

# ROYAL<sup>®</sup> POS1500

Connect Series



User Manual

The ROYAL CONSUMER PRODUCT SUPPORT HOTLINE gives you the opportunity to call for operational assistance and problem resolution. Please call toll-free:

Customer Service:  
1-800-272-6229 (USA)  
52-559-138-3300 (in Mexico)  
To Order Supplies: 1-888-261-4555

**NOTE:** the software is improved in each update in the online manual.

# Contents

<b>INTRODUCTION .....</b>	<b>5</b>
INCLUDED IN THE BOX .....	5
USING THIS MANUAL .....	5
<i>Getting Started</i> .....	5
<i>Specifications and Safety</i> .....	6
<i>Maintaining the Point of Sale</i> .....	8
<i>Hardware Setup</i> .....	8
<i>Removable the Cash Drawer with Lock</i> .....	8
<i>Paper Roll</i> .....	9
<b>SOFTWARE INTRODUCTION .....</b>	<b>10</b>
<b>INITIAL SETUP .....</b>	<b>11</b>
USERS .....	18
PRICE LEVELS .....	20
<b>MAIN MENU .....</b>	<b>22</b>
IDENTIFICATION .....	24
SETUP .....	27
<i>Introduction</i> .....	27
<i>Main Settings</i> .....	33
Languages .....	33
Licensing .....	34
Software License Upgrade .....	35
Download Demo Database .....	36
Regions .....	37
Models .....	38
Peripherals .....	39
<i>Basic Company Data</i> .....	46
Company Data .....	46
Currencies .....	49
Taxes .....	51
Tender Media .....	54
Users .....	56
Change ADMIN Password .....	59
<i>Advanced Setup</i> .....	61
Modifiers .....	61
Packs .....	63
Preparation Areas .....	66
<i>Items &amp; Price Levels</i> .....	68
Items .....	68
Price Levels .....	84
Advanced Price Levels .....	89
<i>Consumer Areas</i> .....	91
Consumer Areas & Tables .....	91
<i>Miscellaneous Setup</i> .....	96
Discounts .....	96
Customers .....	98
Additional Parameters .....	101
Tips .....	107
<i>Utilities</i> .....	108
Data Import .....	108

Data Export.....	110
Delete Sales Data .....	112
Delete Databases .....	114
Backup Copy.....	116
<b>SALES.....</b>	<b>125</b>
<i>Screen Layout .....</i>	<i>129</i>
<i>Keyboard buttons description .....</i>	<i>135</i>
<i>Search Screen .....</i>	<i>139</i>
<i>Payment Screen.....</i>	<i>145</i>
<i>Item Sales Operations.....</i>	<i>154</i>
<i>Opened Receipts and Tables .....</i>	<i>163</i>
Table screen description .....	165
Table operations.....	167
<b>REPORTING .....</b>	<b>171</b>
<i>Introduction.....</i>	<i>171</i>
<i>Fiscal Documents.....</i>	<i>175</i>
X Report.....	175
Z Report.....	176
Electronic Journal .....	180
<i>Basic Statistics .....</i>	<i>181</i>
Receipts List.....	181
Monthly Sales .....	182
Item Sales .....	183
Department Sales .....	184
Tender Media Sales .....	185
User Sales .....	186
Tax Sales .....	187
Fiscal Sales.....	188
Tax Daily Sales .....	189
Tips Report .....	190
<i>Advanced Statistics.....</i>	<i>192</i>
Yearly Sales Comparison .....	192
Monthly Sales Comparison.....	194
Customer Debts.....	196
Profit per Period .....	198
Customer's Sales .....	199
Receipts per Customer .....	200
Comps Report.....	201
Employees clock-in/ clock-out.....	202
<i>Programming List .....</i>	<i>203</i>
Departments List .....	203
Items List .....	204
Customers List .....	205
Price List .....	206
<b>DAILY CASH .....</b>	<b>207</b>
<i>Edit Cash Movements.....</i>	<i>211</i>
<b>PRO VERSION.....</b>	<b>213</b>
<b>SET UP.....</b>	<b>214</b>
<i>Advanced Setup.....</i>	<i>214</i>
Matrix .....	214
Groups .....	217
<i>Items &amp; Price levels .....</i>	<i>219</i>
Items .....	219
<i>Consumer area .....</i>	<i>220</i>
Consumer area & floorplan .....	220
<i>Miscellaneous setup .....</i>	<i>226</i>

Suppliers.....	226
REPORTING - ADVANCED STATISTICS .....	228
<i>Price Levels Comparison</i> .....	229
<i>Average Receipt</i> .....	230
<i>Hourly Sales</i> .....	231
<i>Pending Store Credits</i> .....	232
<i>Item Group Sales</i> .....	233
<i>Cancelled Receipts</i> .....	234
<i>Cancelled Lines</i> .....	235
REPORTING - PROGRAMMING LIST .....	236
<i>Suppliers List</i> .....	236
DOCUMENTS .....	237
<i>Introduction</i> .....	237
<i>Purchase Documents</i> .....	240
Purchase Orders Proposal .....	240
Purchase Orders .....	245
Purchase Delivery Notes .....	250
<i>Stock Documents</i> .....	256
Inventory .....	256
Inventory List.....	259
Stock Movements List .....	260
Low Stock Minimums List .....	261
<b>SERVER VERSION .....</b>	<b>262</b>
NETWORK SETTING .....	262
CLIENT DEVICES .....	267
<i>Set up</i> .....	267
<i>Features</i> .....	270
<b>LIMITED WARRANTY .....</b>	<b>271</b>



## INTRODUCTION

### Included in the Box

- Instruction Manual
- Licenses, Services and Optional Hardware Brochure
- 1 POS1500
- 1 Thermal Printer (inside POS)
- 1 Thermal Roll
- 1 Cash Drawer
- 1 Set of Drawer Keys
- 4 pcs of Coin Separator

### Using this Manual

Your point of sale manual is organized for easy reference. The front portion contains general information on all the features and functions of the point of sale. Use the TABLE OF CONTENTS to locate a particular item.

### Getting Started

Before you begin to operate the point of sale, check HARDWARE SET UP and MAINTAINING THE POINT OF SALE for installation information.

#### SAFETY NOTICE

The main outlet for this cash register must be located near the unit and easily accessible. Do not use this cash register outdoors, in the rain or near any source of liquid. This equipment is not suitable for use in locations where children are likely to be present. This equipment should be connected to a main socket outlet with a protective ground connection.

## Specifications and Safety

MODEL: Royal POS1500 Point of Sale

DISPLAYS: 10" Touch Screen with 1280 x 600 resolution and 2-line customer display

PRINTER: Thermal printer

PAPER SUPPLY: 57/58MM (2 1/4") 85' roll (**ROYAL brand part # 013127**)

INTERNAL STORAGE: 6 GB

RAM MEMORY: 1 GB

TECHNOLOGY: Android App

DIMENSIONS: 14 3/4"D x 13 1/2"W x 6 1/4"H (with cash drawer)

WEIGHT: 3.8 lb (10.4 lb with cash drawer)

### WARNING

#### FEDERAL COMMUNICATIONS COMMISSION (FCC) RADIO FREQUENCY INTERFERENCE STATEMENT INFORMATION TO THE USER:

CAUTION: Changes or modifications to this unit not expressly approved by the party responsible for this compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1. Reorient or relocate the receiving antenna.
2. Increase the separation between the equipment and receiver.
3. If applicable, connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
4. Consult the dealer or an experienced radio / TV technician for assistance.

Connection of peripherals to this unit requires the use of grounded, shielded cables to ensure compliance with the Class A FCC limits.



FEDERAL COMMUNICATIONS COMMISSION (FCC) RADIO FREQUENCY INTERFERENCE  
STATEMENT INFORMATION TO THE USER

IN CANADA:

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatuses set forth in the Radio Interference Regulations of the Canadian Department of Communications.

Le present appareil numerique n'emet pas de bruits radioelectriques depassant les limites applicables aux appareils numeriques de la Class A prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere de Communications du Canada.

**PROPOSITION 65 NOTICE**

The following is given in accordance with California Proposition 65:

**WARNING:** This product contains chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm. *Wash hands after handling.*

## Maintaining the Point of Sale

- Never cover the point of sale when turned on. Doing so will prevent proper cooling of the electronic components.
- Cover the point of sale when not in use to protect components from dust. The point of sale should be turned "OFF" when covered and not in use.
- Take care to keep all liquids away from the machine to avoid spills which could damage electronic components.
- To clean, use a soft, dry cloth. Do not apply organic solutions such as alcohol.
- Your point of sale should be kept in areas free from dust, dampness or extreme hot or cold temperatures.
- If stored in extreme temperatures, allow the temperature inside the register to reach room temperature before turning it on.
- DO NOT attempt to pull the paper tape when printing or installing paper.

## Hardware Setup

**IMPORTANT** - Please read this section carefully before attempting to operate the point of sale.

1. Place on a hard, flat, level surface to permit smooth operation of the point of sale.
2. Plug in the electrical connection to an appropriate outlet.
3. Connect the cash drawer to the point of sale with the RJ11 interface. Use the magnetic joints (in the legs of the point of sale) when putting the POS over the cash drawer.
4. Installing the paper.
5. Turn on the point of sale and start the setup.

**NOTE:** If the POS starts to whistle, you haven't properly installed the thermal printer.

## Removable the Cash Drawer with Lock

This cash register model has a compact cash box. The removable cash drawer has 4-bill slots that are sized to accommodate either US, Canadian or Mexican paper currency. It also has a removable coin tray. The coin tray is preset with 5-coin slots.

The coin separators, creating the walls between each coin slot, are removable and can be re-positioned in another groove to change the size of each coin slot. Four separators are already installed in the coin tray to create 5-slots. To remove a separator already installed in the coin tray, lift out the removable coin tray from the cash drawer. While squeezing the bottom of the plastic separator where it inserts into the groove opening at the bottom of the coin tray, turn the coin tray upside-down and use a flat-head screwdriver from the opposite side to gently push the plastic locking tab out of the groove. Be careful not to break the plastic. To install a separator into the coin tray, line up the separator in a groove with the curved side of the separator facing down and into the coin tray matching the shape of the coin tray. Be sure the separator is in only one groove and push it all the way down into the coin tray until the locking tab clicks into position.

You can choose to open the cash drawer automatically with each sale. Please see MAIN MENU / SETUP / Basic Company Data / Tender Media.

The cash drawer can also be opened manually by using the hidden emergency lever underneath the register, towards the back of the cash box.

The cash drawer is electronically locked when the control switch is in the "off" position. In addition, the cash drawer is designed with a security "lock and key" that manually locks it and prevents it from opening either electronically or when manually using the hidden emergency lever underneath the register.

**WARNING:** The cash drawer cannot be opened when it is locked using the cash drawer key. Do NOT lose these keys.

## Paper Roll

This register uses a standard 2 ¼ inch (57mm) paper roll for customer receipts.

NOTE: It is recommended to use ROYAL brand 2 1/4" (57mm) paper, which will help prevent dust deposits on the printer mechanism caused by inexpensive paper rolls. Replace with standard bond quality calculator paper. **ROYAL Part # 013127.**

**To order, call the Royal Supply Center toll free at 1-888-261-4555.**

## How to Load the Paper Roll?

1. Grasp the printer cover by the finger tabs on the front left and right sides of the cover. Gently pull up on the front of the cover and then raise it towards the back of the point of sale.
2. Cut or tear the end of the paper roll evenly for a straight edge to permit proper feeding through the print head.
3. Place the paper roll in the paper holder.
4. Insert the end of the paper roll into the paper slot.
5. Pass the tape through the receipt window of the printer cover, in front of the metal paper cutting blade, if a customer receipt is desired.
6. Close the printer cover.

# SOFTWARE INTRODUCTION

The **ROYAL POS SYSTEM** has an **Android POS solution** that fits most of the store's requirements, such as retail or hospitality.

## POS1500 Features:

- **SET UP:**
  - o It takes 15 minutes to set up with the launch setup wizard
  - o There are 5 business models: quick service, restaurant, fashion, retail and mixed
  - o Each business model has specific options
  - o Multi-language (16)
  - o Tax codes for 25 countries
  - o Online videos and manual
- **SALES:**
  - o Stores unlimited PLUs and departments\*
  - o Stores unlimited users\*
  - o Each item can have up to 3 different selling prices and 1 purchase price
  - o Custom items with images
  - o Full cash control
  - o Multiple design for receipts
  - o List the acceptable payment types
  - o Control users' access
- **REPORTS:**
  - o Fiscal documents: X & Z reports and electronic journal
  - o Basis statistics: receipt list, monthly sales, item sales, department sales, tender media sales, user sales, tax sales, fiscal sales, taxes/day and tips
  - o Advanced statistics: yearly sales comparison, monthly sales comparison, customer debts, profit, customer's sales, receipts per customer, comps and employees clock-in/ clock-out
  - o Programming list: department list, item list, customer list and price list
  - o Reports can be exported to excel or PDF formats, sent by email or saved on an external device

You can add more features when uploading your software to the PRO/SERVER version.

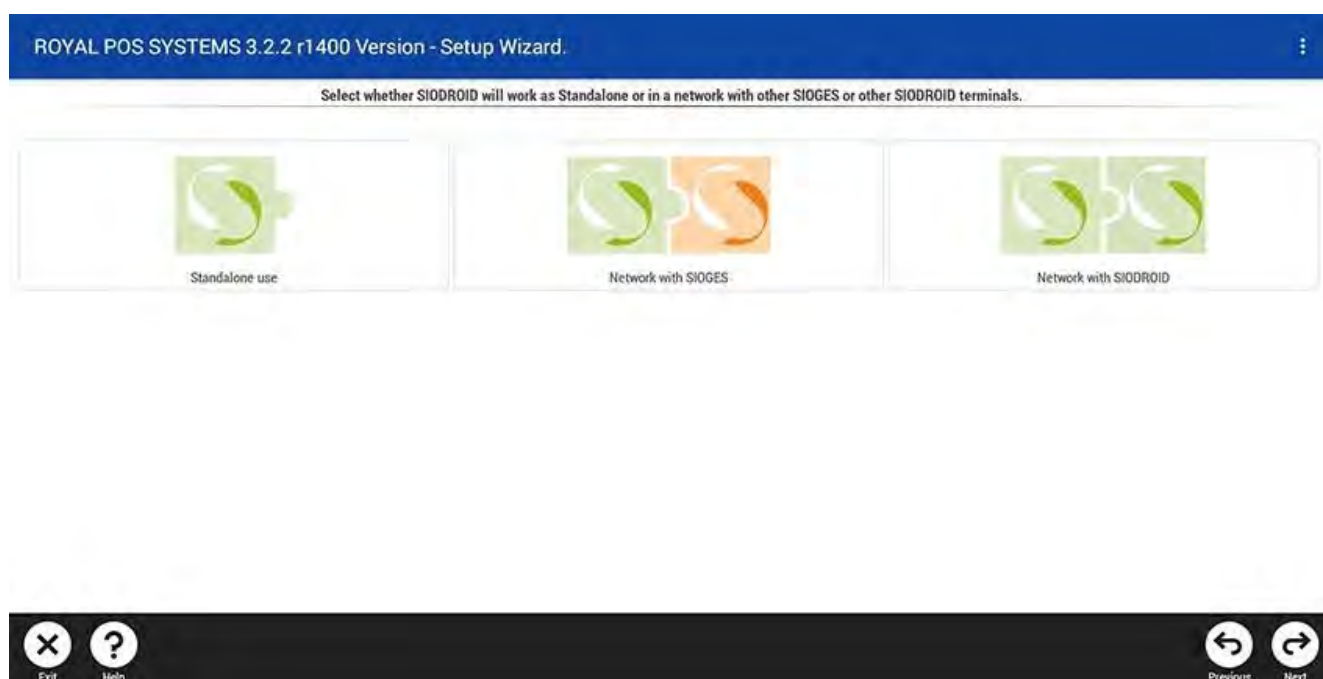
\*Storage is limited to 6 GB. There is a limit; for example, you could create 10000 PLUs or/and 30 users.

# INITIAL SETUP

In this section you will find **how to setup and use** the application.



The **ROYAL POS SYSTEM** executes a Setup Wizard the first time you run the application. It will guide you **step by step** to setup the application depending on your needs, the choice of the **language**, the **country** or **region** where you are located, the kind of **business** that fits best with your own, the **devices** and **peripherals** you may use, etc. All this is performed in a simple and intuitive way.



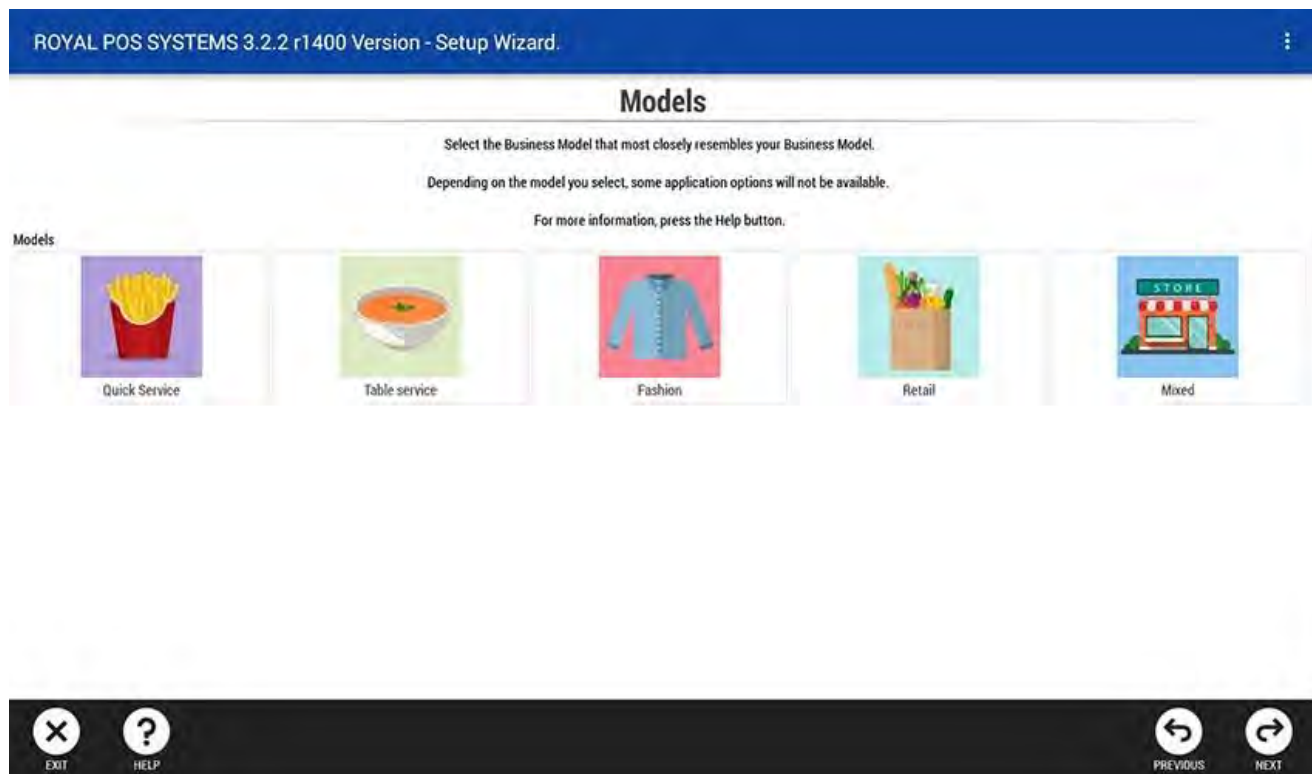
**Network Settings:** If you choose to work in a network, the **Wizard** will stop while it takes the data from the **SERVER**.



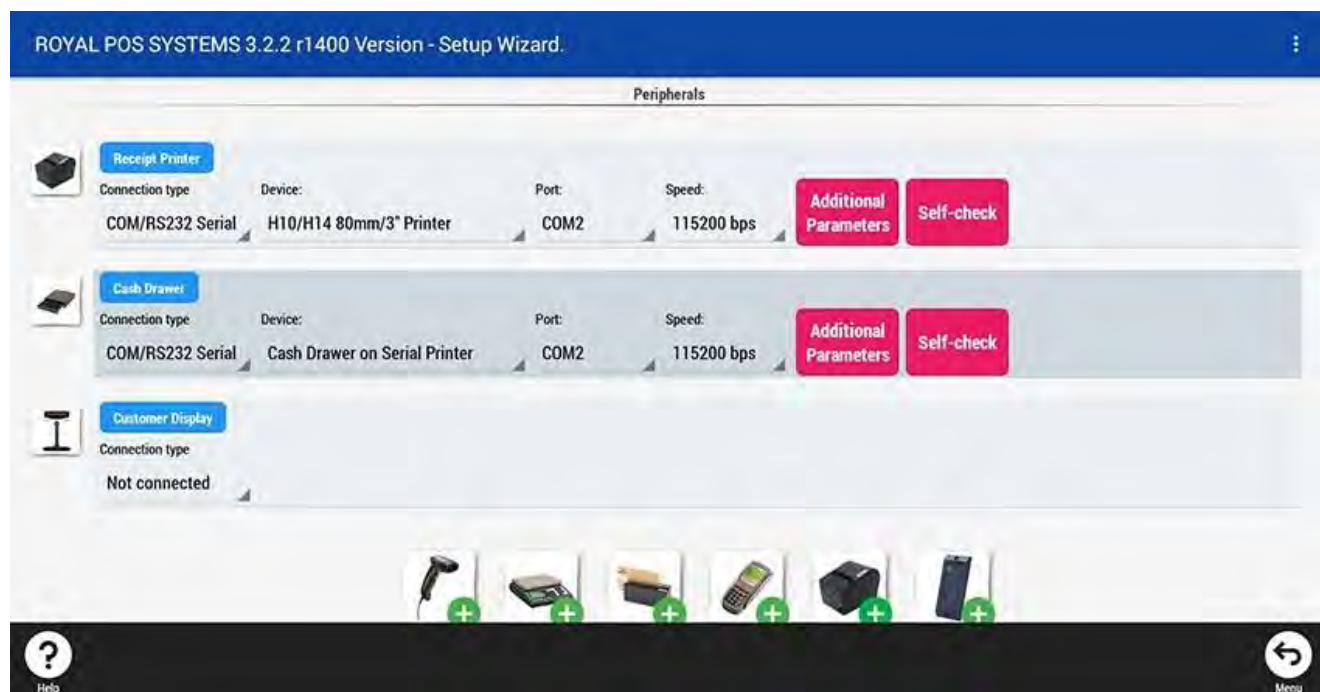
**Languages:** Choose the language that you will use in the application.



**Regions:** The region selection will automatically create default taxes, currencies and tender media.



**Models:** Some parameters will be set as defaults. Depending on the model, the **Wizard** will ask you for Packs, Modifiers, Preparation Areas, Tables, etc.



**Peripherals:** In this screen you can define the peripherals and connected devices to your application.



ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard

### Company Data

Logo  
Press to select an image

Commercial Name (\*) Fiscal Name

Address (\*) City (\*)

Province/State (\*) ZIP Code (\*)

Phone (\*)

Fax

Open Header Message (\*)  
STANDARD HEADER MESSAGE

Open Header Message Open Footer Message

PHO:

Invoice N.: 01/012001  
Table: PT0001

Jun 14, 2016 3:59 PM  
Employee: User

Items:

12,000 x 112,30\$ 1,347

Trans #1

Layout 1 Layout 2 Layout 3  
Layout 4 Layout 5 Layout 6

EXIT HELP PREVIOUS NEXT

**Company Data:** Enter your business data that will be printed on receipts. Also create the receipt layout.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard

### Users

	Name	Access Type	Image	Password
1		User type access	Press to select an image	
2		User type access	Press to select an image	
3		User type access	Press to select an image	
4		User type access	Press to select an image	

EXIT HELP PREVIOUS NEXT


**Users:** Enter the names of the employees who will be using this application.



ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

### Price Levels

	Name	Price Type	Taxes are included?	Tax
1	PURCHASE	PURCHASE	Add on Tax System	
2	Price 1	Sales	Add on Tax System	

 Create new Price Level

Exit Help Previous Next

**Price Levels:** You can create the price levels needed for sales or purchases.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

ORDER DUPLICATE MATRIX ORDER

### Items

Departments List

Grid View

Items List

Departments

Help Menu

**Items:** On this screen, you can manage the items you will sell.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard. ⋮

## Discounts

Discounts List

Code	Name	Type	% Discount	Amount Discount

+

✕ EXIT
ⓘ HELP
↶ PREVIOUS
↷ NEXT

**Discounts:** You can create discounts on sales percentages or fixed amounts.

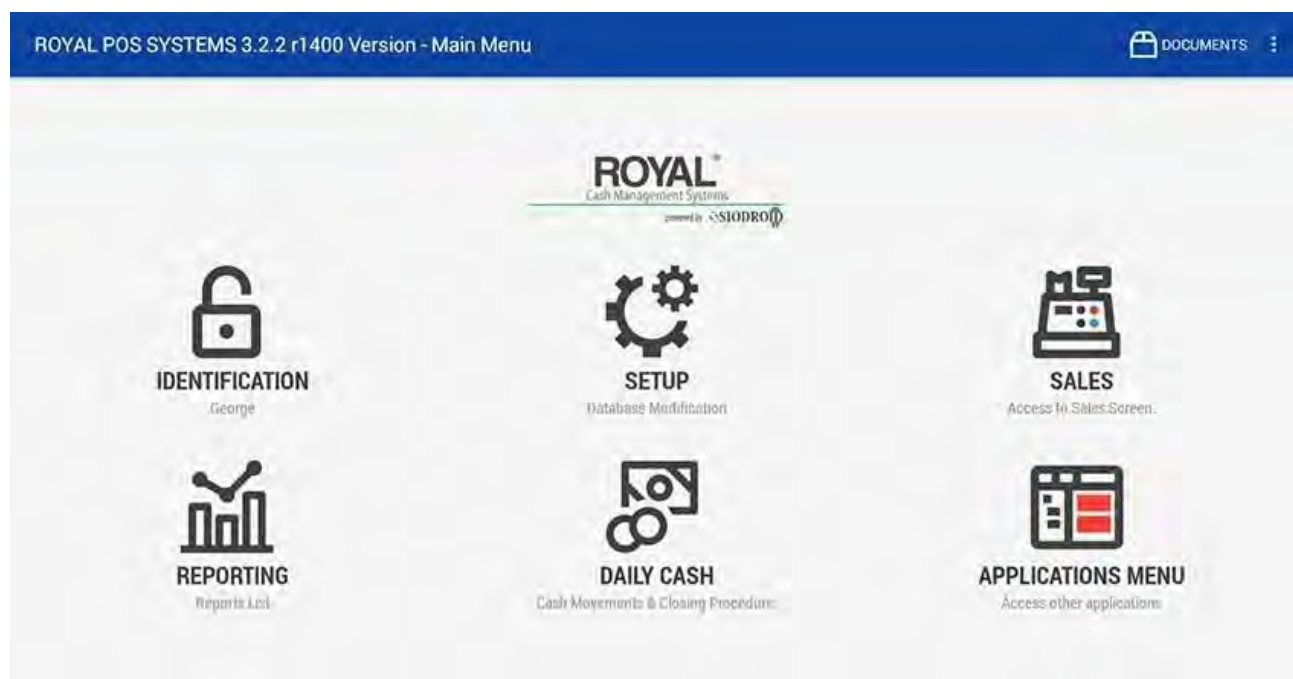
ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard. ⋮

## Additional Parameters

Sales	Sales Continued	Printing	Reports / Enter-Exit	Send e-mail
<p>If you activate this option, every time you start a new Receipt, you will be prompted to enter the number of Guests.</p> <div style="background-color: #f08080; padding: 5px; text-align: center; margin: 10px 0;"><b>Guests entry not required</b></div> <p>If you activate this option, all Items under the Minimum Stock Quantity will appear highlighted in Red at the Sales Screen.</p> <div style="background-color: #90ee90; padding: 5px; text-align: center; margin: 10px 0;"><b>Show</b></div>	<p>When activating this option, every time you start a new receipt the application will ask you to enter the User.</p> <div style="background-color: #f08080; padding: 5px; text-align: center; margin: 10px 0;"><b>User entry not required</b></div> <p>Select the tender media used in Quick Tender button.</p> <div style="background-color: #add8e6; padding: 5px; text-align: center; margin: 10px 0;"></div>	<p>When activating this option, if you have activated the Consumer Areas &amp; Tables, every time you start a new receipt the application will ask you to enter a Table.</p> <div style="background-color: #f08080; padding: 5px; text-align: center; margin: 10px 0;"><b>Table not required</b></div> <p>How do you want the keypad on sales screen to be shown as default?</p> <div style="background-color: #90ee90; padding: 5px; text-align: center; margin: 10px 0;"><b>Maximized</b></div>	<p>If you activate this option, you will select an Item which will be automatically sold on each new receipt using the number of customers as units.</p> <div style="background-color: #add8e6; padding: 5px; text-align: center; margin: 10px 0;"></div> <p>Choose if you want the size of sales screen keypad to be normal or big.</p> <div style="background-color: #90ee90; padding: 5px; text-align: center; margin: 10px 0;"><b>Big size</b></div>	

ⓘ Help
↶ Menu

**Additional Parameters:** On this screen, set the working parameters for this terminal.



After the initial setup, you may want to **edit your data** and also perform some other operations like **Reports**, **Daily Cash**, **Backup**, etc.

After completing the previous steps, you can start working with your POS.

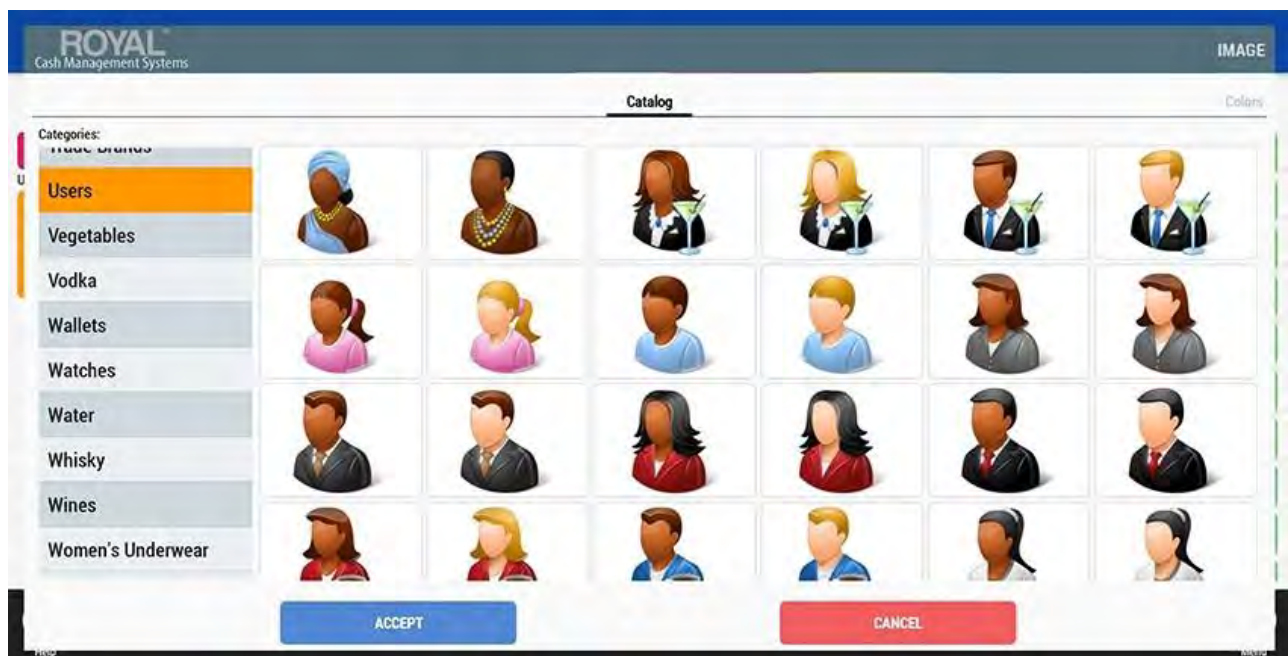
# Users

At least one user is required to manage the application and perform the sales operations.

In the Initial Setup, you will be asked to enter the basic data for your users. You can edit this data in the **Setup Mode**.

- **Name:** The name of the user

- **Access Type:** You can choose to have **full access** for an Admin or **limited access** for standard users.



- **Image:** Select the image that represents your user.

- **Password:** Set a **numeric password** if you want this user to continue to use it.

You can create up to **10 users** in this screen. If you want to create more or edit the users' data and permissions, go to **Setup** and make the changes there.

# Price Levels

To be able to sell items, you need to **create price levels** for **Sales** and another for **Purchases** (or cost price). You can create 3 sales price levels and 1 purchase price level (in the PRO version, you can create 999 price levels). Also, you can fix a **different tax** depending on the price level.

For example, you can have a different price level **depending on the area** of a restaurant or a **VIP price** for special customers or a **Take-out** price.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Price Levels

	Name	Price Type	Taxes are included?	Tax
1	PURCHASE	PURCHASE	Add on Tax System	
2	Price 1	Sales	Add on Tax System	

Create new Price Level

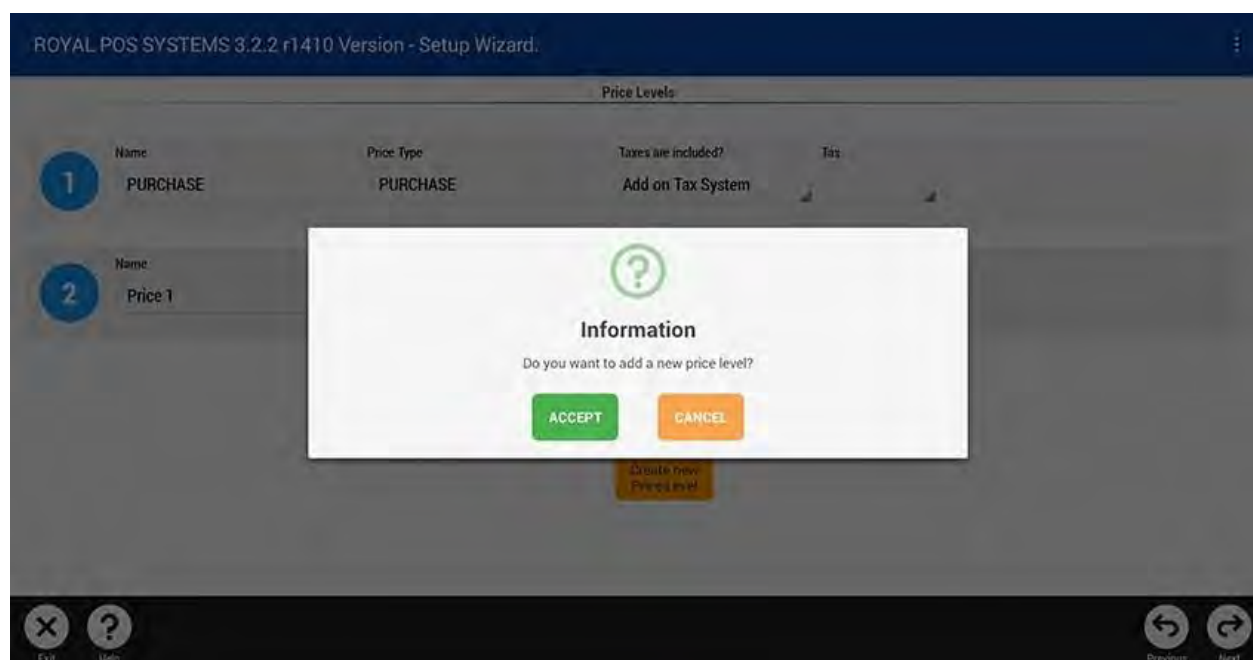
Exit Help Previous Next

By default, you already have a **Purchase Price** and a **Sales Price** created. You can edit the data of the price levels:

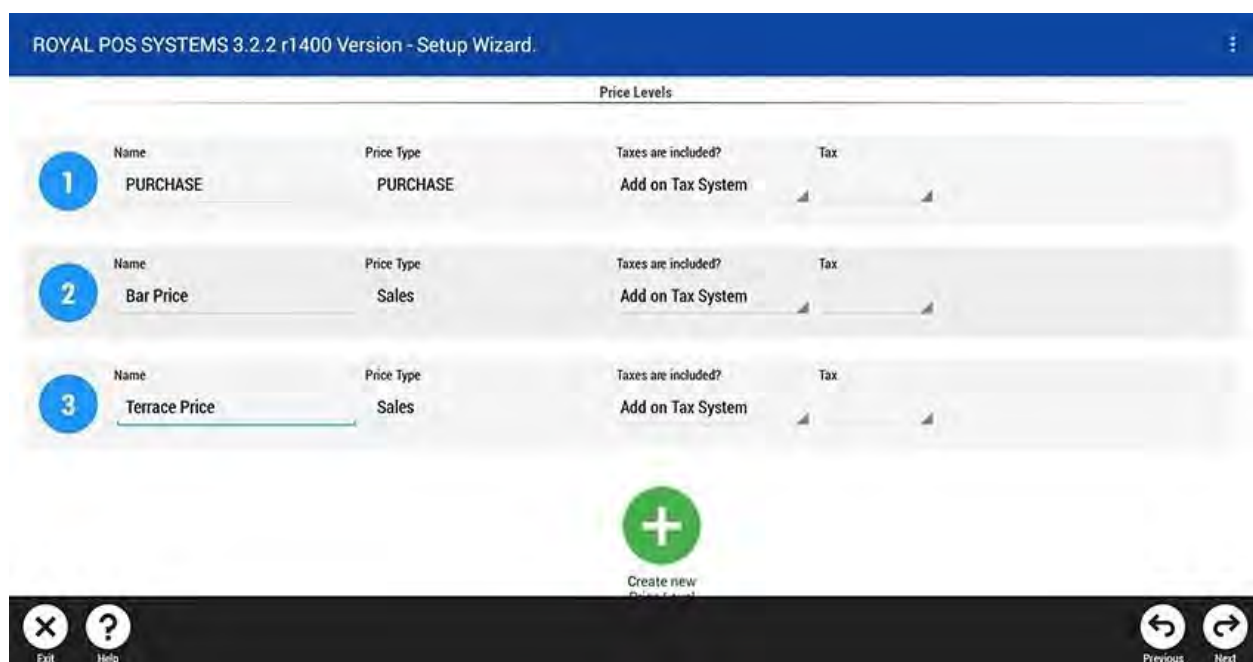
- **Name:** The name of the Price Level.
- **Type:** Indicates if this price level will be used for Purchases or Sales.
- **Taxes Included:** You can select this if all the prices on this level will have taxes included on the fixed prices, or taxes will be charged after totaling the sale.
- **Tax:** Taxes are programmed on each individual item. If you want to change a tax when using this price level, then select one tax.

You can **create more Price Levels** with the button.





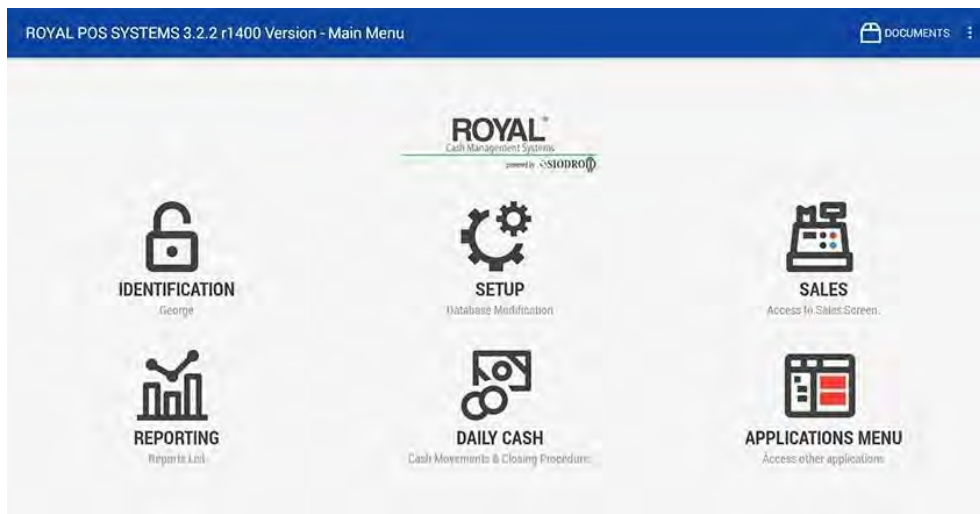
Confirm the creation of the **new Price Level** by pressing the **Accept** button.



On this screen, you can see sample **price levels**. If you want to create more Purchase Prices or use the Price Level utilities, please see **Setup**.

# MAIN MENU

This is the **MAIN SCREEN** of the ROYAL POS SYSTEM. Here you can access all the options of the application.



**Identification:** With this option, you can **change the User**.



**Setup:** Enables you to **edit the databases**.



**Sales:** This accesses the **Sales screen**.



**Reporting:** Gives you all the sales **statistics and reports**.




**Daily Cash:** Used to enter **cash movements** and to **close current shift**.

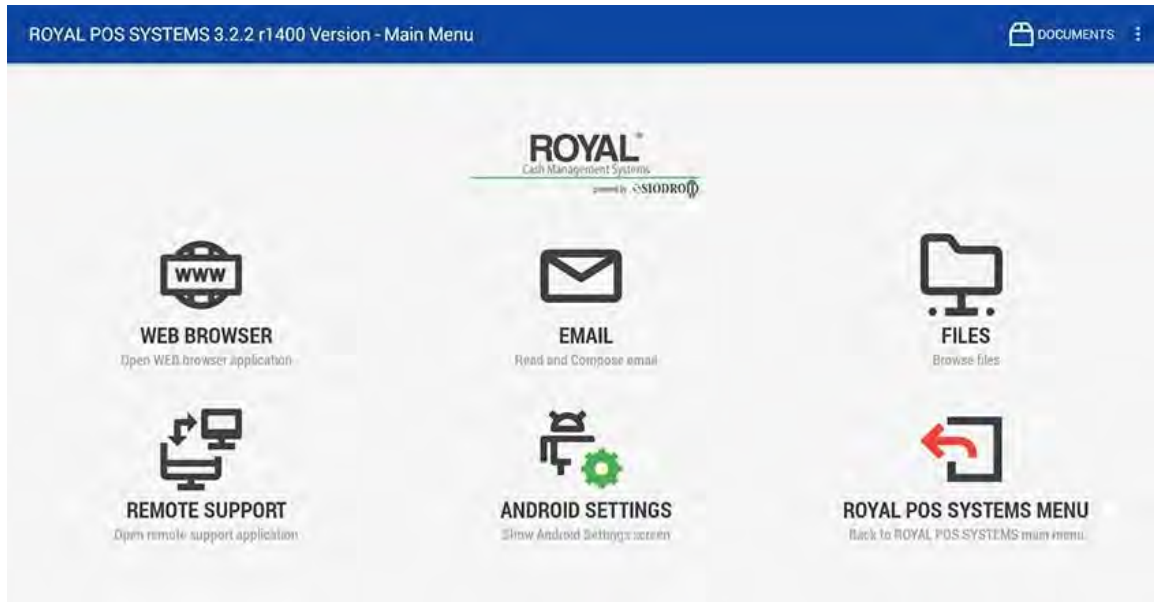


**Applications Menu:** Gives access to Android settings and other applications.



On the SERVER software versions and the standalone PRO versions, at the top of the screen you have the option to access the **Stock Management Documents** using the  button.

The **Android Applications** screen.



**Web Browser:** Used to navigate the Internet.



**Email:** Read or send emails.



**Files:** You can explore files on your internal memory or external device.



**Remote Support:** If you have a Remote Support Application, you can execute it to receive support from the Technical Service.



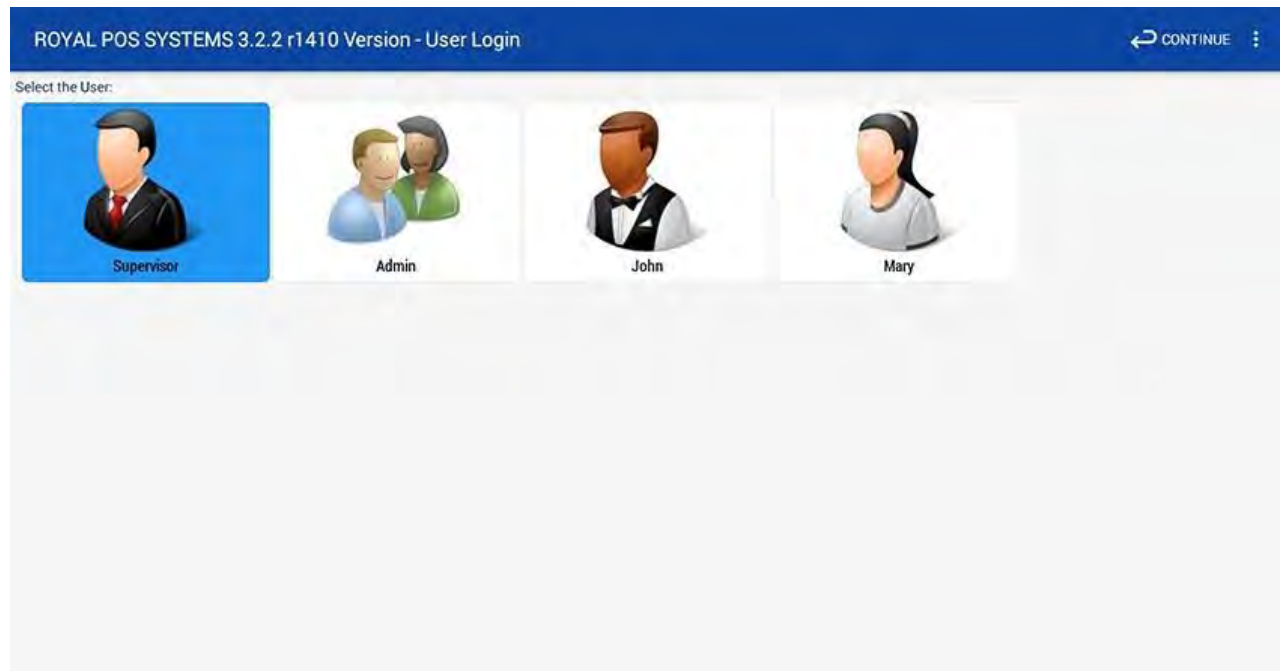
**Android Settings:** You can access the Android Operating System Settings to set up Wi-Fi, Bluetooth, Language, Date and Time and other options.



**Royal POS Systems Menu:** Use this button to return to the **Main Menu** of the application.

# Identification

When you start the application, it will ask for a **User Entry**. You can change the user anytime using the **Identification** button.

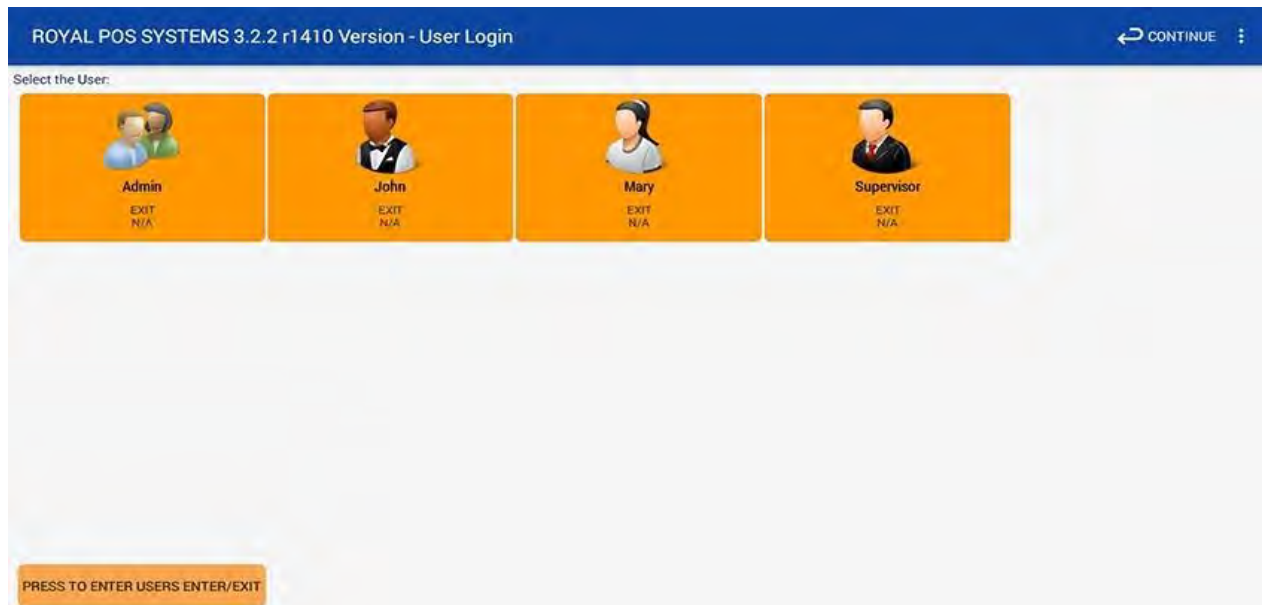


Displayed is a list of available users. The last user that signed on is shown on the **Left**. To **Sign On**, the button that represents the user must be pressed.



If some users are password protected, you will need to enter the password after pressing the **Accept** button. By default, the **Admin User** has the password **5555**.

If you use a **magnetic card reader** or an **RFID device** to select users, just read your card and it will **Sign On** the user directly.



If you activate the **User's clock in/clock out status**, you can track your employees' work hours. You can activate the **Exit / Enter mode** option in the **MAIN MENU / SETUP / Miscellaneous Setup / Additional Parameter** sections.



If you **only** want to **clock in or clock out** your users, you can enter into the **Users Enter / Exit Mode** by pressing the **Press to Enter Users Enter/Exit** button at the bottom of the screen.



On this screen, you can **change the user's clock in or clock out status** by pressing the corresponding User button.

Note: You can check all user entries on the **Z Report**.

# Setup

## Introduction

In the following menus, you can edit or add new items to your database. Press the **buttons below** to check the settings.

### Main Settings



**Languages:** Choose the language that will be used in the application.



**Licensing:** Activate the license to run without limitations.



**Software License Upgrade:** Upgrade your license to activate more functionalities.



**Download Demo Database:** Before programming your data, you may want to download a demo database in order to test the application's functionality.



**Regions:** The region selection will automatically create default taxes, currencies and tender media.



**Models:** Some parameters will be set as default depending on the model.



**Peripherals:** You can define the peripherals and connected devices to your application.

## Basic Company Data Setup



**Company Data:** Enter your business data that you want printed on receipts. This also defines the receipt layout.



**Currencies:** Select your home currency and create more if you accept payments in foreign currencies.



**Taxes:** Insert the taxes that will be used for sales. Depending on the region, they may already be created.



**Tender Media:** Select the functions you will use in your business for accepting payments.



**Users:** Enter the users that will be selling. You can define different permissions for each user.



**Change ADMIN Password:** Enter the users with passwords protection that will be selling. You can define different permissions for each user.

## Advanced Setup



**Matrix:** Select this if you want to use items with different properties like sizes, color, etc.



**Groups:** You can create new concepts for item sales statistics.



**Modifiers:** If you have preparation groups, messages can be sent to the printers.



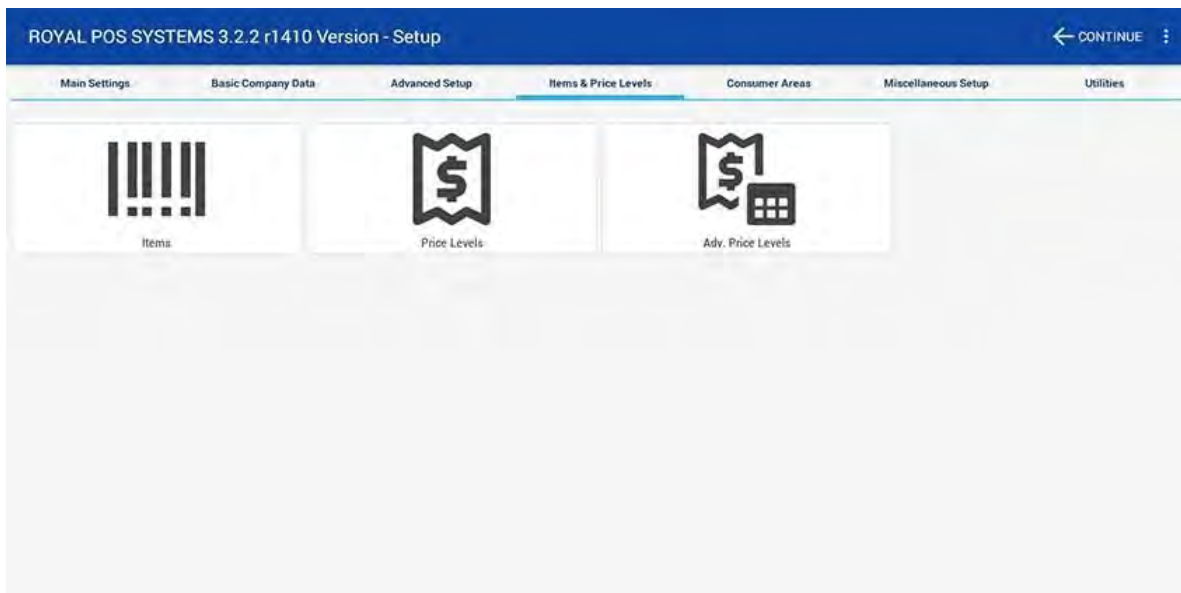
**Packs:** You can create items sold in bundles.



**Preparation Areas:** You can send preparation orders to some printers.



## Items & Price Levels



**Items:** You can use this to manage your inventory.



**Price Levels:** You can create as many price levels as needed for sales or purchases.



**Adv. Price Levels:** You can easily modify item prices.

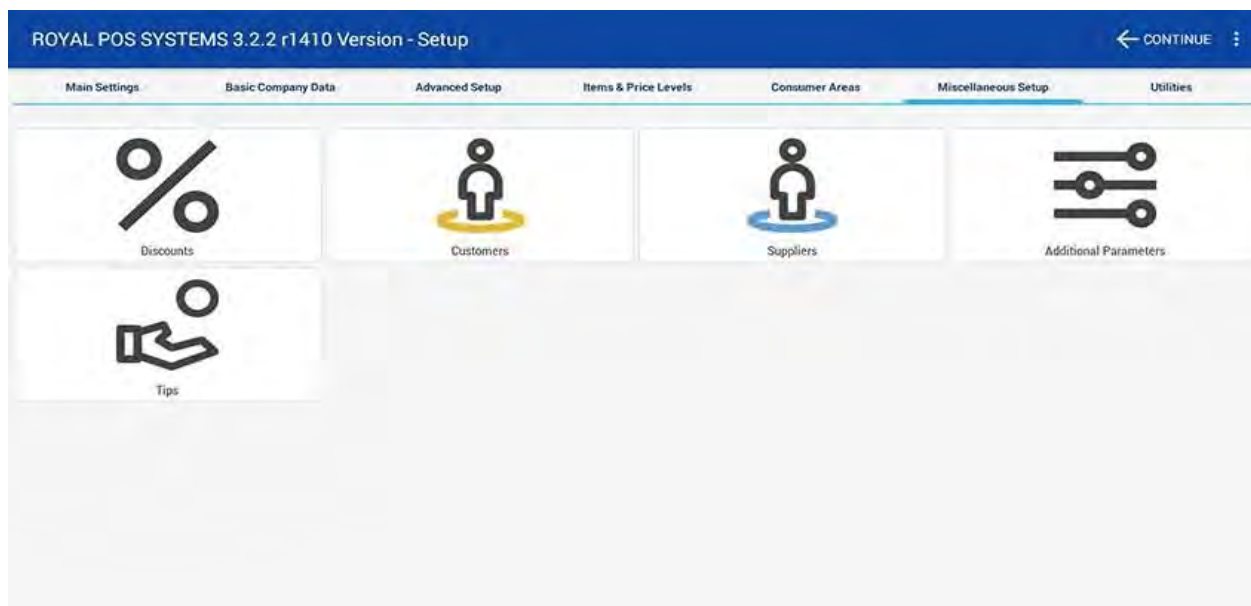
## Consumer Areas



**Consumer Areas & Tables:** You can create the floor plan of your restaurant and use tables to park sales.



## Miscellaneous Setup



**Discounts:** You can create discounts on sales percentages or fixed amounts.



**Customers:** You can use a customer's database for creating personal invoices, have special prices or deliveries.



**Suppliers:** Use this icon for purchases and stock control.



**Additional Parameters:** Set the working parameters for this terminal.



**Tips:** You can program tips to be charged automatically.

## Utilities



**Data Import:** You can import your items and prices from a CSV file.



**Data Export:** You can export your items and prices to a CSV file.



**Delete Sales Data:** You can clear all sales data and reports and start sales again from zero.



**Delete Databases:** This step **clears all program data**. This step is **not reversible**.





**Backup Copy:** You can backup or restore your programming and sales data. It is important to perform this operation often.

# Main Settings

## Languages

This screen **selects the language** that will be used **to manage the application**.



Use the  and  **arrows** to move through the **available languages**. When you find your language, **press the flag** to select the current language. If you are changing a **previous** selected language, the change will be effective **after** restarting the application.

## Licensing

It is required to validate the software in order to use it. If you don't have a license code, the software will work in **Demo Mode for 30 days**. After this period, it is necessary to purchase a license.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Software Validation

Do you want to use the application in Demo mode, or do you want to enter a license code?

License Type:

**Demo**

License Number:


Hardware Key:

58603374983460422635674304762710157962

Register Key:

License server available

Exit Help Previous Next

To work in the Demo Mode and press the  button.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Software Validation

Do you want to use the application in Demo mode, or do you want to enter a license code?

License Type:

**Licensed**

License Number:

EGES-3511-2790-3595

Hardware Key:

58603374983460422635674304762710157962

Register Key:

ee39e45cd7ca340434cca1ae8ab562cd

SIODROID has been licensed successfully.

Exit Help Previous Next

To activate a license, press the **License** button to **green (Licensed)**. Then enter a valid license number and press the **Activate** button. This will connect with the license server to check and validate the license.

It is necessary to have an **Internet connection** to activate the license. In some cases, licenses cannot be activated due to:

- There is no connection with the license server
- The license number entered is incorrect
- This license is already used in another terminal
- This license has been activated more than 4 times in this terminal

If you encounter a problem when licensing, please contact **Royal**.

## Software License Upgrade

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

License upgrade

Please, enter the software upgrade license code.

Original license number:  
EGES-3512-7744-3775

Upgrade license number:

Hardware Key:  
62572868373863970487652977727953739767

Register Key:

Update

Help Menu

You can upgrade your current license version if you need more functions.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

License upgrade

Please, enter the software upgrade license code.

Original license number:  
EGES-3512-7744-3775

Upgrade license number:  
EGES-3605-4444-3775

Hardware Key:  
62572868373863970487652977727953739767

Register Key:  
ee39e45cd7ca340434cca1ae8ab562cdc

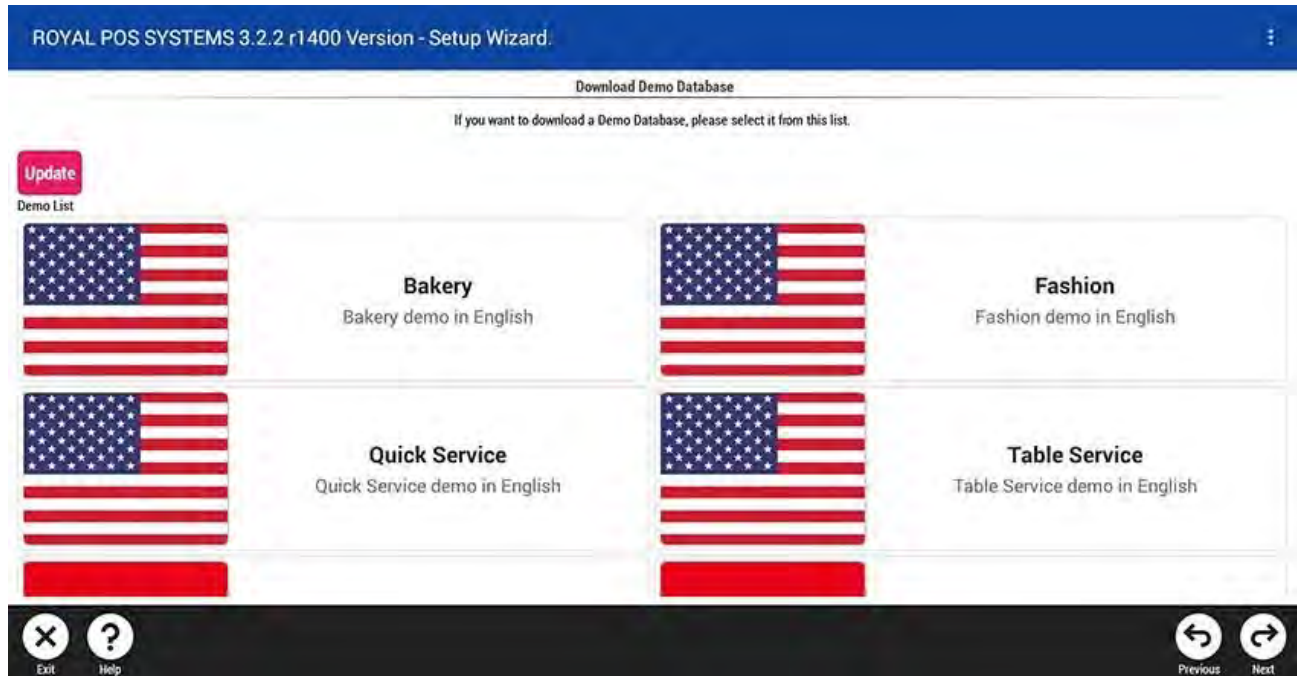
Update

SIODROID has been upgraded successfully.

Help Menu

This screen shows the **current license** number. Enter the **Software Upgrade License Code**, press the **UPDATE** button and, after the validation process, your license will be upgraded. It is necessary to have an **Internet connection** to activate the license.

## Download Demo Database

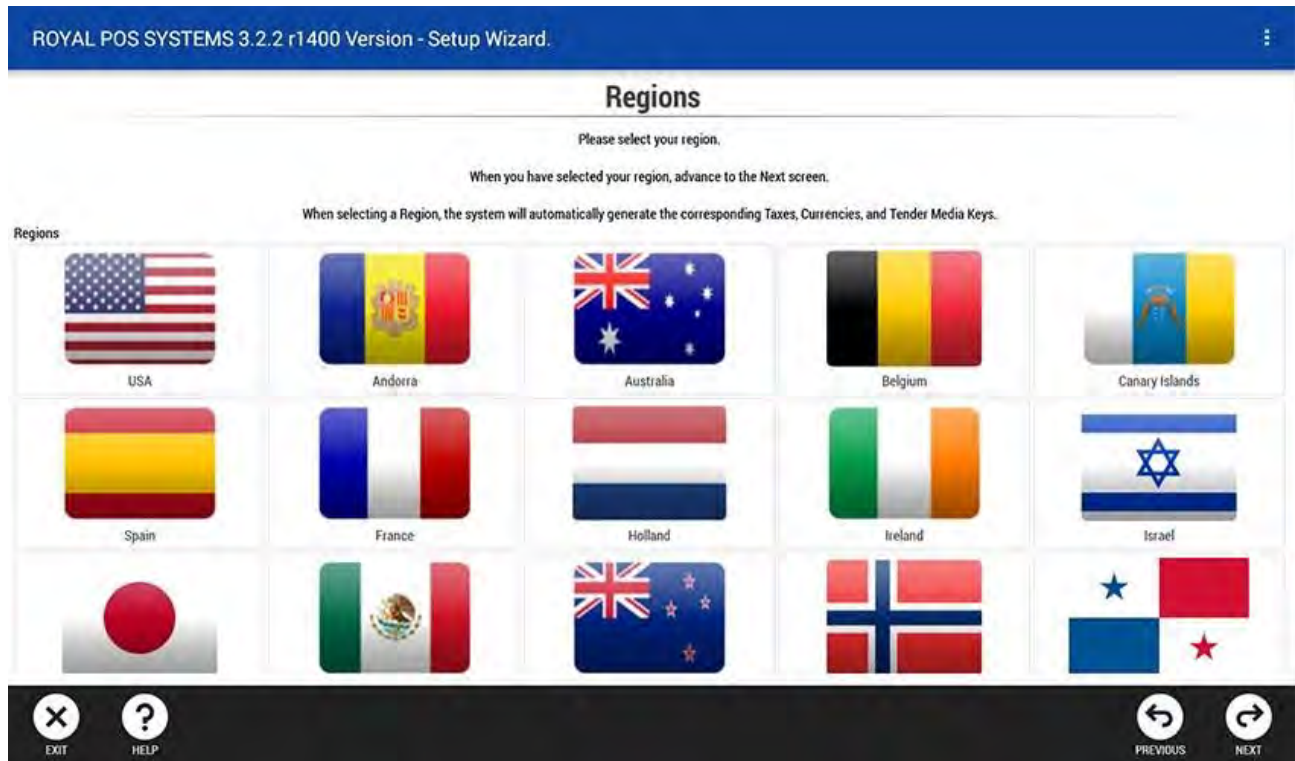


If you want to **test the application** to see the features and functions of the software, you have the option to **download a demo database**. On this screen, the **current available demo databases** are displayed for testing. If you download a demo database **all your current data will be erased**.

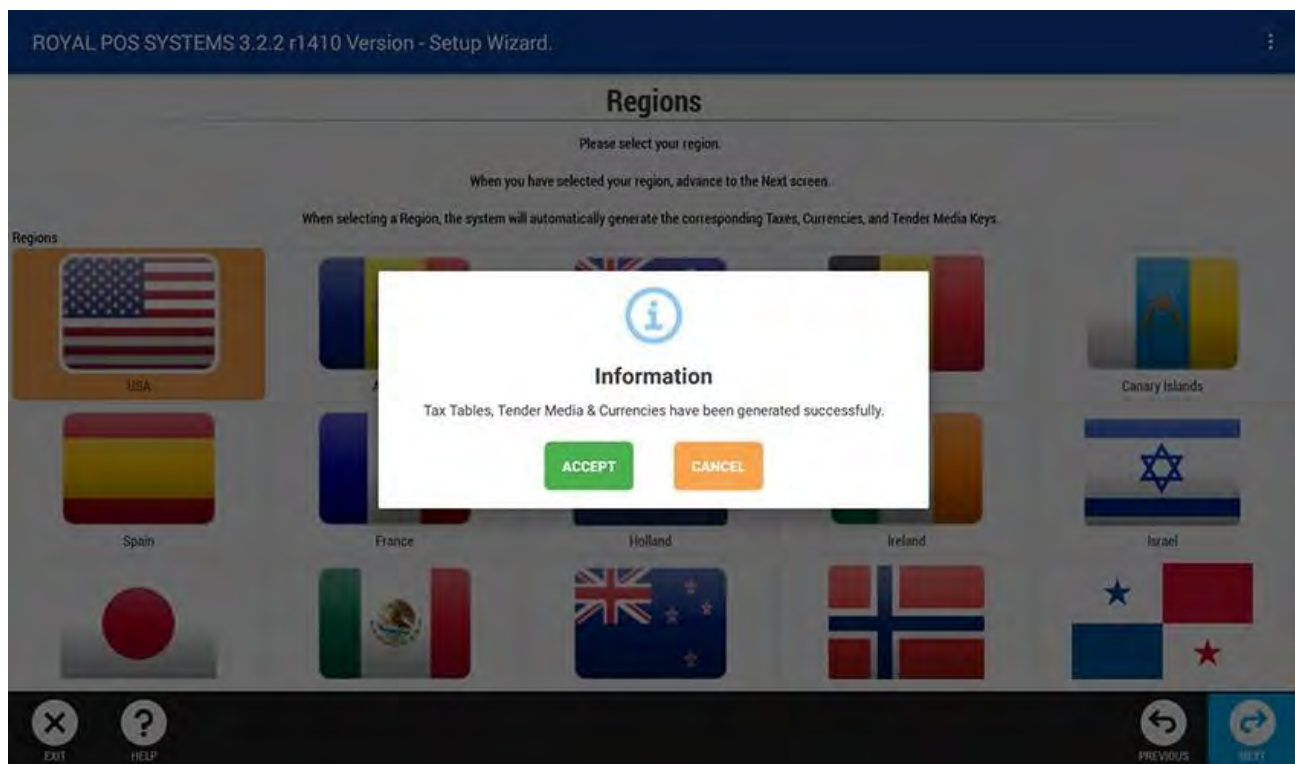
**Note:** This option is only available if the application is running in the Demo Mode.



## Regions



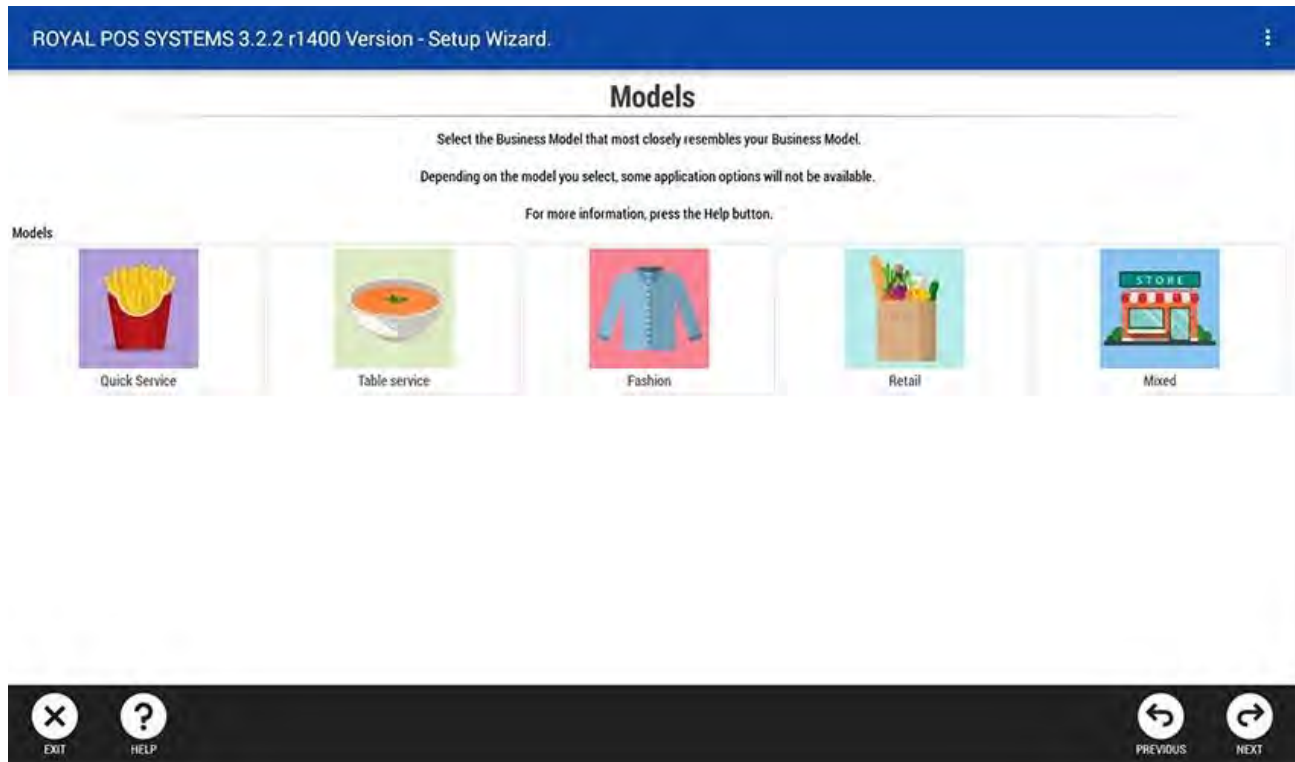
In the **Region Selection Screen**, there are **default settings** for different regions of the world.



When you select a region, it will automatically load the **taxes** defined for that region and also the **local currency** and **tender functions**. If there are **sales already made**, the current taxes, currencies and tender functions **will not be changed**.

## Models

The **ROYAL POS SYSTEM** has predefined models. You must select one of the **Business Models** that best suits your business.



When you select a model, there will be a few working **parameters (set by default)** while other parameters will be deactivated.

- If you select **Quick Service**, only **Packs** will be active on the **Advanced Settings** and **Items** configuration.
- If you select **Table Service**, **Modifiers**, **Packs** and **Production Groups**, they will be active on the **Advanced Settings** and **Items** configuration. Also, **Tables** and **Areas** will be active on the **Consumer Areas**.
- If you select **Fashion**, the **Matrix** will be active on the **Advanced Settings** and **Items** configuration, except on ONE software version.
- If you select **Retail**, any option will be active on the **Advanced Settings** and **Items** configuration.
- If you select **Mixed**, all options (of your license version) will be available.



## Peripherals

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Peripherals

**Receipt Printer**

Connection type: COM/RS232 Serial

Device: H10/H14 80mm/3" Printer

Port: COM2

Speed: 115200 bps

Additional Parameters

Self-check

**Cash Drawer**

Connection type: COM/RS232 Serial

Device: Cash Drawer on Serial Printer

Port: COM2

Speed: 115200 bps

Additional Parameters

Self-check

**Customer Display**

Connection type: Not connected

Help Menu

You can add all the **peripherals** attached to your machine. Depending on the **Region** selected, you may see more **special devices** only available for that region.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Setup Wizard.

Peripherals

**Receipt Printer**

Connection type: COM/RS232 Serial

Device: H10/H14 80mm/3" Printer

Port: COM2

Speed: 115200 bps

Additional Parameters

Self-check

**Cash Drawer**

Connection type: COM/RS232 Serial

Device: Cash Drawer on Serial Printer

Port: COM2

Speed: 115200 bps

Additional Parameters

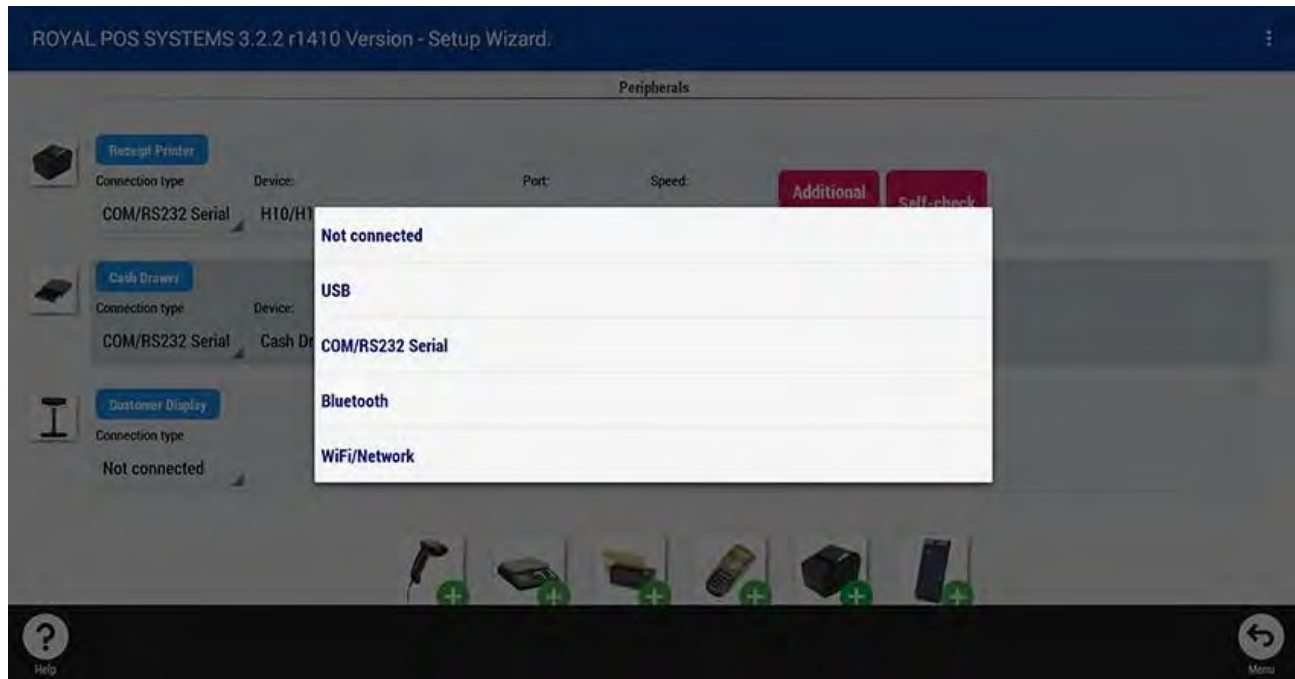
Self-check

**Customer Display**

Connection type: Not connected

Help Menu

If your device includes **integrated peripherals** they will appear automatically. This screen shows the common connection types. Depending on your device, you will be able to connect peripherals using USB or COM ports by cable, or without cables using a Bluetooth connection or Wi-Fi.



