EPOINT SYSTEMS PTE LTD

Clubs POS Concept

ES Point of Sale
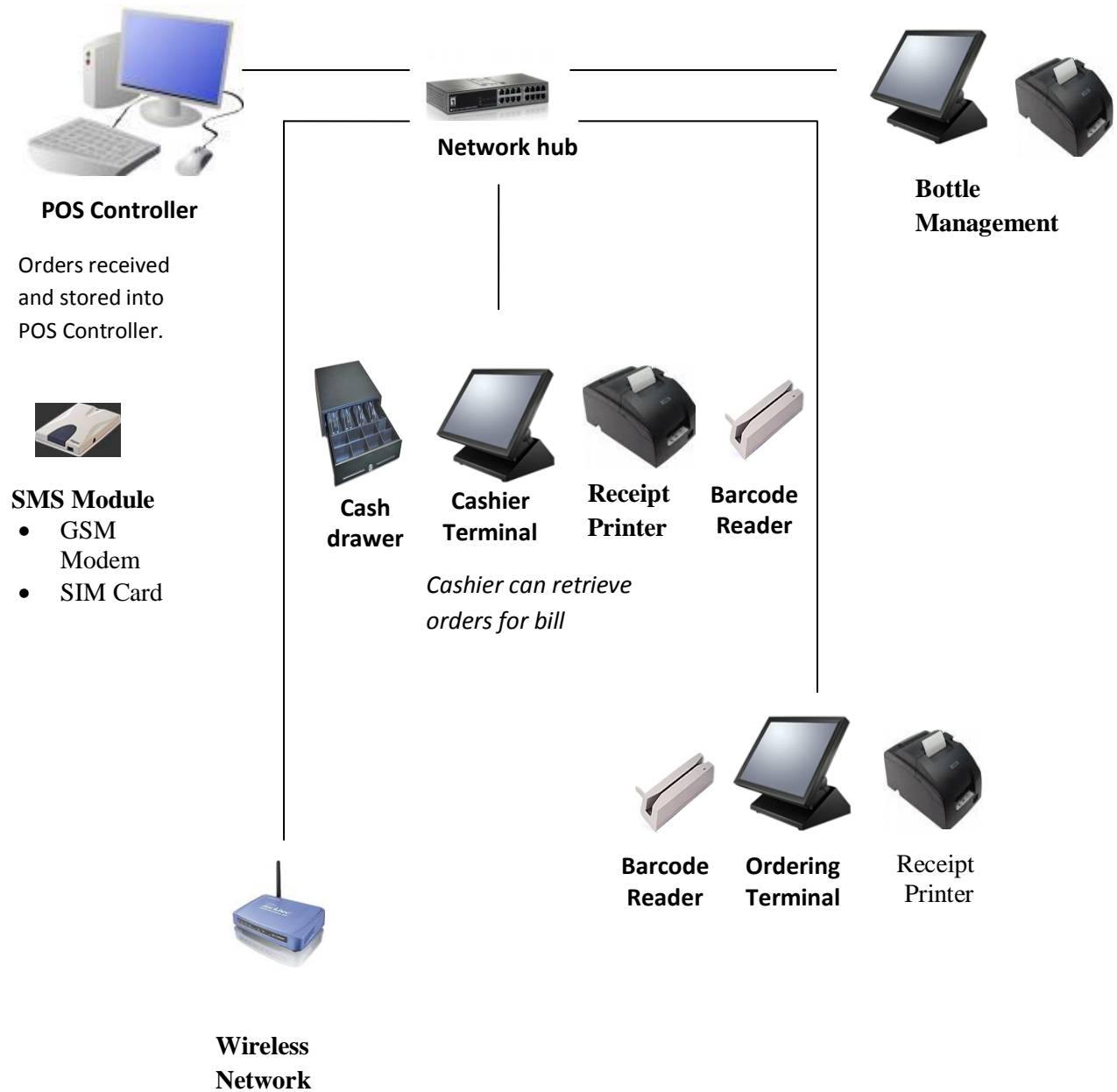
POINT OF SALE SYSTEM FLOW DIAGRAM

This diagrammatic illustration shows the picture of how the POS Systems works at your restaurant and bar.

POS Controller

Orders received and stored into POS Controller.

SMS Module
- GSM Modem
- SIM Card

Network hub

Bottle Management

Cash drawer

Cashier Terminal

Cashier can retrieve orders for bill

Receipt Printer

Barcode Reader

Barcode Reader

Ordering Terminal

Receipt Printer

Wireless Network

POS System (Back-End)

PARAMETERS

The system is controlled by set parameters that required set up. These include generating password for each user, exchange rate of various currencies, types of credit cards, terms and condition and etc. Make use of all the options before you continue order.

