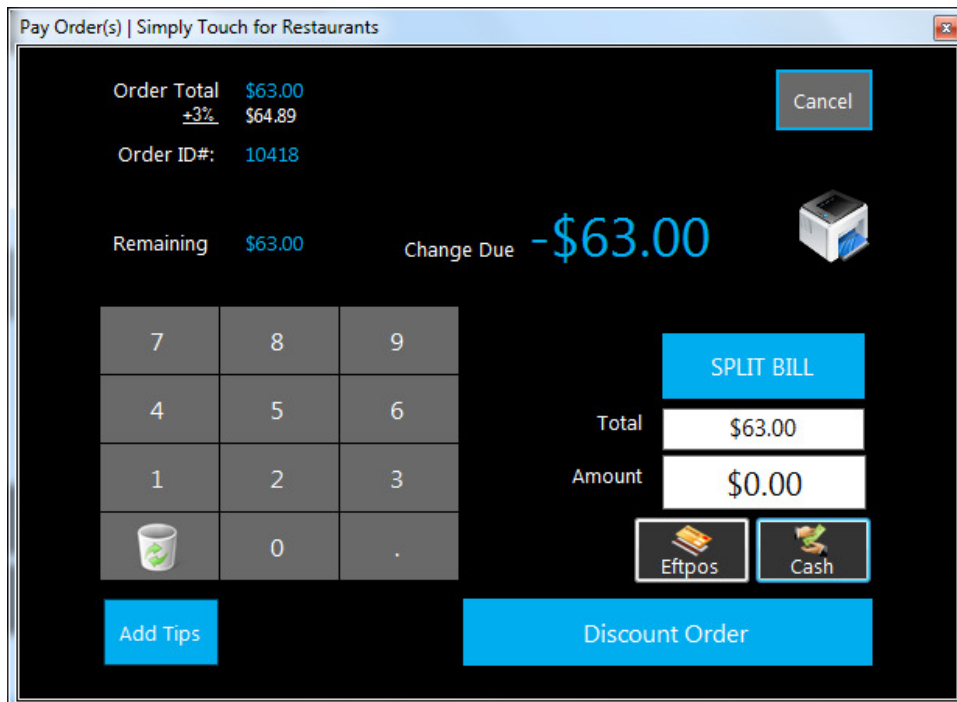
2. Your Floor Map, highlighting your Tables will appear.



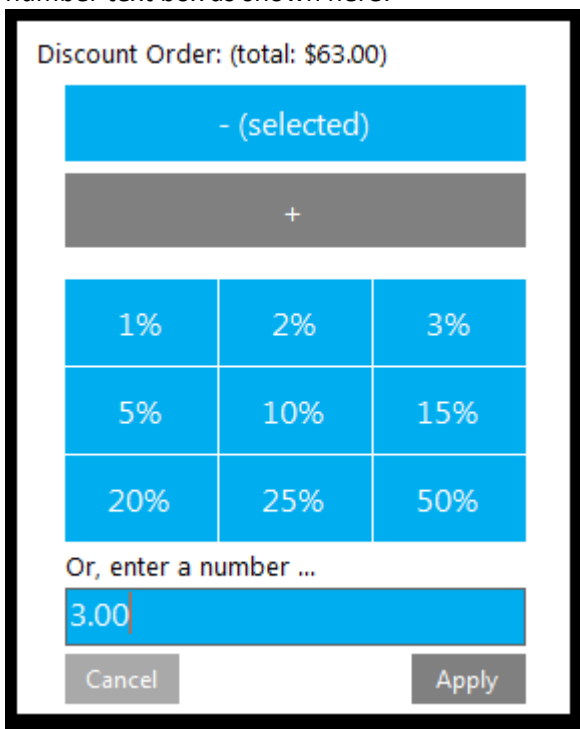
3. Select a Table (by clicking once on its box)

4. **Open a Table Order.** Click Open Table from the bottom left.