On the **port** selection, the following options are available:

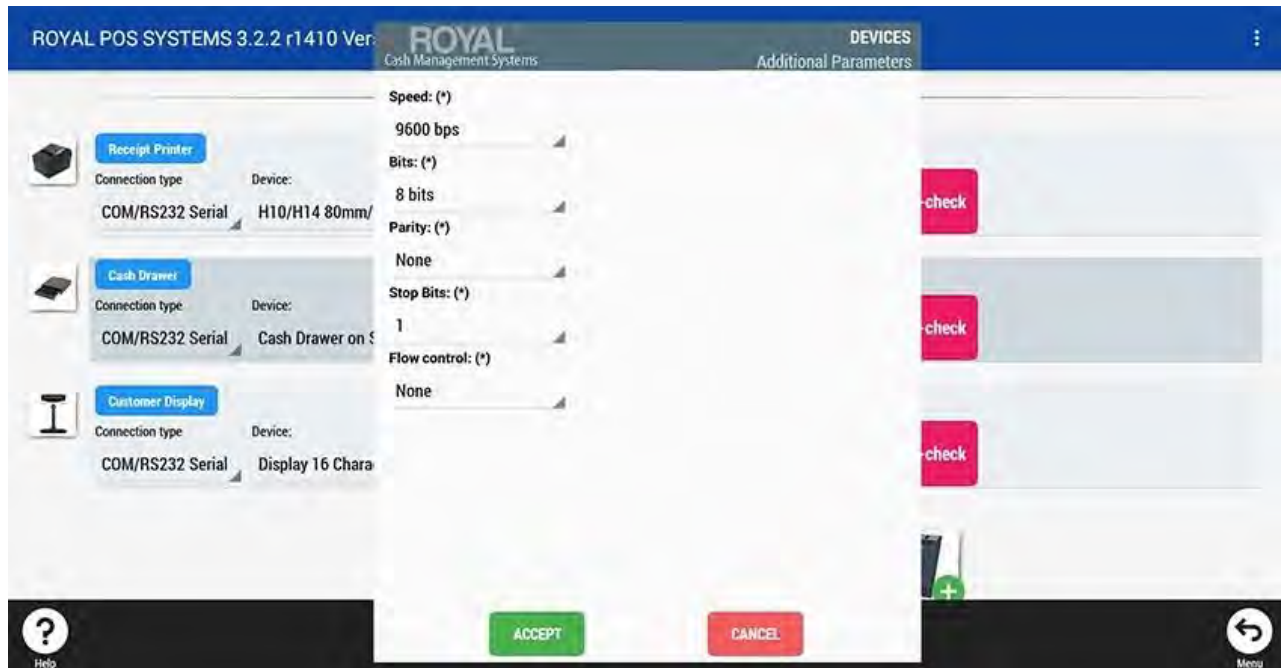
- **COM/RS232:** You will see the available connections in the format **COMx**, x being the number of the port.
- **USB:** You will see the available connections in the format **Vendor 0000 Product 0000**.
- **Bluetooth:** You will have to link your **Bluetooth peripherals** in your Android device settings before they can be selected here.
- **Wi-Fi/Network:** To add an Ethernet or Wi-Fi peripheral, you must enter the **IP address** followed by the **port number**. Example: The format for printers with the port number 9100 would be 192.168.x.x:9100.

**NOTE:** The same IP range must be used. For example, if the IP of your POS is 192.168.123.100, you have to use 192.168.123.x:9100 in the peripheral. X has to be between 0-250 and never be the same as the POS (in this case it has to be different than 123). You can set up a static IP in the POS for using always the same IP.

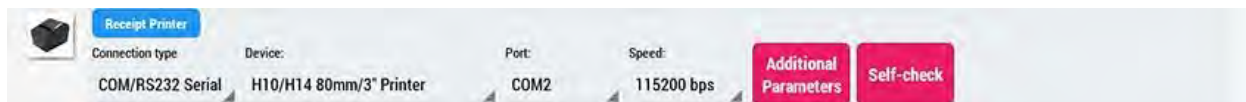


For **COM/RS232** and **USB** connections you can set the communication speed with your peripherals.

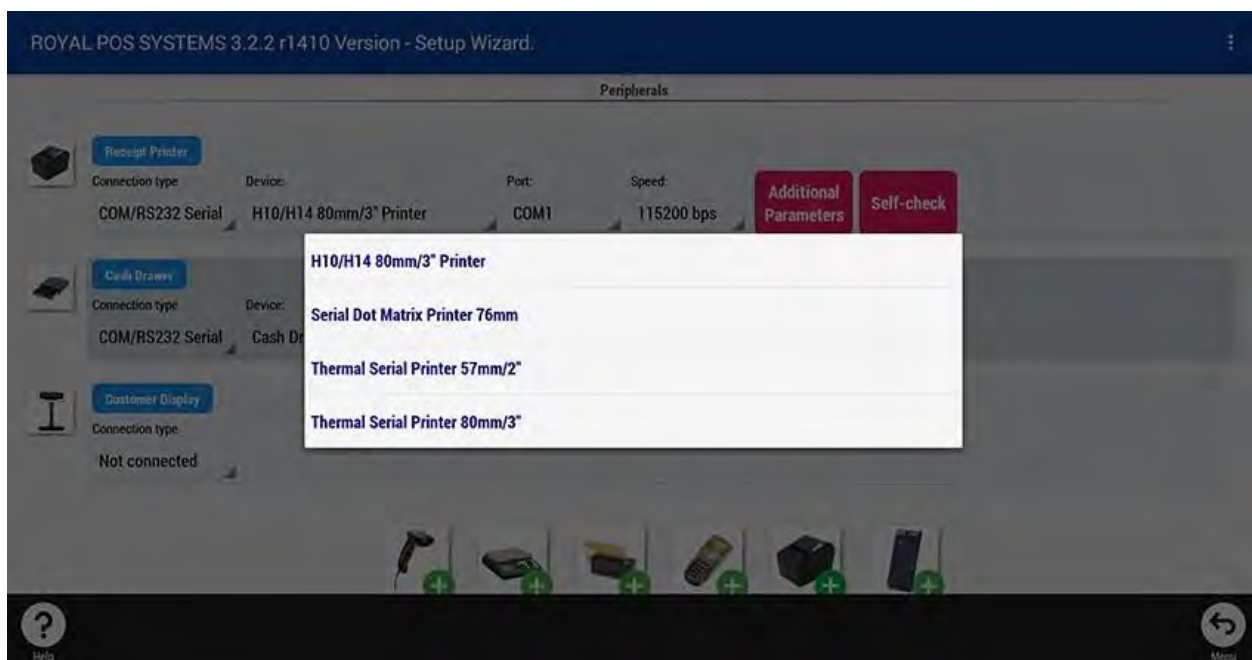
In the **Additional Parameters**, there are more configuration options for communications. Depending on the device, you will find other additional parameters.



You can add the **printer** you want to use in the system. The first thing you must do is to select the connection port and then the model of the printer you are going to use.



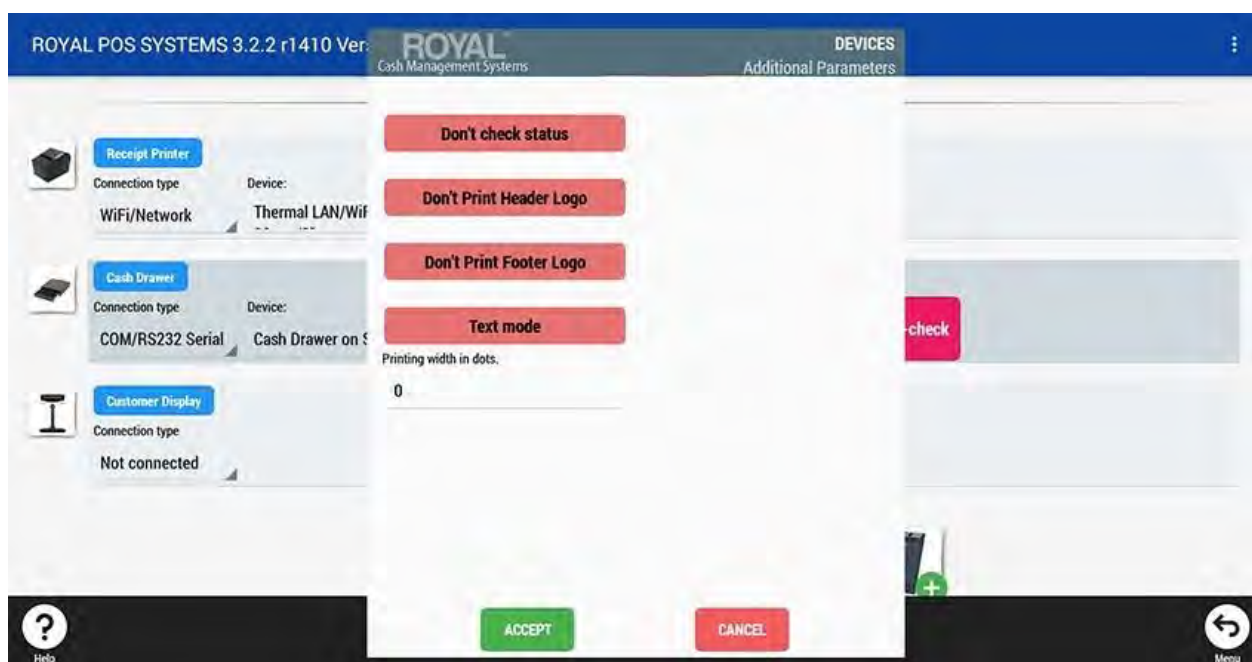
There are 3 basic printer models: **Thermal** printers in **57mm** or **80mm** width or **dot matrix** printers in **76mm**.



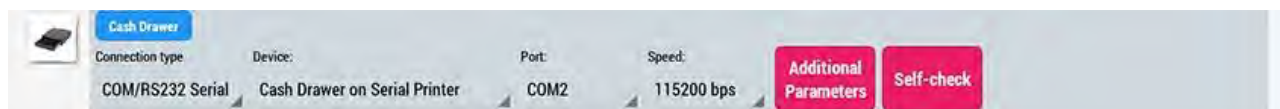
Following are the **Additional Parameters** for the Receipt Printer:

- **Check status:** This option lets you know if the printer is having a problem with sending the data, (no paper, etc.). It doesn't work for all printers.
- **Header logo:** You can store logos in the printer memory. With this option, stored **logo 01** will be printed as a **header logo**.
- **Footer logo:** You can also store logos in the printer memory. With this option, stored **logo 02** will be printed as a **footer logo**.
- **Text/Graphic mode:** The Graphic mode is used for **special characters** like Chinese, Japanese, Arabic, etc. If you set the graphic mode, you must set also the **number of dots** that the printer is capable of printing. 57mm is 384 dots and 80mm can be from 512 to 576 dots, but it can vary from printer to printer. The Graphic mode is **not available** for **RS232** printers and **Bluetooth**.

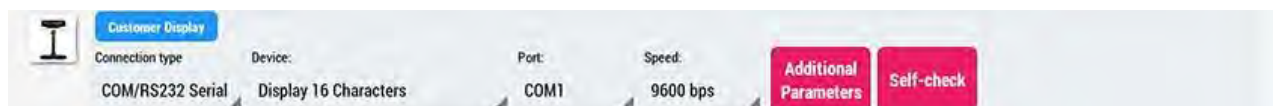
Use the **Self-check button** to test the connection with the printer.



Here you can add the **cash drawer** that you want to use with the system. Cash drawers are usually connected to the receipt printer. First thing you must do is to **select the printer port** you are going to use. Some devices also include a **kick drawer port** to connect the cash drawer directly. In this case select **Internal Cash Drawer**. After setting the cash drawer you can test that it opens using the **Self-check button**.

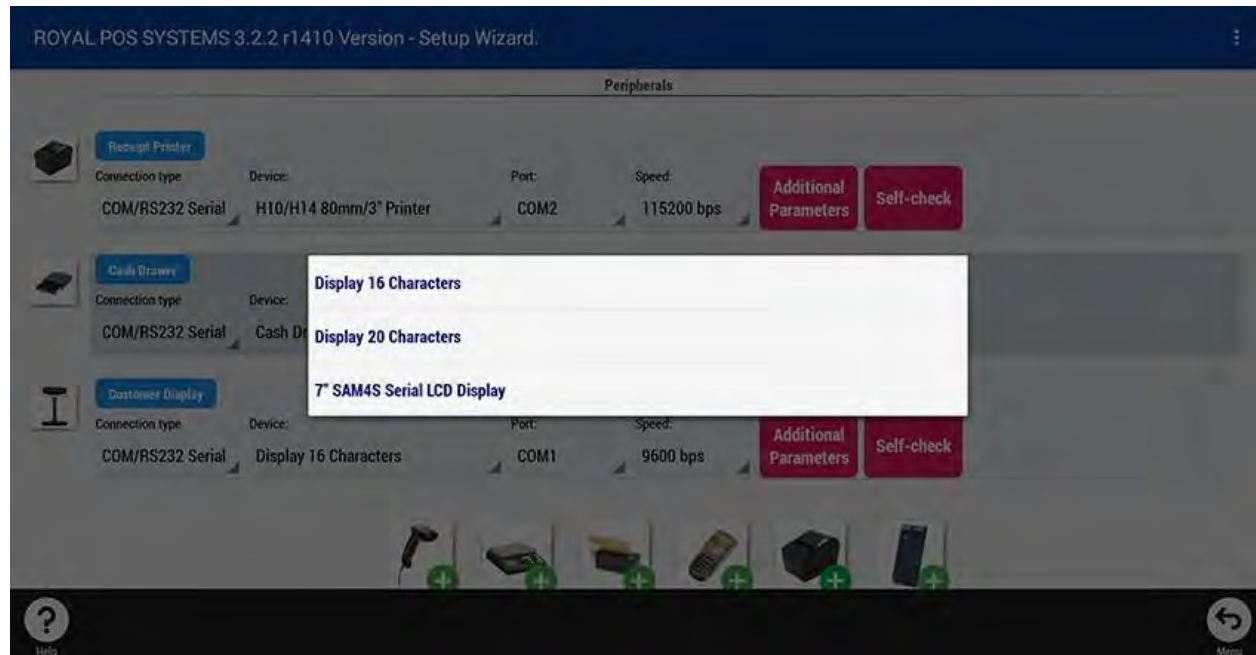



Here you can add the **customer display** you want to use with the system. First thing you must do is to select the connection port and then the model of the display you want to use.

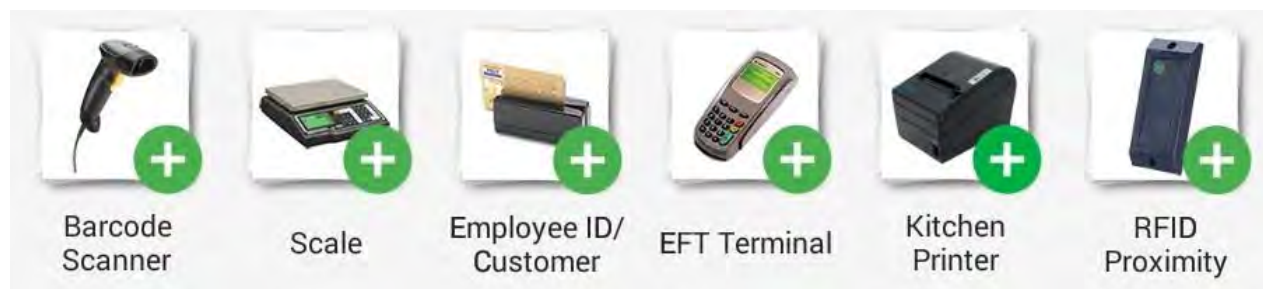




After setting your display, you can test it by pressing the **Self-check** button.



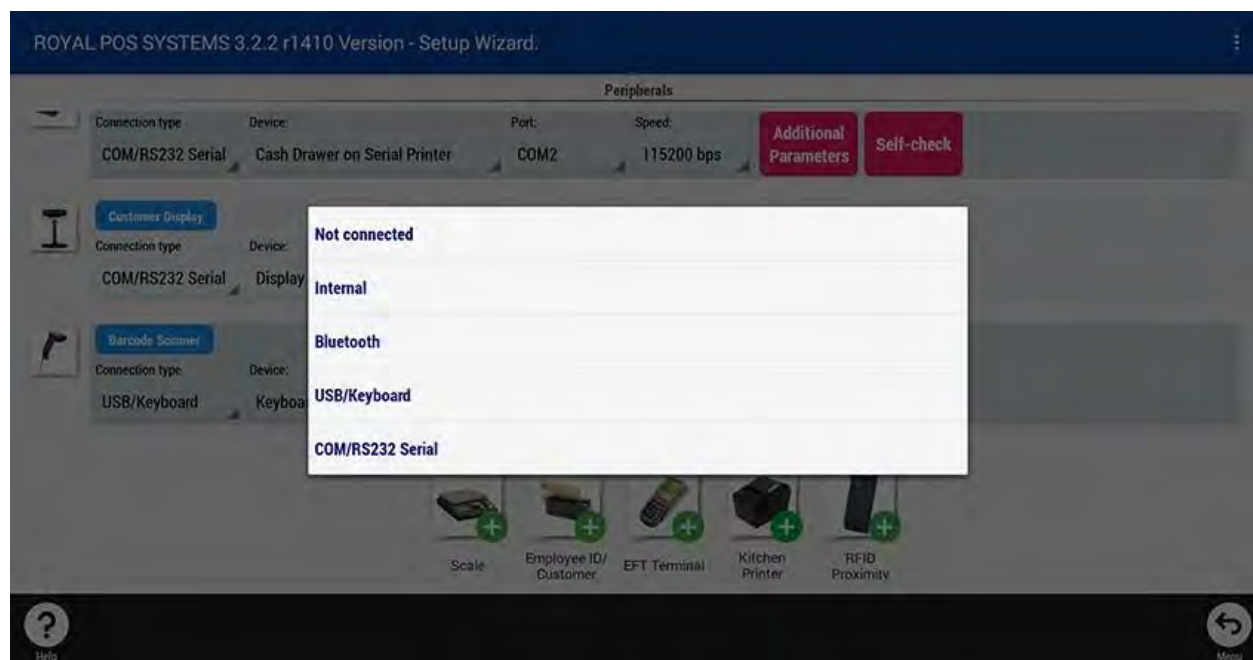
You can **add more peripherals** to your device by selecting the corresponding button. Example: Use the  button to add a **bar code scanner**.




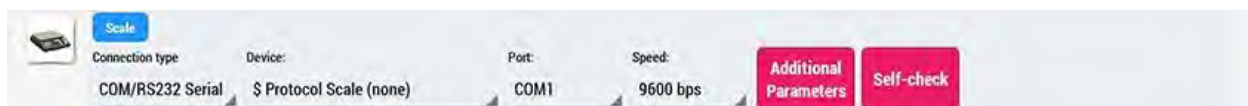
Here you will select the connection port of your scanner.



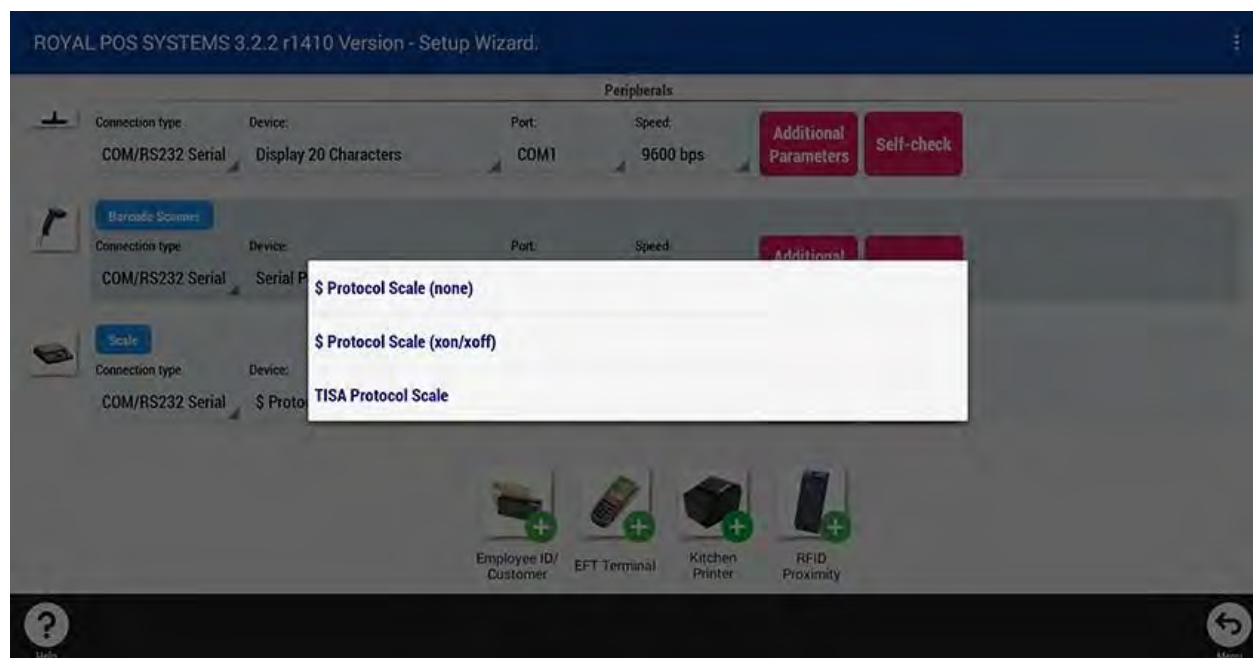
If your device includes a rear camera, you can select the **Internal** connection to use the camera as a bar code reader. After setting up your scanner, you can display the bar code on the screen using the **Self-check button**.




Use the  button to add a **weight scale**. Scales are connected using the RS232 connection. Select the scale communication protocol that works better with your scale.



After setting up your scale, you can get a weight and display it on the screen by pressing the **Self-check button**.






Use the  button to add a **magnetic card reader**. A magnetic card reader is used to identify users and customers.

After setting up your card reader, you can pass a magnetic card and display it on the screen using the **Self-check button**.



Every country has a different regulation for credit card payments. Contact your dealer to see the available payment devices.




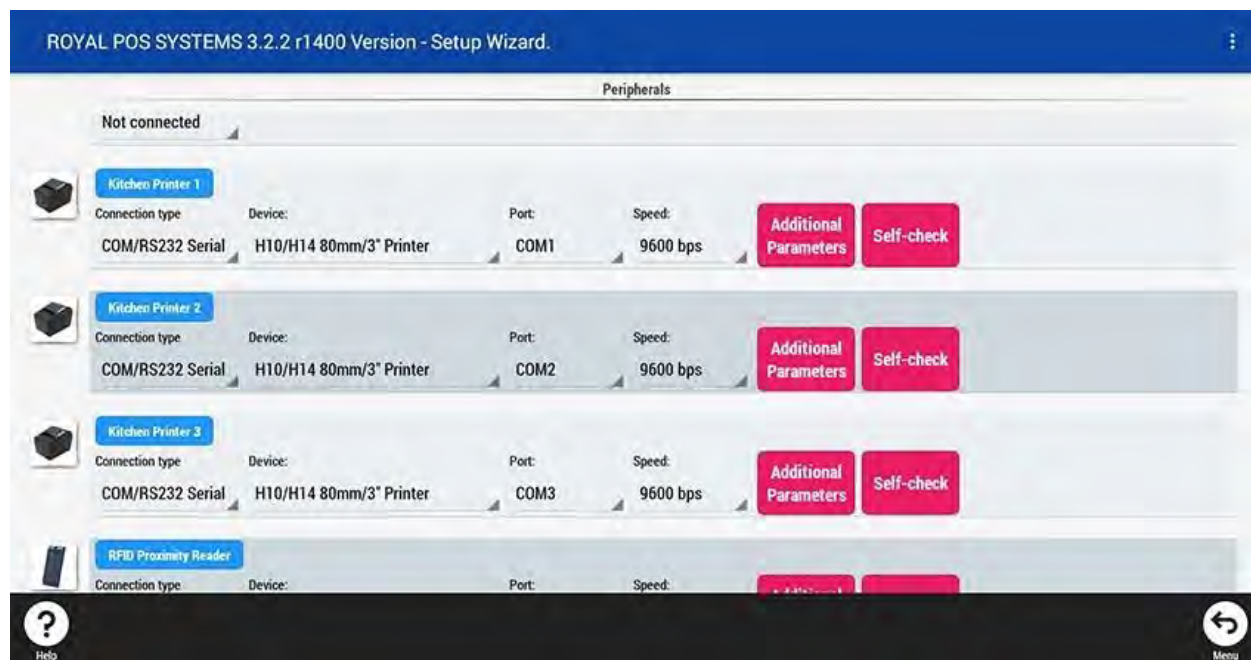
Use the  button to add a **credit card reader**.




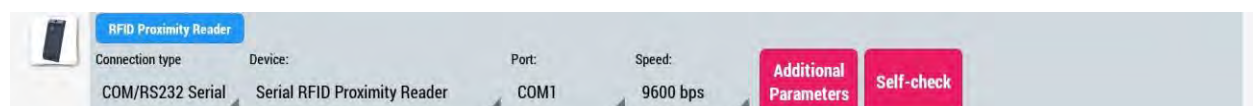
Kitchen printers are used for sending orders for your production areas. You can configure up to 6 kitchen printers. The settings for Kitchen Printers are the same as Receipt Printers. Please refer to the Receipt Printer section for details.



Use the  button to add a **kitchen printer**.



RFID devices are used to identify users and customers in a fast, contact-less way. Use the  button to add a **RFID reader** device.



# Basic Company Data

## Company Data

In this screen, you will enter **the company data** that will appear on the **header of the receipts**.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard

### Company Data

Logo:

Commercial Name (\*) Fiscal Name

Address (\*) City (\*)

Province/State (\*) ZIP Code (\*)

Phone (\*)

Fax

Open Header Message (\*)

STANDARD HEADER MESSAGE

Open Header Message Open Footer Message

Layouts: Layout 1 (selected), Layout 2, Layout 3, Layout 4, Layout 5, Layout 6

PHO:

Invoice N.: 01/012001  
Table: PT0001

Jun 14, 2016 3:59 PM  
Employee: User

Items:

12,000 x 112,305 1,347

EXIT HELP PREVIOUS NEXT

You can add an **image to the header** of the **receipt** using the button. If you want to upload an image from an external device, press the **Android Gallery**.

You can select any picture in a **standard graphic format as .bmp, .jpeg, .png or .gif** and the application will convert it into **black and white**. We recommend you use Monochrome BMP image format in order to maintain the image quality.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Setup Wizard

### Company Data

Logo:

Commercial Name (\*)

Address (\*)

Province/State (\*)

Phone (\*)

Fax

Open Header Message (\*)

Assign image...

- Catalog
- Colors
- Android Gallery
- Camera
- Delete image

Layouts: Layout 1 (selected), Layout 2, Layout 3, Layout 4, Layout 5, Layout 6

PHO:

Invoice N.: 01/012001  
Table: PT0001

04/08/2016 14:44  
Employee: User

Items:


EXIT HELP PREVIOUS NEXT



You can select up to **6 different receipt layouts** for **printing items, character sizes**, etc. All fields with an (\*) must be filled in.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

### Company Data

Logo  


Commercial Name (\*)  
 SEA FOOD RESTAURANT

Address (\*)  
 15, HARBOUR STREET

Province/State (\*)  
 OREGON

Phone (\*)  
 555 347 852

Fax

Open Header Message (\*)  
 STANDARD HEADER MESSAGE

Open Header Message  
 Open Footer Message

Fiscal Name

City (\*)  
 BAY CITY

ZIP Code (\*)  
 97107

SEA FOOD RESTAURANT  
 15, HARBOUR STREET  
 97107 BAY CITY  
 OREGON  
 PHO: 555 347 852

Order: 000000  
 Invoice N.: 01/012001  
 Table: PT0001  
 Jun 14, 2016 4:03 PM Employee: User

12 x Item #1	1,212.845
12 x Item #2	1,212.845
<hr/>	
Subtotal:	2,425.69


Layout 1  
Layout 2  
Layout 3  
Layout 4  
Layout 5  
Layout 6

EXIT

HELP


PREVIOUS

NEXT

As you enter the data, you can see the receipt displayed on the screen. You can also print a test receipt using the  button.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

### Company Data

Logo  


Commercial Name (\*)  
 SEA FOOD RESTAURANT

Address (\*)  
 15, HARBOUR STREET

Province/State (\*)  
 OREGON

Phone (\*)  
 555 347 852

Fax

Open Header Message (\*)  
 STANDARD HEADER MESSAGE

Open Header Message  
 Open Footer Message

Fiscal Name

City (\*)  
 BAY CITY

ZIP Code (\*)  
 97107

SEA FOOD RESTAURANT  
 15, HARBOUR STREET  
 97107 BAY CITY  
 OREGON  
 PHO: 555 347 852

Order: 000000  
 Invoice N.: 01/012001  
 Table: PT0001  
 Jun 14, 2016 4:03 PM Employee: User

12 x Item #1	1,212.845
12 x Item #2	1,212.845
<hr/>	
Subtotal:	2,425.69

Layout 1  
Layout 2  
Layout 3  
Layout 4  
Layout 5  
Layout 6

EXIT

HELP

PREVIOUS

NEXT

If you don't like the header message, you can write your own. Activate the **OPEN HEADER MESSAGE** by pressing the **STANDARD HEADER MESSAGE** red button. Then you can write as many lines as needed.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard

### Company Data

Commercial Name (*)	Fiscal Name	Layout 1	Layout 2	Layout 3
SEA FOOD RESTAURANT		Layout 4	Layout 5	Layout 6
Address (*)	City (*)			
15, HARBOUR STREET	BAY CITY			
Province/State (*)	ZIP Code (*)			
OREGON	97107			
Phone (*)				
555 347 852				
Fax				

Open Header Message (\*)

OPEN HEADER MESSAGE

Open Header Message

SEA FOOD RESTAURANT  
BAY CITY

Open Footer Message

SEA FOOD RESTAURANT  
BAY CITY

Order: 000000  
Invoice N.: 01/012001  
Table: PT0001  
Jun 14, 2016 4:04 PM Employee: User

12 x Item #1	1,212.84\$
12 x Item #2	1,212.84\$
<b>Subtotal:</b>	<b>2,425.68\$</b>
<b>Disc: 10%</b>	<b>-0.00\$</b>
<b>Total</b>	<b>0.00\$</b>
<b>CHANGE:</b>	<b>0.00\$</b>

EXIT HELP PREVIOUS NEXT

You also have the option to enter a **message on the footer** of the receipt. You can use this space for **advertising or for season greetings**. You can write as many lines as you need.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard

### Company Data

Commercial Name (*)	Fiscal Name	Layout 1	Layout 2	Layout 3
SEA FOOD RESTAURANT		Layout 4	Layout 5	Layout 6
Address (*)	City (*)			
15, HARBOUR STREET	BAY CITY			
Province/State (*)	ZIP Code (*)			
OREGON	97107			
Phone (*)				
555 347 852				
Fax				

Open Header Message (\*)

OPEN HEADER MESSAGE

Open Header Message

SEA FOOD RESTAURANT  
BAY CITY

Open Footer Message

THANK YOU FOR YOUR VISIT  
COME BACK SOON!

Customer:


VAT: 00000000  
Customer name  
Customer address  
Customer town  
00000 Customer Province/State

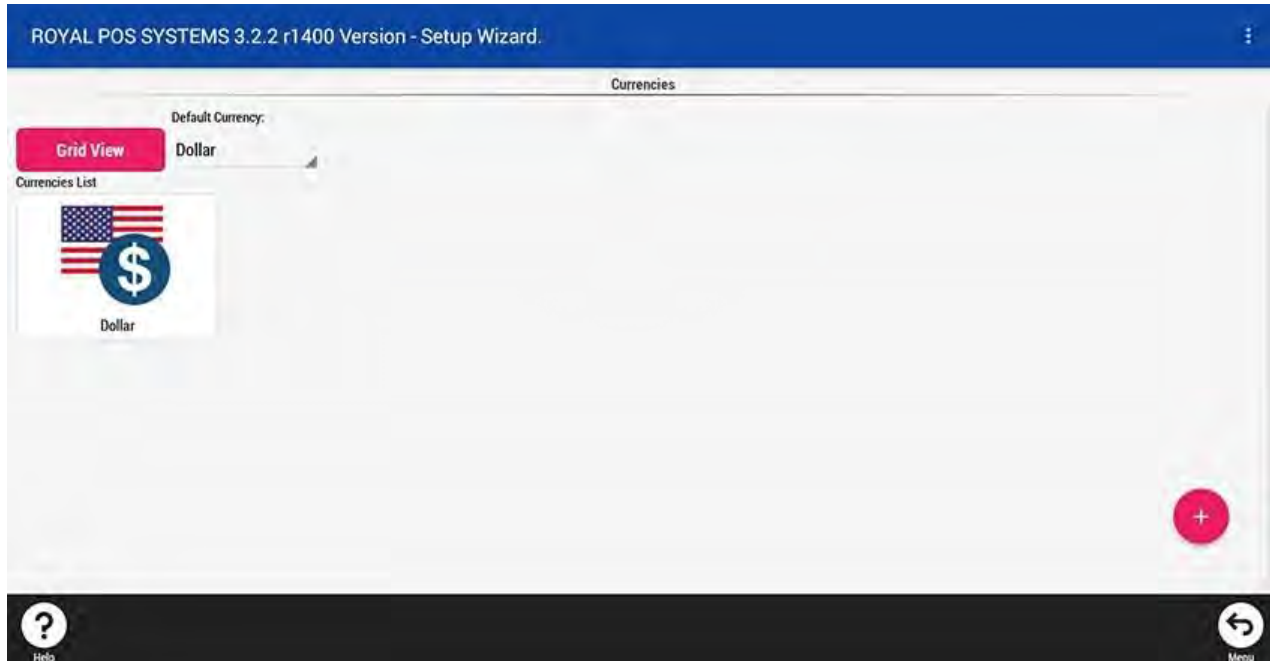
THANK YOU FOR YOUR VISIT  
COME BACK SOON!

EXIT HELP PREVIOUS NEXT

## Currencies

When you select the **Region**, the home currency used in this region has been created automatically.

You can create a **new Currency** with the  button in case you accept more than one currency in your region or you can edit the current Currency.



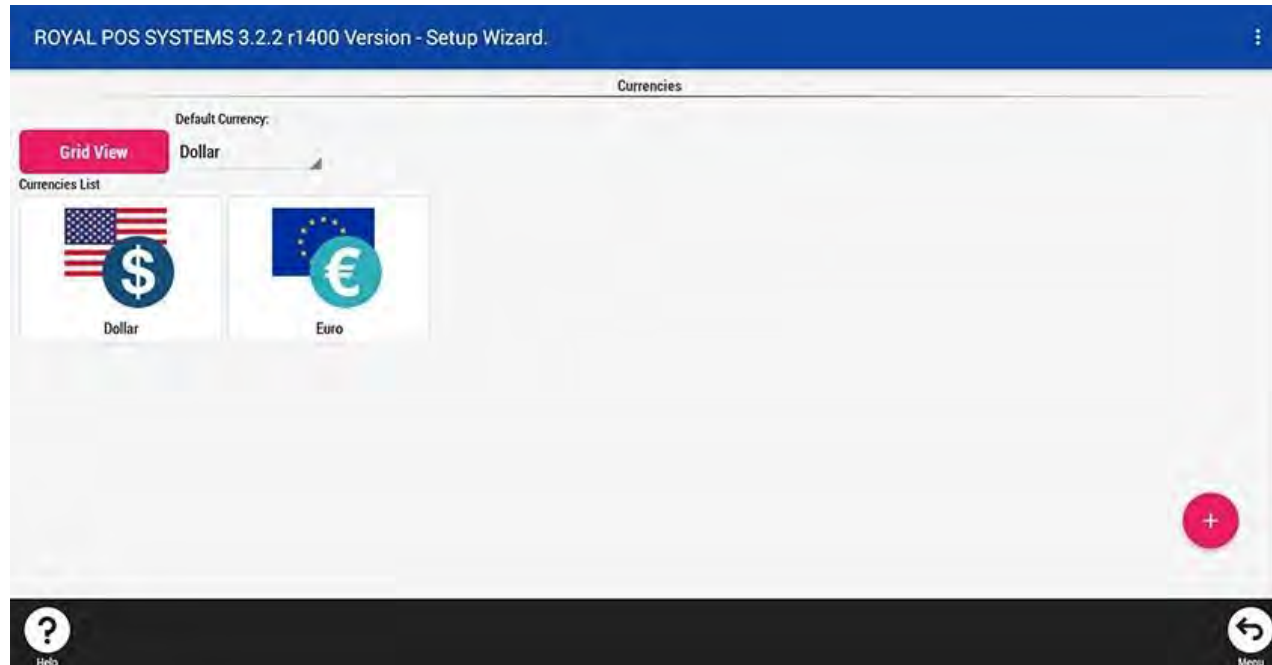
In the following screen, you can enter the data for the new currency:

- **Name:** the name of the currency
- **Rate:** the rate value of the currency respect one unit of the default currency
- **Symbol:** the symbol that identifies your currency will be printed next to the amounts
- **Image:** select an image that identifies your currency

- **Symbol position:** symbols will be printed before (**left**) or after (**right**) of the amounts
- **Decimal numbers:** number of decimals of your currency



Below is a list of **all currencies created**. All sales will be done using the **Default Currency** defined here. In the tender screen, you will have the option to change the **subtotal of the sale to the proper currency** and pay in cash with this currency. The **change amount** will always be issued in the **Default Currency**.



## Taxes

When you selected the **Region**, the **default Taxes** used in this region have been created automatically.

You can create a **new Tax** with the  button or edit the current Tax.



ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard. CHANGE

Taxes

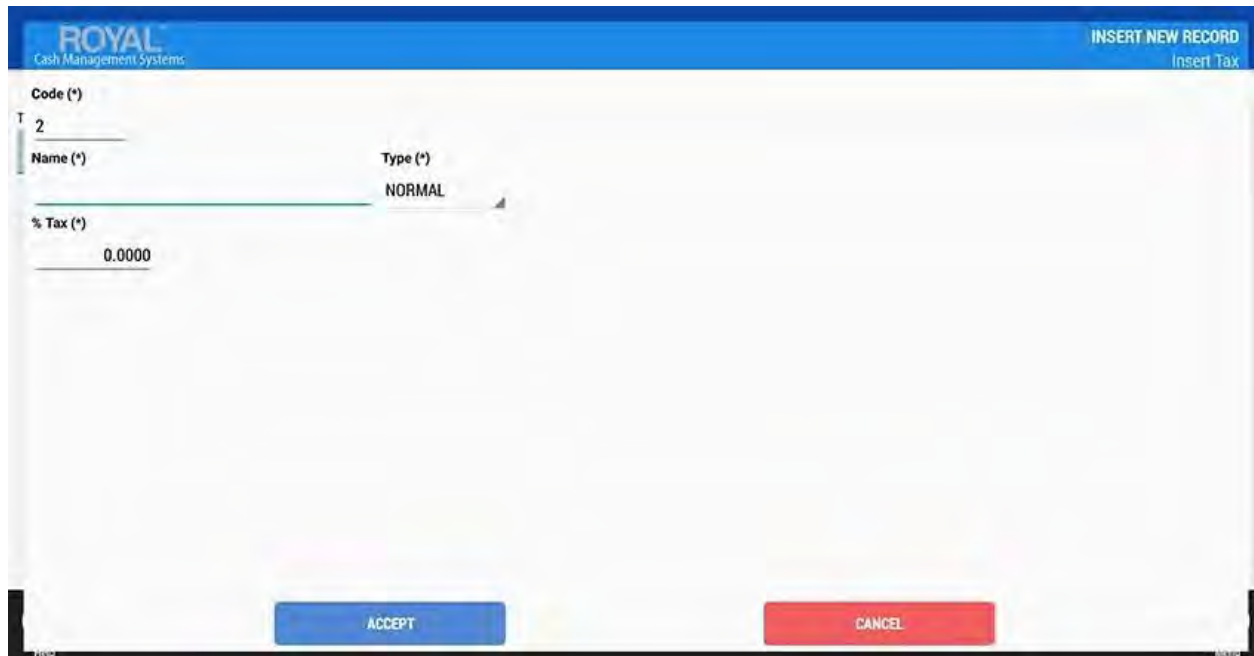
Tax Rates List

Code	Name	% Tax	% Surcharge	Amount
------	------	-------	-------------	--------

Exit Help Previous Next

In this screen, you can enter the data for the new tax:

- **Name:** the name of the tax



ROYAL Cash Management Systems INSERT NEW RECORD Insert Tax

Code (\*) 2

Name (\*)

Type (\*) NORMAL

% Tax (\*) 0.0000

ACCEPT CANCEL



- **Type:** there are different types of taxes
  - **Normal:** This is the standard type. Taxes will be calculated as a **percentage of the item sale**.
  - **Amount per Quantity:** This is a special tax that will be applied depending on the **Unit of Measure** defined on the item and the **quantity sold**. This can be used for liquor taxes.
  - **Fix Amount:** This tax will charge a **fixed amount** when selling the item. This can be used for tourists' taxes.
  - **Group:** When one item needs to be applied to more than one tax, you can create each tax separately and join them in a **group of taxes**. This can be used for items that must charge state taxes, county taxes and city taxes.

ROYAL Cash Management Systems

INSERT NEW RECORD

Code (\*)

2

Name (\*)

Type (\*)

NORMAL

% Tax (\*)

0.0000

NORMAL

Amount per Quantity

Fix Amount

Group

ACCEPT

CANCEL

In each group of taxes, you can select up to 10 different taxes to be charged to a single item.

ROYAL Cash Management Systems

INSERT NEW RECORD

Code (\*)

2

Name (\*)

Type (\*)

Group

Type 1

Type 2

Type 3

Type 4

Type 5

Type 6

Type 7

Type 8

Type 9

Type 10

Calculation (\*)


Same Taxable


ACCEPT

CANCEL

Below are a few tax samples. They are created with 3 taxes (state, county and city taxes) and grouped into one Single tax.

You have a utility to exchange the tax fixed into items, customers or suppliers to another one. This is useful when there is a tax change.





Select the original tax and press the  button.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard. 

Taxes

Tax Rates List

Code	Name	% Tax	% Surcharge	Amount
3	City Sales Tax	0,8000%	0,0000%	0,0000
2	County Sales Tax	1,4000%	0,0000%	0,0000
4	Sales Tax (Group)	0,0000%	0,0000%	0,0000
1	State Sales Tax	6,5000%	0,0000%	0,0000

Exit Help Previous Next



Now select the **new tax to be applied**. This will change **all fields containing the original tax** to the new tax.

ROYAL Cash Management Systems CHANGE TAX

This screen will allow you to move all the Items that have a certain Tax Type to a different Tax type.


From Tax To Tax

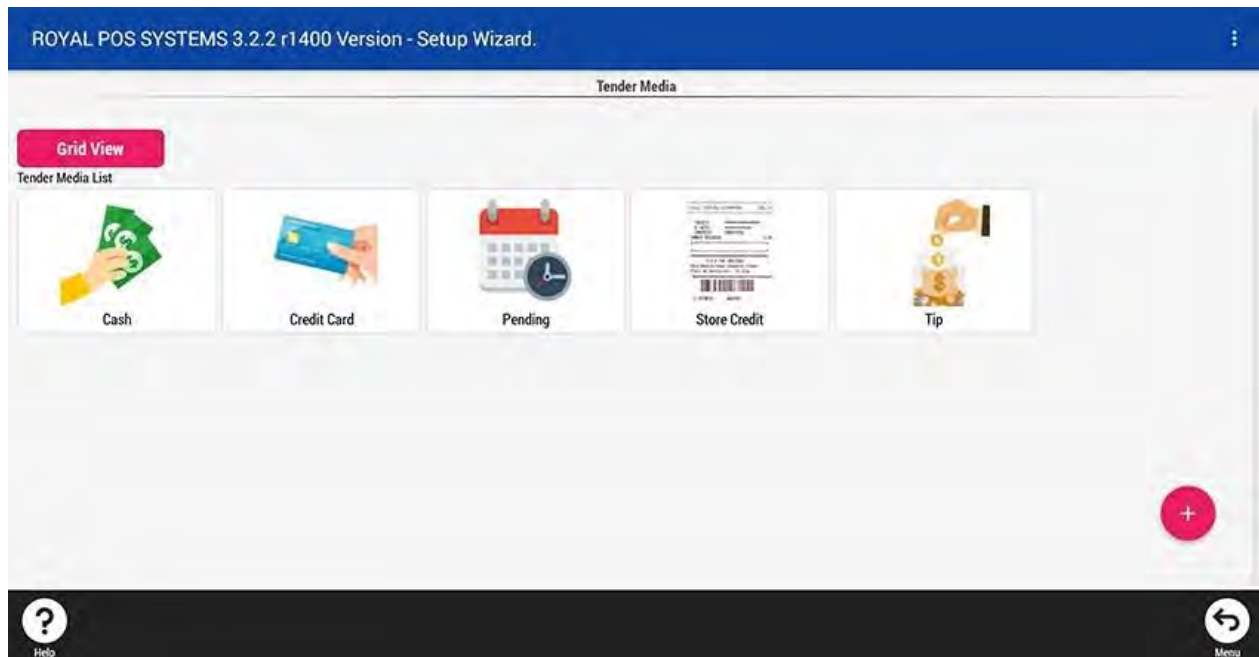
State Tax State Tax

## Tender Media

After selecting the **Region**, the **default Tender Media** used in this region has been automatically created.

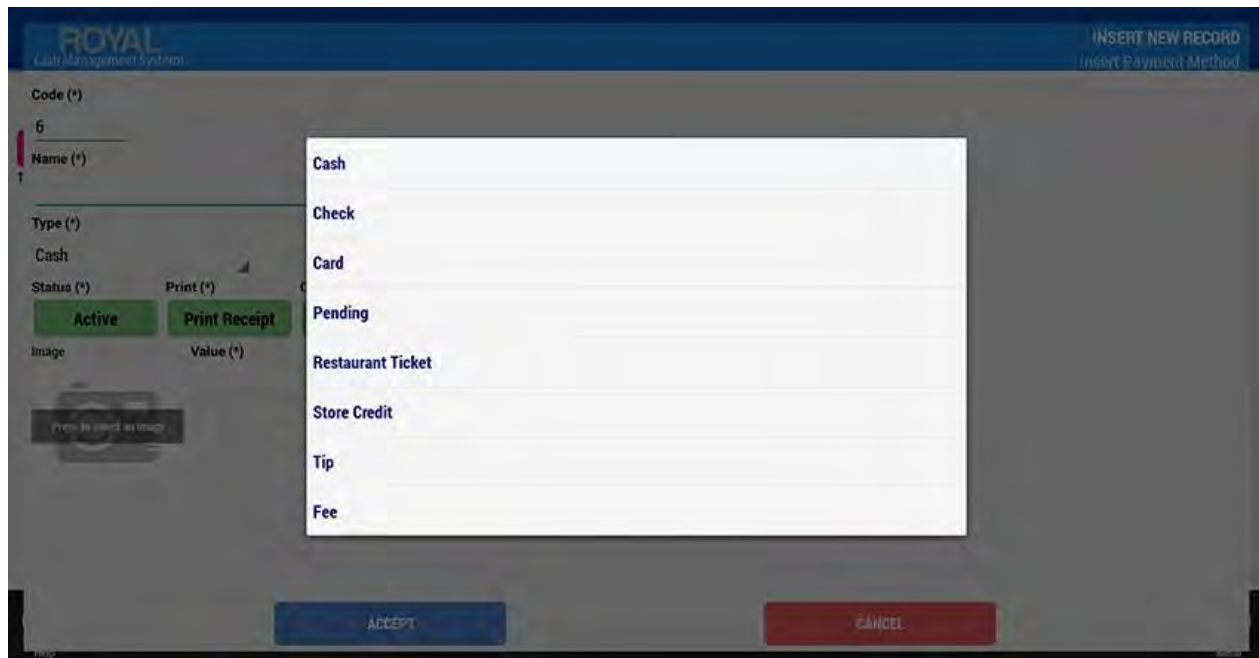
On this screen is a list of default tender media. You can add a new tender media with the  button or edit/delete one of the existing tender media.



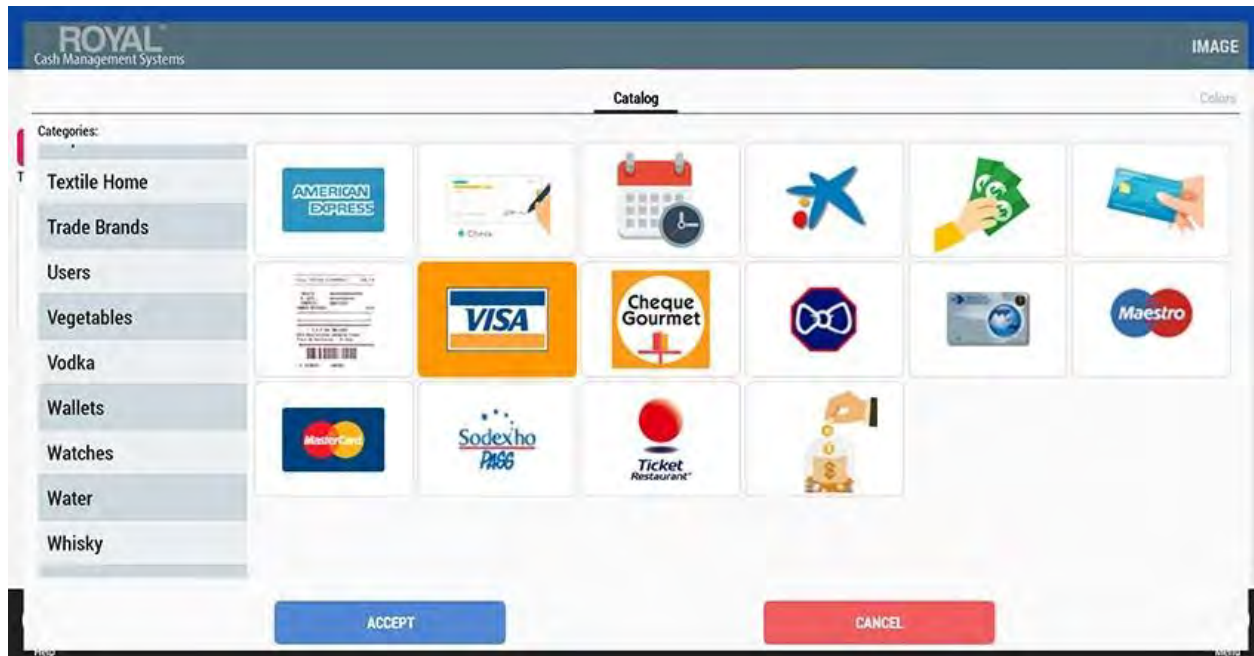
On this screen, you can **enter the data** for the new tender media:

- **Name:** the name of the tender media





- **Type:** there are different types of tender media
  - **Cash:** Used to tender operations by cash. The issued change on transactions will be deducted from this tender media.
  - **Check:** Used to tender operations by check.
  - **Card:** Used to tender operations by credit card. If it is defined by a payment gateway or EFT device, this media will activate it automatically.
  - **Pending:** Used to finish operations for a customer that doesn't pay at that time. The amount of this customer's debts will be tracked to be paid later.
  - **Restaurant Ticket:** In some countries it is acceptable to pay with food coupons. Use this type for this kind of payment.
  - **Store Credit:** You can issue a receipt coupon instead of giving back money after a refund. You can pay for future sales with this coupon.
  - **Tip:** Used to track amounts entered as tips.
- **Status:** Select this to be able to use this tender media.
- **Print:** Select this to print the receipt when the sale is completed.
- **Cash drawer:** Select this to open the cash drawer when the sale is completed.
- **Image:** Select the image that represents your tender media.




- **Value:** This option is only valid for the Restaurant Ticket type. They use a preset amount values to make a fast tender. For open values set here 1.00

## Users

After the **Initial Setup**, you will have few **users already created**. On this screen you can edit the current user data or add new users.



Push the  button to add a new user or edit a current one.

Enter the data for the new user:

**ROYAL**  
Cash Management Systems

**INSERT NEW RECORD**  
Create a new User

Code (\*) 5 Status (\*) Active Access Type (\*) NORMAL Image  
 U

Name (\*)  
 Address  
 City ZIP Code  
 Province/State Phone  
 Password On-screen keyboard (\*)  
 Left  
 User Card

ACCEPT CANCEL

**ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.**

Users

Grid View  
 Users List

John Mary Supervisor

User Permissions

Final Day Report  
 Utilities  
 Change Name on receipt  
 View Cash Balance  
 Fast Tender  
 Comps  
 Modify Tender Method  
 Delete Receipt  
 Application Setup  
 Create Cash Movement

Help Menu

After creating the users, you must set the **user permissions**.

**Select the user** to see the current active permissions of this user (in **green**). To disable a permission, press the button to change it to **red**.

Below is a short description of each permission:

- **Final Day Report:** Enables access to the Daily Cash Report
- **Utilities:** Enables access to the utilities tab inside the Setup
- **Change Name on receipt:** Allows you to change the description of an item sold during the sale

- **View Cash Balance:** When closing the Daily Cash report, the amount of the cash declaration is not shown on screen
- **Fast Tender:** Enables the direct cash tender button on the sales screen
- **Comps:** Allows the user to sell complimentary items free of charge
- **Modify Tender Method:** In the Receipts Search screen, it allows the user to change the tender media of an issued receipt
- **Delete Receipt:** Enables the cancel receipt button on the sales screen
- **Application Setup:** Enables access to the Setup
- **Create Cash Movements:** Allows the user to create new cash movements (Paid Out, Received on Account)
- **Modify Cash Movements:** Allows the user to edit any previous cash movement entered
- **Reporting:** Enables access to the statistics and reports
- **Modify Receipt lines:** Allows the user to change quantities on items already sold on the receipt
- **Amend Receipt:** In the Receipts Search screen, it allows the user to amend or payback any issued receipt (**See Previous Daily Reports**): On the Daily Cash screen, it shows all previous daily reports or just the current one. **Unlock Receipts:** Allows the user to release a locked receipt.
- **Z Report:** Allows the user access to Z reports
- **Access to external applications:** Allows the user access to the ANDROID external applications
- **Access to Android settings:** Allows the user access to the ANDROID settings
- **Reopen the Business Hours Report:** Allows the user to continue sales after a Z report is closed manually before the fixed time
- **Discounts:** Allows the use of discounts inside of the sale
- **Change prices:** Allows the price change of an item during the sale. **Delete Sales lines:** Allows the deletion of an item sold during the sale. **Modify Customers:** Allows you to edit customer data.
- **Modify Users:** Allows to add/edit users in Setup
- **Open Cash Drawer:** Enables the use of the Open Drawer button
- **Documents:** Enables the stock management. Only for the PRO version.



## Change ADMIN Password

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard

### Change Password user ADMIN

This screen will allow you to modify the ADMIN user's password.

You must enter the current password and then the new Password twice.

Press the Change button once you have entered the information to apply the password change.

Actual Password:

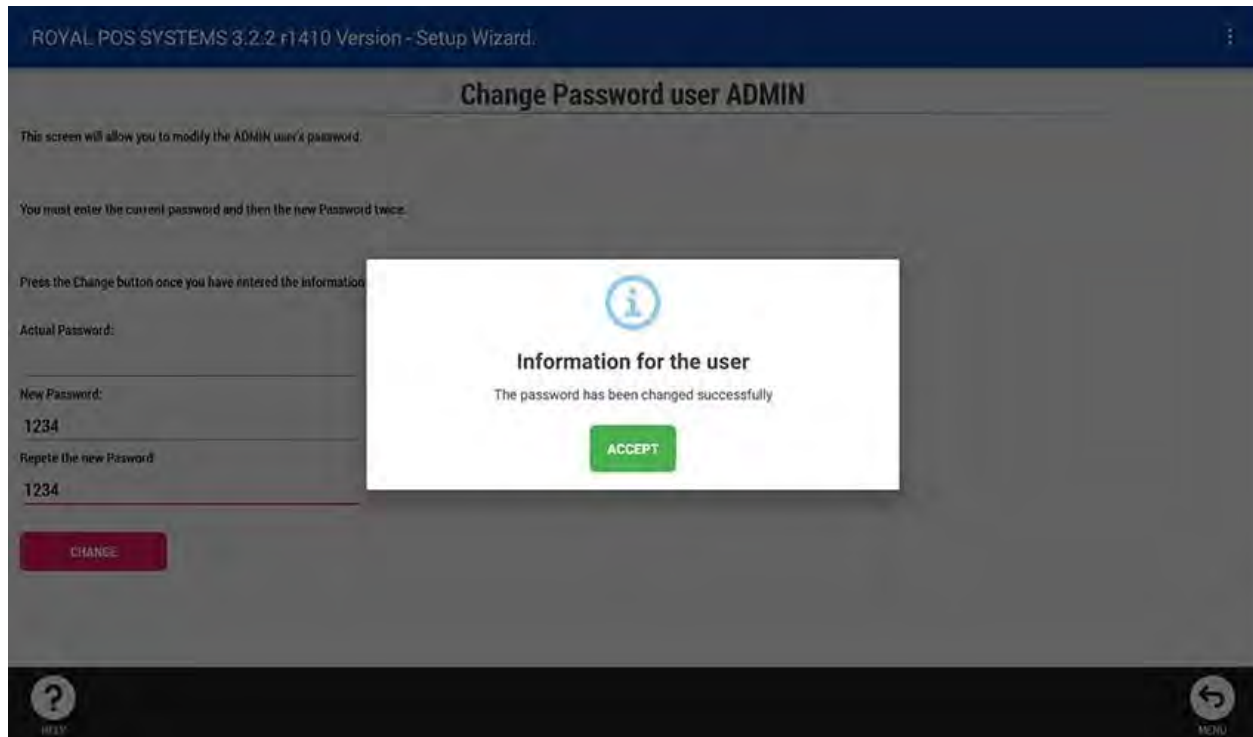
New Password:

Repete the new Pasword:

CHANGE

HELP MENU

By default, the **Admin password is 5555**. To change this password, you must be logged in as the Admin user.

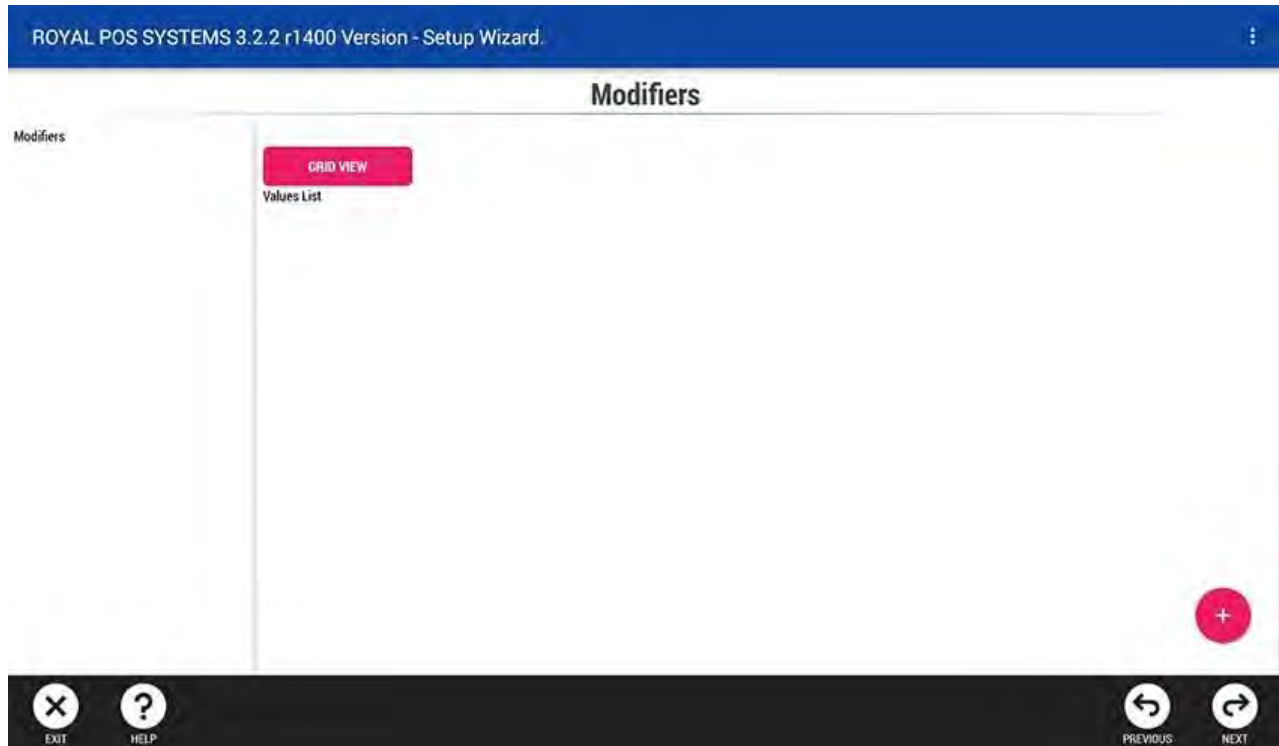


Remember to **keep this new password in a safe place** since it can't be recovered if lost.

**Note:** *If you create a user with **all the permissions activated** it will work exactly the same way as the ADMIN user.*

# Advanced Setup

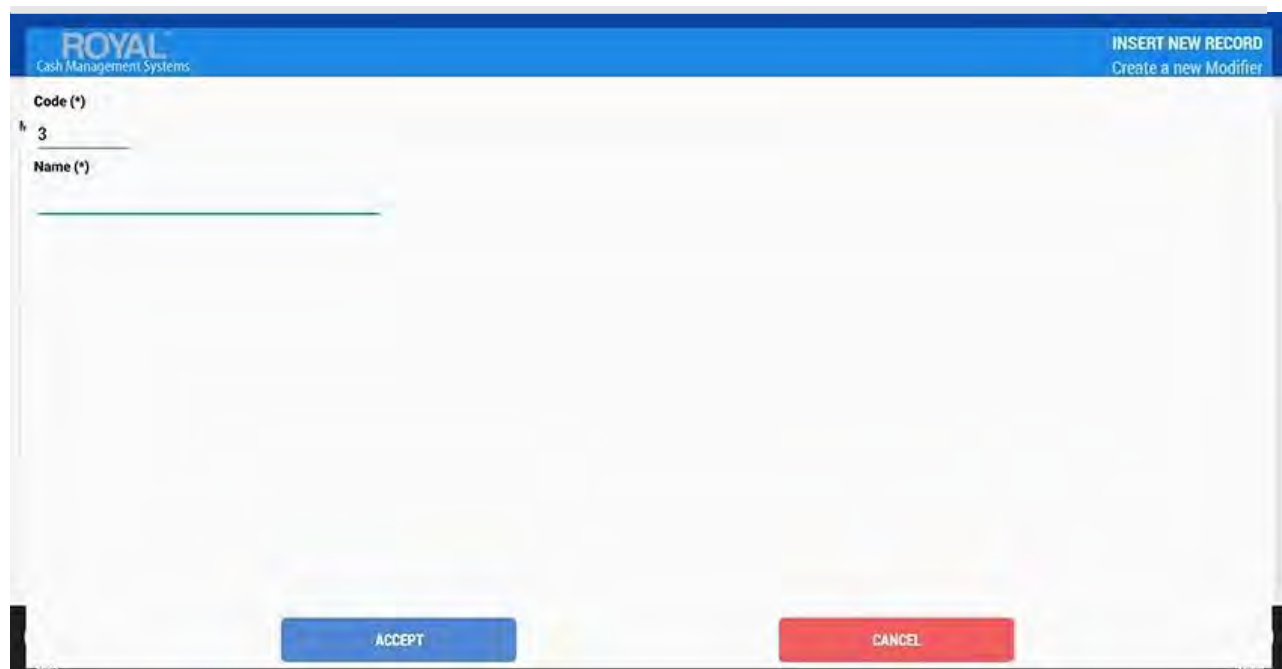
## Modifiers



When you send items to a production group or kitchen printer, sometimes you need to **add text or comments** to notify how an item must be prepared.

You can enter the different modifiers with a few values. During the sale you can **only select one value from each modifier**.

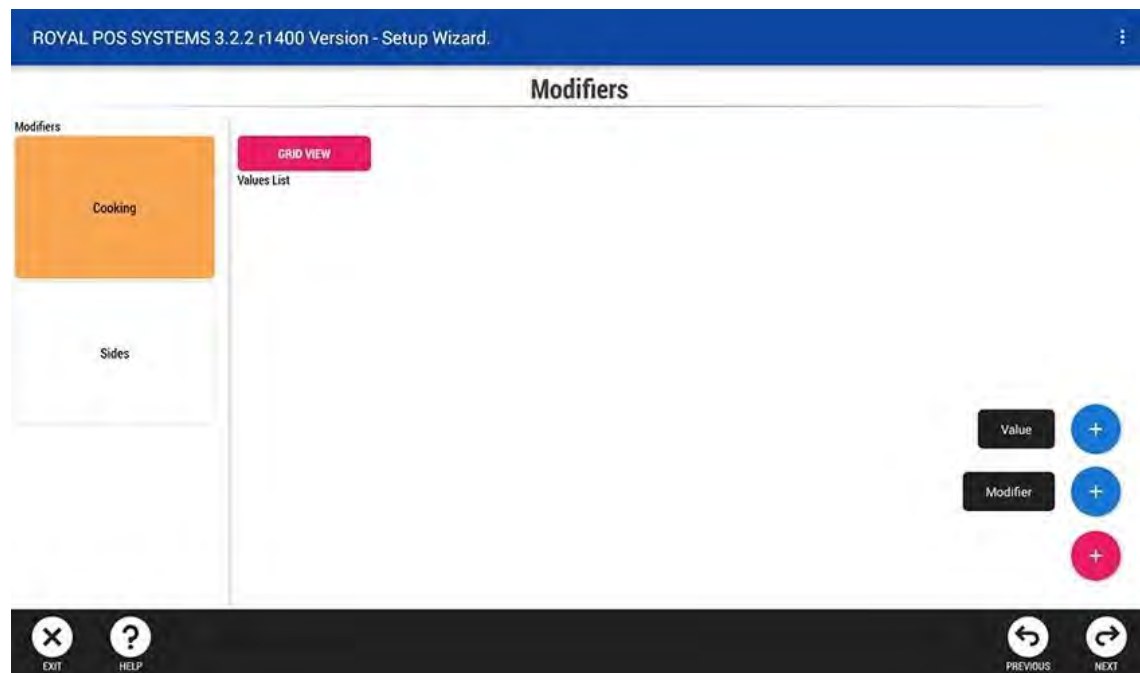
In this screen we will add the **Modifiers with their Values**. Press the  button and then the  button to **add a Modifier**.





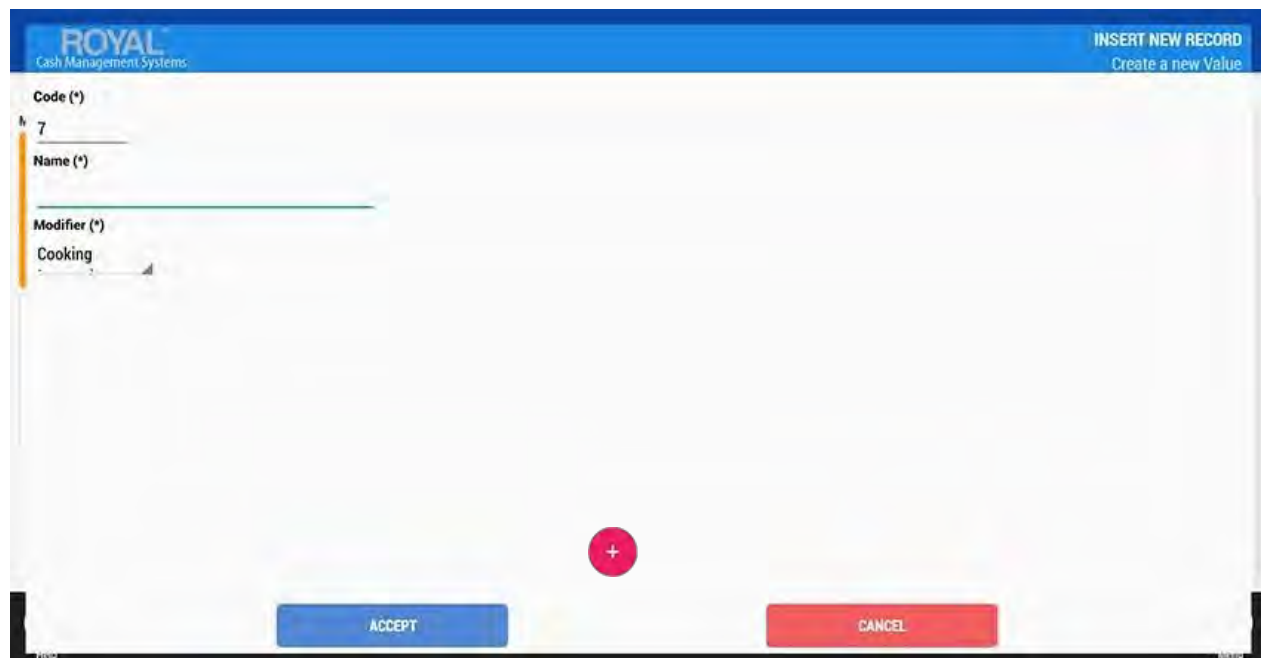


On this screen, you can **enter the data** for a new **Modifier**.

- **Name:** The name of the **Modifier**.



A **Modifier** is created. If you select it and press the  button, you then have the option to create a **new group** or **add values to the selected group**. Press the corresponding  button to **add a value**.



On this screen, you can **enter the values** for the selected modifier:

- **Name:** The name of the Value of the Modifier.

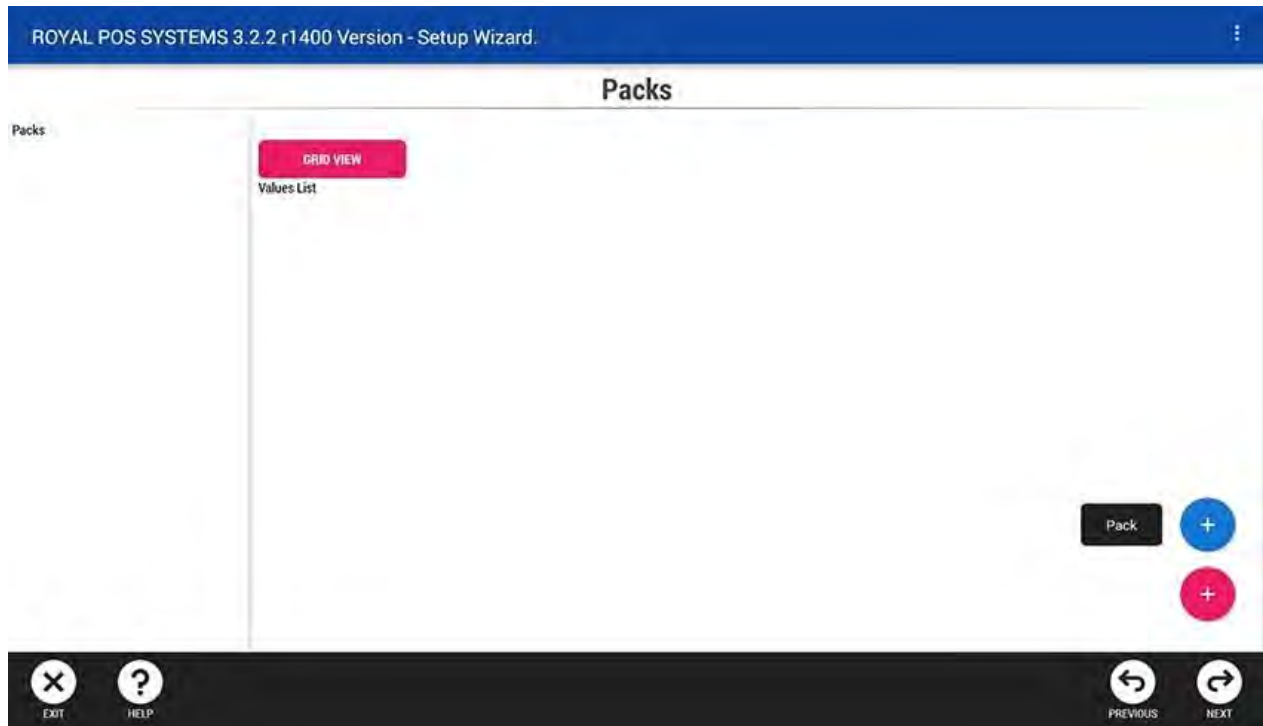
On the screen, you can see a sample of a few values entered into the **Cooking Modifier** where you can select how the meat is cooked: **Medium**, **Rare** or **Well Done**.





## Packs

Packs are used when you sell **items with components** that can be **selected among other choices** but they have a **unique price** for any combination. Mainly used for food menus (choose a starter, a main course and a drink).



You can create different pack structures with a few selectable values. During the sale you **can only select one choice from each value**.



In this screen we will add the **Packs with their Values**. Push the  button and then the  button to **add a Pack**.

On this screen, you can **enter the data** for a new **Pack**.

- **Name:** The name of the Pack.

A few **Packs** have been created. If you select one and press the  button, you then have the option to create a **new pack** or **add values to the selected pack**. Press the corresponding  button to **add a value**.

ROYAL Cash Management Systems

INSERT NEW RECORD  
Create a new Value

Code (\*)

P 9

Name (\*)

Pack (\*)

Alcohol + Drink

Order (\*)

ACCEPT CANCEL

Enter the values for the pack:

- **Name:** The name of the **value** of the pack.
- **Order:** The different values will appear in **this order** when selling a pack (a starter should appear before a main course).

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Packs

2 Dishes Menu

Liquor + Soda

Sandwich Pack

GRID VIEW

Values List

Dessert	Drink	Main Course	Starter

EXIT HELP PREVIOUS NEXT

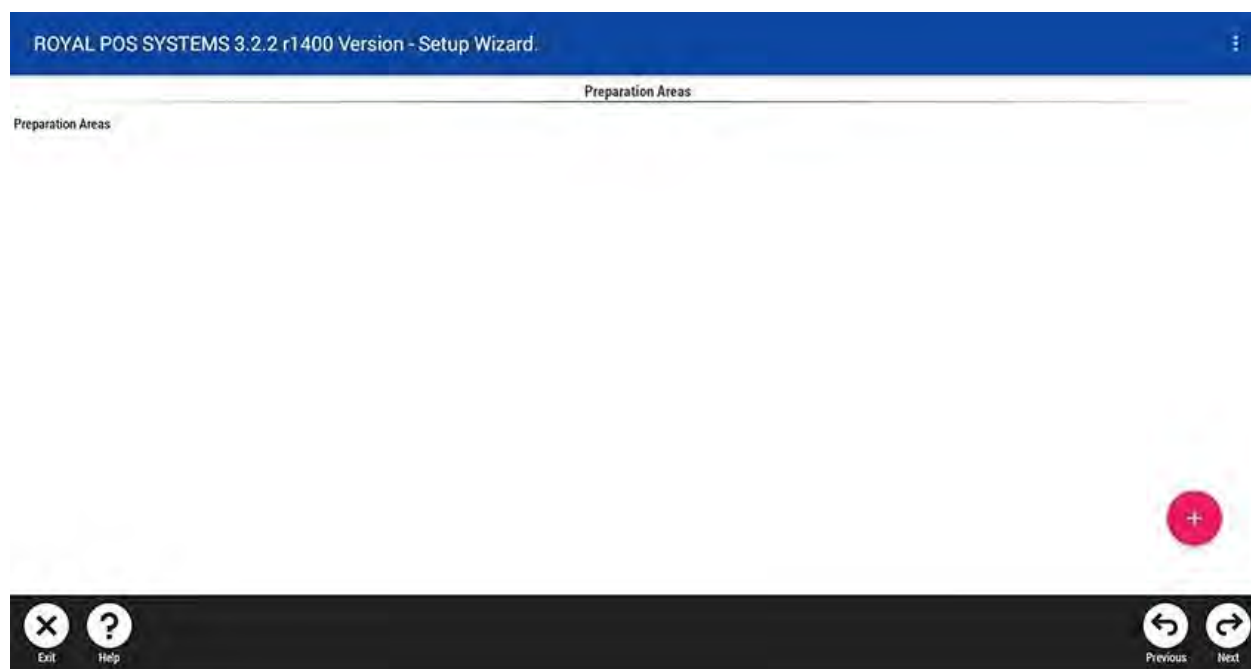
Displayed is a sample of a few values entered into the Pack “**2 Dishes Menu**” where you can select one **Starter**, a **Main Course**, a **Drink** and a **Dessert**.