System's User File

- This file contains the list of all the users' IDs and Passwords. It enables you to assign/restrict user access to the various files and options.

    Example: Let's suppose you have a new employee Jeff and you want his name added to the Users' Records file and assign him a User ID and Password.

- A screen will appear listing all the users and their IDs. Passwords are not displayed. If your company is using more than one POINT.POS pos module, the list will display the module(s) which each user has access to.

User ID	System Code	Name	Language
001	CR	USER	ENG
001	IC	USER	
ESSU		SYSTEM SUPPORT	ENG
NING	CR	TEW SHU NING	ENG
NING	IC	TEW SHU NING	ENG
Recce81	CR	Alex Chin	ENG
Recce81	IC	Alex Chin	ENG

Screen: User's Master File

For addition of User's name/ID/Password, press the **[Add]** button and the "User's Master Record" screen appear.   Make necessary changes, then press **[Save]** button to save or **[Cancel]** button to cancel the transaction.

Screen: User's Master Record (Add)

This option facilitates to limit the user access to only certain modules such as the POS module, Inventory module…etc. And also for security and legality purpose for easily identified the in-charge staff.

Cashier File

- This file contains the list of cashiers and their ID's. It allows you to assign/ restrict cashier access to the various functions in main menu, cash register and terminal setups.

Cashier	Name	Group
001	RETAIL	Z_MGR
002	WHOLESALE	Z_MGR
003	CASHIER	Z_MGR
007	MR WONG	
100	PS CASHIER	Z_CASHIER
200	PPL PARK CASHIER	Z_CASHIER
300	SUNTEC CASHIER	Z_CASHIER
ESSU	SYSTEM SUPPORT	
SUPERUSER	SUPER USER	
Z_CASHIER	CASHIER GROUP	*MASTER*
Z_MGR	MANAGER GROUP	*MASTER*

Screen: Cashier/ Operator Master File

For addition, press [Add] button. Then "Cashier/Operator Master Record (add)" screen will appear.

Screen: Cashier/Operator Master Record (Add)

Definition of Terms:

ID Code	Id number which is given to a cashier
Group Id	Tick the checkbox if you're creating cashier to Master Staff Group.
Staff Group	Choose the available staff group which the cashier belongs. *i.e. Cleaner-cleaner group, MGR- manager group and SUP- Supervisor group*
Name	name of the staff/cashier
Language	Select the preferred available language for the cashier
Pin	A number you choose and use to gain access to various accounts
Re-Enter Pin	Enter again the number you choose for complete confirmation
Pin Expiry	Termination of your pin.
P/W Level	
Magnetic Card	If the cashier has its own card key then enter it here.

Main Menu Access, *Cash Register Access*, *Terminal Access*, *User Defined Access* and *Misc* are individual pages with their respective options. These selected options are access controls to low cashier perform certain functions or enter "confidential" areas in Point.POS System. E.g. transaction Void function

Stock Department/Group Codes

- This is where you maintain system department information on the types / categories of departments that exist in your stock. These codes will be used to check against the group codes within the Stock Master Record during data entry.

By clicking **Parameters** > Select **(G) Stock Department / Group Codes**, then "Department Codes Master File" screen will display.

Dept	Descriptions	Svc	Tax1	Tax2	GST/VAT	Disc	AC Grp
APPERITIF	APPERITIF	No	Yes	Yes	No	Yes	B
BEER	BEER	No	Yes	Yes	No	Yes	B
BOURBON	BOURBON	No	Yes	Yes	No	Yes	B
BRANDY	BRANDY	No	Yes	Yes	No	Yes	B
CHAMPAG	CHAMPAGNE	No	Yes	Yes	No	Yes	B
CIGARS	CIGARS	No	Yes	Yes	No	No	T
COCKTAIL	COCKTAIL	No	Yes	Yes	No	Yes	B

Screen: Department Codes Master File

For additional, click [**Add] or [Copy]** button. Then **"Department Code Record"** screen will display. Enter **Department Code** *i.e. APPERITIF* > Enter **Descriptions** > Enter **Main Group [F]** *for food*; **[B]** *beverages ...etc*. Then tick on a check boxes of specified charges for enable computation. When necessary changes done click [**Save]** button to save changes or **[Cancel]** button to cancel transaction.

Screen: Department Code Record

After saving it will return to **"Department Code Master File"** screen then press the **[Exit]** button from top right side of the screen. Then **"Point of Sale System"** Screen will show.