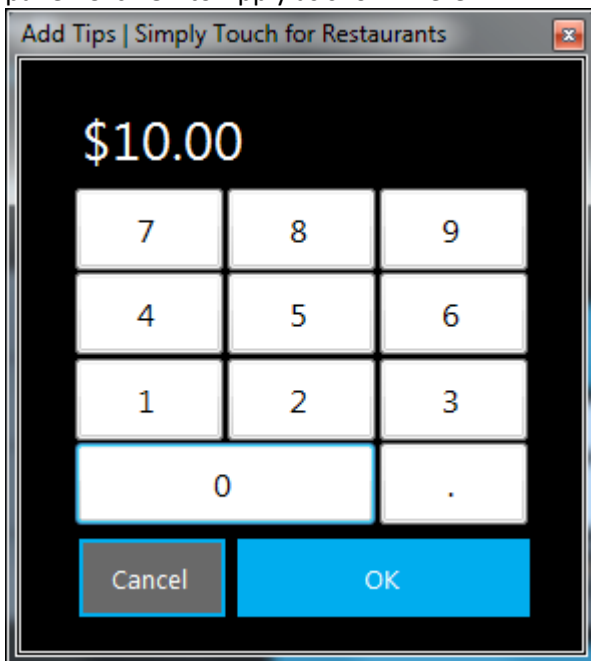
5. **Paying an Order.** Click Pay.



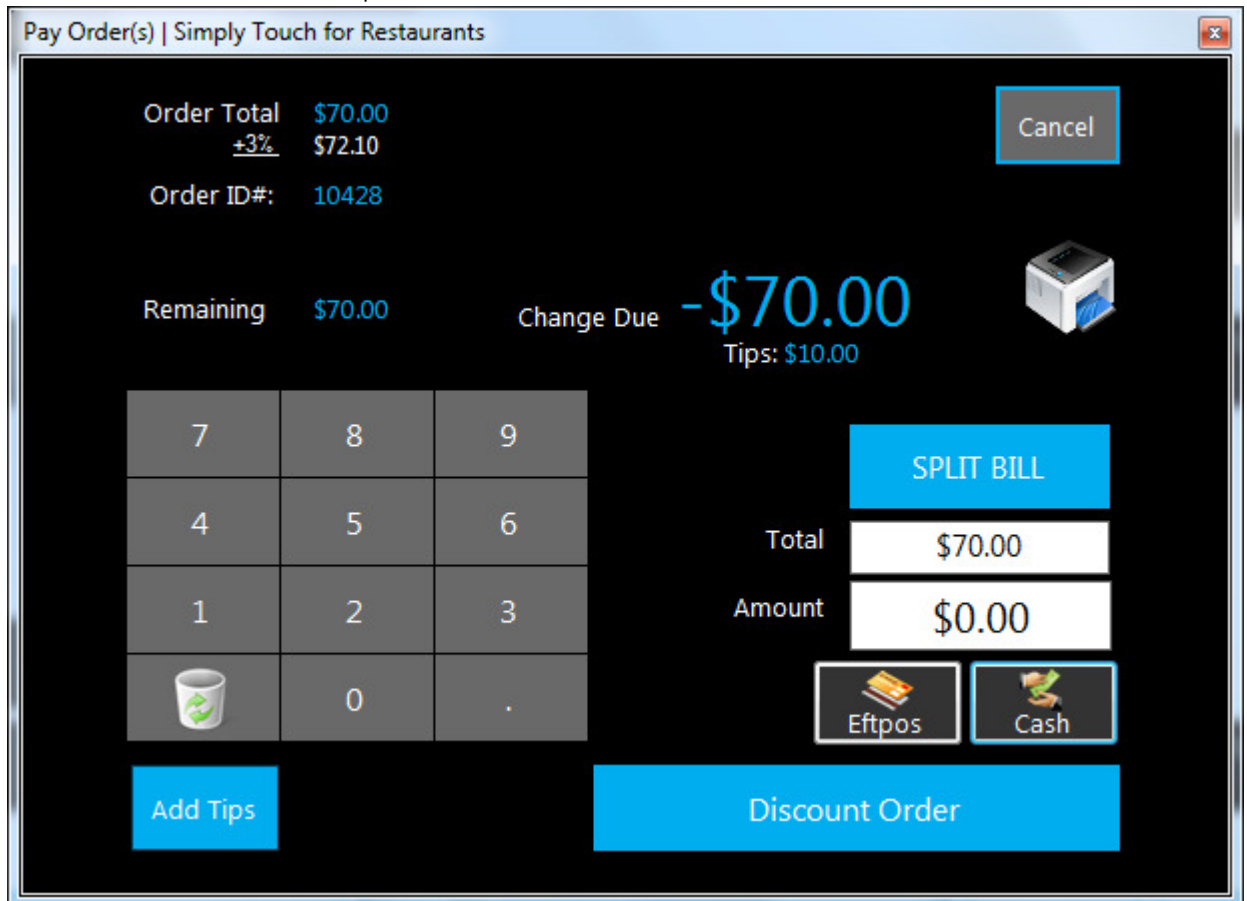
6. **Discount an Order.** Click Discount Order, Select the first button (-) then enter: 3.00 in the enter a number text box as shown here:



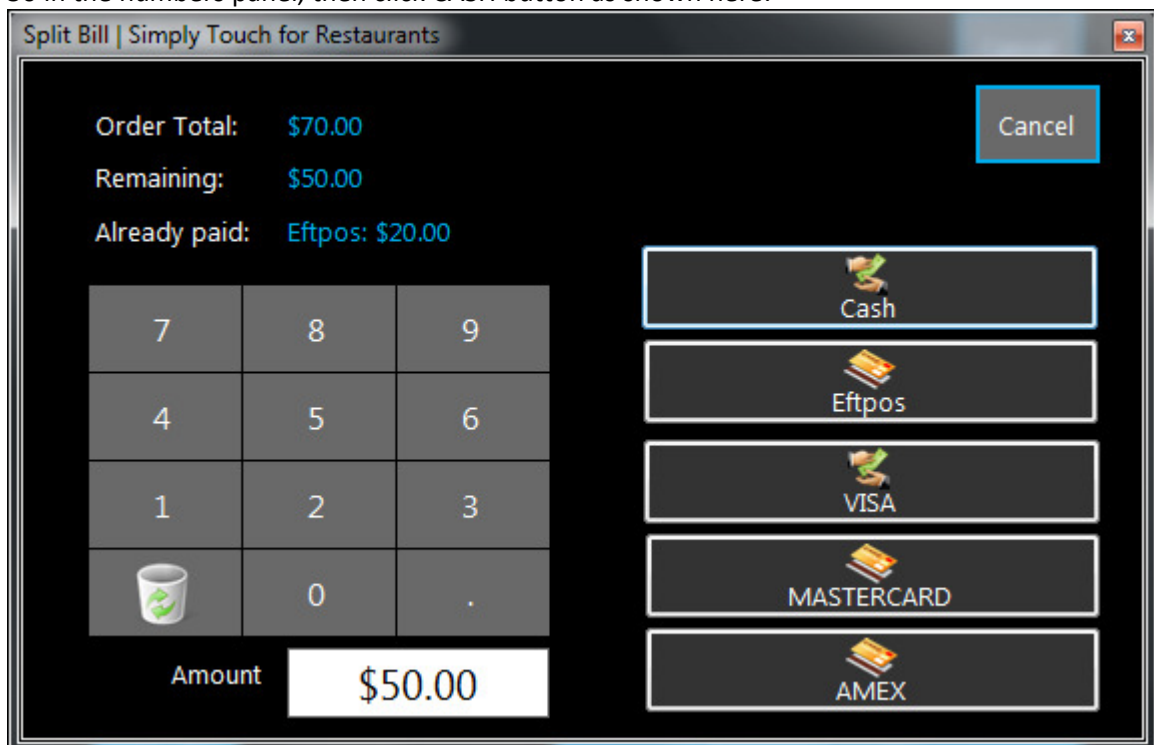
7. Click Apply. Your order has now been discounted by \$3.00. New Total: \$60.00
8. **Adding Tips.** Click Add Tips from the bottom left corner of your screen. Enter 10 from the numbers panel. Click OK to Apply as shown here:



9. Your order new total is now: \$70.00



10. Split Bill. Click Split Bill button. Assuming that the customer wishes to pay \$20 Eftpos and \$50 Cash, simply enter:
20 in the numbers panel, then click EFTPOS button
50 in the numbers panel, then click CASH button as shown here:



11. Simply POS for Restaurants will print your invoice.

Served by: Michael, Tax Invoice #10418

=====
1x Churrasco \$42.00
1x Extra(mixed Fried) \$3.00
1x Salmon Tartellete \$18.00
1x (tips) \$10.00

GST: \$5.73
Adjustment: \$3.00

=====
TOTAL (inc GST): \$70.00
=====

Eftpos: \$20.00; Saturday, 03 Mar 2012 at 11:55
Cash: \$50.00; Saturday, 03 Mar 2012 at 11:55

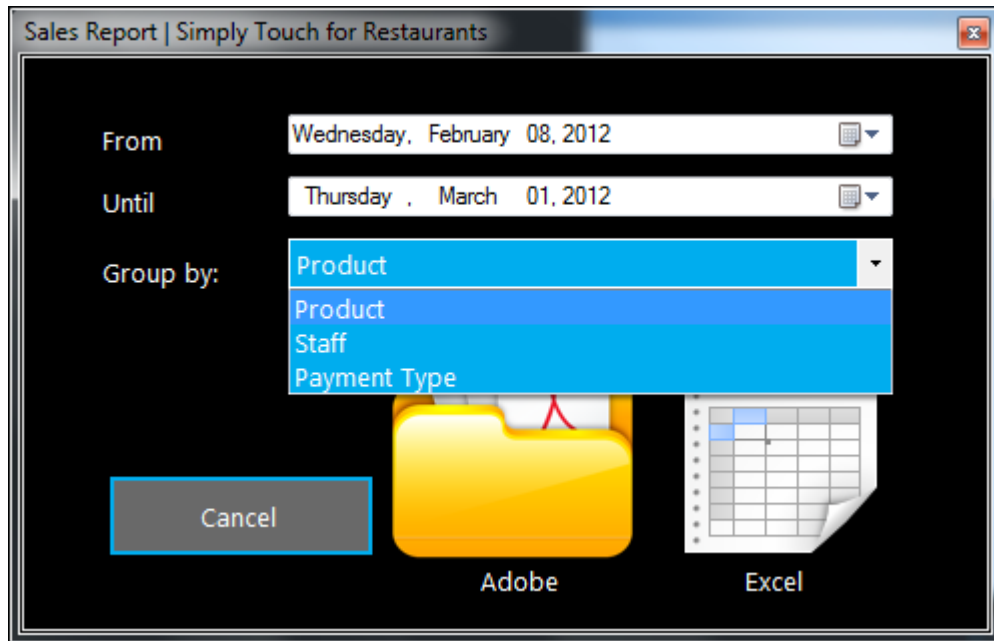
Food: \$63.00, Beverages: \$0.00
Discount: \$3.00

Note: Tips: \$10.00, Adjustment: \$3.00.

8 Reporting

8.1 Sales Report

1. Reports > Sales Reports (or simply Click F6)
2. Select your date frame. (From and Until)
3. Select your "Group By" option.



- 4.
5. Click the "Create PDF" icon (Yellow Icon) or "MS Excel" (green icon).