NOTE: You can choose what items to include in Setup/Item & Price Levels/Items.

## Preparation Areas

**Preparation Areas** are used when we have to **send orders** to prepare the items on a **remote preparation printer**, as in the kitchen.

You can define different **Preparation Areas** to send the items to be prepared at the proper destination.



In this screen we will **add the Preparation Areas**. Press the  button.

**Enter the data** for the new preparation area:

- **Name:** The name of the **Preparation Area**.
- **Kitchen Printer:** You can select **which production printer** the items will be sent. It is possible to **select more than one**. It will print a preparation receipt with this item on each printer.

**ROYAL**  
Cash Management Systems

INSERT NEW RECORD  
Insert Preparation Area

Code (\*)  
P 3

Name (\*)  
Salad Printer

Kitchen printing type: (\*) Enter the text size: (\*)  
One receipt per order Normal size

Kitchen Printer 1 (\*) Kitchen Printer 2 (\*)  
Kitchen Printer 3 (\*) Kitchen Printer 4 (\*)  
Kitchen Printer 5 (\*) Kitchen Printer 6 (\*)

ACCEPT CANCEL

In this example, all the items prepared in the **Salad Printer** will be printed on a preparation order on **Kitchen Printer 1** and in the **Kitchen Printer 3**.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Preparation Areas

Preparation Areas

Bar Printer Kitchen Printer Salad Printer

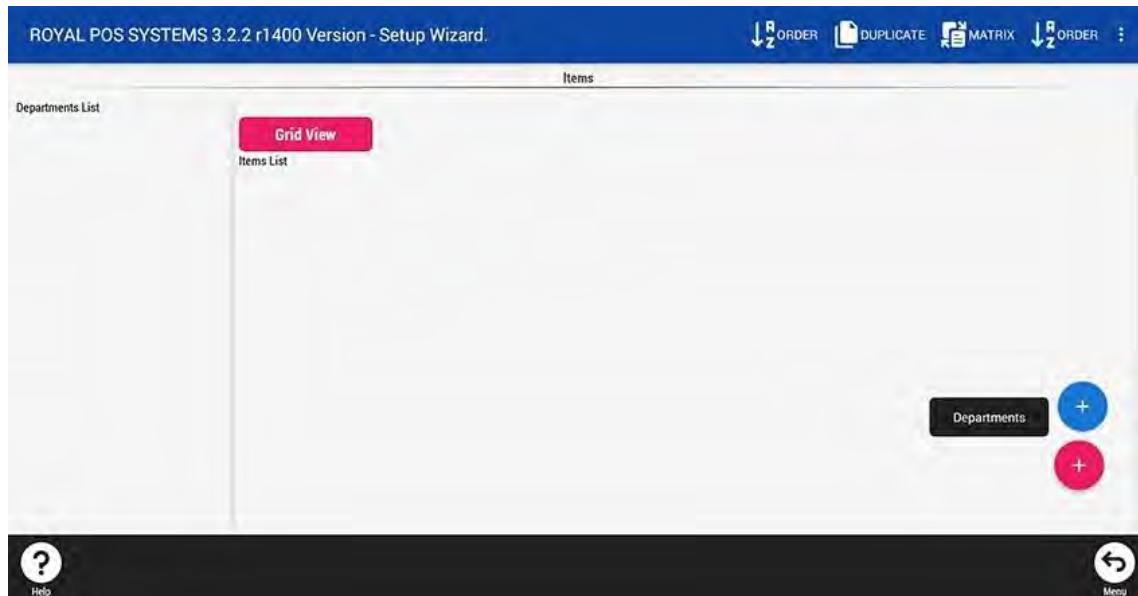
EXIT ? ↶ ↷



You can create as many **Preparation Areas** as needed. Drinks may be prepared in the **Bar Printer**, salads and cold starters in the **Salads Printer**, and all general food, sandwiches, etc. may be printed in the **Kitchen Printer**.

# Items & Price Levels


## Items

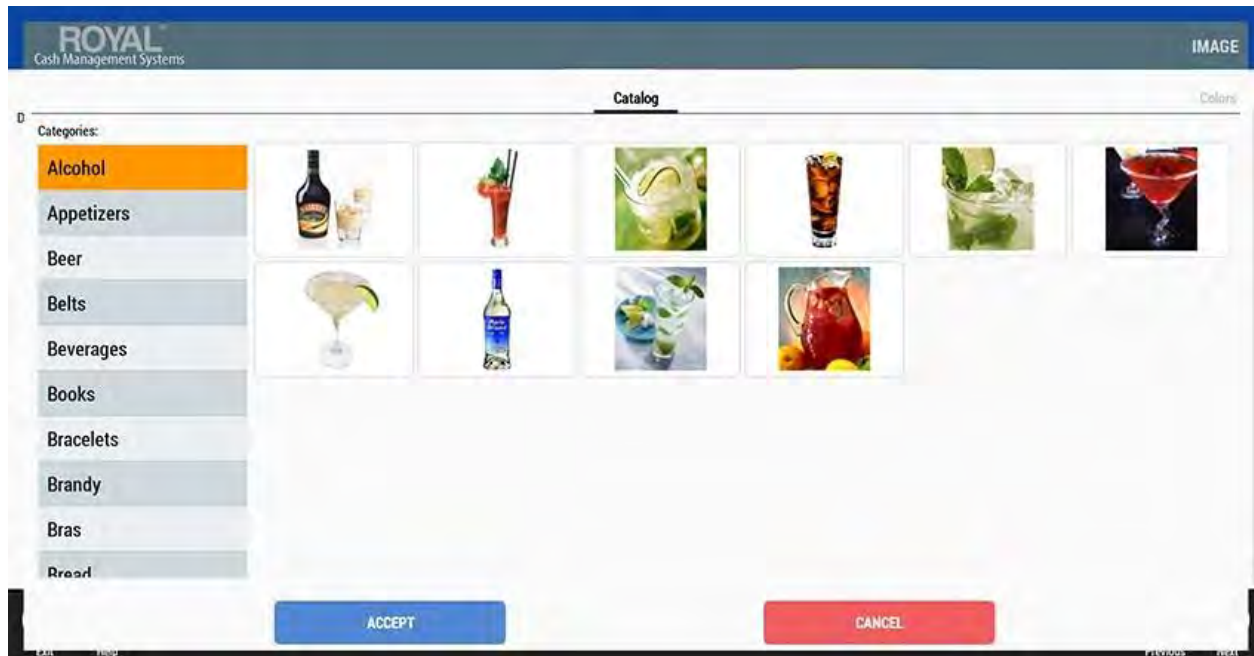
Items are the products you sell. Items are organized into departments. You can manage both **items** and container **departments**.



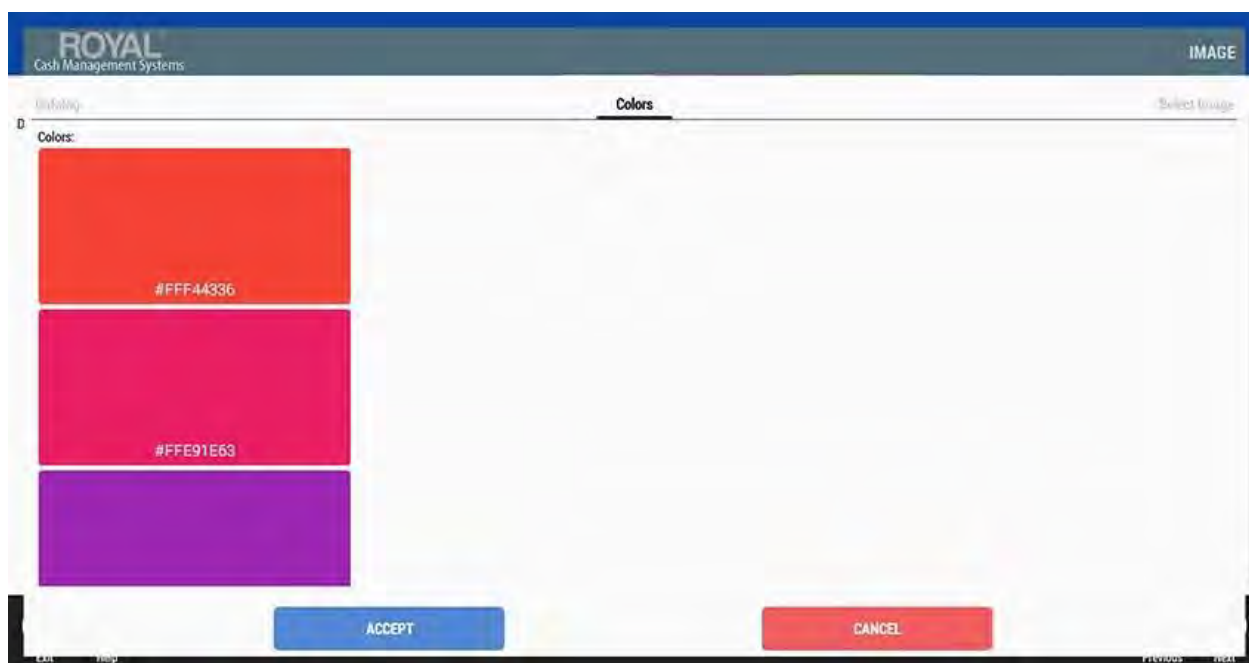
First, add the **Departments**. Press the  button and then the  button to **add a Department**.

Enter the data for the new department:

- **Visible:** Select this if you want this department to be **available** on the sales screen.
- **Name:** The name of the Department.
- **Image:** Press  to see the options:

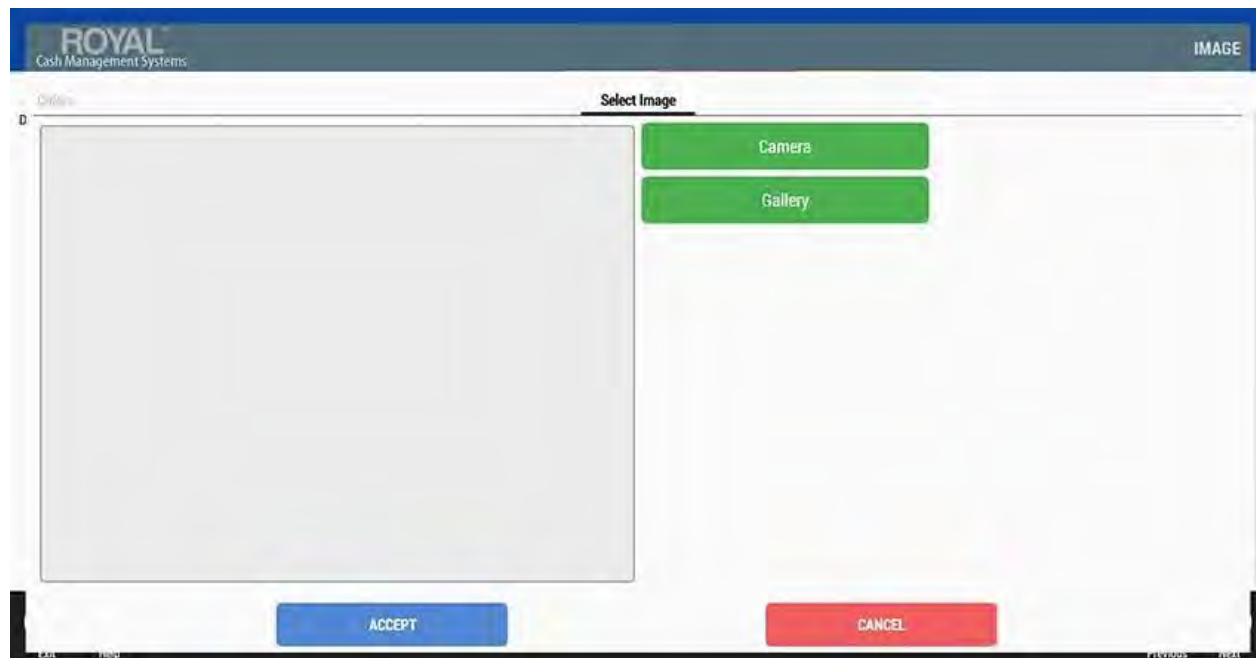


You can choose a picture from the preloaded **catalog of images**. They are sorted by categories.

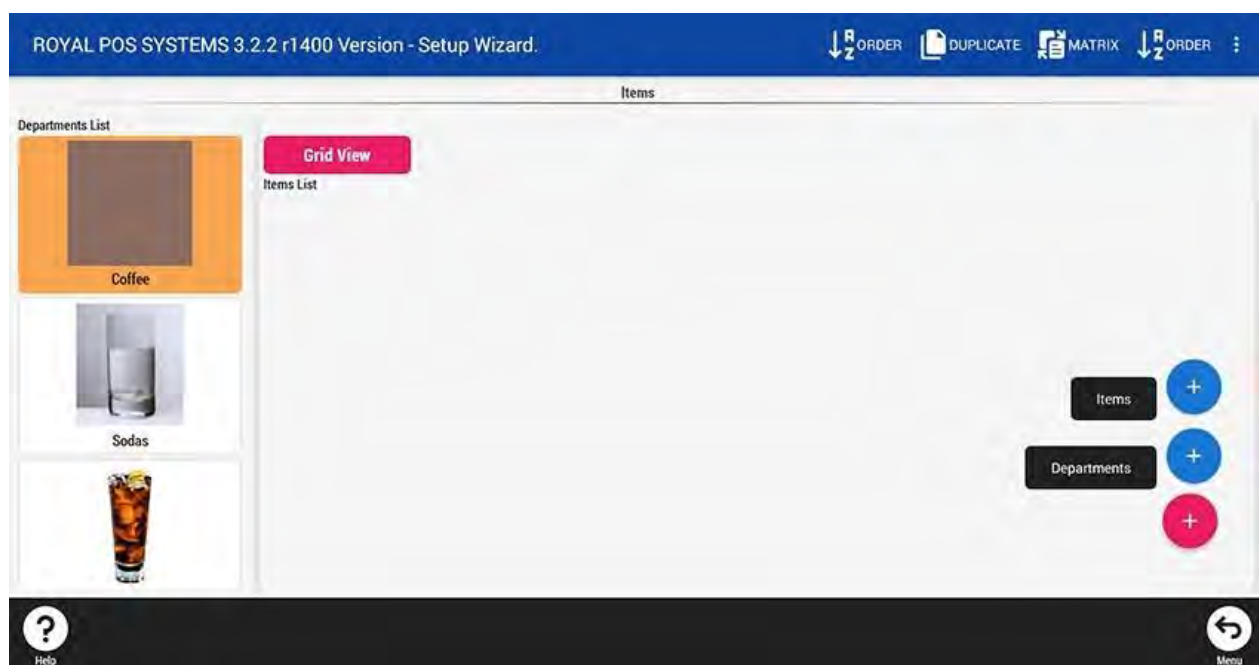




You can also **pick a color** for the buttons. The text will be shown in the center of the buttons.





You can use **your own pictures**. Use the Android Gallery to search for pictures on your device. If you have an installed camera, you can also take a picture to capture an image.



A few **Departments** have been created. If you select one and press the  button, you then have the option to create a **new department** or **add items to the selected department**. Press the corresponding  button to **add** an item.

## Basic Data

On this screen, you can **enter the values** for the item:

- **Code:** The code is generated consecutively. You can sell an item by entering the code number.
- **Status:** If an item is **Inactive** you cannot sell it.
- **Visible:** The item can or cannot appear on the sales screen but you can still sell it by entering the code or bar code. **Favorite:** This item can be included in the **Favorites department** to have a faster access to the sale. **Scale:** If you have a scale connected, you can get the weight automatically when selling this item.
- **Image:** You can add a picture or color to this item. Click on the picture to see the options. If the container department has a color defined, the item will take this color by default.
- **Name:** The name of the item.
- **Kitchen Name:** You can use a different description to be printed on the kitchen printer orders.
- **Barcode:** You can use a bar code reader to sell this item. If you have a barcode scanner connected you can get the bar code when scanning this item (first you have to push in this field).
- **Department:** This is the department that will contain this item.
- **Taxes:** You can set the taxes you apply for sales and for purchases for this item.
- **Item Type:** There are different types of items:
  - **Normal items:** the items you use to sell.
  - **Supplement items:** items used only to add features to a normal item.
  - **Pack items:** items that allow multiple choices to sell as a bundle.
- **Open Price:** You can activate the change of price of this item during the sale in different ways:
  - **Always:** You are asked to enter the price manually every time you sell this item.
  - **Never:** This item can only be sold with its prefixed price.
  - **User:** This item will be sold with its prefixed price but the user has the option to change it during the sale.

- **Age Verification:** You will be prompted to verify the age of the customer before selling this item.

## Price Levels

ROYAL Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data | **Price Levels** | Stocks | Groups | Supplements | Modifiers & KP

Items List / Prices

Code	Name	Type	Amount	Tax
1	Take Away	Sales	\$0.00	
2	Take In	Sales	\$0.00	
3	VIP PRICE	Sales	\$0.00	
100	PURCHASE	PURCHASE	\$0.00	

ACCEPT CANCEL

In the **Price Levels** tab, you can see all available price levels for this item. If you want to **change** any of these prices, press on a line and select **the pencil icon**.

ROYAL Cash Management Systems

EDIT CURRENT RECORD  
Items List / Prices

Code  
1

Name  
Take Away

Type  
1

Amount  
0.00

Tax

ACCEPT CANCEL

You can enter the **new price** for this price level. Also, if you have defined taxes per price level, you can override the current tax with the new tax.

## Groups

ROYAL Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data Price Levels Stocks **Groups** Supplements Modifiers & KP

Items / Groups List

Code	Name	Value
1	Restaurant	

Modify

ACCEPT CANCEL

In the **Groups** tab, you can add this item to one existing group in order to have a special sales report sorted by this group. Select the line of the group you want to use and press the **Modify** button.

ROYAL Cash Management Systems

MODIFY GROUP

Value

Drinks

Food

ACCEPT CANCEL

Select the option that best fits your item or if you don't want to use this group, select the blank space.

## Supplements

ROYAL<sup>®</sup>  
Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data Price Levels Stocks Groups **Supplements** Modifiers & KP

Supplements Required (\*)

Supplements non Required

Items / Supplements List

Modify

Code	Name
------	------

ACCEPT CANCEL

In the **Supplements** tab, you can choose which supplements will be available for this item. This option is not available for items set as **Pack items**. Press the **Modify** button to add supplements.

ROYAL<sup>®</sup>  
Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data Price Levels Stocks Groups **Supplements** Modifiers & KP

Supplements Required (\*)

Supplements non Required

Items / Supplements List

Modify

Code	Name
126	Extra Bacon
124	Extra Cheese
125	Extra Onion

ACCEPT CANCEL

ROYAL Cash Management Systems

MODIFY SUPPLEMENTS

Supplements List

Extra Bacon      Extra Cheese      Extra Onion

ACCEPT      CANCEL

All the items listed on the screen are set as **Supplement items**. You can choose as many supplements as you need. You can also **set the supplements screen** to appear when you sell this item by enabling the **Supplements Required** button.

## Modifiers & KP

ROYAL Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data      Price Levels      Stocks      Groups      Supplements      **Modifiers & KP**

Modifiers Required (\*)      Preparation Area

Modifiers non Required

Items / Modifiers List

Modify      Code      Name

ACCEPT      CANCEL

In the **Modifiers & KP** tab, you can select the **Preparation Area** where this item will be printed as a preparation order. You can also choose which modifiers will be available for this item. This option is not available for items set as **Pack items**. Press on the **Preparation Area** field.



ROYAL Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data Price Levels Stocks Groups Supplements **Modifiers & KP**

Modifiers Required (\*) Preparation Area

Modifiers not Required

Items / Modifiers List

Code	Name
	Bar Printer
	Kitchen Printer

ACCEPT CANCEL

Select the **Preparation area** you want to use for this item or if you don't want to use this group, select the blank space. Press the **Modify button** to add modifiers.

ROYAL Cash Management Systems

MODIFY MODIFIERS

Modifiers List

Cooking Instructions	Sides
----------------------	-------

ACCEPT CANCEL

On this screen are all **Modifier Groups**. You can choose all the groups that pertain to this item. During a sale you can only select one modifier from each group.

ROYAL Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data Price Levels Stocks Groups Supplements **Modifiers & KP**

Modifiers Required (\*) Preparation Area: Pnt 2; Kitchen Printer

Modifiers non Required

Items / Modifiers List

Code	Name
1	Cooking Instructions
2	Sides

ACCEPT CANCEL

You can also **set the Modifiers screen** to appear when you sell this item by enabling the **Modifiers Required button**.

## Packs

ROYAL Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data Price Levels Groups **Packs**

Pack Type

Insert Delete

Items / Packs List

Code	Name	Group
------	------	-------

ACCEPT CANCEL

In the **Packs** tab, you can create the components of a pack by selecting the items inside the pack. This option is only available for items set as **Pack items**. Press the **Pack Type**.

ROYAL Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data Price Levels Groups **Packs**

Pack Type

Insert Delete

Items / Packs List

Code	Name
	Alcohol + Drink
	Ice Cream 1 Scoop
	Ice Cream 2 Scoops
	Sandwich Menu

ACCEPT CANCEL

Select the **pack type group** you want to use for this item or, if you don't want to use this group, select the blank space. Press the **Insert button** to add the components of the pack.

ROYAL Cash Management Systems

INSERT ITEM TO THE PACK

Group

Sandwich

Filter

Filter

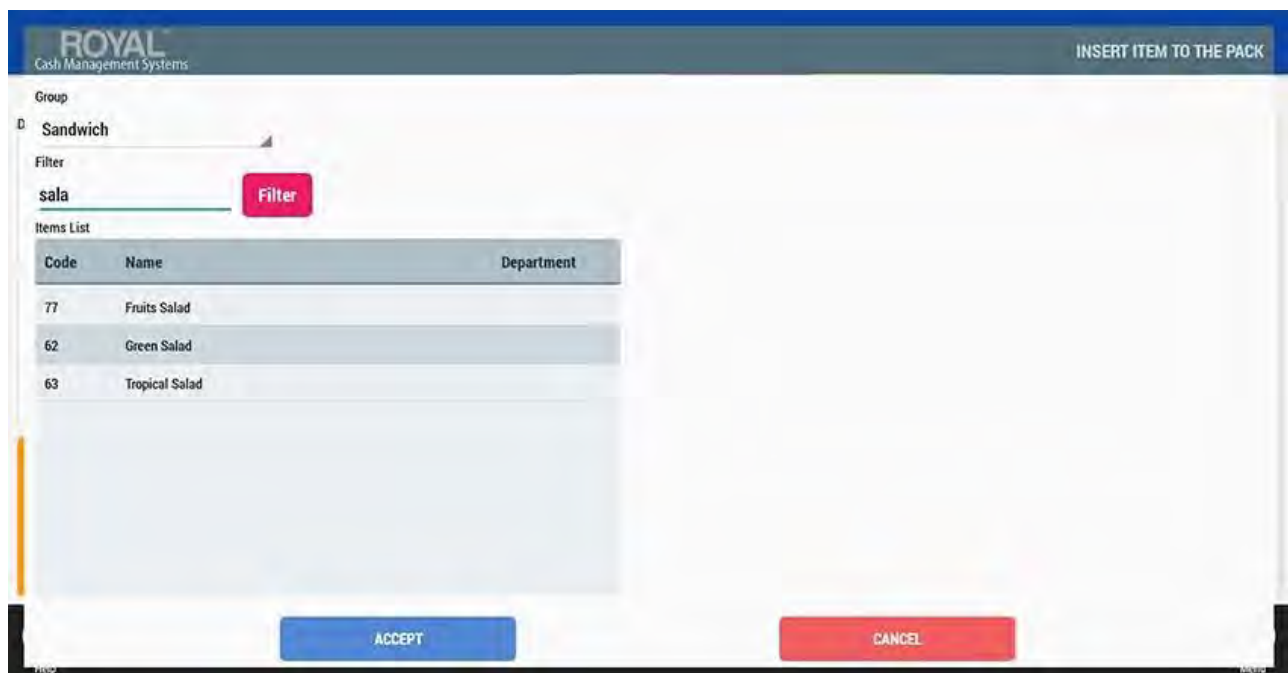
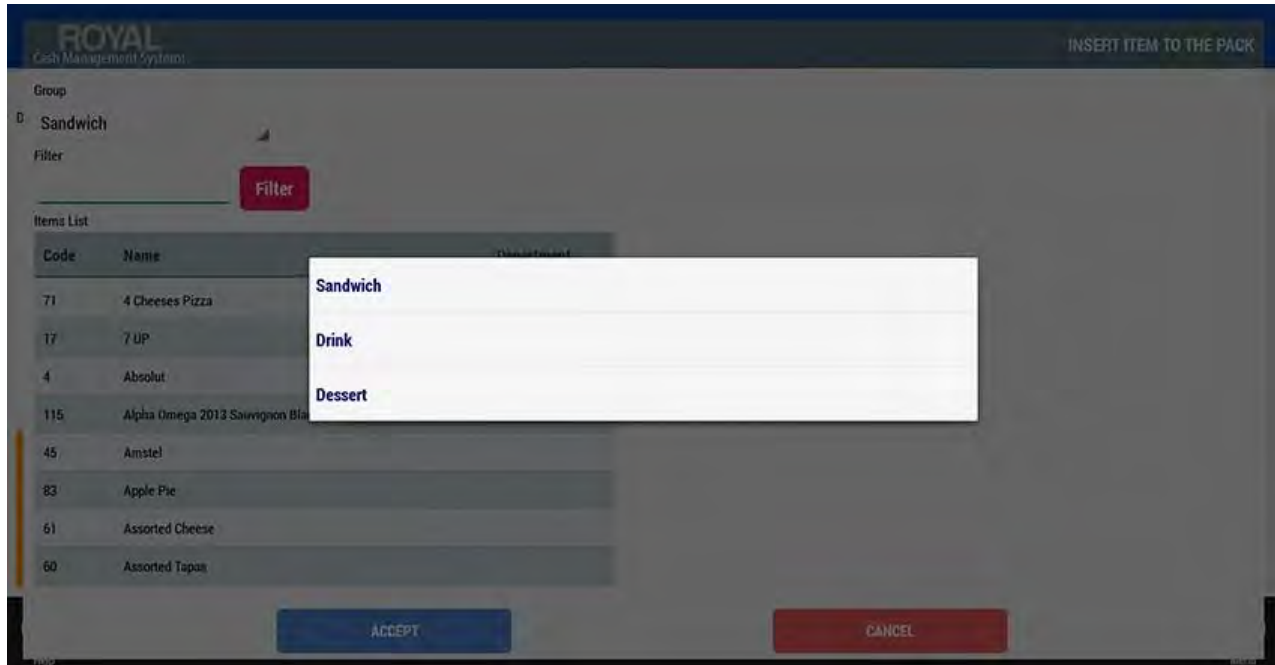
Items List

Code	Name	Department
71	4 Cheeses Pizza	
17	7 UP	
4	Absolut	
115	Alpha Omega 2013 Sauvignon Blanc	
45	Amstel	
83	Apple Pie	
61	Assorted Cheese	
60	Assorted Tapas	

ACCEPT CANCEL

On this screen is a list of all programmed items set as **Normal items**. Press the **Group field** to select where you want to add every item.

After selecting the group, press on a line and insert the item.



You can also use the **Filter** to easily find your items. Enter a couple of characters and press the **Filter button**.

ROYAL Cash Management Systems

INSERT NEW RECORD  
Create a new Item

Basic Data Price Levels Groups **Packs**

Pack Type  
Sandwich Menu

Insert Delete

Items / Packs List

Code	Name	Group
17	7 UP	Drink
73	Burger Sandwich	Sandwich
83	Apple Pie	Dessert

ACCEPT CANCEL

On this screen, all details from your pack composition are listed. If there is an error, just click on a line and press the **Delete** button.

Now you have created your own items that you will use for sales.

You can **change the order** of **Departments** or **Items** of the current department by using the top buttons



. Left button is for departments and right button for items.

ROYAL Cash Management Systems

Order

Soft Drinks

Beer

Coffee & Tea

Liquors

Starters


Main Course

Desserts

ACCEPT CANCEL

You can move items **up and down** by **dragging the right button** of the item you want to move.



You can use the  button to create a copy of the selected item. This can make faster the creation of items with same properties.

The screenshot shows the 'DUPLICATE ITEM' screen in the ROYAL Cash Management Systems. The screen has a blue header with the 'ROYAL' logo and 'Cash Management Systems' text. The title 'DUPLICATE ITEM' is in the top right corner. Below the header, there are input fields for 'New Code' (containing '127') and 'New Name'. There are four green buttons labeled 'Duplicate' for selecting what to duplicate: 'Duplicate stock information?', 'Duplicate supplements information?', 'Duplicate modifiers information?', and 'Duplicate item bundles information?'. Below these is an 'Open' button for 'Edit the new item?'. At the bottom, there are 'ACCEPT' and 'CANCEL' buttons. The screen also has 'Help' and 'About' links in the bottom left and right corners respectively.

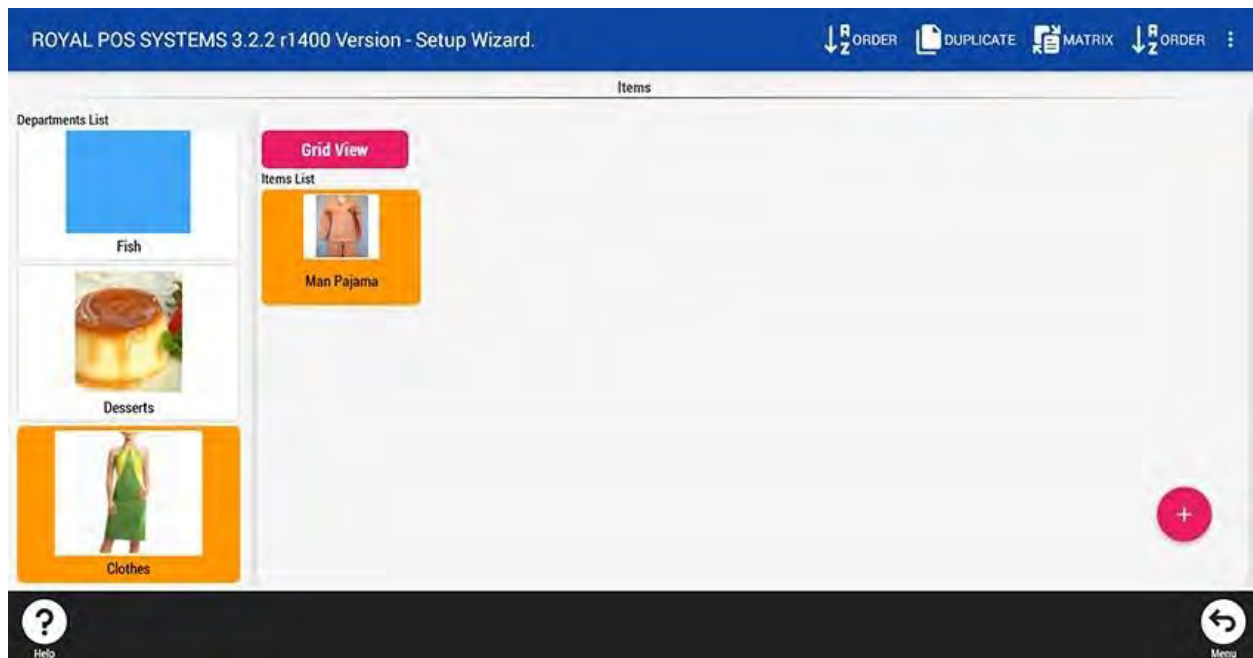
You can choose what information will be duplicated from the original item. Enter a **name for the new item** and select the desired options.




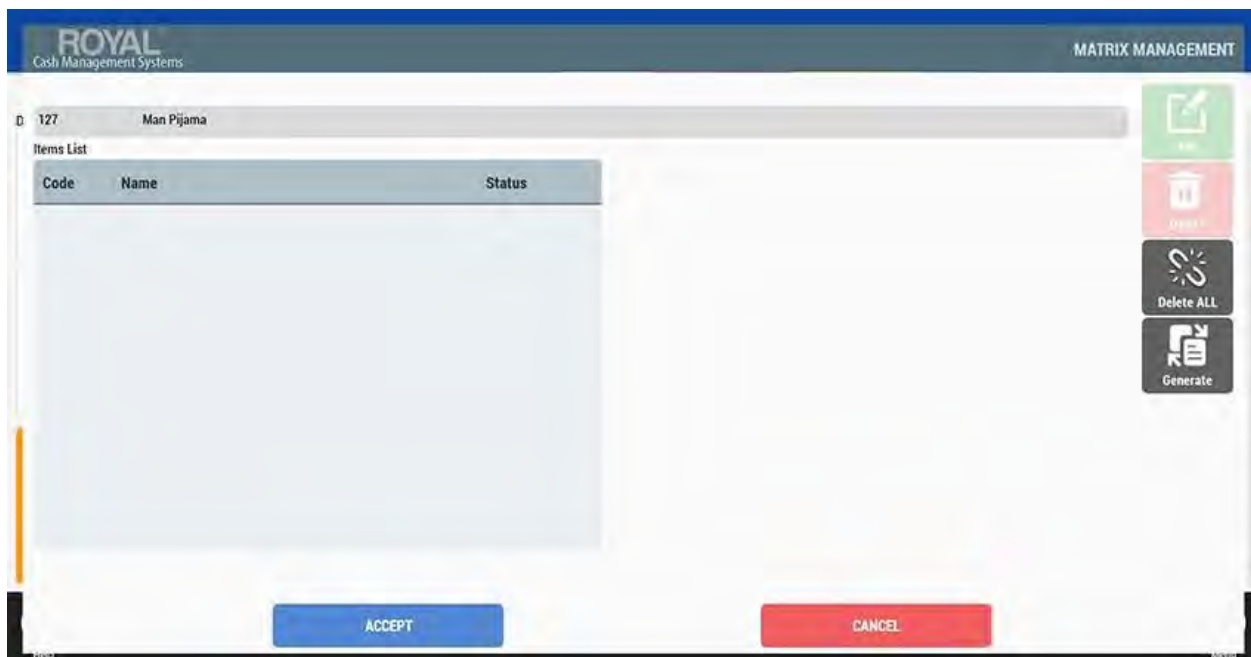
If you have created a **Matrix** for the items like **color**, **size**, or any other variation, you can use the



button to add new items with all combinations.



Select one item and push the  button.



To create **new combinations**, push the **Generate** button.

You can see all the matrix available. You should **select all the variations available for this item** for each matrix type.

**ROYAL**  
Cash Management Systems

MATRIX MANAGEMENT

0 127 Man Pijama

Items List

Code	Name	Status
127l2	Man Pijama (L,BLUE; )	Active
127l3	Man Pijama (L,RED; )	Active
127m2	Man Pijama (M,BLUE; )	Active
127m3	Man Pijama (M,RED; )	Active
127xl2	Man Pijama (XL,BLUE; )	Active
127xl3	Man Pijama (XL,RED; )	Active

ACCEPT CANCEL

Generate

You can see that all possible combinations have been created. The **code number** of every item is created using the **original item number** and followed by the **suffix of each variation**. Also, the **descriptor name** has added the variations description.

You can edit a single matrix item by selecting a line and pushing the **Edit button**.

**ROYAL**  
Cash Management Systems

EDIT CURRENT RECORD  
Modify existing item

Basic Data Price Levels Stocks Groups

Code (\*)  
127m2

Status (\*) Active Visible Disabled

Visible (\*) Visible

Favorite Disabled

Name (\*) Man Pijama (M,BLUE; )

Image  
Press to select an image

Barcode m2

Department (\*) Clothes

Sales Taxes (\*) State Tax

Purchase Taxes (\*) State Tax

Item Type (\*) Supplement

Open Price (\*) User

Age Verification Age Verification

ACCEPT CANCEL DELETE

You can edit the code number and description if necessary. The bar code is also created using the original item bar code number and followed by the **suffix of each variation**.

## Price Levels

After the **Initial Setup** you already created some price levels. In this screen, you can **edit or create** new price levels.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Price Level Management

Price List

Items List

Code	Name	Department	Amount	Tax

Bar Price

Drinks Cost Price

Food Cost Price

Help

Menu

You can create a **new Price Level** with the  button.

ROYAL Cash Management Systems

INSERT NEW RECORD  
Create new Price Level

Code (\*)

P 101

Status (\*)

Active

Taxes are included? (\*)

Tax Included System

Name (\*)

Type (\*)

Sales

Tax

ACCEPT

CANCEL

Help

Menu

Here you can **enter the data** for the new price level:

- **Taxes Included:** You can select if all the prices of this level will have **taxes included** on the fixed prices or **taxes will be charged after** totaling the sale.

- **Name:** The name of the **Price Level**.
- **Type:** Select if this price level will be used for **Purchases** or for **Sales**.
- **Tax:** Taxes are programmed on each individual item. If you want to **force a tax change** when using this price level, then select one tax here.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Price Level Management

Price List

Bar Price

Drinks Cost Price

Food Cost Price

Items List

Code	Name	Department	Amount	Tax
1	Still Water sm	Water	1,50€	
10	Margarita	Cocktails	5,00€	
100	Vegetables Salad	Salads	4,00€	
101	Tuna Salad	Salads	4,00€	
102	Chicken Salad	Salads	5,00€	
103	Tropical Salad	Salads	4,50€	
104	Asparagus Salad	Salads	4,50€	
105	Seafood Paella	Rice	10,00€	
106	Black Rice	Rice	8,00€	
107	3 Delights Rice	Rice	5,00€	
108	Risotto 4 Cheeses	Rice	8,00€	

Help

Menu

If you select a price level, you can see all items created with the current price for this level. If you **push on an item line** and then push the **Pencil icon**, then you can edit the price.

ROYAL Cash Management Systems

EDIT CURRENT RECORD

Items List

Code

P 1

Name

Jack Daniels

Department

Liquors


Amount

6.00

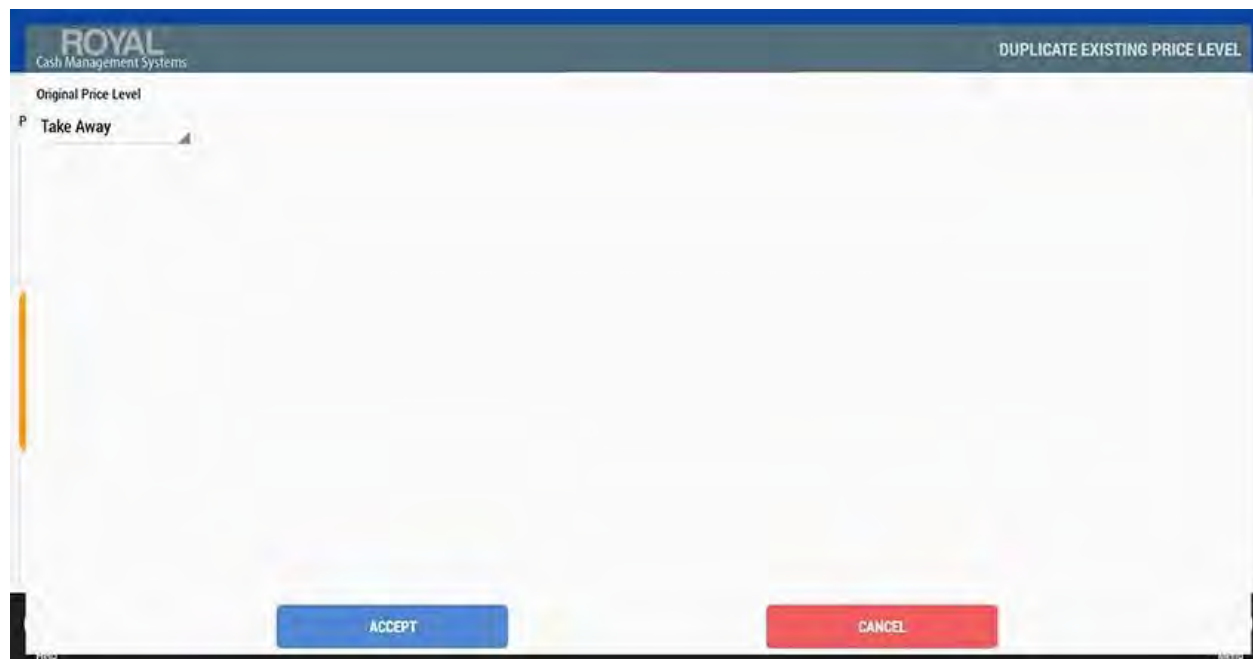
Tax

ACCEPT

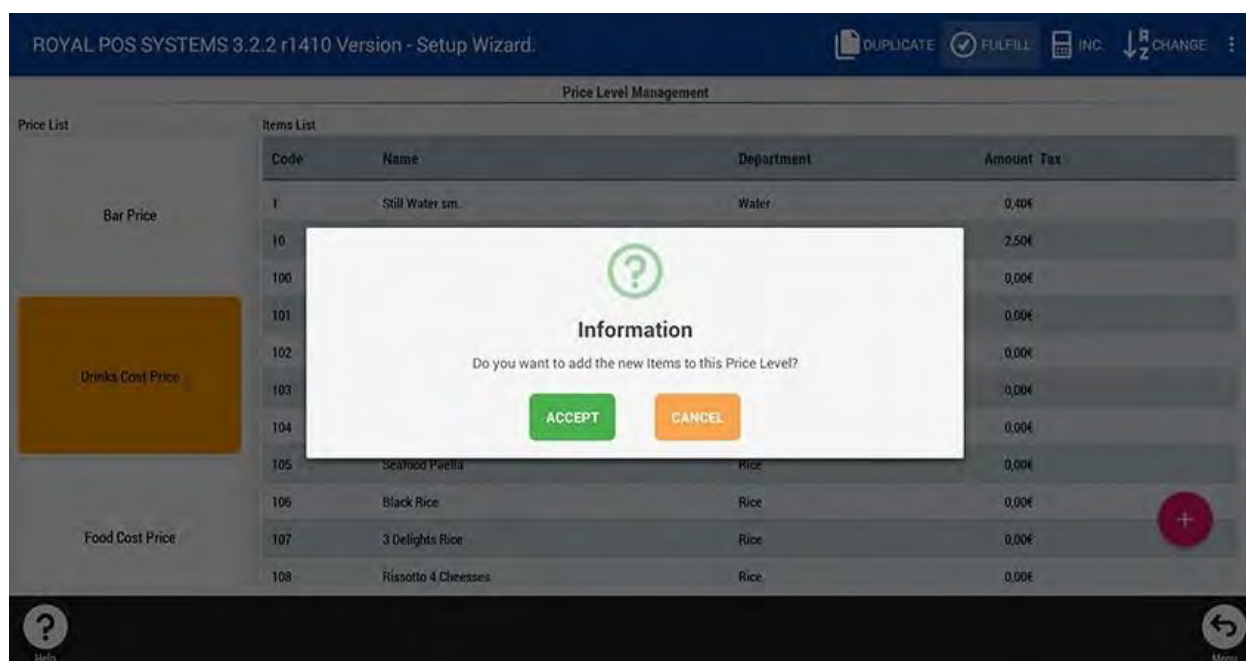
CANCEL

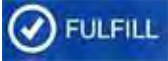
It is possible to copy all item prices from one price level to another. Select the **Destination Price Level** and push the  **DUPLICATE** button.

Then select the **Original Price Level** from which to copy the prices.





The **Fulfill** operation is **not needed generally** because when you create new items, they are automatically assigned to all price levels. It can happen that after **importing a CSV file** with price levels, **some items are not introduced**. In this case it is important to use this function to avoid the error when selling this item with this price level.



Select the Price Level you want and push the  button.

It is possible to **increase the price** of the items of certain departments **by a percentage**.

Select the **price level** you want to increase and push the  button.



**ROYAL**  
Cash Management Systems

INCREASE PRICE LEVEL

This screen will allow you to increase the percentage of the Price Levels among a Department selection.


% Surcharge: 15

Departments

Beer	Clothes	Coffee	Coffee & Tea	Desserts	Ice Cream flavors
Liquors	Main Course	Soft Drinks	Starters	Wine & Champagne	

ACCEPT CANCEL

Enter the **percentage** you want to add (or with a minus sign to decrease) and **select the departments** of items that will be affected.

It is possible to change in one step a price level assigned to **all customers, suppliers and consumer areas** into another price level using the  button.



The screenshot shows the 'ROYAL Cash Management Systems' interface. At the top right, there is a 'FULFILL' button. Below the header, a message states: 'This screen will allow you to change the Suppliers, Customers and Consumer Areas default price Level to another Level.' Below this message, there are two dropdown menus. The first is labeled 'From Level' and has 'Take Away' selected. The second is labeled 'To Price Level' and has 'Take In' selected. At the bottom of the screen, there are two buttons: a blue 'ACCEPT' button and a red 'CANCEL' button. The interface is framed by a dark blue header and a black footer.

Select the **Original price level** and **Destination price level** and push the **Accept button**.

## Advanced Price Levels

You can easily **edit prices** of your items from this screen. In every line you can see the items with all the price levels.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Quick Price Level edition

Barcode

Items List / Prices

Code	Name	Department	Barcode	Bar Price	Bar Price	Table Price	Table Price	Drinks Cos...	Drinks Cos...	Food Cost...	Food Cost...
1	Still Water sm.	Water		1.50\$		2.00\$		0.40\$		0.00\$	
10	Margarita	Cocktails		5.00\$		6.00\$		2.50\$		0.00\$	
100	Vegetables Salad	Salads		4.00\$		5.00\$		0.00\$		1.20\$	
101	Tuna Salad	Salads		4.00\$		5.00\$		0.00\$		1.20\$	
102	Chicken Salad	Salads		5.00\$		6.00\$		0.00\$		1.50\$	
103	Tropical Salad	Salads		4.50\$		5.50\$		0.00\$		1.40\$	
104	Asparagus Salad	Salads		4.50\$		5.50\$		0.00\$		1.40\$	
105	Seafood Paella	Rice		10.00\$		11.00\$		0.00\$		5.00\$	
106	Black Rice	Rice		8.00\$		9.00\$		0.00\$		3.00\$	

Help Menu

If you **push on a line** and then push the **Pencil icon**, then you can edit the prices.

ROYAL Cash Management Systems

EDIT CURRENT RECORD  
Items List / Prices

Code  
B 101

Name  
Champagne Bottle

Department  
Champagne

Barcode

Take Away  
25.00

Take Away

Take In  
26.00

Take In

ACCEPT CANCEL

You can **change all prices** for the item selected. In case you set a tax in the price level, you can overtake this by changing the tax here.



ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Quick Price Level edition

Barcode

Items List / Prices

Code	Name	Department	Barcode	Bar Price	Bar Price	Table Price	Table Price	Drinks Cos...	Drinks Cos...	Food Cost...	Food Cost...
1	Still Water sm.	Water		1.50\$		2.00\$		0.40\$		0.00\$	
10	Margarita	Cocktails		5.00\$		6.00\$		2.50\$		0.00\$	
100	Vegetables Salad	Salads		4.00\$		5.00\$		0.00\$		1.20\$	
101	Tuna Salad	Salads		4.00\$		5.00\$		0.00\$		1.20\$	
102	Chicken Salad	Salads		5.00\$		6.00\$		0.00\$		1.50\$	
103	Tropical Salad	Salads		4.50\$		5.50\$		0.00\$		1.40\$	
104	Asparagus Salad	Salads		4.50\$		5.50\$		0.00\$		1.40\$	
105	Seafood Paella	Rice		10.00\$		11.00\$		0.00\$		5.00\$	
106	Black Rice	Rice		8.00\$		9.00\$		0.00\$		3.00\$	

 Help  Menu

You can search items also with the bar code reader. Read the code and push the **Search** button.


ROYAL POS SYSTEMS 3.2.2 r1410 Version - Setup Wizard.

Quick Price Level edition

Barcode



Items List / Prices

Code	Name	Department	Barcode	Bar Price	Bar Price	Table Price	Table Price	Drinks Cos...	Drinks Cos...	Food Cost...	Food Cost...
1	Still Water sm.									0.00€	
10	Margarita									0.00€	
100	Vegetables Salad									1.20€	
101	Tuna Salad									1.20€	
102	Chicken Salad									1.50€	
103	Tropical Salad									1.40€	
104	Asparagus Salad	Salads		4.50€		5.50€		0.00€		1.40€	
105	Seafood Paella	Rice		10.00€		11.00€		0.00€		5.00€	
106	Black Rice	Rice		8.00€		9.00€		0.00€		3.00€	



**Information**

Confirm saving the Price changes.

 Help  Menu

When you want to exit this screen you will be prompted to save the changes or not.

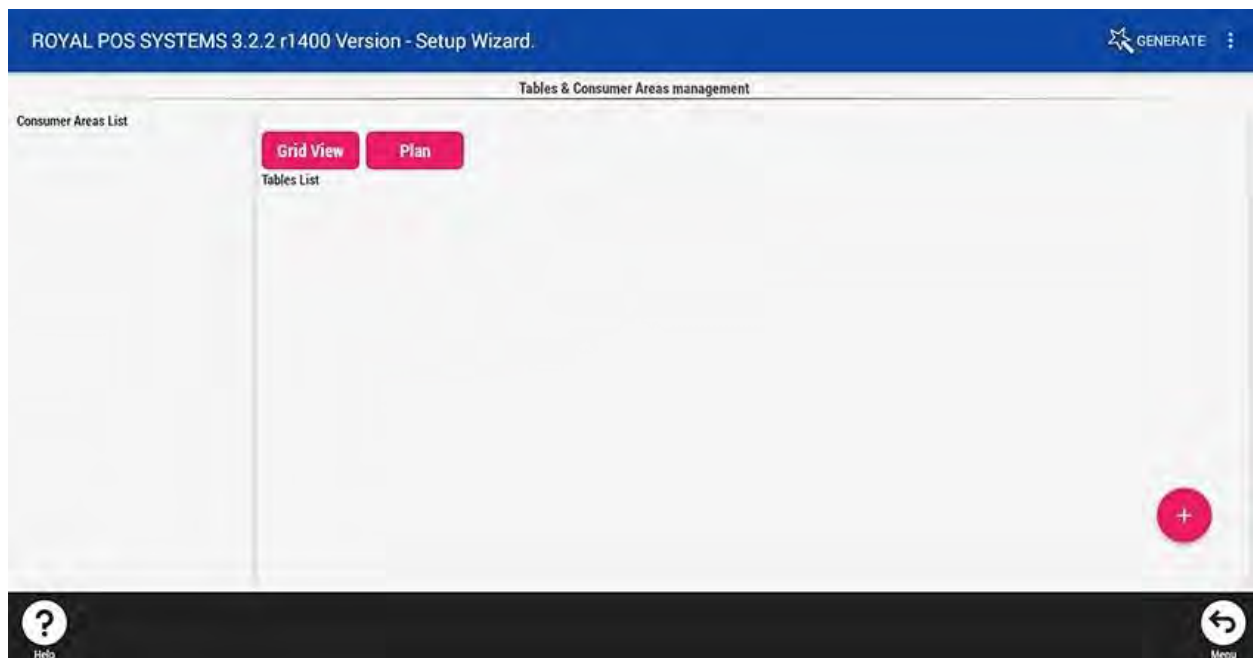
# Consumer Areas



## Consumer Areas & Tables

**Tables** are used when you need to enter **orders that will be paid later**. You can add items to a table while it remains opened and close the table when all items are paid.

You can create **different sales areas** depending on the size of your business. Each sales area can also have a different price level. For example, in a restaurant, they can have an area in the **bar**, another for **tables inside** and another for **tables on the terrace**.

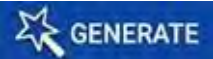
You can also use this feature to **track customer accounts**.





In this screen, we will add the different areas with the correspondent tables contained on each area. Push the  button and then the  button to **add a Consumer Area**.

Here you can **enter the data** for the new area:

- **Name:** The name of the Area.
- **Price Level:** The default price level that will be applied when using a table of this area.
- **Number of Tables:** You can generate some tables automatically.

In this sample we generated **10 tables** when we created the Consumer Area. You can **generate more tables** using the  button.

You can enter here a **number of tables** that will be created. They will use the **Code** of the table as the **Name of the table**.

The other way to create tables is to do it one by one. If you select one **Consumer Area** and push the  button, you have the option to create a **new consumer area** or **add tables to the selected area**. Push the correspondent  button to **add a table**.



**ROYAL**  
Cash Management Systems

INSERT NEW RECORD  
Create a new Table

Code (\*)  
11

Name (\*)

Type (\*)      Consumer Area (\*)  
Table      ggg

Guests Num.

Movable (\*)  
Movable

ACCEPT      CANCEL

Here you can **enter the values** for the table:

- **Code:** The code of the table can be used to enter the table manually using the keypad.
  - **Name:** The name of the **table**.
  - **Type:** You can change this value to **Theme** if you want to use this table as a decoration object (like a bar, a plant).
  - **Guests:** You can fix a number of guests when using this table. By default all sales are fixed to 1 guest.
  - **Movable:** Select if you allow to move the contents of this table to another one.
-



When you have all tables created you can draw the **Plan of the Area** so it can look like your real area. Push the **Plan** button. This option is only available in PRO and SERVER versions.

# Miscellaneous Setup

## Discounts

Before the end of a sale you can **apply a discount** to the sales total. Also you can apply discounts to **special customers**. You must create all available discounts before using them.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

### Discounts

Discounts List

Code	Name	Type	% Discount	Amount Discount
------	------	------	------------	-----------------

EXIT HELP PREVIOUS NEXT

In this screen we will **add the Discounts**. Push the  button.

ROYAL Cash Management Systems

INSERT NEW RECORD  
Insert Discount

Code (\*)  
3

Name (\*)

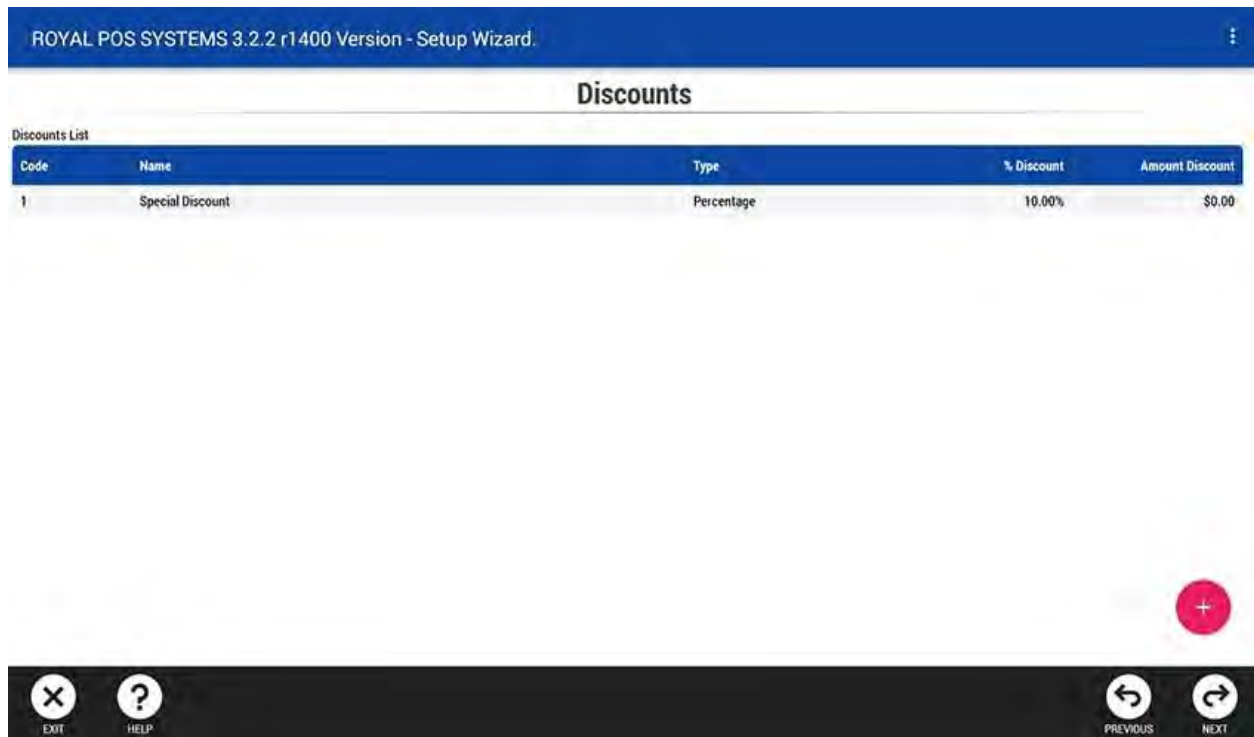
Discount Type (\*)  
Percentage

% Discount (\*)    Amount Discount (\*)  
0.00            0.00

ACCEPT CANCEL

Here you can **enter the data** for the new discount:

- **Name:** The name of the Discount.
- **Discount Type:** The discount can be applied as a percentage or a fixed amount. This amount can be applied before adding taxes or with taxes included.
- **% or Amount Discount:** Depending on the selected discount type, enter the value on the correspondent field. If you want to apply a surcharge, enter the value with a minus sign.



ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

### Discounts

Discounts List

Code	Name	Type	% Discount	Amount Discount
1	Special Discount	Percentage	10.00%	\$0.00

EXIT HELP PREVIOUS NEXT

Here you can see a sample of a **discount** created.

## Customers

You can select a customer during a sale to print the **customer data** in the bottom of the receipt and use it as an **invoice**. You can apply a special price level for each customer and also a **special discount**. The customer can also receive an **email** with the receipt.

You can also use customers for receipts that are not being paid at the moment, so you can track down the debts to be paid later.

In this screen we will **add the Customers**. Push the  button.

Here you can enter the data for the new customer:

- **Taxes:** Choose to apply taxes or not to this customer.
- **Name:** The name of the Customer.
- **Customer Data:** Enter the data you need from this customer: address, city...
- **Discount:** Select a discount to apply to this customer sales.
- **Special Price Level:** You can have a special price level for this customer sales.
- **Customer Card:** You can assign a magnetic card or RFID device to a customer to identify him in a fast way.
- **Notes:** Write down any extra information you need.
- **Print Receipt:** Activate to print a receipt or not automatically for this customer.
- **Send Email:** Activate to send an email with the receipt automatically to this customer.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Choose Customer

### Customers

Filter  **FILTER**

Customers List

Code	Name	VAT Number	Status
3	David Jones		Active
1	John Smith		Active
2	Mary Smith		Active

HELP MENU

Here you can see a sample of some customers created. In the case there are many customers created we can use the **Filter** option.



ROYAL POS SYSTEMS 3.2.2 r1410 Version - Choose Customer

### Customers

Filter

Sm FILTER

Customers List

Code	Name	VAT Number	Status
1	John Smith		Active
2	Mary Smith		Active

? +

HELP MENU

You can **enter some characters** and, after pushing the **Filter button**, they will appear only the **customers with the same characters** on their names.

## Additional Parameters

There are some **additional parameters** that may change the way to manage the software during the sales. Here there is an explanation of all options.

### Sales

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

**Additional Parameters**

Sales	Sales Continued	Printing	Reports / Enter-Exit	Send e-mail
If you activate this option, every time you start a new Receipt, you will be prompted to enter the number of Guests.	When activating this option, every time you start a new receipt the application will ask you to enter the User.	When activating this option, if you have activated the Consumer Areas & Tables, every time you start a new receipt the application will ask you to enter a Table.		If you activate this option, you will select an Item which will be automatically sold on each new receipt using the number of customers as units.
<b>Guests entry not required</b>	<b>User entry not required</b>	<b>Table not required</b>		
If you activate this option, all Items under the Minimum Stock Quantity will appear highlighted in Red at the Sales Screen.	Select the tender media used in Quick Tender button.	How do you want the keypad on sales screen to be shown as default?		Choose if you want the size of sales screen keypad to be normal or big.
<b>Show</b>		<b>Maximized</b>		<b>Big size</b>

Help Menu

- **Guest's entry:** It can be required to enter the number of guests in a party before starting a sale.
- **User entry:** It can be required to identify the user before starting a sale.
- **Table required:** With this option active it is only possible to sell inside a table.
- **Automatic item sold:** If we select an item here, it will be sold automatically as many times as guests entered. For example, if we enter four guests, then it can be sold four units of appetizers automatically.
- **Show Minimum Stock:** All items under minimum stock would appear on screen inside a red square. Only in PRO and SERVER versions.
- **Quick Tender:** By default, sales finalized with the quick tender button are Cash Sales. You can change it to be Credit Card.
- **Keypad on screen:** You can show the numeric keypad on screen by default or have it minimized to see the complete receipt on screen.
- **Keypad Size:** You can choose to have the right size of the sales screen bigger for better viewing the numeric keypad and receipt.

## Sales Continued

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Additional Parameters

Sales	Sales Continued	Printing	Reports / Enter-Exit	Send e-mail
Lock or Unlock the use of a Receipt started by another User.	Please select the default Price Level	Select the Default sales area.	This option enables or disables the images shown on sales screen buttons.	
<b>Locked</b>	Bar Price		<b>Show</b>	
This option enables or disables the images shown on sales screen receipt.	Number of product rows on sales screen	Number of product columns on sales screen		
<b>Don't Show</b>	4	7		

Help Menu

- **Lock User Receipts:** With this option active, only the user that opened a receipt is allowed to enter and close it.
- **Default Price Level:** Set here the default price level for receipts without a table.
- **Default Sales Area:** Set here the default sales area that will be shown when entering the Consumer Areas screen.
- **Images on Buttons:** Images can be shown on the item buttons or just the text and color. For slow machines you can try to disable this option to increase speed.
- **Images on Sales Screen:** Images can be shown next to the sale lines. For slow machines you can try to disable this option to increase speed.
- **Product Rows:** You can make buttons bigger or smaller by changing the number of rows to be shown on screen.
- **Product Columns:** You can make buttons bigger or smaller by changing the number of columns to be shown on screen.

## Printing

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard

Additional Parameters

Sales	Sales Continued	Printing	Reports / Enter-Exit	Send e-mail	Documents
<p>Do you want to group the receipt lines by item?</p> <p>If you activate the Consolidation option (regroup), the Kitchen Receipts may not appear correctly when printed.</p> <p><b>Do not Consolidate</b></p>	<p>Print Kitchen receipts if Table is not assigned?</p> <p><b>Non Active</b></p>	<p>Choose the default language for receipt printing</p> <p><b>English USA</b></p>	<p>Should items with a cost of zero be added to receipts?</p> <p><b>Don't Print</b></p>		
<p>Do you want to print the time on the receipt?</p> <p><b>Don't Print</b></p>	<p>Do you want to print gratuities at the proforma invoice?</p> <p><b>Print</b></p>	<p>Print the kitchen printer order number on sales documents?</p> <p><b>Print</b></p>	<p>Print the customers number on kitchen's printer?</p> <p><b>Print</b></p>		

Help Menu

- **Consolidate lines:** Activate this option if you want to print all units of the same item in the same line. This option is not recommended if you have Production Printers active.
- **Active Kitchen without table:** If you have Production Printers active you can choose to only use them when entering a table. If you start a direct sale, then the kitchen printer will not print.
- **Receipt language:** It can happen that you use the software in your language but receipts have to be printed in the local official language.
- **Print Zero Price Items:** Items with zero price will not be printed. This is useful to use some items as messages for the kitchen, that you don't want to be printed on the final receipt.
- **Time on Receipt:** To print or not the time on receipts.
- **Gratuities on Proforma:** If you have activated the automatic calculation of tips you can print the gratuities on proforma invoices.
- **Kitchen order on receipt:** For quick service restaurants you can print the kitchen order number on receipts for easily pick up your order.
- **Customer's number on kitchen order:** You can print the number of customers in a table as an information to the preparation printers.

## Reports/Enter-Exit

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard

Additional Parameters

Sales	Sales Continued	Printing	Reports / Enter-Exit	Send e-mail
Do you want to activate the user's Enter / Exit mode?	Do you want to activate the Z Report closing at a preset time?	Do you want to activate the automated Z Report closing?	Z Report closing time	
Non Active	Non Active	Manual	00:00	
Do you want to allow the Z Report closing while having receipts pending to be tendered?	Do you want to allow the Z Report closing with a Daily Cash procedure pending?	Do you want to include the training mode information on the Z Report?		
Allow	Allow	Non Active		

Help Menu

- **Enter/Exit Mode:** This mode allows to track the working hours of the users, and will be printed on the Z report.
- **Z report at a preset time:** By default, all reports start and end at 0:00. If your business usually closes later than this time, you can activate this to set another closing time.
- **Automatic Z report:** With this option activated it will create Z report automatically when it reaches the preset time.
- **Z report time:** Set here the new closing time.
- **Z report with open receipts:** With this option activated, Z report will not be generated until all receipts are closed.
- **Z report with daily cash:** This option forces to issue a daily cash report before closing the Z report.
- **Training mode in Z report:** Active this option if you want to print training mode sales in the same Z report than normal sales.

## Send e-mail

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Additional Parameters

Sales Sales Continued Printing Reports / Enter-Exit **Send e-mail**

Activate the e-mail automated sending everytime the Z report is closed.

Enter e-mail addresses of the recipients of the Z report separated by semicolons.

Non Active

Help Menu

- **Automatic e-mail:** Activate this option to send an e-mail every time Z report is issued.
- **E-mail address:** Enter e-mail address that will receive the Z report. You can enter more than one address separated by semicolons.

## Documents

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Additional Parameters

Sales Sales Continued Printing Reports / Enter-Exit Send e-mail **Documents**

Number of product rows on purchases screen.

Number of product columns on purchases screen.

This option enables or disables, the images shown on the purchases screen buttons.

This option defines the keypad size on purchases screen.

4 2 Show Big size

Help Menu

- **Product Rows:** You can make buttons bigger or smaller by changing the number of rows to be shown on screen. **Product Columns:** You can make buttons bigger or smaller by changing the number of columns to be shown on screen.
- **Images on Buttons:** Images can be shown on the item buttons or just the text. For slow machines you can try to disable this option to increase speed.



- **Keypad Size:** You can choose to have the right size of the purchases screen bigger for better viewing the numeric keypad and receipt.

## Tips

You can add tips to the sale total manually or by an automatic percentage.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Tips

Please choose if you want to use the gratuity system, or service charges. If you plan to use these, you can set them up in manual mode or in automatic mode by entering the information requested.

Tips Activated? **Disabled**

Automatic calculation? **Automatic**

Payment method Percentage

Tip

When are gratuities charged? In all tickets

Number of guests to charge gratutue 1

Help Menu

To use tips, you must create a tender media as **Tip type**, and then enable the use of tips on this screen. If you also want to charge tips automatically on a sale, select the **Automatic Calculation**.

In this case you have some options to set up:

- **Payment Method:** Select a tender media set as Tip type to use for charging automatic tips.
- **Percentage:** Enter the percentage that will be added to the sale total as a tip.
- **When to charge:** You can charge tips to all sales or just table sales.
- **Number of guests:** You can fix the minimum guests on a receipt to charge automatic tips.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.

Tips

Please choose if you want to use the gratuity system, or service charges. If you plan to use these, you can set them up in manual mode or in automatic mode by entering the information requested.

Tips Activated? **Active**

Automatic calculation? **Automatic**

Payment method Percentage

Tip/Gratuity calculation method **After Taxes**

Tips 15

When are gratuities charged? Only on table sales

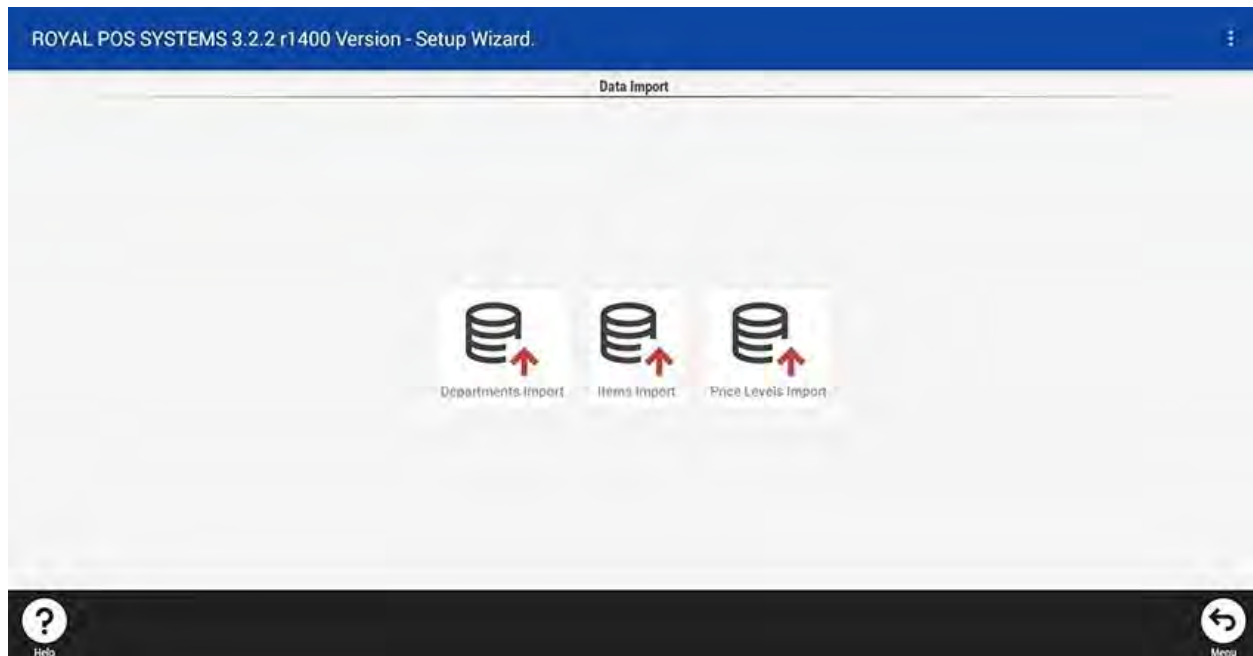
Number of guests to charge gratutue 2

Help Menu

Here you have a sample of **automatic** tips that charges **15%** of the total calculated **after taxes**, only when using **tables** with a minimum of **2 guests**.

# Utilities

## Data Import



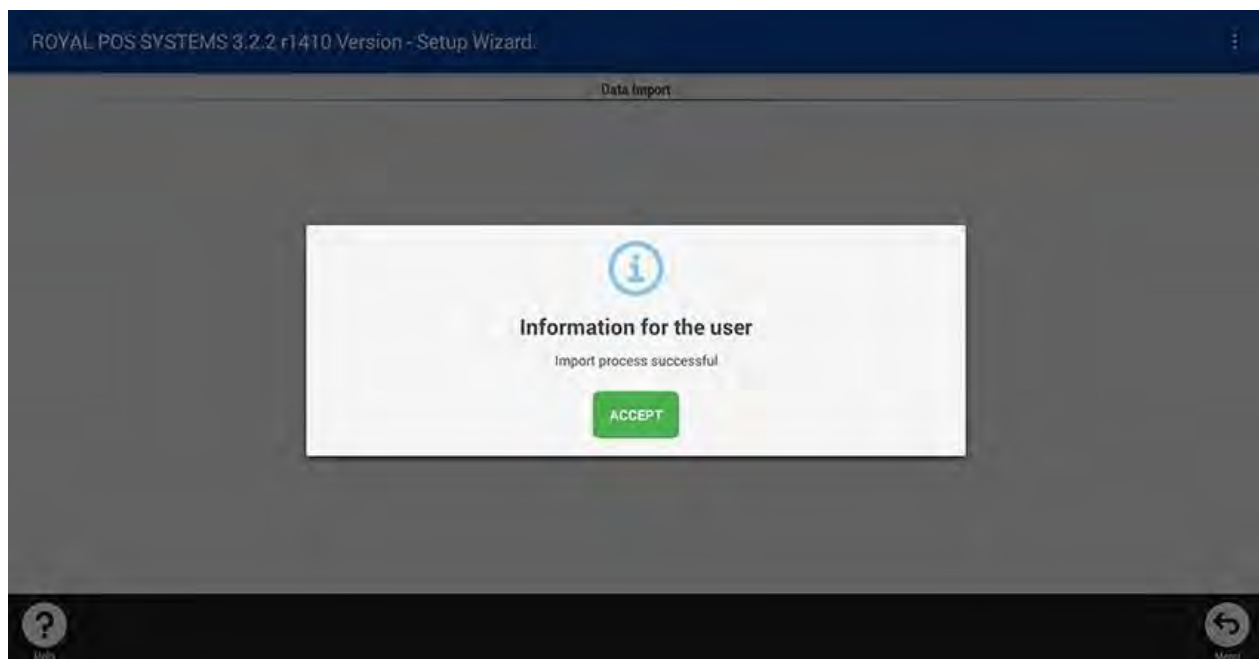
You have the option to **import items and departments** information from an **external file in CSV** format. This process **overwrites current data** but not delete the database. So, you can import a few sort of items and they will be added or updated but never deleted.



When you want to import a CSV file it will ask you for the file you want to import. Push the **Browse button** to search the file.

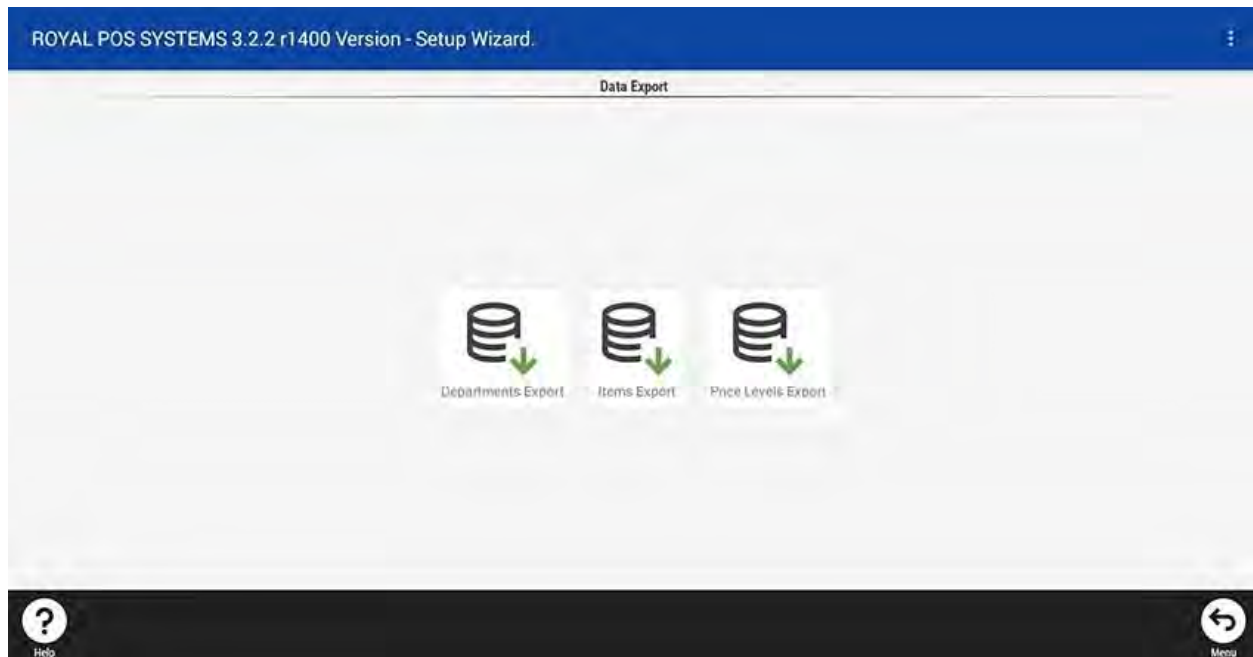


When you select the file you want to import just push on the **Accept button** to start the process.