Select **"Data Entries"** option > Click **(A) Stock Master File**, then **"Stock Master File"** screen will display.

DATA ENTRIES

Stock Master File
As part of the initial setup of the system, each of the stock items must be assigned a code (PLU), and these codes together with other relevant information are kept in Stock Master File. This file must be maintained as and when new information are added such as new PLU codes, new pricing, etc.

Stock Code	Loc	Descriptions	Balance	Dept	Price	Price5	Price1(HH)	UOM	Type	Ticket	Info7	Bar
AP0010BT	1	CINZANO DRY-BTL	0.0000	APPERITIF	185.00	185.00	148.00	BTL	F		A	B1
AP0010BT	A	CINZANO DRY-BTL	0.0000	APPERITIF	185.00	185.00	148.00	BTL	F		A	B1
AP0010BT	B	CINZANO DRY-BTL	0.0000	APPERITIF	185.00	185.00	148.00	BTL	F		A	B1
AP0010BT	C	CINZANO DRY-BTL	0.0000	APPERITIF	185.00	185.00	148.00	BTL	F		A	B1
AP0010BT	D	CINZANO DRY-BTL	0.0000	APPERITIF	200.00	200.00	160.00	BTL	F		A	B1
AP0010BT	E	CINZANO DRY-BTL	0.0000	APPERITIF	200.00	200.00	160.00	BTL	F		A	B1
AP0010BT	F	CINZANO DRY-BTL	0.0000	APPERITIF	200.00	200.00	160.00	BTL	F		A	B1
AP0010BT	G	CINZANO DRY-BTL	0.0000	APPERITIF	185.00	185.00	148.00	BTL	F		A	B1
AP0010BT	H	CINZANO DRY-BTL	0.0000	APPERITIF	185.00	185.00	148.00	BTL	F		A	B1

Screen: Stock Master File

A screen will appear displaying the entire list of stock records.

For additional entry, go to the last item that belongs with the similar group of stock. Then click **[Copy]** button, "Stock Master Record" screen will display then key-in additional record to your Stock Master File, then Click **[Save]** button to save and **[Cancel]** button to cancel transaction.

Make necessary changes on stock code, location. And if the prices and charges are all the same according to company policy setup, then click on save button.

Screen: Stock Master Record

Definitions of terms

Stock codes	A unique code (alpha-numeric) for each stock item.
Status	< > - Active; < H> - On-Hold
Location	A valid location code, this code is controlled by the System Parameter Record. For instance, if you have more than one branch, **A** may refer to the main branch at Orchard Road, **B** refers to the Shenton Way branch, etc.
Stock Type	**R** - Raw; **F** - Finished Stock; **S** - Semi-Finished **N** - Non-inventory
Descriptions	The stock description. E.g. Cinzano Dry-BTL
Department	The appropriate product group code. E.g. APPERITIF
Barcode	The barcode for the stock item.

Others info:

Info 1 Info 2 Info 3 Info 4 Info 5 Info 6:	These 6 fields allow you to capture additional information regarding your product. **Info 1** to **Info 4** fields is alphabetic codes, while **Info 5** and **Info 6** fields are numeric.
Unit of Measure	The unit of measure used for this stock item. It could be **(UOM)** pieces, bottles, cartons, etc. You are allowed an alternative unit of measure with a conversion formula. Example: You are dealing with beer and the base unit of measure is **Bottles**.
Std. U.Cost	The standard purchase cost i.e. $18.5 (supplier cost)
MarkUp	The mark-up percentage to calculate your standard selling/retail

	price i.e. 90%. Automatically your STD U Price will display.
Std. UPrice	The standard selling price.
Zero $ Item	Click the checkbox if item is zero prices.
$Level 1, 2, 3, 4, 5	The above field allows you to specify up to an additional 5 different prices for the same product. For e.g., a Pub can have Price 1 for Happy Hours, Price 2 for members, Price 3 for Ladies' Night…etc. You can Mark Up (+) or Down (-).
Mn Qty	The minimum quantity of stock you need in the inventory before you must re-order.
Max Qty	The maximum quantity of stock to hold in the inventory.
Remarks	Key-in any additional remarks.
On-hand Quantity	Quantity of stock in the inventory.
Unit Cost	The cost-price per unit.
Total Cost	The total value of stock at cost-price
MTD Qty	Month-to-Date sales quantity
Sales	Total MTD sales revenue for this item
Cost	Cost-price of all this quantity sold
YTD Qty	Year-to-Date sales quantity
Sales	Total YTD sales revenue for this item
Cost	Cost-price of all the quantity sold

When it done, click **[Exit]** button at the right top side of the screen.