My Restaurant

ABN: 19 727 256 029
 Level 32. 101 Miller St, North Sydney 2060
 p: 02 8019 7275

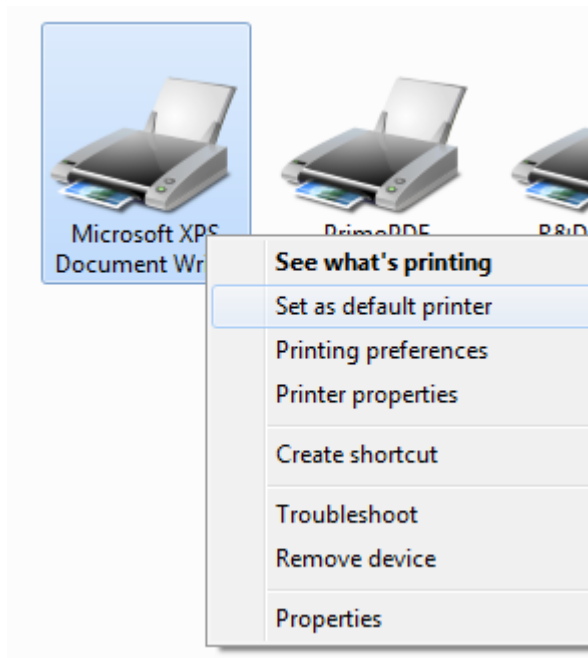
Sales Report

Created By: Michael	Printing date: Thursday, 1 March, 2012
----------------------------	---

Attribute	GST	Qty	Profit	Value
Churrasco-	\$194.73	51	\$1,926.25	\$2,141.98
Extra- Farofa	\$0.00	9	\$0.00	\$0.00
Extra- Mixed Fried	\$1.36	5	\$13.64	\$15.00
Extra- Rocket Salad	\$0.27	1	\$2.73	\$3.00
Garlic Bread-	\$2.45	6	\$24.55	\$27.00
Bread & Oil-	\$4.55	10	\$45.45	\$50.00
Mixed Olives-	\$0.45	1	\$4.55	\$5.00
Croquettes-	\$0.82	1	\$8.18	\$9.00
Beef Carpaccio-	\$8.73	6	\$87.27	\$96.00
Salmon tartellete-	\$3.27	2	\$32.73	\$36.00
Share Plate-	\$2.50	1	\$25.00	\$27.50
Chicken Caesar Salad-	\$3.09	2	\$30.91	\$34.00
Prawn avocado puree-	\$1.73	1	\$17.27	\$19.00
Mixed leaf salad -	\$1.09	1	\$10.91	\$12.00
Picanha- Medium Rare	\$5.36	2	\$53.64	\$59.00

1. The report will display all products sold within your time frame selection.

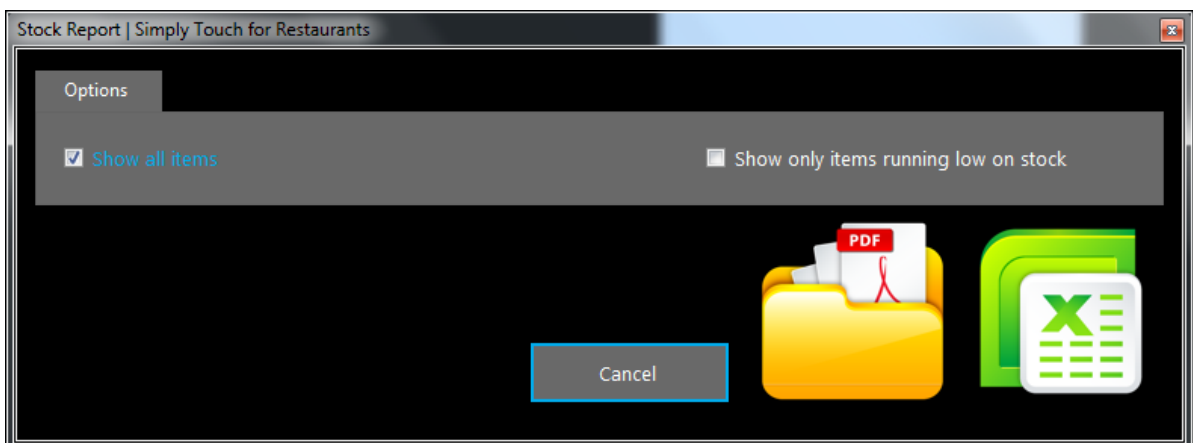
NOTE – VERY IMPORTANT: If you are using a Receipt Printer and wish to print this report, you will need to set your Windows Default Printer to your A4 Printer. In your Windows Computer, Go to Start > Devices and Printers > Right click on your A4 Printer then select: “Set as Default Printer” as shown in this screen shot:



After you print your report, set the default printer back to your “receipt Printer”.