To see the format of the file to be imported try first to **Export data** and you can use the same file to **Import** back.

## Data Export



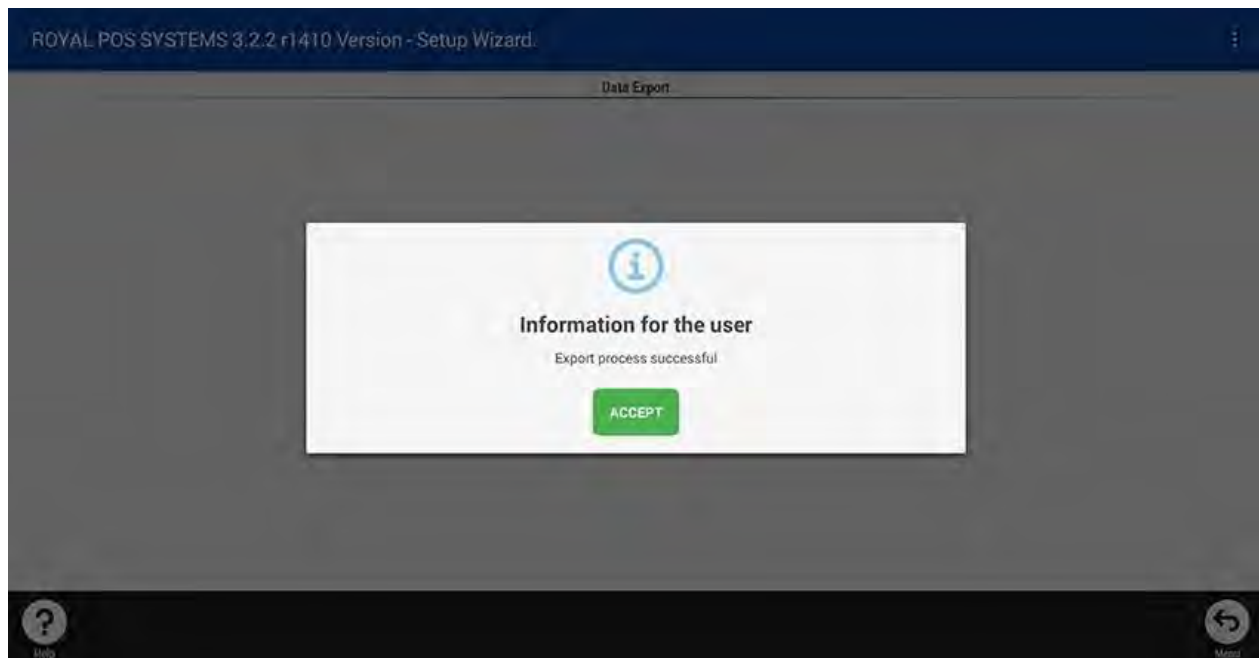
You can **export items and departments** information into a **CSV format file** if you need to import them back later. It is recommended to use the **Backup** process if you want to keep a copy of the **whole database**, including all sales and counters.



When you want to export a CSV file it will ask you for the file you want to export. Push the **Browse button** to select the path to save the file.

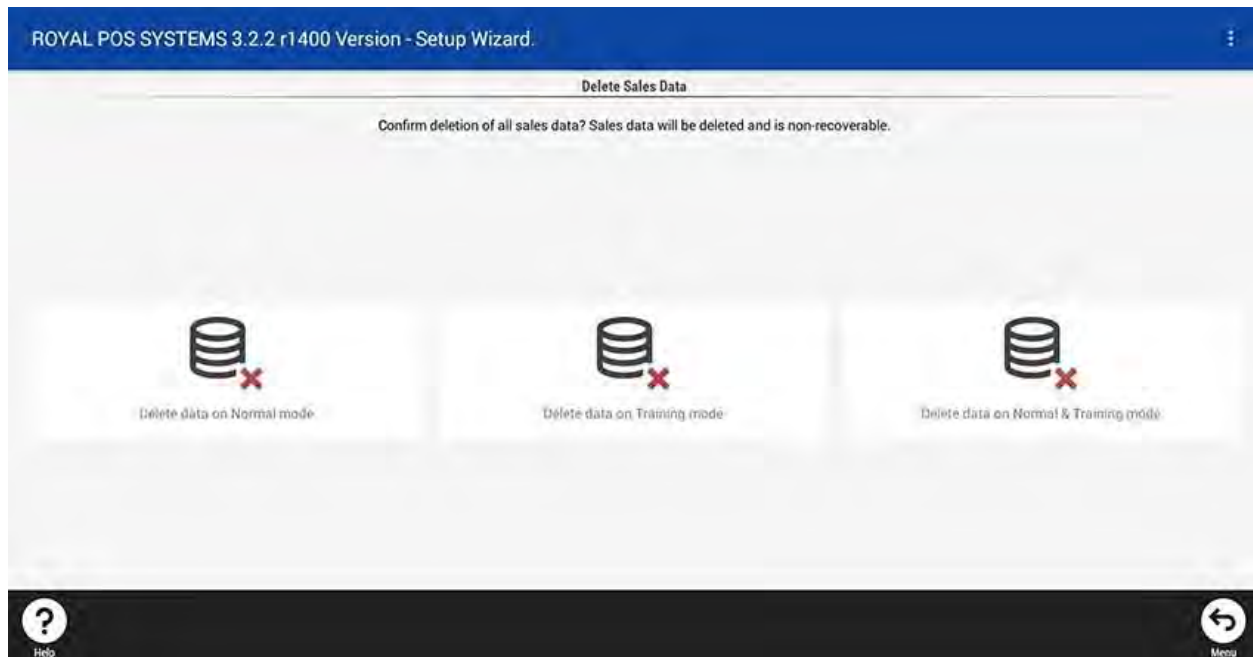


Now enter the name of the file to create and push on the **Accept button** to start the process.

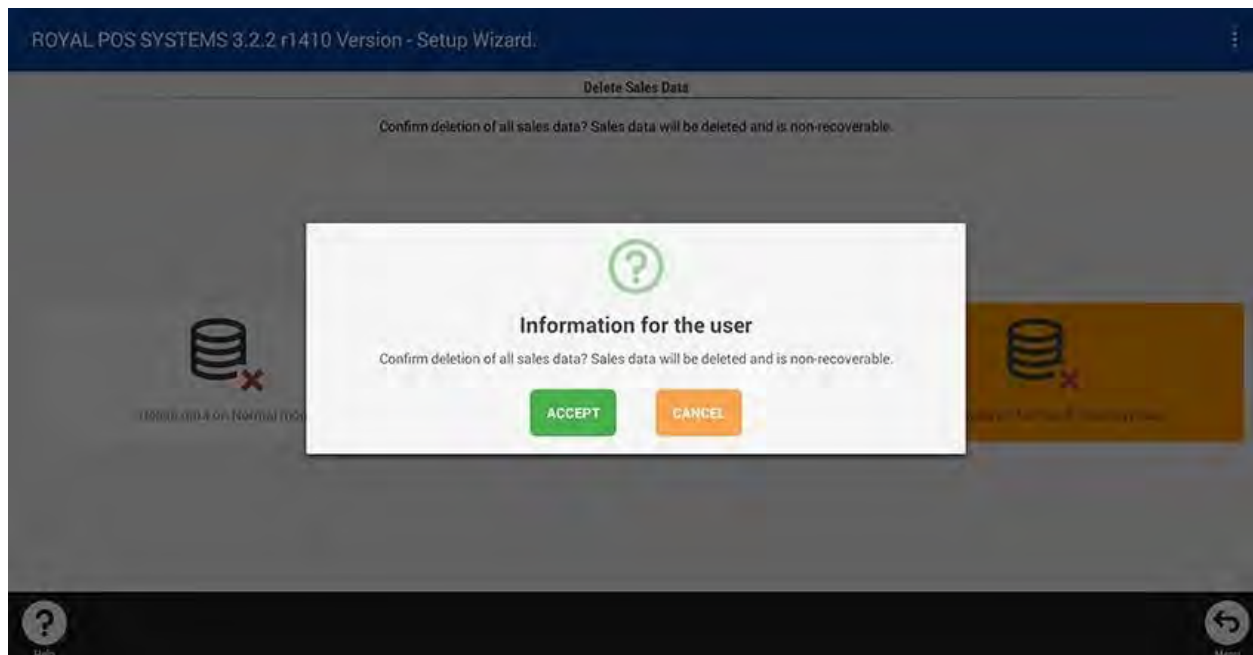




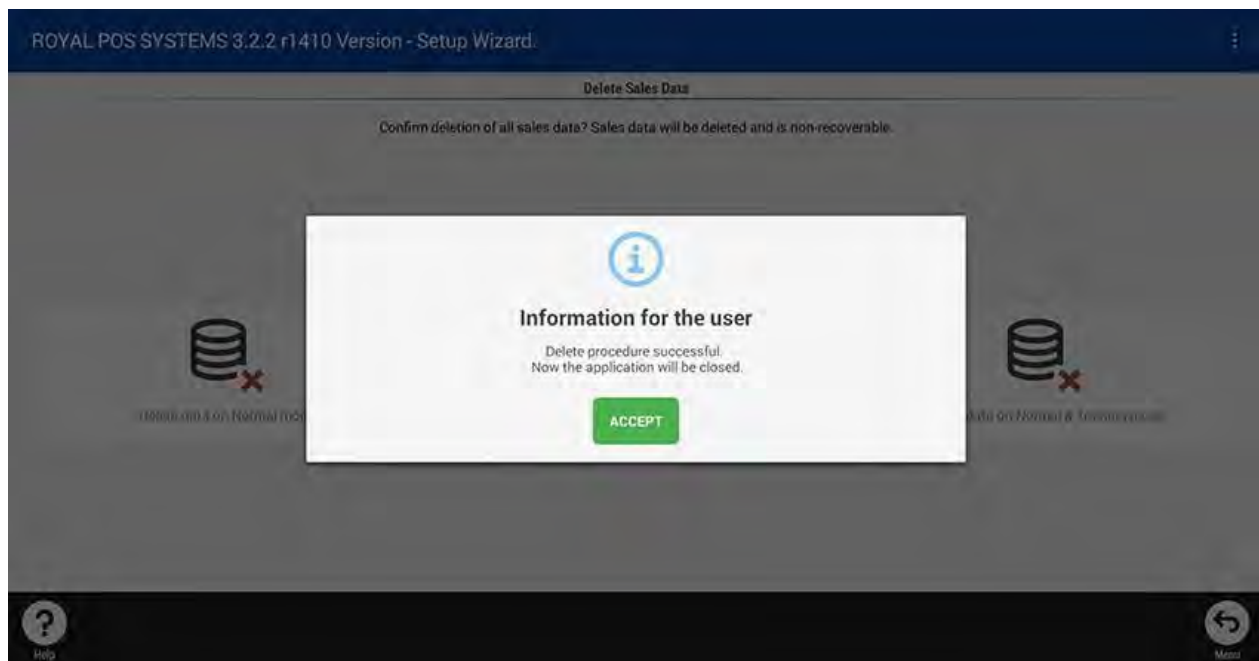
## Delete Sales Data



You have the option to **clear all sales data and reports** so you can start over from receipt number 1. This option **doesn't delete the database** of items and all other settings. Use this option after you made your initial tests and before start using the machine for the real sales. As an option you can choose to clear all data or just the **Training mode** sales.



**Confirm** the deletion of the sales data with the **Accept** button.

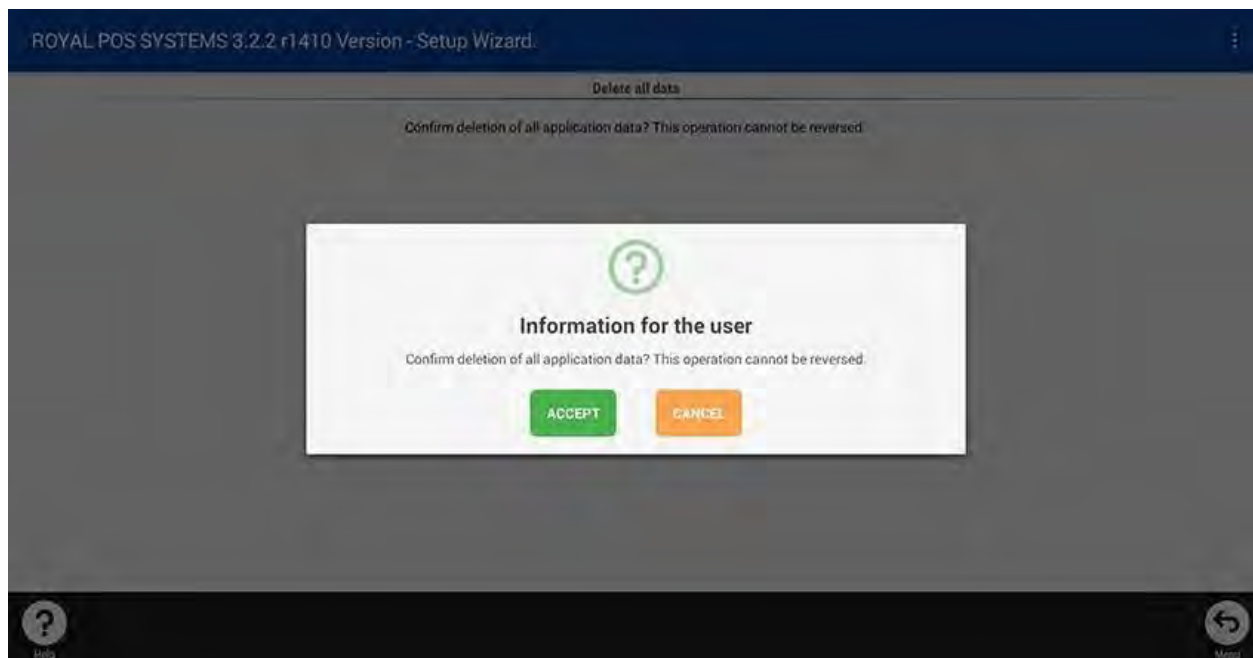


The data is deleted and the application will restart.

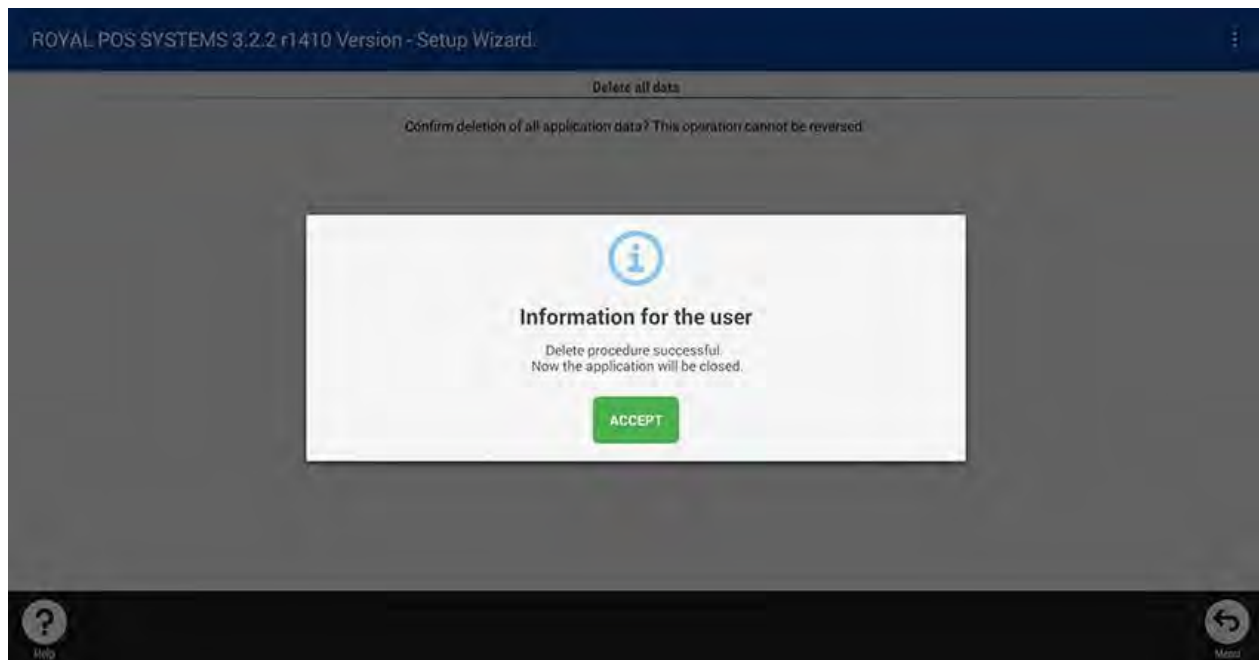
## Delete Databases



**WARNING!** This option clears all database and settings and cannot be reversed. **All data entered and settings will be deleted** and the application will start again with the **Initial Setup**.



**Confirm** the deletion of the database data with the **Accept button**.



The data is deleted and the application will restart with the **Initial Setup**.

## Backup Copy

It is important to **create backups** often to prevent loose data in case your device gets broken or to copy your database to another terminal.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Backup Copy

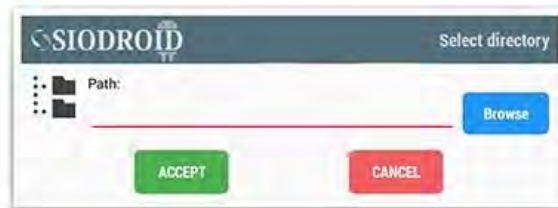
← CONTINUE ⋮



**USB/SD:** Select **USB/SD** if you want to manage your copies into a physical device, like the internal SD Card, external SD Card or USB drive.

Select to create a backup or restore a copy.


- **Backup**



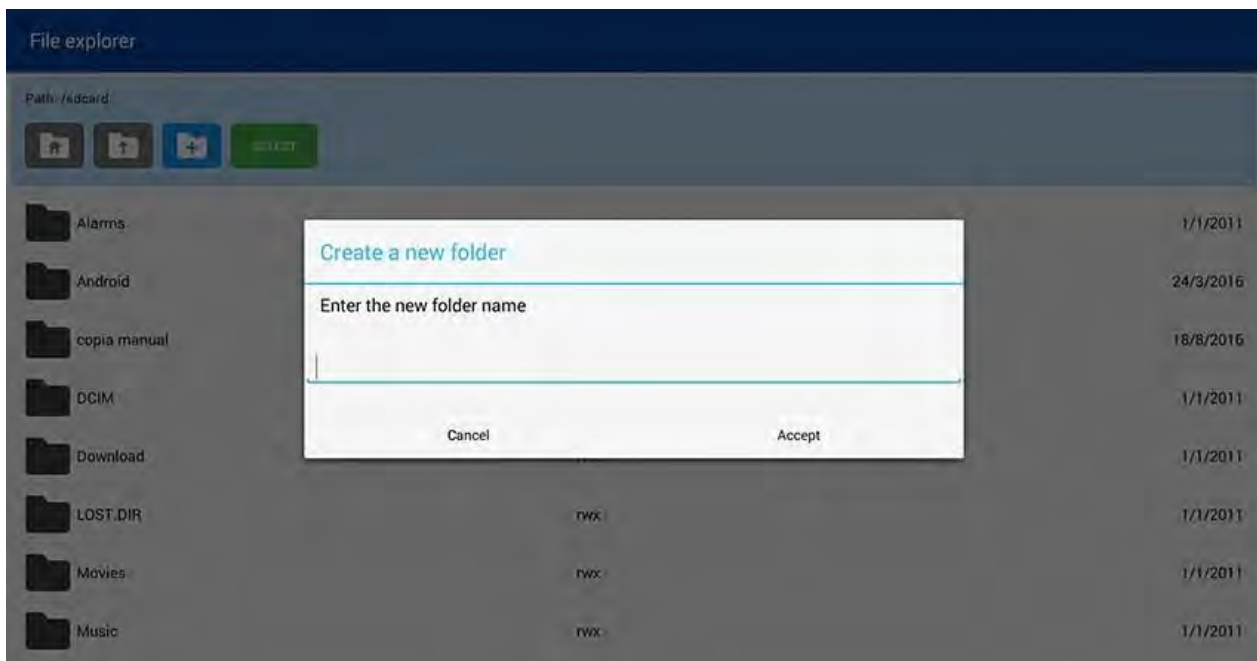
First thing is to choose where to save the backup. Push the **Browse** button to search a location.



You can navigate through the folders to select where to save the backup. By default, it starts in the **internal SD Card** folder, but you can select also **external SD Card** or **USB drive**.

It is recommended to create a **new folder** to store the backups. Push the  button to create a new folder.

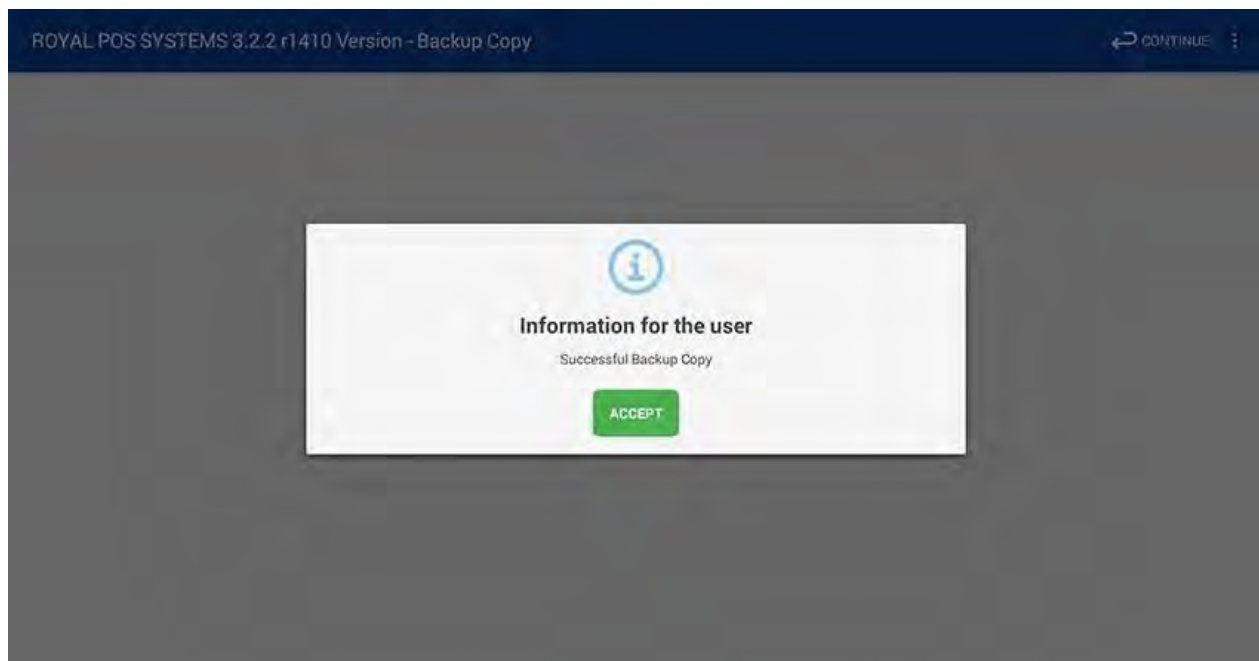




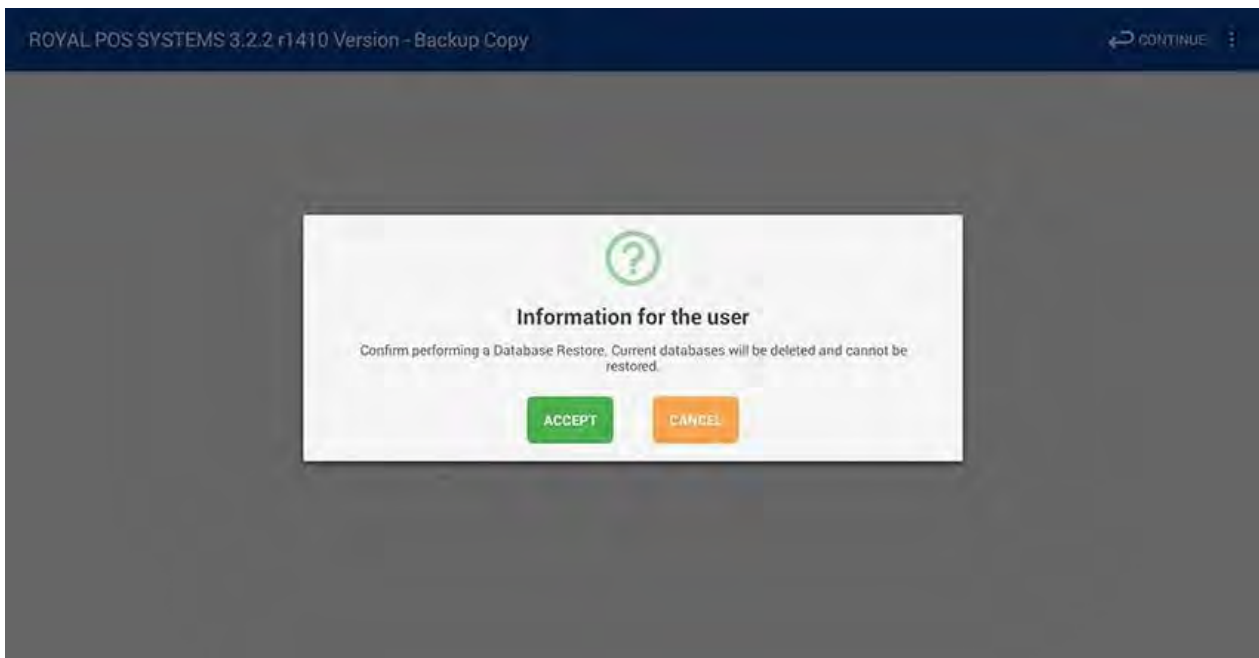
After creating a folder, you can select it with the **Select** button.



Now you can confirm to save the backup with the **Accept** button.



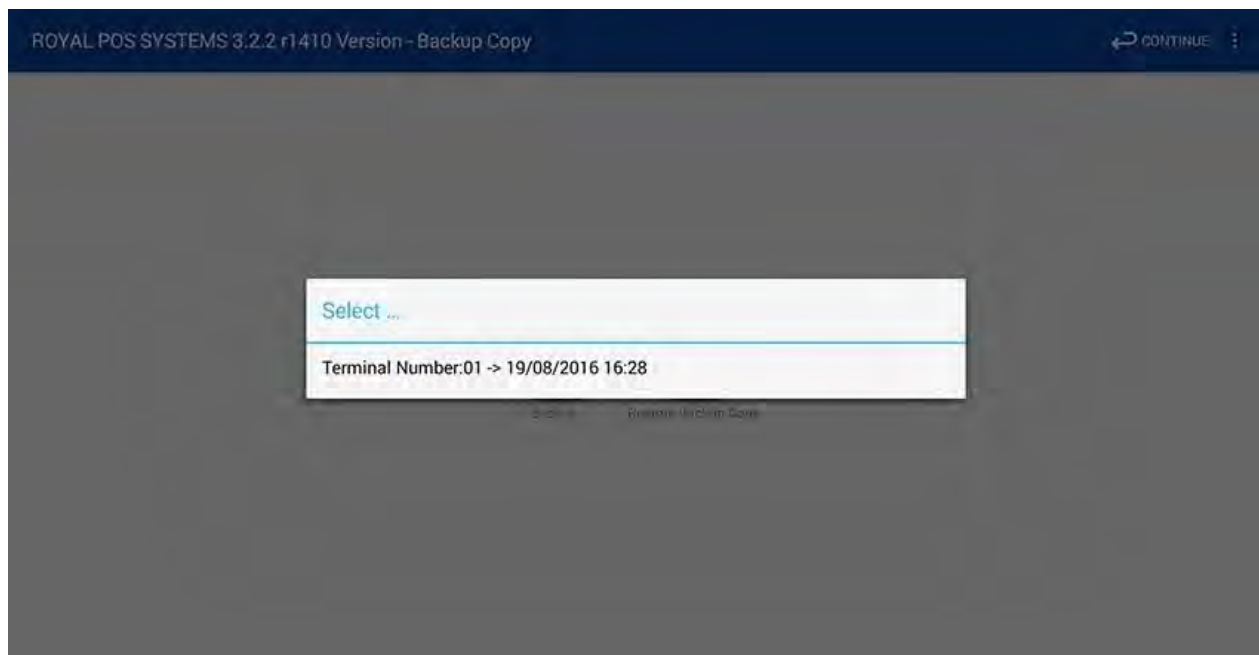
- **Restore Backup Copy**



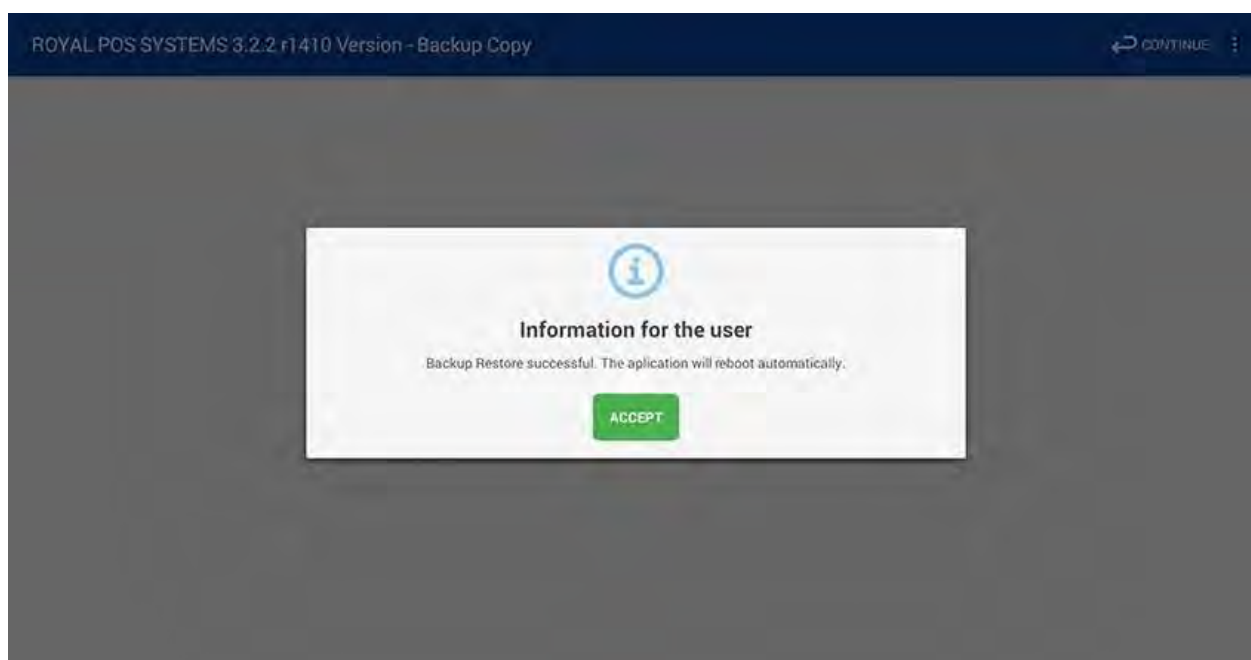
When you restore a backup copy **you will lose all the current program and sales data**. Use this procedure carefully.



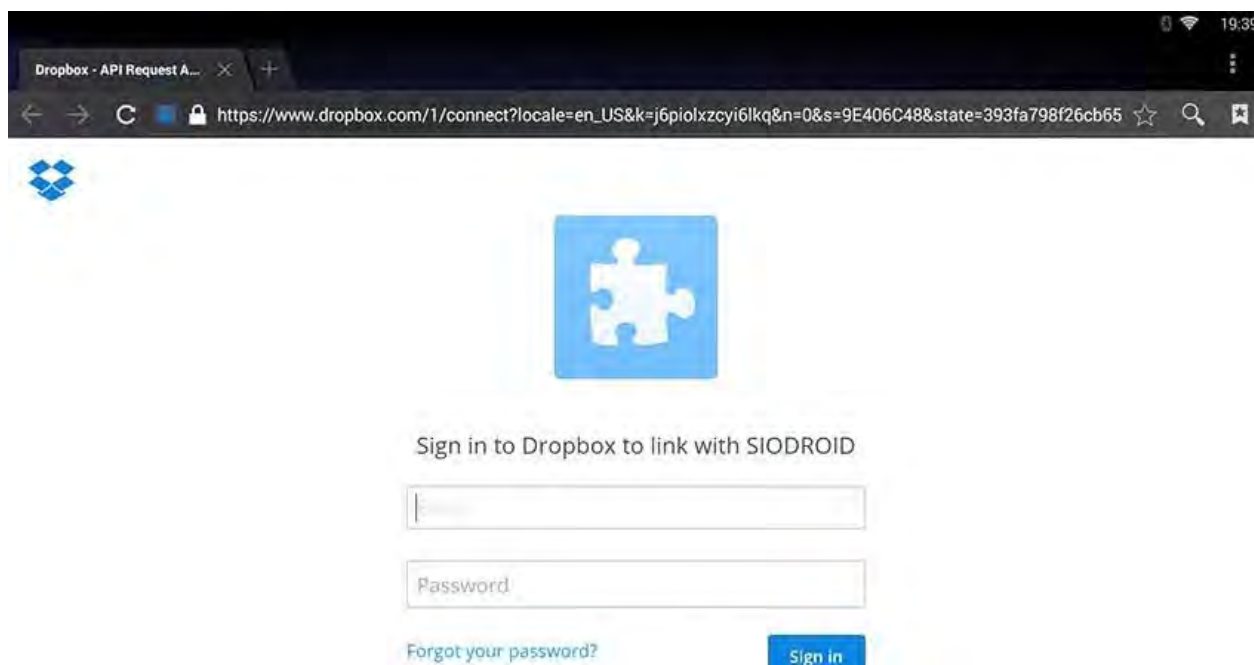
Now you have to navigate through and select the **folder containing the backups**. Do not select the folder named backup01xxxx.



You will see all **backups available** in this folder. **Select** the backup to restore.



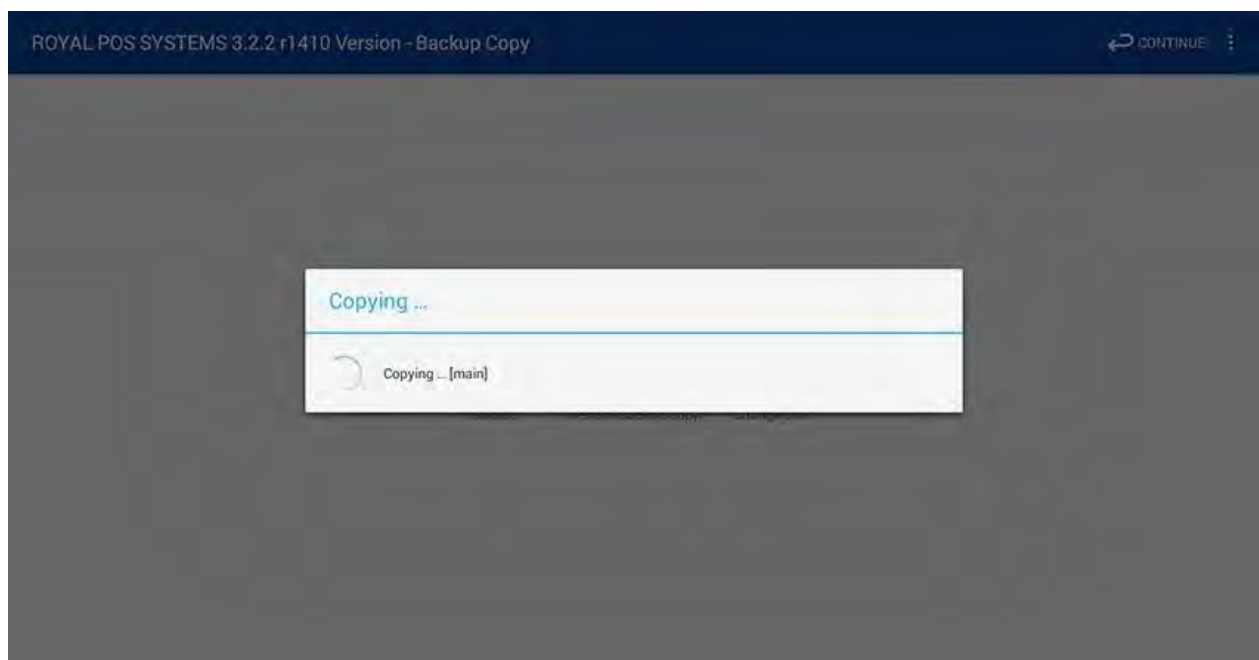
**DROPBOX:** Select DROPBOX if you want to manage your copies into this cloud service (you need an internet connection).



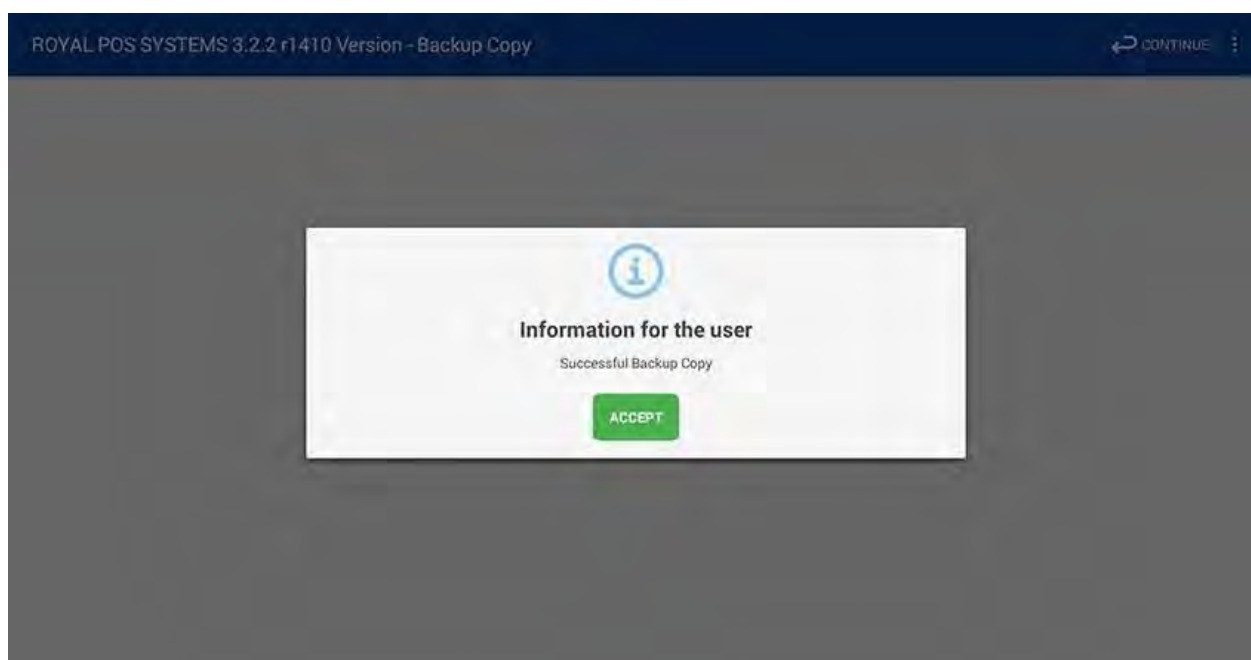
The first time you get here you must enter your credentials to **sign in to a DROPBOX account** and allow the application to send data to your account.



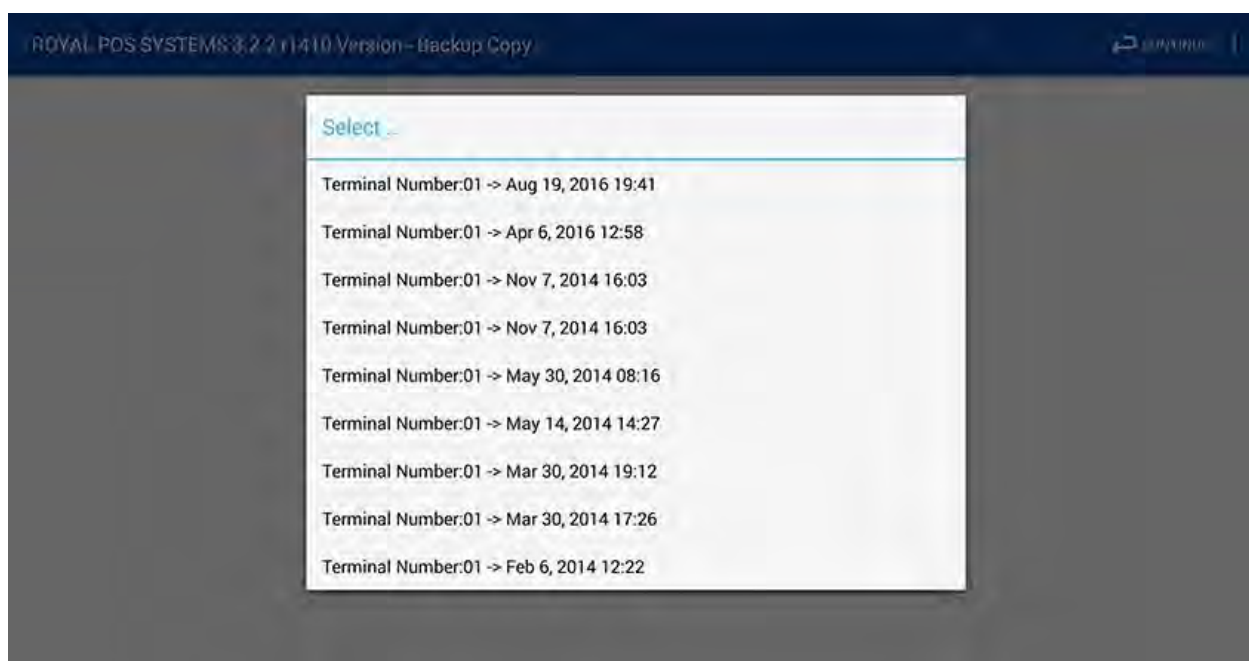
- **Backup**



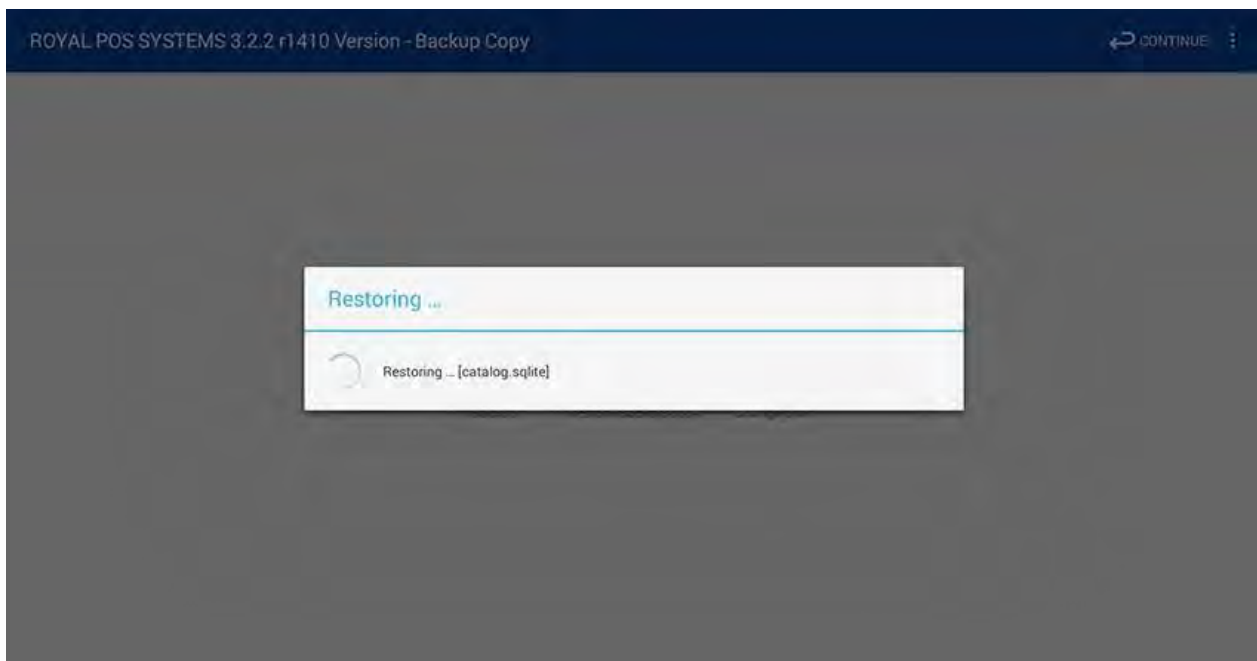
If you push the **Backup button** it will start directly the copy into your Dropbox account.



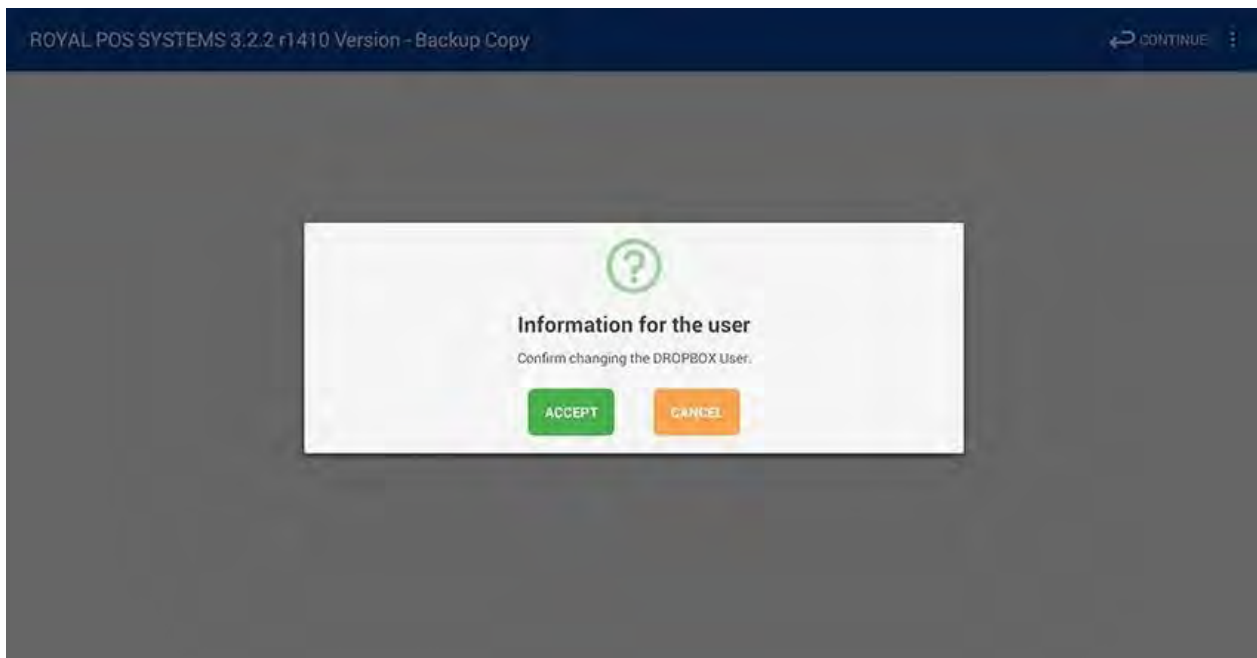
- **Restore Backup Copy**



If you push the **Restore Backup** button, you will see all your saved backup copies. Select the copy you want to restore. When you restore a backup copy **you will lose all the current program and sales data.**



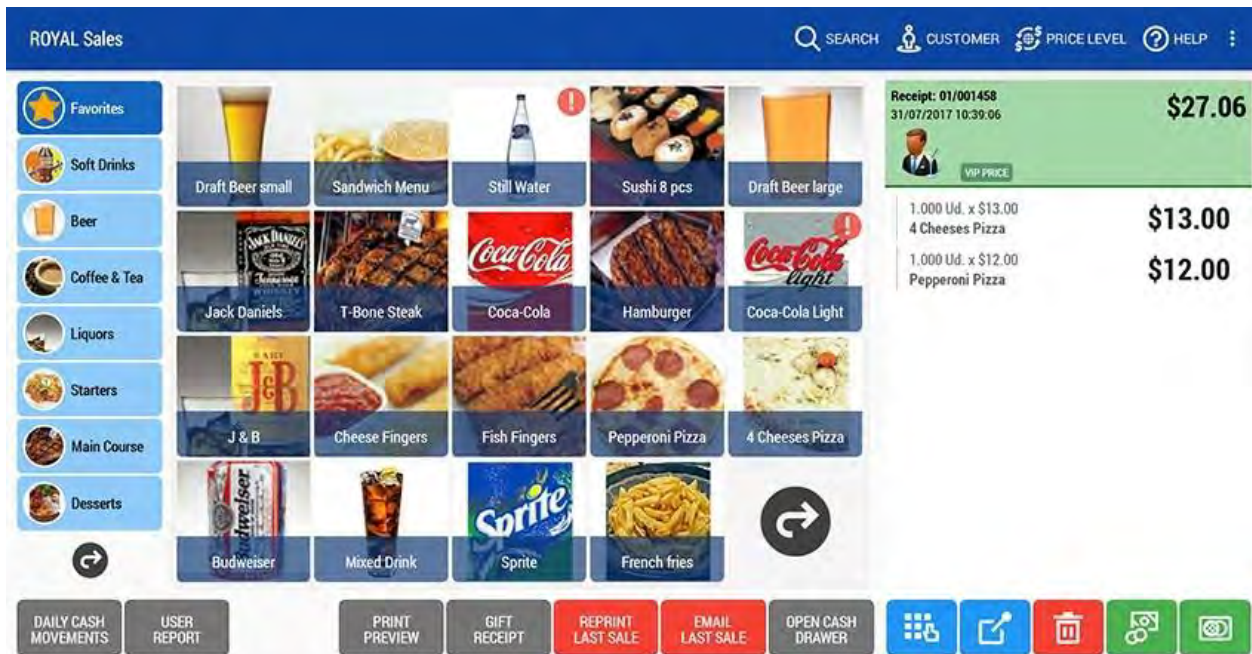
- **Change User**




If you want to **change the DROPBOX user** push the **Accept button**. This will force the entry of the credentials to **sign in to a DROPBOX account** next time you enter into the backup screen.



# Sales



This is the screen where you track the sales of your items. As there are many options here it has been divided in different parts:

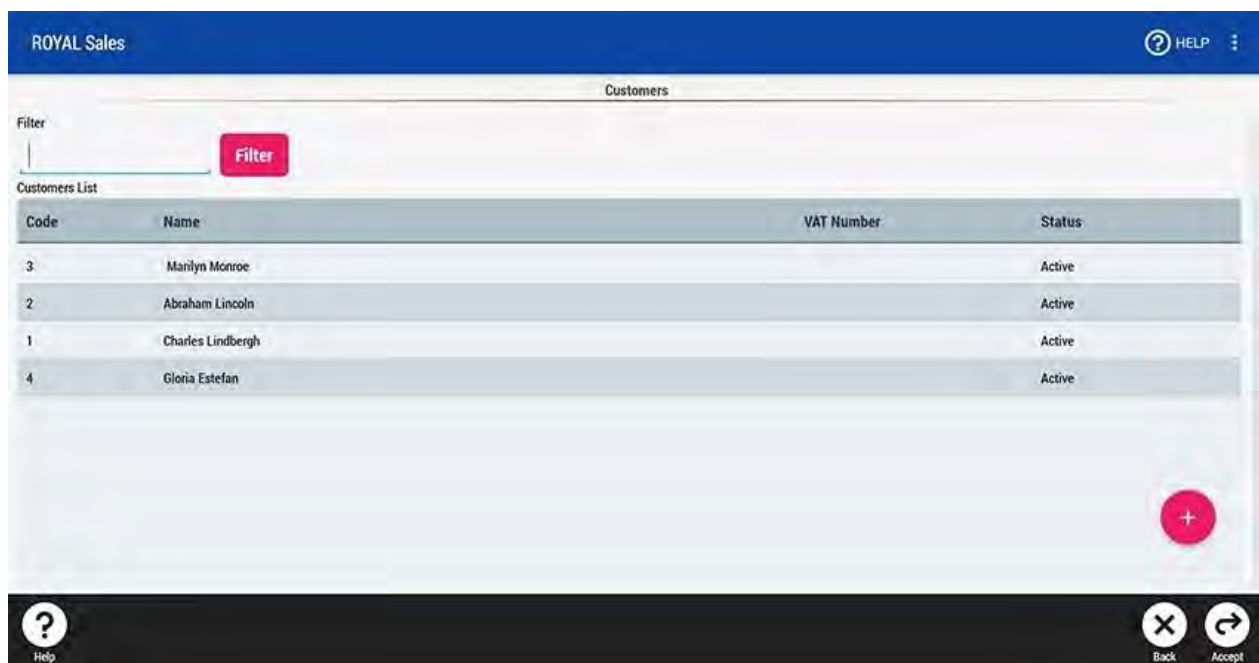
- [Sales Screen Layout](#) You can see the description of the different areas on screen
- [Keyboard Buttons](#) There is the definition of all function buttons on the keypad
- [Search Screen](#) With the  **SEARCH** button you can search for an item or check previous receipts to reprint or amend
- [Payment Screen](#) Here you have the description of the payment functions available
- [Sales Operations](#) You can see how to sell the different types of items
- [Open Receipts and Table Operations](#) Store your sales into tables to manage better your receipts

There are **other function buttons** on the sales screen. Here you have a description:

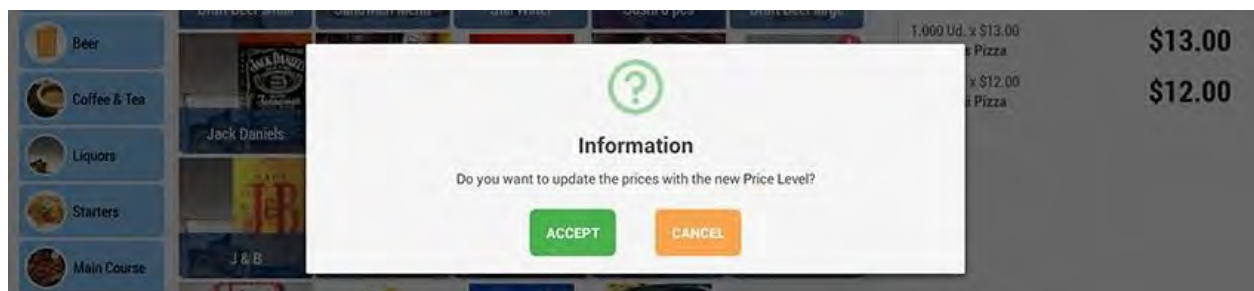


**CUSTOMER**

Select one of the customers on the list and push the **Accept button**. You can also create a new customer from this screen. Check [Customer settings](#) for details.

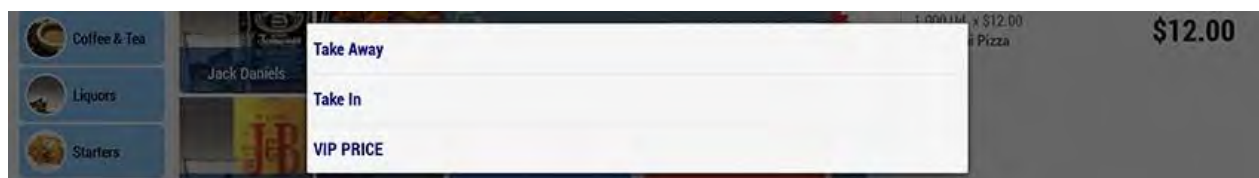


If the customer has special conditions as a **fixed discount** or a **different price level** it will be requested to confirm the price change.

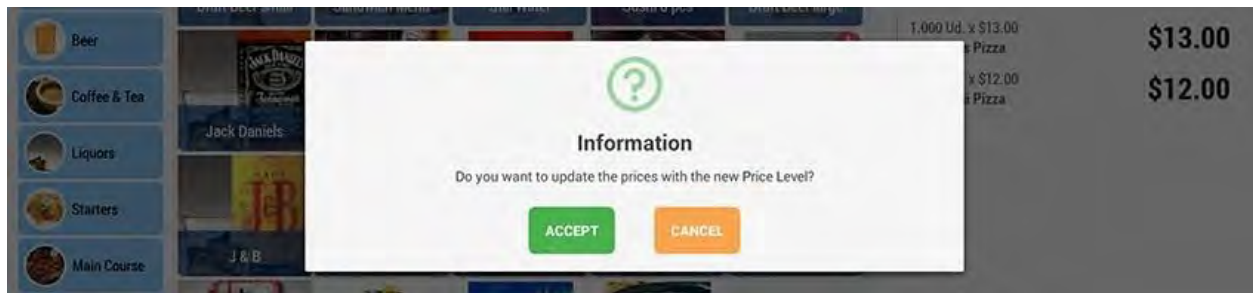


- **PRICE LEVEL**

You can **change the price level** for the current sale. Select one price level from the list.



It will ask for confirmation to change the prices of the items already entered in the transaction.



- **DAILY CASH MOVEMENTS**

ROYAL Daily Cash Reports HELP

Daily Cash Report Movements

Daily Cash lines

Terminal	Cash Date	User	Type	Customer	Description	Amount
01	79 01/08/2017 12:46	George	Cash-Out		Supplier payment	\$11.00
01	79 01/08/2017 12:46	George	Cash-In		Initial Change	\$150.00

Help Menu

You can access directly to the **Edit Cash Movements** screen from the sales screen.

Check the [Edit Cash Movements](#) settings for details.

- **USER REPORT**

You can print out the X report sales of the current assigned user with this button.



- **PRINT PREVIEW**

You can issue a **Proforma receipt** with this button. The sale remains open.

- **GIFT RECEIPT**

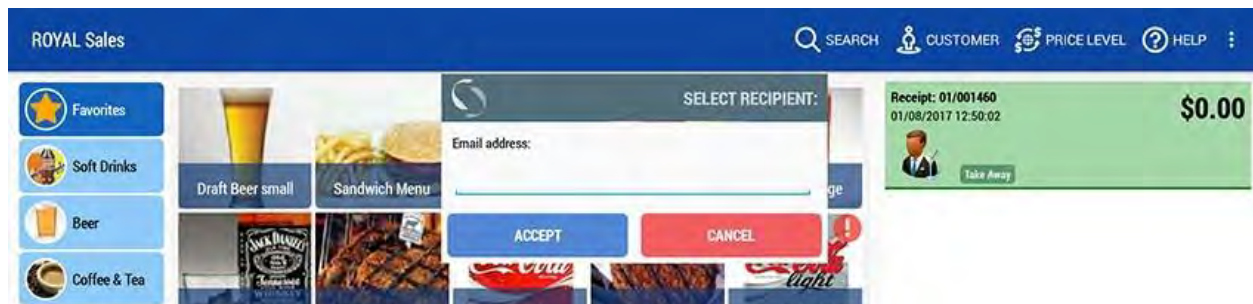
You can issue a receipt of the last sale without prices.



- **REPRINT LAST SALE**

You can print a copy of the last receipt.

- **EMAIL LAST SALE**



You can send the last receipt into an email account.

- **OPEN CASH DRAWER**

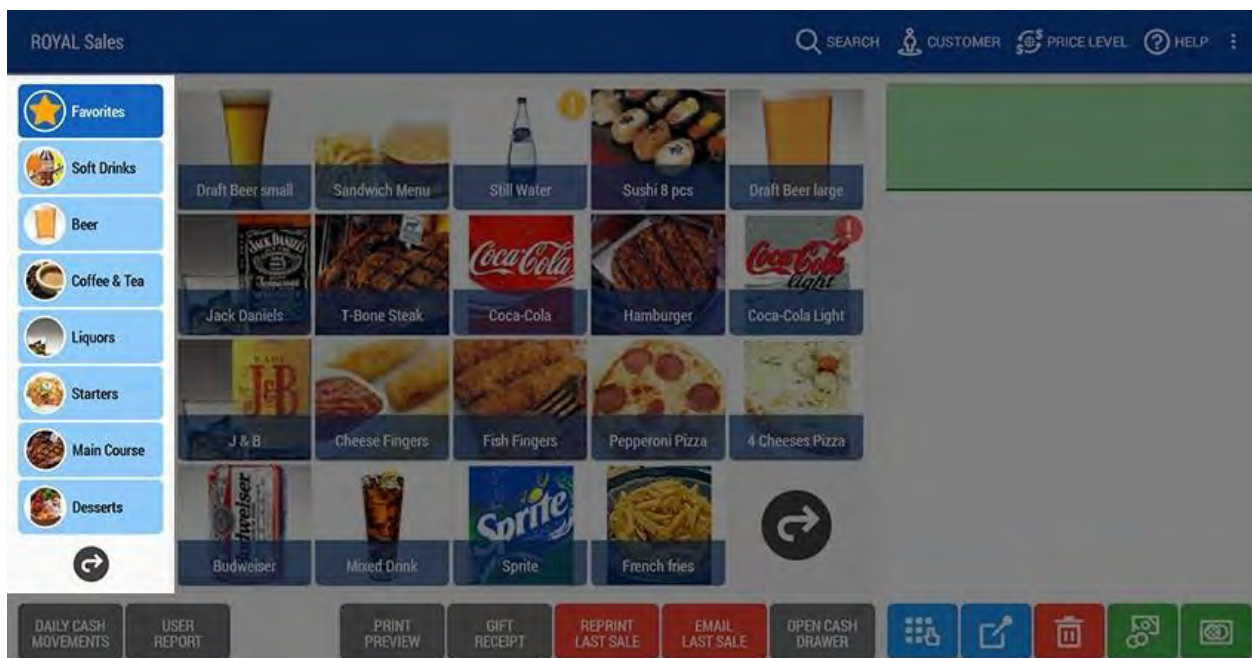
You can **open the cash drawer** anytime using this button.



## Screen Layout




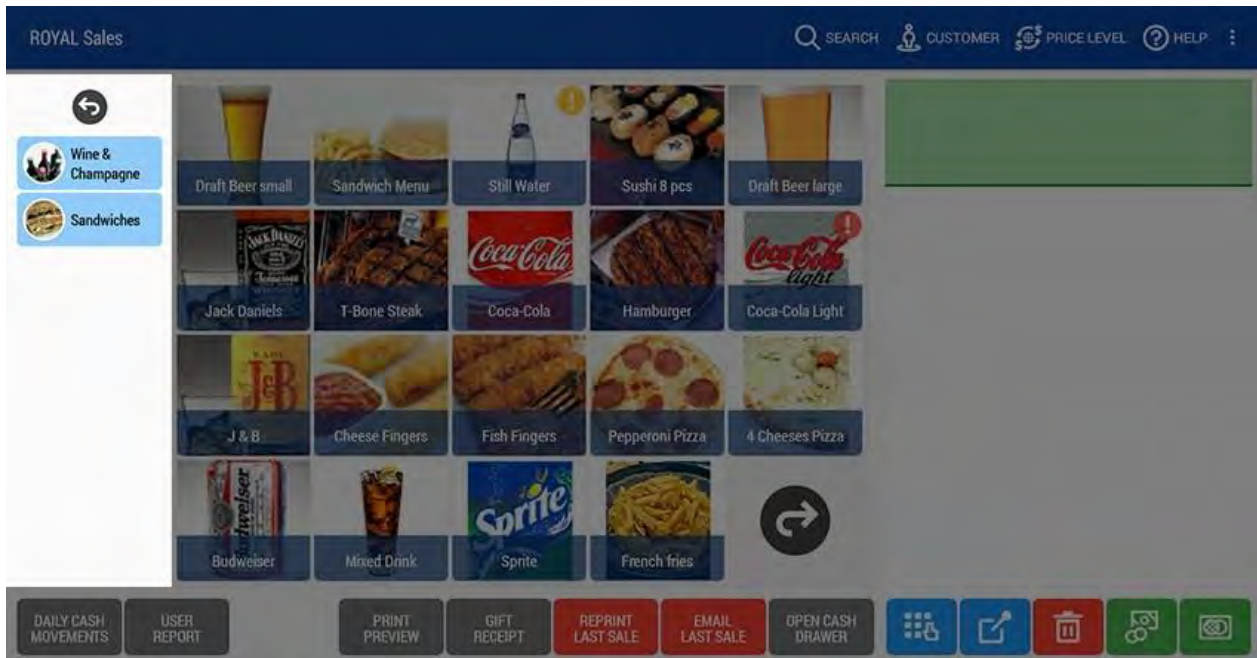
The sales screen is split in three separate areas: departments, items and receipt data.




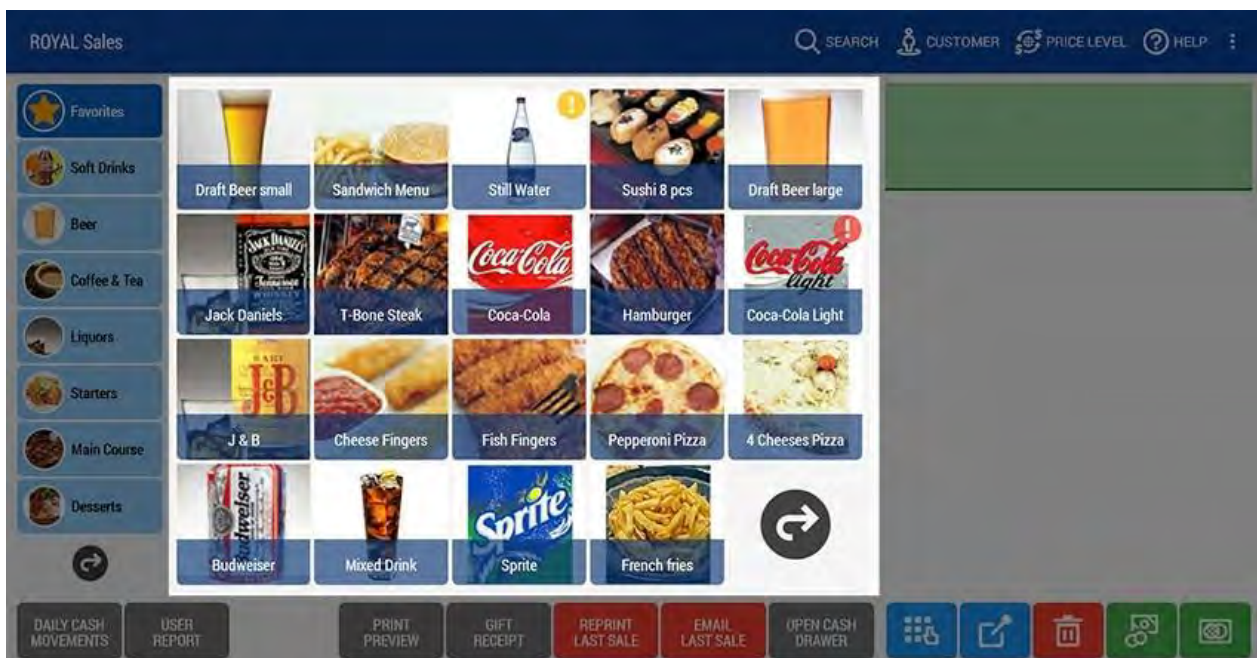
This is the **department's area**. Here you can see the list of all departments created and have the **Visible** status.

First department shown is a **Favorites** department. On this department, you can add the **most used items** so you can make faster sales without changing the current department. If there are more departments than

the shown on screen you will see a  button that allows you to go to the **next page** of departments.




Here you can see the rest of departments of your application. Use the  button to go back to the **previous screen**.



This is the **items area**. Here you can see the buttons with the items linked to the selected department and have the **Visible** status.

In the [Additional Parameters](#) section you can change the **number of rows and columns** of items to be shown, so the items buttons size can vary.

If there are more items than the shown on screen you will see a  button that allows you to go to the **next page** of items inside this department.

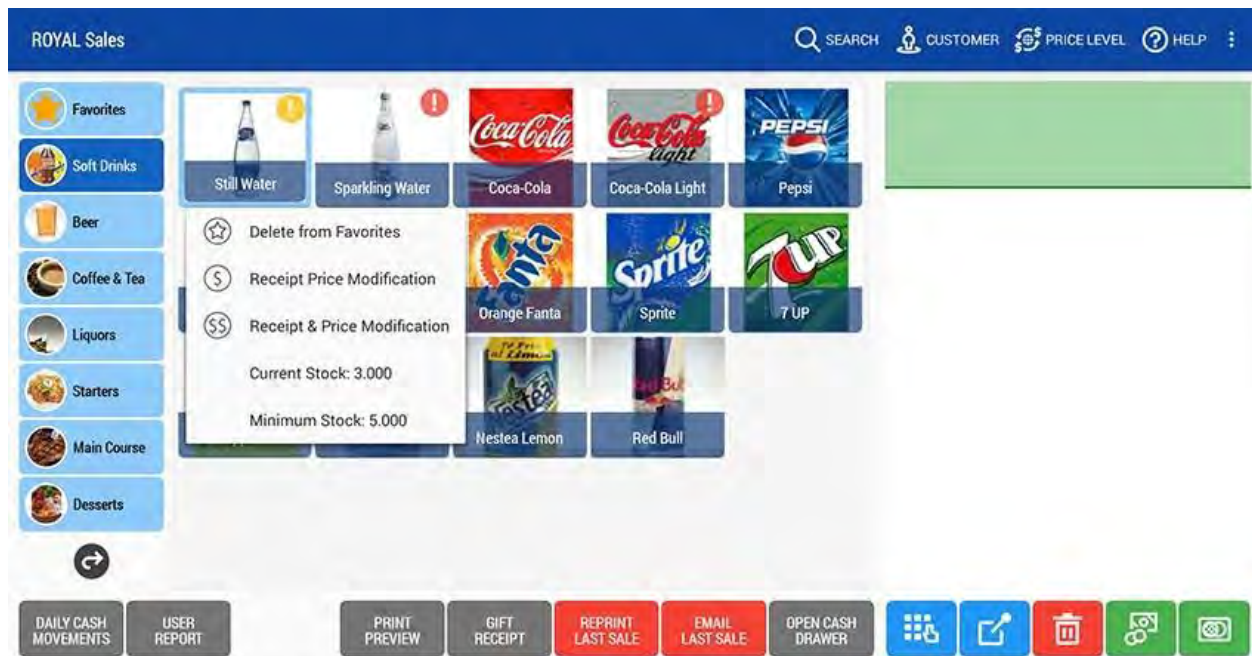




Here you can see the rest of items of this department. Use the



button to go back to the **previous screen**.



If you **long press** an item for 1 second you can see some actions:



**Add to Favorites**

You can add this item into de Favorites department



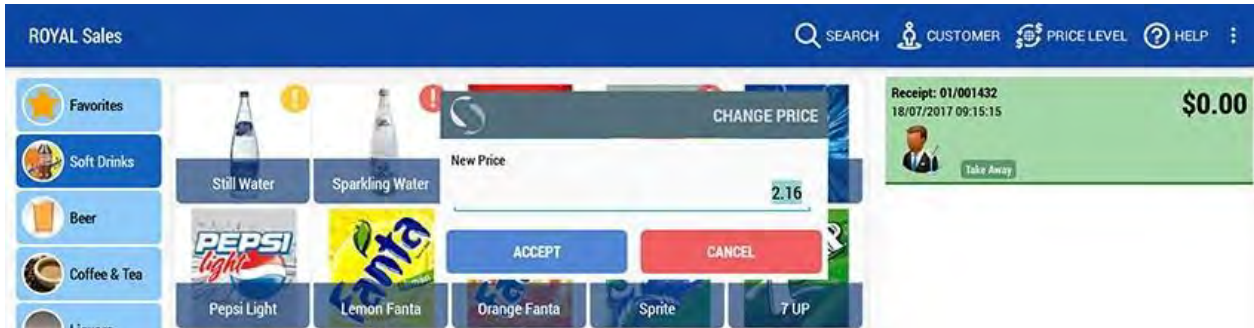


### Delete from Favorites

If this item is already in the Favorites department, you can take it out



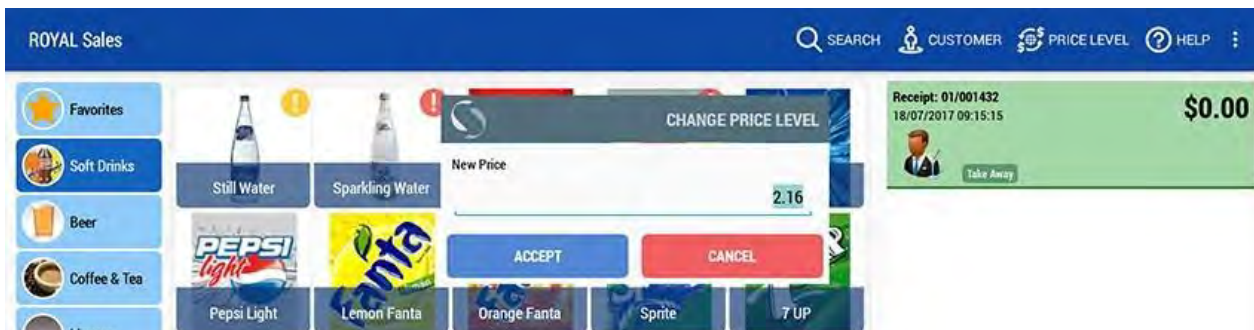
### Receipt Price Modification



You can change the preset price of this item for this current sale and add it to the sale.



### Receipt & Price Modification

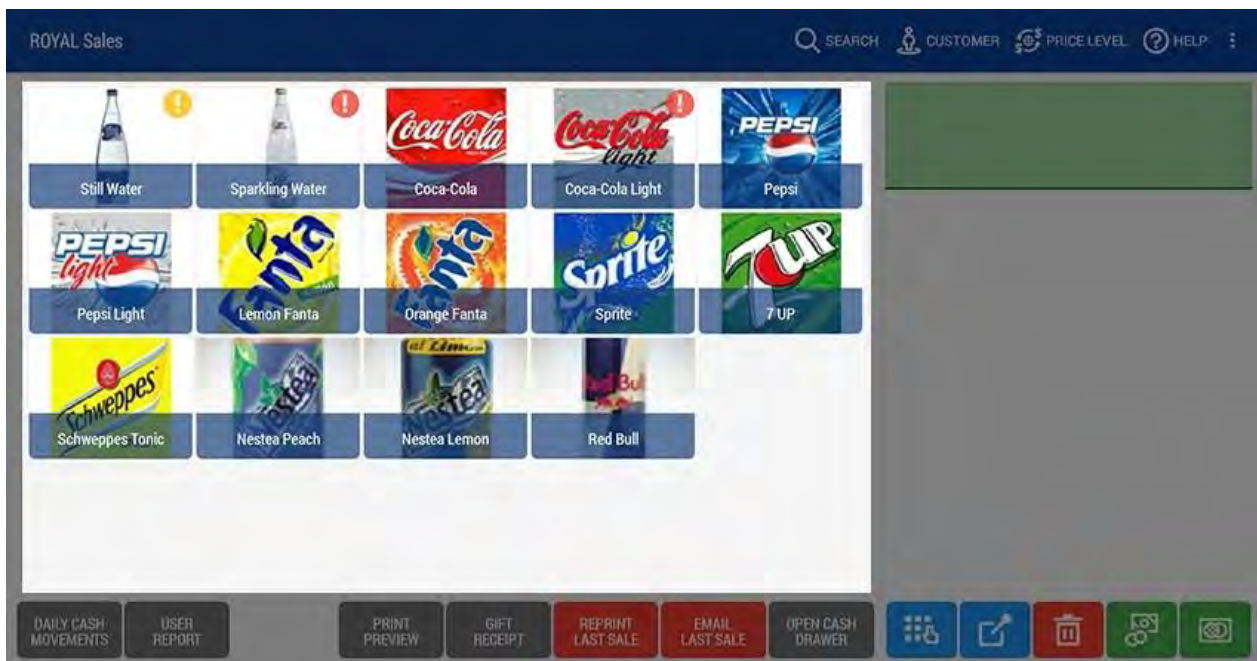


You can change the preset price of this item in the database for this current price level and add it to the sale.  
You can use this option as a fast price changing method.