Deletion of items using *[Delete] button* from stock master file will be permanently removed, so if you're not sure of it please just click **[Tag]** button to immobilize the item.

Select item/s on **Stock Master File** > Click **[Tag]** button.

Stock Explosion

This option under the stock master record is used to create mixture of 2 or more variety of drinks in single item. This is commonly used for cocktails…

Select **Stock Explosion** > Select item/s > Tick **Finished or Semi-finished** > Enter **Qty required** > click **[Add]** button, and then click **[Save]** button.

If you want to delete the entered item click on the item > click **[Tag]** button > click **[Delete]** button.

Screen: Stock Master Record-Stock Explosion

Barcodes

This option helps to print the available barcode labels from the stock master file.
Position the cursor at the record > Click [**Barcodes**] button.

Screen: Print Barcodes
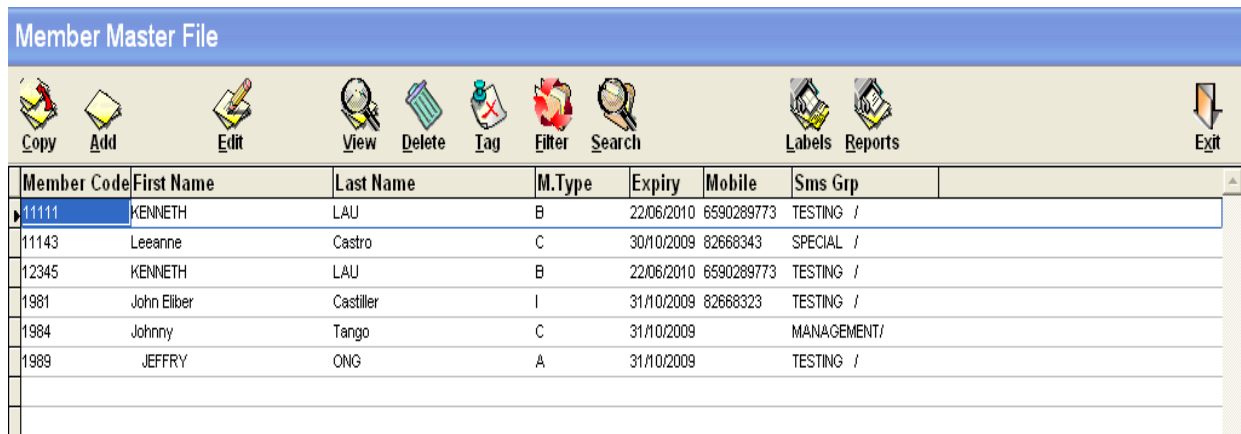
Enter **No. of Labels** *i.e.1* > Enter **Label Type** *i.e. S*. Click [**Print**] button to print the labels.

Membership Master File

As part of the initial setup of the system, each of the members must be assigned a code, and these codes together with other relevant information are kept in Member Master File. This file must be maintained as and when new information are added such as new member codes, mobile no. and others information. The membership information and details were in use from the online membership system registration or venue registration then was key-in manually on this file.

A screen will appear displaying the entire list of member records.

Member Code	First Name	Last Name	M.Type	Expiry	Mobile	Sms Grp	
11111	KENNETH	LAU	B	22/06/2010	6590289773	TESTING /	
11143	Leeanne	Castro	C	30/10/2009	82668343	SPECIAL /	
12345	KENNETH	LAU	B	22/06/2010	6590289773	TESTING /	
1981	John Eliber	Castiller	I	31/10/2009	82668323	TESTING /	
1984	Johnny	Tango	C	31/10/2009		MANAGEMENT/	
1989	JEFFRY	ONG	A	31/10/2009		TESTING /	

Screen: Member Master File

By Clicking **[Add]** or **[Copy]** button, "Member **Master Record"** screen will display to key in Additional Record to your Member Master File, then Click **[Save]** button to save and **[Cancel]** button to cancel transaction.