8.2 Basic Stock Report

1. Reports > Stock Report (or simply click F8)
2. If you are planning on viewing a report containing all products, tick “All Products” then click the “export to PDF” yellow icon.
3. If you’re only interested in items running low on stock, tick the “Show only items running low on stock” option then click the “export to PDF” yellow icon or “MS Excel” (green icon).



4. The stock report will display the average quantity sold for 3 previous months.

	A	B	C	D	E	F
1	Product	MonthOne	MonthTwo	MonthThree	Average	Stock_Notify
2	Wine - La Belle Pierre	3	2	4	3	1 (1)

9 Cashing Up

Cashing up is an important part of the day for most restaurant businesses. Simply POS for Restaurants has reports that provide more information than the most advanced dedicated till.

As a busy restaurant owner, you might want to find out the till balance and how sales are going at any time during a given day. You can use the till balance and sales summary features of Simply POS for Restaurants to do just that. This chapter describes these features in detail.

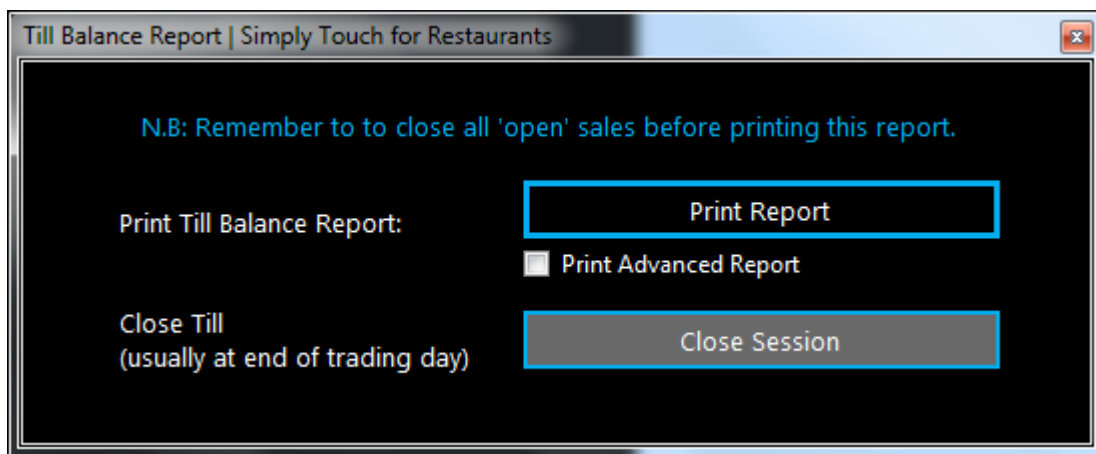
9.1 Overview

The till balance tells you what you should currently have in your till; this includes a total for each payment type and total expected. This should match the actual physical count of the till contents.

9.2 Till Balance

To print a till balance

1. Reports > Till Reports (or simply click F7)



Till balance window

2. Click **Print Report** to view (or print depending on your settings) a list of all payments since your session last opened.

```
My Restaurant
Level 32, 101 Miller St, North Sydney 2060
p: 02 8019 7275
ABN: 19 727 256 029

Payment Type           Expected
=====
Reception
Eftpos                 $50.00
Cash                   $81.00

Covers: 9

TOTAL: $131.00
=====

Food: $131.00, Beverages: $0.00

Transactions: 10415 to 10417
Session Opened: 3/1/2012 3:15:30 PM
Report Run: Thursday, 01 Mar 2012 at 15:47
```

Figure 19: Till balance report

3. Click **close session** to start a new session. The next time you click **Print Report**, the report will only display sale orders made after you clicked close session.