### Current Stock/Minimum Stock

If this item has the Stock status active, you can see here the current stock values.

Also, you can see the special signs  and  on the items buttons that indicates stock status is **under minimum** or there is **no stock**.



There is the option to show **all items** in **only one screen** if you have used only one department.



If the user has permission, he can **create new items** for this department directly from the sales screen using the button.





In the receipt area you can see this header containing all the information of the current receipt:

- The current **receipt number**
- **Time and date** of the creation of the receipt
- The current **user picture**
- The **table number** or name (if this is not a direct sale)
- The **customer name** (if any)
- The current **price level**

On the right side you can see:

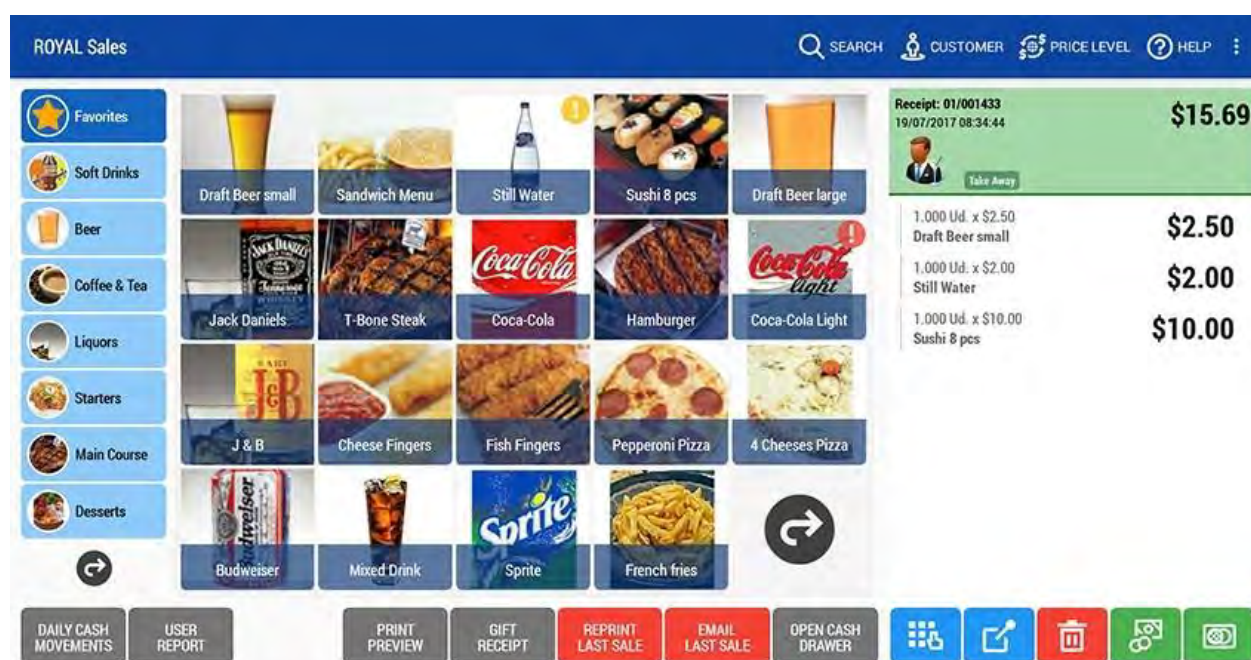
- The **total amount** to be paid with taxes included
- If there is a **sale discount** you can see the gross total, the discount amount and the discount description

## Keyboard buttons description

When doing sales there are some function buttons that appear in the keypad area. You can toggle between **ICONS** and **TEXT DESCRIPTION** for the buttons if you long press any of the buttons for 1 second.



Here you have a short explanation of the functions:



This is the screen you see when the **numeric keypad is hidden**.



**MAXIMIZE KEYPAD:** Use this button to **show the numeric keypad**



**PARK RECEIPT:** You can **park the current sale** to recover the sale later. If you are in a table, it will be stored in that table. If this is a direct sale it will ask for a name in order to find the sale easily.



**DELETE RECEIPT:** Use this button to **cancel the current sale**. If there were items already sent to a preparation printer it will send the cancel order to this printer.

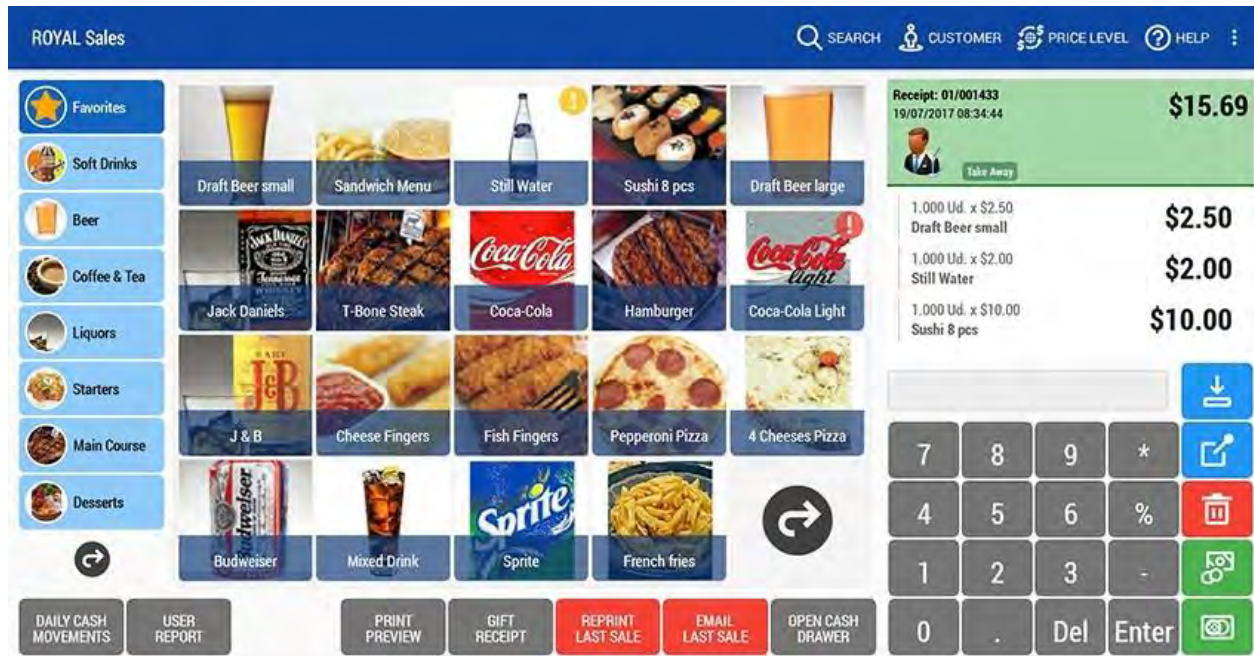


**QUICK PAYMENT:** This is to **finalize the sale** in a fast way directly as a **cash sale**.



**PAYMENT:** This button opens the **tender screen** to select how to pay, apply discounts, split the bill...





**MINIMIZE KEYPAD:** You can use this button to **hide the numeric keypad**.



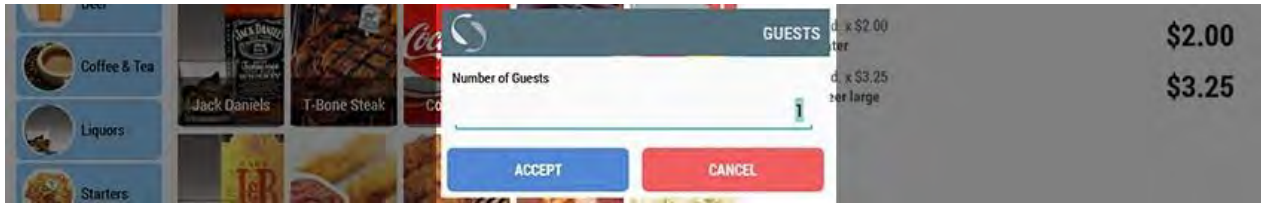
**TABLE NUMBER:** If you enter numbers on the keypad, the above button changes into a **Table recall function**. You can access a table directly by its internal code.



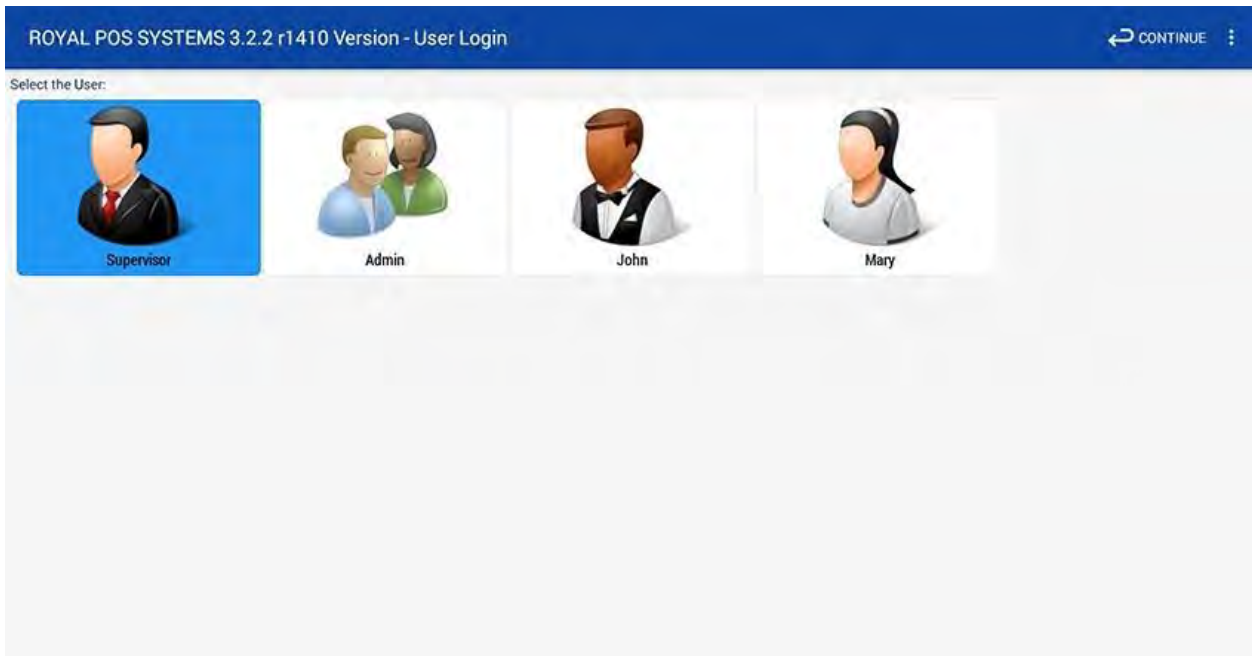
This is the screen you see when you **push on the receipt information bar**. This changes from **green to blue** color.



**# DINERS:** You can use this button to enter the **number of guests** in a table or sale. By default, all sales are fixed to 1 guest.



**USER CHANGE:** You can change the current logged user by selecting a different use.



**MINIMIZE KEYPAD:** You can use this button to **hide the above buttons**.





When you are doing a sale you can select one of the items sold and then some actions appear:



Used to **increase the units sold** of the selected item one by one.



Used to **decrease the units**

**sold** of the selected item one by one.



**DELETE LINE:** You can **delete the selected line** with this button.



**EDIT SUPPLEMENT:** If the selected item has linked supplements you will see this button activated. Use this to **add or edit the supplements** for this item.



**EDIT MODIFIERS:** If the selected item has linked modifiers you will see this button activated. Use this to **add or edit the modifiers** for this item.



**EDIT BUNDLE:** If the selected item is a pack you will see this button activated. You can use it to **edit the entered items** inside the pack.



**APPLY INVITATION:** You can apply a **100% discount** on the selected item.



**NAME CHANGE:** Use this button to change the **description of the item** for this receipt only.

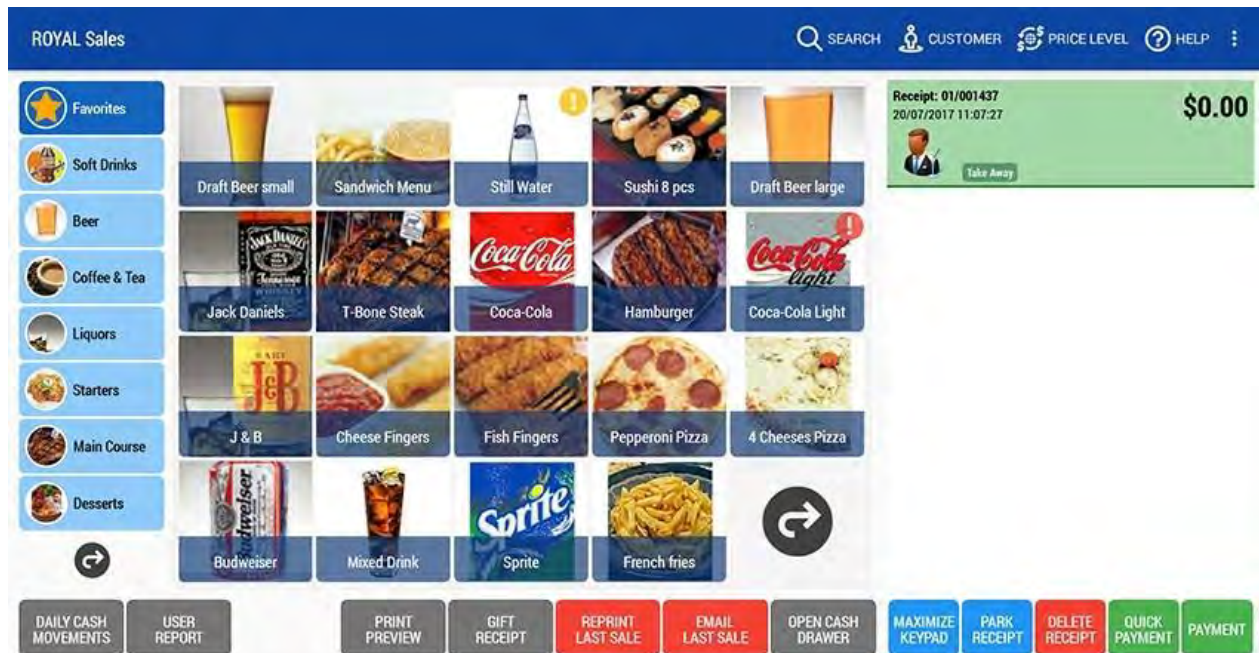


**KITCHEN REMARK:** You can send a **free text line** to the preparation printer if you want to send a special message for this item.



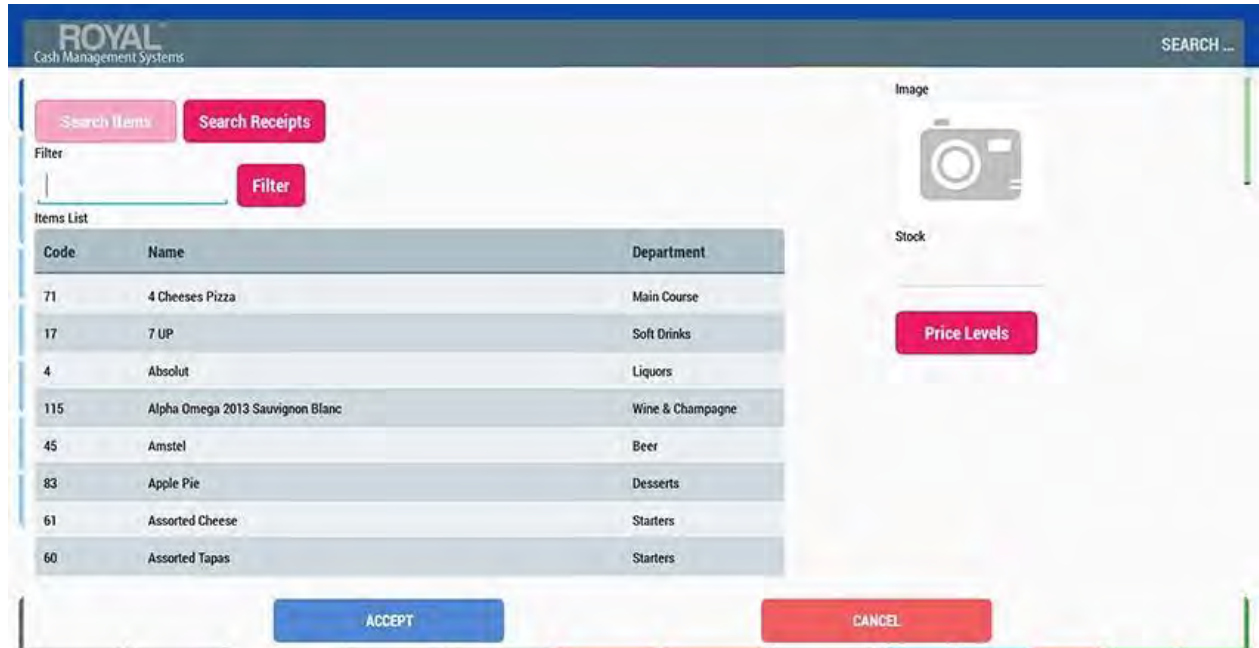
**PRICE CHANGE:** You can **change the sale price** of the selected item.

## Search Screen



During a sale, you may want to **search for an item** that cannot be found on the sales screen. You can also **search for previous receipts** to review or amend them.

Use the top button  **SEARCH** to access to the **Search Screen**.



Here you can see a **list of all items**, sorted by name. You can scroll down to see the whole list.


ROYAL Cash Management Systems SEARCH ...

[Search Items](#) [Search Receipts](#)

Filter [Filter](#)

Items List

Code	Name	Department
71	4 Cheeses Pizza	Main Course
17	7 UP	Soft Drinks
4	Absolut	Liquors
115	Alpha Omega 2013 Sauvignon Blanc	Wine & Champagne
45	Amstel	Beer
83	Apple Pie	Desserts
61	Assorted Cheese	Starters
60	Assorted Tapas	Starters

Image 

Stock -1.000

[Price Levels](#)

[ACCEPT](#) [CANCEL](#)

If you select one item line you will see the **linked image** of this item and also the **current units on stock**.

ROYAL Cash Management Systems ITEM PRICES

Items List / Prices

Code	Name	Type	Amount
1	Take Away	Sales	\$6.00
2	Take In	Sales	\$7.00
3	VIP PRICE	Sales	\$5.75
100	PURCHASE	PURCHASE	\$2.75

[ACCEPT](#) [CANCEL](#)

With the **Price Levels** button, you can check all prices of this item.



ROYAL Cash Management Systems

SEARCH ...

Search Items Search Receipts

Filter

col Filter

Items List

Code	Name	Department
93	Chocolate Almond Scoop	Ice Cream flavors
82	Chocolate Cake	Desserts
91	Chocolate Chips Scoop	Ice Cream flavors
88	Chocolate Scoop	Ice Cream flavors
13	Coca-Cola	Soft Drinks
14	Coca-Cola Light	Soft Drinks
104	Col Solare Red Wine 2009	Wine & Champagne
107	Gravel Bar Columbia Valley 2013	Wine & Champagne

Image

Stock

-2.000

Price Levels

ACCEPT CANCEL

You can search also by description if you **enter some characters** and push the **Filter** button. You will see on the list only the items containing these characters.

If you push the **Accept** button, the selected item will be transferred to the sale.

You have the option to review all receipts done using the **Search Receipts** button.

ROYAL Cash Management Systems

SEARCH ...

Search Items Search Receipts

From Date: 20/06/2017 Up to Date: 20/07/2017 Filter

Document List

Term...	Code	Invoice Date	Customer	Amount Type
01	1,436	1,280 20/07/2017 11:07		\$25.97 NORMAL
01	1,435	1,279 20/07/2017 11:03	Charles Lindbergh	\$27.06 NORMAL
01	1,434	1,278 20/07/2017 11:03		\$15.15 NORMAL
01	1,433	1,277 20/07/2017 10:54	Marilyn Monroe	\$16.07 NORMAL

Preview

Print

Payback

Change

ACCEPT CANCEL

You can see here a list of the receipts done during the last 30 days. You can show a list of a different period using the **Date filter**.

**ROYAL**  
Cash Management Systems

SEARCH ...

**Search Items** **Search Receipts**

From Date: 20/06/2017 Up to Date: 20/07/2017 **Filter**

**Document List**

Term...	Code	Invoice Date	Customer	Amount	Type
01	1,436	1,280 20/07/2017 11:07		\$25.97	NORMAL
01	1,435	1,279 20/07/2017 11:03	Charles Lindbergh	\$27.06	NORMAL
01	1,434	1,278 20/07/2017 11:03		\$15.15	NORMAL
01	1,433	1,277 20/07/2017 10:54	Marilyn Monroe	\$16.07	NORMAL

**SIODROID**

GRAND SPORTS BAR  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHD: 555-123-4567

Invoice N.: 01/001280  
20/07/2017 11:07 Employee: George

1 x Sprite	\$2.00
1 x Fish Fingers	\$6.00
1 x French Fries	\$3.00
1 x 4 Cheeses Pizza	\$13.00
<b>Subtotal:</b>	<b>\$24.00</b>
<b>Taxable: ( 8.225%)</b>	<b>\$24.00</b>
<b>State Tax: ( 8.225%)</b>	<b>\$1.97</b>
<b>Total</b>	<b>\$25.97</b>

Tip

**ACCEPT** **CANCEL**

When you select a receipt line you will see a **print preview** on the right side. There are some actions that you can perform for the selected receipt:



**Preview:** You will see a pop up screen with the details of the receipt. You can scroll down to see all receipt lines.

**ROYAL**  
Cash Management Systems

SEARCH ...

**Search Items** **Search Receipts**

From Date: 20/06/2017 Up to Date: 20/07/2017 **Filter**

**Document List**

Term...	Code	Invoice Date	Cus
01	1,436	1,280 20/07/2017 11:07	
01	1,435	1,279 20/07/2017 11:03	Cha
01	1,434	1,278 20/07/2017 11:03	
01	1,433	1,277 20/07/2017 10:54	Ma

**Receipt: 01/001436**  
20/07/2017 11:03:58

**\$25.97**

**Take Away**

1.000 Ud. x \$2.00	<b>\$2.00</b>
Sprite	
1.000 Ud. x \$6.00	<b>\$6.00</b>
Fish Fingers	
1.000 Ud. x \$3.00	<b>\$3.00</b>
French fries	
1.000 Ud. x \$13.00	<b>\$13.00</b>
4 Cheeses Pizza	

**ACCEPT**

**SIODROID**

GRAND SPORTS BAR  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHD: 555-123-4567

Invoice N.: 01/001280  
20/07/2017 11:07 Employee: George

1 x Sprite	\$2.00
1 x Fish Fingers	\$6.00
1 x French Fries	\$3.00
1 x 4 Cheeses Pizza	\$13.00
<b>Subtotal:</b>	<b>\$24.00</b>
<b>Taxable: ( 8.225%)</b>	<b>\$24.00</b>
<b>State Tax: ( 8.225%)</b>	<b>\$1.97</b>
<b>Total</b>	<b>\$25.97</b>

Tip

**ACCEPT** **CANCEL**




**Print:** It will issue a printed copy of the receipt.

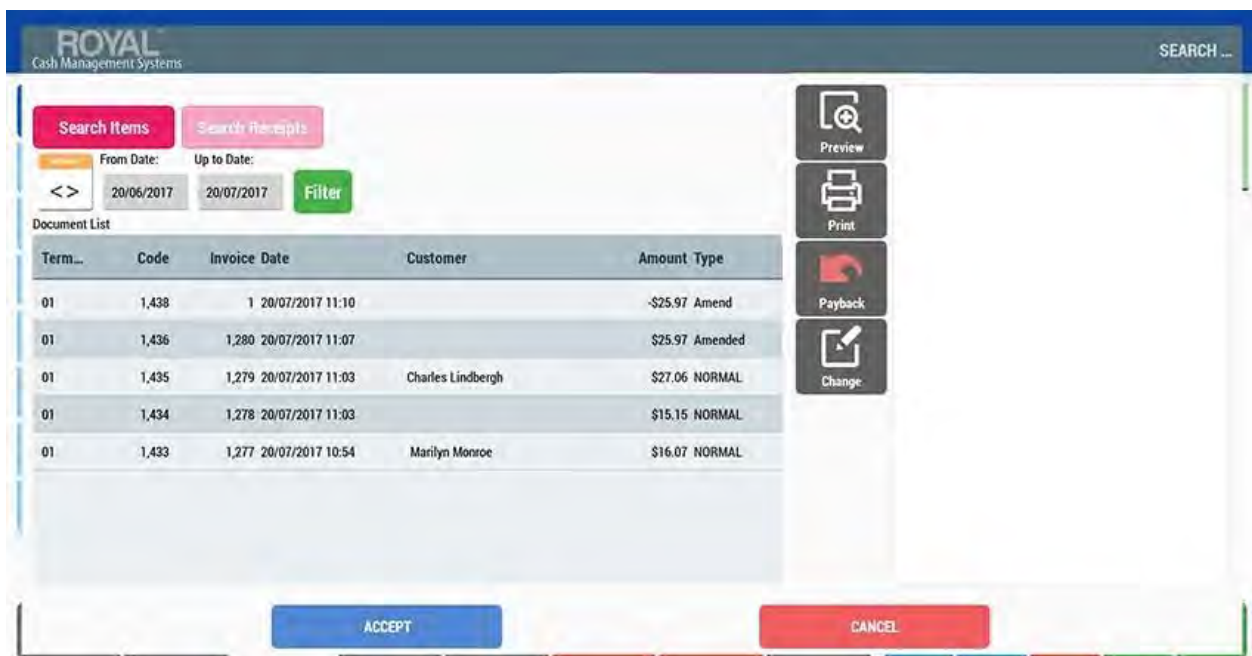


**Payback:** You cannot delete any issued receipt but you can amend it and create a new receipt with all values in negative. It will ask to print the new amend receipt.



After this process you will see the **contents of the previous receipt** on screen so you can edit what was wrong and **finalize the receipt again** as a new one.

If you want to **discard the receipt** use the  **DELETE RECEIPT** button.



Now you can see that the previous receipt has changed its status to **Amended** and the new **Amend** receipt.



**Change:** You can **edit the payment methods** of the selected receipt if the **Daily Cash** report of that day is still not done.



ROYAL Sales

CONTINUE FINISH HELP

Amount Due:  
\$27.06

Received:  
\$27.06

Change:  
\$0.00

Normal sale

Cash

Credit Card

Pending

Store Credit

Tip

7894561230. Del

SPLIT AMOUNT

PRT. ACTIVE

FINISH

Credit Card

\$27.06

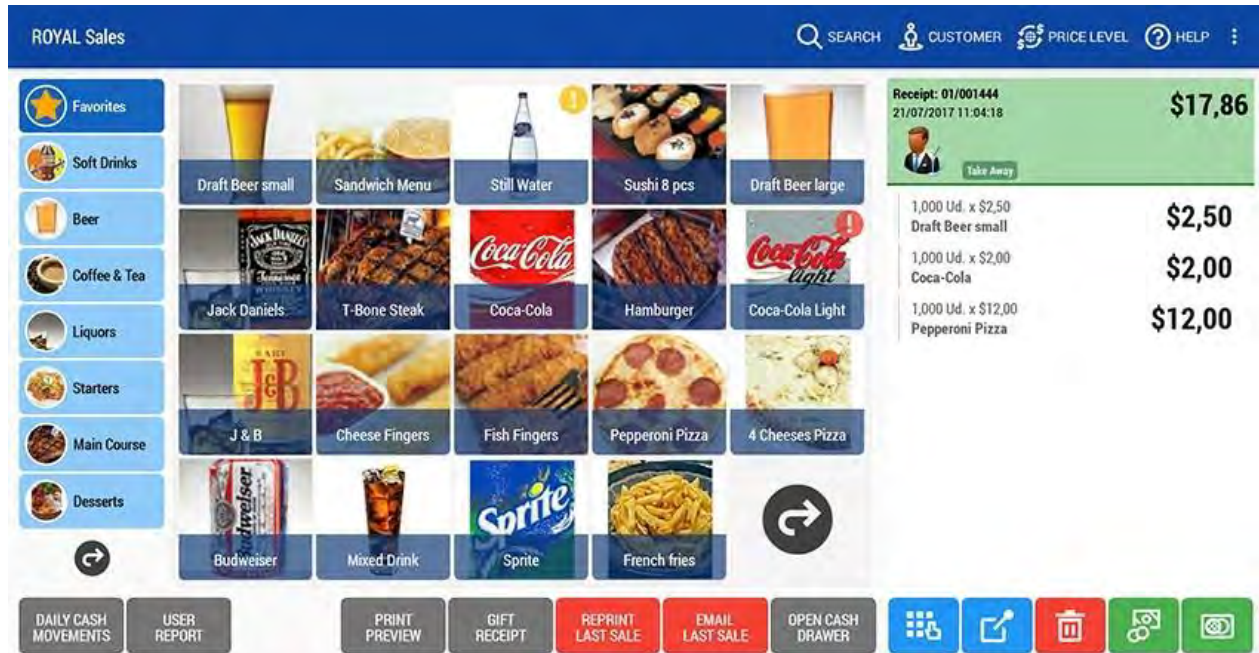
X

**SIODROID**  
GRAND SPORTS BAR  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHO: 555-123-4567



Invoice N.: 01/001279  
20/07/2017 11:03 Employee: George  
1 x Sprite \$1.75  
1 x Fish Fingers \$5.75  
1 x Cheese Fingers \$5.75  
1 x Pepperoni Pizza \$11.75  
Subtotal: \$25.00  
Taxable: ( 8.225%) \$25.00  
State Tax: ( 8.225%) \$2.06  
Total \$27.06  
Tip

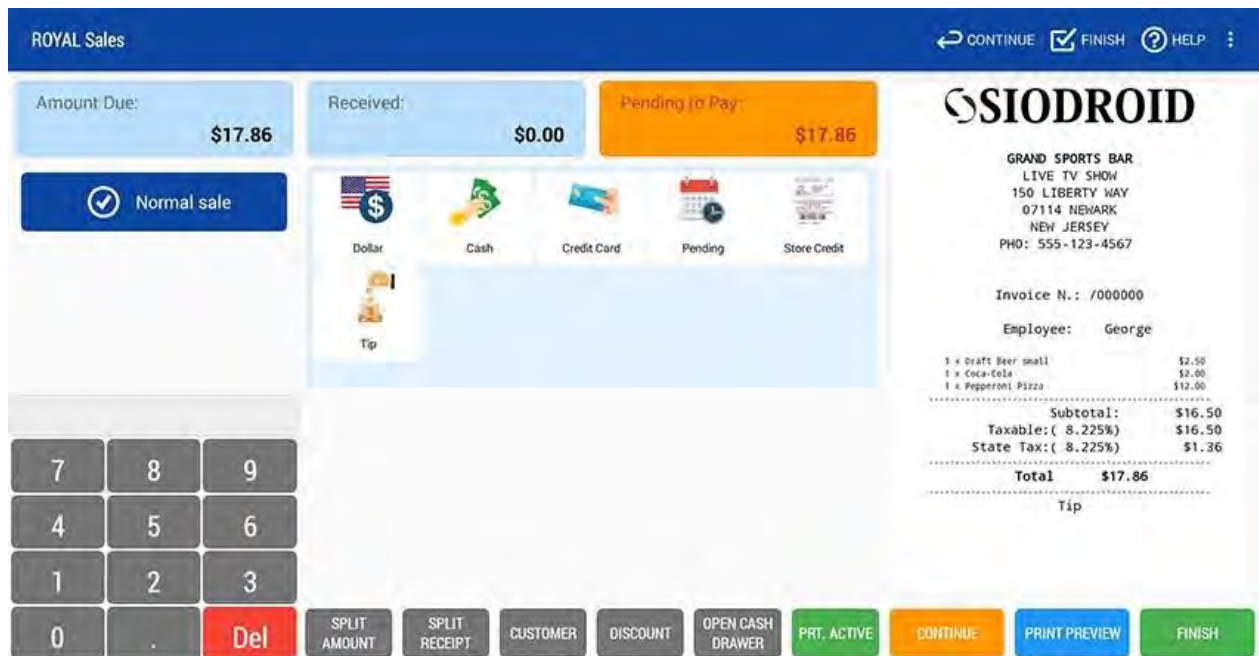
You can see the current payment method of the receipt. You can cancel the line and enter the new payment.

## Payment Screen



To finalize a sale, you must select the payment method used. You have 2 options to end a sale:

- With the  **QUICK PAYMENT** button the sale will be closed directly as **Cash** or **Credit Card**.
- With the  **PAYMENT** button you will access another screen to choose the different options to finalize the sale.



In this screen you can finalize the sale in different ways. The **fastest** is to select a Payment function directly, like **Cash** or **Credit Card**. It will assign the **Amount Due** to the Payment. You can now end the transaction with the **Finish** button.

ROYAL Sales

Amount Due: \$17.86

Received: \$17.86

Change: \$0.00

Normal sale

Dollar Cash Credit Card Pending Store Credit

Tip

Cash \$17.86

7 8 9

4 5 6

1 2 3

0 . Del

SPLIT AMOUNT SPLIT RECEIPT CUSTOMER DISCOUNT OPEN CASH DRAWER PRT. ACTIVE CONTINUE PRINT PREVIEW FINISH

**SIODROID**

GRAND SPORTS BAR  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHO: 555-123-4567

Invoice N.: /000000

Employee: George

3 x Draft Beer small \$2.50  
2 x Coca-Cola \$2.00  
1 x Pepperoni Pizza \$12.50

Subtotal: \$16.50  
Taxable: ( 8.225%) \$16.50  
State Tax: ( 8.225%) \$1.36

Total \$17.86

Tip

Another way is to enter in the numeric keypad the **amount received** and select the proper **Payment** function. It will calculate the **Change** to be returned. End the transaction with the **Finish** button.

ROYAL Sales

Amount Due: \$17.86

Received: \$20.00

Change: \$2.14

Normal sale

Dollar Cash Credit Card Pending Store Credit

Tip

Cash \$20.00

7 8 9

4 5 6

1 2 3

0 . Del

SPLIT AMOUNT SPLIT RECEIPT CUSTOMER DISCOUNT OPEN CASH DRAWER PRT. ACTIVE CONTINUE PRINT PREVIEW FINISH

**SIODROID**

GRAND SPORTS BAR  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHO: 555-123-4567

Invoice N.: /000000

Employee: George

3 x Draft Beer small \$2.50  
2 x Coca-Cola \$2.00  
1 x Pepperoni Pizza \$12.50

Subtotal: \$16.50  
Taxable: ( 8.225%) \$16.50  
State Tax: ( 8.225%) \$1.36

Total \$17.86

Tip

You also have the option to use **more than one Payment** function on the same sale. To do that, enter the amount with the numeric keypad and select the **first Payment**. As the Amount Due is still not zero you can select **another Payment** to end the operation.



**ROYAL Sales** CONTINUE FINISH HELP

Amount Due: **\$17.86** Received: **\$17.86** Change: **\$0.00**

Normal sale

Currency selection: Dollar, Cash, Credit Card, Pending, Store Credit, Tip

Payment summary:

Cash	\$10.00	X
Credit Card	\$7.86	X

Barcode area with numeric keypad (0-9, Del) and function buttons: SPLIT AMOUNT, SPLIT RECEIPT, CUSTOMER, DISCOUNT, OPEN CASH DRAWER, PRT. ACTIVE, CONTINUE, PRINT PREVIEW, FINISH.

**SIODROID**  
 GRAND SPORTS BAR  
 LIVE TV SHOW  
 150 LIBERTY WAY  
 07114 NEWARK  
 NEW JERSEY  
 PHO: 555-123-4567

Invoice N.: /000000  
 Employee: George

1 x Draft Beer small	\$2.50
1 x Coca-Cola	\$2.00
1 x Pepperoni Pizza	\$12.00
<b>Subtotal:</b>	<b>\$16.50</b>
Taxable: ( 8.225%)	\$16.50
State Tax: ( 8.225%)	\$1.36
<b>Total</b>	<b>\$17.86</b>
Tip	

It is possible to finalize sales using **different currencies**. Select the currency logo to check available currencies.

Normal sale

Currency selection menu:

- Dollar Code: 1
- Euro Code: 2
- CAD Code: 3

Barcode area with numeric keypad (7, 8, 9) and function buttons: SPLIT AMOUNT, SPLIT RECEIPT, CUSTOMER, DISCOUNT, OPEN CASH DRAWER, PRT. ACTIVE, CONTINUE, PRINT PREVIEW, FINISH.

**SIODROID**  
 GRAND SPORTS BAR  
 LIVE TV SHOW  
 150 LIBERTY WAY  
 07114 NEWARK  
 NEW JERSEY  
 PHO: 555-123-4567

Invoice N.: /000000  
 Employee: George

1 x Draft Beer small	\$2.50
1 x Coca-Cola	\$2.00
1 x Pepperoni Pizza	\$12.00
<b>Subtotal:</b>	<b>\$16.50</b>
Taxable: ( 8.225%)	\$16.50
State Tax: ( 8.225%)	\$1.36
<b>Total</b>	<b>\$17.86</b>
Tip	

The **Amount Due** is changed into the **new currency**. When paying in different currencies it is only allowed to **pay by Cash**.

**ROYAL Sales** CONTINUE FINISH HELP

Amount Due: **20.54€** Received: **0.00€** Pending to Pay: **20.54€**

Normal sale

Currency selection: Euro, Cash, Credit Card, Pending, Store Credit, Tip

Barcode area with numeric keypad (0-9, Del) and function buttons: SPLIT AMOUNT, SPLIT RECEIPT, CUSTOMER, DISCOUNT, OPEN CASH DRAWER, PRT. ACTIVE, CONTINUE, PRINT PREVIEW, FINISH.

**SIODROID**  
 GRAND SPORTS BAR  
 LIVE TV SHOW  
 150 LIBERTY WAY  
 07114 NEWARK  
 NEW JERSEY  
 PHO: 555-123-4567

Invoice N.: /000000  
 Employee: George

1 x Draft Beer small	\$2.50
1 x Coca-Cola	\$2.00
1 x Pepperoni Pizza	\$12.00
<b>Subtotal:</b>	<b>\$16.50</b>
Taxable: ( 8.225%)	\$16.50
State Tax: ( 8.225%)	\$1.36
<b>Total</b>	<b>\$17.86</b>
Tip	

Once you enter the **Received amount**, the **Change** to be returned will be always calculated in the **Home**

## Currency.

ROYAL Sales

CONTINUE FINISH HELP

Amount Due: 20.54€

Received: 25.00€

Change: \$3.88

SIODROID

GRAND SPORTS BAR  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHO: 555-123-4567

Invoice N.: /000000

Employee: George

1 x Draft Beer small \$2.50  
1 x Coca-Cola \$2.00  
1 x Pepperoni Pizza \$12.00

Subtotal: \$16.50  
Taxable: ( 8.225%) \$16.50  
State Tax: ( 8.225%) \$1.36

Total \$17.86

Tip

Normal sale

Euro Cash Credit Card Pending Store Credit

Cash 25.00€

7 8 9  
4 5 6  
1 2 3  
0 . Del

SPLIT AMOUNT SPLIT RECEIPT CUSTOMER DISCOUNT OPEN CASH DRAWER PRT. ACTIVE CONTINUE PRINT PREVIEW FINISH

You can apply **Tips** to the sale before finalizing the transaction. By settings you can activate an **automatic percentage** to be applied as a **Tip**. The other way is to enter an amount on the numeric keypad and select the **Tip Payment**. This amount will be added to the **Amount Due**, then you can use another Payment function to end the sale.

ROYAL Sales

CONTINUE FINISH HELP

Amount Due: \$22.86

Received: \$22.86

Change: \$0.00

SIODROID

GRAND SPORTS BAR  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHO: 555-123-4567

Invoice N.: /000000

Employee: George

1 x Draft Beer small \$2.50  
1 x Coca-Cola \$2.00  
1 x Pepperoni Pizza \$12.00

Subtotal: \$16.50  
Taxable: ( 8.225%) \$16.50  
State Tax: ( 8.225%) \$1.36

Total \$17.86

Tip \$5.00

Total with tip \$22.86

Cash \$22.86  
CHANGE: \$0.00

Normal sale

Dollar Cash Credit Card Pending Store Credit

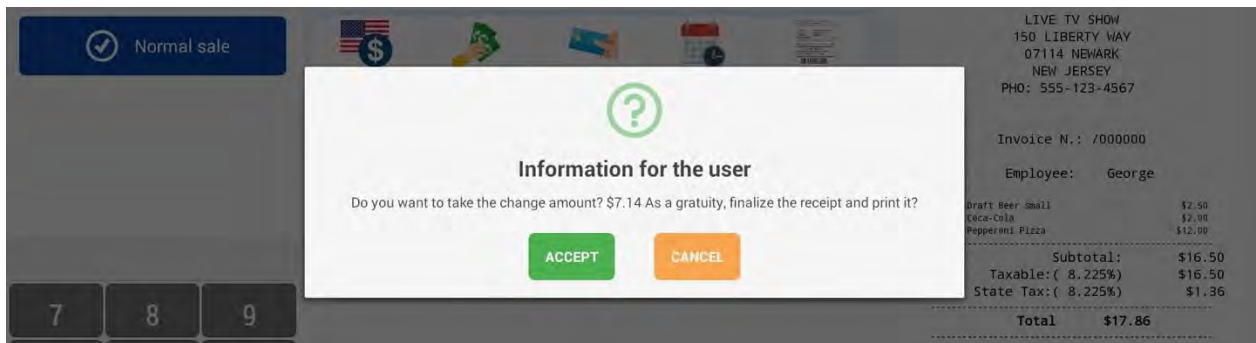
Tip \$5.00

Cash \$22.86

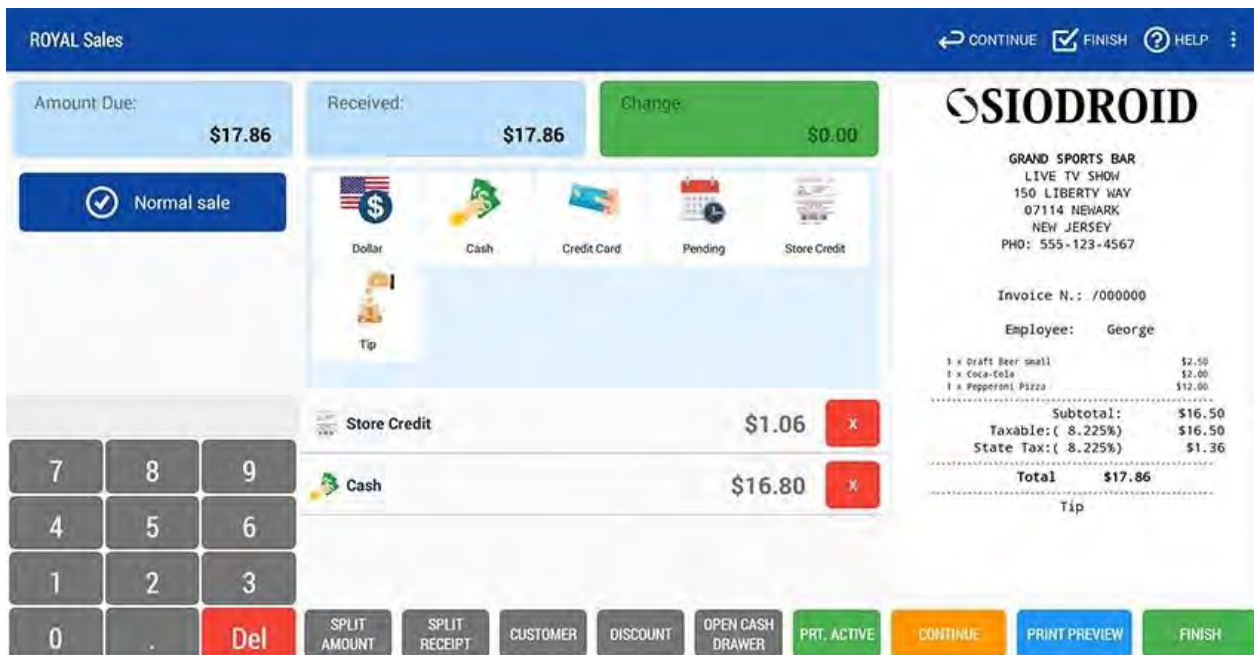
7 8 9  
4 5 6  
1 2 3  
0 . Del

SPLIT AMOUNT SPLIT RECEIPT CUSTOMER DISCOUNT OPEN CASH DRAWER PRT. ACTIVE CONTINUE PRINT PREVIEW FINISH

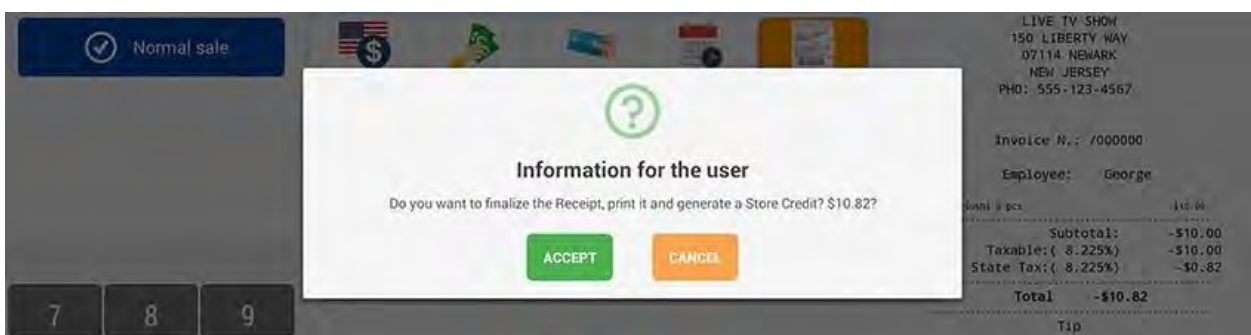
You can also assign the **Change to be returned to a Tip**. You enter the amount to be paid to a Payment function and then use the **Tip function**. It will ask for using the change as a Tip and finalize the sale.



You can also use **Store Credit coupons** as a payment. You have to enter the **coupon number** and then the Store Credit function. It will take the **value of the coupon** and assign it to the sale. If the amount is not enough to reach the **Amount Due**, then use another Payment function to end the sale.

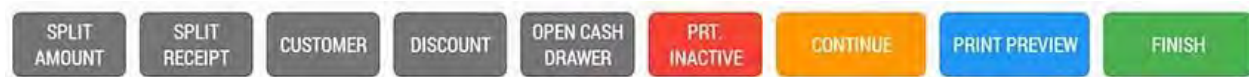


You can issue **new Store Credit coupons** when the sale **total is negative** or you don't want to return the **Change amount** in Cash. Use the Store Credit function to end the transaction and **issue a Store Credit coupon**.





There are some function buttons available in the bottom area:




- **SPLIT AMOUNT**


You can **divide the sales total** into the number of guests that want to pay the receipt. You can enter the **number of divisions** on the numeric keypad and push the **Split Amount** key. You will see a line showing the **amount to be paid by each person** and it will be also **printed in the bottom** of the bill.

- **SPLIT RECEIPT**

You have the option to **extract some items** from a receipt to be **paid separately**. If you use the **Split Receipt** button, you get a new screen.



Now you can **select the items** you want to split. The **new receipt** is created on the **right side**. Use the  button to accept the split.

ROYAL Sales		← CONTINUE ✓ ? HELP ⋮	
Receipt: 01/001446 21/07/2017 11:51:59	\$17.86	Receipt: 01/001447 21/07/2017 11:55:53	\$12.99
 Take Away		 Take Away	
1.000 Ud. x \$2.50 Draft Beer small	\$2.50	1.000 Ud. x \$2.16 Coca-Cola	\$2.16
1.000 Ud. x \$2.00 Still Water	\$2.00	1.000 Ud. x \$10.82 Sushi 8 pcs	\$10.82
1.000 Ud. x \$6.00 Cheese Fingers	\$6.00		
1.000 Ud. x \$6.00 Fish Fingers	\$6.00		

Now you can see the new receipt with the split items. You can end the transaction normally with a **Payment function** and the **Finish button**. You can also use the **Print Preview button** to store this new receipt separately from the original operation.

ROYAL Sales

CONTINUE FINISH HELP

Amount Due: **\$12.99** Received: **\$0.00** Pending to Pay: **\$12.99**

Normal sale

Dollar Cash Credit Card Pending Store Credit Tip

7 8 9  
4 5 6  
1 2 3  
0 . Del

SPLIT AMOUNT SPLIT RECEIPT CUSTOMER DISCOUNT OPEN CASH DRAWER PRT. ACTIVE CONTINUE PRINT PREVIEW FINISH

**SIODROID**

GRAND SPORTS BAR  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHO: 555-123-4567

Invoice N.: /000000  
Employee: George

1 x Coca-Cola \$2.16  
1 x Sushi 8 pcs \$10.82

Subtotal: \$12.99  
Taxable: ( 8.225%) \$12.00  
State Tax: ( 8.225%) \$0.99

**Total \$12.99**

Tip

- CUSTOMER**

You can **assign a customer** to a sale directly from the sales screen or from here. Use the **Customer** button to assign a customer.

Select one of the customers on the list and push the **Accept** button. You can also create some new customers from this screen. Check [Customer settings](#) for details.

ROYAL Sales

HELP

Customers

Filter

Filter

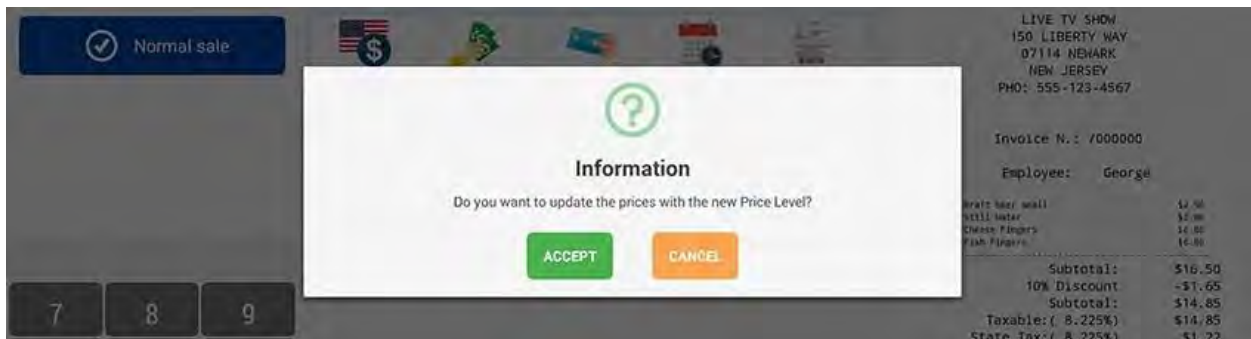
Customers List

Code	Name	VAT Number	Status
3	Marilyn Monroe		Active
2	Abraham Lincoln		Active
1	Charles Lindbergh		Active
4	Gloria Estefan		Active

+

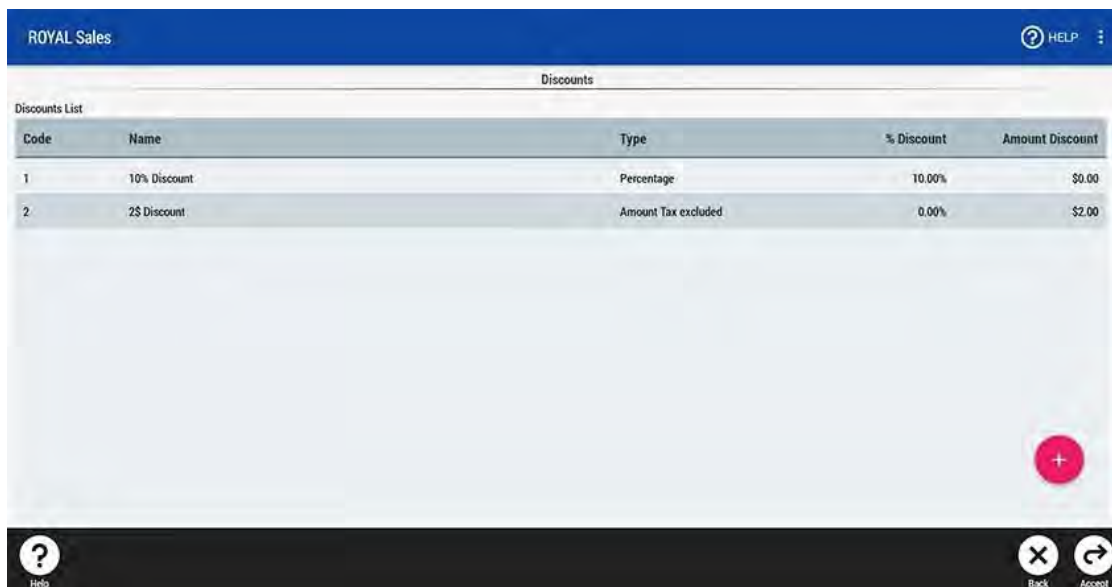
Help Back Accept

If the customer has special conditions as a **fixed discount** or a **different price level** it will be requested to confirm the price change. If you want to finalize a sale with the **Pending payment** you always have to select a customer.



- **DISCOUNT**

You can apply a discount to the sale total. This discount can be a **percentage or an amount**. Use the **Discount function** to select the desired discount. You can create new discounts from this screen. Check [Discount settings](#) for details.



- **OPEN CASH DRAWER**

You can **open the cash drawer** anytime using this button.

- **PRT. ACTIVE/INACTIVE**

You can **activate or deactivate** the receipt printing with these toggle button. When the printer is Inactive you can issue last receipt after the sale.

- **CONTINUE**

You can **return to the sale** and discard any change you made on this screen.

- **PRINT PREVIEW**

You can issue a **Proforma receipt** with this button. The sale remains open.

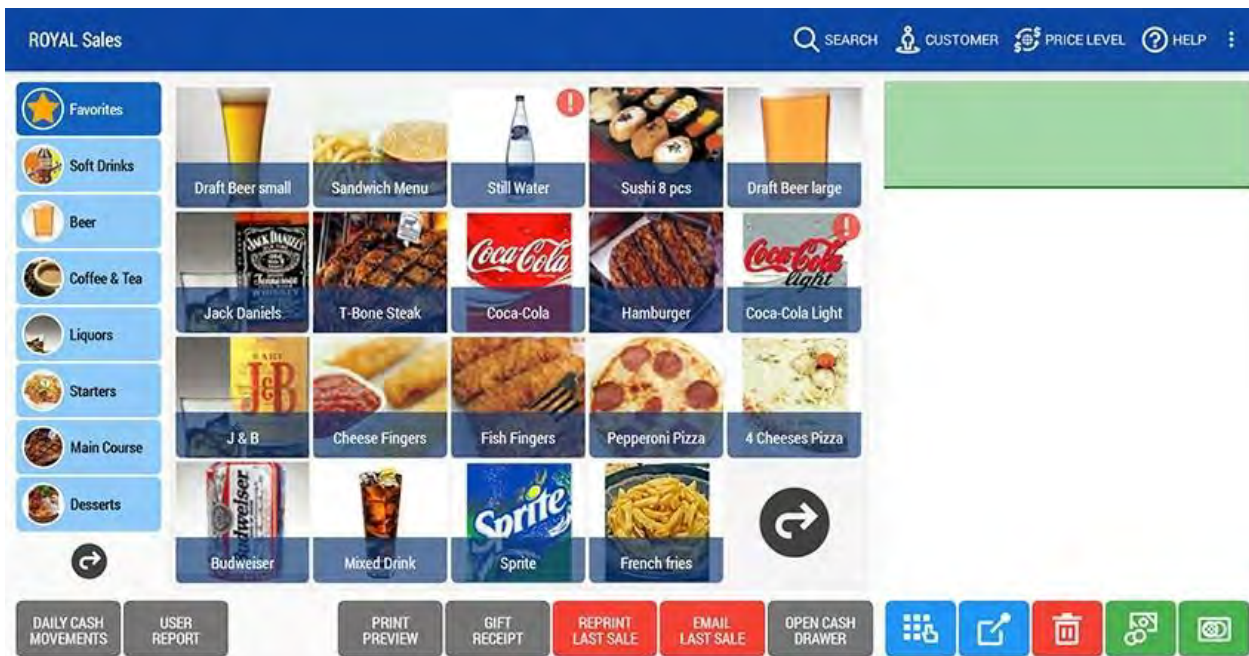
- **FINISH**

This function is used to **end the transaction**. You cannot end a transaction if there is an amount pending to pay.

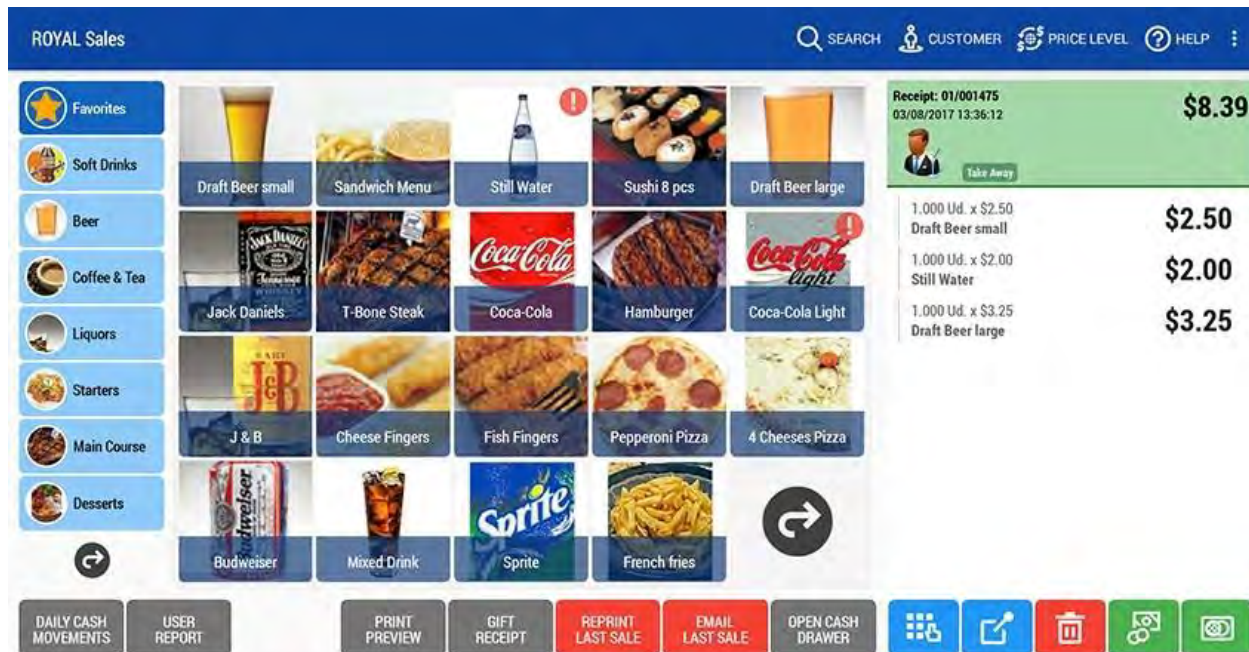




## Item Sales Operations

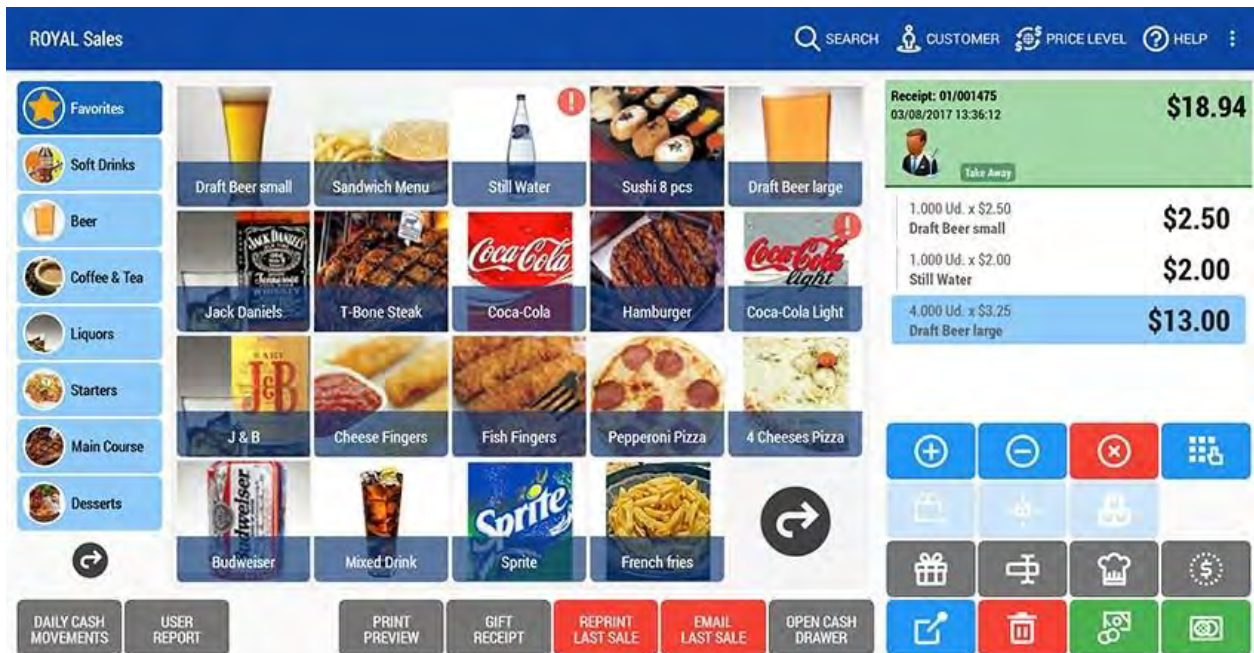
You can see the process to sell items here.



The regular sale is to move into the **different departments** and select the **items one by one**. The items selected will be appearing on the receipt side.



When you select one line of the receipt you have the option to increase or reduce the units using the  and  buttons.



You can use the keypad to **change units**. Enter the quantity followed by the **\*** key and then select an item button or one line of the receipt.

You can also use the keypad to **enter a new price**. Enter the amount and then select an item button or one line of the receipt.




You can **delete one line** if you select an item from the receipt and use the **DEDELETE LINE** button.



## SUPPLEMENTS

If an item has a **list of supplements** you can add any of them to the sale. You can select more than one.

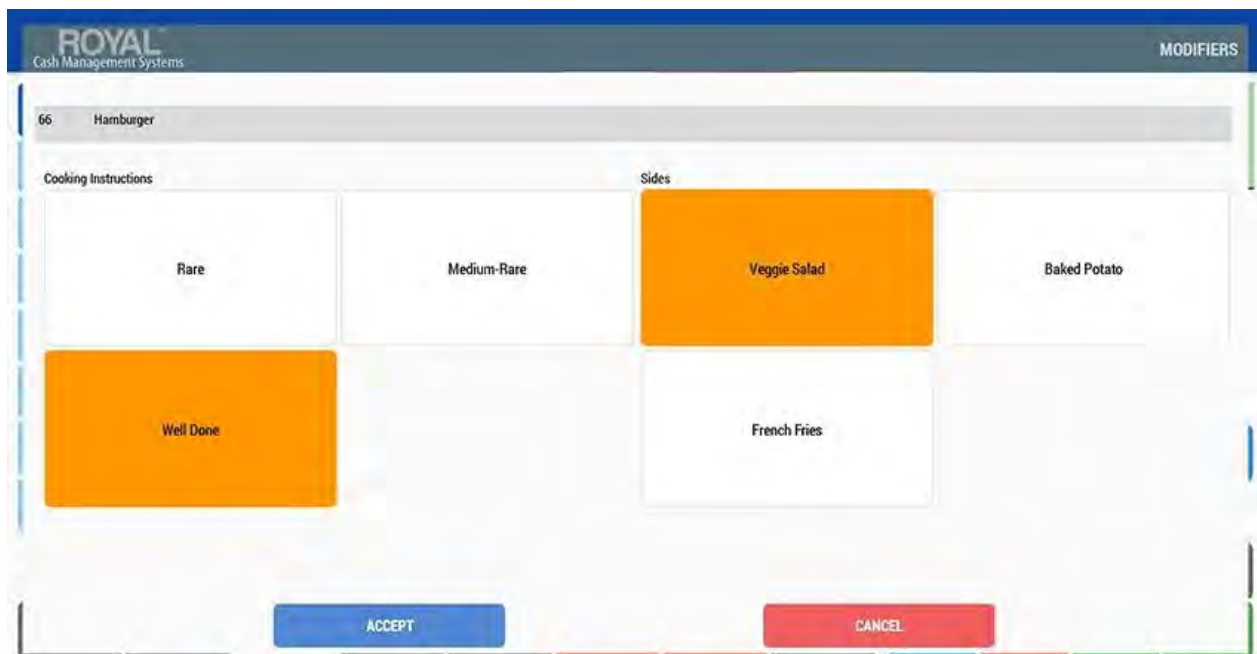



In case you need to **edit or add supplements** to an item select the receipt line and use the  **EDIT SUPPLEMENTS** button.



- MODIFIERS**

If an item has some modifiers you can choose **one option from each modifier group**. These texts will be printed only in the preparation printer.

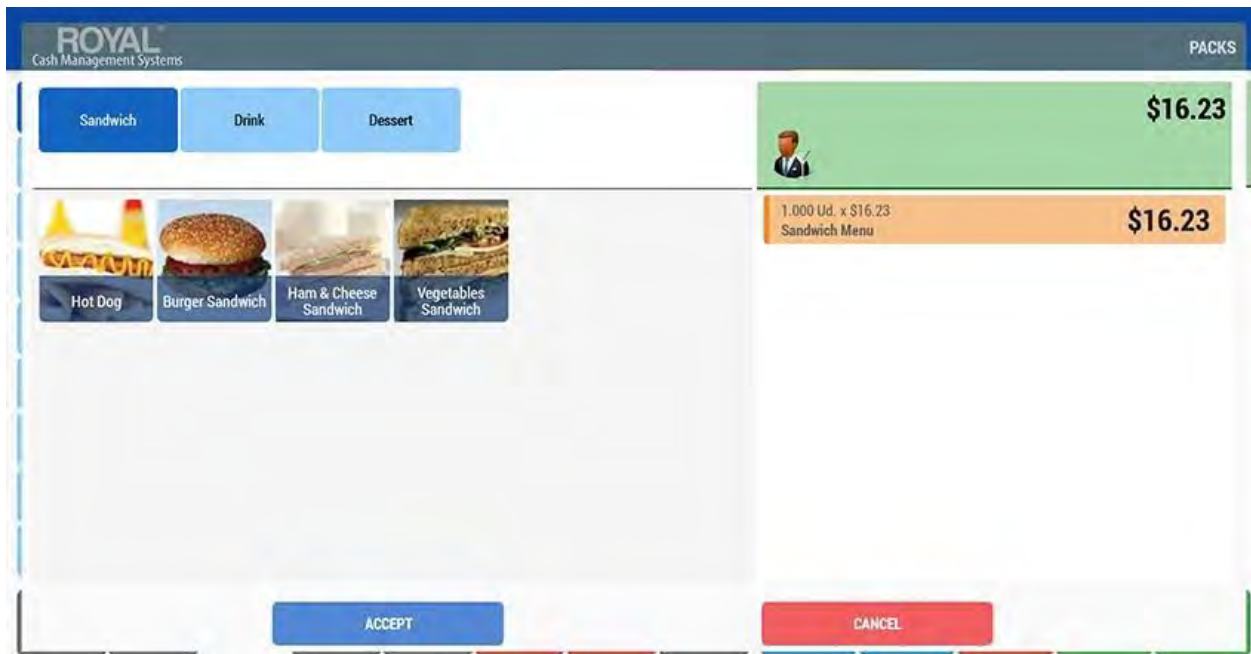


In case you need to **edit or add modifiers** to an item select the receipt line and use the  **EDIT MODIFIERS** button.

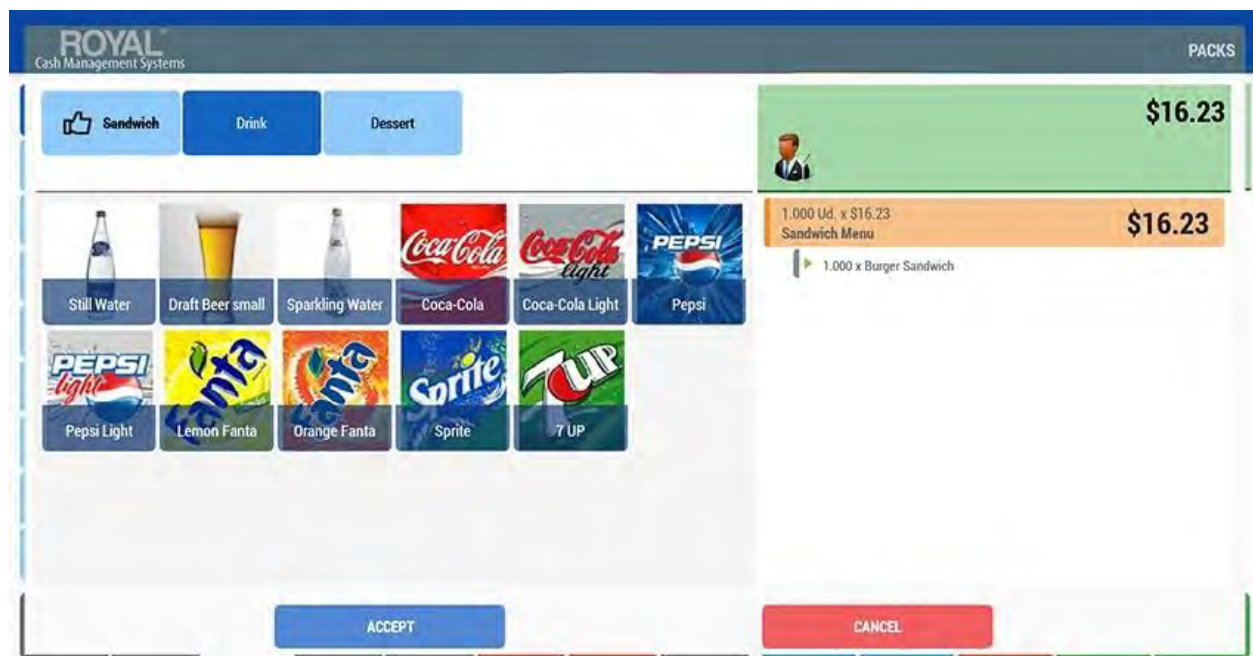


- **PACKS - ITEM BUNDLES**

When you sell an **item set as a pack**, it will ask for the components of the pack.

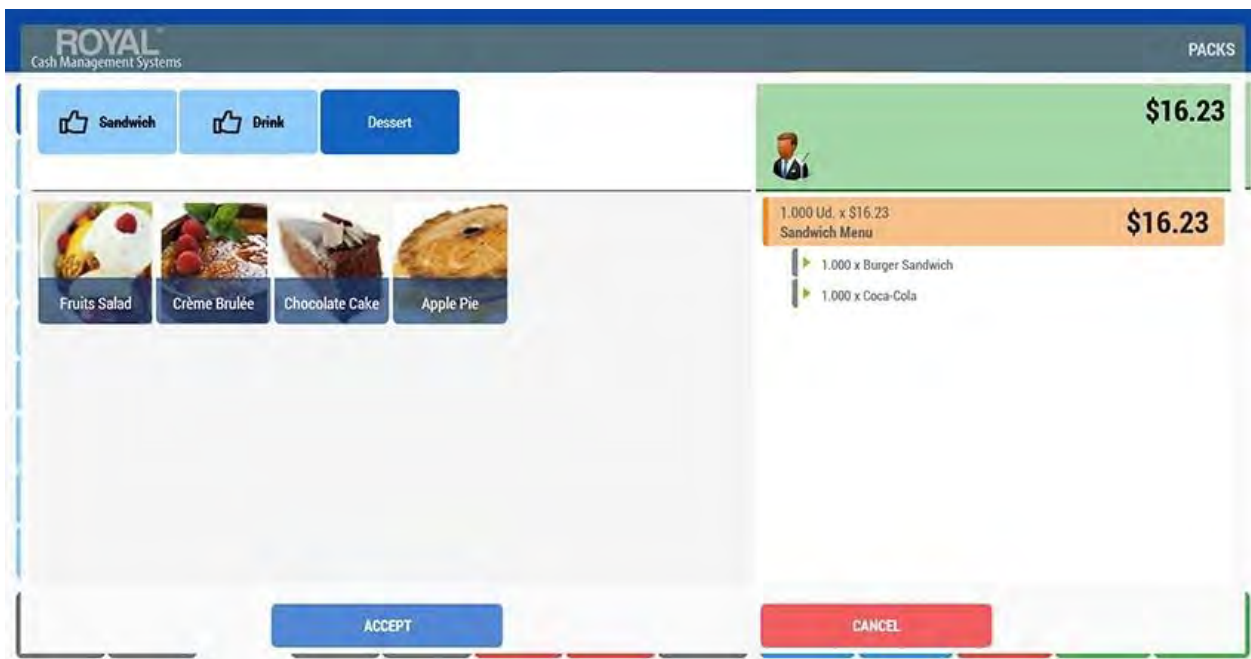



When you select an item, it **jumps automatically to the next group** of the pack.

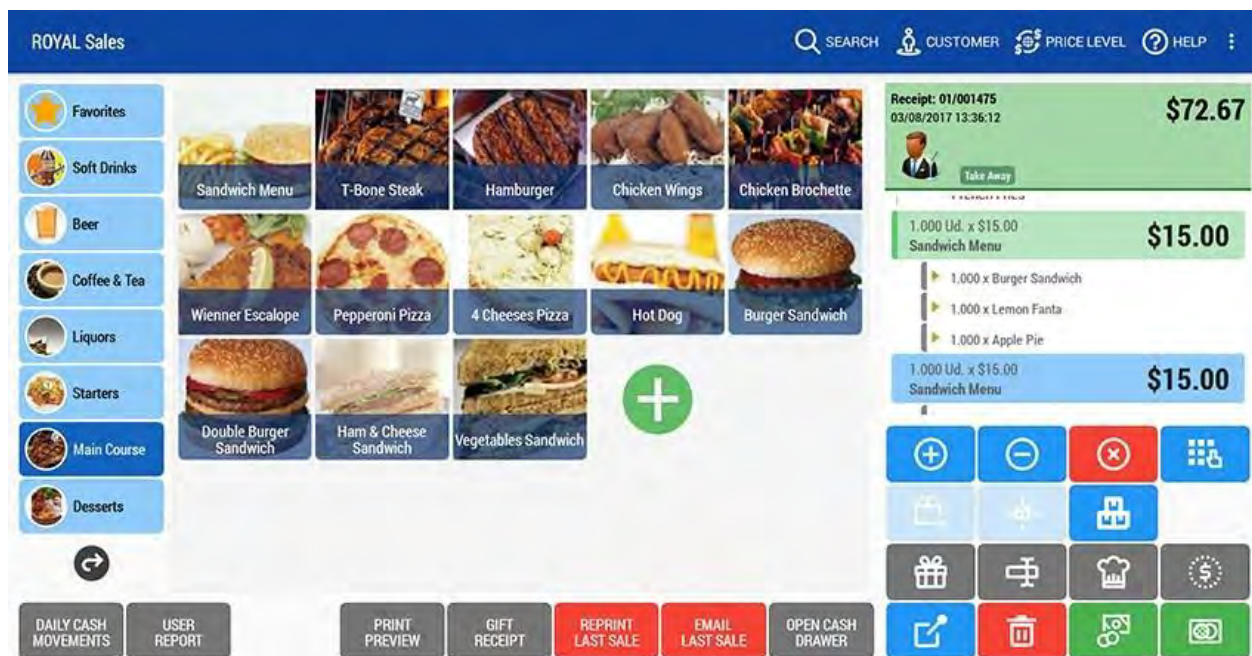


After the **last component** of the pack is selected the window will close and return to the sale.