Screen: Member Master Record

Definition of Terms

|	
Member Number	A unique code (Alpha-numeric for each member
Member Type	This field is designed to classified each member *i.e. A- Rider; I-VIP; S-Staff.*
Member name	Full name of the member includes *first name and last name*
Job designation	Title of his or her profession.
Date created	Date when he or she signed a membership.
Date expire	Ending of membership.
Picture File	This field where can locate picture of the member has been submitted or taken during registration.
Cardkey Code	Code number is unique which is given to member as indicated in the cardkey and it's auto-generated.
Remarks	Additional statement.
Other's Info:	
Work Contact	All the fields are self explanatory and can be entered and edited easily. Like *company, address, postal code, occupation, and telephone numbers*
Home Contact	All the fields are self explanatory and can be entered and edited easily. Like *address, postal code, tel., fax, mobile and email.*
Particulars	Fields to fill in is self-explanatory
Special Notes	Exceptional annotations or remarks

Warning Notes	Remarks that shows caution.
SMS/eMail	Select from the list of add or remove. This field is essential for the management to send sms and email messages for the members to inform them on what's fascinating event will be going.

POS System (Front-End)

Key Mapping

On the item menu screen right click on a spare area, then "Button Mapping Utility" drop down menu box will appear, click on **[New/Edit]** button then **"Button Mapping Utility"** screen will display.
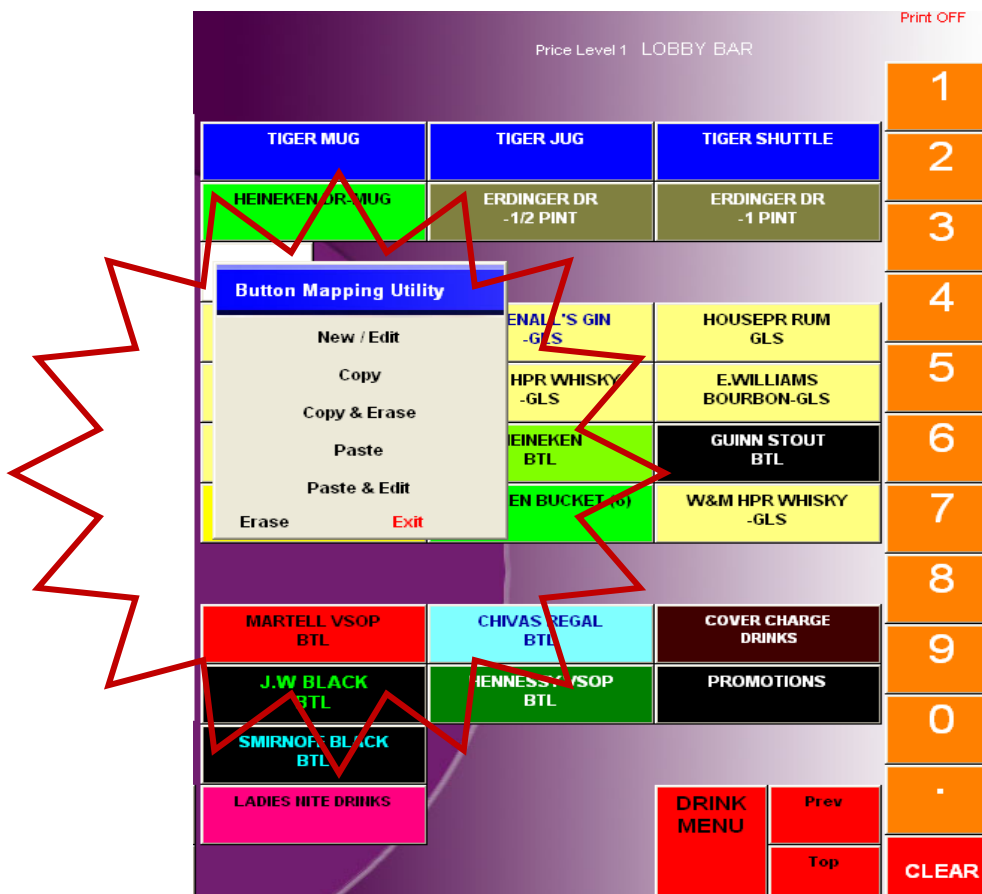
The "Button Mapping Utility" window will appear.

Tick on **Item button** > **Condiment** > Click on the drop down box in line with the **Function/ Data** at the right side corner then select the stock codes *(Description will automatically appear)*… and so on… then click **[Save]** button.

Labels and Descriptions

1. Type of Buttons:

   Menu Page   - click to jump to another page
   Function   - special functions like discount etc
   Item   - click to order an item

2. Buttons with Condiment is mainly use together with item buttons.

3. Function/Data is to select stock codes or special commands

4. Place in the picture into the button.

5. Change the Font Size.

6. Change the colour of the button.

7. Change the size of the button.

8. To set the button always appears; tick "Always on top", regardless of the subpage page.

Screen: Button Mapping Utility

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"We make it POSsible!"