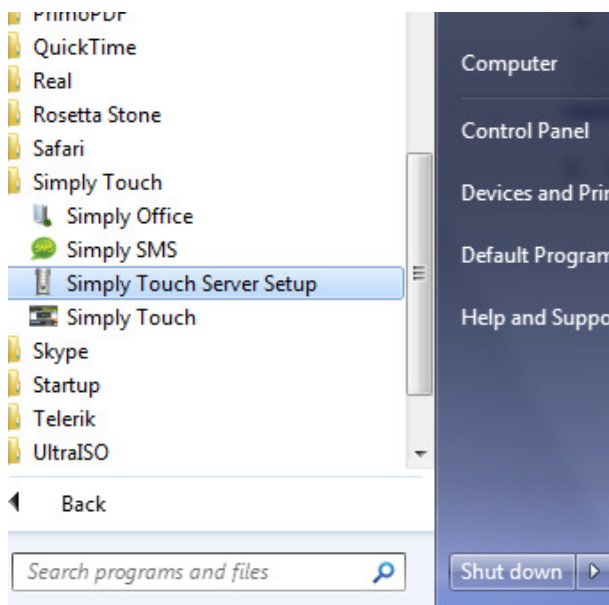
10 Multiple Computers – 1 Software

Simply POS for Restaurants can be configured as “standalone” software or “networked” software.

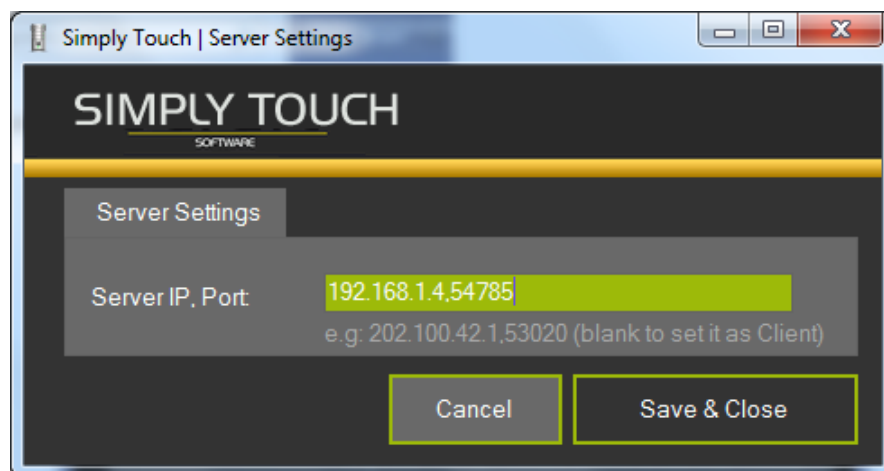
In order to have more than 1 computer connected to the “server” copy of Simply POS for Restaurants, the main computer “server” has to have an open port for its SQL server.

The Router must also have that port open to direct traffic to the “server” computer. More information can be found here: <http://msdn.microsoft.com/en-us/library/ms345343.aspx>

1. After you have defined an open PORT, and an SQL port, go to your Start menu in Windows
2. Click “All Programs”
3. Select “Simply POS”
4. Select “Simply POS for Restaurants Server Setup” as shown here (Make sure that Simply POS for Restaurants is not running)



5. Enter your External IP address, followed by the port number then click Save & Close.



6. Start Simply POS for Restaurants. Assuming that both your client and server computers have Internet Connection, Simply POS for Restaurants will display your “server” database product.

11 Support

11.1 Contact Simply POS Technical Support Team

Contact Simply POS: 1800 078 976	9.00am to 7.00pm (Monday to Wednesday) 9.00am to 9.00pm (Thursday to Friday)
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Online Support: <http://www.simplypos.com.au/support/open.php>