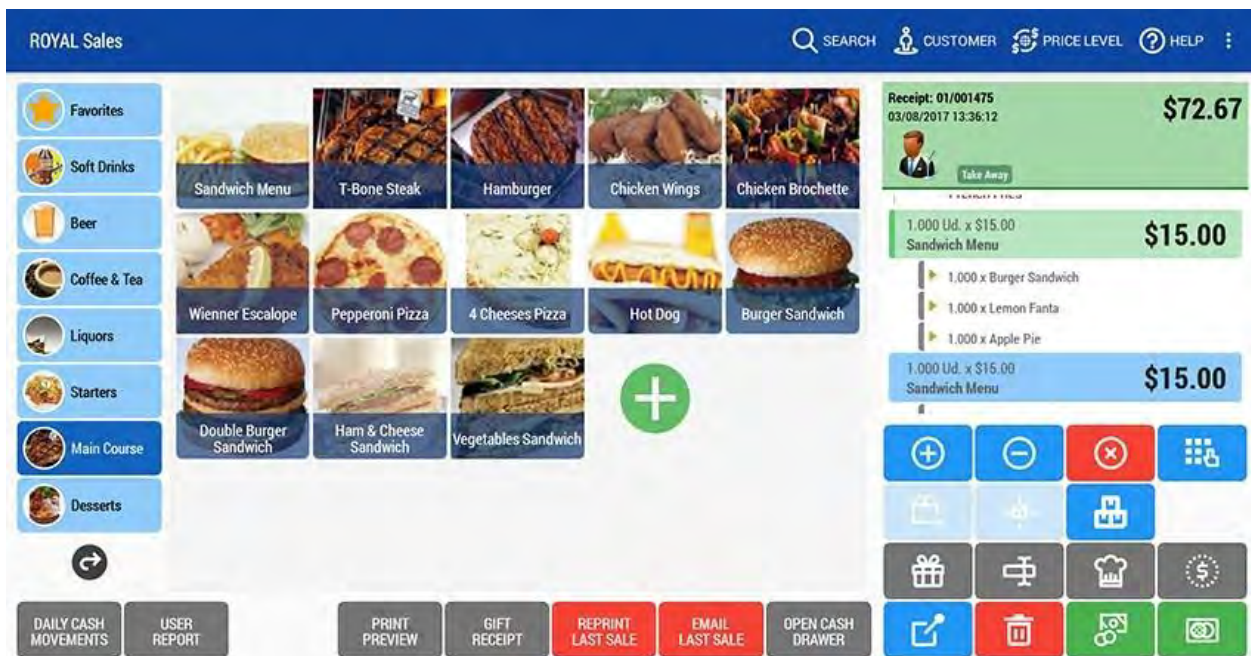




In case you need to **edit or add components to the pack** select the receipt line and use the  **EDIT BUNDLE** button.



**Completed packs are shown in green color on the receipt. If the pack is not completed it will appear in orange.**

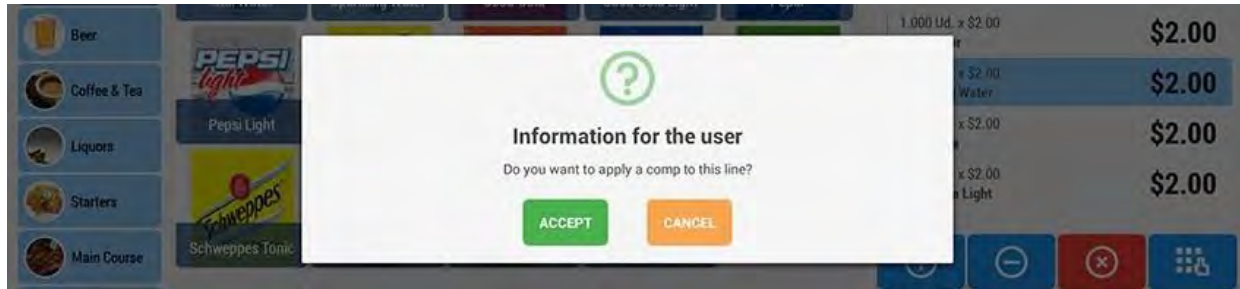



If you **enter a quantity** before selling a pack item, it will allow you to select the same units of each component. You will see the **number of selections** on each button.





- **ITEM COMPS**

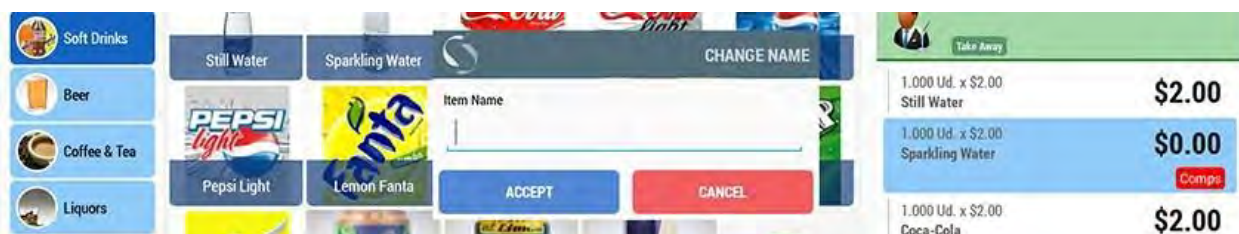



You can apply a **100% discount** on an item line. Select the line and use the  **APPLY INVITATION** button.



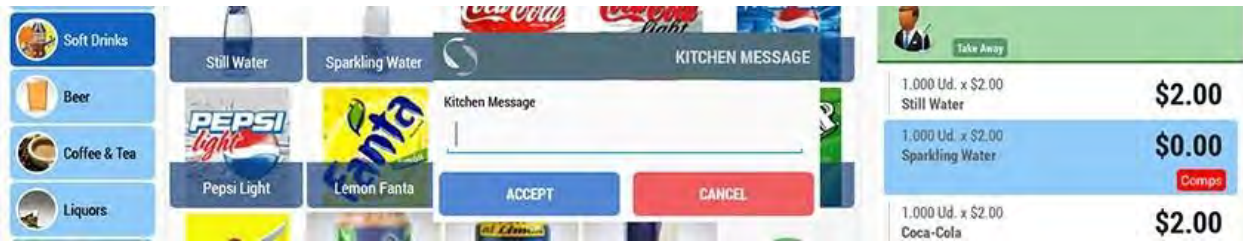
The price will be set to **\$0.00** and the message **COMPS** is shown under the line. You can revert the status using the  **APPLY INVITATION** button again.


- **NAME CHANGE**

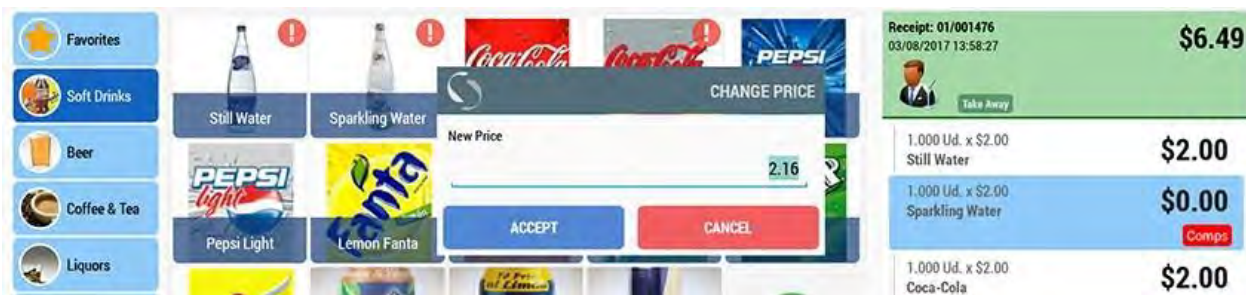



It is possible to **change the name description** of an item only for this sale. Select the receipt line and use the  **NAME CHANGE** button.

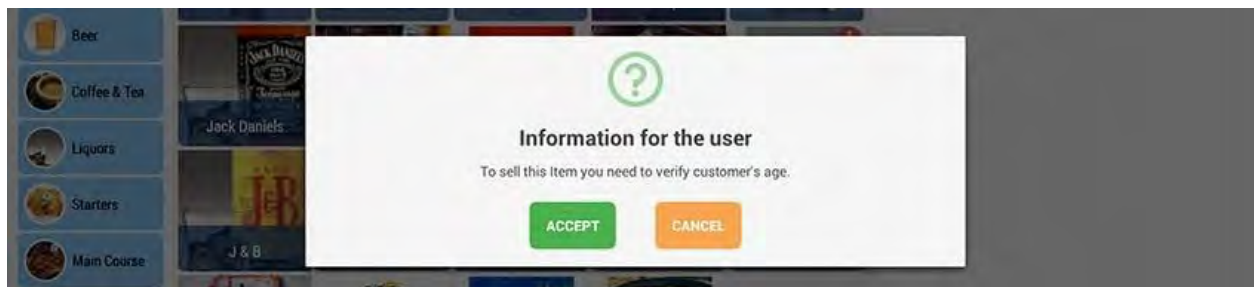




You can enter a **special text** that will be sent to the preparation printer, below the item's name. Select the receipt line and use the  **KITCHEN REMARK** button.

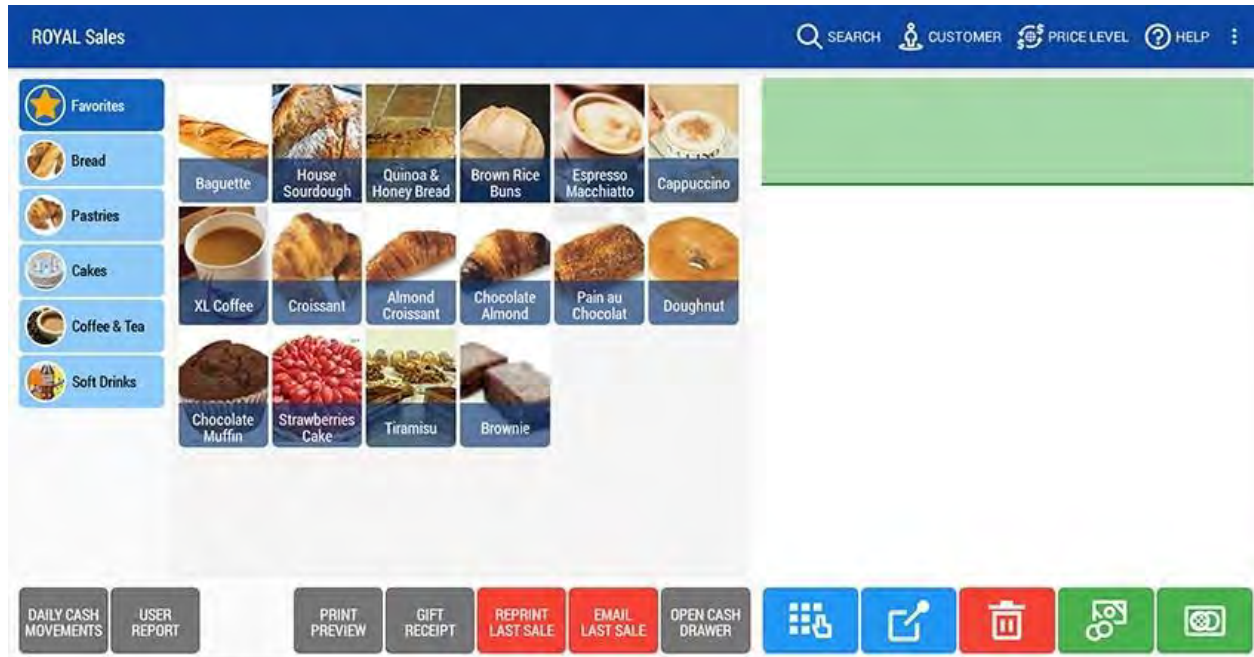


You can **change the sale price** of an entered item. Select the receipt line and use the  **PRICE CHANGE** button.

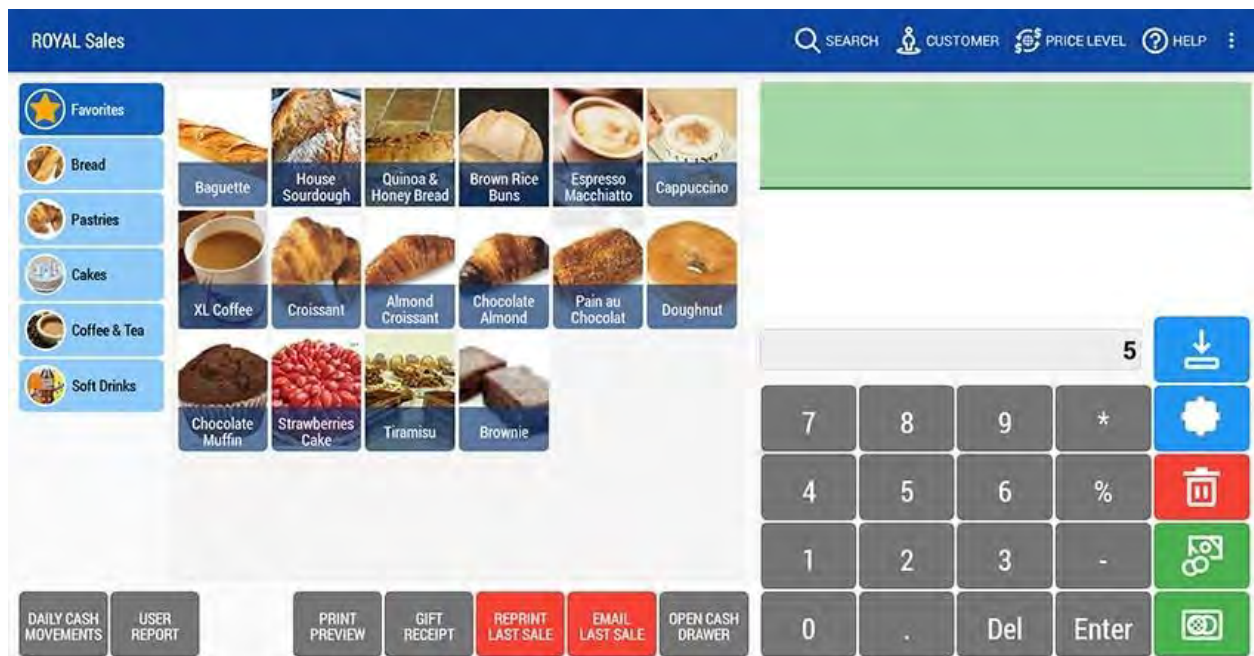


For certain items you may need to ask to **verify the age** of your customers before serving prohibited items. This verification is only needed one time during a sale.

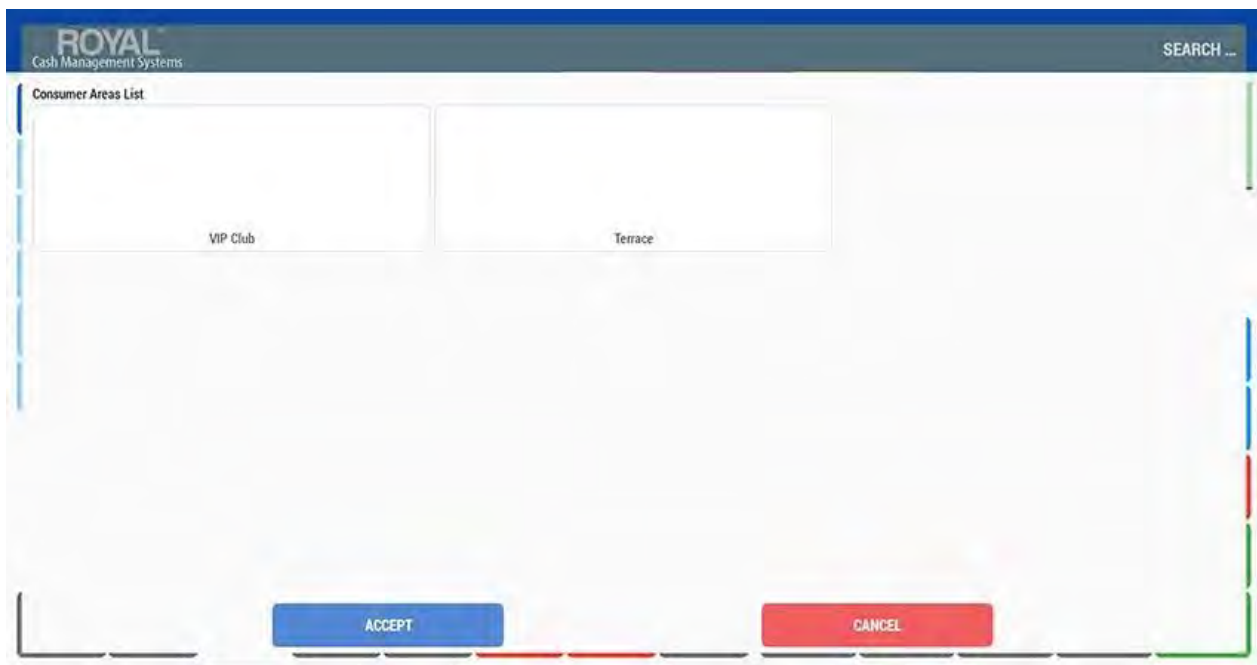
## Opened Receipts and Tables



When you are doing sales, you may want to **store the orders** to continue adding new items or ending the transaction later. This is a common feature for restaurants that use to **store table orders**.



If you want to work with tables, you **must open a table before starting the sale**. You can recall a table by entering the number on the keypad and then using the  **TABLE NUMBER** button.



If the **table number** exists for more than one **Consumer Area** you will be requested to select the area.

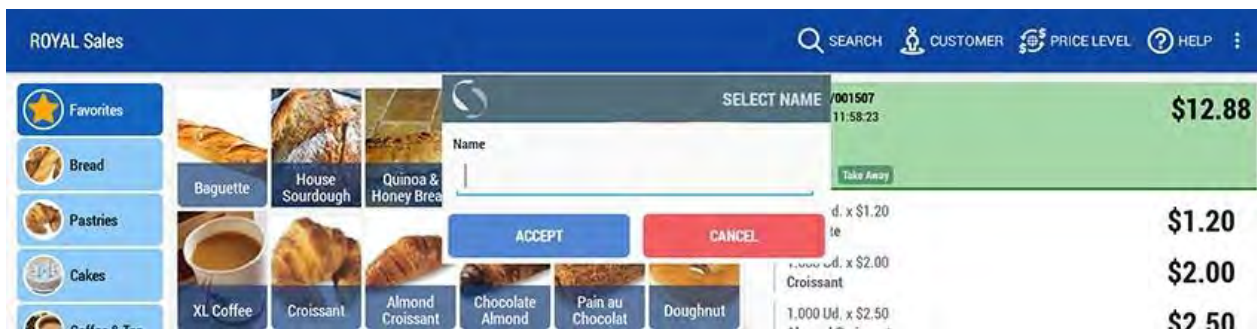


If the table was not opened yet it will ask to confirm opening the table.

Another way to store orders is to **park a direct sale** without using tables. For this you enter the items and

use the  button.

**PARK RECEIPT** button.



When you park a direct sale it will **ask for a name or description**. You can leave this field empty and it will assign a receipt number.



ROYAL Sales

SEARCH CUSTOMER PRICE LEVEL HELP

SELECT NAME /001507 11:58:23 \$12.88

Name Robert

Take Away

ACCEPT CANCEL

XL Coffee \$1.20

Croissant \$2.00

Almond Croissant \$2.50

Chocolate Almond

Pain au Chocolat

Doughnut

Or you can enter a name to be stored.

ROYAL Opened Receipts List

CONTINUE SEARCH HELP

NO AREA LIST PLAN

New Receipt Robert 01/001509

Receipt: 01/001508 11/08/2017 12:00:25 \$20,24

VIP PRICE

1,000 Ud. x \$1,90 Croissant \$1,90

2,000 Ud. x \$2,40 Almond Croissant \$4,80

2,000 Ud. x \$6,00 Quinoa & Honey Bread \$12,00

NEW SALE NO TABLE DAILY CASH MOVEMENTS GIFT RECEIPT REPRINT LAST SALE EMAIL LAST SALE OPEN CASH DRAWER

On the list of pending orders, you will see the **name or receipt number** below the table icon.

## Table screen description

In the left top corner, you have the buttons to change the layout of tables shown.

ROYAL Opened Receipts List

CONTINUE SEARCH HELP

NO AREA LIST PLAN

No Area Code: Terrace Code: 1 VIP Club Code: 2

New Receipt Robert

Receipt: 01/001507 11/08/2017 11:58:23 \$12.88

Take Away

1,000 Ud. x \$1,20 \$1,20

First button is to change the **current Customer Area**. There is a fixed **NO AREA** used for parked direct sales. If you push this button, you can change to another area.

ROYAL Opened Receipts List

CONTINUE SEARCH HELP

TERRACE LIST REAL



1 2 3 4 5  
6 7 8 9 10  
11 12 13 14 15

NEW SALE NO TABLE DAILY CASH MOVEMENTS GIFT RECEIPT REPRINT LAST SALE EMAIL LAST SALE OPEN CASH DRAWER

Receipt: 01/001507  
11/08/2017 11:58:23

Take Away

1.000 Ud. x \$1.20 Baguette	\$1.20
1.000 Ud. x \$2.00 Croissant	\$2.00
1.000 Ud. x \$2.50 Almond Croissant	\$2.50
1.000 Ud. x \$6.20 Quinoa & Honey Bread	\$6.20

The **standard table view** shows all tables in a simple format. You can use the **REAL** button to show the table map as you designed.

ROYAL Opened Receipts List

CONTINUE SEARCH HELP

TERRACE LIST PLAN



NEW SALE NO TABLE DAILY CASH MOVEMENTS GIFT RECEIPT REPRINT LAST SALE EMAIL LAST SALE OPEN CASH DRAWER

Receipt: 01/001507  
11/08/2017 11:58:23

Take Away

1.000 Ud. x \$1.20 Baguette	\$1.20
1.000 Ud. x \$2.00 Croissant	\$2.00
1.000 Ud. x \$2.50 Almond Croissant	\$2.50
1.000 Ud. x \$6.20 Quinoa & Honey Bread	\$6.20

You can draw **your own table map** with the real shape of your restaurant. Check [Consumer Area settings](#) for details. This option is only available for **PRO** and **SERVER** licenses.



ROYAL Opened Receipts List

CONTINUE SEARCH HELP

TERRACE PLAN PLAN

New Receipt

Receipt	Amount
01/001506 11-08 11:57 Consumers Area 2 - Table 5	\$18.18
01/001507 11-08 11:58 Robert	\$12.88

Receipt: 01/001507  
11/08/2017 11:58:23

Take Away

1.000 Utd. x \$1.20 Baguette	\$1.20
1.000 Utd. x \$2.00 Croissant	\$2.00
1.000 Utd. x \$2.50 Almond Croissant	\$2.50
1.000 Utd. x \$6.20 Quinoa & Honey Bread	\$6.20

NEW SALE NO TABLE DAILY CASH MOVEMENTS GIFT RECEIPT REPRINT LAST SALE EMAIL LAST SALE OPEN CASH DRAWER

Using the **LIST** button you will see a list showing only the current opened tables and parked receipts.

## Table operations

By checking the color light of a table you can know the status of this table:

- **Green Light** means this table is **empty**
- **Orange Light** means this table **has items** on it and it is **parked**
- **Red Light** means this table is currently **opened in other terminal** and cannot be accessed right now

ROYAL Opened Receipts List

CONTINUE SEARCH HELP

VIP CLUB LIST PLAN

NEW SALE NO TABLE DAILY CASH MOVEMENTS GIFT RECEIPT REPRINT LAST SALE EMAIL LAST SALE OPEN CASH DRAWER

When you push on a **table** with the **Green Light** it will be opened directly. Tables with the **Orange Light** will show different options:



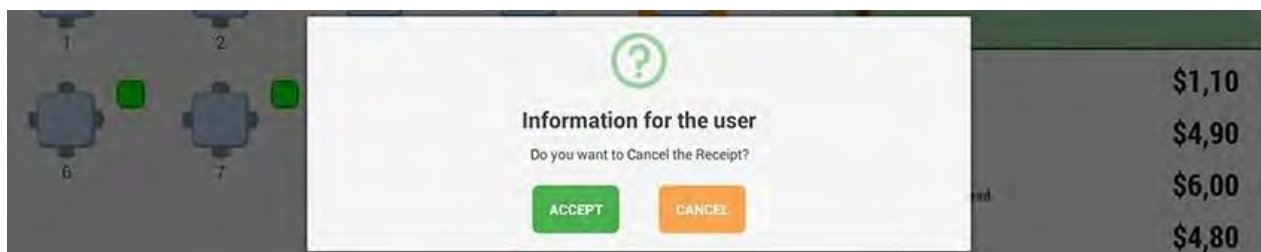
**Restore** will open the table



**Preview** will show the current items of the table in a window pop-up



**Delete** will cancel all the contents of a table. It will print the cancelled orders to the preparation printers.





**Print Preview** will issue a proforma receipt of the current table



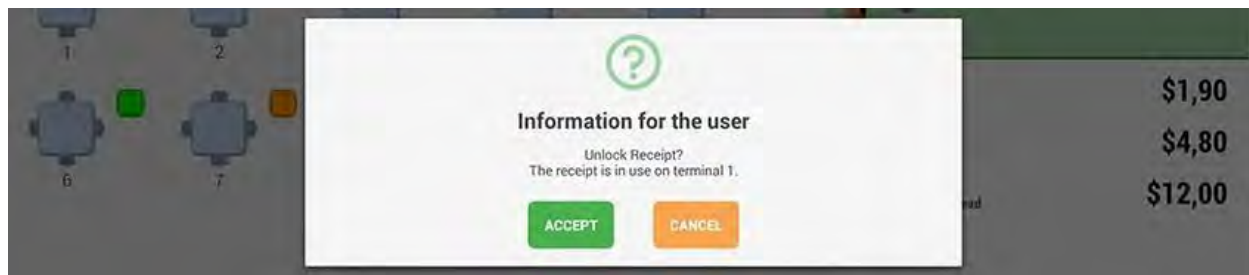
**Move** will allow you to transfer the contents of this table to another table. You can change the **Consumer Area** if necessary.



Tables with the **Red Light** are in use in other terminal. If necessary, you can **Unlock the table** to be able to open from this terminal.



You will get a **warning message**. If the table is currently in use in other terminal it may lose some of the items entered.

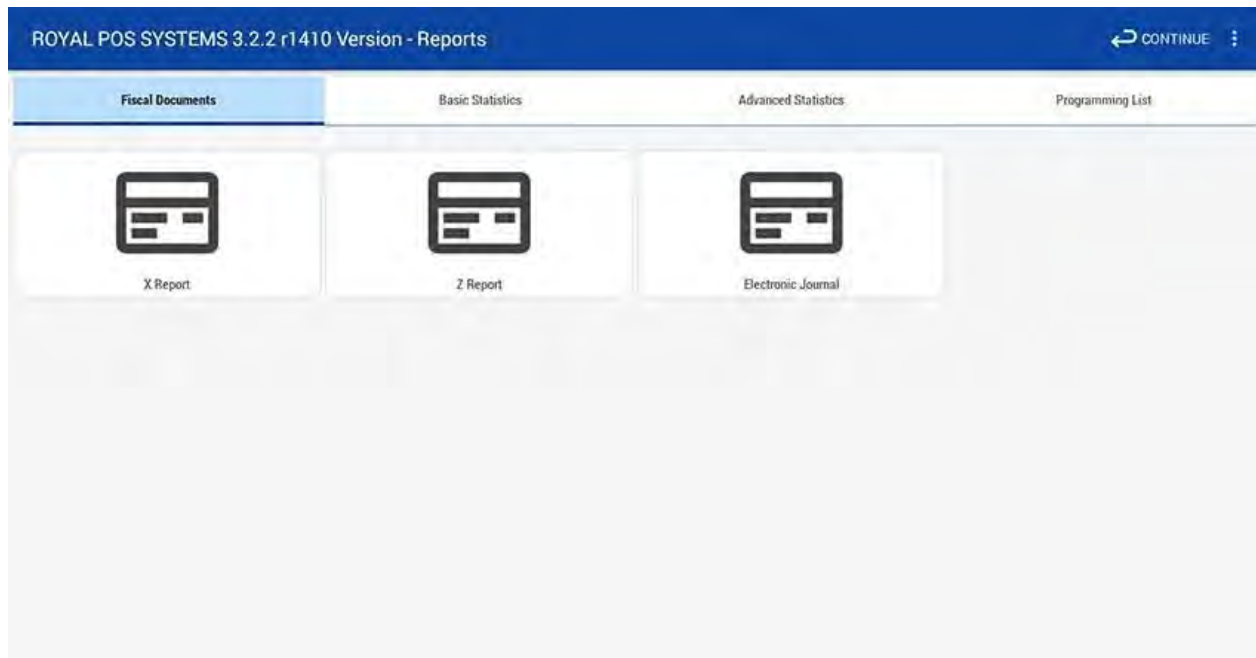


# Reporting

## Introduction

In this section, you can find all **sales statistics** and **fiscal reports**. You can also review the **programming data**.

## Fiscal Documents

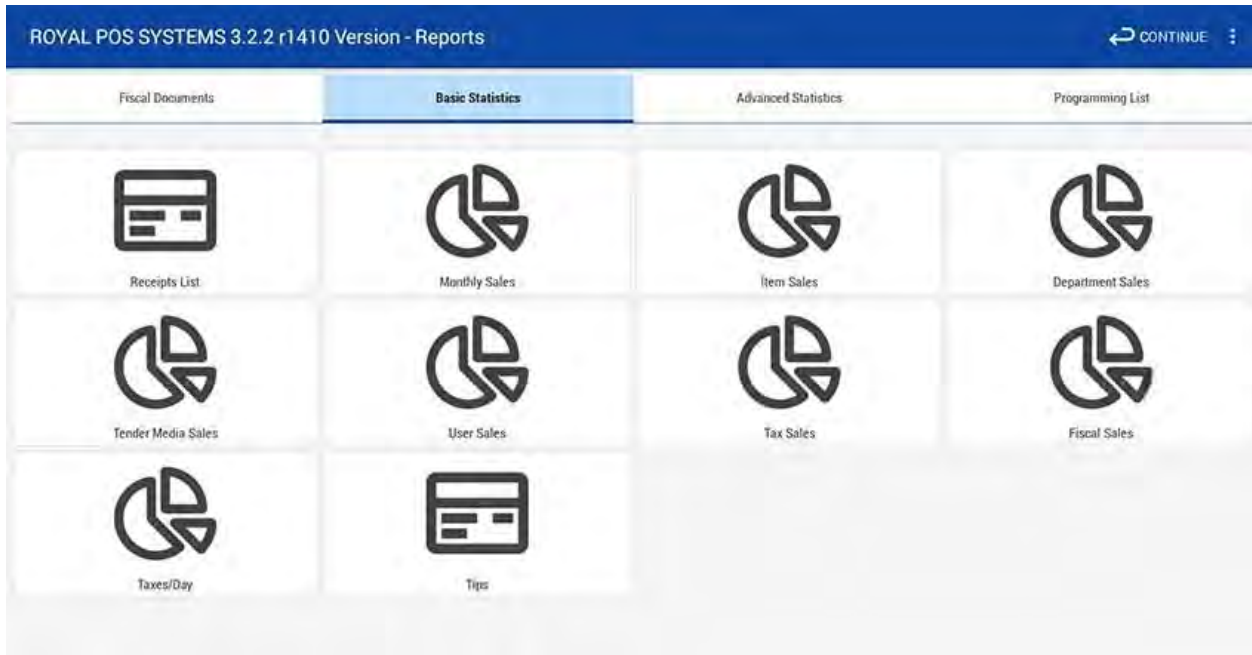


You can issue the fiscal reports with the daily sales data and also the journal of all stored receipts.

- **X Report:** Daily sales report which includes all receipts of the current business hours before closing the Z report.
- **Z Report:** Daily sales report of a closed business hours. You can issue any previous report from different dates.
- **Electronic Journal:** All receipts are stored in the memory. You can select which dates to be issued as a file or printed.



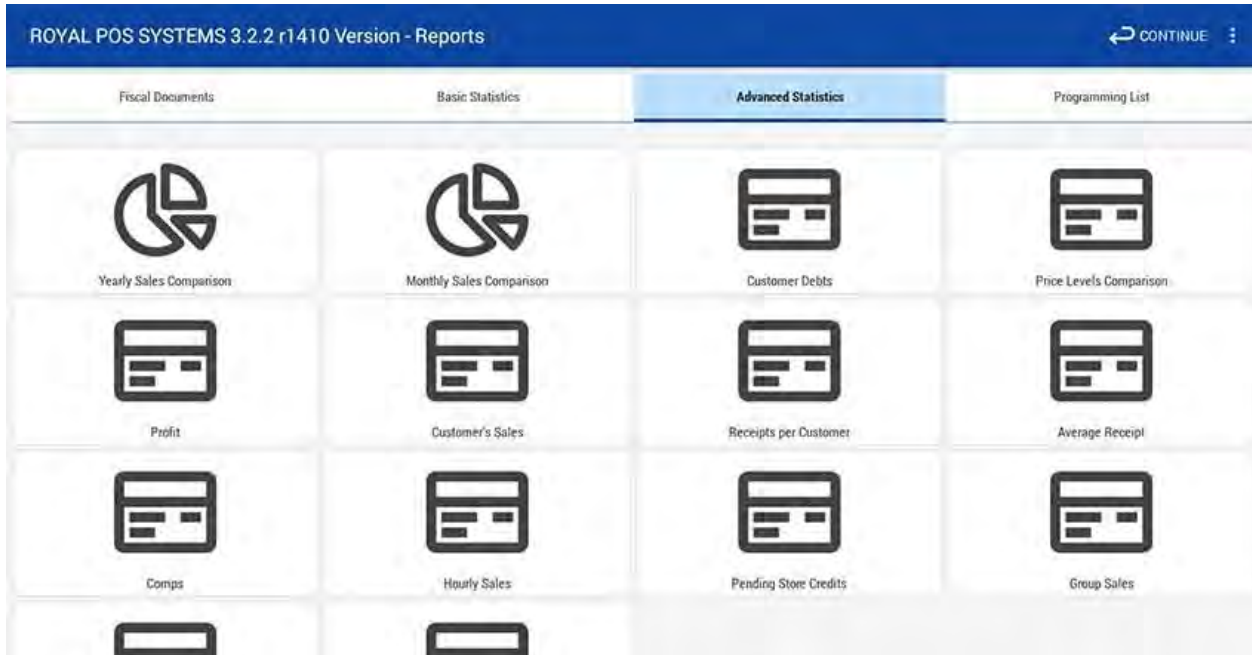
## Basic Statistics



These are the **standard sales statistics**. You can issue reports filtering data between 2 dates.

- **Receipts List:** List of all receipts for the selected period.
- **Monthly Sales:** Sales total month by month
- **Item Sales:** Total sales of the individual items for the selected period.
- **Department Sales:** Total sales of each department for the selected period.
- **Tender Media Sales:** Payment totals for the selected period.
- **User Sales:** Total sales of each user for the selected period.
- **Tax Sales:** Total amount of taxes for the selected period (calculated receipt by receipt)
- **Fiscal Sales:** Total amount of taxes for the selected period (calculated from the daily sales total)
- **Taxes/Day:** Total of taxes sorted day by day for the selected period.
- **Tips:** Total amount of tips for the selected user.

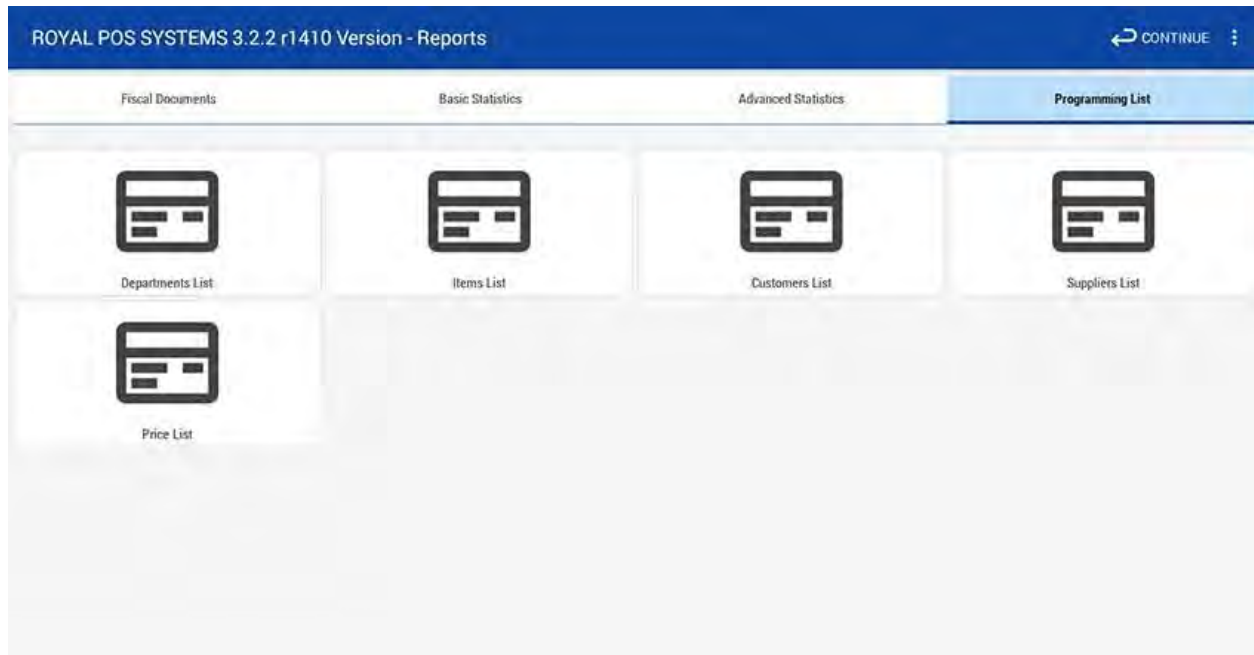
## Advanced Statistics



These are the **advanced statistics**. Note that you will need a **PRO or SERVER license** to access to some of these reports.

- **Year Sales Comparison:** Total sales per month of 2 different years to compare sales.
- **Monthly Sales Comparison:** Total sales per day of 2 different months to compare sales.
- **Customer Debts:** Shows the debts and payments of the customers.
- **Price Levels Comparison:** You can compare the difference between 2 price levels (only in PRO/ Server version).
- **Profit:** Shows the margin of the units sold of all items between the cost price and sell price for the selected period.
- **Customer's Sales:** Total amount of sales for each customer for the selected period.
- **Receipts per Customer:** Number of receipts issued for each customer for the selected period.
- **Average Receipt:** Average sales total depending the number of guests for the selected period (only in PRO/ Server version).
- **Comps:** Total amount of comps per item for the selected period (only in PRO/ Server version).
- **Hourly Sales:** Total amount of sales per hour for the selected period (only in PRO/ Server version).
- **Pending Store Credits:** List of store credits issued but not used (only in PRO/ Server version).
- **Group Sales:** Total amount of sales per group for the selected period (only in PRO/ Server version).
- **Cancelled Receipts:** List of cancelled receipts for the selected period (only in PRO/ Server version).
- **Cancelled Lines:** List of cancelled items for the selected period (only in PRO/ Server version).
- **Employees clock-in/ clock-out:** List of employees' entry and exit times.

## Programming List



You can review or print the programming data.

- **Departments List:** List of the programmed departments.
- **Items List:** List of the programmed items.
- **Customers List:** List of the programmed customers.
- **Suppliers List:** List of the programmed suppliers (only in PRO/ Server version).
- **Price List:** List of all prices per item

# Fiscal Documents

## X Report

In this screen you will see a **list of receipts** of the current business hours that still have not been included in the **Daily Z report**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


X Report




.A. All the dates. Filter


Receipts List

Terminal	Code	Invoice Date	Customer	Taxable	Taxes	Total Type
01	1,500	1,326 2016/12/14 13:21		\$80.00	\$6.58	\$86.58 NORMAL
01	1,499	1,325 2016/12/14 13:20		\$30.00	\$2.47	\$32.47 NORMAL
01	1,498	1,324 2016/12/14 13:20		\$100.00	\$8.22	\$108.22 NORMAL
01	1,497	1,323 2016/12/14 13:20		\$36.70	\$3.02	\$39.72 NORMAL
01	1,496	1,322 2016/12/14 13:20		\$3.70	\$0.31	\$4.01 NORMAL
5				\$250.40	\$20.60	\$271.00

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

You can also **print the X report** with the **sales totals and user details** of the current business hours into your receipt printer using the  **PRINTER** option.

## Z Report

In this screen you can see a list of the last **Daily Z reports** created.

The screenshot shows the 'ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports' screen. At the top, there's a 'Z Report' section with a 'From Date' field set to '2016/11/14' and an 'Up to Date' field set to '2016/12/14'. Below these fields are three buttons: 'Filter' (green), 'Close Z Report' (red), and 'Send E-mail reports' (red). Underneath is a 'Receipts List' table with columns: 'Z Report Code', 'Initial date', 'Final date', and 'E-mail status'. The table is currently empty. At the bottom of the screen, there's a dark bar with three icons: a question mark (Help), a printer (Print), and a circular arrow (Menu).

You can close the Z Report to finalize the sales of the current business hours **manually** with the **Close Z Report button** or by waiting to the **present time** that will close the Z report **automatically**.

This screenshot shows the same 'ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports' screen, but with a confirmation dialog box open in the center. The dialog box has a green question mark icon at the top and is titled 'Information for the user'. The text inside the dialog box reads: 'Do you want to close the current business hours report? If you do it, you won't be able to register new sales nor to close the current pending sales before the preset closing time: 0:00.' At the bottom of the dialog box are two buttons: 'ACCEPT' (green) and 'CANCEL' (orange). The background of the screen is dimmed.

You will not be able to make more sales after a Daily Z report until the preset time is reached.

A user with the permission active **can reopen the Z report** and continue making sales on the same day. The **Z report will be deleted** and reissued again later.



ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports

Z Report

From Date: 2016/11/14 Up to Date: 2016/12/14 **Filter** **Close Z Report** **Send E-mail reports**

Receipts List

Z Report Code	Initial date	Final date	E-mail status
85	2016/12/14 00:00	2016/12/14 23:59	E-mail not sent

1

Help Print Menu

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports

Z Report

Year: 365 2016 **Filter** **Close Z Report** **Send E-mail reports**

Receipts List

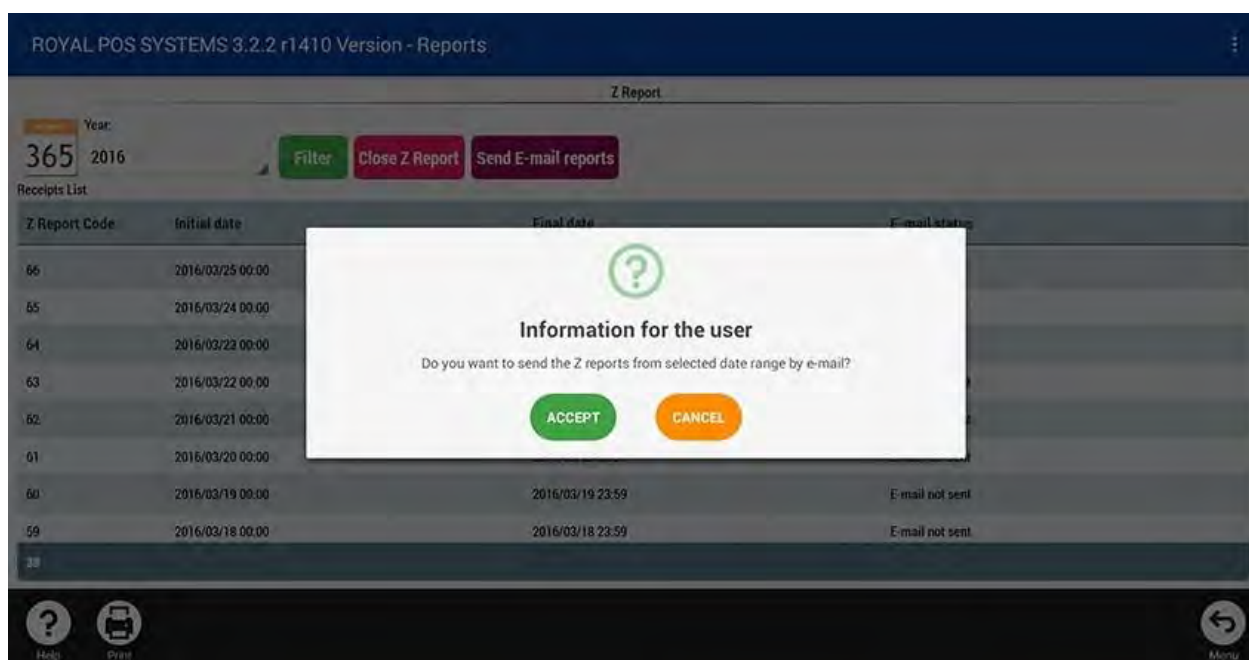
Z Report Code	Initial date	Final date	E-mail status
66	2016/03/25 00:00	2016/03/25 23:59	E-mail sent
65	2016/03/24 00:00	2016/03/24 23:59	E-mail sent
64	2016/03/23 00:00	2016/03/23 23:59	E-mail sent
63	2016/03/22 00:00	2016/03/22 23:59	E-mail not sent
62	2016/03/21 00:00	2016/03/21 23:59	E-mail not sent
61	2016/03/20 00:00	2016/03/20 23:59	E-mail not sent
60	2016/03/19 00:00	2016/03/19 23:59	E-mail not sent
59	2016/03/18 00:00	2016/03/18 23:59	E-mail not sent

38




Help Print Menu

Using the **date filter** you can view a **list of Z reports**.

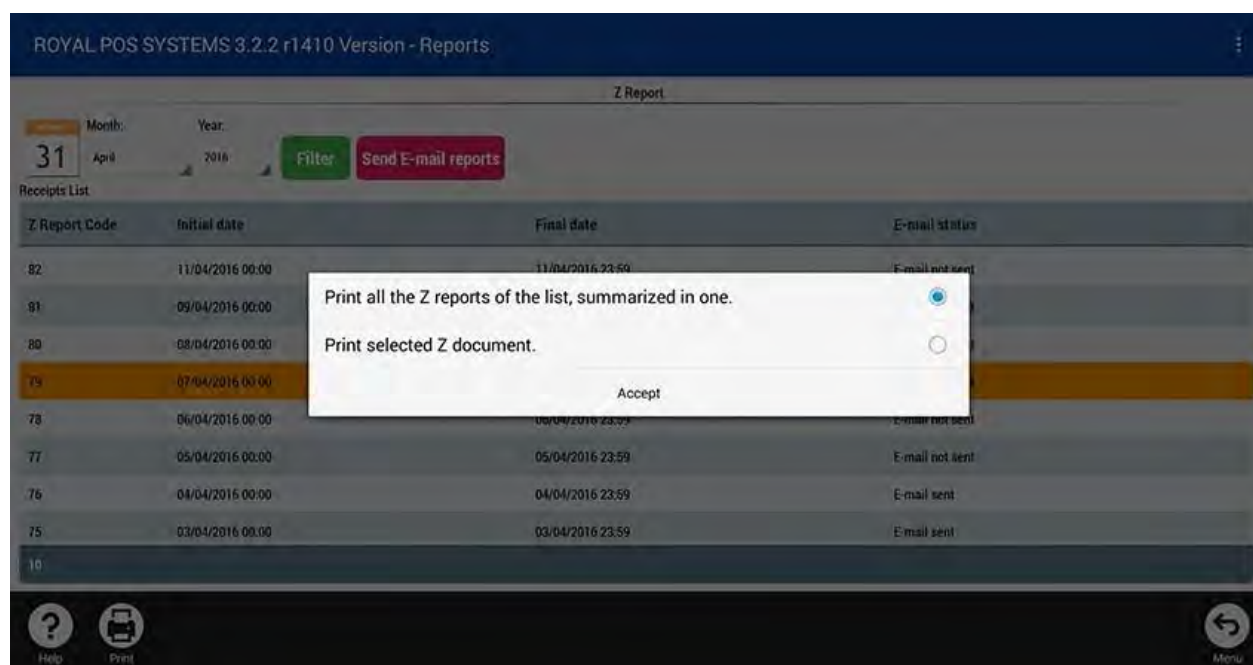
With the **Send E-mail reports** button you can receive an e-mail for each of the reports of the selected dates.



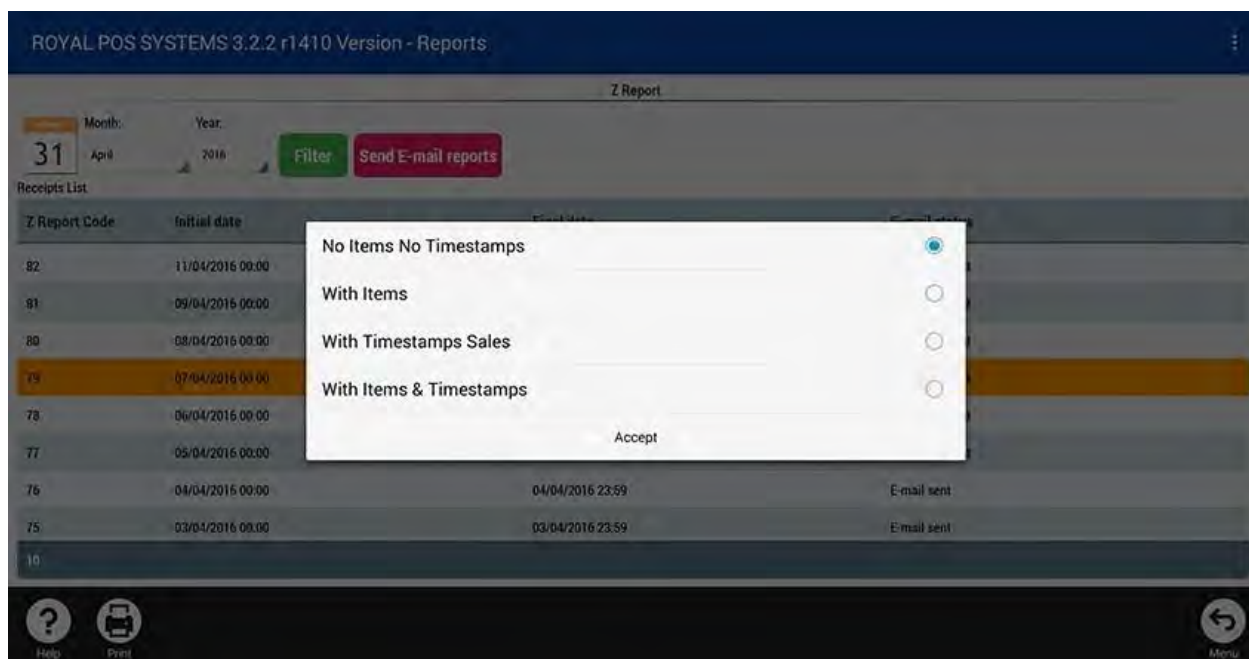
Using the  button you can **print the selected Z Reports** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

You can also **print the Z report** using the  **PRINTER** option.



If you want to print the report in the **receipt printer** it will ask to print **only the selected report** or **all reports shown** in the current filter summarized.



Reports printed can contain also the detail of **sales of all individual items** and also **sales totals by time**.

## Electronic Journal

In this screen you will see the **list of receipts** of the selected **date filter**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Electronic Journal

Month: 31 December Year: 2016 **Filter**



Receipts List

Terminal	Code	Invoice Date	Customer	Taxable	Taxes	Total Type
01	1,509	1,332 2016/12/15 12:53		\$2.50	\$0.21	\$2.71 NORMAL
01	1,507	1,331 2016/12/15 12:30		\$7.50	\$0.62	\$8.12 NORMAL
01	1,505	1,330 2016/12/15 11:44		\$5.00	\$0.41	\$5.41 NORMAL
01	1,503	1,329 2016/12/15 10:18		\$21.70	\$1.78	\$23.48 NORMAL
01	1,502	1,328 2016/12/15 10:18		\$10.50	\$0.87	\$11.37 NORMAL
01	1,501	1,327 2016/12/15 10:18		\$12.50	\$1.03	\$13.53 NORMAL
01	1,500	1,326 2016/12/15 10:18		\$27.50	\$2.26	\$29.76 NORMAL
01	1,499	1,325 2016/12/15 10:17		\$13.25	\$1.09	\$14.34 NORMAL
11				\$150.70	\$12.40	\$163.10

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

You can also **print the copy of all receipts** into your receipt printer using the  **PRINTER** option or **export the receipts** in a text file with the  **TXT** option.

## Basic Statistics

### Receipts List

In this screen you will see a **list of receipts**, with the total and tax details. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Receipts List



.A. All the dates. Filter

Receipts List

Terminal	Code	Invoice Date	Customer	Taxable	Taxes	Total Type	Printing
01	1,430	1,276 09/09/2016 11:12		\$105.00	\$8.64	\$113.64 NORMAL	1
01	1,428	1,275 09/09/2016 11:10	Gloria Estefan	\$43.50	\$3.58	\$47.08 NORMAL	1
01	1,427	1,274 09/09/2016 11:08		\$40.00	\$3.29	\$43.29 NORMAL	1
01	1,425	1,273 09/09/2016 11:07		\$23.00	\$1.89	\$24.89 NORMAL	1
01	1,423	1,272 09/09/2016 11:06		\$25.00	\$2.06	\$27.06 NORMAL	1
01	1,422	1,271 09/09/2016 11:04		\$158.00	\$13.00	\$171.00 NORMAL	2
01	1,421	1,270 09/09/2016 11:03		\$308.50	\$25.37	\$333.87 NORMAL	1
01	1,419	1,269 09/09/2016 11:00		\$17.50	\$1.44	\$18.94 NORMAL	1
	1,271			\$37,395.90	\$3,677.07	\$40,472.90	

Help Print Menu

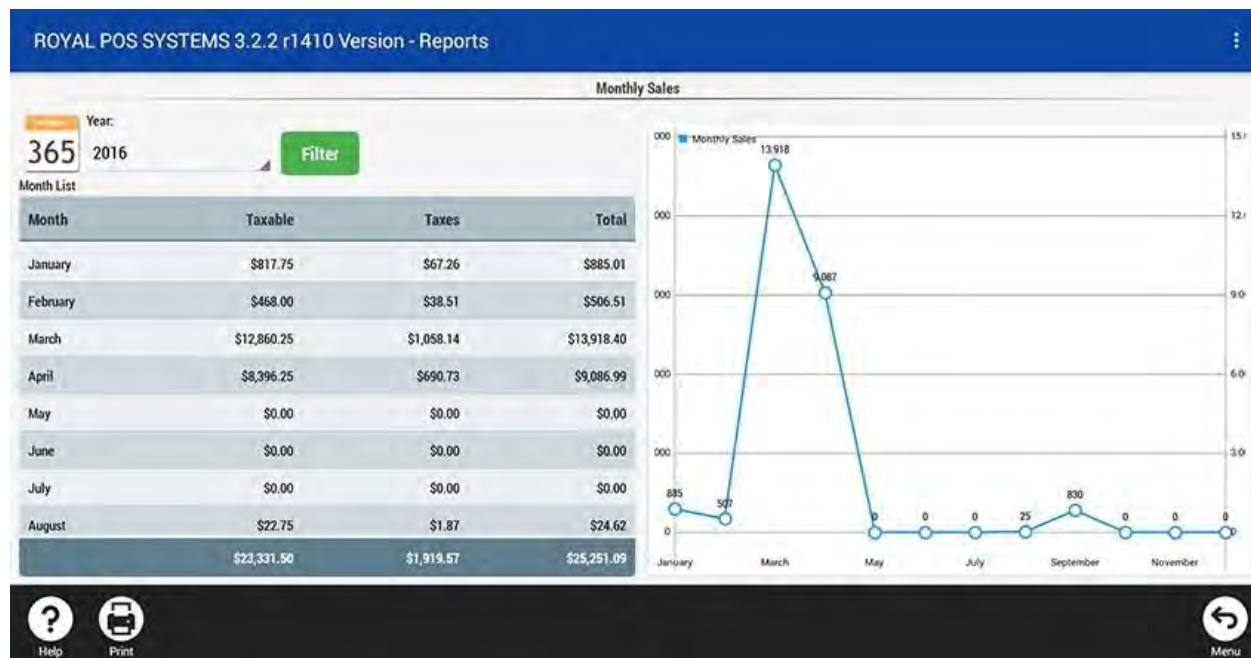
Using the  button you can **export the current chart** into the following formats:


-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)






## Monthly Sales

In this screen you will see the sales totals and tax details sorted by month. You can use the **date filter** to select the period that will be shown.



Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

You can also **print the report** on the receipt printer using the  **PRINTER** option.

## Item Sales

In this screen you will see the **sales totals** and **units sold** for each individual item. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Item Sales




.A. All the dates. Filter

Items List

Item Code	Item Name	Department	Units	Total
71	4 Cheeses Pizza	Main Course	128.000	\$1,800.69
17	7 UP	Soft Drinks	64.000	\$133.92
4	Absolut	Liquors	61.000	\$376.42
115	Alpha Omega 2013 Sauvignon Blanc	Wine & Champagne	5.000	\$297.60
45	Amstel	Beer	46.000	\$137.08
83	Apple Pie	Desserts	34.000	\$168.74
61	Assorted Cheese	Starters	99.000	\$642.51
60	Assorted Tapas	Starters	228.000	\$2,961.18
			6,701.000	\$40,437.89

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

You can also **print the report** on the receipt printer using the  **PRINTER** option.

## Department Sales

In this screen, you will see the **sales totals** and **units sold** for each individual department. This is the sum of the sales of all items linked to each department. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Department Sales




.A. All the dates. Filter


Departments List

Department Code	Department	Units	Total
1	Liquors	661.000	\$4,533.57
9	Wine & Champagne	223.000	\$6,565.20
2	Soft Drinks	1,197.000	\$2,622.21
3	Coffee & Tea	830.000	\$2,475.31
4	Beer	710.000	\$2,263.75
5	Starters	1,856.000	\$12,535.67
6	Main Course	412.000	\$5,023.94
7	Desserts	754.000	\$4,418.24
		6,701.000	\$40,437.89

Help Print Menu

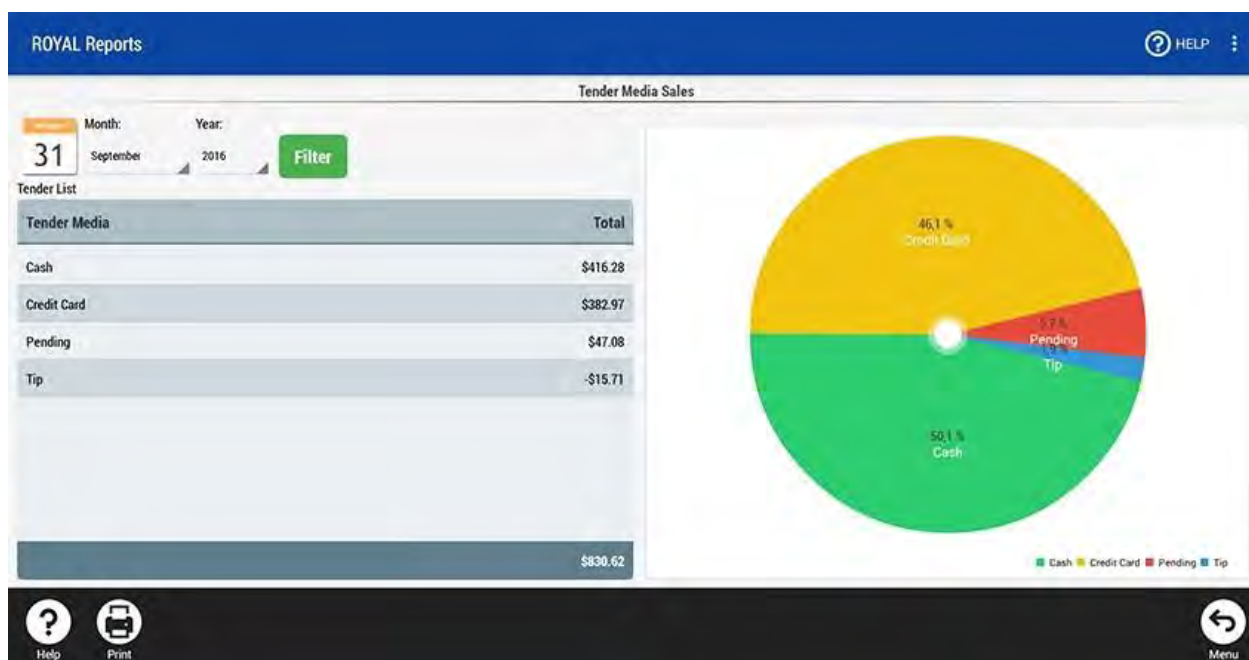
Using the  button you can **export the current chart** into the following formats:


-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)




You can also **print the report** on the receipt printer using the  **PRINTER** option.

## Tender Media Sales

In this screen, you will see the **sales totals** for each tender media payment function. You can use the **date filter** to select the period that will be shown.



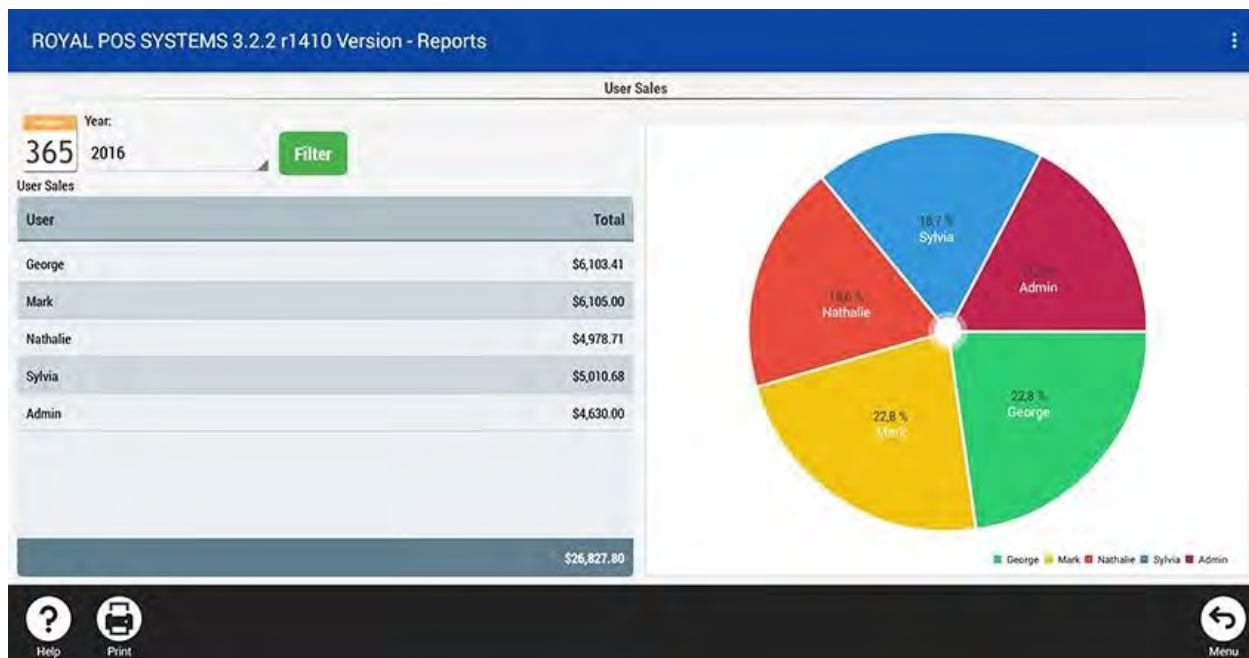
Using the  button you can **export the current chart** into the following formats:


-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)




You can also **print the report** on the receipt printer using the  **PRINTER** option.

## User Sales

In this screen, you will see the **sales totals** performed by each user. You can use the **date filter** to select the period that will be shown.



Using the  button you can **export the current chart** into the following formats:

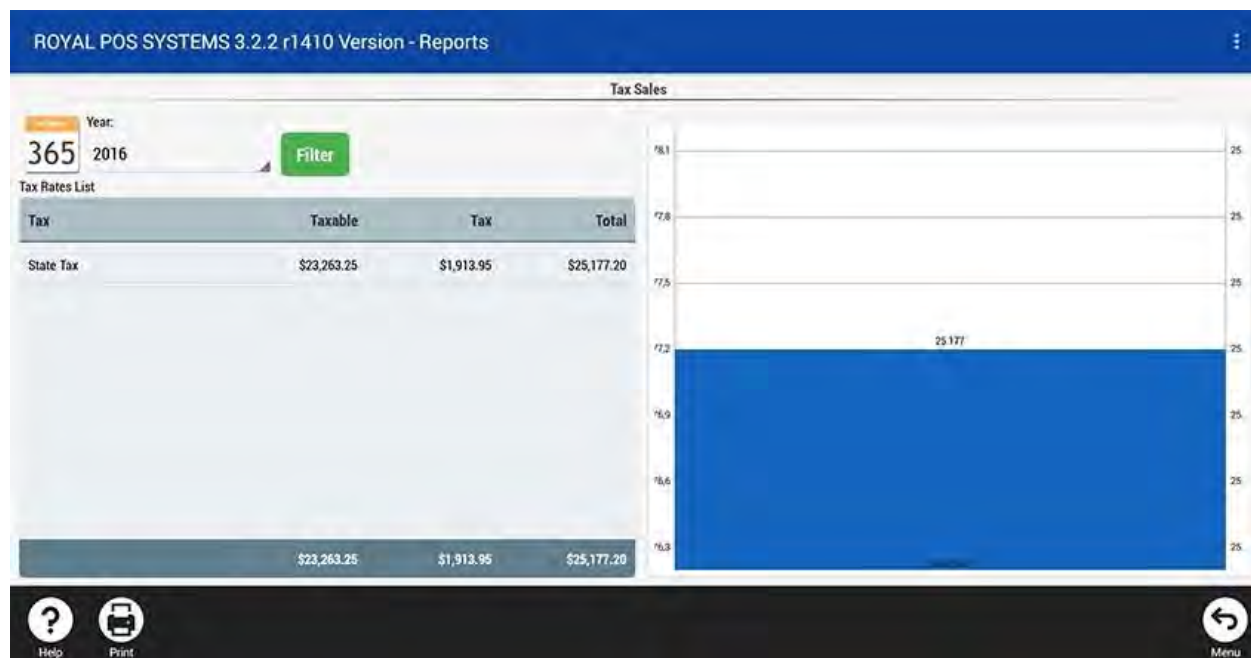
-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)


You can also **print the report** on the receipt printer using the  **PRINTER** option.






## Tax Sales

In this screen, you will see the **tax and sales totals** calculated from the sum of each individual receipt. You can use the **date filter** to select the period that will be shown.



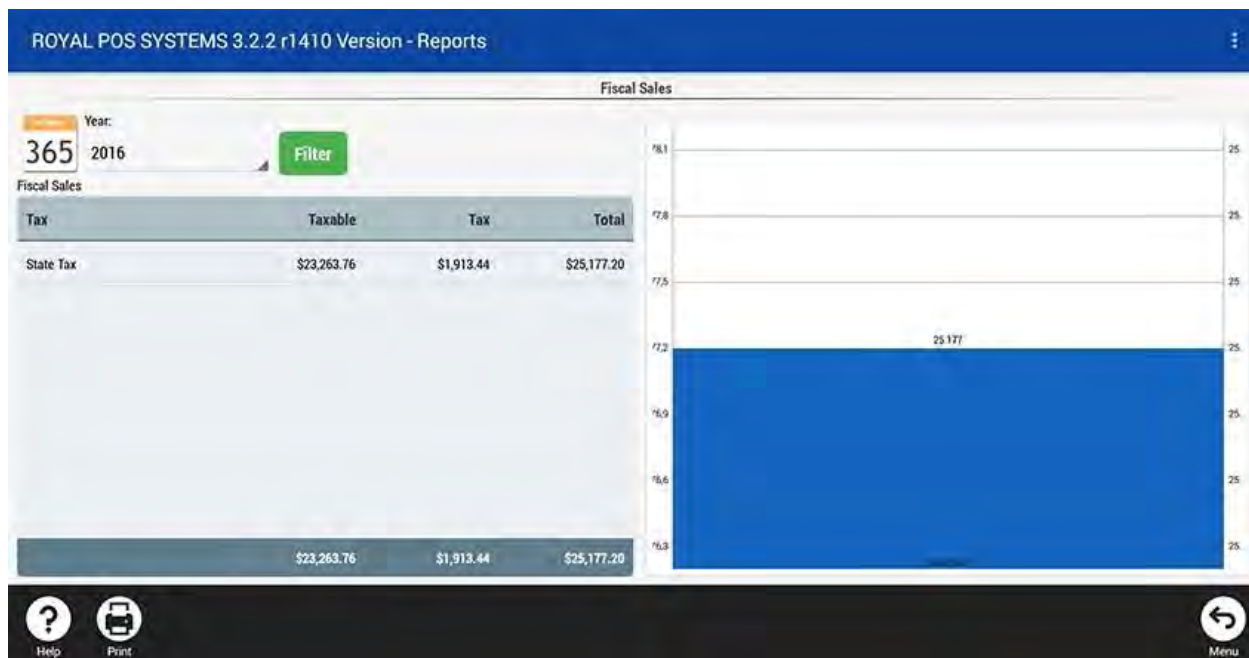
Using the  button you can **export the current chart** into the following formats:


-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)




You can also **print the report** on the receipt printer using the  **PRINTER** option.

## Fiscal Sales

In this screen, you will see the **tax and sales totals** calculated from the sales total. You can use the **date filter** to select the period that will be shown.



Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

You can also **print the report** on the receipt printer using the  **PRINTER** option.

## Tax Daily Sales

In this screen, you will see the **tax totals** separated by days. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Tax Daily Sales




.A. All the dates. Filter

Tax List / Day

Date	Tax	Name	Taxable	Tax	Total
30/03/2015	1	State Tax	\$195.50	\$16.08	\$211.58
31/03/2015	1	State Tax	\$98.50	\$8.10	\$106.60
01/04/2015	1	State Tax	\$246.50	\$20.28	\$266.78
02/04/2015	1	State Tax	\$85.00	\$7.00	\$92.00
03/04/2015	1	State Tax	\$223.25	\$18.39	\$241.64
04/04/2015	1	State Tax	\$292.50	\$24.07	\$316.57
05/04/2015	1	State Tax	\$297.50	\$24.48	\$321.98
06/04/2015	1	State Tax	\$340.90	\$28.04	\$368.94
			\$37,327.65	\$3,071.30	\$40,398.95

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Tips Report

In this screen, you will see the details of the **tips totals by receipt** for each selected user. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports

Tips report

.A. All the dates. George Filter

Tips list

Terminal	Code	Invoice Date	Server	Tip
01	12	10 30/03/2015 16:00	George	\$4.00
01	13	11 30/03/2015 16:00	George	\$5.00
01	16	14 31/03/2015 16:03	George	\$3.00
01	17	15 31/03/2015 16:03	George	\$2.00
01	19	19 31/03/2015 16:09	George	\$5.00
01	25	22 01/04/2015 16:10	George	\$3.00
01	26	23 01/04/2015 16:11	George	\$5.00
01	39	34 02/04/2015 17:16	George	\$5.00
				<b>\$783.48</b>

Help Print Menu

You can select any user to see the tips details.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports

Tips report

.A. All the dates. George Filter

Tips list

Terminal	Code	Invoice Date	Server	Tip
01	12	10 30/03/2015 16:00	George	\$4.00
01	13	11 30/03/2015 16:00	George	\$5.00
01	16	14 31/03/2015 16:03	George	\$3.00
01	17	15 31/03/2015 16:03	George	\$2.00
01	19	19 31/03/2015 16:09	George	\$5.00
01	25	22 01/04/2015 16:10	George	\$3.00
01	26	23 01/04/2015 16:11	George	\$5.00
01	39	34 02/04/2015 17:16	George	\$5.00
				<b>\$783.48</b>

Help Print Menu

If you want to **show all users**, select the **blank line**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Tips report




.A. All the dates. Filter

Tips list

Terminal	Code	Invoice Date	Server	Tip
01	6	5 30/03/2015 15:57	Nathalie	\$3.22
01	7	6 30/03/2015 15:58	Sylvia	\$5.00
01	8	7 30/03/2015 15:58	Sylvia	\$2.40
01	9	8 30/03/2015 15:59	Sylvia	\$3.00
01	12	10 30/03/2015 16:00	George	\$4.00
01	13	11 30/03/2015 16:00	George	\$5.00
01	16	14 31/03/2015 16:03	George	\$3.00
01	17	15 31/03/2015 16:03	George	\$2.00
				\$2,570.78

Help Print Menu

Using the  button, you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)



# Advanced Statistics

## Yearly Sales Comparison

In this screen, **you can compare the total sales** from two different years month by month. You can use the **date filter** to select the years that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports

Yearly Sales Comparison

Year: 365 2016 Year: 365 2015 Filter Graphical


Yearly Comparison




Month	Amount 1	Amount 2	Difference	Percentage
January	\$885.01	\$0.00	-\$885.01	-1.00%
February	\$506.51	\$0.00	-\$506.51	-1.00%
March	\$13,918.40	\$318.18	-\$13,600.22	-0.97%
April	\$9,086.99	\$7,830.28	-\$1,256.71	-0.13%
May	\$0.00	\$1,614.52	\$1,614.52	1000.00%
June	\$0.00	\$475.12	\$475.12	1000.00%
July	\$0.00	\$850.67	\$850.67	1000.00%
August	\$24.62	\$588.49	\$563.87	22.90%
September	\$829.56	\$538.17	-\$291.39	-0.35%

Help Print Menu



You can view the comparison in a graphic chart using the **Graphical View** button.

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Monthly Sales Comparison

In this screen, **you can compare the total sales** from two different months day by day. You can use the **date filter** to select the months that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports

Monthly Sales Comparison

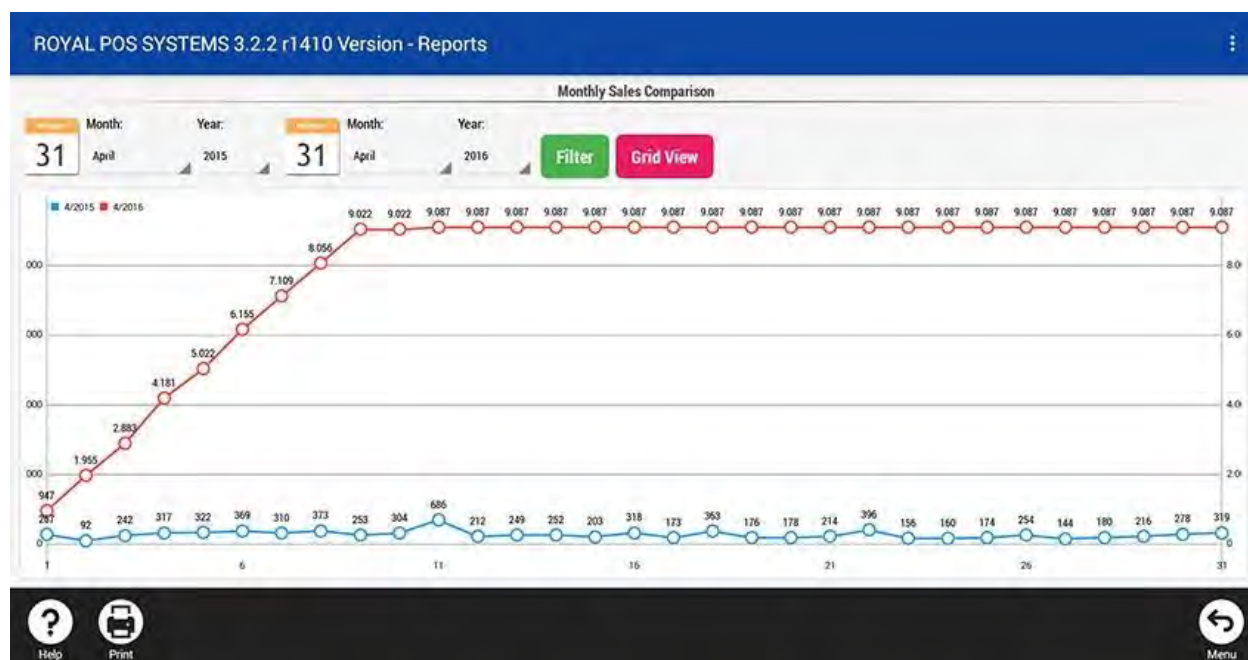
Month: 31 April 2015 Month: 31 April 2016 Filter Graphical

Yearly Comparison


Day	Amount 1	Amount 2	Difference	Percentage
1	\$266.78	\$947.02	\$680.24	2.54%
2	\$92.00	\$1,955.43	\$1,863.43	20.25%
3	\$241.64	\$2,882.91	\$2,641.27	10.93%
4	\$316.57	\$4,180.80	\$3,864.23	12.20%
5	\$321.98	\$5,022.29	\$4,700.31	14.59%
6	\$368.94	\$6,155.41	\$5,786.47	15.68%
7	\$310.08	\$7,108.58	\$6,798.50	21.92%
8	\$372.86	\$8,056.41	\$7,683.55	20.60%
9	\$253.26	\$9,022.32	\$8,769.06	34.62%




Help Print Menu

You can view the comparison in a graphic chart using the **Graphical View** button.





Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Customer Debts

In this screen, you will see a **list of customers** that have **delayed the payment** of some receipt, with the current account balance.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports ↓ A Z DETAIL

Customer Debts

Code	Customer	Sales	Payment	Difference
3	Marilyn Monroe	\$79.22	\$0.00	\$79.22
4	Gloria Estefan	\$75.76	\$47.08	\$28.68
		\$104.98	\$47.08	\$57.90

? Help    Print    Menu

You can select one customer and see the **details of the payments** made using the ↓ A Z DETAIL button.

ROYAL Cash Management Systems DETAIL CUSTOMER DEBT


C Gloria Estefan Debt: \$28.68




Detail Customers Debts


Date	Terminal	Document	Document Type	Sales	Payment
09/09/2016 11:10	01	1,428	Sales Receipts	\$47.08	\$0.00
29/12/2016 10:11	01	1,435	Sales Receipts	\$28.68	\$0.00
29/12/2016 10:11	01	79	Cash Income	\$0.00	\$47.08

ACCEPT CANCEL



Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

You can also **print the balance** on the receipt printer using the  **PRINTER** option.

## Profit per Period

In this screen, you can see the cost price and sale price of the units sold and the profit margin. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Profit per Period




Month: 31 December Year: 2016 **Filter**

Profit per Period

Item Code	Item Name	Department	Units	Total	Cost	Margin	% Margin
41	Draft Beer small	Beer	1.000	\$2.71	\$0.65	\$2.06	316.31%
53	Cheese Fingers	Starters	3.000	\$19.48	\$7.32	\$12.16	166.15%
56	Fish Fingers	Starters	2.000	\$12.99	\$5.42	\$7.57	139.63%
60	Assorted Tapas	Starters	1.000	\$12.99	\$5.41	\$7.58	140.06%
63	Tropical Salad	Starters	1.000	\$5.95	\$1.62	\$4.33	267.41%
77	Fruits Salad	Desserts	1.000	\$6.49	\$2.16	\$4.33	200.65%
78	Strawberries & Cream	Desserts	1.000	\$5.41	\$2.16	\$3.25	150.51%
				\$66.02	\$24.74	\$41.28	

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Customer's Sales

In this screen, you can see the **sales total of all customers** used in the selected period. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Customer's Sales




Month: 31 December Year: 2016 Filter

Customers List

Customer Code	Customer Name	Total
3	Marilyn Monroe	\$29.22
	DIRECT SALES	\$2.71
4	Gloria Estefan	\$28.68
		\$60.61

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Receipts per Customer

In this screen, you can see the **number of receipts all customers** used in the selected period. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Receipts per Customer


.A. All the dates. Filter

Customers List

Customer Code	Customer Name	Receipts
3	Marilyn Monroe	2
2	Abraham Lincoln	3
1	Charles Lindbergh	2
	DIRECT SALES	1,262
4	Gloria Estefan	5
		1,274

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Comps Report

In this screen you can see the **items sold as comps** and the total amount invited. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Comps Report




Month: 31 December Year: 2016 Filter

Comps List

Item Code	Item Name	Department	Units	Total
23	Schweppes Tonic	Soft Drinks	5.000	\$13.53
27	Espresso	Coffee & Tea	15.000	\$32.47
53	Cheese Fingers	Starters	3.000	\$19.48
59	French fries	Starters	2.000	\$6.49
63	Tropical Salad	Starters	6.000	\$35.71
			31.000	\$107.68

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)



## Employees clock-in/ clock-out

In this report you can see a **timetable of employees**. You can use the **date filter** to select the period that will be shown

ROYAL Reports HELP


### Clock-in & clock-out employees report




31 Month: October Year: 2017 User: Admin FILTER


Employees clock-in/clock-out

User	Entry date	Exit date	Registered time
Admin	Oct 22, 2017 11:48 AM	Oct 25, 2017 11:31 AM	2 days 23:42:51
Admin	Oct 25, 2017 11:31 AM	Oct 25, 2017 11:31 AM	00:00:06
Admin	Oct 25, 2017 11:31 AM	Oct 25, 2017 11:47 AM	00:16:10
Admin	Oct 25, 2017 11:47 AM		

HELP PRINT MENU

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)


You can also **print the list** on the receipt printer using the  **PRINTER** option.




# Programming List

## Departments List

In this screen, you will see all the **programmed Departments**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports		
Departments List		
Departments List		
Code	Name	Status
4	Beer	Active
3	Coffee & Tea	Active
7	Desserts	Active
8	Ice Cream Flavors	Disabled
1	Liquors	Active
6	Main Course	Active
2	Soft Drinks	Active
5	Starters	Active
9	Wine & Champagne	Active

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

You can also **print the list** on the receipt printer using the  **PRINTER** option.

## Items List

In this screen, you will see all the **programmed Items**.


ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports




Items List


Items List

Code	Name	Department	Barcode	Taxes	Type	Scale	Status
71	4 Cheeses Pizza	Main Course		State Tax	NORMAL	No Scale	Active
17	7 UP	Soft Drinks		State Tax	NORMAL	No Scale	Active
4	Absolut	Liquors		State Tax	NORMAL	No Scale	Active
115	Alpha Omega 2013 Sauvignon Blanc	Wine & Champagne		State Tax	NORMAL	No Scale	Active
45	Amstel	Beer		State Tax	NORMAL	No Scale	Active
83	Apple Pie	Desserts		State Tax	NORMAL	No Scale	Active
61	Assorted Cheese	Starters		State Tax	NORMAL	No Scale	Active
60	Assorted Tapas	Starters		State Tax	NORMAL	No Scale	Active
6	Baileys	Liquors		State Tax	NORMAL	No Scale	Active
5	Beefeater	Liquors		State Tax	NORMAL	No Scale	Active
25	Black Tan	Coffee & Tea		State Tax	NORMAL	No Scale	Active

Help Print Menu

Using the  button you can **export the current chart** into the following formats:


-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)




You can also **print the list** on the receipt printer using the  **PRINTER** option.

## Customers List

In this screen, you will see all the **programmed Customers**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports											
Customers List											
Customers List											
Code	Name	Address	City	ZIP Code	Province/	Phone	VAT Number	e-mail	Discount	Price Level	Status
3	Marilyn Monroe	1867 Broadway...	New York	08555	NY	555-696-6969			10% Discount		Active
2	Abraham Lincoln	1600...	Washington	20500	DC	555-222-3333				VIP PRICE	Active
1	Charles Lindbergh	2245 5th Avenue	New York	06543	New York	555-111-22222				VIP PRICE	Active
4	Gloria Estefan	1850 Coconut...	Miami Beach	09765	FL	555-818-9292			2\$ Discount		Active

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)


You can also **print the list** on the receipt printer using the  **PRINTER** option.




## Price List

In this screen, you will see all the **programmed Items with their prices**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports						
Price List						
Items List / Prices						
Code	Name	Department	Take Away	Take In	VIP PRICE	PURCHASE
1	Jack Daniels	Liquors	\$6.00	\$7.00	\$5.00	\$2.00
10	Mojito	Liquors	\$8.00	\$9.00	\$7.00	\$3.00
100	Champagne Glass	Wine & Champagne	\$5.00	\$5.50	\$4.75	\$1.00
101	Champagne Bottle	Wine & Champagne	\$25.00	\$26.00	\$24.75	\$10.00
102	Walla Walla Valley Estate Red 2011	Wine & Champagne	\$90.00	\$100.00	\$89.00	\$74.63
103	DeLille D2 2012	Wine & Champagne	\$65.00	\$70.00	\$64.00	\$35.00
104	Col Solare Red Wine 2009	Wine & Champagne	\$98.00	\$103.00	\$97.00	\$72.00
105	Efeste Final 2011	Wine & Champagne	\$45.00	\$50.00	\$44.00	\$30.00
106	Gilbert Left Bank Red 2012	Wine & Champagne	\$35.00	\$40.00	\$34.00	\$18.45
107	Gravel Bar Columbia Valley 2013	Wine & Champagne	\$35.00	\$40.00	\$34.00	\$17.60
108	Dominus Pin 2012 Chateau Dominus Boreal Red	Wine & Champagne	\$55.00	\$60.00	\$54.00	\$39.00



Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)



## Daily cash

The **Daily Cash Report** shows the flow of money that enters into the Cash Drawer. Mainly this will be the result of the sales made during the business hours but also will show the pending payments received or cash withdrawals.

The screen shows the current Daily Report opened. On the right side, you can scroll up and down the selected report. In the top, you can see these action buttons:



**Edit Cash Movements:** With this option, you can add cash movements into the current Daily Report. For example, to enter **pending payments** of a customer, the **initial change** of the day, **cash withdrawals**.



**Close Daily Report:** This will run the process to close the current Daily Report and open a new Daily Report.



**Print Daily Report:** The current selected report will be printed.



**Send Report by Email:** The selected report will be sent via Email as an attached **PDF file**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Cash Balance

Amount Due: **\$108.66** Received: **\$0.00** Cash Deficit: **\$108.66**

**SIODROID**  
 GRAND RESTAURANT  
 LIVE TV SHOW  
 150 LIBERTY WAY  
 07114 NEWARK  
 NEW JERSEY  
 PHO: 555-123-4567

Daily Cash N.: 000080  
 Opening Date Sep 9, 2016 / 08:46

Sales Receipts


Cash	\$40.31
Credit Card	\$61.69
<b>Sales Total::</b>	<b>\$102.00</b>

Cash-In/Out


Cash-Out	Cash Withdrawal	-\$100.00
Cash-In	Initial Change	\$75.00

CONTINUE FINISH

When you start the process to **Close the current Daily Report**, this screen will appear. Here you have the option to enter the money you have in your drawer and perform a **Cash Declaration**.

You can use the  button to **open the Cash Drawer**. Depending on the **permissions of the current user**, the amounts to be declared may be hidden so the user must account the contents of the drawer.

It is possible to **add different amounts** into the **same Payment** in order to sum up total amounts. For example, for adding Credit Card operations.

To finalize the process of closing the Daily Report you must use the  button or the **FINISH** key.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Cash Balance

Amount Due: **\$108.66** Received: **\$118.35** Surplus Cash: **\$9.69**

**SIODROID**  
 GRAND RESTAURANT  
 LIVE TV SHOW  
 150 LIBERTY WAY  
 07114 NEWARK  
 NEW JERSEY  
 PHO: 555-123-4567

Daily Cash N.: 000080  
 Opening Date Sep 9, 2016 / 08:46

Sales Receipts

Cash	\$40.31
Card	\$61.69
<b>Sales Total::</b>	<b>\$102.00</b>

Cash-In/Out

Cash-Out	Cash Withdrawal	-\$100.00
Cash-In	Initial Change	\$75.00

CONTINUE FINISH

**Information for the user**

Do you want to finalize the Daily Cash report? This procedure cannot be stopped once it begins.

ACCEPT CANCEL

Credit Card \$31.66 DELETE

Cash \$25.00 DELETE

After you confirm to finalize the report it **cannot be undone**. It will ask if you want to **print the report**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Daily Cash Reports

EDIT CLOSE PRINT EMAIL

From Date: Sep 9, 2016 Up to Date: Nov 16, 2016 Filter

Daily Cash reports List

Termi...	Code	Opening Date	Closing Date	Usr	Status
01	81	Nov 16, 2016 11:47			Open
01	80	Nov 16, 2016 11:31	Nov 16, 2016 11:47	George	Closed

SIODROID

GRAND RESTAURANT  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHD: 555-123-4567

Daily Cash N.: 000080

Opening Date Sep 9, 2016 / 08:46

Sales Receipts

Cash	\$40.31
Credit Card	\$61.69
Sales Total::	\$102.00

Cash-In/Out

Help Menu

When you close a Daily report, it **opens** automatically the **next Daily report**. All operations starting from this moment will be recorded on the **new Daily Cash Report**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Daily Cash Reports

EDIT CLOSE PRINT EMAIL

All the dates. Filter

Daily Cash reports List

Termi...	Code	Opening Date	Closing Date	Usr	Status
01	81	Nov 16, 2016 11:47			Open
01	80	Nov 16, 2016 11:31	Nov 16, 2016 11:47	George	Closed
01	79	Sep 8, 2016 17:12	Sep 9, 2016 08:46	George	Closed
01	78	Sep 8, 2016 16:16	Sep 8, 2016 16:46	George	Closed
01	77	Apr 11, 2016 19:31	Sep 8, 2016 16:14	George	Closed
01	76	Apr 9, 2016 09:38	Apr 9, 2016 22:43	George	Closed
01	75	Apr 8, 2016 01:29	Apr 8, 2016 22:37	George	Closed
01	74	Apr 7, 2016 09:13	Apr 7, 2016 22:22	George	Closed
01	73	Apr 6, 2016 09:55	Apr 6, 2016 22:12	George	Closed

SIODROID

GRAND RESTAURANT  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHD: 555-123-4567

Daily Cash N.: 000080

Opening Date Nov 16, 2016 / 11:31

Closing Date Nov 16, 2016 / 11:47

Sales Receipts

Cash	\$40.31
Credit Card	\$61.69
Sales Total::	\$102.00

Help Menu

You can use the **date filter** to show a **list of Daily Reports** from a certain period.

When you select a report, it will appear a preview on the right side. You can **print it** using the



button or send it **via Email** with the



button.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Daily Cash Reports

EDIT CLOSE PRINT EMAIL

SELECT RECIPIENT:

From Date: Sep 9, 2016 Up to Date: Nov 16, 2016 Filter

Email address:

SIODROID

GRAND RESTAURANT  
LIVE TV SHOW  
150 LIBERTY WAY  
07114 NEWARK  
NEW JERSEY  
PHO: 555-123-4567

Daily Cash N.: 000080

Daily Cash reports List

Termi...	Code	Opening Date	Clos	
01		81 Nov 16, 2016 11:47		upen
01		80 Nov 16, 2016 11:31	Nov 16, 2016 11:47	George Closed

ACCEPT CANCEL

q w e r t y u i o p

a s d f g h j k l Next

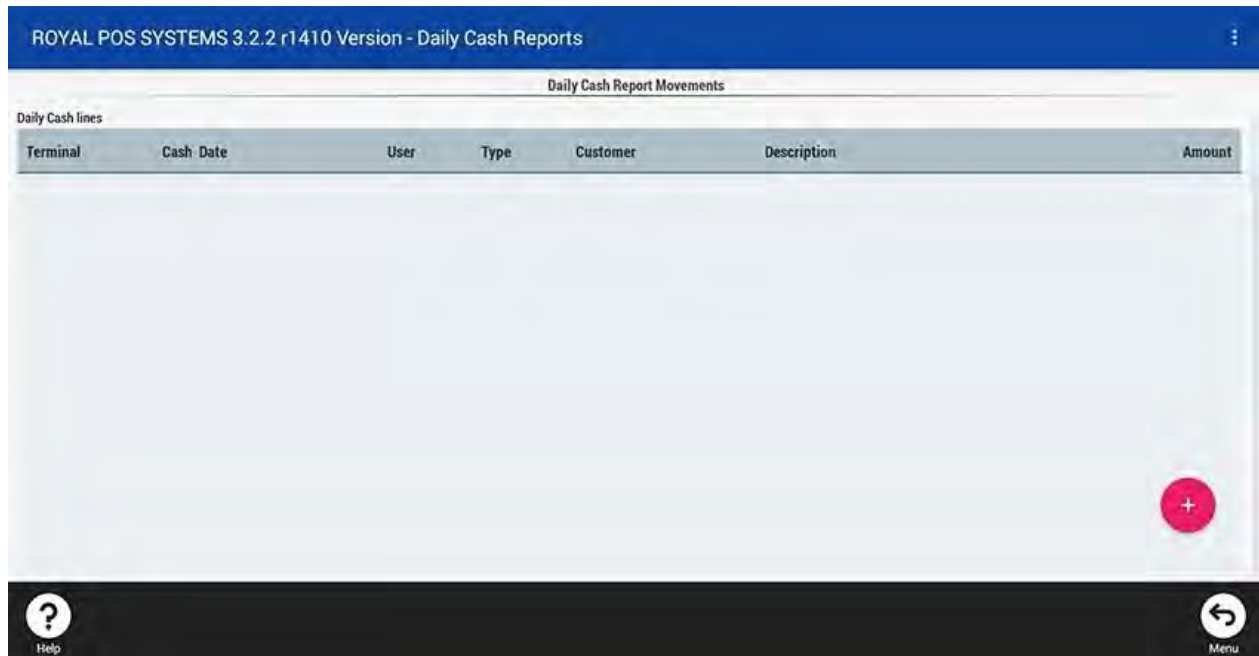
z x c v b n m ! ?

?123 / , .

Enter a **valid Email address** and push the **ACCEPT** button.

## Edit Cash Movements

You can add Cash Movements to track the **money that gets in and out** of the cash drawer as a result of operations that are **not sales**. You can use this for **adding the change** into the cash drawer, to **pay to a supplier** or **receive payments** from customers' debts.



You can add a **new Cash Movement** with the  button.

You enter the data for the new cash movement:

- **Type:** you have to select if the money will **get In or Out** of the cash drawer
- **Description:** the description of the movement
- **Customer:** in the case you select Cash-In type, you will be able to select a customer. It will show the current account debts
- **Tender Media:** select the payment media you will use
- **Amount:** enter the amount to be registered



Daily Cash Report Movements						
Daily Cash lines						
Terminal	Cash Date	User	Type	Customer	Description	Amount
01	80 Nov 16, 2016 11:43	George	Cash-Out		Cash Withdrawal	\$100.00
01	80 Nov 16, 2016 11:43	George	Cash-In		Initial Change	\$75.00
01	80 Nov 16, 2016 11:44	George	Cash-In	Charles Lindbergh	Pending payment	\$31.66

You will have here the list of **all cash movements added**.

These lines will be added to the **Daily Cash Report**

# PRO VERSION

This license has the next additional features:

## **Stock control**

You can manage your inventory, then POS will notify you what items need a purchase order. In addition, you can create your purchase orders and the delivery notes of your suppliers (when you receive the goods to update the current inventory).

## **Price Levels**

Up 999 price levels for each PLU. You can save all promotions that you will offer in a year.

## **Table floorplan design**

For restaurants, POS1500 allows you to include your real layout in the POS. It's too easy to do, you only have to follow manual steps. It helps them to remind what table they attend with only a look.

## **Size and color**

For fashion businesses, POS1500 allows you to use size and color in each item. In addition to what item you sold, you can know what size and color it had. You can do it thanks to matrix (advanced setup).

## **Access to all statistics (15 additional reports)**

With POS1500 you will have access to all statistics:

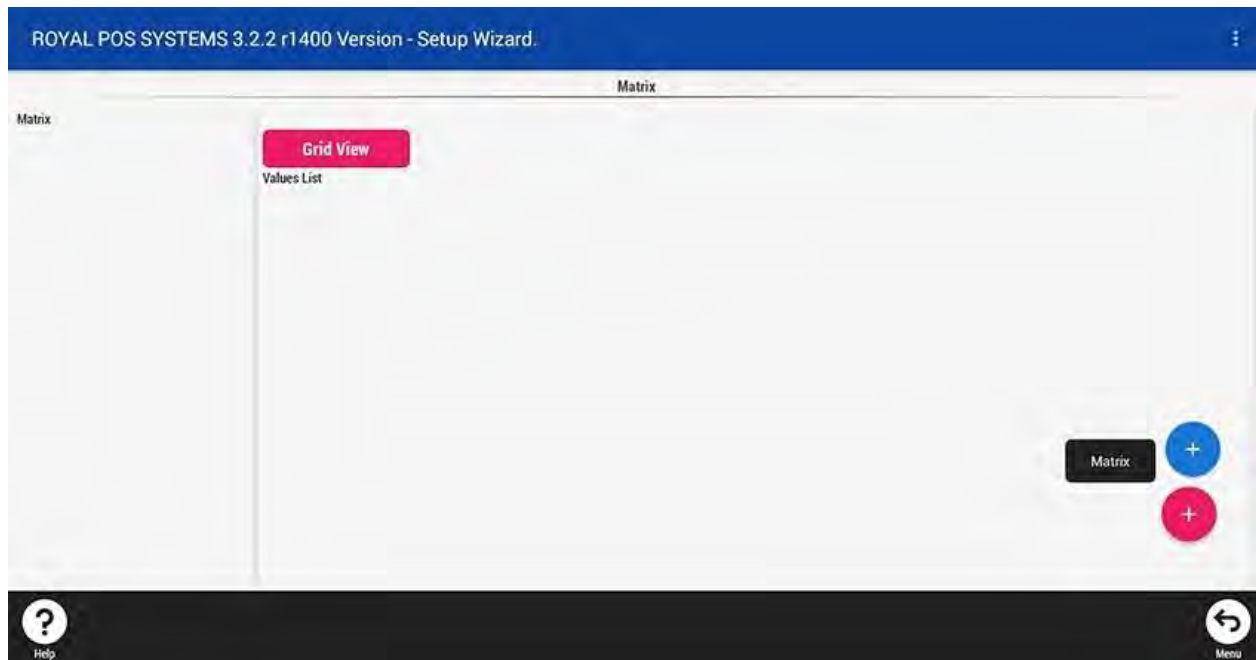
- Advanced statistics:
  - o Price Levels comparison
  - o Average receipt
  - o Hourly sales
  - o Pending store credits
  - o Group sales
  - o Cancelled receipts
  - o Cancelled lines
- Now in programming list you can see Suppliers list



# Set up

## Advanced Setup

### Matrix



The item **Matrix** allows you to generate item variations like **Sizes**, **Colors**, etc. When you sell an item, it will ask you to enter which variation you are selling.



In this screen, we will add the **Matrix with their Values**. Press the  button and then the  button to **add a Matrix**

On this screen, you can enter the data for the new matrix:

- **Name:** The name of the matrix (color, size, etc.)
- **Code Position:** All items created with a matrix will **add a suffix to the code** of the main item. If you use more than one matrix you will have to enter the **order of the suffixes used** here.
- **Bar code Position:** All items created with a matrix will **add a suffix to the bar code** of the main item. If you use more than one matrix you will have to enter the **order of the suffixes used** here.

A **Matrix** is created. If you select one and press the  button, you then have the option to create a **new matrix** or **add values to the selected matrix**. Press the corresponding  button to **add a value**.

Here you can enter the values for the matrix:

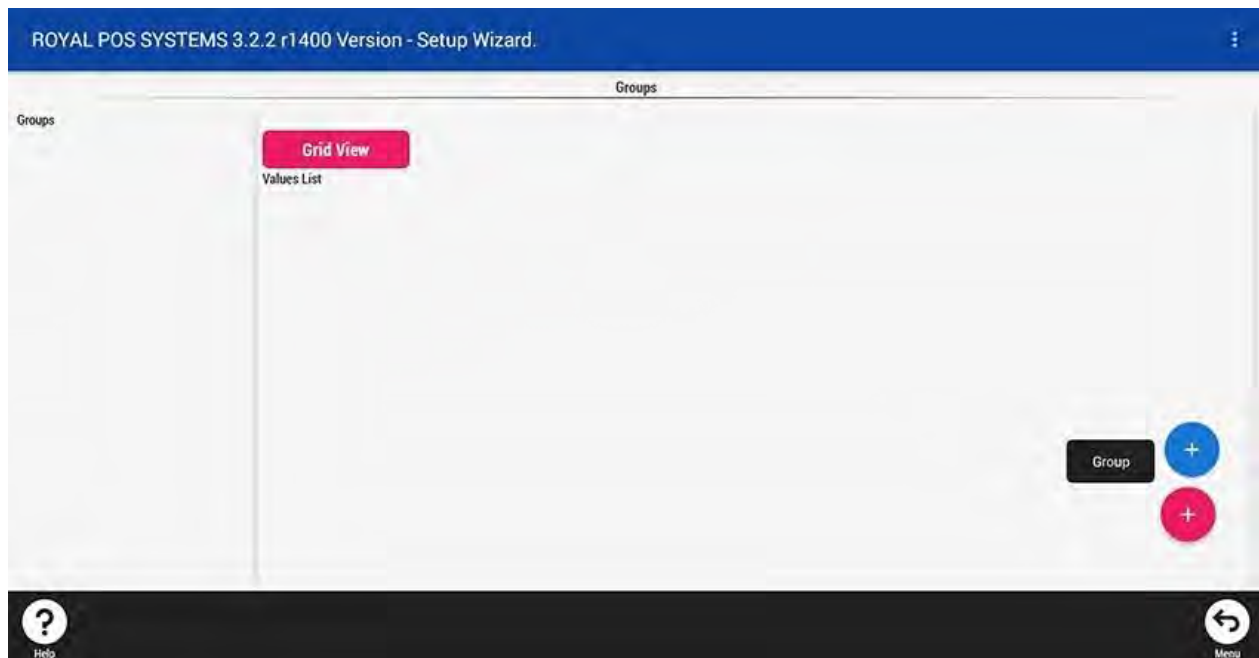
- **Name:** The name of the value of the matrix (black, white, red, etc.)
- **Item Suffix:** Enter the value that will be **added as a suffix** to the **main item code** that will be used to generate the new items.
- **Bar code Suffix:** Enter the value that will be **added as a suffix** to the **main item bar code** that will be used to generate the new items bar codes.



On this screen you can see a sample of values entered into the **Color Matrix**.



## Groups

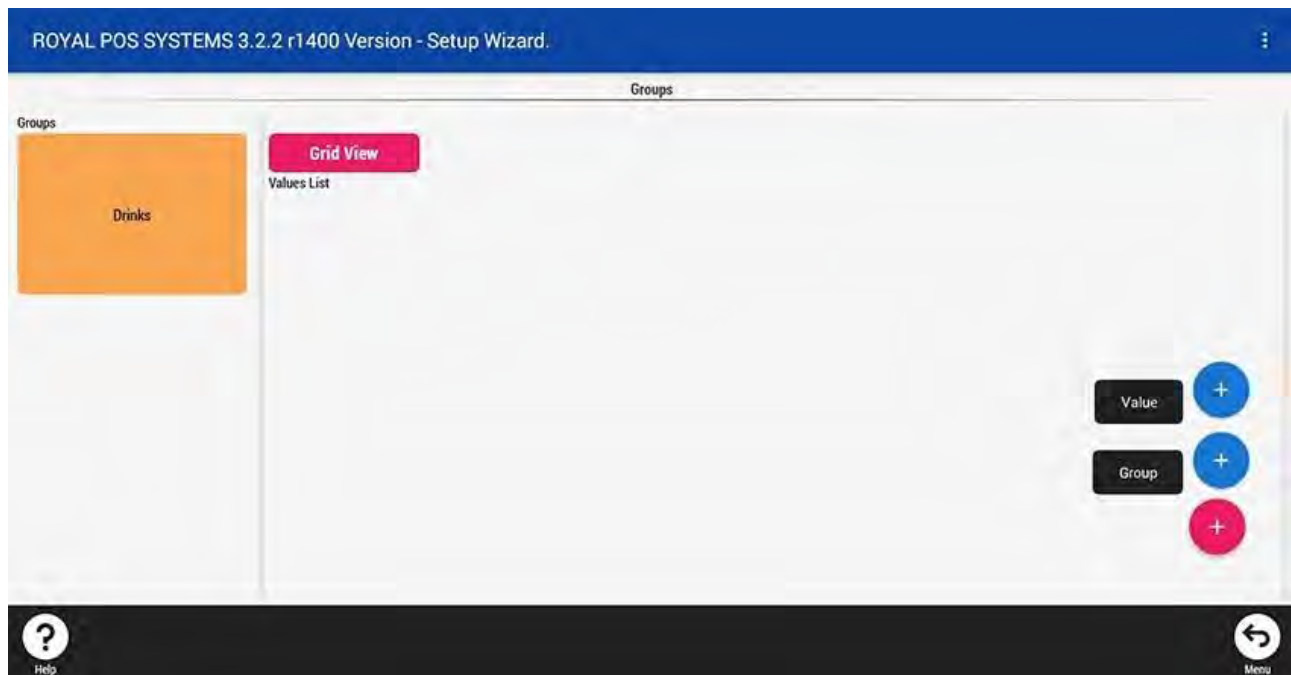
**Groups** are used to generate **special item sales reports** filtered by the values you set here.



On this screen we will add the **Groups with their Values**. Press the  button and then the  button to **add a Group**.

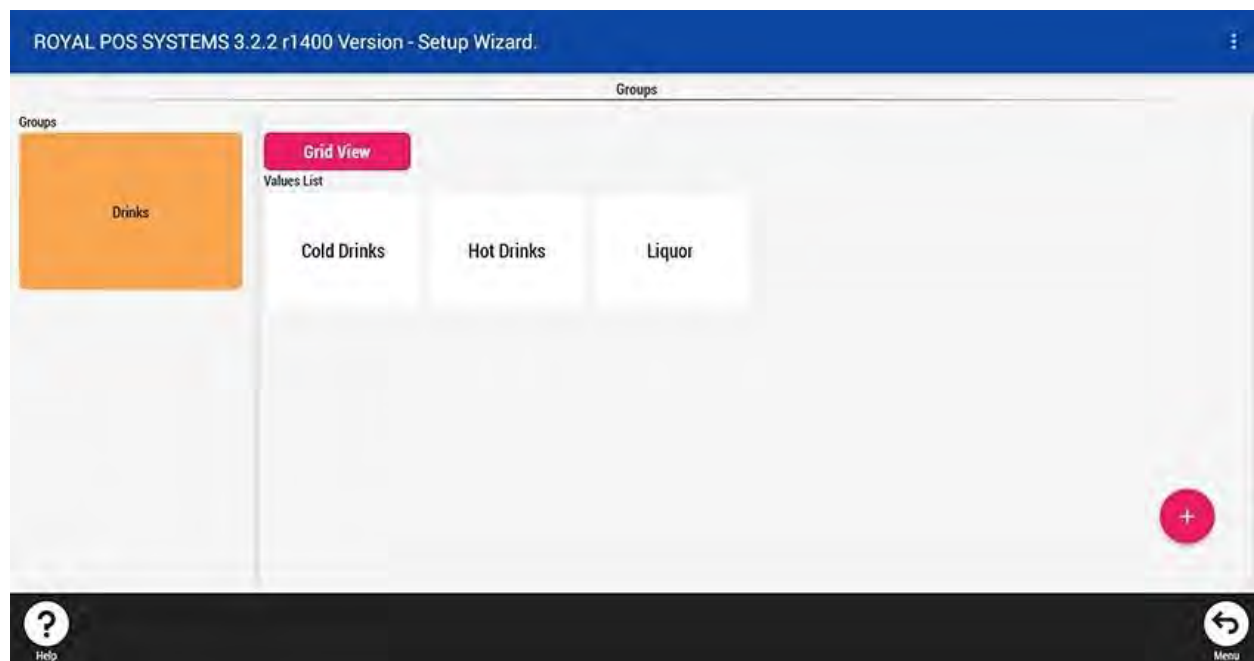
On this screen you can enter the data for the new group:

- **Name:** The name of the Group.



A **Group** is created. If you select it and press the  button, you then have the option to create a **new group** or **add values to the selected group**. Press the corresponding  button to **add a value**.

On this screen you can enter the values for the **group types**: **Name**: The name of the value of the group.



On this screen, you can see a sample of the values entered into the **Drinks Group** where you can filter by **Cold Drinks, Hot Drinks or Liquor**.

# Items & Price levels

## Items

## Stocks

The screenshot shows the 'Stocks' tab in the ROYAL Cash Management Systems interface. The top bar is blue with the 'ROYAL' logo and 'Cash Management Systems' text. On the right, there are buttons for 'INSERT NEW RECORD' and 'Create a new Item'. Below the top bar, there are tabs for 'Basic Data', 'Price Levels', 'Stocks' (which is active), 'Groups', 'Supplements', and 'Modifiers & KP'. The 'Stocks' tab contains several fields and buttons: 'Minimum Stock:' and 'Maximum Stock:' with input fields; 'Stocks Control (\*)' with a red 'No Stock Control' button and a green 'Active' button; 'Selling an item with no stock (\*)' with a green 'Active' button; 'Refund is allowed (\*)' with a green 'Refund is allowed' button; 'Sales unit (\*)' with a dropdown menu showing 'Units'; 'Unit of Measure (\*)' with a dropdown menu showing '0.0000'; and 'Current Stock:' with an input field. At the bottom, there are 'ACCEPT' and 'CANCEL' buttons.

In the **Stocks** tab, you can activate stock control for this item. Here you have the available options:

- **Minimum Stock:** You can set here the minimum stock quantity for this item. You can have a report of the items under minimum stock. Also you can set to see items under minimum stock with a warning sign in the sales screen.
- **Maximum Stock:** This is for your own information.
- **Stock Control:** Enables the stock control for this item.
- **Sell Item with no Stock:** If the stock control is enabled you cannot sell the item if stock is zero.
- **Refund Allowed:** With this option enabled, you can make a sale with negative units of this item.
- **Sales Unit:** You can set here if you buy this item by weight, unit or volume.
- **Unit of Measure:** The number of units depending on the sales unit (*weight, unit or volume*).
- **Current Stock:** This shows the current units of stock of this item (*not editable*)

# Consumer area

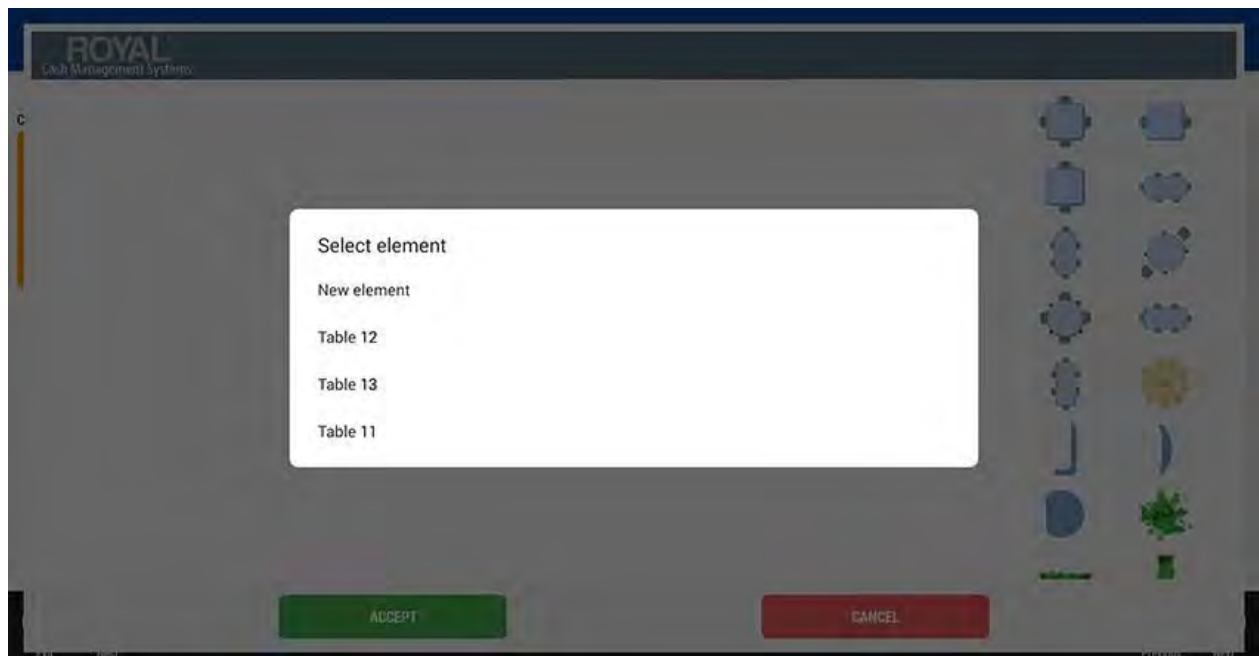
## Consumer area & floorplan

### Design floorplan

When you have all tables created you can draw the **Plan of the Area** so it can look like your real area. Push the **Plan** button.



You can see here an **empty plan** and a sort of **table images**. Select a **table icon** to insert it as a table.



After selecting an image, it appears the **list of all available tables**. In case it is necessary, you can create new tables with the **New Element** line. Select one table from the list.



The **new table is added** in the middle of the screen. You can **move** the table by **dragging** it to the new position.

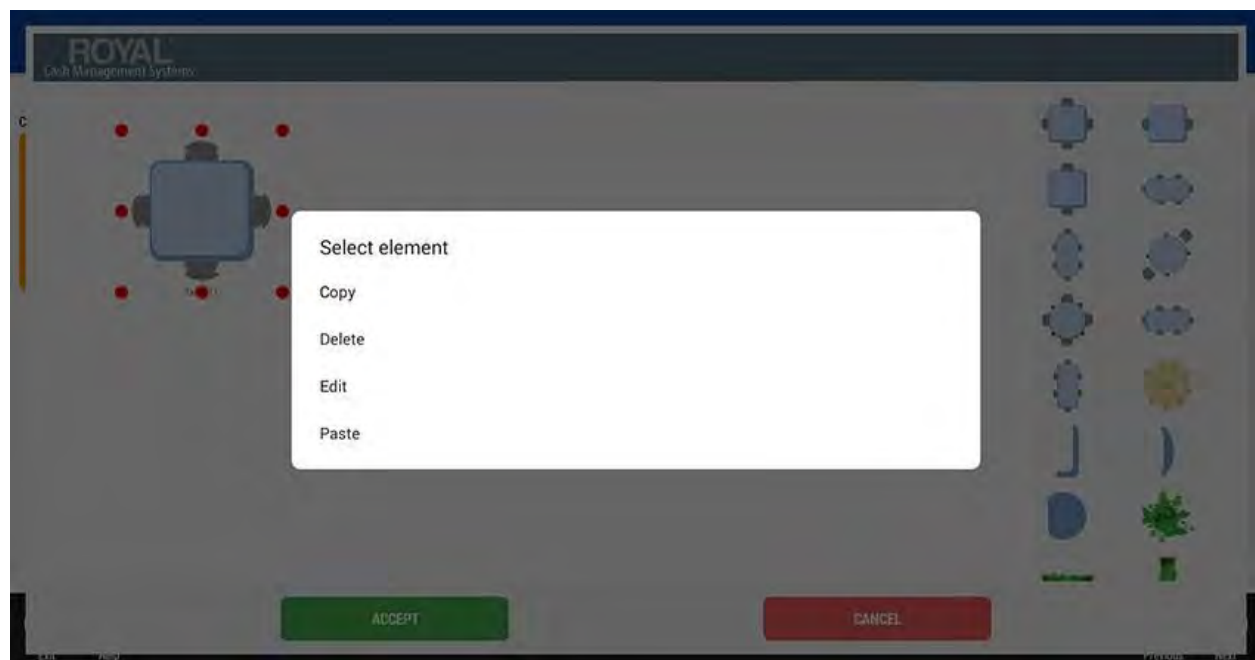


Once you moved the table you can also **change the size** of it. Push on the table and you will see some **red points** surrounding the table. **Drag** any of this points to **change the size manually**.





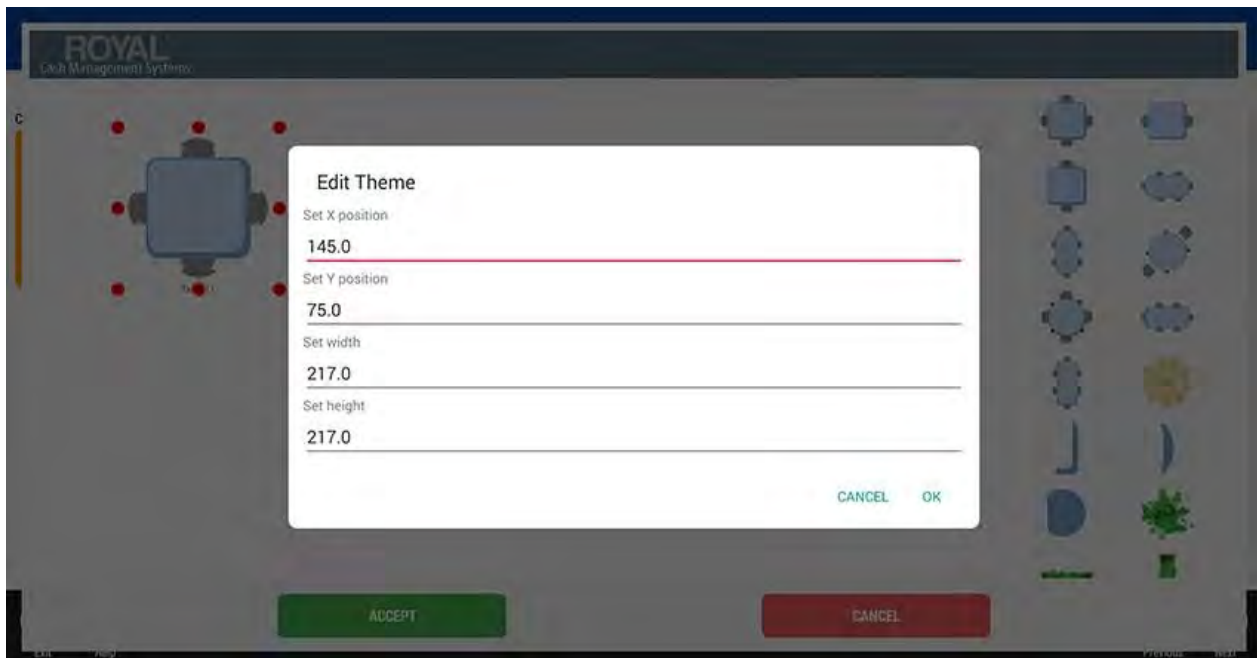
As you can see, it is very easy to change the size but it is very difficult to put all tables at the same size. There is another method to change the image properties. **Push on the table image for 2 seconds.**



Here you have some options:

- **Copy:** To copy current size properties to assign to other tables.
- **Delete:** To delete this table from the plan.
- **Edit:** To change the size and position values.
- **Paste:** To paste the properties of another table.

Now we are going to **change the size** of a table. Push the **Edit** option.

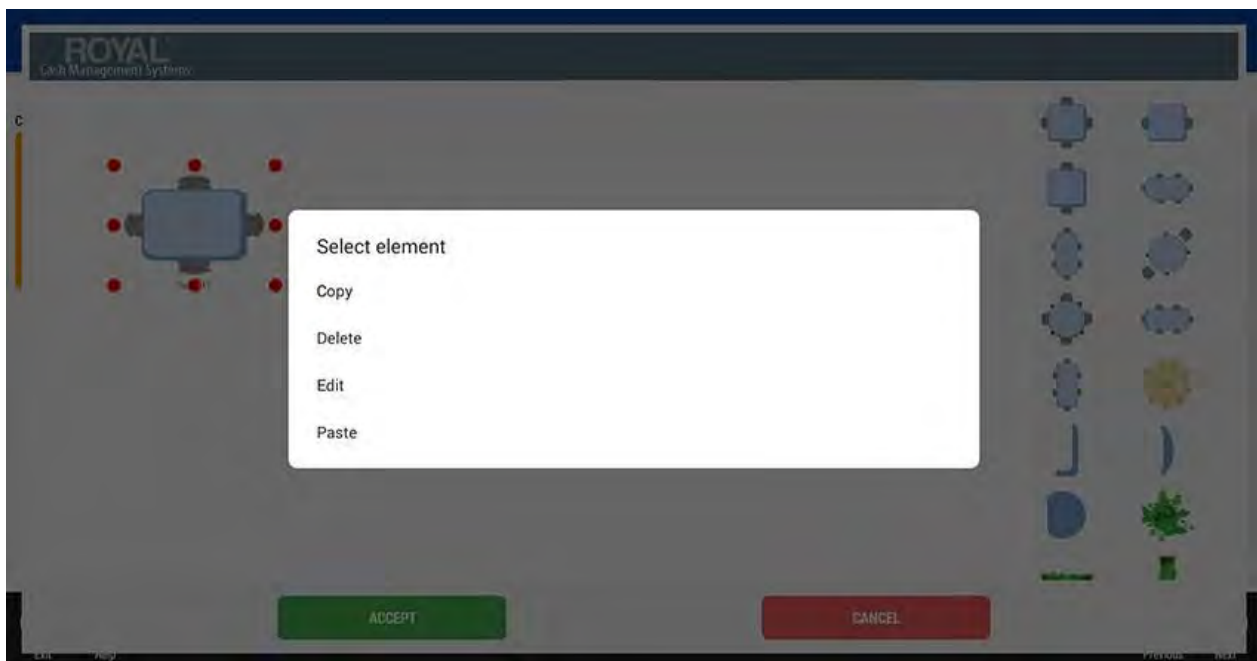


You can fix easily the correct size and also the position if you want to have some tables in the same line.

Now we will add a **new table**.

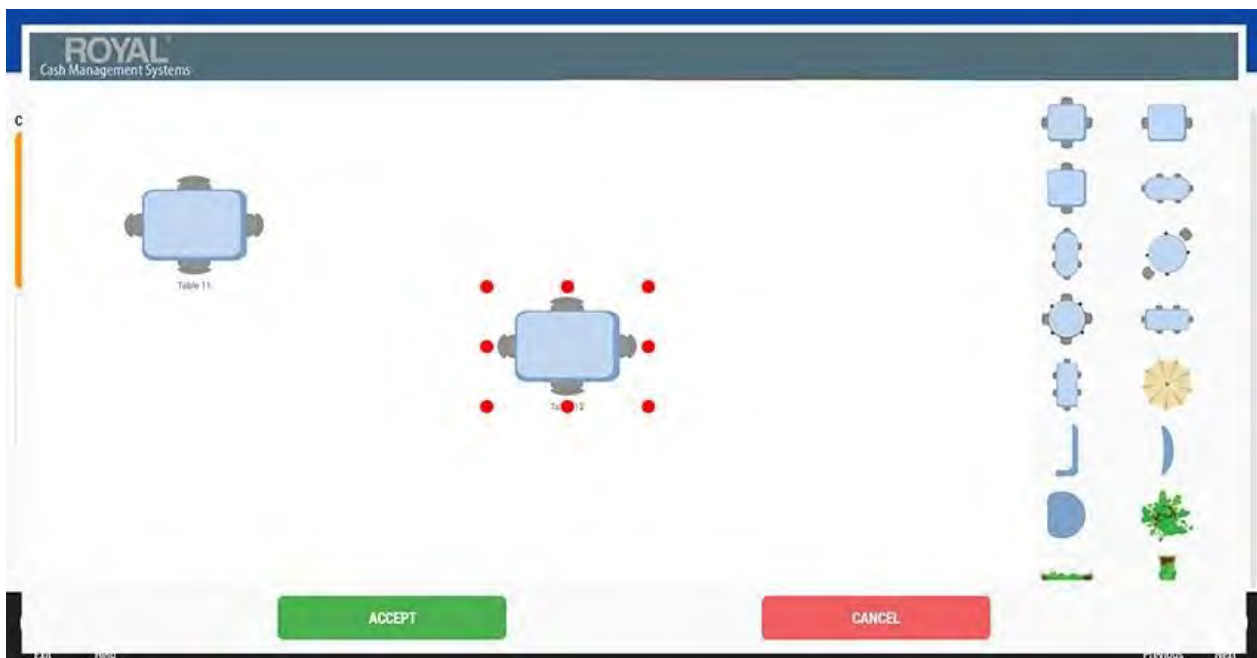


The **new table** has a **different size** than the other we created. You can **copy the properties** from the first table.



Push the **first table** for 2 seconds and select the **Copy** option.

Now push the **second table** for 2 seconds and select the **Paste** option.



Both tables are now the same size.



You can add also some objects as **decorations** to make the plan look like your real table area. You can use **objects like a bar or a plant**. Remember to use tables created as **Theme type** for objects that will not be used to sell.

# Miscellaneous setup

## Suppliers

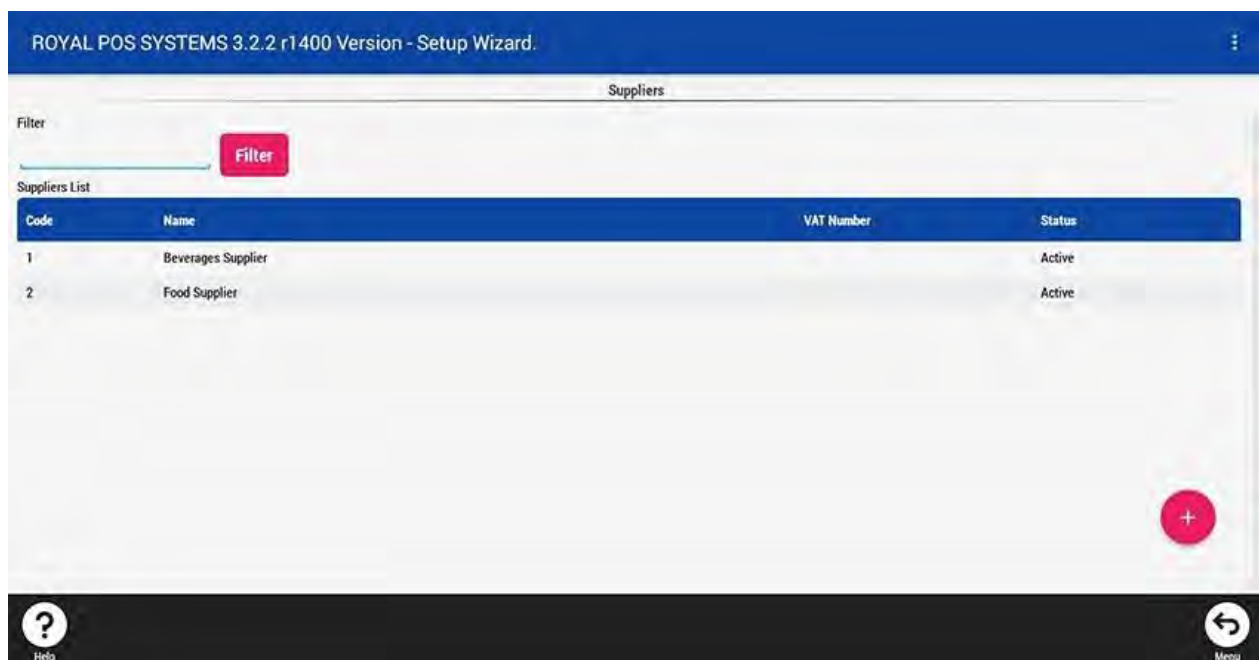
Suppliers are used to enter purchase documents and to manage stock.

In this screen we will **add the Suppliers**. Push the  button.

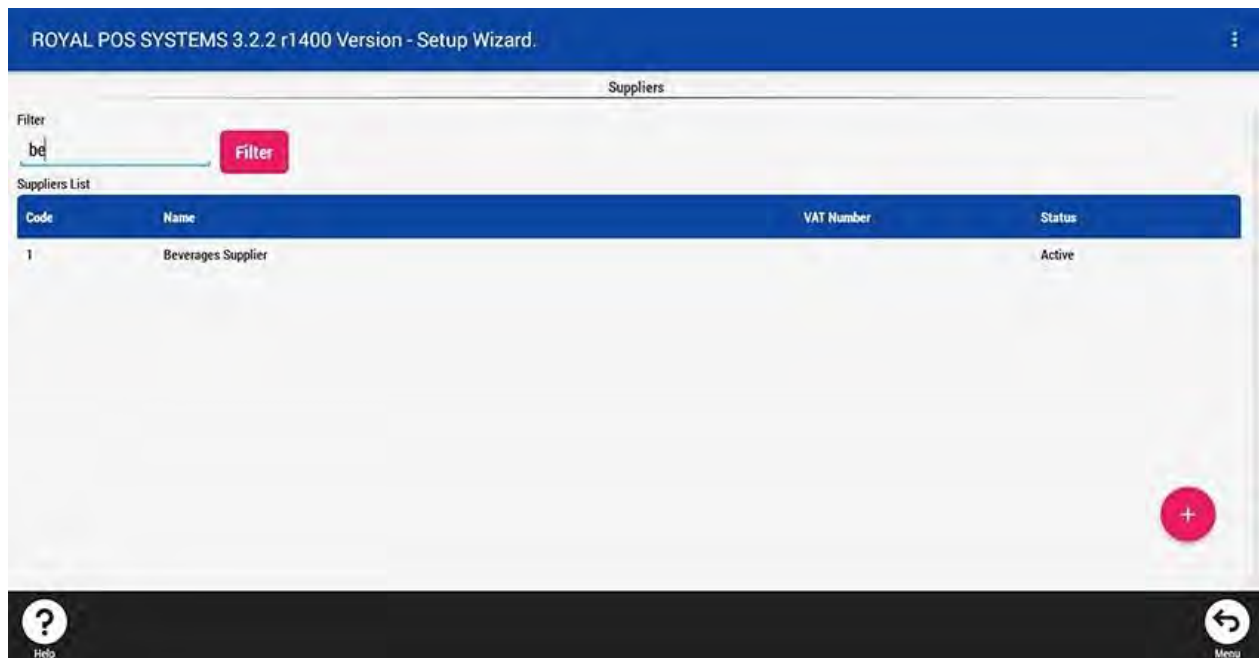
Here you can enter the data for the new supplier:

- **Taxes:** Choose if this supplier applies taxes or not.
- **Name:** The name of the Supplier.
- **Supplier Data:** Enter the data you need from this supplier: address, city...

- **Discount:** Select if the supplier applies a fixed discount.
- **Special Price Level:** This is the price that the supplier applies when purchasing items.



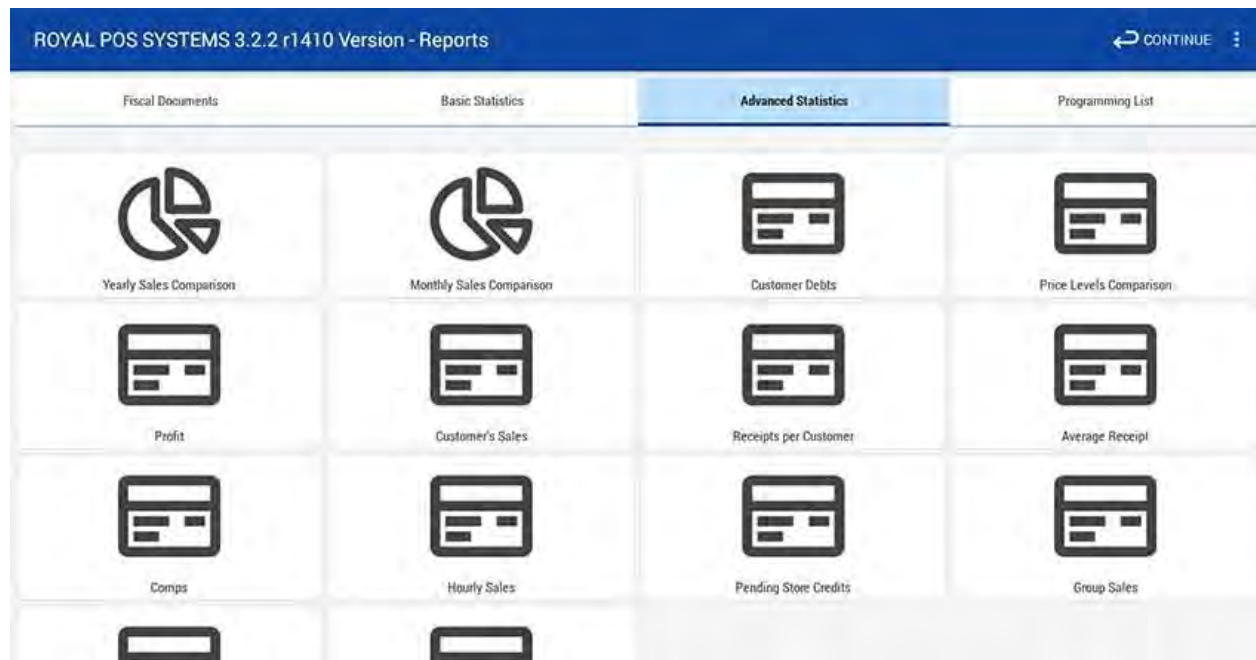
Here you can see a sample of some **suppliers created**. In the case there are many suppliers created we can use the **Filter** option.



You can **enter some characters** and, after pushing the **Filter button**, they will appear only the **suppliers with the same characters** on their names.



# Reporting - Advanced Statistics



These are the PRO **advanced statistics**.

- **Price Levels Comparison:** You can compare the difference between 2 price levels.
- **Average Receipt:** Average sales total depending the number of guests for the selected period.
- **Hourly Sales:** Total amount of sales per hour for the selected period.
- **Pending Store Credits:** List of store credits issued but not used.
- **Group Sales:** Total amount of sales per group for the selected period.
- **Cancelled Receipts:** List of cancelled receipts for the selected period.
- **Cancelled Lines:** List of cancelled items for the selected period.

## Price Levels Comparison

In this screen, **you can compare the items prices** from two different price levels.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Price Levels Comparison




Price 1: Take Away      Price 2: Take In      **Filter**

Items List / Prices

Code	Name	Department	Price1	Price2	Difference	% Margin
1	Jack Daniels	Liquors	\$6.00	\$7.00	\$1.00	14.28%
10	Mojito	Liquors	\$8.00	\$9.00	\$1.00	11.11%
100	Champagne Glass	Wine & Champagne	\$5.00	\$5.50	\$0.50	9.09%
101	Champagne Bottle	Wine & Champagne	\$25.00	\$26.00	\$1.00	3.84%
102	Walla Walla Valley Estate Red 2011	Wine & Champagne	\$90.00	\$100.00	\$10.00	10.00%
103	DeLille D2 2012	Wine & Champagne	\$65.00	\$70.00	\$5.00	7.14%
104	Col Solare Red Wine 2009	Wine & Champagne	\$98.00	\$103.00	\$5.00	4.85%
105	Elfeste Final 2011	Wine & Champagne	\$45.00	\$50.00	\$5.00	10.00%
106	Gilbert Lake Red 2012	Wine & Champagne	\$25.00	\$26.00	\$1.00	3.84%

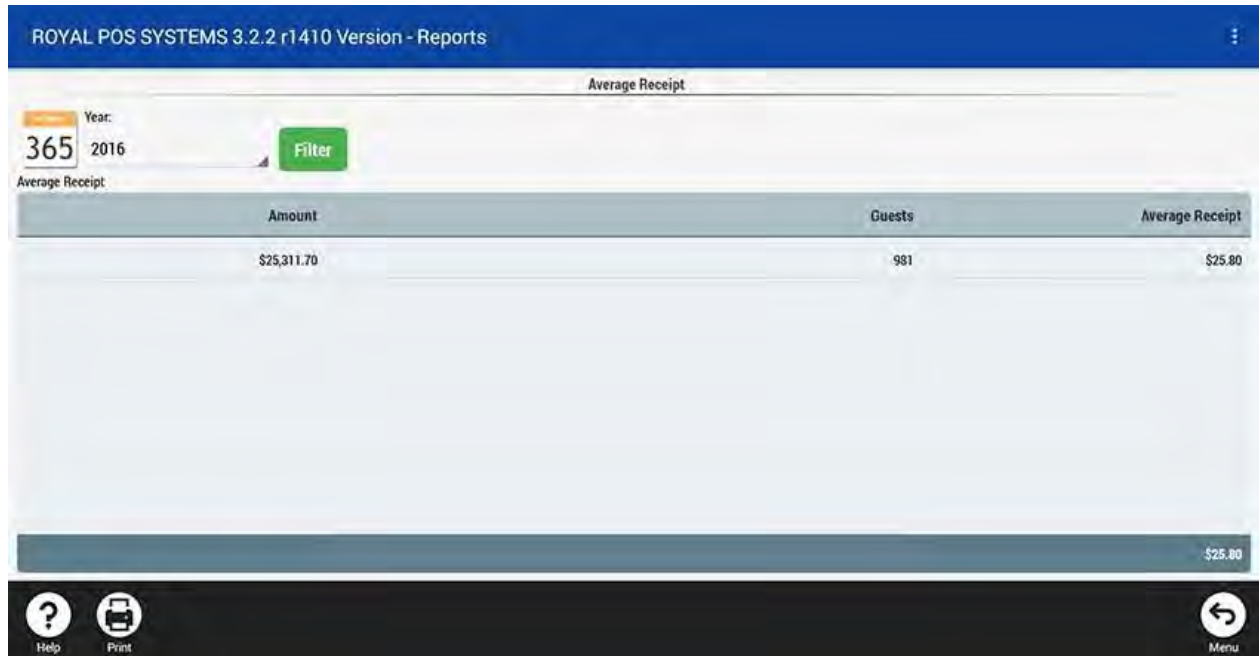
Help    Print    Menu

Using the  button you can **export the current chart** into the following formats:




-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Average Receipt

In this screen you can see the sales total divided by the number of guests, so you can get the **average sale per guest**. You can use the **date filter** to select the period that will be shown.

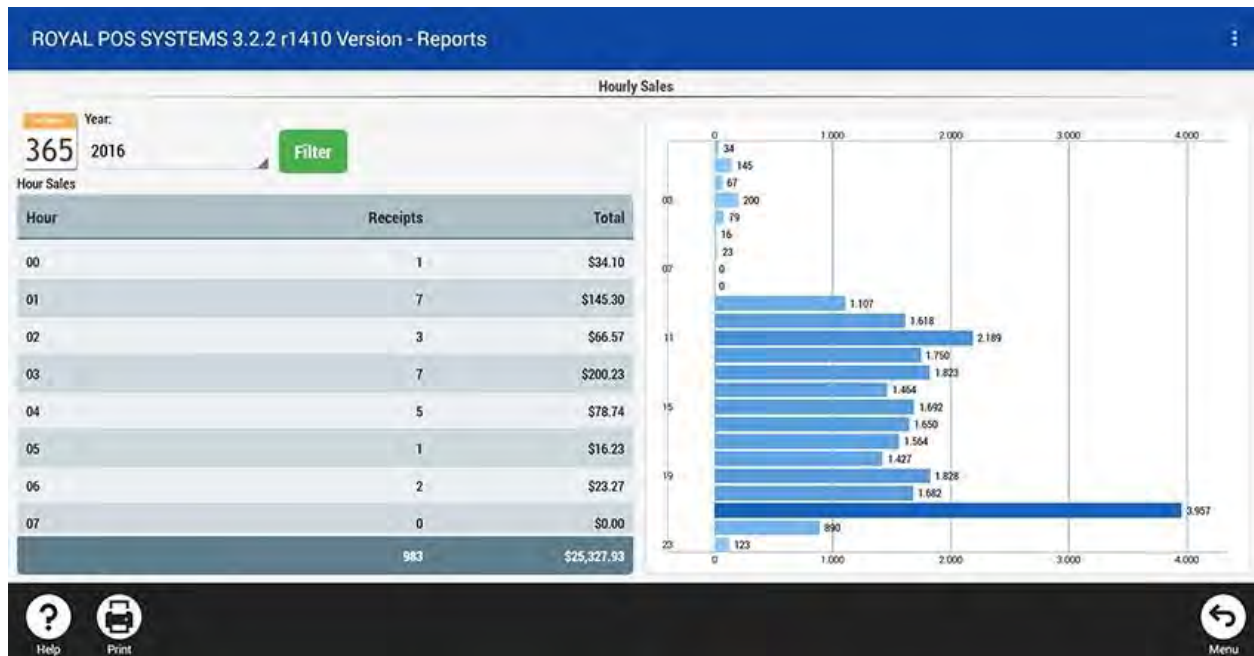


Using the  button you can **export the current chart** into the following formats:




-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

# Hourly Sales

In this screen you can see the **sales made during every business hour** of the day. You can use the **date filter** to select the period that will be shown.



Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Pending Store Credits

In this screen you can see a **list of Store Credits** generated but pending to be used.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports


Pending Store Credits List




Store Credits List

Terminal	Code	Invoice Store Credit	Date	Amount
01	1,419	1,269 0010001269	09/09/2016 11:00	\$1.06
01	1,441	1 1010000001	30/12/2016 11:56	\$11.36
01	1,442	2 1010000002	30/12/2016 11:56	\$30.84
				\$43.26

1

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Item Group Sales

In this screen you can see the item sales sorted by groups. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports

Item Group Sales




Month: 31 December Year: 2016 **Filter**

Items List

Item Code	Item Name	Department	Units	Total Restaurant
60	Assorted Tapas	Starters	0.000	\$0.00 Food
53	Cheese Fingers	Starters	6.000	\$19.48 Food
82	Chocolate Cake	Desserts	0.000	\$0.00 Food
41	Draft Beer small	Beer	1.000	\$2.71 Drinks
27	Espresso	Coffee & Tea	15.000	\$0.00 Drinks
56	Fish Fingers	Starters	2.000	\$12.99 Food
59	French fries	Starters	5.000	\$9.74 Food
77	Fruits Salad	Desserts	1.000	\$6.49 Food
			39.000	\$40.05

Help Print Menu

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)






## Cancelled Receipts

In this screen you can see a **list of cancelled receipts** before tendering. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports						
Cancelled Receipts List						
<div> <div>Year:</div> <div>365 2016</div> <div>Filter</div> </div>						
Cancelled Receipts List						
Terminal	Code	Date	User	Taxable	Taxes	Total Type Printing
01	1,436	29/12/2016 10:11	George	\$0.00	\$0.00	\$0.00 NORMAL 0
01	1,433	23/12/2016 17:23	George	\$0.00	\$0.00	\$0.00 NORMAL 0
01	1,431	09/09/2016 11:12	Mark	\$0.00	\$0.00	\$0.00 NORMAL 0
01	1,429	09/09/2016 11:10	Nathalie	\$0.00	\$0.00	\$0.00 NORMAL 0
01	1,426	09/09/2016 11:07	George	\$0.00	\$0.00	\$0.00 NORMAL 0
01	1,424	09/09/2016 11:06	Mark	\$0.00	\$0.00	\$0.00 NORMAL 0
01	1,420	09/09/2016 11:01	Admin	\$0.00	\$0.00	\$0.00 NORMAL 0
01	1,418	09/09/2016 10:59	Mark	\$0.00	\$0.00	\$0.00 NORMAL 0
94				\$201.75	\$15.60	\$218.34
<div> <div>Help</div> <div>Print</div> <div>Menu</div> </div>						

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Cancelled Lines

In this screen you can see a **list of items cancelled** during the sales. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports

Cancelled items list lines


.A. All the dates. Filter




Cancelled Receipts List

Terminal	Code Date	User	Item	Taxes	Total
01	834 28/03/2016 14:50	George	Espresso	1.000	\$2.16
01	33 01/04/2015 16:13	Admin	Red Bull	1.000	\$3.25
01	5 30/03/2015 15:56	Mark	Sparkling Water	1.000	\$2.16
				3.000	\$7.58

3

Help Print Menu

Using the  button you can **export the current chart** into the following formats:


-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)




# Reporting - Programming list


## Suppliers List

In this screen, you will see all the **programmed Suppliers**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Reports											
Suppliers List											
Code	Name	Address	City	ZIP Code	Province/	Phone	VAT Number	e-mail	Discount	Price Level	Status
1	Beverages Supplier									PURCHASE	Active
2	Food Supplier									PURCHASE	Active

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

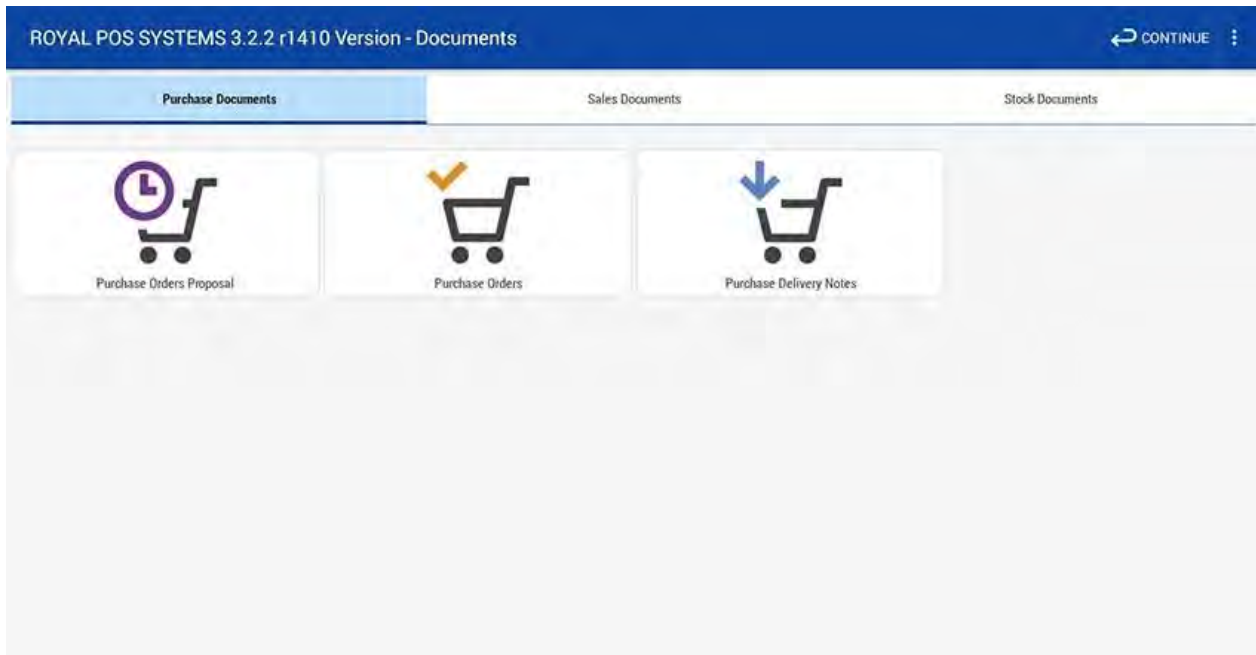
You can also **print the list** on the receipt printer using the  **PRINTER** option.

# Documents

## Introduction

From these menus, you can track the stock control by entering the orders to your suppliers and checking the inventory status. Push on the **buttons below** to check the settings.

## Purchase Documents



**Purchase Orders Proposal:** You can prepare a draft of your orders before sending them to your suppliers

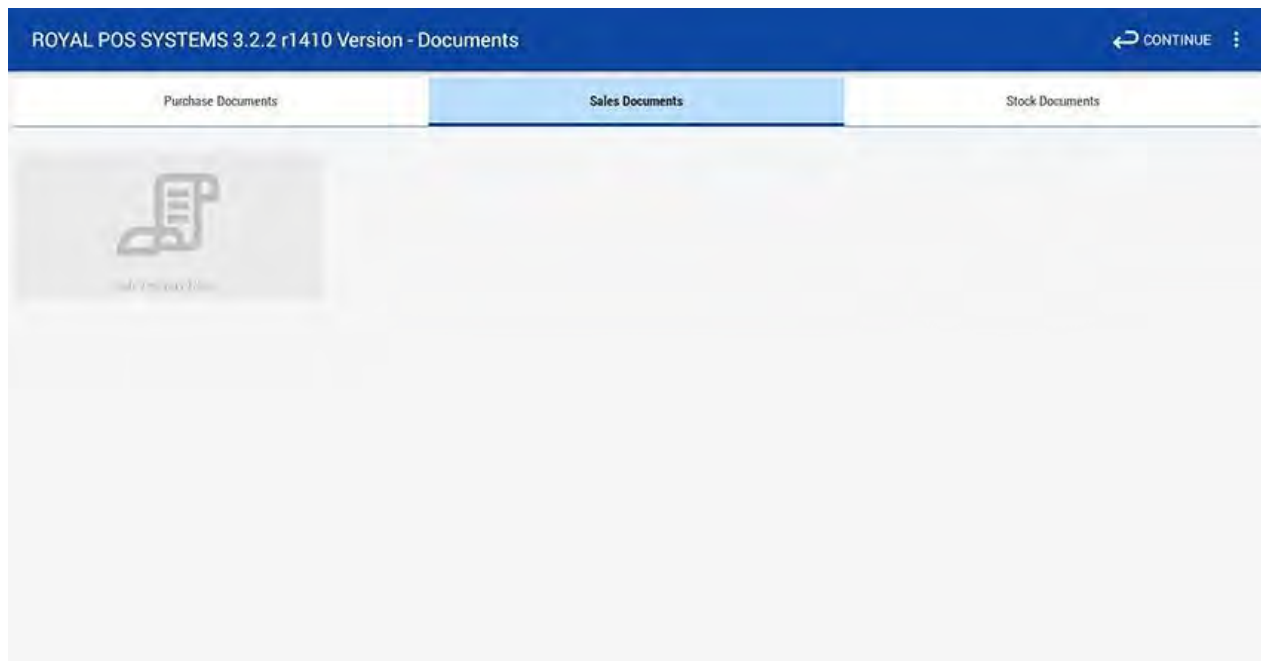


**Purchase Orders:** Here you create the orders that you expect to receive from your suppliers.



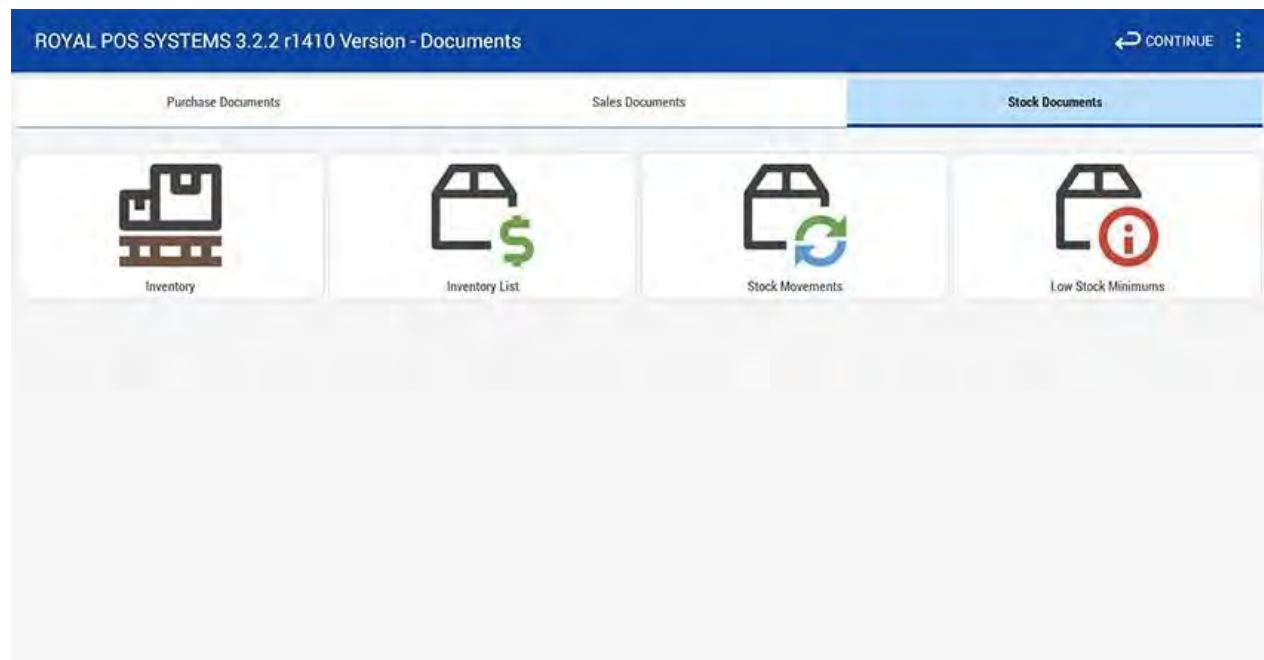
**Purchase Delivery Notes:** When you receive the goods, you add a delivery note to add items into inventory.

## Sales Documents



**Sale Delivery Notes:** Future use.

## Stock Documents



**Inventory:** This option allows you to correct the inventory manually.



**Inventory List:** This shows a list of current inventory.



**Stock Movements:** Here you will see a list with the difference between sales and purchases and the benefit margins.



**Low Stock Minimums:** You can see a list of items under minimum stock so you can prepare your orders.



# Purchase Documents

## Purchase Orders Proposal

In this screen, you can create your **drafts for future orders** to your suppliers. Once an order is corrected you can transfer it to a regular order.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Documents

Purchase Orders Proposal

Month: 31 January Year: 2017 Filter

Document List

Code	Date	Amount	Status
+			

Help Print Menu

To create a **new Order Proposal**, push the  button.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE PROPOSAL

Category	Item	Units Sold	Current Stock
Belts	White Belt	3.000	-3.000
	Hell's Angels Belt	7.000	-6.000
Bracelets	Zebra Belt	5.000	-4.000
	Fantasy Belt	8.000	-7.000
Earrings	Brown Leather...	6.000	-6.000
	Black Leather B...	5.000	-5.000
Handkerchiefs	Brown Leather...	3.000	-3.000
	I Love Rock Belt	3.000	-3.000
Hats	Dominoes Belt	5.000	-4.000
	Bras	5.000	-5.000
Beach Clothing			

Receipt: PP/000001  
26/01/2017 16:13:28

**\$0.00**

Grid icon, List icon, Delete icon, Check icon

In this screen, you can enter your order the same way as doing a sale. You will see here only items with the **Stock status active**.

You can use the  button to **search items**.

You can use the **Filter** button to search by description. It will show the current stock of the selected item.



With the  button, you can load all **items with 0 units** in order to modify only the units with the keypad.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE PROPOSAL

Category	White Belt	Hell's Angels Bell	Zebra Belt	Fantasy Belt	Brown Leather...
Belts	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —
Bracelets	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 7.000 Current Stock: -6.000	Units Sold: 5.000 Current Stock: -4.000	Units Sold: 8.000 Current Stock: -7.000	Units Sold: 6.000 Current Stock: -6.000
Earrings					
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	
Bras	Units Sold: 5.000 Current Stock: -5.000	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 5.000 Current Stock: -4.000	
Beach Clothing					

Receipt: PP/000001  
26/01/2017 16:13:28

**\$0.00**

- 0.000 Ud. x \$5.41 Hell's Angels Bell \$0.00
- 0.000 Ud. x \$6.49 Zebra Belt \$0.00
- 0.000 Ud. x \$6.49 Fantasy Belt \$0.00
- 0.000 Ud. x \$7.58 Brown Leather Belt Man \$0.00
- 0.000 Ud. x \$7.58 Black Leather Belt Man \$0.00
- 0.000 Ud. x \$7.58 Brown Leather Belt Woman \$0.00
- 0.000 Ud. x \$6.49 I Love Rock Belt \$0.00
- 0.000 Ud. x \$7.58 Dominoes Belt \$0.00



With the  button you can load a list of **items sold since the last order** made, so you can easily replace the inventory to the previous status.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE PROPOSAL


Category	White Belt	Hell's Angels Bell	Zebra Belt	Fantasy Belt	Brown Leather...
Belts	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —
Bracelets	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 7.000 Current Stock: -6.000	Units Sold: 5.000 Current Stock: -4.000	Units Sold: 8.000 Current Stock: -7.000	Units Sold: 6.000 Current Stock: -6.000
Earrings	✓	✓	✓	✓	✓
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	
Bras	Units Sold: 5.000 Current Stock: -5.000	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 5.000 Current Stock: -4.000	
Beach Clothing	✓	✓	✓	✓	

Receipt: PP/000001  
26/01/2017 18:05:55

**\$301.95**

- 7.000 Ud. x \$5.41 Hell's Angels Bell \$37.88
- 5.000 Ud. x \$6.49 Zebra Belt \$32.47
- 8.000 Ud. x \$6.49 Fantasy Belt \$51.95
- 6.000 Ud. x \$7.58 Brown Leather Belt Man \$45.45
- 5.000 Ud. x \$7.58 Black Leather Belt Man \$37.88
- 3.000 Ud. x \$7.58 Brown Leather Belt Woman \$22.73
- 3.000 Ud. x \$6.49 I Love Rock Belt \$19.48
- 5.000 Ud. x \$7.58 Dominoes Belt \$37.88



With the  button you can **print the order** proposal on the receipt printer or export into PDF or CSV file.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE PROPOSAL

Category	White Belt	Hell's Angels Belt	Zebra Belt	Fantasy Belt	Brown Leather...
Belts	Date Last Doc.: — Units Sold: 3.000 Current Stock: -3.000	Date Last Doc.: — Units Sold: 7.000 Current Stock: -6.000	Date Last Doc.: — Units Sold: 5.000 Current Stock: -4.000	Date Last Doc.: — Units Sold: 8.000 Current Stock: -7.000	Date Last Doc.: — Units Sold: 6.000 Current Stock: -6.000
Bracelets					
Earrings					
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: — Units Sold: 5.000 Current Stock: -5.000	Date Last Doc.: — Units Sold: 3.000 Current Stock: -3.000	Date Last Doc.: — Units Sold: 3.000 Current Stock: -3.000	Date Last Doc.: — Units Sold: 5.000 Current Stock: -4.000	
Bras					
Beach Clothing					

Receipt: PP/000  
26/01/2017 18:05

- Printing on Receipt Printer
- Print / Preview
- Export to EXCEL
- Export to PDF
- EMAIL

7.000 Utd. x \$5.49  
Hell's Angels Belt \$51.95

5.000 Utd. x \$6.49  
Zebra Belt \$45.45

8.000 Utd. x \$5.49  
Fantasy Belt \$37.88


6.000 Utd. x \$7.58  
Brown Leather Belt Man \$22.73

5.000 Utd. x \$7.58  
Black Leather Belt Man \$19.48

3.000 Utd. x \$5.49  
Brown Leather Belt Woman \$37.88

3.000 Utd. x \$6.49  
I Love Rock Belt

5.000 Utd. x \$7.58  
Dominoes Belt

You can **finalize the order** proposal with the  button or **cancel the order** with the  button.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Documents

Purchase Orders Proposal

Month: 31 January Year: 2017 Filter

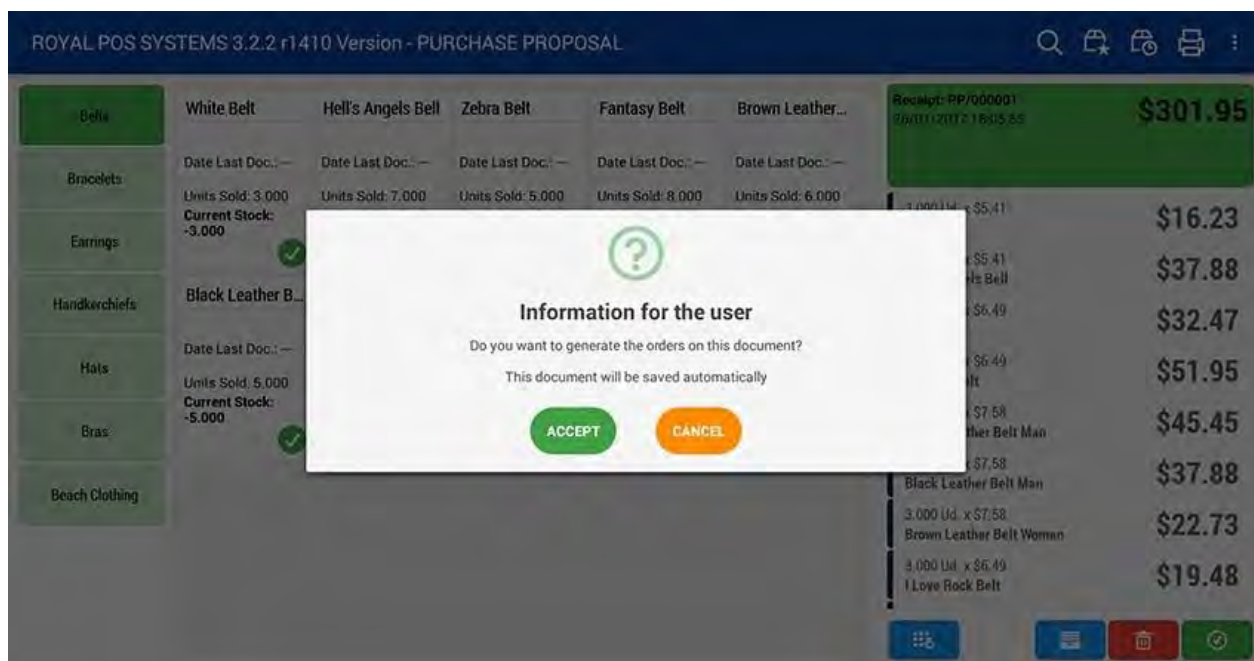
Document List

Code	Date	Amount	Status
1	26/01/2017 18:05	\$301.95	NORMAL

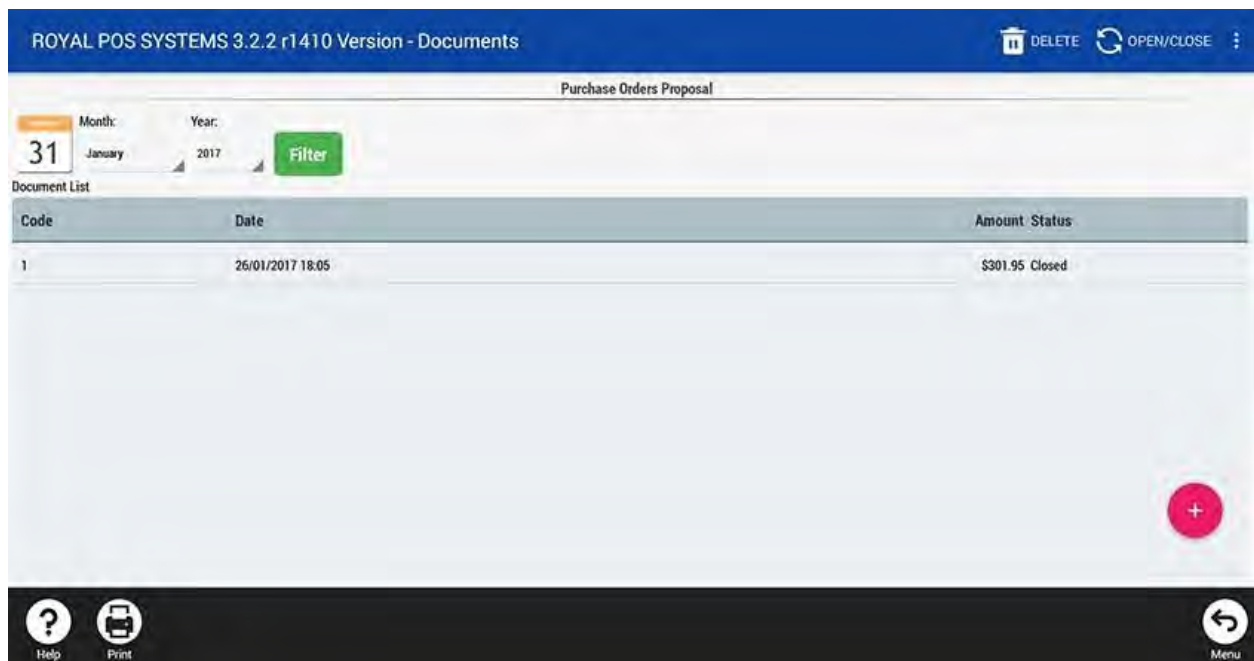
Help Print Menu



The order proposal is stored and can be reopened any time.









If an order proposal is corrected you can transfer it into a final order with the  button.



The status of the order proposal will be changed to **Closed** and it is not possible to edit the order again. You can **change the status** of an order with the  button, so you can edit it again. You can **delete** an order with the  button.

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Purchase Orders

In this screen, you can create your **definitive orders** to your suppliers. An order can be transferred to a **delivery note** when you receive the goods.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Documents


Purchase Orders

Month: 31 January Year: 2017 Filter

Document List

Code	Date	Supplier	Amount	Status
1	26/01/2017 18:14	Leather Supplier	\$301.95	NORMAL

Help Print Menu

To create a **new Order**, push the  button.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Suppliers

Suppliers

Filter

Suppliers List

Code	Name	VAT Number	Status
2	Clothes Supplier		Active
1	Leather Supplier		Active

Help Back Accept

You have to **select the supplier** that you will order the items to.



ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE ORDER

Search, Add, Edit, Print, % icons

Category	White Belt	Hell's Angels Bell	Zebra Belt	Fantasy Belt	Brown Leather...
Belts					
Bracelets	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017
Earrings	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -6.000	Units Sold: 0.000 Current Stock: -4.000	Units Sold: 0.000 Current Stock: -7.000	Units Sold: 0.000 Current Stock: -6.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	
Bras	Units Sold: 0.000 Current Stock: -5.000	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -4.000	
Beach Clothing					

Receipt: PC/000002  
27/01/2017 09:15:09  
Leather Supplier  
PURCHASE  
\$0.00

Buttons: Add, Print, Confirm

In this screen, you can enter your order the same way as doing a sale. You will see here only items with the **Stock status active**.

You can use the  button to **search items**.

You can use the **Filter** button to search by description. It will show the current stock of the selected item.

With the  button you can load all **items with 0 units** in order to modify only the units with the keypad.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE ORDER

Search, Add, Edit, Print, % icons

Category	White Belt	Hell's Angels Bell	Zebra Belt	Fantasy Belt	Brown Leather...
Belts					
Bracelets	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017
Earrings	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -6.000	Units Sold: 0.000 Current Stock: -4.000	Units Sold: 0.000 Current Stock: -7.000	Units Sold: 0.000 Current Stock: -6.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	
Bras	Units Sold: 0.000 Current Stock: -5.000	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -4.000	
Beach Clothing					

Receipt: PC/000002  
27/01/2017 09:15:09  
Leather Supplier  
PURCHASE  
\$0.00

Order List:

0.000 Ud. x \$5.85	\$0.00
Hell's Angels Bell	
0.000 Ud. x \$7.02	\$0.00
Zebra Belt	
0.000 Ud. x \$7.02	\$0.00
Fantasy Belt	
0.000 Ud. x \$8.20	\$0.00
Brown Leather Belt Man	
0.000 Ud. x \$8.20	\$0.00
Black Leather Belt Man	
0.000 Ud. x \$8.20	\$0.00
Brown Leather Belt Woman	
0.000 Ud. x \$7.02	\$0.00
I Love Rock Belt	
0.000 Ud. x \$8.20	\$0.00
Dominoes Belt	

Buttons: Add, Print, Confirm



With the  button you can load a list of **items sold since the last order** made, so you can easily replace the inventory to the previous status.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE ORDER

Search, Inventory, Receipt, Percentage, Menu icons

Category	Item	Date Last Doc.:	Units Sold:	Current Stock:	Status
Belts	White Belt	26/01/2017	0.000	-3.000	
	Hell's Angels Belt	26/01/2017	9.000	-15.000	✓
Bracelets	Zebra Belt	26/01/2017	9.000	-13.000	✓
	Fantasy Belt	26/01/2017	0.000	-7.000	
Earrings	Brown Leather...	26/01/2017	0.000	-6.000	
	Black Leather B...	26/01/2017	0.000	-5.000	
Handkerchiefs	Brown Leather...	26/01/2017	0.000	-3.000	
	I Love Rock Belt	26/01/2017	5.000	-8.000	✓
Hats	Dominoes Belt	26/01/2017	5.000	-9.000	✓
	Bras				
Beach Clothing					

Receipt: PC/000002  
27/01/2017 09:34:19


Leather Supplier  
PURCHASE

**\$192.05**

9,000 Utd. x \$5.85	\$52.69
9,000 Utd. x \$7.02	\$63.21
5,000 Utd. x \$7.02	\$35.12
5,000 Utd. x \$8.20	\$41.02

Buttons: Inventory, Receipt, Back, Confirm



With the  button, you can apply the discount to all the order that your supplier may offer.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Select Discount

Discounts

Code	Name	Type	% Discount	Amount Discount
1	10% Discount	Percentage	10.00%	\$0.00
2	2\$ Discount	Amount Tax excluded	0.00%	\$2.00

Discounts List

Buttons: Help, Back, Accept

There are more options in the **context menu**:

- **Supplier:** you can change the current supplier of the order, but only if you haven't entered any item yet.

- **Filter:** you can select to show all items with stock or only the items you ordered previously to this supplier.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE ORDER

Belts	White Belt	Hell's Angels Belt	Zebra Belt	Fantasy Belt	Brown Leather...
Bracelets	Date Last Doc.: 26/01/2017	Date Last Doc.: 27/01/2017	Date Last Doc.: 27/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017
Earrings	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -15.000	Units Sold: 0.000 Current Stock: -13.000	Units Sold: 0.000 Current Stock: -7.000	Units Sold: 0.000 Current Stock: -6.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 27/01/2017	Date Last Doc.: 27/01/2017	
Bras	Units Sold: 0.000 Current Stock: -5.000	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -8.000	Units Sold: 0.000 Current Stock: -9.000	
Beach Clothing					

Receipt: PC/000002  
27/01/2017 09:34:19  
Leather Supplier

Own Items  
All

9,000 Uds. x \$5.85  
Hell's Angels Belt \$52.69

9,000 Uds. x \$7.02  
Zebra Belt \$63.21

5,000 Uds. x \$7.02  
I Love Rock Belt \$35.12

5,000 Uds. x \$8.20  
Dominoes Belt \$41.02

Printing on Receipt Printer  
Print / Preview  
Export to EXCEL  
Export to PDF  
EMAIL

- **Print:** you can **print the order** on the receipt printer or export into PDF or CSV file.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE ORDER

Belts	White Belt	Hell's Angels Belt	Zebra Belt	Fantasy Belt	Brown Leather...
Bracelets	Date Last Doc.: 26/01/2017	Date Last Doc.: 27/01/2017	Date Last Doc.: 27/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017
Earrings	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -15.000	Units Sold: 0.000 Current Stock: -13.000	Units Sold: 0.000 Current Stock: -7.000	Units Sold: 0.000 Current Stock: -6.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: 26/01/2017	Date Last Doc.: 26/01/2017	Date Last Doc.: 27/01/2017	Date Last Doc.: 27/01/2017	
Bras	Units Sold: 0.000 Current Stock: -5.000	Units Sold: 0.000 Current Stock: -3.000	Units Sold: 0.000 Current Stock: -8.000	Units Sold: 0.000 Current Stock: -9.000	
Beach Clothing					

Receipt: PC/000002  
27/01/2017 09:34:19  
Leather Supplier

Printing on Receipt Printer  
Print / Preview  
Export to EXCEL  
Export to PDF  
EMAIL

9,000 Uds. x \$5.85  
Hell's Angels Belt \$52.69

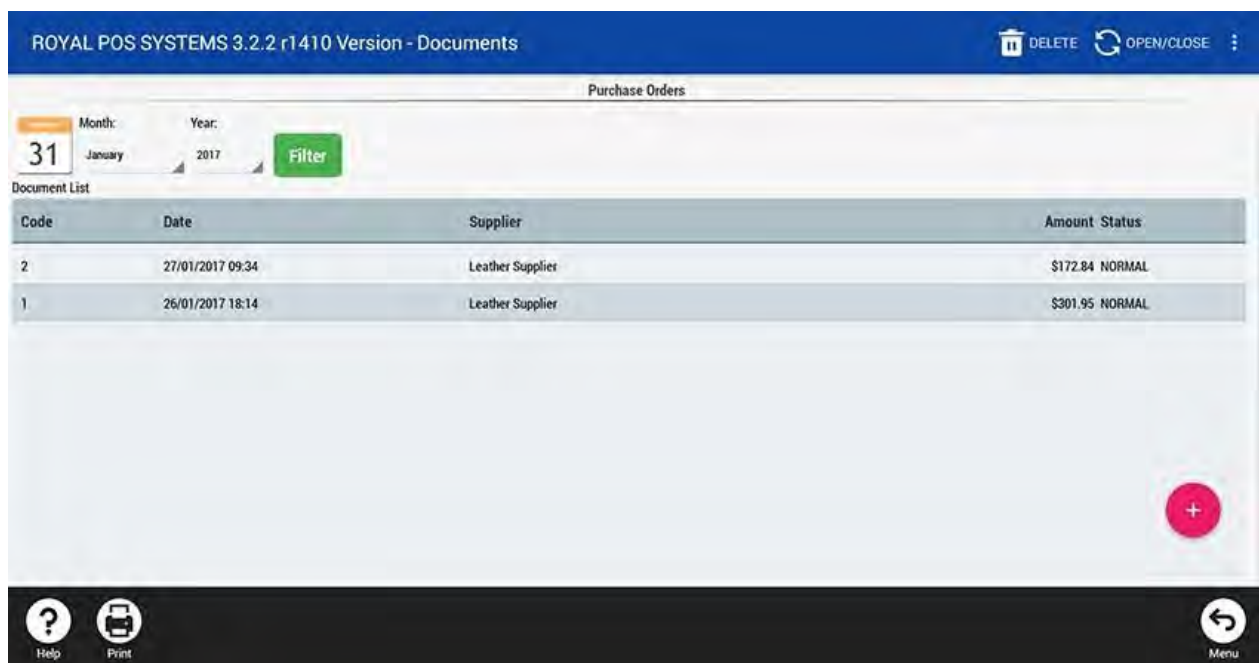
9,000 Uds. x \$7.02  
Zebra Belt \$63.21

5,000 Uds. x \$7.02  
I Love Rock Belt \$35.12



5,000 Uds. x \$8.20  
Dominoes Belt \$41.02


Printing on Receipt Printer  
Print / Preview  
Export to EXCEL  
Export to PDF  
EMAIL

You can **finalize the order** with the  button or **cancel the order** with the  button.



The order is stored and can be reopened any time.

The status of the order will be changed to **Closed** when it is transferred to a **Delivery Note**. You can **change the status** of an order with the  button, so you can edit it again. You can **delete** an order with the  button. Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)



## Purchase Delivery Notes

In this screen, you can create the **delivery notes of your suppliers** when you receive the goods to update the current inventory.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Documents

Purchase Delivery Notes

Month: January Year: 2017 Filter

Document List

Code	Date	Supplier	Amount	Status
------	------	----------	--------	--------

Help Print Menu

To create a **new Delivery Note**, push the  button.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Suppliers

Suppliers

Filter

Suppliers List

Code	Name	VAT Number	Status
2	Clothes Supplier		Active
1	Leather Supplier		Active

Help Back Accept

You have to **select the supplier** that you will buy the items to.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE DELIVERY NOTE

Receipt: AC/000001  
27/01/2017 10:30:47  
Leather Supplier  
PURCHASE  
**\$0.00**

Belts	White Belt	Hell's Angels Belt	Zebra Belt	Fantasy Belt	Brown Leather...
Bracelets	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —
Earrings	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 16.000 Current Stock: -15.000	Units Sold: 14.000 Current Stock: -13.000	Units Sold: 8.000 Current Stock: -7.000	Units Sold: 6.000 Current Stock: -6.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	
Bras	Units Sold: 5.000 Current Stock: -5.000	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 8.000 Current Stock: -8.000	Units Sold: 10.000 Current Stock: -9.000	
Beach Clothing					

Buttons: [Filter] [Add] [Check]

In this screen, you can enter your order the same way as doing a sale. You will see here only items with the **Stock status active**.

You can use the  button to **search items**.

You can use the **Filter** button to search by description. It will show the current stock of the selected item.

With the  button you can load all **items with 0 units** in order to modify only the units with the keypad.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE DELIVERY NOTE

Receipt: AC/000001  
27/01/2017 10:30:47  
Leather Supplier  
PURCHASE  
**\$0.00**

Belts	White Belt	Hell's Angels Belt	Zebra Belt	Fantasy Belt	Brown Leather...
Bracelets	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —
Earrings	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 16.000 Current Stock: -15.000	Units Sold: 14.000 Current Stock: -13.000	Units Sold: 8.000 Current Stock: -7.000	Units Sold: 6.000 Current Stock: -6.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	
Bras	Units Sold: 5.000 Current Stock: -5.000	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 8.000 Current Stock: -8.000	Units Sold: 10.000 Current Stock: -9.000	
Beach Clothing					

Buttons: [Filter] [Add] [Check]

0.000 Ud. x \$5.85  
Hell's Angels Belt **\$0.00**

0.000 Ud. x \$7.02  
Zebra Belt **\$0.00**

0.000 Ud. x \$7.02  
Fantasy Belt **\$0.00**

0.000 Ud. x \$8.20  
Brown Leather Belt Man **\$0.00**

0.000 Ud. x \$8.20  
Black Leather Belt Man **\$0.00**

0.000 Ud. x \$8.20  
Brown Leather Belt Woman **\$0.00**

0.000 Ud. x \$7.02  
I Love Rock Belt **\$0.00**

0.000 Ud. x \$8.20  
Dominoes Belt **\$0.00**





With the  button you can load a list of **items sold since the last order** made, so you can easily replace the inventory to the previous status.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE DELIVERY NOTE

Belts	White Belt	Hell's Angels Bell	Zebra Belt	Fantasy Belt	Brown Leather...
Bracelets	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —
Earrings	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 16.000 Current Stock: -15.000	Units Sold: 14.000 Current Stock: -13.000	Units Sold: 8.000 Current Stock: -7.000	Units Sold: 6.000 Current Stock: -6.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	
Bras	Units Sold: 5.000 Current Stock: -5.000	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 8.000 Current Stock: -8.000	Units Sold: 10.000 Current Stock: -9.000	
Beach Clothing					

Receipt: AC/000001  
27/01/2017 10:31:25  
Leather Supplier  
PURCHASE

**\$518.84**

- 16.000 Ud. x \$5.85  
Hell's Angels Bell \$93.68
- 14.000 Ud. x \$7.02  
Zebra Belt \$98.33
- 8.000 Ud. x \$7.02  
Fantasy Belt \$56.19
- 6.000 Ud. x \$8.20  
Brown Leather Belt Man \$49.22
- 5.000 Ud. x \$8.20  
Black Leather Belt Man \$41.02
- 3.000 Ud. x \$8.20  
Brown Leather Belt Woman \$24.61
- 8.000 Ud. x \$7.02  
I Love Rock Belt \$56.19
- 10.000 Ud. x \$8.20  
Dominoes Belt \$82.03



With the  button you can transfer an **existing order to a delivery note**, so you don't have to enter all items again.

You will see all **pending orders of this supplier** from the selected period. Select the order you want to transfer and push the **Accept** button.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE DELIVERY NOTE

Belts	White Belt	Hell's Angels Bell	Zebra Belt	Fantasy Belt	Brown Leather...
Bracelets	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —
Earrings	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 16.000 Current Stock: -15.000	Units Sold: 14.000 Current Stock: -13.000	Units Sold: 8.000 Current Stock: -7.000	Units Sold: 6.000 Current Stock: -6.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	
Bras	Units Sold: 5.000 Current Stock: -5.000	Units Sold: 3.000 Current Stock: -3.000	Units Sold: 8.000 Current Stock: -8.000	Units Sold: 10.000 Current Stock: -9.000	
Beach Clothing					

Receipt: AC/000001  
27/01/2017 10:31:52  
Leather Supplier  
PURCHASE

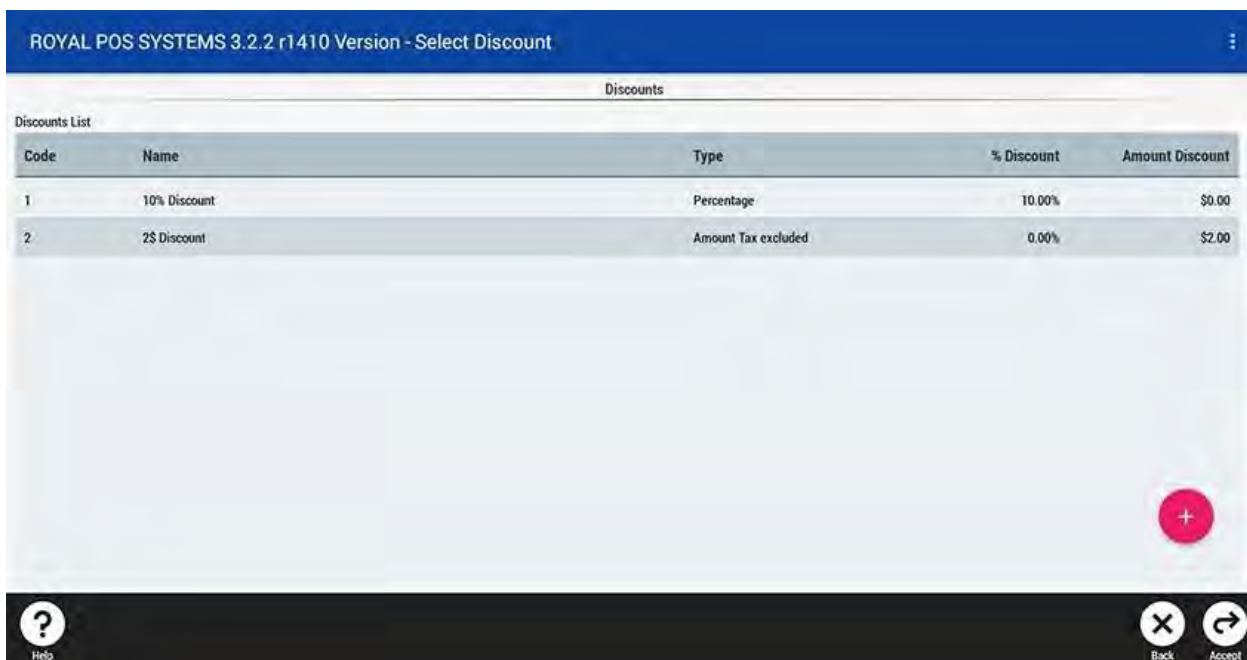
**\$326.78**

- 7.000 Ud. x \$5.85  
Hell's Angels Bell \$40.99
- 5.000 Ud. x \$7.03  
Zebra Belt \$35.14
- 8.000 Ud. x \$7.03  
Fantasy Belt \$56.22
- 6.000 Ud. x \$8.20  
Brown Leather Belt Man \$49.19
- 5.000 Ud. x \$8.20  
Black Leather Belt Man \$40.99
- 3.000 Ud. x \$8.20  
Brown Leather Belt Woman \$24.60
- 3.000 Ud. x \$7.03  
I Love Rock Belt \$21.08
- 5.000 Ud. x \$8.20  
Dominoes Belt \$40.99

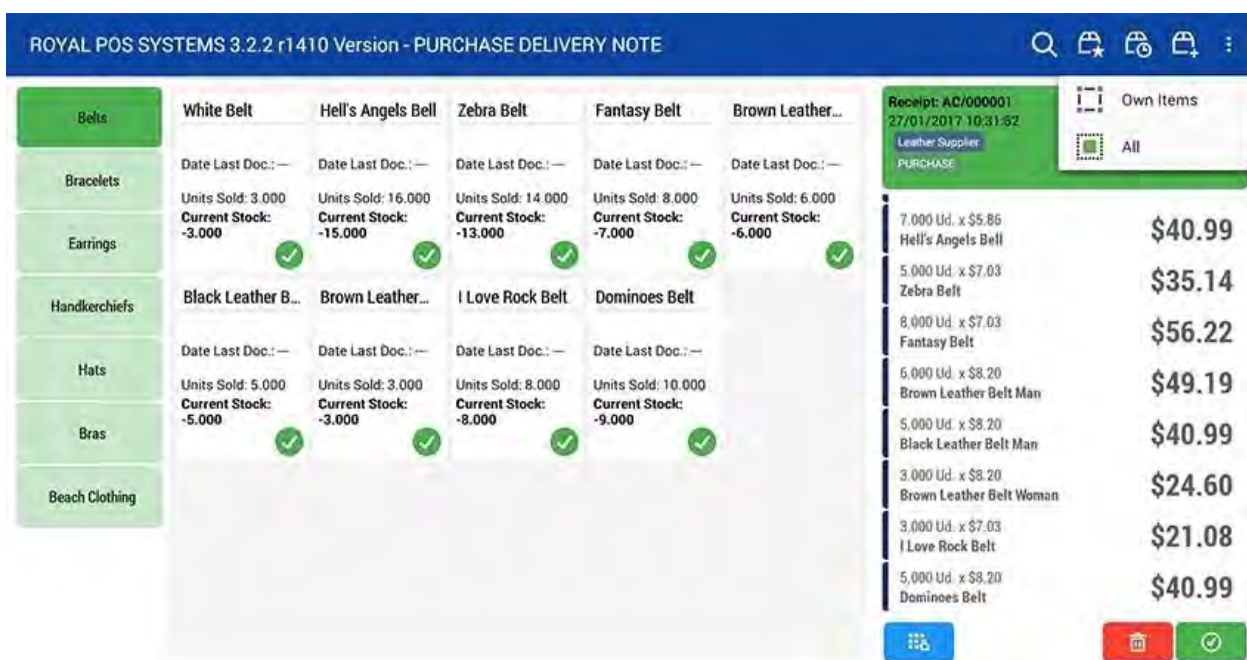
The order is transferred into the delivery note. The status of the order is changed to **Closed**.

There are more options in the **context menu**:

- **Discount**: you can apply the discount to all the order that your supplier may offer.



- **Supplier**: you can change the current supplier of the delivery note, but only if you haven't entered any item yet.
- **Filter**: you can select to show all items with stock or only the items you ordered previously to this supplier.



- **Print**: you can **print the delivery note** on the receipt printer or export into PDF or CSV file.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - PURCHASE DELIVERY NOTE

Category	White Belt	Hell's Angels Belt	Zebra Belt	Fantasy Belt	Brown Leather...
Belts	Date Last Doc.: — Units Sold: 3.000 Current Stock: -3.000	Date Last Doc.: — Units Sold: 16.000 Current Stock: -15.000	Date Last Doc.: — Units Sold: 14.000 Current Stock: -13.000	Date Last Doc.: — Units Sold: 8.000 Current Stock: -7.000	Date Last Doc.: — Units Sold: 6.000 Current Stock: -6.000
Bracelets					
Earrings					
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: — Units Sold: 5.000 Current Stock: -5.000	Date Last Doc.: — Units Sold: 3.000 Current Stock: -3.000	Date Last Doc.: — Units Sold: 8.000 Current Stock: -8.000	Date Last Doc.: — Units Sold: 10.000 Current Stock: -9.000	
Bras					
Beach Clothing					

Receipt: AC/00  
27/01/2017 10:10  
Leather Supplier  
PURCHASE

Printing on Receipt Printer

Print / Preview

Export to EXCEL

Export to PDF

EMAIL

7.000 Ud. x \$5.00  
Hell's Angels Belt \$35.00

5.000 Ud. x \$7.00  
Zebra Belt \$35.00

8.000 Ud. x \$7.03  
Fantasy Belt \$56.22

6.000 Ud. x \$8.20  
Brown Leather Belt Man \$49.19

5.000 Ud. x \$8.20  
Black Leather Belt Man \$40.99

3.000 Ud. x \$8.20  
Brown Leather Belt Woman \$24.60

3.000 Ud. x \$7.03  
I Love Rock Belt \$21.08

5.000 Ud. x \$8.20  
Dominoes Belt \$40.99

You can **finalize the delivery note** with the button  or **cancel the order** with the  button .

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Documents

Purchase Delivery Notes


Month: 31 January Year: 2017 Filter


Document List




Code	Date	Supplier	Amount	Status
1	27/01/2017 10:31	Leather Supplier	\$326.78	NORMAL

DELETED OPEN/CLOSE

Help Print Menu

The delivery note is stored and can be reopened any time. The **inventory has been updated** with the new items. You can **delete** a delivery note with the  button and the inventory will be updated again.

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)



# Stock Documents

## Inventory

In this screen, you can **regularize your current inventory** by entering the **real stock units** you have. This can be used in case of **wasted items** or for the **initial stock entry**.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Documents


Inventory

Month: 31 February Year: 2017 Filter

Document List

Code	Date	Status
------	------	--------

Help Print Menu

To create a **new Inventory entry**, push the  button.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Inventory

Category	Item Name	Date Last Doc.:	Units Sold:	Current Stock:
Belts	White Belt	—	4.000	0.000
	Hell's Angels Belt	—	22.000	7.000
Bracelets	Zebra Belt	—	19.000	56.000
	Fantasy Belt	—	19.000	6.000
Earrings	Brown Leather...	—	12.000	5.000
	Black Leather B...	—	4.000	30.000
Handkerchiefs	Brown Leather...	—	1.000	10.000
	I Love Rock Belt	—	10.000	6.000
Hats	Dominos Belt	—	10.000	9.000
	Bras	—	—	—
Beach Clothing	—	—	—	—
	—	—	—	—

Receipt: IN/000001  
10/02/2017 12:25:03 \$0.00

Search Trash Check

In this screen, you can enter the inventory the same way as doing a sale. You will see here only items with the **Stock status active**.

You can use the  button to **search items**.

You can use the **Filter** button to search by description. It will show the current stock of the selected item.



With the  button, you can load all **items with 0 units** in order to modify only the units with the keypad.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Inventory

Category	White Belt	Hell's Angels Bell	Zebra Belt	Fantasy Belt	Brown Leather...
Belts					
Bracelets	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —
Earrings	Units Sold: 4.000 Current Stock: 0.000	Units Sold: 22.000 Current Stock: 7.000	Units Sold: 19.000 Current Stock: 56.000	Units Sold: 19.000 Current Stock: 6.000	Units Sold: 12.000 Current Stock: 5.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	
Bras	Units Sold: 4.000 Current Stock: 30.000	Units Sold: 1.000 Current Stock: 10.000	Units Sold: 10.000 Current Stock: 6.000	Units Sold: 10.000 Current Stock: 9.000	
Beach Clothing					

Receipt: IN/000001  
10/02/2017 12:25:03

**\$0.00**

0.000 Utd. x \$0.00	\$0.00
Hell's Angels Bell	
0.000 Utd. x \$0.00	\$0.00
Zebra Belt	
0.000 Utd. x \$0.00	\$0.00
Fantasy Belt	
0.000 Utd. x \$0.00	\$0.00
Brown Leather Belt Man	
0.000 Utd. x \$0.00	\$0.00
Black Leather Belt Man	
0.000 Utd. x \$0.00	\$0.00
Brown Leather Belt Woman	
0.000 Utd. x \$0.00	\$0.00
I Love Rock Belt	
0.000 Utd. x \$0.00	\$0.00
Dominoes Belt	



With the  button you can **print the inventory note** on the receipt printer or export into PDF or CSV file.

ROYAL POS SYSTEMS 3.2.2 r1410 Version - Inventory

Category	White Belt	Hell's Angels Bell	Zebra Belt	Fantasy Belt	Brown Leather...
Belts					
Bracelets	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —
Earrings	Units Sold: 4.000 Current Stock: 0.000	Units Sold: 22.000 Current Stock: 7.000	Units Sold: 19.000 Current Stock: 56.000	Units Sold: 19.000 Current Stock: 6.000	Units Sold: 12.000 Current Stock: 5.000
Handkerchiefs	Black Leather B...	Brown Leather...	I Love Rock Belt	Dominoes Belt	
Hats	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	Date Last Doc.: —	
Bras	Units Sold: 4.000 Current Stock: 30.000	Units Sold: 1.000 Current Stock: 10.000	Units Sold: 10.000 Current Stock: 6.000	Units Sold: 10.000 Current Stock: 9.000	
Beach Clothing					

Receipt: IN/000001  
10/02/2017 12:25:03

**\$0.00**

0.000 Utd. x \$0.00	\$0.00
Hell's Angels Bell	
0.000 Utd. x \$0.00	\$0.00
Zebra Belt	
0.000 Utd. x \$0.00	\$0.00
Fantasy Belt	
0.000 Utd. x \$0.00	\$0.00
Brown Leather Belt Man	
0.000 Utd. x \$0.00	\$0.00
Black Leather Belt Man	
0.000 Utd. x \$0.00	\$0.00
Brown Leather Belt Woman	
0.000 Utd. x \$0.00	\$0.00
I Love Rock Belt	
0.000 Utd. x \$0.00	\$0.00
Dominoes Belt	

Printing on Receipt Printer


Print / Preview

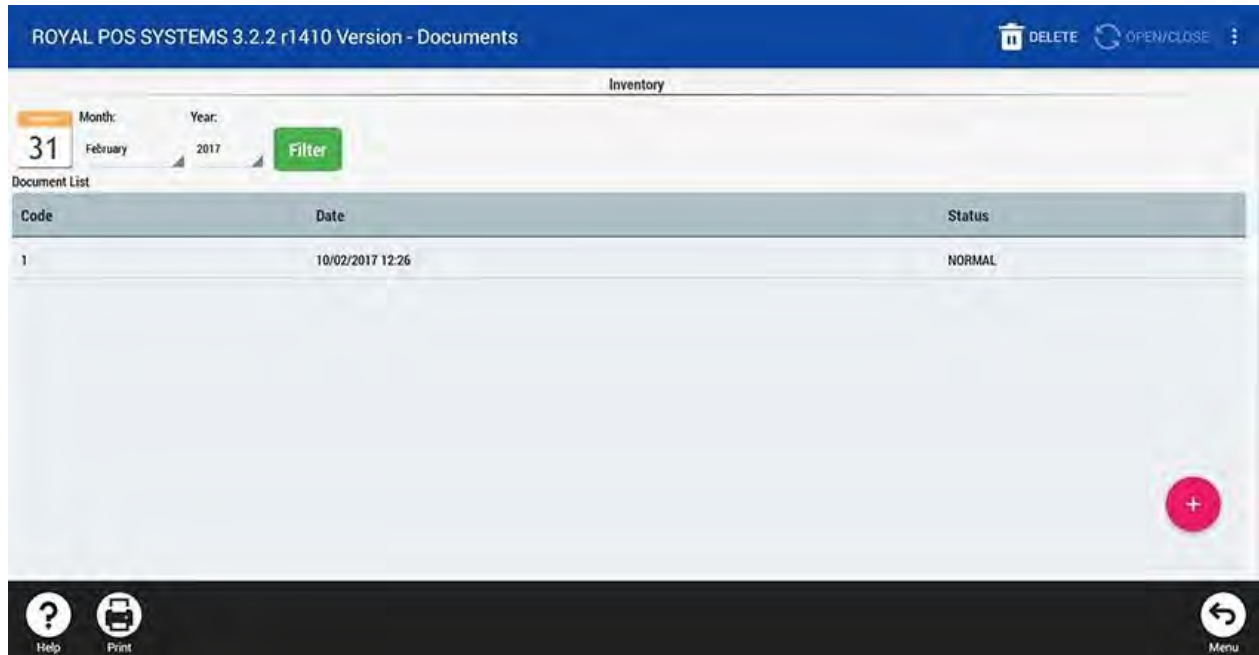
Export to EXCEL

Export to PDF



EMAIL





You can **finalize the inventory note** with the  button or **cancel the entry** with the  button.



The inventory note is stored and can be reopened any time. The **inventory has been updated** with the new items.

You can **delete** an inventory note with the  button and the inventory will be updated again. Using the  button you can **export the current chart** into the following formats:


-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)




## Inventory List

In this screen, you can see the **current stock of items** in the inventory, with the cost price.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.					
Current Stock List					
Code	Name	Department	Units	Unit Cost	Total
159	Black Leather Belt Man	Belts	30.000	\$7.00	\$210.00
158	Brown Leather Belt Man	Belts	5.000	\$7.00	\$35.00
160	Brown Leather Belt Woman	Belts	10.000	\$7.00	\$70.00
162	Dominoes Belt	Belts	9.000	\$7.00	\$63.00
157	Fantasy Belt	Belts	6.000	\$6.00	\$36.00
155	Hell's Angels Belt	Belts	7.000	\$5.00	\$35.00
161	I Love Rock Belt	Belts	6.000	\$6.00	\$36.00
154	White Belt	Belts	0.000	\$5.00	\$0.00
156	Zebra Belt	Belts	11.000	\$6.00	\$66.00
					\$551.00



Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

## Stock Movements List

In this screen, you can see the units of **items sold and purchased** and the **benefit margin** of the selected period. You can use the **date filter** to select the period that will be shown.

ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard.


Stock Movements List




Month: 31 February Year: 2017 Filter

Items List

Item Code	Item Name	Department	Sales	Total	Purchases	Total	Margin	% Margin
159	Black Leather Belt Man	Belts	4.000	\$129.87	34.000	\$278.92	-\$149.05	-0.53%
158	Brown Leather Belt Man	Belts	12.000	\$389.61	17.000	\$139.46	\$250.15	1.79%
160	Brown Leather Belt Woman	Belts	0.000	\$0.00	11.000	\$90.24	-\$90.24	-1.00%
162	Dominoes Belt	Belts	8.000	\$259.74	18.000	\$147.66	\$112.08	0.76%
157	Fantasy Belt	Belts	16.000	\$415.58	24.000	\$168.57	\$247.01	1.47%
155	Hell's Angels Belt	Belts	20.000	\$432.90	28.000	\$163.94	\$268.96	1.64%
161	I Love Rock Belt	Belts	9.000	\$253.25	16.000	\$112.38	\$140.87	1.25%
154	White Belt	Belts	3.000	\$64.93	4.000	\$23.42	\$41.52	1.77%
			\$2,361.47		\$1,644.35		\$717.12	

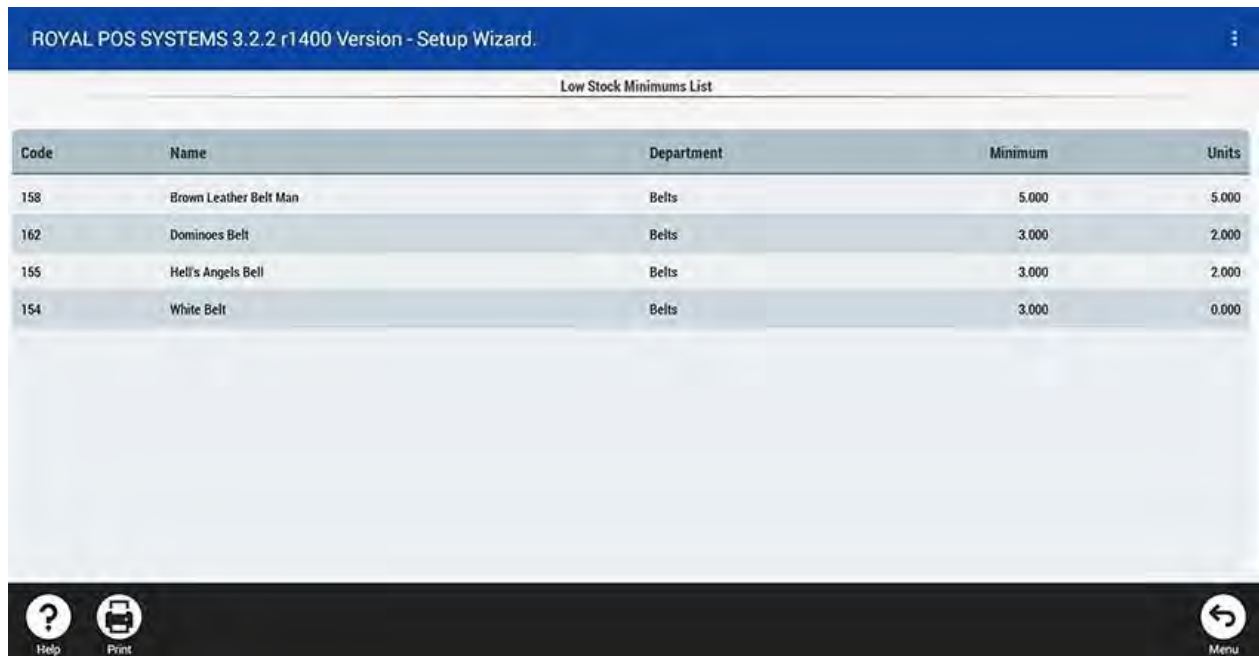
Help
Print
Menu

Using the  button you can **export the current chart** into the following formats:


-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)




## Low Stock Minimums List

In this screen, you can see the list of all **items that are under minimum stock**, with the current stock units. This list is very useful to prepare **new orders** to your suppliers.



Code	Name	Department	Minimum	Units
158	Brown Leather Belt Man	Belts	5.000	5.000
162	Dominoes Belt	Belts	3.000	2.000
155	Hell's Angels Belt	Belts	3.000	2.000
154	White Belt	Belts	3.000	0.000

Using the  button you can **export the current chart** into the following formats:

-  CSV
-  PDF
-  EMAIL (sent as an attached PDF file)

# SERVER VERSION

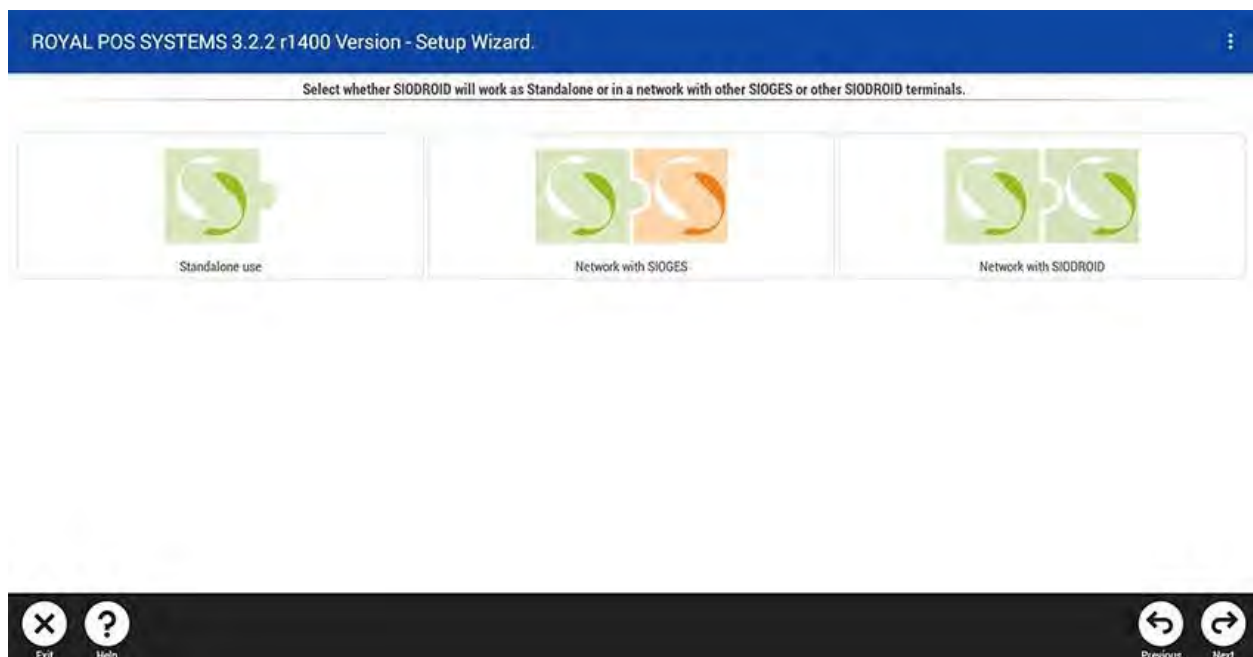
This license has the next features:

- All PRO version additional features
- You can create a network
- You can use up to 6 CLIENT devices

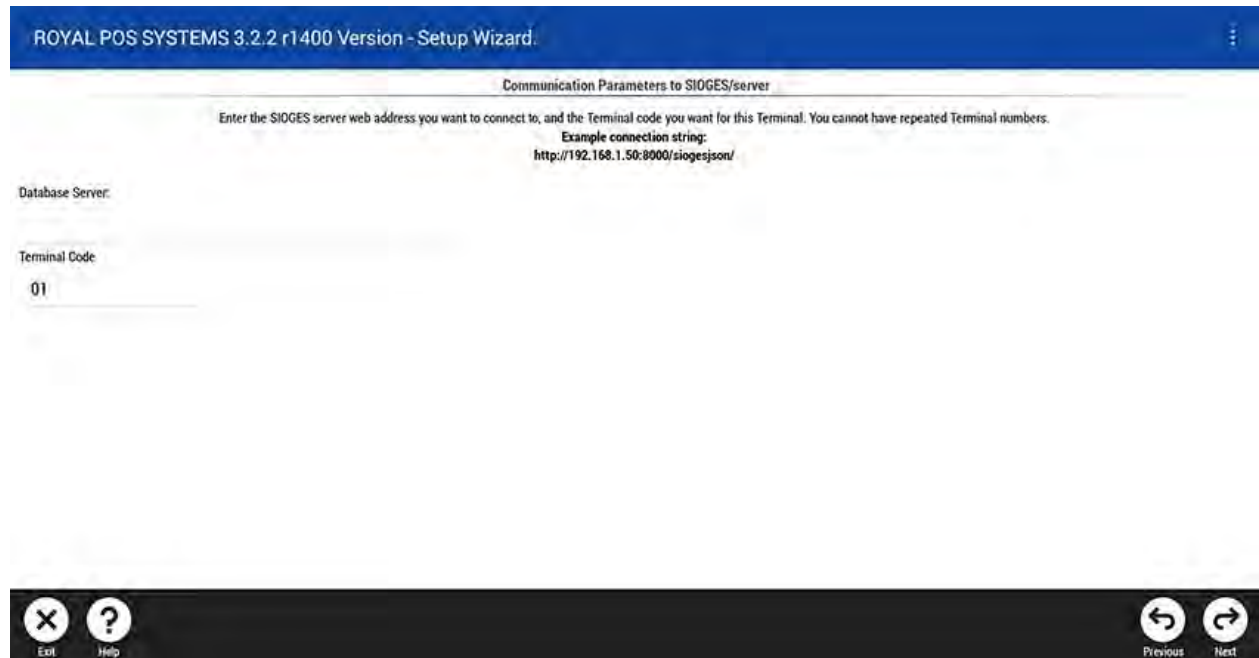
The difference between the PRO and the SERVER version is the CLIENT devices. The Server version allows you to create a network, then you can connect the Client devices to the POS. For example, a Client device can be a cell phone (Android and iOS). All you have to do is download an App into your employees' cell phones and they can take an order, send it to a bar or kitchen printer and add cooking instructions and sides. There are many more sales features that can be used.

## Network Setting

The **ROYAL POS SYSTEM** is an application that can work perfectly as a **standalone system** but you have also the option to create a **network with other devices**. It is possible to connect to another **ROYAL POS SYSTEM** or **SIORGES** with a **SERVER** license.

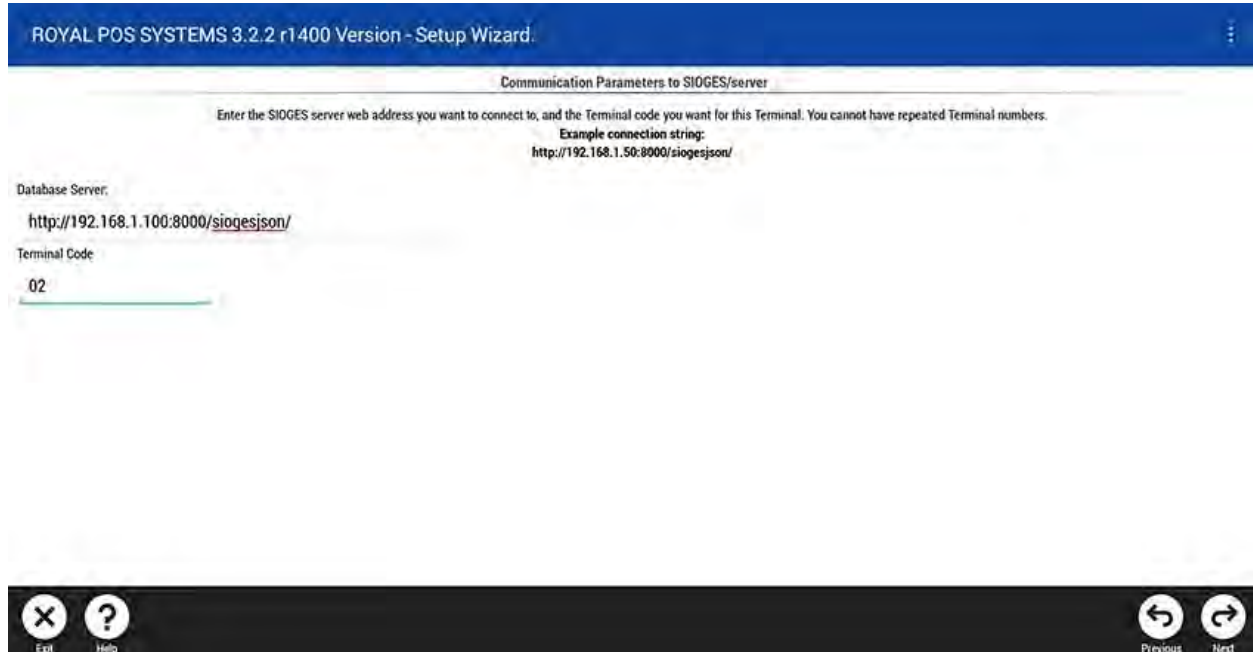


- **Standalone use:** This option means that this device will work alone with all databases and will not be linked to any other device in a network.
- **Network with SIOGES:** With this option, you will be asked to setup the link to a **Windows based device with SIOGES SERVER** that will manage all databases.



In the **Database Server** field, you must enter the IP address of the machine with the SERVER license in this format:

<http://192.168.x.x:8000/siogesjson/> where 192.168.x.x is the **IP address of the SERVER** machine.

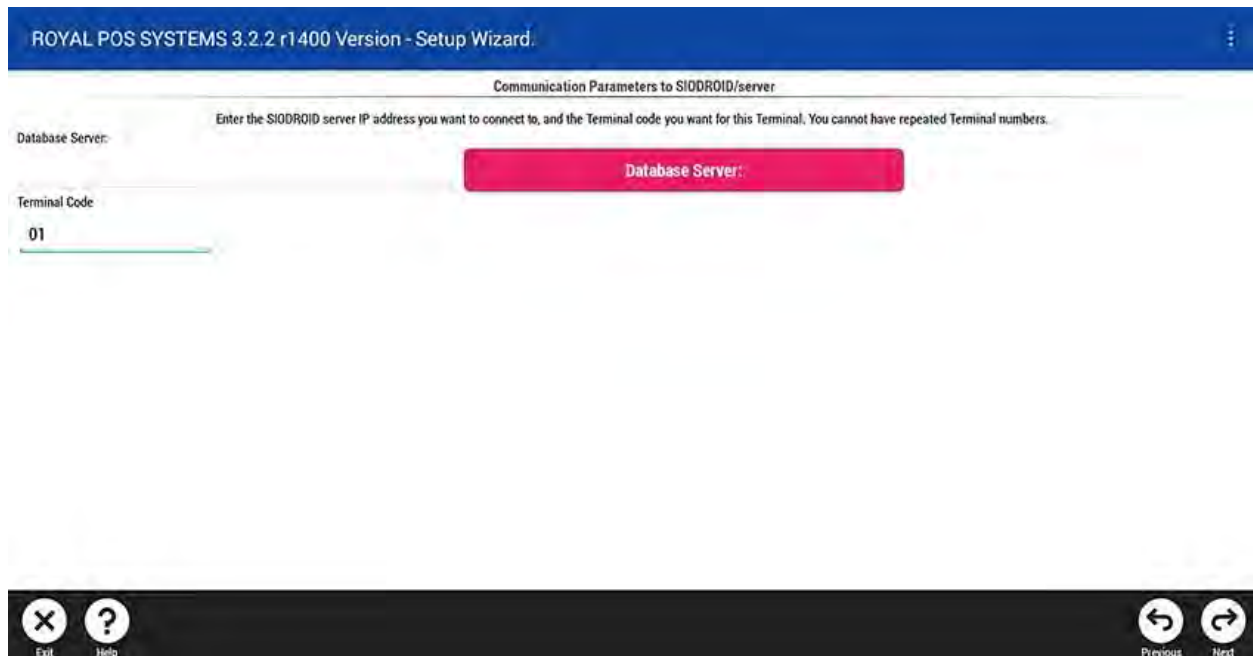


**8000** means the port that will be used to connect, so check that the **Windows Firewall allows the use of this port** or disable the firewall.

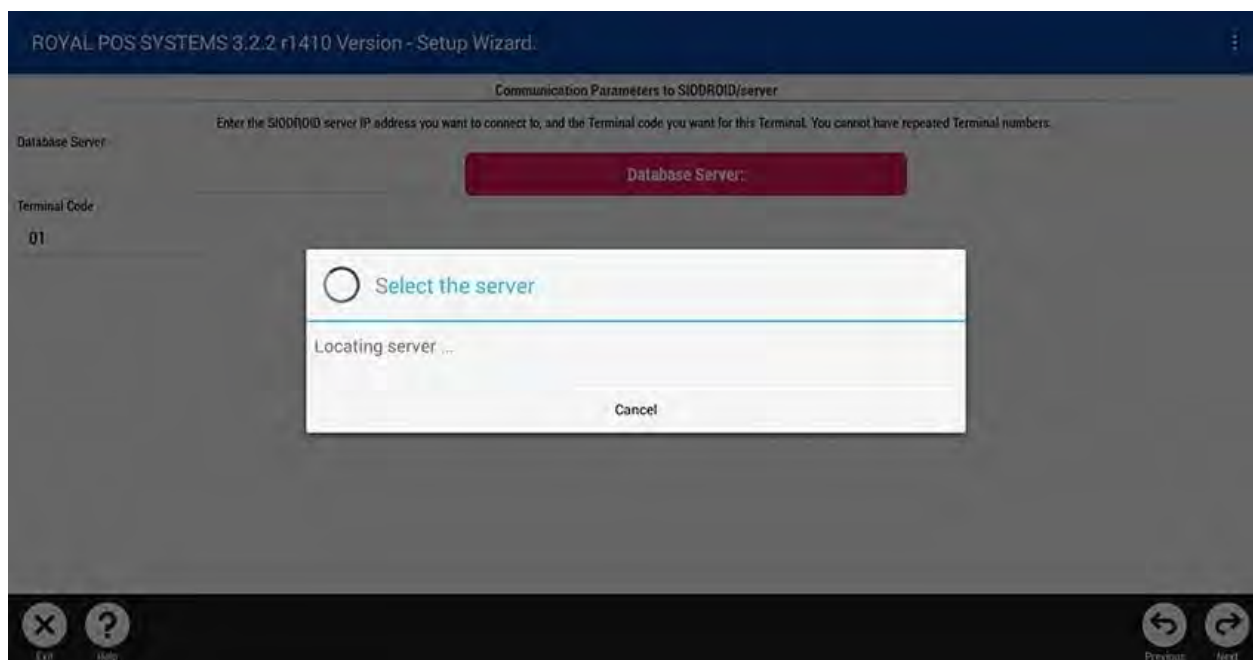
It is also required to enter a **Terminal Code** for this device. Use a terminal number that is not being already used in the network.



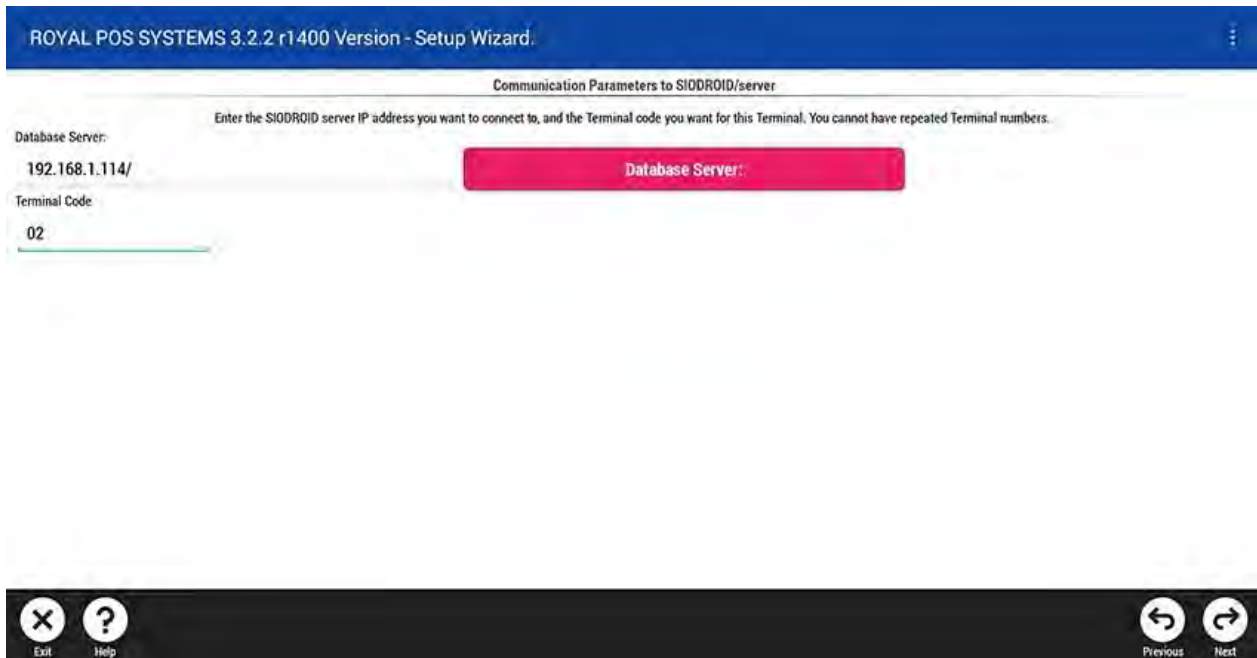
- **Network with ROYAL POS SYSTEM:** With this option, you will be asked to setup the link to an **Android based device with a ROYAL POS SYSTEM SERVER** that will manage all databases.



In the **Database Server** field, you must enter the IP address of the machine with the SERVER license or push the **Database Server** button to search automatically the SERVER on the network.



Select the **IP address of the SERVER** and it will be added directly.



ROYAL POS SYSTEMS 3.2.2 r1400 Version - Setup Wizard

Communication Parameters to SIODROID/server

Enter the SIODROID server IP address you want to connect to, and the Terminal code you want for this Terminal. You cannot have repeated Terminal numbers.

Database Server:  
192.168.1.114/

Terminal Code  
02

Database Server:

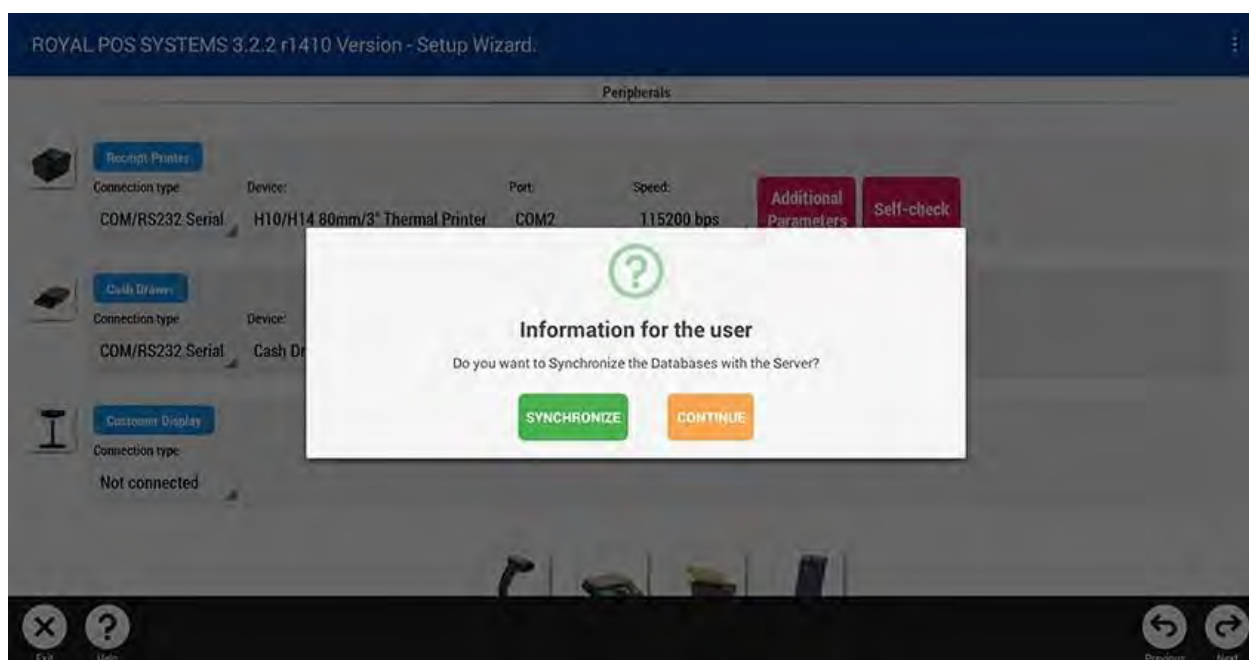
Exit Help Previous Next

In the **Database Server** field, there will be the IP address of the machine with the SERVER license. In case you need to enter it manually you must use this format:

**192.168.x.x/**

where 192.168.x.x is the **IP address of the SERVER** machine.

It is also required to enter a **Terminal Code** for this device. Use a terminal number that is not being already used in the network.



After setting up the connection to a SERVER device you will have the option to **Synchronize the databases** with the server, to receive all programming data.

**NOTE:** you have to use the same software versions and the same IP range in both devices.

# CLIENT devices

## Set up

You should make sure that your Client App and POS have the same version. If not, it doesn't work.

If Client App in the store has a different version, please contact Royal customer service:  
1 800 (272)-6229

For enabling Client devices read the following steps:

- Connect POS to a Wi-Fi network
- Connect your cell to same Wi-Fi network that POS
- Download Client App from Google Play or App Store
- Accept if you agree with our conditions

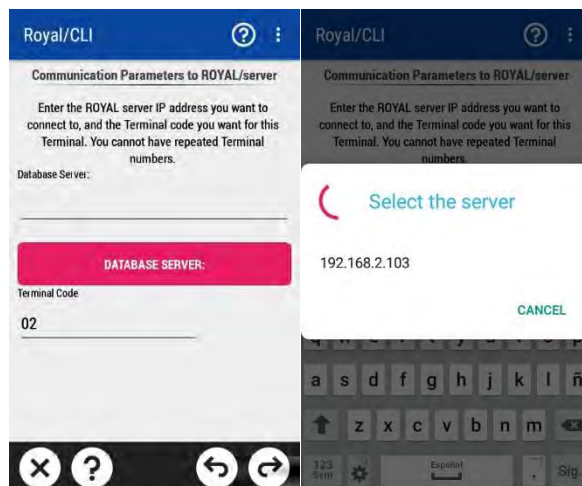


- Choose Network with Royal

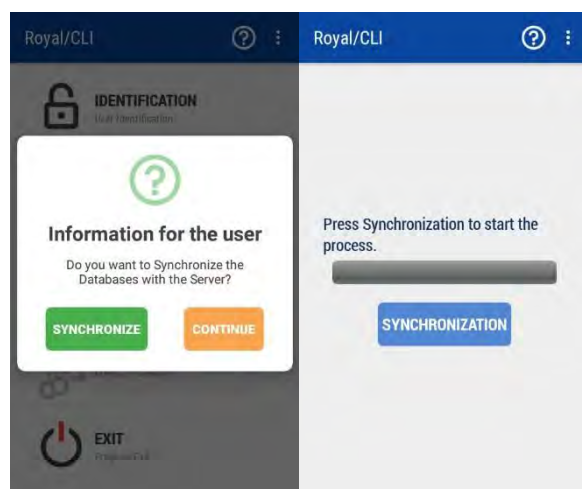


- Push **Database server button** to search automatically the SERVER on the network or you must enter the IP address of the machine, with the SERVER license, in the **Database Server** field.

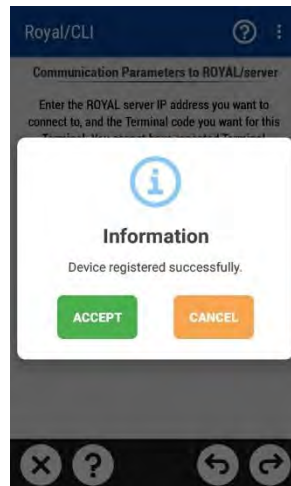
It is also required to enter a **Terminal Code** for this device. Use a terminal number that is not being already used in the network.



- Synchronize the databases with the Server.



- Now you have your Client device enabled



**NOTE:** in the previous chapter you can read more about Network settings.

**NOTE:** If I synchronized my Client device and the next time I turn on POS it can't enable. The problem can be about the version of the App or about the IP.

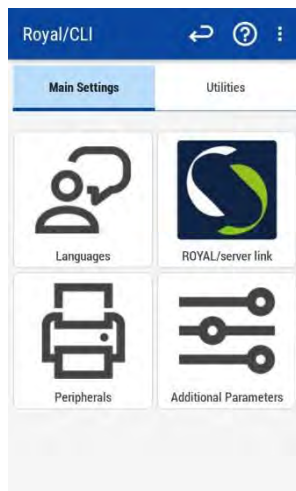
- You have to use the same version in POS App and Client Device App.
- You have to use the same IP range in both devices.



## Features

From Client Device you can manage some features:

- Setup:
  - o Main Setting



- Languages
- Royal/ server link
- Peripherals
- Additional Parameters:
  - Sales
  - Sales continued
  - Printing
- Utilities:



- Delete sales data
  - Delete databases
  - Backup copy
- o Sales
- o Daily cash reports

**NOTE:** if you want to know more about this functions, you can read about them in the Main Menu chapter.

# LIMITED WARRANTY

## ROYAL ELECTRONIC CASH REGISTER LIMITED WARRANTY

Royal Consumer Information Products, Inc. ("Royal") at 1160 U.S. Highway 22 East, Suite 301, Bridgewater, NJ 08807 USA warrants that your NEW Royal Point Of Sale ("Product") is free of defects of workmanship and materials. If there is a defect or malfunction of this Product, Royal will repair the Product free of charge as follows:

**PARTS:** New or comparable rebuilt parts in exchange for defective parts for ONE YEAR from the date of purchase.

**LABOR:** All labor charges incurred from a Royal Authorized Service Center or the Royal National Repair Center are covered for 90 DAYS from the date of purchase. After 90 days, there will be a labor charge for repair of the Product and/or assemblies such as the keyboard, display(s), logic board, power supply and printer(s) at the Royal National Repair Center's or the Royal Authorized Service Center's then prevailing rates. The Product must be brought to a Royal Authorized Service Center nearest to your location; or the Product must be shipped postage prepaid, insured and via a traceable shipping method to a Royal Authorized Service Center or to the Royal National Repair Center. Royal will pay return postage from the Royal National Repair Center during the labor warranty period only.

This warranty does not apply to persons who purchased this Product second hand or used.

This warranty does not include the replacement of ink rolls, ribbons, paper rolls or any other consumables or supplies used in the point of sale and consumed through the normal use of the Product.

This warranty does not include cleaning, adjustments, parts, or repairs required by circumstances beyond the control of Royal, including, but not limited to, fire or other casualty, accident, neglect, abuse, abnormal use, misuse or battery leakage damages. THERE ARE NO OTHER EXPRESSED WARRANTIES EXCEPT AS STATED HEREIN. AFTER THE PERIOD OF EXPRESSED WARRANTY SET FORTH HEREIN, THERE ARE NO EXPRESSED OR IMPLIED WARRANTIES AND THOSE EXCLUDED INCLUDE THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Royal shall NOT be liable for CONSEQUENTIAL DAMAGES resulting from any failure, defect, or malfunction of this Product. Some states do not allow limitations on how long an implied warranty lasts and some states do not allow the exclusion of limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

### TO OBTAIN SERVICE UNDER THE TERMS OF THIS WARRANTY:

- Pack your Product in the original carton or equivalent.
- Enclose a copy of the bill of sale or other documentation showing the original purchase date.
- Enclose a card or note describing the difficulty you have had with the Product.
- Bring or ship the above Product, prepaid and insured, via a traceable shipping method to the nearest Royal Authorized Service Center location or to the Royal National Repair Center. The Royal National Repair Center and/or the Royal Authorized Service Centers cannot be held responsible for any loss or damage that occurs while in transit.

For the Authorized Service Centers within your local area, please call 1-800-272-6229.

Or you may call the Royal National Repair Center directly at 1-800-832-6522 for shipping instructions and additional information.

Please retain the original proof of purchase for your records to establish the date of the original purchase. Your warranty starts with the date of original purchase. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

- This warranty is valid only on cash registers purchased, delivered and used in the United States.





**ROYAL<sup>®</sup>**

Consumer Information Products, Inc.

1160 U.S. Highway 22 East  
Suite 301  
Bridgewater, NJ 08807

Made in Malaysia